

**Appendix A:**

**ProFile™**

**Software Information**

**ADMINISTRATION MANUAL**

**New York State Alternate Assessment**  
(September 2010)

# Measured Progress ProFile™ Program

Measured Progress's ProFile™ is a Web-based program available to teachers statewide to assist in documenting student performance data.

Measured Progress ProFile™ - NYSAA

Go to Registration Page      Go to Supervisor Login Page

Teacher Login for NYSAA Measured Progress ProFile™

Your e-mail address and your username are the same. If you have more than one account, the information that you enter will only be visible in the account that you were logged in under when you entered it.

E-mail address:

Password:

Log In

## Web-Based Program

Teachers statewide can log on from any computer with Internet access and manage the datafolios of students who are participating in NYSAA.

- ProFile™ includes all of the required NYSAA documents, which can be completed on-line, printed, and submitted for scoring in a traditional datafolio.
- The program is compatible with IBM/PC and Mac platforms.

ProFile™ offers teachers the ability to efficiently collect and store student performance data during the administration period. It can be used as a management tool when conducting alternate assessments for several students simultaneously. Once the teacher enters student information, it is automatically entered into all of the documents associated with that student's datafolio.

**Note:** Any information entered and stored in ProFile™ will be available during the administration period (October 4, 2010–February 11, 2011). Users will not have access to student data after 6:00 p.m. on February 11, 2011. The program will be taken off-line. It is the responsibility of the school district to maintain a permanent record of student assessments.

## Before Submitting Datafolios for Scoring

While ProFile™ is a helpful tool for collecting and documenting student performance data, errors can still occur.

- An administrator or colleague familiar with the administration of NYSAA must engage in a collegial review by carefully reviewing each datafolio prior to the end of the administration period.

## Advantages to Utilizing the Software

The ProFile™ program offers these benefits:

- The ability to access and manage datafolios on any computer.

- The program administrator can correct problems in one place and the corrections will be universally implemented.
- The program ensures the confidentiality of all information by encrypting the data between the server and the user's computer so that it cannot be read.
- Student files are protected from crashes on a secure server.
- If a student moves to another teacher or district, files can be reassigned to the receiving teacher.

### **Accessing the Program**

ProFile™ is available on-line from your computer's browser screen. Please note the ProFile™ Web address has been changed for the 2010–11 NYSAA administration.

- Enter the address: <http://www.MeasuredProgressProFile.org/NYSAA/>
- Mac users should access the Web site using Safari instead of Internet Explorer, then follow the on-screen directions.
- ProFile™ is easy to use. For those who prefer written documentation, a User Manual is available on-line from the log-in page. Users may print and review this document prior to using ProFile™.

### **ProFile™ and the Older Student**

ProFile™ is set up per the current NYSAA year's Age Range Chart, but it also accommodates the older student. ProFile™ will accept students up to 21 years as of September 1, 2010. In other words, for 2010–11, the earliest birth date (oldest student) that ProFile™ will allow is September 1, 1989—a maximum of 21 years.

- For students older than 21 years—with a birth date of August 31, 1989 or earlier—please contact Measured Progress at 800-431-8901.
- For students who are age 17 and do not fit into the Age Range Chart, please contact Measured Progress at 800-431-8901.

### **ProFile™ Technical Support**

ProFile™ Technical Support from Measured Progress:

- Toll free telephone number **1-866-834-8880**
- E-mail: **[cunningham.john@measuredprogress.org](mailto:cunningham.john@measuredprogress.org)**

When requesting support, have the following information ready:

- Your name and school
- Your computer platform (Windows or Mac)
- Your system operating platform
- What do you want to do that you cannot do

Technical support is available during regular business hours. Generally, you will receive a response within 24 hours—often sooner.