



User's Guide

for

Measured Progress ProFile™

**Customized for the 2015-2016
PAAP Task Bank**

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Registration

Upon entering the Measured Progress ProFile™ Web site you will see the following sign in page.

Step 1. Click *Go to Registration Page* to register.

The registration page is shown below.

Step 2. Enter your email address and your password twice. Click *Submit Registration* at the bottom of the screen.

Note: Your password may be any combination of letters and numbers and must be at least eight (8) characters. All passwords are case sensitive.

My Account Page

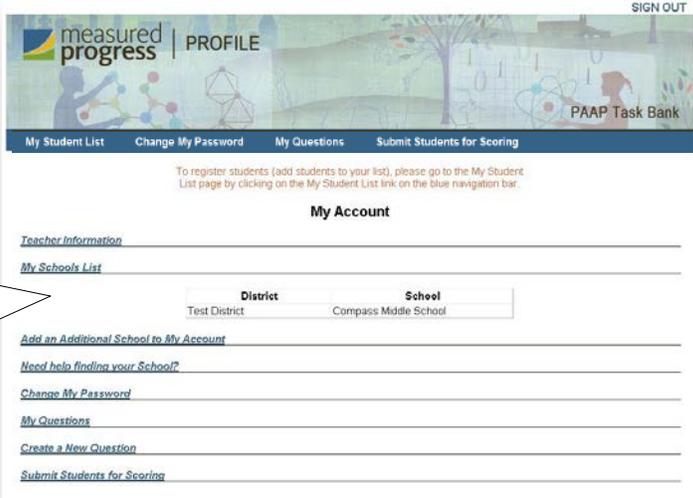
The My Account page is shown below.



Step 3. Fill in your first and last name. Select your district and then your school from the drop down list. Click on the *Save* button.

My Schools List

A sample of the My Schools List is below showing features available on this page.



Step 4. Clicking on *My Schools List* displays your list of schools.

Add an Additional School to My Account

measured progress | PROFILE

SIGN OUT

PAAP Task Bank

My Student List Change My Password My Questions Submit Students for Scoring

To register students (add students to your list), please go to the My Student List page by clicking on the My Student List link on the blue navigation bar.

My Account

[Teacher Information](#)

[My Schools List](#)

[Add an Additional School to My Account](#)

New School: Western Elementary School

School:

[Need help finding your School?](#)

[Change My Password](#)

[My Questions](#)

[Create a New Question](#)

[Submit Students for Scoring](#)

To add another school to your account, click [Add an Additional School to My Account](#). Select the school from the drop down list and click [Add School](#). If the school is not already on your list, you will get a confirmation message that the school has been added to your list.

Need Help Finding Your School

My Account

[Teacher Information](#)

[My Schools List](#)

[Add an Additional School to My Account](#)

[Need help finding your School?](#)

For assistance determining a school or populating a student list, please contact Alternate Assessment Coordinator at the Maine Department of Education.
Phone: (207) 624-6774

[Change My Password](#)

Click on [Need Help Finding Your School?](#) if your school is not listed for contact information.

Changing Your Password

My Account

[Teacher Information](#)

[My Schools List](#)

[Add an Additional School to My Account](#)

[Need help finding your School?](#)

[Change My Password](#)

Current Password:

New Password:

Confirm New Password:

Click on *Change My Password* if you want to change your password. Remember that your password must have at least eight (8) characters and is case sensitive.

My Questions

To register students (add students to your list), please go to the My Student List page by clicking on the My Student List link on the blue navigation bar.

My Account

[Teacher Information](#)

[My Schools List](#)

[Add an Additional School to My Account](#)

[Need help finding your School?](#)

[Change My Password](#)

[My Questions](#)

[Create a New Question](#)

[Submit Students for Scoring](#)

There are no messages in your list.

Click on the *My Questions* link button to view the question(s) that you have submitted or that have been automatically generated by the ProFile™ Web site.

After clicking on the Send button, the question will appear in your My Questions list.

My Account

[Teacher Information](#)

[My Schools List](#)

[Add an Additional School to My Account](#)

[Need help finding your School?](#)

[Change My Password](#)

[My Questions](#)

Delete Message	Sent	Status	Subject	Answered	View Response
Click to Delete	10/25/2012 10:23:53 AM	New	My First Question		Click to View

A question that was just sent will have a status of **New**. The status will change to **Pending** while the information is being gathered.

When the status changes to **Replied**, click here to view the response.

Creating a New Question

To register students (add students to your list), please go to the My Student List page by clicking on the My Student List link on the blue navigation bar.

My Account

[Teacher Information](#)

[My Schools List](#)

[Add an Additional School to My Account](#)

[Need help finding your School?](#)

[Change My Password](#)

[My Questions](#)

[Create a New Question](#)

Subject:

Question:

Use this feature to send a question to the MDOE about a registering a PAAP student or completing a PAAP for a student. Fill in the subject box giving a brief description. Fill in the question box providing pertinent details. Click the *Send* button.

NOTE: You can send student information (i.e., student name, grade, MEDMS number) to MDOE securely in this site because it is encrypted.

My Student List Page

My Student List

Step 5. Click on *My Student List* to display a list of all students you have added to your list.

My Students

[My Student List](#)

Click on the Add a Student to My List Link below to add a new student to your list.

[Add a Student to My List](#)

[Need help finding your Students?](#)

Add a Student to My List

Step 6. Click on the *Add a Student to My List* to start the process of adding a student to your list.

My Students

[My Student List](#)

[Add a Student to My List](#)

Enter Student ID (MEDMS #):

[Need help finding your Students?](#)

My Account

My Students

[My Student List](#)[Add a Student to My List](#)Enter Student ID (MEDMS #):

Student Name: Rene C Hall

District: Test District

School: Compass Middle School

Grade: 08

Is this information correct?

 Yes No

(Note: If the information is not correct, the student will not be added to your list. Instead the needed correction(s) you indicate will be sent to Sue Nay. You will be notified that the change(s) have been made. You will need to check the "My Questions" section on your "My Account" page.)

If the information is not correct, what needs to be changed?

[Need help finding your Students?](#)

Step 8. Verify that the information shown is correct. If it is not, select **No** and fill in the box explaining what is incorrect. The student will be added to your list with a status of **Pending**. You cannot work on the student until the status has been changed by the MDOE to **Open**.

Step 7. Enter the nine (9) digit MEDMS# and click on the [Check MEDMS#](#) button.

Step 9. Click [Add Student to My List](#) button when you are done.

My Account

My Students

[My Student List](#)[Add a Student to My List](#)Enter Student ID (MEDMS #):

The student was successfully added to your "My Student List".

Enter an additional Student ID or click the "My Student List" link to continue.

[Need help finding your Students?](#)

If the student with a status of **Open** was successfully added, this message will appear.

My Students

[My Student List](#)

[Add a Student to My List](#)

Enter Student ID (MEDMS #):

The student was successfully processed. The student will be marked as **Pending** in your **My Student List** until the data is corrected. You will not be able to access the Task Bank for this student until the status is changed to **Open**.

Enter an additional Student ID or click the "My Student List" link to continue.

[Need help finding your Students?](#)

If the student with a status of **Pending** was successfully added, this message will appear.

My Students

[My Student List](#)

[Add a Student to My List](#)

Enter Student ID (MEDMS #):

Student ID does not match those available in Measured Progress ProFile™.
**Please check that the Student ID is correct, click the link below for assistance, or
send a question from the My Account page.**

[Need help finding your Students?](#)

If the MEDMS # is incorrect, this message will appear. If you are certain that the MEDMS # is correct, send a question using the *My Questions* section on the **My Account** page to MDOE.

My Students

[My Student List](#)

[Add a Student to My List](#)

Enter Student ID (MEDMS #):

Student ID is already assigned to another teacher.

[Need help finding your Students?](#)

This message shows that the student is already registered to another teacher. A student can only be registered to one teacher.

Accessing Tasks and Entering Scores

My Account

My Students

[My Student List](#)

Student Name	Grade	MEDMS #	Status	
Rene C Hall	08	400000067	Open	Select
Nicholas Thomas	08	400000068	Pending	Select

[Add a Student to My List](#)

[Need help finding your Students?](#)

Step 10. Once a student has been added to your list, click on the *Select* link button to access the Task Bank for that student.

Table of Contents

The student's name, grade, and MEDMS # will be loaded on this form automatically.

My Student List [Print This Page](#)

[Table of Contents Form \(PDF\)](#)

2014-2015 PAAP Table of Contents

Student Name: Rene C Hall Grade: 08
 Student ID (MEDMS #): 400000067

Science

Science

Entry:1 D4 - Force and Motion

 LoC 1 LoC 2 LoC 3 LoC 4 LoC 5 LoC 6

[Open AGLE/Indicator PDF](#) | [Task Summary Pages](#)

Entry:2 E3 - Cells

 LoC 1 LoC 2 LoC 3 LoC 4 LoC 5 LoC 6

[Open AGLE/Indicator PDF](#) | [Task Summary Pages](#)

Entry:3 E4 - Heredity and Reproduction

 LoC 1 LoC 2 LoC 3 LoC 4 LoC 5 LoC 6

[Open AGLE/Indicator PDF](#) | [Task Summary Pages](#)

Click on *Print This Page* to display a Table of Contents form showing the required AGLE Entries indicated for that student.

Click on *Table of Contents Form (PDF)* to display a PDF of a generic blank Table of Contents form.

Click on an AGLE Entry lock so that you do not accidentally change the Level of Complexity (LoC).

Note: Locking an Entry does not mean that the student's scores are submitted.

Locking an AGLE

To unlock an AGLE Entry, click on the image of a lock.

Entry:1 D4 - Force and Motion

 LoC 1 LoC 2 LoC 3 LoC 4 LoC 5 LoC 6

[Open AGLE/Indicator PDF](#) | [Task Summary Pages](#)

NOTE: While an Entry is locked, you cannot change the LoC or go to the Task Summary page. Click on the lock to unlock the Entry.

Selecting a Task

My Student List Print This Page

[Table of Contents Form \(PDF\)](#)

2014-2015 PAAP Table of Contents

Student Name: Rene C Hall Grade: 08

Student ID (MEDMS #): 400000067

Science

Science

Entry:1 D4 - Force and Motion

 LoC 1 LoC 2 LoC 3 LoC 4 LoC 5 LoC 6

[Open AGLE/Indicator PDF](#) | [Task Summary Pages](#)

Entry:2 E3 - Cell

 LoC 1 LoC 2 LoC 3 LoC 4 LoC 5 LoC 6

[Open AGLE/Indicator PDF](#) | [Task Summary Pages](#)

Entry:3 E4 - Earth and Space Science

 LoC 1 LoC 2 LoC 3 LoC 4 LoC 5 LoC 6

[Open AGLE/Indicator PDF](#) | [Task Summary Pages](#)

Step 11. Click the *LoC* for the AGLE/Indicator that you want to work on.

Step 12. Click *Open AGLE/Indicator PDF* to access the tasks for this AGLE/Indicator.

Step 13. Click *Task Summary Pages* to electronically score your student's work for this Entry.

Task Summary Page

Step 14. Clicking on the *Task Summary* tabs to access the Task Summaries.

Step 15. Fill in the date you completed this task with your student.

My Student List Table of Contents < summary.

Task 1 Summary Task 2 Summary

Task 1 Summary

Student Name: Rene C Hall Date:

Force and Motion

1. Determine the Level of Accuracy in the box below based on the corrected student work and Data Key.

Level of Accuracy		Data Key: C = Correct X = Incorrect
Correct/Incorrect	<input type="radio"/> C <input type="radio"/> X (2 points)	% Correct = <u>0%</u>
	<input type="radio"/> C <input type="radio"/> X (2 points)	
	<input type="radio"/> C <input type="radio"/> X (2 points)	

2. Determine the Level of Assistance in the box below.

Level of Assistance		
<input type="radio"/> Level of Assistance 1 Select the type of assistance from the list below	<input type="radio"/> Level of Assistance 2 Select the type of assistance from the list below	<input type="radio"/> Level of Assistance 3 Select the type of assistance from the list below

Step 16. In the Level of Accuracy grid, click on the radio button indicating whether the student's response is correct (C) or incorrect (X). The % correct will update automatically.

Step 17. In the Level of Assistance grid, click on the level of assistance provided to the student. Then click on the types of assistance given for this task.

Note: If Student Work, Level of Accuracy box and Level of Assistance box are not completed and submitted together by Task, this Task will be UNSCORABLE. See PAAP Administration Handbook for further ways that Tasks become UNSCORABLE.

Completed Task Summary Page

My Student List Table of Contents Save This Page Print this task summary.

Task 1 Summary Task 2 Summary

Task 1 Summary

Student Name: Rene C Hall

Force and Motion

1. Determine the **Level of Accuracy** in the box below based on the corrected student work.

Item	Correct/ Incorrect	Data Key: C = Correct X = Incorrect
1	<input checked="" type="radio"/> C <input type="radio"/> X (2 points)	% Correct = <u>67%</u>
2	<input checked="" type="radio"/> C <input type="radio"/> X (2 points)	
3	<input type="radio"/> C <input checked="" type="radio"/> X (2 points)	

2. Determine the **Level of Assistance** in the box below.

Level of Assistance		
<input type="radio"/> Level of Assistance 1 Select the type of assistance from the list below	<input checked="" type="radio"/> Level of Assistance 2 Select the type of assistance from the list below	<input type="radio"/> Level of Assistance 3 Select the type of assistance from the list below
	<input type="radio"/> Use of Option 2 <input type="radio"/> Limiting student's response by removing one option <input checked="" type="radio"/> Asking clarifying questions <input type="radio"/> Prompting <input type="radio"/> Cueing <input type="radio"/> Other:	

Note: If Student Work, Level of Accuracy box and Level of Assistance box are not completed and submitted together by Task, this Task will be UNSCORABLE. See PAAP Administration Handbook for further ways that Tasks become UNSCORABLE.

Step 18. Click on the *Save This Page* link button every time you update this page. Your choices will not be saved unless you save the page.

Submitting a Student for Scoring

My Student List

To register students (add students to your list), please go to the My Student List page by clicking on the My Student List link on the blue navigation bar.

My Account

Teacher Information

My Schools List

Add an Additional School to My Account

Need help finding your School?

Change My Password

My Questions

Create a New Question

Submit Students for Scoring

Step 19. Navigate back to your My Account page and click on the *Submit Students for Scoring* at the bottom of the list when you have completed the PAAP for that student.

Student Name	Grade	MEDMS #	Status	
Rene C Hall	08	400000067	Open	Submit Student for Scoring

Step 20. Click on *Submit Student for Scoring* for that student.

My Account My Student List

Submission of a Student for Scoring

Student Demographic Information

Registered To:	creps.stephanie@bogus.net
MEDMS #:	40000067
District:	Test District
School:	Compass Middle School
Student:	Rene C Hall
Grade:	08

Step 21. Double check the demographic information for completeness and accuracy.

Step 22. The grid displays parts of the assessment that are complete (Yes) and incomplete (No).

Assessment Summary

The chart below is a summary of this student's alternate assessment. A "No" is displayed when the element is missing in this assessment.

Entry	LoC	Task Summary 1				Task Summary 2				Task Summary 3			
		Date	Score	LoA List	LoA Opt	Date	Score	LoA List	LoA Opt	Date	Score	LoA List	LoA Opt
Sci-D4	3	Yes	67	2	Yes	No	No	No	No				
Sci-E3	No	No	No	No	No	No	No	No	No				
Sci-E4	No	No	No	No	No	No	No	No	No				

Step 23. If the assessment is not complete a check box will be displayed that must be checked before you can submit the student for scoring.

The selected student does not have a completed PAAP. Are you sure that you want to submit this student for scoring?

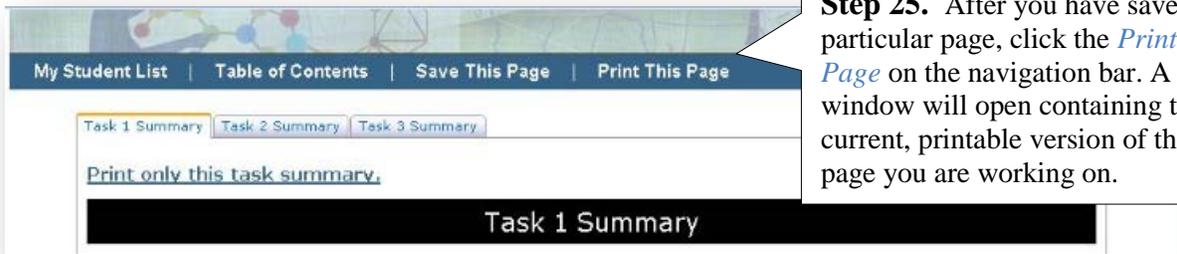
I want to submit this student for scoring.

Submit Student for Scoring
Cancel

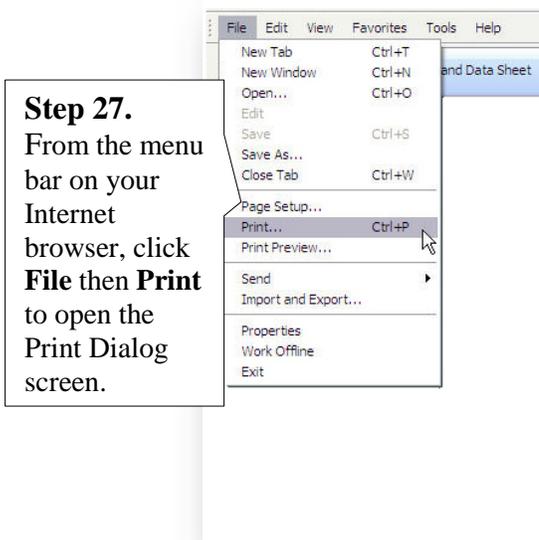
Step 24. Finally, click on the *Submit Student for Scoring* button to electronically submit your student.

Printing

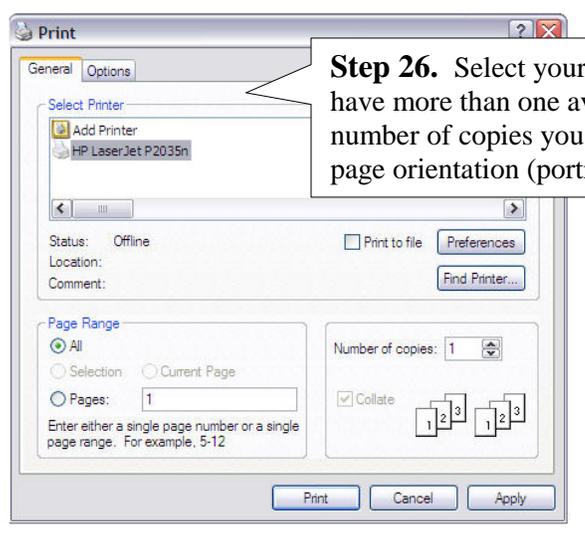
It is important to **save all information** before printing any form or page.



Step 25. After you have saved a particular page, click the *Print This Page* on the navigation bar. A new window will open containing the current, printable version of the form or page you are working on.



Step 27. From the menu bar on your Internet browser, click **File** then **Print** to open the Print Dialog screen.



Step 26. Select your printer (if you have more than one available), the number of copies you need, and the page orientation (portrait or landscape).

Exiting ProFile



NOTE: Signing out will prevent the “connection already open” error that you may receive when you attempt to sign in again. Also note that signing out will help prevent a hacker from using your connection to enter the Web site.

Technical Support

Support is provided to Maine teachers conducting the PAAP Task Bank.

Toll free telephone number:

1-866-834-8880 (Tech Product Support)

E-mail:

ProFile@measuredprogress.org

When requesting support, please have the following information ready:

- 1) Your name and school
- 2) Your computer platform (Windows or Macintosh)
- 3) What you are having difficulty with.

Normal business hours for support are 8:30 am to 5:00 pm Monday through Friday, Eastern Standard Time.

Technical Information

Note: You must have cookies enabled on your computer in order to use this site. Your browser also must support SSL – secure socket layer encryption.

Printing the Task Summary

Print ONLY the displayed Task Summary by clicking on the [Print this task summary](#) link button located in the blue navigation bar

Signing Out

Signing out will help prevent a hacker from using your connection to enter the Web site and will prevent the "connection already open" error that you may get when you attempt to sign in again.

If you do get the "connection already open" screen, you will need to close all of your browser windows because the browser (e.g., Internet Explorer, Firefox, Chrome, Safari, Opera, etc.) shares connection information with other open windows. If you are working on a Mac, you will also need to go to the browser menu and "Quit" the browser.