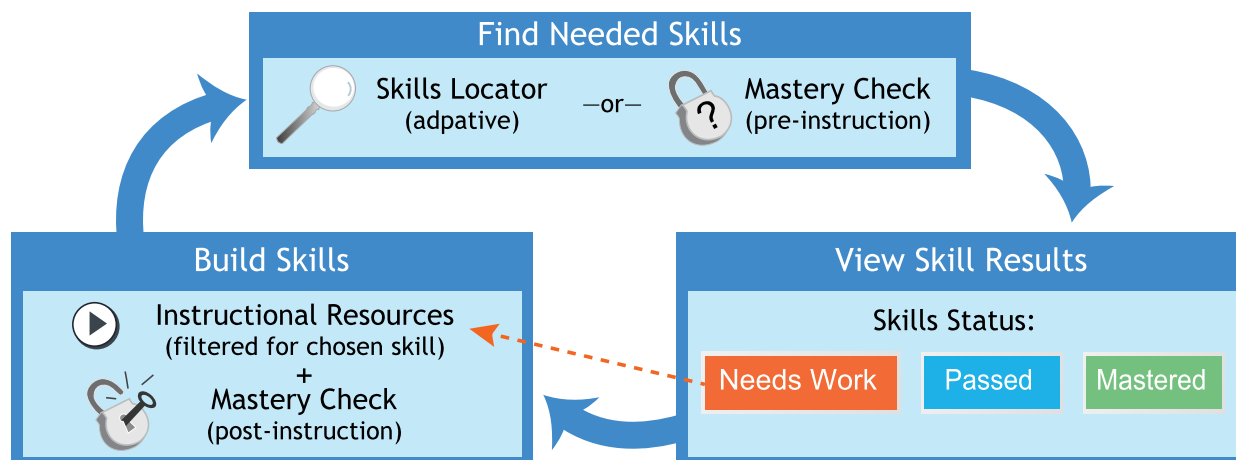


TEACHER'S TIPS

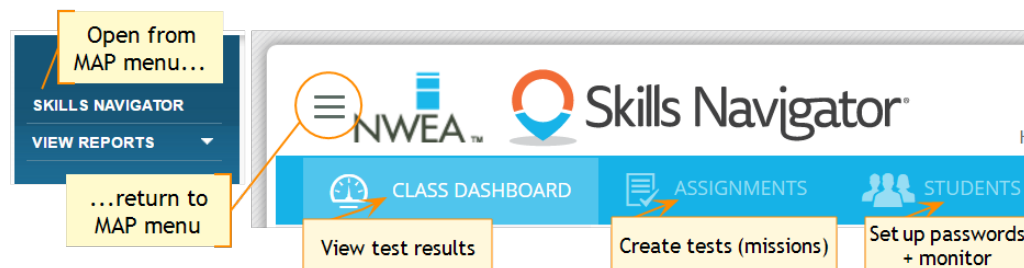
for the Skills Navigator[®] system

This guide is organized around the typical flow when using Skills Navigator[®]:



Starting Skills Navigator

The teacher's site is <https://teach.mapnwea.org> (same as MAP).



Using the Skills Locator

Typical examples for using the Skills Locator include:

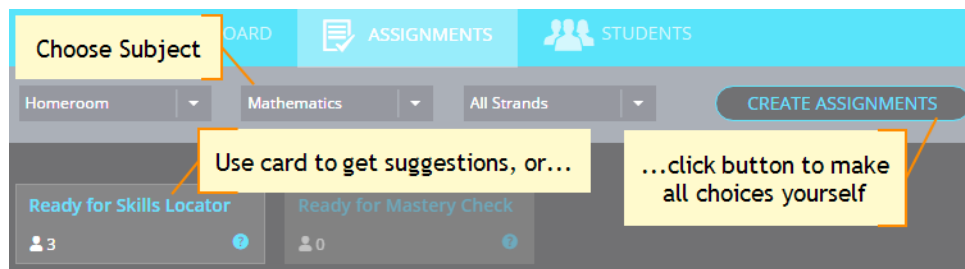
- If you have completed MAP testing, so you can uncover gaps underlying a low RIT score
- Before or after a curriculum unit, so you can differentiate instruction
- Anytime you wish to find more skills for a student to work on

It is *not* intended for:

- Academic screening
- Student placement in school

Beginning an Assignment

In the **Assignments** tab, choose the **Subject**, and then use either option, as shown:



By using the card, the system filters out students who already have assignments, so you avoid duplication.

Tip: To back out of the card, click it again.

As you determine which strand to assign, refer to the [Skills Framework](#).

Using RIT Scores from MAP

If some or all of your students have recently taken an adaptive MAP test, you should use those scores to help target their missing skills. When using MAP scores:

- The RIT score determines the skill level where testing begins.
- The most recent MAP test results are used, based on scores within each Instructional Area, or "goal area."
 - Survey tests do not apply because they only provide an overall subject score.
- RIT scores are *unavailable* for use with Skills Locator in certain situations:
 - If the student profile is missing any required reporting attribute, such as Ethnicity.
 - If students took a MAP test using an academic standard different from the standard your district specified during Skills Navigator implementation.

Select **RIT Score** as the **Starting Point** and complete the other requirements—for example:

The screenshot shows the Skills Locator interface with the following settings:

- INSTRUCTIONAL AREA:** Operations and Algebraic Thinking
- STRAND:** Solving Problems, Equations, and Inequalities
- STARTING POINT:** RIT SCORE (selected)
- Other options:** GRADE LEVEL, REMEDIATION, RIT SCORE (unselected)

Callouts provide instructions:

- "Choose Instructional Area (goal) based on your MAP reports" points to the Instructional Area dropdown.
- "Choose whatever Strand is relevant for the current studies of your students" points to the Strand dropdown.
- "For students without a RIT score, you can choose a different starting point for this assignment" points to the Starting Point options.

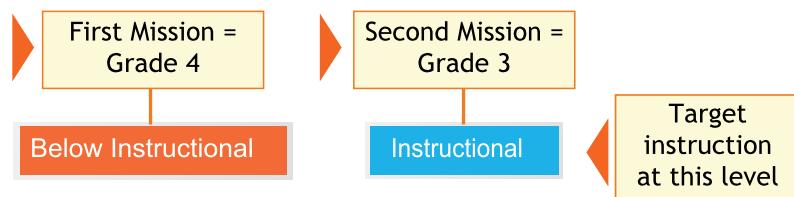
Class Breakdown By Goal

Goal	
Operations and Algebraic Thinking	J. Bush (219) S. Rose (211)
The Real and Complex Number Systems	
Geometry	
Statistics and Probability	

Skills Locator for Reading

- For the subject of reading, the Skills Locator is always the same: 2 passages, 7-9 questions each.
- To locate skills below grade 3, use the **Informational Texts** strand.

Because Reading missions are not adaptive, be prepared to re-test until the student obtains the *Instructional* status. For example:



Subsequent Skills Locators

Because the Skills Locator stops as soon as it finds a specified number of skills needing work, there could be numerous more skills left in the strand. Those skills are labeled **Unseen** in the student's results. When the student is ready to progress, you can assign a subsequent Skills Locator in the same strand.

Using Mastery Checks

Typical examples for using the Mastery Check include:

- At any time, as a quick formative assessment, **whether or not** a Skills Locator test was taken
- Before teaching a unit, to assess prerequisite skills
- After teaching a unit, so you understand how much students retained
 - Also re-testing to check for retention
- After a student has completed resources targeting skills labeled Needs Work
- For skills labeled Passed, so you can determine if students have actually mastered it or not

Tips for Mastery Checks

- Determine which skills you want to assess, as listed in the [Skills Framework](#).
- Each skill may take a few minutes of testing (there are up to 6 questions per skill).
- For students who have skills with Needs Work status, take advantage of the automated suggestions from the Assignment tab card:

Example: The card suggests Mastery Checks for students who have completed learning resources related to these skills

These students have completed all Instructional Resources for a Skill within the Strand. Would you like to assign them a Mastery Check?

SKILL NAME	# OF STUDENTS
Evaluate numerical expressions that use grouping symbols.	1 VIEW
Use context clues to understand the meaning of words.	1 VIEW

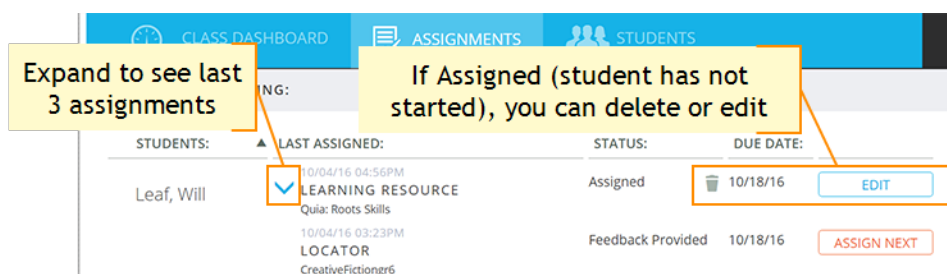
Click to make all suggested assignments (or click View to first edit the assignment settings)

ASSIGN MASTERY CHECK

For more information, see: ["Ready for..." and Assign Next Suggestions on page 14.](#)

Check or Change Your Assignments

In the Assignments tab, you can check recent assignments and, if not yet started, modify the assignment (including deletion):



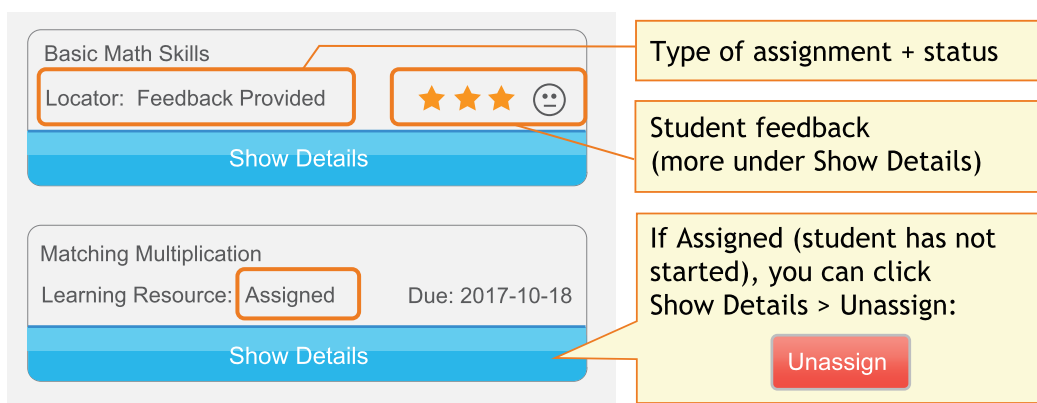
Note: The status "Feedback Provided" means the student completed the assignment, even if the student did not provide actual written feedback.

Full List of Mission Details

To see a complete list of *all* missions, including student feedback:

1. Open the **Students** tab within Skills Navigator.
2. Select your **Class** and click **Search**.
Subject and Strand does not matter in this case.
3. Select a student from the results.
4. Click the **Missions** tab.

You can see all missions for all subjects:



Student Preparation and Passwords

Students can use Skills Navigator either at school or at home. As a teacher, you play an important role with getting students ready. See also: [Handout for Parents and Students](#).

Student Site Address

`https://skillsnav.mapnwea.org`

Pop-up Blocker Settings

In order for resource websites to open, you might need to change the browser settings on each student's computer. There are two options:

- A. Allow pop-ups from all sites (this is the only option for Safari browsers)
- or -
- B. Allow the following exceptions to the pop-up blocker settings:

`skillsnav.mapnwea.org`

`school.nettrekker.com`

In general, to change the pop-up blocker settings in your browser:

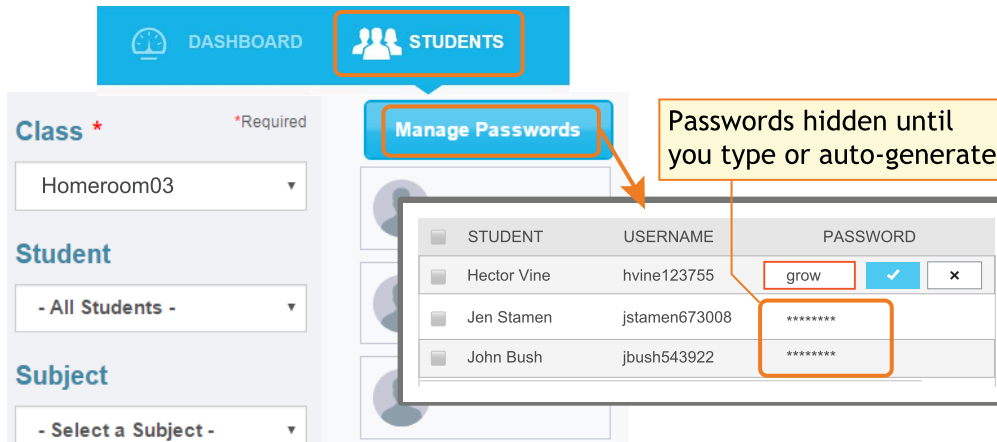
1. Open the browser settings (or options or preferences).
 - Chrome and Firefox—Click the icon on the far right of the toolbar
 - Safari, Mac desktop—Open the main Safari menu
 - Safari, iPad—From the iPad home screen, open Settings > Safari
2. Look for the pop-up block setting:
 - Chrome—Search for "pop"
 - Firefox—Content section
 - Safari, Mac desktop—Security section
3. For Chrome or Firefox, open the exceptions and add the sites listed above. For Safari, turn off the pop-up blocker.

Student User Name and Password

You only need to *generate passwords once*, but you can generate new passwords at any time, as needed. If students use Skills Navigator with multiple teachers, *beware of overwriting* each other's password.

Prerequisite and User Name—Your student roster for this term must be imported by your school or district. Or, someone with appropriate permissions needs to add the student individually. The Student User Name is specified at that time.

1. Open the **Students** tab within Skills Navigator.
2. Select your class and click **Search**.
3. Click **Manage Passwords**.



4. Choose either method or combination of both:
 - a. *Custom*—Useful if you already have passwords that your students will remember. Type it for each student, one at a time. It can be unique or the same for each student.
Note: Press Enter or click the check mark——to apply each edit (if ***** still appears, make your edit again).
 - b. *Auto-generated*—Useful for quickly assigning multiple passwords (will be an easy word with four or five letters). Select one or more students (checkbox on left), and click **Auto Generate Selected Passwords**.
5. Either print (Ctrl+P) or copy/paste the user names and passwords, so you can provide them to students.
6. Click **Done** to save your changes.

View Skill Status

From the **Dashboard**, you can see student skill status data across all strands.

See also: [Status Definitions on page 11](#)

Start: Narrow Down to a Strand

1. Under the **Dashboard**, complete the filters. Here are tips:

MAP Goal
- No goal selected - ▾

Strand
- All Strands - ▾

Skill Grade
6th Grade ▾

🔍 Search

MAP Goal – You can skip it, unless you want to narrow down the list of strands.

Strand – Choose *All Strands* if you want an overview of all testing done for the subject.

Skill Grade (reading only) – Choose the baseline grade level *used during testing*.

Skills Grade may be lower than your students' enrolled grade; for example, the Remediation option starts testing two grades below their enrollment.

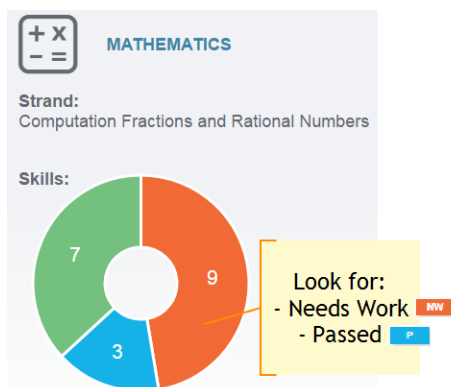
2. Click **Search**.

If "No Skill Data Available" appears, try changing the filters to be more broad.

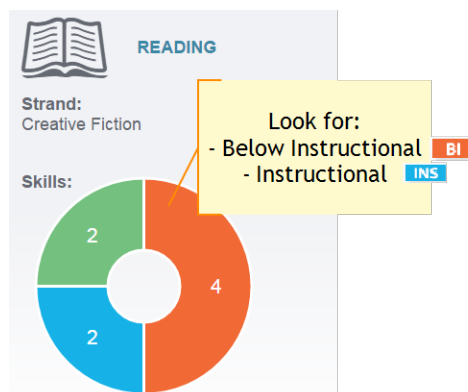
3. If viewing *All Strands*:

- a. Scan the "donut" charts for the status demanding the most attention:

Needs Work or Passed



Below Instructional or Instructional (reading only)



- b. If multiple strands demand attention, click whichever chart is most relevant to your current teaching.

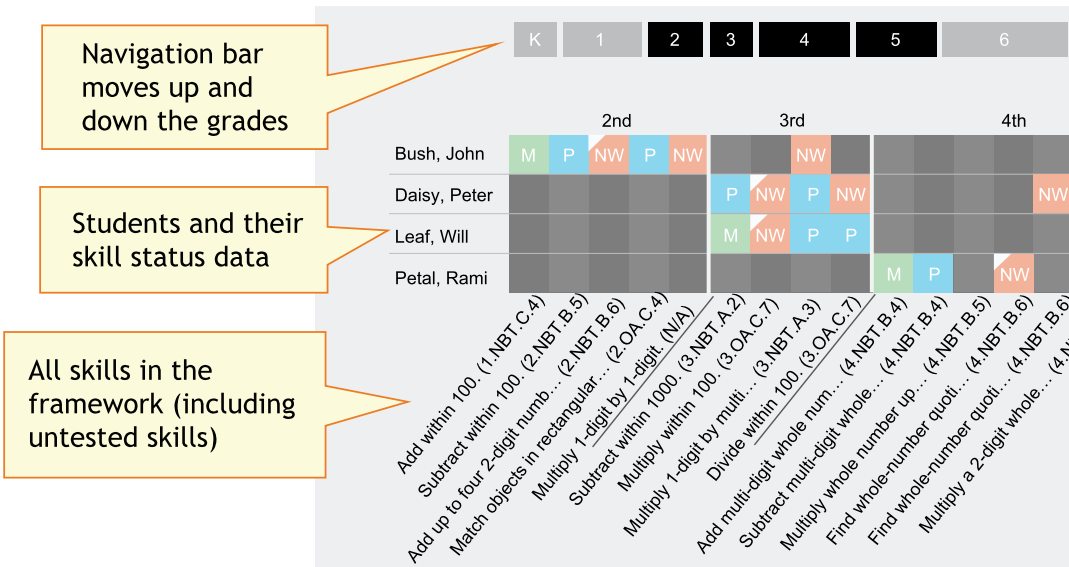
Multiple math strands: If you see more strands than the one you assigned, it is because each mathematics skill can relate to multiple strands. Again, pick whatever strand is most relevant now. As the student progresses on a skill under one strand, that progress will apply to all other strands where the skill appears.

4. If viewing a *specific* strand:

A chart appears showing students and their skill status. Continue to the next section.

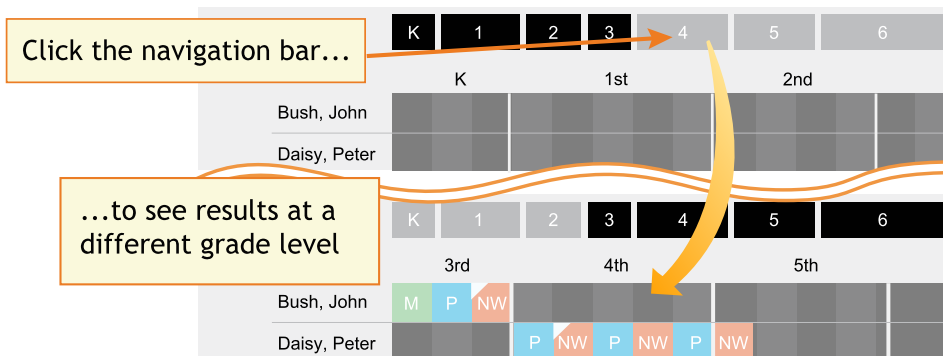
Next: Pinpoint Students and Skills

After selecting a strand, the underlying skills appear in the "heat map" chart with the following parts:

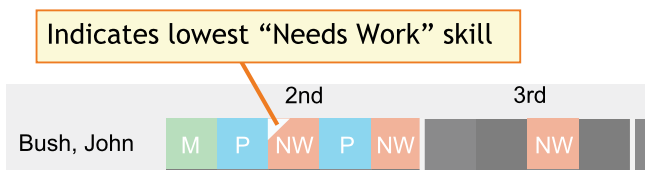


To help pinpoint skills, you can:

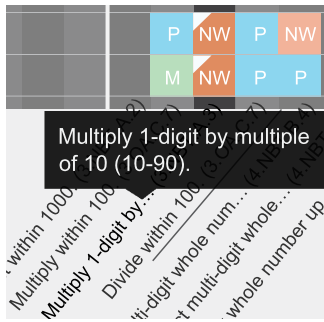
- Scroll up or down the grades using the navigation bar:



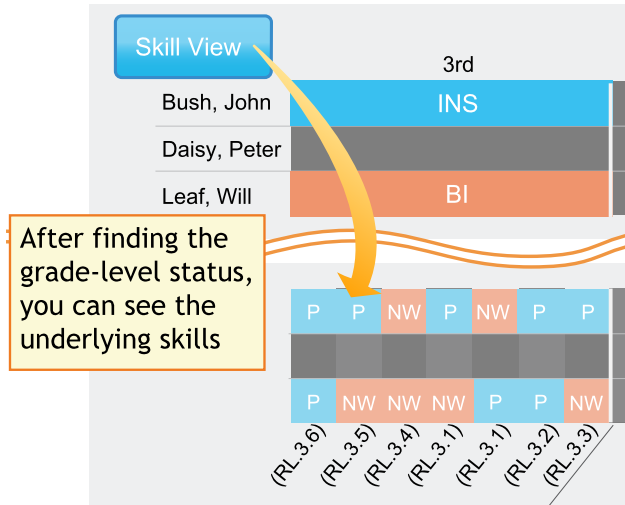
- Look for the lowest skill with Needs Work status:



- Hover or click over each skill to see a full description and column highlight:



- Switch between grade and skill status (reading only):

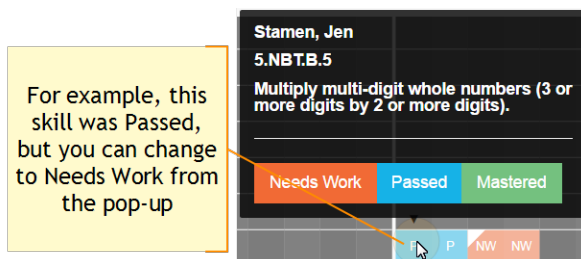


Tip: Although reading skills appear to be the same across grades, they differ by the level of text complexity.

Optional: Change Skill Status

As you work with students, you may determine that the skill status no longer applies. Rather than re-test, you can directly edit the skill status.

1. In the **Dashboard**, search for the student.
2. When the heat map chart appears, locate the skill.
3. Click the skill status (or reading grade-level status) and choose the new status from the pop-up:



When Changing Status:

- **Unseen** – You cannot change back to Unseen (gray) status, so avoid accidental changes.
- **Reading skills** – You cannot change the skills underlying a reading level.
- **Progress graph** – A new dot appears above the date of the change, showing the new status.

Status Definitions

After students complete a mission, you can see their skills labeled with a status.

For Individual Skills:

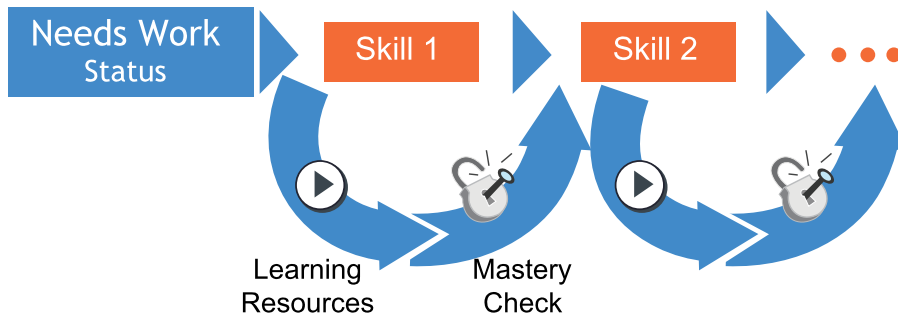
Status	Meaning
NW Needs Work	1 of 3 <i>incorrect</i> (Skills Locator) -or- 2 of 5 <i>incorrect</i> (Mastery Check). Focus your instruction on addressing these skills.
P Passed	3 of 3 correct on a Skills Locator. This status is a by-product of finding <i>Needs Work</i> skills during the Skills Locator. You can perform further testing or, based on your judgment, edit the status to either Needs Work or Mastered.
M Mastered	5 of 6 correct on a Mastery Check. Once mastered, students can work on the next level of skills. (Not applicable to reading skills, because reading missions have a limited set of questions per skill.)

For Reading Grade Level:

Skill Status	Meaning
BI Below Instructional	Less than 50% correct. You should re-test at the next lower grade level so you can establish the student's Instructional reading level.
INS Instructional	Between 50-80% correct. Student is ready for instruction on this reading grade level.
IND Independent	About 80% correct. Student is ready for the next reading grade level.

Resources and Progress Toward Mastery

Typically, for each skill designated Needs Work, you want to assign Learning Resources, followed by a Mastery Check of that skill. You repeat this cycle for each skill designated Needs Work:

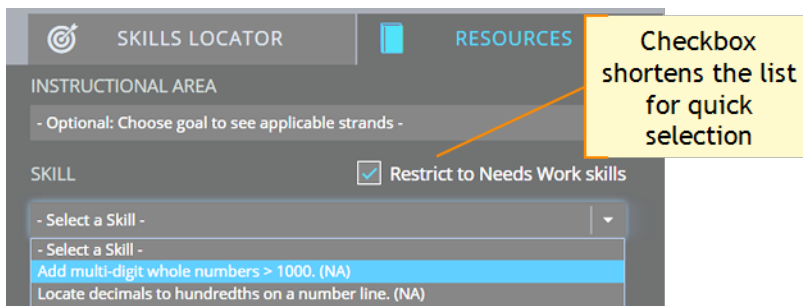


Skills Navigator *automatically* walks through this cycle when you use the **Assign Next** button or "Ready for..." card within the Assignment tab. However, the system will recognize if you have already made an assignment, so it does not cause duplication.

Tips for Learning Resources

When assigning Learning Resources:

- Use the "Ready for Instructional Resources" card to see suggestions for a chosen subject and strand. For each suggestion, click **View** and choose applicable resources (the skill is chosen for you).
- If you are *not* using the "Ready for Instructional Resources" card or Assign Next button, you can quickly select skills using this check box:



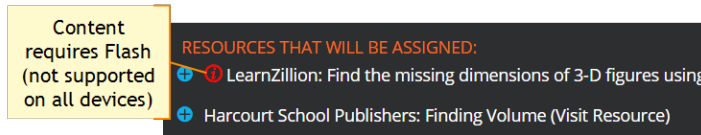
Note: You may need to clear selection of some students, if they do not share the same skills that Need Work.

- You can add your own site(s) below the Knovation list:



Note: Custom resources only appear for you, not other teachers.

- When assigning a resource, an indicator shows which resources require Flash, as reported by Knovation:



"Ready for..." and Assign Next Suggestions

In the **Assignments** tab, there are two features to automate your work:

- *"Ready For..." cards*—At the top of the tab, cards enable you to make a batch of assignments
- *Assign Next buttons*—For each student, the **Assign Next** buttons provide you with then next logical assignment

ASSIGNMENT TRACK
Entire Class

Example: Assign Next will suggest a Resource (or possibly another Skills Locator)

STUDENTS:	LAST ASSIGNED:	STATUS:	DUE DATE:
Dwena, Shawn	11/03/16 10:28AM LOCATOR Skills Locator	Feedback Provided	11/17/16

ASSIGN NEXT

Suggestions for Math, Language Arts, or Vocabulary

Here are the potential assignment suggestions:

Student Activity	Suggestions (from Card or Assign Next)		
	Skills Locator	Resource	Mastery Check
Start:	"Ready for Skills Locator" card suggests all strands (but not based on MAP RIT score)		
Skills Locator Completed:	Suggested for next strand if no skills tagged Needs Work found	Suggested if Needs Work found, starting with lowest skill	
Resource Completed:			Suggested for same skill as resource assignment
Mastery Check Completed:	Suggested for same strand when no more skills are tagged Needs Work, but some skills are still Unseen	Suggested if skill: <ul style="list-style-type: none"> • Needs Work—chooses same skill • Mastered—chooses next higher skill that Needs Work 	

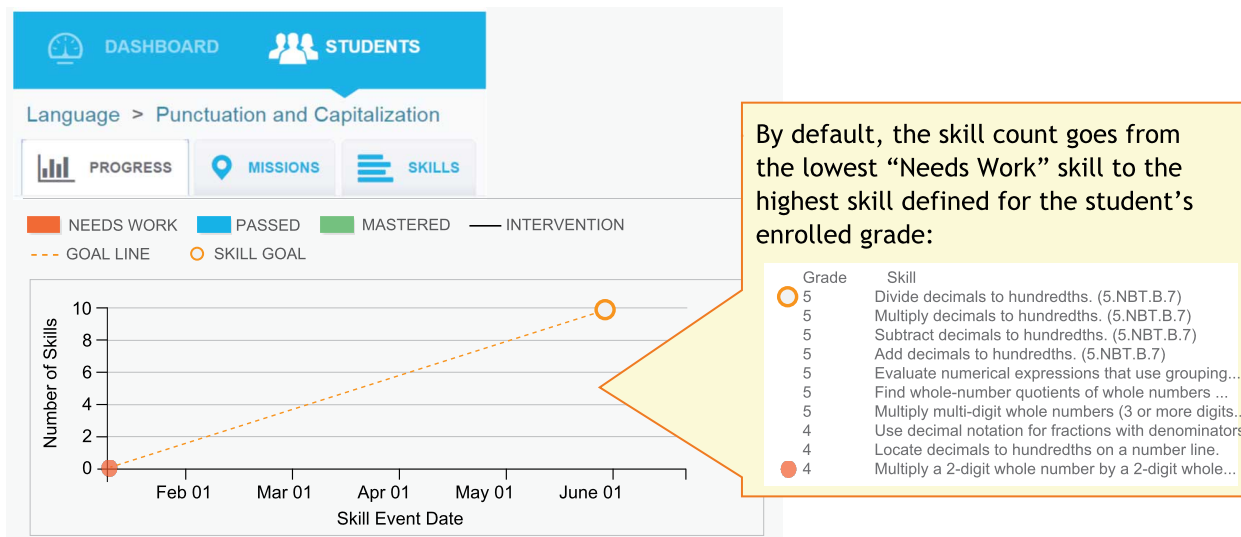
Suggestions for Reading

Here are the potential assignment suggestions from the **Assign Next** button:

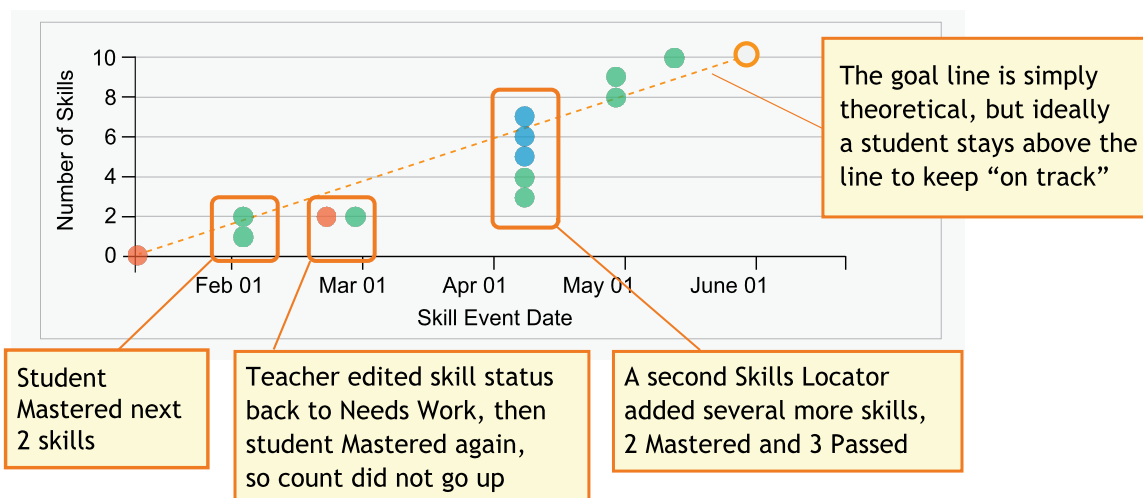
Student Activity	Suggestions (Assign Next button only)		
	Skills Locator	Resource	Mastery Check
Start:	-Not applicable at this time-		
Skills Locator Completed:	Suggested if grade level is: <ul style="list-style-type: none"> Below Instructional— chooses next lower grade Independent— chooses next higher grade 	Suggested if Instructional, starting with lowest reading skill	
Resource Completed:	-Not available at this time-		
Mastery Check Completed:	Suggested if Independent— chooses next higher grade	Suggested if still Instructional—chooses same grade	

Progress Monitoring

In the Students tab > Progress Graph, you can track each student's progress toward an end goal, which you can modify as needed. In general, the graph is a simple count of skills over time:

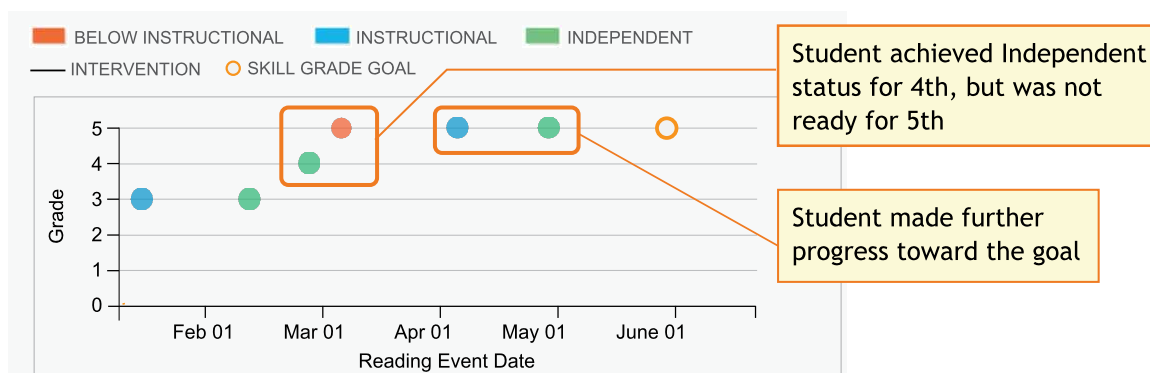


For example, here is how this student progressed toward the goal:



Graph for Reading

For Reading missions, the Progress graph plots the grade level status, starting with *Instructional*:

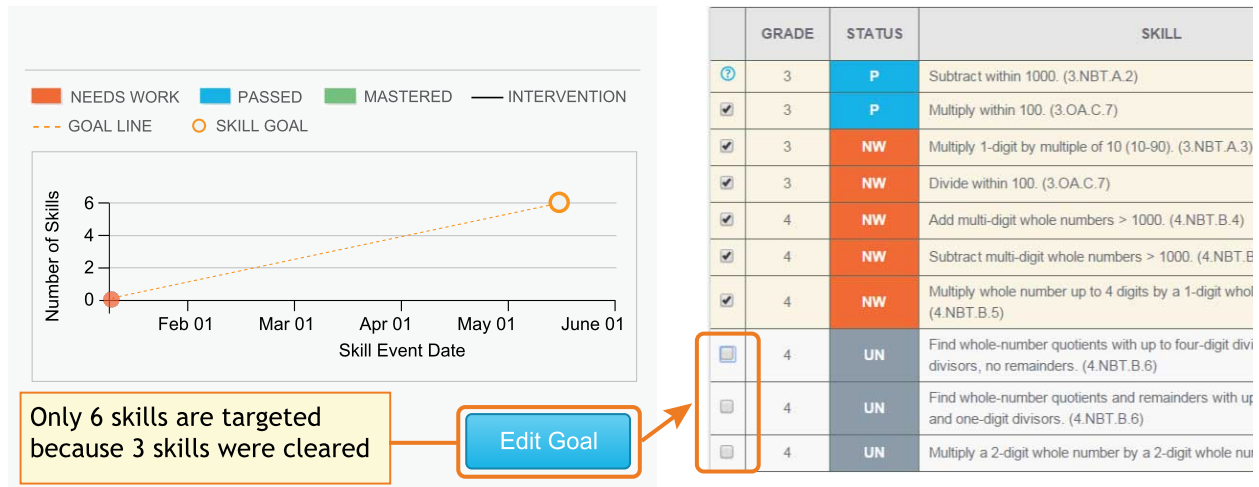


If the Graph Does Not Appear:

- The graph requires at least one skill designated Needs Work or Instructional within the chosen strand. (This skill status can come from either a Skills Locator or Mastery Check.)
- The student profile may be missing a required reporting attribute, such as Ethnicity. Ask your school or district leaders to complete the student profile.
- Also, you may need to wait for overnight processing, especially if the student was added on the same day as testing.

Editing the Goal

Whenever needed and as often as needed, you can modify the end date or the targeted number of skills, using the **Edit Goal** button. The graph will redraw with every modification. For example, you could lower the number of targeted skills (however, this feature is *not available for Reading grade levels*):



Tracking Interventions

The Progress graph also enables you to add *intervention lines* so you can monitor the before-and-after results on student progress. Use caution—you cannot remove or alter an intervention line once it's added to the graph.