SAS Standards Aligned System
Project Based Assessments

SAS Help Desk:
Email: helpdesk@pdesas.org
Toll Free: 1.877.973.3727
http://www.pba.pdesas.org/Help

Assessment Coordinator User Guide
Fall 2014
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The Project Based Assessment (PBA) website, developed in conjunction with the Standards Aligned System (SAS), has been created to support Students in the completion of Keystone Project Based Assessments.

For students completing a Project Based Assessment as a pathway to proficiency to meet state graduation requirements, this website provides access to the projects. A project is a task that contains related activities based upon the Performance Level Descriptors and Eligible Content of the Keystone Exams. Along with the tasks and activities, the site offers study resources to support successful project completion.

- To access PBA, please visit [http://www.pba.pdesas.org](http://www.pba.pdesas.org)
- To review the roles and responsibilities of those engaged in Project Based Assessments, please visit [http://www.pdesas.org/module/assessment/About.aspx](http://www.pdesas.org/module/assessment/About.aspx).

**Help Desk**

Email: helpdesk@pdesas.org | Toll Free: 1.877.973.3727

**Hours:**

Monday, Wednesday, and Friday 8am – 5pm
Tuesday and Thursday 10am - 7pm
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Logging In

**Note:** If you have a SAS account, you will use your **SAS Username** and **Password** to log on to the site. For assistance with login information, please contact the **Help Desk** toll free at 1-877-973-3727 or via email at helpdesk@pdesas.org.

1. Navigate to the **Login** box on the left side of the **Home** page.

   This can also be accessed by clicking **Log On** in the upper right corner of the **home page**.
2. Enter your **Username** and **Password** with your SAS log in credentials into the appropriate fields and click the **Log On** button.

3. Once logged on, your *name* should appear in the upper-right hand corner of the page.

**Note:** Upon logging in, you will be taken directly to the **Messages** tab in **PBA**.
Administration

The Administration tab is where you will manage Students and Staff within the PBA system. LEA Assessment Coordinators can create accounts and manage account information; passwords, Tutors, Students and Test Administrators.
Register Tutors

Note: If a Tutor will be working at multiple sites within an LEA, the Tutor may be assigned to the entire district or to multiple sites within the LEA.

The Tutor checks for content and quality of work as a Student is progressing towards completion. Once a student has completed a Task, s/he cannot continue working until the Tutor has reviewed and approved the work.

It is recommended that the Tutor is a certified teacher in the content area of the PBA.

1. Click the Register Tutor icon.
The Tutor Registration form will be displayed on this page.

2. Complete all required fields including assigning an Organization and generating a Username and Password. Once the email field is populated, all other fields will auto-populate.

3. Click Submit.

**Please note:** You only need to generate a password if you do not already have a SAS account.

*Note:* You may want to send an internal email message to the user you have just registered to advise that a Username and Password has been generated for the Project Based Assessment.

If the user does not receive the email within a reasonable amount of time (approximately 15 minutes), please check your “Junk Email” folder. The email may have been diverted to that folder within your email account or blocked by the spam filter on your email server. For immediate assistance, please contact the Help Desk toll free at 1-877-973-3727 or via email at helpdesk@pdesas.org.

4. Repeat this process for each Tutor you would like to register in the PBA system.
Manage Tutors

The Manage Tutor icon permits Assessment Coordinators to view a list of registered tutors and edit their organizations and areas.

Click the Manage Tutors icon.
Displayed on this page will be information about your Tutors and their assigned Roles and Keystone Exam Areas.

**Note:** Filtering the list will help you to better identify the user(s) you wish to manage from the list. The list may be filtered by First Name, Last Name, or Role.

There are three icons to the left of each Tutor that allow you to:

- ![Username and Password](image)
  display the **Tutor’s Username** and **Password**

- ![Password Reset](image)
  reset the **Tutor’s Password**

- ![Edit](image)
  edit **Tutor** information
Edit Tutor’s Information

Click the **Edit** icon to open a window allowing you to modify the **Tutor’s Organization** and **Roles**.

Click the **Delete** icon to the right to remove the **Organization** or **Role**.

Use the dropdown menus to select an **Organization** or **Role**. Click **Add**.

Click **Close** when done.
Register Student

Note: Before registering students, confirm that they meet the qualifications to participate in the PBA. To review the qualifications visit: http://www.pdesas.org/module/assessment/About.aspx.

1. Click the Register Student icon.
2. The **Student Application** will be displayed on this page.

![Student Application Form](image)

3. Complete all required fields. (All required fields are starred with an asterisk.)

4. Clicking the checkbox to the left of the **Verification Statement** verifies the accuracy of the information.

   Click **Submit**.

5. The LEA should devise a system to ensure Students receive their logon information and passwords. This may be communicated through the Tutor or via other methods established by the LEA.
**Manage Students**

The **Manage Students** icon permits users to send a message to a **Student**, display and reset a **Student’s Password**, and edit a **Student’s Organization** and **Projects**.

Click the **Manage Students** icon.
There are five icons to the left of each Student that allow you to:

- send a message to the Student
- display the Student’s Username and Password
- reset the Student’s Password
- edit a Student’s Organization
- edit a Student’s Projects
Receive a Message from the PBA Help Desk

Click the Message icon to open a Message window. Enter your Subject and Message content and click Send. This will send a Message to the student in the Messages tab.

Reset the Student’s Password

Click the Reset icon to open a window allowing you to create a new Password for the Student.

Click Generate to create a new Password.

Click Save.
Edit Student’s Organization

Click the Edit Organization icon to open a window allowing you to modify the Organization with which the Student is affiliated.

Note: You cannot reassign the student to another LEA; you can however reassign a student from one school in your LEA to another. If however, you have enrolled the student at the LEA level, that student’s PBA is accessible by an school within the LEA.

Edit Student’s Projects

Click the Edit Projects icon to open a window allowing you to add or delete Projects or assign/reassign Tutors.
Register Test Administrator

A Test Administrator is assigned by an Assessment Coordinator to monitor Students as they work on projects. In some LEAs, the Tutor and Test Administrator may be the same person.

1. Click the Register Test Administrator icon.
The **Register Test Administrator** form will be displayed on this page.

2. Complete all fields. Click **Submit**.

3. Repeat this process for each **Test Administrator** you would like to set up in the PBA system.

   **Note:** You may want to send an internal email message to the user you have just registered to advise that a **Username** and **Password** has been generated for the **Project Based Assessment** system and include the note below.

**Manage Test Administrator**

There are three icons to the left of each **Test Administrator** that allow you to:
display the Test Administrator’s Username and Password

reset the Test Administrator’s Password

edit Test Administrator information

Display Test Administrator’s Username and Password

Click the Show icon to open a window displaying the Test Administrator’s Username and Password. Click Close to close the window.

Reset the Test Administrator’s Password

Click the Reset icon to open a window allowing you to create a new Password for the Test Administrator.

Click Generate to create a new Password.

Click Save.

Note: This action does not generate an email to the Test Administrator. An internal system should be devised to ensure Test Administrators receive their updated logon information and passwords. This may be communicated using any method that the LEA elects.
Register Assessment Coordinators

There are two types of Assessment Coordinators: LEA Assessment Coordinators and School Assessment Coordinators. LEA Assessment Coordinators have access to all functions within the PBA for the entire LEA while School Assessment Coordinators have access to all functions within the PBA in their schools only.

1. Click the **Register Assessment Coordinator** icon.
The Assessment Coordinator Registration form will be displayed on this page.

2. Complete all fields. Click Submit.

*Note: You may want to send an internal email message to the user you have just registered to advise them that a Username and Password has been generated for the Project Based Assessment system and include the note below.

3. Repeat this process for each Assessment Coordinator you would like to set up in the PBA system.
**Manage Assessment Coordinators**

Information on your Assessment Coordinators, including their Roles and Areas, will be displayed on this page.

![Staff List: Assessment Roles](image)

Note: Filtering the list will help you to better identify the user(s) you wish to manage from the list. The list may be filtered by First Name, Last Name, or Role.
Management Icons

There are three icons to the left of each **Assessment Coordinator** that allow you to:

- Display the **Assessment Coordinator’s Username** and **Password**
- Reset the **Assessment Coordinator’s Password**
- Edit **Assessment Coordinator** information
Display Assessment Coordinator’s Username and Password

Click the Show icon to open a window displaying the Assessment Coordinator’s Username and Password. Click Close to close the window.

Reset the Assessment Coordinator’s Password

Click the Reset icon to open a window allowing you to create a new Password for the Assessment Coordinator.

Click Generate to create a new Password.

Click Save.

Edit the User’s Information

Click the Edit icon to open a window allowing you to modify the Assessment Coordinator’s Organization and Roles.
Click the **Delete** icon to the right to remove that **Organization** or **Role**.

Use the dropdown menus to select an **Organization** or **Role**. Click **Add**.

Click **Close** when done.
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