

# Florida Department of Education

# FCAT Explorer

## School Administrator's Desk User Manual

The screenshot shows the FCAT Explorer School Administrator's Desk interface. At the top, there is a header with the logo 'FCATEXPLORER' and 'SCHOOL ADMINISTRATOR'S DESK'. On the right side of the header, there are links for 'HELP', 'ACCOUNT', 'CONTACT US', and 'SIGN OUT'. Below the header, there is a navigation bar with buttons for 'HOME', 'STUDENTS', 'TEACHERS & CLASSES', 'REPORTS', and 'RESOURCE CENTER'. The main content area is divided into three columns: 'MY CLASSES', 'REPORTS', and 'RESOURCE CENTER'. Each column contains a list of links. Below these columns is a 'NEWS HEADLINES' section with a list of news items. At the bottom of the page, there is a footer with copyright information and the Florida Department of Education logo.

FCATEXPLORER  
SCHOOL ADMINISTRATOR'S DESK

HELP ACCOUNT CONTACT US SIGN OUT

ISD School Admin  
Infinity Software Development School

HOME STUDENTS TEACHERS & CLASSES REPORTS RESOURCE CENTER

**MY CLASSES**

- Students
- Teachers and Classes
- Enroll Students

**REPORTS**

- View Student Performance Reports
- View Class Performance Reports
- View School Performance Reports

**RESOURCE CENTER**

- View Student Resources
- View General Resources
- About FCAT Explorer

**NEWS HEADLINES**

- Welcome to the New Administrator's Desk!
- Using the School Administrator's Desk.
- FCAT Explorer and FOCUS Newsletter
- Galactic Library Support Level Icon
- Galactic Library Software Update
- Flash Player Download
- FCAT Explorer Student Transfer
- Student/Teacher Account Information Downloads
- Train Your Teachers and Parents on FCAT Explorer

Previous Admin Desk Web Site

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FLORIDA DEPARTMENT OF EDUCATION

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## Introduction

Welcome to the *School Administrator's Desk* user manual. This manual contains detailed instructions on how to use the FCAT Explorer *School Administrator's Desk*.

As a registered School Administrator, you can

- Enroll teachers
- Create classes
- Enroll students in classes and in your school directory
- Monitor your students' progress

### Accessing the *School Administrator's Desk*

To access the FCAT Explorer *School Administrator's Desk*:

1. Type the FCAT Explorer's website address, [www.fcatexplorer.com](http://www.fcatexplorer.com), into your browser's address window. The main FCAT Explorer homepage will appear on your screen.
2. Locate the Sign-in Name and Password boxes. Type in your sign-in name and password.
3. Click *Sign-In*. The *School Administrator's Desk* will appear on your screen.
4. Read the Family Educational Rights and Privacy Act (FERPA) statement and click *I Agree* to move on.

*[NOTE: You may receive the message, "Oops, Invalid Sign-in Name or Password. Please re-enter your Sign-in Name and Password." If you receive this message again after re-entering your Sign-in Name and Password correctly, please contact the FCAT Explorer help desk at 1-888-750-3228.]*

#### Getting Help

If you have any questions about the program or if you would like to make a suggestion, please use the Contact Us link within the program to send a message to the FCAT Explorer Support Services Team, or call the FCAT Explorer help desk at 1-888-750-3228.

# School Administrator's Desk Functionality

The *School Administrator's Desk* displays five tabs: *Home*, *Students*, *Teachers and Classes*, *Reports*, and *Resource Center*.

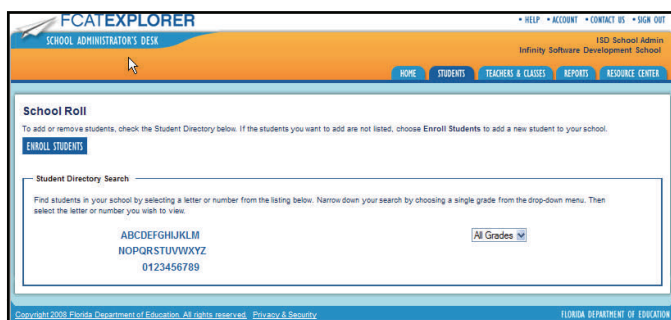
## 1. Home Tab

The following sections provide a functional review of, and step-by-step instructions for, each of the *School Administrator's Desk* tabs.



## 2. Students Tab

Upon login, you will be able to view your school homepage. This page will give you a list of quick links for functions that are also available on each of the tab pages. You can also access *News & Info* articles from the headlines available at the bottom of the page.



At the top of the page, you will be able to access important links like *Help*, *Account*, *Contact Us*, and *Sign Out*. These links are available from anywhere in the *School Administrator's Desk*. Click on the *Help* link to access Frequently Asked Questions (FAQs) related to each area of the site. The *Account* link allows you to update your account information including your name, password, and email address. To send us a message or question, just click the *Contact Us* link.

This page allows you to view and edit school roll information. You may locate students by browsing the student directory or by performing a search by last name.

The *School Roll* page displays the following features:

- A. ***Student Directory Search*** – This feature allows you to search for a student by the first letter of the student's last name.

To browse the student directory:

- Click the first letter of the last name of a student.
- The system will display a list of students whose last names begin with the letter you chose. The system will display the student's first name, last name, date of birth, grade, sign-in name, and password.

B. **All Grades** – This feature allows you to narrow your search by searching for the student's last name and grade.

To search for a student by last name and grade:

- From the drop-down menu, select a grade.
- Click the first letter of the last name of a student.

## ENROLL STUDENTS

C. **Enroll Students** – This feature allows you to add new students to your school roll by entering their demographic information.

To enroll students:

- Click **Enroll Students**, located above *Student Directory* on the *School Roll* page.
- On the **Enroll Students** page, enter the last name of the student, first name, date of birth, grade, sign-in name, and password. Click **Save**.
- Up to 10 students can be added at a time. When you are finished adding students, click **Cancel** to return to the *School Roll* page.

## DETAILS

D. **Details** – This feature, located at the end of every student's information, allows you to edit student information, delete a student from the directory, or both.

To view/edit student information:

- Click **Details**. This will take you to the *Edit Student Information* page.
- Make any changes to the student information. Click **Save** to permanently change the data, or click **Cancel** to cancel the changes and return to the *School Roll* page. Click **Remove from School** to delete the student from the school.
- To assign a *Reading Boardwalk* reading level, *Science Station* areas, or lessons in *Math Timeline* and *Science Voyager*, click **View All Program Options**.

## 3. Teachers and Classes Tab

Click the *Teachers and Classes* tab to access the *Teachers and Classes* page. This page allows you to review, add, and edit information about your school's teachers and classes.

The *Teachers and Classes* page displays the following features:

A. **Edit teacher username and password information** – This feature allows you to edit teacher information.

To edit teacher information:

- Click the **Edit Teacher**.
- Make changes on the *Edit Teacher Information* page.
- Click **Save** to save edits. If you do not wish to make any changes, click **Cancel**.
- If you wish to delete a teacher from your school, click **Delete Teacher** from the *Teachers and Classes* page.

TEACHER NAME	PROGRAM	CLASSES	
Chan, Mikel (MISAEILC, TEACHER1)	5th Grade Reading	5	<a href="#">ADD CLASS</a> <a href="#">EDIT TEACHER</a> <a href="#">DELETE TEACHER</a>
Edgar, Matt (MATTIE, TEACHER1)	5th Grade Science	505, 506	<a href="#">ADD CLASS</a> <a href="#">EDIT TEACHER</a> <a href="#">DELETE TEACHER</a>
Johnson, Andrea (AJ, TEACHER1)	3rd Grade Reading	305	<a href="#">EDIT TEACHER</a> <a href="#">DELETE TEACHER</a>
	3rd Grade Reading	306	
		307	<a href="#">ADD CLASS</a>

**B. View/Edit Class Roll** – This feature allows you to edit class information.

To edit class roll information:

- From the *Teachers and Classes* page, click the name of the class.
- On the next screen, you will be presented with six options: *Create Class*, *Rename Class*, *Delete Class*, *Transfer Class*, *Copy Class*, and *Add Students*.
- To create a new class for this teacher, click *Create Class*. Select the program for the class and enter a name. Click *Save*.
- To rename the currently selected class, click *Rename Class*. Enter a new name for this class. Click *Save*.
- To delete the currently selected class, click *Delete Class*. By clicking *Yes*, you will confirm the deletion, or click *Cancel* to return to the previous screen.
- To transfer the currently selected class to another teacher in your school, click *Transfer Class*. Select the teacher from the drop-down menu. Click *Save*.
- To copy this class roll to a new class, click *Copy Class*. Select the program and name for the new class. Click *Save*.
- To add students to the currently selected class, click *Add Students*. You will be directed to the *Add/Remove Students* page. On the *ADD/REMOVE Students* page, locate the student in the student directory by clicking the first letter of the last name of the student. Add students to the class by checking the box next to their last name. Click *Save*. If you wish to remove the student, uncheck the box next to the student's last name. Click *Save*.
- To return to the *Teachers and Classes* page, click the *Back to Teachers & Classes* button.

The screenshot shows the 'FCAT EXPLORER' interface for a school administrator. The page is titled 'Karisha Williams - 5GM testing' and features a 'Math Station' class roll for '5th Grade Math'. The interface includes a navigation bar with tabs for HOME, STUDENTS, TEACHERS & CLASSES, REPORTS, and RESOURCE CENTER. Below the class title, there are buttons for CREATE, RENAME, DELETE, TRANSFER, COPY, and ADD STUDENTS. A table lists students with columns for STUDENT NAME, DOB, GRADE, SIGN-IN NAME, and PASSWORD. Each student row has EDIT and DELETE buttons. At the bottom, there are links for 'STUDENT LOGIN HANDOUTS', 'SEND MESSAGES TO STUDENTS', and 'STUDENT ACHIEVEMENT CERTIFICATE'. The footer contains copyright information for the Florida Department of Education.

STUDENT NAME	DOB	GRADE	SIGN-IN NAME	PASSWORD	EDIT	DELETE
K Barkley	08/18/2004	3rd	KBARKLEY	08182004	EDIT	DELETE
R Barkley	05/20/1950	3rd	RBARKLEY	05201950	EDIT	DELETE
R Pines	01/01/2008	3rd	RPINES	01012008	EDIT	DELETE
Math Station	10/28/2008	5th	MSTATION	10282008	EDIT	DELETE

## 4. Reports Tab

Click the *Reports* tab to access the *Reports* page. This page allows you to create reports by school, class, and student.

The *Run Reports* page displays the following report choices:

A. *Student Performance Report* – Provides information on students' performance on items.

To run a student performance report:

- Click *Student Performance Report*.
- Select the class for which you would like to run the report.
- Select a student (or *All Students*) from the list.
- Select *Strand* or *Benchmark* (or *Passage* in reading) as the organizing criteria from the list.
- Select *Show first pass only*, *Show all passes except first pass*, or *Show all passes*. A pass represents each time the student completes the content in the program.

The screenshot shows the 'FCATEXPLORER SCHOOL ADMINISTRATOR'S DESK' interface. The top navigation bar includes 'HOME', 'STUDENTS', 'TEACHERS & CLASSES', 'REPORTS', and 'RESOURCE CENTER'. The main content area is titled 'Student Performance Report' and includes the instruction 'To run this report, choose a class from the list below.' Below this is a table with columns for 'TEACHER NAME', 'PROGRAM', and 'CLASSES'. Each row has a 'SELECT' button.

TEACHER NAME	PROGRAM	CLASSES	
Chan, Misael	6th Grade Reading	M	SELECT
Edgar, Matt	8th Grade Science	8GS Test	SELECT
Johnson, Andrea	3rd Grade Reading	3GR	SELECT
		3read	SELECT
		Class Period 5	SELECT
	3rd Grade Reading	Class Period 7	SELECT
		galact lib	SELECT

B. *Class Performance Report* – Provides information on an entire class' performance on items.

To run a class performance report:

- Click *Class Performance Report*.
- Select the class for which you would like to run the report.
- Select *Strand* or *Benchmark* as the organizing criteria from the list.
- Select *Show first pass only*, *Show all passes except first pass*, or *Show all passes*. A pass represents each time the student completes the content in the program.
- Click *Run Report*.

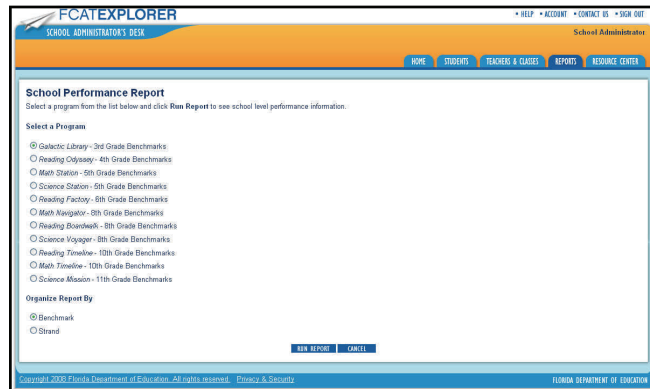
The screenshot shows the 'FCATEXPLORER SCHOOL ADMINISTRATOR'S DESK' interface. The top navigation bar includes 'HOME', 'STUDENTS', 'TEACHERS & CLASSES', 'REPORTS', and 'RESOURCE CENTER'. The main content area is titled 'Class Performance Report' and includes the instruction 'To run this report, choose a class from the list below.' Below this is a table with columns for 'TEACHER NAME', 'PROGRAM', and 'CLASSES'. Each row has a 'SELECT' button.

TEACHER NAME	PROGRAM	CLASSES	
Chan, Misael	6th Grade Reading	M	SELECT
Edgar, Matt	8th Grade Science	8GS Test	SELECT
Johnson, Andrea	3rd Grade Reading	3GR	SELECT
		3read	SELECT
		Class Period 5	SELECT
	3rd Grade Reading	Class Period 7	SELECT
		galact lib	SELECT

- C. School Performance Report – Provides information on your school's performance on items.

To run a school performance report:

- Click *School Performance Report*.
- Select the program name from the list.
- Select *Strand* or *Benchmark* as the organizing criteria from the list.
- Click *Run Report*.



## 5. Resource Center Tab

The *Resource Center* allows you to browse the practice materials that your students use and to review related resources and links. The FCAT Explorer presents three types of programs:

- A. Reading programs for 3rd, 4th, 6th, 8th, and 10th grades – The *Resource Center* for the reading programs may present some or all of the following links:

- *Skill Maps* – The Skills Maps allows you to quickly identify and locate skills in the FCAT Explorer for the reading programs.
- *Skill/Benchmarks/GLEs* – You can review the list of Sunshine State Standards Benchmarks, Grade Level Expectations (GLEs) and Skills covered in the FCAT Explorer.
- *Item Review* – You can review and print the reading programs' items by Theme, Strand, Benchmark or Skill.
- *Open Response Materials* – You can access the Open-Response Practice Activities. The Open-Response Practice Activities provide one printable practice item for each of the reading comprehension skills in the FCAT Explorer reading programs.
- *Tips Index* – Browse this list of interactive Instructional Tips that your students receive to help them review the skills.
- *Letter to Parents* – You can access an informative letter that profiles the FCAT Explorer. Feel free to print the letter on school letterhead and send it home with students.

- B. Math programs for 5th, 8th, and 10th grades – The *Resource Center* for the math programs may present some or all of the following links:

- *Exploration/Theme/Trip Map by Benchmark* – Use this map to answer the question, "When my students are working in a given Exploration/Theme/Trip, what Benchmarks are they practicing?"
- *Benchmark Map by Exploration/Theme/Trip* – Use this map to answer the question, "If I want my students to work on the practice activities in a specific Benchmark, what Exploration/Theme/Trip do I have them use?"
- *Item Count Map by Sunshine State Standards* – This map provides the number of items provided in the FCAT Explorer math programs for each Strand/Standard/Benchmark.
- *Item Review* – You can review and print math program items by Theme, Strand, or Benchmark.
- *Letter to Parents* - You can access an informative letter that profiles the FCAT Explorer. Feel free to print the letter on school letterhead and send it home with students.

C. Science programs for 5th, 8th, and 11th grades – The Resource Center for the science programs presents the following links:

- *Review of Vocabulary Exercises and Activities* - You can access the vocabulary exercises and game-like vocabulary activities that your students will encounter in the program.
- *Fluency List* - Review the important vocabulary terms your students learn in the vocabulary exercises and glossary.
- *Open Response Materials* - You can access the Open-Response Practice Activities. The Open-Response Practice Activities provide one printable practice item for each of the annually assessed benchmarks in the FCAT Explorer science program.
- *Lesson Review* - Review the remedial lessons your students will encounter when they answer three or more practice questions incorrectly in an annually assessed benchmark.
- *Item Review* - You can review and print the science program items by Benchmark.

D. General Resources – The *Resource Center* also provides the following links:

- *Educator Resources* - You can download presentation files, manuals, and other school resources like posters and parent and teacher flyers.
- *General Resources* - Here you can access important Florida Department of Education (FLDOE) links including released FCAT questions, FCR-STEM, and the FLDOE Office of Math and Science.

The screenshot shows the 'FCATEXPLORER SCHOOL ADMINISTRATOR'S DESK' interface. At the top right, there are links for 'HELP', 'ACCOUNT', 'CONTACT US', and 'SIGN OUT'. Below the header is a navigation bar with 'HOME', 'STUDENTS', 'TEACHERS & CLASSES', 'REPORTS', and 'RESOURCE CENTER'. The main content area is titled 'Resource Center' and includes the text: 'The Resource Center provides access to each program's practice materials and additional teacher resources:'. There are four resource categories: 'READING RESOURCES' (Galactic Library, Reading Odyssey, Reading Factory, Reading Boardwalk, Reading Timeline, Mini-Lessons on Reading Skills), 'MATH RESOURCES' (Math Station, Math Navigator, Math Timeline), 'SCIENCE RESOURCES' (Science Station, Science Voyager, Science Mission), and 'GENERAL RESOURCES' (Educator Resources, Review Released FCAT Questions, Review Florida Standards Revisions, More >>). The footer contains copyright information for 2008 Florida Department of Education and the text 'FLORIDA DEPARTMENT OF EDUCATION'.