

COVID-19 and Distance Learning





Student Documentation in DMAC

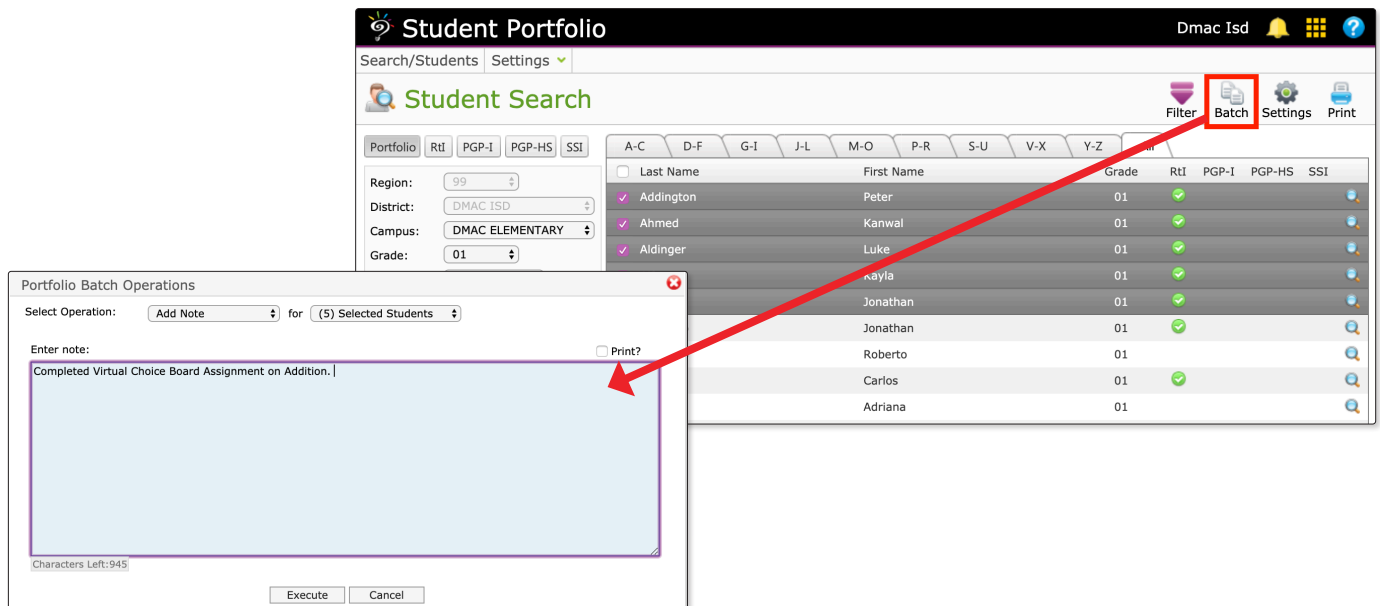
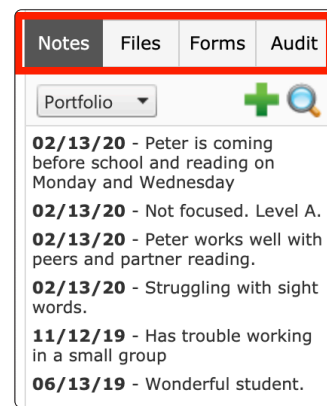
DMAC offers efficient ways to create and manage student documentation digitally. Student Portfolio and FormWorks are versatile solutions with many customizable options that allow schools to collect and report on data, capture work samples or document instructional continuity.

Any Notes, Files or Forms added in Student Portfolio will stay with the student's record from grade level to grade level -- which will provide much needed help for the following school year.

Student Portfolio is offered for free to all schools who purchase applications with student data (i.e., State Assessment and TEKScores) and FormWorks is a separate application that can be integrated into Student Portfolio (and other DMAC applications) -- but it can also be used as a stand alone app to collect data.

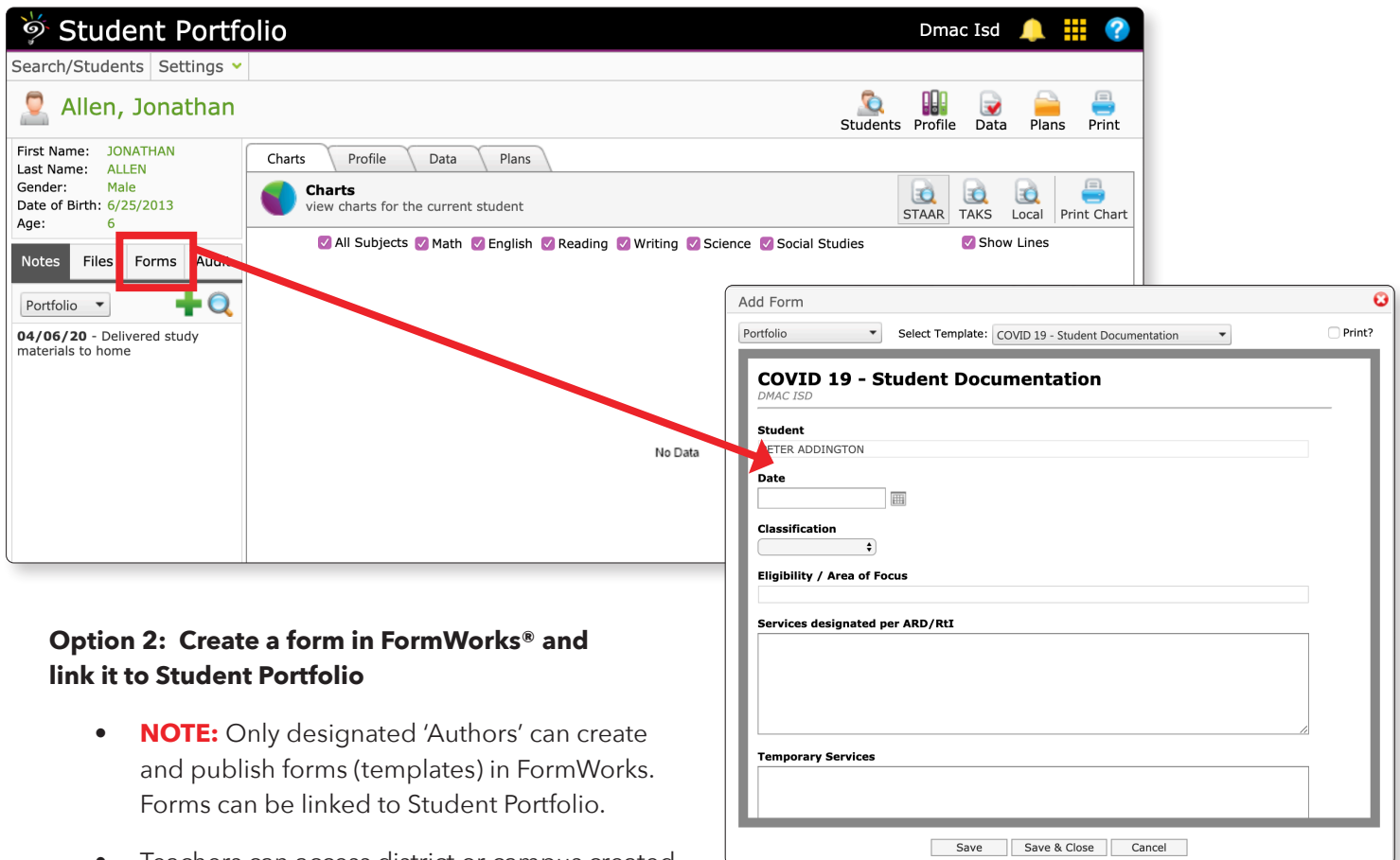
Option 1: Student Portfolio

- Click on the  on the far right of a student's name in Student Portfolio.
- Add **NOTES**  to document contact or general notes. Teachers can see all notes tied to their students--even when left by other educators.
- Add **FILES**  to upload .pdf documents such as work returned by students. All files transfer with the student as they move from grade to grade.
- Add **FORMS**  (next page)
- **TIME SAVING TIP!** - BATCH the same note to multiple students at one time.





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The screenshot shows the 'Student Portfolio' interface for Jonathan Allen. The 'Forms' tab is highlighted in the top navigation bar. A red box around the 'Forms' tab has a red arrow pointing to the 'Add Form' dialog box. The dialog box shows a form template titled 'COVID 19 - Student Documentation' with fields for Student Name (ETER ADDINGTON), Date, Classification, Eligibility / Area of Focus, Services designated per ARD/RTI, and Temporary Services. The 'Save & Close' button is highlighted.

Option 2: Create a form in FormWorks® and link it to Student Portfolio

- **NOTE:** Only designated 'Authors' can create and publish forms (templates) in FormWorks. Forms can be linked to Student Portfolio.
- Teachers can access district or campus created forms in Student Portfolio
- From Student Portfolio, Add **+ FORMS** - choose your form from the drop-down menu, complete and click Save & Close.
- Forms can collect data over time -- You do not have to complete the entire form at once.
- Click on FORMS >  > find your form in the pop up window > click  > add information to your form and click save.
- **What's the DIFFERENCE?** In Student Portfolio, you can view individual notes and files attached to student records; however, with FormWorks, you can collect data from a wider set (e.g., district/campus/class) and you can export the results as a report into something like Excel for additional formatting or analysis.

