

lead4ward

eLearning Course in DMAC

OVERVIEW

Session Description

Participants will navigate the lead4ward application in DMAC to allow for data-driven reflection. Custom selections render both state and local assessment information that can be broken down to identify progress toward measurable goals.

FormWorks, lead4ward & Data Export: COURSE STRUCTURE

What will participants learn?

Welcome & Intro

- Establish norms, expectations and how to get help, if needed
- Show where to access resources and discuss how the breakout rooms will work

SECTION 1: lead4ward

- Objective 1.1 -- Data Tools
- Objective 1.2 -- Quintiles

Closing

- How to get support going forward
- Where to find additional resources
- Feedback Form
- How to access quiz to receive certificate for completing course

TRAINING ROADMAP (Use with PARTICIPANT SLIDES > [Click here](#))

NOTE: Examples shown below were taken from our DMAC ISD demo environment. Our demo environment changes frequently; therefore, prior to your training, you may need to highlight different examples. This includes sample teachers, students and reports.

Welcome & Intro

Establish Norms, Expectations and show Resources

NAME IT

SLIDE 1: Welcome!! We have planned an interactive DMAC training for today. My name is _____ and we also have _____ and _____ here to help answer your questions via chat.

Today's training will cover how to generate reports in lead4ward.

SLIDE 2: The training will be fast-paced with instruction and interactive activities built in along the way. We'll ask you to answer questions in the chat window, in breakout rooms and we'll even cold call a few of you!

We'd like you to stay engaged and have your **video on with your mic muted** until we call on

participants for answers. We hope the next few hours will fly by in a flash, but don't worry, we also have a 10-minute break scheduled about halfway through.

Let's take a few minutes to set-up your screens and talk about your training materials. We will alternate between showing you how to use the software in DMAC and discussing key points or activities on your NOTES PAGES.

1. First, in your Zoom window, please type your **NAME: School Name** in the CHAT feature (ex: Jane Doe: DMAC ISD)
2. Next, Open your internet browser (we prefer Google Chrome) with a tab to your [NOTES >> lead4ward](#) - [facilitator: copy link in chat]
3. Then, open your internet browser with a separate tab to <https://apps.dmac-solutions.net/user/> and enter
 - Username: dmacisd
 - Password: dmac2020
 - [facilitator: copy link in chat]

SLIDE 3: SCREEN SETUP--- Here's a tip to get the most out of this presentation. Hopefully, you've joined with a larger device as specified on our registration form. If you do not have multiple screens, **you can split your screen (as seen here)** and arrange your windows half and half to see the Zoom window/session on one side and your browser window with the two tabs the other.

****We are going to take a few minutes to PRACTICE OUR BREAKOUT ROOMS****
Introduce yourself, and get the feel for being directed to a room (we'll send you automatically) and returning. We'll have a few breakout rooms during this course and we want you to be comfortable using this format. Please note that you will get a 60 second notification before the room closes. -- Any chats that you share during a Breakout room will not transfer over to the main room.

SLIDE 4:

Additional Reminders:

- High speed internet needed; Zoom installed and working on a device larger than a tablet (desktop or laptop preferred)
- Webcam needed; please keep it on to stay active and engaged in the presentation -- Please silence other devices move your cell phone away from your computer
- Microphone/Audio will be needed for group discussions and breakout room activities - we will even cold call participants at times through the training. - please mute your microphone otherwise.
- This training will be interactive and in-depth. If you are not a current DMAC User, this may not be the best format. We can always set up personalized webinars for your school to demo new applications or provide additional training.
- Let's remember to be considerate of one another when using the CHAT feature throughout today
- If you experience any technical difficulty during the session, you can leave the meeting and try joining again once your connection improves. [facilitator: Copy and Paste Meeting link in Chat]
- Don't check out early! At the end of the training, we'll provide you with a link to take a short quiz and receive a Certificate of Completion for 2.5 hours of Professional Development credit. Make sure to take and save a screenshot of your certificate at the end.

SLIDE 5: Now, let's get started! Here is a brief outline of what we'll cover.

SECTION 1: lead4ward

Objective 1.1 -- Data Tools

NAME IT	<p>SLIDE 6-7: Key Points:</p> <ul style="list-style-type: none"> → User will need to have an understanding of lead4ward's presentation/analysis of data <ul style="list-style-type: none"> ◆ Populates User data from DMAC in to lead4ward format → District/Campus tabs → Complete selection criteria in columns <ul style="list-style-type: none"> ◆ Source ◆ Subject and Curriculum ◆ Data Tools (reports available) ◆ Click on headings for Defining Checkpoints (1-2-3) <ul style="list-style-type: none"> • Demographics • TELPAS rating • Test Type • Tests • SAVE!! ◆ Generate ◆ Print/Reset/Help
SEE IT	<p>Model the following:</p> <ul style="list-style-type: none"> → Share screen and demonstrate navigation
DO IT	<p>SLIDE 7: Knowledge Check: POLL question</p> <ul style="list-style-type: none"> → QUESTION: I have chosen my criteria in the first column (Source-Subject-Report) but I get an error message when I try to generate reports. What else do I need to complete? → ANSWERS: <ul style="list-style-type: none"> ◆ Change to Campus tab ◆ Reset ◆ Define and Save Checkpoint(s) ◆ I don't know <p>(Correct Answer: Define and Save Checkpoint(s))</p>
Objective 1.2 -- Quintiles	
NAME IT	<p>SLIDE 8-9: Key Points:</p> <ul style="list-style-type: none"> → Campus / Teacher / Class tabs → Enter search criteria - top to bottom / left to right

	<ul style="list-style-type: none"> → Source <ul style="list-style-type: none"> ◆ Campus (Admin - Current - Snapshot) ◆ Teacher/Class - Current → Tests <ul style="list-style-type: none"> ◆ Subject / Curriculum / Language ◆ STAAR - TEKScore (Year) → Demographics → Curriculum tab <ul style="list-style-type: none"> ◆ Options ◆ Quintile Report
SEE IT	Model the following: <ul style="list-style-type: none"> → Model and discuss sections above
DO IT	SLIDE 9: Knowledge Check: Answer in Chat <ul style="list-style-type: none"> → QUESTION: Share at least one difference between the options/uses of Quintiles in DMAC/TEKScore and in DMAC/lead4ward → ANSWER: answers will vary

CLOSING

How to get SUPPORT going forward

NAME IT	SLIDE 23: Key Points: <ul style="list-style-type: none"> → Additional resources (on-demand/user manuals) → Contact Us page (DMAC/Regional Partners) → Free trials to other applications → Setting up webinars for custom trainings
SEE IT	Show website links
DO IT	<ul style="list-style-type: none"> → Hidden link to Quiz > Click here → How to get Certificate - Make sure to save Screenshot