


LOGISTICS LEAD HANDBOOK

This packet will:

- Assist you in choosing a logistics lead
- Provide the logistics lead basic information about ANet partnership

This packet contains:

- I. How To Choose Your Logistics Lead
Overview of the skills necessary to complete the role
- II. About the Initial Student Roster Submitted to ANet
Description of information needed for the initial student roster
- III. Introduction to 
Brief overview of MYANet, the online tool for ANet Schools
- IV. Logistics Lead Trainings Offered
Schedule of required trainings for the logistics lead

How To Choose Your Logistics Lead

The logistics lead is a vital part of the Data Leadership Team. The logistics Lead maintains direct contact with their school support associate surrounding the ANet Assessment Logistics and - with their support – facilitates the school’s efforts to administer, collect, and submit the test materials.

It is only with the help and support of your logistics lead that the ANet staff is able to provide accurate and up-to-date data reports within 48 hours of receiving answer sheets. We rely on the logistics lead for quick responses to student information questions and general communication.

When choosing your school’s logistics lead please keep the following in mind. The logistics lead should:

- Have time to dedicate to the trainings listed on the Logistics Training Plan
- Have time in their daily routine to communicate and coordinate with ANet, particularly during administration cycles
- Be comfortable communicating with teachers regarding test logistics
- Have consistent access to a computer, the internet, and the phone during school hours
- Be proficient using the internet

After training with ANet, the logistics lead will become proficient in the following:

- Providing the initial student roster information and facilitating subsequent updates
- Managing the distribution of assessment materials to teachers
- Managing the collection of assessment materials from teachers
- Scheduling FedEx pickups or scanning answer sheets when applicable
- Submitting make-up assessments

About the Initial Student Roster Submitted to ANet

30 days prior to your school's first administration, you will submit student roster information as an excel spreadsheet to your designated ANet school support associate. This information is used to populate the answer sheets to ensure a smooth administration.

As the school year approaches, your designated ANet school support associate will reach out to you to request the initial student roster. Don't worry, ANet will provide you with a training ~6-8 weeks before your first administration that is a guided walk-through of the process for obtaining and submitting your student roster information.

Here is the information requested as part of the initial student roster:

Student Information

Student information is used to match students to their performance across school years. The demographic fields allow teachers to view the reports by subgroup. Last year's performance data is visible on reports and coupled with the interim data, helps teachers determine if students are on track to meet performance goals.

General

- State Student ID
- Student First Name
- Student Last Name
- Student Middle Name
- Grade
- Birth Date
- Gender

Demographic

- Race /Ethnicity
- Low Income
- ELL/LEP
- Special Education

Performance Data

- 2010-2011 Summative Scaled Score
- 2010-2011 Proficiency Level

Class Information

The class information is used to populate the answer sheets and organize the reports.

- ELA Teacher First Name
- ELA Teacher Last Name
- ELA Period Title
- Math Teacher First Name
- Math Teacher Last Name
- Math Period Title

Introduction to myANet

MYANet will allow you to:

1. Analyze interim data quickly with **enhanced report options** to meet school leader, teacher & individual student needs
2. Access an **open item bank** to create custom quizzes
3. Access a **standards guide** that provides a description of state standards and items from previous state tests
4. ****Access administration materials, submit student roster updates, access past trainings, and submit scanned answer sheets.**

As the logistics lead, you will receive training from ANet staff on utilizing the website ~2-3 weeks before you will need to use it.

The site can be accessed by invite only, with your own username (email) and the password you select by going to <https://my.achievementnetwork.org>.

The screenshot displays the myANet website interface for a user named 'Center City PCS - Shaw'. The top navigation bar includes links for 'Dashboard', 'Performance', 'Assessments', 'Standards', 'Knowledge', 'Quizzes', and 'People'. The 'Assessments' link is currently selected. Below the navigation bar, there is a 'New Post' button and a 'GENERAL RESOURCES' section with 'Assessments' highlighted. The main content area is titled 'Assessments' and lists several items:

- A3 Shaw Answer Sheets (Posted: 2011-02-08 16:07:09.0)
- A3 DC 8th Grade Assessment Materials (Posted: 2010-12-22 16:19:32.0)
- A3 DC 7th Grade Assessment Materials (Posted: 2010-12-22 16:17:06.0)
- A3 DC 6th Grade Assessment Materials (Posted: 2010-12-22 16:11:28.0)
- A3 DC 5th Grade Assessment Materials (Posted: 2010-12-22 16:08:14.0)
- A3 DC 4th Grade Assessment Materials (Posted: 2010-12-22 16:04:53.0)
- A3 DC 3rd Grade Assessment Materials (Posted: 2010-12-22 15:50:18.0)

At the bottom of the list, there are 'First', '1', and 'Last' navigation buttons. The footer contains links for 'Help', 'Privacy Policy', 'Terms of Service', 'Student Privacy', and 'Release Notes', along with a copyright notice for 2011 Achievement Network.

Logistics Lead Trainings Offered

To ensure that your school's logistics lead feels prepared for the upcoming school year, ANet staff will provide trainings at the start of the school year as referenced throughout this Logistics Packet. Here is a summary of *required* trainings.

Training Topic	When will this training happen?	How will this training be delivered?	What Can You Expect to Get Out of this Training Session?
<p style="text-align: center;">Introduction to ANet: Overview of the Assessment Administration, Meet Your School Support Associate, and Start Collecting the Initial Student Roster</p>	<p style="text-align: center;">~4-6 weeks before administration</p>	<p style="text-align: center;">Individualized Phone Call (~1 hour)</p>	<ul style="list-style-type: none"> • Overview of the logistics lead role and the importance of the role in ensuring a smooth administration process • Introduction to your primary logistics contact at ANet (your school support associate) • Outline of the assessment administration cycle • Guided walk-through of the process for obtaining and submitting your student roster information to ANet • Pre-A1 cycle Q&A
<p style="text-align: center;">Preparing Assessment Materials</p>	<p style="text-align: center;">~2-3 weeks before administration</p>	<p style="text-align: center;">Webinar (~30 min)</p>	<ul style="list-style-type: none"> • Learn how to access assessment materials online and what to do before the day of administration • Learn best practices for distributing/collecting materials • Learn how to organize materials after the assessment has been administered to ensure accurate, on-time reports
<p style="text-align: center;">Submitting Answer Sheets</p>	<p style="text-align: center;">~1-2 weeks before administration</p>	<p style="text-align: center;">On-site (~1 hour) Webinar (~30 min)</p>	<ul style="list-style-type: none"> • Learn how to submit answer sheets and make ups to ensure that your school receives student data as quickly as possible
<p style="text-align: center;">Make Ups (required only for all schools that don't do their own scanning)</p>	<p style="text-align: center;">~1-2 weeks before administration</p>	<p style="text-align: center;">Webinar (~10 min)</p>	<ul style="list-style-type: none"> • Learn about ANet's make up policy • Learn how to submit make ups to ensure that your school receives complete student data as quickly as possible