Considerations for Remote Universal Screening with FastBridge

As schools across the United States consider ways to maintain instruction when closure due to the COVID-19 virus is needed, Illuminate Education is aware that users may wonder how to maintain use of the FastBridge measures when students attend school from home. This document provides information about how to conduct remote universal screening with FastBridge assessments when both students and teachers are working from home.

Factors to Consider
The following questions are important to ask as you think about whether to conduct remote universal screening.

- ***Is it required?*** Conducting your scheduled universal screening may or may not be required, depending on waivers from your state department of education. First check your state's recent policies and guidance about testing requirements and waivers.

- ***What are the benefits?*** The primary benefit to conducting screening is that you will have continuous data on all students for the school year. Such data can help to inform student learning needs when students return to school.

- ***What are the limitations?*** There are two limitations worth noting:
   o It is possible that not all students will be able to participate in screening and so the aggregate results will not be a true measure of your school or district performance, and/or
   o There could be variations in screening procedures due to remote administration that could affect the scores.

Procedures
For schools that decide to conduct remote screenings there are two main procedural details to address.

- ***Test Validity.*** Test scores will not be able to be compared to norms and benchmarks if the assessments aren't administered following the standardized instructions. Ensure that the assessments are administered as closely as possible to the standardized directions.

- ***Choice of Tests***. Certain FastBridge assessments are online and so students with a device and internet access can complete these assessments from home as long as they are made available to them by the school or district FastBridge manager. Other FastBridge assessments require a teacher to download student forms and administer the assessment directly with the student. The assessment formats will determine the necessary procedures for remote screening. Here is a summary of FastBridge screening assessments by administration format.

Computer-Administered			Teacher-Administered		
Reading	*Math*	*Behavior*	*Reading*	*Math*	*Behavior*
aReading	aMath	devMilestones**	CBMreading	CBMmath Process	None
AUTOreading	CBMmath Automaticity	mySAEBRS	earlyReading	earlyMath	
COMPefficiency*	CBMmath CAP	SAEBRS**			

*This assessment is in the Lab; **These assessments are completed by teachers only and no student participation is required.

Remote Screening with <u>Teacher-Administered</u> FastBridge Assessments
Here are the steps to conduct remote screening with the FastBridge teacher-administered assessments. These directions apply to the following assessments:

Reading	Math
CBMreading	CBMmath Process
earlyReading	earlyMath

1. **Equipment.** Make sure that all teachers and students who will be assigned to complete the assessment have an internet-connected computer or tablet with _audio and video capabilities._

2. **Student forms**.
    a. The teacher needs to download the student forms for the assessment from the Training & Resources tab.

3. **Administration Procedure**. Follow these steps to administer the teacher-administered assessment (with student materials).
    a. Open the student materials and maximize their size on your computer screen.
    b. Open your internet browser window to Google Meets (or other video conference tool).
    c. Open a second window to the FastBridge application, log in and navigate to the screening administration page.
    d. Once signed into the videoconference application, both the teacher and the student should show their video so they can see each other as though they were sitting in a classroom together.
    e. Before sharing your screen, talk to the student and explain that you'll be doing the same task you do in school but together via the computer. Take time to connect with the student before launching into the assessment.
    f. Once you're ready to begin the assessment, the teacher should share ONLY the window with the student materials. It is extremely important that the entire screen is not shared. Doing so will share your administration view and will make the student materials smaller on the screen.

4. **Equipment practice**. Teachers need to practice to make certain that all audio and video works as intended. The teacher should practice administering an assessment remotely before doing so with students, particularly the complex video conferencing part of the assessment administration.

5. **Screening window.** The FastBridge district manager should review and confirm the available screening dates and times using the Default Screening Periods settings in the Manager menu.
    a. Distribute these dates and times to the student and/or family.
    b. Remind families and students to complete the screening assessment on the assigned dates.
    c. Notify the families and students when the screening availability window closes.

6. **Family directions.** Distribute the attached family directions form or create a local form with the directions to distribute to the families.

7. **Teacher directions**. Administering the screening assessments will involve the same standardized directions as when done in a school setting, however, there are additional equipment and set up needs.
    a. Teachers will need to have both audio and video available on the computer or tablet used for testing.
    b. Headphones are recommended in order to reduce ambient noise during testing.
    c. In order to see and hear the student, as well as record the student's answers in the FastBridge application while testing, teachers will benefit from using two monitors or having both a computer and a tablet during the session. Alternately, the teacher will need to open and use two side-by-side tabs while testing with one monitor or screen.
    d. Note that there are additional steps needed when using earlyReading for remote screening.

Testing with two monitors, or one monitor and a tablet, looks something like this:
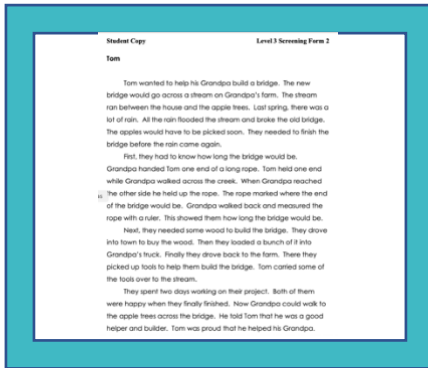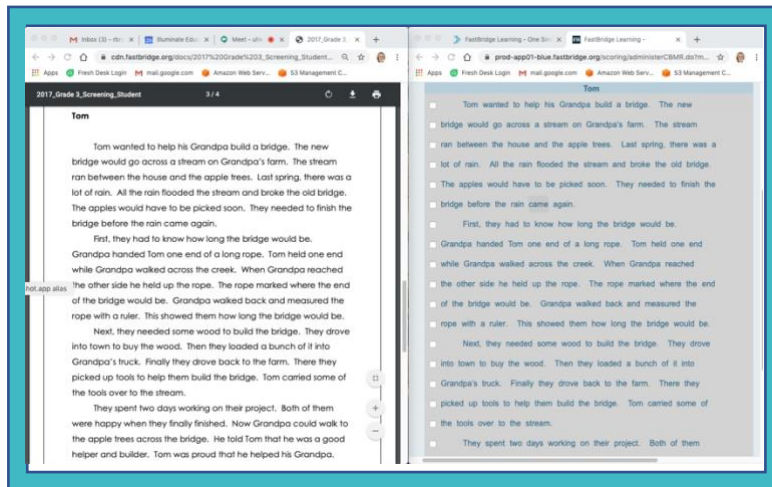

Teacher sees and
hears the student
through this monitor

Teacher records
student's answers on
this monitor or tablet

Testing with one monitor, and two tabs open side-by-side, looks something like this:

Family Instructions for FastBridge Teacher-Administered Screening Assessments

Thank you for assisting your child to complete the following FastBridge Screening Assessment(s). In order to conduct this assessment, your child and your child's teacher will need to log in at the time listed below.

The screening assessment(s) need to be completed during the following dates and times:

- _____
- _____

Your child will need to use a computer or tablet device with both audio and video available. Once they are both online, the teacher will conduct the test by having your child read letters, words and stories, or point to numbers.

The specific FastBridge Screening Assessment(s) that your child will complete is/are:

- _____
- _____

The testing session will be conducted using a video conference link. Here is the link for your child's sessions:

- _____

VERY IMPORTANT: It is extremely important that the assessment be completed by your child _without your assistance_ for item answers. You will be allowed to answer questions about the computer equipment. Any assistance by you on test items will affect the score and make the results invalid. We appreciate your cooperation.

SEE NEXT PAGE FOR SPECIFIC ASSESSMENT DIRECTIONS

Family Instructions for FastBridge Teacher-Administered Screening Assessments

NOTE: THE FOLLOWING DIRECTIONS APPLY TO

ANY EQUIPMENT PRACTICE SSESSION AS WELL AS ACTUAL TESTING SESSIONS

1. On the date assigned for your child, have your child log in to a computer or tablet device and open an internet browser.

2. Open the link for the videoconference session that your child's teacher sent.

    a. If you have questions about access to the videoconference link, contact your child's teacher or school contact person. FastBridge cannot answer questions related to these links.

3. Confirm that the audio and video connections on your child's computer or tablet are working.

4. Your child's teacher will provide specific directions for the assessment once your child is connected.

5. Once your child has completed the test, no additional steps are needed.

6. If you have questions, contact your child's teacher or the staff person who sent these directions.