Start of School Year Guide for Teachers – Mastery Connect

This guide provides tips for beginning a new school year in Mastery Connect.

TRACKERS

End of Last Year
Trackers from the last year automatically archived on July 1. Since existing trackers automatically archived, teachers do not have to archive any trackers. Please note that teachers should never delete any trackers with assessment results. If a tracker gets deleted, historical assessment results within Mastery Connect also get deleted.

Start of New School Year
At the beginning of the new school year, teachers will need to set up new trackers through a shared district curriculum map (*refer to the cmap section for more details*). Before setting up new trackers, PowerSchool classes must be assigned first. Teachers should work with their Database Specialist if courses are missing in PowerSchool. Courses added in PowerSchool should appear in Mastery Connect within 24-48 hours. The PowerSchool and Mastery Connect systems sync nightly.

Failure to set up trackers through district-created curriculum maps will cause a delay or error in the delivery of the State Practice tests as well as District Common Formative Assessments (CFAs).

ASSESSMENTS

End of Last Year
Teachers do not have to archive or delete any assessments. Assessments can be given year after year in Mastery Connect.

Start of New School Year
During the summer or at the start of the school year, teachers can modify existing assessments or create new ones.

- If it is an assessment originally created by you, simply edit the assessment to make your changes.
- If the assessment was created by someone else, first clone the assessment and then make your changes.
- As state standards change, assessments that you plan to give your students will have to be realigned to the new standards. First, you would need to clone the assessment and then realign the assessment and each item to the new standards.

CURRICULUM MAPS (CMAPS)

End of Last Year
Teachers do not have to archive or delete any curriculum maps. During the summer, district staff modified the district curriculum maps for the new school year. If you created personal cmaps, you can use them from year to year or update them as needed.

Start of New School Year
In Richland One, trackers should be created through shared district cmaps for most courses. You should only create personal cmaps if district staff did not create a cmap for a course you teach. Check that you have access to the correct district cmaps using the below steps:

1) Click **Trackers**. On the right hand side of screen, click **Create Tracker**. Click on **Curriculum Map** to view the cmaps that have been shared with you.
    a. If **Shared with Me** is empty and you are an **elementary or middle school teacher for a grade-level ELA, Math, Science, or Social Studies class**, you will need to modify the grade levels and subjects selected under your **Profile Settings**. You can locate this from your home page in Mastery Connect by clicking **Edit Profile** (*under your photo on left*).
    b. If **Shared with Me** is empty and you are a teacher at the **high school level or teach related arts or in a specialized instructional setting (AAP, Honors, etc.)**, you will need to contact your District Content Specialist for assistance. S/he will need to share the necessary cmap(s) with you.
2) Instructions on how to successfully create a tracker through a shared district cmap are in the next section.

CREATING TRACKERS THROUGH SHARED CMAP - START OF SCHOOL YEAR ***NEW***

1) Click **Trackers**. On the right hand side of screen, click **Create Tracker**.
2) Click on **Curriculum Map** to view the cmaps that have been shared with you.
3) Click on **Shared with Me**, and select the correct shared cmap.
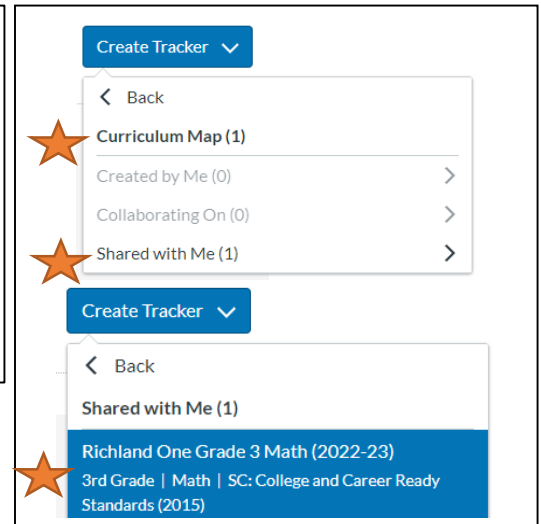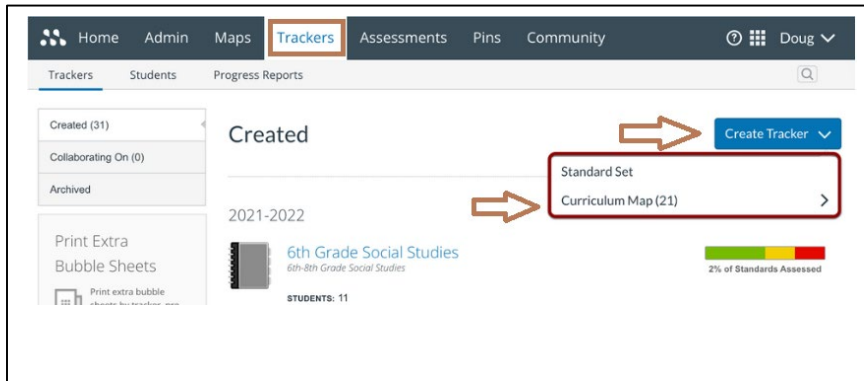
4) Next, for your new tracker, enter the title of the tracker in the **Description** field following the district's naming convention in the section below. **Add Students** should be set by default to **Import students from SIS** if your classes from PowerSchool are pulling in properly.   Teachers should add students using this method unless special permission is granted to add students individually. If you are missing PS classes in the **Import From SIS** drop-down, see the Trackers section for guidance. Select the correct PS class from the **Import From SIS** drop-down menu.

5) Select **Create Tracker** to complete the tracker creation.

TRACKER NAMING CONVENTION

Richland One established a district naming convention for trackers to provide clarity and facilitate support. When creating a new tracker, use the name of the district cmap (minus Richland One) along with a combination of the class period, block and/or day. If you are creating a new tracker for a course that does not have a district cmap, use the course name along with a combination of the class period, block and/or day. Be sure your tracker names are distinguishable from one another. In other words, any administrator should be able to clearly understand from which PS class the tracker was made based upon the name. **Failure to adhere to the use of the district's naming conventions will cause a delay or error in the delivery of the State Practice tests.**

Elementary Examples
Grade 1 Science – Period 1
Grade 3 Math AAP – Period 2
Grade 5 PE – Period 4 – Duncan
Grade 4 Math – Group 3 – RTI
Grade K Health – Period 6
Grade 1 Math – Period 1 – RES

Middle School Examples
Grade 6 ELA – Period 1
Grade 8 Math Honors – Block 3
Grade 7 General Music – Period 7A
Grade 8 ELA – Group 2 – RTI
Grade 6 Math – Period 2 – RES
Grade 6 Science – Period 1 - SELF

High School Examples
HS Theatre 3 – 1A
US History – 3B
Geography Honors – 2AB
Economics – 3B – SEM 2
English 2 – 1AB

Below are additional tips:

- If you teach high school semester courses, you should add SEM 1 or SEM 2 to the end of the tracker name.
- When creating special education trackers, you should add RES for resource classes or SELF for self-contained classes to the end of the tracker name.
- If you are serving student groups that are not identified in PS, add an additional label to the end of the tracker name. Examples include: (i) RTI for intervention; (ii) RES for resource; (iii) AFT for after-school; (iv) OTH for other types of groups
- If you are a related arts teacher at the elem. level, add the homeroom teacher's last name to the end of the tracker name.

ACCESS STUDENT DATA FROM A PREVIOUS YEAR

There are several ways you can access student data from a previous year in order to view students' past proficiency levels. First, you can create a new tracker using your current student roster and the previous grade level/cmap if you want to view all formative and benchmark scores for your entire class. Second, in a tracker with your current students, you can add specific standards from the previous grade level. Third, you can view a Student Report from a previous year by following the steps below.

1) Click on **Trackers**, then select your current tracker containing the student.
2) Click on the student's name to view the Student Report.
3) Click on **Other Trackers** to view a list of all trackers for that student. Scroll down to view any trackers from previous years or classrooms.
4) Click on the Expand icon ☐ to view assessment results by standard on the Student Report.
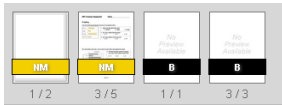
LOGINS

End of Last Year
All Mastery Connect user names are set to district email addresses, and logins can continue being used over the summer. Accounts will remain linked to the current school year, however, until the system rollover has been completed in August.

Start of New School Year
Staff who are new to Richland One will receive a Welcome email from Mastery Connect once their MUNIS and PowerSchool (PS) accounts are fully established. After receiving a Welcome email, new staff should follow the prompts in the Welcome email to set their password.

Staff who worked in Richland One last school year can continue using the same username/password. For staff who moved from one location to another, their account will be linked to their new location once updates are made in MUNIS. It may take a few weeks at the beginning of the school year for all user accounts to become active and aligned properly.

If a staff person has forgotten his or her password, s/he should click on the *Forgot Password* link on the Mastery Connect Login page (https://app.Mastery Connect.com/login) and follow the prompts to reset their password. If login assistance is needed, please email Cerissa Allen at cerissa.allen@richlandone.org.