District Numeracy Assessment (DNA)
Instructions
October 2021

SCHOOL DISTRICT NO. 73
(Kamloops - Thompson)

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INTRODUCTION

The SD73 District Numeracy Assessment (DNA) has been written to align with the focus on numeracy foundations that we see in the revised curriculum and to prepare students for the Graduation Numeracy Assessment. Numeracy is the willingness and perseverance to interpret and apply mathematical understanding to solve problems in contextualized situations, and to analyze and communicate these solutions in ways relevant to the given context.

The SD 73 Numeracy Assessment (DNA) was designed by teachers for teachers. Data is compiled, collated and returned to schools in a timely manner. The DNA is intended for students in grades 3-9 and was created in levels, so teachers with combined classes can administer one assessment to the whole class. Level 1 is for grades 3 and 4. Level 2 is for grades 5, 6 and 7. Level 3 is for grades 8 and 9. If you have a combined class between two levels, please select the level that makes the best sense for your students. Each problem was written and edited by our teachers and piloted in our classrooms.

The DNA has two annual assessment sections per grade level for grades 4 to 9. One is designed as a pre-assessment and the other a post-assessment. The fall assessment is required by the district for grades 3 and 6 as per Administrative Procedure 360.1 – Appendix 1.3. It is recommended the spring assessment be completed as a post-assessment of numeracy skills.

With **EDPlan Insight**, classroom teachers enter their students' fall assessment scores and may create colour-coded proficiency-based <u>class</u> reports. They may choose to enter post-assessment scores to track the progress of their students and create class reports for the school year.

With **EDPlan Insight**, administrators create colour-coded proficiency-based <u>school</u> reports following data entry in the fall. In schools where most students typically write the post-assessment, administrators may create school reports for the school year in support of their School Learning Plan.

As in the past, the district will compile all data and create a <u>district</u> report for each school in the fall.

OVERVIEW

Term Data	Collection	Note
Fall	Required grades 3 and 6 Available grades 4-9	Data is entered on EDPlan Insight.
Spring	Available grades 3-9	Data may be entered on EDPlan Insight.

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FALL TIMELINE

Enter Fall Scores into EDPlan Insight	By November 26th
Create and View Class and/or School Reports on EDPlan Insight	Any time after November 26th data entry
Receive District Report	Mid to late December

FALL PROCEDURE

	Also refer to **SD73 EDPlan Insight Assessment Data Entry and Reports: DNA** on pages *iv* to *x*.
Step 1	**Print Assessment Resources:** Teachers print the fall DNA resources for their level. These include student copies of problems, response form, and rubric, and single teacher copies of the administration protocol, problems, and exemplars. **Access:** Find DNA resources at MySD73: District Numeracy Assessment or http://sd73dna.weebly.com.
Step 2	**Access the EDPlan Insight App:** Teachers will use the EDPlan App to print data collection sheets, enter scores, and view assessment reports. View EDPlan Insight Videos. **From the home screen your Microsoft account,** access EDPlan Insight by selecting the App "waffle" at the top left of your Office Outlook email platform. Search All apps >, select the blue EDPlan Insight app, and click to log in automatically. This app will now be stored with other Office Outlook apps.
Step 3	**Print Assessment Data Form:** Teachers print the data collection sheets from EDPlan Insight. **Pathway:** Click the blue **Reports** tile > General Reports > Assessment Data Form. Use the drop-down menus to select the appropriate class, assessment, and sub-assessment (DNA Fall). When finished, click the **View Report** tile and print. • **Elementary:** This step is optional for elementary as teachers may input scores on EDPlan Insight directly from the comprehension rubric and oral reading records. • **Secondary:** Schools should administer the assessment in one block for each grade. The teacher administering the assessment in that block may print the data collection sheet for their class or an administrator may do so.
Step 4	**Administer Assessment:** Teachers introduce the assessment, following the administration procedure. There are activation activities that will require a minimum of 15 minutes to complete; formal assessment will require 30 to 45 minutes for completion; additional time may be required for some students requiring it. **Adaptations:** Provide the adaptations a student usually receives in class. This might be more time, assistive technology, a reader, and/or a scribe. See FAQs for more information. **Excused:** The administrator or a school team should identify students who should be excused from the assessment.

Step 5	**Mark Assessment and Record Student Scores:** Teachers mark the assessment using the rubric and exemplars. Marking in collaborative groups is recommended when possible. Teachers use the printed data collection sheets to record scores for each class. In some cases, it may be easier to simply enter the scores into EDPlan Insight directly from the rubri. When entering scores, use whole numbers. Decimals and fractions (i.e. 2.5) are not accepted.
Step 6	**Enter Class Scores into EDPlan Insight:** On or before November 26th, teachers enter the data directly into EdPlan Insight using the <u>yellow</u> **Assessment Data Entry** tile. **Secondary:** Enter scores by the class in which the assessment was written. **Legends**: see page *viii*.
Step 7	**Create Reports:** Following data entry, class and school reports may be created immediately in EDPlan Insight. **Class:** Teachers may create class reports using the <u>blue</u> **Reports** tile. **School:** Administrators may create a variety of school reports using the <u>blue</u> **Reports** tile, the <u>orange</u> **Leadership** tile, or the <u>grey</u> **Evidence of Learning** tile. **District:** District reports will be shared with administrators in mid to late December.
Step 8	**View Reports and Plan for Instruction:** Teachers view the class report, consider whole class strengths and challenges, and note students who require numeracy support or extension. Teachers identify numeracy instruction focus areas for their class and plan accordingly. Teachers work with LARTs to identify ways to assist students requiring more support. Similarly, grade-level teachers may view the school report, consider the strengths and challenges of a cohort, identify a instruction focus, and determine one or two numeracy strategies to implement.
Beyond	**Teach and Monitor Progress:** Teachers intentionally incorporate numeracy instruction. Ideally, they reassess throughout the year to monitor progress and adjust instruction as needed. The data collected can also provide excellent opportunities for school-wide instructional planning.

If you have questions about the assessment or would like support, please contact:

Amanda Russett (arussett@sd73.bc.ca)

Cynthia Morrow (cmorrow@sd73.bc.ca).

For questions pertaining to data entry, please contact Jake Schmidt (jschmidt@sd73.bc.ca).

Professional Resources:

Peter Liljedahl's Numeracy Tasks

Problem Solving Support

SD73 EDPlan Insight Assessment Data Entry and Reports: DNA

EDPlan Insight is a software that allows teachers, principals and vice-principals, and district leaders to access student information. This software intends to provide our district with a quick and easy way to input student data, find student information, and collaborate with colleagues about student support.

The following user guide provides step-by-step instructions for teachers on how to enter the various district assessments. This system will replace the need for data to be entered into KATE.

EDPlan Insight Sign on

Sign in to EDPlan is done within you O365 account. Please make sure you are signed on to your Outlook account and have Outlook open within a web browser.

Click on the APP LAUNCHER icon (Upper left corner of screen).
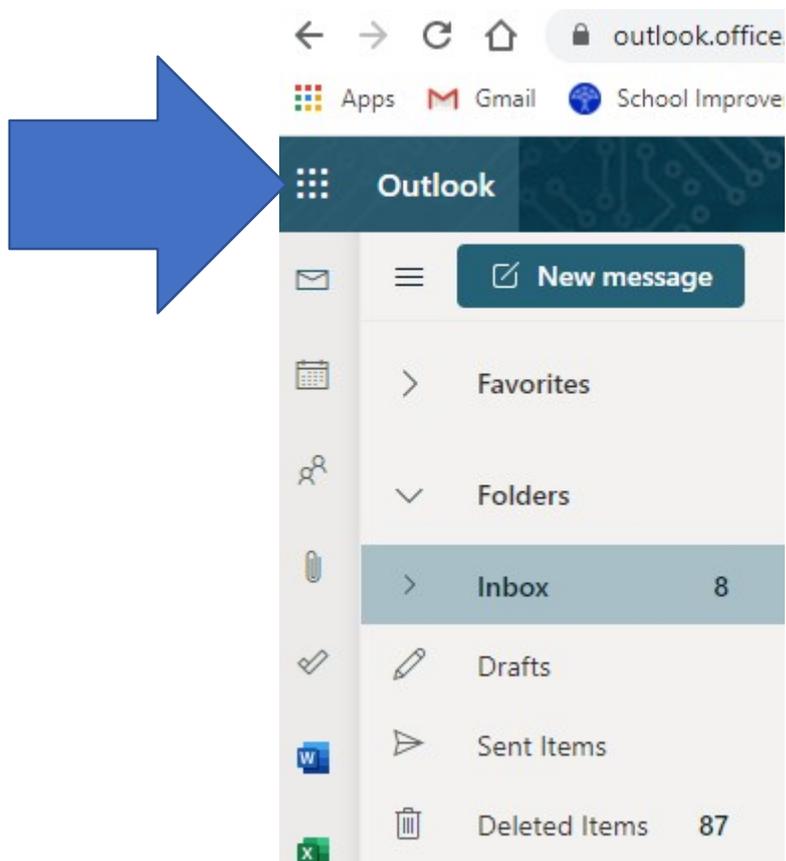
::: Office 365 →

Apps

O	Outlook	☁	OneDrive
W	Word	X	Excel
P	PowerPoint	N	OneNote
S	SharePoint	T	Teams
S	Sway	P	Project
▮	Planner	▮	Bookings
▮	Calendar	N	Staff Notebook
▮	Apple Interne...	▮	EDPlan Insight
✓	To Do		

All apps →

You will need to select the All APPS --→ to see the entire list of apps.

Documents

New ⌄

v

Teams

To Do

Whiteboard

Word

Other

Apple Internet Accounts

EDPlan Insight

Scroll to the bottom of the list and Click on the EDPlan Insight APP

→ Explore all your apps

After selecting the EDPlan Insight icon, a new window will open with five or six of following tiles visible.

EDPlan Insight™

Home

| Class Profile | Student Profile | Assessment Data Entry |
| Reports | Evidence of Learning | Leadership |
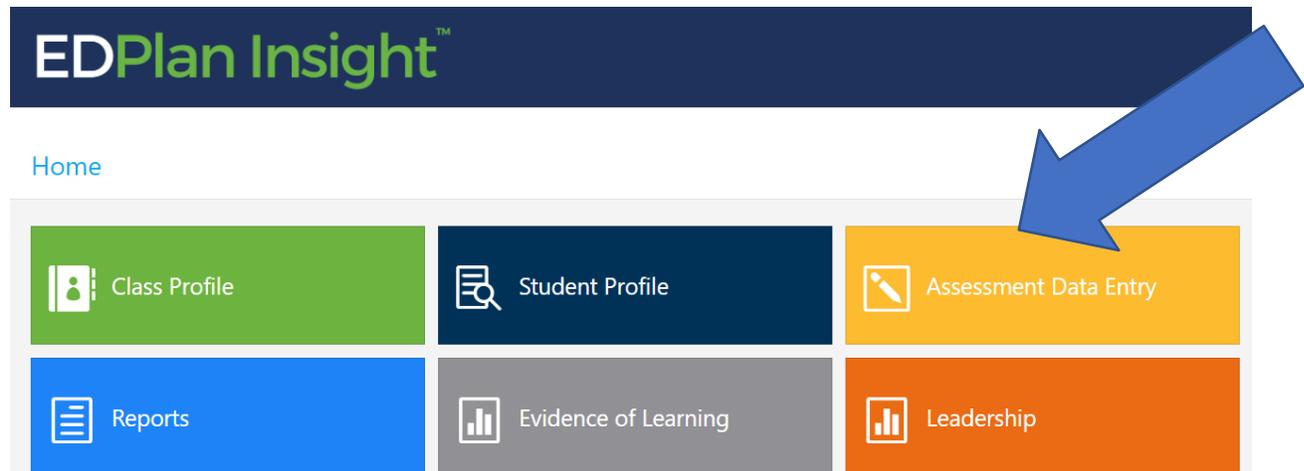
To enter District Assessment data, click on the tile named **Assessment Data Entry**.

Classroom teachers will see the school's name listed or a choice of school names if you work in more than one school. You will see your name listed and the class(es) and grade levels that you teach.

Click on the **Assessment drop down** and Click on the Assessment that you wish to enter. The Primary Reading Assessment, Non-Fiction Reading Assessment, and District Numeracy Assessment are all completed in a similar manner.
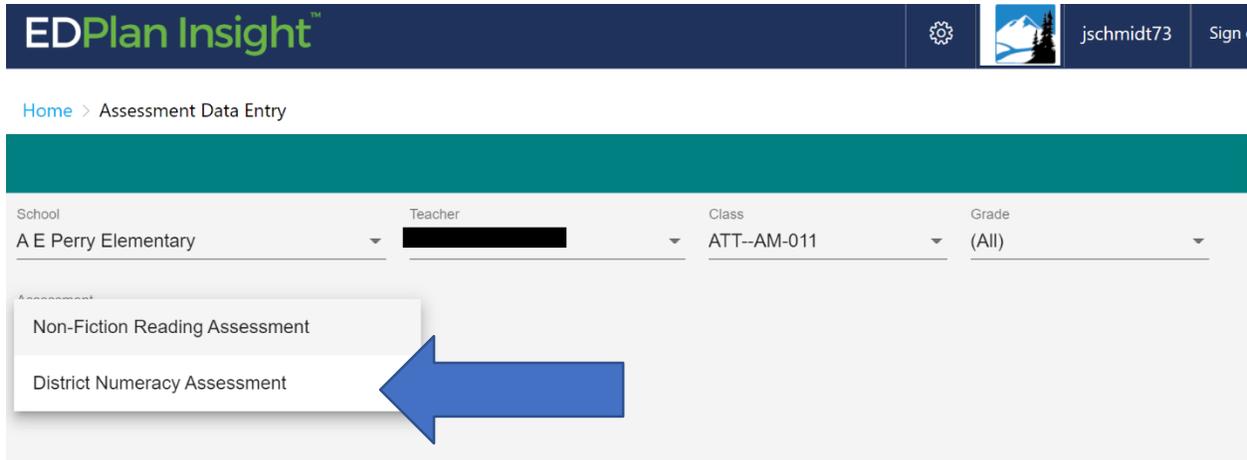
Once you have selected the Assessment, you will be prompted for a Sub-Assessment. **Select the correct Sub Assessment you wish to enter.** You may enter data in all sub-assessments for your own use (example: enter your NFRA data each time you complete the assessment with your class if tracking the information within EDPlan is beneficial to you).
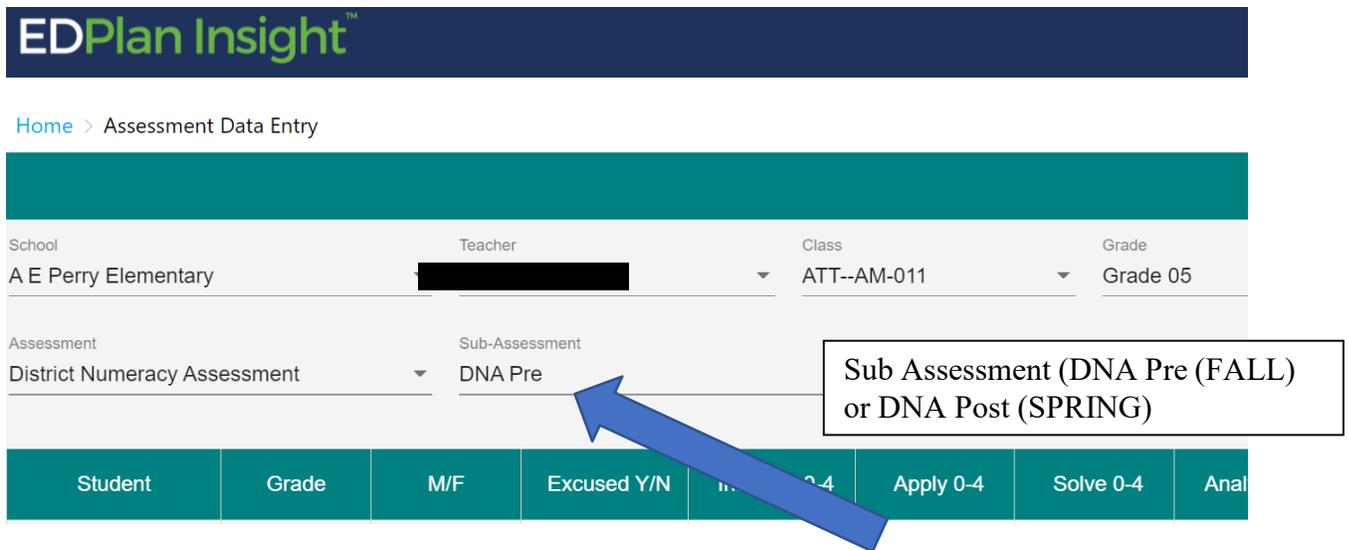
To enter the assessment score for each student, select the correct cell and enter the number for that strand. The cell will auto colour for No Response (0) and Emerging (1)(Tomato), Developing (2)(Yellow), and Proficient (3) and Extending (4) (Green).

When you see the colour change, you know the information has been saved. To adjust a number you already entered, just select that cell, and change the number typed to the correct number. Use the legend below to assist in knowing what numbers to enter.

LEGEND

Scoring Legend (Gr. 3-9):

0 - No Response
1 - Emerging
2 - Developing
3 - Proficient
4 - Extending

Note: For Overall Achievement enter 0-4 based on scores for Questions 1-5.

Ex – Excused (Yes or No)

There are several ready-made reports for you within EDPlan Insight. From the home screen, select the Reports Tile for a list of reports available to you.
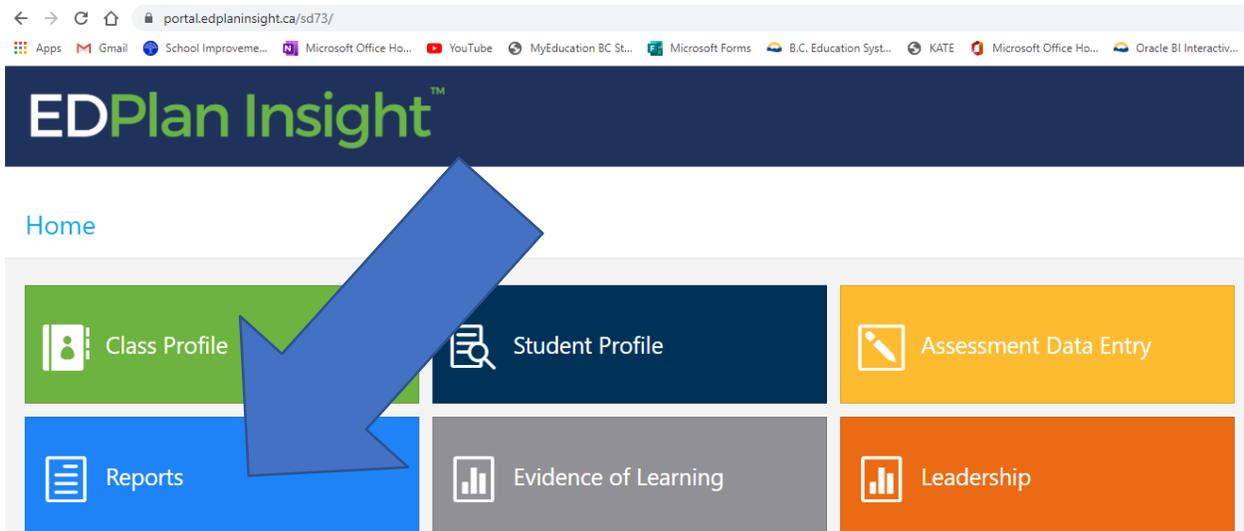
There are five options from the general reports screen.

To create a printout of your class to work with
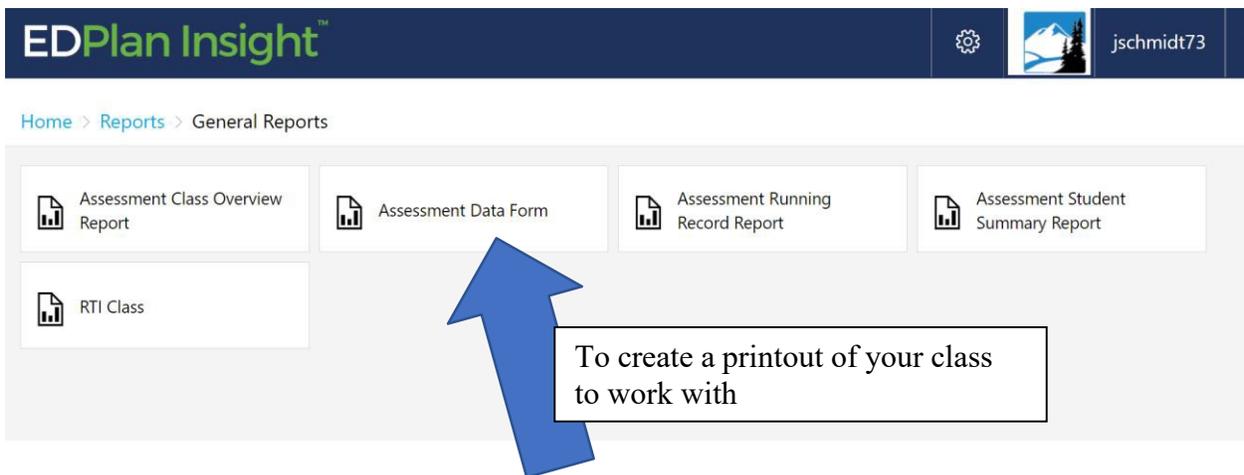
1. **Assessment Class Overview**
   a. Select this report to View the District Assessment **results for your class from previous years**. Select the right class, Assessment, and YEAR (2020-2021 is last year). Select the View Report Button to see all the strand information for your class over time (Sample of report shown on page *x*).
2. **Assessment Data Form**
   a. Select this report to **view and print a paper copy of your class list with the strand information listed**. This would be a useful report if you wished to write down the student's information prior to data entry. Select the class,

Assessment, Sub-Assessment, and select the View Report button (on the leftside of the screen). You may then use the Print icon or save as icon.

3. **Assessment Running Record Report**
   a. Please do no use this report currently.
4. **Assessment Student Summary Report**
   a. This detailed student report **shows the strands details for each student** for all theyears they have completed the assessment. This report has one student's information per page. Use the arrow button to navigate from page to page.
5. **RTI Class**
   a. This report will create an **RTI graphic with student names listed in the triangle**. You may run this report for prior school years as well. This may be a helpful report for the LART. When creating the report, you can select the year (you will always see your students from this year, but their scores from the previous grades), the district Assessment, the Sub-Assessment, and the Sub Assessment item (you can create the diagram for each of the strands).

Arrow buttons for changing pages of the report

Save Icon (disk) and Print Icon (printer)

Student	Grade	Excused	Interpret	Apply	Solve	Analyze	Comp...	Over...	Exc...
	04	N	2	2	2	1	2	2	
	04	N	3	3	3	2	2	3	
	04	N	2	2	2	2	2	2	
	04	N	1	1	1	1	1	1	
	04	N	2	1	2	1	1	2	

In any report, you can **click on the student's name** to go directly to the student profile. Student profile is a tile in EDPlan that provides all the detailed student information in one location.