Partnership Resource Center (PRC)

A how-to guide for using the PRC

Welcome to the Partnership Resource Center. Our community of educators, parents, and others committed to quality assessment leading to student success invite you to register, browse, learn, and implement to enhance your knowledge of assessments within the classroom.

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Accessing the PRC

PARCC’s Partnership Resource Center is a portal to a wide range of resources to support implementation of college and career ready standards. There are three levels of access available.

1) **PUBLIC ACCESS** Anyone with internet access. Users have:
   a) Access to most resources in the Library.
   b) Use of the “Ad Hoc” Technology Readiness Tool.
   c) Use of some social sharing features of the Digital Library.
   d) Opportunities to participate in open access Professional Learning Courses.
   e) Access to select S&L and K-2 resources

2) **REGISTERED USER** Requires registration for an account. Users have:
   a) Access to all resources and functions available to the Public Access user.
   b) Ability to fully participate in the many social sharing features of the Digital Library, including the ability to “like” library resources and to share comments on the resources with other registered users.
   c) Ability to create personalized resource lists using the “my lists” feature
   d) Ability to use test generation capabilities of the PRC (e.g. create a test using the teacher’s own items and/or CenterPoint released items)
   e) Opportunities to join an expanded list of Professional Learning Courses
   f) Access to CenterPoint Newsletter/Email Updates.
   g) Ability to be a Library Contributor (Author) or Administrator (Curator).

3) **CenterPoint MEMBER** Highest level of access to CenterPoint resources available. Requires an access code or invitation and is restricted to members of CenterPoint states. Users have:
   a) Access to all resources and functions available to the Public Access and Registered Users.
   b) Access to the technology-enhanced versions of the CenterPoint K-2 formative tasks.
   c) Access to a video demonstration in the Digital Library on how to use the technology.
   d) Full access to all permissioned authentic texts (digital versions of the print texts, as well as videos) for use with both the K-2 Formative Tasks and the extensive Speaking and Listening Tools.
   e) Use of the Structured Technology Readiness Tool to determine site readiness for CenterPoint Summative testing.
Creating an Account on the PRC

1) Navigate to the PRC (previprc.org).
2) Click on the “Human” icon in the upper right of the PRC.
3) Click “Join”.
4) Fill in the information required, marked with a “*” red asterisk.
5) Select your state, city or organization from the “Where you teach” drop down menu. If you are in a member state, city or organization see the following additional directions.

a) By selecting PRC Member state, city, or other organization an additional entry and check box will appear. In the “PRC access code” box enter the appropriate code for your state, city or organization. To obtain your member code, contact your organizational representative. If you do not have your code, click the check box to the right of the code entry box. You will be contacted later about the status of your upgrade to full access.

b) Click the box indicating you have read the Terms of Use and User Generated Content Disclaimer.

c) Click “Create new account.” You will be automatically logged into the PRC and an email will be sent to the address you provided confirming your registration.
Logging in to the PRC

By logging in to the PRC, you can gain access to a number of additional functions and resources.

1) Navigate to the PRC (previprc.org).
2) Click on the “Human” icon in the upper right of the PRC.
3) Click “Log in”.

4) Enter your email address and password. You will now be logged into the PRC and have access to the functions and resources associated with your account.

5) If you forgot your password, click “Request new password.” A new screen will open where you can enter your email address. You will receive an email with instructions on how to reset your password.
Navigating the PRC

There are four major sections of the PRC with different resources and functions under each section. The four sections are:

1) Library
2) Instructional Tools (only available after logging in as a CenterPoint Member).
3) Assessment
4) Professional Learning

All users of the PRC can browse resources in the:

1) Library
2) Assessment
3) Professional Learning

CenterPoint Members also have access to:

4) Instructional Tools (after logging in).
5) Specific resources and functions in each of the sections.
To access the resources:

1) Navigate to the PRC (previprc.org).
2) Log in to the site (optional).
3) From the home page:
   a. Click in the image of the section of the site that has the resources sought,
   b. Hover over the menu at the top of the page, or
   c. Click on the “Magnifying Glass” in the upper right of the page to search the entire site by keywords.
   d. Click on the “Human” icon if you want to access your account details including password changes and logging out.

NOTE: After selecting a resource from the home page, a “breadcrumb” trail will appear near the top of the page that can be used to navigate back to previous pages.
Accessing and Using Resources in the PRC Library

The PRC library contains a rich set of resources that includes videos, links, documents, presentations, and articles. The library supports deepening assessment literacy, connecting instructional and assessment practices, building practitioner capacity, and honing one’s ability to evaluate quality assessments.

To access and use the Library, you do not have to log in. However, the fullest capabilities of the PRC are accessible when logged in.

1) Navigate to the PRC (previprc.org).

2) Click on the “Human” icon in the upper right of the page and select “Log in”.
3) Enter your registered email and password.

4) Click “Log in”.
5) Click “Library”.
6) There are two major features on the Library page:
   a. The search and filter tool bar.
   b. The columns of individual resources.

NOTE: The system defaults to sorting the newest resources first. Clicking the Date or Popularity links in the top left of the grey section will sort the resources by date of entry or number of likes. Clicking Date or Popularity again will reverse the sort.
7) At the bottom of the page is a page navigation menu to scroll through more pages of the Library.

8) To access a resource click on the title of the resource or click the “Read more” button.

   a) The resource will open with access to its content. Within a resource, the title of the resource and any text can be found on the left side of the page in the white section.

   b) Please take the time to send us your feedback on the resource or resources you are using by clicking on the feedback button and entering your feedback on the pop-up.
c) Click submit to send us your feedback. The pop-up will close once you have clicked submit and you will return to the resource you were looking at in the library.


click submit button

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d) On the right side of the page, there are multiple actions you can take.

e) In the top row, you will see six Share functions:

i. “Star” - Save the resource to a favorites list.
   a. By clicking on this, a new window will appear to “Add to My Lists.” You can:
i. Add to an existing list, or  
ii. Create a new list and add it there.

iii. Access your lists through the filters button at the top of the library pages  
iv. The star also appears on the resource tile.

ii. “Thumbs up” - functions as a “Like” for registered users. This also appears in the resource tile.  
iii. “Pinterest” - Pin the resource. You will have to log in to a Pinterest account.  
iv. “Envelope” - send the resource link via email.  
v. “Facebook” - You will have to log into a Facebook account.  
vi. “Edmodo” - You will have to log into an Edmodo account.

f) The Text to Speech function is just below the Share function. Click “Text to Speech” and a new control toolbar will open.

i. Click the first button on the “textHelp” toolbar and then click anywhere in the resource title and/or text. The “Text to Speech” function will begin reading at the first sentence of the line on which you click.

ii. To start the “Text to Speech” function at the title of the resource, select the green arrow. If you select the first button, you will need to select that button again to deactivate it in order to activate the green arrow button.

iii. The blue vertical bars pause the text to speech function.

iv. The orange square stops the text to speech function.

v. The page with two green arrows translates a selected word into Spanish.

vi. The Globe opens a Google search.
vii. The book provides a dictionary definition of a selected word.

viii. The blue, pink, yellow, and green pen buttons highlight selected text.

ix. The clear pen button clears all highlighting.

x. The page button with highlights collects all highlighted text into a single document.

xi. The drop down control at the far right allows for the changing of text to speech dictation speed. Default is medium.

g) To close text to speech, click “Hide Text to Speech”.

![Dictation]

h) The “Link URL” section contains websites related to the resource. Click the hyperlinks to open the website.

![Linked URL]

Speaking and Listening Resources

i) The “Attached Files” section displays all of the files attached to the resource. Files may be Word, PDF, PowerPoint, Excel, or MP4 videos.

![Attached Files]

K-2 Speaking & Listening Evidence Tables.pdf

j) In the “Tags” section, you can click on any associated tag to open a list of resources that have been tagged with the same word. These tags also appear in the resource tile.

![Tags]

standards  Speaking and Listening  speaking &
listening  Evidence Tables  Kinder  kindergarten
1st Grade  2nd Grade
Notes:

- The search and filter bar allows you to narrow the number of resources displayed.
- All of the text in the resources as well as the text found within the PDFs, Word documents, and PowerPoints are indexed by the Library and can be searched.

9) To access the filters (this can be done with a search term or without):
   a. Click on the “Filters” button.
   b. Then a drop down appears that provides three ways to filter; My Lists, Grade Level, Media Type, and Subject.
c. Resources can be further narrowed by clicking on the word or words used to filter the search. Multiple filters can be applied when searching for resources.

10) To reset the filter, click the “Reset” button and the entire Library will reappear.
Accessing and Using Instructional Tools

The Instructional Tools section of the PRC is for CenterPoint Members only. You must be logged in as a CenterPoint Member to access these resources which include videos, links, documents, and accessibility resources. There are two catalogs to choose from:

- Grades K-2 Formative Instructional Tools
- Grades K-12 Speaking and Listening Tools

To access these tools:

1) Navigate to the PRC (previprc.org).

2) Click on the “Human” icon in the upper right of the page and select “Log in”.
3) Enter your email and password.

4) Click “Log in”.
5) By clicking on “Instructional Tools,” the Instructional Tools landing page will launch.

6) To bypass this page, and go directly to a catalog, hover over “Instructional Tools”. From the drop-down menu, select the tool you would like to use.
7) There are three tools you can use:
   a. Formative Instructional Tasks (FIT).
      i. Contains PDFs, Excel spreadsheets, and one video.
      ii. All resources are available for download.
      iii. To search for a resource:
          1. Use the search and filter bar. You can search by Resource Name,
             Subject (which will auto-fill results to aide discovery) or Grade Level.
2. Use the paging buttons or the sorting features on the Resource Name or Resource Type columns. By default the resources are listed alphabetically, clustered by grade level.

iv. To download a resource:
1. On a PC, right click on the resource title, select “Save link as...” and save locally for later use.
2. On a Mac, press the control key on the keyboard and then click the link. Save the resource locally for later use.

b. Formative Instructional Tasks (Technology Enhanced) (FIT-TE).

This is menu item is a direct link to the Technology Enhanced Formative Instructional Tasks and by clicking on the link the FIT-TE site will open. Refer to the next section on how to use this site.
c. Speaking & Listening Tools
   i. Contains PDFs, Braille Ready Files, Large Print Materials, and MP4 videos.
   ii. All resources are available for download.
   iii. To search for a resource:
       1. Use the search and filter bar.
       2. Use the paging buttons or the sorting features on the Resource Name or Resource Type columns. By default, the resources are listed alphabetically clustered by grade level.
   iv. To download a resource:
       1. On a PC, right click on the resource title and select “Save link as...” and save locally for later use.
       2. On a Mac, press the control key on the keyboard and then click the link. Save the resource locally for later use.
   v. What you will find:
       1. There is one Classroom Discussion file for each grade level. Everything you need to conduct the task is within one link (Unless you need BRAILLE READY OR LARGE PRINT MATERIALS).
2. There are K-2 speaking and listening tasks.
   a. Each grade has multiple tasks.
   b. Everything you need to conduct the task is within one link
      (Unless you need BRAILLE READY OR LARGE PRINT MATERIALS.)
3. There are Mode 1 – Listening Comprehension tasks for grades 3, 5, 7, 9,
   and 11.
   a. There are multiple performance tasks per grade level.
   b. Within each of the tasks, there are multiple links.
   c. Unless you need BRAILLE READY OR LARGE PRINT MATERIALS,
      you will only need the files labeled Performance Tasks for
      teachers and video/s.
4. There are Mode 2 - Research & Presentation tasks for grades 4, 6, 8, 10,
   and 12.
   a. There are multiple performance tasks per grade level.
   b. Unless you need the LARGE PRINT OR BRAILLE READY
      MATERIALS, everything you need to conduct the task is within
      one link.
5. Large print and braille ready materials.
   a. These are labeled separately.
   b. These are the only documents that the STUDENT needs to
      engage with the task.
Creating a Class in the Technology-Enhanced System

The technology-enhanced system for the K-2 Formative Instructional Tasks allows teachers to efficiently facilitate the tasks and record student observations using a tablet. Teachers can also track and review students’ progress with regard to the tasks using the technology-enhanced system.

1) Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
2) Hover over the “Instructional Tools” dropdown and click on “Formative Instructional Tasks (Technology Enhanced)”.
3) Select the “Gear” icon in the upper right corner of the screen and choose “Classrooms”.
4) Select the “Add Classroom” link.
5) Name your classroom, select a grade and save your classroom. Please note, it is important to select the appropriate grade level because:
   a. Each task has been aligned to a specific grade level’s standards.
   b. This tells the system to populate this particular class with the appropriate grade level tasks.
6) To edit your classroom name, select the box that contains the classroom name, make the change, and save your classroom.
Adding Students to a Class

There are two ways to add students to a class:

1) Manually
   a. Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
   b. Hover over the “Instructional Tools” dropdown and select “Formative Instructional Tasks (Technology Enhanced)“.
   c. Select the “Gear” icon and choose “Classrooms”.
   d. Select the class to which you want to add students.
   e. Type in your students first and last name and select “Add Student”.
   f. Repeat this process until all students are entered.
g. To edit a student’s name, select the pencil icon, make desired changes, and select “Update Student”.

h. To remove a student from the class, select the minus sign button for that particular student.
i. When prompted to confirm that you want to delete this student, select “ok”.

2) Using a csv file, which is a computer file format that can be created using a spreadsheet program like Excel.
   a. Repeat Step 1 above.
   b. Select the “Upload Classroom Data” button located on the far right side of the screen.
c. Download the sample roster file by selecting the link named “classroom_sample.csv”.

```
Select a csv file with field headers: firstname, lastname
Choose Files  No file chosen
Download editable sample csv: classroom_sample.csv
```

d. You should now be able to open this file on your computer to see an example of how to create a classroom roster.

e. You can either edit the sample csv file or create a new one. Just make sure to save the document as a csv file.

f. Select the “Choose Files” button.

```
Select a csv file with field headers: firstname, lastname
Choose Files  No file chosen
Download editable sample csv: classroom_sample.csv
```

g. Select the appropriate csv file from your computer that you created in step “e” above.

h. Select open. The student information from your csv file should now be populated into your classroom.
Overview of ELA and Math Tasks

In this section of the manual, the screen shots and information focus on ELA tasks. However, please note that the structure of the ELA and math tasks are quite similar.

1) Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
2) Hover over the “Instructional Tools” dropdown and select “Formative Instructional Tasks (Technology Enhanced)”.
3) From your homepage, there are tabs to select ELA or math tasks. Note that you will not be able to see the tasks until you have created a class.

4) Each ELA task has headings for “Text Summary” and “At-A-Glance”.
   a. Hover over “Text Summary” for a summary of the text.
   b. Select “At-A-Glance” to see an overview of what’s entailed in the task.
5) You can download the text by selecting the text from the “Download” dropdown menu. From this dropdown, you can also download the performance task as a PDF, resources that you may need to print in order to facilitate the task, and a glossary.
6) To view the different components involved in a task, select “Go to Performance Task”.

7) You will then see tabs at the top of the screen which highlight the different parts of the task. Select each tab to view the content contained in each part.
Preparing for and Facilitating a Task

The steps below provide a summary of how to prepare for and facilitate a K-2 formative instructional task using the technology-enhanced system. Be sure to read each of section of the task and print the necessary resources before facilitating a task.

1) Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
2) Hover over the “Instructional Tools” dropdown and click on “Formative Instructional Tasks (Technology Enhanced)”.
3) Select the class that will be doing a task from the dropdown located next to the home icon.

4) Select “Go to Performance Task” for the task you plan to do with your students.
5) Read each component of the task and print the resources that are needed to facilitate the task.
6) Use the “Step-By-Step Directions” tab to help you facilitate the task.
7) You can move back and forth between steps by using the Previous and Next buttons.

8) The different parts/days and steps of the task can be viewed by selecting and choosing from those tabs.
   a. In ELA, the “Day” tab provides suggestions on the number of days a task takes.
b. In Math, the tasks are structured by parts.

9) Some of the steps have a pencil icon next to them, indicating the need for student observations.

10) When selecting a step with a pencil icon, you can record observations using a checklist or rubric embedded in the technology-enhanced system.
Sorting Student Rosters

When preparing to facilitate a task, students can be sorted in multiple ways.

1) Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
2) Hover over the “Instructional Tools” dropdown and click on “Formative Instructional Tasks (Technology Enhanced)”.
3) Select “Go to Performance Task” for the task you plan to do.
4) Select the Step-By-Step Directions tab and choose a step with a pencil icon.
5) When you are preparing to facilitate a task, the system will default to sorting students alphabetically by last name. You may also choose to sort students in a different order by:
   a. “dragging” them to a new position in the roster,
   b. whether they have been observed for a particular step in the task (Completed/Not Completed), or
   c. whether they have been “flagged”. To flag students, select the flag button and then select the student you want to flag.

6) To re-sort students, select the “Sort” dropdown and choose from one of the sorting options.
Using the Add Artifact Feature

This feature is helpful when including more notes than what’s already stated in the observation points, or if you want to upload an image as evidence that supports student understanding of a skill or concept. To use the Add Artifact feature, you should be on the Step-By-Step Directions tab and on a step with a pencil icon.

1) Select a student to add an artifact.
2) Select “Add Artifact”.

- The system defaults to “Add Note”, where you can type your note in the box and save.
- You can edit notes by selecting the pencil icon or delete notes by selecting the minus sign icon.
3) To add an image:
   a. Select a student to add an artifact.
   b. Select “Add Artifact”.
   c. Select “Add Image”.
   d. Select “Choose Files”.
   e. Select the image from your computer.
   f. Select Open.
   g. Select Save.
Viewing Data from Observations of a Task

After facilitating a task (or part of task) and recording student observations, notes can be reviewed to help plan for future instruction.

1) Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
2) Hover over the “Instructional Tools” dropdown and click on “Formative Instructional Tasks (Technology Enhanced)”.
3) Select the “Eye” icon.

4) Select the dropdown located to the left of the home icon and choose the class from which you want to view data.

5) The tabs on the top left corner of the screen allow you to view observations of individual students or the entire class or group. Select from those two tabs depending on whether you want to view class data or individual student data.
6) You can filter by subject (ELA, math, or both), performance task, or standard.

7) The **class view** gives you a quick snapshot of how your students performed with the different steps/content involved in the tasks.
8) The **individual student view** provides data only pertaining to the individual student selected.
Recording Reflections after Facilitating a Task

You can reflect on your experiences as you use K-2 tasks and share your triumphs and challenges with other educators.

1) Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
2) Hover over the “Instructional Tools” dropdown and click on “Formative Instructional Tasks (Technology Enhanced)”.
3) Select the “Gear” icon and then select “Retrospective Journal”.

4) Select a task and type in your reflections.

5) Select “Save” or “Save as PDF”.
6) You can enter as many entries as you like, and you can always go back to edit.
Creating and Sharing Groups

Creating and sharing groups are not essential features with the technology-enhanced system; however, you might find that these features benefit your students in some way. For example, you may decide to create a group consisting of students in your class and possibly students from other classes to work on a specific task. Follow the steps below to create and share groups.

1) Navigate to the PRC (previprc.org) and log in as a CenterPoint Member.
2) Hover over the “Instructional Tools” dropdown and click on “Formative Instructional Tasks (Technology Enhanced)”.
3) Select the “Gear” icon and then select “Groups”.

4) Select Add Group.
5) Name your group, select the grade level, and save.
a. The right side of the screen shows the new group.

b. On the left side of the screen, select a class from the dropdown.
c. Select students to add to this new group.
d. Select the “Add Selected to Group” button. The selected students should now appear in your new group.
e. Repeat steps “b-d” to add students from your other classes to this group.
f. Select “Save Group”.

6) To share a group:
   a. Select the group that you want to share.

b. On the right side of the screen, select “Share Group”.
c. Enter the teacher’s email address with whom you are sharing. Make sure that the teachers you share with have registered with the PRC and entered their access code.
d. Select “Share Group”.

Updated February, 2018
The Professional Learning Center

The Professional Learning Center of the PRC is a single point of access to all CenterPoint online courses and external courses aligned with CenterPoint areas of practice. Available courses vary by user role and are delivered to the public, to CenterPoint Members, and/or to invited individuals. Logging in to the PRC is optional for access to the Professional Learning Center; however, we recommend that you create a PRC account and log in to the PRC in order to have access to its fullest capabilities.

1) Navigate to the PRC (previprc.org).

   a. Click on the “Human” icon in the upper right of the page and select “Log In”.

   b. Enter the valid email and password

   c. select “Log in”
2) Click on “Professional Learning” to launch the Professional Learning page. All of the CenterPoint courses available to you will appear on this page and are sorted by date of release.
Taking a Course

1) To take a course click on the title of the course or the “Read More” button.

2) Read the summary narrative and when ready, click “Take Course”.

3) Linked or externally hosted courses will open in a new window and the course will begin. Courses hosted by the PRC will appear below the summary.
4) By clicking on “Take course,” enrollment in the course will be recorded by the PRC.

5) Click on the first course module title (indicated by a bullet point) to begin.

6) Module activities may include reading text, hyperlinking to access more content, viewing a linked document, presentation or video, or a quiz to test knowledge gained.
7) When complete, click “Return to Course”. The module will show completion indicated by a green check mark. Refresh the browser if the checkmark does not appear right away.

8) To proceed click on the next course module.

9) If there is not enough time to complete a PRC hosted course, the system will bookmark progress in the course outline and return to the course when ready.