terrace metrics

Entering Rosters and Accessing the Terrace Metrics System Using Clever®

Clever is a single sign-on service that partners with districts nationwide. Terrace Metrics is compatible with Clever and thus districts may wish to automatically upload their rosters. Districts should consider the following prior to making this decision.

1. Terrace Metrics is designed as a self-contained, highly secure system that will link to Clever only with permission of the district. Further, to preserve confidentiality Terrace Metrics will only download the relevant information needed to generate unique assessments for each student; it will not ask for data that is beyond the scope of its service.

Here is summary of the information that Terrace Metrics will seek from Clever:

| Field	Required or Optional	What Needs to Be Entered
First Name	**Required**	At least one letter
Middle Name	Optional	Can Leave blank
Last Name	**Required**	At least one letter
DOB	**Required**	Select from date fields
Gender	**Required**	M or F
Grade	**Required**	Select from field
Student ID	**Required**	At least one letter or number
notifyEmail	Optional	Parent email must be valid and current
notifyMobile	Optional	Parent text must be current
Participant Email	Optional	Student's school email

2. Terrace Metrics can only import data that has been entered in the Clever system. This means that if student information is not found in Clever (e.g., parent emails), that data will not be accessible in the TM system.

3. While Clever allows schools to upload rosters by grade level, schools can upload specific groups using a separate option. Further, Terrace Metrics has designed a filtering system that helps response team members select students within grades to complete the assessment (see below).
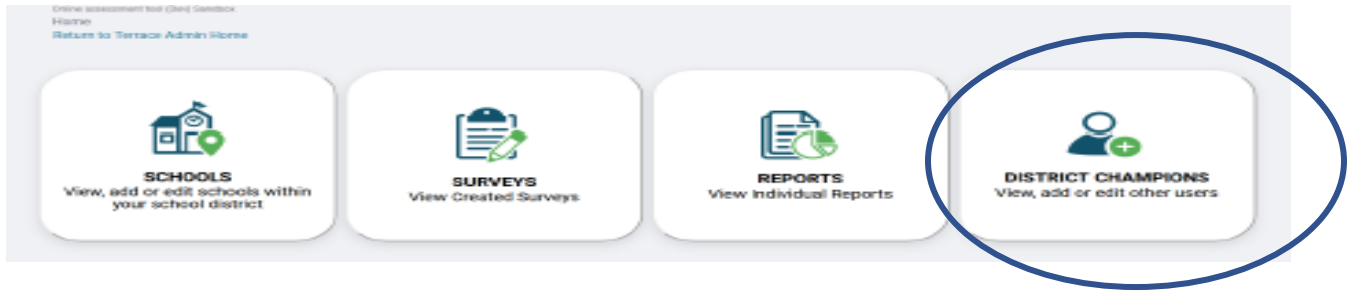
Loading Student Rosters in Clever

1.   The process begins after a district accepts an invitation (or sends an invitation to TM), allowing TM to have access to their system.

2.   Terrace Metrics will then create the district file and will add one District Champion to the list.

3.   The District Champion will then receive an email from Terrace Metrics, asking them to click on the link (at the end of the email) and change their password.

4.   Thereafter, the District Champion accesses **assessment.terracemetrics.org** and logs in using the Clever button. (This will be the same login process for all other users once they are activated in the system).


A. Go to assessment.terracemetrics.org and log in using the Clever button

Do Not Use These Boxes

Username

Password

Login →

Forgot Password?

C | Log in with Clever
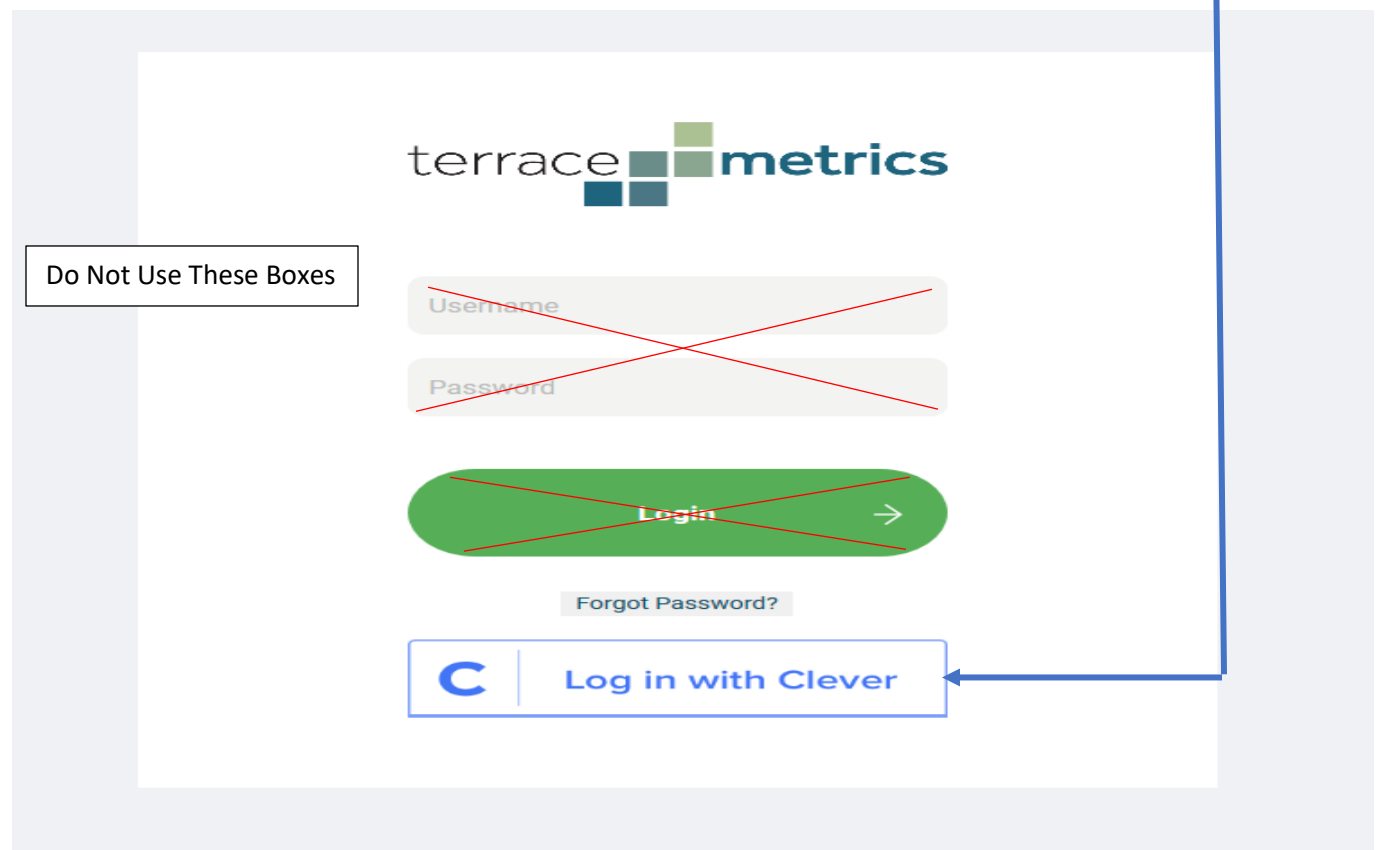
Other district champions can be added by clicking on the "District Champion" button

Additional District Champions can be added by clicking on the "Create District Champion" button in the upper right corner (see blue circle, below) and add the requested information.
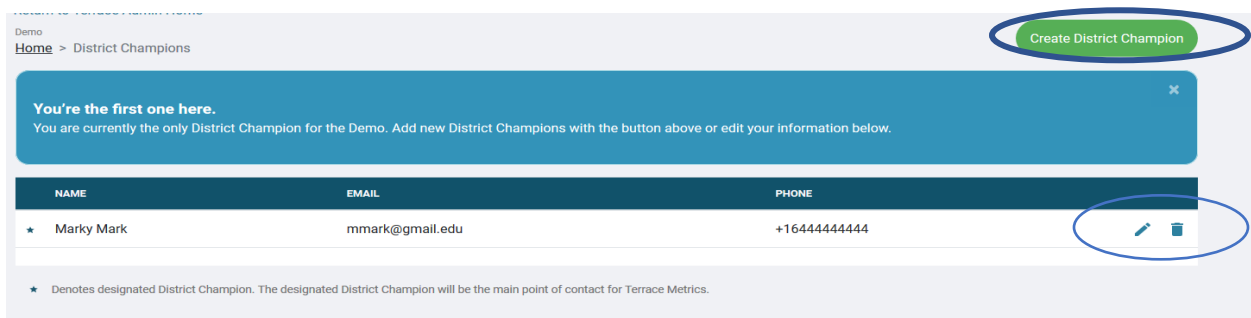

District Champions can be removed, and PoC designation can be reassigned by clicking on the icons at the lower right-hand side of the page (see blue circle, above).
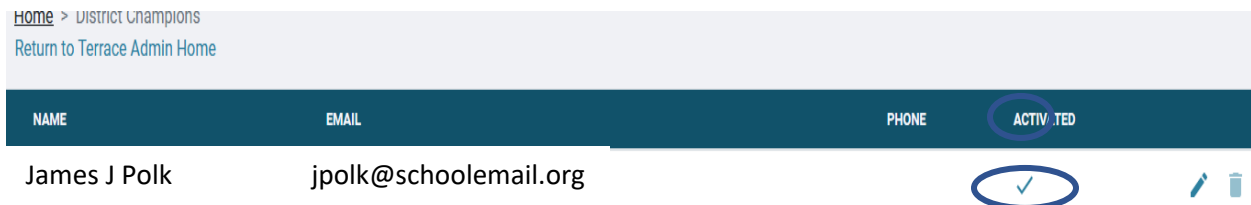

NOTE: Only those with a checkmark next to their names will have access to the system. Unchecking a name removes that person's access to the system.

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B. Clicking on the "Schools" button automatically shows all the schools in the district
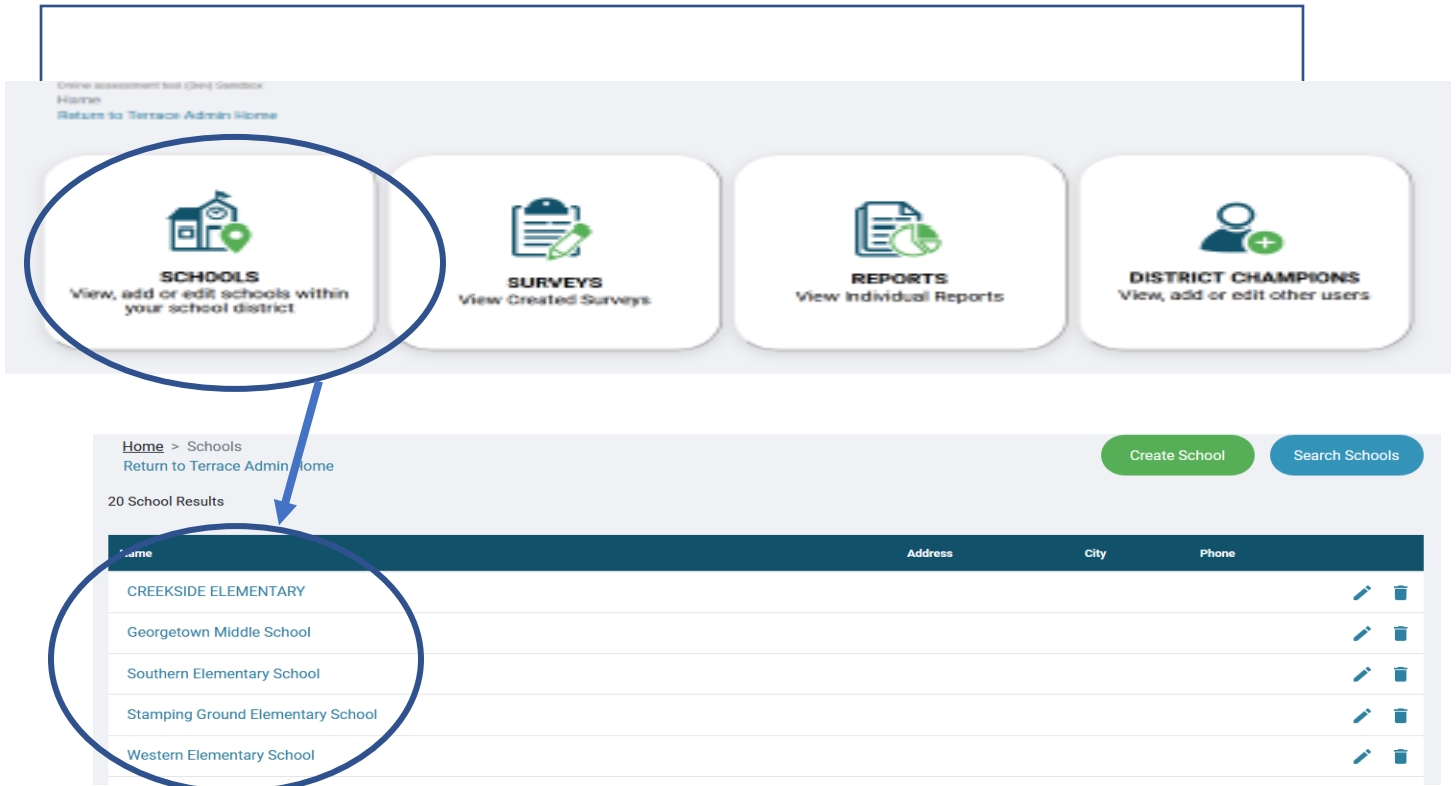
Adding School Champions is identical to adding District Champions. A registered District Champion clicks on the "School Champions" button…
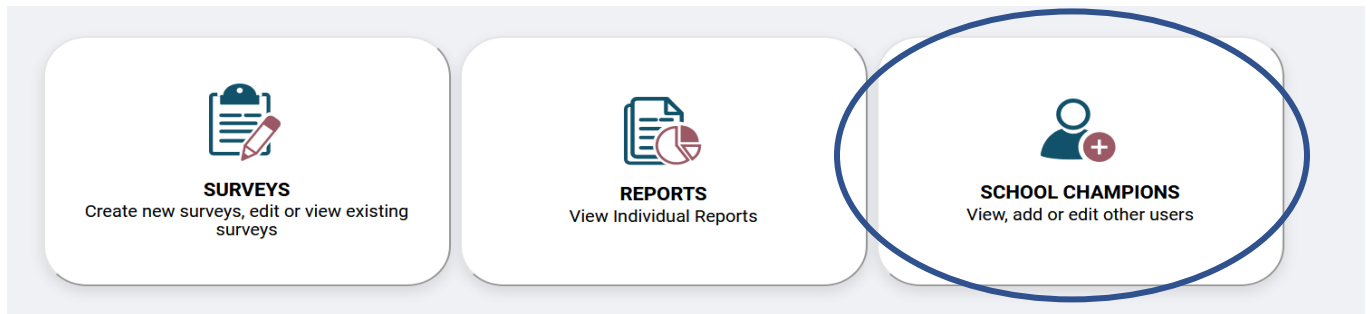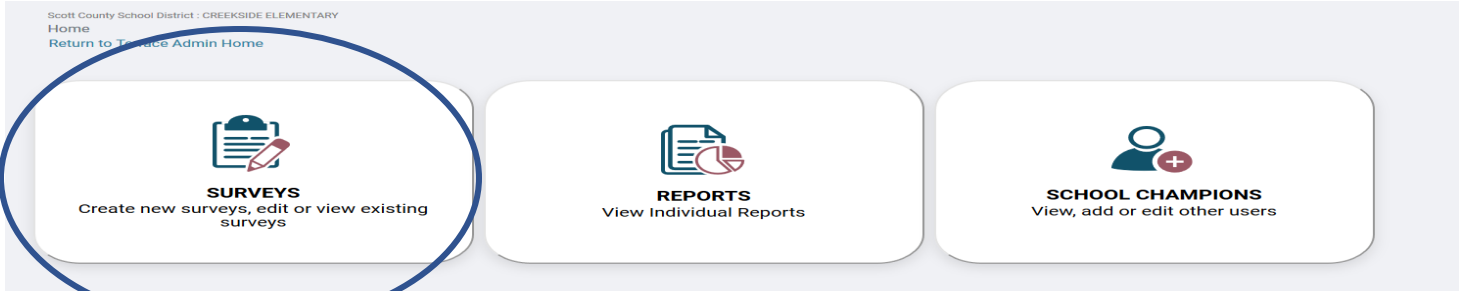

…and clicking on the "Create School Champion" button on the upper right corner (see blue circle, below).

Once one School Champion is activated, they have edit rights to the system (they can add/remove other School Champions).
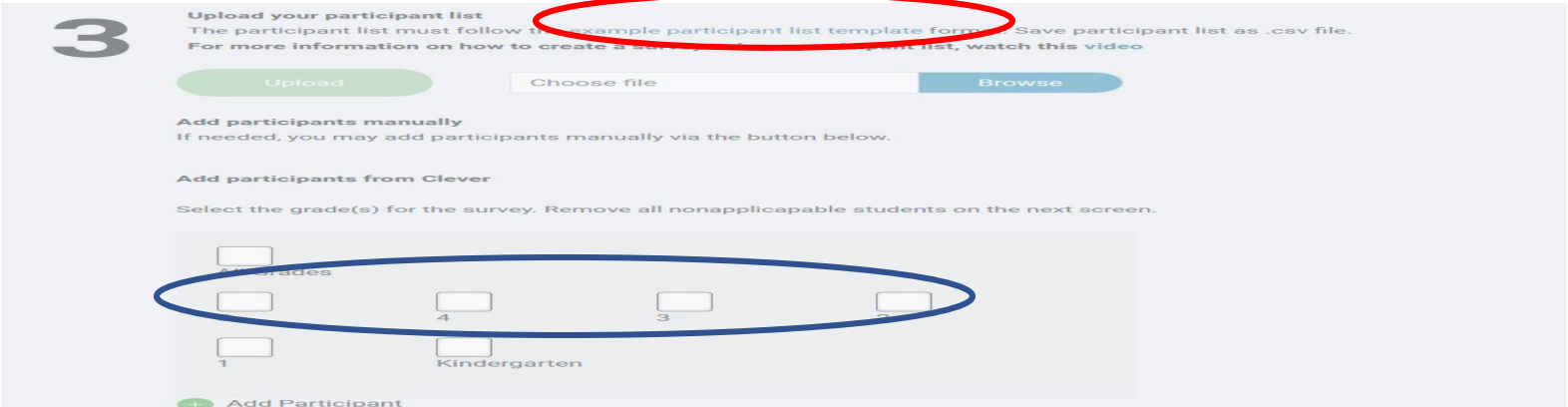
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C. Any activated School Champion can create the assessment for that school. They simply click on the "Surveys" button…

Click on "Create Survey"…

…and complete the 5-step process. NOTE: in Step 3, entire grades can be selected by clicking on the grade(s) box (see blue circle, below)

If the response team member wishes to select just one grade, they click on that grade box. They can create separate grades by going back to the Survey Button and selecting a different grade.

Note: Although the Clever integration allows response teams to upload entire rosters, this can be overwritten if a specific group is to be uploaded (e.g., specific students receiving Tier 2 interventions; a targeted class withing a grade). Simply click on the template provided in the system (see red circle, above) and upload the appropriate information (do not change the headers). Since the system will not continue unless a grade is selected, select a grade box, upload the roster, then deselect the grade box. This group will now be uploaded.

Step 4 (Optional):

Members of the response team can also add their email into the software, which allows them to be notified immediately if a student (who has just taken the assessment) is Priority 1. This option allows response team members the ability to attend to other activities while the assessment is being completed (as opposed to constantly monitoring the system).
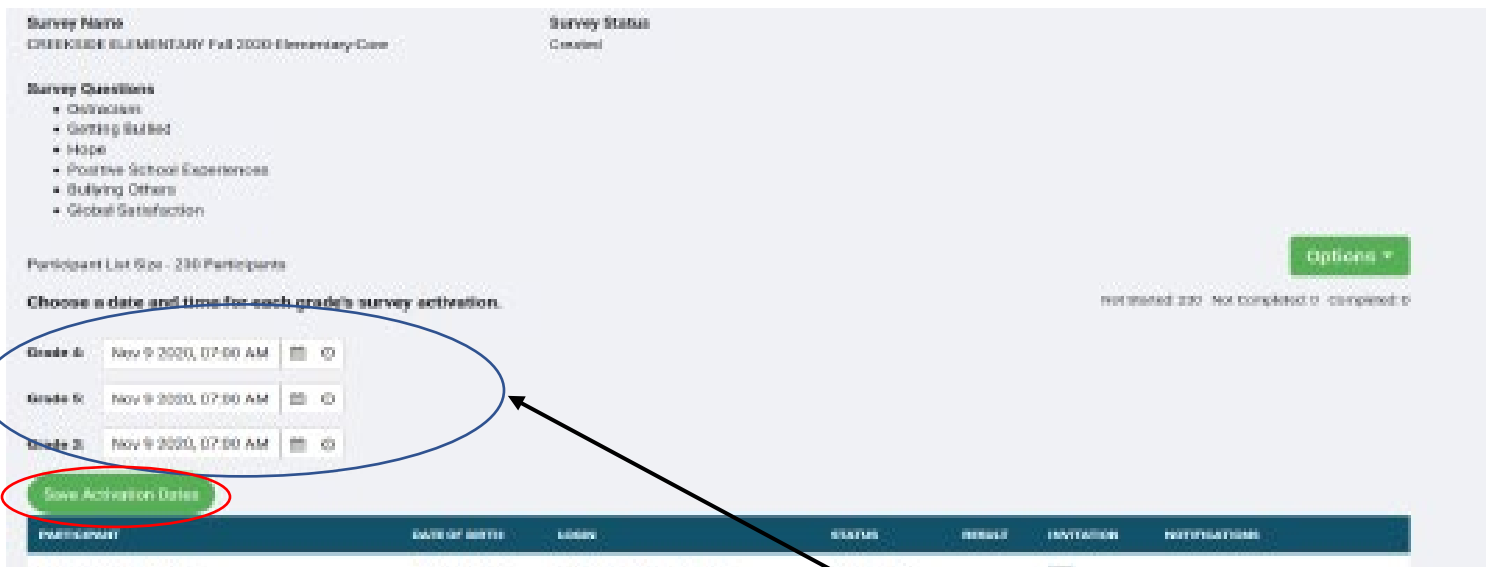
4 **Enter a designated email recipient for priority reports**
The email recipient will be notified whenever there is a survey participant that is considered high priority or at risk.

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D. Once the final step is completed, the roster will automatically appear along with their unique key codes.

IMPORTANT: District or School Champion will set <u>activation dates and times</u> for the students. This option filters students who should be taking it from those who should not.

For example, if just the 4th grade is taking it on a certain date, any Champion can set the activation date and time to something later for other grades (so they won't be able to take it while the 4th graders are taking it).

At the end of each day, set the date/time to a later period so students do not go into Clever on off-school hours and take the assessment. **Remember to click on the "Save Activation Dates" to lock in the date/time** (see red circle, above).

The following are features in the student roster page (time and date options removed)
- System-generated name of assessment that will be identified on reports (green circle)
- Selection of indicators (red circle)
- Confirmation of students (blue circle)
- Unique login code (black circle)
- Status of each student's progress (orange circle)

New students can be added by selecting the "Add Student" button within the "Options" button, which will immediately generate a new key code. Should there be an error in uploading students' information or selecting the indicators, the School Champion can simply click on the "Delete Survey" button (pink circle) and redo steps 1-5.

Important: The Delete Survey button is removed once one student completes the assessment.