

Quick Reference in Using RICERT TA for Administrators AND Teacher Assistants Combined - November 29, 2006

This Quick Reference is intended to help you get an overview of key tasks in the RICERT TA System. To learn how to use this system effectively, you will need to access the RICERT TA Manual that gives you step-by-step instructions for the key tasks identified below. This Manual is on the Teacher Assistant website at www.ritap.org/ta. Once on the Teacher Assistant Website, click on the Resources Webpage and find RICERT TA. Click on RICERT TA and it will take you to a RICERT TA Webpage with several resources to help you in using the RICERT TA system.

This Quick Reference is for administrators and teacher assistants, providing an overview of key tasks for BOTH. In addition, 2 other Quick References are in the RICERT TA Manual and also on the Teacher Assistant website – a Quick Reference for Administrators and a separate Quick Reference for Teacher Assistants. These other 2 Quick References separate out the tasks as outlined below for each type of user.

Who uses the RICERT TA System? Personnel in school districts and the following educational programs: collaboratives, charter schools, state operated programs and RIDE approved private schools for children with disabilities (non-public schools).

1. Administrators at the district/educational program level
2. Teacher Assistants (Instructional Teacher Assistants, Non-Instructional Teacher Assistants and Other Paraprofessionals)
3. RI Department of Education (RIDE) staff

Key Tasks for Administrators (Adm.) and Teacher Assistants (TAs). See RICERT TA Manual for Step-By-Step Instructions.

You will note that this Quick Reference aligns with the sections of the RICERT TA Manual. You will not need to use sections 1 and 2 of the manual as these sections were only used by RIDE in testing the system. In addition, sections 14 and 15 only apply to RIDE. Sections applying to administrators and teacher assistants are listed below. You will begin with section 3.

Key Task Summary	Task Name	Manual	Who
1. Make sure that emails are identified/assigned for ALL Teacher Assistants in your district/program. Also make sure that all Teacher Assistants have Adobe Reader so that they can download documents that the system will email to them. Teacher Assistants can download Adobe Reader from the RICERT website on the page where they login.	Assignment of Emails to ALL Teacher Assistants & Providing Them Adobe Reader		Adm.
2. Access the RICERT System at http://www.eride.ri.gov/RIDE/ . This takes you to "Welcome to the RICERT Website". Click on Teachers/School Administrators. This will take you to a login page. Click on your login type (SCHOOL) and enter your district/program's login ID and your password. <u>It is important that you use your district/program login ID. Do not login as an individual school. Rather, access school rosters through the district/program login ID.</u> Then click on login. Then click on Local Schools and Districts. Then click on Teacher Assistants and select from a variety of menu options depending on the key task you are doing.	Login	Section 3	Adm.

Key Task Summary	Task Name	Manual	Who
<p>3. Navigate to the Teacher Assistant Menu and click on “Roster”. Enter your Teacher Assistants on the Rosters for EACH of your schools by entering basic Profile information on the top of the Profile form for EACH of your Teacher Assistants. Click on SAVE. This will generate an email to the Teacher Assistants telling them how to login to the system and that they need to review and edit their profile as needed and that they need to complete their Qualification Worksheets.</p>	<p>Entering Teacher Assistants on Rosters – BY SCHOOL</p>	<p>Section 4</p>	<p>Adm.</p>
<p>4. Navigate to the Teacher Assistant Menu and click on “Roster”. Remove Teacher Assistants from a school’s Roster as needed. Removing them will only take them off the roster for a particular school. Removal will not remove the teacher assistant’s profile and other information from the system. This information on each teacher assistant will always remain in the system even though teacher assistants may move to another school, another district or stop working.</p>	<p>Removing Teacher Assistants from Rosters – BY SCHOOL</p>	<p>Section 5</p>	<p>Adm.</p>
<p>5. The RICERT TA System will send Teacher Assistants an email attaching a letter with Teacher Assistant login ID and password. Download this letter and be sure to save it so that you will be able to access the RICERT TA system using this login ID and your password. When you get this email, do not bother replying to this email, because it is generated by the “system” and the system is not designed to respond to replies from people to whom it sends emails.</p> <p><i>To download this letter and other RICERT TA documents, you will need something called Adobe Reader. Many people already have Adobe Reader on their computers. If you do not, go to the RICERT System at http://www.eride.ri.gov/RIDE/. Even without your login ID and password, you can go to this website. It will take you to a webpage that says, “Welcome to the RICERT Website”. There you will see a box that has the words in it – “Get Adobe Reader”. Click on that box and it will download Adobe Reader onto your computer. Then you should be able to download any documents that the RICERT TA system emails to you.</i></p>	<p>Getting your login ID and password so that you can use the RICERT TA system</p>	<p>Section 6</p>	<p>TA</p>
<p>6. Access the RICERT System at http://www.eride.ri.gov/RIDE/. This takes you to a webpage that says “Welcome to the RICERT Website”. Click on Teacher Assistants. This will take you to a login page. Click on your login type (TEACHER ASSISTANT) and enter your login ID & your password that the system emailed to you when you first started using this system. Then hit login. Then click on TA Menu. Then you will be able to click on either</p> <ol style="list-style-type: none"> “My Profile” to carry out the key tasks below “My Statement of Qualifications” to get a copy of your Statement of Qualifications AFTER your qualifications have been verified by an administrator in your district /program or “Logoff” – <u>Use this to exit the system</u> “Main Menu” to take you to the Main Menu. 	<p>Login to the RICERT TA System</p>	<p>Section 6</p>	<p>TA</p>

Key Task Summary	Task Name	Manual	Who
<p>7. Login to the RICERT TA System as described above. Click on My Profile. This will bring you to your Profile. Check your “Personal Information” to make sure it is correct. You can change this information at any time, for example, if you get a new address, a new email – even a new name.</p> <p>You can also change your password. The password must be at least 8 characters that include both letters and numbers and there can be no spaces – for example, 1234ride. Use a password that will be easy for you to remember and make a note of it along with your login ID in a place that you won’t forget.</p> <p>Once you confirm your Profile information with changes as needed, click on SAVE.</p> <p>NOTE: Additional items on the Profile are:</p> <ul style="list-style-type: none"> - My Assignments – <u>You do not need to enter anything here</u>. Your district/program will enter your assignment information each year. The system will save this information from year to year so that over time, your profile will show your work history. See section 6.4 of manual for further information. - My Professional Development Activities – See below. - My Professional Development Interests – See below. - My Post Secondary Education – See below. - My Licenses – See below. <p>Profile and other information will always be in the system even if you change jobs within your district or move to another district or stop working. It will always be there as a work history for you to update or use as needed as long as you have your login and password.</p>	Entering or Updating Information on Your Personal Profile	Section 6	TA
<p>8. Click on “My Profile”. Locate “My Professional Development Activities”. This will take you to a screen where you can enter information EACH TIME you engage in a Professional Development Activity. Complete the information required. Click on SAVE.</p> <p>To help you fill out information on each of your Professional Development Activities, there is a handout called, “Worksheet for Professional Development Activity Documentation on RICERT TA” that is located on the Teacher Assistant website (see the first page of this Quick Reference for how to get to the website).</p> <p>Please note that the Professional Development Activities has a box for “Verified”. This box will be checked by someone in your district/ program assigned to verify the PD that you took, for example, by your providing him or her a copy of your training certificate or other documentation. Find out who in your district/program will be doing the verification & what documentation you need to provide them.</p>	My Professional Development Activities	Section 7	TA

Key Task Summary	Task Name	Manual	Who
9. Click on “My Profile” and locate “My Professional Development Interests”. Click on “Add PD Interest” and you will see a list of topics. Click on the one(s) that reflects your Professional Development Interests. You can click on as many as you want...but you can only add one at a time. You can also remove topics from your Professional Development Interests as your interests change over time. Click on PREVIOUS after making additions or removals.	My Professional Development Interests	Section 7	TA
10. Click on “My Profile” and locate “My Post Secondary Education”. Add your post secondary information if applicable. When done, click on PREVIOUS.	My Post Secondary Education	Section 8	TA
11. Click on “My Profile” and locate “My Licenses”. Add any paraprofessional licenses you have by clicking on the choices that you are given. These choices for paraprofessional licenses are the only licenses that can be entered. When done, click on PREVIOUS. If needed, you can remove licenses (for example, if you have a paraprofessional license that expires).	My Licenses – For licenses including Certified Nursing Assistant and Therapy Assistants.	Section 9	
12. Click on “My Profile”. You will see these words ” Qualification Worksheet” in the upper right hand corner of your Profile. Click on these words to access this worksheet. Complete your Qualification Worksheet by reviewing the 11 items at the top of the worksheet and clicking on the response in the combo box as appropriate to reflect your qualifications. You need to complete all items that have an asterisk (8 of the 11 items), although for some items you may click on “No” if this does not apply to you. Then, IF YOU HAVE completed at RIDE Approved TA Training Program, there is a section on the Worksheet for you to click on the name of the program and enter the year you completed this program. When done, click on SUBMIT. <u>Until you submit your Qualification Worksheet to the district, the system will email you a reminder every 2 weeks that you need to complete and submit your Qualification Worksheet.</u>	My Qualification Worksheet	Section 10	
13. If your district/program has documentation for the items you submitted on your Qualification Worksheet, it will VERIFY that your Qualification Worksheet is correct. Verifying will cause the RICERT TA System to send you an email attaching a “Statement of Qualification” from the RI Department of Education. Download this statement and save it. This Statement of Qualification can also be downloaded from the TA menu option “My Statement of Qualification”. If your district/program does not have documentation for the items on your Qualification Worksheet, it will DENY that your Qualification Worksheet is correct. Denying will cause the RICERT TA System to send you an email telling you about the need to correct this situation by working with your administration to be able to verify your qualifications.	Statement of Qualification	Section 10	

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<p>14. Navigate to the Teacher Assistant Menu and click on “Verify Qual”. Click on Locate Qualifications to review the roster of TAs who have submitted Qualification Worksheets for each school. For those Teacher Assistants whose status is “submitted”, review their Qualification Worksheets by clicking on the Qualifications column by each Teacher Assistant’s name. If you have documentation to confirm each item checked on the Teacher Assistant’s Qualification Worksheet, click on VERIFY. If you do not have all documentation, click on DENY. Clicking on DENY will send Teacher Assistants an email telling them that they need to correct their Qualification Worksheets – or you may need to get additional documentation to confirm the information they have provided. Continue this process until the Qualification Worksheets on all of your Teacher Assistants are verified. After clicking on VERIFY or DENY, click on SAVE. Once you have clicked on verify, you will be prompted to provide your name for those verified qualifications.</p>	Verifying Teacher Assistant Qualifications	Section 11	Adm.
<p>15. Navigate to the Teacher Assistant Menu and click on “Assignments”. Follow Manual instructions to enter the assignments of each Teacher Assistant including their</p> <ul style="list-style-type: none"> - Type of assignment <ul style="list-style-type: none"> i. Click on the appropriate assignment from a listing in the combo box describing various assignments in which the teacher assistant is “Working with students...” in various ways. A definition of terms used for these assignments is in the Manual. ii. Click on the low and high age/grade level of these students (teacher assistants may have more than one assignment) clicking on the youngest and oldest age/grade level of students served by the teacher assistant. If the teacher assistant were assigned to 1 age/grade level, the low and high grade would be the same. iii. Add the total number of students with whom the teacher assistant works in THIS assignment (teacher assistants may have more than one assignment) iv. Enter the total number of sessions that the teacher assistant works in THIS assignment. For example, if the teacher assistant were assigned full time to the first grade, this would be 1. If they worked in an AM and PM preschool class, this would be 2. v. Funded – funding source...with the % of time that each funding source covers. Teacher Assistants may be funded by more than one funding source. - Position time in the DISTRICT on a scale of 1 to 10 (10 being full time IN THE DISTRICT) - % of time in the SCHOOL on a scale of 1 to 100% IN THE SCHOOL (TAs may work in more than 1 school) 	Completing Teacher Assistant Work Assignments – BY SCHOOL	Section 12	Adm.

Key Task Summary	Task Name	Manual	Who
<p>16. BE SURE to check the accuracy of all of your information for each school before beginning the verification process. Run the Verify TA Assignment report by selecting the button at the bottom of the page and then correct your information as noted should you get an Exceptions Report. Once all information is correct for the particular school in question, click on SUBMIT. <u>Do not SUBMIT on an individual Teacher Assistant. Once you have submitted assignments for a particular school, you can no longer add Teacher Assistants to your roster for the current school year. This submission process locks the availability to update.</u> <u>Note:</u> Other schools in your district that have not yet submitted will be updateable - until they are submitted.</p> <p><u>During 2006-07</u>, RIDE will keep the TA assignment system open all school year to provide enough time for all districts/programs to enter their initial data. You will not be required to SUBMIT your assignments for TAs until they are complete or until end of the school year (whichever comes first). SO DO NOT SUBMIT YOUR ASSIGNMENTS FOR INDIVIDUAL SCHOOLS UNTIL THEY ARE COMPLETE. ONCE YOU HAVE SUBMITTED THESE ASSIGNMENT VERIFICATIONS FOR AN INDIVIDUAL SCHOOL, YOUR CANNOT UPDATE YOUR ROSTER FOR THAT SCHOOL OR THOSE ASSIGNMENTS.</p> <p><u>Beginning in 2007-08, ALL data will need to be entered by December 1</u> of each school year, at which time, the system will be “locked down”...allowing for no further data entry until the following school year. The only exceptions to this are for the teacher assistant to update his or her Profile including Professional Development Activity documentation that can be entered at any time.</p>	<p>Verifying and Submitting to RIDE Teacher Assistant Work Assignments – BY SCHOOL</p>	<p>Section 13</p>	<p>Adm.</p>
<p>17. Navigate to the Teacher Assistant Menu. From there you can generate a variety of reports that will be useful to you for planning and accountability:</p> <ol style="list-style-type: none"> a. Assignment Report b. Funding Report c. FTE (Full Time Equivalent) Report d. Exception Report e. Qualifications Report f. PD Interests/Needs Assessment for Teacher Assistants 	<p>Various Building and District Reports</p>		<p>Adm.</p>

Key Task Summary	Task Name	Manual	Who
<p>18. To verify PD achieved by TAs in your district/program:</p> <ul style="list-style-type: none"> • Navigate to the Teacher Assistant Menu. • Click on PD Achieved • You can then search by school OR if you click on the “blank space”, you can search by district. • Searching will bring to you a table where you can click on “Not Verified” to search only for TAs whose PD has not been verified. Leaving the box beside “Not Verified” blank and then searching will result in all PD that all TAs have entered appearing – both verified and not verified. • Review the TA PD “Not Verified”. If you have documentation for the TA PD in question, click in the box in the Verify Column. If not, follow district procedures for acquiring this documentation. • When you implement this in your district, tell TAs which staff in your district/program will be doing the verification and what documentation TAs need to provide and how. 	Verifying PD Achieved		Adm.
<p>19. Frequently Asked Questions (FAQs) and Tips for using the RICERT TA System. In addition, throughout the system, you can click on HELP on most of the webpages. Also, Section 20 provides various resources (including this handout) for use in training other administrators and teacher assistants in system use. The Teacher Assistant Website has a PowerPoint to support districts in conducting RICERT TA awareness sessions with teacher assistants. For in-depth systems use training, the district should augment this PowerPoint with the actual sections of the manual applicable to teacher assistants as part of hands-on computer-based training.</p>	Help	Sections 16, 18 and 20	Adm.
<p>20. Frequently Asked Questions (FAQs) and Tips for using the RICERT TA System. In addition, throughout the system, you can click on HELP on most of the webpages. Also, Section 20 provides various resources (including this handout) for use in training administrators and teacher assistants in system use.</p>	Help	Sections 17, 19 and 20	TA