

**Quick Reference for Administrators in Using RICERT TA – 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](http://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.

**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

**FOR ADMINISTRATORS - Here are key tasks.** See RICERT TA Manual for Step-By-Step Instructions.

Key Task Summary	Task Name	Manual
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	
2. Access the RICERT System at <a href="http://www.eride.ri.gov/RIDE/">http://www.eride.ri.gov/RIDE/</a> . 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
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.	Entering Teacher Assistants on Rosters – BY SCHOOL	Section 4
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.	Removing Teacher Assistants from Rosters – BY SCHOOL	Section 5

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<p>5. 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>	<p>Verifying Teacher Assistant Qualifications</p>	<p>Section 11</p>
<p>6. 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"> <li>- Type of assignment <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>iii. Add the total number of students with whom the teacher assistant works in THIS assignment (teacher assistants may have more than one assignment)</li> <li>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.</li> <li>v. Funded – funding source...with the % of time that each funding source covers. Teacher Assistants may be funded by more than one funding source.</li> </ul> </li> <li>- Position time in the DISTRICT on a scale of 1 to 10 (10 being full time IN THE DISTRICT)</li> <li>- % of time in the SCHOOL on a scale of 1 to 100% IN THE SCHOOL (TAs may work in more than 1 school)</li> </ul>	<p>Completing Teacher Assistant Work Assignments – BY SCHOOL</p>	<p>Section 12</p>

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<p>7. 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 <b>for the particular school</b> in question, click on SUBMIT. <u>Do not SUBMIT on an individual Teacher Assistant.</u> <b>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.</b> <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). <b>SO DO NOT SUBMIT YOUR ASSIGNMENTS FOR INDIVIDUAL SCHOOLS UNTIL THEY ARE COMPLETE. ONCE YOU HAVE SUBMITTED THESE ASSIGNMENT VERIFICATIONS FOR AN INDIVIDUAL SCHOOL, YOU CANNOT UPDATE YOUR ROSTER FOR THAT SCHOOL OR THOSE ASSIGNMENTS.</b></p> <p><u>Beginning in 2007-08</u>, ALL data will need to be entered by <u>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>8. 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> <ul style="list-style-type: none"> <li>- Assignment Report</li> <li>- Funding Report</li> <li>- FTE (Full Time Equivalent) Report</li> <li>- Exception Report</li> <li>- Qualifications Report</li> <li>- PD Interests/Needs Assessment for Teacher Assistants</li> </ul>	<p>Various Building and District Reports</p>	

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<p>9. To verify PD achieved by TAs in your district/program:</p> <ul style="list-style-type: none"> <li>• Navigate to the Teacher Assistant Menu.</li> <li>• Click on PD Achieved</li> <li>• You can then search by school OR if you click on the “blank space”, you can search by district.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Verifying PD Achieved	
<p>10. 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