

mCLASS Program Integration Checklist

Planning ahead is the best way to ensure a smooth benchmark assessment window. Use this checklist to ensure your staff is trained and your programmatic expectations are clearly communicated to all stakeholders. Completing each of these steps during the correlated benchmark window will help you realize the full value of your mCLASS assessment program.

As always, we are here to help. If you have any questions about this tool or your mCLASS product, please contact Customer Care at help@wgen.net or (800) 823-1969, option 3.



BEGINNING OF YEAR ⇨ All Users

- Developed Implementation Plan that reflects defined and measurable mCLASS implementation goals and timelines:
 - Determine mCLASS stakeholders (i.e., individuals and/or departments that have some type of involvement with mCLASS implementation) and leadership team
 - Establish mechanisms for communicating and monitoring program adoption
 - Ensure all appropriate stakeholders understand the “why” behind formative assessment
 - Establish common school and/or district assessment protocols:
 - Staff responsibilities (e.g., who is responsible for assessing students)
 - Assessment scheduling (e.g., when should assessment occur during school day)
 - Determine assessment locations for each teacher (e.g., classroom center, library, etc.)
 - Progress Monitoring (e.g., which students should be progress monitored and at what frequency)
 - Establish process for the frequency and who will review assessment data
 - Determine which students and/or student cohorts to review
 - Determine which stakeholders to notify of outcomes, including parents
 - Determine how to deliver outcomes (e.g., parent letters, executive summary, etc.)
 - Determine how benchmark data will inform instructional plans after each window
- Prepare training plan for initial and ongoing training throughout the year
- Train teachers and administrators on mCLASS assessment logistics
- Ensure that individuals responsible for skill-training oversight attend
- Establish at least one expert RAS user at district and/or school level
- Set assessment windows

BEGINNING OF YEAR ⇨ All Users

- Define response mechanism for occurrences of low benchmark fidelity and during window, monitor fidelity and respond per plan
- Establish district and/or school assessment calendar incorporating all planned assessments for the school year (mCLASS or otherwise)
- Inventory all assessment materials, kits, and devices to ensure all assessment tools are available for participating staff and students
- Send out window reminder via email before window begins
- Email a reminder to sync devices regularly

BEGINNING OF YEAR ⇨ Experienced User Activities (in addition to the above)

- Review the previous year's mCLASS protocols and goals and update accordingly
- Provide refresher training on benchmark administration.
- Train teachers on progress monitoring if needed.
- Review Benchmark assessment fidelity expectations and adjust as needed (i.e., 100% of students assessed within window)
- Create and communicate progress monitoring fidelity expectations (i.e., progress monitor intensive students every two weeks)
- Create and communicate Now What? Tools usage expectations, as applicable
- Define response mechanism for low progress monitoring fidelity

BEGINNING OF YEAR ⇨ All Users

- Email a reminder to sync devices regularly
- Ensure teachers follow established assessment protocols
- Ensure teachers know which students to assess daily and to prepare assessment materials accordingly
- Review RAS online reports regularly during window to gauge assessment fidelity
- Complete assessments for 100% of students within given window

Post-BOY

- Check RAS to determine final benchmark rates of fidelity (e.g., does staff assess per protocol? If not, engage fidelity response mechanism.)
- Notify all appropriate stakeholders of assessment outcomes
- Ensure teachers use benchmark data to set student goals
- Use benchmark data to determine which students need progress monitoring
- Check RAS regularly between BOY and MOY to determine progress monitoring rates of fidelity (e.g., does staff assess per protocol? If not, engage fidelity response mechanism)
- Review Now What? Tools usage reports provided by Account Manager, where applicable
- Ensure teachers modify instruction based upon benchmark and progress monitoring results (e.g., creating groups, providing intervention)
- Review the MOY online reports to determine student outcomes (i.e., how did students perform and what were the growth trends?)
- Use benchmark data to evaluate curricula (i.e., determine if materials are available for all appropriate levels, including students that need intervention, accelerated learners, etc)
- Use benchmark data and progress monitoring to make decisions about professional development needs
- Look at mCLASS Road Map Rubric to self-evaluate

MIDDLE OF YEAR ⇨ All Users

- Review Implementation Plan (e.g., goals, timeline, and related PD) and adjust resources/next steps as appropriate
- Send out window reminder via email before window begins to review assessment protocols
- Review BOY benchmark data to determine what assessment materials are needed
- Confirm window dates are appropriate and meet the needs of the school/district

MIDDLE OF YEAR ⇨ All Users

- Email a reminder to sync devices regularly
- Ensure teachers follow assessment protocol established above
- Ensure teachers know which students to assess daily and to prepare assessment materials accordingly
- Review RAS online reports regularly during window to gauge assessment fidelity
- Complete assessments for 100% of students within given window
- Use previous benchmark data to prepare daily assessment materials for selected students

MIDDLE OF YEAR ⇨ Experienced User Activities (in addition to the above)

- Perform inter-rater reliability checks during assessment window
- Ensure progress monitoring is established as a best practice
- Check RAS to determine final benchmark rates of fidelity (i.e., does staff assess per protocol? If not, engage fidelity response mechanism)
- Ensure that all appropriate stakeholders are notified of assessment outcomes
- Ensure teachers use both benchmark and progress monitoring data to set student goals
- Use benchmark data to determine which students need progress monitoring

MIDDLE OF YEAR ⇨ All Users

- Check RAS regularly between MOY and EOY to determine progress monitoring rates of fidelity (i.e., does staff assess per protocol? If not, engage fidelity response mechanism)
- Review Now What? Tools usage reports provided by Account Manager, where applicable
- Ensure teachers modify instruction based upon benchmark and progress monitoring results (e.g., creating groups, providing intervention)
- Review the MOY online reports to determine student outcomes (i.e., how did students perform and what were the growth trends?)
- Facilitate vertical planning conversations with staff to review progress monitoring data and TOY benchmark data in order to set student goals
- Use benchmark data to evaluate curricula (i.e., determine if materials are available for all appropriate levels, including students that need intervention, accelerated learners, etc).
- Use benchmark data and progress monitoring to make decisions about ongoing professional development needs
- Look at mCLASS Road Map Rubric to self-evaluate progress
- Review Implementation Plan (e.g., goals, timeline, and related PD) and adjust resources/next steps as appropriate

PREPARE

ASSESS

REVIEW

END OF YEAR ⇨ All Users

- Send out window reminder to review assessment protocols via email before window begins
- Review MOY benchmark data and progress monitoring data to determine appropriate assessment materials needed

PREPARE

ASSESS

REVIEW

END OF YEAR ⇨ All Users

- Email a reminder to sync devices regularly
- Ensure teachers follow assessment protocol established above
- Encourage teachers to determine which students to assess daily and to prepare assessment materials daily
- Check fidelity on RAS regularly during window
- Complete assessments for 100% of students within given window
- Use previous benchmark data to prepare daily assessment materials for selected students

PREPARE

ASSESS

REVIEW

END OF YEAR ⇨ All Users

- mCLASS BM data is used for vertical planning and strategically placing students in classes for next year
- Conduct end-of-year data recap with each teacher
- Notify all appropriate stakeholders designated in implementation plan of assessment outcomes
- Inventory all assessment materials, kits, and devices to ensure all assessment tools are available for participating staff and students
- Consider teacher turnover impact and possible need for mCLASS refresher training
- Re-evaluate where the implementation stands based on the Road Map and create action plans