NDAA Online Assessment Directions for Special Education Directors

Important Dates:

- **October 3, 2016:** You may access the NDAA website to update teachers.
- **November 7, 2016 – December 16, 2016:** Testing window (tests must be completed by 5:00 pm Central Time on December 16).
- **January 31, 2017:** Deadline to mail Parent/Guardian Validation Surveys to NDDPI.

The NDAA requires a secure online testing site in order for the assessment to be accessed only by persons who will be giving the tests. In order to do this, local Special Education Directors have the responsibility of managing the Teacher Management Table for the schools served under their individual units and providing secure login names and passwords to each teacher.

Go to the NDAA secure website: www.ddehome.com/ndaa

How to make changes to the Teacher Management Table (access begins October 3, 2016):

A) Review the Pre-populated Teacher Management Table

1) The Teacher Management table has been pre-populated with the teachers who were in your Teacher Management table last year.
2) Follow the directions to add, change, or delete the teachers accordingly in the Teacher Management table for testing this year.

B) Add Teachers

1) Add any teachers who will be administering the NDAA1 but are not on the pre-populated list.
2) In the Teacher Management table, there are five items in which you must enter for each of your teachers (Last Name, First Name, Email Address, School, and Unit).
3) Click in the box below "Last Name" and enter the teacher's last name.
4) Click in the box below "First Name" and enter the teacher's first name.
5) Click in the box below "Email Address" and enter the teacher's email address.
6) Click in the box below "School" and select the teacher's school from the drop-down menu.
7) Click in the box below "Unit" and enter the teacher's special ed. unit.
8) Click "**Save Changes**" at the bottom of the screen.

Important Notes on Adding Teachers:

1) The "Students," "Password," "Update," and "IP Address" columns will update automatically when you click "Save Changes" at the bottom of the page.
2) It is recommended that you enter one teacher and click "**Save Changes**" at the bottom of the page to ensure that your entries are being saved. Then continue to enter the rest of your teachers.
3) Please note that there are only 5 blank rows. Once you enter 5 teachers, click "**Save Changes**" at the bottom of the page and 5 more blank rows will appear for you to continue entering teachers.

C) Change Teacher Information

1) Click on the information you want to change for a teacher in the Teacher Management table.
2) Type the new information.
3) Click "**Save Changes**" at the bottom of the page.

D) Delete Teachers

1) Delete any teacher who is in the Teacher Management Table but is no longer at your school or who will not be administering the NDAA1.
2) The far left column in the Teacher Management table is labeled, "Delete."
3) Check the box next to the teacher you want to delete.
4) Click "**Save Changes**" at the bottom of the page.

E) Reset Teacher Passwords

1) If a teacher does not remember his/her password, reset it by clicking in the box below "Password" and select "Reset" from the drop-down menu.
2) Click "**Save Changes**" at the bottom of the page.

F) View the Student Management Tables

1) The second column in the Teacher Management table is labeled "Students."
2) Click on the link labeled "Students" next to the teacher for whom you want to view students. This will take you to the Student Management Table for that teacher.

G) Provide Log-In information to New Teachers

If a teacher does not know how to access the NDAA site, tell him/her to do the following:

1) Go to: www.ddehome.com/NDAA
2) Enter your email address.
    a. The email addressed must be the exact email entered by the special ed director in the Teacher Management Table.
3) Enter the default password: ddendaa
    a. The teacher will then be asked to enter a new password.

Note: Internet Browsers: Teachers must use Mozilla Firefox or Internet Explorer in order to access the site.

Parent/Guardian Validation Survey

1) Teachers must complete the Parent/Guardian Validation Survey with parents/guardians after the test is completed for each student. A copy of the Validation Survey can be found here: https://www.nd.gov/dpi/students-parents/SpecialEducation/NDAlternateAssessmentScience/
2) Teachers will need to mail the completed surveys to Tammy Mayer at NDDPI **by January 31, 2017**:

    Tammy Mayer
    Regional Special Education/Assessment Coordinator
    North Dakota Department of Public Instruction
    600 E Boulevard Ave.
    Bismarck, ND 58505

Technical Support

- Your contact person at **Data Driven Enterprises** is: **Carol Ogley.**
- If you have any computer related or technical problems call **Carol at 303-255-3226** or email questions to **Carol@DataDrivenEnterprises.com.**
- Your contact person for NDDPI regarding the NDAA1 is: **Gerry Teevens at 701-328-2277** or email Gerry at **gteevens@nd.gov**.