



# Galileo® K-12 Online

## LEARNING ON DEMAND Professional Development Series for Galileo Users July - September 2018

The ATI Professional Development Department offers complimentary Learning on Demand sessions to assist educators in becoming proficient users of Galileo® K-12 technology with the goal of promoting student learning. Participate in live sessions or watch the suggested recorded sessions.

### LIVE SESSIONS

To register for any of the following complimentary live sessions, contact [ProfessionalDevelopment@ati-online.com](mailto:ProfessionalDevelopment@ati-online.com) or [register on the Training Center "Upcoming" tab](#).

#### Using the Enhanced Student Enrollment Tools – NEW

Wednesday, **JULY 11**

**Time:** 4:00-5:00 pm EDT / 2:00-3:00 pm MST

**Audience:** Data entry, IT, or administrators responsible for managing the entering and enrolling of students into the Galileo system

**Description:** This session walks participants through manual option for adding, enrolling, and dropping students into the Galileo system. Additionally, participants learn how to search for students and how to handle duplicate entries.

#### Using the Bulk Scheduler Tool ← with updated tips

Monday, **July 16**

**Time:** 4:00-5:00 pm EDT / 2:00-3:00 pm MST

**Audience:** Galileo administrators and district/charter school personnel responsible for scheduling the district-wide assessments and middle school and high school teacher wishing to schedule assessment for more than one class.

**Description:** This session walks participants through accessing and scheduling events (e.g., tests) using the *Bulk Scheduler* tool. Participants will also learn to view and edit scheduled events using the *Bulk Schedule History* tool. Participants will gain an understanding of how scheduling impacts reports and how to utilize the *Bulk Schedule History* tool.

#### Online Test Administration ← with updated tips

Monday, **August 7**

**Time:** 1:00-2:00 pm EDT / 10:00-11:00 am MST

**Audience:** Educators who proctor or administer online tests via the *K-12 Student-Parent Center*

**Description:** This session shows participants where to access the *ATI Online Test Administration Manual* and discusses the tasks that should be completed prior to online test administration (e.g., checking your class roster, obtaining student logins). The *K-12 Student-Parent Center* is accessed, and participants are provided with troubleshooting tips for online testing. Participants are also shown how to monitor students' progress as they complete online assessments.

#### Interpreting the Item Parameters Report ← with updated tips

Monday, **September 10**

**Time:** 4:00-5:00 pm EDT / 2:00-3:00 pm MST

**Audience:** Educators and administrators responsible for monitoring the psychometric characteristics of a district-wide assessment.

**Description:** This session walks participants through how to access and interpret the *Item Parameters* report. We'll discuss the three Item Response Theory (IRT) item parameters: discrimination, difficulty, and guessing.

## RECORDED SESSIONS

For support on implementing Galileo as a new user or as a returning user, the experts at ATI recommend you watch the following webinars available now in the *Galileo Help Files*. Head to the *Help Files* to see the full list of recorded sessions available.

### Completing the Assessment Planner

**Audience:** Galileo administrators and district/charter school personnel responsible for managing the benchmark assessments

**Description:** This session walks participants through how to request a district curriculum-aligned assessment. Participants will learn how to complete the *Assessment Planner* and how to utilize Galileo's *Test Review* tools to modify an assessment to fit your needs. Special emphasis is placed on the time needed to accomplish assessment planning and review tasks.

### Conduct an Initial Test Review

**Audience:** Galileo administrators and district/charter school personnel responsible for managing the district-wide assessments

**Description:** This session walks participants through accessing and reviewing a district-wide assessment requested through the *Assessment Planner*. Participants will utilize Galileo's *Test Review* tools to document feedback for the final reviewer.

### Conduct a Final Test Review

**Audience:** Galileo administrators and district/charter school personnel responsible for managing the district-wide assessments

**Description:** This session walks participants through conducting a final review of a district-wide assessment requested through the *Assessment Planner*. Participants will utilize Galileo's *Test Review* tools to access an Initial Reviewer's comments, conduct a test review including replacing test items with similar item parameters.

### Offline Test Administration

**Audience:** Educators who proctor or administer offline tests

**Description:** This session shows participants where to access the ATI *Offline Test Administration Manual* and discusses the tasks that should be completed prior to offline test administration (e.g., checking your class roster, printing the test booklet, and answer sheets).