Getting Started with the New Teacher Center's Formative Assessment System (FAS) PDF Tools

Adapted User Guide for Mentors 2011-2012 Version

Introduction
For 2011-2012, the New Teacher Center (NTC) is providing an electronic version of its Formative Assessment System (FAS) tools to its national clientele, at no additional charge. The tools have been created as Portable Document Format (PDF) documents and can be completed using the **FREE** Adobe Reader application (version 9 or newer required). At the end of this document there is a complete list of tools.

This document provides important information on how to use the PDF tools and key tips mentors should consider when using the PDF Tools. It is critical to consider how the transition from paper to a computer with electronic tools could impact mentoring conversations.

These new electronic tools were developed as an interim response to a growing demand for an online electronic version of the NTC's tools.

Share Getting Started Guide with Mentors
NTC has developed a "Getting Started" guide for mentors to support them in using the electronic toolkit. You may even wish to go over portions of the guide with your mentors, e.g., in a mentor forum.

Mentoring Tips for Using NTC FAS PDF Tools
Please carefully consider, and urge your mentors to consider, how the use of the PDF version of NTC's FAS Tools, as well as the use of the computer while mentoring, will impact the mentoring relationship. We encourage you as a program leader to discuss, and perhaps even role-play, with your mentors how the following may impact their mentoring relationship. For example:
- The placement of the laptop during the conversation is important. Can the BT see the screen and see what you are typing into the tool? Is the computer positioned so that it is not placing a distance between you and the BT? You should try to place the laptop so the data collection experience does not get in the way of the conversation.
- Consider how you will maintain eye contact with the BT while you are typing and using the laptop.
- A key component of trust is leaving a copy of the data with the BT at the end of each meeting. Determine in advance how you will provide a copy of the completed tools to your BT at the conclusion of your meeting.

Using the NTC FAS PDF Tools
The NTC FAS PDF Tools have been created as *forms*, meaning that each area of each tool where "content" or "data" is entered is a *form field*. You will be able to add, delete, and modify content in these fields.

Dynamically Expanding Fields and Scrollbars – A Note
You'll see that many text fields have been programmed to automatically expand to accommodate the amount of text you enter. When the amount of content you entered exceeds the initial capacity (size), the field will begin to expand and add a visible scroll bar to the right of the field.

Don't worry about the scroll bar…when you tab to the next field, or click your cursor outside the field, the

scroll bar will disappear and the field will automatically resize. The scroll bars will never print, and all the text you enter into these types of text fields will display when you print the tool.

Adding Rows on Select NTC FAS PDF Tools

You'll notice that a few of these NTC FAS PDF tools have the option to add rows to a section of the tool. For example, the Selective Scripting tool provides 14 rows to start with, but you can add as many as you need by clicking the Add New Row button.

You can also delete the last row in each table by clicking the Delete Last Row button.

Using the Seating Chart Tool – A Note

The Seating Chart – which can be used to capture movement, interaction, and/or behavior patterns – can be tricky to complete on a computer. In its print counterpart, mentors typically sketch the classroom layout, and then add symbols, graphics, including lines, arrows, etc., and text to capture data about patterns, which is much easier to do with a pencil on paper than using a mouse and tools in Adobe Reader.

We recommend the following approach to using this tool:
1. Begin by opening then saving (Save As…) a copy of the Seating Chart tool from its master file. Complete the fields of information at the top of the tool and save it, then print it out and capture the classroom layout and all "observation data" using a pencil or pen.
2. Make a copy for your beginning teacher, using a copy machine, or by scanning the completed tool and providing electronically.

Formatting Entered Text

You may apply basic formatting to text you have entered into fields on the NTC FAS PDF tools.
1. Select the entered text you wish to format.
2. Right-click (or control-click on the Mac); a "pop-up" (contextual) menu will appear.
3. Point to the "Text Style" entry in this menu.
4. A sub-menu appears providing the available, basic formatting options: Bold, Italic, Underline, Superscript, Subscript.
5. Select your desired formatting option to apply the formatting to the selected text.

For example, when noting your case study student in the *Analysis of Student Work*, instead of circling the student's name as you would on a hard copy, you can format their name as bold or italic to denote this status.

The fifteen (15) NTC FAS PDF Tools are listed below:

Analysis of Student Work	Lesson Plan A	School and Community Resources
Collaborative Assessment Log	Lesson Plan B	Seating Chart
Content, Strategies, and Alignment	Mid-Year Review	Selective Scripting
Individual Learning Plan	Parent Communication	Self-Assessment Summary
Instructional Groups – Class Profile Part II	Professional Growth Reflections	Student Data – Class Profile Part I