



EduTrax Instructional Management (EIM) Solution

FEATURES AND SPECIFICATIONS

EIM

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Curriculum

CURRICULUM FEATURES

- Supports national, state, or locally-created standards
- Standards can be pre-loaded or entered via the web site
- Import existing curriculum or create new curriculum online
- Curriculum is developed at the specific subject, grade, and course level
- Multiple versions of each curriculum are supported to enable historical alignments and future development
- Utilize multiple sources of standards when developing curriculum
- Identify learning goals, objectives, or teaching units for each standard within the curriculum
- Optionally attach optimum teaching timeframes for objectives to facilitate pacing and calendar alignment
- Attach approved lesson plans to curriculum units or learning objectives
- Develop scope and sequencing within each course curriculum to establish specific teaching plan across school year
- Attach teaching resources to standards

Instruction

INSTRUCTION FEATURES

- Create and store school-year calendars—multiple concurrent calendars are supported
- Create course-specific pacing guides and align with desired school calendar(s)
- Map curriculum scope and sequence details to course pacing guides
- Attach ongoing curriculum objectives and external course connections to pacing guide
- Editing tools to cross-check curriculum against state standards as well as developed assessments
- Optionally track and monitor teacher progress within curriculum
- Import existing lesson plans or create new lesson plans online via the web site
- Share lesson plans and resources across district with approval process
- Easy preparation and transition for substitute days – fewer lost teaching days in classroom
- Consolidate instructional resources in one place—documents, multimedia, etc.
- Create custom hierarchy and structure within resource library
- Search resource library by key words, course information, etc.
- Work with EduTrax staff to develop and automate existing intervention procedures and policies
- Teachers can create their own personal instructional calendar and import pacing guide information

Assessment

ASSESSMENT FEATURES

- Create assessments for individual classroom or district-wide use
- Multiple test types are supported—benchmark, short-cycle, quiz, pre-post, etc.
- Multiple delivery methods are supported—OMR or plain-paper scanning, online, or student response device
- Assessment calendars can be defined for specific courses, academic levels, and scheduling periods
- Scoring benchmarks (i.e. red, yellow, green analysis indicators) can be defined at the test, course, and subject level
- Easy to use web page interface provided for entry of teacher-scored items (constructed, rubric, etc.)
- Existing assessments can be easily copied to create new versions
- Response device assessment files can be pushed to teacher folders for administration at appropriate test time
- OMR scan sheet pre-slugging and scanning services are available from EduTrax if outsourcing is desired
- Testing document printing and shipping services are also available if outsourcing is desired
- Entire testing process can be monitored from beginning to end—publishing, administration, scoring
- Comprehensive auditing data and timestamp information is captured for all scoring processes
- Notifications sent to teacher's message box to indicate processing status
- Content database is included that can be populated by district items, imported from 3rd party vendors, etc.
- Multiple item types supported—multiple choice, true-false, short-answer, constructed, rubric-based, etc.
- Item difficulty, depth-of-knowledge, Blooms Taxonomy, etc. can be tracked
- Question usage can be defined to block district items from being used in classroom assessments
- Items can be attached to multiple standards
- Various response and analytical statistics for items are calculated (P-Value, Point Bi-Serial, etc.)

Data Analysis

DATA ANALYSIS FEATURES

- Reporting tools that provide real-time results for local assessments
- Import results for state and national tests
- Import other key student data from district SIS application
- Analysis can be performed at student, classroom, school, area, and district levels
- Create custom groupings of students outside of roster alignments for specialized test analysis
- Results at all levels can be disaggregated into district-provided demographic indicators from SIS data
- Standards analysis, question item analysis, and cohort scoring comparisons available at all levels
- View side-by-side test results between two tests within a year or the same test across two years
- Teachers can work with data snapshots from test administration timeframe as well as current roster students
- High stakes test results are realigned to fall rosters for beginning of year teacher analysis
- Results will follow students transferring within the district
- A comprehensive student test history profile is available for all students
- Data crosses multiple years, allowing establishment of growth and performance trends
- Track and review class/student diagnostics and other prescriptive indicators
- Identify student weakness areas ahead of critical testing dates to assist in targeting instruction
- Create ad-hoc reports or select from a variety of built-in reports with an easy-to-use reporting wizard
- Reports can be viewed, printed, or saved as PDF or MS Excel files for further analysis, distribution, etc.
- Users can save favorite report definitions for ease of rerunning

Communication

COMMUNICATIONS FEATURES

- Keep parents, students, and other district stakeholders informed and engaged through portals
- Portals are district-maintained web site launching points to internal and external resources, web sites, etc.
- Up to 9 layers of individual portal pages can be developed to further organize and streamline information access
- Portal setup process allows for definition of individual links, descriptions, groupings and graphical image elements
- Multiple portals can be created with specific target groups such as teachers, staff, parents, etc.
- Portals can be designed to run internally within the district network or externally with standard internet access
- Customized parent access methods for obtaining login information, authorized students, etc. can be developed
- A blogging application is provided to allow communications, questions, etc. amongst similar-minded staff members
- An unlimited number of blogs targeted to specific groups can be established
- Staff can identify their favorite blog and receive notifications when new postings occur
- Authorized user security is based on a level hierarchy with up to 10 customized levels of access
- Menu and program options are tied to the security levels established by the district
- Users are attached to a primary location, but an unlimited number of secondary locations can be established
- High-level users can “assume” the role of lower-level users and function as that user, troubleshoot issues, etc.
- Security roles can be mixed and matched within multiple locations
- Data access can also be restricted and filtered by subject area to further restrict assessment results, test setup, etc.
- Customized personnel data interchanges can be developed to automate staff changes and security updates

Help & Support

HELP AND SUPPORT FEATURES

- Find answers to frequently asked questions
- Search an extensive knowledge base for helpful information
- Includes a district-specific support information page for program help procedures

Other key components and features of the EIM application:

DASHBOARDS

- User-specific dashboards are the launching points first seen when accessing the program
- Dashboards provide a variety of information and shortcuts to other areas of the program
- Items on the dashboard will vary based on the security level of the user

PARENT ACCESS

- Comprehensive Parent Portal will provide not only EIM instructional and assessment data, but local district data
- Customized parent data access is configured based on student data provided by district
- Parent authorization mechanisms (logins, passwords, etc.) can be customized to meet district requirements

TECHNICAL

- The EIM program is .NET based and runs within a Microsoft Server 2008 R2 environment or newer using IIS 7.5
- The database is Microsoft SQL Server 2008 or newer