

SLD Eligibility Assessment Committee

Minutes of Meeting of January 7, 2009

Present: Janet Gibbs, Fulvia Franco, Dick Baer

Web-based Estimator

Janet and Fulvia had high praise for the work Brad had done on the Estimator site. Suggestions for improvements include:

1. Wendy Carver suggested the site type font be changed to Tahoma, Verdana, or Arial. These are generally considered the easiest to read.
2. Statement about Estimator on the home page should be changed to read – **Estimator** is a computer program designed to assist school teams in determining if the difference in a student's aptitude (IQ) and achievement scores represents a severe discrepancy as defined by Utah's formula. This and other data are used by school teams to determine eligibility for specific learning disabilities classification.
3. Capitalize the words on the buttons at the bottom of the home page as titles. For examples, "Set Up Your Browser" not "Set up your browser."
4. Don't number the buttons at the bottom of the home page. It will make some people think something should be done in sequence.
5. The Introduction to Estimator needs some revisions. [See revisions attached with these minutes.]
6. All charter schools need to be included in the in the register list. Dick was given a directory to share with Brad. [Perhaps relable the list District/Charter School.]
7. Change the title of the "Set Up Your Browser" button to "Set Up Your Browser if Necessary." Add a statement to the beginning of the instructions to the effect the it is only necessary to set up a browser if one of the recommended browsers has not already been set up. Explain what "IDEA\*SIS" or delete it. [Perhaps also add a statement to the effect that if you need help contact your technical support personnel.]
8. The EIMS description needs some revisions. [See revisions attached with these minutes.]

9. The feedback tool is good but it should allow users to comment anonymously. Make name and email address optional.

10. Organize the Resources menu as follows:

- What's New
- Website Page Features
- Training
  - Adobe Reader Training
  - Running a Consultation
  - Estimator Report Information

11. On the "Run a Consultation" screen there is the statement, "The consultation date is set to the today's date..." Delete the word "the" before "today's." Also it needs to be made clear that one can click on the link to run a consultation on the example page. They need to go back to the original page and click the link.

12. On the tests lists express ages by years and months.

13. If there is no activity on the site for 10 minutes the user should be logged out. This will prevent users from leaving confidential information on the screen inadvertently.

#### Instructions to Jordan District Beta Testers

##### Setting up an Account on the Estimator Site

1. ~~4.~~ Open a browser.

4.2. Browse to the Estimator website. You can type in the website address into the browser address bar as:

estimator.srlonline.org

or as:

<https://estimator.srlonline.org/>

or

you can click on the link above.

23. On the main site, click on the "Register / ~~request~~ Request an ~~account~~ Account" link.

34. Fill in the necessary information on the "Request Account" page. Note the options "USOE Staff" and "~~other~~ Other" in the ~~district~~ District/Charter School list.

45. Since we don't have the planned verification system in place yet, ~~I have set up~~ a code has been set up that will automatically approve accounts **TEMPORARILY**.

Type the following text (case-sensitive, no quotes or extra spaces) into the comment field: "08-12-17-approve". Your account should be automatically approved.

**Comment [RDB1]:** Brad, Fulvia would like you to make the following changes to the instructions for setting up an account and to read them into an email she can forward to those chosen to participate in the beta test. She especially wants a link they can click to go to the home page.

**Formatted:** Indent: Left: 0", Tab stops: 0.25", List tab + Not at 2.25"

**Formatted:** Bullets and Numbering

56. Click OK.

67. Login using the email address and password you used to set up the account.

78. Be sure to check out the information about the site under the Resources section of the menu bar.

Especially the documents titled "Estimator Website Page Features", "Running a Consultation", and "Estimator Report Information".

#### Test Review

1. The WAIS-4 arrived. Dick will set up a file for Brad to program from.
2. Janet gave Dick the TOAL-4. He will set up a file for Brad to program from.
3. The TAPS-3 has not yet arrived. Dick will follow up to see what has become of the promised copy.
4. The Bracken arrived. Janet has the copy and it will be assigned for review at the next meeting.
5. The Naglieri Nonverbal Ability Test arrived but without a technical manual. Dick will follow up and request a manual.

#### Next Meeting

The next meeting is scheduled for January 23, 2009.