



Northstar Digital Literacy Assessment

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★ LEADING HIGHER EDUCATION ★

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Using Northstar Digital Literacy Assessments

- Two ways to use Northstar
 - Public site
 - You will need to print results for each assessment taken
 - Digital badges and reporting

I just want quality points. . .

- If you do not ever plan to offer students digital badges through Northstar or use the reporting functions. . .
 - *You do not need to sign-up to be a sponsor site*
 - *You do not need to train official proctors*
 - *You do need to print all Northstar results before closing the screen when the student finishes the assessment because students who are tested outside of the digital badging process do not show on reports and the results will be lost once the student moves off that screen.*

Necessary Links

Public website

<https://www.digitalliteracyassessment.org>

Admin Interface

<https://www.digitalliteracyassessment.org/admin/index.php>

Proctor site

<https://digitalliteracyassessment.org/assessment/proctored/login.php>

Agency site

<http://www.digitalliteracyassessment.org/agency/ecaeeed>

Digital Badges and Reporting

- Become a sponsor site under KBOR- mostly free to local programs
- Awarding certification
 - Assigning and training proctors
 - Registering learners and learner's start code
 - Computer Authorization Pin
 - Administering the assessment



Sponsor Sites



Click

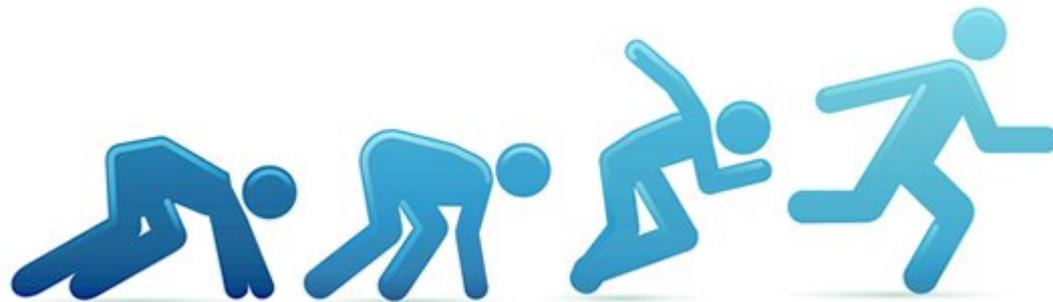
Sponsor Sites

- You fill out the application
- Be sure to add in the comments that your organization is part of the Kansas Board of Regents Adult Education program, otherwise they will charge you \$300



Sponsor Sites

- After you complete the sponsor application you will receive an e-mail with your log in information
- You can then go to the admin interface



Admin Interface



- [digitalliteracyassessment.org/admin](https://www.digitalliteracyassessment.org/admin)

Identify

Who are you?

Please select your name from the dropdown below.

Don't see your name on this list? That means you're not approved to proctor this assessment and need to go through the training. Click [here](#) to launch the training.

Completed the training but still don't see your name? You may need to [refresh the page](#).

If this is your first time logging in and your organization doesn't have any approved proctor individuals yet, you will need to go through the training. At the end of the training, you will enter your name and it will appear in this list.

Admin Interface

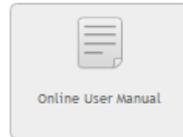
🏠 Digital Literacy Assessment Admin

Adult Education Center (Nancy Olsen)

Switch User

Lo

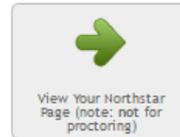
Overview



Online User Manual

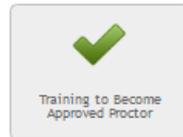


My Agency Information

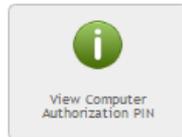


View Your Northstar Page (note: not for proctoring)

Admin Pre-Assessment Tools



Training to Become Approved Proctor

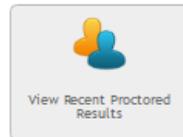


View Computer Authorization PIN

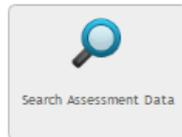


Generate User Code(s)

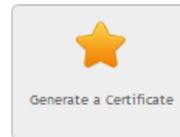
Admin Post-Assessment Tools ?



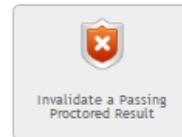
View Recent Proctored Results



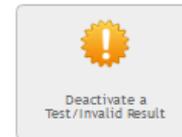
Search Assessment Data



Generate a Certificate



Invalidate a Passing Proctored Result



Deactivate a Test/Invalid Result



Transfer Data from Main Public Website

Reports



Your User Statistics

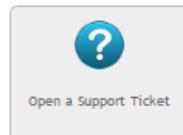


Export Assessment Data to CSV

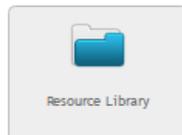


Badges Reports

Support, Resources



Open a Support Ticket



Resource Library

Proctor Training

- Start from Admin Interface
- Takes 20 minutes
- After completion add your name to the proctor list

Registering Students

- You can register as many students as you want at the same time

Generate User Codes

Enter names below and hit submit. The generated codes will be valid for the calendar date that you request them. Names should be separated by a comma (","), semicolon (";") or new line (enter). Whitespace ignored.

Note:

- Remember that you must check the user's ID before proctoring the assessment. Make sure to spell their name correctly!
- If possible, avoid Microsoft Internet Explorer as the browser used for the assessment. Internet Explorer has issues both with the assessment technology and badging technology. Preferred browsers are Google Chrome, Mozilla Firefox, and Safari.

Fred Jones
Sam Jones
Henry Smith
John Smith

Submit

Registering Students

- Registering the learner will create a unique access code or “start” code
- All you enter to register the learner is his or her name
- Prior to starting a student on an assessment through the certification site you will need to authenticate the computer by entering the access code

The screenshot shows a web application interface with a grid of icons and buttons. A pop-up window titled "Computer Authorization PIN" is displayed over the "View Computer Authorization PIN" button. The pop-up contains the PIN number "37664".

Buttons and sections visible in the interface:

- Online User Manual
- My Agency Information
- View Your Northstar Page (note: not for proctoring)
- Admin Pre-Assessment Tools
 - Training to Become Approved Proctor
 - View Computer Authorization PIN
 - Generate a Certificate
- Admin Post-Assessment Tools ?
 - View Recent Proctored Results
 - Search Assessment Data
 - Generate a Certificate
 - Invalidate a Passing Proctored Result
 - Deactivate a Test/Invalid Result
 - Transfer Data from Main Public Website
- Reports
 - Your User Statistics
 - Export Assessment Data
 - Partner Demographics

- To print certificates you log in to the administrative interface and click “View Recent Proctored Results”. This will show you the results for students completing the proctored assessment.
- You can invalidate learner assessments through the administrative interface but once an assessment is invalidated it cannot be changed.
- click “Generate a Certificate” to create a certificate for all modules the learner has passed.

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Questions?

