



## 2018-2019 ACADEMIC PARENT-TEACHER TEAM (APTT) DATA COLLECTIONS GUIDE

All schools implementing APTT are required to submit data for each classroom teacher participating in the program.

The expectation of the Georgia Department of Education (GaDOE) is that data submission will occur three times a year using the following deadlines:

APTT #1 submittal deadline: November 9, 2018

APTT #2 submittal deadline: March 8, 2019

APTT #3 submittal deadline: May 24, 2019

This guide provides step-by-step directions on entering and submitting APTT data. If you need further information on APTT Data Collections, please visit the APTT Data Collections webpage and watch the pre-recorded instructional videos at <http://bit.ly/apttdatacollections>.

If you have general questions related to your district program, please contact the APTT school champion. If you experience technical issues while attempting to enter and submit data, please have the school champion contact the Family Engagement Specialist assigned to your region for technical assistance. Please refer to the GaDOE Support Directory at <http://www.gadoe.org/pages/Support.aspx> to locate your assigned Family Engagement Specialist.

Mandi Griffin

Family Engagement Specialist - North Region

Phone: 404-232-1148

[mgriffin@doe.k12.ga.us](mailto:mgriffin@doe.k12.ga.us)

Susan Holcomb

Family Engagement Specialist - South Region

Phone: 404-326-4395

[sholcomb@doe.k12.ga.us](mailto:sholcomb@doe.k12.ga.us)

Dawn Scott

Family Engagement Specialist - Middle Region

Phone: 404-694-4209

[dscott@doe.k12.ga.us](mailto:dscott@doe.k12.ga.us)

Please note: Your version of Excel may be different than the one depicted within this document and its appearance may vary slightly.

# APTT DATA COLLECTIONS INSTRUCTIONS

## 1.0 Downloading, Opening, and Saving the Excel File

- 1.1 Visit the APTT Data Collections webpage to download the Excel file. <http://bit.ly/apttdatacollections>
- 1.2 Download the file: GaDOE APTT Data Collection 2018-2019 to your computer
- 1.3 Open the file and select the FILE tab.
- 1.4 Select the SAVE AS option.
- 1.5 Select the location where the file will be saved.
- 1.6 Enter a new name for the file and click SAVE.
- 1.7 Saving the file with a new name will ensure that a clean copy of the file is always available.

## 2.0 Quick Guide

- 2.1 The QUICK GUIDE tab provides helpful tips when using the Excel file.

**QUICK GUIDE**

**ENTERING DATA INTO THIS DOCUMENT**

- The **ATTENDANCE** tab, located at the bottom of the screen, should always be the first place to begin when entering or deleting data. Any changes made to data on the attendance worksheet will auto populate into each of the subsequent skill worksheets.
- The system and school identification numbers can be found on the **SYSTEM & SCHOOL IDs** tab.
- Enter the 10-digit **GTID** for each student. This number is also known as the Georgia Testing ID and can be identified with assistance from the school registrar. All fictitious students should be assigned 9999999999 as the GTID.
- Using the Foundational Grade Level Skill labels provided on the **FOUNDATIONAL SKILLS** tab, enter the skill label that correlates with the foundational grade level skill being targeted.
- In order to correctly populate the graphs, all **Pre-Test**, **Interim**, and **Post-Test** benchmark data must be entered the first time data is entered for each skill. Benchmarks should not be the same for the entire year.
- A new **SKILL** worksheet should be completed for each foundational grade level skill. Do not change the names of the **SKILL** tabs as this will result in broken formulas and inaccurate data.

**INSERTING GRAPHS INTO POWERPOINT**

1. Copy the graph to be inserted into PowerPoint. This can be done by either clicking on the graph and then holding down "Ctrl" and pressing "c" or by right-clicking on the graph and selecting "Copy".
2. Select the PowerPoint slide into which the graph will be inserted.
- 3(a). Paste the graph into PowerPoint with source formatting. First, click once on the PowerPoint slide, then click the expander arrow on the Paste button (just below the word "Paste") and then select the Keep Source Formatting & Embed Workbook option.
- 3(b). The graph can also be pasted into PowerPoint as an image. First, click once on the Powerpoint slide, then click the expander arrow on the Paste button (just below the word "Paste") and then select the Picture option. Repeat for each graph to be inserted into PowerPoint.

ide, then click the expander arrow on the Paste button (just below the word "Pas  
PowerPoint

**QUICK GUIDE** SYSTEM & SCHOOL IDs FOUNDATIONAL SKILLS ATTENDA

### 3.0 System & School IDs

3.1 The SYSTEM & SCHOOL IDs are generated from the CCRPI report and need to be entered on the ATTENDANCE worksheet of the file. If your system or school code is not listed below, please use your school's 4-digit state code.

SYSTEM AND SCHOOL IDENTIFICATION NUMBERS			
Atlanta Public Schools (761)	Beecher Hills Elementary (3051)	Dougherty County (647)	Alice Coachman Elementary (0299)
	Heritage Academy (0103)		Turner Elementary (3062)
Barrow County (607)	Auburn Elementary (1050)	Douglas County (648)	Annette Winn Elementary (5052)
	Yargo Elementary (0298)		Lithia Springs Elementary (3052)
Camden County (620)	Crooked River Elementary (0187)	Dublin City (774)	Dublin Middle (0102)
	David L. Ranier Elementary (0195)		Hillcrest Elementary (0112)
	Kingsland Elementary (0193)		Susie Dasher Elementary (0312)
	Mamie Lou Gross Elementary (0100)	Floyd County (657)	Alto Park Elementary (1050)
	Mary Lee Clark Elementary (0495)		Cave Springs Elementary (3050)
	Matilda Harris Elementary (0189)	Forsyth County (658)	Chestatee Elementary (0204)
	St. Marys Elementary (0110)	Fulton County (660)	Palmetto Elementary (0292)
	Sugarmill Elementary (0197)	Gwinnett County (667)	Cedar Hill Elementary (0389)
	Woodbine Elementary (0192)		Ferguson Elementary (1013)
Carroll County (622)	Temple Elementary School (1054)		Knight Elementary (0275)
	Temple Middle School (0102)	Liberty County (689)	Waldo Pafford Elementary (0100)
Chatham County (625)	Brock Elementary (1052)	Mitchell County (701)	Mitchel County Middle School (0197)
	East Broad K-8 (0191)		Mitchell County Elementary (0111)
	Hodge Elementary (5058)		Mitchell County Primary (0198)
Cherokee County (628)	Canton Elementary (0409)	Walker County (746)	Chattanooga Valley Elementary (4050)
	Oak Grove Elementary (2054)		Naomi Elementary (2056)
Clarke County (629)	Cleveland Road Elementary (0191)	Wayne County (751)	Jesup Elementary (1050)

### 4.0 Foundational Skills

4.1 Foundational Grade-Level Skills will no longer be designated by a “Skill Label”. Instead, please enter a grade level standard code that correlates to the skill to be addressed by APTT. For example, if oral reading fluency is the skill to be addressed in 3rd grade, the teacher would enter (copy and paste) “ELAGSE3RF4.b”.

## 5.0 Completing the Attendance Worksheet

- 5.1 The ATTENDANCE tab, located at the bottom of the screen, should always be the first place to begin when entering or deleting data. Any changes made to data on the attendance worksheet will auto populate into each of the subsequent skill worksheets.



- 5.2 **SYSTEM ID:** Using the SYSTEM ID provided on the SYSTEM & SCHOOL IDs tab, enter the district's three-digit number. Note that not all system and school ID codes are included. If you need help in determining your IDs, please contact Susan Holcomb at sholcomb@doe.k12.ga.us.
- 5.3 **SCHOOL ID:** Using the SCHOOL ID provided on the SYSTEM & SCHOOL IDs tab, enter the school's four-digit number.
- 5.4 **TEACHER NAME:** Enter the teacher's last name and first initial using the format "Doe J".
- 5.5 **GRADE LEVEL:** Select the appropriate grade level from the drop down menu. Only select Multi-Grade if the APTT meeting is conducted in a classroom where the student population is represented by multiple grade levels.

A screenshot of the Excel 'ATTENDANCE' worksheet. The worksheet has a red header row with the title 'ATTENDANCE'. Below the header, there are five rows for data entry, each with a callout on the left:

- 5.2 System ID: Ex: "999"
- 5.3 School ID: Ex: "9999"
- 5.4 Teacher Name: Ex: "Doe J"
- 5.5 Grade Level: Ex: "3"

Below these fields is a table titled 'INDIVIDUAL ATTENDANCE'. The table has columns for Student Name, GTID, Student Graph Number, and three columns for 'Did Family Attend Meeting?' (Meeting 1, Meeting 2, Meeting 3). The Student Graph Number column has a dropdown menu with options 1 through 8. The table also includes columns for Date and Time for each meeting.

The worksheet tab bar at the bottom shows the 'ATTENDANCE' tab selected, with other tabs for 'QUICK GUIDE', 'SYSTEM & SCHOOL IDs', 'FOUNDATIONAL SKILLS', 'SKILL 1', 'SKILL 2', 'SKILL 3', 'SKILL 4', 'SKILL 5', and 'SKILL 6'.

5.6 DATE: Enter the date for APTT meeting #1 in the format of MM/DD/YY.

5.7 TIME: Enter the start time for APTT meeting #1 with an AM or PM designation.

INDIVIDUAL ATTENDANCE						
			Meeting 1		Meeting 2	Meeting 3
5.6	—	Date				
5.7	—	Time				

5.8 STUDENT NAME: Enter the student names from the classroom roster. Student names should NOT be entered alphabetically. Instead, student names should be entered in a randomized order so that each student is assigned a unique and confidential number on the data graph. Go ahead and enter two fictitious students using the names of “Fictitious Student High” and “Fictitious Student Low” when entering the student names. Including fictitious students will allow the classroom teacher to model reading the data graph and model goal setting for each of these fictitious students to support families with a greater understanding these APTT essential elements.

INDIVIDUAL ATTENDANCE						
			Meeting 1		Meeting 2	Meeting 3
		Date				
		Time				
Student Name	GTID	Student Graph Number	Did Family Attend Meeting 1?	Did Family Attend Individual Meeting?	Did Family Attend Meeting 2?	Did Family Attend Meeting 3?
Jane Smith	1234567890	1				
Ben Johnson	2345678902	2				
Caleb Carol	3456789012	3				
Sally Lee	4567890124	4				
Dwayne Ford	5678901234	5				
Victoria Anderson	7890123456	6				
Fictitious Student Low	9999999999	7				
Parker Kelley	9012345678	8				
Juan Lopez	3456789012	9				
Richard Bass	5678901234	10				
Leah Richardson	8765432198	11				
Latoya Davidson	5678901234	12				
Jeremiah Joseph	7867895676	13				
Carolina Ramirez	5678934568	14				
David Park	4589754690	15				
Jason Hawk	7856456980	16				
Fictitious Student High	9999999999	17				
Jessica Lasiter	6789675489	18				
Emily Jackson	4567898767	19				

5.9 GTID: Enter the 10-digit GTID for each student. This number is also known as the Georgia Testing ID and can be identified with assistance from the school registrar. All fictitious students should be assigned 9999999999 as the GTID.

5.10 DID FAMILY ATTEND MEETING? Using the drop down menu select Yes, No, Withdrawn, or Not Enrolled to indicate family attendance at each APTT meeting. Parents who attend the APTT make-up meetings should be marked with a Yes in the attendance cell.

## 6.0 Completing the Skill Worksheet(s)

6.1 At the bottom of the Excel file, click on the SKILL 1 tab.



6.2 SKILL LABEL: Using the Foundational Skill labels provided on the FOUNDATIONAL SKILLS tab, enter the skill label that correlates with the foundational grade level skill being targeted.

6.2

SKILL ONE DATA			
System ID		Ex: "999"	
School ID		Ex: "9999"	
Teacher Name		Ex: "Doe J"	
Grade Level		Ex: "3"	
Skill Label		Ex: "Reading Fluency"	
		Pre-Test	Interim
	Administration Date		
	Benchmarks		
	Student		

6.3 ADMINISTRATION DATE: Enter the date the assessment was administered using the format MM/DD/YY.

	Pre-Test	Interim Test	Post-Test
6.3 Administration Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benchmarks	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.4 BENCHMARKS: Enter the benchmark data.

- The green benchmark is identified as the goal where students should be performing at the beginning of the school year.
- The blue benchmark is identified as the goal where students should be performing by the second APTT meeting.
- The purple benchmark is identified as the goal where students should be performing by the end of the year.

Note: In order to correctly populate the graphs, all Pre-Test, Interim, and Post-Test benchmark data must be entered the first time data is entered.

	Pre-Test	Interim Test	Post-Test
Administration Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.4 Benchmarks	<input type="text"/>	<input type="text"/>	<input type="text"/>

6.5 SCORE: Enter the score the student received on the assessment. If the student scores a zero, enter a numeric '0'. Please note, the '0' will not appear in the field, but it will be logged and auto-populated on the graph. The Pre-Test score reflects the score a student received on the assessment prior to the intervention of parent support on the targeted skill regardless of the time of the year the assessment is administered.

			Pre-Test	Interim Test			Post-Test			
Administration Date										
Benchmarks										
Student Name (First, Last)	GTID	Student Graph Number	Score	SMART Goal	Score	Was SMART Goal Met?	SMART Goal	Score	Was SMART Goal Met?	Pre-Test to Post-Test Growth
		1								
		2								
		3								
		4								
		5								
		6								
		7								
		8								
		9								
		10								
		11								
		12								
		13								
		14								
		15								
		16								
		17								
		18								
		19								
		20								

6.6 SMART GOAL: Enter the SMART goal that the parents set at the end of the APTT meeting. When the students' next assessment scores are entered, the cell for WAS SMART GOAL MET? will auto populate with a Yes or No.

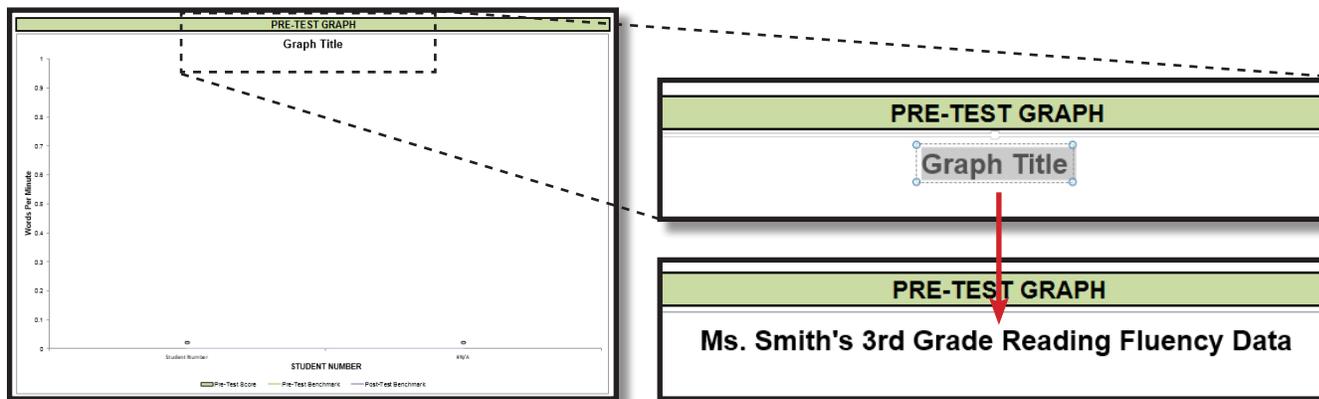
			Pre-Test	Interim Test			Post-Test			
Administration Date										
Benchmarks										
Student Name (First, Last)	GTID	Student Graph Number	Score	SMART Goal	Score	Was SMART Goal Met?	SMART Goal	Score	Was SMART Goal Met?	Pre-Test to Post-Test Growth
		1								
		2								
		3								
		4								
		5								
		6								
		7								
		8								
		9								
		10								
		11								
		12								
		13								
		14								
		15								
		16								
		17								
		18								
		19								
		20								

6.7 A new SKILL tab should be completed for each foundational grade-level skill

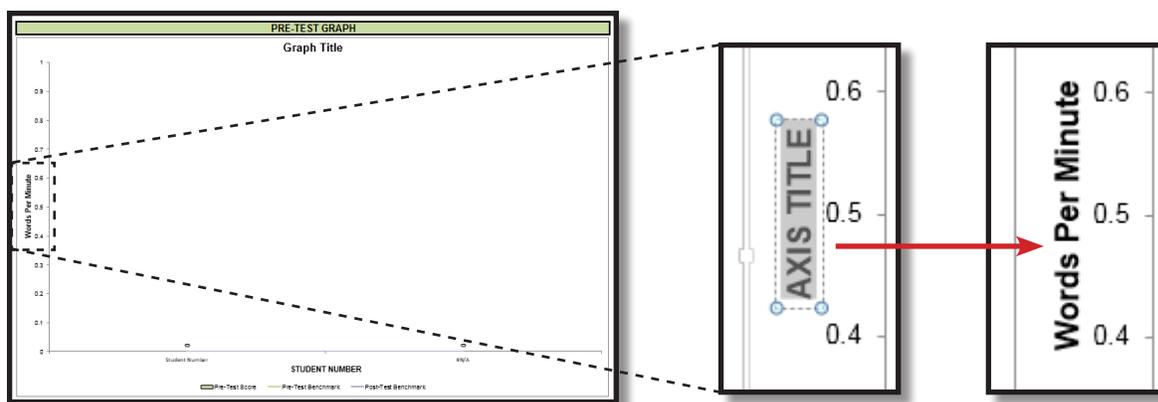


## 7.0 Inserting Titles into the Graphs

- 7.1 With a SKILL tab selected, scroll down in the Excel file until the graph is in view.
- 7.2 Select the GRAPH TITLE and highlight the text. The text has been highlighted when it is grayed out. Type the title of the graph. For example: Ms. Smith's 3rd Grade Reading Fluency Data.



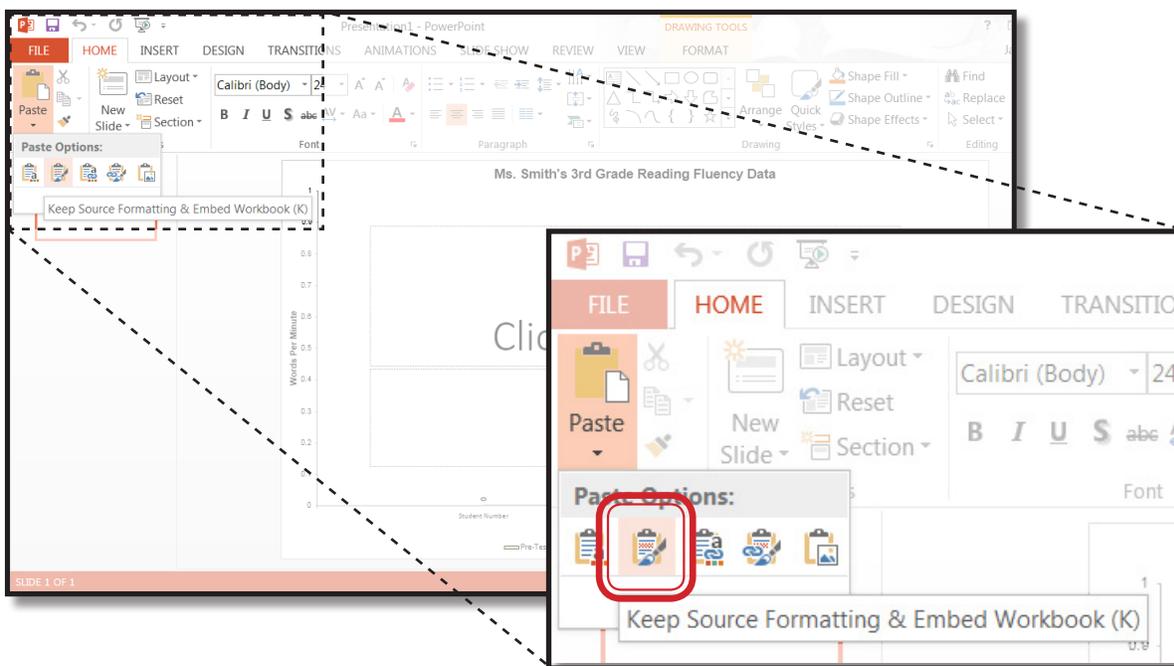
- 7.3 Select the AXIS TITLE and highlight the text. The text has been highlighted when it has been grayed out. Type the title of the axis. For example: Words Per Minute.



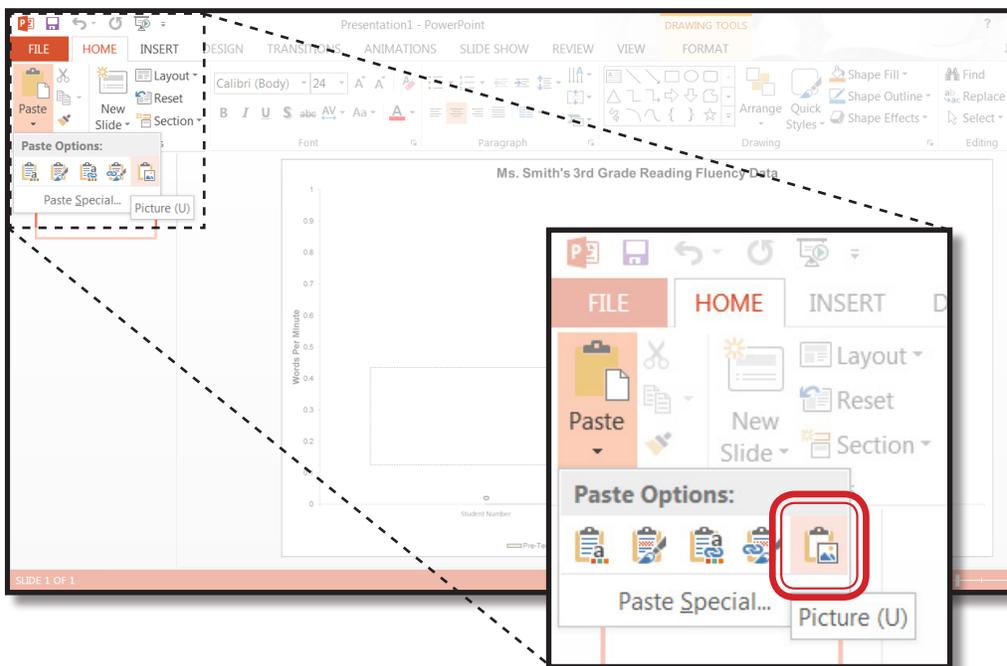
## 8.0 Inserting Graphs into a PowerPoint

- 8.1 Copy the graph to be inserted into PowerPoint. This can be done by either clicking on the graph and then holding down "Ctrl" and pressing "C" or by right-clicking on the graph and selecting "Copy".
- 8.2 Select the PowerPoint slide into which the graph will be inserted.

- 8.3 Paste the graph into PowerPoint with source formatting. First, click once on the PowerPoint slide, then click the expander arrow on the Paste button (just below the word “Paste”) and then select the Keep Source Formatting & Embed Workbook option.



- 8.4 The graph can also be pasted into PowerPoint as an image. First, click once on the PowerPoint slide, then click the expander arrow on the Paste button (just below the word “Paste”) and then select the Picture option.



- 8.5 Repeat for each graph to be inserted into PowerPoint.

## 9.0 Saving the Excel File

9.1 Select FILE.

9.2 Select SAVE. The file will be saved under the new name that was chosen in step 1.5.

## 10.0 Submitting the Excel File to GaDOE

10.1 Prior to submitting the Excel file to GaDOE, all personally identifiable student data must be removed. Please utilize the following steps to ensure Family Educational Rights and Privacy Act (FERPA) requirements are met and quality data is transferred to GaDOE.

10.2 Select the ATTENDANCE tab.



10.3 Select only the cells containing student names.

ATTENDANCE						
			Meeting 1		Meeting 2	
			Date	8/7/15		
			Time	6:30 PM		
Student Name	GTID	Student Graph Number	Did Family Attend Meeting 1?	Did Family Attend Individual Meeting?	Did Family Attend Meeting 2?	Did Family Attend Meeting 3?
John Doe	1234567890	1	Yes			
Sam Smith	2345678901	2	Yes			
Kate Johnson	3456789012	3	Yes			
Ben Jones	4567890123	4	Yes			
Lisa Adams	5678901234	5	Yes			
		6				

10.4 Press DELETE on your keyboard to remove student names. When names are deleted from the ATTENDANCE worksheet, they are removed from all of the remaining pages in the workbook. Note that names must be deleted from all records before they are uploaded to ensure compliance with privacy rights per the Family Educational Rights and Privacy Act (FERPA).

10.5 A new copy of the file needs to be saved without student names to be sent to GaDOE. Select File.

10.6 Select Save As.

10.7 Select the location where the file will be saved.

10.8 Save the file with the following name requirements:

FY19\_[000][0000][gradelevel]\_teacherlastname\_[APTmeetingnumber]

District  
Number

School  
Number

Number 1-8 = 1st - 8th Grade  
P = PreK  
K = Kindergarten  
M = Multi-Grades

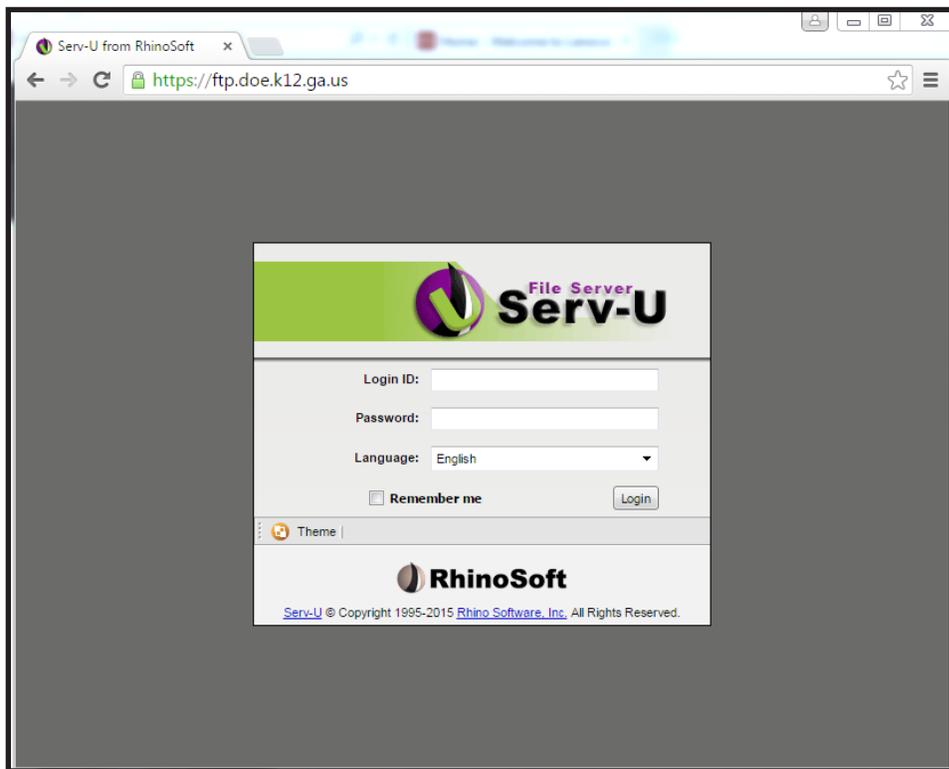
Use the number 1, 2, or 3

Examples: FY19\_62804091\_smith\_1  
FY19\_3379845P\_johnson\_2  
FY19\_8762279K\_jones\_3  
FY19\_90828764\_moss\_1

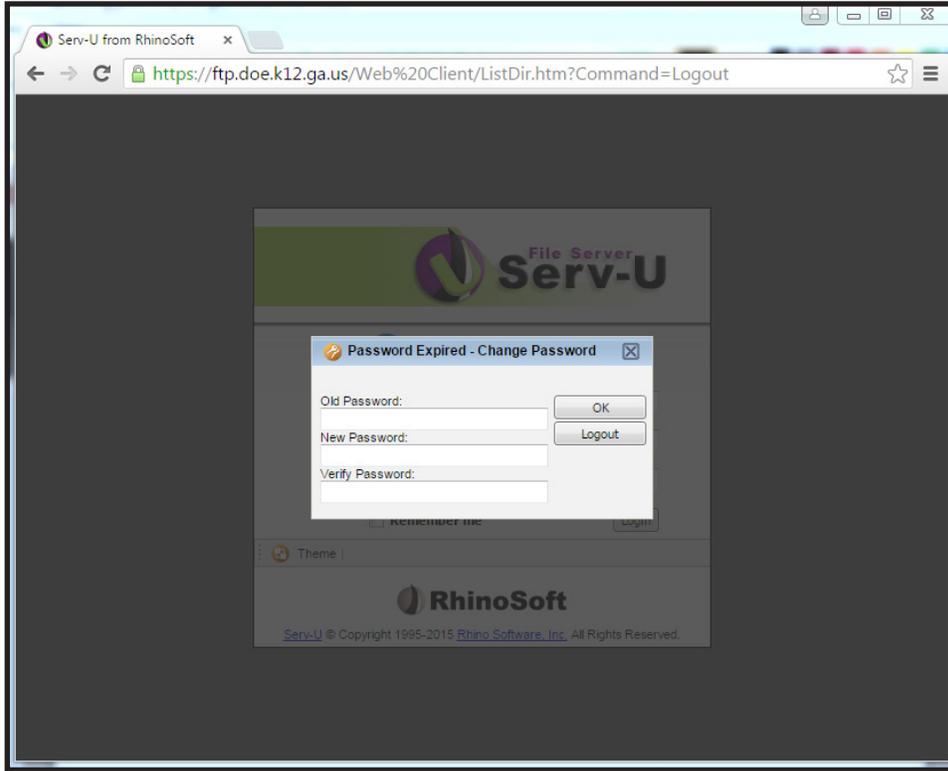
### 11.0 Uploading the Data File to the GaDOE File Transfer Site:

11.1 To upload the Excel data collections files, go to the following webpage: <https://ftp.doe.k12.ga.us>

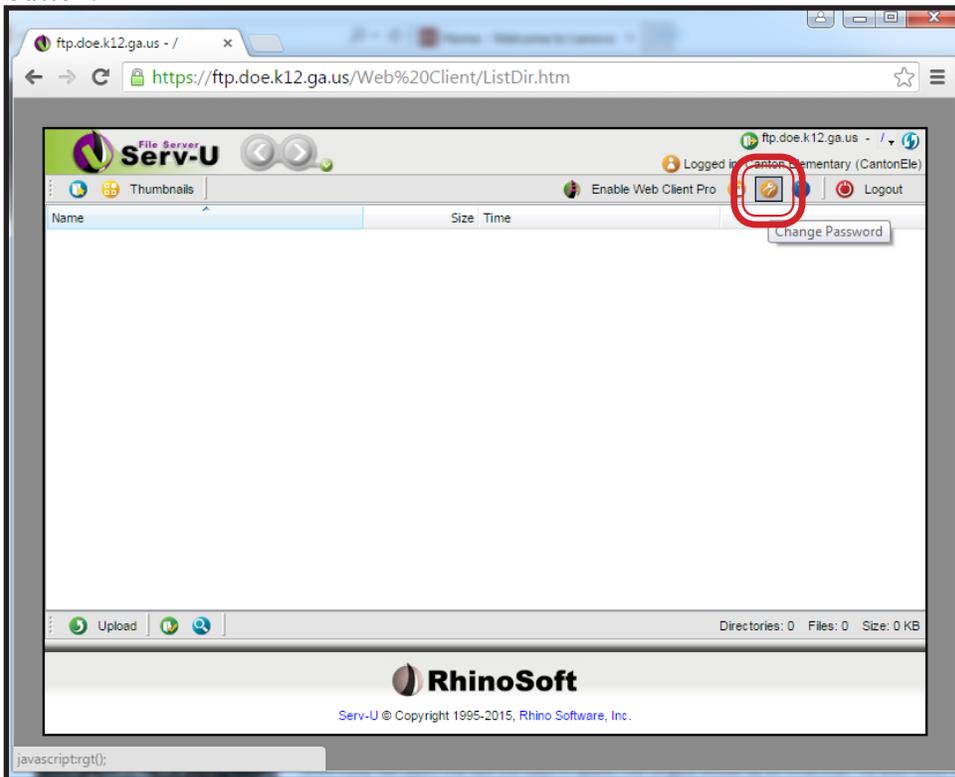
11.2 Enter the Login ID and Password and select the Login button.



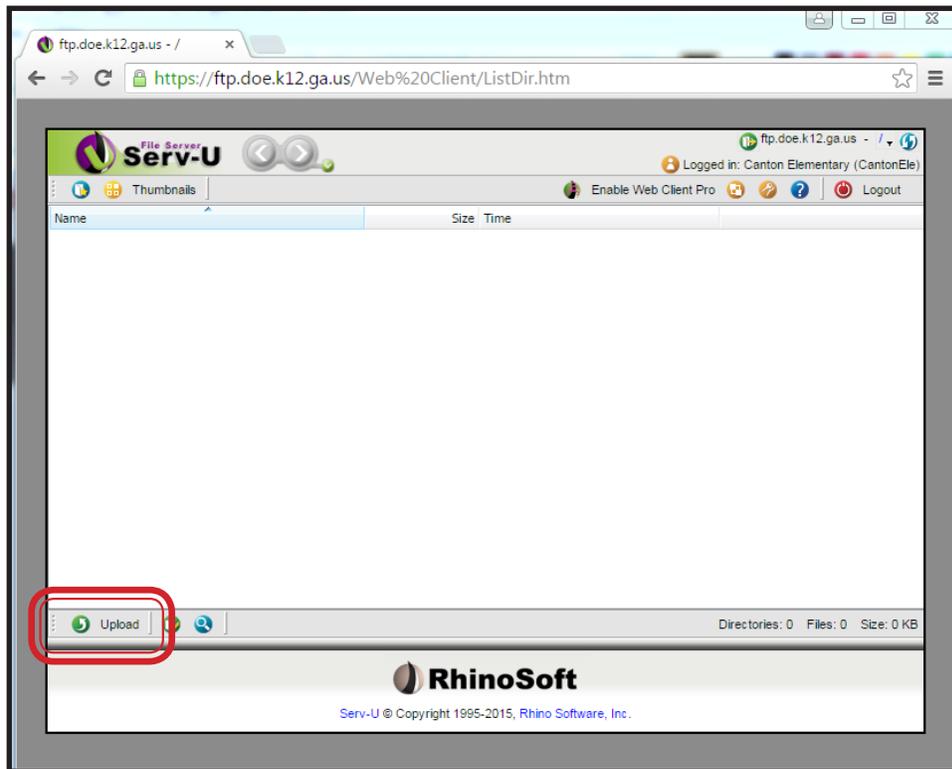
11.3 You will be asked to change your password. Be sure to save this password for future logins. Once you change the password, the GaDOE no longer has access to it.



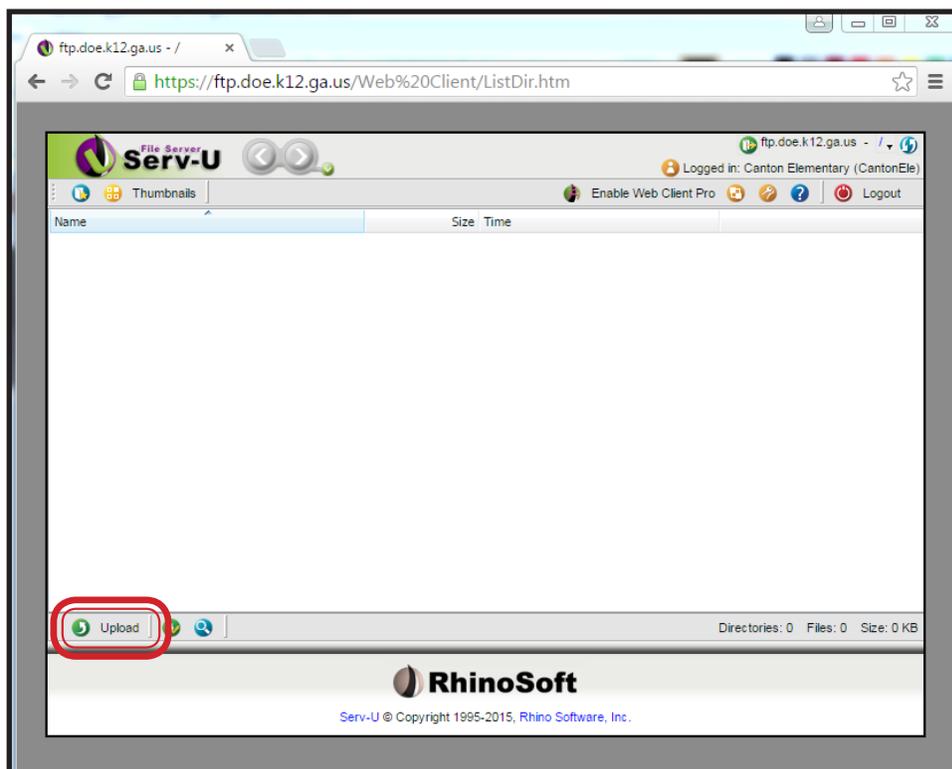
11.4 If you are not prompted to change your password, change it manually by clicking the Change Password button.



11.5 To upload a single file – click on the Upload button on the button left of the page.



11.6 To upload multiple files at once, zip your files in a compressed folder, then upload the compressed folder as an individual file. For instructions on how to compress files into a ZIP file with this page: <http://bit.ly/compressedfile>



11.7 When you have completed all of your file uploads, click the Logout button at the top right of the page.

