Northstar Digital Literacy:

Getting Started with Northstar

Theresa Sladek Literacy Minnesota



Agenda



- Creating Learner Accounts
- Proctoring In person and Remote
- Running Reports
- Accessing and Using Curricula
- Resources

Features



Assessments – Currently 14

Instructor-Led Curricula – 13 Completed

Self-Directed Online Learning – 6 Completed

Reports

Access to the Admin Portal



- Administrator adds staff to Admin Portal under "Location Information"
 - Choose Proctor
- Northstar sends invited staff an email inviting them to Admin Portal
- Recipient then creates a password and is given access
- Bookmark your Admin Portal page
- You can also login at the Northstar Homepage <u>www.digitalliteracyassessments.org</u>

Getting Started



Admin Portal Toolbar



Creating Tags



- Log in to <u>Admin Portal</u>
- Go to Learners Tab (on top)
- Add new tags under "Manage Tags"
- Create Tags

Creating a Learner Account



- Invite Learner enter name and email and applicable tags
- The system will send an email invitation to the new learner





Hi Deka,

Welcome to Northstar Online Learning.

Benjamin M (benjamin.m@example.com) from Demo Learning Location is sending you this email.

Northstar Online Learning can help you learn and practice computer skills. It can save your work and show your progress.

Do you want to use Northstar Online Learning to learn and practice?

Yes, I want to use Northstar Online Learning!

Click here to accept this invitation and make a password.

When you have your password, log in to Northstar Online Learning. Click here to go to the website: https://www.digitalliteracyassessment.org/login/

Learn more about using Northstar Online Learning:

Click here to read: https://www.digitalliteracyassessment.org/manual#part5

Click here to watch videos:

- Meet Northstar Online Learning
- NSOL Navigation Tips 1
- NSOL Navigation Tips 2
- NSOL Navigation Tips 3

Welcome!

- Your Northstar Team

Manually Activate Account

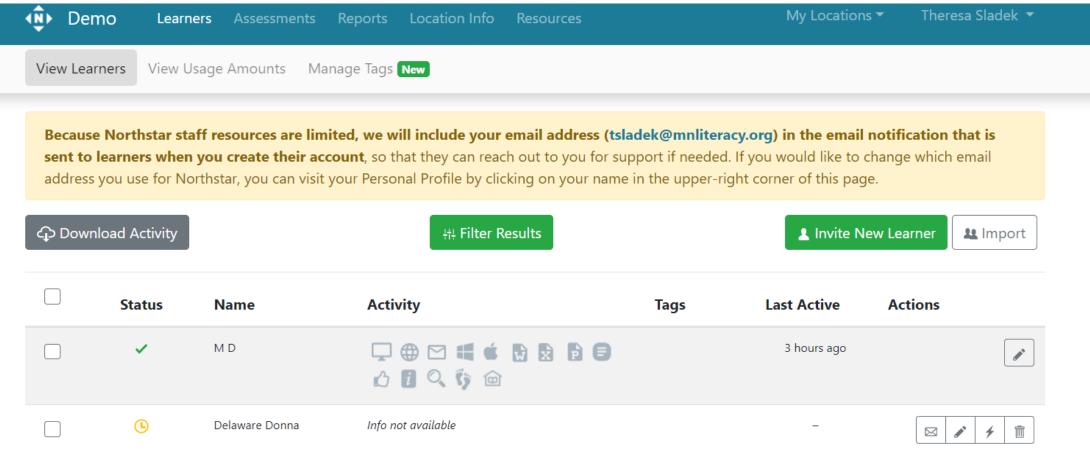


Click on lightning bolt to the right of learner's name

- Make sure to use a consistent system (ex: first initial, last name, last for digits of phone number)
- Click on Update

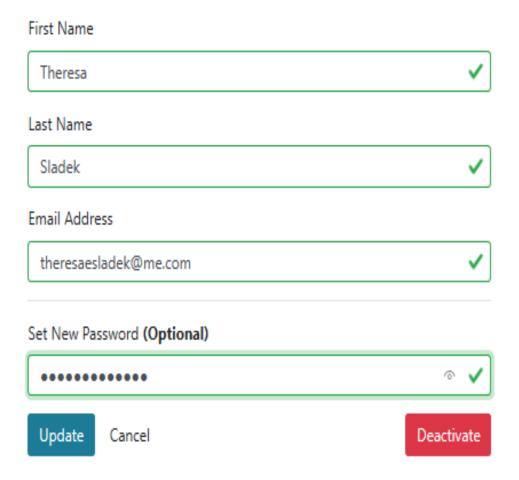
Manually Activating Account





Theresa Sladek /

Edit





Bulk Creation of Learner Accounts



- Create spreadsheet with first name, last name, and email in separate columns
- Go into Northstar Admin Portal
- Click on Learner Tab
- Click on "Import" located under "Invite New Learner"
- Upload spreadsheet with students' names and email addresses

Adding Tags



Create Tags

Add Tags to New Learners

- Add Tags to Existing Learners in the Learner Management System
 - Assign Tags to Multiple Learners
 - Assign Multiple Tags

Switching between Admin and Learner



- Click on the <u>dropdown arrow</u> next to your name in the upper right hand corner of your Admin Portal
- Click on "details" in an available Northstar Online module you'd like to take
- To return to the Admin portal, click on the drop down arrow next to your name and select "Admin Portal"

Northstar Online Learning Modules

Essential Computer Skills

- Basic Computers
- Internet basics
- Using Email

Essential Software

- Microsoft Word
- Windows

Using Technology in Daily Life

Career Search Skills

Next Up

- Excel
- Social Media

Assessments

Essential Computer Skills

- Basic Computer
- Internet basics
- Using Email
- Windows 10
- Mac OS

Essential Software

- Microsoft Word
- Excel
- PowerPoint
- Google Docs

Using Technology in Daily Life

- Social Media
- Information Literacy
- Supporting K-12 Distance Learning
- Career Search Skills
- Your Digital Footprint

Next Up

Telehealth

Assessment Uses



- Pre-test unproctored and Post-test proctored
- Assess instructional needs and provide relevant instruction
- Certify achievements
- Prepare teaching staff

Assessment Options



Site Specific Northstar url

- Learner opens your site assigned Northstar url
- Clicks "take an assessment"
- Enters name and password

Logged in as learner

- Learner logs in to Northstar homepage
- Dashboard opens
- Click "Assessment" of choice
- Brings them to your site specific url

Proctoring Assessments



Certificates

- Maintain assessment viability
- In-person or remotely

In-Person Proctoring

NORTHSTAR

- Test taker must use a computer, laptop or Chromebook
- Headphones highly recommended if using audio
- Help learners log in on your site specific Northstar page
- Check ID
- Read Northstar Testing Code of Conduct to Test Takers
- Activate proctoring using proctor pin

In-Person Proctoring – During Assessment



- Visually confirm there are no notes electronic devices or other people helping
- Instruct test taker to begin assessment
- End proctoring session when proctor is no longer available

Remote Proctoring Platform Requirements



- Test taker must have computer, laptop, or Chromebook
- Video chat program (Zoom, Skype, etc.)
- Webcam to monitor test takers
- Ability to chat with test takers
- Mutable microphones if using audio

Remote Proctoring – Preparing Learners



Provide Northstar Remote Test Taker Checklist

Provide phone/email/What's App support for video platform access

Ensure they are comfortable using your video platform

Remote Proctoring

NORTHSTAR

- Help learners log onto video platform
- Check ID
- Read Northstar Testing Code of Conduct to Test Takers
- Help learners log onto Northstar
- Activate Proctoring Session
- Learner requests to join

Remote Proctoring – Admitting Test Takers



- When test takers request to join, their name will appear with status pending
- Click "Start Proctoring" or "Deny" next to their name
- Test taker will see "proctor mode is on"
- Monitor test taking in Admin Portal real time

Certificates



Print Certificates



Reporting



- <u>Learner Tab</u>
 - Quick look at assessments passed
 - Overall look at assessment scores and online learning completed
 - Individual Score Cards
 - Time on Task

- Assessments Tab
 - Detailed look of assessments passed
 - Individual Score Cards

Filter Reports by Tags



Filtering by multiple tags to include a and b

Filtering by multiple tags to include a or b

Resources



- Northstar Manual
- FAQs
- Northstar Online Learning
- Quick Start Guides
- Proctoring Assessments
- Other Resources
- Video Tutorials
- Create Support Ticket

Contact Information



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Northstar Digital Literacy Website

https://www.digitalliteracyassessment.org/