

# 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 [www.digitalliteracyassessments.org](http://www.digitalliteracyassessments.org)

# Getting Started



## Admin Portal Toolbar

Admin Portal Toolbar

Navigation menu items: Demo, Learners, Assessments, Reports, Location Info, Resources, My Locations, Theresa Sladek





# Creating Tags

- Log in to [Admin Portal](#)
- 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 Deku,

Welcome to Northstar Online Learning.

Benjamin M ([benjamin.m@example.com](mailto: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



View Learners    View Usage Amounts    Manage Tags **New**




Because Northstar staff resources are limited, we will include your email address ([tsladek@mnliteracy.org](mailto:tsladek@mnliteracy.org)) in the email notification that is sent to learners when you create their account, so that they can reach out to you for support if needed. If you would like to change which email address you use for Northstar, you can visit your Personal Profile by clicking on your name in the upper-right corner of this page.

 Download Activity

 Filter Results

 Invite New Learner

 Import

<input type="checkbox"/>	Status	Name	Activity	Tags	Last Active	Actions
<input type="checkbox"/>	✓	M D			3 hours ago	
<input type="checkbox"/>	🕒	Delaware Donna	Info not available		-	

# Theresa Sladek

Edit

First Name

Last Name

Email Address

Set New Password (Optional)

Update

Cancel

Deactivate



# 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 [dropdown arrow](#) 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



- 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
- Muteable 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



- 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



**NORTHSTAR**

- [Print Certificates](#)



# Reporting



- [Learner Tab](#)
  - 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



Theresa Sladek – National Partnerships and Northstar New Business

[tsladek@literacymn.org](mailto:tsladek@literacymn.org)

Northstar Digital Literacy Website

<https://www.digitalliteracyassessment.org/>