



Dear R.H. Bearden Elementary School:

Congratulations on being selected as a Following the Leaders (FTL) school! Your leadership is inspiring and your willingness to step forward to lead the nation is truly to be commended. FTL partners are very excited to be working with you over the course of the next year to improve teaching and learning with the end goal of increasing student achievement. We know, however, that no matter how exciting or powerful a new program or tool might be, implementing something new in a school is never easy. All of us at Following the Leaders are impressed and amazed at how quickly you were able to mobilize resources to begin implementation this fall. We also know though that no matter how terrific your leadership is, new programs and compressed timelines can cause anxiety especially when they change the way in which teachers work. We've done a lot of thinking at Following the Leaders with respect to how we can provide a plan, and resources, to you to mitigate that anxiety as we get FTL off the ground in your school. Our rollout plan has five design principles at work.

First, components of the FTL Project Achieve software suite have been implemented in over 1,000 schools in 43 states. Although we know no two schools are exactly alike, we've designed our implementation to reflect 'best practices' in those prior implementations.

Second, we have designed your roll-out to begin the *teacher* part of your implementation with modules of FTL (SkillsTutor and the Achieve Resource Center) that are easy to implement and demonstrate to teachers, quickly, some of the benefits of using Achieve.



Third, every module we are releasing to you prior to when the Project Achieve project leader will be assigned (October 30th) has significant on-line training or support. As you may recall from the application process, Project Achieve's locally-based project leader will work with your school throughout the school year. We recognize that all implementation work that is to be done in advance of his/her arrival needs to be do-able without that kind of support. So, we have designed on-line tutorials/training so that teachers and/or administrators have exactly the kind of initial support they need. All of the modules that are being released prior to when you will have a project leader on site – as early as October 30th – have on-line training (ARC, Project Achieve Overview, SkillsTutor), or a step-by-step wizard (Setup Wizard/Administrator Console of Achieve 3.0, SkillsTutor) to help you or your teachers get going.

Fourth, we've chosen modules that serve as building blocks and that, within the first month of your participation, will give us a good idea of your willingness to be a part of FTL during the duration of the 2002-2003 school year. We had hundreds of schools apply to participate and, as you might imagine, we want to make sure that the small number that were selected to be national leaders are willing and able to make the most of their opportunity. We know how compressed the application cycle has been and how quickly you have needed to get your application in. For some schools, you may have needed to get your application in before you had a chance to actually do the spadework you might have wanted to with your staff. We know how critical staff buy-in is. That's why we've set the date for the final list of FTL schools for October 29th. That gives you over a month to get the ball rolling. For example, as of September 23rd, the Set-Up Wizard is available to you. Getting basic data into the system is necessary for teachers to be able to use the lesson builder, standards-linked gradebook and many of the other modules that will be released to you on October 18th. If the set-up is not done, even though you'll have a Project Leader assigned to you, s/he won't be able to do anything with you or your staff given that basic set-up has not been completed. As such, as you'll see in the table below, one of the conditions for remaining in the FTL program is having that initial set-up complete by October 29th. Each of the

criteria that will be used to determine the final list of Following the Leaders schools is shaded in gray in the table on the following pages.


Fifth, when Project Achieve President Stacey Boyd met with you in late August she presented the Following the Leaders timeline for participating schools. It was already incredibly compressed given the delay in the announcement of the U.S. Department of Education grant. As you may know, delays in the school application process (due in part to scheduling conflicts that pushed back information sessions in some states), schools were announced a couple weeks later than anticipated. We obviously don't believe it is right to compress the timelines presented in the information sessions for schools since the announcement of FTL schools were 100% out of their control. Announcements of FTL participation is approximately 21 days late and, as such, the implementation timelines have been pushed back three weeks as well. In short, the timeline you committed to when you applied is the same. Everything is simply pushed back by several weeks. The dates you committed to in your applications are now void. These dates that follow are the new ones. And, as you will see in the table that follows, all critical information for the milestones, ours and yours, are included in the additional sections of the "FTL Welcome Kit."










Following the Leaders – Project Achieve Timeline (2002-2003)

Relevant Audience	Module/ Course	Date Available	Date Training Available	Type of Training Available	Milestone	Date Milestone Evaluated	To Learn More About Module/Course or Milestone
ALT* and Teachers	--	--	--	--	FTL pilot schools are announced and officially notified	Sept-19	--
ALT and Teachers	--	--	--	--	Welcome kits with Project Achieve overview and set-up instructions are sent to pilot schools	Sept-23	--
ALT**	On-line Overview of Project Achieve	Sept-23	--	Hour-long On-line tutorial	All members of ALT have completed on-line course	Oct-29	Refer to "Project Achieve Overview" section of Welcome Kit
Teachers		Sept-1 (IL, PA, TN) Sept-18 (MS, WV, AK)	Sept-23	20-minute on-line tutorial	50% of teachers complete on-line tutorial and demonstrate usage of ARC	Oct-29	Refer to "Achieve Resource Center" section of Welcome Kit
Teachers		Sept-23	Sept-23	Multiple On-line tutorials	50% of teachers complete SkillsTutor set-up and demonstrate usage of module	Oct-29	Refer to "SkillsTutor" section of Welcome Kit

*Note: The "ALT" is the Achieve Leadership Team. As designated on the FTL school application that your school submitted, this includes the school principal, a curriculum leader, a setup coordinator and a technical contact. All will play key roles in leading implementation of Achieve at your school.

**Note: Gray boxes indicate criteria that your school will need to meet by October 29th in order to continue participation in Following the Leaders throughout the 2002-2003 school year.

Relevant Audience	Module/ Course	Date Available	Date Training Available	Type of Training Available	Milestone	Date Milestone Evaluated	To Learn More About Module/Course or Milestone
Designated Setup Coordinator (from ALT)		Sept-23	Sept-23	Set-Up Wizard for Achieve 3.0	Set-up, including all class rosters, is complete	Oct-29	Refer to “Setup Wizard/Administrator Console” section of Welcome Kit
ALT	--	--	--	--	Pilot schools send letter home to parents to announce participation in Following the Leaders initiative and availability of Parent/Student Console in January '03 to view student information online	Oct-29	Refer to “Letter to Parents” section of Welcome Kit
ALT	--	--	--	--	First warning given to pilot schools that have fallen behind on meeting key implementation “continuation criteria”	Oct-22	Refer to “Continued FTL Participation Throughout 2002-2003 School Year” section of Welcome Kit
ALT	--	--	--	--	Schools that do not meet “continuation criteria” are notified and replaced by schools on waiting list	Oct-29	Refer to “Continued FTL Participation Throughout 2002-2003 School Year” section of Welcome Kit
ALT	--	--	--	--	Assignment of Project Leader to school	Oct-30	Refer to “Project Leader Role” section of Welcome Kit
ALT	--	--	--	--	Project Achieve project leader between October 30 th and November 13 th holds initial meetings with school and district leadership, schedules training and develops implementation plans with pilot schools	Nov-13	Refer to “Project Leader Role” section of Welcome Kit

Relevant Audience	Module/ Course	Date Available	Date Training Available	Type of Training Available	Milestone	Date Milestone Evaluated	To Learn More About Module/Course or Milestone
Teachers and ALT	Lesson Builder ("LB") 	Oct-29	Project Leader	~ Nov-13	Milestone determined by school rollout plan co-developed between ALT and Project Leader. PL will be available as of Oct-29. Date for LB, CP and SLG launch will be articulated in rollout plan. Note: Schools ARE able to begin implementation of the LB and CP as early as Oct-21 utilizing on-line training if they would like to proceed before the PL arrives and the roll-out plan is complete.	TBD	Refer to "Overview of All FTL Project Achieve Software and Services" section of Welcome Kit
	Curriculum Planner ("CP")  Stds Linked Grading ("SLG") 		On-Line Training	Oct-21			
Teachers and ALT	Lesson Plan Library  Student Monitoring  Principal Console 	Oct-29	Project Leader	~ Nov-13	Milestone determined by school rollout plan co-developed between ALT and Project Leader. PL will be available as of Oct-29. Date for official launch for these modules will be articulated in rollout plan. Note: On-line training for these modules will be available in early December since effective usage of these modules is dependent on regular and quality use of the LB, CP and SLG.	TBD	Refer to "Overview of All FTL Project Achieve Software and Services" section of Welcome Kit
			On-Line Training	Dec-1			
Teachers and ALT	Assessment Analysis (Gradebook drilldown) 	Dec-1	Project Leader	Dec-1	Milestone determined by school rollout plan co-developed between ALT and Project Leader. Note: Modules and training become available in early December on Gradebook Assessment Analysis since effective usage of these modules is dependent on regular and quality use of the SLG.	TBD	Refer to "Overview of All FTL Project Achieve Software and Services" section of Welcome Kit
			On-Line Training	Dec-1			
Teachers and ALT	Assessment Analysis (Standardized Test drilldown)  Principal Console 	Jan-31 2003	Project Leader	Jan-31 2003	Milestone determined by school rollout plan co-developed between ALT and Project Leader. Note: Modules and training on SkillsTutor and Standardized Test drilldown will be available in January due to state customization. Parent/Student Console is available in January '03 dependent on regular and quality use of the LB and SLG.	TBD	Refer to "Overview of All FTL Project Achieve Software and Services" section of Welcome Kit
			On-Line Training	Jan-31 2003			

Project Achieve Overview

As part of the Following the Leaders initiative, Project Achieve is providing pilot schools with a variety of software and implementation services, including the Achieve Resource Center, SkillsTutor, and Achieve 3.0 (which includes several modules, including the Lesson Builder, Curriculum Planner, Standards-Linked Gradebook, and others). A complete description of the software modules offered as part of Following the Leaders is included in the "Overview of All FTL Project Achieve Software and Services" section of this Welcome Kit.

We have designed an hour-long on-line tutorial to give you an overview of Project Achieve's FTL software and services. Narrated by Project Achieve President Stacey Boyd, it describes product functionality, explains the role of the project leader, and outlines the roles and responsibilities of the Achieve Leadership Team (ALT), the group of 3-5 leaders at your school designated by your principal, who will spearhead implementation of Following the Leaders at your school.

Who should view the on-line tutorial?

At a minimum, the Achieve Leadership Team should log on and view this presentation. Each member of the ALT must view the tutorial by October 29th as part of your school's continued FTL participation for the 2002-2003 school year. Please note that there is a short quiz at the end of the presentation; however, you can take the quiz as many times as you'd like and quiz results do not impact your school's FTL participation.

In addition, all teachers at your school will have access to this tutorial. If the ALT at your school deems it appropriate and useful, teachers are welcome to view it, but their viewing is *not* required. If your ALT decides not to ask teachers to view this one-hour tutorial, it is strongly recommended that teachers be directed to an abbreviated, 15-minute version of this presentation that can be found on the Project Achieve web site:

<http://www.projectachieve.com/demo/index.cfm>

(Click on link to either "High Bandwidth Achieve Demo" or "Low Bandwidth Achieve Demo")

What do we need to view the tutorial?

Technology requirements to view the tutorial are the same as what you will need to run Achieve:

- A computer with at least 200 MHz processor and 64 MB RAM
- A recent browser version (Microsoft Internet Explorer 5.0+) with Macromedia Flash 5.0+ plug-in
- Speakers or earphones so that you can hear the audio track

User setup:

- Project Achieve has provided a user account for each member of the Achieve Leadership Team at your school
- Please use the following user names and passwords:

Person	User ID	Password
Principal	djackson	achieve
Curriculum Leader		
Setup Coordinator	emccord	achieve
Technical Contact		

How do we start the tutorial?

- Go to lms.digitalthink.com. Log on using the user name and password above. We recommend that you change the password by clicking on the "Personal Profile" Tab

- Once logged in, you will be brought to the following screen:

Digital Think Learning Management System

[Course Catalog](#) | [Learning Path](#) | [Personal Profile](#)

[Home](#) | [Help](#) | [Logout](#)

Learning Center

Welcome, **Project Leader**.

== New Courses

2 new courses are available in your Course Catalog!

To view the recently added courses—or to enroll in them—click the link below.



[View New Courses](#)

Welcome to your **Learning Center**! The Learning Center displays a list of all the courses you are enrolled in. To view your enrollments listed by course, click **My Courses**. To view your enrollments listed by Learning Path, click **My Learning Paths**. To start a course, click its title.

[My Courses](#)
[My Learning Paths](#)

DigitalThink Courses

Orientation

General	Enrollment Date
Achieve 3.0 and Implementation Overview 	09/11/2002
The Achieve Resource Center Presentation 	09/11/2002

[View Course Progress](#)

←

“Achieve 3.0 and Implementation Overview”

- Click on the link in the middle of the screen to access “Achieve 3.0 and Implementation Overview”
- A new browser window will open and the tutorial will begin automatically (see below):

DigitalThink Learning Environment

Achieve 3.0 and Implementation Overview

- Slide 1
- Introduction
- Agenda
- What questions does Achieve...
- How does Achieve 3.0 answer...
- Diagnostics
- Diagnostics
- Diagnostics
- In Summary: Diagnostics
- Achieve's Diagnostics...
- What does the Curriculum...
- What does the Lesson Builder...
- How does the Lesson Builder...
- Can I customize the Lesson...
- How does the Lesson Builder...
- How does the Achieve...
- How do the Curriculum...
- In Summary: Curriculum and...
- Achieve's Curriculum and...
- What does the Assessment...
- How does the Achieve...
- How does the Achieve...
- What does the Assessment...
- How does SkillsTutor work?
- What does the Assessment...
- How does Assessment...
- How does Assessment...

How does the Standardized Testing Analysis module work?

San Jose Learn Middle School
School Standards Mastery Report

State Standards	Standardized Test
Math - Grade 5	
<u>Knowledge of Algebra, Patterns and Functions</u>	70%
Math 5A	67%
Math 5B	70%
Math 5C	87%
<u>Knowledge of Geometry</u>	85%
Math 5A	88%
Math 5B	90%
Math 5C	98%
<u>Knowledge of Measurement</u>	85%

The Standardized Testing Analysis module allows principals and teachers to view data from the last standardized test given to students, in most states last spring, at the school, class and student level. In this particular state, we can see there are three strands in the fifth grade math standards – algebra, patterns and functions, geometry, and measurement. We can also see that at this school, there are three fifth grade math classes – Math 5A, Math 5B and Math 5C.

Our eyes as a principal are immediately drawn to the red area. What is interesting here is that according to the most recent standardized tests, the students in Math 5A seem to be struggling with measurement, but those in Math 5B and 5C seem to be doing just fine.

Notes

✓ Notes

Slide 6 / 52

Playing 00:14 / 01:14

powered by presidia

- At any point, you can review slides by clicking on the outline to the left of the screen. You can also click on the “Notes” link to see the transcript of the audio track
- At the end, you will be asked to complete a short quiz. You must complete each question in the quiz to exit the tutorial, but please note that you can take the quiz multiple times, and your results on the quiz do not impact your school’s eligibility to continue participation in Following the Leaders
- Answers to frequently asked questions are at www.projectachieve.com/answers

Email support@projectachieve.com with any questions or difficulties accessing the tutorial.

Please remember that all members of the Achieve Leadership Team must view this on-line tutorial by October 29, 2002, as part of your school's continued FTL participation for the 2002-2003 school year.

Achieve Resource Center

The Achieve Resource Center, or ARC, is a statewide, Web-based tool that helps teachers find educational resources aligned to your state's standards. It contains tens of thousands of teacher-reviewed activities, lesson plans, curriculum units, and curricular resources - all of which are correlated to state standards and to learning concepts and skills.

How does the Achieve Resource Center help teachers?

- **Teachers can access pre-screened, high quality resources.** All content in the ARC has been reviewed by our team of credentialed teachers, so you can feel confident about the instructional value of the curricular resources you find.
- **Teachers can easily see standards alignment.** All resources have been correlated to your state's standards.
- **Teachers can find resources fast.** Search by keyword and other criteria to find the lesson plan, learning activity or other resource you need. Alternatively, browse a list of standards for your subject and grade level to find relevant resources.

The screenshot shows the Achieve Resource Center interface. At the top, there's a navigation bar with links like 'Resource Finder', 'Resource Browser', and 'Standards Browser'. Below this, a search bar shows 'State: Illinois' and 'Grade: Fifth'. The 'Subject' dropdown is set to 'Mathematics'. A breadcrumb trail indicates the path: 'Mathematics > Number Sense > Patterns and relationships > Geometric and numeric patterns'. On the left, a tree view shows the hierarchy of learning concepts. The main content area displays a table of 'Web Resources' with columns for the resource title, description, rating, and a 'Standards' link. The resources listed are 'Math Maven's Mysteries: The Case of the Mysterious...', 'Math Hunt: Holidays Around the World', and 'Weather Watch: Scholastic Weather Reporters Index'. Each resource has a rating (92%, 89%, and 84% respectively) and a 'Standards' link. A 'More...' button is at the bottom of the table.

Web Resources	Rating
Math Maven's Mysteries: The Case of the Mysterious... This learning activity is an interactive site challenging students to solve a mystery by understanding money and decimals. Students read the... More Info Resource: Learning Activity	92% Standards
Math Hunt: Holidays Around the World This interdisciplinary educational game asks students to apply math skills and concepts. Students use averages, percentages, proportions, rates... More Info Resource: Educational Game	89% Standards
Weather Watch: Scholastic Weather Reporters Index This index site where students learn about weather data... More Info Resource: Curricular Unit	84% Standards

How do we access the ARC?

We have worked with your state leadership to put links to the ARC on convenient web sites, including:

<http://www.mde.k12.ms.us/extrel/news/news.htm>

<http://www.mde.k12.ms.us/resources.htm>

In addition, the ARC can be found at the following Web address:

<http://ftl.projectachieve.com/IndexController.pa?state=Mississippi>

Who should view the on-line tutorial?

The Achieve Resource Center is very simple; anyone who is comfortable looking for information on Yahoo! or Google will be able to use the ARC with little assistance.

We have designed a 20-minute on-line tutorial to walk you through the ARC and how to use it. At least 50% of teachers at your school must view the tutorial by October 29th as part of your school's continued FTL participation for the 2002-2003 school year.

What do we need to view the tutorial?

This tutorial uses the same on-line platform as the "Project Achieve Overview" on-line tutorial described in the previous section. Therefore, technology requirements and user login information are the same:

- A computer with at least 200 MHz processor and 64 MB RAM
- A recent browser version (Microsoft Internet Explorer 5.0+) with Macromedia Flash 5.0+ plug-in
- Speakers or earphones so that you can hear the audio track

User setup

- As described in the previous section on the "Achieve 3.0" on-line tutorial, user accounts for each member of the Achieve Leadership Team are already established
- You will need to submit to Project Achieve a list of teachers at your school for us to set up individual teacher user accounts. Please use the following format, either in a Microsoft Excel file or Microsoft Word table:

First name	Last name	Email address

You can also request an email template by emailing support@projectachieve.com

- When you have filled in your staff information, please email the file to support@projectachieve.com. Make sure that your name and contact information, as well as your school name, are included in your email, in case we need to contact you for clarification

Log-in information

- Teachers will receive an automatic email notification with their user IDs and passwords, as well as the URL (lms.digitalthink.com) to access the tutorial

How do we start the tutorial?

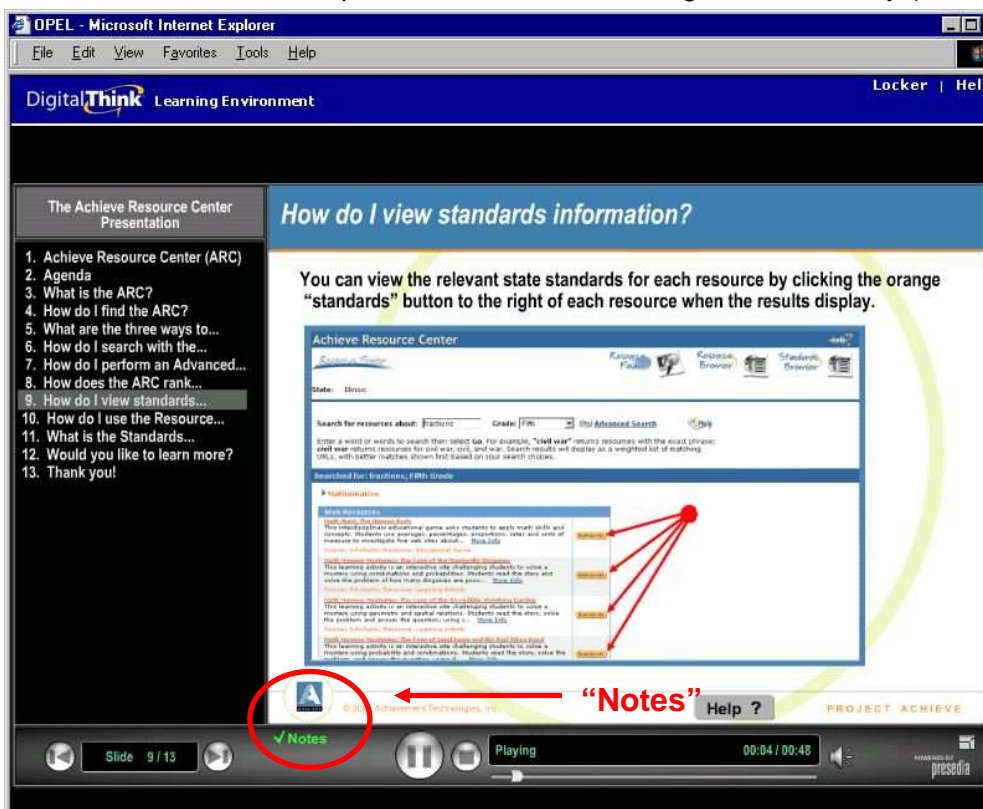
- Once logged in, you will be brought to the following screen:

The screenshot shows the DigitalThink Learning Management interface. At the top, there's a navigation bar with 'Course Catalog', 'Learning Path', and 'Personal Profile'. Below this, the 'Learning Center' is displayed. On the left, there's a 'New Courses' section with a 'View New Courses' button. On the right, under 'My Courses', there's a table of courses. A red arrow points to the 'The Achieve Resource Center Presentation' link in the 'My Courses' table.

DigitalThink Courses	Enrollment Date
General	09/11/2002
Achieve 3.0 and Implementation Overview	09/11/2002
The Achieve Resource Center Presentation	09/11/2002

"The Achieve Resource Center Presentation"

- Click on the link in the middle of the screen to access “The Achieve Resource Center Presentation”
- A new browser window will open and the tutorial will begin automatically (see below):



- At any point, you can review slides by clicking on the outline to the left of the screen. You can also click on the “Notes” link to see the transcript of the audio track
- At the end, you will be asked to complete a short quiz. You must complete each question in the quiz to exit the tutorial, but please note that you can take the quiz multiple times, and your results on the quiz do not impact your school’s eligibility to continue participation in Following the Leaders
- Answers to frequently asked questions are at www.projectachieve.com/answers

Email support@projectachieve.com with any questions or difficulties accessing the tutorial.

Please remember that at least 50% of your school’s teachers must view this on-line tutorial by October 29, 2002, as part of your school’s continued FTL participation for the 2002-2003 school year.

SkillsTutor

SkillsTutor is a proven, research-based instructional program designed to improve student achievement for students in grades K-8. More than 1,000 Basic and Thinking Skills Lessons help teachers focus on the core academic skills commonly found on standardized tests.

- **Quizzes and Tests** quickly identify student's weak skill areas and prescribe appropriate lessons to achieve skill mastery
- **Pre-tests and Post-tests** reinforce learning, track progress, and help students feel comfortable taking standardized tests in a similar format
- **The Management System** monitors student progress and generates accountability reports

How do we get started?

Administrator user setup:

Because security is of utmost importance, particularly when dealing with staff and student information, we cannot print user IDs and passwords in this Welcome Kit. **Your principal will receive an email from SkillsTutor that will provide the user name, password and site name needed to administer your school's SkillsTutor account.** As with all passwords, please keep this information in a secure place.

Log-in information:

Once you have received the email containing the administrator user name, password and site name, you may log onto SkillsTutor by going to the following Web address:

<https://www.myskillstutor.com/login.htm>

Starting the setup process:

After logging in, you will be presented with four choices:

- Add teachers
- Add students
- Run reports
- View guides

Select "View guides" for step-by-step help on how to set up your school on SkillsTutor.

Where do I go for help?

The "Getting Started Guides" on www.skillstutor.com include instructions on setup as well as tutorials for administrators and teachers on how to use the specific modules. In addition, if you would like a printed copy of the setup materials, or have any other questions, please contact support@skillstutor.com.

Please remember that at least 50% of your school's teachers must begin use of SkillsTutor by October 29, 2002, as part of your school's continued FTL participation for the 2002-2003 school year.

Setup Wizard/Administrator Console of Achieve 3.0

In order to use Achieve 3.0, the web-based curriculum management suite, the technical coordinator on your Achieve Leadership Team must set up your school on Achieve. Through the Set-Up Wizard (Administrator Console) of Achieve 3.0, the technical coordinator will be able to establish parameters and policies in Achieve specific to your school. The set-up wizard guides the coordinator through the setup process providing tips along the way. It provides default values such as course lists, assessment types, etc., that can be used as is or modified as necessary. A set-up guide can be printed and used to collect the information needed to establish your school on the Achieve system.

How do we get started?

Administrator user setup:

Because security is of utmost importance, particularly when dealing with staff and student information, we cannot print user IDs and passwords in this Welcome Kit. Your principal will receive an email from Project Achieve that will provide the administrator user ID and password needed to administer your school's Project Achieve account. As with all passwords, please keep this information in a secure place.

Log-in information:

Once you have obtained the administrator user ID and password, you may log onto the Setup Wizard/Administrator Console by going to the following Web address:

Until September 30, 2002, please use: <http://ftl.projectachieve.com>

On and after October 1, 2002, please use: <http://achieve.projectachieve.com>

After typing in your administrator user ID and password obtained from Project Achieve's customer service representative, you will enter a Welcome page. After clicking the "Next" button, you will have the opportunity to download the Setup Guide (in Acrobat Reader format).

Starting the setup process:

Print out the Setup Guide. This document includes detailed instructions and worksheets designed to help you gather the necessary information to set up your school, including:

- Calendar (e.g., school information, terms and marking periods)
- People (e.g., staff, students)
- Schedule (e.g., class sections, class rosters)
- Policies (e.g., grade scales, password aging)

The Setup Wizard is designed to guide you through every step of the process. In addition, extensive on-line help is available within the Setup Wizard, including contextual help that answers questions specific to the particular step that you are on. You can also contact support@projectachieve.com or call 877-4TEAM-PA (877-483-2672) for additional support.

Please remember that the technical coordinator at your school must complete your school's setup on Achieve 3.0 by October 29, 2002, as part of your school's continued FTL participation for the 2002-2003 school year.

Letter to Parents

Achieve 3.0 is designed to facilitate communication with parents about their students' achievement. The Parent/Student Console will be launched in late January 2003, giving teachers the opportunity to start using Achieve 3.0 regularly enough to have information useful to parents.

As outlined in the original school application that you completed to be part of the Following the Leaders initiative, your principal is required to send a letter home to parents by October 29th sharing the great news of your participation in the Following the Leaders program and letting them know in January they will be able to access information on-line to help them support their children in the home.

What should the letter include?

To give a concrete sense of the recommended highlights of a letter to parents, we have provided a template letter below:

Dear Parent,

We wanted to share some very exciting news with you. This September our school applied and was selected to be a Following the Leaders school. Hundreds of schools around the nation applied to participate and we were thrilled to be among the chosen few!

Following the Leaders is a program sponsored by the U.S. Department of Education designed to get tools into the hands of educators and parents that help them know what's been taught and what's been learned and, most importantly, access resources that can help them fill in gaps in learning. The tools we will be working with have been developed by one of the Following the Leaders partners, an organization called Project Achieve. If you are interested in specifically what we will be implementing, you can view an overview of the Project Achieve program at www.projectachieve.com/demo.

We are launching Achieve's "Teacher Console" this fall with our teachers and staff. And, in January, you too will be able to access Achieve's "Parent Console". You will be given a user name and password and with that will be able to see what your child has been taught and what they have learned on any given day in school. We know how important a role you play in your child's education. Achieve is designed to help us facilitate better and more targeted communication with you.

We hope you are as excited as we are about our school's selection in this prestigious program and we look forward to sharing more about what it means for you, specifically, in January when the "Parent Console" will go live!

Sincerely,

Your Principal

When should the letter be sent?

The letter should be sent to parents before October 29th. A copy of this letter should also be forwarded to Project Achieve on or before that date:

If via email: support@projectachieve.com

If via fax: 415-645-9001

Please remember your principal must send out letters to parents notifying them of your school's participation in Following the Leaders and of the January 2003 availability of the Parent/Student Console by October 29, 2002, as part of your school's continued FTL participation for the 2002-2003 school year.

Continued FTL Participation Throughout 2002-2003 School Year

Hundreds of schools applied to participate in Following the Leaders, as you might imagine, we want to make sure that the small number that were selected to be national leaders are willing and able to make the most of their opportunity. As such, we have established several objective criteria, to be measured on October 29th, for determining whether your school will continue participation in the Following the Leaders initiative throughout the 2002-2003 school year. These criteria were outlined in the initial application that your school completed to participate in FTL; they are repeated below.

What are the participation criteria?

There are six milestones that your school must meet to continue participation in the Following the Leaders initiative:

- **Project Achieve Overview on-line tutorial.** 100% of your school's Achieve Leadership Team (ALT) must view the "Achieve 3.0 and Implementation Overview" on-line tutorial by October 29th. Please see "Achieve 3.0" section of this Welcome Kit for more information.

You do not need to submit anything to Following the Leaders to demonstrate this milestone is achieved. Whether one or all of your team members have completed the tutorial can be determined remotely.

- **SkillsTutor (online diagnostic tool).** 50% of your school's teachers must begin use of the SkillsTutor on-line diagnostic tool by October 29th. Please see "SkillsTutor" section of this Welcome Kit for more information.

You do not need to submit anything to Following the Leaders to demonstrate this milestone is achieved. Whether 50% of your staff has begun the use of SkillsTutor can be determined remotely.

- **Achieve Resource Center on-line tutorial.** 50% of your school's teachers must view "The Achieve Resource Center Presentation" on-line tutorial by October 29th. Please see "Achieve Resource Center" section of this Welcome Kit for more information.

You do not need to submit anything to Following the Leaders to demonstrate this milestone is achieved. Whether 50% of your staff has viewed 'The Achieve Resource Center Presentation' can be determined remotely.

- **Setup Wizard/Administrator Console of Achieve 3.0.** Your school's technical coordinator must complete setup of your school on Achieve 3.0, using the Setup Wizard, by October 29th. Please see "Setup Wizard/Administrator Console" section of this Welcome Kit for more information.

You do not need to submit anything to Following the Leaders to demonstrate this milestone is achieved. Whether setup of your school on Achieve 3.0 is complete can be determined remotely.

- **Letter to parents.** Your school's principal must send out a letter to parents notifying them of your school's participation in the Following the Leaders initiative, as well as the January 2003 availability of the Parent/Student Console, by October 29th. Please see "Letter to Parents" section of this Welcome Kit for more information.

A copy of this letter should be forwarded to Project Achieve. If via email please send to support@projectachieve.com. If via fax, please send to 415-645-9001.

- **Technical readiness.** In your FTL school application, you provided information about your school's technical infrastructure. In order to run the Achieve software effectively, three characteristics are important:

R.H. Bearden Elementary School		
Characteristic	Definition	Your school's rating
Network speed	High: 500 kbps or higher Medium: 56 – 500 kbps Low: <56 kbps	High
Internet connectivity to the classroom	High: 75-100% of classrooms Medium: 50-74% Low: <50%	High
Hardware speed (processor speed, RAM)	High: 75-100% with 200+ MHz, 64 MB RAM Medium: 50-74% Low: <50%	Medium

If your school scored "Medium" on one or more criteria, your school may be monitored periodically to ensure that system performance is sufficient for your users. If you scored a "Low" or submitted "Incomplete" information, it is likely that a representative from your school, district or state has made provisions for the deficiency (e.g., installing a T1 line to improve network speed). If this is the case, we will require verification that the planned improvements were put into effect by October 29th.

If improvements have been made to the technology infrastructure at your school, please notify Project Achieve. If via email please send to support@projectachieve.com. If via fax, please send to 415-645-9001.

What happens when we meet the continuation criteria?

On or about October 30th, Project Achieve will assign a project leader to work with your school for the 2002-2003 school year. Your project leader will work closely with your school's Achieve Leadership Team to schedule teacher training and other consultations that you deem appropriate to ensure an effective and successful implementation of FTL at your school.

What happens if we do not meet the continuation criteria?

If it appears that you are at risk of not meeting the continuation criteria, Project Achieve will notify you on approximately October 22nd. This gives your school one week to remedy the situation. If, by October 29th, it appears that your school has not met the continuation criteria, you will receive a notification on that date and access to the Achieve software (including SkillsTutor and the Achieve 3.0 Setup Wizard/Administrator Console) will be suspended. Your school will continue to have access to the Achieve Resource Center, which is available statewide.

Project Leader Role

Implementing Achieve 3.0 involves communication and change management. It requires leadership and expertise in the art of information management, thoughtful data-driven decision making. It also requires knowing how to successfully shepherd teachers and principals through change and methods to coordinate and lead a systemic reform effort among groups of schools.

Project Achieve was founded by a team of educators who believe that with enough tools and the right support, schools can achieve anything. We have worked with schools from California to Massachusetts, supporting them every step of the way as they implemented Achieve. Working hand in hand with your school's Achieve Leadership Team, we believe that our project leaders will play a critical role in the success of Following the Leaders at your school. Each project leader works with a cohort of 10 to 15 schools over the first two years to shepherd change. You should consider them your partner as you pioneer the Following the Leaders program.

What does the project leader do?

Your project leader will play several roles at your school:

- Work with your school's Achieve Leadership Team to customize an annual implementation plan based on your collective vision for how to maximize the impact of Following the Leaders at your school
- Coordinate and lead training sessions for teachers, principal and staff
- Communicate latest product features and functionality on an ongoing basis
- Collect your feedback on our products and communicate them to Project Achieve's product development staff

How often will our project leader visit our school?

Because your project leader works with a geographically-clustered group of schools, s/he will be able to dedicate a couple of hours to your school, on average, every other week throughout the school year. You can expect a project leader to be at your school for a total of 25 hours in a given school year and s/he will work with you to find training times that are convenient for your staff. Please note, however, that because the project leader is responsible for a dozen plus other schools as well, if you should cancel a training within 72 hours of when the project leader is scheduled the time that would have been spent with your school will be deducted from the 25 hours.

What is the typical background of a project leader?

Project leaders realize that implementing Achieve is more than simply software training. They typically have had at least 2-3 years of first-hand teaching experience, often much more. They have experienced the challenges, and devised ways to overcome the challenges, of implementing new technology in schools. They combine project management experience with ongoing training from Project Achieve to make sure that they help you devise and execute an effective implementation plan for Achieve over the first two years.

What other support does Project Achieve provide?

In addition to the project leader, Project Achieve offers email and phone support for the Achieve Leadership Team and all users. Customer support can be reached by email at support@projectachieve.com and by phone toll-free at 877-4TEAM-PA (877-483-2672).

When do we meet our project leader?

A project leader will be assigned to your school on or around October 30th, when all of the criteria for continuation in Following the Leaders has been met. At that time, s/he will contact your principal to schedule a time in the subsequent two weeks for a face-to-face “kick-off” meeting.

Overview of All FTL Project Achieve Software and Services

(In alphabetical order)

Administrator Console (Set-Up Wizard), available to FTL pilot schools, allows school administrators to establish parameters and policies in Achieve 3.0 specific to their schools. The set-up wizard guides the administrator through the set-up process providing tips along the way. It provides default values such as course lists, assessment types, etc. that can be used as is or modified as necessary. A set-up guide can be printed and used to collect the information needed to set a school up on Achieve. *This module is available in September.*

The **Achieve Resource Center**, or ARC, is a Web-based tool that helps teachers and administrators search or browse a library of third-party, public domain educational resources aligned to your state's standards. Such educational resources accessible via the ARC have been reviewed, evaluated for quality and correlated to state academic standards. Functionality includes a resource finder, standards browser and a resource browser. With the resource finder, end users can perform web-based searches for educational resources based on the numerous criteria, including by not limited to: grade level, subject area, resource type, key words, intended audience, teaching method, learning style and grouping. Search results are sorted by relevance based on key words and display a description of and a link to third-party educational resources that meet the requested criteria. With the standards browser end users can locate web-based resources by state standard. Browse results display a description of and a link to educational resources that relate to a given state standard. With the resource browser, end users can locate web-based resources by subject and topics. Browse results display a description of and a link to educational resources that relate to a given subject area. When reviewing search results or browsing by subject and topic, users are able to see the relevant state standards that correlate to any resource so displayed. The ARC is available as a standalone web site to all teachers in your state, and is also included in the integrated Achieve 3.0 application available to FTL pilot schools. *This module is available in September.*

Classroom Assessment Analysis Drilldown is a reporting function in Achieve 3.0 that allows users to view standards mastery results based on classroom assessment starting at the school level. Drill down capability is provided to allow the user to select a section and see the mastery results, and then continue drilling down to further levels of detail until viewing the individual student mastery. *This module is available in December.*

Discipline allows teachers to record discipline incidents in Achieve 3.0, and share that information with the principal and other teachers. *This module is available in October.*

Lesson Builder and Curriculum Planner are functions in Achieve 3.0 that allow end users to write lesson plans, to link those plans to relevant state standards and to store links to relevant educational content and assessments. When using the Curriculum Planner to write lesson plans, Achieve 3.0 automatically recommends educational resources from the ARC to the end user, based on the learning concepts and skills covered in the lesson plan as identified by the end user. When using the Curriculum Planner to write lesson plans, Achieve 3.0 automatically displays the number of times a standard has been taught and students' current mastery level of each standard for the standards covered by the lesson plan as identified by the end user. Data from curriculum planner is displayed on a daily, weekly or monthly basis. Based on data from curriculum planner, reports generating student-specific summary of the learning objectives and state standards to be covered in that student's classes over a specified period of time can be run. Based on data from curriculum planner, end-users can run reports that tabulate how many times specific state standards have been taught to a given student, class or school. Also based on data from the curriculum planner, teachers and administrators can run reports generating

student-specific summary of the homework assignments to be assigned in that student's classes over a specified period of time. [This module is available in October.](#)

The **Lesson Plan Library** in Achieve 3.0 enables teachers to share the lessons they have created with their colleagues by putting them in the lesson plan library. The library is a central repository of lessons created by teachers at the school. Users can copy lessons from the library and use them as a basis for creating new lessons. [This module is available in October.](#)

Online Assessment Analysis (SkillsTutor) Drilldown is a reporting function in Achieve 3.0 that allows users to view online assessments starting at the school level. Drill down capability is provided to allow the user to select a section and see the assessment results, and then continue drilling down to further levels of detail until viewing the individual's assessment results.

Parent/Student Console provides parents with online access to information for their students that has been input by the students' teachers in other modules of Achieve 3.0, including homework assignments and grades. [This module is available in January.](#)

Principal Console gives school principals global access to final lessons and assessments for his/her school in Achieve 3.0. Reports are included that allow the user to monitor the school's progress towards standards mastery. [This module is available in October.](#)

Set-Up Wizard is typically the first interface that a school administrator will see of the Administrator Console, and is used to facilitate setup of the school on Achieve 3.0. Please see **Administrator Console (Set-Up Wizard)**. [This module is available in September.](#)

SkillsTutor is a Web-based assessment application that includes 1,000 learning activities based on two decades of research and refinement. It helps teachers quickly identify gaps in knowledge and assigns appropriate instructional content. SkillsTutor offers individual lesson plans for students of widely varying skill levels and provides students practice with assessments that mirror state test and format. All content is aligned to all 50 states and major tests, in the following subjects: Reading, Math, Science, Algebra, Language, Writing, Information Skills, and Workforce Readiness Skills. SkillsTutor, which is available to FTL pilot schools, comes complete with standardized reporting for the administrator to measure progress. [This module is available in September.](#)

Standardized Testing Assessment Analysis Drilldown is a reporting function in Achieve 3.0 that allows users to view standardized test results starting at the school level. Drill down capability is provided to allow the user to select a section and see the test results, and then continue drilling down to further levels of detail until viewing the individual's test scores. [This module is available in January.](#)

Standards-Linked Gradebook is an online gradebook in Achieve 3.0 that enables end users to link relevant state standards to classroom assignments. End users can input qualitative and quantitative assessments of student performance, view summary calculations and report student performance in terms of traditional grades as well as achievement relative to the linked state standards. End users can store links to actual assessments and to student work allowing them to create student portfolios. Based on data gathered from the student gradebook, end users can run Standards Mastery Report that is an on-going tabulation of student performance on specific state standards by a student, class or school. [This module is available in October.](#)

Student Monitoring in Achieve 3.0 allows teachers to record qualitative feedback on student performance to be shared with parents and other teachers. [This module is available in October.](#)