

Getting Started in ALO



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<p>ALO Student Licenses ALO provides different options for student licenses. Manual entry licenses are available for all Acadience assessments. For Acadience Reading K-6 and Acadience Math K-6, sites may choose to purchase either manual entry or digital scoring licenses.</p> <p>ALO Use Agreement Submitting a new Use Agreement is required for all sites signing up for ALO. The agreement is signed by an authorized representative and will designate an Account Manager. The Account Manager will receive communication with information about how to facilitate rostering and account set up.</p> <p>Staff Preparation/Training New staff will need to be trained in the administration of Acadience measures. Staff already trained in test administration can utilize resources found on the Welcome to ALO webpage to prepare to use the new system.</p>	<p>ALO Welcome Email After a purchase of student licenses is made, the ALO Account Manager will receive a welcome email with information about next steps.</p> <p>Data Migration During the onboarding process, sites will be asked if they have historical Acadience data stored in another system that will need to be transferred to ALO. Acadience staff will facilitate the migration of data.</p> <p>Account Activation ALO accounts will be activated in June or later (once a purchase of student licenses has been made). Sites may begin account set up and rostering immediately after account activation or when rosters become available.</p>	<p>Account Set up Account set up includes adding schools, classes, students and staff to ALO with the appropriate enrollments and permissions. ALO provides three different rostering options:</p> <ul style="list-style-type: none">• SFTP Import• Clever Integration• Manual Setup <p>Staff Access For sites that roster through SFTP import or manual setup, staff will receive a welcome email when their user account is created that will invite them to set their password and log in. Sites using Clever can direct staff to log in through Clever SSO.</p> <p>Benchmark Testing Windows The Account Manager (or someone with District-Admin access) will need to set up benchmark testing windows in ALO. Instructions for setting up testing windows can be found here.</p>	<p>Manual Entry Data collection procedures will not change for sites that are testing students paper/pencil. After students complete testing, scores are entered into ALO according to instructions found in this Help Center article. Once data is entered, results immediately populate in data visualizations and reports.</p> <p>Digital Scoring If students are tested digitally, scores will automatically sync and results will immediately populate in data visualizations and reports.</p> <p>Data Views/Reports The Welcome to ALO webpage includes resources to assist Acadience users in transitioning to the reporting options offered in ALO. The ALO Help Center also provides articles designed to help new ALO users learn how to navigate the system.</p>