

COMPLETING A DESSA 40 RATING



Audience

All staff users and ACMs



Follow along with our video.



Give us feedback on our learning guide by emailing Symia Stigler (ssstigler@cityyear.org).



Submit a Service Desk case for more help.

- Category:
ITS – Information Technology Services
- Subcategory:
Student Assessments

Overview

This document walks you through the steps of completing a DESSA 40 rating for a student. To enable this, the system must be set up and you must have already [created your own account](#).

If you do not know if setup was completed, please check with your manager or site Analytics Point.

Table of Contents

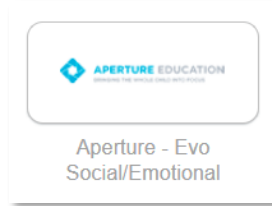
Step One Find your student by [navigating](#) or [searching](#)

Step Two [Submit your rating](#)

Find your student

Navigating through the roster

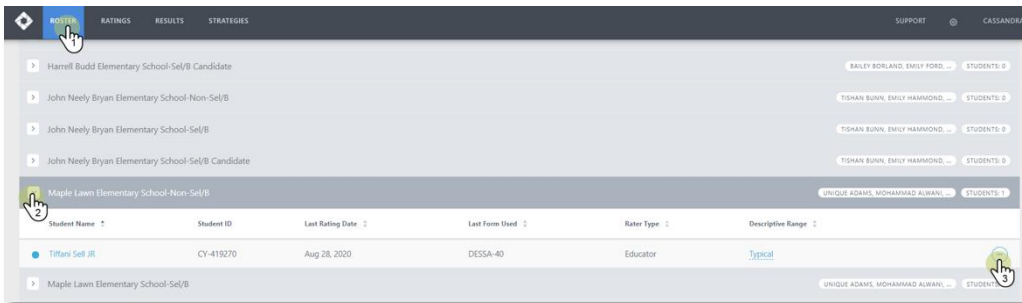
1.



Open [Okta](#) and click into the Aperture – Evo Social/Emotional tile.

Result: A new tab/window opens that shows you are logged into SEL Evo+.

2.



Find your student by:


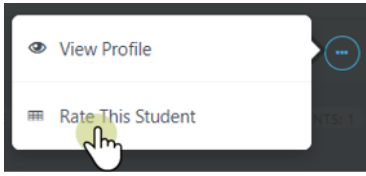
1. Click into the **Roster** tab.
2. Find your school and click the arrow button to expand the 3 groups for the school to find the student.



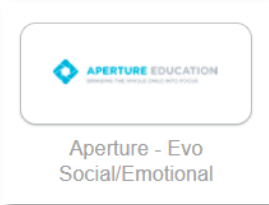
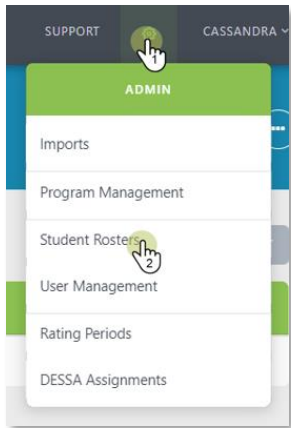
Note


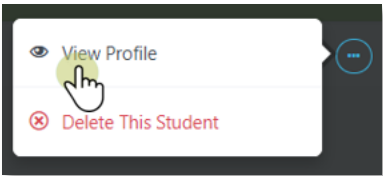
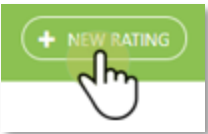
There are 3 groups for each school:

- a. **Sel/B Candidate:** Students enrolled in DESSA sections and not yet confirmed on a focus list (intended for when sites complete DESSA 40 ratings to inform who should be on their social-emotional development focus list)
- b. **Non-Sel/B:** Students who are on an ELA/literacy, math, or attendance focus list but are NOT on the social-emotional development focus list
- c. **Sel/B:** Students who are on the social-emotional development (SED) focus list

		<p>3. Scroll for your student before clicking on the ellipses on the right-hand side.</p> <p> Tip Click on the column names to sort the students based upon each property.</p> <p><i>Result: The screen darkens and prompts you to select "View Profile" or "Rate This Student."</i></p>
3.		Click Rate This Student .

Using the search bar

1.		<p>Open Okta and click into the Aperture – Evo Social/Emotional tile.</p> <p><i>Result: A new tab/window opens that shows you are logged into SEL Evo+.</i></p>
2.		<p>Navigate to the search bar:</p> <ol style="list-style-type: none"> 1. Hover over the gear icon in the upper right-hand corner. 2. Click into Student Rosters.

3.		<p>Use the search features to find your student:</p> <ol style="list-style-type: none"> 1. Use the filters, including typing the student's name into the search bar and pressing Enter. 2. Once you've found your student, clicking on the ellipses on the right-hand side. <p><i>Result: The screen darkens and prompts you to select "View Profile" or "Delete This Student."</i></p>
4.		<p>Click View Profile.</p> <p><i>Result: Student profile of the student appears.</i></p>
5.		<p>Scroll down to the Ratings section and click NEW RATING.</p>

Submit your rating

1.

New Rating

Actual Rating Date
09/04/2020

Rater Type
Educator

Rater
Cassandra Chin

Group
Maple Lawn Elementary

Rating Form
DESSA-40

A rating created from this page will become a one-off rating and will not be associated with any rating periods or accessible in reports created using rating periods. To associate this rating with a rating period Administrators must first create Rating Periods as well as DESSA Assignments.

START RATING CANCEL

Complete the fields to start your rating:

1. **Rater:** Select who is completing the rating (usually your name unless someone had completed a paper rating and you're logging it for them later).
2. Click **START RATING**.



Note

You should not need to adjust the other fields. The only rating you may need to adjust is **Actual Rating Date**, which should reflect the date on which the rating was completed. You can also ignore the red text that appears about creating Rating Periods – this is a functionality that City Year does not use so it is not relevant for us.

New Rating

An educator has completed a rating for this student within the last 4 weeks.



Tip

If you see an error message stating that a rating was completed for this student within the last 4 weeks (as shown above), do not proceed until you've confirmed with your site Impact leadership. The DESSA 40 should be completed after 4 weeks of observation, so it is not validated for use if you have observed the student for a shorter period of time (meaning that we may not be able to glean the same insight from this rating if at least 4 calendar weeks have not yet elapsed).

2.

Srihas Sampath JR
Student ID: CY-419269

DESSA-40
Denver Student Strengths Assessment
K-8 Grade

This 40 question form describes a number of behaviors seen in some children. Read the statements that follow the phrase: "During the past 4 weeks, how often did the child..." and click on the button underneath the word that tells how often you saw the behavior. Please answer each question carefully. There are no right or wrong answers. If you wish to change your answer, just click on the button for your new choice. Please do not skip any items.

During the past 4 weeks, how often did the child...	Never	Rarely	Occasionally	Frequently	Very Frequently
1 carry herself/himself with confidence?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 keep trying when unsuccessful?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
3 handle his/her belongings with care?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 say good things about herself/himself?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5 speak about positive things?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
6 get along with different types of people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
seek out					

COMPLETE RATING CANCEL

Complete the rating before submitting it:

1. Select one answer per row. You must answer all 40 questions.
2. Click **Complete Rating**.

**Note**

Progress is not saved intermittently, so make sure you have a solid connection to internet before completing the rating.

3.

From the Rosters tab

Maple Lawn Elementary School-Sel/B		UNIQUE ADAMS, MOHAMMAD ALWANI, ...			STUDENTS: 1	
Student Name	Student ID	Last Rating Date	Last Form Used	Rater Type	Descriptive Range	
Srihas Sampath JR	CY-419269	Sep 4, 2020	DESSA-40	Educator	Typical	

From the Student Profile

RATINGS								+ NEW RATING
Rating Date	Form	Descriptive Range	Rating Period	Grade	Rater Type	Rater Name	Rating Id	
Sep 4, 2020	DESSA-40	Typical	None Associated	5th Grade	Educator	Chin, Cassandra	2	

Result: Your completed rating now appears along with the student profile information, as represented in the "Last Rating Date." You can see the score information from the student profile by clicking into the paper icon.

DESSA-40 - 09/04/2020

PR	OT	GB	SO	DM	RS	SA	SM	SEC
44	55	43	44	53	47	43	40	46

GENERATE REPORT

This may take a few minutes to generate. Full report will appear in report vault when complete.

Educator: Chin, Cassandra