

From Beginning From Current Slide Present Online Custom Slide Show Start Slide Show

Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show Set Up

Play Narrations
 Use Timings
 Show Media Controls

Monitor: Automatic
 Use Presenter View

Monitors

1 Northstar Digital Literacy Getting Started with Northstar

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3 Features

4 Access to the Admin Panel

5 Getting Started

6 Location Information

Northstar Digital Literacy:
Getting Started with Northstar

Theresa Sladek
Literacy Minnesota

NORTHSTAR DIGITAL LITERACY
A program of Literacy Minnesota

Click to add notes

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 – 12 Completed
- Self-Directed Online Learning – 6 Completed
- Reports

Access to the Admin Portal



- Administrator adds staff to Admin Portal under “Location Information”
 - Choose staff or Proctor
- Northstar sends invited staff an email inviting them to Admin Portal
- Recipient then creates a password and is given access

Getting Started



Admin Portal Toolbar

 Demo Learners Assessments Reports Location Info Resources My Locations ▾ Theresa Sladek ▾





Location Information

- [Manage Staff](#)
 - Adding and deleting Admins and Proctors
- Edit Location Information
 - Advertise on Northstar's home page
 - Allow learners to create their own accounts
 - Determine which assessments are available to learners
 - Set setting for Northstar Online Learning location question
- Edit Billing
 - Add new billing contact





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

Accessing Curricula



- [Admin Portal](#)
 - Resources
 - View Northstar Curriculum



Switching between Admin and Learner

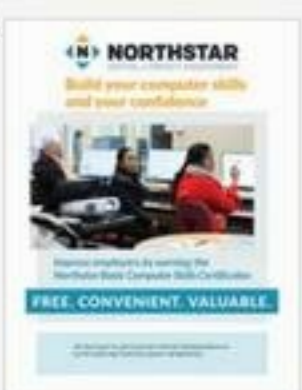
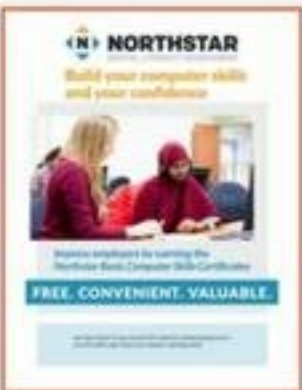


- Click on the [dropdown arrow](#) next to your name in the upper right hand corner of your screen
- Click on an available Northstar Online module you'd like to take
- To return to the Admin portal, click on the drop down arrow and select "Admin Portal"

Creating Tags

- Log in to [Admin Portal](https://admin.digitalliteracyassessment.org/sponsor/7365/resources?via=require_login)
- Go to Learners Tab (on top)
- Add new tags under “Manage Tags”
- [Create Tags](#)

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)



NORTHSTAR
DIGITAL LITERACY ASSESSMENT

Build your computer skills and your confidence

Impress employers by earning the Northstar Basic Computer Skills Certificate

FREE. CONVENIENT. VALUABLE.

USE THIS SPACE TO ADD YOUR SITE'S SPECIFIC INFORMATION SUCH AS TEST DATES AND TIMES OR CONTACT INFORMATION

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

Assessment Options



- **Site Specific Northstar homepage**
 - [Learner opens your site assigned Northstar homepage](#)
 - Clicks “take an assessment”
- **Logged in as learner**
 - [Learner logs in to Northstar homepage](#)
 - Dashboard opens
 - Click “Assessment” of choice
 - Brings them to your site specific url
- **Proctored vs Unproctored**



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 launch page
- Check ID
- Read *Northstar Testing Code of Conduct* to Test Takers
- [Activate proctoring using proctor pin](#)

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

- 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 assessments passed
 - Overall look assessment scores and online learning completed
 - Time on Task
- Assessments Tab
 - Detailed look of assessments passed
- Reports Tab
 - Summary Reports
 - Detailed Reports

Filter Reports by Tags

- [Filtering by multiple tags to include a *and* b](#)
- Filtering by multiple tags to include a *or* b

Curricula

Essential Computer Skills

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

Essential Software

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs

Using Technology in Daily Life

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

Coming Next

- Your Digital Footprint



English Language Level

- Intermediate English Language Reading Level
- Grade 4 Reading Level
- CASAS Reading Level 211 or Higher
- TABE 11/12 Reading Score of 501 or higher
- Many instructors scaffold down

Resources

- [Northstar Manual](#)
- Quick Start Guides
- FAQs
- Proctoring Assessments
- Other Resources
- Create Support Ticket



