

To: Wes Bruce, Assistant Superintendent for Accreditation, Assessment & Learning, IDOE
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Draft – Corporation Responsibilities when Participating in IDOE-Wireless Generation K-2 Literacy & Math Formative Assessment

- Procure a Palm device for each teacher (through Dell – information provided by IDOE) at a cost of \$xxx per device
- IDOE will provide up to 3 kits per building. Recommended ratio is one kit per teacher: Corporation should procure additional kits from Wireless Generation.
 - mCLASS: Reading 3D (STEP version) kits are \$119 per kit – this includes the DIBELS kits, the STEP materials, and User Guides.
 - mCLASS: Math kits are \$35 per kit
- Establish your project team, consisting of:
 - Key Contact: The Key Contact is a corporation contact who acts as a project manager. This person is the primary contact for your mCLASS project and works with the Wireless Generation Implementation Team to coordinate the implementation process and confirm decisions to help keep the project on schedule.
 - Enrollment Contact: The Enrollment Contact coordinates the collection of school, staff, and student data throughout your institution and works to update the information as necessary. The Enrollment Contact is often the individual who maintains your institution's student information system.
 - Technology Contact: The Technology Contact installs the software and provides ongoing technical support. The Technology Contact may be your district's or school's technology coordinator. The Technology Contact should be familiar with your institution's computer software and network configuration, and must have administrative access to your network.
 - Curriculum Contact: The Curriculum Contact works with Wireless Generation to set up mCLASS assessment training and works with teachers to provide ongoing professional development. The Curriculum Contact may be your district instructional coordinator, school literacy or math specialist, or a coach.
- Hold an implementation kickoff meeting with Wireless Generation Implementation Team, to:
 - Create/review implementation timeline
 - Define your district/school requirements and specifications
 - Receive administration account for data submission
 - Review directions for data submission
 - Schedule software installation
- Collect and submit staff and student data (including IN STN's) via secure mCLASS Web site

- Install conduit software on Sync Station computers, and training lab computers, and sync each Palm to install mCLASS software.
- Send at least 1 member (a coach, facilitator, or master teacher) from each participating school to mCLASS Training-of-Trainer (TOT) sessions for mCLASS:Reading 3D and mCLASS: Math (schedule to be determined by WGEN and IDOE)
- Schedule and deliver teachers training and/or leaders training on mCLASS assessments for staff at participating schools (coach, facilitator, or master teacher that attended WGEN TOT training to provide this training for their school)
- Assess students with mCLASS formative assessments – at least 75% of the students in K-2 are assessed for each of the 3 benchmark periods in DIBELS, Text Reading and Comprehension, and Math
- Receive and review administrative reports as defined in implementation kickoff
- Review administration and intervention goals for student improvement (see the mCLASS Road Map and Welcome Guide)
- Send participant to one of the five (5) Regional Leadership Institutes for Principals and Administrators (schedule TBD by IDOE and WGEN)