

Testing Preparation Technician Meeting

Technician
SUPPORT

Campus Technicians met this week with the Testing and Research Department. Technicians joined together to verify that all appropriate plans were in place for a successful preparation for the Telpas testing season. Tracy McDaniel shared information with the Technicians. All Technicians signed the Oath for Technical Support during the meeting.



Test Security & Confidentiality for
District Technology Staff 2016



Online Student Assessments

- ETS Program (STAAR Online Tests)
 - End of Course
 - STAAR/EOC A (Accommodated)
 - an online accommodated version of the test with embedded supports
 - STAAR SOA (Standard Oral Administration)
 - an online read aloud version of the test
 - STAAR/EOC L (Linguistic)
 - An online linguistically simplified English version of the
- Pearson Access Next Program (*Test Nav 8*)
 - TELPAS Reading
 - an online reading test that measures English language students
 - TAKS (Online)
 - STAAR Alternate 2 (Online Teacher Input)

Assessment Instruments



- All assessment instruments are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential.
- *Each person participating in the student assessment program is required to maintain and preserve the security and confidentiality of all test material and student data.*

CFISD

Technology Oath



- I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus / district test coordinator.
- I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code and/or Penal Code.

Click [here](#) to view the presentation

Campus Technician Support

Posted by Jennifer Miller, Performance Excellence Manager

February 26, 2016



Technician Software Training

Application Software Training

Using Outlook

Course 55519 Outlook - Lab 1 - February 29 - 12:00 – 2:00

CI Course 55524 Outlook - Lab 2 - March 31 - 12:00 – 2:00



Using One Drive

Course 55520 One Drive - Lab 1 - March 1 - 9:00 - 11:00

Course 55525 One Drive - Lab 2 - April 1 - 12:00 – 2:00



Using One Note

Course 55522 One Note Lab 2 - March 7 - 9:00 - 11:00

Course 55523 One Note Lab 1 - April 8 - 9:00 - 11:00



Click [here](#) to login to the Learning Management System to register.



Excellence in Action

Week of February 22 - 26, 2016



Clearly Outstanding Customer Service Support

Name	Campus
Dencio Cabitac	Cypress Lakes High School
Julia Gibson	Service Center
Demetria Hargrove	Service Center
Robert Love	Bleyl Middle School
Edward Quintanilha	Cy-Fair High School
Brandon Splawn	Service Center
Brenda Willey	Watkins Middle School

Each team's Technicians receiving the two highest counts of Excellent responses in the week's returned surveys.



Excellence in Action

Week of February 22 - 26, 2016



Clearly Outstanding Service Request Support

Name	Campus
Timmothy Crook	Service Center
Kelsey Crouch	Cypress Ranch School
Demetria Hargrove	Service Center
June Hightower	Kahla Middle School
Brett Hummell	Cook Middle School
Edward Quintanilha	Cy-Fair High School

Each team's Technicians closing the most service requests during the week.



Excellence in Action

Week of February 22 - 26, 2016



Student Focused – Every Student, Every Day

Name	Campus
Julia Gibson	Service Center
Demetria Hargrove	Service Center
Sandra Hoppe	Hamilton Middle School
Andrew Lopez	Cy-Fair High School
Edward Quintanilha	Cy-Fair High School
Art Ramirez	Service Center
Brenda Willey	Watkins Middle School

Each team's Technicians with the highest combined ranked score of the most closed Instructional Service Requests and the shortest average age of Instructional Service Requests.



Excellence in Action

Week of February 22 - 26, 2016



Clearly Outstanding Service Technicians

Name	Campus
Edward Quintanilha	Cy-Fair High School
Brenda Willey	Watkins Middle School
Kelsey Crouch	Cypress Ranch High School
Demetria Hargrove	Service Center
Rosemary Hernandez	Truitt Middle School
Julia Gibson	Service Center

Each teams Technicians with the highest combination of ranked scores - Service Request Support, Customer Service Support, Student Focused – Every Student, Every Day Support