

## How to Add Primary and Secondary Measures to Standard for Success for Teachers

### Step 1:

Login to [Standard for Success](#). Under the Measures heading, click **Overview**.

### Summary for Allisonville Sandbox

#### Observations

1 Walk-Through - Summary - List  
Start New Pre-Observation Form  
View/Edit Post-Observation Form for Observation Started Sep 08, 2014  
Pre-Finalization Worksheet (pdf)

#### Professional Development Tasks

View 2 Tasks - Create New

#### Artifacts

Create New - View 1 Artifact - Hide Artifacts  

#### Student Learning Objectives

Overview

#### Measures

Overview  

### Step 2:

Click on the Measure you wish to create: **Primary** or **Secondary**

### Sandbox, Allisonville

#### Measures

	Created	Status
Primary Measure - 2015	Mar 24, 2015	Measure Approval Has Been Requested

Create New Measure using "Primary Measure"  
Create New Measure using "Secondary Measure"

### Step 3:

If you have discussed, and the administrator has approved students to be removed from your Measure, type the name(s) of the removed student(s) in the first box.

Measure	
List any students that have been approved by your administrator to be removed from your data.	
Attach your completed Primary/Secondary spreadsheet or document.	Attachment Description <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Attachment"/>
By typing your name, you are attesting that the information in your attached document is accurate and you have followed the ethical testing practices outlined by the district.	<input type="text"/>
Staff Signoff: <input type="checkbox"/> I am agreeing to this Secondary Measure and this portion of the Secondary Measure will be locked from further changes.	
Request Admin Review: <input type="checkbox"/> Your primary and secondary admins will be notified by email that this Secondary Measure is awaiting approval.	

### Step 4:

Clicking **Browse** will prompt you to select your Spreadsheet or Student Measure document. To attach the document, click **Upload Attachment**.

Measure	
List any students that have been approved by your administrator to be removed from your data.	
Attach your completed Primary/Secondary spreadsheet or document.	Attachment Description <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Attachment"/>
By typing your name, you are attesting that the information in your attached document is accurate and you have followed the ethical testing practices outlined by the district.	<input type="text"/>
Staff Signoff: <input type="checkbox"/> I am agreeing to this Secondary Measure and this portion of the Secondary Measure will be locked from further changes.	
Request Admin Review: <input type="checkbox"/> Your primary and secondary admins will be notified by email that this Secondary Measure is awaiting approval.	

## Step 5:

Type your name in the last box. By typing your name, you acknowledge that you understand the expectations that:

1. Your data is accurate.
2. You have followed the District's [Test Security Procedures and Expectations](#).

Measure	
List any students that have been approved by your administrator to be removed from your data.	
Attach your completed Primary/Secondary spreadsheet or document.	Attachment Description <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Attachment"/>
By typing your name, you are attesting that the information in your attached document is accurate and you have followed the ethical testing practices outlined by the district.	<input type="text"/>
Staff Signoff: <input type="checkbox"/> I am agreeing to this Secondary Measure and this portion of the Secondary Measure will be locked from further changes.	
Request Admin Review: <input type="checkbox"/> Your primary and secondary admins will be notified by email that this Secondary Measure is awaiting approval.	

## Step 6:

Last, click both checkboxes to sign off on the Measure and to send a notification to your Evaluator.

Measure	
List any students that have been approved by your administrator to be removed from your data.	
Attach your completed Primary/Secondary spreadsheet or document.	Attachment Description <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Attachment"/>
By typing your name, you are attesting that the information in your attached document is accurate and you have followed the ethical testing practices outlined by the district.	<input type="text"/>
Staff Signoff: <input checked="" type="checkbox"/> I am agreeing to this Secondary Measure and this portion of the Secondary Measure will be locked from further changes.	
Request Admin Review: <input checked="" type="checkbox"/> Your primary and secondary admins will be notified by email that this Secondary Measure is awaiting approval.	

Admin Comments:

Update Primary Measure

When you click **Update Primary/Secondary Measure**, your Evaluator will receive a notice that your Measure is waiting for approval.