

Northstar Digital Literacy:

Getting Started with Northstar

Theresa Sladek
Literacy Minnesota

Agenda

- Review of Northstar Features
- Adding Staff
- Advertising with Northstar
- Adding Learners
- Proctoring Assessments
- Resources



Administrative Features



- Each site has 2-3 Administrators
 - Can add and delete staff/volunteers in Admin Portal
- Unlimited Staff, Proctors and Learners
 - Staff = anyone accessing the Admin Portal who is not an Administrator
 - Proctors = same access as staff, but have completed Proctor training
- Free advertising on Northstar homepage (if you want it)
- Setting up site specific parameters

Access to the Admin Portal



- Administrator adds staff to Admin Portal under “Location Information”
 - Choose Admin Portal Access 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

Admin Portal Toolbar navigation items:

- Northstar Logo
- 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
 - Determine if location is asked when Learner signs in to their Northstar dashboard

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"

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

- **Coming Next**

- Telehealth



Assessment Uses



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

Assessment Options



- **Logged in as learner**
 - Learner logs in to Northstar homepage
 - Dashboard opens
 - Click “Assessment” of choice
 - Brings them to your site specific url
- **Site Specific Northstar homepage**
 - Learner opens your site assigned Northstar homepage
 - Clicks “take an assessment”
 - Learner enters their Name

- **Proctored vs Unproctored**

Proctoring Assessments



- Certificates
- Maintain assessment viability
- In-person or remotely

Proctoring Overview



- Test taker must use a computer, laptop or Chromebook
- Help learners log in on your launch page
- Check ID
- Read *Northstar Testing Code of Conduct* to Test Takers
- Activate proctoring using proctor pin

Results Page



> Your Results

You've completed the assessment! After reviewing your results, close this browser tab/window to start another module.

You Passed!

85.8%

How is my score calculated?

[Go to NSOL](#) [Claim Badge](#) [Print Results](#)

Name: Theresa Sladek
Timestamp: Aug 18 2020, 4:43 PM
Record ID: 7632709
Code: 7d26f5822d33

Correct (29 out of 34)

MASTERED SKILLS

✓ **1** Identify the different ways a person can connect to the internet.

[Practice](#)

2 Demonstrate knowledge of

[Practice](#)

Incorrect (5 out of 34)

SKILLS TO IMPROVE

✗ **5** Demonstrate understanding of how to use browser tools and settings to protect privacy (e.g., private browser windows, clearing search history, and declining to save passwords on shared computers)

[Practice](#)

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

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

Teaching Resources



- Scope and Sequence
- Lesson Plans
- Unit Project
- Remote Teaching Resources

Accessing Curricula



- Admin Portal
 - Resources
 - View Northstar Curriculum

Northstar Online Learning Modules

Essential Computer Skills

- Basic Computer
- Internet basics
- Using Email
- Windows

Essential Software

- Microsoft Word

Using Technology in Daily Life

- Career Search Skills

Next Up

- Excel
- Social Media



Resources

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



Contact Information



Theresa Sladek – National Partnerships and Northstar New Business

tsladek@literacymn.org

Northstar Digital Literacy Website

<https://www.digitalliteracyassessment.org/>