Northstar Digital Literacy:

Getting Started with Northstar

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Agenda

NORTHSTAR

- 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



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

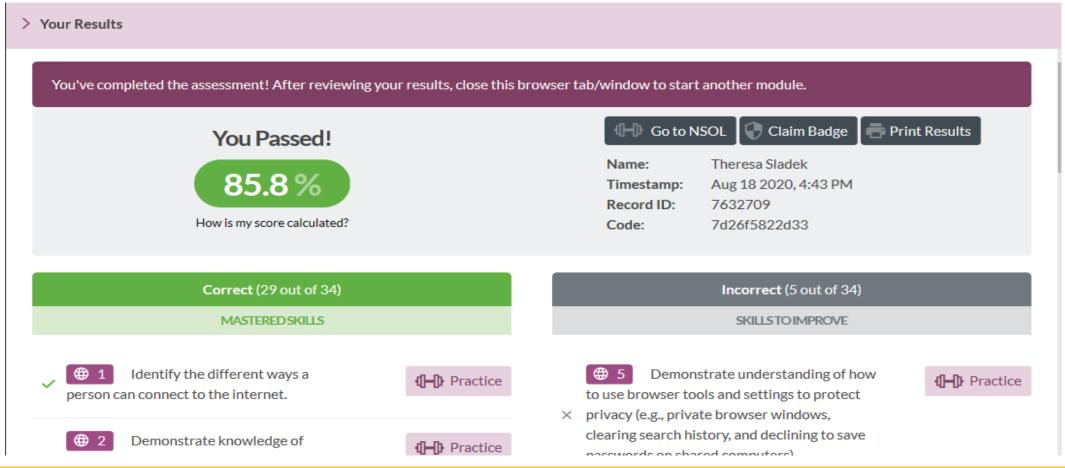
Proctoring Overview



- 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





Certificates



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

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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



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Northstar Digital Literacy Website

https://www.digitalliteracyassessment.org/