## **Northstar Digital Literacy:**

**Getting Started with Northstar** 

Theresa Sladek Literacy Minnesota



## Agenda



- Creating Learner Accounts and Tagging
- Proctoring In person and Remote
- Accessing and Using Curricula
- Resources

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- Proctoring In person and Remote
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## What is Northstar?



An internet based platform, created by the non-profit Literacy Minnesota, that assesses and teaches foundational to mid-level digital skills

#### **Features**



**Assessments** 

Instructor led Curricula

Self paced online learning

**Learner Management System** 

Reports

### Northstar Standards



Standards link assessments, instructor-led curricula, and practice lessons

## **Typical Northstar Flow**

NORTHSTAR

- Assess
- Review Results
- Educate
  - Instructor-led classes
  - One-on-one tutor or digital navigator
  - Self-guided online lessons
- Assess
  - Proctor and provide certificate

## **Administrative Features**



- Each site has 2-3 Administrators
  - Add and delete staff/volunteers in Admin Portal
  - Set organization wide parameters for Northstar
- Staff, Proctors, and Learners
- Can be integrated into Canvas, Blackboard, and other platforms using LTI 1.3
- Single Sign On available

### Access to the Admin Portal



- Administrator adds staff to Admin Portal under "Location Information"
  - Choose staff or Proctor
- Northstar sends invited staff an email inviting them to Admin Portal
- Recipient then creates a password and is given access
- Bookmark your Admin Portal page
- You can also login at the Northstar Homepage <u>www.digitalliteracyassessment.org</u>

# **Getting Started**



Admin Portal Toolbar



## Tracking a Subgroup



#### Creating Tags allows you to track subgroups

- Class
- Instructor
- Program
- Location
- Demographics
- Other

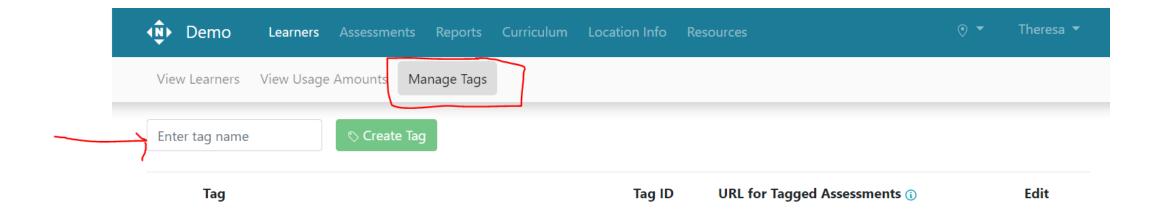
## **Creating Tags**



- Log in to Admin Portal
- Go to Learners Tab (on top)
- Add new tags under "Manage Tags"
- Create Tags

## **Create Tags**





## Benefits of adding Learners to LMS



- This is the ONLY way Learners can access the Northstar Online Learning Practice lessons
- Ensures accurate reporting of assessment progress
- Enable you to create sub-reports using tags
- What can Learners do if they are not added to the LMS:
  - Take assessments risk of inaccurate reporting
  - Take a class

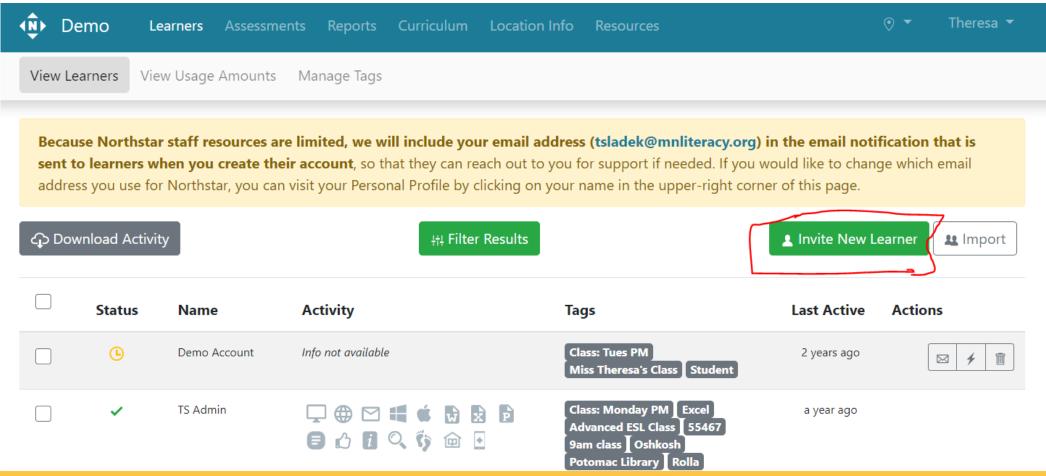
## Creating a Learner Account



- Invite Learner enter name and email and applicable tags
- The system will send an email invitation to the new learner

## Invite New Learner









Hi Deka,

Welcome to Northstar Online Learning.

Benjamin M (benjamin.m@example.com) from Demo Learning Location is sending you this email.

Northstar Online Learning can help you learn and practice computer skills. It can save your work and show your progress.

Do you want to use Northstar Online Learning to learn and practice?

#### Yes, I want to use Northstar Online Learning!

Click here to accept this invitation and make a password.

When you have your password, log in to Northstar Online Learning. Click here to go to the website: <a href="https://www.digitalliteracyassessment.org/login/">https://www.digitalliteracyassessment.org/login/</a>

Learn more about using Northstar Online Learning:

Click here to read: https://www.digitalliteracyassessment.org/manual#part5

Click here to watch videos:

- Meet Northstar Online Learning
- NSOL Navigation Tips 1
- NSOL Navigation Tips 2
- NSOL Navigation Tips 3

#### Welcome!

- Your Northstar Team

## Manually Activate Account

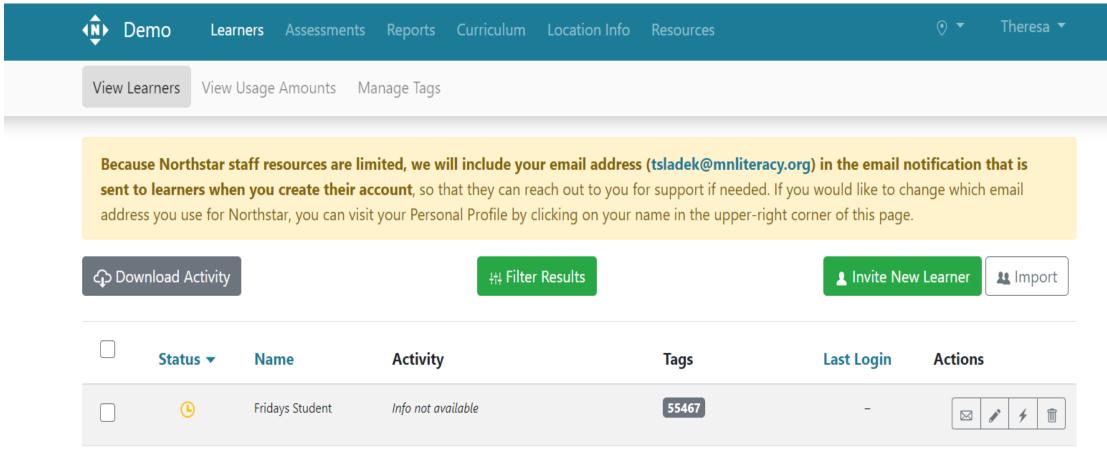


Click on lightning bolt to the right of learner's name

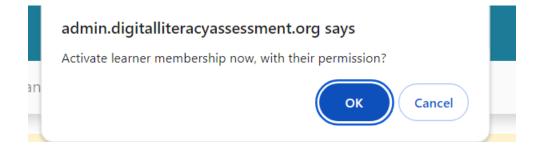
- Make sure to use a consistent system (ex: first initial, last name, last for digits of phone number)
- Click on Update

# Manually Activating Account



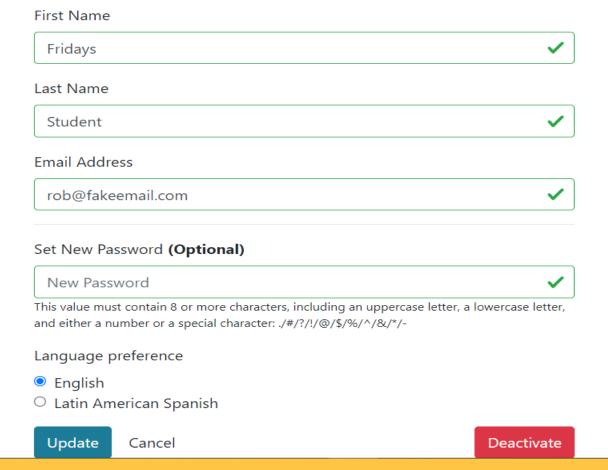


## **Activate Learner**





### **Create Password**





## **Bulk Creation of Learner Accounts**



- Create spreadsheet with first name, last name, and email in separate columns (can't include tags)
- Go into Northstar Admin Portal
- Click on Learner Tab
- Click on multiple people on the right of Invite



Upload spreadsheet

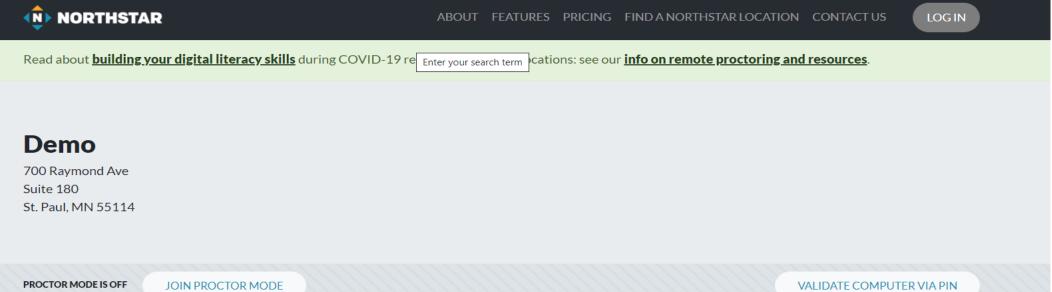
## Adding Tags to Existing Learners



- Click box next to name(s)
- Click on Assign Tags in green box in upper right
- Choose Tag(s)
- Click on Apply

# Self Sign Up





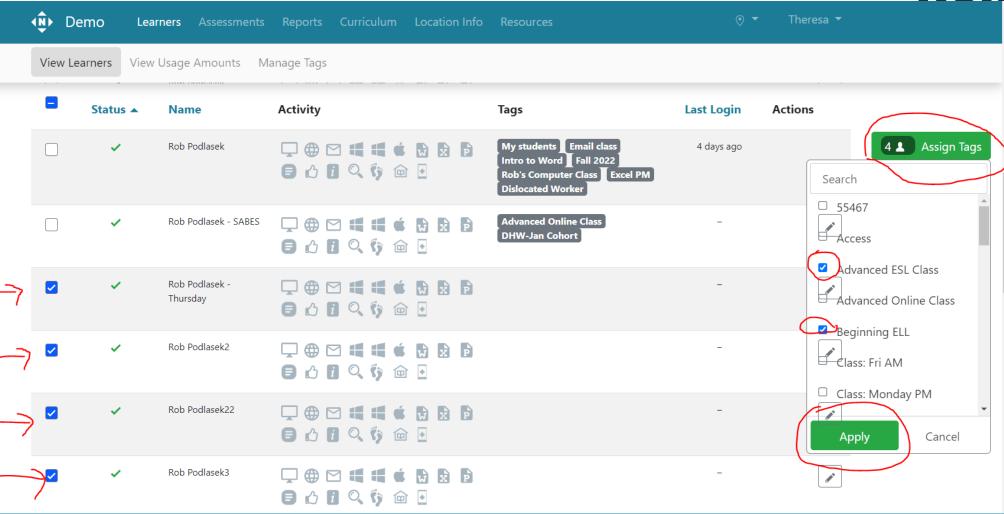
If you have a learner account:

LOG IN NOW

Need a learner account? Sign up as a learner

# Add Tags to Existing Learners





# Filtering



- Reports can be filtered by various topics
  - Date
  - Tags
  - Assessment Topic
  - Proctored/Unproctored
  - Scores
  - Learner Name

## Filter Reports by Tags

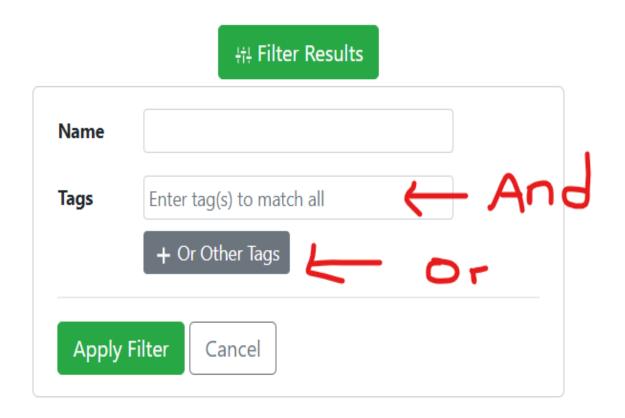


Filtering by multiple tags to include a and b

Filtering by multiple tags to include a or b

## And/Or Tag Filtering





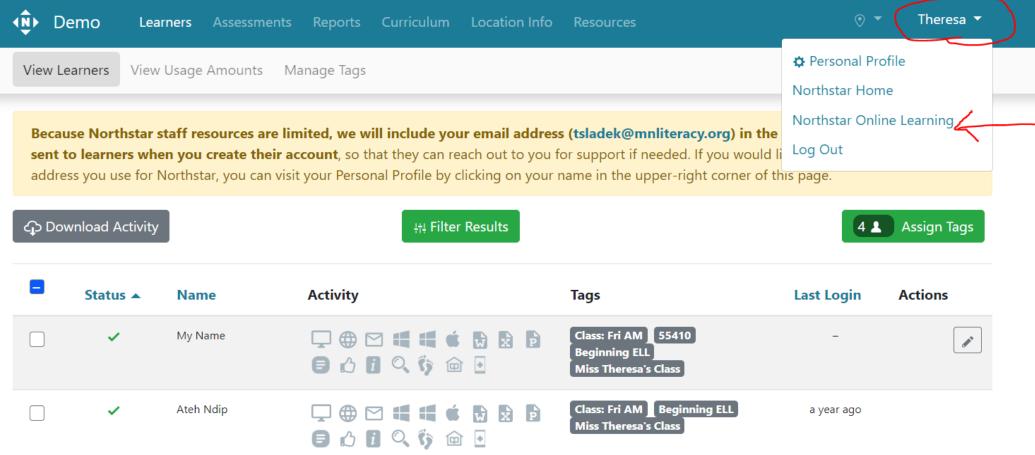
## Switching between Admin and Learner



- Click on the dropdown arrow next to your name in the upper right hand corner of your Admin Portal
- Click on "Lessons" in an available Northstar Online module you'd like to take
- To return to the Admin portal, click on the drop down arrow next to your name and select "Admin Portal"

## Switching between Admin and Learner





### **Assessment Uses**



Pre- and Post-test

- Assess instructional needs and provide relevant instruction
- Certify achievements
- Prepare staff

## Logging in with Site Specific Url



- Site Specific Url found on <u>Landing page</u>
  - Bookmark on all computers
  - Add to website
  - Share via text, email, what's app, video conferencing platform
- Taking Assessment with a Learner Account
  - Learner clicks "Log In with Northstar" and enters name and password
  - Chooses Assessment
- Taking Assessment without a Learner Account
  - Learner enters First and Last name in the white ovals

#### Demo

700 Raymond Ave Suite 180 St. Paul, MN 55114 demo@email.com

NO PROCTOR AVAILABLE

VALIDATE COMPUTER VIA PIN



English ▼

#### Log in with a learner account:

LOG IN WITH NORTHSTAR

Otherwise, enter test-taker name here to get started without a learner account.

First Name Last Name

CONTINUE

## Logging in with Location Pin



- Location Pin found in Admin Portal on <u>Landing page</u>
  - Code is in Teal colored box
- Provide Northstar homepage url: <u>www.digitalliteracyassessment.org</u> to learners
- Provide 4-digit location pin to learners
- Learner enters pin in white oval and clicks "Go" in green
- Learner logs in as before



#### Take an Assessment

Want to test what you know? Complete any of the following online assessments.



GO

If you are not part of a Northstar location yet, but would like to earn a certificate for passing the assessments, find a Northstar location near you.



#### **Essential Computer Skills**

NEW

Phone Keyboard Basics & Logging In

Basic Computer Skills



#### **Essential Software Skills**



Microsoft Word



Microsoft Excel



#### Using Technology in Daily Life



Social Media



Information Literacy

## Logging in from Learner Dashboard



- <u>Learner logs in to Northstar homepage</u> from grey oval on top
- Dashboard opens
- Learner clicks "Assessment" of choice
- Learner is brought to site specific url and is already logged in
- Learner clicks on Assessment of choice









ABOUT FEATURES PRICING BUILD YOUR SKILLS CONTACT US



# Increase Digital Skills for your constituents through Northstar Digital Literacy!

Northstar is a program of



Northstar Digital Literacy helps subscribing organizations to provide constituents with tools to master the digital skills needed to work, learn, and participate fully in daily life.



#### **Assessments**

Online, self-guided assessments



#### Education

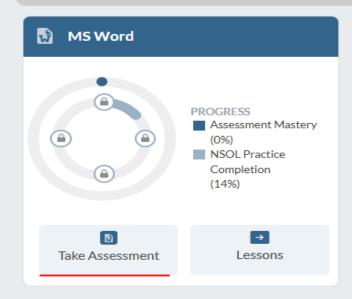
Educational materials provide for

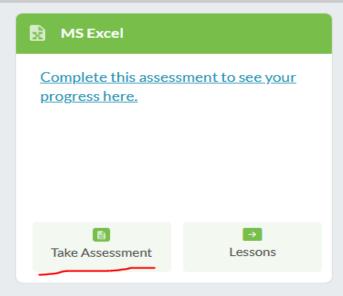


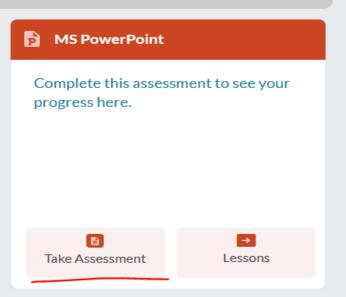
### Reports

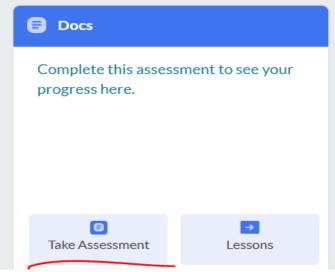
Individuals and instructors see

### **ESSENTIAL SOFTWARE SKILLS**









## **Demo**

700 Raymond Ave Suite 180 St. Paul, MN 55114 demo@email.com

NO PROCTOR AVAILABLE

VALIDATE COMPUTER VIA PIN









## Assessments



#### **Essential Computer Skills**

- Phone Keyboard Basics & Logging In
- Basic Computer Skills
- Internet Basics
- Using Email
- Windows 10
- Windows 11





#### **Essential Software Skills**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs





### **Using Technology in Daily Life**

- Social Media
- i Information Literacy
- Career Search Skills
- Accessing Telehealth Appointments
- Supporting K-12 Distance Learning
- Your Digital Footprint

## **Proctoring Assessments**



Certificates

- Maintain assessment viability
- In-person or remotely

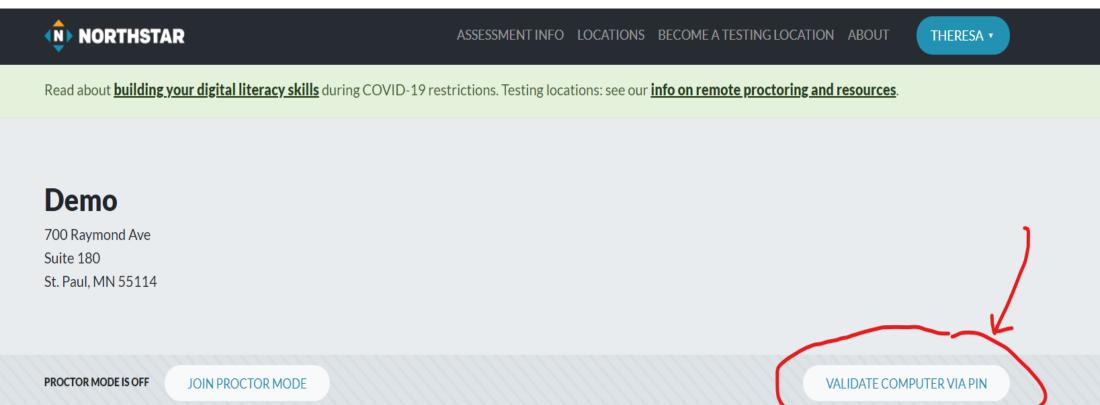
# In-Person Proctoring

NORTHSTAR

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

## **Activate Proctor Pin**





# In-Person Proctoring – During Assessment



- Visually confirm there are no notes electronic devices or other people helping
- Instruct test taker to begin assessment
- End proctoring session when proctor is no longer available

# Remote Proctoring Platform Requirements



- Test taker must have computer, laptop, or Chromebook
- Video chat program (Zoom, Skype, etc.)
- Webcam to monitor test takers
- Ability to chat with test takers
- Mutable microphones

# Remote Proctoring – Preparing Learners



Provide Northstar Remote Test Taker Checklist

- Provide phone support for video platform access
- Ensure they are comfortable using your video platform

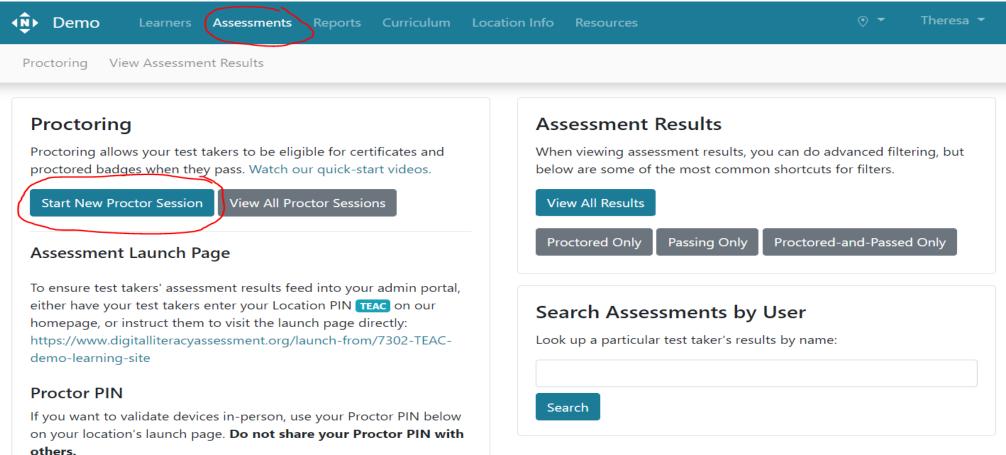
# Remote Proctoring

NORTHSTAR

- Help learners log onto video platform
- Check ID
- Read Northstar Testing Code of Conduct to Test Takers
- Help learners log onto Northstar
- Activate Proctoring Session
- Learner requests to join

# **Activate Proctoring Session**





## Remote Proctoring Documents



- Admin Portal
  - Resources
    - Proctoring Resources
      - View Details in Manual

## Certificates



Print Certificates



## Instructor-Led Curricula

## **Essential Computer Skills**

- Basic Computer
- Internet basics
- Using Email
- Windows 10
- Windows 11
- Mac OS

## **Essential Software**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs

## **Using Technology in Daily Life**

- Social Media
- Information Literacy
- Career Search Skills
- Accessing Telehealth Appointments
- Your Digital Footprint
- Supporting K-12 Distance Learning

## **Next Up**

Spanish translation of Your Digital Footprint

\*Those listed in red are also available in Spanish

# Language Level



- Intermediate Language Reading Level
- Grade 4 Reading Level
- CASAS Reading Level 211 or Higher
- TABE 11/12 Reading Score of 501 or higher
- Many instructors scaffold down

# **Teaching Resources**



- Scope and Sequence
- Lesson Plans
- Unit Project
- Remote Teaching Resources
- College and Career Readiness Alignment
- Soft Skills (ACES/TIF) Alignment

# Accessing Curricula



- Admin Portal
  - Resources
    - View Northstar Curriculum

## Resources



- Northstar Manual comprehensive guide
- FAQs Arranged by topic
- Northstar Online Learning how to videos for Learners
- Quick Start Guides initial tasks for Admins, Staff, and Proctors
- Proctoring Assessments Videos and instructions on proctoring
- Other Resources standards, marketing materials, screeners
- Video Tutorial 1-3 min videos
- Create Support Ticket contact us

## Resources



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Demo

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Reports

Curriculum

Location Info

Resources

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Northstar Manual

Quick Start Guide

Northstar Curriculum

Standards

Other Resources

Contact Us

#### Northstar Manual

See the go-to reference for how Northstar works.

View Manual

#### **Ouick Start Guide**

Step by step guide to getting started with Northstar.

View Quick Start Guide

### Northstar Curriculum

**Video Tutorials** 

tasks in Northstar.

**View Video Tutorials** 

Learner-centered and interactive lesson plans for teacher-led digital literacy instruction.

See quick, easy videos about how to do common

View Northstar Curriculum

### **FAQs**

See info on our most frequently asked questions.

View FAQs

### **Proctoring Assessments**

Learn the two ways to proctor Northstar assessments.

View Videos

View Details in Manual

### Northstar Online Learning (NSOL)

Customized, self-directed online instruction and practice resources, and the ability to track your learners' progress.

**View Videos** 

View Teacher Guide

#### **Standards**

Northstar's standards define the basic skills needed to perform tasks on computers and online.

**View Standards** 

#### Other Resources

View a variety of resources helpful to your Northstar location and your test takers.

View Other Resources

# Reporting

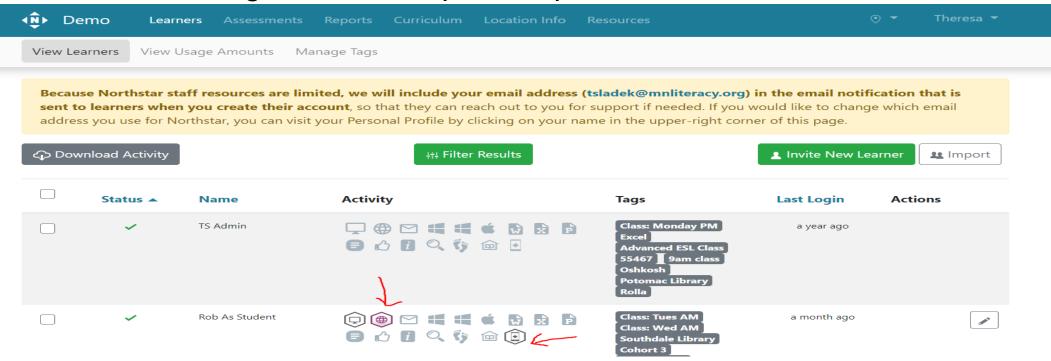


- Learner Tab
  - Quick look at assessments passed
  - Overall look at assessment scores and online learning completed
  - Individual Score Cards
  - Time on Task
- Assessments Tab
  - Detailed look of assessments passed
  - Individual Score Cards
- Reports Tab
  - Summary Reports
  - Detailed Reports

## Learner Tab Quick Look



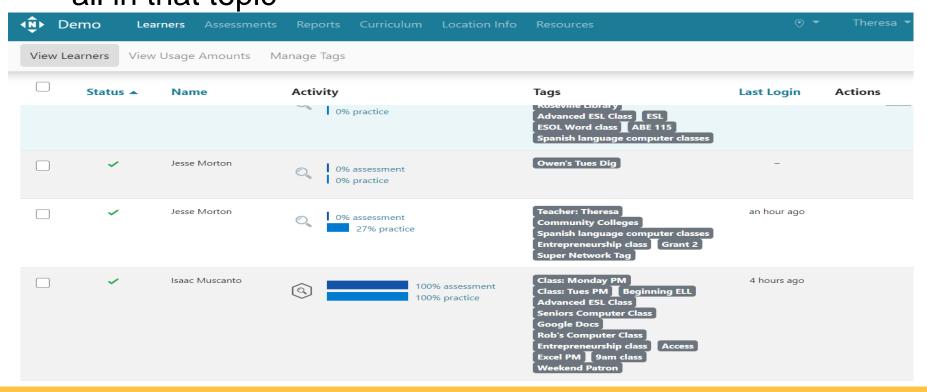
- Black and White hexagons indicate passed unproctored assessments
- Colored hexagons indicate passed proctored assessments



# Learner Tab Topic Overview



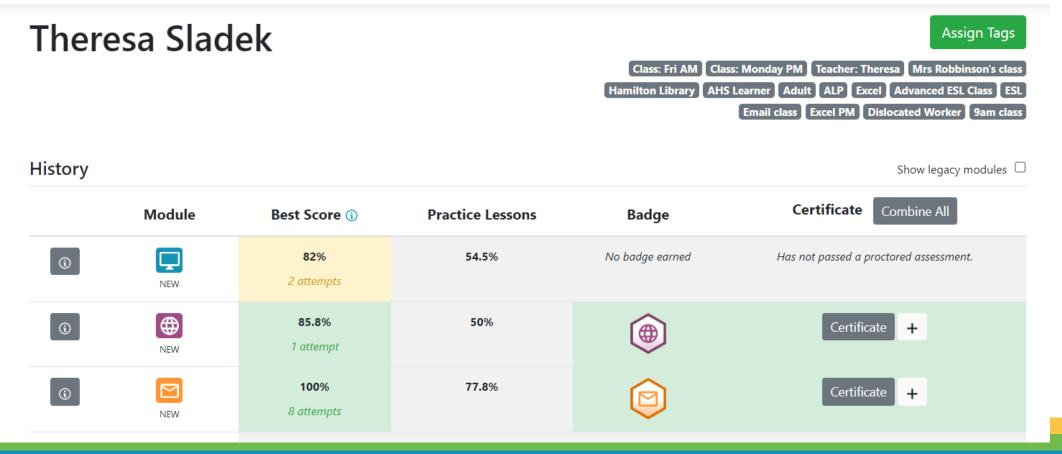
 Click on an assessment icon next to anyone's name to see progress for all in that topic



## Learner Tab Individual Scorecard



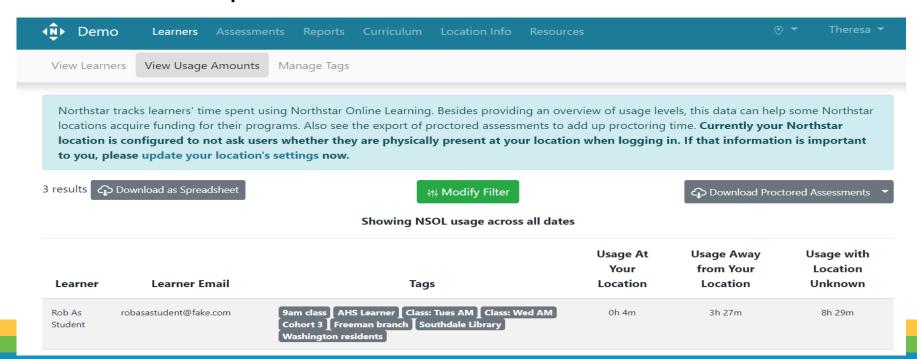
Click on Learner name to find these, and on the "i" for more info



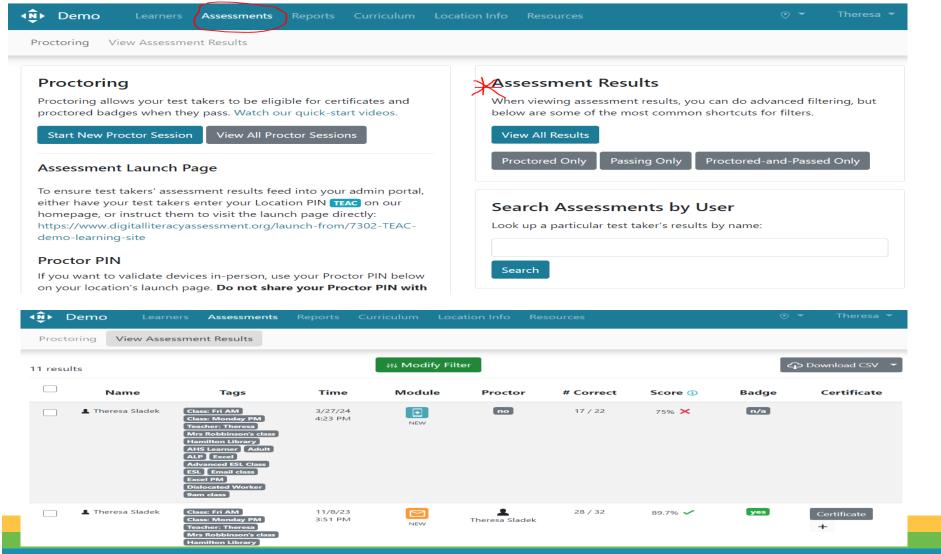
## Learner Tab Time on Task



- View time spent on Self directed online learning at your location and away from your location
- Downloadable spreadsheet



## **Assessment Tab**

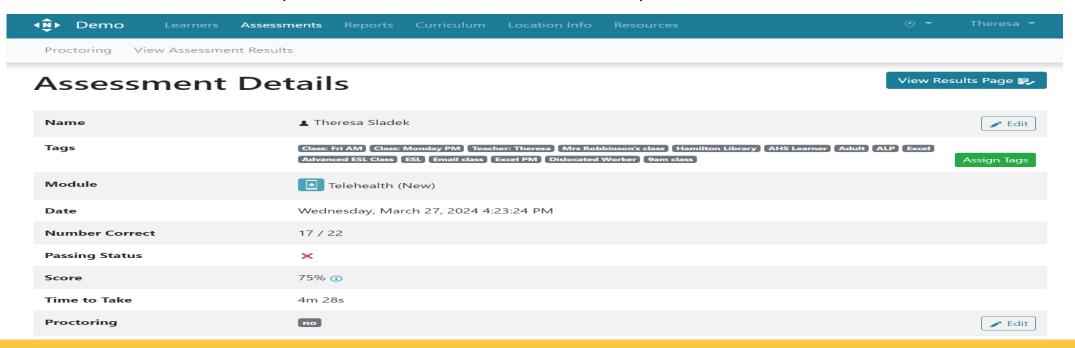




## Assessment Individual Scorecard

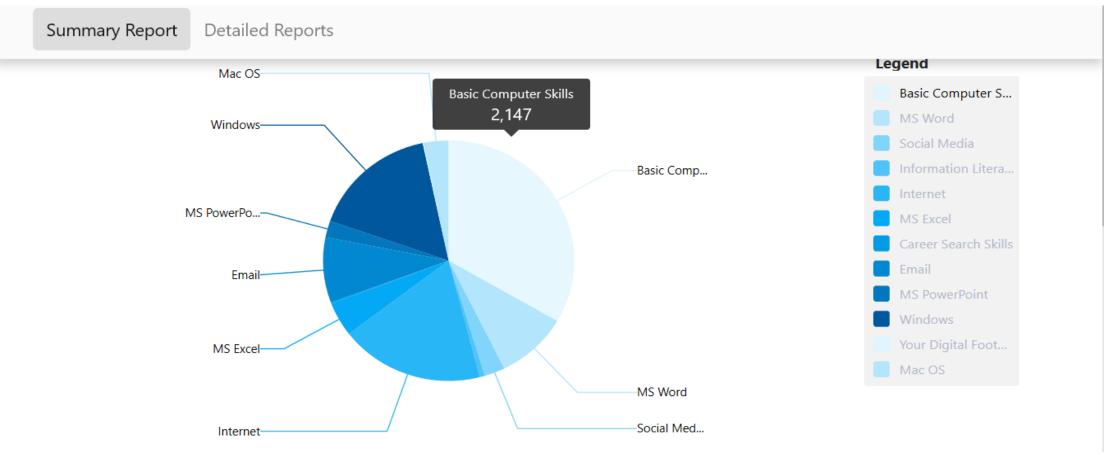


- You can invalidate an assessment you don't want to show up in your reports
- You can delete an assessment
  - Both of these options are found lower down on the report

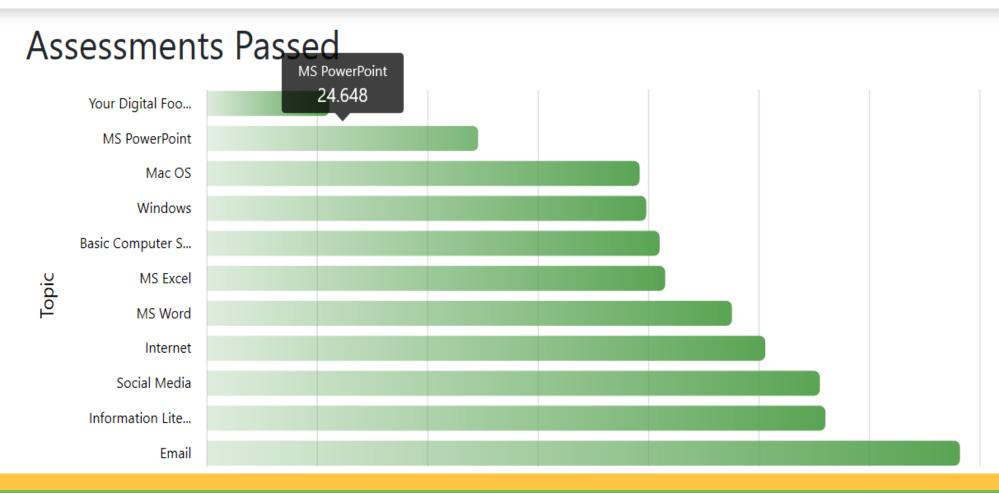


# Report Tab: Summary Report Assessments Taken





# Report Tab: Summary Report Percentage Assessments Passed NORTHSTAR



# Report Tab: Detailed Report Module



Summary Report

**Detailed Reports** 

## Basic Computer Skills (Legacy)

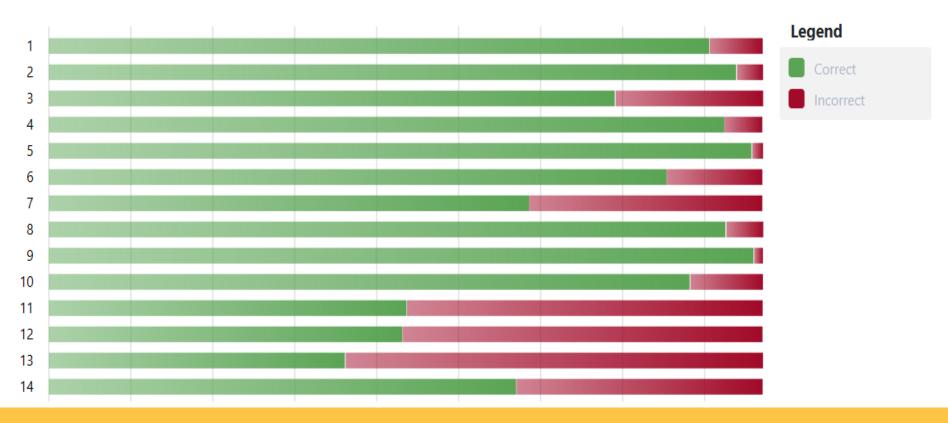
म्न् Filter Results

Total # of Assessments	1740
Total # of Passing Assessments	722 (41.5%)
Average Score Percentage	80%
Average Duration	15m 5s

# Report Tab: Detailed Report Module Question

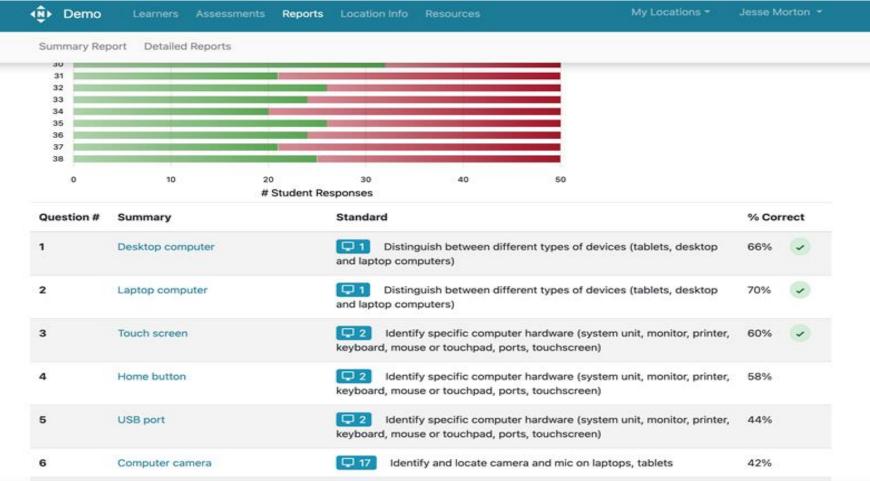


**Question Performance** 



# Detailed Report Question ID









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Northstar Digital Literacy Website

https://www.digitalliteracyassessment.org/