## IlluminateDnA: Reflections on the First Year of Implementation

**Illuminate User Conference**  
**June 2012**

### District Implementation Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January 2011</strong></td>
<td>• Began working with Aeries upload tool for data migration</td>
</tr>
<tr>
<td></td>
<td>• Began planning for Professional Development</td>
</tr>
<tr>
<td></td>
<td>• Began planning for District Advisory Group</td>
</tr>
<tr>
<td><strong>February/March 2011</strong></td>
<td>• Continued working with Aeries upload tool</td>
</tr>
<tr>
<td></td>
<td>• Began working on data validation</td>
</tr>
<tr>
<td></td>
<td>• Began training (Advisory Group)</td>
</tr>
<tr>
<td></td>
<td>• Advisory Group Meeting</td>
</tr>
<tr>
<td></td>
<td>• Account set-ups</td>
</tr>
<tr>
<td></td>
<td>• Local assessment set-ups</td>
</tr>
<tr>
<td></td>
<td>• Uploaded STAR, CELDT, CAHSEE assessment data (3 years)</td>
</tr>
<tr>
<td></td>
<td>• Began using “Bug List”</td>
</tr>
<tr>
<td><strong>April 2011</strong></td>
<td>• Training (Advisory Group, Lead Teachers, Administrators)</td>
</tr>
<tr>
<td></td>
<td>• Advisory Group Meeting</td>
</tr>
<tr>
<td></td>
<td>• Migrated local assessment data for 2010-11 and two previous years</td>
</tr>
<tr>
<td></td>
<td>• Uploaded new CAHSEE and CELDT data (for 2010-11)</td>
</tr>
<tr>
<td></td>
<td>• Started working on DD to Illuminate Transition Guide</td>
</tr>
<tr>
<td><strong>May 2011</strong></td>
<td>• Replicated DataDirector shared reports in IlluminateEd</td>
</tr>
<tr>
<td></td>
<td>• Created specialized reports</td>
</tr>
<tr>
<td></td>
<td>• Data discrepancy investigation and remedy</td>
</tr>
<tr>
<td></td>
<td>• Advisory Group Meeting</td>
</tr>
<tr>
<td></td>
<td>• Created documents to help teachers move their assessment data</td>
</tr>
<tr>
<td></td>
<td>• Continued working on DD to Illuminate Transition Guide</td>
</tr>
<tr>
<td><strong>June 2011</strong></td>
<td>• User Conference (Training opportunity)</td>
</tr>
<tr>
<td></td>
<td>• Advanced Training (Advisory Group, Lead Teachers, Administrators)</td>
</tr>
<tr>
<td></td>
<td>• Summer Institute Training (Interested Teachers)</td>
</tr>
<tr>
<td></td>
<td>• Data discrepancy investigation and remedy</td>
</tr>
<tr>
<td></td>
<td>• Create specialized reports</td>
</tr>
<tr>
<td></td>
<td>• Replicating shared reports</td>
</tr>
<tr>
<td></td>
<td>• Running prebuilt reports and cross-checking data</td>
</tr>
<tr>
<td><strong>July 2011</strong></td>
<td>• Data validations</td>
</tr>
<tr>
<td></td>
<td>• Finish reports</td>
</tr>
<tr>
<td></td>
<td>• Programs feature</td>
</tr>
<tr>
<td></td>
<td>• Shut down DataDirector</td>
</tr>
<tr>
<td><strong>August 2011</strong></td>
<td>• Troubleshoot New Teacher Staff ID Issues</td>
</tr>
<tr>
<td></td>
<td>• Account Management (Teacher transfers, on leave, retirements)</td>
</tr>
<tr>
<td></td>
<td>• Train all teachers in District (over 3 days, 23 training sessions)</td>
</tr>
<tr>
<td></td>
<td>• Review results from teacher evaluations of trainings</td>
</tr>
<tr>
<td></td>
<td>• Deploy new web browser for Illuminate/GradeCam</td>
</tr>
<tr>
<td></td>
<td>• Upload STAR results</td>
</tr>
<tr>
<td>Month</td>
<td>Tasks</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| September 2011| • Second week of school – roster teachers in IlluminateDnA  
• Troubleshoot Staff ID Issues  
• Data validations  
• Begin setting up District benchmark assessments for 2011-12 SY  
• Create a universal Directions for Administration document for District benchmarks  
• Uploaded new CAHSEE and CELDT data (for 2011-12)  
• Information sent to schools on how to pull their CMA eligibility lists from pre-built reports |
| October 2011  | • First round of District benchmark assessments using GradeCam (middle and high schools)  
• Troubleshoot scanning issues  
• Validate data |
| November 2011 | • First round of District benchmark assessments using GradeCam (elementary schools)  
• Tustin Local Writing Assessment (middle schools – results entered in Illuminate by teachers)  
• Troubleshoot scanning issues  
• Validate data  
• Begin creating student groups |
| December 2011 | • Continue troubleshooting scanning issues  
• Validate data  
• Create student groups |
| January 2012  | • District benchmark assessments using GradeCam  
• Troubleshoot scanning issues  
• Validate data  
• Uploaded new CAHSEE and CELDT data (for 2011-12) |
| February 2012 | • District benchmark assessments using GradeCam  
• Troubleshoot scanning issues  
• Validate data  
• Uploaded new CAHSEE and CELDT data (for 2011-12) |
| March 2012    | • District benchmark assessments using GradeCam  
• Troubleshoot scanning issues  
• Validate data  
• Uploaded new CAHSEE and CELDT data (for 2011-12) |
| April 2012    | • District benchmark assessments using GradeCam  
• Troubleshoot scanning issues  
• Validate data  
• Advanced training for Principals and Assistant Principals  
• Uploaded new CAHSEE and CELDT data (for 2011-12)  
• Pulled Golden State Seal Merit Diploma data for submission to CDE |
| May 2012      | • Tustin Local Writing Assessment (elementary schools – rubric (one score) results entered manually in Illuminate by teachers)  
• Middle School Math Placement Assessments (grade 5) |
<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| June 2012  | • End-of-course Algebra I Placement Tests  
• Begin preparing benchmark assessments for 12-13  
• Work on Crystal reports  
• User data analysis  
• Illuminate User Conference (Training Opportunity)  
• Summer Institute Training |

### Differentiated Training Process

<table>
<thead>
<tr>
<th>Month</th>
<th>Group</th>
<th>Trainer/Led By</th>
<th>Content</th>
</tr>
</thead>
</table>
| Jan/Feb 2011 | Assessment & Evaluation Staff                                                                | IlluminateEd Staff               | Bootcamp 1 (Basics)  
Creating Assessments  
Data Upload/Migrating |
| February 2011 | District Advisory Group                                                                     | District Staff (Director, A & E) | Introductory Meeting                                                   |
| End of February | District Advisory Group                                                                  | IlluminateEd Staff               | Bootcamp 1 (Basics)                                                   |
| March 2011 | District Advisory Group                                                                     | IlluminateEd Staff               | Bootcamp 1 Follow-up                                                  |
| March 2011 | Expert Teachers (1-2 per school site)  
Site administrators  
School Counselors  
District Support Staff | IlluminateEd Staff | Bootcamp 1 |
| April 2011 | Expert Teachers (1-2 per school site)  
Site administrators  
School Counselors  
District Support Staff | IlluminateEd Staff | Bootcamp 1 Follow-up |
| April 2011 | Advisory Group                                                                              | District Staff | Meeting |
| May 2011  | Advisory Group                                                                              | District Staff | Meeting |
| June 2011 | All Staff                                                                                  | IlluminateEd Staff Other Presenters | Illuminate User Conference |
| June 2011 | District Teachers (Volunteers)  
Expert Teachers, District Advisory Group | District Teachers, District Advisory Group | Summer Institute  
Creating assessments  
Moving assessments  
Transferring assessment data |
| August 2011 | District Teachers (all)                                                                    | IlluminateEd Staff               | Bootcamp 1 (Basics)  
Webcam Introduction |
| Aug/Sept 2011 | District Teachers (all)                                                                   | Site Expert Teachers             | Webcam Introduction Reports |
| April 2012 | Principals and APs                                                                          | IlluminateEd Staff               | Advanced Reports  
Advanced Assessments |
| June 2012 | Teachers                                                                                  | District Teachers               | Creating Assessments  
Scanning Reports |
| June 2012 | All Staff                                                                                  | IlluminateEd Staff Other Presenters | Illuminate User Conference |
District Support Roles

Assessment and Evaluation Staff
- Data management
- Creating/sharing District benchmark exams
- Facilitating Training
- Communicating issues with District Advisory Group
- Creating DataDirector to Illuminate Transition Guide

District Advisory Group
- Advise on implementation process.
- Identify training, reporting, and integration (such as integrating student response system data into IlluminateDnA) needs.
- Serve as District trainers for Summer Institute training.
- Three meetings during the 6-month transition process.
- Will continue meeting during the 2011-12 SY.

Expert Teachers
- Responsible for training teachers at their sites on GradeCam.
- Assist with GradeCam plug-in download and setting up web cameras.
- Serve as front-line support for teachers at their sites.

Discussion Questions

1. What makes an implementation successful?
   - Thoughtful planning.
   - Listening to the needs of end users.
   - Using a District Advisory Group to go through training first and offer suggestions to ensure meaningful training.
   - Making time for data migration and troubleshooting.
   - Having "clean" data in the SIS (from which you are uploading student and teacher data).
   - Planning for training and support for end users.
   - Testing web camera solutions.
   - Having a visible plan.

2. How do you best get District administration in support of the implementation?
   - Showed the usefulness of the system in comparison to what we were using.
   - Wrote a grant that funded the 6-month implementation crossover and following year of service, including training.
   - Demonstrated the ease of scanning, and the potential of more teachers using the system for instructional planning.
   - Cost savings of using web cameras versus District high-speed scanners and site-based paper scanners.
   - Brought the School Board along by including information in the Board Weekly and in presenting the new management system and our transition plan in a Board Study Session.
3. **What do principals need from you in order to successfully implement at the school site?**
   - Well-trained expert teachers who can support teachers at their sites.
   - Their own training. In our case, all principals had two 3.5-hour training sessions prior to the rollover to IlluminateDnA.
   - Accurate and timely data management (District-level).
   - Someone to answer their questions when they call for help.
   - Affordable web camera options
   - Assistance with report writing.
   - Reminder to purchase web cameras for the rollout.
   - Resources and internal help documents for teachers and administrators posted on the District intranet.
   - Monthly updates on implementation process and training at principal meetings.

4. **What is the technology department's role in a rollout?**
   - In our case, we needed them to open the IlluminateDnA portal to our users.
   - Installing a compatible web browser on all workstations.
   - Troubleshooting scanning issues associated with hardware, firewall, pop-up blockers, etc.

5. **How did you develop your training plan?**
   - It was an iterative process.
   - Asked stakeholders what they needed, and incorporated their suggestions.
   - We felt it was key to have Expert Teachers at each school site for front-line support.
   - Started with the District Advisory Group who gave us input on the training. We used their feedback to adjust our training plan.
   - At first we thought our Expert Teachers would be able to provide Bootcamp 1 training to teachers at their sites. However, we found they were not comfortable taking responsibility for that level of training, as they were just learning how to use IlluminateDnA. So, we shifted our training focus to having Expert Teachers train and support teachers at their sites in the use of GradeCam.

6. **What resources do you require to set up a successful training?**
   - 36-station wireless computer lab with LCD projector and SMARTBoard.
   - Chart paper and easel to capture concerns and suggestions. This was very helpful in diffusing concerns and keeping the training moving on schedule.
   - We had 29 sites signing up for training, so we used a GoogleDocs spreadsheet to have people sign-up. This lessened the number of individual emails we would receive if we had asked people to sign up by sending us an email. (We couldn't use PD Express because it wouldn't accommodate and account for administrators who signed up for training.)
   - Training documents printed and available.
   - The usual sign-in sheets, refreshments, etc.

7. **What support do teachers need to be successful?**
   - On-site support with web camera set-up, GradeCam plug-in download, and scanning.
   - On-site support with creating assessments and printing scansheets.
   - Support with transferring assessments from current system into IlluminateDnA.
   - Support with transferring data from student response systems.
• Transition guide (District-created with the support of IlluminateEd) and internal help documents posted on our intranet site.

8. **How do you manage and implement GradeCam?**
   • For 2011-12 SY implementation, we placed site orders for cameras in April (before Purchasing cut-off).
   • We told schools what cameras to purchase, and we worked with a vendor to create a web camera scan kit.
   • We worked with our Technology Department to push-out the GradeCam plug-in to staff workstations.
   • All teachers were trained how to use GradeCam by Expert Teachers at their sites (August/September 2011).

9. **What pitfalls should everyone avoid?**
   • Don't forget to plan and budget for training. If staff aren't trained, they won't use the system or they will use the system and get frustrated when they have issues with scanning.
   • Make sure you have a competent data staff to ensure the data in the system is properly aligned and managed, and technical support is available to staff who ask for help.
   • Give yourself enough time to "do it right."
   • Avoid having to make a lot of corrections after you've gone live. Making big mistakes will harm the credibility of your department and the system.

10. **What would you do differently if you could start again?**
    • Given our staffing and time resources, I'm not sure we could have done anything differently.
    • Perhaps we could have ordered web cameras before the first Expert Teacher training so teachers would have them to take back to their school sites to practice. However, at the time we didn't have an affordable web camera solution, so we took some time to investigate cameras.