



Online Management System Administrator Getting Started Guide

Dear DRA2 Administrator,

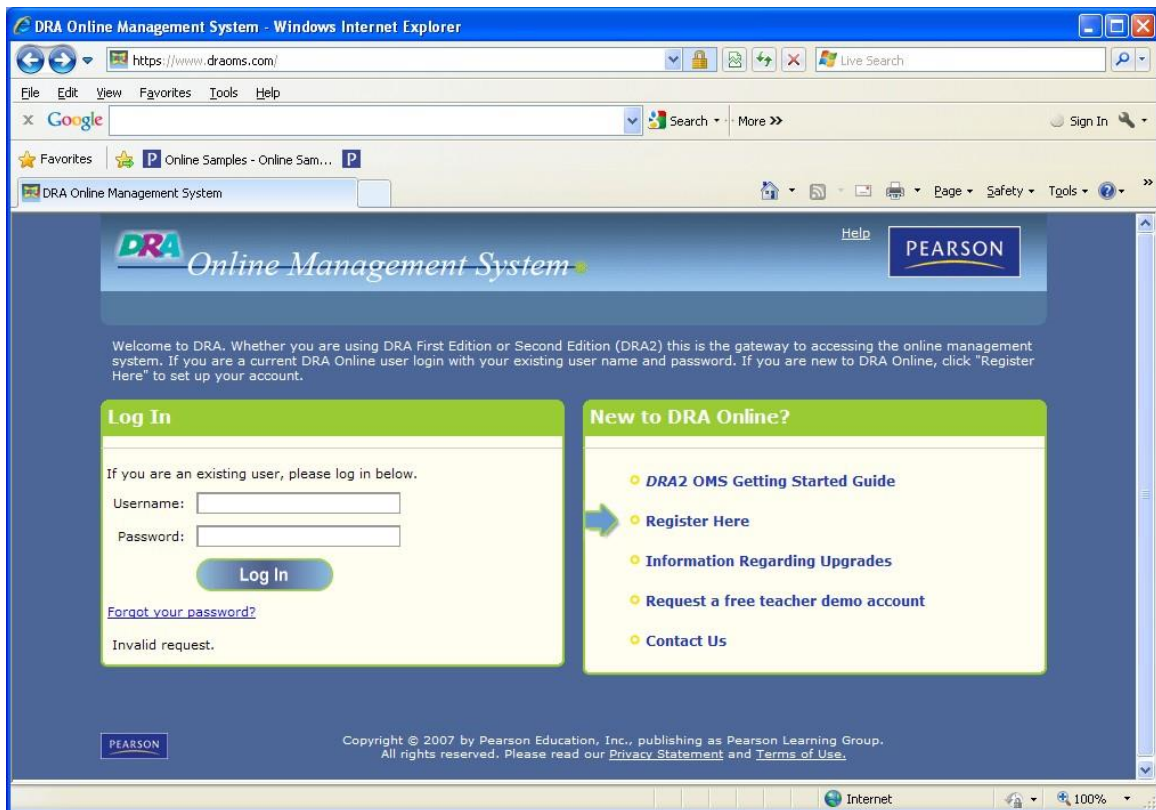
Welcome to the DRA2 Online Management System. Getting started is really easy!

If you are NEW to the DRA2 Online Management System (OMS), you first need to register your account for access.

- Even If your school or district mailed or faxed in your Purchase Order for DRA OMS, you must follow the steps outlined below to register your school or district.
- Only a district or school administrator can register a new account, **not** a teacher.

To Register your account - Log in to DRA2 OMS

To initiate your DRA2 OMS service, you must register as an administrator for your district or school at the DRA2 OMS home page at <https://www.draoms.com>



The “Log In” section on the left is for users who are already registered.

The “New to DRA Online?” section on the right is for users who have not yet registered.

Click the blue arrow pointing to the **Register Here** link on the right side of the page to begin your registration process.

Registration Steps 1–4

1. Select your account type**It is important to select the appropriate Account Type. Select **District Administrator** if you are implementing OMS across all schools in your district. Select **School Administrator** if you are only implementing OMS for your school
2. Accept the terms of use
3. Locate your school
4. Enter your information

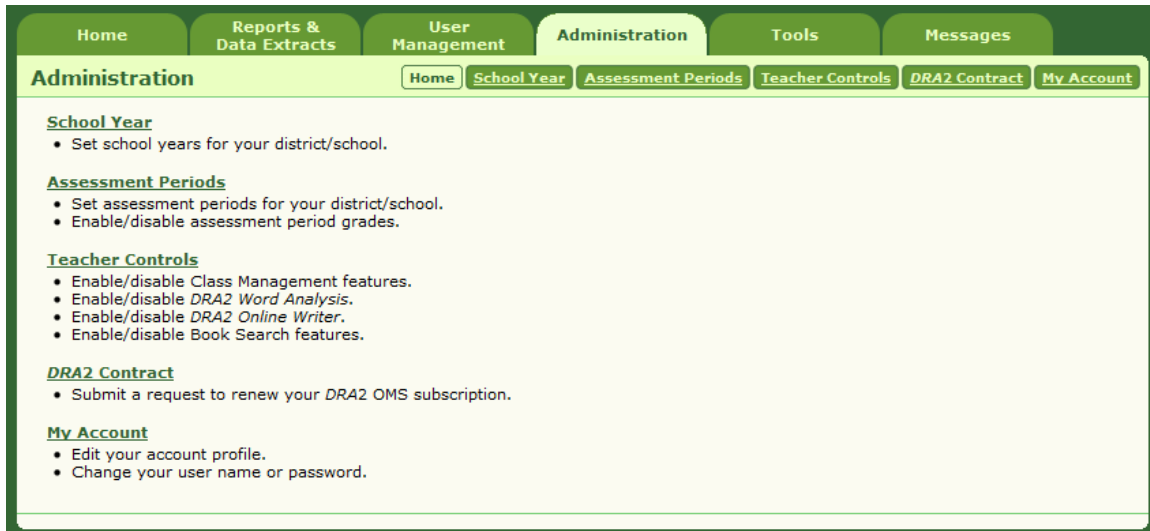
After you have submitted your information, a confirmation screen will appear.

The information you submitted will be reviewed by Pearson's Customer Service Specialist for DRA2 OMS. You will receive a 2nd email when your account is approved. Please allow up to 24-48 hours for your request to be processed. Please do not delete this email since it will contain your user name and password you created during the registration process.

You Are Now Registered!

Before teachers can use the system, there are three more steps to complete. You will use your Username and Password to actually login at <https://www.draoms.com>.

This will take you to the Administrator Home Page.



1. Click on the **Administration** Tab to:

- Set your school year
- Set your assessment periods
- Set your teacher controls

Refer to page 3 of the **DRA2 Online Administrator's Start –Up Guide located under the **Tools** tab for detailed instructions to complete this step

2. Register Teachers and Students

Whether you are implementing DRA2 OMS at a school or district level, you will need to upload the list of teachers who will be using DRA2OMS.

Teachers will not have access until they are registered with the district or school account. Once teachers have been registered, they will receive an email notification supplying them with a Temporary User Name and Password. It is very important that teachers do not delete this email notification!

Refer to page 6 of the **DRA2 Online Administrator's Start – Up Guide located under the **Tools** tab for detailed instructions to complete this step.

3. Upload Class Lists

This enables teachers to see students registered to their class.

** Refer to page 7 of the **DRA2 Online Administrator's Start – Up Guide** located under the **Tools** tab for detailed instructions to complete this step.

If you need to contact our support team, go to the Contact Us page of Community Connection, https://pearsonnacomunity.force.com/coco/s/Contact_Us



Online Management System Implementation Checklist

REGISTRATION

Identify and register the district-level *DRA2 Online* manager (only 1 per district).

Register at <https://www.draoms.com>.

- Have your P.O. # available at time of registration.
- Receive your registration confirmation by email.

Identify and register each school's school-level *DRA2 Online* manager.

- District-level *DRA2 Online* manager registers his/herself; school-level *DRA2 Online* managers are registered by the district.

Identify and register teachers.

- School-level* *DRA2 Online* managers create a list of identified teachers (or a list extract from the district's employee database can be used). Fields should include: title (optional), first name, last name, email address, and employee ID (if the upload is being done at a district level, the file must also include the school name).
- The list or extract should be saved as a tab- or comma-delimited file.
- Notify teachers that they will be receiving an email from Pearson with their username and password information along with a link to the *DRA2 Online Management System*.

UPLOADING CLASS LISTS

- The district-level *DRA2 Online* manager obtains verified class lists from the schools or uses an extract from the district's student database. The school-level manager can perform this function for each school. Fields should include: first name, middle name (optional), last name, birth date, student ID, grade level, teacher first name, and teacher last name. If the student upload is being done at the district level, the file must also include school name and any demographic fields** (optional). Note: Teacher names must match teachers that are already registered in the *DRA2 OMS*.
- The list or extract should be saved as a tab- or comma-delimited file.

Important:

- If student rosters are being uploaded at the district or school-level, the district or school-level *DRA2 Online* manager should communicate to all teachers that they must wait for the district or school to upload student rosters before teachers can proceed to enter assessment data.

IMPLEMENTATION AND TRAINING

District-level *DRA2 Online* manager:

- Determine timeline for implementation of project and training needs.
- Determine school year and assessment periods for district. Set these parameters in the *DRA2 Online* program, as needed.
- Determine *DRA2* data entry timeline for teachers and communicate it. (It is recommended that it takes place within one to two weeks after the assessment period ends.)
- Schedule training for self, school-level *DRA2 Online* managers, and classroom teachers with Pearson Learning Group staff.

OTHER ROLES AND RESPONSIBILITIES:

School-level *DRA2 Online* managers:

If not a district-level implementation (i.e., purchased by school, not district) also see responsibilities above. You will need to self-register online at <https://www.draoms.com>.

- Verify that all teachers and students are registered correctly and that teachers understand the process of using *DRA2 OMS* in their classroom.

Classroom teachers:

- Access your account using the login information provided in your confirmation email. If you don't have your login credentials, contact your district or school *DRA2 Online* manager.
- Verify that all students are correctly registered.
- Enter all assessment data based on student *DRA2* reading conferences.

Technical staff:

- Verify that all computers in participating schools/classrooms have Internet access using a Java-based browser such as Internet Explorer® 6.0+***.
- Assist with data extracts and uploads as needed, and establish procedures for reporting hardware/Internet problems.

*This can also be done centrally at the district level.

****Gender:** Male, Female, Unknown **Grade:** K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 **Special Needs:** IEP Yes, IEP No, N/A **Socioeconomic Status:** N/A, Free Lunch, Reduced Price Lunch **Migrant Status:** Non-migrant, Migrant, Unknown **Ethnicity:** Native American, Hispanic, Caucasian, Other, African American, Asian **Language:** English, English as a Second Language, N/A **Other custom fields** a district creates

***or Firefox® 2.0+ and Safari® 2.0+ (Macintosh®)