

edConnectNJ IIS Cohort 5
LEA Statement of Commitment and Services (SCS)
 To ensure successful implementation of edConnectNJ in your district

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For further information about edConnectNJ, please see <http://www.state.nj.us/education/techno/iis/>
 Questions regarding this SCS should be directed to edConnectNJ@doe.state.nj.us

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edConnectNJ Cohort 5 LEA Statement of Commitment and Services

edConnectNJ is an Instructional Improvement System (IIS) – an online platform designed to help educators (teachers, school and central office administration) become more efficient and strategic in their daily practice. This product will be provided no-cost by the New Jersey Department of Education (NJDOE) to Local Education Agencies (LEAs) thru June 30, 2016. LEAs who sign this agreement by April 1, 2016 will be eligible for reduced pricing for the July 1, 2016 – June 30, 2017 school year, should they choose to continue after the no-cost period. Districts who sign this agreement after April 1, 2016 for implementation in 17-18 are eligible for the per student/per year price of \$3.83. More details about the specific pricing are shared in the timeline below.

Successful implementation of edConnectNJ will require that both the NJDOE and participating districts understand and keep commitments as outlined in this Statement of Commitment and Services (SCS). edConnectNJ is built upon the Pearson Schoolnet IIS, provided in contract with NCS Pearson, Inc. (#85435)

This letter indicates an understanding of the terms, expectations, and commitments outlined in this SCS. Please send the signed Intent to Implement (Appendix A) directly to the edConnectNJ product team at edConnectNJ@doe.state.nj.us.

By signing a Letter of Intent to implement and thereby committing to implement edConnectNJ, the LEA agrees to the terms outlined in this SCS. Included within this SCS are the following obligations:

I. The NJDOE shall provide the following:

A. Access to the edConnectNJ IIS

This access will include the following Pearson Schoolnet modules:

- 1) Classrooms Module
- 2) Assessment Admin Module
- 3) District and Data Reporting Module

Two supporting documents included as appendices B and C to this SCS provide more information on what is included in the edConnectNJ IIS:

- Product Overview Page (Appendix B) includes an overview of key features by role for each of the three modules noted above.
- Product Specifications Document (Appendix C) shows detailed edConnectNJ features and functions.

Timeline:

Thru June 30, 2016: No cost to LEAs (Cohort 5), No risk period, LEAs do not have to commit to 16-17 SY in order to participate in the no-cost offering *some SIS vendors charge districts an engagement fee	
July 1, 2016 thru June 30, 2017: LEAs signed by April 1, 2016 can receive funding through IIS NGO #3* (if eligible) or subsidized State pricing of \$2.83/per student	July 1, 2016 thru June 30, 2017: LEAs signed post April 1, 2016, \$3.83/per student
17-'18 and beyond: District has the option to extend, exact per student pricing to be determined closer to date. DOE commits to not exceed \$4.00/per student	
<i>*IIS NGO #3 will be live on or around April 1, 2016. All RTT3 grant recipients are eligible to apply for funding if they are an active edConnect LEA or have signed an Intent to Implement by April 1, 2016. Reach out to edConnectNJ@doe.state.nj.us for more information.</i>	

B. Purchasing Method of Operation

This program is being offered no-cost thru June 30, 2016 to all LEAs until enrollment seats are full, no purchase process is needed. At the end of your no-cost year, should opt to continue, the NJ DOE will set you up with a Pearson Project Manager that will personally walk you through the purchasing process.

C. Access to core training:

The LEA in collaboration with their edConnect Field Manager will develop a PD Plan that outlines a core training plan specific to the districts goals.

Core training offerings may include:

- Educator focused workshops, topics dependent on district needs and may include Site Overview and Navigation, Curriculum Administration, Assessment Administration, or Instructional Materials
- edConnectNJ implementation support and NJRAC support in applicable districts
- Access to free on-demand training, including distance learning video modules

LEAs must participate in trainings to ensure that district personnel are prepared to implement edConnectNJ. The core training provided is expected to follow a “train the trainer” model, where LEAs will send a participant or small number of participants to initial trainings. These participants will then be expected to train LEA staff in a subsequent LEA-specific training. Based on this, LEA participants in the initial “train the trainer” trainings should be selected based on their ability to subsequently train all other LEA staff effectively.

D. Access to the following support for users:

- Each LEA is assigned a Field Support Manager who will act as your first line of contact from implementation to completion
- Help Desk support: The DOE edConnectNJ help line will be available to all edConnectNJ users from 8:00am-4:00pm through email at edconnectnj@doe.state.nj.us and by phone at 1-609-292-8369.
- Access to Pearson Training Management System: a free, community-focused customer support portal for all Pearson School Systems products, including edConnectNJ. This portal includes “Mastery in Minutes” – more than 150 on-demand interactive tutorials, distance learning and PDF guides. It is located: <https://schoolnet.tms.pearson.com/>
- Quick Reference Cards: 1-4 page reference cards to enable quick access to guidance on using each edConnectNJ module and its features and Turn-Key Training Materials are located: <https://sites.google.com/site/edconnectnj/home>

E. Access to the following resources (pre-loaded into edConnectNJ upon launch in your district):

- TestNav8 test tunnel for all assessment delivery (the PARCC testing tunnel)
- Assessment Item Bank (70,000+ items): ELA, Math, Sci and SS assessment items, aligned to CCSS and NJ CCCS
- Model Curriculum formative unit assessments for K-12 Math and ELA
- External data loading options (SAT, PSAT, AP, Literacy data, Math fluency, 3rd partner benchmarks, and more)
- NJSMART data, including longitudinal summative assessment data by student (PARCC, NJASK, HSPA scores, etc.)
- NJ Educator Resource Exchange (NJCore.org) resources

II. The LEA shall provide the following:

A. Signed Letter of Intent to Implement – (Appendix A)

This document serves as the signature page for this SCS, acknowledging all expectations and services provided and to be completed. The signed letter will include a completed designation of individuals within the LEA assigned to the following roles: Program Lead, Technology Lead, Professional Development Coordinator, Field Manager(s). See the Letter of Intent to Implement for descriptions of these roles.

B. Completed Scope of work (SOW)

The SOW is to be completed with your edConnect field manager and returned to the NJDOE edConnectNJ team. The SOW outlines the following in order to support LEAs in planning implementation:

- Performance Measures: Metrics primarily designed by the LEA to measure usage of edConnectNJ
- Action Plans: Outline strategies and timelines associated with LEA specific goals towards effective implementation of edConnectNJ

C. Adherence to the Data Integration Process Overview - (Appendix D)

This overview outlines expectations for how the LEA will share data files, including data specifications. As part of this SCS, the specified data files shall be shared according to the timeline and protocol outlined in the Data Integration Process Overview. Additionally, the LEA authorizes the NJDOE to release NJSMART data to edConnectNJ in order to populate the program with student data, as noted in section IE of this SCS.

D. Participation in Core Training

See section IC of this SCS for a description of this requirement.

III. The LEA shall have the opportunity to input the following configuration options into edConnectNJ:

All of the following LEA-specific materials may be uploaded into edConnectNJ **by the LEA** at any time through the user interface of the program unassisted by the NJDOE or Pearson:

- Lesson Plans
- District Curriculum/Curricula
- District/School PD Materials
- District Benchmark Assessments, as well as School-specific or Grade-level Assessments and items
- Approved District Resources
- District Announcements
- Teacher developed materials

Note: This is not an exhaustive list of available options. Please see the Product Specifications Document (Appendix C), referenced in section IA of this SCS, for a detailed list of functions available as part of the edConnectNJ IIS.

IV. The LEA shall have the opportunity to add additional services to edConnectNJ:

These additional services are grouped into offerings for the four categories below:

1. Professional Development: additional training sessions available regionally
2. Content Services: assistance with loading of curriculum and assessments
3. Data Services: assistance with setup and data loading
4. Add-ons: items banks and other resources available

***Please email edConnectNJ@doe.state.nj.us if you would like to discuss the purchase of any additional services.**

Appendix A: SCS Signature Page / Letter of Intent to Implement edConnectNJ

The New Jersey Department of Education (NJDOE) is developing an online platform in partnership with Pearson Schoolnet called edConnectNJ – NJ’s Instructional Improvement System (IIS). The online platform will provide:

- Accessible and customized district, school, and student-level data reports
- Assessment creation, distribution, and scoring
- Instructional and professional development resources aligned to CCSS and NJ CCCS
- Lesson plan module to store and devise daily instruction linked to assessment and data reporting

The NJDOE wants to make sure that each LEA’s implementation of edConnectNJ is successful and that the IIS is a sustainable solution that produces the results it has the potential to provide. As such, we want to clarify expectations of your LEA that will be required as part of your implementation of edConnectNJ. These expectations should be understood before signing this Letter of Intent to Implement. The edConnectNJ SCS (with appendices) outlines these expectations in detail. Before signing this Letter of Intent to Implement, please review the edConnectNJ SCS. A summary of key requirements that a participating LEA must commit to is included below:

1) Create a team who can dedicate time to lead and support the implementation of the IIS. The roles below are needed for full implementation. During initial implementation, we estimate that the team would need to dedicate 10 hours of time per week. We expect each participating LEA to designate individuals who will fill the roles noted below. Please indicate the name and e-mail address of the individual designated for each role in the line provided:

Team Member	Description	Name	E-mail address
Program Lead	This project is multi-faceted, requiring 3-4 people who have different skill sets. The Program Lead will integrate the work of the team and ensure that all are working together effectively.		
Technology Lead	Will lead the data transfer set up from your local school information system (SIS) to edConnectNJ. This person must be adept at your local SIS (including writing, running, and formatting reports) and must be prepared to troubleshoot any issues with data transfers.		
Professional Development Coordinator	Pearson and/or the NJDOE will provide LEA training around system use and train the trainer materials. It will be up to the district to turn key this training, develop a PD calendar and also provide further in depth training around use of the system in your classrooms. We will provide material to support this process.		
Field Manager(s)	Will ensure successful implementation of the IIS at the school level. The edConnectNJ team also encourages you to appoint one person per school to be an edConnectNJ ambassador who will provide feedback about how the system is working in each school and how you may improve implementation. This will also help the NJDOE support your efforts. For the purpose of this Letter of Intent, we ask that you designate one point person to lead field management for your LEA.		

2) Timeline (as referenced in IA) and Training – LEA team members will be required at different times to receive training from NJDOE and/or Pearson and to communicate with Pearson and the NJDOE depending on their role. Minimum expectations for training are outlined in the edConnectNJ SCS (sections IC).

3) Data Integration Commitment – The LEA shall follow the Data Integration Process (Appendix D) as indicated in section IIC of the edConnectNJ SCS. The LEA’s access to edConnectNJ will begin upon completion of this data integration process. Additionally, the LEA authorizes the NJDOE to release student data from NJSMART to the edConnectNJ IIS.

5) SCS – The LEA acknowledges understanding of, and agreement to all terms outlined in the edConnectNJ SCS.

LEAs agreeing to implement for the no-cost version of this cohort are not committed to continue participation in school-year 16-17. By June 30, 2016, LEAs will be asked to provide notice that they intend to continue or withdraw from the program.

If you can and will adhere to the above criteria and would like to become an edConnectNJ LEA and receive this platform, please complete and sign below (you may scan and send back to edConnectNJ@doe.state.nj.us):

I _____ as superintendent intend to implement the IIS in my district, _____.

Superintendent Signature: _____

Thank you. We look forward to working with you and your district on this amazing opportunity!



The New Jersey Department of Education (NJDOE) has developed an online platform in partnership with Pearson Schoolnet called edConnectNJ - NJ's Instructional Improvement System (IIS) which has been developed to support educators, building leaders, and district administrators in their daily practice.

edConnectNJ = One integrated platform to inform users to make more strategic and effective decisions about their practice (each role has access to their feature row plus those above them)

Classrooms Module

Assessment Admin Module

District and Data Reporting Module

Teacher

- **Create and store lesson plans** with the ability to link to standards and SLOs, or your district's curriculum
- **Develop lesson plans and attach resources** pulled from NJCore.org
- **Differentiate instruction** and develop learning plans based on student performance at the individual, group, and classroom level

- **Create assessments for your courses** using a standards -aligned item bank
- **Upload your own assessment** or access district benchmark assessments
- **Efficiently deploy assessments both online in the TestNav8 tunnel (PARCC testing tunnel) and use plain-paper** for your students

- **Identify trends and patterns** by analyzing multiple measures of student performance in one report
- **Immediately access a variety of assessment dashboards and reports** to inform instructional planning, improve decision making and to identify struggling students for intervention

School Leaders

- **View and comment on teacher lesson plans** aligned to content standards
- **Provide resource suggestions to teachers** aligned to standards based on performance and need

- **Centrally manage all aspects of the assessment process** including test and item creation, test scheduling, printing, pre-slugging, scanning and assessment data collection progress

- **Use highly visual and interactive data dashboards** to chart progress towards goals related to student performance, demographics, attendance, enrollment and discipline

District Leaders

- **Efficiently deploy a standards-aligned, district-wide curriculum**, scope and sequence through centralized creation, management and publishing tools

- **Create a set of district-defined standardized reporting metrics** and performance indicators to create consistency in reporting

- Use a variety of teacher and school comparison reports to **inform resource allocation, staffing and professional development needs**

Support –
 Visit our webpage: <http://www.state.nj.us/education/techno/iis/>
 Questions? Email us: edConnectNJ@doe.state.nj.us

Appendix C: Product Specifications Document

edConnect NJ Features & Functions by Role	STUDENT	TEACHER	ADMIN (school)	ADMIN (district)
Classroom and Benchmark Assessment (Assessment Admin Module in edConnect)	X	X	X	X
Take a classroom or benchmark assessment online (w/ computer, mobile device, netbook, clicker)	X			
Take a classroom or benchmark assessment with pencil and paper	X			
Design a custom classroom (or express test) assessment		X		
Schedule and deliver a classroom assessment (online and with paper and pencil)		X		
Score a classroom assessment (online and with paper and pencil)		X		
Create and print preslugged answer sheets		X	X	X
Track real-time performance on classroom assessment (as students take the assessment)		X		
Write and enter assessment items to use		X	X	X
Enter passages and associate multiple items with that passage		X	X	X
Access multiple item banks composed of multiple items types (short answers, constructed response, multiple choice)		X	X	X
Deliver targeted assessment to differentiated groups of students (student groups)		X		
Build and schedule a school benchmark assessment			X	
Score a school benchmark assessment		X	X	
Share assessment items at school, district and state level			X	X
Create scoring rubrics		X	X	X
Capture and score constructed response items submitted online or on paper through an online scoring system		X	X	X
Deliver assessments via a secure test tunnel (for computers only, not netbooks)		X	X	X
Track completion rates on assessments		X	X	X
Identify instructional materials based on individual student's assessment results		X	X	X
Instruction and Planning (Classrooms Module in edConnect)	X	X	X	X
Create, schedule and share instructional units or lesson plans		X	X	X
Find standards-aligned resources (e.g. Find lessons tagged to specific standard(s))	X	X	X	X
Create a favorites file of instructional resources		X		
Find internal and external standards-aligned C&I resources from multiple sources using one search	X	X	X	X
Group students for differentiated instruction		X		
Create student sets to monitor performance for certain groups of students			X	X
Create and schedule district-wide and school-wide curriculum, instructional units, lesson plans, activities and standards			X	X
Schedule and monitor standards taught		X	X	X
Export plans to PDFs		X	X	X
Monitor unit planning and lesson planning by teachers			X	X
Curate school-wide shared collection of units, lessons and resources			X	
Curate district-wide shared collection of units, lessons and resources				X
View instructional artifacts of teachers (lesson and unit plans, assessments, assessment results, rubrics, etc.)			X	X
Data Analysis and Reporting (School and District Data Module in edConnect)	X	X	X	X
Analyze the results of a classroom assessment including item and standards analysis		X	X	X
Quickly see and sort by score groups (100-90, 89-80, etc.)		X	X	X
Quickly identify students who are not mastering standards through standards mastery report		X	X	X
Analyze the results of a school and district benchmark assessment including item and standards analysis		X	X	X
Disaggregate benchmark and classroom assessment by subgroup or other key student information		X	X	X
Access to roles-based Key Performance Indicators (KPI's to start include attendance, assessment (summative), etc.)		X	X	X
Track and analyze standards mastery trends across multiple assessments		X	X	X
Track and analyze performance against times taught and assessed		X	X	X
Disaggregate Key Performance Indicators by subgroup		X	X	X
Access pre-formatted reports		X	X	X
Build custom reports		X	X	X
Save key reports to favorites file		X	X	X
Create a school or district report that all teachers use			X	X
Associate reports with key performance indicators for deeper analysis			X	X
Export data to PDF and Excel		X	X	X
Drill Up or down with interactive dashboards		X	X	X
Access via mobile devices	X	X	X	X
View a list of classes and get an aggregated view of activity from students and instructors	X	X	X	X
Student Module	X	X	X	X
Leave descriptive feedback for students	X	X		
Scheduling – manage and enter due dates for class assignments		X		
Scheduler view for students	X			
Assign work to a student		X		
Access via mobile devices	X	X	X	X
Communicate key events, updates, etc. to students and teachers		X	X	X
File and retrieve all soft-copy work	X			
File and retrieve all soft-copy student work		X		
Create group work spaces for class projects and study groups	X	X		
Upload a variety of file types into your course, including HTML, PDF, Word, audio, and videos	X	X	X	X

Background

Your district will be participating in the implementation of the edConnectNJ IIS. The IIS is a vendor system, Pearson Schoolnet, which will require data from your district School Information System (SIS) on a daily basis. This document is a brief overview of the process. Pearson will provide detailed process and data specs for reference. These specifics, including data specifications, will be provided prior to the beginning of data integration.

Note: while the IIS is a valuable system in improving instruction in your district, it can only be as useful as the data delivered from your SIS. The NJDOE and Pearson will provide any assistance needed but a commitment from the district data team is required to provide timely and quality data.

Data Specification

Data Specifications for this process will be provided to LEAs prior to the Data Integration Process beginning. Please review the data specifications closely when they are provided. They will contain data definitions for static data (one time up front) and dynamic data (updated daily). You can provide the static data once manually up front and will need to provide the dynamic data through a daily automatic scheduled process. A summary of the files that are required are in edConnectNJ District Data spreadsheet, which will be provided. This document provides an overview of the data integration process, but in all cases the authoritative document will be the Pearson data spec.

Data Creation

The IIS will use the process described in the Pearson document based on running Data Connect at the district. The district will have to setup Data Connect with the database connection to the district SIS database and provide the SQL queries to get the data sets needed. You will need to know the SIS database schema to obtain table and field names. The SIS vendor can provide this. The file extracts that result from running Data Connect will be transferred to the Pearson hosting for processing. Pearson will assist with setting up connectivity from Data Connect at the district to the Pearson host.

Note that using Data Connect may not be a solution in your district if the SIS vendors hosts the SIS, or other district specific reasons. The DOE and Pearson will work with the district to come up with an acceptable process.

Data Delivery

File delivery will be based on a SFTP/FTP. Data Connect will be setup to do the file transfers daily. They can be done manually while we are in the development process.

Data Validation

We ask the district to do a high level validation (all files/fields provided, correct format, etc.) on the files produced by the queries run from Data Connect. The DOE will do further validation on the data once it is transferred. The DOE will advise on any data issues and work with the district to resolve.

Timeline

The Data Integration Process will begin as stated. LEAs are expected to complete the data integration process with Pearson and the NJDOE. edConnectNJ access can only be granted upon successful completion of this data integration process.

Vendors

In most cases districts will engage with their SIS vendor in order to build and schedule these extracts. There may be a fee associated with this work.

The following vendors have already supplied this extract: Genesis, Infinite Campus, MMS, OnCourse, Powerschool, Realtime, Schoolbrains, Skyward, Student Data Base System (Apple), SunGuard, Focus