

FIRST Manual

PDE SAS

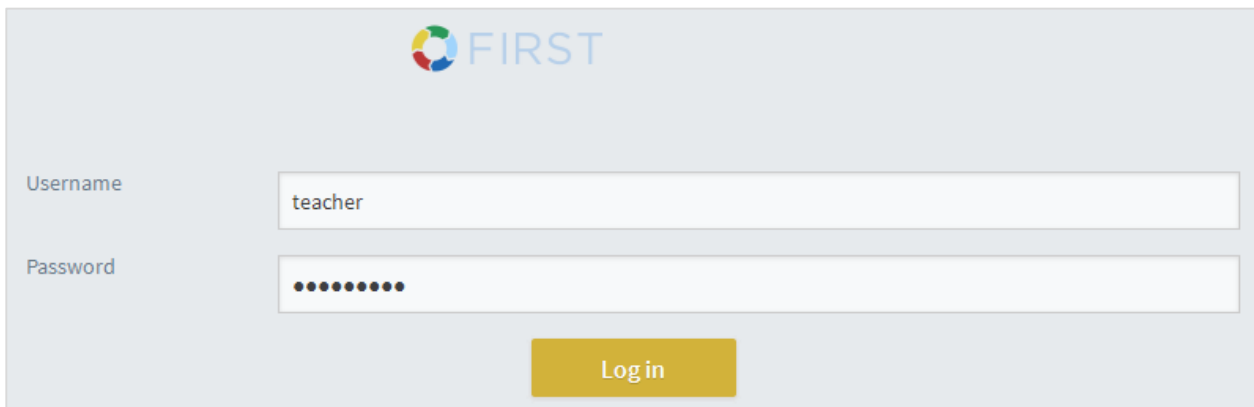


FIRST

FIRST (Fidelity Implementation Review and Support Tool)

Login

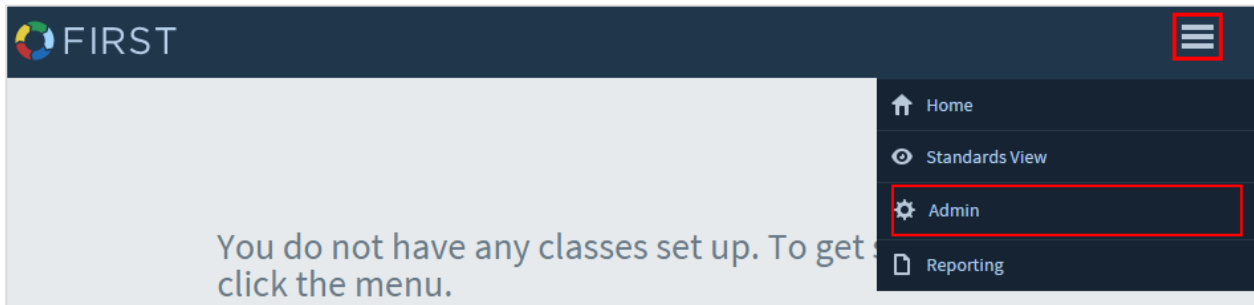
1. Contact the SAS Help Desk to create a FIRST account.
email: helpdesk@pdesas.org
Phone: 877-973-3727
2. Go to <http://first.pdesas.org> and login using your SAS login credentials.



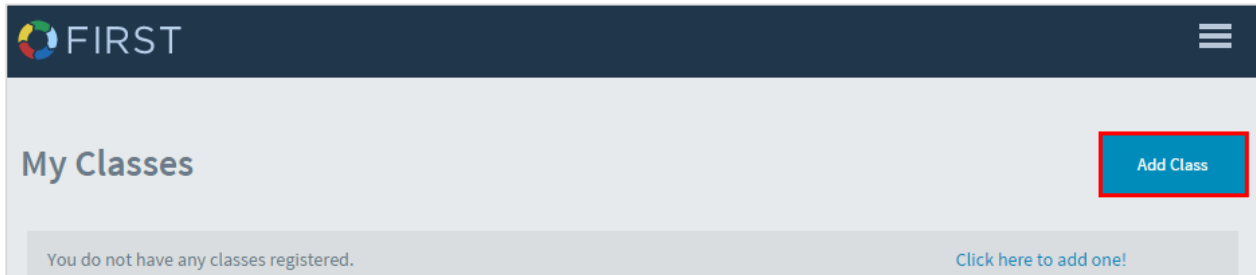
The screenshot shows the FIRST login interface. At the top center is the FIRST logo. Below it, there are two input fields: 'Username' with the text 'teacher' and 'Password' with masked characters. A yellow 'Login' button is positioned below the password field.

Create a Class

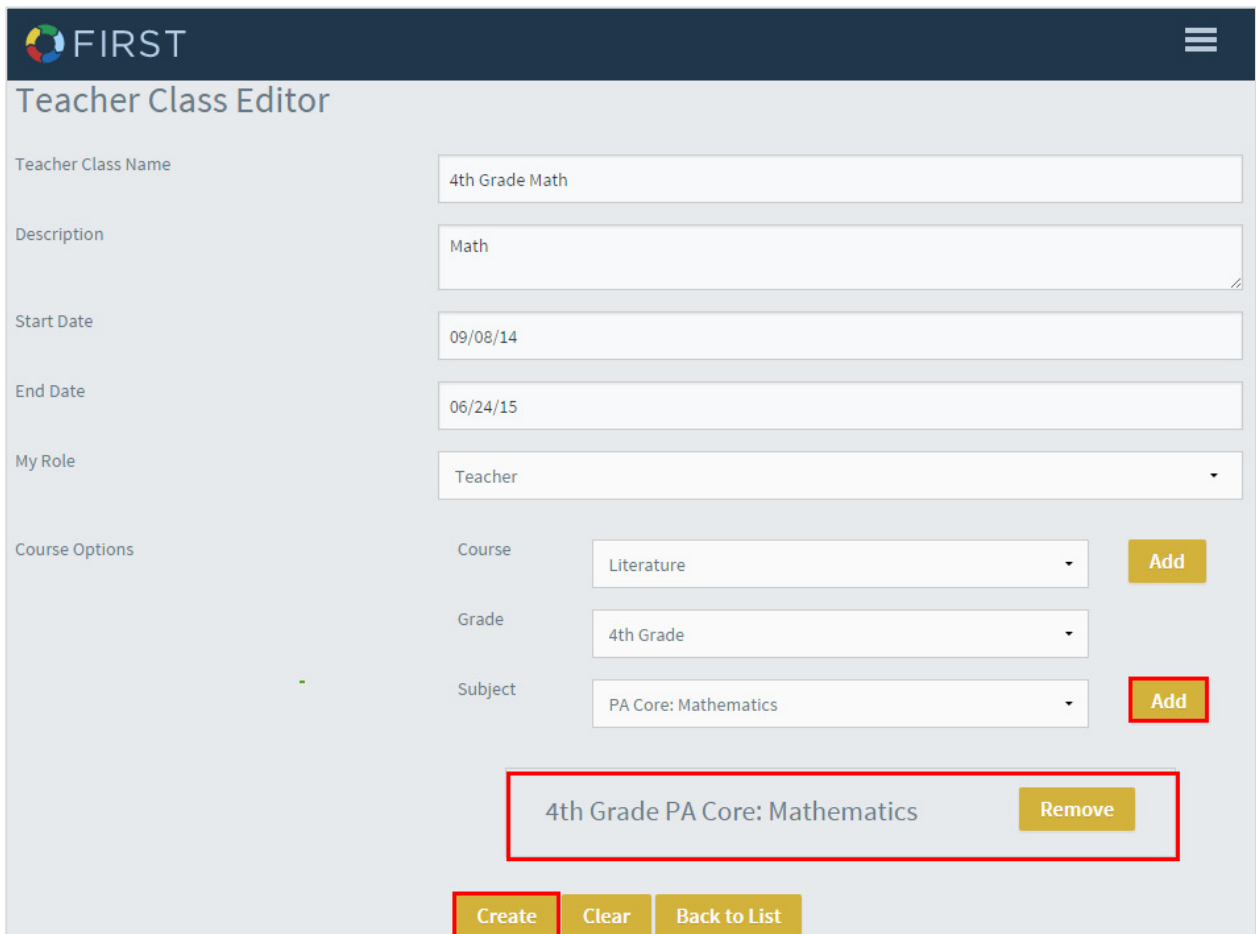
1. Your first time logging in, you will need to create your classes. Click on the **Menu** option (≡) in the right hand corner and select the **Admin** option.



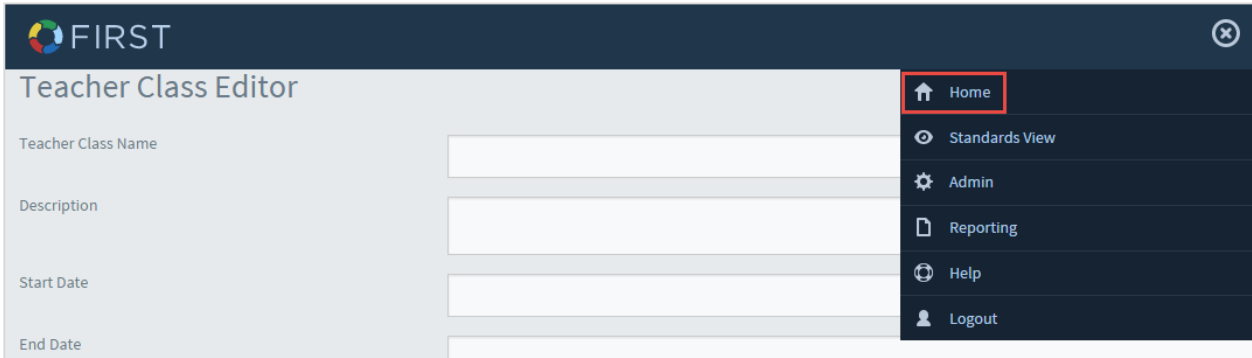
2. Click on the **Add Class** button to create your class.



3. Complete the class information fields. In the *Course Options* section, select either the course or grade/subject combination desired. Be sure to click the **Add** button next to the course or grade/subject selection. When you see your class listed, click the **Create** button to add this class to your FIRST profile.

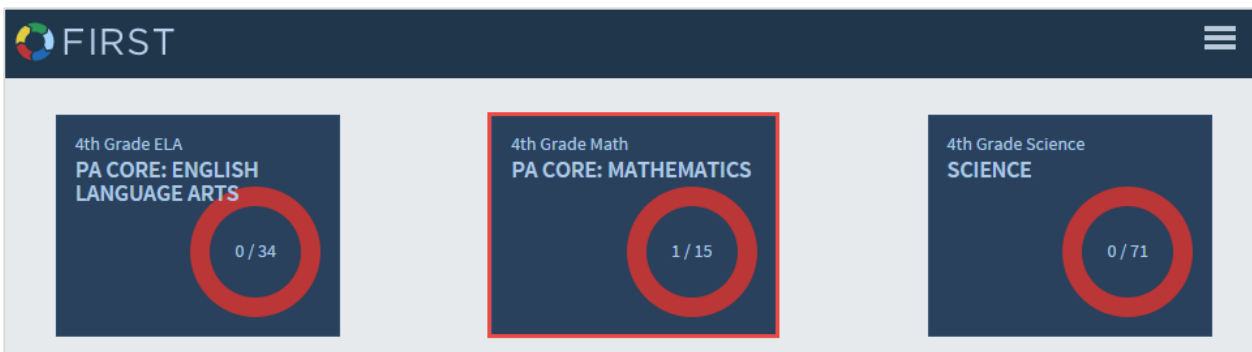


- Once the class has been created, the system will take you back to the Class Editor screen to allow you to create additional classes. After all classes have been created, click the **Home** option from the Menu located in the upper right hand corner.

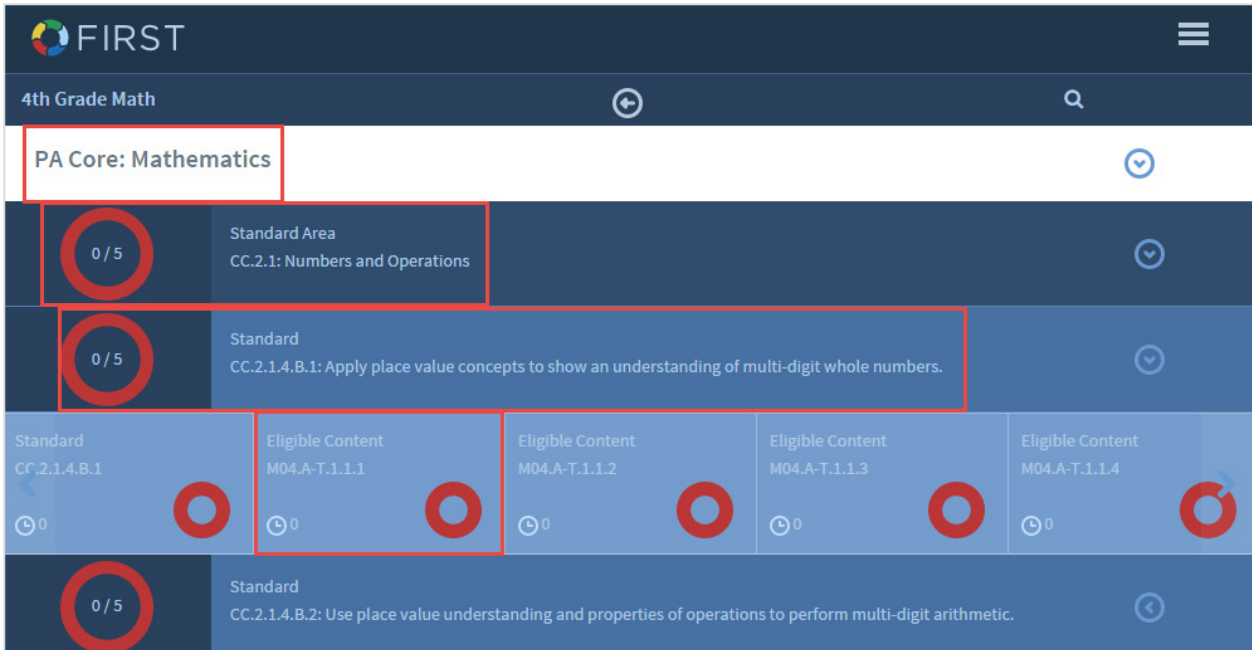


Recording Progress

- From the list of classes you created, click a class to begin documenting your progress.



2. Click on the various levels of **Standards** to drill down to the **Eligible Content** you wish to update:



The screenshot shows the FIRST interface for 4th Grade Math. The breadcrumb trail is "PA Core: Mathematics". The main content area lists standards with progress indicators (0/5) and expandable dropdown menus. The standards listed are:

- Standard Area: CC.2.1: Numbers and Operations
- Standard: CC.2.1.4.B.1: Apply place value concepts to show an understanding of multi-digit whole numbers.
- Standard: CC.2.1.4.B.1
- Eligible Content: M04.A-T.1.1.1
- Eligible Content: M04.A-T.1.1.2
- Eligible Content: M04.A-T.1.1.3
- Eligible Content: M04.A-T.1.1.4
- Standard: CC.2.1.4.B.2: Use place value understanding and properties of operations to perform multi-digit arithmetic.

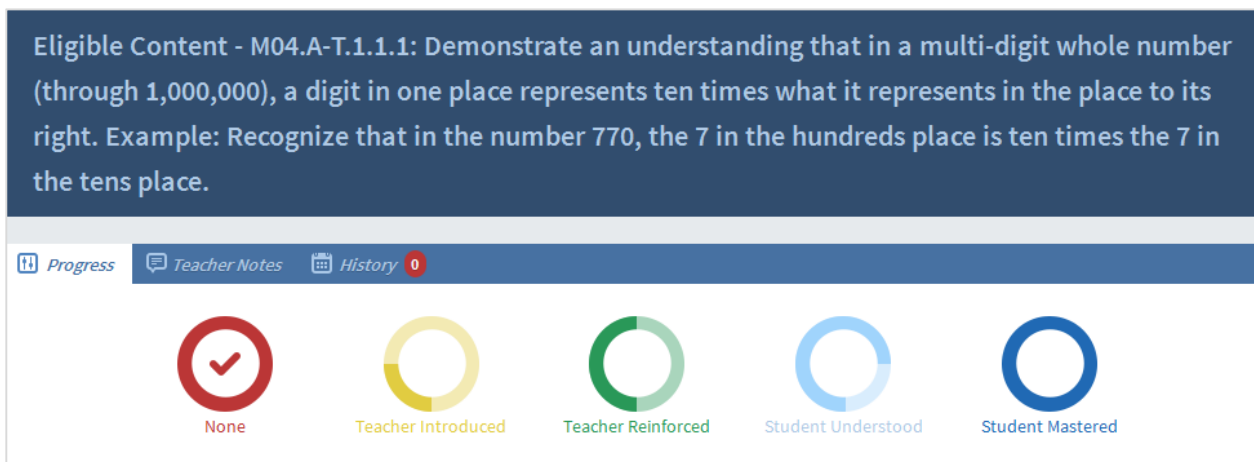
- Once you are in the desired **Eligible Content**, you can select the progress level that best matches your current status.

Note: the definition of each level with regard to student performance is a local decision. If you have questions about which level to choose, please direct them to your LEA.

Eligible Content - M04.A-T.1.1.1: Demonstrate an understanding that in a multi-digit whole number (through 1,000,000), a digit in one place represents ten times what it represents in the place to its right. Example: Recognize that in the number 770, the 7 in the hundreds place is ten times the 7 in the tens place.

Progress Teacher Notes History 0

None Teacher Introduced Teacher Reinforced Student Understood Student Mastered



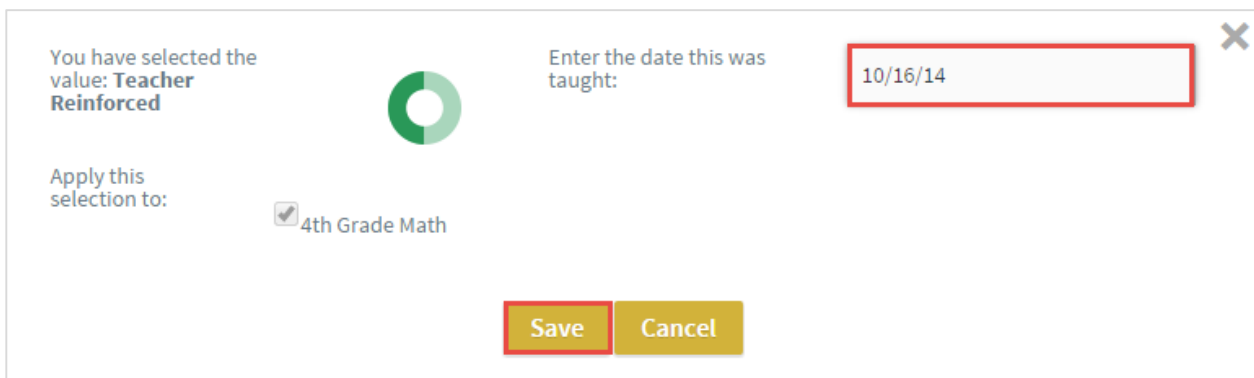
- When a progress status is selected, the system will ask for the date the Eligible Content was taught. After entering the date, be sure to click the **Save** button.

You have selected the value: **Teacher Reinforced**

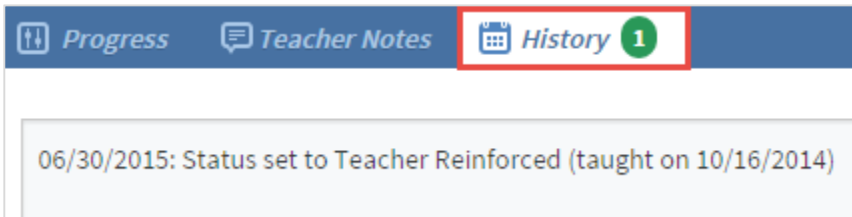
Enter the date this was taught: 10/16/14

Apply this selection to: 4th Grade Math

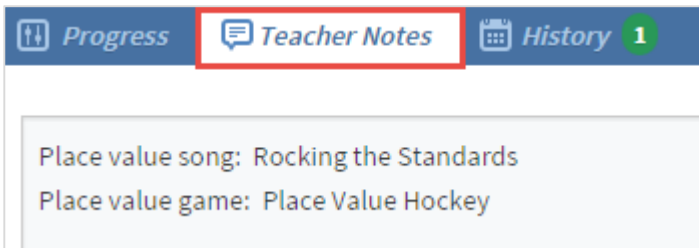
Save Cancel



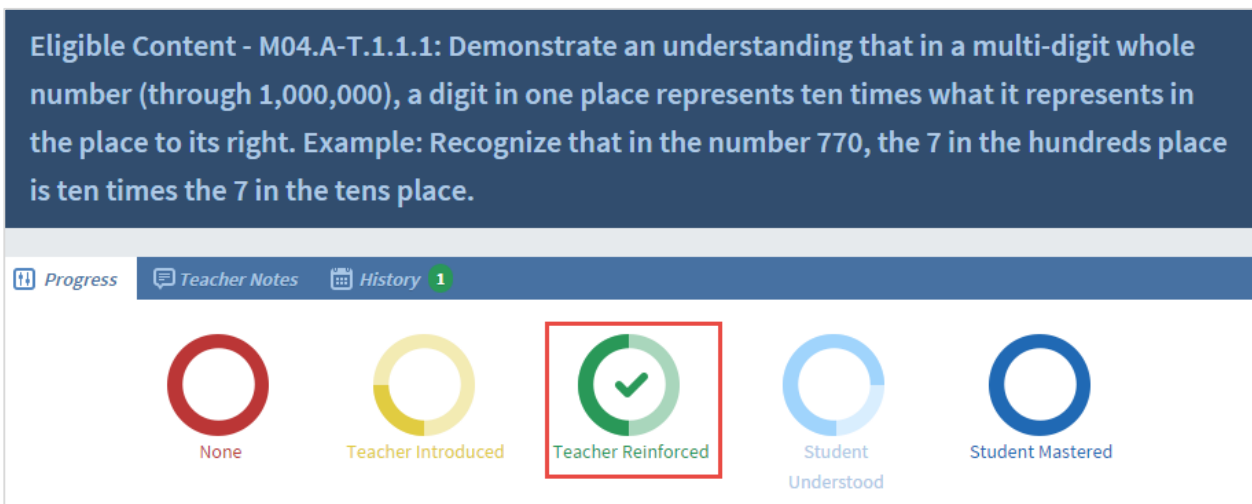
- Upon saving the status, a record is placed in the **History** section cataloging the date and status entered for this Eligible Content.



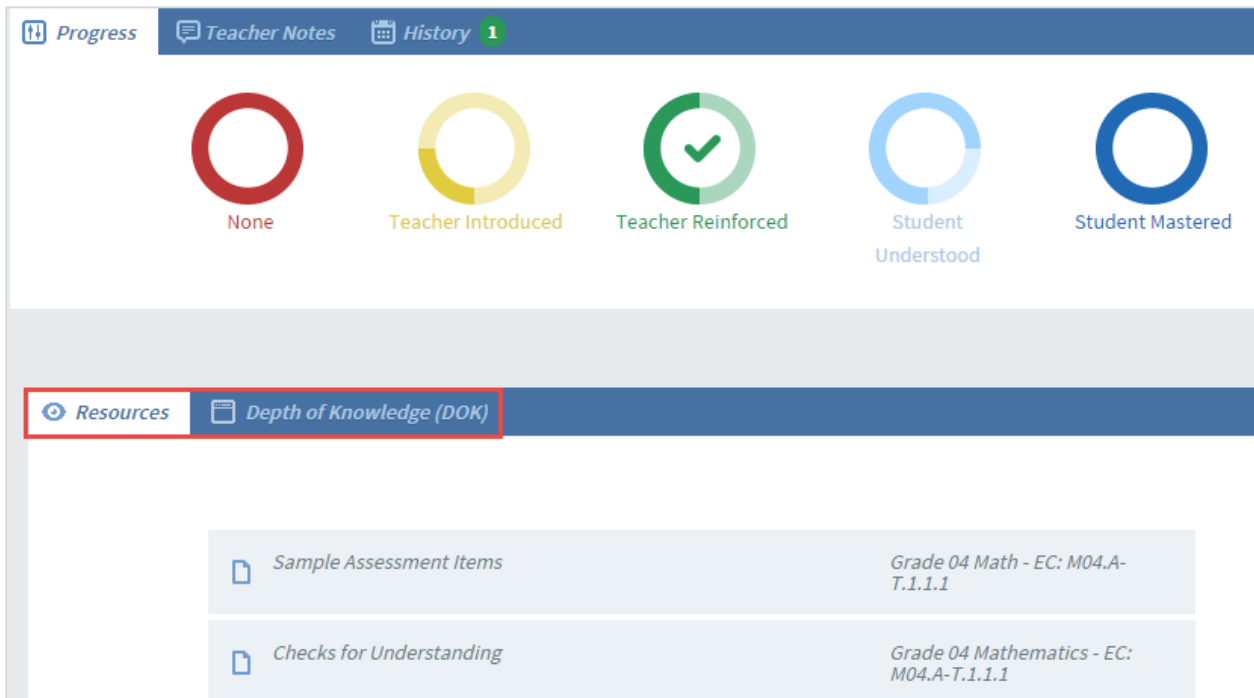
- For each Eligible Content, **Teacher Notes** can be stored and can include, but are not limited to anecdotal records of lesson/class response, links to online resources, and lesson ideas.



- Progress will be indicated by the check mark in the appropriate status circle.



- Located below the progress bar, you will see two options for **Resources** and **Depth of Knowledge**, which provide additional resources for each Eligible Content.

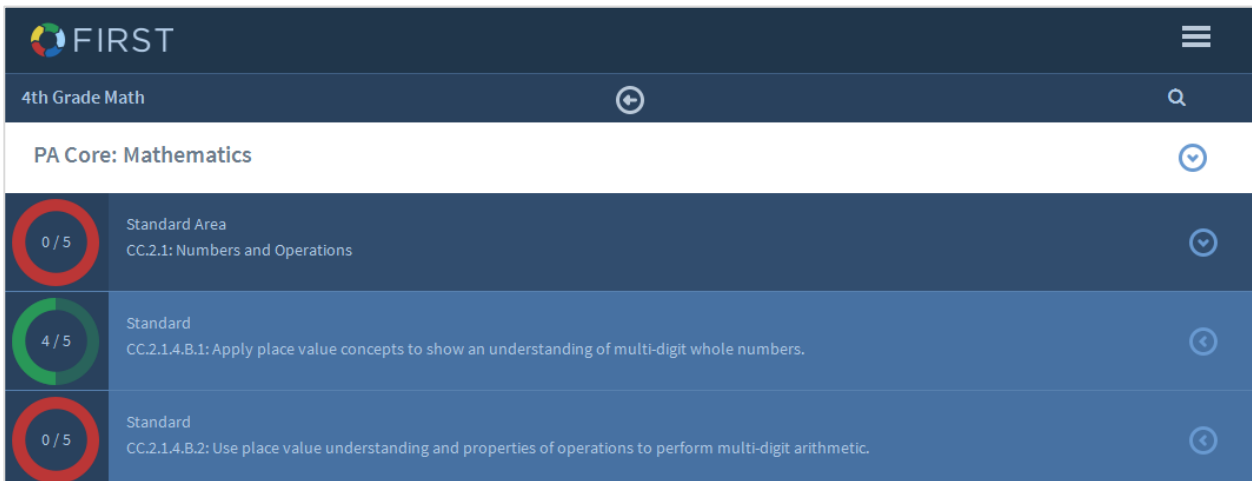


The screenshot displays a user interface with a top navigation bar containing 'Progress', 'Teacher Notes', and 'History' (with a notification badge '1'). Below this is a row of five circular progress indicators: 'None' (red), 'Teacher Introduced' (yellow), 'Teacher Reinforced' (green with a checkmark), 'Student Understood' (light blue), and 'Student Mastered' (dark blue). A secondary navigation bar below features 'Resources' and 'Depth of Knowledge (DOK)', both highlighted with a red border. The main content area shows two resource cards: 'Sample Assessment Items' for 'Grade 04 Math - EC: M04.A-T.1.1.1' and 'Checks for Understanding' for 'Grade 04 Mathematics - EC: M04.A-T.1.1.1'.

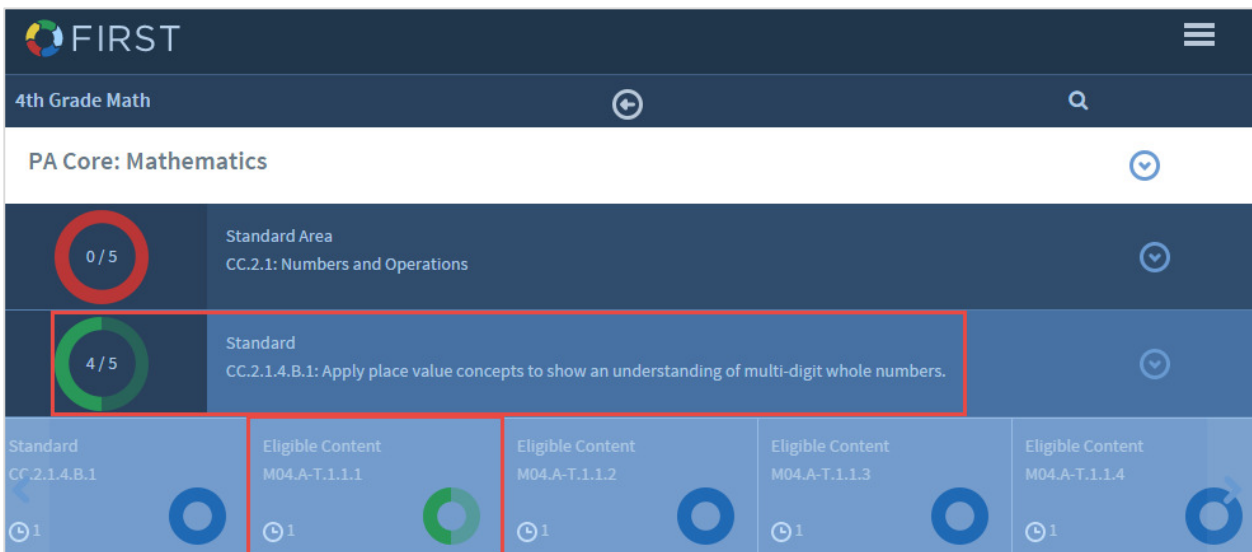
Note: The Sample Assessment Item(s) represent(s) the type of question that may be included in the state assessment.

Note: Checks for Understandings are designed as a guide for instruction. They represent a continuum of activities that teachers may use to move students to mastery.

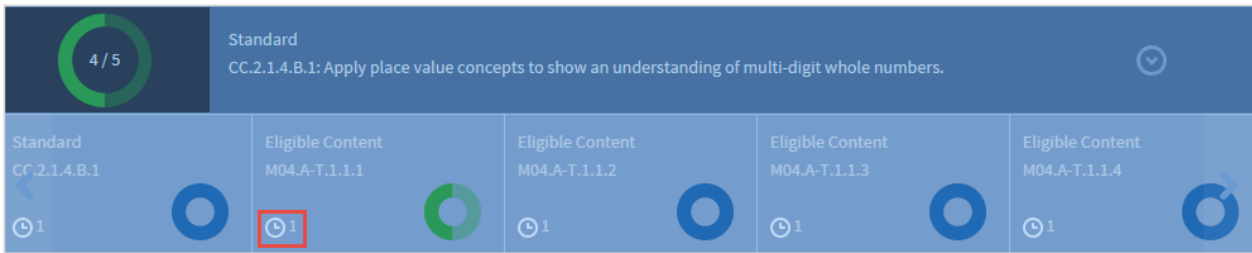
9. The numbers within the circles represent the number of Eligible Content mastered / the total number of Eligible Content. The color reflects the lowest status level recorded. In the 4th Grade Math example below, 0 out of 5 Eligible Content have been set to *Student Mastered* for Standard area CC.2.1: Numbers and Operations, while 4 out of 5 Eligible Content have been set to *Student Mastered* for Standard: CC.2.1.4.B.1.



10. The circle for Standard CC.2.1.4.B.1 is green because the lowest status level recorded is green or *Teacher Reinforced*. The other four Eligible Content for Standard CC.2.1.4.B.1 are cataloged as *Student Mastered*, which displays in dark blue.



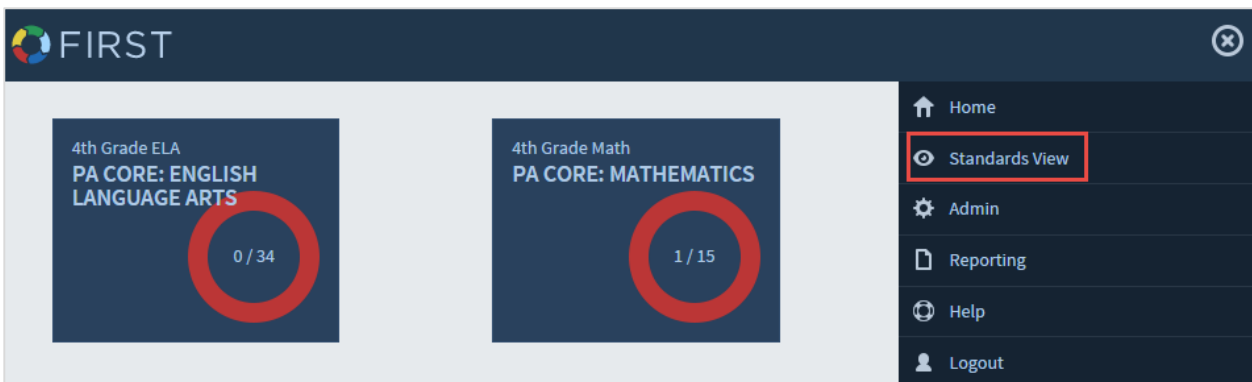
- The clock icon records how many updates have been made to each Eligible Content. It is not unusual for the statuses to fluctuate as the teacher continues to assess students' learning.



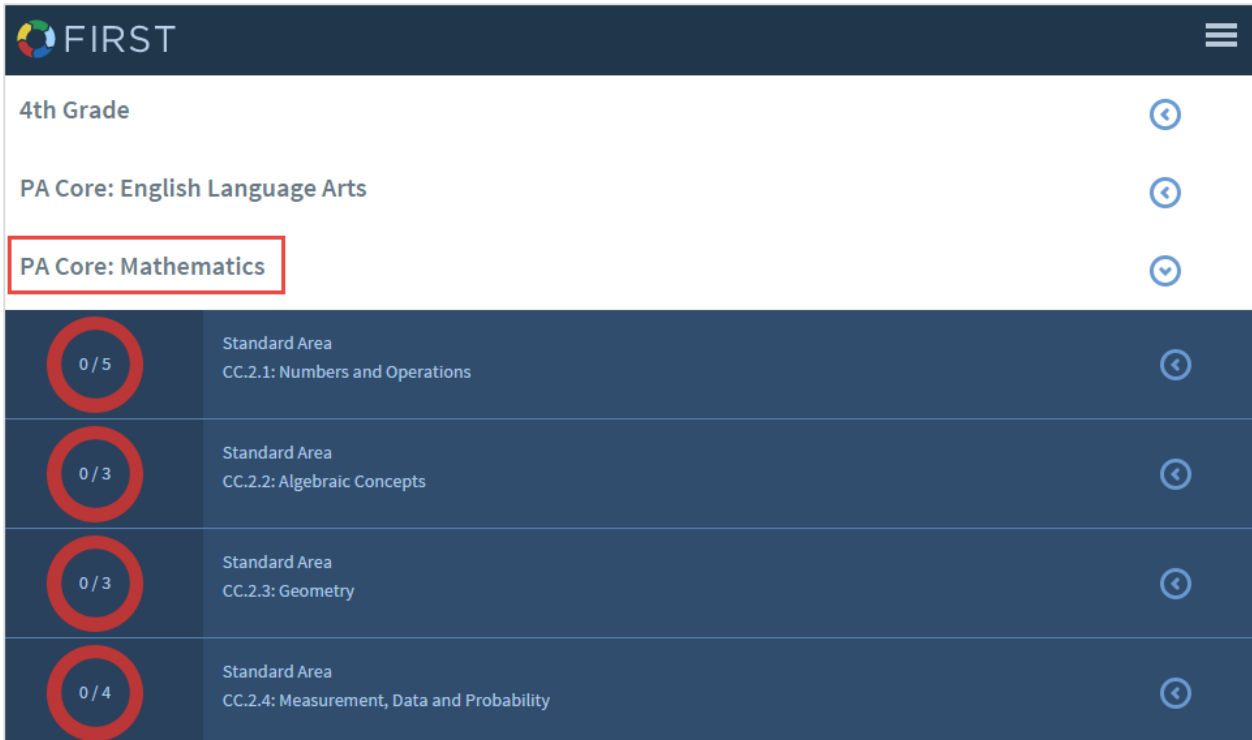
Standards View

The **Standards View** provides a linear view of the Standard Areas, Standards and Eligible Content.

- Click on the **Menu** option and select **Standards View**.



2. Select the desired class to open the list of Standard Areas.







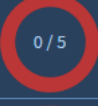



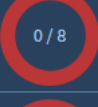



The screenshot shows the FIRST application interface. At the top, the 'FIRST' logo is on the left and a menu icon is on the right. Below the header, there is a list of items:

- 4th Grade (with a left arrow icon)
- PA Core: English Language Arts (with a left arrow icon)
- PA Core: Mathematics (highlighted with a red box and a dropdown arrow icon)

Below the 'PA Core: Mathematics' item, there is a list of Standard Areas, each with a red circle containing a progress indicator (0/x) and a left arrow icon:

0 / 5	Standard Area CC.2.1: Numbers and Operations	⏪
0 / 3	Standard Area CC.2.2: Algebraic Concepts	⏪
0 / 3	Standard Area CC.2.3: Geometry	⏪
0 / 4	Standard Area CC.2.4: Measurement, Data and Probability	⏪

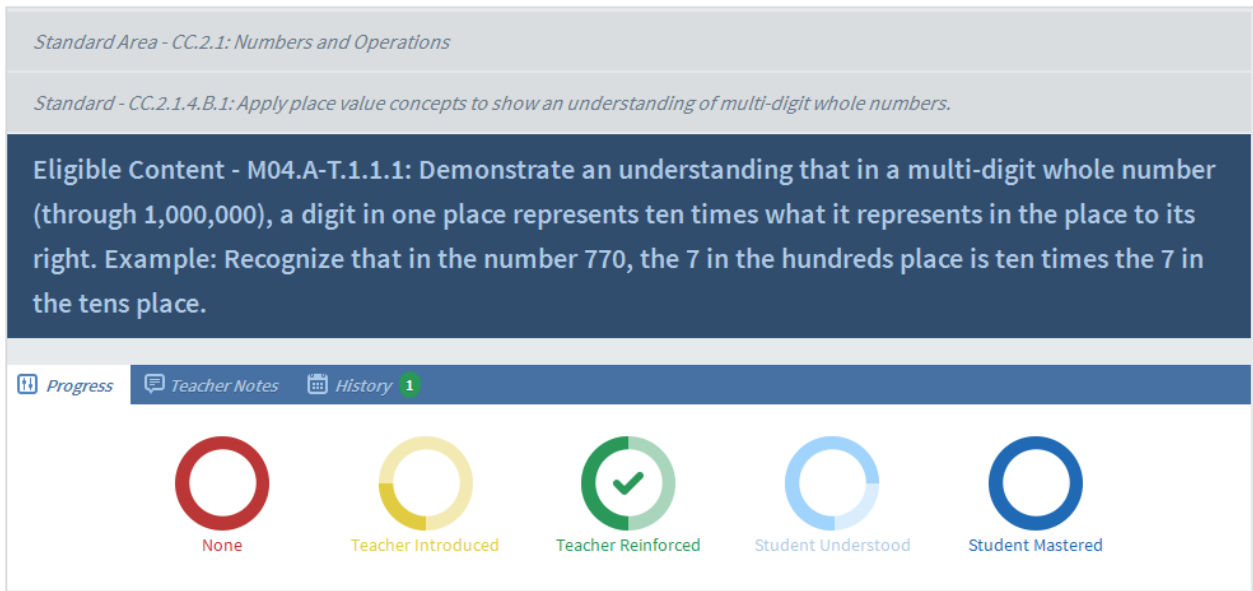
- Click on a **Standard Area** to view the Standards within that Standard Area. All Standard Areas have a navy blue background.

	Standard Area CC.2.1: Numbers and Operations	
	Standard CC.2.1.4.B.1: Apply place value concepts to show an understanding of multi-digit whole numbers.	
	Standard CC.2.1.4.B.2: Use place value understanding and properties of operations to perform multi-digit arithmetic.	
	Standard CC.2.1.4.C.1: Extend the understanding of fractions to show equivalence and ordering.	
	Standard CC.2.1.4.C.2: Build fractions from unit fractions by applying and extending previous understandings of operations on whole numbers.	
	Standard CC.2.1.4.C.3: Connect decimal notation to fractions, and compare decimal fractions (base 10 denominator, e.g, 19/100).	

- Click on a **Standard** to view the progress for each Eligible Content. The Standards are displayed in a lighter shade of blue than the Standard Areas and the Eligible Content are displayed in the lightest shade of blue.

	Standard Area CC.2.1: Numbers and Operations	
	Standard CC.2.1.4.B.1: Apply place value concepts to show an understanding of multi-digit whole numbers.	
	Standard (Content) CC.2.1.4.B.1: Apply place value concepts to show an understanding of multi-digit whole numbers.	
	Eligible Content M04.A-T.1.1.1: Demonstrate an understanding that in a multi-digit whole number (through 1,000,000), a digit in one place represents ten times what it represents in the place to its right. Example: Recognize that	
	Eligible Content M04.A-T.1.1.2: Read and write whole numbers in expanded, standard, and word form through 1,000,000.	
	Eligible Content M04.A-T.1.1.3: Compare two multi-digit numbers through 1,000,000 based on meanings of the digits in each place, using >, =, and < symbols.	
	Eligible Content M04.A-T.1.1.4: Round multi-digit whole numbers (through 1,000,000) to any place.	

- The **Eligible Content** status can be updated by clicking the Eligible Content in question. The system will open the status update screen for the Eligible Content clicked.



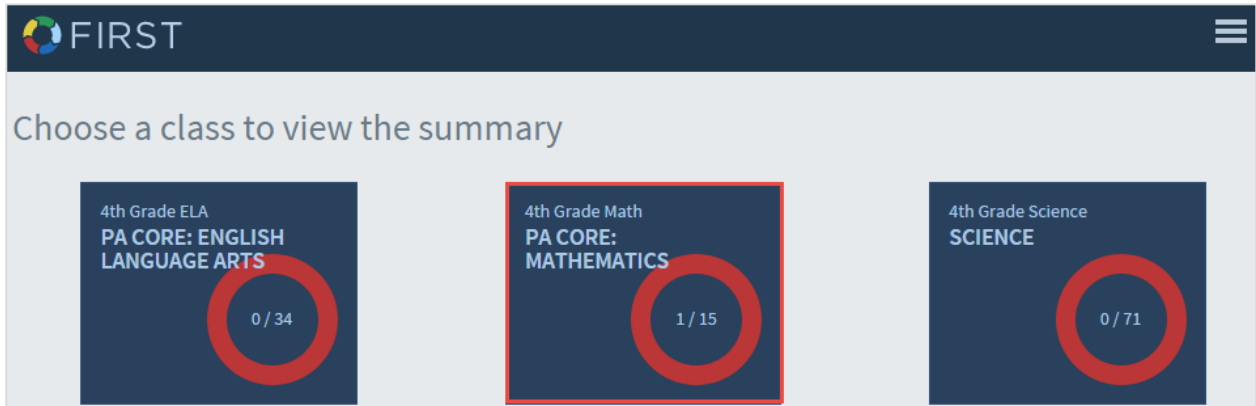
Reporting

The Reporting tool will provide an overall summary for each class, providing a gap analysis view of the Standards and Eligible Content.

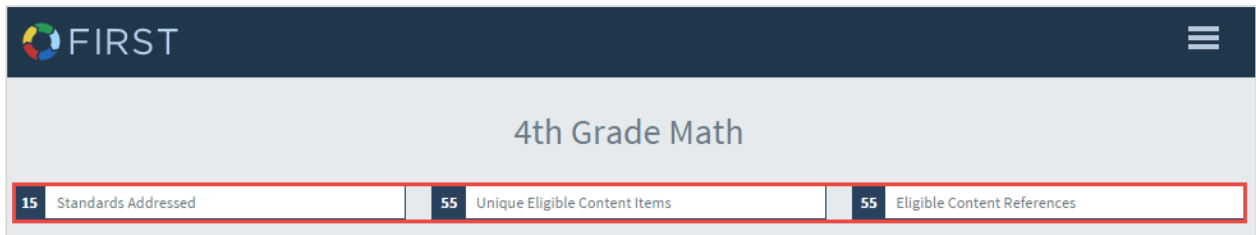
- Click on the **Menu** option located in the upper right hand corner of the FIRST site and select the **Reporting** option. Select the **Summary Report**.



2. Select the class for which you would like to view the summary.



3. There is a high level summary of the Standards located at the top of each class.



4. Below the high level summary is a gap analysis view of all of the Standards and Eligible Content for that class. The color coding is consistent with each of the status options:
- Red – None
 - Yellow – Teacher Introduced
 - Green – Teacher Reinforced
 - Light Blue – Student Understood
 - Dark Blue – Student Mastered

Standard	Eligible Content				
CC.2.1.4.B.1	CC.2.1.4.B.1	M04.A-T.1.1.1	M04.A-T.1.1.2	M04.A-T.1.1.3	M04.A-T.1.1.4
CC.2.1.4.B.2	CC.2.1.4.B.2	M04.A-T.2.1.1	M04.A-T.2.1.2	M04.A-T.2.1.3	M04.A-T.2.1.4

5. Hovering over an **Eligible Content** will create a popup window with the Eligible Content’s description along with a link to update the status.

Standard	Eligible Content				
CC.2.1.4.B.1	CC.2.1.4.B.1	M04.A-T.1.1.1	M04.A-T.1.1.2	M04.A-T.1.1.3	M04.A-T.1.1.4

Description ✕

Demonstrate an understanding that in a multi-digit whole number (through 1,000,000), a digit in one place represents ten times what it represents in the place to its right. Example: Recognize that in the number 770, the 7 in the hundreds place is ten times the 7 in the tens place.

[Click here to access this Eligible Content](#)