

Reporting Online Tool Usage and Securing Parent Consent - Process for Teachers



Reporting School-Wide Online Tools	
	<ol style="list-style-type: none"> 1. Go to http://atm.dpsk12.org 2. Click on "District Usage Reporting"
	<ol style="list-style-type: none"> 3. Under "Staff Reporting Tool", click on "Get Started".
	<ol style="list-style-type: none"> 4. Log in using your standard DPS log in.
	<ol style="list-style-type: none"> 5. Confirm your school assignment.
	<ol style="list-style-type: none"> 6. Use the "search" tool to find the online tools that you use in your school.
	<ol style="list-style-type: none"> 7. When you find the tool you use, click "Add to my list". <i>The icons between the name of the tool and "Add to my list" will take you to the tool itself, the DPS evaluation (if there is one) and the review on Graphite.org</i>
	<ol style="list-style-type: none"> 8. The "Add to my list" button will change to "I use this tool!" <i>Clicking on the red "X" will undo the selection.</i>
	<ol style="list-style-type: none"> 9. As you report the tools that are used in your classroom, you can see the list on the right side of the screen. <i>Clicking on the red "X" will remove the selection.</i>
	<ol style="list-style-type: none"> 10. You can click any time on "See all of my school's selections".
	<ol style="list-style-type: none"> 11. This will take you to a separate public-facing webpage that shows parents and anyone else the tools being used at your school. <i>All teachers' selections from your school will also display. Tools reported by the principal are listed as being used school-wide.</i>
	<ol style="list-style-type: none"> 12. Work with your principal to make sure that parent consent letters are sent, collected, and tracked. 13. Do not enter data into online tools if the parent has not given consent.