# DESSA

# QUICK-START GUIDE: STUDENT SELF-REPORT

A guide to the basics of getting started with the DESSA Student Self-Report and DESSA SEIR

## LEARN HOW TO:

### ACCESS YOUR ACCOUNT

- Log in to the Educator Portal
- Activate Your Account
- Get Students Registered
- Use Opt-in and Opt-out procedures

### IMPLEMENT THE SSR

- Introduce and Facilitate the SSR
- Introduce and Facilitate the DESSA SEIR
- Explore Student Self-Report Data
- Integrate Goals Challenges

### MAXIMIZE STRATEGIES AND SUPPORT

- Implement Foundational Practices and Universal Strategies
- Access Support

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## DEMO VIDEO ICON

Look for this icon throughout this Quick-Start Guide to access short demo videos to support your work in the Educator Portal.

## OVERVIEW: WHAT IS THE DESSA STUDENT SELF-REPORT?

The DESSA Student Self-Report is a self-assessment for middle school and high school students to rate their own social and emotional competencies. In their Student Portal, students have real-time access to explore their results, autonomy to select from pre-made Challenges, and the ability to set their own SMART goals to monitor their progress and grow their future-ready and resilience skills throughout the year. Lastly, assigned educators can view self-report data and any progress that students are making in the educator view of the Educator Portal.

## FULL IMPLEMENTATION GUIDE

This quick-start guide provides a brief, accessible overview of implementing the DESSA Student Self-Report. For more in-depth information, FAQs, and additional resources, refer to the full implementation guide: **The Aperture Education Guide to Data-Driven SEL: Middle School Edition** or **The Aperture Education Guide to Data-Driven SEL: High School Edition**. Also, explore the Training tab in your Educator Portal for training and support options.
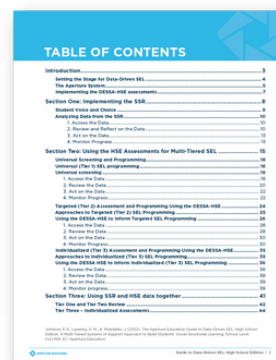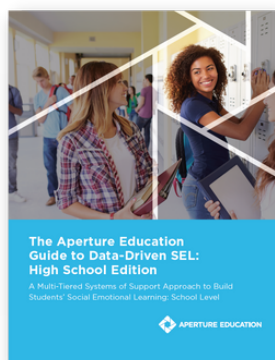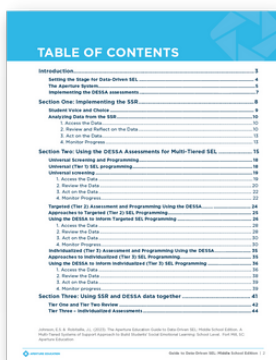
## NOTES FOR SITE LEADERS, DISTRICT LEADERS, AND PROGRAM ADMINISTRATORS

This guide contains information targeted toward the educators who will be facilitating the DESSA Student Self-Report with students. Still, it is important for educational leaders to be aware of this information as well. There are also a few additional considerations for site leaders, district leaders, and program administrators, including the following.

- Share with staff how the DESSA Student Self-Report data will be used, or the process you will use to collaboratively determine how it will be used.
- Share with staff how the DESSA Student Self-Report connects to your site or district's priorities and goals.
- Provide staff with appropriate training opportunities for implementing DESSA Student Self-Report, which may include a self-paced course from the Educator Portal.

## WHY A SELF-REPORT? WHY IS STUDENT VOICE IMPORTANT TO SEL?

Research shows that giving students agency and influence in their learning makes them more engaged and invested in their education as well as empowers them to take control, show initiative, and adopt leadership roles. This in turn can lead to improved academic outcomes (Bridgeland et al., 2006; Toshalis & Nakkula, 2012; Mitra, 2003; Benner et al., 2019). Student voice/choice is also closely connected with social and emotional learning (SEL). Much research demonstrates the benefits of SEL on student engagement and achievement (Durlak et al., 2011). SEL helps students develop agency because it teaches students to engage authentically as leaders, problem-solvers, and decision-makers. Students also improve their communication skills and their ability to advocate for themselves. In these ways, SEL and student voice/choice help students develop a sense of ownership over their learning (Collaborative for Academic, Social, and Emotional Learning [CASEL], 2018). The DESSA Student Self-Report and options in the Student Portal for students to review and act on their own data give students agency over their own social and emotional growth. For more information and guidance, please see, **Seen and Heard: Benefits of Incorporating Student Voice, Choice, and SEL Into the Academic Framework**.

## ACTIVATING YOUR DESSA SYSTEM ACCOUNT

- You will receive an email from Aperture Education with the subject line Welcome to Aperture!*
- Click the Create Account link in the email to open the activation window. Email invitations are only active for 7 days. If you receive a message that the link has expired, your Program Administrator will need to send a new invitation out to you.
- Choose a password for your account, select the checkbox agreeing to the privacy policy and terms and conditions, and click Activate.
- *Note: If your program has Single Sign-On enabled, you will not need to register as outlined above. You can access your DESSA System account by going to your district SSO login page and clicking the 🔷 icon.

## LOGGING INTO YOUR EDUCATOR PORTAL

Use **this Aperture System link** to log into your account using the email and the password you just created. Consider bookmarking this link for future use.

## SUPPORTING STUDENTS IN REGISTERING THEIR STUDENT PORTAL ACCOUNTS

First, we recommend you obtain a full roster of the students you'll be supporting with the DESSA Student Self-Report from your administrator. Before taking the DESSA Student Self-Report, students will need to create a Student Portal account. Instructions for doing so differ based on your site's access method. Review the instructions below for how students should register and manage their account:

- **DESSA SRR: Student Registration Guidance**
- **Accessing the SSR with or without SSO**
- **DESSA SSR: Reset Passwords**

## INTRODUCING THE STUDENT SELF-REPORT (SSR)

Before students complete the self-report, give them context about social and emotional competence, the importance of building resilience and future-ready skills, and how the DESSA Student Self-Report and tools in the Student Portal can support them in their social and emotional growth. Here are some resources you could use to do this:

Our **Educator Slide Deck and Student Portal Quick Guide** are student-facing resources for use in classrooms to give background on SEL and the DESSA Student Self-Report, instructions for registering their Student Portal, and guidance for completing the student self-report.

Students will be prompted to watch this **Student Portal Welcome Video** individually when they first log in to their Student Portal account, but you can also view it as a whole group to give an overview of the DESSA Student Self-Report and how it supports them.

You may also want to share examples of **DESSA SSR** questions so students have an idea of the type and format of items they will encounter.

The Collaborative for Academic, Social, and Emotional Learning (CASEL) shares the <u>Fundamentals of SEL</u> including an SEL framework, the impact of SEL, and how SEL connects to mental health, workforce preparation, and more.

## COMPLETING THE STUDENT SELF-REPORT (SSR)

Once students have registered their Student Portal accounts and logged in, they will be prompted to read a Welcome Letter and watch the **Student Portal Welcome Video**. The DESSA Student Self-Report is available in 11 languages. If students need to switch their language, this option is available on the bottom right of their Student Portal.
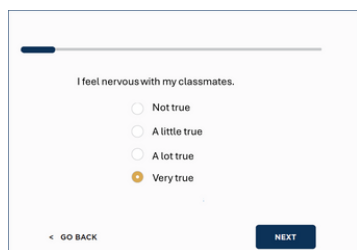
Students will complete the DESSA Student Self-Report (this should take around 5-7 minutes to complete, and must be done in one sitting so students won't lose their progress.)
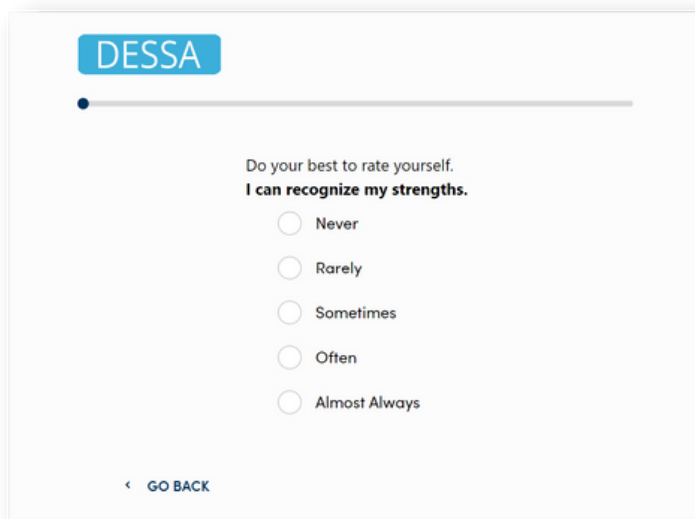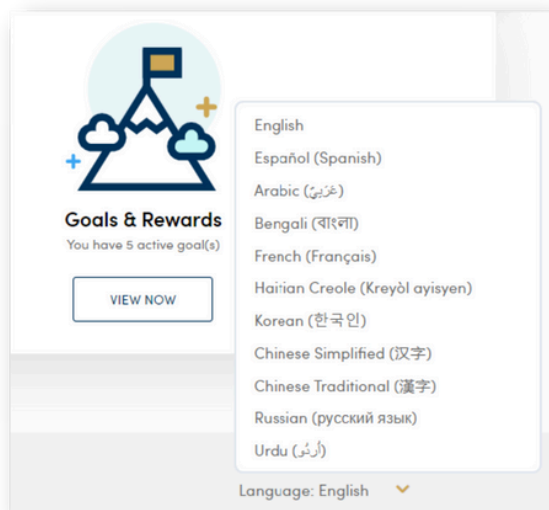
## DESSA SEIR

After students complete the DESSA Student Self-Report, if your school or district is implementing the **DESSA SEIR**, students will be prompted to complete the 10-question assessment evaluating students' internalizing and externalizing risk factors. It provides two scores – one score for internalizing risks and one score for externalizing risks. Internalizing risks are things like feeling isolated, withdrawn, and lonely, while externalizing risks are things like aggressive behavior or impulsive behavior.

The DESSA SEIR is a criterion-referenced tool – providing raw scores that are reported as three levels of concern – No Concern, Possible Concern, and Concern. It is recommended for school-based mental health professionals to follow up immediately with students who fall into the concern or possible concern ranges. For more details, refer to this **Implementation Guide** and **Technical Manual**.



| Concern Level | Internalizing Risks | Externalizing Risks |
|---|---|---|
| No Concern | 0–6 | 0–4 |
| Possible Concern | 7–8 | 5–6 |
| Concern | 9–15 | 7–15 |

## AFTER THE SSR: STUDENT NEXT STEPS

Students' DESSA Student Self-Report results are available immediately after they finish the self-report. Provide time for students to analyze these results (for instance, by clicking through the Learn More buttons under each social and emotional competency), click View Challenge to select pre-made challenges targeting competencies they want to grow in, and add their own goals. The goal-setting interface will prompt them to create SMART (specific, measurable, attainable, relevant, and time-bound) goals (**see this demo** of how students can add a goal.)
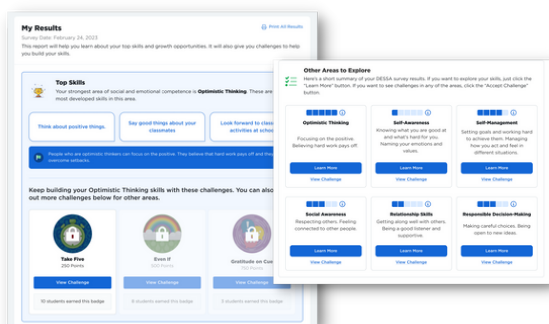


**1** DESSA Student Self-Report results in the Student Portal are displayed as "battery bars" showing each competency as a strength, emerging strength, typical, emerging typical, or growth opportunity.



**2** Students can select competencies in which they need growth and accept pre-made challenges to build those skills.

**3** Students can also set SMART goals in categories that appeal to them. They earn points in the system for completing assessments, completing each challenge, accomplishing goals, and other tasks in the Student Portal.
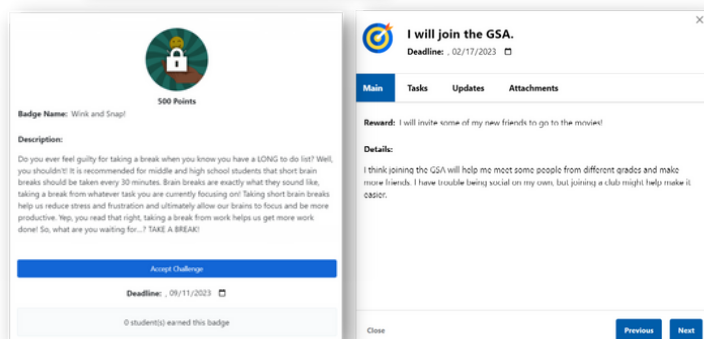
## AFTER THE SSR: EDUCATOR NEXT STEPS

After each rating period, educators should engage in a data-review process that includes: accessing the data, reviewing the data, acting on the data, and continued progress monitoring.
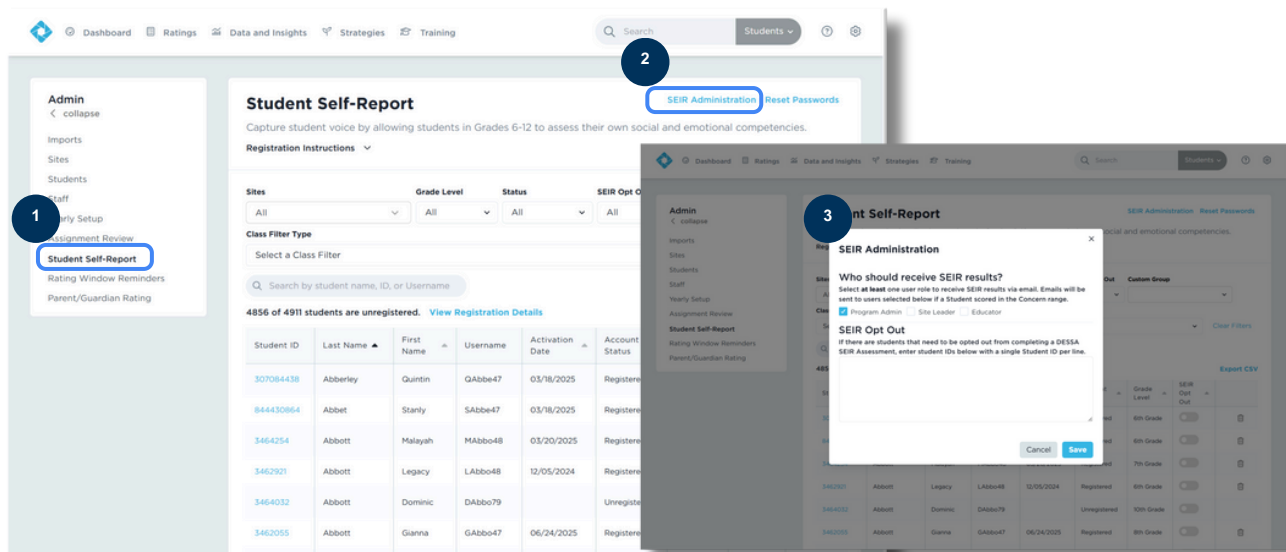
**1** **Access and Review the Data:** Log in to your Educator Portal and view student self-report data under the Data and Insights tab. See the information about each report available below to decide which reports will best support your work.

**2** **Act on the Data:** Plan universal, small group, and individual lessons or interventions that teach SEL skills. Use your own SEL curriculum and/or explore our Foundational Practices, Strategies, and Tier 2 Intervention Program in the Strategies tab of the Educator Portal. Learn more about these resources below.

**3** **Monitor Progress:** The SSR can be administered up to four times during the year (many sites administer it in the fall, winter, and spring.) SSR results can be reviewed on the Impact Report (see more below) to make students' progress over time visible. Monitor students' progress on goals and challenges.

## AFTER THE SSR: PROGRAM ADMINISTRATOR/ SITE LEADER NEXT STEPS

Because it is recommended that school-based mental health professionals follow up immediately with students who fall into the concern or possible concern ranges on the DESSA SEIR, settings in the Educator Portal must be configured appropriately so that those individuals can be notified via email when results are made available.

In order to configure your settings accordingly, follow these instructions:
- Navigate to the Student Self-Report page.
- Click SEIR administration and follow the instructions in the window.
  - You will see SEIR student opt-out information in this window as well.
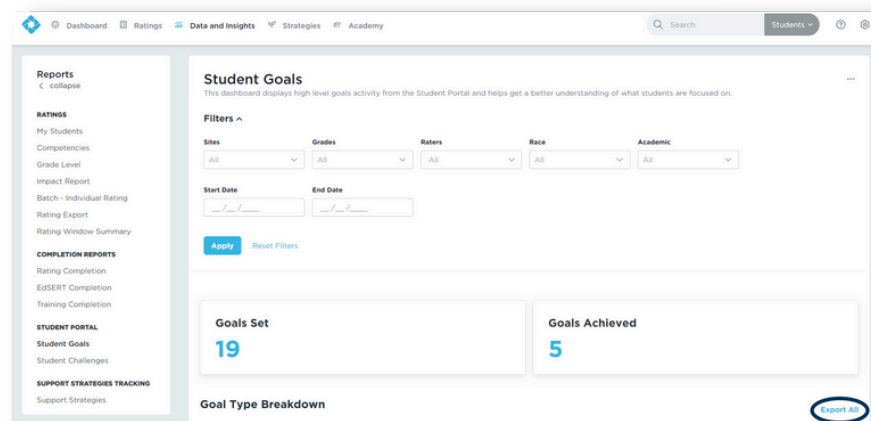
## SUPPORTING STUDENT GOALS AND CHALLENGES

Educators assigned to a given student can view that student's Challenge and SMART Goal activity on the Individual Student Profile in their Educator Portal. Either search for a student by name or select the student from the available roster on the My Students report. Scroll past their self-report data to find Student Goals and Student Challenges. Here you can see their progress and view any attachments students may have uploaded as they complete these activities.

**Student Goals**

| Status | Deadline | Goal Type ▲ | Goal Name ▲ | Tasks | | |
|---|---|---|---|---|---|---|
| Active | 02/17/2023 | Extracurricular | I will join the GSA. | 0/3 | ◯ | 📎 |
| Complete | 03/25/2023 | College Prep | I will complete and submit the FAFSA | 0/0 | ◯ | 📎 |
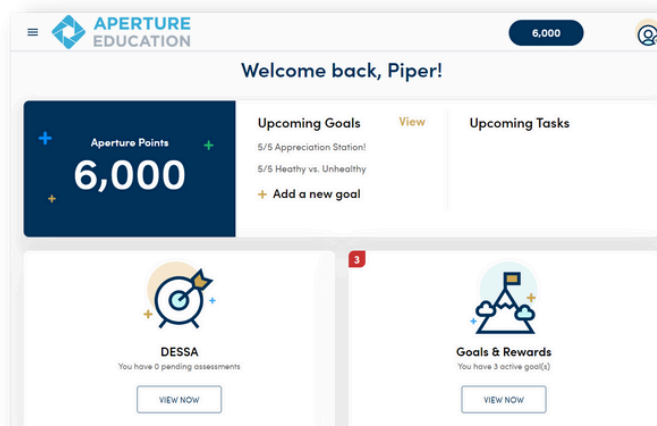
**Student Challenges**

| Status | Deadline | Challenge Type | Goal Name ▲ | Tasks | Growth Plan | | |
|---|---|---|---|---|---|---|---|
| Active | 05/05/2023 | Relationship Skills | Appreciation Station! | 0/4 | ✓ | ◯ | 📎 |
| Complete | 05/05/2023 | Self-Management | My Calming Space | 6/7 | ✓ | ◯ | 📎 |
| Active | 05/05/2023 | Relationship Skills | Healthy vs. Unhealthy | 0/6 | ✓ | ◯ | 📎 |

Another feature that may be useful to support students is Export All, which will allow you to view a list of all goals or challenges instead of having to access each Individual Student Profile. In your Educator Portal, click the Data and Insights tab and either Student Goals or Student Challenges on the left menu. Below the goal or challenge overview, you'll find the Export All option.

Students earn points for completing activities in their Student Portal; for instance, they earn points for completing the self-report and a different number of points for different pre-made Challenges they might choose. Each activity is worth a different number of points that will be added to the student's dashboard landing page after completing the tasks. District and school sites have the flexibility to decide what the points system is used for (if anything), as this can naturally enhance students' self-advocacy and promote their own resilience and future-ready skills.

## ACCESSING REPORTS ON THE DATA AND INSIGHTS TAB

To access reports, log into the Educator Portal and click on the Data and Insights tab at the top of your dashboard. Click on My Students on the left to see a chart and table visualization of students who fall into each descriptive range category. Use the filters to sort and break down this list further. Clicking on the student's name will bring you to their individual student report. The table can be exported as a comma-separated values (CSV) text file (to be imported into Excel or other spreadsheet software) by clicking on the Export CSV option. This list can be compared with your full roster to determine if any students have not yet completed the DESSA Student Self-Report.
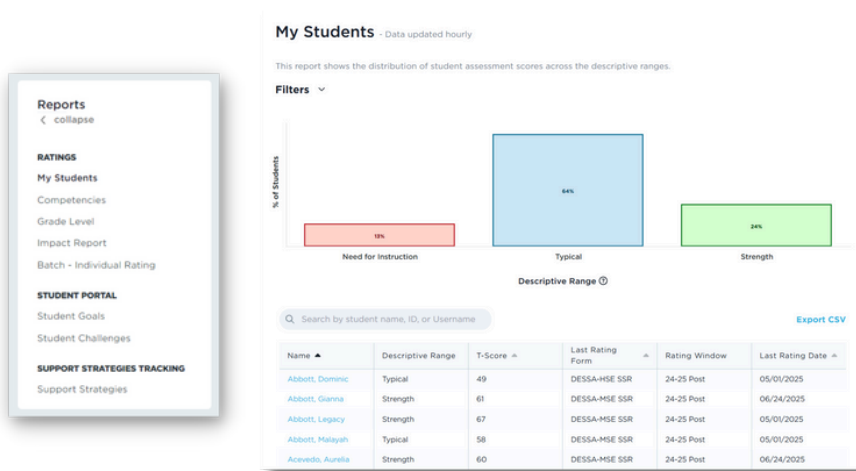
## INDIVIDUAL STUDENT REPORT

The **Individual Student Report** shows a line graph of a student's rating scores over time for each self-report conducted, including the DESSA Self-Report and DESSA SEIR. Hover over a rating for details about that rating, or click on it to see more details. The table below the line graph provides more detail in addition to a Report icon where you can see Individual Item Analysis. Below the table, you can see Student Goals and Student Challenges and add Support Strategies for students who demonstrate a need for instruction. To print this report, click the three dots at the top right.

## INDIVIDUAL RATING REPORT AND ITEM ANALYSES

Access the **Individual Rating Report** by clicking the **Report icon** in the table at the bottom of the Individual Student Report.

| | 08/01/2023 | 23-24 Pre | Strength | 60 | 84th | DESSA-MSE-SSR | 6th Grade | Student Self-Report | |
|---|---|---|---|---|---|---|---|---|---|

This report will show a bar graph with a T-score for each competency. Filter the table below by competency to help identify areas of strength and areas where the student needs instruction to gather ideas for targeted small group or individual interventions. To print this report, click the three dots at the top right.
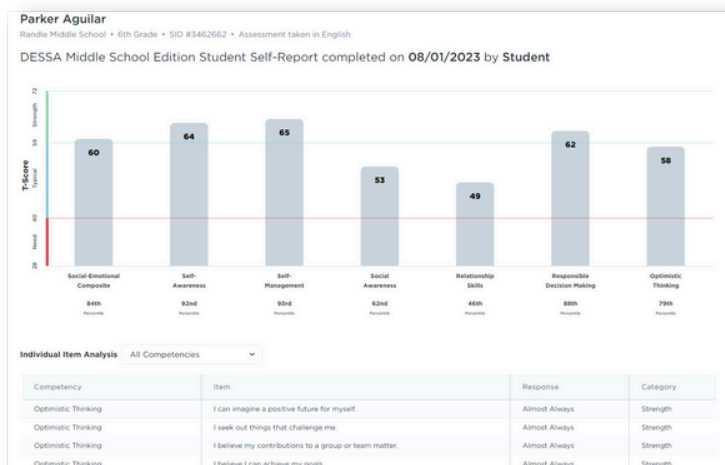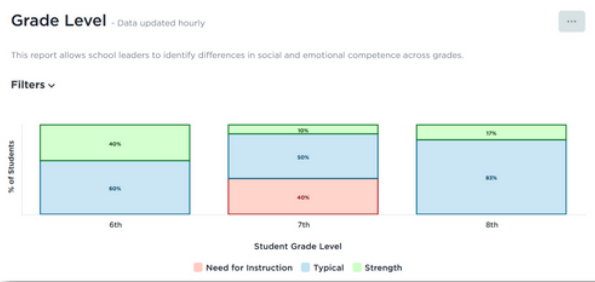


## COMPETENCIES REPORT

The **Competencies Report** shows the breakdown of students across the descriptive ranges for a given competency. You can use the Forms filter to see the competency breakdown from all students who took the DESSA Student Self-Report.

The Student Breakout table displays a row per student with their respective scores. You can use the chart and table in tandem to determine which competencies to focus on for individual, small group, or universal instruction. To print this report, click the three dots at the top right.
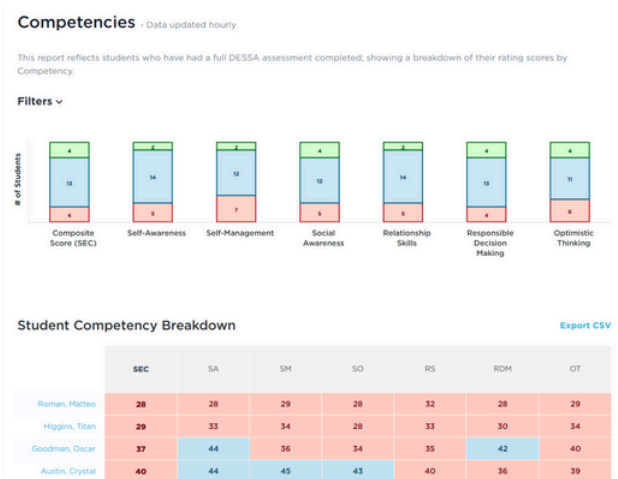
## GRADE LEVEL REPORT

The **Grade Level Report** shows the breakdown of students across descriptive ranges in selected grades. User role dictates access to data in the Educator Portal, so depending on your access level, you may not see the Grade Level Report available or may only see a grade level comparison of the specific students on your roster. For more information about what data is collected within your school, connect with your Site Leader or Program Administrator. To print this report, click the three dots at the top right.
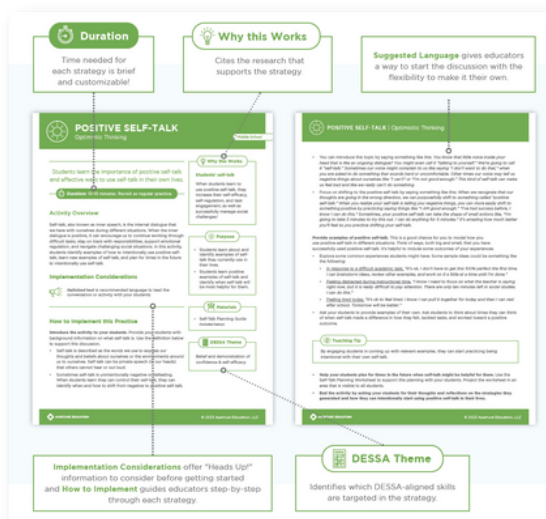


## IMPACT REPORT

The **Impact Report** provides several different views of the compared data for the rating windows selected. It includes a graph of **Change in Students' Overall Social and Emotional Competence**, a **Student Movement visualization**, and a chart breaking down rating comparisons by grade level and specific competencies. To print this report or export it as a CSV text file, click the three dots at the top right.
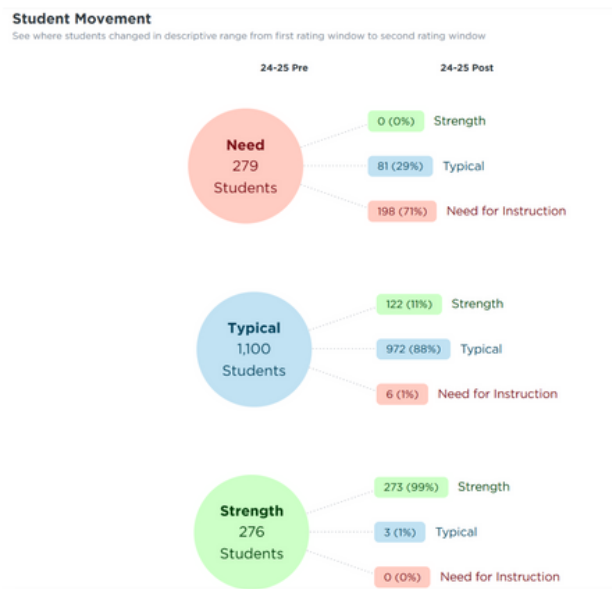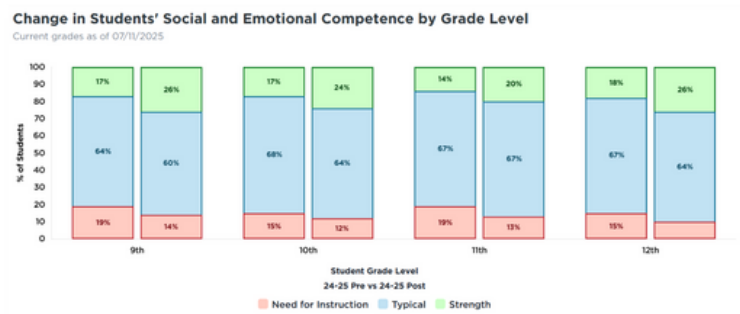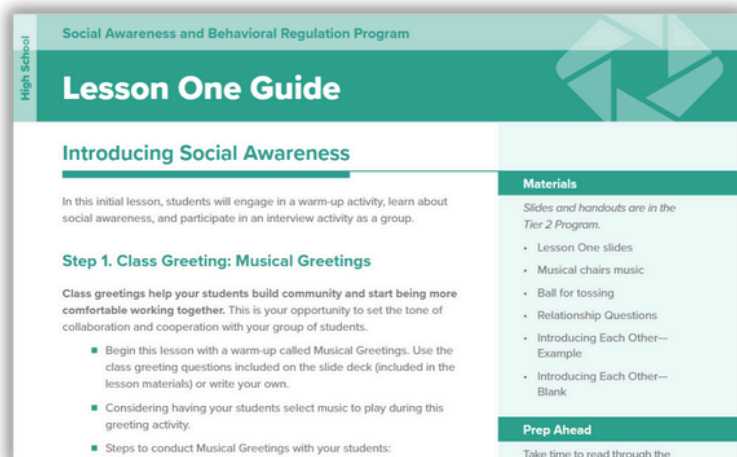
## STRATEGIES ▶

Upon completion of the DESSA Student Self-Report, educators receive universal strategies and targeted Tier 2 intervention recommendations to support their students. You can also find Foundational Practices for social and emotional learning and DESSA-Aligned Strategies on the Strategies tab of your Educator Portal dashboard. The DESSA-Aligned strategies are research-based and provide direct instruction of resilience and future-ready skills in the six competency areas. The Tier 2 intervention programs consist of five multi-week programs designed for targeted small groups of students who need intensive competency building.



Example of a Strategy lesson



Example of a Tier 2 Intervention Program lesson

## SUPPORT STRATEGIES TRACKING ▶

Educators can add support strategies for individual students, small groups, and/or universal instruction from the bottom of their Educator Portal homepage or from an Individual Student Report. To track support strategies throughout the year, you can click on the Data and Insights tab and then click Support Strategies Tracking on the left menu.

## GETTING SUPPORT

Additional resources for all users in the Educator Portal include video tutorials, webinars, educator guides, FAQs, and helpful documents. To access the support portal, log into your Educator Portal and select the ⓘ question mark icon in the upper right-hand corner of the dashboard. A new tab will open containing the **Support Portal** (please disable your browser's pop-up blocker).

In the **Support Portal**, type the name of the resource you are looking for into the search bar or scroll through the suggested resources. To contact our Support Team, click the Submit A Request button on the top right to submit a ticket.