



SLA

Access User Guide

Alberta Provincial Student Learning Assessment
For Teachers, Principals, and Superintendents

AUGUST 2019

Alberta 

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Welcome

The Student Learning Assessment (SLA) Application is an online tool that provides access to the SLA Teacher Dashboard, the Student Portal, as well as Practice and Released Questions.

If you are a teacher who DID NOT participate in one of the previous Grade 3 SLAs (SLA3), please follow the instructions in this user guide to set up an Alberta Education Account and request permission to access the SLA Teacher Dashboard.

If you are a teacher who previously PARTICIPATED in an SLA3, you should already have permission to access the SLA Teacher Dashboard.

1. Go to the [SLA Application](#).
2. Click on the  button in the top right-hand corner of the SLA Application
3. Use your Alberta Education Account email and password to sign in.

Note: If you were successful in accessing the SLA Teacher Dashboard using the steps above, **you do not need to review this Access User Guide.**

4. For instructions on using the SLA Teacher Dashboard, refer to the [SLA User Guide](#).

Google or Microsoft Accounts

If you are using a Google or Microsoft (i.e., outlook.com, hotmail.com, or live.com) account as your Alberta Education Account, you will have the option to use your Alberta Education Account password or your Google or Microsoft account password to sign in.

Principals/Superintendents

If you are a principal or superintendent, you should automatically have access to the SLA Teacher Dashboard using steps 1 through 3 above. To approve teachers who request permission to access the SLA Teacher Dashboard, follow the instructions in the Principal/Superintendent Approval section of this user guide.

If you are unable to log in to the SLA Teacher Dashboard, contact the Data Coordinator within your school authority to update your information in the School Information application.


Assistance

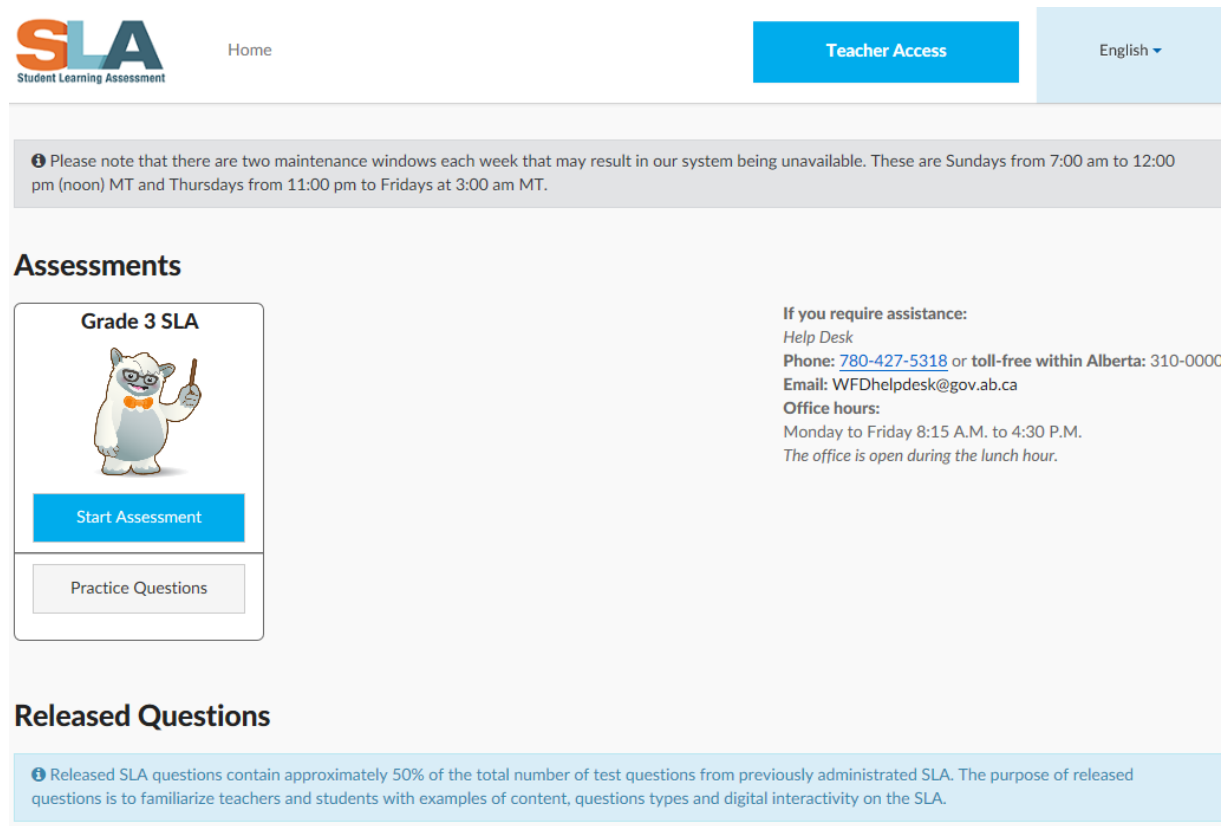
If you require assistance, please contact the Help Desk:

Telephone:	780-427-5318
Toll-free within Alberta:	310-0000
Email:	wfdhelpdesk@gov.ab.ca
Office hours:	Monday through Friday 8:15 A.M. to 4:30 P.M. <i>The office is open during the lunch hour.</i>

SLA Application

To access the sign in page:

1. Go to the [SLA Application](#).
2. Click on the  button in the top right-hand corner of the SLA Application.



The screenshot shows the SLA Application homepage. At the top left is the SLA logo (Student Learning Assessment) and a 'Home' link. In the top right, there is a blue 'Teacher Access' button and an 'English' dropdown menu. Below the navigation bar is a grey informational banner with a warning icon and text about maintenance windows. The main content area is titled 'Assessments' and features a 'Grade 3 SLA' card with a cartoon bear character, a 'Start Assessment' button, and a 'Practice Questions' button. To the right of the card is contact information for the Help Desk, including phone, email, and office hours. Below the 'Assessments' section is a 'Released Questions' section with a light blue banner containing a warning icon and text about the purpose of released questions.

SLA
Student Learning Assessment

Home


Teacher Access

English ▾

ⓘ Please note that there are two maintenance windows each week that may result in our system being unavailable. These are Sundays from 7:00 am to 12:00 pm (noon) MT and Thursdays from 11:00 pm to Fridays at 3:00 am MT.

Assessments

Grade 3 SLA



Start Assessment

Practice Questions

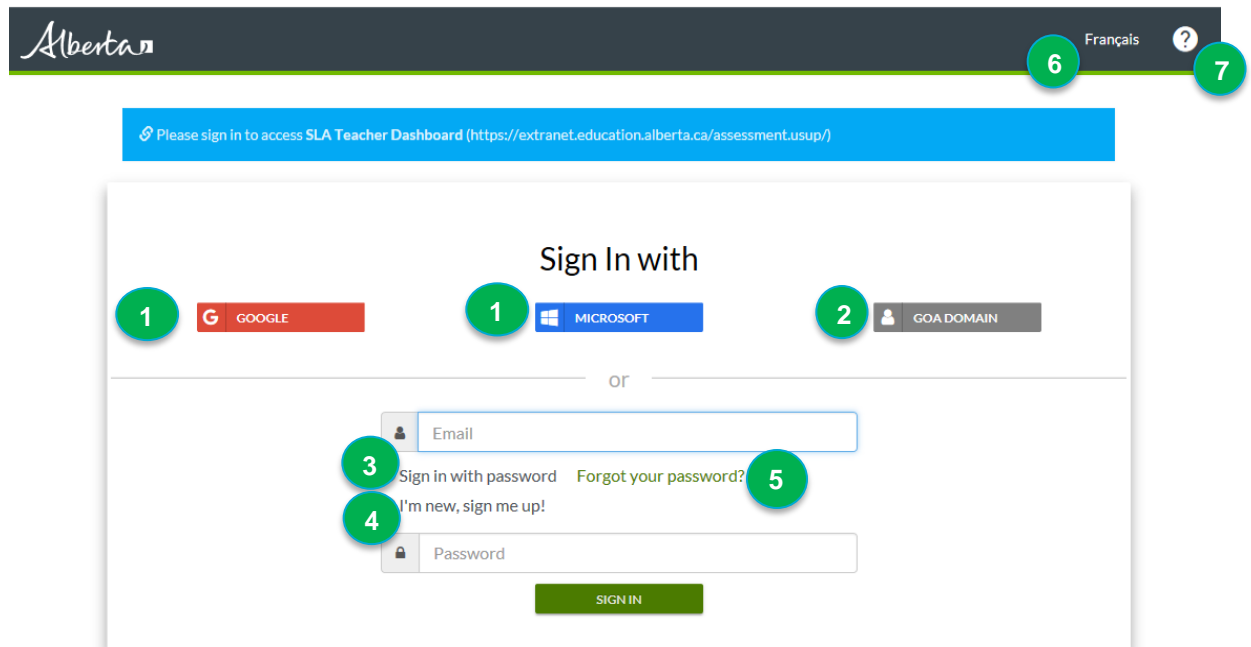
If you require assistance:
Help Desk
Phone: [780-427-5318](tel:780-427-5318) or toll-free within Alberta: 310-0000
Email: WFDhelpdesk@gov.ab.ca
Office hours:
Monday to Friday 8:15 A.M. to 4:30 P.M.
The office is open during the lunch hour.

Released Questions

ⓘ Released SLA questions contain approximately 50% of the total number of test questions from previously administrated SLA. The purpose of released questions is to familiarize teachers and students with examples of content, questions types and digital interactivity on the SLA.

3. You can then sign in OR sign up for a new Alberta Education Account.

Sign In at a Glance



- 1. Social Login** if you have an existing Google or Microsoft business email address, you can use this business email address as your Alberta Education Account (see #4 below)
- 2. GOA DOMAIN** for Alberta Education employees only
- 3. Sign in with password** sign in to an existing Alberta Education Account
- 4. I'm new, sign me up!** create a new Alberta Education Account
- 5. Forgot your password?** provides assistance if you have forgotten your password
- 6. Language** change language to French
- 7. Help** explanation of common issues when setting up an Alberta Education Account

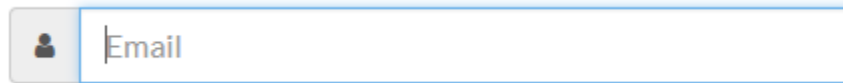
Getting Access

Using a Google or Microsoft Account

If you choose to use your Google or Microsoft business email address as your Alberta Education Account, once you have signed in using your Google or Microsoft business email address, you will be required to create an Alberta Education Account Profile. Skip to the [Creating an Alberta Education Account Profile](#) section of this user guide.

Creating an Alberta Education Account

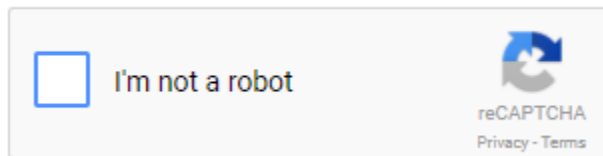
1. Enter your business email address in the following location:

A screenshot of a web form with a light gray background. On the left, there is a small icon of a person. To its right is a white rectangular input field with a blue border. Inside the field, the word "Email" is written in a light gray font, and a vertical cursor is positioned at the end of the text.

2. Click on the following to set up a new Alberta Education Account:

I'm new, sign me up!

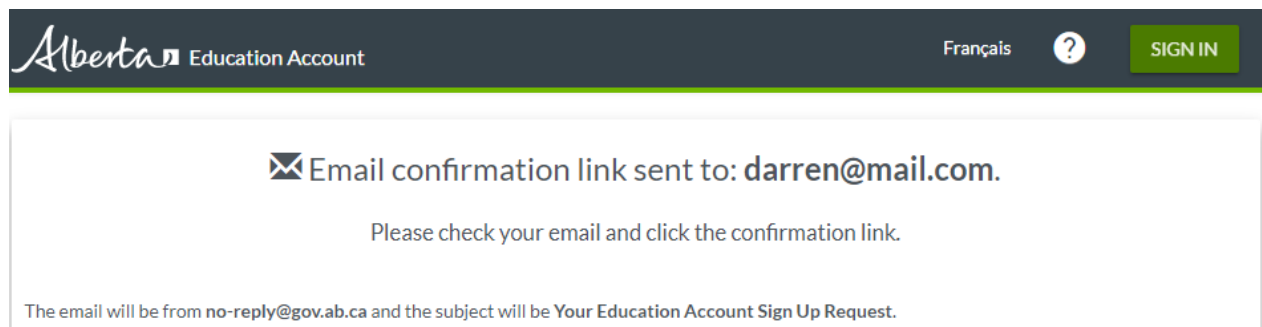
3. Click on the following to confirm you are not a robot (as an extra measure of security):

A screenshot of a reCAPTCHA interface. On the left, there is a blue square checkbox. To its right, the text "I'm not a robot" is displayed in a dark gray font. Further to the right is the reCAPTCHA logo, which consists of a blue circular arrow icon. Below the logo, the text "reCAPTCHA" and "Privacy - Terms" are visible in a smaller font.

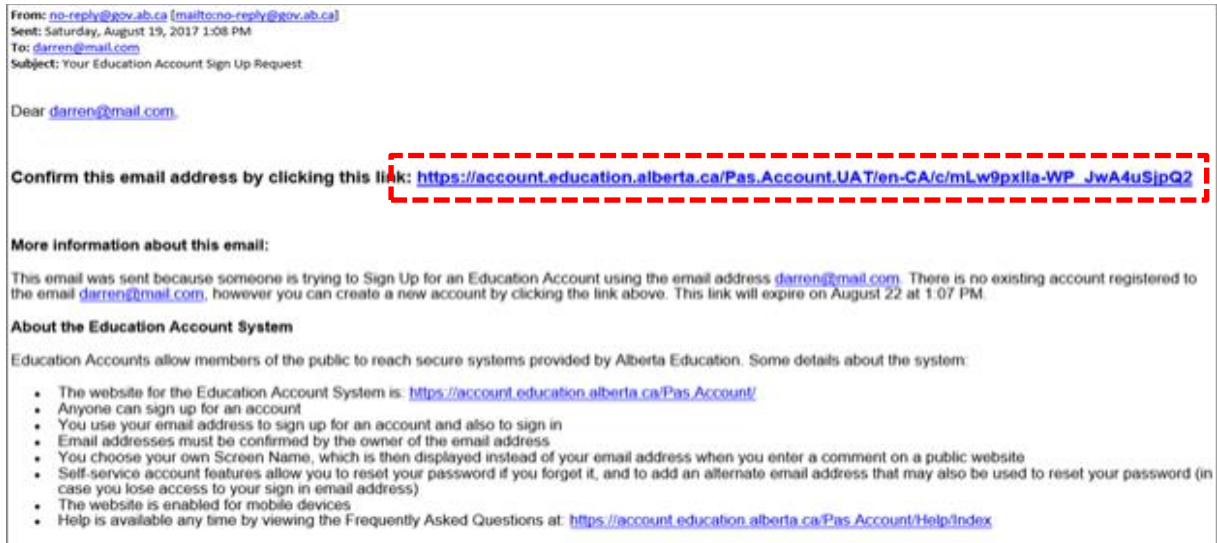
4. Follow the instructions to confirm you are not a robot.
5. Click on the following to proceed with set-up of a new Alberta Education Account:

A solid green rectangular button with the text "SIGN UP" in white, uppercase letters centered on the button.

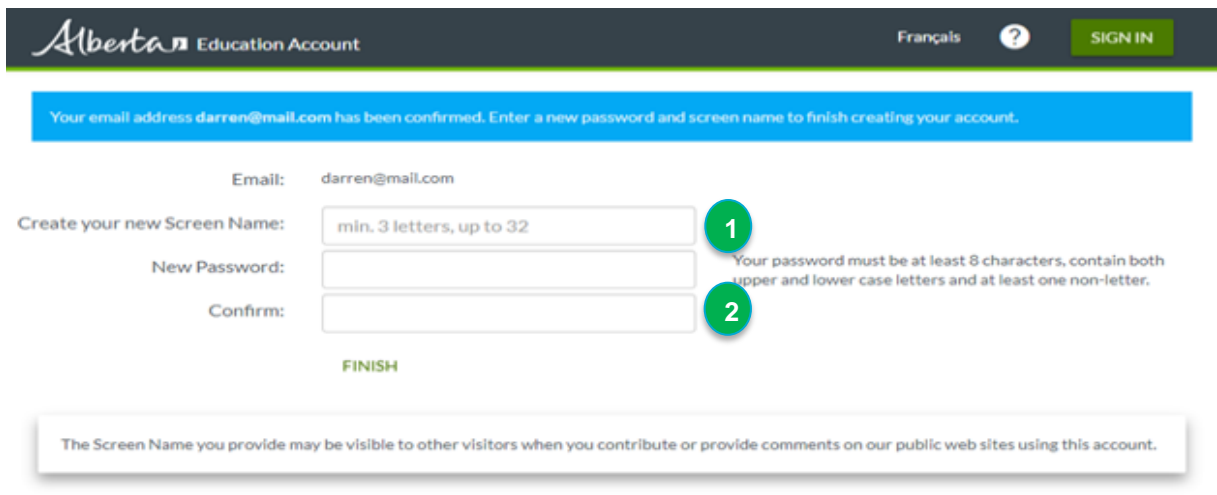
6. The following message will be displayed indicating that a confirmation email has been sent to you:

A screenshot of a confirmation message banner. At the top left, the "Alberta Education Account" logo is displayed. At the top right, there are links for "Français", a help icon (question mark in a circle), and a green "SIGN IN" button. The main content area has a white background with a thin gray border. It features an envelope icon followed by the text "Email confirmation link sent to: darren@mail.com." Below this, it says "Please check your email and click the confirmation link." At the bottom, in a smaller font, it states "The email will be from no-reply@gov.ab.ca and the subject will be Your Education Account Sign Up Request."

7. Click on the link in the email message to confirm your email address:



8. Click the **FINISH** button after (1) entering a screen name and then (2) entering and confirming a new password.

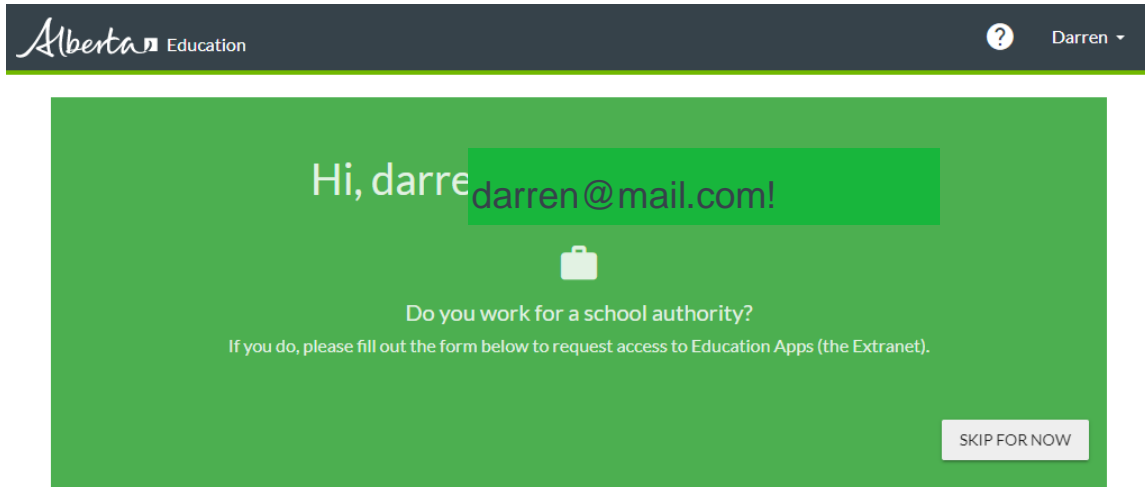


Helpful Tip: As you type your password, the system will show you a guide on the strength of your password.

Strong password

Creating an Alberta Education Account Profile

1. Provide information on your employer by (1) selecting your school authority and then (2) selecting your school.
Note: You can type the name of your school authority or school to assist with searching.



Let's start your request

Please provide your **business** contact information, and we will get you on your way!

- 1** Who do you work for?
Alberta Education [A.0099] ▼
- 2** Where do you work?
Alberta Education [S.7999] ▼

2. Indicate whether the email address listed is your business email address by (1) clicking on the checkbox.

Note: If the email address is NOT your business email address, then click on the [Sign out](#) link and Sign In again with your business email address.

Provide your contact details, including your (2) first name, (3) last name, (4) job title, (5) phone number.

Review the FOIP Statement, then indicate (6) you have read the FOIP Statement.

Review the Terms of Use, then indicate (7) you agree to the Terms of Use.

Your contact details

1 [darren@mail.com](#) is my business email
Not your business email? [Sign out](#) and [Sign In](#) again with your business email.

First Name

2 Darren

Last Name

3 Smith

Job Title

4 Tester

Phone Number

5 (780) 555-5555

6 I have read the [Provincial Education Directory: FOIP Statement](#)

7 I agree to the [Provincial Education Directory: Terms of Use](#)

3. To request access to the SLA Teacher Dashboard, (1) select the checkbox beside the SLA Teacher (1001) role.

To submit your request for approval to access the SLA Teacher Dashboard, (2) click the

START REQUEST

What Education Apps do you need access to?

- PASIprep Production View Student Information (1029) ⓘ
- PASIprep Production Manage Student & School Enrolments (1028) ⓘ
- PASIprep Production View High School Courses & Marks (1030) ⓘ
- PASIprep Production Manage High School Courses & Marks (1027) ⓘ
- PASIprep Production Approve High School Courses & Marks (1026) ⓘ

1 SLA Teacher (1001) ⓘ

SLA Principal (1049) ⓘ

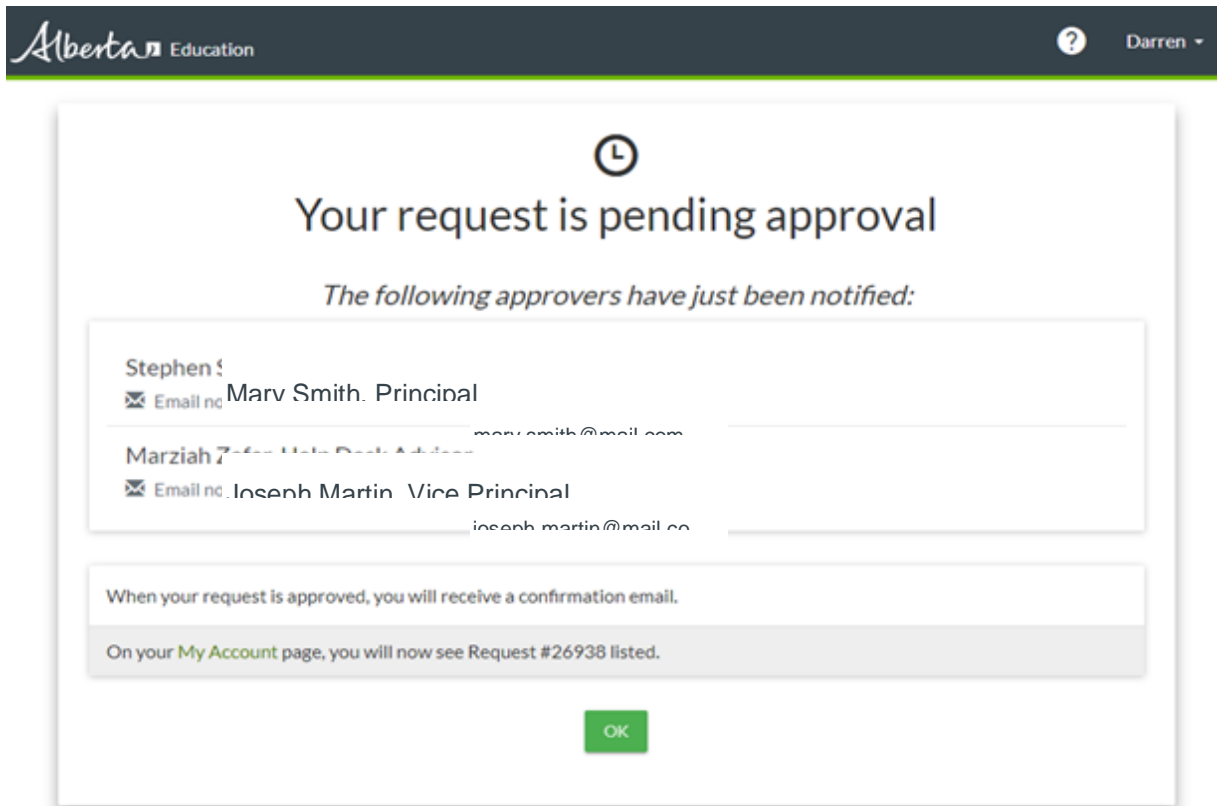
SLA School Authority Staff (1069) ⓘ

SLA Superintendent (1070) ⓘ

CDMA Teacher (1068) ⓘ

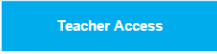
2 **START REQUEST**

4. A message will display indicating that the appropriate approvers within your school authority and school have been notified of your request to access the SLA Teacher Dashboard.



5. You will receive an email message when your request has been approved. You are now ready to log in to the SLA Teacher Dashboard!

Logging In to the SLA Teacher Dashboard

1. Go to the [SLA Application](#).
2. Click on the  button in the top right-hand corner of the SLA Application.
3. Use your Alberta Education Account email and password to sign in.
4. For instructions on using the SLA Teacher Dashboard, refer to the [SLA User Guide](#).

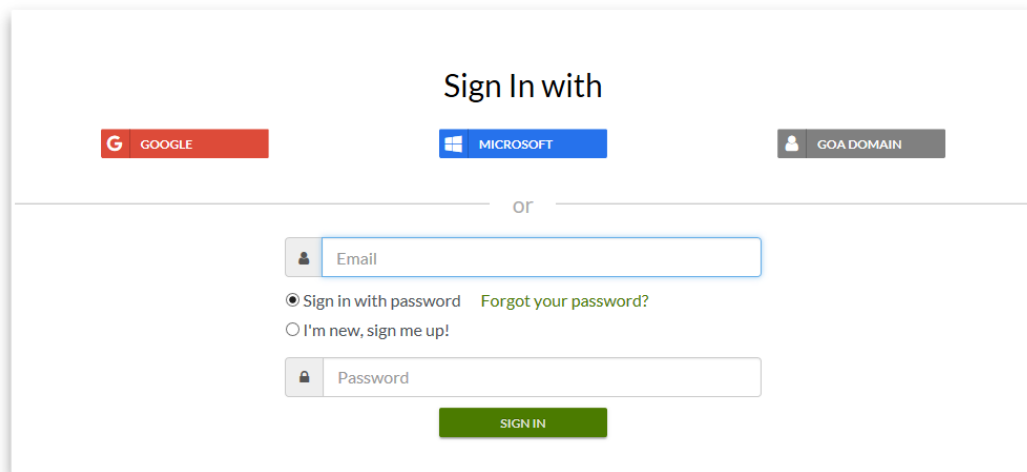
Principal/Superintendent Approval

Principals, Superintendents, or other individuals authorized within your school authority or school can approve requests to access the SLA Teacher Dashboard. You will be notified by email when there is a request for approval or you can follow the instructions below to determine if there are outstanding access requests for you to approve.

1. Click on the link in the email message or go to the [Alberta Education Account](https://extranet.education.alberta.ca) website
2. Sign in using your Alberta Education Account.



Please sign in to access SLA Teacher Dashboard (<https://extranet.education.alberta.ca/assessment.usup/>)



Sign In with

GOOGLE MICROSOFT GOA DOMAIN

or

Email

Sign in with password [Forgot your password?](#)

I'm new, sign me up!

Password

SIGN IN

3. Scroll down to the **Profile Requests Awaiting Your Approval** section. If there are access requests awaiting your approval, there will be an indicator with the number of access requests.

Profile Requests Awaiting Your Approval 2

4. Click on the **VIEW PROFILE REQUESTS AWAITING YOUR APPROVAL** button.
5. Click on the **View Request** link to view the access request you would like to approve.

ORGANIZATION PROFILES PROFILE REQUESTS APPLICATION ACCESS

Account Email	Name	Organization	Roles Requested	Requested On	
darren.lozirik@ab.ca	Darren Lozirik	Alberta Education [5.7999]	SLA Teacher (1001)	Sat, Aug 19, 2017 3:38 PM	View Request

6. Click on the **APPROVE REQUEST** button to approve the access request.

Helpful Tip: If the correct permission is not selected, you can select the correct permission before approving the request.

My Account / Profile Requests Awaiting Your Approval / Profile Request Approval

Profile Request #26938

Organization **Alberta Education [5.7999]**

Applicant Account Information

Account Email: darren.lozirik@gov.ab.ca
 First Name: Darren
 Last Name: Lozirik
 Job Title: Project Manager
 Phone: (780) 919-1041
 Fax:

Permissions to be granted

- PASIprep Production View Student Information (1029) ⓘ
- PASIprep Production Manage Student & School Enrolments (1028) ⓘ
- PASIprep Production View High School Courses & Marks (1030) ⓘ
 - PASIprep Production Manage High School Courses & Marks (1027) ⓘ
 - PASIprep Production Approve High School Courses & Marks (1026)
- SLA Teacher (1001) ⓘ
- SLA Principal (1049) ⓘ
- SLA School Authority Staff (1069) ⓘ
- SLA Superintendent (1070) ⓘ
- CDMA Teacher (1068) ⓘ

By approving this profile request you agree to the Extranet Terms and Conditions and acknowledge:

- the Applicant is an employee of your organization (as defined in section 1(e) of the FOIP Act);
- the Applicant requires access to the Extranet to perform their duties as an employee of your organization;
- the Applicant's email address is individually assigned and approved by your organization; and
- you will immediately revoke the Applicant's access when the previous statements no longer apply.

[APPROVE REQUEST](#) [REJECT REQUEST](#) [REJECT AND REPORT AS SUSPICIOUS](#)

7. Once you have approved the access request, a message will display indicating an approval confirmation message has been emailed to the requester.

Success! Profile Request #26938 for Darren Lozirik has been Approved. An email confirmation has been sent to darren.lozirik@gov.ab.ca.