



Implementation Toolkit

Introduction

Welcome to Forefront Education!

We're so excited to have you join us.

A successful Forefront implementation can help your school or district clarify instruction, analyze student growth, communicate with families, and track data across programs and over years.

This toolkit is a guide to a successful implementation. We at Forefront are committed to providing resources and support to help your school or district be successful. This document clarifies our recommended steps, outlines resources available, and provides additional materials.

Have a great school year!

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Identify Your Key Stakeholders

Implementation Lead

The implementation lead is Forefront's primary contact and leads the implementation in a school or district. This person's role may vary from a curriculum director to a teacher lead. This person is the local liaison for Forefront, and they will communicate with and coordinate colleagues as needed.

Rostering Contact

IT, Other

Depending on your account, rostering may be done by your IT team, the primary contact, or a third-party. Identifying the rostering contact is a required step in the configuration process.

Leadership

District and School Leadership

Leader engagement, both instructional and administrative, is key for both teacher buy-in and meaningful use of the data. If your leaders are not a part of the implementation, it is important to help them access Forefront and look at data. Forefront supports leader engagement through webinars, monthly newsletters, and our midyear data check-in.

Teachers

General Education, Interventionists, SPED

Teachers are the bedrock of a strong implementation, and Forefront was designed with them in mind. The implementation process is streamlined to help teachers understand and use Forefront. As they input data, teachers will quickly see value and identify next steps for instruction.

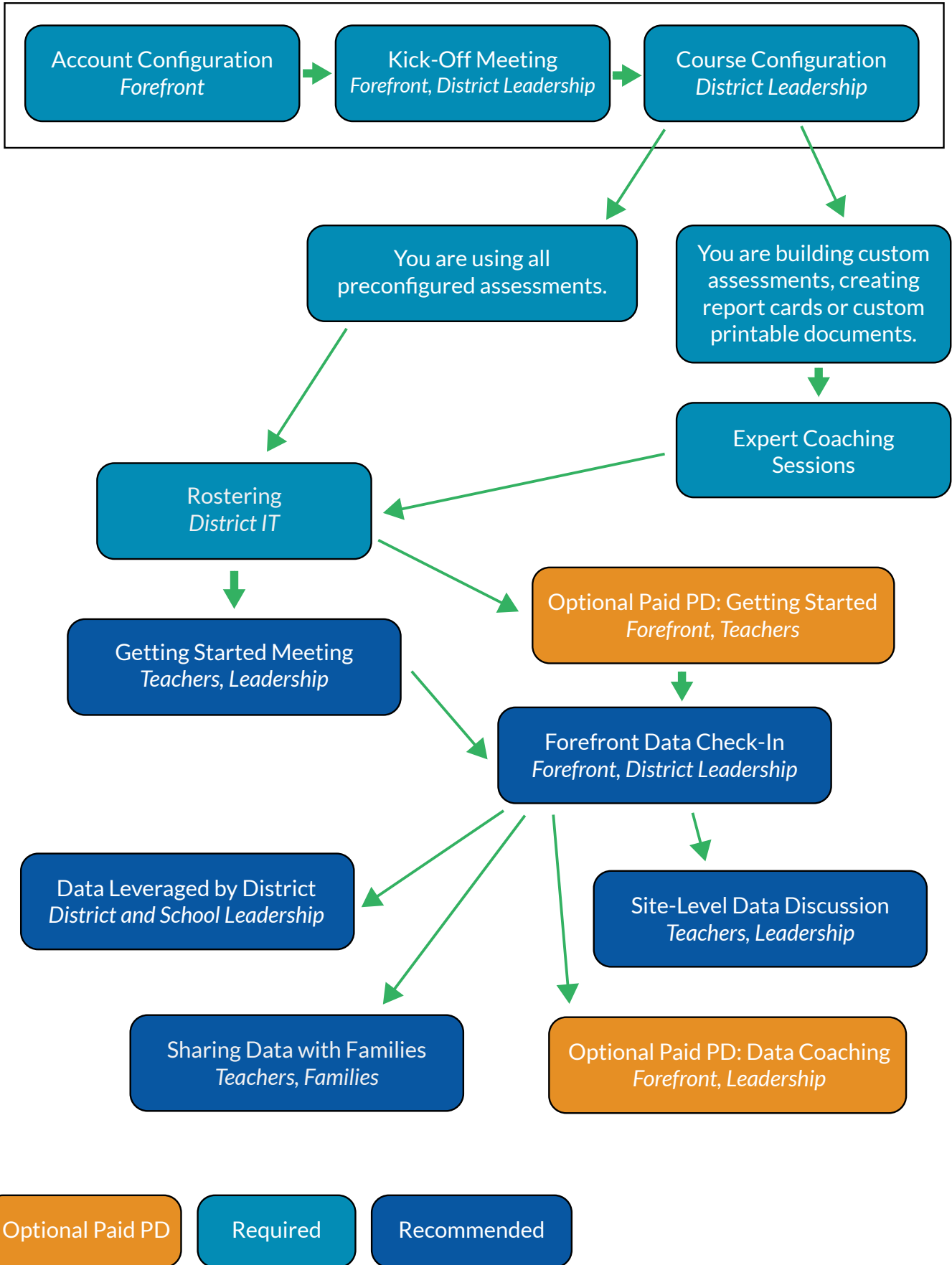
Learn more about user roles within Forefront.

[Read more here.](#)



Implementation Road Map

If your account is a simple configuration, we may be able to cover account and course configuration in the kick-off meeting.



Road Map Breakdown

Account Configuration

Once your contract is signed, our team will create your account. Once that has been done, log-ins for the implementation lead and the rostering contact will be created, and you will be able to log in at app.forefront.education/login.

If you are a **returning account**, this step has already been completed.

Course Configuration

Courses are made up of the standards views (lenses), assessments, and printable documents. Simple courses have one curriculum. Courses can have more than one curriculum, for example, if they are a multi-subject course.

If you have a simple course set-up, your account can be configured with default courses. For more complex courses, our team will provide support through the configuration process.

If you are a **returning account**, you can modify your courses at any time. We recommend a yearly audit to verify the content of your courses.

Learn more about courses.

[Read more here.](#)



Expert Coaching Sessions

If you are using advanced functionality, you may need extra coaching to customize your Forefront account. Building assessments, creating custom printable reports, setting up grade cards, or configuring complex courses are advanced uses that are supported through expert coaching. The coaching follows a flipped classroom model, with how-to videos to watch before connecting with Customer Success for personalized support. You can discuss and request expert coaching from our Customer Success team.

Access rostering resources.

[Learn about rostering here.](#)



Getting Rostered

Once courses exist, it is time to roster. Rostering will create user accounts, classes, and students in the application. Teachers can log-in and see their students in their class(es) once rostering has been completed.

Rostering can be a one-time spreadsheet upload or a daily upload from a SIS export. Once you have decided which process you will be using (one-time or SFTP), we will provide documentation to guide you and your IT team through that process.

Once you have gotten courses configured and rostering is complete, Forefront is ready for teachers to enter data!

Sample Letters for Teachers and Principals

Communicate about resources and expectations around Forefront implementation with our template letters. Preview templates here, and use the QR code or link to access digital versions for copying and customization.

[Access digital templates here.](#)



Sample Teacher Letter

Dear Teachers,

This year we will begin providing Forefront for the collection of results from your _____ assessments. This means that we will stop using _____.

Forefront will help everyone to have the information organized and in one place so that it can be readily available and accessible.

(If appropriate, add) We will be utilizing the assessments for _____, therefore the expectation will be that results of all _____ assessments will be entered into Forefront by _____. Forefront also is configured for the _____ assessments, and teachers may choose to enter results for these assessments to support their work.

To log into Forefront go to app.forefront.education/login.

Insert information here about which login method to use - this varies from district to district.

Please take a few minutes to confirm that your roster is correct. Contact _____ if you need to make adjustments.

[Here you will find a quick 5 minute video on how to log in and enter data.](#)

For a more thorough tour of Forefront's functionality, [here is a link to recording of a recent Getting Started for Teachers webinar.](#)

Forefront has a full set of help documents available by clicking on the ? icon at the top of the screen, or are accessible at forefront.education/support/.

When you encounter issues related to the software contact support@forefront.education directly. For issues related to rosters contact _____.

We are very excited for the potential Forefront has for increasing efficiency, improving communication, and helping to take our collaborative work to the next level.

Thank you for your efforts in making this implementation successful.

Sample Principal Letter

Dear Principals,

This fall we will begin implementing Forefront to support our _____ work. Forefront is a powerful tool for teachers to help them to organize the results from their _____ assessments. Having these results in Forefront will make those results accessible and visible for your _____ work, for parent communication, to support our MTSS work, PLCs and grading.

The expectation is that results of all _____ assessments will be entered into Forefront by _____. This will ensure that that information is available to you and the other instructional leaders in your school to help guide and focus your efforts to support all children.

Here you will find a recording of a recorded webinar: [Forefront for Leaders](#). This will provide you with an overview of Forefront and how to use it to empower and improve the efficiency of your work.

To log in, go to app.forefront.education/login.

Insert information here about which login method to use - this varies from district to district.

Forefront has a full set of help documents available by clicking on the ? icon at the top of the screen, or are accessible at forefront.education/support/.

Thank you for your efforts in making this implementation successful.

Setting Expectations

“It’s not a ‘put the program in, start putting your data in, and everything will go smoothly’. It’s a process...It’s been a game-changer for us. A game-changer in our PLCs. A game-changer in how we are teaching for mastery with our students, and how teachers are now looking at standards.”

Tammy Brown
Academic Coach
Lakeside School District

Watch our on-demand video Implementation Best Practices with Forefront’s customer success team and Lakeside School District’s district academic coach. Learn how to set the vision for an implementation and help teachers get quickly started collecting and interpreting data.

[Access the recording on-demand here.](#)



Getting Started Meeting for Teachers

Once your Forefront account is configured and rostered, it is time for teachers to enter data.

Supporting teachers to enter data promptly and systematically is one of the most important steps in a successful implementation.

Below are suggested formats for a meeting where teachers can enter data together. It is recommended after teachers have at least one shared assessment graded and can input that data together.

Returning district? There are new Forefront features (including auto-filling data) that teachers will benefit from learning about even if they are familiar with the basic functionality.

Who is invited?

Teachers. Invite principals, assistant principals, coaches, so that they may also learn how teachers interact with the software.

Before the Meeting

Select a shared assessment for which teachers will be inputting data. Have teachers give and score the assessment and bring hard copies to the meeting.

Read on for different for Getting Started Meetings agendas.

Getting Started Meeting for Teachers Agenda Options



Getting Started for Teachers Webinar

If you have 1 hour...

30 minutes: [Watch the Getting Started for Teachers webinar.](#)

15 minutes: Give teachers time to enter data together, explore the student proficiency wheels, the overview page, and reports.

15 minutes: Regroup and look at the Single Assessment Report for the assessment teachers have just input data for. [Learn about leading a data discussion on an assessment here.](#)



Leading a Single Assessment Data Discussion



If you have 15 minutes...

5 minutes

Watch the “Getting Started” video, [accessible here.](#)

10 minutes

Give teachers to enter time to data with each other for support.

If you are a returning district (15 minutes)

Before the meeting

Have the leader of the meeting become familiar with the power of having year-over-year data in Forefront. [Read more here.](#)

5 minutes

Watch the “Getting Started” video, [accessible here.](#) While teachers may be familiar with Forefront, watching the new year’s video is recommended so that teachers will be aware of new features.

10 minutes

Give teachers time to look at their students’ historic data in the overview page and proficiency wheels or view a report of historic data for an upcoming assessment.



Year-Over-Year Data in Forefront

Data Check-In with Forefront Team and Leadership

Once your school or district has collected enough data for meaningful review, you will have a data check-in with a member of the Forefront Customer Success team. **We will reach out with scheduling options when you have sufficient data to review.** You can share any particular questions you have when you schedule.

Who is invited?

Principals, assistant principals, team leaders, coaches, or district leadership.

Leverage Data as a District

The most successful implementations engage leadership with the classroom assessment data collected by teachers. Whether it is for RtI/MTSS, standards-based grading, PLCs, or refining instruction, these assessment results can drive school improvement efforts when leaders use the data to inform decision-making. One way to engage leadership is to organize a data discussion in your school(s).

Data Discussion Meeting (30-60 minutes)

Who is invited? Teachers, coaches, and school leadership.

Before the Meeting: [Select a Data Discussion protocol that you will be using.](#) Use the pacing page to confirm that teachers have/will have the necessary data input. Create and save (or share) the reports that you will be using for the discussion.

Look at the Data (10-20 minutes)

Look at the Reports as recommended in the data discussion protocol. Ask and discuss the questions on the data discussion protocol.

Take Action from the Data (20-40 minutes)

Follow the action steps to make use of the collected data.

Example Meeting: It's All About the Teaching! Protocol

Before the meeting: The math coach decides that teachers and the math coaches will be looking at grade-level scores on a unit pre-assessment to prepare the work of the unit. The coach checks the pacing page to see that most teachers have the data input and reaches out to see if the others need help. The math coach creates a folder and saves the Single Assessment Report for the assessment and grade level in question.

Look at the data: The coach and teachers look at their grade's performance on the pre-assessment. They notice that the students are stronger on some skills they did not expect but need extra instruction on an area that gets less attention in the unit. There are also some discrepancies in performance on a class-by-class basis.

Take action from the data: The coach and teachers make a plan for some modifications that will remove some of the redundant practice for the skills that students are stronger on and build in ways to pay more attention to the skills that students need help with than the unit originally had. Some of the teachers whose students demonstrated smaller gaps share strategies they used in the last unit when the topics were introduced.



data discussion protocols

Sharing Data with Families

Strengthening family communication with Forefront can help families better understand their students' performance and reduce teachers' workload.

Printable Assessment History

All account levels have access to the Printable Assessment History. This history reports student proficiency by domains covered by assessments. Teachers can select what assessments they want by date range or custom selection.

[Learn more here.](#)



Using Forefront for Parent-Teacher Conferences

Forefront has many features that can root Parent-Teacher Conferences in learning evidence.

Learn more about Forefront for Parent-Teacher Conferences at our webinar September 21, 2022, at 2 pm CT, or watch it on demand after. [Access links here.](#)

Printable Documents (Basic and Premium)

Teachers can download and print documents that are auto-populated with data from Forefront.

[Learn more here.](#)



Keep in Touch!

Do you have questions, an issue, or feedback on Forefront?

Email us at support@forefront.education for support.

And keep in touch! We love to help and support our clients.