



## SCHOOL ADMINISTRATOR (SA) UPLOAD NOTIFICATION LETTER

Dear FCAT Explorer School Administrator,

The FCAT Explorer Support Services Team has successfully uploaded the enrollment files for students and teachers for your county. Teachers may now obtain their sign-ins and passwords from you or they may call us at our toll-free number listed below. To determine if a school does not have an FCAT Explorer School Administrator or if the currently listed SA is incorrect, please navigate to the homepage of the website at [www.fcatexplorer.com](http://www.fcatexplorer.com) and click on “click [here](#) for more information” listed in the green announcement box. All uploaded districts will be listed; the school SA can be seen by clicking on the district name.

**(\*\*Important\*\* Please contact the FCAT Explorer Help Desk immediately so that SA information can be created/updated and current login information can be provided to teachers and students.)**

Student sign-in names and passwords can now be found in the alphabetized directory located in both the School Administrator's and the Classroom Teacher's home page. Thank you in advance for notifying the teachers in your school that login information is now available.

In addition to processing enrollment files, the FCAT Explorer Support Services Team has developed a set of best practice guidelines to help you use FCAT Explorer practice programs as effectively as possible. The guidelines offer tips and suggestions in the following areas:

- Starting a New School Year
- Getting Your Students Started
- Signing On
- Exploring Your Teacher's Desk
- Monitoring Student Progress
- Getting Familiar with the Student Site
- Helping Students Succeed
- Exploring in the Classroom
- Encouraging After-School Use
- Getting Technical Assistance

To access the guidelines, click the following link:

[http://www.fcatexplorer.com/downloads/FCAT Explorer Best Practice Guidelines.doc](http://www.fcatexplorer.com/downloads/FCAT_Explorer_Best_Practice_Guidelines.doc)

On subsequent visits, you can click Educator Resources on the home page. You'll find the FCAT Explorer Best Practice Guidelines link under the School Resources column.

The FCAT Explorer Support Services Team looks forward to the 2007-2008 school year. With your help, we can achieve our goal of enrolling all of Florida's public school students and teachers in the FCAT Explorer. If you have any questions about the teacher and student logins, please call 1-888-750-3228 to speak with a Support Services Team member or go to <http://www.fcatexplorer.com/> and click "Contact Us" to send us a message.

Sincerely,  
FCAT Explorer Support Services  
1-888-750-3228 (Toll Free)  
(850) 383-1015 Fax