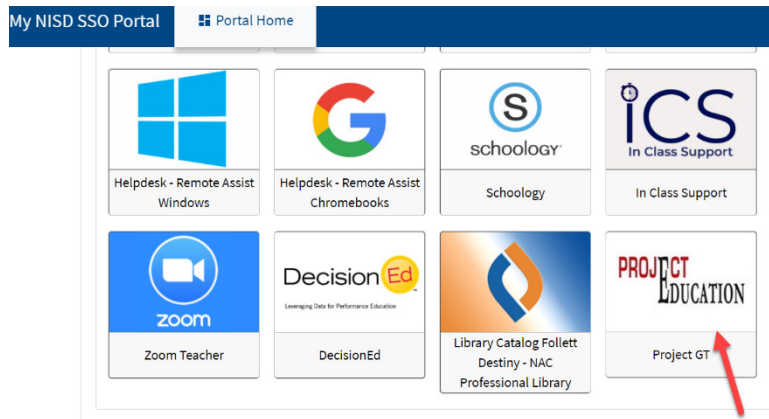


## NISD PGT: HOW TO SUBMIT A TEACHER REFERRAL CHECKLIST IN PROJECT GT (GTTC, last updated 9-30-21)

### Educators

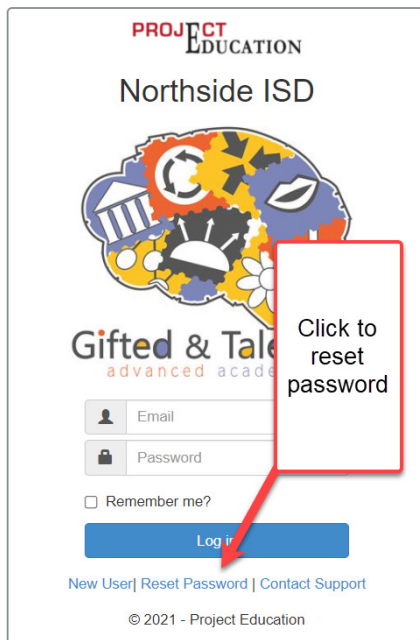
If you have a student that you would like to refer for GT services, please follow these steps:

1. **IF YOU HAVE THE PROJECT GT TILE ON YOUR NISD PORTAL:** Click on the Project GT tile



### **IF YOU DO NOT HAVE THE PROJECT GT TILE ON YOUR NISD PORTAL:**

Go to: <https://northside.projectedu.net> and reset your password



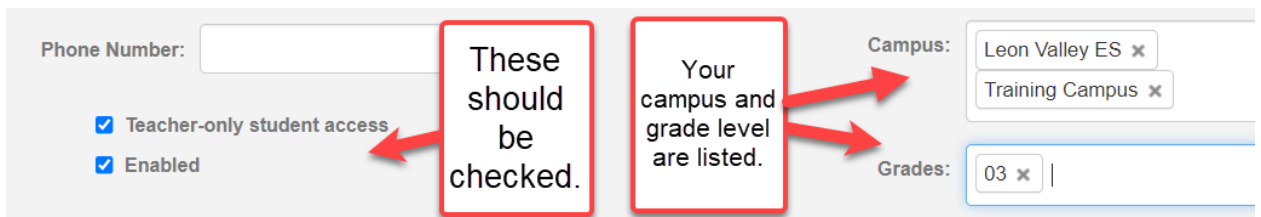
### Forgot your password?

The screenshot shows the 'Forgot your password?' form. It has a text input field for 'Enter your email' with the placeholder 'firstname.lastname@nisd.net'. Below the input field is an 'Email Link' button. A red box highlights the 'Email Link' button.

For cybersecurity, consider using a different password than that used on the NISD network.

If you are still having trouble logging in, have your campus GT specialist look you up in the system. Have them go to their Admin., User settings to see if:

- a. you are enabled as a teacher in the system and
- b. you have access to your campus and at least your grade level (to refer a student from a different grade level, e.g. a prior student, your campus GT specialist may set your grades to “all.”)



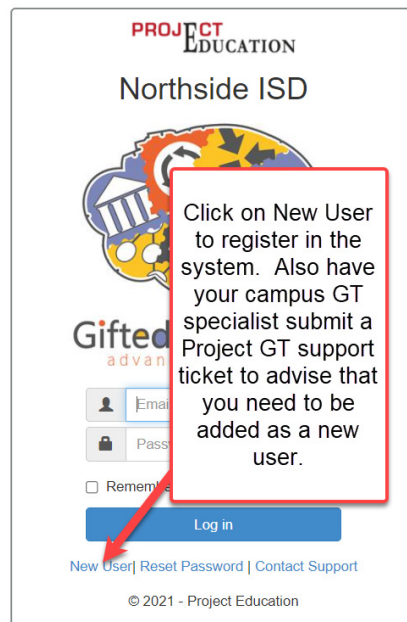
A screenshot of a user settings form. On the left, there are two checked checkboxes: "Teacher-only student access" and "Enabled". In the center, a red-bordered box contains the text "These should be checked." with a red arrow pointing to the checkboxes. To the right, there are two dropdown menus: "Campus:" with "Leon Valley ES" and "Training Campus" selected, and "Grades:" with "03" selected. A second red-bordered box contains the text "Your campus and grade level are listed." with two red arrows pointing to the "Campus:" and "Grades:" dropdowns.

**IF IT IS DETERMINED THAT YOU ARE NOT YET IN THE PROJECT GT SYSTEM** (e.g. new/other campus personnel):

Go to: <https://northside.projectedu.net>

Click on “New User” to register.

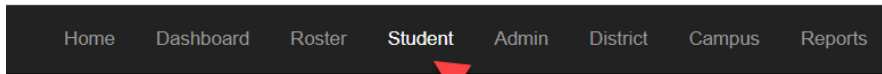
Also, have your campus GT specialist notify Project GT via support ticket that you need to be added.



A screenshot of the Project Education login page for Northside ISD. The page features the Project Education logo at the top, followed by "Northside ISD" and a colorful graphic. Below the graphic is the text "Gifted advanced". There are input fields for "Email" and "Password", a "Remember me" checkbox, and a blue "Log in" button. At the bottom, there are links for "New User", "Reset Password", and "Contact Support". A red-bordered box in the center contains the text: "Click on New User to register in the system. Also have your campus GT specialist submit a Project GT support ticket to advise that you need to be added as a new user." A red arrow points from this box to the "New User" link.

Thank you in advance for your persistence in overcoming any log in hurdles with the new Project GT system. Your referral matters to maximize student potential.

2. Once you are in Project GT: Click “Student” in the black menu ribbon at the top of the screen. Enter Student ID or last name if you don’t know the ID. Do NOT add other filters. Click “List Students.”



Home Dashboard Roster **Student** Admin District Campus Reports

## Student Search

Student ID ##### List Students Reset

Last Name First Name Mid

Campus Select

Grade Select

Enrollment Enrolled

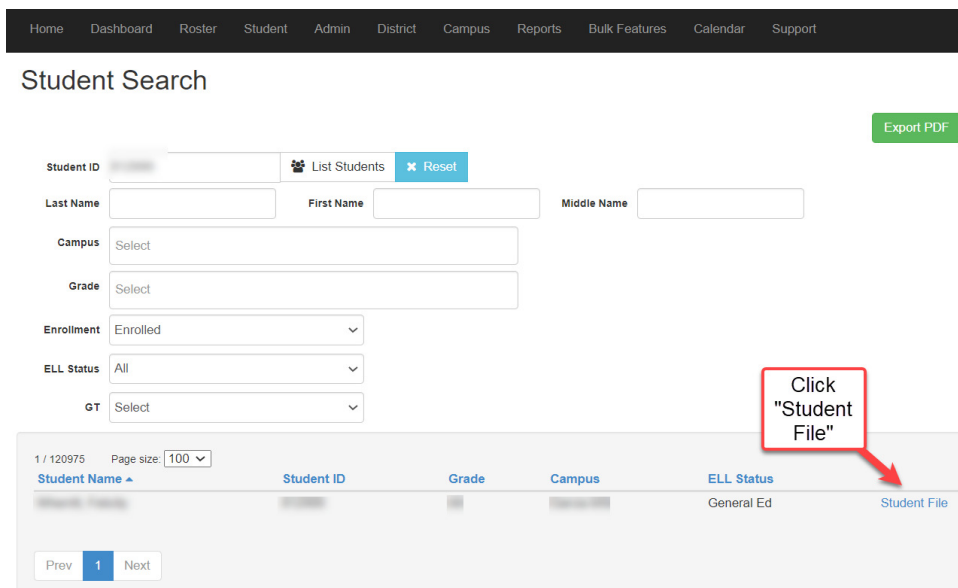
ELL Status All

GT Select

Enter Student NISD number and click "List Students" to see one student or just click "List Students" to see all students available in your view

© 2021 - Project Education

3. When you find the student you are looking for, click “Student File” on the right side of the search results.



Home Dashboard Roster Student Admin District Campus Reports Bulk Features Calendar Support

## Student Search

Export PDF

Student ID ##### List Students Reset

Last Name First Name Middle Name

Campus Select

Grade Select

Enrollment Enrolled

ELL Status All

GT Select

| Student Name | Student ID | Grade | Campus | ELL Status | Student File |
|--------------|------------|-------|--------|------------|--------------|
|              |            |       |        | General Ed |              |

1 / 120975 Page size: 100

Prev 1 Next

Click "Student File"

4. When you get to the student's file page click on the appropriate Teacher Checklist on the right side of the page corresponding to your role (e.g. ES classroom teacher would complete the "Self Contained" form.)

The screenshot shows the 'Student File' page for an 'Enrolled' student. On the right, there are two columns of forms:

- Meeting Forms:**
  - Project GT
  - Custom GT Parent Referral Form
  - ★ Custom Gifted and Talented Profile
- Teacher Forms:**
  - Project GT
  - GT Progress Report
  - Teacher Checklist - Self-Contained
  - Teacher Checklist - ELA
  - Teacher Checklist - Math
  - Teacher Checklist - Science
  - Teacher Checklist - Social Studies
  - ★ GT Student Performance Report

Callout boxes with red arrows indicate:

- 'ES Classroom teachers' points to the 'Project GT' form in the Meeting Forms column.
- 'ES, MS, HS content area teachers/specialists' points to the 'Teacher Checklist - Self-Contained' form in the Teacher Forms column.

Complete the information requested on the checklist used.

Also, complete the rating requested.

Please remember to Click "Submit" or your referral will not be recorded.

[Submit](#)

The screenshot shows the 'Teacher Checklist - Self-Contained' form. At the top, there are 'Back' and 'Print' buttons. Below is a table with student information:

| Student ID    | Student Name | Age        | DOB        | Gender     |
|---------------|--------------|------------|------------|------------|
| [Redacted]    | [Redacted]   | [Redacted] | [Redacted] | [Redacted] |
| Academic Year | Campus       | Grade      |            |            |
| 2021-22       | [Redacted]   | [Redacted] |            |            |

Below the table, there are fields for 'Date:' (09/30/2021), 'Completed By:', and 'How long have you known this student?'. A red arrow points from a callout box to the first dropdown menu in the 'Part I: Learning Characteristics' section.

**ES Classroom Teacher:**  
 Complete the drop downs for the 25 questions  
 1. Rarely/Never  
 2. Sometimes  
 3. Often  
 4. Almost always

**Part I: Learning Characteristics. The student...**

- Select [ ] has vocabulary advanced for age/exposure; uses terminology accurately.
- Select [ ] tries to discover the "why" and "how" of things.

Adapted Academic Rating Scale: Math  
Grades K – 12

Student Name: \_\_\_\_\_ Northside ISD ID#: \_\_\_\_\_  
Grade/Course: \_\_\_\_\_ Date: \_\_\_\_\_  
Teacher: \_\_\_\_\_ School: \_\_\_\_\_

Content area checklist only has 15 questions

Check all that apply.

- 1. Finds relationships (ex. Relates multiplication \_\_\_\_\_ understands relationships of coins).
- 2. Readily sees patterns, recognizes patterns in real life (ex. Can extend patterns into large numbers).
- 3. Focused, motivated, interested and persistent in learning math.
- 4. Examines problems and determines multiple ways to solve.
- 5. Uses available resources to solve problems in a unique way (ex. Secures manipulatives/other objects for use).
- 6. Applies numbers to real life (ex. Uses numbers while playing, interested in clocks, calendars, coins).

5. Note as of 9/30/21: The Project GT vendor is still working on programming the checklists for content area teachers. If the ELA, Math, Science, Social Studies, ESL/Language form listed is not a 15-item checklist, please use the following temporary work around:

Click "Support" on the black ribbon menu.

Click "District Documents". Click the appropriate checklist and download, complete, email to campus GT specialist.

The screenshot shows a web application interface. At the top is a black navigation ribbon with the following items: Home, Dashboard, Roster, Student, Admin, District, Campus, Reports, Bulk Features, Calendar, and Support. A red arrow points to the 'Support' item. Below the ribbon is a 'Support' section with a sub-menu containing: Videos Admin, Videos Grouped, Contact Support, FAQ, Internet Speed Test, and District Documents. A red arrow points to 'District Documents'. Below this is a 'District Documents' section with a search bar. A list of documents follows, each with a hamburger menu icon on the left and an email address on the right. The documents are: Placement Decision Individual Student Profile, Checklist Educator Classroom Teacher, Checklist Educator Math, Checklist Educator ELA, Checklist Educator ESL Foreign Language, Checklist Educator Science, and Checklist Educator Social Studies. All email addresses are Yonne.Avina@nisd.net. A red box with the text 'Download writable form, complete, email to campus GT specialist' has five red arrows pointing to the hamburger menu icons of the five checklist documents.

6. To refer another student, complete steps 2-5 again.
7. Lastly, please send the parent the parent link for their input and permission:  
<https://northside.projectedu.net/home/CustomGTParentReferral>

**Reminder: Please use the Support tab in the black menu bar if you encounter issues navigating or using the system.**

**THANK YOU FOR REFERRING STUDENTS  
WHO MAY NEED GIFTED SERVICES!**

