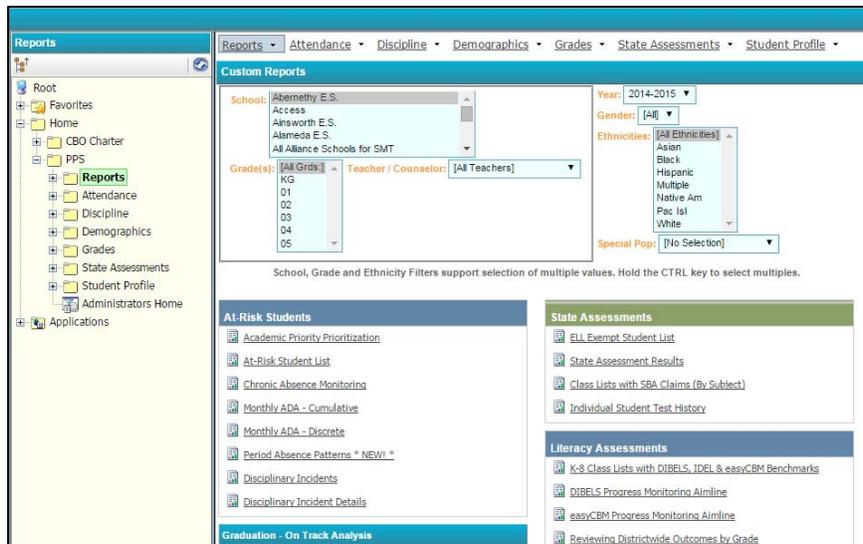


Administrator Dashboard Training

dashboard.pps.net

Fall, 2015



Contact Kathy Kerr - kkerr@pps.net

1. Data Sources	4
2. Navigation	5
3. Personal Home Page & Favorites	6
4. Filters	7
5. Student Profile	9
6. Metric Pages	11
a. Categories of data	
b. Viewing metrics	
c. Metric Icons & Exporting metrics to excel or pdf	
7. Reports	13
a. Reports available	
b. Running reports	
c. Exporting reports to Excel or PDF	
8. Excel Tips	15
9. Exercises	

Dashboard Data Sources

- Synergy (updated nightly)
 - Students, Enrollments, Schools, Courses, Teachers, Schedules, Calendars, Attendance, Progress & Quarter Grades, Discipline, Programs, Groups

- PeopleSoft HR (updated nightly)
 - Staff, Licenses & endorsements, employment status, assignments, funding chartfields

- Assessment vendors:
 - ODE/TIDE - OAKS, Smarter Balanced, Extended & ELPA Assessments
 - University of Oregon - DIBELS, IDEL
 - Riverside - easyCBM
 - PK2LA - Phonics Survey & DRA
 - College Board - PSAT, SAT, ACT, AP tests
 - STAMP

Dashboard Navigation

dashboard.pps.net

The screenshot displays the dashboard interface with the following components:

- Navigation Tabs:** Reports, Attendance, Discipline, Demographics, Grades, State Assessments, Student Profile.
- Left Sidebar:** A tree view showing folders like Home, CBO Charter, PPS, Reports, Attendance, Discipline, Demographics, Grades, State Assessments, Student Profile, Administrators Home, and Applications.
- Administrators Home Section:** Includes filters for School (Kaitoo PDX, Kelly E.S., King PK-8, Lane M.S., Laurelhurst K-8), Year (2014-2015), Gender, Ethnicity, and Special Pop. It also features dropdowns for Grades and Teacher/Counselor.
- Charts:**
 - YTD Discipline Incidents & Actions:** A bar chart showing counts for various incident types.
 - Chronic Absence Monitoring - Entire School Year:** A bar chart showing counts for Good (>95%), Acceptable (90-95%), Chronic (80-89%), and Severe (<80%).
 - Student Enrollment by Special Population:** A bar chart showing counts for SpEd, TAG, LEP, F&R Needs, ACP, and Immersion.
 - Filtered Smarter Balanced 2014-15 Results by Subject:** Two horizontal stacked bar charts for Mathematics and ELA, showing percentages for Level 1, Level 2, Level 3, and Level 4.
 - Districtwide Smarter Balanced 2014-15 Results by Subject:** Two horizontal stacked bar charts for Mathematics and ELA, showing percentages for Level 1, Level 2, Level 3, and Level 4.
 - Filtered Smarter Balanced 2014-2015 MATH Results by Race:** A horizontal stacked bar chart showing percentages for Multiple, White, Pac Isl, and Native Am.
 - Districtwide Smarter Balanced 2014-2015 MATH Results by Race:** A horizontal stacked bar chart showing percentages for Multiple, White, Pac Isl, Native Am, and Hispanic.

Tabs at top of page

Available Dashboard pages are listed at the top of every page. Click on the Page that you would like to go to. Dashboard pages are organized by areas of interest:

- Attendance
- Disciplinary Incidents (contains multiple pages – use the drop-down arrow for a list)
- Enrollment & Demographics
- Grades/Marks (contains multiple pages – use the drop-down arrow for a list)
- State Assessments
- Student Profile (contains multiple pages – use the drop-down arrow for a list)
- Reports

Navigation Tree (Left pane)

Open up the tree by clicking on the plus sign (+) next to the Home Folder and the PPS Folder.

To go to a page – click on the folder name of interest: Enrollment, Discipline, Reports, etc.

Favorites & Personal Home Page

To set your own Personal Home Page (where the Dashboard takes you when you first sign in)

- Go to the page you want
- Click on the Star on the top right of the blue header
- Click Set Home

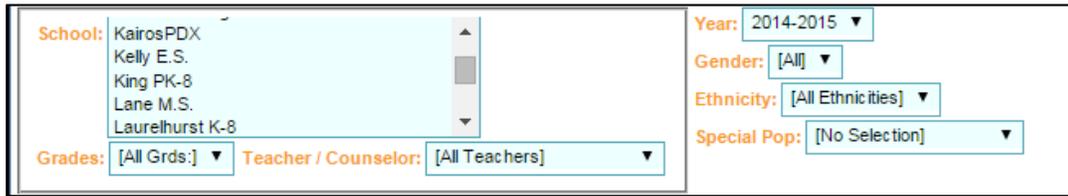


Favorites retain the filter values along with the page selected. (See section on Dashboard Filters)

- Go to the page you want
- Click on the Star on the top right of the blue header
- Click Add to Favorites
- Favorites are added to the Favorites Folder in the Navigation Tree

Dashboard Filters

Dashboard filters limit the data that is shown on the metrics and reports.



The green GO button (Top Right) must be clicked for a filter change to take effect.



Some filters allow more than one value by pressing the control key while clicking on additional values.

Filters present on all Pages:

- School – select the school or schools of interest.
 - If looking back at data from prior years, the school that was used in that year must be selected. For example, K-8 schools that were split into 2 schools before 2013-14.
 - To go quickly to a school further down the list, type the first letter of the school.
- Grade(s) – select the grade level(s) of interest – or [All Grds]
 - Once a School is selected, the grade levels at that school will be listed.
- Teacher/Counselor - select the Teacher/Counselor of interest – or [All Teachers].
 - Once a school is selected, teachers who have been assigned to the school during the last 3 years are listed.
- Year – select the school year of interest
- Gender – select a student gender – or [All Students]
- Ethnicity – select the student Race/Ethnicity of interest – or [All Ethnicities]
 - Students are categorized based on their Ethnicity (Hispanic or Not) and Race identification in Synergy.
 - Students who selected Hispanic Ethnicity are all categorized as Hispanic, regardless of the race.
 - Students who did not select Hispanic Ethnicity are categorized by their race, or Multiple if more than one race was selected.
- Special Population – select the population of interest – or [No Selection]
 - 504, Academic Priority, SpEd, TAG, ELL, AVID, non-AVID, Immersion, non-Immersion, Homeless, Indian Ed, Migrant Ed, Teen Parent, Exclude District-level SpEd, etc

Some metrics and reports will have additional filters such as Grading Period or Subject.

Student Profile

A multitude of data about a single student

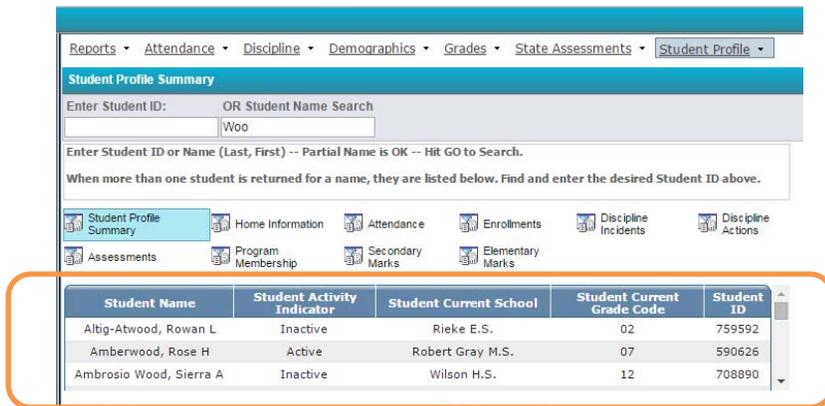
Accessible from Top or Left Navigation, or whenever you see this icon:  .



Enter a Student ID and Click GO.

Or search by last name for the Student ID.:

1. Enter a full or partial *Last Name, First Name* and click the GO button.
2. A list of students will appear



3. Find the student you are looking for in the list.
4. Type or paste the Student ID into the Student ID field and click GO.

Student Profile (Continued)

Student Profile Summary Page

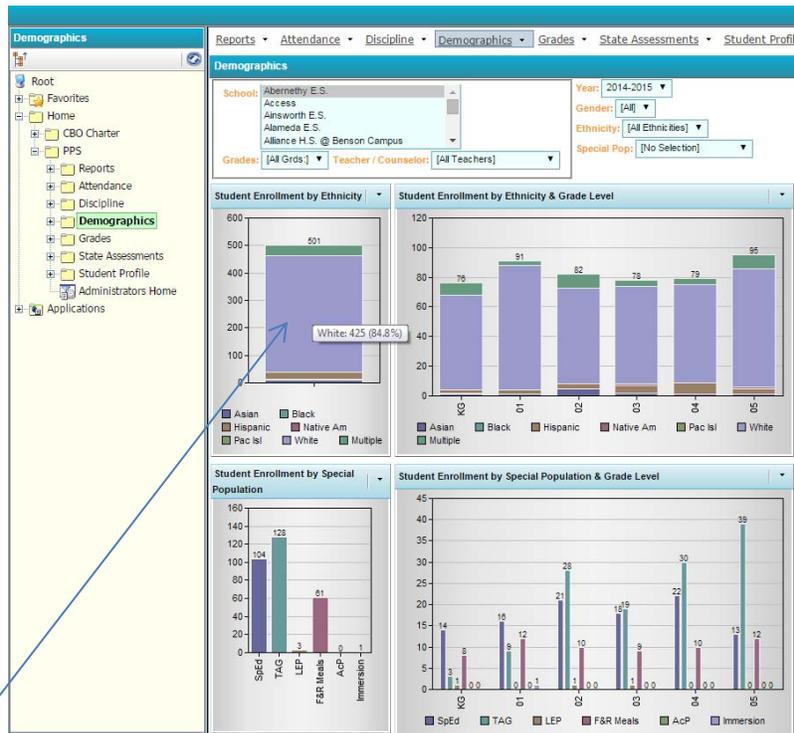
- Current status and placement (School, Homeroom, SpEd, ELL, Immersion, AcP, etc)
- Demographics (Race/Ethnicity, Language, Gender, etc)
- Attendance – 5 years of ADA (Average Daily Attendance Rate)
- Discipline – 5 years of Discipline Incident Counts
- GPA – 5 years of GPA
- State Test Scores – 4 years of State Assessment scores in Reading, Math, Science, ELPA, Writing
- Literacy Assessments – 4 years of easyCBM, DIBELS, IDEL Risk Ratings
- Language Proficiency – STAMP scores
- College Board Exams – ACT, SAT, AP scores

Additional Student Profile Pages:

- Home Information – Address, phone, Parent/Guardian names
- Attendance – historical absences (Full Day or Half Day)
- Enrollments – historical school enrollments
- Disciplinary Incidents – historical Disciplinary Stage 2/3 Incidents. Starting in 2013-14, also includes Stage 1 (e.g. Bullying, Playground)
- Discipline Actions – historical dispositions of incidents. (Low Level, Suspension, etc)
- Assessments – historical assessment dates & results
- Program Membership – historical active and expired program memberships
- Secondary (Grades 6-12) Quarter Marks
- Elementary Report Card Marks

Dashboard Metric Pages

Metric Pages show data graphically and are best used for seeing percentages by category.



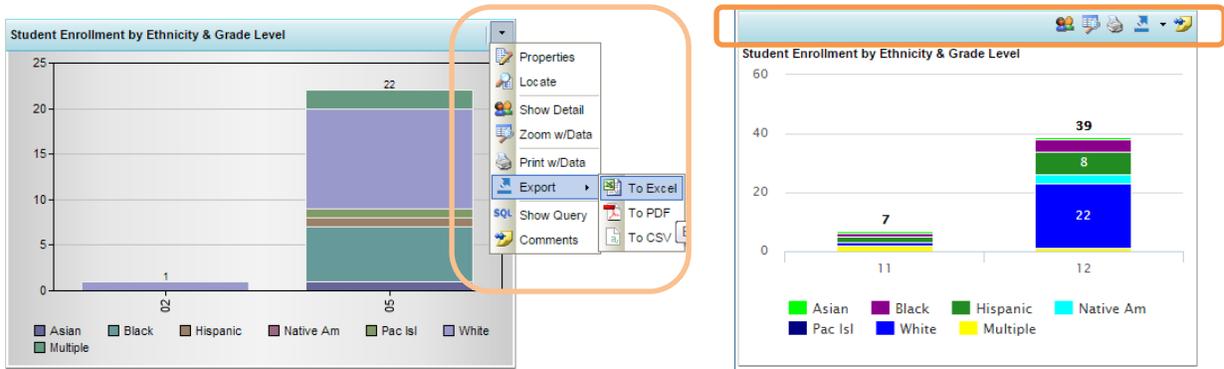
Viewing TIPS

- Hovering over a metric bar or section will display additional data about that section. For example - Asian: 21 (14.38%)
- Clicking on a metric bar or section will display details about the students included in that section (except where Free & Reduced Meal status would be identifiable). Sometimes this detail is the same as the Show Detail option, and sometimes this detail is a Report with richer data about the students. On the Enrollment & Demographics page metrics, you can choose which type you want using the Right Click of your mouse.

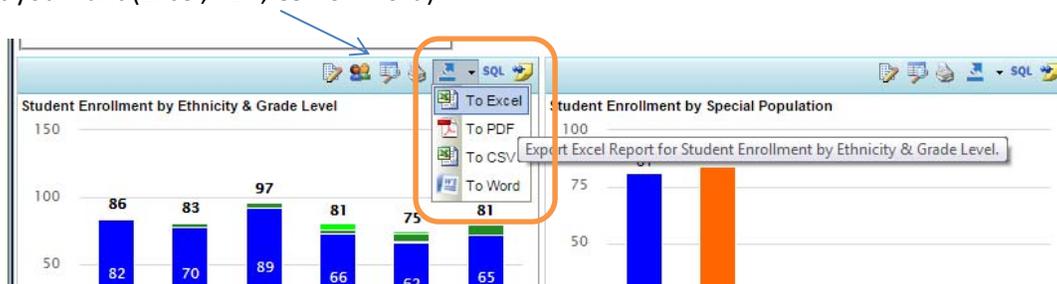
Metric Pages:

- Attendance
- Discipline
- Demographics
- Grades
- State Assessments
- Student Profile – includes LOTS of information about a single student.
- Administrators Home – includes Discipline, Attendance, Enrollment and State Assessments all on one page.

Metric Icons



Export - Allows for export to Excel, PDF, csv or Word. The metric will be exported and a message to Open will appear. Click Open. From there, the metric can be saved, copied into a document, etc. Use the down arrow to choose the format that you want (Excel, PDF, CSV or Word).



Print - Puts the metric with a data table on an html page that can be printed

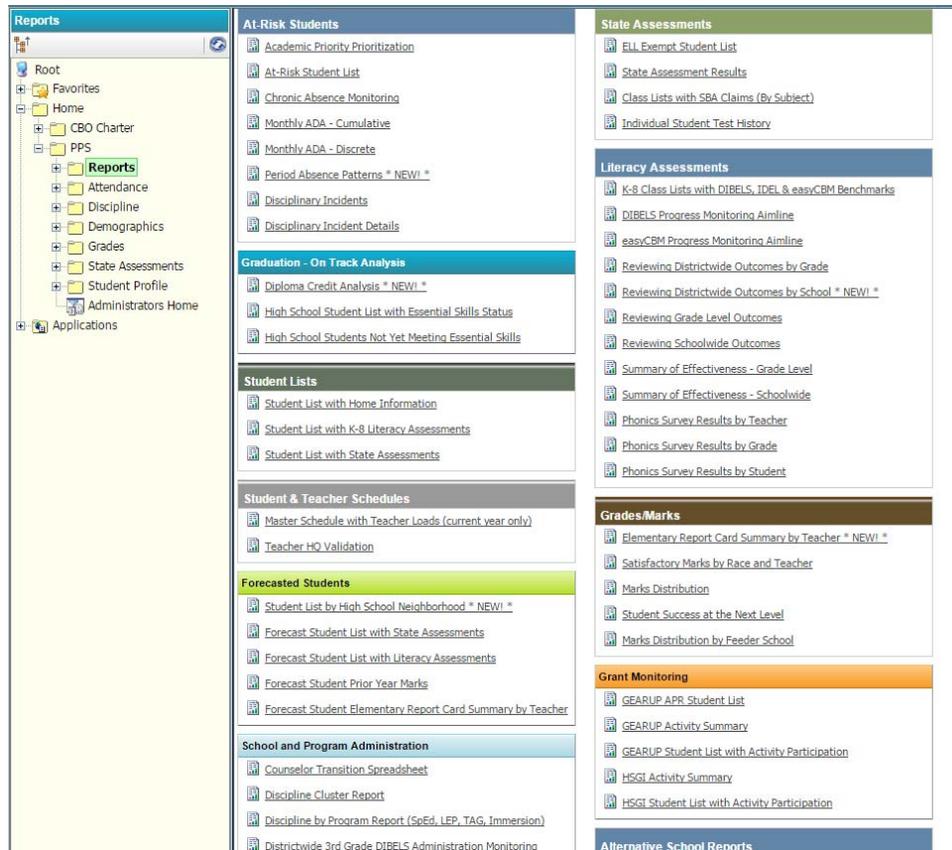


Zoom - Shows the metric enlarged with a data table so it is the only metric on the page.



Show Detail - Lists students included in the metric with data used to calculate the metric results.

Dashboard Reports



Reports that run based on the Filters selected. Some reports require additional filters.

At Risk Students – assist with identifying and monitoring students at risk.

Graduation – On Track Analyses - assist with identifying & monitoring HS students’ graduation

Student Lists – lists of students along with a choice of additional information

Student & Teacher Schedules – Master Schedule and Teacher HQ validation

Forecasted Students – assist with identifying and placement of incoming students

School & Program Administration – reports specific to programs (LEP, SpEd, Immersion, etc)

State Assessments – assist tests coordinators with state assessment administration

Literacy Assessments – provide monitoring and reviewing of Literacy Assessment results

Grades/Marks – review marks distribution and student achievement based on course marks

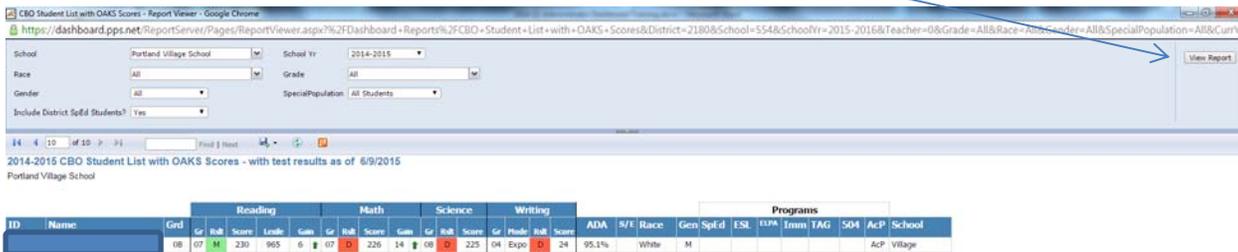
Grant Monitoring – for HSGI & Gear Up Grants

Alternative School Reports – Reports that provide data on students attending Multiple Pathways schools, or other schools in which students are primarily Concurrently Enrolled.

Dashboard Reports (Continued)

Running a Dashboard Report

1. Select filter values and **click GO**
2. Click on the Report Name that you want to run.
3. A sign-in screen appears the first time you run a report for a session – sign in again.
4. If there are additional Filters necessary for the report, select values. Sometimes the additional filters have default values and the report will run automatically with those defaults.
5. Click View Report. Wait patiently. 😊
6. The report will pop up in a new window.



The screenshot shows a web interface for a dashboard report. At the top, there are filter dropdowns for School (Portland Village School), School Yr (2014-2015), Race (All), Grade (All), Gender (All), and Special Population (All Students). A 'View Report' button is on the right. Below the filters, a data table is displayed with columns for ID, Name, Grade, and subject scores (Reading, Math, Science, Writing). The table has a blue header and a white body with a blue row for the first student.

ID	Name	Grd	Reading				Math				Science				Writing				Programs									
			Gr	Roll	Score	Grade	Gr	Roll	Score	Grade	Gr	Roll	Score	Grade	Gr	Roll	Score	Grade	ADA	S/E	Race	Gen	SpEd	ESL	ELPA	Emmi	TAG	SD4
08	07	M	230	965	6	07	0	226	14	08	08	225	04	Expo	0	24	95.1%		White	M								AcP_Village

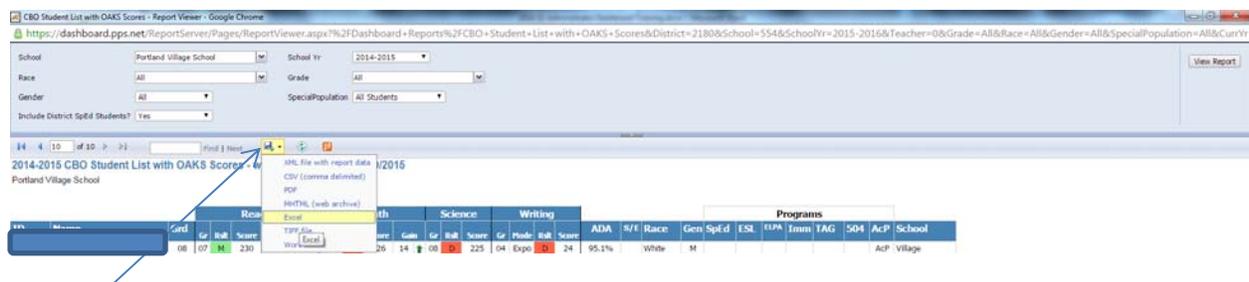
To run the report again, change the filter values within the report window and click View Report.

Disciplinary Incidents and Student Success at the Next Level reports allow you to 'Drill Down' to see additional details. (E.G. Click on a Subject or Course Name for a list of students). Doing this will take you to a new report with the details. Unfortunately, to go back to the original report, you must re-run it again from the Dashboard Custom Reports Page.

Paging through the report:

Use the forward and back arrows on the Report Icon line. **However** - for long reports, it is often quicker to export it to PDF and then browse through the report.

Exporting or Printing a Dashboard Report



The screenshot shows the same dashboard report viewer as above, but with the 'Export' icon (a small diskette) in the top right corner of the report area highlighted. A dropdown menu is open, showing options: 'Excel', 'PDF', 'HTML (web archive)', 'CSV (comma delimited)', and 'HTML file with report data'. A blue arrow points from the text below to the 'Export' icon.

Use the Export Icon (little diskette) and choose PDF or Excel.

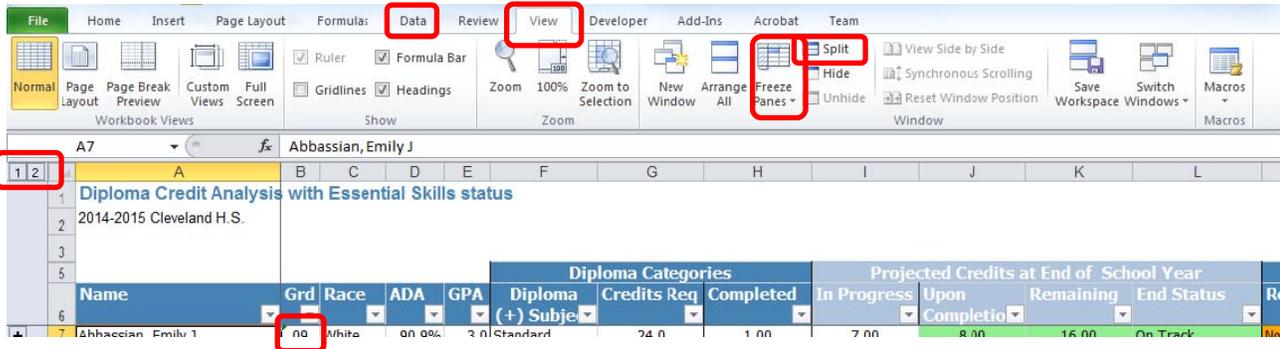
Excel is the best choice for student lists. It allows you to sort and filter the results for further analysis.

PDF is the best choice for reports that have a lot of formatting and are not simple lists – such as Individual Student Test History.

Excel Tips

To Freeze panes in order to keep the student name and header rows visible when scrolling

- Click on View in the top menu, then turn off Split, if it is highlighted.
- Click on the column AFTER Student Name in the first row with student data (under the titles), then click on Freeze Panes in the View menu.



To Turn on Filtering:

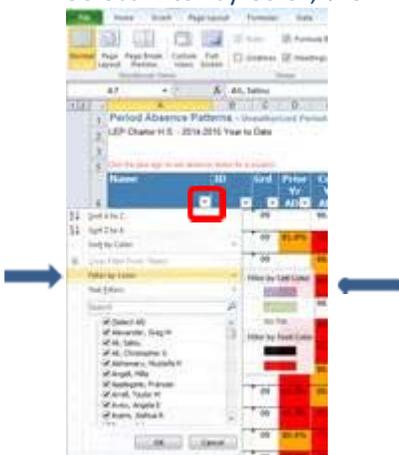
- Click on Data in the top menu, then on Filter.
- If the students are then expanded to show details, you can collapse them all by clicking on the 1 in the upper left corner.

To Filter the data:

- In the column that has the information that you want to filter by (Grade Level, for example), click on the little down arrow in the column title.
- Un-check the Select All checkbox, then check the values to filter to. ('09' for example')
- If the data gets expanded to show details, you can collapse them all by clicking on the 1 in the upper left corner.

To Filter by color,

- Click on the down arrow in the column title.
- Select Filter by Color, then move the mouse to the right and select the color that you want.



Excel Tips (Continued)

To get an Average of the values for a filtered group (Average ADA, for example),

- Highlight the entire row of ADA
- In the lower right corner it will show you the average of the selected cells.

The screenshot shows an Excel spreadsheet with a data table. The table has columns for 'Grd', 'Race', 'ADA', 'GPA', 'Diploma Categories', 'Projected Credits at End of School Year', 'Reading Essential Skills', 'Writing Essential Skills', 'Math Essential Skills', and 'Personal Le'. The 'ADA' column contains various percentages. In the bottom right corner of the spreadsheet, a status bar displays 'Average: 89.8%' and 'Count: 33', which is highlighted with a red box.

To delete unwanted Header Rows:

- Click and hold on the line number of the bottom-most header row that you want to delete. The entire row should now be highlighted.
- While holding down the mouse button, move the mouse up to highlight all rows above it.
- Right click, and select Delete

The screenshot shows the top portion of the Excel spreadsheet. The first row is a header row with the following text: 'Diploma Credit Analysis with Essential Skills status', '2014-2015 Metropolitan Learning Ctr HS'. The second row is another header row with columns: 'Name', 'Grd', 'Race', 'SpEd', 'ADA', 'GPA', 'Diploma', 'Credits Req', 'Completed', 'In Progress', 'Upon Completion', 'Remaining', 'End Status', 'Read Status', 'Method', 'OAKS'. The first two rows are highlighted in blue, and a red box is drawn around them.