Course 4D Dashboard Administrator Navigation

Document #C4D.2

Agenda

This course covers:

- The Dashboard Administrator system configurations and functions:
  - Disabling the system
  - Impersonating a User
  - Setting metrics
  - Mapping claim sets and Dashboard roles and access
  - Photo management
- Managing the Intervention Catalog
- District and school goal planning

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Course Pre-Requisites

Participants must have:

- An account to the Pennsylvania Department of Education Portal
- An account to the Pennsylvania Educator Dashboard
- An active account for the Standards Aligned Systems training platform (http:www.pdesas.org/)

Participants must have completed:

- Course 1: Overview
- Course 2: Early Warning System and at Risk Identification
- Course 3: Family Educational Rights and Privacy Act for the LEA

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Course Learning Objectives

By the end of this course, participants will be able to:

- Set Dashboard metrics and enable administrator functions including:
  - Disabling the system
  - Impersonating a user
  - Setting metrics
  - Mapping claim sets and Dashboard roles and access
  - Managing photo uploads
- Manage the Intervention Catalog
- Set goals for the district and school within the Dashboard

Security/Roles

Security/Roles

- The Educator Dashboard and EWS have security restrictions to control the level of access for each school and district staff member.
- The Dashboard Administrator Role may be assigned to:
  - LEA System Administrator
  - Staff
  - Administrator

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Security/Roles: All roles

Dashboard Role	Typical Staff Position	Assign Interventions	Manage Intervention Catalog
Staff	Receptionist		
Specialist	Teacher		
Leader	Counselor	X	
Administration	Administration	X	
Principal	Principal or Vice Principal	X	X
Superintendent	Superintendent	X	X
System Administration	Data Steward	X	X
Intervention Administrator	(District Dependent)		X

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Dashboard Administrative Functions

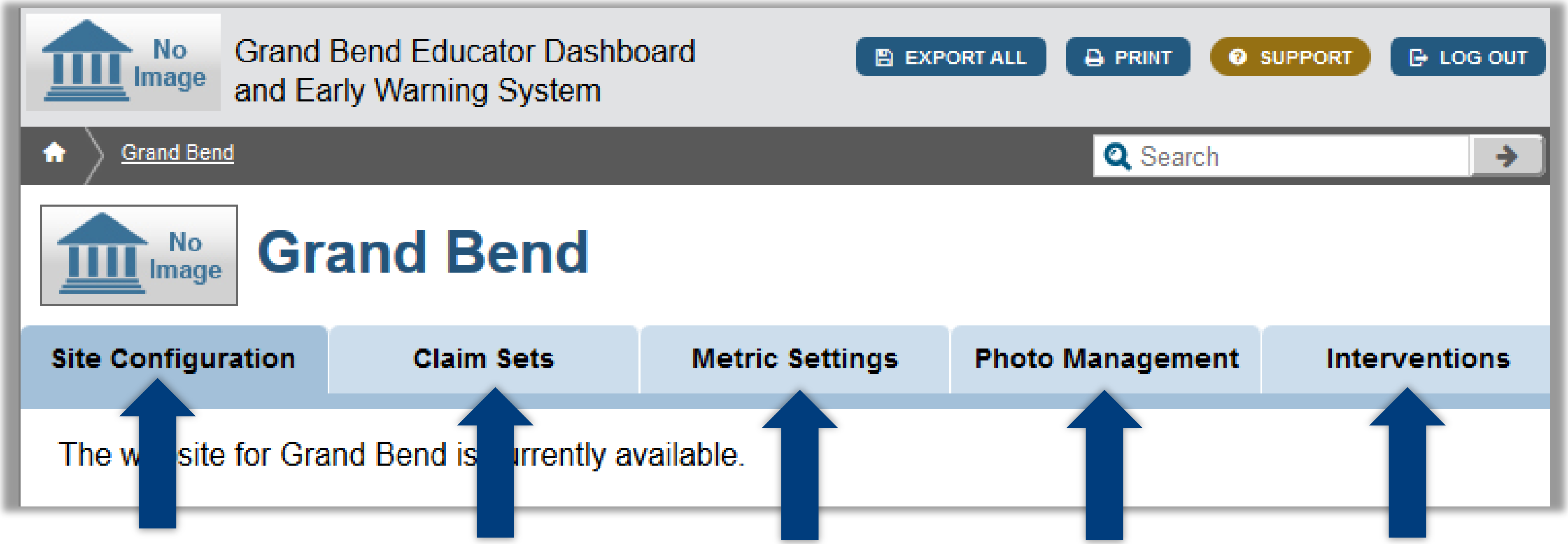
Dashboard Administrative Functions: Overview

The Dashboard Administrator has access to additional functions, including:

- Disabling the system
- System wide messages
- Impersonating users
- Grades Below C Metric
- Photo Management

Dashboard Administrator Homepage

Dashboard Administrator Homepage: Overview



Tabs available on the Dashboard Administrator home page include: Site Configuration, Claim Sets, Metric Settings, Photo Management, Interventions

Site Configuration

Reasons for Disabling the System

Issues may arise that require the system to be disabled district-wide

Examples of situations:

- FERPA or privacy issue
- System has fatal error that requires shut down to troubleshoot and repair
- Users have concerns with a particular metric

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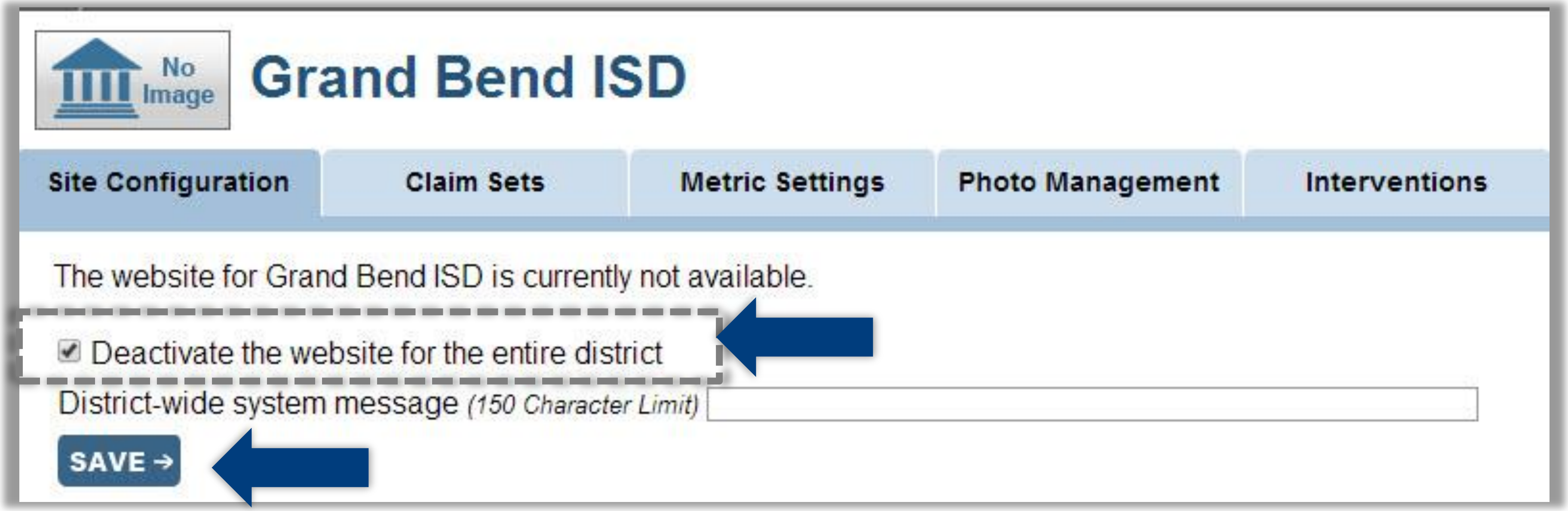
Disabling the System



Process for disabling from the Dashboard Administrator home page:

- Select Site Configuration
- Check the box to deactivate the website for the entire district
- Select Save

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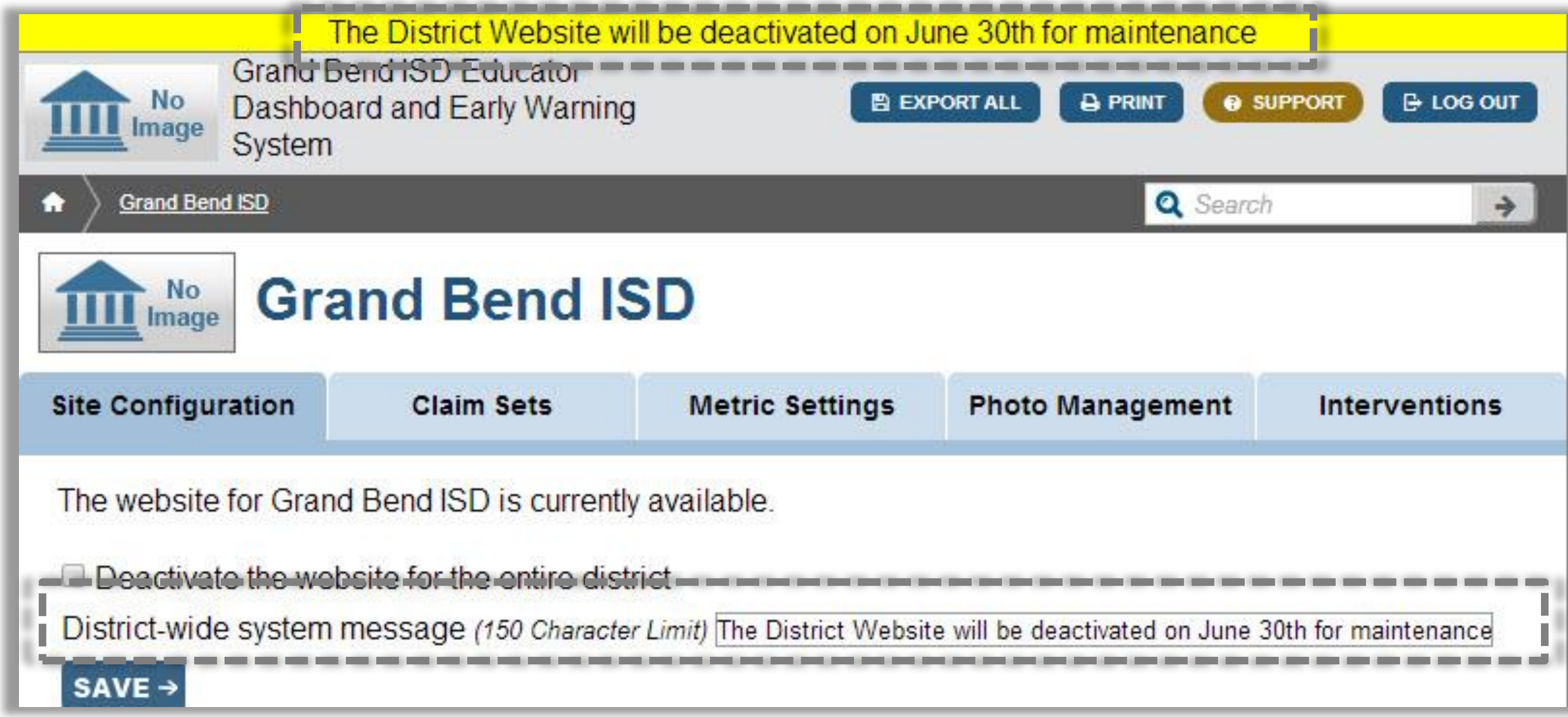
District-Wide System Messages



- Enter message in the space and click 'Save'
- Message will appear in yellow at the top of every dashboard page

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District-wide System Messages: Examples

- Dashboard administrators can broadcast messages to users to notify of data availability, new data coming, training materials available, system-wide down time
- Once the system-wide message is no longer needed, the system administrator will delete the message in the system and click save.

Impersonating Users

Impersonating Users: Overview

Dashboard System Administrator has the ability to impersonate a user that has an issue that is specific to their role such as:

- Receiving a specific error message
- Data in their Dashboard that is not correct or is not understood or is prompting questions
- The System Administrator can impersonate the user in order to see what that user sees

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Searching for Users

- Type first few letters of person’s name in search bar
- Click the arrow button

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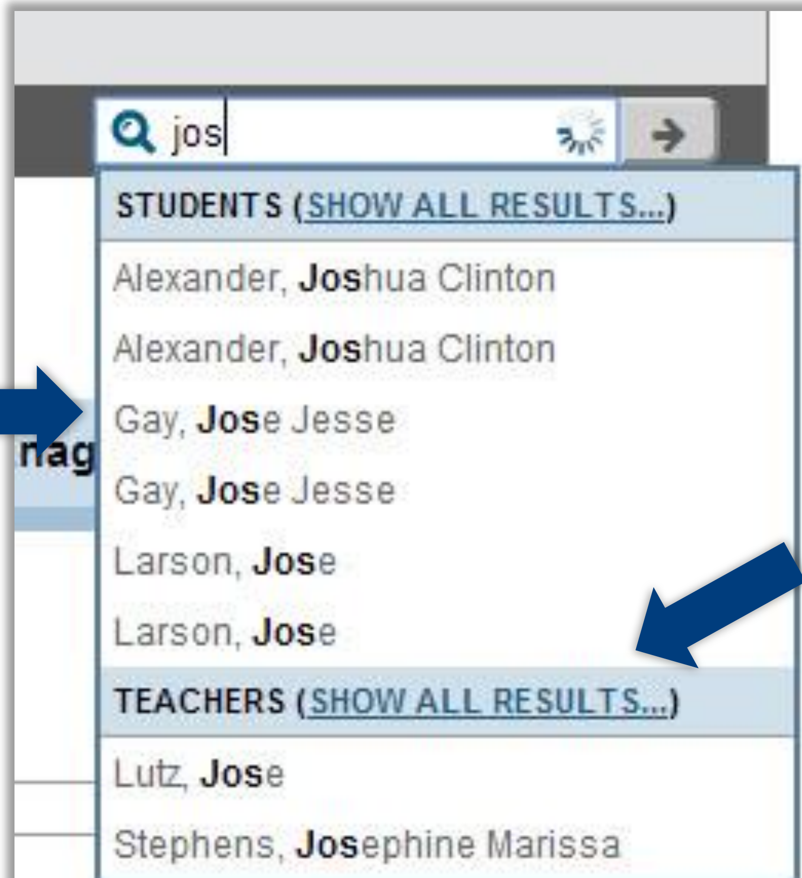
Search Results for Users

- The list of persons starting with “jos” appears
- You have the option of choosing the user you want if the name appears here.
- Otherwise you can choose” Show all Results”



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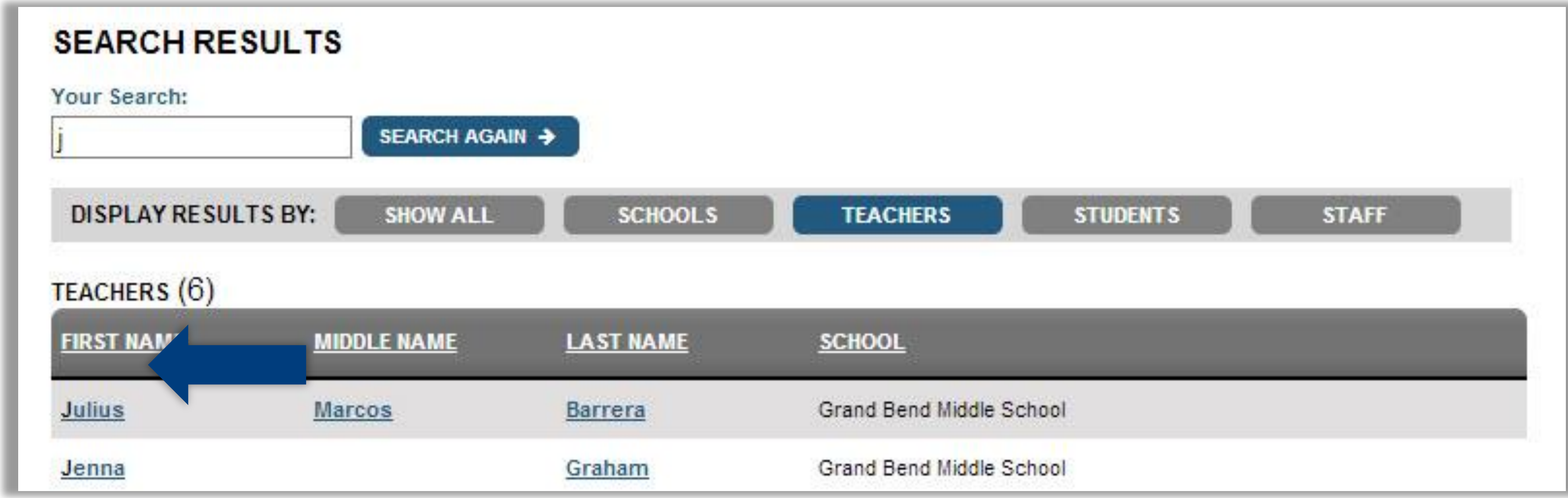
Show all Results



- The list of teachers first names starting with "j" appears
- Choose the user you want to log-in as.
- We will log-in as teacher Julius Barrera by clicking on his name.
- If a person is not listed, they are not in the Dashboard's database.

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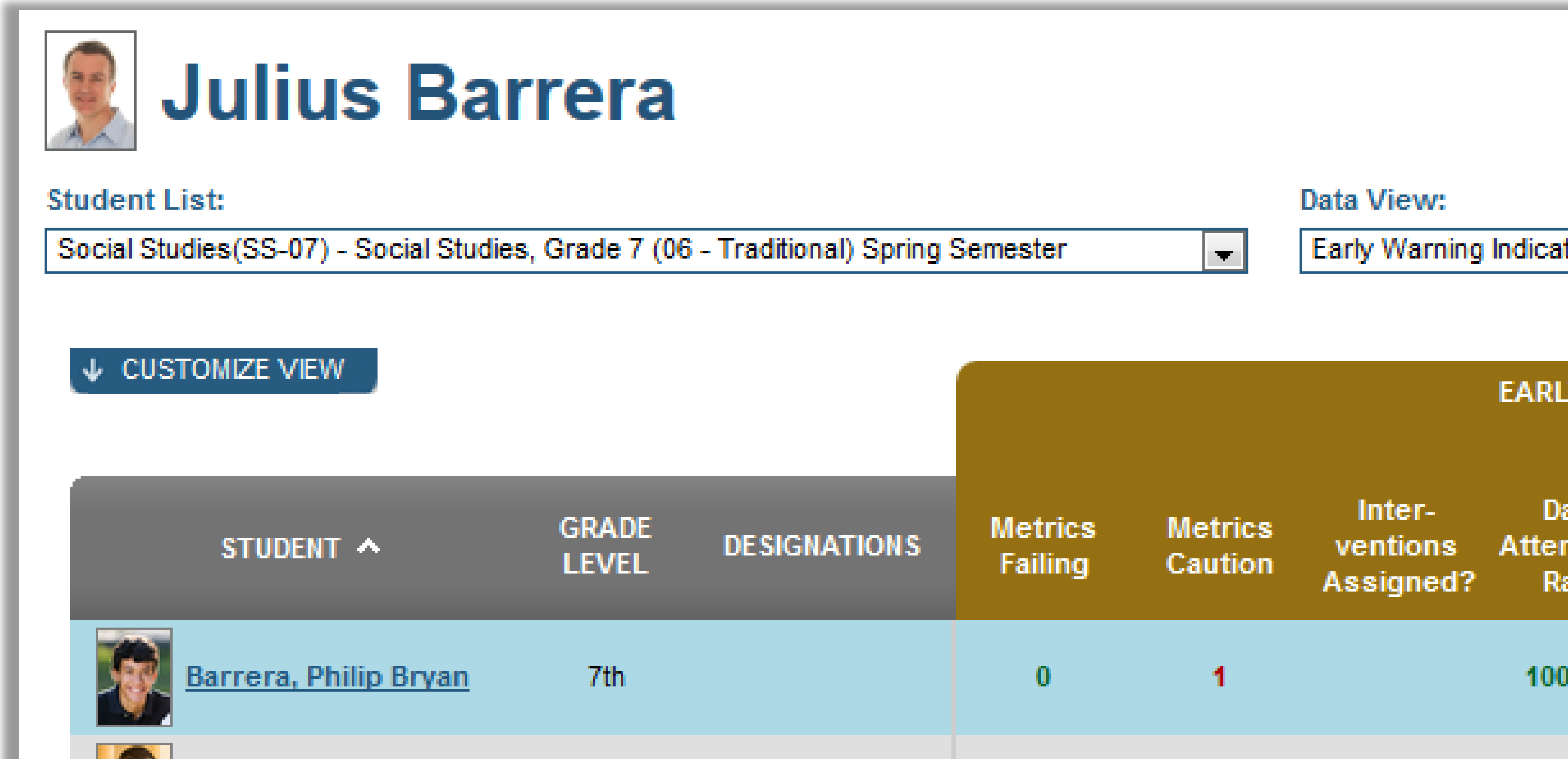
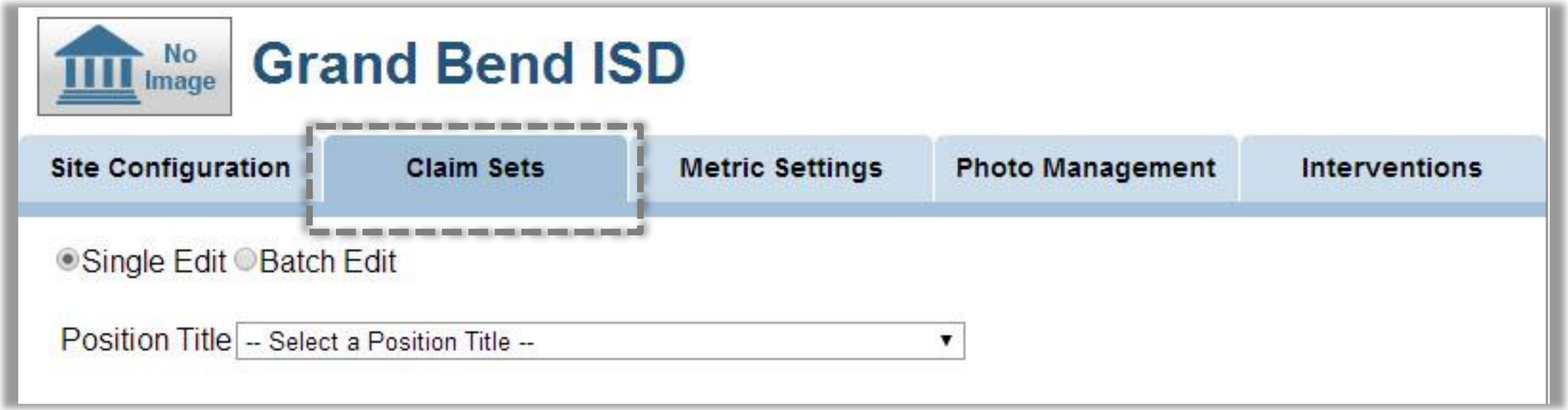
Impersonating A User



We are now logged in as Julius and can see exactly what he sees so that we can address his problem or answer his question

Claim Sets

Claim Sets Overview



- Claim Sets are the rights and permissions assigned to a position title (teacher, counselor, principal, etc.) within the dashboard
- Claim sets determine what components of the Dashboard are available to an end user
- Each Dashboard user needs to be assigned a claim set

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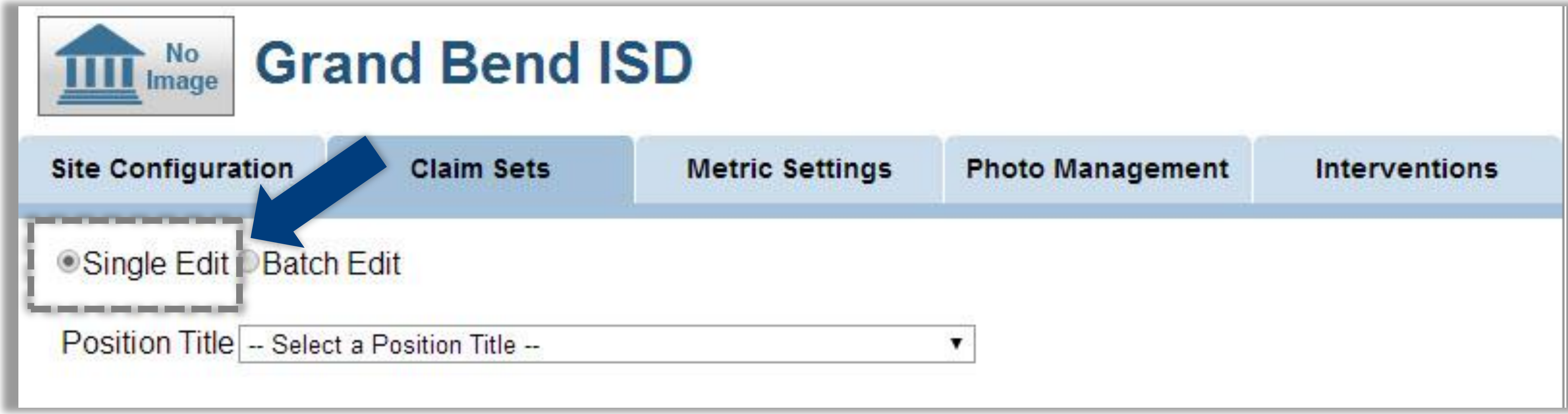
Claim Sets: Single Edit



- The Dashboard Administrator can edit the claim set for a single position title at a time or perform a batch edit
- In this case, the Single Edit radio button is selected

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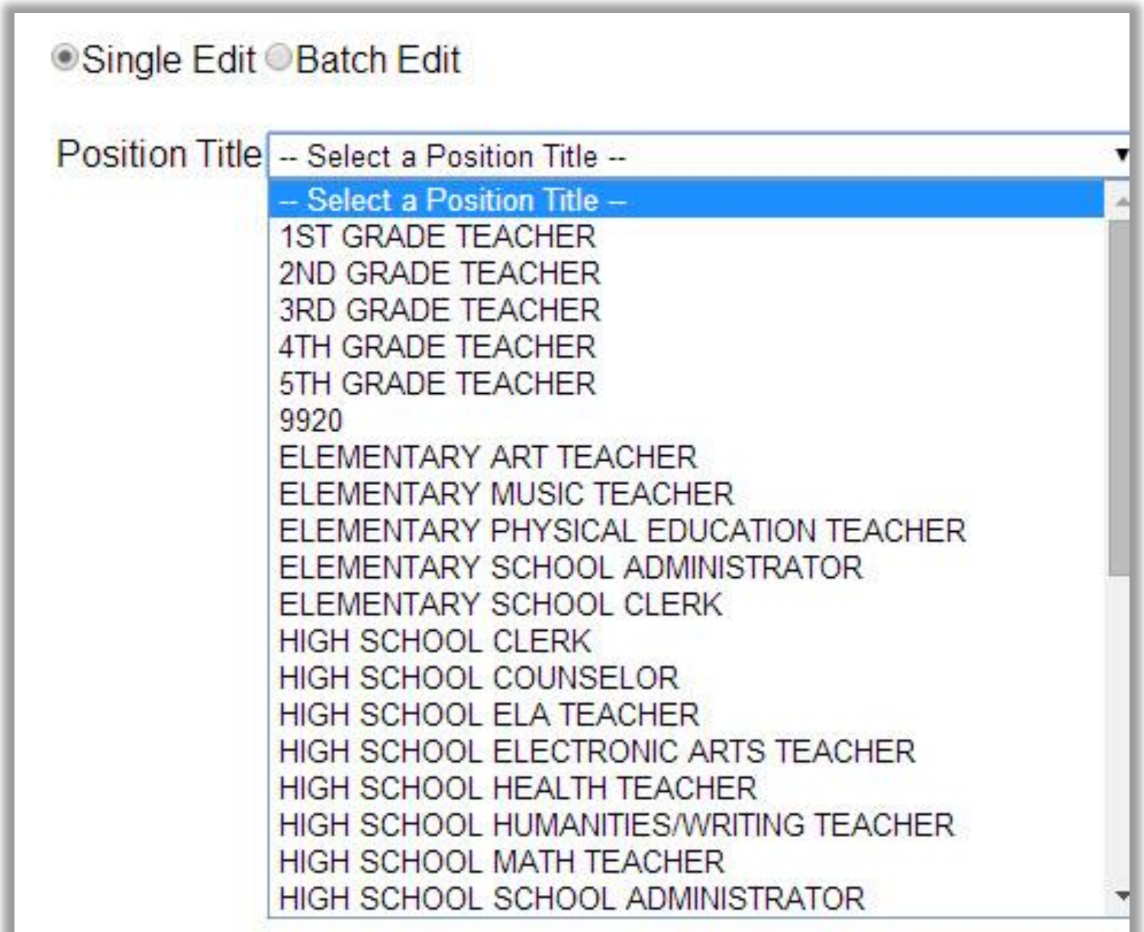
Select a Position Title



- The Position Title menu is populated by the local source system
- Each LEA will have different menu options
- Select the single position title that will be edited

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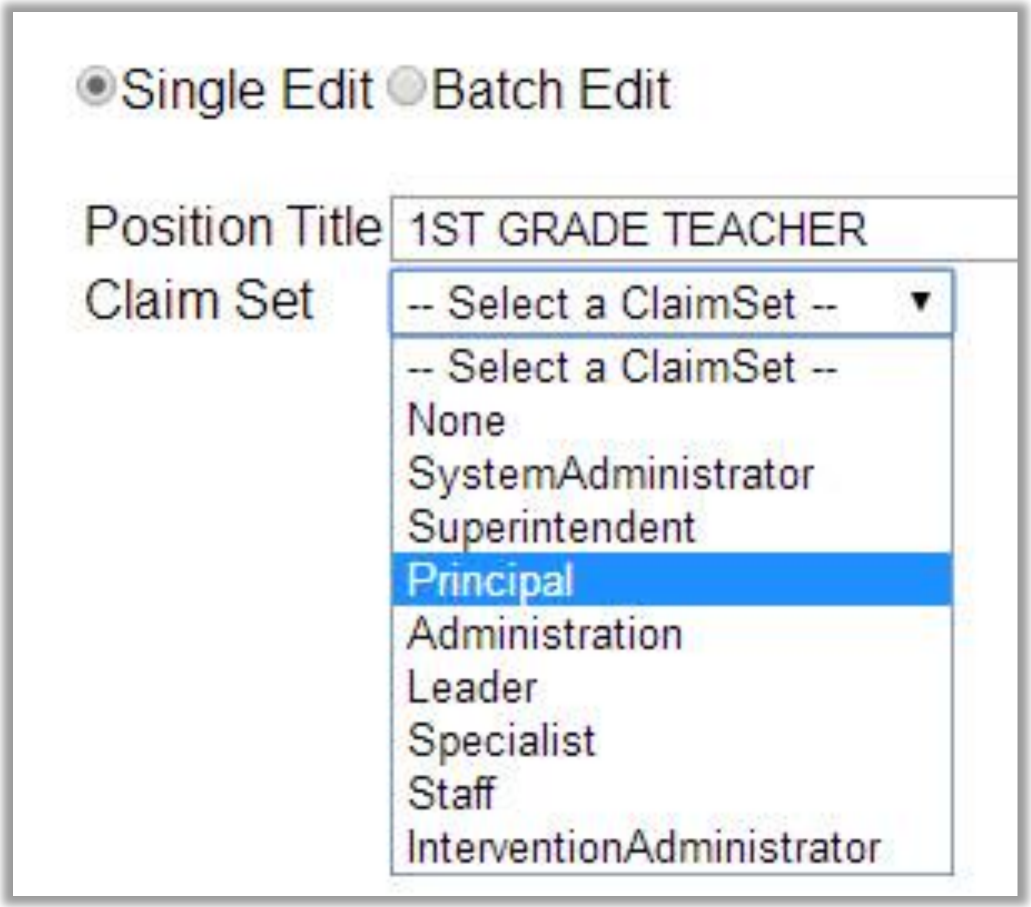
Select Claim Set



- Once the Position Title is selected, the Dashboard Administrator selects the appropriate claim set from the pre-determined list
- This determines rights and access for this Dashboard user role

Available Claim Sets

Claim Sets	
System Administrator	Superintendent
Principal	Administration
Leader	Specialist
Staff	Intervention Administrator

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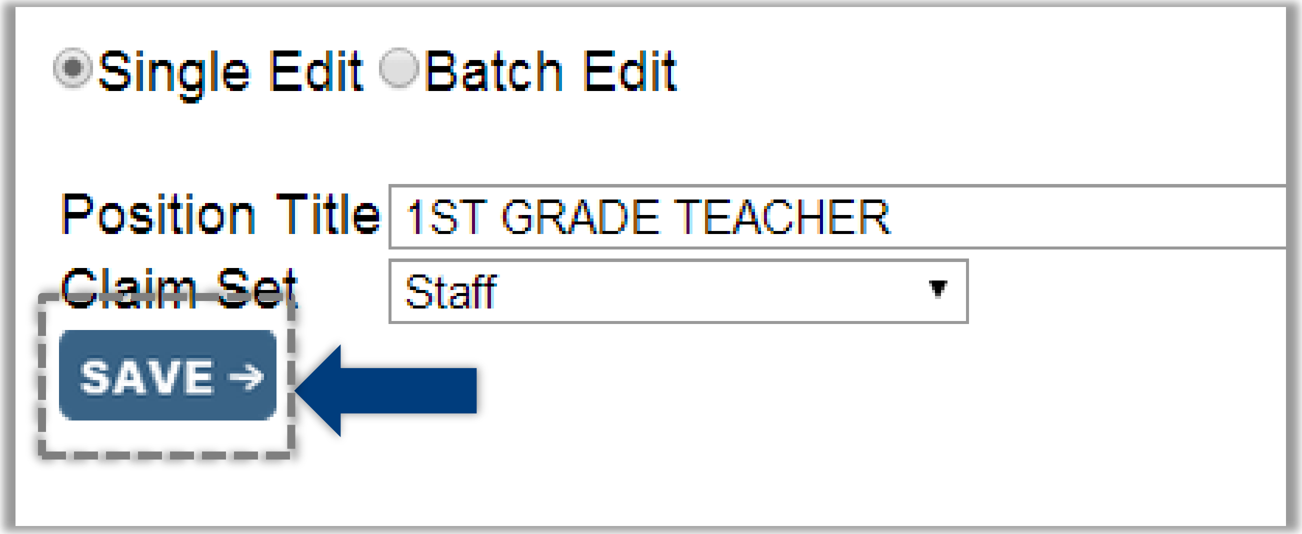
Save Edits



- Once the appropriate selections have been made, click Save
- Note that there cannot be “one-off” exceptions to the claim sets
  - A staff member cannot be granted rights or access outside of the Staff claim set
  - Exceptions have to provisioned through different claim sets

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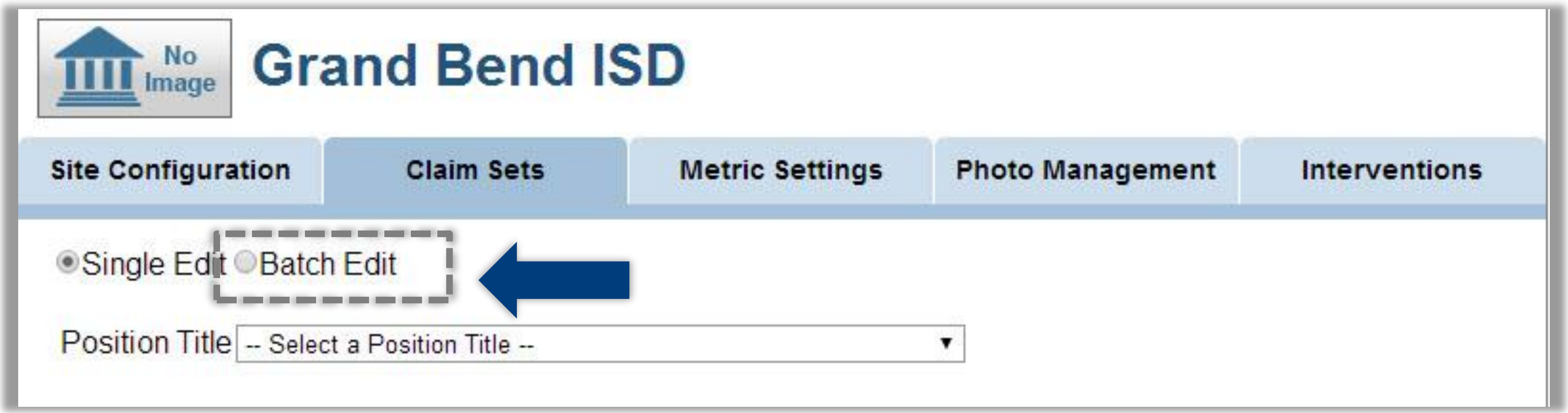
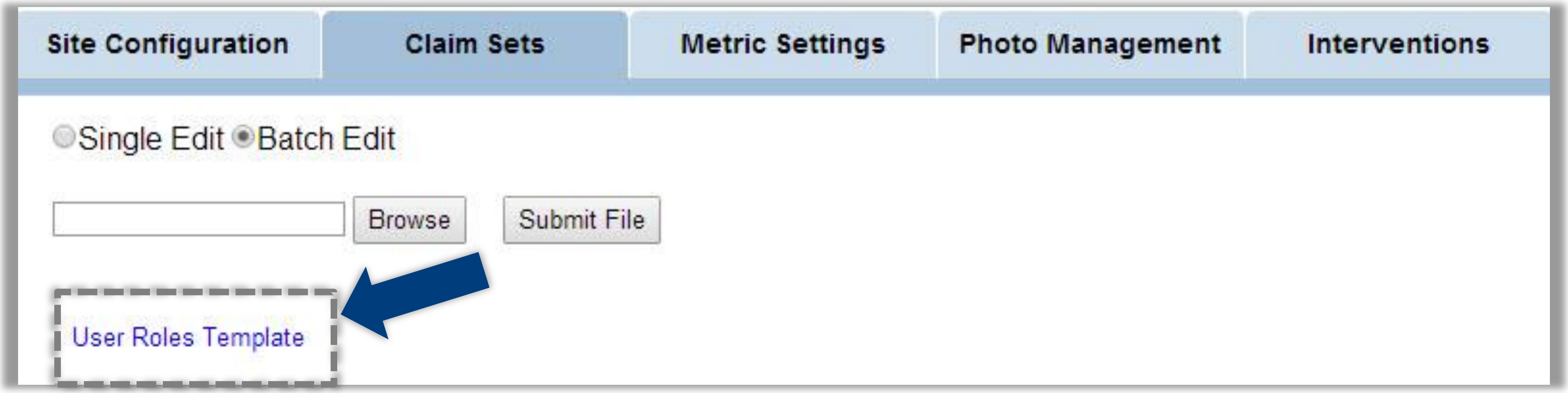
Claim Sets: Batch Edit



- Batch Edits allow the Dashboard Administrator to map multiple position titles to claim sets at once
- The first step is selecting the Batch Edit radio button

Batch Edit: Export User Roles



- Next select the User Roles Template to export the current list of local position titles and claim sets
- Note that the first time this is completed the template will be blank

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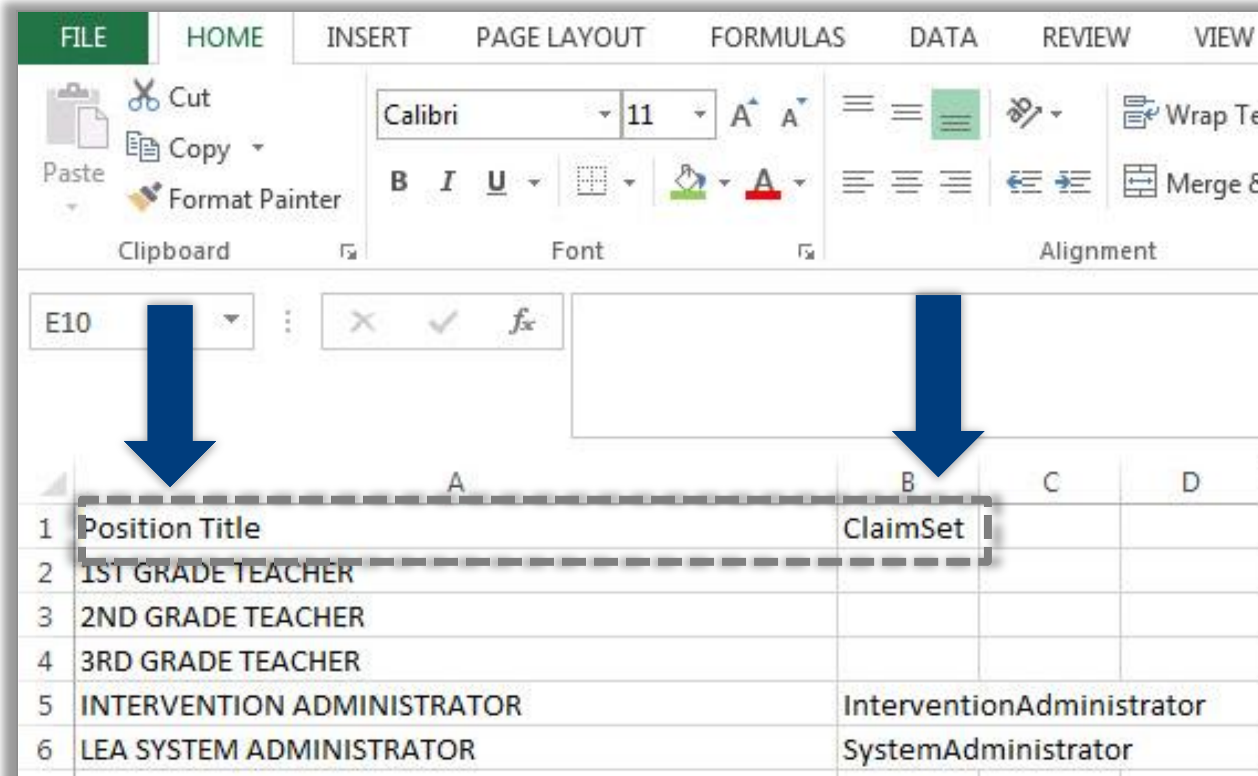
Batch Edit: Save File Locally

- Browse to a location
- Save the file locally so it can be edited

Batch Edit: User Role Template



- Map the position titles to the claim sets
- Be sure to use correct spelling and punctuation
- Cells can left EMPTY or filled in with NONE as the value

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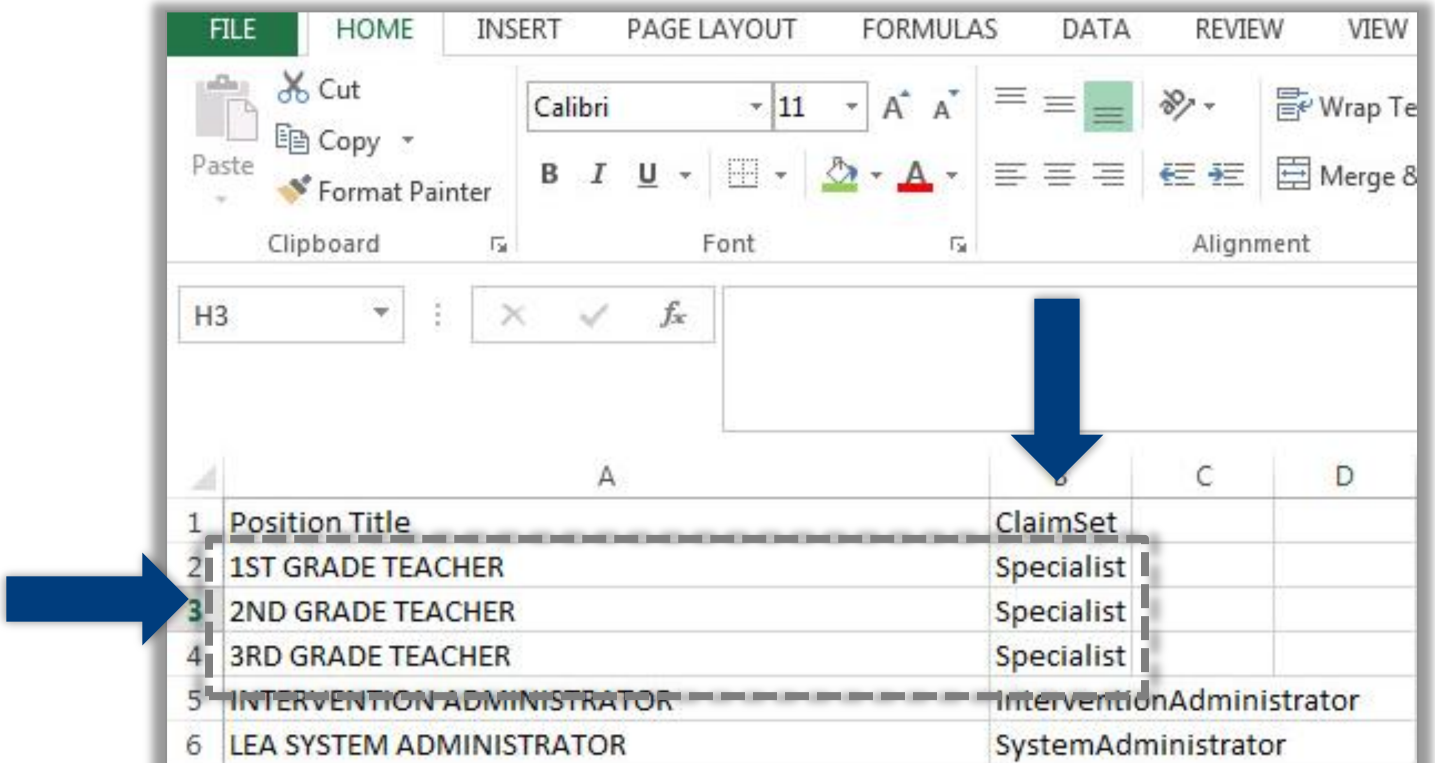
Batch Edit: User Role Template Mapping



- In this case, the 1st, 2nd and 3rd grade teachers will be specialists
- Once the mapping is complete, save the file

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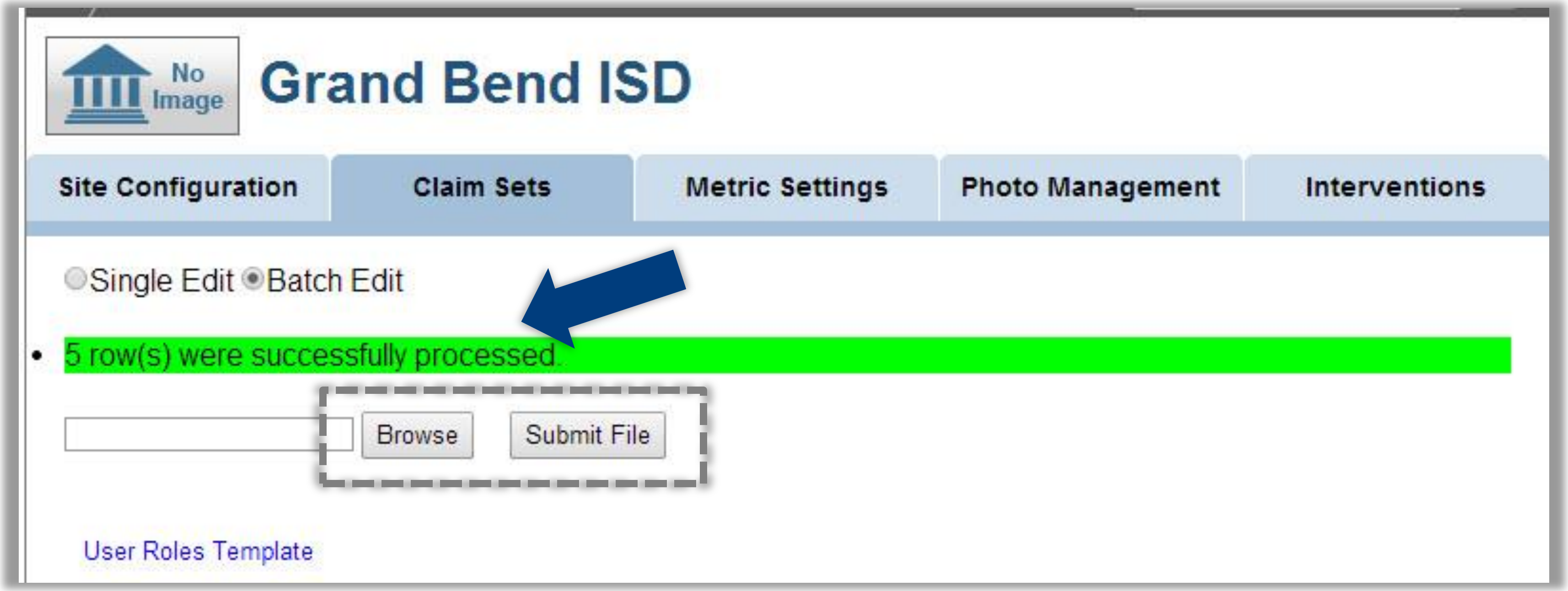
Batch Edit: Submit File to System



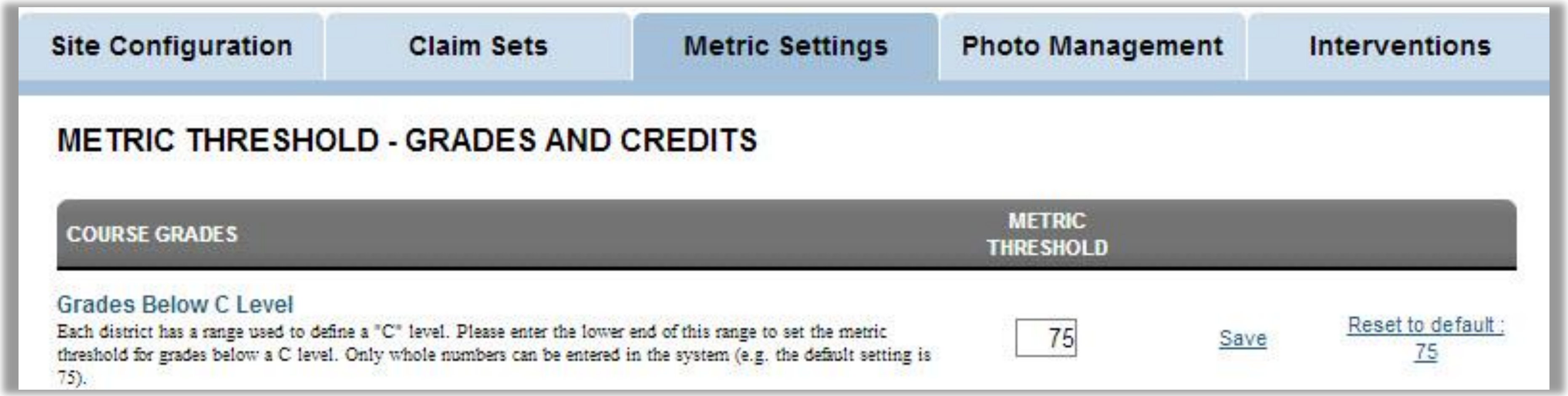
- Use the browse button to select the updated .csv file from your local drive
- Click submit to upload the file
- Note the confirmation highlighted in green
- Test to see if the mapping was successful by impersonating user

Guided Practice Activity #1

1. Describe three reasons for disabling the website.
2. Why might the Dashboard Administrator impersonate a user?
3. How does the claim setting function affect roles and access in the Dashboard?

Metric Settings

Metric Settings: Overview



- Metric Settings is where the Dashboard Administrator sets the Metric Threshold value for Course Grades below C Level
- The default value is 75
- LEAs may choose to set Course Grades below C to match how the LEA defines a C
- Metrics for Attendance and Behavior cannot be adjusted

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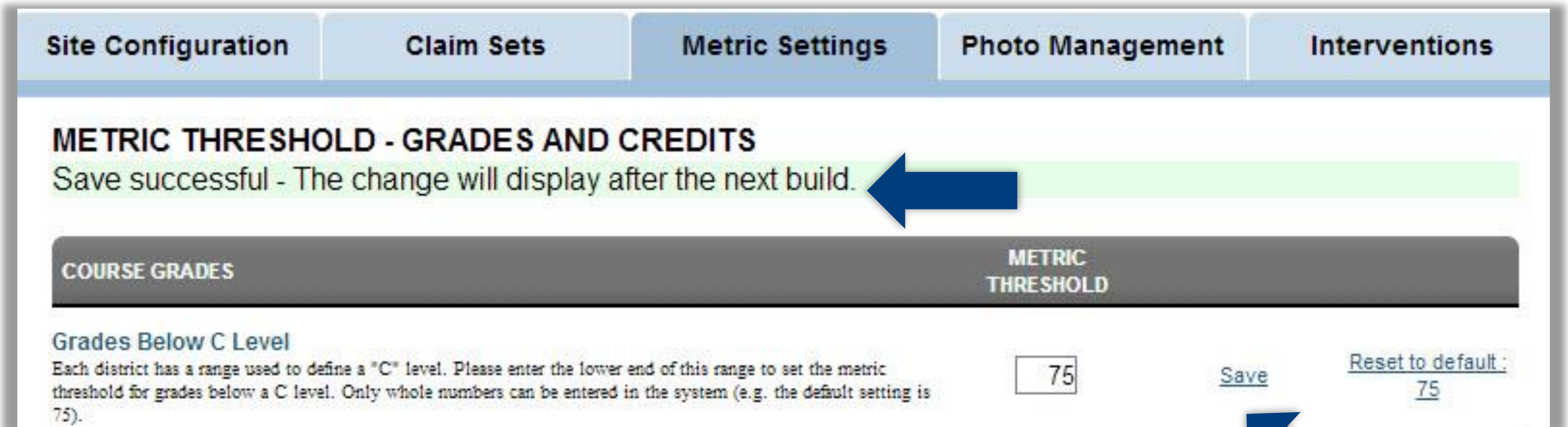
Metric Settings: Save



- The Dashboard Administrator changes the Metric Threshold Value and saves the change
- A message confirming the change appears

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Photo Management

Photo Management: Overview

- Photo Management is where the Dashboard Administrator imports student and staff photos as well as logos for schools to display on the Dashboard
- Select the school by using the drop down menu

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Photo Management: Packaging

Photo Packaging

- The photos should be in a zip file with the subfolders called Staff, Students, and EdOrgs with their respective images in each folder
- The images should be named with the unique identifier of the entity and the file extension (e.g. <Student USI>.jpg, <Ed Org Id>.jpg)
- While large file sizes are supported, we recommend keeping the zip file to 200MB or less

Photo Management: File Format/Dimensions

File Format/Dimensions

- Files need a valid image in a format supported by the .NET framework with the preferred formats being jpg/jpeg or .png (for other formats supported see the Microsoft documentation for image)
- Format:
  - http://msdn.microsoft.com/enus/library/system.drawing.imaging.imageformat.aspx)
- Images should be sized in a 3:4 ratio. This is the standard size for yearbook photos. Logos for schools and local education agencies may need to be adjusted to fit these dimensions.

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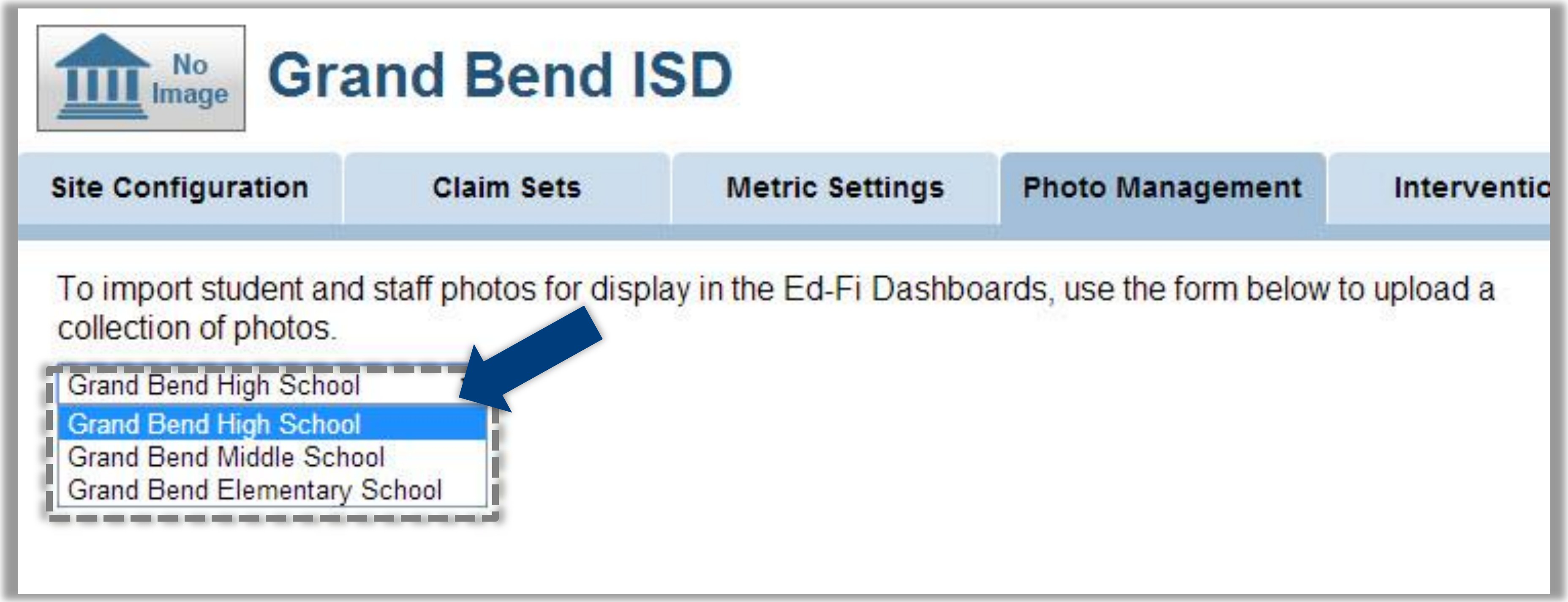
Photo Management: Select School



Select a school from the drop down menu

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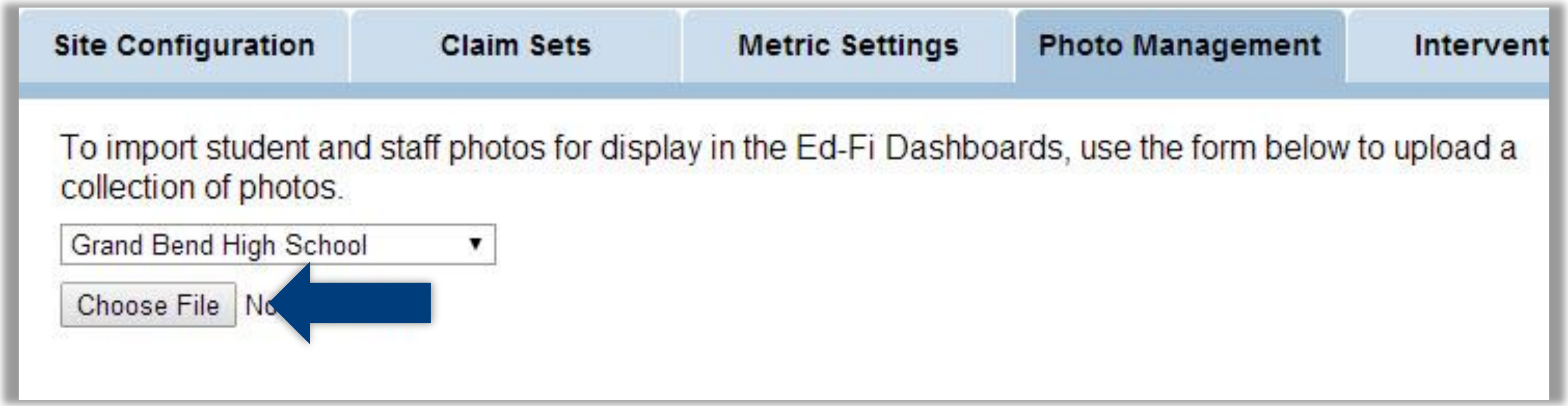
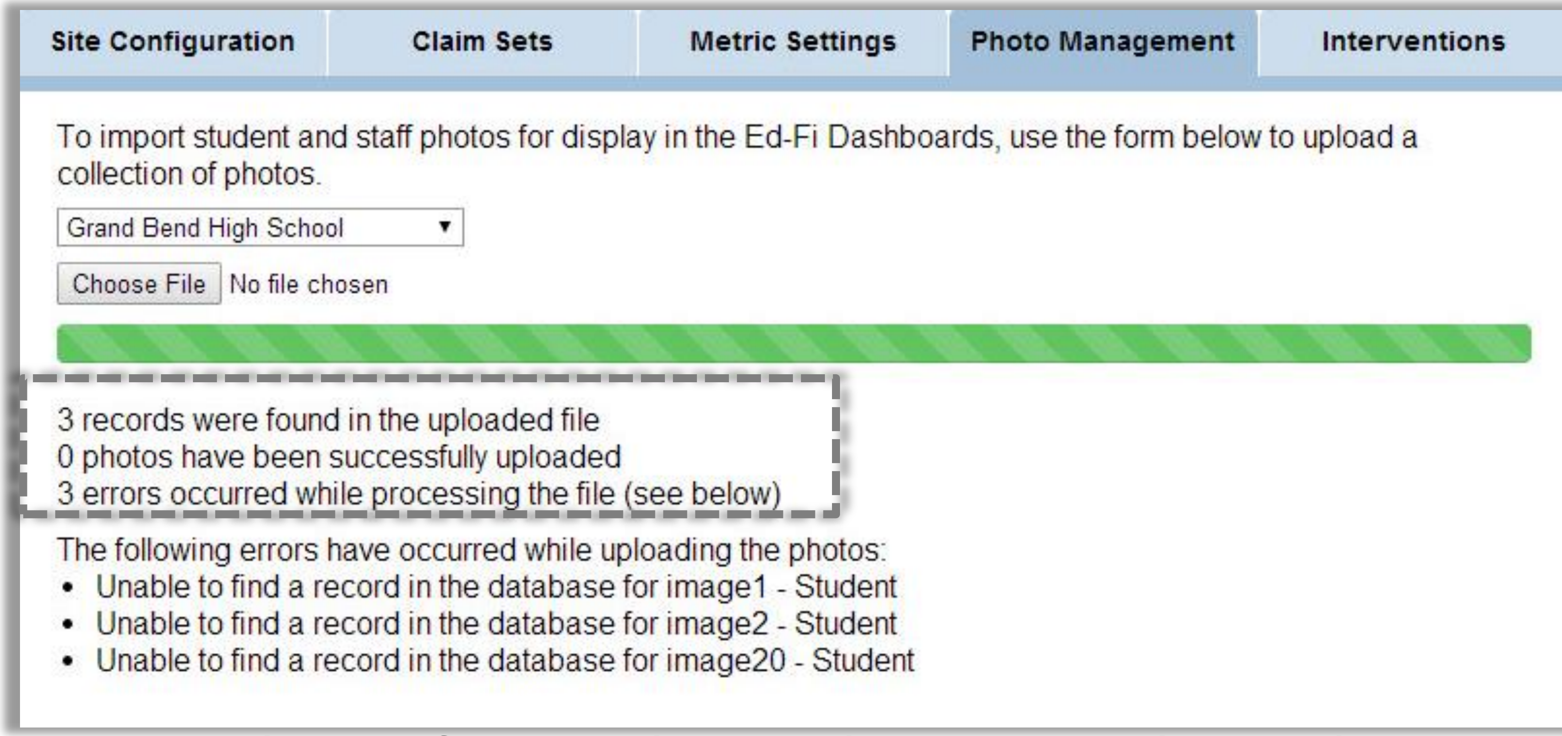
Photo Management: Upload Zip File



Then select Choose File to navigate to the zip file of images that you have prepared

Photo Management: Confirm Upload



- When a file is submitted, a report shows the following:
  - Number of records in the file
  - Number of records successfully uploaded
  - Number of errors and details for errors

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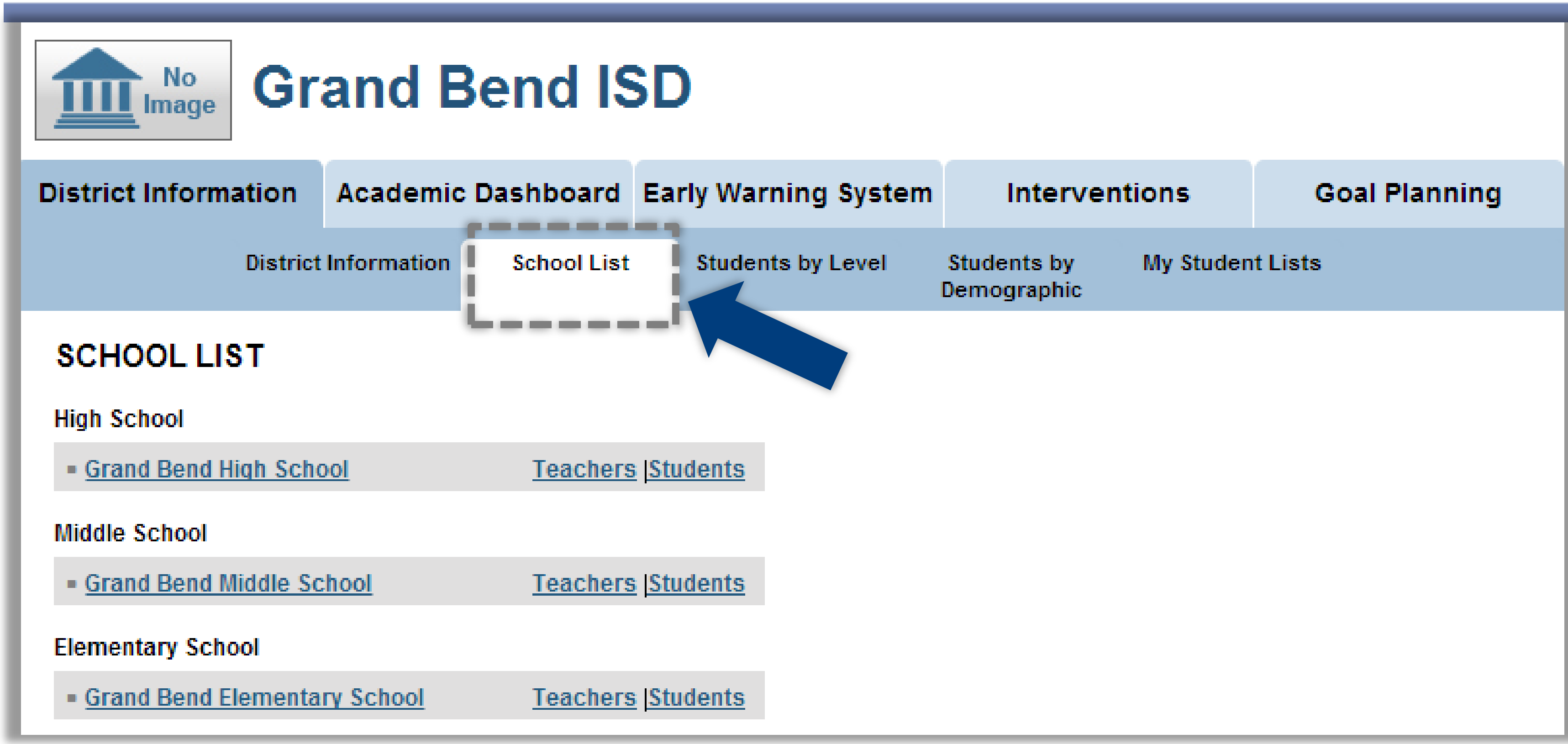
Navigation to School Level Dashboards

Navigation to School Level



- To view school level dashboards, use the School List tab under District Information
- View options include: School, Teachers and Students

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Guided Practice Activity #2

1. What is the purpose of the Grades Below C Metric? What does this affect in the Dashboard? What will your district se as the Grades Below C Metric?

2. What is the Photo Management function used for? Will your district opt to upload photos for students, staff and schools?

Intervention Catalog Overview

Intervention Catalog Overview

The Intervention Catalog may include a range of attendance, behavioral, academic, and/or social-emotional programs or agencies available in each district for use as a tool to assist at risk students. Under each category, the interventions for the catalog could include the following:

Attendance: Truancy elimination services, attendance monitoring

Behavior: Positive behavior supports, character education resources, anti-bullying, anger management

Academic: tutoring, afterschool programs, IEP, 504 services, career planning, differentiated instruction, study skill instruction

Social-emotional: Social workers, counseling, SAP teams, mental health, substance abuse education and services, mentors, ecumenical ministerial services

Intervention Catalog Overview II

- Additional state-mandated interventions should be included in the catalog such as the Student Assistance Program, truancy elimination programs supported by the county courts, mental health interventions, and drug and alcohol abuse services.
- The Intervention Catalog is customized to meet the specific needs of the students in the district. Therefore each district will need to work with their community partners and district staff to determine all of the appropriate interventions to include in the Intervention Catalog.

Managing the Intervention Catalog

In this section of the slide deck we will learn how to:

- Add Interventions to the Catalog
- Edit Interventions in the Catalog
- Delete Interventions from the Catalog
- Assign Interventions to Students
- Locate and Review the Intervention Student List
- Intervention Notes, Reviews, Ratings and Imports
- Assigning Interventions to Watch Lists
- Intervention Security

Sample Intervention

A Sample Intervention is provided below

- Interventions with the greatest detail can be assigned easily to the most appropriate audience

Search Results

After School Program

Intervention Contact: Christina	**Intervention Levels:** Tier 1: Whole Class Tier 2: Small Group (with Teacher)	**Gender:** Both
Improvement Areas: Attendance Behavior Mathematics Language Arts	**Population:** General Population	**Duration:** No Specific Duration
School Availability: Entire District	**Location:** Grand Bend High School Grand Bend Middle School Grand Bend Elementary School	**Grade level:** K-12
Eligibility: No Eligibility Requirements	**Cost:** No Cost	**Parent Permission Required:** Yes

Description:
This will take place after school.

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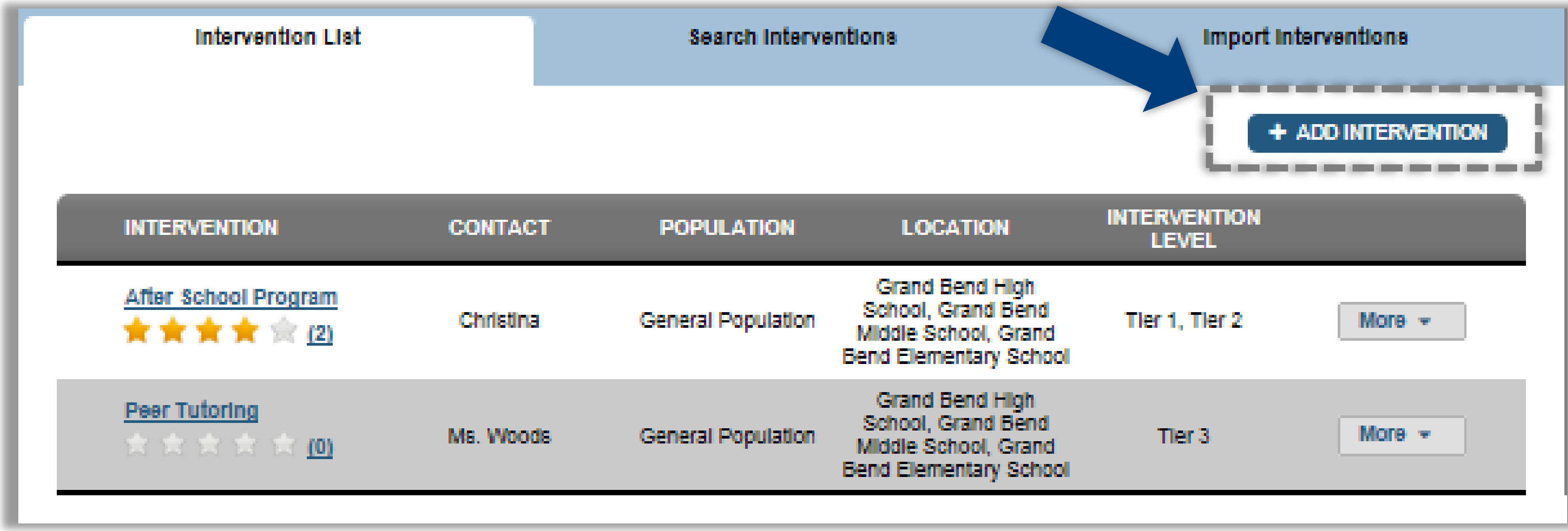
Adding an Intervention to the Catalog

Adding an Intervention to the Catalog



To add Interventions to the catalog:

- Go to the Interventions tab in the Dashboard
- Click Add Intervention

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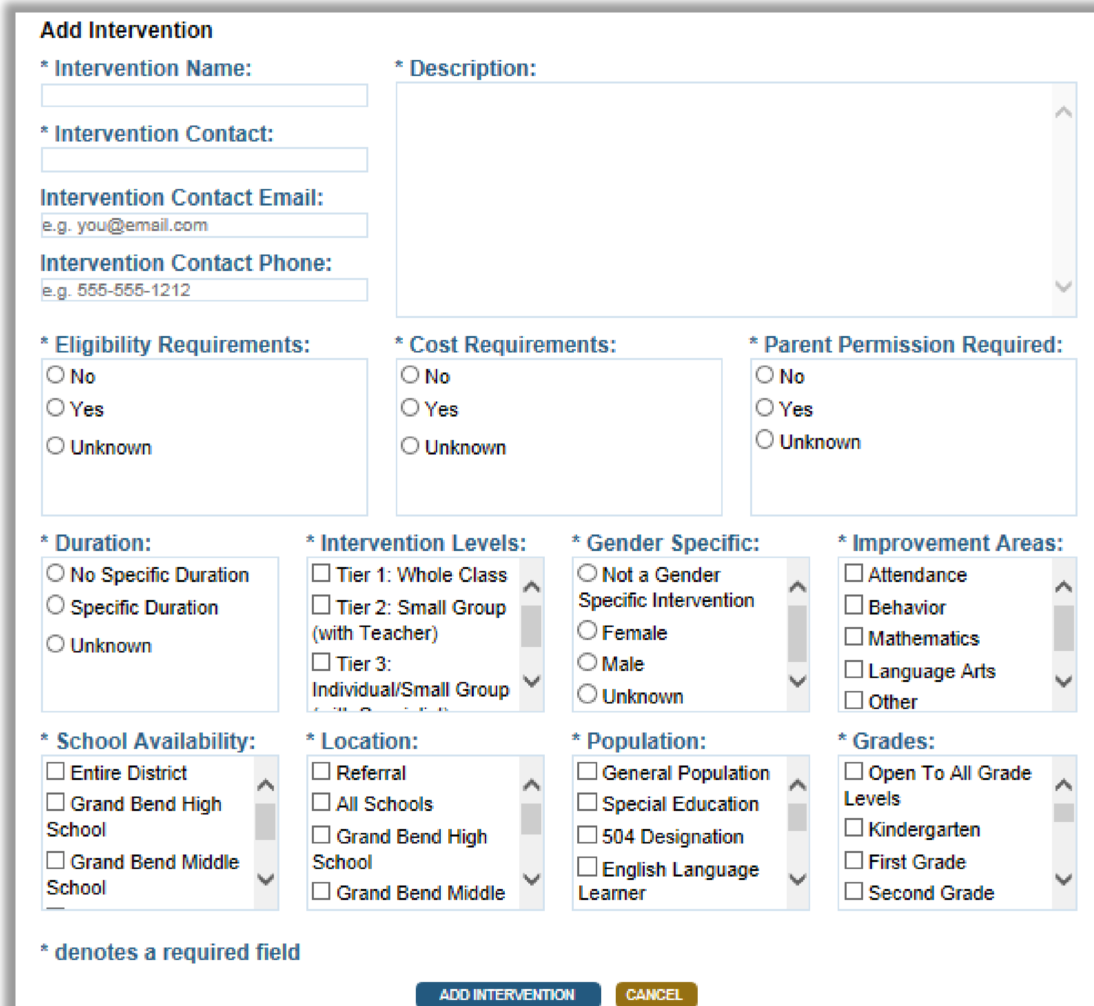
Intervention Details

When adding an intervention complete the required intervention details:

- Intervention name, description, contact information, eligibility, cost, parent permission, duration, intervention level, school availability, location target population and grade level designation


Add Intervention

* Intervention Name:

* Intervention Contact:

Intervention Contact Email:

e.g. you@email.com

Intervention Contact Phone:

e.g. 555-555-1212

* Description:

* Eligibility Requirements:
- No
- Yes
- Unknown

* Cost Requirements:
- No
- Yes
- Unknown

* Parent Permission Required:
- No
- Yes
- Unknown

* Duration:
- No Specific Duration
- Specific Duration
- Unknown

* Intervention Levels:
- Tier 1: Whole Class
- Tier 2: Small Group (with Teacher)
- Tier 3: Individual/Small Group

* Gender Specific:
- Not a Gender Specific Intervention
- Female
- Male
- Unknown

* Improvement Areas:
- Attendance
- Behavior
- Mathematics
- Language Arts
- Other

* School Availability:
- Entire District
- Grand Bend High School
- Grand Bend Middle School

* Location:
- Referral
- All Schools
- Grand Bend High School
- Grand Bend Middle

* Population:
- General Population
- Special Education
- 504 Designation
- English Language Learner

* Grades:
- Open To All Grade Levels
- Kindergarten
- First Grade
- Second Grade

* denotes a required field

ADD INTERVENTION CANCEL

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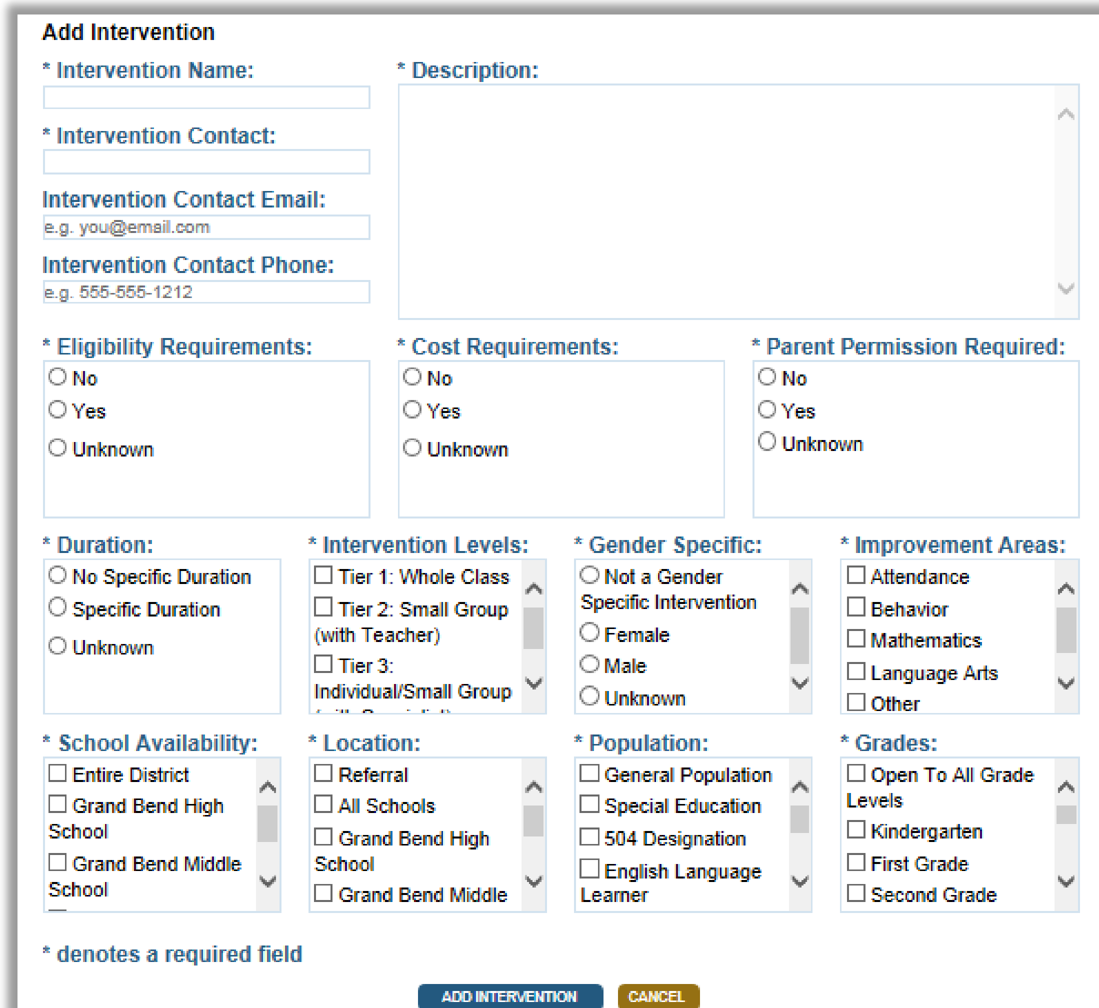
Best Practices for Adding an Intervention

- Interventions without the required fields cannot be saved to the catalog
- Providing a relevant name and a detailed description will allow end users to select the correct intervention
- Likewise, providing accurate details will also accurate selections



Add Intervention

* Intervention Name:

* Description:

* Intervention Contact:

Intervention Contact Email:

e.g. you@email.com

Intervention Contact Phone:

e.g. 555-555-1212

* Eligibility Requirements: No / Yes / Unknown

* Cost Requirements: No / Yes / Unknown

* Parent Permission Required: No / Yes / Unknown

* Duration: No Specific Duration / Specific Duration / Unknown

* Intervention Levels: Tier 1: Whole Class / Tier 2: Small Group (with Teacher) / Tier 3: Individual/Small Group

* Gender Specific: Not a Gender Specific Intervention / Female / Male / Unknown

* Improvement Areas: Attendance / Behavior / Mathematics / Language Arts / Other

* School Availability: Entire District / Grand Bend High School / Grand Bend Middle School

* Location: Referral / All Schools / Grand Bend High School / Grand Bend Middle

* Population: General Population / Special Education / 504 Designation / English Language Learner

* Grades: Open To All Grade Levels / Kindergarten / First Grade / Second Grade

* denotes a required field

ADD INTERVENTION CANCEL

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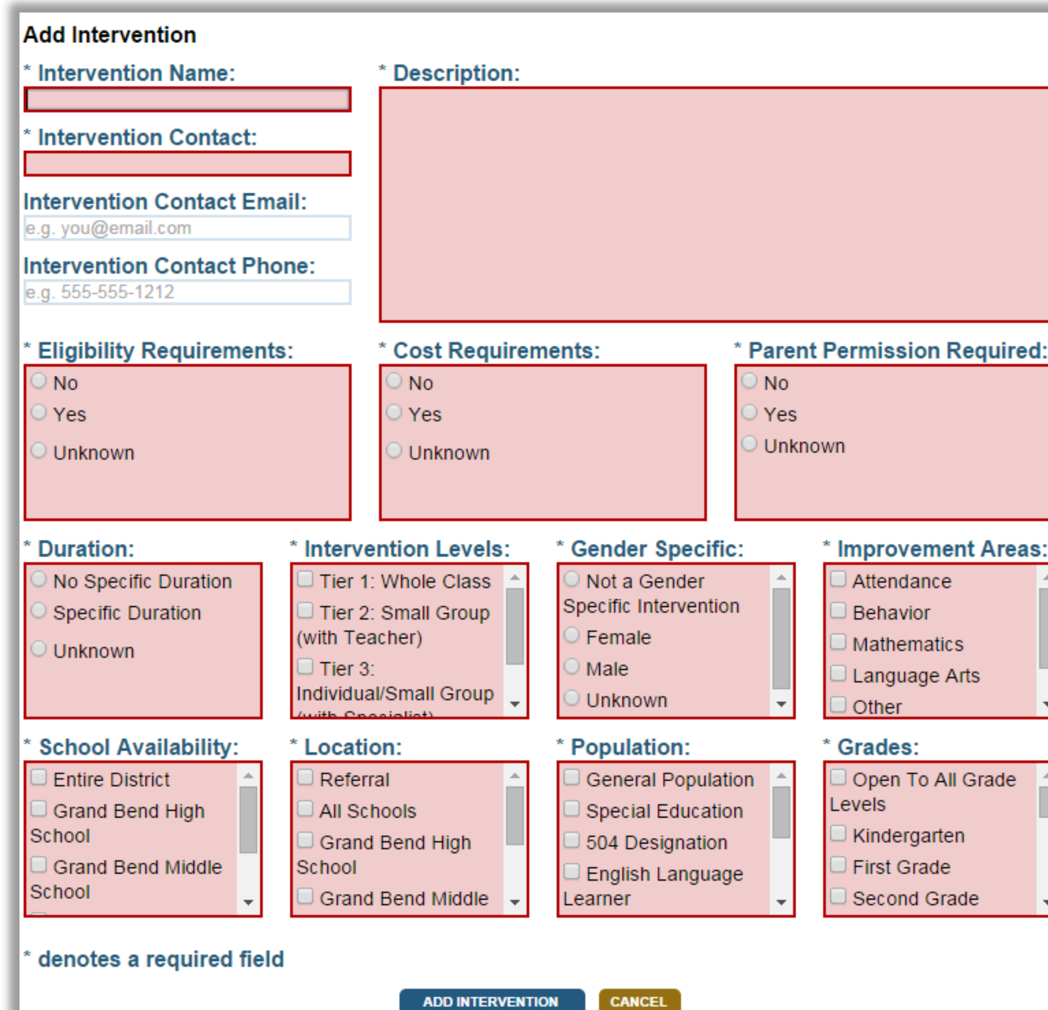
Required Fields

- If a user clicks to save an intervention without providing all of the required fields, an error message appears at the top of the screen
- The missing data fields will be highlighted in red



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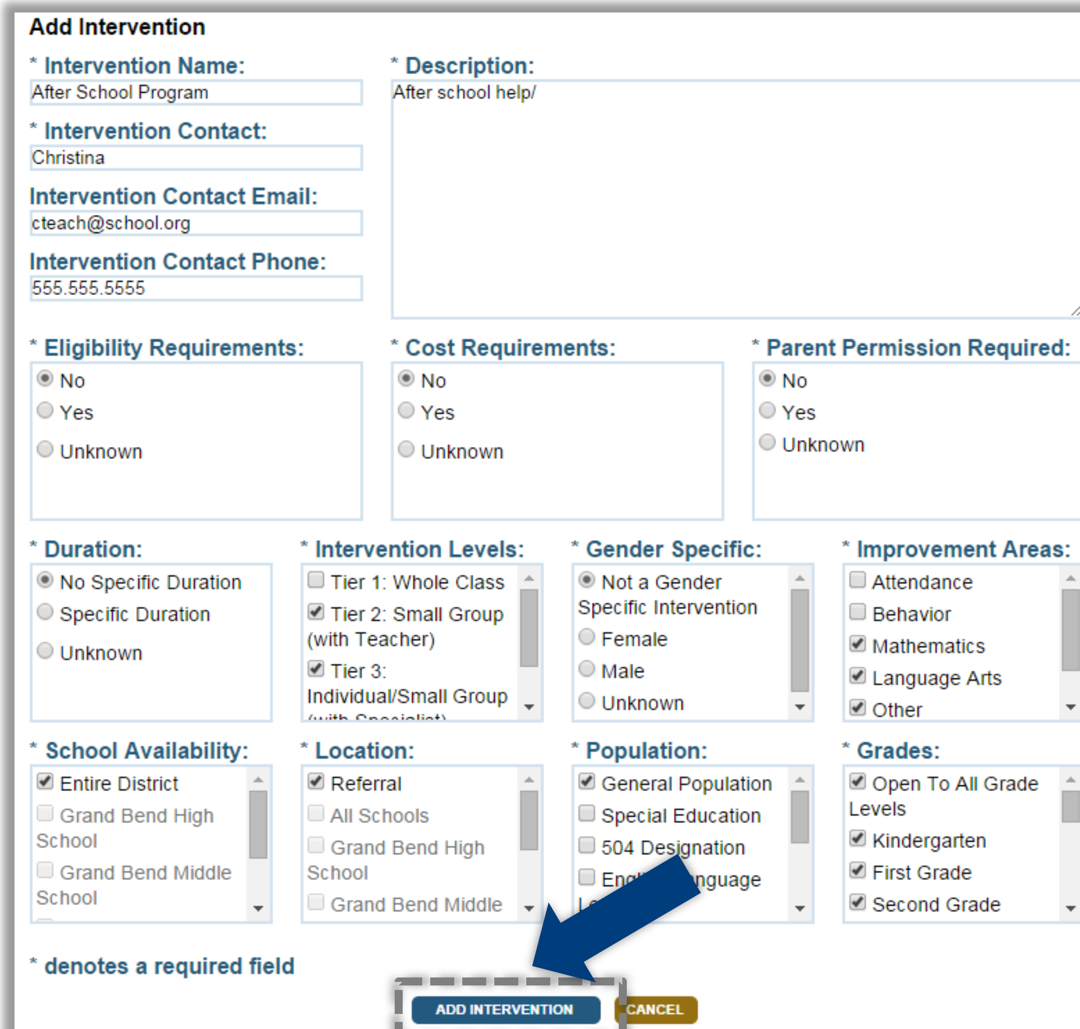
Adding an Intervention to the Catalog

Once all of the information has been completed, select Add Intervention at the bottom of the screen to save the intervention to the catalog



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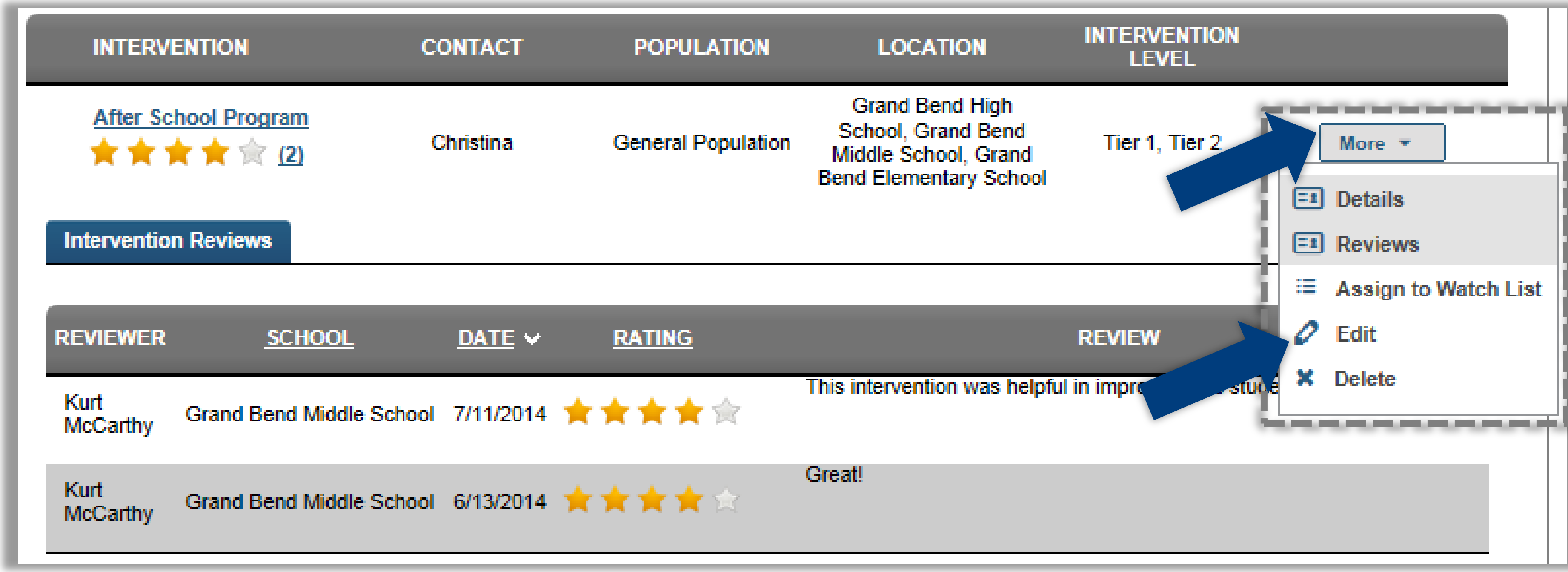
Editing An Intervention

Editing an Intervention



- Select the Intervention you wish to edit
- Select the **More** button from the menu
- Then select **Edit**

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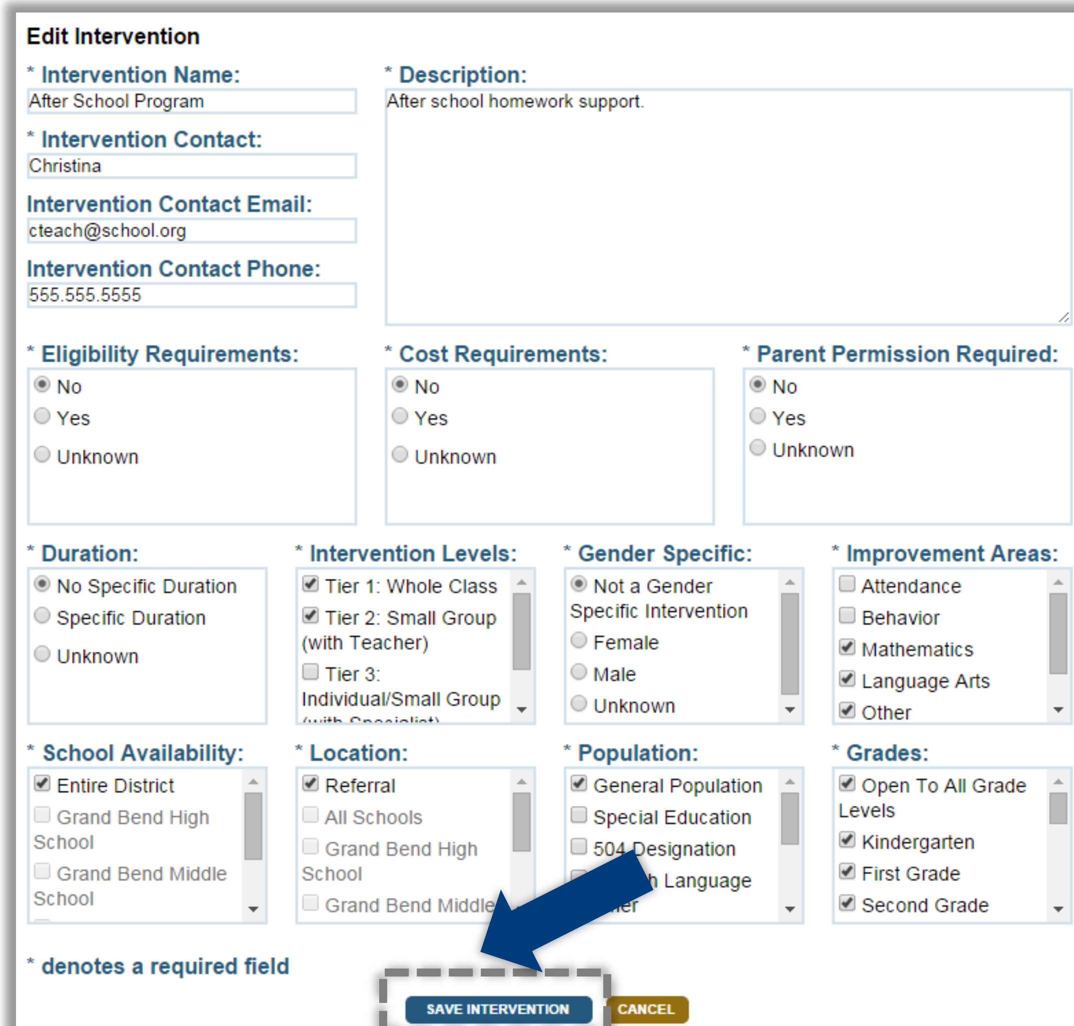
Saving Intervention Edits

- The intervention is now in edit mode
- Correct or update the necessary information
- Click Save Intervention when you have completed your edits



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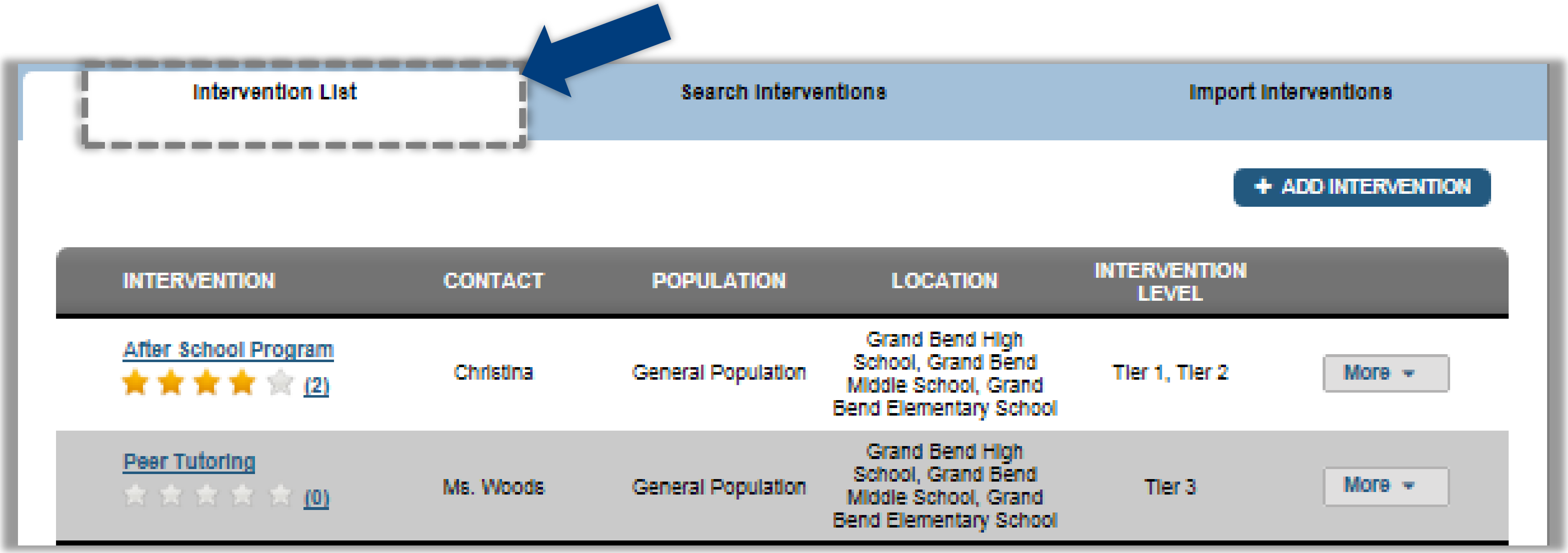
Deleting an Intervention

Choose the Intervention to Delete



Select the Interventions Dashboard and the Interventions List to display a list of the interventions in your catalog

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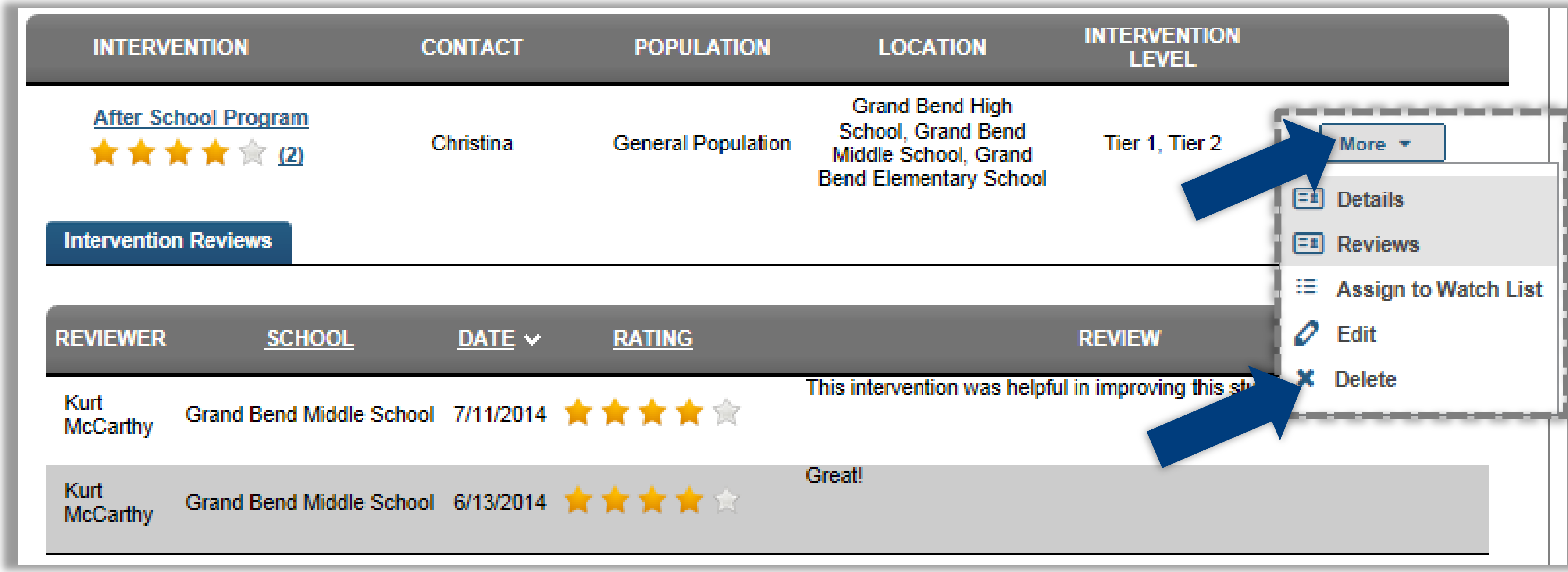
Deleting an Intervention



- Select the Intervention you wish to edit
- Select the **More** button from the menu
- Then select **Delete**

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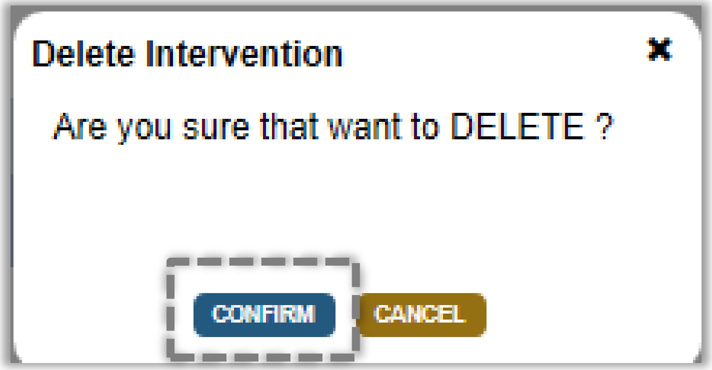
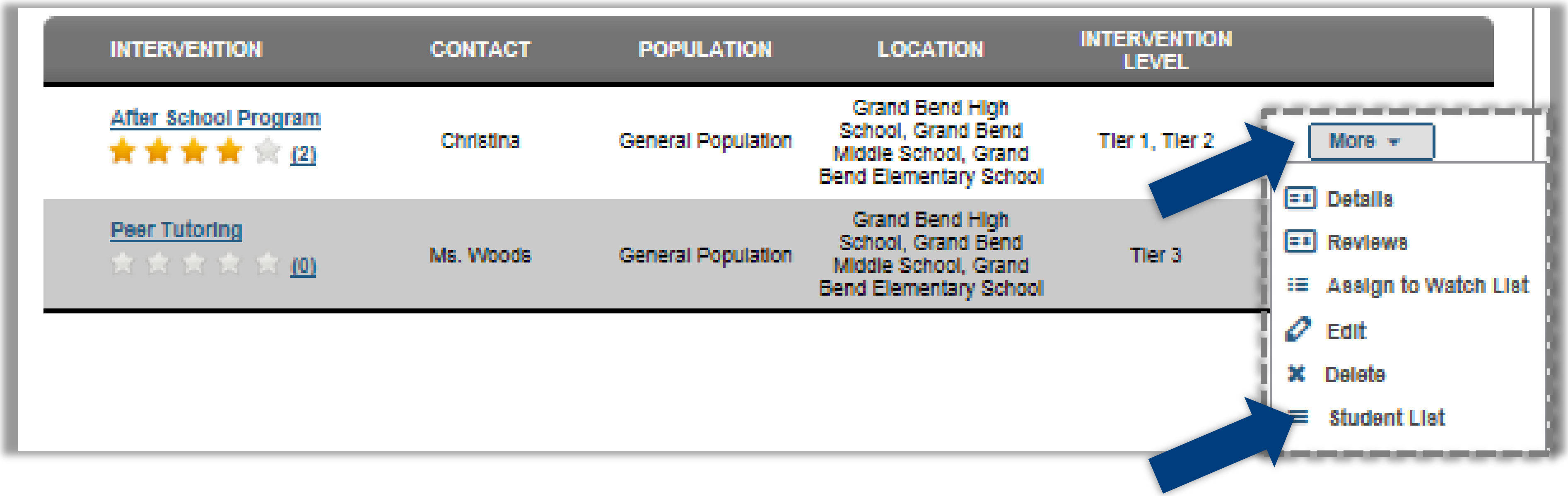
Confirming a Delete

- The system will ask you to confirm the delete
- **Note:** The intervention will no longer be available to assign to students. However, students who already have this intervention assigned will not lose the intervention in their list. They may complete the intervention.



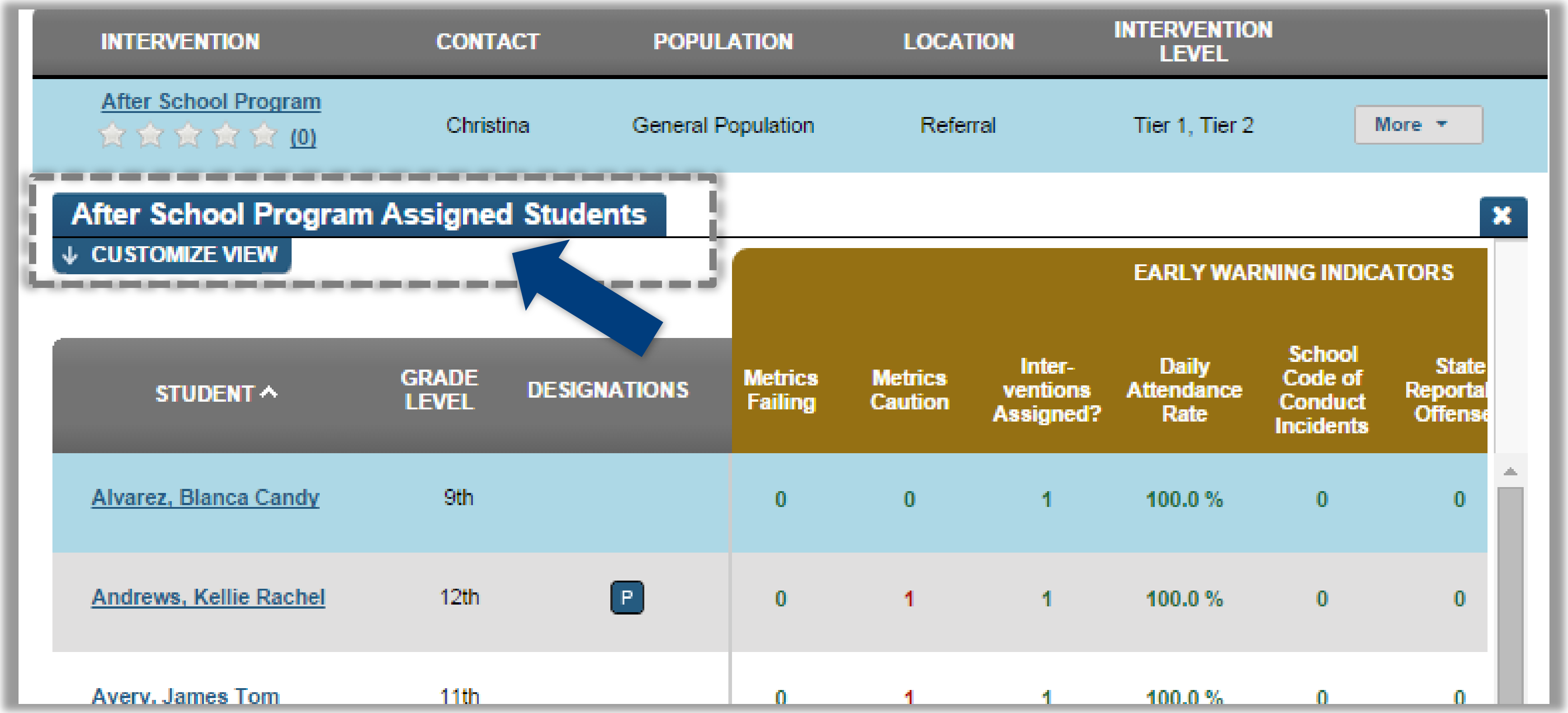
Viewing an Intervention Student List

Viewing the Intervention Student List



- Select the Intervention you wish to edit
- Select the **More** button from the menu
- Then select **Student List**

Students who have this Intervention Assigned



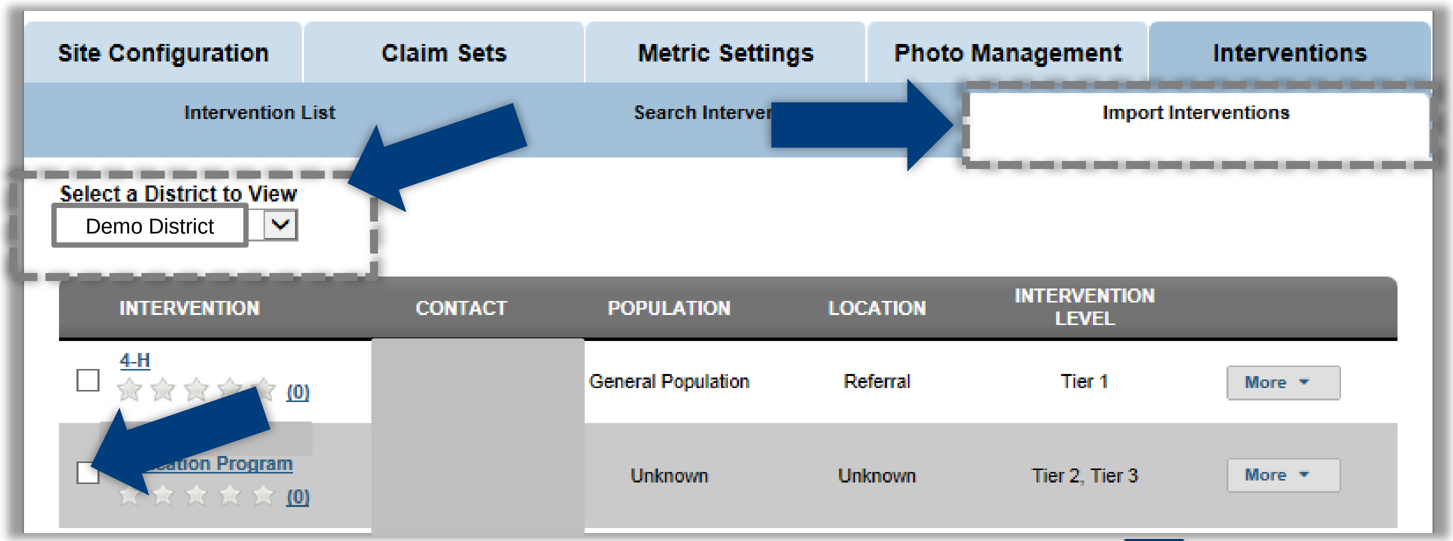
The list of students who have been assigned this intervention will display

Importing an Intervention

Importing an Intervention

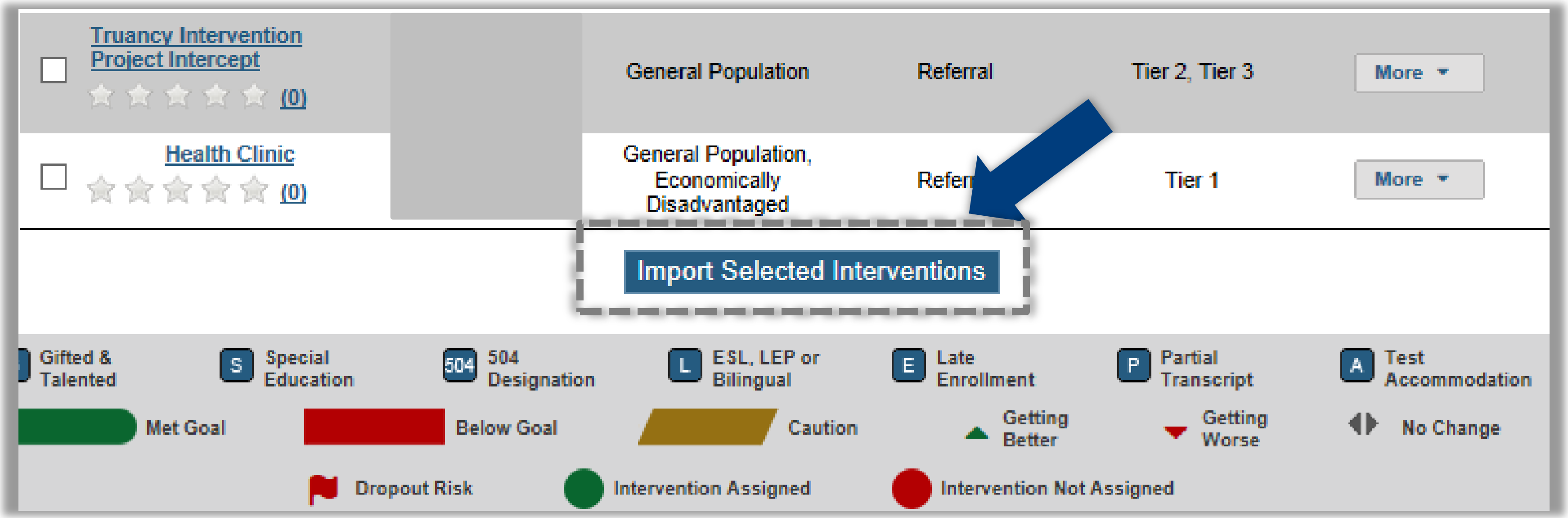
To help collaboration between districts, there is an Import Interventions function that allows users to bulk import selected interventions

- Select the Import Interventions tab, under Interventions
- Select a District from the drop down menu
- Select the Interventions you wish to import



Import Selected Interventions

- Check all the interventions that will be included in the import
- Select Import Selected Interventions at the bottom of the page



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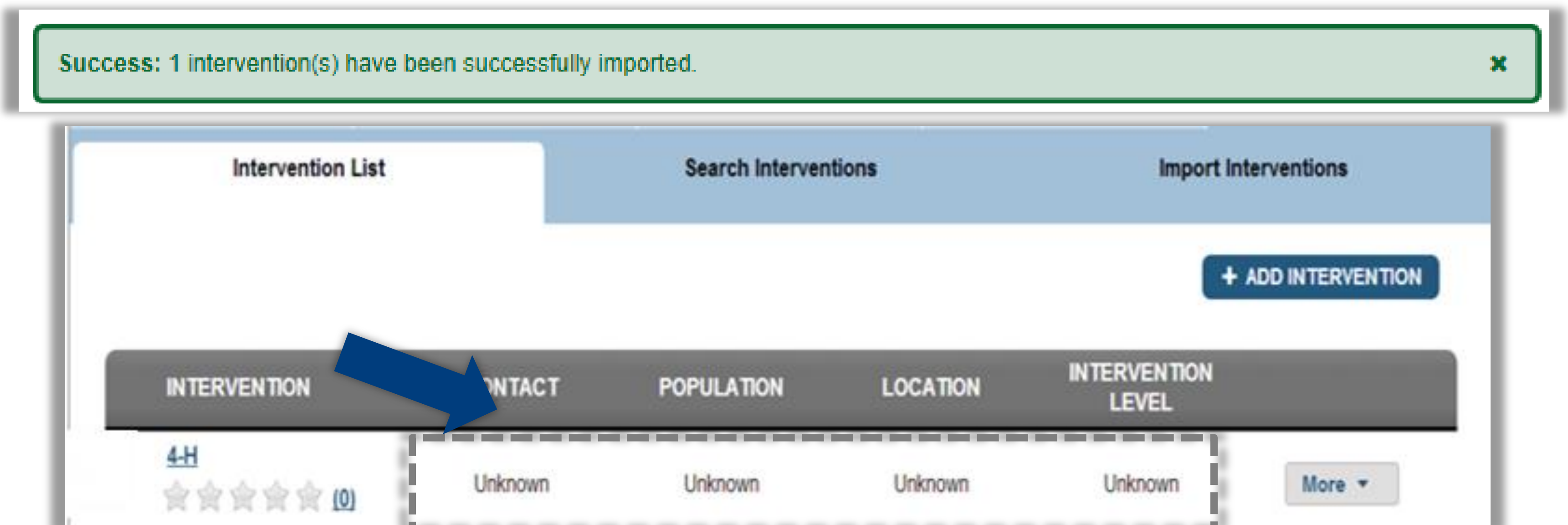
Confirm Import and Edit Details

- Next, confirm the import was successful
- The contact, population, location, intervention level and availability will have the value "unknown"
- Edit the intervention to meet your district specific requirements



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Intervention Security

Intervention Security Overview

- Once an Intervention has been assigned to a student, the assignor can determine who can see the Intervention for this particular student
- Some Interventions may be confidential in nature, and therefore not appropriate for all staff members to view
- This access is managed through the Security feature with the student's Intervention Catalog

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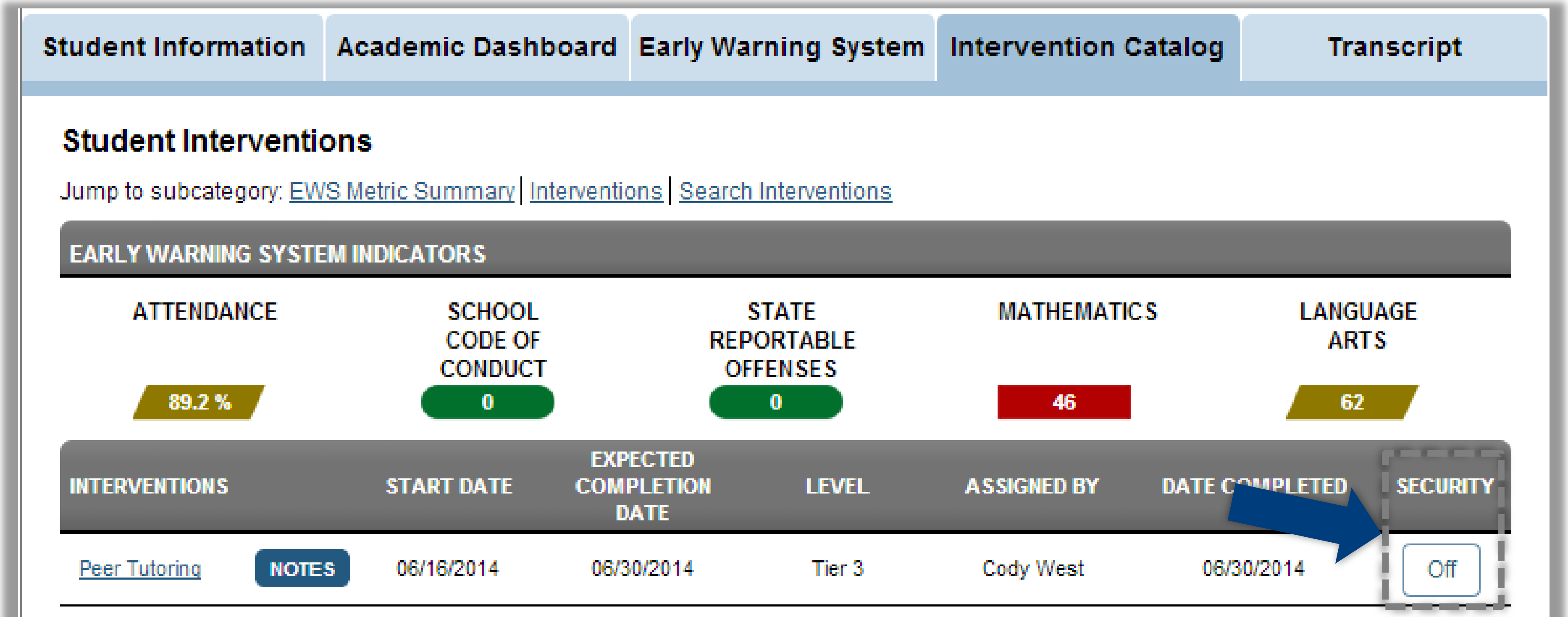
Enabling Intervention Security

- Next to each Intervention assigned to a student there is a Security button
- Click the button to change the status



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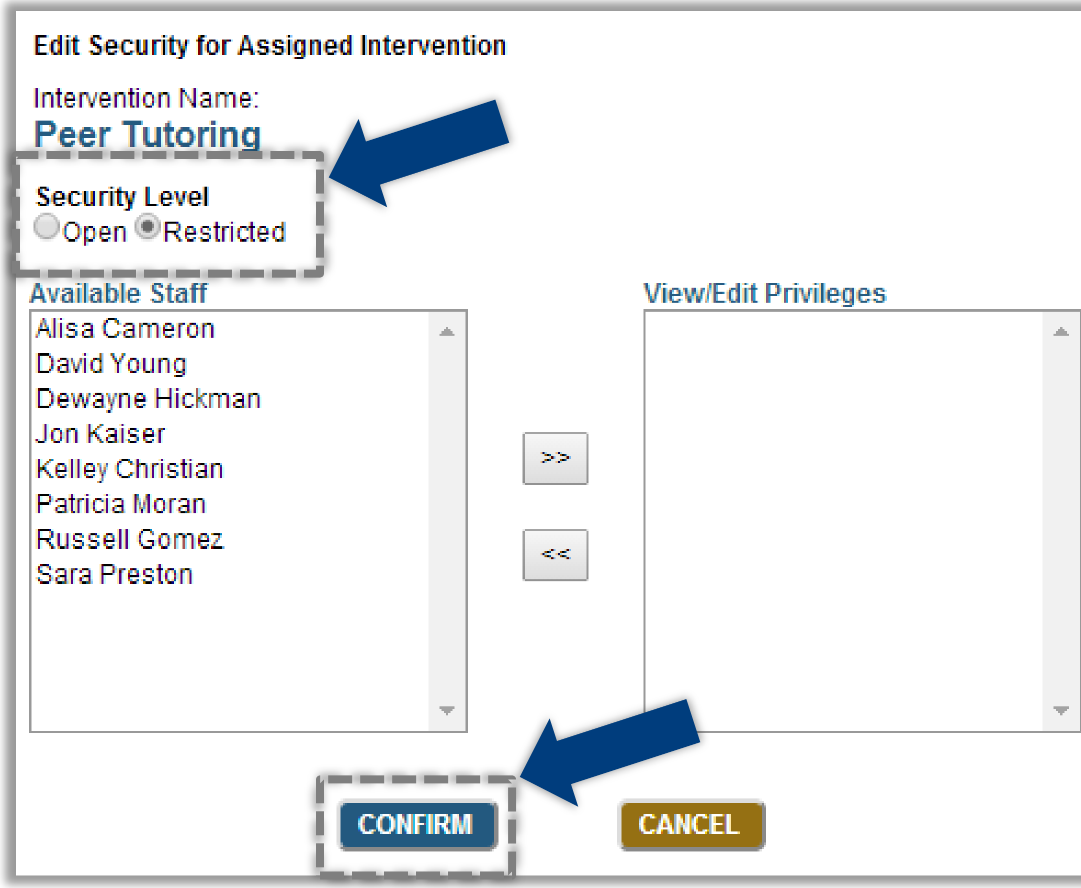
Intervention Security Settings

- Click the radio button next to Restricted
- Click the names of the staff members who will be able to view the Intervention for this student
- Click Confirm



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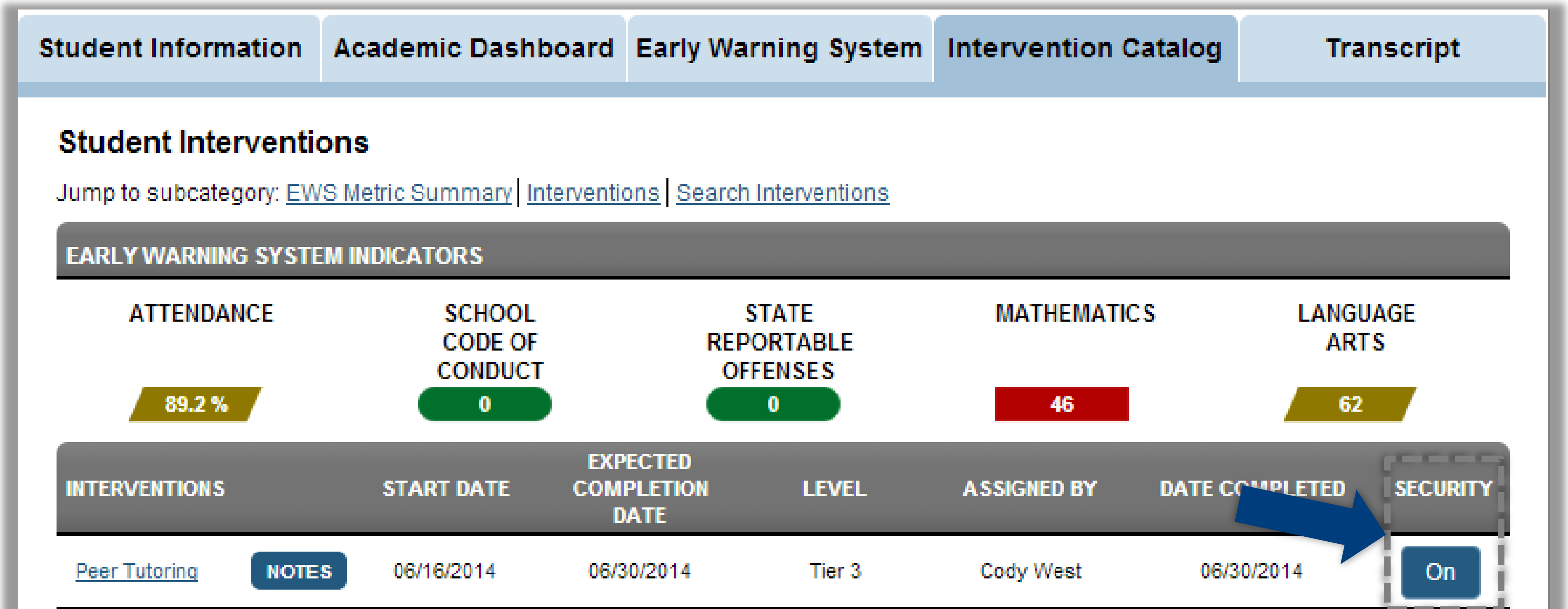
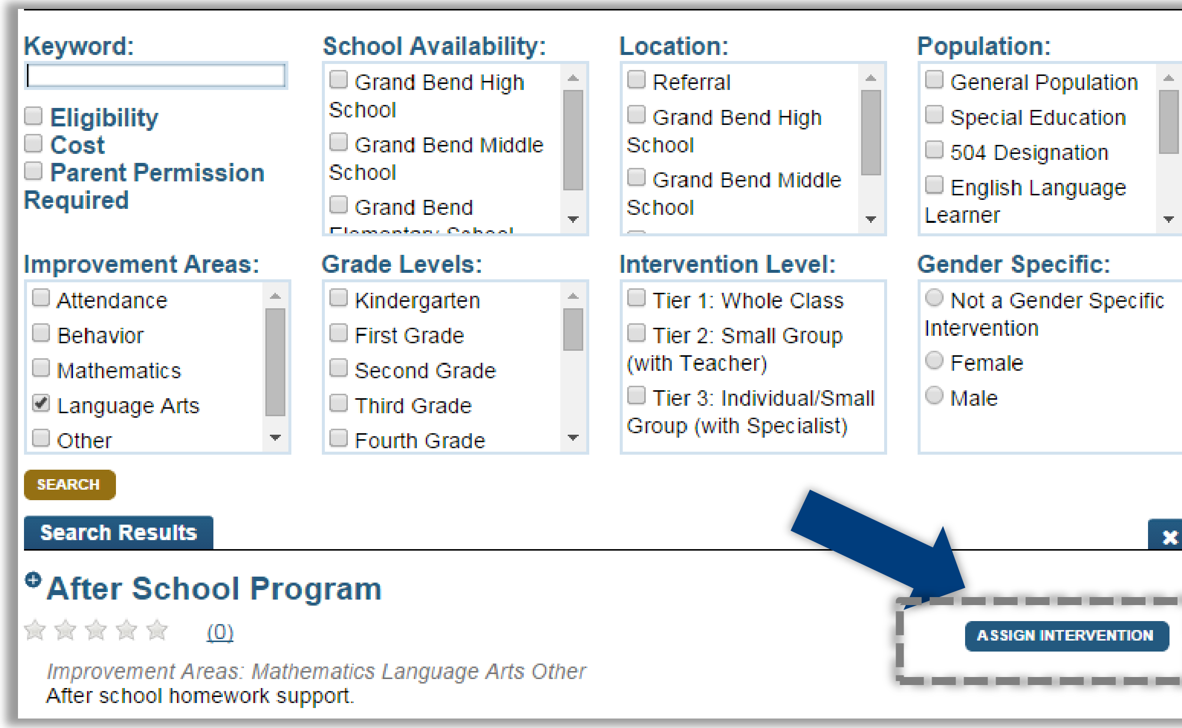
Confirming Security

- Note the Security status is now **On**
- The assignor can edit the security settings as necessary



Selecting the Intervention

- Select the desired Intervention from the Intervention
- Click **Assign Intervention**



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Guided Practice Activity#3

Task: Create a sample intervention in the Intervention Catalog. Once the Intervention is saved, used the Search feature to locate the intervention. Select edit from the menu options and change 1-2 parameters and save the edits. Then locate the intervention again and delete it.

Debrief: Will your district use the Import Interventions feature? Why or why not?

Goal Planning

Goal Planning Overview

- The goal planning function allows district administrators to set goals for each performance metric in the Dashboard at both the district and school levels.
- These goals are displayed throughout the Dashboard. Student and school performance levels are compared against the set goals.

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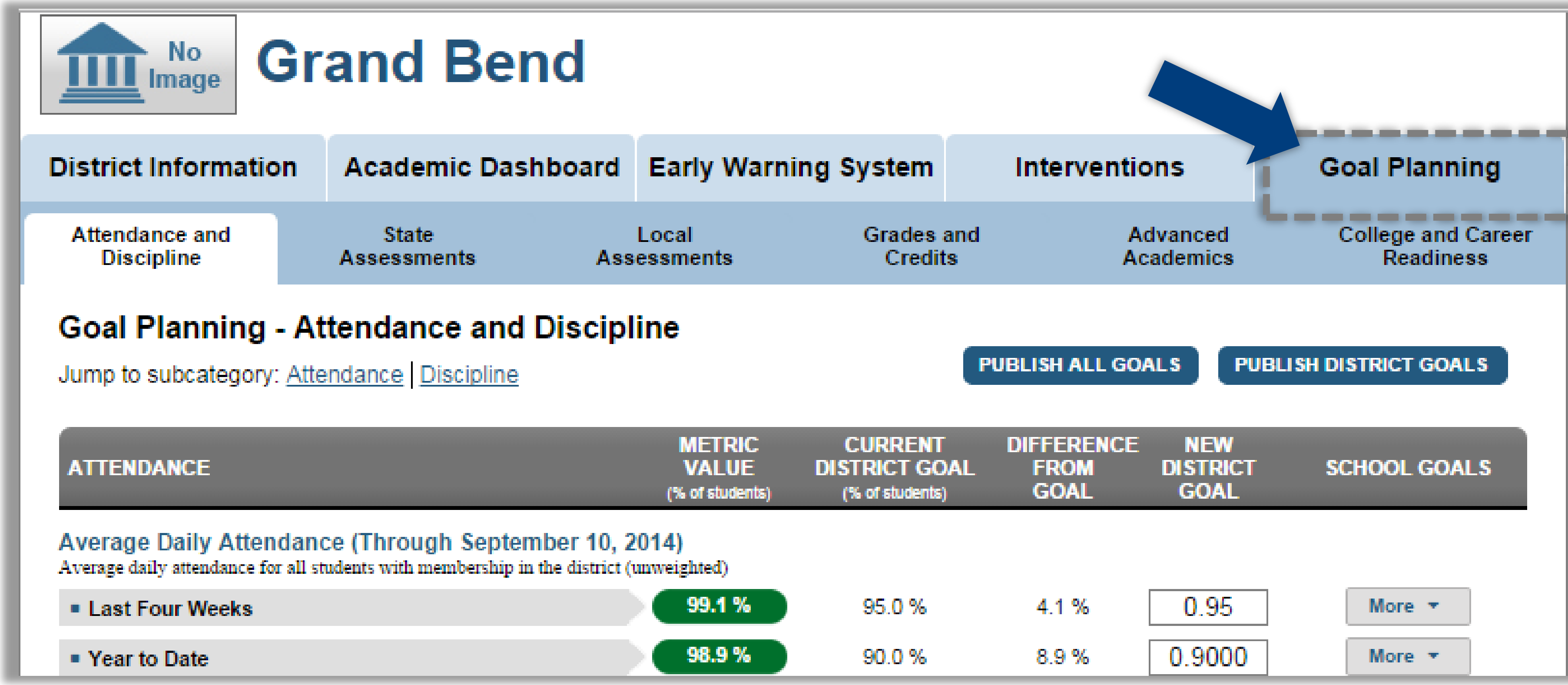
Navigating Goal Planning



- District administrators can access the Goal Planning tab from the district view
- Under Goal Planning, there are tabs for each page in the Dashboard

Creating a New District Goal

Attendance and Discipline | State Assessments | Local Assessments | Grades and Credits | Advanced Academics | College and Career Readiness

Goal Planning - Attendance and Discipline

Jump to subcategory: Attendance | Discipline

PUBLI[illegible] GOALS   PUBLISH DISTRICT GOALS

ATTENDANCE	METRIC VALUE (% of students)	CURRENT DISTRICT GOAL (% of students)	DIFFERENCE FROM GOAL	NEW DISTRICT GOAL	SCHOOL GOALS
Average Daily Attendance (Through September 10, 2014) Average daily attendance for all students with membership in the district (unweighted)					
Last Four Weeks	99.1 %	95.0 %	4.1 %	0.9500	More
Year to Date	98.9 %	90.0 %	8.9 %	0.9000	More
Daily Attendance Rate (Through September 10, 2014) % of students meeting attendance rate threshold of 90% during the specified time frame					
Last Four Weeks	98.3 %	95.0 %	3.3 %	0.9500	More
Year to Date	95.6 %	95.0 %	0.6 %	0.9500	More

- After district leadership has decided an appropriate goals, a new district goal can be set for each metric
- The new district goal can be entered for each performance metric

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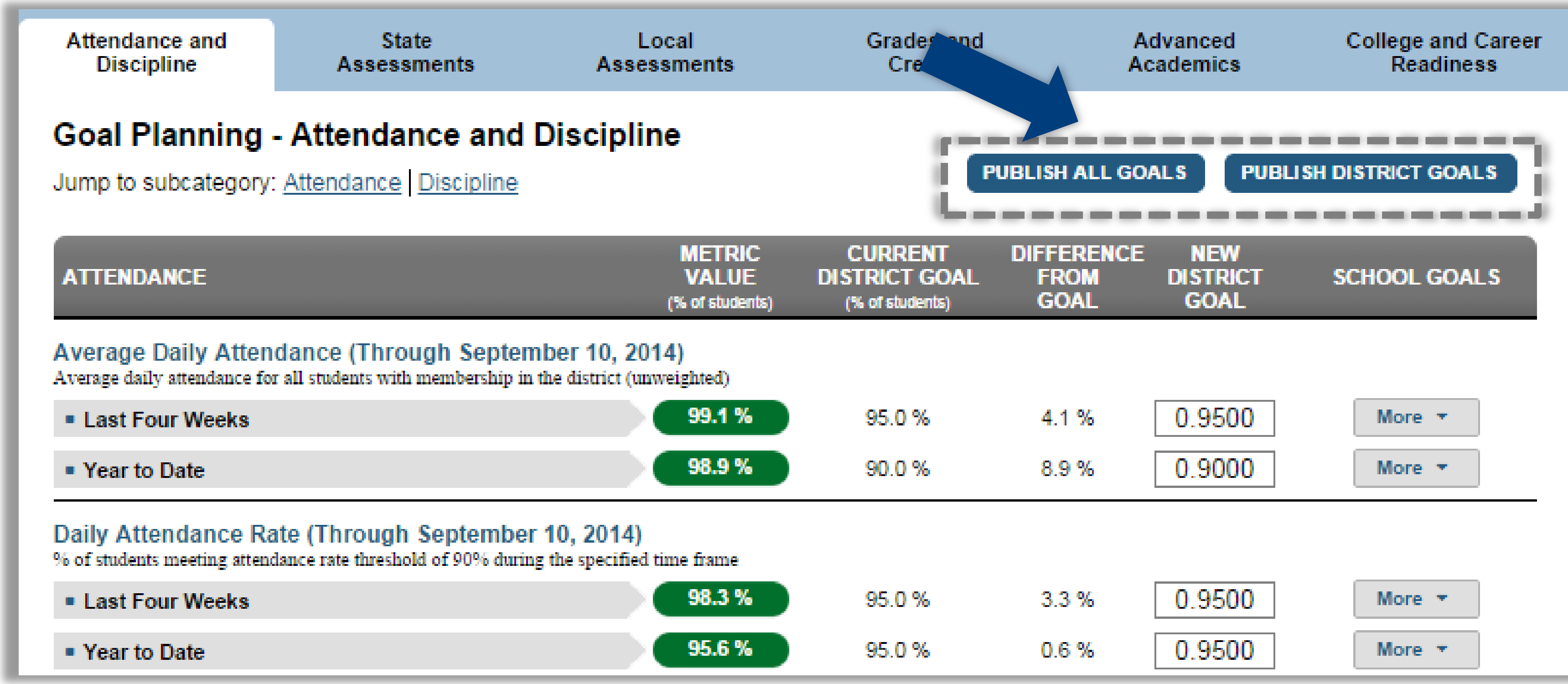
Publishing a New District Goal



- Once the new goals have been set, the administrator publishes the goal to the Dashboard
- This will change the goals being displayed at the school and student views

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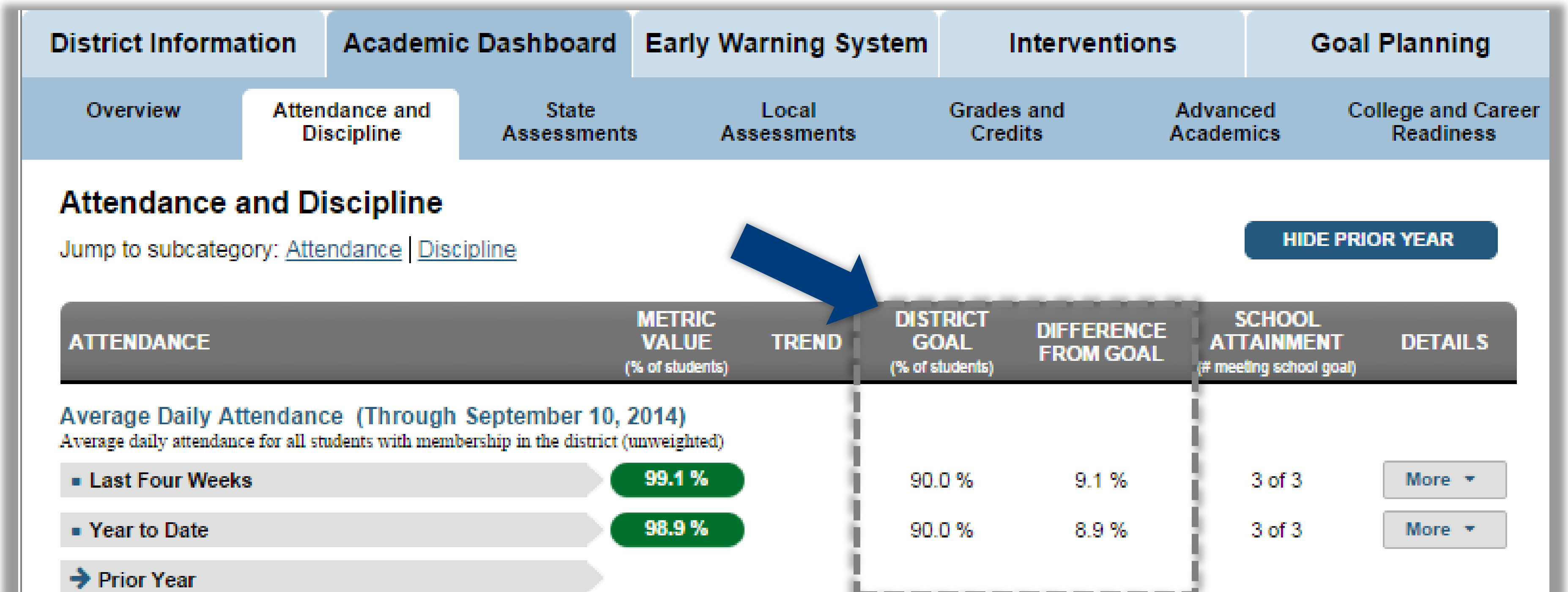
District Goals in the Dashboard


District Information | Academic Dashboard | Early Warning System | Interventions | Goal Planning

Overview | Attendance and Discipline | State Assessments | Local Assessments | Grades and Credits | Advanced Academics | College and Career Readiness

Attendance and Discipline

Jump to subcategory: Attendance | Discipline

HIDE PRIOR YEAR

ATTENDANCE	METRIC VALUE (% of students)	TREND	DISTRICT GOAL (% of students)	DIFFERENCE FROM GOAL	SCHOOL ATTAINMENT (# meeting school goal)	DETAILS
Average Daily Attendance (Through September 10, 2014) Average daily attendance for all students with membership in the district (unweighted)						
Last Four Weeks	99.1 %		90.0 %	9.1 %	3 of 3	More
Year to Date	98.9 %		90.0 %	8.9 %	3 of 3	More
Prior Year						

- The district goals are displayed next to each performance metric
- The difference between the metric value and the district goal is also displayed

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School Level Goals

ATTENDANCE	METRIC VALUE (% of students)	CURRENT DISTRICT GOAL (% of students)	DIFFERENCE FROM GOAL	NEW DISTRICT GOAL	SCHOOL GOALS
Average Daily Attendance (Through September 10, 2014) Average daily attendance for all students with membership in the district (unweighted)					
Last Four Weeks	99.1 %	95.0 %	4.1 %	0.95	More
Year to Date	98.9 %	90.0 %	8.9 %	0.9000	More School List
Daily Attendance Rate (Through September 10, 2014) % of students meeting attendance rate threshold of 90% during the specified time frame					
Last Four Weeks	98.3 %	95.0 %	3.3 %	0.9500	More
Year to Date	95.6 %	95.0 %	0.6 %	0.9500	More

- From the district view administrators can also select the **School List** under the **More** menu to set goals for individual schools within the district
- School goals can vary from the district goals if district leadership decides that is appropriate

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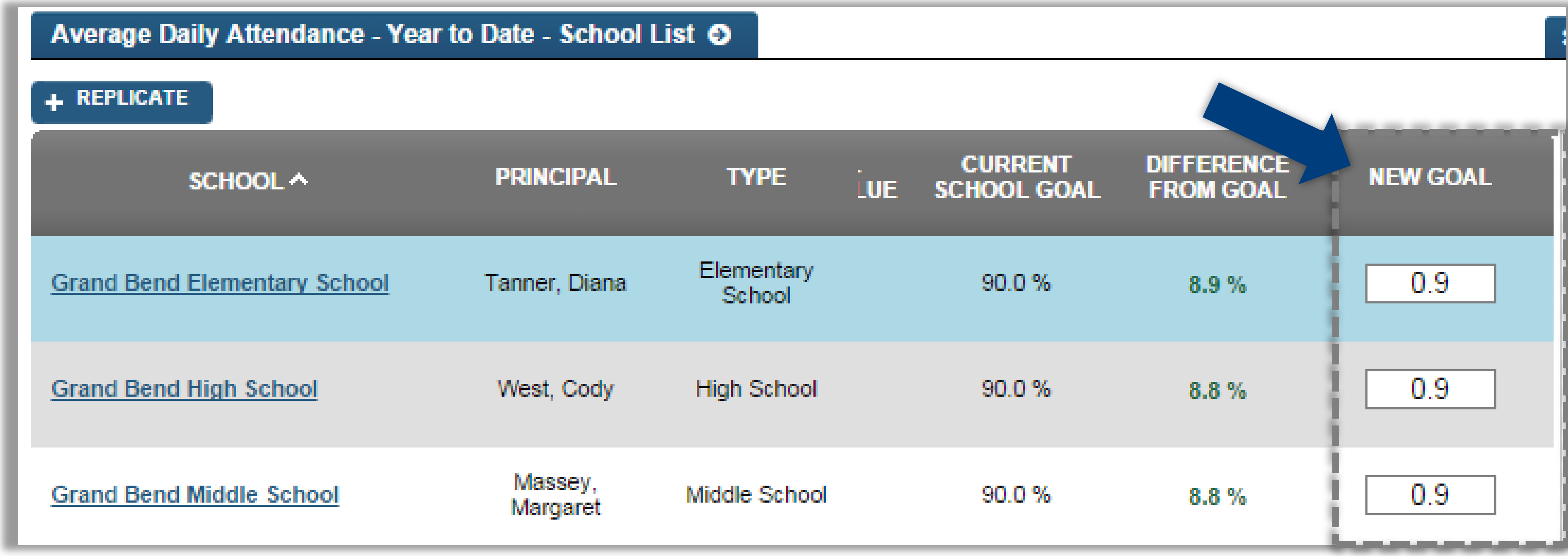
Setting School Goals



Average Daily Attendance - Year to Date - School List

+ REPLICATE

SCHOOL	PRINCIPAL	TYPE	LUE	CURRENT SCHOOL GOAL	DIFFERENCE FROM GOAL	NEW GOAL
Grand Bend Elementary School	Tanner, Diana	Elementary School		90.0 %	8.9 %	0.9
Grand Bend High School	West, Cody	High School		90.0 %	8.8 %	0.9
Grand Bend Middle School	Massey, Margaret	Middle School		90.0 %	8.8 %	0.9

- The School List allows an administrator to set a new goal for the individual school
- This would be set as the goal for each performance metric on the school's Dashboard

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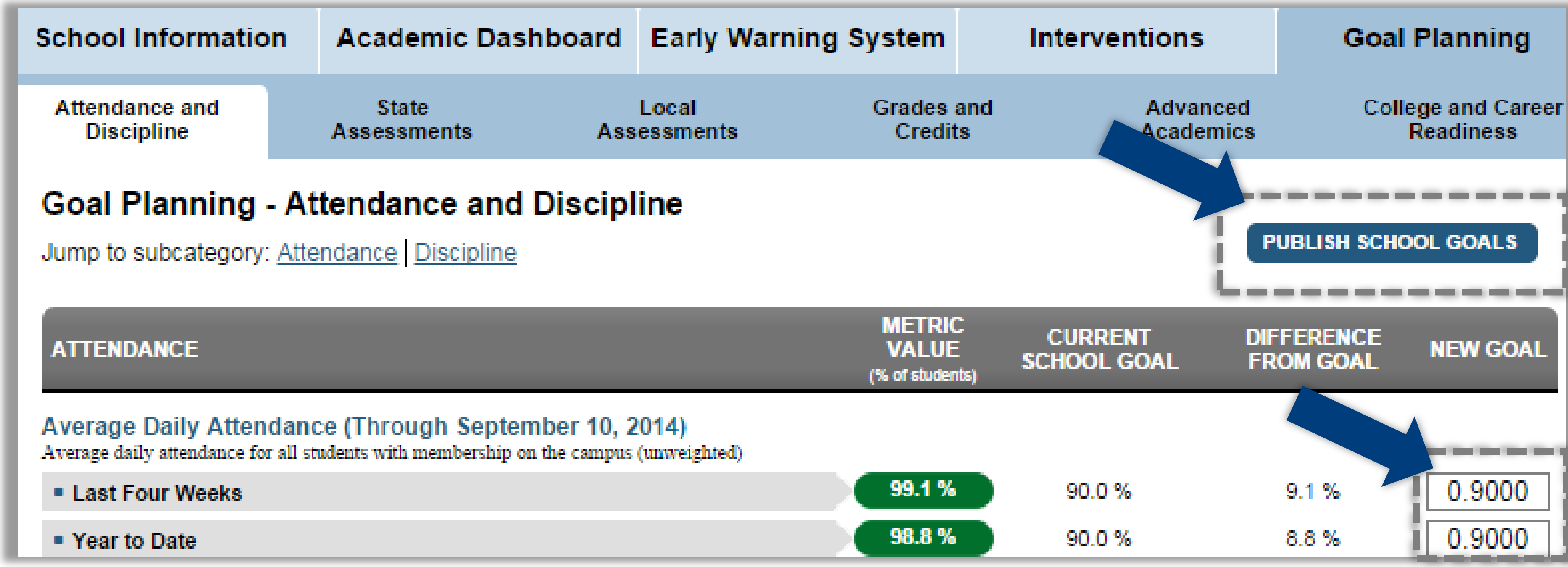
Setting Metric Level Goals for the School



- Administrators can also opt to set goals for individual performance metrics within the school’s Dashboard
- The Goal Planning function for the school can be accessed from the School List or from a school administrator log in

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Guided Practice Activity#4

Task: Navigate to the district Goal Planning tab. Change one of the goals and publish it to the district. Navigate to the changed metric goal within the Dashboard and see how the new goal changed the Difference from Goal column. Go back to the Goal Planning tab and set the goal back to the original value.

Debrief: How will your district decide on district and school level goals?

Wrap Up, Assessment and Evaluation

Wrap Up

- What are the functions available only to a Dashboard Administrator?
- Describe how claim sets manage user roles and access within the Dashboard.
- How does the Goal Planning function affect the end user experience in the Dashboard?

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Wrap Up, Assessment and Evaluation

Assessment

- Take a moment and answer the questions on the brief assessment

Assessment

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Wrap Up, Assessment and Evaluation

Evaluation

- Take a moment and answer the questions on the brief evaluation survey

Evaluation

For more information on Dashboard Administrator Navigation please visit PDE’s website at www.education.state.pa.us

The mission of the department is to academically prepare children and adults to succeed as productive citizens. The department seeks to ensure that the technical support, resources and opportunities are in place for all students, whether children or adults, to receive a high quality education.

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