

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

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

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

➤ 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

▶ Dashboard Administrative Functions

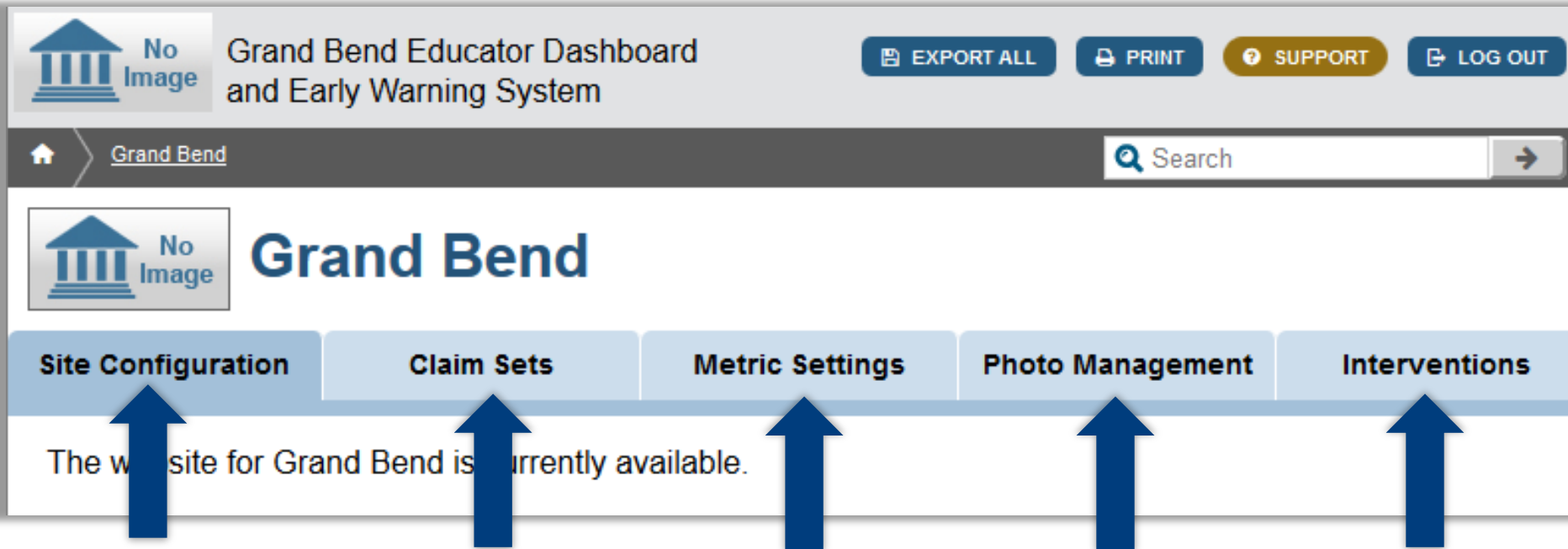
➤ Dashboard Administrative Functions: Overview

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

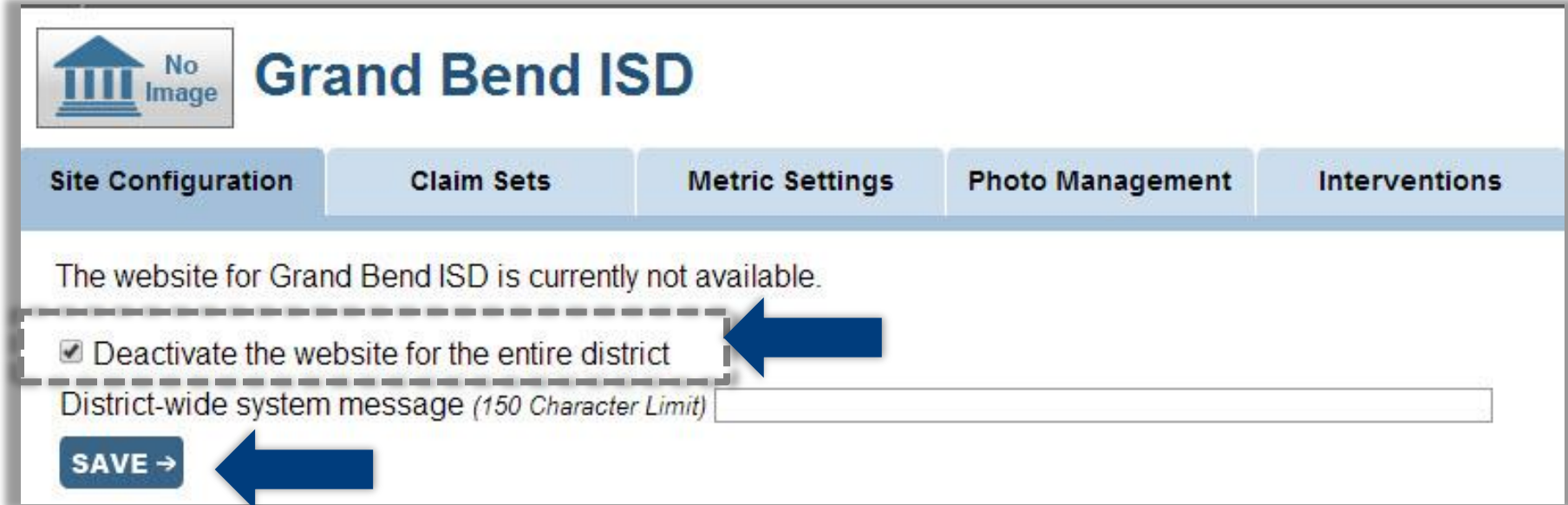
➤ Reasons for Disabling the System


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

Disabling the System



 **Grand Bend ISD**

Site Configuration Claim Sets Metric Settings Photo Management Interventions

The website for Grand Bend ISD is currently not available.

☒ Deactivate the website for the entire district

District-wide system message (150 Character Limit)

SAVE →

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

District-Wide System Messages

The screenshot shows the 'Grand Bend ISD Educator Dashboard and Early Warning System'. At the top, a yellow banner displays the message: 'The District Website will be deactivated on June 30th for maintenance'. Below this, the dashboard header includes a 'Grand Bend ISD' logo, a search bar, and navigation buttons: 'EXPORT ALL', 'PRINT', 'SUPPORT', and 'LOG OUT'. The main content area has tabs for 'Site Configuration', 'Claim Sets', 'Metric Settings', 'Photo Management', and 'Interventions'. Under 'Site Configuration', it states 'The website for Grand Bend ISD is currently available.' and includes a checkbox for 'Deactivate the website for the entire district'. Below this is a text input field for a 'District-wide system message (150 Character Limit)' containing the same maintenance message. A 'SAVE →' button is at the bottom left.

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

➤ 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

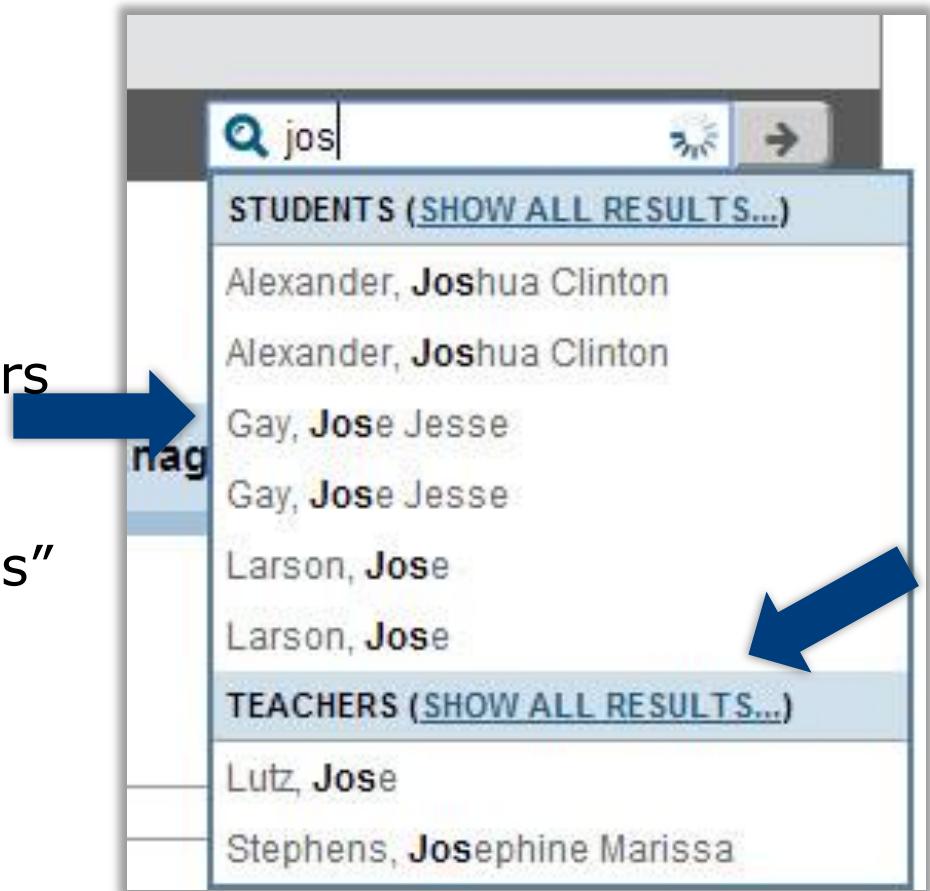
➤ Searching for Users

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



➤ 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”



➤ Show all Results

SEARCH RESULTS

Your Search: [SEARCH AGAIN →](#)


DISPLAY RESULTS BY: [SHOW ALL](#) [SCHOOLS](#) [TEACHERS](#) [STUDENTS](#) [STAFF](#)

TEACHERS (6)

<u>FIRST NAME</u>	<u>MIDDLE NAME</u>	<u>LAST NAME</u>	<u>SCHOOL</u>
Julius	Marcos	Barrera	Grand Bend Middle School
Jenna		Graham	Grand Bend Middle School

- 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.

Impersonating A User



Julius Barrera


Student List:

Social Studies(SS-07) - Social Studies, Grade 7 (06 - Traditional) Spring Semester

Data View:

Early Warning Indicators

↓ CUSTOMIZE VIEW

STUDENT ^	GRADE LEVEL	DESIGNATIONS	Metrics Failing	Metrics Caution	Inter-ventions Assigned?	Da Atten Ra
 Barrera, Philip Bryan	7th		0	1		100

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



Grand Bend ISD

Site Configuration

Claim Sets

Metric Settings

Photo Management

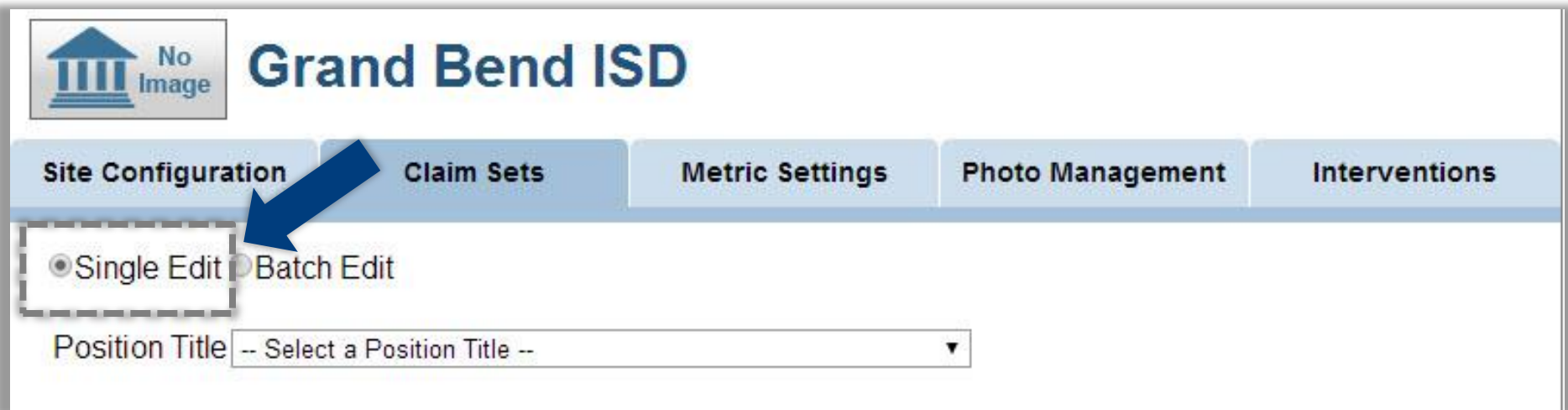
Interventions

☒ Single Edit ☐ Batch Edit

Position Title

- 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

➤ Claim Sets: Single Edit



The screenshot shows the Grand Bend ISD dashboard. At the top left is a logo with a building icon and the text "No Image". To its right is the text "Grand Bend ISD". Below this is a horizontal navigation bar with five tabs: "Site Configuration", "Claim Sets", "Metric Settings", "Photo Management", and "Interventions". The "Claim Sets" tab is active. Below the navigation bar, there are two radio buttons: "Single Edit" (which is selected and highlighted with a dashed box) and "Batch Edit". A blue arrow points from the "Claim Sets" tab to the "Single Edit" radio button. Below the radio buttons is a dropdown menu labeled "Position Title" with the text "-- Select a Position Title --" and a downward arrow.

- 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

➤ Select a Position Title

☒ Single Edit ☐ Batch Edit

Position Title

-- Select a Position Title --

-- Select a Position Title --

1ST GRADE TEACHER
2ND GRADE TEACHER
3RD GRADE TEACHER
4TH GRADE TEACHER
5TH GRADE TEACHER
9920
ELEMENTARY ART TEACHER
ELEMENTARY MUSIC TEACHER
ELEMENTARY PHYSICAL EDUCATION TEACHER
ELEMENTARY SCHOOL ADMINISTRATOR
ELEMENTARY SCHOOL CLERK
HIGH SCHOOL CLERK
HIGH SCHOOL COUNSELOR
HIGH SCHOOL ELA TEACHER
HIGH SCHOOL ELECTRONIC ARTS TEACHER
HIGH SCHOOL HEALTH TEACHER
HIGH SCHOOL HUMANITIES/WRITING TEACHER
HIGH SCHOOL MATH TEACHER
HIGH SCHOOL SCHOOL ADMINISTRATOR

- 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

➤ Select Claim Set

☒ Single Edit ☐ Batch Edit

Position Title 1ST GRADE TEACHER

Claim Set

- Select a ClaimSet --
- Select a ClaimSet --
- None
- SystemAdministrator
- Superintendent
- Principal**
- Administration
- Leader
- Specialist
- Staff
- InterventionAdministrator

- 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

Principal

Leader

Staff

Superintendent

Administration

Specialist

Intervention Administrator

➤ Save Edits

☒ Single Edit ☐ Batch Edit

Position Title 1ST GRADE TEACHER

Claim Set Staff ▼

SAVE →

- 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 be provisioned through different claim sets

➤ Claim Sets: Batch Edit



Grand Bend ISD

Site Configuration

Claim Sets

Metric Settings

Photo Management

Interventions

☒ Single Edit ☐ Batch Edit



Position Title -- Select a Position Title --

- 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

Site Configuration Claim Sets Metric Settings Photo Management Interventions

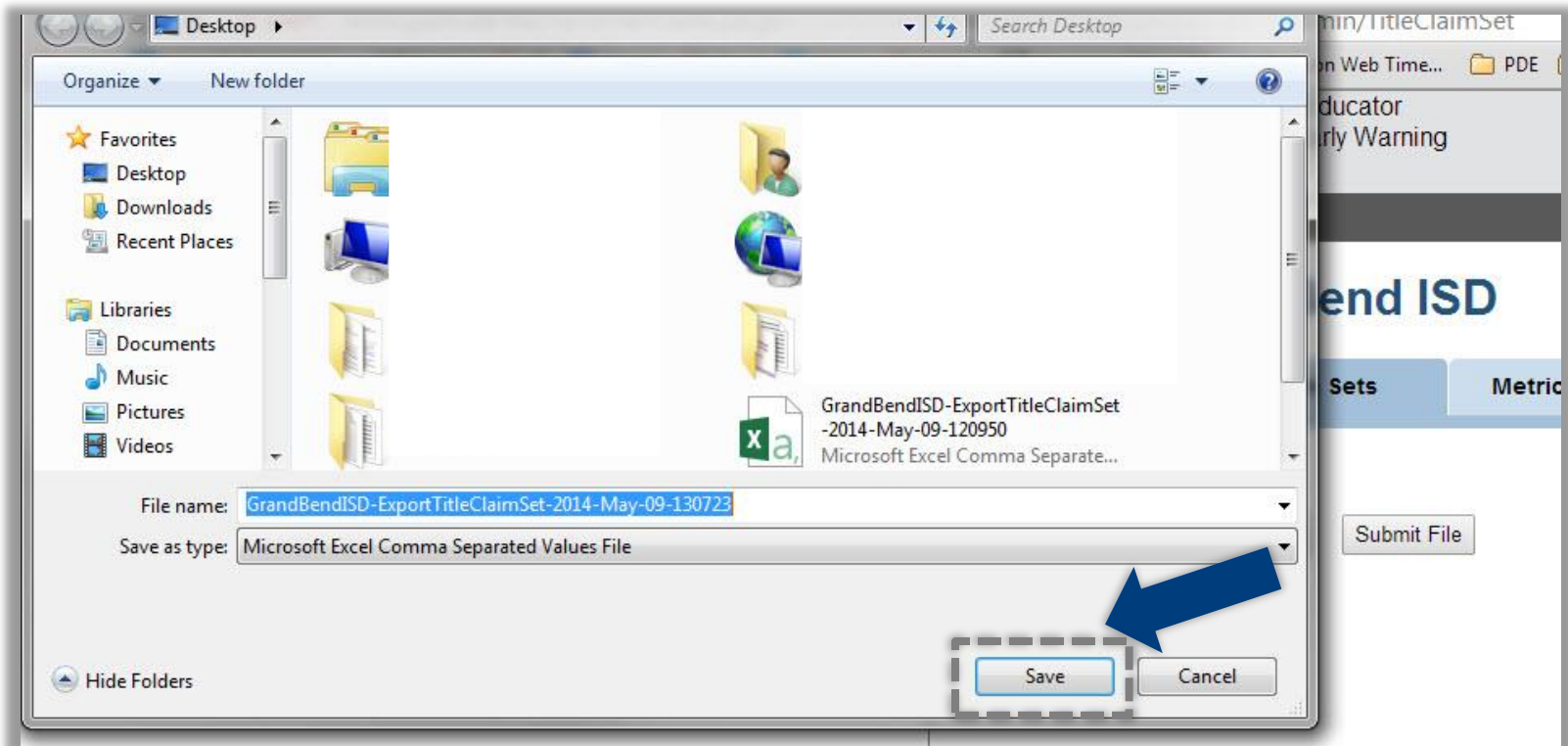
☐ Single Edit ☒ Batch Edit

Browse Submit File

User Roles Template

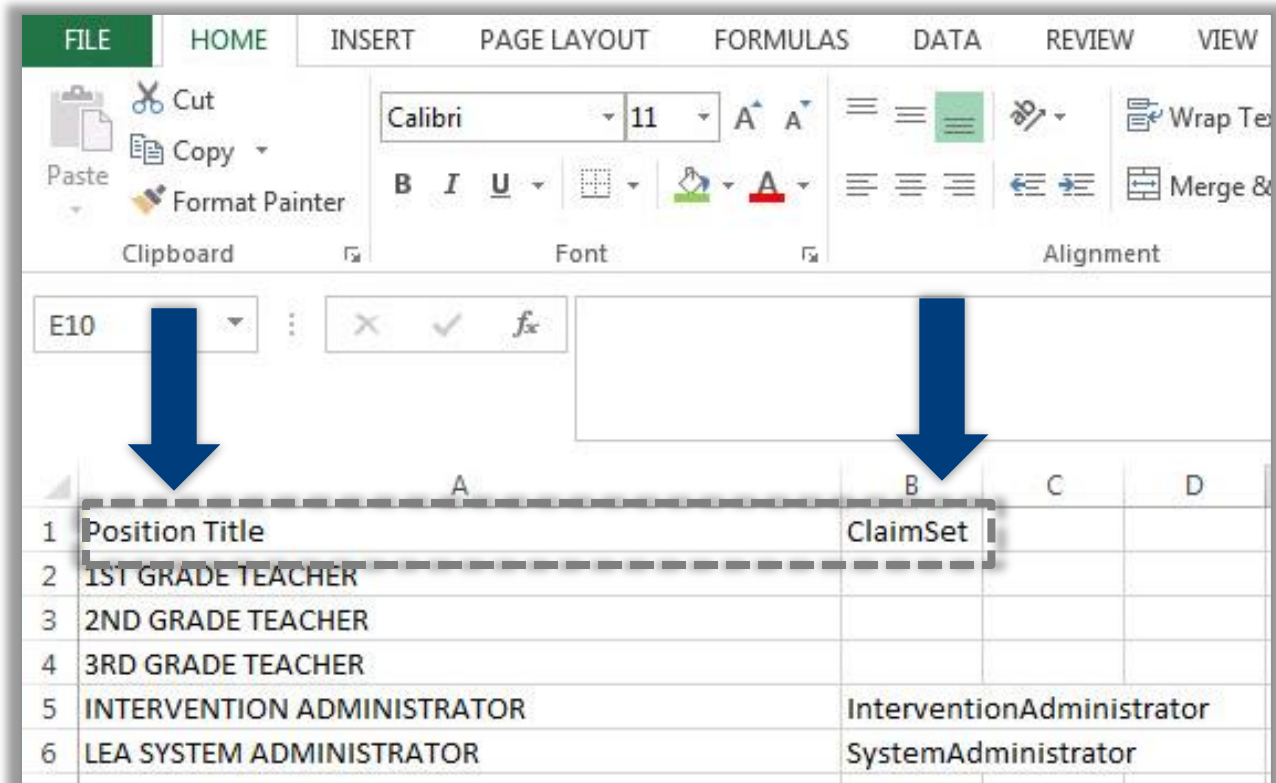
- Next select the User Roles Template to export the current list of local position titles and claim sets
- Note that the first time this is completed the template will be blank

▶ Batch Edit: Save File Locally



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

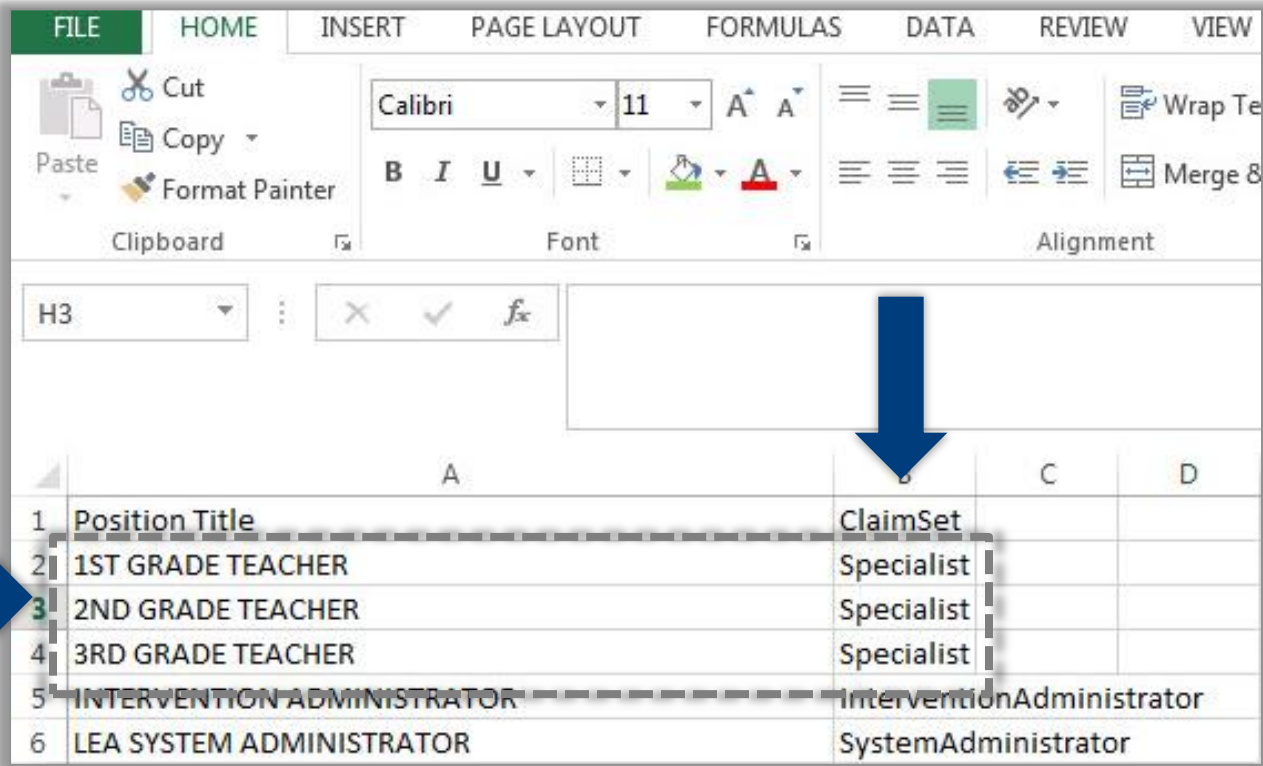
➤ Batch Edit: User Role Template



	A	B	C	D
1	Position Title	ClaimSet		
2	1ST GRADE TEACHER			
3	2ND GRADE TEACHER			
4	3RD GRADE TEACHER			
5	INTERVENTION ADMINISTRATOR	InterventionAdministrator		
6	LEA SYSTEM ADMINISTRATOR	SystemAdministrator		

- 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

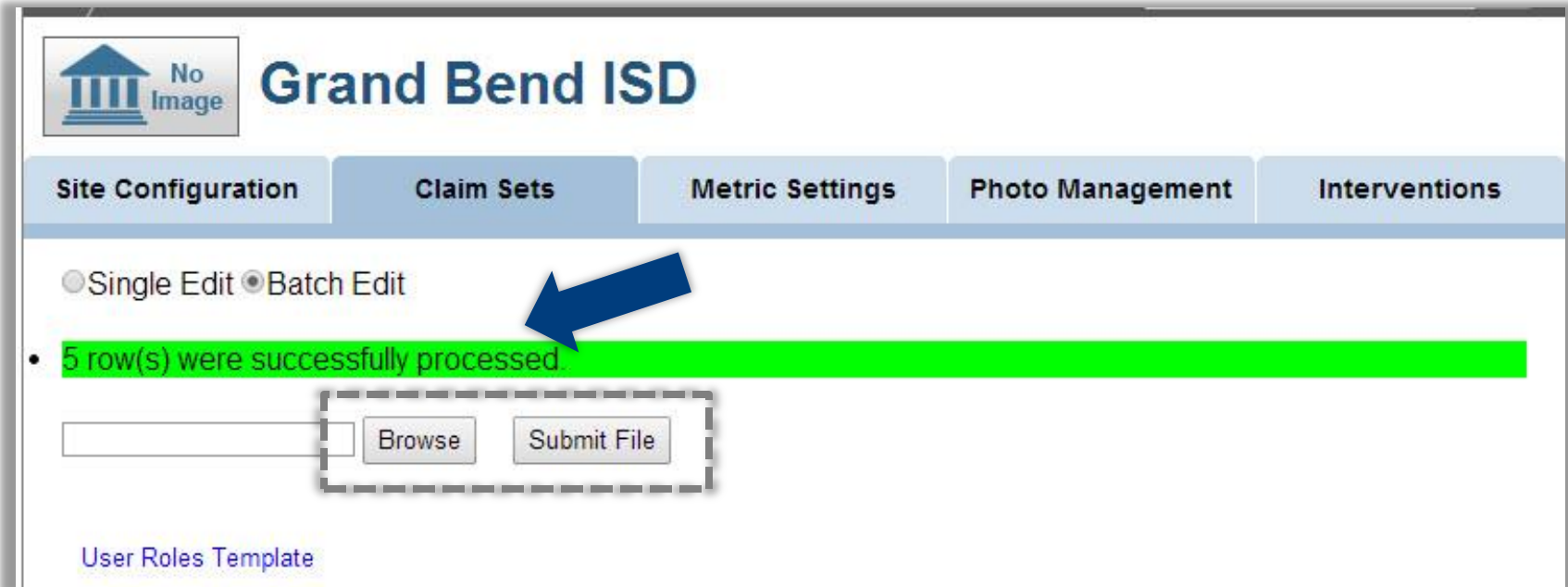
Batch Edit: User Role Template Mapping



	A	B	C	D
1	Position Title	ClaimSet		
2	1ST GRADE TEACHER	Specialist		
3	2ND GRADE TEACHER	Specialist		
4	3RD GRADE TEACHER	Specialist		
5	INTERVENTION ADMINISTRATOR	InterventionAdministrator		
6	LEA SYSTEM ADMINISTRATOR	SystemAdministrator		

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

Batch Edit: Submit File to System



The screenshot shows the Grand Bend ISD web application interface. At the top, there is a header with the school district logo and name. Below the header, there are five tabs: Site Configuration, Claim Sets, Metric Settings, Photo Management, and Interventions. The 'Claim Sets' tab is currently selected. Under the 'Claim Sets' tab, there are two radio buttons: 'Single Edit' and 'Batch Edit'. The 'Batch Edit' radio button is selected. Below the radio buttons, there is a green highlighted message that says '5 row(s) were successfully processed.' A blue arrow points to this message. Below the message, there is a file upload section with a text input field, a 'Browse' button, and a 'Submit File' button. A dashed box encloses the 'Browse' and 'Submit File' buttons. At the bottom left, there is a link labeled 'User Roles Template'.

- 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

Site Configuration	Claim Sets	Metric Settings	Photo Management	Interventions
METRIC THRESHOLD - GRADES AND CREDITS				
COURSE GRADES		METRIC THRESHOLD		
Grades Below C Level Each district has a range used to define a "C" level. Please enter the lower end of this range to set the metric threshold for grades below a C level. Only whole numbers can be entered in the system (e.g. the default setting is 75).		<input type="text" value="75"/> Save Reset to default: 75		

- 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

➤ Metric Settings: Save

Site Configuration

Claim Sets

Metric Settings

Photo Management

Interventions

METRIC THRESHOLD - GRADES AND CREDITS

Save successful - The change will display after the next build.

COURSE GRADES

METRIC
THRESHOLD

Grades Below C Level

Each district has a range used to define a "C" level. Please enter the lower end of this range to set the metric threshold for grades below a C level. Only whole numbers can be entered in the system (e.g. the default setting is 75).

75

[Save](#)

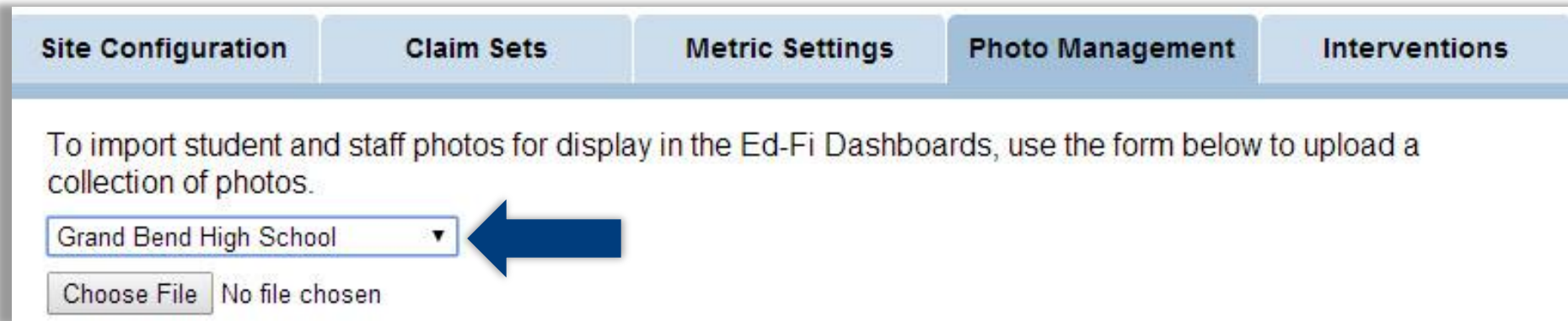
[Reset to default :](#)
75

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



➤ Photo Management

Photo Management: Overview



Site Configuration Claim Sets Metric Settings **Photo Management** Interventions

To import student and staff photos for display in the Ed-Fi Dashboards, use the form below to upload a collection of photos.

Grand Bend High School ▼

Choose File No file chosen

- 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

➤ Photo Management: Packaging

Photo Packaging

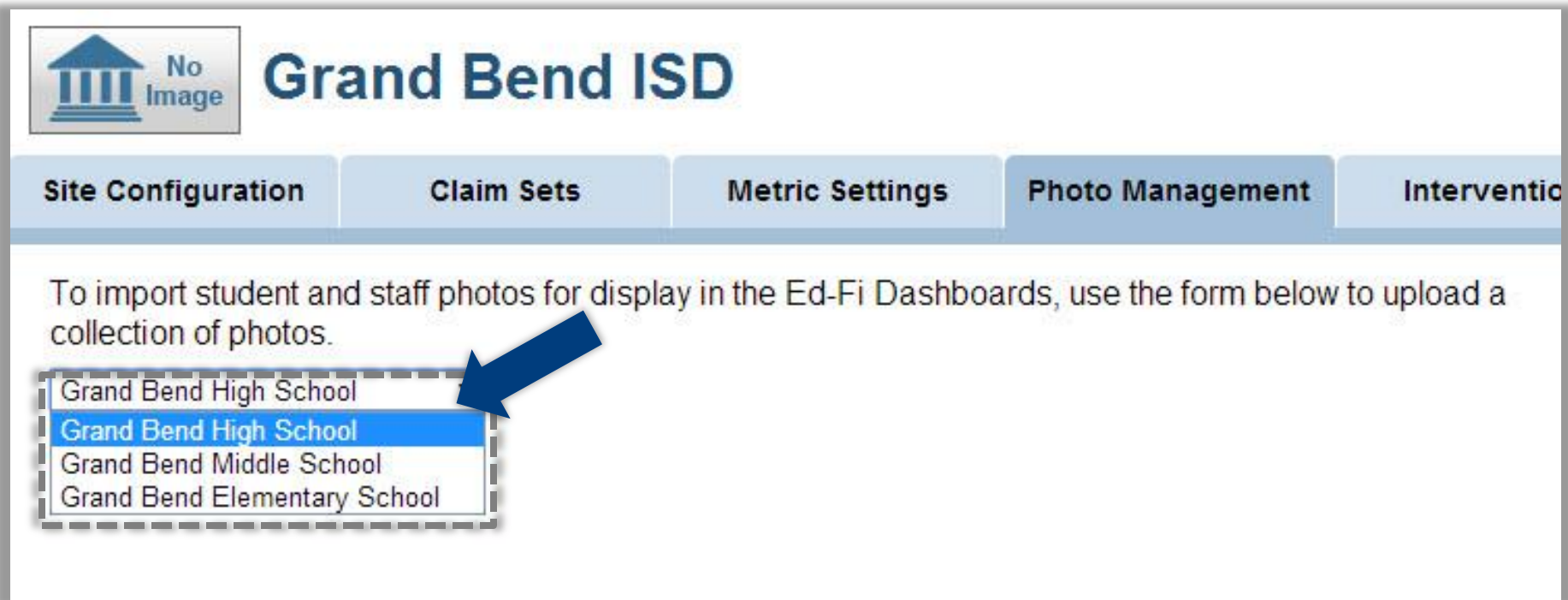
- The photos should be in a zip file with the subfolders called Staff, Students, and EdOrgs with their respective images in each folder
- The images should be named with the unique identifier of the entity and the file extension (e.g. <Student USI>.jpg, <Ed Org Id>.jpg)
- While large file sizes are supported,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

Photo Management: Select School



 **Grand Bend ISD**

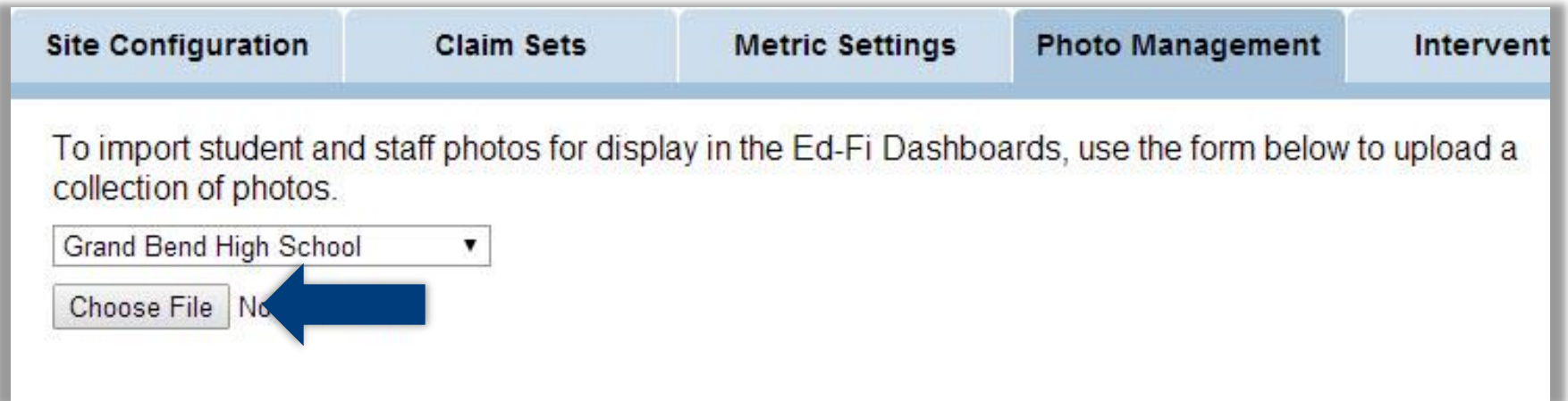
Site Configuration **Claim Sets** **Metric Settings** **Photo Management** **Intervention**

To import student and staff photos for display in the Ed-Fi Dashboards, use the form below to upload a collection of photos.

Grand Bend High School
Grand Bend High School
Grand Bend Middle School
Grand Bend Elementary School

Select a school from the drop down menu

➤ Photo Management: Upload Zip File



The screenshot shows a web interface with a navigation bar at the top containing five tabs: 'Site Configuration', 'Claim Sets', 'Metric Settings', 'Photo Management', and 'Intervent'. The 'Photo Management' tab is selected. Below the tabs, there is a text instruction: 'To import student and staff photos for display in the Ed-Fi Dashboards, use the form below to upload a collection of photos.' Below this text is a form with a dropdown menu showing 'Grand Bend High School' and a 'Choose File' button. A large blue arrow points to the 'Choose File' button.

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

Photo Management: Confirm Upload

The screenshot displays the 'Photo Management' tab in a software interface. At the top, there are five tabs: 'Site Configuration', 'Claim Sets', 'Metric Settings', 'Photo Management', and 'Interventions'. Below the tabs, a text box instructs the user to import student and staff photos for display in the Ed-Fi Dashboards. A dropdown menu shows 'Grand Bend High School'. Below this is a 'Choose File' button and the text 'No file chosen'. A green progress bar is visible. A dashed box highlights the upload results: '3 records were found in the uploaded file', '0 photos have been successfully uploaded', and '3 errors occurred while processing the file (see below)'. Below this, a list of errors is shown: 'Unable to find a record in the database for image1 - Student', 'Unable to find a record in the database for image2 - Student', and 'Unable to find a record in the database for image20 - Student'.

Site Configuration Claim Sets Metric Settings Photo Management Interventions

To import student and staff photos for display in the Ed-Fi Dashboards, use the form below to upload a collection of photos.

Grand Bend High School ▼

Choose File No file chosen

3 records were found in the uploaded file
0 photos have been successfully uploaded
3 errors occurred while processing the file (see below)

The following errors have occurred while uploading the photos:

- Unable to find a record in the database for image1 - Student
- Unable to find a record in the database for image2 - Student
- Unable to find a record in the database for image20 - Student

- 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

➤ Navigation to School Level Dashboards

Navigation to School Level

The screenshot shows the Grand Bend ISD dashboard. At the top left is a logo with a building icon and the text "No Image". To its right is the text "Grand Bend ISD". Below this is a horizontal navigation bar with five tabs: "District Information", "Academic Dashboard", "Early Warning System", "Interventions", and "Goal Planning". Under the "District Information" tab, there is a sub-navigation bar with four options: "District Information", "School List", "Students by Level", "Students by Demographic", and "My Student Lists". The "School List" option is highlighted with a dashed border, and a blue arrow points to it from the right. Below the navigation bar, the "SCHOOL LIST" section is visible. It contains three categories: "High School", "Middle School", and "Elementary School". Each category has a list of schools with links to "Teachers" and "Students".

Grand Bend ISD

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

District Information | **School List** | Students by Level | Students by Demographic | My Student Lists

SCHOOL LIST

High School

- [Grand Bend High School](#) | [Teachers](#) | [Students](#)

Middle School

- [Grand Bend Middle School](#) | [Teachers](#) | [Students](#)

Elementary School

- [Grand Bend Elementary School](#) | [Teachers](#) | [Students](#)

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

➤ 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 see 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 ✕

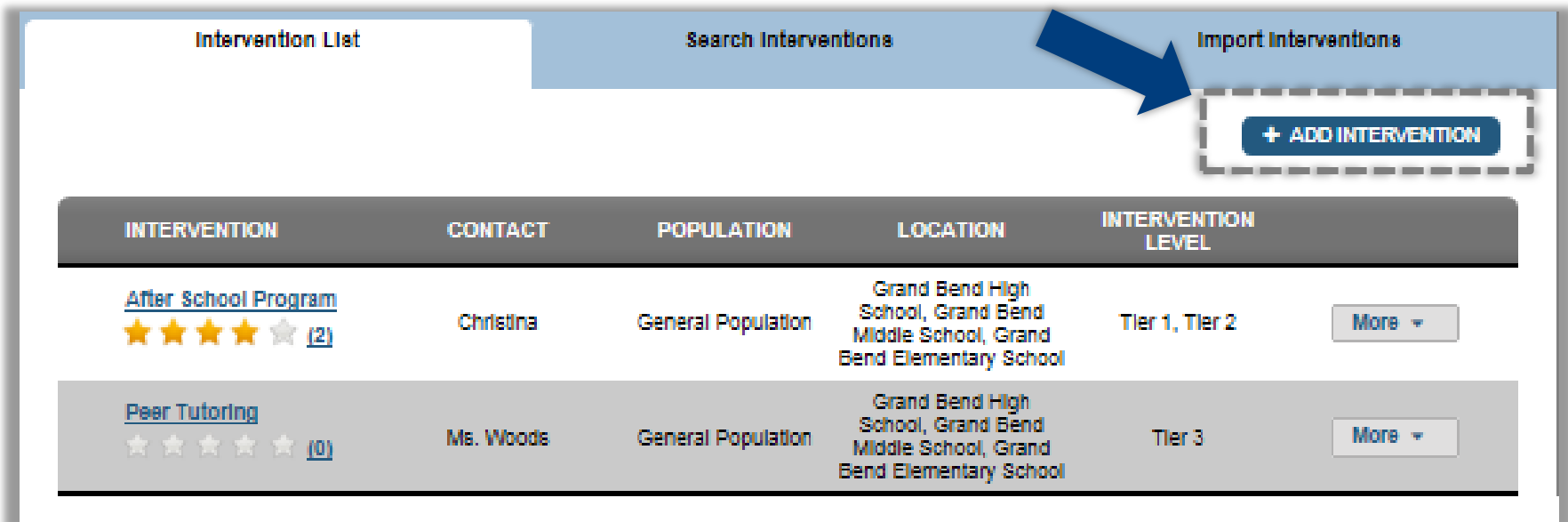
After School Program
★★★★★

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.

➤ Adding an Intervention to the Catalog

➤ Adding an Intervention to the Catalog



The screenshot shows the 'Intervention List' dashboard. At the top, there are three tabs: 'Intervention List', 'Search Interventions', and 'Import Interventions'. A blue arrow points from the 'Import Interventions' tab to a button labeled '+ ADD INTERVENTION' which is highlighted with a dashed box. Below the tabs is a table with the following columns: INTERVENTION, CONTACT, POPULATION, LOCATION, and INTERVENTION LEVEL. The table contains two rows of data.

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL
After School Program ★★★★☆ (2)	Christina	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 1, Tier 2
Peer Tutoring ☆☆☆☆☆ (0)	Ms. Woods	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 3

To add Interventions to the catalog:

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

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

➤ 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:**

*** 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 School

*** 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

➤ 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

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 (with Specialist)

* **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**

➤ 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

Add Intervention

* **Intervention Name:**
After School Program

* **Intervention Contact:**
Christina

Intervention Contact Email:
cteach@school.org

Intervention Contact Phone:
555.555.5555

* **Description:**
After school help/

* **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 (with Specialist)

* **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 School

* **Population:**
☒ General Population
☐ Special Education
☐ 504 Designation
☐ English Language Learners

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

* denotes a required field

ADD INTERVENTION **CANCEL**

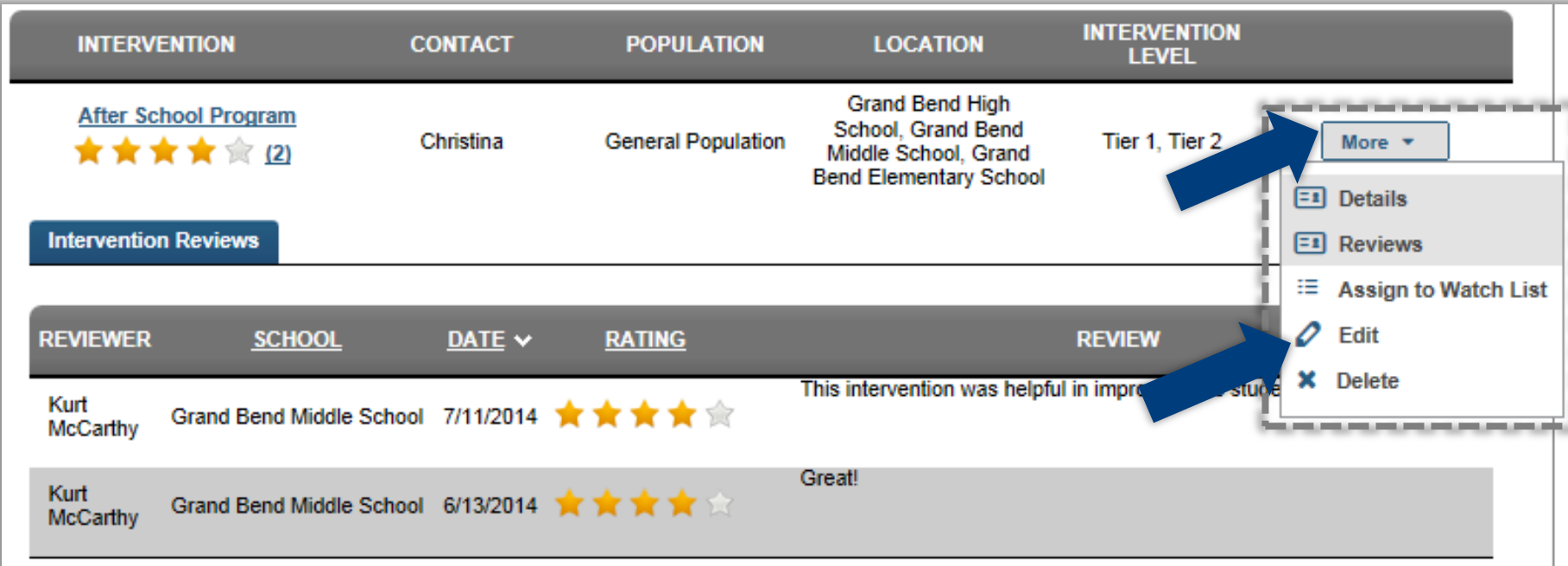
▶ Editing An Intervention

▶ Editing an Intervention

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL
After School Program ★★★★☆ (2)	Christina	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 1, Tier 2

Intervention Reviews

REVIEWER	SCHOOL	DATE ▼	RATING	REVIEW
Kurt McCarthy	Grand Bend Middle School	7/11/2014	★★★★☆	This intervention was helpful in improving student
Kurt McCarthy	Grand Bend Middle School	6/13/2014	★★★★☆	Great!



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

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

Edit Intervention

* **Intervention Name:**
After School Program

* **Intervention Contact:**
Christina

Intervention Contact Email:
cteach@school.org

Intervention Contact Phone:
555.555.5555

* **Description:**
After school homework support.

* **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 (with Specialist)

* **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 School

* **Population:**
☒ General Population
☐ Special Education
☐ 504 Designation
☐ English Language Learner

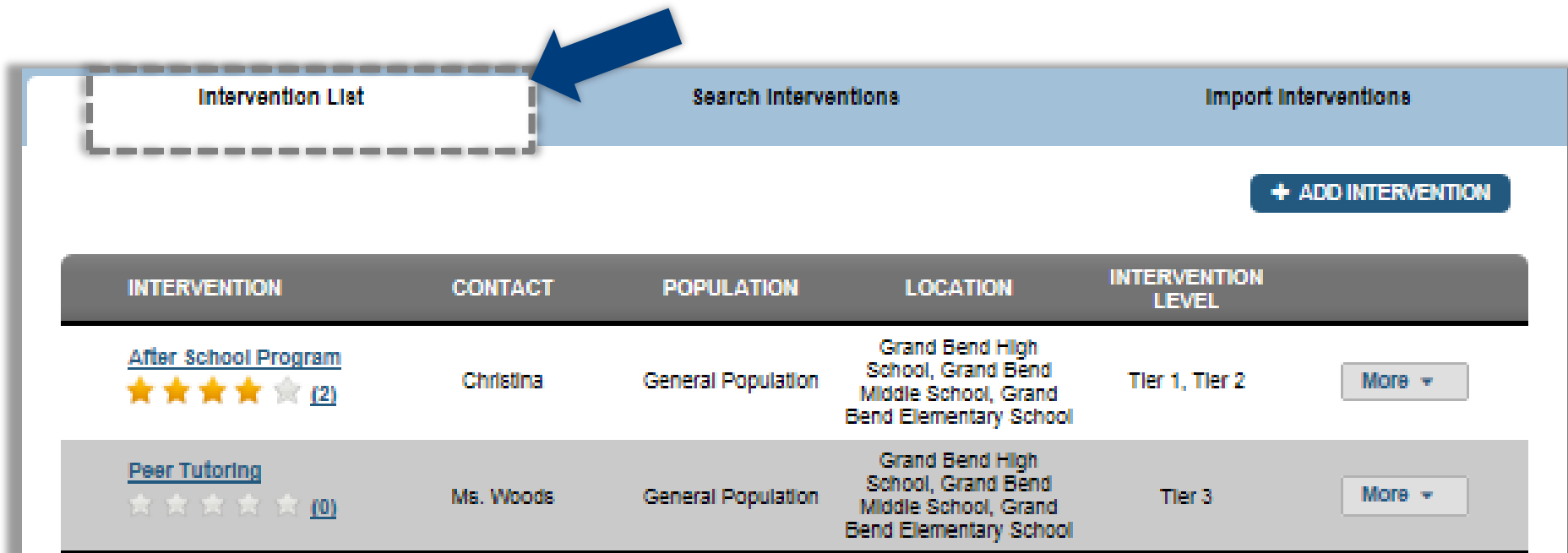
* **Grades:**
☒ Open To All Grade Levels
☒ Kindergarten
☒ First Grade
☒ Second Grade

* denotes a required field

SAVE INTERVENTION **CANCEL**

▶ Deleting an Intervention

Choose the Intervention to Delete



The screenshot shows the Interventions Dashboard interface. At the top, there are three tabs: 'Intervention List' (highlighted with a dashed box and a blue arrow), 'Search Interventions', and 'Import Interventions'. Below the tabs is a '+ ADD INTERVENTION' button. The main content area displays a table of interventions.

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL	
After School Program ★★★★☆ (2)	Christina	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 1, Tier 2	More ▾
Peer Tutoring ☆☆☆☆☆ (0)	Ms. Woods	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 3	More ▾

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

▶ Deleting an Intervention

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL
After School Program ★★★★☆ (2)	Christina	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 1, Tier 2

Intervention Reviews

REVIEWER	SCHOOL	DATE ▼	RATING	REVIEW
Kurt McCarthy	Grand Bend Middle School	7/11/2014	★★★★☆	This intervention was helpful in improving this st...
Kurt McCarthy	Grand Bend Middle School	6/13/2014	★★★★☆	Great!

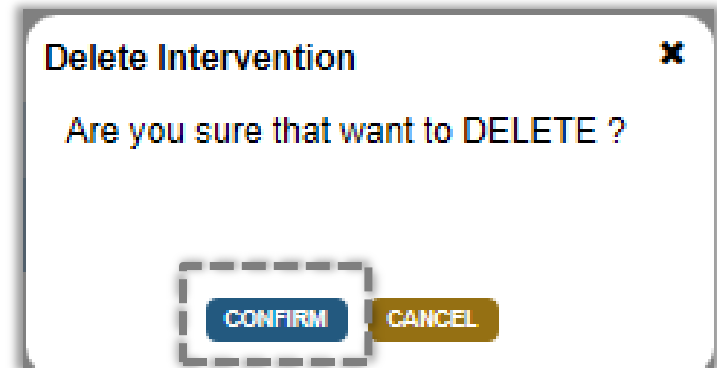
More ▼

- Details
- Reviews
- Assign to Watch List
- Edit
- Delete

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

➤ 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

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL	
After School Program ★★★★☆ (2)	Christina	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 1, Tier 2	More ▾
Peer Tutoring ☆☆☆☆☆ (0)	Ms. Woods	General Population	Grand Bend High School, Grand Bend Middle School, Grand Bend Elementary School	Tier 3	<ul style="list-style-type: none">DetailsReviewsAssign to Watch ListEditDeleteStudent 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

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL	
After School Program ★ ★ ★ ★ ★ (0)	Christina	General Population	Referral	Tier 1, Tier 2	<div>More ▾</div>

After School Program Assigned Students

▾ CUSTOMIZE VIEW

			EARLY WARNING INDICATORS					
STUDENT ^	GRADE LEVEL	DESIGNATIONS	Metrics Failing	Metrics Caution	Inter-ventions Assigned?	Daily Attendance Rate	School Code of Conduct Incidents	State Reportal Offense
Alvarez, Blanca Candy	9th		0	0	1	100.0 %	0	0
Andrews, Kellie Rachel	12th	P	0	1	1	100.0 %	0	0
Avery, James Tom	11th		0	1	1	100.0 %	0	0

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

Site Configuration Claim Sets Metric Settings Photo Management Interventions

Intervention List Search Interventions Import Interventions

Select a District to View
Demo District ▼

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL
<input type="checkbox"/> 4-H ★★★★★ (0)		General Population	Referral	Tier 1 More ▼
<input type="checkbox"/> Education Program ★★★★★ (0)		Unknown	Unknown	Tier 2, Tier 3 More ▼

➤ Import Selected Interventions

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

The screenshot displays the Pennsylvania Department of Education's intervention management interface. It features a list of interventions with checkboxes, star ratings, and a 'More' dropdown. A blue arrow points to the 'Import Selected Interventions' button, which is highlighted with a dashed box. Below the list, there are various filters and status indicators.

Intervention	General Population	Referral	Tier	More
<input type="checkbox"/> Truancy Intervention Project Intercept ★★★★★ (0)	General Population	Referral	Tier 2, Tier 3	More
<input type="checkbox"/> Health Clinic ★★★★★ (0)	General Population, Economically Disadvantaged	Referral	Tier 1	More

Import Selected Interventions

Filters: Gifted & Talented, Special Education, 504 Designation, ESL, LEP or Bilingual, Late Enrollment, Partial Transcript, Test Accommodation.

Status Indicators: Met Goal, Below Goal, Caution, Getting Better, Getting Worse, No Change, Dropout Risk, Intervention Assigned, Intervention Not Assigned.

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

Success: 1 intervention(s) have been successfully imported.



Intervention List

Search Interventions

Import Interventions

+ ADD INTERVENTION

INTERVENTION	CONTACT	POPULATION	LOCATION	INTERVENTION LEVEL
<div><div>4-H</div><div><div><div></div><div></div><div></div><div></div><div></div></div><div>(0)</div></div></div>	Unknown	Unknown	Unknown	Unknown

More ▾

➤ 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

➤ Enabling Intervention Security

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

[Student Information](#) [Academic Dashboard](#) [Early Warning System](#) [Intervention Catalog](#) [Transcript](#)

Student Interventions

Jump to subcategory: [EWS Metric Summary](#) | [Interventions](#) | [Search Interventions](#)

EARLY WARNING SYSTEM INDICATORS

ATTENDANCE	SCHOOL CODE OF CONDUCT	STATE REPORTABLE OFFENSES	MATHEMATICS	LANGUAGE ARTS
89.2 %	0	0	46	62

INTERVENTIONS	START DATE	EXPECTED COMPLETION DATE	LEVEL	ASSIGNED BY	DATE COMPLETED	SECURITY
Peer Tutoring NOTES	06/16/2014	06/30/2014	Tier 3	Cody West	06/30/2014	Off

➤ 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

Edit Security for Assigned Intervention

Intervention Name:
Peer Tutoring

Security Level
☐ Open ☒ Restricted

Available Staff

- Alisa Cameron
- David Young
- Dewayne Hickman
- Jon Kaiser
- Kelley Christian
- Patricia Moran
- Russell Gomez
- Sara Preston

View/Edit Privileges

>>

<<

CONFIRM **CANCEL**

Confirming Security

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

Student InformationAcademic DashboardEarly Warning SystemIntervention CatalogTranscript

Student Interventions

Jump to subcategory: [EWS Metric Summary](#) | [Interventions](#) | [Search Interventions](#)

EARLY WARNING SYSTEM INDICATORS

ATTENDANCE	SCHOOL CODE OF CONDUCT	STATE REPORTABLE OFFENSES	MATHEMATICS	LANGUAGE ARTS
89.2 %	0	0	46	62

INTERVENTIONS	START DATE	EXPECTED COMPLETION DATE	LEVEL	ASSIGNED BY	DATE COMPLETED	SECURITY	
Peer Tutoring	NOTES	06/16/2014	06/30/2014	Tier 3	Cody West	06/30/2014	On

Selecting the Intervention

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

Keyword:

☐ Eligibility
☐ Cost
☐ Parent Permission Required

Improvement Areas:
☐ Attendance
☐ Behavior
☐ Mathematics
☒ Language Arts
☐ Other

School Availability:
☐ Grand Bend High School
☐ Grand Bend Middle School
☐ Grand Bend Elementary School

Grade Levels:
☐ Kindergarten
☐ First Grade
☐ Second Grade
☐ Third Grade
☐ Fourth Grade

Location:
☐ Referral
☐ Grand Bend High School
☐ Grand Bend Middle School

Intervention Level:
☐ Tier 1: Whole Class
☐ Tier 2: Small Group (with Teacher)
☐ Tier 3: Individual/Small Group (with Specialist)

Population:
☐ General Population
☐ Special Education
☐ 504 Designation
☐ English Language Learner

Gender Specific:
☐ Not a Gender Specific Intervention
☐ Female
☐ Male

SEARCH

Search Results

+ After School Program
☆☆☆☆☆ (0)
Improvement Areas: Mathematics Language Arts Other
After school homework support.

ASSIGN INTERVENTION

➤ 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.

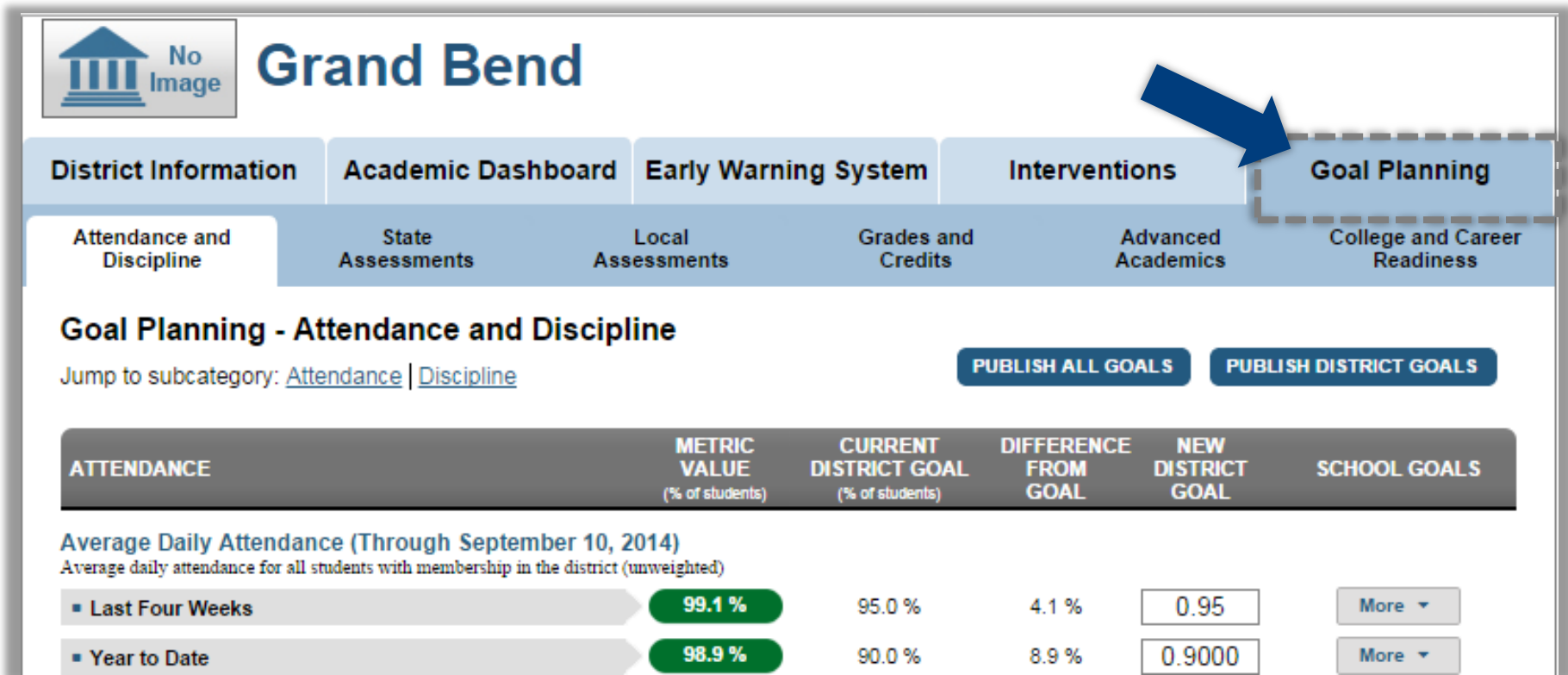
Debrief: Will your district use the Import Interventions feature? Why or why not?

➤ 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.

➤ Navigating Goal Planning



The screenshot shows the Grand Bend district dashboard. At the top, there is a header with the district name "Grand Bend" and a "No Image" placeholder. Below the header is a navigation bar with tabs: "District Information", "Academic Dashboard", "Early Warning System", "Interventions", and "Goal Planning". A blue arrow points to the "Goal Planning" tab. Under "Goal Planning", there are sub-tabs: "Attendance and Discipline", "State Assessments", "Local Assessments", "Grades and Credits", "Advanced Academics", and "College and Career Readiness". The "Attendance and Discipline" sub-tab is selected. Below the sub-tabs, there is a section titled "Goal Planning - Attendance and Discipline" with links to "Attendance" and "Discipline". To the right of these links are two buttons: "PUBLISH ALL GOALS" and "PUBLISH DISTRICT GOALS". Below this is a table with the following columns: "ATTENDANCE", "METRIC VALUE (% of students)", "CURRENT DISTRICT GOAL (% of students)", "DIFFERENCE FROM GOAL", "NEW DISTRICT GOAL", and "SCHOOL GOALS". The table contains two rows of data: "Last Four Weeks" and "Year to Date".

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 ▾

- 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](#)

PUBLISH ALL 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

Publishing 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](#)

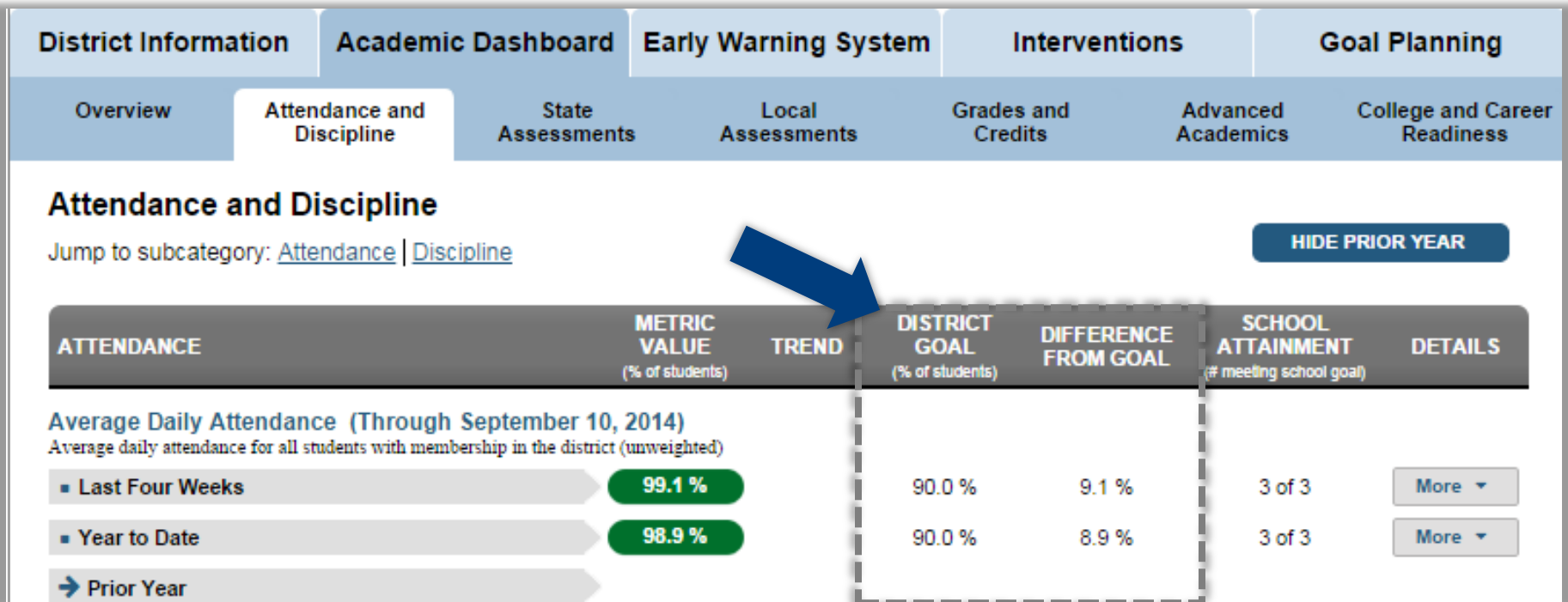
PUBLISH ALL GOALS

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 ▾

- 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

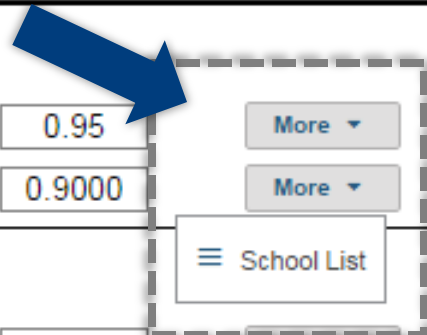
District Goals in the Dashboard



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

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 ▾
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

Setting School Goals

Average Daily Attendance - Year to Date - School List						
+ REPLICATE						
SCHOOL ^	PRINCIPAL	TYPE	VALUE	CURRENT SCHOOL GOAL	DIFFERENCE FROM GOAL	NEW GOAL
Grand Bend Elementary School	Tanner, Diana	Elementary School		90.0 %	8.9 %	<input type="text" value="0.9"/>
Grand Bend High School	West, Cody	High School		90.0 %	8.8 %	<input type="text" value="0.9"/>
Grand Bend Middle School	Massey, Margaret	Middle School		90.0 %	8.8 %	<input type="text" value="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

➤ Setting Metric Level Goals for the School

School Information | **Academic Dashboard** | **Early Warning System** | **Interventions** | **Goal Planning**

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](#)

PUBLISH SCHOOL GOALS

ATTENDANCE	METRIC VALUE (% of students)	CURRENT SCHOOL GOAL	DIFFERENCE FROM GOAL	NEW GOAL
Average Daily Attendance (Through September 10, 2014) Average daily attendance for all students with membership on the campus (unweighted)				
■ Last Four Weeks	99.1 %	90.0 %	9.1 %	0.9000
■ Year to Date	98.8 %	90.0 %	8.8 %	0.9000

- 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

➤ 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?

➤ Wrap Up, Assessment and Evaluation

Assessment

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


Assessment

➤ 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.