

Instructional Improvement System (IIS) Dashboard District User Guide

Statewide Longitudinal Data System (SLDS)



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Project Overview

The Georgia Department of Education has created the Instructional Improvement Systems (IIS) Dashboard. The purpose of the project is to leverage existing education information (Student Assessment, Student Growth, Student Attendance, etc.) to allow users to create custom reports and package that information in one central location. In its initial release, the IIS Dashboard is available only to users with the District User role in the SLDS tunnel.

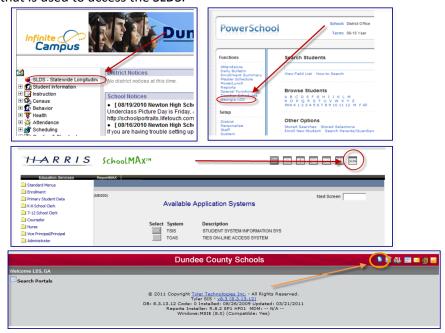
Building on the data within SLDS, the IIS dashboard allows District-level users to:

- Analyze Assessment, Attendance, and Growth Model data by multiple dimensions simultaneously
- Compare performance across fiscal years
- Compare performance across districts and schools
- Customize and save your report layouts
- Share your reports and layouts with other district users
- Export your report data to Excel or PDF

Accessing Your District IIS Dashboard

1. District users will access their district IIS Dashboard through the SLDS tunnel via their district's Student Information System (SIS).

Note: Some of the SIS vendors have used a different naming convention for the button or link that is used to access the SLDS.



2. Once you have logged into SLDS, click on the **IIS Dashboard** link to gain access to your district IIS Dashboard application.



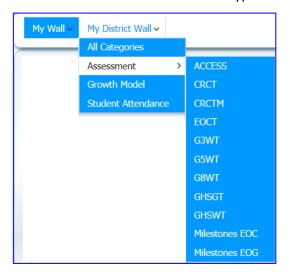
Exploring the IIS Dashboard

Once you click the **IIS Dashboard button**, the landing page for the IIS Dashboard will open. By default, a first time user will land on the **My District Wall** landing page; users who have previously posted charts to **My Wall** will land on the **My Wall** landing page (this will be discussed later in the guide).

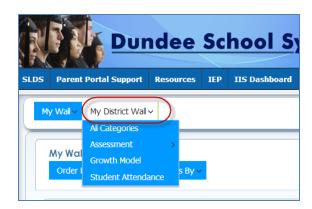
Hover over **My Wall** to display the categories of data that is available in the IIS Data Tool.

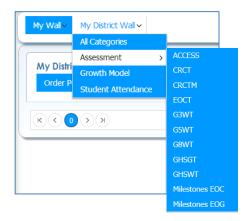


Hover over Assessment to view the types of assessments that are available in the IIS Data Tool.



The same options are available when hovering over My District Wall.

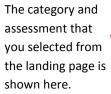


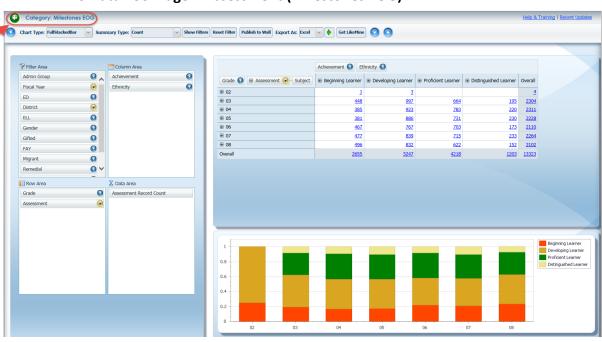


Accessing the IIS Data Tool Page - Assessments

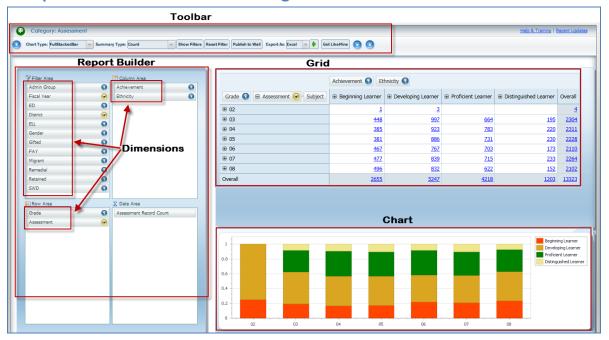


IIS Data Tool Page - Assessment (Milestones EOG)





Components of the IIS Data Tool Page

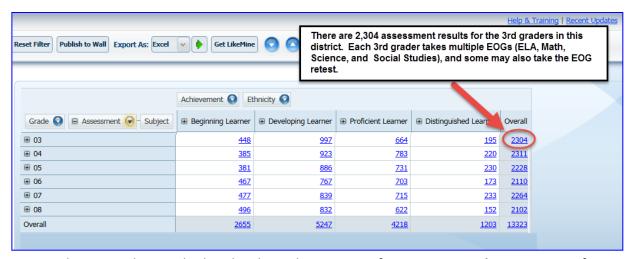


The Assessments Toolbar

On the IIS Data Tool Page for Assessments, the toolbar includes the following options:



- Return to the Landing Page
- Mide/Unhide the Report Builder provides more space in the display area for the grid and chart.
- The Chart Type dropdown allows you to view data displayed in various chart formats.
- The **Summary Type** includes the default selection of **Count** of assessment records by each student, **Percent of Row** (divides each count by the row total), or **Percent of Column** (divides each count by the column total).
- **Show Filters** informs you of filters applied to the data in the grid.
- Reset Filter reverts the grid back to its default settings.
- **Publish to Wall** allows you to post the chart to **My Wall** and/or **My District Wall** so that it can be accessed in another session and/or by other district level users.
- **Export As** allows you to export the grid and chart to Excel or PDF. The grid and chart will be exported exactly as they are shown on the screen.
- **Get Like Mine** allows you to find other districts that are demographically similar to his/her own district based on a combination of criteria selected by the user.
- The Hide Chart button provides more space in the display area for the grid.
- The **Hide Grid button** provides more space in the display area for the chart.



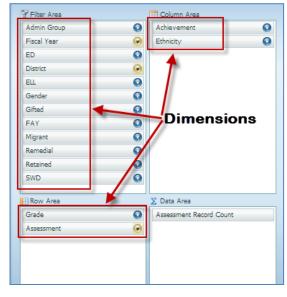
Important Information About Assessment Results in the IIS Dashboard

- The counts that are displayed in the grid are counts of assessment results, not counts of students.
- 2. The assessment results displayed in the IIS Dashboard include only the results for students who took the assessment(s) in that district during that particular school year. This is akin to the results displayed under the Historical tab in the SLDS dashboard.

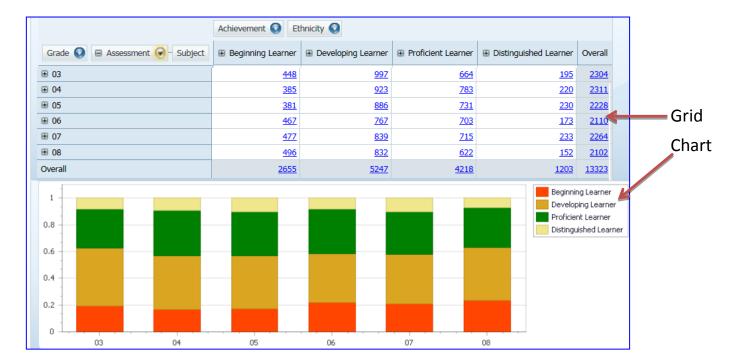
The Report Builder

On the IIS Data Tool page, you can build customized reports and view results on-demand.

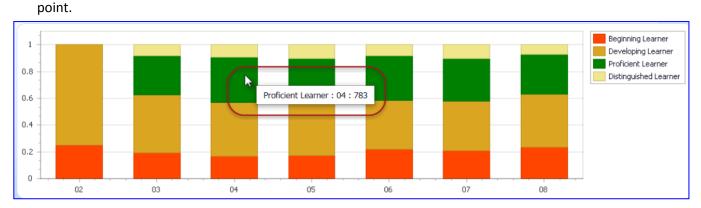
- The build a report, simply drag and drop the dimensions from the Filter Area of the Report Builder into the Column Area or the Row Area. This will generate a report in the grid.
 - The dimensions can be arranged in any desired order within the column and row areas.
 - Dragging the dimensions into the Column Area or the Row Area will provide a different display of data.
 - Note that dimensions cannot be dragged into the Data Area.



The Grid and the Chart

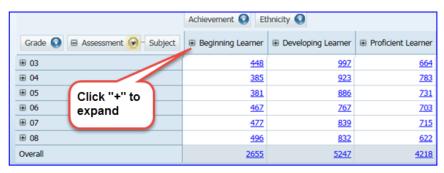


- You can expand the view in the grid by clicking on the "+" symbol. Note that the chart below the grid will change as the grid changes.
- You can collapse the view in the grid by clicking on the "-" symbol. Note that the chart below the grid will change as the grid changes.
- In the chart, dimensions that you drag to the Row area will display along the x-axis of the chart; dimensions that you drag to the Column area will display in the legend.
- You can perform additional selection or deselection of values within each dimension by clicking on the blue or yellow dropdown arrow beside the dimension.
 - The yellow dropdown arrow in the dimension box indicates that not all values that are available within the dimension have been selected (certain values have been filtered out).
 - The blue arrow indicates that all available values in that dimension are being displayed.
- You can Export the current view of the grid and the chart on the IIS Data Tool
 page by selecting either Excel or PDF format, then clicking on the green arrow.
 - You can hover your mouse over the bars in the chart area to see additional details about each data

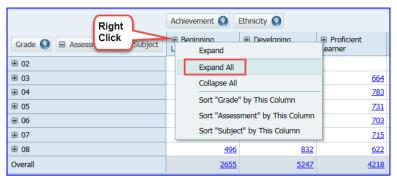


Expand or Collapse Views Within the Grid

You can expand the view in the grid by clicking on the "+" symbol. Note that the chart will change as the grid changes.

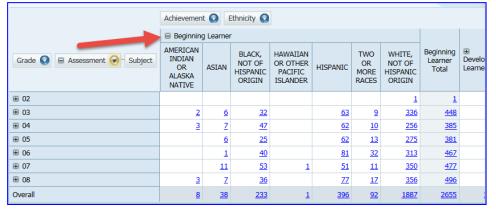


You can expand all views at once by rightclicking on the "+" symbol, and selecting "Expand all".

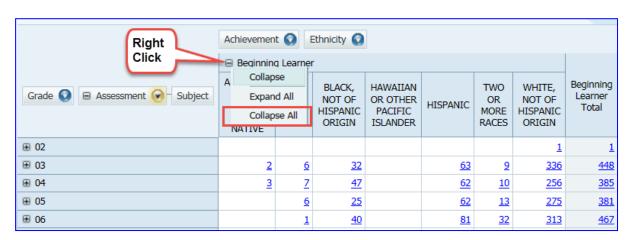


You can collapse the view in the table grid by clicking on the "-" symbol. Note that the chart will change

as the grid changes.

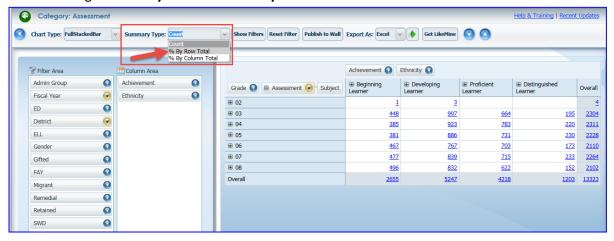


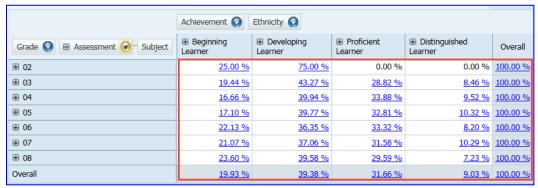
You can collapse all views at once by right-clicking on the "-" symbol, and selecting "Collapse all".



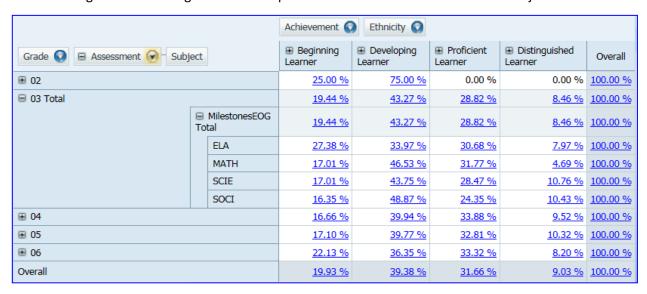
Changing the Summary Type

The default summary type for the data in the grid is **Count** (remember, these are counts of assessment results, not students). Alternative, you can also choose to summarize the data as a Percent of the row total or as a Percent of the column total by clicking the dropdown arrow beside the Summary Type box, then selecting either **% By Row Total** or **% By Column Total**.



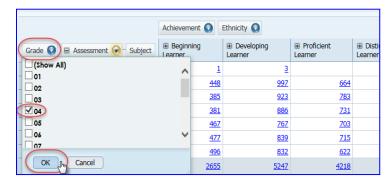


Here is the same grid with the 3rd grade details expanded to show each Milestones EOG subject area.

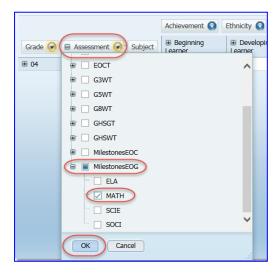


Filtering Within the Dimensions

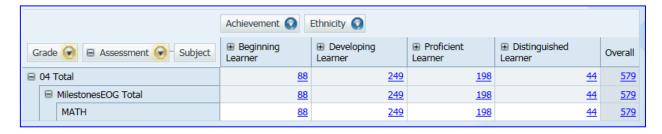
Within each dimension, you can filter values so that the grid shows only the data that you are interested in seeing. For example, note that in the default grid layout, the data includes all Milestones EOG grade levels and all EOG subject areas. Suppose you are only interested in seeing your district's 4th grade Math EOG results. You can filter within the Grade dimension to only show 4th grade, and within the Assessment dimension to only show "Math". There are two ways to do this:



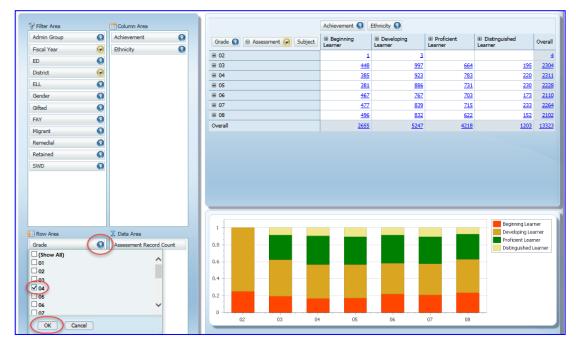
 Within the grid, you can click the dropdown arrows beside the dimension(s) that you wish to filter, select only those values that you want to show, then click "OK".

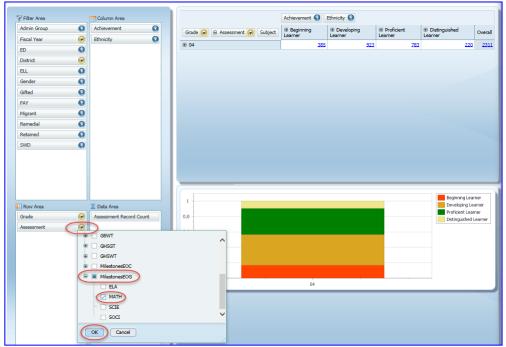


The grid now shows only 4th grade Math EOG results (the "+" signs beside "04" and "EOG" were clicked to expand the views).

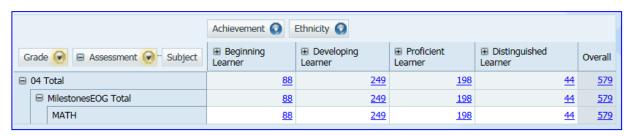


2. In addition to filtering the dimensions in the grid, you can also filter the dimensions from the Report Builder as shown in the example below.

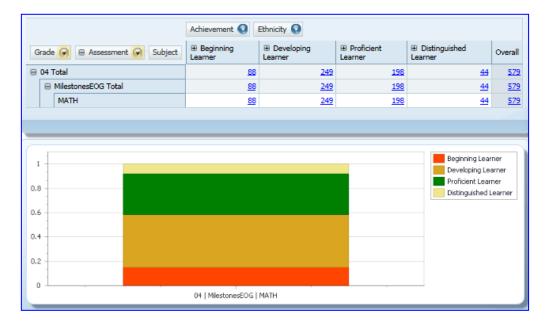




The grid will now display only 4th grade Math EOG results.



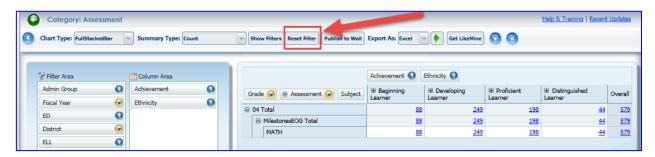
Note that the chart below the grid updates as you make changes to the grid.



Remember, you can use the **Show Filters** button to list the filters that have been applied to the grid.



You can also use the **Reset Filter** button to revert the grid back to its default layout.



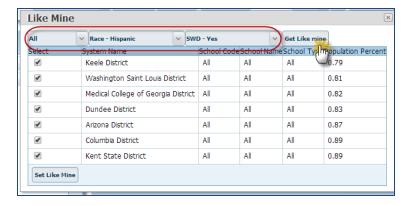
Using the "Get Like Mine" Button to Compare to Other Districts



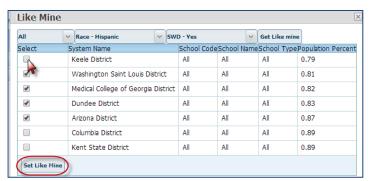
The **Get Like Mine feature** allows you to find other districts that are demographically similar to your own district based on a combination of criteria that you select. You may then push those districts to the grid for comparison purposes.

When you click **Get Like Mine**, by default the system will display the six districts that are most similar to yours with respect to their Female, American Indian, Non-Economically Disadvantaged student population. It will display your district in the middle of the list, with the six most similar districts above and below (three above and three below).

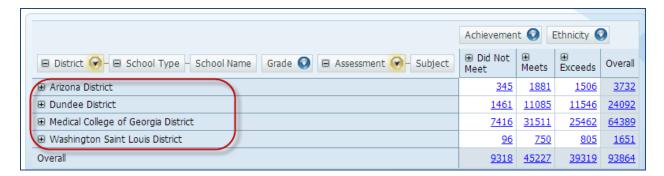
To set the criteria to something other than the default, simply click the arrow beside each dropdown box, and set each one as desired. There is a dropdown box for Gender, Race, and other student subgroup designations. You may make selections in all three, or you may select "All" in any of the boxes to effectively *ignore* that criteria. For example, in the image below, "All" has been selected in the Gender box to tell the system not to use the Gender criteria to find similar districts. In the example below, the user has chosen to display the six most similar districts with regard to their Hispanic, SWD student population percentage. You must click "Get Like Mine" to apply the selected criteria and display the similar districts.



Once the similar districts are displayed, you may push all of the districts to the grid, or may deselect some districts by clicking the checkboxes beside those that you wish to leave out. Once all selections have been made, click the "Set Like Mine" button to push those districts into the grid.



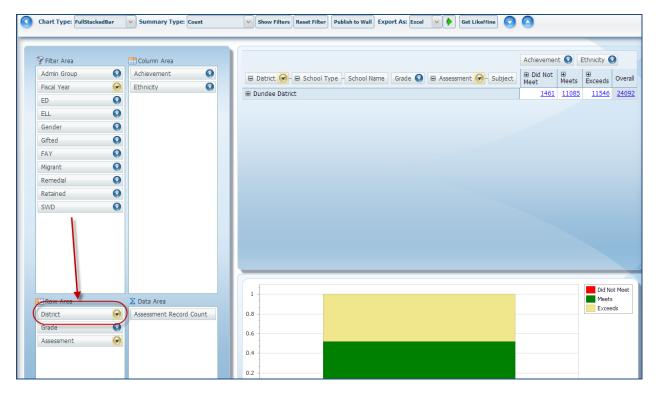
The selected districts will now appear in the Row area of the grid.



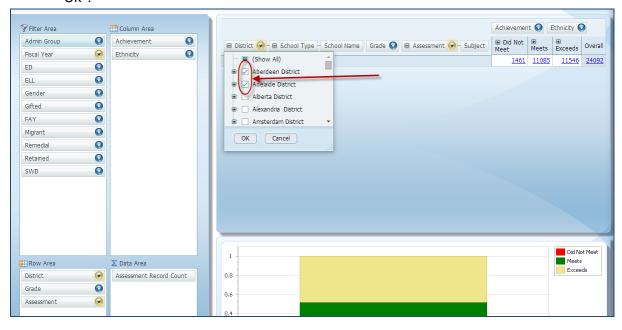
Perform an Adhoc District or School Comparison

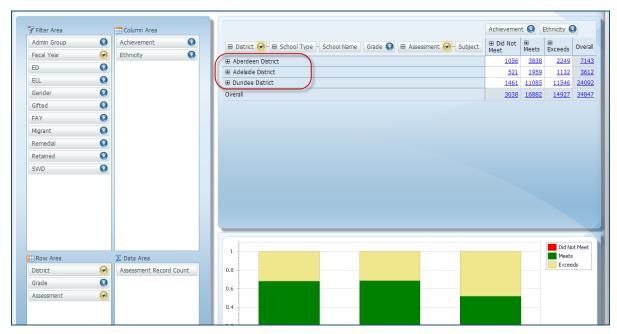
In addition to using the **Get Like** Mine feature to find districts to compare, you may also select any districts or schools in the state of Georgia that you would like to compare.

1. To select districts on-the-fly, first drag the "District" dimension from the Filter Area into the Column Area or Row Area. In this example, "District" has been moved to the Row area.

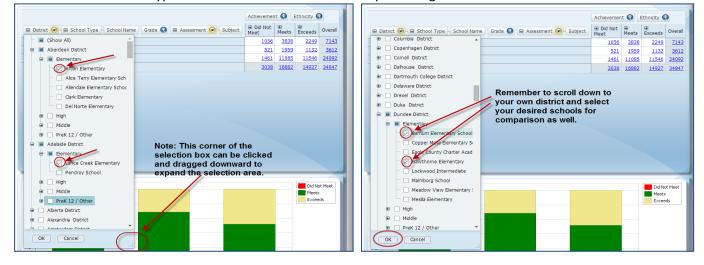


2. To select the districts or schools that you wish to compare, click on the yellow dropdown arrow beside the District dimension. Select the districts by checking their boxes, then click "OK".





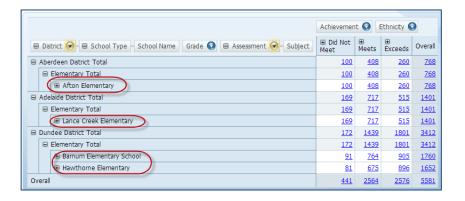
3. You can further expand each district name to see the school types and individual schools in each district by clicking on the yellow dropdown arrow beside the "District" dimension, then clicking the "+" symbol beside each district name. The district name will expand to display school types, which can then be expanded to display school names. Those schools and/or school types can be selected or deselected by checking their checkboxes.



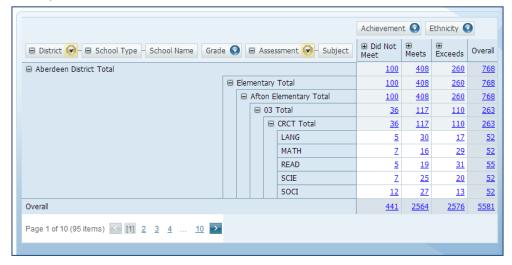
4. Click "OK" at the bottom of the selection box to apply your selections to the grid. The grid will initially display only the names of the districts that you selected.



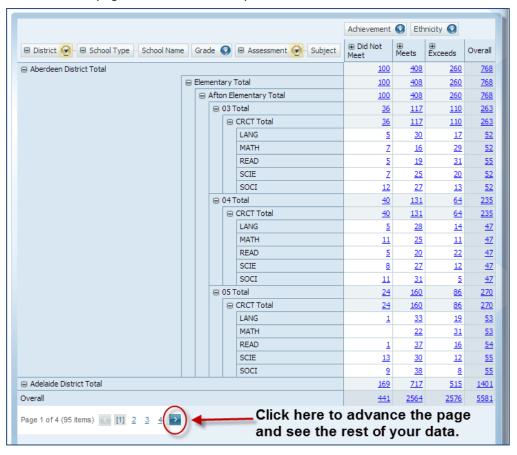
5. You can right click on the "+" sign beside one of the district names, then click **Expand All** to expand them and see the school types, then right-click the "+" sign beside the school type and **Expand All** again to see the individual school names.



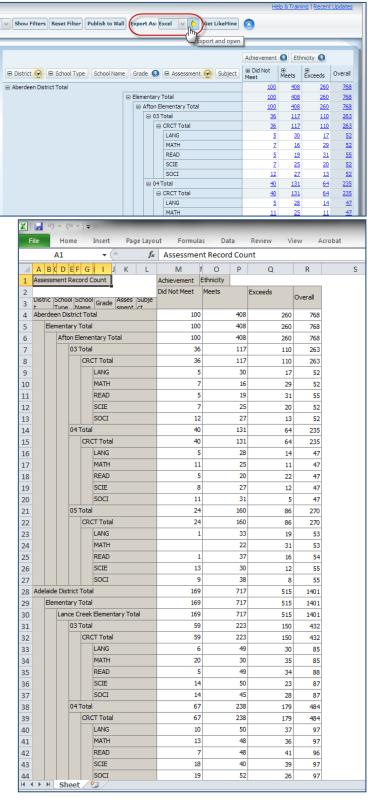
6. If you continue to expand each level, you will first see Grade levels, then Assessment type, then Subject.



This may be an appropriate time to click the Hide Chart button in the toolbar to expand the viewing area for the grid. You can click the "Next Page" button just below the grid to advance the page and see the rest of your data.



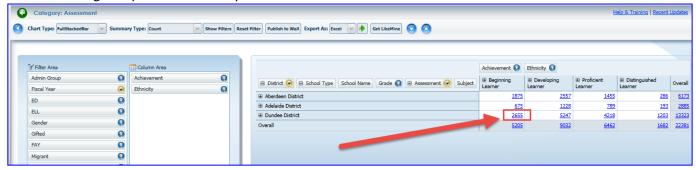
You may also export the grid to Excel, which will push all of the data in the grid (including all of the data on the remaining pages) to an Excel spreadsheet. Be sure to expand all of the levels because the way the grid appears on the screen is the way that it will be displayed in the Excel spreadsheet when you export it.

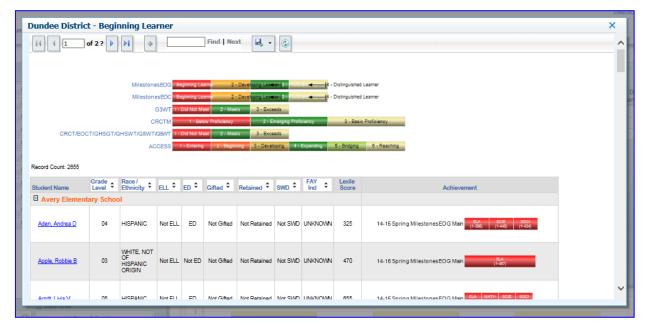


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View Student Roster List

You can view the student list for *your own district only* by clicking on a hyperlinked number. Remember, the students displayed in the IIS Dashboard are students who took the assessment in that district during that particular school year.



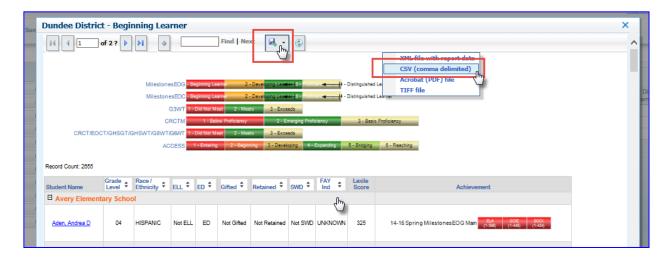


Note: You **cannot** view the student list in other districts. Clicking on the hyperlinked number for another district will result in this message:

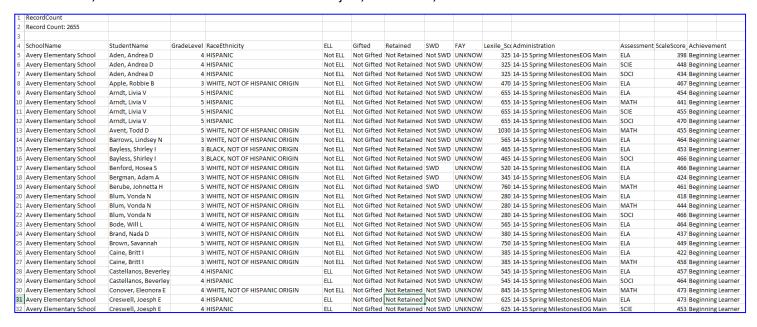


Exporting the Student Roster List

Once you have displayed the Student Roster List, you can export that list by clicking on the Export button in the Student Roster toolbar.



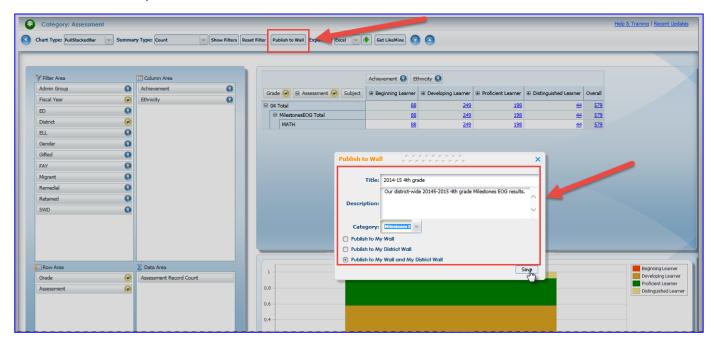
In this example, the Student Roster List has been exported to CSV. Note that when the student list is exported to CSV, you will be able to see the students' schools, names, grade, demographic info, Lexile score, assessment administration date and subject, scale score, and achievement level.



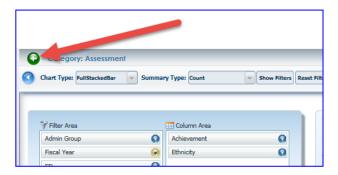
Publishing to My Wall and My District Wall

The IIS Dashboard allows you to post to **My Wall** the reports that you have built for your own private viewing and/or to **My District Wall** for other users in your district to view by performing the following steps:

- 1. To save your report to My Wall/My District Wall, click the **Publish to Wall** button on the toolbar. The **Publish to Wall** dialog box will open.
 - (Note: Reports published to **My Wall** are viewable only to the publisher; Reports published to **My District Wall** are viewable to all users in the district.)
- 2. Within the **Publish to Wall** dialog, you must give your report a title, and may also include a description. The description is optional, but highly recommended.
- 3. Next, choose a **Category** tag for your chart that describes the type of assessment data that you are displaying.
- 4. You can choose to publish your report to **My Wall, My District Wall,** or to both **My Wall** and **My District Wall**.
- 5. Once you have filled in all of the information in the dialog box, click **Save** to push your report to the wall of your choice.



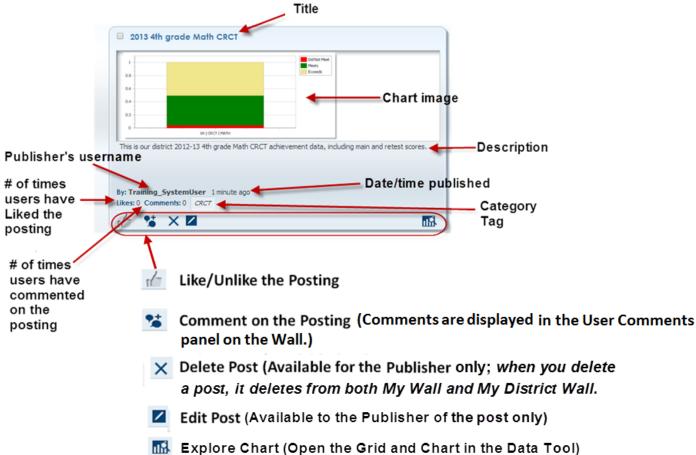
Click the **Return to Landing Page** arrow to return to the Wall and view the report that you published.



Your report is published with the title and the chart displayed on the Wall that you selected. To view the grid that goes with the chart, you will need to click the **Explore Chart** icon underneath the chart. This will open the grid and chart in the IIS Data Tool.

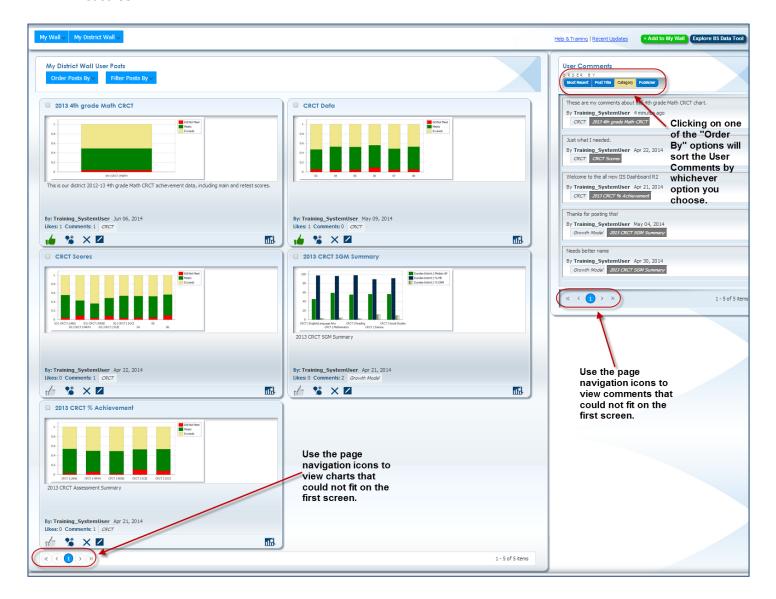






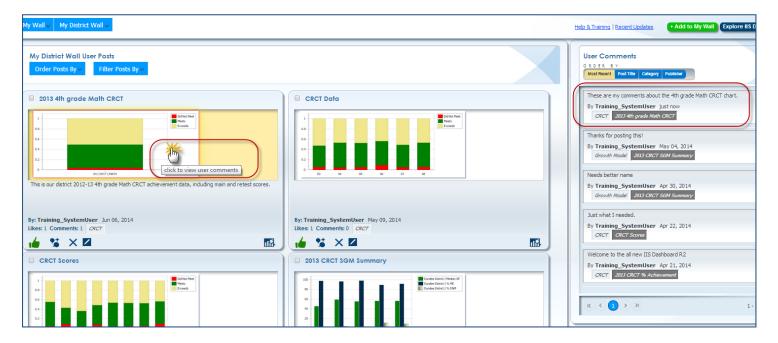
Navigating the Wall

There are several tools available for navigating the Wall. The image below shows you how to sort the User Comments, and how to advance the page to view charts and/or comments that do not fit on the first screen.



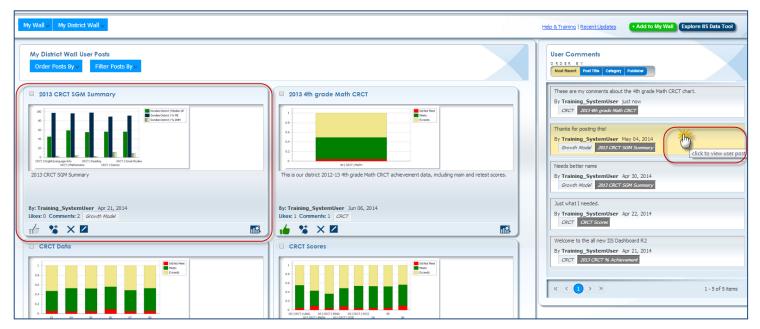
Viewing the Comments Posted for a Chart

If any users have posted comments about a chart, you will see a number after the word "Comments" underneath the chart. To view the comments made about a particular chart, click on the chart, and the comments will be sorted to the top of the list in the User Comments panel.



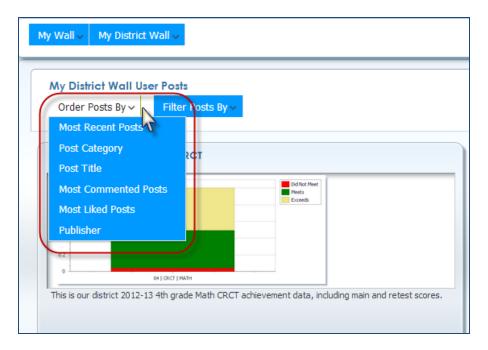
Viewing the Chart associated with a User Comment

Conversely, you can click on any comment in the User Comments panel to sort the chart associated with that comment to the first position on the Wall.



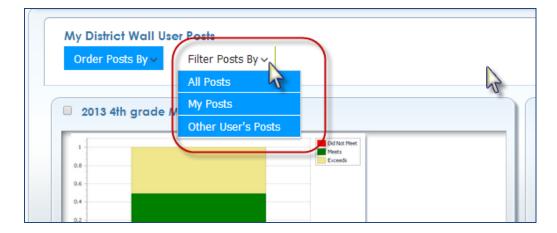
Reordering the Wall Posts

Posts on My Wall/My District Wall can be reordered by any of the options under the **Order Posts By** tab.



Filtering the Wall Posts by Publisher

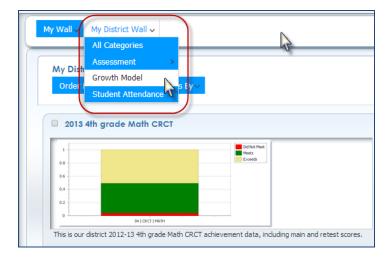
Posts can also be filtered by using the **Filter Posts By** tab to show all posts, only those published by you (My Posts), or only those published by other users (Other Users' Posts).



Filtering the Wall Posts by Category

To filter the posts on My Wall/My District Wall to show only those tagged to a particular category, you can click the dropdown arrow on the My Wall tab or the My District Wall tab, then select the category of posts that you would like to see. Clicking on **All Categories** will display all posts on My Wall or My District Wall. If you select **Assessments**, you can further select one particular assessment type if you would like to do so.

In the example below, the user has clicked on **Growth Model** under My District Wall to indicate that he/she only wants to see posts that are tagged to Growth Model. After clicking on **Growth Model**, the posts on My District Wall are filtered to display only those tagged to Growth Model data.



After clicking on **Growth Model**, the posts on My District Wall are filtered to display only those tagged to Growth Model data.



Adding a Post from My District Wall to My Wall

You can choose to add a post that is on My District Wall to My Wall by checking the box to the left of the post title, then clicking **Add to My Wall**.



Removing a Post from My Wall

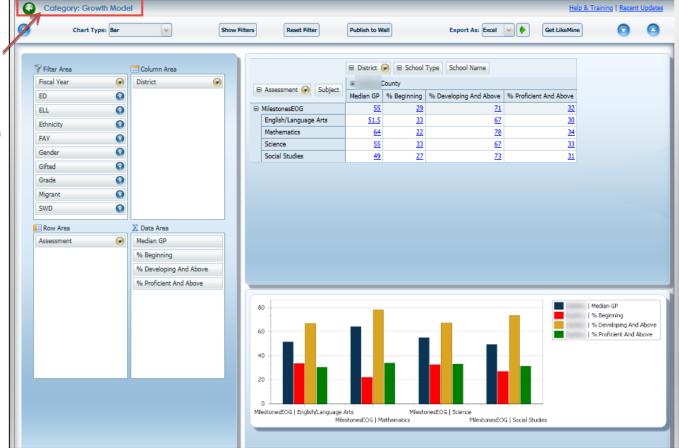
Conversely, you can choose to remove a post from My Wall by checking the box to the left of the post title, then clicking **Remove from My Wall**. This is not the same as deleting the post; when you remove a post from My Wall, that post will remain on My District Wall if you previously published it to My District Wall. If you delete a post from **My Wall**, it will also be deleted from **My District Wall**, and vice-versa.



Accessing the IIS Data Tool Page – Growth Model



The category that you selected from the landing page is shown here.



The Growth Model Toolbar

On the Growth Model IIS Data Tool Page, the toolbar includes the following options:

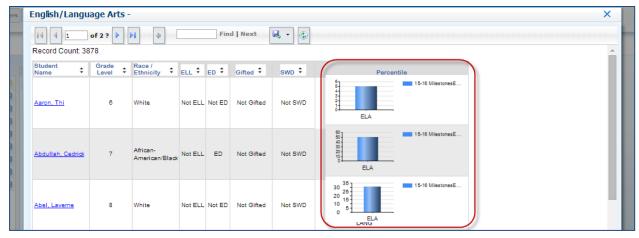


- Return to the Landing Page
- Mide/Unhide the Report Builder provides more space in the display area for the grid and chart.
- The **Chart Type** dropdown allows you to view data displayed in various chart formats.
- Show Filters informs you of filters applied to the data in the grid.
- Reset Filter reverts the grid back to its default settings.
- Publish to Wall allows you to post the chart to My Wall and/or My District Wall so that it can be
 accessed in another session and/or by other district level users.
- **Export As** allows you to export the grid and chart to Excel or PDF. The grid and chart will be exported exactly as they are shown on the screen.
- **Get Like Mine** allows you to find other districts that are demographically similar to his/her own district based on a combination of criteria selected by the user.
- The **Hide Chart button** provides more space in the display area for the grid.
- The **Hide Grid button** provides more space in the display area for the chart.

Note: There is no Summary Type option on the Growth Model toolbar because the numbers showing in the grid are already summarized as percentages.

All of the functionality of the Growth Model IIS Data Tool Page is the same as the the Assessments Data Tool Page with the exception of the following items:

- 1. The numbers displayed in the grid for Growth Model are percentages, not counts.
- 2. When you click on a hyperlinked percentage, the student list will include a chart that shows the student's individual growth percentile in the last column.

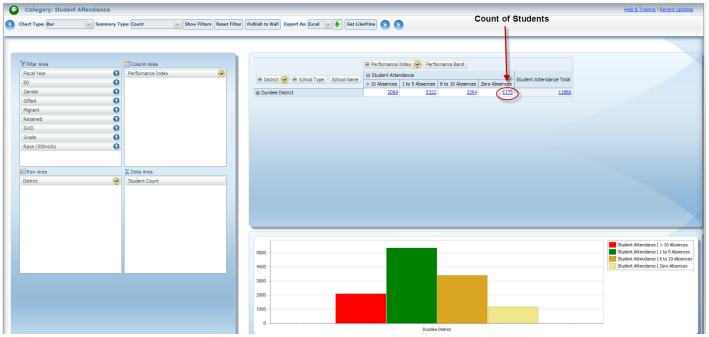


3. When you export a student list to CSV, the student growth percentile will appear in the last column of the spreadsheet.

RecordCount									
Record Count: 577									
							Administration	SubjectCode	Observed Growth
StudentName	GradeLevel	RaceEthnicity	ELL	ED	Gifted	SWD	15-16 MilestonesEOG	-	5
Abonza, David	5	Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		50
Adair, McCijah	6	White	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		31
Adair, Mia	8	White	Not ELL	ED	Gifted	Not SWD	15-16 MilestonesEOG		3
Adame, Alexis	6	White	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG	ELA	5
Adame, Brianna	4	1 Hispanic	ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG	ELA	83
Adams, Mitchell	8	3 White	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG	ELA	92
Aguilar, Daniel	5	Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG	ELA	84
Aguilar, MARISELA	3	3 Hispanic	Not ELL	ED	Not Gifted	SWD	15-16 MilestonesEOG	ELA	58
Aguirre, MARICRUZ	6	Hispanic	ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG	ELA	81
Aguirre, SONIA	8	3 Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		50
Alexander, Nicholas	7	7 African-American	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		83
ALLS, Kevon	4	African-American	Not ELL	ED	Not Gifted	SWD	15-16 MilestonesEOG		40
Anderson, Billie	6	White	Not ELL	ED	Not Gifted	SWD	15-16 MilestonesEOG		6 59
Andrade, Jorge	7	7 Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG 15-16 MilestonesEOG		82
Andrade, SAUL	6	Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		98
Andrade, SELENA	7	7 Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		7
Anthony, LeMarcia	5	African-American	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		82
Anthony, Lemia	4	African-American	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		86
ARAUJO, GIOVANNA	4	1 Hispanic	Not ELL	ED	Gifted	Not SWD	15-16 MilestonesEOG	ELA	84
Arias, Juan	6	Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG	ELA	22
Arzate, Andy	5	Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		16
Arzate, CRISTAL	8	3 Hispanic	Not ELL	ED	Gifted	Not SWD	15-16 MilestonesEOG	ELA	32
Ash, ALYSSIA	8	African-American	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		53
Atkinson, Winston	-	7 White	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		57
Austin, Damian	6	White	Not ELL	ED	Not Gifted	SWD	15-16 MilestonesEOG		10
Ayala Meza, CLAUDIA	8	3 Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		94
Ayala, Nicholas		1 Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG 15-16 MilestonesEOG		94 41
BADILLO, Andrew		5 Hispanic	Not ELL	ED	Not Gifted	Not SWD	15-16 MilestonesEOG		75
Bailey, Lajanyce		African-American		ED	Not Gifted	Not SWD	15-16 MilestonesEOG		64

Accessing the IIS Data Tool Page – Student Attendance





The Student Attendance Toolbar



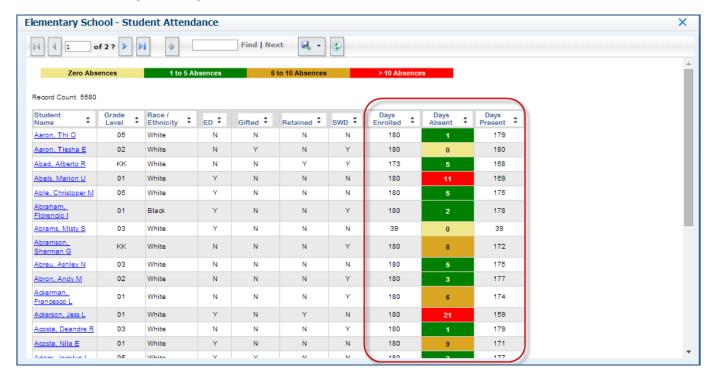
On the IIS Data Tool Page for Student Attendance, the toolbar includes the following options:

- Return to the Landing Page
- Mide/Unhide the Report Builder provides more space in the display area for the grid and chart.
- The Chart Type dropdown allows you to view data displayed in various chart formats.
- The **Summary Type** includes the default selection of **Count** of students, **Percent by Row Total** (divides each count by the row total), or **Percent by Column Total** (divides each count by the column total).
- Show Filters informs you of filters applied to the data in the grid.
- Reset Filter reverts the grid back to its default settings.

- **Publish to Wall** allows you to post the chart to **My Wall** and/or **My District Wall** so that it can be accessed in another session and/or by other district level users.
- **Export As** allows you to export the grid and chart to Excel or PDF. The grid and chart will be exported exactly as they are shown on the screen.
- **Get Like Mine** allows you to find other districts that are demographically similar to his/her own district based on a combination of criteria selected by the user.
- The **Hide Chart button** provides more space in the display area for the grid.
- The Hide Grid button provides more space in the display area for the chart.

All of the functionality of the Student Attendance IIS Data Tool Page is the same as the the Assessments and Growth Model Data Tool Pages with the exception of the following items:

- 1. The numbers displayed in the grid for Student Attendance are counts of students.
- 2. When you click on a hyperlinked number in the grid, the student list will include a column that displays the number of days each student was enrolled, the number of days each student was absent, and the number of days each student was present. The absences are color-coded according to the legend above the list.



3. When you export a student list to CSV, the number of days each student was enrolled, the number of days each student was absent, and the number of days each student was present will appear in the last three columns of the spreadsheet.



Help and Training

To access help and training materials for the IIS Dashboard, click on the **Help & Training** link located just under the SLDS toolbar.



The following page will open in a new window:



Recent Updates

Click the **Recent Updates** link beside Help & Training to see a list of updates made to the SLDS applications each month.



Logging Out of the IIS Dashboard

When you have finished using IIS, always logout properly to keep your students' personal data secure. **Do not close the browser window first clicking the "Logout" button**. Failure to properly logout of IIS will result in your session remaining active on the computer that you are using.

To logout of IIS, click the **Logout** button in the top right-hand corner of the SLDS toolbar.



After logging out, you may close your browser window.

