



User Guide

Differences between the Primary Dashboard and the Student Dashboard

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Table of Contents

1	THE STUDENT DASHBOARD	3
1.1	STUDENT SEARCH.....	3
1.2	STUDENT DASHBOARD TABS	6
1.3	STUDENT COMPOSITE VIEW PANES	12
2	THE PRIMARY DASHBOARD.....	15
2.1	DASHBOARD TABS AND ICONS	15
2.2	TOOLBAR.....	16
2.3	SETTING UP THE DASHBOARD DEFAULT VIEW	18
2.4	DASHBOARDS, DYNAMIC REPORTS & STATIC REPORTS	21

1 The Student Dashboard

1.1 Student Search

To Conduct a Student Search from the Student Dashboard:

- Click the  *Student Dashboard* icon on the toolbar.

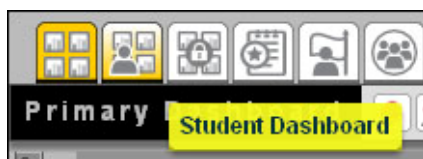


Figure 1-1

- The Student Dashboard will display.

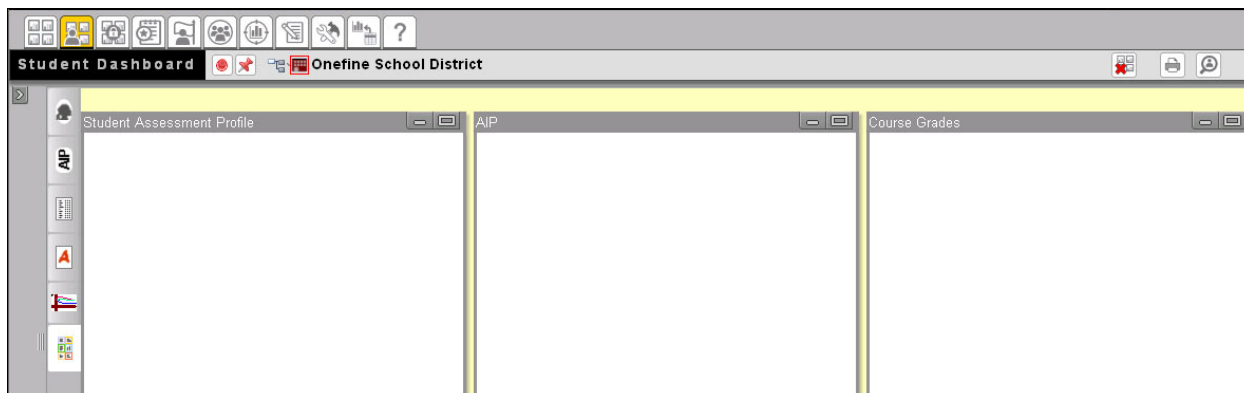


Figure 1-2

- Click the  *Student Search* icon on the toolbar.

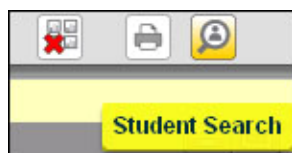
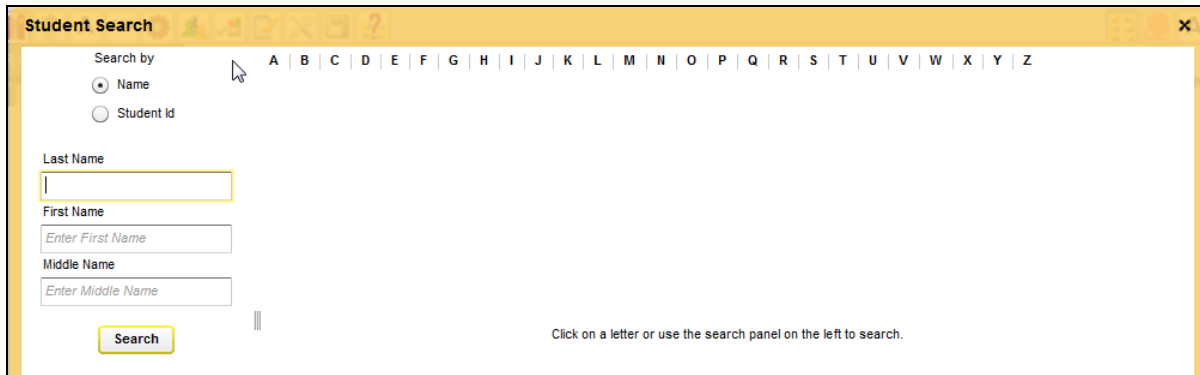


Figure 1-3

- The *Student Search* pop-up window displays.



The *Student Search* pop-up window features a yellow header with the title and a close button. Below the header, there is a 'Search by' section with two radio buttons: 'Name' (selected) and 'Student Id'. To the right of this section is an alphabetical list of letters from A to Z. Below the 'Search by' section, there are three text input fields: 'Last Name' (with a cursor), 'First Name' (with placeholder text 'Enter First Name'), and 'Middle Name' (with placeholder text 'Enter Middle Name'). A 'Search' button is located at the bottom left. At the bottom right, there is a note: 'Click on a letter or use the search panel on the left to search.'

Figure 1-4

Conduct a **basic student search** by clicking on a letter in the alphabetical list displayed.

- For example, **click** the link for the letter *B*.
- A list of student names displays.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Records Per Page: 25 Record: 1-25 26-50 51-75 76-100 101-125 > >> Total Records: 842																									
	Last Na...	First Name	Middle Name	School																					
1	Ba	Wenona (Fictitious Student)		Chestnut Elementary (Fictitious School)																					
2	Babbitt	India (Fictitious Student)		Redwood High School (Fictitious School)																					
3	Babers	Tabatha (Fictitious Student)		Sycamore Intermediate (Fictitious School)																					
4	Babic	Erma (Fictitious Student)		Sycamore Intermediate (Fictitious School)																					
5	Babich	Albert (Fictitious Student)		Evergreen Intermediate (Fictitious School)																					
6	Babilonia	Norbert (Fictitious Student)		Ash Elementary (Fictitious School)																					
7	Babula	Jospeh (Fictitious Student)		Evergreen Intermediate (Fictitious School)																					
8	Bacca	Chandra (Fictitious Student)		Evergreen Intermediate (Fictitious School)																					

Figure 1-5

- **Click** on a students name in the list.

- The Student Composite View displays:

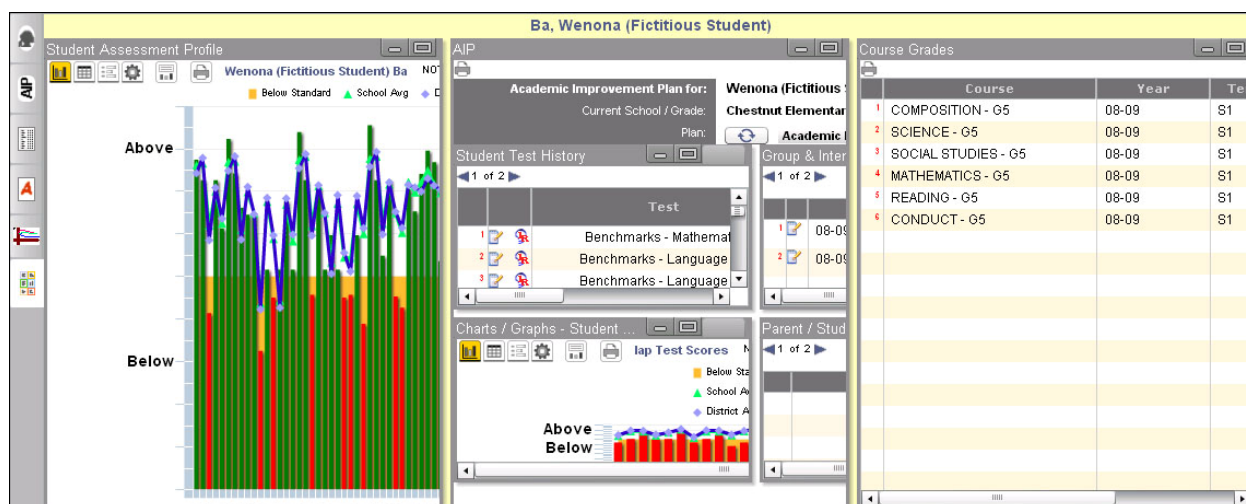


Figure 1-6

- From the Student Composite View you are able to view the following data:
 - Student Assessment Profile
 - AIP
 - Student Test History
 - Charts/Graphs – Student AIP Profile
 - Group & Intervention History
 - Parent/Student Responsibilities
 - Course Grades

NOTE: The aligned *Instructional Resources* and *Learning Standards* can be viewed from the Student Assessment Profile. To view, **click** on a color-coded bar in the graph and the pop-up box will display.

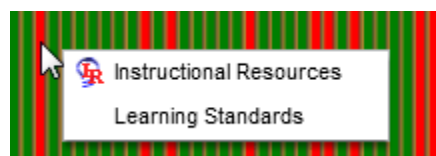




Figure 1-7

NOTE: The *Group & Intervention History* and *Parent/Student Responsibilities* panes may generate out of screenshot. To view the panes in their entirety,  **minimize** the other panes and  **maximize** the panes you wish to see.

1.2 Student Dashboard Tabs

There are five main tabs used in the Student Dashboard to view student data:



Student Assessment Profile View

- **Click** the *Student Assessment Profile View* icon.
- The *Student Assessment Profile* displays in the Student Dashboard.

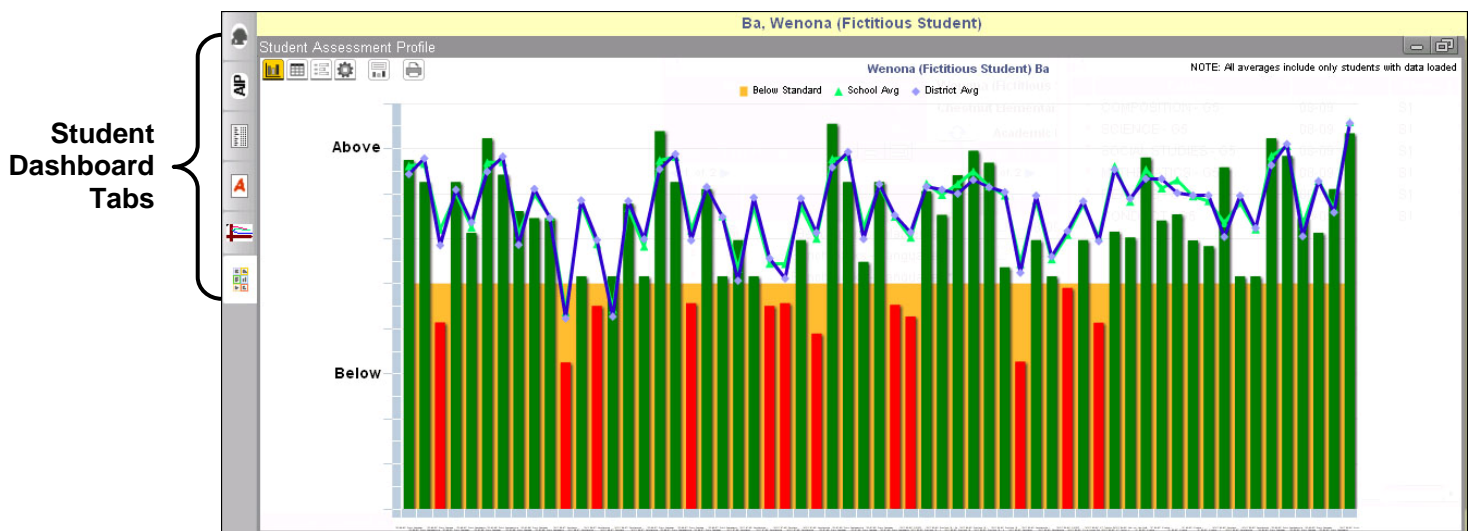








Figure 1-8

- The following Chart Controls are accessible:
 -  View in Chart
 -  View as Table
 -  View in Criteria
 -  Query Controls
 -  More Chart Info
 -  *Print/PDF* – View as PDF and print.



AIP View

- Click the AIP View icon.
- The AIP View displays in the Student Dashboard.

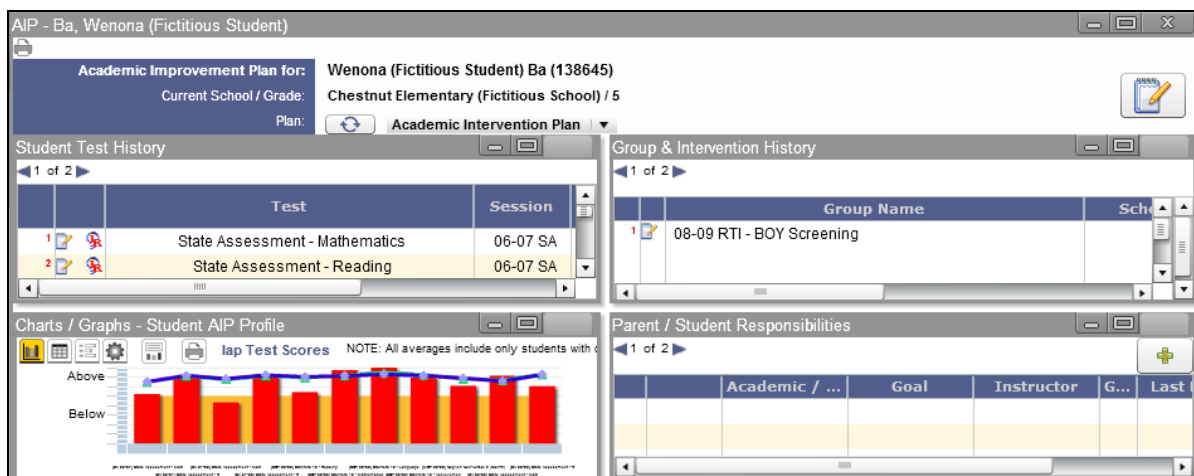


Figure 1-9

- Select the applicable AIP from the drop-down menu. The contents of your screen will automatically update based on your selection.
 - **NOTE:** You can also click the Refresh icon to update the contents of the AIP pane. Clicking on the Refresh Icon will run a new query of the database to update the contents of the student's AIP.
- Click the Educator's Comment icon to add comments regarding AIPs.

- The *Add Educator Comment* pop-up window displays.

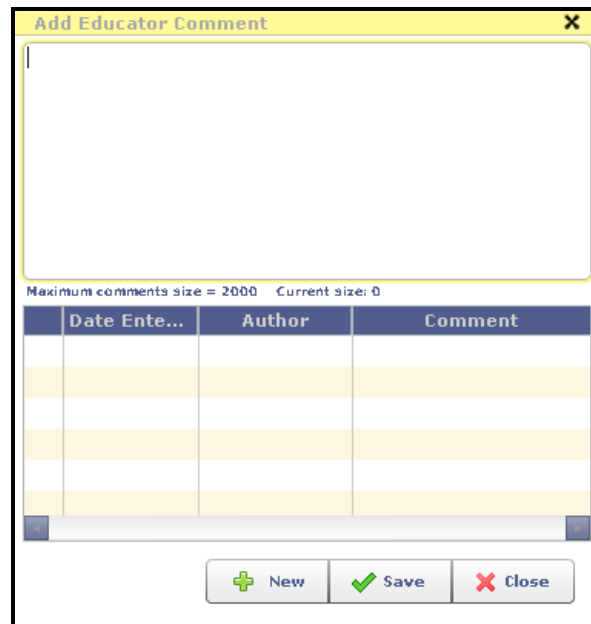



Figure 1-10

- **Enter** the applicable comments and **click** the *Save* button.
 - **Click** the *New* button to add additional comments.
- In the *Parent/Student Responsibilities* section, **click**  to add a goal.
 - The *Add Goal* pop-up window displays.

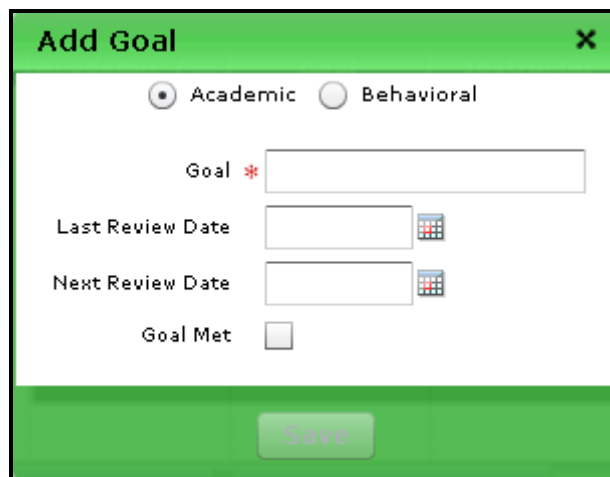


Figure 1-11

- **Enter** your goal details and **click** the *Save* button.



Score Entry View

In order to do manual score entry, assessments must be defined in advance using the assessment management tools.

NOTE: If necessary, change your context to Teacher in order to access the *Score Entry View*.


- Click the  *Score Entry View* icon.
- The *Year* and *Grade Level* buttons display.



Figure 1-12

- **Select** the applicable drop-down menu option for each.
- The *Test* button displays.

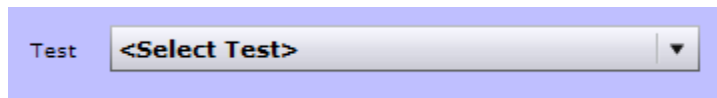
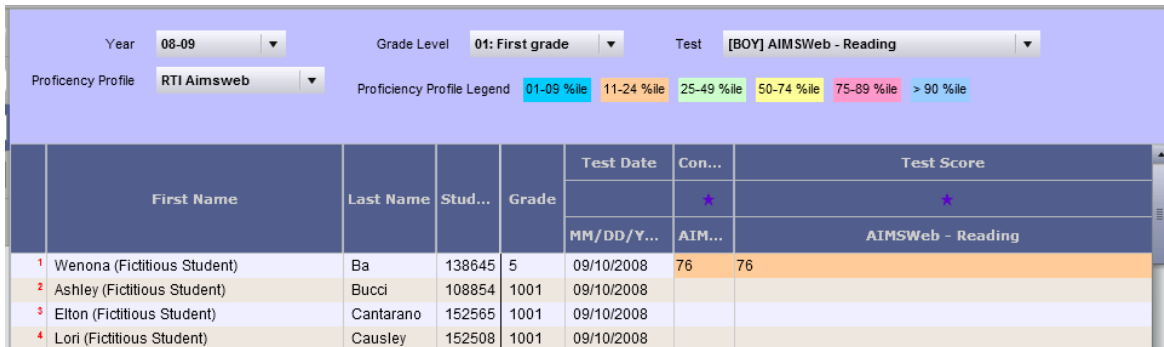






Figure 1-13

- **Select** the applicable test, e.g., [BOY] AIMSWeb.
- The *Score Entry View* page displays for the applicable test.




	First Name	Last Name	Stud...	Grade	Test Date	Con...	Test Score
					MM/DD/Y...	AIM...	
1	Wenona (Fictitious Student)	Ba	138645	5	09/10/2008	76	76
2	Ashley (Fictitious Student)	Bucci	108854	1001	09/10/2008		
3	Elton (Fictitious Student)	Cantarano	152565	1001	09/10/2008		
4	Lori (Fictitious Student)	Causley	152508	1001	09/10/2008		

Figure 1-14

- **Click** the  *Edit All Scores* icon located in the Student Dashboard above the *First Name* column to change scores for the respective students. The  locked icon changes to the  unlocked edit icon above each applicable column.
- **Click** on the assessment score field for a student in the list to modify/enter the score.
- Upon completing the required edits, **click** the  *Lock All Scores* icon located in the Student Dashboard above the *First Name* column.




Student Course Grade View

- **Click** the  *Course Grades View* icon.
- The *Course Grades* pane displays in the Student Dashboard.

Course Grades - Ba, Wenona (Fictitious Student)					
	Course	Year	Term	Reporting Period	Grade
1	COMPOSITION - G5	08-09	S1	1st Semester	B+
2	SCIENCE - G5	08-09	S1	1st Semester	B-
3	SOCIAL STUDIES - G5	08-09	S1	1st Semester	B-
4	MATHEMATICS - G5	08-09	S1	1st Semester	C+
5	READING - G5	08-09	S1	1st Semester	C+
6	CONDUCT - G5	08-09	S1	1st Semester	E

Figure 1-15

- **Scroll** over each section of the pane to view details.
- **Click** the column headers to change the sort order.
- **Click** the  Print/PDF icon to print the *Course Grades* pane.



Student Composite View

- **Click** the  *Student Composite View* icon.

- The Student Composite View pane displays in the Student Dashboard.

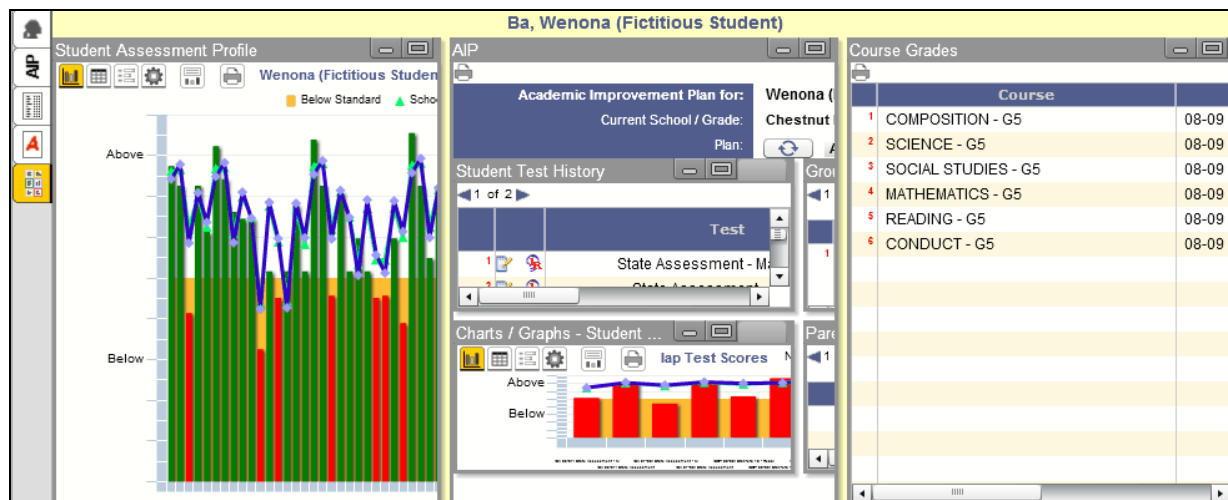


Figure 1-16

- From the Student Composite View you are able to view the following data:
 - Student Assessment Profile
 - AIP
 - Student Test History
 - Charts/Graphs – Student AIP Profile
 - Group & Intervention History
 - Parent/Student Responsibilities
 - Course Grades

NOTE: The aligned *Instructional Resources* and *Learning Standards* can be viewed from the Student Assessment Profile. To view, **click** on a color-coded bar in the graph and the pop-up box will display.

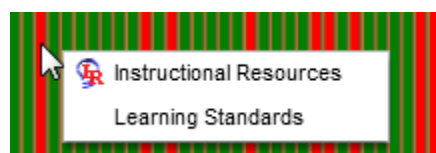









Figure 1-17

NOTE: The *Group & Intervention History* and *Parent/Student Responsibilities* panes may generate out of screenshot. To view the panes in their entirety,  **minimize** the other panes and  **maximize** the panes you wish to see.

1.3 Student Composite View Panes

There are several panes, icons, and features that comprise the Student Composite View. Let's take a look at each section of the Student Composite View:

- *Student Assessment Profile:*
 - **Click** the Chart Controls Toolbar icons      to control your view of the student's data.
 - **Click** on a color-coded bar in the graph to access the aligned Instructional Resources and Learning Standards. (See Figure 1-7)
- *Academic Improvement Plan (AIP):*
 - **Scroll** over each section of the AIP pane to view details, e.g., Student Test History, Parent/Student Responsibilities, etc.

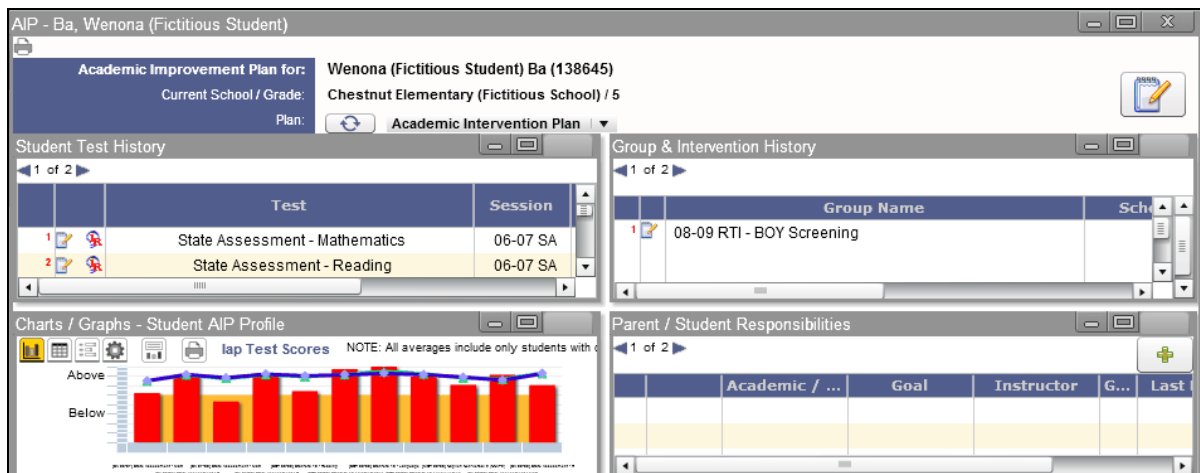


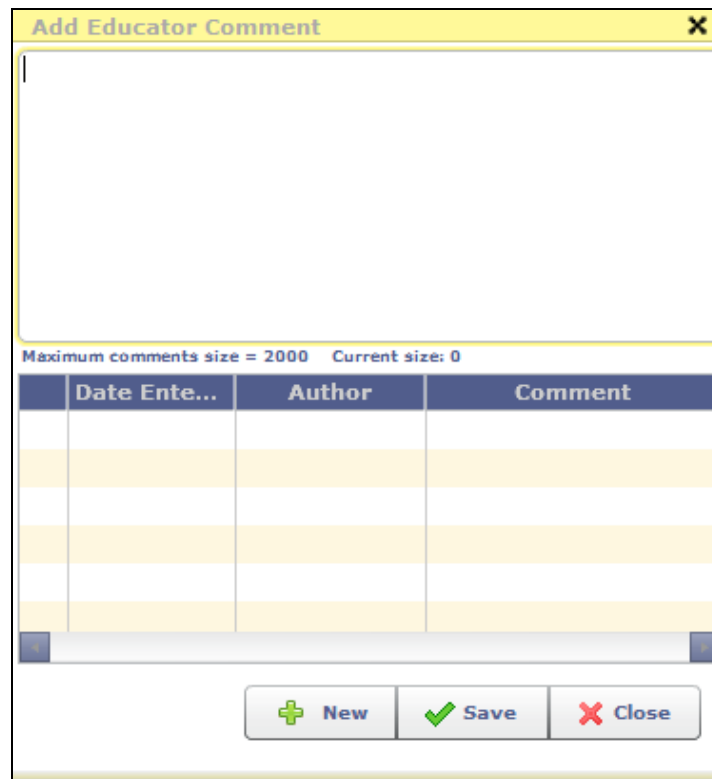


Figure 1-18


- **Click** the  *Refresh* icon to update the contents of the AIP pane if you make any modifications.

- Click the  *Educator's Comment* icon to add comments regarding AIPs.
 - The *Add Educator Comment* pop-up window displays.

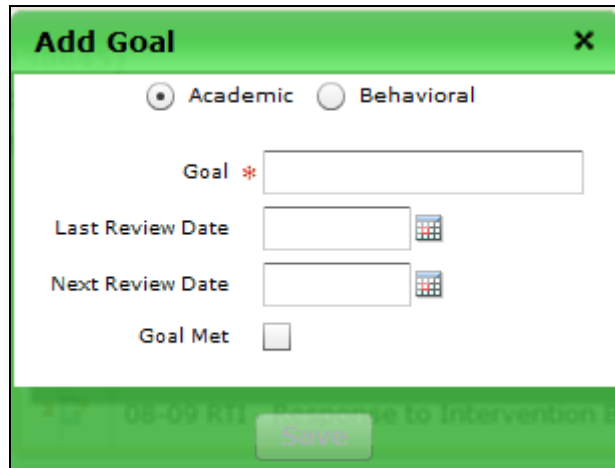


The image shows a pop-up window titled "Add Educator Comment" with a close button (X) in the top right corner. Inside the window, there is a large text area for entering comments. Below the text area, it says "Maximum comments size = 2000 Current size: 0". Underneath this, there is a table with three columns: "Date Entered", "Author", and "Comment". The table has several rows, some of which are highlighted in yellow. At the bottom of the window, there are three buttons: a green plus icon labeled "New", a green checkmark icon labeled "Save", and a red X icon labeled "Close".

Figure 1-19

- **Enter** the applicable comments and **click** the *Save* button.
- **Click** the *New* button to add comments.
- In the **Parent / Student Responsibilities** *Parent/Student Responsibilities* section, **click** the  *Add* icon.

- The *Add Goal* pop-up window displays.



The **Add Goal** pop-up window has a green header with a close button (X). Below the header are two radio buttons: **Academic** (selected) and **Behavioral**. There are three input fields: **Goal *** (a text box), **Last Review Date** (a date picker), and **Next Review Date** (a date picker). Below these is a **Goal Met** checkbox. At the bottom is a green bar with a **Save** button.

Figure 1-20

- **Enter/select** the applicable goal details and **click** the Save button.
 - **Scroll** over and review the details of the **Student Test History** *Student Test History* section.
 - **Scroll** over and review the details of the **Charts / Graphs - Student AIP Profile** *Charts/Graphs – Student AIP Profile* section.
 - **Scroll** over and review the details of the **Group & Intervention History** *Group & Intervention History* section.
 - **Scroll** over and review the details of the *Course Grades* section.

Course Grades - Ba, Wenona (Fictitious Student)					
	Course	Year	Term	Reporting Period	Grade
1	COMPOSITION - G5	08-09	S1	1st Semester	B+
2	SCIENCE - G5	08-09	S1	1st Semester	B-
3	SOCIAL STUDIES - G5	08-09	S1	1st Semester	B-
4	MATHEMATICS - G5	08-09	S1	1st Semester	C+
5	READING - G5	08-09	S1	1st Semester	C+
6	CONDUCT - G5	08-09	S1	1st Semester	E

Figure 1-21

2 The Primary Dashboard

2.1 Dashboard Tabs and Icons

The Dashboard Tabs allow end users to quickly move around in the system and open different pages where the end user can view and remove existing reports; create dashboards, queries, and reports; look up student information and scores; receive system messages; create AIPs; specify intervention groups; and look up proficiency profiles.

The Dashboard Tabs are as follows:

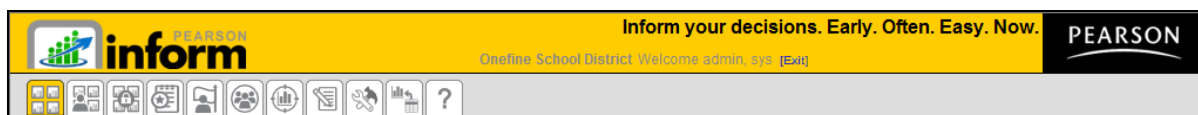















Figure 2-1

NOTE: All icons appear grayed until selected. For example, once the  *Report Library* icon is selected, it will appear as .

-  *Primary Dashboard* — The Primary Dashboard contains a list of dashboards, queries, and reports that have been saved by you or others in the district or school.
-  *Student Dashboard* — The Student Dashboard is a table that lists student information: Student ID, Student Name, and the current Grade. The list can include students in a teacher's class or students who are added from the Student Search.
-  *Assessment Dashboard* — This tab allows you to view all available assessments (including fixed assessments) and set up your own. Assessments can be modified and deleted from this page.
-  *Academic Improvement Plans* — From this tab you can set up your AIPs.

-  *Intervention Strategies* — This tab allows you to design intervention activities for specific groups of students and then assign the activities to a student or a group of students.
-  *Student Groups* — This tab will help you monitor the performance of a particular group of students by creating target groups.
-  *Proficiency Profiles* — The Proficiency Profiles tab allows you to review the different rubrics that have been defined in your database.
-  *Messages* — From this tab you can view new messages. All messages are read-only and are automatically deleted after 14 days.
-  *Setup & Maintenance* — Set up and maintain different operations of Pearson Inform from this tab. What items display in the Setup screen depends on the user role. For example, System Administrators will have permission to see and do more setup activities than a Classroom Teacher. These roles are defined by the User Name and Password.
-  *Data Transfer Interface* — This tab allows you to transfer and load data into Pearson Inform. This functionality is typically done only by a System Administrator.
-  *Help* — The Help tab is your resource for Pearson Inform information. Use the Contents, Index or Search options to get help on the system functionality.



2.2 Toolbar










The Dashboard Toolbar is displayed at the top of the pane.



Figure 2-2

The Toolbar is made up of the following functions:

-  *Pin context in all panes* — Fix Context level for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.)
-  *Unpin context in all panes* — Float Context for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.)

-  *Click for Context Navigator* — Navigate to the district, school, teacher, course, or section level of a report.
-  *School District* — Represents the district-level view for the Dashboard.
-  *Reload Default Dashboard* — Reset the Dashboard to the default view.
-  *Save Dashboard to Library* — Save the reports displayed in the Dashboard to your library.
-  *Create New Report* — Create a new report.
-  *Clear Dashboard* — Clear all data being viewed in the Dashboard (this does not delete the data; it only clears them from your view).
-  *Toggle Tiles in all Panes* — Toggle the report control bars in and out of view.
-  *Print / PDF* — View your report as a PDF file and print.
-  *Student Search* — Perform a student search and view student performance profiles.

2.3 Setting up the Dashboard Default View

At any time you can change the default view displayed for the Dashboard by deleting, editing or even adding a new view. The following steps walk you through setting up your Dashboard Default View:

- From the home page, **click** the  *Setup & Maintenance* tab.
- The *Setup & Maintenance* page displays.



Figure 2-3

- **Click** *Default Daily Views*.

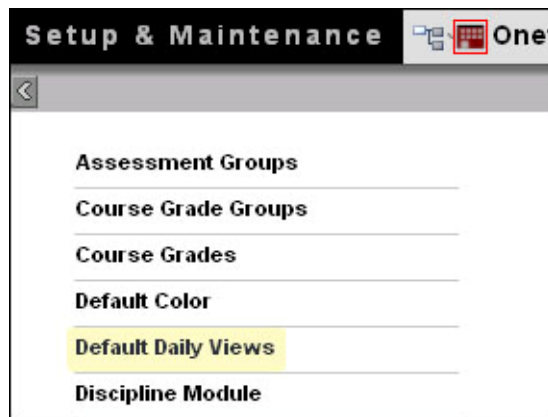





Figure 2-4

- The Manage Default Daily Views page displays. On this page you can  edit,  remove or  add a daily view.





Default Daily Views			
Manage Default Daily Views			
		Description	Default View
1		Principal Dashboard	.State Assessment Dashboard - .State Assessment Dashboard
2		Teacher Dashboard	.Teacher Dashboard - .Teacher Dashboard
3		Fred's Default Dashboard	.Teacher Dashboard - .Teacher Dashboard
4		Dave's View	.Teacher Dashboard - .Teacher Dashboard

Figure 2-5

- To add a view, click  Add a new record.

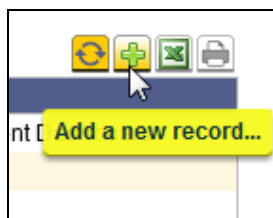


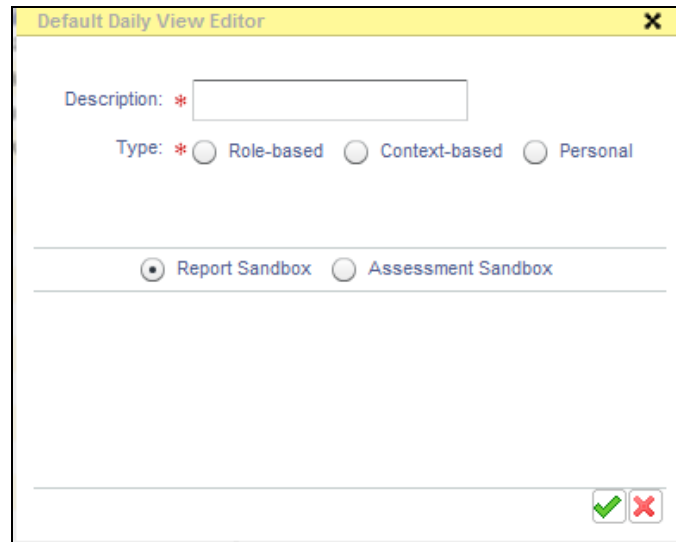


Figure 2-6

- The Default Daily View Editor displays.
- Click in the *Description* field
 - Give your Default Daily View a name that describes what it is displaying. For example, if it is a report showing last year's state test scores, call it "[08-09] State Test Scores.
- Select the *Type*: of view desired, based on who will see this Default Daily View when logging in.
 - *Role-Based* means it will display for a person based on their user role: system admin, school admin, district admin, teacher, etc.
 - *Context-based* means the Default Daily View applies to the context level: any user who logs in at the district level, the school level, or the classroom (teacher) level regardless of their role.

- *Personal* means the Default Daily View will display only for the user who created it.
- *Report Sandbox*: choose this radio button if you want to choose your Default Daily View from an existing report or dashboard in the Report Library.
- *Assessment Sandbox*: choose this radio button if you want to choose your Default Daily View from the reports in the Assessment Sandbox. Reports
- Click  Save or  Cancel.



The screenshot shows a dialog box titled "Default Daily View Editor" with a yellow header bar and a close button (X) in the top right corner. The dialog contains the following elements:

- A text input field labeled "Description: *" with a red asterisk indicating it is required.
- A "Type: *" label with three radio buttons: "Role-based", "Context-based", and "Personal". The "Personal" radio button is selected.
- A horizontal separator line.
- Two radio buttons: "Report Sandbox" (selected) and "Assessment Sandbox".
- Another horizontal separator line.
- A large empty text area.
- At the bottom right, there are two buttons: a green checkmark icon (Save) and a red X icon (Cancel).

Figure 2-7

- You will return to the *Manage Default Daily Views* page and the list will update based upon your changes.

Manage Default Daily Views							
			Description	Default View			
1			Principal Dashboard	.State Assessment Dashboard - .State Assessment Dashboard			
2			Teacher Dashboard	.Teacher Dashboard - .Teacher Dashboard			
3			Fred's Default Dashboard	.Teacher Dashboard - .Teacher Dashboard			
4			Dave's View	.Teacher Dashboard - .Teacher Dashboard			
5			NEW Default View	Assessment Dashboard			

Figure 2-8

2.4 Dashboards, Dynamic Reports & Static Reports


When a report is selected from the  *Primary Dashboard*, it opens in the workspace of the Primary Dashboard. You can use the workspace to view all dashboards, dynamic reports, and static reports that have previously been created and stored.



Figure 2-9

To display a dashboard in the Primary Dashboard:

- Click  *Primary Dashboard*.
- Expand  the Report Library panel.

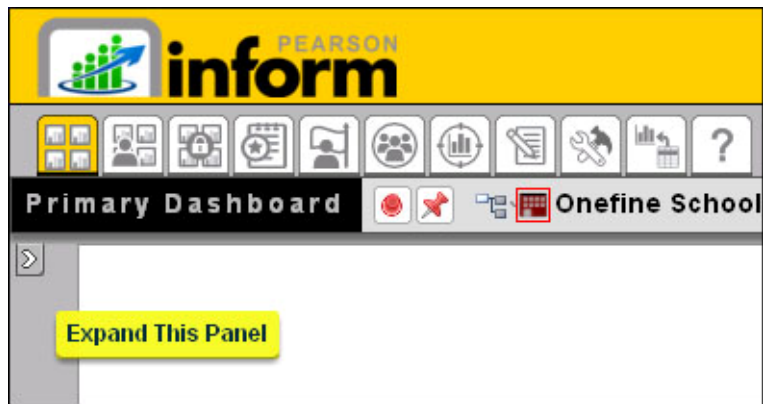


Figure 2-10

- The Report Library panel will display.

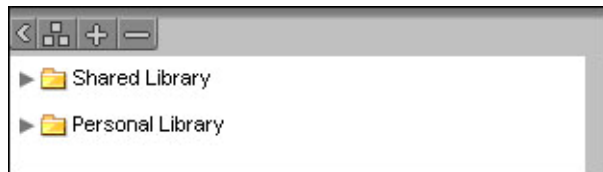


Figure 2-11

- Click  to expand the  *Shared Library* and view saved dashboards and reports.



Figure 2-12

- Click on a  dashboard title.

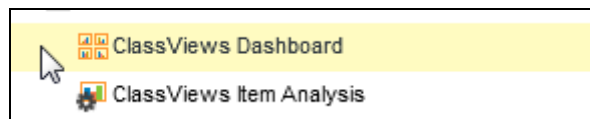


Figure 2-13

- The selected dashboard generates and displays in the Primary Dashboard.



Figure 2-14

To display a dynamic report:

- Click on a  dynamic report title.

To display a static report:

- Click on a  static report title.

All report types will display in a separate window. Each window will have independent toolbars for modifying the report:




The Chart View Toolbar contains:

-  View Data as Chart
-  View Data as Table
-  Query Controls
-  View Drilldown Data



The Chart Control Toolbar contains:

-  Chart Type drop-down
-  Toggle Legend
-  Swap Chart Variables
-  More Chart Info

Additionally, the option to  *Print/PDF* and  *Save Report to Library* will be available in each report window.

To display a collection of dashboards, dynamic reports, and static reports at the same time:

- **Click** on the first dashboard or report you want to display.

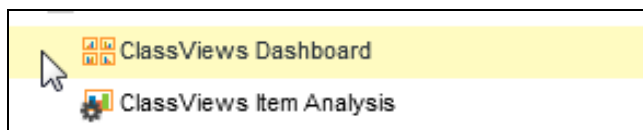


Figure 2-15

- Press and hold the <Ctrl> key on your keyboard while you **click** on other items you want to display.

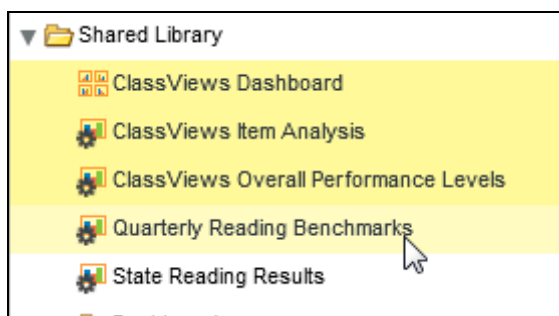


Figure 2-16

- Drag-and-drop the titles from the library into the Primary Dashboard.

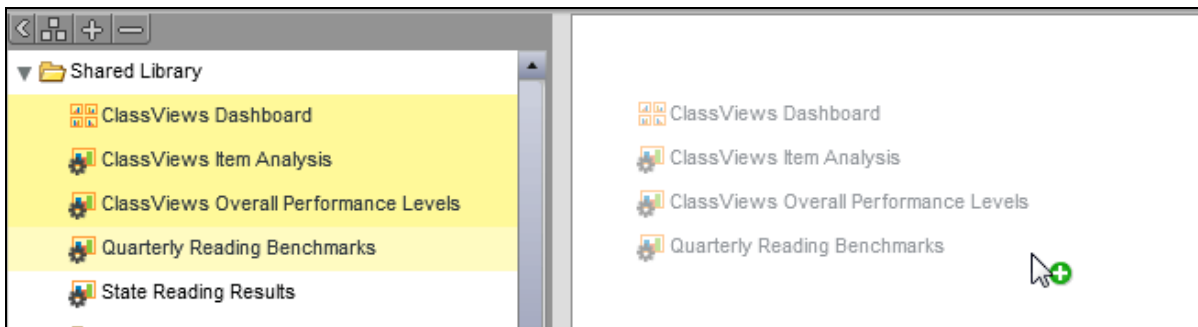



Figure 2-17

- The selected reports generate and display in the right pane. (See **Figure 2-14**)
- Click  *Save Dashboard to Library* to store the collection as a new dashboard in the *Report Library*.