Schoolnet: School & District Data Overview
Quick Reference Card

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Sign in and click **School & District Data** in the navigation bar to go to your institution's dashboard. Roll your cursor over School & District Data to view additional menu options.

Locating a Student Profile

Type a student's last name in the Search field, located in the upper right. From the list of possible matches that appear below the field, select the student and click **Go** to access the student profile.

	cor	Go
South Region > -	**Cor**ea, Barcus (1145545)	grade gr 2
South Region > De...	**Cor**ea, Antwaun (1217618)	grade gr 3
South Region > De...	**Cor**ea, Makaia (1077135)	grade gr 4

Viewing Key Performance Indicators (KPIs)

A KPI is a metric that gauges a type of data or certain information.

Changing Dashboards

The KPI Dashboard defaults to data for current students at your institution (or classroom, if you are a teacher). However, you can use the "breadcrumb" navigation or the Find field to switch the view. In the Find field, enter the institution or teacher name, select a value, but do not press Enter.

Dean Rusk Elementary 💬 About this School

National School District : South Region ▼ : Dean Rusk Elem...

	morgan
South Region > De...	**Morgan**-Barnes, ELIZABETH (0...	mathem. - ode ...

Viewing a KPI

Compare data between your school and the district, or roll your cursor over a bar to view the value. Click **View KPI Key** for information about what the colors and abbreviations in the KPI Dashboard mean. For more details on a KPI, click the arrow next to the title.

Chronic Absents ›
% enrolled students
7.67%
S
R
D
|0   100|
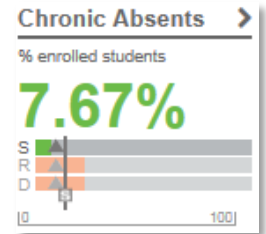
State clients will see a vertical bar indicating the state value; roll your cursor over the S to view the value.

Viewing KPI Details

Click any grade level, subgroup, or teacher to view KPIs for a filtered student set. Sort a column by clicking its header. Explanatory documents and related reports may be available under Related Items.

KPI Dashboard	Benchmark Tests	Report Bank

← Return to Dashboard View

Average daily attendance of currently enrolled students (last enrollment) ▼

National School...	South Region ⊗	Dean Rusk Eleme... ⊗
98.60%	**98.60%**	**98.85%**
			0 100	

Grade Levels

Grade Level ▲	Average Daily Attendance ⇕
Kindergarten	98.99%
Gr 1	98.79%
Gr 2	98.83%
Gr 3	98.50%

Teachers

Teacher ▼	Average Daily Attendance ⇕
ZULAUF, Harim	98.77%
Xayakoummane, NATALIE K	99.12%
Warrick, Angelita	98.44%

Related Items

▼ Reports

Students with 10-20 abse...

▸ Documents

▸ About This School

Viewing Benchmark Results

Click the Benchmark Tests tab to scan overall results for current-year tests, or click the **+** sign to see the details of a specific administration.

Click a blue report title to run the report for the selected test.

Viewing Published Reports

The Report Bank tab displays reports created and made available by report managers for your use.

If the button is labeled "Build Report" (instead of "Run Report"), you will choose a student set, or select columns to combine with a student set.

Viewing Students in a Spreadsheet across Multiple Data Points

Click any cell or graph in a report to view a list of students.

In addition to viewing student names, you can select a column set of additional data about the students (or click **Advanced** to set up your own). This type of report is known as an analysis spreadsheet.

Create a report with this Student Set
Select a report below.

| Recommended | My Reports | Advanced |

All Categories ▾

Reports 1 - 5 of 5 (View all)

📊 3rd grade pOAT

📊 pOAT Math and Read

📊 pOAT - Sci and SocStud

Navigating within the Analysis Spreadsheet

Within the analysis spreadsheet, click a header to sort a column. Click **Edit Columns** to add or remove columns.

Tools: 📊 Export to Excel | 💾 Save Columns

| ⊞ **Student Set:** 55 Students (edit) | **Columns:** 3 Columns Defined
⊞ Column Details 🔗 Edit Columns | Note that only students you have permission to view, if any, are displayed. |

Results 1-50 of 55

‹ Previous Page   Result pages: 1 2

Student Name ⇕	Programs ▾	ITBS READING ⇕
Spander, Doyle Jr	PS-Psychological Services / Assessment in Progress	Basic
Aileru, Shanya	ODL-Other Health Impairment-Minor/Hi Incid Rsrc Rm	Limited
Botan, Beydan	Not an LEP student	Proficient

Editing a Report

To change a pre-formatted report, click **edit**. Depending on the report type, you can change the format (table or graph), school, subject, test, and more.

⊟ **Data Selections** (edit)

School Year: 2010-2011

Institution(s): South Region,Elementary,Dean Rusk Elementary

Enrollment: Current

To change a custom report, click **edit**. You can change the rows and columns, add totals, switch between percent and value, and so on.

⊟ **Viewing Options:** Table (edit)

Output Type: Table

Report Dimensions: Parent Test Section, Test Performance Level

Result Type: Student Count

Totals: Calculate for Columns and Rows

Make your selections and click **Run Report**.

Report Options

Both pre-formatted and custom reports provide options for saving and exporting data. With an analysis spreadsheet, you can save columns and export data to Excel.

💾 Save Report   📄 Create PDF File   📄 Batch Create PDF Files   📊 Export to Excel