

Arkansas StudentGPS Dashboards



Guided Exercises for School Level

Logging into the Dashboards

For access to the anonymized StudentGPS Dashboard training website, visit:

<https://adeedfidemo.arkansas.gov>

Using the following login information for the training website:

Username: ElemAdmin **OR** HSAdmin

Password: adetraining

Once the information is entered, click sign in.

Dashboards

ARKANSAS DEPARTMENT OF EDUCATION

Log In

Username:

Password:

Remember me

Having trouble? Please contact support.

Once logged into the dashboards, this will be your view:

School Name and Logo will be displayed here

The dashboard for Blue Elementary School features a top navigation bar with 'EXPORT ALL', 'PRINT', 'SUPPORT', and 'LOG OUT' buttons. Below this, the school's name and logo are prominently displayed. The main content area is organized into three primary sections: School Information, Academic Dashboard, and Operational Dashboard. The Academic Dashboard is further divided into Overview, Attendance and Discipline, State Assessments, Local Assessments, and Grades and Credits. A filter dropdown is set to '(no filter)'. The metrics are presented in a table with columns for Metric Category, Performance Summary, and Metric Status. A legend at the bottom explains the color coding for goal status and trend directions.

| METRIC CATEGORY | PERFORMANCE SUMMARY | METRIC STATUS |
|--|---------------------------|----------------------|
| Attendance and Discipline Students attendance and discipline patterns | | |
| • Attendance Daily and class period attendance | 12 of 17 metrics met goal | 12 green, 5 red bars |
| • Discipline Discipline infractions and actions | 4 metrics met goal | 4 green bars |
| State Assessments State examinations and assessments | | |
| • State Standardized Assessments Performance and progress on state standardized test | 2 of 4 metrics met goal | 2 green, 2 red bars |
| Local Assessments Local examinations and assessments | | |
| • Interim Assessments Performance and progress on local interim assessments | 0 of 3 metrics met goal | 3 red bars |
| • Teacher Entered Assessments Participation | | |
| Grades and Credits Students progression in coursework | | |
| • Subject Area / Course Grades % of students with failing grades in one of the four core subject areas during the current year | 4 metrics met goal | 4 green bars |

Legend for Icons and Metric Explanations

- Gifted & Talented (G)
- Special Education (S)
- 504 Designation (504)
- LEP (L)
- Highly Mobile (M)
- Partial Transcript (P)
- TAGG (T)
- Intervention (I)

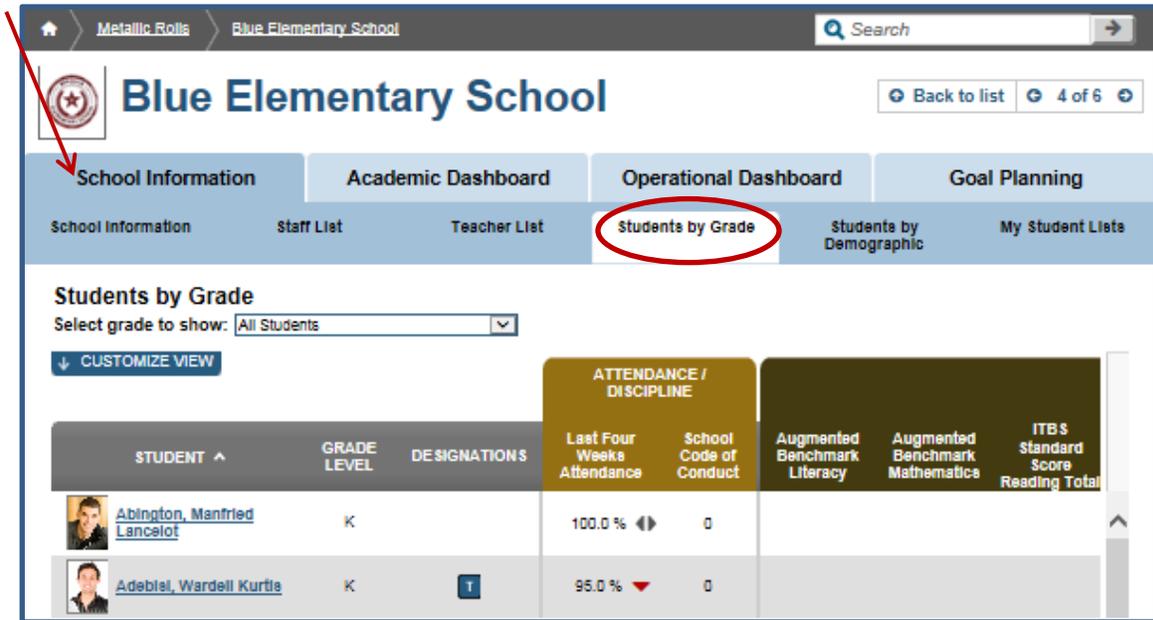
Met Goal (Green bar), Below Goal (Red bar)
Getting Better (Green arrow up), Getting Worse (Red arrow down), No Change (Grey double arrow)

Legend for Icons and Metric Explanations

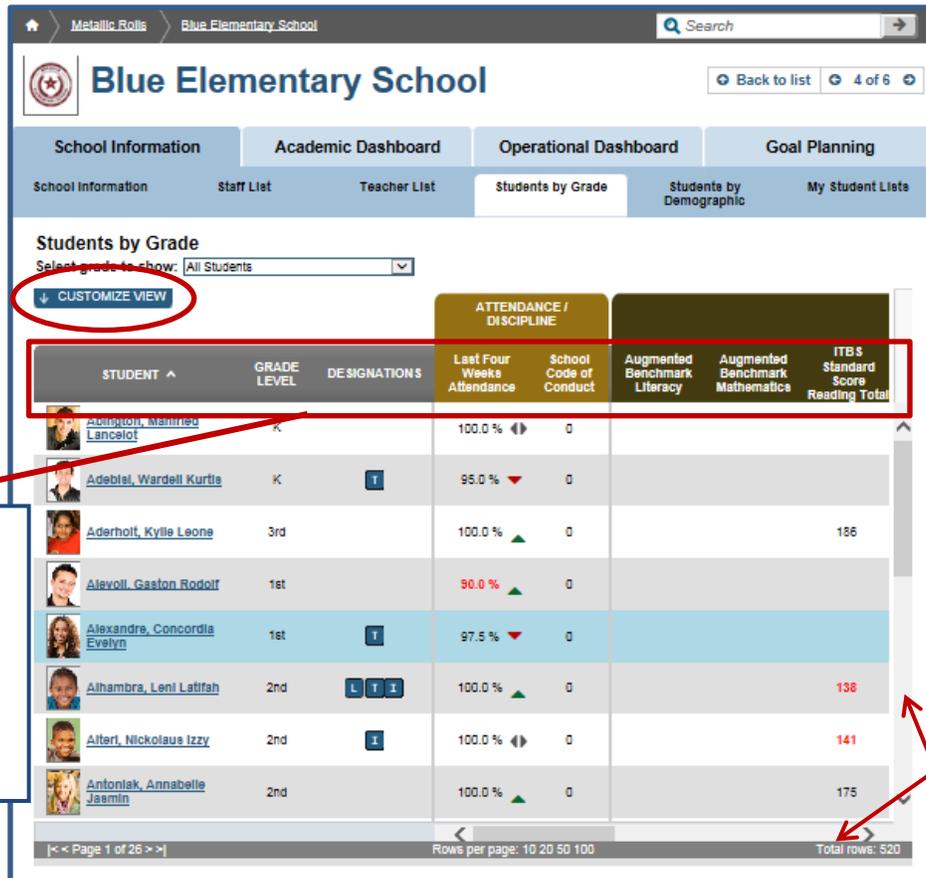
Exercise 1: Customize View

The 'Customize View' feature in the StudentGPS Dashboard allows you to see the data most relevant to you. This first exercise will allow you to customize your view by adding and removing metrics/columns to your default view.

1. Click on the 'Student Information' tab and then select the 'Students by Grade' tab.



2. Click on 'Customize View.'



By clicking on the white heading text in a column you can sort lowest to highest. Click again to sort highest to lowest.

Notice the Scroll Bars on the right side and bottom of the window to allow access to additional information.

3. Click on the 'See More Data' button.

The screenshot shows the Blue Elementary School dashboard. The 'Students by Grade' section is active, displaying a table of student data. The 'SEE MORE DATA' button is circled in red. The table has the following columns: STUDENT, GRADE LEVEL, DESIGNATIONS, Weeks Attendance, Code of Conduct, Benchmark Literacy, Benchmark Mathematics, and Standard Score Reading Total.

| STUDENT | GRADE LEVEL | DESIGNATIONS | Weeks Attendance | Code of Conduct | Benchmark Literacy | Benchmark Mathematics | Standard Score Reading Total |
|----------------------------|-------------|--------------|------------------|-----------------|--------------------|-----------------------|------------------------------|
| Abington, Manfred Lancelot | K | | 100.0 % | 0 | | | |
| Adebisi, Wardell Kurtis | K | T | 95.0 % | 0 | | | |
| Aderholt, Kylie Leone | 3rd | | 100.0 % | 0 | | | 186 |

4. Columns will populate for all available metrics. You can click the box below the metric to add it or deselect the box to remove it. For this exercise check the 'Days Absent Current Semester'. Then click the 'Save Columns' button to retain this newly selected column in your default view.

The screenshot shows the Blue Elementary School dashboard. The 'Students by Grade' section is active, displaying a table of student data. The 'SAVE COLUMNS' button and the 'Days Absent Current Semester' checkbox are circled in red. The table has the following columns: STUDENT, GRADE LEVEL, DESIGNATIONS, Days Absent Current Semester, Last Four Weeks Attendance, Last Eight Weeks Attendance, State Reportable Offenses, School Code of Conduct, and A B.

| STUDENT | GRADE LEVEL | DESIGNATIONS | Days Absent Current Semester | Last Four Weeks Attendance | Last Eight Weeks Attendance | State Reportable Offenses | School Code of Conduct | A B |
|----------------------------|-------------|--------------|-------------------------------------|----------------------------|-----------------------------|---------------------------|------------------------|-----|
| Abington, Manfred Lancelot | K | | <input checked="" type="checkbox"/> | 100.0 % | 100.0 % | 0 | 0 | |
| Adebisi, Wardell Kurtis | K | T | <input checked="" type="checkbox"/> | 95.0 % | 85.0 % | 0 | 0 | |

It is essential to note that all columns/metrics can be added or removed at any time by following these steps. The metric is never permanently lost, only selected (displayed) or unselected (hidden).

Debrief Exercise 1: Customize View

Adding and removing metrics based upon an educator's specific needs is a very powerful method of organizing the available information. The Number of Days Absent metric can demonstrate the very powerful correlation between a student's performance and their attendance.

School Administrators have suggested the following benefits of such a metric:

- Using calendar feature to reveal a pattern (e.g. Student always absent on Wednesday mornings, is there a sporting event on Tuesday? Does the student take care of a sibling?)
- Understanding a declining grade (failure on new concepts due to lack of attendance)

Do you have any additional suggestions on how you might use the Number of Days Absent information for your school?

What other metrics might be commonly added or removed from the default.

Exercise 2: Creating a Dynamic List

The Dynamic List feature in the StudentGPS Dashboard allows you to monitor students based on selected filters and can serve as an early warning system. Based upon the filters, students will automatically add and drop from the lists. Teachers can be notified of changes to the lists via email notification when a change occurs within the list. This exercise details the process for creating a dynamic list for TAGG students who have more than 3 days absent.

1. Click on 'Customize View'.

The screenshot shows the 'Students by Grade' section of the StudentGPS Dashboard for Blue Elementary School. The 'CUSTOMIZE VIEW' button is circled in red. Below the button is a table with the following data:

| STUDENT | GRADE LEVEL | DESIGNATIONS | ATTENDANCE / DISCIPLINE | Augmented Benchmark Literacy | Augmented Benchmark Mathematics | ITBS Standard Score Reading Total |
|----------------------------|-------------|--------------|-------------------------------------|------------------------------|---------------------------------|-----------------------------------|
| Abington, Manfred Lancelot | K | | Last Four Weeks Attendance: 100.0 % | | | |

2. Then select 'Create Dynamic List'.

The screenshot shows the 'Students by Grade' section of the StudentGPS Dashboard for Blue Elementary School. The 'CREATE DYNAMIC LIST' button is circled in red. Below the button is a table with the following data:

| STUDENT | GRADE LEVEL | DESIGNATIONS | Weeks Attendance | Code of Conduct | Benchmark Literacy | Benchmark Mathematics | Standard Score Reading Total |
|----------------------------|-------------|--------------|------------------|-----------------|--------------------|-----------------------|------------------------------|
| Abington, Manfred Lancelot | K | | 100.0 % | 0 | | | |
| Adebial, Wardell Kurtis | K | T | 95.0 % | 0 | | | |
| Aderholt, Kylie Leone | 3rd | | 100.0 % | 0 | | | 186 |

3. Select the checkbox for 'TAGG designation' under the 'Student Information Tab' and then choose the 'Attendance & Discipline' tab to enter more than 3 days absent.

STEP 1:

Dynamic List Name: New Dynamic List Share Dynamic List

Student Information Attendance and Discipline Assessments Grades & Credits Intervention Sections Settings

Gender
 All Genders
 Male
 Female

Grade
 Kindergarten
 1st Grade
 2nd Grade
 3rd Grade

Demographics
 American Indian - Alaskan Native
 Asian
 Black - African American
 Hispanic/Latino
 Native Hawaiian - Pacific Islander
 White
 Two or More

Program Status
 504 Designation
 Bilingual Program
 Career and Technical Education
 Gifted/Talented
 Special Education
 Title I Participation

Other Student Information
 Targeted Achievement Gap Group
 Highly Mobile
 Homeless
 Immigrant
 Limited English Proficiency
 Migrant
 Over Age
 Retained
 Alternative Learning Environment

Selected Filters:
Other Student Information: Targeted Achievement Gap Group

CHANGE NAME DELETE SAVE

STEP 2:

Dynamic List Name: New Dynamic List Share Dynamic List

Student Information **Attendance and Discipline** Assessments Grades & Credits Intervention Sections Settings

Total Days Absent Current Semester
Greater than or equal to 3

Exused Days Absent Current Semester
Unselected

Unexcused Days Absent Current Semester
Unselected

Daily Attendance Rate Current Semester
Unselected

Tardy Rate Current Semester
Unselected

State Reportable Offenses
Unselected

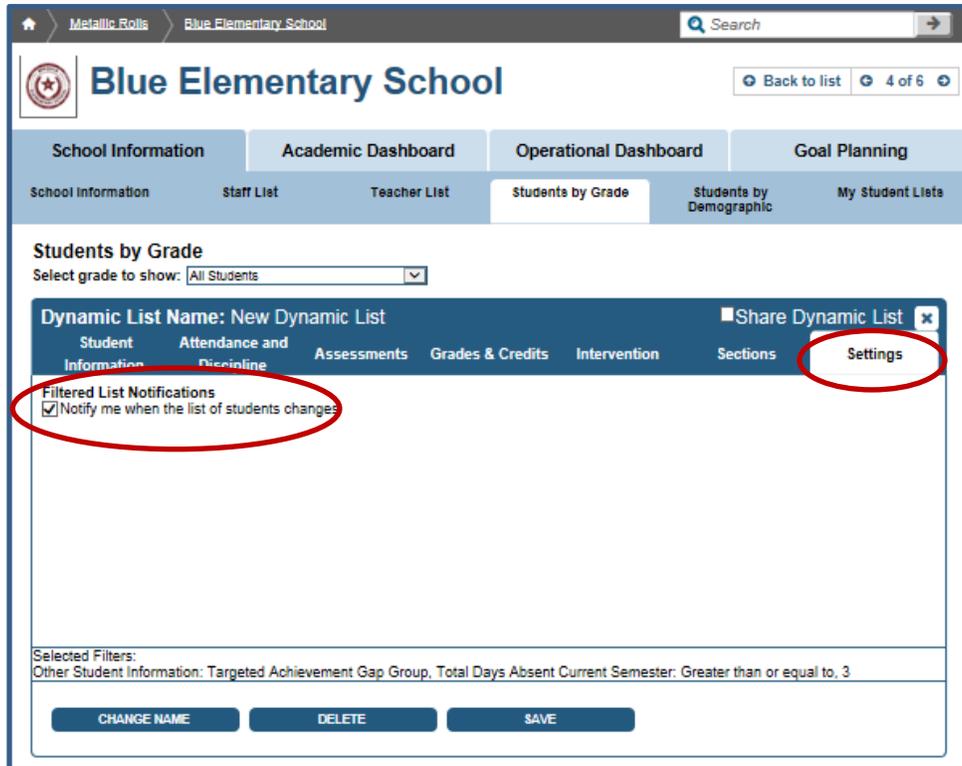
School Code of Conduct
Unselected

Selected Filters:
Other Student Information: Targeted Achievement Gap Group, Total Days Absent Current Semester: Greater than or equal to, 3

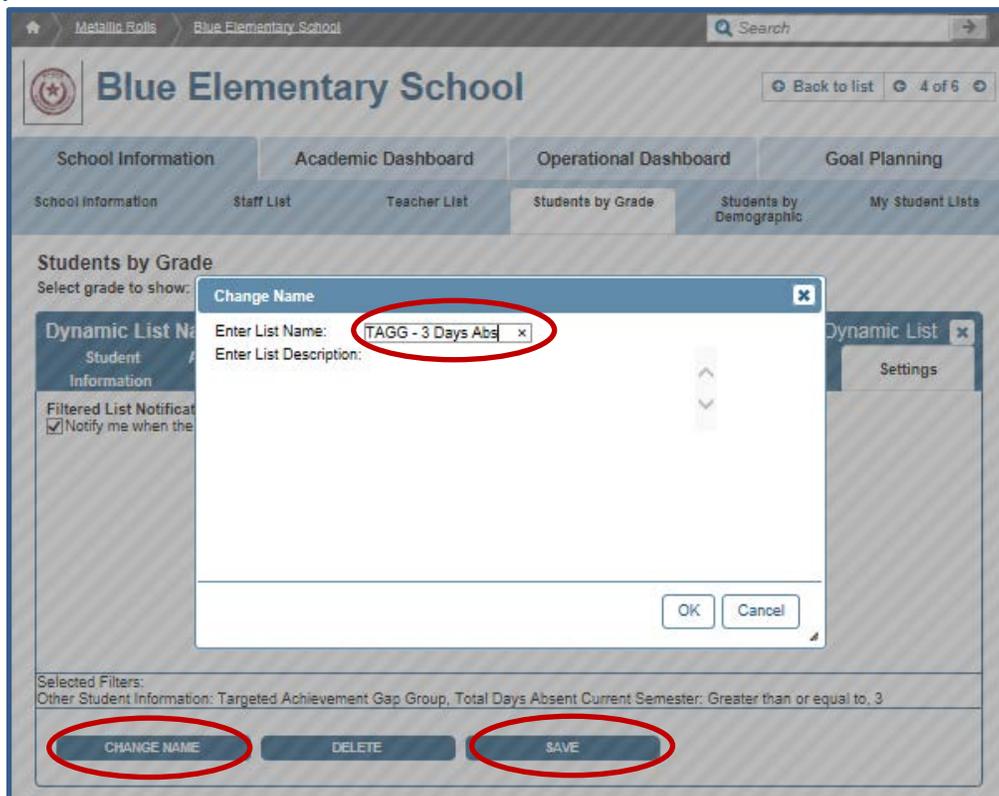
CHANGE NAME DELETE SAVE

The list will automatically update to include only the students who meet the specific criteria selected on the Dynamic List.

4. Now click the 'Settings' tab. You will see a box you can check under the 'Filtered List Notifications' heading. Check the box next to 'Notify me when the list of students changes' and you will then receive an email each time there is a change made to the dynamic list.

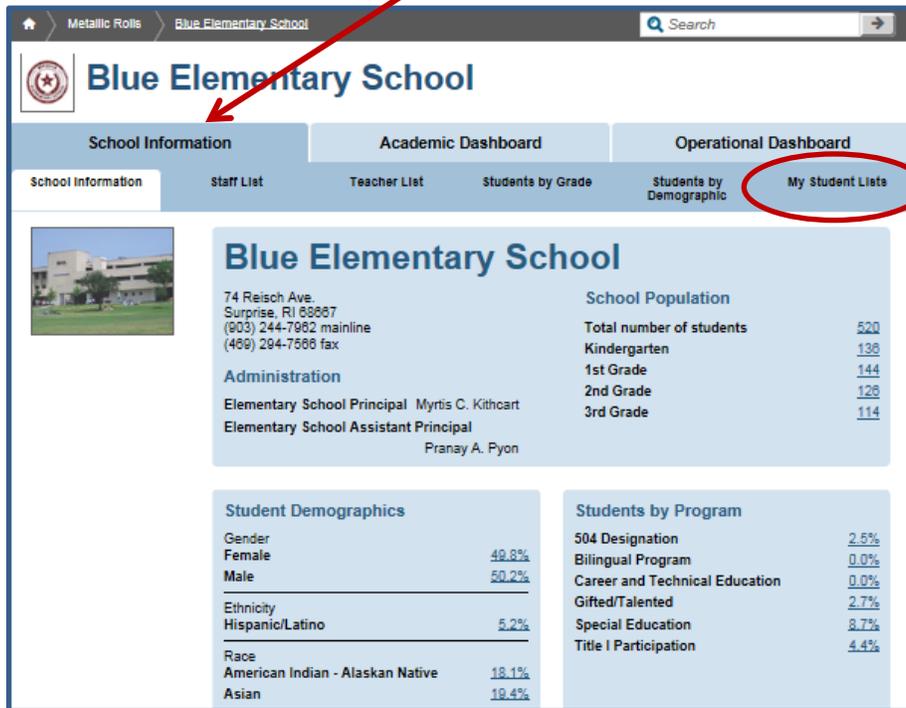


5. Now click 'Change Name' and enter a name for your Dynamic List. After entering a name for your list be sure to click 'Save'.



Exercise 2.1: Accessing a Dynamic List

1. To access your Dynamic Lists click the 'School Information' tab and then click the 'My Student Lists' tab.



The screenshot shows the Blue Elementary School dashboard. The 'School Information' tab is selected, and within it, the 'My Student Lists' sub-tab is circled in red. A red arrow points from the 'My Student Lists' tab to the 'School Information' tab. The dashboard displays school information, administration details, and student demographics.

Blue Elementary School
74 Reisch Ave.
Surprise, RI 03887
(903) 244-7982 mainline
(469) 294-7588 fax

Administration
Elementary School Principal Myrtis C. Kithcart
Elementary School Assistant Principal Praney A. Fyon

School Population

| Total number of students | 520 |
|--------------------------|-----|
| Kindergarten | 136 |
| 1st Grade | 144 |
| 2nd Grade | 126 |
| 3rd Grade | 114 |

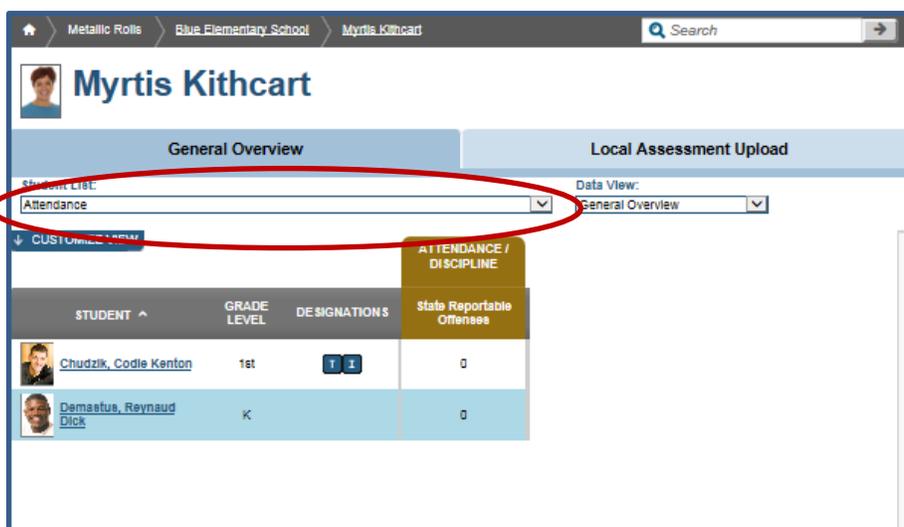
Student Demographics

| Gender | |
|----------------------------------|-------|
| Female | 49.8% |
| Male | 50.2% |
| Ethnicity | |
| Hispanic/Latino | 5.2% |
| Race | |
| American Indian - Alaskan Native | 18.1% |
| Asian | 19.4% |

Students by Program

| | |
|--------------------------------|------|
| 504 Designation | 2.5% |
| Bilingual Program | 0.0% |
| Career and Technical Education | 0.0% |
| Gifted/Talented | 2.7% |
| Special Education | 8.7% |
| Title I Participation | 4.4% |

2. Select the dynamic list you would like to work with from the dropdown menu and your list will automatically populate.



The screenshot shows the Myrtis Kithcart dashboard. The 'Attendance' dynamic list is selected in the dropdown menu, which is circled in red. The dashboard displays a table of student attendance and discipline data.

Myrtis Kithcart

General Overview

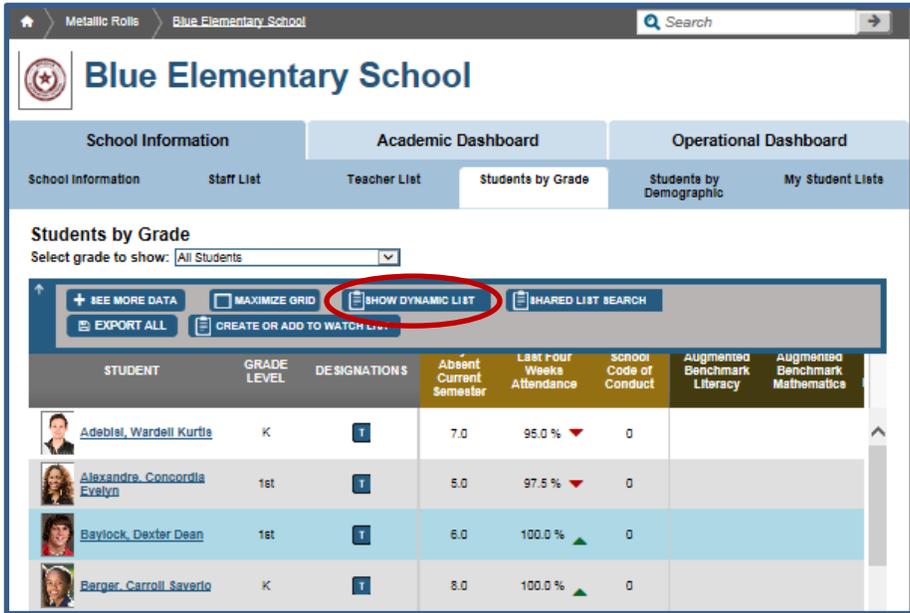
Student List: Attendance

Data View: General Overview

| STUDENT | GRADE LEVEL | DESIGNATIONS | ATTENDANCE / DISCIPLINE |
|--|-------------|--------------|-------------------------|
|  Chudzik, Codie Kenton | 1st | T I | 0 |
|  Demastus, Revnaud Dick | K | | 0 |

Exercise 2.2: Edit/Modify Dynamic Lists

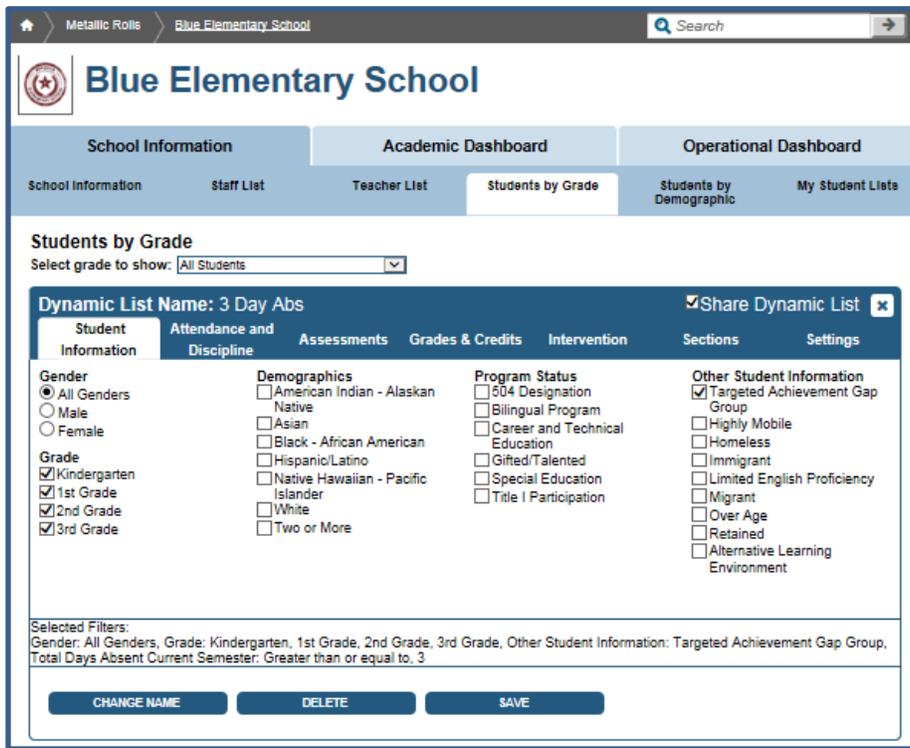
1. To change the filters within a Dynamic List, you must first click 'Customize View' while you are in a Dynamic List. Then you will select 'Show Dynamic List'. This will bring up the filter selection screen.



The screenshot shows the Blue Elementary School dashboard. The 'Academic Dashboard' is active, and the 'Students by Grade' view is selected. The 'SHOW DYNAMIC LIST' button is circled in red. Below the buttons is a table of student data.

| STUDENT | GRADE LEVEL | DESIGNATIONS | Absent Current Semester | Last Four Weeks Attendance | School Code of Conduct | Augmented Benchmark Literacy | Augmented Benchmark Mathematics |
|---|-------------|--------------|-------------------------|----------------------------|------------------------|------------------------------|---------------------------------|
|  Adeblal, Wardell Kurtie | K | T | 7.0 | 95.0 % | 0 | | |
|  Alexandra, Concordia Evelyn | 1st | T | 5.0 | 97.5 % | 0 | | |
|  Baylock, Dexter Dean | 1st | T | 6.0 | 100.0 % | 0 | | |
|  Barger, Carroll Saverio | K | T | 8.0 | 100.0 % | 0 | | |

2. Once the filter selection screen comes up you can modify the criteria for the list by selecting or unselecting filters, which will modify the results. Be sure to save all changes.



The screenshot shows the Blue Elementary School dashboard with the 'Dynamic List Name: 3 Day Abs' filter selection screen open. The 'Share Dynamic List' checkbox is checked. The screen displays various filter categories and options.

Dynamic List Name: 3 Day Abs Share Dynamic List

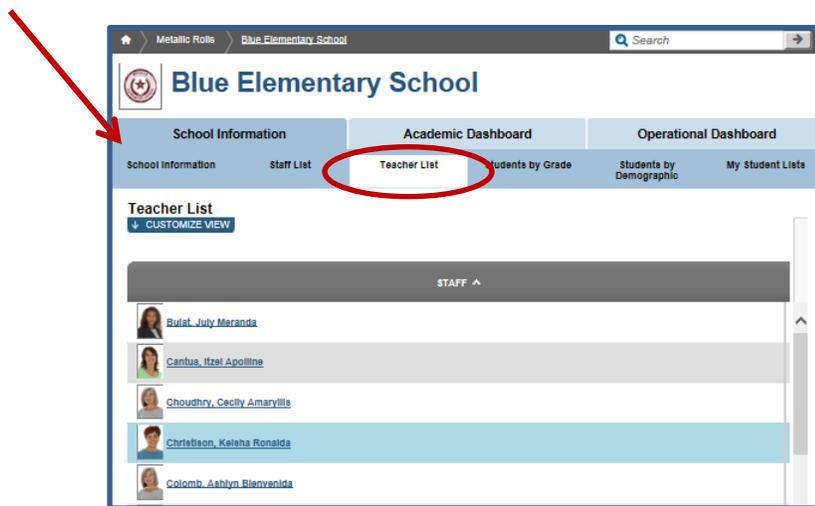
| Student Information | Attendance and Discipline | Assessments | Grades & Credits | Intervention | Sections | Settings |
|---|--|-------------|--|--------------|--|----------|
| Gender <input checked="" type="radio"/> All Genders <input type="radio"/> Male <input type="radio"/> Female | Demographics <input type="checkbox"/> American Indian - Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black - African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian - Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Two or More | | Program Status <input type="checkbox"/> 504 Designation <input type="checkbox"/> Bilingual Program <input type="checkbox"/> Career and Technical Education <input type="checkbox"/> Gifted/Talented <input type="checkbox"/> Special Education <input type="checkbox"/> Title I Participation | | Other Student Information <input checked="" type="checkbox"/> Targeted Achievement Gap Group <input type="checkbox"/> Highly Mobile <input type="checkbox"/> Homeless <input type="checkbox"/> Immigrant <input type="checkbox"/> Limited English Proficiency <input type="checkbox"/> Migrant <input type="checkbox"/> Over Age <input type="checkbox"/> Retained <input type="checkbox"/> Alternative Learning Environment | |

Selected Filters:
Gender: All Genders, Grade: Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, Other Student Information: Targeted Achievement Gap Group, Total Days Absent Current Semester: Greater than or equal to, 3

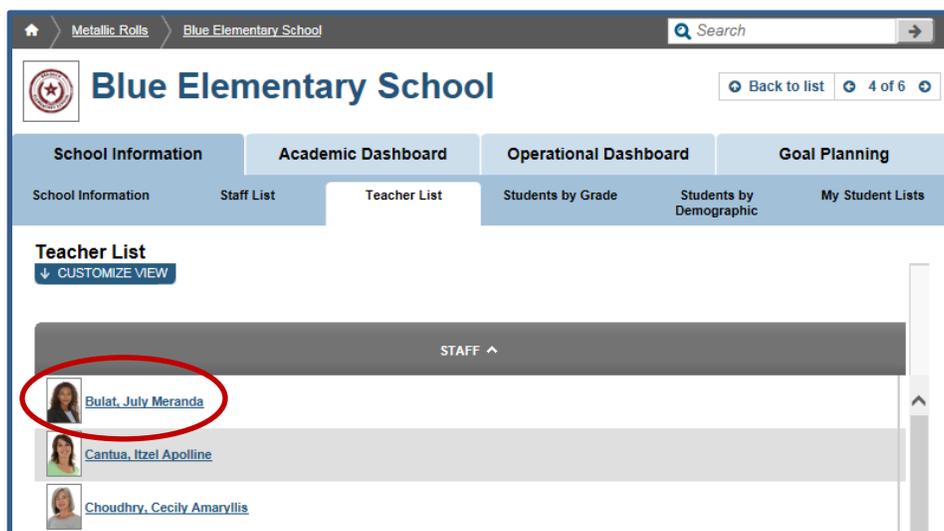
Exercise 3: Local Assessment Upload Feature

The StudentGPS dashboards have been expanded to include a local assessment upload feature for teachers and administrators. From the local assessment upload tab, teachers can choose to upload DIBELS 6th, DIBELS Next, DRA, DSA, and STAR assessments. Templates have been pre-loaded in the dashboards. You can select specific courses to populate the student portion. Then results will be entered into a simple upload feature.

1. To access the Local Assessment Upload you must need to click the 'School Information' tab and then select the 'School List' tab.



2. This will populate the list of every school in your district. For this exercise scroll down to the Elementary School heading and select the 'Teachers' link to the right of Blue Elementary School. This will generate a list of all teachers for the Blue Elementary School. Now select the teacher 'July Bulat'.



3. On the Teacher Landing Page, there will be two tabs. Select 'Local Assessment Upload' to upload data. Then you can select a section, the date and time of the assessment, and the assessment type. You can also see previously stored assessments.

The screenshot shows the 'Local Assessment Upload' form. A red arrow points to the 'Local Assessment Upload' tab. The form includes the following fields:

- Select a section:
- Select the date of the assessment:
- Select the time of the assessment:
- Select the assessment:
- Stored for this section:

At the bottom, there are filters:

4. Once you have selected the assessment and entered the assessment details, you will then see the template for the assessment. There are additional filters located in the upper right hand corner that will allow you to select specific students and data fields. Changes must be saved by clicking the save button located in the bottom right corner.

The screenshot shows the assessment template. The form fields are filled with the following values:

- Select a section:
- Select the date of the assessment:
- Select the time of the assessment:
- Select the assessment:
- Stored for this section:

Below the form, there is a table with the following columns: FULL NAME, STUDENT USI, INITIAL SOUND FLUENCY, LETTER NAMING FLUENCY, WORD USE FLUENCY, PHONEME SEGMENTATION, NONSENSE WORD FLUENCY -CLS, and ORAL RE FLUE. The table contains five rows of student data:

| | FULL NAME | STUDENT USI | INITIAL SOUND FLUENCY | LETTER NAMING FLUENCY | WORD USE FLUENCY | PHONEME SEGMENTATION | NONSENSE WORD FLUENCY -CLS | ORAL RE FLUE |
|--------------------------|---------------------|-------------|-----------------------|-----------------------|------------------|----------------------|----------------------------|--------------|
| <input type="checkbox"/> | Abdul P. Zubrowski | 461680 | | | | | | |
| <input type="checkbox"/> | Adelbert P. Morford | 461561 | | | | | | |
| <input type="checkbox"/> | Agnes D. Piorkowski | 556579 | | | | | | |
| <input type="checkbox"/> | Artie H. Deaver | 463906 | | | | | | |
| <input type="checkbox"/> | Brad D. Liquorish | 461713 | | | | | | |

At the bottom, there are filters:

Exercise 3: Local Assessment Upload Results Page

The data entered utilizing this feature will be displayed down the strand level and will roll-up to the classroom and school level. The illustration below depicts the strand level presentation of the data.

EXAMPLE: Display of local assessment data results

| All DIBELS (Most recent scores for all students) | | | | | | | | | |
|--|-------------------|-------|-----------------------------|---------------------------|-----------------------------|----------------------------|-----------------------------|------------------------------------|---------|
| DATE | STUDENT | GRADE | DIBELS NEXT COMPOSITE SCORE | FIRST SOUND FLUENCY (FSF) | LETTER NAMING FLUENCY (LNF) | PHONEME SEGMENTATION (PSF) | NONSENSE WORD FLUENCY (NWF) | DIBELS ORAL READING FLUENCY (DORF) | DAZE |
| # of Students with Mastery of Skill | | | | 1 of 10 | 1 of 10 | 1 of 10 | 1 of 10 | 2 of 10 | 2 of 10 |
| 11/3/2013 | Gotch, Sean | 2nd | 198 | | | | | | |
| 11/5/2013 | Hobbs, Trenlan | 1st | 238 | | | | | | |
| 11/3/2013 | Holland, Melissa | 2nd | 170 | | | | | | |
| 11/3/2013 | Jones, Kandi | 2nd | 180 | | | | | | |
| 11/5/2013 | Kalnz, Matthew | 1st | 168 | | | | | | |
| 11/3/2013 | Matthews, Clinton | 2nd | 185 | | | | | | |
| 11/5/2013 | Mills, Willie | 1st | 245 | | | | | | |
| 11/3/2013 | Thompson, Whitt | 2nd | 169 | | | | | | |
| 11/5/2013 | Victors, Harry | 1st | 190 | | | | | | |
| 11/5/2013 | Williams, Todd | 1st | 205 | | | | | | |

Exercise 4: Search for Information

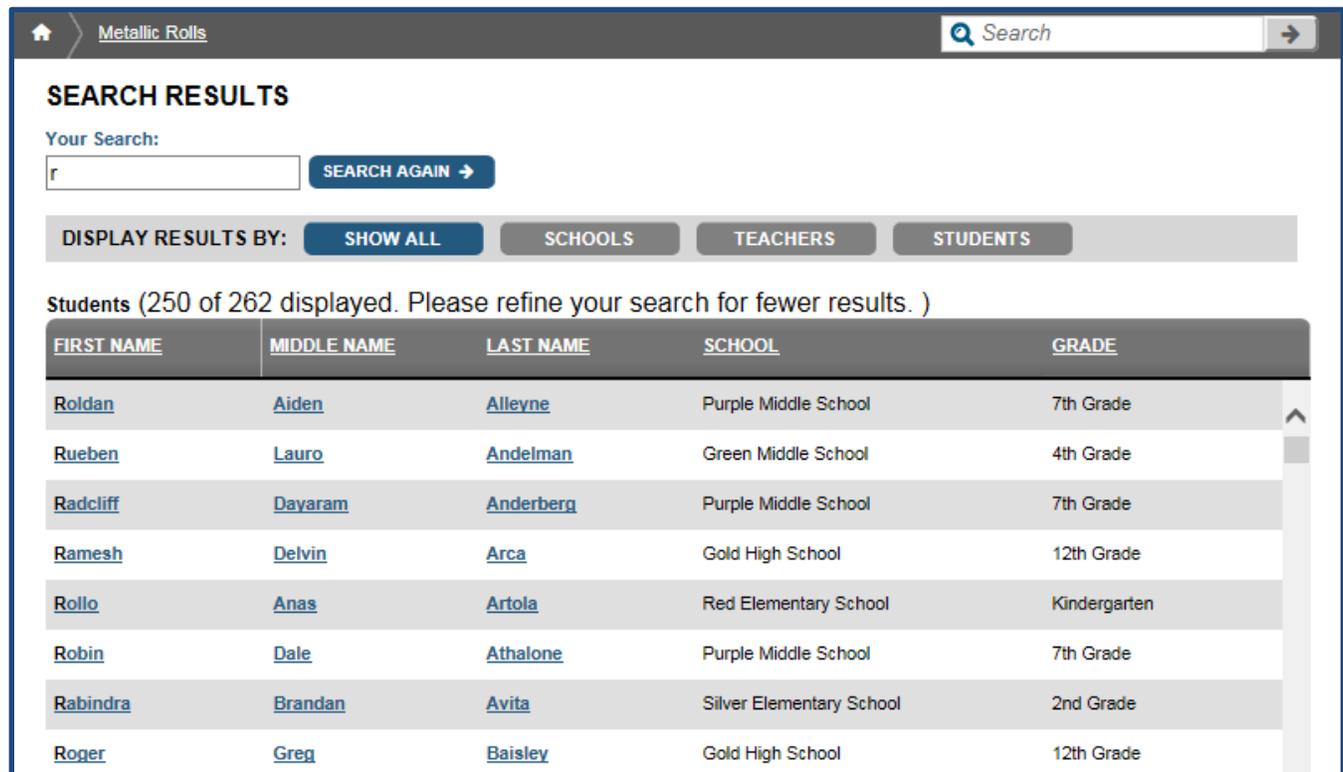
The search field allows you to locate students. If you have access to more than one campus, use the search field to find that campus page. If you have access to teachers, you may search for them as well. This exercise demonstrates how to search for a student to view his/her basic information, academic dashboard, and transcript page.

1. Type a name in the 'Search' box. For this exercise type "R" and hit enter.



The screenshot shows the top navigation bar of the Arkansas Department of Education website. The logo is on the left, followed by the text "ARKANSAS DEPARTMENT OF EDUCATION". On the right, there are buttons for "EXPORT ALL", "PRINT", "SUPPORT", and "LOG OUT". Below this is a breadcrumb trail: "Metallic Rolls" > "Blue Elementary School". A search bar is located on the right side of the breadcrumb trail, containing the text "Search" and a magnifying glass icon. The search bar is circled in red. Below the breadcrumb trail is the "Blue Elementary School" logo and name.

2. All results for that letter/name will populate in a results list.



The screenshot shows the search results page. The breadcrumb trail is "Metallic Rolls". The search bar contains "r". Below the search bar is a "SEARCH AGAIN" button. The "DISPLAY RESULTS BY:" section has buttons for "SHOW ALL", "SCHOOLS", "TEACHERS", and "STUDENTS". The "Students (250 of 262 displayed. Please refine your search for fewer results.)" section contains a table with the following data:

| FIRST NAME | MIDDLE NAME | LAST NAME | SCHOOL | GRADE |
|--------------------------|-------------------------|---------------------------|--------------------------|--------------|
| Roldan | Aiden | Alleyne | Purple Middle School | 7th Grade |
| Rueben | Lauro | Andelman | Green Middle School | 4th Grade |
| Radcliff | Dayaram | Anderberg | Purple Middle School | 7th Grade |
| Ramesh | Delvin | Arca | Gold High School | 12th Grade |
| Rollo | Anas | Artola | Red Elementary School | Kindergarten |
| Robin | Dale | Athalone | Purple Middle School | 7th Grade |
| Rabindra | Brandan | Avita | Silver Elementary School | 2nd Grade |
| Roger | Greg | Baisley | Gold High School | 12th Grade |

- Using the scroll bar on the right side of the display column, scroll down and select 'Rolanda R. Budhram'. Click on a name to see the student's basic information and parent contact information ('Student Information'), academic and attendance data ('Academic Dashboard'), and course history ('Transcript').

The screenshot displays a web interface for a student named Rolanda R. Budhram. At the top, there is a navigation bar with 'Metallic Rolls' and 'Blue Elementary School', a search bar, and a 'Back to search' button. The student's name and grade level (1st Grade) are prominently displayed, along with the state ID #461585. Below this, there are three main tabs: 'Student Information', 'Academic Dashboard', and 'Transcript'. Under 'Academic Dashboard', there are sub-tabs for 'Overview', 'Attendance and Discipline', 'State Assessments', 'Local Assessments', 'Grades and Credits', and 'Interventions'. The 'Overview' sub-tab is selected, showing a student photo and basic information: Grade Level (1st Grade) and Current Age (7). Below this is a 'PERFORMANCE SUMMARY' section with three columns: 'METRIC CATEGORY', 'PERFORMANCE SUMMARY', and 'METRIC STATUS'. The 'Attendance and Discipline' category shows 14 metrics met goal for Attendance and 2 metrics met goal for Discipline. The 'Local Assessments' category shows 3 metrics met goal for Interim Assessments.

| METRIC CATEGORY | PERFORMANCE SUMMARY | METRIC STATUS |
|---|---------------------|---------------|
| <ul style="list-style-type: none"> Attendance and Discipline <ul style="list-style-type: none"> Attendance: 14 metrics met goal Discipline: 2 metrics met goal | | |
| <ul style="list-style-type: none"> State Assessments <ul style="list-style-type: none"> Augmented Benchmark and End-of-Course Exams ITBS Assessments Student Growth Percentile | | |
| <ul style="list-style-type: none"> Local Assessments <ul style="list-style-type: none"> Interim Assessments Teacher Entered Assessments: 3 metrics met goal | | |

Exercise 5: Create Watch List

The Watch List feature in the StudentGPS Dashboard allows you to monitor the performance of select students and can serve as an early warning system. Popular uses include monitoring effectiveness of interventions, monitoring specific programs, and the progress of performance indicator metrics.

This exercise details the process for creating a watch list for 2nd Grade Students that did not score 130 or above on the ITBS Standard Score Reading Total.

1. On the Blue Elementary School page click on the 'School Information' tab and then the 'Students by Grade' tab. Under the Students by Grade heading select '2nd Grade' from the dropdown menu.

Blue Elementary School

Students by Grade

Select grade to show: 2nd Grade

| STUDENT | GRADE LEVEL | DESIGNATIONS | ATTENDANCE / DISCIPLINE | | Augmented Benchmark Literacy | Augmented Benchmark Mathematics | ITBS Standard Score Reading Total |
|------------------------|-------------|--------------|----------------------------|------------------------|------------------------------|---------------------------------|-----------------------------------|
| | | | Last Four Weeks Attendance | School Code of Conduct | | | |
| Alhambra, Leni Latifah | 2nd | L T I | 100.0 % | 0 | | | 138 |
| Alteri, Nickolaus Izzy | 2nd | I | 100.0 % | 0 | | | 141 |

2. Click on the column header for 'ITBS Standard Score Reading Total' to display students with low performance at the top. Then click on 'Customize View.'

Blue Elementary School

Students by Grade

Select grade to show: 2nd Grade

CUSTOMIZE VIEW

| STUDENT | GRADE LEVEL | DESIGNATIONS | ATTENDANCE / DISCIPLINE | | Augmented Benchmark Literacy | Augmented Benchmark Mathematics | ITBS Standard Score Reading Total |
|------------------------|-------------|--------------|----------------------------|------------------------|------------------------------|---------------------------------|-----------------------------------|
| | | | Last Four Weeks Attendance | School Code of Conduct | | | |
| Alhambra, Leni Latifah | 2nd | L T I | 100.0 % | 0 | | | 138 |
| Alteri, Nickolaus Izzy | 2nd | I | 100.0 % | 0 | | | 141 |

3. Click on 'Create or Add to Watch List.'

The screenshot shows the 'Blue Elementary School' dashboard. The 'Students by Grade' section is active, displaying a table of students. The 'CREATE OR ADD TO WATCH LIST' button is circled in red.

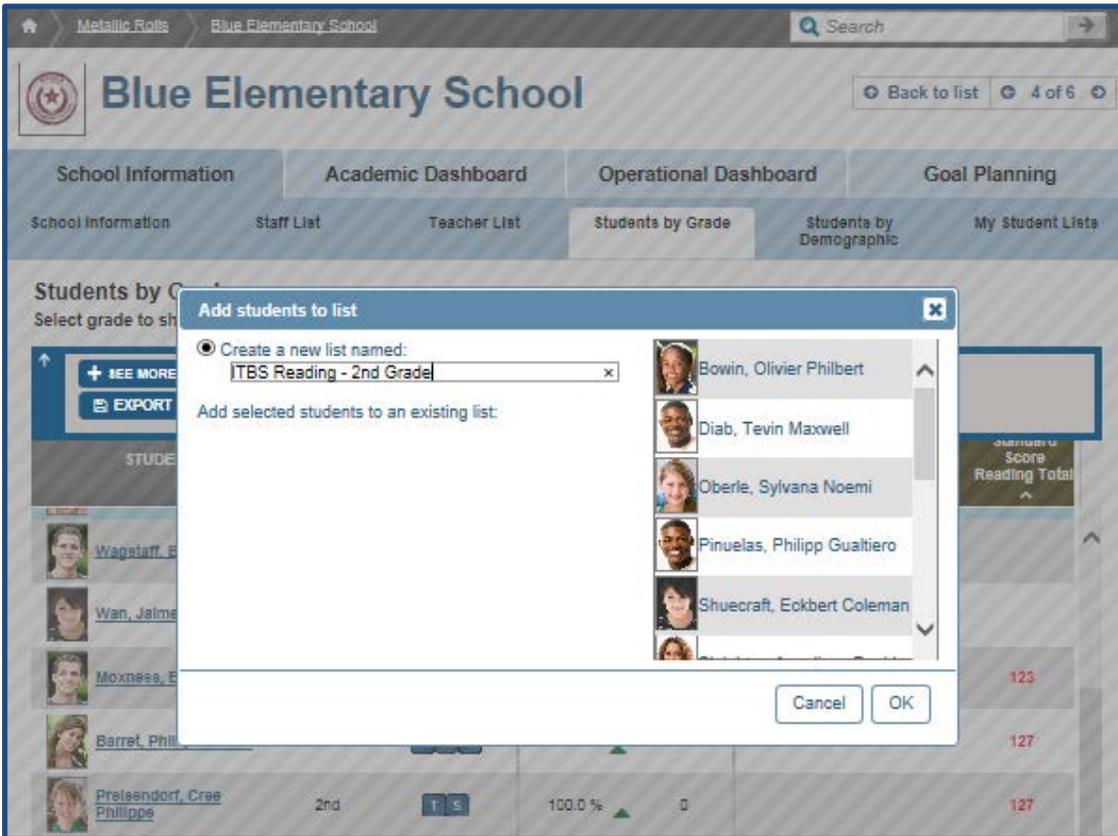
| STUDENT | GRADE LEVEL | DESIGNATIONS | Last Four Weeks Attendance | School Code of Conduct | Augmented Benchmark Literacy | Augmented Benchmark Mathematics | ITBS Standard Score Reading Total |
|--|-------------|--------------|----------------------------|------------------------|------------------------------|---------------------------------|-----------------------------------|
| Bowlin, Olivier Philbert | 2nd | T | 100.0 % | 0 | | | |
| Diab, Tavin Maxwell | 2nd | | 97.5 % | 0 | | | |

4. Click the box to the left to add students that did not score at least 130 in the ITBS Standard Score Reading Total and then click 'Add selected students to the watch list.'

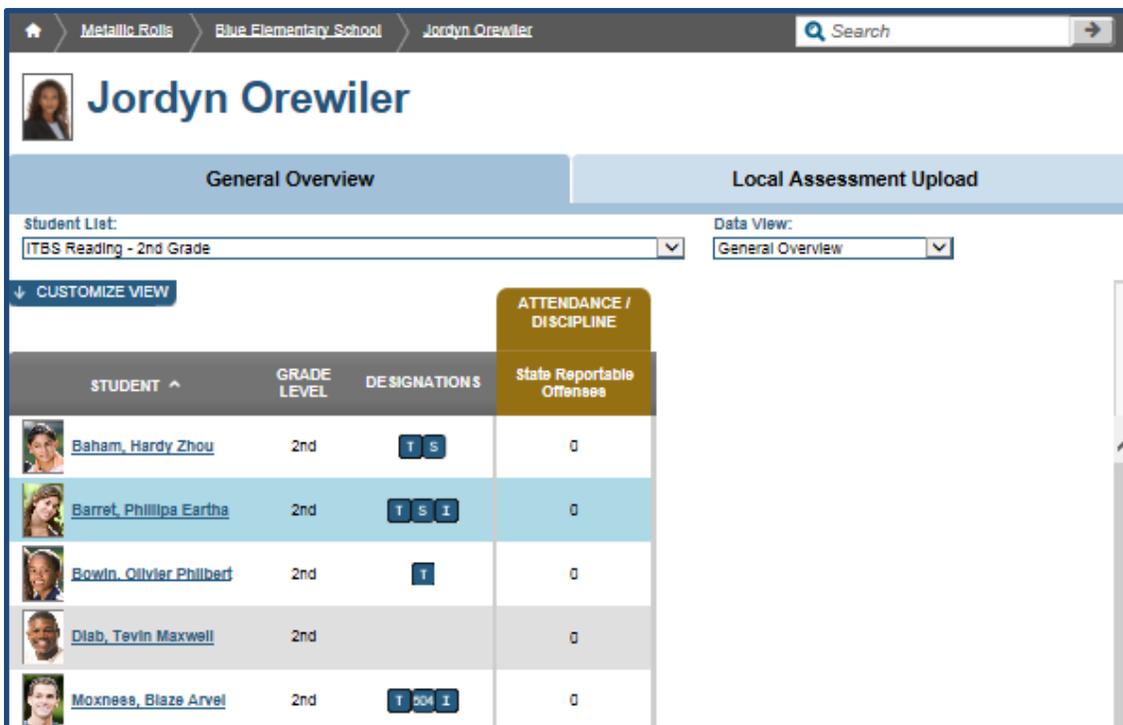
The screenshot shows the 'Blue Elementary School' dashboard. The 'Students by Grade' section is active, displaying a table of students. The 'ADD SELECTED STUDENTS TO WATCH LIST' button is circled in red. A red arrow points to the checkboxes in the 'STUDENT' column.

| <input type="checkbox"/> | STUDENT | GRADE LEVEL | DESIGNATIONS | Last Four Weeks Attendance | School Code of Conduct | Augmented Benchmark Literacy | Augmented Benchmark Mathematics | ITBS Standard Score Reading Total |
|-------------------------------------|---|-------------|--------------|----------------------------|------------------------|------------------------------|---------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Wan, Jaime Olan | 2nd | | 100.0 % | 0 | | | |
| <input checked="" type="checkbox"/> | Moxness, Blaze Arvel | 2nd | T S I | 95.0 % | 0 | | | 123 |
| <input checked="" type="checkbox"/> | Barret, Phillippa Eartha | 2nd | T S I | 92.5 % | 0 | | | 127 |
| <input checked="" type="checkbox"/> | Preisendorf, Cree Phillippe | 2nd | T S | 100.0 % | 0 | | | 127 |
| <input checked="" type="checkbox"/> | Baham, Hardy Zhou | 2nd | T S | 85.0 % | 0 | | | 129 |
| <input type="checkbox"/> | Fjaseph, Korbinian Ajith | 2nd | T S I | 95.0 % | 0 | | | 130 |
| <input type="checkbox"/> | Wilkson, Mickie Lawrie | 2nd | T I | 95.0 % | 0 | | | 130 |

- Name the Watch List. We have chosen the name 'ITBS Reading – 2nd Grade' Once named, click 'OK.'



- Now the Watch List will appear under the Student List dropdown menu.



7. To delete students from the Watch List, rename the list, or delete the list, click 'Customize View' and 'Edit Watch List.'

The screenshot shows the user interface for Jordyn Orewiler. The 'Student List' is set to 'ITBS Reading - 2nd Grade'. The 'Data View' is set to 'General Overview'. A toolbar contains three buttons: '+ SEE MORE DATA', 'MAXIMIZE GRID', and 'EDIT WATCH LIST'. The 'EDIT WATCH LIST' button is circled in red. Below the toolbar is a table with columns: STUDENT, GRADE LEVEL, DESIGNATIONS, and State Reportable Offenses.

| STUDENT | GRADE LEVEL | DESIGNATIONS | State Reportable Offenses |
|--------------------------|-------------|--------------|---------------------------|
| Baham, Hardy Zhou | 2nd | T S | 0 |
| Barret, Phillippa Eartha | 2nd | T S I | 0 |
| Bowlin, Olivier Philbert | 2nd | T | 0 |

8. With the Edit Watch List function, you can select/deselect the box next to the student name to add and remove. Select your desired edit, make changes, and select 'OK' when prompted. If you do not wish to change your watch list, click 'Cancel.'

The screenshot shows the same user interface as above, but with a dialog box open. The dialog box is titled 'Remove students from list' and contains the text 'The following students will be removed from the list:'. Below the text is a list of students with checkboxes. The student 'Moxness, Blaze Arvel' is selected. At the bottom of the dialog box are 'Cancel' and 'OK' buttons.

| STUDENT | GRADE LEVEL |
|--|-------------|
| Baham, Hardy Zhou | 2nd |
| Barret, Phillippa Eartha | 2nd |
| Bowlin, Olivier Philbert | 2nd |
| Dlab, Tevin Maxwell | 2nd |
| <input checked="" type="checkbox"/> Moxness, Blaze Arvel | 2nd |
| Oberie, Sylvana Noemi | 2nd |
| Pinuelas, Phillipp Guarfiaro | 2nd |