Teacher Profile Walkthrough

DECISION ANALYTICS & INFORMATION MANAGEMENT

Looking to drive instructional decisions based on your school's staff data? Want to become a pro at using your Power BI dashboards?

This guide aims to walk Shelby County's school administration teams through the absences, observations, and vacancy data available in Power BI and even gives some tips and tricks on how to be a Power BI "Power User."

Who can access this dashboard?

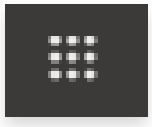
Principals, Assistant Principals, ILD's

If there is a team member at your school who monitors observation, absence, or vacancy data and does not have access, email DAIM@scsk12.org with the user's email address.

LOG IN TO POWERBI

Logging into Power BI is as easy as logging into your SCS email account.

CLICK FOR HOW-TO INSTRUCTIONS

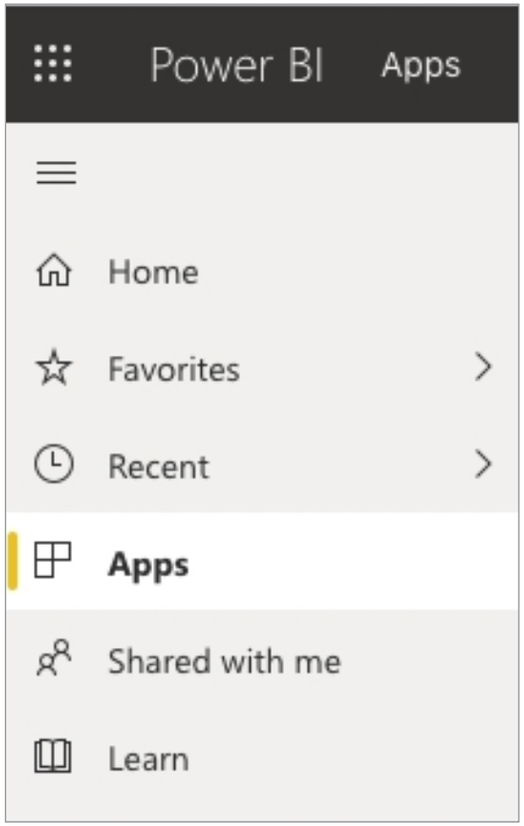


Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

If you have more questions or need support on the data in the dashboard, contact our helpdesk at DAIM@scsk12.org. We take pride in our responsiveness and excellent customer service!

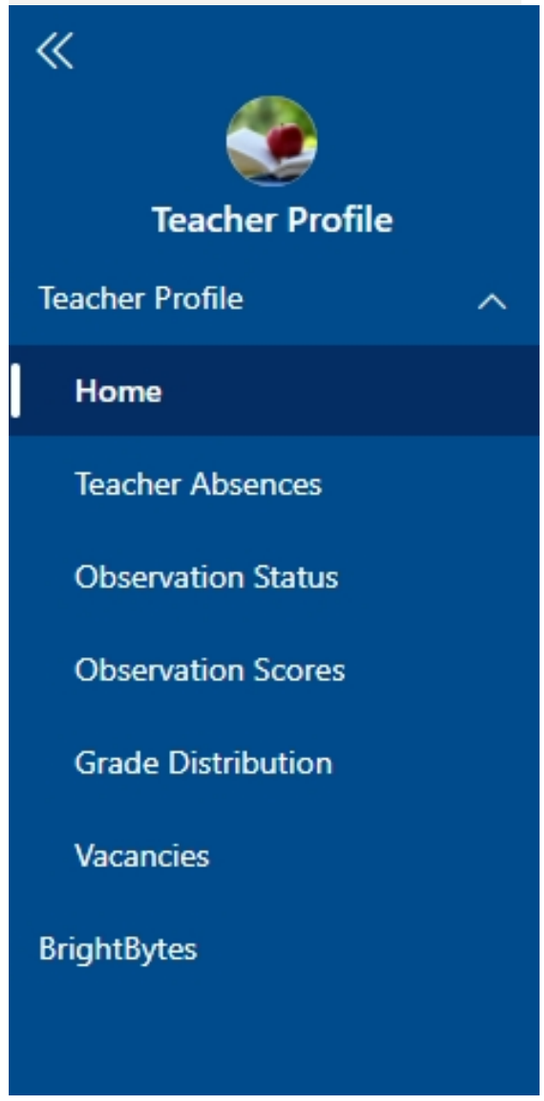
Finding the Teacher Profile Dashboard

LOG INTO POWER BI AND SELECT APPS



CLICK THE TEACHER PROFILE

CLICK TO VISIT PAGES IN THE MENU

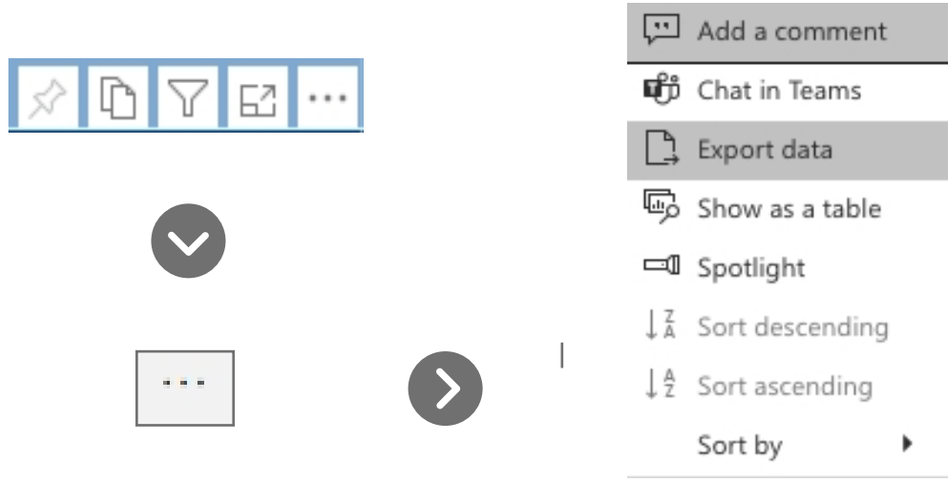


Power BI Tips & Tricks

How do I share data with my staff?

EXPORT DATA FROM TABLES

Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."

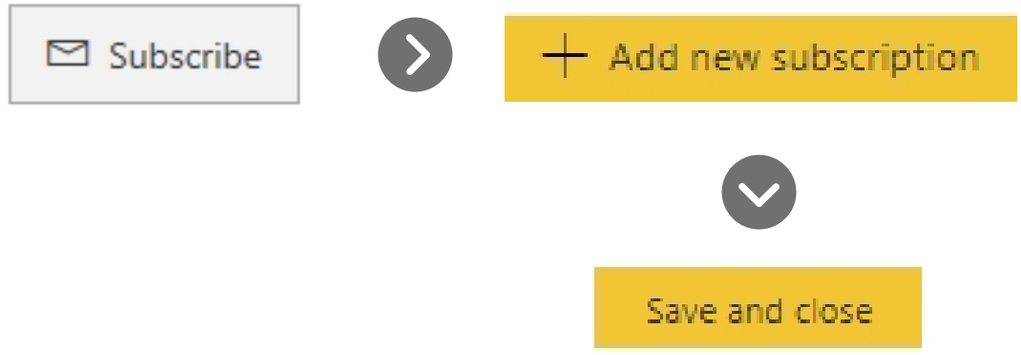


How do I subscribe to emailed reports?

STEP BY STEP INSTRUCTIONS

SUBSCRIBE TO EMAIL REPORTS

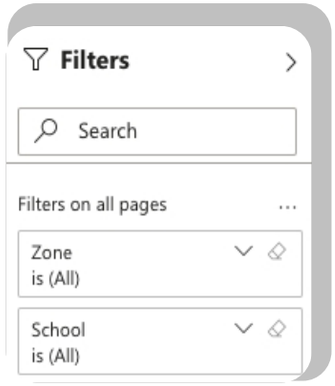
Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."



Power BI Tips & Tricks

KNOW YOUR FILTERS

All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!



RESET TO DEFAULT

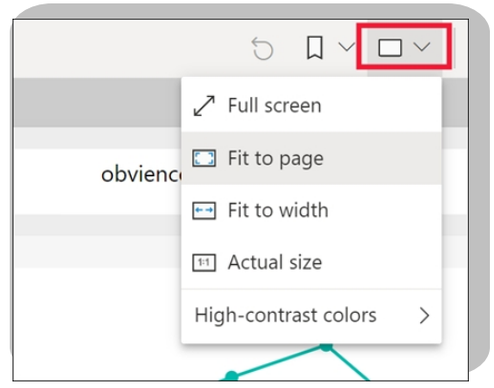
All of the Power BI dashboards will have the Reset to Default button located right above in the blue menu bar. Select this button every time you open a dashboard to clear out all the filters and reset the dashboard back to it's overview state before viewing the data.

INTERACTIVE CHARTS & TABLES

Most of the charts and tables in Power BI are interactive with the rest of the visuals on the page. If you click a chart, the table on the page will filter to just that data and vice versa. This is particularly helpful if you are interested in looking for possible relationships between variables or if you want to quickly filter a table.

RESIZE YOUR SCREEN

Options in the View menu give you flexibility to display report pages at the size and width you choose.



FIND A BUG, NEED SOME HELP, OR WANT TO MAKE A REQUEST? EMAIL US AT DAIM@SCSK12.ORG.

Teacher Profile Home Page

1 STEP 1
View the current greatest opportunity areas within your building

2 STEP 2
View your percentage of observations completed and the volume of absences data

3 STEP 3
View the distribution of grades visual for data for your building

4 STEP 4
View the duration of vacancies visual for data within your building(s)

NOTE: ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.

Teacher Absences

1 STEP 1
View the total absences, % of grades given, and avg observational scores for your building

2 STEP 2
Hover over teachers in the table to view additional absence data for each teacher

3 STEP 3
View your time off volume by day data and the half day and full day absence data

4 STEP 4
View the total absences by month data for your building

School Year: 2020-21
School: Melrose High
Zone: 16

% of Failing Grades	Avg. Teachers Days Absent	% Observ. Complete	Average Observ. Score
[redacted]	[redacted]	[redacted]	

1 Melrose High

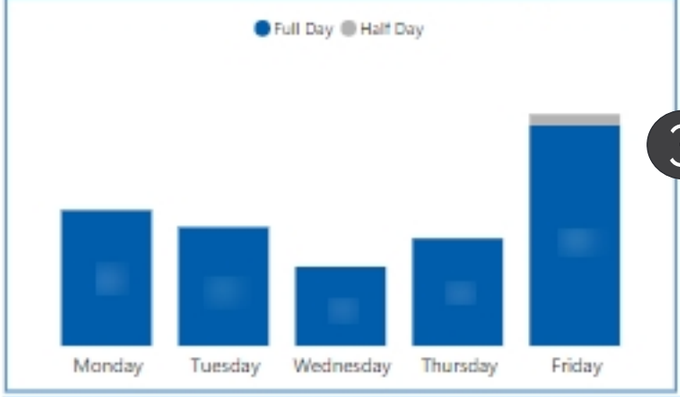
Total Used Absences	% of "F" Grades Given	Average Observational Score
0.50 – 19.00	0.00% – 51.10%	4.06 – 4.06

Hover Over Teacher to See Additional Information

Employee ID	Last Name	First Name	Absences
[redacted]	[redacted]	[redacted]	19
[redacted]	[redacted]	[redacted]	14
[redacted]	[redacted]	[redacted]	12
[redacted]	[redacted]	[redacted]	11
[redacted]	[redacted]	[redacted]	9
[redacted]	[redacted]	[redacted]	8
[redacted]	[redacted]	[redacted]	6
[redacted]	[redacted]	[redacted]	5
[redacted]	[redacted]	[redacted]	4
[redacted]	[redacted]	[redacted]	4
[redacted]	[redacted]	[redacted]	3
[redacted]	[redacted]	[redacted]	3
[redacted]	[redacted]	[redacted]	3

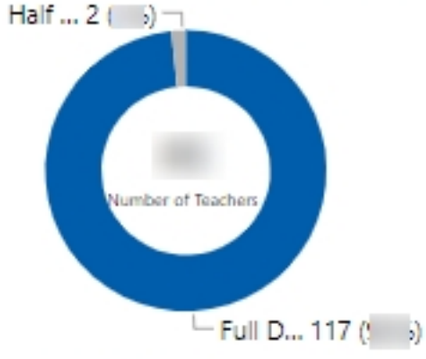
2

What is the Time Off Volume by Day?



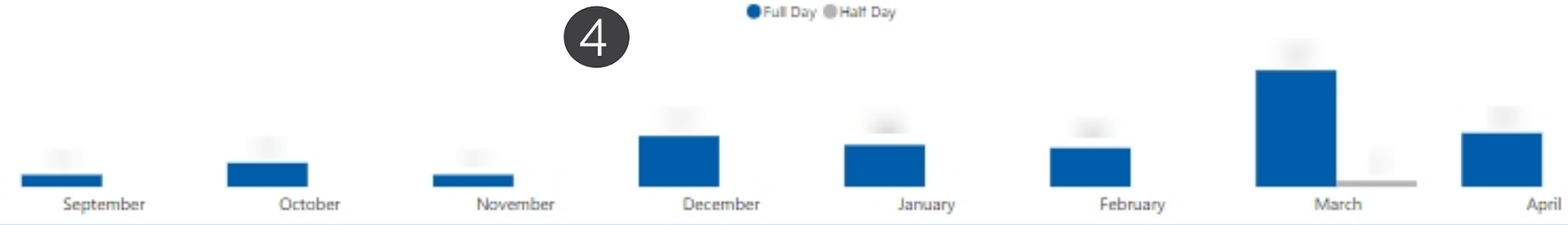
3

What are the Total Absences by Half or Full Day?



Total Number of Absences by Month?

4



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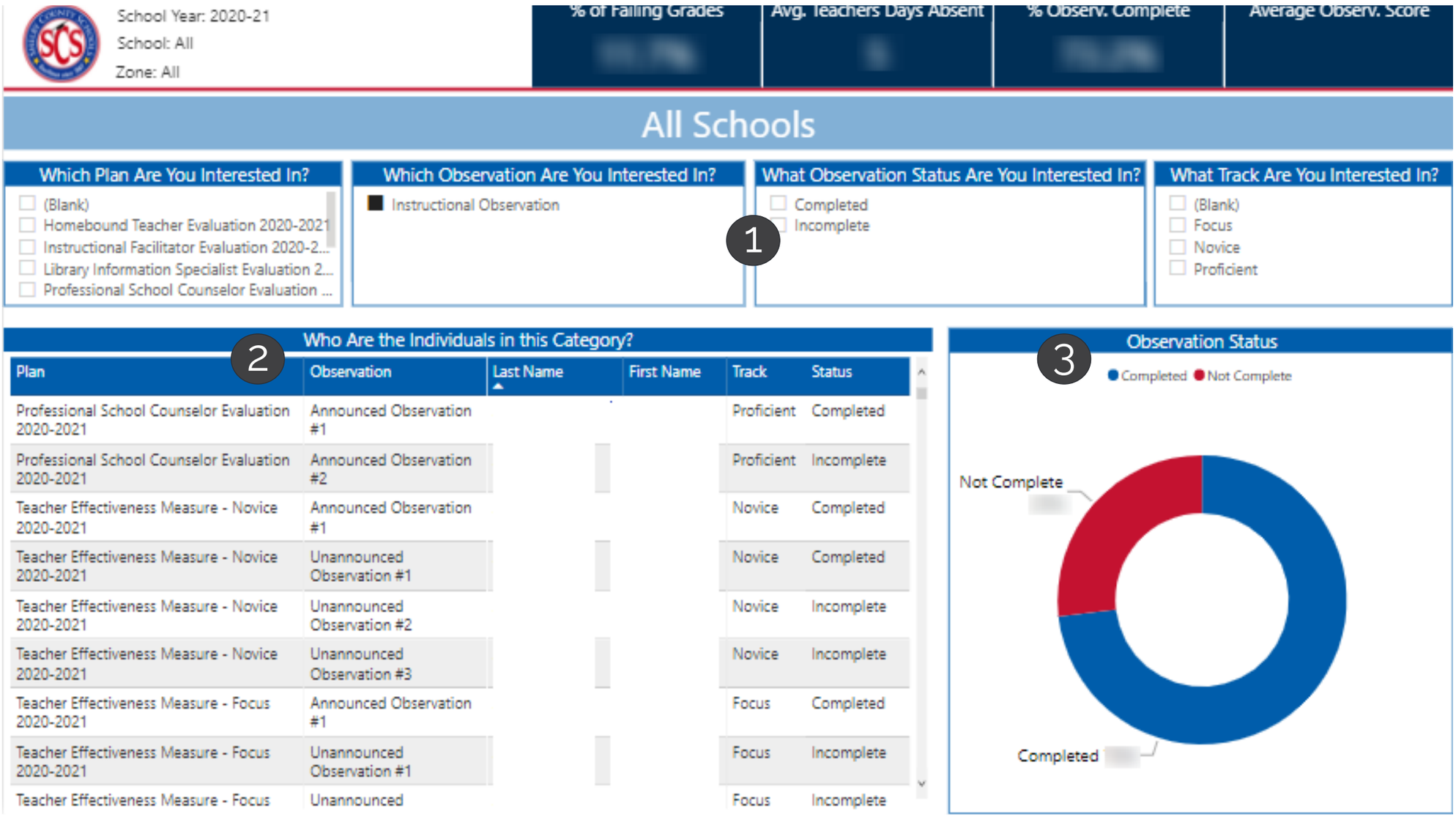
Observation Status

1 STEP 1
Select the on-page filters for plans, observation and tracks to filter the page

2 STEP 2
View the table of teachers that you filtered down to. You can also export this data

3 STEP 3
View your school's observation status data



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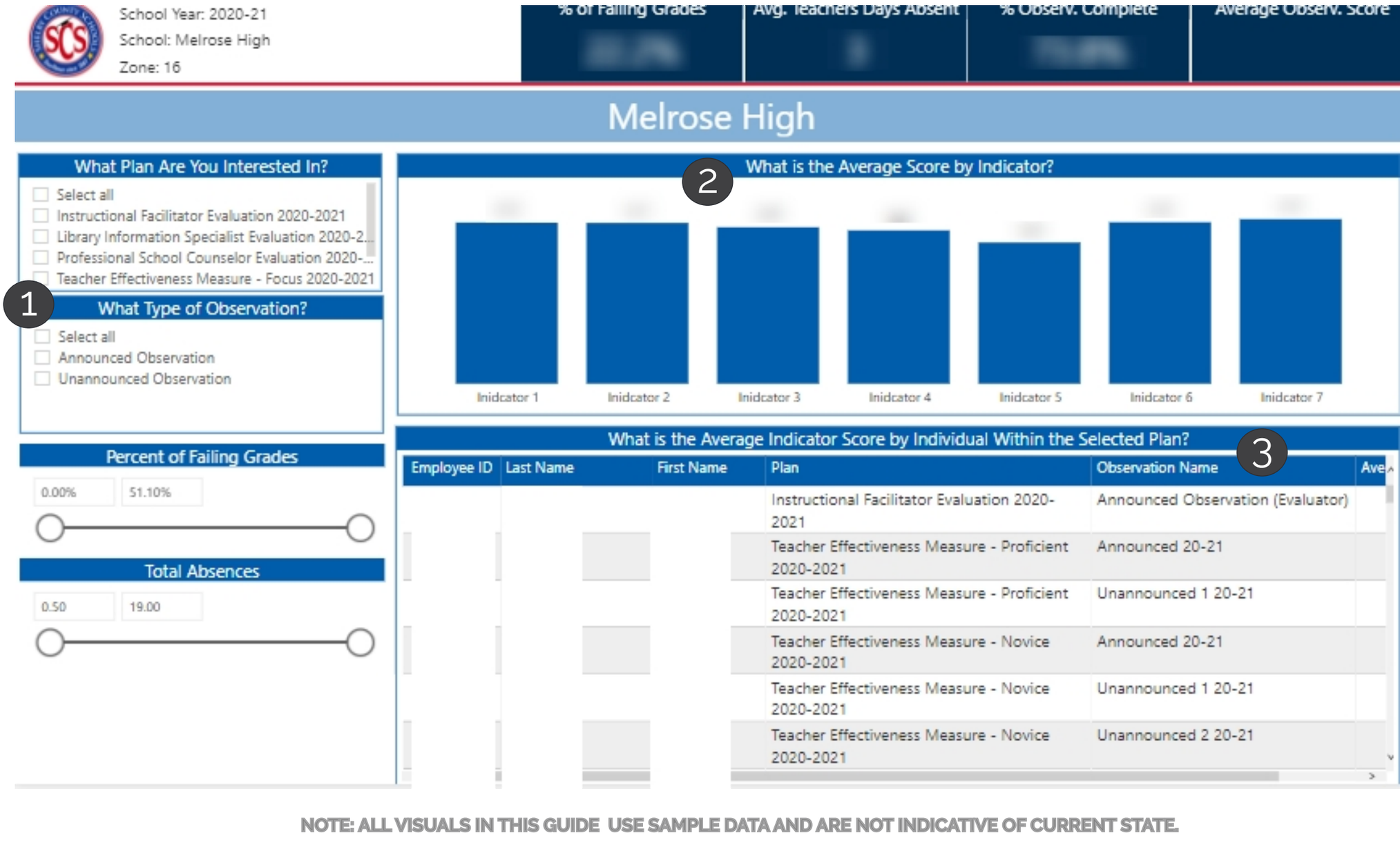
Observation Scores

1 STEP 1
Select the filter for what plan and the type of observation you want to filter the page by

2 STEP 2
View the average score by indicator data for your building

3 STEP 3
View your average indicator score within the selected plan data



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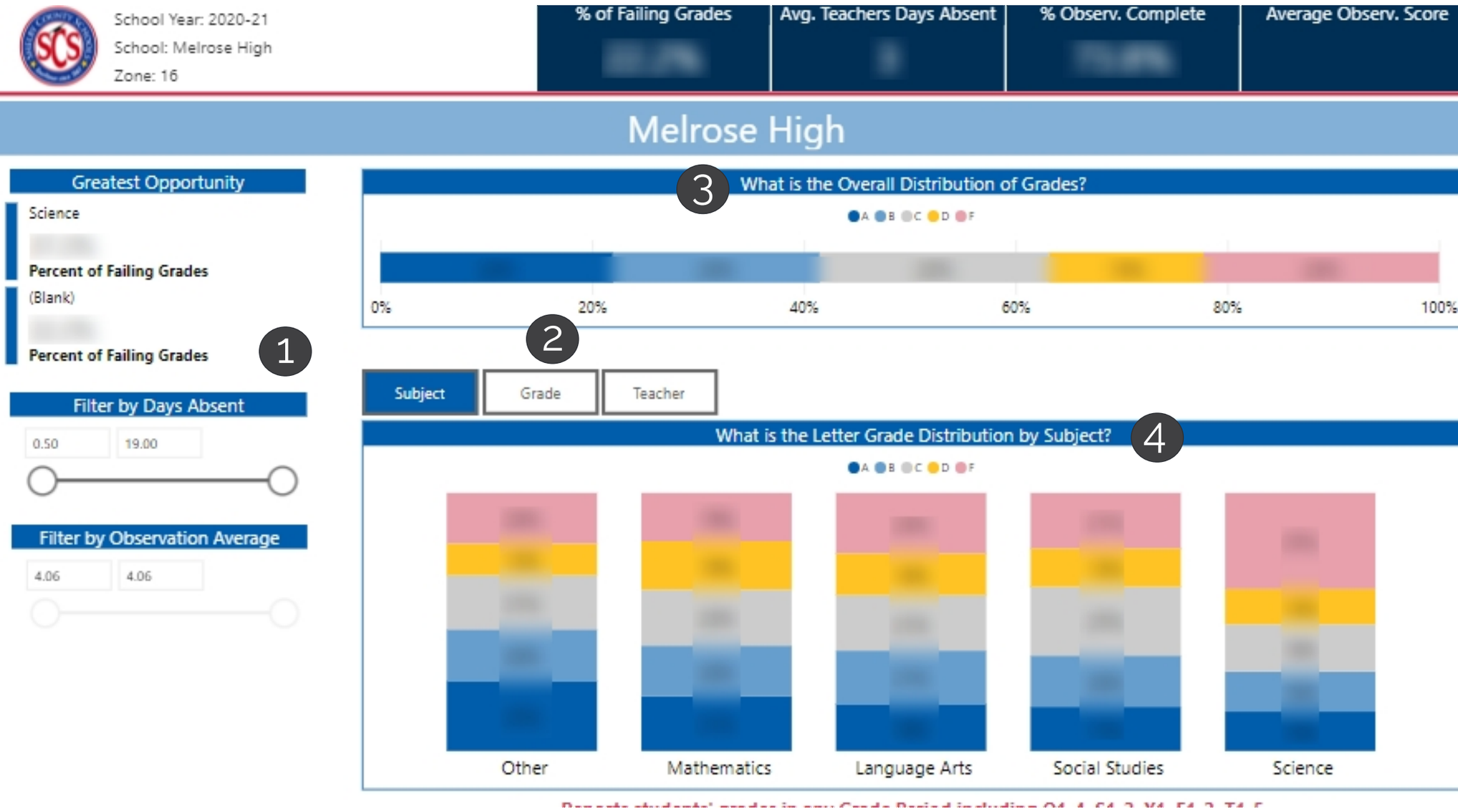
Grade Distribution

1 STEP 1
View the data for your building's greatest opportunity and filter by days absent

2 STEP 2
Filter the entire page by the Subject, Grade, or Teacher buttons

3 STEP 3
View the overall distribution of grades data for your building

4 STEP 4
View the letter grade distribution by subject visual to see your schools distribution data



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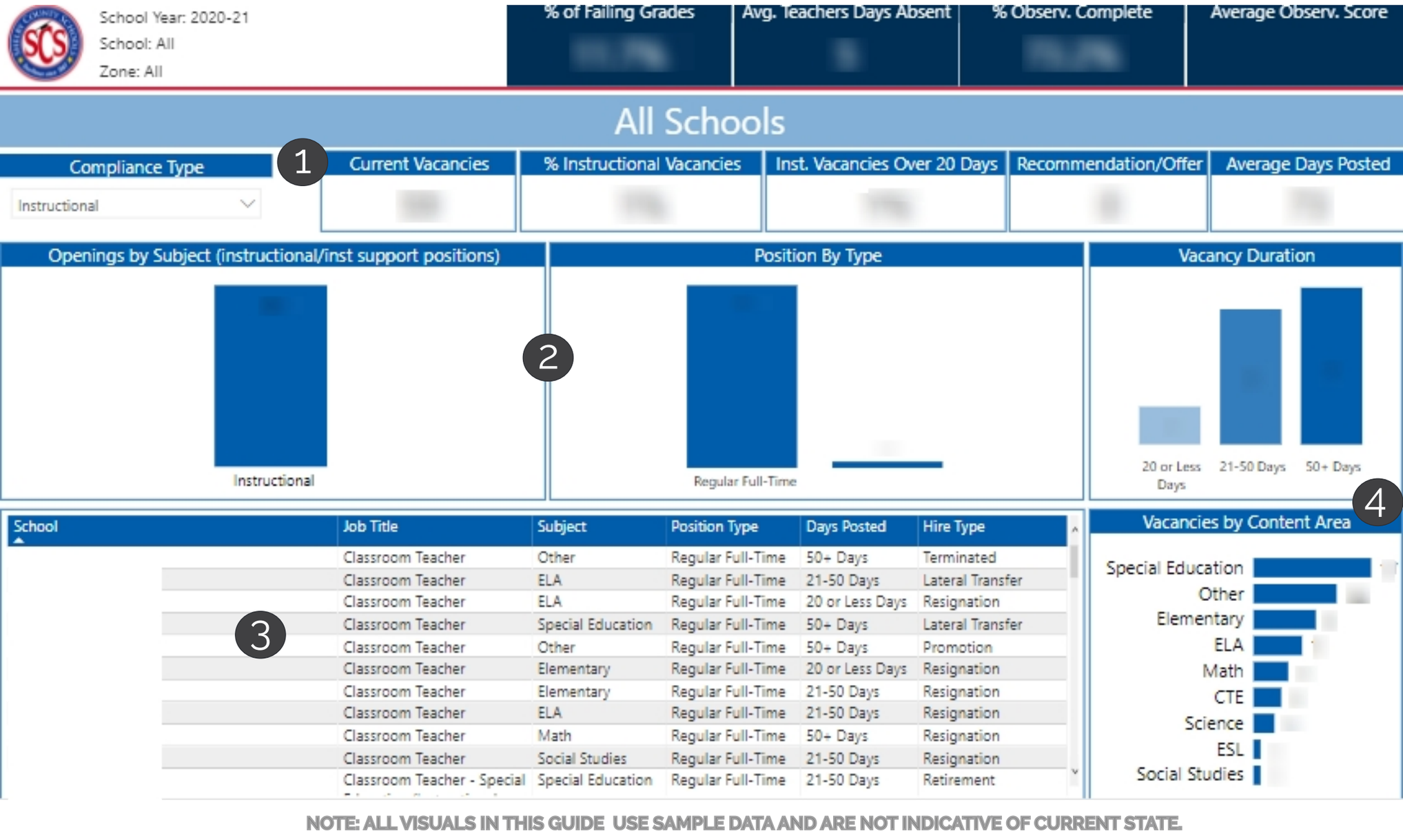
Vacancies

1 STEP 1
View the numbers for current and instructional vacancies, recommendations/offers, and average days posted

2 STEP 2
View the position openings and position type data for your building

3 STEP 3
View the table below for your building(s) current vacancies

4 STEP 4
View the vacancies by content area visual for a look at what specific areas are currently vacant



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