Ed-Fi Dashboard

School-Based Training Facilitation Guide

Time Duration	Notes	Slides
2 mins	**Training Objectives and Training Norms** • *Training Objectives* ○ Emphasize that this training will provide all the information that they will need to learn about the dashboards and provide ideas how to best utilize them. • *Training Norms* ○ Inform trainees that they are welcome to ask questions throughout the training but they may also write their questions down on post-its.	1-4
15 mins	**Shelby Ed-Fi Dashboards and Data Sources** • *Shelby Ed-Fi Dashboards* ○ Review the various components of Ed-Fi (data warehouse, various types of dashboards: Academic, Talent Management, Data Usage Module, Early Warning System). ○ Highlight that the Ed-Fi dashboards have been designed to: ▪ Grant ACCESS to current and historical data ▪ Lay out the data in an EASY, clear way ▪ LINK data that is housed in different data systems ▪ Present a MULTI-DIMENSIONAL view of student and staff data ○ Highlight the importance of confidentiality when reviewing student data. • *Data Sources:* ○ Remind the participants that this image represents a broad view of the data sources that feed into the dashboards. ○ Academic Dashboards are populated from PowerSchool, ACT/SAT reports, and TCAP. ○ Emphasize that the data in the Ed-Fi Dashboards is populated from school-level data sources. If there are errors in the source data, then there will be errors in the Dashboards.	5-12
10 mins	**Data Levels and User Roles** • *Data Levels:*	13-15

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Explain that data within the Ed-Fi dashboards can be viewed on the individual student and teacher level, and is also aggregated at the school and entire district level.
Various user roles provide access to these levels based on the permissions of the role.

- *User Roles:*
  - The user roles are divided into two main levels –District and School, and all roles provide access to aggregate data at the district and school levels.
    - District Administrators will only have access to Teachers and Students in the schools they are associated with (i.e. ILDs).
    - School users (principals, counselors, and teachers) will only have access to teachers and students within their schools that they are associated with.
    - Teachers will only be able to see student information for students they are currently teaching.
    - Certain confidential data (i.e. socioeconomic indicators) will not be available to teachers or counselors, even if they have access to student data.
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Accessing and Navigating the Ed-Fi Dashboards

Accessing the Ed-Fi Dashboards

- The Ed-Fi dashboards area accessed via an internet browser.
- Explain that access to the Ed-Fi dashboards requires a Shelby County email address and password.

Navigating the Dashboards

- Explain that you are going to log into a training version of the dashboards that includes fake data – all district, school, teacher, and student names have been changed/replaced, and all data has been randomized.
- Begin by logging into the training dashboards as a **Teacher** and review the following:
  - How to navigate from the teacher homepage, to the school level, to the district level.
  - Review the Academic Dashboard Tab
  - Discuss the sub-tabs
    - Attendance and Discipline
    - State Assessments
    - Grades and Credits
    - Advanced Academics
    - College and Career Readiness
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- - Discuss the metric summaries on the Academic Dashboard Overview tab
    - Explain that the aggregated data reflects the counts/averages of all students in the district/school
    - Select a metric and explain the metric indicators
    - Click through to the detail level of a metric
    - Explain the "Trend" indicators
    - Explain hover-over definitions
    - Explain goals
    - Explain the "More" button and the options
    - Click the "More" button to display historical data and school lists
    - Go back to the Homepage
    - Explain the various student lists available
    - Explain how to customize the view and
      - Add columns
      - Create filters
      - Create a dynamic watchlist
    - Drill-down on a student
      - Explain the student information page
      - Review data that appears on the academic dashboard tab that is specific to the student level:
        - Attendance by period
        - ACT Detail
  - Log into the training dashboards as a **Principal** and review the following:
    - Staff Information pages

Shelby Ed-Fi Resources • Remind trainees that there are several resource documents available on the Shelby Ed-Fi support website that they can access to help them navigate the dashboards. • The support site URL is: www.scsk12.org/edfi	19

Accessing your Ed-Fi Dashboard
 	
• Ask trainees to practice logging on to their actual dashboards by following the instructions on the slide.
   ○ Encourage trainees to navigate around the dashboards and try going through the scenarios in the Guided Exercises hand out.
   ○ Walk trainees through how to log technical issues with the dashboards in Footprints (you can use the Footprints Quick Start Guide for reference).
   ○ Take note of any trainees experiencing issues logging on to their dashboards
	20

15 mins	**Questions**	21