

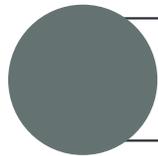


Digital Engagements

DECISION ANALYTICS & INFORMATION MANAGEMENT

Looking to drive instructional decisions based on your school's student usage 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 remote learning engagement data available in Power BI and even gives some tips and tricks on how to be a Power BI



Who can access this dashboard?

Principals, Assistant Principals, ILDs, Counselors

If there is a team member at your school who monitors remote learning attendance 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](#)

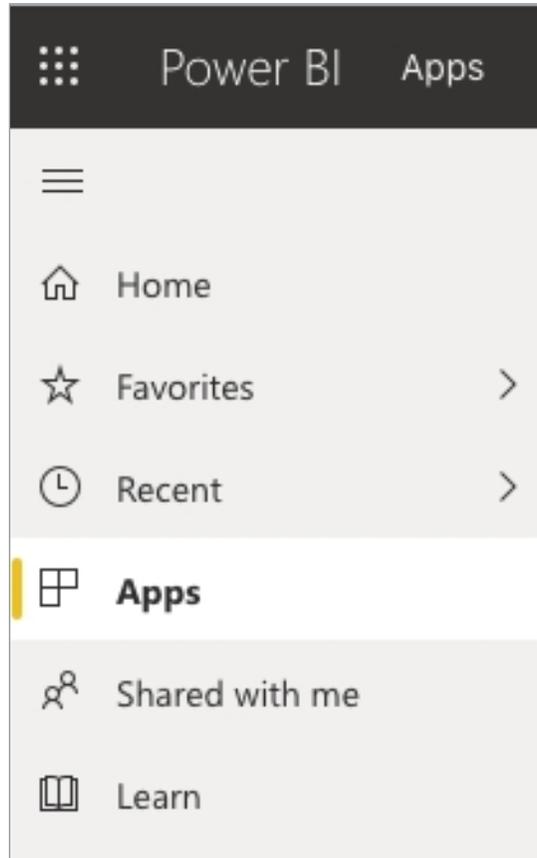


Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

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 Digital Engagements Dashboard

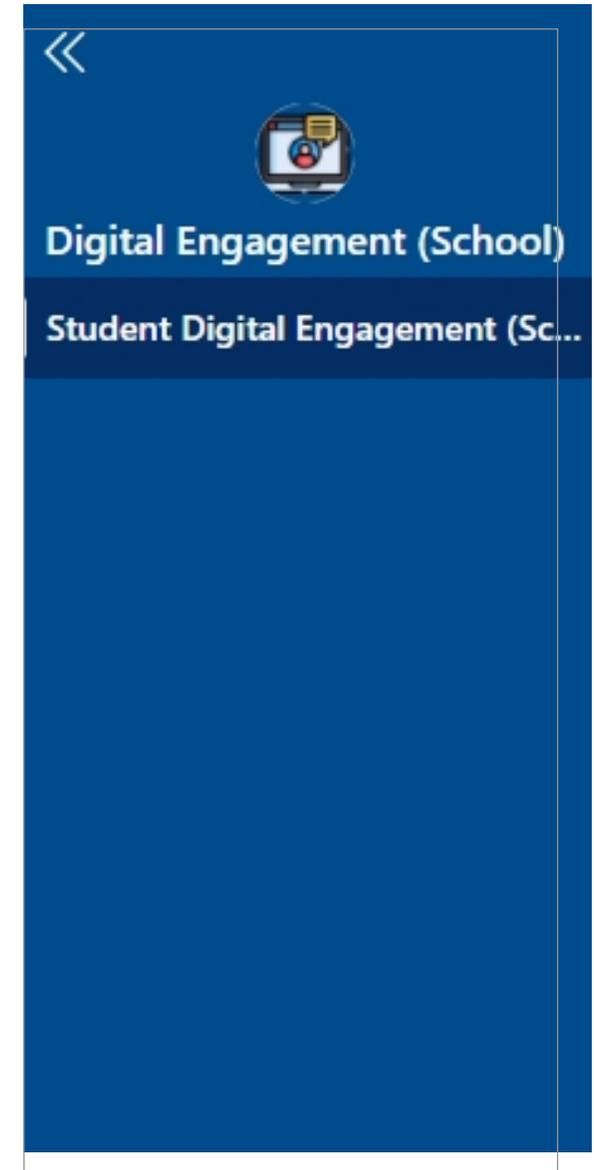
LOG INTO POWER BI AND SELECT APPS



CLICK THE DIGITAL ENGAGEMENTS DASHBOARD



CLICK TO VISIT PAGES IN THE MENU

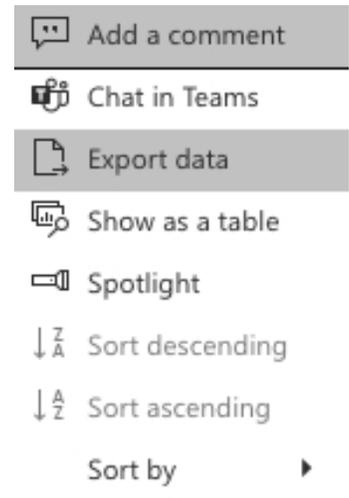


Power BI Tips & Tricks

How do I share data with my staff?

EXPORT DATA FROM TABLES

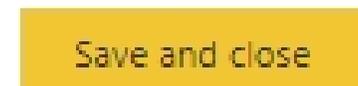
Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."



How do I subscribe to emailed reports?

SUBSCRIBE TO EMAIL REPORTS

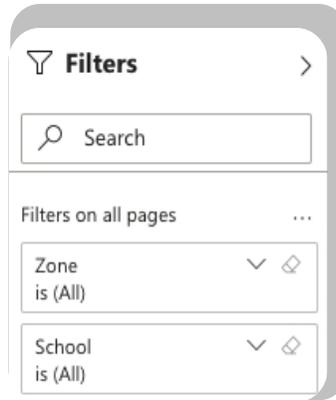
Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."



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

 Reset to default  Bookmarks 

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 its original state before viewing the data.

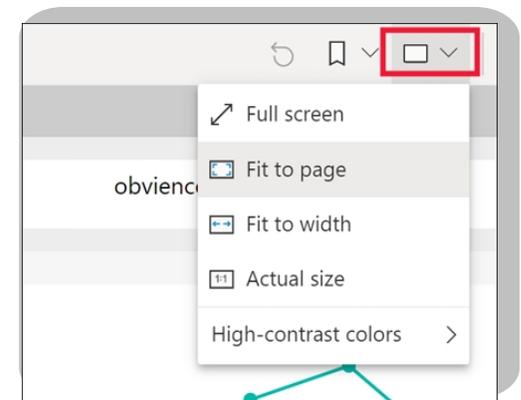


INTERACTIVE CHARTS & TABLES

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.



Digital Engagements Overview

The home page for the Digital Engagements dashboard. This page is vertically scrollable.

1

STEP 1

Take a look over the digital engagements home page

2

STEP 2

View your usage & attendance data and students using software data

3

STEP 3

View your Clever, Teams, and Absence-Not Connected (ANC) Events login rate data

Overview

1

Details

Reports

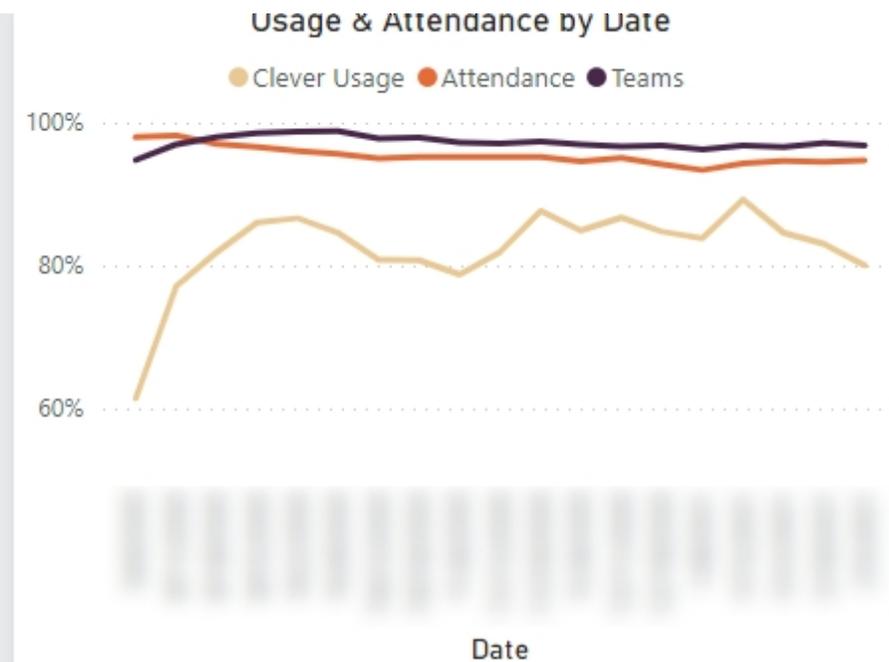
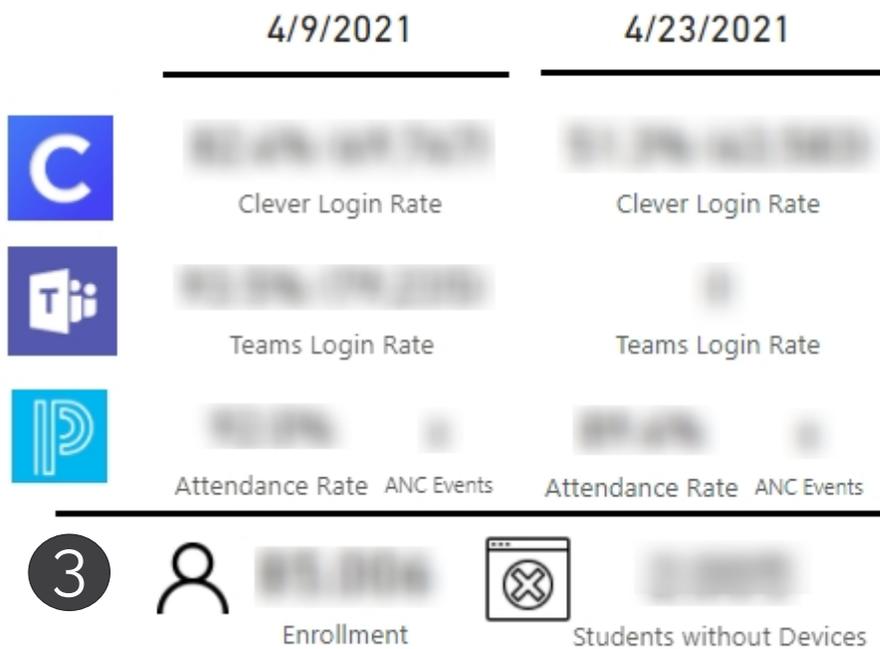
Data Status

4/23/2021

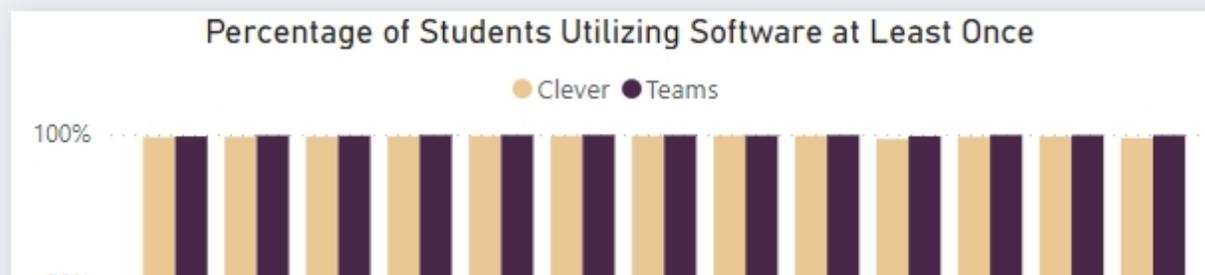
Report Data Available

4/9/2021

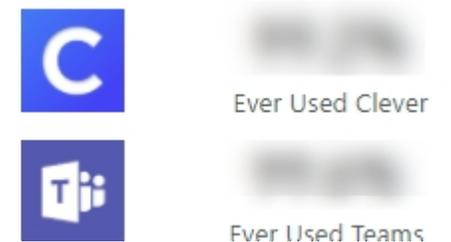
Report Date Available



2



Students Using Software (At Least Once)



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

Clever Usage Tracking

Use this page to track your Clever usage over time and by rolling 7 day and 7 week periods. You can also scroll down this page to view a fully detailed data table.

1 STEP 1

Select the "Details" tab in the menu to the left of your screen

2 STEP 2

Take a look over your Clever usage over time data

3 STEP 3

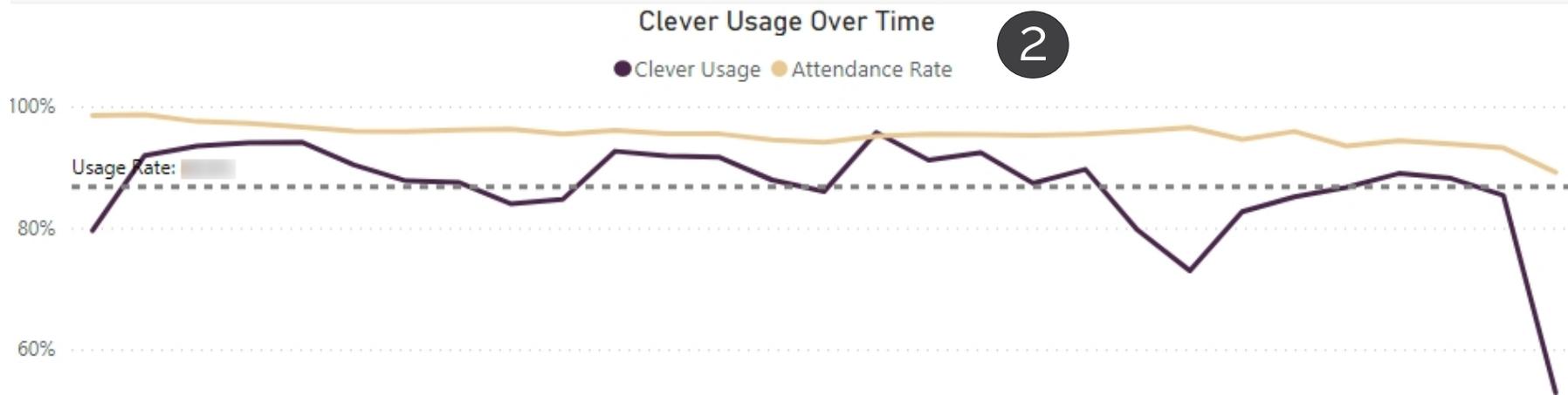
Take a look over the last 7 weeks of Clever usage data for your building

4 STEP 4

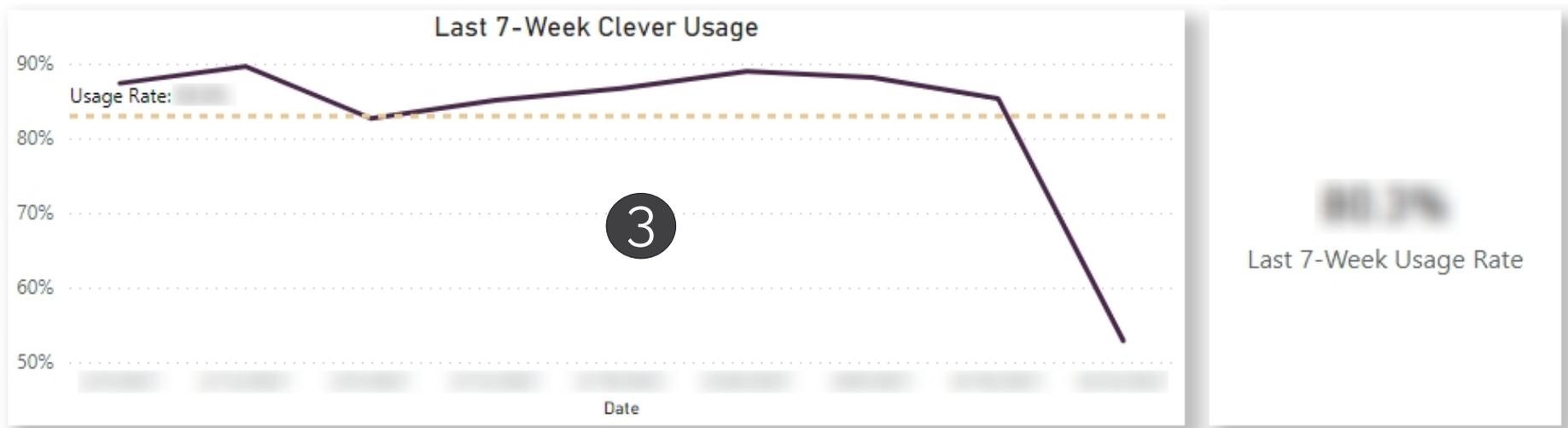
Scroll further down the details page to view a student data table with more detailed data



1



2



3

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

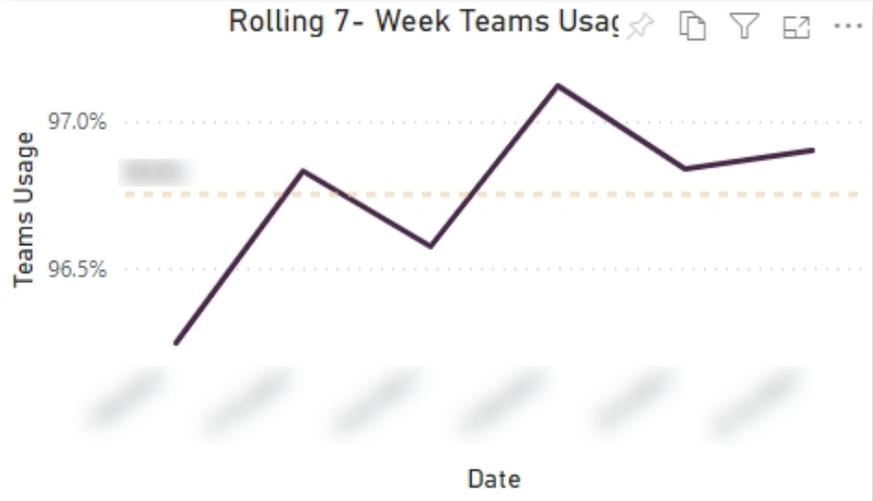
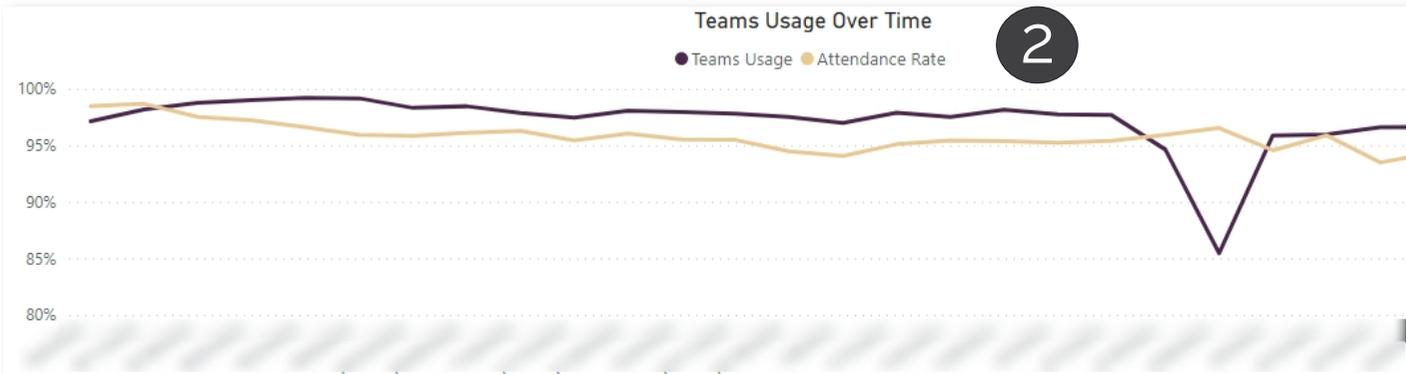
Teams Usage Tracking

Use this page to track your Teams usage over time and by rolling 7 day and 7 week periods. You can also scroll down this page to view a fully detailed data table.

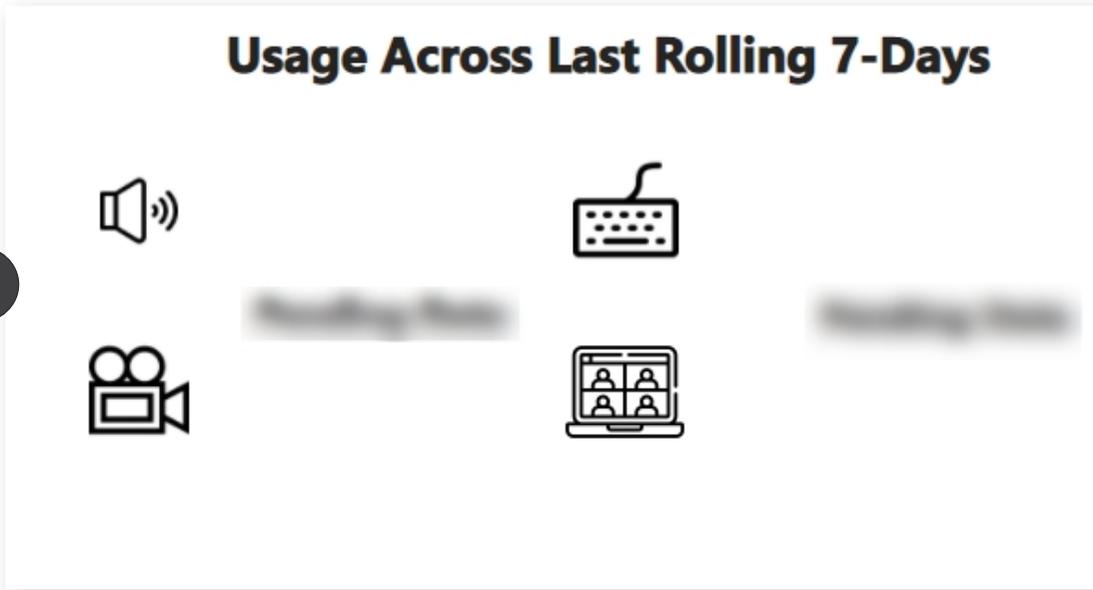
- 1 STEP 1** Select the "Details" tab in the menu to the left of your screen
- 2 STEP 2** Take a look over your Teams usage over time data
- 3 STEP 3** Take a look over the last 7 weeks of usage data for your building
- 4 STEP 4** Scroll further down this page to view a student data table with more detailed filterable data



1



3



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

Reports Page

1

STEP 1

Select the "Reports" tab to the far left of the screen

2

STEP 2

Scroll down to the Report Selector menu and select the data you would like to view

3

STEP 3

View and export the data table as needed



Overview



Details



Reports

1

Report Selector

2

Student List No Clever Usage

Clever Usage by Date



10,000 of 10,000 (100%) Have Used Clever

No Clever Usage

3

PSID	First Name	Last Name	School	Has Device?	Has Ever Used Clever?	Primary Contact First Name	Pr
			Shrine School		No		
			Shrine School	Yes	No		
		n	Shrine School	Yes	No		
			Shrine School	Yes	No		
			Shrine School	Yes	No		
			Shrine School	Yes	No		
			Shrine School	Yes	No		
			Shrine School	Yes	No		
			Shrine School	Yes	No		
			Shrine School		No		
			Douglass High	No	No		
			Shrine School	Yes	No		
			White Station High	Yes	No		
			Douglass High	Yes	No		
			Westwood High	Yes	No		
			Bolton High	No	No		
			Shrine School	Yes	No		
			Germantown High	Yes	No		