

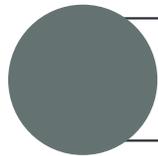


Teacher Profile Walkthrough

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](#)

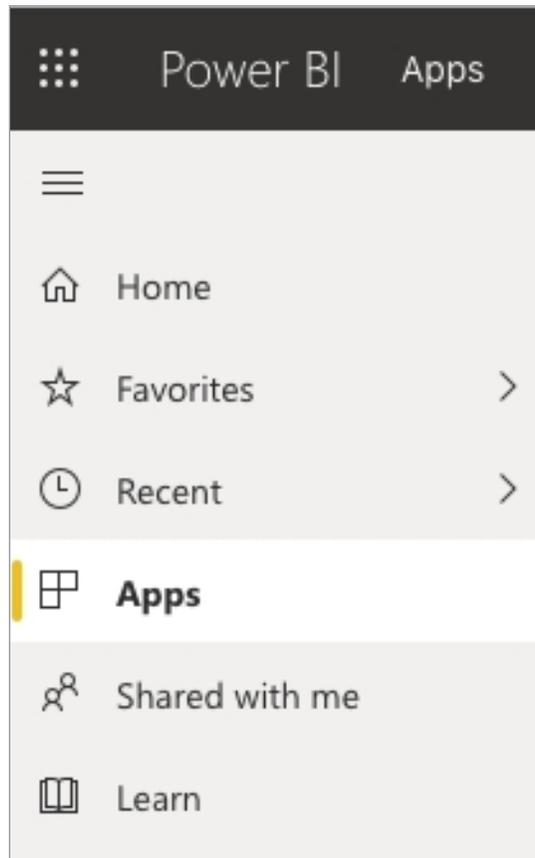


Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

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](#)



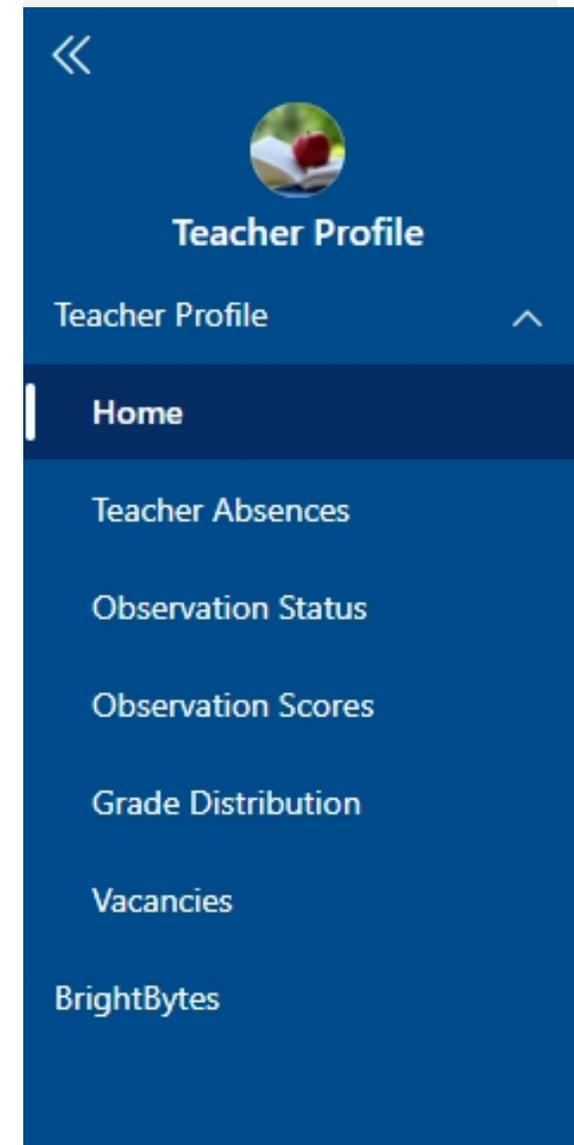
CLICK THE
TEACHER PROFILE



Teacher Profile

APR 7, 2021

CLICK TO VISIT PAGES
IN THE MENU

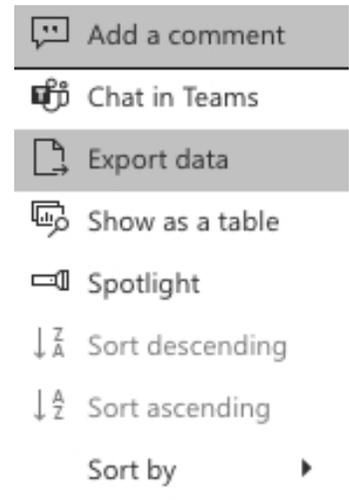


Power BI Tips & Tricks

How do I share data with my staff?

EXPORT DATA FROM TABLES

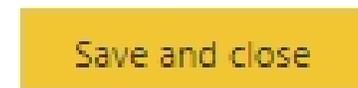
Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."



How do I subscribe to emailed reports?

SUBSCRIBE TO EMAIL REPORTS

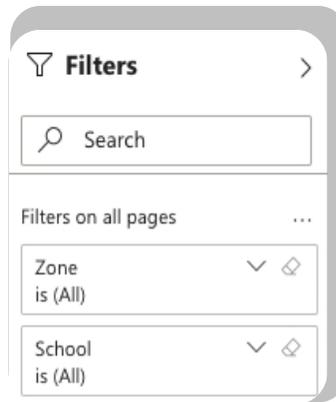
Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."



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 overview state before viewing the data.

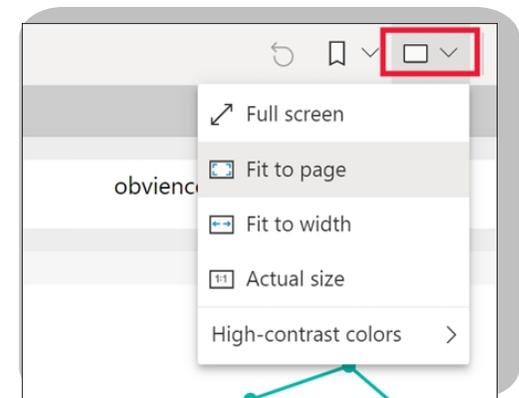


INTERACTIVE CHARTS & TABLES

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.



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)



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

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

Melrose High

Greatest Grade Opportunity Area

- Science
- [Blurred]
- % of Failing Grades
- (Blank)
- [Blurred]
- % of Failing Grades

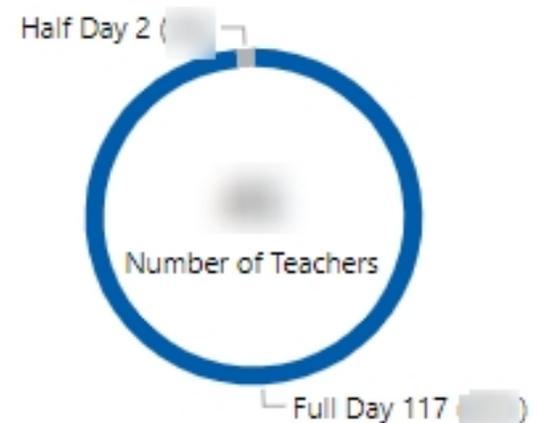
1

What % of Instructional Observations Are Complete?



2

What is the Volume of Absences?



What is the Distribution of Grades by Subject?



3

How long are Vacancy Durations?

4

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
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1 Melrose High

Total Used Absences

0.50 | 19.00

% of "F" Grades Given

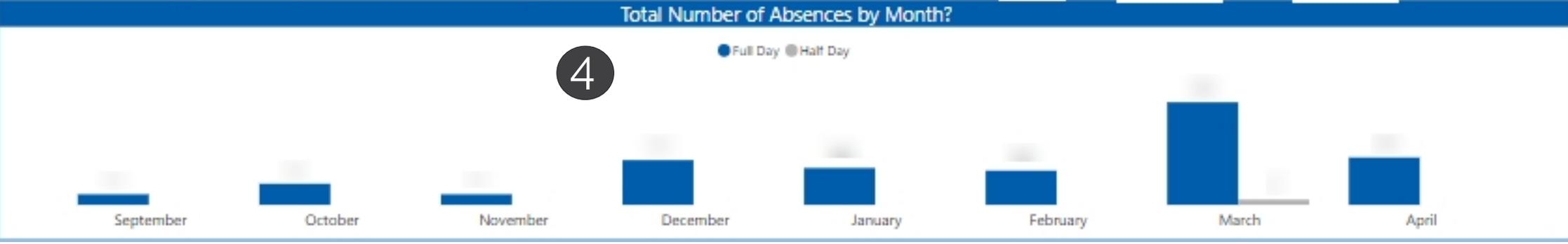
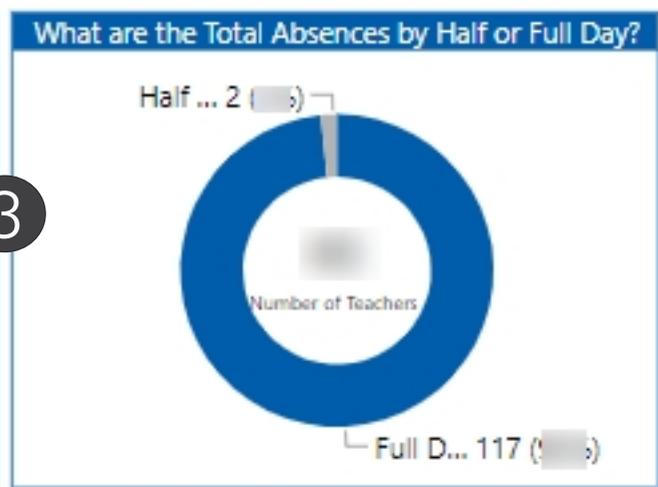
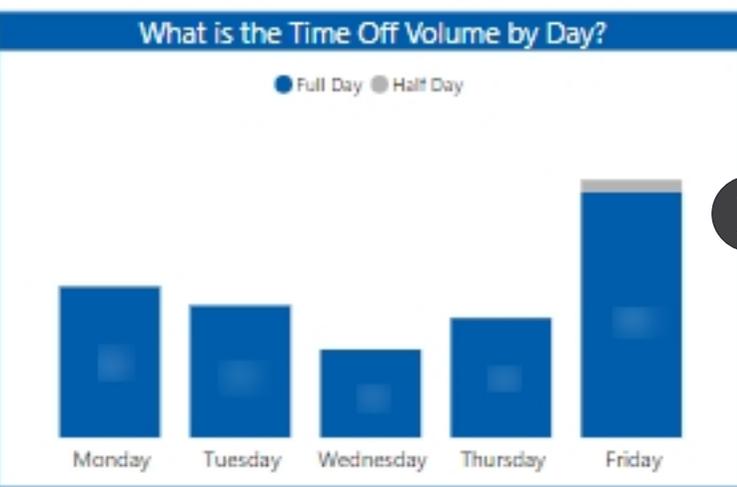
0.00% | 51.10%

Average Observational Score

4.06 | 4.06

Hover Over Teacher to See Additional Information

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



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

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



School Year: 2020-21
School: All
Zone: All

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

All Schools

Which Plan Are You Interested In?

- (Blank)
- Homebound Teacher Evaluation 2020-2021
- Instructional Facilitator Evaluation 2020-2...
- Library Information Specialist Evaluation 2...
- Professional School Counselor Evaluation ...

Which Observation Are You Interested In?

- Instructional Observation

What Observation Status Are You Interested In?

- Completed
- Incomplete

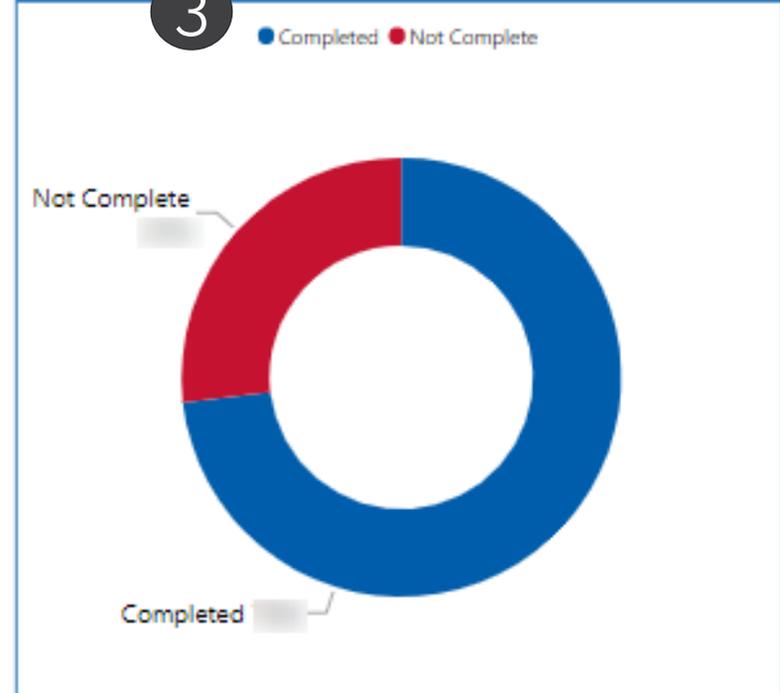
What Track Are You Interested In?

- (Blank)
- Focus
- Novice
- Proficient

Who Are the Individuals in this Category?

Plan	Observation	Last Name	First Name	Track	Status
Professional School Counselor Evaluation 2020-2021	Announced Observation #1			Proficient	Completed
Professional School Counselor Evaluation 2020-2021	Announced Observation #2			Proficient	Incomplete
Teacher Effectiveness Measure - Novice 2020-2021	Announced Observation #1			Novice	Completed
Teacher Effectiveness Measure - Novice 2020-2021	Unannounced Observation #1			Novice	Completed
Teacher Effectiveness Measure - Novice 2020-2021	Unannounced Observation #2			Novice	Incomplete
Teacher Effectiveness Measure - Novice 2020-2021	Unannounced Observation #3			Novice	Incomplete
Teacher Effectiveness Measure - Focus 2020-2021	Announced Observation #1			Focus	Completed
Teacher Effectiveness Measure - Focus 2020-2021	Unannounced Observation #1			Focus	Incomplete
Teacher Effectiveness Measure - Focus	Unannounced			Focus	Incomplete

Observation Status



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

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



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

% of Failing Grades

Avg. Teachers Days Absent

% Observ. Complete

Average Observ. Score

Melrose High

What Plan Are You Interested In?

- Select all
- Instructional Facilitator Evaluation 2020-2021
- Library Information Specialist Evaluation 2020-2021
- Professional School Counselor Evaluation 2020-2021
- Teacher Effectiveness Measure - Focus 2020-2021

1

What Type of Observation?

- Select all
- Announced Observation
- Unannounced Observation

What is the Average Score by Indicator?

2



What is the Average Indicator Score by Individual Within the Selected Plan?

3

Employee ID	Last Name	First Name	Plan	Observation Name	Average Score
			Instructional Facilitator Evaluation 2020-2021	Announced Observation (Evaluator)	
			Teacher Effectiveness Measure - Proficient 2020-2021	Announced 20-21	
			Teacher Effectiveness Measure - Proficient 2020-2021	Unannounced 1 20-21	
			Teacher Effectiveness Measure - Novice 2020-2021	Announced 20-21	
			Teacher Effectiveness Measure - Novice 2020-2021	Unannounced 1 20-21	
			Teacher Effectiveness Measure - Novice 2020-2021	Unannounced 2 20-21	

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

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



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

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

Melrose High

Greatest Opportunity

Science

Percent of Failing Grades

(Blank)

Percent of Failing Grades

1

Filter by Days Absent

0.50 19.00



Filter by Observation Average

4.06 4.06



3

What is the Overall Distribution of Grades?



2

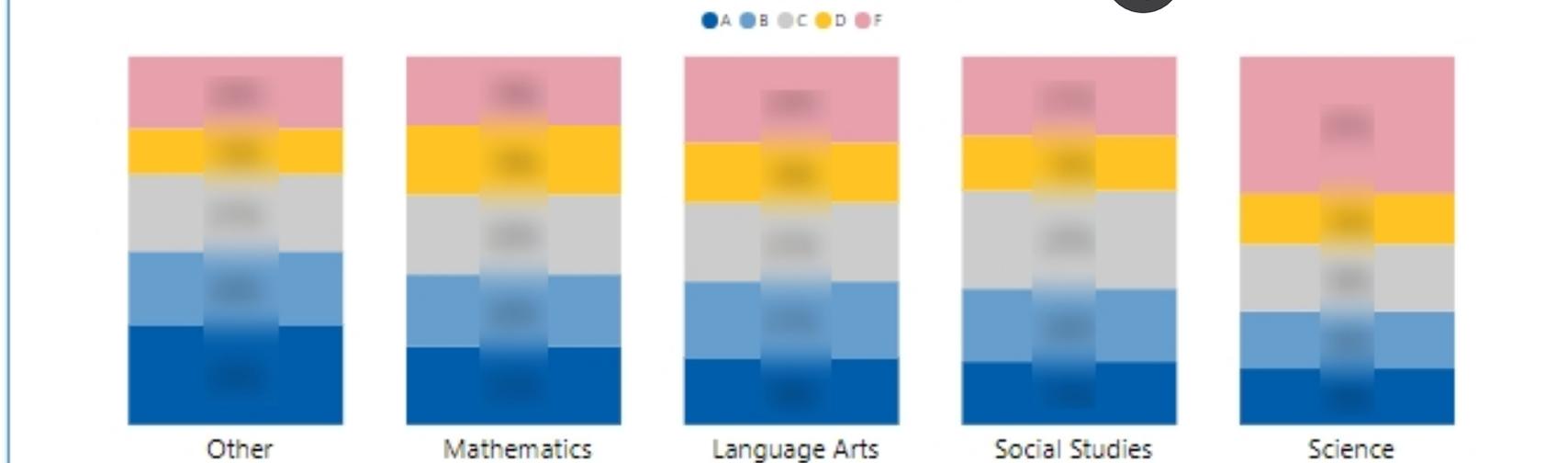
Subject

Grade

Teacher

What is the Letter Grade Distribution by Subject?

4



Breaks students' grades in any Grade Period including 04, 1, 04, 2, 04, 3, 04, 4

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

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

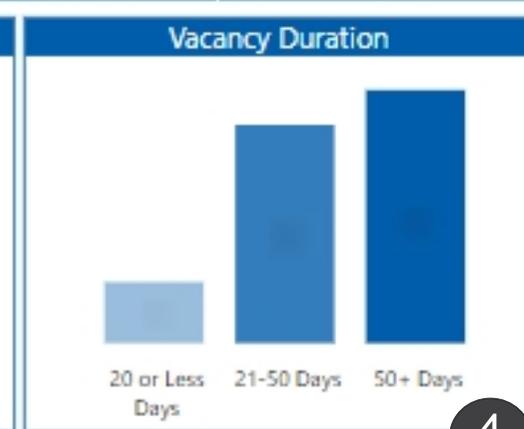
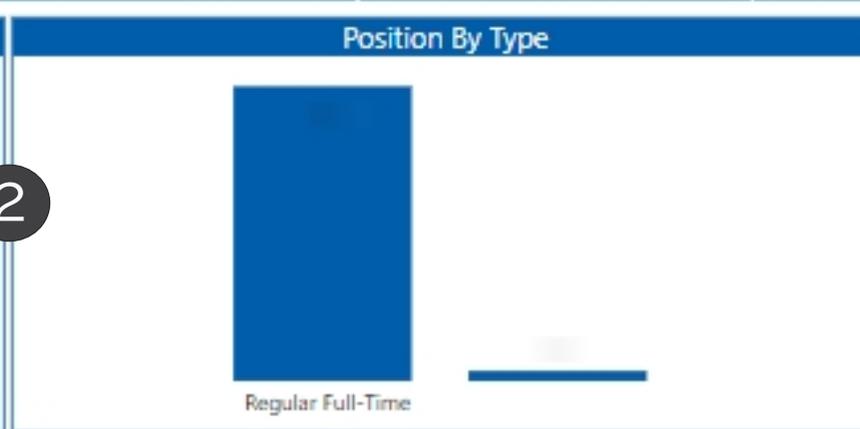
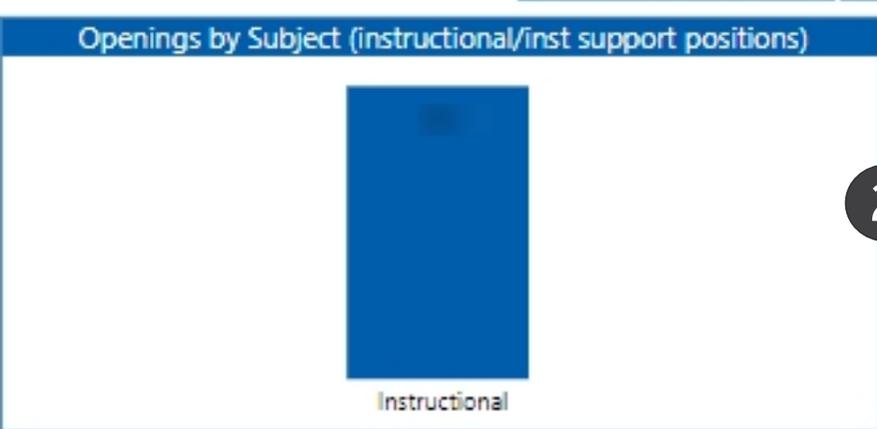


School Year: 2020-21
School: All
Zone: All

% of Failing Grades	Avg. Teachers Days Absent	% Observ. Complete	Average Observ. Score
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All Schools

Compliance Type	1 Current Vacancies	% Instructional Vacancies	Inst. Vacancies Over 20 Days	Recommendation/Offer	Average Days Posted
Instructional					



School	Job Title	Subject	Position Type	Days Posted	Hire Type
	Classroom Teacher	Other	Regular Full-Time	50+ Days	Terminated
	Classroom Teacher	ELA	Regular Full-Time	21-50 Days	Lateral Transfer
	Classroom Teacher	ELA	Regular Full-Time	20 or Less Days	Resignation
	Classroom Teacher	Special Education	Regular Full-Time	50+ Days	Lateral Transfer
	Classroom Teacher	Other	Regular Full-Time	50+ Days	Promotion
	Classroom Teacher	Elementary	Regular Full-Time	20 or Less Days	Resignation
	Classroom Teacher	Elementary	Regular Full-Time	21-50 Days	Resignation
	Classroom Teacher	ELA	Regular Full-Time	21-50 Days	Resignation
	Classroom Teacher	Math	Regular Full-Time	50+ Days	Resignation
	Classroom Teacher	Social Studies	Regular Full-Time	21-50 Days	Resignation
	Classroom Teacher - Special	Special Education	Regular Full-Time	21-50 Days	Retirement



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