The Delaware Department of Education

EdInsight Reports Portal

Quick Reference Guide

Log into IMS and select the 'EdInsight Reports Portal' icon:
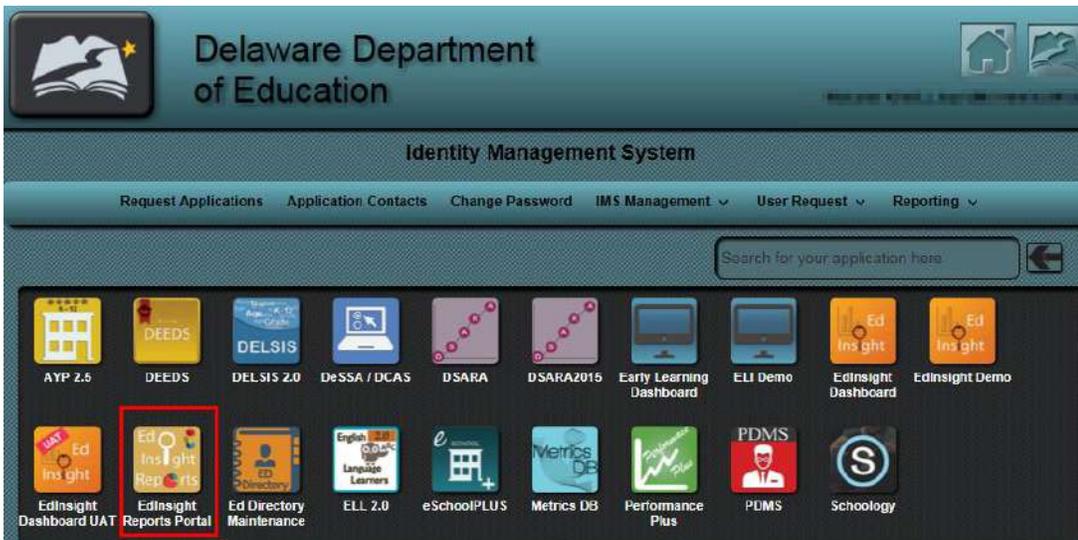
The report directory looks similar to the below.

To view specific reports, select the '+' sign to the left of the Subject Area.
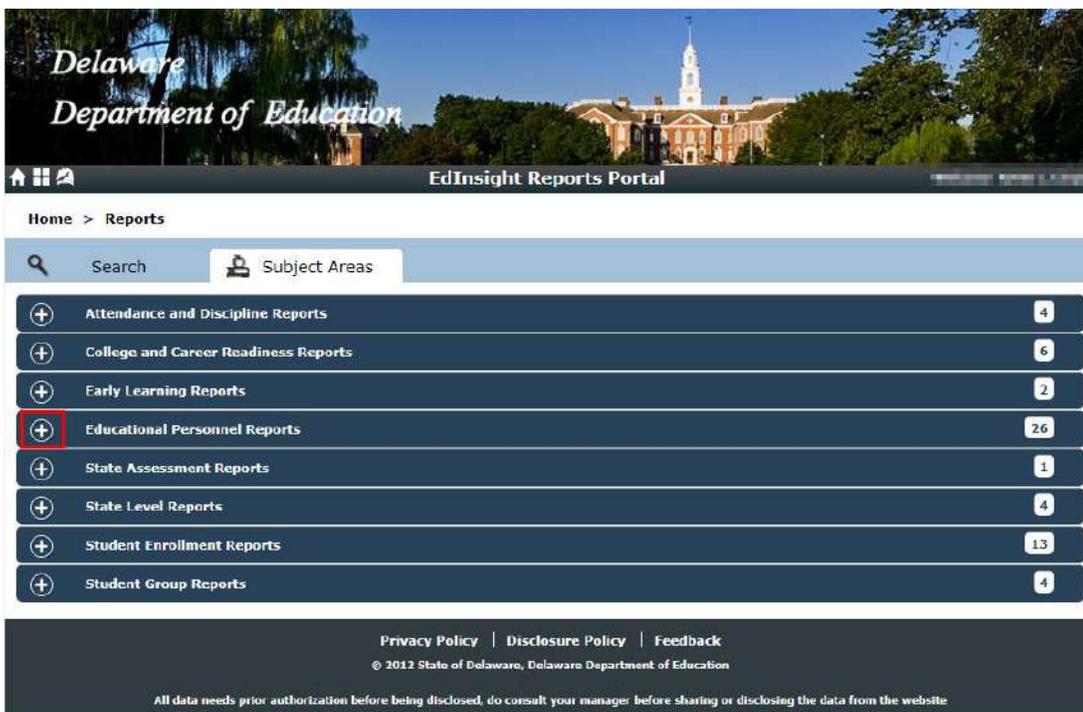
NOTE: Depending on your security level, you may or may not see all of the Subject Areas listed above

When the "+" is selected all reports will show in Alphabetical order.

There are several key points on this page.

1. Report Title - This is a short description of the report which appears in bold print

   NOTE: Selecting the Report Title generates the report

2. Report Sub-Title – This is a longer description of what is included in the report

3. Report Metadata Tags – These are tags or 'key words' that are used for the report during the 'search' feature. If a user selects a metadata tag from this page, they will be taken directly to the search page with all other matching metadata reports *(see page 6 for step-by-step instructions on how to use metadata tags)*

Selecting on the Report Title will generate the report and your screen will look similar to the below.

If you see the 'Parameters' section appear for a report, you have the ability to view the data for different categories or school years.

1. Parameter - Use the drop down box and change the parameter

2. Apply - Select the 'Apply' button to apply the parameter changes and run the report

Delaware Department Of Education

Salary Matrix Report 4 - Classroom Teachers - Statewide 2013-2014

The education personnel data in this report is based on the snapshot of early November pay period

Total Experience	Below Bach	Bachelor	Bach Plus 15	Bach Plus 30	Master	Master Plus 15	Master Plus 30	Master Plus 45	Doctorate	Total
0	45	91	7	134	70	3	41		2	393
1	16	117	7	77	96	6	31	1		351
2	16	153	23	79	108	7	23	2		411
3	18	141	30	36	129	5	13	2	1	375
4	8	149	28	21	149	10	14	5		384
5	8	116	27	18	177	17	14	4		381
6	6	89	18	11	163	19	8	9	2	325
7	7	82	21	9	183	27	15	6	3	353
8	8	120	17	10	171	29	11	9	4	379
9	5	94	11	7	195	26	20	4	1	363
10	1	70	17	9	182	22	21	9	4	335
11	2	69	20	15	185	32	33	16		372
12		70	17	14	157	18	16	10	3	305

Parameters

SchoolYear

2013-2014 ∨

Months Service

10 Months ∨

Apply

NOTE: Parameter changes are not available on all reports

All of the reports in The EdInsight Reports Portal can be exported.

1. **Select Actions –** In the left-hand corner of your screen, select the 'Actions' drop-down box

2. **Select Export -** Select Export and a menu will appear with various formats

The EdInsight Reports Portal makes use of *metadata tags.*

1. **Select a Metadata Tag label –** Select a Metadata tag to see all corresponding reports with the same metadata tag

2. **Search Page –** You will automatically be taken to the 'Search Page' within The EdInsight Reporting Portal

3. **Search Summary –** This section will total how many corresponding reports were found with the same metadata tag

4. **Report List –** All related reports will be listed, select the Report Title to generate the report

Have questions? Email Kristi L. Lloyd at Kristi.Lloyd@doe.k12.de.us