

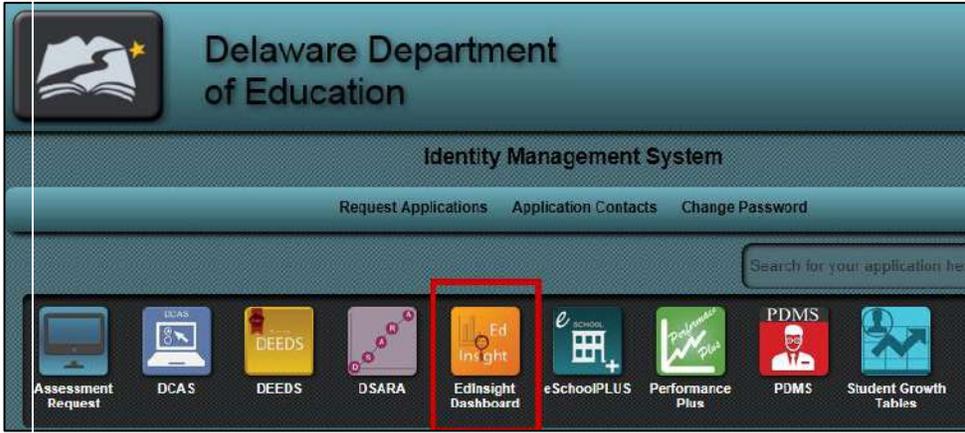


EdInsight Dashboard Quick Reference Guide Table of Contents

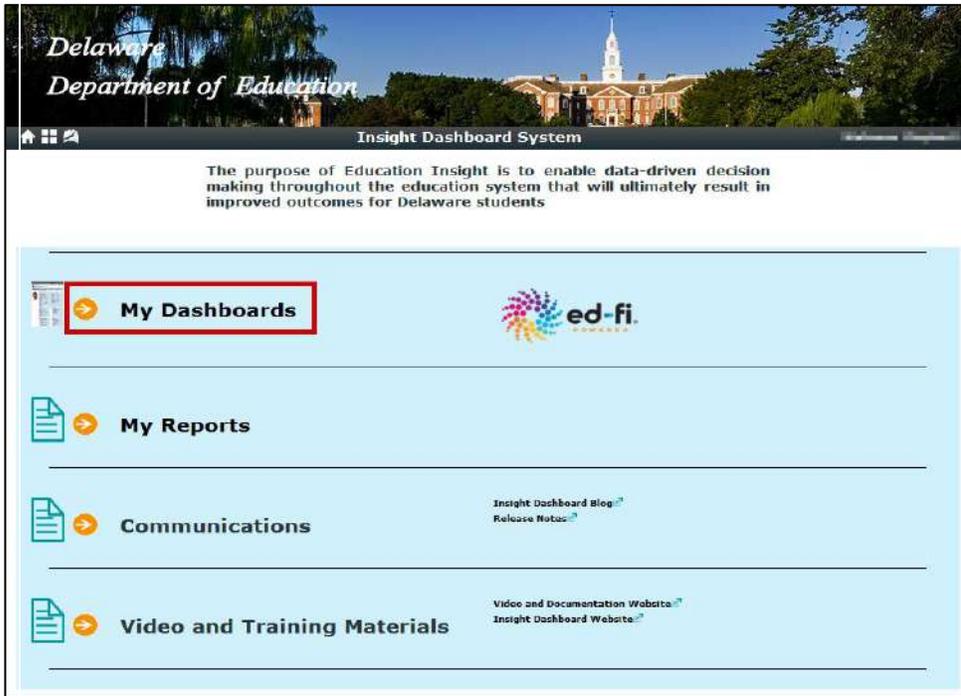
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Smarter Balanced Quick Reference Guide for School Level Users



1. Login to IMS and Click on the “EdInsight Dashboard” application icon



2. Click on “My Dashboards”



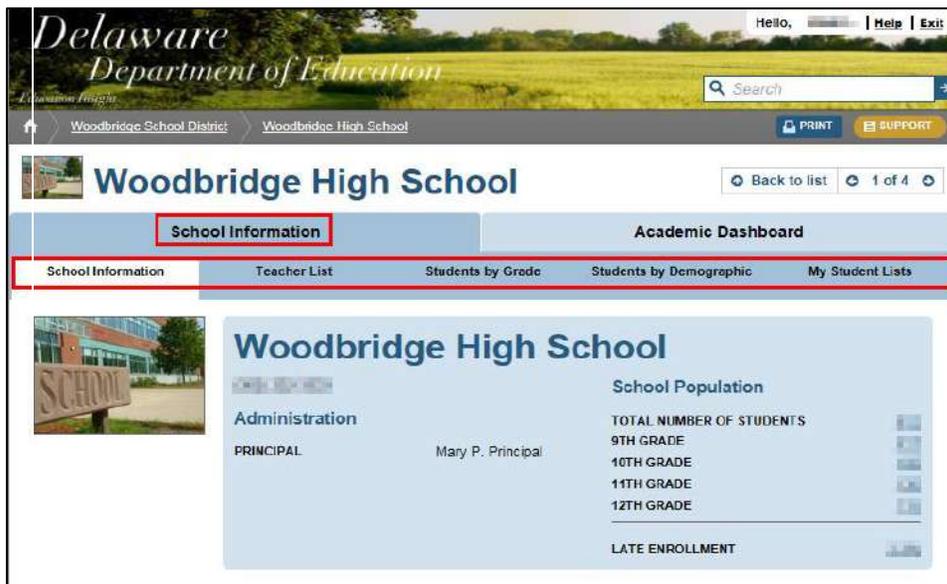
3. Click on the “Academic Dashboard” tab to view metric roll-up data for your school

4. Click the “Assessments” sub-tab to view Smarter Balanced Assessment data

NOTE: School level users can view active students and the percentage of students that are proficient on the Smarter Balanced Assessment

5. Click the “More” dropdown option to view student achievement by Grade Level

NOTE: EdInsight is not an accountability tool. The system allows you to view currently enrolled students in your school and how they performed on the most recent Smarter Balanced and ADCAS assessments



6. Click the “School Information” tab to view teacher, students by grade, and students by demographic indicator and created and/or pre-populated watch lists

School Information | **Academic Dashboard**

School Information | Teacher List | Students by Grade | **Students by Demographic** | My Student Lists

Students by Demographic

Select demographic to show: Retained

CUSTOMIZE VIEW

| STUDENT ^ | GRADE LEVEL | METRIC VALUE | ATTENDANCE / DISCIPLINE | | ASSESSMENTS | | | |
|-----------------------------------|-------------|--------------|-------------------------|-------------------|---------------|----------------|--------------|-----------------------------|
| | | | Last 4 Wks Attendance | School Violations | SAT Composite | PSAT Composite | Reading DCAS | Math DCAS |
| ABSHIRE, RANDY | 10th | Retained | 100.0 % | ◀▶ | | 127 | 869 | 908 |
| ANDERSON, VALERIE | 10th | Retained | 100.0 % | ◀▶ | | 108 | 888 | 878 |
| ANDRESS, ISADORE | 10th | Retained | 100.0 % | ◀▶ | | 92 | 771 | 847 |
| ARLEDGE, NICHOLAS | 10th | Retained | 100.0 % | ◀▶ | | 97 | 776 | 795 |
| ARNOLD, CRYSTAL | 12th | Retained | 100.0 % | ◀▶ | | 880 | 87 | 812 A 779 A |

7. Under any of the sub-tab's you can toggle through different grades and demographics by using the dropdown menu

8. Click the "Customize View" to do the following; See More Data, Maximize Grid, Export All, or Create or Add to Watch List

↑

+ SEE MORE DATA | **MAXIMIZE GRID** | **EXPORT ALL** | **CREATE OR ADD TO WATCH LIST**

School Information | **Academic Dashboard**

School Information | Teacher List | Students by Grade | Students by Demographic | **My Student Lists**

9. Click on "My Student Lists" sub-tab to view Watch Lists and Counselor Pre-Loaded lists from eSchoolPlus

Generating a Classroom Teacher Report from the Teacher View



JESSICA PERALES

Student List: Data View:

REPORTS

- Roster Reports
- Classroom Teacher Report for Administrators**

| STUDENT | DESIGNATIONS | GRADE LEVEL | Attendance | Violations | Composite | Composite | DCAS | Math DCAS |
|-------------------------|--------------|-------------|------------|------------|-----------|-----------|----------|-----------|
| # Students Meeting Goal | | | 20 of 20 | | 2 of 20 | 10 of 20 | 12 of 20 | |
| ABSHIRE, RANDY | | 10th | 100.0 % | | 127 | 869 | 908 | |
| ACORD, BRIAN | | 10th | 100.0 % | | 109 | 827 | 871 | |
| ADKISON, JESSI | L S | 10th | 100.0 % | | 80 | 704 | 766 | |
| ADKISON, TAMARA | | 10th | 100.0 % | | 100 | 861 | 912 | |

1. Click “Reports” to generate a “Classroom Teacher Report”

Parameters

District

School

Professional Type

Professional Name

Cohort or Class Name

Grade

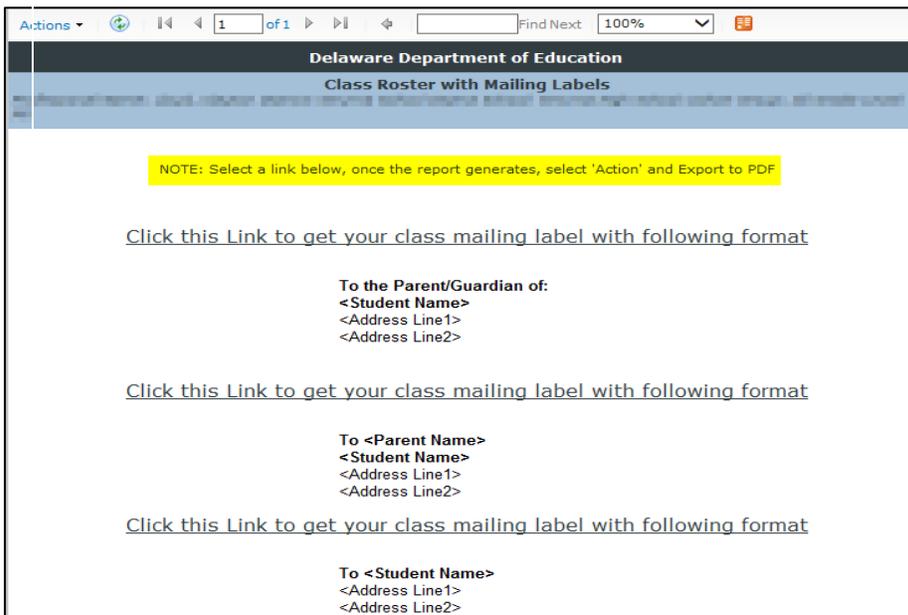
Report Name

- Class Roster with Attendance Details
- Class Roster with Date of Birth
- Class Roster with Email Addresses
- Class Roster with Emergency Contact
- Class Roster with IEP Expiration Date
- Class Roster with Lines
- Class Roster with Mailing Labels
- Class Roster with Mark Distribution
- Class Roster with Marks Failing
- Class Roster with Medical Alerts

- The District and School should automatically populate for a Teacher
- Select the following criteria from the dropdown menus; “Professional Name,” “Cohort or Class Name,” “Grade,” and the “Report Name”
- Click “Apply” once you have selected your criteria

Classroom Teacher Report Details

- a. **Class Roster** (Student Id, Student Last Name, Student First Name)
- b. **Class Roster with Attendance Details**
 - i. this report details the number of days enrolled, absent, tardy, percent present and Component V percent present for the course that you select
 - ii. do NOT use multi-select for this report, only select one course at a time
- c. **Class Roster with Date of Birth**
 - i. use the  button to sort by birthdate, month or year
- d. **Class Roster with Email Addresses**
 - i. only students with parent/guardian email addresses in eSchoolPLUS will be listed
 - ii. export to Excel to copy and paste into Microsoft Outlook to send a bulk email
- e. **Class Roster with Emergency Contact**
 - i. Priority 1 and Priority 2 Contacts will be listed for each student
- f. **Class Roster with IEP Expiration Date**
 - i. only students who have an IEP and are not withdrawn from Special Education will be listed
- g. **Class Roster with Lines**
 - i. student names, student ids, and a blank line to use for substitute teachers, collection of money, check-lists etc..
- h. **Class Roster with Mailing Labels (see page 6 for additional details)**
 - i. this report allows you to select from three different address formats
 - ii. select Export and chose PDF, addresses will be available in 5160 format



Delaware Department of Education
Class Roster with Mailing Labels

NOTE: Select a link below, once the report generates, select 'Action' and Export to PDF

[Click this Link to get your class mailing label with following format](#)

To the Parent/Guardian of:
<Student Name>
<Address Line1>
<Address Line2>

[Click this Link to get your class mailing label with following format](#)

To <Parent Name>
<Student Name>
<Address Line1>
<Address Line2>

[Click this Link to get your class mailing label with following format](#)

To <Student Name>
<Address Line1>
<Address Line2>

With the Class Roster with Mailing Labels report, you have the ability to select from three different address formats:

NOTE: The highlighted text in the picture above.

Once you select what format you want,

you must select  and Export to PDF (all of the reports can be exported by

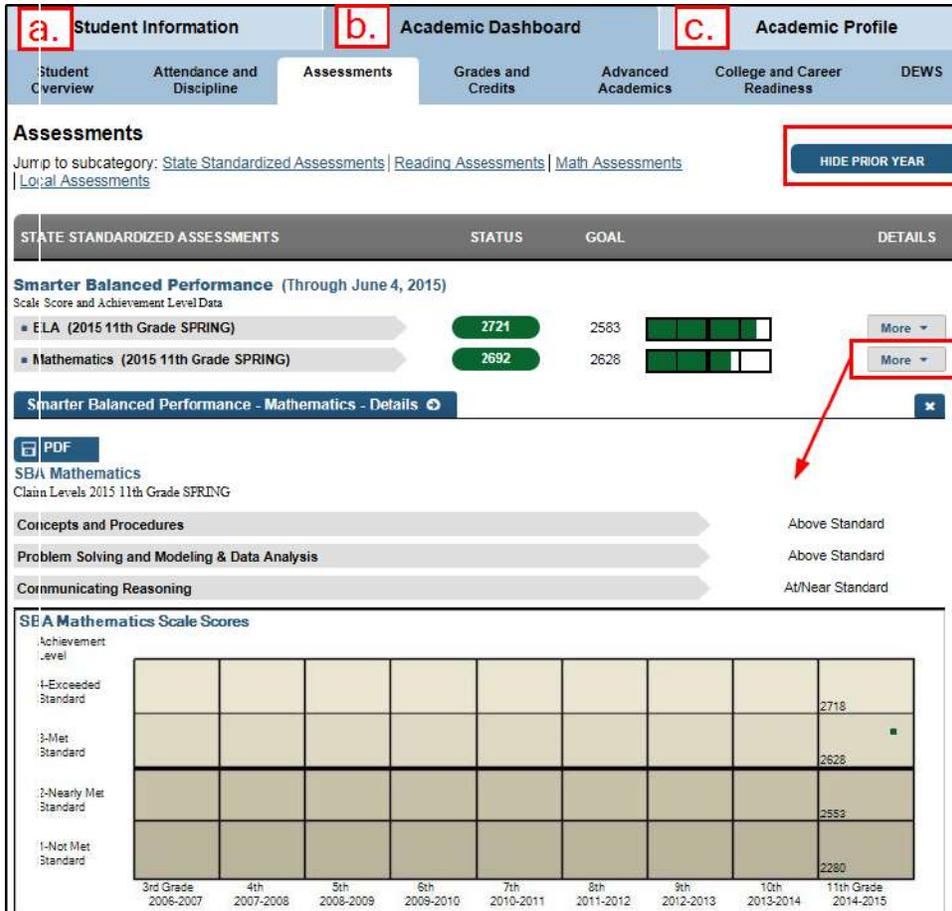
selecting on the  icon located in the top of your screen but **you MUST do this for the Mailing Labels report**).



Classroom Teacher Report Details Continued...

- i. Class Roster with Mark Distribution**
 - i. this report lists all student grades entered for a particular course
- j. Class Roster with Marks Failing**
 - i. this report only displays students with failing grades for the particular course that you select
- k. Class Roster with Medical Alerts**
 - i. only students with Medical Alerts will be listed
- l. Class Roster with Transportation Details**
 - i. only students with Transportation Details entered into eSchoolPLUS will be listed

Student Information in the EdInsight Dashboard Application



a. Student Information | **b. Academic Dashboard** | **C. Academic Profile**

Student Overview | Attendance and Discipline | **Assessments** | Grades and Credits | Advanced Academics | College and Career Readiness | DEWS

Assessments

Jump to subcategory: [State Standardized Assessments](#) | [Reading Assessments](#) | [Math Assessments](#) | [Local Assessments](#)

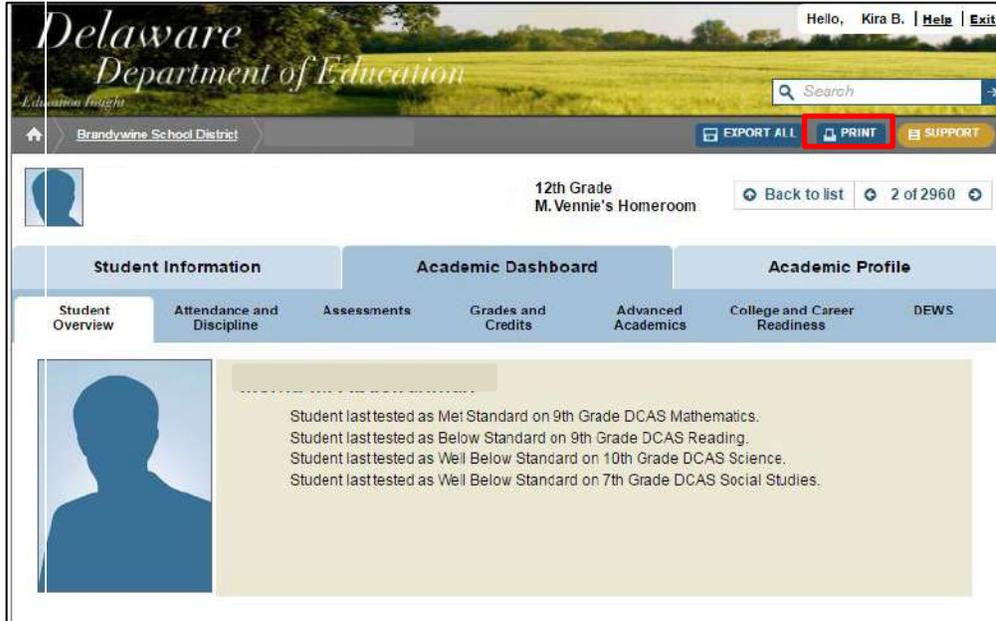
HIDE PRIOR YEAR

| STATE STANDARDIZED ASSESSMENTS | STATUS | GOAL | DETAILS | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|---------------|---------------|---------------|---------------|----------------|----------------------|
| Smarter Balanced Performance (Through June 4, 2015) Scale Score and Achievement Level Data | | | | | | | | | |
| <ul style="list-style-type: none"> ELA (2015 11th Grade SPRING) Mathematics (2015 11th Grade SPRING) | <ul style="list-style-type: none"> 2721 2692 | <ul style="list-style-type: none"> 2583 2628 | <ul style="list-style-type: none"> More More | | | | | | |
| Smarter Balanced Performance - Mathematics - Details | | | | | | | | | |
| PDF | | | | | | | | | |
| SBA Mathematics Claim Levels 2015 11th Grade SPRING | | | | | | | | | |
| Concepts and Procedures | Above Standard | | | | | | | | |
| Problem Solving and Modeling & Data Analysis | Above Standard | | | | | | | | |
| Communicating Reasoning | At/Near Standard | | | | | | | | |
| SBA Mathematics Scale Scores | | | | | | | | | |
| Achievement Level | 3rd Grade 2006-2007 | 4th 2007-2008 | 5th 2008-2009 | 6th 2009-2010 | 7th 2010-2011 | 8th 2011-2012 | 9th 2012-2013 | 10th 2013-2014 | 11th Grade 2014-2015 |
| 4-Exceeded Standard | | | | | | | | | 2718 |
| 3-Met Standard | | | | | | | | | 2628 |
| 2-Nearly Met Standard | | | | | | | | | 2583 |
| 1-Not Met Standard | | | | | | | | | 2280 |

NOTE: Students have 3 tabs; Student Information (A), Academic Dashboard (B), and Academic Profile (C)

1. To display Prior Year data click “Show/Hide Prior Year”
2. Click the “More” dropdown option to display a graph or additional details for a metric

How to Find and Print the Student Print-Out



Delaware Department of Education
Hello, Kira B. | Help | Exit

Brandywine School District

EXPORT ALL PRINT SUPPORT

12th Grade
M. Vennie's Homeroom

Back to list 2 of 2960

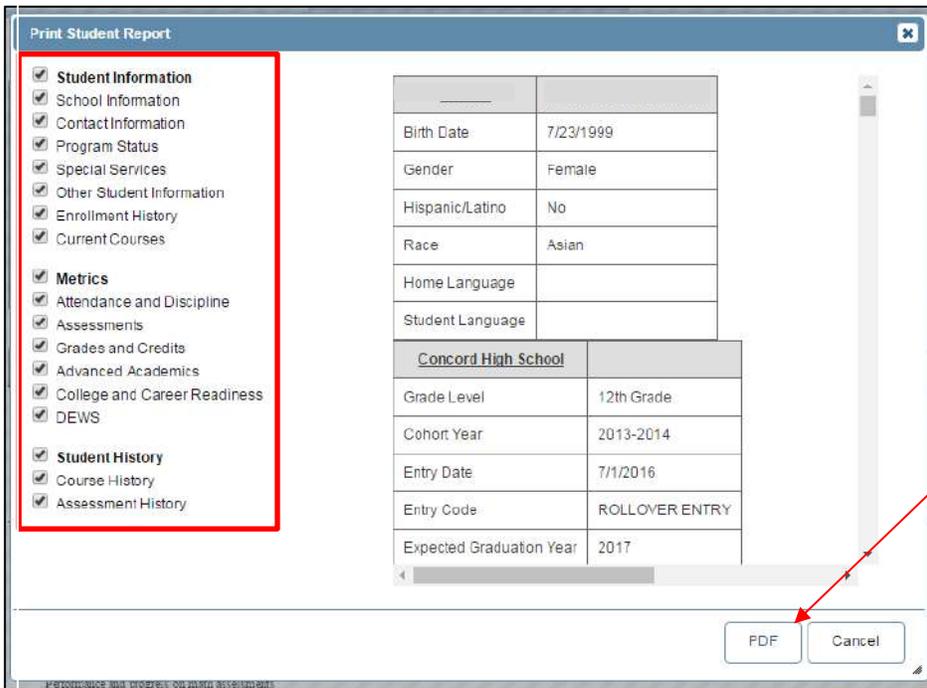
Student Information Academic Dashboard Academic Profile

Student Overview Attendance and Discipline Assessments Grades and Credits Advanced Academics College and Career Readiness DEWS

Student last tested as Met Standard on 9th Grade DCAS Mathematics.
Student last tested as Below Standard on 9th Grade DCAS Reading.
Student last tested as Well Below Standard on 10th Grade DCAS Science.
Student last tested as Well Below Standard on 7th Grade DCAS Social Studies.

NOTE: You must be on a Student's Dashboard page to print out the student print-out

1. Click "Print"



Print Student Report

- Student Information
 - School Information
 - Contact Information
 - Program Status
 - Special Services
 - Other Student Information
 - Enrollment History
 - Current Courses
- Metrics
 - Attendance and Discipline
 - Assessments
 - Grades and Credits
 - Advanced Academics
 - College and Career Readiness
 - DEWS
- Student History
 - Course History
 - Assessment History

| | |
|------------------|-----------|
| Birth Date | 7/23/1999 |
| Gender | Female |
| Hispanic/Latino | No |
| Race | Asian |
| Home Language | |
| Student Language | |

| Concord High School | |
|--------------------------|----------------|
| Grade Level | 12th Grade |
| Cohort Year | 2013-2014 |
| Entry Date | 7/1/2016 |
| Entry Code | ROLLOVER ENTRY |
| Expected Graduation Year | 2017 |

PDF Cancel

A pop-up window will appear

2. Uncheck the metrics that you do not want to include in the student print-out

NOTE: As you uncheck the boxes the information will begin to clear from the right side of the window

3. Once you have unchecked all of the metrics you do not want click the "PDF" button at the bottom

4. A PDF version of the student print-out will download (sample first page of student print-out on the next page)

SAMPLE -- STUDENT PRINT-OUT -- SAMPLE

EdInsight Dashboard Student Profile for ALEXIS BUSKER

12/13/2016

| | |
|------------------|----------------------|
| 1102676 | ALEXIS BUSKER |
| Birth Date | 1/5/2001 |
| Gender | Female |
| Hispanic/Latino | No |
| Race | White |
| Home Language | English |
| Student Language | English |

| | |
|----------------------------------|-------------------|
| Cape Henlopen High School | |
| Grade Level | 10th Grade |
| Cohort Year | 2015-2016 |
| Entry Date | 10/20/2016 |
| Entry Code | FRM APPOQUINIMINK |
| Expected Graduation Year | 2019 |

| | |
|------------------------|----------------------------|
| ANGELA BELANGER | Guardian |
| Address: | South Oaks Dr |
| Cell | (148) 116-3446 |
| Home | (764) 595-5105 |
| Work | (133) 707-4355 |
| Email | ANGELA BELANGER@parent.com |

| | |
|-------------------------|-----------------------------|
| ADRIENNE NUMBERS | Other |
| Address: | Weems Dr |
| Cell | (148) 116-3446 |
| Home | (764) 595-5105 |
| Work | (133) 707-4355 |
| Email | ADRIENNE NUMBERS@parent.com |

| | |
|-------------------------|-----------------------------|
| SHANICA BELANGER | Guardian |
| Address: | South Valley Rd |
| Cell | (148) 116-3446 |
| Home | (764) 595-5105 |
| Work | (133) 707-4355 |
| Email | SHANICA BELANGER@parent.com |

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