Data Dashboard Quick Start

Data Use Guide

Data Dashboard Quick Start Guide Content

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If you have questions regarding this resource, please contact:
Travis Grover (tgrover@madison.k12.wi.us; 663-5453)

If you have questions regarding your data in the context of SIPs or teacher team planning, please contact your School Improvement Partner

Understanding the Data

What is Data Dashboard?

The MMSD Data Dashboard provides centralized data conveniently available online. It is designed to take many different types of data and provide it to users in a consistent format, with readily available visuals and features that allow for further, specific analysis. By bringing together multiple types of data into one resource, the Dashboard is designed to empower district users to find data on demand, rather than relying on others to pull data together upon request.
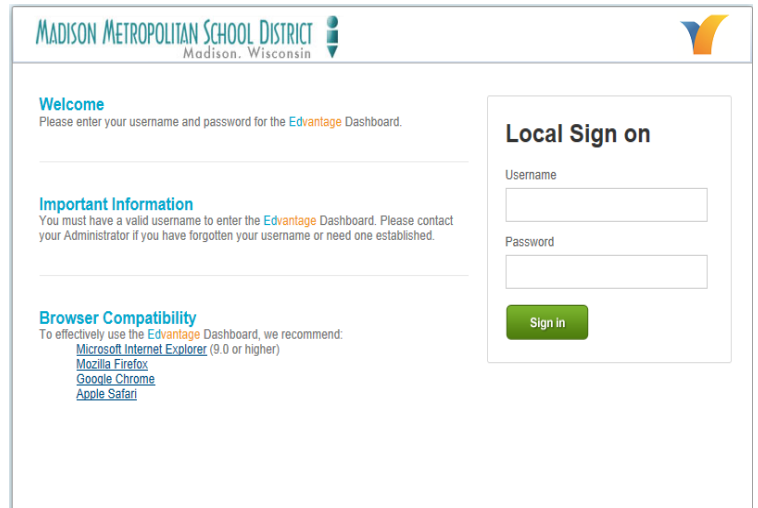
Data Notes

The Data Dashboard is designed to show you a list of either current student characteristics and results or historical results, depending on the Dashboard and filters used. To accomplish the goal of having the most current data available on demand, the data populating the Dashboard is updated every evening. This means that when you plan to use data from the Dashboard for any official reports or presentations, you should note the date you acquired the data, because a day later, you may not be able to replicate the same numbers. For example, your school's total enrollment, demographics, or any graph based on current active students may change every day as students enter or leave your school.

Accessing the Data

Log In

To access the Data Dashboard, go to mmsd.org and click "Staff Only." Then click on the "Data Dashboard" icon under "Logon Pages for Staff" **(1)**. Or, you can click on this link: dashboard.mmsd.org. In either instance, you will need to log in using your b number and password.

Access Rights

Your data view in the Dashboard is based on your Infinite Campus access rights; therefore, you should only be able to see school or student-specific data for those places where you also have Infinite Campus access. In addition, all users should have access to district summary information.

Administrators can access data from their school(s), including student-level data. Teachers can drill down to access data for their students and can access many resources on the Teacher tab.

Structure

There are several structural features built into the Data Dashboard that help aid in data analysis. These include:

Tabs – Tabs are listed across the top of the screen **(2)**. Click on them to move between Dashboard topics.

Filters – Filters are available below the tabs **(3)**. By clicking on these filters, you can look at specific schools, grades, teams, and student subgroups. To apply a filter, scroll down the list to select your group and click "Apply Changes." You should see new data emerge that is specific to that limited view. You can select multiple groups within a single filter by holding the control key and clicking on all the groups you want to include. You also can use multiple filters by applying one at a time, making the change, and then applying an additional filter.

To clear the filters, click on the button in the upper right hand corner "Clear Current Filter Selections" (which looks like a filter and eraser) **(4)**. If you have been using multiple filters with the same set of data, you may want to start over by refreshing the filter cache. To do so, click the button in the upper right hand corner "Refresh Filter Cache" (which looks like a filter with a cycle behind it). This is particularly useful if you are getting results that don't seem quite right; a refresh will ensure the system is starting over.

Drill Down - For most of the tables and graphs, you can click on the graphic or words to show the list of events or students that constitute the numbers shown. This pop-up window will then list relevant student lists, with the ability to click on individual student profiles.

Sort - You can click on column headers to change the sorting order of the data. This feature is particularly helpful when sorting student lists using the drill down function.

Export – You can export the data in various ways to use for further analysis or in team meetings **(5)**. The upper right hand corner of each element has several buttons with options for exporting information, including "Print Metric" (which looks like a printer); "Export Metric: to Excel or to PDF" (which looks like a file." This menu of options also includes a "Zoom on Metric" feature, which helps drill down into the specific student data, and a "Display SQL Query for Metric," which gives the SQL query language used to develop the Dashboard content. MMSD has no control over how materials from the Dashboard print; printed materials will vary based on browser and printer settings.

Basic Tab

The "Basic" tab is the landing screen once you log in to the Data Dashboard. By moving between subtabs in the Basic tab, you will be able to access a wealth of information. The subtabs include:

School Accountability – This screen displays automatically when you log in. It includes attendance and achievement data, as well as a menu of related dashboards located on the left hand side of the screen for other assessments and accountability instruments. These Related Dashboards will take you to Updates that are one-page overviews of assessment Results, Behavior, and Attendance **(6)**. As of today, assessment Updates exist for ACT/ASPIRE, EPAS, MAP, PALS, and WKCE.

9th Grade On Track – This tab gives you access to the 9th grade on track data.

EWS/EIS – This tab gives you access to several different early warning systems/early indicator systems ranging from 4K to high school.

Enrollment – The menu on the left-hand side shows two different dashboards on enrollment, including current enrollment and Friday counts.

Attendance – The menu on the left-hand side shows nine different dashboards around attendance-related data including attendance rates, truancy, tardies, and historical looks.

GPA – The menu on the left-hand side shows two different GPA dashboards, including GPA overall and 11th grade GPA 3.0.

Discipline – The menu on the left-hand side shows seven different dashboards around discipline, including behavior, restraints and seclusion, suspensions, and PBIS implementation instruments.

Assessments – This tab provides access to dashboards for various assessments, including results (ACT, ASPIRE, ACCESS, Forward, MAP, and PALS) and participation (ACT and MAP).

Programs – This tab includes access to dashboards with program specific data for AVID, STEM and Scholars Academy.

Student Look-Up – You can use this tab to locate a student's profile information by entering his or her name and/or ID.

Reports

The "Reports" tab includes automatically generated reports on a variety of topics of interest in the district **(7)**. Some of these reports pull from a static population and are not automatically updated each day based on current enrollment; others are updated daily.

Each report is designed to fulfill a specific request or purpose. However, there are several reports that may be helpful to a larger audience. These include:

SIP Goals Report – Designed to help schools set SIP achievement goals; includes baseline data and suggested goals, based on district goal-setting methodology; updated in June to show end-of-year progress

SIP Planning Profile – Includes achievement and engagement data relevant for creating your SIP; population of the planning profile includes students who are expected to enter your school in the coming year (rather than current active students)

K-8 and HS Planning Rosters – Includes student-level information for those students who will attend your school next year

Analyzing the Data

Data Analysis Protocol

The Data Analysis Protocol (located in the SBLT Toolkit and Teacher Team Toolkit) provides an excellent structure to analyze any data. Questions on the Data Analysis Protocol will help guide your discussion.

In addition to this Data Dashboard Quick Start Guide, there are many Data Use Guides available at mmsd.org/datause that pertain to specific types of data. These guides include supplemental questions that are tailored to that type of data to help you work through the Data Analysis Protocol and analyze data in many different areas. Once you are oriented to the Data Dashboard and choose a dataset to analyze, check the Data Use Guides at mmsd.org/datause to find the right supplemental questions to help guide your analysis. Not all types of data will have a Data Use Guide with supplemental questions, but a new guide or other resource is available every month, so check back on a regular basis.