



# In a Minute



Volume 5, Issue 1: Important Features for the New School Year

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## INSIDE THIS ISSUE

- MyData Portal Homepage
- School Reference & Information File
- Student Profiles
- Destination 2020 Spotlight: Accelerated Instruction Plan (AIP)

## District staff quickly access relevant data tools via their MyData Portal homepages

**WHAT:** The MyData Portal user homepage contains informative data tools and reports organized into sections by topic area and function. Users are quickly able to navigate from their homepage to rosters and modules containing school-, course-, teacher-, and student-level data.

**WHY:** The page layout and navigation structure makes useful instructional tools easily accessible for all users.

**WHERE:** Light blue topic sections on MyData Portal user homepage as well as dark blue navigation tabs atop every MyData Portal page. Labels and content adjust based on account type and access.

**HOW:** Log in to your MyData Portal homepage using your district e-mail username and password. Click on links in topic sections to access related documents and tools. Access modules under the navigation tabs in two ways: 1) Hover over a tab (without clicking) to see a list of tools and tool groups. Once the list appears, move the pointer down to highlight the desired topic. Click on section when highlighted. 2) Click the tab. See tool groups on the left and tools and reports on the right. Move the pointer over tool group labels to display a list of related tools.

## Announcements

The tentative, planned publish date for the 2015-16 TEI teacher achievement measures summary reports is **Friday, September 18**. Access the reports via the *Improve* tab. (Teachers with schoolwide accounts access the reports from the *My Account* link.) Reports are only available for teachers who taught TEI-eligible courses during the 2014-15 school year.

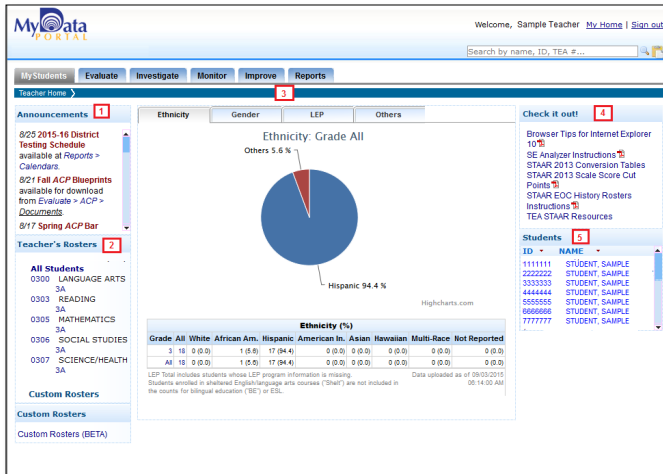


Figure 1. Teacher view of MyData Portal homepage.

or ID to view student profiles. Schoolwide users drill down to student profiles by first clicking on the appropriate teacher name or ID.

**6. District:** Available for district and division users. Reports are statistics summarized at the district level.

**7. My School/Students:** Click to return to user homepage. Preset rosters, the Custom Rosters module (Beta) version, and for select schoolwide users, campus-level MyData Portal usage statistics are included in the drop-down options.

**8. Evaluate:** View summary statistics for national, state, and local assessments. Drill down to individual rosters and select a specific results analysis to access more detailed results from the school-level view.

**9. Investigate:** Identify student and campus performance trends with data packets, Historical STAAR Performance Charts, and SE Analyzer module.

**10. Monitor:** Track students' performance and stay up-to-date on compliance with monitoring tools, such as Accelerated Instruction Plan (AIP) and Personal Graduation Plan (PGP) modules.

**11. Improve:** Locate reports and documents related to federal, state, and local accountability systems.

**12. Reports:** Find federally-, state-, and locally-produced reports containing general or school-specific statistics.

**1. Announcements:** Stay up-to-date about changes to MyData Portal including when new assessment results are available, new state and local reports are posted (ex. TEA STAAR reports), new features are added to modules, and upcoming TEI-related deadlines.

**2. Rosters:** Retrieve section and course rosters. Schoolwide users also have access to lists of all teachers and courses at the campus.

**3. Campus/Teacher Summary Graphs:** Discover the breakdown of student demographic characteristics summarized at the school- and/or teacher-level. Available data is dependent on the level of access.

**4. Check it out!:** Access timely MyData Portal training and TEA STAAR documents.

**5. Teachers/Students:** Click on student name

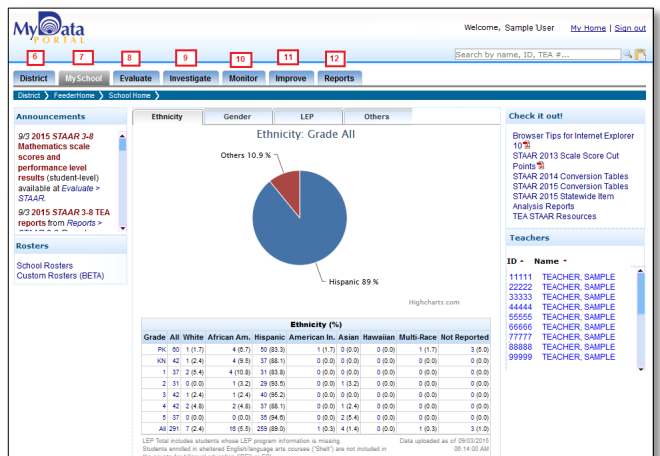


Figure 2. Schoolwide user view of MyData Portal homepage.

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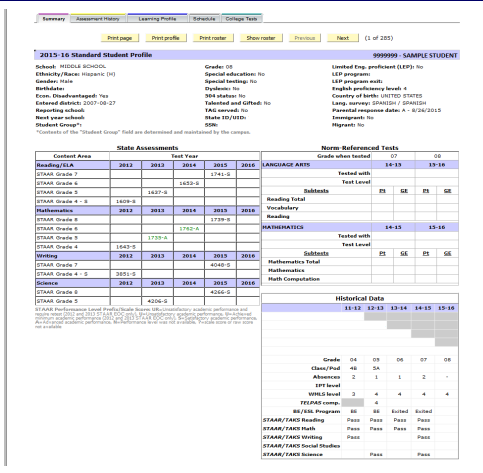
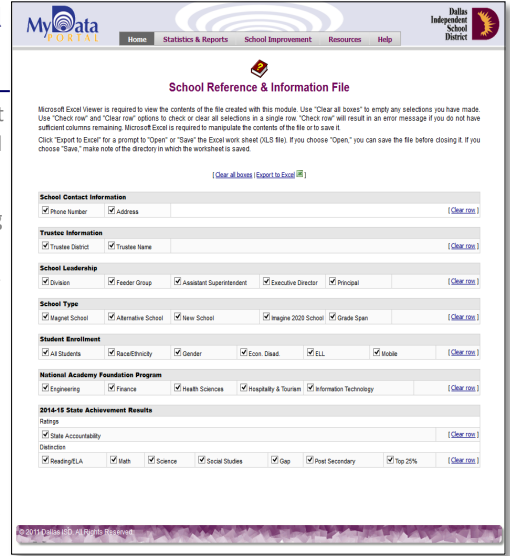
### School Reference & Information File provides valuable campus-level demographic and accountability information to all MyData Portal users

**WHAT:** The School Reference & Information File allows all MyData Portal users to quickly extract particular school-level data and input it into a Microsoft Excel worksheet. This data tool was created specifically to address the needs of district leaders.

**WHY:** This feature provides users a simple way to access and review school-level data, including school contact information, trustee information, school leadership, school type, student enrollment, National Academy Foundation Program, and data achievement results. Furthermore, certain features in Excel, such as the sort and filter feature, make it possible for users to identify trends and anomalies in school-level data.

**WHERE:** Resources > School Reference/Info File

**HOW:** Designate columns for inclusion in the Excel file worksheet based on topic category, or click **Check all boxes** to export data from all categories at once. Click **Check row** to quickly select all topics within a category. Remove all selections for a category by clicking **Clear row**. After making desired selections, click **Export to Excel** for a prompt to **Open** or **Save** the Excel work sheet (XLS file). If you choose "Open," you can save the file before closing it. If you choose "Save," make note of the saved file location



### Teachers and instructional coaches quickly access students' demographic information and full assessment history with the Student Profile

**WHAT:** Student profiles provide detailed demographic, performance, and scheduling information for each Dallas ISD student. Student profiles are organized into five tabs: Summary, Assessment History, Learning Profile, Schedule, and College Tests. Tab names correspond with their content. Students are grouped based on current enrollment (ex. Grade, course/section, or teacher).

**WHY:** This feature allows users to easily access pertinent student information.

**WHERE:** My Students or My School

**HOW:** Click on course/section number, and then click **Show student data**. To view a student's profile, click on the student's ID number. To view all student profiles for a course or section, click **Display all profiles**. Print individual profiles by clicking **Print profile**. Click **Print roster** to print profiles for all students on the roster. To only print the current student profile tab, click **Print page**.

### Destination 2020 Spotlight: The Accelerated Instruction Plan (AIP) module helps teachers team up in order to develop personalized plans

**WHAT:** The Accelerated Instruction Plan (AIP) module highlights students who did not pass the grade 5 or 8 STAAR 3-8 reading and mathematics tests or at least one of the five required STAAR EOCs. Additionally, it provides a uniform method for creating, editing, and sharing customized instruction plans for each identified student.

**WHY:** This data tool helps campus administrators and teachers to quickly pinpoint students whose promotion to the next grade level is in jeopardy as well as collaborate in order to determine the most appropriate course of action for improving performance. Furthermore, this module assists campus personnel in maintaining their compliance with the Texas Legislature's Student Success Initiative (SSI) grade advancement requirements for grade 5 and 8 students. The SSI specifies that students in these grades may only be promoted to the next grade level if they pass the STAAR 3-8 reading and mathematics subject tests, or the grade placement committee unanimously decides that the students are likely to perform at grade level if they receive additional instruction prior to their placement in the next grade level. Grade 5 and 8 students who failed STAAR 3-8 reading and/or mathematics tests must receive accelerated instruction before the grade placement committee can approve their promotion to the next grade level.

**WHERE:** Monitor > AIP (Accelerated Instruction Plan)

**HOW:** Click **Create** under the subject area of interest to create an AIP for a student. On the resulting page, select the appropriate teacher name and administration period of interest. Use the provided drop-down lists and textboxes to complete all relevant AIP sections. Next, specify the timeframe for the plan, indicate the student data that should be used to evaluate student progress, and provide recommendations. Save your changes to the plan by entering your name in the provided box and clicking **eSign**. Print students' AIPs by clicking on the checkbox next to the student's name and then clicking **Print Plan**.

**CONTACT:** Contact School Leadership at 972-925-4660 for more information about the Accelerated Instruction Plan (AIP).

Figure 4. The School List identifies students in need of AIPs.

Figure 5. The AIP details page allows users to create, edit, and share customized instructional plans for each student.