



# In a Minute



Volume 3, Issue 1: Important Features for the New School Year

September 11, 2013

## Inside This Issue

- MyData Portal Homepage
- Universal Search Feature
- Student Profiles
- Destination 2020 Spotlight: Accelerated Instruction Plan (AIP)

## Access a wealth of student performance data from the MyData Portal user homepage

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

**WHY:** The page layout and navigation structure provides easy access to useful instructional tools.

**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 special 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 your selection 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 2012-13 CEIs is **Friday, September 20**. 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 CEI-eligible courses during the 2012-13 school year. To request an investigation into data quality issues, submit an adjustment request by **Friday, October 25**. The adjustment request form is available on the CEI Information page.

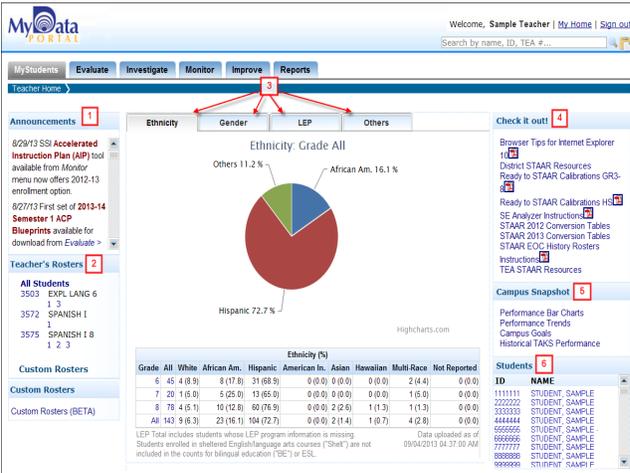


Figure 1. Teacher view of MyData Portal homepage.

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

- 7. District:** Available for district and division users. Reports are statistics summarized at the district level.
- 8. Division:** Available for district and division users. Reports are statistics summarized at the division level.
- 9. My School/Students:** Click to return to user homepage. Included in the drop-down options are preset rosters, the Custom Rosters module (Beta) version, and for some schoolwide users, campus-level MyData Portal usage statistics.

- 1. Announcements:** Stay informed about changes to MyData Portal including the posting of new reports, the updating of modules, and upcoming CEI-related deadlines.
- 2. Rosters:** Retrieve section and course rosters. Schoolwide users also have access to lists of teachers at the campus.
- 3. Campus/Teacher Summary Graphs:** Discover the breakdown of demographic characteristics at the school- and/or teacher-level. Data available is dependent on the level of access.
- 4. Check it out!:** Access timely training documents and modules as well as updated test modules.
- 5. Campus Snapshot:** Click on links to view campus-level STAAR and TAKS performance summaries.
- 6. Teachers/Students:** Click on student name or

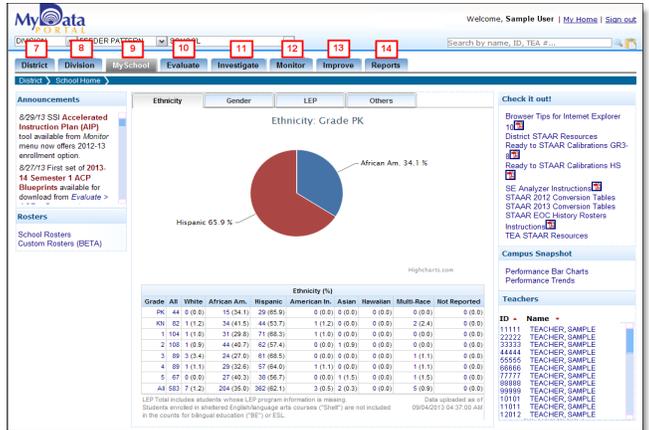


Figure 2. Schoolwide user view of MyData Portal homepage.

- 10. Evaluate:** View summary statistics for national, state, and local assessments. Access more detailed results from the school-level view by drilling down to individual rosters and selecting specific results analysis.
- 11. Investigate:** Investigate student and campus performance trends with data packets and chart tools.
- 12. Monitor:** Track students' performance and stay up-to-date on compliance tasks with monitoring tools.
- 13. Improve:** Locate reports and documents related to federal, state, and local accountability systems.
- 14. Reports:** Find federally-, state-, and locally-produced reports containing general or school-specific statistics.

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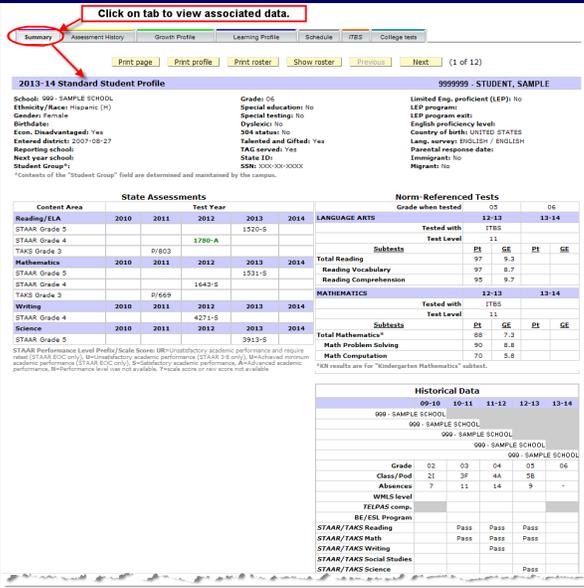
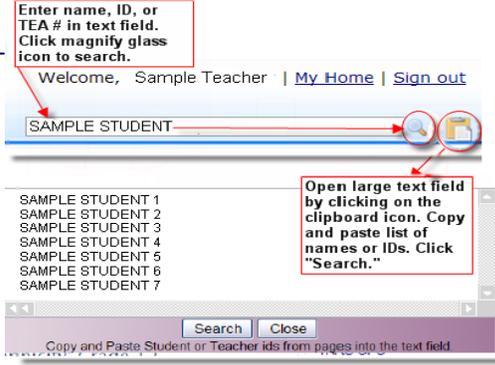
### Quickly find student information with the Universal Search feature

**WHAT:** The Universal Search feature provides users with a quick method of looking up students, schools, and where applicable, teachers.

**WHY:** This feature serves as an effective mode for finding students, teachers, and school data.

**WHERE:** Upper right corner of MyData Portal homepage (secure side)

**HOW:** Enter a name, ID, or TEA # in the search box, and click the magnify glass icon. Separate multiple entries with commas or spaces. To search for large groups of students or teachers, click on clipboard icon and paste in any block of text (from Word, Excel, e-mail messages, etc.) that contains student or teacher ID numbers.



### Student Profiles summarize students' demographic characteristics, state and local test data, and attendance records

**WHAT:** Student profiles contain detailed demographic, performance, and scheduling information for each Dallas ISD student. Information in student profiles is organized into seven tabs: Summary, Assessment History, Growth Profile, Learning Profile, Schedule, ITBS, and College tests. Tab names correspond with their content. Students are grouped based on course enrollment.

**WHY:** This feature allows teachers and administrators to easily access student information.

**WHERE:** My Students or My School

**HOW:** Click on course or 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 the profiles of all students on the rosters. To only print the current student profile tab, click *Print page*.

### Destination 2020 Spotlight: Create performance improvement plans with the Accelerated Instruction Plan (AIP) module

**WHAT:** The Accelerated Instruction Plan (AIP) module highlights those students who did not pass the STAAR 3-8 reading and/or mathematics tests in grades 5 and 8. Additionally, it provides a centralized means for creating, editing, and sharing customized instruction plans for each identified student.

**WHY:** This data tool allows campus administrators and teachers to quickly identify those students whose promotion to the next grade is in jeopardy and collaborate to determine the most appropriate course of action for improving performance. This module helps campus personnel stay in 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 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:** Select the enrollment period of interest using the drop-down box above the student list (i.e. Current or 2012-13). To create an AIP for a student, click *Create* under the subject area of interest. On the resulting page, select the appropriate teacher name and administration period of interest. Then, using the provided drop-down lists and textboxes, 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*. (Browser Tip: To ensure that you do not lose your work, fill out the form within 30 minutes.)

**CONTACT:** For more information on the Accelerated Instruction Plan (AIP), contact School Leadership at 972-925-4660.

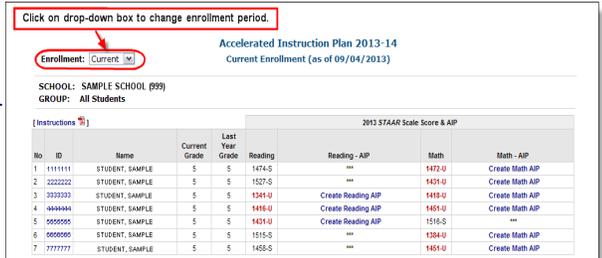


Figure 3. The School List identifies students in need of AIPs.



Figure 4. The AIP page allows users to create, edit, and share customized instructional plans for each student.