## Schoolnet Quick Start Guide for Administrators

This document helps school and district administrators to learn basic site navigation and get started with key reporting features such as viewing a student profile, navigating in the dashboard and exporting reports.

Navigating in Schoolnet

When you sign in, you'll see the My Schoolnet home page. This page provides key performance indicators and shortcuts to many other useful features. Depending on settings, you may be able to create a personal view of the 'widgets' that are most useful to you. See also: *Personalizing the Schoolnet Home Page Quick Reference Card.*

Throughout the site, blue or purple text indicates that you can click to "drill down" to more information: student names go to Student Profiles and numbers usually go to a list of student names.
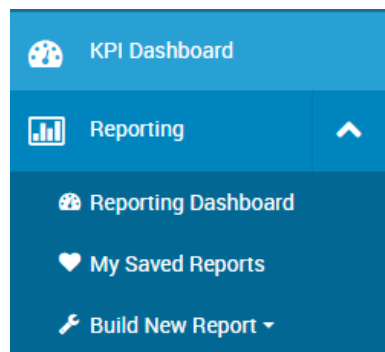
All the performance reports you'll want to view can be accessed right from the navigation sidebar with one of these links. Use the arrows to view menu options under a header

Use these icons in the top left to collapse and widen the navigation sidebar.

## View Key Performance Indicators (KPIs)

Depending on your site's configuration, KPIs provide information such as daily attendance, program enrollment and assessment results. Because the data is for currently enrolled students, the numbers may vary from other reports you might view. There is a link to the full KPI Dashboard from the home page widget, which has tabs to switch among the categories. Your KPIs may vary.
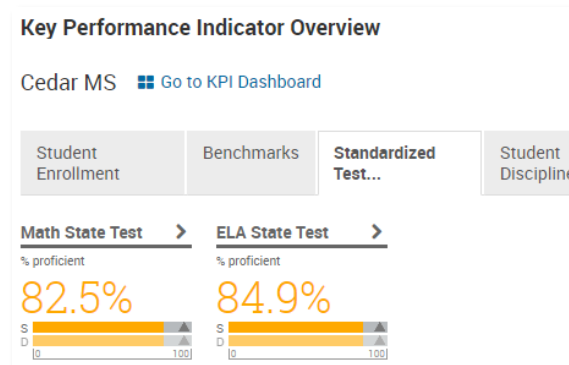
Home page widget view

You can filter the KPI Dashboard by one or more grade levels, and if available, other student sets. Use the 'breadcrumb' navigation to switch among the district, school, teacher and class view.

Chronic Tardiness

21.2%
% enrolled students

Sc
Di
0   100
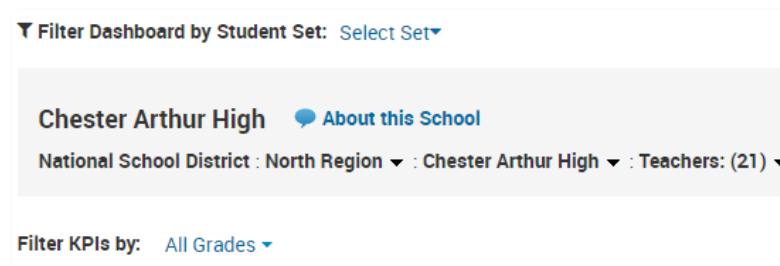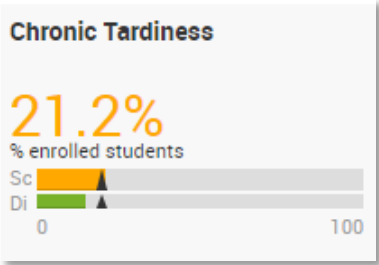
For each KPI, compare data between your school and the district, or roll your cursor over a bar to view the value. On the KPI Dashboard, click **View KPI Key** in the top right for information about what the colors and abbreviations mean.

Click a KPI to view the detail page. In the detail page, click any grade level, subgroup or teacher to view KPIs for those students. Sort a column by clicking its header.

Science Benchmark ▾

Center City SD	Emu ES ✕
47.33%	75.72%

Grade Levels

Grade Level ▲	% Proficient ▾
03	73.79%
04	71.43%
05	83.04%

Student Subgroups

Student Subgroup ▲	% Proficient
Male	71.98%
Female	80.11%
Hispanic	76.00%

Teachers

Teacher ▲	% Proficient
ALVARADO, ALYSSA	69.57%
BEARDEN, VERONICA	76.19%
BUSANET, KAYLA	86.36%
CERVANTES, REBEKA	85.00%
CHAVARRIA, VICKIE	86.96%
CLARK, CYNTHIA	68.18%

You may see teachers who don't teach the subject of the selected KPI. The percent proficient is a reflection of the data available for the students they teach.

Locate a Student Profile
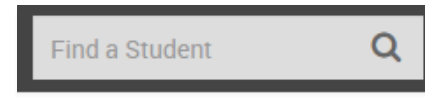
Find a Student 🔍

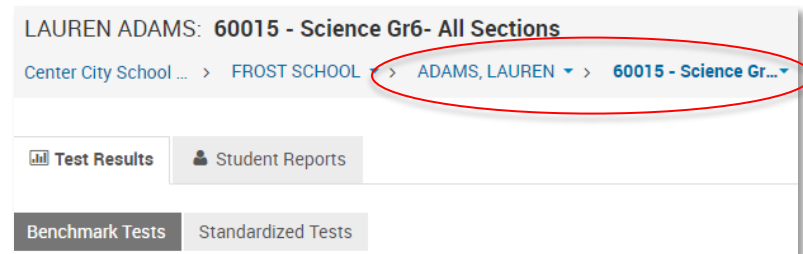The Student Profile contains all the information available about a student in Schoolnet. On the top right of the screen, start typing a name in the Find a Student field, and then select the name from the list of possible matches that appears below the field. For details: *Viewing and Printing Student Profiles Quick Reference Guide.*

Navigating in the Reporting Dashboard
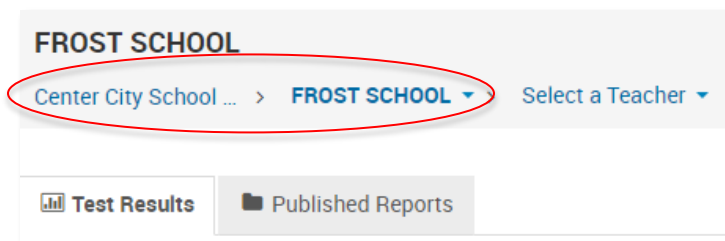
📊 Reporting ⌃

🎨 Reporting Dashboard

Click **Reporting** in the navigation sidebar to access the Reporting Dashboard. The types of reports available will vary at the district, school and classroom level.

Reporting Dashboard: Classroom Level

LAUREN ADAMS: **60015 - Science Gr6- All Sections**

Center City School … > FROST SCHOOL > ADAMS, LAUREN ▾ > **60015 - Science Gr…▾**

📊 Test Results   👤 Student Reports

Benchmark Tests   Standardized Tests

At the **classroom level**, the **Test Results** tab has both a benchmark and standardized test view. **Student Reports** contains reports that display results per student. See also: *Getting Started with Classroom Level Reporting Quick Reference Card.*

## Reporting Dashboard: District, Region/Area and School Level

At the **school and district level**, the **Test Results** tab displays all current year benchmark category assessments in real time. 'Benchmark' is used as a generic term for all school and district level assessments available in Schoolnet. You may call them interim assessments, checkpoints, etc. For each assessment, there are links to additional reports. For details, see the next section.

The **Published Reports** tab contains any reports made available to you by report managers. For details, see **View Published Reports** on the next page.

## View School/District Level Benchmark Results

Click **Reporting** in the navigation sidebar to access the Reporting Dashboard and select a school (or the district or region).
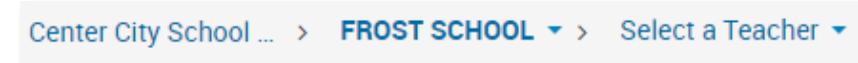

In the Test Results tab you can browse the list or use one of these methods to locate an assessment:

- **Filter** by test category, subject grade and test date
- **Sort** by start date or performance
- **Search** by test name or ID

- **View prior year assessments** by changing 'Enrollment at the time of assessment' to a prior year
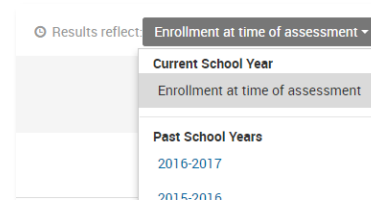
Once you locate a test to investigate further, you can access additional reports for more details. An annotated Test Summary sample is described on the last page of this document. Note that some report shortcuts go to reports that update nightly rather than in real time. The item analysis report, for example, will not reflect students who tested this morning..
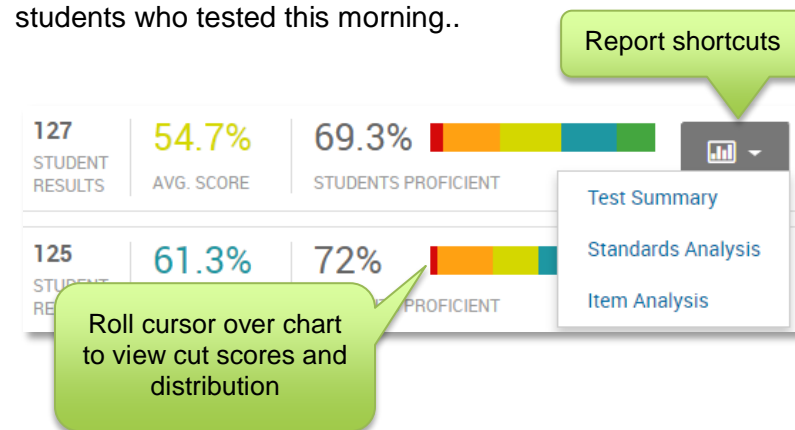

To **compare** up to ten assessments, select them with the checkbox on the left and then click the blue **Compare Assessments** button. See also: *Assessment Comparison Report Quick Reference Card*.

View Published Reports

In the Reporting Dashboard at the school and district level, the **Published Reports** tab contains any reports created and made available by report managers for your use. They may include standardized test results, attendance, enrollment or benchmark data. These reports are refreshed nightly. If the button next to a report is labeled "Build Report" (instead of "Run Report"), you will be prompted to select a student set or columns to make a complete report.

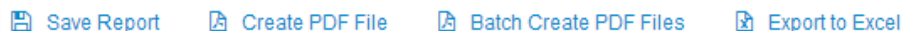From within any report, click any cell or graph in a report to view a list of students.
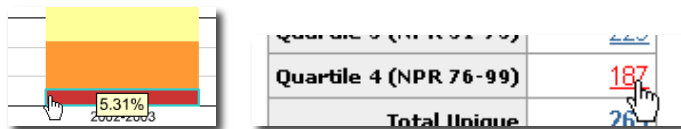
In addition to viewing student names, you can select a column set of additional data about the students (or click **Advanced** to set up your own). This type of report is known as an analysis spreadsheet. Some may already be published for you in Published Reports. See also: *View Students in an Analysis Spreadsheet Quick Reference Guide*.

Locate Saved Reports

In the blue navigation sidebar Reporting menu, select **My Saved Reports** to access any report that you saved or created.

Exporting Data

You can export most reports to Excel, PDF or both. A batch create option is available when there are multiple views: for example, if the report can be viewed one grade level at a time, the PDF file will contain a separate page for each grade.

Navigating in the Test Summary

This row has links to navigate back to the Reporting Dashboard or to the district level

Enrollment information indicated here

< Dashboard   FROST SCHOOL   ↑ Center City School Di...

⊘ Results reflect enrollment at the time of assessment

11/07/17   Grade 3_Unit 2 Cumulative_Math [7881]   Test Details

If you have permission to view, access the Test Details to see content and test settings

Access a printable PDF of the Test Summary

Test Summary | Standards Analysis | Item Analysis

Tabs are shortcuts to other reports

⬇ Export to PDF

65.9% Avg. Score
81.9% Students Proficient

SCORE GROUPS	% STUDENTS	# STUDENTS	SCORE RANGE
Proficient	81.9%	104	
■ Level 5	34.6%	44	80% - 100%
■ Level 4	22%	28	60% - 79.9%
■ Level 3	25.2%	32	40% - 59.9%
Not Proficient		23	
■ Level 2		23	20% - 39.9%
■ Level 1		0	0% - 19.9%

127 Results
Collection Report
21 Test Items
5 Standards

Identify students who are missing results

Toggle among teacher, subgroup and standard view

Performance Comparison By: [Teacher] [Subgroup] [Standard]

Teachers ▲	# Students ⇕	Avg. Score ⇕	Proficiency ⇕	Score Groups
Center City School District	973	68.7%	87.3%	
FROST SCHOOL	127	65.9%	81.9%	
▸ CAMPBELL, ALEX	44	74.8%	97.7%	
▾ SALAZAR, ADDIS...	40	38.8%	45%	
▥ 30008 - Math Gr3 - 2-3(A-E) SALAZAR	20	38.9%	45%	
▥ 30008 - Math Gr3 - 4-5(A-E) SALAZAR	20	38.7%	45%	

Shortcut to classroom level Test Summary