HOMEROOM DATA COLLECTION WORKSHEET

Data collection is the process of gathering and analyzing accurate data from various sources to find answers, research problems, and evaluate possible outcomes.

PURPOSE

- Make data part of an ongoing cycle of instructional improvement.
- Establish a clear data vision that is easily accessible.
- Foster a data-driven culture - dedicated time for structured collaboration.
- Empower students to invest in their learning and look for trends, opportunities, roadblocks, and solutions.

COMMON CHALLENGES

- Limited Professional Development Time
- Lack of Resources to Support System
- Varying Technology Skill Levels
- Lack of understanding of using data
- Difficult to engage users

SDS DATA AVAILABLE TO USERS

- All your data all together for maximum efficiency and efficacy
- Risk Indicators: Behavior, Attendance, Grades, Assessments
- Quick Profiles, Spotlights, Student Groups
- SWIS, SEL, Customization

ACTIONS - Identification of District/School Initiatives or Goals

1. Create a clear vision/goal. Choose a clear point of focus and a strategic data point to track.

   - How does your school define and measure success? What matters to you?

   - What aspects of learning development or progress do you want to understand better?

   - What is the best evidence to look at to work out how our students are progressing?

   - What data can help predict outcomes? (work completion, teacher/student engagement)

   - Which students do you wish to focus on to anchor your analysis? (demographic, population, academic level, attendance, behavior, programs)

   - What is your target date?

2. Select a data collection approach and gather data information.

   ○ Do you want to take a collaborative assessment approach or a data-driven dialogue approach?

   ○ Who are the stakeholders?

School Board / Community Members	Broad Spectrum Student Achievement, Improvement, Support
Administration / Central Office	Student Classroom, Classroom Pedology, Behavior, Attendance
Counselors	Scheduling, Needs of Students
IT (Information Technology	Differentiated Access, Support, Maintenance, Enhancement, Challenges
Teachers, Support Staff	Students/ Class, Strengths/Weaknesses, Academic Progress
Support Staff	Interventions
Student/Parent/Guardian	Track and Compare Overall Progress Over Time

3. Interpret the data / Assessment Plan. Discover root causes beyond just test scores.

   ○ What do you see? (I observe____)

   ○ What are the trends? (I can count____, I see patterns____)

   ○ What questions does this raise? What problems or issues need work? (I'm surprised at____)

4. Determine the implications

   ○ Policy reporting (State and Local Education Agencies (SEA, LEA)

   ○ Teaching /Learning (I predict____) *NOTE - Instead of making a judgment, ask what evidence supports an assumption or belief. (I need additional data that would help____)

5. Create a framework to initiate change, and build instruction plans and adjustments. Create a focus on specific actions and outcomes.

   ○ Fill in the opportunity gaps. Find resources to meet needs. Use or redirect new and existing resources. (skills, support, interventions, equity, professional development)

   ○ Do questions arise? (additional data that would guide solutions are___)

   ○ Stakeholders (Expectations are influenced by)

6. Track growth and measure success. Examine Progress.

Examples

- Distribute responsibilities. Create a response team. Engage the larger community in dialogue and change.

- Simplify data management. Use visual charts and data tracking tables that are sustainable, low-stake, bi-weekly metrics that all stakeholders can use.

- Create targeted Professional Development that is job-embedded and relevant. Address critical problems, examine the underlying root, and implement actions to address the problems using accessible data.

- Cultivate school boards with a common framework of principles and values to support the schools.

- Have a "Data Night" hosted by the school (Student Led Conferences, Junior/Senior Information Night)

- Differentiate instruction. Create a broad spectrum of experiences and opportunities for all to succeed. (whole vs. small groups, time management, guided hands-on student-centered environments)

HOMEROOM DASHBOARD SPECIFIC

Next Steps

1. Edit Dashboards - Too much overwhelms users.
   - Reorganize Containers
   - Separate data and training for elementary and secondary
   - Create additional data sets to display
   - Collect detailed student data to support chart displays (subgroups)
2. Keep users engaged - highlight the most useful data
   - Create Reminders
   - Schedule time at staff meetings to inform, collaborate and share.
   - Highlight specific data sets to support work - recurring tasks that align to work and goals, eval
   - Report needs or tracking of students, conferences, state requirements, and grants
   - Plan training around key dates in the school year - newly available data releases
3. Break instructions down into small, focused tasks
4. Prepare before training - Check permissions, default dashboards, and student groups

Tips and Tricks

School Data Solutions Help Articles: https://support.schooldata.net

Navigating The Home Page   Student Groups

Basic Dashboard Navigation   Container-Tools   Delving-Into-Data