

Student Data User Guide

Student Data Grids (SDGs) are comprehensive and customized spreadsheets listing your students with the data columns you selected in the order you want and delivered to you on the days you need them. SDGs can be generated as needed or can be scheduled to run regularly. For assistance scheduling an SDG, please email support@schooldata.net or use the question mark in the right-hand corner of the application.

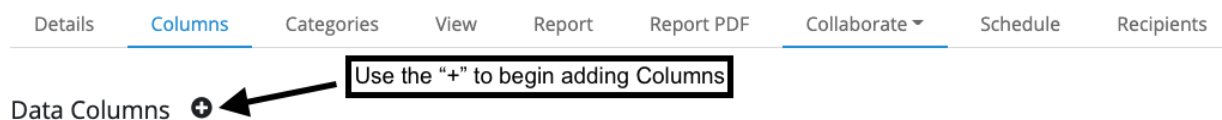
Creating a Student Data Grid:

Details tab:

- Add a description that will better explain the purpose of the SDG.
- In groups, categories organize common data types (i.e., basic student info and demographics). Adding categories is optional and can be turned off by unchecking the “use categories” checkbox. Using Categories will produce a double row header with Categories in Row 1 and Data Point Columns in Row 2.
- Data with more than one value in a column (i.e., assessments and class grades) can be organized in multiple nested rows. Nested rows can make the output of the spreadsheet look cleaner. However, there are times when having separate columns is desirable. Therefore, different columns are necessary, especially when configuring and adding a custom formula.
- The “Is Secure” option prevents users from seeing sensitive student data outside their SDS system permissions. Any student the user cannot access will have their name and identifying information replaced with a series of asterisks.
- The label and title for the SDG are automatically generated; edit it to rename your SDG, and save it to move onto the columns tab.

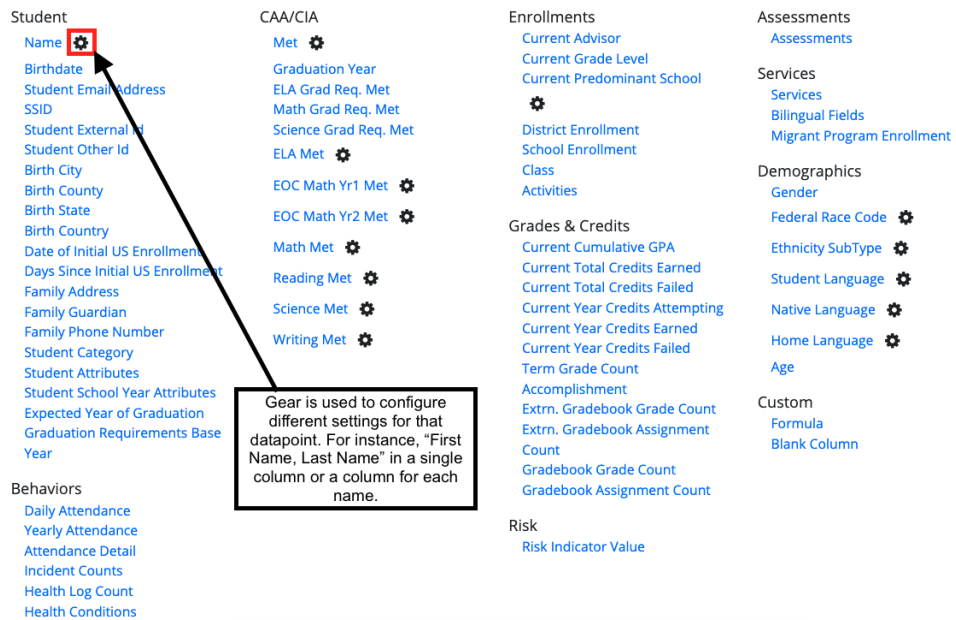
Columns tab:

- Clicking on the “+” sign next to Data Columns will open a window displaying the available data points.




- Columns with a gear icon have special configuration settings that can be applied before the column is added to the data grid. For example, the student name column can display: “Last Name, First Name,” “First Name Last Name,” etc.









Add Data Column




Student

- Name 
- Birthdate
- Student Email Address
- SSID
- Student External Id
- Student Other Id
- Birth City
- Birth County
- Birth State
- Birth Country
- Date of Initial US Enrollment
- Days Since Initial US Enrollment
- Family Address
- Family Guardian
- Family Phone Number
- Student Category
- Student Attributes
- Student School Year Attributes
- Expected Year of Graduation
- Graduation Requirements Base Year

CAA/CIA

- Met 
- Graduation Year
- ELA Grad Req. Met
- Math Grad Req. Met
- Science Grad Req. Met
- ELA Met 
- EOC Math Yr1 Met 
- EOC Math Yr2 Met 
- Math Met 
- Reading Met 
- Science Met 
- Writing Met 

Enrollments

- Current Advisor
- Current Grade Level
- Current Predominant School 
- District Enrollment
- School Enrollment
- Class
- Activities






Assessments

- Assessments

Services

- Services
- Bilingual Fields
- Migrant Program Enrollment

Demographics

- Gender
- Federal Race Code 
- Ethnicity SubType 
- Student Language 
- Native Language 
- Home Language 
- Age

Behaviors

- Daily Attendance
- Yearly Attendance
- Attendance Detail
- Incident Counts
- Health Log Count
- Health Conditions

Grades & Credits

- Current Cumulative GPA
- Current Total Credits Earned
- Current Total Credits Failed
- Current Year Credits Attempting
- Current Year Credits Earned
- Current Year Credits Failed
- Term Grade Count
- Accomplishment
- Extrn. Gradebook Grade Count
- Extrn. Gradebook Assignment Count
- Gradebook Grade Count
- Gradebook Assignment Count

Risk

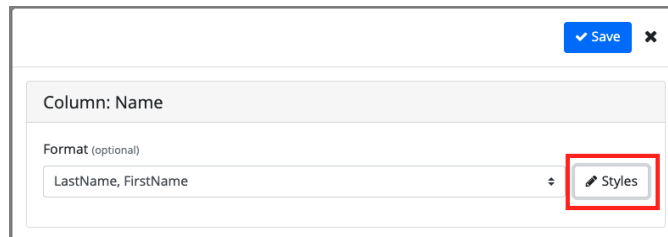
- Risk Indicator Value

Custom

- Formula
- Blank Column


Callout Box: Gear is used to configure different settings for that datapoint. For instance, "First Name, Last Name" in a single column or a column for each name.

- The Styles button links in column configuration screens that can be used to configure the display of data and rename/create custom data categories.

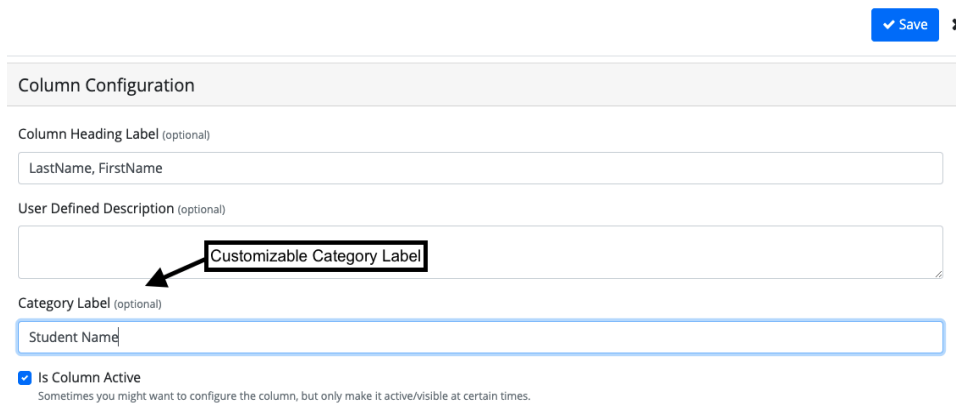


Column: Name

Format (optional)

LastName, FirstName 

- Put a custom name in the Category Label field to create a category. Then, all data with that category label will appear in the same category.



Column Configuration

Column Heading Label (optional)

LastName, FirstName

User Defined Description (optional)

Customizable Category Label

Category Label (optional)

Student Name

Is Column Active
Sometimes you might want to configure the column, but only make it active/visible at certain times.

- **Student Info** columns are labeled and are very specific data points.
- **Behaviors:**
 - **Daily Attendance:** Includes detailed data and other daily ratios and percentages related to attendance. It can be configured to look at finite time ranges, like between two dates. You can also configure this column to look at specific schools, which is helpful when considering students who might attend more than one school in a year. If the school option is left blank, the application will look at the predominant school of the student. Priority ordering for a specific column of data can be set.
 - **Yearly Attendance:** This looks at overall data for a year and can be configured to look at specific years or sets of years. If the school option is left unselected, the application will look at the predominant school of record for the student. Priority ordering for a specific column of data can be set.

✓ Save ✕

Column: Yearly Attendance

Set Time Span (optional)

Current School Year ⇅

Schools (optional)

Select

Aggregate Used for Ordering (optional)

Average Yearly Attendance ⇅

This helps select the proper school when a student is at multiple schools

Columns to Include:

Total Number of Days Enrolled

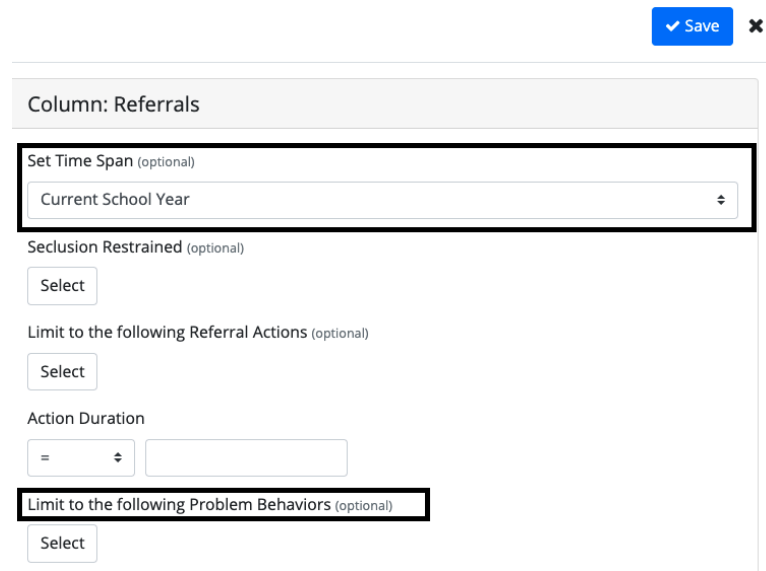
Total Days Effectively Absent
This is the sum of effective daily absences divided by the number of days enrolled. An effective daily absence is the number of elements (periods or classes depending on SDS configuration. Mostly all districts are period based elements) absent divided by the number of elements enrolled

Total Number of Tardies
The sum of the daily number of elements (periods or classes depending on SDS configuration. Mostly all districts are period based elements) in a given year where an attendance record was flagged as "tardy"

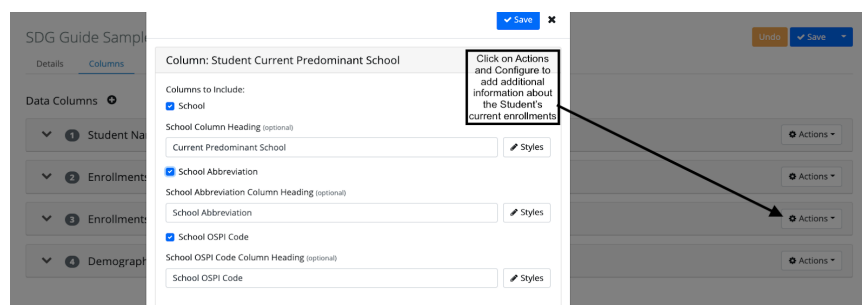
Aggregate Days Tardy
This is the sum of the daily ratios in a given year of the number of elements (periods or classes depending on SDS configuration. Mostly all districts are period based elements) "tardy" to the number of elements enrolled each day

Total Number of Excused Tardies
The sum of the daily number of elements (periods or classes depending on SDS configuration. Mostly all districts are period based elements) in a given year where an attendance record was flagged as "excused tardy"

- **Attendance Details:** Looks at details (i.e., Number of __) for students' attendance. Daily attendance can be configured to look at finite ranges of time. If the school option is left blank, the application will look at the predominant school of the student. Priority ordering for a specific column of data can be set.
- **Incident Counts:** Counts discipline incidents entered into your SIS. It can look at years as a whole or a finite range of days.
- **Referral Counts:** Counts of SWIS referrals. It can be limited to a specific time frame, problem behaviors, locations, and more.

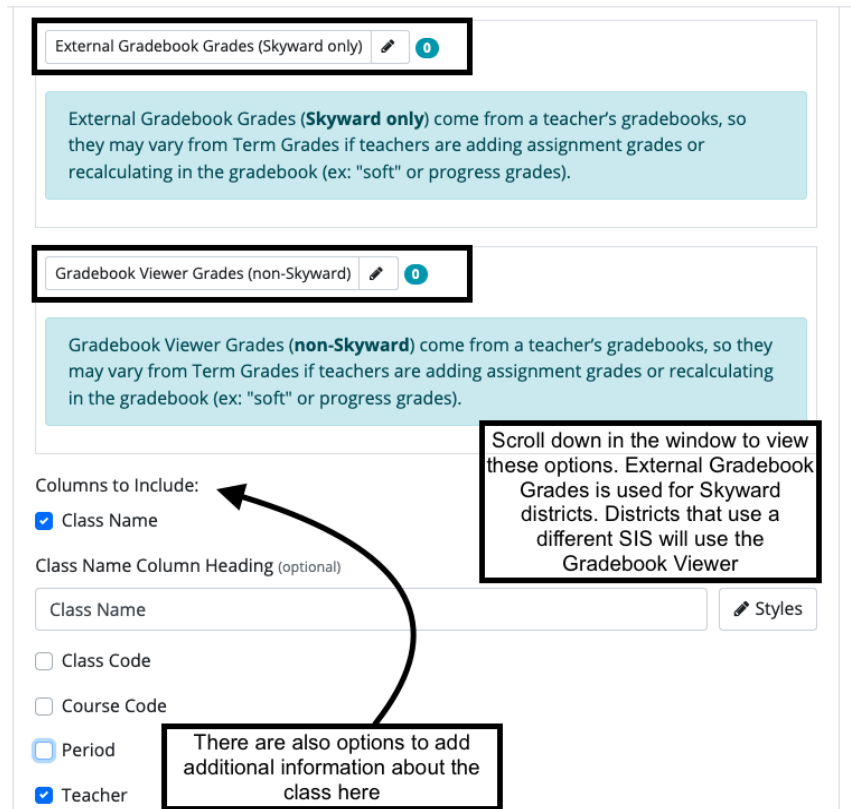




- **Health Log Counts:** Used to count the number of health incidents like injuries and illnesses. We can look at years as a whole or a finite range of days.
- **Health Conditions:** Used to list health conditions for students.
- **CAA/CIA:** Contains information from students' Certificate of Academic Achievement or Certificate of Individual Achievement record, EOC for historical End of Course, Math, Reading Science, and Writing for historical HSPE assessments/milestones met. Please note: EOC and HSPE are historical assessments used to meet the once-separated graduation requirements.
- **Enrollment:** Used to pull enrollment (i.e., district, school, class, etc.) data for students.





- **Current Advisor**
- **Current Grade Level:** Grade Level Ordinal is an automatically added numerical value for each grade level. Use the action button to delete this extra column.
- **Enrollment:** Current Predominant School, District enrollment column looks at finite ranges of dates and pulls district enrollment data for those dates. The current date is the most common option. The school enrollment column is like the district columns but looks at schools instead.
- **Class:** Pulls class enrollment data. Important to note that this is where class grade data is found. It can be configured to look at grade-level time spans or school-year time spans. Subjects, courses, class periods, etc., can filter it. It can be further filtered down to look at specific class terms.

When configuring the Class column, you can add Grade information to your SDG using the ExternalGradebookGrades field. This is the column that is most used to pull grade information.



External Gradebook Grades (Skyward only)  

External Gradebook Grades (**Skyward only**) come from a teacher's gradebooks, so they may vary from Term Grades if teachers are adding assignment grades or recalculating in the gradebook (ex: "soft" or progress grades).


Gradebook Viewer Grades (non-Skyward)  

Gradebook Viewer Grades (**non-Skyward**) come from a teacher's gradebooks, so they may vary from Term Grades if teachers are adding assignment grades or recalculating in the gradebook (ex: "soft" or progress grades).

Columns to Include:

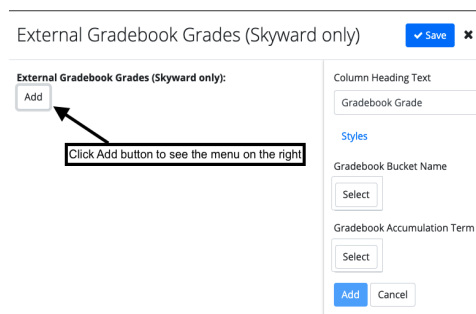
- Class Name
- Class Code
- Course Code
- Period
- Teacher



Class Name Column Heading (optional)

Class Name 


Scroll down in the window to view these options. External Gradebook Grades is used for Skyward districts. Districts that use a different SIS will use the Gradebook Viewer

There are also options to add additional information about the class here



External Gradebook Grades (Skyward only)  

External Gradebook Grades (Skyward only):



Click Add button to see the menu on the right

Column Heading Text

Gradebook Grade

Styles

Gradebook Bucket Name

Select

Gradebook Accumulation Term

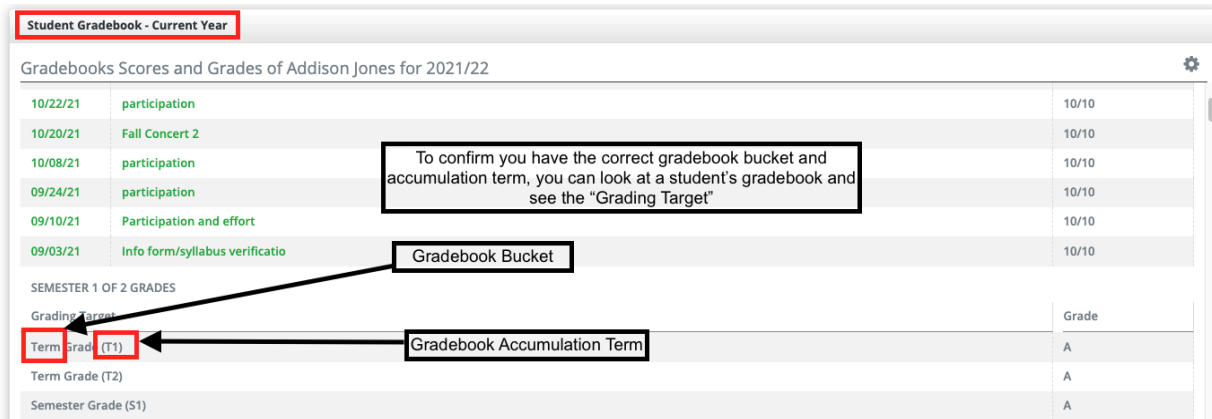
Select

Add Cancel

Steps to Add a grade column:

1. Click the pencil icon to add/configure these columns.
2. Click the Add button.
3. Add Column Heading Text to describe the data as desired.
4. Select a Gradebook Bucket. A gradebook bucket is a place where specific grade data is stored. For example, the buckets for middle and high school students include midterm, semester, and term grades. Elementary grades are a little more difficult as each grade level has its own buckets.
5. Select the Gradebook Accumulation Term. The term needs to match with the bucket selected previously. For example, if you selected midterm for the bucket, you must select one of the midterm accumulation terms. Otherwise, the column won't pull the data correctly, if at all.
6. Click Add.
7. Repeat Steps 3 thru 7 as needed for additional grade columns.
8. Lastly, click Save.

To confirm your correct gradebook bucket and accumulation term, you can go to a student's spotlight and view the Student Gradebook Container. Look for the Grading Target to be listed. Please see the image below.



Student Gradebook - Current Year

Gradebooks Scores and Grades of Addison Jones for 2021/22

10/22/21	participation	10/10
10/20/21	Fall Concert 2	10/10
10/08/21	participation	10/10
09/24/21	participation	10/10
09/10/21	Participation and effort	10/10
09/03/21	Info form/syllabus verificatio	10/10
SEMESTER 1 OF 2 GRADES		
Grading Target		
Term Grade (T1)		Grade
Term Grade (T2)		A
Semester Grade (S1)		A

Annotations in the image:

- A box labeled "Gradebook Bucket" points to the "Info form/syllabus verificatio" row.
- A box labeled "Gradebook Accumulation Term" points to the "Term Grade (T1)" row.
- A text box states: "To confirm you have the correct gradebook bucket and accumulation term, you can look at a student's gradebook and see the 'Grading Target'".

Steps to Edit a grade column:

1. Click the pencil icon to add/configure these columns.
2. Next, click on the grade column in question.
3. Make changes as needed.
4. Click the Add button.
5. Click the Save button once all the edits are made to the grade columns.
 - **Activities:** is used to pull data on activities (most commonly sports) in which a student might participate. They are configured to look at finite ranges of dates. The current date is the most used option.

- **Grades & Credits:**
 - The “Current ...” columns are very specific data points with no configure ability other than Styles.
 - **Term Grade Count:** Used to count specific grades for a term and credits. It can be filtered much like the Class enrollment column.
 - **External Gradebook Grade Count:** Used to count specific grades from the external gradebooks. The number of Grades and Number of Classes will be selected depending on what the user desires to look at. They are not necessarily the same. It can be filtered much like the Class enrollment column.
 - **External Gradebook Assignment Count:** Can be filtered much like the Class enrollment column. However, there are two additional filtering criteria: assignments assigned within and assignments due within. It can be used to specify if the assignment is missing or if the assignment is modified. You can also select specific assignments to look at.

- **Risk:** Used to pull risk indicator values into data grids. Select the indicators of interest and the columns to include. If more than one indicator is selected, you must select Apply Configuration Multiple times to match the number of indicators selected.

Column: Risk Indicator Value

Select Risk Indicator (optional)

Select

Risk Index (Elementary School) -

Risk Index (Middle School) -

Risk Index (High School) -

Apply Configuration Multiple times (optional)

3
▾

Columns to Include:

Risk Value

Risk Value Column Heading (optional)

Risk Value
✎ Styles

Risk Level

Risk Level Column Heading (optional)

Risk Level
✎ Styles

Value is Risk

Risk Indicator Name

Risk Indicator Name Column Heading (optional)

Risk Indicator Name
✎ Styles

Apply configuration Multiple times = 1 for each indicator

- Assessments:** Used to pull assessment scores and other information into data grids. It can be configured to look at specific years or sets of years. In addition, specific assessments can be selected. This is probably the most used option. However, you could also look at assessments grouped by subjects (i.e., math, English, etc.), scope (state, district, etc.), and family (i.e., Smarter Balanced, iReady, etc.), depending on what you want to look at.

Suppose you select multiple assessments, or the other selections result in more than one assessment for a student. In that case, you must select the Apply Configuration Multiple times to match the number of assessments. The exception to this is if you are looking for a specific score for a group of assessments, like the highest score.

Steps to add an assessment column:

1. Click the **+** icon and click **Assessment**.
2. Adjust the time span if needed.
3. Click **Select** under assessments.
4. Use the Filter Search to find the assessment(s).

Filter Assessments Search Results

Clear Filters

✓ Set



Use filter option to search for your assessments

Label (optional) All ▾

SBA Summative

Name (optional) All ▾

Select Assessments from all assessments

✓ Apply



143 Assessments Filtered

Filter Search Results

Assessment Label	Subject
SBA Summative Concepts and Procedures Claim Gr 8	Math
SBA Summative Concepts and Procedures Claim HS (Thru Fall 17/18)	Math
SBA Summative ELA/Literacy Gr 10	ELA
SBA Summative ELA/Literacy Gr 10 - Spring 2020 (Covid 19)	ELA
✓ SBA Summative ELA/Literacy Gr 3	ELA
SBA Summative ELA/Literacy Gr 3 - Spring 2020 (Covid 19)	ELA
✓ SBA Summative ELA/Literacy Gr 4	ELA
✓ SBA Summative ELA/Literacy Gr 5	ELA
✓ SBA Summative ELA/Literacy Gr 6	ELA

Select the assessments you would like to add

- Once you have selected the assessment(s), use the apply configuration multiple times. Then, select the appropriate number for the same assessments you selected.

Column: Assessment

Set Time Span (optional)

Assessment (optional)
 SBA Summative ELA/Literacy Gr 3 SBA Summative ELA/Literacy Gr 4
 SBA Summative ELA/Literacy Gr 5 SBA Summative ELA/Literacy Gr 6

Subject Area (optional)

Scope (optional)

Family (optional)

Apply Configuration Multiple times (optional)

Highest Score
 Most Recent Score
 Oldest Score
 Highest Performance Level
 Lowest Performance Level

It is important to consider the time frame from when the assessments were taken. I am leaving no filter for this example so I can see all students 3-6 grade and their scores for each of the assessments.

Don't forget to apply the configuration multiple times = 1 for each of the assessments selected.

- Scroll down to the columns included section where you can add the assessment name, performance level, year, and others to your spreadsheet if needed. Once those columns are selected, you can use the Heading Text box that will appear to change the names of the specific columns.

Columns to Include:

Assessment Name

Assessment Name Column Heading (optional)

Assessment Description

Score

Score Column Heading (optional)

Met Standard

Is Out of District

Performance Level

Performance Level Column Heading (optional)

Test Administration Name

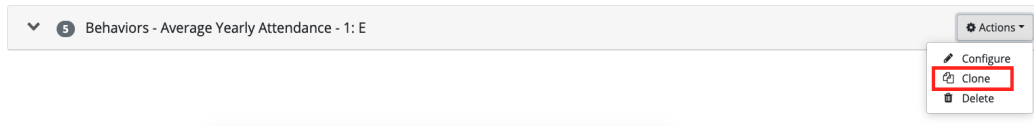
Student Assessment Test Date

Performance Level Score

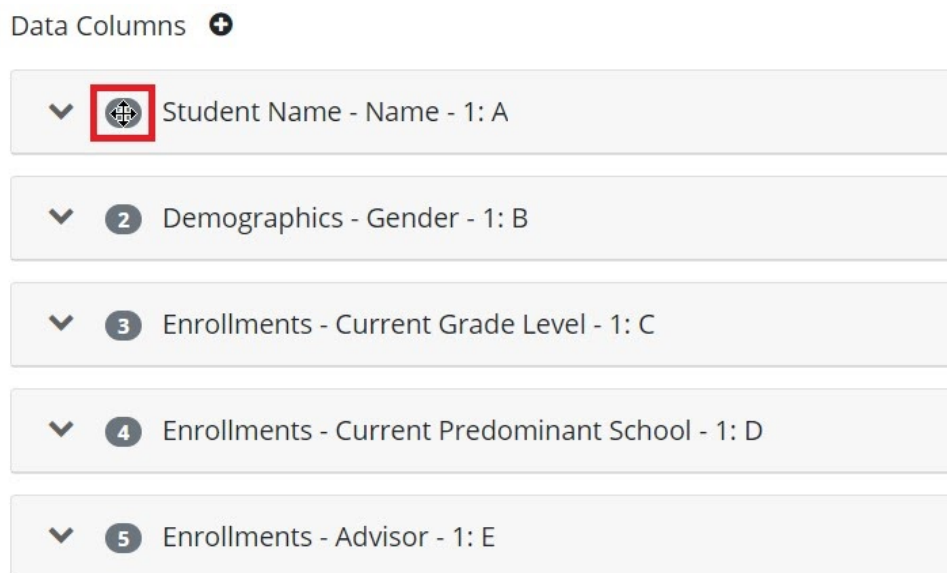
- **Services:** Used to pull service enrollment information. It can be configured to look at finite ranges to dates. The Status Limit options are dependent on the Time Span chosen. Next, you select the services of interest. If multiple services are selected, you must select an Apply Configuration Multiple times to match the number of services selected.

Ex: Selecting Special Education, 504, and Bilingual will require the configuration multiple times to be set to three.

- **Demographics:** Very specific data points; some have extra options to add, like codes and abbreviations. Those columns can be added using the gear next to the specific data point.
- **Custom:**
 - **Formula:** Write your own Excel executable formula based on one or more of the other columns of data in the grid. Care needs to be taken when changing (adding or reordering) the columns in the grid, as the formula columns will not automatically be updated. In addition, formulas will not display on the dashboard if the SDG is used on a district's dashboard.
 - **Blank:** It is commonly used to add a blank column to enable users to enter their data in the resulting spreadsheet.



You can rearrange the columns' order by hovering over each column's number. An arrow cursor will appear, allowing you to drag and drop, adjusting the order.



Categories tab:

Used to format the data in categories and columns. You can delete or rename categories of columns as necessary.

SDG Guide Sample Cancel Next

Details Columns **Categories** View Report Report PDF Collaborate Schedule Recipients

Category Name	Category Style	Override Column Heading styles <small>(Apply this style directly to all elements in this category)</small>
Demographics	Select Demographics Category	Select
Enrollments	Select Enrollments Category	Select
Student Name	Select Default Header	Select

View tab:

- Used to generate a preview of the data. Simply select a student group and click Load Preview. This is helpful when designing a grid and saves having to generate spreadsheets each time you want to test a design.
- The one caveat is that the preview will not execute custom formulas. Instead, it will simply show all or part of the custom formula. To test a formula, you must run a full report that will be delivered as a spreadsheet via email.

SDG Guide Sample Cancel Next

Details Columns Categories **View** Report Report PDF Collaborate Schedule Recipients

Preview Settings

Student Group (required) All 3rd Grade Students (21/22) x Select

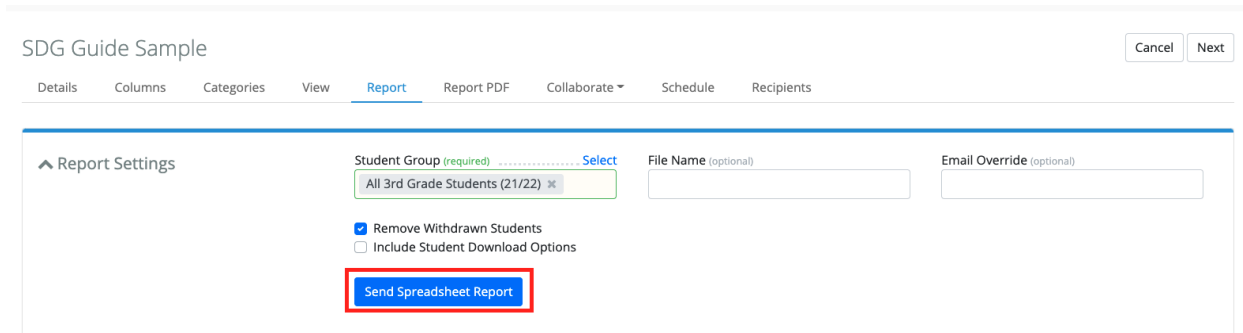
Remove Withdrawn Students **Load Preview**

Student Name	Demographics	Enrollments	Current Predominant School	Advisor
Name	Gender	Current Grade Level		
	M	3	Lake Wilderness Elementary	Andersen, Dusti
	F	3	Shadow Lake Elementary	Ogle, Annie Laurie
	F	3	Glacier Park Elementary	Matheson, Madeline
	F	3	Glacier Park Elementary	Downs, Teagan
	M	3	Rock Creek Elementary	Pulley, Julie
	F	3	Rock Creek Elementary	Wagner, Shawna
	F	3	Glacier Park Elementary	Binder, Angela

Report tab:

- Used to generate an Excel spreadsheet of the grid. Select a student group and add a custom file name (if desired).
- Click the Include Student Download Options checkbox to include additional data point columns at the end of the data grid. Select the additional download options as desired.

- Lastly, click Send Spreadsheet Report.



SDG Guide Sample Cancel Next

Details Columns Categories View **Report** Report PDF Collaborate Schedule Recipients

Report Settings

Student Group (required) Select

File Name (optional)

Email Override (optional)

Remove Withdrawn Students
 Include Student Download Options

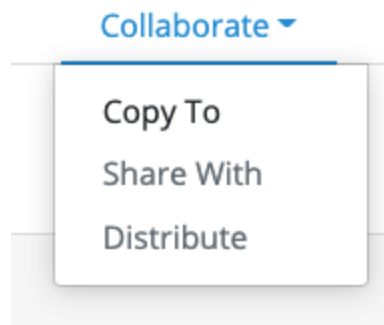
Send Spreadsheet Report

Report PDF tab:

- Allows users to create a PDF of the information. Often users find that an Excel file generated in the report tabs is the most helpful. Allowing the user to filter, rearrange and exclude data as needed.

Collaborate tab/menu:

- This drop-down menu is used to copy or share the selected grid with another user within the district.
- Copying the SDG to another user allows them to use your SDG without creating one from scratch.
- Sharing allows the other user to edit the SDG in both your and their account.



Schedule tab:

- Used to schedule a grid to be sent to you or other Recipients on the days and times selected.
- Confirm you are in the correct school year; especially important if you have cloned or copied the SDG.
- Click on a desired day and then select the time you want the grid delivered on that day.
- Repeat the process for other dates of desire.
- Make sure the Schedule is Active checkbox is checked.
- Contact School Data Solutions if you want advanced scheduling (i.e., every __ week) to set up these schedules more efficiently.

- If you are having trouble accessing the scheduling, please know that this is permission not all SDG users have. Please reach out for assistance.

SDG Guide Sample Undo Save

Details Columns Categories View Report Report PDF Collaborate **Schedule** Recipients

Set Delivery dates Schedule is Active

Date Boundary Mode School Year End Date

School Year * Select 21/22

month week day today < >

W	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	26	27	28	29	30 9a Scheduled Delivery	31	1
2	2	3	4	5	6	7	8
3	9	10	11	12	13	14	15
4	16	17	18	19	20	21	22
5	23	24	25	26 9a Scheduled Delivery	27	28	29
6	30	31	1	2	3	4	5

Recipients tab:

- Used to send the data grid to one or more recipients using a specific student group for each recipient set. The recipients will only receive data for those students they are authorized to view. So, for example, teachers would only be able to see their students. The basic settings configure the basic email parts, including the report file name, subject, and message.

Adding A Recipient Set:

1. Click on Add Recipient.
2. Scroll to the bottom of the webpage to Recipient Selection.
3. Select the subset of recipients of interest, for example, Principals.
4. Depending on the subset selected previously, further options will appear. Configure the options as desired.
5. Repeat Steps 1 thru 3 for the remaining recipient sets of interest.
6. Click the Save button.
7. Click Run Now to execute the grid and send a spreadsheet to the recipients. If you wish to see how the recipient selections will work before sending them to users, click the down arrow next to the Run Now button and select Run Validation Now. This will create separate spreadsheets that each recipient will receive and send to you in a compressed (ZIP) file, which you can then open and review.

Details Columns Categories View Report Report PDF Collaborate Schedule Recipients

Select recipients for this Student Data Grid Add Recipient

Basic Settings

Exported Filename (optional)

Email override (optional)

Email Subject (optional)

Email Content (optional)

Recipient Selection 🗑️

Who will receive this grid

- District Administrators
- School Administrators
- Principals
- Teachers
- Specialists
- Specific Persons

Student Data Grid Organization & Management

My Data Grids screen:

Data Grids can be organized into folders/categories using the Add New Category option from the Actions Menu. SDGs can be moved to other categories using the Edit item option using the gear icon next to the Grid. Grids can also be cloned (i.e., copied) to facilitate creating other grids based on other created grids, thereby avoiding unnecessary configuring of common fields. This option is found by selecting Clone Item from the gear icon next to the grid. Finally, grids can be reordered as desired by dragging and dropping on the double arrow icon next to the grid.