

A photograph of a male teacher with grey hair and a female student with dark curly hair, both smiling and looking at a document on a desk. The teacher is pointing at the document with a pen. The background shows a classroom with windows and other students.

HOMEROOM Through The Seasons

June 7 2023

PRESENTED BY:

SchoolData.net

TODAY'S TOPICS

Year End Rollover, Next Year & Homeroom Basics

- Year End Tips & Tricks
- Year End Rollover
- New Attendance Charts
- Help Desk Highlight

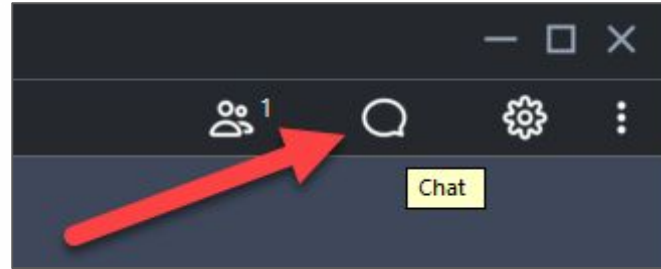
PRESENTED BY:

SchoolData.net

September 23, 2020



How to Chat



- GoToMeeting Toolbar
- Type
- Choose who to send chat to (default is Everyone)




Course Registration and Resources

- Course Registration
 - Register for additional courses
 - Registered courses display as Enrolled
- Course Resources
 - Locate presentation by clicking the course details pdf
 - Links listed under Course Materials



Course Registration

To view course information, click the  in the "Info" column.

You can search for courses by:




- **Dates** - click on a specific date on the calendar widget or filter by start date below.
- **Criteria Search** - select an option from the drop-down menus below.
- **Key Search** - type a key word in one of the text filter boxes below.

Click on the blue help icon (upper right-hand corner) for more detailed instructions.

Criteria Search

Category:

Intended Audience: Content Focus: Learning Level:

Key Search	Info	ID	Start Date	End Date	Title	Location	Instructor
ENROLLED		2	8/11/2020	8/11/2020	Support initiatives with Student Groups	Online Course	Wright, Jennifer
<input type="button" value="Register"/>		3	8/13/2020	8/13/2020	Explore the new Dashboard Builder tool	Online Course	Wright, Jennifer
<input type="button" value="Register"/>		4	8/19/2020	8/19/2020	Train the Trainer: Homeroom Dashboards	Online Course	Wright, Jennifer

Other Course Information

Course Materials [Student Group ProDev 8-11-2020.pdf](#)

<http://prodev.schooldata.net>

My Courses

- My Records → My Courses
- View Course Details pdf
- Email Questions
- Complete Course Evaluation
 - We appreciate your feedback!
 - Available for 10 days
- Cancel Registration

SCHOOL DATA SOLUTIONS
PROFESSIONAL DEVELOPMENT SYSTEM

Home Course Registration **My Records** FAQ

My Records

My Records Information.
New Users: The first time through you are prompted to complete each page. *The information you provide will be used to contact you regarding your course registrations. Information will not be shared outside the system.* All fields marked with are required. Click the at the bottom right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for all My Records items: My Courses, Personal Info, Contact Info, Instructor Info (if applicable) and Reports. Click on a tab to view or update your information.

My Courses Personal Info Contact Info Reports

Use this information to identify the icons shown on this page.

Course Information Email Instructor Complete Evaluation Evaluation Due Date Missed Eval Completed Cancel Course

AV is the last column = Attendance Verification: NV=Not Verified, V=Verified, NS=No Show

Click to view session enrollment details Enrolled You are enrolled and expected to attend Canceled You have canceled your registration Wait List Do not attend unless you are notified a seat becomes available and you are enrolled. Combo Sessions are a combo of enrolled, cancelled, &/or Wait List.

When multiple pages of courses display, click the ... at the end to display all courses.

If you have filtered, click to return to the full view.

	ID	Start Date	Course	Location	Info	eMail	Eval	Cancel	Status	AV
	2	8/11/2020	Support initiatives with Student Groups 10:30 AM with Jennifer Wright in the GoToMeeting	Online Course						NV

Info	eMail	Eval	Cancel	Status

Clock Hour Transcripts

- Print Clock Hour Transcript from ProDev portal
 - My Records → Reports
- Transcript available 2 weeks after course
- Contact support@schooldata.net with questions

SCHOOL DATA SOLUTIONS
PROFESSIONAL DEVELOPMENT SYSTEM

Home Course Registration **My Records** FAQ

My Records

My Records Information.
New Users: The first time through you are prompted to complete each page. *The information you provide will be used for your course registrations. Information will not be shared outside the system.* All fields marked with are required. You must click the "Next" button right to go to the next page. If you check "Register as an Instructor" you will complete 3 pages; otherwise you will complete 2 pages.

After you complete My Records the first time, you can return at any time to view or update data. You will then see tabs for My Courses, Personal Info, Contact Info, Instructor Info (if applicable) and Reports. Click on a tab to view or update your information.

My Courses **Personal Info** **Contact Info** **Reports**

Click into the drop down box to select the desired report.
Select the PDF output option. For some reports you will also select the course.

Note: Your attendance in the course must be verified by the instructor before you can print a certificate or the course will be closed.

Select Report:

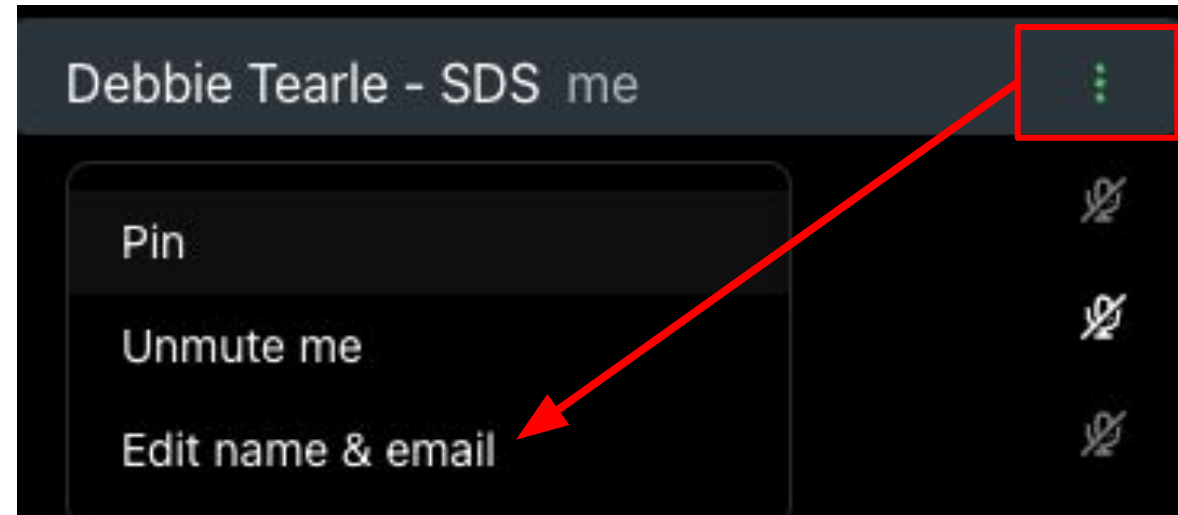
ID	Report Title
211	Attendance Certificate
226	Individual Course Clock Hour Report
212	Official Transcript

Copyright 2020 by alphaimage

Attendance verification for Clock Hours

Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your **name**, click the three dots
- Click **Edit name & email**
- Questions: support@schooldata.net



A photograph of a male teacher with grey hair and a female student with dark curly hair, both smiling and looking at a document on a desk. The teacher is pointing at the document with a pen. The background shows a classroom with windows and other students.

Year End User Tips and Tasks

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Using Homeroom for Easy Access to Historical Data

Risk

- Downloading Risk Indicators at Year End

The screenshot shows the 'Risk Indicator Viewer' interface. At the top, there are tabs for 'High School Risk', 'Absence Risk', '9th Grade Fs', and 'Credits Earned Risk'. Below the tabs, the text reads 'Risk Details from: Risk Index (High School) For Students in the Group: Students attending Mercer Island High School (21/22)'. A 'Screen View Actions & Options' menu is open, showing options like 'Data Settings', 'Compare', 'Download', and 'Download as Data Table'. The 'Download as Data Table' option is highlighted with a red box. The background shows a table with columns for 'Enrollment', 'Current', and 'MIMS', with values like '11', '05.75', and 'High Risk >60%' visible.



Using Homeroom to Preserve Snapshots in Time

Student Data Grids

- Download “current” student data grids
- Download Monthly Student attendance grid

Attendance - Individual Students

Launcher ▾ Student Total Atte... Last 30 Days Tardies Monthly Attendance ▾

Monthly Attendance ⚙

Data (523 records) ⚙

Grade Level	Total Number of Days Absent	August	September	October	November	December	January	February	Mar
✓	43.3	0	1	4	1	2	2	7	0
✓	33	0	9	8	0	0	0	0	0
✓	32.5	0	11	11	12	6	7	1	9.5
✓	30	0	12	6	9	3	4	2	6
✓	25.3	0	2	5	4	4	10	9	15
✓	24	0	11	19	18	13	8	7	11



Using Homeroom for Easy Access to Required Data

Discipline Proportionality Reports

- OSPI requires yearly review
- Discipline Proportionality Report (incidents for example Bullying, Alcohol, etc)

Create New Report → District Report → Discipline Proportionality Report

Examines Subpopulations

- Discipline Consequences Report (Actions for Suspensions, etc))

Create New Report → District Report → Discipline Consequences Report

Examines Subpopulations & Incident Numbers

- Student Filters
 - Student Group: entire school district or individual schools
 - School year: 22/23
 - Incident Type/Consequences: select those that apply
 - Genders
- Demographic Filters
 - Only Include Currently Enrolled Students: True/False
 - Genders: select those that apply
 - Federal Race Codes: select those that apply
 - Programs: select those that apply

Proportionality Report

Overall Population

Year: 2021/22

School(s):

Grade(s):

Student Group:

5,625 students

Examined Sub Population

Students: With the following discipline incidents: VIOLENCE W/NO MAJOR INJURY, ACAD DISHONESTY/PLAGIARISM, Alcohol, Assault w/major injury, ARSON, ATTENDANCE, BULLYING, CLOSED CAMPUS VIOLATION, DANGEROUS BEHAVIOR, DISRUPTIVE DRESS & APPEARANCE, DISRUPTIVE CONDUCT, DEFIANCE, DISCRIMINATORY HARASSMENT, DESTRUCTION OF PROPERTY, Expulsion - (Stu-Exp-Sus), FALSE ALARMS/FIRE APPARATUS, FIGHTING, FRAUD/FORGERY, Interim Alternative Education Setting - (Stu-Exp-Sus), In-School Suspension - (Stu-Exp-Sus), MULT MINOR ACCUM INCIDENTS, NUISANCE ITEMS, POSITI

1,208/5,625 = 21%

SEX	Students	Proportions		Composition Index	Significance	Severity
		Overall	Examined			
Female	48.16 %	44.61 %	0.93	0.0000	3.0000	Mild
Male	51.73 %	55.38 %	1.07	0.0000	3.0000	Mild
Non-Binary	0.1 %	0 %	0	0.0000	3.0000	Severe

Discipline Consequence Proportionality Report

Overall Population

Year: 2021/22

School(s):

Grade(s):

Student Group:

5625 Students

Examined Sub Population

Students: Students with the following discipline incident consequences: Expulsion, In School Suspension, Out of School Suspension, Emergency Expulsion, Long Term Suspension, or Short Term Suspension

259/5625 = 4.60%

Examined Incidents

Incidents: Number of discipline incidents resulting in Expulsion, In School Suspension, Out of School Suspension, Emergency Expulsion, Long Term Suspension, or Short Term Suspension

469 Incidents

Students	Proportions		Student Comp Index		Incident Comp Index	
	Overall	Examined	Index	Significance	Index	Significance
Female	48.16%	33.97%	35.6%	0.71 Significant	0.74	Significant
Male	51.73%	66.02%	64.39%	1.28 Significant	1.24	Significant
Non-Binary	0.1%	0%	0%	0 Severe	0	Severe



Using Homeroom to Access Incoming Students

Feeder Groups

- Activate in Data Admin
 - Data Admin → Homeroom → Resources → Initiate Feeder Student Groups
 - Allows Middle School to see incoming 5th graders and High School to see incoming 9th graders
 - Required overnight migration after initiated



Student Group

[Add Student Group](#) ✕

Student Group Filters

School Years (optional) Select ▾

Current School Year

My Groups Shared Groups

District Wide **School Specific** Select ▾

Grade Activity Class Teacher

Select ▾

Student Group Search Results Columns ▾

Label

11th Grade Bilingual Education at Bremerton High Sc...	+
10th Grade Bilingual Education at Bremerton High Sc...	+
12th Grade Bilingual Education at Bremerton High Sc...	+
Current 8th Grade attending BHS in 22/23 (21/22)	+
Current 9th Grade attending BHS in 22/23 (21/22)	+
Current 10th Grade attending BHS in 22/23 (21/22)	+
Current 11th Grade attending BHS in 22/23 (21/22)	+

1 - 14 of 14 < > Page 1 of 1 50 per page

^ Your Selected Student Group 0

Data Loading / Assessment News



Data Loading Service

When you're making data-driven decisions, getting timely and accurate information is critical. Our partnership with many common assessment vendors means you get faster access to usable data.

- **What is our Data Loading Service?**
 - Our Data Loading Service is where we load your student assessment test score data for you, so you can focus on other things.
- **How does it work?**
 - You decide which assessments you want us to load for you.
 - You give us access to pull the score data from the vendor.
 - We Load your Assessment Test Scores for you on your defined dates.
 - You get to focus on using the data, not stress about getting it loaded.





Data Loading Service

- Thinking forward to next school year, what does your district want to do?
 - Do you want to load your own Assessment data?
 - Do you want us to load your Assessment data for you?
- How to sign up?
 - Fill out the Data Loading order form.
 - Select your package: State only, State +5, State +10.
 - Follow the steps we give you to grant us access to the vendor sites.
- Questions?
 - Contact us at: support@schooldata.net

Data Loading Order Form Date: ___/___/___

Data Loading Packages <input type="checkbox"/> State \$500 <input checked="" type="checkbox"/> State + 5 Additional Assessments \$1250 <input type="checkbox"/> State + 10 Additional Assessments \$2000		District: Sample District State: WA Primary Assessment Contact: _____ E-mail: _____ Phone: _____	
Package Upgrades <input checked="" type="checkbox"/> Graduation Pathways Weekly \$250 <input type="checkbox"/> IABs/FIABs Weekly \$250 <input checked="" type="checkbox"/> SBA End of Year Weekly \$150 <input type="checkbox"/> ISAT End of Year Weekly \$150		Select Automated Assessment Loaders: (does not count towards additional assessments) <input checked="" type="checkbox"/> STAR Reading <input checked="" type="checkbox"/> STAR Math <input type="checkbox"/> I-Ready Reading <input type="checkbox"/> I-Ready Math	

Include additional assessment information below. If an assessment needs more than three loads, continue dates on the next row.

Assessment Name	Frequency	Load Date 1	Load Date 2	Load Date 3	Grade Levels / Notes
1 DIBELS	3	11/15/22	2/20/23	5/1/23	K-4
2 SEL Survey	2	12/1/22	4/1/23		Gr 6-12
3 Math Placement	2	5/15/23	6/1/23		Gr 7 (may need to delay June date)
4 IABs	3	12/1/22	2/1/23	4/1/23	
5 K Skills	3	12/1/22	3/1/23	6/1/23	Gr K (file to be sent)
6					
7					
8					
9					
10					

State Test Scores Report/Notification Letters

- **New State Test Scores Report:**

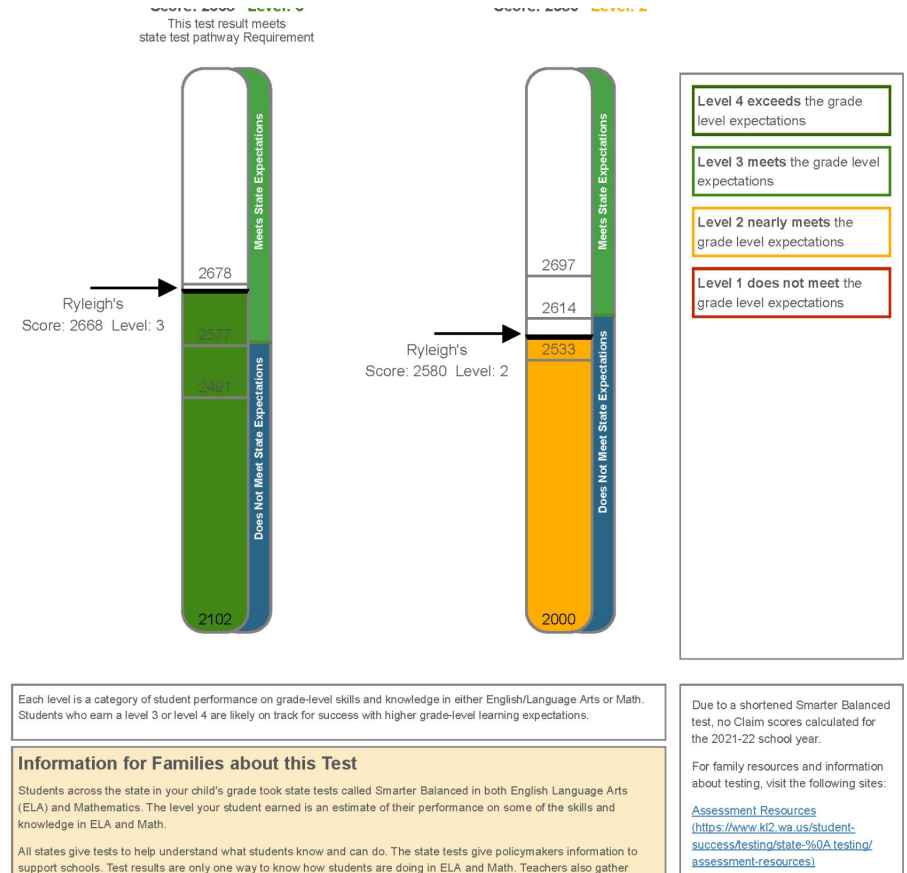
- Use this Report with the Preliminary Spring SBA Math and ELA scores to show families where their students stand.
- Customize the report with your district logo and modify the messaging as needed.

- **Notification Letters**

- Email families the auto-generated, presentation-ready PDF using our Notification Letters feature.
- Contact us for more information and to get started

- **Questions?**

- Contact us at: support@schooldata.net



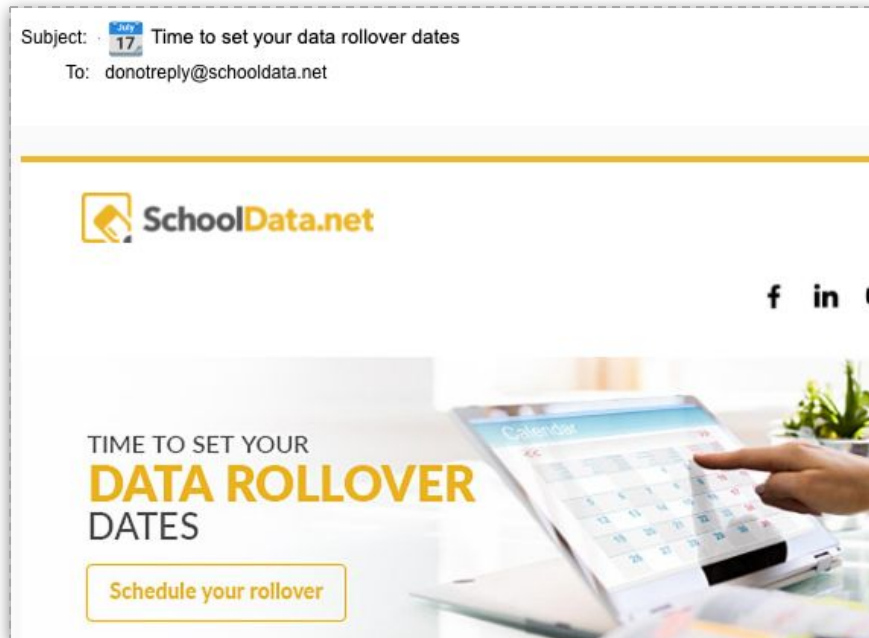
Year End/Year Start Administrative Tasks



Year End/Year Start Roll Over Survey

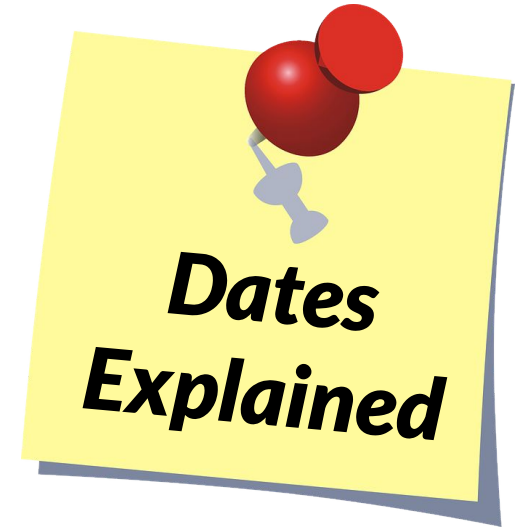


On May 17, 2023 SchoolData.net sent an email with the subject “**Time to set your data rollover dates**”; this email included our [Year End/Year Start Rollover survey](#). If you didn’t receive it, and it isn’t in your spam, email support@schooldata.net.



Before changing dates, or confirming the default dates, it is important to **reach out to other staff in the district that are the contact or lead for any other SchoolData.net applications.** (ALE, HS&B, Evaluations, etc.)

Year End/Year Start Roll Over Survey



Stop Migration/Transfer Date (default: 7/1/23) - This is when your Student Information System (SIS) will stop sending nightly migration files to SDS. It is very important to stop migrations **PRIOR TO YOUR SIS ROLLOVER to the next school year.**

SchoolData.net Year End Date (default 7/31/23) - This is the last day of the previous school year (ie 2021/22) in all SchoolData.net Applications. The next day will be the first day of the new school year (ie 2022/23) in all SchoolData.net applications. The year end date **does not have to match your last day of school.**

Resume Migration/Transfer Date (default 8/1/23) - This is when your Student Information System (SIS) will begin sending nightly migration files to SDS for the new school year. This date needs to occur **after your SIS has rolled over.**

If your district is planning Professional Development on any of our Applications during the summer, recognize that these dates may impact when data is available for display. Contact SDS for more information.

Issues/Tips to help around Year End



- Summer School
 - Turn off migrations before, so as not to mix school years,
 - May not be “live” like typical school year data; request a historical data pull once the next year starts can pull in the grades/course credits.
- ALE - rollover date coordination
 - Is there a summer program?
 - Early rollover sometimes desired for planning purposes
- Evaluations - checking in with Evaluation staff/District Administrators
 - When new year starts, **previous year data is read-only for ALL users**
- Migrations are off - no new SIS data coming in
 - Pro: users can still access the system and scores can be loaded/view over the hiatus
 - Con: new staff or student records won't be accessible until migrations restart.

Issues/Tips to help around Year Start



- After rollover/migrations start, it takes several days for data to “settle down”
 - **Recommendation**: When planning trainings, consider the rollover dates and adjust accordingly.
- Clean Up user Person Roles **after roll over** (Specialist, School Admin, District Admin)
 - **Very important step**; many applications are dependant on this for user access to students and dashboard access, based on user’s Person Role and/or School in SchoolData.net.
 - If there is interest, SDS will set up an virtual “open lab” for clean up after rollover. (August 8th) A one-on-one session is possible too.
 - Prepare in advance with upload spreadsheets, then be ready once the new year has begin in the SchoolData.net applications.
- Users that manage their district’s Homeroom Dashboard setup spreadsheets will have to be updated. For all others, including Dashboard Builder users, dates are updated by SDS.

Person Roles

Teacher:

Automatically assigned based on the SIS Data. Must be a Teacher, Be assigned to a Class, and have student's in their class.

Can only view student's they are associated to as a Teacher

Specialist

Assigned manually in the Data Admin

Has access to all students at the school(s) they are associated to

School Administrator:

Assigned manually in the Data Admin

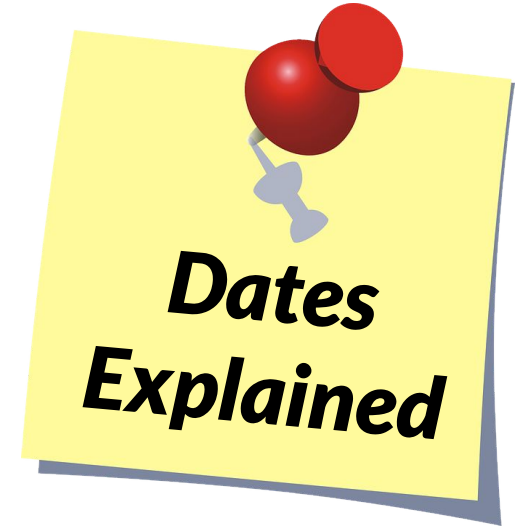
Has access to all students at the school(s) they are associated to

Principals may be automatically assigned this role based on SIS data

District Administrator

Assigned manually in the Data Admin

Has access to all students at the district



Year End/Year Start Roll Over Checklist

We provide a checklist each year to help districts make sure they “check all the boxes” in the process of rolling into the new school year.

Each year the checklist is updated with new applications, recommendations, or processes to help.

Take a few moments to review it; it can be used to pass off to others as well for task delegation or reminders to those managing those applications.

- [SchoolData.net Year End / Year Start checklist document](#) (Get logged into Help Desk to view)
- [Help Center article for Year End / Year Start](#)

[We will also be offering a live work session to complete the rollover task on August 8, 2023 at 10 AM](#)



Annual check in - Don't forget!



With each year there are always changes, don't forget a few things you should let SchoolData.net know about:

Switching to a new SIS? - If you are a Skyward district and will be switching to Qmlativ, or any district switching to another Student Information System (SIS), **we need to know as soon as possible and when.**

Term/Grading setup changes? - districts change their term/grading/scheduling structure each year, many more these past couple years due to COVID. If you are changing or changing back for next year, these affect areas of your SchoolData.net applications that you may not realize:

- Risk - in relation to MS or HS grading, schedule of updating for any level
- Student Schedule view or Gradebook view
- Four Year Plans templates (part of the HS and Beyond Bundle)

Need to let us know? email
support@schooldata.net

Annual check in - Did you know?



Here are some tools that SchoolData.net provides that you might consider:

ODBC Access - If you are a WA Skyward district, ODBC access provides a variety of benefits: more than 4 years back if a historical pull is needed, same day historical load, allows us to access/generate District specific/custom data tables, and access to new data points as needed (though there may be a cost involved if too unique and no location to store yet in Homeroom).

District Authentication (ie district managed) accounts - Our team has worked with many single sign-on type platforms, like Google, ClassLink, etc, to provide seamless log-ins for staff and students.

Assessment Data Loading service (additional cost) - We provide a service, at a cost depending on the level chosen, for loading your district's assessment data. Our team loads assessments at set or district requested dates.

Want to know
more? email
support@schooldata.net

A photograph of a male teacher with grey hair and a female student with dark curly hair, both smiling and looking at a document on a desk. The teacher is pointing at the document with a pen. The background shows a classroom with windows and other students.

Charts

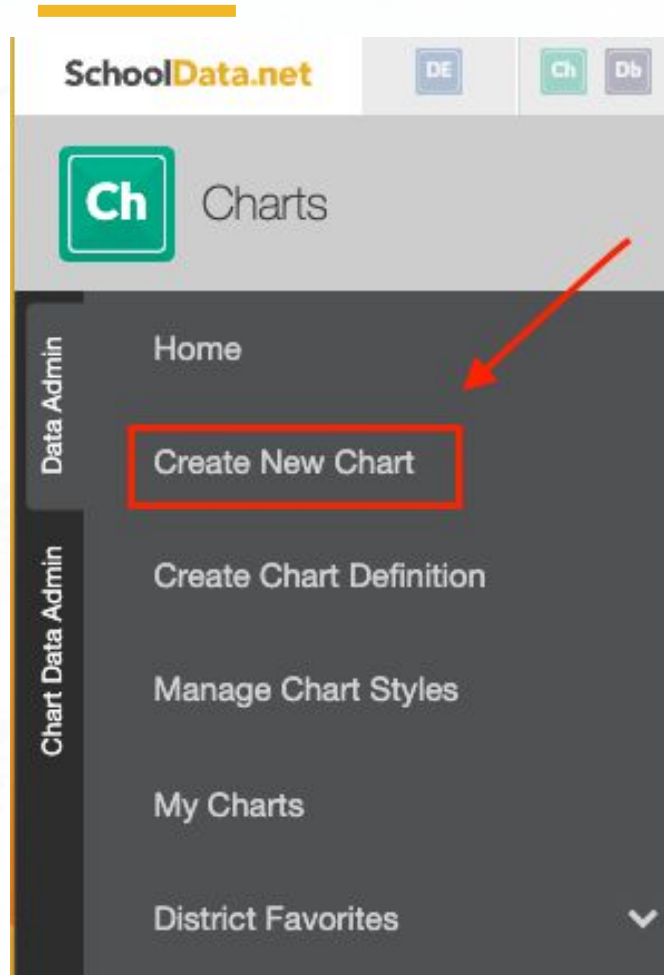
New Attendance Charts

PRESENTED BY:

SchoolData.net

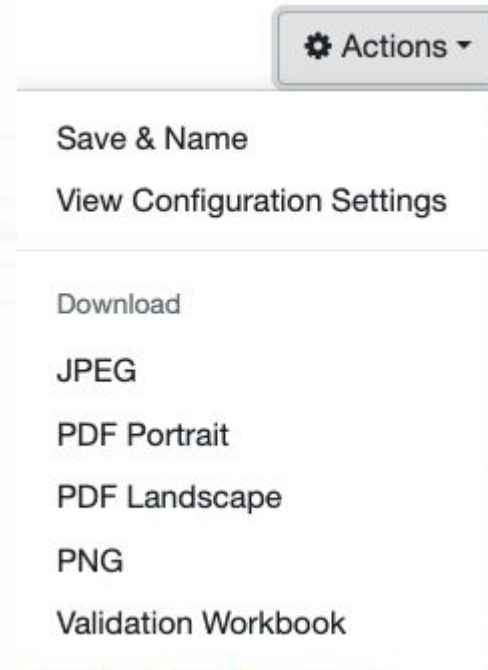


Data Extracts Bundle : Charts Application

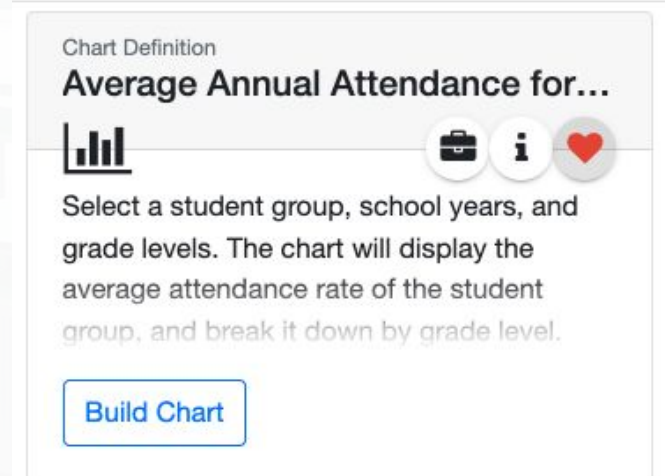


[Chart How to and Help Articles have been updated.](#)

The **Action Gear Icon** allows you to save or print. Saved charts may then be found in your **“My Charts”**.



Click the **“Heart”** to save your favorite charts.





Average Annual Attendance Group by Grade Level

[Home](#) / [By Purpose](#) ▾ / [Monitor Progress](#) ▾ / [of a Student Group](#) ▾ / [on Behaviors](#) ▾

Render Chart

Average Annual Attendance for Student Group by Grade Level

⤴ Please Make a Selection for All Required Fields

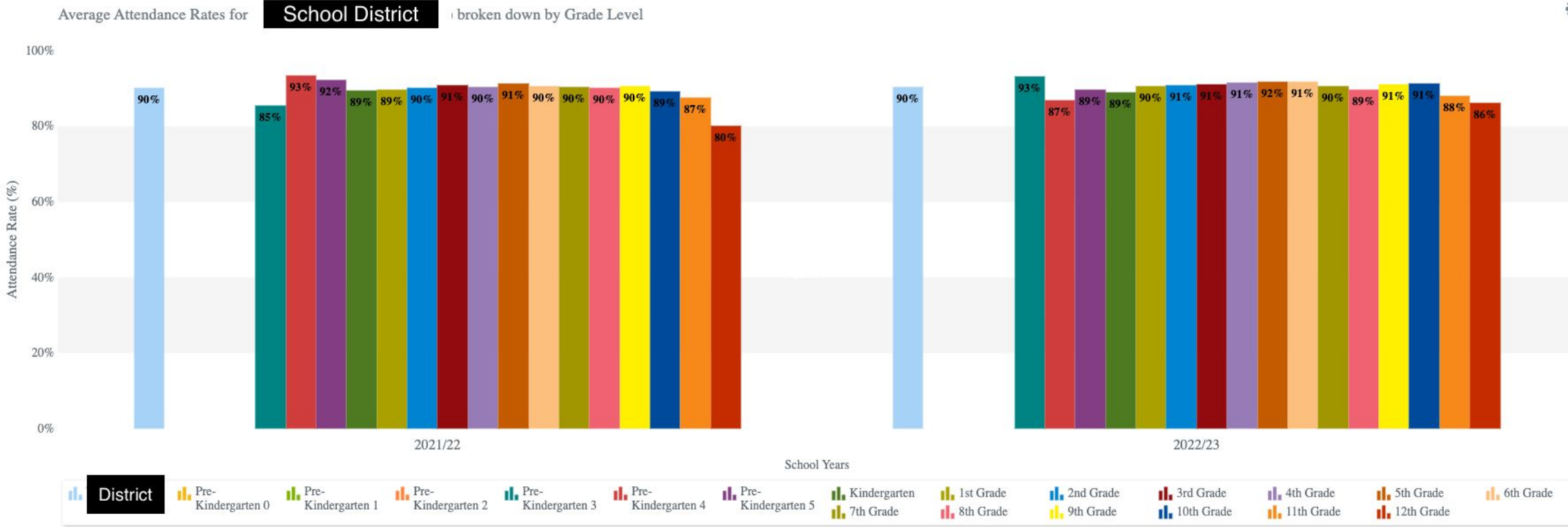
Student Group (required) [Select](#)

School Years (optional) [Select](#) ▾

Grade (optional) [Select](#) ▾



Average Annual Attendance for Student Group by Grade Level





Average Attendance Rates for District by School

[Home](#) / [By Purpose](#) ▾ / [Monitor Progress](#) ▾ / [of a School](#) ▾

Render Chart

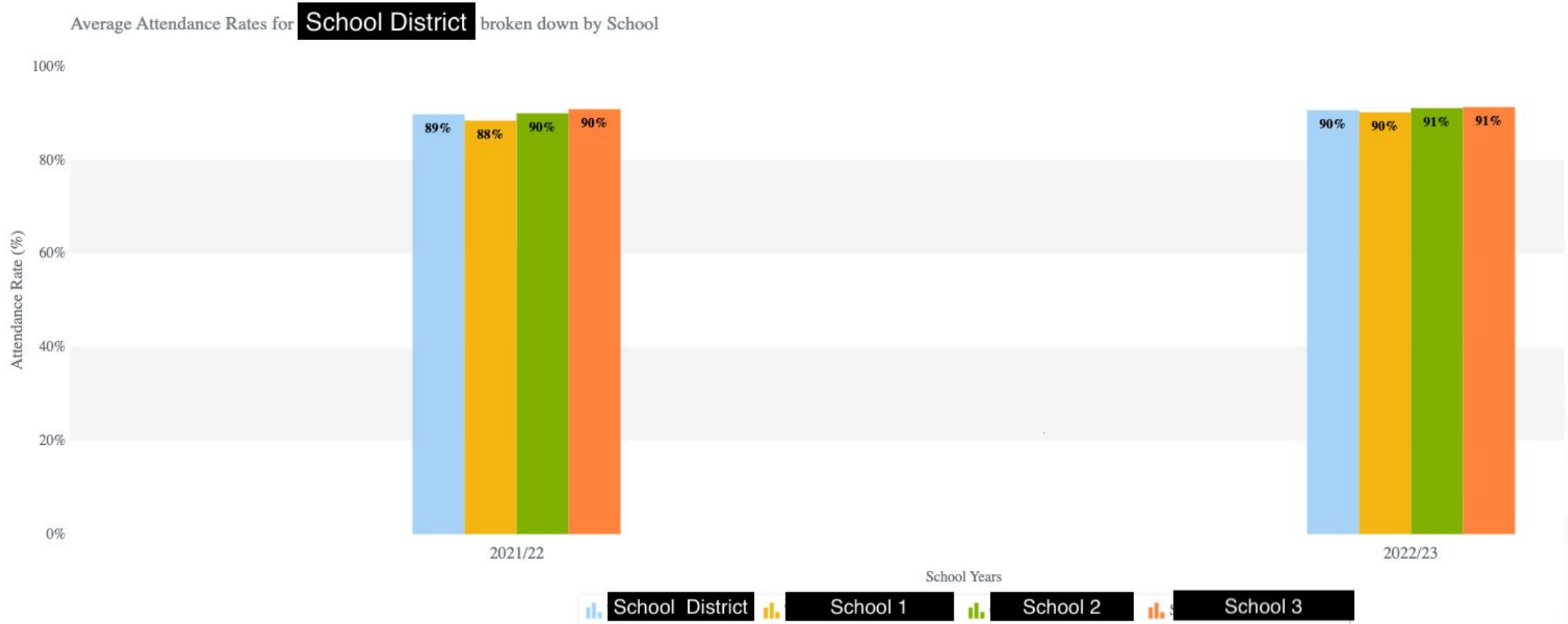
Average Attendance Rates for District by School

⤴ Please Make a Selection for All Required Fields

Schools (optional)	Select ▾	School Years (optional)	Select ▾
<input type="text"/>		<input type="text"/>	



Average Annual Attendance Rates for District by School





Average Attendance Rates for District over Multiple Years.

[Home](#) / [By Purpose](#) ▼ / [Monitor Progress](#) ▼ / [of the District](#) ▼

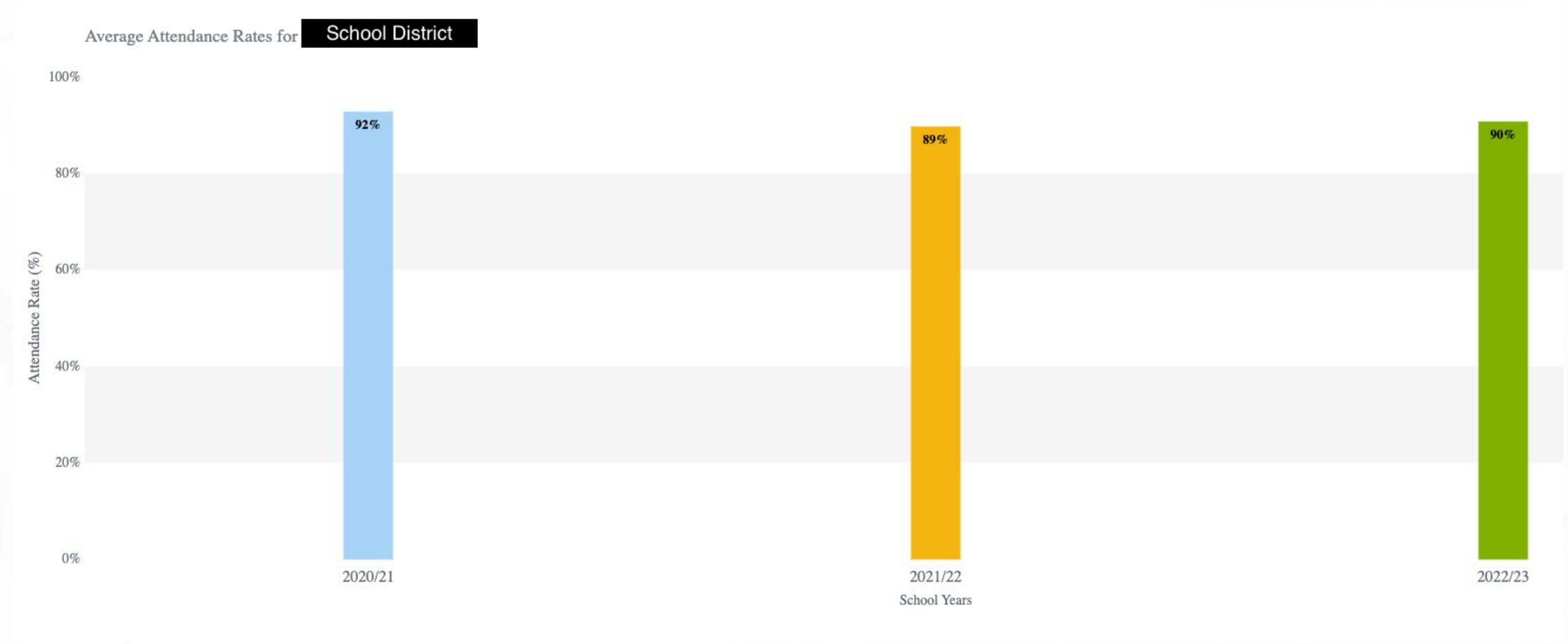
Render Chart

⤴ Please Make a Selection for All Required Fields

School Years (optional) [Select](#) ▼



Average Attendance Rates for District over Multiple Years





Count of Absences by Reason

 / Behaviors ▾

Count of Absences by Reason

Student Group *(optional)*

Select

School Year *(optional)*

Select ▾

Attendance Reasons *(optional)*

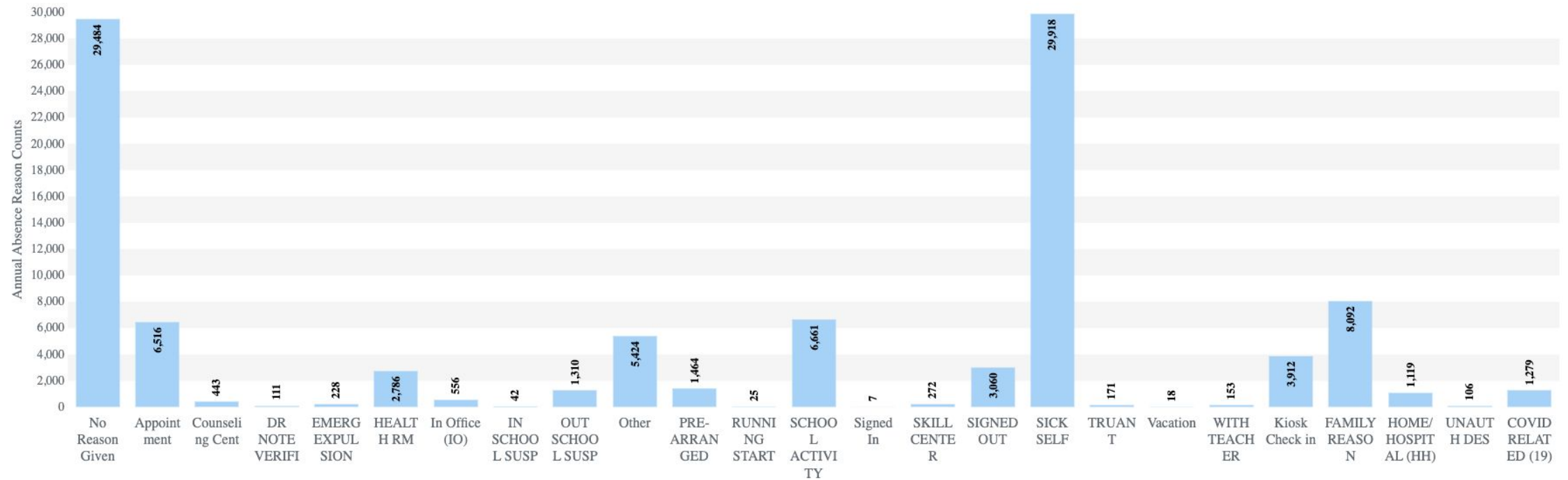
Select ▾



Count of Absences by Reason

If Reasons for absences is given in skyward, we can generate a chart.

Annual Absence Counts By Reason For High School Students (22/23)



Student Annual Growth on i-Ready Assessment Series

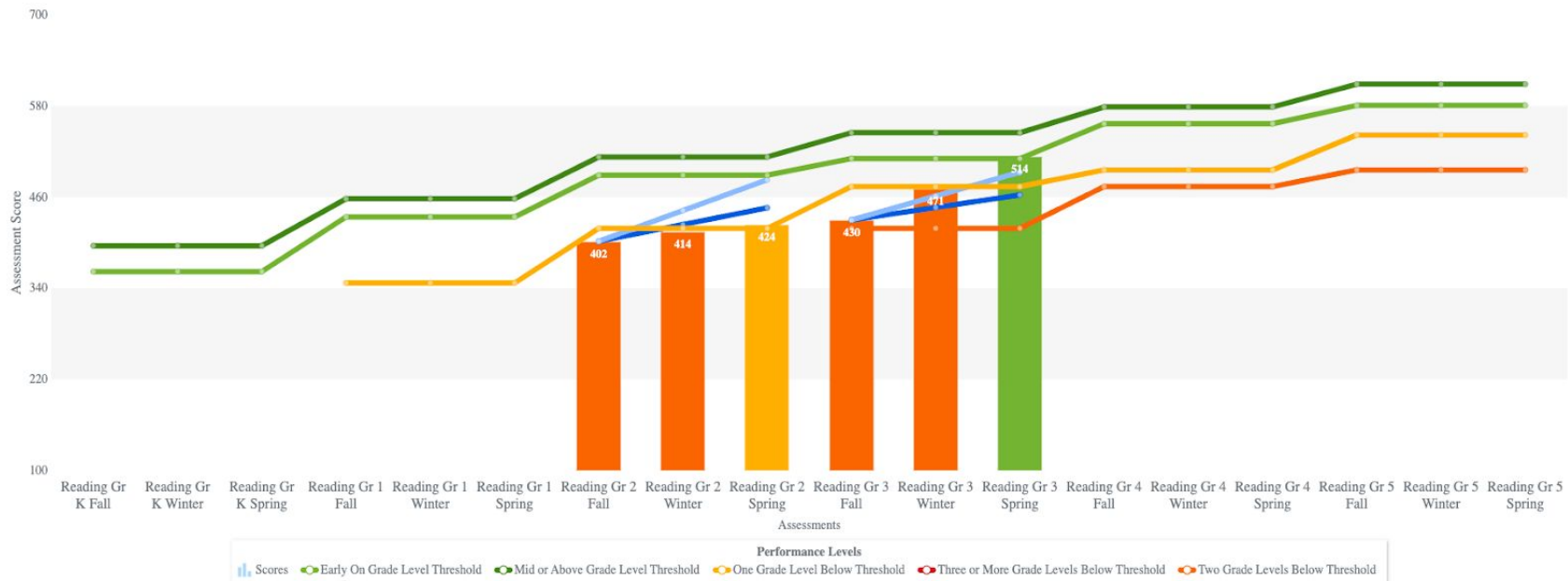
Fall, Winter and Spring Assessments by grade Level

Home / By Purpose ▾ / Monitor Progress ▾ / of a Student ▾ / on Assessments ▾

Student Scores on One I-Ready Assessment Series - 5/24/2023, 1:07:56 PM

Actions ▾

Assessment Test Scores of Charles Dance
on Assessments in the Series: i-Ready Annual Growth Reading Gr K-5

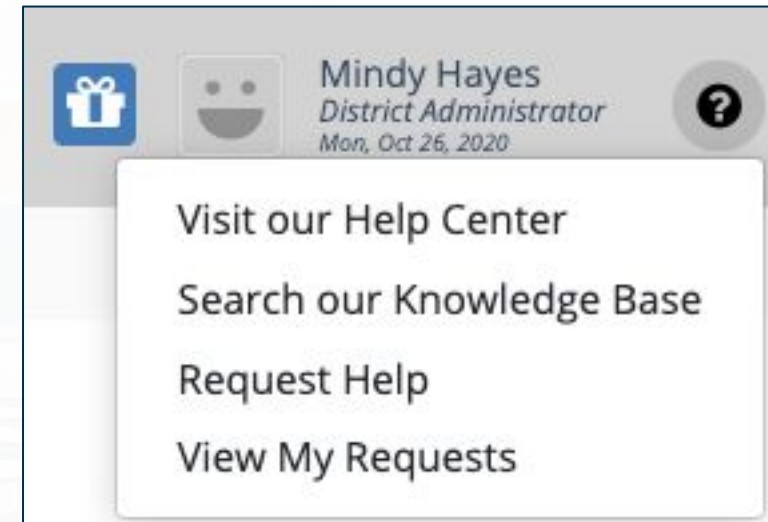


A photograph of several graduation caps (mortarboards) with tassels, overlaid with a semi-transparent blue filter. The caps are arranged in a row, with the one in the foreground being the most prominent. The tassels are white and hang down from the caps. The background is slightly blurred, showing more caps and a warm, golden light at the top.

Wrap Up

Contact Support for Help or more Info on what was shared

- Request Help via the ? in the application
- View My Requests
- Email: support@schooldata.net
- Call: (509) 688-9536

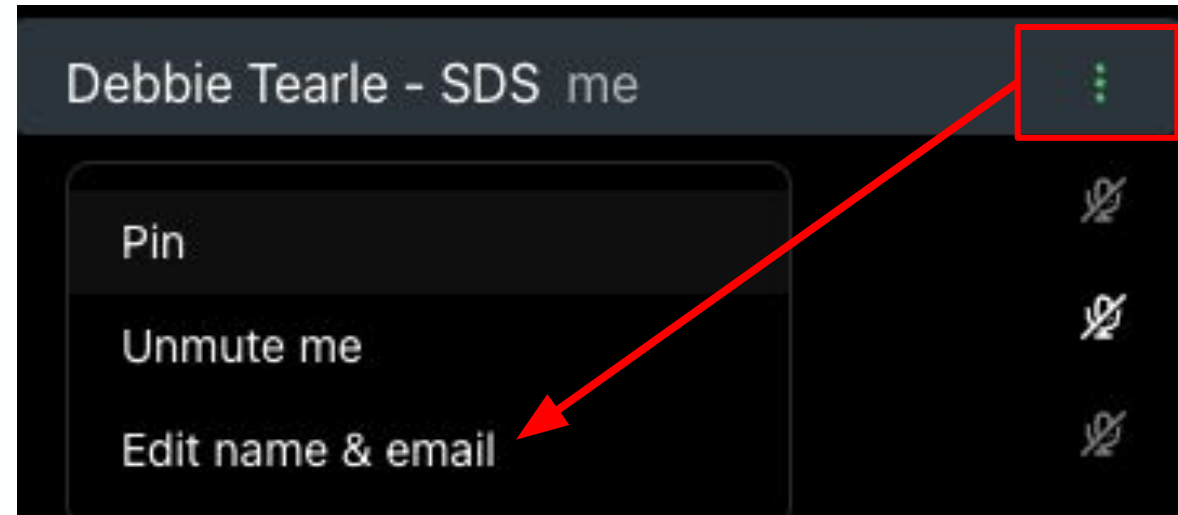


Slides are posted in ProDev. The FAQs document will be posted soon to the [Professional Development Opportunities](#) section in the Help Center.

Don't forget: Attendance Verification if you want Clock Hours

Before logging off the GoToMeeting, show you attended for clock hours

- From the GoToMeeting, be sure your NAME and EMAIL address used for registration is reflected so we know you attended
- On your **name**, click the three dots
- Click **Edit name & email**
- Questions: support@schooldata.net



GET SUPPORT



GUIDE

<https://support.schooldata.net>



PHONE

509-688-9536



EMAIL

support@schooldata.net

A photograph of four students walking away from the camera down a long, brightly lit school hallway. The hallway features a series of repeating arches and columns, creating a sense of depth. The students are dressed in casual attire, including jeans, t-shirts, and hoodies, and most are carrying backpacks or bags. The overall atmosphere is one of a typical school day.

THANK YOU

PRESENTED BY:

SchoolData.net