
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

- 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?
- 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

- 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____)
- 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____)
- 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)
- 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

- 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).
- 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
- Break instructions down into small, focused tasks.
- Prepare before training - Check permissions, default dashboards, and student groups.

Tips and Tricks

School Data Solutions Help Articles: [https://support.schooldata.net](https://support schooldata.net)

[Homeroom Dashboards - Navigating The Home Page](#)

[Homeroom Dashboards - Basic Dashboard Navigation](#)

[Homeroom Dashboards - Container-Tools](#)

[Homeroom Dashboards - Student Groups](#)

[Homeroom Dashboards - Delving Into Data](#)