Homeroom Dashboards
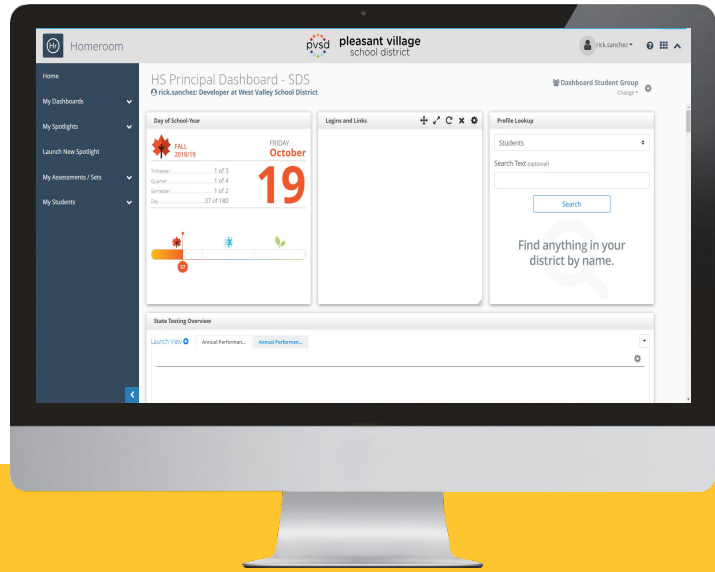# Train the Trainer

August 19, 2020
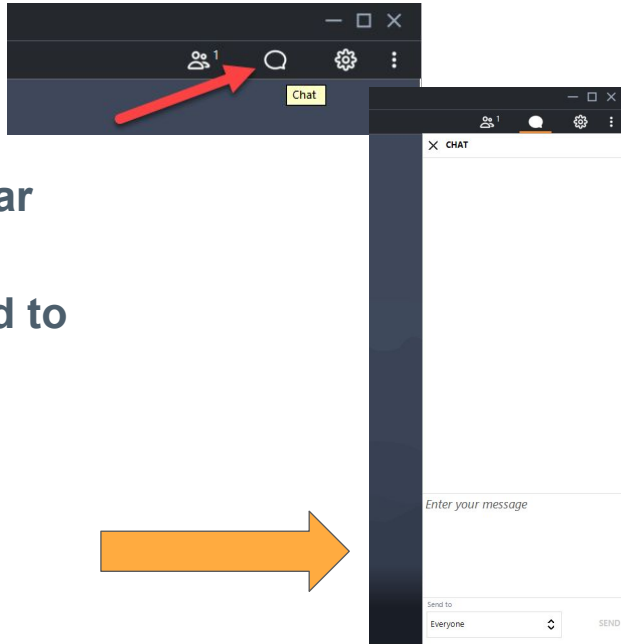
SHARE **COLLABORATE** **LEARN**

Today's Objectives

- Support to formulate a training outline
- Share resources
- Top 9 Challenges new users face
- Supporting power users
- Tips and tricks
- Districts Share Ideas

How to Chat

- **GoToMeeting Toolbar**
- **Type**
- **Choose who to send to**

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

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

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

Be Prepared to Share

Creating Your Own Training Outline

Consider Your Audience

- Teachers, Administrators or a mix?
- Homeroom Comfort Level
- What is the purpose

Timing

- 90 minutes for basic intro
- Give them a break
- Allow time for Q&A

Resources

Help Center

https://support.schooldata.net/hc/en-us/categories/360000142047-Homeroom-Dashboards

- Help Guides
- Videos
- Release Notes

- "Follow" a section in the Help Center to receive notifications by email when new articles are added

Sample Training Agenda

- Ninety minute session
- Includes trainee activities
- Presentations done in live data

https://support.schooldata.net/hc/en-us/articles/360053112133-Sample-Training-Agenda-

Homeroom Dashboards Introductory Training Sample Agenda

This training is intended to be completed in 90 minutes with the total content taking about 60 minutes. This gives time at the beginning to log in, and time at the end for questions.

Goals for the Session
- Successfully login and access Homeroom Dashboards
- Experience navigation of new Dashboards
- Understand tools available in new Dashboards

Training Sections
1. Where does the data come from?
2. Basic navigation
3. Finding Students
4. Obtaining Help

Scavenger Hunt Activity

- Review different data points covered during the training
- Questions created to suit needs of audience
- Test them with several users to be sure all can find them

Scavenger Hunt Activity

- Examples:
  - Can you identify which of your students has the highest number of absences for the current year? In the last 30 days?
  - Choose one grade level. For SBA Math for 2019, what percentage of students met standard?
  - What percent of students district-wide are meeting the 90% attendance threshold?
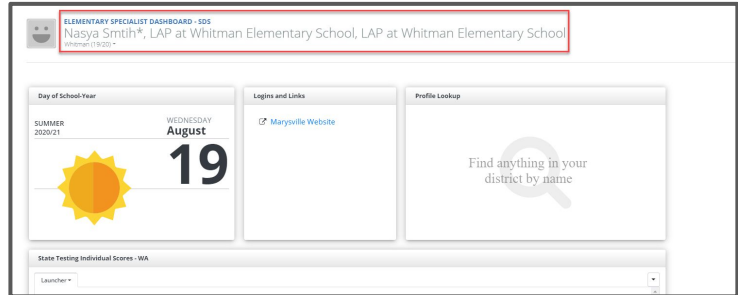
SCHOOL DATA SOLUTIONS

Top 9 Challenges

Challenges

1. Didn't Log in before training

2. Wrong student group

3. Wrong dashboard

Challenges

4. Navigating multiple roles/schools

5. Trainer moves too fast

6. Accidentally modify dashboard or settings

Challenges

7. Don't know how to download

8. Start of school data challenges

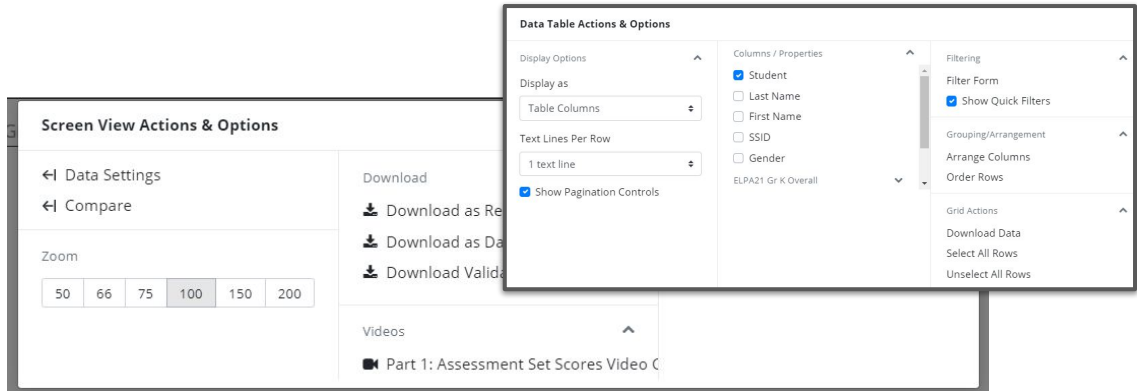9.Patience in loading, especially at district level

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Supporting Power Users

Power Users

- Expanded Gear - Data Settings and Display Options
- Student Group manipulation

Screen View Actions & Options

← Data Settings
← Compare

Zoom

| 50 | 66 | 75 | 100 | 150 | 200 |

Download

⬇ Download as Re...
⬇ Download as Da...
⬇ Download Valida...

Videos ⌃

🎥 Part 1: Assessment Set Scores Video C

Data Table Actions & Options

Display Options ⌃

Display as

Table Columns ⬍

Text Lines Per Row

1 text line ⬍

☑ Show Pagination Controls

Columns / Properties ⌃

☑ Student
☐ Last Name
☐ First Name
☐ SSID
☐ Gender
ELPA21 Gr K Overall ⌄

Filtering ⌃

Filter Form
☑ Show Quick Filters

Grouping/Arrangement ⌃

Arrange Columns
Order Rows

Grid Actions ⌃

Download Data
Select All Rows
Unselect All Rows

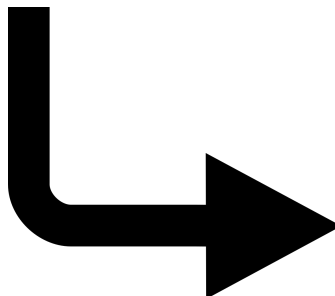SCHOOL DATA SOLUTIONS ▶

Tips & Tricks

Tips and Tricks

- Encourage users to log in prior to the training
- Ask someone to help you monitor chat/questions and take notes
- Impersonate users (ie don't be yourself)

Tips and Tricks

- If in Demo mode, Risk containers will be blank
- Virtual training requires navigating between presentation and dashboard
- Be flexible and adjust agenda based on participant needs

Tips and Tricks

- Consider additional training sessions on:
  - Student Groups V1
  - Excel - sorting and filtering

Your Turn to Share

Reminders and Wrapping Up

Reminders

- Clocks Hours available in approximately two weeks
- Please complete the evaluation link you receive via email

Thank you!