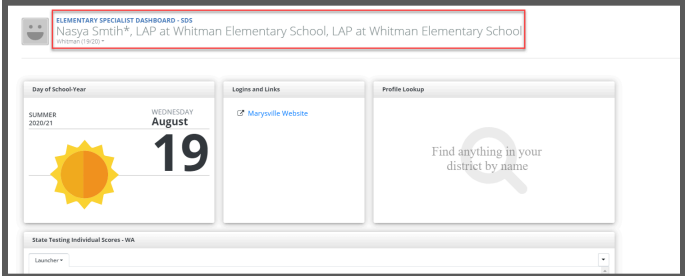


Homeroom Training Agenda

<h3>Goals for the Session</h3> <ul style="list-style-type: none"> • Successfully log in and access the Homeroom Dashboards • Experience navigation of new Dashboards • Understand the tools available in the new Dashboards 	<h3>Consider your Audience</h3> <ul style="list-style-type: none"> • What is their comfort level with Homeroom? • What are the audience's Roles and Permissions?
<h3>Timing</h3> <ul style="list-style-type: none"> • 60-minute session. • 90-minute session. If you would like to modify it to add Creating Student Groups. • Don't forget to allow time for Q&A, Activities, or a break if needed. 	<h3>Resources</h3> <ul style="list-style-type: none"> • Homeroom Dashboards Help Articles & Videos • Hr Trainer Resources • Hr Data Collection Worksheet
<h3>Tips and Tricks</h3> <ul style="list-style-type: none"> • Ask someone to help you monitor chat/questions and take notes. • Consider recording the training. • Getting Started in Homeroom (Self-Directed Learning) 	<h3>Consider Additional Training:</h3> <ul style="list-style-type: none"> • Student Group Manipulation • Digging deeper into the data • Assessment Launchers • Excel sorting and filtering • Expanded Gear - Data settings and Display Options • Finding and spotlighting students

Challenges

CHALLENGE	SOLUTION
Didn't log in before the training.	<p>Encourage users to log in before the training session.</p> <p>Login, Activate, Reset Password, Logout Help Article</p>

<p>Wrong Dashboard or Student Group.</p>	<p>Check the Dashboard Title and Student Group.</p> <p>NOTE: A user can select any group, but individual student data displayed will be based on the user's permissions. Use the Pick New Default Group if needed.</p> 
<p>Navigating multiple roles/schools.</p>	<p>Users will need to navigate to select the dashboard and student group according to their role and school.</p>
<p>Accidentally modifies the dashboard or settings.</p>	<p>Any changes to containers or dashboards will be restored to defaults once you refresh the page. You cannot "break" or ruin anything on the dashboards. You are in a View Only mode.</p>
<p>Don't know how to download it.</p>	<p>Container Tools (Connect)</p>
<p>The trainer moves too fast.</p>	<p>Be flexible and adjust the agenda based on participant needs. Don't move too fast. Consider recording the training.</p>
<p>The chart is blank or doesn't appear to have loaded.</p>	<p>Patience is required when loading, especially at the district level, as it sometimes takes a while to load all the data.</p>
<p>Start of school data challenges.</p>	<p>Please reach out to SDS customer support with any questions at support@schooldata.net.</p>

Sample Agenda

Homeroom Dashboard
Welcome
Reminder: Where data comes from <ul style="list-style-type: none"> SIS, OSPI, etc. Nightly loading - always a day behind
Logging In and Setup Custom Dashboards <ul style="list-style-type: none"> Logging In - Username/Password or Authenticate with District, Reset Password Correct Dashboard - All Dashboards >> Set Default, Favorite, <ul style="list-style-type: none"> Personas SDS vs. Customized District Dashboard Correct Student Group - Pick Default Group > Filters <ul style="list-style-type: none"> Shared/My Groups, District/School Manage My Account <ul style="list-style-type: none"> Screen Settings, Zoom, High Contrast Setting the dashboard as the first screen
How to Access Help <ul style="list-style-type: none"> Visit our Help Center - Search the Knowledge Base Request Help to support@schooldata.net View my requests (Ticket Links/Status, My Requests, Requests CC'd on)
QUESTIONS
General Navigation DEMONSTRATION MODE <ul style="list-style-type: none"> General Layout and Navigation <ul style="list-style-type: none"> Dashboard, Containers, Tabs, Gears, Tools Attendance/Discipline - Hover, Remove column <ul style="list-style-type: none"> Schoolwide 90% Threshold Individual Students - sort columns, download data Avg. Daily / Incident Counts by Week Risk Indicator - Grades, Attendance, Discipline, Assessments <ul style="list-style-type: none"> Thresholds vary by school grade level: Grades, Attendance, Discipline, Assessments Summary Risk Detail Risk (gear) - filter, hover/click details, spotlight Assessments - Gear for downloads, Related views <ul style="list-style-type: none"> Performance Level Charts - clickable regions, color-coded Assessment Sets Individuals - Search, sort, filter, student spotlight What assessment data is available in your district? Demographics
<ul style="list-style-type: none"> Student Profile <ul style="list-style-type: none"> Direct access in containers

- Left Nav → Find Students → Student Search
- Profile Lookup Container
- **Student Spotlight**
 - Schedule - current vs. posted grades; hover for info
 - Profile - family, siblings, advisor, credits
 - Attendance - color-coded / week expand / summary
 - Gradebook - color-coded / can change
 - Assessments - arrow for subgroup, hover for score breaks
 - Health Considerations
 - Graduation Pathways
 - Additional Services
 - Discipline
 - Grad Tracker - arrow for more information

QUESTIONS

1. What do you notice? What do you wonder?
2. What was an ah-ha?
3. What can you spotlight back to others?
4. How can you use the data?

Can You? (Scavenger Hunt/Activity)

[Scavenger Hunt / Activities Samples](#)

Launch Assessment - If Time allows or in another session

- How to look for an assessment.

Student Groups V1 - If Time allows or in another session

- Left Navigation / Container on the dashboard
- **Static** - Specific list, doesn't change (track yr to yr)
- **Smart** - In flux, pulled each night (Services, assessment test scores)