

## 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

- Improve instructions through an ongoing data-driven cycle.
- Establish a clear vision for data usage within the school.
- Foster collaboration and empower students to analyze data.

### Common Challenges

- Limited professional development time for staff.
- Insufficient resources for data systems.
- Varying levels of tech skills.
- Difficulty engaging users with data.
- Lack of understanding about how data can be used.

### SDS Data Available To Users

- Comprehensive data for informed decision-making.
- Risk Indicators: Behavior, Attendance, Grades, Assessments.
- Quick Profiles, Spotlights, Student Groups
- Integration of SWIS, SEL, and Customization options.

### Actions Steps for Data Utilization

1. Define Clear Goals:
  - Identify desired student outcomes.
  - Specify target dates.
  - Choose data collection methods.
2. Select a Data Collection Approach:
  - Collaborative assessments or data-driven dialogues.
  - Involve key stakeholders (school board, administration, staff, etc.)
3. Interpret Data:
  - Analyze trends and underlying causes beyond test scores.
  - Ask critical questions about data patterns and implications.
    - i. (I observe\_\_\_\_, I can count\_\_\_\_, I see patterns\_\_\_\_, I'm surprised at\_\_\_\_)
4. Create Frameworks for Change:
  - Develop instructional plans based on data insights.

- Address opportunity gaps and reallocate resources.
- 5. Engage Stakeholders:
  - Delegate responsibilities and create response teams.
  - Simplify data management with visual tools and metrics.
  - Offer targeted professional development based on data needs.

## Homeroom Dashboard-Specific Tips

1. Streamline dashboards to avoid overwhelming users.
2. Reorganize data containers for logical presentation.
3. Tailor data and training for different levels (elementary vs. secondary)
4. Schedule staff meetings for data discussions and collaboration to facilitate effective data-driven decision-making.
5. Ensure permissions and groups are set for training sessions.

## Implementation Examples

- Host “Data Nights” for community engagement and education.
- Use data to differentiate instruction and personalize learning.
- Conduct ongoing low-stakes assessments to monitor progress.

## Tips and Tricks

School Data Solutions Help Articles:

- Homeroom Dashboards Basic Navigation (Connect) <https://support.schooldata.net/hc/en-us/articles/360047081593>
- Container Tools (Connect) <https://support.schooldata.net/hc/en-us/articles/36557347980819>
- Student Groups <https://support.schooldata.net/hc/en-us/articles/360046573653>
- Delving into Data (Connect) <https://support.schooldata.net/hc/en-us/articles/39471018547859>