Pennsylvania Department of Education

Administrator Navigation Guided Practice Activities

Document #C4B.3



# Administrator Navigation Activities

**Guided Practice Activity #1**

Form groups of three or four, each person should pick a particular grade and explore the following:

1. Explore 2 or 3 Demographic Groups.
2. How do the groups compare?
3. What are some ways you might use customized lists to help students?
4. What are some customized lists you would like to create for your personal use?
5. Be prepared to share your discussion points with the group

**Guided Practice Activity #2**

1. What are the areas reported on within the Academic Dashboard?
2. What are the Attendance Metrics?
3. What does the Failing Class Grades Metric measure? Give an example.
4. Choose one of your classes and dig deeper into one metric for attendance, discipline or grades/credits. What did you discover that surprised you or made you want to learn more?

Use the dialog box below to record your findings for question #4

**Guided Practice Activity #3**

Form groups of three. Each person choose one of the following: Failing Summary, Percent Failing, Percent Caution.

Take 3 minutes to explore, then discuss how you would use the three areas together to address your school’s needs.

Be prepared to share your discussion points with the group.

Record your talking points in the text box:

**Guided Practice Activity #4**

1. From the Intervention List, select an intervention and find the following:  
   contact, levels, population, location and eligibility
2. List 7 search categories you can use to search for specific interventions
3. Describe the steps you would take to view a list of the students in your school assigned to a specific intervention.
4. From the Intervention Student Assigned List, how would you choose one student and view their information?

**Guided Practice Activity #5**

1. Select a student from your first class and list three things you learn about their Guardian/Parent.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Is this student participating in any programs or receiving Special Services?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Choose 2 of your students to examine. What patterns of attendance do you find?

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1. Which of your students has the most absences year to date?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the value for the School Code of Conduct Goal for this student? \_\_\_\_\_\_
2. Explore the Academic Dashboard tabs of one of your students. List 5 things you learned about that student
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Administrator Navigation Guided Practice Activities

**Answer Key**

**Guided Practice Activity #1**

Answers will vary

**Guided Practice Activity #2**

1. School Overview, Attendance and Discipline, Grades and Credits
2. Average Daily Attendance, Daily Attendance Rate, Days absent, Class Period Absence Rate
3. The percent of students with core subject course grades dropping 10+ from prior grading period

Example: 10 out of 100 eighth grade students Science grades dropped by between 14 and 27% since the last grading period

1. Answers will vary.

**Guided Practice Activity #3**

Answers will vary.

**Guided Practice Activity #4**

1. Answers will vary
2. Keyword, Eligibility Requirements, Cost, Parent Permission Required, School Availability, Location, Population, Improvement Area, Grade Level, Intervention Level, Gender-Specific
3. Open the Intervention Catalog, Select an intervention and click on “More”, Choose Student list from Dropdown Menu.
4. From the Intervention Student Assigned List, click on the student’s name.

**Guided Practice Activity #5**

Answers will vary