Pennsylvania Department of Education

Course 4B: Administrator Navigation

Quick Start Guide

Document #C4B.3

# Quick Start Guide: Administrator Navigation

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| **Logging In** |
| To login to the dashboard for your district visit[http://www.education.state.pa.us](http://www.education.state.pa.us/)Click Log In if you are already registered with the portal. If you are not registered, please click on “Register” to create a new account |  |
| Enter your username and password |  |
| Click My PDE on the Left Blue Pane |  |
| Under My PDE, click on Testing if you have NOT moved your dashboard data to production |  |
| Click on Dashboard under Insider PDE, if you have moved your Dashboard data to Production |  |
| Under Applications, select “Dashboard”. If this is your first time logging in, you will need to enter your PPID, Date of Birth, and the last four digits of your SSN |  |
| **Navigation** |
| Staff Homepage links available in the header: 1) Export all2) Print3) Support4) Log Out5) Link back to Home Page6) Link to district information7) Link to School Page |  |
| School Information - this slide shows the navigational tabs available on the school page. Data on the School level page is aggregated* School information
* Academic dashboard
* Early warning system
* Interventions
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| The legend of student indicators appears at the bottom of each screen on the dashboard |  |
| School Information* Homepage for Administrators
	+ Administration
	+ Accountability
	+ Population by grade
* Population by Demographics
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| Academic Dashboard* Accountability Rating for the school
* Overview
* Attendance and Discipline
* State and local assessments
* Grades and Credits
* Advanced Academics

College and Career Readiness |  |
| Early Warning System* Failing Summary
* Percent Failing

Percent Caution |  |
| Interventions* Search and assign from list of existing interventions
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