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 all 2) Print 3) Support 4) Log Out 5) Link back to Home Page  6) Link to district information 7) 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 |  |
| 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 |  |
| 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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