Pennsylvania Department of Education

Course 4D: Dashboard Administrator Navigation

Quick Start Guide

Document #C4D.4



# Quick Start Guide: Dashboard Administrator Navigation

|  |  |
| --- | --- |
| **Homepage** | |
| 1. Link to District homepage 2. Site Configuration open 3. Claim Sets 4. Metric Settings 5. Photo Management 6. Interventions |  |
| **Site Configuration** is where the Dashboard Administrator can Activate or deactivate the entire district dashboard site |  |
| **Claim Sets** is where the Dashboard Administrator can edit claim sets singly or by batch |  |
| **Metric Settings** is where the Dashboard Administrator sets the Metric Threshold value for Course Grades below C Level |  |
| **Photo Management** is where the Dashboard Administrator imports student and staff photos to display on the dashboards |  |
| **View School Level Dashboard**  To view school level dashboards, use the School List tab under District Information |  |
| **Viewing Interventions**  To access the Intervention Catalog, click on the tab labeled “Interventions” |  |
| **Add Intervention**   * Go to the Interventions tab in the Dashboard * Click Add Intervention |  |
| **Edit Intervention**   * Select the Intervention you wish to edit * Select the More button from the menu * Select Edit |  |
| **Delete Intervention**   * Select the Intervention you wish to delete * Select the More button from the menu * Select Delete |  |
| **Goal Planning** allows district administrators to set goals for each performance metric in the Dashboard at both the district and school levels. |  |
| **Setting New Goals**   * Enter the new value in the New District Goal Column |  |
| **Publishing a New Goal**   * Select Publish New District Goals |  |