Pennsylvania Department of Education

Staff Navigation Guided Practice Activities

Document #C4A.3



# Staff Navigation Guided Practice Activities

**Guided Practice Activity Student List #1**

Select one of the classes in your Student List then using the General Overview data view find the following:

1. # of students enrolled in this section\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. # of students with Last 4 Weeks Class Absences metric trending downward \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. # of students with ≥ 3 grades below a C \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Using the Early Warning Indicators data view find two students that have an indicator in red
   1. What categories are the red indicators for?
   2. Are there any green indicators?
   3. What categories are they for?

In the box below, what question does this area raise for you?

**Guided Practice Activity EWS Student #2**

1. Do any of your students have a goal for which they are rated “Caution”?
2. What about a goal for which they are rated “Below Goal”?
3. What is the “Difference from Goal” value for Current Math Grade? \_\_\_\_\_\_\_
4. How would you find more information about a student’s current Math Grade?

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

Browse through your student lists and identify students with red or yellow indicators. What do you learn about them by drilling down using “More”?

**Guided Practice Activity Student Information #3**

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

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

3. Find a student with what does this indicate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Do you have any students with interventions assigned? Y N

5. If yes, what is greatest number of interventions assigned?

6. Is the student with the highest number of interventions receiving any special services?

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

In the space below, list 3 things you might use from the student information tab to help you in your position:

**Guided Practice Activity Student Attendance #4**

1. What are three attendance metrics?
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If a metric value is red, what does that indicate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Choose two of your students to examine. What patterns of attendance do you find?

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

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

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

**Guided Practice Activity Student Discipline #5**

1. Where on the Attendance and Discipline Page would you find the Discipline Referrals section?

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

1. What does the Metric Value for State Reportable Offences indicate?

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

1. What is value for the School Code of Conduct Goal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Use the More Button to explore one of your classes, what did you learn about that class?

**Guided Practice Activity Student Grades #6**

1. What are the three Grades Metrics?

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

1. How would you find which classes a student is failing?

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

1. Pick a student from one of your classes and drill into their Student Grades page. What did you learn that you did not already know?

**Guided Practice Activity Student Interventions #7**

Turn to your neighbor and discuss the following:

1. What are two ways you know if a student has interventions assigned?
2. How can you find details about already assigned interventions?
3. Explain what it means if an intervention is listed as “Deleted” as well as “Not Completed”?
4. How would you view the interventions available to your school?
5. What are the steps required for assigning a student an intervention.

**Guided Practice Activity School Level Tabs #8**

1. How is your school performing against the Academic Indicators? Are all of the metrics meet? How do you know?
2. Where would you find the breakdown of students enrolled in CTE programs in your school?
3. How would you generate a list of all your students with a 504 Plan?

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**Answer Key**

**Guided Practice Activity Student List #1**

Answers will vary.

**Guided Practice Activity EWS Student #2**

1. Answers will vary
2. Answers will vary
3. Answers will vary
4. Use the More Button

**Guided Practice Activity Student Information #3**

Answers will vary.

**Guided Practice Activity Student Attendance #4**

1)a. Daily Attendance Rate  
1)b. Days Absent  
1)c. Class Period Absence Rate

**2)** Indicates the metric is trending down, away from the goal.

3) Answers will vary.

4) Answers will vary.

**Guided Practice Activity Student Discipline #5**

1. Below attendance or at the bottom of the Attendance and Discipline Page
2. The # of Reported offenses
3. Answers will vary.
4. Answers will vary.

**Guided Practice Activity Student Grades #6**

1. a. Class Grades

b. Grades below C level

c. Algebra I

2) Grades and credits tab under the academic dashboard lists how many courses are currently in a failing state. The more button provides more detailed information.

**Guided Practice Activity Student Interventions #7**

1. The circle (red or green) at the top of the student Information page or on their Student Intervention Catalog page any interventions assigned are listed.
2. On the Student Intervention Catalog Page, click on the name of the intervention to see more.
3. The green circle indicator at the top of the page indicates the number of NOT COMPLETED interventions. This includes interventions that have been deleted from the IC and cannot be assigned to a new student, however students with already assigned interventions can still complete deleted interventions.
4. Click on the Intervention Catalog tab at the top of School pages.

**Guided Practice Activity School Level Tabs #8**

1. Answers will vary.
2. The School information tab contains this information.
3. Go to the Students by Demographics tab under School Information and use the filter menu to generate the list of student with a 504 plan.