Pennsylvania Department of Education

Dashboard Administrator Navigation Guided Practice Activities

Document #C4D.3



# Dashboard Administrator Navigation Guided Practice Activities

**Guided Practice Activity #1**

Direct participants to answer the following questions in teams/partners and then facilitate a group discussion to share ideas.

1. Describe three reasons for disabling the website.
2. Why might the Dashboard Administrator impersonate a user?
3. How does the claim setting function affect roles and access in the Dashboard?

**Guided Practice Activity # 2**

Direct participants to answer the following questions in teams/partners and then facilitate a group discussion to share ideas.

1. What is the purpose of the Grades Below C Metric? What does this affect in the Dashboard? What will your district se as the Grades Below C Metric?
2. What is the Photo Management function used for? Will your district opt to upload photos for students, staff and schools?

**Guided Practice Activity #3**

Direct participants to log in to the Dashboard and complete the task, using the slide deck as a guide.

**Task:** Create a sample intervention in the Intervention Catalog. Once the Intervention is saved, used the Search feature to locate the intervention. Select edit from the menu options and change 1-2 parameters and save the edits. Then locate the intervention again and delete it.

**Debrief:** Will your district use the Import Interventions feature? Why or why not?

**Guided Practice Activity #4**

Direct participants to log in to the Dashboard and complete the task.

**Task:** Navigate to the district Goal Planning tab. Change one of the goals and publish it to the district. Navigate to the changed metric goal within the Dashboard and see how the new goal changed the Difference from Goal column. Go back to the Goal Planning tab and set the goal back to the original value.

**Debrief:** How will your district decide on district and school level goals?

# Dashboard Administrator Navigation Guided Practice Activities Anser Key

**Guided Practice #1**

1. Describe three reasons for disabling the website.

*There are many possible reasons, including the following:*

* + *FERPA or privacy issue*
	+ *System has fatal error that requires shut down to troubleshoot and repair*
	+ *Users have concerns with a particular metric*
1. Why might the Dashboard Administrator impersonate a user?

*The Dashboard Administrator would impersonate a user in order to troubleshoot a possible data or system issue. The Dashboard Administrator might also use this feature to test that a claim set has been configured properly.*

1. How does the claim setting function affect roles and access in the Dashboard?

*Claim sets map local source system position titles to the Dashboard claim sets. Claim sets define the roles and access to views and features within the application.*

**Guided Practice #2**

1. What is the purpose of the Grades Below C Metric? What does this affect in the Dashboard? What will your district se as the Grades Below C Metric?

*The Grades Below C Metric allows a district to determine how a “C” is defined within the Dashboard. The default is a 75, but a district can change that to any other number that aligns with district policies. This metric affects the cut point on the Grades Below C metric on the Grades and Credits tab of the Academic Dashboard.*

1. What is the Photo Management function used for? Will your district opt to upload photos for students, staff and schools?

*The Photo Management function allows Dashboard Administrator to upload pictures of students, staff and schools to Dashboard. It is an optional tool.*

**Guided Practice Activity #3**

There are no wrong answers, as each district has its own policies and practices. The question should just encourage conversation about the possible benefits of the Import Intervention feature.

**Guided Practice Activity #4**

There are no wrong answers, as each district has its own policies and practices. The question should just encourage conversation about how to manage the goals within the Dashboard.

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