Pennsylvania Department of Education

Course 4D: Dashboard Administrator Navigation

Quick Start Guide

Document #C4D.4



# Quick Start Guide: Dashboard Administrator Navigation

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| **Homepage** |
| 1. Link to District homepage
2. Site Configuration open
3. Claim Sets
4. Metric Settings
5. Photo Management
6. Interventions
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| **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
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| **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
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| **Publishing a New Goal*** Select Publish New District Goals
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