User Training

Table of contents

Introduction

What is OnDataSuite?

A 3-piece data warehouse.

OnPoint enables users to pull data from files across years, test administrations and collections, to provide unprecedented access to multiple datasets in one system. It features PEIMS and Assessment data, but crosses over into Accountability, Federal Programs, and PBM.

OnPar contains publicly released data such as the TAPR, to enable users to compare their data with other districts/campuses in the state.

OnView provides a link for districts to display their TAPR data on their websites in an interactive graphical form.

Goal

This session is designed to provide an overview of the basic functionality of OnDataSuite's OnPoint. A brief discussion about OnPar and OnView will be included.

Agenda

- Getting Started
  - Log in and access for user accounts
  - Data Sources
- Dashboards
- Student/Assessment/Staff/Finance Tabs
  - Validation Reports
  - Custom Reports
  - Report Center
  - Report features
- Accountability Reports and features
- OnPar
- OnView
- Support/Training

Usage

OnDataSuite is widely used to assist in district and campus implementation of various projects.

Across the board, District and Campus staff use the system to fulfill data requests simply because the tool is so fast and easy to use. When multiple departments are provided access, it enables staff to fulfill their own data needs quickly and with very little training. The bonus is the sense of ownership it brings to the departments.

Many districts are finding that the use of OnDataSuite has unified the departments, as the system provides hands on opportunities to see how data ties them all together. Also, if ODS is used as a platform to share reports across departments, everyone will be accessing the same data in the same way. The consistency this provides offers stability, comradery and opportunity to make systemic changes district or campus wide.

OnDataSuite

Overview

Introduction
- Components of OnDataSuite - OnPoint, OnPar, OnView
- http://www.ondatasuite.com/

Log in
- URL- districtname.ondatasuite.com
- Login, password, and access levels provided by your ODS Admin
- Chrome/Firefox preferred browsers

OnPoint

OnPoint® is a data warehouse that aggregates data from multiple educational data sources (see file center) and presents them in the form of detailed reports, interactive dashboards, and other visualization tools using powerful software analytics.

Account Info

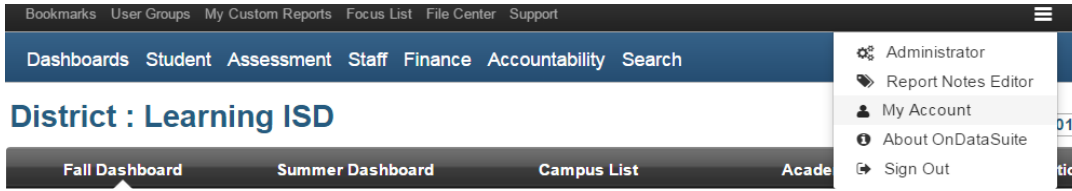Look for the 3 horizontal bars, (top right corner of screen) for account access information.

aka "hamburger menu"

End User

My Account

- Located on top right of black menu bar- three horizontal bars (Hamburger menu)
- Select My Account.

- Your Profile <mark>(To change your password.)</mark>

- Roles and Responsibilities (Select areas of interest for training. Becomes a listserv.)

File Center
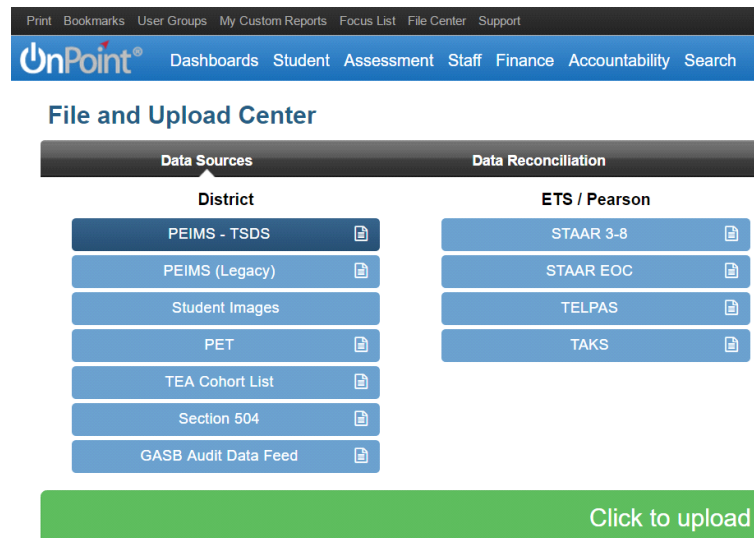
Located on the black menu bar

Data Sources- **District**-PEIMS-preliminary or final files

        - **ETS/Person**-forensic data

        -**ACT**

        -**College Board**

        NOTE: CRDC file center-coming soon

Keeping data current is key to accurate reports

Dashboards

District and Campus views- multi year

Fall Dashboard- student counts from PEIMS Snapshot data (last Friday in October)

Click on any link to produce a list (student/staff)

SID	Local Student ID	Last, First MI	Gender	Grade
OP8345083		Lawrence, Kennedi S	Female	11
OP3914632		Poteat, Ronald L	Male	12
OP2776771		Tse, Sylvia K	Female	12
OP7169478		Wyckoff, Esther M	Female	12
OP6156721		Stephan, Deshaun Y	Male	12
OP0309399		Ellis, Isabelle L	Female	12
OP9962867		Mckibben, Shakira P	Female	12
OP3561829		Crowl, Valentina T	Female	12
OP9641709		Bissonnette, Ty T	Male	11
OP7289885		Ahumada, Pablo N	Male	12

Sort by column/Export to Excel/Bookmark/ Modify/Add to /View profile
View **student profile/dashboard** by drilling down from a student list or use "Search". (permission required)

Summer Dashboard -total number of days in membership, present, absent

Fall Dashboard	Summer Dashboard	Campus List	Academic	Operational

Days Membership by Grade (2013 - 2014 Summer Peims file loaded 04/28/2015)

Grade		Sum Perc
Early Education Grade	2,185	0.17
Pre-Kindergarten Grade	48,538	3.70
Kindergarten Grade	103,734	7.90
1st Grade	107,533	8.19
2nd Grade	108,540	8.27
3rd Grade	108,016	8.23
4th Grade	102,817	7.83
5th Grade	100,575	7.66
6th Grade	105,618	8.04
7th Grade	109,538	8.34
8th Grade	102,843	7.83
9th Grade	91,939	7.00
10th Grade	79,751	6.07
11th Grade	75,324	5.74
12th Grade	66,156	5.04
Total Days Membership	**1,313,107**	**100**

106 E Forrest
Victoria, TX 77904
(361) 485-0004 Phone
(361) 485-0330 Fax

inistration (2013 - 2014 Summer Peims file loaded 04/28/2015)
erintendent   Julissa Ferrer
istant/Assoc/Deputy Super   Lizbeth Disney

Drill down, using hyperlinks, to find the list of students who made up the count of days.

Campus List- available only for users with District level access

District : Learning ISD   Information Year 2014 - 2015 ▼

Fall Dashboard	Summer Dashboard	Campus List	Academic	Operational

E Exemplary   R Recognized   A Acceptable   U Unacceptable   NA Not Applicable   N/D No Data

District	Teachers	Students	Fine Arts	Wellness & PE	Community & Parental Involvement	21st Century Workforce Devel PGM	Second Lang Acquisition PGM	Digital Learning Environment Category	Dropout Prevention Strategies	Educational PGM for GT Students	Overall Rating	Statutory Reporting & Policy Compliance
High School												
Leia Oragana High School	224	3,372	E	E	E	E	R	E	E	R	E	Yes
Luke Skywalker High School	253	3,105	E	E	E	E	A	E	E	R	E	Yes
Han Solo High School	216	3,386	E	E	E	E	R	E	E	R	E	Yes
Chewbacca High School	190	3,109	E	E	E	E	R	E	E	E	E	Yes

To drill down to list of "teachers", click on the hyper link.
 Once a list of teachers is presented, click on their ID column ((permission required), to view their profile/dashboard.

Staff Profile/Dashboard

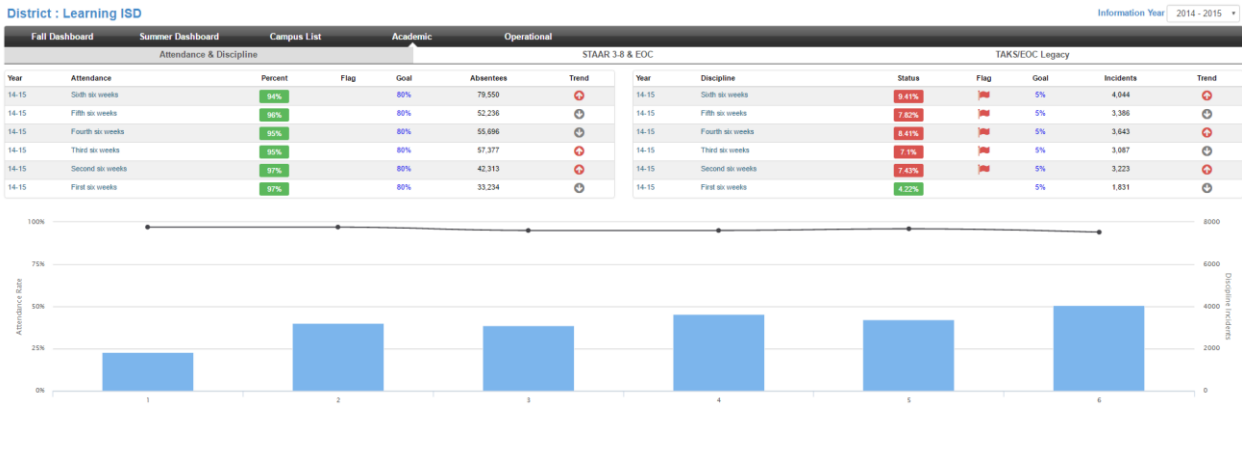| Staff Overview	Employment History	Payroll History	Responsibility	Master Schedule

Demographics

Gender	Female	
Hispanic or Latino	✗	
Ethnicity	Black African American	
Date of Birth	XXXXXXXX ❶	
Age	XX ❶	
Highest Degree Level	Bachelor's	
Staff Type	School District Or Charter School Employee	
Total Years Prof Experience	07	
Percent Day Employed	100%	
FTE Total	1	

Focus List

Description	Students	Action
	Focus List Controls	
Select Focus List ▼ Add New		

Academic Dashboard Tab

- o Attendance/Discipline percentage by reporting periods

Operational Dashboard Tab

- o Staff experience and retention percentages available by district and campus

Master schedule available on campus level only

Student/Assessment/Staff/Finance TABS

The **Student/Assessment/Staff/Finance** tabs all have reports that are ready to generate, in either the Validation or Custom Report areas, or both. All of these tabs have a Report Center to enable ad hoc reports to be generated. The functionality is consistent for the reports across all these tabs

Data Validation/Custom Reports

Validation Reports
- Duplicated TEA audit reports that may be ran at any time to pro-actively audit data prior to sending it to TEA.

Custom Reports
- Created at user request and shared with all users.

o SEARCH for a report, allows user to type in a key word and find a report containing the word in its title.

o Select a folder to reveal developed reports for specific topics

o Click on a report title to generate the report.

o Use "**Tools**" to:
- **Export to Excel**
- **Bookmark** which will save and/or give you the option to share reports
- **Report Info** to find more information about the selected report
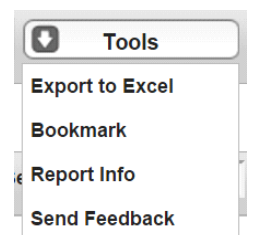
Report Center

Basic Report Building (Ad Hoc)

Creating Ad Hoc Reports

"**?**" – Help option to explain the data source and description for each record in the Report Center

- Select a **Record** from **Report Center**
- Select a data element(s) from the **"Criteria:"** drop down box(es)
- Select **"Filter"** (located on the right) list of codes for the data element (optional)
    - Choose the code or codes to include on your report. (search feature)
    - Leave the boxes blank & all codes, with a value, will be on the report.
- Click **"Create Report"**

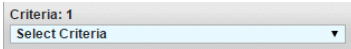### Student Fall Enrollment by Grade

⬇ REPORT OPTIONS

Grade	12–13	13–14	14–15
01 - 1	71	73	69
02 - 2	70	70	69
03 - 3	70	80	68
04 - 4	63	65	74
05 - 5	71	66	69
06 - 6	83	85	68
07 - 7	151	135	85
08 - 8	173	159	130
09 - 9	85	125	130
10 - 10	0	77	112
11 - 11	0	0	78
KG - Kindergarten	73	75	64
PK - Pre-Kindergarten	72	71	68
TOTALS	**982**	**1,081**	**1,084**

Click on the live links to produce a list of students.

Example:

"**Fall Enrollment**" -Select year(s) for the report- if none are selected, all of the years of data will pull
- Select the **"Criteria: 1" - "Grade Level"-**a data element from drop down box.

Criteria: 1
Select Criteria ▼

- Select "Filter" (located on the right) -Optional
    - This will produce a list of all codes for the data element.
    - Choose the code or codes to include on your report or leave the boxes blank and all codes with a value will be included.

- Continue to Select **"Criteria:"** for additional data elements and filters as needed

- Select the **"Create Report"** button

NOTE: Reports can be built using multiple criteria and multiple filters. Do not limit yourself.

Report Options/Tools/Features

Use **Report Options** with your ad hoc report (Located in upper right corner of the report)

- **Graph** Control (Pie, line or bar graph can be created.)

- **Heatmap** On/Off (Makes it easier to see high and low points in the data.)

- **Export to Excel** –creates data in a spreadsheet.
  After generating, select download link in bottom left corner to open report.

- **Bookmark** -saves the parameters of the report or shares your report with other ODS users

  NOTE: To find a complete listing of the bookmarked reports, select "Bookmark" from the black menu bar. From here you have the option to open the report, edit the title, delete the report, share the report or organize reports into folders.

- Display **Percent's** for each of the columns

Select **"Print"-** to create a hard copy (top left corner, black menu bar)

To **Generate a list of students/staff**, click the number in any row or column of the report. These live links will produce the list that makes up the count.

See **Tools** available to use with your list.

Column Options

Use "**Column Options**" -
(Located on student/staff lists.)
- o Change the appearance or the report.
- o To add a column of data to a student/staff list

Student Enrollment by Grade Year 2016

Show [25 ▼] entries   [Column Options]   [Focus List]

SID	TX Unique Student ID	Local ID
15-16	15-16	15-16
645060079	0259160672	101000590

[Done]

Display Type	Hidden	Grouping	Controls	
	☐	☑	🔒	↕
Code ▼	☐	☐	🗑	↕
Description ▼	☐	☐	🗑	↕
Code - Description ▼	☐	☐	🗑	↕

To **"Hide"** a row -Check the box in "Hidden" column

To change the **display type** for the data in the row, use the drop down to select: Code, Description, or Code-Description

To "**Group**" the data for a particular criterion, check the corresponding box.

To **Remove** a row of data, click the trash can.

To change the **"Order"** of columns - Click blue arrow in "Order" column and move arrow up or down

Click "**Done**"

Student Enrollment by Grade Year 2016

Add Column: [Data Type ▼]   [Record ▼]   [Column ▼]   [Year ▼]   [Add Column(s)]
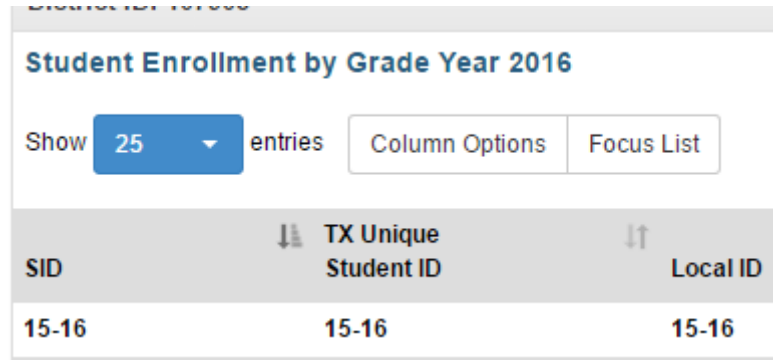
Title	Year
SID	

To add a column of data to the list
- ▪ Select a "Data Type"
- ▪ Select a "Record"
- ▪ Select a "Column" – multi select is available
- ▪ Select a "Year"

Click the green "**Done**" button

Focus List

From a list of student or staff names, select the "Focus List" button to create a group to on which to run specific reports.
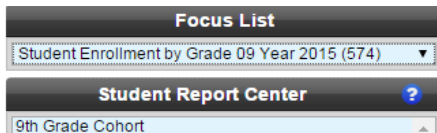

Create a "New Focus List" or Append and "Existing Focus List"

Message will appear that Focus list was successfully created/appended NOTE: Appended focus list will add to a current focus list and will not duplicate names.
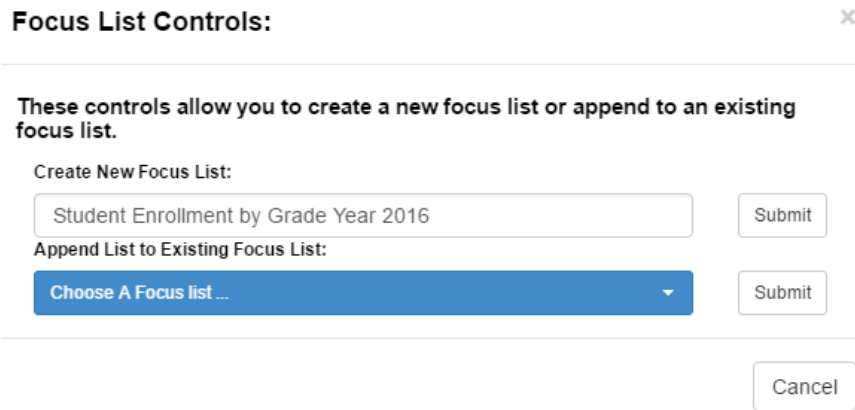

USAGE

An ad hoc report may be created using a Focus List. Select a Focus List from the Focus List drop down box.

Continue by using the Report Center to build an ad hoc report. If the Focus List is displayed in the Focus List box when you click the Create Report button, the Focus List will be the data source for the ad hoc report.

Some custom reports have the option to choose a Focus List as the data source.
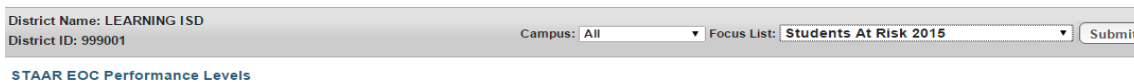
To find a complete listing of the focus groups you have created, select "Focus List" from the black menu bar. From here you have the option to edit the title of the Focus List, delete the Focus List, duplicate the Focus List, share the Focus List or add new members to a Focus List.

Accountability

PEIMS and Assessment data are used in various Accountability measures.
NOTE: To ensure accuracy, up to date files should be loaded in the file center.

- Federal
- State
- Performance Based Monitoring - PBM
- Data Validation Monitoring- DVM

Federal: Accountability Report Center

- CRDC Report Center 2015-2016 version Coming Soon
- School Safety Choice Option (SSCO) Report
- Texas Support for Homeless Education Program (TEXSHEP) Reports
- NCLB Consolidated Compliance Reports
- Disproportionate Representation and Significant Disproportionality(IDEA reports)

State: Accountability Report Center

- First Rating
- Accountability Performance Indexes: 2015-2016
- STAAR Historical Summary Reports

Performance Based Monitoring

- PBMAS SUMMARY 2015 Reports
- Indicators: Bilingual Education / English as a Second Language
- Indicators: Career and Technical Education
- Indicators: No Child Left Behind
- Indicators: Special Education
- Graduation / Completion / Dropouts

Data Validation Monitoring

- Discipline Data Analysis
- Leaver Data Analysis
- Student Assessment (2015 Manual) NEW
- Student Assessment (2012 Manual)
- Student Assessment (2010 Manual)

Select the folder and locate the desired report or indicator. Click on the link to generate the report.

See available filters and tools for each report.

Submit	Tools ▾

- Export to Excel
- Toggle Difference
- Bookmark
- Report Info
- Send Feedback

OnPar
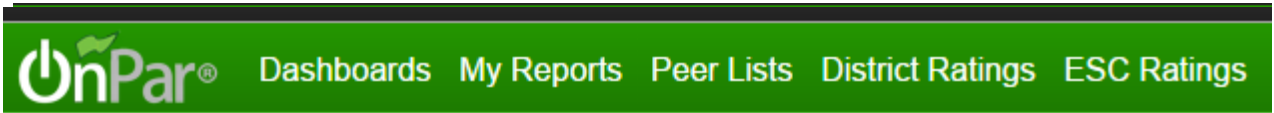
The OnPar piece of the suite, utilizes TAPR (Texas Academic Performance Rating) and other data sources, preloaded by the OnDataSuite staff as it is released by TEA.

It provides users with powerful resources to easily build comparison reports/graphs for multiple years and for multiple districts/campuses in the state, using any peer group desired.
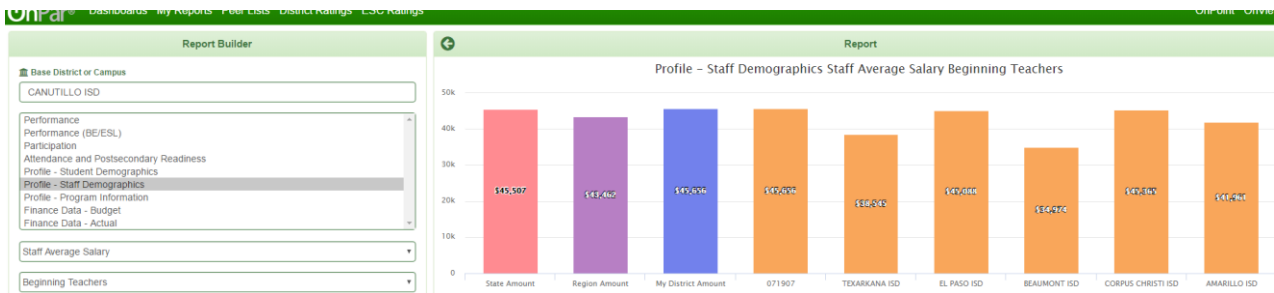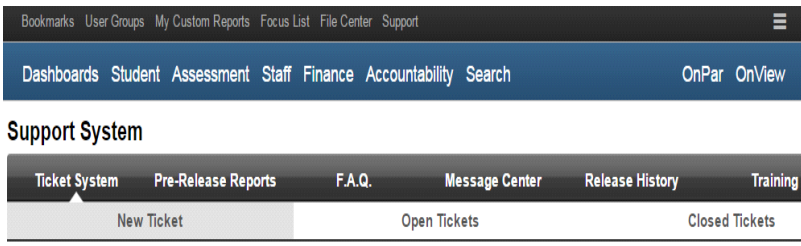

OnView offers a simple, effective way for your district to publish interactive aggregate performance measures to the district's website.

Populated by TAPR and other publically released data.
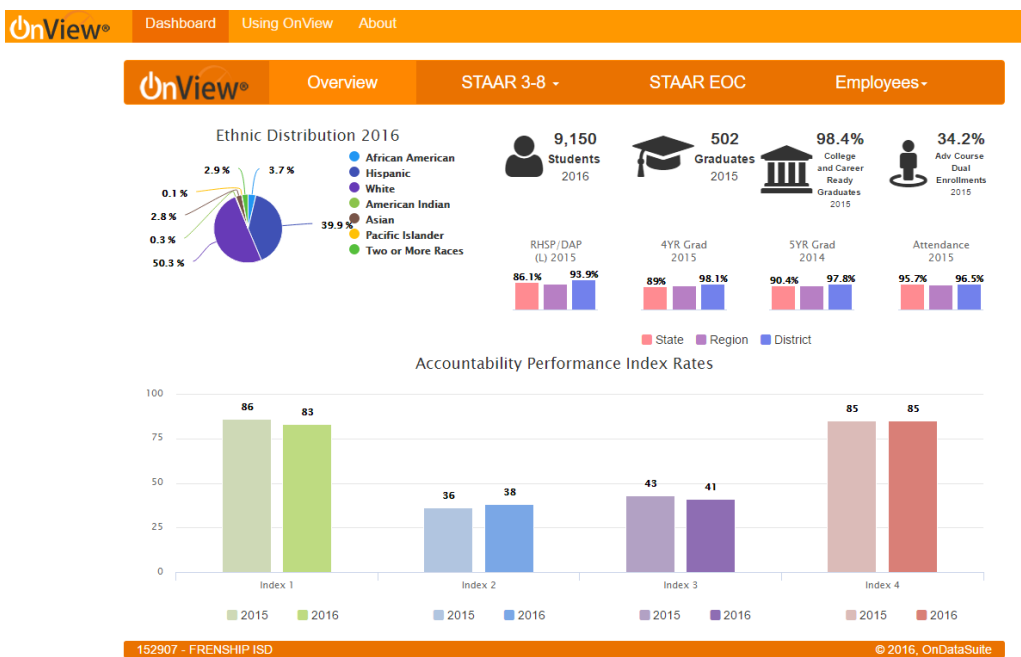
Support/Training

Support link - top black menu bar

- **Ticket System**- Enter a question or a problem with detailed information.

- **Training**- Upcoming trainings and recordings of prior webex trainings along with handouts.

THANK YOU!