
ProgressBook DataMap User Guide



ProgressBook DataMap User Guide

(This document is current for v16.3.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook DataMap User Guide* have been made.

Product Version	Heading	Page	Reason
16.3.0	“Graduation Points”	97	Added section.
16.2.1	“Access Student Roadmap”	15	Updated screen shots to reflect addition of Guardians to the Demographics area.
16.1.3	“Edit an Intervention”	26	Updated text and screen shots to reflect addition of Print button and Print screen.
16.1.3	“Compare Assessment Scores”	55	Updated screen shots to reflect the updated user interface.
16.1.0	“Access DataMap”	2	Updated screen shot to reflect addition of INFOhio - PreK-12 Digital Library link to the Testing Resources area.
16.1.0	“Access Student Roadmap”	15	Updated screen shot to reflect addition of the student’s Building to the Student Roadmap .
16.1.0	“Review Data Points History”	21	Updated text and screen shots to show that you can select more than one subject in the Subject drop-down list.
16.1.0	“Add an Intervention”	28	Updated procedure to add student interventions, and updated screen shots to reflect the new user interface.
16.1.0	“Compare Assessment Scores”	55	Updated screen shots to show graph updates for teachers in multiple buildings, and to reflect the new user interface.
16.0.0	Entire Guide	N/A	Updated screen shots to reflect new user interface.
16.0.0	“View Student IEP”	17	Added section.
16.0.0	“Review State Assessment History”	20	Updated text and screen shot to indicate that when you review assessment scores, you can view scores for multiple subjects at the same time.
16.0.0	“Interventions”	23	Updated Intervention Form screen shots to show the new Attachments button and count, as well as the new rich text menu option that lets you insert a table into a text box.
16.0.0	“Add an Intervention”	28	Added notes to explain when the new Attachments button displays; each note includes a cross-reference to the new Add and Manage Intervention Attachments topic.
16.0.0	“Add and Manage Intervention Attachments”	34	Added section.
16.0.0	“Analyze Multiple Measures of Student Data”	59	Updated screen shot and text to include State Placement Levels , State Scaled Score , and Attendance as additional filter options. Added note about new English\Reading\Writing option in the Subject drop-down list.

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Welcome to DataMap

DataMap is a student analytics tool that collects, aggregates, and displays trending and historical assessment result data for the following types of assessments:


- **state standardized assessments** – OAA and OGT
- **other state assessments** – OTELA, KRA, etc.
- **district assessments** – created by your school district for use within the district
- **third-party assessments** – created by outside assessment providers (DIBELS, ACT, SAT, etc.)

You can search for and display this data in various formats to help you analyze the information and identify trends and specific areas in which students may need additional instruction.

***Note:** DataMap is integrated with StudentInformation and shares the same database. You must use StudentInformation to manage demographic data, which is read-only in DataMap. Users with administrator privileges can import assessment data directly into DataMap and perform other administrative functions. For more information, see ProgressBook DataMap Administrator Guide.*

Find the Information You Need

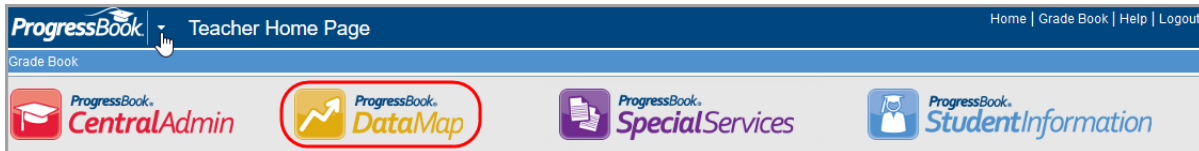
The following sources of information are available to help you use DataMap:

- **DataMap Help** – Click  on any screen to get help for that screen. For more information, see “[Use DataMap Help](#).”
- **Knowledge Base** – To access the ProgressBook Suite Knowledge Base, click <http://www.software-answers.com/Support/Pages/KnowledgeBase.aspx>. The Knowledge Base contains the following documentation:
 - **DataMap Release Notes**
 - **DataMap Product Guides**
 - **Knowledge Base Articles**

Access DataMap

There are two ways to access DataMap:

- If you are already signed in to another ProgressBook application, on the banner beside the ProgressBook logo, click the application quick launch icon, and then click **DataMap**. DataMap opens in a new window or tab, depending on your browser settings.



- If you are not already signed in to ProgressBook, or if your district provides stand-alone access to DataMap via a URL, you must sign in. See [“Sign In to DataMap.”](#)

Sign In to DataMap

Access DataMap by signing in from the ProgressBook CentralAdmin login screen.

1. In a web browser, enter the URL provided by your district.

The ProgressBook CentralAdmin login screen displays.

A screenshot of the ProgressBook CentralAdmin login screen. The top header features the ProgressBook logo. The main content area has a large white space on the left and a login form on the right. The login form includes the ProgressBook logo, a 'Domain' dropdown menu (set to 'software-answers.com'), a 'User Name' text field (containing 'ProgressBook User'), a 'Password' text field (masked with dots), and a blue 'Sign In' button. The footer contains copyright information: 'ProgressBook® by Software Answers, Inc.', 'Copyright © 1997-2016 Software Answers, Inc.', and 'Version: 16.0.0'.

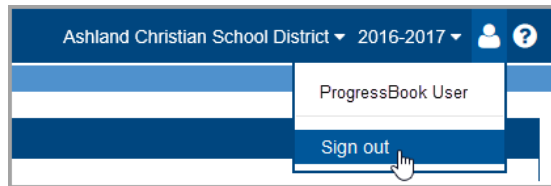
2. Select your **Domain**, and then enter your **User Name** and **Password**.
3. Click **Sign In**.

The DataMap **Home** screen displays. The district you are viewing displays on the banner at the top-right of the screen. If you have access to multiple districts and want to view data for a different district, see [“Change Districts.”](#)

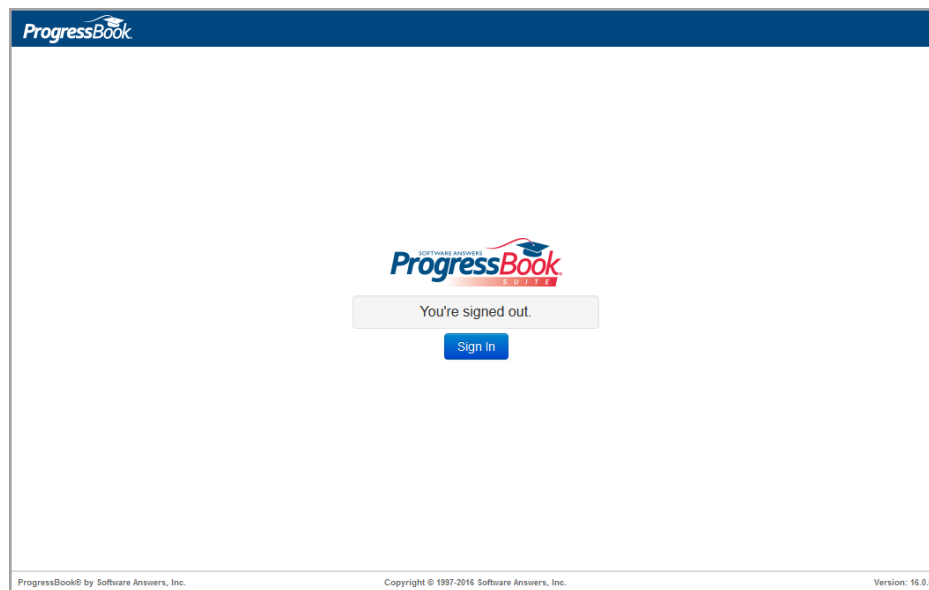
Sign Out of DataMap

To prevent unauthorized use, ProgressBook automatically signs you out after a period of inactivity, the length of which is defined by your system administrator. The timer calculating inactivity is reset each time you perform an action anywhere in the ProgressBook suite. A warning message displays three minutes before the session times out. If you wish to continue working in DataMap, click **Continue working**.

You should manually sign out of DataMap if you plan to leave your computer unattended for any length of time. To sign out, on the banner, in the user drop-down list, click **Sign out**.



The CentralAdmin sign out screen displays, confirming that you are signed out of the ProgressBook Suite.



Navigate DataMap

DataMap provides the following navigation options to help you move around in the application:








- **banner** – See [“Understand the Banner.”](#)
- **menu** – See [“Navigate to Other Screens.”](#)
- **breadcrumbs** – See [“Follow Breadcrumbs.”](#)
- **district drop-down list** – See [“Change Districts.”](#)
- **school year drop-down list** – See [“Change School Year.”](#)

Understand the Banner


The banner at the top of every screen helps you perform several main functions in DataMap. For details on these functions, see [“Banner Icons.”](#)



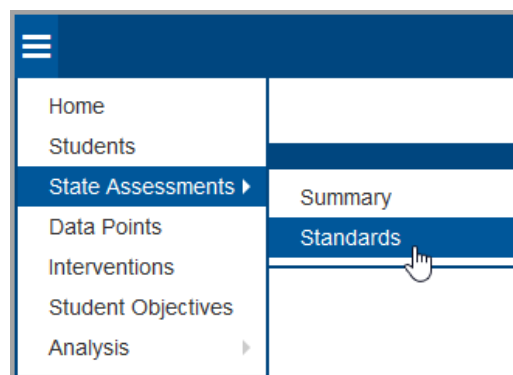
Banner Icons

Icon	Name	Action
	ProgressBook Suite logo	Click to return to the application home screen.
	Application Quick Launch	Opens the application quick launch area, where you can navigate to other registered ProgressBook applications that you are authorized to use.
	Menu	Opens a drop-down list that lets you navigate to other screens in DataMap. See “Navigate to Other Screens.”
	District	Displays the current school district. If you have access to multiple districts, opens a drop-down list that lets you change districts. See “Change Districts.”
	School Year	Displays the school year in context; opens a drop-down list where you can select a different school year. See “Change School Year.”
	User	Opens a drop-down list that displays your user name and lets you sign out.
	Help	Opens the online help topic associated with the current screen. See “Use DataMap Help.”

Navigate to Other Screens

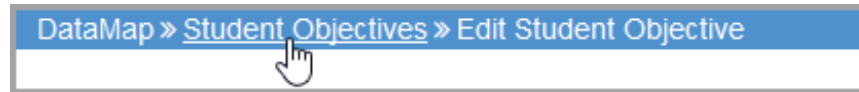
To navigate to other screens in DataMap, on the banner, click . Then click the menu or submenu item of the screen you want to access.

Note: The security role assigned to your user account determines which screens you can access.



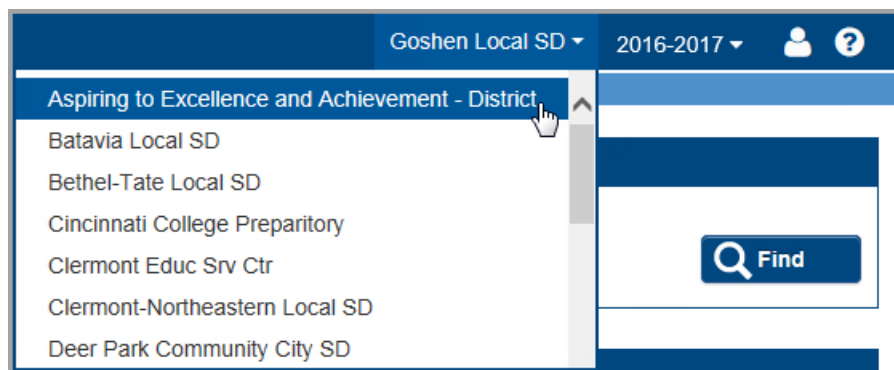
Follow Breadcrumbs

A breadcrumb trail appears beneath the banner on every screen to help you track your location within DataMap. When you hover your cursor over a breadcrumb, if an underline appears beneath it, it is a clickable link. Click the breadcrumb to go directly to that screen.



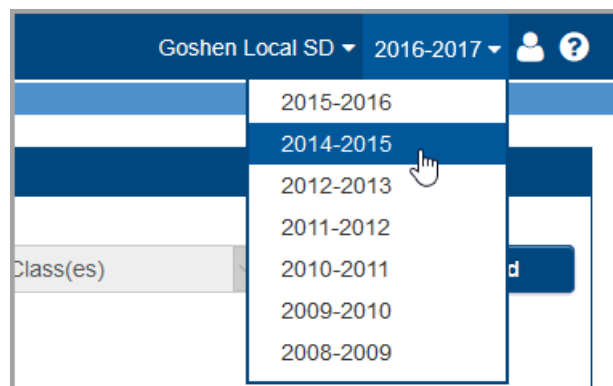
Change Districts

If you have access to multiple districts in DataMap, you can switch between them at any time while signed in. On the district drop-down list, select the district.




Change School Year

To change the school year in context, click the school year drop-down list and select the school year.



Use DataMap Help

To view an online help topic for the screen you are viewing, on the banner, click .

DataMap Help displays in a separate browser window. You can use online help in the following ways:

- Browse the **Contents** for specific topic titles.
- Enter keywords in the **Index** to search for information.
- Type a word or phrase in the **Search** field to return a list of possible help topics.

Navigate ProgressBook

Use the application quick launch to navigate between ProgressBook applications that you are authorized to use.

1. On the banner, to the right of the ProgressBook logo, click the application quick launch icon.

In the application quick launch area, logos display for all other ProgressBook applications that are registered in CentralAdmin.



2. Click the application's logo.

The application opens in another window or tab, depending on your browser's settings.

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Search DataMap

DataMap lets you enter different types of search criteria to retrieve specific information. The more search criteria you enter, the narrower the search results.

To find student data, you can search in the following ways:

- by Student – See [“Search by Student.”](#)
- by Intervention – See [“Search by Intervention.”](#)
- by Assessment – See [“Search by Assessment.”](#)

Search by Student

1. On the **Home** screen, in the **Student Search** area, enter or select your search criteria. Or, to search for all students, leave all fields blank.

The screenshot shows the 'Student Search' form. It includes input fields for Last Name (containing 'smith'), First Name, Grade, Building, Teacher, and Class (set to 'No Class(es)'). There are also dropdown menus for IEP, Gifted, and Gifted Abilities. Below these are sections for 'Memberships' with dropdowns for Membership Groups, Memberships (set to 'No Membership(s)'), and Ad hoc Memberships (set to 'No Membership(s)'). An 'Include Public' checkbox is at the bottom. A 'Find' button is on the right.

2. Click **Find**.

The **Students** screen displays the students matching your search criteria and provides a total number of records found at the top-right of the screen.

The screenshot shows the 'Students' search results screen. On the left is a sidebar with search filters. The main area displays a table of results. At the top right of the table, a red circle highlights '3 Records' with a download icon. The table has columns: Name, Grade, Special Ed Teacher, Gifted, Intervention?, and IEP?.


Name	Grade	Special Ed Teacher	Gifted	Intervention?	IEP?
<input type="checkbox"/> Smith, Carrie	06				
<input type="checkbox"/> Smith, Danielle	03				
<input type="checkbox"/> Smith, Dominic	KG				


3. Optional: To sort the data on any column, click the column heading.
4. Optional: To further refine your search results:
 - a. On the left side of the screen, in the side search panel, enter additional search criteria.

The image shows a vertical side search panel with a light gray background. It contains several search criteria, each with a label and a corresponding input field or dropdown menu. The criteria are: Last Name (text input with 'smith'), First Name (text input), Grade (dropdown menu with '06'), Building (dropdown menu), Teacher (dropdown menu), Class (dropdown menu with 'No Class(es)'), IEP (dropdown menu with 'No'), Gifted (dropdown menu), and Gifted Abilities (dropdown menu). At the bottom of the panel is a button with a magnifying glass icon and the text 'Find'.

b. Click **Find**.

A more refined list of students matching your search criteria displays, as shown in the updated record count.

1 Records 					
<input type="checkbox"/> Name ^	Grade	Special Ed Teacher	Gifted	Intervention?	IEP?
<input type="checkbox"/> Smith, Carrie	06				

5. Optional: To export the records to a .csv file, click , and save the file to your computer.

Note: To view a student's **Student Roadmap** screen, click the student's name.
See "[Student Roadmap](#)."

Search by Intervention

1. On the **Home** screen, in the **Intervention Search** area, enter or select your search criteria. Or, to search for all interventions, leave all fields blank.

Intervention Search

Category


Program

Referred by

Intervention Provider

Tier

Status

 Find

Student Details

Last Name

First Name

Grade

Building


Special Ed Teacher

Teacher

Class

2. Click **Find**.

The **Interventions** screen displays the students with interventions matching your search criteria and provides a total number of records found at the top-right of the screen.

2 Records 									
Student ^	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date
FOLEY, CHRISTOPHER	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/15/2013	
FOLEY, CHRISTOPHER	08	Reading	Ready Readers	1		BARLOW, GLEN	4/1/2013	4/5/2013	5/3/2013

3. Optional: To sort the data on any column, click the column heading.

4. Optional: To further refine your search results:
 - a. On the left side of the screen, in the side search panel, enter additional search criteria.

- b. Click **Find**.

A more refined list of students with interventions matching your search criteria displays, as shown in the updated record count.

<div> <div>+ Add Intervention</div> <div>1 Records </div> </div>									
Student ^	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date
FOLEY, CHRISTOPHER	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/15/2013	

5. Optional: To export the records to a .csv file, click , and save the file to your computer.

Note: To view a student's **Student Roadmap** screen, click the student's name. See "[Student Roadmap](#)." To view, edit, delete, add, or print an intervention, see "[Interventions](#)."

Search by Assessment

- On the **Home** screen, in the **Assessment Search** area, select the **Assessment Type** for which you want to view scores:
 - Summary - OAA** – OAA summary totals and percentages by standards and placement level
 - Standards - OAA** – OAA scores and placement by student
 - Summary - OCBA** – OCBA summary totals and percentages by standards and placement level
 - Standards - OCBA** – OCBA scores and placement by student
 - Summary - OGT** – OGT summary totals and percentages by standards and placement level
 - Standards - OGT** – OGT scores and placement by student
 - Summary - PARCC** – PARCC summary totals and percentages by standards and placement level
 - Standards - PARCC** – PARCC scores and placement by student
 - Data Points** – third-party and district assessment scores
- Select the **Subject** and **Year** of the assessment.

- Optional: Enter or select any additional search criteria. To expand the available search criteria fields:
 - In the upper-right corner of the **Assessment Search** area, click **Advanced Search**.

- b. Enter or select additional search criteria in the fields that display.

- c. Click **Find**.

Based on the **Assessment Type** you selected, one of the following screens displays the students matching your search criteria and provides a total number of matching records:

- If you selected **Summary - OAA, Summary - OCBA, Summary - OGT, or Summary - PARCC**, the **Summary** screen displays. See [“Analyze State Assessment Summary.”](#)
- If you selected **Standards - OAA, Standards - OCBA, Standards - OGT, or Standards - PARCC**, the **Standards** screen displays. See [“Analyze State Assessment Standards.”](#)
- If you selected **Data Points**, the **Data Points** screen displays. See [“Analyze Data Points.”](#)

Student Roadmap

DataMap's **Student Roadmap** gives you an overview of a single student's information and lets you drill down to view more details. On this screen, you can view a student's demographic information, interventions, current school year summary, and historical test scores. For specific information on the task you want to perform, refer to the appropriate topic:

- To access the Student Roadmap, see [“Access Student Roadmap.”](#)
- To view a student's home address on a map, see [“Map Student Address.”](#)
- To view a student's IEP in SpecialServices, see [“View Student IEP.”](#)
- To view and manage a student's interventions, see [“Review Interventions for a Student.”](#)
- To view a time line of a student's progress for the current school year, see [“Review School Year Summary.”](#)
- To view a student's historical scores on state standardized assessments, see [“Review State Assessment History.”](#)
- To view a student's historical scores on third-party, district, and state assessments (other than OAA and OGT), see [“Review Data Points History.”](#)

Access Student Roadmap

1. Optional: To search for the student, on the **Home** screen, in the **Student Search** area, enter search criteria. See [“Search by Student.”](#)
2. On the **Students, Standards, Data Points, Interventions, Graduation Points, or Multiple Measures** screen, locate the student in the record list.

- Click the student's name. The **Student Roadmap** screen displays.

ProgressBook | Green Local Schools - 2016-2017

DataMap > Students > Student Roadmap

Student: Anderson, Harry Grade: 02

Demographics

	Gender Male	Birthdate 10/23/2008	Special Ed Teacher	Admission Enrolled	Building Green Elementary School	Gifted	IEP Yes	Parents/Guardians SCOTT & DARLA ANDERSON
	Phone 330-555-5555	Street 1234 Pear Dr	City Wooster	State OH				

Interventions [Add Intervention](#)

Category	Tier	Program	Spec Ed Teacher	Referred By	Start Date	Exit Date	Status/Exit Reason
Reading	2	Carson, T		MCNAIR, CHRISTY	8/1/2016		Active

Attendance

	2016-2017	2015-2016	2014-2015
Total Days Absent	0.0	13.0	11.5

School Year Summary 2016-2017

No Data Found

State Assessment History Subject: [2 Selected](#)

Math

Reading

Data Points History Subject: [2 Selected](#)

Math

STAR

	2015-2016				
	Apr	Feb	Dec	Oct	Aug
Math	477	331	250	214	125

Reading

DIBELS Next

	2015-2016	
	May	Jan
DIBELS Oral Reading Fluency - Accuracy	56	33
DIBELS Oral Reading Fluency - Errors	8	8
DIBELS Oral Reading Fluency - Words Correct	10	4
Nonsense Word Fluency - Correct Letter Sounds	21	20
Whole Words Read	0	0

STAR

	2015-2016					2014-2015		
	Apr	Mar	Feb	Dec	Nov	Oct	Aug	Sep
Reading	78			73			66	
Early Literacy	667	796		696	667	552	540	509 570 396

Map Student Address

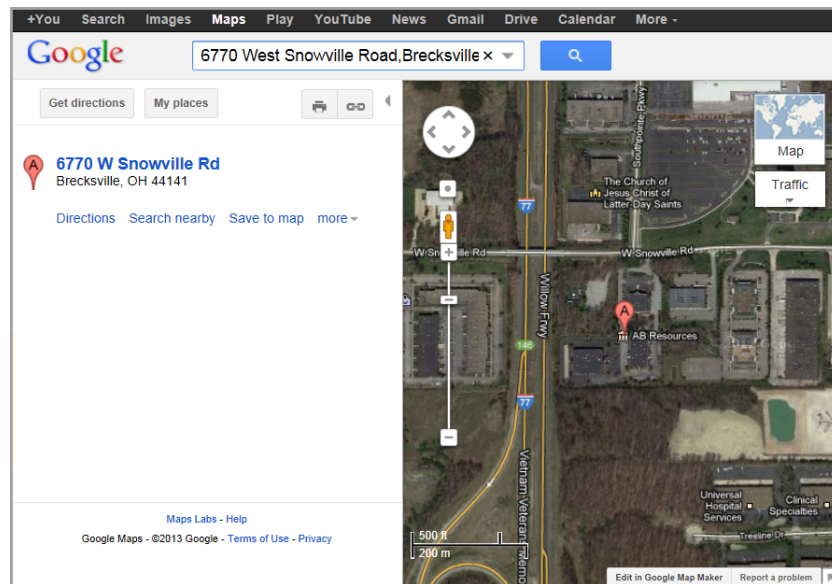
View a student's home address location on Google Maps™.

On the **Student Roadmap** screen, in the **Demographics** area, click .

Demographics

	Gender Male	Birthdate 10/23/2008	Special Ed Teacher	Admission Enrolled	Building Green Elementary School	Gifted	IEP Yes	Parents/Guardians SCOTT & DARLA ANDERSON
	Phone 330-555-5555	Street 1234 Pear Dr	City Wooster	State OH				

Google Maps™ displays the geographic location of the student's home address.



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View Student IEP

If you have SpecialServices installed and registered and you have the proper privileges, you can view IEPs for students to whom you have access.

On the **Student Roadmap** screen, in the **Demographics** area, below **IEP**, click **Yes**.

Demographics							
	Gender	Birthday	Special Ed Teacher	Admission	Building	Gifted	IEP
	Male	10/23/2008		Enrolled	Green Elementary School		Yes
	Phone	Street	City	State			Parents/Guardians
	330-555-5555	1234 Pear Dr	Wooster	OH			SCOTT & DARLA ANDERSON

The SpecialServices **View Completed Tasks** screen displays in a new browser tab listing the IEP(s) you can view for that student. (For more information, see *ProgressBook SpecialServices User Guide*.)

Review Interventions for a Student

View and manage a student's current and historical interventions.

On the **Student Roadmap** screen, in the **Interventions** area, the student's active interventions display. To view the student's closed interventions, click .

Interventions							
Add Intervention							
Category	Tier	Program	Spec Ed Teacher	Referred By	Start Date	Exit Date	Status/Exit Reason
Reading	2	Karley, T		ATTERHOLT, AMANDA	8/1/2016		Active
...							

The **Interventions** area expands to show additional closed interventions for the student.

Interventions ➕ Add Intervention							
Category	Tier	Program	Spec Ed Teacher	Referred By	Start Date	Exit Date	Status/Exit Reason
Reading	1	Title I GES		SCHAEFFER, MOLLY	9/26/2014	5/7/2015	Change in Plan
Reading	2	Karley, T		ATTERHOLT, AMANDA	8/1/2016		Active

Note: For details on how to view, edit, add, delete and print intervention information, see [“Interventions.”](#)

Review Attendance for a Student

View the attendance history for a student.

On the **Student Roadmap** screen, under **Attendance**, the student’s **Total Days Absent** display for each school year.

Attendance ⬆				
	2016-2017	2015-2016	2014-2015	
Total Days Absent	0.0	13.0	11.5	

Review School Year Summary

View a timeline summary of the student’s progress including the assessments a student has taken over the course of the current school year and the student’s scores by subject area.

On the **Student Roadmap** screen, in the **School Year Summary** area, the assessments the student has taken this school year and the month when they were taken display as follows:

- **left section** (shown in yellow) – previous state standardized assessments
- **center section** (shown in blue) – third-party, district assessments, and state assessments other than OAA, OGT, OCBA, and PARCC
- **right section** (shown in pink):
 - **if displaying data** – latest state standardized assessments
 - **if blank** – area where next state standardized assessments are to be reported

Note: The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in DataMap.

School Year Summary 2016-2017								
ENGLISH (Teacher:)								
								PARCC Apr 741 APPR
MATH (Teacher:)								
OAA May 502 ADV	STAR				MAP - _Overall RIT Score Sep 220	MAP - _Overall Percel Sep 51	EVAAS Projection - State Percentile May 47	PARCC Apr 769 MET
	Aug 820	Nov 843	Jan 776	Mar 866				
READING (Teacher:)								
OAA May 454 ACC	STAR				EVAAS Projection - State Percentile May 41			
	Aug 783	Nov 514	Jan 958	Mar 876				
SCIENCE (Teacher:)								
	EVAAS Projection - State Percentile May 57							

Scores for third-party and district assessments as well as state assessments (other than OAA, OGT, OCBA, and PARCC) display in blue text regardless of the score, while state standardized assessment scores vary in color based on the placement level in which the score falls. For OAA, OCBA, and OGT, the color codes are:

- **Advanced (ADV)** – green
- **Accelerated (ACC)** – dark green
- **Proficient (PROF)** – blue
- **Basic (BASIC)** – dark red
- **Limited (LIM)** – red

For PARCC, the color codes are:

- **Exceeded Expectations (EXCEED)** – green
- **Met Expectations (MET)** – dark green
- **Approached Expectations (APPR)** – blue
- **Partially Met Expectations (PARTIAL)** – dark red
- **Did Not Yet Meet Expectations (NOT MET)** – red

Review State Assessment History

View a student's historical scores on state standardized assessments.

On the **Student Roadmap** screen, in the **State Assessment History** area, select the **Subject(s)** for which you want to view the student's state standardized assessment scores.

Select 1 or more subjects.

State Assessment History

Subject: 2 Selected

Math

OGT

OAA

	2011-2012 May	2010-2011 May	2009-2010 May	2008-2009 May
Teacher				
Score	440 (Acc)	452 (Acc)	437 (Acc)	433 (Acc)
Algebra	82% (A)	82% (A)	73% (A)	67% (P)
Data Analysis	89% (A)	56% (A)	38% (P)	78% (A)
Geom/Spatial	44% (P)	80% (A)	44% (P)	56% (B)
Measure	38% (P)	60% (A)	50% (P)	60% (A)
Number Sense	67% (P)	70% (A)	86% (A)	87% (A)

Reading

OGT

OAA

	2011-2012 May	2010-2011 May	2009-2010 May	2008-2009 May
Teacher				
Score	469 (Adv)	472 (Adv)	436 (Prof)	378 (Basic)
Info Text	100% (A)	100% (A)	92% (A)	29% (B)
Lit Text	92% (A)	75% (A)	83% (A)	31% (B)
Process	67% (P)	82% (A)	63% (P)	17% (B)
Vocab	89% (A)	100% (A)	88% (P)	56% (P)

Click to expand area to show more test scores.

Overall and subarea scores display by year. The overall scores display in color based on the placement level in which each score falls. For OAA, OCBA, and OGT, the color codes are:

- **Advanced (ADV)** – green
- **Accelerated (ACC)** – dark green
- **Proficient (PROF)** – blue
- **Basic (BASIC)** – dark red
- **Limited (LIM)** – red

For PARCC, the color codes are:


- **Exceeded Expectations (EXCEED)** – green
- **Met Expectations (MET)** – dark green
- **Approached Expectations (APPR)** – blue
- **Partially Met Expectations (PARTIAL)** – dark red
- **Did Not Yet Meet Expectations (NOT MET)** – red

The subarea scores display in color and include the letter of the subarea score indicator. For OAA, OCBA, and OGT, the color codes are:

- **Above Standard (A)** – dark green
- **At Standard (P)** – blue
- **Below Standard (B)** – dark red

For PARCC, the color codes are:

- **At/Above Standard** – dark green
- **Near Standard** – blue
- **Below Standard** – dark red

Note: If the  icon displays after the month, this indicates that the student's percentage score has been calculated using the max score for the most recent assessment (until the current assessment max score is available).

Note: The **PBA** (Performance Based Assessment) and **EOY** (End of Year) rows that display for OCBA and PARCC contain **Yes** if the student has taken each of these assessments.

Review Data Points History

View a student's historical scores on third-party, district, and state assessments (other than OAA, OGT, OCBA, and PARCC).

On the **Student Roadmap** screen, in the **Data Points History** area, select one or more subjects from the **Subject** drop-down list for which you want to view the student's scores.

Data Points History														Subject 2 Selected	
Math															
AIMSWEB															
STAR															
	2015-2016					2014-2015				2013-2014					
	Mar	Mar	Dec	Aug	Aug	Apr	Jan	Nov	Aug	Apr	Feb	Jan	Sep		
Math	751	767	603	692	739	588	671	762	705	735	697	710	643		
Reading															
AIMSWEB															
STAR															
	2015-2016				2014-2015				2013-2014						
	Apr	Apr	Dec	Aug	Apr	Jan	Nov	Aug	Apr	Mar	Jan	Sep			
Reading	940	854	806	917	474	879	615	935	874	804	910	745			

Scores display by year and month to give you a historical picture of the student's achievement on these tests. Scores in this section are not color-coded.

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Interventions

DataMap offers many different ways of viewing and managing intervention information based on where you are in the application. For specific information on the intervention task you want to perform, refer to the appropriate topic:

- To search for groups of students receiving interventions, see [“View Students with Interventions.”](#)
- To search for intervention information for an individual student, see [“View an Intervention.”](#)
- To add an intervention, see [“Add an Intervention.”](#)
- To edit an intervention, see [“Edit an Intervention.”](#)
- To add supplemental information to an intervention, see [“Add and Manage Intervention Attachments.”](#)
- To delete an intervention, see [“Delete an Intervention.”](#)
- To print an intervention, see [“Print an Intervention.”](#)

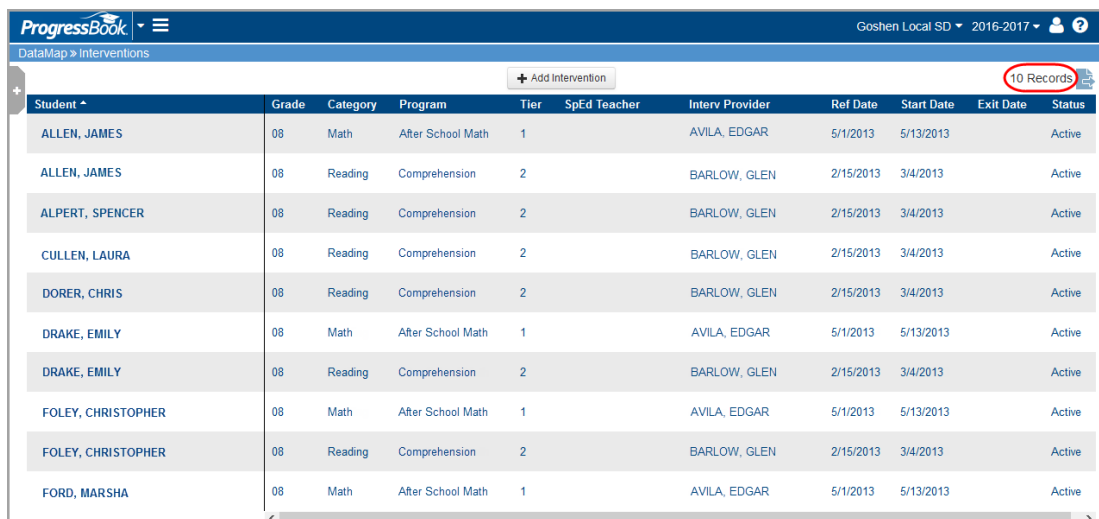
View Students with Interventions

Find groups of students who are receiving interventions.

1. Open the **Interventions** screen.

Note: You can also access this screen by performing a search from the **Home** screen in the **Intervention Search** area. See [“Search by Intervention.”](#)

The screen displays intervention information for all students in the district and provides a total number of records found at the top-right of the screen. To sort the data on any column, click the column heading.




Student	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
ALLEN, JAMES	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active
ALLEN, JAMES	08	Reading	Comprehension	2		BARLOW, GLEN	2/15/2013	3/4/2013		Active
ALPERT, SPENCER	08	Reading	Comprehension	2		BARLOW, GLEN	2/15/2013	3/4/2013		Active
CULLEN, LAURA	08	Reading	Comprehension	2		BARLOW, GLEN	2/15/2013	3/4/2013		Active
DORER, CHRIS	08	Reading	Comprehension	2		BARLOW, GLEN	2/15/2013	3/4/2013		Active
DRAKE, EMILY	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active
DRAKE, EMILY	08	Reading	Comprehension	2		BARLOW, GLEN	2/15/2013	3/4/2013		Active
FOLEY, CHRISTOPHER	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active
FOLEY, CHRISTOPHER	08	Reading	Comprehension	2		BARLOW, GLEN	2/15/2013	3/4/2013		Active
FORD, MARSHA	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active

2. Optional: To further refine your search results:
 - a. On the left side of the screen, in the side search panel, enter additional search criteria.

- b. Click **Find**.

A more refined list of students with interventions matching your search criteria displays, as shown in the updated record count.

+ Add Intervention 4 Records										
Student ^	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
ALLEN, JAMES	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active
DRAKE, EMILY	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active
FOLEY, CHRISTOPHER	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active
FORD, MARSHA	08	Math	After School Math	1		AVILA, EDGAR	5/1/2013	5/13/2013		Active


3. Optional: To export the records to a .csv file, click , and save the file to your computer.

View an Intervention

You can view details of an existing intervention for a specific student in the following ways:

- From the **Interventions** screen – See [“View an Intervention from the Interventions Screen.”](#)
- From the **Student Roadmap** screen – See [“View an Intervention from the Student Roadmap Screen.”](#)

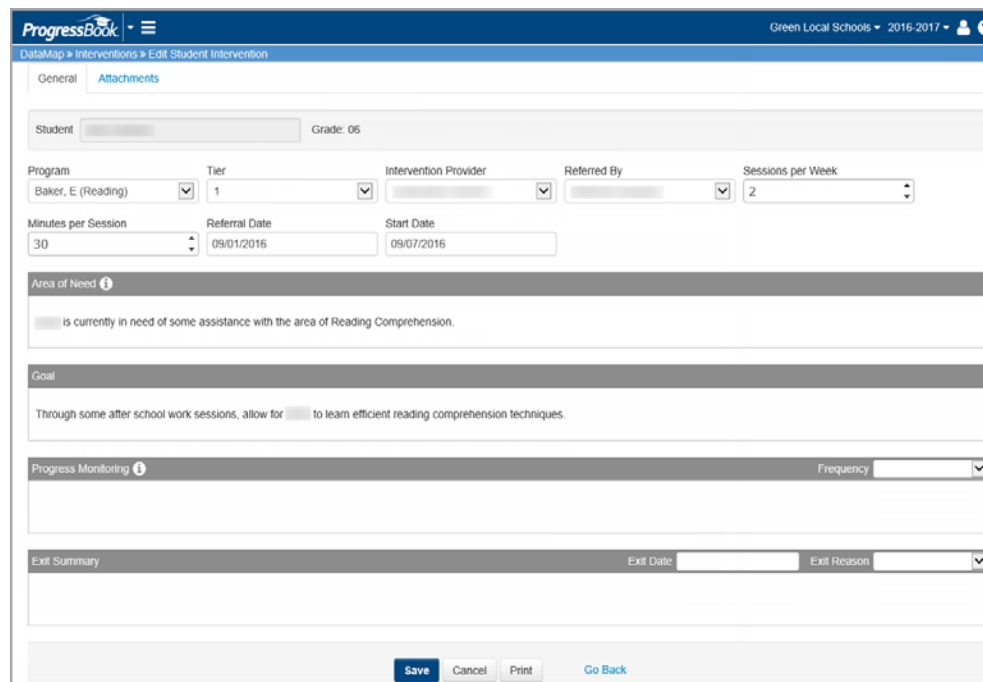
View an Intervention from the Interventions Screen

1. On the **Interventions** screen, in the row of the intervention you want to view, hover your cursor until icons appear beside the student's name.
2. Click .



Student ^	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
Allison, Johnnie	07	Reading	Susie Mae Reading	1		Barber, Jackie	4/7/2014	4/14/2014		Active

The **Edit Student Intervention** screen opens, displaying detailed information about the intervention.



ProgressBook DataMap » Interventions » Edit Student Intervention

General Attachments

Student: Allison, Johnnie Grade: 06

Program: Baker, E (Reading) Tier: 1 Intervention Provider: Barber, Jackie Referred By: Sessions per Week: 2

Minutes per Session: 30 Referral Date: 09/01/2016 Start Date: 09/07/2016

Area of Need: is currently in need of some assistance with the area of Reading Comprehension.

Goal: Through some after school work sessions, allow for Allison, Johnnie to learn efficient reading comprehension techniques.

Progress Monitoring: Frequency: Weekly

Exit Summary: Exit Date: Exit Reason:

Save Cancel Print Go Back

View an Intervention from the Student Roadmap Screen

1. On the **Student Roadmap** screen, in the **Interventions** area, in the row of the intervention you want to view, hover your cursor until a drop-down arrow appears on the right side of the screen.
2. Click the arrow to open the drop-down list.
3. Select **View/Edit**.

Interventions + Add Intervention							
Category	Tier	Program	Spec Ed Teacher	Referred By	Start Date	Exit Date	Status/Exit Reason
Math	1	After School Math		ABBOTT, IAN	5/15/2013		Active
...							
<div> View/Edit Delete Print </div>							

The **Edit Student Intervention** screen opens, displaying detailed information about the intervention.

ProgressBook | Green Local Schools | 2016-2017

DataMap > Interventions > Edit Student Intervention

General | Attachments

Student: [] Grade: 06

Program: Baker, E (Reading) Tier: 1 Intervention Provider: [] Referred By: [] Sessions per Week: 2

Minutes per Session: 30 Referral Date: 09/01/2016 Start Date: 09/07/2016

Area of Need ⓘ

[] is currently in need of some assistance with the area of Reading Comprehension.

Goal

Through some after school work sessions, allow for [] to learn efficient reading comprehension techniques.

Progress Monitoring ⓘ Frequency: []

Exit Summary Exit Date: [] Exit Reason: []


Save Cancel Print Go Back

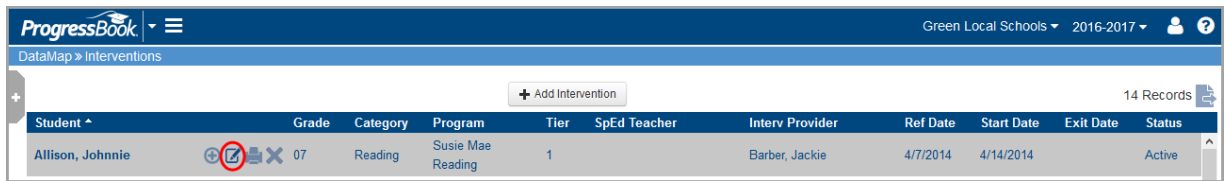
Edit an Intervention

You can edit details of an existing intervention for a specific student in the following ways:

- From the **Interventions** screen – See [“Edit an Intervention from the Interventions Screen.”](#)
- From the **Student Roadmap** screen – See [“Edit an Intervention from the Student Roadmap Screen.”](#)

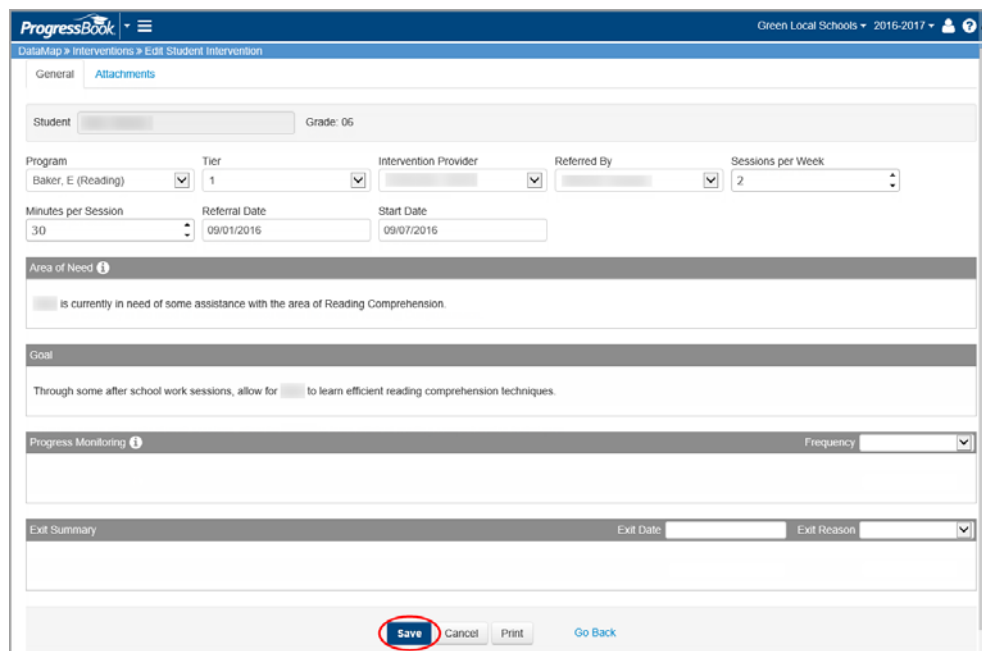
Edit an Intervention from the Interventions Screen

1. On the **Interventions** screen, in the row of the intervention you want to edit, hover your cursor until icons appear beside the student's name.
2. Click .



Student ^	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
Allison, Johnnie	07	Reading	Susie Mae Reading	1		Barber, Jackie	4/7/2014	4/14/2014		Active

The **Edit Student Information** screen opens, displaying detailed information about the intervention.



ProgressBook DataMap Interventions » Edit Student Intervention

Student: Allison, Johnnie Grade: 06

Program: Baker, E (Reading) Tier: 1 Intervention Provider: Barber, Jackie Referred By: Barber, Jackie Sessions per Week: 2

Minutes per Session: 30 Referral Date: 09/01/2016 Start Date: 09/07/2016

Area of Need: is currently in need of some assistance with the area of Reading Comprehension.

Goal: Through some after school work sessions, allow for to learn efficient reading comprehension techniques.

Progress Monitoring: Frequency: [dropdown]

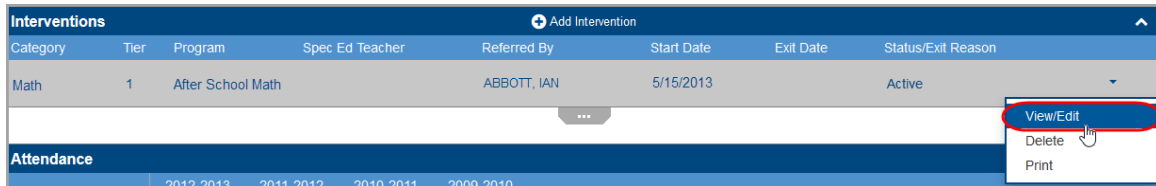
Exit Summary: Exit Date: [dropdown] Exit Reason: [dropdown]

Save Cancel Print Go Back

3. Make the desired changes.
4. Click **Save**.

Edit an Intervention from the Student Roadmap Screen

1. On the **Student Roadmap** screen, in the **Interventions** area, in the row of the intervention you want to edit, hover your cursor until a drop-down arrow appears on the right side of the screen.
2. Click the arrow to open the drop-down list.
3. Select **View/Edit**.



The **Intervention Form** opens, displaying detailed information about the intervention.

4. Make the desired changes.
5. Click **Save**.

Add an Intervention

You can add an intervention to a specific student or group of students in the following ways:


- From the **Interventions** screen, for an individual student – See [“Add an Intervention from the Interventions Screen.”](#)
- From the **Student Roadmap** screen, for an individual student – See [“Add an Intervention from the Student Roadmap Screen.”](#)

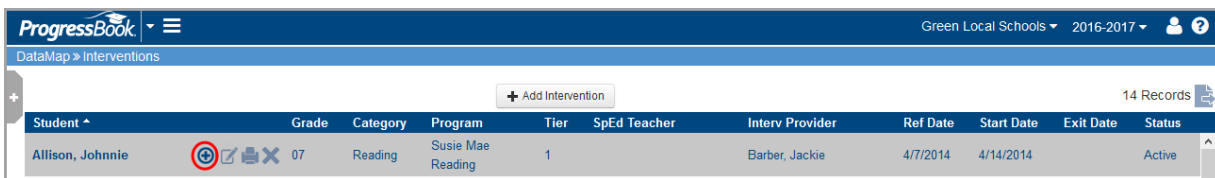
- From the **Standards**, **Students**, or **Data Points** screen, for a group of students – See [“Add a Bulk Intervention”](#)

Add an Intervention from the Interventions Screen

If the student to whom you want to add an intervention is listed on the **Interventions** screen, follow [“Method 1.”](#) If the student is not listed, follow [“Method 2.”](#)

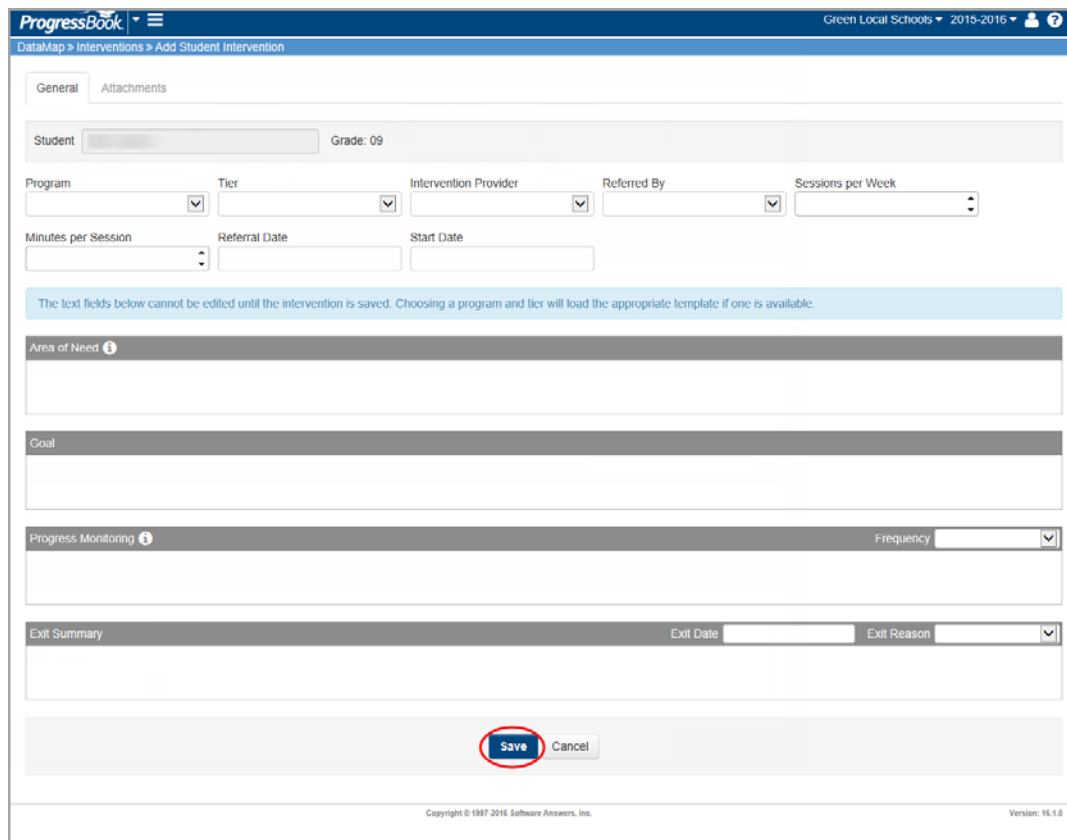
Method 1

- On the **Interventions** screen, in any row listing the student to whom you want to add an intervention, hover your cursor until icons appear beside the student’s name.
- Click .



Student ^	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
Allison, Johnnie	07	Reading	Susie Mae Reading	1		Barber, Jackie	4/7/2014	4/14/2014		Active

The **Add Student Intervention** screen opens with the student’s name and grade displayed at the top.



ProgressBook DataMap Interventions Add Student Intervention

Student: Allison, Johnnie Grade: 09

Program: [dropdown] Tier: [dropdown] Intervention Provider: [dropdown] Referred By: [dropdown] Sessions per Week: [dropdown]

Minutes per Session: [dropdown] Referral Date: [text] Start Date: [text]

The text fields below cannot be edited until the intervention is saved. Choosing a program and tier will load the appropriate template if one is available.

Area of Need

Goal

Progress Monitoring

Exit Summary

Exit Date: [text] Exit Reason: [dropdown]

Save Cancel

- At the top of the screen, select all of the required information related to this intervention for the student.
- Click **Save**.

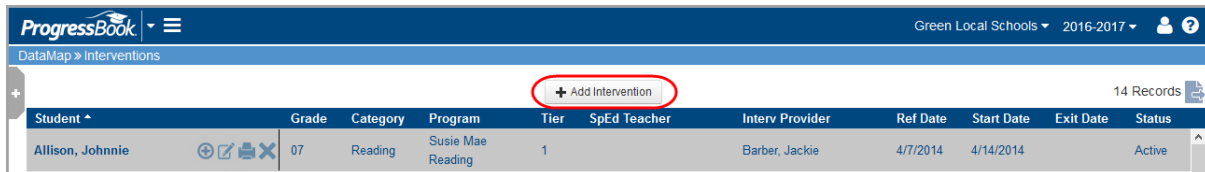
Interventions

- At the bottom of the screen, edit the fields with the information related to this intervention for the student.
- Click **Save**.

Note: After you have saved the intervention, an **Attachments** tab at the top of the **Add Student Intervention** screen is activated. If you want to add an attachment to the intervention, see [“Upload an Attachment to an Intervention.”](#)

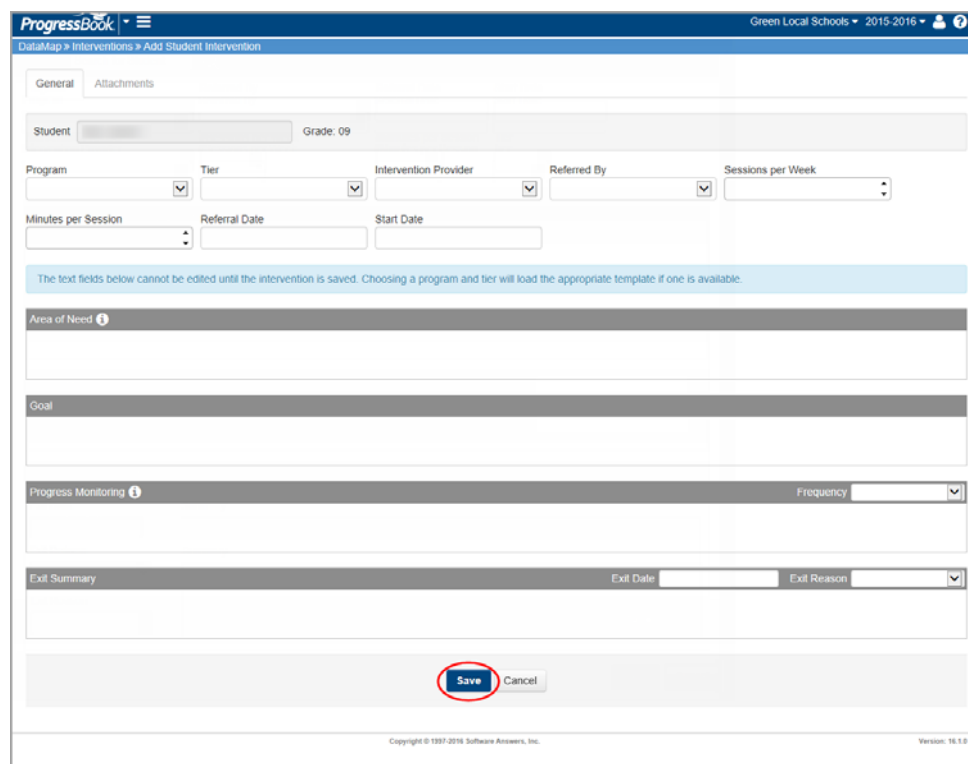
Method 2

- On the **Interventions** screen, click **Add Intervention**.



ProgressBook										
Green Local Schools 2016-2017										
DataMap » Interventions										
+ Add Intervention 14 Records										
Student	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
Allison, Johnnie	07	Reading	Susie Mae Reading	1		Barber, Jackie	4/7/2014	4/14/2014		Active

The **Add Student Intervention** screen opens.



ProgressBook

DataMap » Interventions » Add Student Intervention

General Attachments

Student Grade: 09

Program Tier Intervention Provider Referred By Sessions per Week

Minutes per Session Referral Date Start Date

The text fields below cannot be edited until the intervention is saved. Choosing a program and tier will load the appropriate template if one is available.

Area of Need

Goal

Progress Monitoring Frequency

Exit Summary Exit Date Exit Reason

Save Cancel

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- In the **Student** field, enter at least the first three characters of the student's first or last name.

A listing of potential student matches displays beneath the field.

3. Select the correct student from the list.
4. At the top of the screen, select all of the required information related to this intervention for the student.
5. Click **Save**.
6. At the bottom of the screen, edit the fields with the information related to this intervention for the student.
7. Click **Save**.

Note: After you have saved the intervention, an **Attachments** tab at the top of the **Add Student Intervention** screen is activated. If you want to add an attachment to the intervention, see [“Upload an Attachment to an Intervention.”](#)

Add an Intervention from the Student Roadmap Screen

1. On the **Student Roadmap** screen, in the **Interventions** area, click **Add an Intervention**.

Interventions							
Category	Tier	Program	Spec Ed Teacher	Referred By	Start Date	Exit Date	Status/Exit Reason
Math	1	After School Math		ABBOTT, IAN	5/15/2013		Active

The **Add Student Intervention** screen opens with the student's name and grade displayed at the top of the window.

2. At the top of the screen, select all of the required information related to this intervention for the student.
3. Click **Save**.
4. At the bottom of the screen, edit the fields with the information related to this intervention for the student.
5. Click **Save**.

Note: After you have saved the intervention, an **Attachments** tab at the top of the **Add Student Intervention** screen is activated. If you want to add an attachment to the intervention, see [“Upload an Attachment to an Intervention.”](#)

Add a Bulk Intervention

Add a group of students to an intervention.

1. On the **Standards**, **Students**, or **Data Points** screen, select the students you want to include in the intervention by selecting the check box next to their name. (To include all students in the list, select the check box in the header.)
2. Click **Add to Intervention**.

Note: *Add to Intervention* only displays after you select one or more students.

The screenshot shows the ProgressBook DataMap Students interface. On the left is a sidebar with filters for Last Name, First Name, Grade, Building, Teacher, Class, IEP, Gifted, and Gifted Abilities. The main area displays a table of students. The 'Add to Intervention' button is circled in red. Several student rows are also circled in red, indicating they are selected for the intervention.

Name	Grade	Special Ed Teacher	Gifted	Intervention?	IEP?
<input type="checkbox"/> Acevedo, Christian	03		SG, M, RW		
<input checked="" type="checkbox"/> Acevedo, Jessie	01				
<input checked="" type="checkbox"/> Acevedo, Neil	12				
<input type="checkbox"/> Adkins, Christina	10				
<input type="checkbox"/> Alford, Albert	12		SG, M, RW		
<input type="checkbox"/> Alford, Ann	11				
<input checked="" type="checkbox"/> Alford, Janet	11				
<input checked="" type="checkbox"/> Alford, Jonathan	12				
<input checked="" type="checkbox"/> Alford, Justin	12				
<input type="checkbox"/> Alford, Ralph	01				
<input type="checkbox"/> Alford, Samuel	06			✓	✓
<input type="checkbox"/> Alford, Terry	03				
<input type="checkbox"/> Alford, William	02				

The **Add Student Intervention** screen opens in a new window.

The screenshot shows the ProgressBook DataMap Interventions Add Student Intervention screen. The 'Save' button is circled in red.

General Attachments

3 Students (Show)

Program Intervention Provider Referred By Sessions per Week

Minutes per Session Referral Date Start Date

The text fields below cannot be edited until the intervention is saved. Choosing a program and tier will load the appropriate template if one is available.

Area of Need

Goal

Save Cancel

- At the top of the screen, select all of the required information related to this intervention for the students.
- Click **Save**.

- At the bottom of the screen, edit the fields with the information related to this intervention for the students.
- Click **Save**.


Add and Manage Intervention Attachments

If you want to add supplemental information to an intervention, you can upload attachments. After you have uploaded files, you can view or delete them as needed. Refer to the appropriate topic:

- [“Upload an Attachment to an Intervention”](#)
- [“Download and View an Intervention Attachment”](#)
- [“Delete an Intervention Attachment”](#)

Upload an Attachment to an Intervention

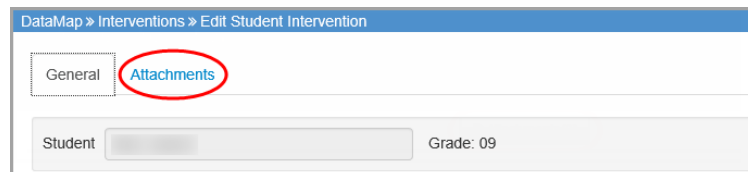
Upload an attachment to an intervention as follows:

- On the **Interventions** screen, in the row of the intervention to which you want to add an attachment, hover your cursor until icons appear beside the student’s name.
- Click .



The **Edit Student Intervention** screen displays.

- Click **Attachments**.



The **Attachments** screen displays.

- Browse to and select the file you want to attach, and then click **Upload**.



- The attached file displays beneath the **File Name**.



Download and View an Intervention Attachment

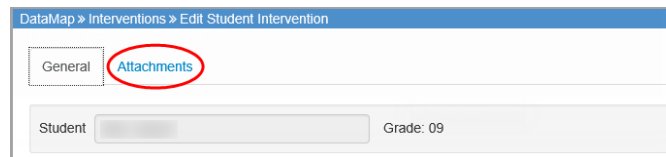
To view an intervention attachment, you must download the file to your computer and open it with the appropriate application. For instance, if an attachment is a Microsoft Word file, you must have Microsoft Word installed on your computer in order to view it. You can download a single attachment or all attachments from an intervention. Refer to the appropriate topic:


- [“Download a Single Intervention Attachment”](#)
- [“Download all Intervention Attachments”](#)

Download a Single Intervention Attachment

Download a single attachment from an intervention as follows:

- On the **Edit Student Intervention** screen, click **Attachments**.



- In the row of the attachment you want to download, hover your cursor until icons appear.
- Click .

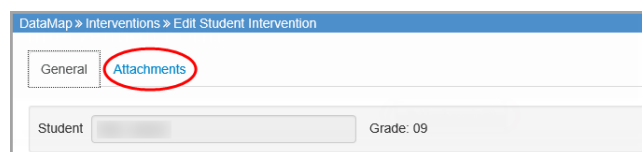


- View and/or save the file.

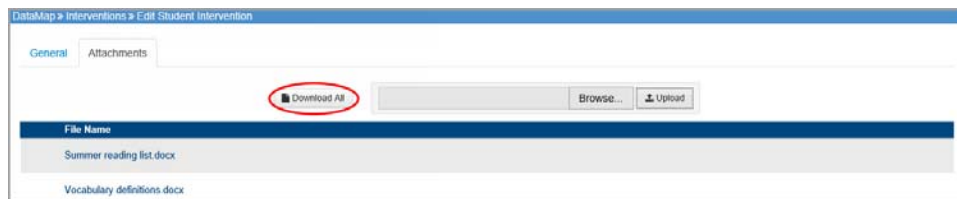
Download all Intervention Attachments

Download a zip file containing all attachments from an intervention as follows:

- On the **Edit Student Intervention** screen, click **Attachments**.



2. Click .

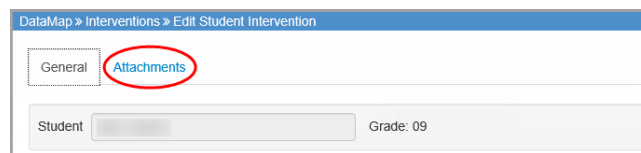



3. View and/or save the files.

Delete an Intervention Attachment

Delete an attachment from an intervention as follows:

1. On the **Edit Student Information** screen, click **Attachments**.



2. In the row of the attachment you want to delete, hover your cursor until icons appear.
3. Click .



4. On the confirmation message, click **OK**.
- The deleted attachment no longer displays in the list.



Delete an Intervention


You can permanently delete an intervention for a specific student in the following ways:

- From the **Interventions** screen – See [“Delete an Intervention from the Interventions Screen.”](#)
- From the **Student Roadmap** screen – See [“Delete an Intervention from the Student Roadmap Screen.”](#)

Delete an Intervention from the Interventions Screen



Caution: Once you delete an intervention, you cannot retrieve it. Be sure this is what you intend before taking this action.

1. On the **Interventions** screen, in the row of the intervention you want to delete, hover your cursor until icons appear beside the student's name.
2. Click .



Student	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
Allison, Johnnie	07	Reading	Susie Mae Reading	1		Barber, Jackie	4/7/2014	4/14/2014		Active

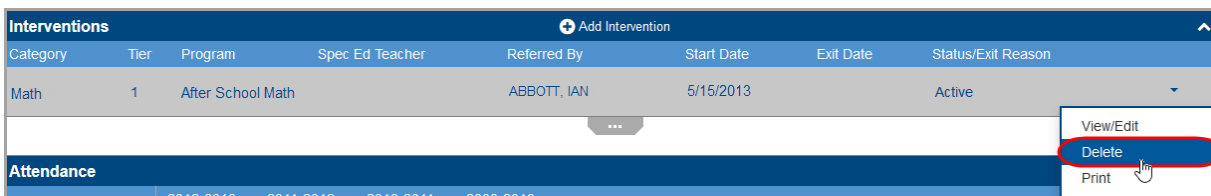
3. On the confirmation message, click **OK**.

Delete an Intervention from the Student Roadmap Screen



Caution: Once you delete an intervention, you cannot retrieve it. Be sure this is what you intend before taking this action.

1. On the **Student Roadmap** screen, in the **Interventions** area, in the row of the intervention you want to delete, hover your cursor until a drop-down arrow appears on the right side of the screen.
2. Click the arrow to open the drop-down list.
3. Select **Delete**.



Category	Tier	Program	Spec Ed Teacher	Referred By	Start Date	Exit Date	Status/Exit Reason
Math	1	After School Math		ABBOTT, IAN	5/15/2013		Active


4. On the confirmation message, click **OK**.

Print an Intervention

You can print details of an intervention in the following ways:

- From the **Interventions** screen – See [“Print an Intervention from the Interventions Screen.”](#)
- From the **Student Roadmap** screen – See [“Print an Intervention from the Student Roadmap Screen.”](#)

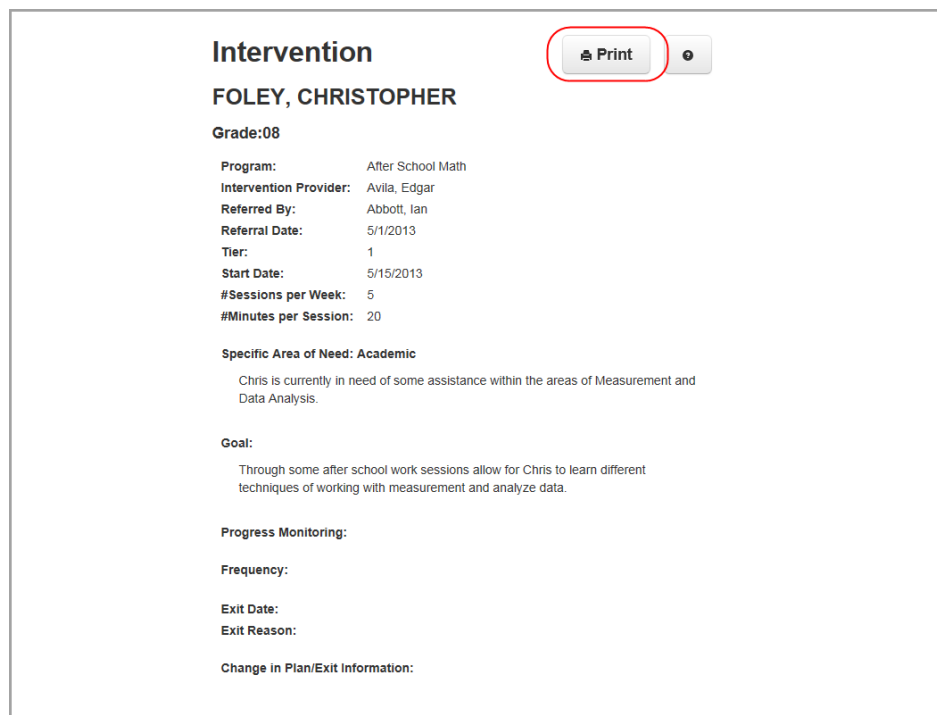
Print an Intervention from the Interventions Screen

1. On the **Interventions** screen, in the row of the intervention you want to print, hover your cursor until icons appear beside the student's name.
2. Click .



Student ^	Grade	Category	Program	Tier	SpEd Teacher	Interv Provider	Ref Date	Start Date	Exit Date	Status
FOLEY, CHRISTOPHER	08	Math	After School Math	1		Avila, Edgar	5/1/2013	5/15/2013		Active

The intervention print screen opens.



Intervention

FOLEY, CHRISTOPHER

Grade:08

Program: After School Math

Intervention Provider: Avila, Edgar

Referred By: Abbott, Ian

Referral Date: 5/1/2013

Tier: 1

Start Date: 5/15/2013

#Sessions per Week: 5

#Minutes per Session: 20

Specific Area of Need: Academic

Chris is currently in need of some assistance within the areas of Measurement and Data Analysis.

Goal:

Through some after school work sessions allow for Chris to learn different techniques of working with measurement and analyze data.

Progress Monitoring:

Frequency:

Exit Date:

Exit Reason:

Change in Plan/Exit Information:

3. Click **Print**, and follow the same procedure you would use to print a document.

Print an Intervention from the Student Roadmap Screen

1. On the **Student Roadmap** screen, in the **Interventions** area, in the row of the intervention you want to print, hover your cursor until a drop-down arrow appears on the right side of the screen.
2. Click the arrow to open the drop-down list.
3. Select **Print**.

Interventions + Add Intervention							
Category	Tier	Program	Spec Ed Teacher	Referred By	Start Date	Exit Date	Status/Exit Reason
Math	1	After School Math		ABBOTT, IAN	5/15/2013		Active
...							
Attendance							
	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019

View/Edit
Delete
Print

The intervention print window opens.

Intervention

Print

FOLEY, CHRISTOPHER

Grade:08

Program: After School Math

Intervention Provider: Avila, Edgar

Referred By: Abbott, Ian

Referral Date: 5/1/2013

Tier: 1

Start Date: 5/15/2013

#Sessions per Week: 5

#Minutes per Session: 20

Specific Area of Need: Academic

Chris is currently in need of some assistance within the areas of Measurement and Data Analysis.

Goal:

Through some after school work sessions allow for Chris to learn different techniques of working with measurement and analyze data.

Progress Monitoring:

Frequency:

Exit Date:

Exit Reason:

Change in Plan/Exit Information:

4. Click **Print**, and follow the same procedure you would use to print a document.

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State Assessments

Using DataMap, you can analyze student scores on state standardized assessments (that is, OAA, OGT, OCBA, and PARCC scores). For specific information on analyzing these scores, refer to the appropriate topic:

- To analyze a group of students, see [“Analyze State Assessment Summary.”](#)
- To analyze individual scores and placement, see [“Analyze State Assessment Standards.”](#)

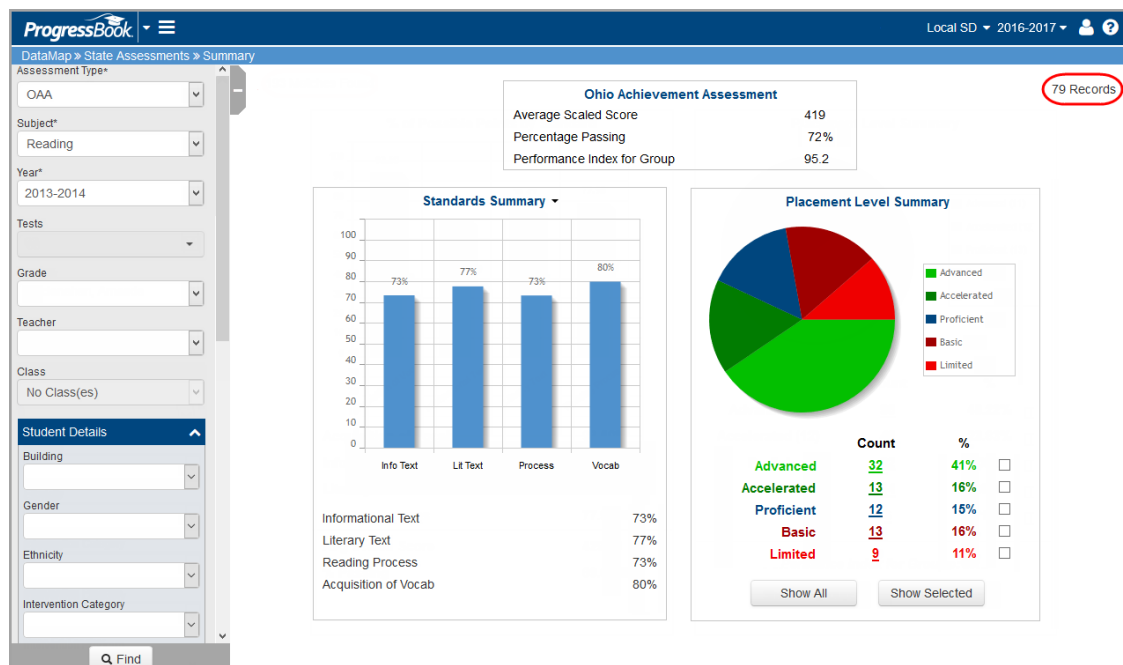
Analyze State Assessment Summary

See how a group of students performed on the OAA, OGT, OCBA, or PARCC assessment.

1. Navigate to **State Assessments > Summary**.

Note: You can also access this screen by performing a search from the **Home** screen in the **Assessment Search** area. See [“Search by Assessment.”](#)

The **Summary** screen displays student scores based on the values defaulted in the **Assessment Type**, **Subject**, and **Year** fields and provides a total number of matched records.



2. Optional: To further refine your search results:
 - a. On the left side of the screen, in the side search panel, enter additional search criteria.

Note: The **IEP** drop-down list filters based on the test period **Year** you select to search. The **Econ Disadvantaged** drop-down list filters based on the school year in context (and only displays if your user role has access to sensitive data).

Assessment Type*

OAA

Subject*

Reading

Year*

2013-2014

Tests

Grade

03

Teacher

Mcclanahan, Amanda

Class

No Class(es)

Student Details

Building

Gender

Ethnicity

Intervention Category

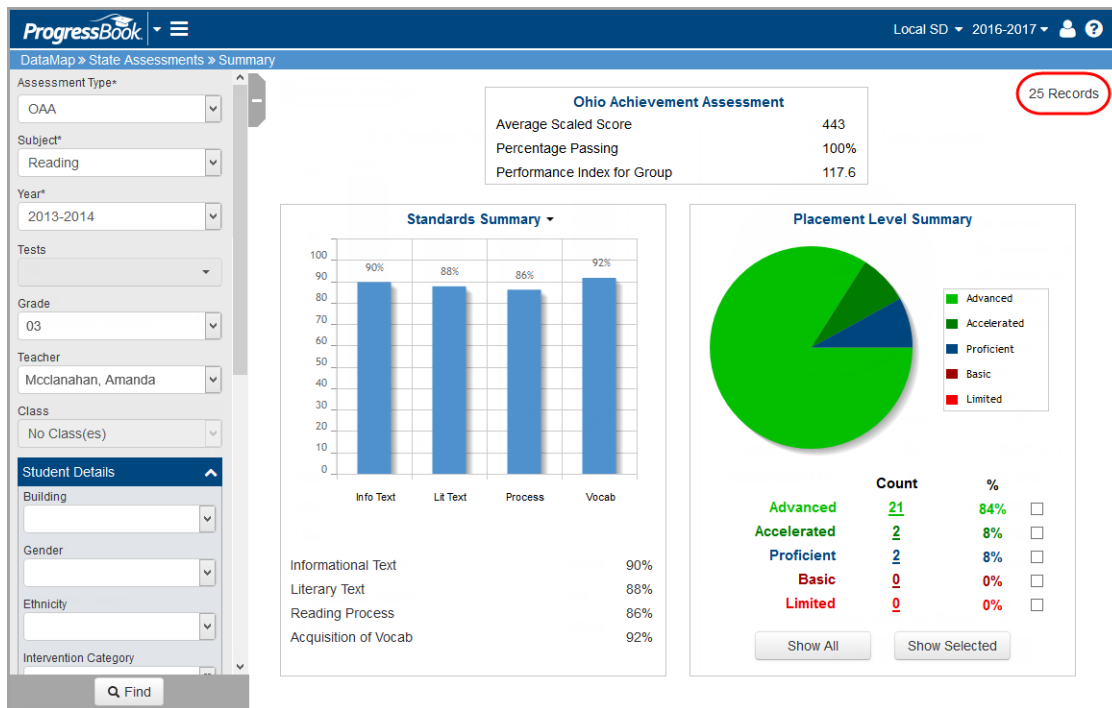
Intervention Program

Spec Ed Teacher

Find

- b. Click **Find**.

A more refined list of student scores matching your search criteria displays, as shown in the updated record count and changes to the bar graph and pie chart.



Note: If the **i** icon displays after the number of records found, this indicates that the percentage score for one or more of the item(s) selected in the side panel search has been calculated using the max score for the most recent assessment (until the current assessment max score is available).

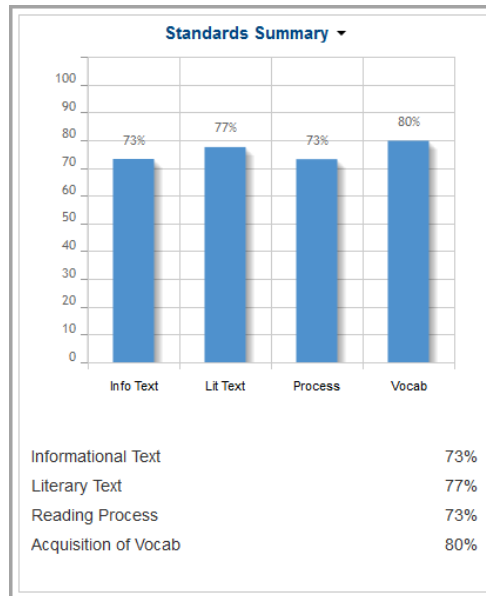
- Review the following data. (This example uses the unrefined search results shown earlier.)
 - Assessment Summary (read-only) – displays the average scaled score, the percent of students in the group with a passing score, and the performance index for the group

Ohio Achievement Assessment	
Average Scaled Score	419
Percentage Passing	72%
Performance Index for Group	95.2

Note: The **Performance Index for Group** is a calculation based on the number of students placed at each level and is reported on the state report card.

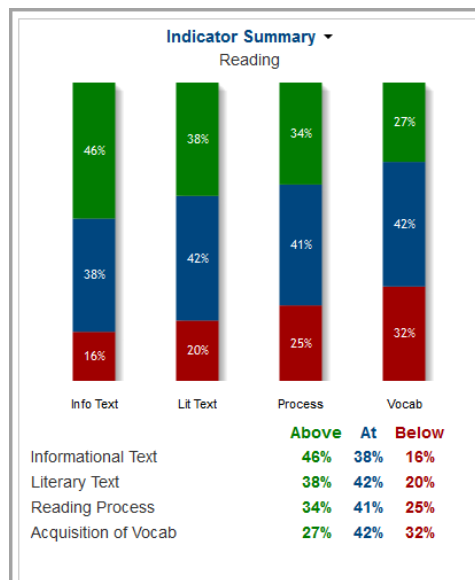
- **Standards Summary** (read-only; available for OAA and OGT) – displays the aggregated percentage score for the selected group in each of the content standard areas, a bar graph illustrating those scores, and the percent of students in the group with a passing score

Note: To view the **Indicator Summary**, click the arrow next to the **Standards Summary** title and select **Indicator Summary** from the drop-down list.

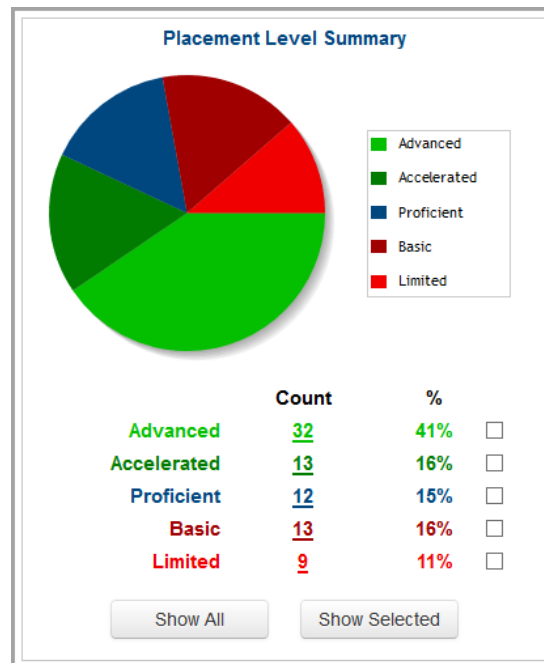


- **Indicator Summary** (read-only; available for all state tests) – displays the distribution of subarea indicator scores for a particular test

Note: To view the **Standards Summary**, click the arrow next to the **Indicator Summary** title and select **Standards Summary** from the drop-down list.



- **Placement Level Summary** – displays the ranking of the selected group broken out by count and percentage of students who scored at each placement level and a clickable pie chart illustrating the placement levels



4. Optional: To drill down to more detail on the **Placement Level Summary**, choose one of the following options:
- To see details on students at all placement levels, click **Show All**.
 - To see only the students at a particular placement level, click the **Count** value in that level's row. Or click the slice of the pie that represents the placement level.
 - To see students at more than one placement level, select the check boxes in each level's row, and click **Show Selected**.

The **Standards** screen displays details of students included in your selected group. See [“Analyze State Assessment Standards.”](#)

Analyze State Assessment Standards

View individual student scores and placement on the OAA, OGT, OCBA, or PARCC assessment.

You can access the **Standards** screen by drilling down from the **Summary** screen (See [“Analyze State Assessment Summary.”](#)) or by using the screen name drop-down list (shown in this procedure).

1. Navigate to **State Assessments > Standards**.

Note: You can also access this screen by performing a search from the **Home** screen in the **Assessment Search** area. See [“Search by Assessment.”](#)

The **Standards** screen displays student scores based on the values defaulted in the **Assessment Type**, **Subject**, and **Year** fields and provides a total number of matched records.

The screenshot shows the ProgressBook DataMap Standards screen. On the left is a sidebar with filters for Assessment Type (OAA), Subject (Reading), Year (2013-2014), Tests, Grade, Teacher, Class (No Class(es)), and Student Details (Building, Gender, Ethnicity, Intervention Category). The main area displays a table with 12 columns: Student, Grade, Month, Score, PL, Info Text, Lit Text, Process, Vocab, Prior Subj Teacher, Subj Teacher, SpEd?, Tier, and Gifted. A red circle highlights the '87 Records' count in the top right corner of the table. The table contains 12 rows of student data, each with a checkbox in the Student column and various scores and placement codes in the other columns.

Student	Grade	Month	Score	PL	Info Text	Lit Text	Process	Vocab	Prior Subj Teacher	Subj Teacher	SpEd?	Tier	Gifted
<input type="checkbox"/>	003	Oct	422	Acc	100% (A)	81% (P)	83% (P)	66% (P)					
<input type="checkbox"/>	003	Oct	406	Prof	55% (B)	68% (P)	91% (A)	66% (P)					
<input type="checkbox"/>	003	Oct	440	Adv	100% (A)	93% (A)	91% (A)	75% (P)					
<input type="checkbox"/>	003	Oct	422	Acc	100% (A)	81% (P)	75% (P)	75% (P)					RW, I
<input type="checkbox"/>	003	Oct	422	Acc	100% (A)	81% (P)	83% (P)	66% (P)					I
<input type="checkbox"/>	003	Oct	403	Prof	77% (P)	81% (P)	66% (B)	50% (B)					
<input type="checkbox"/>	003	Oct	447	Adv	100% (A)	93% (A)	91% (A)	83% (A)					M, I
<input type="checkbox"/>	003	Oct	403	Prof	77% (P)	68% (P)	66% (B)	66% (P)					RW
<input type="checkbox"/>	003	Oct	422	Acc	66% (B)	81% (P)	91% (A)	83% (A)					I
<input type="checkbox"/>	003	Oct	403	Prof	77% (P)	81% (P)	66% (B)	50% (B)					I
<input type="checkbox"/>	003	Oct	447	Adv	100% (A)	93% (A)	91% (A)	83% (A)					2
<input type="checkbox"/>	003	Oct	403	Prof	77% (P)	68% (P)	66% (B)	66% (P)					

2. Optional: To further refine your search results:
 - a. On the left side of the screen, in the side search panel, enter additional search criteria.

Note: The **IEP** drop-down list filters based on the test period **Year** you select to search. The **Econ Disadvantaged** drop-down list filters based on the school year in context (and only displays if your user role has access to sensitive data).

Assessment Type*
OAA

Subject*
Reading

Year*
2013-2014

Tests

Grade

Teacher

Class
No Class(es)

Student Details

Building

Gender
F

Ethnicity

Intervention Category

Intervention Program

Spec Ed Teacher

Find

- b. Click **Find**.

A more refined list of student scores matching your search criteria displays, as shown in the updated record count.

ProgressBook DataMap State Assessments Standards

Assessment Type* OAA

Subject* Reading

Year* 2013-2014

Tests

Grade

Teacher

Class No Class(es)

Student Details

Building


Gender F

Ethnicity

Intervention Category

Find

Student	Grade	Month	Score	PL	Info Text	Lit Text	Process	Vocab	Prior Subj Teacher	Subj Teacher	SpEd?	Tier	Gifted
	003	Oct	440	Adv	100% (A)	93% (A)	91% (A)	75% (P)					
	003	Oct	422	Acc	100% (A)	81% (P)	83% (P)	66% (P)					
	003	Oct	403	Prof	77% (P)	68% (P)	66% (B)	66% (P)					
	003	Oct	422	Acc	66% (B)	81% (P)	91% (A)	83% (A)					RW, I
	003	Oct	403	Prof	77% (P)	81% (P)	66% (B)	50% (B)					I
	003	Oct	447	Adv	100% (A)	93% (A)	91% (A)	83% (A)					
	003	Oct	403	Prof	77% (P)	68% (P)	66% (B)	66% (P)					M, I
	003	Oct	440	Adv	88% (P)	81% (P)	91% (A)	100% (A)					RW
	003	Oct	400	Prof	55% (B)	68% (P)	83% (P)	58% (P)					I
	003	Oct	426	Acc	100% (A)	68% (P)	83% (P)	91% (A)					I
	003	Oct	426	Acc	100% (A)	68% (P)	100% (A)	75% (P)					2
	003	Oct	426	Acc	100% (A)	68% (P)	100% (A)	75% (P)					

- Optional: To export the records to a .csv file, click , and save the file to your computer.
- Optional: To sort the data on any column, click the column heading.
- Review the (read-only) data for each student. Overall scores (**PL** column) display in color based on the placement level in which each score falls. For OAA, OCBA, and OGT, the color codes are:

- **Advanced (Adv)** – green
- **Accelerated (Acc)** – dark green
- **Proficient (Prof)** – blue
- **Basic (Basic)** – dark red
- **Limited (Lim)** – red

For PARCC, the color codes are:


- **Exceeded Expectations (Exceed)** – green
- **Met Expectations (Met)** – dark green
- **Approached Expectations (Appr)** – blue
- **Partially Met Expectations (Partial)** – dark red
- **Did Not Yet Meet Expectations (Not Met)** – red

Subarea scores (percentages achieved in the individual testing areas) display in color and include a letter indicator based on the placement level in which each score falls. For OAA, OCBA, and OGT, the color codes are:

- **Above Standard (A)** – dark green
- **At Standard (P)** – blue
- **Below Standard (B)** – dark red

For PARCC, the color codes are:

- **At/Above Standard** – dark green
- **Near Standard** – blue
- **Below Standard** – dark red

Note: If the  icon displays after a student's test scores, this indicates that the student's percentage score has been calculated using the max score for the most recent assessment (until the current assessment max score is available).

Note: The **PBA** (Performance Based Assessment) and **EOY** (End of Year) columns that display for the OCBA contain a check mark if the student has taken each of these assessments.

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Data Points

Using DataMap, you can analyze how students performed on third-party, district, and state assessments (other than OAA and OGT). For information on analyzing these scores, see [“Analyze Data Points.”](#)

Analyze Data Points

View individual student scores per subject and test part each time the student took a third-party, district, or state assessment (other than OAA, OGT, OCBA, and PARCC).

1. Open the **Data Points** screen.

Note: You can also access this screen by performing a search from the **Home** screen in the **Assessment Search** area. See [“Search by Assessment.”](#)

The screen displays student scores based on the values defaulted in the **Subject** and **Year** fields and provides a total number of matched records.

The screenshot shows the ProgressBook DataMap interface. The top navigation bar includes the ProgressBook logo and a menu icon. The right side of the top bar shows the school district (Goshen Local SD), the school year (2016-2017), and user icons. Below the top bar, the page title is 'DataMap » Data Points'. On the left, there is a sidebar with various filters: Subject* (Reading), Year* (2013-2014), Grade, Teacher, Class (No Class(es)), and Student Details (Building, Gender, Ethnicity, Intervention Category, Intervention Program). A 'Find' button is at the bottom of the sidebar. The main content area displays a table of student scores. The table has columns for 'Student', 'Initial Sound Fluency' (Sep, Jan), and 'Letter Naming Fluency' (Sep, Jan, May). The 'Student' column lists names with checkboxes. The 'Initial Sound Fluency' and 'Letter Naming Fluency' columns show scores and risk levels. A red circle highlights '52 Records' in the top right corner of the table area.

Student	Initial Sound Fluency		Letter Naming Fluency		
	Sep	Jan	Sep	Jan	May
<input type="checkbox"/> Abrams, Dale					
<input type="checkbox"/> Aceytuno-Reynoso, Madeleine					
<input type="checkbox"/> Aceytuno-Reynoso, Roberto	3 BM:At Risk	7 BM:Deficit	14 BM:Low Risk	20 BM:Some Risk	36 BM:Some Risk
<input type="checkbox"/> Adams, Beth					
<input type="checkbox"/> Adams, Christian					
<input type="checkbox"/> Adams, Kody (w)					
<input type="checkbox"/> Addis Jr., Michael					
<input type="checkbox"/> Addis, Cameron					
<input type="checkbox"/> Alexander, Kanovas	5 BM:Some Risk	12 BM:Emerging	17 BM:Low Risk	29 BM:Low Risk	48 BM:Low Risk
<input type="checkbox"/> Alford, Devon (w)					

2. Optional: To further refine your search results:

- On the left side of the screen, in the side search panel, enter additional search criteria.

Note: The **IEP** drop-down list filters based on the test period **Year** you select to search. The **Econ Disadvantaged** drop-down list filters based on the school year in context (and only displays if your user role has access to sensitive data).

b. Click **Find**.

A more refined list of student scores matching your search criteria displays, as shown in the updated record count. To sort the data on any column, click the column heading.


ProgressBook DataMap > Data Points

Goshen Local SD 2016-2017 31 Records

Student	Nonsense Word Fluency - Correct Letter Sounds	Nonsense Word Fluency - Words Recorded Correctly	Oral Reading Fluency - Errors		
	Sep	Sep	Sep	Jan	May
<input type="checkbox"/> Addis, Cameron			28	18	12
<input type="checkbox"/> Anderson, Megan			4	2	1
<input type="checkbox"/> Armstrong, Ethan			0	2	2
<input type="checkbox"/> Atwood, Eden			2	4	
<input type="checkbox"/> Barger, Maxwell			1	0	0
<input type="checkbox"/> Bates, Carl			2	2	0
<input type="checkbox"/> Bauer, Jordan			1	1	2
<input type="checkbox"/> Bauer, Mackenzie			1	4	2
<input type="checkbox"/> Bland, Zsazsa					

Student Details: Building, Gender, Ethnicity, Intervention Category, Intervention Program

3. Review the following (read-only) data for each student.


Note: To see this part of the screen, you might need to scroll to the right or click  to close the side search panel.

- assessment taken (displays in header)
- month(s) the student took the assessment
- score for each test part for each attempt (shown in yellow)
- each score's associated benchmark ("BM") value, if any (shown in blue)
- each score's associated instructional recommendations, if any (shown in pink).

Note: The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in DataMap.

Note: You can sort the data by clicking an assessment month in the column header.

DIBELS 6th										
Student +	Oral Reading Fluency - Errors			Oral Reading Fluency - Retell	Oral Reading Fluency - Words Correct			Instructional Recommendations		
	Sep	Oct	Nov		Sep	Oct	Nov	Sep	Oct	Nov
ATKINS, CATHY	5	1	1		111 BM:Low Risk	132 BM:Low Risk	144 BM:Low Risk	Benchmark	Benchmark	Benchmark
BAILEY, BOBBIE	2	2	3		68 BM:Some Risk	102 BM:Low Risk	103 BM:Some Risk	Strategic	Benchmark	Strategic
BARLOW, MARTIN										
BARRY, RICKY	4	9	5		48 BM:At Risk	59 BM:At Risk	86 BM:Some Risk	Intensive	Intensive	Strategic
BEAN, STEPHANIE	1				74 BM:Some Risk			Strategic		
BENTON, CATHERINE	2	2	2		68 BM:Some Risk	78 BM:Some Risk	103 BM:Some Risk	Strategic	Strategic	Strategic
BERNARD, TONY	3	9	3		43 BM:At Risk	43 BM:At Risk	78 BM:At Risk	Intensive	Intensive	Intensive

- Optional: To export the records to a .csv file, click , and save the file to your computer.
- Optional (For Pro-Ohio or Pro-Core assessments only): To view a breakout of a student's score by each standard assessed, click the score.

The **Pro-Ohio Indicators** or **Pro-Core Indicators** screen opens, and you can analyze the breakout of the student's score by standard.

ProgressBook				
Goshen Local SD 2016-2017				
DataMap » Data Points » Pro-Ohio indicators				
Reading / PRO-Ohio / 2013-2014				
Student:	Grade:	Reading Teacher:	Spec Ed:	Tier:
	10 (Current) 10 (2013-2014)	(Current) (2013-2014)		
Form A Average: 50%		Student Average: 50 %		
Indicator		# Of ?s		Form A
Vocabulary Acquisition [VOC]				
VOC 1 [1] Use context clues; comparison/contrast, cause/ effect		3		67%
VOC 2 [2] Analyze relationships of pairs of words		2		0%
VOC 3 [3] Infer literal & figurative meaning of words		2		100%
VOC 4 [4] Examine events that influence language		2		0%
VOC 5 [5] Use knowledge of roots, prefixes, suffixes		3		33%
Process: Print, Strategies [PRO]				
PRO 6 [1] Make predictions/inferences/draw conclusions		2		50%
PRO 7 [2] Answer literal comprehension questions		2		50%
PRO 8 [2] Answer inferential comprehension questions		2		0%
Information Text [INF]				

ProgressBook				
Goshen Local SD 2016-2017				
DataMap » Data Points » Pro-Core Indicators				
Reading / PRO-Core / 2013-2014				
Student:	Grade:	Reading Teacher:	Spec Ed:	Tier:
	07 (Current) 07 (2013-2014)	(Current) (2013-2014)		
Form A Average: 47%	Form B Average: 47%	Student Average: 47%		
Indicator		# Of ?s		Form A Form B
Literature [RL]				
A. Key Ideas and Details				
LIT 1: [1] Cite several pieces of textual evidence to support analysis of what the text says explicitly as well as inferences drawn from the text.		2	100%	100%
LIT 2: [2] Determine a theme or central idea of a text and analyze its development over the course of the text; provide an objective summary of the text.		2	100%	100%
LIT 3: [3] Analyze how particular elements of a story or drama interact (e.g., how setting shapes the characters or plot)		2	50%	50%
B. Craft and Structure				
LIT 4: [4] Determine the meaning of words and phrases as they are used in a text, including figurative and connotative meanings; analyze the impact of rhymes and other repetitions of sounds on a specific verse or stanza of a poem or section of a story or drama.		2	100%	100%
LIT 5: [5] Analyze how a drama's or poem's form or structure (e.g., soliloquy, sonnet) contributes to its meaning.		2	0%	0%
LIT 6: [6] Analyze how an author develops and contrasts the points of view of different characters or narrators in a text.		2	0%	0%
C. Integration of Knowledge and Ideas				
LIT 7: [7] Compare and contrast a written story, drama, or poem to its audio, filmed, staged, or multimedia version, analyzing the effects of techniques unique to each medium (e.g., lighting, sound, color, or camera focus and angles in a film).		2	100%	100%
LIT 8: [9] Compare and contrast a fictional portrayal of a time, place, or character and a historical account of the same period as a means of understanding how authors of fiction use or alter history.		2	50%	50%

Note: From these indicator screens, you can access the student's **Student Roadmap** by clicking the student's name. (See "[Student Roadmap](#).")

Data Analysis

DataMap lets you view and interpret student assessment data in conjunction with building and district assessment data, IEP or LEP status, course marks, school years, ethnicity, gender, group memberships, and other factors.

- To compare student assessment scores to building and district average scores, see [“Compare Assessment Scores.”](#)
- To analyze student performance in course work and on multiple assessments over multiple years, see [“Analyze Multiple Measures of Student Data.”](#)

Compare Assessment Scores

Using DataMap, you can compare a student’s scaled score on an assessment to the average scaled score at the student’s building and district. You can also compare the average scores of a particular teacher’s students to the building and district averages.

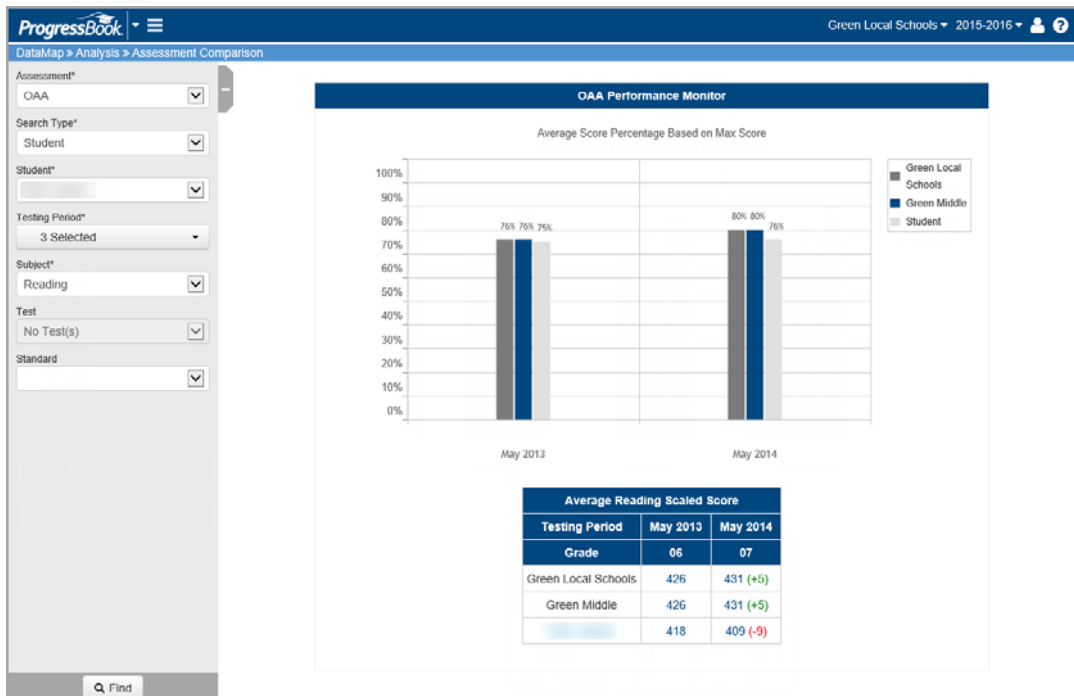
Note: To view students other than your own, you must have the proper security access, such as the job function of principal or superintendent. For more information, see *ProgressBook DataMap Administrator Guide*.

1. Navigate to **Analysis > Assessment Comparison**.
2. In the **Assessment** drop-down list, select the assessment for which you want to compare scores.
3. In the **Search Type** drop-down list, select one of the following options:
 - **Student** – to compare a student’s scores to the building and district averages
 - **Teacher** – to compare the average scores of a particular teacher’s students to the building and district averages

Note: You must have security access to a teacher to view data for that teacher.

4. Based on your search type, select the **Student** or **Teacher** whose scores you want to compare.
5. In the **Testing Period** drop-down list, select the dates of the assessment scores you want to compare.
6. In the **Subject** drop-down list, select the assessment **Subject** scores you want to compare.
7. Optional: If you want to break out the subject scores further, in the **Standard** drop-down list, select the individual **Standard**.
8. Click **Find**.

The **Assessment Comparison** screen displays a bar graph and table with the scores of the student or average scores of the teacher's students compared to the corresponding average scores for the building and the district.



9. Optional: To further refine your search results:
 - a. In the side search panel, enter additional search criteria.
 - b. Click **Find**.

Assessment*
OAA

Search Type*
Student

Student*
[Redacted]

Testing Period*
8 Selected

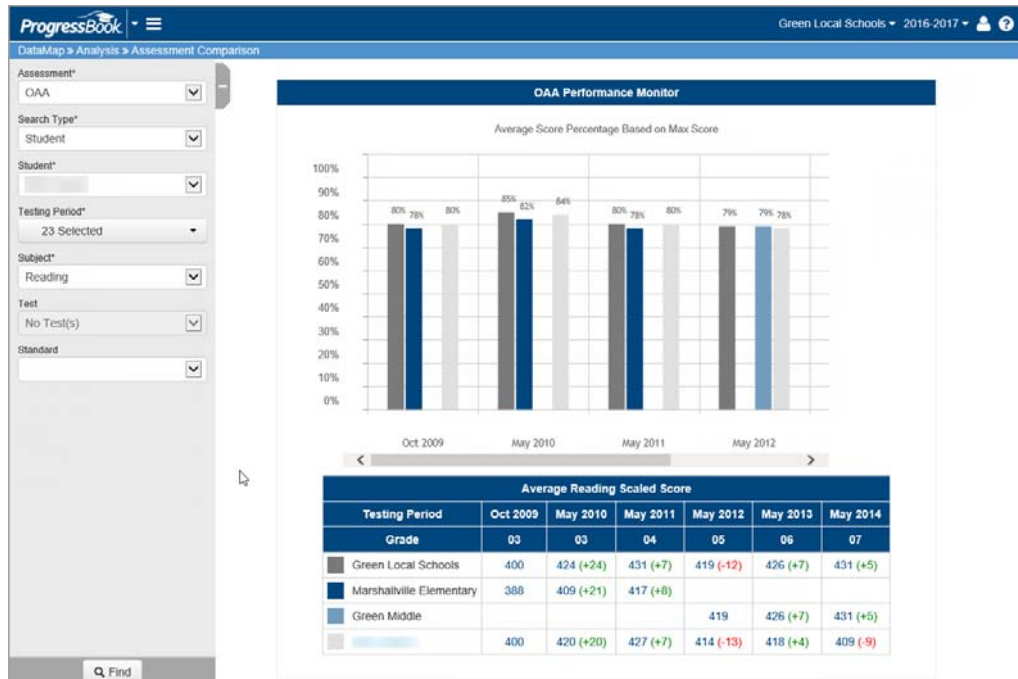
Subject*
Reading

Test
No Test(s)

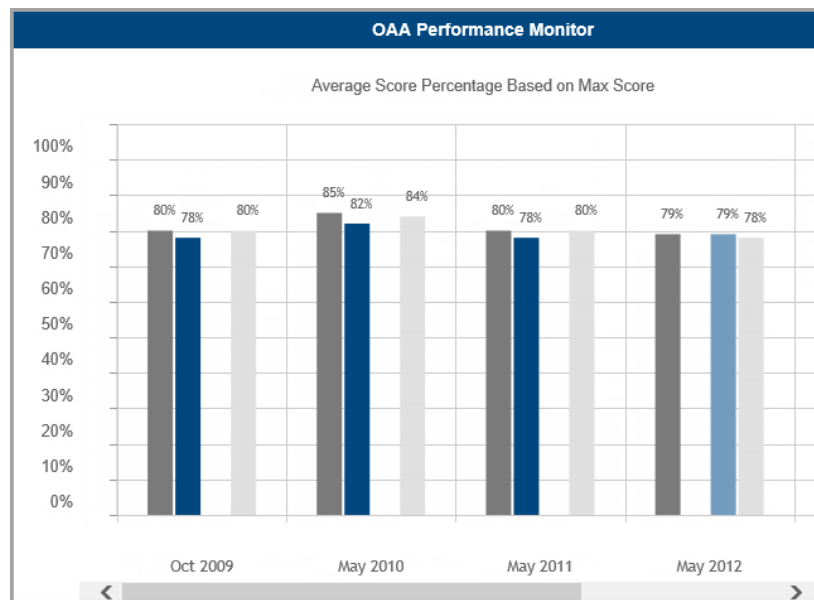
Standard
Acquisition of Vocab

Q Find

A more refined list of assessment scores matching your search criteria displays, as shown in the changes to the bar graph and chart.




10. Review the following data that appears in the bar graph for the student or teacher, building, and district:



- The percentage based on maximum score for the **District** displays in dark gray. DataMap calculates the average scaled score of the students in the district and divides that score by the maximum possible score to determine a percentage.

- The percentage based on maximum score for the **Building** displays in shades of blue depending on how many buildings that student attends/has attended. DataMap calculates the average scaled score of the students in the building and divides that score by the maximum possible score to determine a percentage.
- The percentage based on maximum score for the chosen **Student** or **Teacher** displays in light gray. DataMap divides the scaled score of the student (or average of the teacher's students) by the maximum score possible to determine a percentage.

Note: If the  icon displays after a particular month and year, this indicates that the percentage score of the district, building, student, or teacher has been calculated using the max score for the most recent assessment (until the current assessment max score is available).

11. Review the following data that appears in the table for the student or teacher, building, and district:

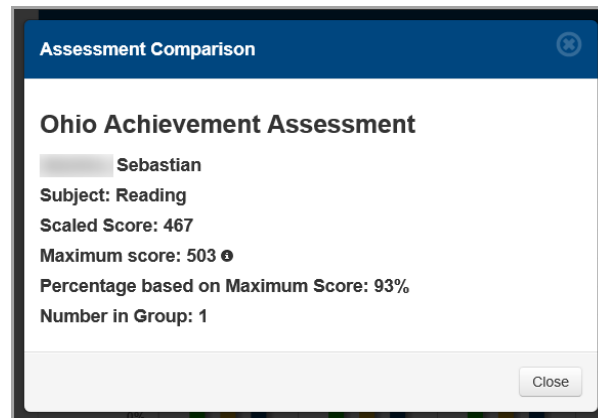
Average Reading Scaled Score						
Testing Period	Oct 2009	May 2010	May 2011	May 2012	May 2013	May 2014
Grade	03	03	04	05	06	07
Green Local Schools	400	424 (+24)	431 (+7)	419 (-12)	426 (+7)	431 (+5)
Marshallville Elementary	388	409 (+21)	417 (+8)			
Green Middle				419	426 (+7)	431 (+5)
	400	420 (+20)	427 (+7)	414 (-13)	418 (+4)	409 (-9)


- month and year of the assessment
 - grade of the student(s) at the time of the assessment
 - scaled score (for a student) or average scaled score (for a teacher's students or a district or building)
 - gain **(+10)** or loss **(-5)** in performance from one testing period to the next
12. Optional: To view details about a score, click the score in the chart.

The **Assessment Comparison** window opens. The window displays the following details about the score:

- name of the assessment
- name of the student, teacher, building, or district
- **Subject** – assessment subject
- **Scaled score** – score achieved by student, or average of scores achieved for a teacher's students or a building or district
- **Maximum score** – maximum possible score for an assessment, as provided by the Ohio Department of Education (ODE)
- **Percentage based on maximum score** – scaled score divided by maximum score

- **Number in group** – total number of individuals who took the assessment in the building or district; in the case of a student, it displays as 1



Note: If the  icon displays after the maximum score, this indicates that the percentage score of the district, building, student, or teacher has been calculated using the max score for the most recent assessment (until the current assessment max score is available).

Analyze Multiple Measures of Student Data

DataMap's **Multiple Measures** screen lets you analyze student scores spanning multiple years for multiple state assessments. You can also compare a student's current year third-party assessment scores, district assessment scores, and course marks.

Note: To view information for students other than your own, you must have the proper security access, such as the job function of principal or superintendent. For more information, see *ProgressBook DataMap Administrator Guide*.

1. Navigate to **Analysis > Multiple Measures**.
2. In the **Subject** drop-down list, select the assessment subject area for which you want to view scores.

Note: To compare assessments that have English subject scores with those that have separate Reading and Writing scores, select **English\Reading\Writing**.

Note: The subject area you select here also determines which subject course marks display if you also select **Include Course Marks**.

3. Select the types of data you want to analyze for the selected subject:
 - a. In the **State Assessments** area:
 - i. In the **Assessment Types** drop-down list, select the state assessments for which you want to view scores.
 - ii. In the **School Years** drop-down list, select the years of state assessments you want to view.

- b. In the **Third Party Assessments** drop-down list, select the third party assessments for the school year in context for which you want to view scores.
 - c. In the **District Assessments** drop-down list, select the district assessments for which you want to view scores.
 - d. If you want to view course grades (only for the school year in context), select the **Include Course Marks** check box.
 - e. In the **Grade** drop-down list, select the grade of the students whose scores you want to view.
 - f. In the **Teacher** drop-down list, select the teacher who has student scores you want to view.
 - g. In the **Class** drop-down list, select the class for which you want to view scores.
4. Click **Find**.

The screenshot shows a vertical form interface for data analysis. At the top, there is a 'Subject*' dropdown menu with 'Reading' selected. Below this is a red-bordered box containing several sections: 'State Assessments' with an expand/collapse arrow, 'Assessment Types' dropdown, 'School Years' dropdown, 'Tests' dropdown, 'Third Party Assessments' dropdown, 'District Assessments' dropdown, 'Include Course Marks' checked checkbox, 'Grade' dropdown, 'Teacher' dropdown, and 'Class' dropdown with 'No Class(es)' selected. Below the red box are five blue buttons with white text and downward arrows: 'Student Details', 'Memberships', 'State Placement Levels', 'State Scaled Score', and 'Attendance'. At the bottom of the form is a 'Find' button with a magnifying glass icon.

The **Multiple Measures** screen displays a grid containing the information based on the criteria you selected in the side search panel.

ProgressBook

Goshen Local SD

2014-2015

DataMap » Analysis » Multiple Measures

1203 Records

	2014-2015 OAA	2014-2015									
Name ^	Reading Oct	English AP				British Literature					
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	IEP?	EconDisadv?
<input type="checkbox"/> Student Name	426 PL:Acc	A	A	B	A	C	C	D	F	✓	
<input type="checkbox"/> Student Name		F	C	C	D	C	F	D	A		
<input type="checkbox"/> Student Name	456 PL:Adv	A	A	B	A	C	C	D	F		
<input type="checkbox"/> Student Name		C	B	C	A	B	A	A	D		
<input type="checkbox"/> Student Name		A	A	B	A	C	C	D	F	✓	
<input type="checkbox"/> Student Name		C	C	C	C	C	C	C	C	✓	
<input type="checkbox"/> Student Name		C	F	C	C	D	B	C	B		
<input type="checkbox"/> Student Name	423 PL:Acc	A	B	A	A	C	B	C	A		✓
<input type="checkbox"/> Student Name		D	C	A	B	A	A	B	A		✓
<input type="checkbox"/> Student Name		C	B	C	A	A	A	B	A		
<input type="checkbox"/> Student Name	456 PL:Adv	A	A	B	A	A	A	B	A		

- Optional: To further refine your search results, make selections in the drop-down lists under **Student Details**, **Memberships**, **State Placement Levels**, **State Scaled Score**, and/or **Attendance**, and then click **Find**.

The **Multiple Measures** screen displays a grid containing further refined information based on the criteria you selected in the side search panel.

6. Review the following (read-only) data for each student.
- OAA, OCBA, OGT, or PARCC state assessment results (including placement levels) in the month/year the student took them (shown in yellow)
 - third party assessment results in the month/year the student took them (shown in green)
 - marks for the student's courses for the school year in context (shown in pink)
 - whether or not the student has an IEP (shown in blue)
 - whether or not the student is economically disadvantaged – only displays if your user role has access to sensitive data (shown in orange)

Note: The sections are highlighted in this image for illustrative purposes. They do not appear highlighted in DataMap.

Note: To sort the data in any column, click the column heading.


ProgressBook

Goshen Local SD 2014-2015

DataMap » Analysis » Multiple Measures

4 Records

	2013-2014 OAA	2013-2014 AIMSWEB	2014-2015					
Name ^	Reading May	R-CBM May	British Literature				IEP?	EconDisadv?
	Q1	Q2	Q3	Q4				
<input type="checkbox"/> [Name]	363 PL:Lim	128	F	F	C	F	✓	
<input type="checkbox"/> [Name]	359 PL:Lim	110	F	F	B	B	✓	
<input type="checkbox"/> [Name]	403 PL:Prof	102	C	F	C	C	✓	
<input type="checkbox"/> [Name]	374 PL:Lim	80	B	F	B	B	✓	

7. Optional: To export the records to a .csv file, click , and save the file to your computer.
8. Optional: To view a student's **Student Roadmap**, click the student's name. (See "[Student Roadmap](#).")

Student Learning Objectives

You can use DataMap to manage your Student Learning Objectives (“SLOs” or “objectives”) to measure your students’ growth.

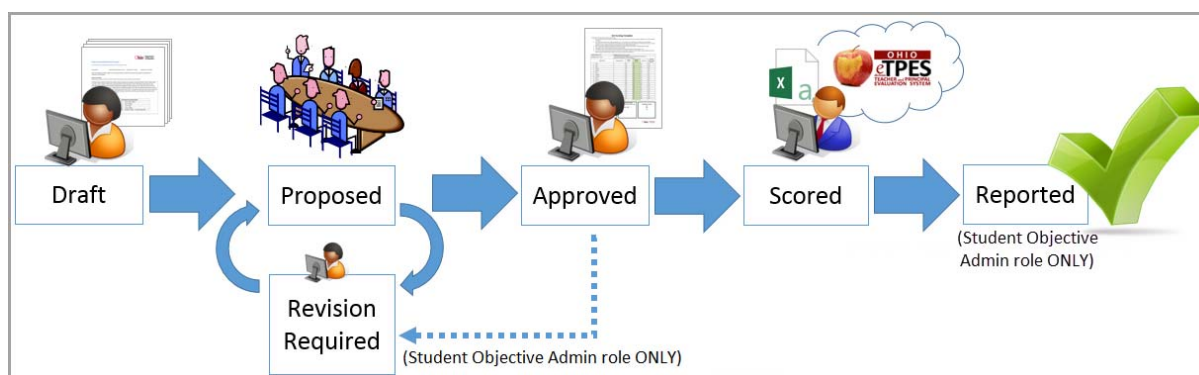
Note: As a teacher, you can only see your own objectives. Administrators can see all objectives in the district.

Refer to the appropriate topic as follows:

- For an overview of the SLO workflow, see [“Understand the Objective Workflow.”](#)
- To create a new objective, see [“Create Objectives.”](#)
- To edit an existing objective, see [“Edit Objectives.”](#)
- To print an objective, see [“Print Objectives.”](#)
- To export all of your objective records, see [“Export Objectives.”](#)
- To delete an objective, see [“Delete Objectives.”](#)
- To submit an objective to the review committee, see [“Submit Objectives for Review.”](#)
- To make revisions requested by the review committee, see [“Make Requested Revisions to Objectives.”](#)
- To exclude students from an objective, see [“Exclude Students from an Objective.”](#)
- To score an objective, see [“Score Objectives.”](#)

Understand the Objective Workflow

Student Learning Objectives must go through a process of creation and review before being approved, then scored and finally reported to the state. Each stage of the process is represented by a “status” in DataMap. The following image illustrates this workflow.



Create Objectives

The process of creating an objective involves the following steps:

1. “Add Objective”
2. “Add Data to Objective”
3. “Add Students to Objective”
4. “Add Tiers”
5. “Add Students to Tiers”
6. “Add Baseline Scores”
7. “Add Growth Targets”

Note: To create an objective, your user account must be associated with a staff member.

Add Objective

1. On the **Student Objectives** screen, click **Add Objective**.

The screenshot shows the ProgressBook DataMap interface for Student Objectives. On the left is a sidebar with filters for Name, Process Status, Subject Area, and Excluded Students. The main area displays a table with columns: Name, Process Status, Owner, Subject Area, Rating, Student Count, and Excluded Count. Two records are shown: American Literature and British Literature, both in Draft status. A red circle highlights the '+ Add Objective' button in the top right of the table area.

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft		English	0	0	0
British Literature	Draft		English	0	0	0

2. On the **Add Student Objective** screen, enter a **Name** for this objective.
3. In the **Content Area & Course(s)** field, enter text describing the courses to which this objective applies.
4. In the **Subject** drop-down list, select the subject in which you want to measure student growth using this objective.
5. Click **Save**.

The screenshot shows the 'Add Student Objective' form. It includes input fields for Name (World Literature), Content Area & Course(s) (English 10), and a Subject drop-down menu (English). At the bottom are 'Save' and 'Cancel' buttons.

The **Edit Student Objective** screen displays, showing the newly added objective with a **Status of Draft**.

ProgressBook DataMap » Student Objectives » Edit Student Objective

Green Local Schools 2016-2017

General Students / Scoring Tiers

World Literature () Status: Draft

Name: World Literature Content Area & Course(s): English 10 Subject: English Status: Draft Grade Level(s):

The new objective also displays on the **Student Objectives** screen.


ProgressBook DataMap » Student Objectives

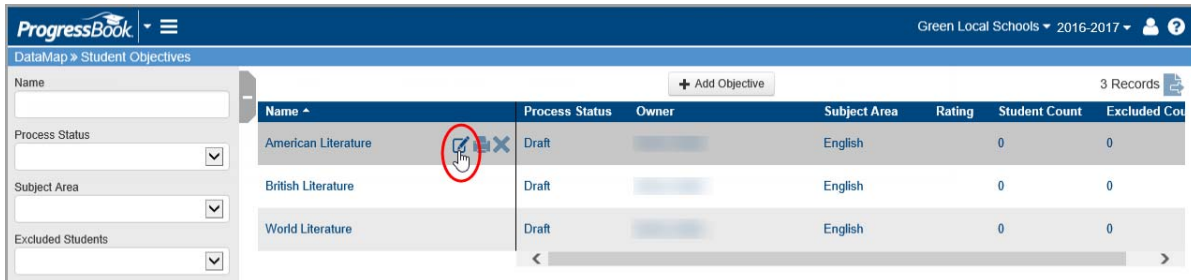
Green Local Schools 2016-2017

+ Add Objective 3 Records

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft		English	0	0	0
British Literature	Draft		English	0	0	0
World Literature	Draft		English	0	0	0

Add Data to Objective

1. On the **Student Objectives** screen, hover your cursor over the objective for which you want to enter data until icons display next to the objective name.
2. Click .




ProgressBook DataMap Student Objectives

Green Local Schools 2016-2017

3 Records

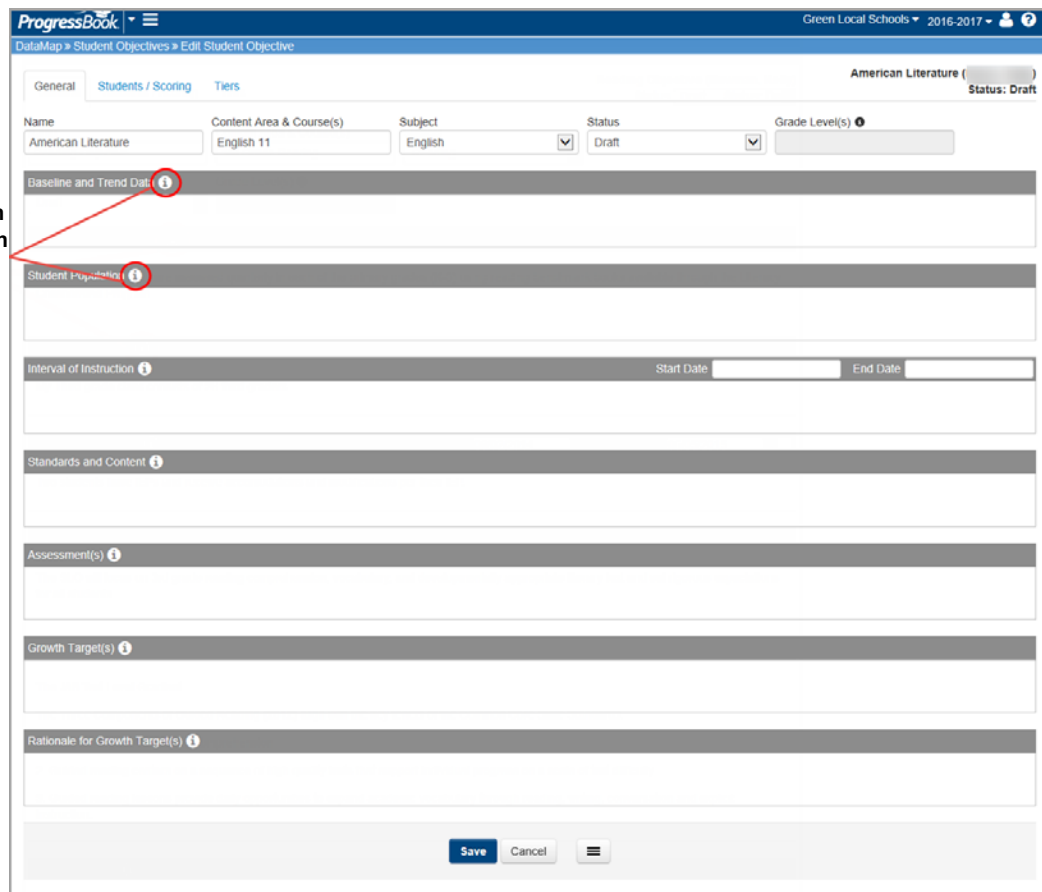
Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft		English	0	0	0
British Literature	Draft		English	0	0	0
World Literature	Draft		English	0	0	0

3. On the **Edit Student Objective** screen **General** tab, enter detailed information about this objective in the appropriate sections (how you obtain **Baseline and Trend Data**, makeup of your **Student Population**, how you calculate your **Growth Target(s)**, etc.).

Note: For an explanation of each section, click .

4. Click **Save**.

Click for an explanation about any section.



ProgressBook Edit Student Objective

American Literature () Status: Draft

General Students / Scoring Tiers

Name: American Literature Content Area & Course(s): English 11 Subject: English Status: Draft Grade Level(s):

Baseline and Trend Data

Student Population

Interval of Instruction Start Date End Date

Standards and Content

Assessment(s)

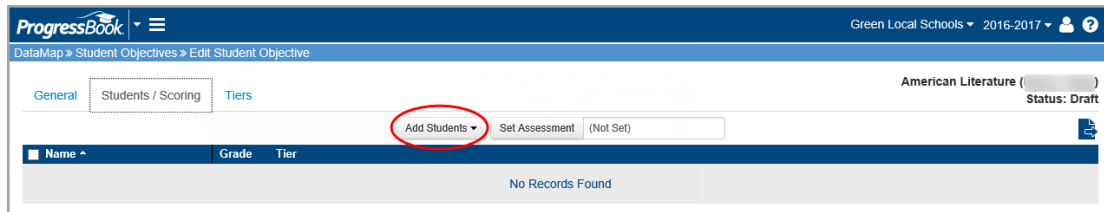
Growth Target(s)

Rationale for Growth Target(s)

Save Cancel

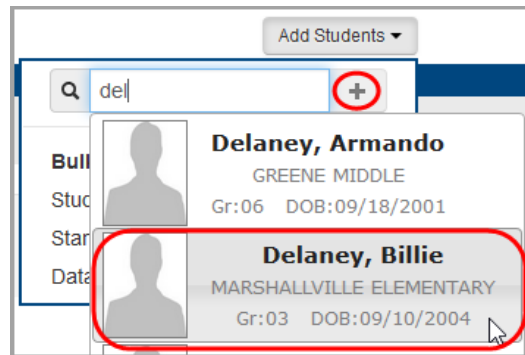
Add Students to Objective

1. On the **Edit Student Objective** screen **Students / Scoring** tab, click **Add Students**.

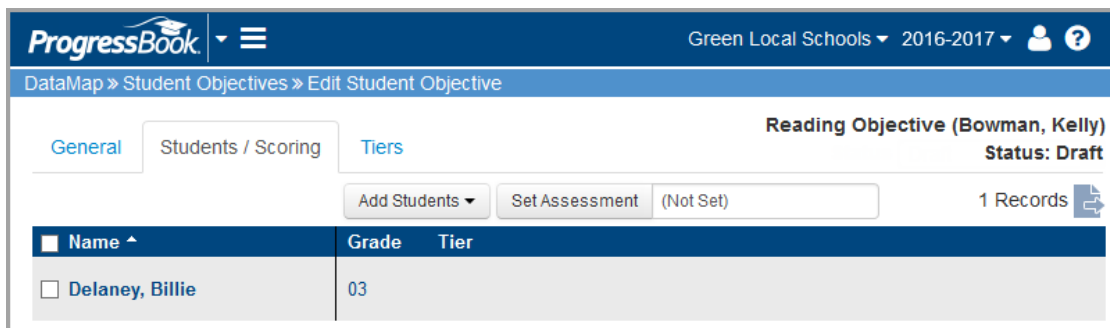


2. In the drop-down list, find and select students to add using one of the following methods:

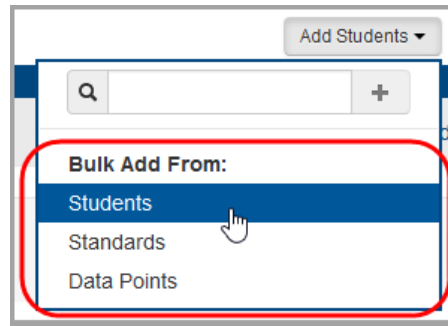
- To add a single student:
 - i. Enter the first few letters of the student's first or last name.
 - ii. In the search results that display beneath the field, select the correct student.
 - iii. Click **+**.



The student now displays on the **Students / Scoring** tab.

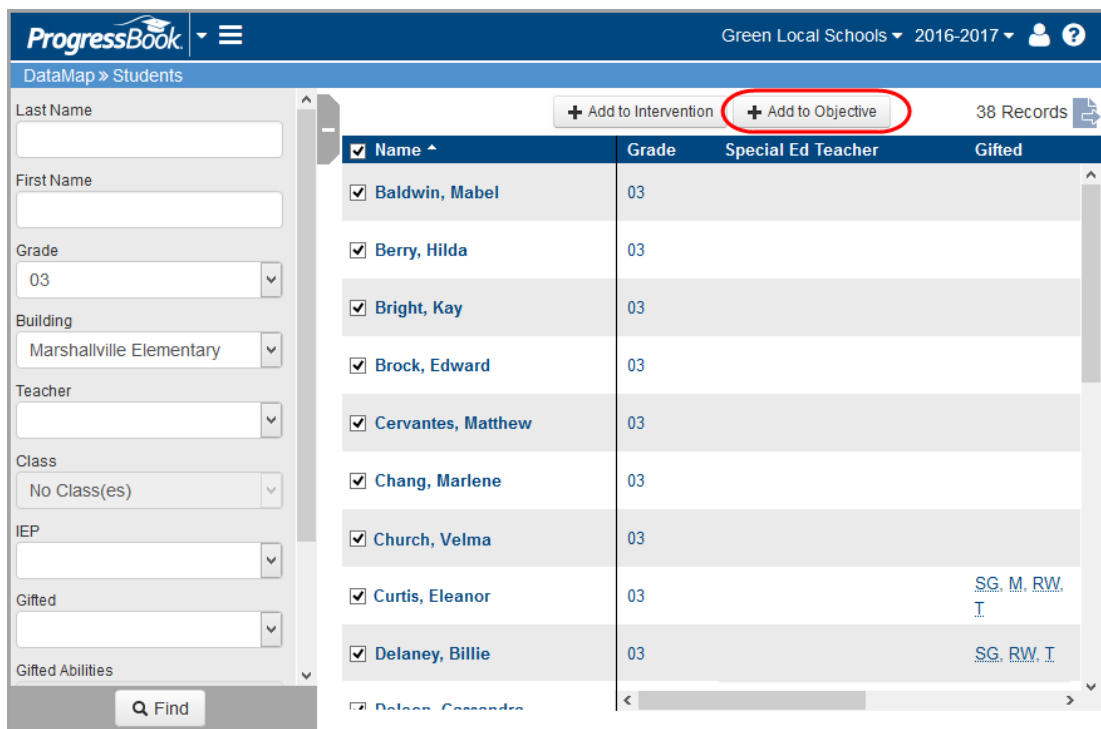


- To add multiple students:
 - i. Select whether you want to search for and add students from the **Students**, **Standards**, or **Data Points** screen by clicking the screen name.



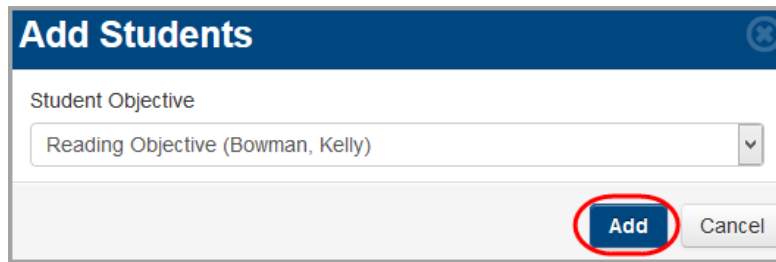
- ii. Optional: On the screen you selected, to narrow the list of students, enter filter criteria using the side panel search options. (For more information on using these options, see [“Search DataMap.”](#))
- iii. Select the check box beside the name of each student you want to add to the objective.
- iv. Click **Add to Objective**.

Note: The **Add to Objective** button only displays after you select at least one student.



- v. On the **Add Students** window, confirm the objective that displays in the **Student Objective** drop-down list, or select a different objective.

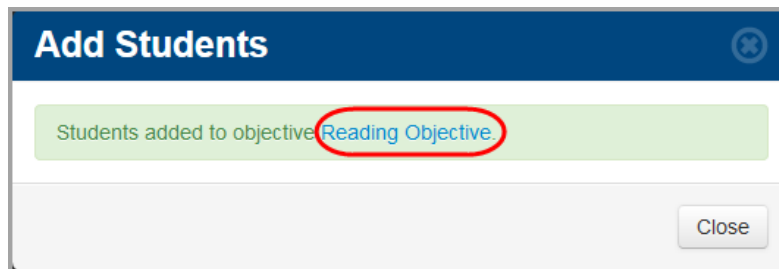
vi. Click **Add**.



The 'Add Students' dialog box shows a dropdown menu for 'Student Objective' with 'Reading Objective (Bowman, Kelly)' selected. At the bottom right, the 'Add' button is circled in red, next to a 'Cancel' button.

A confirmation message displays.

vii. Click the objective name link.



The 'Add Students' dialog box displays a green confirmation message: 'Students added to objective [Reading Objective](#)'. The link 'Reading Objective' is circled in red. A 'Close' button is at the bottom right.

The students now display on the **Students / Scoring** tab of the **Edit Student Objective** screen.

ProgressBook

Green Local Schools ▾ 2016-2017 ▾

?

DataMap » Student Objectives » Edit Student Objective

General

Students / Scoring

Tiers

Reading Objective (Bowman, Kelly)

Status: Draft


Add Students ▾

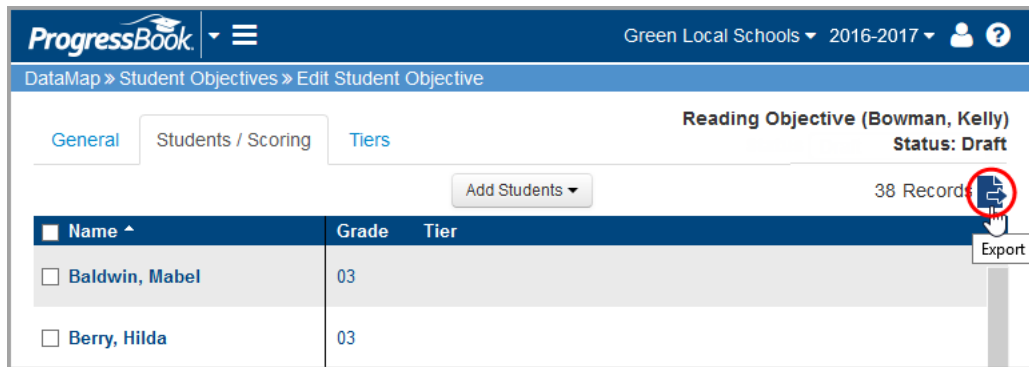
Set Assessment

(Not Set)

38 Records

Name ^	Grade	Tier
<input type="checkbox"/> Baldwin, Mabel	03	
<input type="checkbox"/> Berry, Hilda	03	
<input type="checkbox"/> Bright, Kay	03	
<input type="checkbox"/> Brock, Edward	03	
<input type="checkbox"/> Cervantes, Matthew	03	
<input type="checkbox"/> Chang, Marlene	03	
<input type="checkbox"/> Church, Velma	03	
<input type="checkbox"/> Curtis, Eleanor	03	
<input type="checkbox"/> Delaney, Billie	03	

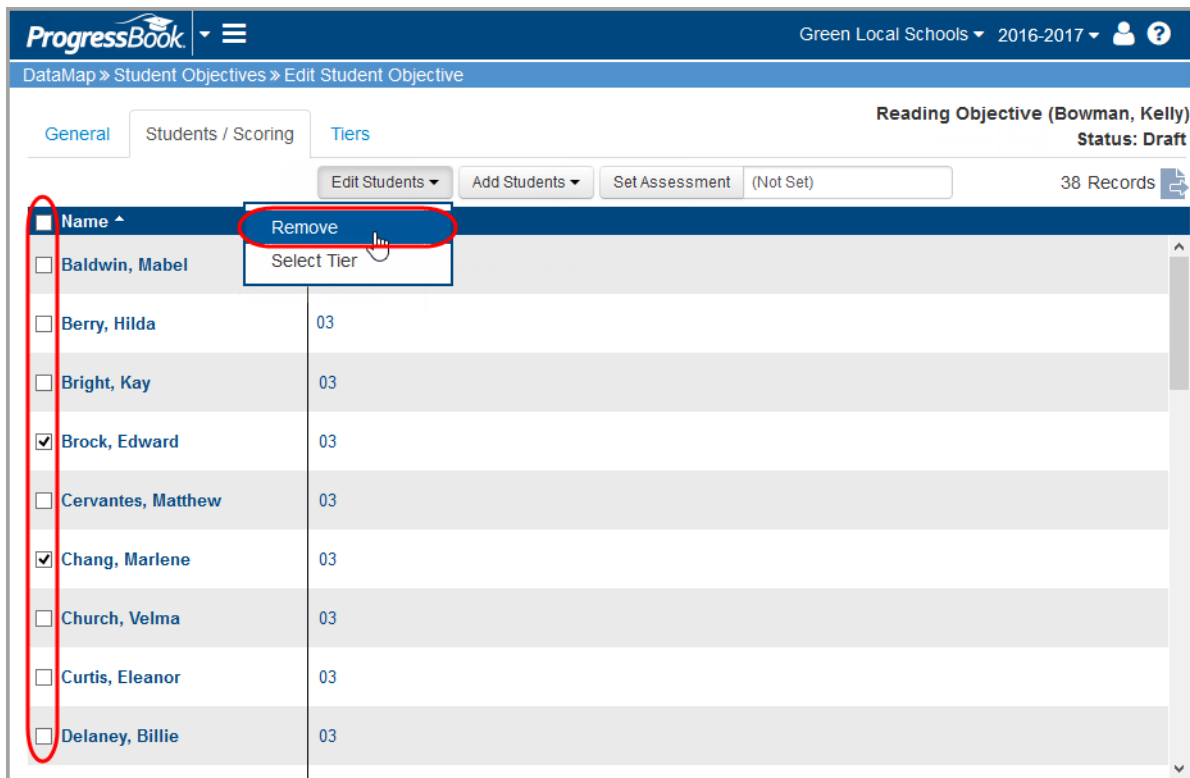
- Optional: To export the list of students you have added to this objective, click  and open or save the file.



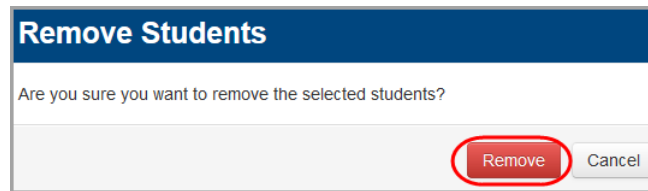
Remove Students from Objective

- On the **Edit Student Objective** screen **Students / Scoring** tab, select the check box beside each student you want to remove. (To select all students, select the check box at the top of the grid.)
- Click **Edit Students**, and select **Remove**.

Note: The **Edit Students** button only displays after you select at least one student.



- On the confirmation window, click **Remove**.



The students are removed from the objective, as shown in the updated record count.

 The screenshot shows the "Edit Student Objective" screen in ProgressBook. The "Students / Scoring" tab is active. The objective is "Reading Objective (Bowman, Kelly)" with a status of "Draft". A button labeled "36 Records" (highlighted with a red circle) is visible next to the "Set Assessment" dropdown. Below this is a table with columns "Name", "Grade", and "Tier". The table lists several students, all with a grade of "03".

Name	Grade	Tier
Baldwin, Mabel	03	
Berry, Hilda	03	
Bright, Kay	03	
Cervantes, Matthew	03	
Church, Velma	03	
Curtis, Eleanor	03	
Delaney, Billie	03	
Deleon, Cassandra	03	
Dorsey, Milton	03	

Add Tiers

You can create tiers to categorize students based on target growth measures. These tiers should represent what you believe your students' growth measures should be based on a specific baseline pre-test assessment administered at the beginning of the school year.

- On the **Edit Student Objective** screen **Tiers** tab, click **Add Tier**.

 The screenshot shows the "Edit Student Objective" screen in ProgressBook, with the "Tiers" tab selected. The objective is "Reading Objective ()" with a status of "Draft". A button labeled "+ Add Tier" (highlighted with a red circle) is visible. Below the button is a table with columns "Name", "Student Count", and "Formula". The table currently shows "No Records Found".

Name	Student Count	Formula
No Records Found		

2. On the **Add Tier** window, enter a **Name** and (optional) **Description** for the tier you are creating.
3. In the **Growth Target Formula** drop-down list, select one of the following formula types you want to use to calculate your students' growth:

- **None** – does not use a formula
- **Fixed Percentage Increase** – increases the baseline score by a fixed percentage

Note: If the resulting value is greater than the maximum score, DataMap uses the maximum score as the target.

- **Fixed Points Increase** – increases the baseline score by a fixed number of points

Note: If the resulting value is greater than the maximum score, DataMap uses the maximum score as the target.

- **Fixed Target** – sets all target values to the specified value
- **Percentage Toward Maximum** – increases the baseline score by a fixed percentage toward the maximum score (for example, to calculate half-way to one hundred, enter **Maximum Score** of **100** and **Percentage** of **50**)

4. In the **Formula Parameters** section, enter the criteria you want DataMap to use when calculating your selected growth target formula.
5. Click **Save**.

Add Tier

Name
Accelerated Students

Description
Students who scored 90 or higher on assessment
1000 character limit

Growth Target Formula
Fixed Percentage Increase

Formula Parameters

Maximum Score
100

Percentage
2

Formula Description
Increases the baseline score by a fixed percentage. If the resulting value is greater than the maximum score then the maximum score is used as the target.

Save Cancel

The tier is added to the objective.

ProgressBook | Green Local Schools | 2016-2017 | Reading Objective (Bowman, Kelly) | Status: Draft

DataMap » Student Objectives » Edit Student Objective

General | Students / Scoring | Tiers

+ Add Tier 1 Records

Name ^	Student Count	Formula
Accelerated Students	0	Fixed Percentage Increase

- Optional: Continue adding tiers as needed.

Add Students to Tiers

- On the **Edit Student Objective** screen **Students / Scoring** tab, select the check box beside the name of each student you want to add to the tier. (To select all students, select the check box at the top of the grid.)
- Click **Edit Students**, and select **Select Tier**.

Note: The **Edit Students** button only displays after you select at least one student.

ProgressBook | Green Local Schools | 2016-2017 | Reading Objective (Bowman, Kelly) | Status: Draft

DataMap » Student Objectives » Edit Student Objective

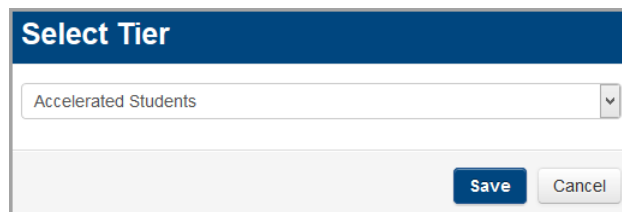
General | Students / Scoring | Tiers

Edit Students Add Students Set Assessment (Not Set) 36 Records

Name ^	Remove	Select Tier
<input checked="" type="checkbox"/> Baldwin, Mabel		
<input type="checkbox"/> Berry, Hilda		03
<input type="checkbox"/> Bright, Kay		03
<input checked="" type="checkbox"/> Cervantes, Matthew		03
<input checked="" type="checkbox"/> Church, Velma		03
<input type="checkbox"/> Curtis, Eleanor		03
<input type="checkbox"/> Delaney, Billie		03
<input type="checkbox"/> Deleon, Cassandra		03
<input type="checkbox"/> Dorsey, Milton		03

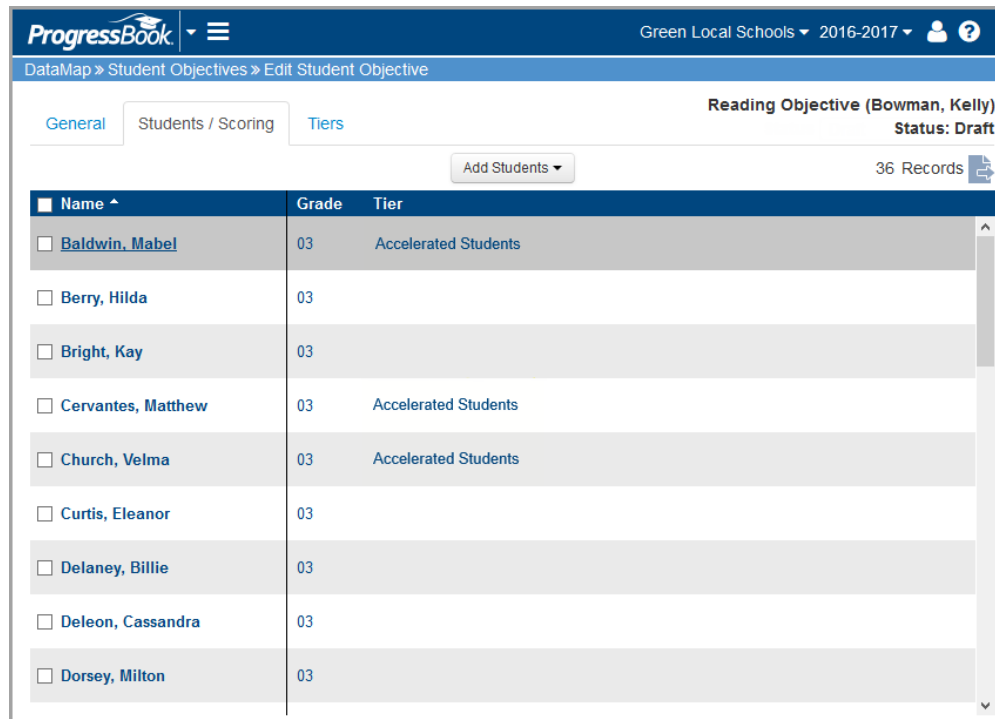
- On the **Select Tier** window, in the drop-down list, select the tier to which you want to add the selected students.

- Click **Save**.



A dialog box titled "Select Tier" with a blue header. It contains a dropdown menu with "Accelerated Students" selected. At the bottom right are "Save" and "Cancel" buttons.

The selected tier name displays in the **Tier** column for the selected students.



The screenshot shows the ProgressBook DataMap interface. The top navigation bar includes the ProgressBook logo, a menu icon, and the text "Green Local Schools 2016-2017". The breadcrumb trail is "DataMap » Student Objectives » Edit Student Objective". The current view is "Tiers" for the "Reading Objective (Bowman, Kelly)" which is in "Draft" status. A table lists 36 records of students and their assigned tiers.

Name	Grade	Tier
<input type="checkbox"/> Baldwin, Mabel	03	Accelerated Students
<input type="checkbox"/> Berry, Hilda	03	
<input type="checkbox"/> Bright, Kay	03	
<input type="checkbox"/> Cervantes, Matthew	03	Accelerated Students
<input type="checkbox"/> Church, Velma	03	Accelerated Students
<input type="checkbox"/> Curtis, Eleanor	03	
<input type="checkbox"/> Delaney, Billie	03	
<input type="checkbox"/> Deleon, Cassandra	03	
<input type="checkbox"/> Dorsey, Milton	03	

- Optional: Continue adding students to tiers as needed.

Change Student's Tier

You can move a student to a different tier by repeating the process of selecting the student and selecting the tier. To view this procedure, see ["Add Students to Tiers."](#)


Note: To remove a student from a tier but not the objective itself, on the **Select Tier** window, in the drop-down list, select a blank value.

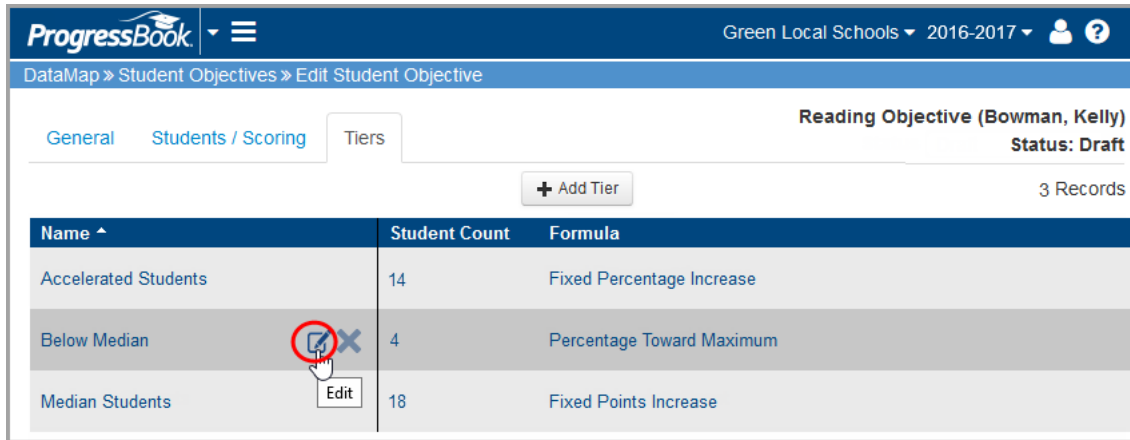


The "Select Tier" dialog box is shown with a red oval highlighting the empty dropdown menu, indicating that a blank value should be selected to remove the student from the tier.

To remove a student from a tier but not from the objective, select a blank value and click Save.

Edit Tiers

1. On the **Edit Student Objective** screen **Tiers** tab, hover your cursor over the tier you want to edit until icons display.
2. Click .



ProgressBook Green Local Schools 2016-2017 ?

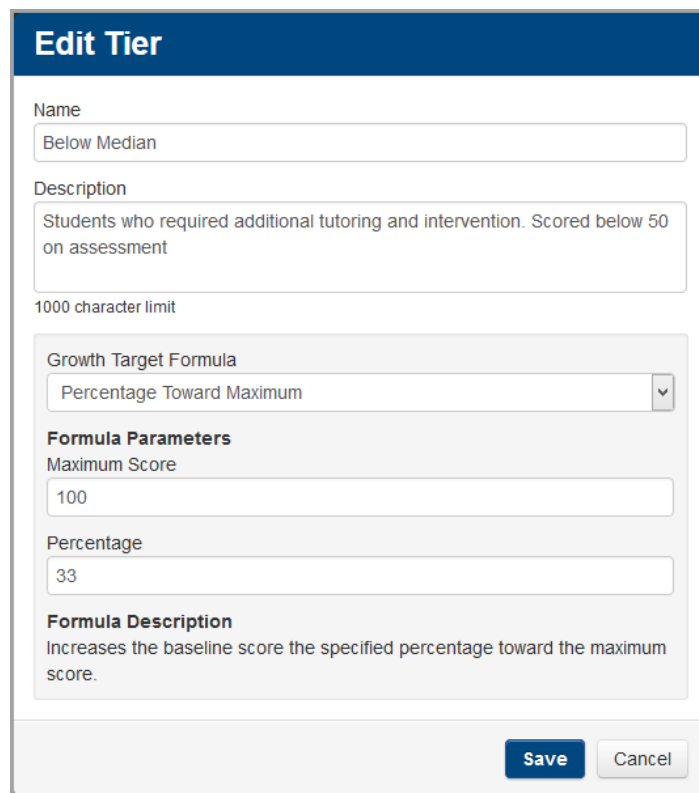
DataMap » Student Objectives » Edit Student Objective

General **Students / Scoring** Tiers Reading Objective (Bowman, Kelly) **Status: Draft**

+ Add Tier 3 Records

Name ^	Student Count	Formula
Accelerated Students	14	Fixed Percentage Increase
Below Median	4	Percentage Toward Maximum
Median Students	18	Fixed Points Increase

3. On the **Edit Tier** window, make any needed changes.
4. Click **Save**.



Edit Tier

Name
Below Median

Description
Students who required additional tutoring and intervention. Scored below 50 on assessment
1000 character limit

Growth Target Formula
Percentage Toward Maximum


Formula Parameters
Maximum Score
100
Percentage
33

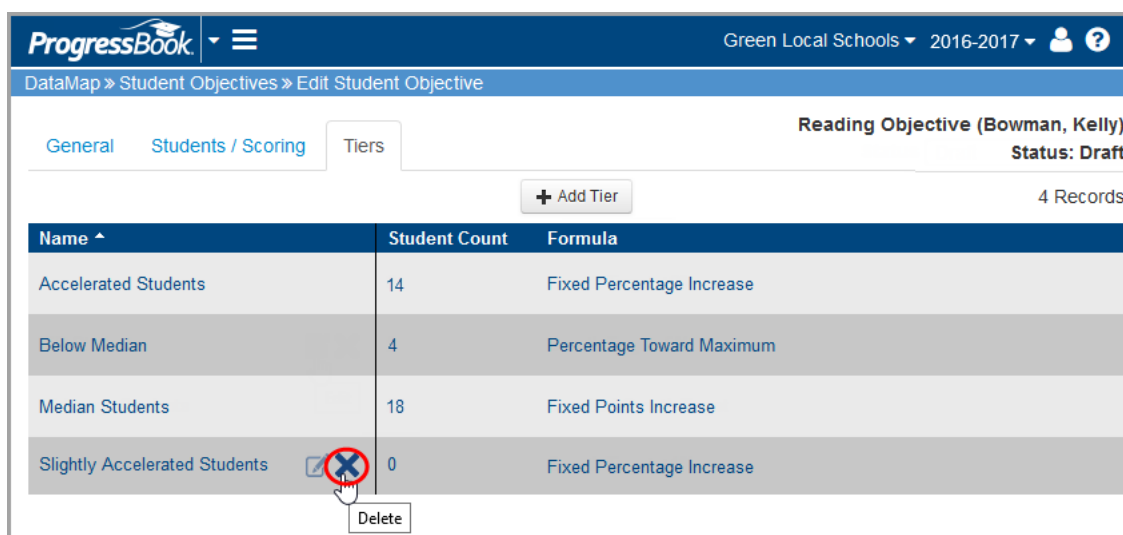
Formula Description
Increases the baseline score the specified percentage toward the maximum score.

Save Cancel

Delete Tiers

Note: You cannot delete a tier if it has any students assigned to it.

1. On the **Edit Student Objective** screen **Tiers** tab, hover your cursor over the tier you want to delete until icons display.
2. Click .



ProgressBook | Green Local Schools | 2016-2017 | Reading Objective (Bowman, Kelly) | Status: Draft

DataMap » Student Objectives » Edit Student Objective

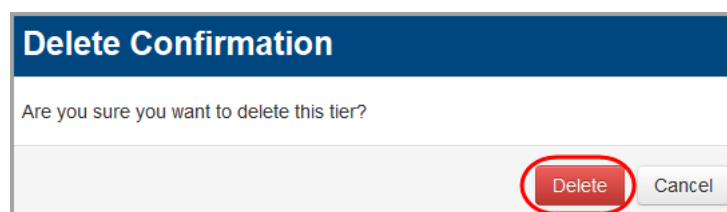
General | Students / Scoring | Tiers

+ Add Tier | 4 Records

Name ^	Student Count	Formula
Accelerated Students	14	Fixed Percentage Increase
Below Median	4	Percentage Toward Maximum
Median Students	18	Fixed Points Increase
Slightly Accelerated Students	0	Fixed Percentage Increase

Delete

3. On the **Delete Confirmation** window, click **Delete**.

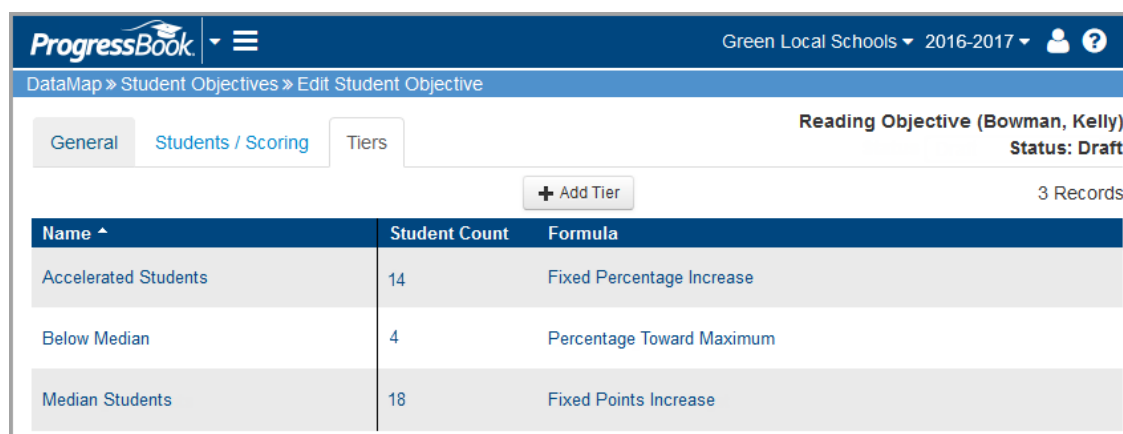


Delete Confirmation

Are you sure you want to delete this tier?

Delete Cancel

The tier no longer displays in the list.



ProgressBook | Green Local Schools | 2016-2017 | Reading Objective (Bowman, Kelly) | Status: Draft

DataMap » Student Objectives » Edit Student Objective

General | Students / Scoring | Tiers

+ Add Tier | 3 Records


Name ^	Student Count	Formula
Accelerated Students	14	Fixed Percentage Increase
Below Median	4	Percentage Toward Maximum
Median Students	18	Fixed Points Increase

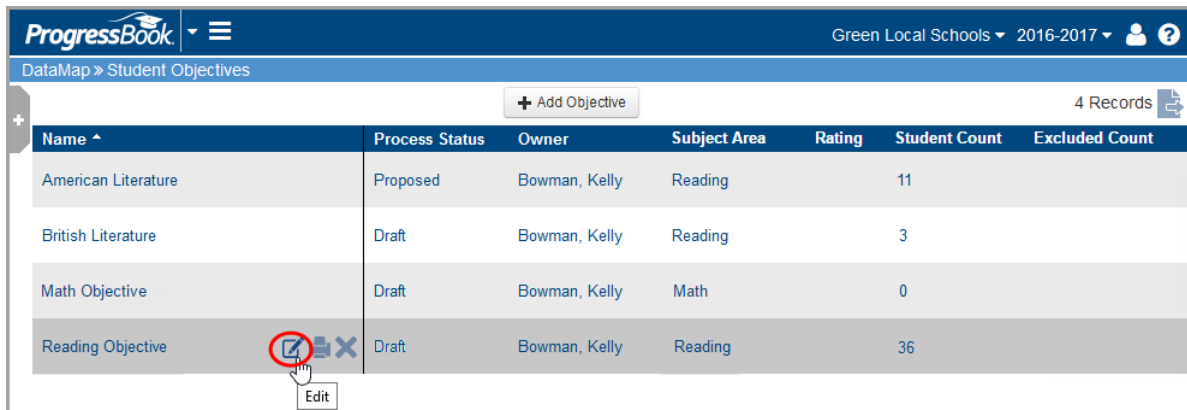
Add Baseline Scores

- To enter scores manually, see [“Enter Baseline Scores Manually.”](#)
- To use baseline scores that are already in DataMap, see [“Add Baseline Scores Using Data Points Assessment Scores.”](#)

Enter Baseline Scores Manually

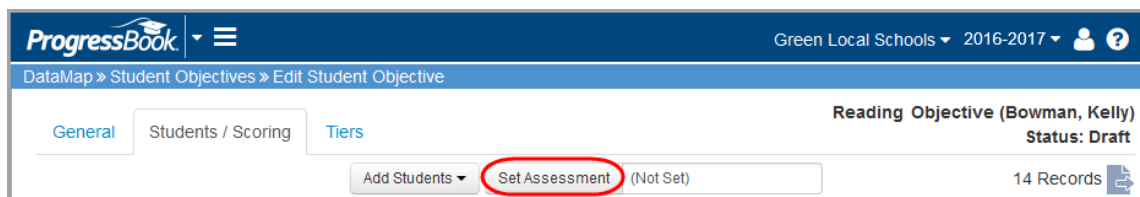
Use this method if you want to enter baseline scores for objectives manually.

- Choose the manual score entry method:
 - On the **Student Objectives** screen, in the row of the draft objective for which you want to enter baseline scores, click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Proposed	Bowman, Kelly	Reading		11	
British Literature	Draft	Bowman, Kelly	Reading		3	
Math Objective	Draft	Bowman, Kelly	Math		0	
Reading Objective	Draft	Bowman, Kelly	Reading		36	

- Navigate to the **Edit Student Objective** screen **Students / Scoring** tab.
- Click **Set Assessment**.



ProgressBook DataMap Student Objectives Edit Student Objective

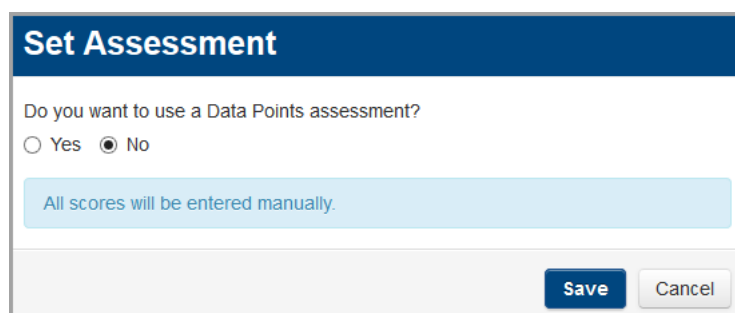
Green Local Schools 2016-2017

Reading Objective (Bowman, Kelly) Status: Draft

General Students / Scoring Tiers

Add Students Set Assessment (Not Set) 14 Records

- On the **Set Assessment** window, select **No**.
- Click **Save**.



Set Assessment

Do you want to use a Data Points assessment?

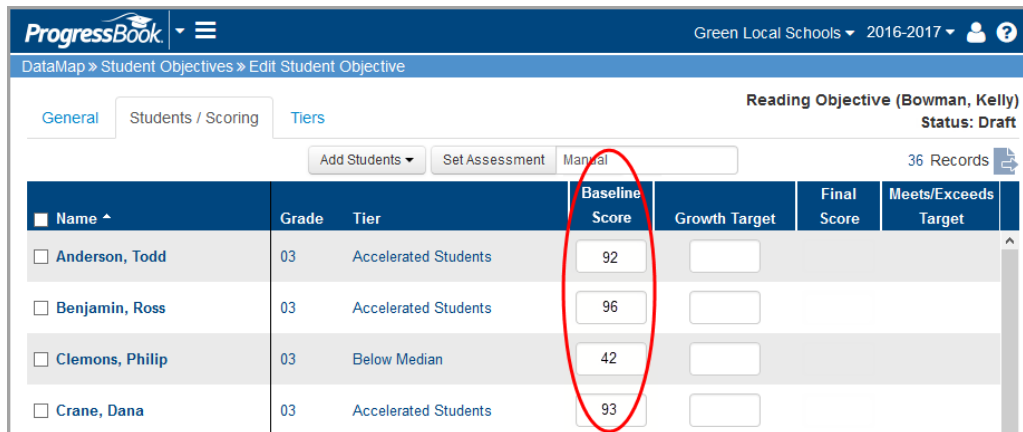
☐ Yes ☒ No

All scores will be entered manually.

Save Cancel

- In the **Baseline Score** column, enter the baseline score for each student.

Note: Your entries save automatically, and you can safely navigate away from this screen.



ProgressBook | Green Local Schools | 2016-2017 | ?

DataMap » Student Objectives » Edit Student Objective

General | Students / Scoring | Tiers


Reading Objective (Bowman, Kelly)
Status: Draft

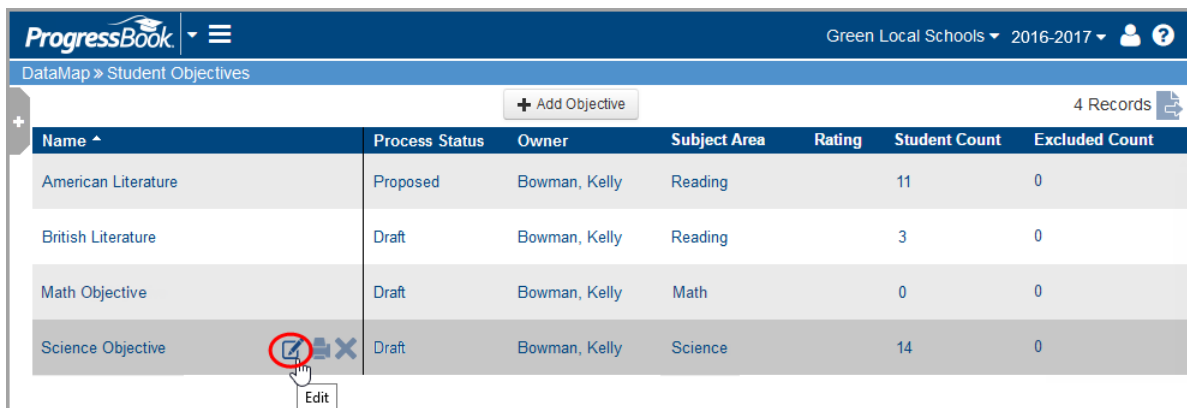
Add Students | Set Assessment | Manual | 36 Records

Name	Grade	Tier	Baseline Score	Growth Target	Final Score	Meets/Exceeds Target
Anderson, Todd	03	Accelerated Students	92			
Benjamin, Ross	03	Accelerated Students	96			
Clemons, Philip	03	Below Median	42			
Crane, Dana	03	Accelerated Students	93			

Add Baseline Scores Using Data Points Assessment Scores

Use this method if you want to use baseline scores that are already in DataMap.

1. Choose the objective to which you want to add baseline scores:
 - a. On the **Student Objectives** screen, in the row of the draft objective for which you want to add baseline scores, click .



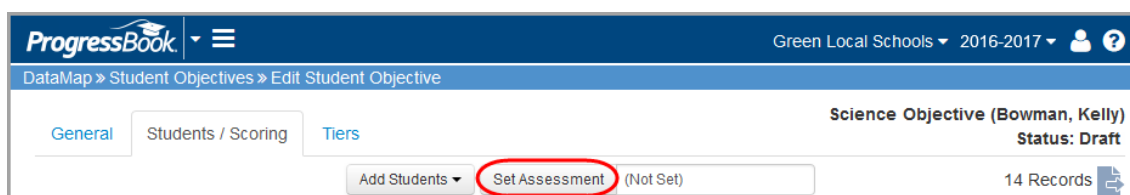
ProgressBook | Green Local Schools | 2016-2017 | ?

DataMap » Student Objectives

+ Add Objective | 4 Records

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Proposed	Bowman, Kelly	Reading		11	0
British Literature	Draft	Bowman, Kelly	Reading		3	0
Math Objective	Draft	Bowman, Kelly	Math		0	0
Science Objective	Draft	Bowman, Kelly	Science		14	0

- b. Navigate to the **Edit Student Objective** screen **Students / Scoring** tab.
- c. Click **Set Assessment**.



ProgressBook | Green Local Schools | 2016-2017 | ?

DataMap » Student Objectives » Edit Student Objective

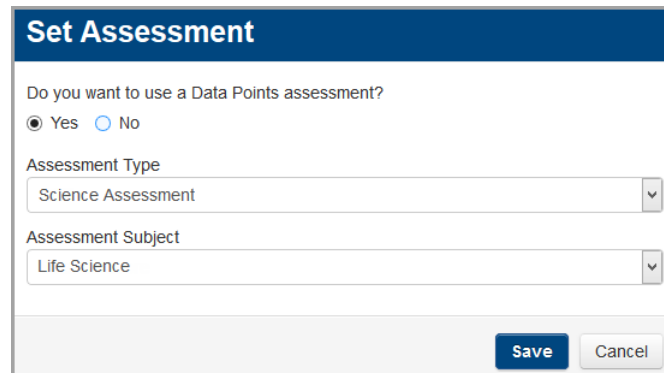
General | Students / Scoring | Tiers

Science Objective (Bowman, Kelly)
Status: Draft

Add Students | Set Assessment (Not Set) | 14 Records

- d. On the **Set Assessment** window, select **Yes**.

- e. In the **Assessment Type** drop-down list, select the assessment whose scores you want to use as baseline scores.
- f. In the **Assessment Subject** drop-down list, select the appropriate subject from the selected assessment score file to use that subject's scores.
- g. Click **Save**.



Set Assessment

Do you want to use a Data Points assessment?

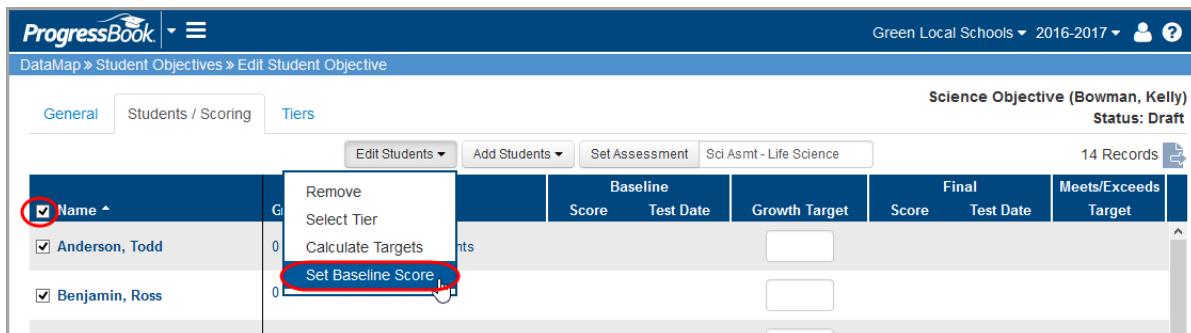
☒ Yes ☐ No

Assessment Type
Science Assessment

Assessment Subject
Life Science

Save **Cancel**

2. Set the baseline scores:
 - a. Select the check box at the top of the students grid to select all students.
 - b. In the **Edit Students** drop-down list, select **Set Baseline Score**.



ProgressBook DataMap User Guide

Green Local Schools 2016-2017

DataMap » Student Objectives » Edit Student Objective

Science Objective (Bowman, Kelly)
Status: Draft

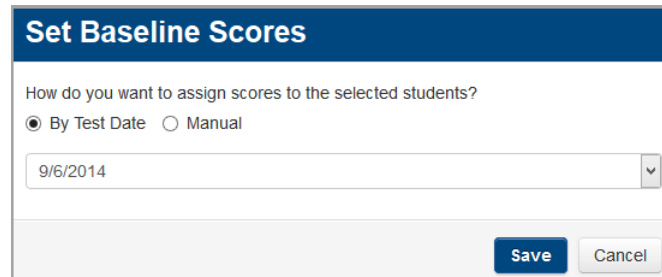
General Students / Scoring Tiers

Edit Students Add Students Set Assessment Sci Asmt - Life Science 14 Records

Name	Grade	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target
<input checked="" type="checkbox"/> Anderson, Todd	0						
<input checked="" type="checkbox"/> Benjamin, Ross	0						

The 'Edit Students' dropdown menu is open, showing options: Remove, Select Tier, Calculate Targets, and **Set Baseline Score** (highlighted with a red circle).

- c. On the **Set Baseline Scores** window, select **By Test Date** to bring in scores that are already in DataMap.
- d. In the drop-down list, select the appropriate test date.
- e. Click **Save**.



Set Baseline Scores

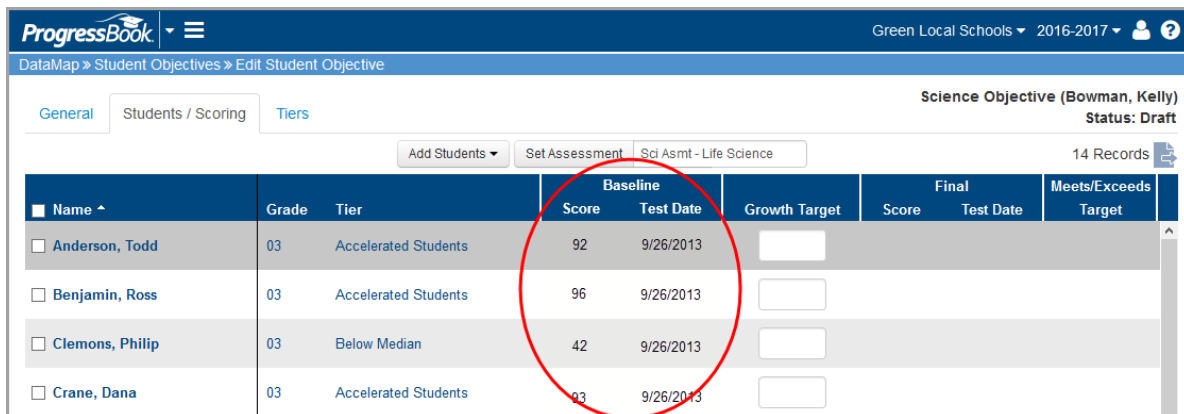
How do you want to assign scores to the selected students?

☒ By Test Date ☐ Manual

9/6/2014

Save **Cancel**

Scores and test date display for each student in the **Baseline** column.



ProgressBook DataMap » Student Objectives » Edit Student Objective

Science Objective (Bowman, Kelly) Status: Draft

General Students / Scoring Tiers

Add Students Set Assessment Sci Asmt - Life Science 14 Records

Name	Grade	Tier	Baseline		Growth Target	Final		Meets/Exceeds Target
			Score	Test Date		Score	Test Date	
<input type="checkbox"/> Anderson, Todd	03	Accelerated Students	92	9/26/2013				
<input type="checkbox"/> Benjamin, Ross	03	Accelerated Students	96	9/26/2013				
<input type="checkbox"/> Clemons, Philip	03	Below Median	42	9/26/2013				
<input type="checkbox"/> Crane, Dana	03	Accelerated Students	93	9/26/2013				

- f. Optional: If needed, you can manually override any individual student score as follows:
 - i. Select the check box beside the student's name.
 - ii. Repeat the process of setting the baseline score, choosing **Manual** on the **Set Baseline Scores** window.
 - iii. Enter the student's score manually in the **Baseline** column.

Note: Your entries save automatically, and you can safely navigate away from this screen.

Add Growth Targets

To calculate growth targets:

1. Select all students by selecting the check box in the column header.
2. In the **Edit Students** drop-down list, select **Calculate Targets**.

ProgressBook | Ashland City Schools | 2016-2017 | Reading Objective (Bowman, Kelly) | Status: Draft

DataMap » Student Objectives » Edit Student Objective

General | Students / Scoring | Tiers

Edit Students | Add Students | Set Assessment | Manual | 36 Records

Name	Grade	Tier	Baseline Score	Growth Target	Final Score	Meets/Exceeds Target
<input checked="" type="checkbox"/> Anderson, Todd	03	Accelerated Students	92			
<input checked="" type="checkbox"/> Benjamin, Ross	03	Accelerated Students	96			
<input checked="" type="checkbox"/> Clemons, Philip	03	Below Median	42			
<input checked="" type="checkbox"/> Crane, Dana	03	Accelerated Students	93			
<input checked="" type="checkbox"/> Dunlap, Oscar	03	Below Median	36			
<input checked="" type="checkbox"/> Hernandez, Marcus	03	Median Students	70			
<input checked="" type="checkbox"/> Holland, Reginald	03	Median Students	80			
<input checked="" type="checkbox"/> Page, Harold	03	Accelerated Students	95			
<input checked="" type="checkbox"/> Payne, Leslie	03	Median Students	65			

DataMap calculates each student's growth target using the student's baseline score and the formula indicated in the student's assigned tier and displays it in the **Growth Target** column.

Note: If a student did not receive a **Calculated Growth Target** you must either go back and assign the student to a tier in order for them to be automatically calculated, or manually enter the student's growth target.

ProgressBook | Ashland City Schools | 2016-2017 | Reading Objective (Bowman, Kelly) | Status: Draft


DataMap » Student Objectives » Edit Student Objective

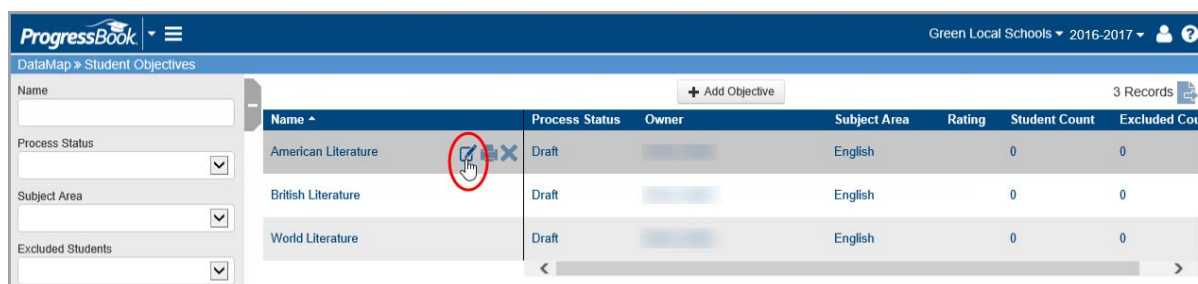
General | Students / Scoring | Tiers

Add Students | Set Assessment | Manual | 36 Records

Name	Grade	Tier	Baseline Score	Growth Target	Final Score	Meets/Exceeds Target
<input type="checkbox"/> Anderson, Todd	03	Accelerated Students	92	93.84		
<input type="checkbox"/> Benjamin, Ross	03	Accelerated Students	96	97.92		
<input type="checkbox"/> Clemons, Philip	03	Below Median	42	61.14		
<input type="checkbox"/> Crane, Dana	03	Accelerated Students	93	94.86		

Edit Objectives

1. On the **Student Objectives** screen, hover your cursor over the objective you want to edit until icons display next to the objective name.
2. Click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft		English	0	0	0
British Literature	Draft		English	0	0	0
World Literature	Draft		English	0	0	0

3. On the **Edit Student Objective** screen, make any needed changes. For more information on the functionality of the tabs, refer to the appropriate topic as follows:
 - **General** – See [“Add Data to Objective.”](#)
 - **Students / Scoring** – See [“Add Students to Objective.”](#)
 - **Tiers** – See [“Add Tiers.”](#)
4. If you made any changes to the **General** tab, at the bottom of the screen, click **Save**.

Note: Any changes you make on the **Students / Scoring** and **Tiers** tabs save automatically.

Print Objectives



You can print an objective from different screens. Refer to the appropriate topic as follows:


- [“Print Objective from Student Objectives Screen”](#)
- [“Print Objective from Edit Student Objective Screen”](#)

Print Objective from Student Objectives Screen



1. On the **Student Objectives** screen, hover your cursor over the objective until icons display next to the objective name.

2. Click .



ProgressBook  Green Local Schools 2016-2017  

DataMap » Student Objectives + Add Objective 3 Records 

Name ^	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Bowman, Kelly	Reading		12	0
British Literature	Draft	Bowman, Kelly	Reading		14	0
Reading Objective	Draft	Bowman, Kelly	Reading		36	0

   Print

3. On the print window that opens, click **Print**, and proceed with printing.

 **Print** 

Ohio | Department of Education

Student Learning Objective (SLO) Template

This template should be completed while referring to the SLO Template Checklist.

Teacher Name: Bowman, Kelly Content Area and Course(s): 3rd Grade Reading
Grade Level(s): 03 Academic Year: 2013-2014

Please use the guidance provided in addition to this template to develop components of the student learning objective and populate each component in the space below.

Baseline and Trend Data
What information is being used to inform the creation of the SLO and establish the amount of growth that should take place?

Students in our school are assessed quarterly in each of the primary grades (K-3) using reading benchmark books available through the Literacy Collaborated Program.

Print Objective from Edit Student Objective Screen

1. With the objective open to the **Edit Student Objective** screen **General** tab, at the bottom of the screen, click .

2. Select **Print**.

Rationale for Growth Target(s) ⓘ

Based on the OAA assessment from spring that is used as the Pretest, it became clear that the students fell into three categories and are set in tiered targets to help ensure that all are able to demonstrate developmentally appropriate growth.

Students that has fell below Score of 50

Students that has a scaled score of 51 – 75

Students that has a scaled score 76 or higher.

Print
Delete

Save Cancel

3. On the print window that opens, click **Print**, and proceed with printing.

Print ⓘ

Ohio | Department of Education

Student Learning Objective (SLO) Template

This template should be completed while referring to the SLO Template Checklist.


Teacher Name: Bowman, Kelly Content Area and Course(s): 3rd Grade Reading
Grade Level(s): 03 Academic Year: 2013-2014

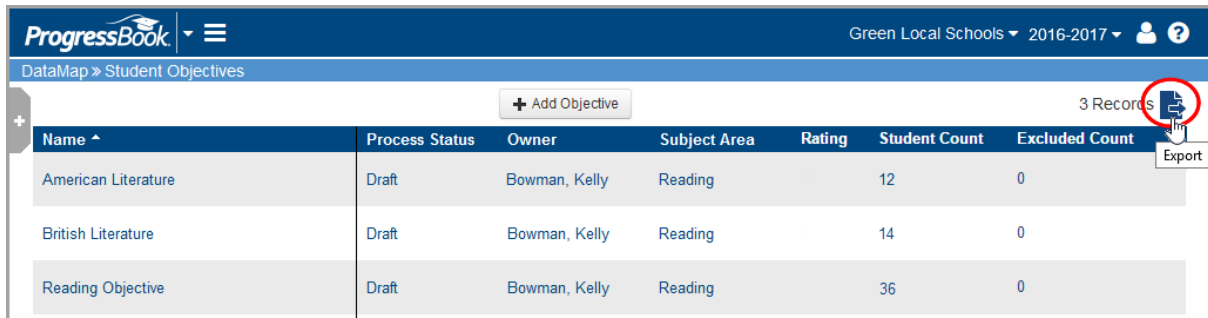
Please use the guidance provided in addition to this template to develop components of the student learning objective and populate each component in the space below.

Baseline and Trend Data
What information is being used to inform the creation of the SLO and establish the amount of growth that should take place?

Students in our school are assessed quarterly in each of the primary grades (K-3) using reading benchmark books available through the Literacy Collaborated Program.

Export Objectives

You can export all of the objective records on the **Student Objectives** screen to a .csv file. To export the objectives, click  and open or save the file.



The screenshot shows the ProgressBook interface with the 'Student Objectives' screen. At the top right, it says '3 Records' next to an 'Export' button, which is circled in red. Below the table, there is an 'Add Objective' button.


Name ^	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Bowman, Kelly	Reading		12	0
British Literature	Draft	Bowman, Kelly	Reading		14	0
Reading Objective	Draft	Bowman, Kelly	Reading		36	0

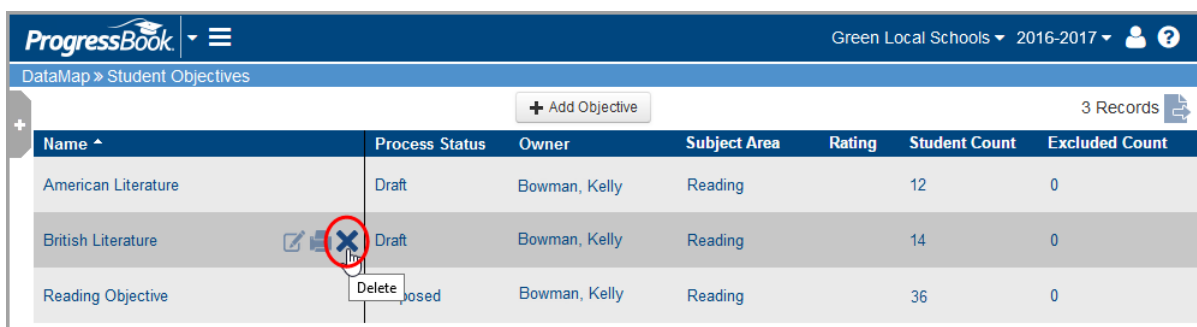
Delete Objectives

You can delete an objective from different screens. Refer to the appropriate topic as follows:

- [“Delete Objective from Student Objectives Screen”](#)
- [“Delete Objective from Edit Student Objective Screen”](#)

Delete Objective from Student Objectives Screen

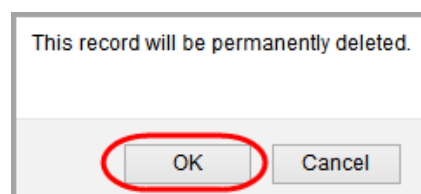
1. On the **Student Objectives** screen, hover your cursor over the objective you want to delete until icons display next to the objective name.
2. Click .



The screenshot shows the ProgressBook interface with the 'Student Objectives' screen. The 'British Literature' row is highlighted, and a red circle is around the delete icon (an 'X' in a square) next to its name. A 'Delete' tooltip is visible over the icon.

Name ^	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Bowman, Kelly	Reading		12	0
British Literature	Draft	Bowman, Kelly	Reading		14	0
Reading Objective	Draft	Bowman, Kelly	Reading		36	0

3. On the confirmation window, click **OK**.




The objective is deleted.

ProgressBook		Green Local Schools 2016-2017				
DataMap » Student Objectives		+ Add Objective 2 Records				
Name ^	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Bowman, Kelly	Reading		12	0
Reading Objective	Proposed	Bowman, Kelly	Reading		36	0

Delete Objective from Edit Student Objective Screen

1. With the objective open to the **Edit Student Objective** screen **General** tab, at the bottom of the screen, click .
2. Select **Delete**.

Rationale for Growth Target(s) 


Based on the OAA assessment from spring that is used as the Pretest, it became clear that the students fell into three categories and are set in tiered targets to help ensure that all are able to demonstrate developmentally appropriate growth.

Students that has fell below Score of 50

Students that has a scaled score of 51 – 75

Students that has a scaled score 76 or higher.

Print
Delete

Save Cancel 



3. On the **Delete Confirmation** window, click **Delete**.

Delete Confirmation

Are you sure you want to delete this student objective?

Delete Cancel


The objective no longer displays in the list.

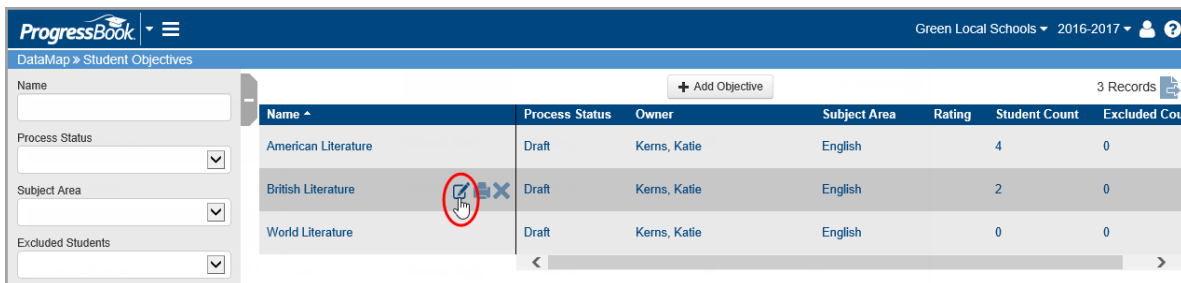
ProgressBook 						
Green Local Schools 2016-2017  						
DataMap » Student Objectives						
+ Add Objective 2 Records 						
Name ^	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Bowman, Kelly	Reading		12	0
Reading Objective	Proposed	Bowman, Kelly	Reading		36	0

Submit Objectives for Review

When you are finished creating objectives, you can submit them to the review committee.

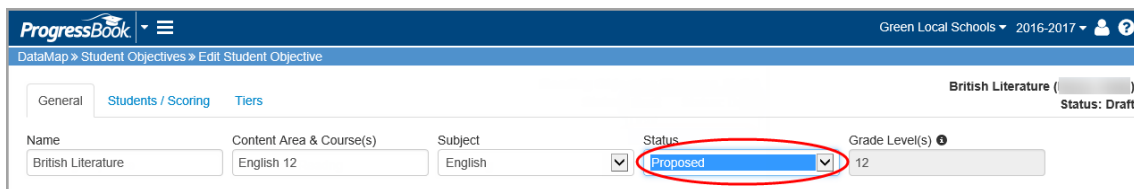
Note: You cannot make any changes to the objective while it is being reviewed. Use caution when performing these steps, and do not submit objectives until they are complete!

1. On the **Student Objectives** screen, hover your cursor over the objective you want to submit until icons display next to the objective name.
2. Click .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Kerns, Katie	English	4	0	0
British Literature	Draft	Kerns, Katie	English	2	0	0
World Literature	Draft	Kerns, Katie	English	0	0	0

3. On the **Edit Student Objective** screen, in the **Status** drop-down list, select **Proposed**.



ProgressBook DataMap » Student Objectives » Edit Student Objective

British Literature () Status: Draft

General Students / Scoring Tiers

Name: British Literature Content Area & Course(s): English 12 Subject: English Status: **Proposed** Grade Level(s): 12

- At the bottom of the screen, click **Save**.

The objective is submitted for the committee to review.

ProgressBook DataMap » Student Objectives

Green Local Schools 2016-2017


+ Add Objective 3 Records

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Kerns, Katie	English	4	0	
British Literature	Proposed	Kerns, Katie	English	2	0	
World Literature	Draft	Kerns, Katie	English	0	0	

Note: You cannot make any changes to the objective while it has a status of **Proposed**. If the committee requires any changes, you can make those changes after they set the status to **Revision Required**. (See [“Make Requested Revisions to Objectives.”](#))

Make Requested Revisions to Objectives

The review committee may send an objective back to you with comments and requested revisions. You can make these revisions to the objective when it displays a status of **Revision Required**.

- On the **Student Objectives** screen, hover your cursor over the objective for which you want to make revisions until icons display next to the objective name.
- Click .

ProgressBook DataMap » Student Objectives

Green Local Schools 2016-2017

+ Add Objective 4 Records

Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
American Literature	Draft	Bowman, Kelly	Reading	12	0	
British Literature	Draft	Bowman, Kelly	Reading	14	0	
Reading Objective	Revision Required	Bowman, Kelly	Reading	36	0	
Science Objective	Draft	Bowman, Kelly	Science	14	0	

- On the **Edit Student Objective** screen **General** tab, review any comments from the review committee.

ProgressBook | Green Local Schools | 2016-2017

DataMap » Student Objectives » Edit Student Objective

General | Students / Scoring | Tiers

Reading Objective (Bowman, Kelly)
Status: Revision Required

Name: Reading Objective | Content Area & Course(s): 3rd Grade Reading | Subject: Reading

Status: Revision Required | Grade Level(s): 03

Baseline and Trend Data

Students in our school are assessed quarterly in each of the primary grades (K-3) using reading benchmark books available through the Literacy Collaborated Program.

Comments

Please include planned assessment dates.

- Make the needed revisions to each applicable section.

Baseline and Trend Data

Students in our school are assessed quarterly in each of the primary grades (K-3) using reading benchmark books available through the Literacy Collaborated Program.

2014-2015 planned assessment dates: 10/30/14, 1/16/15, 3/20/15, 5/29/15

Comments

Please include planned assessment dates.

- In the **Status** drop-down list, select **Proposed**.
- At the bottom of the screen, click **Save**.

ProgressBook | Green Local Schools | 2016-2017

DataMap » Student Objectives » Edit Student Objective

General | Students / Scoring | Tiers

Reading Objective (Bowman, Kelly)
Status: Revision Required

Name: Reading Objective | Content Area & Course(s): 3rd Grade Reading | Subject: Reading

Status: Revision Required | Grade Level(s): 03

Proposed

Note: You cannot make any changes to the objective while it has a status of **Proposed**. If the committee requires any additional changes, you can make those changes after they set the status to **Revision Required**.

Exclude Students from an Objective

Once an objective is in **Approved** status, you (the owner of the objective) can exclude students who should not be included in the rating calculation for the objective. For instance, if any students have withdrawn from your class or have not met attendance requirements, you can exclude them so that the teacher effectiveness rating calculation is valid.

1. On the **Edit Student Objective** screen, select the check box next to the student(s) you want to exclude.
2. Click **Edit Students** and select **Exclude** from the drop-down list.

Note: The **Edit Students** button only displays after you select at least one student.

ProgressBook DataMap » Student Objectives » Edit Student Objective

Green Local Schools 2016-2017

Reading Objective (Bowman, Kelly) Status: Approved

General Students / Scoring Tiers

Edit Students Assessment Manual 14 Records

Name	Grade	Tier	Baseline Score	Growth Target	Final Score	Meets/Exceeds Target	Excluded Reason
<input checked="" type="checkbox"/> Anderson, Todd	03	Accelerated Students	92	93.84			
<input type="checkbox"/> Benjamin, Ross	03	Accelerated Students	96	97.92			
<input type="checkbox"/> Clemons, Phillip	03	Below Median	42	61.14			
<input type="checkbox"/> Crane, Dana	03	Accelerated Students	93	94.86			
<input checked="" type="checkbox"/> Dunlap, Oscar	03	Below Median	36	57.12			
<input type="checkbox"/> Hernandez, Marcus	03	Median Students	70	77			
<input type="checkbox"/> Holland, Reginald	03	Median Students	80	88			
<input type="checkbox"/> Page, Harold	03	Accelerated Students	95	96.9			
<input type="checkbox"/> Payne, Leslie	03	Median Students	65	71.5			

Rating: ☐

Meets/Exceeds (%)

Meets/Exceeds (%)	Rating
90-100	5 (Most Effective)
80-89	4 (Above Average)
70-79	3 (Average)
60-69	2 (Approaching Average)
0-59	1 (Least Effective)

3. On the **Exclude Students** window, enter the reason for excluding the selected students, and then click **Save**.

Exclude Students

Enter the reason the selected students are being excluded:

withdrawn

100 character limit

Save Cancel

The row for any excluded student displays grayed out, the reason displays in the **Excluded Reason** column, and the **Final Score** field is disabled.

ProgressBook

Green Local Schools

2016-2017

DataMap » Student Objectives » Edit Student Objective

General

Students / Scoring

Tiers

Assessment

Manual

14 Records

Reading Objective (Bowman, Kelly)

Status: Approved

Name	Grade	Tier	Baseline Score	Growth Target	Final Score	Meets/Exceeds Target	Excluded Reason
<input type="checkbox"/> Anderson, Todd	03	Accelerated Students	92	93.84			withdrawn
<input type="checkbox"/> Benjamin, Ross	03	Accelerated Students	96	97.92			
<input type="checkbox"/> Clemons, Philip	03	Below Median	42	61.14			
<input type="checkbox"/> Crane, Dana	03	Accelerated Students	93	94.86			
<input type="checkbox"/> Dunlap, Oscar	03	Below Median	36	57.12			withdrawn

Rating

Meets/Exceeds (%)

Meets/Exceeds (%)	Rating
90-100	5 (Most Effective)
80-89	4 (Above Average)
70-79	3 (Average)

Note: If warranted, you can re-include a student in the objective by selecting the check box next to the student's name, clicking the **Edit Students** button, and selecting **Include** in the drop-down list.


Score Objectives


Once an objective is in **Approved** status, you (the owner of the objective) can score it using one of the following methods:

- To enter final scores manually, see ["Score Objectives Manually."](#)
- To use assessment scores that are already in DataMap, see ["Score Objectives Using Data Points Assessment Scores."](#)

Score Objectives Manually

Use this method if you want to score an objective using final scores that you enter manually.

- On the **Student Objectives** screen, in the row of the approved objective you want to score, click .

Name							
Process Status				+ Add Objective			
Subject Area		Excluded Students		8 Records			
Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count	
1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading	12	0		
2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading	15	0		
3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading	15	0		
4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading	15	2		
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1	
6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1	

- Navigate to the **Edit Student Objective** screen **Students / Scoring** tab.
- Select the students for whom you want to add final scores.

4. On the **Edit Students** drop-down list, select **Set Final Score**.

Name	Grade	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Target
Anderson, Journey	5th Grade	Growth	212	9/1/2016	233.2			
Brown, Garrett	5th Grade	Tier 2 - Fixed Point Growth	241	9/1/2016	256			

5. On the **Set Final Scores** window, select **Manual**.

Set Final Scores

How do you want to assign scores to the selected students?

☐ By Test Date ☒ **Manual**

Save Cancel

6. Click **Save**.

7. In the **Final Score** column, enter the final score for each student.



Name	Tier	Baseline Score	Test Date	Growth Target	Score	Final Test Date	Meets/Exceeds Target
Anderson, Journey	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	237	Manual	✓
Brown, Garrett	Tier 2 - Fixed Point Growth	241	9/1/2016	256			
Harris, Waneta	Tier 4 - Halfway to 100	218	9/1/2016	259	261	Manual	✓
Jackson, Lainey	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5			
Johnson, Danielle	Tier 4 - Halfway to 100	194	9/1/2016	247	233	Manual	
Jones, Aria	Tier 4 - Halfway to 100	202	9/1/2016	251	253	Manual	✓
Miller, Phineas	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	210.2	Manual	✓

Note: Your entries save automatically, and you can safely navigate away from this screen.

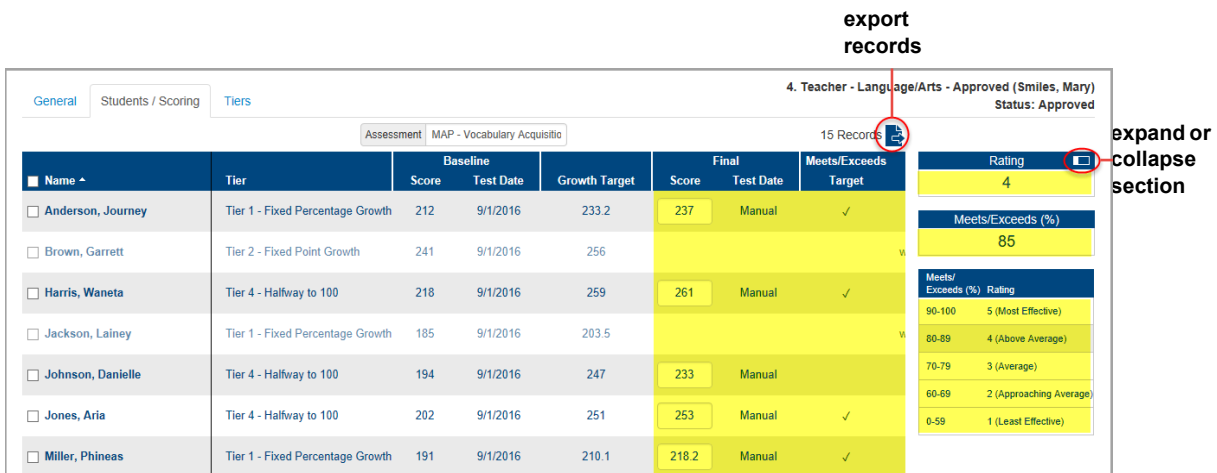
Student Learning Objectives

If a student's final score is greater than or equal to the growth target, a check mark displays in the **Meets/Exceeds Target** column.


Based on the percentage of students who meet or exceed their growth target and ODE's prescribed rating system (shown in the grid), the **Rating** section displays your teacher effectiveness rating for this objective (from 1-5).

Note: To collapse this section to show only the rating, click . To export the records to a .csv file, click , and save the file to your computer.

export records



4. Teacher - Language/Arts - Approved (Smiles, Mary)
Status: Approved

15 Records 

Name	Tier	Baseline		Growth Target	Final		Meets/Exceeds Target
		Score	Test Date		Score	Test Date	
<input type="checkbox"/> Anderson, Journey	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	237	Manual	✓
<input type="checkbox"/> Brown, Garrett	Tier 2 - Fixed Point Growth	241	9/1/2016	256			
<input type="checkbox"/> Harris, Waneta	Tier 4 - Halfway to 100	218	9/1/2016	259	261	Manual	✓
<input type="checkbox"/> Jackson, Lainey	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5			
<input type="checkbox"/> Johnson, Danielle	Tier 4 - Halfway to 100	194	9/1/2016	247	233	Manual	
<input type="checkbox"/> Jones, Aria	Tier 4 - Halfway to 100	202	9/1/2016	251	253	Manual	✓
<input type="checkbox"/> Miller, Phineas	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	218.2	Manual	✓

Rating 4

Meets/Exceeds (%) 85

Meets/Exceeds (%) Rating

90-100	5 (Most Effective)
80-89	4 (Above Average)
70-79	3 (Average)
60-69	2 (Approaching Average)
0-59	1 (Least Effective)

expand or collapse section

8. When you finish scoring the objective and are ready to finalize it:
 - a. On the **General** tab, in the **Status** drop-down list, select **Scored**.
 - b. At the bottom of the screen, click **Save**.

4. Teacher - Language/Arts - Approved (Smiles, Mary)
Status: Approved


General **Students / Scoring** Tiers

Name: 4. Teacher - Language/Arts - App Content Area & Course(s): Language Subject: Reading Status: **Scored** Grade Level(s): 5th Grade

Note: Once you move the objective to **Scored** status, only you (as the owner) and student objective admins and reviewers can see it.

Score Objectives Using Data Points Assessment Scores

Use this method if you want to score an objective using final assessment scores that are already in DataMap.

1. On the **Student Objectives** screen, in the row of the approved objective you want to score, click .

Name	+ Add Objective						8 Records
Process Status	Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
	1. Teacher - Language/Arts - Draft	Draft	Smiles, Mary	Reading		12	0
	2. Teacher - Language/Arts - Proposed	Proposed	Smiles, Mary	Reading		15	0
	3. Teacher - Language/Arts - Revision Required	Revision Required	Smiles, Mary	Reading		15	0
	4. Teacher - Language/Arts - Approved	Approved	Smiles, Mary	Reading		15	2
	5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
	6. Teacher - Language/Arts - Reported	Reported	Smiles, Mary	Reading	3	15	1

2. Navigate to the **Edit Student Objective** screen **Students / Scoring** tab.
3. Select the check box at the top of the students grid to select all students.
4. In the **Edit Students** drop-down list, select **Set Final Score**.

ProgressBook						
DataMap » Student Objectives » Edit Student Objective						
General Students / Scoring Tiers						
Edit Students Assessment MAP - Vocabulary Acquisition						
<input checked="" type="checkbox"/>	Name	Grade	Set Final Score	Baseline	Score	Test Date
<input checked="" type="checkbox"/>	Anderson, Journey	5th Grade	Exclude	Growth	212	9/1/2016
<input checked="" type="checkbox"/>	Brown, Garrett	5th Grade	Include			
<input checked="" type="checkbox"/>	Harris, Waneta	5th Grade		Tier 2 - Fixed Point Growth	241	9/1/2016
<input checked="" type="checkbox"/>	Jackson, Lainey	5th Grade		Tier 4 - Halfway to 100	218	9/1/2016
<input checked="" type="checkbox"/>	Johnson, Danielle	5th Grade		Tier 1 - Fixed Percentage Growth	185	9/1/2016
<input checked="" type="checkbox"/>				Tier 4 - Halfway to 100	194	9/1/2016

5. On the **Set Final Scores** window, select **By Test Date** to bring in scores that are already in DataMap.
6. In the drop-down list, select the appropriate test date.
7. Click **Save**.

Set Final Scores

How do you want to assign scores to the selected students?

☒ By Test Date
 ☐ Manual

5/1/2017

1/1/2017



Save

Cancel

Scores and test date display for each student in the **Final** column.

If a student's final score is greater than or equal to the growth target, a check mark displays in the **Meets/Exceeds Target** column.


Based on the percentage of students who meet or exceed their growth target and ODE's prescribed rating system (shown in the grid), the **Rating** section displays your teacher effectiveness rating for this objective (from 1-5).

Note: To collapse this section to show only the rating, click . To export the records to a .csv file, click , and save the file to your computer.

Export records

General Students / Scoring Tiers

Assessment MAP - Vocabulary Acquisition

15 Records 

4. Teacher - Language/Arts - Approved (Smiles, Mary)
Status: Approved

Name ^	Tier	Baseline Score	Test Date	Growth Target	Final Score	Test Date	Meets/Exceeds Target
<input type="checkbox"/> Anderson, Journey	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	235	5/1/2017	✓
<input type="checkbox"/> Brown, Garrett	Tier 2 - Fixed Point Growth	241	9/1/2016	256			
<input type="checkbox"/> Harris, Waneta	Tier 4 - Halfway to 100	218	9/1/2016	259	260	5/1/2017	✓
<input type="checkbox"/> Jackson, Lainey	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5			
<input type="checkbox"/> Johnson, Danielle	Tier 4 - Halfway to 100	194	9/1/2016	247	210	5/1/2017	
<input type="checkbox"/> Jones, Aria	Tier 4 - Halfway to 100	202	9/1/2016	251	255	5/1/2017	✓
<input type="checkbox"/> Miller, Phineas	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	209	5/1/2017	

Rating

3

Meets/Exceeds (%)

77

Meets/Exceeds (%) Rating

90-100	5 (Most Effective)
80-89	4 (Above Average)
70-79	3 (Average)
60-69	2 (Approaching Average)
0-59	1 (Least Effective)

Expand or collapse section

8. Optional: If needed, you can manually override any individual student score as follows:
 - a. Select the check box beside the student's name.
 - b. Repeat the process of setting the final score, choosing **Manual** on the **Set Final Scores** window.
 - c. Enter the student's score manually in the **Final** column.
9. When you finish scoring the objective and are ready to finalize it:
 - a. On the **General** tab, in the **Status** drop-down list, select **Scored**.
 - b. At the bottom of the screen, click **Save**.

General Students / Scoring Tiers

Name 4. Teacher - Language/Arts - App

Content Area & Course(s) Language

Subject Reading

Status **Scored**

Grade Level(s) 5th Grade

4. Teacher - Language/Arts - Approved (Smiles, Mary)
Status: Approved

Note: Once you move the objective to **Scored** status, only you (as the owner) and student objective admins and reviewers can see it.

Graduation Points







DataMap's **Graduation Points** gives you an overview of student graduation data pulled directly from StudentInformation. For specific information on the task you want to perform, refer to the appropriate topic:

- To view a complete overview of student graduation data, see [“Access Details View.”](#)
- To view student credit requirements only, see [“Access Credit Requirements View.”](#)
- To view the status/progress of student state assessments and college admission testing (ACT and SAT), see [“Access Graduation Pathways View.”](#)
- To view how to export **Graduation Points** data, see [“Export Files.”](#)

Access Details View

Details is the first view to display in Graduation Points. It displays both the **Credit Requirements** and **Graduation Pathways** data, and includes status updates for each via color-coded icons.


Note: *Some of the icons can represent one of two statuses. Hover your cursor over each icon to view the student's status for each requirement.*

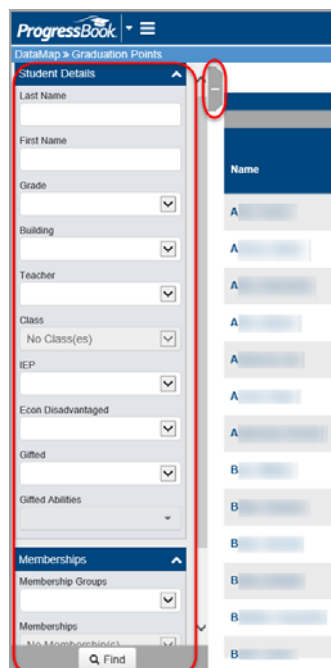
-  Completed — Student has completed the credit requirement.
-  Exempt — Student is exempt from completing the credit requirement.
-  In progress — Student is in the process of completing the credit requirement.
-  Not started — Student has not started on completing the credit requirement.
-  Incomplete — Student has not yet received instruction in Economics and Financial Literacy.
-  Not met — Student has not met that requirement.

Name	Overall Status	English	Physical Education	Math	Social Studies	Economics and Financial Literacy
A	06.25 / 20.00	01.00 / 4.00	00.25 / 0.50	01.00 / 4.00	01.00 / 3.00	00.00 / 0.00
A	21.50 / 20.00	03.00 / 4.00	00.00 / 0.50	03.50 / 4.00	04.00 / 3.00	00.00 / 0.00
A	00.00 / 20.00	00.00 / 4.00	00.00 / 0.50	00.00 / 4.00	00.00 / 3.00	00.00 / 0.00
A	14.50 / 20.00	02.00 / 4.00	00.00 / 0.50	03.00 / 4.00	02.00 / 3.00	00.00 / 0.00
A	00.00 / 20.00	00.00 / 4.00	00.00 / 0.50	00.00 / 4.00	00.00 / 3.00	00.00 / 0.00
A	14.00 / 20.00	01.00 / 4.00	00.50 / 0.50	03.00 / 4.00	02.00 / 3.00	00.00 / 0.00
A	12.50 / 20.00	02.00 / 4.00	00.00 / 0.50	02.00 / 4.00	02.00 / 3.00	00.00 / 0.00
B	13.75 / 20.00	02.00 / 4.00	00.00 / 0.50	02.00 / 4.00	02.00 / 3.00	00.00 / 0.00
B	00.00 / 20.00	00.00 / 4.00	00.00 / 0.50	00.00 / 4.00	00.00 / 3.00	00.00 / 0.00
B	00.00 / 20.00	00.00 / 4.00	00.00 / 0.50	00.00 / 4.00	00.00 / 3.00	00.00 / 0.00
B	01.00 / 20.00	00.00 / 4.00	00.00 / 0.50	00.00 / 4.00	00.00 / 3.00	00.00 / 0.00
B	06.75 / 20.00	01.00 / 4.00	00.25 / 0.50	01.50 / 4.00	01.00 / 3.00	00.00 / 0.00

Note: To sort the data in any column, click the column heading.

Note: You can access the **Student Roadmap** for any student by clicking their name in the **Name** column. (See “[Student Roadmap](#)”)

Note: Use the **Student Details** and **Memberships** search filters to narrow down your results. You can collapse the **Student Details** area by clicking .

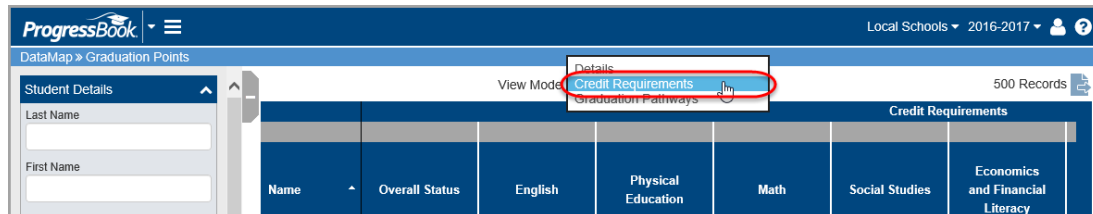


Note: The **Econ Disadvantaged** field only displays if you have been assigned to the appropriate security role.

Access Credit Requirements View

The **Credit Requirements** view displays the credit requirements for each course as well as the status and progress each student has made toward the requirements.

In the **View Mode** drop-down list at the top of the screen, select **Credit Requirements**.



The **Credit Requirements** view displays.

The screenshot shows the ProgressBook DataMap interface with the 'View Mode' set to 'Credit Requirements'. The table displays student progress across various subjects. The columns are: Name, Overall Status, English, Physical Education, Math, Social Studies, Economics and Financial Literacy, Science, and Health. Each cell contains a numerical value representing progress (e.g., 06.25 / 20.00) and a colored icon indicating the status: green checkmark for completed, green checkmark with a slash for exempt, yellow circle for in progress, and red X for not started or incomplete.

Name	Overall Status	English	Physical Education	Math	Social Studies	Economics and Financial Literacy	Science	Health
A	06.25 / 20.00	01.00 / 4.00	00.25 / 0.50	01.00 / 4.00	01.00 / 3.00	00.00 / 0.00	01.00 / 3.00	00.00 / 0.50
A	21.50 / 20.00	03.00 / 4.00	00.00 / 0.50	03.50 / 4.00	04.00 / 3.00	00.00 / 0.00	03.00 / 3.00	00.50 / 0.50
A	00.00 / 20.00	00.00 / 4.00	00.00 / 0.50	00.00 / 4.00	00.00 / 3.00	00.00 / 0.00	00.00 / 3.00	00.00 / 0.50
A	14.50 / 20.00	02.00 / 4.00	00.00 / 0.50	03.00 / 4.00	02.00 / 3.00	00.00 / 0.00	04.00 / 3.00	00.50 / 0.50
A	00.00 / 20.00	00.00 / 4.00	00.00 / 0.50	00.00 / 4.00	00.00 / 3.00	00.00 / 0.00	00.00 / 3.00	00.00 / 0.50
A	14.00 / 20.00	01.00 / 4.00	00.50 / 0.50	03.00 / 4.00	02.00 / 3.00	00.00 / 0.00	03.00 / 3.00	00.50 / 0.50
A	12.50 / 20.00	02.00 / 4.00	00.00 / 0.50	02.00 / 4.00	02.00 / 3.00	00.00 / 0.00	03.00 / 3.00	00.50 / 0.50
B	13.75 / 20.00	02.00 / 4.00	00.00 / 0.50	02.00 / 4.00	02.00 / 3.00	00.00 / 0.00	02.00 / 3.00	00.50 / 0.50

Note: Some of the icons can represent one of two statuses. Hover your cursor over each icon to view the student's status for each requirement.

- ✓ Completed — Student has completed the credit requirement.
- ✓ Exempt — Student is exempt from completing the credit requirement.
- In progress — Student is in the process of completing the credit requirement.
- ✗ Not started — Student has not started on completing the credit requirement.
- ✗ Incomplete — Student has not yet received instruction in Economics and Financial Literacy.

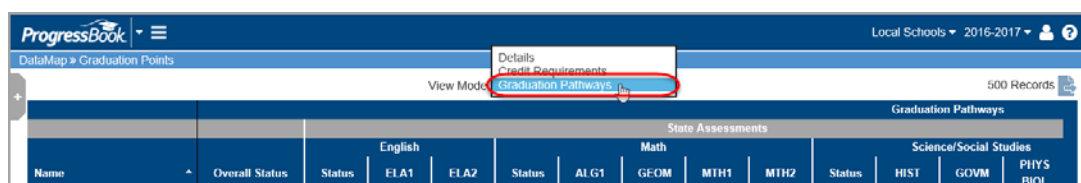
Note: To sort the data in any column, click the column heading.

Note: You can access the **Student Roadmap** for any student by clicking their name in the **Name** column. (See "[Student Roadmap](#)")

Access Graduation Pathways View

The **Graduation Pathways** view displays the status of students' state assessment scores (tied to their End of Course Exams) as well as their college admission test scores (ACT and SAT).

In the **View Mode** drop-down list, select Graduation Pathways.



The **Graduation Pathways** view displays.

ProgressBook

Local Schools • 2016-2017

DataMap » Graduation Points

View Mode: Graduation Pathways

500 Records

Name	Overall Status	State Assessments													Status
		Status	English		Math				Science/Social Studies						
			ELA1	ELA2	Status	ALG1	GEOM	MTH1	MTH2	Status	HIST	GOV	PHYS BIOL	BIOL	
A			2	0		2	0	0	0		0	0		0	
A			0	0		5	0	0	0		5	5	4		

Note: Use the scrollbar at the bottom of the screen to view more data, including ACT and SAT scores.

Note: Some of the icons can represent one of two statuses. Hover your cursor over each icon to view the student's status for each requirement.


- Completed — Student has completed the requirement.
- Exempt — Student is exempt from completing the requirement.
- In progress — Student is in the process of completing the requirement.
- Not started — Student has not started on completing the requirement.
- Not met — Student has not met that requirement.

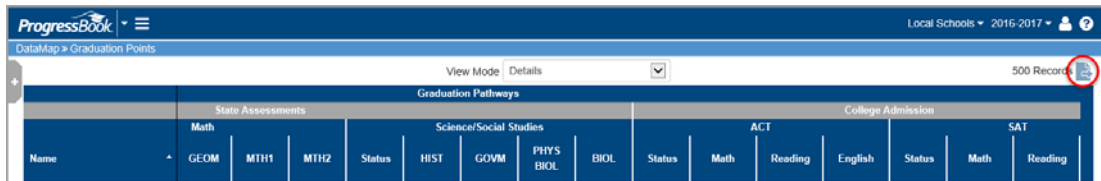
Note: To sort the data in any column, click the column heading.

Note: You can access the **Student Roadmap** for any student by clicking their name in the **Name** column. (See "[Student Roadmap](#)")

Export Files

You can export the results of your **Graduation Points** search to an Excel spreadsheet.

1. Click  at the top of the screen.



A notification displays at the bottom of your screen indicating the file has been downloaded and is ready to view and/or save.

2. Open the file to view the spreadsheet.

Note: You can choose to save the document to your computer from within the Excel application.

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