

# **My Data Dashboard User Guide**

JANUARY 2025

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# Welcome to My Data Dashboard!

**Introduced in 2022, My Data Dashboard (MDD) is a product offered as a component of the Illinois Report Card suite of applications. The Illinois Report Card suite consists of both public-facing and secure, practitioner-facing applications. These applications make information available in a variety of consumable and manipulable formats with the ultimate goal of improving public educational outcomes for P-12 students across the state as well as the public's understanding of those outcomes.**

MDD differs significantly in its approach to offerings in this space in a variety of ways. Most notable among them:

- MDD demonstrates its commitment to robust program analysis by structuring information based on reporting year for each entity (like the Illinois Report Card (IRC)) and based on each cohort operating within those entities (generally 1st grade entry cohorts, but occasionally others like 9th grade entry cohort based on the metric being examined and the business rules underlying that metric.)
- MDD continues this commitment by connecting both these types of aggregation (reporting year and operating cohort) to roster-level individual student data.
- Information available within MDD is also indexed against each school's Summative Designation and its underlying calculations, making analysis of this key element of school accountability more detailed and actionable.

## **II.**

# **How to access MDD**

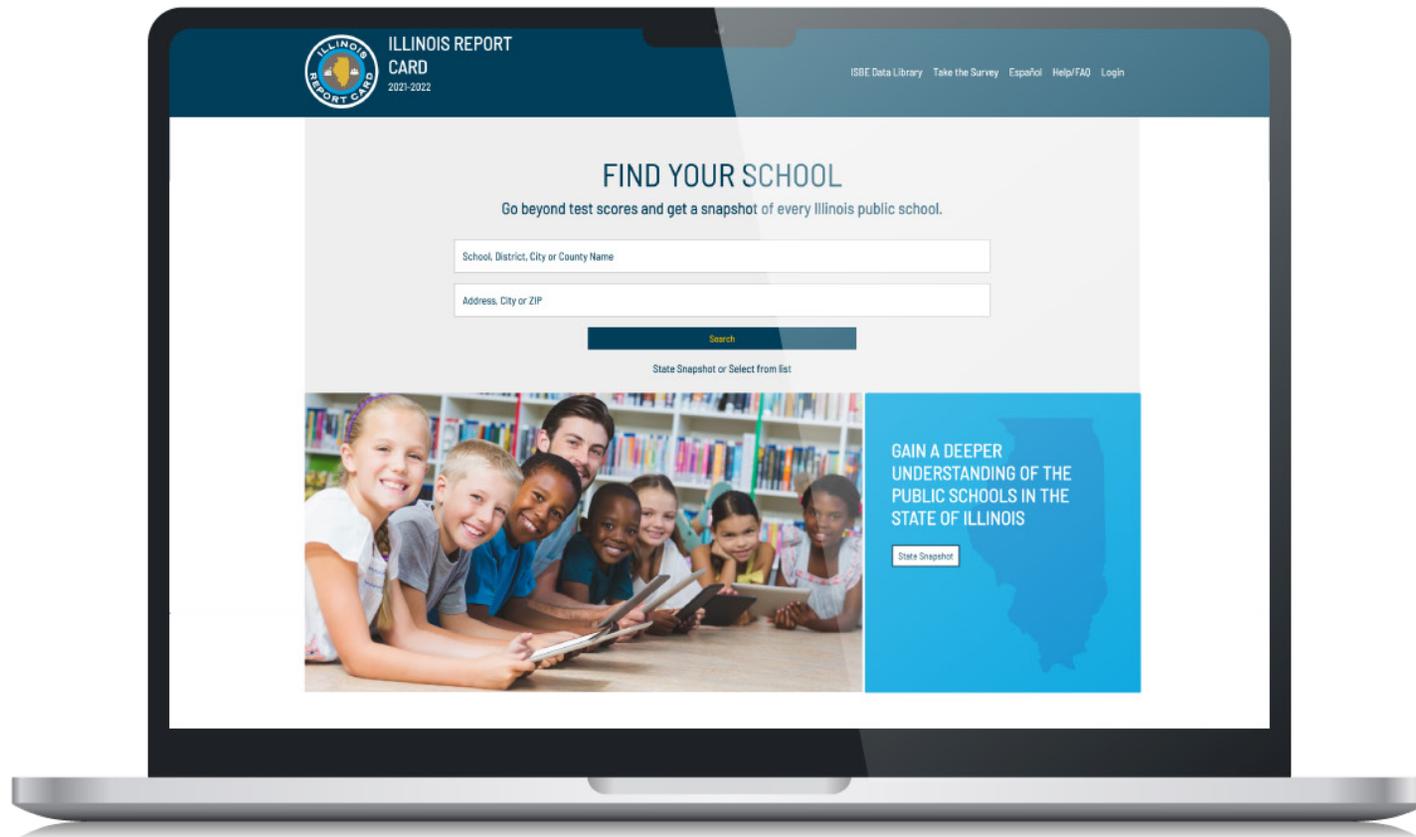
SECTION 1

# Log into My Data Dashboard

## Step 1

### Go to Illinois Report Card Website

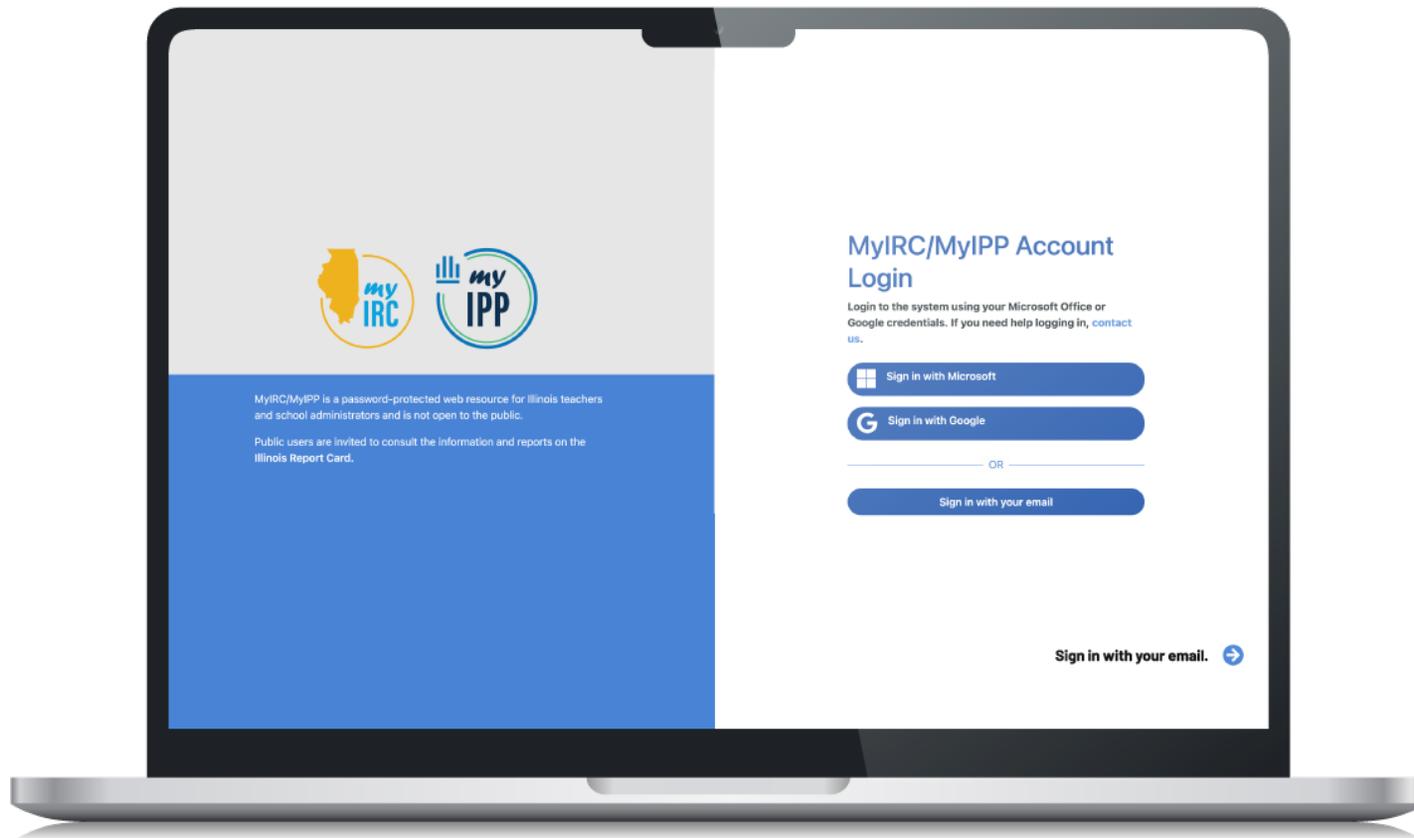
To log into the MyIRC / MyIPP platform where the My Data Dashboard tool lives, you'll need to first visit the Illinois Report Card website at [www.illinoisreportcard.com](http://www.illinoisreportcard.com). Click the "Login" button in top navigation bar, on the far right side of the screen.



## Step 2

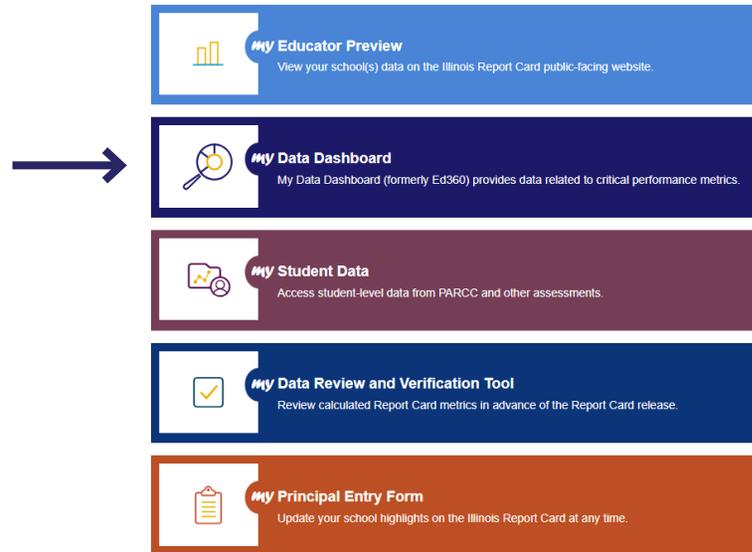
### Log into MyIRC / MyIPP Platform

You have the option of single sign-on with Microsoft or Google credentials or use your email. If you have established an ID using local credentials (meaning you set your own password unique to this system instead of logging in using Microsoft or Google single sign-on) and you would like to switch to using single sign-on, simply contact the MyIRC offices at [myiirc@niu.edu](mailto:myiirc@niu.edu) or call 815-753-0978.



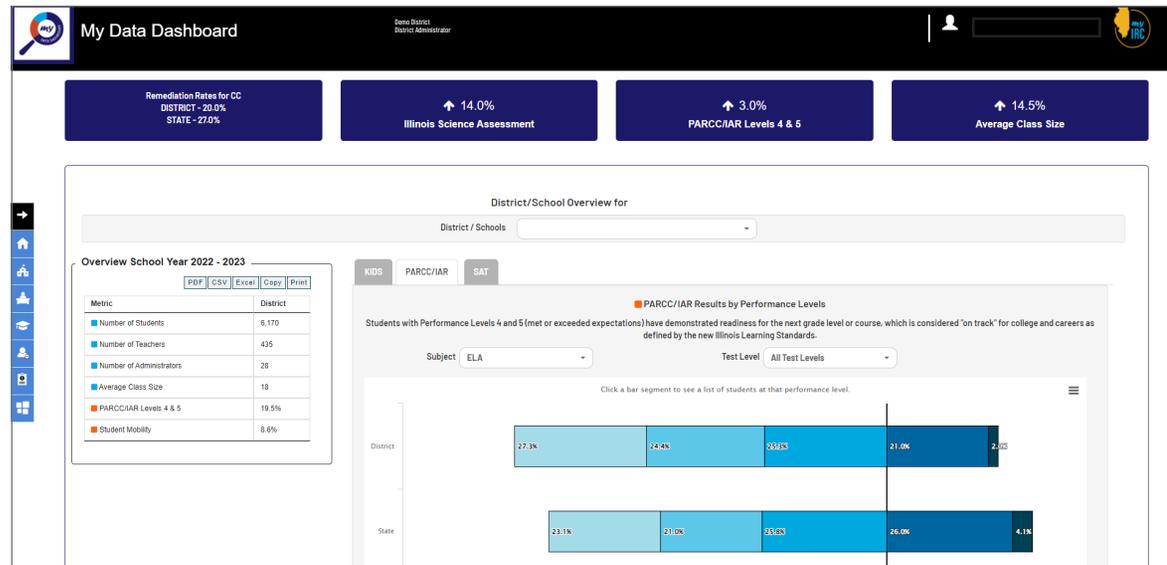
## Step 3

Click the My Data Dashboard icon in the purple bar to access key information and resources.



You are now in the new platform!  
Begin exploring the tool.

If you get an error message after clicking on the My Data Dashboard icon in the previous step, follow the instructions starting on the next page.



SECTION 2

**Receive a “not found in EIS”  
Error Message?**

## EIS Error

The screenshot to the right shows the most common type of error message.

If you see this error message, proceed with the following steps:

You need to get (a) a position within EIS and (b) an Ed360 role within EIS.

### a. Go into EIS within IWAS

### Login error

User mwright6@niu.edu was not found in the Employment Information System.

Either your email is not in ISBE's Employment Information System (EIS) or your EIS position is not assigned to a My Data Dashboard role. Please contact your EIS Data Coordinator to confirm your email address or assign you a role.

To find out more, head to the MDD project homepage.

[My Data Dashboard Login](#)  
[ISBE Homepage](#)

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login: DEMI001

### My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it. [Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
<b>Reporting</b>	
... Data Quality Dashboard v2	Authorized
... Employment Information System (EIS)	Authorized
<b>Monthly</b>	
... Student Information System - Statewide	Authorized
<b>Annual</b>	
... Noncertified Staff Salary Study	Authorized
... Teacher Salary Study	Authorized
<b>Educators</b>	
... ELIS for Administrators	Authorized

## EIS Error (cont)

**b. Either verify your EIS position information or add new employee position.**

The screenshot shows a web application dashboard with a navigation bar at the top containing tabs for Dashboard, Contract Days, Reports, Batch Files, Employment/Position (selected), Salary, Evaluations, Experience, Unfilled Positions, Position Closures, Courses, and Noncertified Staff. Below the navigation bar is a header for 'Employment and Positions' with an 'Add New Employee' button. A search section titled 'Search by' contains several filters: 'School Year' set to 2023, 'Work Location' set to '-- All Entities --', 'Position' set to '-- All Positions --', and an 'IEIN' field with a dropdown arrow. A 'Search' button is located at the bottom right of the search section.

Upon selecting “Add New Employee,” a screen will pop-up that prompts you to search for the individual.

Enter the information and hit “Search.”

If the user has an ELIS, records that match what you have entered will appear and you can edit the existing record as needed.

The screenshot shows a 'Search Employee' form with the title 'Search Employee' and a sub-header 'Please enter IEIN or SSN or Last Name, First Name, and Date of Birth; then click the Search button.' The form contains four input fields: 'SSN#' (empty), 'Last Name' (filled with 'Melina'), 'IEIN' (empty), and 'First Name' (filled with 'Wright'). Below the 'First Name' field is a 'Date Of Birth' field with a calendar icon and the placeholder 'XX / XX / XXXX'. There are 'Reset' and 'Search' buttons at the bottom right. A red error message banner at the bottom of the form reads: 'Employee must be in ELIS before you can add an EIS employment record.'

## EIS Error (cont)

The user name will populate.  
Click on "Next" to go to Step 2.

Or, you may get an error message that the user does not have an IEIN within ELIS. (See page 19 for instructions on adding a user to ELIS to get an IEIN).

### Search Employee

Please enter IEIN or SSN or Last Name, First Name, and Date of Birth; then click the Search button.

SSN#  Or  Or

IEIN  Last Name

First Name

Date Of Birth  

Select	IEIN	First Name	Last Name	Middle Name	Date of Birth	Gender	Race/Ethnicity
<input checked="" type="radio"/>		Melina	Wright		XX / XX / XXXX		

On Step 2, enter the information on the bottom of the screen—start date, retired status and email address. And hit "Submit."

### Demographics

\*Last Name

\*First Name

Middle Name

Maiden Name

\*Date of Birth  

\*Gender  Female  Male

\*Race/Ethnicity  

### Employment

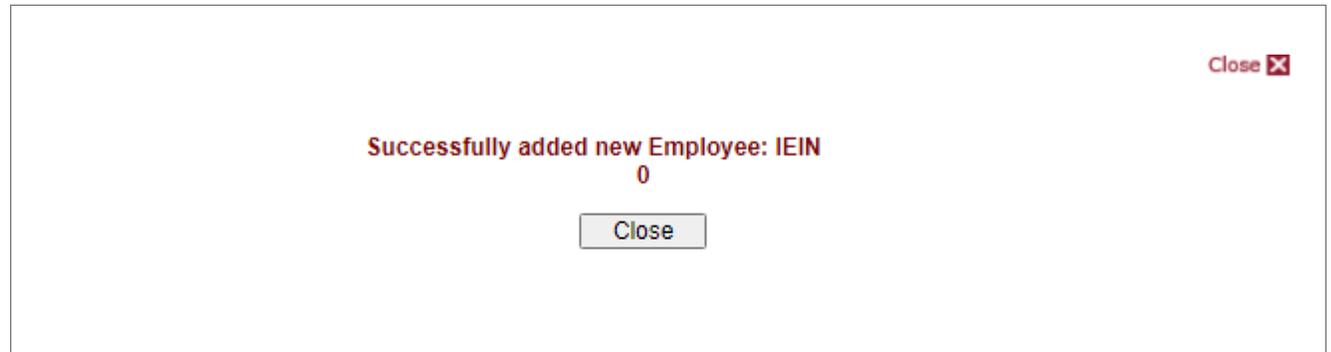
\*Start Date  

\*Retired  No  Yes

\*Email Address

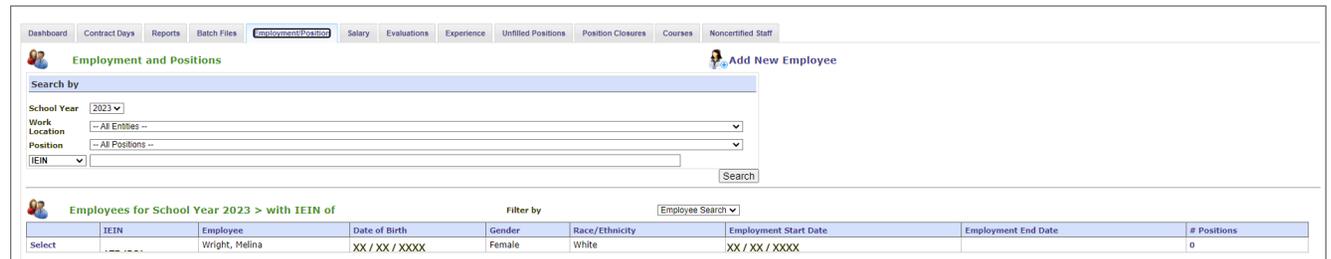
## EIS Error (cont)

The user has now been successfully added, but there are a few more steps to ensure access to MDD.



Once you close the previous screen, you will be taken back to the home screen and can view the new employee entry.

Click "Select" to the left bottom of the screen to add Ed360/MDD user role information.



## EIS Error (cont)

Once in the next screen, we have to add position information.

IEIN:	Last Name: Wright	First Name: Melina	Middle Name:
Date of Birth: XX / XX / XXXX	Gender: Female	Race/Ethnicity: White	Retired: No
Employer:	Employment Start Date: XX / XX / XXXX	Employment End Date:	Employment End Reason:
Email Address: Mwright@Email.com			

[Edit Employment Record](#)

 Employee Positions within the District for School Year 2023

There are currently no positions for this School Year.

[Add Position Record](#)  
[View Positions From Other School Years](#)

---

**BACK**

**SUBMIT and Return to Search** You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

**SUBMIT and View Salary**

Within the “Add Position” screen, add the appropriate position category, position, start date, etc.

For non-certified employees, select “Ed360 User.” In this case, salary, certification, and other fields within EIS are not required.

[Close](#) 

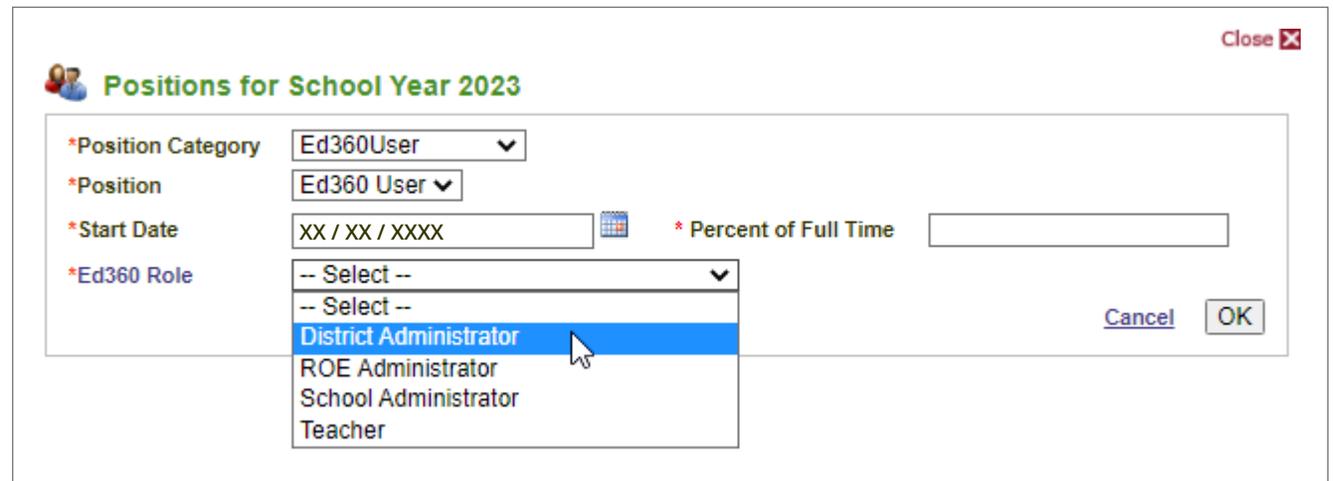
 **Positions for School Year 2023**

*Position Category	Ed360User		
*Position	-- Select --		
*Start Date	Administrative	<input type="text"/>	* Percent of Full Time <input type="text"/>
*Ed360 Role	Instructional	<input type="text"/>	
	Ancillary Staff	<input type="text"/>	
	Leave of Absence	<input type="text"/>	
	Ed360User		

[Cancel](#) [OK](#)

## EIS Error (cont)

Next, select the level of Ed360/MDD access needed.

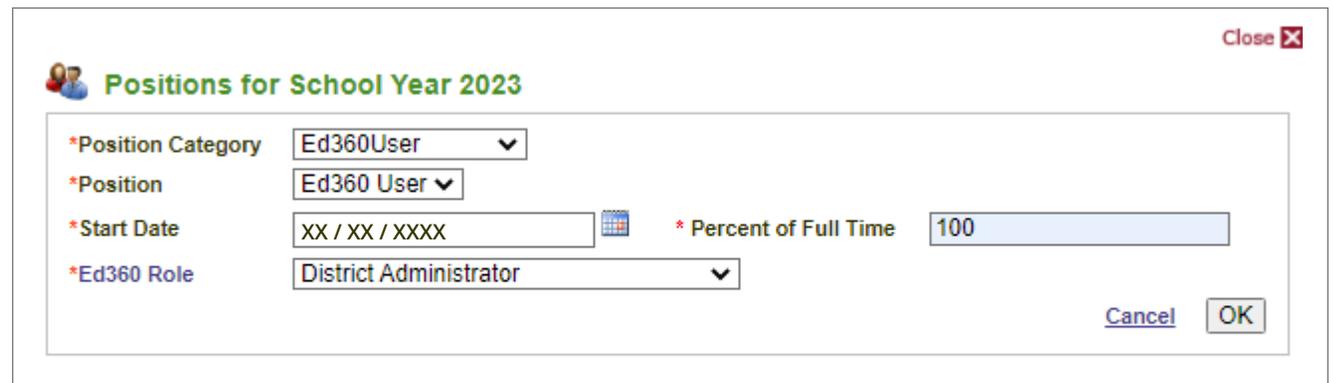


The screenshot shows a web form titled "Positions for School Year 2023" with a "Close" button in the top right corner. The form contains the following fields:

- \*Position Category: Ed360User (dropdown)
- \*Position: Ed360 User (dropdown)
- \*Start Date: XX / XX / XXXX (calendar icon)
- \* Percent of Full Time: (text input)
- \*Ed360 Role: A dropdown menu is open, showing options: -- Select --, -- Select --, District Administrator (highlighted), ROE Administrator, School Administrator, and Teacher.

Buttons for "Cancel" and "OK" are located at the bottom right of the form.

When all information is added, click "OK" to return to the main screen to add the location of employment.



The screenshot shows the same "Positions for School Year 2023" form, but now all fields are filled:

- \*Position Category: Ed360User (dropdown)
- \*Position: Ed360 User (dropdown)
- \*Start Date: XX / XX / XXXX (calendar icon)
- \* Percent of Full Time: 100 (text input)
- \*Ed360 Role: District Administrator (dropdown)

Buttons for "Cancel" and "OK" are located at the bottom right of the form.

## EIS Error (cont)

Next, add the work location for the user and click "OK."

Close

**Work Locations for Ed360 User**

\*Location  Select School  Primary Location

Enter 15 Digit RCDTS Code

\*Workload

[Cancel](#)

This will take you back to the employee summary page where you need to submit the information into EIS.

Employment Summary

IEIN:	Last Name: Wright	First Name: Melina	Middle Name:
Date of Birth: XX / XX / XXXX	Gender: Female	Race/Ethnicity: White	Retired: No
Employer:	Employment Start Date: XX / XX / XXXX	Employment End Date:	Employment End Reason:
Email Address: Mwright@Email.com	<a href="#">Edit Employment Record</a>		

**Employee Positions within the District for School Year 2023**

Warning: one or more positions has no contract days value associated with its position code! This could make the FTE value display as zero. Check the Contract Days tab to fix this problem.

Position Code	Position	Locations	Percent of Full Time	Position Start Date	Position End Date	Calculated FTE								
902	Ed360 User	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #e6f2ff;"> <th>Location</th> <th>Primary</th> <th>Grade Level Assignment</th> <th>Workload</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Ed360 User</td> <td style="text-align: center;">☑</td> <td></td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Location	Primary	Grade Level Assignment	Workload	Ed360 User	☑		100%	100%	XX / XX / XXXX		0.00
Location	Primary	Grade Level Assignment	Workload											
Ed360 User	☑		100%											

[Add Position Record](#)  
[View Positions From Other School Years](#)

---

**BACK**

SUBMIT and Return to Search You MUST CLICK THE SUBMIT BUTTON after inserting or editing the position record on the popup screen in order to save to the database. Or, you may click the BACK link to return to the previous screen without making changes.

SUBMIT and View Salary

## EIS Error (cont)

**Great! So, my position is updated in EIS and I have an Ed360 role, what happens now?**

After everything is updated in EIS, that data is sent to MyIRC on a regular basis.

MyIRC ingests this data and authorizes access to My Data Dashboard. This process can take a few days.



**Now that the information is within MyIRC, can I manage my role access in MyIRC rather than EIS?**

As long as there is an ACTIVE linked EIS account to your email, you'll continue to have access to My Data Dashboard within MyIRC.



## MyIRC and EIS

Those individuals with permission to manage users within MyIRC can use the “Manage User” option to do certain tasks such as set expiration data for privileges.

But note, if the Role within MyIRC is changed and therefore different than the Ed360 Role within EIS—the EIS role will be the default.

Manage Users

Search for...

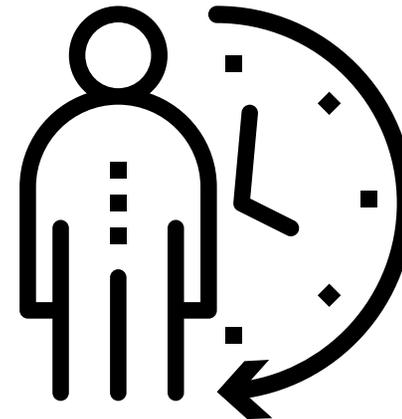
Add Users Import Users

21 user roles

User Name (e-mail)	Role	Domain Name	Grades	Expires On	Actions	Status
	District Administrator	SAMPLE DISTRICT	All Grades	07/31/2019	🔍 🗑️ 📄	
	Student Data District	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	Student Data District	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE HIGH SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE ELEMENTARY SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE HIGH SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	School Administrator	SAMPLE MIDDLE SCHOOL	All Grades	08/31/2019	🔍 🗑️ 📄	
	District Data Wareho.	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	
	District Administrator	SAMPLE DISTRICT	All Grades	08/31/2019	🔍 🗑️ 📄	

Redacted

School Year rollover happens every summer where positions become “deactivated” within EIS. The district’s EIS coordinator will have to ensure roles are ACTIVE in EIS for continued access to My Data Dashboard.



SECTION 3

**Add IEIN within ELIS**

## Add IEIN in ELIS

The user must exist with an IEIN in ELIS prior to creating an employment record for them in EIS.

If the user is not found in ELIS, the error message to the right will appear on screen within EIS.

**Employee must be in ELIS before you can add an EIS employment record.**

Anyone can create an IEIN in ELIS. You just need to create an account via <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx> and follow the prompts to be assigned an IEIN.

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WAS - ELIS for EDUCATORS    WAS - ELIS for EDUCATORS    WAS - ELIS for EDUCATORS    WAS - ELIS for EDUCATORS

**ELIS Log In Page**

Already have an account? Login Here:

Login Name

Password

Remember Login Name

**LOG IN**

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

**CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM**

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

## Add IEIN in ELIS (cont)

Enter the required information on the "Sign Up" page and click continue.

### ELIS for Educators Account Sign Up

Required

First Name

Last Name

Date of Birth  mm/dd/yyyy

Enter either SSN or IEIN

Social Security Number  No hyphens

OR

IEIN

Login Name

Password

Confirm Password

Email Address

Secret Question

Answer

Broadcast Email

Email Type

## Add IEIN in ELIS (cont)

You'll get a confirmation pop-up once complete, and click "Submit."



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*I W A S - ELIS for EDUCATORS*    *I W A S - ELIS for EDUCATORS*    *I W A S - ELIS for EDUCATORS*

### Account Sign Up Confirmation

First Name  
Last Name  
Date of Birth  
SSN  
IEIN  
Login Name  
Email Address  
Secret Question  
Answer

Submit    Edit

You'll get another confirmation and at this point you can return to EIS to add the user and assign the Ed360/MDD user role or you can click "Create My Account" and be taken to the ELIS system.



## New User Account Confirmation

If you have never registered with the Illinois State Board of Education (ISBE) in the past and would like to create a new user account, click on the **'Create New User Account'** button below.

If you have registered with ISBE in the past and believe that your information should be on record with ISBE, please click on the **'Edit My Information'** button to review your personal information for accuracy.

If you continue to see this message, please contact the Help Desk at 217/558-3600 for further assistance.

Create My Account    Edit My Information

SECTION 4

# 500 Error Message

## 500 Error Message

**The image to the right shows another common system error.**

A "500 Oops" happens when your computer is trying to use a cached page of the website. Try logging in with a different browser or incognito window, go to [www.illinoisreportcard.com](http://www.illinoisreportcard.com) and click on the Login button at the top right, this should refresh your cache. Alternatively, please try clicking the logo on the top left on the 500 page and that may refresh the page.



# III.

## A General Overview of MDD Metric Visualizations<sup>1</sup>

<sup>1</sup> Note: Not all users will necessarily see all visualizations – depends on user role and configuration of the school/district. See details within each visualization description or within the chart above.

## Introduction

The presentation of data in MDD follows a consistent progression designed to support your diverse needs for data based on the structure of your own program improvement analyses.

## Explanation

For most metrics in the system, the screen set will open with an “Explanation.”

Explanations are essential summaries of the [business rules](#) that drive the calculations for each metric.

Each Explanation will be broken down into Steps that deconstruct the process involved within the calculations.

Each Step that presents elements of the calculation will refresh your understanding of the data for the entity you are examining by presenting those elements using authentic, entity-specific data.

Links are also provided to business rules for the metric you are reviewing, and to this MDD User Guide. Click “View Data” at any time to jump directly to data visualizations for the selected metric.

**Chronic Absenteeism**

Chronic Absentee Rate is the percentage of students that are identified as chronically absent. A student is “chronically absent” if they missed 10 percent or more of the school year regardless of excuse. Click through the steps to learn more about the Chronic Absentee Rate Calculation.

**Explanation**

Step 1 Step 2 Step 3 Step 4

- **First, determine if a student is chronically absent student?**
  - A student<sup>1</sup> must have an associated enrollment of at least 11 consecutive days
  - A student is Chronically Absent if Absent Days<sup>2</sup> Divided by total Enrollment is Greater than or equal to .10

NOTES:

- <sup>1</sup>Private Schooled students are excluded.
- <sup>1</sup>A Student must be in grade 1-12
- <sup>2</sup>Absent days is the sum of Days Absent Excused and Unexcused.
- To see a list of school calendar codes and if they count as a student attendance day, go to page 199 here.

TECHNICAL DOCUMENTS [VIEW DATA](#)

**Explanation**

Step 1 Step 2 Step 3 **Step 4**

- **Multiple the result by 100**
  - 1782 of chronically absent/ 6173 enrollment = **28.9 %**
  - This number represents the chronically absent rate

Note: What attendance code count for this metric? How is it different than chronic truant?

- The attendance codes that count for Chronic Absent are “days absent – unexcused” and total “days absent – excused”
- The only attendance code that counts for Chronic Truant is “days absent - unexcused”.

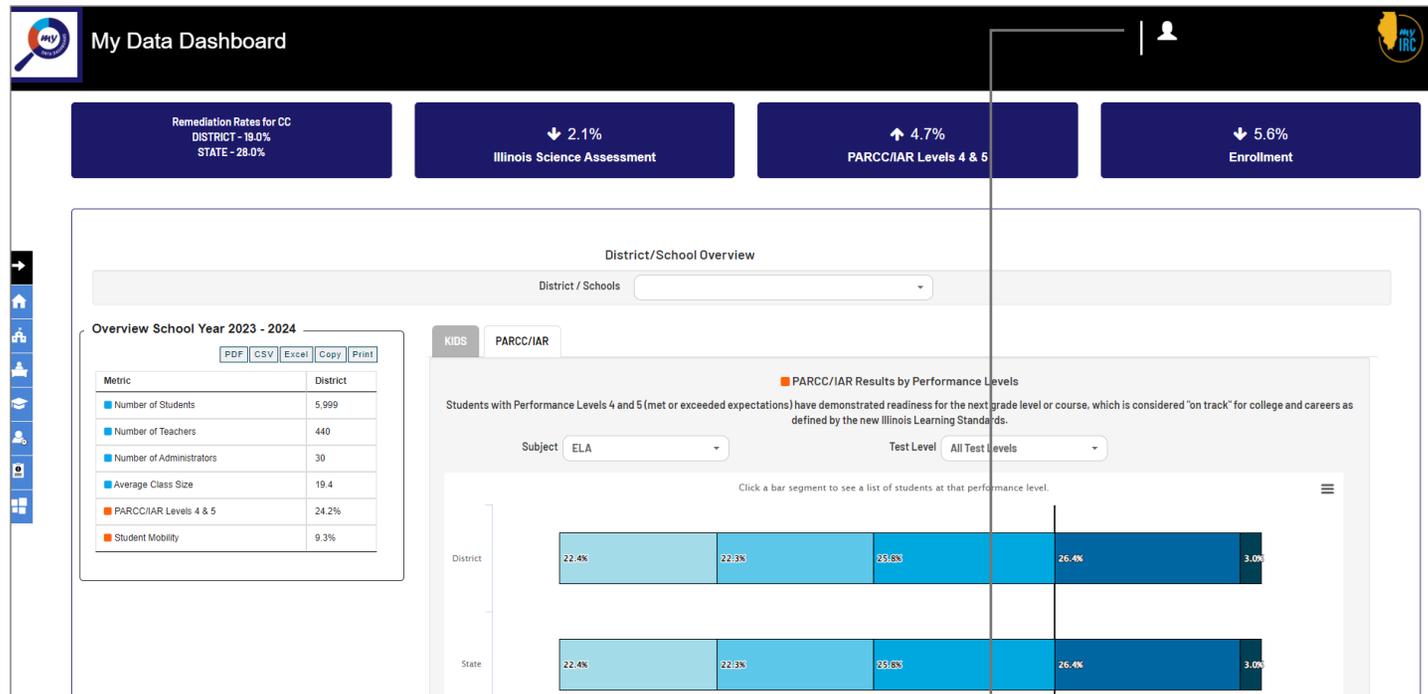
Note: Source of this metric:

- Student Information System – Student Attendance Records
- Please see this SIS presentation found [here](#).

TECHNICAL DOCUMENTS [VIEW DATA](#)

## How to read MDD Displays

This aid will provide an overview of the metric visualizations within My Data Dashboard. The intention is that these visualizations will improve the usefulness and user-friendly aspects of working with your data by including additional data including trend/cohort data. This way of accessing data will draw a stronger connection to the data that is reported on the Report Card while giving users the raw data in a variety of views to allow them to better understand and use that data. All standard metric displays follow a very similar flow and ability to access data.



Customize your landing page or save unique dashboards to easily access data important to you.

Click on the person icon to access settings.

**Note:** View additional resources, including how to videos on [www.https://www.isbe.net/mydashboard](https://www.isbe.net/mydashboard). Get additional help at anytime by emailing [mydashboard@isbe.net](mailto:mydashboard@isbe.net).

## Snapshot Display

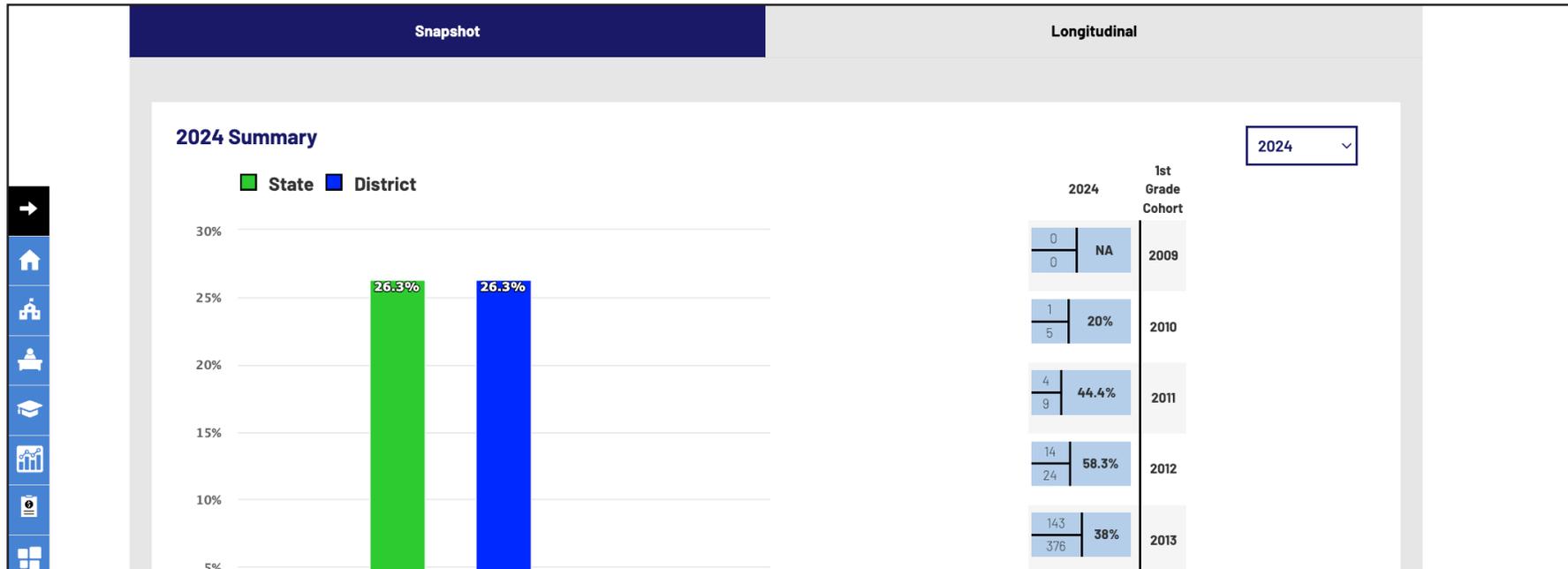
MDD metric visualizations will open with a Snapshot view in any case where the metric was included on the public facing Illinois Report Card (IRC). Tabs provide the option of looking at snapshot data (one year's data) or longitudinal data (data for this metric over time).

In most cases the default Snapshot visualization will retain the style of display used on the IRC.

As previously noted, these IRC visualizations are based on entity-wide reporting within a given school year. The visualizations will generally be enhanced with information not included in the IRC; in the example below the visualization mouseover included disclosure of both the numerator and denominator used in the calculation underlying the IRC display.

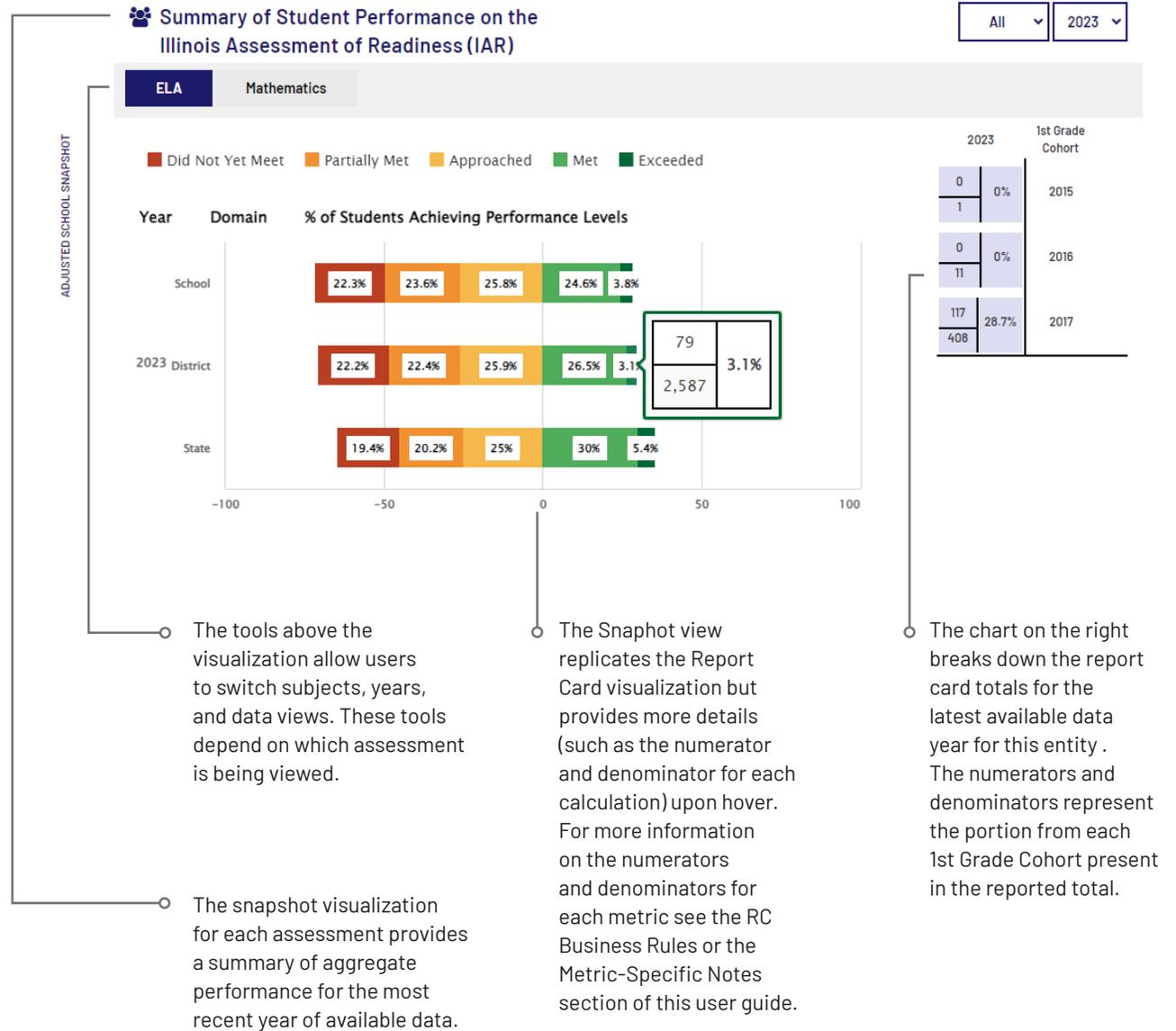
In addition, these IRC visualizations are enhanced with a new display on the right side of the screen. This display will deconstruct the aggregate entity-level information based on the 1st grade cohorts operating within that entity, providing a functional sub-calculation (numerator and denominator) for each.

Use the dropdown menu for year selection to view individual reporting years of historical aggregate data.



## How to read Snapshot Displays

There are several ways to determine where to focus school improvement efforts using the data and visualizations in My Data Dashboard. First, look at snapshot data—that data shows how the district (or middle school in this instance) in the aggregate is doing comparatively for the selected reporting year. The cohort view on the right provides details on how cohorts of students performed on the assessment in the given year.



# Longitudinal Data Display

These views provide aggregate trend data from the Report Card as well as the data for the 1st-grade adjusted cohort over time. Users can use these views to further explore the calculation and longitudinal data within the Report Card metric as well as how students were captured within the metric within a given year.

Aggregate trend data from Report Card are displayed for the school/district at the top of the page with annual numerator/denominator breakdowns below visualization.

Users will see the display of annual adjusted cohort data. Each cell on the left of the display represents the portion of a 1st-grade cohort that was a part of the numerator or denominator for this district in a given year. The warehouse can currently only support data back to 2019, but these cohort streams will continue to build moving forward.

The right column shows the aggregated total for each 1st-grade cohort that still has any students present in the school/district.



## How to read Longitudinal Data Displays

Within the tool, it is possible to view district or school(s) performance over time, or by grade level with the respective longitudinal data tabs. Unlike the snapshot that shows trends, the cohort visualizations show us the performance of a particular cohort of students. Within the Longitudinal tabs, in the cohort visualization, shifts in performance can be analyzed at the student group level, which is a more accurate reflection of performance and growth over time than annual snapshot data.

Summary of 1st Grade Cohort Student Performance on IAR by Report Card Year for Meets and Exceeds

1st Grade Cohort (Adjusted)

		2019				2021				2022				2023				1st Grade Cohort
0	12	0%														2011		
94	330	28.5%														2012		
100	382	26.2%		0	15	0%		0	1	0%						2013		
84	371	22.6%		81	385	21%		3	21	14.3%						2014		
118	372	31.7%		79	388	20.4%		101	430	23.5%		4	29	13.8%		2015		
117	354	33.1%		68	338	20.1%		84	407	20.6%		118	402	29.4%		2016		
118	358	33%		80	353	22.7%		101	417	24.2%		118	421	28%		2017		
				59	349	16.9%		121	414	29.2%		143	425	33.6%		2018		
				69	312	22.1%		88	366	24%		122	373	32.7%		2019		
								82	370	22.2%		128	385	33.2%		2020		
								1	1	100%		89	360	24.7%		2021		

Graph **Data**

Toggle between graph and data to view raw data.

Data contained within the cohort longitudinal data charts includes which cohort students that met or exceeded performance standards in a given year.

This chart breaks down the totals based on a cohorts of students in the district or building during the year being reviewed. This cohort tracks those students longitudinal data on a metric over time.

# Roster

This view provides you with the ability to see student-level roster data related to the metric you are exploring. Viewing and hiding the roster display is accomplished by clicking on the same button in the center of the screen below the Longitudinal data table.

You can use the filter set to further refine results and do analysis of performance for various configurations of students.

The roster view is broken up into three distinct sets of columns.

- Columns in the Current section reflect the current school year’s demographic information available to MDD from ISBE’s data warehouse.
- Columns in the center section of columns (named after the metric, so in the illustration above named Chronic Absenteeism) contain data drawn from the most current data reporting year available to the system.
  - Data in MDD is refreshed after publication of each year’s Snapshot, which takes place annually in October, so MDD’s reporting data set moves forward in November each year. (example: SY2024 report card snapshot data became available in MDD in November of 2024. Until then the Chronic Absenteeism data would have been from SY2023.)
- Columns in the Report Card section reflect the demographic information captured for the students in the roster for the selected reporting year.
- Demographic information in the Current and Report Card columns will largely align with one another, but in various circumstances name changes or changes to demographic data (name, gender, etc.) or program data (IEP status, etc.) will be reflected if you perform a close comparison. Based on the nature of your analysis these differences could be impactful, and so both sets of demographic and program data are always provided with metric rosters.

Displayed results can be quickly sorted based on any column in the display by clicking on the column header. Sorts can be ascending or descending.

Results are paginated, and controls allow for movement between those pages.

Your ability to view current and historical roster data is connected to your user role in the system.

Some metrics by their nature provide information for students who are no longer part of the entity whose data you are examining/analyzing. In those cases current data columns at the roster level are not available/populated, as the students are no longer your current students.

- Example: you are examining records for a K-8 school related to 8th graders passing Algebra I. The basic data structure for the site means the report card data you are viewing is for the previous academic year, and the 8th graders who were part of the numerator and/or denominator in the previous year’s calculations have largely transitioned to high schools served by this school. “Current” demographic information would therefore largely not be available for this school for those students.

HIDE STUDENT ROSTER

Filters

SHOW/HIDE COLUMNS
EXPORT

CURRENT REPORTING YEAR

\* Filters will be applied only to current year demographic columns

CURRENT										CHRONIC ABSENTEEISM				REPORT CARD					
First Name	Last Name	SIS ID	Gender	Grade Enrolled	Race/Ethnicity	IEP	LI	EL	Homeless	1st Grade Cohort Year	Included in the report card numerator Y/N	Change in rate of absences over previous year	Change in rate of absences over previous 3 years	First Enrollment School Year in District	Excused Absences/Total Absences (%)	First Name	Last Name	Gender	Race/Ethnicity
First Name	Last Name	111000222	Female	Grade 12	White	Y	Y	N	N	2009	Y	28.5				First Name	Last Name	Female	White
First Name	Last Name	111000222	Female	Grade 12	White	Y	N	N	N	2009	Y	-26.2				First Name	Last Name	Female	White
First Name	Last Name	111000222	Female	Grade 12	Black or African American	Y	Y	N	N	2009	Y	28.2				First Name	Last Name	Female	Black or African American
First Name	Last Name	111000222	Male	Grade 12	Black or African American	Y	N	N	N	2009	N					First Name	Last Name	Male	Black or African American
First Name	Last Name	111000222	Female	Grade 12	White	Y	Y	N	N	2010	Y	-0.5				First Name	Last Name	Female	White

## How to read Roster Displays

Schools or districts will be able to see rosters of students who made up the reported population for any particular metric. The roster display will change based on the metric being viewed. Results are paginated, and controls allow for movement between those pages. FERPA considerations will situationally require the suppression of data from rosters; see the Metric-Specific Notes section of this user guide for reference is you encounter data suppression in a roster you are viewing and want additional details.

A robust filter set will be available to refine displayed results.

Displayed results can be quickly sorted based on any column in the display by clicking on the column header. Sorts can be ascending or descending.

The screenshot shows a roster display interface. At the top, there is a legend for proficiency levels: Did Not Yet Meet (red), Partially Met (orange), Approached (yellow), Met (green), and Exceeded (dark green). Below the legend is a search bar with the placeholder text "Enter Student Firstname or Lastname or SIS ID" and a "Filters" dropdown menu. To the right of the search bar are two buttons: "SHOW/HIDE COLUMNS" and "EXPORT".

Below the search bar, there are two sections of filters. The first section is labeled "Filters will be applied only to current year demographic columns" and includes three dropdown menus: "Subject" (set to "SUBJECT"), "Organizational Level" (set to "SCHOOL"), and "Proficiency" (set to "ALL"). The second section is labeled "Demographics" and includes seven dropdown menus: "RACE/ETHNICITY", "GENDER", "LOW INCOME", "IEP", "EL", "HOMELESS", and "WITH DISABILITIES", followed by a "1ST GRADE COHORT YEAR" dropdown menu.

The main data table is divided into two sections: "CURRENT" and "IAR". The "CURRENT" section has columns for First Name, Last Name, SIS ID, Gender, Race/Ethnicity, IEP, LI, EL, Grade Enrolled, Homeless, and With Disabilities. The "IAR" section has columns for 1st Grade Cohort Year, Included in Participation Numerator, Included in Participation Denominator, SGP, and Proficiency Level. The table contains four rows of data. The first two rows have a Proficiency Level of 2 (Partially Met), and the last two rows have a Proficiency Level of 3 (Approached).

Use the show/hide column feature to narrow the focus and view data more concisely on the page.

There is an export function that will allow users to download this data for further analysis.

# IV.

## Key MDD Concepts 1st-Grade Cohort

There are certain concepts or constructs that play a more significant role in MDD than in other applications within the Illinois Report Card suite. In support of the expanded and/or distinct role they play within MDD, additional information is being provided here to assist in resolving questions that may come up during your use of MDD.

## 1st Grade Cohorts

### Definition

- In order to track a cohort of specific students' progress over time on various metrics, a 1st-grade adjusted cohort have been established. Inclusion within the cohort takes into consideration transfers in and transfers out and other factors as outlined by the business rules below.
  - If a student transfers out of the district after October 1 of current school year (for example, after 10/1/2021) but before May 1 of the current school year (5/1/2022), then that student is excluded from the 1st-grade adjusted cohort. See transfer out details under "Determining the Denominator for the Calculation."
  - If a student transfers into 1st grade after October 1 but before May 1, then that student is included in the 1st-grade adjusted cohort.
  - If a student that is in kindergarten prior to October 1 but subsequently is promoted to 1st-grade before May 1 and exited out of kindergarten and enrolled in 1st-grade, then that student is included in the 1st-grade adjusted cohort.
  - If a student is promoted from kindergarten (school year 2011) to 2nd grade (SY 2012) after October 1 but before May 1, then that student is included in the (SY 2011) 1st-grade adjusted cohort.
  - If a student enters a district after 1st grade (for example 3rd grade in SY 2013), count back to when that student would have traditionally been in 1st grade. Assuming one grade promotion each year, then that student is included in the (SY 2011) 1st-grade adjusted cohort.

- A 1st-grade cohort for a school is established by the first year the student enters 1st grade.
- The first year that has been identified for a 1st-grade cohort within the ISBE data warehouse is SY 2007-08 (using schoolyearID). Insufficient data exists for cohort identification before that time.
- Private school data is excluded from snapshot and cohort calculations.

### Source(s) of Data

- Where does the data come from?
  - Student Information System (SIS) Enrollment
  - SIS Entry/Grade Level
  - Enrollment/Entry Type

### Business Rule(s)

- Determining the Adjusted 1st-Grade Cohort Year

The rules are:

- If the student is in SIS prior to 1st grade, the student is considered part of a 1st-grade cohort when the entry grade is Grade 1 with one or more enrollments that begins on or before October 1 of the school year and the student has:

- One or more enrollments that ends after May 1 of the school year:
  - ▶ If a student is enrolled on or before October 1 and exited on or after May 1 and entry grade is 1st, the first grade cohort year is that school year.
  - ▶ If a student is enrolled and exited prior to May 1 and entry grade is 1st, the first grade cohort year is not that school year.
  - ▶ If a student was enrolled in kindergarten on or before October 1 and sometime after enrollment was promoted to 1st grade, the first grade cohort year is that school year.
- If a student is promoted from kindergarten directly to 2nd grade (or other grade), the first grade cohort year is that school year in which they were promoted out of kindergarten.
- If a student is enrolled after the 1st grade year, the first grade cohort year is determined by counting back the years, assuming one grade promotion per year, based on the grade they are enrolled in until that student would have been traditionally in 1st grade if they had been enrolled then (assuming each school year the student was enrolled in the next grade in the past). For example, if a student is home-schooled (or an international student) until 5th grade and then enters the public school system in the 6th grade, that student's 1st-grade cohort would be five years prior to the year they were enrolled in SIS for the first time in 6th grade.
- End-of-year enrollment snapshot will be used to calculate the first grade cohort year. This is similar process to adjusted cohort for graduation rate.

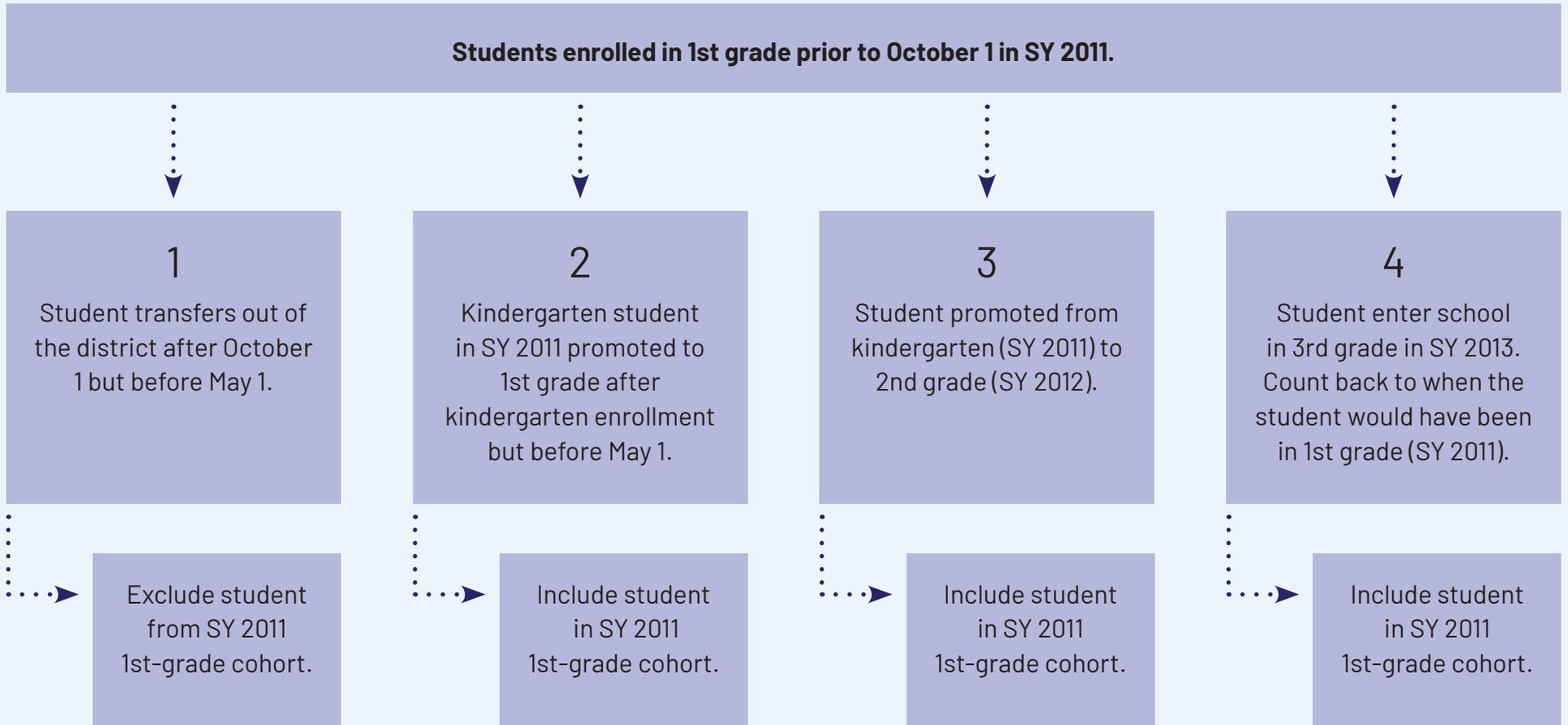
- Determining the Denominator for the Calculation

The denominator for the calculation is then the number of students in the original cohort plus the number of students transferring in minus the number of students transferring out.

For a given year:

- Original cohort is the number of students whose cohort year matches the year of Entry/Grade level SIS code of 01: Grade 1 within a given year.
- Transfers in are the number of students who joined the cohort after October 1 and whose school on the last enrollment is the reporting school. For students with multiple transfers, the only one of interest is the first transfer out of the original cohort and the last transfer in.
  - ▶ A 1st grade student is enrolled within a District A prior to October. 1. However, this student transfers to District B after October 1 but prior to May 1. This student is now part of District B's 1st-grade adjusted cohort.
- Transfers out consists of two distinct groups.
  - ▶ The first group consists of the students from the original cohort group whose last school attended is different than the first school attended. Regardless of the exit code, these are considered to have transferred out with a verified transfer.
  - ▶ The second group consists of the students whose the last enrollment prior to reporting year has an exit type code of:
    - 01 Transfer to another public school district (now retired).
    - 02 Transfer to another public school within the district.
    - 03 Transfer to home schooled.
    - 04 Transfer to private school.
    - 07 Death.
    - 18 Moved out of the United States.
    - 19 Transfer to another public school district OUT of Illinois.
    - 20 Transfer to another public school district IN Illinois.
    - These are students that require the school to have documentation of the transfer.
- The denominator for the calculation is then the number of students in the original cohort plus the number of students transferring in minus the number of students transferring out.

## Adjusted 1st-Grade Cohort Examples



## System Access/Data Visibility

You're not likely to be surprised by the knowledge that MDD includes information that you can't see. The overwhelming majority of users in the system only have legitimate interests in connection to the data available for a single district, or perhaps more narrowly the data for a single school.

MDD includes three distinct domains of information: student data (academics, etc), educator data (licensure, etc), and district financial data. Again, it should make sense that not all users have access to all three of these domains of data for the entity providing them MDD access.

Finally, protections on the privacy of data sometimes limit access systemwide based on the nature of the combination of metric being reported and the students whose data constitute that metric data, as was previously explored in discussing the design of MDD visualizations.

This table represents a limited exploration of the user roles present in MDD and resulting impacts on data visibility:

Role	Scope	Historical Student*	Educator	Financial
District Administrator	District**	Yes	Yes	Yes
School Administrator	School**	Yes		No
ROE Administrator	Districts and schools in region**	Yes		No
District Financial User	District**	No	No	Yes
Teacher	There is no teacher role currently available in My Data Dashboard. To enable access to MDD for teachers with a school-wide role, designate them as a school administrator in the ED360 Role field in EIS.			

\*"Historical" students are defined as having active enrollment status for one or more courses in SIS during one or more Report Card snapshot periods included in the reporting.

\*\*Users may have access to more than one School/District/Region if they have employment records in EIS substantiating their roles with multiple entities.

**V.**

# **MDD Summative Designation User Quick Guide**

# How to Access My Data Dashboard (MDD)

## **Where can I can find My Data Dashboard?**

My Data Dashboard (MDD) is housed within the MyIRC platform.

## **How do I log into to MyIRC?**

To log into the MyIRC / MyIPP platform where the My Data Dashboard tool lives, you'll need to first visit the Illinois Report Card website at [www.illinoisreportcard.com](http://www.illinoisreportcard.com). Click the "Login" button in top navigation bar, on the far right side of the screen.

## **Where can I find additional support to access the tool?**

Please refer to the How To Access My Data Dashboard quick guide for specific steps to access the tool at <https://www.isbe.net/Documents/How-to-Access-My-Data-Dash.pdf>

# MDD Summative Designation Quick Guide

My Data Dashboard now includes additional data and tools to allow users to better understand their Summative Designation and identify opportunities for program improvement. Similar to previous metrics featured in My Data Dashboard, the goal is to enhance and expand upon the publicly available data found in the Illinois Report Card.

***This brief guide will illustrate the various features and functionalities offered within the Summative screens of MDD.***

My Data Dashboard Features:

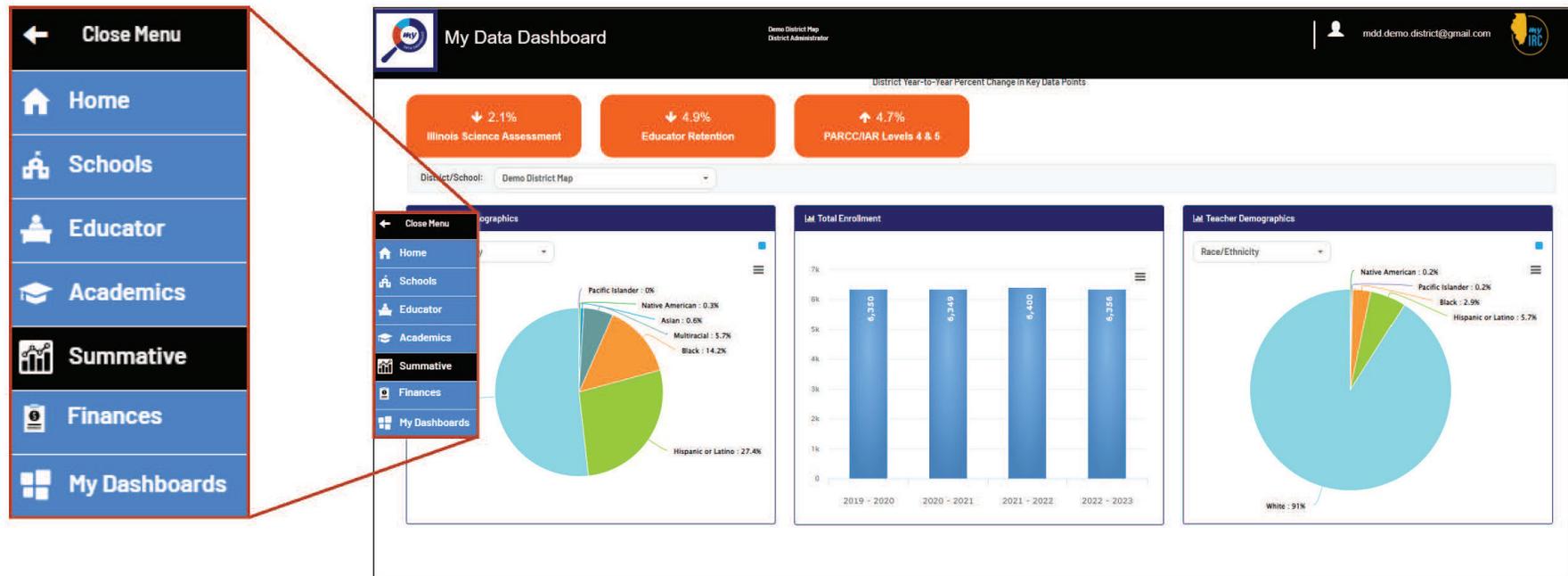
- **Secure Platform:** My Data Dashboard is a secure platform that enables the inclusion of detailed information, such as individual student performance on summative indicators.
- **Data Availability:** Summative Designation details in MDD are updated annually following the release of the Report Card.
- **Notes on User Access:** Currently, the Summative Designation section is only available for District Administrator users but will be available to users with other roles in the future.

## Access the Summative Designation screens

As more details are incorporated into My Data Dashboard, the menu for accessing this data consistently grows and undergoes refinement. There is an entirely new section available now to access the Summative Designation section within the MDD tool. To access it, click on **Summative** in the left-navigation menu. To explore information about previously released metric deep dives like Chronic Absenteeism and ACCESS, select the Academics option from the left-navigation menu.

## HOW TO USE THIS INFORMATION

Use the collapsible menu to select the desired screen to navigate to within the tool. Summative has its own section where assessments, for example, are found within the Academics section of the menu.



## Landing Page

District users with access to all schools within their district can utilize the simple drop-down feature to switch between schools. This will allow them to analyze performance on indicators contributing to summative designations and identify opportunities where schools may share common features, facilitating mutual support.

Once users enter the My Data Dashboard Summative Designation section, they will find a familiar way to search for and access the particular school of interest. Similar to the Illinois Report Card, users can start typing the name of a school into the search field, and the tool will display a list of schools that match those parameters. Alternatively, users can use the drop-down arrow to expand and see a list of all schools within the district. Within that list, users can see (1) the name of the school, (2) the grade span (ES = Elementary/Middle School or HS = High School), and (3) the Summative Designation for that school. Schools with dual designations will be listed twice in the drop-down with the corresponding designation for each grade span.

**Note:** Please note that at the bottom of the search box, there are links to PDF document resources for further information.

### HOW TO USE THIS INFORMATION

District users who can access all the schools in their district can use the simple drop-down feature to quickly switch between schools to conduct an analysis of performance on indicators that contribute to summative designations and look for opportunities where schools may share common features and be able to support one another.

### Summative Designation

Schools receive an annual summative designation on the Illinois Report Card. The designation is based on the school's overall data, and the data for each student group, for all of the accountability indicators. Summative Designations are calculated by assigning each school points for every accountability indicator, such as graduation rates, chronic absenteeism, and academic growth. The indicators are weighted, meaning, each indicator is worth a different number of total possible points.

#### Find Your School

  
  
[REPORT CARD BUSINESS RULES](#)  [MDD USER GUIDE](#)  [SUMMATIVE DESIGNATION BUSINESS RULES](#) 

## Explanation Page

Similar to previously released metrics within MDD, the aim is to enhance the user's understanding of how each metric is computed by incorporating an explanation section. This objective persists within the Summative Designation section as well. However, given the complexity of the calculations involved, the steps are divided into four expandable sections with detailed information.

Within this part of the tool, users can review each step that is needed to determine a school's Summative Designation. Users have the option to export these explanations into a PDF document by clicking the PDF icon located on the right side of the page.

### HOW TO USE THIS INFORMATION

Use the detailed explanations to better understand the nuances of summative calculations by exploring each step along the way.

Summative Designation: Demo HighSchool Map1 TECHNICAL DOCUMENTS PDF PDF PDF

Calculating summative designations and assigning levels of support is a 4-step process, with specific business rules at each step. Please refer to the Summative Designation Business Rules linked above for comprehensive details on those steps. Select each step to review a high-level summary of the summative designation calculations process.

Explanation Aggregate Score Distribution Chart View Roster

Summative Designation

How Score is Calculated PDF

1. Raw Performance +
2. Indicator Score +
3. Weighted Index Scores +
4. Summative Designation -
  - a. Elementary/Middle Designations
    - i. Lastly, all elementary or middles schools are rank ordered with an Elementary School (ES) index score by the 'all' index score from highest index score to lowest

### How Score is Calculated

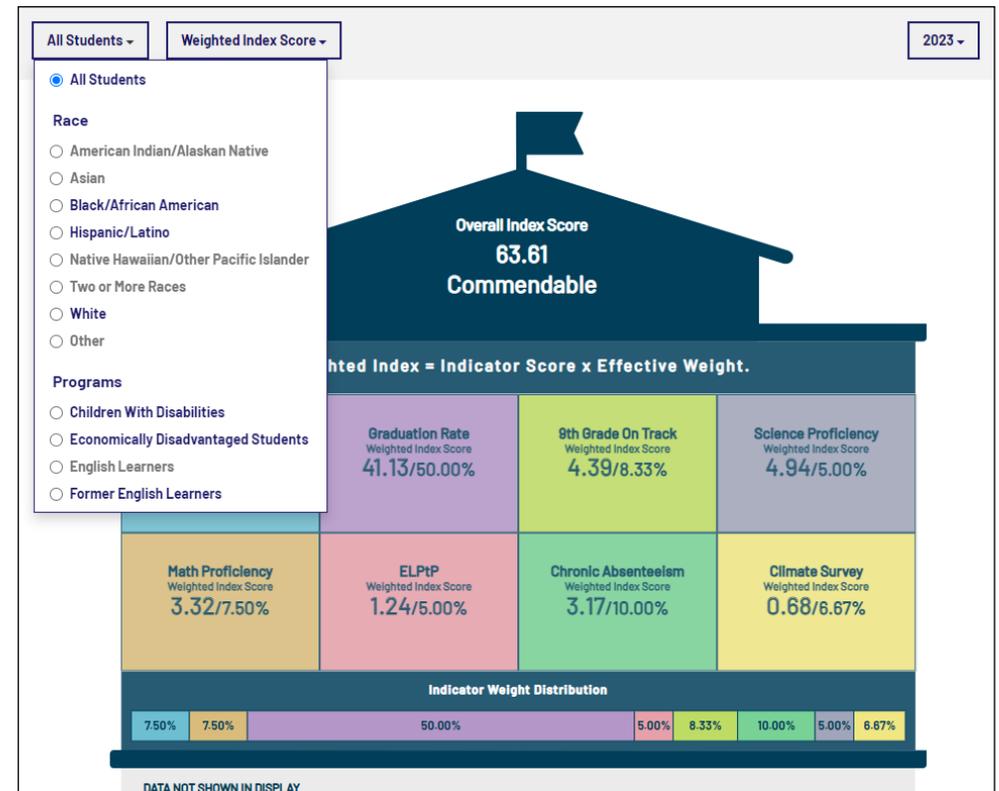
1. Raw Performance +
2. Indicator Score +
3. Weighted Index Scores +
4. Summative Designation -

## Aggregate Score Page

The first step in exploring a school's designation is represented within a House visualization, where the overarching designation and score are included in the pergola, and each unique indicator with the corresponding score is included within the body of the House. The weighted distribution of each indicator is included in the footer and in the denominator within each indicator box. Users can see Indicator Score, Weighted Index and Indicator weight on mouse hover on any indicator box. As is the case in the Report Card visualization, within My Data Dashboard, users can quickly refresh the visualization by using the filters in the upper section of the page. Users can update the House visualizations to reflect the performance of different student groups or switch entirely from viewing the Weighted Index Score to viewing the Indicator Score.

### HOW TO USE THIS INFORMATION

Explore performance for each student group by both the Weighted Index Score and Indicator Score to better understand the overall performance of the school. The Indicator Weight Distribution bar at the bottom of the House visualization illustrates which indicator has the most impact on the summative calculation. If an indicator is missing, that is noted below the house and the weight of that indicator is redistributed among the remaining indicators.



## Aggregate Score Page (Cont.)

A feature available exclusively in MDD is the inclusion of a dynamic data table located below the house visualization on the **Aggregate Score** page. Here, users can see all the data that is used to calculate the Summative designation score by student group and indicator. Users can select multiple available demographic groups as applicable, which populates three rows that provide the Effective Weight used for the indicator, (2) the Indicator Score for that student group per indicator, and (3) the Weighted Index for that student group per indicator. Effective weight shows the weight used when any indicator is missing from the summative calculation. Therefore, the weight of that indicator is redistributed among the remaining indicators, resulting in the effective weight. If a student group is grayed out in the filter drop-down, that is an indication that that student group did not exist in sufficient numbers to be included in the Summative calculation. Lastly, a Summative Score for each student group is provided. This data table can be exported in a variety of formats, including PDF, Excel, and CSV, allowing users to distribute and/or download the details for further analysis.

### HOW TO USE THIS INFORMATION

Seeing all the data related to each student group for each indicator allows users to have a comprehensive view of how summative designations are calculated and find leverage points for improvement.

**Summative Data Table**

Demographics ▾ Show/Hide Rows EXPORT ▾

Student Group	Data Type	Graduation Rate	ELA Proficiency	Math Proficiency	Science Proficiency	EL Progress to Proficiency	9th Grade on Track	Chronic Absenteeism	Climate Survey	Summative Score
	<i>Standard Weight</i> ⓘ	50	7.5	7.5	5	5	8.33	10	6.67	
All Students	<i>Effective Weight</i> ⓘ	50.00	7.50	7.50	5.00	5.00	8.33	10.00	6.67	<b>63.61</b>
	<b>Indicator Score</b>	82.27	63.21	44.21	98.82	24.73	52.71	31.65	10.20	
	<b>Weighted Index</b>	41.13	4.74	3.32	4.94	1.24	4.39	3.17	0.68	
Black/African American	<i>Effective Weight</i> ⓘ	53.57	8.04	8.04	5.36		8.33	10.00	6.67	<b>64.90</b>
	<b>Indicator Score</b>	85.95	49.23	35.16	100.00	-	51.37	20.28	6.15	
	<b>Weighted Index</b>	46.05	3.96	2.83	5.36	-	4.28	2.03	0.41	
Children With Disabilities	<i>Effective Weight</i> ⓘ	50.00	7.50	7.50	5.00	5.00	8.33	10.00	6.67	<b>44.01</b>
	<b>Indicator Score</b>	61.08	32.05	31.00	64.34	17.03	41.77	11.98	-	
	<b>Weighted Index</b>	30.54	2.40	2.33	3.22	0.85	3.48	1.20	-	
Economically	<i>Effective Weight</i> ⓘ	50.00	7.50	7.50	5.00	5.00	8.33	10.00	6.67	

## Distribution Chart Page

The next section provides users with access to a dynamic distribution chart showing the school's performance plotted against the statewide score's distribution for each student group and indicator and both weighted index and indicator scores. The default graph within the Distribution Page is the Overall Weighted Index Score for All Student group. However, users can expand on the student groups shown within the Weighted Index Score graph by expanding the filter option. Here, we have a detailed filter set that allows users to select one or more student groups to add to the graph. In addition, by toggling the Indicator Score option, the filter set expands to allow users to select one or more Indicator Types, which then populates a graph for each indicator type and includes data for each student group selected. When a student group is greyed out, it signifies that the group did not meet the minimum threshold values required for inclusion in the Summative calculation.

### HOW TO USE THIS INFORMATION

Each student group is populated within a chart for the Weighted Index Score, and unique charts are populated for each Indicator Type, showing performance compared to the state for each demographic group selected.

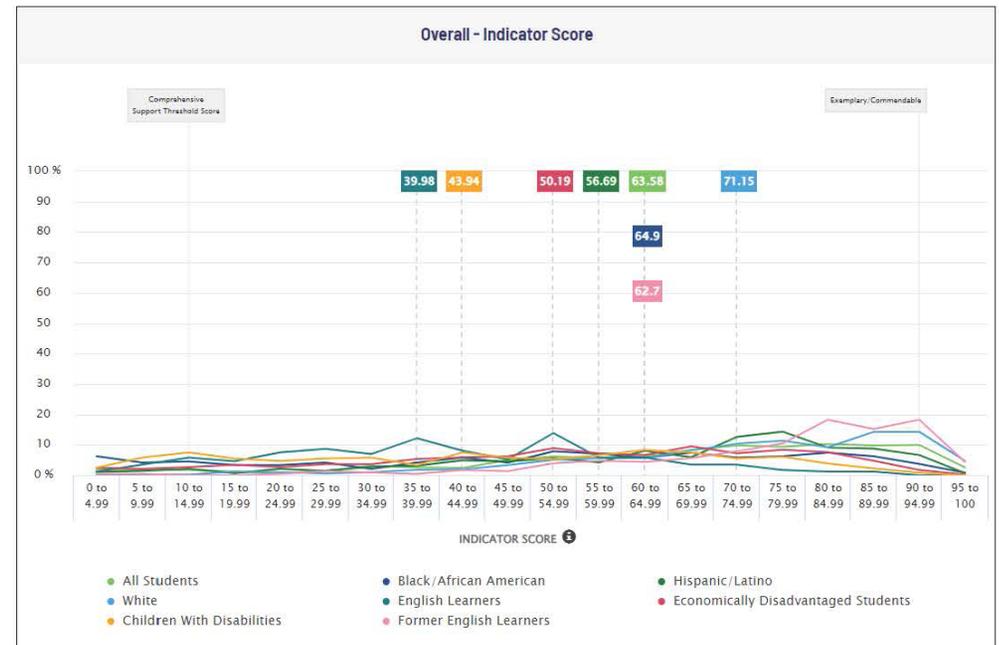
The screenshot shows the 'Summative Designation' interface for the year 2023. It features a 'Show Filters' section with three main panels: 'Score Type', 'Demographics', and 'Indicator Type'. The 'Score Type' panel has radio buttons for 'Weighted Index Score' and 'Indicator Score', with 'Indicator Score' selected. The 'Demographics' panel includes a 'Select/Deselect All' option, a checked 'All Students' option, and lists 'Race' (American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, White, Two or More Races, Native Hawaiian/Other Pacific Islander) and 'Programs' (English Learners, Economically Disadvantaged Students, Children With Disabilities, Former English Learners). The 'Indicator Type' panel includes a 'Select/Deselect All' option, a checked 'Overall' option, and lists 'English Language Arts Proficiency', 'Math Proficiency', 'Graduation Rate', 'English Learner Progress to Proficiency', '9th Grade on Track', 'Chronic Absenteeism', 'Science Proficiency', and 'Climate Survey'. 'Clear All' and 'Apply' buttons are at the bottom.

This detailed view shows the filter interface with the following settings: 'Score Type' is set to 'Indicator Score'. In the 'Demographics' panel, 'All Students' is selected, and the 'Race' and 'Programs' sections are visible. In the 'Indicator Type' panel, 'Overall' is selected, and the list of indicators is visible. The 'Clear All' and 'Apply' buttons are at the bottom.

## Distribution Chart Page (Cont.)

Once the users have made their selection, an interactive chart populates. This graph shows a school's performance plotted against the distribution of scores statewide. Here, we see the statewide distribution for the particular selected indicator along the X-axis and the percentage values along the Y-axis. A color represents each student group, and that student group's performance score is encapsulated within a box relative to their performance along the distribution x-axis. For the overall charts – whether it is for Weighted Index Score or Indicator Score, the Comprehensive Support Threshold and Exemplary/Commendable Threshold are populated.

By hovering over any one of the student groups in the legend below the chart, that student's group colored line within the chart becomes bolded, and the other groups are temporarily suppressed, allowing for an easier review of that student group's performance. By clicking on a student group in the legend below the chart, users can hide that data within the graph. Clicking it again reinstates the data within the graph. If a student group has no data (null) for a particular indicator, an “-” will be present next to that student group within the legend.



### HOW TO USE THIS INFORMATION

This chart shows how the school performed, by student group and indicator, compared with the state overall, thereby allowing for greater insight into how the school is doing compared to others.

# Roster

Since My Data Dashboard is in a protected platform, it allows authorized users to view student data. As was the case with previous metrics released in My Data Dashboard, the roster is divided into three parts. First, users see current data – the demographic characteristics of the student as they exist currently. The users can contrast that with report card data, as characteristics may have changed. In between these sections lies the metrics-specific columns, in this case, columns that encapsulate the data related to Summative designation. At any point, to make the roster easier to view, users can use the show/hide feature column to condense the roster to only the columns the user would like to view. In addition, there is a detailed filter set that allows users to refine their results. Similar to the data table described above, various export options allow users to distribute and/or download the details for further analysis.

## HOW TO USE THIS INFORMATION

Student-level information allows users to target additional resources and make informed programmatic choices based on a variety of data points.

Explanation				Aggregate Score				Distribution Chart				View Roster																																																																																																			
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>  <h3>Summative Designation</h3> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 60%;"> <input type="text" value="Enter Student Firstname or Lastname or SIS ID"/> <span style="float: right;">Filters </span> </div> <div style="text-align: right;"> <span>SHOW/HIDE COLUMNS</span> <span>EXPORT </span> </div> </div> <p style="font-size: small; margin-top: 5px;">*Filters will be applied only to current year demographic columns            Note: The tabel boxes which display null data are shown as (-)=&gt; no Data</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="4">CURRENT</th> <th colspan="12">SUMMATIVE</th> </tr> <tr> <th>First Name</th> <th>Last Name</th> <th>SIS ID</th> <th>Grade Enrolled</th> <th>ELA Proficiency</th> <th>ELA Proficiency score</th> <th>ELA Growth</th> <th>Math Proficiency</th> <th>Math Proficiency score</th> <th>Math Growth</th> <th>Science Proficiency</th> <th>Science Proficiency Score</th> <th>ELPTP points Earned</th> <th>Chronic Absenteesim</th> <th>climate survey</th> <th>Graduation Rate</th> </tr> </thead> <tbody> <tr> <td>First Name</td> <td>Last Name</td> <td>111000222</td> <td>Grade 11</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>-</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>First Name</td> <td>Last Name</td> <td>111000222</td> <td>Grade 11</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>46.43</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>First Name</td> <td>Last Name</td> <td>111000222</td> <td>Grade 11</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>-</td> <td>0</td> <td>1</td> <td></td> </tr> <tr> <td>First Name</td> <td>Last Name</td> <td>111000222</td> <td>Grade 11</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>-</td> <td>N</td> <td>-</td> <td>-</td> <td>0</td> <td>1</td> <td></td> </tr> </tbody> </table>																CURRENT				SUMMATIVE												First Name	Last Name	SIS ID	Grade Enrolled	ELA Proficiency	ELA Proficiency score	ELA Growth	Math Proficiency	Math Proficiency score	Math Growth	Science Proficiency	Science Proficiency Score	ELPTP points Earned	Chronic Absenteesim	climate survey	Graduation Rate	First Name	Last Name	111000222	Grade 11	N	-	-	N	-	-	N	-	-	0	0		First Name	Last Name	111000222	Grade 11	N	-	-	N	-	-	N	-	46.43	0	1		First Name	Last Name	111000222	Grade 11	N	-	-	N	-	-	N	-	-	0	1		First Name	Last Name	111000222	Grade 11	N	-	-	N	-	-	N	-	-	0	1	
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## Resources

### **My Data Dashboard Webpage**

<https://www.isbe.net/mydashboard>

### **MyIRC/MDD User Guide**

<https://www.isbe.net/Documents/MyIRC-MDD-User-Management-Guide.pdf>

### **How to Access My Data Dashboard**

<https://www.isbe.net/Documents/How-to-Access-My-Data-Dash.pdf>

### **How to Read Metric Displays in My Data Dashboard**

<https://www.isbe.net/Documents/How-To-Read-Metric-Displays-My-Data-Dash.pdf>

### **Video: Introduction to My Data Dashboard**

<https://www.youtube.com/watch?v=CMAxqQ3H6rU>

# VI.

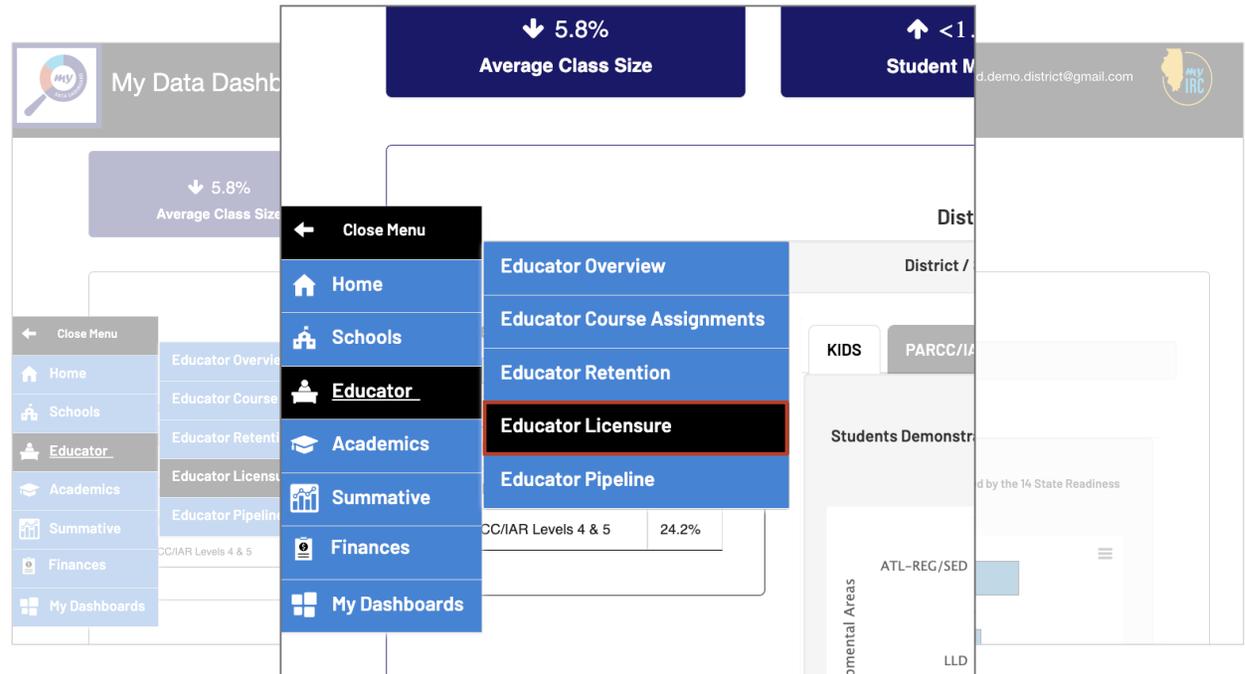
## Accessing Expiring Licensure

## There are two ways to view teachers with expiring licensure:

### Option 1: By District

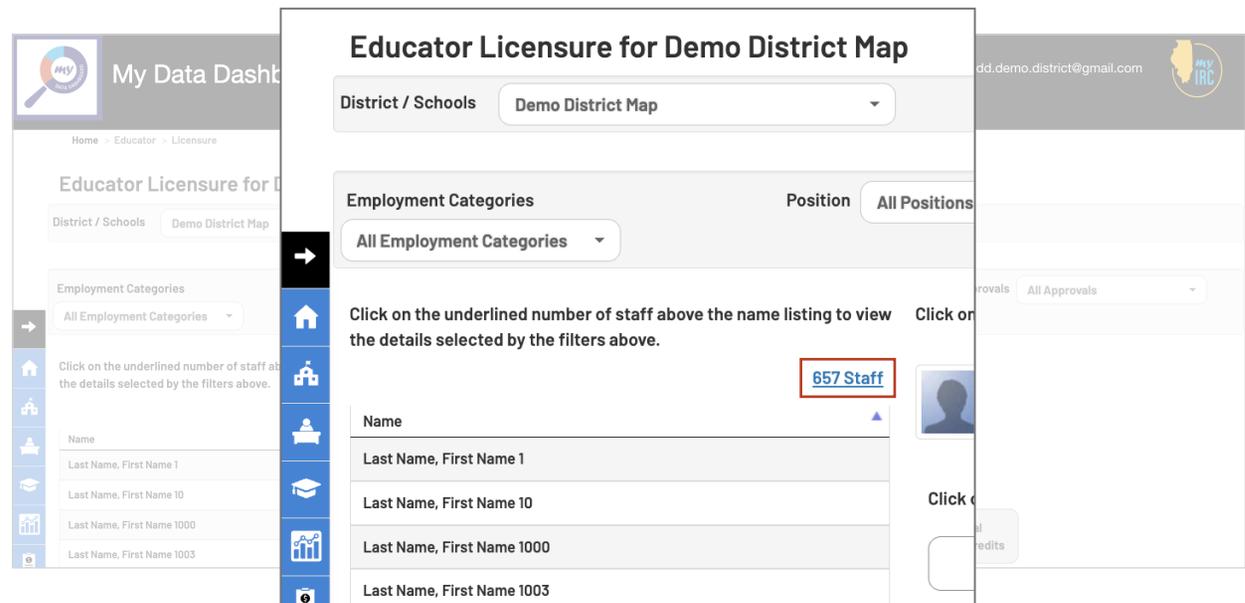
#### Step 1.

Go to Educator Licensure section of the tool.



#### Step 2.

Click on the hyperlinked # of staff in the upper right hand corner above the list of staff.



### Step 3.

That will open a pop-up window that can be exported/downloaded that contains the data of licensure expiration.

**Demo District Map**  
Licenses, Endorsements, and Approvals  
School Year 2023 - 2024

Show  entries

[PDF](#) [CSV](#) [Excel](#) [Copy](#) [Print](#) [Full CSV](#)

Educator Name	Work Location	Position	Type	Code	Description	Subject	Grade	Expire Date
Last Name, First Name 1264	Demo District Map	310	License	PARA	Paraprofessional Educator Endorsement			06/29/2026
Last Name, First Name 1264	Demo District Map	310	Endorsement	PARA	Paraprofessional Educator	Paraprofessional Educator	Grade 9 through Grade 14	06/29/2026
Last Name, First Name 299	Demo District Map	100	License	PEL	Professional Educator License			06/29/2025
Last Name, First Name 299	Demo District Map	100	Endorsement	ELEM	Elementary Education	Elementary Self- Contained		06/29/2020
Last Name, First Name 299	Demo District Map	100	Endorsement	GADM	General Administrative	Administration		06/29/2020
Last Name, First Name 299	Demo District Map	100	Endorsement	ITE	Industrial Technology Education	Vocational Education	Grade 9 Only	06/29/2020
Last Name, First Name 299	Demo District Map	100	Endorsement	MATH	Mathematics	Mathematics	Senior HS - Grade 9 through Grade 12	06/29/2020

## Option 2: By School

### Step 1.

Go to the Education Overview section of the tool.

### Step 2.

Click on the hyperlinked # of staff at the far right of the bottom of the screen for each school.

The screenshot shows the 'My Data Dashboard' interface. At the top, there's a navigation bar with the 'MY DATA DASHBOARD' logo and 'Demo District Administration' text. Below the navigation bar, there's a large blue button indicating a 5.8% decrease in 'Average Class Size'. A sidebar menu on the left is open, showing options like Home, Schools, Educator (selected), Academics, Summative, Finances, and My Dashboards. The 'Educator' menu is expanded, showing sub-options: Educator Overview (highlighted), Educator Course Assignments, Educator Retention, Educator Licensure, and Educator Pipeline. On the right side of the dashboard, there are sections for 'KIDS' and 'Students'.

The screenshot shows the 'My Data Dashboard' interface with a table titled 'Instructional Staff Information by School'. The table has columns for School, Grades Served, Summative Designation, FTL, SEP, and a hyperlinked number of staff. A pop-up window is open over the table, showing a detailed view of 'Teachers with Expiring Licenses' for 'Demo School14'. The pop-up window has a table with columns: Name, eMail, School, License, and Expiration Date. The table lists 8 teachers, all with 'Professional Educator License' and an expiration date of '06/29/2024'. The pop-up window also has a 'Close' button at the bottom right.

School	Grades Served	Summative Designation	FTL	SEP	Staff
Demo Schools	0-6		0.0%	0.0%	13
Demo Middle School	7-8		0.0%	0.0%	8
Demo HighSchool Map1	9-12		0.0%	0.0%	9
Demo HighSchool Map2	9-12		0.0%	0.0%	8
Demo Elem School Map2	K-4		0.0%	0.0%	22
					8
					5

### Step 3.

That will open a pop-up window that can be exported/downloaded that contains the data of licensure expiration.

The screenshot shows the 'My Data Dashboard' interface with a pop-up window titled 'Demo School14 Instructional Staff Details Teachers with Expiring Licenses'. The pop-up window has a table with columns: Name, eMail, School, License, and Expiration Date. The table lists 8 teachers, all with 'Professional Educator License' and an expiration date of '06/29/2024'. The pop-up window also has a 'Close' button at the bottom right.

Name	eMail	School	License	Expiration Date
Last Name, First Name 368 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024
Last Name, First Name 433 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024
Last Name, First Name 440 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024
Last Name, First Name 720 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024
Last Name, First Name 842 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024
Last Name, First Name 914 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024
Last Name, First Name 930 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024
Last Name, First Name 949 .	Educator@lsbe.net	Demo School14	Professional Educator License	06/29/2024

# **VII.**

## **Metric or Feature- Specific Notes**

# Coming Soon

These materials are in development.