

EdInsight Data Window™ Superintendent View

DASHBOARD

When a district administrator logs into the EdInsight data window, they will be directed to the Dashboard tab. This is the site's home page which can be returned to at any time by clicking on the word 'Home' located in the top right corner of every screen. Log out of EdInsight from any screen by clicking on the word 'Exit,' also located in the top right corner. If 'Exit' is selected, the login screen will appear. **More updates to the dashboard page of EdInsight are coming soon!*

ATTENDANCE

The second tab choice for district administrators is the Attendance tab. This screen charts the attendance for any particular month. The drop down menu allows the user to select a particular month that they would like to view. Clicking the 'go' button will update the screen to that month's chart of the number of students absent on each school day. The legend on the right distinguishes what each of the bars represents.

Show me the attendance aggregates for this month. (Hide)

Date	Excused	Excused Tardy	Half Day Excused	Half Day Unexcused	Unexcused Tardy
09/04/2007	41	47	32	4	8
09/05/2007	23	33	37	11	3
09/06/2007	30	45	31	7	9
09/07/2007	26	47	54	10	2
09/10/2007	34	60	69	14	4
09/11/2007	28	44	57	11	9
09/12/2007	29	67	51	11	9
09/13/2007	49	64	61	11	8
09/14/2007	40	72	81	21	4
09/17/2007	36	58	63	14	11
09/18/2007	25	46	54	10	6
09/19/2007	25	50	37	12	5
09/20/2007	38	46	45	6	19
09/21/2007	44	57	98	20	14
09/24/2007	40	50	60	11	9
09/25/2007	41	62	50	10	12
09/26/2007	35	71	49	8	11
09/27/2007	39	52	62	7	5
09/28/2007	52	79	64	13	14

To see a summary of the data that comprises this chart, click the 'Show me the attendance aggregates for this month' link at the bottom of the screen. A chart with the breakdown of the number of absent and tardy students on a specific date will appear.

MISCONDUCT

Superintendent View
ONHAND SCHOOLS SD

Superintendent View > Misconduct > Monthly Misconduct > September

Select month: **September** Go

Misconduct Types

Number of Students

Misconduct Type

Show me the misconduct type details

Disciplinary Actions

Number of Students

Discipline Type

Show me the discipline details
Show me all the misconduct incidents from this month.

The third tab under the administrator view is Misconduct. This tab displays two charts. The first chart shows all of the particular misconducts, and the number of each for the selected month. The second shows the discipline actions taken also for the selected month.

Previous months can be viewed simply by selecting a desired month from the drop down menu at the top left of the page, and clicking the 'go' button.

Show me the misconduct type details (Hide)

Misconduct Type	Number of Students
107	1
Cheating	1
Defy authority	1
Hall roaming	1
Hygiene issues	1
Lying	1
S04	1
Cell phone	2
Horseplay	2
Swearing	2
Cafe behavior	3
Excsv talking	3
Off task behavr	3
Theft	3

Directly bellow each graph is a link which can be clicked to display the data that has been compiled to make each of the graphs.

Show me all the misconduct incidents from this month. (Hide)

Student Id	Last Name	First Name	Date	Infraction	Discipline	Number of Days	Start Date	Grade	Infraction YTD Total	Misconduct YTD Total
34509	DIETER	RANDALL	09/04/2007	Clarm tardiness	Verbal Warning	0		12	3	5
21377	FALK	ROBERT	09/04/2007	Clarm tardiness	Detention - Lunch	1		09	2	7
31469	MILLER	SALLY	09/05/2007	Cutting class	Verbal Warning	0		10	1	2
30498	SMITH	TERRY	09/05/2007	Cutting class	FYI (Information Only)	0		11	1	4
33382	HANSON	ALBERT	09/06/2007	Clarm tardiness	Verbal Warning	0		09	1	1
20961	JOHNSON	TERRY	09/06/2007	Hygiene issues	Detention	0		11	1	4
3724	ROBERTS	PAUL	09/06/2007	Excsv talking	Verbal Warning	0		12	1	4
31748	FALK	VICTOR	09/07/2007	Clarm tardiness	Verbal Warning	0		09	1	1
21305	LINDER	SEAN	09/07/2007	Clarm tardiness	Verbal Warning	0		09	1	1
3724	ROBERTS	PAUL	09/07/2007	Cutting class	Verbal Warning	0		12	1	4
10964	WILSON	CHRIS	09/07/2007	Clarm tardiness	Verbal Warning	0		09	1	3
10967	WILSON	SALLY	09/07/2007	Clarm tardiness	Verbal Warning	0		09	1	1
10829	WILSON	TERRY	09/07/2007	S04	Suspension - Out of	1		10	1	1
3545	ANDERSON	CHRIS	09/10/2007	Cafe behavior	Detention - Lunch	1		12	1	1
33422	BUCHANON	SALLY	09/10/2007	Cell phone	Verbal Warning	0		11	1	3
21205	EVANS	ALJCE	09/10/2007	Cell phone	Verbal Warning	0		10	1	1
20965	HANSON	JOHN	09/10/2007	Live schl w/o OK	Suspension - In Scho	1		11	2	4

This page also contains a link that allows the user to see the students that were involved in misconduct incidents during the chosen month. To view this information, click the 'Show me all of the misconduct incidents from this month' link at the bottom of the page. When that link is clicked, a chart containing the student's ID number, name, infraction, discipline record, and pertinent dates will be displayed on screen.

Use the student ID number link from this chart to view the student information page. To learn more about the student information page, see the student information page tutorial.

SCHOOLS

Superintendent View > Schools

Schools In My District

- Christian Bruckhoff MS
- Michael Leonard Elem
- OnHand Schools HS
- Toby Basalla El Sch
- Tom Demarco El Sch
- Vanessa Moody El Sch

This tab allows administrators to view information pertaining to a particular school in their district. When this tab has been selected, a list of buildings in the district will appear. A screen containing information for any of those buildings can be seen by clicking on the school.

STUDENTS

Superintendent View > Students > Search

Search for Existing Students

Last Name: First Name:

Current School:

Change page: < 1 2 3 4 5 6 > | Displaying page 1 of 6, items 1 to 100 of 537.

Student Id	Last Name	First Name	Middle	School	Grade
34257	SMITH	ALBERT	Thomas	Demarco El Sch	0K
33235	SMITH	ALBERT	J	Demarco El Sch	02
34418	SMITH	ALBERT		Basalla El Sch	0K
34411	SMITH	ALBERT	David	Basalla El Sch	0K
33658	SMITH	ALBERT	James	Basalla El Sch	01
32436	SMITH	ALBERT	M	Basalla El Sch	03

This tab allows the option of searching for a student within the district. Search for a student by entering any or all of the information into the fields provided and clicking the 'search' button. A list of students that match the given information will then appear. Additional information on the students can be viewed by clicking on the student ID number.

REPORTS | VIEWS

Superintendent View > Reports

PSSA | Math/Reading Reports

- Single Year By District
- Single Year By Building
- Longitudinal By District
- Longitudinal By Building
- Single Year By Subgroup
- Longitudinal By Subgroup

The 'Reports/Views' tab creates a number of various reports for assessments given within your district. These reports include: national, state, and local assessments.

Reports > Analysis

PSSA Math Reading Single Year District Analysis

Please select the year of the PSSA: PSSA 2006-2007

Any of these reports can be seen by selecting a test, and then choosing a year and a building to view. Once these fields are selected, click the 'run report' button. **More information describing the different assessments will be available at a later date.*

ANNOUNCEMENTS

The screenshot shows the 'OnHand Schools' interface. The left sidebar contains navigation tabs: dashboard, attendance, misconduct, schools, students, reports, announcements (highlighted), and preferences. The main content area is titled 'Superintendent View ONHAND SCHOOLS SD'. Below the title, there is a link: 'Click Here to Create or Modify Announcements'. A sub-header reads '4 Announcements for the OnHand Schools SD'. Below this, there are options for 'Show Dismissed' and 'No Filter'. A table with columns 'Type', 'Subject', and 'Date' is displayed. The table contains one row: 'New Features', 'Quickstart User Guide for Announcements', and '03/23/2007'. A 'Dismiss' link is at the end of the row. A 'Refresh' button is in the top right of the table area.

Type	Subject	Date
New Features	Quickstart User Guide for Announcements	03/23/2007

The 'Announcements' feature creates an additional method of communication with district staff. Administrators post messages here to be sent to the staff. **More information on Announcements will be available in a future update of this help page.*

PREFERENCES

The screenshot shows the 'OnHand Schools' interface with the 'preferences' tab selected. The main content area is titled 'Change Superintendent Password'. It contains three input fields: 'Current Password:', 'New Password:', and 'Repeat New Password:'. Below the fields, a note states: 'Password is case sensitive and must be eight or more characters, include no spaces, and contain at least one number.' A 'Save' button is located at the bottom left of the form.

The 'Preferences' tab enables the user to change their password. OnHand Schools suggests changing your password on the first sign on. Keeping passwords confidential is essential due to the fact that this system contains sensitive student information. A screen will appear stating that the change has been successful. Any of the tabs can then be clicked to navigate elsewhere throughout the EdInsight system, or select the 'home' button to return to the first screen.

**Please make sure your new password is at least 8 characters long (no spaces) and contains at least one number (passwords are case sensitive!)*