

GETTING STARTED WITH HOMEROOM

This training provides an overview of Homeroom Premium functions. Participants will learn the purpose of each widget, or function, and the tools necessary to navigate them.

Recommended Browsers

Chrome Firefox Safari

To Log In to an Existing Account

1. Open a browser and enter your district specific address
{yourdistrict}.schooldata.net
2. Click enter
3. Type your username (usually the same as Skyward)
4. Type your password (may not be the same as Skyward)
5. Click **Sign In**
6. If you do not remember your password, select the **reset password** link and follow the instructions
7. If you need help, select the **help** link for your district contact person

To Log Out


Click the Logout  icon in the upper-right hand corner of the Homeroom window.

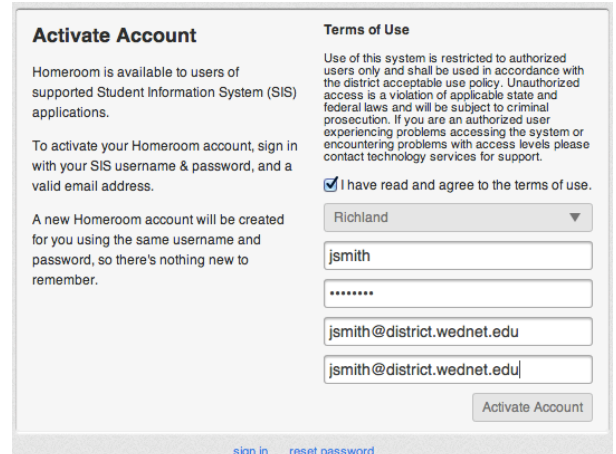
To Activate a New Account

If you have never logged in to Homeroom before, you will need to activate your account.

1. Follow instructions 1 and 2 above
2. Enter your Skyward username
3. Enter your Skyward password
4. Enter your district email address
5. Agree to the Terms of Use
6. Select Activate Account

Understanding Widgets

Each function of Homeroom is contained in a “widget” on the page. These widgets provide ways to access and process information about entities (student, school, teacher, class, activity, etc.) They are independent of each other and you can switch from one to another without losing information. Some widgets are interactive, like Assessments or Student Groups, and require your input. Some simply display information, like the CAA/CIA. Within any widget, you may see a  spotlight. Selecting this will display detailed information about the entity...its profile; and will open a new tab on the page. If you need more functions, like printing or getting help, use Homeroom Tools, which are located in the upper right-hand corner of each widget’s window.

















Navigating Homeroom

Everything in Homeroom happens in a single browser window or page. There is no reason to go forward or back in your browser. At the top of the window is a tab, which is the user's dashboard. Beneath the tab is a horizontal menu bar.

Directory List Logins & Links Lookup Assessments CAA / CIA Student Groups Risk Indicators Student Learning Plan Manager Data Extract Manager

The title of each widget is listed as a link and selecting a title will pull the widget into view. There is a vertical scroll bar on the right side of the window to move up or down through the whole page and all the widgets. However, there is also a vertical scroll bar within each widget, and sometimes a horizontal one.

Homeroom Tools

ICON	NAME	PURPOSE
	Date Selector	Allows you to pick the school year for the data you want to display
	Help	Opens the School Data Solutions Help Center in a new window and will offer guidance on using the widget
	Full Screen View	Opens a new window to view a widget in full screen mode; close the window to return to your dashboard
	Download	Downloads available data from the current view in the widget to CSV file which can be used in Microsoft Excel
	Upload	Create a user-defined assessment, download the assessment template, upload student scores
	Print	Creates a PDF print of the current data being displayed in the widget
	Refresh	Will refresh or reset the widget, clearing all selections and data
	Expand Arrow	Expands a list and displays its sub-lists
	Collapse Arrow	Collapses sub-lists back into the main list
	Spotlight	Allows you to view data for a specific entity; this will open a new tab to the right of your dashboard tab
	Options	Allows you to display data in demonstration mode, where all entity information is scrambled but the resulting data is not.
	Logout	To logout of Homeroom, located in the upper right-hand corner of the screen.
	Information	Will provide detailed information about students within a performance level or subgroup.
	Add	Will allow you to create a new group based on performance level or add students to an existing group.

Homeroom Widgets

Widget	Purpose	Training Activity
Directory List	An index of district and building staff along with contact information for administrators, teachers, specialists, departments, and activities.	View a prepopulated chart a. Select your school, then select its spotlight b. On the school's tab navigate to the Charts Viewer c. Select and view one of the many charts available
Logins & Links	Provides quick access to other websites. <ul style="list-style-type: none"> • A link will open a new browser window. • A login is also a link, but it stores your username and password to automatically log you in to another site. Please access district approved resources.	Add a link a. Click the "+" button b. Choose "Link" c. Enter the address: http://k12.wa.us and Label OSPI d. Click "Save"
Lookup	Displays data and profile information for entities like students, teachers, parents, schools, classes, and activities. This is the fastest way to view a student(s) record, including grades, attendance, services, and assessments, and a great way to monitor individual progress.	Spotlight a student a. Chose a current student and enter part of their name in the search box b. Spotlight the student c. Find the parent contact information d. Look for late assignments e. Check their activities or services f. View their assessments by subject area and by school year g. View their absences or a tardy
Assessments	An extremely powerful widget which provides a variety of ways to view assessment results, for example: <ul style="list-style-type: none"> • Group students according to assessment performance • View subgroup performance • View assessments scores and strand scores side by side • View assessments by subject or family • Group and view user-selected assessments • Filter and sort assessment results • Download assessment data • Track student growth • Create user-defined assessments and upload student assessment scores 	View an assessment a. Select a student group b. Select the Assessments button and locate a MSP Reading test c. Note the performance levels d. Note the View Strands link e. Choose the District View button f. Choose a subgroup view g. Note the tabs within the widget h. Return to the All Students tab i. Select the View Strands link Make a group of bubble students a. Select the All Students tab b. Uncheck levels 3 and 4 c. Click the names of students with scores just below benchmark (they will turn blue) d. Under Performance Levels, click the "+" button on Currently Selected e. Name your group
Student Groups	Allows users to define groups of students through a series of filters. These static or smart groups can be accessed anywhere you see a My Student Groups list in Homeroom. Use them to view data related to the particular group. Groups in this widget are unique to you and are not visible to others unless shared. Teachers will have prepopulated groups based on their assigned courses. Administrators and Specialists have no pre-populated groups and should create them as needed.	Create a credit deficient student group a. Select the Filter & Create tab b. Select Enrollments from the dropdown c. Choose the current year, a high school, and grade 12 d. Now select the Grades & Credits filter e. Set the Credits earned to 0 to 16 credits f. View the students using the Preview Students button g. Save the smart group

Widget	Purpose	Training Activity
CAA/CIA	Displays relevant progress toward graduation and will indicate if students met Certificate of Individual Achievement (CIA) or Certificate of Academic Achievement (CAA) requirements (diploma).	View student progress a. Choose a student group b. Review a single student c. Hover over an indicator (checkmark, X) d. Note the number of test attempts e. Note the number of requirements the student has met Sort by students who have not met a requirement
Risk Indicators	Contains a list of risk indicators and a weighted Risk Index Value for each enrolled student. What constitutes at risk students, and how the factors are weighted, have been carefully considered based on DEWIS research. The risks and percentage weight of each has been pre-determined by district personnel.	Understand Risk Indicators a. Choose a student group previously created b. Choose an appropriate <i>Risk Index</i> from the drop down list c. Hover over the titles of the indicators, consider the rules for each of the factors d. Review a single student. e. Note the performance level for the student in each of the factors Click on the header of any risk to sort ascending or descending
Data Extract Manager	Gives users the most requested reports, already bundled to display information relevant to districts. The values of the report require some user input and depend on student groups. Each extract may have one or more charts, some include CSV and PDF downloads. Extracts can be saved for future use. Users can print a chart or take a snapshot of a report for export to School Data Solution's Evaluations application.	Create, view, and extract a chart a. Choose the Student Group List Assessment Percentages extract b. Select several grades for the groups like 9 th , 10 th , 11 th and 12 th c. Select a relevant assessment like EOC Algebra d. Select the View button e. Note the detail when hovering over a data point f. Export the chart to PDF (upper right) View student progress over time a. Select the Longitudinal Cohort Assessments extract b. Choose several assessments in the same family, like MSP Math grades 3, 4, and 5 c. Choose a student group, like grade 6 d. Note the display compares only students who took all of the tests requested, a cohort e. Use this chart as a evidence for student growth
Student Learning Plan Manager	For administrators. Each student can be assigned a student learning plan (SLP) individually or based on group membership. It contains conditions, which qualify a student for an SLP, including assessment results, the interventions necessary to assist the student, communications between involved parties, goals for student growth, and commitments or parent compacts. SLPs can be printed and have a signature line. Any person who has access to a student's record can see their SLP.	When to Assign an SLP a. Consider one of the students you viewed in the Risk Indicator widget b. What intervention(s) would you assign them? c. What is their Qualifying Condition? d. Does the student need an accommodation? e. What goals would you set? f. Who might be interested in this student's SLP?