MANAGING YOUR DISTRICT DASHBOARD

Here are some helpful tips on managing the simple district dashboard.

- **Select the Reporting Year.** We suggest using the current school year, and administering the scan once or twice a year. That way, you can compare results over time.

- **Use the "Get Share Link" Button.** If you want district personnel to take this scan, disseminate this link so that the unique results for your district will tally. (We have also included a sample message that you might include in your email with the link, but you can use whatever language is right for you.)

- **Use the On/Off Button.** We recommend that you decide upon a period of time during which the scan will be live, and then turn the button off. This will allow you to close the scan so that results stop tallying.

- **View School-Level and District-Level Results.** If you click on the "Aggregate District Report," you can get feedback on perceptions about literacy implementation across the district. However, you can also look at the results of individual schools under the "School Reports’ section.

- **Compare Year-to-year Results.** If you administer this scan over multiple years, you will be able to track your progress over time.

- **Compare the Overview to the Individual Questions.** This scan is divided into five content areas: Leadership, Tiered Instructional Model, Professional Development, Assessment, and Family Engagement. When you look at your scan results, the green graph on the left displays overview results for one entire area. When you scroll down, the purple graphs on the right will display the responses to the individual questions within that area. These data points allow you to track both: (a) category areas that are strongest and weakest in your district/school; and (b) the individual issues that make you strong/weak in each area.

- **Use the Data to Inform Strategic Planning.** Once you have administered the survey multiple times, you will have useful data about how well implementation of your literacy program is going. Where you find weaknesses, incorporate potential solutions into your strategic planning process—and then continue to track whether your solutions are correlated with improved data on the scan over time. Survey, analyze, plan, repeat!

STUCK?

If you get stuck, please contact Marian Hourigan at marian.hourigan@ctedreform.org