

# Performance TRACKER®

PerformanceTRACKER Teacher Manual

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## PerformanceTRACKER Teacher Manual

### Introduction

PerformanceTRACKER gives users the ability to track and analyze student achievement using charts, graphs, and interactive reports. This manual contains instructions for PerformanceTRACKER users on getting started, viewing assessments and standards, opening reports, viewing/editing classes and more.

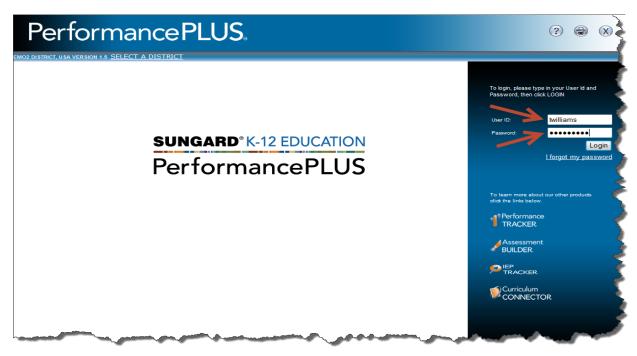
#### Quick Note

- In order to use PerformanceTRACKER you must have a PerformanceTRACKER User ID and Password.
- Please contact your district administrator regarding access privileges.

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#### **LOGGING IN**

To log in to PerformanceTRACKER, enter your district's PerformanceTRACKER URL (in most cases the URL will follow this pattern: http://yourdistrict-(state abbreviation).perfplusk12.com).



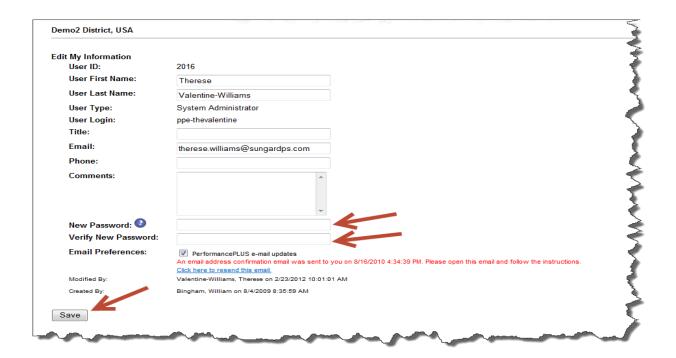
- 1. Enter your User ID and Password.
- 2. Click the Login button.

#### **CHANGING A PASSWORD**



1. To change your passwords click the My Info link.

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- 2. The Edit My Information page appears.
- 3. Use the Password field to type in the new password (type over the existing characters).
- 4. Type the same password in the Verify Password field.
- 5. Click the **Save** button.

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#### **NAVIGATION**



#### SYSTEM ICONS

In the upper right corner there are three system icons, the Question Mark icon, the Printer icon, and the Logout Icon. These icons appear on all screens.

**Question Mark**: The Question Mark icon represents the page help for the current page.

**Printer Icon**: The Printer icon will convert the current screen to a printer friendly format.

**Logout Icon**: The Logout icon logs users out of the current session.

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#### **NAVIGATION BAR**



Centered near the top of the page is the Navigation bar. Each icon takes users to a different area of the application. Hovering over each icon reveals its title. The icons displayed vary according to licenses purchased.

- Home: Returns the user to the Home page.
- Reports: Takes the user to the Reports page.
- Standards: Takes the user the Standards page. Allows users to view/edit the standards stored in the software.
- Teachers: Takes the user to the Teacher search page. Allows users to search/view/edit teacher information stored in the software.
- Classes: Takes the user to the Class(es) page. This will display the user's classes. It does not allow a user to search for other teacher's classes.
- Students: Takes the user to the Student search page. Allows users to search/view/edit student information stored in the software.
- Action Plans: Takes the user to the Action Plan page. Allows users to search/view/edit action plans stored in the software.
- Assessments: Takes the user to an Assessment search page. Allows users to search/view/edit assessments stored in the software.
- Content Library: Takes the user to a Content Library search page. Allows users to search for questions by standard(s).
- Course Maps: Takes the user to the Landscape Map screen. Allows users to view/edit their landscape maps.
- Lesson Planner: Takes the user to the calendar-based lesson planner. Allows users to view/edit lessons and activities using the calendar.
- Messages: Takes the user to the Messages screen. Allows users to view/send instant messages to other users within the district.
- Admin: Takes the user to the Administration menu. Allows users to access various administrative functions.

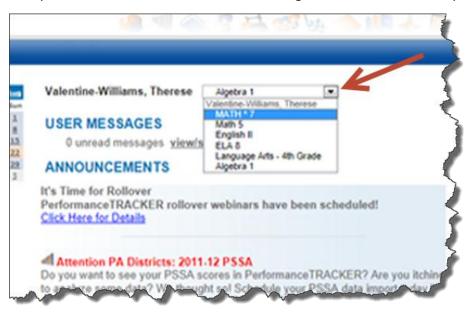
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#### **HOME PAGE**

There are several sections on the Home Page.

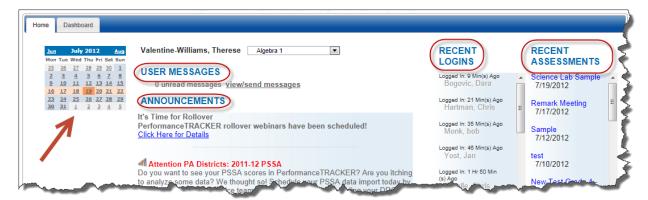
#### **COURSE DROPDOWN**

Below the System icons, users can select the desired login and course via two drop-down boxes.



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#### OTHER AREAS OF THE HOME PAGE



#### Calendar

The month-view calendar along the left margin allows users to enter the lesson planner on a desired date.

#### **User and System Messages**

User Messages, System Admin Messages, and New Feature notices are detailed on the home page

#### **Recent Logins**

The Recent Logins column displays recent login information for other users in the district. Active users will be blue links. Click the link to message the user.

#### **Recent Assessments**

The Recent Assessments column displays recent assessments.

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Help: Click this link to access help documentation.

Release Notes: Click this link to access release notes.

My Info: Click this link to view/edit account info.

Roll Over My Units: Allows users to roll historical units into a current map.

#### Quick Note

Once in the software a blue bread crumb trail appears. Where the bar is displayed use it to navigate backwards instead of your browser's Back button.

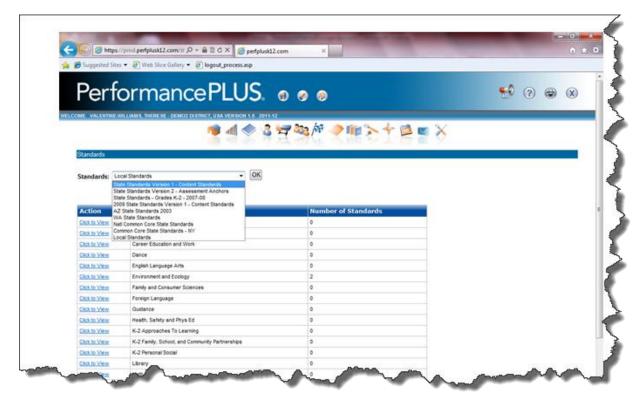
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#### **VIEWING STANDARDS**

1. From the navigation bar, click the **Standards** icon.

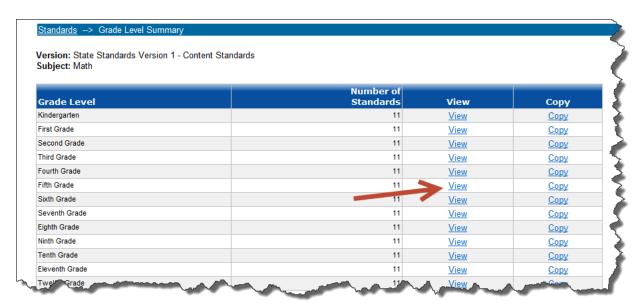


- 2. The Standards page appears.
- 3. Click the drop-down box and select the desired Standards group.
- 4. Click the **OK** button to display the desired Standards.
- 5. Click the **Click to View** link in the Action column to view a subject's Standards.

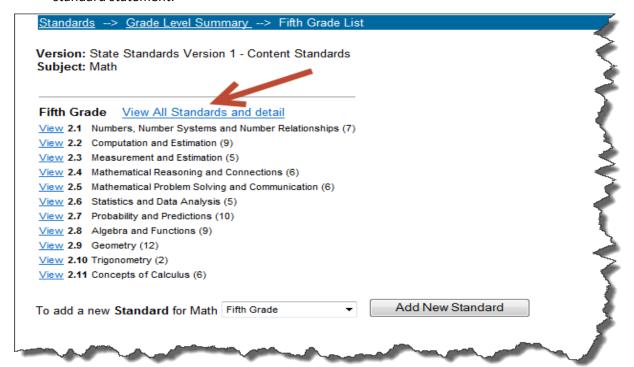


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- 6. The Grade Level Summary page appears.
- 7. Click the View link in the View column to view a grade's Standards for the selected subject.



- 8. The Standards for the selected subject appear.
- 9. Click the **View All Standards and detail** link to view all the Standards and details for a specific grade.
- 10. Click the **View** link in front of a statement to view the content standards associated with a standard statement.



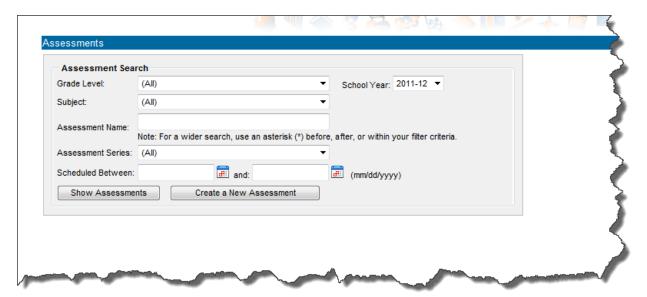
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#### **VIEWING ASSESSMENTS**

1. Click the Assessments icon.

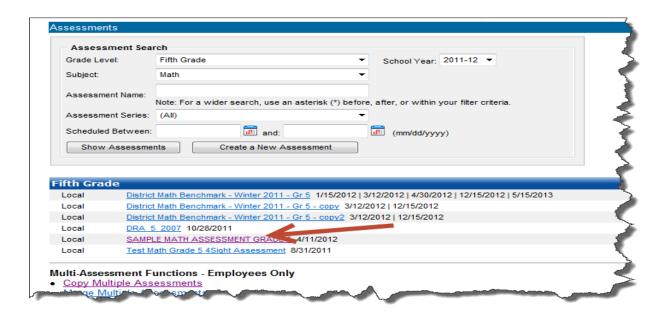


- 2. Enter the name of the desired assessment or use an asterisk at the beginning or end of the search to perform a partial name search.
- 3. Click the **Show Assessments** button.

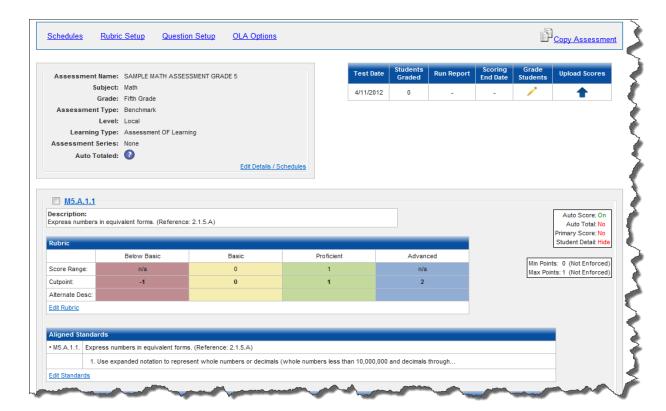


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4. Click the name of the desired assessment.



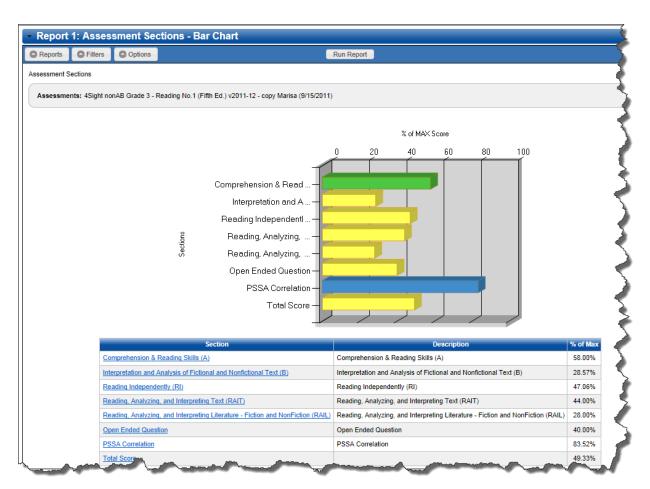
5. The Assessment Detail page appears. This page details Performance Levels, Standards, and/or Indicators relating to the selected assessment.



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#### PERFORMANCETRACKER STANDARD REPORT DESCRIPTIONS

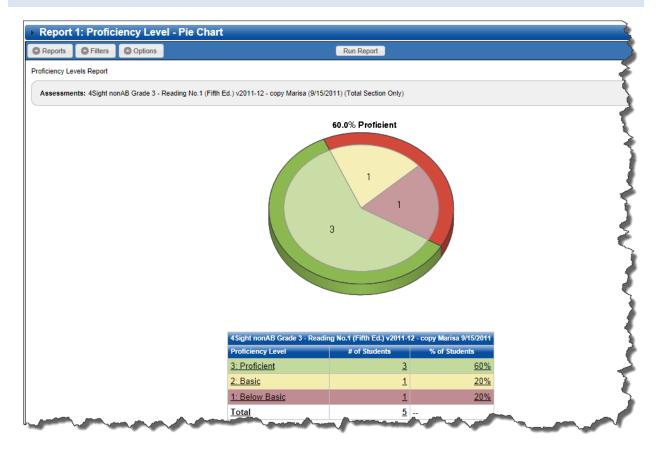
#### ASSESSMENT SECTIONS - BAR CHART



This report generates a bar chart that represents each section measured by percent (%) of max score or proficiency level.

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#### PROFICIENCY LEVEL - PIE CHART

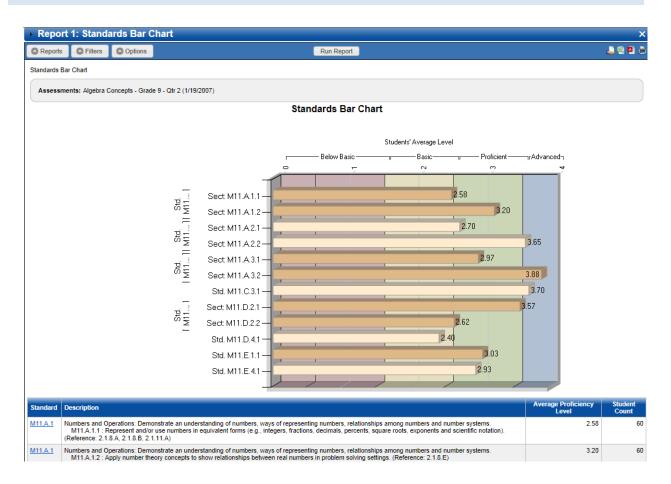


This report displays data using the same number of proficiency levels that your state assessment follows for a given assessment(s).

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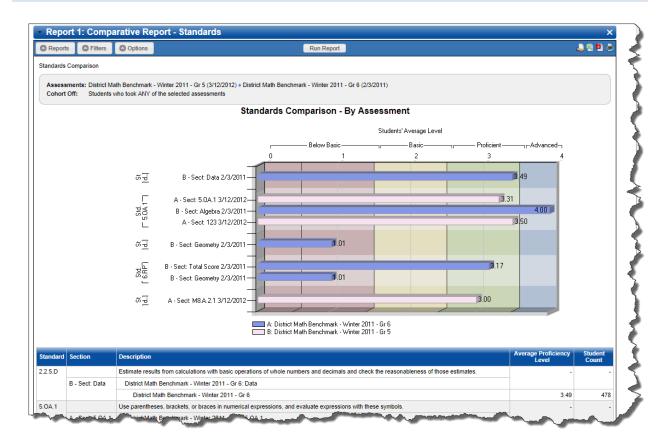
#### STANDARDS - BAR CHART



This report displays student performance broken out by second-level standards by selected assessments.

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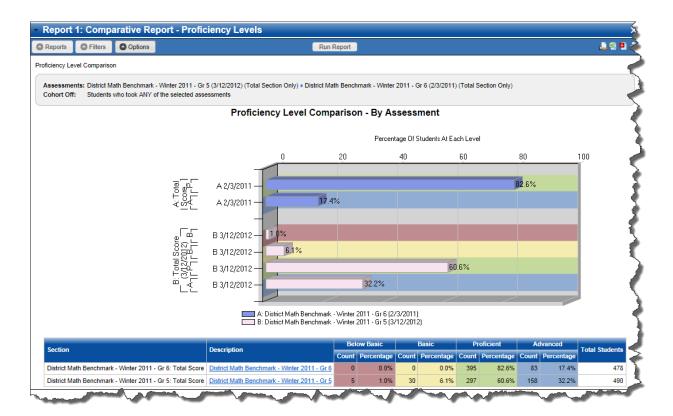
#### **COMPARATIVE REPORT - STANDARDS**



This report compares multiple assessments across multiple years/grades on the same report. Users can mix national, state and local assessments. You may click on a particular bar to see how students performed on that standard/anchor indicator.

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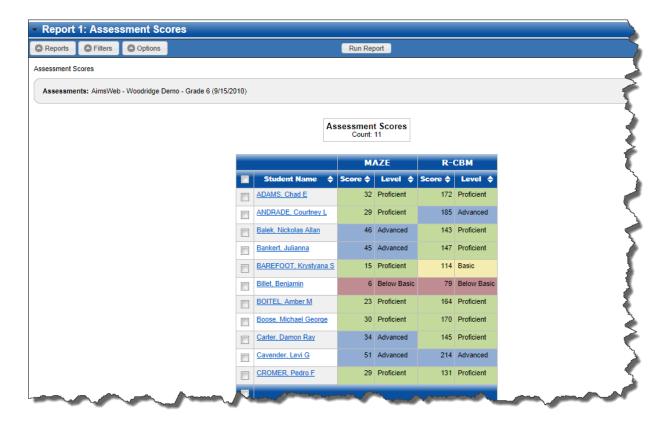
#### COMPARATIVE REPORT - PROFICIENCY LEVELS



This report compares proficiency levels for groups of students on multiple assessments across multiple years. Click on a proficiency bar to see students associated to that proficiency level.

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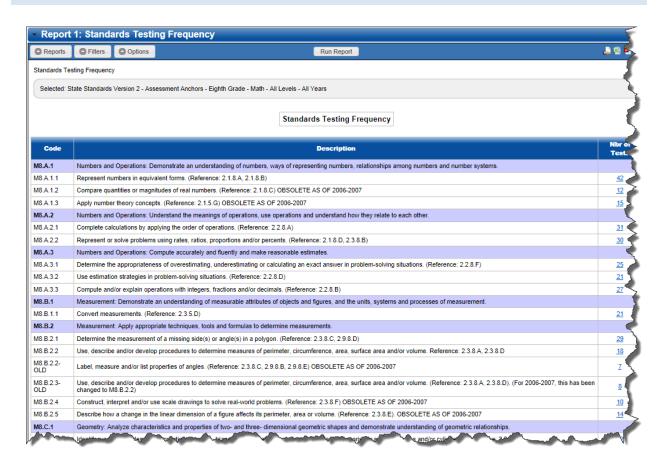
#### **ASSESSMENT SCORES**



This report displays performance by section of the assessment with various sorting capabilities.

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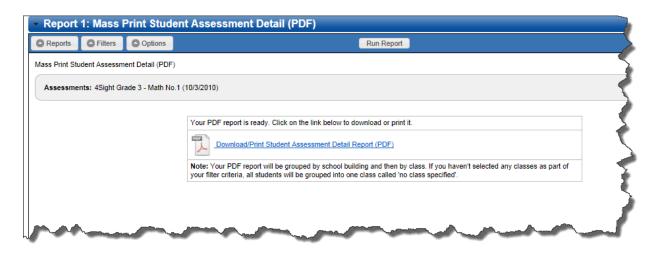
#### STANDARDS TESTING FREQUENCY

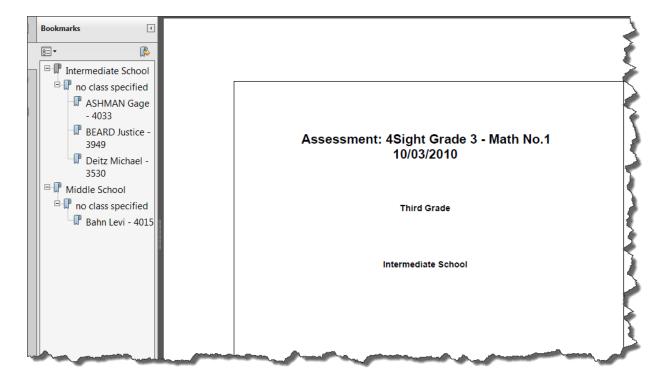


This report displays the number of times a standard has been aligned for a given subject, grade, and year. This report does not show you the number of times a standard has been assessed.

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#### MASS PRINT STUDENT ASSESSMENT DETAIL (PDF)

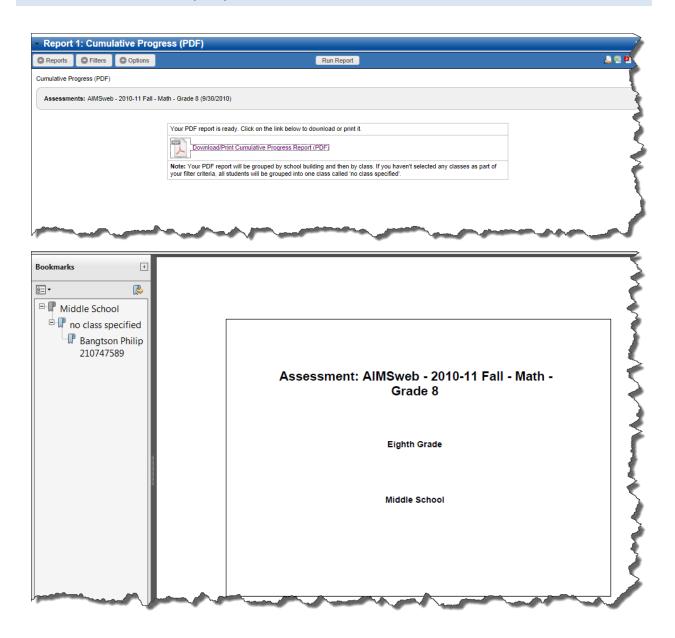




This report creates one sheet per student detailing their performance on a given assessment.

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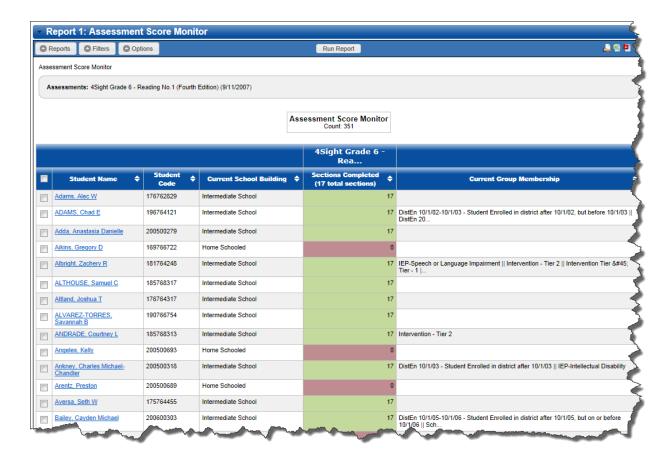
#### **CUMULATIVE PROGRESS (PDF)**



This report creates one sheet per student detailing their progress over time. This report will only run on an assessment that has multiple schedule dates.

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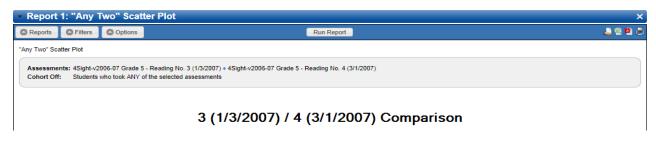
#### ASSESSMENT SCORE MONITOR

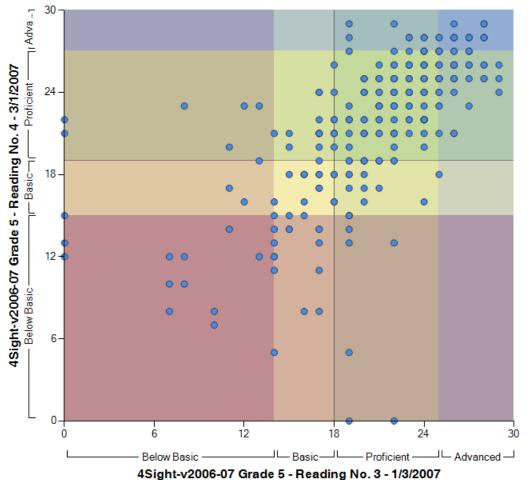


This report displays the number of sections that a student has grades for on selected assessments. This report could be used to determine cohort groups.

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#### "ANY TWO" SCATTER PLOT



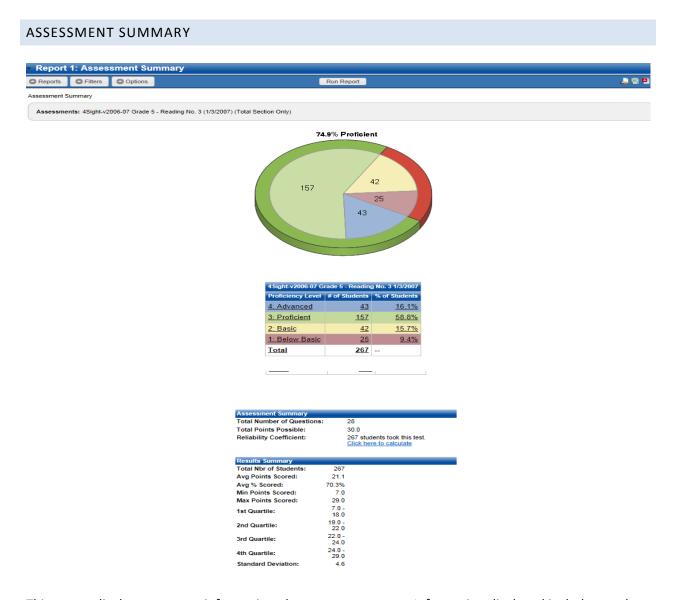


This report compares students according to any two measurements, showing one point for each student on a colored grid.

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#### ASSESSMENTBUILDER ITEM LEVEL REPORT DESCRIPTIONS

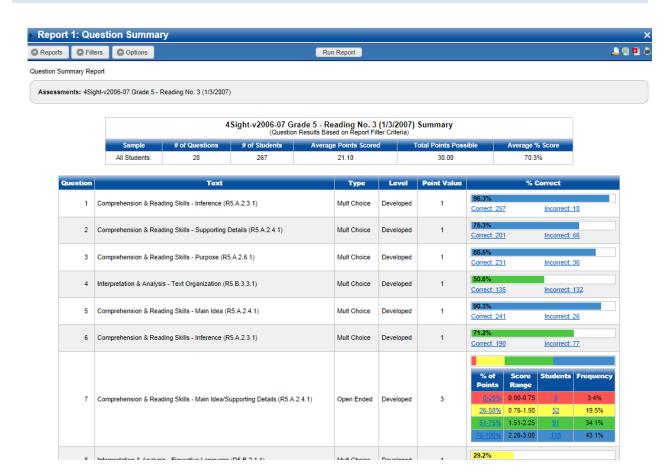
With Assessment BUILDER for PerformanceTRACKER, users have access to item level reports not otherwise available. The reports allow districts to drill into local test results for more precise analysis. An Assessment BUILDER subscription is required to access Item Level reports.



This report displays summary information about an assessment. Information displayed includes total number of questions, number of students, average correct, average percentage correct, and minimum and maximum scores. A pie chart reflecting student performance on the assessment appears at the top.

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#### **QUESTION SUMMARY**



This report displays information question by question. The bar graph in each question will show what percentage of the students answered a given question correctly. Click the correct or incorrect link to view students in each category.

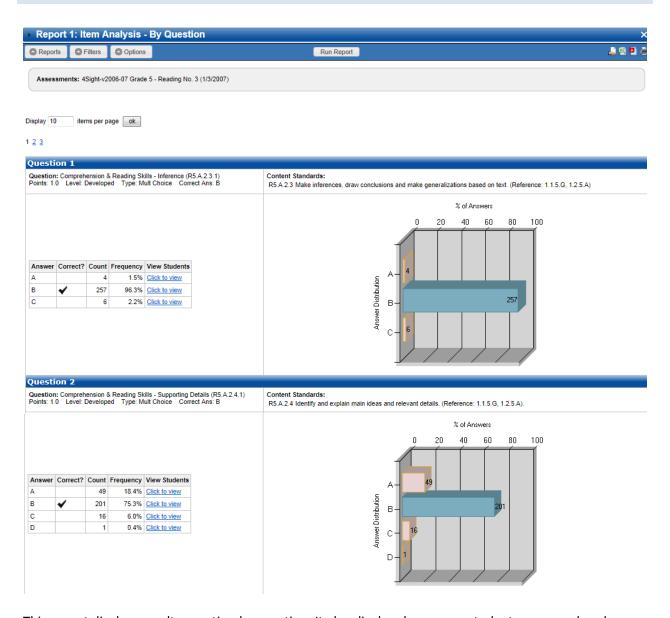
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#### STANDARDS ANALYSIS Report 1: Standards Analysis Reports Filters Options 🌅 🗐 📮 🥫 Run Report Standards Analysis Report Assessments: 4Sight-v2006-07 Grade 5 - Reading No. 3 (1/3/2007) 4Sight-v2006-07 Grade 5 - Reading No. 3 (1/3/2007) Summary Average Points Scored All Students: 30.00 Search Content Library for Questions Related to the Selected Standards Туре Performance Indicator Question Level Your Results Identify and interpret the meaning of vocabulary. (Reference: 1.1.5.E, 1.1.5.F). R5.A.1.1 26 40.5% 40.5% Correct: 108 • Incorrect: 159 Mult Developed Choice Correct: 219 ◆ Incorrect: 48 82.0% 82.0% Identify and apply word recognition skills. (Reference: 1.1.5.C) R5.A.1.2 12 Developed 82.8% Correct: 221 ◆ Incorrect: 46 82.8% Mult Choice 10 Developed Make inferences, draw conclusions and Correct: 191 ◆ Incorrect: 76 71.5% 71.5% R5.A.1.3 make generalizations based on text. (Reference: 1.1.5.G. 1.2.5.A). Mult 22 Developed Correct: 192 • Incorrect: 75 71.9% 71.9% Mult Choice 11 Developed 79.4% Correct: 212 . Incorrect: 55 79.4% Correct: 212 • Incorrect: 55 79.4% 79.4% Identify and explain main ideas and relevant details.(Reference:1.1.5.G) Mult R5.A.1.4 24 Developed 83.2% 83.2% Correct: 222 . Incorrect: 45 Mult 28 Developed Choice 47.9% 47.9% Correct: 128 • Incorrect: 139 Identify and interpret the meaning of Mult R5.A.2.1 vocabulary in nonfiction. (Reference: 1.1.5.E, 1.1.5.F) 19 Developed Choice Correct: 213 • Incorrect: 54 79.8% 79.8% Mult Choice Developed Make inferences, draw conclusions and make generalizations based on text. (Reference: 1.1.5.G, 1.2.5.A) Correct: 257 • Incorrect: 10 96.3% R5.A.2.3 Mult Choice Developed 6 71.2% Correct: 190 ◆ Incorrect: 77 71.2%

This report displays results by Standard and question with the ability to compare success rate (class, building, or group) to the entire district on a given assessment.

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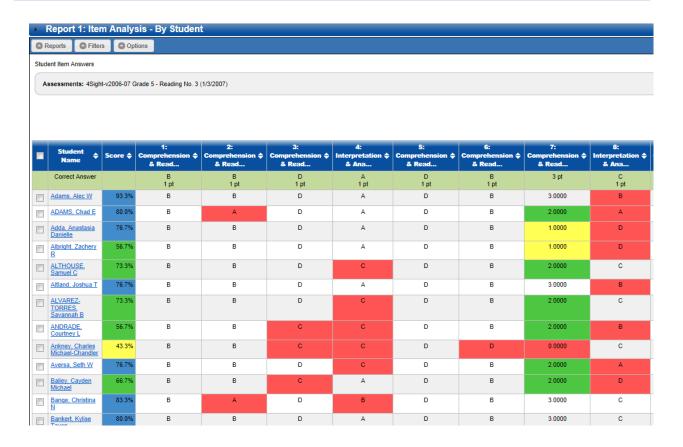
#### ITEM ANALYSIS- BY QUESTION



This report displays results question by question. It also displays how many students answered each possible response.

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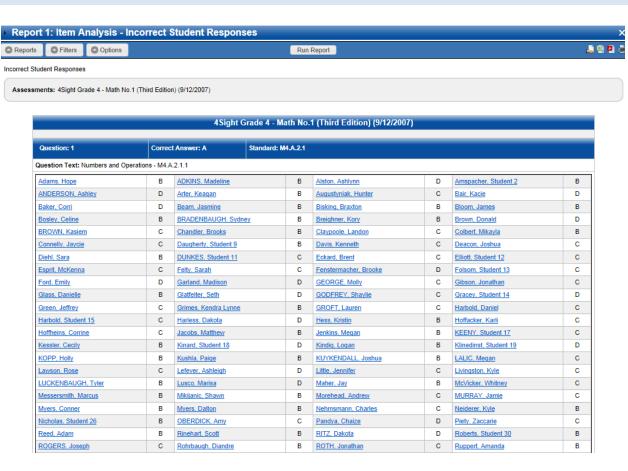
#### ITEM ANALYSIS - BY STUDENT



This report shows student scores and their answers to individual questions for each selected assessment.

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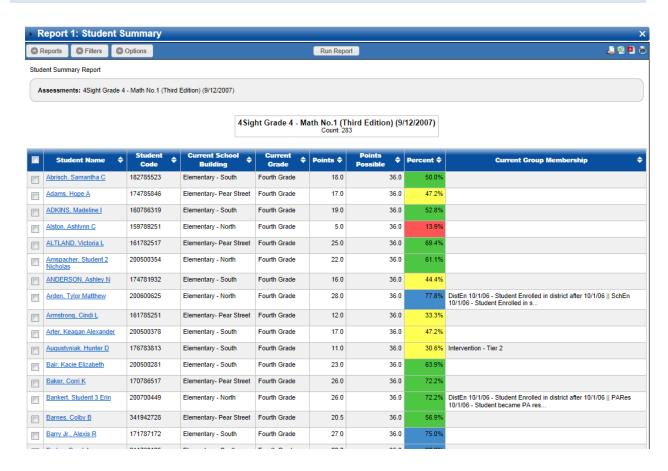
#### ITEM ANALYSIS - INCORRECT STUDENT RESPONSES



This report shows student scores and their incorrect answers to individual questions for each selected assessment.

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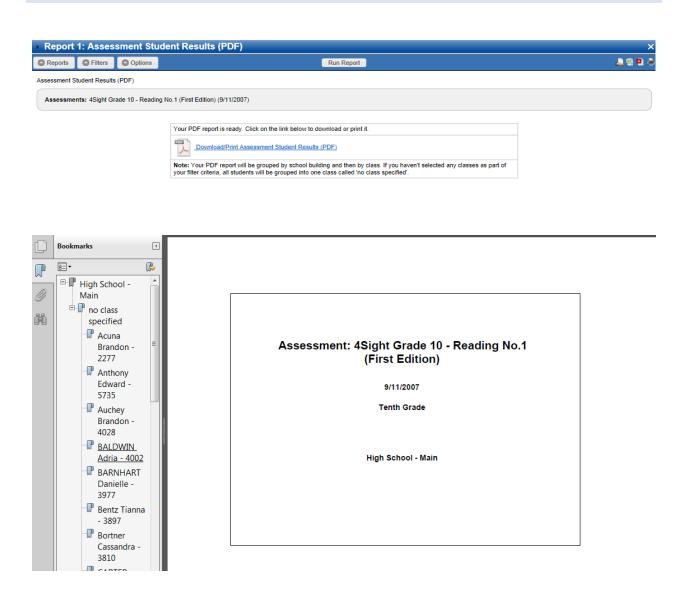
#### STUDENT SUMMARY



This report displays results for all students that took the assessment in order of how they scored. Click the student name to view the student's responses.

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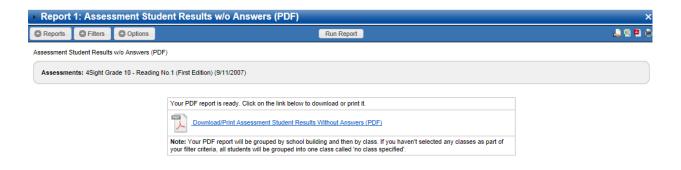
#### ASSESSMENT STUDENT RESULTS (PDF)

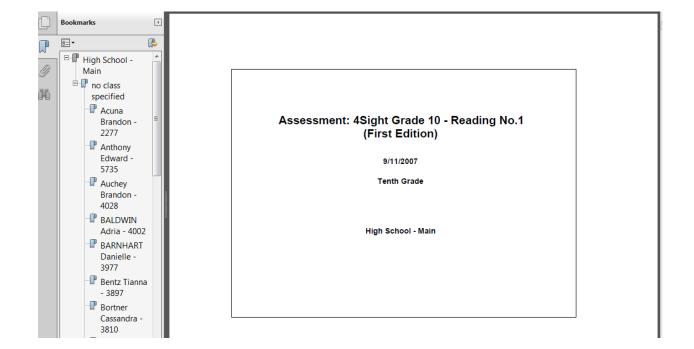


This report creates one sheet per student detailing performance on a given assessment. It displays student performance question by question including question text and student answers. The report is displayed in PDF format.

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#### ASSESSMENT STUDENT RESULTS W/O ANSWERS

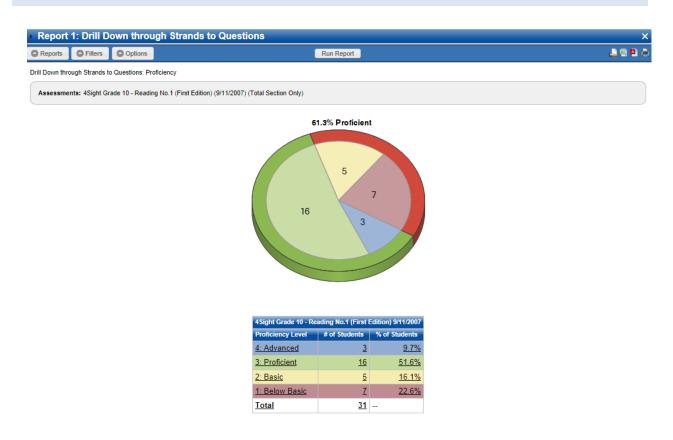




This report is the same as the **Assessment Students Report** except it does not include the correct answers.

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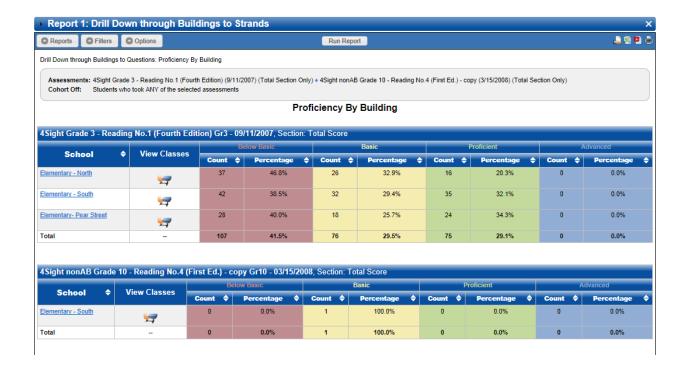
#### DRILL DOWN THROUGH STRANDS TO QUESTIONS



This report displays results by standards comparing a filtered class to the district average.

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# DRILL DOWN THROUGH BUILDINGS TO STRANDS



This report displays class results within a district.

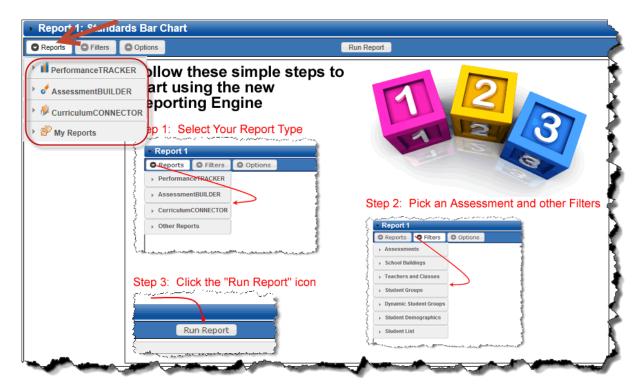
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# **RUNNING REPORTS**

To select and run standard reports, click the **Report** icon on the navigation bar.

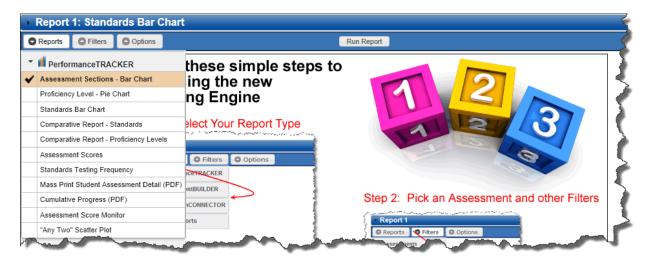


- 1. Click on Reports to select the type of report. A dropdown list with the report menu appears.
- 2. Select desired report from the list.



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3. Click any of the choices from the report menu to view the list of all the report options.



- 4. Click on Filters to find the desired assessment and select other report criteria.
- 5. Click on Options for grouping or other choices that are unique to the report that you have selected.



# Quick Note

- Comparative reports need at least two assessments selected to run correctly.
- To view item level reports, click on AssessmentBUILDER from the report menu.

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6. After the filter options have been selected, click on the Run Report button.



7. To generate additional copies of a report click on *Add or Clone Report* located below the report.



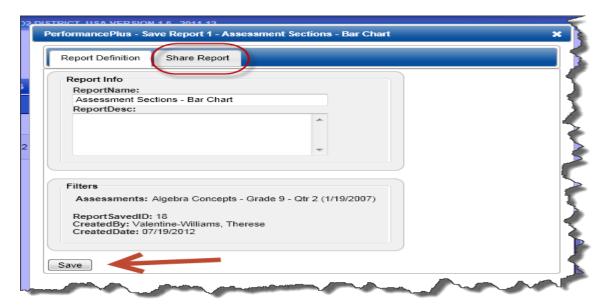
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# SAVING REPORT SETTINGS

1. To save the report, click on the icon below.



- 2. The Save Report screen appears that allow you to enter the report name and description.
- 3. Click on the **Save** button to save the report.
- 4. After the report has been saved, the option to *Share Report* is enabled.



# Quick Note

- Click on the Excel Icon located in the upper right corner to export report detail into a spreadsheet.
- Click on the PDF icon located in the upper right corner to export report detail into a PDF format.
- Click on the Printer icon located in the upper right corner to print the report.

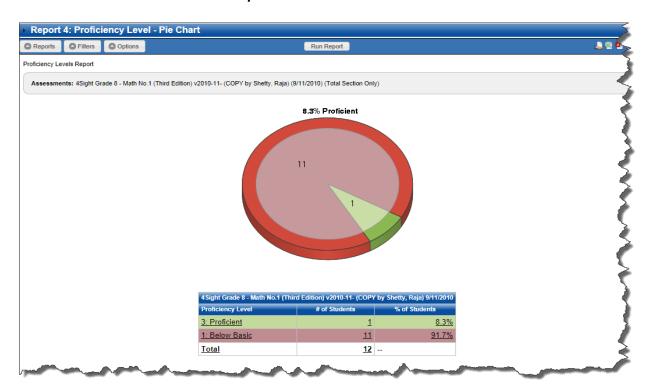
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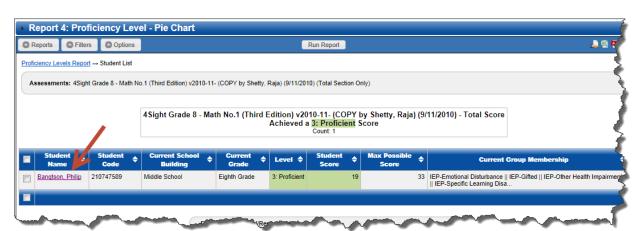
# **VIEWING THE STUDENT DETAIL PAGE**

PerformanceTRACKER allows users to view student portfolios with information detailing performance.

1. Click the chart or the **Proficiency Level** link in the View Students column.

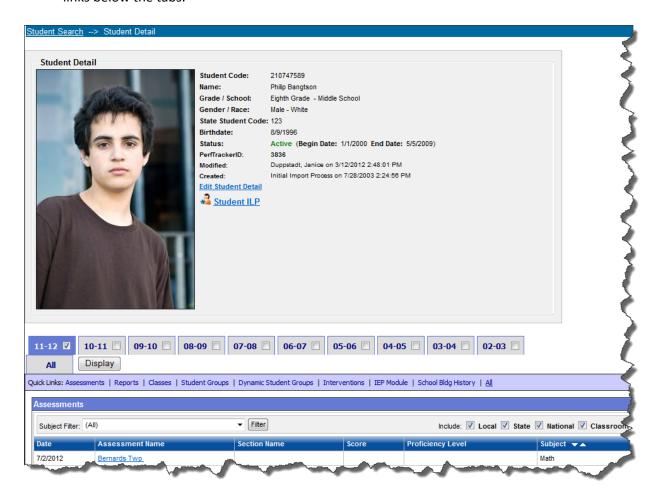


2. Click the name of the student whose profile you would like to see.



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- 3. Display the information by school year or view all at once using the tabs.
- 4. Choose which information to display using the Assessments, Reports, Classes, Student Groups, Dynamic Student Groups, Interventions, IEP Module (PA only), School Building History, and All links below the tabs.



5. Click on any underlined Assessments or Reports will display specific assessments or reports for the selected student.



Summary information for Classes, Students Groups, Dynamic Student Groups, Interventions, IEP Module (PA only), and School Building History is also provided.

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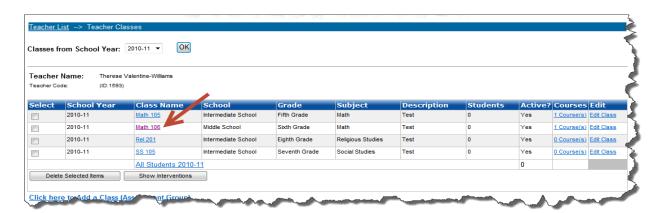
# **CLASSES**

PerformanceTRACKER makes it easy to manage teacher classes, view course maps, grade assessments, run reports and more.

Click the Classes icon in the navigation bar to get started.



View a class by clicking the class name.



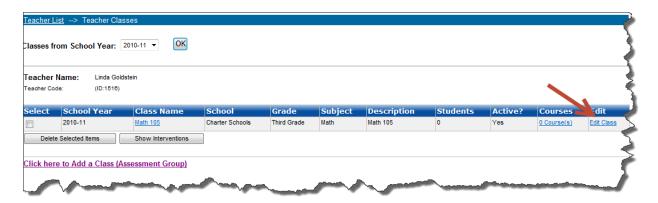
After clicking the class name, the Class Detail page appears



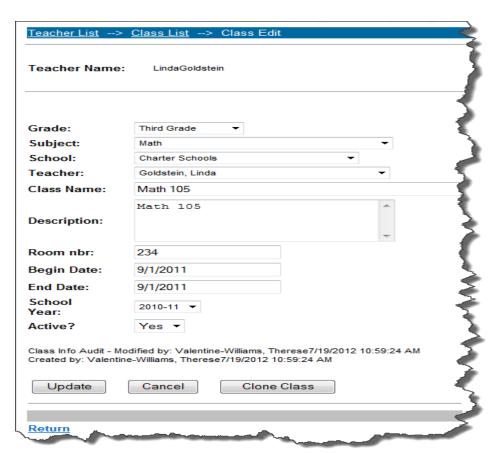
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# **EDITING CLASSES**

1. Click the Edit Class link to change information relating to the title of the class.



- 2. Edit the class info as desired.
- 3. Click the **Update** button to save the changes.



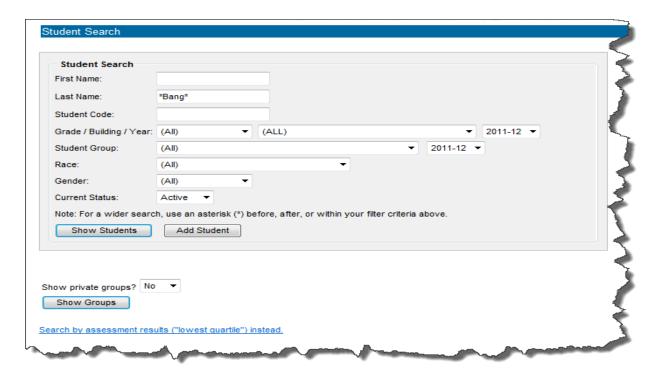
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# **STUDENTS**

Use the Students menu to search for specific students. Click the **Students** icon to begin.

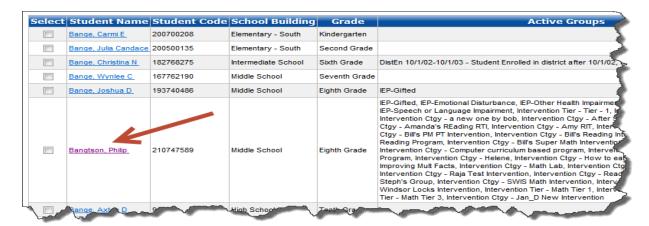


- 1. Enter the student's last name. To search for partial names use an asterisk.
- 2. Use the Filter options to further refine the search.
- 3. Click the **Show Students** button.

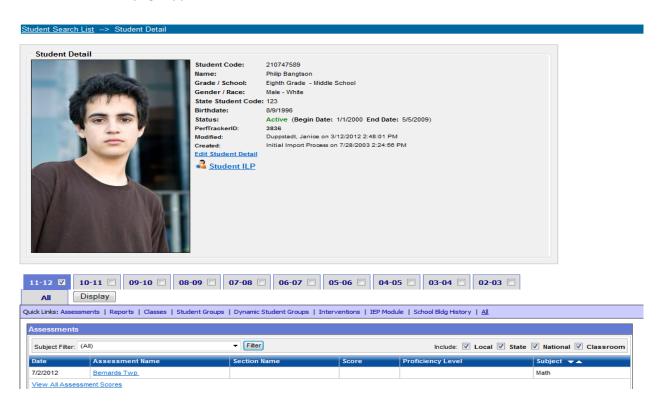


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- 4. The name of the student appears under the Student Name column.
- 5. Click the student's name to view his/her student detail page.



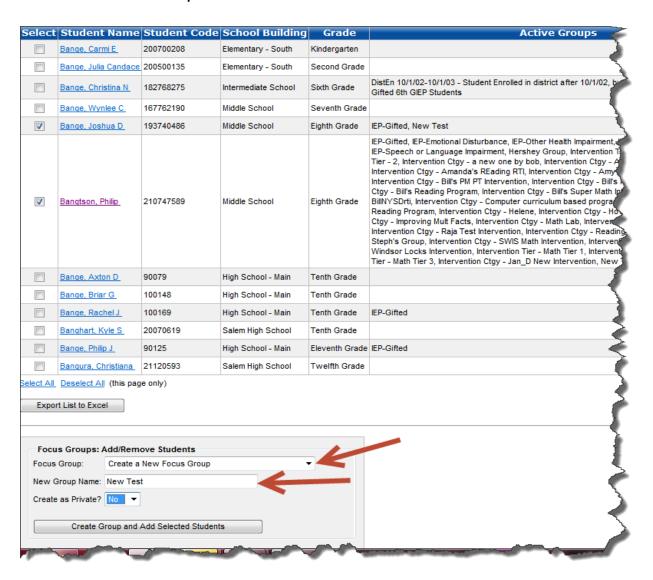
The Student Detail page appears.



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#### CREATING NEW FOCUS GROUPS

- 1. To create a new focus group and add students to it, click on the drop down arrow next to the Focus Group text box and choose *Create a New Focus Group* from the list.
- 2. Enter the new group name.
- 3. Click the Create Group and Add Selected Students button.



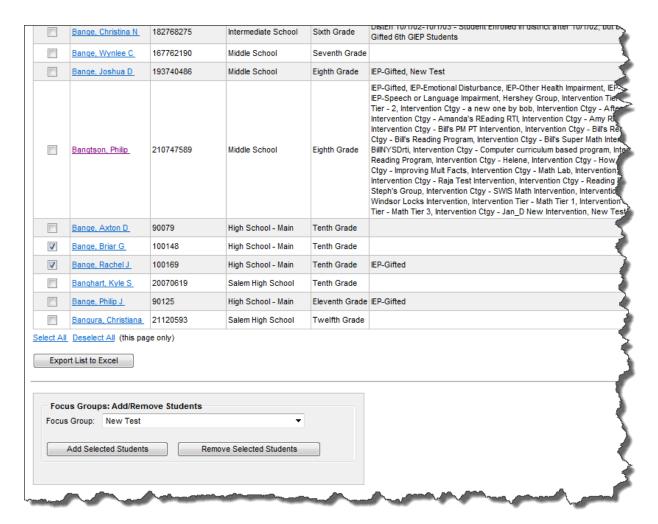
#### Quick Note

The Create as Private option keeps the focus group hidden from other users.

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#### ADDING STUDENTS TO FOCUS GROUPS

- 1. To add a student to an existing focus group, select the student using the check box next to the student's name.
- 2. Use the Focus Groups drop-down box to find the desired focus group.
- 3. Click the Add Selected Students button.



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