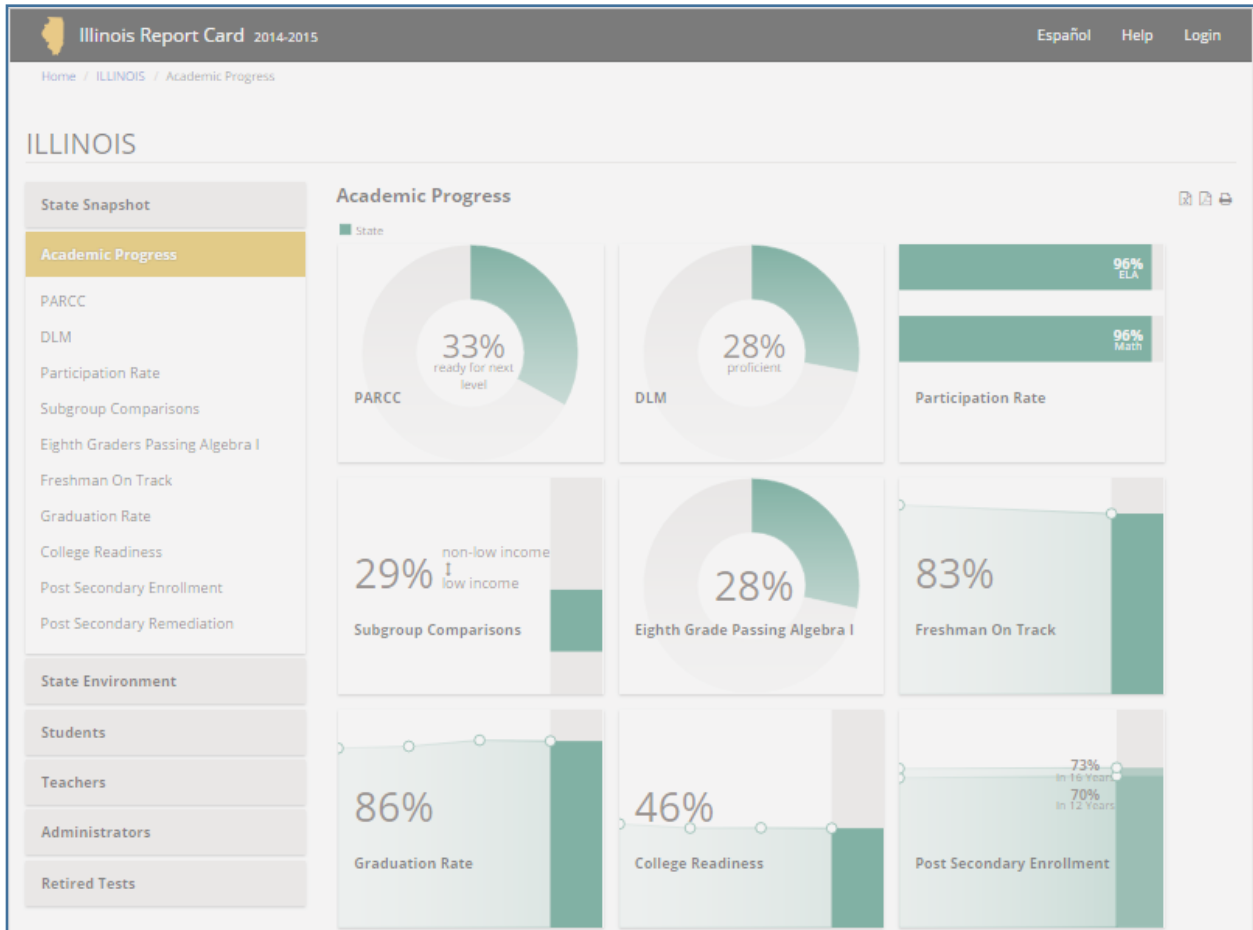


Illinois Report Card-Exploring the Data Facilitator Guide



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Set Up and Planning	
Overview	The <i>Illinois Report Card Exploring the Data</i> workshop is designed to allow participants to explore the Illinois Report Card (IRC).
Objectives	<p>The <i>Illinois Report Card Exploring the Data</i> workshop is designed to meet the following learning Objectives.</p> <ul style="list-style-type: none"> • Participants will identify the main topic headings on the IRC. • Participants will be able to locate specific metrics. • Participants will be able to explain a school or district’s PARCC performance levels. • Participants will be able to identify an Achievement Gap at a specific school. • Participants will be able to interpret a scatter plot. • Participants will be able to compare 4 schools.
Planning	<p>This session takes from 60-90 minutes depending on the number of participants and their level of prior knowledge about the Report Card.</p> <p>Materials:</p> <ul style="list-style-type: none"> • Illinois Report Card Exploring the Data presentation • Facilitator’s Guide • Scavenger Hunt Activity Sheet • Each participant should provide their own device • Internet connection for all participants • Index cards and markers to create name tags
Room Set Up	All participants should be able to see the presentation screen. Be sure there is plenty of room for presenter to walk around to view participant’s screens in order to help guide them or answer questions.
Facilitator Notes	
Introduction and Name Tags Slide #2-3	<p>Introduce yourself. Thank everyone for attending. If the group is unknown to you, it is suggested that you take a few minutes to create name plates. Fold the index card in half lengthwise. Add names and stars accordingly.</p> <p>You can hide slide #3 if you do not wish to use it.</p>

Today's Goals and Format Slides # 4-5	<p>Go over the day's goals.</p> <p>Explain the norms for the presentation:</p> <ol style="list-style-type: none"> 1. Stop me at any time to ask questions 2. Please leave devices OFF until directed. This will occur for the first activity – Scavenger Hunt 3. Please try to stay with the facilitator, don't explore the site on your own. <p>Time will be given after each section for exploration.</p>
Stakeholders Slide # 6	<p>Briefly go over the stakeholders for the Illinois Report Card</p>
Home Screen Slides # 7-9	<p>Show the components of the home screen.</p>
Supplemental features Slide # 10-13	<p>Briefly describe the Compare School Feature and point out how to Access the At-A-Glance report. Briefly talk about the At-A-Glance report.</p>
Types of displays Slides # 14-18	<p>Go over the basic tab structure, highlighting the main headings and sub-topics on Slide #14</p> <p>Explain the various types of metric displays on the site. Take time to answer questions since many of these are unfamiliar. Displays throughout the site are color coded. Yellow represents school data, green is district data, teal is state data.</p> <p>Donut charts display information similar to pie charts. Concentric rings show district and state information. The pale shadow in the background of bar chart tiles show a trend line. The vertical bars represent school and state.</p>
Layers of data Slides # 19-20	<p>It is important to take plenty of time on this slide. It explains the basis of design for the entire report card. Be sure to point out that 1. and 2. are geared to parents. 3. is used more by researchers and policy makers.</p>
Horizontal Scroll Slides # 21-22	<p>This style of horizontal scroll appears in several spots on the site. Be sure that participants realize the arrows indicate additional metrics.</p>

Roll overs Slide # 23	Roll over pop-ups are embedded into most graphs.
5Essentials Slide # 24	Explain that this year the 5Essentials screen will include a text box with comments from the principals about the survey and their efforts to improve the 5 essential elements. The link will take users directly to the site where actual survey answers can be viewed.
Basic Metrics Slides # 25-27	Most of the metrics display in a similar manner.
Highlights Slides # 28-30	Highlights are set up differently than the other metrics. Click an icon for more information. Note the horizontal scroll on many of the categories.
Scavenger Hunt Slide # 31	This is the when devices should be turned on. Hand out the Scavenger Hunt activity sheets. Tell participants to choose any school. Participants are to fill in the answers to the specific metrics listed. Allow about 15 min.
Academic Progress PARCC Slides # 32-40	Have participants walk through each of the screens as you talk them through it. Walk around to be sure everyone is finding the information. Allow about 5-8 minutes for exploration here. Remind participants to stay within the PARCC screens for now.
Achievement Gap Slides # 41-43	Explain the Achievement Gap screens. Show participants how to select other comparison groups. Allow about 3-5 minutes for exploration here.
Scatter Plots Activity Slide #44	Display the slide. Designate one side of the room as “What is it?” and the opposite side as “Use Easily”. Ask participants to get up and locate themselves around the room as to their knowledge of scatter plots. When everyone is in place, point out that they have actually created a model of a scatter plot.
Scatter Plots Slides # 45-48	Explain scatter plots.
Scatter Plots Explore Slide # 49	Allow 5-8 minutes of exploration time.

High School Metrics Slide #50	<p>High schools have a special set of metrics. Spend some time discussing these.</p>
Academic Progress Activity Slides # 51-53	<p>There are three activities included. Select ONE. Hide the other slides listing activities that you are not using. Allow about 20-25 minutes for this activity. If you are using the Pop Quiz or Scavenger Hunt Activities be sure to allot some of the time to exchange them with another group so that the new group can find the answers. For the Summary Report, allot enough time for some participants to share their reports.</p>
Compare Schools Slides #54-64	<p>On slide # 54 point out that the school site where you had begun is in the first slot. There are over 3,700 schools, so it is not practical to scroll down through the list. This is why the Search feature is included. The feature lets you search by radius around an address, by town, and by grade configuration. Allow 15-20 minutes for this section and activity.</p>
Discussion Slides #65-66	<p>Ask participants to brainstorm ideas as to how the data from the Report Card might be used. Show slide #64-65 to see if all of these items were named. Acknowledge other uses that might have been mentioned.</p>
Additional Questions Slide #67	<p>Allow time for any questions or follow up discussions.</p>
Contacts Slide#77	<p>Display contact information. You can substitute your own name in place of Cheryl's.</p>
Appendix Attachments	<ol style="list-style-type: none"> 1. Scavenger Hunt 2. Evaluation Form