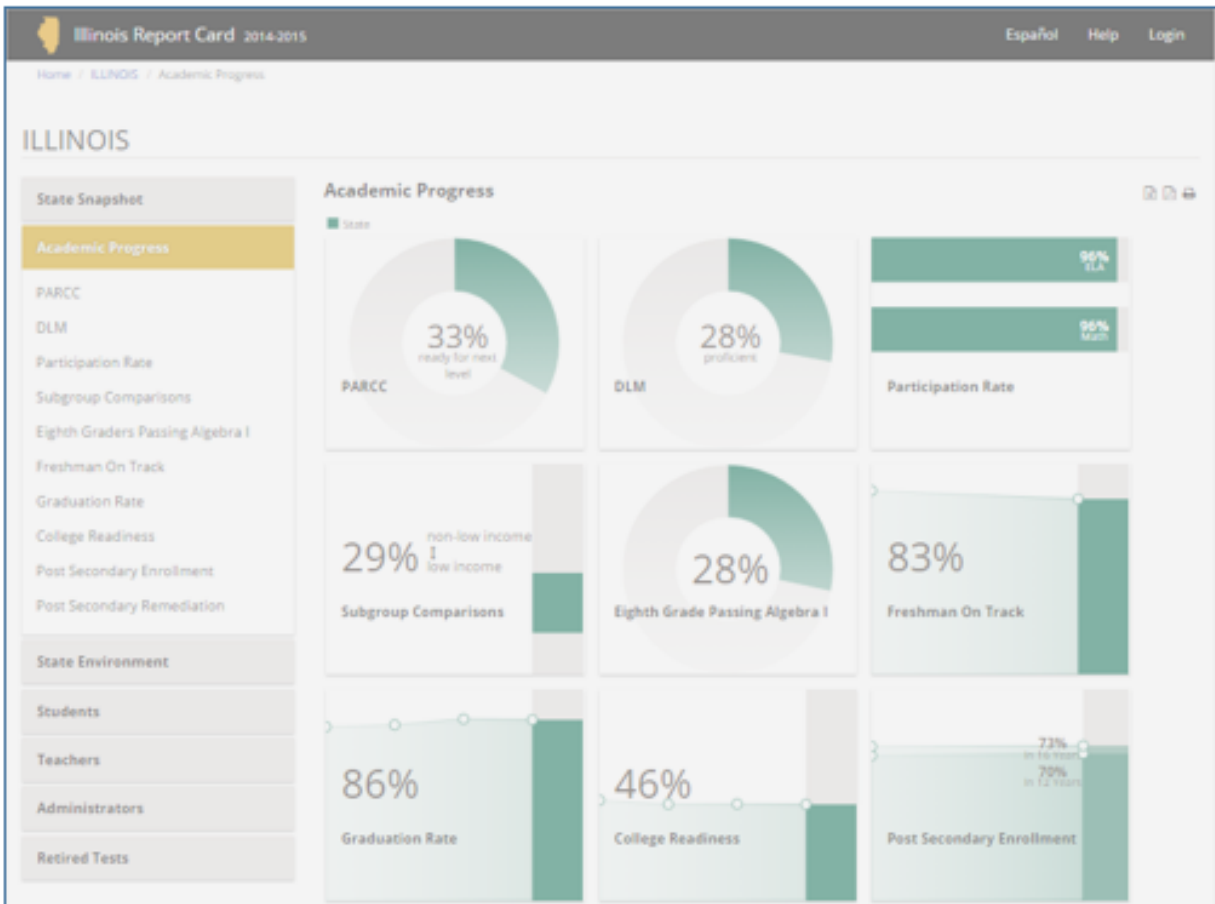


Illinois Report Card-Summary Overview Facilitator Guide



Illinois Report Card Summary Overview Facilitator Guide

Set Up and Planning	
Overview	This presentation is meant for community groups or educators interested in a general overview of the Illinois Report.
Objectives	<p>The Illinois Report Card Session is designed to meet the following learning objectives:</p> <ul style="list-style-type: none"> • Participants will learn how to search for a specific school/district. • Participants will identify the main topic headings of the IRC. • Participants will be able to locate At-A-Glance reports and Compare Schools feature • Participants will be able to explain a school or district’s PARCC performance levels.
Planning	<p>This session lasts about 15-20 minutes depending on how many questions are asked. It is meant as a simple Power Point presentation.</p> <p>Materials:</p> <ul style="list-style-type: none"> • Illinois Report Card Summary Overview presentation • Facilitator’s Guide • Participants do not need any devices. • Evaluation sheets
Room Set Up	All participants should be able to see the presentation screen. A microphone may be required if the room is large.
Presentation Outline	
Slides	Presenter Notes
Introduction Slide #2-3	Introduce yourself. Thank everyone for attending. Display Overview Slide
Home Screen Slides # 4-6	Show the components of the home screen.
Supplemental Features Slides # 7-9	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.

Tab Structure Slide #10	<p>Go over the basic tab structure, highlighting the main headings and sub-topics on Slide #10. As you show the tab structure, mention that even though the Academic Progress tab comes first, you will touch on the other tabs to begin with. Academic Progress is more complicated, so you will explain that section a bit later.</p>
Types of displays Slides # 11-14	<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 # 15-16	<p>It is important to take plenty of time on these slides. 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 # 17-18	<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 # 19	<p>Roll over pop-ups are embedded into most graphs.</p>
5Essentials Slide #20	<p>This survey is taken by students age 12 and older, as well as the teachers at the school. A text box is available for the principal to enter comments about the survey. The link takes you directly to the 5Essentials site where you can read more about the survey and look at the actual responses from any specific school.</p>
Basic Metrics Slides # 21-23	<p>Most of the metrics display in a similar manner.</p>
Highlights Slides # 24	<p>Highlights are set up differently than the other metrics. Click an icon for more information. Note the horizontal scroll on many of the categories.</p>

Academic Progress Slide #25	Tell participants that the data they are about to see is a summary of the performance of a school or district’s students. NO individual student data is displayed.
Schools in District Slide #26	Point out the extra Schools in District tab that is available from a DISTRICT home page.
Academic Progress PARCC Slides # 27-31	Go very slowly through this section. Carefully explain color coding and ways to dig deeper into the data.
Achievement Gap Slides # 32	Explain the Achievement Gap screens. Some people are not familiar with this concept so explain thoroughly and answer questions.
Scatter Plots Slides # 33-35	These may be very new to the participants. Explain it in simple terms and encourage people to play with them when they get a chance.
High School Metrics Slide #36	High schools have a special set of metrics. Spend some time discussing these. Be prepared to give definitions of any of the metrics.
Compare Schools Slides #37-45	On slide # 38 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. Once the Compare button has been clicked the schools are displayed in a column. There are three tabs: Fast Facts & Highlights, Academic Progress, and School Environment.
Discussion Slide #46	Ask participants if they can think of other uses for the Illinois Report Card information.
Additional Questions Slide #47	Spend some time answering other questions.
Evaluations and Contact Slide #48	<p>Request that participants fill out the evaluation form and/or survey.</p> You can use the given contact information or change the slide to make you the contact.



Appendix Attachments	Evaluation Form
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