

# MyIRC Educator Dashboard Facilitator Guide



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<b>Set Up and Planning</b>	
<b>Overview</b>	<p><i>Getting Started with the MyIRC Dashboard</i> workshop is designed to train participants in the features and functions of the educator dashboard. This is appropriate for all educators with access to student data. Sample school data is used in the presentation, but participants may use the live site to access their school's/district's student data.</p>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Participants will be able to explain and discuss grade level and individual student PARCC data found on the MyIRC Dashboard.</li> <li>• Participants will demonstrate knowledge of the various functions for customizing data displays on the MyIRC Dashboard.</li> <li>• Participants will be able to access an individual student report.</li> <li>• Participants will be able to facilitate discussions centered on using the data found on the MyIRC Dashboard.</li> <li>• Administrators will understand the basics of features for facilitating staff use of the MyIRC Dashboard.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• The session lasts from 2-3 hours depending on the length of time spent on the activities.</li> <li>• The first section is for all participants</li> <li>• The second section is for administrators only</li> <li>• Each participant should have own device</li> <li>• Resources needed               <ul style="list-style-type: none"> <li>○ MyIRC ONLY PowerPoint presentation</li> <li>○ Facilitator's guide</li> <li>○ Internet connection</li> <li>○ Evaluation sheets</li> </ul> </li> </ul>

<p><b>Sample School Access</b></p>	<ul style="list-style-type: none"> <li>• Trainers and workshop participants will use the Sample School to explore the features of MyIRC.</li> <li>• Trainers will use their assigned login credentials to access MyIRC. If trainers do not have login credentials contact Kerry Ralls, <a href="mailto:kralls@niu.edu">kralls@niu.edu</a></li> <li>• Log into the MyIRC Sample School by selecting <i>MyIRC</i> in the top menu of the Illinois Report Card (<a href="https://www.illinoisreportcard.com/">https://www.illinoisreportcard.com/</a> )</li> <li>• Workshop participants can obtain their own Sample School credentials upon completion of training by contacting Kerry Ralls at <a href="mailto:kralls@niu.edu">kralls@niu.edu</a></li> </ul>
<p><b>Room Set Up</b></p>	<p>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.</p>
<p><b>Presentation Outline</b></p>	
<p><b>Slide #</b></p>	<p><b>Facilitator Notes</b></p>
<p><b>Introduction Slide #2</b></p>	<p>Introduce yourself. Thank everyone for attending</p>
	<p>Go over the day’s goals.          Explain the norms for the presentation:</p> <ol style="list-style-type: none"> <li>1. Stop me at any time to ask questions</li> <li>2. Please try to stay with the facilitator, don’t explore the site on your own.</li> </ol> <p>Time will be given after each section for exploration.</p>
<p><b>Availability and goals Slides # 4-5</b></p>	<p>Indicate that every public school in Illinois has access.          Go over today’s goals.</p>
<p><b>MyIRC basics and Stakeholders Slides #6-7</b></p>	<p>Explain the basics of MyIRC and the appropriate stakeholders. Point out that this is NOT public information.</p>
<p><b>Updates Slide #8</b></p>	<p>Updates will be posted in the announcement section. The posted presentations and facilitator guides will be the most up to date version.</p>
<p><b>Conversations Slide #9</b></p>	<p>One of the purposes of looking at data is to start conversations. For more information about this, see the Conversation Skills Module available on the MyIRC site.</p>

<p><b>Conversation Rule Slide #10</b></p>	<p>The Copper Rule (golden rule has already been used) is important so that no one is nervous or feels intimidated when using data. Make sure that participants understand the rule. As a facilitator make sure that you follow the Copper Rule for any of the conversations that take place.</p>
<p><b>Log In Slides #11-14</b></p>	<p>Walk participants through the log in process. It is advisable to use Sample School for the workshop and then later provide time for participants to use their specific data. Help all participants log in.</p>
<p><b>Teacher Dashboard Slide #15</b></p>	<p>Give an overview of the teacher dashboard.</p>
<p><b>Administrator Dashboard Slide #16</b></p>	<p>Point out the differences in the administrators' dashboard. Indicate that we will be walking through these features later in the presentation.</p>
<p><b>Access Student Data Slides #17-21</b></p>	<p>Walk through the process of accessing Student Data. Point out that anytime users see the blue underlined number, that is a direct link to the roster that contains those specific students.</p>
<p><b>Roster Details Slides #22-25</b></p>	<p>Briefly show roster slide #22 but then say that you want to point out a few important details before we actually look at the roster screens.  For Slide # 23 - This PARCC color coding looks slightly different than the public Report Card site. In fact, PARCC has started reporting data in all shades of purple. To make it much clearer to our student data users we have stayed with this 5 color code. These color codes have previously been used on DSI/MyIRC and provide users with continuity.  For slide #24 - This is a trouble spot where users can go wrong. If they are not seeing data that they think they should see, have them check what appears in the drop down boxes. This is the case for most of the MyIRC displays.</p>
<p><b>Roster Displays Slides #26-30</b></p>	<p>Slowly progress through these slides. Allow plenty of time to explain these slides. Have the participants locate specific items such as Overall Score, Category scores, Subclaims, etc. as you are pointing them out. Ask participants to identify these various metrics on their screens.</p> <p><b>Note:</b> On slide #28 the benchmarks for the category scores are shown. Reading is 50 and Writing is 35.</p>

<b>Search for an Individual Student Slide #31</b>	This is a quick feature to point out. Be sure to mention that you must click the search icon for the function to work.
<b>Vendor Assessments Slides #32-35</b>	Remind participants that we are spotlighting PARCC. However, other vendor assessments are available if a district would like them posted. There is a fee. A price list has been included in the Appendix of this guide.
<b>Explore Slide #36</b>	Have participants explore using the slide requirements. Allow 5-7 minutes
<b>Manipulating the Screen Displays Slides # 37-42</b>	Explain each of the slides
<b>Explore Slide # 43</b>	Have participants explore using the slide requirements. Allow 3-5 minutes.
<b>Compare Groups Slides #44-48</b>	Slowly walk through the process of creating a group to compare students or look at students with similar needs. Be sure to mention that these groups are not saved. They will need to use the download and Excel features to save a group they created.
<b>Explore Slide # 49</b>	Have participants explore the rosters using the slide requirements. Allow 3-5 minutes
<b>Discussion Slides # 50-51</b>	Ask for discussion about using the Compare feature. Show the blue Uses slide to see if all were covered. Acknowledge other ideas suggested.
<b>Disaggregation Slide # 52-53</b>	Ask if anyone can explain the lower statement on slide # 52 Highlight Disaggregation tab on slide # 53.

<p><b>Weighted Indicators Slide #53-54</b></p>	<p>The weighted indicators are not statistically correct, because the value for each of the levels is a single whole integer. However, they are displayed to give an idea about whether a group of students is getting closer to the level above or below their current performance.</p> <p>Remind participants that the overall score is based on 5 levels, but the subclaims are only 3 levels.</p>
<p><b>Averages Slide #56</b></p>	<p>Note that the State, District, and School averages are listed. Average of Students Just Meeting – this is an additional reference point that is calculated by taking the highest score in Exceeded level and lowest score that is still in the Met level.</p>
<p><b>Disaggregation Screens Slides #57-60</b></p>	<p>Carefully explain these slides and steps. Be sure to check for understanding. This intimidates many new users.</p>
<p><b>Explore Slide #61</b></p>	<p>Have participants explore using the slide requirements. Allow 3-5 minutes</p>
<p><b>Discussion Slides #62-63</b></p>	<p>Ask about use cases for disaggregation. Focus on what conversations might be started. After the group has shared their ideas, show blue slide and discuss.</p>
<p><b>Strategy Slide # 64</b></p>	<p>Foster discussion about the statement on this slide.</p>
<p><b>Chutes and Ladders Slides #65-68</b></p>	<p>Walk through the process of Chutes and Ladders. Be patient when explaining slide #128 It often takes a few moments for people to visualize what this is portraying. The left side, large box shows the number of students at that performance level last year. The arrows show where those same students moved to this year. This information is reported only for students who were present for both of the assessment administrations. Students moving in or out of the district are not included.</p>
<p><b>Conversations Slide #69</b></p>	<p>Discuss the conversations on slide #69. Are there more questions that should be asked?</p>

<p><b>Individual Performance Reports Slides #70-76</b></p>	<p>Slide 132- point out that all assessments are available in the tabs across the top, and they are also stacked so they are available as you scroll down. Slide 133 – time for a brief commercial about the benefits of loading all assessments on the MyIRC dashboard: all data in one place, reports easily generated, grade level and RTI data groups have easy access. Walk through the slides slowly taking time to answer questions.</p>
<p><b>Explore Slide #77</b></p>	<p>Have participants explore using the slide requirements. Allow 3-5 minutes</p>
<p><b>Discussion Slide #78</b></p>	<p>Foster a brief discussion about using the Individual Performance Reports.</p>
<p><b>PARCC Survey # 79</b></p>	<p><b>Optional</b> If you think you have enough time, ask participants to take the PARCC Survey. If not, request that they take this when they next visit the MyIRC site.</p> <p>This is the last slide of the first section.</p>
<p><b>End of first section</b></p>	<p>This is a good time to have a discussion about how the data will be used by the participants. Facilitators may want to have groups break up into grade level or data teams to have some discussions about implementation of data use for instructional planning.</p>
<p><b>Section Two Administrators only</b></p>	<p>This section walks administrators through the process of managing their accounts and users.</p>
<p><b>Administrator Tools Slides #80-83</b></p>	<p>Briefly walk through the next four slides. These functions have step by step processes that prompt the user each time. There is a user guide that helps with these.</p>
<p><b>Principal Entry Form Slides # 84-88</b></p>	<p>Principal Entry Form has two parts. The Highlights form is when principals’ have a chance to say what makes their school special. It is the time to boast and brag. This shows up on the electronic site AND the At-A-Glance PDF report.</p> <p>The second part is the 5Essentials Feedback. There is a text box with 1,000 characters that enables the principal to say what the school is doing to address concerns that were identified in the survey. Or, the principal can choose to highlight successful programs that created positive survey answers.</p>

<b>Manage Accounts Slides #89-95</b>	Walk through these is a step by step process. For slide 94- Fill out all of the items. Click User Account. The process is not complete here. You must go to Pending Approval to verify and complete the process. See slide 95
<b>Data Uploads Slide #96</b>	This is where the IT person would go to upload vendor or local assessments.
<b>Contact Information Slide #97</b>	Feel free to insert your contact information instead of Cheryl's
<b>Appendix Attachments</b>	<ol style="list-style-type: none"> <li>1. Evaluation Form</li> <li>2. Ordering information</li> </ol>