

Historical Reporting Admin:

1. Login to INFORM

2. Navigate to Setup. Select: System Setup (from drop down menu)

The dashboard displays several key performance indicators:

- My Clusters:** A line chart showing scores for Elementary, High, and Middle schools across multiple NWEA Grade 6 Fall and Spring data points.
- Elementary:** A line chart showing scores for various elementary schools (Castle School, Edmin Elem., Edmin High., Edmin Midd., Keamy Vil., Keamy Vil., Keamy Vil., LCAP, z_Demo School) across multiple NWEA Grade 6 Fall and Spring data points.
- Performance Ranges by School Castle School:** A horizontal bar chart showing the distribution of scores for NWEA-Grade 6 - Fall 6th Grade.
- NWEA- Grade 6 - Fall 6th Grade:** A pie chart showing the distribution of proficiency levels: Not on Track (100 - 211), At Risk (211.01 - 215), On Track (215.01 - 225), and Advanced (225.01 - 320).
- Progress Monitor:** A table showing proficiency levels for individual students.

Student	NWEA-Grade 5 - Spring	NWEA- Grade 6 - Fall	Trend
Barnes, Abigail	-	207	-
Bennett, Noah	215	205	-10
Brooks, Alexandra	212	203	-9
Brooks, Andrew	218	209	-9
Cook, Dylan	207	207	0
Green, Adrian	205	210	5
Green, Violet	209	205	-4
Hernandez, Bravlen	201	185	-16

3. Select: Module Setup (from drop down menu)

Welcome to INFORM, Rachel Sibley. Role: System Administrator

Setup > System Setup > Module Setup

Module Setup

This is to turn on/off modules and/or their components.

- To turn on/off a module, click the on/off link in Module Status column.
- To rename or turn on/off subcomponents in a component, click the component name.
- To turn on a non-clickable module/component, please contact this product vendor.
- Please review Navigation Setup if any module/component/subcomponent has been turned on/off.
- A module will be automatically turned on when one of its subcomponents is turned on.

Module	Module Status		Component	Component Status	
	Setup	Current		Setup	Current
Calendar	off	off	Calendar	off	off
Classroom Management	on	on	Attendance	off	off
			Class Roster	on	on
			Discipline	off	off
			Filter Report	off	off
			Intervention	off	off
Curriculum Management	off	off	Curriculum Template	off	off
District Communication	off	off	Messaging	off	off
ESE Center	off	off	ESE Center	off	off
Goals and Measures	on	on	Goals and Measures	on	on
Instructional Management	on	on	Assignment	on	on
			Certification Set	on	on
			IDMS	on	on
			Jury Process	off	off
			Lesson Planner	off	off
			Resources	on	on
Mondo	off	off	Bookshop	off	off
Newsletter	on	off	Newsletter	on	off
Online Portfolio	on	off	Online Portfolio	on	off
Performance Center	on	on	Performance Center	on	on
Report Card	off	off	Report Card	off	off
Reports	off	off	Misc. Reports	off	off
School Improvement Plan	on	on	School Improvement Plan	on	on
Setup	on	on	Application Setup	on	on
			Community	off	off
			Curriculum Matrix	on	on
			EDC	on	on
			External Link	on	on
			SchoolNotes	on	on
			Total Reader	on	on
			User	on	on

4. Select: Performance Center link

The screenshot shows a configuration table with 40 columns and approximately 40 rows. The 'Subcomponent' column lists various report and assessment items. The 'Type' column contains values like 'wp', 'ws', and 'w'. A red arrow points to the 'Save' button at the bottom left of the table.

ID	Subcomponent	Type	Print	Export	Import	Share	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print	Print		
5118	Administrative Report	wp																																						
5105	At Risk Report	wp																																						
5124	Auto-Create Report Templates	wp																																						
5106	Baseline Report	wp																																						
5126	Dashboard	wp																																						
5113	Delete Assessment Scores	wp																																						
5114	Delete Assessment Scores by Student	wp																																						
5112	District Assessment Report	wp																																						
5131	Download Assessment	ws																																						
5120	Edit IGC Template	wp																																						
5107	Enter Scores	wp																																						
5119	Export District Assessment	wp																																						
5108	Group Profile Report	wp																																						
5132	Historical Reporting	wp																																						
5128	KPI Dashboard	wp																																						
5109	Longitudinal Report	wp																																						
5110	Manage District Assessment	wp																																						
5130	Manage KPI Dashboard Defaults	wp																																						
5100	MM Baseline Report	wp																																						
5101	MM Template	wp																																						
5121	My MM Template	wp																																						
5122	My Saved Reports	wp																																						
5116	Performance Color Band Setting	wp																																						
5102	Performance Profile: by standard	wp																																						
5103	Performance Profile: by student	wp																																						
5104	Performance Profile: over time	wp																																						
5111	Progress Chart	wp																																						
5123	Report Center	wp																																						
5125	Score Extract Manager	wp																																						
5115	Setup At Risk Cut Point	wp																																						
5129	Setup KPI Dashboard Options	wp																																						
5117	Setup Performance Center Options	wp																																						
5127	Student Dashboard	wp																																						

Save

5. Check boxes for: Historical Reporting

6. Select Save

7. Navigate to INFORM Home Page, Select: Setup

The screenshot shows the INFORM Learning System home page. A red arrow points to the 'Setup' link in the navigation menu. Below the navigation menu, the 'Setup' section is visible, including 'System Setup' and 'Module Setup'. A 'Select Report...' dropdown is set to 'Math 5th Grade Admin Dashboard Longitudinal'. The 'Group By' is set to 'Cluster', and there are checkboxes for 'Include Inactive Students' and 'Filter Data Points'. Below this, there are four main dashboard sections: 'My Clusters' (line graph showing scores for Elementary, High, and Middle schools), 'Elementary' (line graph showing scores for Castle School, Edmin High, Edmin Midd., Kearny VII., Kearny VII., LCAP, and _Demo School), 'Performance Ranges by School Castle School' (bar chart), and 'NWEA- Grade 6 - Fall 6th Grade' (pie chart). To the right, a 'Progress Monitor' table shows student performance trends.

Progress Monitor
Proficiency Level: **Not on Track (100 - 211)**

Student	NWEA-Grade 5 - Spring	NWEA-Grade 6 - Fall	Trend
Barnes, Abigail	-	207	-
Bennett, Noah	215	205	-10
Brooks, Alexandra	212	203	-9
Brooks, Andrew	218	209	-9
Cook, Dylan	207	207	0
Green, Adrian	205	210	5
Green, Violet	209	205	-4
Hernandez, Bravden	201	185	-16

8. Select: System Setup from dropdown menu

9. Select: Module Setup from menu

10. Select: User link from the Setup block

INFORM® Report Center Student Center Admin Shortcuts Setup Launched

Admin > Import Manager

Select Report... Math 5th Grade Admin Dashboard Longitudinal Group By: Cluster Include Inactive Students Show Toolbars Filter Data Points

My Clusters

Elementary

Performance Ranges by School Castle School

NWEA- Grade 6 - Fall 6th Grade

Not on Track (100 - 211)	14	21
At Risk (211.01 - 219)	25	20
On Track (219.01 - 226)		
Advanced (226.01 - 320)		

Progress Monitor

Proficiency Level: Not on Track (100 - 211)

Student	NWEA-Grade 5 - Spring	NWEA-Grade 6 - Fall	Trend
Barnes, Abigail	-	207	-
Bennett, Noah	215	205	-10
Brooks, Alexandra	212	203	-9
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Cook, Dylan	207	207	0
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EDM Instructional Management | Performance Center | INSTRUCT® | Student Learning Plan | Goals and Measures | School Improvement Plan |

2. Select: Import Manager (from drop down menu)
3. Select: Edit Historical Rostering

Admin > Import Manager

Import Manager

The import feature provides a means to import your staff, teacher, class and student data from your existing database server into this system. All imports can be done manually. The teacher, class and student imports can also be set up to be scheduled at user defined dates and times at either regular intervals or specific dates and times. The content in the files for import must follow the pre-defined tab delimited format that is described below.

During an import, the whole process can be monitored through the importer's browser. Once the import is done, an email will be sent out to notify the person who requested the import. The import results can be viewed and the file(s) given for import can be downloaded to review as well.

To reduce possible duplicate records, you can set the percentage of acceptable duplicate records for each staff, teacher and student import. Set this to 0% to avoid any duplicate records.

Before processing an import you must first understand the five data formats linked below. Then create your data files using the format descriptions given below. Review the data file to make sure the number of columns are correct and the size of each column is not too long. Be sure to leave a placeholder for any columns where data is not required.

Import

- **Perform Import**
Import teacher, class, and/or student data to this system.
- **Monitor The Latest Import Status**
Monitor the status of the latest import.
- **View Import Log**
View import history.
- **Scheduled Imports**
Create a scheduled import. For the ability to perform daily, weekly, monthly imports, a dedicated folder on this system to store the incoming data is required to setup first. Please contact system administrator for the setup.
- **Edit Import Setting**
Update the percentage of acceptable record duplicates for teacher and student imports.
- **File Import Validation Tool**
File utility tool that can be used to validate Teacher, Class, Student, Staff and School file layouts against the current INFORM Fundamental Data Requirement Specifications.
- **Edit Historical Rostering**
Manage historical rostering to enable historical reporting.

4. Set: Your Schedule

Import Manager - Historical Rostering

Settings Cache Log Browse Rosters

Turning Historical Rostering On will link TCS imports to the currently active school years in INFORM. This feature will provide the ability to preserve the TCS relation over the years and therefore, the ability to retrieve historical classes for reporting purposes.

Note that it is important to define and configure your school year in the School Year Setup section. Failure to do so, TCS imports will not work when this option is on. Furthermore, TCS imports will not work during gaps in a school year. (i.e.: If your school year is defined to start September 1st and ends June 15th, TCS imports will stop working between June 16th and August 31st)

Enable Historical Rostering.

Schedule

School Years to Maintain and Display:
Last 5

Frequency:
Occurs: Daily
Recurr every: 1 day(s)

Time of Execution:
 Occurs once at: 00 : 00 (Please use 24-hour notation. Server time is currently 09:06 Pacific Daylight Time)
 Occurs every: 5 minute(s) Starting At: 11 : 30 Ending At: 23 : 59

Last Update: 2015-11-10T11:36:47-08:00

Save Settings

Save & Done

5. Select: Save & Done

ADMIN School Year Setup:

1. Navigate to Setup
2. Select: School Year Setup (from drop down menu)
3. Verify your school year. You need to define school start and end date for historical rostering: same roster will continue to run unless replaced with a newer file.

INFORM Learning System

Welcome to INFORM®, Rachel Sibley. Role: System Administrator

INFORM Learning System

Home Help Sign Off

INFORM® Report Center Student Center Admin Shortcuts Setup Launchpad

Setup > School Year Setup > School Year Setup

School Year Setup

School Year 09/01/2016 - 06/30/2017 Edit Selected School Year Add School Year

Save School Calendar(s) for School Year 09/01/2016 - 06/30/2017 Add School Calendar

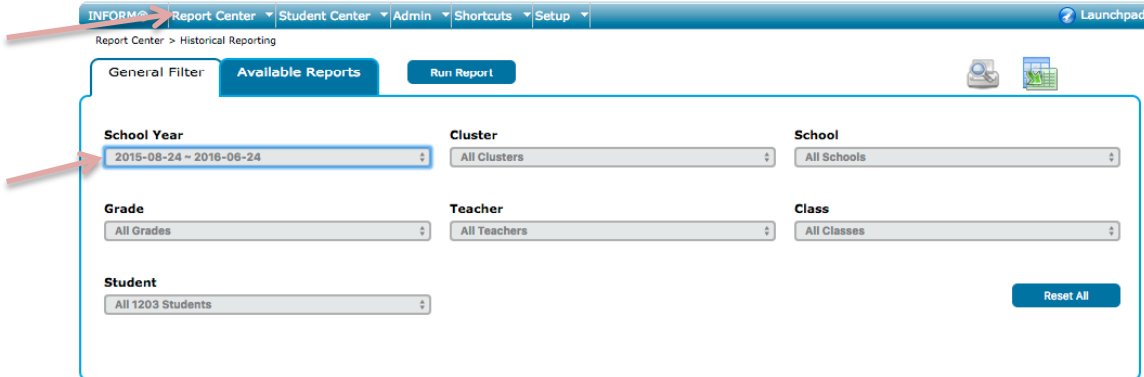
ID	Calendar Name	Number of Terms	Start Date	End Date	Default	Track Code	Action
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Note:

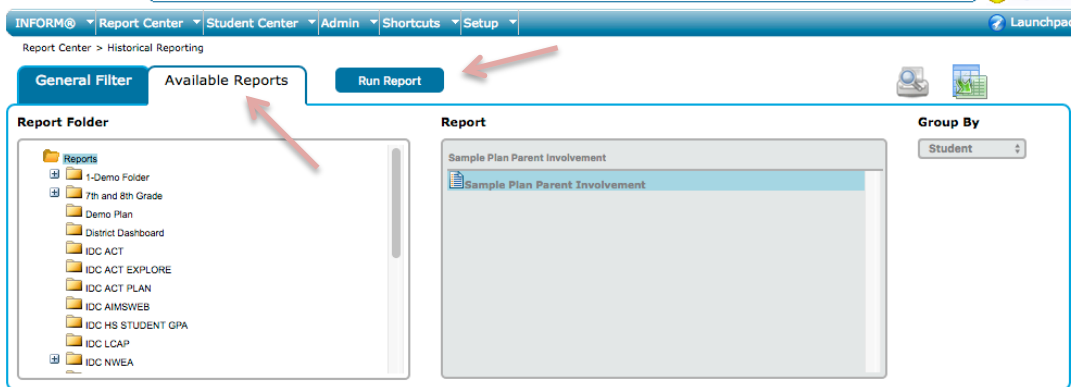
- School Calendars will be listed as View Only after the calendar is published to EDC or the calendar is associated to classes.
- When a school calendar is used by other modules, it will not be possible to delete the calendar.

EDMIN Instructional Management | Performance Center | INSTRUCT® | Student Learning Plan | Goals and Measures | School Improvement Plan |

1. Navigate to: Report Center
2. Select: Historical Rostering (from drop down menu)
3. Define your filter settings



4. Select: Available Reports



5. Select: Report
 6. Select: Run Report
 7. View Your Report.
- Note: Report shows top 50 results at a time

Report Center > Historical Reporting

General Filter Available Reports Run Report

Sample Plan Parent Involvement

Filter by Proficiency Level Not Given / No Score Not On Track At Risk On Track No Proficiency Level Defined

Quick Summary

Student	SIP	Measure				ParentTeachConf				PTA_Members				SchoolyLogin			
		ParentTeachConf	PTA_Members	SchoolyLogin	TechTeachers	2014-17	2014-15	2015-16	2016-17	2014-17	2014-15	2015-16	2016-17	2014-17	2014-15	2015-16	2016-17
Total Students	9	7	9	9	7	7	7	7	9	7	9	2	9	7	9	1	
Total Students with N/A	0	2	0	0	2	2	2	2	0	2	0	7	0	2	0	8	
Student Average	1	74.86	82.56	72	56.43	74.86	60.71	74.86	82.56	60.43	81.78	76	72	56.43	72	75	
Lowest	1	65	70	55	20	65	50	65	70	33	70	70	55	10	55	75	
Highest	1	84.5	88	78	88	84.5	70	84.5	88	77	88	82	78	100	78	75	
Not On Track	0	1	0	1	3	1	3	0	0	3	0	0	1	3	1	0	
%Not On Track	0%	14%	0%	11%	43%	14%	43%	0%	0%	43%	0%	0%	11%	43%	11%	0%	
At Risk	0	4	7	6	2	4	4	4	7	4	7	2	6	1	1	1	
%At Risk	0%	57%	78%	67%	29%	57%	57%	57%	78%	57%	78%	100%	67%	14%	11%	100%	
On Track	9	2	2	2	2	2	0	3	2	0	2	0	2	3	7	0	
%On Track	100%	29%	22%	22%	29%	29%	0%	43%	22%	0%	22%	0%	22%	43%	78%	0%	

Total students: 9

Report Detail

Student	SIP	Measure				ParentTeachConf				PTA_Members				SchoolyLog		
		ParentTeachConf	PTA_Members	SchoolyLogin	TechTeachers	2014-17	2014-15	2015-16	2016-17	2014-17	2014-15	2015-16	2016-17	2014-17	2014-15	2015-16
PI, Castle School	1	70	84	78	25	70	55	70	84	77	84		78	45	78	
PI, Edmin Elementary School	1	84.5	82	65	20	84.5	70	84.5	82	56	82		65	10	65	
PI, Edmin High School	1	72	83	75	24	72	55	72	83	33	83		75	58	75	
PI, Edmin Middle School 1	1	78	83	72	85	78	65	78	83	44	83		72	100	72	
PI, Kearny Villa Elementary School	1	84.5	88	78	78	84.5	80	84.5	88	66	88		78	78	78	
PI, Kearny Villa High School	1	70	83	55	75	70	65	70	83	72	83		55	40	55	
PI, Kearny Villa Middle School	1	65	88	75	88	65	65	65	88	75	88		75	64	75	
PI, LCAP	1		82	75					82		75	82	75		75	
PI, z_Demo School	1		70	75					70		70	70	75		75	

Total downloaded student(s): 9