

Dashboard Overview

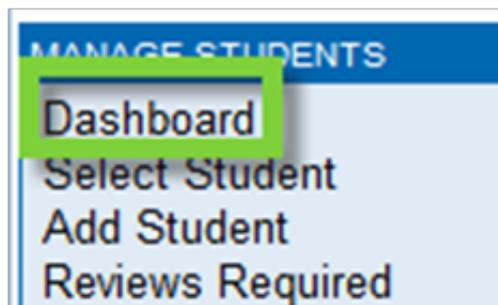
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Introduction

The Dashboard offers a user-friendly method of managing large groups of students from one centralized location. By accessing the Dashboard, users are able to easily identify and help students who are prevented from progressing in their courses, quickly identify students who are falling behind, manage specific user groups of students, update student or course information, and monitor overall student progress. This document provides a basic overview of the Dashboard and is written with the assumption that the user understands how to access the Web Administrator. For information on accessing the Web Administrator, please refer to the [Accessing the Web Administrator](#) document. For more details about any part of the Dashboard, please refer to the corresponding documents.

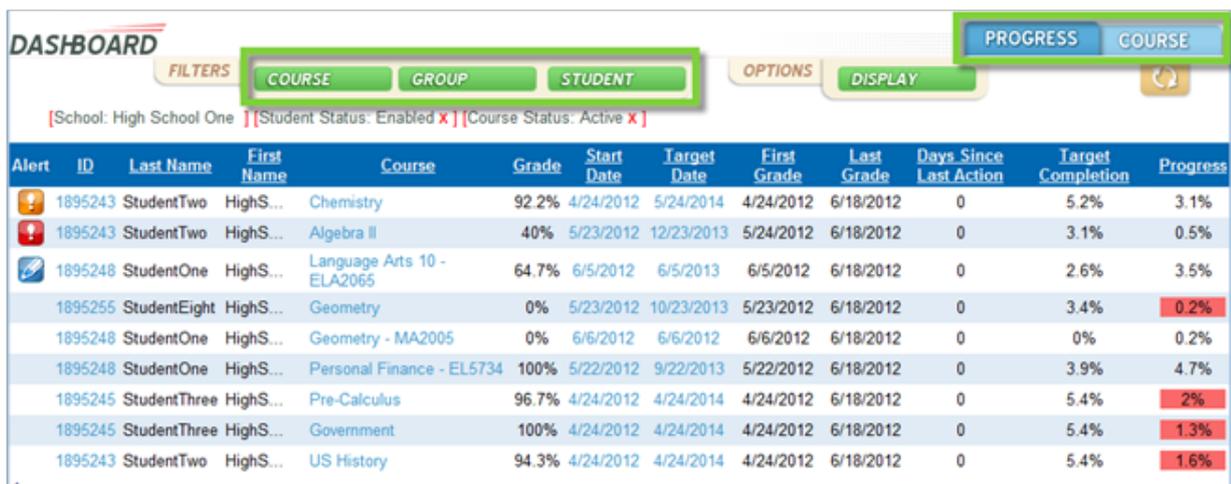
Accessing the Dashboard

The Dashboard can be accessed by clicking on the **Dashboard** link in the Manage Students section on the left side of the screen.



Navigation

The Dashboard has two main sections; the progress page and the course page. Users can switch between the two by clicking on the corresponding tabs in the upper-right corner of the screen. The progress section offers a great deal of information including course grading and completion percentages, while the course section offers a more details about where students are in their courses.



Alert	ID	Last Name	First Name	Course	Grade	Start Date	Target Date	First Grade	Last Grade	Days Since Last Action	Target Completion	Progress
	1895243	StudentTwo	HighS...	Chemistry	92.2%	4/24/2012	5/24/2014	4/24/2012	6/18/2012	0	5.2%	3.1%
	1895243	StudentTwo	HighS...	Algebra II	40%	5/23/2012	12/23/2013	5/24/2012	6/18/2012	0	3.1%	0.5%
	1895248	StudentOne	HighS...	Language Arts 10 - ELA2065	64.7%	6/5/2012	6/5/2013	6/5/2012	6/18/2012	0	2.6%	3.5%
	1895255	StudentEight	HighS...	Geometry	0%	5/23/2012	10/23/2013	5/23/2012	6/18/2012	0	3.4%	0.2%
	1895248	StudentOne	HighS...	Geometry - MA2005	0%	6/6/2012	6/6/2012	6/6/2012	6/18/2012	0	0%	0.2%
	1895248	StudentOne	HighS...	Personal Finance - EL5734	100%	5/22/2012	9/22/2013	5/22/2012	6/18/2012	0	3.9%	4.7%
	1895245	StudentThree	HighS...	Pre-Calculus	96.7%	4/24/2012	4/24/2014	4/24/2012	6/18/2012	0	5.4%	2%
	1895245	StudentThree	HighS...	Government	100%	4/24/2012	4/24/2014	4/24/2012	6/18/2012	0	5.4%	1.3%
	1895243	StudentTwo	HighS...	US History	94.3%	4/24/2012	4/24/2014	4/24/2012	6/18/2012	0	5.4%	1.6%

Users can also use the filters options to refine the list of students and make the data more manageable. Any sorting or filtering options that are applied will stay in place until the user changes them, even if they navigate away from the Dashboard.

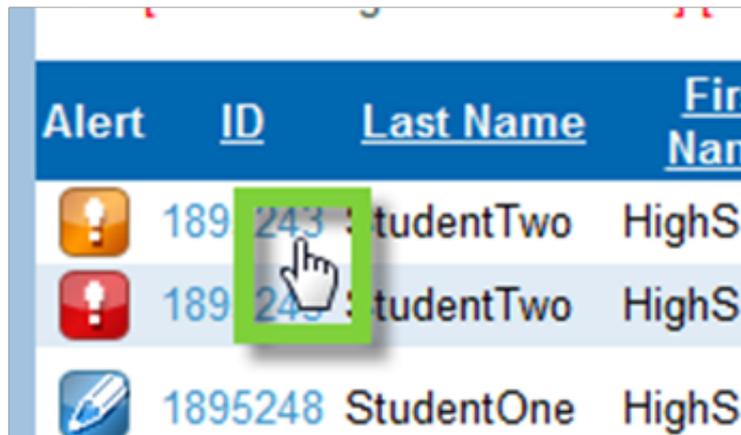
The data displayed in the Dashboard should be considered current. However, if there is ever a concern that the information displayed is not current, users can manually refresh the page by clicking on the



button in the upper-right corner.

Hot Spots

The term “hot spots” refers to items in the Dashboard display that are interactive and allow the user to make changes to information or perform certain actions by simply clicking on the Dashboard rather than having to locate a specific student account or course. One of the more significant kinds of Hot Spots are alerts, which show educators when a student is in need of assistance or interaction. Alerts can indicate if a student is unable to make progress in their course or if there are assignments which require attention. Clicking on these alerts will provide the educator with different options for how to handle the situation. In addition to the items in the Alert column, other Hot Spots are identified by the mouse pointer turning into a pointing finger.



Alert	ID	Last Name	First Name
	189243	StudentTwo	HighS.
	189243	StudentTwo	HighS.
	1895248	StudentOne	HighS.

Progress Page

The Progress page of the Dashboard provides a row of information for each course, which each student is currently working in. The information available includes the following:

- Student ID
- First and Last name
- Course name
- Grade
- Start and Target dates
- First Grade–Date the student began working on the course
- Last Grade – Most recent date the student completed work in the course
- Days Since Last Action
- Target Completion
- Progress

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[School: High School One] [Student Status: Enabled x] [Course Status: Active x]

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	1895243	StudentTwo	HighS...	Chemistry	92.2%	4/24/2012	5/24/2014	4/24/2012	6/18/2012	0	5.2%	3.1%
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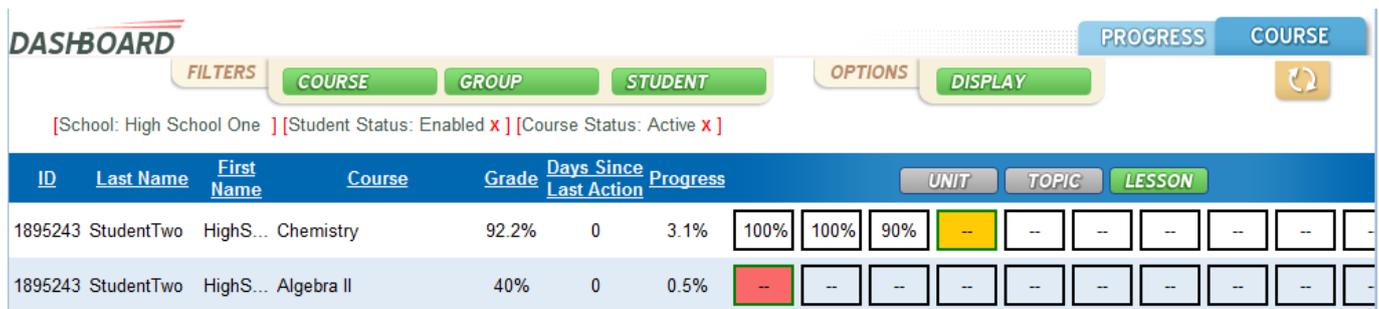
Users can refine the information displayed on the Progress page by using the Course, Group, or Student filters and the Display options so that the Dashboard will only display the information that the user wants to be displayed.

Course Page

The Course page in the Dashboard does not have all of the same details as the Progress page, but rather provides a graphical display of where the student is in their course by displaying a box for each section of a course; **Unit**, **Topic**, or **Lesson**. Users can choose which levels they want to view by clicking on the Unit, Topic, or Lesson buttons, which will alter the display so that the selected section is represented for each box displayed.

The percentage value in a box represents the average of all quiz scores for that section of the course. Boxes that are filled in with either red or yellow indicate that the student has a corresponding color alert. Boxes with a green border indicate where the student currently is in the course. Clicking on any box will either provide options for available actions (in the case of colored boxes) or take the user to that section of the student's Gradebook.

For more detailed information on the Course Page, [click here](#).



DASHBOARD PROGRESS COURSE

FILTERS COURSE GROUP STUDENT OPTIONS DISPLAY Refresh

[School: High School One] [Student Status: Enabled x] [Course Status: Active x]

ID	Last Name	First Name	Course	Grade	Days Since Last Action	Progress	UNIT TOPIC LESSON											
1895243	StudentTwo	HighS...	Chemistry	92.2%	0	3.1%	100%	100%	90%	--	--	--	--	--	--	--	--	--
1895243	StudentTwo	HighS...	Algebra II	40%	0	0.5%	--	--	--	--	--	--	--	--	--	--	--	--