Title I/Homeschool Liaison Viewpoint Training (September 9, 2019 from 9:00-11:00)

1. **Viewpoint Login Location:**
    a. Go to the District Website
    b. Go to the "Staff" tab
    c. Click on "Staff Resources"
    d. Click on "Viewpoint Data Warehouse"

2. **Viewpoint Login Information:** In order to log into Viewpoint, you will use the same username and password information that you would use when logging into your gmail.

*Reports Used the Most:

    a. Finding a student
    b. Finding a class
    c. Venn Breakdown Report
    d. Scores by Subject and Strand
    e. Creating/Sharing Student Groups
    f. Dual Band Report

3. **How can I find my student?**
    a. On the left scroll down to Student Details.
    b. Under the heading, Student Details, click on <u>Student Search</u>.
    c. Enter any information you have on that student (first name, last name, or partials of both.
    d. All options will show up based on what you entered.
    e. Click on the student's name to learn more about that student.

4. **How can I find a class?**
    a. On left select grade, teacher, course
    b. Under the heading, Demographics Report, click on <u>Student Demographic Explorer</u>.
    c. Click on Select Columns Icon ▦ in the upper right hand corner of the screen.
    d. The Report Columns Settings box pops up and you should look for the Current Columns.
    e. Next, click on Student and the double arrows on the left. This moves everything to the Available Columns.
    f. Select which columns you want to appear on your report, such as Student, Special Ed (Summary), Gender, and Date of Birth.
    g. Click on save disk 💾 in the upper right hand corner.

5. **How do I find the Venn Breakdown Report?**
    a. Under the heading Rules Reports, scroll down to <u>Venn Breakdown</u> and click.
    b. Select the rules pertaining to the information you are searching for (it helps determine where the needs are for each school)

     c. The areas of focus for this report are: All, Demographic, Absence, Grade, Proficient, Not Proficient.

6. How do I find the Assessment Scores by Subject and Strand?
   a. Under the heading Assessment reports, scroll down to <u>Scores by Subject and Strand</u> report and click.
   b. Select the test, the season and category that you want to view.
   c. Click to view the report.
   d. Click on the column header to sort scores.
   e. After sorting you can click on individual student's names or their Pearson Locator code to look at their test results and exercises that would help them understand state standard concepts.

7. How do I create a group?
   a. Select your class.
   b. Click on <u>Student Demographic Explorer</u> to view a report of your student list.
   c. Check the box (on the left) next to the students' names you want in a group.
   d. After students are selected, click on the Save icon at the top right corner. 💾
   e. Name your new group and click on the Save icon.
   f. Once your group is saved you can use the checkbox by the yellow key on the left to find this group at a future time.

8. How do I share a group?
   a. After you have your group made, click on the Yellow Key icon 🔑 (called Manage Groups).
   a. Scroll down to the group that you want.
   b. Click on Group Permission.
   c. Select the teachers you want to see in that group and add them to the Permitted category.
   d. Click the red x to close out once the group is complete.

9. How do I find the Dual Band Report/What does it show?
   a. Select your class.
   b. Look under the Assessments Reports Folder.
   c. Click on <u>Dual Banding Report</u> to compare the students in your class and how they performed on a variety of tests. This would provide information to aid in differentiated instruction.
   d. Click on the category of interest to view the students that would fit in each category.

10. What else might I want to know about Viewpoint (Pick and Choose)?
   a. How to print reports
   b. How to print specific information on a student
   c. How to export to a manageable Excel document
   d. How to rank students by score, gender, Special Ed, etc.
   e. How to bookmark/edit a Viewpoint option (heart = Favorites Folder)

   f. Understanding Test Performance
   g. Understanding Attendance Breakdown/Student Absence Explorer
   h. Understanding the Student Discipline Explorer
11. Additional Questions/Comments?

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<u>Contact Info:</u>

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<u>Notes Regarding Viewpoint</u>

Lincoln Title/Homeschool Liaison Viewpoint Training on Monday, Sept. 9, 2019 (9:00-11:00)			
#	Printed Name	Signature	Grade Level/ Subject Area
1.			
2.			
3.			
4.			
5.			
6.			
7.			