



**S**

**STUDENT**



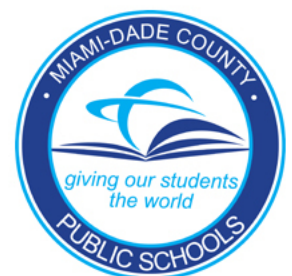
**P**

**PERFORMANCE**



**I**

**INDICATORS**



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## **STUDENT PERFORMANCE INDICATORS (SPI)**

### **System Overview**

Miami-Dade County Public Schools (M-DCPS) Information Technology Services (ITS) has developed the **Student Performance Indicators (SPI)** application to provide access to individual student performance data based on results of the Florida Comprehensive Assessment Test (FCAT). This information can be useful in gauging the performance of the school related to base information.

The **Student Performance Indicators (SPI)** application is now available in the **Portal**, under the **Applications / Sites** tab.

This M-DCPS Web **Student Performance Indicators** application will assist staff with the following:

- Allows authorization levels for administrative and instructional staff.
- Provides FCAT content area scores.
- Demographic information by class for all students in a school.
- Allows data to be downloaded, by class or entire school, into a spreadsheet.
- Allow teachers to view or download student information for only the classes they teach.
- Printable FCAT summary reports can be generated within the application by class/section.
- Allows administrators and additional staff authorized through RACF, to view all classes and perform a school-wide download.
- Regional Center staff can view information for any school in their Regional Center.
- District staff can view information for all schools in all Region centers.

# STUDENT PERFORMANCE INDICATOR (SPI)

## Log in to the Employee Portal

To access the **SPI Web application**, log in to the DadeSchools.net Employee Portal at <http://www.dadeschools.net>



▼ Click the **Portal** tab

▼ Select **Employees**

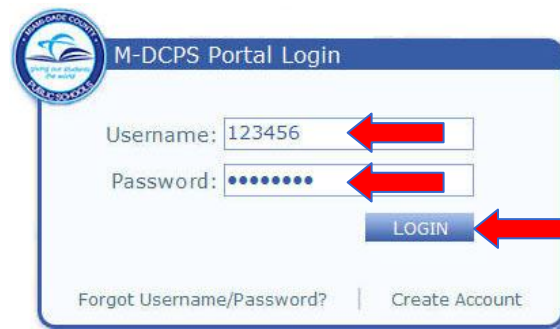
The **M-DCPS Portal Login** screen will display.

▼ Type **Username**

▼ Type **Password**

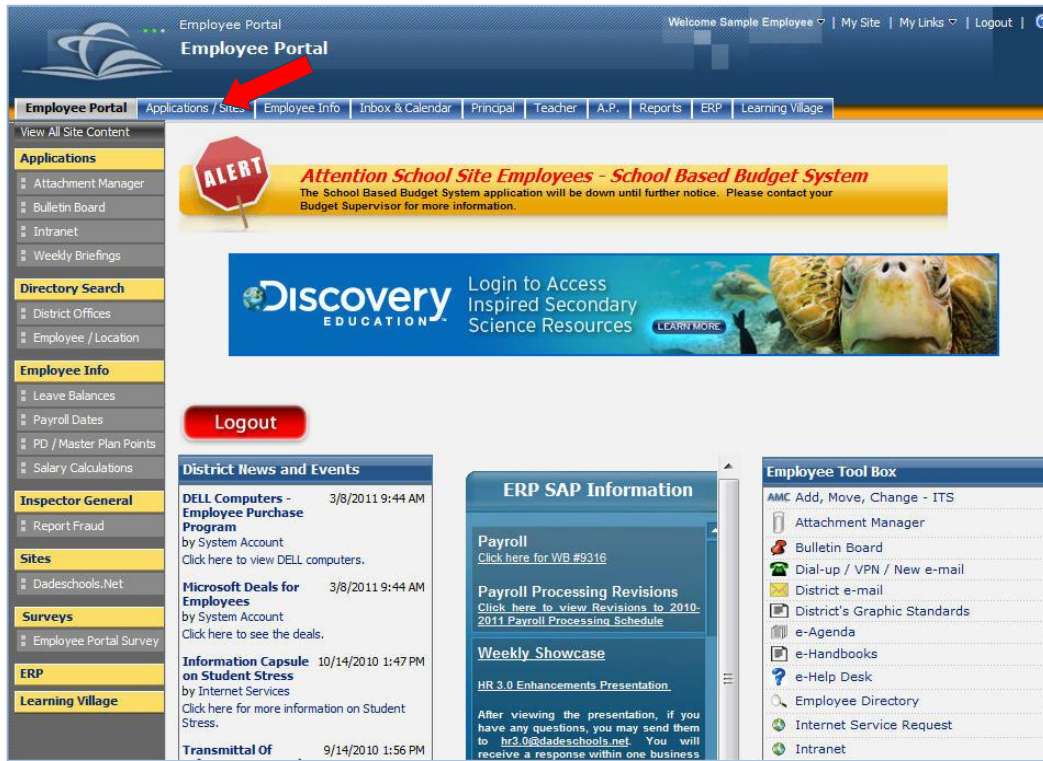
▼ Click **LOGIN**

The **Employee Portal** page will display.



# STUDENT PERFORMANCE INDICATOR (SPI)

From the **Employee Portal** page,



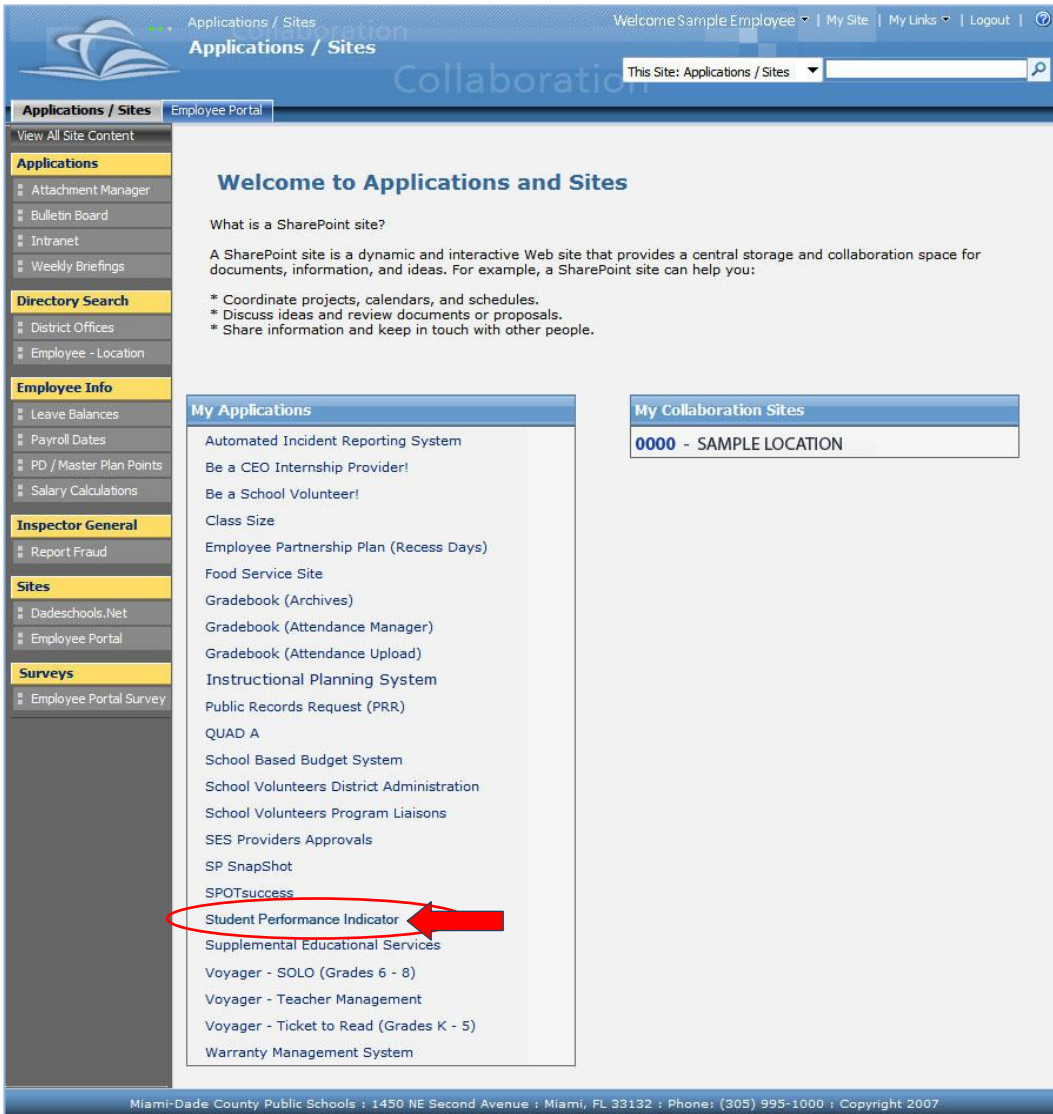
▼ Click **Applications / Sites**

The **Applications / Sites** page will display.

# STUDENT PERFORMANCE INDICATOR (SPI)

## Accessing the Student Performance Indicators (SPI) Application

From the Applications / Sites page, under My Applications,



▼ Click **Student Performance Indicators**

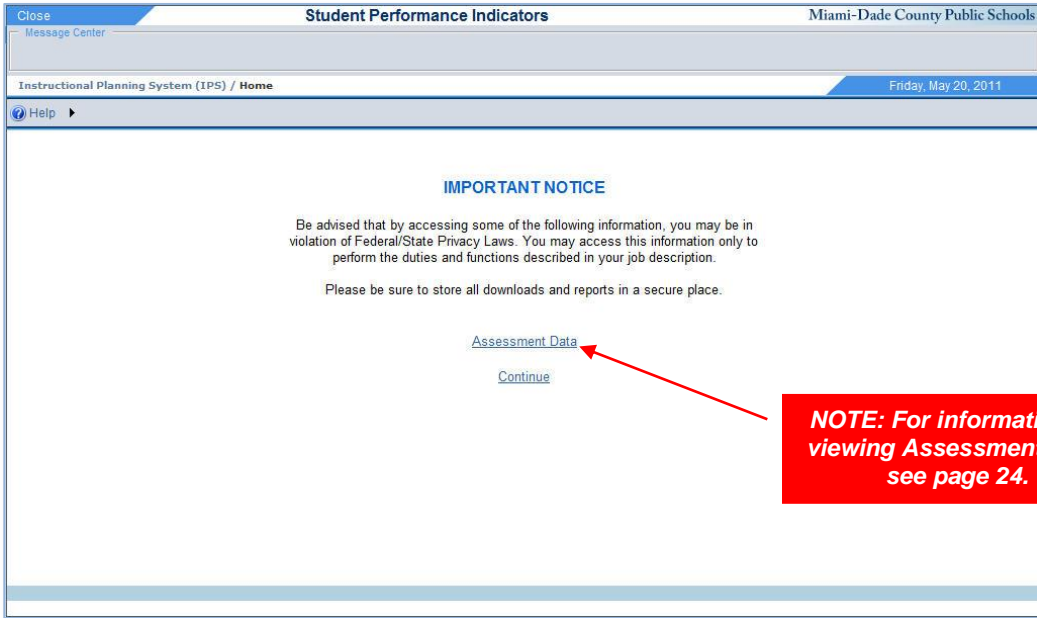
The **Student Performance Indicators Home** page will display.



# STUDENT PERFORMANCE INDICATOR (SPI)

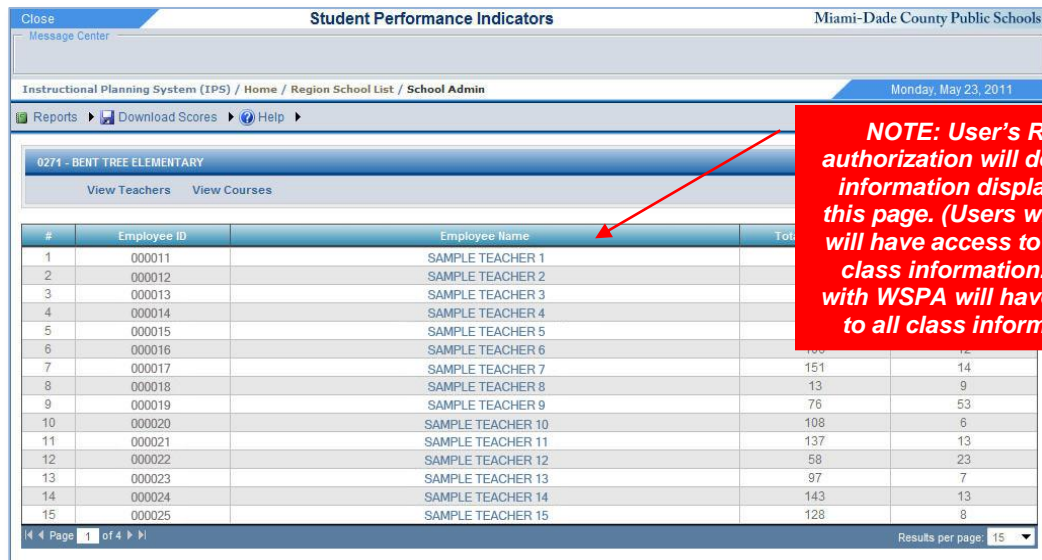
An **IMPORTANT NOTICE** displays on the home page: “Be advised that by accessing some of the following information, you may be in violation of Federal/State Privacy Laws. You may access this information only to perform the duties and functions described in your job description. Please be sure to store all downloads and reports in a secure place.”

After reading the disclosure information,



▼ Click **Continue**

The **Student Performance Indicators (SPI)** page will display. The information displayed on this page is dependent upon the user’s RACF access. Teachers may view only their students and courses (WSPI). Administrative users may view all Teachers and all Courses (WSPA). All lists and downloaded data include student test scores and demographics. [See the *Teacher Schedule page on page 8.*]



# STUDENT PERFORMANCE INDICATORS (SPI)

## SPI Toolbar and Other Functions

The information displayed on this page is dependent upon the user's RACF access. The sample page below reflects the School Administrator's view. [See the *Teacher Schedule* page on page 7.]

The screenshot shows the SPI interface for Miami-Dade County Public Schools. It includes a navigation bar with links like 'Reports', 'Download Scores', and 'Help'. A table lists teachers with columns for Employee ID, Employee Name, Total Students, and Total Courses. Red callout boxes provide instructions: 'Navigation links.' points to the top bar; 'School scores can be downloaded to the' points to the 'Download Scores' link; 'FCAT Statistical Report (with WSPA authorization only) and Internet Link to F.D.O.E. information.' points to the 'Reports' link; 'Type a page number or click on the ► to page forward.' points to the pagination controls; and 'Click to change the number of records displayed on the page.' points to the 'Results per page' dropdown.

#	Employee ID	Employee Name	Total Students	Total Courses
1	000011	E TEACHER 1	0	0
2	000012	E TEACHER 2	54	26
3	000013	E TEACHER 3	92	10
4	000014	E TEACHER 4	102	6
5	000015	E TEACHER 5	550	41
6	000016	E TEACHER 6	106	12
7	000017	E TEACHER 7	151	14
8	000018	E TEACHER 8	13	9
9	000019	E TEACHER 9	76	53
10	000020	E TEACHER 10	108	6
11	000021	E TEACHER 11	137	13
12	000022	E TEACHER 12	58	23
13	000023	E TEACHER 13	97	7
14	000024	SAMPLE TEACHER 14	143	13
15	000025	SAMPLE TEACHER 15	128	8

Use the Navigation links, located on the upper left of the page, to return to previous pages.

**Reports** – School administrator access allows you to view *FCAT Statistical Reports*, Internet links to the *School Performance Grade Report*, and *Return On Investment/School Efficiency Measure* pages.

**Download Scores** – Data from SPI can be downloaded into spreadsheet applications such as Excel. For administrators the download is school based.

**Help** – Displays General User Information, Frequently Asked Questions, and Contact Information.

**View Teachers** – List of all teachers in the school, for school administrator only. Click on a teacher's name to view the courses. Click on a course name to view the students in that class.

**View Courses** – List of all courses in the school, for school administrator only. Click on a course name to view the students in that class.



# STUDENT PERFORMANCE INDICATORS (SPI)

## Teacher Schedule

The Teacher Schedule displays the teacher's courses; the course name, sequence number, section number, and total students.

To view the students in a course (Student List),

#	Sequence Number	Section Number	Course Name	Total Students	FCAT Scores
1	A09	02	English 3	22	See Scores
2	H10	01	English Honors 3	23	See Scores
3	T10	02	English Honors 3	7	See Scores
4	W01	01	English 1	25	See Scores
5	W01	02	English 1	24	See Scores
6	W10	01	English Honors 3	14	See Scores
7	Z12	01	Name Not Available	29	See Scores

▼ **Click** on one of the courses

The page will change to the Student List. All the students in that class will display. The student ID number, student name, grade tested, a link to the test scores, and PMP Info, will also display on the page.

#	Student ID	Student Name	Grade Tested	Tier III Retained	Test Scores	PMP Info
1	0000001	SAMPLE STUDENT 1	10	No	See Scores	Select Year ▼
2	0000002	SAMPLE STUDENT 2	10	No	See Scores	Select Year ▼
3	0000003	SAMPLE STUDENT 3	10	No	See Scores	Select Year ▼
4	0000004	SAMPLE STUDENT 4	10	No	See Scores	2010 - 2011
5	0000005	SAMPLE STUDENT 5	10	No	See Scores	2010 - 2011
6	0000006	SAMPLE STUDENT 6	10	No	See Scores	Select Year ▼
7	0000007	SAMPLE STUDENT 7	10	No	See Scores	Select Year ▼

Use the navigation links, located on the upper left of the page, to return to previous pages.

**Help** contains **General User Information**, **Frequently Asked Questions**, and **Contact List**.

# STUDENT PERFORMANCE INDICATORS (SPI)

## Student List

To view detailed information for the student, from the Student List,

#	Student ID	Student Name	Grade Tested	Tier III Retainee	Test Score	PMP Info
1	0000001	SAMPLE STUDENT 1	10	No	See Scores	Select Year
Date of Birth: 02/09/1994    Free or Reduced Lunch: Paid    LEP Entry Date: N/A    SSS Reading: Pass    Homeroom: RET Gender: Male    Primary Exceptionality:    ESOL Level: N/A    SSS Math: Pass    Grade: 11						
2	0000002	SAMPLE STUDENT 2	10	No	See Scores	Select Year
3	0000003	SAMPLE STUDENT 3	10	No	See Scores	Select Year
4	0000004	SAMPLE STUDENT 4	10	No	See Scores	2010 - 2011
5	0000005	SAMPLE STUDENT 5	10	No	See Scores	2010 - 2011
6	0000006	SAMPLE STUDENT 6	10	No	See Scores	Select Year
7	0000007	SAMPLE STUDENT 7	10	No	See Scores	Select Year

▼ Click on the student ID number

The row will expand to show the student's detailed information.

▼ Click on the student ID again to hide detailed information

To view the current **FCAT & NRT Scores**, under the **Test Score** column,

▼ Click **See Scores**

The **Student FCAT & NRT Scores** page will open.

Test Date	Curriculum	Scale	Level	Development	Words   Phrases	Main Idea   Purpose	Comparisons	Reference   Research	Pass   Fail
03/2005	Standard	397	5	2136	8	18	12	4	N/A
03/2006	Standard	392	5	2159	9	15	10	8	N/A
03/2007	Standard	337	3	1913	5	17	8	6	N/A
03/2008	Standard	334	3	2000	4	15	11	8	N/A
03/2009	Standard	327	3	2004	9	15	7	4	N/A
03/2010	Standard	371	4	2310	7	19	8	11	Pass

To show the information,

▼ Click show/hide icon

The row will expand to show FCAT SSS testing information for the student.

To hide the information,

▼ Click show/hide icon

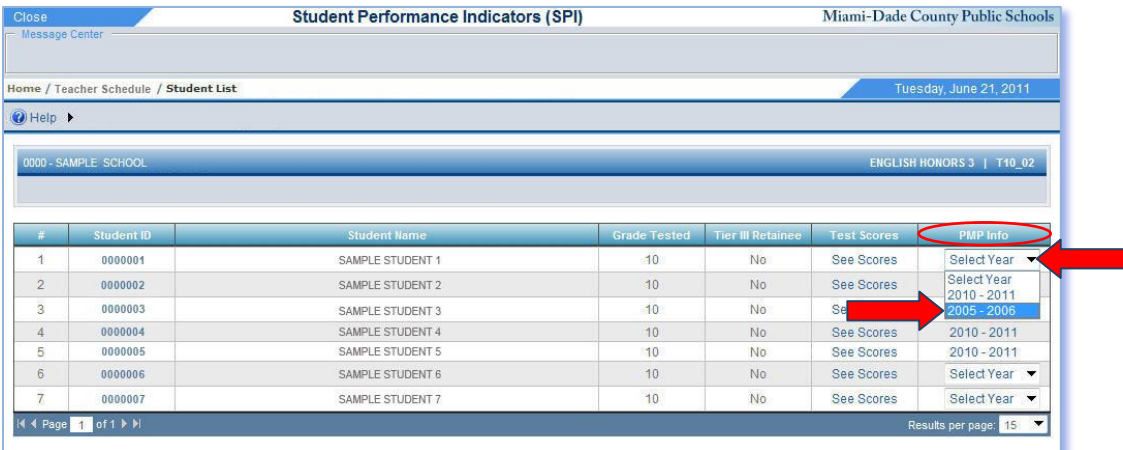
▼ Click **Close** to close the **Student FCAT & NRT Score** window

# STUDENT PERFORMANCE INDICATORS (SPI)

## PMP Information

The student **PMP** plan can be viewed and printed from the **Student List** page. Depending on the RACF authorization, users will have the ability to edit the plan and/or initiate a new plan.

The student may have more than one **Progress Monitoring Plan (PMP)** in the system. The years the student was assessed will display under the PMP Info column.

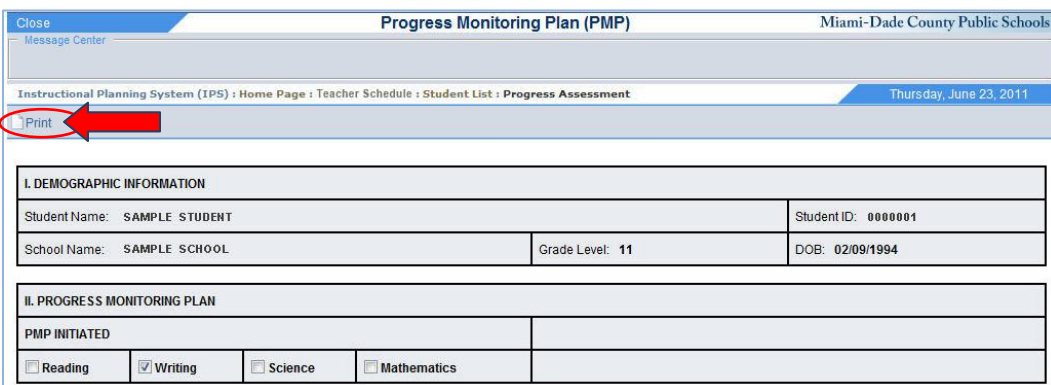


#	Student ID	Student Name	Grade Tested	Tier III Retainee	Test Scores	PMP Info
1	0000001	SAMPLE STUDENT 1	10	No	See Scores	Select Year
2	0000002	SAMPLE STUDENT 2	10	No	See Scores	Select Year
3	0000003	SAMPLE STUDENT 3	10	No	See Scores	2010 - 2011
4	0000004	SAMPLE STUDENT 4	10	No	See Scores	2005 - 2006
5	0000005	SAMPLE STUDENT 5	10	No	See Scores	2010 - 2011
6	0000006	SAMPLE STUDENT 6	10	No	See Scores	2010 - 2011
7	0000007	SAMPLE STUDENT 7	10	No	See Scores	Select Year

To view the student's **PMP** plan, from the **Student List**, under the **PMP Info** column,

- ▼ Click the **Select Year** drop-down menu
- ▼ Select the school year

The **Progress Monitoring Plan (PMP)** will open.



Close Progress Monitoring Plan (PMP) Miami-Dade County Public Schools

Message Center

Instructional Planning System (IPS) : Home Page : Teacher Schedule : Student List : Progress Assessment Thursday, June 23, 2011

Print

<b>I. DEMOGRAPHIC INFORMATION</b>		
Student Name: SAMPLE STUDENT	Student ID: 0000001	
School Name: SAMPLE SCHOOL	Grade Level: 11	DOB: 02/09/1994

<b>II. PROGRESS MONITORING PLAN</b>			
<b>PMP INITIATED</b>			
<input type="checkbox"/> Reading	<input checked="" type="checkbox"/> Writing	<input type="checkbox"/> Science	<input type="checkbox"/> Mathematics

- ▼ Click **Print**

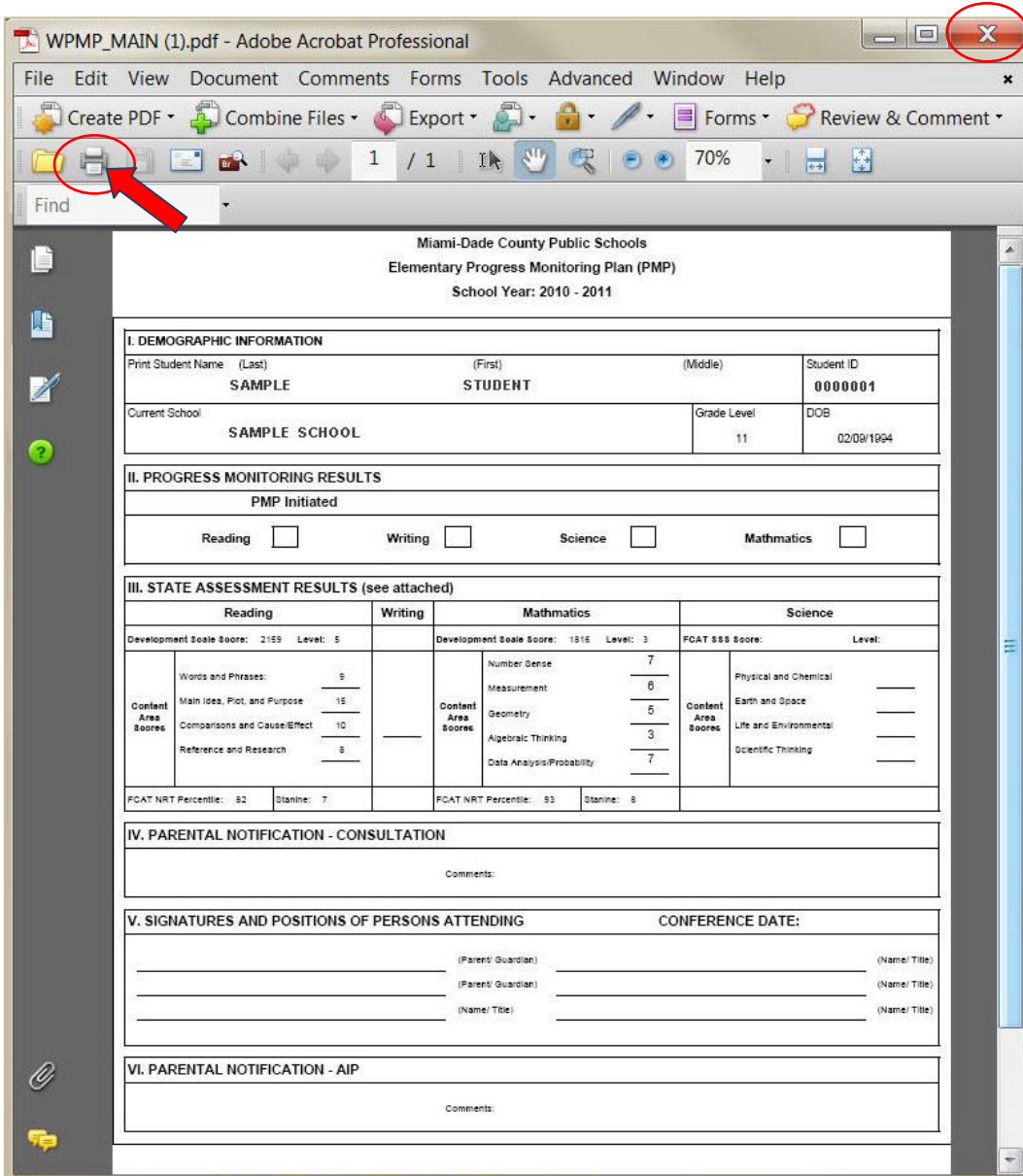
The message “Do you want to open or save **WPMP\_MAIN.pdf**” will display. At this time, you can open it or save it to your computer.





- ▼ Click **Open**

# STUDENT PERFORMANCE INDICATORS (SPI)

The **Progress Monitoring Plan (PMP)** will open in PDF format.



To print,

- ▼ Click  printer icon
- ▼ Select Printer, if necessary
- ▼ Click **OK**
- ▼ Click  in the upper right, to close the PMP plan

# STUDENT PERFORMANCE INDICATORS (SPI)

## FCAT Statistical Reports – For Administrators Only

FCAT Statistical Reports are available to administrators to provide additional information. These reports can be viewed, saved and/or printed. Some of the reports will open in PDF format; other reports will be generated in a Web based report viewer that can be exported to different formats such as Excel and PDF. [See sample of a PDF report on page 12 and starting on page 13, see samples of the reports that generate in the Web based report viewer.]

Two additional links will display under the Reports link:

- **School Performance Grade Report** (link to School Information Clearinghouse Web page)
- **Return On Investment/School Efficiency Measure** (link to the Florida Department of Education Web page)

From the Teacher List page,

#	Employee ID	Total Students	Total Courses
1	000011	0	0
2	000012	54	26
3	000013	92	10
4	000014	102	6
5	000015	550	41
6	000016	106	12
7	000017	151	14
8	000018	13	9
9	000019	76	53
10	000020	108	6
11	000021	137	13
12	000022	58	23
13	000023	97	7
14	000024	143	13
15	000025	128	8

▼ Click **Reports**, on the menu bar

The **FCAT STATISTICAL REPORTS** menu will open.

▼ Select **desired reports**

**Note: From the Teacher List page, the reports display as Future and the data will be school based. From the Student List page, the reports display as current and the data will be class based.**

These reports will open in PDF format: **FCAT SSS Two Year Summary, Reading & Math; FCAT Content Area Scores by Grade, Reading & Math; and the FCAT Summary Scores.** The other FCAT Statistical Reports will open in the Web report viewer and can be exported to an Excel and/or PDF file format.



## STUDENT PERFORMANCE INDICATORS (SPI)

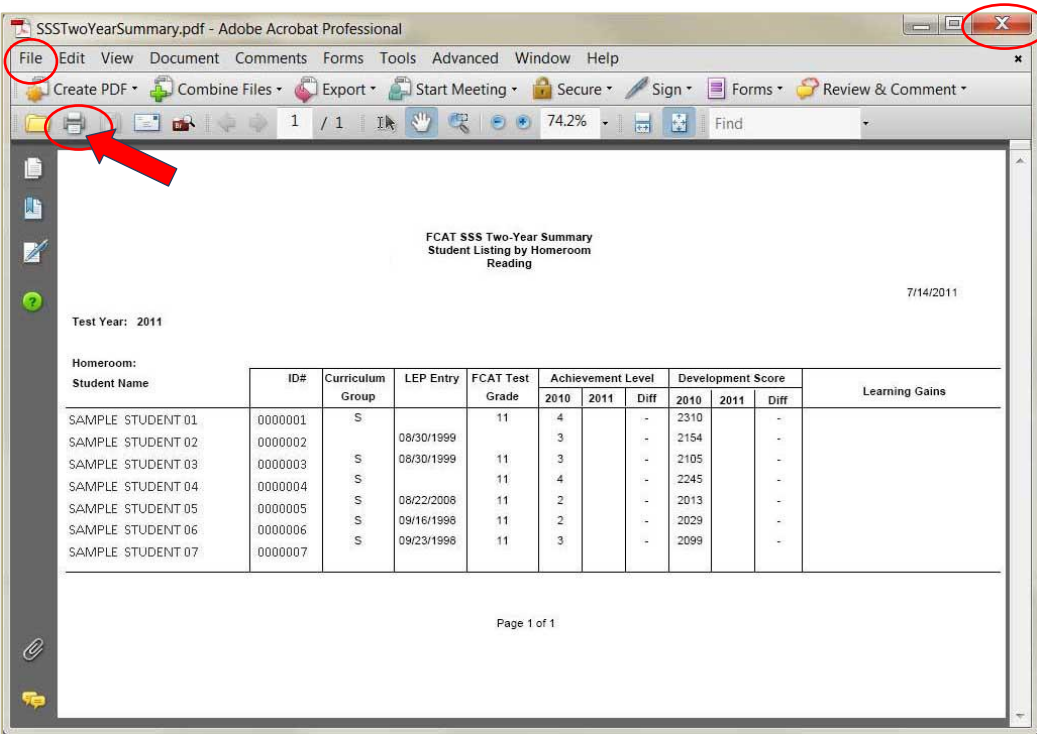
The message “Do you want to open or save SSSTwoYearsummary.pdf” will display. At this time, you can open it or save it to your computer.



▼ Click **Open**

The Report will open in PDF format.

**Sample of the FCAT SSS Two-Year Summary Reading report in PDF format.**



To print,

▼ Click  **printer icon**

The **Print** screen will open, if necessary, select a printer,

▼ Click **OK**

To save it,

▼ Click **File**

▼ Select **Save As**

The **Save As** screen will open, select a folder destination and change the file name

▼ Click **Save**

▼ Click  in the upper right, to close the report



# STUDENT PERFORMANCE INDICATORS (SPI)

## Student Achieving Counts by Category (in Reading, also available in Math)

The **Students Achieving High Standards** in Reading or Math report displays the high standard achievements and levels in Reading or Math for students in a school. Each of the six pages summarizes these achievements by grade level, ethnicity, gender, lunch, ESE or LEP status categories.

The screenshot shows a web-based report interface for Miami-Dade County Public Schools. At the top, there are dropdown menus for 'School' (0000 - SAMPLE SENIOR HIGH SCHOOL) and 'SUBJECT' (Reading), along with a 'View Report' button. Below this is a navigation bar with page indicators (1 of 6) and a 'Next Page' button. A 'Select a format' dropdown menu is open, showing options like XML, CSV, TIFF, Acrobat (PDF), and Web archive. A 'Show/Hide Parameters (menu bar)' is visible on the right side. The main content area displays a table titled 'Students Achieving High Standards in Reading Test Year 2011' with columns for 'By GRADE', 'Student Grade', 'FCAT Grade', 'Total', 'No', 'Yes', and five achievement levels (Level 1 to Level 5). A red callout box points to a '+' sign in the table header, indicating it can be clicked to display additional data.

- ▼ Click  sign to display additional data
- ▼ Click  sign to hide displayed data

To go to the next page,

- ▼ Click arrow to go to the next page

To view report for a different subject,

- ▼ Click **Subject**
- ▼ Select **Reading or Math**
- ▼ Click **View Report** button to generate the report

To export the report in a different format,

- ▼ Click **Select a format** drop-down menu
- ▼ Select desired format (*sample Excel*)
- ▼ Click **Export**

For information on how to export a report see page 18. For information on how to use Excel, see EXCEL HELP, on page 20.

# STUDENT PERFORMANCE INDICATORS (SPI)

## Percent Ranking by FCAT Score (in Reading, also available by Math)

The **Student Percent Ranking Scale Score** report displays the percentile rank in Reading or Math scores for individual students.

The screenshot shows the 'Student Percent Ranking on Reading Scale Score' report for Miami-Dade County Public Schools. The interface includes a search field, a subject dropdown menu (set to 'Reading'), and a 'View Report' button. A table displays student data for 09 and 10 grades. Red callout boxes provide instructions: 'Click to zoom in/out.' points to the page width controls; 'Select another subject then click View Report.' points to the subject dropdown; 'Search field.' points to the search input; 'Select a format to export report and click Export.' points to the 'Select a format' dropdown and 'Export' button; and 'Click the + or - to display/hide additional data.' points to the expand/collapse icons in the table.

Student	Homeroom	FCAT Grade	Reading Score	Reading Level	Percent Ranking	ESOL Level	
09 GRADE - TOTAL NUMBER TESTED = 774							
10 GRADE - TOTAL NUMBER TESTED = 643							
0000001	SAMPLE STUDENT 01	GAK	09	289	2	39	
0000002	SAMPLE STUDENT 02	ROC	09	333	3	63	
0000003	SAMPLE STUDENT 03	HAL	10	100	1	0	3
0000004	SAMP	AZA	10	100	1	0	2
0000005	SAMP	CUB	10	124	1	1	1
0000005	SAMP	VEG	10	124	1	1	2
0000006	SAMP	ROM	10	128	1	1	1

- ▼ Click  signs to display additional data
- ▼ Click  sign to hide displayed data

To go to the next page,

- ▼ Click arrow to go to the next page

To view report for a different subject,

- ▼ Click **Subject**
- ▼ Select **Reading or Math**
- ▼ Click **View Report** button to generate the report

To export the report in a different format,

- ▼ Click **Select a format** drop-down menu
- ▼ Select desired format (*sample Excel*)
- ▼ Click **Export**

Use the **Find | Next** option to search for a student by typing the last name or part of the name, **Click Find**. The names will be highlighted. **Click Next** to find next highlighted name.

For information on how to export a report see page 18. For information on how to use Excel, see EXCEL HELP, on page 20.

# STUDENT PERFORMANCE INDICATORS (SPI)

## Student Learning Gains Comparison

The **Student Learning Gains Comparison** report displays the student learning gains by comparison of Reading and Math by test years of individual students.

**Search field.**

**Click to zoom in/out**

**Click the + or - to display/hide additional data.**

Grade	Home Room	Student	Achievement Level		Learning Gains	Developmental Scale Scores (DSS)			FCAT Tested Grade			
			2010	2011		2010	2011	Changes	2010	2011		
09												
10												
	ACO	0000001	SAMPLE STUDENT 01	Math:	4	4	Yes	2039	2147	108	09	10
				Read:	2	1	No	1912	1791	-121		
	ACO	0000002	SAMPLE STUDENT 02	Math:	5	4	No	2189	2143	-46	09	10
				Read:	4	3	No	2237	2083	-154		
	ACO	0000003	SAMPLE STUDENT 03	Math:	4	5	Yes	2100	2217	117	09	10
				Read:	5	5	Yes	2378	2538	160		
	ACO	0000004	SA	Math:	4	4	Yes	2083	2127	44	09	10
				Read:	5	5	Yes	2943	2478	-465		
	ACO	0000005	SA	Math:	3	4	Yes	2012	2077	65	09	10
				Read:	4	2	No	2232	2024	-208		

- ▼ **Click** signs to display additional data
- ▼ **Click** sign to hide displayed data

To go to the next page,

- ▼ **Click** arrow to go to the next page

Use the **Find | Next** option to search for a student by typing the last name or part of the name,

- ▼ **Type** the last name of the student you are searching for
- ▼ **Click** **Find**

All the matches found will be highlighted on the report.

- ▼ **Click** **Next** to find the next

To export the report in a different format,

- ▼ **Click** **Select a format** drop-down menu
- ▼ **Select** desired format (*sample Excel*)
- ▼ **Click** **Export**

For information on how to export a report see page 18. For information on how to use Excel, see EXCEL HELP, on page 20.

## STUDENT PERFORMANCE INDICATORS (SPI)

### Students with ESOL Level 1 – 4

This report displays all the ESOL Level 1-4 students, in the school.

LOCATION 0000

View Report

1 of 4 Page Width Find | Next Select a format Export

Miami-Dade County Public Schools  
0000 - SAMPLE SENIOR HIGH SCHOOL

7/15/2011 11:24:37 AM  
Page 1 of 4

Search field.

Click to zoom in/out

Students with ESOL Levels 1-4

	STUDENT ID	STUDENT NAME	ESOL LEVEL
Grade Level 09	0000001	SAMPLE STUDENT 01	4
	0000002	SAMPLE STUDENT 02	4
	0000003	SAMPLE STUDENT 03	2
	0000004	SAMPLE STUDENT 04	1
	0000005	SAMPLE STUDENT 05	1
	0000006	SAMPLE STUDENT 06	4

To go to the next page,

- ▼ **Click** arrow to go to the next page

Use the **Find | Next** option to search for a student by typing the last name or part of the name,

- ▼ **Type** the last name of the student you are searching for
- ▼ **Click** **Find**

All the matches found will be highlighted on the report.

- ▼ **Click** **Next** to find the next student

To export the report in a different format,

- ▼ **Click** **Select a format** drop-down menu
- ▼ **Select** desired format (*sample Excel*)
- ▼ **Click** **Export**

*For information on how to export a report see page 18. For information on how to use Excel, see EXCEL HELP, on page 20.*

# STUDENT PERFORMANCE INDICATORS (SPI)

## Student Prior Year Classes – FCAT Reading Levels

7/15/2011 MIAMI -DADE COUNTY PUBLIC SCHOOLS WSPISRR001  
STUDENTS PRIOR YEAR CLASSES  
FCAT READING LEVELS  
(Student Name Order)

Employee Number Employee Name

999999	SAMPLE TEACHER							
888888	SAMPLE TEACHER							
Y00_01	000000001	HOMEROOM						
Y02_01	100143001	Advanced Placement English						
***** FCAT SSS Reading *****								
StudentID	Student Name	Score	Level	Date	Trend	Score	Level	Date
0000001	SAMPLE STUDENT							
0000002	SAMPLE STUDENT							
Y02_02								ced Placement English
Y02_03								ced Placement English
Y02_04								ced Placement English
777777	SAMPLE TEACHER							
555555	SAMPLE TEACHER							

Select a format to export report and click Export.

Click the + or – to display/hide additional data.

- ▼ Click  signs to display additional data
- ▼ Click  signs to hide displayed data

To export the report in a different format,

- ▼ Click **Select a format** drop-down menu
- ▼ Select desired format (*sample Excel*)
- ▼ Click **Export**

For information on how to export a report see page 18. For information on how to use Excel, see EXCEL HELP, on page 20.

# STUDENT PERFORMANCE INDICATORS (SPI)

## Exporting the Report to Excel

From any of the Web report viewer pages,

The screenshot shows a web report viewer for Miami-Dade County Public Schools. The page title is "Students Achieving High Standards in Reading Test Year 2011". The interface includes a search bar, a "View Report" button, and an "Export" button. A red arrow points to the "Export" button, and another red arrow points to the "Excel" option in the "Select a format" dropdown menu.

Student Grade	FCAT Grade	Achieving High Standards														
		Total	No		Yes		Level 1		Level 2		Level 3		Level 4		Level 5	
<b>School Total</b>		195	87	45 %	108	55 %	47	24 %	40	21 %	65	33 %	39	20 %	4	2 %
09		43	17	40 %	26	60 %	6	14 %	11	26 %	17	40 %	9	21 %	0	0 %
10		51	21	41 %	30	59 %	10	20 %	11	22 %	13	25 %	15	29 %	2	4 %
04		1	0	0 %	1	100 %	0	0 %	0	0 %	1	100 %	0	0 %	0	0 %
05		32	11	34 %	21	66 %	6	19 %	5	16 %	7	22 %	13	41 %	1	3 %
06		17	9	53 %	8	47 %	4	24 %	5	29 %	5	29 %	2	12 %	1	6 %
07		1	1	100 %	0	0 %	0	0 %	1	100 %	0	0 %	0	0 %	0	0 %
11		47	17	36 %	30	64 %	13	28 %	4	9 %	20	43 %	8	17 %	2	4 %
12		54	32	59 %	22	41 %	18	33 %	14	26 %	15	28 %	7	13 %	0	0 %

- ▼ Click Select a format drop-down menu
- ▼ Select Excel
- ▼ Click Export

The message “Do you want to open or save **STUDENT ACHIEVEMENT COUNTS BY CATEGORY.xls** from **portalreporting.dadeschools.net?**” will display.



- ▼ Click Open

The report in Excel format will open. [For information using Excel, see the Excel Help section, on page 20.]

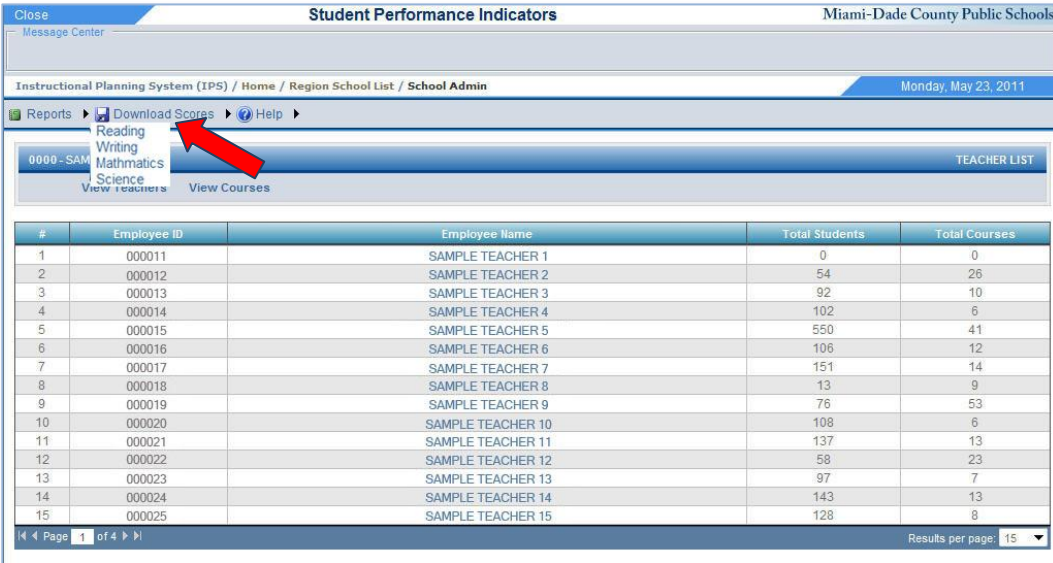


# STUDENT PERFORMANCE INDICATORS (SPI)

## Download All Scores – For Administrators Only

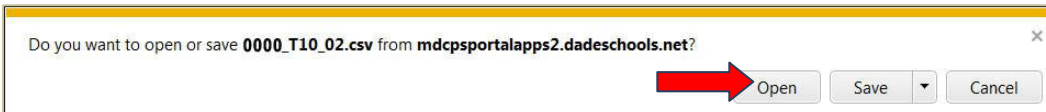
Data from the SPI can be downloaded into a spreadsheet Excel application. On the Teacher List, the Download Scores are school based. On the Student List the Download Scores are class based. The downloaded information includes both demographic and test scores for the students for Reading, Writing, Mathematics and Science.

From the **Student List** page,

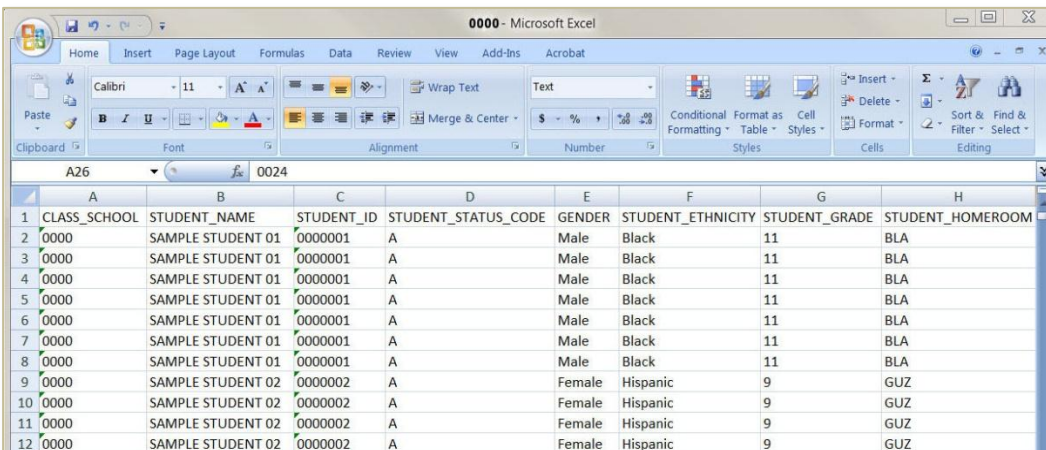


▼ Click **Download Scores**, on the menu bar

The message “Do you want to open or save 0000\_T10\_02.csv” will display. At this time, you can open it or save it to your computer.



The file will open in Excel format, which may be edited, based on the user’s need. [For help on how to use Excel, see Excel Help on page 20.]



# STUDENT PERFORMANCE INDICATORS (SPI)

## Excel Help

The following information will assist you in sorting, editing, filtering, and printing the Excel reports. This information will vary according to the Microsoft Office software you are using. The following steps were created using Microsoft Office Excel 2007.

### Expand Columns to Display Information

Scroll across the top row of columns to view the header information available. To see the full column headings, expand the column by using the directional arrows that appear on the column heading as the cursor passes over it.

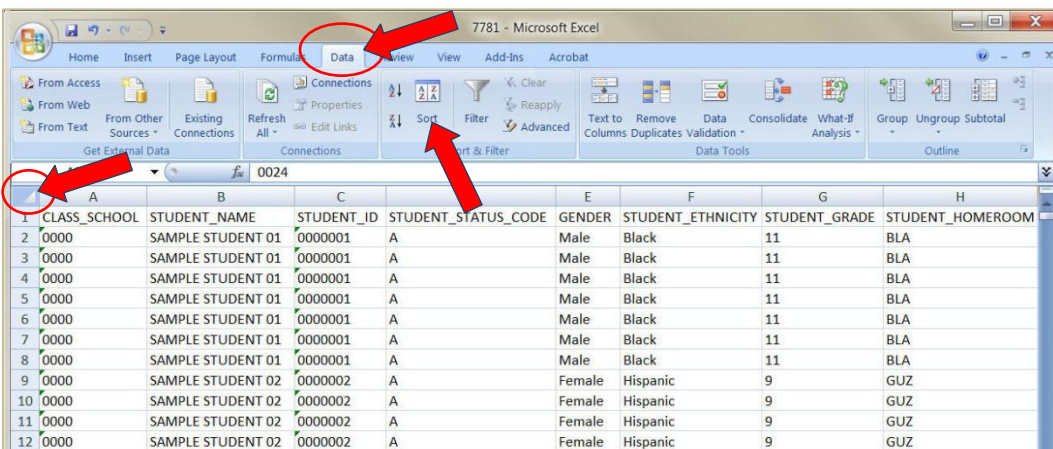
### Collapse Columns to Hide Information

Select the column to be hidden, **right click** and **select Hide**. To view column again, **right click** and **select Unhide**.

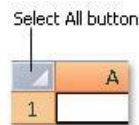
### Sort & Filter

You can sort the selected data in ascending or descending order or you can temporarily filter out specific values.

To sort the data based on several criteria,



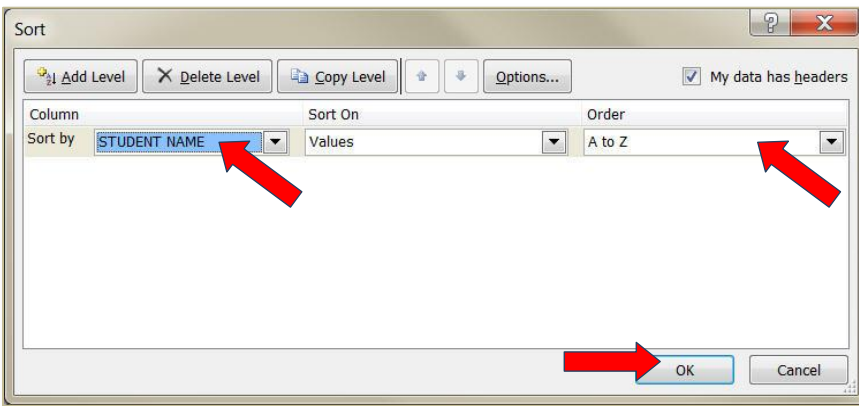
- ▼ Click the **Select All** button
- ▼ Click on the **Data** tab
- ▼ Click **Sort**



The **Sort** dialog box will open. *[For additional help in how to use the Sort option, press F1 within Microsoft Excel.]*

## STUDENT PERFORMANCE INDICATORS (SPI)

Choose the column header by which you want to sort your list, under the **Sort by** drop-down list. Select the order that you want the information to sort by. For example A to Z or Z to A.



- ▼ **Select** the column header to sort by
- ▼ **Select** the **Order** that you want the information to sort by

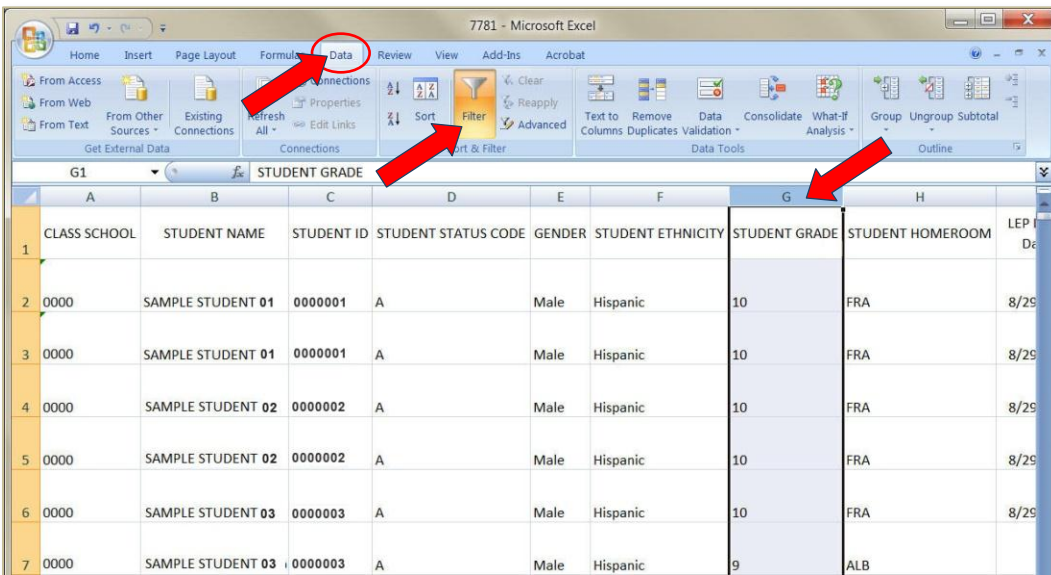
When finished,

- ▼ **Click** **OK**



### Filtering data.

Filtered data displays only the rows that meet the criteria that you specify and hides rows that you do not want displayed.

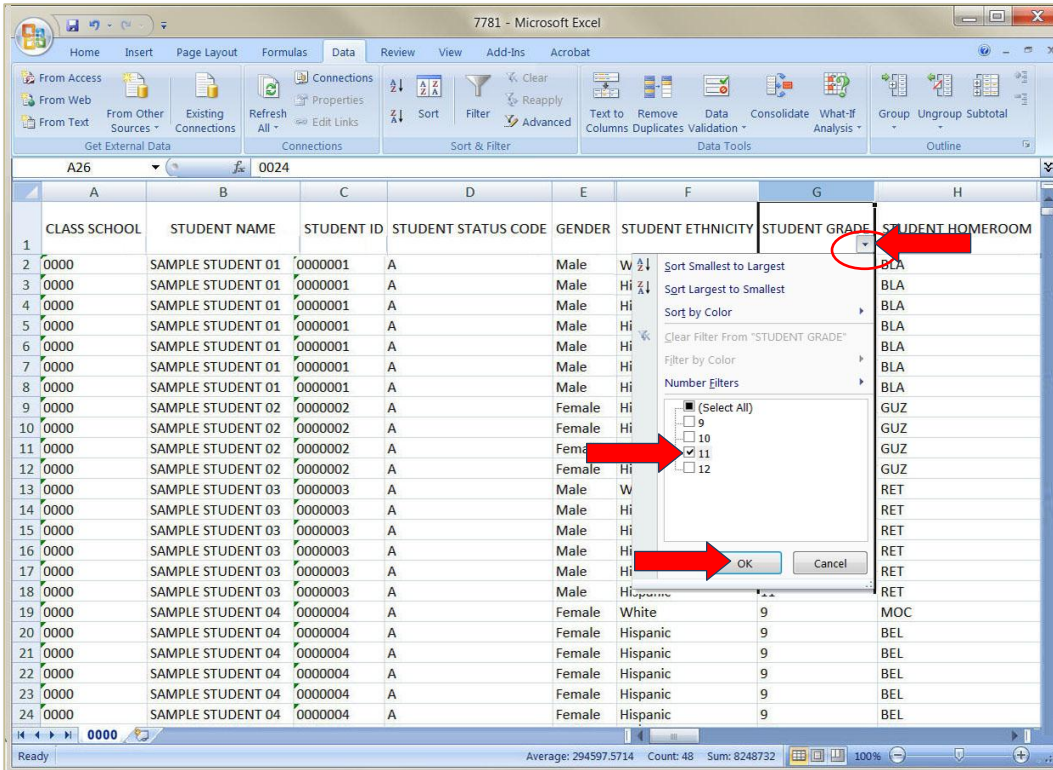
To select specific information in a column, select the column(s) of information. On the toolbar menu, select the Data tab, and select Filter.



## STUDENT PERFORMANCE INDICATORS (SPI)

An arrow  will display on the column heading to indicate that filtering is enabled but not applied. A Filter button  means that a filter is applied. When you hover over the filter button of a filtered column, a screen tip displays the filter applied to that column.

To apply a filter,



▼ Click the arrow  in the column header

In the list of text or number values, select or clear one or more text values to filter by. The list of values can be up to 10,000. If the list of values is large, clear **(Select All)** at the top, and then select the values to filter by.

When finished,

▼ Click **OK**

[For additional help in how to use the Filter option, press F1 within Microsoft Excel.]



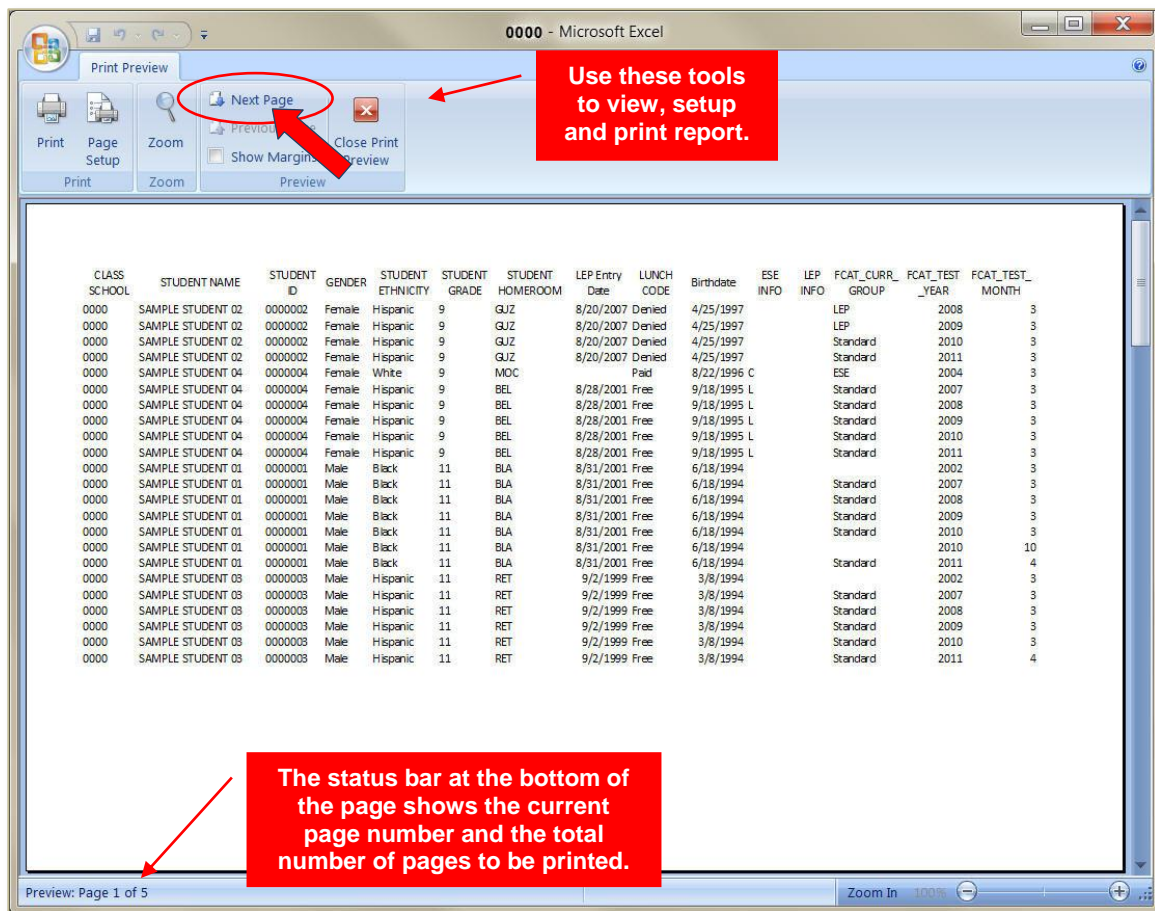
# STUDENT PERFORMANCE INDICATORS (SPI)

## Saving the Spreadsheet

On the toolbar menu, select File, Save As, and select Excel Workbook. In the Save As box, select a folder destination, and then type a File name. In the Save As type box, you can change the type of file format, if necessary.

## Printing the Spreadsheet

Before printing the Spreadsheet, on the toolbar menu, select File, Print Preview to see how the sheet will look when printed.



Review the report for accuracy of data.

▼ Click **Next Page** to view other pages

▼ Click  printer icon to print the report

On the Printer box, select the printer, and if needed, change properties. When finished,

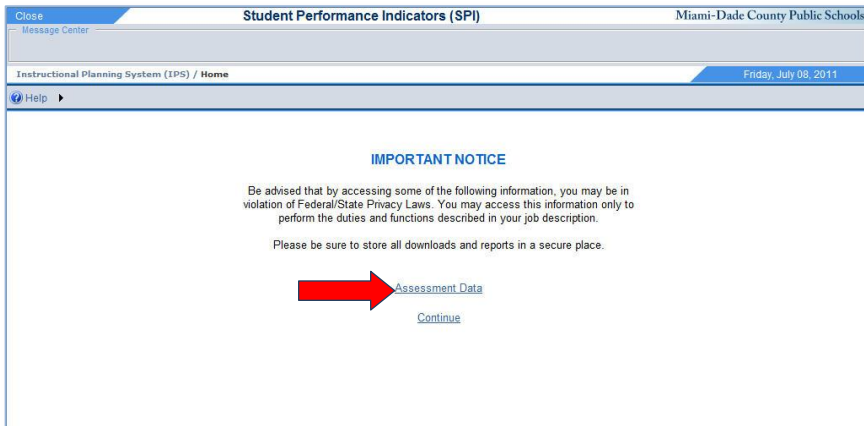
▼ Click **OK** to print

# STUDENT PERFORMANCE INDICATORS (SPI)

## Assessment Data

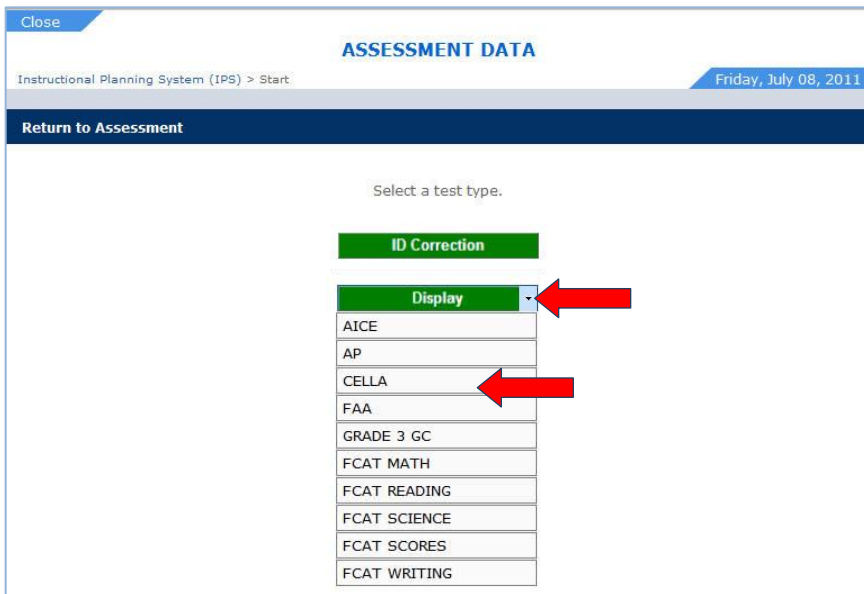
Users can review a student's scores for CELLA, Florida Alternative Assessment (FAA), FCAT Scores, FCAT Math Content, FCAT Reading Content, FCAT Science Content, FCAT Writing and Third Grade Good Cause assessment data results.

To view the **Assessment Data** for individual students, from the **Student Performance Indicators Home** page,



▼ Click **Assessment Data**

The **Assessment Data Start** page will display.



▼ Click **Display** drop-down menu

▼ Select **CELLA**

The **Demographic** page will display.



# STUDENT PERFORMANCE INDICATORS (SPI)

## CELLA TEST

Close

ASSESSMENT DATA

Instructional Planning System (IPS) / Student Demographic Friday, July 08, 2011

Return to Assessment

DEMOGRAPHIC

Enter Student ID  or Florida ID

Name Birthdate Gender Status Current Schl Grade LEP Flag ESOL Level Primary ESE

Select Test... CELLA

CELLA

School Year:	
Test School:	
Grade:	
Listening/Speaking:	
Test Level:	
Scale Score:	
Proficiency Level:	
Reading:	
Test Level:	
Scale Score:	
Proficiency Level:	
Writing:	
Test Level:	
Scale Score:	
Proficiency Level:	
Composite:	
Scale Score:	
Last Update:	

▼ Type student ID number

▼ Click Select

Close

ASSESSMENT DATA

Instructional Planning System (IPS) / Student Demographic Friday, July 08, 2011

Return to Assessment

DEMOGRAPHIC

Enter Student ID 0000001 or Florida ID

Name Birthdate Gender Status Current Schl Grade LEP Flag ESOL Level Primary ESE

SAMPLE STUDENT 04/25/97 M ACTIVE SAMPLE SCHOOL 11

Select Test... CELLA

CELLA

School Year:	0809
Test School:	5961
Grade:	03
Listening/Speaking:	
Test Level:	B
Scale Score:	0711
Proficiency Level:	HIN
Reading:	
Test Level:	B
Scale Score:	0724
Proficiency Level:	HIN
Writing:	
Test Level:	B
Scale Score:	0726
Proficiency Level:	HIN
Composite:	
Scale Score:	2161
Last Update:	08/14/2009

The student's demographics and CELLA assessment information will display. To view other assessment results, select the desired test from the **Select Test** drop-down menu.

# STUDENT PERFORMANCE INDICATORS (SPI)

## LEP Information

To view the student's LEP information,

The screenshot shows the 'ASSESSMENT DATA' interface. At the top, there is a 'Close' button and the title 'ASSESSMENT DATA'. Below this, it says 'Instructional Planning System (IPS) / Student Demographic' and 'Friday, July 08, 2011'. A 'Return to Assessment' button is visible. The main section is titled 'DEMOGRAPHIC' and contains fields for 'Enter Student ID' (0000001) and 'or Florida ID' with a 'SELECT' button. Below these are fields for 'Name' (SAMPLE STUDENT), 'Birthdate' (04/25/97), 'Gender' (M), 'Status' (ACTIVE), 'Current Schl' (SAMPLE SCHOOL 11), 'Grade' (11), 'LEP Flag', 'ESOL Level', and 'Primary ESE'. There are three buttons: 'Search/Download', 'Portfolio', and 'LEP Info', with a red arrow pointing to the 'LEP Info' button. A dropdown menu labeled 'Select Test...' is set to 'CELLA'. Below this is a table titled 'CELLA' with the following data:

Category	Value
School Year:	0809
Test School:	5961
Grade:	03
<b>Listening/Speaking:</b>	
Test Level:	B
Scale Score:	0711
Proficiency Level:	HIN
<b>Reading:</b>	
Test Level:	B
Scale Score:	0724
Proficiency Level:	HIN
<b>Writing:</b>	
Test Level:	B
Scale Score:	0726
Proficiency Level:	HIN
<b>Composite:</b>	
Scale Score:	2161
Last Update:	08/14/2009

▼ Click **LEP Info** button

The student's LEP Information page will display.

## STUDENT PERFORMANCE INDICATORS (SPI)

The student's demographic and ESOL information displays in the page.

**ASSESSMENT DATA** Monday, July 11, 2011

[Return to Assessment](#)

**LEP INFORMATION**

DEMOGRAPHIC			
Student ID	0000001	Name	SAMPLE STUDENT
Date of Birth	03/03/1997	Student Language	SPANISH
Place of Birth	LIMA, PERU	Parent Language	SPANISH
M-DCPS Entry Date	01/25/2010		
	<b>Current</b>		<b>Previous</b>
School Number	0000		
School Name	SAMPLE SCHOOL		
Grade	11		
School Year	1011		
Entry/W/Drawal Date	08/23/2010		

ESOL			
Current ESOL Level	4	Current ESOL Score	
ESOL Num of Semesters	3	LEP Service Code	LY
		<b>Initial</b>	<b>Exit</b>
Initial / Exit Date	01/25/2010		
Assessment Date	01/25/2010		
Assessment Instrument	AURAL/ORAL (old)		UNKNOWN\UNKNOWN
ESOL Level	1		
ESOL Score	0004		
ESOL Basis	Aural/Oral		UNKNOWN
MAT-7 Test Grade			
MAT-7 Language Score			
MAT-7 Language Percentile			
MAT-7 Reading Score			
MAT-7 Reading Percentile			

To return to the **Assessment Data Start** page,

▼ **Click**      **Return to Assessment**

To close the application,

▼ **Click**      **Close**

## ***STUDENT PERFORMANCE INDICATORS (SPI)***

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### ***Whom To Contact For Assistance***



**For technical assistance with the Student Performance Indicators System**, please submit a *Self Service* incident at: <http://selfservice.dadeschools.net>.

**For test score interpretation**, contact Assessment and Data Analysis at (305) 995-7512.

**For information on the FCAT**, visit *Assessment, Research, and Data Analysis* Web page and select the link for FCAT Results: <http://oda.dadeschools.net/FCAT/FCAT.asp>.