

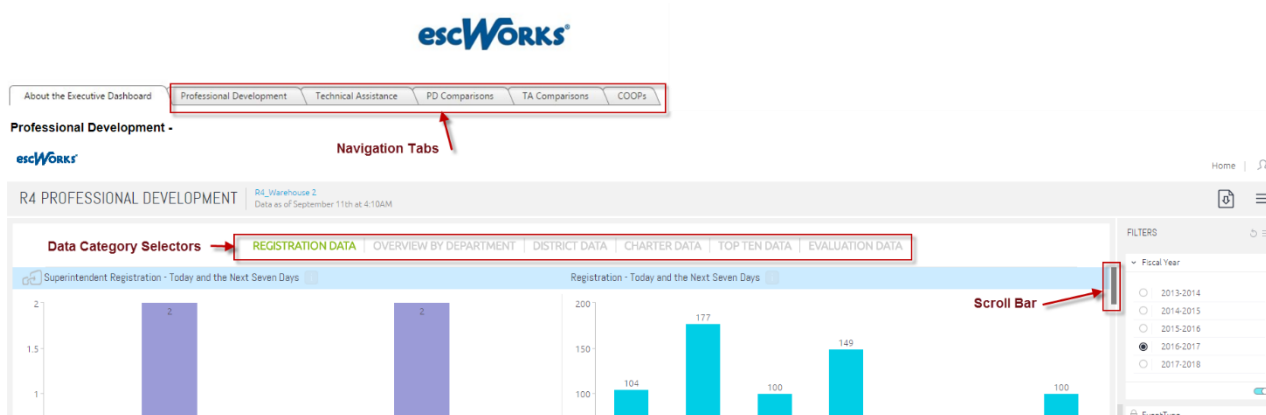
1 - Logging In:

When designated users log in to escWorks®, they should automatically be logged in to the Executive Dashboard as well. A link to the dashboard should appear in the left hand navigation pane of escWorks®.

Help & How-To
Instructor
Texas Dashboard
Executive Dashboard

2 - Navigation:

The main methods of navigation within the dashboard are the **TABS** near the top of the screen, the **Data Category Selectors**, and the **scroll bars** on the right side of the main page, and within the data window.



Clicking the name of a dashboard in the desired TAB will open the selected dashboard.

3 – Fiscal Year Selection:

The new revision of the Executive Dashboard allows the viewer to select the fiscal year directly in the dashboard. Simply select the desired fiscal year from the list on the right side of the page. The list consists of radio buttons to prevent inadvertently selecting multiple years.

It is important to note that the dashboard displays the current fiscal year and the last fiscal year.

REGISTRATION DATA OVERVIEW BY DEPARTMENT DISTRICT DATA CHARTER DATA TOP TEN DATA EVALUATION DATA		
Yearly Overview by Department 1		
Department	Total Assisted	Assistance Hours
Administrative Services	5,374	1,926.25
Assessment	1	1.5
Business/Charter Schools	5,499	2,389.75
Communication and Information Technology	40	16.5
Health Services and Health Initiatives	271	103.75
Legal Services/Attorneys	1,272	488.25
Division of Program Approval	39	83.5

Fiscal Year

☒ 2015-2016

☐ 2016-2017

☐ 2017-2018

4 - Dashboard data organization:

Every effort has been made to organize the dashboards in logical order. Each dashboard displays related information in groups or clusters.

The summary information is displayed in graph, chart, or table format. Additional supporting or detailed information can be found by 'selecting' or 'drilling'. These features will be detailed in the next section.

PROFESSIONAL DEVELOPMENT		
Data as of September 11th at 4:10AM		
REGISTRATION DATA OVERVIEW BY DEPARTMENT DISTRICT DATA CHARTER DATA TOP TEN DATA EVALUATION DATA		
All District Attendees		
District	Attendee Count	
Aldine ISD	20	
Bayland ISD	1	
Baytown ISD	1	
Baytown ISD	6	
Baytown ISD	5,402	
Baytown ISD	54	
Baytown ISD	2,538	
Baytown ISD	41	
Baytown ISD	2	
Baytown ISD	1	
Attendee Count	84,006	
Rows 1-10 (656 Total)		
In Region District Attendees		
District	Attendee Count	
Aldine ISD	5,402	
Aldine ISD	2,538	
Aldine ISD	1,130	
Aldine ISD	273	
Aldine ISD	737	
Aldine ISD	269	
Aldine ISD	1,086	
Aldine ISD	1,098	
Aldine ISD	1,306	
Aldine ISD	296	
Attendee Count	65,067	
Rows 1-10 (50 Total)		
Out of Region District Attendees		
District	Attendee Count	
Aldine ISD	20	
Bayland ISD	1	
Baytown ISD	1	
Baytown ISD	6	
Baytown ISD	54	
Baytown ISD	41	
Baytown ISD	2	
Baytown ISD	1	
Baytown ISD	1	
Baytown ISD	86	
Attendee Count	18,939	
Rows 1-10 (606 Total)		
Low Performing Districts		
District	Attendee Count	Contact Hours
Aldine ISD	299	2,478.18
Aldine ISD	97	551
Aldine ISD	251	1,987.5
Aldine ISD	399	1,769
Grand Total	1,046	6,785.68
Low Performing Schools		
Campus	Attendee Count	Contact Hours
Aldine ISD	9	46.5
Aldine ISD	64	462
Aldine ISD	8	108
Aldine ISD	7	54
Aldine ISD	6	31

5 - Drilling for Data:

Drilling into data allows the user to explore the underlying information. For example, by drilling into a District name (below) it can be determined which campuses attended, which sessions were attended, on what date, etc.

The drilling process allows the user to 'go back' to previous categories, or to cancel the drilling process and reset to the original format:

Starting Point:

District	Attendee Count	Contact Hours
Aldine ISD	11	52
Fort Bend ISD	14	38
Houston ISD	32	173
Katy ISD	13	61
Grand Total	70	344

Drilled into Campus > Title > Date

X	Aldine ISD	Aldine HS	Child Nutrition Showcase	Months in startdate (All)
Months in startdate	Attendee Count	Contact Hours		
12/2015	2	8		

What can be **DRILLED** into?

Drilling into data is limited to the left hand columns of tables or specific parts of charts and graphs, usually the bar or line. There are up to five default drilldown choices which may vary, depending on the type of data (Professional Development vs. Technical Assistance).

To drill down, **right click** on an item in the list (or on the chart/graph) and select the desired field:

1. Right Click

District	Attendee Count	Contact Hours
Aldine ISD	11	52
Fort Bend ISD	14	58
Houston ISD	32	173
Katy ISD	13	61
Grand Total	70	344

2. Select from the list:

District	Attendee Count	Contact Hours
Aldine ISD	11	52
Fort Bend ISD	14	58
Houston ISD	32	173
Katy ISD	13	61
Grand Total	70	344

Months In Startdate
Title
Campus
Choose Another...

3. Result: Drilled into Campus > Title >

X	Aldine ISD	Aldine HS	Child Nutrition Showcase	Months in startdate (All)
Months in startdate	Attendee Count	Contact Hours		
12/2015	2	8		

4. Backout or Reset by clicking

X	Aldine ISD	Aldine HS	Child Nutrition Showcase	Months in startdate (All)
Months in startdate	Attendee Count	Contact Hours		
12/2015	2	8		

Special Note: In some cases, the 'drill into' list may appear slightly differently.

Drill
Lname
SessionID
Position
Title

Nov 2014	ge Arts...	
Drill	udies S...	
Months In St...	ces	
Days In Startdate	udies S...	
Recent	Position	
Choose Another...	SessionID	
1 2 > >>	Title	

6 – Selecting Data:

Selecting data works differently than drilling in to data. When an item such as a bar in a graph, a point in a chart, or item in a list is selected, related data remains active (and drillable), while unrelated data becomes inactive (grayed out).

It is important to remember to de-select the data when finished, as the selected status may also result in some data views' information to be replaced by a 'No Results' message.

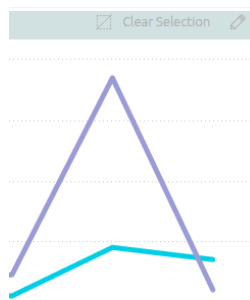
How to 'select' a data element:



How to de-select data elements:

When data elements are selected, a 'Clear Selection' option will appear in the upper right corner of the data pane.

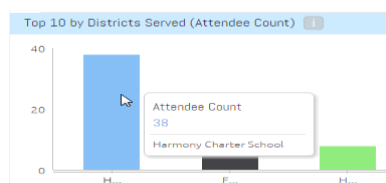
Clicking on 'Clear Selection' will restore the data pane and other related data panes to their default displays.



7 - Hovering for more information:

Another easy, but useful function is hovering. Hovering the mouse cursor over most data elements will provide additional information in the form of a 'pop-up'.

Simply move the mouse cursor over a data element and stop. The pop-up with additional information will appear.

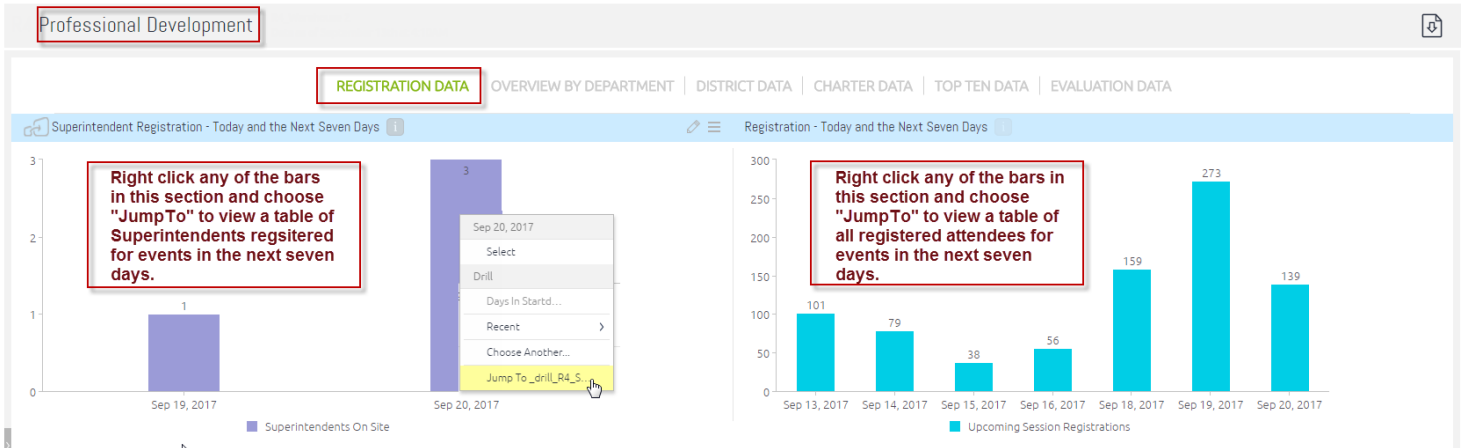


8 – Special Data Widgets:

Some data widgets are now designed to ‘jump to’ or open related tables in new windows. These Special Data Widgets are the **Registration Data** and **Evaluation Data** widgets.

- The Registration data widgets (**Professional Development** tab, **Registration Data** data set)

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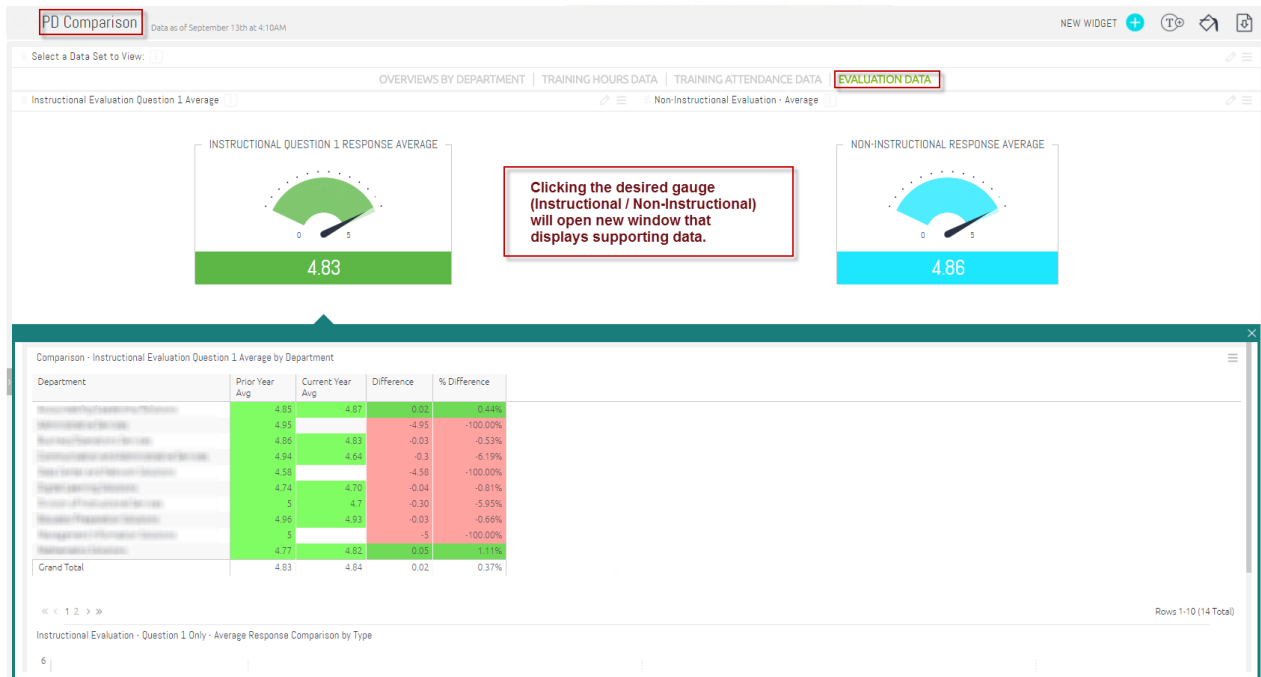


Right clicking any of the data bars will open the appropriate table in a new window, displaying details about the registrant sessions.

To close the table, click *outside* of the table.

- The Evaluation data widgets (**PD Comparison** tab, **Evaluation Data** data set)

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Clicking either of the gauges will open the appropriate table in a new window, displaying details about the evaluation data.


To close the table, click *outside* of the table or click on the 'x' in the upper right corner of the table.

9 – About COOPs and Savings:

The **COOPs and Savings** dashboard provides cost savings information based on the amount COOP members have paid for sessions versus the cost at the Standard Session Fee rate.

This dashboard has the ability to display COOP data according to different fiscal years as well as multiple fiscal years.

To change the fiscal year(s) viewed, click the box(es) next to the desired year(s) in the Filter pane on the right side of the dashboard. When the page refreshes, the data for the selected year will appear.



The screenshot shows the 'COOPs and Savings' dashboard. The main table is titled 'By COOP' and has columns: COOP Name, Standard Session Fee, COOP Session Fee, Attendee Count, Total Credit Hours, and COOP Savings. The table lists several COOPs with their respective fees and savings. On the right, there is a 'FILTERS' pane with a 'Fiscal Year' section. It includes a search box and a list of fiscal years from 2011-2012 to 2016-2017. The year 2015-2016 is selected with a checkmark.

COOP Name	Standard Session Fee	COOP Session Fee	Attendee Count	Total Credit Hours	COOP Savings
COOP 1	\$25	0	11	66	\$275
COOP 2	\$150	0	2	12	\$300
COOP 3	\$150	0	41	54	\$6,150
COOP 4	\$100	0	15	45	\$1,500
COOP 5	\$150	0	10	60	\$1,500
COOP 6	\$150	10	54	0	\$7,560
COOP 7	\$75	\$0	2	12	\$50

Additionally, in the 'By COOP' view, there may appear 'blank spaces' under the COOP Name. In the example below, there is such a blank space under the first COOP Name.

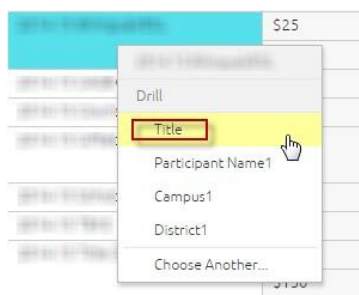
This indicates that the COOP offered two sessions, each with a different 'Standard Session Fee', but both with a '0' COOP Session Fee:



The screenshot shows the 'COOPs and Savings' dashboard. The main table is titled 'By COOP' and has columns: COOP Name, Standard Session Fee, COOP Session Fee, Attendee Count, Total Credit Hours, and COOP Savings. The table lists several COOPs with their respective fees and savings. A red box highlights the first COOP Name, which is blank, and the corresponding Standard Session Fee of \$25.

COOP Name	Standard Session Fee	COOP Session Fee	Attendee Count	Total Credit Hours	COOP Savings
	\$25	0	11	66	\$275
	\$150	0	2	12	\$300
COOP 3	\$150	0	41	54	\$6,150
COOP 4	\$100	0	15	45	\$1,500
COOP 5	\$150	0	10	60	\$1,500
COOP 6	\$150	10	54	0	\$7,560

The names of the sessions can be found by right clicking the COOP Name and selecting 'Title' from the list:



The result of drilling into Title: (Remember to cancel the drill by clicking on the 'x' in the upper left corner of the data pane)

By COOP					
COOP 1 > Title (All)					
Title	Standard Session Fee	COOP Session Fee	Attendee Count	Total Credit Hours	COOP Savings
Title 1	\$25	0	11	66	\$275
Title 2	\$150	0	2	12	\$300
Grand Total			13	78	\$575

10 - Exporting options:

Data can be 'exported' in two ways – as an image file (.png), or as a CSV file.

Currently, individual data panes can be exported.

It is also important to note that the results that appear in the data pane are what are exported.

If any drilling or selections have been made, the export will only contain the drilled or selected data.

Click the Menu icon, then click
Download, then the file type...

In Region Charter Attendees		
Charter	Attendee	Download
Region 1 Charter Attendee	2	Image
Region 2 Charter Attendee	4	CSV File
Attendee Count	6	

Result of exported 'Image' file (.png):

In Region Charter Attendees	
Charter	Attendee Count
Region 1 Charter Attendee	2
Region 2 Charter Attendee	4
Attendee Count	6

Result of exported 'CSV' file (.csv):

	A	B
1	Charter	Attendee Count
2	Region 1 Charter Attendee	3
3	Region 2 Charter Attendee	1
4	Region 3 Charter Attendee	38
5	Region 4 Charter Attendee	1
6		