

## Quick Start Guide

Welcome to the new Indiana Online Reporting Dashboard website. This Quick Start guide is intended to help you become familiar with the application, provide links to access the website, and guide you through the start-up procedures.

### Link to Indiana Online Reporting Dashboard

You can access the website through the following link:

[>Click here to access](#)

### Landing Page

Click the website link to open the following login page.

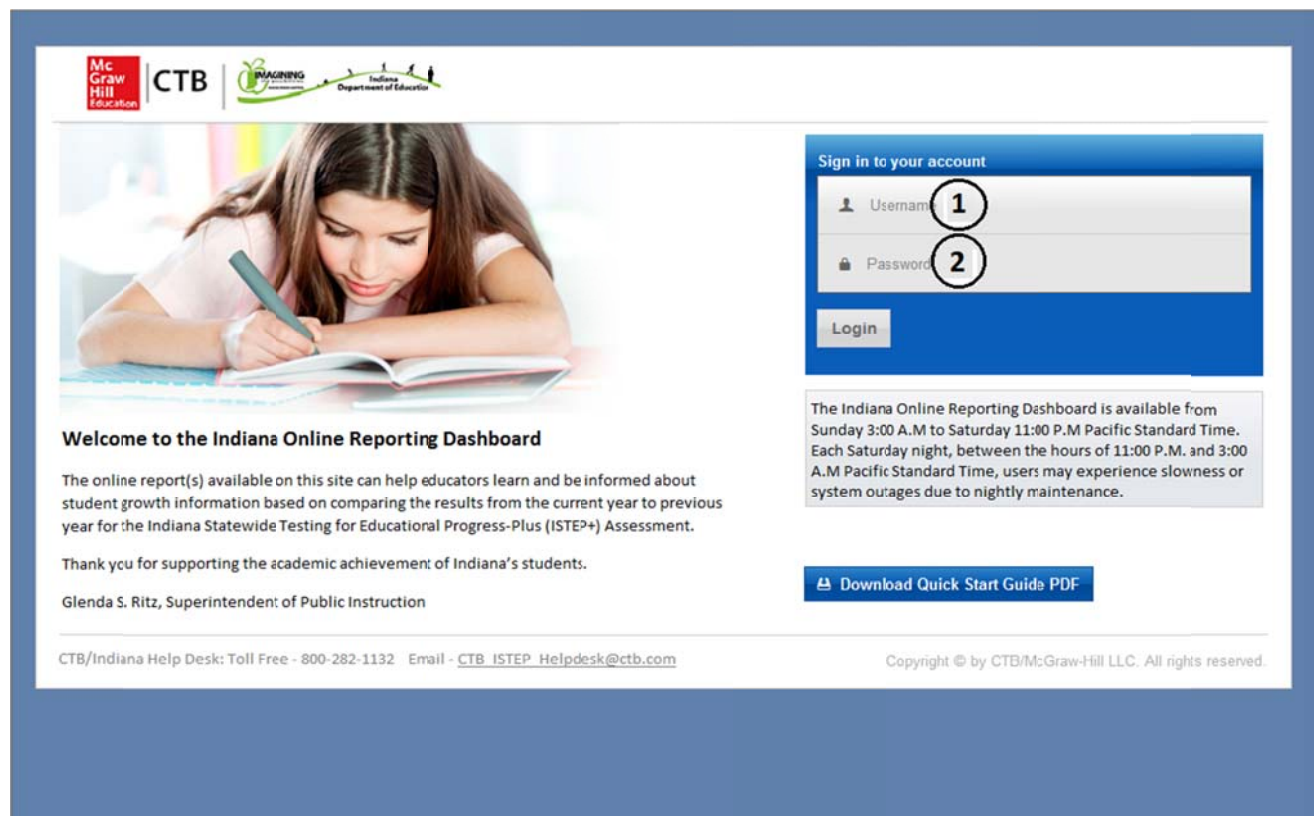


Figure 1: Indiana Online Reporting Dashboard login page

Note that you can download this Quick Start Guide in PDF format directly from this page before you log in by clicking on the **Download Quick Start Guide PDF** button below the welcome message.

To log in, enter the following information in the Login panel (refer to Figure 1):

- ① **User ID:** Enter your User Name here.
- ② **Password:** Enter your Password here.

Please refer to the User Name and Password section (below) for details on how you will receive your User Name and Password.

## Group Performance Matrix Report Page

On successful login, you will be taken to the following screen with your username appearing in the top right-hand corner (refer to Figure 2 below).

**Group Performance Matrix Report**  
Spring 2013, School: ST JOSEPH, Grade: 8

This report displays students' performance across two ISTEP+ administrations, by Group/teacher. The Group/teacher information used is from the IDOE EE data collection and students are matched using their ST# number. If there are no matched students, the report will show no student names.

**2013 Grade 8 English/Language Arts**

	<a href="#">Did Not Pass</a>	<a href="#">Pass</a>	<a href="#">Pass+</a>
<a href="#">Did Not Pass</a>	<b>Maintaining</b> HEBBLE, ANDRIA L	<b>Improving</b>	<b>Improving</b>
<a href="#">Pass</a>	<b>Needs Improvement</b> KNOUS, SPENCE L REINHART, AUSTIN.	<b>Maintaining</b> AINSWORTH, EMMA BRIE, REBEKA L BURKHALTER, CHELSE R HENKENIUS, PARKER J MILLER, BROOKE N SANDERSON, NEVIN E SCHULTZ, JILLIA E SONNENBERG, SAMUEL E	<b>Improving</b>
<a href="#">Pass+</a>	<b>Needs Improvement</b>	<b>Needs Improvement</b>	<b>Maintaining</b> WILDER, CONNOR J

No of Students: 12

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CTB/Indiana Help Desk: Toll Free - 800-282-1132 Email - [CTB\\_ISTEP\\_Helpdesk@ctb.com](mailto:CTB_ISTEP_Helpdesk@ctb.com)  
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**Figure 2: Class Performance Matrix Report Dashboard**

- ① Next to your username is the **Log Out** link. You can click this link to log out of the website.
- ② At the top of the screen you have the **Report Filter Options** - There are two filter options, **Grade** and **Content Area** – you can select the grade and content area from the dropdown lists. You can click on any of these options to access the corresponding dashboards.
- ③ On the right side of the screen there is a panel which shows the user name, system icons and the available reports. Currently the system icons for “Home” and “My Account” are disabled. The logout icon is active.
- ④ The right panel can be hidden by clicking the |> icon in the upper right corner of the panel.

⑤ The Performance Level titles, Did Not Pass, Pass and Pass+ are hyperlinks. When selected a PDF file with the Performance Level Descriptions is displayed.

## Student Tabular Report Page

You can select this report either by selecting the “Student Tabular Report” tab at the top of the screen or by selecting it from the list of reports on the right panel. The Student Tabular Report is a tabular view of the student data that appears on the Group Performance Matrix Report. (refer to Figure 3 below).

Group Performance Matrix | **Student Tabular Report**

Report Filter Options ① PDF Excel Refresh Report

GRADE: 8 CONTENT AREA: English/Langu...

**Student Tabular Report** ② Simulated Data

Spring 2013, School: ST JOSEPH, Grade: 8, Subject: English/Language Arts

Show 20 entries ③ Search all columns:

Student Name	SS - 2012	Prof. Level - 2012	SS - 2013	Prof. Level - 2013	Growth Status
AINSWORTH, EMMA	551	Pass	556	Pass	Maintaining
BRITE, REBEKA L	572	Pass	572	Pass	Maintaining
BURKHALTER, CHELSE R	520	Pass	516	Pass	Maintaining
HEBBLE, ANDI	493	Did not pass	506	Did not pass	Maintaining
HENKENIUS, PARKER J	570	Pass	590	Pass	Maintaining
KNOUS, SPENCE L	541	Pass	506	Did not pass	Needs Improvement
MILLER, BROOKE N	548	Pass	555	Pass	Maintaining
REINHART, AUSTIN J	522	Pass	491	Did not pass	Needs Improvement
SANDERSON, NEVIN E	543	Pass	558	Pass	Maintaining
SCHULTZ, DAN	522	Pass	550	Pass	Maintaining
SONNENBERG, SAMUEL E	577	Pass	625	Pass	Maintaining
WILDER, CONNOR J	595	Pass+	654	Pass+	Maintaining

Showing 1 to 12 of 12 entries ⑤ First Previous 1 Next Last

**Figure 3: Student Tabular Report Dashboard**

- ① At the top of the screen you have the **Report Filter Options** - There are two filter options, **Grade** and **Content Area** – you can select the grade and content area from the dropdown lists. You can click on any of these options to access the corresponding dashboards.
- ② Below the report filter is the report header section which displays information such as the test year, grade, school and content area.
- ③ In this section you may select how many students to display per page and you may search the report contents for a specific student or data value.

④ You may select any of the column headers to sort the column in ascending or descending order or filter the report by specific values by selecting the filter icon. The sort icon and the filter icon appear in the column header when you click on it (see below).



⑤ This section displays the number of students per page and page navigation buttons.

## User Name and Password

You must access the website using the **User Name** and **Password** that was provided to your school following the spring administration.

Your user name is a combination of the 4 digit school code and your 5 digit School Personnel Number.

You will be able access the Class Performance Matrix Report dashboard on the website, save the report from the dashboard, drill down into the Performance Level Descriptors and analyze student performance.

**Note: All User IDs and Passwords are case-sensitive. Please enter them carefully.**

Please contact your school administrator if you forget your password.

## System Requirements

- 1152 x 864 or higher resolution monitor with 24-bit color
- Supported browsers: Firefox 3.x or higher, Internet Explorer 8.0 or higher, Chrome 15.0 or higher
- Other software: Adobe Acrobat 9.0 or higher
- Product functionality may vary based on your system configuration, operating system, browser, and monitor resolution.
- Flash 10.x or higher plug-ins for your web browser
- If the graphs are not displaying correctly for you, please download and install the Flash plug-in for your browser from the following link:

<http://get.adobe.com/flashplayer/>

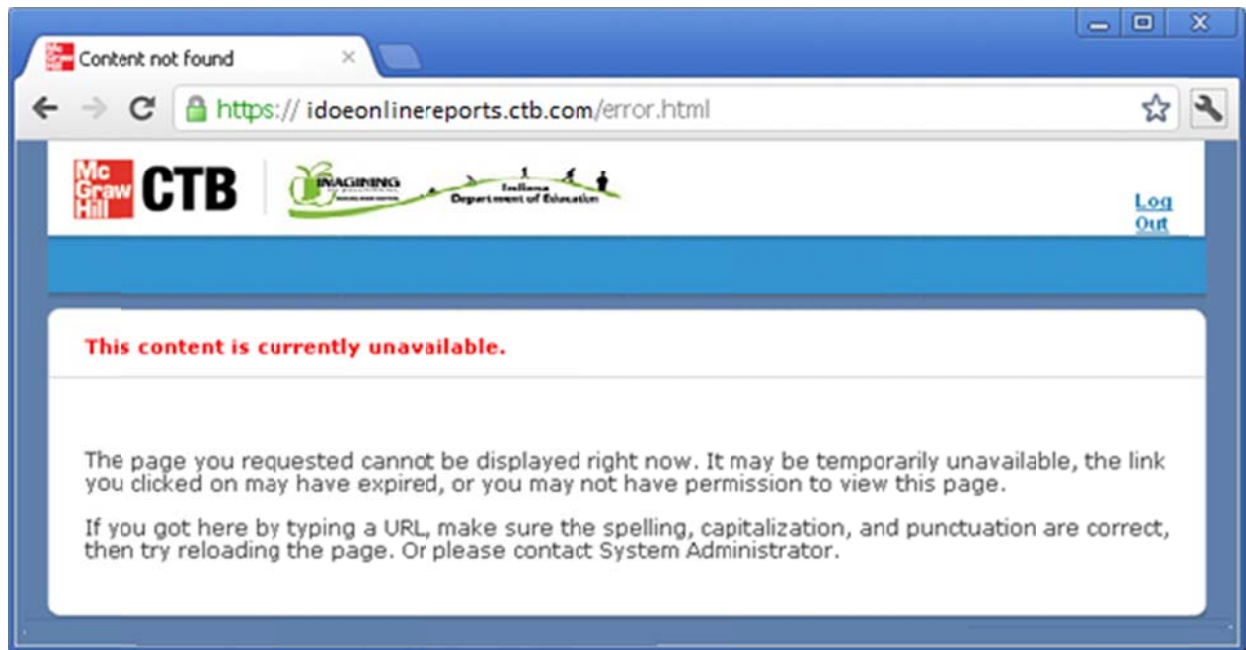
## FAQ

1. How do I receive notification that my class data has been loaded, and my login information for accessing the Indiana Online Reporting Dashboard?

**A: Teacher users** – Your school administrator will distribute logins to users.

2. How do I get the password for opening up the PDF file that contains my login information?

3. Why am getting the following message?



**A:** There are a few situations that may cause this kind of error message:

- You will get this message if you enter certain invalid characters when filling in your Username and Password on the login page. These invalid characters include punctuation marks and other special characters which should not be part of your login credentials. Please re-enter your login information, which will be composed only of numbers and upper/lower case letters.