



Command Center

Admin User Guide

7/15/2021

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Command Center

Command Center allows you to view all students' course participation across districts by providing the following information:

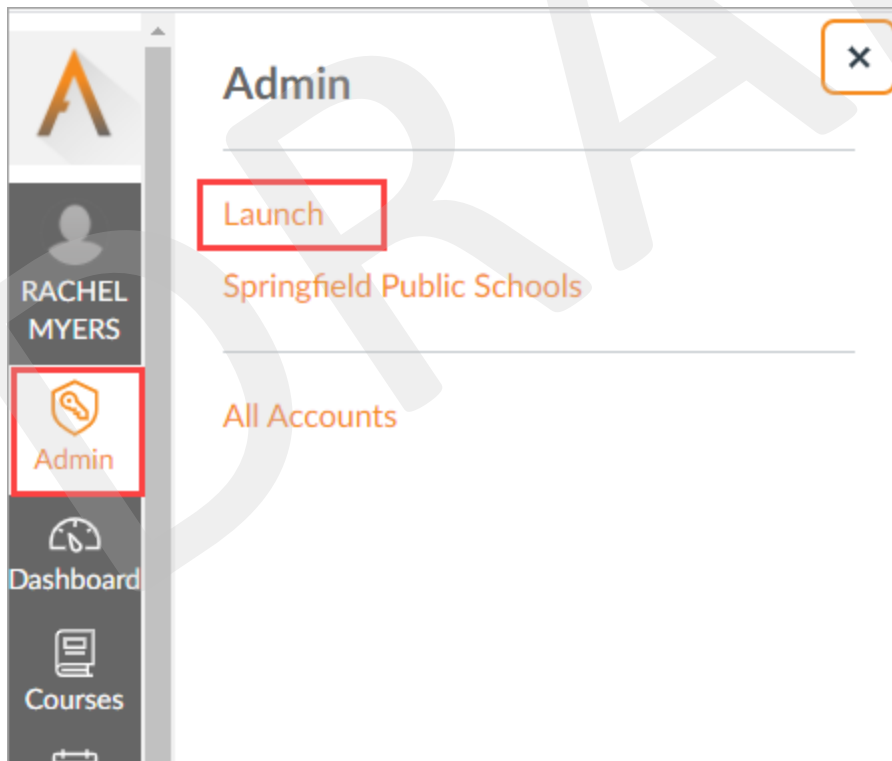
- Course participation
- Course grades/progress
- Last course access and submission

You can also export reports and view a student's guardian contact information (when provided through LaunchPad). This guide shows you how to use Command Center and its resources. This guide is intended for users with an admin role.

Opening Command Center

Note: Your Command Center login is the same as your Dropout Detective login.

1. From Canvas, select **Admin**, and then select **Launch**.



2. Select **Command Center**.

Springfield Public Schools > Launch > Courses

Courses

Filter by term

☐ Hide courses without students

Published	Course
✓	Physical Fitness (0150)
	Physical Fitness (0150)
	Physical Fitness (0150)
	Liberty & Law (0890)
	Liberty & Law (0890)
✓	Liberty & Law (0890)

Command Center

Command Center then opens and displays the *Account Progress Dashboard*.

Note: The *Account Progress Dashboard* may take a few moments to load while it retrieves students from the current instance.

Account Progress Dashboard

The *Account Progress Dashboard* displays all students for the current term in your district.

Command Center

Dashboard Exports

Last Dashboard Update: Today at 12:43:24 AM

Account Progress Dashboard

Student Search

Search by SIS ID, Legal Name, or Preferred Name

> FILTERS No Filters Applied

Displaying 147 student(s) on 4 page(s)

Student Legal Name	Grade Level	District	Building	Last Course Access	Last Submission	Last Contact Log
Jane Doe ID: 123456	9	Test	TEST SR. HIGH -TEST	Jun 11, 2021 03:51 AM	Jun 12, 2021 03:52 AM	
John Smith Pref: Johnny Smith ID: 111111	10	Test	TEST SR. HIGH -TEST	Jun 11, 2021 01:40 AM	Jun 13, 2021 04:06 PM	

The dashboard updates twice a day. The updates are completed by 6 a.m. and 1 p.m. every day. The last time the dashboard was updated appears in the top-right corner of the page.

Command Center

Dashboard Exports

Last Dashboard Update: Today at 12:23:26 AM

Searching and Filtering Students

You can search for a specific student in the search bar or use the **Filters** options. Select **> Filters** to expand this section and apply filters.

Tip: You can filter by multiple **Grade Levels** and **Buildings** at one time.

Note: For the **Grade Level(s)** filter option, the value *0* is used for kindergarten.

< FILTERS No Filters Applied

Grade Level(s) District(s) Building(s)

Select Select Select

Last Course Access Date Range Last Submission Date Range Last Contact Log Date Range

Start Date End Date Start Date End Date Start Date End Date

Apply Filters

If you have filters applied, you can quickly and easily remove them by clicking **Remove Filters**.

> FILTERS Remove Filters

Exports Tab

Reports Available to Export

You can export a report of your district's student data into a CSV file on the *Exports* tab. This tab also displays the last time a report was generated under the report name.

Command Center

Dashboard Exports

Exports

Account Dashboard Export
Last Generated:
[New Report](#) [CSV File](#)

Attendance with Executive Review Export
Last Generated: Jul. 08, 2021 02:10:10 PM
[New Report](#) [CSV File](#)

All Students Contact Log Export
Last Generated: Jul. 09, 2021 10:14:32 AM
[New Report](#) [CSV File](#)

There are three different reports available to export:

- **Account Dashboard Export:**

	A	B	C	D	E	F	G	H	I	J
1	Student Sis Id	Student Sortable Name	Student Legal Name	Student Preferred Name	Grade Level	District	Building	Last Course Access	Last Submission	Last Contact Log
2	123456	Doe, Jane	Jane Doe	Jane Doe	9	Test	TEST SR. HIGH - TEST	6/8/2021 20:25	6/8/2021 20:18	Jul. 22, 2020 2:45 PM
3	111111	Smith, John	John Smith	Johnny Smith	10	Test	TEST SR. HIGH - TEST	6/9/2021 5:04	6/8/2021 19:45	Jul. 22, 2020 2:45 PM

- This report contains all data from the *Account Progress Dashboard* page. The report file has one row for each student.
- The *Last Course Access* column shows the last time a student accessed any of their active courses.
- The *Last Submission* column shows the last time a student submitted an assignment to any of their active courses.

- **Attendance with Executive Review Export:**

Student Last Name	Student First Name	Grade Level	Type	Advisors	Building Code	Building Name	Course SIS ID	Course Original	Course Type	Marking Period	Course Grade	Course Enrollment Del	Last Course Submission	Last Course Access	Staff Name	Staff Email
Doe	John	9	High School	Counselor	111111	Test	1468844	Health (0160-912)	Traditional	20223394		100 2/1/06/2021	7/7/2021 18:02	7/8/2021 9:12	Jane Doe	test@test.com

- This report contains Canvas activity, along with SIS student demographic information. There is a row for each active student enrollment within a course.

- **All Students Contact Log Export:**

Student SIS ID	Student's Legal Name	Course SIS ID	Course Name	Author SIS ID	Author's Name	Created	Type	Details	Admin Pinned	Admin SIS ID
123456	John Doe	111111	American Civil War (0855-5)	Test	Test	2021-06-18 T10:30:12 Z-05:00	No Participation	Non participation call and text made		

- This report shows all contact logs for students from the *Log History* tab on the student dashboard.

Exporting Reports

You can click [CSV File](#) to download the last generated report, or you can generate a new report by selecting [New Report](#). Once the new report has generated, select [CSV File](#) to download it.

Note: It might take a few moments for new reports to generate after clicking [New Report](#), depending on the size of the file.

You can open the downloaded CSV file from your browser or from the Downloads folder on your computer.

Tip: To sort columns in the CSV file in Excel, first highlight the first row. Next, select the *Data* tab, and then select **Filter**.

Student SIS Id	Student Sortable Name	Student Legal Name	Student Preferred Name	Grade Level	District
1					

Identifying At-Risk Students

To identify at-risk students, run the *Account Dashboard Export* or *Attendance with Executive Review* report on the *Exports* tab and then download it.

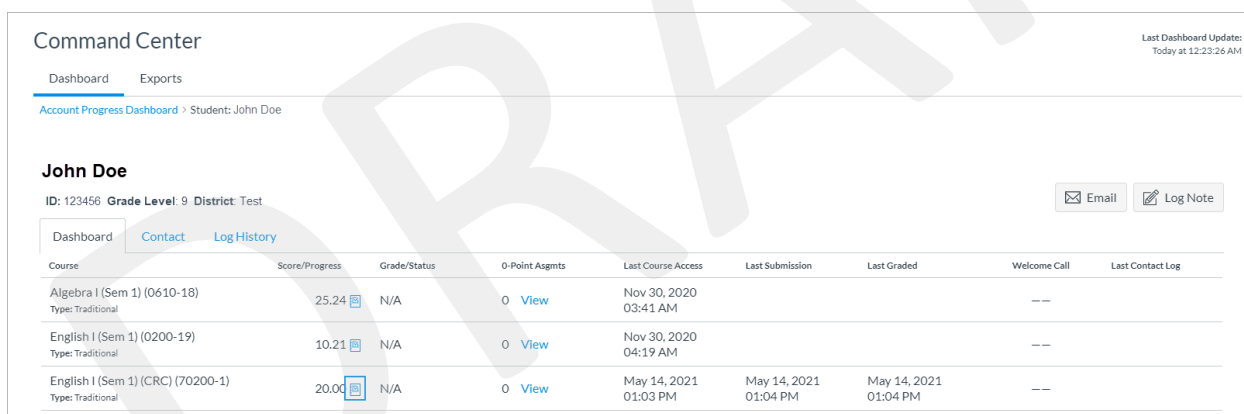
Open the exported CSV file, and then sort by the *Last Course Access* or *Last Submission* tab to identify students who have not participated recently and may be at risk.

Viewing Information for Individual Students

Select a student's name from the dashboard to view their information.

The *Dashboard* tab allows you to view the following for each course that a student is taking:

- Score/Progress
- 0-Point Asgmts
- Last Course Access
- Last Submission
- Last Graded



Command Center

Dashboard Exports

Account Progress Dashboard > Student: John Doe

John Doe

ID: 123456 Grade Level: 9 District: Test

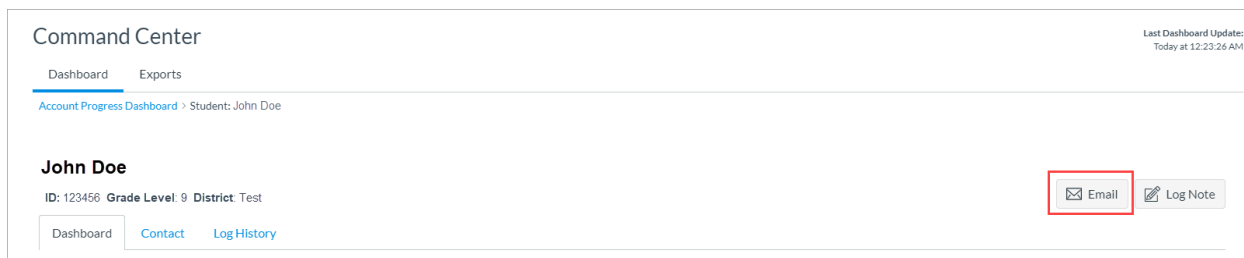
Email Log Note

Course	Score/Progress	Grade/Status	0-Point Asgmts	Last Course Access	Last Submission	Last Graded	Welcome Call	Last Contact Log
Algebra I (Sem 1) (0610-18) Type: Traditional	25.24	N/A	0 View	Nov 30, 2020 03:41 AM			--	
English I (Sem 1) (0200-19) Type: Traditional	10.21	N/A	0 View	Nov 30, 2020 04:19 AM			--	
English I (Sem 1) (CRC) (70200-1) Type: Traditional	20.00	N/A	0 View	May 14, 2021 01:03 PM	May 14, 2021 01:04 PM	May 14, 2021 01:04 PM	--	

Note: Under *Score/Progress*, credit recovery courses (CRC) show checkpoints instead of grade totals. A student's dashboard may also show past enrollments.

Email Option

The **Email** button allows you to send an email to the student (and optionally all teachers, liaisons, and observers). The message is sent as an actual email and not as a Canvas inbox.



Command Center

Dashboard Exports

Account Progress Dashboard > Student: John Doe

John Doe

ID: 123456 Grade Level: 9 District: Test

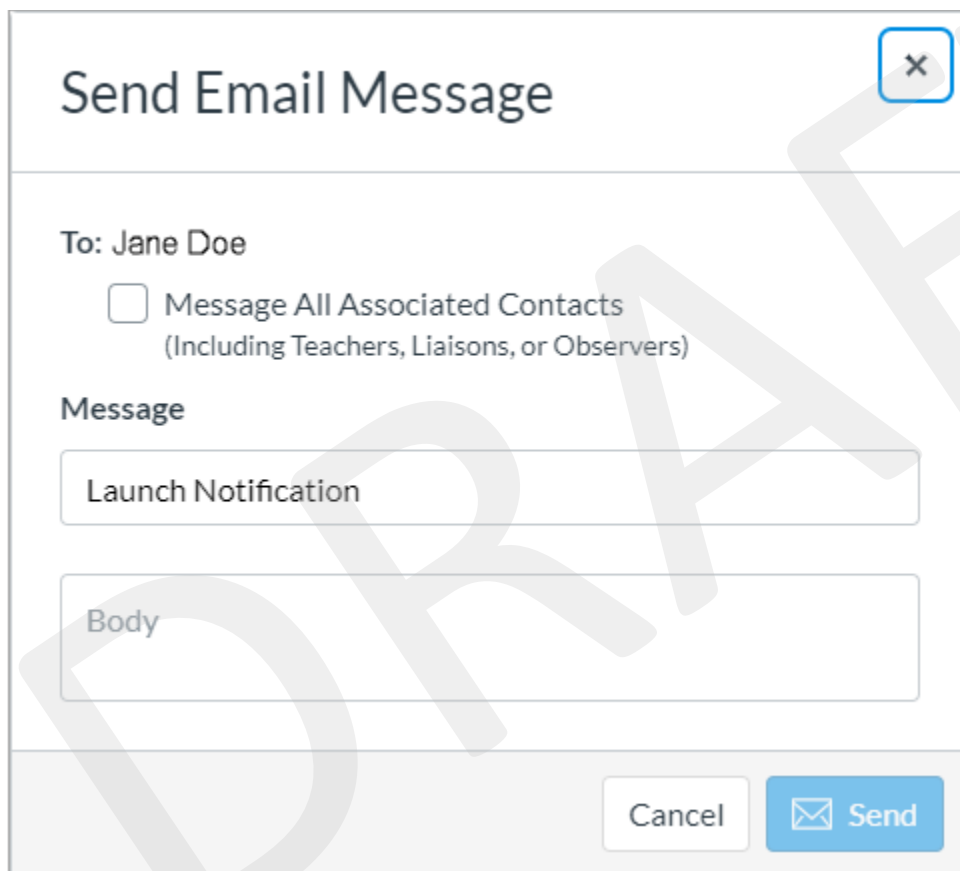
Email Log Note

Course	Score/Progress	Grade/Status	0-Point Asgmts	Last Course Access	Last Submission	Last Graded	Welcome Call	Last Contact Log
Algebra I (Sem 1) (0610-18) Type: Traditional	25.24	N/A	0 View	Nov 30, 2020 03:41 AM			--	
English I (Sem 1) (0200-19) Type: Traditional	10.21	N/A	0 View	Nov 30, 2020 04:19 AM			--	
English I (Sem 1) (CRC) (70200-1) Type: Traditional	20.00	N/A	0 View	May 14, 2021 01:03 PM	May 14, 2021 01:04 PM	May 14, 2021 01:04 PM	--	

When you select the **Email** button, it opens the *Send Email Message* window. This window allows you to compose and send the email. You also have the option to include all associated contacts on the email message.

Once you click **Send**, the email is added to the *Log History* tab, and the email is sent to all contacts listed on the *Contact* tab.

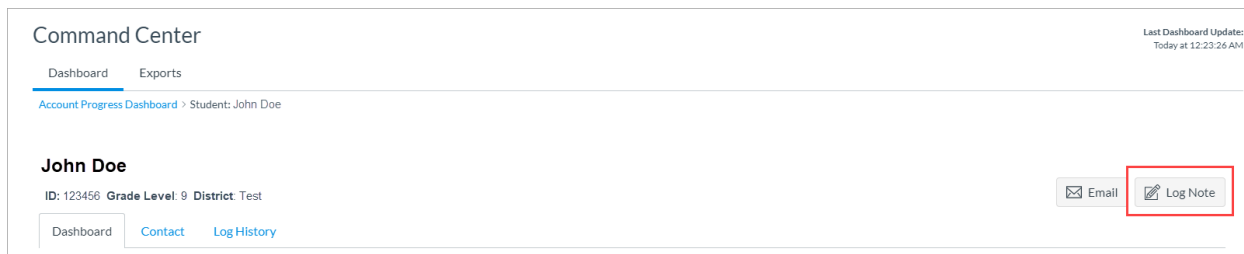
Note: The message subject line is always prefixed with *Launch Notification*.



The image shows a 'Send Email Message' dialog box. At the top, the title 'Send Email Message' is displayed next to a close button (X). Below the title, the 'To:' field is populated with 'Jane Doe'. There is a checkbox labeled 'Message All Associated Contacts (Including Teachers, Liaisons, or Observers)'. The 'Message' section contains two text input fields: the first is pre-filled with 'Launch Notification', and the second is labeled 'Body'. At the bottom right, there are two buttons: 'Cancel' and 'Send' (which has an envelope icon).

Log Note Option

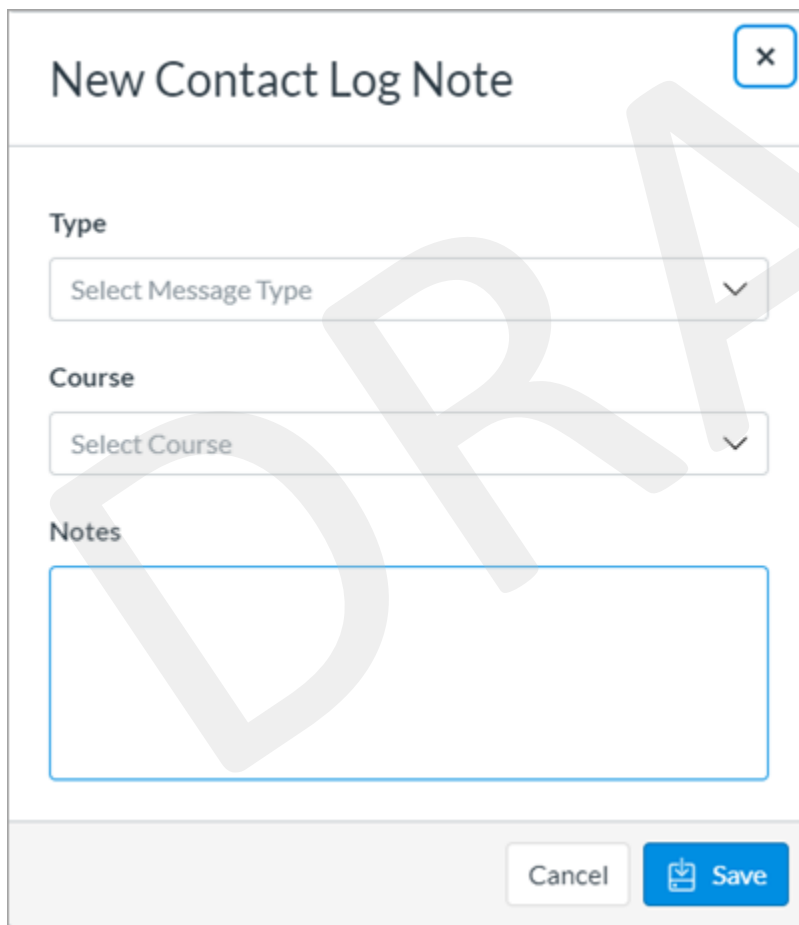
The **Log Note** option allows you to add a contact log note that is saved to the *Log History* tab.



The image shows the 'Command Center' interface for a student named John Doe. The top navigation bar includes 'Dashboard' and 'Exports'. Below this, the breadcrumb trail reads 'Account Progress Dashboard > Student: John Doe'. The main section is titled 'John Doe' and displays his ID (123456), Grade Level (9), and District (Test). At the bottom, there are three tabs: 'Dashboard', 'Contact', and 'Log History'. On the right side of the interface, there are two buttons: 'Email' (with an envelope icon) and 'Log Note' (with a notepad icon). The 'Log Note' button is highlighted with a red rectangle.


The **Log Note** button opens the *New Contact Log Note* window, where you can add a note. You must select the **Type** of contact that was made and the **Course** that contact was made for. The **Type** options are:

- No Participation
- Email
- Student Concern
- Default: Other
- Performance
- Welcome Call

A screenshot of the 'New Contact Log Note' window. The window has a title bar with a close button (X). Below the title bar, there are two dropdown menus: 'Type' with the placeholder text 'Select Message Type' and 'Course' with the placeholder text 'Select Course'. Below these is a large text area for 'Notes'. At the bottom right, there are two buttons: 'Cancel' and 'Save' (which is blue and has a save icon).

After clicking **Save**, the note is saved to the *Log History* tab.

Dashboard Tab – Viewing Student Course Progress

Select the  gradebook icon under the *Score/Progress* column for a course to view the student's assignment scores and grade for that course.

English I (Sem 1) (CRC) (70200-1) Type: Traditional	20.00		N/A	0 View	May 14, 2021 01:03 PM	May 14, 2021 01:04 PM	May 14, 2021 01:04 PM
--------------------------------------------------------	-------	-----------------------------------------------------------------------------------	-----	------------------------	--------------------------	--------------------------	--------------------------

The gradebook icon opens the student's grade view for the course.

Grades for John Doe


[Print Grades](#)




Total: 20% (F)
[Show All Details](#)

Assignments are weighted by group:

Group	Weight
Assignments	0%
Check Points	100%
Imported Assignments	0%
Total	100%

☒ Calculate based only on graded assignments


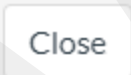
Arrange By
Due Date  [Apply](#)

Name	Due	Status	Score	Out of
Need to have work turned in by 3 pm...so I can get grades submitted by 4pm	Jul 30, 2019 by 11:59pm		-	
01.01 Unit 1: Foundations for Algebra Pre-Test			68	100  
01.02 Order of Operations and Evaluating Expressions			3	5 

Note: In the *Score* column, *N/A* indicates that the teacher hasn't entered a grade of zero past the due date yet.

Dashboard Tab – View Zero-Point Assignments

The *0-Point Asgnmts* column displays the total number of any zero-point assignments a student has. Select **View** to see for which assignments the student received zero points.

Zero-Point Assignments		
Assignment	Due	
02.05 Fitness Benefits	Jun. 16, 2021	
02.07 Restaurant Menu Makeover	Jun. 16, 2021	
02.06 Restaurant Comparison	Jun. 16, 2021	
		

Contact Tab – Guardian Contact Information

The **Contact** displays the student’s guardian (observer) contact information if it was provided through eSchool. If guardian contact information was not provided, this tab is blank.

Command Center

Dashboard

Exports

Last Dashboard Update:
Today at 12:23:26 AM

Account Progress Dashboard > Student: John Doe

John Doe

ID: 123456

Grade Level: 9

District: Test

Email

Log Note

Dashboard

Contact

Log History




ASSOCIATED CONTACTS

Contact Name	Relationship	Email/Phone	Notes
Jane Doe	Observer	jdoe@example.com	

Observers are listed in order by priority. If an observer has multiple contact methods available (i.e., an email address and a phone number), a row is displayed for each contact method.

Log History Tab

The *Log History* tab shows a log of communications with the student that were completed using the **Email** and **Log Note** buttons.

Logs are sorted initially by date. You can also select the  **Pin** icon in the column on the far right to pin any high-priority logs that are critical concerns. Selecting the  **Pin** moves the log to the top of list. You can remove the pin by selecting the  **Pin** icon again if needed, moving the log back into order by date.

Command Center

Dashboard

Exports

Account Progress Dashboard > Student: John Doe

John Doe

ID: 123456 Grade Level: 9 District: Test

Dashboard

Contact

Log History


Email

Log Note

> FILTERS





No Filters Applied

Displaying 6 Entries on 1 Pages

 = Admin Pinned

Export Results:

↺ New Report

Course Name	Author Name	Date	Type	Details	Pin
CR TEST - United States History (Sem 1) - Fall 2019	JANE DOE	Jun 24, 2021 02:34 PM	Performance	test	
CR TEST - United States History (Sem 1) - Fall 2019	JANE DOE	Jun 24, 2021 02:33 PM	Welcome Call	test welcome call	
CR TEST - United States History (Sem 1) - Fall 2019	JANE DOE	Jun 23, 2021 02:53 PM	Email	test	
English III (Sem 1) (CRC) - El Dorado Springs (70213-1230)	JANE DOE	Jun 23, 2021 02:52 PM	Welcome Call	test	

You can also filter log entries by selecting **> Filters** to expand and display filter options.

Dashboard

Contact

Log History

> FILTERS

No Filters Applied

Course

Search by Course Name or SIS ID

Q

Author

Search by Author Name or SIS ID

Q

Type

Select

▼

Date Range

Start Date

End Date

Apply Filters

Support

If you have questions or need assistance, please contact Launch Support at support@fuelbylaunch.com.