

# OurSchoolData.org

## USER GUIDE

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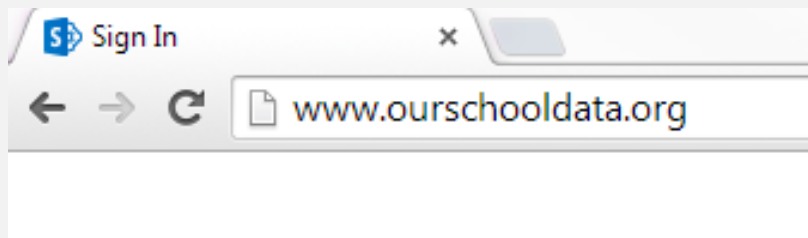
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# Logging in

# URL and Log in

Access the data warehouse using the following URL:

<https://www.ourschooldata.org>

A screenshot of the 'Welcome to OurSchoolData' login page. The page has a dark blue header with the text 'Welcome to OurSchoolData'. Below the header, there are three input fields: 'Email:' with the value 'susanbrummel@kentisd.org', 'Password:' with the placeholder 'Enter your password.', and a checkbox labeled 'Sign me in automatically'. A blue 'Sign In' button is centered below the fields. At the bottom, there is a footer with contact information: 'For assistance please contact the help desk at (816) 447-3072 or email [dwsupport@kentisd.org](mailto:dwsupport@kentisd.org)'. Three callout boxes with blue borders and white text point to the email field, the password field, and the 'Sign In' button.

Enter your district issued email address here

Enter your password here

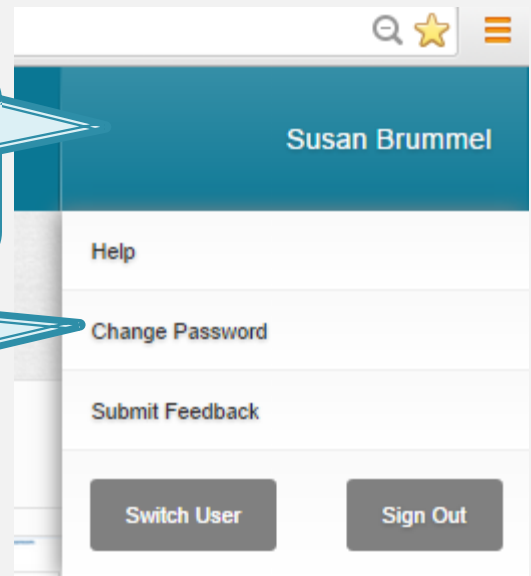
Lastly, Click "Sign In"

# Changing Your Password

# Passwords

Hover over your name at the top right of the page. A menu of choices will appear.

Click on "Change Password"



## CHANGE PASSWORD

Passwords must meet the following minimum requirements:

- Be at least 7 characters long.
- Contain at least one uppercase and one lower case letter.
- If you change your password, you may not reuse any of your last three passwords.

For example 'Abc1234' is a valid password, but 'ABC1234' and 'abc1234' will not be accepted.

Follow the instructions for password minimum requirements.

A form for changing a password. It contains three input fields: "Password:", "New password:", and "Confirm new password:". Below the input fields are two buttons: "Change Password" and "Cancel".

# Report Searching

Search for Reports Five Different Ways

# Search using “All”

**OurSchoolData**  
IGOR

Search Reports by Keywords

**All**  
Groups  
Guiding Questions  
Favorites

### All Reports

- Accountability Achievement Identification - Classroom
- Accountability Achievement Identification - School
- ACT Explore by Student - Classroom
- ACT Explore by Student - Historical Schedule

Using the “All” tab displays all available reports in alphabetical order.

Scroll down the right side of the page to view more report titles.

# Search using “Groups”

The screenshot shows the 'OurSchoolData IGOR' interface. At the top, there is a search bar labeled 'Search Reports by Keywords'. Below it is a navigation menu with several options: 'All', 'Groups' (highlighted with a blue box and a callout), 'Guiding Questions', and 'Favorites'. The 'Groups' menu lists various report categories such as 'Accountability Achievement Gap', 'ACT Explore', 'ACT Plan', 'ACT Practice', 'DIBELS', 'Discovery Education', 'District Assessments', 'ELPA and ELPA Screener', 'Fountas and Pinnell', 'High School Common Assessments', 'MAP', 'MEAP', 'MI-Access', 'MLPP', 'MME', 'MSDS', 'Multi-Data Set', 'SAT10', 'SRI', 'STAR', 'State Proficiency Targets', 'Student Profiles', and 'WIDA'. To the right of the menu, there are two main sections of search results. The first section is titled 'Accountability Achievement Gap' and contains two report cards: 'Accountability Achievement Identification - Classroom' and 'Accountability Achievement Identification - School'. The second section is titled 'ACT Explore' and contains two report cards: 'ACT Explore Average Scale Scores - Classroom' and 'ACT Explore Average Scale Scores - District'. Each report card features a small thumbnail image of the report and a star icon in the top right corner.

Using the “Groups” tab displays all available reports related to a specific data set.

Click on the data set you wish to view.

Choose the report that best meets your needs.



# Search using “Guiding Questions”

The screenshot shows the OurSchoolData IGOR interface. At the top, there is a search bar labeled "Search Reports by Keywords". Below the search bar, there are navigation tabs: "All", "Groups", and "Guiding Questions". The "Guiding Questions" tab is highlighted with a blue background and a white question mark icon. A callout box points to this tab, explaining its function. The main content area displays a list of reports under the heading "How are individual students performing?". The reports are organized into a grid. Each report card includes a thumbnail image (table or chart), a title, and a star icon. The reports shown are:

- Accountability Achievement Identification - Classroom (star icon)
- Accountability Achievement Identification - School (star icon)
- ACT Explore College Readiness Benchmark - Classroom (star icon)
- ACT Explore College Readiness Benchmark - District (star icon)

Using the “Guiding Questions” tab displays all available reports related to a specific question.

Click on the question you wish to answer.

Choose the report that best meets your needs.

# Search Using “Favorites”

The screenshot displays the 'OurSchoolData IGOR' interface. At the top, there is a search bar labeled 'Search Reports by Keywords'. Below this, a sidebar contains navigation options: 'All', 'Groups', 'Guiding Questions', and 'Favorites' (highlighted with a white star icon). The main content area is titled 'Favorites' and displays three report cards, each with a white star icon in the top right corner. The reports are: 'Accountability Achievement Identification - Classroom', 'Accountability Achievement Identification - School', and 'Secondary Profile by Student - Classroom'. Each report card shows a small thumbnail of the report's content.

Using the “Favorites” tab displays all available reports tagged as your favorite reports.

Choose the report that best meets your needs.

# Search Using “Search Reports by Keywords”

OurSchoolData  
IGOR

Search Reports by Keywords

Using the “Search Reports by Keywords” box allows you to enter keywords to find reports.

OurSchoolData  
IGOR

performance



Groups

Guiding Questions

Favorites

## All Reports



ACT EPAS Performance by Grade - School



DIBELS Individual Student Performance Profile - Classroom



DIBELS Next Individual Student Performance Profile - Classroom

Enter your preferred search term.  
Reports are filtered as you type.



The “Search Reports by Keyword” can also be used within each of the Search features: All, Groups, Guiding Questions and Favorites.

# Running Reports

Selecting Parameters

Viewing Report

Exporting

# Running Reports

The screenshot displays the 'OurSchoolData IGOR' dashboard. At the top, there is a search bar containing the text 'glce school'. Below the search bar is a navigation sidebar with several options: 'All' (with a clock icon), 'Groups' (with a grid icon), 'Guiding Questions' (with a question mark icon), 'Favorites' (with a star icon), and 'Feedback' (with a green vertical bar). The main content area is titled 'All Reports' and features three report cards. The first card, 'MEAP GLCE Performance History - School', shows a bar chart with red bars and a star icon. A blue callout box with a white background and a blue border points to this card, containing the text: 'To run a report, click inside the report information window.' The second card, 'MEAP Items by GLCE - School', shows a table with a star icon. The third card, 'MEAP Items by GLCE by Feeder School - District', also shows a table with a star icon.

# Selecting Parameters and Viewing Reports

**OurSchoolData**  
IGOR

MEAP GLCE Performance History - School

PARAMETERS: ✓

**District**  
Kent ISD

**School**  
Select School

**Subject**  
[Empty]

**Grade**  
[Empty]

**TestCycle(s)**  
None selected

**View Report**

Feedback

Choose the parameters for your report. Choose them from top to bottom.

Wait temporarily between clicks, for the next box to display your options.

After choosing the parameters, click on "View Report" to generate the report.



Modify the parameters and Click "View Report" again to rerun a modified report.

# Report View

Home Button

Announcements

InGA Access Point

Resources


Action Bar

OurSchoolData  
IGOR

InGA Assessments  
Create, Enter Data

Resources  
FAQ, Templates

## MEAP GLCE Performance History - School

PARAMETERS: 



District

School

Subject

Reading

Grade

7th Grade

TestCycle(s)

2 selected

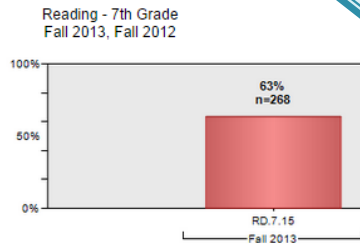
View Report

1 of 2 ? Find Next

### MEAP GLCE Performance History

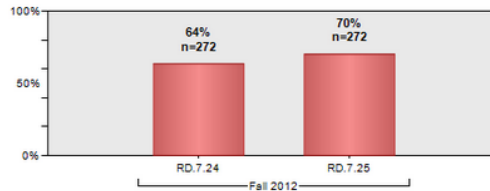
[R.IT.06.02](#)

Analyze organizational patterns.  
Average Across Test Cycles: 63%



[R.IT.06.03](#)

Explain how authors use text features to enhance the understanding of central, key, and supporting ideas (e.g., footnotes, bibliographies, introductions, summaries, conclusions, appendices).  
Average Across Test Cycles: 67%



Maneuver through reports with these tools. Refresh the report screen, change pages and search specific names with "find" entry area.

Feedback

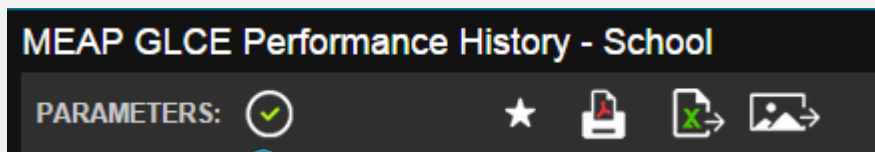
Use the Feedback button to report application suggestions, likes and challenges.

## Using the Action Bar

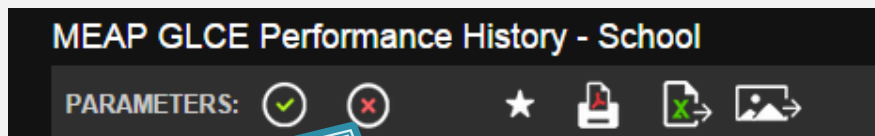


The action bar is located under the report name. This bar contains all of the action items: saving and deleting parameters, adding a report to favorites, exporting to PDF, exporting to excel, exporting to TIFF image, and closing.

### Saving/Removing Parameters



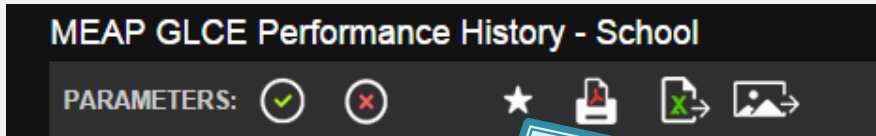
To save parameters, click on the green check. Once saved, the parameters will populate each time the report is opened.



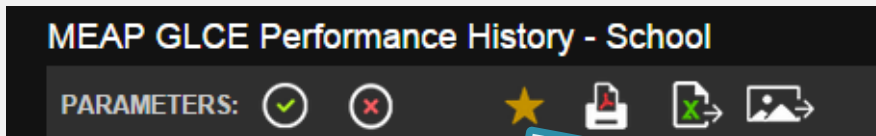
To delete/reset parameters, click on the red X.



## Adding a Report to Favorites

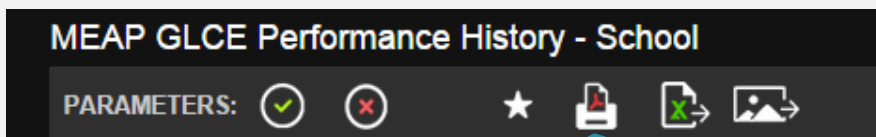


To add a report to your favorites list, click the white star.



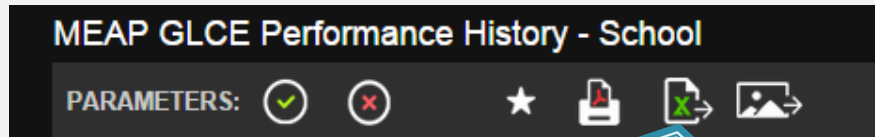
A yellow star indicates a report has been saved as a favorite.

## Exporting to PDF



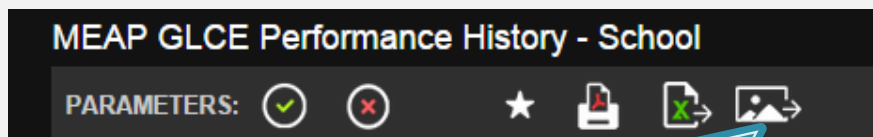
Click on the printer icon to export to PDF.

## Exporting to Excel



Click on the green X to export to Excel.

## Exporting to a Picture File



Click on the picture icon to export the report as a TIFF file.

## Returning to Your Original Search



Click the close button to return to original search or report grouping.

# Questions?

Please contact:

OurSchoolData Help Desk	616.301.8848
Data Services Technical Assistance	616.365.2282
School Improvement Technical Assistance	616.365.2285