## MEMORANDUM

April 3, 2003 DK#154/2002-03

- TO: All Schools
- FROM: Deborah Karcher, Executive Officer Information Technology Services (ITS)

## SUBJECT: STUDENT DATA WAREHOUSE TO ASSIST WITH CLASS SIZE REDUCTION

With the recent School Board Action regarding class size reduction and implementation of remedial programs for 2003-04 school year, schools are reminded that the web based Student Performance Indicators system (WSPI) will easily provide up-to-date FCAT information from the student data warehouse. As detailed in the March 12 memorandum from the Superintendent's memo regarding Preliminary Plans for Class Size Reduction, Level 1 students will require special scheduling considerations (see Attachment F). This attachment can be found at:

http://www.dadeschools.net/superintendent/communiques/index.htm

By accessing WSPI, school administration can readily identify Reading and Math levels for all students. In addition to the standard display of data, schools can download the information to be used by a spreadsheet application (Excel or Access). Once downloaded, FCAT summary reports can be printed for forecasting scheduling requirements.

Detailed instructions for accessing this system and downloading data are included on the attachment. Questions regarding this process should be directed to Support Services at 305-995-3705(0).

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## Attachment

cc: Ms. Mercedes Toural Mr. George Burgess Mr. Mayco Villafana Ms. Willa Young ACCESS Centers Assistant Superintendents Dr. Eduardo Rivas Ms. Chris Master Ms. Gisela Field Mr. Nicholas DiLiello

- Principals or their designee must sign on to the district's Intranet at the following link, <u>http://intranet.dade.k12.fl.us/weblogin.asp</u>.
- Logon security information identical to the mainframe security information must be entered. Once the correct logon information is entered, the following screen will display:



• Click on Student Performance Indicators. The following disclaimer screen will display:

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IMPORTANT NOTICE	
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.	
FCAT scores reflect the official March administration only. Scores from subsequent retakes, for graduation or other requirements, are NOT reflected at this time.	
Continue Return To Intranet Applications	
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• Click Continue.

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The following screen will display showing information related to your school:

Various display of information is available for administration and/or teachers based on authority given. To retrieve information specifically for the recent School Board action, Select:

Click to Download School Scores

A dialog window, similar to the one below, will display. Note your school number will be part of the file name.

File Dov	wnload
2	You are downloading the file: 7777.csv from development.dade.k12.fl.us Would you like to open the file or save it to your computer? Open Save Cancel More Info Always ask before opening this type of file

Click on Save.

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- Click on Save.
- Once the download completes, click Closed.

The results will be downloaded to an Excel spreadsheet which may be manipulated based on need.

- Open the Excel spreadsheet by double clicking if saved to your desktop.
- Using standard Excel commands you can,
  - expand or collapse columns to display or not display information;
  - o sort columns to arrange information in the manner most effective for your needs
  - o filter out information not needed
  - o print all or selective pages

The screen on the following page will display.

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- To view students in level 1 in Reading or Math, locate the columns titled, FCAT\_SSS\_READ\_LEVEL or FCAT\_SSS\_MATH\_LEVEL. 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.
- Select either column (Read or Math).
- Under the menu Data, select Filter and Auto Filter to turn on.
- An arrow will display on the column heading indicating a drop down menu.
- Click on the down arrow and select the score you wish to see,
- To return all scores back, under the menu Data, select Filter and Auto Filter to turn off.

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