

ClassMate Administrative Dashboard

User Guide & Overview



HARRIS
School Solutions



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www.harrisschoolsolutions.com



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Table of Contents

- Administrator Dashboard Overview**.....3
- Let's Get Started!**3
 - Prerequisites 3
- Logging In & Home Page**.....3
 - Logging In 3
 - CTC Home (Landing) Page 4
- Filter Page: Drilling Down**.....6
 - Location Search 6
 - District Search 6
 - Course Search 6
 - Session Search 6
- District & School: Drilling Down**.....**Error! Bookmark not defined.**
 - District Enrollment Bar Graph..... **Error! Bookmark not defined.**
 - Course Enrollment Bar Graph..... **Error! Bookmark not defined.**
- Student Information**6
 - Filtered Student Listing..... 6
 - Basic Student Information 7
 - Student Profile..... 7
- Helpful Hints**.....8
 - Filtered Students Search Fields 8
 - Export to Excel 8
 - Reset to CTC Home Page 9
 - Reset Filtered Selection 9
 - Items per Page..... 9
 - Exiting the Student Profile 9
 - See functionality you want to use? 9





Administrator Dashboard Overview

The ClassMate Administrator dashboard is a new web based product that provides administrative users a daily schoolwide data overview. The Admin Dashboard presents student data in both summary & detail for districts, by session & students. The easy to use dashboard utilizes data from the ClassMate database for real time data extracts.

Let's Get Started!

Prerequisites

Prior to viewing data in the Administrative Dashboard, a few setup requirements are required. These items have been best recommended for use in the Windows application but are now required for use with the Admin Dashboard.

1. All building locations must have abbreviation setup in:
Base Data Information>Location/Building/Room Management
2. All districts and schools must have abbreviations setup in:
Base Data Information>Sending School Management
3. Excessive absence threshold must be setup in:
System Administrator>Attendance Tab>Admin web excessive absence threshold field. This is a new field
4. A minimum grade threshold for D and D minus must be setup in :
System Administrator>Grading Tab>Letter Grade Conversion/Quality points>D min & D minus

Logging In & Home Page

Logging In

1. Open a browser and navigate to the assigned URL. You will receive the URL when the dashboard is releases at your site.
Sample URL: <http://beta.classmate.net:212/AdminWebBeta/#!/login>
2. **Customer Code:**
The customer code will be provide to your site when the dashboard is released at your site.
3. **Username:**
Enter the same username credential used to access the Windows ClassMate application
4. **Password:**
Enter the same password credential used to access the Windows ClassMate application

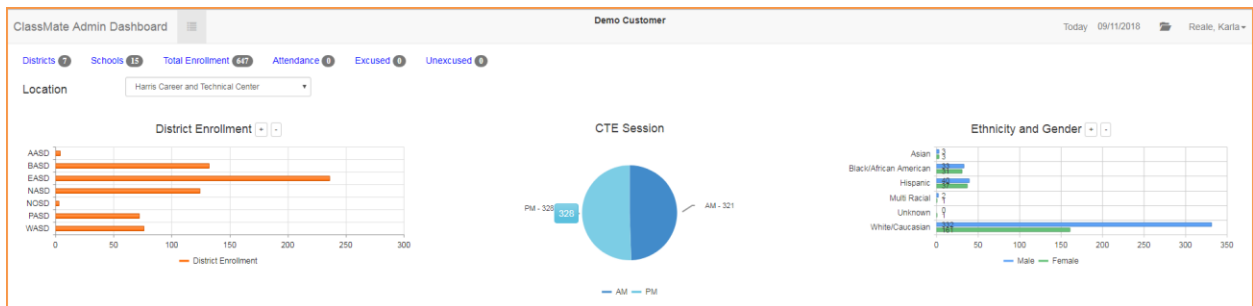
Note: Usernames and passwords can only be changed/or updated in the windows Application



CTC Home (Landing) Page

The Home page (also called the “Landing” page) displays a variety of summarized data points that are analytical, operational, or informational in nature. The administrative dashboards is meant to support administrators by providing a quick snapshot, allowing key stake holders to monitor vital data elements by on a daily basis. In addition to the high level view, users can easily drill down into the underlying details. This real time data view for students enrolled in CTE programs/Vocational other as of the current date.

- Districts** Total # of districts with enrolled students
- School Total** Total # of schools within the districts for enrolled students
- Total Enrollment** Total # of students enrolled
- Attendance** Total # of attendance records for enrolled students
- Excused** Total # of excused attendance records for enrolled students
- Unexcused** Total # unexcused attendance records for enrolled students
- Location** Drop down menu allows users to select all or a listing of allowable locations based on their user account
- District Enrollment** Bar graph displays a listing of districts along with the # enrolled students. **Note:** Users can drill down to see filtered student enrollment data by school by clicking on the bar
- CTE Session** Pie chart displays the different class session totals for enrolled students
- Ethnicity & Gender** Bar graph displays the ethnicity and gender totals for enrolled students



Special Education

Donut graph displays totals for regular education & special education enrolled students who have an IEP on file

Failing Students

Donut graph displays totals failing & passing enrolled students to date

Excessive Absences

Donut graph displays totals for enrolled students who have met or exceeded the excessive absence threshold to date

Discipline Incidents

Donut graph displays totals for enrolled students who have a discipline referral & those without.

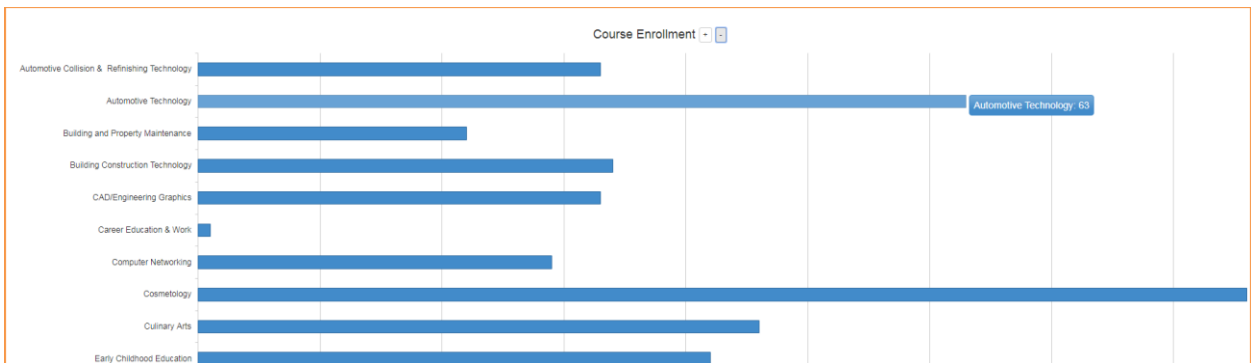
Please note all donut graphs have a filter icon that allows users to view a detailed student listing for each data point.



Course Enrollment

Bar graph display the total # of enrolled students by course

Note: Users can drill down to see filtered student enrollment data by course by clicking on the bar



Filter Page: Drilling Down

Location Search

Allows users to select specific locations to generate a student data based on the selection (s)

District Search

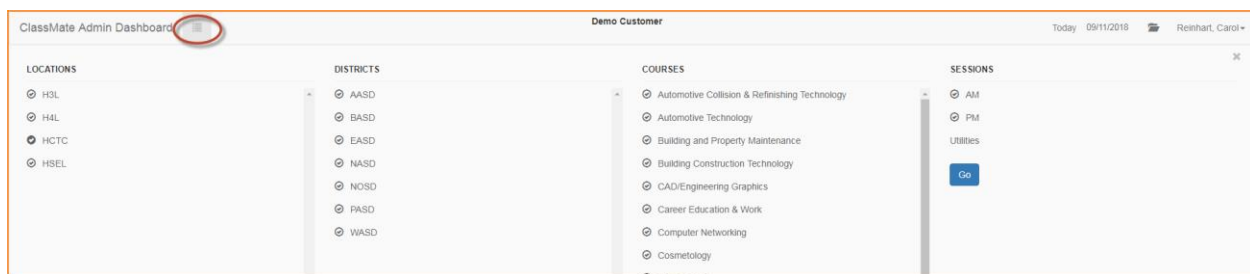
Allows users to select specific districts to generate student data based on the selection (s)

Course Search

Allows users to select specific courses to generate student data based on the selection (s)

Session Search

Allows users to select specific CTE sessions to generate student data based on the selection (s)



Student Information

Filtered Student Listing

A student listing will display when the donut graph filters icons are selected displaying data based on the filter selections. When selecting a student from grid users can choose to display basic student information or a full student profile.

Filtered Student listing includes the following fields:

- Student Name
- Gender
- Ethnicity
- School
- Course & Course ID
- Class
- Grade
- District
- Location

Filtered

Student: Course:

Export to Excel

Student Name	Gender	Ethnicity	School	Course	Class	Grade	District	Location
00001504 Abble, Sally	Female	White (Non-Hispanic)	Pineapple Area High School	100491 Cosmetology	PM	12	Pineapple School District	HCTC
000012488 Anderson, Alyssa	Female	White (Non-Hispanic)	Endive Area High School	101302 CAD/Engineering Graphics	AM	10	Endive Area School District	HCTC
000012488 Anderson, Alyssa	Female	White (Non-Hispanic)	Endive Area High School	000001 Career Education & Work	AM	10	Endive Area School District	HCTC

For more information

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Basic Student Information

Basic student information is accessed the selecting the **green** student ID button

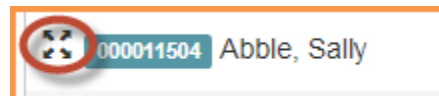
Basic Student information includes the following fields:

- Program
- Birth Date
- Ethnicity
- School
- Course & Course ID
- Class
- Grade
- District
- Location

Special Education									
Student Search...		Course Search...							
Export to Excel									
Student Name	Gender	Ethnicity	School	Course	Class	Grade	District	Location	
000011504 Abble, Sally	Female	White (Non-Hispanic)	Pineapple Area High School	129491 Cosmetology	PLM	12	Pineapple School District	HCTC	
Basic information									
P Cosmetologist, General		5/17/2000	SAbble@Harris.com	1660 Valley Center Parkway		(999) 555-4279			

Student Profile

Student profile page is accessed selecting the expansion icon to the left of the **green** student ID button. This will allow users to see wide variety of student related data.



Student Profile includes the following comprehensive information:

Student Summary Tab:

Includes attendance over by class, grades for current MP & student schedule

Demographic Tab:

Includes grade, location, district, school, sending counselor, District ID, CTC Counselor & career pathway. Additionally, address, phone numbers, birth date, age, gender & ethnicity display. Student contact information is available from within the tab.

Attendance Tab:

Present an attendance summary for the course that list number of present, absent, absent excused, absent unexcused, tardy excused & tardy unexcused along with a total

Grade Tab:

A grade summary by MP, midterm, final exam and final grade displays along with component grade details.

Medical Alerts Tab:

Medical alerts setup for the student will display.

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SDI Tab:

Specially designed instructions and/or modification setup for the student will be listed

Document Tab:

Linked student documents will be visible along with the stored document network location

Note Tab:

Student notes (formerly known as anecdotes) will display

Discipline Tab:

Student with discipline referral will have them listed along with the location, time, action & any notes.

Progress Report Tab:

Student with progress reports will have a listing display with date/time submitted, MP, number, progress status and comments by grading component.

Certification Tab:

Certification (s) established for each course will display along with a Pass/Fail indicator. The date taken is also available. Additionally, users can see course certifications, a course certification crosswalk and a career pathway crosswalk. These crosswalks must be setup for data to display.

Certification Hours Tab:

The certification hour's tab allows user utilizing the certification hour's functionality to view established class hours along with hours earned to date.

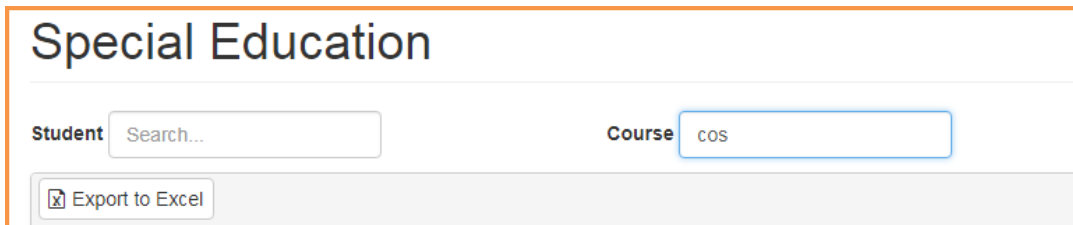
Helpful Hints

Filtered Students Search Fields

Within the filtered student listing users can easily student by searching specific courses or by student name.

Export to Excel

Filtered student listings can be quickly and easily exported out of the admin dashboard to an excel file.



The screenshot shows a search interface titled "Special Education". It features two search fields: "Student" with a placeholder "Search..." and "Course" with the value "COS". Below these fields is a button labeled "Export to Excel" with a small icon of a document and a checkmark.

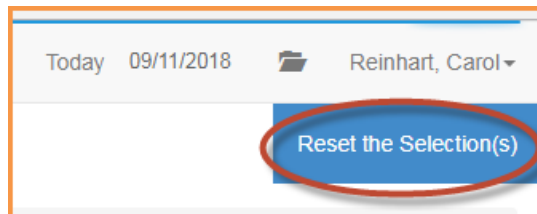


Reset to CTC Home Page

Selecting the CM Admin Dashboard Logo will reset the CTC home page

Reset Filtered Selection

Refreshes all totals to the user's default location totals. The option displays in top right corner when donut or bar graph selections have been made.



Items per Page

Users can determine the number of items viewed per page when viewing filtered student lists

Special Education

Student: Course:

[Export to Excel](#)

Student Name	Gender	Ethnicity	School	Course	Class	Grade	District	Location
000911064 Abble, Sally	Female	White (Non-Hispanic)	Pineapple Area High School	126601 Cosmetology	PM	12	Pineapple School District	HCTC
000912485 Anderson, Alyssa	Female	White (Non-Hispanic)	Endive Area High School	000091 Career Education & Work	AM	10	Endive Area School District	HCTC
000912485 Anderson, Alyssa	Female	White (Non-Hispanic)	Endive Area High School	101393 CAD/Engineering Graphics	AM	10	Endive Area School District	HCTC
000912208 Anderson, Anthony	Male	Hispanic Ethnicity (Any Race)	Watermelon High School	476603 Automotive Collision & Refinishing Technology	PM	11	Apple City School District	HCTC
000912208 Anderson, Anthony	Male	Hispanic Ethnicity (Any Race)	Watermelon High School	476603 Automotive Collision & Refinishing Technology	AM	11	Apple City School District	HCTC

Items per page: (All, 5, 10, 20)

1 - 5 of 262 items

Exiting the Student Profile

Users can exit the student profile by selecting the X in top right corner of the student filter page

See functionality you want to use?

If at any time you would like assistance in setting up some of the functionality visible in the module that you are currently not using, please give us a call so we help you make the most out of your ClassMate system.

