



# Teacher Reports Tab

## Reminder of Confidentiality:

When you Log into your Viewpoint account, you will see the Reminder of Confidentiality on the login screen.

For review, the agreement reads:

Viewpoint compiles and reports confidential information about students that is sensitive in nature and protected by state and federal law as well as local district policy. This information is made available in order to serve our students and is provided on condition of responsible use.

I certify that the information I will access will be used solely toward instructional or administrative purposes.

I agree to manage all information gathered whether by visual review or in digital or printed formats, responsibly and in a confidential manner.

Because we are accessing student data which is confidential, please abide by all Student Data Privacy laws, guidelines and regulations.



Sign in to your account below.

Continue

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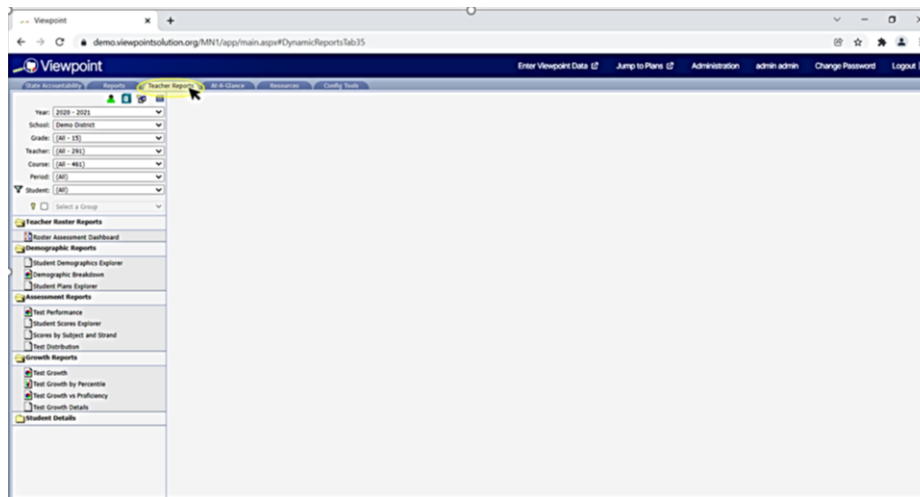
Viewpoint is a registered trademark of Central Minnesota Education Research and Development Council

Viewpoint Version: 4.16.10.0



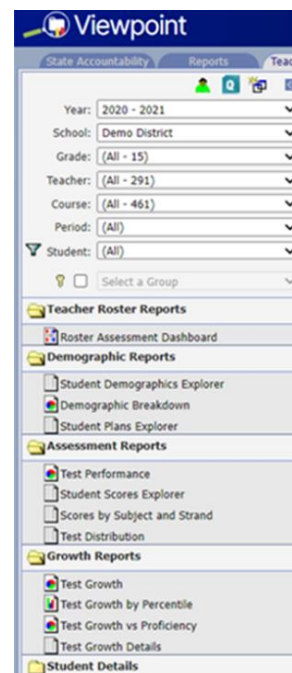
## Navigation:

When the system launches, the default tab you will see is “Reports” . . . to navigate on, the “Teacher Reports” is one tab to the right



## Here you will find your:

- Teacher Roster Reports
- Demographic Reports
- Assessment Reports
- Growth Reports
- Student Details





The “Teacher Reports” Tab offers a condensed version of the main “Reports” tab, so most of these options will look familiar. This documentation focuses on the new Teacher Roster Reports with the Roster Assessment Dashboard. This selection offers additional functionality that provides teachers with a quick view of their students’ achievement data.

As with the “Reports” tab, you can drill down to small student groups. Many teachers will have the option to view only their classroom student rosters and data. Some specialists, such as Special Education or EL teachers, will have more students and may need to capture more detailed data such as grade level, demographics filter, or a key group.

## Teacher Roster Reports:

Once you have your fields populated in the left-hand menu bar (Year, School, Grade, etc.), click on the *Roster Assessment Dashboard* under the **Teacher Roster Reports** folder. Your roster of students should appear.

Student	EL	SPED
Randy Q. Ahmed		⊙
Lauren O. Bakken		⊙
Alyssa L. Baumann		
Vanessa S. Baumann		
Ezra C. Bidingler		
Lindsay I. Brix		
Weston W. Brix		
Noelle J. Burnett		
Kyle R. Byrd		
Jessy L. Christian		
Annie N. Cofer	⊙	
Bernard I. Curtis		⊙
Rilynn D. Curtis		⊙
Isabelle N. Danielson		
Khloe S. Decker		
Dante T. Dockendorf		
Leo P. Dockendorf		
Heidi G. Doering		⊙
Eli O. Douvier		
Kamden F. Dullinger		
Kate F. Dyer		
Charlotte W. Ellis		⊙
Jamie U. Erkens		⊙
Grace S. Fasen		⊙



## Roster Assessment Dashboard /Adding Columns of Data

Click on “Edit Columns” in the upper right-hand corner.

1. Click on Add
2. Fill in your data fields
3. Click on save.

You just created a column of data. Repeat this process for your additional data columns. You can view up to nine columns of data.

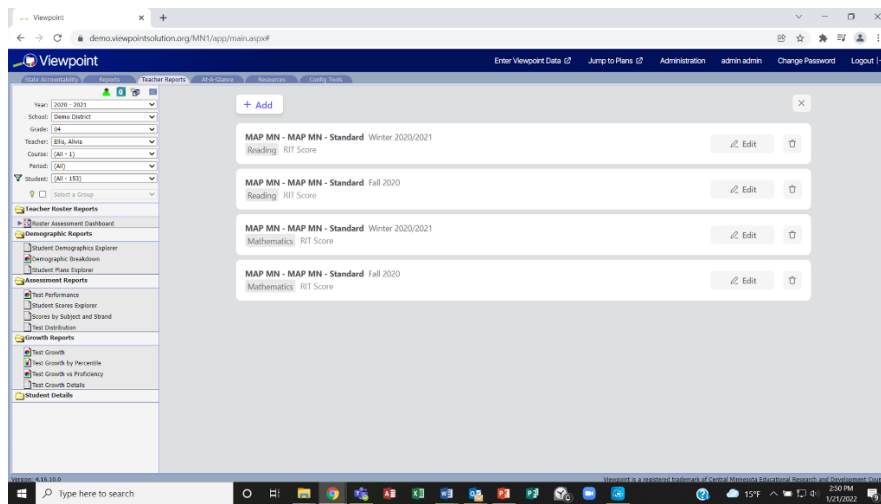
This option will allow you to view a variety of different assessments from a wide range of seasons. For simplicity, we are adding just a few data sets. Specifically, NWEA MAP for fall and winter in both math and reading.

The screenshot shows the Viewpoint application interface. On the left is a navigation menu with categories like 'Teacher Roster Reports', 'Demographic Reports', 'Assessment Reports', 'Growth Reports', and 'Student Details'. The main area displays a 'Roster Assessment Dashboard' with various filters for Year (2020-2021), School (Demo District), Grade (04), Teacher (Elis, Alvia), Course (All - 3), Period (All), and Student (All - 333). A '+ Add' dialog box is open in the center, allowing the user to select a Test (MAP MN - MAP MN - Standard), Season (Fall 2020), Tested Level (Tested Area), Subject (Mathematics), Score Type, and Duration. A 'Save' button is visible at the bottom right of the dialog box. The browser address bar shows 'demo.viewpointsolution.org/MN1/app/main.aspx#'. The Windows taskbar at the bottom indicates the time is 9:50 AM on 1/24/2022.



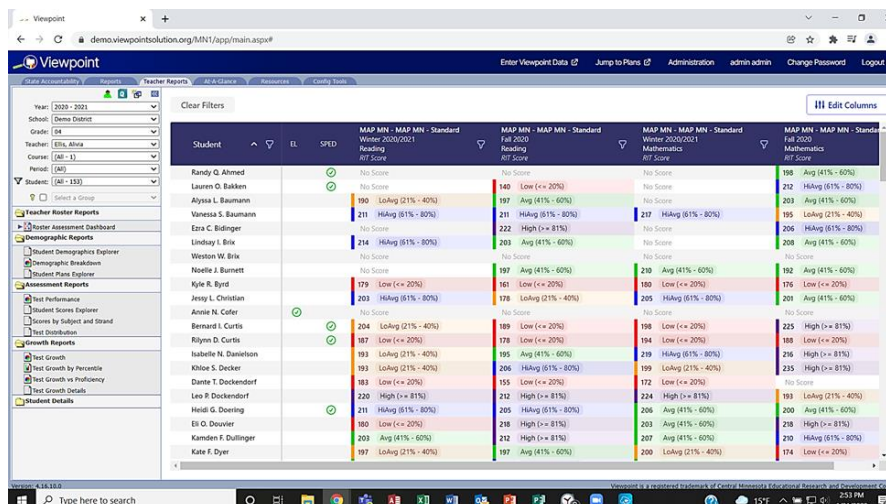
## Parameter Windows

You will notice the parameters, or field choices you made, are displayed in individual windows. If you see there is something you need to change, you can simply click on the edit button, then make any changes. After you have all of your columns set up and saved, click on the X.



## Column Report

Your data should populate and look something like this.





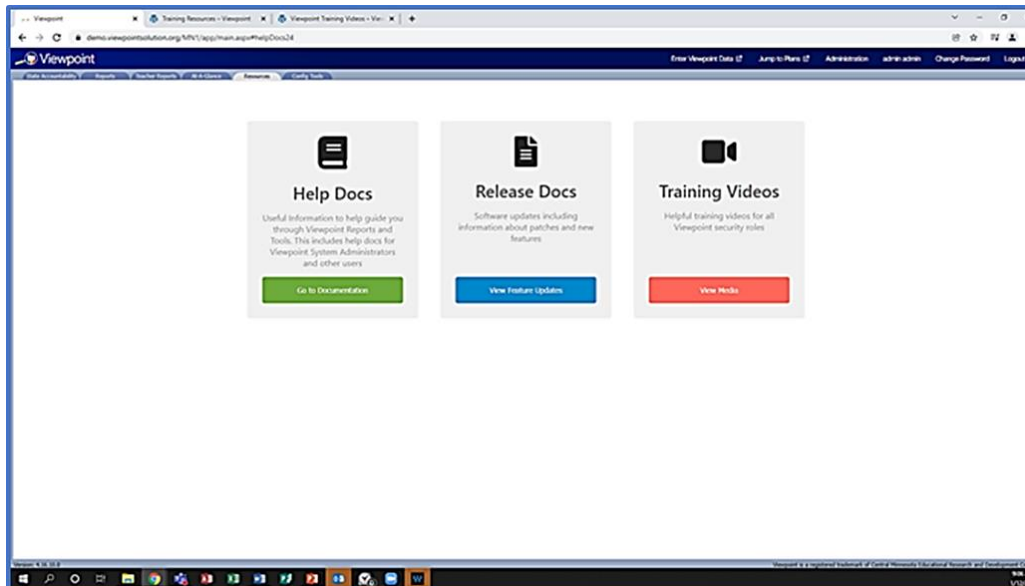
If you wish to add or delete columns or view different data, simply click on the Edit Columns button in the upper right-hand corner, and you are back on the Add/Edit page. To delete a column, click on the little trash can within the individual window.

You can filter the data, as well. On the page where data columns are displayed, click on the blue filter button next to your field names (Student, MAP MN, etc.). Click on “Clear Filters” in the upper left-hand corner to clear all filters. You can also use the main filter option found next the “Student” field if you wish to filter your student roster by demographics.

If you are a specialist, interventionist or admin, you can use the same parameters for a different set of students by changing the school, grade level, or teacher fields in the main left-hand field menu options. You will notice if you do not cancel the columns of data, they will remain if you move on to another student set. Again, to remove columns of data, simply click on the “Edit Columns” button and trash each window of data field choices, or parameters. It is best practice to clear the parameters you have set after you have reviewed your data.

## Resources Tab:

Please visit our Resources Tab where you will find many other helpful documents and videos to assist with navigating your Viewpoint Data Warehouse.





## **Contacts:**

As always, please do not hesitate to contact us with questions or concerns. Here is our contact information.

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***Have a great day in education!***