Measure & Plan Home Pages

Home pages are a hub for all of the data, reports, and analytical tools for a specific measure or plan. This guide overviews what each of the buttons and links on a measure/plan home page helps you to do—some of the features also have separate guides with more detail about using them specifically. Depending on your account's permission profile, some buttons and links may not be visible. Please reach out to your local support contact person if you do not have access to features you need.

HOME PAGE OVERVIEW

Find a measure or plan's home page by selecting the "Student Measures" drop down from the main menu bar > select the correct section of the site > select the measure or plan's name.

VIEW QUICK GRAPHS

Most home pages will display two pre-designed Quick Graphs at the top of the page, which depict the important data that this specific assessment or plan measures (e.g., Overall Score, Proficiency Level, Percentile Rank).

Quick Graphs are accurate up to the second, and will display all data entered or loaded into the system, for all students included in your view. Quick Graphs are created and managed in the Summarize/Analyze section of the measure's home page.
STUDENT DATA SECTION

Use this section to lookup and view a student’s existing records within this measure/plan, to enter a new record for a student, to navigate to a student’s home page within the measure/plan, or to begin multi-student data entry for many students in the measure/plan.

Student Lookup Bar: If you know the name or ID number for the specific student you’re looking for, search by entering the full or partial name or full or partial State/Local ID number > select the blue magnifying glass icon. The system will return all students within your current view that meet your search criteria. Searching by a partial name helps ensure the correct student isn’t eliminated from your results, especially if the student goes by a nickname or has a commonly misspelled name. Select a student name to jump to his or her home page within the measure/plan.

Browse: If you do not know the student’s name or ID number, select the "Browse" button to view a list of all the students included in your view, organized by school and then by grade.

Start multi-student data entry for all students this grade, included in your current view.

Loop-print student reports for this measure/plan, for all students in this grade and in your view. Only students with data will be included in the loop printing.

Print a report for this student only. The portfolio icon will only display for students who have data entered for the measure/plan.

This student has data in the system—he just doesn’t have data entered for this measure.

Select either the student’s name or the purple student icon or to jump to his or her home page within the measure/plan.

Enter a new record for this student.

This student has no data entered for this measure.

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Measure & Plan Home Pages— Basic Skills

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Drill down in the menu to select a student name and jump to his or her student folder. Many measure/plans are setup to display important fields in this browse table, so you can quickly see key information for the students, and determine who does or does not have data entered (e.g., Bette Adams scored Partially Proficient on this measure, Samantha Allen does not yet have a MOY record entered).

You can also begin multi-student data entry for a specific grade from this menu.

**SUMMARIZE/ANALYZE SECTION**

Use this section to see a roster of all the data currently entered or loaded in this measure/plan for all the students in your view, or to view summary reports.

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<th>Summarize/Analyze</th>
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**Rosters Button:**

**Quick Roster:** See all the data in the system for all the students in your view in spreadsheet format. Select the type of roster you want > select which students you want the roster to include > apply any filters you would like to use > select "Run Report," and the system creates an Excel spreadsheet of all results. The roster will be up-to-the-second accurate and can be filtered, sorted, and edited like any spreadsheet.

Selecting "Complete Roster" will include every field for the measure in the spreadsheet. Selecting "Display Field Rosters" will only include "display fields" in the spreadsheet, or the major fields that are displayed on the student pages.

Decide whether you want to show all students in your view, or only students in your view that have data.

Filter by any of these categories prior to running the roster, in order to narrow down the results.

**Add Roster Templates:** Create a new Custom Roster Spreadsheet template.

**Manage Roster Templates:** Jump to the My Roster Templates home page to view, edit, copy, delete, or run existing roster templates.

**Direct links to any Custom Roster Spreadsheets templates that use data from this measure/plan:** At first, you may not see any additional links here. The system will automatically create links as template that use this measure/plan are created or
shared into your account. They will be organized by the roster template name.

**Quick Graphs Button:**

**All Quick Graphs designed for this measure/plan:** All pre-designed and user-created Quick Graphs for this measure/plan will display here, organized by the Quick Graph name. Select any graph name to view it—the bars will be interactive, just like the Quick Graphs on the home page.

**Add Quick Graph:** Create a new Quick Graph for this measure.

**Manage Quick Graphs:** Jump to the Quick Graphs home page to view, edit, copy, and delete Quick Graphs. You are only able to edit or delete Quick Graphs that you have created.

**Summary Reports Button:** All pre-designed and user-created Summary Reports for this measure/plan display here, organized by the Summary Report name. Summary Reports can be viewed in a printable PDF format (select the green report icon) or in an interactive, clickable format (red bar graph icon). If you select the interactive format option, the system will give you the option of viewing the report by a single school, or by all schools included in your view. Reports can be created and managed under the Manage This Measure section.

**Go to Multiple Measures Button:** Links to some of the features that might use this measure/plan in a multiple measures tool.

**My Roster Templates:** Jump to the My Roster Templates home page to view, edit, copy, delete, or run existing roster templates.

**My Data Dashboards Templates:** Jump to the My Data Dashboards Templates home page to view, edit, copy, or delete, existing dashboard templates, or to create a new one.

**Evaluation:** Jump to the Evaluation Tool home page.

**Student Portfolio Templates:** Jump to the My Portfolio Templates home page to view, edit, copy, or delete, existing portfolio templates, or to create a new one.

**MEANING/ACTION RESOURCES SECTION**

Locate resources about this measure that help you connect data to meaning and action.

| Meaning/Action Resources: | General Resources | Our Resources | Learning Resources |
General Resources Button:

All support materials Alpine Support has provided for this measure/plan will have direct links here (e.g., Glossary of Terms, relevant instructional videos and support documents).

Our Resources Button:

All support materials your district has uploaded for this measure/plan will have direct links here (e.g., file uploading notes, manual data entry instructions, YouTube videos).

Post New Support Resources: Add a new local resource for your users. You can type notes directly into the system, upload documents, or add link to other websites. You can also specify a range of years the resource applies to and decide which permission profile should be able to view the resources (e.g. all users, all organization users, only full users).

Learning Resources Button:

Standards: Jump to the Standards home page and view standards that apply to this measure/plan.

Resources: Jump to the Learning Resource Center home page.

MANAGE THIS MEASURE SECTION

Administrative users in your organization use this section to manage the measure/plan's setup and reporting defaults. You will most likely not use this section, even if it is visible.

UTILITIES SECTION

Administrative users in your organization use this section to upload and manage uploaded data into the system. You will most likely not use this section, even if it is visible in your account.