Views

This guide illustrates how to adjust your “view.” Your view tells the system which students and data records you want to display throughout the system—all other students and data records will be filtered out. Your current view settings are displayed in the "My View" section, located on the left sidebar.

**SELECT A VIEW**

Find the My View flyout by selecting the "Change" link under the My View section of the left sidebar > make your view setting selections > select "Change My View Settings." Your view will be updated immediately, and any students and data records not included in your view will be filtered out.

**Organize Students By:** Tells the system which students and data records you want it to display throughout the system. Use the drop down to select one of the three options:

- **Where they attend now – (current):** Only display students (and data records for students) who are currently enrolled in the organization—filter out records and students who have graduated or relocated out of the district. Use this option to manually enter data or report data for current students.

- **Where they used to attend – (archive):** Display all the students (and data records for the students) that are in the system for the years specified, even if some of the students are no longer currently enrolled. Use this view for historical, point-in-time reporting.

- **Where they will attend next year – (next year):** Display students (and data records for students) based on where they are slated to attend next year. This view is typically only used in the spring, to help principals, specialists, and guidance counselors prepare for an incoming student class.
**Anchor Year For the Data:** Tells the system which school year to display students and data records for (e.g., show data for the 2011-12 school year, instead of the current school year). Adjusting the anchor year allows you to view and run reports for previous school years. Only years with data will appear as options in the drop down.

**Apply Filters:** Tells the system that you only want it to include students and data records for a certain school or a certain grade (or both). Select any school or grade in the drop downs. Otherwise, the system defaults to show to “all schools” and “all grades,” with no data filtered out.

**Groups:** Tells the system to pull a group into your view, and only display students or data records for students included within that group. You will need to have already made the group in order to pull it into your view. Use the drop down to select the group type (student, demographic, or Classes/Schedule group) and then select the group itself—the system will display all the groups that have been made or shared to your account as options in the drop down.

The updated settings will display in the "My View" section of the left sidebar, along with the results from your view changes.

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**My View Concepts**

**Views follow you throughout the site.**
Your view applies to all pages in the site, not just the page you selected it on. Your view settings will follow you everywhere you go in the system until you change it again. Only a few Alpine pages are not affected by selecting a view (e.g., Group Tab, Multiple Measures Tab).

**Views apply to all features and tools.**
Any student not included in your view will be filtered out of browse menus, data entry forms, reports, rosters, and Quick Graphs. Using your view settings can make your work in Alpine more time-efficient and accurate by choosing to only work with the students you need.

**Your view may re-default to show the most recent year with data.**
In some cases, even after you've selected a view, the system may update your selected settings to display the most recent year with data (e.g., if you've selected 2013-14 as your anchor year and you navigate to a measure page without data loaded for that school year, the system will default to the most recent year with data). You can override this default and switch your view back, but you may not be able to see any data if you do so.
Views

This guide illustrates how to use Advanced View Settings to combine and layer multiple groups through your view settings to filter down to a particular set of students, and how to adjust your Report Settings within your view. You will need to make any groups you want to use in your view prior to starting. Most users will not need to use these features for their work.

USE ADVANCED VIEW SETTINGS

Find the Advanced View Setting page by going to the measure home page for the measure you want to use > select the “Change” button in the My View section of the left sidebar > select the Advanced View Settings link.

Main View Settings: These settings tell the system what data you want to see.

Perspective: Select which students and data records you want to be included:

- All available data records: Archive view of the entire system.
- My current students: Current view.
- My next year students: Next year view.
- My students from a particular time frame and measure: Archive view of students from this specific school year with data records. Only years with data loaded will appear as options.

School Filter: Select a school from the drop down if you only want the system to include students and data records for a certain school.

Grade Filter: Select a grade from the drop down if you only want the system to include students and data records for a certain grade.

Anchor Year: Select which year of data you're interested in.

Selecting the "my 2012-2013 students" as the perspective and "2013-2014" as the anchor years tells the system: "I care about the kids that took the test in 2012-2013, and now I want to see their data in 2013-2014."

Included in this Guide:
- Use advanced view settings
- Adjust report settings
Which students: These settings tell the system that you also want to filter by a group you’ve created.

- Are/Are Not: You can filter by students who are or who are not included in the group you select.
- Group: Select the group you want to filter by. Every student, demographic, and classes/schedule group created or shared into your account will appear as options in the drop down.

Join options using: If you want to filter by additional groups, tells the system how you want it to filter the first additional group.

- And: Select if you want the system only show students who are included in both groups.
- Or: Select if you want the system to show students who are included in either of the groups.

Select your option > select the "Update and Make Additional Changes" button > select the additional group > repeat, if needed.

When you are done, select the "Update and Return Button." The system will display the results in the Quick Graphs, Summary Reports, and in your Quick Roster.

ADJUST REPORT SETTINGS

Find your Report Settings by selecting the "Change" link under the Report Settings section of the left sidebar, directly below the My View section.

Summary Minimum (Minimum N):
This setting determines the minimum group size that is required for a summary report to display data (this setting does not impact your ability to see individual student results). If your group is smaller than your organization’s current N setting, an “X” will appear in place of the summary score on your reports.

Minimum N settings are put in place by your state to protect student identities, and ensure that enough students are included in the report that an identity cannot be deduced from the summary data.

If you have the ability to change your Summary Minimum, you can select a smaller number the drop down and rerun the report to see the data. Few users will have this ability—both to protect student identities and to protect users from making inadvertent FERPA violations. If you do have this responsibility, ensure that you have received training from your organization on public and internal
reporting prior to adjusting this setting.

Confidential Stamp: Adjusting this setting to "On" will cause all reports to print with the word Confidential "stamped" on them.

Restricted Field Visibility: Restricted fields contain sensitive data that is carefully protected by FERPA (e.g., Free / Reduced Lunch Status). Few users will have the ability to see these data fields—both to protect student identities and to protect users from making inadvertent FERPA violations. If you do have the ability to see these data, you must manually adjust your report settings to include restricted field data in reports by selecting "Yes" in the appropriate drop down. This way, organizations can ensure that users are fully aware that their report will include those sensitive data. If you are a user with permission to change these settings, ensure that you have received training from your organization on public and internal reporting prior to adjusting this setting.