Looking to drive instructional decisions based on your school's Third Grade Commitment (3GC) data? Want to become a pro at using your Power BI dashboards?

This guide aims to walk Shelby County’s school administration teams through the 3GC data available in Power BI and even gives some tips and tricks on how to be a Power BI “Power User.”

Who do I contact for support?

District Supports

If there is a team member at your school who monitors 3GC data and does not have access, email DAIM@scsk12.org with the user’s email address.

LOG IN TO POWERBI

Logging into Power BI is as easy as logging into your SCS email account.

Or, look for the waffle in your Office 365 account. Select Power BI from the Apps Menu to start exploring the data you have available.

If you have more questions or need support on the data in the dashboard, contact our helpdesk at DAIM@scsk12.org. We take pride in our responsiveness and excellent customer service!
Academic Support Plans (ASPs) are put in place for students in Tier 1 who have missed a success criterion and have not qualified for another reading intervention service. Plans are logged in EdPlan. Students who already receive reading/ELA services with the following plan types related to ELA are not required to have an ASP: ILPs, IEPs, or Tier 2 and 3 RTI-A plans.

Missing any criteria at any time, triggers a required ASP for Kindergartners (starting Q2), 1st, and 2nd graders.

For support with creating ASPs in EdPlan, contact the Response to Intervention team at RTI@scsk12.org. For instructions on how to access a list of students requiring an ASP, reference the ASP Compliance section in this guide.

### 2020-21 Success Criteria

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>ELA Report Card Grades</th>
<th>Illuminate FastBridge Reading Assessment</th>
<th>MasteryConnect ELA Common Formative Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80% or greater KK Skills mastered cumulatively</td>
<td>50th percentile or greater</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>First Grade</td>
<td>70% or greater quarterly</td>
<td>50th percentile or greater</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Second Grade</td>
<td>70% or greater quarterly</td>
<td>Nov Lexile 350 or greater, Dec 70% or greater mastery, Jun Lexile 485 or greater, Mar 70% or greater mastery</td>
<td></td>
</tr>
</tbody>
</table>

For additional policy information, click to visit SCS Academics 3GC website.
New assessment data related to the 3GC Success Criteria is released throughout the year. Use the timeline below to determine when to log onto the 3GC Dashboard on PowerBI.

### Data Release Timeline

**2020-21 School Year**

After each data release and your initial review, share the most recent assessment results for discussion and action planning with:

- **Data Team**
- **Student Response Team (SRT)**
- **Instructional Leadership Teams**

Then Identify:
- Students who need and no longer need an ASP
- Students who demonstrated growth
- Successful intervention strategies and practices
- Teachers who need additional coaching or support
- Challenges and solutions with next steps
Finding the 3GC Dashboard

LOG INTO POWER BI AND SELECT APPS

CLICK THIRD GRADE COMMITMENT

CLICK TO VISIT PAGES IN THE MENU

Third Grade Commitment

Third Grade Commitment 3.0

Overview

Missed Criteria
Data Quality
ASP Compliance
Teacher Report
Student Report
Raw Data
Aggregate ILD Report
How do I share data with my staff?

**EXPORT DATA FROM TABLES**

Click the visual or table that you want to export and on the right side a small menu will appear. Select the ellipses on the right and then select "Export data." Keep the default settings and select "Export."

How do I subscribe to emailed reports?

**SUBSCRIBE TO EMAIL REPORTS**

Go to the desired page in the dashboard. From the top menu bar, select Subscribe (envelope icon). In the pop up menu, select the yellow "Add new subscription" button. Fill in the subject, message, and frequency. Then select "Save and close."

FIND A BUG, NEED SOME HELP, OR WANT TO MAKE A REQUEST? EMAIL US AT DAIM@SCSK12.ORG.
**Power BI Tips & Tricks**

**KNOW YOUR FILTERS**
All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!

**INTERACTIVE CHARTS & TABLES**
Most of the charts and tables in Power BI are interactive with the rest of the visuals on the page. If you click a chart, the table on the page will filter to just that data and vice versa. This is particularly helpful if you are interested in looking for possible relationships between variables or if you want to quickly filter a table.

**RESET TO DEFAULT**
All your dashboards have a filter pane with options to change the school year, grade level, student demographics, and other data-specific selections. Open the filter pane on the right side of the page and start exploring your options!

**RESIZE YOUR SCREEN**
Options in the View menu give you flexibility to display report pages at the size and width you choose.

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FIND A BUG, NEED SOME HELP, OR WANT TO MAKE A REQUEST? EMAIL US AT DAIM@SCSK12.ORG.
### Finding what you need in the dashboard

<table>
<thead>
<tr>
<th>Your Questions</th>
<th>The Page</th>
<th>The Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where can I get a snapshot of my 3GC data?</td>
<td>Overview</td>
<td>Review trends (e.g. across grades, assessment type, race, and high needs populations) with your teams and identify action steps.</td>
</tr>
<tr>
<td>Which criteria are my students not meeting?</td>
<td>Missed Criteria</td>
<td>Review trends (e.g. across grades, assessment type, race, and high needs populations) with your teams and identify action steps.</td>
</tr>
<tr>
<td>Which students have incomplete assessments?</td>
<td>Data Quality</td>
<td>Investigate obstacles to data collection. Arrange for make-up testing as needed.</td>
</tr>
<tr>
<td>Which of my students need an ASP?</td>
<td>ASP Compliance</td>
<td>Share data with teachers about students who missed criteria and/or need an ASP created. Prompt IEP Case Managers to review IEP services for literacy.</td>
</tr>
<tr>
<td>How can I see 3GC data by Teacher?</td>
<td>Teacher Report</td>
<td>Identify teachers who may need support and teachers who can share best practices with others.</td>
</tr>
<tr>
<td>Who do I contact for support?</td>
<td>District Supports</td>
<td>Find zone-specific contact information for district personnel who support 3GC work.</td>
</tr>
</tbody>
</table>
Overview Page

ON THIS PAGE
see the overview of your school's 3GC success criteria by term & teacher and ASP completion.

1 SELECT FILTER
Select an option to filter the page by the term, ELA teacher, or Tier 1 students.

2 SUCCESS CRITERIA
Review percentage of students meeting success criteria by window.

3 ASP STATUS
Review percentage of ASPs created of those required and number outstanding.

4 BUTTONS FOR REPORTS
Select a student row in table to view the missed criteria details, like score.

NOTE: ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.
Missed Criteria

On this page, see the percent and count of students who scored below the success criteria for each assessment and grade level.

1. **Select Filter**
   - Select an option in this filter to change the success criteria and window.

2. **Success Criteria**
   - Select a bar in these charts to filter the student list below.

3. **Student List**
   - Review students missing success criteria and related data.

4. **Get Details**
   - Select a student row in table to view the missed criteria details, like score.

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**Note:** All visuals in this guide use sample data and are not indicative of current state.
ASP Compliance

identify student groups by status of their ASP or RTI-A plan as well as see the trends at your school for ASP creation and modification dates.

1. SELECT YOUR GROUP
   Select "Needs Plan" in bar chart or Tier 1 - Missing ASP in the pie chart to filter the student list.

2. ASP STUDENT LIST
   See your students by Literacy Intervention Plan Status. Sort by teacher column at far right.

3. HOVER OVER ROW
   A tooltip will appear to show which criteria a student missed or if they have incomplete assessments.

4. EXPORT TABLE
   Review next steps and follow-up with staff regarding student interventions.

3rd Grade Commitment
Academic Support Plan (ASP) Compliance

Report Summary: EdPlan status, including Academic Support Plan compliance. Use the filter pane to select specific student populations.

Student Interventions in EdPlan

Tier 1 - Needs & Has ASP 22.9%
Tier 1 - Missing ASP 3.1%
Tier 1 - Criteria Met 18.2%
Q1 Kindergarten - Not Required 23.4%
Other Intervention 32.4%

Note: ASPs are intended to supplement RTI-A program for Tier 1 students only. Students qualifying as RTI Literacy Tier 2 or Tier 3 do not need ASPs, as they should have RTI-A plans.

Alert
When reviewing Literacy interventions and ASP Status, please allow 24-48 hours for new IEPs or ASPs created in EdPlan to populate in PowerBI. If after this time plans are still missing from this data set, please contact DAIM@scsk12.org and include a screenshot of the table below or list PSIDs of interest. Thank you for your partnership!

<table>
<thead>
<tr>
<th>PSID</th>
<th>Student Name</th>
<th>Grade</th>
<th>ASP Status</th>
<th>Literacy Intervention Plan</th>
<th>Notes</th>
<th>Next Steps</th>
<th>ASP Created</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Stars</td>
<td>Needs Plan</td>
<td></td>
<td>Create ASP in EdPlan &amp; Provide Interventions</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Stars</td>
<td>Needs Plan</td>
<td></td>
<td>Create ASP in EdPlan &amp; Provide Interventions</td>
<td></td>
</tr>
</tbody>
</table>

Note: All visuals in this guide use sample data and are not indicative of current state.
compare criteria across your teachers and identify areas for support.

1. SELECT FILTER
   Select your filter for term, grade level, and teacher.

2. CRITERIA BY TEACHER
   The total roster of met success criteria points earned compared to points possible.

3. TEACHER TABLE
   The teacher table outlines ASP completion by teacher.

4. REVIEW CASELOAD
   Click row to view counts and intervention types teacher administers to students.

NOTE: ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.
Select a student’s 3GC report for a deeper dive into the student’s needs for school years 2020-21 and 2019-20.

1. **SELECT STUDENT**
   - Select from drop down menu.

2. **CRITERIA SCORES**
   - Report will generate color-coded scores to show if a student met the success criteria.

3. **REQUIRES ASP & TRIGGERS**
   - Indicates if and why a student may or may not require an ASP.

4. **HISTORICAL REPORT**
   - Scroll down the report for last year’s data (if the student was in K-2 with SCS).

**NOTE:** ALL VISUALS IN THIS GUIDE USE SAMPLE DATA AND ARE NOT INDICATIVE OF CURRENT STATE.
# District Supports

## ON THIS PAGE
Locate contact information for Central Office department staff related to 3GC.

1. **SELECT ZONE**
   - Select from dropdown menu.

2. **HIGHLIGHT EMAIL**
   - Drag cursor over relevant email address.

3. **COPY & PASTE**
   - Copy and paste into recipient box in a new email message.

## 3rd Grade Commitment
District Supports by Zone

### Report Summary:
Use the drop-down menu to select your zone. The table will populate with contact information from Central Office departments who can support Third Grade Commitment implementation in your building.

<table>
<thead>
<tr>
<th>Zone</th>
<th>Support Area</th>
<th>Contact Name</th>
<th>Role</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Curriculum &amp; Instruction</td>
<td>Joyce Harrison</td>
<td>Advisor</td>
<td><a href="mailto:HarrisonJR@scsk12.org">HarrisonJR@scsk12.org</a></td>
</tr>
<tr>
<td>1</td>
<td>Early Literacy</td>
<td>Amelia Bell</td>
<td>Advisor</td>
<td><a href="mailto:Bella6@scsk12.org">Bella6@scsk12.org</a></td>
</tr>
<tr>
<td>1</td>
<td>Early Literacy</td>
<td>Gwendolyn Ingram</td>
<td>Advisor</td>
<td><a href="mailto:ingramGM@scsk12.org">ingramGM@scsk12.org</a></td>
</tr>
<tr>
<td>1</td>
<td>Early Literacy - Senior Reading Advisors</td>
<td>Traci Steward</td>
<td>Instructional Advisor</td>
<td><a href="mailto:stewardTL@scsk12.org">stewardTL@scsk12.org</a></td>
</tr>
<tr>
<td>1</td>
<td>English as a Second Language (ESL)</td>
<td>Lisa Hoelmer</td>
<td>Manager</td>
<td><a href="mailto:HoelmerTL@scsk12.org">HoelmerTL@scsk12.org</a></td>
</tr>
<tr>
<td>1</td>
<td>Exceptional Children &amp; Health Services</td>
<td>Lenora Morris</td>
<td>Regional Manager</td>
<td><a href="mailto:MorrisLM@scsk12.org">MorrisLM@scsk12.org</a></td>
</tr>
<tr>
<td>1</td>
<td>Instructional Leadership</td>
<td>Tracie Scott</td>
<td>Instructional Leadership Director (ILD)</td>
<td><a href="mailto:ThomasTR@scsk12.org">ThomasTR@scsk12.org</a></td>
</tr>
<tr>
<td>1</td>
<td>RTI</td>
<td>Krystal Parson?</td>
<td>Advisor</td>
<td><a href="mailto:ParsonK@scsk12.org">ParsonK@scsk12.org</a></td>
</tr>
</tbody>
</table>

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