DECISION SUPPORT SYSTEM (DSS)

-- USER MANUAL --

The Division of Instructional and Information Technology

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Decision Support System (DSS) – Executive Summary

In order to provide both the environment and tools to establish and promote the continued success of our schools, the Division of Instructional and Information Technology has developed and implemented the Decision Support System. DSS is an administrative tool, providing critical data to guide and support decisions necessary to improve student performance.

Currently, DSS aggregates attendance, exams (reading and math), registers, promotion / summer school, and Flash Indicators data from the Automate The Schools system. DSS displays this data as summary tables and color bar graphs. Using this data, administrators can quickly detect trends; measure and track key ratio indicator; and make forecasts based upon historical trends and past and present strategies. The idea behind DSS is to encourage administrators to be proactive, as opposed to reactive – i.e., to encourage "fire-prevention" as opposed to "fire-fighting."

DSS is essentially a "point-and-click" system. It includes several "filtering" capabilities, permitting users to extract and analyze data based upon several predefined categories and criteria, such as year, month, grade, gender, ethnicity, general ed./special ed., ELL/Non-ELL, school level (elementary, middle/intermediate, high school), etc., and combinations thereof.

With the assistance of DSS, administrators can access and disseminate timely, accurate, relevant, and concise information in an efficient, cost-effective manner. Principals may use the DSS tables and graphs as part of their Comprehensive Educational Plans and Principal Performance Reviews, as well as provide pertinent information to their school leadership teams.

Part of being an administrator requires us to be sensitive to data. This sensitivity requires not only our knowing the data, but also understanding how to use the data to continually improve student performance.

Together with ATS, the Board's Web site, Galaxy 2000, GrowNet, DIIT's Analytical Tools Web site, and all of our other valuable information systems, DSS may be used to help define, analyze, implement, and maintain our strategies for continually addressing and improving student performance in our schools.

DSS User Manual

(Manual last revised on March 26, 2004)

This manual is intended to provide you with information regarding the DSS navigation process, system features, and system facilities only. It does not discuss issues regarding data analysis or instructional/information strategies. Such issues are presented and discussed at the DSS training sessions for principals and district administrators.

I. ACCESSING DSS

To access DSS, you must first gain access to the Internet, and a browser. We strongly recommend that you use Microsoft Internet Explorer, version 5.0, or higher. You may use the Netscape version 4.7 browser, or higher, but should you do so, you may experience problems. One such problem may be the inability to print your DSS tables and graphs. (Under ***no*** circumstances, however, should you use the Netscape version 6.0 browser, since DSS does not function with that version.) Throughout this manual, we assume that you are using the Internet Explorer browser.

FOR USERS USING AMERICA ON-LINE (AOL) TO ACCESS THE INTERNET.
If you use AOL to access the Internet, you may be unable to properly access DSS directly through AOL. Instead, once you make your Internet connection through AOL, minimize the AOL window by clicking on the underscore character [_] at the top-right corner of your screen; then open the Internet Explorer browser by clicking on its icon displayed on your desktop.

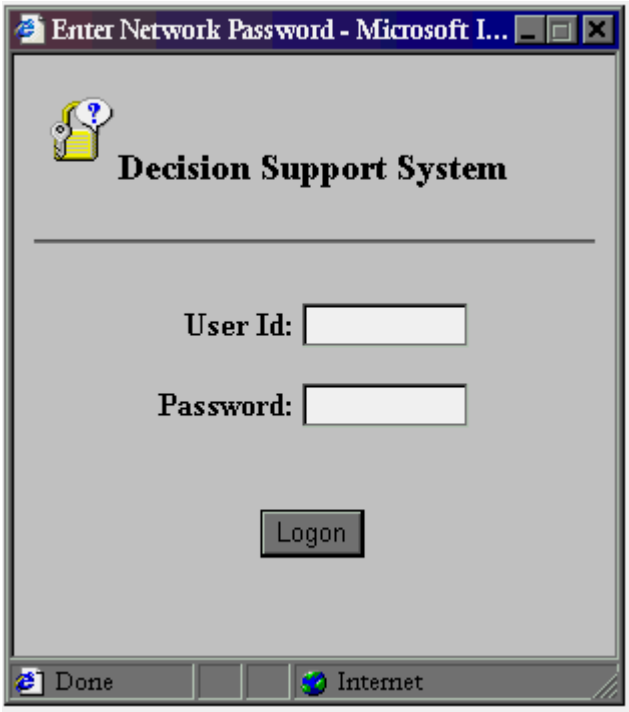
DSS is accessible via the following Universal Resource Locators (URLs). In the Address or Location box towards the top of the browser window, type:

http://www.nycenet.edu/dss or http://dss.nycenet.edu

After you type in the URL, press the **ENTER** key or click on the ***Go*** button to the right.

NOTE: The first time you log onto DSS – your *initial* logon – you may see one or more "error" boxes that mention something about MEAD & CO. and/or "Extended Printing." These boxes may be displayed several times, particularly the box regarding "printing." Whenever you see these boxes, always click on **ACCEPT** or **YES**, depending on the specific action requested in the box. However, should you see a box having to do with your Password, i.e., making it "permanent" to Windows, always click on **No** for this password box request. You do not want the computer to "remember" your password at any time – unless, perhaps, you are accessing DSS from home.

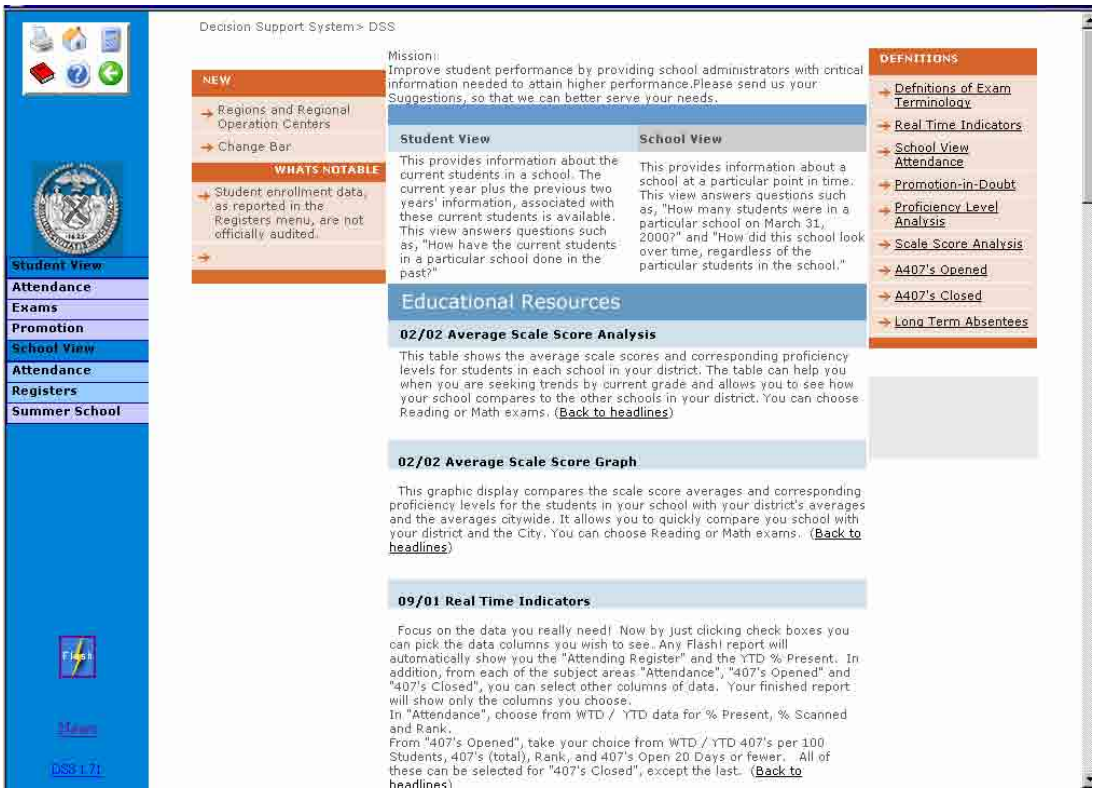
Regardless of which of the two valid URLs you use to access DSS, you are taken to the DSS logon window, which is displayed in the middle of your screen:



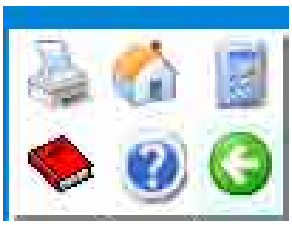
This is the logon window. To log into DSS, first type in your assigned DSS User ID in the **User Id:** box. Then, press the **TAB** key. Next, type in your assigned DSS Password in the **Password:** box. When finished, click on the **Logon** button.

You will have access to DSS in a few moments. Actual access time depends on the type of access you have to the Internet – i.e., direct T1, Fractional T1, or Dial-Up Modem. Once you have gained access to DSS, the system displays the **DSS News Screen.** (NOTE: If after 10-15 seconds or so all you see is a blank window in the middle of your screen, click on the word **News** displayed at the bottom-left of your screen. You will probably have to do this if you are using the Netscape browser or a MAC using a version of Internet Explorer that is less than version 5.0.)

This is the DSS News Screen. Upon your accessing DSS, this will be the first screen displayed:



You will notice, in the upper left-hand corner of this screen, a white rectangle, containing six icons. Their purpose is to help you maneuver around the system, and to use certain system functions, with the DSS News Screen as your home base, or to print graphs and summary tables of student and school data from sub-menus under the ***DSS Main Topics Menu:***



Starting from the upper left, and proceeding in a clockwise direction, the meaning of each icon is as follows: PRINT; HOME (returns you to DSS News Page); CALCULATOR; BACK (moves user back one screen); QUESTION MARK (DSS Help); DSS GUESTBOOK (courtesy sign-in for users of the system, which allows you to enter your comments).

The contents of the DSS News Screen will change from time to time. Each time you log on, we recommend that you spend a few moments reviewing its contents since, among other things, it informs you of system changes and new features.

Of particular significance are the two definitions displayed – namely, **Student View and School View.**

The Student View provides information about the current students in a school. It makes available the current year's data, in addition to that of the two previous years. This view answers questions such as, " How have the current students in a particular school done in the past?"

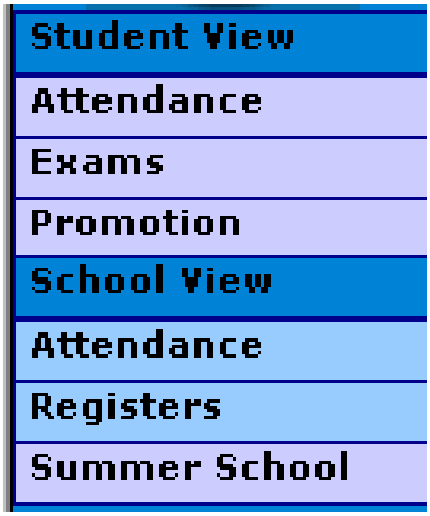
The School View provides information about a school at a particular point in time. This view answers such questions as, "How many students were in a given school on March 17, 2004?" and "How did this school look over time, regardless of the particular students attending it?

Also, take note of the ***DSS Main Topics Menu***, which is displayed towards the top-left of the screen. This menu currently includes six items, three under **Student View** and three under **School View**.

The three items under **Student View** are**:** Attendance, Exams and Promotions. The three items falling under **School View** are: Attendance, Registers, and Summer School.

II. DSS MAIN TOPICS MENU

This is the ***DSS Main Topics Menu:***

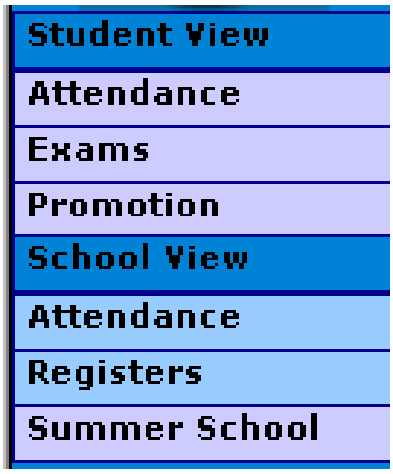


STUDENT VIEW
There are three topics under the Student View:

<u>Attendance</u> Attendance provides aggregate student attendance information for students throughout the school year and in an historical perspective.

<u>Exams</u> Exams provides aggregate student performance information in Reading and Math for the most current exam period and in an historical perspective. *NOTE: High School exams data is not yet included.*

<u>Promotion</u> Promotion provides aggregate student summer school information based on the ATS "Promotion-In-Doubt" indicators for the most current school year, which, in turn, are based on the issuance of the Promotion-In-Doubt letters. Data is displayed for students designated as **Mandated** and **Needs Improvement;** they are potential summer school participants. Promotion data here does *not* reflect totals for students whose promotion may be in doubt due to attendance factors; rather, only exam and course criteria are used.



SCHOOL VIEW
There are three topics under the School View:

<u>Attendance</u>	Attendance provides aggregate attendance information for schools and districts throughout the school year and in an historical perspective.
<u>Registers</u>	Registers provides aggregate school register information throughout the current school year and in an historical perspective.
<u>Summer School</u>	This selection provides summer school tracking metrics, and student attendance on a given day.

Data are based on the posted DSS **AS OF** dates, which are displayed on each screen: for Exams, Promotion, and Registers, this is the date on which DSS is actually updated; for Attendance (both Student and School views), this is the last calendar-day of the prior month. Under the Student View, as students come and go in a school/district, they bring or take their attendance, exams, and promotion data with them. Student View Attendance, Exams, and Promotion data reflect data for students, not of schools/regions per se.

There is one additional item displayed as an icon in the News screen, namely the FLASH (Real-Time Indicators) icon. This icon is displayed towards the bottom-left side of the News screen. Flash data is displayed in the School View.

We'll discuss this topic later.

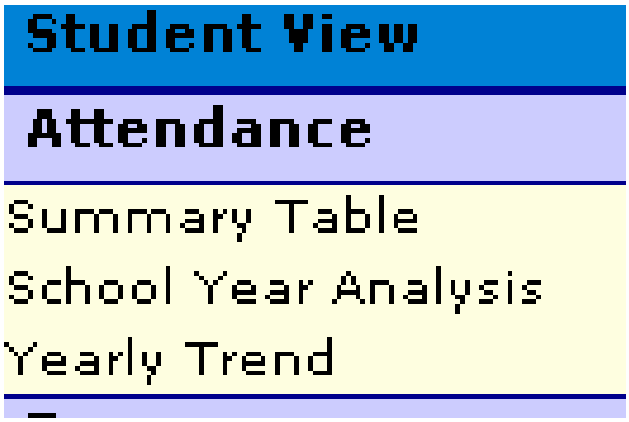
How Is Data Organized in DSS?

A Principal may view data by his/her school and by grade within the school only, either as a school-wide total or for an individual grade.

A Regional user may view data Region-wide, by school within the Region, and by grade either Region-wide or within a school as a school-wide total or for an individual grade.

A Central user may view data citywide, Region-wide, by district, by school, and by grade.

III. Student View **ATTENDANCE**



Above, is the Student View Attendance Menu. This menu has three choices. Once you select a specific choice from this menu, you may return to the Student View Attendance Menu by clicking on Attendance (under Student View) in the Main Topics Menu at the left side of the screen.

The three choices in the Student View Attendance Menu are:

Summary Table	Displays attendance data in a spreadsheet format.
School Year Analysis	Displays data as a graph.
Yearly Trend	Displays citywide attendance data as a graph, covering three years (broken down by month).

To access one of these choices, position the mouse cursor over the text of your choice, and click on that choice.

NOTE: LTAs (Long-Term absentees) are *included* in these attendance figures.

Pre-K students attending CBOs (Community-Based Organizations) -- the so-called "700" schools (Universal Pre-K) – are *not* included in any of the Attendance figures at this time.

ATTENDANCE SUMMARY TABLE

Region = All DBN = All-All-All Grade = All Change

Attendance - Student View As of: Jan 31, 2004

	December 2003		January 2004		YTD Avg 2003-04	
Cohort Size/Attend Rate	1,041,196	87.8%	1,047,922	87.0%	1,047,922	89.7%
**********	**********	********	**********	********	**********	********
District 75	19,661	80.4%	19,847	78.0%	19,847	81.8%
General Ed	908,419	88.3%	914,792	87.5%	914,792	90.3%
Sp Ed Self Contained	67,168	81.3%	67,429	80.1%	67,429	83.3%
Other Spec Ed	65,609	86.8%	65,701	86.1%	65,701	88.9%
American Ind.	4,492	87.3%	4,520	86.6%	4,520	89.2%
Asian/Pac. Isl	130,799	93.2%	131,801	91.3%	131,801	94.0%
Hispanic	400,313	86.6%	402,970	85.8%	402,970	88.7%
Black	350,423	86.4%	352,890	85.7%	352,890	88.4%
White	151,397	89.2%	151,919	89.1%	151,919	91.6%
Not Specified	3,772	88.3%	3,822	87.7%	3,822	90.3%
ELL	143,521	88.4%	143,952	87.2%	143,952	89.9%
Non ELL	897,675	87.7%	903,970	86.9%	903,970	89.7%
Male	533,926	87.4%	537,634	86.6%	537,634	89.3%
Female	507,270	88.2%	510,288	87.3%	510,288	90.2%

DSS Screen Id: DSSATTSUM1

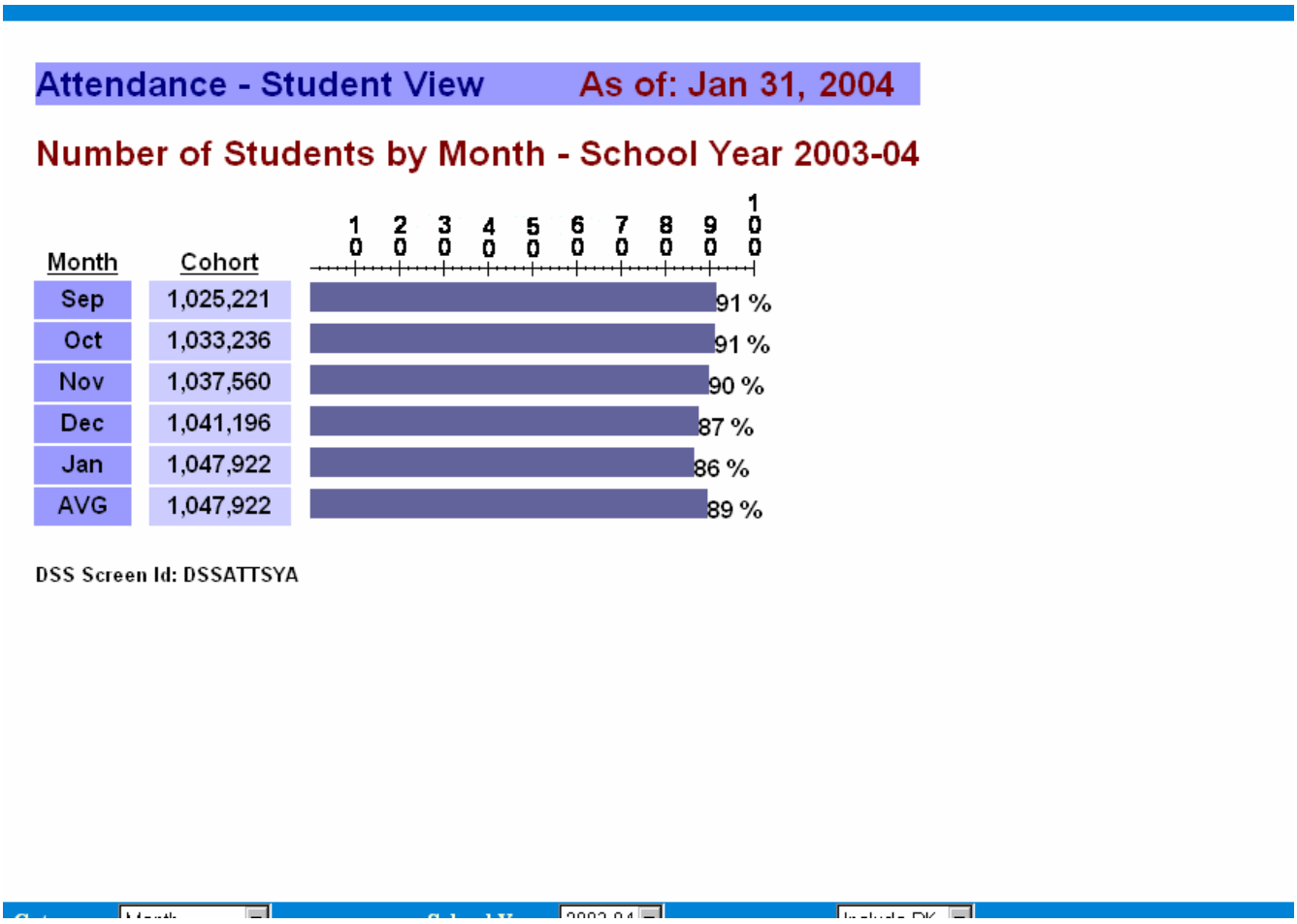
Select Month And Year: December 2003 * January 2004 Include PK Submit

This is an example of the Attendance Summary Table. It provides data in a spreadsheet-type format. Each column and row is appropriately labeled.

In September of each school year, the table displays data for the current September and the prior September. Beginning with the October update, the table displays the previous month's data, the current month's data, and the Year-To-Date average up to and including the AS OF date. "Current month" is defined to be the month ending as of the AS OF date, in the case of the illustration above, January 31, 2004.

Attendance data will always be shown as of the last day of the month prior to the actual current calendar month in which DSS has been updated. For example, using the illustration above, when we ran the February update, Attendance data was shown AS OF January 31, 2004. The Year-To-Date numbers and percentages include all months of the current school year plus the last month displayed in the table. In the example above, the last month displayed is January, 2004. As such, the Year-To-Date figures include September, October, November, and December of 2003.

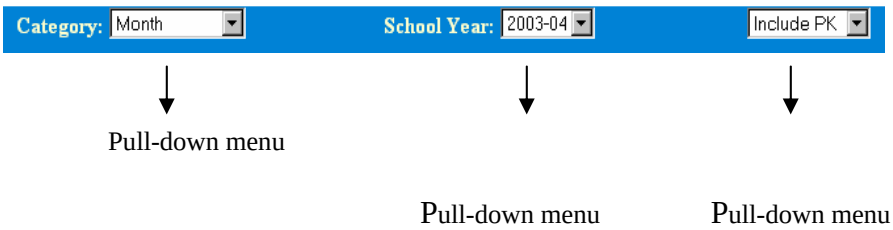
SCHOOL YEAR ANALYSIS



This is the Attendance School Year Analysis graph. It displays data as a bar graph, indicating the average attendance percentages. The default display is by month.

You have the ability to change the criteria by which the data is displayed.

At the bottom of the graph are three sets of criteria: **Category, School Year**, and the toggle menu of **Include/Exclude PK.**



You can change the Category by clicking on the down-arrow next to the Category box. In addition to month, categories include:

Grade
Ethnicity (the Federal classification)
ELL/Non-ELL
Gen Ed/Spec Ed
Gender
Sch. Level (School Level – i.e., elementary, middle, etc.)

To select/change a specific category, simply click on it in the pull-down menu.

You may also view data for the previous school year (by selected category) by clicking on the down-arrow next to the School Year box. The school years available are: the current school year and the previous school year. To select the school year, simply click on it in the pull-down menu.

As mentioned above, the third pull-down menu is simply an Include PK/Exclude PK toggle.

At the top of the window, you'll see what is referred to as the ***location area***.

This area always informed you about the specific location of the displayed data. Your district, your borough, your school (or, for district and central users, the selected school) and specific grade are displayed in this area. The illustration above indicates that the user is viewing data for all regions, in the City school system, all DBNs (District, Borough, School Number), and all Grades. Obviously, in this case, citywide results will appear. This is the default setting for a user at Central. If you every have any doubts as to the location of the data you are viewing, simply look at the location area at the top of the screen.

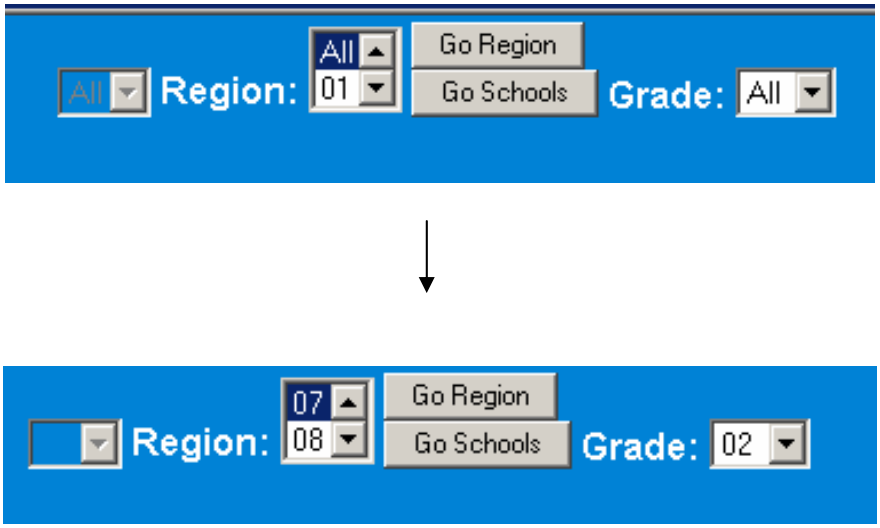
Please note: A principal's screens will default to his/her own school, borough and Region and district, but may be modified in their content through the use of the Change button.

We shall also see how Regional and Central users can employ the change button to narrow their search to a specific region, DBN, and grade.

At the top-right side of the location area, you will note the **Change** button.

CHANGE BUTTON USE FOR USERS AT CENTRAL

When you click on the Change button, DSS will display the following button panel:

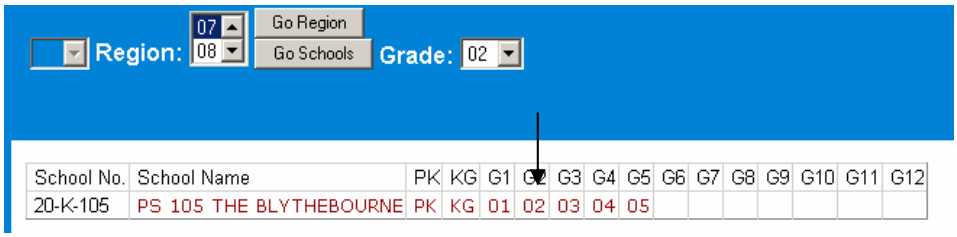


To view all DSS data by specific grade within a school, first enter the Grade you wish to view (in this case, the second). The Attendance graph will appear for second grade attendance throughout the city. (This helps to put the attendance at this school in a citywide context.)

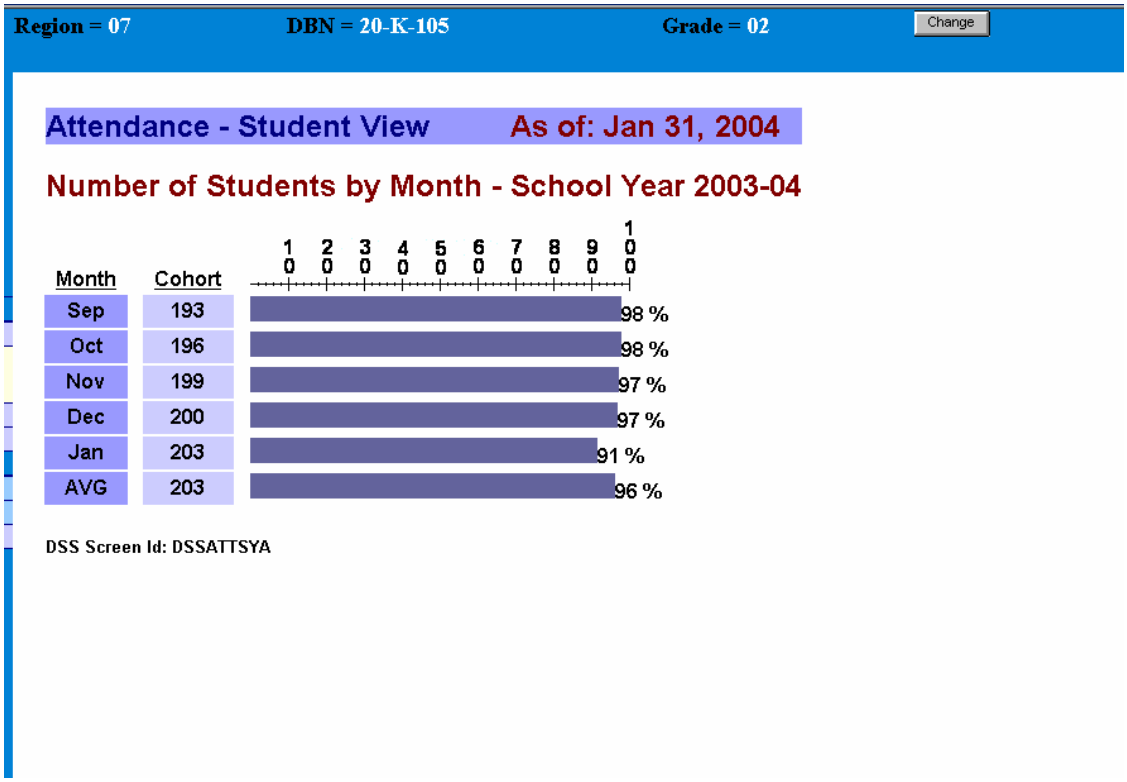
Then, click on the number of the Region in which your targeted school is located, so that it is highlighted (in the example above, District 7). Select the Change button again, and click on the Go Schools button, which will provide you with a list of all the schools in that region.

School No.	School Name	PK	KG	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12
20-K-030	IS 30 MARY WHITE OVINGTON								06	07	08				
20-K-048	PS 048 MAPELTON	PK	KG	01	02	03	04	05							
20-K-062	JHS 062 THE DITMAS								06	07	08				
20-K-069	PS 69	PK	KG	01	02	03	04	05							
20-K-102	PS 102 THE BAYVIEW	PK	KG	01	02	03	04	05	06						
20-K-104	PS 104 THE FORT HAMILTON		KG	01	02	03	04	05	06	07	08				
20-K-105	PS 105 THE BLYTHEBOURNE	PK	KG	01	02	03	04	05							
20-K-112	PS 112 LEFFERTS PARK	PK	KG	01	02	03	04	05							
20-K-127	PS 127 MCKINLEY PARK	PK	KG	01	02	03	04	05							
20-K-160	PS 160 WILLIAM T. SAMPSON	PK	KG	01	02	03	04	05							
20-K-163	PS 163 BATH BEACH	PK	KG	01	02	03	04	05							
20-K-164	PS 164 CAESAR RODNEY	PK	KG	01	02	03	04	05							
20-K-170	PS 170 LEXINGTON	PK	KG	01	02	03	04	05							
20-K-176	PS 176 OVINGTON		KG	01	02	03	04	05							
20-K-179	PS 179 KENSINGTON	PK	KG	01	02	03	04	05							
20-K-180	PS 180 HOMEWOOD	PK	KG	01	02	03	04	05							
20-K-185	PS 185 WALTER KASSENBROCK	PK	KG	01	02	03	04	05							
20-K-186	PS 186 DR. IRVING A GLADSTONE	PK	KG	01	02	03	04	05							
20-K-187	I S 187								06	07	08				
20-K-192	PS 192 BROOKLYN	PK	KG	01	02	03	04	05							
20-K-200	PS 200 BENSON SCHOOL	PK	KG	01	02	03	04	05							
20-K-201	JHS 201 THE DYKER HEIGHTS								06	07	08	09			
20-K-204	PS 204 VINCE LOMBARDI	PK	KG	01	02	03	04	05							

You can target a particular grade at the selected school for viewing, by clicking on the box containing that grade:



Once Grade 2 has been clicked on, the Attendance Analysis graph reappears, specifically for that Region, District, Borough, School (and Number), and Grade:



If you had clicked on the school name, instead of the grade, the graph would have illustrated attendance at your school for **all** grades, instead of just the second.

If you change your mind, concerning the grade you'd like to view, click on the Change button, and repeat the process mentioned above.

Based on the previous description, you can determine attendance at higher levels (District, Region, and Citywide).

To see a Regional Attendance Analysis graph, enter the desired Region Number, and click on the Go Region button.

CHANGE BUTTON USE BY PRINCIPALS

The location areas for all default screens appearing on principals' displays, show their specific: Regions, Districts, DBNs, and Grades (All). It must be reiterated that, although the *default* screens for principals are far more limited than those for users at central, or in the districts, the Change button can modify this situation, so that the same data is available to principals, on most screens. For example, a principal may access citywide student attendance, merely by modifying the location area defaults to "All," through the use of the Change button.

However, as most of a principal's efforts will be geared to evaluating the attendance and academic performance in his or her own school, the defaults will be likely to be used the most.

Please note, that when a principal, using default settings, accesses the school list screen, only his/her own school will appear. He will be able to view attendance in each of the grades by clicking on the grade; to see school attendance trends as a whole, he/she must click on the school name.

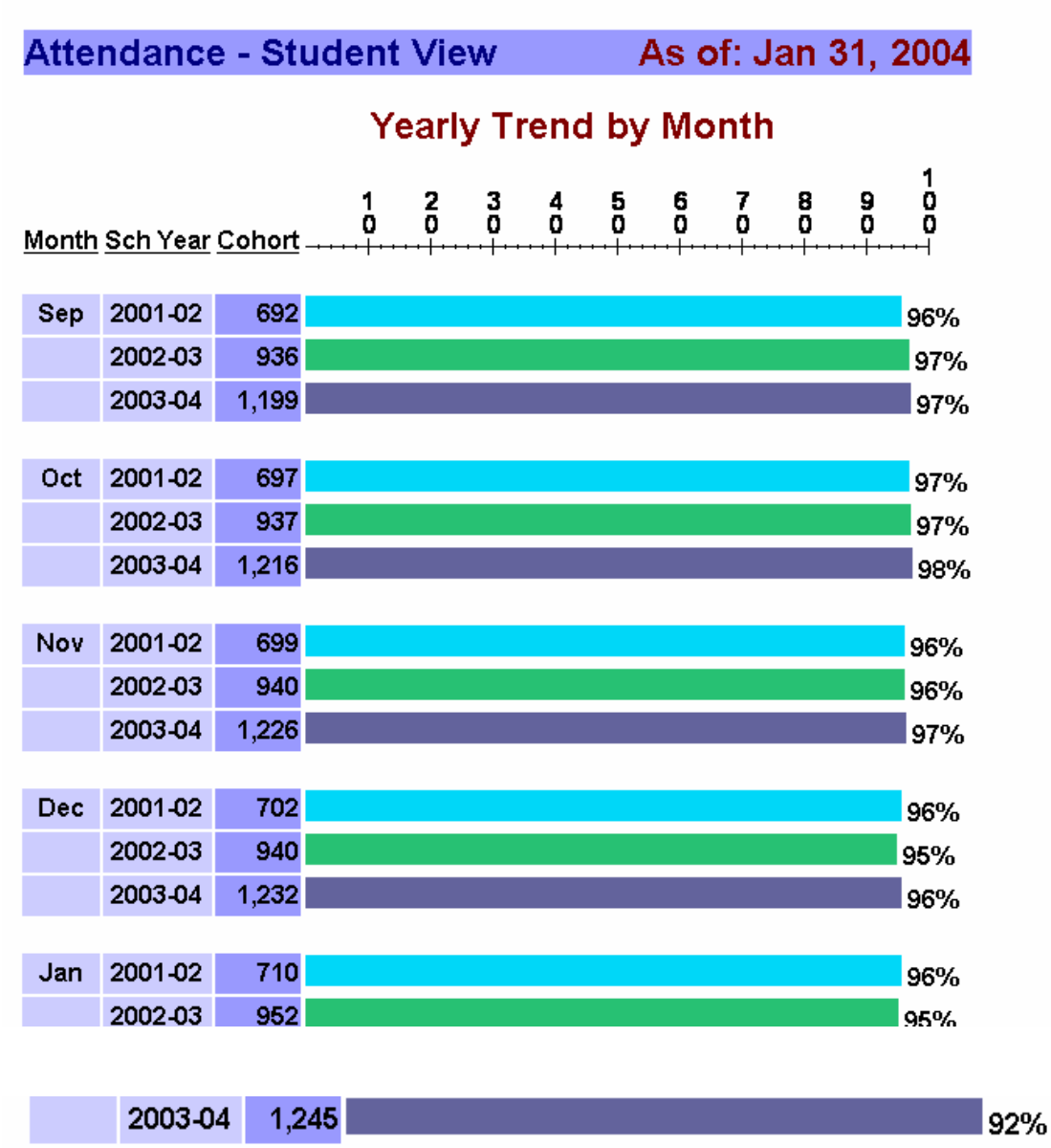
Here is a summary review of the three levels of Change button use:

CENTRAL USERS: You can perform essentially the same functions as a Regional user.

REGIONAL USERS: If you click on the **Change** button, you can select a specific Region to view from a table of Regions, or a specific school within your Region, and/or a specific grade to view from a table of grades.

PRINCIPALS: If you click on the **Change** button, you can select a specific grade, or all grades, within your school. You can also modify the parameters in the location area, to expand the range of data you may access.

Let's continue with Attendance data.



This is the Attendance **Yearly Trend by Month** graph. Attendance bar graphs from other Regions and schools may go back for as long as five years. It displays attendance percentages for a three-year period, by month. Specific category breakdowns are not available.

Since attendance data is displayed in the Student View, this graph shows data for students who are currently attending school in your district/school. As long as students have a NYC Public School history of up to three years, they will show up in the aggregate in this graph. In the exhibit above, you are looking at an aggregate student attendance history for your current students – i.e., students in your district/school as of the DSS AS OF date.

This school's yearly attendance trend for the year between January, 2003 and January, 2004, has been purposely split off from the graph, and enlarged, for comparison purposes.

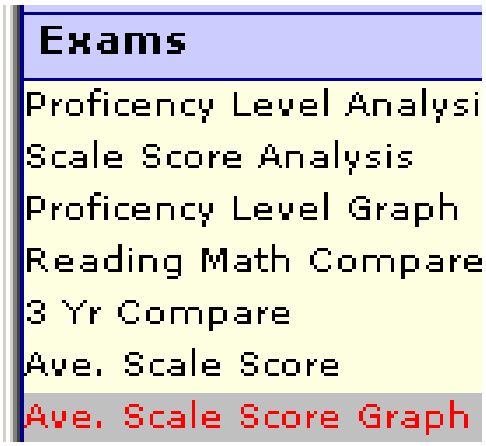
Let us look at January, in this graph. We observe that we are looking at the attendance for 1,245 students as of January 31, 2004, 952 of whom were at least somewhere in the NYC Public School System last year, and 710 of whom were at least somewhere in the NYC Public School System, two years ago. They are currently in your school as of the current DSS AS OF date. When these students reside or come into your district/school, you inherit their attendance history. Should students leave your school/district and go to another school/district in the NYC Public School System, or elsewhere, they will take their attendance history with them to their new school/district or location.

This is why the DSS **Student View** needs to be interpreted as a student performance history indicator system. It permits you to spot trends and to make forecasts regarding your current student population. As such, DSS is unique in Board of Education information systems. This feature of DSS does not provide you with a school's attendance history, but rather with the attendance history of the students you are currently serving. This is the essence of a "decision support" tool.

This feature of STUDENT VIEW is what permits DSS to allow us to discern trends pertaining to aggregate student historical data. As students continue to come into or leave your school/district, their numbers and associated percentages can change for each month each time DSS is updated.

IV. EXAMS

Clicking on **Exams** in the main topics menu displays the Exams Menu.



This is the Exams Menu. It contains seven choices:

Proficiency Level Analysis	displays data in table format
Scale Score Analysis	displays data in table format
Proficiency Level Graph	displays data in graphic format
Reading and Math Comparison	displays data in graphic format
Three Year Comparison	displays data in graphic format
Average Scale Score – Analysis	displays data in table format
Average Scale Score – Graph	displays data in graphic format

When you click on **Proficiency Level Analysis**, DSS displays a table that looks like the following illustration:

Region = 07 **DBN = 20-K-105** **Grade = All** Change

Exam Proficency Levels- Student View **As of: Feb 13, 2004**

Reading Exam by Grade For School Year 2002-03

Current Grade		Level 1	Level 2	Level 3	Level 4	Total
Grade: 04	Count	7	44	64	29	144
	Percent	4.86	30.56	44.44	20.14	100.00
Grade: 05	Count	2	38	62	27	129
	Percent	1.55	29.46	48.06	20.93	100.00
TOTAL		9	82	126	56	273
		3.30	30.04	46.15	20.51	100.00

For: District: 20 Boro: K School: 105 Grade(s): All

Reading : ELA for grades 4 and 8, CTB for grades 3,5,6 and 7
Math :STM for grades 4 and 8, TEM(Terrenova) for grades 3,5,6 and 7
Excluding Holdovers
Grade 6 reading scores for 1999-2000 has not been included
due to an anomaly found by Board of Education and CTB/McGraw-Hill
DSSScreenID:Profan

Report students by: Grade Year: 2002-03 Subject: Read show No **Holdovers**

The illustration above is an example of a Brooklyn principal's display. No holdovers are included; if there had been, the results would have been much different, and shown only numbers of those students who had not been promoted to the next grade, due to low scores on the Reading or Math Exams, or both.

The pull-down menus displayed at the bottom of the table allow you to filter your display – i.e., disaggregate the data. You can select student-related categories such as grade (the default), gender, ethnicity, ELL/Non-ELL, General Ed/Special Ed. You can select the year, and the subject (either Reading or Math). The default display disaggregates holdovers from the table. If you want to view data for your holdovers only, select **Only** from the Holdovers pull-down menu. When you select only holdovers, the table includes data for your current third-grade holdovers.

The default data display in the Proficiency Level Analysis table indicates the performance levels of students by ***current*** grade. Both a student count and their percentages are displayed. A total for each performance level is displayed at the bottom of the table.

As you can see, the numbers of students for each Level in the Reading Exam (labeled **Count)**, are underlined, as are all the Totals; and all appear in blue, on the screen. This means that for each of these numbers, there is a link; in this case, the links are to data on each of the students, who have been grouped under these testing Levels and totals.

Suppose we click on the Count of 44, for Level 2, in Grade 04. The following table appears. Each student appears in alphabetical order; grouped by Proficiency Level; and the table includes both the individual's Scale Score and his/her Student ID.

Region = 07 **DBN = 20-K-105** **Grade = All** Change

Exam Proficency Levels- Student View **As of: Feb 13, 2004**

Student List by Grade- - For School Year 2002-03

Dist	Boro	Sch	Subject	Current Grade	Proficency Level	Scale Score	Last Name	First Name	Student ID
20	K	105	READ	04	2	592	AREVALO	SHOSELIN	264-910-100
20	K	105	READ	04	2	619	BEERS	ANTHONY	265-350-850
20	K	105	READ	04	2	621	CHEN	AMY	268-297-389
20	K	105	READ	04	2	628	CHEN	ANDY	267-776-078
20	K	105	READ	04	2	615	CHEN	EDDIE	268-436-680
20	K	105	READ	04	2	612	CHEN	JOE	267-893-824
20	K	105	READ	04	2	615	CHEN	SIMON	268-436-649
20	K	105	READ	04	2	621	CHEUNG	STANLEY	268-542-487
20	K	105	READ	04	2	619	HAMDAN	ALI	267-745-404
20	K	105	READ	04	2	625	HO	PAULINE	267-745-495
20	K	105	READ	04	2	628	JAWAD	SABRINE	267-521-292
20	K	105	READ	04	2	619	KONG	DAVID	268-116-514
20	K	105	READ	04	2	628	LI	PETER	268-474-640
20	K	105	READ	04	2	599	LIANG	JIMMY	267-521-664
20	K	105	READ	04	2	592	LIN	DONG	268-551-876
20	K	105	READ	04	2	619	LU	WEI	265-814-467
20	K	105	READ	04	2	619	MONTES	JESSE	265-569-608
20	K	105	READ	04	2	592	MOY	YAN LING	268-429-974
20	K	105	READ	04	2	619	NG	DERRICK	268-436-862
20	K	105	READ	04	2	599	NG	RICARDO	269-901-609
20	K	105	READ	04	2	621	NG	WATSON	267-745-438
20	K	105	READ	04	2	596	OLORTIGA	DOUGLAS	267-450-773
20	K	105	READ	04	2	609	QUINTERO	BRYAN	264-933-037
20	K	105	READ	04	2	619	SAETAMA	KATHERINE	267-353-837
20	K	105	READ	04	2	621	SALEM	ALY	267-628-956
20	K	105	READ	04	2	621	SALEM	OLA	267-628-865

Report students by: Grade Year: 2002-03 Subject: Read show No **Holdovers**

This table is a useful tool to the principal, who seeks to improve the performance of his/her students, on both the Reading and Math Exams. For example, it allows the principal to target higher scoring Level 2 students for remediation, so that they don't fall backward into Level 1; and, it allows for remediation of higher scoring Level 3s, so that they do not academically regress to Level 2.

Since this particular data displays in the **Student View**, the grades displayed are the ***current*** grades of the students in your district/school, which are not necessarily the grades the students were in when they took the exam – depending on the month and the school year in which you display this data. For example, the AS OF date for this data is Feb. 13, 2004. This means that we are looking at data for the exam taken during the previous school year. The current school year's fourth and fifth graders (as illustrated above) were in grades 3 and 4 respectively, last school year, when they took the exam.

Citywide, the Reading test for students in ***current*** grades 4, 6, 7, and 8, was the CTB; the Math test for students in ***current*** grades 4, 6, 7, and 8, was the TEM (Terranova); the Reading test for students in ***current*** grade 5 was the state's ELA; the Math test for students in ***current*** grade 5 was the state's STM.

You can change the data displayed by selecting a different category or categories from one or more of the pull-down menus. The default display – **Report students by:** -- is by grade, for the most current exam year. The default exam is the Reading exam. The default is for non-holdovers.

You can change the **Report students by:** to one of the following by clicking on the down-arrow to the right of this box:

Grade
Ethnicity
Gender
ELL/Non-ELL
GE/SpecEd ------ (general ed or special ed)
Sch. Level ------ (school level – appropriate for district users to display data for all elementary schools or all middle schools)

The **Year:** this category lists the *exam years*, not necessarily the current school year. Up to three years' worth of exam data may be displayed – one for the most recent exams, and the other two for the previous exams.

The **Subject:** this category allows you to change the subject of the exam from Reading – which is the default, to Math by clicking on the down-arrow next to this box. To change to the Math exam, select Math from the pull-down menu displayed.

The **Holdovers:** this category is used to designate students who have been "left back" one year, due to low scores (Levels I and II on either the Reading or Math Exams, or both). The default is **No (Holdovers)**, which displays the numbers of students who have been promoted in each grade, and the Level of their scores. The drop-down menu provides for one other choice, **Only (Holdovers).** This second case, of course, causes a complete shift of data in table.

You may expect to access exam data for the current school/exam year soon after the data is entered into ATS – i.e., at the time of the DSS monthly update after the data is entered into ATS.

When you click on **Scale Score Analysis** in the Exams Menu, the system displays the following table.

Exam Scale Scores- Student View — **As of: April 18, 2002**

Reading Exam by Grade For School Year 2000-01

Exam Grade: 3

Proficiency Level	Scale Score	Count
4	750	6
	703	8
	682	17
	669	5
Total for Level 4		36
3	660	10
	653	5
	647	6
	642	3
	638	2
	633	5
	629	9
Total for Level 3		40
2	625	3
	621	4
	618	1
	614	1

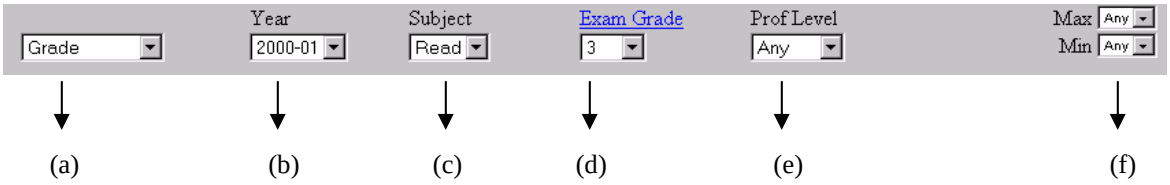
Grade | Year: 2000-01 | Subject: Read | Exam Grade: 3 | Prof Level: Any | Max: Any | Min: Any

In mathematical parlance, this type of table is frequently referred to as a *frequency distribution*. A frequency distribution typically displays one or more values along with the number of members of a population belonging to each of those values. The table displays data for the **exam grade** of the student population – i.e., the grade the students are/were in when they actually took the exam. As such, the data may not reflect the grade in which students currently reside.

In the above illustration, for example, there are 17 students who have a scale-score of 682. As such, the **scale score** is the **value**, and the **count** is the student **population** belonging to that value. Also, a total of 36 students in the school are in **performance level** 4. The exam (Reading) was taken when the students were in 3rd grade. Accordingly, for the 2001-02 school year, the students may be either 3rd grade holders or in the 4th grade.

Typically, performance levels 3 and 4 represent AT OR ABOVE GRADE LEVEL.

Several points need to be made regarding the data in this table, along with the various choices available in the pull-down menus that are part of this table.



This display is for:

(a) criteria categories – grade, ethnicity, GE/SpecEd, etc.
(b) exam year – latest and previous
(c) exam (subject) – Reading and Math
(d) exam grades – the students' grade(s) when they actually took the exam, which may or may not be the students' *current* grade(s), depending on when you access the data
(e) proficiency levels – 1, 2, 3, 4; 1 & 2; 2 & 3; 3 & 4
(f) proficiency level ranges – maximum value to minimum value

(NOTE: In the pull-down menus, **Any** is basically analogous to **All**.)

(a) You have the option to change the category from Grade to:

Ethnicity
Gender
ELL/Non-ELL
GE/SpecEd
Sch. Level

(b) You have the option to change the exam Year from the most current to the previous.

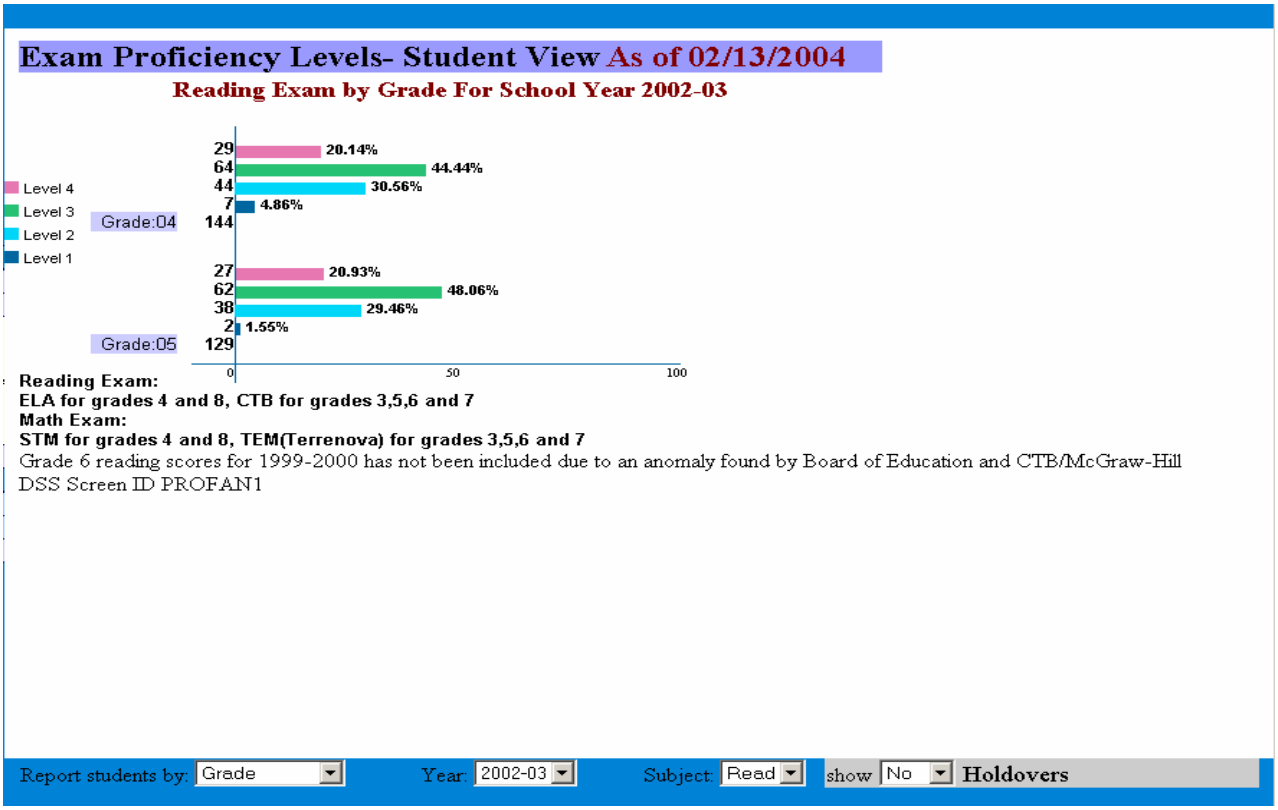
(c) You have the option to change the subject from Reading to Math.

(d) You have the option to change exam grade from grade 3, the default, to grade 4, 5, 6, 7, 8, or 9. ***Remember: this is the students' actual exam grade, which may or may not necessarily correspond to the students' current grade, depending on when you access the data.*** High school exams are not as yet included. The Reading exam for exam grades 3, 5, 6, and 7 is the CTB; the Reading exam for exam grades 4 and 8 is the state's ELA. The Math exam for exam grades 3, 5, 6, and 7 is the TEM; while the Math exam for exam grades 4 and 8 is the state's STM.

(e) You have the option to change Proficiency] Level from Any to 1, 2, 3, or 4; or to 1 & 2 combined; or to 2 & 3 combined; or to 3 & 4 combined.

(f) You have the option to change the Max[mum and Minimum scale score range from Any to whatever range you are most interested in – i.e., you can focus in on a specific range only. Note that the Max score needs to be greater than the Min score.

When you click on **Proficiency Level Graph** in the Exams Menu, DSS displays a graph similar to the illustration below:

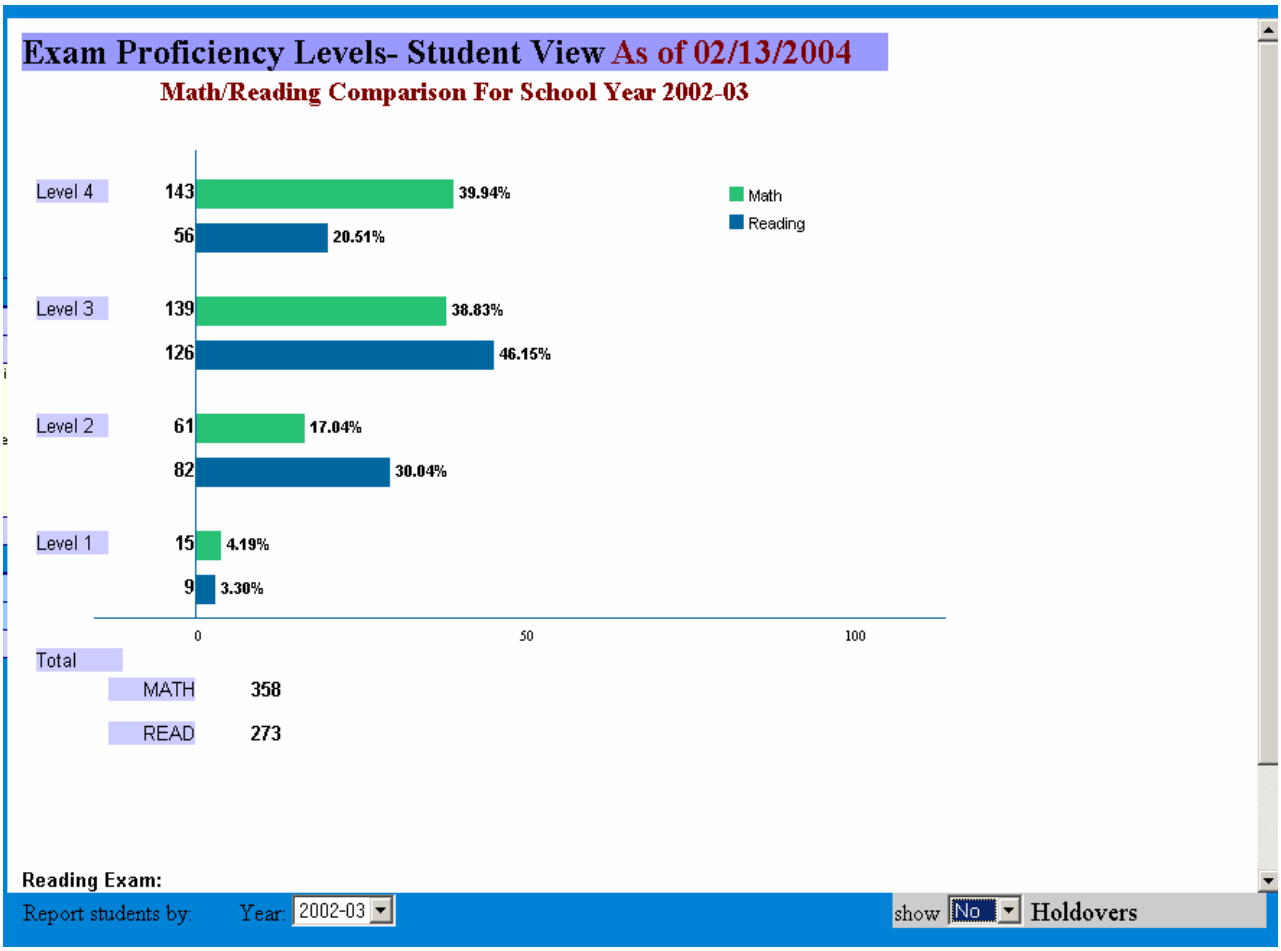


In this illustration, each of the colored bars on the bar graph represent the percentage of students (in Grades 04 and 05, respectively), attaining Reading Exam scores in each of several levels, ranging from Level 1 (the lowest) to Level 4 (the highest). The actual number of students who took the test appears along the y-axis of the graph, directly to the left of each bar. The total number of students for each grade appears to the right of the grade name (04 and 05, in this case).

As noted above, this example is a graph for the Reading exam. As with the Proficiency Level Analysis table, the default display is performance level by grade.

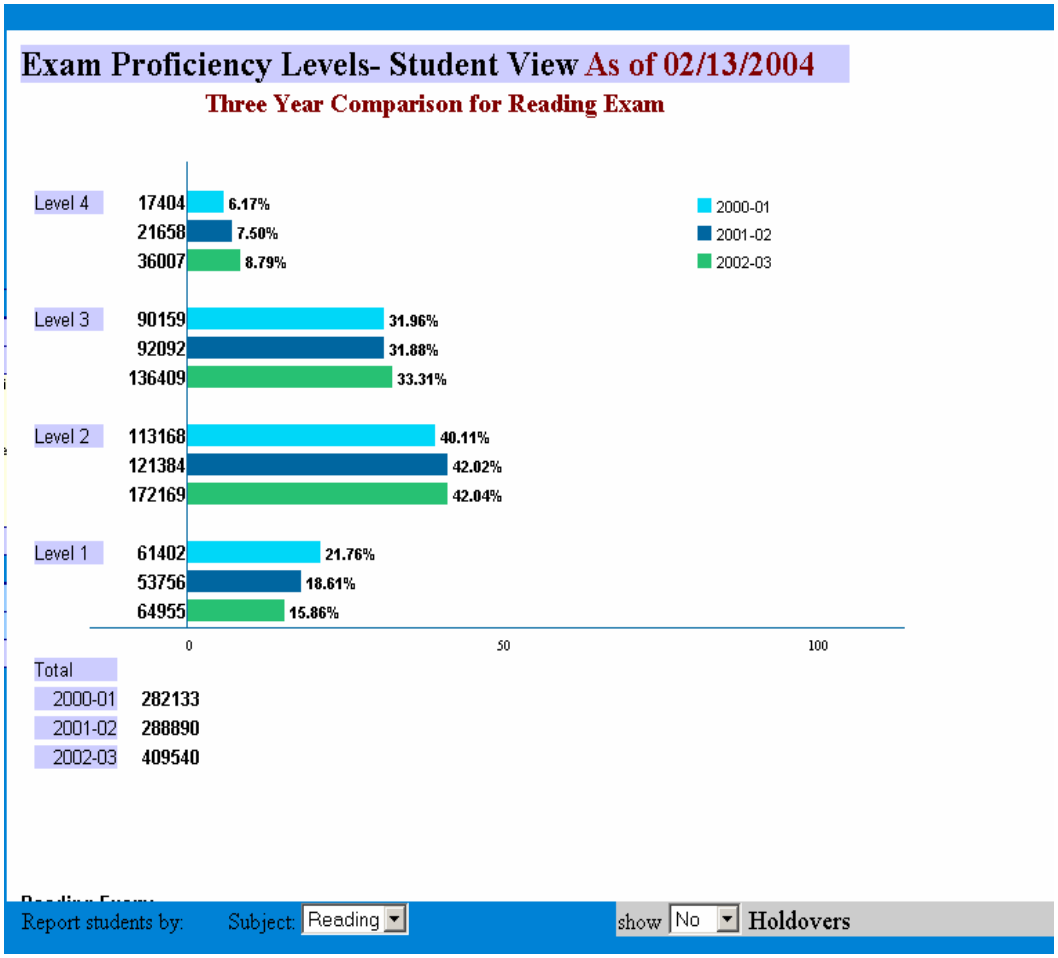
Four pull-down menus are available for the graph, as they are for the table. The categories for the graph are the same as for the table, including displays that exclude holdovers, or show them alone.

When you click on the ***Math/Reading Comparison Levels*** graph from the Exams menu, the system displays a graph that indicates how your students are performing in both Reading and Math. This graph allows you to determine whether your students are performing better in Math than in Reading, or vice versa.



The statistics are reported by year. You can change the year by *clicking* on the down-arrow to the right of the Year pull-down menu selection box at the bottom of the window, and, through the use of the second pull-down menu, can indicate the difference in data displayed by selecting either **No Holdovers** or **Only Holdovers**.

When you select the Three Year Comparison (**Three Yr. Compare)** option on the **Exam Menu,** there will be two alternate display **Subject** options: one for Reading, and one for Math. Unlike the previous graph, this one does not compare the scores and percentages *between* these subjects, but rather, data *within* each subject, over a period of three years. Here is how the citywide Reading Exam results appear in graph form:



Of course, the first drop-down menu can toggle to Math Exam results, and the Holdovers (**No** and **Only**) toggle menu can offer other views of the data, as well.

The layout of this graph is almost identical to the previous one, except that the overall totals at the bottom left, are for the number of students who took the test during each of the three academic years depicted (2000-01, 2001-02, and 2002-03).

Average Scale Score- Student View As of 04/18/2002

Reading Exam For School Year 2000-01

	Grade: 03	Grade: 04	Grade: 05	Grade: 06	Grade: 07	Grade: 08
Level 1	427 - 590	455 - 602	475 - 617	486 - 633	498 - 646	527 - 661
Level 2	591 - 628	603 - 644	618 - 655	634 - 673	647 - 684	662 - 700
Level 3	629 - 660	645 - 691	656 - 700	674 - 717	685 - 721	701 - 738
Level 4	661 - 750	692 - 800	701 - 790	718 - 800	722 - 810	739 - 830

	Current Grades					
Dist./School	**Grade: 03**	**Grade: 04**	**Grade: 05**	**Grade: 06**	**Grade: 07**	**Grade: 08**
(26Q)-018	`	` 659.11 3	` 661.79 3	`	`	`
Student Count		91	53			
(26Q)-026	`	` 646.10 3	` 655.17 3	` 663.93 3	`	`
Student Count		81	72	82		
(26Q)-031	`	` 641.86 3	` 674.00 3	`	`	`
Student Count		84	83			
(26Q)-041	`	` 656.58 3	` 666.89 3	`	`	`
Student Count		69	64			
(26Q)-046	`	` 652.80 3	` 681.24 3	`	`	`
Student Count		56	88			
(26Q)-067	`	`	`	` 685.13 3	` 685.64 3	` 701.89 3
Student Count				256	323	331
(26Q)-074	`	`	`	` 676.95 3	` 681.82 3	` 697.26 3
Student Count				331	330	355
(26Q)-094	`	` 649.78 3	` 672.92 3	`	`	`
Student Count		73	60			
(26Q)-098	`	` 663.42 4	` 676.67 3	`	`	`
Student Count		38	49			

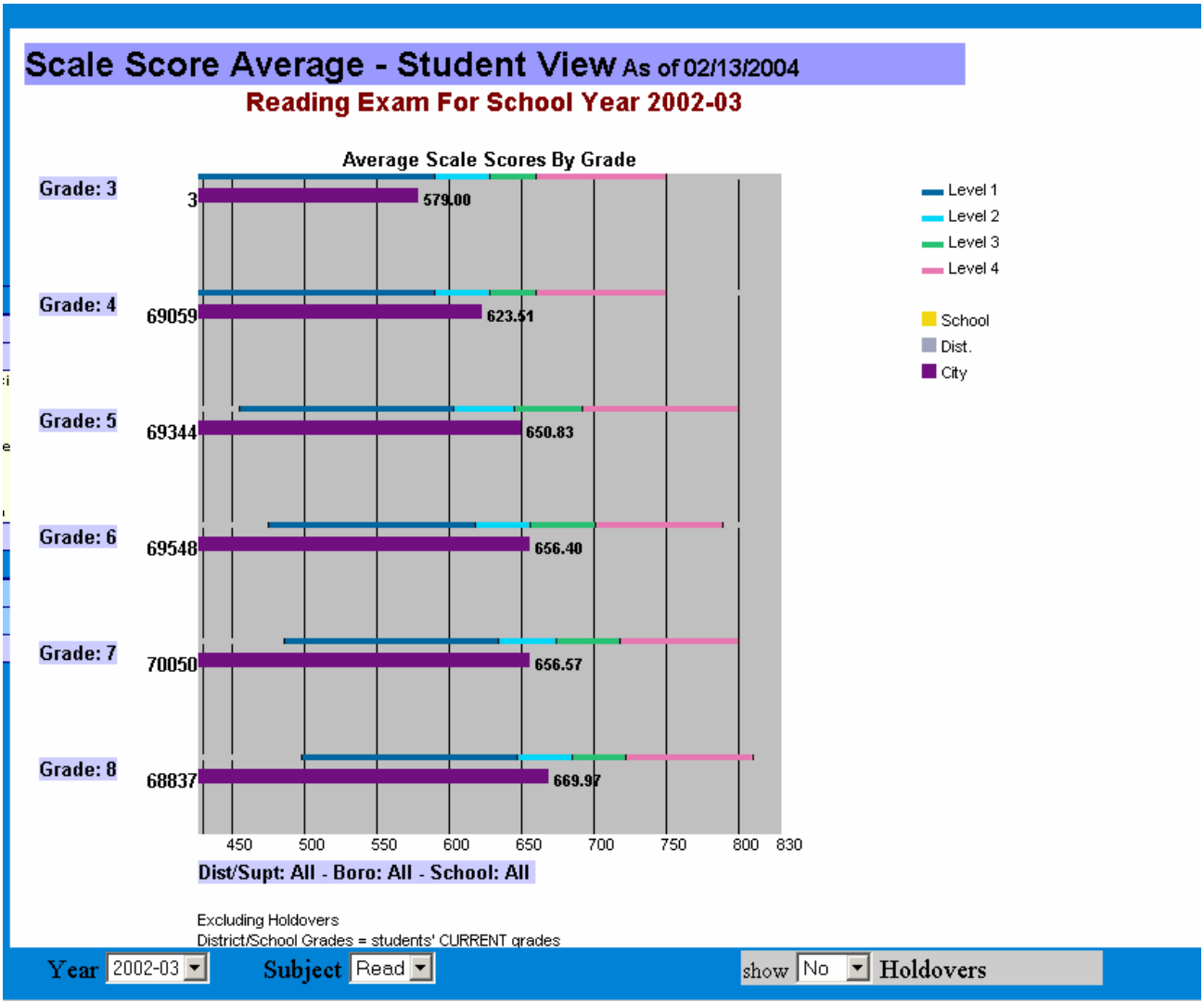
Year 2000-01 Subject Read show No Holdovers

When you click on ***Average Scale Score – Analysis***, the system displays a table similar to the illustration above. You may change the year, the exam, and whether you wish to see data without holdovers or for only holdovers.

The top portion of the table (showing Levels 1 through 4 for each grade) is the table's legend.

This data is for the students' current grades, not necessarily the grades they were in when they took the exams. As such, using the illustration above, since the As Of date is in the 2001-02 school year (and holdovers are excluded), students in Current Grade 4 were in grade 3 last school year and, therefore, took the grade 3 exams. Current Grade 4 data for each school is compared to Grade 3 in the legend table; Current Grade 5 data is compared to Grade 4 in the legend table, and so on.

The last selection on the Exam Menu, the **Average Scale Score Graph,** is only partially operational, yielding only citywide results, and unable to break them down into Regional or individual school values. Here is what this graph currently looks like:



The purple bar on this bar graph represents the percentage of students, citywide, in Grades 3 through 8, who took (in this case) the Reading Exam. The actual numbers of test-takers in each grade appear along the y-axis of the graph, to the left of each purple bar line, and to the right of the grade title. The four different levels for Reading (and, through drop-down menu, Math) are depicted by four differently colored bars.

Beginning with the legend, Excluding Holdovers," there is other valuable information that appears below the graph:

Excluding Holdovers
District/School Grades = students' CURRENT grades
Reading Exam:
ELA for grades 4 and 8, CTB for grades 3,5,6 and 7

	Grade: 03	Grade: 04	Grade: 05	Grade: 06	Grade: 07	Grade: 08
Level 1	427 - 590	455 - 602	475 - 617	486 - 633	498 - 646	527 - 661
Level 2	591 - 628	603 - 644	618 - 655	634 - 673	647 - 684	662 - 700
Level 3	629 - 660	645 - 691	656 - 700	674 - 717	685 - 721	701 - 738
Level 4	661 - 750	692 - 800	701 - 790	718 - 800	722 - 810	739 - 830

This table shows the range of possible scores for each Level, in grades 3 through 8.

V. PROMOTION

You will note that there is only one submenu, Promotion, which emerges when you click on **Promotion** in the ***DSS Main Topics Menu***.

Please remember that this data displayed in the following table is part of the **Student View**. When you click on the Promotion submenu, DSS displays a screen similar to the following (a table of Promotion Status):

Help

Promotion Status			As of: March 18, 2004				
By Grade							
	Column:A	Column:1	Column:2	Column:3	Column:4	Column:5	Column:6
			Summer School				
**********	Summer School Last Year	Promo in-Doubt (decision pending)	Mandated /Remedial	Needs Improvement	Summer School Total	Not Summer School Students	Active Student Total
Grade: KG	0	6,583	0	0	0	63,131	69,714
Grade: 01	0	17,449	0	0	0	61,896	79,345
Grade: 02	0	16,517	0	0	0	63,095	79,612
Grade: 03	25,685	32,956	0	0	0	48,460	81,416
Grade: 04	17,111	26,925	0	0	0	53,625	80,550
Grade: 05	22,400	23,095	0	0	0	58,625	81,720
Grade: 06	20,701	25,003	0	0	0	56,414	81,417
Grade: 07	25,183	27,963	0	0	0	54,758	82,721
Grade: 08	21,517	33,550	0	0	0	47,537	81,087
Grade: 09	48,035	45,611	0	0	0	65,962	111,573
Grade: 10	43,756	30,693	0	0	0	70,951	101,644
Grade: 11	21,127	12,151	1	0	1	41,963	54,115
Grade: 12	8,874	7,452	1	0	1	40,947	48,400
Total *	254,389	305,948	2	0	2	727,364	1,033,314

Report summer school students by: Grade Statistic: Count

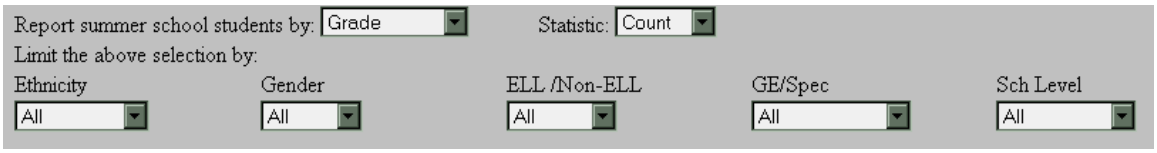
Limit the above selection by:

Ethnicity: All Gender: All ELL /Non-ELL: All GE/Spec: All Sch Level: All

In September – the beginning of a new school year – the data in the Promotion-in-Doubt column (column 1) – should be zeroed out for the district/school.

Typically, in January/February, schools are asked to "flag" those students whose promotion to the next grade (or graduation) is considered "in doubt." This promotion data will once again be updated and displayed *on a daily basis* after the flag-data is entered into ATS – usually in January/February. This promotion data is updated and posted *on a daily basis* until the end of the school year – one or two days after the beginning of the summer school session.

The default display is a Count of students by Grade. You can change the criteria of any of the categories displayed by selecting the categories of choice from the various pull-down menus displayed at the bottom of the table. You can also display the numbers as percentages instead of counts by changing the **Statistic**.



These pull-down menus provide you with the capability of "slicing and dicing" data in numerous ways. For example, you can request to view promotion data by grade (the default); within grade, you can view all Hispanic males who are ELL students in General Ed.

Promotion Status						As of: March 18, 2004	
			By Grade				
	Column:A	Column:1	Column:2	Column:3	Column:4	Column:5	Column:6
			Summer School				
**********	Summer School Last Year	Promo in-Doubt (decision pending)	Mandated /Remedial	Needs Improvement	Summer School Total	Not Summer School Students	Active Student Total
Grade: KG	0	6,583	0	0	0	63,131	69,714
Grade: 01	0	17,449	0	0	0	61,896	79,345
Grade: 02	0	16,517	0	0	0	63,095	79,612
Grade: 03	25,685	32,956	0	0	0	48,460	81,416
Grade: 04	17,111	26,925	0	0	0	53,625	80,550
Grade: 05	22,400	23,095	0	0	0	58,625	81,720
Grade: 06	20,701	25,003	0	0	0	56,414	81,417
Grade: 07	25,183	27,963	0	0	0	54,758	82,721
Grade: 08	21,517	33,550	0	0	0	47,537	81,087
Grade: 09	48,035	45,611	0	0	0	65,962	111,573
Grade: 10	43,756	30,693	0	0	0	70,951	101,644
Grade: 11	21,127	12,151	1	0	1	41,963	54,115
Grade: 12	8,874	7,452	1	0	1	40,947	48,400
Total *	254,389	305,948	2	0	2	727,364	1,033,314

Six columns of data are displayed. We draw your attention to column 2: Mandated/Remedial. This column heading is displayed in blue, and underlined. This means that it provides you with additional links to more data. Column A displays the total number of students who were mandated (or opted out) last school year.

Pre-K students attending CBOs (Community-Based Organizations) -- the so-called "700" schools – are *not* included in any of the Promotion figures.

Beginning with the 2000-2001 school year, DSS takes into account that high school students may be mandated for summer school

If you position the mouse cursor over the word "Mandated" or "Remedial," and click the left mouse button, DSS displays a screen that indicates the "reason(s)" for summer school attendance (failure of either Exam, Course, or both).

Promotion Status-Reasons — **As of: March 18, 2004**

Mandated/Remedial

By Grade

	Math		Read		English		Science		Social		Other		
	Exam	Course	Exam	Course	Exam	Course	Exam	Course	Exam	Course	Exam	Course	Register Count
Grade: 11	0	0	0	0	0	0	1	1	0	0	0	0	1
Grade: 12	0	0	0	0	0	1	1	1	0	1	0	0	1
Total *	0	0	0	0	0	1	2	2	0	1	0	0	2

Report summer school students by: Grade Statistic: Count

<<Back<<

In the illustration above, students need to attend summer school because they failed the English, Science and Social Studies exams. Under the various subject areas, students may be counted more than once under each of the reasons. However, students are counted *only once* under the **Register Count** column, at the right side of the table.

The default display here is a Count of students by Grade. You can change these criteria by clicking on the two pull-down menus displayed.

To return to the original Promotion screen, click on the **<<Back<<** button displayed at the bottom-left of the window.

> The Promotion feature does *not* display a count or percentage of those students where one of the reasons for their having to attend summer school includes their poor attendance. However, since two of three criteria are required to flag a student as "Promotion In Doubt," in all likelihood the student with poor attendance would also have failed a required exam and/or course. As such, it is left up to you, the user, to validate all of the criteria necessary for a student to be mandated to attend summer school; especially if/when attendance is involved.

Promotion-In-Doubt is established by the ATS flags entered for students by each school.

***Since exams and courses can now be given at both the CSD and HS level, DSS no longer separates results by school level – i.e., we no longer differentiate data by CSD and H*S.

All summer school students are considered "Promoted. Holdovers," until after their completion of summer school.

NOTE: It is expected that by the middle of June of each school year, and certainly by the beginning of summer school, the data displayed in the Promo in-Doubt column – Decision pending (Column 1) – should all be zeroed out. In other words, a decision needs to be made regarding all students who were flagged as Promo-in-Doubt.

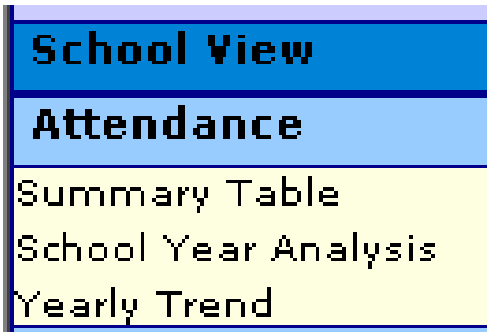
Here are definitions of the columns in the Promotion Status Table

Definitions:

Column	Item	Definition
Column A	Summer School Last Year	Number of students who attended Summer School Last Year (ATS code R, O and E of Last Year)
Column 1	Promo in-Doubt (decision pending)	Number of unevaluated students identified in January as potential holdovers (ATS code P and T)
Column 2	Mandated/Remedial	Total number of mandated students includes students Opted Out (ATS code M and O).
Column 3	Needs Improvement	These are students who are not required, but Encouraged to go to summer school (ATS code N).
Column 4	Summer School Total	Total Students for Summer School (Column:2 +Column:3)
Column 5	Not Summer School Students	These are students who are not required to go to summer school and not identified as Promo in Doubt
Column 6	Active Student Total	Total Active students.(column1+column2+column3+column5)

VI. School View ATTENDANCE

When you click on Attendance under School View in the main menu area, the system displays the following Attendance Menu:



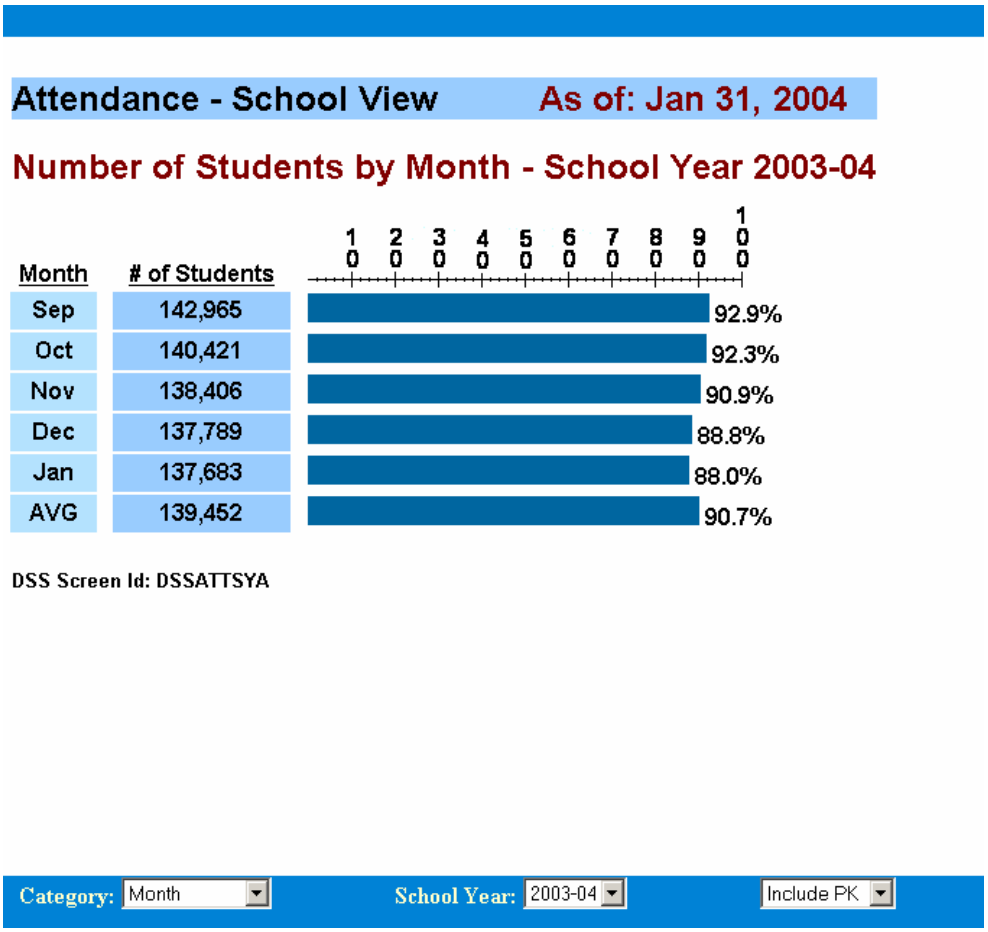
The selections are exactly the same as in the **Student View** Attendance menu. However, the data displayed here – i.e., under **School View** – represents the traditional manner in which schools use the data to determine their attendance data. ***Since the data is in the School View, it represents the school's attendance percentages, <u>not</u> the attendance history of the students currently in the school. Unlike Student View, School View Attendance data usually does not change for prior months when DSS is updated monthly. However, the data may change if the school applies retroactive updates to its attendance data for prior months.***

Attendance - School View								As of: Jan 31, 2004
	December 2003			January 2004			YTD Avg 2003-04	
# of Students	137,789	88.8%		137,683	88.0%		139,452	90.7%
**********	**********	********	*	**********	********	*	**********	********
Elementary	63,583	91.5%		63,688	90.3%		63,912	93.3%
Intermediate	31,652	90.7%		31,665	90.3%		31,799	92.7%
High School	42,554	83.2%		42,330	81.4%		43,740	85.0%
General Ed	122,547	89.3%		122,751	88.5%		125,102	91.2%
Sp Ed Self Contained	6,347	82.1%		6,233	81.4%		6,294	83.9%
Other Spec Ed	8,895	86.4%		8,699	85.7%		8,055	88.3%
American Ind.	400	86.1%		399	86.6%		409	89.0%
Asian/Pac. Isl	25,896	93.8%		25,920	91.4%		26,074	94.2%
Hispanic	29,438	86.0%		29,443	85.4%		29,901	88.2%
Black	20,598	85.9%		20,570	85.1%		20,967	87.8%
White	61,131	89.0%		61,024	88.8%		61,711	91.3%
Not Specified	326	88.6%		327	88.5%		388	84.9%
ELL	17,408	89.6%		17,318	88.2%		17,529	90.6%
Non ELL	120,381	88.7%		120,365	88.0%		121,923	90.7%

Select Month And Year: December 2003 * January 2004 Include PK Submit

The illustration above is an example of the **Summary Table** for Attendance in the School View. Like the Summary Table for Attendance in the Student View, this tabular format allows you to choose the From and To dates by Month and Year, to Include or Exclude PK, and then **Submit** your inquiry by clicking on the appropriate button.

Below is a sample of the School View Attendance – School Year Analysis graph. This one happens to be for Region 7.



Attendance - School View **As of: Jan 31, 2004**

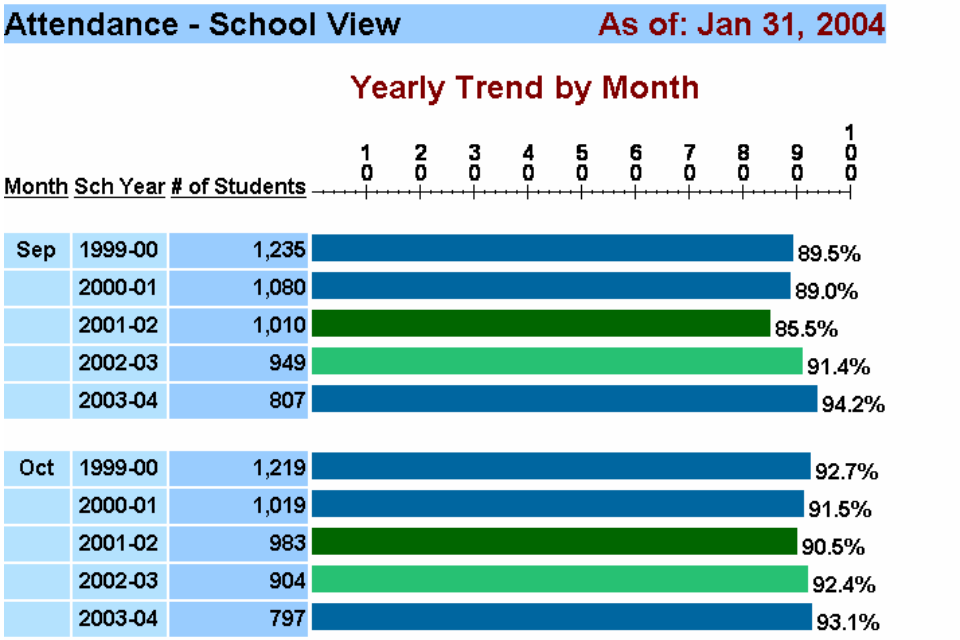
Number of Students by Month - School Year 2003-04

Month	# of Students	
Sep	142,965	92.9%
Oct	140,421	92.3%
Nov	138,406	90.9%
Dec	137,789	88.8%
Jan	137,683	88.0%
AVG	139,452	90.7%

DSS Screen Id: DSSATTSYA

Category: Month School Year: 2003-04 Include PK

There is one other graph in School View Attendance that is of particular interest:



You will note that, unlike the **Yearly Trend by Month** graph for the Student View, this graph displays five academic years per month, instead of three. Some of the months in this report are reported over a four-year period. In this case, a school was selected in Region 1. This graph displays the attendance history of the school over a multi-year period, irrespective of the students who may or may not still reside in the Region, or attend the school.

Were we to have selected the entire Region, there would have been only one academic year displayed per month. Within the year, as more and more Regions are added to DSS, this anomaly will disappear.

VII. REGISTERS

Pre-K students attending CBOs (Community-Based Organizations) -- the so-called "700" schools – are *included* in the Register figures.

This is the Registers Menu. There are three choices, as can be seen.

You'll notice that the navigation through this menu is the same as the navigation through the Attendance Menu.

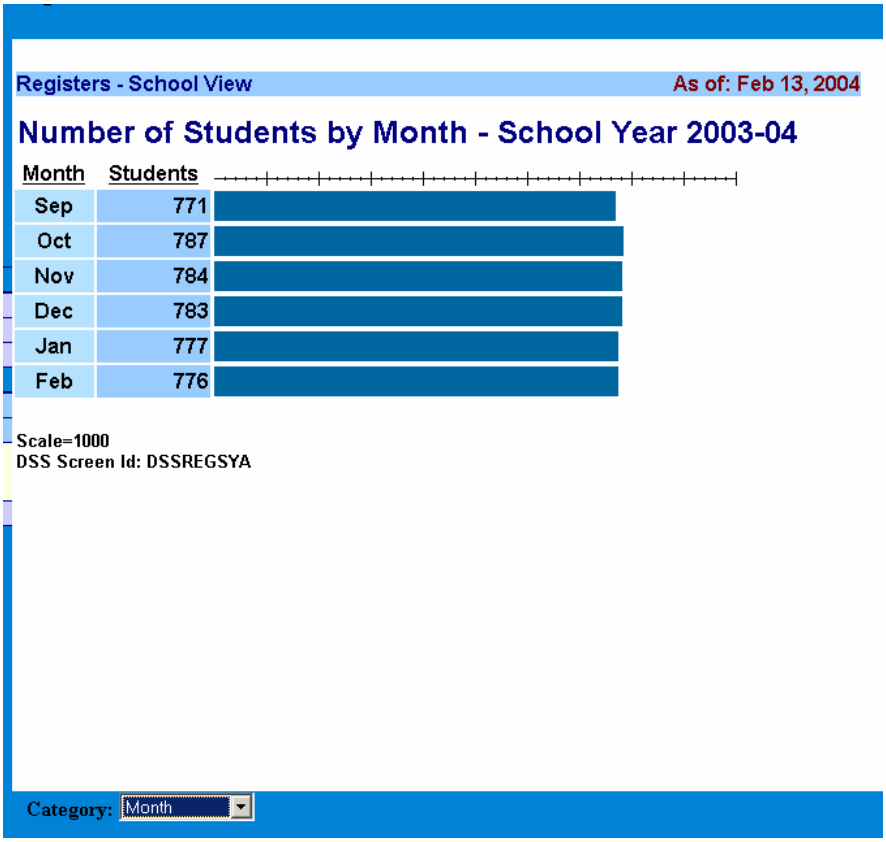
Here is the Summary Table for Registers:

Registers - School View **As of: Feb 13, 2004**

	January 2004		February 2004		Difference	
Total Registers	777	100.0%	776	100.0%	-1	0.0%
Elementary	777	100.0%	776	100.0%	-1	0.0%
General Ed	690	88.8%	687	88.5%	-3	-0.3%
Sp Ed Self Contained	42	5.4%	43	5.5%	1	+2.4%
Other Spec Ed	45	5.8%	46	5.9%	1	+2.2%
American Ind.	1	0.1%	1	0.1%	0	0.0%
Asian/Pac. Isl	1	0.1%	1	0.1%	0	0.0%
Hispanic	431	55.5%	432	55.7%	1	+0.2%
Black	343	44.1%	341	43.9%	-2	-0.5%
White	1	0.1%	1	0.1%	0	0.0%
ELL	153	19.7%	151	19.5%	-2	-1.2%
Non ELL	624	80.3%	625	80.5%	1	+0.2%
Male	380	48.9%	382	49.2%	2	+0.5%
Female	397	51.1%	394	50.8%	-3	-0.7%

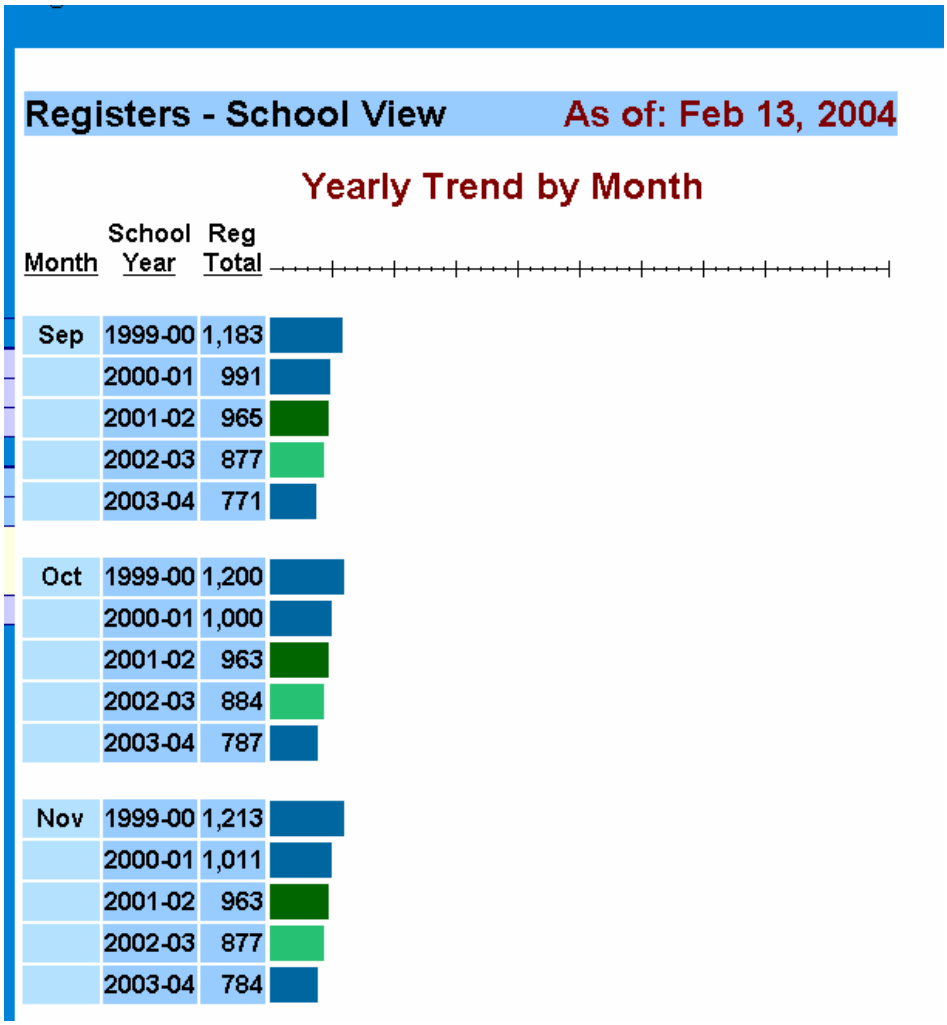
Month And Year:--- January 2003 * February 2004 Submit

This is the School Year Analysis graph for Registers.



There is no Year-To-Date average. The default display is by month. This, of course, can be changed by clicking on the pull-down **Category** menu displayed at the bottom of the window.

This is the Yearly Trend by Month graph for registers. The display is by month, which cannot be changed.



Registers - School View As of: Feb 13, 2004

Yearly Trend by Month

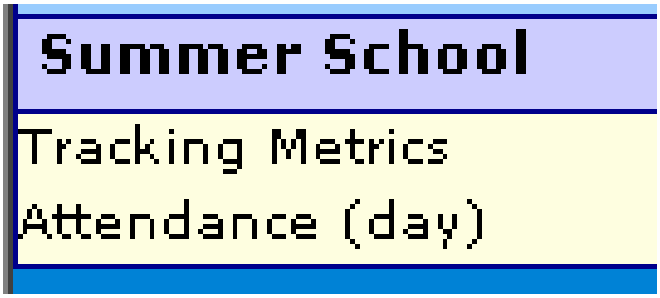
Month	School Year	Reg Total
Sep	1999-00	1,183
	2000-01	991
	2001-02	965
	2002-03	877
	2003-04	771
Oct	1999-00	1,200
	2000-01	1,000
	2001-02	963
	2002-03	884
	2003-04	787
Nov	1999-00	1,213
	2000-01	1,011
	2001-02	963
	2002-03	877
	2003-04	784

Registers present data in the SCHOOL VIEW. What this means is that the numbers displayed (Students and Reg. Totals) do *not* change once posted. In this way, it is unlike Attendance, Exams, and Promotion data, which may change for prior months, as students come and go throughout the school year. Registers remain fixed for each given month.

With Attendance, Exams, and Promotion, DSS "tracks" students; with Registers, DSS "tracks" schools.

VIII. SUMMER SCHOOL

Summer School is the last submenu on the ***DSS Main Options Menu:***



There are two selections available on this submenu: Tracking Metrics, and Attendance (day).

Here is the Tracking Metrics table:

Summer School Tracking Metrics						
Student Information						
.	Attending	Students	Attendance Rate for :08/12/04		Attendance Rate YTD	
As of :08/25/2003	Register	Released	Present	Scanned	Present	Scanned
Total	88,649	1,093	64.1%	99%	67.8%	100%
Total Mandated	72,806	457	63.0%	100%	66.7%	100%
Total Needs Improvement	15,843	636	69.9%	96%	70.6%	99%
CSD Total	770	159	65.7%	80%	75.3%	99%
CSD Mandated	627	107	65.7%	90%	78.0%	99%
CSD Needs Improvement	143	52	N/A	36%	71.4%	100%
High Schools Total	87,879	934	64.1%	99%	61.8%	100%
High Schools Mandated	72,179	350	62.9%	100%	60.3%	100%
High Schools Needs Improvement	15,700	584	69.9%	97%	68.9%	99%
.	.	.	.	.	.	.
Teacher Information	.					
Teacher Total	2,506	.	95.6%	98%	92.4%	99%
Transportation Information						
Students Eligible for Yellow Bus on:			08/12/04	34		
Students Eligible and Transported on:			08/12/04	5		
.			.	.		.
Food Services Information			.	In-School		Public
Breakfast served on:			08/11/04	22,397		11,311
Lunch served on:			08/11/04	60,225		19,028
.			.	.		.
Facilities Information			.			
Standalone Air Conditioners Status			As of	08/12/04		
.			.	No. of Rooms effected		.
Number of UNITS reported out of service			N/A	N/A		

The table shown above is a “snapshot” of one particular day last summer, citywide, in the summer schools in New York City. As of 8/25/03, the data in the table is presented as being accurate. The “snapshot” day is 8/12/03, which the report has misprinted as 8/12/04. You will note that Food Services Information provided information one day earlier (again, you will notice that the wrong year was printed). These errors will soon be rectified.

The Total Mandated and Total Needs Improvement student population were originally obtained, at the beginning of the summer, from Promotion data on DSS. As the summer progressed, the Summer School statistics gradually diverged from their source.

Transportation Information provides the number of students eligible for Yellow Bus service, and those actually transported by such means, on the “snapshot” day.

Facilities information, for the summer school buildings, is also maintained, specifically the air conditioning units.

The following table illustrates the same day as above, this time showing citywide Summer School attendance on 8/12/03, categorized by District and Borough. The table ends with citywide totals and percentages.

Summer School Student Attendance for the Day TUE 08/12/02

As of :08/25/2003

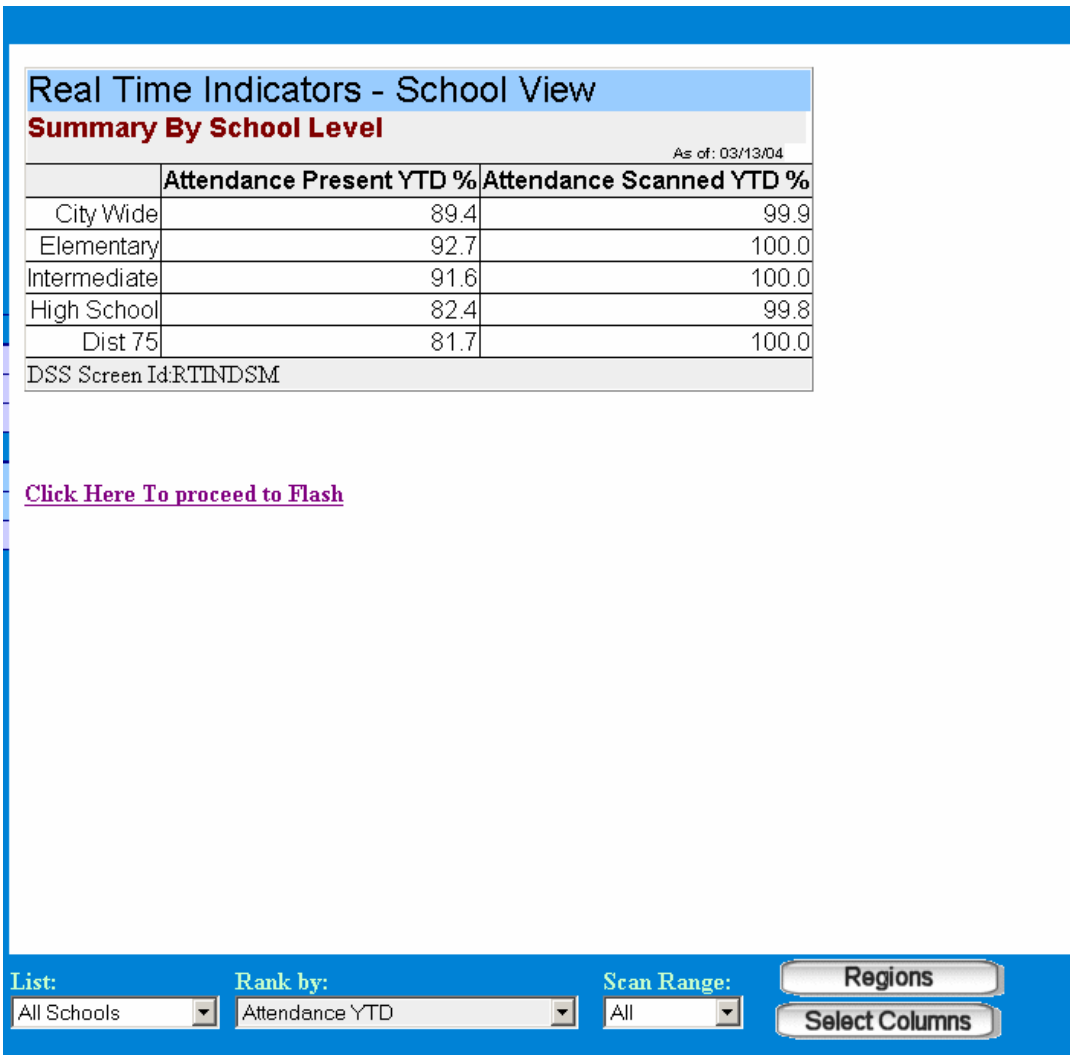
Dist	Boro	Group	Grade Range	Present	Absent	Unscanned	Released	Register	% Present
01	M		3-7	0	0	0	0	333	.0%
01	M	Mandated	3-8	0	0	0	0	573	.0%
01	M		8	0	0	0	0	4	.0%
01	M	Mandated	9-12	0	0	0	0	0	.0%
01	M		9-12	0	0	0	0	0	.0%
01	**M**	**TOTAL**		**0**	**0**	**0**	**0**	**910**	**.0%**
02	M		3-7	0	0	0	0	933	.0%
02	M	Mandated	3-8	0	0	0	0	758	.0%
02	M		8	0	0	0	0	17	.0%
02	M	Mandated	9-12	0	0	0	0	0	.0%
02	M		9-12	0	0	0	0	0	.0%
02	**M**	**TOTAL**		**0**	**0**	**0**	**0**	**1708**	**.0%**
03	M		3-7	0	0	0	0	557	.0%
03	M	Mandated	3-8	0	0	0	0	1228	.0%
03	M		8	0	0	0	0	28	.0%
03	M	Mandated	9-12	0	0	0	0	0	.0%
03	M		9-12	0	0	0	0	0	.0%
03	**M**	**TOTAL**		**0**	**0**	**0**	**0**	**1813**	**.0%**
04	M		3-7	0	0	0	0	712	.0%
04	M	Mandated	3-8	0	0	0	0	1788	.0%
04	M		8	0	0	0	0	61	.0%
04	M	Mandated	9-12	0	0	0	0	0	.0%
04	M		9-12	0	0	0	0	0	.0%
04	**M**	**TOTAL**		**0**	**0**	**0**	**0**	**2561**	**.0%**

IX. FLASH (Real-Time Indicators)

Towards the bottom-left of the screen, you'll see an icon:

It must be emphasized that the FLASH Real Time Indicators offer the user **SCHOOL VIEW of the data, NOT a STUDENT VIEW data.**

Click on the Flash icon, to obtain the Real Time Indicators – **School View** screen, which is a summary display:



Real Time Indicators - School View

Summary By School Level

As of: 03/13/04

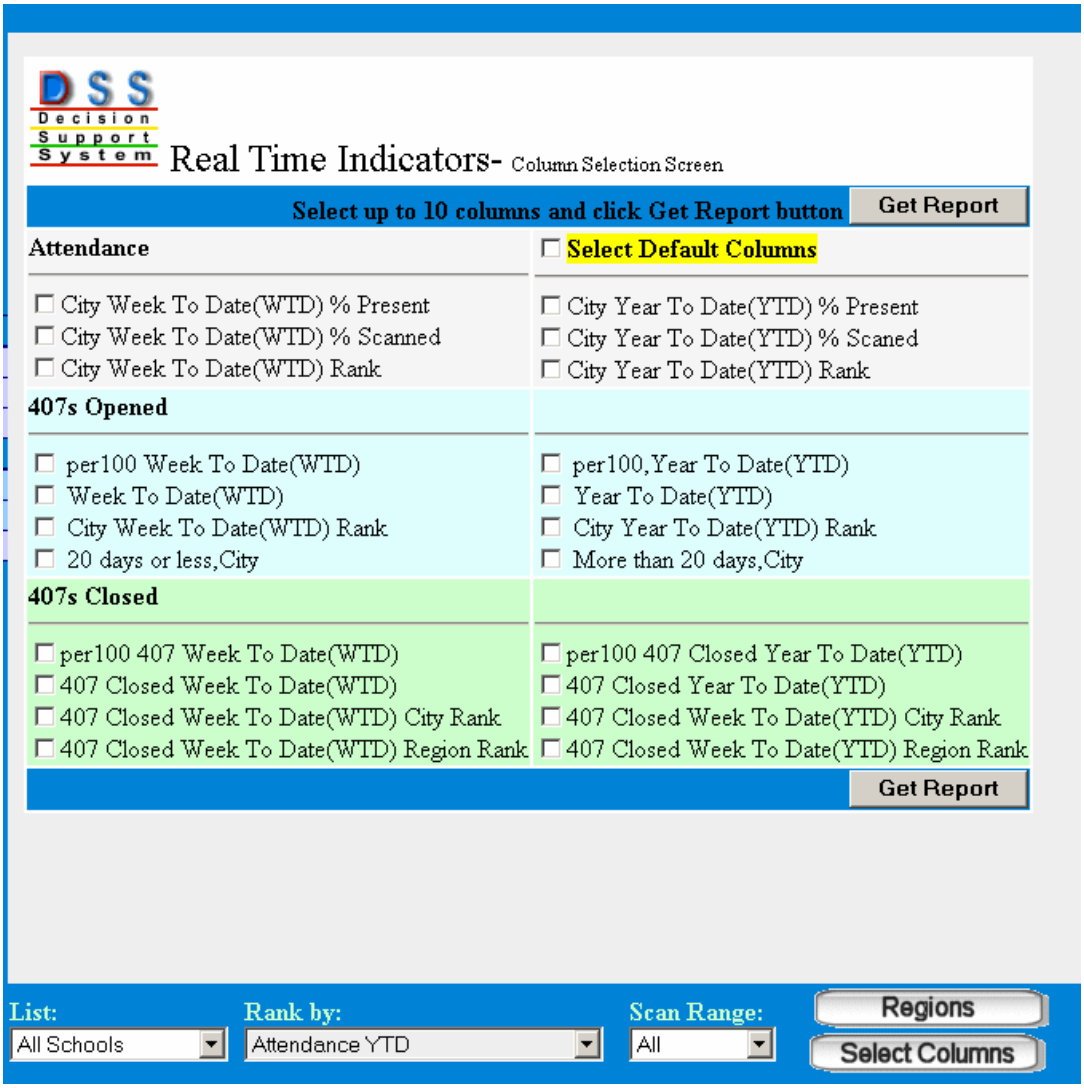
	Attendance Present YTD %	Attendance Scanned YTD %
City Wide	89.4	99.9
Elementary	92.7	100.0
Intermediate	91.6	100.0
High School	82.4	99.8
Dist 75	81.7	100.0

DSS Screen Id:RTINDSM

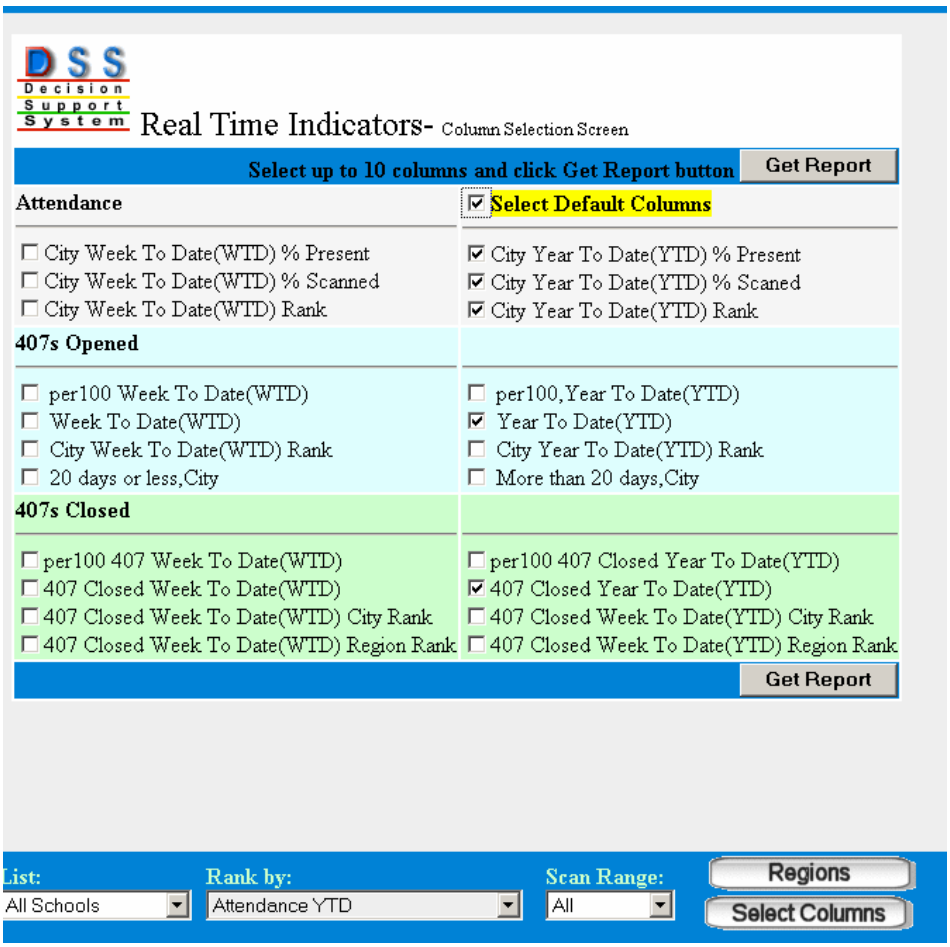
Click Here To proceed to Flash

This screen gives you the percentage of students present, and the percentage scanned, at all levels of the school system, citywide, on 3/13/04.

Click on the purple link, called Click Here To proceed to Flash, or click on the oval **Select Columns** button to access the Flash Real Time Indicator (Attendance-based) data/column selection screen. You can click on (select) up to 10 columns of data for display at one time.



If you select the Default Columns box (for the columns most commonly selected) on the screen illustrated above, the following boxes will automatically be checked off:



To obtain a report based on your column selections, whatever they may be, click on either one of the **Get Report** buttons. The excerpted report shown below is based on the Default Attendance selections for schools, citywide.

Real Time Indicators - School View

Ranked by Attendance YTD For , Region All , DBN All-All-All, Grade All

As of: 03/13/04

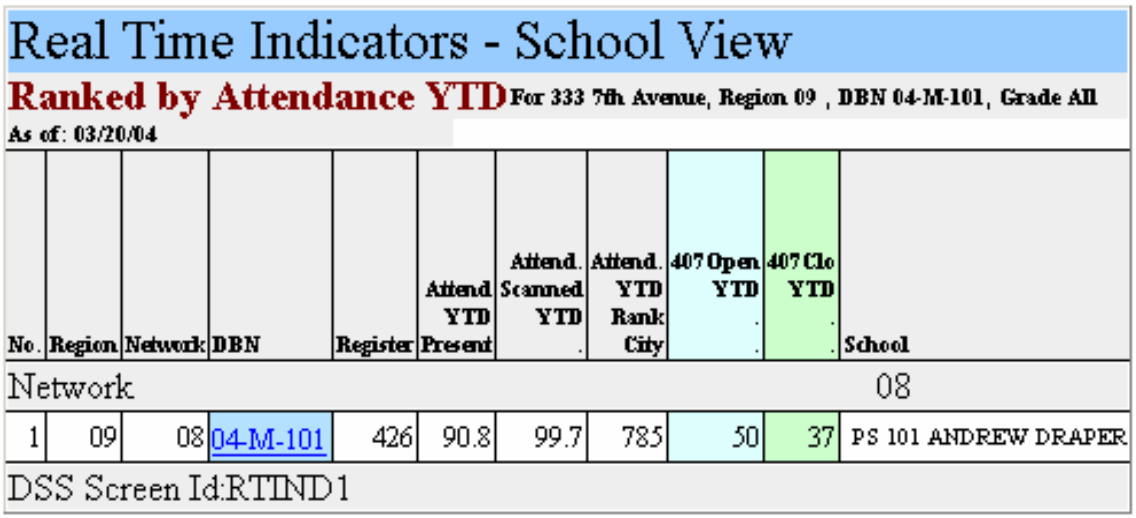
No.	Region	Network	DBN	Register	Attend YTD Present	Attend. Scanned YTD	Attend. YTD Rank City	407 Open YTD	407 Clo YTD	School
1	09	01	01-M-184	309	98.4	100.0	3	6	6	PS 184M SHUANG WEN
2	03	07	77-Q-525	1,089	97.5	100.0	4	6	6	TOWNSEND HARRIS HS
3	03	05	26-Q-188	491	97.4	100.0	5	26	23	PS 188 KINGSBURY
4	09	10	71-M-545	69	97.3	100.0	6	2	1	DUAL LANG.& ASIAN STUDIES HS
5	09	13	02-M-312	435	97.2	100.0	7	4	4	NYC LAB MS FOR COLL. STUDIES
6	01	02	09-X-327	162	97.2	100.0	8	6	5	COLLABORATIVE HEALTH PROGRAM G
7	10	04	06-M-223	131	97.2	100.0	9	2	2	I S 223 MOTT HALL
8	09	06	02-M-130	1,060	97.1	100.0	10	16	14	PS 130 HERNANDO DESOTO
9	09	01	02-M-124	1,026	96.9	100.0	11	10	10	PS 124 YUNG WING
10	08		16-K-393	119	96.9	100.0	12	2	1	FREDERICK DOUGLASS ACADEMY IV
11	03	07	77-Q-687	204	96.8	100.0	13	4	2	QNS HS FOR SCIENCES @ YORK COL
12	09	13	02-M-412	387	96.8	100.0	14	8	6	NYC LAB HS FOR COLL. STUDIES
13	03	07	28-Q-680	182	96.7	100.0	15	1	0	ATS - GATEWAY TO HEALTH SCIENC
14	09	01	02-M-131	1,030	96.7	100.0	16	46	42	I S 131
15	03	05	26-Q-094	398	96.7	100.0	17	28	25	PS 094 DAVID D PORTER
16	09	03	71-M-475	3,025	96.6	100.0	18	93	71	STUYVESANT HS
17	10	08	03-M-245	294	96.5	100.0	19	8	3	MS 245M THE COMPUTER SCHOOL
18	04	08	32-K-383	1,516	96.5	100.0	20	33	31	JHS 383 PHILLIPPA SCHUYLER
19	10	04	06-M-323	279	96.5	100.0	21	4	3	ATS - MOTT HALL - ELEM

List: All Schools | Rank by: Attendance YTD | Scan Range: All | Regions | Select Columns

This table shows the network numbers for all but one of the schools in the exhibit above; that school, K-393, is not part of a Regional network. Over time, all schools will be networked to their Regional systems. We shall see another screen that allows the user to either list schools in the numerical order of their networks, or to use another primary filtering element, instead. In this case, the schools are ranked in descending order, based on Year-to-Date Attendance.

FLASH FOR PRINCIPALS

After accessing Flash, indicating his/her choices from the Real Time Indicators Column Selection screen, and clicking on Get Report, the principal will view a screen similar to the one following:



Real Time Indicators - School View

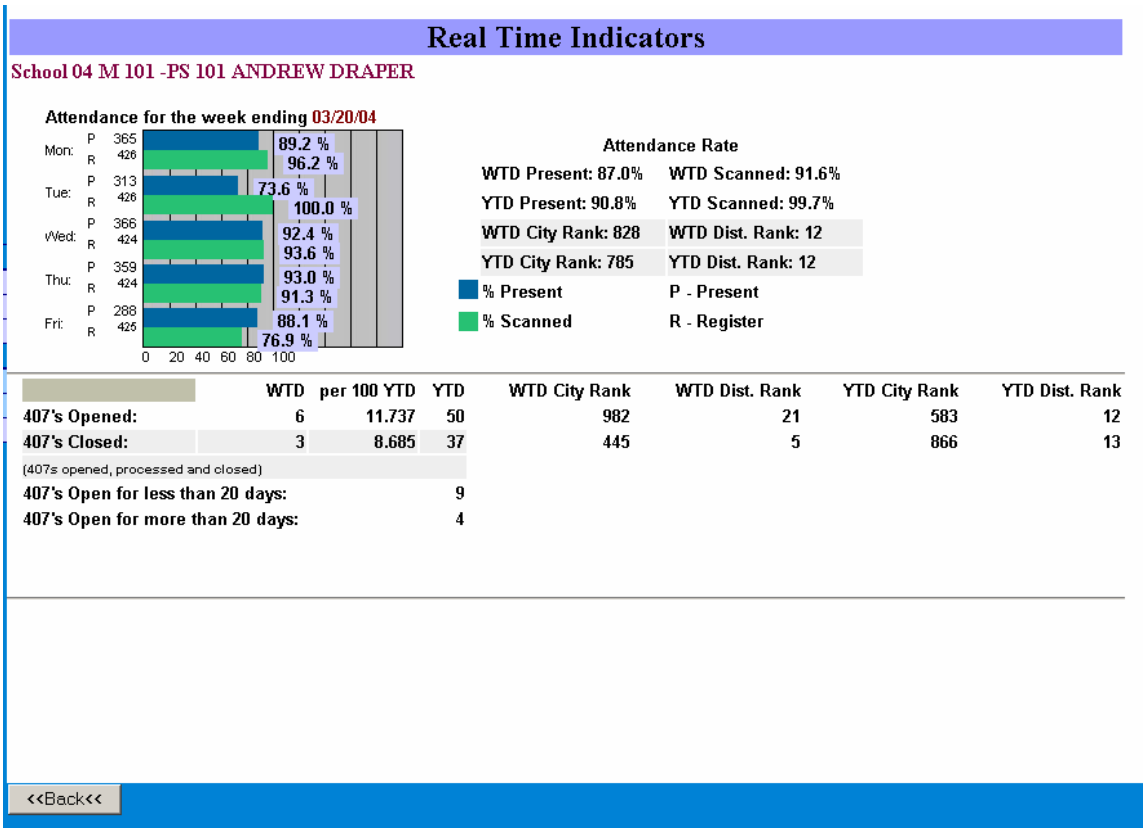
Ranked by Attendance YTD For 333 7th Avenue, Region 09 , DBN 04-M-101, Grade All

As of: 03/20/04

No.	Region	Network	DBN	Register	Attend. YTD Present	Attend. Scanned YTD	Attend. YTD Rank City	407 Open YTD	407 Clo YTD	School
Network										08
1	09	08	04-M-101	426	90.8	99.7	785	50	37	PS 101 ANDREW DRAPER

DSS Screen Id:RTIND1

Click on the DBN (in this case, 04-M-101), of this principal's school. The attendance data for the previous week will appear:



Press the **Back** button to return to the previous screen.

A principal views data for his/her own school only. Schools are ranked citywide and Region-wide on a Year-to-Date (YTD) basis and a Week-to-Date (WTD) basis. Additional data will be ranked on a Month-to-Date (MTD) basis. Unlike data displayed in the Attendance Menu, Flash data is presented in the **SCHOOL VIEW**, as opposed to the **STUDENT VIEW**.

Among other things, this table and graph summarize the data for the week ending as of the *week ending* date displayed at the top of the graph.

FLASH FOR REGIONAL USERS

Let us view the resulting Regional table of schools, which may be obtained by clicking on the **Region** button, which will appear on a citywide screen, such as the one found on page 47.

Real Time Indicators - School View

Ranked by Attendance YTD For ,Region All, DBN All-All-All, Grade All

As of: 03/20/04

No.	Region	Register	Attend YTD Present	Attend. Scanned YTD .	Attend. YTD Rank City	407 Open YTD . .	407 Clo YTD . .
1	Region: 03	127,671	91.7	100.0	1	23079	19207
2	Region: 04	107,373	91.1	100.0	2	18213	14640
3	Region: 10	68,163	91.0	100.0	3	12373	10725
4	Region: 07	135,692	90.7	100.0	4	24523	20334
5	Region: 08	79,786	89.6	99.9	5	16753	13552
6	Region: 06	99,386	89.4	100.0	6	22944	18087
7	Region: 09	104,300	89.1	100.0	7	25198	20509
8	Region: 01	96,457	88.5	100.0	8	25489	21031
9	Region: 02	95,599	88.4	99.9	9	24960	21149
10	Region: 05	89,999	88.0	100.0	10	23482	18803
11	75	19,731	81.5	100.0	11	20644	18631
12	79	23,541	67.0	99.4	13	23737	18597

DSS Screen Id:RTIND1

List: Top Districts Rank by: Attendance YTD Schools Select Columns

If you click on the **Schools** button in the lower right-hand corner of this screen, the schools in Region 3 will be displayed, arranged, by network numbers, Regions, and Year-to-Date (YTD) Attendance:

Real Time Indicators - School View

Ranked by Attendance YTD For 30-40 Linden Place, Region 03 , DBN All-All-All, Grade All

As of: 03/20/04

No.	Region	Network	DBN	Register	Attend. YTD Present	Attend. Scanned YTD	Attend. YTD Rank City	407 Open YTD	407 Clo YTD	School
Network										01
1	03	01	25-Q-032	881	96.2	100.0	36	30	28	PS 032 STATE STREET
2	03	01	25-Q-184	447	95.8	100.0	64	4	3	PS 184 FLUSHING MANOR
3	03	01	25-Q-024	793	95.5	100.0	75	27	27	PS 024 ANDREW JACKSON
4	03	01	25-Q-025	1,138	95.3	100.0	80	46	41	I S 025 ADRIEN BLOCK
5	03	01	25-Q-163	578	95.1	100.0	99	25	23	PS 163 FLUSHING HEIGHTS
6	03	01	25-Q-107	1,158	95.0	100.0	113	59	54	PS 107 THOMAS A DOOLEY
7	03	01	25-Q-169	510	94.9	100.0	124	19	14	PS 169 BAY TERRACE
8	03	01	25-Q-120	1,055	94.7	100.0	147	79	73	PS 120 QUEENS
9	03	01	29-Q-156	766	94.2	100.0	222	45	42	PS 156 LAURELTON
10	03	01	25-Q-237	1,212	92.7	100.0	474	165	148	IS 237
11	03	01	29-Q-034	739	90.3	100.0	855	112	79	PS 034 JOHN HARVARD
12	03	01	25-Q-201	412	90.3	100.0	860	61	55	PS 201 KISSENA
Network										02
13	03	02	77-Q-680	375	94.2	100.0	227	38	35	GATEWAY TO HEALTH SCIENCES
14	03	02	77-Q-415	3,909	91.7	100.0	645	712	555	BENJAMIN N. CARDOZO
15	03	02	77-Q-430	4,067	90.9	100.0	777	917	713	FRANCIS LEWIS HS
16	03	02	77-Q-495	3,072	89.3	100.0	973	933	683	BAYSIDE HS
17	03	02	77-Q-435	3,165	85.3	99.9	1119	1145	710	MARTIN VAN BUREN HS

List: All Schools | Rank by: Attendance YTD | Scan Range: All | Network: ☑ | Regions | Select Columns

You will notice that all school DBNs are highlighted in blue, and underlined. The underlining indicates that there is a link to another record in the DSS system. Each link, when clicked, allows DSS to display a bar graph showing the percentage of student attendance for each day in the last school week, compared to the percentage of attendance sheets scanned.

While the drop-down menus at the bottom of the screen (**List, Rank by, and Scan Range**) may be safely ignored for individual schools, they become significant at the citywide and Regional levels.

The default for **List** is **All Schools**; that for **Rank by** is **Attendance YTD**; and the default for **Scan Range** is **All.**

The options for the **List** drop-down menu are:

All Schools
Top 50 Schools
Bottom 50 Schools

The options for the **Rank by** drop-down menu are:

Attendance YTD
Attendance WTD (Week-to-Date)
Register
% Scanning YTD
% Scanning WTD
Compare ATT. YTD from Each Dist.
407s Opened Per 100 Students
407s Opened YTD
407s Closed YTD

The options for the **Scan Range** drop-down menu are:

All
80%-100%
50%-80%
Below 50%

The **Scan Range** menu is particularly valuable, in that its criteria allow you to review data where the percent of attendance sheets scanned is less than 80 percent.

The major difference between a principal's access and a Regional-user's access to the FLASH facility, is that the Regional user views a table that contains data for each of the schools within the Region, whereas the principal will be able to view only that data pertaining to his/her school.

In Flash, the YTD attendance data is based on the students who have been in a school/district *anytime* since the beginning of the school year. The school attendance is aggregated by the reporting school. By comparison, DSS Student View data starts by selecting the currently active students as of the DSS As Of date. It then takes their attendance since the beginning of the school year and rolls it up to get the YTD rate (average).

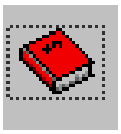
In Flash, if students were enrolled for only a couple of days in the school/district and left the school/district (or even the City), those students' attendance counts towards the school's YTD attendance rate, and will so count for the rest of the school year. In DSS Attendance, however, this attendance would not be extracted for the school/district since the students are no longer enrolled (registered) in the school/district.

While DSS Attendance, Exams, and Registers are updated and posted monthly, Flash is updated and posted weekly. (Promotion data, when available, are posted and updated *daily*.)

Precise comparisons between Flash and DSS Attendance are not feasible because of the two different views under which each displays its data.

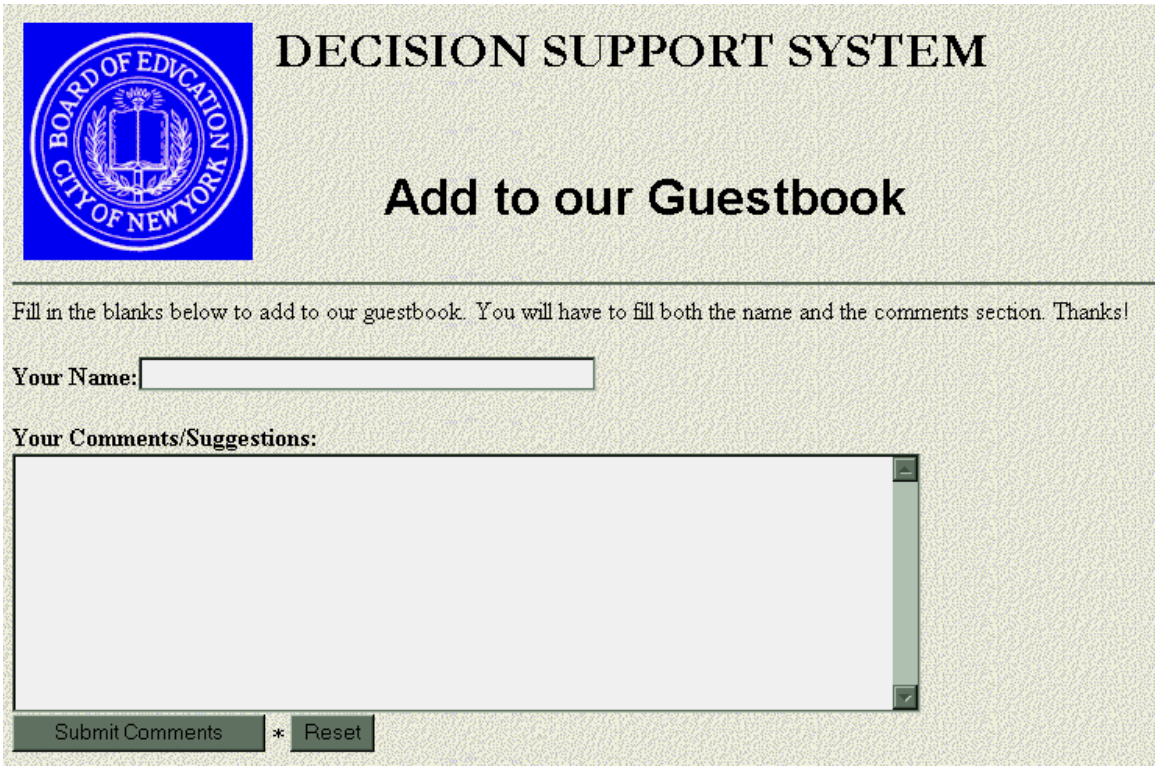
There is no question that Flash provides a wealth of information, more than what is feasible to discuss here. As such, we strongly encourage you to experiment and explore all of the various Flash options, features and facilities. Just remember, Flash provides data in the **School View**.

X. SUGGESTIONS AND COMMENTS



At the top-left of your screen, in the icon rectangle, you will see what we refer to as “The Red Book” icon. If you click on this icon, the system provides you with a feature whereby you can provide us with your comments and feedback, similar to e-mailing us your comments and feedback.

When you click on the red book, DSS displays the **Guestbook** screen.



Please feel free to send us you reactions at any time. Simply type in your name and your comments/suggestions in the space provided. When done, click on the **Submit Comments** button.

XI. PRINTING

At the top-left of the screen, in the rectangular icon area, please note the **Printer** icon. Whenever you want to print the currently displayed screen, click on this icon. However, you should be aware that it does not always function as indented. That's why we provide here alternative methods to print your DSS documents below.

Note that in order to print properly, you should be using the Microsoft Internet Explorer version 5.0 or higher browser. We cannot ensure printing capabilities if you using the Netscape browser.

Alternative Methods to PRINT a GRAPH in DSS

There are two methods used to print a graph. The actual results depend on the individual method selected. The alternative to clicking on the **Printer** icon discussed below works for PCs only. We do not provide an alternative for MAC users, unless you have the capability of pressing a RIGHT mouse button on the MAC.

1. Click on the **Printer** icon at the top-left of your screen. This should display the **Print Dialog** box. In the Print Dialog box, click on **Ok**.

2. (***For PCs only***) Move the mouse cursor to the right side of your screen, approximately halfway down the screen. Make sure the mouse cursor is NOT touching any of the bars in the bar graph or the scroll-bar (the cursor should be somewhere in the white area where the graph is displayed). Click the RIGHT mouse button once. This will display a pull-down menu. About halfway down the menu, you will see the word PRINT. Click on PRINT once using the LEFT mouse button. This should display the Print Dialog box. Click on **Ok** in the Print Dialog box. (NOTE: If you do not see a menu with the word PRINT in it, your mouse cursor is touching a bar or some other graphic picture. Move the cursor and try again.)

Alternative Methods to PRINT a SUMMARY TABLE in DSS

There are two methods used to print a DSS summary table (in Attendance and Registers only). The actual results depend on the individual method selected.

1. Click on the **Printer** icon at the top-left of your screen. This should display the **Print Dialog** box. In the Print Dialog box, click on **Ok**.

2. There are two sections to a summary table for alternative printing. Each section must be printed separately. Section 1 is at the top of the window with the numbers for Attendance, and the numbers for Registers, displayed on a blue background.

3. Section 2 is more towards the middle of the screen with the numbers displayed on a white background.

   PRINTING SECTION 1:
   Position the mouse cursor over the AS OF date and click the left mouse button Once. Nothing appears to happen, but you have selected to print Section 1.

   Click the RIGHT mouse button once. A pull-down menu is displayed. Select PRINT from the menu. The Print Dialog box is displayed. Click on **Ok**.

   PRINTING SECTION 2:
   Position the mouse cursor anywhere in the white area and click the LEFT mouse button once. Nothing appears to happen, but you have selected the remaining section of the table – Section 2 – to print.

   Click the RIGHT mouse button once. A pull-down menu is displayed. Select PRINT from the menu. The Print Dialog box is displayed. Click on **Ok**.

Alternative Methods to PRINT a FLASH table in DSS

There are two methods used to print a Flash table. The actual results depend on the individual method selected.

1. Click on the **Printer** icon at the top-left of your screen. This should display the **Print Dialog** box. In the Print Dialog box, click on **Ok**.

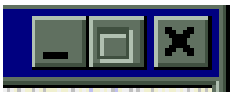
2. Position the mouse cursor anywhere in the white area at the top-right of the window (where there are no words or figures) and click the LEFT mouse button once. Nothing appears to happen, but you have selected to print the table.

   Click the RIGHT mouse button once. A pull-down menu is displayed. Select PRINT from the menu. The Print Dialog box is displayed. Click on **Ok**.

When you use (click on) the Print Icon (at the top-left of the window) to print a report, the system displays the District, School, and Grade selected at the bottom of each page of the report. This data is ***not*** displayed when you use the alternate printing method, namely the *right-click* method.

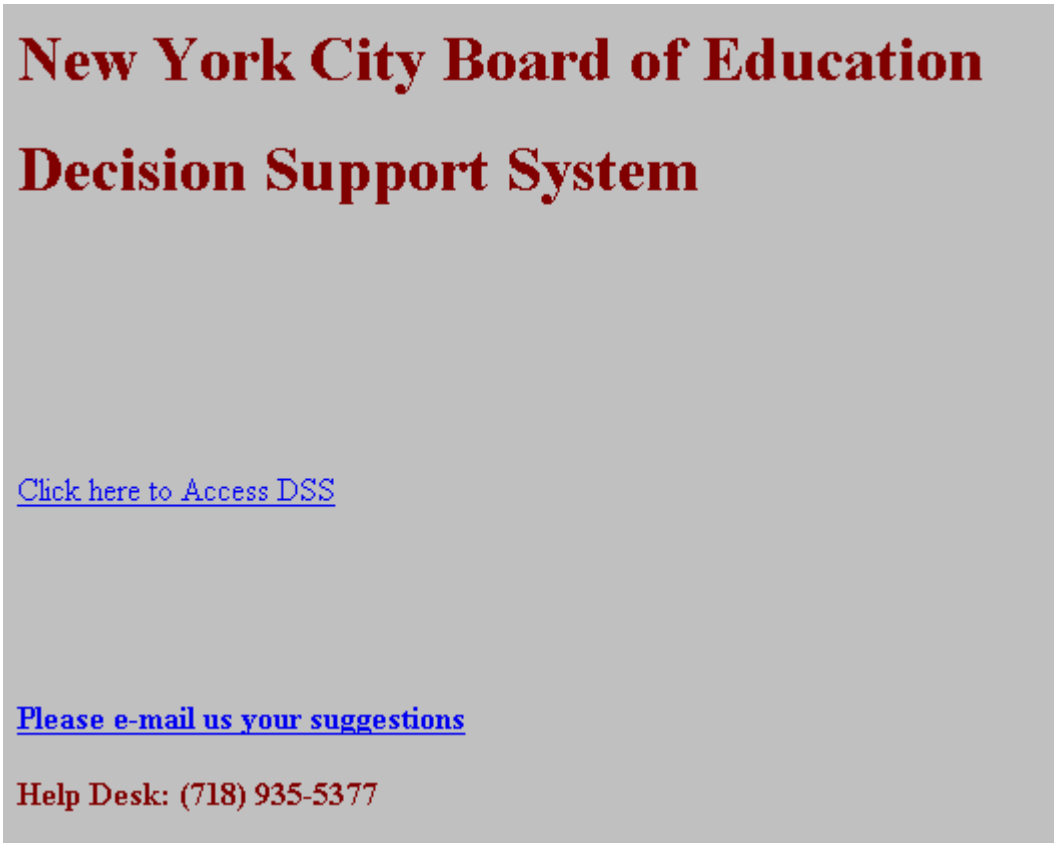
XII. LOGGING OFF OF DSS

You can log off of DSS at any time.



At the extreme top-right of the screen, you'll see an "X" button. To begin the exit procedure and exit from DSS, click on the **X** button from any screen.

DSS displays the "closing" screen.



To complete the exit process, click on the **X** button at the top-right of this screen.

If you established a Windows password (upon starting your computer), you may see a box displayed on your screen at the time of logging off (you may even see it upon your initial logon process). This box will state something similar to the following:

The password you entered does not match the password
stored in Windows for this user name.

Do you want to change the password stored in Windows to
Your new entry?

We strongly recommend that should you see this box, you click on the **No** button at the bottom of the window. Also, if you are connected to the Internet via a dial-up modem, don't forget to **disconnect**.

XIII. POSSIBLE ATS-RELATED STRATEGIES

In order to assist you in developing possible strategies for analyzing and applying DSS data results, here are some recommendations. At the present time, DSS data is derived from ATS. Indeed, DSS aggregates ATS data into a series of tables and graphs. If the representative data is *not* in ATS – especially at the time of DSS updates – it will *not* be reflected in DSS. While DSS aggregates ATS data, *the use of ATS itself allows you to identify the specific classes and students in the various categories.*

Please refer to the following ATS System/Reports manuals.

SBMS – School Based Management System Manual
- Student Information Reports

ATS – Sample Reports Manual
- Student Information Reports
- Attendance Reports
- Exam Reports
- DAA School Profile Reports

<u>Suggested Use if SBMS – School Based Management System (available in ATS as well)</u>

1. Go to REGION 2 in ATS (ATS2)
2. Select ATS REPORTS (REPT) from the Primary Menu
3. Select STUDENT INFORMATION (SIRS) from the ATS Reports Menu
4. Select from the following list of available reports:
    a. Current Monthly Attendance (CYMA)
    b. Distribution of Days Absent (FDDA)
    c. Register and Attendance Rate (RGAR)
    d. Math Achievement Results (MAAR)
    e. Reading Achievement (RDAR)

<u>Suggested Use of ATS – from the Sample Reports Manual</u>

Note: While there are many possible reports available through ATS, the following is only a representative sample of suggested reports. This list is no way all-inclusive, and is not intended to be. For questions and procedures regarding these reports, please refer to the ATS Sample Reports Manual.

1. Go to ATS (if a report is not available in Region 1, please go to Region 2)
2. Select ATS REPORTS (REPT) from the Primary Menu.
3. Select ATTENDANCE REPORTS (RPAT) – then select desired reports
4. Select EXAM REPORTS (RPEX) from the ATS Reports Menu – then select desired reports
5. Select DAA SCHOOL PROFILE REPORTS (RSPM) from the ATS Reports Menu – then select desired reports.