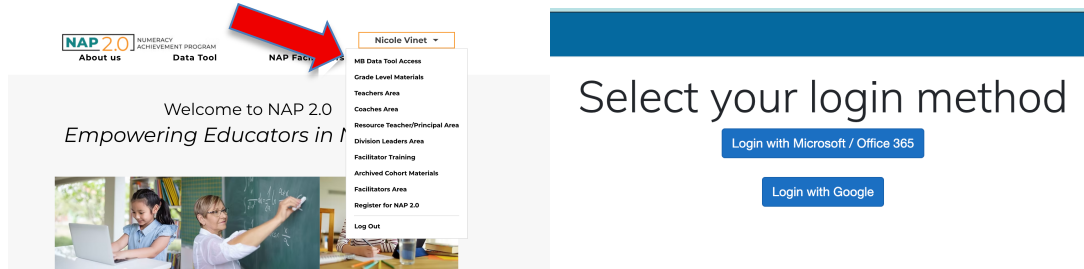


# Manitoba Data Tool Quick Guide for Numeracy Leaders

## Accessing the Manitoba Data Tool






- Go to NAPmb.ca
- Login via Microsoft Office 365 or Google (divisional email and password)



If you are a Numeracy Leader who is responsible for the Data Tool in your division, please use the quick guides for teachers and school leaders to learn about using the data tool as well as viewing school and divisional insights.

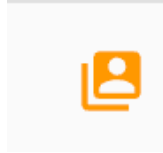
As a Numeracy Leader, you may have an additional role called **Divisional Admin**. An ADMINISTRATION menu will be on the green bar at the top of the data tool. You will see these 5 options in this menu:



- A.  Teachers
- B.  Classes
- C.  Students
- D.  Schools
- E.  Sync Info

**A. Teachers:** Use the **Add Teacher** button to add new teachers at the start of the school year, or when they join your division.

Use the search bar to search for a teacher so that you can enable them, impersonate them or change permissions.



Use the yellow icon at the right of the teacher’s name to impersonate a teacher. When you have successfully impersonated someone, you will see the circle with their initials at the top right of the tool. To stop impersonating, click the option located to the left of the circle icon.

You may choose to use this function when you are working with a teacher or when you are troubleshooting for a teacher and they are not present to sign into the data tool.



Use the pencil icon to the right of the teacher’s name to change permissions or assign them to a specific school. You can also edit information such as a name change.

UPN / Login  
pam.garnham@plpsd.net

The user's sign-in name (e.g. jsmith@division.ca)

**Roles**  
Click a role to toggle it on or off.

✓ Teacher   ✓ Division Data   ✓ Division Admin

SAVE   CANCEL

**Schools**  
No schools assigned.

Add school   Role: Teacher

**Classes**  
No classes assigned.

You may choose from 3 roles.

- **Teacher:** They will have access to the data tool and can create classes, add data and view their own past and present data on the data tool.

- **Division Data:** They can use insights to see data from every school in the division as well as amalgamated divisional data. Divisions generally reserve this for Divisional Admin and sometimes Principals.
- **Division Admin:** This role allows you to see all data, impersonate, assign permissions, change and delete all information, so is for very few people in the division – often the Numeracy Lead, Tech Lead and Divisional Admin.

**After changing permissions, you must save your choice.**

The screenshot shows a user management interface. At the top, there is a text input field for 'UPN / Login' containing the email 'pam.garnham@plpsd.net'. Below this is a note: 'The user's sign-in name (e.g. jsmith@division.ca)'. Underneath is a 'Roles' section with the instruction 'Click a role to toggle it on or off.' There are three toggle buttons: 'Teacher' (purple), 'Division Data' (orange), and 'Division Admin' (red), all of which are currently turned on. Below the roles are 'SAVE' and 'CANCEL' buttons. The 'Schools' section shows 'No schools assigned.' and a table with two columns: 'Add school' (a dropdown menu) and 'Role' (a dropdown menu currently set to 'Teacher'). A red circle highlights the 'Add school' and 'Role' dropdowns. Below the schools section is a 'Classes' section with the note 'No classes assigned.'

In addition to those roles, you can also choose to assign specific schools to teachers and school leaders. For teachers, use the drop-down menu to choose a school, and that teacher will only have access to students in that school. (Please note that this will cause difficulty in viewing past and present data when students change schools, so it is a good practice to avoid this feature unless your division specifically requests it.)

If your school division requests that principals be assigned to a single school (and therefore not have access to all divisional data), assign them **Teacher Permission (purple)**, select their school, and then use the second dropdown menu to assign them the **Admin role**.

**B. Classes:** Using the classes menu will allow you to see all the classes in your school division. You can choose the pencil icon to the right of the class to edit the name and archive the class. **You must click SAVE after doing this.**



Clicking the above icon will allow you to view insights on a specific class. This provides another way to access the same insights available through the INSIGHTS menu on the top green bar.

## Archiving Classes

Classes

Show Archived

ARCHIVE ALL

UN-ARCHIVE ALL

+ NEW CLASS

You can choose to archive all classes or unarchive all classes. It is a good practice to archive all classes on June 30<sup>th</sup> every year so that teachers will only see current classes on their dashboards the next year. You will still see all of the data in the many ways to view past data. **Your data will always remain accessible.**

**If you unarchive all classes, you will unarchive every class from the beginning of your data tool use. This feature should be used with caution and is generally not recommended.**

If you want to archive individual classes, click the pencil to the right of that class and click the checkbox and save.

**C. Students:** Choosing Students allows you to view individual students. You can click the pencil icon to the right of their name to get more detailed information.

Gender

Male ▼

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**Additional Information**

EAL (English as Additional Language)

Indigenous

In Care

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Active

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**Details**

School: Portage Collegiate Institute

SIS ID: -

MET Number: 5556497579

Created: 1/14/2020

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**SAVE**

VIEW INSIGHTS

CANCEL

If you edit information, you will need to click SAVE.

You have the option of clicking the boxes to add additional information such as EAL, Indigenous or if they are in Care.

Clicking the View Insights button or icon is an additional way for you to get specific data on that student.

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**D. Schools:** Choosing schools provides you with a list of all the schools in your division. It is not an interactive area.

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**E. Sync Info:** Sync Info is used only for technical setup or when working with the data tool developer to resolve issues.