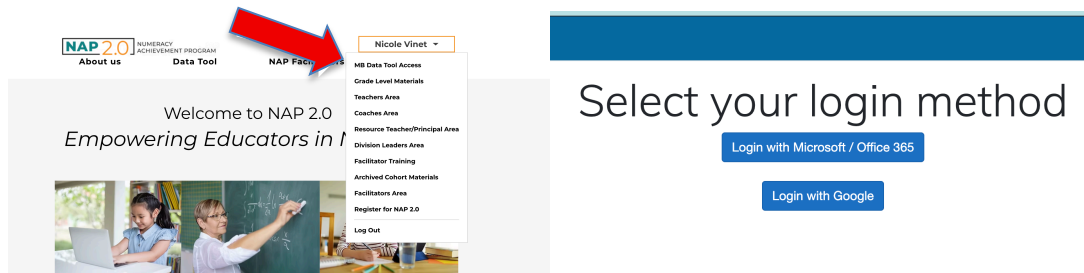


# Manitoba Data Tool Quick Guide for School and Divisional Leaders

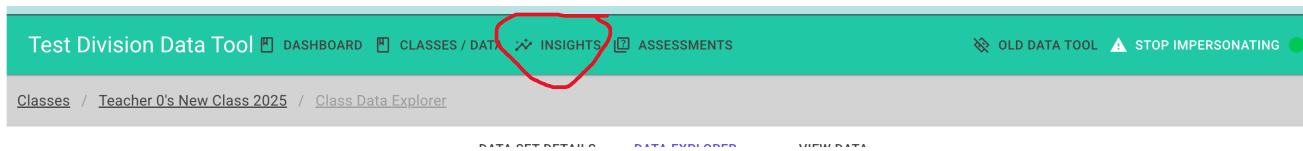
## 1. Accessing the Manitoba Data Tool

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



## 2. Exploring data with INSIGHTS

**Insights**, located on the green bar at the top of the data tool, is your one-stop shop for exploring data. Depending on your permissions, you will be able to explore school data or divisional data.




As a principal, you will have the Teacher and School Option (A and B) if your permissions are set to a specific school. If your permissions are set to “Data” access or if you are a divisional leader, you will have an additional option to view divisional data (C). **Remember that data should always be interpreted within the broader context of the teachers and students involved.**

# Insights

- A** TEACHER
- B** SCHOOL
- C** DIVISION

**A. Teacher** insights will allow you to view the data from a chosen teacher from the beginning of their NAP journey. Use the **Assessment Timeline** on the left to click on any assessment. You will see an initial view showing a class answer table, a baseline ratio and a Know and Grow.

Find the  (top right) and then click on **Data Explorer**.



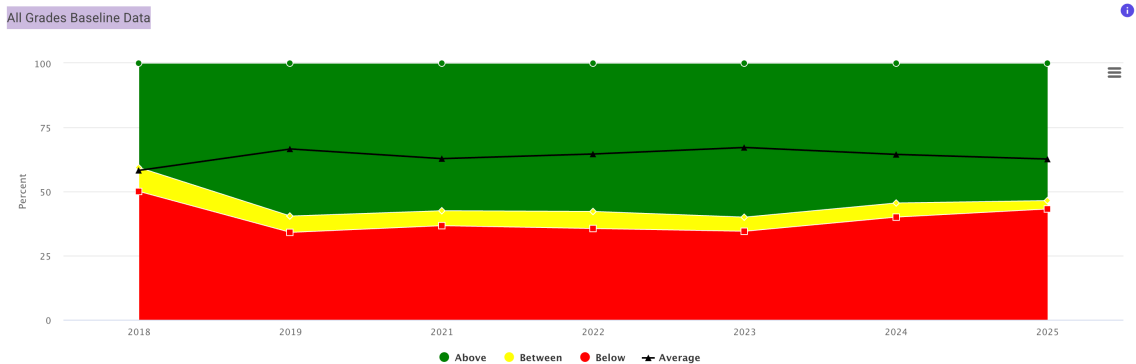
Use the drop-down menus to choose different visualizations.

Students	6N8	6N8	6PE2	6S31	6S33	6SP1
ahnama3, Samantha	C	C	C	D	B	A
alilebana, Anabella	A	A	A	D	C	C
anaik, Kiara	C	A	A	A	A	-
auhsou, Joshua	B	B	A	D	B	C
belac, Caleb	C	A	B	C	C	B
elyagiba, Abigayle	C	D	C	C	C	B
evayana, Evayana	A	A	C	C	C	A
fac, Gad	A	B	C	C	A	A
hahsou, Joshua	B	A	C	C	B	A
marabed, Sebastian	B	C	C	C	B	A
nerbad, Gabriel	A	C	C	C	C	A
<b>Summary</b>	<b>79%</b>	<b>87%</b>	<b>83%</b>	<b>64%</b>	<b>63%</b>	<b>61%</b>

When choosing an assessment from the Assessment Timeline, remember that Formative Assessments are generally for teacher use to plan their next steps, and Year-End (Baseline) Assessments give you a summative picture of student achievement for the year.

**B. School** Insights: As a school leader, this will be your most useful view.

Select your school and the first visualization will be a year-over-year snapshot of all baseline data from all grades in your school.



Hover over the data points to see the ratio of students who scored above 65% on the assessment (green), between 60-65% (yellow) and below 60%. The black line represents the average score on the assessment.

Once again, you can Find the **i** (top right) and then click on **Data Explorer** and use the drop-down menus to drill down deeper.

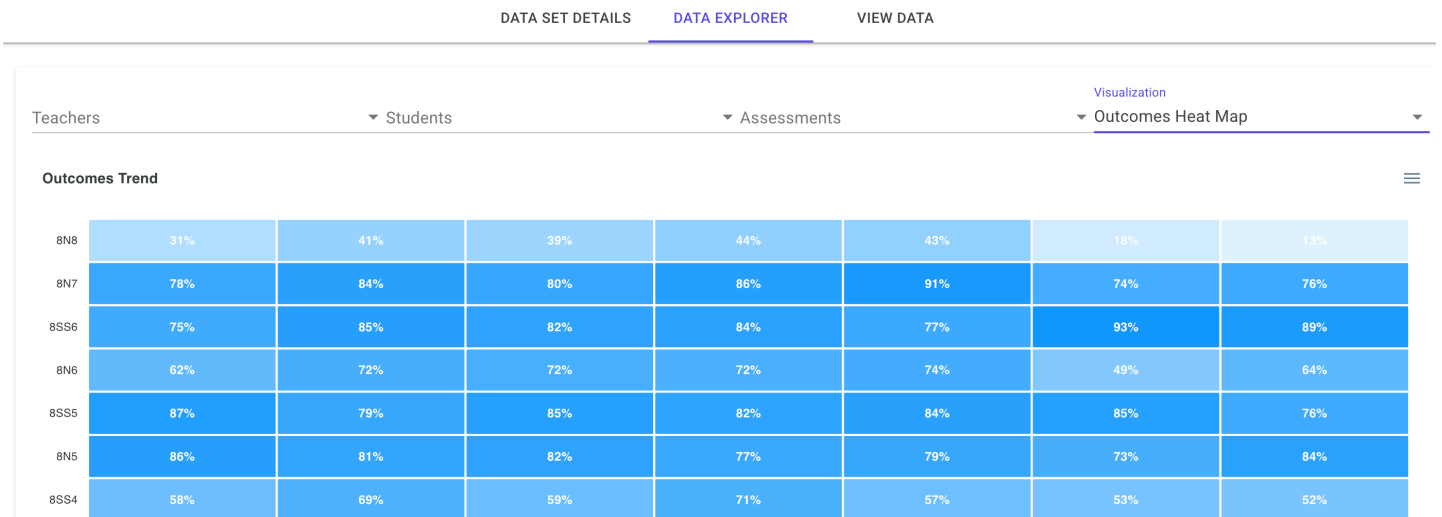
Scrolling down will allow you to see student ratios by year. You can click on the year for some visualizations and look for the information icon to drill down deeper. Download or print by clicking on the hamburger icon.



Scroll down further and you will find the baseline data displayed by grade. Click on

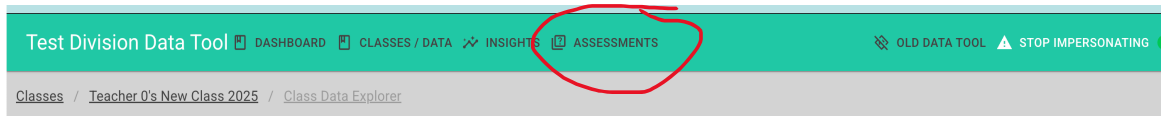
the hamburger icon for downloading, displaying or printing. Click on the information icon to find drop-down menus on the **Data Explorer**.

A useful visualization here is the Outcomes Heat Map which allows you to work with teachers to see changes in specific outcomes over time and perhaps consider why those changes took place.



**C. Division insights:** Divisional Leaders will find this visualization most helpful. It will give you all the same visualizations as school insights, but at a divisional level. It is a lot of data, so will take time to generate. If you get an error message, try to click on it a second time. Follow the same instructions as you would for School insights above, drilling deeper by clicking on the information icons.

### 3. Finding and downloading assessments



Use Assessments on the top green bar to find all the Formative Assessments, Year-End Assessments and Mini Diagnostic Quizzes. Click the arrow beside Baseline or

Formative to find your specific grade and assessment.

✓ Show only mRLC assessments Show or

- > Baseline
- > Formative

**MINI DIAGNOSTIC QUIZZES**

You can choose to download files or view the analysis of the assessment.

v3 Formative 1 Grade 4

A **DOWNLOAD FILES**

B **VIEW ANALYTICS**

EDIT ASSESSMENT

COPY ASSESSMENT

## A. DOWNLOAD FILES

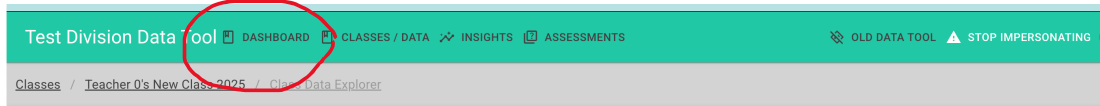
For Year-End Summative Assessments (formerly Baseline) and Formative Assessments, click on the expanding menu. Expand the Grade and click on the desired assessment to download (v3 indicates version number 3).

## B. VIEW ANALYTICS

See the distractor rationale for every question and see how students scored globally on each assessment.

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## 4. Viewing the DASHBOARD



As a school leader, if it is common practice in your school to add principals to teacher’s classes, you will see a snapshot of all those classes on your dashboard.

You will see all active (unarchived) classes. If you make it a practice to archive your classes at the end of each year, you will have quick and easy access to your current classes to add data or to explore and manage your classes. Archived classes still show up in all areas where you view past data.

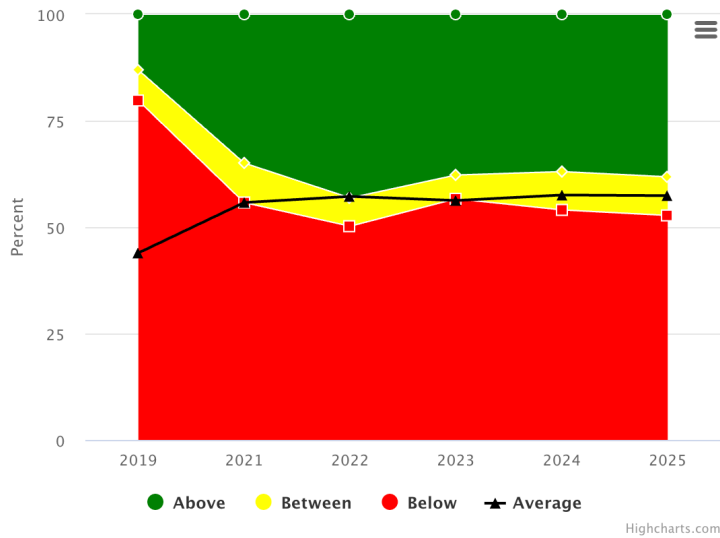
If you find classes that were accidentally made where there are no students in the class, it is easy to click on manage class and delete the class.

You will also be able to view the Teacher Data Entry Progress. Please note that if you have the “Data” permission in your division, this will include ALL teachers in your division. If you have permissions for one school only, you will see all classes that have ever had a connection (student or teacher) to your school.

Teacher Data Entry Progress

Class	Formative 1	Formative 2	Formative 3	Formative 4	Latest Entry
Class A	19 / 19	19 / 19	--	--	Mar 17
Class B	74 / 110	74 / 110	--	--	Mar 17
Class C	--	--	--	--	Jun 20
Class D	--	--	--	--	Jun 19

If you are assigned to one specific school, you will also see the year-over-year Insights visualization of your school and be able to get into your data from there. This is just an additional way to find the same data you will see in INSIGHTS.



 SCHOOL INSIGHTS