# Manitoba Data Tool – Teacher Quick Guide

This guide is intended to give a new teacher user of the data tool the steps the information required to enter student data, view instructional planners, and view other analytics for their entered data.

If you are using Office365 to login and having problems, make sure to log out of any other Office365 accounts and/or use a different browser.

An overview of the user-interface:
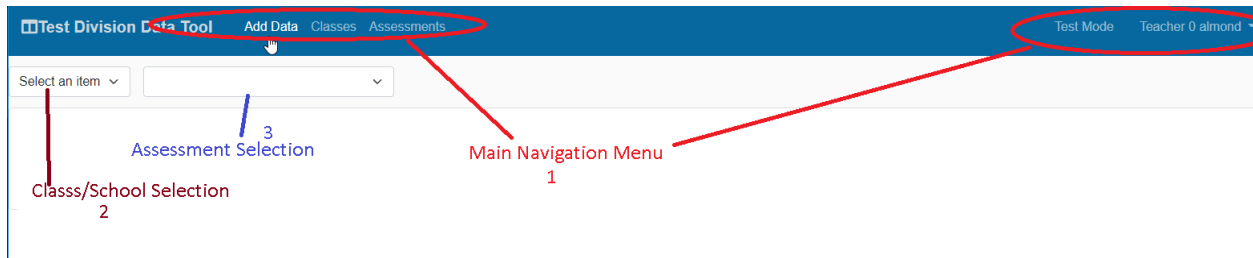
1) **Main Navigation Menu** – Use this menu to navigate the various sections of the data tool.
   a. **Add Data** – This is where you'll go to add new data or modify existing data
   b. **Classes** – Provides a list of your classes and easy access to analytics, instruction planners, and the ability to make changes to them
   c. **Assessments** Lists assessments and their questions
   d. **Analytics** Only visible for users with access to school or division level data. This provides analytics for the school or division.
   e. **Administrator** Only visible for division administration users. Provides setup and configuration options for the data tool
   f. **Test Mode** This mode allows you to login as a "test" teacher in a sandbox division where you can freely create classes, add and remove data, and play around in the data tool without impacting your division's data
   g. **[YOUR NAME]** This menu provide the following options:
      i. My Profile displays basic profile information about you
      ii. My Data displays all the past data you've entered
      iii. Log out – Logs you out of the data tool
2) **Class Selection** – This drop-down typically contains a list of classes for you to select from. Changing it will change the options available in the assessment drop-down as well as the content of the page
3) **Assessment Selection** – This drop-down typically contains a list of assessments or groups of assessments that you can choose from to add data or view analytics for.

Adding Data

To add data in the data tool, click on **Add Data** and then select the class that you want to add data for.

If you do not have any classes, click on **Create a new Class** and select the school(s) and grade(s) that you want to be in the class. If you have multiple classes within a school and grade, check the **Manually select students** box and enter your students individually. When finished, click on **Create Class**.

From the **Assessment Selection** drop-down, select the assessment that you want to enter data for.

You should now be at the data entry sheet and can enter data in the boxes provided. Leave boxes for students that did not answer a question blank.

Analytics

To view instructional planners or other information about any of your classes, click on **Classes** on the top navigation menu and then select the desired class from the **Class drop-down**.

This initial page will show you which students have data entered in the data tool for recent/relevant assessments. You can then use the **Assessment drop-down** to select from many different for analytics:

- **Manage Class** will provide the ability to modify the class information
- **Baseline** – if multiple years of Baseline data is available – will provide information on baseline assessment trends for the students in this class
- **Formative Grade X** – if available – these options will provide information on all the Formative Assessments from the specified grade
- **Individual Assessment** – Will provide visualizations and analytics from the specified assessments for the students in this class that have completed it
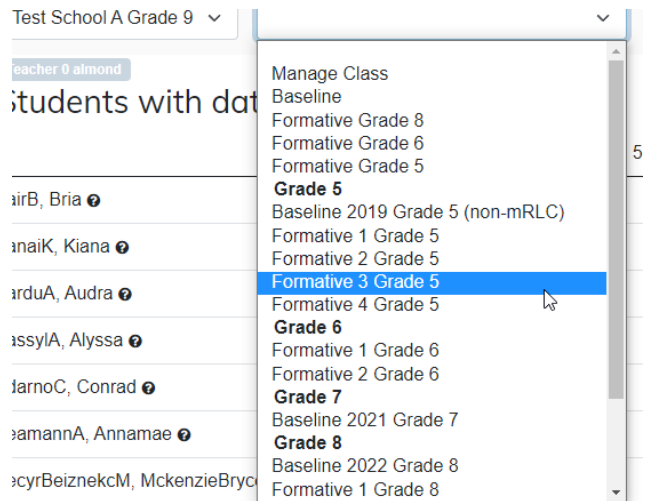
To view an instructional planner, select the Formative assessment you are interested in and then select **Instructional Planner**

Most visualizations are intended to provide easy ways to identify patterns or trends. In the Answer Table graphic below, for example, you can quickly see that certain questions had a much higher rate of incorrect answers than others as well as that most students answers "A" for question 4 (outcome 5N7 if click on the question mark below it).

			1	2	3	4	5	6	7	8
			❓	❓	❓	❓	❓	❓	❓	❓
Student		Correct	70%	80%	45%	5%	55%	30%	100%	1
redyR, Ryder ❓		3 / 10 = 30%	C	B	B	A	A	A		
relyT, Tyler ❓		4 / 10 = 40%	C	A		A		A		
anaiK, Kiana ❓		5 / 10 = 50%	D			A	A	A		
noR, Ron ❓		5 / 10 = 50%			D	A	A	C		
nediA, Aiden ❓		5 / 10 = 50%			D	A	B	C		
eamannA, Annamae ❓		6 / 10 = 60%				A	A	C		
havoN, Novah ❓		6 / 10 = 60%		B		A		A		
darnoC, Conrad ❓		6 / 10 = 60%		B		A	-	-		
hannavaS, Savannah ❓		6 / 10 = 60%	A		D	A		C		
ylrebmiK, Kimberly ❓		6 / 10 = 60%			D	A		C		
retnuH, Hunter ❓		7 / 10 = 70%				A		C		
eelyaK, Kaylee ❓		7 / 10 = 70%	A		D	B				
naitsirhC, Christian ❓		7 / 10 = 70%				A	A	A		
noraA, Aaron ❓		7 / 10 = 70%			D	A	B			
assylA, Alyssa ❓		7 / 10 = 70%			D	A	C			
nadiA, Aidan ❓		8 / 10 = 80%			D	A				
naitsabeS, Sebastian ❓		8 / 10 = 80%			-	A				
ykS, Sky ❓		8 / 10 = 80%			D	A				
lraC, Carli ❓		8 / 10 = 80%	A					C		
rolyaT, Taylor ❓		8 / 10 = 80%				A		C		

= 20 Students

Similarly, if you select a **Formative Grade X** assessment and then the **Outcome Trend** visualization, you can see that outcome 5N7 is generally lower than the others across all four formative assessments.

Test School A Grade 9 ⌄   Formative Grade 5 ⌄   Overview   Outcome Trend   Know & Grow   Trends ▾

Outcome	1	2	3	4
5SS1	65%⊕	78%⊕	75%⊕	74%⊕
5N2	30%⊕	75%⊕	70%⊕	63%⊕
5PR2	100%⊕	90%⊕	100%⊕	79%⊕
5N5	55%⊕	80%⊕	80%⊕	84%⊕
5N6	50%⊕	70%⊕	45%⊕	42%⊕
5N7	60%⊕	62%⊕	30%⊕	61%⊕
5N9	25%⊕	70%⊕	65%⊕	79%⊕