

Access to Algebra Data Reporting System

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For questions regarding the Data Reporting System, please contact Jessica Sanford at jsanford@kstc.com

What is the Data Reporting System?

The Data Reporting System is used by Access to Algebra teachers, Content Coordinators and Administrators to edit current year enrollments and report session attendance.

How do I access the Data Reporting System?

- To access the Data Reporting System, visit advancekentucky.com
- Select the ▼ by the “Active Schools” menu in the top right corner of the page and select “Access to Algebra”
- You will then be directed to the Access to Algebra Resource Page – click the “Data Reporting System”
- On the login page, enter your username (your school email address) and click “Recover Password” to create your account and log into the system

Reporting Attendance

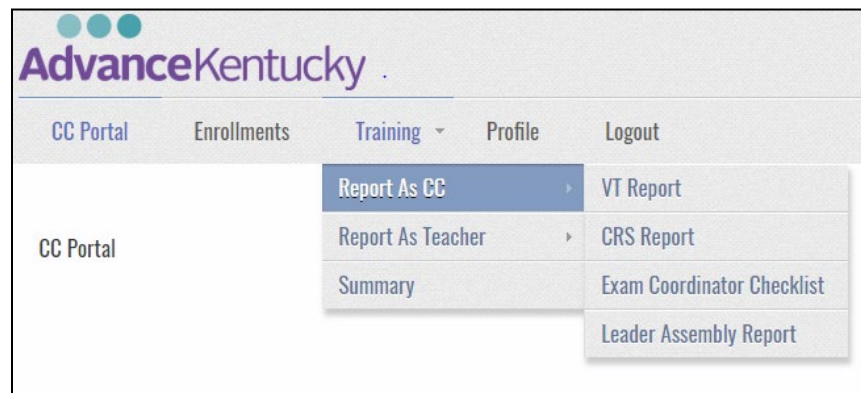
- As outlined in the Letter of Agreement (LOA) with AdvanceKentucky, teachers and Content Coordinators earn stipends for reporting/providing feedback for various activities throughout the school-year.
- To earn stipends, teachers and Content Coordinators **MUST** submit reports within the Data Reporting System by the deadline on your forthcoming LOA(s).
- *Those serving as a Content Coordinator AND as a teacher, will receive two LOA's from AdvanceKentucky. These roles and subsequent LOA's have different responsibilities and therefore separate stipends. If serving in both roles, please remember to report as a teacher AND as a Content Coordinator.*

Reporting Attendance as a Content Coordinator

- Once logged in, you will see a menu tab at the top of the screen to navigate the system.



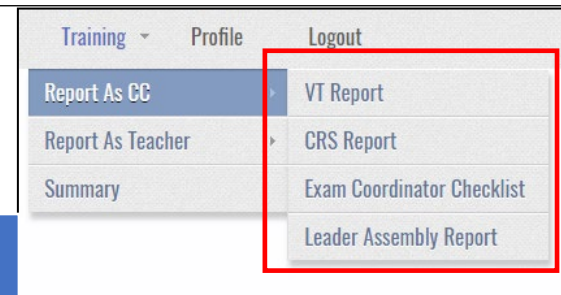
- Click the ▼ by the “Training” tab to expand the menu to select the role you will be reporting against. (For example, to report as a Content Coordinator select “Report as a CC”. To report as a teacher, select “Report as a Teacher”.)



Reporting Attendance as a Content Coordinator *(continued)*

- The below chart outlines the event (i.e. Vertical Team Meeting), corresponding report (i.e. “VT Report”) and stipend amount.

AdvanceKentucky Content Coordinator Deliverables and Associated Stipend Amounts				
Event	Report Name	Stipend Per Event	# of Events	Maximum \$
Annual attendance at Leader Assembly	Leader Assembly Report	\$50	1	\$50
Arrange Vertical Team Meetings (VTM)	VT Report	\$50	4	\$200
Host Extracurricular Content Review Session (CRS)	CRS Report	\$100	1	\$100
Coordinate final 7 th and 8 th grade student enrollment roster and administration of the PSAT 8/9 exam	Exam Coordinator Checklist	\$50	1	\$50
Maximum Annual Content Coordinator Stiped = \$400				



Select the needed

All reporting MUST be

Reporting Attendance as a Teacher

- The below chart outlines the event (i.e. Vertical Team Meeting) and subsequent Report Name (i.e. “VT Report”) and stipend amount.
- *Reminder: those serving as a Content Coordinator and teacher will need to submit reports for both roles (when applicable).*

AdvanceKentucky Teacher Deliverables and Associated Stipend Amounts				
Event	Report Name	Stipend Per Event	# of Events	Maximum \$
Attending the four-day LTF summer institute or equivalent	LTF Report	\$180	1	\$180
Vertical Team Meetings (VTM)	VT Report	\$30	4	\$120
Content Review Session (CRS)	CRS Report	\$40	1	\$40
Maximum Annual Teacher Stipend = \$340				

- Select the needed report and click ‘submit’ once complete.
- All reporting MUST be entered by the date provided on the Teacher LOA.



Attendance Reports Summary and Earned Stipends

- Teachers and Content Coordinators can view a summary of the individual reports submitted throughout the year and a running total of stipends earned to date. To do so, click “Summary” in the Training Menu.
- Teachers and Content Coordinators can view their individual attendance only. Administrators will see a summary of reports and stipends for all Access to Algebra teachers.



Jessica Sanford's Traing Session Attendance

[Download Data](#)

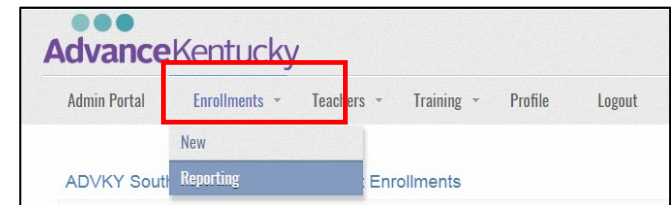
School Year ▲	Session Date	Date Submitted	Session Type	Stipend Amount
2017-2018 Data Table				
	1/18/2018	1/19/2018	Teacher-Vertical Team Meeting	\$30.00 Delete
	1/25/2018	1/19/2018	Teacher-Content Review Session	\$40.00 Delete
	1/22/2018	1/19/2018	Teacher-LTF Report	\$180.00 Delete
2017-2018 Total				\$250.00
Total				\$250.00

Records 1-3 of 3

- If needed, reports can be removed by clicking “delete”.

Editing/Viewing Enrollments as an Administrator of Record

- To edit/view current year enrollments, select the “Reporting” tab of the Enrollments menu in the Administrator portal.
 - Administrators can view the previous year’s math PSAT score for all current 8th graders.
 - Current-year students are listed with the teacher for the spring course only (i.e. if a student is enrolled with multiple teachers throughout the year, the only record in the system will be for the spring course.)
 - Administrators can edit certain data points of the enrollment records if needed. To do so, click “Grid Edit”. Fields that cannot be edited are gray in color.
 - Sensitive student data (such as FRL info) is only visible to the Administrator of Record.
- To add a new student to the roster, select “New” and provide the requested information for the student. Once complete, click “Submit”.
- To download the enrollments table, click “Download Data” in the top right corner of the page.



ADVKY South Middle School's Current Enrollments

Grid Edit

TA Full Name ▲	Grade Level	Student ID	School Year	Course Title	Course Type	*Additional Courses 2	DOB	First Name	Middle Initial	Last Name
■ Jessica Sanford										
7		212565989	2018-2019		Pre-Algebra	No	11/21/2005	Laura	M	Wade
8		987654321	2018-2019		Algebra I	No	7/1/2007	Chris	M	Baker
■ Monique Rice										
7		659874132	2018-2019	Math 1	Pre-Algebra	No	6/1/2008	Sally	S	Jones

Records 1-3 of 3

New Enrollment

Student ID*

Middle Initial

Teacher*

Primary Course Title*

DOB*

Gender*

FRL Status

First Name*

Last Name*

IC Course Number*

Secondary Course Title

Grade Level*

Ethnicity*

Is this student receiving free or reduced lunch?
Check box for yes, leave blank for no.

Editing/Viewing Enrollments as a Content Coordinator

- To edit/view current year enrollments, select the “Enrollments” tab of the Content Coordinator portal.
- School-wide math enrollments for the current year are listed and categorized by student.
 - Content Coordinators can view the previous year’s math PSAT score for all current 8th graders.
 - Current-year students are listed with the teacher for the spring course only(i.e. if a student is enrolled with multiple teachers throughout the year, the only record in the system will be for the spring course.)
 - Content Coordinators have the ability to edit certain data points of the enrollment records if needed. To do so, click “Grid Edit”. Fields that cannot be edited are gray in color.
- To download the enrollments table, click “Download Data” in the top right corner of the page.



Current Math Enrollments for ADVKY South Middle School

[Grid Edit](#)

Student ▲	Teacher	Student ID	IC Course Number	School Year	Grade	Course Title
Chris Baker						
	Jessica Sanford	987654321	010101	2017-2018	7	Math 1
	Jessica Sanford	987654321	987654	2018-2019	8	
Sally Jones						
	Monique Rice	659874132	010101	2018-2019	7	Math 1

Records 1-3

Current Math Enrollments for ADVKY South Middle School

[Exit Grid Edit](#)

STUDENT ▲	TEACHER	STUDENT ID	IC COURSE	SCHOOL YE	GRADE	COURSE TI
Chris Baker	Jessica	987654321	987654	2018-2019	8	
Laura Wade	Jessica	212565989	789456	2018-2019	7	
					8	

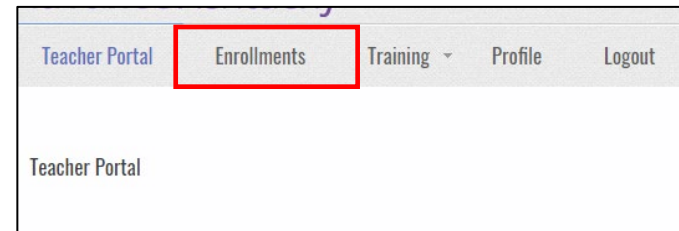
Editing/Viewing Enrollments as a Content Coordinator *(continued)*

Score Projections

- Score projections are due each spring (date provided on the LOA).
- Content Coordinators are not asked to enter score projections for individual students but are responsible for ensuring that projections have been entered by teachers.
- Only Content Coordinators have access to the previous year's data. If the teachers within your school would like this information while projecting scores, we ask that you provide these records.
 - *Please note that we are working to improve this function for the 19-20 school year. Teachers may soon have access to their own students' scores from the previous year.*

Editing/Viewing Enrollments as a Teacher

- To edit/view current year enrollments, select the “Enrollments” tab of the teacher portal.
- Teachers will have access to their SPRING enrollments (i.e. if a student is enrolled with multiple teachers throughout the year, the only record visible in the system will be for the spring course).
- Teachers can edit certain data points of the enrollment records if needed. To do so, click “Grid Edit”. Fields that cannot be edited are gray in color.



Jessica Sanford's Current Enrollments

Grid Edit

Full_Name	Student ID	School Year	IC Number	Grade Level	First Name	Middle Initial	Last Name
Chris Baker	987654321	2018-2019	987654	8	Chris	M	Baker
Laura Wade	212565989	2018-2019	789456	7	Laura	M	Wade

Records 1-2 of 2

Jessica Sanford's Current Enrollments

Exit Grid Edit

FULL_NAME	STUDENT ID	SCHOOL YE	IC NUMBER	GRADE LEV	FIRST NAME
Chris Baker	987654321	2018-2019	987654	8	Chris
Laura Wade	212565989	2018-2019	789456	8	Laura

Viewing/Editing Enrollments as a Teacher *(continued)*

Score Projections

- Score projections are due each spring (date provided on the LOA).
- Teachers are asked to enter projected student scores for the MATH portion of the PSAT 8/9 exam in the Data Reporting System.

Jessica Sanford's Current Enrollments

Exit Grid Edit

FULL_NAME	STUDENT ID	SCHOOL YE	IC NUMBER	GRADE LEV	FIRST NAME	MIDDLE INIT	LAST NAME	COURSE TY	GROWTH CK	PROJECTED
Chris Baker	987654321	2018-2019	987654	8 ▼	Chris	M	Baker	Algebra I	600	<input type="text"/>

- Only Content Coordinators have access to the previous year's data. For a copy of last year's scores to assist with projecting current-year scores, please see your school's Content Coordinator.

We ask that Content Coordinators review the Data Reporting System with the Access to Algebra teachers in their school.