



User Guide

Basic Navigation

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1 Introduction

1.1 Purpose

Welcome to Pearson Inform 5.1! This application provides assistance and information for teachers, administrators, and parents. Pearson Inform 5.1 is a powerful, easy-to-use, web-based data analysis and reporting system perfect for Response to Intervention and Adequate Yearly Progress tracking.

Additionally, as a virtual student performance data library, the program brings all important assessment results together in one place and allows teachers, principals, district leaders, and parents to:

- Measure progress against school, district, state, and federal standards
- Make collaborative, informed decisions impacting teaching and learning
- Target assistance for students, teachers, and schools

Inform provides comparative analysis of student achievement and classroom performance across a district or school, incorporating data from multiple sources, including:

- High-stakes test score data
- State performance standards
- District-specific proficiencies
- Multiple tests and test types, including state, district, school, and classroom tests
- Multiple standards profiles for norm-, criterion- and rubric-referenced tests

1.2 Module Description

This self-paced user guide provides educators with the knowledge and skills required to navigate the Dashboard. This module focuses on teaching end users how to use Pearson Inform 5.1 product features and tools related to utilizing the tabs, buttons and functions of the Dashboard.

1.3 Who Should Use This Guide

This course is intended for district administrators, principals, teachers, and support specialists responsible for both monitoring and executing student academic intervention plans. Pearson Inform provides quick access to clear, intuitive reports on student and school performance. Powerful graphs and charts, predefined or customized, make it easy for educators to target assistance, measure progress, and inform decisions.

1.4 Module Objectives

After completion of this module, end users should be able to:

- Log In
- Log Out
- Identify Dashboard tabs and buttons
- Set Default Dashboard View

1.5 Module Prerequisites

Before completing this module, end users must have:

- Basic knowledge of the district's data practices
- Basic knowledge of the district's and school-specific academic improvement initiatives

1.6 System Layout Overview

The Pearson Inform 5.1 Home Page is your default view. It provides a Title bar, Toolbar, Dashboard Tabs, and Workspace. These components allow you to perform your tasks.

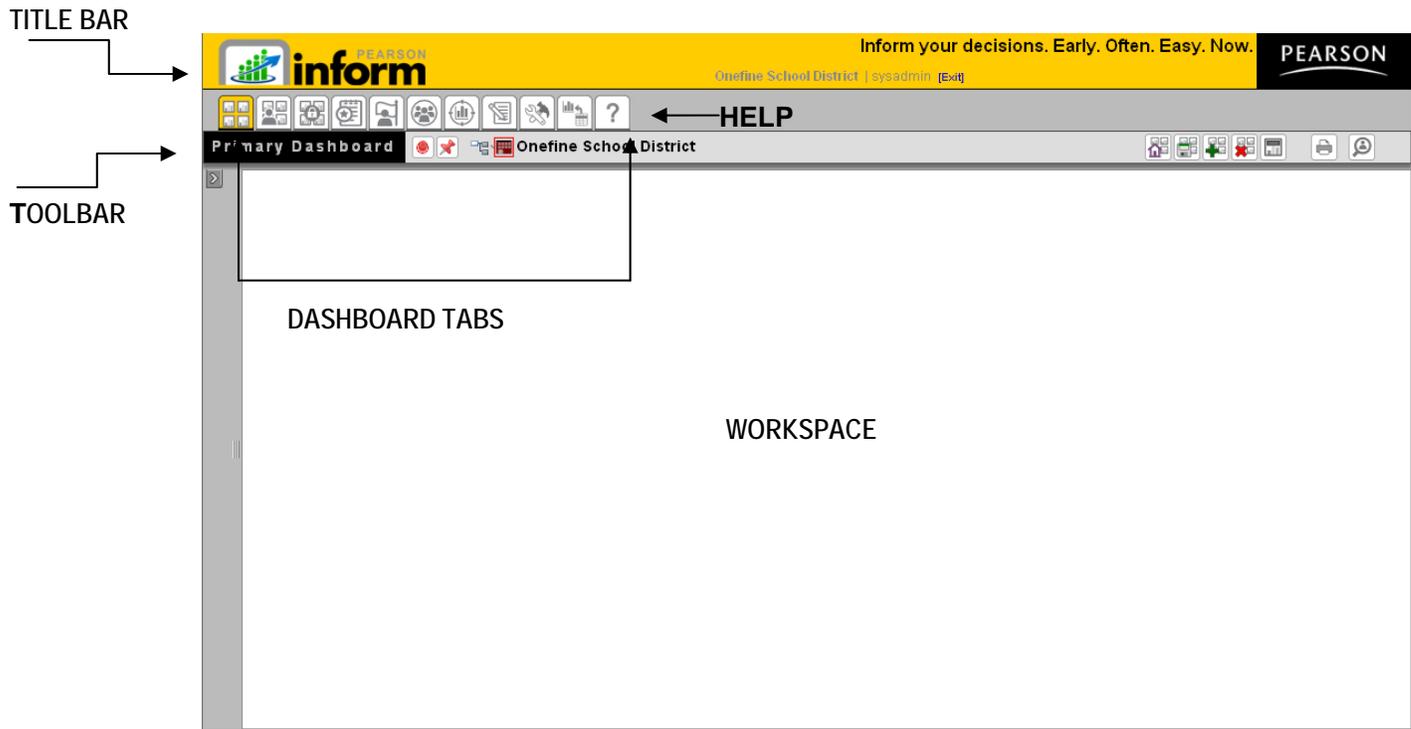


Figure 1-1: Inform Dashboard

1.7 Important Terms

Term	Meaning
Primary Dashboard	The Primary Dashboard allows you to view multiple reports at the same time, including dynamic and static reports.
Student Dashboard	The Student Dashboard has its own set of tabs, and allows you to view student performance data, including student performance profiles, AIPs, grades and a composite view.
Toolbar	Toolbars are available along the top of each display.
Dashboard Tabs	Each display has tabs in the upper-left corner that change the display.
Workspace	The workspace is an open window that displays content based on your selections.
Title Bar	The Title bar displays your name, school district, logout link and the Pearson Inform 5.1 logo.

2 Getting Started

2.1 Work Environment

Pearson Inform 5.1 is a web-based application. You must have an operating computer and broadband Internet connection to use the software. Pearson Inform 5.1 supports the following browsers:

PLATFORM	BROWSER
Windows	
Microsoft Windows Vista®	Microsoft Internet Explorer® 7, Mozilla® Firefox® 2.x, Mozilla Firefox 3.x, AOL® 9, Apple® Safari® 3.x
Microsoft Windows XP	Microsoft Internet Explorer 6.0 or later, Mozilla Firefox 2.x, Mozilla Firefox 3.x, AOL 9, Opera 9.5 or later, Apple Safari 3.x
Microsoft Windows Server® 2003	Microsoft Internet Explorer 6.0 or later, Mozilla Firefox 2.x, Mozilla Firefox 3.x
Microsoft Windows Server 2008	Microsoft Internet Explorer 7, Mozilla Firefox 3.x
Microsoft Windows 2000	Microsoft Internet Explorer 6.0, Mozilla Firefox 2.x, Mozilla Firefox 3.x, AOL 9, Opera 9.5
MAC	
Mac OS X v10.4 or 10.5 (PowerPC)	Mozilla Firefox 2.x, Mozilla Firefox 3.x, AOL for Mac OS X, Opera 9.5, Apple Safari 3.x.
Mac OS X v10.4.x or 10.5 (Intel®)	Mozilla Firefox 2.x, Mozilla Firefox 3.x, Opera 9.5, Apple Safari 3.x

2.2 Accessing and Exiting the System

Each district has a unique URL for Person Inform and each end user must use his or her unique username and password to access (log in to) and exit (log out of) the system.

Warning: For security reasons, end users are strongly encouraged to log out from Pearson Inform 5.1 when finished with the current session. Otherwise, unauthorized users can access the system under your name until your session times out.

To Log In:

- Launch your preferred web browser, e.g., Internet Explorer or Firefox.
- In the web address field at the top of the page:
 - **Enter** your Pearson Inform 5.1 URL web address.
 - The *Pearson Inform 5.1 Log In* page displays
- In the Registered User – Log In window:
 - **Enter** the assigned *Username*
 - **Enter** the assigned *Password*
 - **Click** the *Login* button.
- The default *Dashboard* page displays

To Log Out:

- To log out of the system:
 - **Click** the *Exit* link in the Title bar
- The logout page displays the following message and a link to log in again:
 - You have successfully logged out.

NOTE: The Pearson Inform application has an automatic “time-out” security feature that initiates a time-out of the software after 10 minutes of inactivity. When this happens, log in again.

3 Navigating the Dashboard

3.1 Dashboard Tab Control

The Dashboard Tabs allow end users to quickly move around in the system and open different pages, where they can view and remove existing reports; create dashboards, queries, and reports; look up student information and scores; receive system messages; create AIPs; specify intervention groups; and look up proficiency profiles.

The Dashboard Tabs are as follows:



Figure 3-1

-  *Primary Dashboard* — The Primary Dashboard contains a list of dashboards, queries, and reports that have been saved by you or others in the district or school.
-  *Student Dashboard* — The Student Dashboard is a table that lists student information: Student ID, Student Name, and the current Grade. The list can include students in a teacher's class or students who are added from the Student Search.
-  *Assessment Dashboard* — This Assessment Dashboard tab allows you to view all available assessments (including fixed assessments) and set up your own. Assessments can be modified and deleted from this page.
-  *Academic Improvement Plans* — From this tab you can set up your Academic Improvement Plans.

-  *Intervention Strategies* — This tab allows you to design intervention activities for specific groups of students and then assign the activities to a student or a group of students.
-  *Student Groups* — This tab will help you monitor the performance of a particular group of students by creating target groups.
-  *Proficiency Profiles* — The Proficiency Profiles tab allows you to review the different rubrics that have been defined in your database.
-  *Messages* — From this tab you can view new messages. All messages are read-only and are automatically deleted after 14 days.
-  *Setup & Maintenance*— Set up and maintain different operations of Pearson Inform from this tab.
-  *Data Transfer Interface* — This tab allows you to transfer and load data into Pearson Inform.
-  *Help* — The Help tab is your resource for Pearson Inform information to get help on the system’s functionality.

NOTE: All icons appear grayed until selected. For example, once the  *Primary Dashboard* icon is selected, it will appear as  .

3.2 Toolbar

The Dashboard Toolbar is displayed at the top of the pane.



Figure 3-2

The Toolbar is made up of the following functions:

-  *Pin context in all panes* — Fix Context level for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.)
-  *Unpin context in all panes* — Float Context for selected reports on the Dashboard (district-level, school-level, teacher-level, etc.)
-  *Click for Context Navigator* — Navigate to the district, school, teacher, course, or section level of a report.
-  *School District* — Represents the district-level view for the Dashboard.
-  *Reload Default Dashboard* — Reset the Dashboard to the default view.
-  *Save Dashboard to Library* — Save the reports displayed in the Dashboard to your library.
-  *Create New Report* — Create a new report.
-  *Clear Dashboard* — Clear all data being viewed in the Dashboard (this does not delete the data, only clears them from your view).
-  *Toggle Tiles in all Panes* — Toggle the report control bars in and out of view.
-  *Print / PDF* — View your report as a PDF file and print.
-  *Student Search* — Perform a student search and view student performance profiles.

3.3 Default Favorite View

At any time you can change the default view displayed for the Dashboard by deleting, editing or even adding a new view. The following steps walk you through setting up your Dashboard Default View:

- From the home page, **click the**  *Setup & Maintenance* tab.

- The *Setup & Maintenance* page displays.



Figure 3-3

- Click *Default Daily Views*.



Figure 3-4

- The *Manage Default Daily Views* page displays. On this page you can  edit,  remove or  add a daily view.

Default Daily Views			
Manage Default Daily Views    			
		Description	Default View
1	 	Principal Dashboard	.State Assessment Dashboard - .State Assessment Dashboard
2	 	Teacher Dashboard	.Teacher Dashboard - .Teacher Dashboard
3	 	Fred's Default Dashboard	.Teacher Dashboard - .Teacher Dashboard
4	 	Dave's View	.Teacher Dashboard - .Teacher Dashboard

Figure 3-5

- To add a view, click  *Add a new record.*

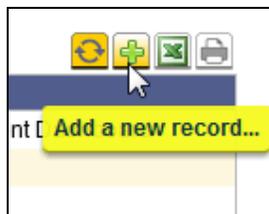


Figure 3-6

- The Default Daily View Editor displays.
- Click in the *Description* field
 - Give your Default Daily View a name that describes what it is displaying. For example, if it is a report showing last year's state test scores, call it "[08-09] State Test Scores.
- Select the *Type*: of view desired, based on who will see this Default Daily View when logging in.
 - *Role-Based* means it will display for a person based on their user role: system admin, school admin, district admin, teacher, etc.

- *Context-based* means the Default Daily View applies to the context level: any user who logs in at the district level, the school level, or the classroom (teacher) level regardless of their role.
- *Personal* means the Default Daily View will display only for the user who created it.
- *Report Sandbox*: select this radio button if you want to choose your Default Daily View from an existing report or dashboard in the Report Library.
- *Assessment Sandbox*: select this radio button if you want to choose your Default Daily View from the reports in the Assessment Sandbox.
- Click  Save or  Cancel

Figure 3-7

- You will return to the Manage Default Daily Views page and the list will update based upon your changes.

Manage Default Daily Views			
		Description	Default View
1		Principal Dashboard	.State Assessment Dashboard - .State Assessment Dashboard
2		Teacher Dashboard	.Teacher Dashboard - .Teacher Dashboard
3		Fred's Default Dashboard	.Teacher Dashboard - .Teacher Dashboard
4		Dave's View	.Teacher Dashboard - .Teacher Dashboard
5		NEW Default View	Assessment Dashboard

Figure 3-8

3.4 Primary Dashboard

When a report is selected from the  *Primary Dashboard*, it opens in the workspace of the *Primary Dashboard*. You can use the workspace to view all dashboards, dynamic reports, and static reports that have previously been created and stored.

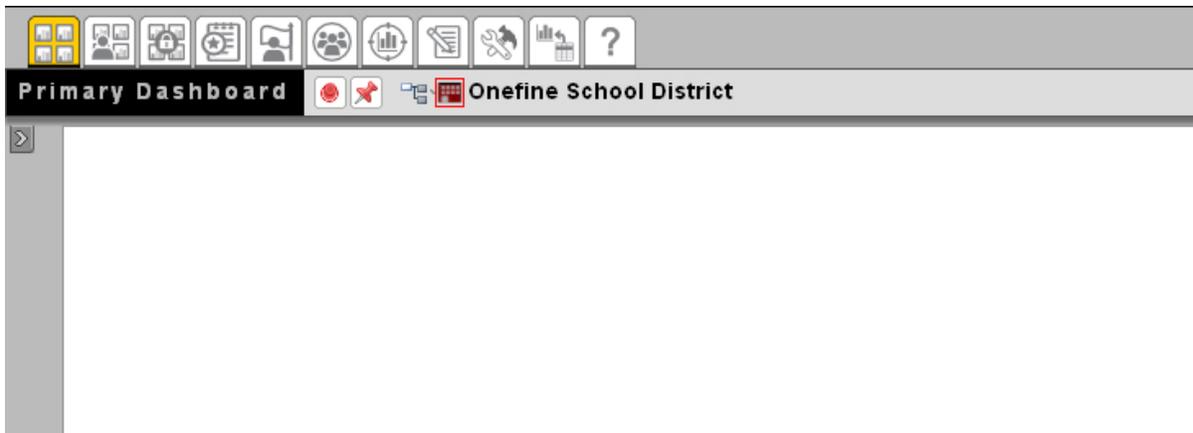


Figure 3-9

To display a dashboard in the *Primary Dashboard*:

- Click  *Primary Dashboard*.
- Expand  the Report Library panel.



Figure 3-10

- The Report Library panel will display.



Figure 3-11

- Click  to expand the  *Shared Library* and view saved dashboards and reports.

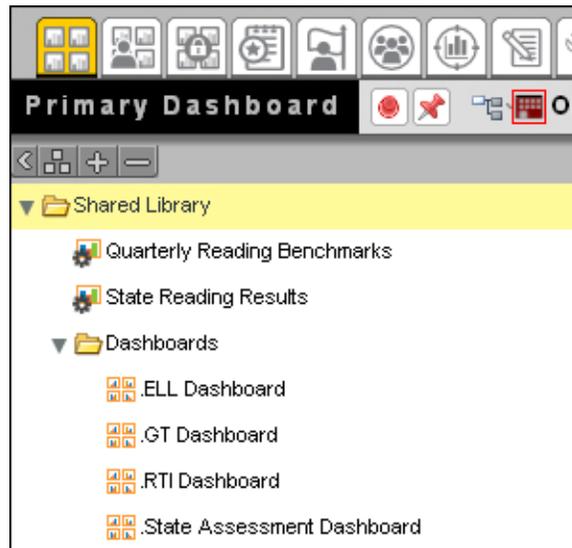


Figure 3-12

- Click on a  dashboard title.

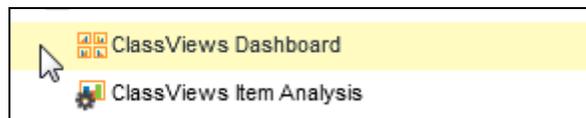


Figure 3-13

- The selected dashboard generates and displays in the Primary Dashboard.



Figure 3-14

To display a dynamic report:

- Click on a  dynamic report title.

To display a static report:

- Click on a  static report title.

All report types will display in a separate window. Each window will have independent toolbars for modifying the report:



The Chart View Toolbar contains:

-  View Data as Chart
-  View Data as Table
-  Query Controls
-  View Drilldown Data



The Chart Control Toolbar contains:

-  Chart Type drop-down
-  Toggle Legend
-  Swap Chart Variables
-  More Chart Info

Additionally, the option to  *Print/PDF* and  *Save Report to Library* will be available in each report window.

To display a collection of dashboards, dynamic reports and static reports at the same time:

- **Click** on the first dashboard or report you want to display.

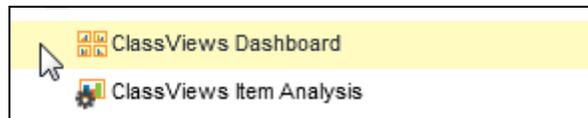


Figure 3-15

- Press and hold the <Ctrl> key on your keyboard while you **click** on other items you want to display.

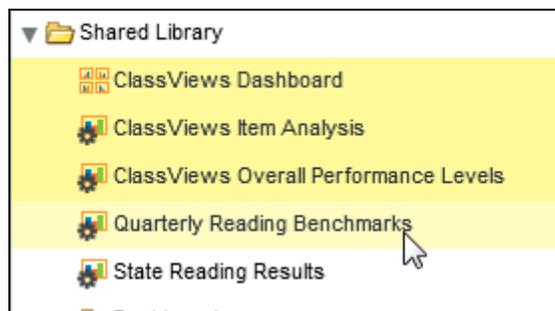


Figure 3-16

- Drag-and-drop the titles from the library onto the Primary Dashboard.

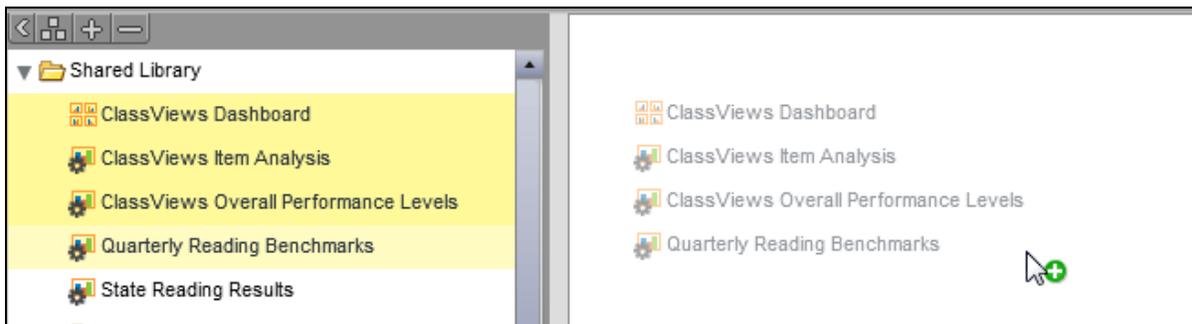


Figure 3-17

- The selected reports generate and display in the right pane. (See **Figure 3-14**)
- Click  *Save Dashboard to Library* to store the collection as a new dashboard in the *Report Library*.