NM School DASH

Educational Plan for Student Success

School and District User Guide

Updated July 2023

Contents

Introduction

The New Mexico DASH (Data, Accountability, Sustainability and High Achievement) Process Management Tool (DASH) is a web-based process management tool that complements the offline activities of school and district improvement. Designed to support and enhance face-to-face activities, DASH moves schools and districts closer to The New Mexico Ideal State.

Getting Help

Resources are provided in the DASH Resource Library, accessed from the Resource Library button in DASH or directly at http://dashlibrary.ped.state.nm.us/. See the Resource Library section of this user guide for details.

For questions, please contact technical support staff via email at:

PED-NMDashHelp@state.nm.us.

End User System Guidelines

DASH runs on Mac or PC platforms and most tablet devices. It requires an active Internet connection and a web browser. Current versions of Chrome, Firefox, an Safari provide an optimal experience. Internet Explorer is not supported.

User names and system notifications require a valid email address for each user. Please note that email servers for schools, school districts, and county offices may have security settings that block messages from DASH. If users are not receiving DASH invitations and messages, DASH technical support staff can work with your IT department to ensure that messages can be delivered.

Accessing DASH

DASH is located at http://dash.ped.state.nm.us/ and requires a user login for access. An administrative user at the state or at your organization creates your unique user account. Once your account is created, you will be notified by email with instructions for confirming your account and creating your password.
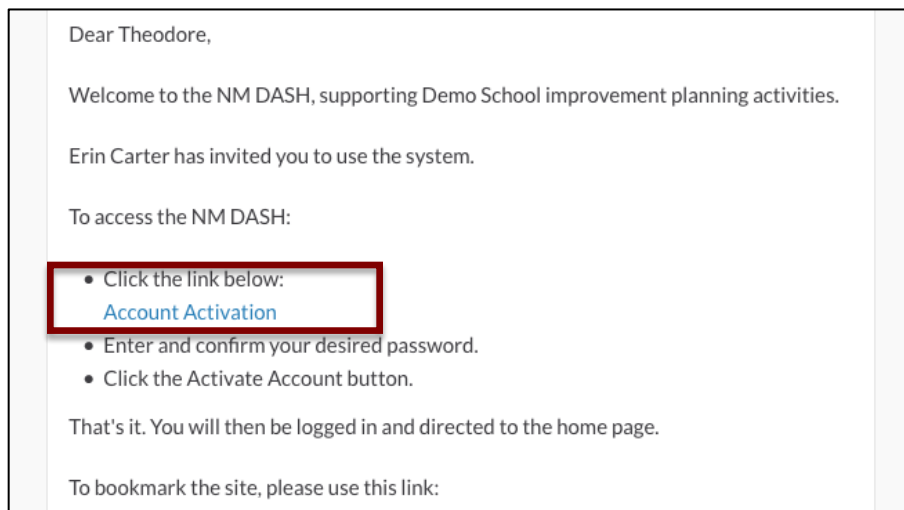
Select the **Account Activation** link in the email to complete your account creation. Enter and confirm a password and select **Activate Account** to activate your account. Password requirements may be viewed by selecting the question mark icon.
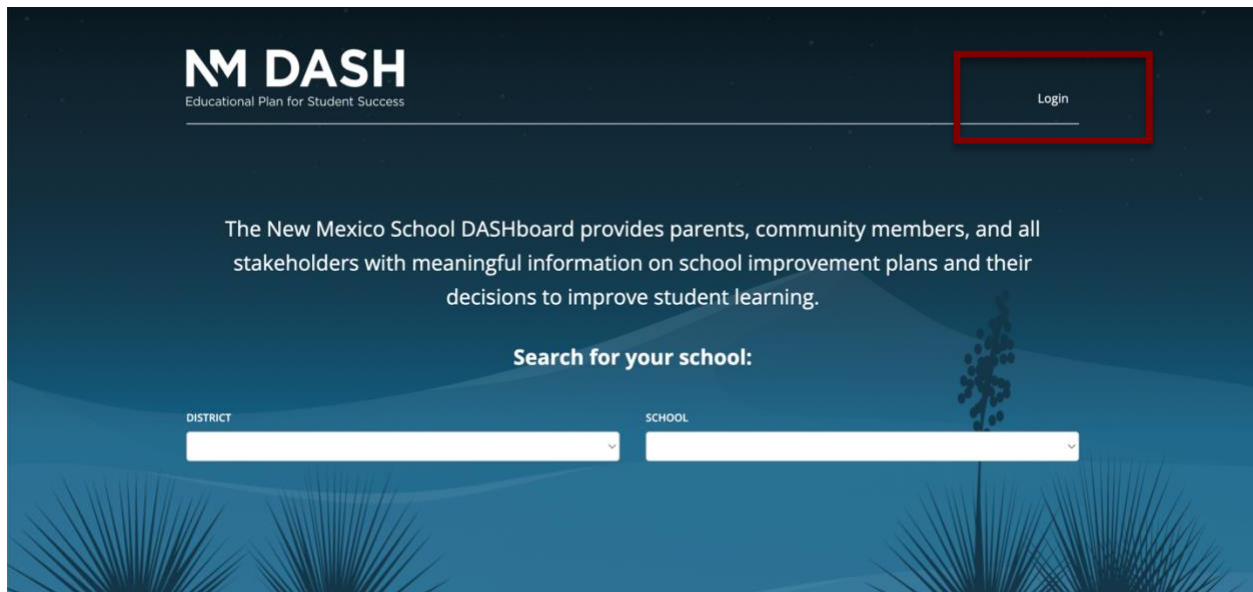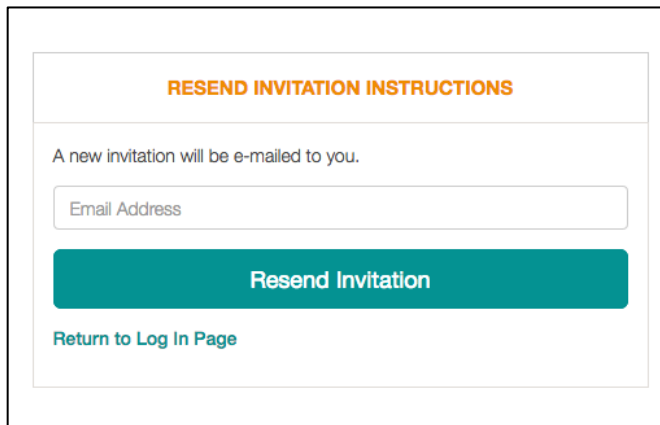

If successful, you will be directed to the Home page with a confirmation message. To login in the future, access DASH at https://dash.ped.state.nm.us/ and select the Login link at the top right.

Enter your email address and password on the Sign In screen, and select the **Sign In** button.

If you misplace the initial confirmation email, select the **Request a new confirmation be sent** link from the Sign In screen. Enter your email address and select the **Resend Invitation** button to send a new confirmation email.
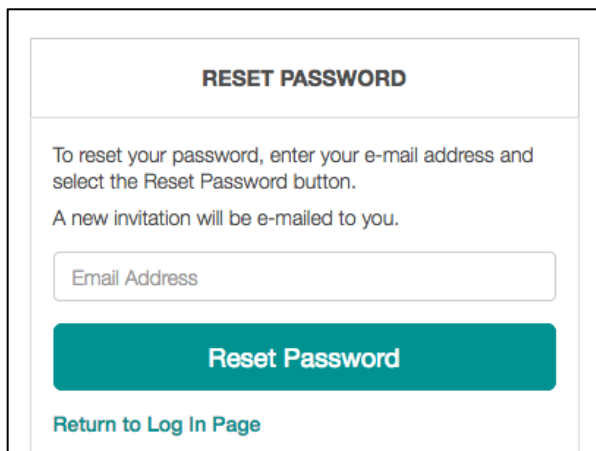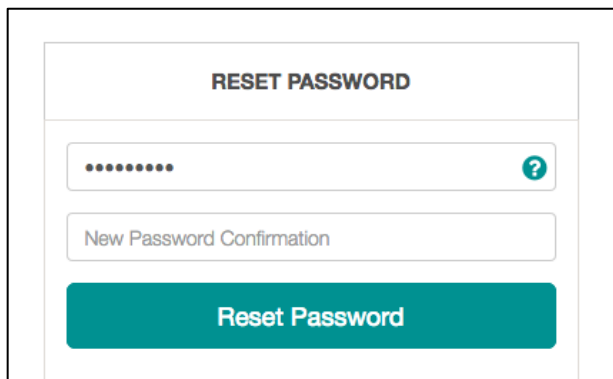
If you have signed in but have forgotten your password, select the **Forgot or want to change your password?** link from the Sign In screen. Enter your email address on the form and select the **Reset Password** button to send an email with instructions.

Follow the link in the email to the form to enter and confirm a password and select the **Reset Password** button to save your new password and sign in to DASH.
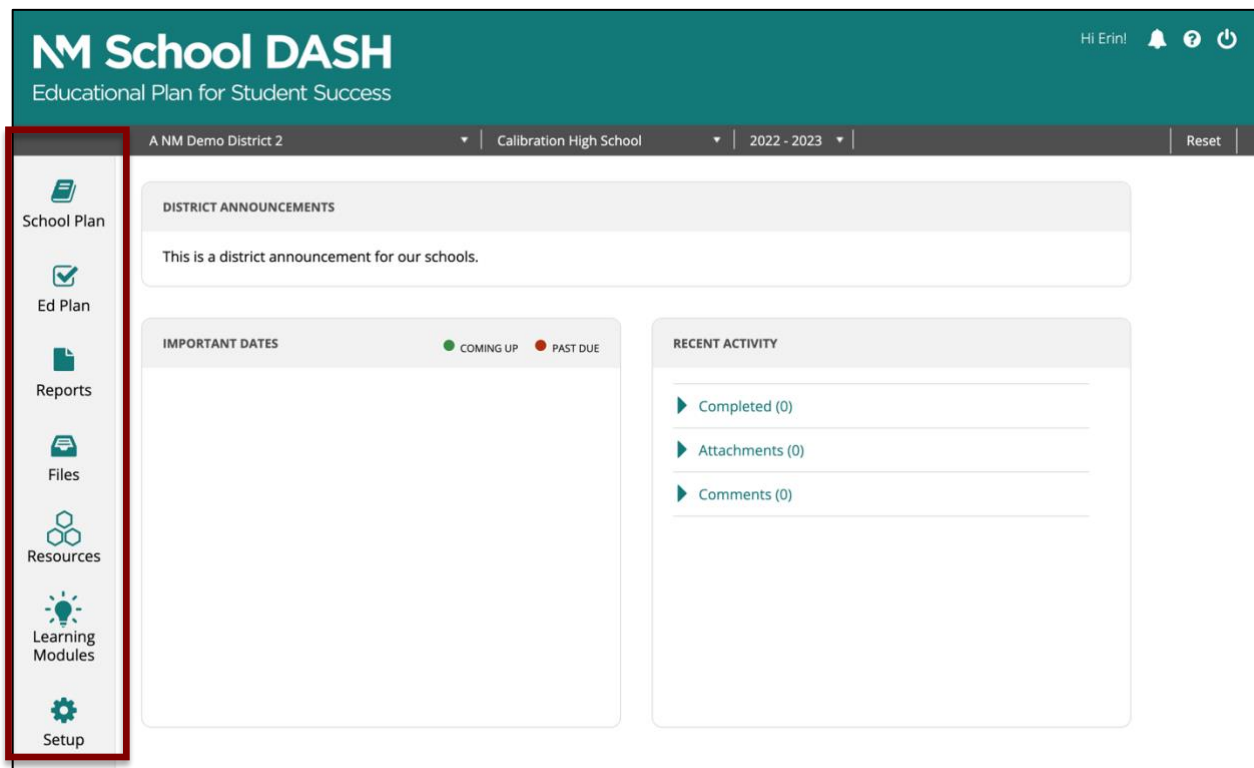

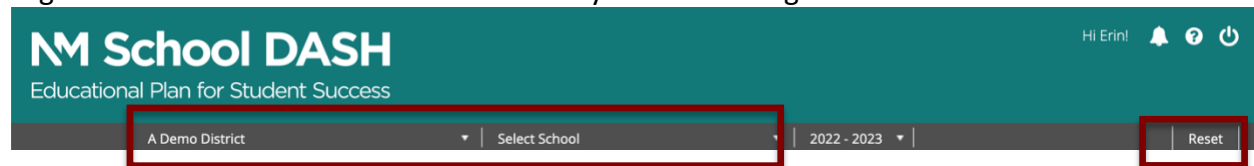## Navigation

Key tools and views are accessible via the blue navigation icons on the left side of the screen.

If you have access to more than one district or school, you may select a new organization using the menus at the top of the screen. You will be redirected to the Home page for the selected organization. Use the **Reset** link to return to your default organization.


School Years

Annual Plans, 90-Day Plans, associated component parts, documents, and comments are organized under school years. To view a previous school year's plan reports, select the year from the menu at the top of the screen. Reports will be displayed for the selected school year. To return to the default (current) school year, select it from the menu or select the **Reset** link.
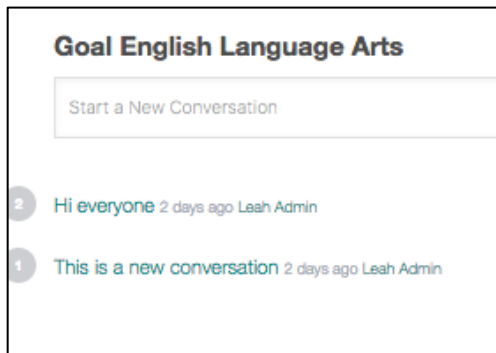
Commenting

Comments facilitate communication among DASH users. Any user with access to the associated element may view its comments. Throughout the system, the comment icon indicates that commenting is available at that element. If comments have been entered for that element, you will see a number within the comment icon, representing the number of comments:
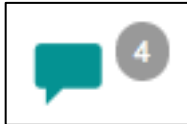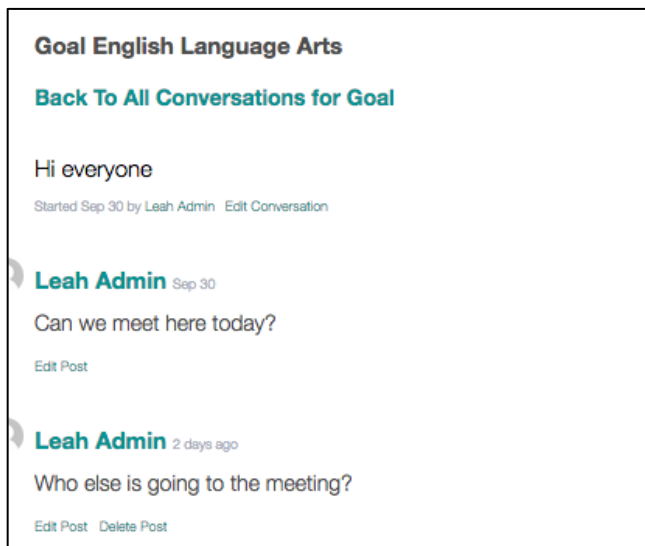

View Comments

Select the comment icon. The location of the comments is displayed above. Any conversation related to the location is listed below.
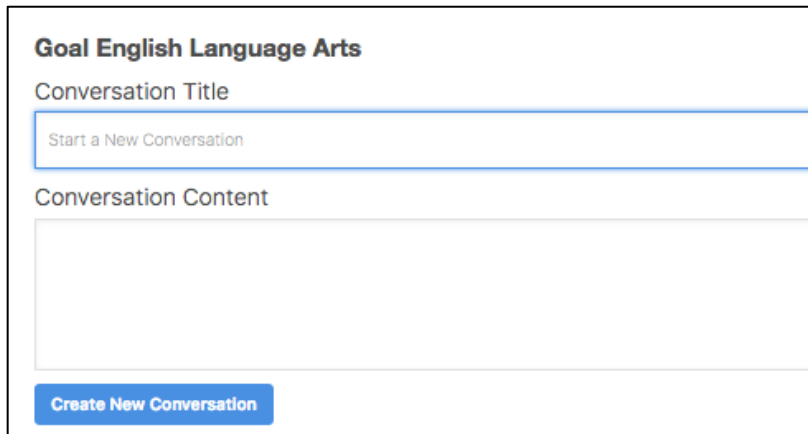

Select a conversation to view its details, including the original message and all replies.
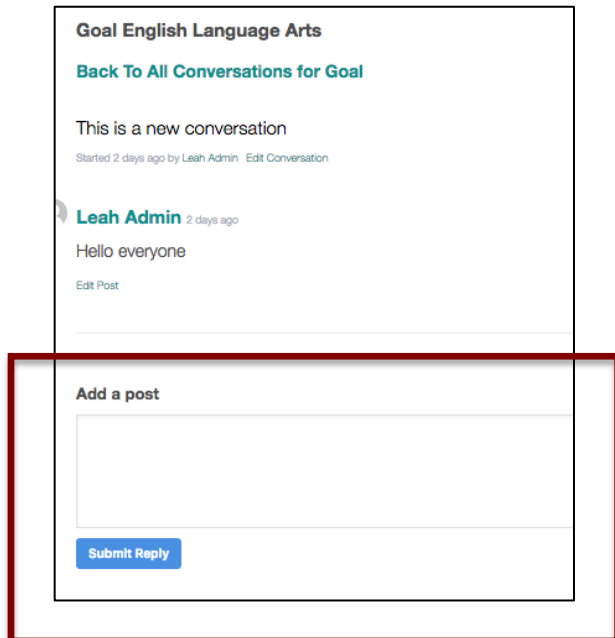

Start Conversation

To start a new conversation, select the comment icon in the location you wish to add the conversation. Select the **Start a New Conversation** box to begin. Enter a Conversation Title and the Conversation Content. **Select the Create New Conversation** button to post. You will receive email notifications when anyone replies to your conversation.

Goal English Language Arts

Conversation Title

Start a New Conversation

Conversation Content

Create New Conversation

Reply to Conversation

To post a reply to an existing conversation, access the conversation and enter text into the **Add a post** box below. Select the **Submit Reply** button to save. You will receive email notifications if additional posts are made to that conversation.

Goal English Language Arts

Back To All Conversations for Goal

This is a new conversation

Started 2 days ago by Leah Admin Edit Conversation

Leah Admin 2 days ago

Hello everyone

Edit Post

Add a post

Submit Reply

Manage Notifications

If you create a conversation, you are set as a follower of that conversation and will receive an email notification when replies are posted to it. You will not receive emails for anything that

you post.

If another user starts a conversation and you post a reply, you will be added as a follower of that conversation. You will automatically receive an email notification if anyone posts a reply but you will not receive an email if you post replies.

If you no longer want to receive notifications for a conversation you are following, select **Stop following** on the right side of the conversation page.
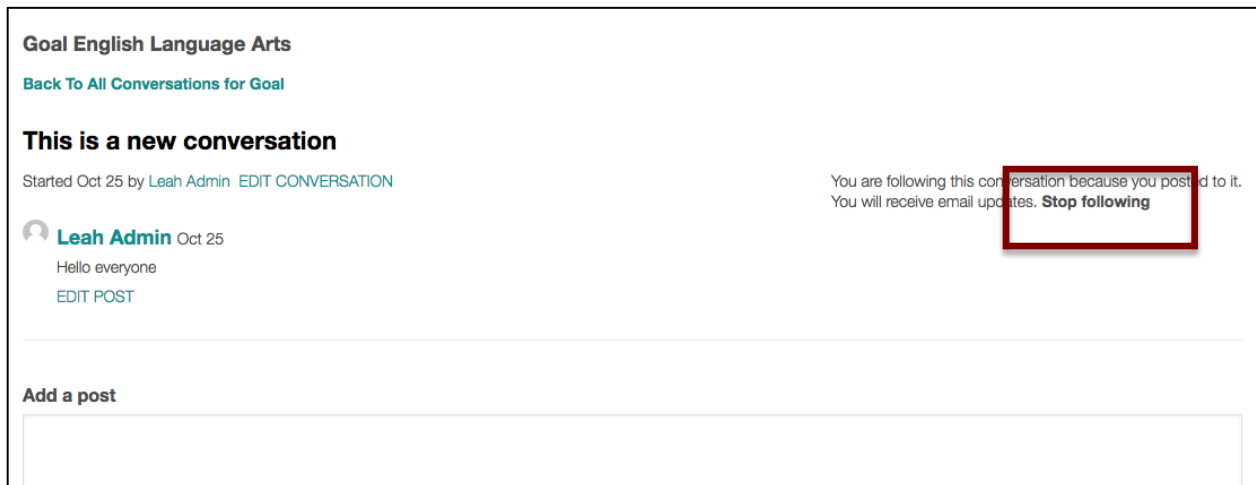

If you are currently not following a conversation and would like to start receiving notifications, select **Follow this topic** on the right conversation page.

File Cabinet

Documents may be attached in a variety of locations in DASH. The paper clip icon indicates that you may view or add documents for that element. A number next to the icon indicates that documents are attached to that element:
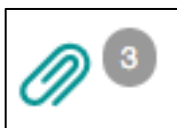
View Documents

Select the paper clip icon wherever a number appears to view the documents attached to that element. All associated documents appear. Select the icon in the File column to open a document or web link.

Add Documents

Select the document icon for the location you would like to attach a document. Select the **Add Document** link at the top.

Select the document Type to begin. Selecting *File* will open the entry form. Select the Browse button to locate a file on your computer. Allowable file types and sizes are displayed for reference. The default Title of the document will be the file name but you may revise this. Add an optional Description and select **Add** to complete.

You may attach different types of responses in the file cabinet other than document attachments.

If you select *Web Link*, you must provide a valid URL and Title. Provide an optional Description and select **Add** to complete.

Select the *Hard Copy* option to indicate that you are not uploading a document or providing a web link. Here are some reasons why you might use the Hard Copy option:

- o The document contains student-identifying or otherwise sensitive information. This type of document should not be uploaded to DASH.
- o The document may be in progress, but not yet complete.
- o The document may not be electronically available. Documents with signatures or other handwritten information cannot always be scanned.
- o The document was created by an application that is not supported by DASH, such as a graphic design application or data analysis tool. In many cases, these files can be converted to or saved as a more common file type for upload (such as PDF) but if not, a hard copy reference may be used instead.

If you select *Hard Copy*, provide a Title and an optional Description. Select **Add** to complete.

Select *Text Response* if you'd like to provide a short narrative rather than a file or other option. Provide the text and select **Add** to complete.

File Cabinet View

In addition to viewing documents in context of where they were added, you may also look at the main File Cabinet for the organization. Here, all documents uploaded to all areas of DASH are available.

Select the **Search** link at the top of the list to open a keyword search on any word in the Title or Description of a document record. Enter the search term and select the **Search** button to see results.

Manage Documents

If you have access to edit a document, the pencil edit icon appears on the right. Select the icon to make modifications to the document.

The edit form will contain the same fields used to create the document record. For

attachments, select the **Remove or Replace file** link to upload a new version of the document. Make any changes needed and select the **Update** button to save the changes.

To delete a document, select the delete icon next to the edit icon. When prompted, confirm by selecting **OK** in the pop-up.

User Management
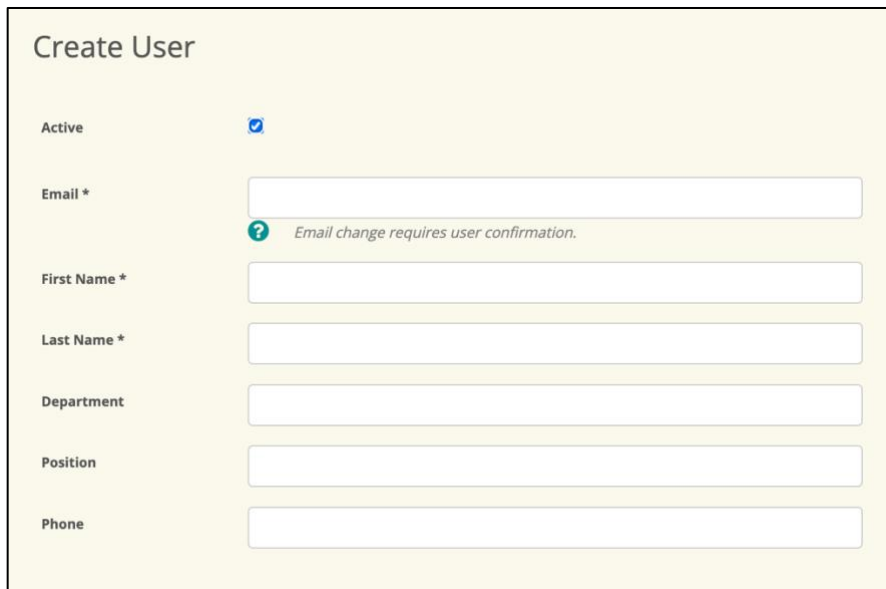
Administrative-level users at the organization may manage who has access to DASH for that organization. Only Administrative-level users will have access to the Users section of DASH. Select the **Setup** option in the left navigation and then select the **Users** link on the Setup landing page. A list of users appears. District Admins will see all district-level users and all School-level users in organization they have admin access to. School Admins will see all school-level users in schools they have admin access to. Select the **All Users** filter to view all DASH users.

Add Users

Select the **Create New** button at the top of the screen to create a new user. Enter a unique

email address for the user. An error will display if you save the form and the email address has already been used by another active DASH user. Enter optional information for Department, Position, and Phone number.

Select a Role for the user. The Role options for district administrators include LEA User, LEA Administrator, School User, and School Administrator. The Role options for school administrators include School User and School Administrator.

The administrator creating the account must select an associated Organization for the new user. Only organizations that the user is an administrator for will appear available for selection.

After selecting the Role and Organization, select the **Create** button to save. DASH will automatically email the new user with the confirmation email with instructions.

Search for Users

Select the Search option at the top of the Users page to locate a specific user or group of users.

You can search by a user's first or last name, email address, or attributes such as user type (e.g., "school user" to view all users with a role School User) or organization (e.g., "Blue School" to view all school-level users with access to Blue School).

Add your Organization to an Existing User

You may need to give access to your organization to an existing DASH user, such as a coach working across schools or a regional support resource working across districts. You may only add districts to existing district-level users and add schools to existing school-level users. To add your organization to an existing user, use the search feature or browse to locate the existing user record. Select the contents of the Organization column for that user's record. This will display that user's existing organization associations. Select Add Organization at the top to add your own organization(s) to the user's account.

Select the role you would like the user to have for the organization you are adding. Then select the organization. Select **Add Organization** to save.

The existing user will now be able to select the additional organization from the top context switcher when using DASH. The user will not able to add or modify plan content unless you add the user to the Core Team for the new organization.

Modify Users

To modify existing users, select the edit icon next to the user's name from the Users list. Note: you will only be able to modify users associated with an organization that you are the administrator for.

Make any changes in the form and select the **Update** button to save.

Note: you may modify an existing user's email address at any time. Changing a user's email address will trigger a new confirmation email to the revised address. The user must confirm the new email address before logging on with the new email address.
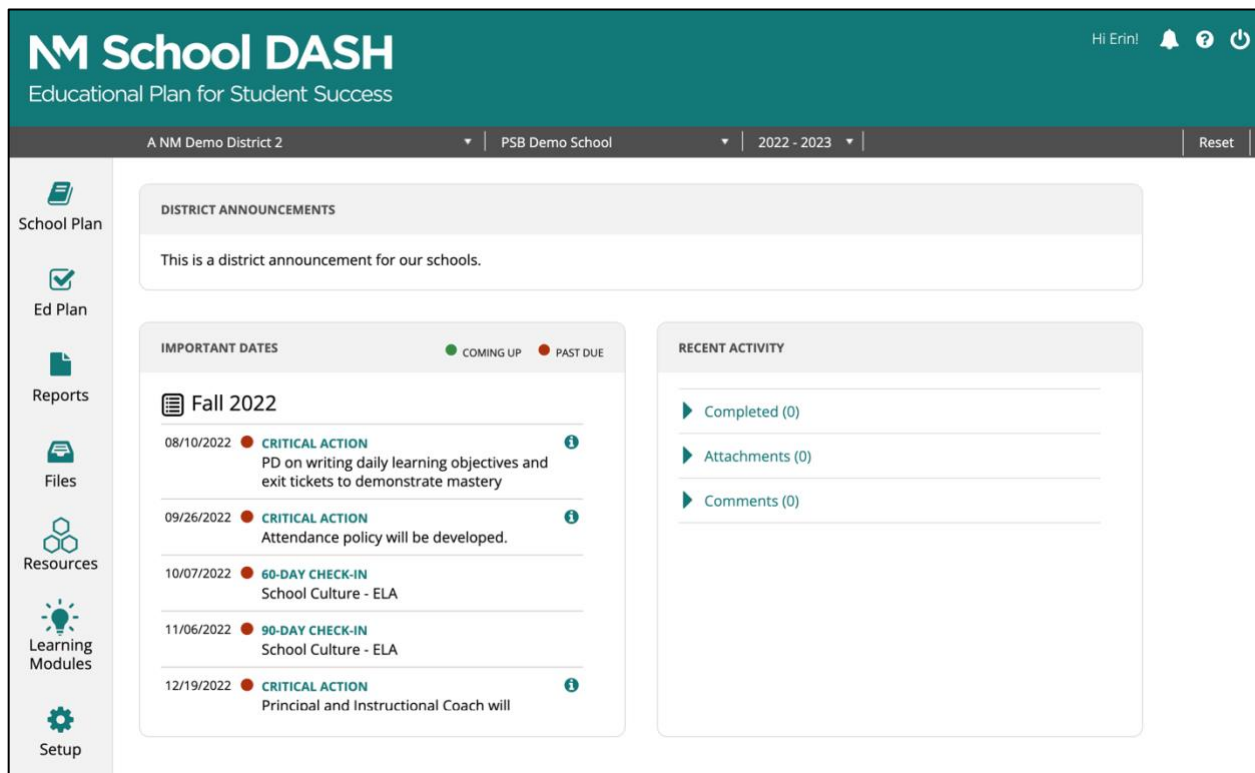
Deactivate Users

To deactivate a user account, uncheck the Active checkbox next to the user's name in list view or when editing the user's record by unchecking the Active checkbox and selecting the **Update** button to save. Deactivated users will receive a message that their account is not activated when they try to login to DASH.

☑	☐	District	Amy	ecarter+amy@wested.org	Training District 1 - LEA Admin, Training District 2 - LEA Admin, Training District 3 - LEA Admin, ... (6)	05/13/2022 04:47 PM	46	✎ ✕ ☰

Home/Dashboard

The default home page when you log in is the Dashboard. Here you will find announcements, important upcoming and past due dates for your planning and monitoring activities, and a log of recent activity.

In the Important Dates box, the related item can be accessed by selecting the title. Select the

blue "i" information icon on the right to view details about the critical action.

To expand Recent Activity information, select the section (e.g., Completed) to view activity from the last 2 weeks.

District Announcement (LEA Admin users)

LEA Admin level users may create or modify the District Announcements tile from the **Manage District Announcement** option in the Setup area.

Setup

User Management
Users - Manage User Accounts

District Config
Manage District Announcement
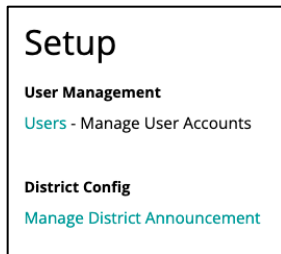
Type content and/or clear existing content in the text box and click **Save** to publish to all schools' dashboards.

Add District Announcement

A NM Demo District 2

Enter the text for the home page's Announcements box. Based on the length of the content, the box will resize and push other home page information down so try to limit the content to around 250 characters.

Characters: 0   POWERED BY TINY

Save   Cancel

District Tools

Below the Announcements, Important Dates, and Recent Activity boxes of the District Dashboard is the My Schools section. Select the Details link at the bottom right corner of each box to view the specific school details for that report.
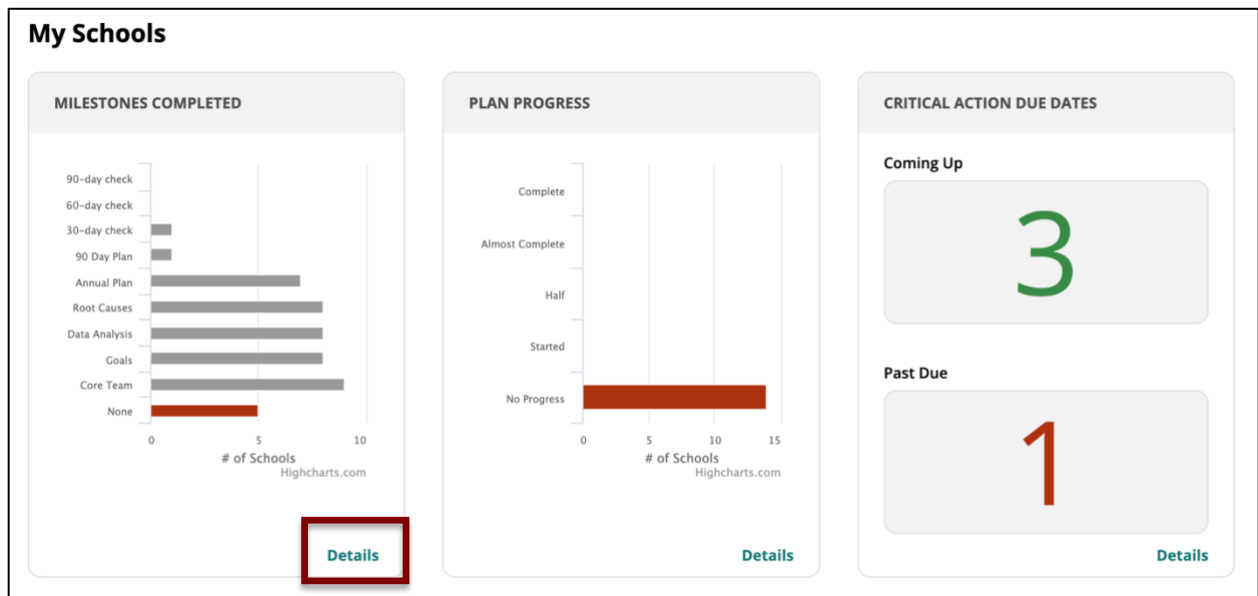
Annual Plan - Getting Started

To begin planning and implementation activities on DASH, access the Plan Dashboard from the **School Plan** option on the left side navigation. The Plan Dashboard contains a view of the components that make up the annual planning process. Components are not accessible if required preceding components are not complete.
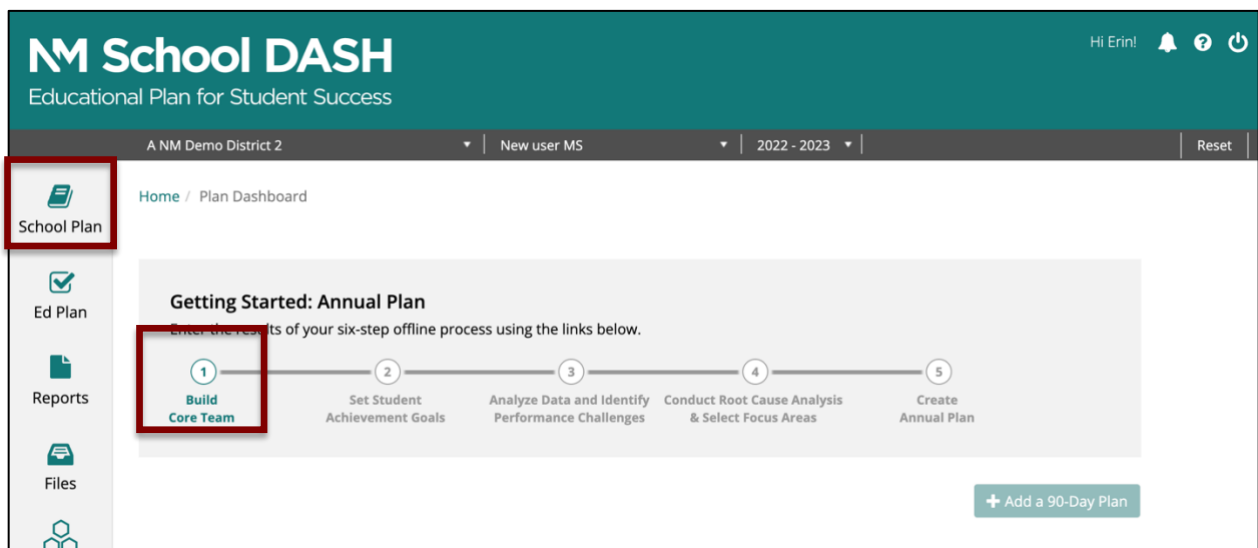
Core Team

You must start by identifying your Core Team. If the Core Team is not complete, the next component may be accessed from the Plan Dashboard. While a Core Team should include

multiple required roles, the Core Team component is marked complete only when a District Reviewer has been assigned.

Important notes

- Only administrative-level users may set up the Core Team in DASH.
- To be Core Team member, you must have an active DASH account.
- You must be a Core Team member to add or edit any planning data for the organization, even if you have an administrative-level account.
- You must be a Core Team member to be selected as the Person Responsible for critical actions in the organization's 90-Day Plan.

Select the **Build Core Team** link from the Plan Dashboard to begin. Start by assigning the District Reviewer in the *Add Assigned Reviewers* area. Select a *User* from the menu of active DASH users for your organization and click the **Add** button.

For all other members, use the *Add Core Team Member* area. Select a *User* from the menu of active DASH users for your organization. Add the *Position/Title* for the team member. Assign a team *Role* or roles for the selected individual. If you select "Other" or certain other options (e.g., Content Expert), you may be prompted to fill out a required *Role Detail* field for additional information about that member's role.

Click the **Add another Role** option to add other roles to the member, if necessary.

You may select the *Read-only* permission if you do not wish for the Core Team member to be able to add or modify information in DASH. The user will be listed on the Core Team page and plan report and will be available for selection as a Person Responsible but they cannot add or modify any plan information for the organization.

Finally, select the **Add** button to save the Core Team member.

To edit a Core Team member's information, click the edit button for the member's row. Note: you will be editing the member's Core Team information, not their user account information.

NAME	TITLE	ORGANIZATION	ROLES	READ-ONLY		
Amy District ⓘ	Reviewer	Training District 1	District Reviewer/Reflection Monitor		☑	➖
Rosie DiAdmin ⓘ	ELA specialist	A NM Demo District 1	Content Expert ⓘ		☑	➖

To remove someone from the Core Team, select the minus sign button for that member's row and confirm. Note: this will only remove the user from the Core Team; it will not delete their DASH account. When prompted, select **OK** to confirm.

NAME	TITLE	ORGANIZATION	ROLES	READ-ONLY		
Amy District ⓘ	Reviewer	Training District 1	District Reviewer/Reflection Monitor		☑	➖
Rosie DiAdmin ⓘ	ELA specialist	A NM Demo District 1	Content Expert ⓘ		☑	➖

Set Student Achievement Goals

Once your Core Team has been identified, you may enter your Goals. Select the **Set Student Achievement Goals** link from the Plan Dashboard or from the top of the Core Team page to begin.

Getting Started: Annual Plan
Enter the results of your six-step offline process using the links below.

✓ Build Core Team ── ② Set Student Achievement Goals ── ③ Analyze Data and Identify Performance Challenges ── ④ Conduct Root Cause Analysis & Select Focus Areas ── ⑤ Create Annual Plan
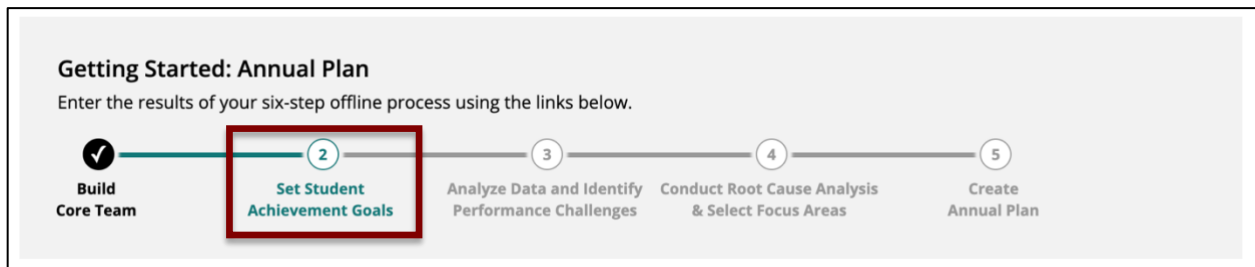
Start by selecting a *Content Area* for the Goal. Note that you will not see content areas available for selection once you have created a Goal for that content area.

Then select the Goal Setting format you would like to use. These align to [Worksheet 2.1a](#) (Grade/Cohort Proficiency), [Worksheet 2.1b](#) (Cohort Growth), and [Worksheet 2.2](#) (Graduation). ELA and Math goals should be created using either the Grade/Cohort Proficiency or Cohort Growth formats. Graduation should use the Graduation format.

Each format has a different form to fill in. If you wish to use a different format, click the **Reset** button. Note: clicking Reset will clear all save you may have entered in the previously selected form.

Grade/Cohort Proficiency format

Start by selecting whether your goal addresses *Grade Level* or *Cohort* proficiency.

Then, for each grade or cohort, enter the following: *Grade/Cohort, Student Assessment Results, Summative Goals, and Benchmarks*. Click **Add Another** to add these details for all Grades/Cohorts until complete.

Finally, enter the schoolwide *Summative and Benchmark SMART Goal Statements* and click the **Save** button when complete.

Schoolwide Goal Statement

GRADE LEVEL/COHORT PROFICIENCY SUMMATIVE GOAL STATEMENT ❓

| B | I | ≔ | ⩫ | 👁 | 📋 | ↩ | ↪ | | 🔗 |

Characters: 0   POWERED BY TINY

GRADE LEVEL/COHORT PROFICIENCY BENCHMARK GOAL STATEMENT ❓

| B | I | ≔ | ⩫ | 👁 | 📋 | ↩ | ↪ | | 🔗 |

Characters: 0   POWERED BY TINY

Cancel   **Save**

Cohort Growth format

In the *Summative Cohort Growth Assessment Results* section, select a Grade/Cohort, then enter the values for Levels 1-4. Click Add Another to enter information for the next Grade/Cohort until complete.

Summative Cohort Growth Assessment Results ❓

1 total

➖

GRADE/COHORT *

3rd grade ▾

| LEVEL 1 * | LEVEL 2 * | LEVEL 4 * | LEVEL 4 * |

➕ Add Another

In the *Cohort Growth Summative Goals* section, select a Grade/Cohort, then enter the values

for Levels 1-4. Click Add Another to enter information for the next Grade/Cohort until complete.

In the *Cohort Benchmark Goals* section, select a Grade/Cohort, then enter the values for Levels 1-5. Click Add Another to enter information for the next Grade/Cohort until complete.

Finally, enter the schoolwide *Cohort Growth Summative and Benchmark Goal Statements* and click the **Save** button when complete.

Schoolwide Goal Statement

COHORT GROWTH SUMMATIVE GOAL STATEMENT

Characters: 0   POWERED BY TINY

COHORT GROWTH BENCHMARK GOAL STATEMENT

Characters: 0   POWERED BY TINY

Cancel   Save

Graduation format

Enter the 4-year *Graduation Rate Results, Graduation Rate Goal, Benchmarks, Summary Summative Goal Statement* and *Summary Benchmark Goal Statement*. Click the **Save** button when complete.

4-YEAR GRADUATION RATE RESULTS

GRADUATION RATE GOAL

BENCHMARKS

Characters: 0   POWERED BY TINY

SUMMARY SUMMATIVE GOAL STATEMENT

Characters: 0   POWERED BY TINY

SUMMARY BENCHMARK GOAL STATEMENT

Characters: 0   POWERED BY TINY

Cancel   Save

Manage Goals

From the Goals list:

Expand All   + Add Another Goal

▶ English Language Arts

- To create additional Goals, select the **Add Another Goal** button.
- To print the list of Goals, select the **Print** button.
- To expand and show all details for all Goals, select the **Expand All** link at the top of the list.
- Select the Goal name to expand and view its details.
- Select the edit button to make any changes to a saved Goal.
- Select the delete button to remove a Goal. Note that you will not see the delete button if the Goal is used in your Annual Plan.
- To add or view documents attached to a Goal, select the paper clip icon.
- To add or view comments attached to a Goal, select the comments icon.

Analyze Data and Identify Performance Challenges

Once your Goals have been entered, you may select the **Analyze Data and Identify Performance Challenges** link from the Plan Dashboard or from the top of the Goals page.
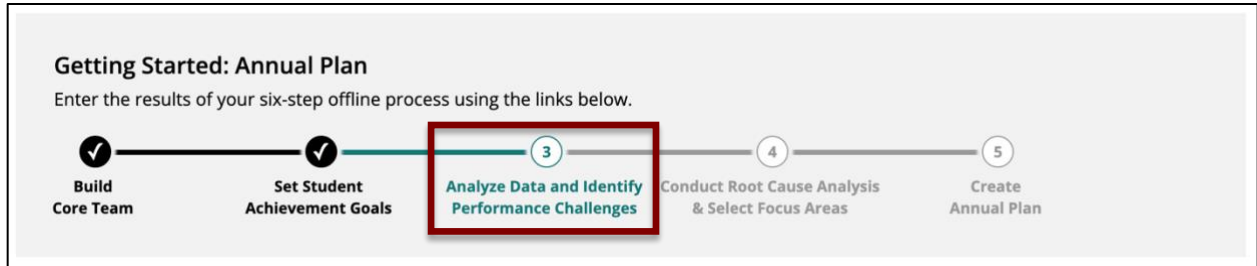
Start by selecting a *Goal* you created in the previous component. Then, select one or more *Student Achievement, Student/Adult Behaviors, and/or Instructional Practices (data options)* from the drop-down menu.

Enter text for *Schoolwide data shows that…* and *These areas are cause for concern…*Finally, enter the text for the *Performance Challenge statement*. This should be brief but descriptive, as this is the text that will identify the Performance Challenge throughout the system.

Manage Performance Challenges

From the Performance Challenges list:

- To create additional Performance Challenges, select the **Add Another Performance Challenge** button.
- To print the list of Performance Challenges, select the **Print** button.
- To expand and show all details for all Performance Challenges, select the **Expand All** link at the top of the list.
- Select the Performance Challenges name to expand and view its details.
- Select the edit button to make any changes to a saved Performance Challenge.
- Select the delete button to remove a Performance Challenge. Note that you will not see the delete button if the Performance Challenge is used in your Annual Plan.
- To add or view documents attached to a Performance Challenge, select the paper clip icon.
- To add or view comments attached to a Performance Challenge, select the comments icon.

Conduct Root Cause Analysis and Select Focus Areas

Once your Performance Challenges have been entered, you may select the **Conduct Root Cause Analysis & Select Focus Areas** link from the Plan Dashboard or from the top of the Performance Challenges page.
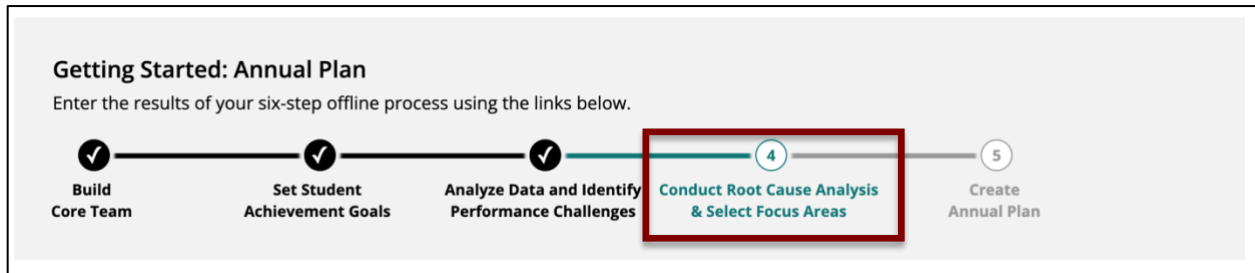
Select a Performance Challenge that was created in the previous component. Enter the text for the Root Cause Statement. Finally, select a Focus Area to associate with the Root Cause. Click the **Save** button when complete.

Manage Root Causes

From the Root Causes list:

- To create additional Root Causes, select the **Add Another Root Cause** button.
- To print the list of Root Causes, select the **Print** button.
- To expand and show all details for all Root Causes, select the **Expand All** link at the top

of the list.

- Select the Root Cause name to expand and view its details.
- Select the edit icon to make any changes to a saved Root Cause.
- Select the delete icon to remove a Root Cause. Note that you will not see the delete icon if the Root Cause is associated with a Focus Area.
- To add or view documents attached to a Root Cause, select the paper clip icon.
- To add or view comments attached to a Root Cause, select the comments icon.

Annual Plan

After creating your Root Causes, select the Annual **Plan** option on the Plan Dashboard or from the Root Causes page.
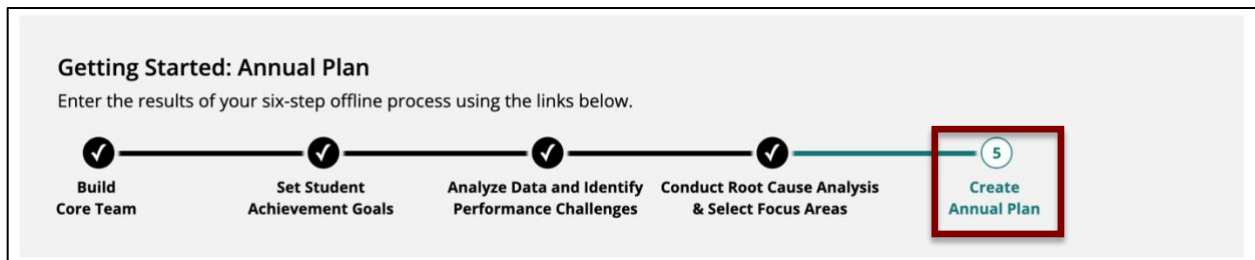
Start by selecting a Goal that you created in the second component.

Note: once you create an Annual Plan element for a selected Goal, that Goal will no longer be available for selection.

Next, select a Focus Area from the list of Focus Areas you selected during the Root Cause Analysis component. Select **Add another focus area** to add more Focus Areas to the same Goal or select the **Add to Plan** button to save that Goal's details. Repeat the process for any additional goals until the plan is complete.

Once you save plan elements, you will see options for attaching documents and comments to different levels of the plan.

To edit the Annual Plan, select the Edit icon for the Goal's details you wish to edit.

To remove a plan element, select the Delete icon for the Goal or Focus Area level.
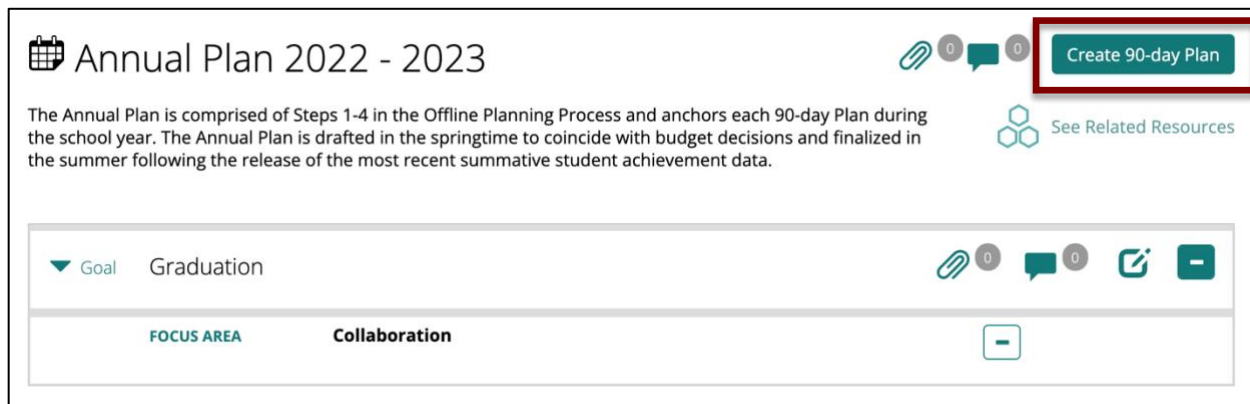
Note: you won't be able to delete a Goal or Focus Area if it is later used in a 90-day plan.

Once the Annual Plan elements are complete, select the **Create 90-day Plan** button at the top of the screen. Note: you will not be able to access this button until you have saved at least one plan element. Clicking the button will mark this step complete and take you to the Create New 90-day Plan screen.
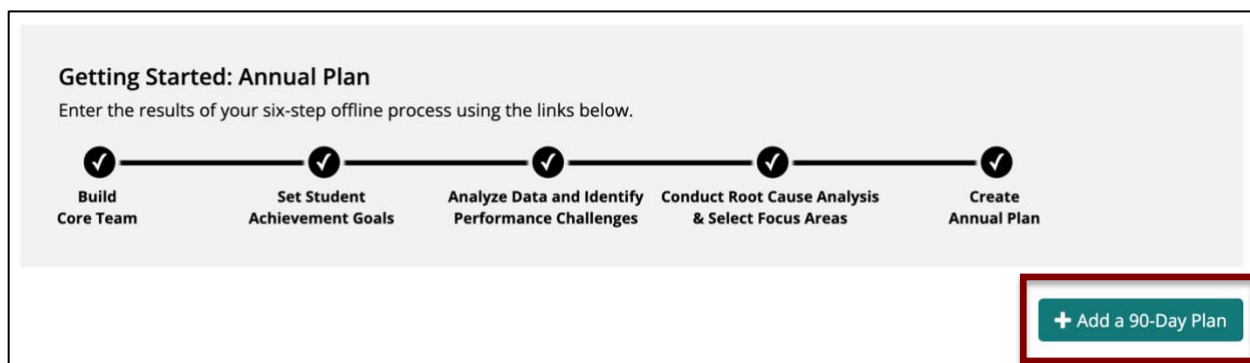
90-Day Plans

You may also create a new 90-day plan by selecting the button on the Plan Dashboard or from the top of the Annual Plan by selecting **Create New** under the **Go to 90-Day Plan** menu.
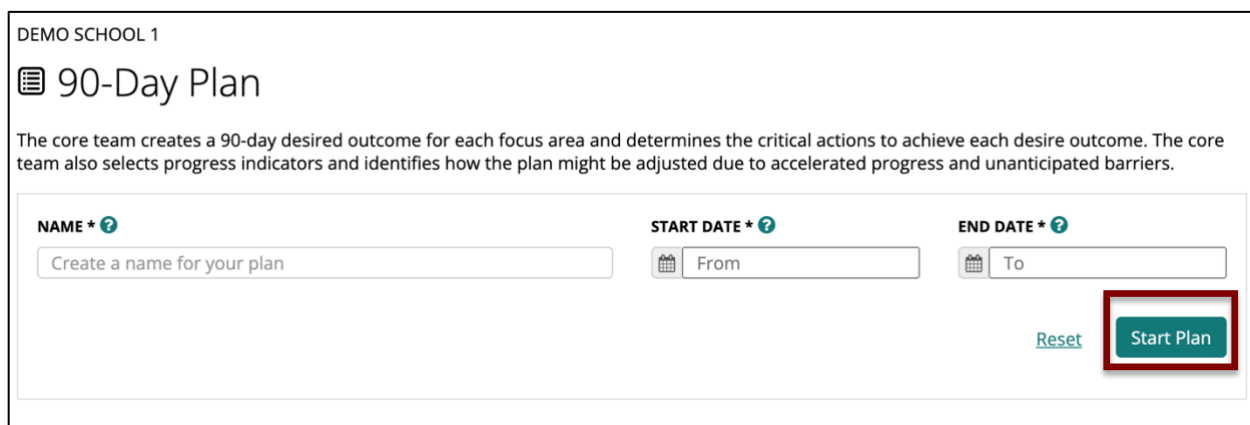
Start by naming the plan (e.g., Fall Plan). Use the calendar tool to enter the *Start Date* and *End Date* for the plan. Select the **Start Plan** button to save.

Select a Focus Area from your Annual Plan that you will work on in this 90-Day Plan. For the selected Focus Area, select one or more Goals to associate with that Focus Area that you will work on in the 90-day plan. The Goals available for selection are those associated with the

selected Focus Area in the Annual Plan.

Click **Save and Continue.**

Enter the *Desired Outcomes* for the selected Focus Area. Click the **Save and Continue** button or select the *Critical Actions* tab to continue.

Enter a Progress Indicator by entering an Indicator Date and the Evidence of Progress. Select **Save and Add Another Progress Indicator** to add more Progress Indicators to this Focus Area, as needed. Remove unwanted Progress Indicators by clicking the minus sign icon next to the item. Click the **Save and Continue** button or select the *Critical Actions* tab to continue.

Create Critical Actions for the Focus Area by entering Start and End Dates for the action, the Critical Action title/description and Resources Needed. Select the Persons Responsible from the

menu of Core Team members. Enter the Person(s) Involved (e.g., Instructional Coaches). Select **Save and Add Another Critical Action** to add more Critical Actions to this Focus Area, as needed. Remove unwanted Critical Actions by clicking the minus sign icon next to the item. To save without adding to the plan, click the **Save** button. When all data for the Focus Area has been entered, select the **Add to plan** button at the top.

Continue to build the plan by selecting additional Focus Areas, as needed. Focus Areas entered will appear below for managing. If a Focus Area has been worked on but the *Add to plan* button was not selected, a "Draft" indication will appear. Select the edit icon to modify that Focus Area's content. Select the delete (minus sign) icon to remove that Focus Area from the Plan.

Plan Reviews

When you have finished entering your plan, select the **Submit** button at the top of the screen to submit the plan to the District Reviewer.
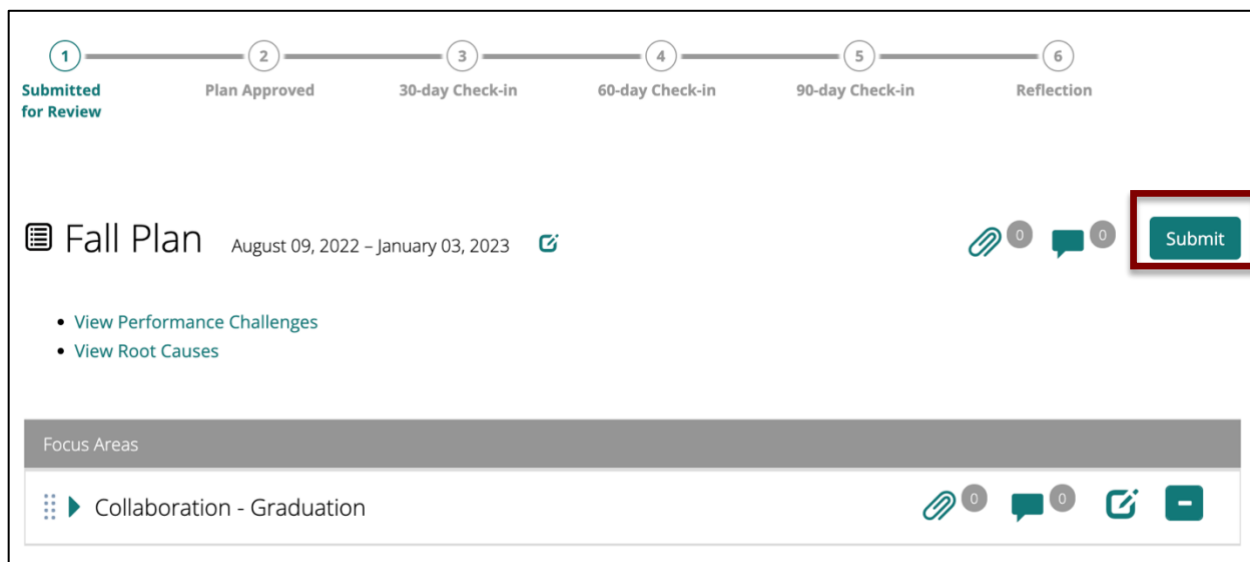
A confirmation message appears and the plan will change to read-only mode while it is being reviewed. The milestone *Submitted for Review* will also be marked as complete at the top of the plan and on the Plan Dashboard.

If you submitted in error, click the **Unsubmit** button that replaces the Submit button. This will revert the plan to edit mode and the *Submitted for Review* milestone will no longer be marked complete.

Quality Indicators

On each plan component, one or more review indicators appear on the page. These indicators appear both as guidance and to facilitate plan feedback from a reviewer.

The indicators appear under the main content of the page. Indicators appear as checklists of required elements and an optional Feedback field for reviewer feedback. If the review hasn't started, a message will indicate so at the top. For example, on the Core Team page:

Quality Indicators Review

This review hasn't been completed yet.

Roles and areas of expertise are data based and represent the diversity of the school community.
- ◯ Relevant content/grade level and/or EWS representation
- ◯ Relevant student group representation (i.e., SWD, EL, ED)
- ◯ Relevant community involvement representation
- ◯ District Reviewer/Reflection Monitor
- ◯ District Representative

School Core Team Composition Feedback:

Once complete, users can view the results of the review. If all elements are selected as evident by the reviewer, the indicator status is Solid Progress. If anything is missing, the status is Limited Progress and should be addressed with the Core Team.

Quality Indicators Review

Please see the results of this component review below.

SOLID PROGRESS

Check the element(s) you found evident for **School Core Team Composition**.
- ✓ Relevant content/grade level **and/or** EWS representation
- ✓ Relevant student group representation
- ✓ Relevant community involvement representation
- ✓ District Reviewer/Reflection Monitor
- ✓ District Representative

School Core Team Composition Feedback:

Great team!

Reviewer Instructions

On all component pages, assigned reviewers will see the indicator checklists and optional feedback text field. Select the elements that are evident in the plan for that component, provide optional feedback in the text box, and then click **Publish.**

Quality Indicators Review

Roles and areas of expertise are data based and represent the diversity of the school community (3-8)

☐ School leader

☐ Relevant content representative

☐ Relevant grade level representative

☐ Relevant student group representative (i.e., SWD, EL, ED)

☐ Relevant community involvement representative

☐ A District Representative

☐ District Reviewer/Reflection Monitor

Component 1 Feedback

Publish

If changes are made to the component and a re-review is needed, click the **Edit** button on the published component.

SOLID PROGRESS

Roles and areas of expertise are data based and represent the diversity of the school community (3-8)

✔ School leader

✔ Relevant content representative

✔ Relevant grade level representative

✔ Relevant student group representative (i.e., SWD, EL, ED)

✔ Relevant community involvement representative

✔ A District Representative

✔ District Reviewer/Reflection Monitor
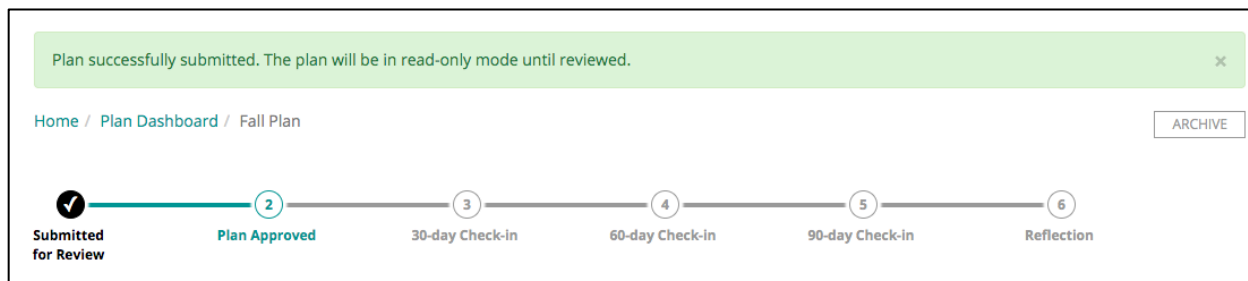
Component 1 Feedback

Edit

Last saved 08/09/2022 11:56:08 AM
Last published 08/09/2022 11:56:09 AM

Make any necessary changes and click the **Done** button to save. Any adjustments to the Solid/Limited Progress status will be made automatically.

Plan Review Statuses

The progress map at the top of the 90-day Plan and on the Plan Dashboard will indicate when the plan is Approved or if it has been returned for revision.

Returned for Revision

If the plan has been returned for revision by the District Reviewer, the open/next milestone status will change to *Resubmitted for Review*. The plan will now revert to edit mode. You can edit any area that needs attention by clicking the edit button and make changes. Click the **Submit** button when revisions are complete.

The milestone *Resubmitted for Review* will be marked complete and the plan will again enter read-only mode while the District Reviewer assesses the plan changes.

Approved

When the plan is approved by the District Reviewer, the Plan Approved milestone will be marked complete and the plan enters implementation mode.
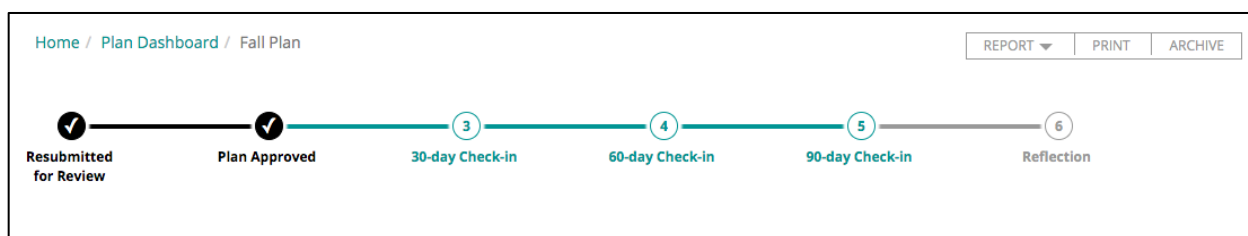
If you approved in error, click the **Unapprove** button. This will revert the plan to edit mode and the *Plan Approved* milestone will no longer be marked complete.

Implement and Monitor 90-Day Plan

While the plan is in implementation mode, you may make updates and manage the plan in four ways:

- Indicate when Critical Actions are complete
- Report on progress
- Attach documents and comments
- Generate reports

Update Critical Action Status

To indicate that a Critical Action is complete, select the checkmark box to the left of the Action.

The checkmark box will turn green to indicate it is complete. You may select the box again to revert to an incomplete state, if needed.

Report on Progress

The Report on Progress section for each Focus Area provides a space to record the progress of the plan at the 30-, 60-, and 90-Day check-in stages. Enter the *Date*, *Progress Towards Meeting Desired* Outcomes and *Impact on Student Outcomes*, select an option in the *Next 30 days* menu, and add any *Adjustments & Supports Needed*. Finally, click **Save**. (Note that there is no Adjustments & Supports Needed field for the 90-Day check-in, which will be addressed through the 90-Day Plan Guided Reflection process).

Check-In: 30-Day

CHECK IN DATE

📅 | MM/DD/YYYY

PROGRESS TOWARDS MEETING DESIRED OUTCOMES ❓

B *I* ☰ ☷ 👁 📋 ↶ ↷ 🔗

Characters: 0   POWERED BY TINY

IMPACT ON STUDENT OUTCOMES

B *I* ☰ ☷ 👁 📋 ↶ ↷ 🔗

Characters: 0   POWERED BY TINY

NEXT 30 DAYS

⌄

ADJUSTMENTS & SUPPORTS NEEDED ❓

B *I* ☰ ☷ 👁 📋 ↶ ↷ 🔗

Characters: 0   POWERED BY TINY

Cancel   Save

Once saved, you may edit the check-in by selecting the edit icon.

Documents and Comments

Documents and comments may be attached to the top of the 90-Day Plan for any communication, supporting documents, or evidence at the plan level. Select the icons at the top to add documents or comments. You may also attach documents and comments to a Focus Area or to a Report on Progress check-in for more specific documentation and communication.

Focus Areas

⠿ ▼ Collaboration - Graduation   📎⁰ 💬⁰   ✏️

90-Day Plan Guided Reflection

Four weeks before the End Date of your current 90-Day Plan, the Guided Reflection will become available. Access the Reflection by selecting the *Reflection* milestone on the Plan Dashboard or the top of your 90-Day Plan.
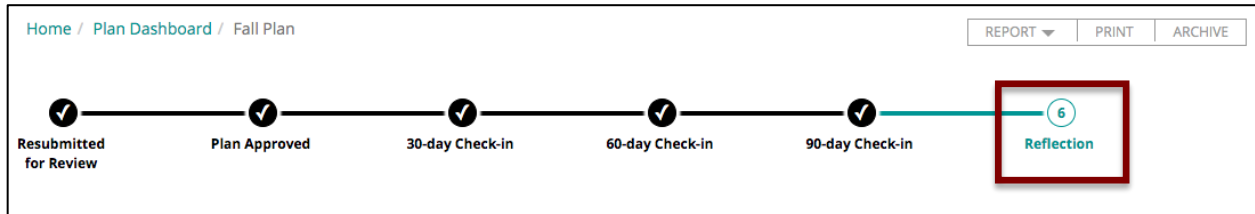
Step 1: Reflect

The first set of steps require written reflection on your 90-Day Plan.

Progress Towards Benchmark Goals.

The Goals you wrote at the beginning of the year appear on the left side of the screen for reference. Enter the *Progress Towards Benchmark Goals* in the text box on the right. Content will be saved automatically every 3 seconds or when you select the **Next** button at the bottom right of the screen. You must select the Next button on each step to mark it complete and advance to the next step. Gray tabs will appear in color when the step is complete and you can return to those tabs as needed.

Reflect – Sample Fall Plan

1 REFLECT   **2** REVISIT   **3** REVIEW

A BENCHMARK GOALS   **B** FOCUS AREA 1   **C** FOCUS AREA 2

Reflect on The School Core Team's experience during the fall 90-day plan and consider the progress the school made. *

* Any content you enter on these pages will be autosaved every 3 seconds.

Review Annual Plan Goals

Review the goals defined in Component 2 on the Annual Plan.

Graduation
SUMMARY SUMMATIVE GOAL STATEMENT:

summative statement

SUMMARY BENCHMARK GOAL STATEMENT:

benchmark statement

Reflect

PROGRESS TOWARDS BENCHMARK GOALS

[Next]

Add reflection information for each Focus Area in the plan.

On the next tab(s), all plan content for the Focus Area(s) in the 90-day plan appear on the left for reference. Enter the responses into the three text fields for each Focus Area tab in the Reflect section. Select the **Next** button at the bottom of the screen to make this step complete and move through the same step for each Focus Area.

Step 2: Revisit

The second set of steps require revisiting the contents of your Annual Plan and noting any changes that might be needed.

Revisit Core Team

Revisit the membership of your Core Team. Use the text box below to record your notes. Select the **Next** button at the bottom of the screen to mark this step complete.

Revisit Performance Challenges

Revisit your Annual Plan Performance Challenges. Use the text box below to record your notes. Select the **Next** button at the bottom of the screen to mark this step complete.

Revisit Root Causes/Focus Areas

Revisit your Annual Plan Root Causes/Focus Areas. Use the text box below to record your notes. Select the **Next** button at the bottom of the screen to mark this step complete.

Step 3: Review your Reflection

In this last set of steps, review what you wrote on the Reflect steps and any notes you made about changes needed to your Annual Plan.

Review Reflection

Select the **Revise** button for a section if any changes are needed.

Select the **Check if Reflection Complete** button at the bottom of the screen to see if all required elements have been saved. Select the **Next** button at the bottom of the screen to make the step complete.

Review Annual Plan Notes

Select the Revise button to make any changes to a section's notes. Select the **Next** button at the bottom of the screen to make the step complete.

Review Next Semester Desired Outcomes

Review the contents of the Next Semester Desired Outcome for each Focus Area. If your next plan uses the same Focus Area, the statement written in the reflection will auto-populate the Desired Outcomes field for the new plan. Select the Revise button to make any changes. Select the **Done** button when complete.

Once complete, the milestone will be marked complete on the 90-day plan progress map and buttons will appear at the top of the Reflection page to either update Annual Plan components (taking you back to the Plan Dashboard) or to create your next 90-Day Plan. You may also print
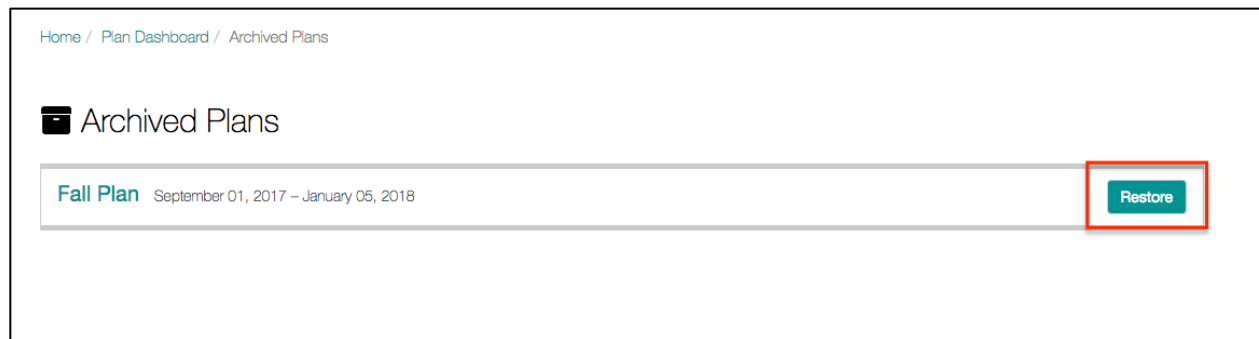
a Reflection report.

Archived Plans

Any 90-Day Plan with an End Date in the past or any plan manually archived will appear in the Archived Plans area. Access this by selecting the Archived Plans button on the Plan Dashboard.
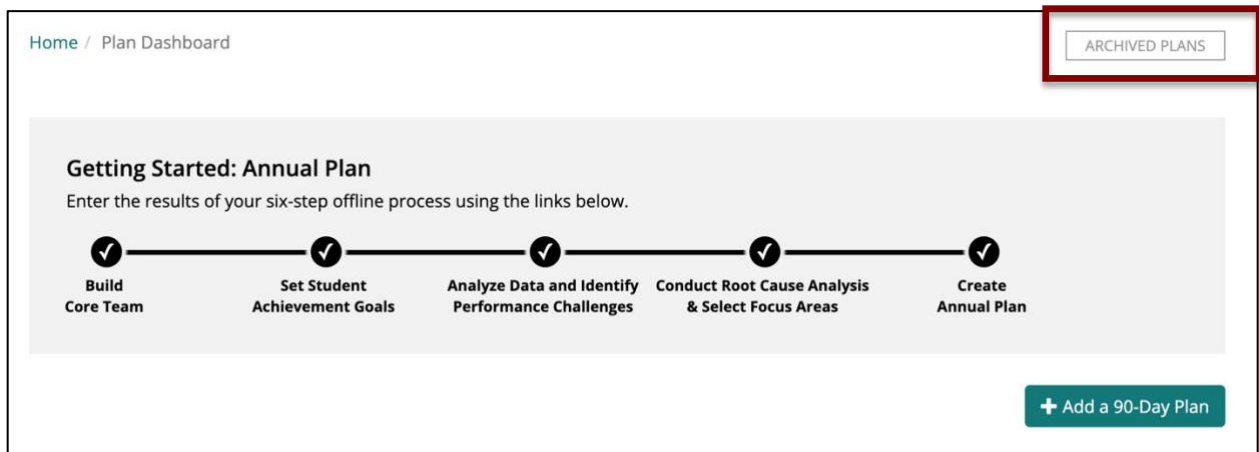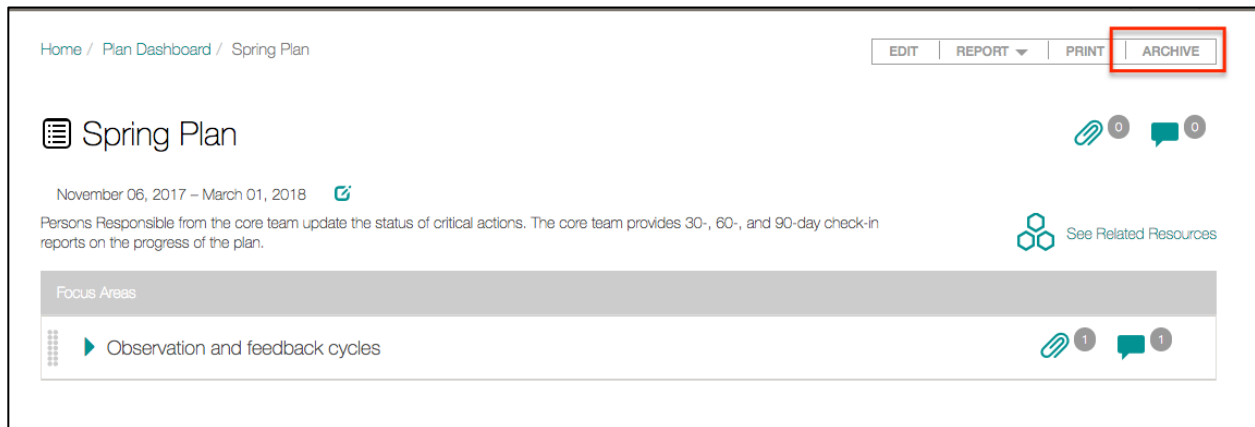

You can access an archived plan by selecting its title. If you need to restore to plan to active, select the **Restore** button.
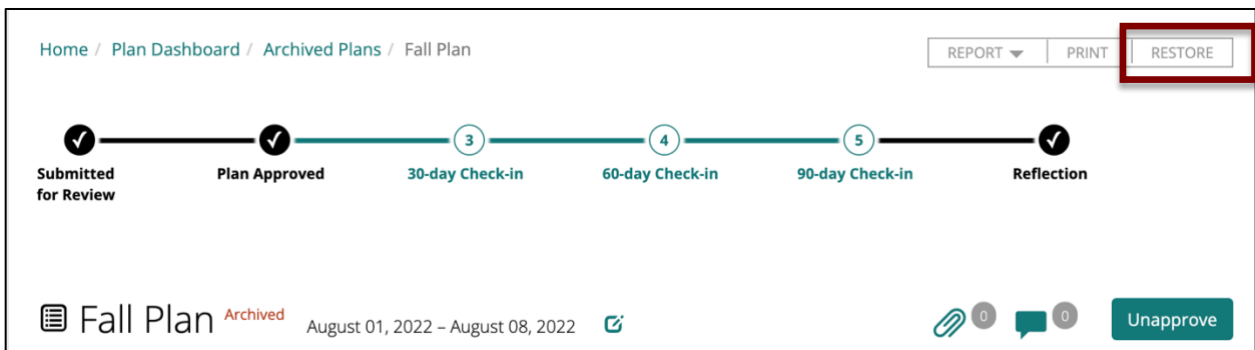

If the End Date of the plan is in the past, you will be required to modify it to a current or future date before you can restore the plan. If needed, you can also change the name of the plan at this time. Select **Save** after making changes.
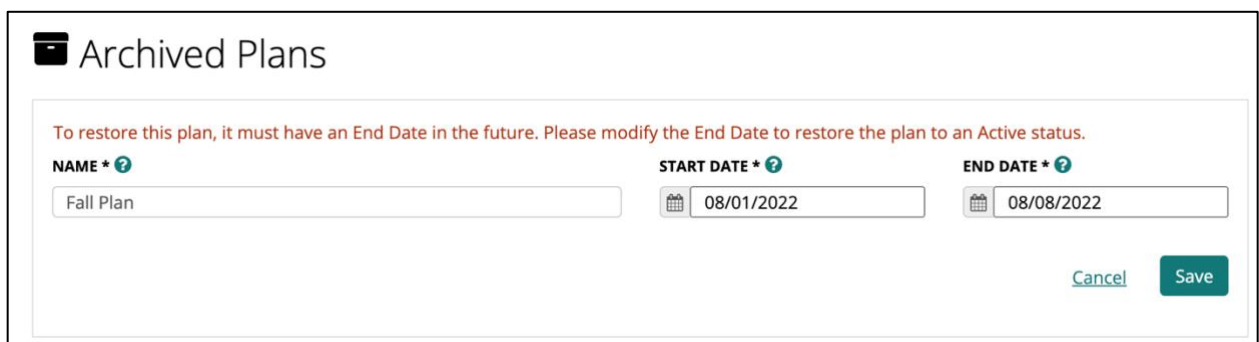
You can also archive a plan from the 90-Day Plan page by selecting the **Archive** button:

You may also restore an archived plan from the 90-Day Plan page by selecting the **Restore** button:

If the plan's End Date is in the past, you will be asked to modify it before restoring it to an active status. Make the necessary changes and select **Save** to restore.

Reports

Individual 90-Day Plan reports are available at the top of the plan under the Reports menu when the plan is in Implementation mode.
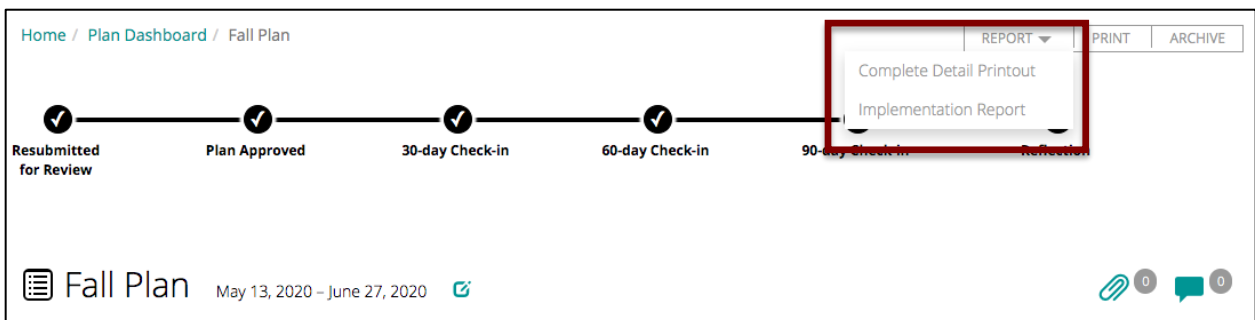
For individual 90-Day Plan reports, a PDF file will be generated for the selected report. Depending on your browser settings, the PDF may open on its own, as a new tab in your

Internet browser, or be sent to your computer's Downloads folder.

To print the 90-Day Plan as it is shown in DASH, select the **Print** button at the top of the plan.

Reports are also available from the **Reports** option in the left navigation bar.

School users have access to the Implementation Status Report and the Complete Detail Printout for all 90-Day Plans. Expand the selected report to view a list of all plans available to generate the report for.
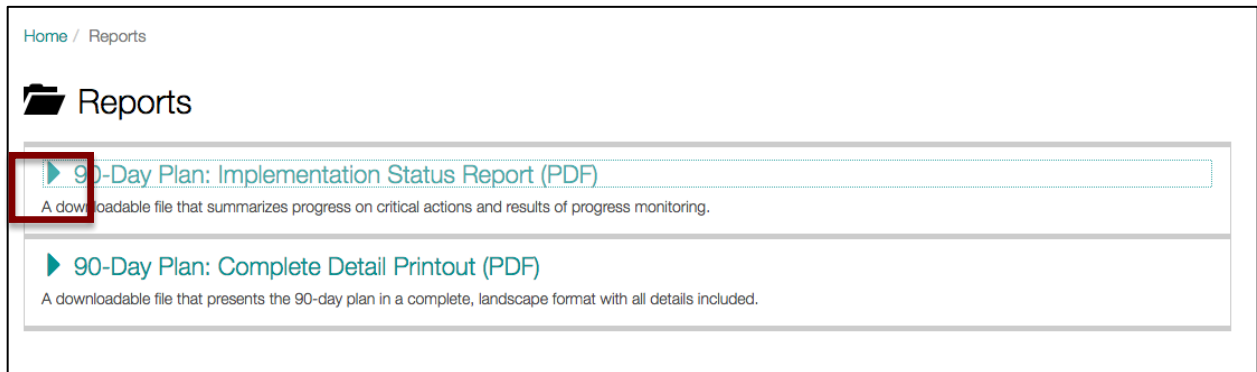

Select the report icon to the right of the plan you would like to generate the report for.
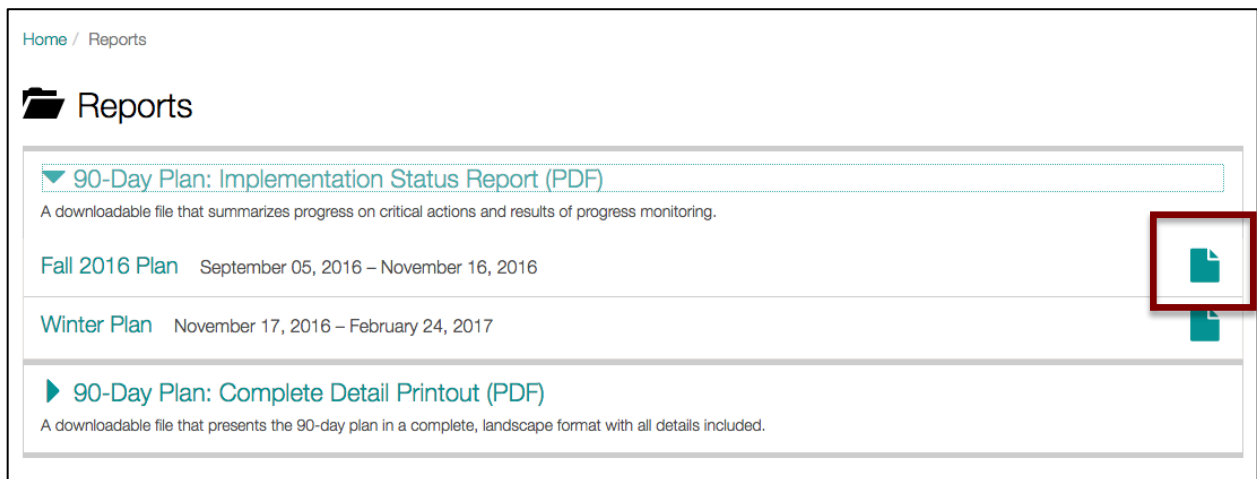
The Reports page in a district context displays the Implementation Status Report and Complete Detail Printout for the district's plans and reports school plan. Access any report by selecting the report icon on the right.
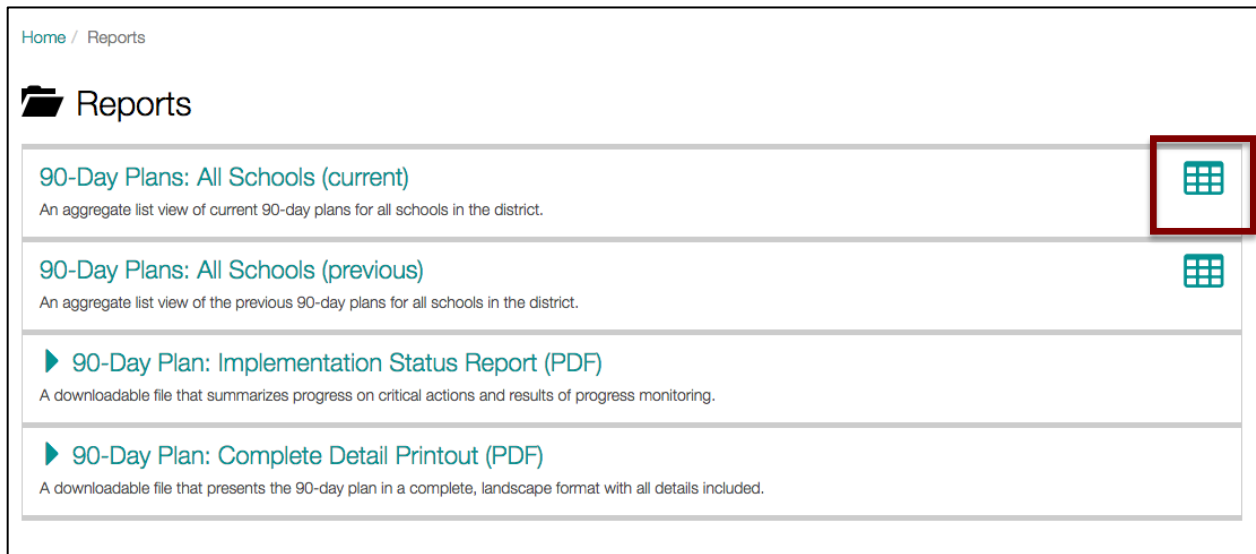
Select the **Show All** button to view all details for all schools or expand and individual school/plan. Beneath each school is a list of the school's focus areas for that plan.
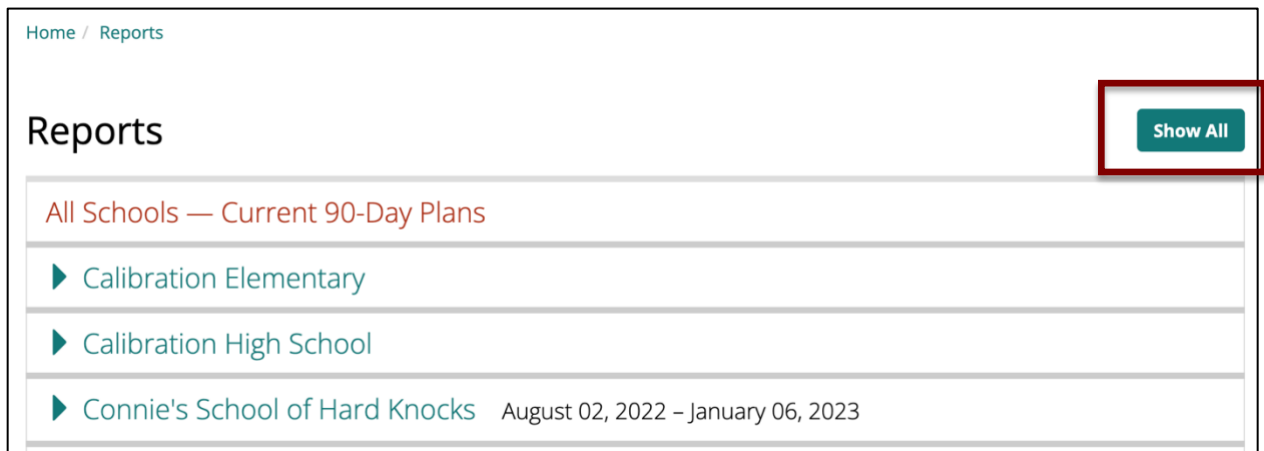
Resource Library

The Resource Library is accessed by selecting the Resources option in the left side navigation.

To view resources specific to a task in DASH, select the See Related Resources section wherever it appears.

Core Team ⬡⬡⬡ See Related Resources ◈ Process Guide

If viewing the resource library from the main Resources option on the left side navigation, select the **Explore the Library** link on the home page or select the **Resources** option at the top of the screen.

From the Resources page, select a Topic by selecting its name or select the **Browse All Resources** button.

Use the search at the top right to search for any resource or collection by keyword.

On the Resources list page, select a Topic to narrow results if viewing all resources, or select the plus sign for one of the filters to view other options to filter by. Select a resource to view by

selecting its title.

Select a resource title to view its page.

Video resources may be viewed directly on screen by selecting the Play button on the embedded video player.

Downloadable resources feature a preview of the document and you may view it in its entirely on screen or select the **Download** button below to save a copy.