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HIGH SCHOOL AND BEYOND

SANDBOX GUIDE

for Principals

Housing all of your student's High School and Beyond data in one location for educators to review. Our application allows you to track student progress across all of the Bundled apps. Educators can review what students have accomplished in Career Planner, Four Year Plans, Graduation Monitor, and more by spotlighting individual students or downloading reports and data tables. Educators can also set up OSPI's requirements per Grade Level for students to have a clear idea of what they need to complete and when they need to complete it.

Containing all student progress in one application allows educators to quickly review multiple students at one time, making it easy to identify student compliance with OSPI's guidelines.

LOGIN INSTRUCTIONS:

URL: https://sandbox.schooldata.net/v2/high-school-and-beyond/#/educator

Username: highschool.principal

Password: highschool.principal.password

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Introduction

Housing all of your student's High School and Beyond data in one location for educators to review. Our application allows you to track student progress across all of the Bundled apps. Educators can review what students have accomplished in Career Planner, Four Year Plans, Graduation Monitor, and more by spotlighting individual students or downloading reports and data tables. Educators can also set up OSPI's requirements per Grade Level for students to have a clear idea of what they need to complete and when they need to complete it.

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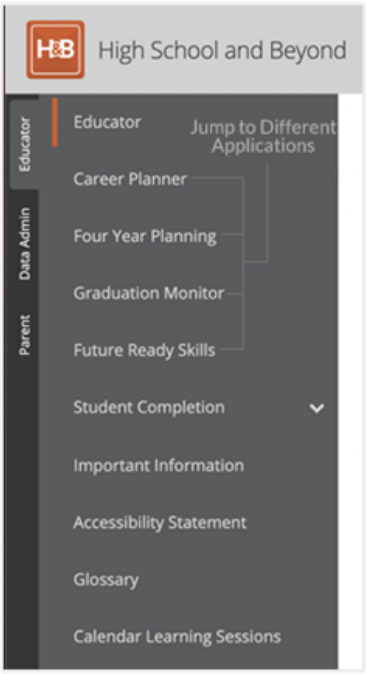
Navigating the Application

Our Left Hand Navigation guides you to other bundled applications, allows educators to review a single student or a group of students, and gives the options to review Data Tables or Reports specific to the bundled applications.



Containers to Investigate

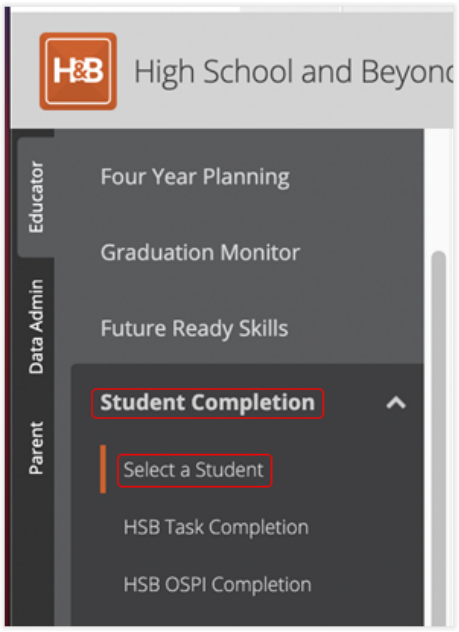
While there are many features to investigate, we are going to focus on the following:

- Student Completion - Select a Student
  - Single Student
  - Student Group
- Career Planner Completion
- Four Year Plan Completion
- Data Tables
- Reports

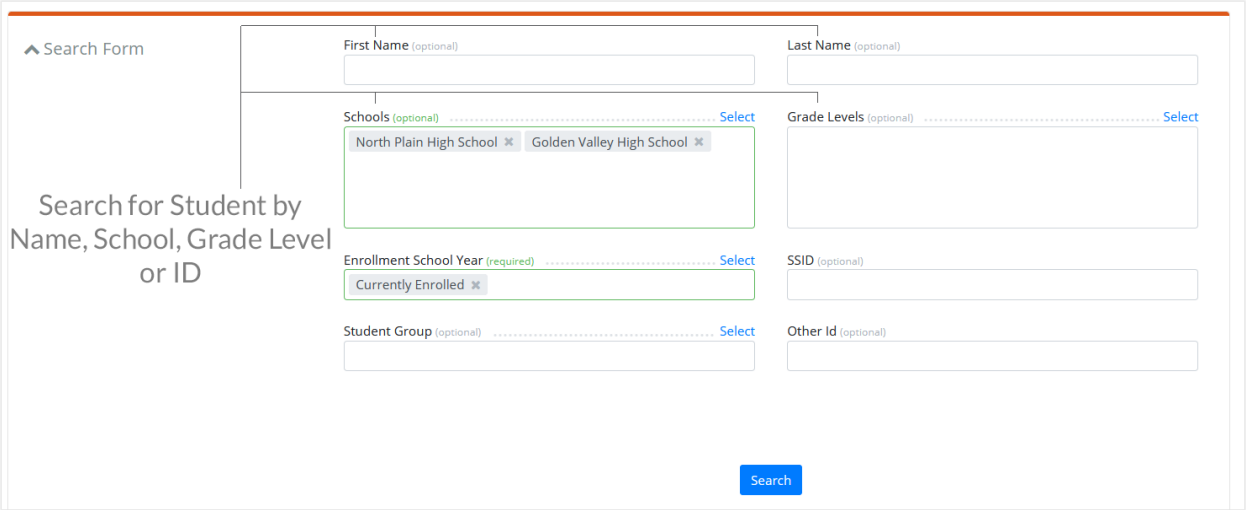
Student Completion - Select a Student (Single Student)

This feature allows educators to review a single student to see all they have accomplished for their High School and Beyond Plan. This tool is most helpful when working with a student one on one.

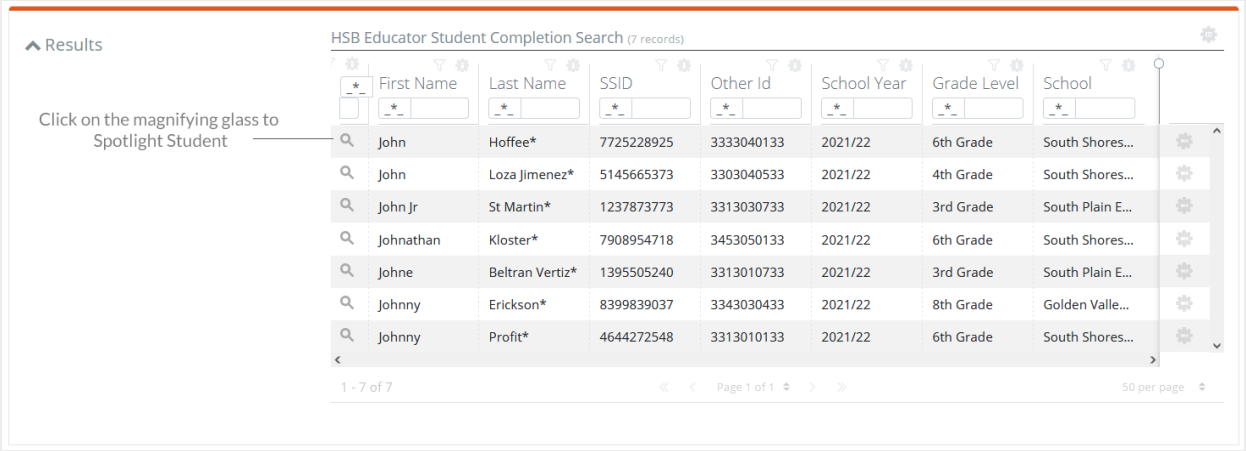
First, you'll expand "Student Completion" and then click "Select a Student."



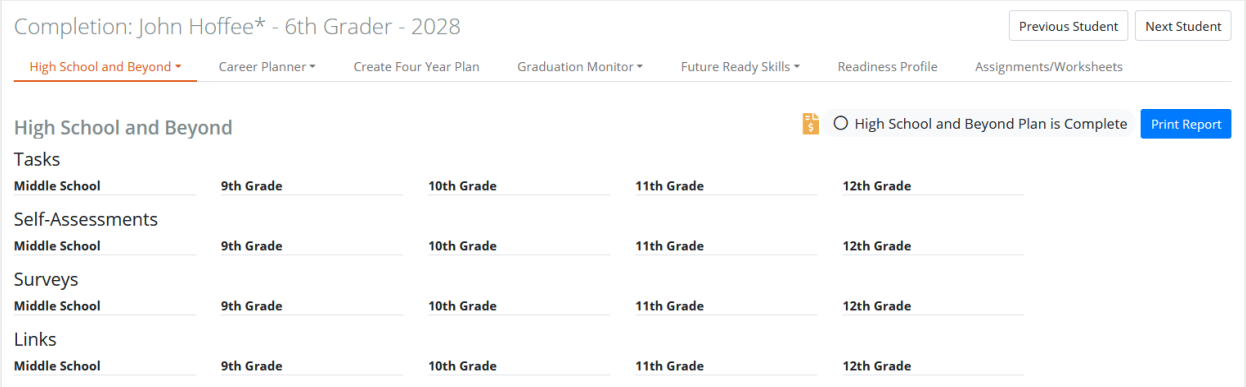
You can then search for the student by name, school, grade level, or ID.



Once you've entered your search information, a list of students will appear to select from. Find the specific student and click on the magnifying glass to the left of their name.

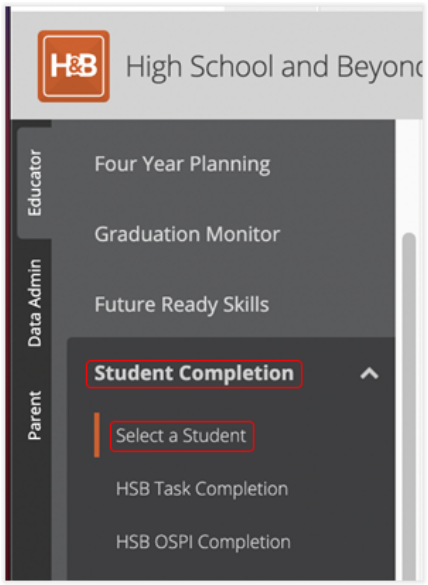


The page you'll land on is the students' High School and Beyond task page, where we can list all of the activities we want the students to be completing per grade level. You can also jump to the different application tabs to review what activities students have completed in those specific applications.

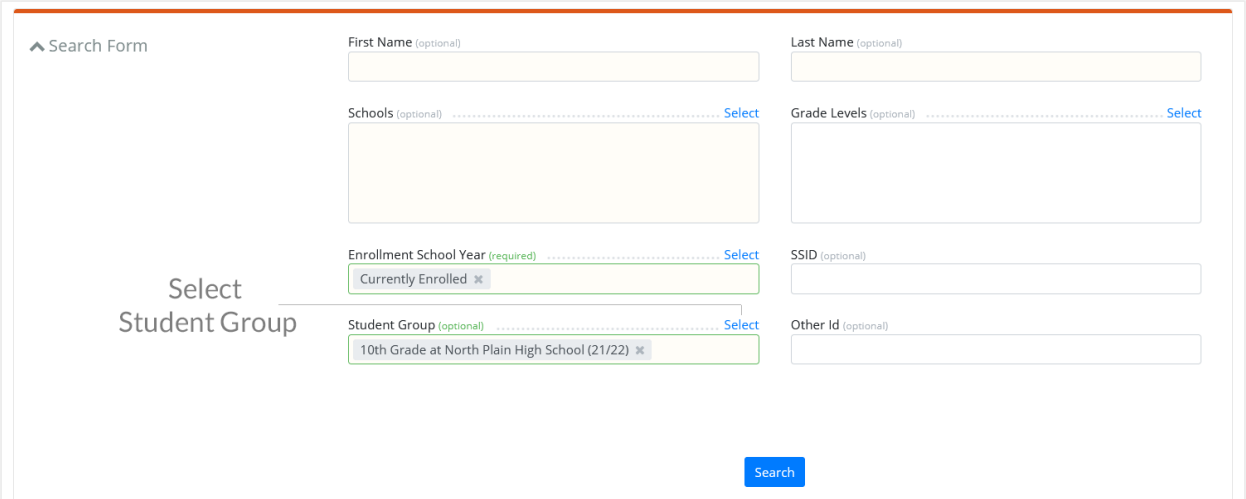


Student Completion - Select a Student (Student Group)

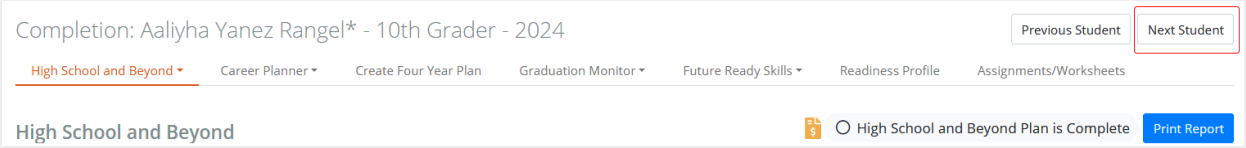
This feature allows you to review one student at a time but easily click to the next student in your student group. This would be most beneficial to Counselors with specific student groups they focus on.



Rather than looking for a single student, instead, select a Student Group.

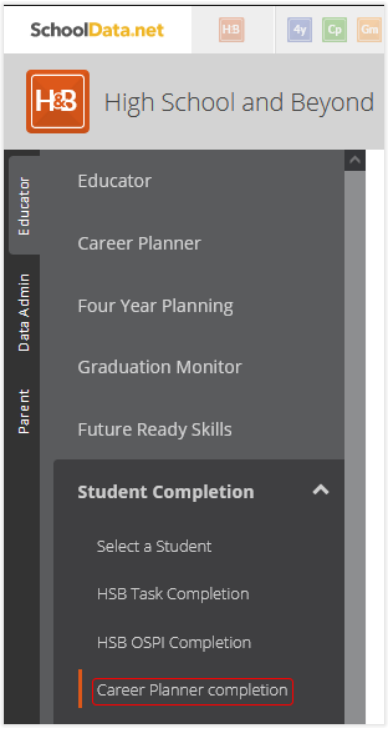


Click on the first student magnifying glass. After reviewing the first student, you can click "Next Student" in the top right corner to continue going down your list of kids in that specific group.



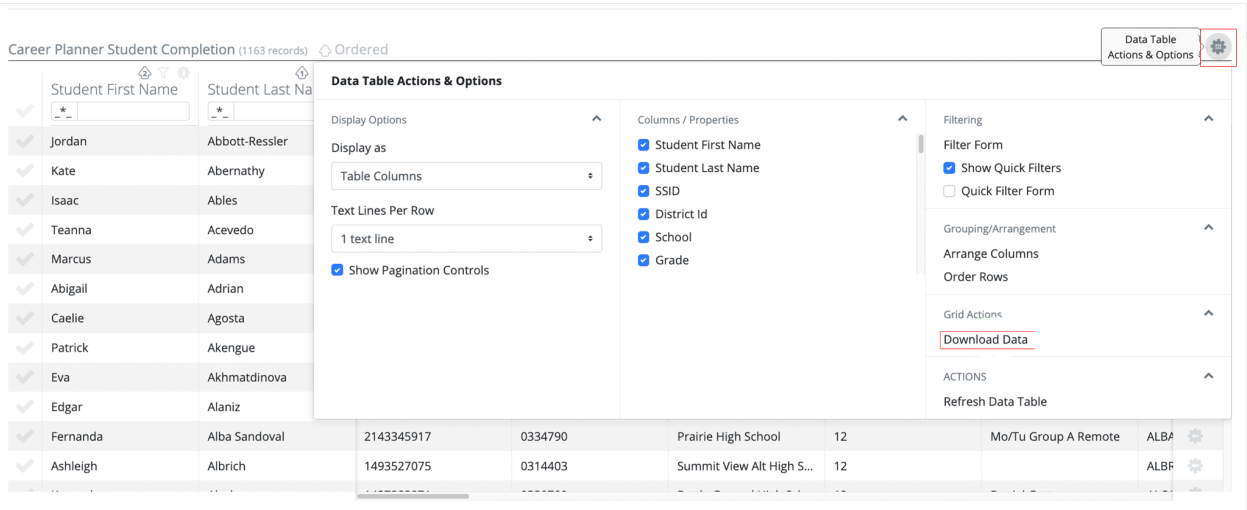
Career Planner Completion

This data table will display all students in a selected student group and allows the educators to review all that students have accomplished within Career Planner.



Each column will pertain to a specific Career Planner activity. If the students have completed said activity, their answers/results will appear in the corresponding column. If the column remains empty, that is an indicator to the educator that the student has not yet completed it.

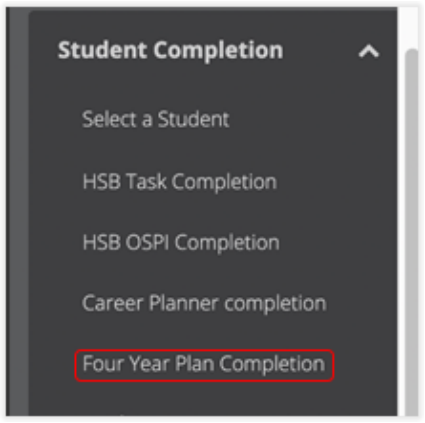
This information can also be downloaded by clicking on the gear icon and selecting "Download Data". You can do this via the Data Table Actions & options. Click on the gear icon located to the top right, as highlighted by the red square below. Then click on "Download Data" indicated by the red rectangle.

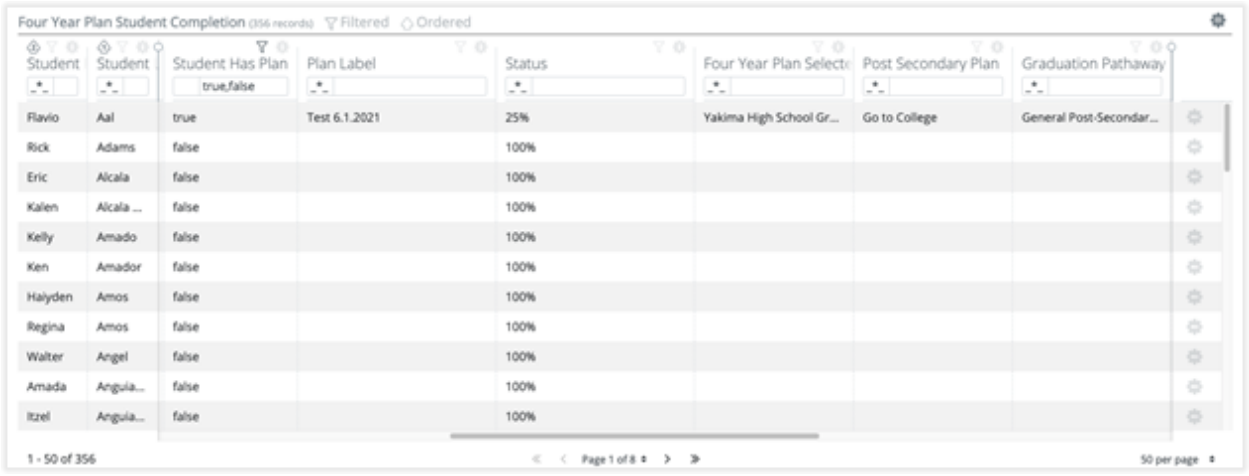


Four Year Plans Completion

This data table will display all students in a selected student group and allows the educators to review all that students have accomplished within the Four Year Planner.

Below, we can see this option selected and, in turn, the screen that is rendered.

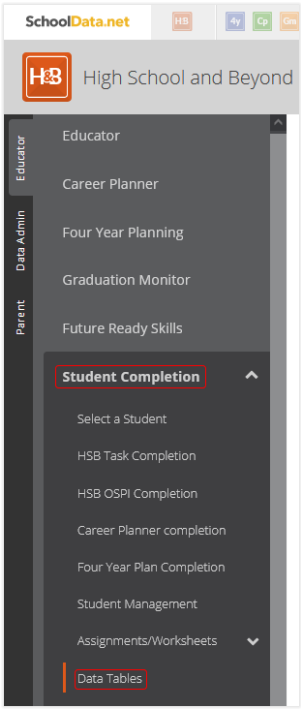


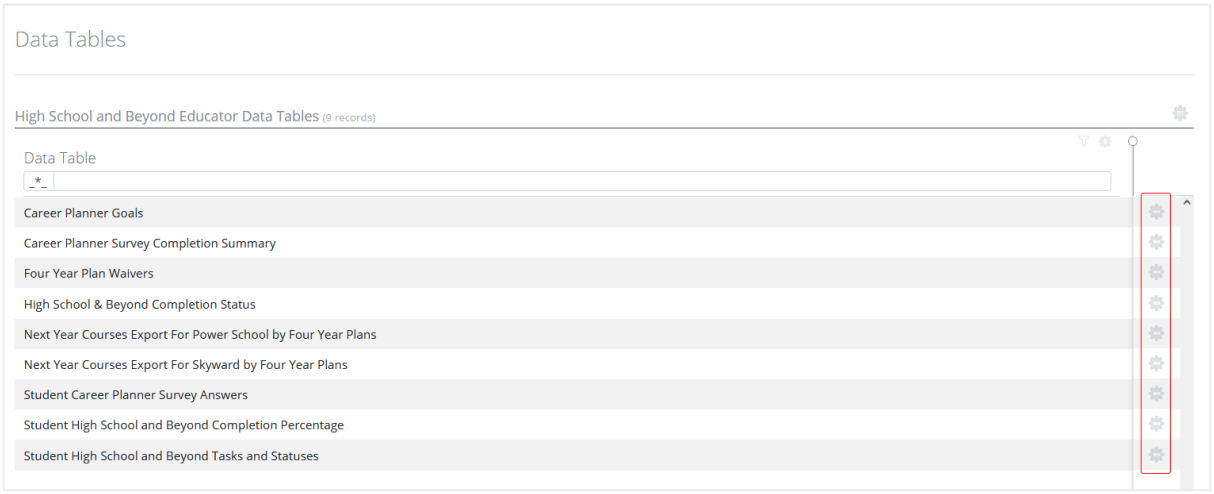


Data Table

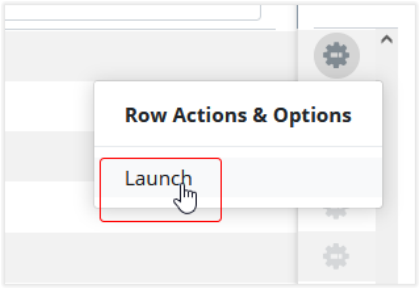
Here we house all of the Data Tables that pertain to High School and Beyond.

Start by clicking on one of the gear icons along the same line as the Data Table to specify the students/student group you wish to view data for. In the picture below, we can see said gears highlighted in red.

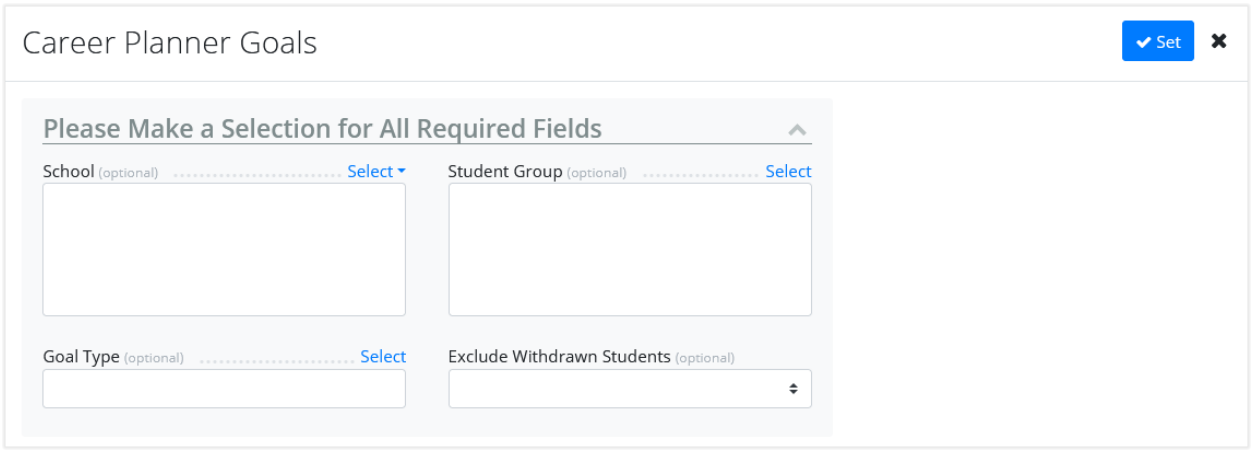




Once you have selected the gear icon, you will see the option to "Launch" appear in a drop-down menu. Select this option.

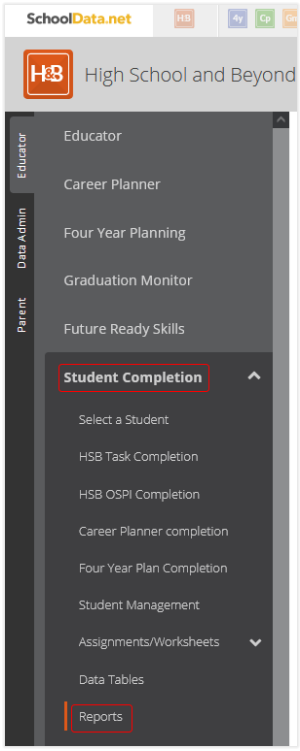
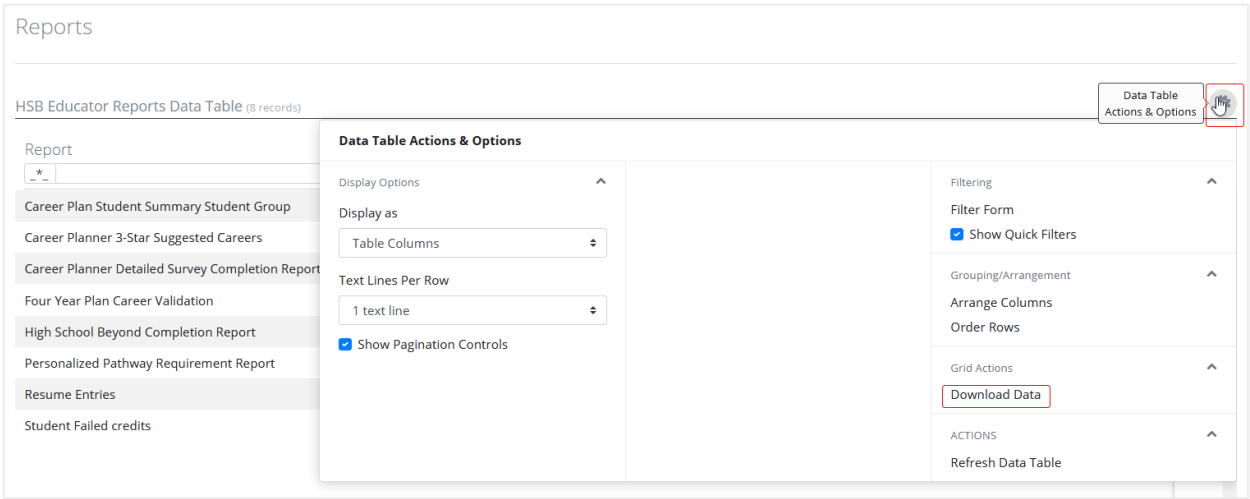


A new modal will appear that will allow you to put in your specifications.



Reports

These reports come in handy when wanting to see a quick list of student accomplishments or if an educator is looking for specific data.

To download one of these Reports, click on the gear icon next to the Report and select the student(s) you'd like to review.

You can accomplish this by clicking on the gear icon on the right-hand side of the screen. We can see in the picture below this button clicked on and the subsequent menu that appears when that is done. Furthermore, we can see the "Download Data" option highlighted.