**Tools for Teacher Evaluations**

As the time approaches for the post conference stage of the T-TESS process, there are a few Decision Ed reports that can assist you.

**A View of Attendance**

One report that helps you view areas of concern or merit for attendance is the Local Report #LR000054. This report gives a quick view of the total number of personal absences (by filtering out absences that are professional development, jury duty, and other non-personal reasons) and displays the number of absences of this type and the percent attendance. (For District Users, see a combination of reports #LR000050, #LR000051, and #LR000053.)

If you want to get more detail on a particular teacher, you could select a Teacher Detail—Absence History report #R000228 which gives the absence detail for the selected teacher over the last two years. (This is because our Aesop data has only been loaded into Decision Ed for the 2016 and 2017 school years.) Do not be alarmed if you see teachers listed who are no longer on your campus. The report lists any teachers for whom data is stored even for past years. A quick fix would be to select the current school year in the “Search by Schedule School Year” field and then click on the “Apply Optional Search Filters” box.

**Teacher Schedule History**

One additional report of interest is the Teacher—Schedule History #R000231. This report allows you to see the courses taught by the selected teacher(s) at any Humble ISD campus over the past years (back to the 2009 school year). Another report displays the grade levels taught—see Report #R000847.

**What About Discipline?**

There is an interesting report you can run for your campus which shows the YTD Infraction Counts by Reporting Staff, which is Report #R000104. Typically, your administrators will top this list, since many incidents occur in areas other than the classroom. However, it can reveal some significant classroom trends as well. Take a look!

**Away From The Office?**

Once the migration to Gmail is complete, our remote link will reflect the NEW humbleisd domain. Use this website to log on anywhere: https://hmbdw.humbleisd.net/ibmcognos

**How Are My Students Doing?**

There are a few reports that help identify courses where students have a higher failure rate. One basic report is #R000136, which gives a mark distribution view of all the selected courses in a particular subject area. The breakdown shows the number of A’s, B’s, C’s, etc., and clicking on any of the hyperlinks will provide you with the list of students by teacher for that mark group. However, if you want to look more closely at a particular teacher and the grade distribution for all of his/her courses, try Report #R000137 Mark Distribution by Course for Teacher (see the example shown at left)—OR to look at one particular course and see all the mark distributions for each teacher for that course, try Report #R000137, Mark Distribution by Teacher for Course.
Learn to Share!

You found a GREAT report and want to share it with a colleague. There are two options for sharing. When you have run the report you want to share, click on the dropdown “Keep this version” on the right side of the toolbar and select “Email Report.” Enter the email address of the colleague, then select one of the following:

1. On the bottom of the email, the default selection is to “Attach the report.” This will send the actual report you are displaying on your screen to the email recipient. NOTE: They do not need to have Decision Ed access to view this report, though it will open as a web document.

2. If, however, you change the checkbox to “Include a link to the report,” the recipient will receive a link to run the same report in Decision Ed with current data for their campus.

Use Your TOOLS

The “rerun” button can be one of your most useful tools! Found on the top right-hand side of the tool bar when a report is run, this button allows you to go back and change one or more settings, and then quickly run the report again. It is especially useful when you want to run multiple reports with only minor changes.

Need Some Training?

Our goal is to provide campuses with all the skills and tools to fully access the data available through the Decision Ed Warehouse. If you are in need of training, whether beginner or refresher, please email Mary Kay Gianoutsos at mgianou@humbleisd.net. NOTE: Have a group on your campus that needs to be trained? We can also schedule a team training on site. Just let us know!

Something for the High Schools . . .

Campuses occasionally need to review the cumulative GPA of their students. A recent example was a campus needing the GPA report for National Honor Society eligibility but wanted it in Excel format. Some eSchool reports are available only in pdf, but nearly every report in Decision Ed can be converted to Excel. Check out the Report #R000135 for a GPA Distribution Student List (District Users—see #R000047). In the selection boxes, you will want to select the 5 Point GPA. Use the optional filters to limit the grade level or the GPA range or to find a subpopulation.

If you want to see a summary report of the GPA distribution of a select group of students, you can run a GPA Distribution by Grade Level (see example below). This is Report #R000133 for schools (#R000045 for District), and it displays the number of students within the cumulative GPA range as of the selected marking period. (See below.) The title is a bit misleading, as it is not the GPA for just the marking period, but their overall cumulative GPA. Clicking on the hyperlinks, however, will give you a detailed report with both GPA’s—for both the selected marking period and cumulative. Check out the additional reports by Overall Distribution (School—#R000132, District—#R000044) or by Special Population (School—#R000134, District—#R000046).