



# Student Objectives

## *Admin Training Guide*



**ProgressBook<sup>®</sup>**  
***DataMap***

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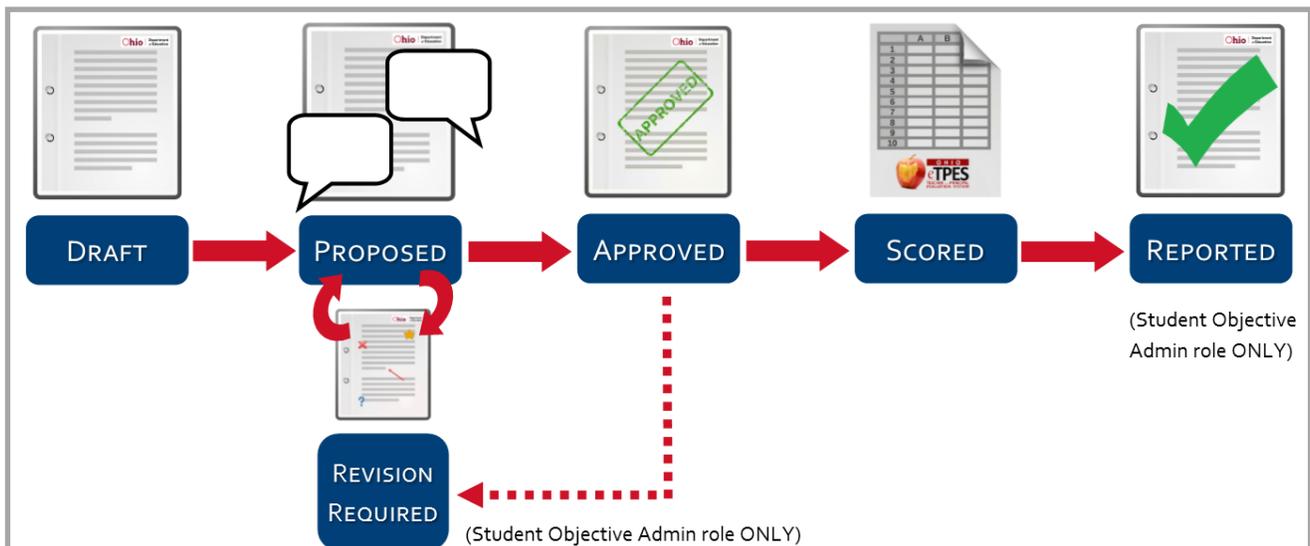
# *Lesson Objectives*

- Review objectives
- Exclude students from objectives
- Finalize objectives

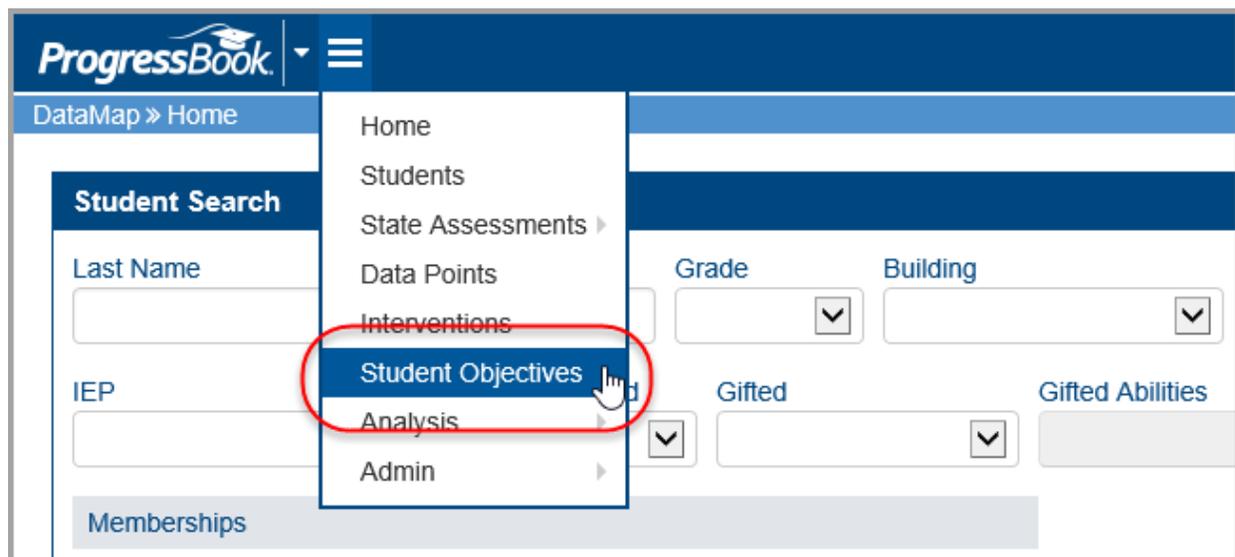


# Workflow & Navigation

Student Objectives must go through a process of creation and review before being approved, scored, and reported to the state. The following image illustrates this workflow.



Once in DataMap, click the main menu, then click **Student Objectives**.





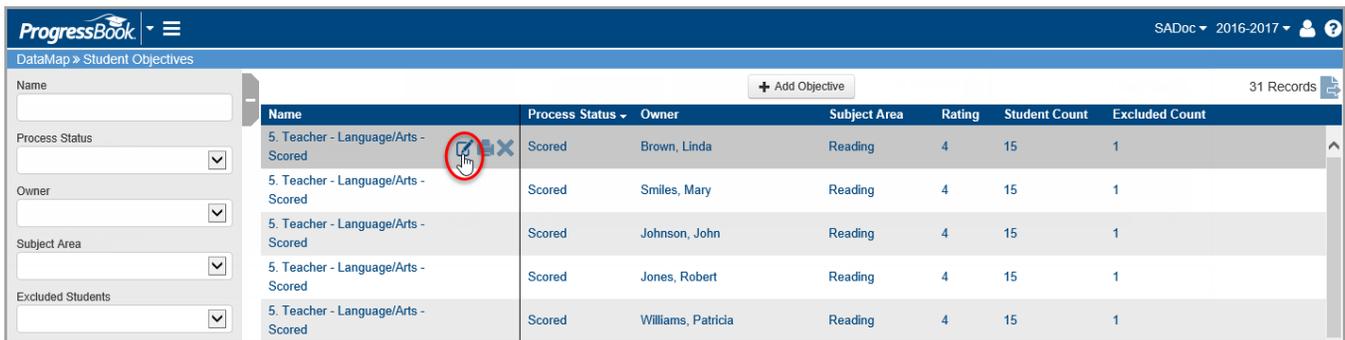
# Review Objectives

If you have the proper role assigned to you in DataMap, you can review teacher objectives as an individual or as part of a review committee.

1. On the **Student Objectives** screen, hover your cursor over the objective you want to review until icons display next to the objective name.

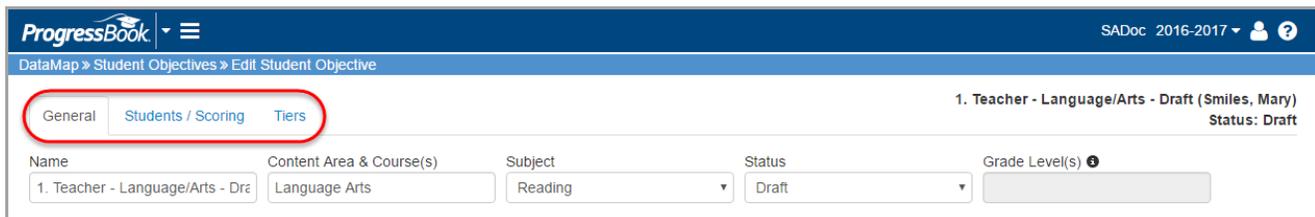
**Note:** Use the side panel filter options to narrow down the list of objectives.

2. Click  .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
5. Teacher - Language/Arts - Scored	Scored	Brown, Linda	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Johnson, John	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Jones, Robert	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Williams, Patricia	Reading	4	15	1

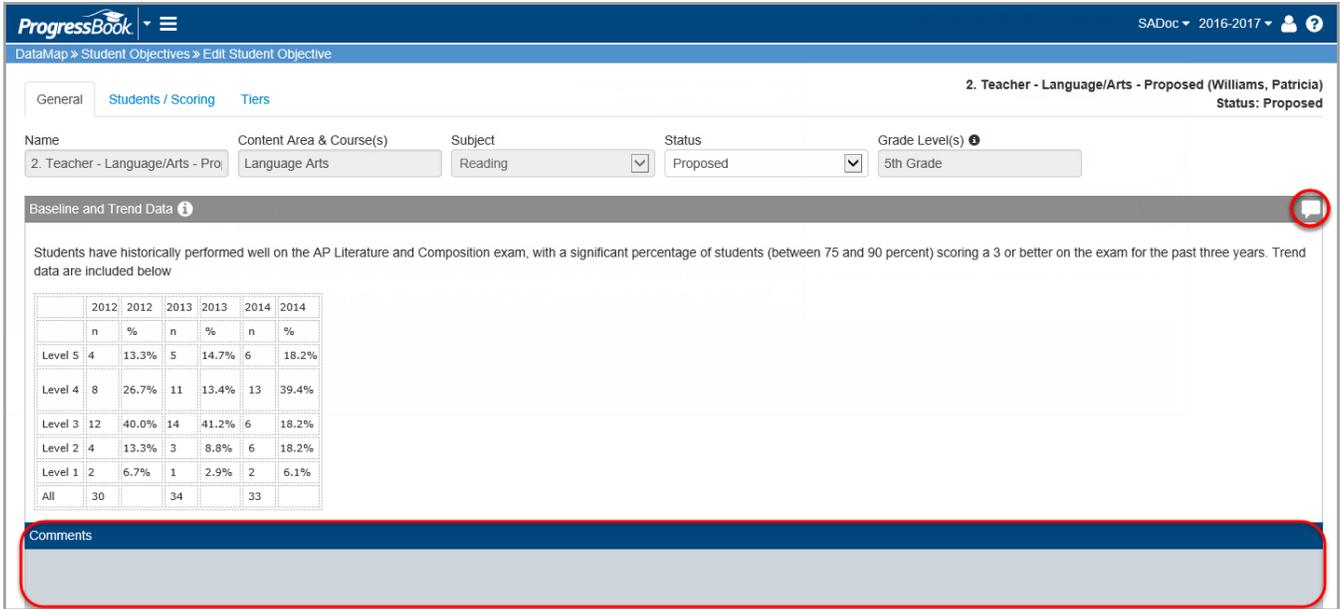
3. On the **Edit Student Objective** screen, review all of the data on the **General, Students / Scoring, and Tiers** tabs.



1. Teacher - Language/Arts - Draft (Smiles, Mary)  
Status: Draft

Name	Content Area & Course(s)	Subject	Status	Grade Level(s)
1. Teacher - Language/Arts - Drz	Language Arts	Reading	Draft	

4. (Optional) To insert comments intended for the teacher, complete the following:
  - a. In any section of the **General** tab where you want to enter a comment, click .
  - b. In the **Comments** area that displays, enter your comment.



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DataMap » Student Objectives » Edit Student Objective

2. Teacher - Language/Arts - Proposed (Williams, Patricia)  
Status: Proposed

General | Students / Scoring | Tiers

Name: 2. Teacher - Language/Arts - Pro | Content Area & Course(s): Language Arts | Subject: Reading | Status: Proposed | Grade Level(s): 5th Grade

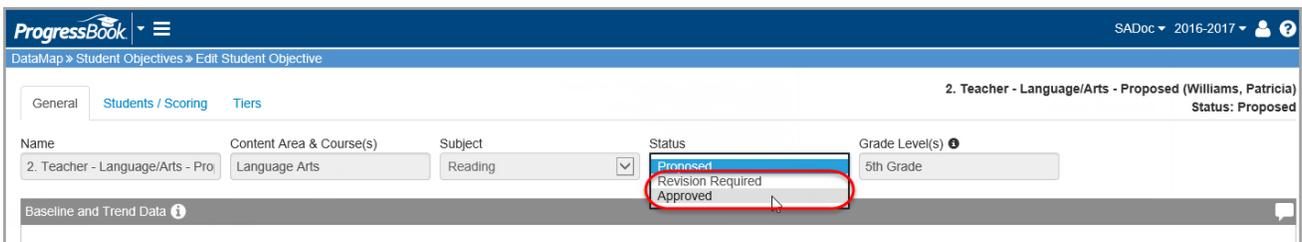
Baseline and Trend Data

Students have historically performed well on the AP Literature and Composition exam, with a significant percentage of students (between 75 and 90 percent) scoring a 3 or better on the exam for the past three years. Trend data are included below

	2012		2013		2014	
	n	%	n	%	n	%
Level 5	4	13.3%	5	14.7%	6	18.2%
Level 4	8	26.7%	11	34.4%	13	39.4%
Level 3	12	40.0%	14	41.2%	6	18.2%
Level 2	4	13.3%	3	8.8%	6	18.2%
Level 1	2	6.7%	1	2.9%	2	6.1%
All	30		34		33	

Comments

5. Based on your review, select one of the following from the **Status** drop-down list:
  - a. **Revision Required** — You have included comments for the teacher and want to send the objective back to the teacher.
  - b. **Approved** — You want to approve the current version of the objective.



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DataMap » Student Objectives » Edit Student Objective

2. Teacher - Language/Arts - Proposed (Williams, Patricia)  
Status: Proposed

General | Students / Scoring | Tiers

Name: 2. Teacher - Language/Arts - Pro | Content Area & Course(s): Language Arts | Subject: Reading | Status: Proposed | Grade Level(s): 5th Grade

Baseline and Trend Data

6. At the bottom of the screen, click **Save**.

Comments

Revision Required

Growth Targets are rigorous yet realistic - Yes

Growth Targets require all students to demonstrate growth - Yes

Growth Targets make an attempt at closing existing achievement gaps - No. You have not identified any student to make higher growth than the MAP projections.

Meeting the projected growth targets identified by NWEA for fall to winter will result in all of your students staying at or about the same national Percentile Rank. The targets that you have proposed would maintain the existing achievement gaps for your students rather than closing them.

You may need to add an additional Growth Target Tier in order to meet this criteria.

11/13 Revision Required - Please contact Mr. Objective x5555

**Save** Cancel 

**Note:** *If you select **Revision Required**, the teacher can now review your comments and make changes to the objective based on the comments. If you select **Approved**, the objective is ready to be scored, and neither you nor the teacher can edit it.*



# Exclude Students from an Objective

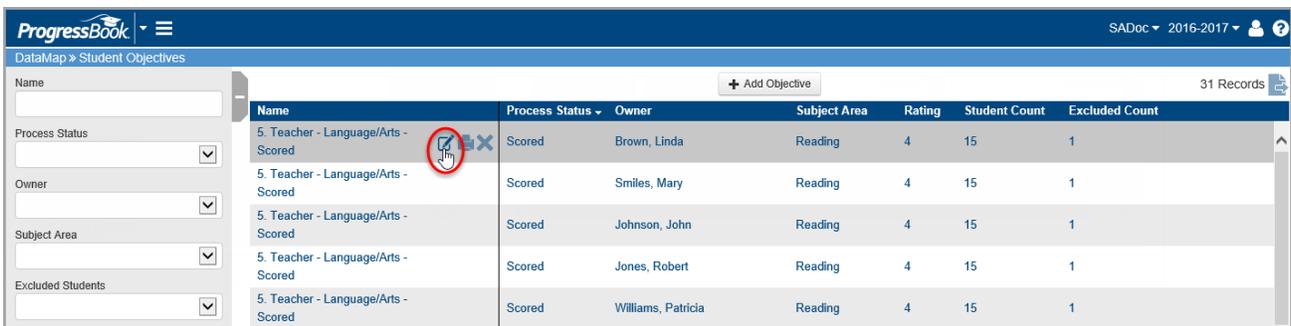
Once an objective is in **Scored** status, before you report and finalize it, you can exclude students whose scores should not be included in the rating calculation for the objective. For instance, if any students have withdrawn from the class or have not met attendance requirements, you can exclude them so that the teacher effectiveness rating calculation is valid.

To view scores, report ratings, and finalize an objective *without* excluding any students, see [Finalize Objectives](#).

1. On the **Student Objectives** screen, hover your cursor over the scored objective from which you want to exclude students until icons display next to the objective name.

**Note:** Use the side panel filter options to narrow down the list of objectives.

2. Click  .



Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
5. Teacher - Language/Arts - Scored	Scored	Brown, Linda	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Johnson, John	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Jones, Robert	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Williams, Patricia	Reading	4	15	1

- On the **Edit Student Objective** screen, select the check box next to the student(s) you want to exclude.
- Click **Edit Students** and select **Exclude** from the drop-down list.

**Note:** The *Edit Students* button only displays after you select at least one student.

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DataMap » Student Objectives » Edit Student Objective

5. Teacher - Language/Arts - Scored (Brown, Linda) | Status: Scored | 15 Records

Name	Grade	Tier	Score	Test Date	Growth Target	Score	Test Date	Meets/Exceeds Target	Excluded Reas	Rating
<input type="checkbox"/> Black, Theola	5th Grade	Tier 1 - Fixed Percentage Growth	178	9/1/2016	195.8	201	5/1/2017	✓		4
<input checked="" type="checkbox"/> Burns, Paris	5th Grade	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	209	5/1/2017			86

- On the **Exclude Students** window, enter the reason for excluding the selected students, and then click **Save**.

### Exclude Students

Enter the reason the selected students are being excluded:

absent more than 10 days

100 character limit

Save
Cancel

**Note:** You must enter a reason in the field in order to save.

The row for any excluded student displays grayed out, the reason displays in the **Excluded Reason** column, and the **Rating** automatically adjusts by calculating teacher effectiveness based on the remaining students' scores.

ProgressBook | SADoc 2016-2017 | 5. Teacher - Language/Arts - Scored (Brown, Linda) | Status: Scored

Assessment: MAP - Vocabulary Acquisition | 15 Records

Name	Tier	Baseline Score	Baseline Test Date	Growth Target	Final Score	Final Test Date	Meets/Exceeds Target	Excluded Reason
<input type="checkbox"/> Black, Theola	Tier 1 - Fixed Percentage Growth	178	9/1/2016	195.8	201	5/1/2017	✓	
<input type="checkbox"/> Burns, Paris	Tier 1 - Fixed Percentage Growth	191	9/1/2016	210.1	209	5/1/2017		Absent more than 10 days
<input type="checkbox"/> Daniels, Wylie	Tier 4 - Halfway to 100	218	9/1/2016	259	260	5/1/2017	✓	
<input type="checkbox"/> Dixon, Addison	Tier 4 - Halfway to 100	202	9/1/2016	251	255	5/1/2017	✓	
<input type="checkbox"/> Gordon, Marshall	Tier 4 - Halfway to 100	226	9/1/2016	263	275	5/1/2017	✓	
<input type="checkbox"/> Holmes, Carlo	Tier 2 - Fixed Point Growth	193	9/1/2016	208	215	5/1/2017	✓	

Summary: Rating: 5, Meets/Exceeds (%): 92

Meets/Exceeds (%) Rating Legend:

- 90-100: 5 (Most Effective)
- 80-89: 4 (Above Average)
- 70-79: 3 (Average)
- 60-69: 2 (Approaching Average)
- 0-59: 1 (Least Effective)

**Note:** If warranted, you can re-include a student in the objective by selecting the check box next to the student's name, clicking the **Edit Students** button, and selecting **Include** in the drop-down list.

6. (Optional) To report the rating to the state and finalize the objective, see **Finalize Objectives**.

**Note:** You cannot move an objective from **Scored** status to **Reported** status if all students are excluded.



# Finalize Objectives

After an objective's owner scores the objective, you can review the student scores and teacher effectiveness rating for the objective before reporting the rating to the state and finalizing the objective.

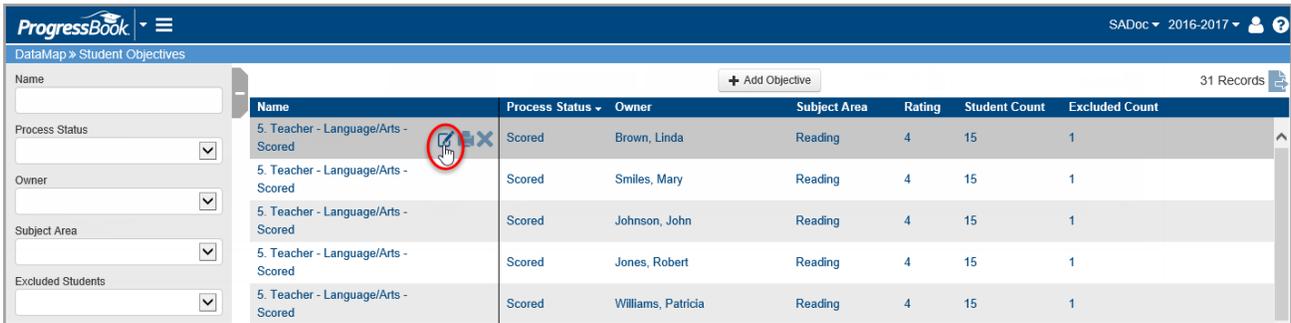
If you first want to exclude students whose scores should not be included in the rating calculation for the objective, see [Exclude Students from an Objective](#).

**Note:** You must have the Student Objective Admin role to finalize an objective.

1. On the **Student Objectives** screen, hover your cursor over the scored objective you want to review until icons display next to the objective name.

**Note:** Use the side panel filter options to narrow down the list of objectives.

2. Click .



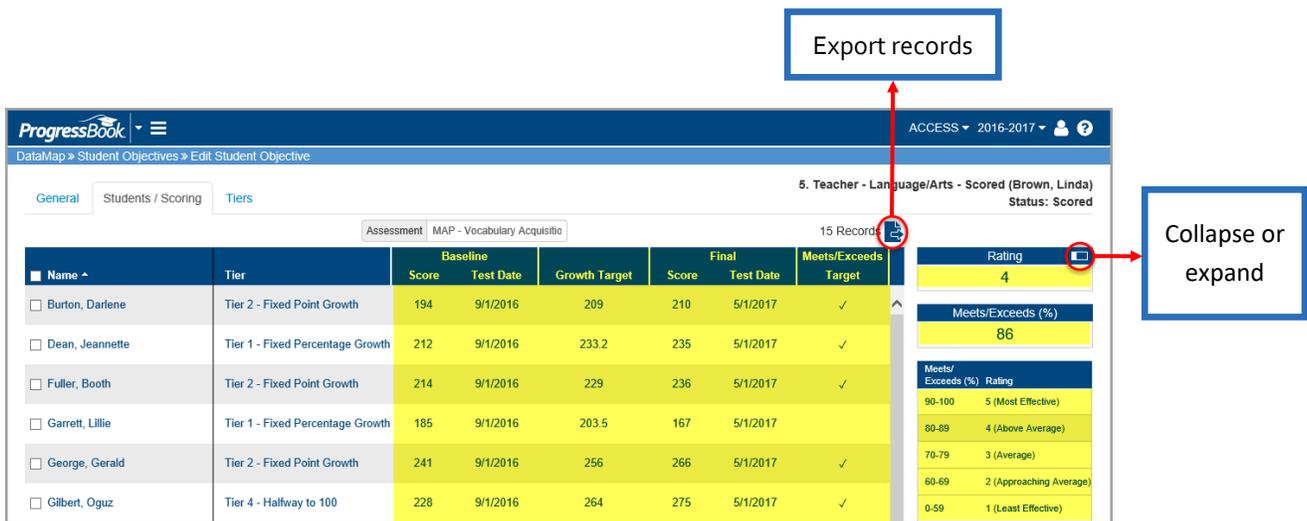
Name	Process Status	Owner	Subject Area	Rating	Student Count	Excluded Count
5. Teacher - Language/Arts - Scored	Scored	Brown, Linda	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Smiles, Mary	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Johnson, John	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Jones, Robert	Reading	4	15	1
5. Teacher - Language/Arts - Scored	Scored	Williams, Patricia	Reading	4	15	1

3. On the **Edit Student Objective** screen **Students / Scoring** tab, review the following data:

- Individual student scores — These are found in the **Baseline**, **Growth Target**, and **Final** columns.
- Which students met their growth targets — This is indicated by a check mark in the **Meets/Exceeds Target** column.
- Teacher rating — The **Rating** section displays the teacher effectiveness rating for this objective (on a scale of 1-5) based on the percentage of students who met or exceeded their growth target and the ODE’s prescribed rating system show in the grid).

**Note:** To collapse this section to show only the rating, click .

**Note:** If any students are excluded from the objective for any reason, their scores are not included in the rating calculation.



Export records

Collapse or expand

Name	Tier	Baseline		Growth Target	Final		Meets/Exceeds Target
		Score	Test Date		Score	Test Date	
<input type="checkbox"/> Burton, Darlene	Tier 2 - Fixed Point Growth	194	9/1/2016	209	210	5/1/2017	✓
<input type="checkbox"/> Dean, Jeannette	Tier 1 - Fixed Percentage Growth	212	9/1/2016	233.2	235	5/1/2017	✓
<input type="checkbox"/> Fuller, Booth	Tier 2 - Fixed Point Growth	214	9/1/2016	229	236	5/1/2017	✓
<input type="checkbox"/> Garrett, Lillie	Tier 1 - Fixed Percentage Growth	185	9/1/2016	203.5	167	5/1/2017	
<input type="checkbox"/> George, Gerald	Tier 2 - Fixed Point Growth	241	9/1/2016	256	266	5/1/2017	✓
<input type="checkbox"/> Gilbert, Oguz	Tier 4 - Halfway to 100	228	9/1/2016	264	275	5/1/2017	✓

5. Teacher - Language/Arts - Scored (Brown, Linda)  
Status: Scored

15 Records

Rating: 4

Meets/Exceeds (%): 86

Meets/Exceeds (%) Rating

90-100	5 (Most Effective)
80-89	4 (Above Average)
70-79	3 (Average)
60-69	2 (Approaching Average)
0-59	1 (Least Effective)

4. Optional: To export the records (including the teacher’s name, state staff ID, and rating) for this objective to a .csv file, return to the **Student Objectives** screen and click .

5. Enter the numerical rating for this objective into the Ohio Teacher and Principal Evaluation Systems (eTPES).

**Note:** The eTPES system is external to DataMap.

6. When you are finished reporting the rating and are ready to finalize the objective:
  - a. On the **Edit Student Objective** screen **General** tab, in the **Status** drop-down list, select **Reported**.
  - b. At the bottom of the screen, click **Save**.

The screenshot shows the 'Edit Student Objective' interface in ProgressBook. The breadcrumb trail is 'DataMap > Student Objectives > Edit Student Objective'. The page title is '5. Teacher - Language/Arts - Scored (Brown, Linda)' and the current status is 'Scored'. The 'Status' dropdown menu is open, showing three options: 'Scored', 'Reported', and 'Revision Required'. The 'Reported' option is highlighted with a red oval. The form fields include: Name (5. Teacher - Language/Arts - Sco), Content Area & Course(s) (Language Arts), Subject (Reading), Grade Level(s) (5th Grade), and a 'Baseline and Trend Data' link at the bottom left.

**Note:** Once you move the objective to **Reported** status, no one can edit or delete it.