SECOND GRADE PORTFOLIO PROGRESS REPORTING DATABASE INSTRUCTIONS
UPDATED 9/22/15

1. **Install the Second Grade Portfolio Database App**

   Important: Opening the database using any other method could result in data loss. Please follow these steps closely.

   A. From the blue desktop screen of your computer, double click the icon called “App Depot”.

   ![App Depot Icon]

   B. From the window that pops up, click the blue link below the search box on the right that says “Find additional applications from the Application Catalog”.

   ![Software Center Window]

   C. From the left side of the screen, click the “Administrative Tools” category, then click the application “Second Grade Portfolio Progress Report”.

   ![Administrative Tools Window]
D. Click the “INSTALL” button on the bottom right corner of the window.

E. When prompted, choose “Yes” to begin installing the app.

Note: You will only need to complete the installation once. See step 2 for instructions on how to access the database once it is installed.
2. Opening the Second Grade Portfolio Database App

Important: Opening the database using any other method could result in data loss. Please follow these steps every time you open the database.

A. From your computer desktop, double-click the icon called “PISD Apps”.

B. Double click the folder called “Administrative Tools”.

C. Double-click the “Second Grade Portfolio Progress Report” app to open the database.
D. The first time the database is opened on your computer, you will see a security warning pop up at the top of the window in a yellow banner. Click “Enable Content” and then click “Yes” when asked to make the file a trusted document.

3. Log In to the Database

A. On the welcome screen, enter your first name, last name, and employee ID in the fields provided. If you do not know your employee ID, click the link below the login area for instructions on how to look it up in TEAMS.
4. **Enter student data**

A. Log in to the database with your first name, last name, and employee ID number. Then, click the button called “Enter/Edit Student Data”.

![Database Interface](image)

B. The data entry form will be populated with the names of the students in your class and any scores that have been entered into SAS for each student. Navigate through your student data by clicking the blue “Next Student” and “Previous Student” buttons. Student names will be in alphabetical order. The blue shaded fields are fields that will be populated directly from SAS and may not be edited in the database.

![Student Data Entry Form](image)
C. Select a subject area from the tabs below the student information fields. Note: There may be two or three tabs visible for any student, depending on their testing language. Students with only TPRI scores in SAS are categorized as “English” testers in the database. Students with only Tejas LEE scores in SAS are categorized as “Spanish” testers. Students with both TPRI and Tejas LEE scores in SAS are categorized as “Dual” testers.

D. Begin entering scores in the appropriate reporting period column or leave scores blank for tasks that have not been tested. Choose scores from the dropdown boxes provided. Note: Changes are saved automatically as you enter student data.
E. A new field has been added on all three tabs, called “Tier 2 Intervention Needed.” It is located below the Tier 2 Criteria Indicator field. This field is intended to reflect the professional discretion of the teacher in determining the student’s need for Tier 2 intervention. Use the dropdown boxes in this field to select “Yes” or “No.”

Note: Use the “Comments” section of the data entry screen to indicate when teacher recommendation differs from Tier 2 Criteria Indicator field (see letter “F” below). For example, “[Student] will/will not receive Tier 2 interventions based on a preponderance of evidence as demonstrated in the portfolio provided by the teacher.”

F. Enter any comments into the “Comments” box at the bottom of the form. Remember to date each entry.

G. When you have finished entering data for all students, click the orange “Return to Welcome Screen” button on the right side of the screen to return to the welcome screen. Note: Changes are saved automatically as you enter student data.
H. Exit the database by clicking the “Exit the Database” button on the welcome screen OR proceed to step 5 to run reports.

5. Run Reports

A. Login to the database using your first name, last name, and employee ID and click the button called “View/Print Reports”.
B. Select the students whose reports you want to see by checking the box beside the student names. By default, all students are selected. Use the "Select All" box at the top of the list to select or deselect all the students in the list.

C. Specify the date that you would like to print on your reports. By default, this field will populate with today’s date, but you may change it if you would like your reports to print out with a different date.
D. Print Portfolio Progress Reports in English or in Spanish by clicking the appropriate button in the section called “Portfolio Progress Reports”. Portfolio Progress Reports are three pages for students who tested in only English or Spanish. Dual language testers will have a four-page report. Reports are now available in English and Spanish for all students, regardless of testing language. Attendance information has been moved to the last page of the report, under the “Comments” section.

E. Use the arrows at the bottom of the report window to navigate and preview the pages of your report, or use the left and right arrow keys on your keyboard.
F. Click the “Print” button at the top left corner of the screen to print your reports.

G. When you are finished viewing and printing the report, click the “X” at the top right corner of the report window to close it.

H. Print Tier II parent letters by first selecting the reporting period from the three options in the section called “Parent Letters”. By default, the reporting period is set to “BOY”.

updated 9/22/15
I. Select the letter you wish to print by clicking the appropriate button in the section called "Parent Letters".

Note: Parent letters are only available for the students that qualify for Tier II intervention for that reporting period. (For example, if all students are selected in the list on the left side of the window, but only one student in the class qualifies for Tier II Reading intervention at the BOY reporting period, there will only be one RLA letter to view.) Parent letters will only generate for the reporting period a student FIRST qualifies for Tier II intervention. (For example, if a student qualifies for Tier II at BOY, and again at MOY, that student will not receive a second letter at the MOY reporting period because he/she qualified previously).

Note: Tier II parent letters are now available in English and Spanish for all students, regardless of testing language.

Note: It is possible for dual language testers to have two RLA Tier II parent letters at one reporting period if they qualified for Tier II intervention on both TPRI and Tejas LEE during the same reporting period. It is also possible for dual language testers to have one RLA Tier II parent letter at one reporting period and another RLA Tier II parent letter at one of the following reporting periods if the student qualified for Tier II intervention on TPRI at one reporting period, and then qualified for Tier II intervention on Tejas LEE at another reporting period, or vice versa.
J. When you are finished viewing and printing the report, click the “X” at the top right corner of the report window to close it.

K. Click “Return to Welcome Screen” when you have finished printing your reports.
L. Exit the database by clicking the “Exit the Database” button on the welcome screen.