Portfolio Progress Reporting Database
Campus Administrator Instructions

1. **Open one of the three Portfolio Progress Report databases**
   For instructions on how to use the database shortcuts through PISD Apps, please refer to the grade level-specific Portfolio Progress Reporting Database instructions located on **PISD Hotspot under “Technology User Guides”**. Use this link to access the “Technology User Guides” page of the hotspot, then look for the guides called “Portfolio Progress Reporting:.” [http://k-12.pisd.edu/hotspot/TechUserGuides.html](http://k-12.pisd.edu/hotspot/TechUserGuides.html)

   **Note:** the screenshots in this document were taken from the first grade database. However, these instructions will be exactly the same in each of the three databases.

2. **Log-in as a campus administrator**
   a. From the bottom of the welcome screen, click the red link labeled “**Campus Administrator Login**”.

   ![Campus Administrator Login](image)

   b. Select your campus from the dropdown box and enter the password assigned to your campus. Then, click the button labeled “**Continue**”.

   ![Login](image)
c. Once you have logged in and clicked “Continue,” you will be directed to the Campus Switchboard.

3. **Navigating the student roster**
   a. Sort the student roster by clicking the dropdown box labeled “Alphabetize:”. You may alphabetize the student roster by teacher name or by student name.
b. Filter the student list by teacher by clicking the dropdown box labeled “Filter by teacher” and selecting the class you wish to view. Clear the filter by clicking the link labeled “clear filter” directly under the dropdown box.

c. Select or deselect students in the roster by using the checkboxes beside the students' names. Select or deselect all students in the roster by clicking the “Select All” checkbox at the top of the roster.
4. **Edit student data**
   a. Select the students from the roster for which you would like to edit data (see step 3c of this document). Then, click the button labeled "Edit Student Data" below the student roster.

   **Note:** student names will be displayed in alphabetical order on the data entry screen.

   To edit student data, select those students from the list by checking the box to the left of the student names, then click the button below. Students will appear on the data entry screen in alphabetical order.
b. The data entry form will be populated with the scores of the students you selected from the student roster. Scroll through 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.**

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.

Choose from dropdown boxes

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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” on the next page of this document). 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.”

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**Updated 9/22/15**
f. Enter any comments into the “Comments” box at the bottom of the form. **Remember to date each entry.**

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i. 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. From the Campus Switchboard, select the students from the roster for which you would like to print reports (see step 3c of this document).
   
   b. Specify the date that you would like to print on your reports in the box on the right side of the Campus Switchboard. 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.
c. 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.

d. 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.
e. Click the “Print” button at the top left corner of the screen to print your reports.

![Image of Campus Switchboard interface]

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

![Image of Campus Switchboard interface]

g. 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”.

![Image of Campus Switchboard interface]
h. 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.
i. When you are finished viewing and printing the report, click the “X” at the top right corner of the report window to close it.

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

Please contact Margaret Dyer by e-mail at margaret.dyer@pisd.edu with any questions.