School District Narrative Collection Manual 2018-2019

At-A-Glance Special Education Profile

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Narrative Data Collection

The Narrative Data Collection is designed to allow districts the opportunity to include a more subjective and holistic view of their institutions than can be conveyed through ODE's data alone.

Collection Dates

The collection opens in Achievement Data Insight (ADI) for districts to add information.

The reporting dates for the 2018-19 At-A-Glance Narrative Data Collection are as follows:

- Collection Open: March 13, 2020
- Collection Closes: March 20, 2020
- At-A-Glance Special Education Profiles Published: April 2, 2020

Note: The At-A-Glance school and district profiles are embargoed in ADI until the publication date. Do not share them outside of authorized district personnel.

Staff Contact List

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Changes/What's New

The Narrative Collection is new for At-A-Glance Special Education Profile (formerly known as the Special Education Report Card).

Overview: District At-A-Glance Special Education Profile Narrative Collection

On the first page of the Oregon At-A-Glance Special Education profile, the Information Provided by District/Program text box is the only narrative section that is editable for the District profile.

Character Count Limits

The Information Provided by District/Program text box has a character limit of 650. Districts are strongly encouraged to be mindful of the length of both the English and the Spanish narrative sections. Narrative sections that use the entire character allotment can result in small text that is difficult to read.

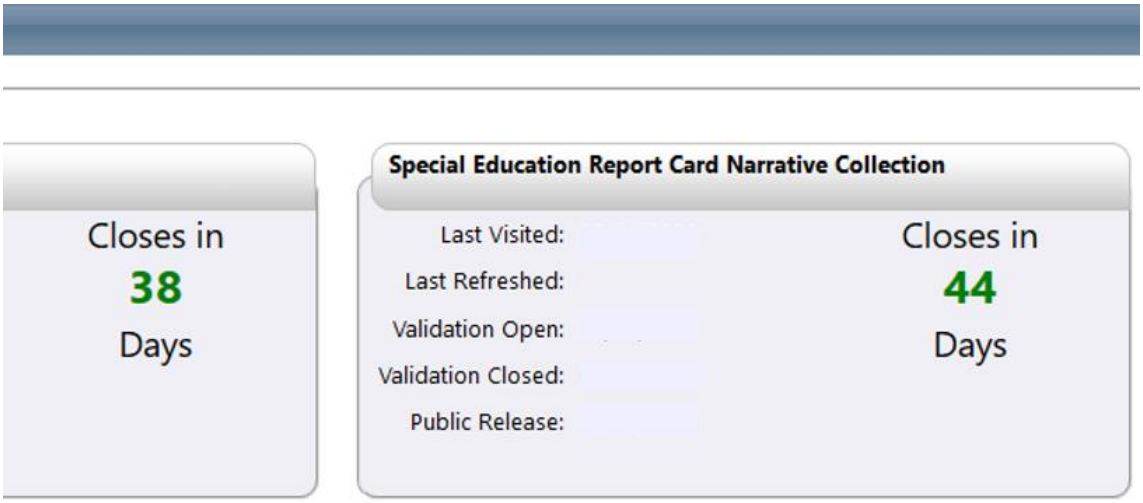
General Guidelines

The narrative for the Information Provided by District/Program should be concise, easy to understand, and authentic responses from the district. ODE recommends that districts focus on what is important for your community when writing the narrative. To better engage and inform parents about your efforts to serve students, districts/programs can describe measureable and meaningful actions. The narrative section is also a place where districts can describe the success of those efforts.

Submitting the Data

Where is the Narrative Collection?

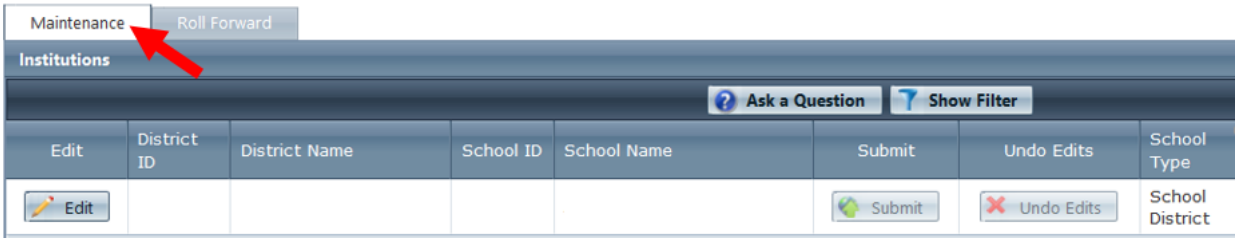
The collection for the At-A-Glance Special Education Profile is located in the Achievement Data Insight (ADI) application.



Click on the Special Education Report Card Narrative Collection tile to begin. If you do not see the Special Education Report Card Narrative Collection tile, you may need to reach out to your District Security Administrator to be granted access.

Maintenance Tab

When you open the Narrative collection, you will arrive in the Maintenance tab. The Maintenance tab contains your district ID and district name for the At-A-Glance Special Education profile.



1. Roll Forward tab. This tab takes you to the Roll Forward screen. For more information, see Roll Forward.
2. Edit button. This button takes you to the Edit screen for an institution. For more information, see Entering and Editing Information.
3. Submit button. This button becomes available once you have entered and saved all of the required data for an institution. The Submit button allows your data to be published on the final At-A-Glance profile.
4. Undo Edits button. This button becomes available after making edits to already submitted data. The Undo Edits button reverts an institution's data to the last submitted version. For more information, see Undo Edits.

Submit	Undo Edits	School Type	Overall Status	District Information	English Preview	Spanish Preview
Submit	Undo Edits	School District	**Edited since last submission**	Edited since last submission	Generate	Generate

5. Overall Status column. This is status tracking for your institutions. The Overall Status indicates how far along you are in the overall submission process for your institutions. For more information, see Overall Status.
6. English Preview and Spanish Preview. Use the Generate buttons to produce a PDF preview document, highlighting what was typed in the Information Provided by District/Program text box. For more information, see Previewing Data.

Overall Status

Use the Overall Status column in the Maintenance tab to track how far a long you are in the data submission process.

There are five different overall statuses in the Narrative collection. You are finished with the collection when you see the Submitted status and green checkmark icons for all of the institutions that you are responsible for.

1. **Nothing Entered**
   This status indicates that there is no data entered or saved for the two required content sections for the district.

Overall Status	District Information
Nothing Entered	Nothing Entered

2. **Partial Entered**
   This status indicates that there are required content sections, in English or Spanish, for the institution that do not have data entered or have not been saved.

Overall Status	District Information
Partial Entered	Saved for one language

3. **Saved, but not submitted**
   This status indicates that both required content sections have data entered and saved in both English and Spanish. The data has not yet been submitted and will not be published on the final At-A-Glance Special Education Profile for the district.

Overall Status	District Information
Saved but not submitted	Saved for both languages

4. **Submitted**
   This status indicates that all of the required content sections for the institution have been entered, saved and submitted. The Submitted status and the row of green checkmarks indicates that the narrative will be published on the institution's At-A-Glance profile.

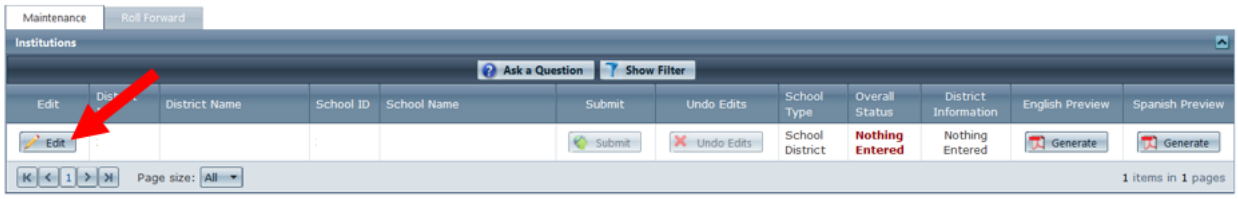
Overall Status	District Information
Submitted	Submitted

5. **Edited since last submission**
   This status indicates that you previously submitted a version of the institution's required content sections but have since made edits. If you do not click on the Submit button after making edits, the institution will remain in the Edited since last submission status and the previously submitted version will be published on the At-A-Glance Special Education Profile for the district.

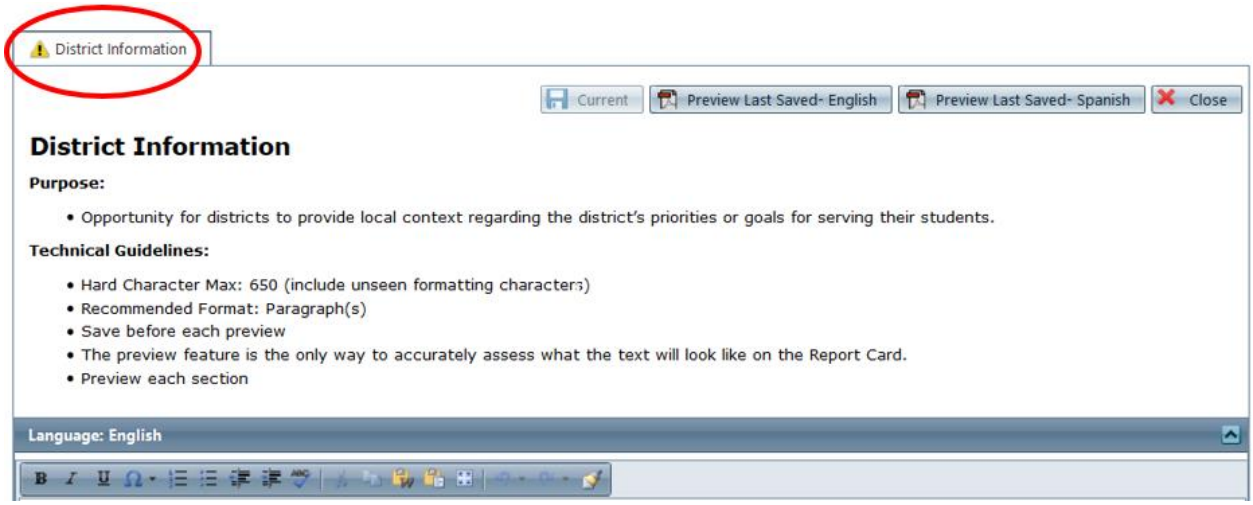
Overall Status	District Information
Edited since last submission	Edited since last submission

Entering and Editing Data

To begin entering the narrative data, click on the Edit button for an institution. Clicking on the Edit button brings you to the Edit screen for the institution.



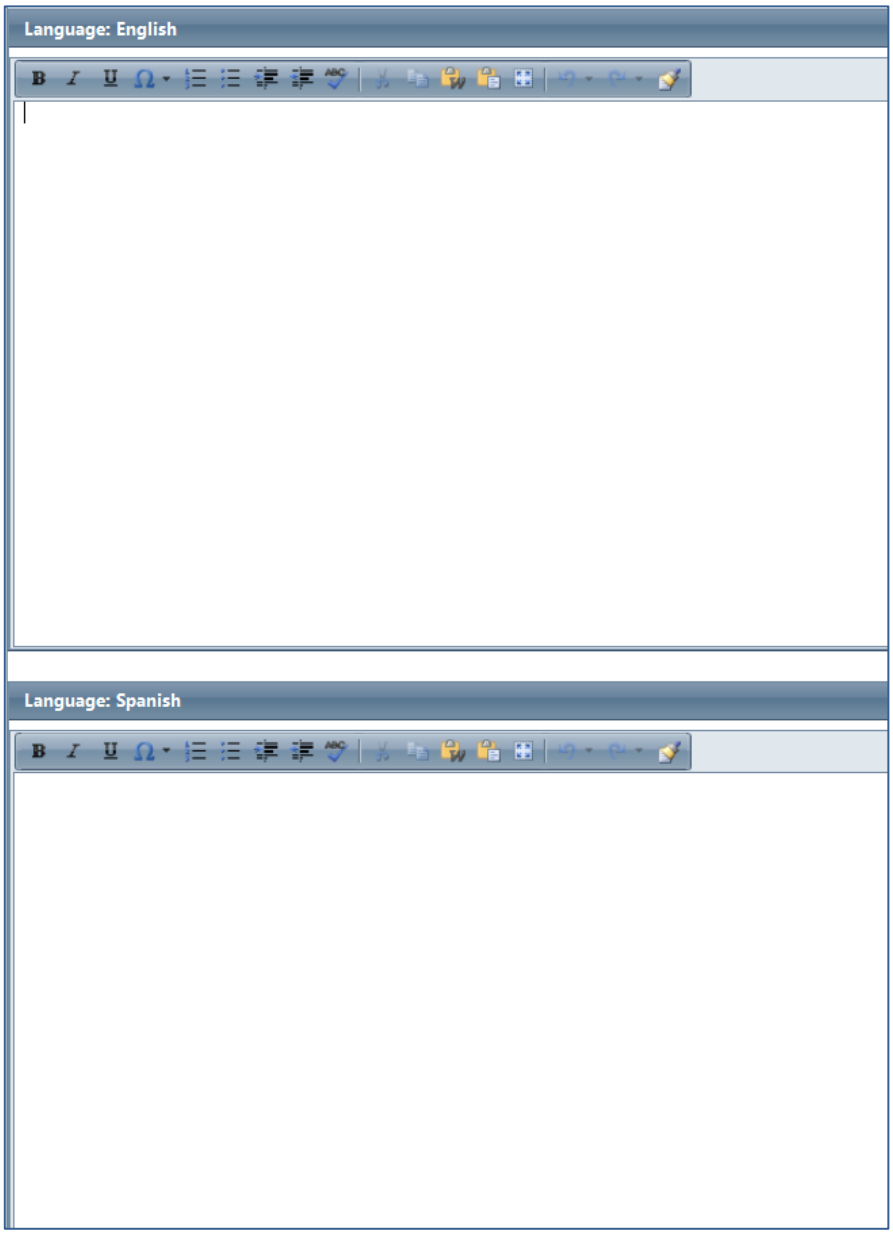
The Edit screen contains the text boxes that need to be completed if district information is to be provided.



The yellow warning sign (⚠) indicates that the tab is not completed and content needs to be entered and saved in English and/or Spanish. After data is saved in both English and Spanish for a content section, the yellow warning sign will disappear.

There are two text boxes in each content section tab, a text box for the English version and a text box for the Spanish version.

Both text boxes have tools to help you edit and format your narrative information.



Note: Special formatting (e.g., bolded font or line breaks) are stored in the database using HTML characters and contribute to the overall count of characters for a narrative section.

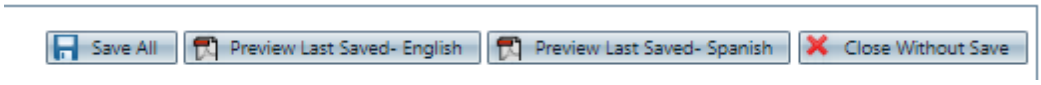
Tool Bar Buttons

Use these buttons to:

- Format your text using different styles: bold, italic, underline, and accented characters.
- Add numbered or bulleted lists, indent or remove indentation, or to spell check entered text. The spell check function identifies English misspellings in the English text box and identifies Spanish misspellings in the Spanish text box.
- Cut and paste selected text, paste text from a Word document, paste plain text (no formatting) into the text box, or to select all text.
- Undo or redo changes made.
- Remove all formatting and the associated hidden HTML characters.

Saving and Previewing Data

After entering text into any of the narrative content sections, the Save All button is enabled.



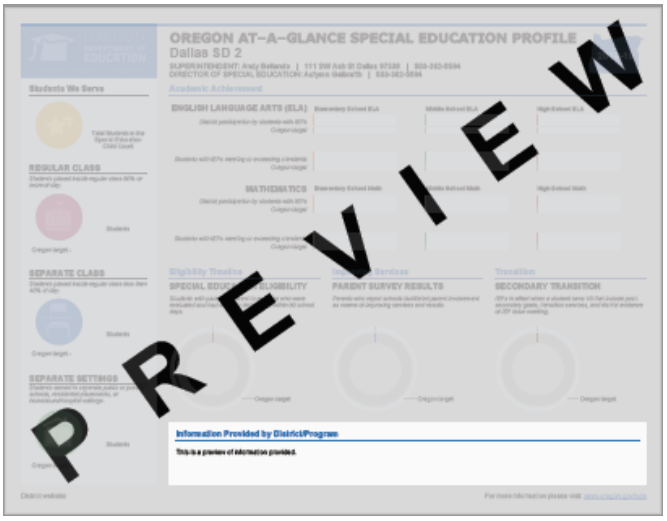
Saving

Text does not need to be entered into all of the narrative sections for an institution in order to click Save All. You can work on one narrative section, save, and return to the collection later to complete the remaining sections. ODE encourages data submitters to save their work often.

Previewing Data

The Preview function generates a PDF preview of the English version and Spanish version of your narrative data. You must click Save All in order to generate a current preview of your narrative sections. The Preview Last Saved-English and Preview Last Saved-Spanish buttons are enabled after saving data.

You do not need to enter data into every narrative section in order to use the Preview function. The Preview buttons are available in both the Edit screen and on the Maintenance tab.

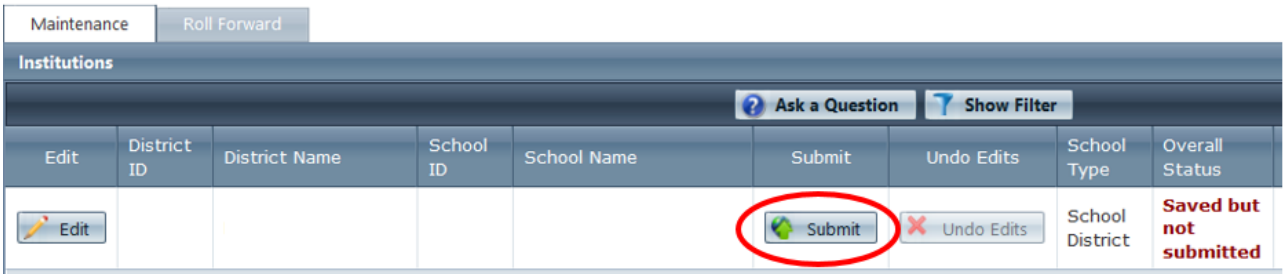


Use the Preview function to check that the formatting of your narrative sections are readable. You can edit, save, and generate preview PDFs as many times as you want during the collection window.

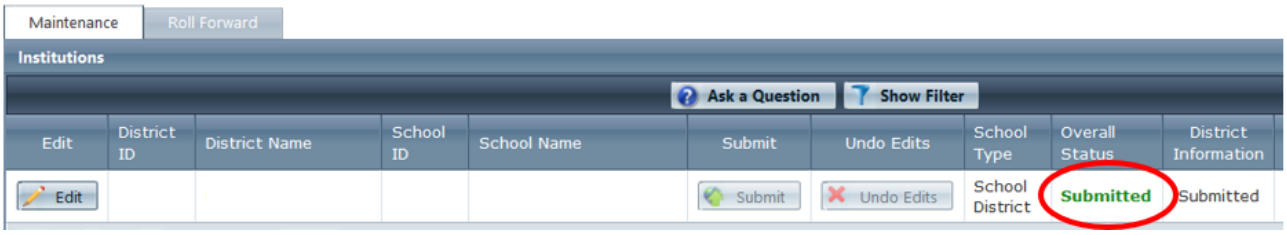
Submitting Data

After you have entered and saved data for all of the narrative sections required for the institution, in both English and Spanish, the Submit button is enabled on the Maintenance tab.

You must click the Submit button in order for your narrative information to be published in the final At-A-Glance profile.



After successfully submitting the narrative information for an institution, the row on the Maintenance tab for the institution will have the Overall Status of Submitted.

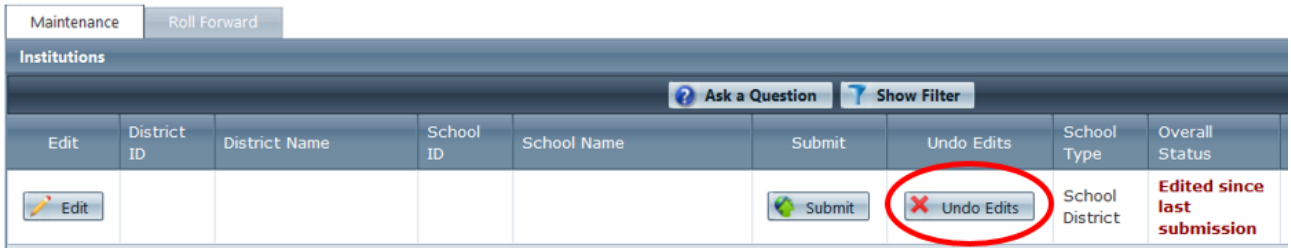


The Overall Status of Submitted means that you completed the data submission process for your institution.

If additional edits are needed, you can go back and edit your submitted narrative data by clicking on the Edit button on the Maintenance tab. However, be sure to click on the Submit button again after completing your additional edits. **Note: Only the last submitted data will appear on the final At-A-Glance profiles.**

Undo Edits

If you make additional edits to submitted narrative data and decide that you do not like the new edits, you can undo those edits using the Undo Edits button on the Maintenance tab. The Undo Edits button reverts your narrative data back to the previously submitted version.



Roll Forward

The information provided may not need to change from year-to-year. Rather than re-entering the same data every year, the roll forward function allows you copy the submission for the district from the prior year into the current year's collection. Using the Roll Forward function is optional; you do not need to use it to submit your data.

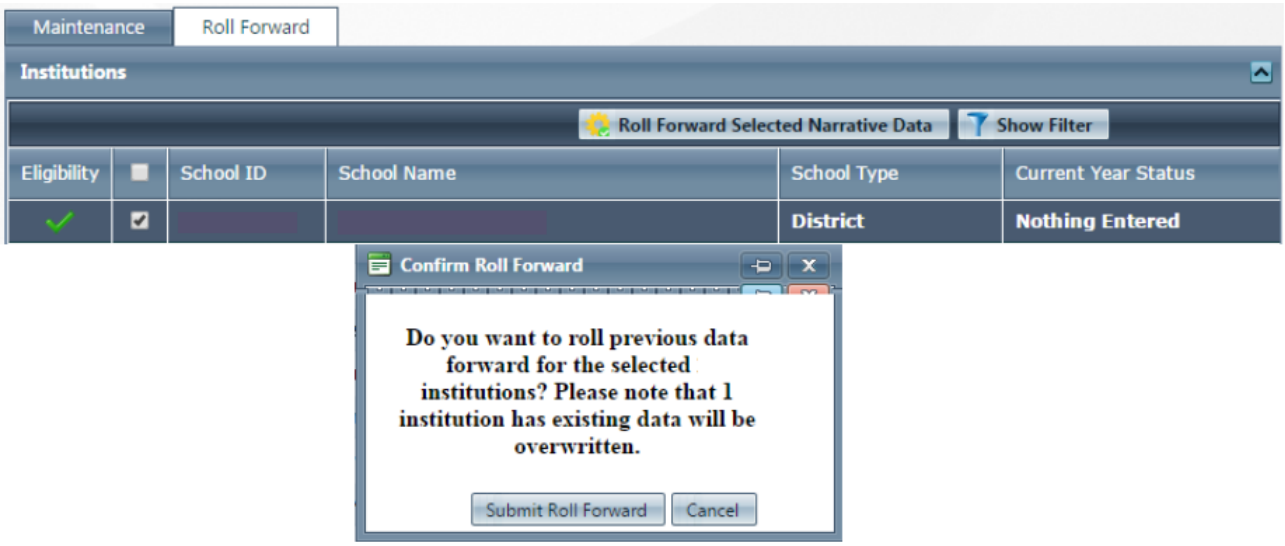
An institution must meet the below criteria in order to use the Roll Forward function:

- Narrative data was submitted for the institution in the prior year

If you decide to use the Roll Forward function, ODE strongly recommends to Roll Forward your data first before entering and editing data in the Maintenance tab. **The Roll Forward function overwrites anything entered during the current year.** Be careful to not overwrite data that you do not intend to or data that another data submitter in your district has saved.

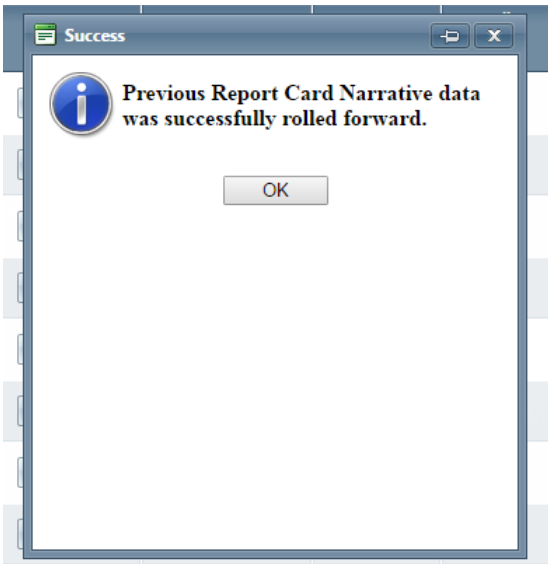
The Roll Forward tab contains information about your district and the Roll Forward function.

1. The Eligibility column indicates whether the institution meets the criteria to have the prior year's narrative information rolled forward.
    a. A green check mark indicates the institution is eligible for data to roll forward.
    b. A red 'X' indicates the institution is not eligible. You can hover over the red 'X' to see a brief explanation for why the institution is not eligible.
2. The Current Year Status column indicates if any data has been entered, saved, and/or submitted for that institution in the current year.
3. Click the Roll Forward Selected Narrative Data button to roll forward the prior year's narrative data for the institution you have selected.
4. After you have selected the institution that you want to roll forward data for, click the Roll Forward Selected Narrative Data button.



Clicking on the Roll Forward Selected Narrative Data button generates a pop up message requiring you to confirm that you want to roll forward the prior year's data for the selected institutions. This message also warns you if any of the selected institutions have data submitted during the current year that will be overwritten. After confirming the institutions selected to roll forward, click Submit Roll Forward to proceed.

A confirmation pop up message will appear when data has successfully rolled forward.



After rolling forward your data, the Overall Status for the selected institution(s) will change to Saved. Return to the Maintenance tab to edit your rolled forward data. Edit your rolled forward data to ensure that any dates, names, contact information are up to date. Also be sure to preview your rolled forward data to confirm that the formatting is readable and appears how you want it too.

Once finished, click on the Submit button.