

# Using the Summary of Literacy Assessments in Tableau

## Step 1- Log In to Tableau



Username

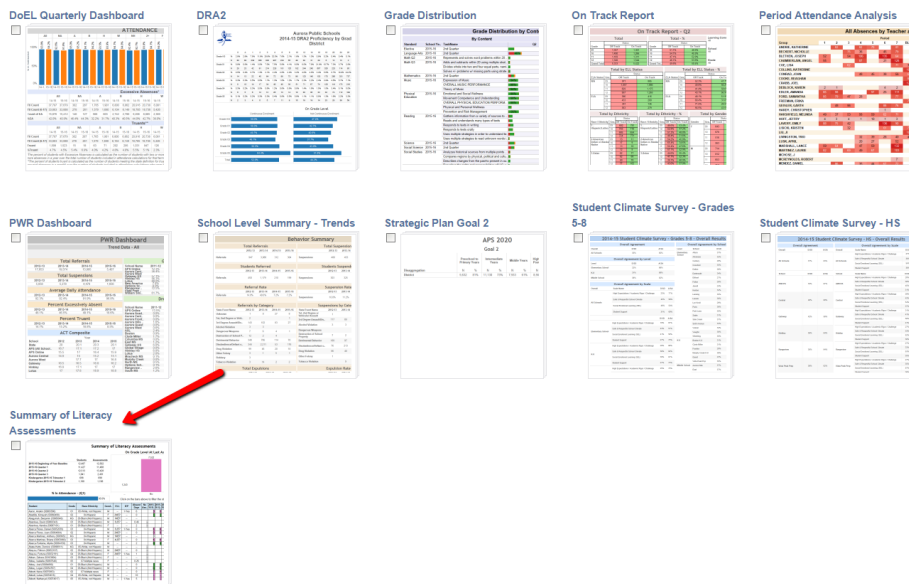
Password

**Sign In** →

Log into Tableau  
<https://tableau.aps.k12.co.us>

Enter your Network Username and Password.  
**(Note: This is the user name and password you use to login to the network.)**

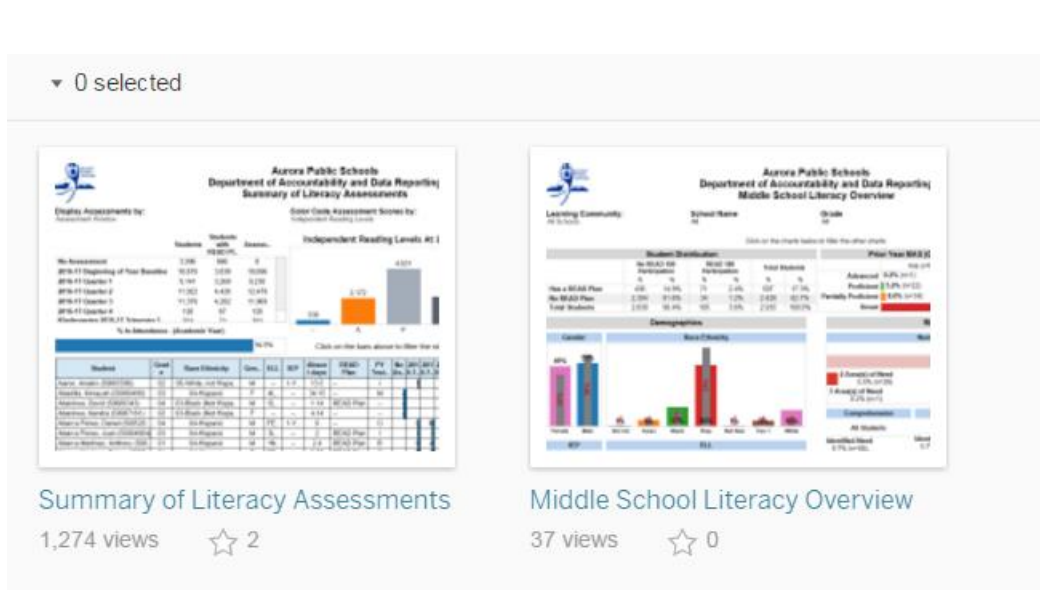
## Step 2 - Select the Summary of Literacy Assessments



From the Home Screen, select the Summary of Literacy Assessments Workbook

- The purpose of this workbook is to provide a “deep dive” into the Literacy Data collected for Elementary students

## Step 3 - Select the Dashboard that appears



This workbook currently contains two dashboards to select.

- The main dashboard (Summary of Literacy Assessments) for Elementary Students.
- A Middle School Literacy Overview to provide data specific to middle schools.

## Step 4 - Using the Summary of Literacy Assessments

**Aurora Public Schools**  
Department of Accountability and Data Reporting  
Summary of Literacy Assessments

Display Assessments by: Assessment Window  
Color Code Assessment Scores by: Independent Reading Levels  
Student Count: 18,988

Assessment	Students	Students with READ Plan	Assessme..
No Assessment	3,948	671	0
2016-17 Beginning of Year Baseline	10,668	3,838	10,685
2016-17 Quarter 1	9,133	3,269	9,222
2016-17 Quarter 2	11,912	4,431	12,466
2016-17 Quarter 3	11,621	4,277	12,225
2016-17 Quarter 4	184	116	184
Kindergarten 2016-17 Trimester 1	701	77	701

% In Attendance - (Academic Year): 94.8%

Independent Reading Levels At Last Assessment

Level	Count
326	326
A	2,177
P	4,664
PP	2,315
U	5,567

Student	Grade	Race Ethnicity	Gen.	ELL	IEP	Absent days	READ Plan	PY Text Level	No A	2016-17 Bl	2016-17 Q1	2016-17 Q2	2016-17 Q3	2016-17 Q4	Kindergarten	Kindergarten
02	05-White, not Hispanic	M	--	--	1-Yes	13.5	--	I								
03	04-Hispanic	F	4L	--	--	34.15	--	M								
04	03-Black (Not Hispanic)	M	5L	--	--	1.14	READ Plan	--								
02	03-Black (Not Hispanic)	F	--	--	--	4.14	--	O								
04	04-Hispanic	M	FEP	1-Yes	0	0	--	O								
03	04-Hispanic	M	3L	--	--	2	READ Plan	I								
01	04-Hispanic	M	1N	--	--	2.4	READ Plan	B								
04	04-Hispanic	F	FEP	--	--	2.55	READ Plan	O								
04	04-Hispanic	M	--	--	--	7.21	--	R								
01	05-White, not Hispanic	M	--	--	--	24.77	--	C								
KG	03-Black (Not Hispanic)	F	3L	--	--	3.36	--	--								
04	03-Black (Not Hispanic)	M	4L	--	--	3	--	--								
03	03-Black (Not Hispanic)	M	4L	--	--	3.84	READ Plan	--								
05	03-Black (Not Hispanic)	F	3L	1-Yes	2.11	--	--	--								
02	05-White, not Hispanic	F	2N	--	--	5.06	--	H								
KG	05-White, not Hispanic	F	4L	--	--	4.06	--	--								
04	03-Black (Not Hispanic)	F	--	--	--	3	--	--								

Click here to access the Quarterly Proficiency Chart.

\*\*Student table cannot be sorted by demographic variables. Use demographic filters on the right to select different student groups.

You can filter this report by four sets of variables:

### Learning Community

#### School

- School year
- School name

#### Course

- Teacher
- Course
- Period
- Dropped Class
- Term Name
- Active

#### Demographic

- Grade
- Race Ethnicity
- Gender
- ELL
- IEP

Note: If you select a school year that is not complete, you will not get complete data.

## Step 5 - Choose how to display the Assessments

**Aurora Public Schools**  
Department of Accountability and Data Reporting  
Summary of Literacy Assessments

Display Assessments by: Assessment Window  
Color Code Assessment Scores by: Independent Reading Levels

Assessment	Students	Students with READ Plan	Assessme..
No Assessment	3,948	671	0
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Kindergarten 2016-17 Trimester 1	701	77	701

% In Attendance - (Academic Year): 94.8%

The Assessments can be displayed by:

- Assessment window
- Month of Assessment
- ALL

## Step 6 - Choose how to filter the Assessments

Summary of Literacy Assessments

On Grade Level At Last Assessment

Students	Assessments
8	8
24	26
25	38

(Q1) 95.4%

Click on the bars above to filter the student list below.

Race Ethnicity	Gender	ELL	IEP	Absent Days	2015-16 Beginning of Year Baseline	2015-16 Quarter 1	2015-16 Quarter 2
04-Hispanic	M	--	--	7		E	E E F
04-Hispanic	M	--	--	2.69	C	C	C C D
05-White, not Hispanic	M	--	--	0		H	I J
03-Black (Not Hispanic)	F	--	--	1.03		F	F F G
05-White, not Hispanic	F	--	--	2		I	J
03-Black (Not Hispanic)	F	--	--	1		D	D E F
05-White, not Hispanic	F	--	1-Yes	1	B	B	B B C
03-Black (Not Hispanic)	M	--	--	4.43		I	
03-Black (Not Hispanic)	F	5LEP	--	1		E	F F G
03-Black (Not Hispanic)	M	--	--	--	B	C	D
03-Black (Not Hispanic)	F	--	--	0.11		G	I

Student Count: 26

School Year: 2015-16

School Name: Arkansas Elementary ...

Teacher: LANGREN, SAUNDRA

Course: (All)

Period: (All)

Dropped Class: False

Term Name: (All)

Active: Y

Grade: 02

Gender: (All)

Race Ethnicity: (All)

Absences Term: Q1

Data can be filtered by students meeting or not meeting grade level proficiency expectations on their last assessment.

## Step 7 - Using the Middle School Literacy Overview

Summary of Literacy Assessment - Middle School Literacy Overview

Aurora Public Schools  
Department of Accountability and Data Reporting  
Middle School Literacy Overview

Learning Community: All Schools | School Name: (All) | Grade: 08 | Display: All Students with a READ plan

Click on the charts below to filter the other charts.

Student Distribution		Prior Year BAS (04 Independent Reading Level)	
No READ 180 Participation	READ 180 Participation	Has a READ Plan	No READ Plan
N	%	N	%
437	14.9%	70	2.4%
2,393	81.0%	507	17.3%
2,830	96.9%	104	3.5%
2,834	100.0%	2,534	100.0%

Demographics

Gender: 49% Female, 51% Male

Race Ethnicity: 45% Hispanic, 35% White, 15% Black, 5% Asian, 2% Two+

IEP: 10% Yes, 90% No

ELL: 10% Yes, 90% No

Number of Areas of Need: 1 Area(s) of Need (94.3% (n=476)), 2 Area(s) of Need (5.5% (n=28)), 3 Area(s) of Need (0.2% (n=1))

Comprehension: 27.4% Identified Need (n=138), 72.6% Not a Need (n=358)

Fluency: 6.7% Identified Need (n=33), 93.3% Not a Need (n=476)

Oral Language: 28.0% Identified Need (n=140), 72.0% Not a Need (n=365)

Phonics: 27.4% Identified Need (n=138), 72.6% Not a Need (n=358)

Phonological Awareness: 1.2% Identified Need (n=6), 98.8% Not a Need (n=500)

Vocabulary: 31.0% Identified Need (n=155), 69.0% Not a Need (n=350)

You can filter this report by three key variables:

**Learning Community**

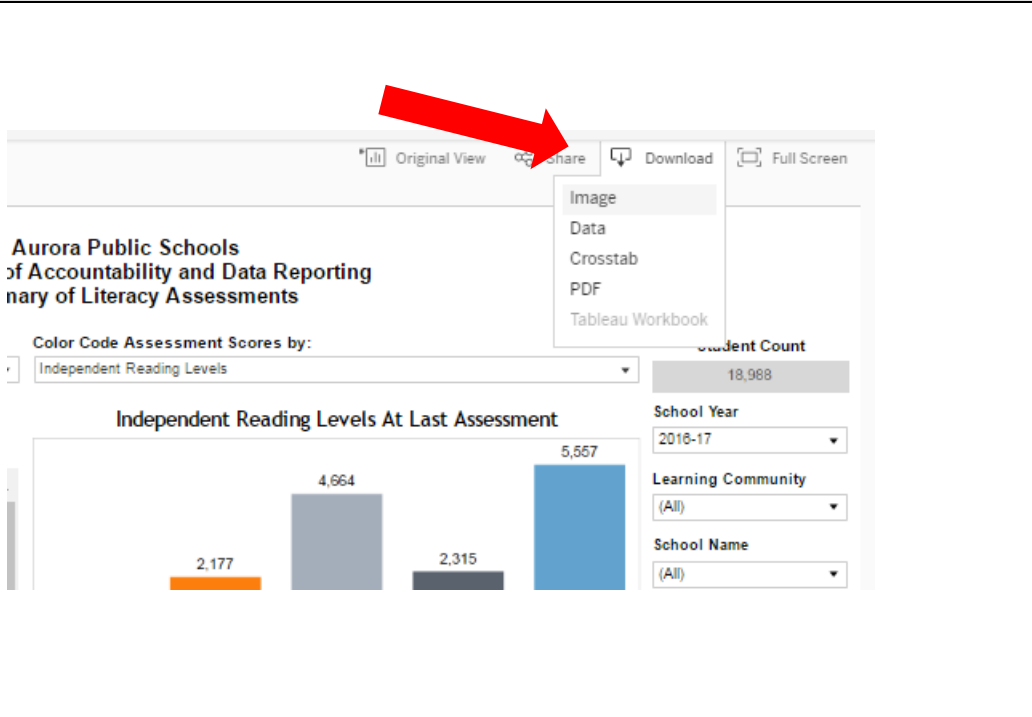
**School Name**

**Grade**

**Display:**

- All students with a READ plan
- Students who Participated in READ 180

## Step 8- Downloading Data from the Elementary Dashboard



Data can be downloaded to several formats. The most common, and useful formats include Crosstab (which provides data in an Excel table) and PDF.

Steps for downloading are listed below.

## Step 9 -Downloading a Crosstab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1										No Assess	2015-16 Br	2015-16 Q	2015-16 Quarter 2	
2	Grade	Race Ethn	Gender	ELL	IEP	Absent DeOne	On Grade	Assessment		1	1	1	1	
3		2 03-Black (I	M	--	--	0.07	1 --	10/5/2015				--		
4		2 03-Black (I	M	--	--	0.07	1 Yes	10/8/2015				M		
5		2 03-Black (I	M	--	--	0.07	1 Yes	12/17/2015					N	
6		2 05-White, F		--	--	3	1 Yes	12/11/2015					L	
7		2 04-Hispan F		--	--	2.11	1 Yes	10/5/2015				M		
8		2 04-Hispan F		--	--	2.11	1 Yes	10/6/2015				N		
9		2 04-Hispan F		--	--	2.11	1 Yes	12/17/2015					N	
10		2 03-Black (I	M	--	--	4	1 Yes	8/28/2015		I				
11		2 03-Black (I	M	--	--	4	1 Yes	10/6/2015				J		
12		2 03-Black (I	M	--	--	4	1 Yes	12/11/2015					K	
13		2 04-Hispan M		--	--	7	1 No	10/5/2015				E		
14		2 04-Hispan M		--	--	7	1 No	11/5/2015					E	
15		2 04-Hispan M		--	--	7	1 No	11/6/2015					E	
16		2 04-Hispan M		--	--	7	1 No	12/17/2015					F	
17		2 04-Hispan F		4LEP	--	2	1 Yes	10/5/2015				P		
18		2 04-Hispan F		4LEP	--	2	1 Yes	12/17/2015					Q	
19		2 04-Hispan M		--	--	2.69	1 No	8/12/2015		C				
20		2 04-Hispan M		--	--	2.69	1 No	9/24/2015				C		
21		2 04-Hispan M		--	--	2.69	1 No	11/5/2015					C	
22		2 04-Hispan M		--	--	2.69	1 No	11/6/2015					C	
23		2 04-Hispan M		--	--	2.69	1 No	12/17/2015					D	
24		2 04-Hispan F		--	--	2.04	1 Yes	8/28/2015		L				
25		2 04-Hispan F		--	--	2.04	1 Yes	10/6/2015				N		
26		2 04-Hispan F		--	--	2.04	1 Yes	12/11/2015					O	
27		2 05-White, M		--	--	0	1 No	10/5/2015				H		
28		2 05-White, M		--	--	0	1 No	12/1/2015					I	
29		2 05-White, M		--	--	0	1 No	12/17/2015					J	
30		2 05-White, M		--	--	1	1 Yes	8/28/2015		L				
31		2 05-White, M		--	--	1	1 Yes	10/6/2015				M		
32		2 05-White, M		--	--	1	1 Yes	12/11/2015					N	

Downloading to Crosstab will convert your data to a spreadsheet.

- To download to a cross tab:
1. Click into the student table. (This tells Tableau that this is what you wish to download).
  2. Click on the download icon at the top right of the dashboard.
  3. From the menu that appears select "Crosstab".
  4. Follow the internet prompts to open the Excel file.

## Step 10 - Exporting a PDF

Student List

Student	Grade	Race Ethnicity	Gender	ELL	IEP	Absent Days	2015-16 Beginning of Year Baseline	2015-16 Quarter 1	2015-16 Quarter 2
	02	03-Black (Not Hispanic)	M	--	--	1.23		-- M	N
	02	05-White, not Hispanic	F	--	--	3			L
	02	04-Hispanic	F	--	--	9.24		M N	N
	02	03-Black (Not Hispanic)	M	--	--	6.54		J	L
	02	04-Hispanic	M	--	--	19.53		E	E E F
	02	04-Hispanic	F	4LEP	--	9.41		P	G
	02	04-Hispanic	M	--	--	7.99		C	C C D
	02	04-Hispanic	F	--	--	3.88		L	N O
	02	05-White, not Hispanic	M	--	--	0		H	I J
	02	05-White, not Hispanic	M	--	--	1		L	M
	02	04-Hispanic	F	--	--	3.07		L	M
	02	03-Black (Not Hispanic)	F	--	--	7.05		F	F F G
	02	07-Multiple races	F	--	--	2.13		O	P
	02	04-Hispanic	F	--	--	0.22		J	M
	02	04-Hispanic	M	--	--	0		J	N
	02	05-White, not Hispanic	F	--	--	4.2		I	J
	02	03-Black (Not Hispanic)	F	--	--	2.23		J	L
	02	03-Black (Not Hispanic)	F	--	--	--			
	02	03-Black (Not Hispanic)	F	--	--	1.21		D	D E F
	02	05-White, not Hispanic	F	--	1-Yes	3		B	B B C
	02	03-Black (Not Hispanic)	M	--	--	25.59		J	L
	02	03-Black (Not Hispanic)	M	--	--	11.56		I	N
	02	03-Black (Not Hispanic)	F	5LEP	--	2		E	F F G
	02	03-Black (Not Hispanic)	M	--	--	0		C	D
	02	05-White, not Hispanic	M	--	--	1		K	M
	02	03-Black (Not Hispanic)	F	--	--	2.2		G	I

To download a class roster to a PDF take the following steps:

1. Click on the download icon at the top right of the dashboard.
2. From the menu that appears select "PDF".
3. From the next menu that appears, make the following choices:
  - a. Layout: Landscape
  - b. Scaling: "At most 1 page wide"
  - c. Content: Sheets in Dashboard
  - d. Sheets to download: "Student List" and "On Grade Level"
4. Hit "Download" and follow the browser prompts to open your PDF