

Waterford Dashboards Help Guide

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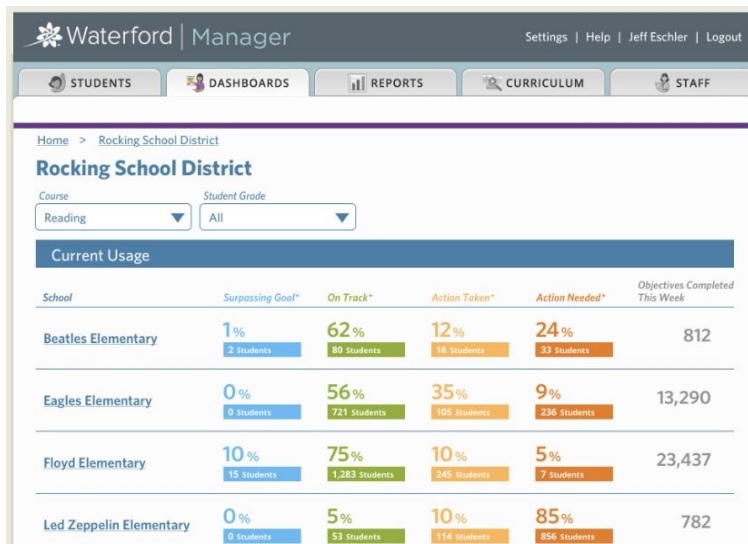
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Introduction to Waterford Dashboards

Dashboards give administrators and teachers quick, visual insights into how their district, schools, classes, or individual students use Waterford. That way, educators can make sure their students are progressing and meeting their academic goals.



User Roles and Access in Dashboards

Each user has different access to the Dashboards based on their role:

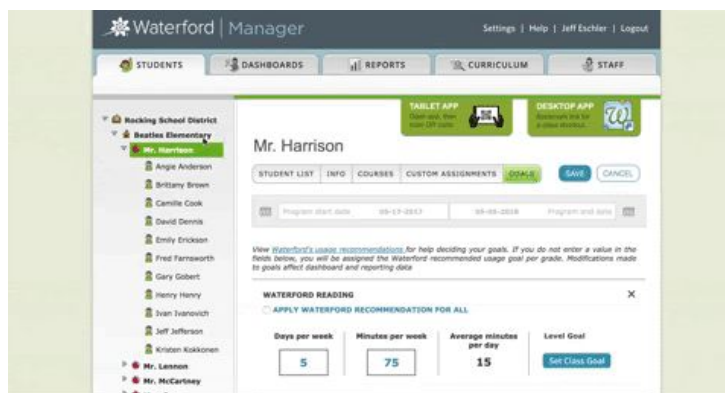
- **District administrator:** can see dashboards for their district, schools, classes, and students
- **School administrator:** can see dashboards for their school(s), classes, and students

- **Teacher:** can see dashboards for their class(es) and students

Navigating Dashboards

As long as you have a Waterford Manager account, you can access the Dashboards by taking the following steps:

1. Log in to your Waterford Manager account.
2. Click on the **Dashboards** tab.



A breadcrumb trail will build along the top of the page as you click further into the Dashboards (e.g., Ms. Stevie (Class) >> Debbie Gibson (Student)). You can easily navigate back by clicking on any item in the list.

[Home](#) > [Rocking School District](#) > [Beatles Elementary](#) > [Mr. Harrison's 1st Grade](#)

Printing and Saving Dashboards as PDFs

If you want to make your own copy of any Waterford dashboard, you can save it to your computer as a PDF or print out a hard copy. To access either of these options:

1. +
Log in to Waterford Manager and view the dashboard you would like to print.
2. Right click using your mouse.
3. Click **Print**.

*Note: You can also enter **Command + P** (Mac) or **Control + P** (PC) as an alternative.*

This will take you to a window for printing or downloading a Waterford dashboard. From here, you can either save the dashboard as a PDF or, if your computer is connected to a printer, create a print copy.



Saving Waterford Dashboards as PDFs

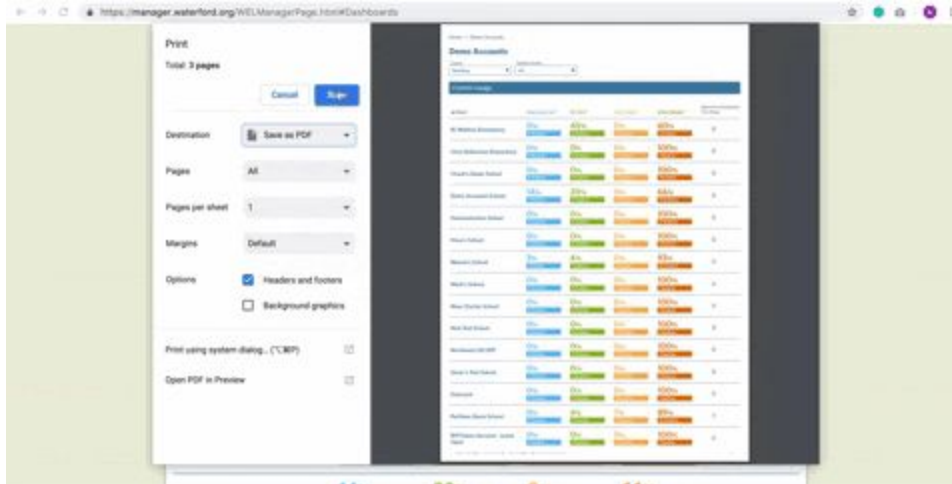
To save a Waterford dashboard as a PDF:

1. Choose **Save As PDF, Microsoft Print to PDF**, or whichever PDF option displays from the **Destination** dropdown.

Notes: If no PDF option is displayed, you do not have a PDF editor installed on your computer. Contact Waterford Support for help finding and downloading a PDF editor.

1. Click the blue **Save** button. This will lead you to the **Save As** window for your computer's file storage.
2. Select the file folder where you would like to save your dashboard and enter your desired file name for your document.
3. Click the **Save** button at the bottom of the window.

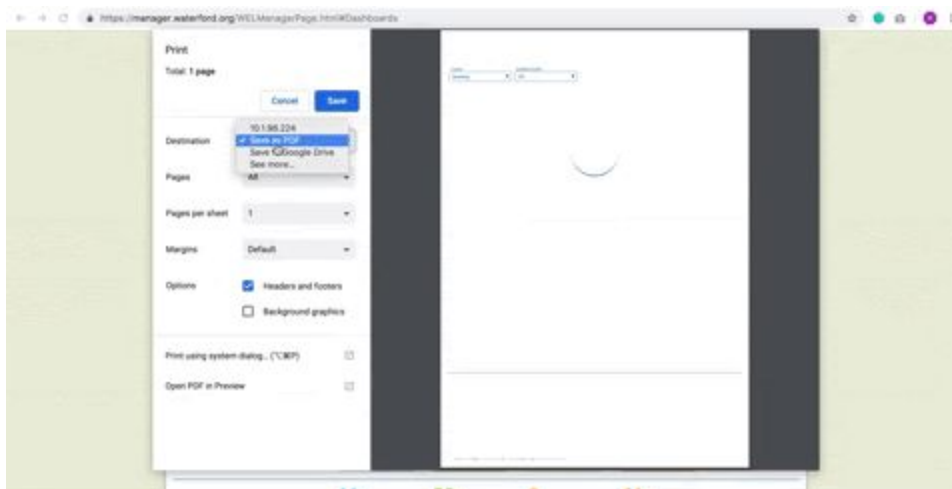
This will download a Waterford dashboard PDF onto your computer, which you can save for future reference or print as desired.



Printing Waterford Dashboards

To print a Waterford dashboard:

1. Select your printer from the **Destination** dropdown. This option will only work if you have a printer linked to your computer.
2. Choose your printer from the **Destination** tab.
3. Click the **Print** button.

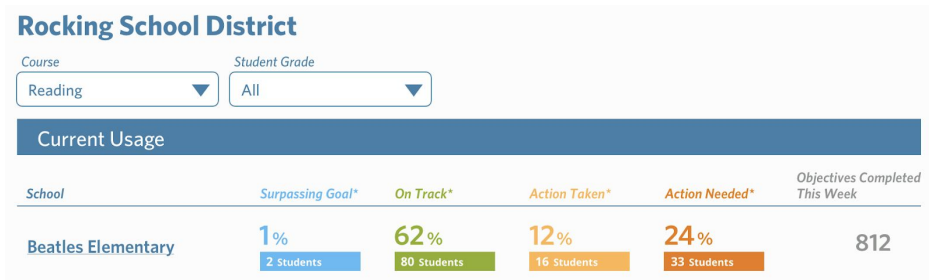


Note: Printing options may vary depending on your computer. This walkthrough encompasses the most common instructions for Mac and PC computers. For specific questions, Waterford Support is always happy to help.

District-Level and School-Level Dashboards

Objectives Per Week

The **Objectives Per Week** column in District and School Level Dashboards marks the number of Learning Objectives completed by a school or district each week.

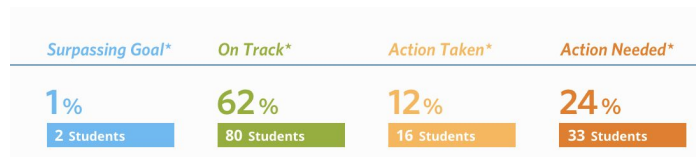


Note: Objectives skipped by **Placement** or **Bookmark** will be counted towards the completed objectives total.

Student Status

On the district and school level, Dashboards display the learning objectives completed by a school or district, as well as the percentage of students in each of the following **Student Status** categories:

- **On Track:** student is projected to reach their goal by the end of the goal period
- **Needs Action:** student is not projected to reach their goal by the end of the goal period
- **Action Taken:** teacher has made an adjustment to the student's goal to get back **On Track**
- **Surpassing Goal:** student is projected to exceed their goal by the end of the goal period

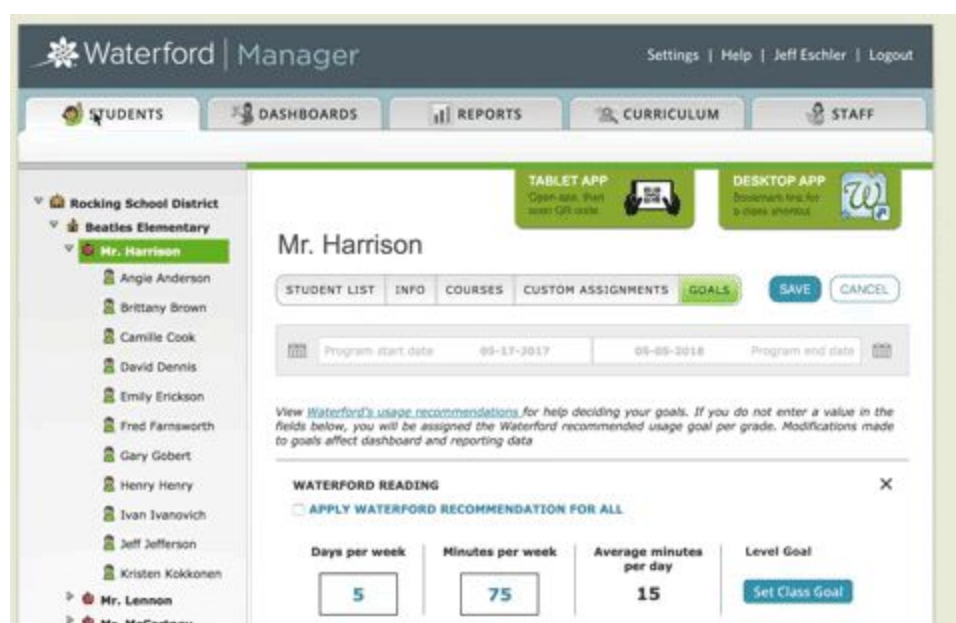


Classroom Dashboards

Viewing Classroom Dashboards

These dashboards are available for all three user roles: district administrator, school administrator, and teacher. Within each dashboard is information about where students are in comparison to the level goals that have been set.

You can view Classroom Dashboards by two dates: **Today** or **This Week**. Today is the default, but you can switch to **This Week** by clicking on the **Dates** dropdown menu.



Today Dashboard

This Dashboard is updated at the beginning of every hour and displays the following information:

- **Minutes:** the number of minutes your student has spent on Waterford activities for the day
- **Calculation Date:** the number of minutes since the last update
- **Student Score:** the student's score for any objectives completed that day
 - Each objective completed will have a separate score listed on the dashboard
- **Required Score:** the minimum score required for a passing grade per objective
 - If the student is at or above the **Required Score**, the dashboard will display a green circle by this objective
 - If the student is below the **Required Score**, the dashboard will display a red circle by this category

- **Objectives Completed:** a list of objectives completed by a student that day
 - Because many objectives encompass several activities, your students may not complete an objective every day

Waterford | Manager Settings | Help | Jeff Eschler | Logout

STUDENTS DASHBOARDS REPORTS CURRICULUM STAFF

Home > Rocking School District > Beatles Elementary > Mr. Harrison's 1st Grade

Mr. Harrison's 1st Grade

Course: Reading Student Grade: All Dates: Today Level Key Open All Student Dashboards

Today
Last updated 23 minutes ago.

Student	Minutes	Student Score / Required Score	Objectives Completed*
Angie Anderson	12	50% / 80%	Identify the name and shape of capital F Develop automatic recognition of capital and lowercase F
Brittany Brown	17	95% / 80% 85% / 70%	Identify the name and shape of capital E Develop automatic recognition of capital and lowercase E

Note: Depending on your class size, it may take several minutes after the hourly update to display the updated information.

This Week Dashboard

This Dashboard displays information for each student for the current week. It includes the following information:

- **Course:** the Waterford course your classroom is studying
- **Student Grade:** the grade level for your classroom
- **Level Key:** the student's learning levels in order by course for Waterford Early Learning: Reading and Waterford Early Learning: SmartStart
- **Open All Student Dashboards:** access to your entire classroom's individual dashboards for viewing, printing, or exporting. The information could take up to 10 minutes to load based on classroom size

Note: If you have a larger class, you can let the information generate in the background while viewing other pages, but do not close the report page.

- **Status:** the student's current academic standing within the following four categories
 - **On Track:** the student is projected to reach their goal by the end of the goal period
 - **Action Taken:** teacher has made an adjustment to the student's goal in order to get back **On Track**

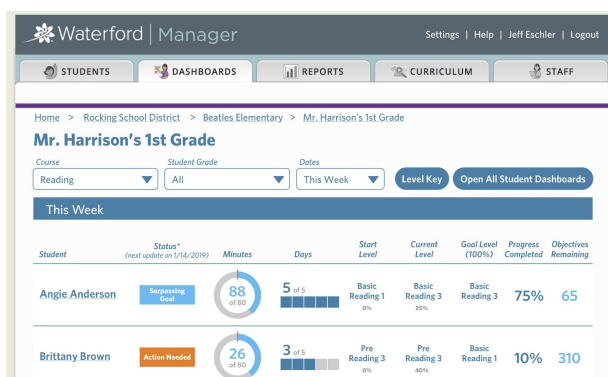
- **Needs Action:** the student is not projected to reach their goal by the end of the goal period, and the teacher needs to make adjustments to the student's usage or level goal
- **Surpassing Goal:** the student is projected to exceed their goal by the end of the goal period

Note: If your student's status displays Surpassing Goal, consider raising their Level Goal to a more challenging level.

- **Minutes:** the number of minutes set for the student's goal and the number of minutes completed (updates within one to two hours)
- **Days:** the number of days set for the student's goal and the number of days completed (updates nightly)
- **Start Level:** the student's learning level at the beginning of the goal period or since their last placement test (updates within one to two hours)
- **Current Level:** the student's current learning level (updates within one to two hours)
- **Goal Level:** the level a student should reach by the end of the goal period (updates within 1-2 hours)
 - Depending on classroom needs, **Goal Levels** can be manually set for each student or preset for entire grades or classes.
 - If a student reaches their **Goal Level** before the end of the goal period, teachers should consider increasing the goal.

*Note: The **Start Level** and **Current Level** columns will also display the percentage a student has completed within their level. If, for example, a student has completed half of the **Pre-Reading 2** level, their percentage will be 50%.*

- **Progress Completed:** the percentage of objectives a student has completed towards their Goal Level (updates within one to two hours)
- **Objectives Remaining:** the number of objectives a student has left to reach their Goal Level (updates within one to two hours)
- **Calculation Date:** the next date that the student status will refresh (updates on Monday every two weeks)

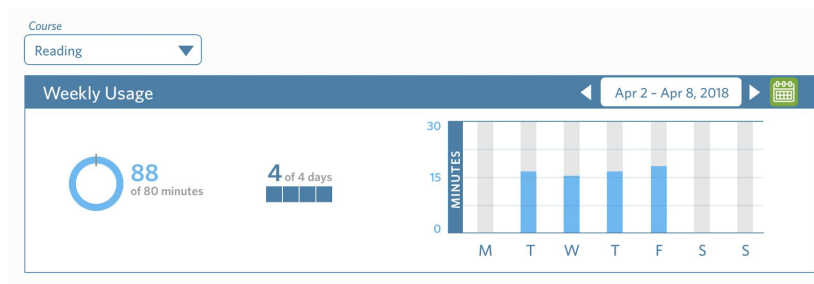


Individual Student Dashboards

Individual Student Dashboards are available for district administrators, school administrators, and teachers. They provide information about a single student's academic progress, as well as whether they're meeting their course goals.

Weekly Usage Dashboard

This Dashboard displays the number of minutes and days the student used the program for a current or previous week within the selected range.

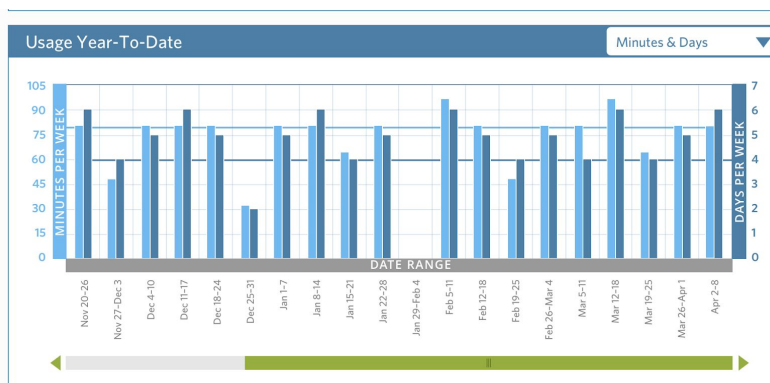


Note: This information will update one to two hours after the student has finished their program session.

Completion & Scores Dashboard

This **Dashboard** displays a weekly summary of the minutes and days the student used Waterford in comparison to their goals throughout the year. The bars display the actual usage while the bold horizontal lines mark their goals for days or minutes, which you can adjust using the dropdown menu.

*All information in this **Dashboard** is updated nightly.*



Course Completion Dashboard

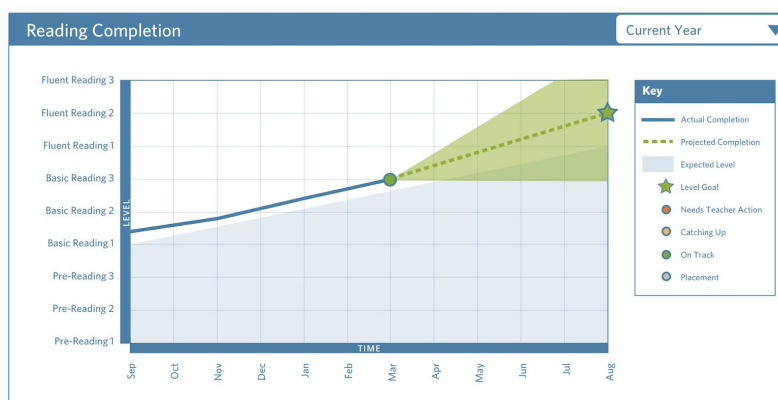
This section displays the **Level Goal** progress for the student over time based on their starting location. You can view either the **Current Year** or **Total Progress**. The information in this section is updated on Monday every two weeks, except for **Needs Teacher Action**, which is updated within one to two hours.

You can view the following **Course Completion** information on a visual chart:

- **Actual Completion:** the student's history of progress toward their goal
- **Projected Completion:** the student's projected progress toward their goal. If the student is projected to reach their goal, the line will be green. If not, it will turn red

*Note: The **Projected Completion** line will affect the calculation of student statuses.*

- **Level Goal:** the student's academic goal for the selected time period
- **Expected Level:** the expected progression rate for their grade level
- **Student Status:** the student's current academic standing within the following four categories:
 - **On Track:** the student is projected to reach their goal by the end of the goal period
 - **Action Taken:** teacher has made an adjustment to the student's goal in order to get back **On Track**
 - **Needs Action:** the student is not projected to reach their goal by the end of the goal period, and the teacher needs to make adjustments to the student's usage or level goal
 - **Surpassing Goal:** the student is projected to exceed their goal by the end of the goal period
- **On Track Zone:** the range in which a student will still be considered On Track for their set goal (displayed in green)
- **Placement:** student's placement score at the beginning of the selected time period

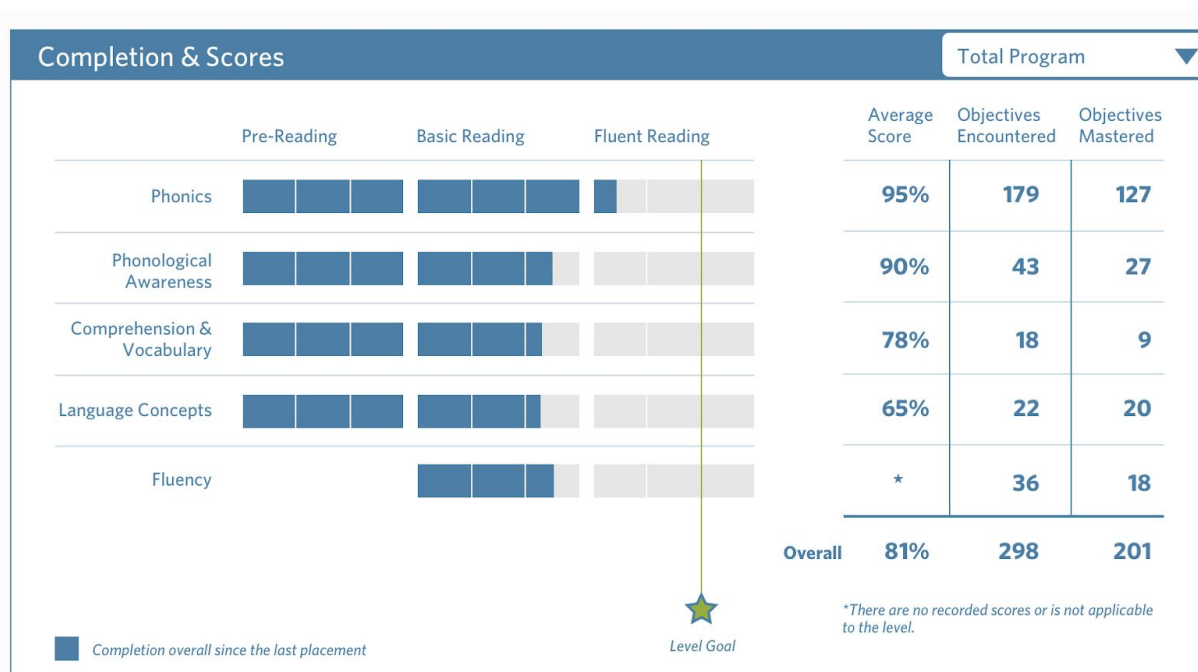


*Note: If the student takes **Placement** a second time in the year, the progress line will adjust based on the new **Placement** score and be denoted on the line with a grey dot.*

Completion & Scores Dashboard

*This Dashboard shows how well a student is mastering essential academic skills in their Waterford courses. The blue horizontal bars display the student's academic level, and the green vertical line marks the student's **Level Goal**. You can hover over any academic skill section to view more information.*

All information in this Dashboard is updated nightly.



Objective Detail Report

The Objective Detail Report is located within the **Completion & Scores Dashboard**. It displays the following information about a student's academic skills:

- **Areas of Difficulty:** objectives a student is having trouble mastering
- **Average Score:** a percentage-based cumulative average of all encountered objectives
- **Objectives Encountered:** objectives the student has completed, regardless of score
- **Objectives Mastered:** objectives the student has completed with a passing score

Time Frame Dropdown

The **Time Frame** dropdown allows you to filter a student's Objective Detail Report to within the following time periods:

- **Last Week**
- **Current Week**
- **Current Calendar Month**
- **3 Months**
- **Current Year**
- **Total Program**