Florida Department of Education

Know Your Data Advanced User Reports

An Introductory Guide

Contents

Florida's Know Your Data
Self-Service Reports for the Advanced User

The purpose of these reports is to provide the advanced user with access to select education data through a self-service tool. This guide highlights features and important notes and cautions.

NAVIGATING REPORTS

The Know Your Data Advanced Reports includes maps and charts that provide data snapshots, and a **Build A Table** section that allows users to filter data, drill-down to district- and school-levels, and disaggregate by student demographics and other school-level indicators.

TABS

Reports in the tool can contain multiple related reports in one. If multiple reports are included, you can navigate to the different reports using the top navigation tabs.
  ▶ Click on the desired tab button to navigate to a different type of report for the topic.
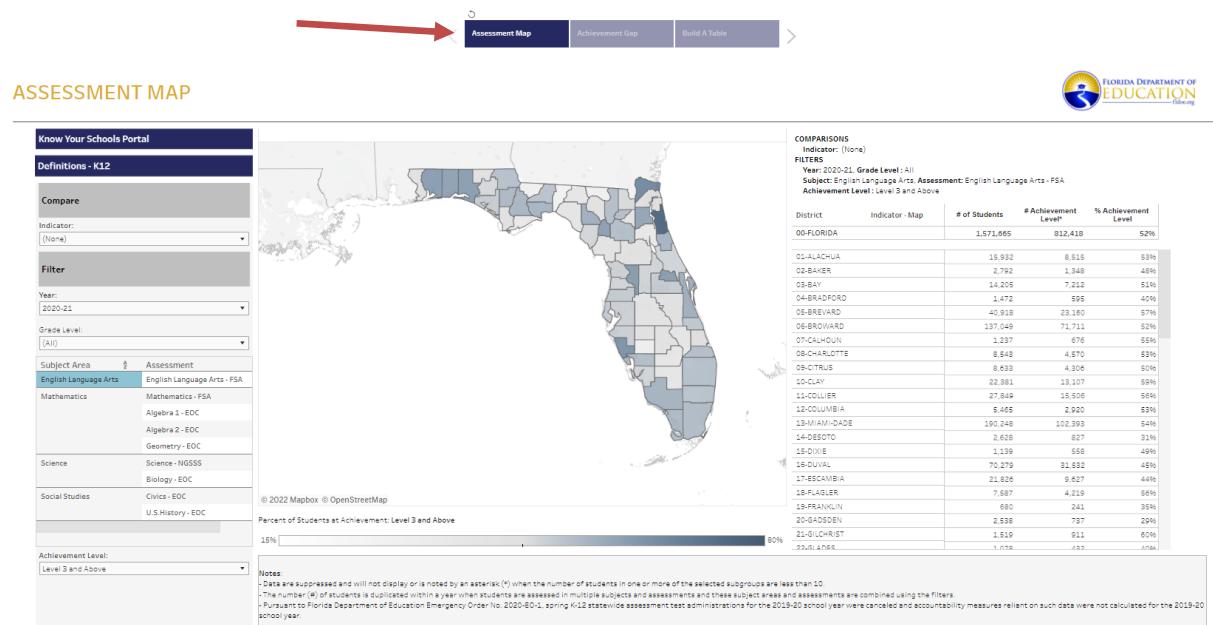

LEFT PANEL

Know Your Schools Portal: Links to additional information in the State, District, and School Report cards.

Definitions: Links to definitions of common terms used in the reports.

FAQs: Links to Frequently Asked Questions on select reports for the report topic.

Guide to Calculation: Links to additional information on select reports (example: High School Graduation) about calculation used in the report

Compare/Indicators: Dropdown lists that allow users to select student demographic indicators/breakdowns and view side-by-side comparisons in maps, charts, and tables.
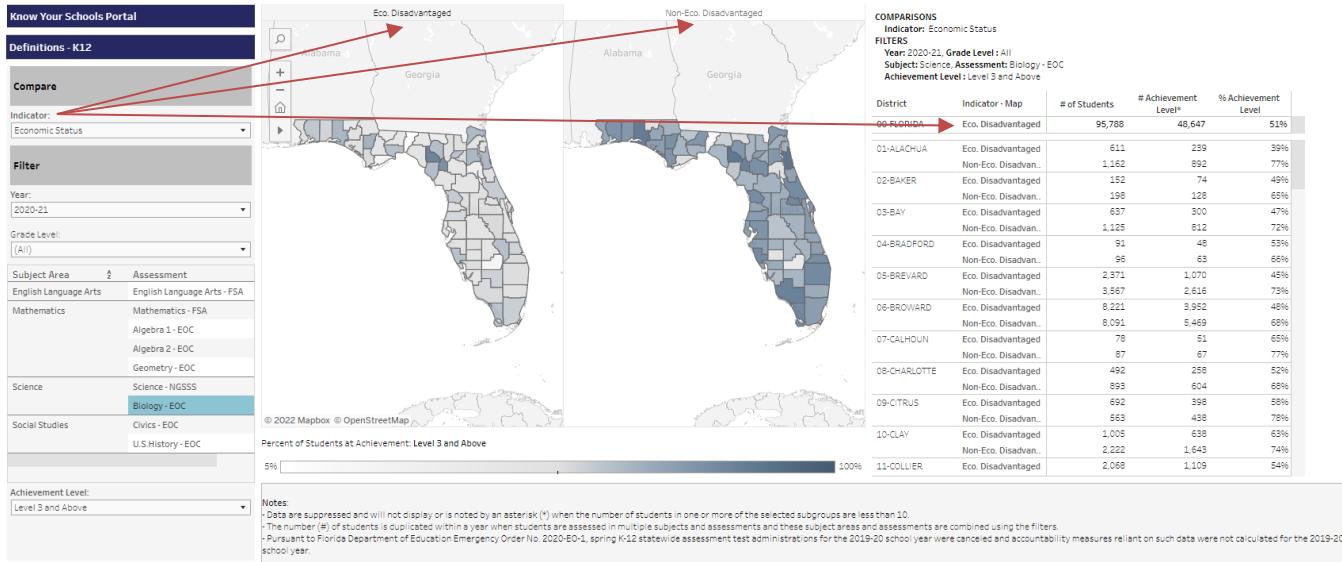
Filters: Radio buttons, dropdown lists, or static lists allow users to select and filter the charts and tables to focus on specific years, grade levels, subject areas, assessments, achievement levels, and more. Selected comparison indicators and filters are reflected in the title section of the maps, charts, and tables.

Nested Filters: Some maps contains nested filters. For example, the Assessment report displays Assessment filters nested in Subject Area filters.

- Click a Subject Area name in the left-hand navigation to display a map that reflects results for all of the assessments that are in the selected subject area.
- Click an individual Assessment name in the left-hand navigation to display a map that reflects results for the individual assessment.
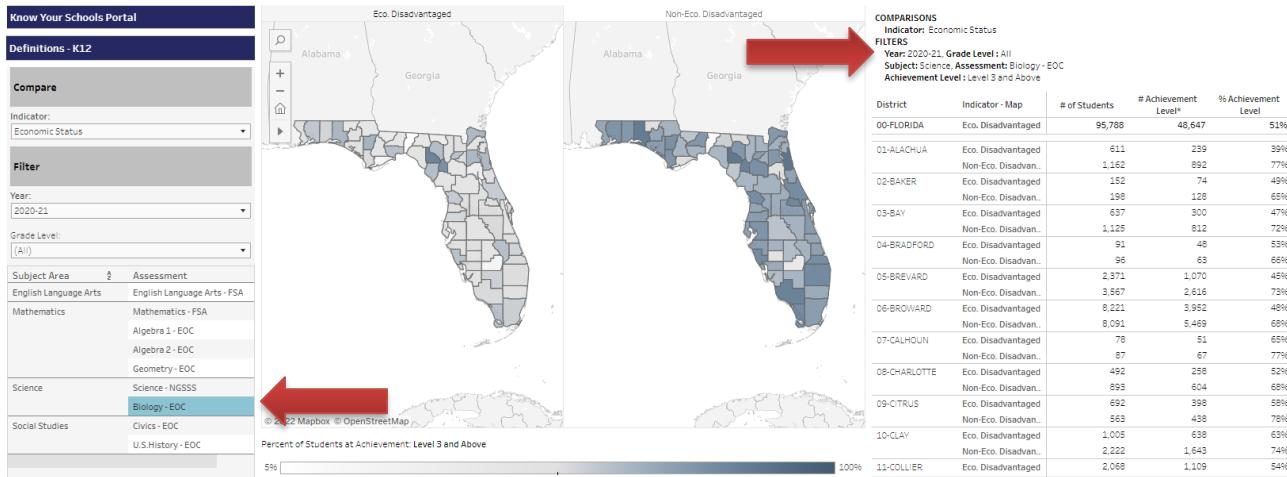
CHARTS

Some Tableau reports contain additional sections with charts that highlight information. These charts are customizable by using the comparison indicators and filters in the left-hand navigation. The chart titles are responsive and indicate the selections.
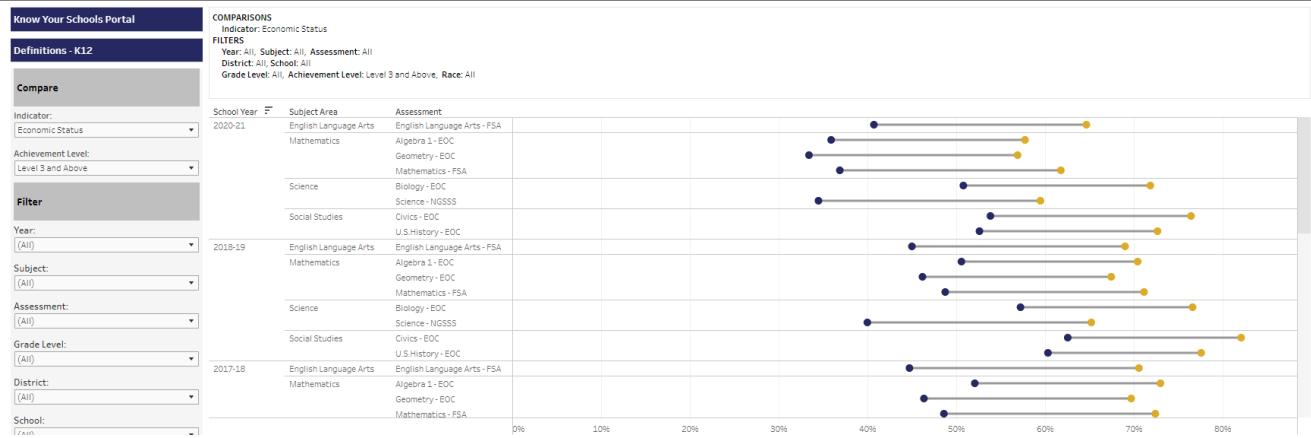

- ▸ Hover over a data point to show the tool tip that reflects the selections made in the left-hand navigation and the associated number/percentage.
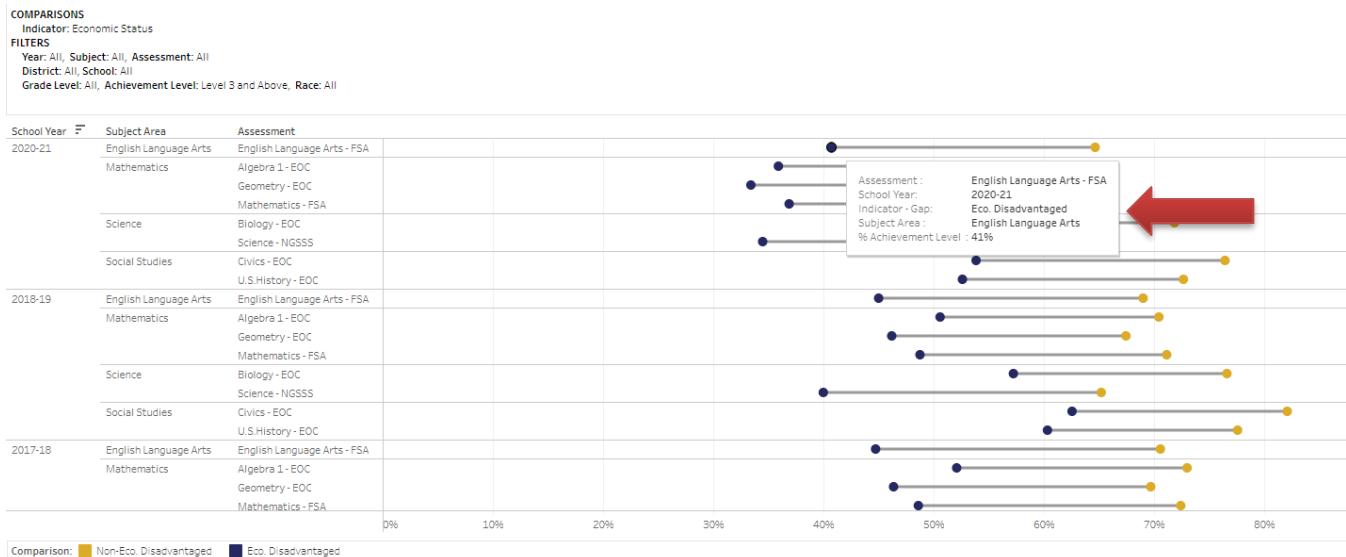
▶ Click on a data point in the charts to remove data by selecting **Exclude** or to isolate data by selecting **Keep Only** in the chart.
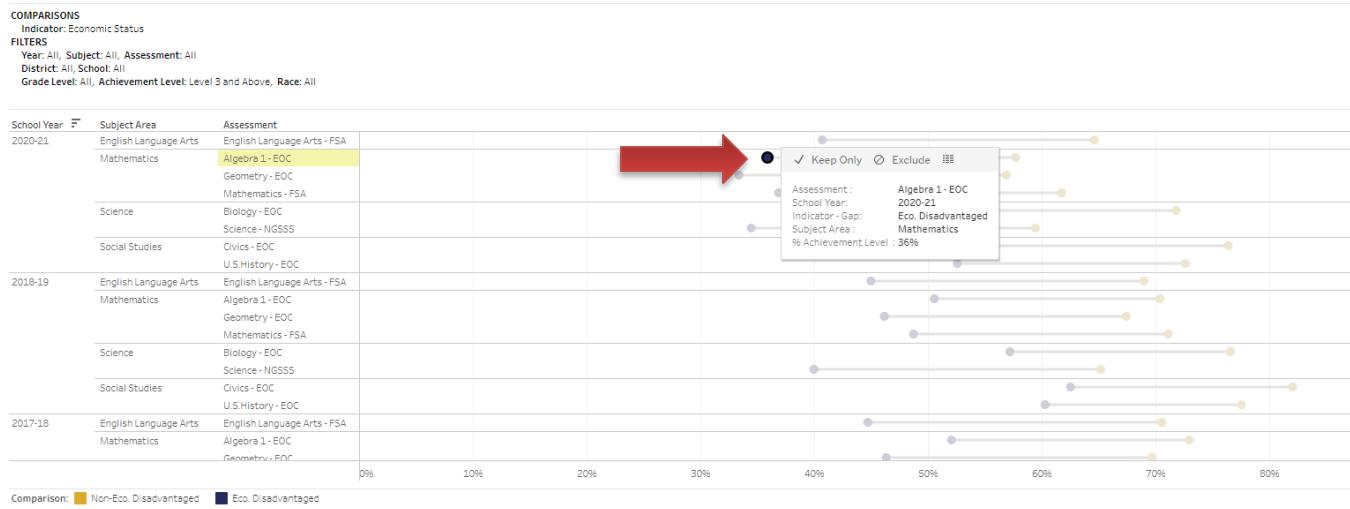
▶ Use one of the following options to revert a change make to a chart or table:

Undo button: Select this option to go backwards one step at a time.

Revert button: Select this option to remove all changes and revert the view to its original state.

MAPS

MAP TOOLBAR

The map toolbar allows users to zoom in and out, pan, and use the rectangular, radial, and lasso tools to select areas on the map.

▶ Hover over a map to show the map toolbar.
▶ Hover over the right arrow ▶ in this toolbar to view all of its functions.
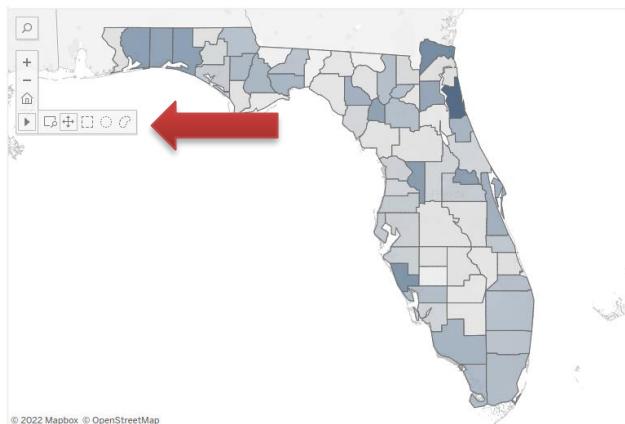
District Map Filter: Click on a district in the map to filter the data for a specific district.

Reset Map: Use the Home button 🏠 in the toolbar to return the map to its original setting.

MAP TOOLTIP

Tooltips: Hover over the map to view additional information. This feature assists users with navigating the interactive features of the map.

- ▶ Hover over an individual district to show the tooltip that reflects the district's name, selections made in the left-hand navigation, and the associated number/percentage.

District Name : LEON
Subject Area : English Language Arts
Assessment: English Language Arts - FSA
Indicator : (None)
Achievement Level: Level 3 and Above
% Achievement Level: 53%
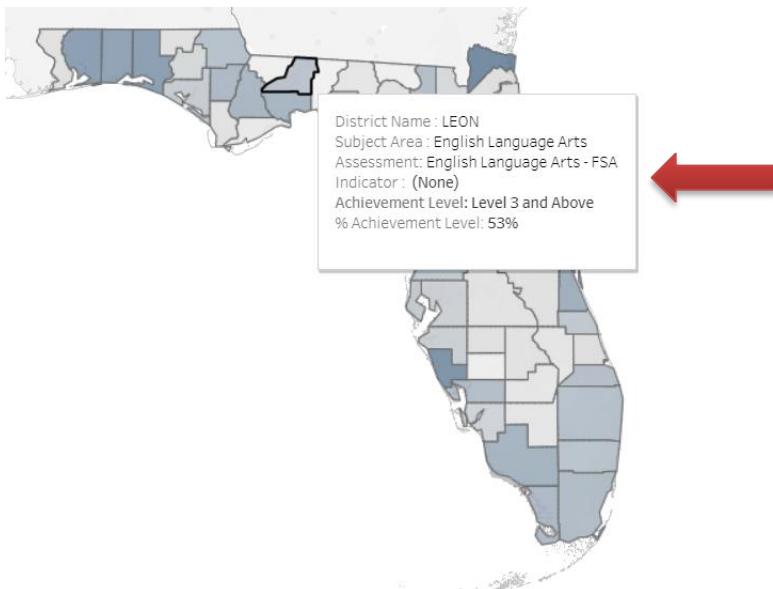
MAP TABLES

Data tables are included beside the maps providing the number and/or percentage of students reflected in the maps. These data tables also respond to selected filters and comparison indicators.

COMPARISONS
  Indicator: Economic Status
FILTERS
  Year: 2020-21, **Grade Level :** All
  Subject: English Language Arts, **Assessment:** English Language Arts - FSA
  Achievement Level : Level 3 and Above

District	Indicator - Map	# of Students	# Achievement Level*	% Achievement Level
00-FLORIDA	Eco. Disadvantaged	850,464	346,268	41%
01-ALACHUA	Eco. Disadvantaged	7,205	2,280	32%
	Non-Eco. Disadvan..	8,727	6,235	71%
02-BAKER	Eco. Disadvantaged	1,374	536	39%
	Non-Eco. Disadvan..	1,418	812	57%
03-BAY	Eco. Disadvantaged	6,076	2,280	38%
	Non-Eco. Disadvan..	8,129	4,932	61%
04-BRADFORD	Eco. Disadvantaged	850	292	34%
	Non-Eco. Disadvan..	622	303	49%
05-BREVARD	Eco. Disadvantaged	18,161	7,727	43%

BLANK MAPS, CHARTS AND TABLES

A blank screen will display when a user selects a combination of filters and indicators in which no data exists. For example, the Algebra 2 EOC Assessment was last administered in Spring 2017. If a user selects a year filter after 2017 for this assessment, a map will not appear.

BUILD A TABLE

The **Build A Table** feature allows users to select filters and indicators and download a custom table that focuses on the user's interests.

TABLE EXPANSION AND MINIMIZE BUTTONS

Table headers contain expansion (+) and minimize (-) buttons that are visible when hovering over the headers. If present, these buttons allow users to drilldown and collapse to the next or previous level of data.
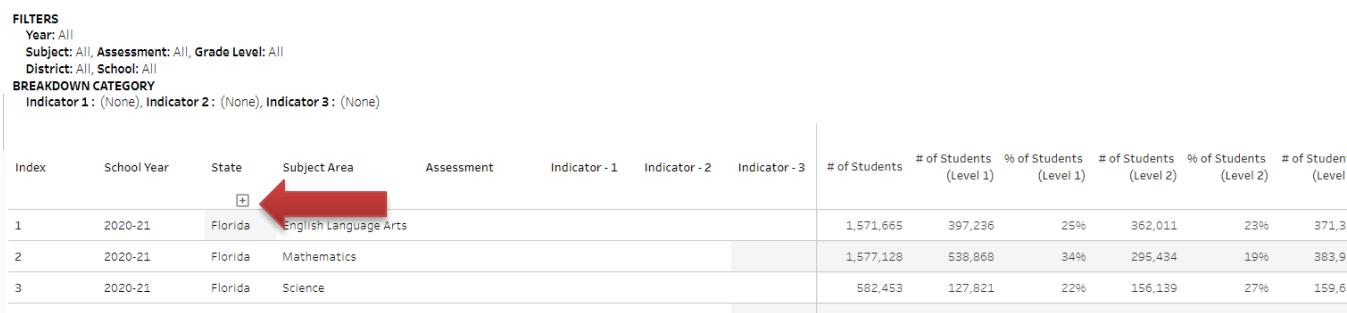
FILTERS
Year: All
Subject: All, **Assessment:** All, **Grade Level:** All
District: All, **School:** All
BREAKDOWN CATEGORY
Indicator 1 : (None), **Indicator 2 :** (None), **Indicator 3 :** (None)

Index	School Year	State	Subject Area	Assessment	Indicator - 1	Indicator - 2	Indicator - 3	# of Students	# of Students (Level 1)	% of Students (Level 1)	# of Students (Level 2)	% of Students (Level 2)	# of Studen (Level
		⊞											
1	2020-21	Florida	English Language Arts					1,571,665	397,236	25%	362,011	23%	371,3
2	2020-21	Florida	Mathematics					1,577,128	538,868	34%	295,434	19%	383,9
3	2020-21	Florida	Science					582,453	127,821	22%	156,139	27%	159,6
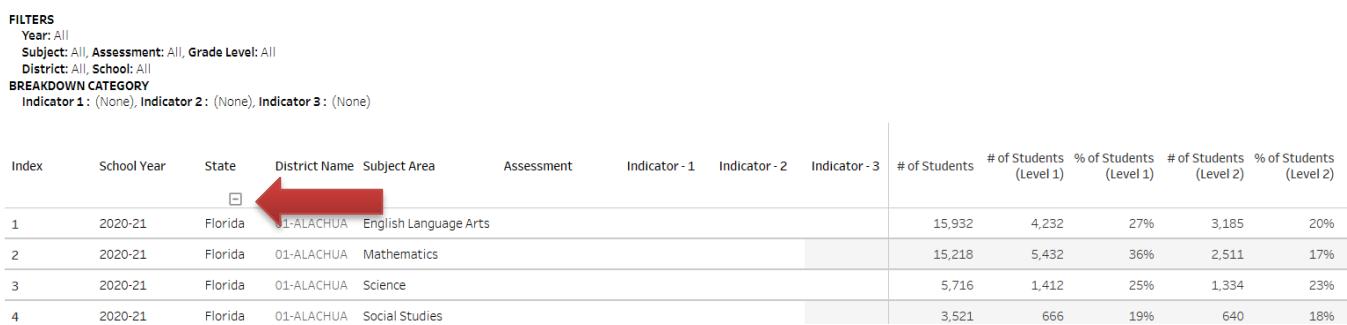
FILTERS
Year: All
Subject: All, **Assessment:** All, **Grade Level:** All
District: All, **School:** All
BREAKDOWN CATEGORY
Indicator 1 : (None), **Indicator 2 :** (None), **Indicator 3 :** (None)

Index	School Year	State	District Name	Subject Area	Assessment	Indicator - 1	Indicator - 2	Indicator - 3	# of Students	# of Students (Level 1)	% of Students (Level 1)	# of Students (Level 2)	% of Students (Level 2)
		⊟											
1	2020-21	Florida	01-ALACHUA	English Language Arts					15,932	4,232	27%	3,185	20%
2	2020-21	Florida	01-ALACHUA	Mathematics					15,218	5,432	36%	2,511	17%
3	2020-21	Florida	01-ALACHUA	Science					5,716	1,412	25%	1,334	23%
4	2020-21	Florida	01-ALACHUA	Social Studies					3,521	666	19%	640	18%

TABLE EXCLUDE AND KEEP ONLY FEATURE

Each report provides preset data based on the indicators selected. Users may further tailor reports to their needs by excluding or keeping certain data measures.

▶ Hover over a specific column header to select **Exclude** and remove the column or **Keep Only** to remove all other columns of data.

▶ Use one of the following options to revert a change make to a chart or table:

Undo button: Select this option to go backwards one step at a time.

Revert button: Select this option to remove all changes and revert the view to its original state.

TABLE FILTERS

District and School Filters: When applying a District or School filter, it is important to <u>expand</u> the State column to display and download the District Name and School Name columns. These columns will display the selected filters in the table. See the <u>Table Expansion and Minimize Buttons</u> section for more information.

Grade Level Filter: When applying the Grade Level filter, it is important to select the <u>Grade Level Indicator</u> to display the selected grades in the table.

DOWNLOADING DATA

Download the underlying data in maps, charts, and tables using the Download button [Download] located at the top or bottom of the page. Download options include Image, Crosstab, PDF, or PowerPoint. Users will need to download multiple reports if there are nested tables (e.g., a state report and a district report).

Download in EXCEL: Using the Crosstab option will download the data and open in an EXCEL workbook.

IMPORTANT DATA DOWNLOAD NOTES!

▶ The * used to indicate masked data will not download in EXCEL. These cells will appear as blank cells; therefore, it is important **not to use** the EXCEL Sum feature to represent the total number of students. Always use the expansion (+) and minimize (-) buttons in tables and download state-, district- and school-level data separately.

▶ Filters applied during a table creation are not included in the crosstab download. It is recommended that you screenshot the table title when downloading a table and paste the screenshot into your EXCEL sheet for future reference.

> **FILTERS**
> **Year:** 2020-21
> **Subject:** Mathematics, **Assessment:** All, **Grade Level:** 03-Third
> **District:** All, **School:** All
> BREAKDOWN CATEGORY
> **Indicator 1 :** Economic Status, **Indicator 2 :** (None), **Indicator 3 :** (None)

▶ **District and School Filters:** When applying a District or School filter, it is important to <u>expand</u> the State column to display and download the selected District Name and School Name columns. See the <u>Table Expansion and Minimize Buttons</u> section for more information.

▶ Grade Level Filter: When applying the Grade Level filter, it is important to select the <u>Grade Level Indicator</u> to display and download the selected grades in the table.

HELPFUL RESOURCES

Each report has links to assist users with common terms and/or calculations used in the reports.
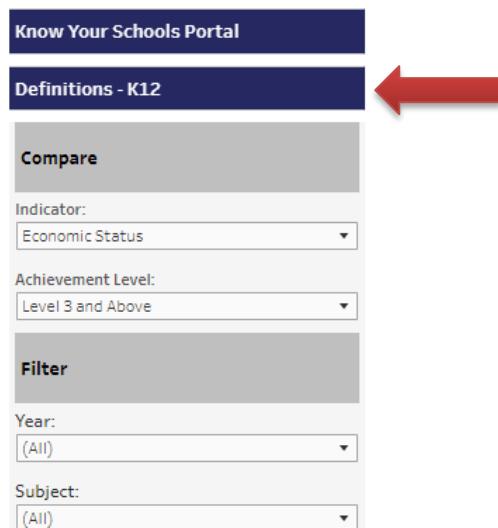
CONTACT INFORMATION

For further information about how to use the Tableau reports, please contact the BI Team at BITeam@fldoe.org.