

Sherlock

Using Guidance Assessment Data: Generating Reports and Targeted Messaging

Presentation online at sherlock.intocareers.org/ccps_reporting.pdf

Agenda

1. How do I identify students most in need of services?
2. How do I identify the concerns that are most prevalent?
3. How can I see which guidance activities and support services are most wanted by students?
4. How can I work one-to-many?
5. How can I look at Sherlock data across a system?

TFocus: Sherlock Factor-based Reports

Factor reports are under the Factor Reports tab on the main Administration and Reporting Tools page.

Focus: Factor-based Reports

Answer: Sherlock Factor Reports

- * Student Involvement Preferences
- * School Engagement Concerns
- * College Readiness Concerns
- * Career Readiness Concerns
- * Key Benchmarks

Report Filtering Page

[Browse Results for All Respondents](#)



-or-

Browse results for only these respondents (this is an optional step):

From Which School(s):

All schools in my group

Only this school in my group:

Colonel Richardson Middle School

Compare the Same Student over Multiple Assessments:

Minimum Time Between Assessments: Days

Maximum Time Between Assessments: Days

Only respondents with this gender:

Any Gender

Male

Female

Prefer neither classification

Only respondents in the following grades:

1 10

2 11

3 12

4 College Freshman/1st Year

5 College Sophomore/2nd Year

6 College Junior/3rd Year

7 College Senior/4th Year

8 Unclassified/Not in School

9

Respondents who took the assessment in the following school year:

Only respondents with these races/ethnicities:

Asian/Pacific Islander

Black/African American

Native American/American Indian

White/Caucasian/Non-Hispanic

Latino/Hispanic

Mixed Racial or Ethnic Heritage

Prefer Not to Answer

Only respondents with these household languages:

English

Spanish

Chinese

Japanese

Other

Only respondents with the following household education levels:

Less than high school

Some high school (no graduation or G.E.D.)

High school completion (or G.E.D. completion)

Some college (no degree or certificate)

vocational school/apprenticeship (i.e., auto mechanic, beautician, electrician, etc.)

Associate degree or certificate

Bachelor degree

Graduate or professional degree (Master, Ph.D., doctor, lawyer, etc.)

Not sure

Only respondents who usually receive the following grades:

Do not receive letter grades Mostly Bs and Cs

Mostly As

Mostly Cs

Mostly As and Bs

Mostly Cs and Ds

Mostly Bs

Mostly Ds and Below

Only respondents with the following living arrangements:

With Mother and Father With Another Relative

With Mother and Stepfather On Your Own

With Father and Stepmother Other

With Mother Only

Prefer not to answer

With Father Only

[Browse Results for Filtered Respondents](#)



Report Filtering

Filtering permits generating reports for specific groups of respondents.

- **Change reports on respondents assessed >x days between assessments** (not used until you have multiple assessments on the same students)
- Males or females
- Grade levels
- Respondents by school year
- Respondents by living situation
- Respondents by usual grades
- Respondents by race/ethnicity
- Respondents by language spoken in the home
- Respondents by household education level

Email Address:

Password:

Login

Forgot Password?

Total Assessments Taken	4441
Total Unique Respondents	4144
Assessments Taken in Last Week	254
Assessments Taken in Last Month	853

▸ Results

Browse Results by Respondent:

- Show All Respondents
- Search for Respondents
- Individual Comparison Report

Browse Results by Assessment:

Standard Forms:

- Universal Encouragement Program Form 1 (Grades 6 - 8)
- Universal Encouragement Program Form 2 (Grades 6 - 12)
- Universal Encouragement Program Form 3 (High School Follow-up Survey)

Comparison Reporting by Assessment:

Standard Forms:

- Universal Encouragement Program Form 1 (Grades 6 - 8)
- Universal Encouragement Program Form 2 (Grades 6 - 12)
- Universal Encouragement Program Form 3 (High School Follow-up Survey)

▸ Factor Reports



▸ Assessment Customization

▸ Account Settings

▸ Other Settings

Assessment Summary

Total Assessments Taken	4441
Total Unique Respondents	4144
Assessments Taken in Last Week	254
Assessments Taken in Last Month	853

▶ Results

▶ Factor Reports

UEP Factor-Based Reports:

- Student Involvement Preferences (Form 1)
- Student Involvement Preferences (Form 2)
- School Engagement Concerns (Form 1)
- School Engagement Concerns (Form 2)
- High School Transition Report (Form 1)
- College Readiness Concerns (Form 2) 
- Career Readiness Concerns (Form 1)
- Career Readiness Concerns (Form 2)
- Key Benchmarks Report (Form 2)

Graphical Factor Comparison and Change Reports:

- Student Involvement Preferences Comparison and Change Reports (Form 1)
- Student Involvement Preferences Comparison and Change Reports (Form 2)
- School Engagement Concerns Comparison and Change Reports (Form 1)
- School Engagement Concerns Comparison and Change Reports (Form 2)
- High School Transition Readiness Comparison and Change Reports (Form 1)
- College Readiness Concerns Comparison and Change Reports (Form 2)
- Career Readiness Concerns Comparison and Change Reports (Form 1)
- Career Readiness Concerns Comparison and Change Reports (Form 2)
- Key Benchmarks Comparison and Change Reports (Form 2)

-or-

Run report for only these respondents (this is an optional step):

From Which School(s):

- All schools in my group
- Only this school in my group:

Colonel Richardson High School ▼

Compare the Same Student over Multiple Assessments:

Minimum Time Between Assessments: Days ▼

Maximum Time Between Assessments: Days ▼

Only respondents with this gender:

- Any Gender
- Male
- Female
- Prefer neither classification

Only respondents in the following grades:

- 1 10
- 2 11
- 3 12
- 4 College Freshman/1st Year
- 5 College Sophomore/2nd Year
- 6 College Junior/3rd Year
- 7 College Senior/4th Year
- 8 Unclassified/Not in School
- 9

Respondents who took the assessment in the following school year: 2014 - 2015 ▼



Only respondents with these races/ethnicities:

- Asian/Pacific Islander
- Black/African American
- Native American/American Indian
- White/Caucasian/Non-Hispanic
- Latino/Hispanic
- Mixed Racial or Ethnic Heritage
- Prefer Not to Answer

Only respondents with these household languages:

- English
- Spanish
- Chinese
- Japanese
- Other

Only respondents with the following household education levels:

- Less than high school
- Some high school (no graduation or G.E.D.)
- High school completion (or G.E.D. completion)
- Some college (no degree or certificate)
- vocational school/apprenticeship (i.e., auto mechanic, beautician, electrician, etc.)
- Associate degree or certificate
- Bachelor degree
- Graduate or professional degree (Master, Ph.D., doctor, lawyer, etc.)
- Not sure

Only respondents who usually receive the following grades:

- Do not receive letter grades Mostly Bs and Cs
- Mostly As Mostly Cs
- Mostly As and Bs Mostly Cs and Ds
- Mostly Bs Mostly Ds and Below

Only respondents with the following living arrangements:

- With Mother and Father With Another Relative
- With Mother and Stepfather On Your Own
- With Father and Stepmother Other
- With Mother Only Prefer not to answer
- With Father Only

Run Report on Filtered Respondents



Listing of 315 students with 4 or more college readiness concerns (hyperlinked names)

Factor Description	Matching Respondents	Non-matching Respondents
No knowledge of college admission requirements	273/328	55/328
No college admission or pre-admission test	271/328	57/328
No college visit	262/328	66/328
No career plan	231/328	97/328
Less than five hours of homework per week	230/328	98/328
Never written a long paper (10 or more pages with cited sources) in high school	213/328	115/328
No knowledge of preparatory courses	213/328	115/328
High cost of education and training	194/328	134/328
Rarely or never talks about college plans	102/328	226/328
No college attenders in household	95/328	233/328
Member of a racial or ethnic group that is underrepresented in postsecondary education	92/328	236/328
Undecided about future	85/328	243/328
No intention to prepare for education or training beyond high school	67/328	261/328
Has issue that could prevent postsecondary participation	51/328	277/328
Not involved in extracurricular activities	26/328	302/328
Low Grades (Cs and Ds and Below)	15/328	313/328
No intention to attend education or training beyond high school	8/328	320/328
Needs to care for and support a child	4/328	324/328
Education not important to career	4/328	324/328
No geometry or above	0/328	328/328
English Language Learner	0/328	328/328
Physical Disability	0/328	328/328
Highest level of education planned is high school or less	0/328	328/328
Learning Disability	0/328	328/328

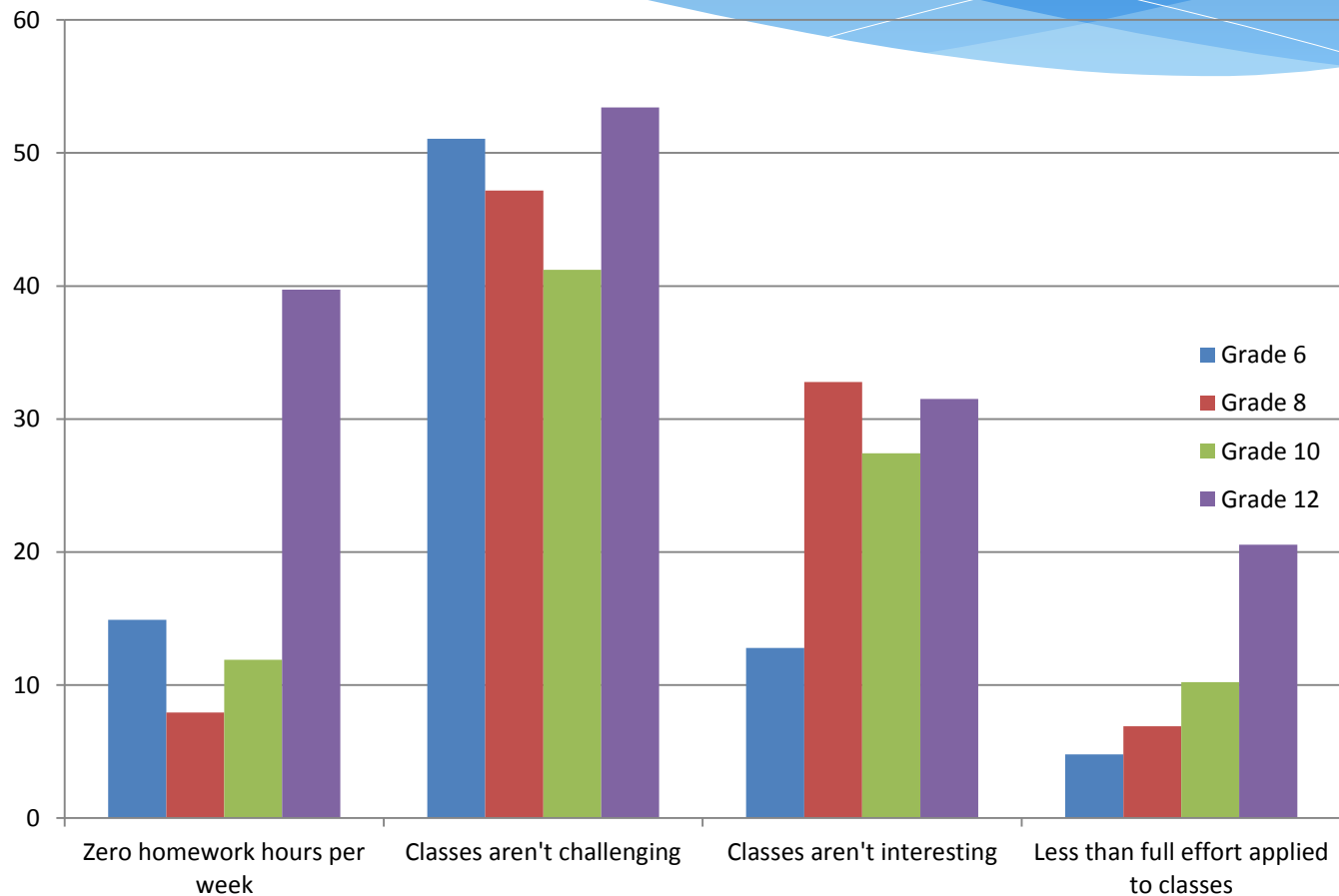
What guidance activities and support services are students seeking?

Factor Reports - Student Involvement Preferences Report

Systemic View

Selected Engagement Concerns

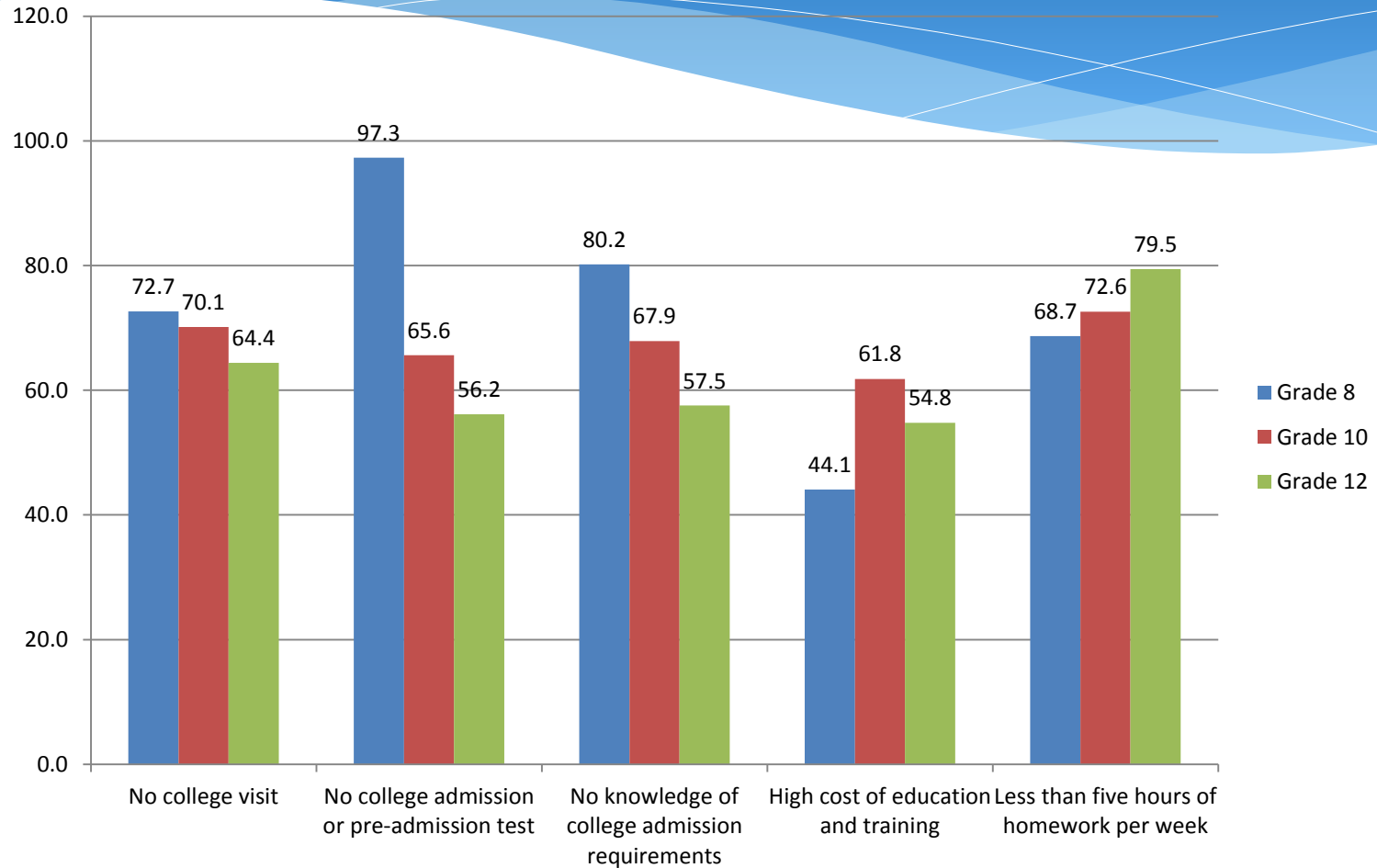
All Schools 2013-14 and 2014-15



Systemic View

Selected College Readiness Concerns

All Schools 2013-14 and 2014-15



Export Report Data to Excel All Group and Factor Reports

- One link/button export

[Export Results to Excel](#) ←

Export Results to Excel... ←



Do you want to open or save capereport.xml (570 KB) from www.capenetwork.org?

Open

Save

Cancel

- Click to open the file (in Excel 2007 and beyond)
- Click save and manually open file in Excel 1997-2003
- File default is .xml - use Save As to convert to .xls or .xlsx or other preference

Administration and Reporting: Browse Results by Respondent

Show All Respondents

[Back To Reporting Tools](#)

Search by Respondent Name:

Email selected results to:

[Send Email to Selected Respondents and/or Parents/Guardians](#)

Select: [All](#) | [None](#)

	Name	Grade	Timestamp				
1.	<input type="checkbox"/> Courtney	7	2/19/2013 2:50:00 PM	View Responses (Pro Mode)	View Factor Summary	Edit Respondent	Delete Student
2.	<input type="checkbox"/> Stephanie	8	1/22/2013 1:39:00 PM	View Responses (Pro Mode)	View Factor Summary	Edit Respondent	Delete Student
3.	<input type="checkbox"/> Kay	9	2/14/2013 3:45:00 PM	View Responses (Pro Mode)	View Factor Summary	Edit Respondent	Delete Student
4.	<input type="checkbox"/> Mike	9	2/11/2013 3:27:00 PM	View Responses (Pro Mode)	View Factor Summary	Edit Respondent	Delete Student
5.	<input type="checkbox"/> Tammy	9	2/20/2013 11:11:00 AM	View Responses (Pro Mode)	View Factor Summary	Edit Respondent	Delete Student

Sherlock Resources

- This slideshow is available online at: sherlock.intocareers.org/Reports.pdf
- Documentation, sample reports, webinar recordings, and previews are available at: sherlock.intocareers.org/docs.htm