Administrators' User Guide

This PowerPoint slide deck for superintendents, curriculum directors, central office staff and principals provides an overview of the Annual Snapshot along with guidance on how to logon to the Annual Snapshot. This tool also provides guidance on navigating the Annual Snapshot and reviewing relevant information about your school and/or Supervisory Union/District (SU/SD).

Vermont Annual Snapshot
Administrator User Guide
for Superintendents, Principals
and Curriculum Directors

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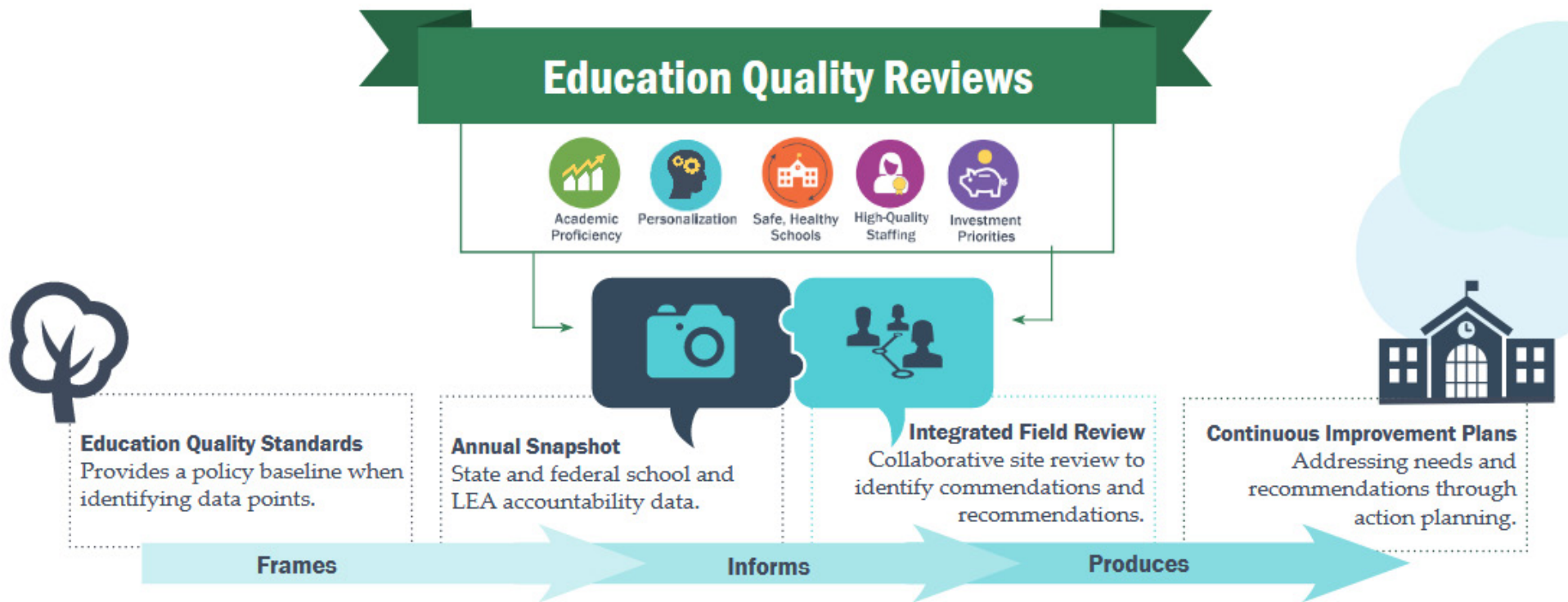**AGENCY OF EDUCATION**

Snapshot Overview & Purpose

The Annual Snapshot is an online tool where you can find quantitative data about Vermont schools.

You can see how your school, Supervisory Union/District (SU/SD) or the state is performing based on measures Vermont has decided are important.

The goal of the Annual Snapshot is to encourage communities to work together to improve educational outcomes for all students.

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Putting the Pieces Together

The data in the Annual Snapshot will inform continuous improvement processes

Education Quality Reviews

- Academic Proficiency
- Personalization
- Safe, Healthy Schools
- High-Quality Staffing
- Investment Priorities

Education Quality Standards
Provides a policy baseline when identifying data points.

Annual Snapshot
State and federal school and LEA accountability data.

Integrated Field Review
Collaborative site review to identify commendations and recommendations.

Continuous Improvement Plans
Addressing needs and recommendations through action planning.

Frames → Informs → Produces

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How to Use this Guide

- This guide is designed to help administrators, including superintendents, principals, curriculum directors and others who will have login access to easily find school, SU/SD and state data.

- Administrators with login access will be able to view data about their school or SU/SD that is suppressed to the public to protect student privacy.

- Screen shots and guide "bubbles" are provided to guide login users through the Annual Snapshot.

- Administrators may wish to share unsuppressed data with their Board members, but should use caution when viewing and sharing unsuppressed data.

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Important Terms in the Annual Snapshot

To learn more: [Annual Snapshot Glossary](#)

Domain	There are the five domains aligned to the EQS that are included in the Annual Snapshot for the state, each Supervisory Union/District (SU/SD) and school. Each domain is composed of multiple indicators. The Annual Snapshot provides a rating for each of the five domains based on the performance of each of the indicators under that domain. These domains include: • Academic Proficiency • Personalization • High Quality Staffing • Safe, Healthy Schools • Investment Priorities
Indicator	Indicators are the various components under each domain. Just like each EQS domain is composed of multiple indicators, some indicators are composed of multiple measures. The weight of the measures varies. The Annual Snapshot includes a weight bar that illustrates how the multiple measures are weighted.
Measure	These are the individual components of an indicator. For example, the Academic Proficiency Domain has Match as an indicator, which is composed of two measures. These two measures include the scale score on the most recent assessment and growth over the past three years. Likewise, the Flexible Pathways Indicator on the Personalization Domain is composed of multiple measures—such as dual enrollment—that provide information on flexible pathway options available to students.
Metrics	These refer to how a domain, indicators and measures are assessed. These metrics include: • Current Performance • Performance Change • Current Equity Index • Equity Index Change
Ratings	These reflect the calculated point values for each domain, indicator and measure for each key metric.

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Important Terms in the Annual Snapshot

To learn more: [Annual Snapshot Glossary](#)

Performance	Performance refers to the overall score for the domains, indicators and measures for an academic year. In the Annual Snapshot you will be able to select the performance levels based on academic years starting with the 2017–18 school year.
Change	Change refers to how much the score for a domain, indicator or measure increased or decreased compared to last year.
Scale	The English Language Arts (ELA) and Math indicators under the Academic Proficiency Domain are composed of both a scale and a growth score. The scale score refers to the performance of students on the assessment.
Growth	The ELA and Math indicators under the Academic Proficiency Domain are composed of both a scale and a growth score. The growth score refers to the average of students' change in performance over the past three years compared to their academic peers.
Equity Index	The Equity Index refers to the gap between students who have been historically marginalized and their historically privilege peers. A rating of "Meeting" and "Exceeding" means small gaps for the current performance. On the performance change for the Equity Index, ratings that show "Improving" and "Excelling" indicate that the gaps are decreasing.
Historically Marginalized Students	Historically Marginalized Students (HMS) refers to different groups of students including: • Different racial and ethnic groups • Students with disabilities • Students in poverty • Migrant students • Homeless students • English learners

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Annual Snapshot: Home Page

schoolsnapshot.vermont.gov

Vermont Annual Snapshot

Get a snapshot of the performance for any school, district, or supervisory union

🔍 *School, Supervisory Union/District, or Town*   Search

View Directory   View Vermont State Snapshot

What the Snapshot does

The Annual Snapshot is an online tool where you can find quantitative data about Vermont schools. You can see how your school, Supervisory Union/District or the state is doing, based on measures Vermont has decided are important. The Annual Snapshot exists to support schools, not rank them. The goal of the Annual Snapshot is to encourage communities to work together to improve educational outcomes for all students.

TIP: Scroll down the Home Page to learn more about the Annual Snapshot

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Annual Snapshot: Home Page

What the Annual Snapshot tells you — EQS and domains

- The Education Quality Standards (EQS) and the five continuous improvement domains are described on the Annual Snapshot home page.

The Education Quality Standards (EQS)

The educational opportunities provided to all of Vermont's public school students. EQS implementation is measured across five domains, each composed of multiple data points, or indicators:

Academic Proficiency

How well do our schools provide students with opportunities to develop their skills and knowledge to be career and college ready?

Personalization

How well do our schools provide students with authentic engagement and opportunities to shape their own learning?

Safe, Healthy Schools

How well do our schools provide environments where students feel healthy, safe, and supported in achieving their goals?

High Quality Staffing

How well do our schools employ educators who are well trained and qualified to meet the needs of all student?

Investment Priorities

How well do our schools provide quality experiences at a price that the community believes is appropriate?

TIP: Scroll down the Home Page to learn more about the Annual Snapshot

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Annual Snapshot: Home Page

Key Metrics

Where applicable, the Annual Snapshot measures each domain and each of the individual indicators that compose the domains in four ways:

Current Performance

Indicates the performance for the domain or indicator for the academic year selected.

Performance Change

Indicates the amount of change for the domain or indicator for the academic year selected compared to the previous academic year.

Current Equity Index

Indicates the difference in performance between students who have been historically underserved in schools compared to their historically privileged peers. Smaller differences in performance are represented by the "Meeting" or "Exceeding" rating (see below).

Equity Index Change

Indicates the amount of change for Current Equity Index for the academic year selected compared to the previous academic year.

TIP: Scroll down the Home Page to learn more about the Annual Snapshot

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Annual Snapshot: Home Page

Ratings

The Annual Snapshot home page includes the **ratings** that reflect the calculated point value for the domain or indicator of interest.

Performance	○ Not Meeting	◯ Approaching	◉ Meeting	● Exceeding
Change	⬇ Declining	➡ Not Improving	↗ Improving	⬆ Excelling

TIP: Scroll down the Home Page to learn more about the Annual Snapshot

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Annual Snapshot: Home Page

How it all comes together

The home page also provides a sample snapshot to help explain how the various pieces come together to provide a glance into how an organization is doing.

Education Quality Standards Domains	Performance		Equity Index	
	Current ⓘ	Change ⓘ	Current ⓘ	Change ⓘ
Academic Proficiency How well do our schools provide students with opportunities to develop their skills and knowledge to be career and college ready? Indicators include, Math, English Language Arts, Science, and Physical Education Assessments, English Language Proficiency, Graduation Rates, Career and College Ready Assessments and Outcomes.	Approaching	Not Improving	Not Meeting	Not Improving
Personalization How well do our schools provide students with authentic engagement and opportunities to shape their own learning? Indicators include Flexible Pathway Participation and Offerings and Personalized Learning Plans.	Not Meeting	Declining	Exceeding	Improving
Safe, Healthy Schools How well do our schools provide environments where students feel healthy, safe, and supported in achieving their goals? Indicators include Disciplinary Exclusion and Student and Staff School Climate Survey.	Meeting	Excelling	Approaching	Improving
High Quality Staffing How well do our schools employ educators who are well trained and qualified to meet the needs of all student? Indicators include Rates of Licensed Teachers, Staff Stability, and Satisfaction with Professional Development and Evaluation Systems.	Approaching	Declining	N/A	N/A
Investment Priorities How well do our schools provide quality experiences at a price that the community believes is appropriate? Indicators include Staffing Ratios, Per Student Expenditures, and School Return on Investment.	Approaching	Not Improving	N/A	N/A

TIP: Scroll back to the top of the home page to locate your school, SU / SD or town.

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Organization Snapshot
Finding your supervisory union/district (SU/SD) or school

You can pull up your organization snapshot for your school or SU/SD by using the **search feature** or the **directory** in the home page.

To find your organization (school or SU/SD) using the directory, click on a letter of the alphabet to view a list of schools or SUs/SDs beginning with that letter. Click on your selection to view that organization's snapshot page.

Vermont Annual Snapshot

Get a snapshot of the performance for any school, district, or supervisory union

🔍 *School, Supervisory Union/District, or Town*   [Search]

View Directory   View Vermont State Snapshot

Organization Directory

View

[All] [School] [Supervisory Union/Supervisory District]

Starting with

A B C D E F G H I J K L M N O P Q R S T U V W X
Y Z

40 organizations starting with "B"

Name	↑↓	Type	Town
BAKERSFIELD SCHOOL		SCHOOL	BAKERSFIELD
BARNARD ACADEMY		SCHOOL	BARNARD
BARNET ELEMENTARY SCHOOL		SCHOOL	BARNET
BARRE CITY ELEM/MIDDLE SCHOOL		SCHOOL	BARRE
BARRE SU		SU/SD	BARRE
BARRE TOWN ELEMENTARY SCHOOL		SCHOOL	BARRE

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Organization Snapshot: Public View

Organization Snapshot: Public View

- You can click on an EQS domain to see the indicators under that domain.

- The Annual Snapshot includes multiple indicators and measures across these domains. To learn more about this, please reference the resource State Accountability: All Indicators.

Click on the domain row you would like to explore

Click on Academic Proficiency

SCHOOL 1 ELEM/MIDDLE SCHOOL   2017-2018

Address and Contact	Principal	SU/SD
123 Street	JOHN SMITH	SCHOOL
VT 12345		
(555) 123-4567		

School Snapshot

Enrollment: 175 students

○ Not Meeting   ○ Approaching   ● Meeting   ● Exceeding
⊕ Declining   ⊕ Not Improving   ⊕ Improving   ⊕ Excelling

Education Quality Standards Domains	Performance		Equity Index	
	Current ⓘ	Change ⓘ	Current ⓘ	Change ⓘ
Academic Proficiency How well do our schools provide students with opportunities to develop their skills and knowledge to be career and college ready? Indicators include, Math, English Language Arts, Science, and Physical Education Assessments, English Language Proficiency, Graduation Rates, Career and College Ready Assessments and Outcomes.	Approaching	Declining	N/A	Not Calculated for 2017-18
Personalization How well do our schools provide students with authentic engagement and opportunities to shape their own learning? Indicators include Flexible Pathway Participation and Offerings and Personalized Learning Plans.	N/A	N/A	N/A	Not Calculated for 2017-18
Safe, Healthy Schools How well do our schools provide environments where students feel healthy, safe, and supported in achieving their goals? Indicators include Disciplinary Exclusion and Student and Staff School Climate Survey.	N/A	N/A	N/A	Not Calculated for 2017-18
High Quality Staffing How well do our schools employ educators who are well trained and qualified to meet the needs of all student? Indicators include Rates of Licensed Teachers, Staff Stability, and Satisfaction with Professional Development and Evaluation Systems.	N/A	N/A	N/A	Not Calculated for 2017-18

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Organization Snapshot: Public View Indicators

- To view data on a specific indicator, you can either:

  - Select from the indicator tabs on the top of the snapshot, or

  - Scroll down to view each indicator in the domain of interest

You can explore the data by clicking on the tabs for an indicator

You can select the specific indicator you want to explore

Note: The first year of data available in the Annual Snapshot will be for the 2017–18 school year.

Click on ELA/Reading

Organization Snapshot: Public View Indicators

View data for other school years

BARRE CITY ELEM/MIDDLE SCHOOL
Academic Proficiency
2017-2018

Overview | Content Standards | English Language Proficiency | Graduation Rate | College and Career Readiness | Additional Information

Overview

The combined weighted averages of all indicators in the Academic Proficiency domain

Overall Performance

Approaching

Weight

Visual weight bar shows the measures that make up each indicator

- Annual Progress toward English Proficiency (12%)
- Math (44%)
- English Language Arts (ELA)/Reading (44%)

Content Standards

○ Not Meeting ○ Approaching ● Meeting ● Exceeding
⊕ Declining ⊕ Not Improving ⊘ Improving ⊕ Excelling

Indicator (Weight)	Performance		Equity Index	
	Current �घ	Change �घ	Current ⓘ	Change ⓘ
English Language Arts (ELA)/Reading (44.0%) 464 Students	● Meeting	→ Not Improving	N/A	Not Calculated for 2017-18

Click on the content standard you would like to explore further

Note: The first year of data available in the Annual Snapshot will be for the 2017–18 school year.

Click on ELA/Reading

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To learn more about this, please reference the resource Weighting of Indicators: Academic Proficiency

Organization Snapshot: Public View Indicators

Choose all grade levels or a single grade level

Choose all subjects or a single subject to view

Click on Content Standards tab, or the tab of your choice, at the top of the page to explore further

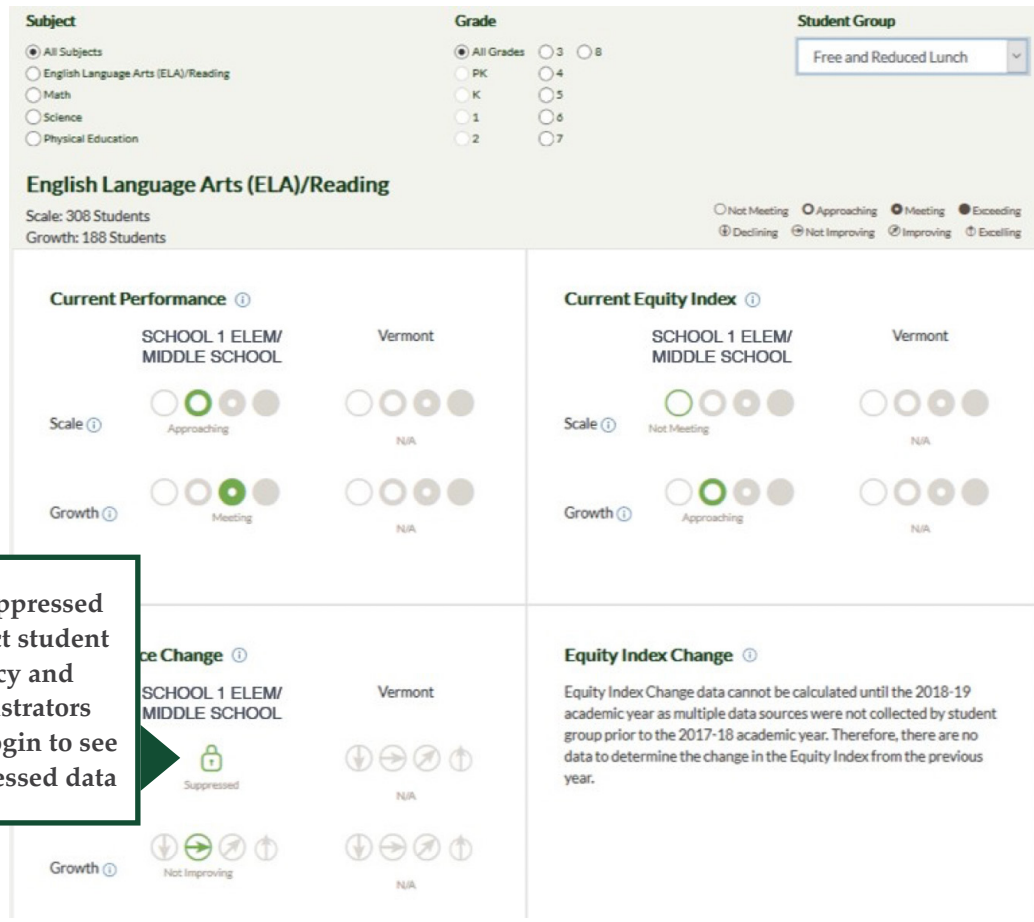**Select students grouped by gender, race/ ethnicity, special education, socio-economic status, English learner status**

See how your organization and the state are doing based on the measure of interest

Overview   Content Standards   English Language Proficiency   Graduation Rate   College and Career Readiness   Additional Information

Content Standards

Subject
- All Subjects
- Physical Education
- ELA/Reading
- Math
- Science

Grade
- All Grades
- PK
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Student Group
All Students

English Language Arts (ELA)/Reading

Scale: 464 Students
Growth: 281 Students

○ Not Meeting   ○ Approaching   ● Meeting   ● Exceeding
ⓘ Declining   ⓘ Not Improving   ⓘ Improving   ⓘ Excelling

Current Performance ⓘ

	SCHOOL 1 ELEM/ MIDDLE SCHOOL	Vermont
Scale	Approaching	Meeting
Growth	Meeting	Meeting

Current Equity Gap ⓘ

	SCHOOL 1 ELEM/ MIDDLE SCHOOL	Vermont
Scale	N/A	N/A
Growth	Approaching	Meeting

Performance Change ⓘ

	SCHOOL 1 ELEM/ MIDDLE SCHOOL	Vermont
Scale	Declining	Not Improving
Growth	Not Improving	Not Improving

Equity Gap Change ⓘ

Equity Gap Change data can not be calculated for the 2017-18 school year due to...

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Organization Snapshot: Public View Filter Options

- You can filter the data in your organization's snapshot.

- For example, you can look at different student groups such as "Free and Reduced Lunch."

Data suppressed to protect student privacy and administrators should login to see unsuppressed data

View ratings here

Organization Snapshot: Public View Navigating

You can use the icons at the top of a snapshot to view data on other EQS

VERMONT / ACADEMIC PROFICIENCY

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Academic Proficiency (2017-2018)

Overview   Content Standards   English Language Proficiency   Graduation Rate   College and Career Readiness   Additional Information

Overview

Overall Performance

Exceeding

Weight

- Annual Progress toward English Proficiency (14%)
- English Language Arts (ELA)/Reading (28%)
- Graduation Rate (28%)
- Math (28%)
- Science (2%)

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Organization Snapshot: Administrator View

Admin login

The Annual Snapshot home page allows superintendents, principals, curriculum directors and other administrators with access to login so they can view unsuppressed data for their school or SU/SD.

Link for Admin Login

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HELP | ADMIN LOGIN

Vermont Annual Snapshot

Get a snapshot of the performance for any school, district, or supervisory union

School, Supervisory Union/District, or Town   Search

View Directory   View Vermont State Snapshot

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Organization Snapshot: Administrator View

How to Set Your Password and Login

- Click on "ADMIN LOGIN".

- Click on "Forgot Password?"

- Enter your SU/SD-issued email on the pop-up screen and click "Send".

- You will receive an email with a link to establish your password.

- Once your password is set, click on "ADMIN LOGIN" to login with your new password.

Organization Snapshot: Administrator View Suppressed Data

- As login users, you have access to view data that is suppressed to protect student privacy. Users should exercise caution when viewing suppressed data.

- When viewing unsuppressed data, you will see a reminder at the top of your organization's snapshot.

Organization Snapshot: Administrator View Suppressed Data

- To protect student privacy, that Annual Snapshot prevents users from printing when logged in.

- During the data review period, you can export unsuppressed data, but you will receive a warning before exporting.

Print Report

Print is not available while logged in.

Numbers 🖨 ⬇

EXPORT DATA

During the data review window, you are able to download unsuppressed data for your organization in order to review the data for accuracy. Unsuppressed data should not be shared with anyone. How would you like to download the data?
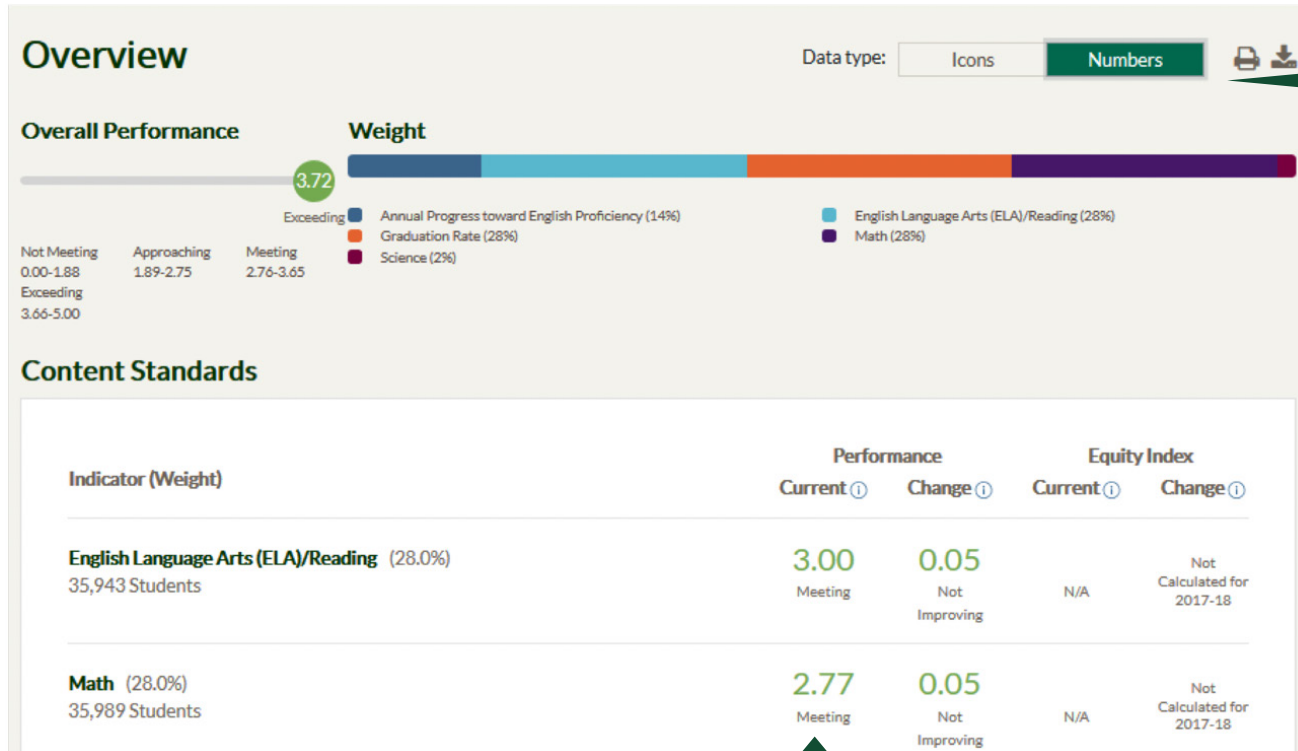
◉ Suppressed
○ Unsuppressed

Ok   Cancel

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Organization Snapshot: Administrator View Number Ratings

- All the data in the Annual Snapshot is translated into a 1–5 point scale.

- When you login, you will have the option to select the numbers view to see point values. This view is only available to administrators with login access.

Benchmarks for each rating

Switch view between ratings icons and point values (numbers). The numbers view is only available to administrators

In the numbers view, you will be able to see the point value for each rating

Organization Snapshot: Administrator View Number Ratings

Select numbers view here

Select grade here

Select student group here

View point value data, rather than ratings icon

What Happens Next?

When	What
Spring of 2019	Annual Snapshot goes live to the public AOE will host a press conference and media training session
Autumn of 2019	Phase 2 of the Annual Snapshot is released
Winter of 2019–2020	Phase 3 of the Annual Snapshot is released

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Additional Resources for Administrators

Glossary

Administrators' Frequently Asked Questions

Key Messages & Talking Points

Sample Scenarios

If you have questions, please contact us at aoe.schoolsnapshothelp@vermont.gov or (802) 479–1030

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Additional Resources for Public Users

User Guide
Snapshot Overview
Glossary
Frequently Asked Questions
Video Tutorials

If you have questions, please contact us at aoe.schoolsnapshothelp@vermont.gov or (802) 479–1030

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