MyUnify

My Unify is a quick-access portal to all of your students as well as your Performance Matters Assessment and Analytics tasks.

For any user with the role of Teacher, MyUnify will be your home page, and your Students tab will display. For any user with a school administrator or district administrator role, MyUnify will be your home page and the School Overview tab will display.

You can also access this report by selecting **Reports** > **Data Analysis-MyUnify** from the main navigation menu.

The School Overview Tab

The School Overview Tab is a resource for school and district administrators to access important data regarding their school. The information available will be customized based on the user role of school or district admin.

Student Detail Panel

This panel offers user an easy and efficient way of accessing the student detail page for any student which they have access to.
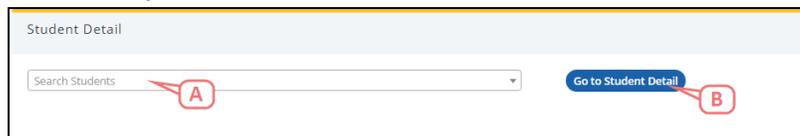
A. Use this search box to type in the students name for whom you wish to view the student detail.
B. Click **Go to Student Detail** to open that student's Student Detail page in a new tab.

School Enrollment: % of Students Panel

This panel breaks down the school enrollment into percentages based on the different attributes associated to the students enrolled in that school. For school based users, you will see your school percentages compared with the district percentages. For district users, you will see the overall data pertaining to the district.

MyUnify
Published 6/21/2018 - V18.03

PeopleAdmin Private
Customer Use Only
- 1 -

performance
matters

A. This bar chart will represent the gender ratio of students enrolled. The district percent will appear on top and the school percent will be directly beneath it for easy comparison.

B. This bar chart will represent the percentage of each ethnicity enrolled. The district percent will appear on top and the school percent will be directly beneath it for easy comparison.

C. This bar chart will represent custom labels as defined by the district. The district percent will appear on top and the school percent will be directly beneath it for easy comparison.

D. Hover over the bar to get more detailed information regarding that particular data point.

Absence Rates: % of Students Panel

This panel will define the absence rates by grade for the last five dates for which data is available. Your district can determine whether or not to include this panel in the School Overview panel.

> ✎ **NOTE**
>
> The Absence Rate percent is calculated by the count of students with at least one absence record for the day in question / total number of students enrolled in the grade level.

Absence Rates: % of Students   *Note: flSunshine PMI admin user will display dummy data.

Sixth Grade
Date: 05-21-2017
Rate: 11.69 %
Count: 29 / 248

A. The y-axis displays the percentage of absences. It is dynamically created to fill the space of the chart.
B. The x-axis contains the last 5 dates for which there is data available.
C. This is the key which defines which colored line belongs to which grade. If you hover over one grade, it will highlight the line and show all the data points available for that grade.
D. Hover over a specific data point to get more detailed information.
E. Hover over a data line to highlight that specific grade's absence rate line.

> ✎ **NOTE**
>
> If you place your cursor in the empty space within the chart, it will attempt to locate the nearest data point available within the chart.

Discipline Rates: Count of Incidents

This panel will provide high level information for counts of incidents by grade for the last five months for which data is available. Your district can determine whether or not to include this panel in the School Overview panel.

MyUnify
Published 6/21/2018 - V18.03

PeopleAdmin Private
Customer Use Only
- 3 -

performance
matters

A. The y-axis displays the count of discipline incidents. It is dynamically created to fill the space of the chart.
B. The x-axis displays the last five months for which there is data available.
C. This is the key which defines which colored bar belongs to which grade. If you hover over one grade, it will highlight the bar and show all the data points available for that grade.
D. Hover over a specific data bar to get more detailed information on that discipline rate.

Test Analysis

This panel will provide high level data regarding assessments as well as a way to quickly access the Student Item Analysis report for the selected assessment. The most recently administered assessment with at least 50 student results will be pre-selected in this panel.
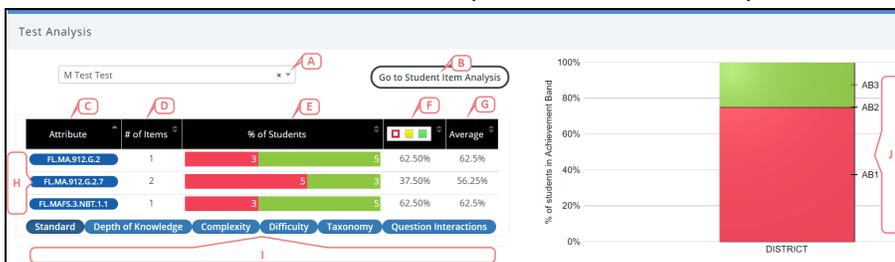

A. Use the drop-down menu to select an assessment.
B. Click **Go to Student Item Analysis** to navigate to that report for this assessment.
C. A list of the available attributes that were included on the assessment. For standards, you can hover over the standard code to get a more detailed description of that standard.
D. The number of items which included that specific attribute.
E. The number of students who fell into each cut band for that attribute.
F. You can use the swatching options to control the percentage shown which reflects the total student population percentage for the selected (full-colored) achievement bands for each standard or attribute. The achievement band cut scores and colors are determined by the performance band assigned to the selected assessment.

G. The average students achieved for this attribute.
H. Click on a specific attribute to update the chart on the right side. Selecting multiple attributes or standards will aggregate results displayed in the chart.
I. Click an attribute type from the list to view the data for that attribute in the table.
J. A bar chart which reflects the data from the table.

Student Achievement

This panel will provide reporting for the most recent state results.
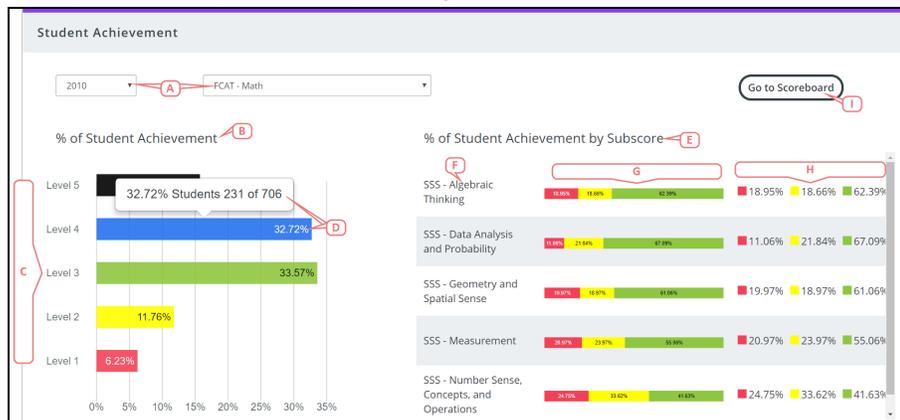
A. Use the drop-down menus to select a year and state test.
B. The **% of Student Achievement** chart displays a breakdown of student achievement by level.
C. The level cut scores and colors are determined by the state. See Cut Scores and Colors for more information about your state's test cut scores and colors.
D. The bar represents the total percent of students who fell into this level. Hover over the bar to view student count.
E. The **% Student Achievement by Subscore** displays a breakdown of student achievement per sub-score on the state test. If there is no subscore data reported, the table will say No Data Available.
F. The subscore on the selected state test.
G. The bar represents the breakdown of student achievement for that subscore. Hover over a specific section of the bar to view the student count. The cut scores and colors are determined by your state. See Cut Scores and Colors for more information about your state's test cut scores and colors.
H. A key which displays the percent of student achievement per achievement level.
I. Click **Go to Scoreboard** to be directed to the Scoreboard report for the selected assessment.

The News & Assignments Tab

The News & Assignments tab displays your role-based assignments and news from your district. Use the buttons (**A**) to act on the assigned tasks. Click **View All** (**B**) to see all related assignments via the global search tool.

MyUnify
Published 6/21/2018 - V18.03

PeopleAdmin Private
Customer Use Only
- 5 -

performance
matters
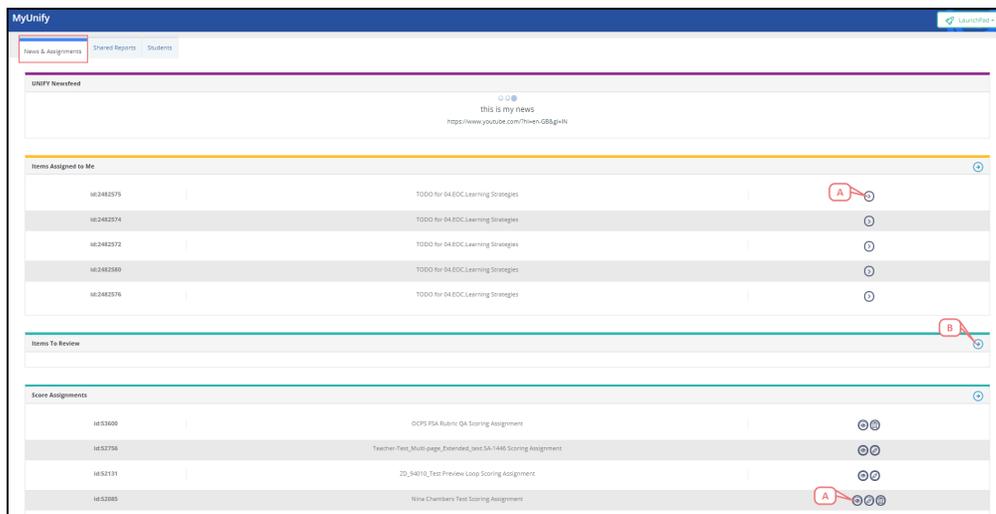
Shared Reports

The Shared Reports tab displays any reports which you have been given permissions to. You can narrow down the list of shared reports by using the Search function.
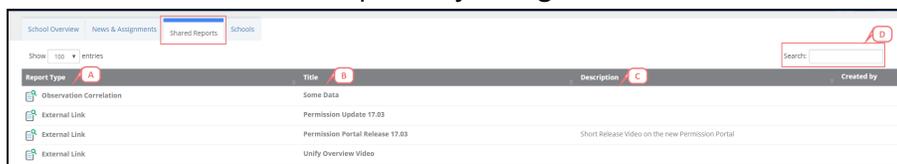
A. The report type will define the type of report. Click on the report name to open the report in a new tab.
B. The title column will display the name of the report.
C. The description column will include any descriptive information the creator chose to add.
D. The created by column will display who created the report and the date of creation.

The Schools Tab

If you have a district-level role, first you will have to select a school. Use the search box and/ or sort button to locate a specific school.

The Teachers Tab

Once a school has been selected, the teacher tab will become available. If you have a school- or district-level role, you will have to browse and select a teacher in order to access their Students tab. Use the search box and/ or sort button to locate a specific teacher.
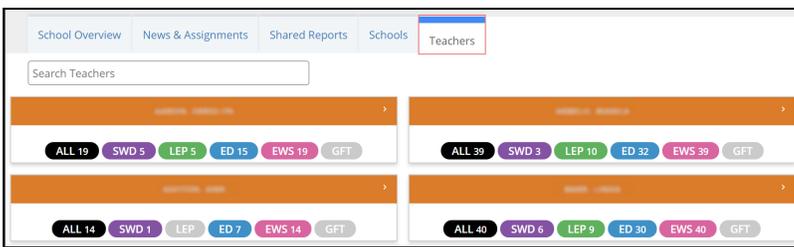
The Students Tab

The Students tab displays a filterable view of student cards for all the students to which the teacher has access.

Filter, Sort, Search

At the top of the screen, you have the following options for changing the view of the student cards below.
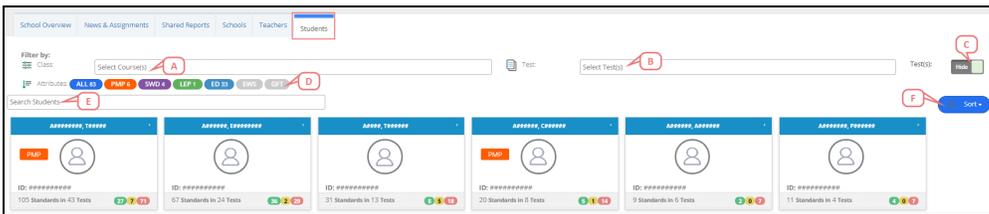
A. Narrow the list of students by specific courses using the drop-down menu.

B. Narrow the test results displayed on the student cards to specific tests using the drop-down menu. If only one test is selected, a standard analysis for your students on the selected test will display, which can also be used to filter student cards. The test scores are colored according to the selected performance band for that assessment.

> ✏ **NOTE**
>
> You can click on the name of the test to be directed to the Student Item Analysis report for that specific test.
>
> ⚖ Standard Analysis QAU_AB_DV_All Machine Scorable Interactions May 5

C. Toggle to show or hide the test list in the student cards. All tests will be listed unless a selection is made from the Test drop-down.

D. Narrow the list of students by a specific attribute using the buttons provided. Hover over a button to see a full description of the code. Selected attributes will be designated with a check mark. (These attributes will vary based on your organization settings and terminology.)

E. Use the search box to locate a specific student name.

F. Sort the list of students using the options provided in the drop-down. By default, the list is sorted by name A-Z.

Student Cards

Each student card displays the following information.
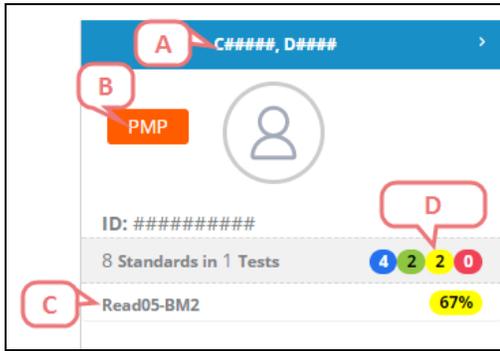
A. Student name is displayed in the blue banner. Click the banner to view the Student Detail report. (See Student Detail for more information.)

B. If the student is flagged for early warning or as eligible for a progress monitor plan, the appropriate button is displayed. Click the button to view the Student Detail report. (See Student Detail for more information.)

C. If the Tests toggle is set to Show (see C in Filter, Sort, Search on the previous page), the list of associated tests will be displayed too. Hover over any percentage to see more detailed data. (Remember, selections in the Test filter above affect the data shown here.)

D. The counts within the colored bubbles reflect the total number of standards which fall within the performance band cut on each respective test. See Cut Scores and Colors for more information.

> ✎ **NOTE**
>
> If one standard is used on multiple tests, the number will reflect where the standard falls according to the district default performance band per instance. For example, if the standard falls into the lowest cut on Test 1 and the highest cut on Test 2, the colored bubble for the lowest cut will have a 1 and the colored bubble for the highest cut will have a 1.

Standard Analysis

If only one test is selected from the Test filter drop-down, a standard analysis for your students on the selected test will display. Selections are displayed above the table. Simply click the **x** to deselect it.
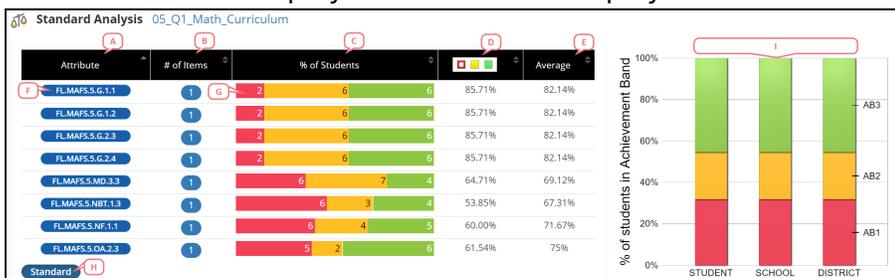
A. A list of the available attributes that were included on the assessment. For standards, you can hover over the standard code to get a more detailed description of that standard.

B. The number of items which included that specific attribute.

C. The number of students who fell into each cut band for that attribute.

D. You can use the swatching options to control the percentage shown which reflects the total student population percentage for the selected (full-colored) achievement bands for each standard or attribute. The achievement band cut scores and colors are determined by the performance band assigned to the selected assessment.
E. The average students achieved for this attribute.
F. Click on a specific attribute to update the table on the right side.
G. Click a student count to filter the student cards to those students and to update the information in the table and the bar chart to the right.
H. Click an attribute type from the list to view the data for that attribute in the table.
I. A bar chart which reflects the data from the table.

The LaunchPad

Use the **LaunchPad** drop-down menu to access your most common tasks. Options will be based on your role and menu security.

LaunchPad
Create Test
Create Item
Test Center
OLA Admin
Online Scoring
Item Analysis
GradeCam
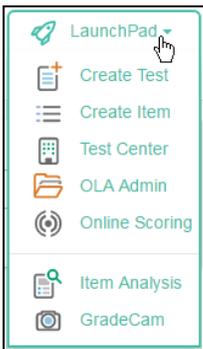
> **✎ NOTE**
>
> Options available from the Test menu, displayed standards performance data, and tests listed on the student cards are all restricted to the course type associated with the teacher's enrollment.

MyUnify
Published 6/21/2018 - V18.03

PeopleAdmin Private
Customer Use Only
- 9 -

performance
matters