

Middle School AIDE Training Manual

Maximizing Academic Performance via Effective Data Management

Objective:

This guide will give teachers an overview of the various ways AIDE can be used for monitoring student performance and academic progression.

<http://www.ads2010.com> provides web based tutorials and help.



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Video Tutorials

Basic Navigation – Task 3	Click here to access video tutorial.
Identifying Overage Students	Click here to access video tutorial.
Reviewing School-wide Reading Performance – Task 11	Click here to access video tutorial.
Reviewing School-wide Math Performance – Task 12	Click here to access video tutorial.
Analyzing Individual Students – Task 53	Click here to access video tutorial.
Reviewing Student’s AIP or Goal Sheet – Task 54	Click here to access video tutorial.
Creating Student Profile Letters – Tasks 26-27	Click here to access video tutorial.
Using Quick Reports for Bulk Printing	Click here to access video tutorial.
Comparing Student FCAT Performance by Subject/Grade Level for Reading – Task 55	Click here to access video tutorial.
Comparing Student FCAT Performance by Subject/Grade Level for Math – Task 56	Click here to access video tutorial.
Identifying Students in the Greatest Danger of Failing	Click here to access video tutorial.
Using the School User Panel	Click here to access video tutorial.

Using Task 3 to show basic navigation features in AIDE:

[Click here](#) to access video tutorial.

1. Open **MAP**.
2. Go to **Task 3** and Left click on **Analyze**.

To Alphabetize:

1. Left click in a cell under the **Last Name** column.
2. Right click and left click **Sort Ascending**.

Sorting by Double Clicking

The second major navigational skill you will use is double clicking in a column with an underlined heading: Data can be selected by: Sex, Ethnicity, Homeroom, Lunch status, Exceptionality, Grade level, (NCLB), etc... and all other “**UNDERLINED**” categories by simply double clicking. Note: **Any time you use a filter feature the statistics will change. The numbers change because it shows only the filtered data.**

To Select by Grade Level

1. Double left click in a cell that contains the grade level you wish to select.
2. To return to all student data left click red **Remove** button.
(*Note: This feature can be used to select underlined categories.)

How to exclude specific student records by selecting blank cells (i.e. ESE)

1. To exclude all ESE students, simply double left click in a blank cell under the ESE category.
2. The results will be all non-ESE students.
3. To return to all student data left click red **Remove** button.

You can also find students with no special identifiers by clicking in a blank cell, and using the right click drop-down feature to **Filter on this field**.

How to select students with special categories by excluding blanks

1. To select all ESE students, simply right click in a blank cell under the ESE category.
2. Select **Filter excluding this field**.
3. This will remove all students who do not have an identifier in the field.

Special Note: Clicking on the **Legend** button at the top of the screen provides a drop down menu of category codes.

Export to Excel feature: Any interactive screen in **First Aide/MAP** can be converted to an **Excel** spreadsheet.

1. Left click on **Panel Views** at top of screen.
2. Left click on **Data View**
3. Left click on **Datasheet View**
4. Click on drop down arrow next to Word Document icon at top of screen.
5. Click on **Analyze it with Microsoft Excel** or **Publish it with Microsoft Word**.

Identifying over-age students using algebraic symbols [Click here](#) to access video tutorial.

1. Right click in first cell under **GR**.
2. Type desired grade level in **Filter For: box** and press **Enter**. (For this example, use 6)
3. Left click in any cell in the **Age** column.
4. Right click to bring up the drop down menu.
5. Left click in the **Filter For: box** and type in **> desired age. (i.e. >13)**
6. Press **Enter**.
7. Right click in any cell beneath **Age** column to bring up drop down menu.
8. Select **Sort descending**.
9. Click on **Print**.

To Get School-wide Reading/Math Performance (Executive Summaries)

[Click here](#) to access video tutorial for Task 11. [Click here](#) to access video tutorial for Task 12.

1. Re-open **MAP**.
2. Go to **Task 11** and left click on **Analyze. (Math - Task 12)**
3. Double left click on a **3** under **SSR (SSM) Level**. (Level 3 is selected because that is the minimum state proficiency level. Lower percentages for Level 3 students may indicate a teaching or curriculum gap that needs to be addressed.) Review data vertically and horizontally.
4. Print report if desired.
5. To see scale, developmental and raw scores, click on **SSR Min/Max Scores**.
6. Print report if desired.
7. Close window.
8. The chart created by clicking on **Report** under Task 4 can be used to record and analyze your performance data.

To Compare Student Performance by Teacher and Subject or Grade Level (Teacher SSS Reading/Math Synopsis Teacher SSR/ SSM Synopsis (Teacher Analysis Menu))

Reading

1. Reopen **MAP**
2. Go to **Task 73** and Left click on **Analyze**.
3. Select **Language Arts** (or other subject area) by Left clicking on subject buttons at top of screen.
4. Right click in cell under **Title**.
5. Left click on **Sort Ascending**.
6. Print report.
7. Close window to Menu 1 screen.

Mathematics

1. Reopen **MAP**
2. Go to **Task 74** and left click on **Analyze**.
3. Select **Mathematics** (or other subject area) by left clicking on subject buttons at top of screen.
4. Right click in cell under **Title**.
5. Left click on **Sort Ascending**.
6. Print report.
7. Close window to Menu 1 screen.

Possible Uses for Teacher SSR/ SSM Synopsis (Teacher Analysis Menu)

Using opening year ADS file including FCAT scores from previous school year:

1. Vertical/horizontal content area articulation meetings to determine instructional / curriculum gaps from previous year
2. Middle school team planning sessions
3. Department Meetings
4. Leadership Team discussion
5. Teacher lesson planning/ FCAT preparation guide
6. Baseline data to compare with diagnostic tests and embedded assessments

Using end of year ADS file including current year's FCAT scores

1. Teacher instructional assessment tool
2. Determining best practices for next year

To Do Individual Student Analysis

[Click here](#) to access video tutorial.

1. Re-open **MAP**
2. Go to **Task 53** and left click on **Analyze**.
3. To locate a student, left click on the box that matches the first letter of the student's last name.
4. Left click on the down arrow at the right end of the student name box. This will open up a drop-down box.
5. To scroll through student names left click on the down and up arrows.
6. Left click on the name of the appropriate student.
7. To view the student's courses, left click on the **Courses** box in the lower left corner. This will bring up the student's courses.
8. To view the student's test data, left click on the **SSS or NRT** box.
9. To view a graph of the student's SSR score/SSM score compared with the district, grade level standard, left click on the **SSS Reading Chart or SSS Math Chart**.
10. To return to the previous screen, left click on the **Close** box.

Possible Uses for Student Profile

1. Classroom presentations and student goal setting
2. Parent conferences
3. School-wide mail-out to enlist parental assistance
4. Child study team meetings
5. Safety Net Placement

To Review Student's AIP or Goal Sheet

[Click here](#) to access video tutorial.

1. Left click on **Print This One**.
2. Select **R_Student AIP** for that student's AIP or **R_Student Goals** for individual goal sheet.
3. Left click on **Preview**.
4. Print individual sheet by left clicking on **Print** (at top of the screen)
5. To return to menu left click **Close** (at top of the screen)
6. Close to Menu 1.

To Create Letter for Student Profile

[Click here](#) to access video tutorial.

1. Reopen **MAP**.
2. Go to **Task 27** and left click on **Analyze** (create letter for Level 1 & 2's)
3. Type in text you would use for letter. (You can type text in a word document and transfer it using the functions "CTRL C" to copy and "CTRL V" to paste,)
4. Close screen.
5. Re-open **MAP**.
6. Go to **Task 27** and left click on **Report**.
7. Print all Level 1 & 2 letters by left clicking on **Print** at top of screen.
8. To create letter for Level 3, 4 & 5's repeat process using **Task 26**.
9. Close to Menu 1.

Note: MAP only saves the most recent text.

Using Quick Reports and Generating Teacher Tracking Forms

[Click here](#) to access video tutorial.

Goal: To develop skill in generating reports to guide instruction and data analysis

Additional reports are also available in the **AIDE Report System** which give the user choices on how reports are printed, i.e. only a particular homeroom, content area or teacher. The user can access a variety of **student** reports including AIP's (**R_Student AIP by Teacher**), goal sheets (**R_Student Goals by Teacher**) and student profiles (**R_Students_Homeroom**.) Teacher reports include Professional Development Plans (**R_TIP**), Class Instructional profiles (**R_Class Profile_Teacher**), and Instructional Plans (**R_TeacherProfile**). Follow the steps below to access these reports.

1. Go to **Menu 1**.
2. Left click **First Aide**.
3. Left click **AIDE Report System**.
4. Left click on any report listed under **Pick a Report**. A report description will appear in the right window.
5. Left click on **Next**.
6. Print the report by clicking on **Print** at the top of the screen.
7. Close the report by clicking on **Close** at the top of the screen.

To Review Previous FCAT Performance and Compare Student Bench Mark Performance

(This will provide data for any students who participated in previous year FCAT and current benchmarks.)

[Click here](#) to access video tutorial for Task 55. [Click here](#) to access video tutorial for Task 56.

1. Reopen **MAP**.
2. Go to **Task 55**(Reading) or **Task 56** (Math)
3. To print results for all teachers, left click on **Report**.
4. To look at individual teachers, left click on **Analyze**.
5. Left click on **AIDE** to open up screen.
6. Left click on down arrow under **Teacher** and scroll down to find desired teacher's name.
7. Double left click on teacher's name which places name in first cell beneath **Teacher** heading.
8. Double left click on teacher's name in first cell. This selects all students assigned to the teacher.
9. Right click in any cell under **T**, then left click on **Sort Ascending**.
10. Right click, then left click on **Filter Excluding this Field**. This excludes all students who did not have a 2006 FCAT score.
11. Right click in a cell under the **Course No. and Section**.
12. Left click **Sort Ascending**.
13. To alphabetize students by last name left click on **Filters** at the top of the screen.
14. Left click on **Advanced Filters Sort**.
15. Slide scroll bar in small box until **Last Name** appears.

16. Double left click on **Last Name**. This will move **Last Name** into a column on the chart.
17. Right click in row beneath **Last Name**. This will bring up drop down menu.
18. Left click on down arrow and left click on **Ascending**.
19. Left click anywhere on bottom, colored screen.
20. Left click on **Filters** at the top of the screen.
21. Left click on **Apply Filter/Sort**. The students' names will be alphabetized.
22. Review stats and print report.
23. Close window to **Menu 1** screen.

A canned report sorted by teachers can be run using **Task 55** (reading) or **Task 56** (math). You can use the "Ctrl P" command to select particular pages. (If you want to identify "Bubble" students, you would double click on an X under **BUB**. To identify students who had an FCAT loss, you would double click on an X under **Loss**. You can also find these students by using the right click menu and type in X in the **Filter for** box, and then press **Enter**.)

To Form Pullout Groups based upon Previous FCAT or Benchmarks

After selecting a particular grade, teacher or homeroom, you can form pullout groups based upon student deficits by using the "right click, drop down menu" feature.

1. Reopen **MAP**.
2. Go to **Task 55**(Reading) or **Task 56** (Math)
3. Right click in any box under T, B1 or B2. This will bring up the drop down menu box.
4. Left click in the **Filter For: box**.
5. Type in <50 and press **Enter**. This will give you a list of students who scored less than 50% of the questions under that sub-strand correctly. (You can use any percent you choose.)
6. Close to **Menu 1**.

You can sort the list by **Last Name** using the "right click, drop down menu" feature.

To Identify Students in the Greatest Danger of Failing

[Click here](#) to access video tutorial.

Straight Alpha Order:

1. From the main menu, left click on **First AIDE**.
2. Left click on **Analysis**.
3. Left click on **Course Analysis**.
4. Left click on **Quarter Grade Analysis**.
5. Left click on **AIDE** to open up screen.
6. Right click in any cell under **Last Name** and select **Sort Ascending**.
7. Left click on red **D/F** under **Qtr 1**. This will select all students who made a D or F in quarter 1.
8. Click on red **Remove** button.

To Run a List of Students with D's and F's in HR alpha order, do the following:

9. To run grade, alpha, right click under **HR**, and left click **Sort Ascending**.
10. Left click on red **D/F** under **Qtr 1**. This will select all students who made a D or F in quarter 1.
11. Click on red **Remove** button.

To Identify by Teacher those Students in the Greatest Danger of Failing

12. Left click on red **D/F** under **Qtr 1**. This will select all students who made a D or F in quarter 1.
13. To select your students, left click on down arrow under **Teacher** and scroll down to find desired teacher's name.
14. Double left click on teacher's name in first cell.

15. Left click in a cell under the **Course No. and Section**.
16. Right click and left click **Sort Ascending**.
17. To alphabetize students by last name, left click on **Filters** at the top of the screen.
18. Left click on **Advanced Filters Sort**.
19. Slide scroll bar in small box until **Last Name** appears.
20. Double left click on **Last Name**. This will move **Last Name** into second column of chart.
21. Left click in right corner of row beneath **Last Name**. This will bring up drop down menu.
22. Left click on **Ascending**.
23. Left click anywhere on colored screen.
24. Left click on **Filters** at the top of the screen.
25. Left click on **Apply Filter Sort**. The students' names will be alphabetized.
26. Print report by left clicking **Print** in left hand corner of screen.
27. Close window to Menu 1 screen.

To Find GPA and Students in Danger of Failing

1. Reopen **MAP**.
2. Go to **Task 3** and left click on **Analyze**.
3. Left click in first cell under **GPA**
4. Right click to bring up drop down menu.
5. Left click in **Filter For: box**.
6. Type <2 in **Filter For: box** and then press **Enter**.
7. To sort by homeroom alpha, right click in cell under **HR**.
8. Left click on **Sort Ascending**.
9. To alphabetize students by last name left click on **Filters** at the top of the screen.
10. Left click on **Advanced Filters Sort**.
11. Slide scroll bar in small box until **Last Name** appears.
12. Double left click on **Last Name**. This will move **Last Name** into another column of the chart.
13. Left click in right corner of row beneath **Last Name**. This will bring up drop down menu.
14. Left click on **Ascending**.
15. Left click anywhere on bottom screen.
16. Left click on **Filters** at the top of the screen.
17. Left click on **Apply Filter Sort**. The students' names will be alphabetized.
18. Print report by left clicking **Print** in left hand corner of screen.
19. Close window to Menu 1 screen.

Locating the bottom quartile students: Produces a canned report that shows all students in the bottom quartile by using the Aide Report System.

1. Open **AIDE**.
 2. From Menu 1, left click on **AIDE Express**.
 3. Left click **AIDE Reading Wizard**. (or Math Wizard.)
 4. Left click on **Locate FCAT Reading Community -25**. description will appear in the right window.
 5. Click **Next**. Lowest 25% in Reading.
 6. Click on **Print** at top of screen.
 7. Exit screen by clicking on **Close** at top of screen.
- Then do the same for **AIDE Math Wizard**.
8. Close to Menu 1.

If you want to do more data mining use these steps:

1. Left click **FIRST Aide**,
2. Left click **Prescription Panels**,
3. Left click **FCAT SSS Reading Content Scores** (or Math Content Scores)
4. Left click on **AIDE** at bottom of screen to expand the screen.
5. Double click on an **X** under **25%**. (If an **X** is not on the screen, right click in any cell under **25%**. Left click in **Filter For:** box. Type an **X** in **Filter For:** box and press **Enter**.

Sorting and Alphabetizing students by Homeroom and Last Name: You can use the right click drop down menu to sort by homeroom or last name. These directions will tell you how to sort by homeroom and alphabetize within homerooms after student information is on the screen:

1. Right click in a cell under **HR** to bring up the drop down menu.
2. Left click on **Sort Ascending**.
3. To alphabetize students by last name left click on **Filters** at the top of the screen.
4. Left click on **Advanced Filters Sort**.
5. Slide scroll bar in small box until **Last Name** appears.
6. Double Left click on **Last Name**. This will move **Last Name** into third column of chart.
7. Left click in right corner of row beneath **Last Name**. This will bring up drop down menu.
8. Left click on **Ascending**.
9. Left click anywhere on colored screen.
10. Left click on **Filters** at the top of the screen.
11. Left click on **Apply Filters**. The students' names will be alphabetized.
12. Close to Menu 1.

This will give you your bottom quartile students which you can sort, etc. Then do the same for math. By using this screen you can see how the student performed by sub-strands.

Reviewing Writing Performance

Goal: To develop skill in analyzing FCAT Writing Data

- Identify overall school writing statistics
- Identify teacher averages

How to Get School-wide Writing Performance:

1. From Main Menu, left click on **First Aide**.
2. Left click on **Prescription Panels**.
3. Left click on **FCAT Analysis**.
4. Left click on **AIDE** at bottom of screen to expand the screen.
5. Right click in any cell under **Gr**.
6. Left click in **Filter For:** box. Type in appropriate grade level. (**8**)
7. Press **Enter**.
8. Record school wide statistics for **Minimum, Average** and **Maximum** under **Writing** Column.

How to find Writing Performance by teacher:

1. To select a particular homeroom, double left click on any homeroom under **HR**.
2. Record homeroom's statistics for **Minimum, Average** and **Maximum**.
3. To change homerooms, left click on **Filters** at the top of the screen.
4. Left click on **Filter by Form**.
5. Left click on down arrow under **Hr** select a different homeroom number.
6. Left click on **Apply Filter/Sort**. Data on new homeroom should be available.
7. Record homeroom's statistics for **Minimum, Average** and **Maximum**.

Using the School User Panel

[Click here](#) to access video tutorial.

Goal: To develop skill in creating a tracking system for school data input .The school user panels allow a school to maintain their own data sets by changing field labels and inputting information.

To access the School User Panel follow these steps:

1. From **Main Menu**, left click on **First Aide**.
2. Left click **School User Panels**.
3. Left click **School User Panel**.
4. Left click **Set Up**.
5. Left click **Labels**.
6. You can add a different label for each column by left clicking in each box following Label 1 to Label 10 and typing in the desired label. (Labels 1 & 2 are text fields, 3-10 are numeric and include automatic calculations.)
7. Left click on **Close**.
8. Left click on **Add Students**. (Omit this step if students are already listed.)
9. Left click on **Close**.
10. Left click on **Aide** to show biographical data and AIDE variables for students grades 6-8.
11. Add desired data by left clicking in cell after appropriate student's name.

Extra Features:

- Data may then be sorted and filtered using the right click, dropdown menu. Data in underlined columns may also be filtered by double-clicking.

This information may also be exported into an *Excel* spreadsheet by doing the following:

1. Click on **Panel View** at the top of the screen.
2. Select **Data View** and **Data Sheet View**.
3. Click on the down arrow next to the **Word** document icon at the top of the screen.
4. Select **Analyze It with Microsoft Excel**.

Columns may be added or deleted as desired.

Definitions and Terms

AIDE – Academic Interpretation and Data Evaluation System is an interactive tool that allows data mining via selection buttons, double-Left clicking and right click sort features.

What is the AIDE Standard? The AIDE standard is a district standard that identifies the average achievement of all Level 3 students. (The level the state deems passing.) All student performance is then compared with the district Level 3 average.

The standard consists of the following: FCAT Grade, Level 3, SSS Score, GPA, Content scores.

(The program establishes the **AIDE** Standard by selecting FCAT Eligible Students, selecting an FCAT Grade, selecting all students who have a SSS Level 3, averaging this sub group of students' information in regards to GPA and content area scores.)

Aide Variables: Identifies students who fall into the following categories:

Bubble Student – A student will be identified in the Bubble category if the SSS Reading and or SSS Math Scale Score is 10 points below or above the Level 3 cut score.

25 Percent – A student will be identified in the 25 percent category if the SSS Reading and/or SSS Math Developmental Scale Score are in the lowest 25 percent of FCAT Grade in which the student tested.

1 and 2 – A student will be identified in the 1, 2 category if the SSS Reading and or SSS Math Level is 1 or 2.

Loss – A student will be identified in the Loss category if the student digressed one or more SSR or SSM level

Conflict – A conflict student has a Grade Point Average (GPA) of 3.0 or greater but scored a Level 1 or 2 on either the SSR or SSM.

Five essential functions of Right clicking are:

- **Sort Ascending:** will put data in selected columns from Low→High or alphabetically A to Z.
- **Sort Descending:** will put data in selected columns from High→Low, and/or from Z to A.
- **Filter On This Field:** will select every record that contains the information in the selected cell.
- **Filter Excluding This Field:** will select every record that does not contain the selected cell information.
- **Filter For:** will select all records containing the information entered in the box.