FS DDD Dashboard User Manual
Developed for the Data Driven Districts Project

data driven districts

education
Department of Education
FREE STATE PROVINCE

Foundation Manual (Version 1.0)

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The FS DDD Dashboard

The FS DDD Dashboard consists of a large amount of school data that is consolidated and graphically displayed in a user-friendly online tool

*There currently exists **vast amounts of valuable data** in the Free State education system that is used to **support decision making** by various stakeholders*

*…This data has been collected and displayed on the FS DDD Dashboard in an **easy-to-understand format** and can be used by these stakeholders to further **drive learner outcomes***
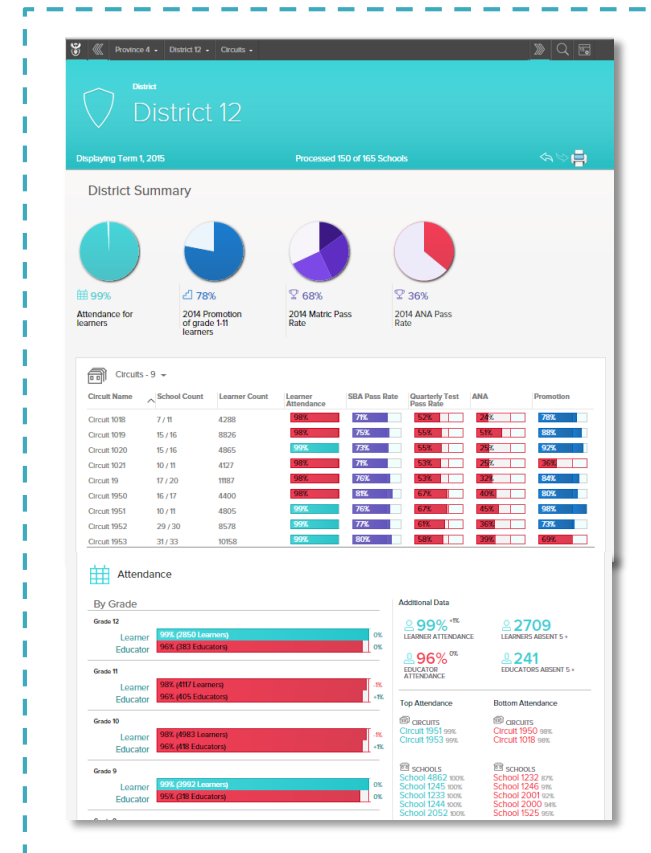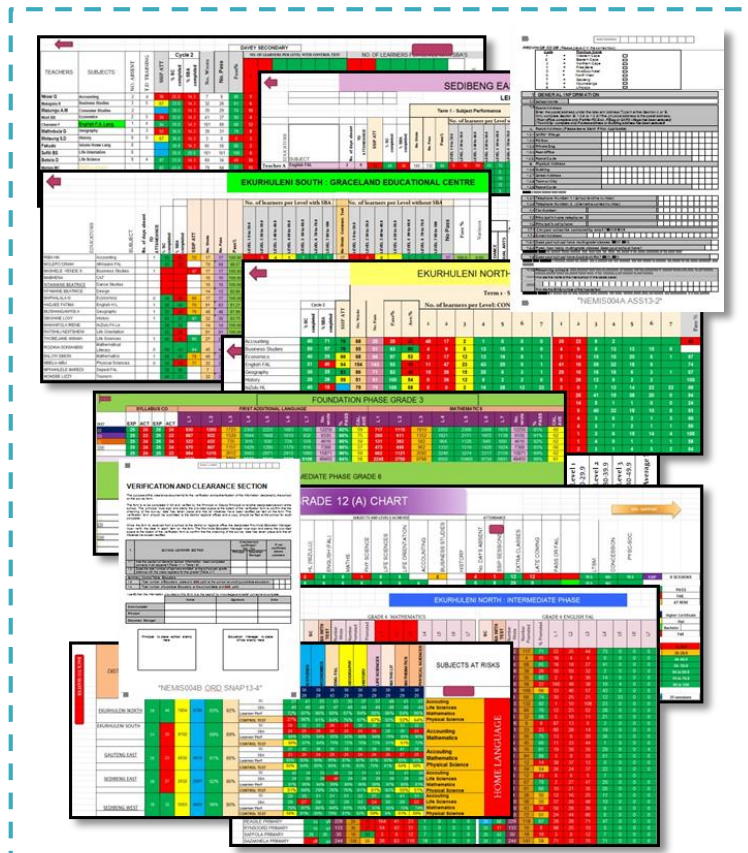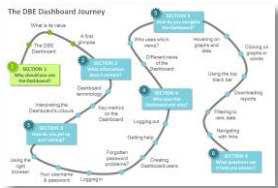
What is the value of the FS DDD Dashboard?

It provides invaluable data and reports that can allow school and education officials to better support South Africa's learners

Access data that schools and districts can use to **analyse and improve** school and learner **performance**

Track the performance of your school, circuit, subject, phase or district against targets

Welcome to the Data Driven Districts Dashboard

Download **printable versions** of Dashboard data as well as **role-specific reports** to save you time

Easily investigate which areas of the education system could benefit from additional support

Quickly navigate between **different types of data** such as attendance, achievement, curriculum coverage and promotion

data driven districts
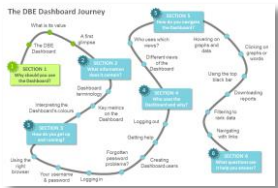
A first glimpse at the Dashboard

Your landing screen on the FS DDD Dashboard contains a wealth of information in an easy-to-interpret format

- High level summary of district / circuit / school performance across Dashboard data categories
- Colours are used for easy identification of data categories

- Aggregate summaries of each metric are displayed across entities and phases

- Each data point can be tracked back to an individual learner when learner level data is available
- Click on any data point to see its underlying data
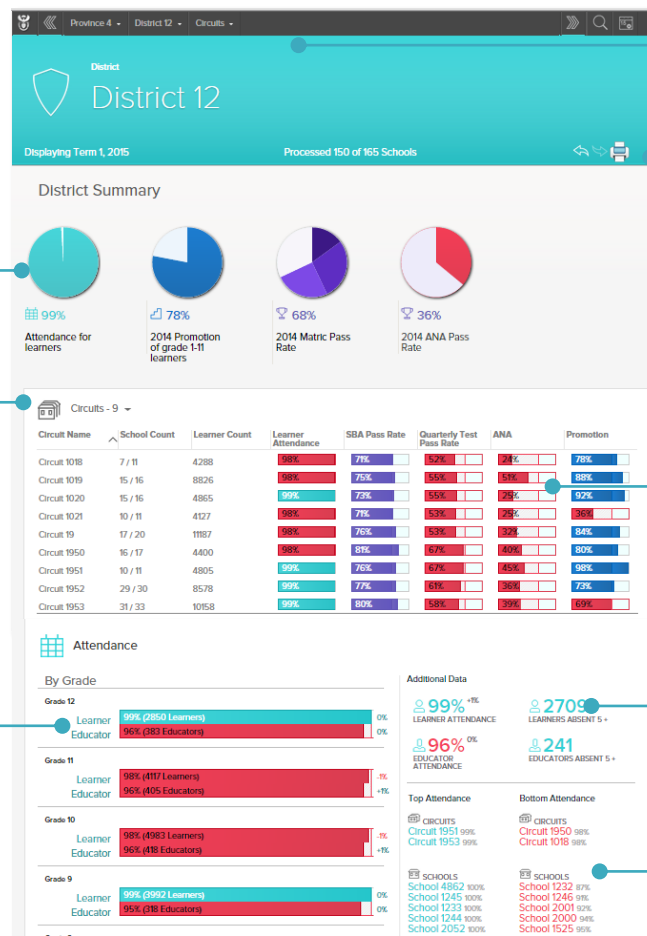
- Drop downs within each section allow drill down navigation

- Role-specific reports can be printed from the Dashboard

- Red is used to highlight values that are below a defined criteria

- Highest performers and lowest performers are profiled

- Compare multiple metrics and view their historic performance

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Key metrics on the dashboard

There are four categories of data on display on the Dashboard and these are made up of nine sub-metrics

data driven districts

Data Categories	Dashboard Metric	Definition
Achievement	1 SBA	• Pass rate for all class based assessments in a term
	2 Quarterly Test	• Pass rate for formal test(s) in a term
	3 Annual National Assessment (ANA)	• Pass rate for the national standardised literacy and numeracy tests
Promotion	4 Matric pass rate	• The pass rate for matric in the previous year
	5 Grade 1-11 promotion	• Pass rates for Grades 1 through 11 from the previous year
Attendance	6 Learner attendance	• Percentage of days a learner / educator or group of learners / educators are present at school in a term
	7 Educator attendance	
Curriculum	8 Syllabus coverage*	• Percentage of curriculum covered in the year to date
	9 SBA coverage*	• Percentage of all assessments (tasks) completed in the year to date
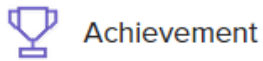
The above Dashboard metrics are rolled up depending on the view that you are in but detail on subjects and grades is easily accessible by navigating to lower levels on the Dashboard

*Note: Curriculum coverage data being displayed on the Dashboard depends on whether the entity has chosen to display the data (by submitting it for upload)
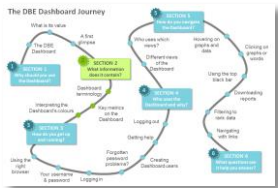
Interpreting the Dashboard's colours

The data on the Dashboard is displayed in five colours representing different data categories as well as potential focus areas

data driven districts

Turquoise	Light Blue	Dark Blue	Purple	Red

Attendance

Curriculum

Promotion

Achievement

Attendance
Curriculum
Promotion
Achievement

All learner and educator **attendance data** in pie charts and bar graphs

All **curriculum data** (SBA and Syllabus coverage) will be displayed in light blue

All **promotion data** (Matric and Grade 1-11) in pie charts and bar graphs
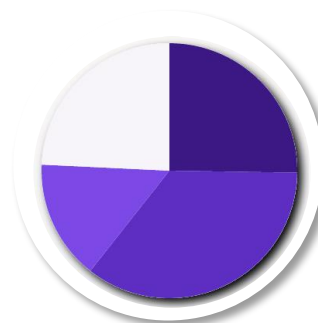
All **achievement data** (SBA, Quarterly Test, ANA and NSC passes) in pie charts and bar graphs
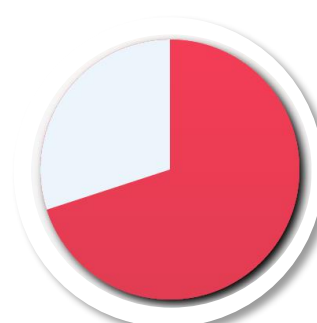
Any metric (no matter how aggregated) in the Dashboard that is **below its target level**

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Getting logged onto the Dashboard

Where can I find an appropriate internet browser? What does the e-mail look like in my inbox? How do I log onto the Dashboard?

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1 Using the right internet browser

STEP 1 Select **Start**

STEP 2 Select Internet Explorer (version 10 or more recent)

OR Google Chrome

HINT:

Although the FS DDD Dashboard is supported by the majority of the web browsers out there, we recommend that you use Google Chrome in order to enjoy the Dashboard's full functionality.

Download website:
www.google.com/chrome/browser/desktop/

2 Finding your username and password

STEP 1 Open your email (inbox) and you will find an e-mail from "admin" with a "FS DDD Data Driven Dashboard" subject

admin   Data Driven Dashboard

STEP 2 Find Your Username and Password

UserName: Jerry.Lemekoana
Password: i=%FJ{o}hR

STEP 3 Highlight your password, right click on your mouse and select **Copy**

Copy	Ctrl+C
Search Google for 'i=%FJ{o}hR'	
Print...	Ctrl+P
Inspect element	Ctrl+Shift+I

Password: i=%FJ{o}hR

HINT:
See 5: **"Changing password and saving it elsewhere"** overleaf for changing your password to something easier to remember

3 Logging into the Dashboard

STEP 1 Enter URL in address bar (www.fsdoe.fs.gov.za/ddd)

New Tab
www.fsdoe.fs.gov.za/ddd
Apps ★ Bookmarks
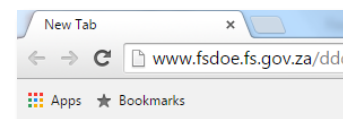
STEP 2 Enter your UserName in the User Name field

User Name   Jerry.lemekoana
Forgot User Name?

STEP 3 In the Password field, type your password. If you have copied it from the e-mail, right click in the empty box and select **Paste**

Undo	Ctrl+Z
Redo	Ctrl+Shift+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V

Password

STEP 4 Accept the terms and conditions

11

Password problems and adding users

How can I retrieve my password? How do I change my password? How do I create a new user account for a colleague?

Only for users with User Admin role

4 — Forgotten password process

STEP 1 — Select the **Forgot Password** link

Password [ ] 👁 ⊗
Forgot Password?

STEP 2 — Enter your User Name and click **Reset Password**

Please enter your user name.
User Name Jerry.lemekoana

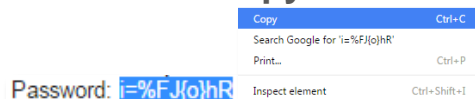**STEP 3** — Select **Finish** to go back to the log in page

Finish

STEP 4 — In your inbox you will find an email with a "FS DDD Data Driven Dashboard" subject

admin   Data Driven Dashboard

STEP 5 — You will find your new Password in that email

5 — Changing password and saving it elsewhere

STEP 1 — First see pg 24: *Using the top black bar (1 of 3)* to identify the settings button. Click the settings button and select **My Account**

⚙ My Account

STEP 2 — Click the **Change Password** button

Change Password

STEP 3 — Enter your current password, your new password and re-type it

Current Password ....
New Password   ....
Retype New Password ....

HINT:
An auto-generated password is always hard to remember! Write your new password down or save it in a secure place after changing it

6 — Creating another user

STEP 1 — First see pg 24: *Using the top black bar (1 of 3)* to identify the settings button. Click the button and select **Account Management**

⚙ Account Management

STEP 2 — Click the **Create User** button

Create User

STEP 3 — Enter their details, entity and level

User Name
First Name Tom
Surname   Jones
Email   Info@newleaders.co.za

STEP 4 — Select the reports relevant to their role then select <<

UnLinked
CES Report Role
Data Extract Role
EDMT Report Role

STEP 5 — Click Save and you will get a confirmation message

Some other helpful tips

How can I quickly save the information I'm currently viewing? Where is the log out option? Who do I contact for more information or support?

7 Taking a screenshot and pasting it in your own report

STEP 1 Make sure all the information you want is displayed on your current screen

▼

STEP 2 On your keyboard, press on the PrtScr button

STEP 3 Open a PowerPoint or Word Document and press Ctrl+V to paste it
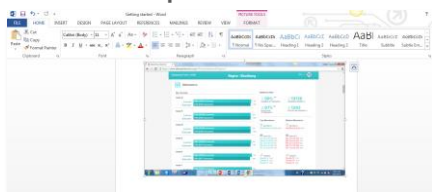
8 Logging out

STEP 1 Click the settings icon

▼

STEP 2 You will find the logout option at the bottom of all the available options

Leave a Comment

View Comments

Logout
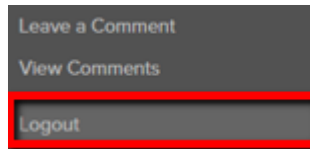
9 Getting help

If you are struggling with any aspect of using the Dashboard, you can contact a support agent via e-mail at the following address:

help@dbedashboard.co.za

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Depending on your role, you will land on the most aggregated view of the Dashboard data when you log into the Dashboard

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Page summaries	Data in this view

Province View

Country Summary — 99% Attendance for learners | 71% 2014 Promotion of grade 1-11 learners | 75% 2014 Matric Pass Rate | 61% 2014 ANA Pass Rate

District comparisons on learner and educator attendance, curriculum coverage, promotion rates, matric and quarterly test and SBA pass rates. Included is a provincial summary

District View

District Summary — 98% Attendance for learners | N/A Curriculum Coverage | 55% 2014 Promotion of grade 1-11 learners | 83% 2014 Matric Pass Rate | 63% 2014 ANA Pass Rate

Circuit comparisons as well as a summary for the district on the above metrics

Circuit View

Circuit Summary — 98% Attendance for learners | N/A Curriculum Coverage | 86% 2014 Promotion of grade 1-11 learners | 92% 2014 Matric Pass Rate | 69% 2014 ANA Pass Rate

School comparisons as well as a summary for the circuit on the above metrics

Phase Views

Phases - 4

Phase Name	School Count	Learner Count	Learner Attendance	SBA Pass Rate	Quarterly Test Pass Rate	ANA	Promotion
Foundation Phase	109 / 113	15903		82%	81%		N/A
Intermediate Phase	112 / 117	16868	96%	79%	79%		79%
Senior Phase	144 / 154	12693		82%	86%	N/A	81%
FET Phase	43 / 53	11950		83%		N/A	75%

Key metrics in the district and circuit filtered to be shown by phases as opposed to by circuit or school

Cluster View

Cluster Summary — 97% Attendance for learners | N/A Curriculum Coverage | 89% 2014 Promotion of grade 1-11 learners | 91% 2014 Matric Pass Rate | 60% 2014 ANA Pass Rate

Not applicable in Free State

School View

School Summary — 100% Attendance for learners | N/A Curriculum Coverage | 100% 2014 Promotion of grade 1-11 learners | 58% 2014 Matric Pass Rate | 15% 2014 ANA Pass Rate

Educator or Learner attendance comparisons as well as a summary for the school on the above metrics as mentioned in the country, province and region views

Data rolls up to the highest view you can see

Depending on your role, you will land on the most aggregated view of the Dashboard data when you log into the Dashboard

Page summaries	Data in this view
Grade View	A summary on attendance, curriculum coverage (if available), promotion and SBA pass rates for the grade. Educators and their subject(s) taught. Detailed data on curriculum coverage and achievement by subject as well historical data on promotion rates for the grade
Subject View	A summary on the curriculum coverage, SBA pass rate and (if applicable) ANA pass rate for the subject. Educators and their subject(s) taught. Curriculum coverage and achievement for the subject by grade
Educator View	A summary on the educator's attendance and detailed attendance data in a calendar format for the previous term. Note: this information on individuals will only be available to users that are assigned as Personal Information viewers
Learner View	A summary on the learner's attendance for the term as well as their Quarterly Test and SBA achievement and (if applicable) ANA results. Detailed data on SBA and Quarterly Test marks for the learner by subject in previous terms. Detailed attendance data in a calendar format for the previous term. This information can only be seen by users assigned as Personal Information viewers
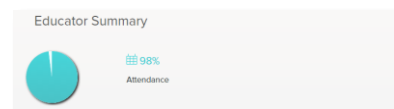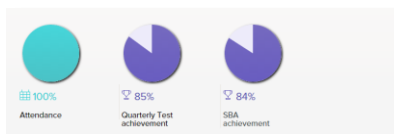
Data rolls up to the highest view you can see

Who uses which views?

The various roles in the education system will have to make use of the different views of the Dashboard

Primary users of different views

View	Primary users
Province View	National and provincial education officials
District View	District Directors and District Leadership (EDMT)
Circuit View	District Directors, District Leadership (EDMT) and Circuit Managers
Cluster View	Not applicable in Free State
School View	Circuit Managers, Subject Advisors and School Management Teams
Grade View	Phase Coordinators, Subject Advisors and School Management Teams
Subject View	Subject Advisors and School Management Teams
Educator View	CES HR, Circuit Managers, Teacher Development and School Management Teams (Note: this view is only available to users assigned as Personal Information viewers)
Learner View	Circuit Managers and School Management Teams (Note: this view is only available to users assigned as Personal Information viewers)

Phase Views: CES Curriculum, Phase Coordinators Subject Advisors, Teacher Development teams and Assessment teams

Note: Province View is not covered in this manual

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Hovering over the pie charts and bar graphs on the Dashboard will bring a pop-up with detailed statistics on the data

What do you do? ▶ Hover your cursor over each of the pie charts at the top of the page or the bar graphs in the detailed sections of the Dashboard

---

98% Attendance for learners — *Hover*

What will you see?

98%	Achieved
95%	Target
94%	Confidence
439234	Learner Count

Achieved – Learner attendance rate achieved

Target – Learner attendance target

Confidence – Quality of data (depends on frequency of absenteeism being captured)

Learner Count – Total number of learners included

90% 2014 Promotion of learners — *Hover*

What will you see?

70%	Achieved
80%	Target
310670	Learner Count

Achieved – Actual percentage of learners promoted from previous year

Target – Learner promotion rate target

Learner Count – Total number of learners promoted from the previous year

---

76% 2014 Matric Pass Rate — *Hover*

What will you see?

25%	Bachelor Degree
35%	Diploma
15%	Higher Certificate
0%	NSC Pass
24%	NSC Fail
17159	Learner Count

The percentage of the previous year's matriculants finishing matric with a **bachelor's degree exemption, diploma exemption, passing with no exemption or failing**

95% 2014 ANA Pass Rate — *Hover*

What will you see?

	LIT	NUM
Achieved	66%	64%
Target	80%	80%
Average	53%	48%
Learner Count	281496	281496

For ANA Literacy and Numeracy:

Achieved – Actual Pass rate

Target – Target pass rate

Average – Average assessment mark

Learner Count – Number of learners passing the assessment

26% Curriculum Coverage — *Hover*

What will you see?

0%	Achieved
25%	Target
443559	Learner Count

Achieved – The current percentage of curriculum covered for the year

Target – Expected percentage of curriculum to be covered at that point in the year

Learner Count – Total number of learners included

Hovering on the bar graphs for achievement data will also show the distribution of the learner grades in that category of assessment
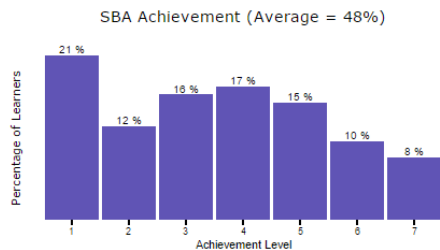

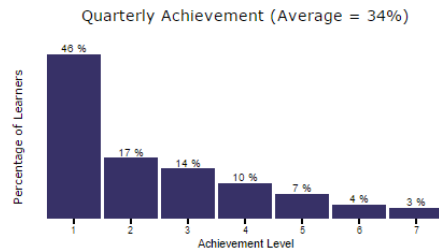| What do you do? | ▶ | Hover your cursor over each of the bar graphs for SBA, Quarterly Test and ANA |

SBA

SBA 65% (35194 Learners) +4%

Hover

What will you see?

SBA Achievement (Average = 48%)

21 %, 12 %, 16 %, 17 %, 15 %, 10 %, 8 %

Quarterly

Quarterly 36% (35860 Learners) -18%

Hover

What will you see?

Quarterly Achievement (Average = 34%)

46 %, 17 %, 14 %, 10 %, 7 %, 4 %, 3 %

ANA

2014 ANA LIT 34% (37179 Learners) -13%

Hover

What will you see?

2014 ANA LIT Achievement (Average = 35%)

37 %, 21 %, 19 %, 13 %, 6 %, 3 %, 1 %
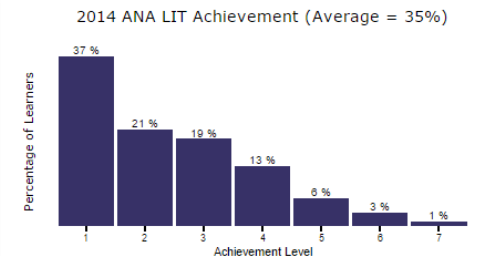
- A vertical bar graph of the **distribution of marks across the different achievement levels** (1 to 7) will appear for that category of learner assessment as well as the average mark for the category
- We can ask if the distribution of marks is **what we would expect** i.e. is it normally distributed? We can also see the **percentage of learners that are falling far below the pass mark** and can ask why!

Achievement Levels:

1: 0% - 29%   **5**: 60% - 69%
2: 30% - 39%   **6**: 70% - 79%
3: 40% - 49%   **7**: 80% - 100%
4: 50% - 59%

Hovering on growth rates

Hovering on the growth rates next to the Dashboard's bar graphs will show you the past data for that particular metric
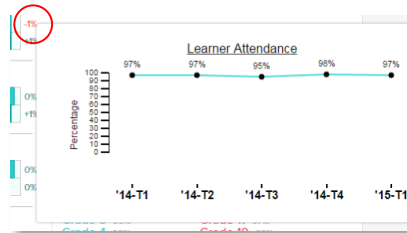
What do you do? ➤ Hover your cursor over each of the growth rates on the right of the bar graphs (indicated by the + or –, number and a % symbol)
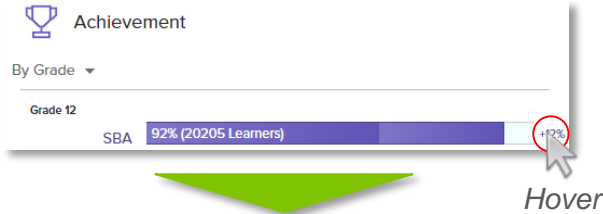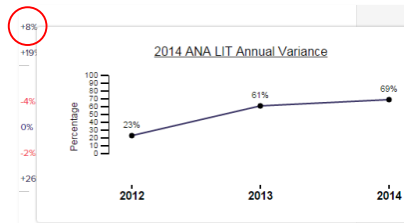
Attendance

Hover

What will you see?

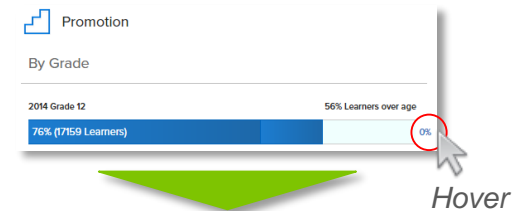Hovering on the rate of change number for the attendance bar graphs will show the **past several terms' attendance rates** (depending on data availability)
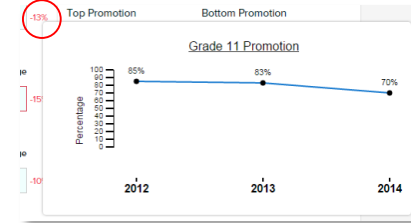
Achievement

Hover

What will you see?

- Hovering over the rate of change number by the ANA bar graph will show the **past three years' pass rates**
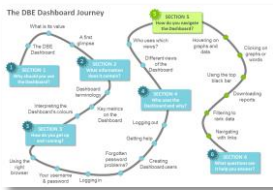- Hovering over the Quarterly and SBA bar graphs will show the **past several quarters' pass rates**

Promotion

Hover

What will you see?

Hovering on the rate of change number for any grade will show the **grade's previous years' promotion rates**
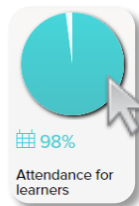
Clicking on graphs

Clicking on the pie charts at the top of the Dashboard will take you down to more detailed statistics and graphs in each of the data categories
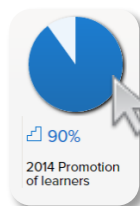
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| **What do you do?** | Click on any of the pie charts at the top of the Dashboard page |

Learner Attendance
Click
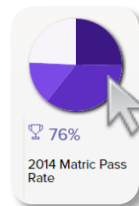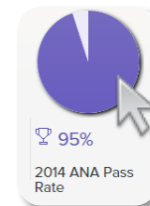
98%

Attendance for learners

Promotion
Click

90%

2014 Promotion of learners

Matric Pass Rate
Click

76%

2014 Matric Pass Rate

ANA Pass Rate
Click

95%

2014 ANA Pass Rate

Coverage
Hover

26%

Curriculum Coverage
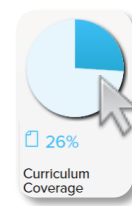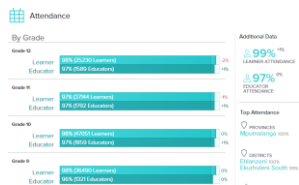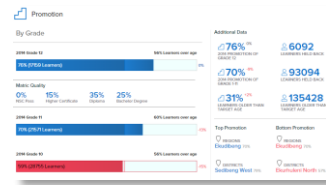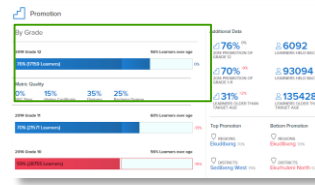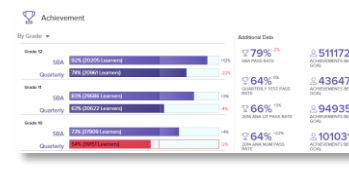
What will you see? | **What will you see?** | **What will you see?** | **What will you see?** | **What will you see?**
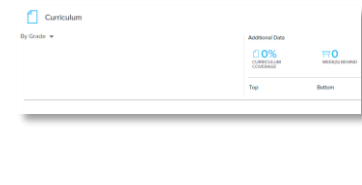
- Clicking on any of the pie charts at the top of the Dashboard will take you down to their **underlying detailed data in the form of bar graphs** e.g. clicking on the pie chart for Attendance for learners will take you to attendance data for learners and educators across grades

- Alongside the detailed graphs, you will find the **Additional Data** section which has summary statistics for that category of data. Below Additional Data are the **Top and Bottom performers** for that category of data

22

Sorting to rank data

You can quickly sort data to identify both poor and good performers be they circuits, schools, learners or educators

| **What do you do?** | ▶ | Click on the titles for the metrics that sit above the bar graphs for the different entities and phases |

🏫 Schools - 8 ▾

| School Name | Learner Count | Learner Attendance | Curriculum Coverage | SBA Pass Rate | Quarterly Test Pass Rate | ANA ∧ | Promotion |

What will you see?

Click

SBA Pass Rate

| 77% |
| 78% |
| 78% |
| 80% |
| 74% |

➤

SBA Pass Rate ∧

| 74% |
| 77% |
| 78% |
| 78% |
| 80% |

What will you see?

Click

Attendance

| 100% |
| 100% |
| 100% |
| 100% |
| 100% |
| 100% |

➤

Attendance ∧

| 77% |
| 91% |
| 91% |
| 91% |
| 95% |
| 95% |

What will you see?

Click

ANA

| 90% |
| 9% |
| 54% |
| 64% |
| 75% |

➤

ANA ∧

| 9% |
| 23% |
| 54% |
| 64% |
| 70% |
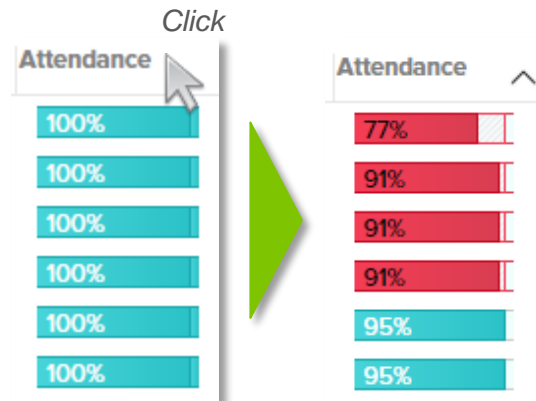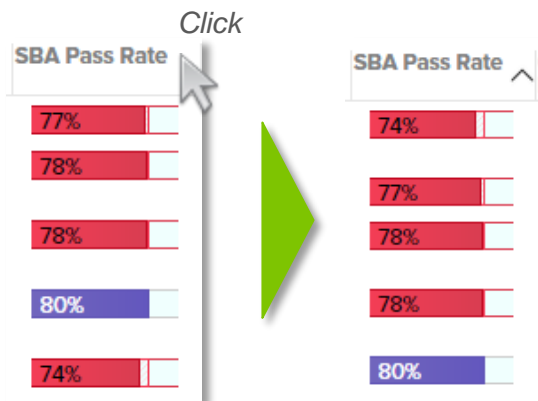
- Clicking on the column titles for the different bar graphs **will rank the data** from **lowest** (poorest performer) to **highest** (best performer). Clicking on the title again will reverse the order and show the best performer at the top and the poorest performer at the bottom.

- This is a **quick way to identify** potential circuits, schools, educators or learners that **require attention**

23

Using the top black bar (1 of 3)

The black bar at the top of the Dashboard can be used to either navigate or perform a number of other useful operations on the Dashboard

Calendar icon to select term data you want to view

Back arrow to scroll the black bar right

Forward arrow to scroll the black bar left

South Africa ▾   Free State ▾   Districts ▾

Search button to easily find specific institutions and individuals

Drop down menus to navigate to different views

Settings button manage your account, create new users, leave and view comments and log out

24

Using the top black bar (2 of 3)

The black bar at the top of the Dashboard can be used to navigate to more granular levels of data; comments for other users can also be left

data driven districts

1 **Drilling down to lower levels of data on the Dashboard**

STEP 1 If you have this view, click on the "Districts" button and select the District you would like to view

Districts ▾
Ekurhuleni North
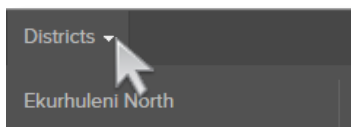
STEP 2 To go further down, click "Circuits" and select the circuit you want to view

Circuits ▾
EN Circuit 01
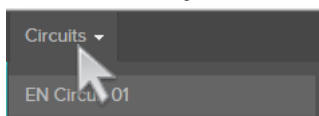
STEP 3 If in Gauteng, click "Clusters" and select the cluster you want to load (NA in Free State)

Clusters ▾
EN01 Cluster 01
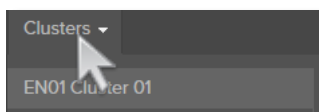
STEP 4 To view a school, click "Schools" and select the school you want to view

Schools ▾
ABUNDANT LIFE CHRISTIAN …
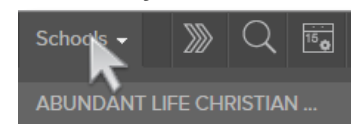
2 **Leaving a comment**

STEP 1 Select the Settings icon

⚙

STEP 2 Click the Leave a Comment option

Leave a Comment
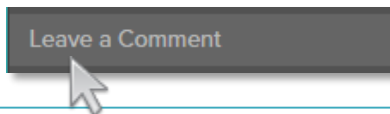
STEP 3 Select the comment type from the drop down list

Comment type
Private Comment
--select comment type--
Action / Decision
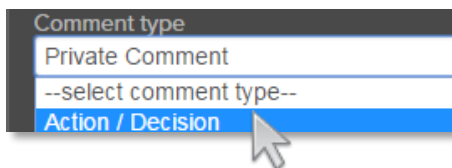
STEP 4 Type in your comment in the comment box

Commenting here
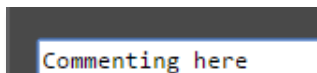
STEP 5 Click on the save button

Save

Using the top black bar (3 of 3)

The black bar also allows you to view comments, search for institutions and individuals and change the term of data you are looking at

3 | **Viewing a comment**

STEP 1 Click the Settings icon

▼

STEP 2 Click **View Comment**

View Comments

▼

STEP 3 Fill and select any applicable filters
.

▼

STEP 4 Click the **Apply Filter** button

Apply Filter

▼

STEP 5 Click the comment you want to view

Page	Entity Name	Comment Type
Country	South Africa	Technical Feedback & Support

4 | **Searching in the Dashboard**

STEP 1 Select the search icon

▼

STEP 2 Select if you want to search for an individual or institution

○ Individual   ● Institution
☑ Learner   ☐ Non-School
☑ Educator   ☐ School

▼

STEP 3 Type in the name of the individual or institution

Keyword Lemexos High

▼

STEP 4 Click on the Search button to complete the search

Search

5 | **Selecting a term**

STEP 1 Click the calendar icon

▼

STEP 2 Select the year and term of data you want to view on the Dashboard

2015
Term 1

STEP 3 Click the **Apply** button

Apply

Types of comments on the Dashboard

There are five types of comments that can be created by users on the Dashboard

Comment type	Purpose of this comment	What will happen when you make this comment
1 Action / Decision	When a user needs someone to take an action or make a decision and the user expects feedback on their comment	The comment will be visible to all users at that level or higher. A "New" status will be assigned to the comment
2 Conversation	This comment allows a user to add selected users to see the comment or participate in a conversation	The comment will only be visible to all the users that have been selected to participate in the conversation. Only users in the creator's entity level and below can be added
3 Private Comment	This comment is for a user who would like to leave a comment (potentially as a note or reminder to themselves)	A private comment will only be visible to the user who created it
4 Public Comment	A user will post one of these comments if they want anyone or everyone to be able to view the comment and reply to it	The comment will be visible to all users at that level or higher. Any user who leaves a comment will be e-mailed any activity that follows from that comment
5 Technical Feedback & Support	This comment is for users who would like to give feedback to system developers or get technical support on the Dashboard	The comment will be visible to all users at that level or higher and A "New" status will be assigned to the comment. The Dashboard Support Staff will be e-mailed the comment

The FS DDD Dashboard has a wide variety of downloadable / printable reports tailored for specific roles in the education system

data driven districts

Downloading Reports

STEP 1 Click on the printer icon

STEP 2 It will open a new tab with the reports in it

Data Driven Districts
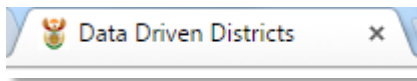
STEP 3 Click on the report you want and it will download

Adobe CES Curriculum Insights Report
CES Subject Insights Report
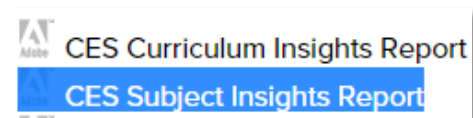
Downloadable reports in different Dashboard views*

District, Circuit and Phase Views
- All Entity Reports
- All Curriculum Insights Reports
- School Insights Reports (Learner Charts Report, Leaner to Educator Ratio and Educator Attendance Percentage reports)

Cluster view (NA in Free State)
- All Entity Reports
- All Curriculum Insights Reports (excluding EDMT Insights Report)
- School Insights Reports (Learner Charts Rep, Learner to Educator Ratio, Educator Attendance Percentage reports

School View
- All Entity Reports
- All School Insights Reports (excluding Learners to Educators Ratio Report)

*Note: Please see the next page for a description of each of the Dashboard reports and who should make use of them

Downloadable entity reports

The FS DDD Dashboard has a wide variety of downloadable and printable reports tailored for specific roles in the education system

Entity reports	Description of report	Users of this report
1 **Offline Reports**	PDF reports containing all data on the current view which you are in (e.g. District, Circuit, School, Subject or Grade). The report is very detailed and is essentially a print-out of the Dashboard view you are in	All users of the Dashboard can and should print these reports when they need the detailed data from the Dashboard view relevant to them (e.g. a Subject Advisor printing a report of their subject's page)
2 **Most Improved Entity Reports**	PDF reports showing the percentage change in the Quarterly Test pass rate from the previous term for the entity you are viewing (District, Circuit or School)	District Directors, EDMT, Circuit Managers, School Management Teams
3 **Attrition Reports**	PDF reports showing the estimated number of students that have left each schools' grades between the previous and current year. The number is estimated based on the expected number of students (last year's promotion plus new students) less the number of students that have an assessment recorded for them in the current year	District Directors, Circuit Managers, School Management Teams

Downloadable curriculum insights reports

The FS DDD Dashboard has a wide variety of downloadable and printable reports tailored for specific roles in the education system

data driven districts

Curriculum reports	Description of report	Users of this report
1 **CES Curriculum Insights Reports**	PDF reports showing the number of learning areas in the District or Circuit across phases that are at risk based on learner attendance, syllabus and task (SBA) coverage	District Directors, EDMT, Phase Coordinators
2 **CES Subject Insights Reports**	PDF reports showing the number and percentage of subjects at risk across phases for the District or Circuit. Subjects at risk are determined by Quarterly Test pass rates	EDMT (CLI), Phase Coordinators, Subject Advisors, Assessment Teams
3 **EDMT Insights Reports**	PDF reports showing Quarterly Test pass rates over previous terms, number and percentage of learning areas at risk across phases for Districts or Circuits	District Directors and EDMT
4 **SMT Insights Reports**	PDF reports showing the mark distribution of District, Circuit or School learners performing at the different achievement levels (1 to 7) for all subjects in a given phase	District Directors, EDMT, Phase Coordinators, Circuit Managers, Subject Advisors, Teacher Development, Assessment teams, SMT
5 **Subject Performance Reports**	Excel reports showing the distribution of learners performing at the different achievement levels (1 to 7) for all schools' registered subjects	Phase Coordinators, Circuit Managers, Subject Advisors, Teacher Development, Assessment teams, SMT

Downloadable school insights reports

The FS DDD Dashboard has a wide variety of downloadable and printable reports tailored for specific roles in the education system

data driven districts

School reports	Description of report	Users of this report
1 Offline Reports (Personalised)	Same PDF reports as Offline Reports (in Entity section) but includes detailed data on all educators and learners in the school	Circuit Managers, Subject Advisors, School Management Teams
2 Learner Chart Reports	Excel reports showing individual learner performance (according to achievement levels 1 to 7) across all relevant subjects in the school	Subject Advisors, School Management Teams
3 Learners to Educators Ratio Reports	PDF reports showing learner to educator ratios for all schools in the relevant District or Circuit	District Directors, EDMT, Phase Coordinators, Circuit Managers, Subject Advisors
4 Learners to Educators Ratio by Grade & Subject	PDF reports showing learner to educator ratios for all subjects and grades in the relevant school	Phase Coordinators, Subject Advisors, School Management Teams
5 Principals Dashboard Reports	Excel reports showing the distribution of learner performance (according to achievement levels 1 to 7) by subjects in each grade of the relevant school	School Management Teams
6 Educator Attendance Percentage Reports	Excel reports showing all attendance rates and days missed for educators in a District, Circuit or School	District Directors, EDMT, Phase Coordinators, Circuit Managers, Subject Advisors, School Management Teams

Navigating to school view

From the very aggregated District view, you can easily drill down to view a specific school page

data driven districts

How do I navigate to a School view from a District view?

In the summary metrics for the entities (found below the summary pie charts), **click on the entity** (circuit and then school) that you want to view

---

1 **District view**

Circuit Name	School Count	Learner Count	Learner Attendance
Circuit 1018	7 / 11	4288	98%
Circuit 1019	15 / 16	8826	98%
Circuit 1020	15 / 16	4865	99%
Circuit 1021	10 / 11	4127	98%

Circuits - 9

Click on a circuit you want to view

2 **Circuit view***

Schools - 7

School Name	Learner Count	Learner Attendance
School 1215	1087	98%
School 1216	1201	97%
School 1217	423	99%
School 1218	65	99%

Click on a school you want to view

3 **School view**

PRIMARY SCHOOL
School 2017
Displaying Term 1, 2015

School Summary

99% Attendance for learners | N/A 2014 Promotion of grade 1-11 learners | 100% 2014 ANA Pass Rate

You can then navigate to other views specific to the school

The back arrow at the top of your internet browser can be used to **navigate back** to the page or pages you were on previously

---

*Note: Provinces such as Gauteng possess the additional Cluster level. The process of drilling down to the school level is the same as described above i.e. in circuit view, click the cluster you want to view.

Navigating to phase view

Aggregate data on key metrics can be viewed by phases by applying a simple filter

---

How do I navigate to the Phase view from the District or Circuit views?

From District or Circuit views, filter the data using the dropdown menu above the entity (Circuits and Schools) summary metrics section

---

1 **Phase filter in District view**

Click and select phases

Circuits - 4 ▾	Learner Count	Learner Attendance
Phases - 4	4659	98%

⬇

Phase Name	School Count	Learner Count	Learner Attendance
Foundation Phase	109 / 113	19813	98%
Intermediate Phase	112 / 117	16858	99%
Senior Phase	144 / 154	12613	99%
FET Phase	43 / 51	11950	98%

2 **Phase filter in Circuit view**

Click and select phases

Clusters - 3 ▾	Learner Count	Learner Attendance
Phases - 4	686	97%

⬇

Phase Name	School Count	Learner Count	Learner Attendance
Foundation Phase	13 / 13	1683	98%
Intermediate Phase	13 / 13	1424	98%
Senior Phase	15 / 16	952	99%
FET Phase	2 / 3	806	100%

2 **Phase filter in Cluster view**

Click and select phases

Schools - 2 ▾	Learner Attendance
Phases - 4	94%

⬇

Phase Name	Learner Count	Learner Attendance
Foundation Phase	446	99%
1 / 1	385	99%
2 / 2	409	96%
1 / 1	446	93%

Not applicable in Free State

Once you have selected "Phases – 4" the aggregate data on key metrics on that page (District or Circuit) will be displayed by the four phases

Navigating to grade view

Within District, Circuit and School views, you can easily bring up grade pages for each of these views

data driven districts

How do I see the grade summary for a District, Circuit or School?

From the view you are in, scroll down to the detailed data sections. In either Attendance, Curriculum or Achievement, **click on the grade** that you want to view

1 *Click on the grade link*

📊 Attendance

By Grade

Grade 12

Learner — 95% (150 Learners)
Educator — 95% (19 Educators) — +4%

1 *Click on the grade link*

📄 Curriculum

By Grade ▾

Grade 12

Syllabus — 35% (150 Learners, 19 Educators)

1 *Click on the grade link*

🏆 Achievement

By Grade ▾

Grade 12

SBA — 96% (150 Learners)
Quarterly — 88% (150 Learners)

---

2 **What will you see?**

District 12
Grade 12
Displaying Term 1, 2015

Grade Summary

99% — Attendance for learners
68% — 2014 Matric Pass Rate
93% — SBA Pass Rate

Circuits - 9

Circuit Name	School Count	Learner Count	Learner Attendance	SBA Pass Rate	Quarterly Test Pass Rate	Promotion
Circuit 1018	3 / 4	265	99%	96%	77%	88%
Circuit 1019	2 / 3	322	98%	95%	78%	80%
Circuit 1020	2 / 3	153	100%	94%	67%	54%

You will be taken to the grade view for the entity whose page you were in

---

Once again, use the back arrow at the top of your internet browser to **navigate back** to the page or pages you were on previously (if needed)

Navigating to subject view

In a similar way to navigating to the grade pages, you can navigate to a subject summary view from District, Circuit and School views

data driven districts

How do I see the subject-specific data for a District, Circuit or School?

In the detailed data sections of Curriculum or Achievement, use the dropdown menu to select **"By Subject"** to see the data by subjects. From than point, **select a subject you want to view**

1

Click on By Subject

Curriculum
By Grade ▾
By Subject
Syllabus   32% (21106 Learners, 1139 Educators)

OR

Click on By Subject

Achievement
By Grade ▾
By Subject
SBA   92% (20205 Learners)   +12%

What will you see and what should you do?

2

Click on the subject you want

Curriculum
By Subject ▾
Accounting
Syllabus   31% (4306 Learners, 36 Educators)
SBA   25% (4306 Learners, 36 Educators)

What will you see?

3

Accounting
Displaying Term 1, 2015
Subject Summary
31%   71%
Curriculum Coverage   SBA Pass Rate

You will see the subject summary for the entity you were in

Navigating back to the entity data by subject or grade can be done by using the **back arrow** at the top of your internet browser

Navigating to educator and learner views*

Detailed data on individual educators and learners can be accessed from the school view

How do I view an individual educator?

In the school view below the pie charts you will see a list of the school's educators. **Click on the name** of the educator you want to view

1

Educators - 33 ▾

Educator	Primary Subject	Attendance
Educator 2385		98%
Educator 28790	Mathematics	91%
Educator 28791	Sepedi Home Language	95%
Educator 28792	Mathematics	89%
Educator 28793	Sepedi Home Language	100%

Click

What will you see?

2

School 1216 - Educator
Educator 28793

Displaying Term 1, 2015

Educator Summary

100%
Attendance

Attendance

100%
ATTENDANCE LAST QUARTER

Days Missed
PAST 4 WEEKS   0
PAST QUARTER   0
THIS YEAR   0

A page for the educator providing **detailed (weekly) data** on attendance

How do I view an individual learner?

Use the dropdown menu above where the educators are listed to select **Learners**. Once the learner list is visible **click the learner** you want to view

1

Educators - 33 ▾

Learners - 1087

Click on Learners

2

Learners - 1087 ▾

Name	Age	Grade	Absent
Learner 1561790	7	1	2 days 4%
Learner 1561791	6	1	0 days 0%
Learner 1561792	7	1	0 days 0%

Select a learner

What will you see?

3

School 1216 - Learner
Learner 1561792

Displaying Term 1, 2015

100%
Attendance

0%
Quarterly Test achievement

55%
SBA achievement

A page for the learner providing both summaries and detailed data on **performance and attendance**

*Note: Viewing individual learner and educator information is only available to users assigned as Personal Information viewers on the Dashboard

The FS DDD Dashboard Journey

What is its value?

A first glimpse

The FS DDD Dashboard

SECTION 1
Why should you use the Dashboard?

SECTION 2
What information does it contain?

Dashboard terminology

Interpreting the Dashboard's colours

Key metrics on the Dashboard

SECTION 3
How do you get up and running?

Using the right browser

Your username & password

Logging in

Forgotten password problems?

Getting help

Logging out

Creating Dashboard users

SECTION 4
Who uses the Dashboard and why?

Who uses which views?

Different views of the Dashboard

SECTION 5
How do you navigate the Dashboard?

Hovering on graphs and data

Clicking on graphs or words

Using the top black bar

Downloading reports

Sorting to rank data

Navigating with links

SECTION 6
Appendix

You are here

Test yourself (1 of 3)

Now that you have covered the core functionality on the Dashboard, you should practise several exercises using this user manual as a guide

Exercise 1

Use your User Name and Password to log onto the Dashboard

? How did you find this exercise?
- ○ *Easy*
- ○ *OK*
- ○ *Difficult*

Any comments on this exercise?

_____
_____
_____
_____

Exercise 2

Once logged onto the Dashboard, change your password

? How did you find this exercise?
- ○ *Easy*
- ○ *OK*
- ○ *Difficult*

Any comments on this exercise?

_____
_____
_____
_____

Exercise 3

Take a screenshot of some interesting data and paste it into a Word document

? How did you find this exercise?
- ○ *Easy*
- ○ *OK*
- ○ *Difficult*

Any comments on this exercise?

_____
_____
_____
_____

data driven districts

The DBE Dashboard Journey

Now that you have covered the core functionality on the Dashboard, you should practise several exercises using this user manual as a guide

Exercise 4

Find a report you would like to see and download it

? How did you find this exercise?

- ○ Easy
- ○ OK
- ○ Difficult

Any comments on this exercise?

_____
_____
_____
_____

Exercise 5

In any entity view, check the overall targets for Promotion and ANA

? How did you find this exercise?

- ○ Easy
- ○ OK
- ○ Difficult

Any comments on this exercise?

_____
_____
_____
_____

Exercise 6

In any entity view, find which grade has the lowest teacher attendance?

? How did you find this exercise?

- ○ Easy
- ○ OK
- ○ Difficult

Any comments on this exercise?

_____
_____
_____
_____

Now that you have covered the core functionality on the Dashboard,
you should practise several exercises using this user manual as a guide

data driven districts

Exercise 7

Find out if promotion for a grade is higher last year than in the previous year

? How did you find this exercise?

○ *Easy*

○ *OK*

○ *Difficult*

Any comments on this exercise?

_____

_____

_____

_____

Exercise 8

Navigate down to a school and find the teacher with the lowest attendance

? How did you find this exercise?

○ *Easy*

○ *OK*

○ *Difficult*

Any comments on this exercise?

_____

_____

_____

_____

Exercise 9

Log off from the Dashboard

? How did you find this exercise?

○ *Easy*

○ *OK*

○ *Difficult*

Any comments on this exercise?

_____

_____

_____

_____

The following table provides definitions of the terms you will encounter on the Dashboard; their location on the Dashboard is also provided

Dashboard Term	What is it?	Where is it found on the Dashboard?
Account Management	Users with administrative rights can manage other users' accounts (create new users, de-activate users and edit current users)	In the settings function at the top right hand side of the screen (in the top black bar)
Achieved (Value)	The actual rate or figure that was reported for a given metric on the Dashboard	Hovering over graphs and pie charts in Attendance, Promotion, ANA results and Curriculum Coverage sections
Achievement Level	The categories of achievement for a subject ranging from 1 to 7 (**1**: 0% - 29%; **2**: 30% - 39%; **3**: 40% - 49%; **4**: 50% - 59%; **4**: 50% - 59%; **5**: 60% - 69%; **6**: 70% - 79%; **7**: 80% - 100%)	Hovering over bar graphs in Achievement sections
ANA	Annual National Assessment – Nationally standardised assessments for learners from Grades 1 to 6 and Grade 9	Summary pie charts in relevant Dashboard views and in Achievement sections (grade 1 to 6 and grade 9 detailed Achievement data)
ANA Lit	ANA Literacy test written by learners from Grades 1 to 6 and Grade 9	Achievement sections (grade 1 to 6 and grade 9 detailed Achievement data)
ANA Num	ANA Numeracy test written by learners from Grades 1 to 6 and Grade 9	Achievement sections (grade 1 to 6 and grade 9 detailed Achievement data)
Attendance	The attendance rate of leaners and educators (calculated as the number of days present divided by the total number of school days)	Summary pie charts in relevant Dashboard views, in Attendance sections containing detailed attendance data and in educator and learner lists in School views
Average	The average mark achieved for a subject, in a grade, by a school or higher entity such as a District	Hovering over ANA pass rate pie charts and all graph summaries covering SBA pass rates, Quarterly Test Pass Rate and ANA assessments

A glossary of terms found on the Dashboard (2 of 4)

The following table provides definitions of the terms you will encounter on the Dashboard; their location on the Dashboard is also provided
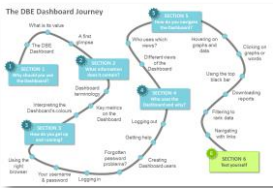
data driven districts

Dashboard Term	What is it?	Where is it found on the Dashboard?
Calendar	Changes the term and year of the information that is being displayed on the Dashboard	At the right side of the top black bar on the left of the settings icon
Confidence	It shows the completeness of the attendance data submitted to the Dashboard. (Calculated as the number of weeks for which data was captured divided by the number of weeks in the term and reflected as a percent)	Hovering over learner attendance pie charts and learner and educator attendance bar graphs
Conversation	A type of comment on the Dashboard that is directed to certain individuals who where first selected to see and participate in the conversation	In the settings function at the top right hand side of the screen (in the top black bar). Once clicking the settings icon and then selecting "Leave a Comment" or "View Comments"
Curriculum Coverage	Measures the percentage of the curriculum (either syllabus or SBA / tasks) covered in a given term	In summary pie charts for various views (depending on data availability) and in detailed Curriculum sections
Learner Count	The total number of learners included in the calculation(s) for the a given metric	Hovering over all the summary pie charts and the summary bar graphs
Log out	Closes an active session of a user once they are done using the dashboard	In the settings function at the top right hand side of the screen (in the top black bar)
My Account	Gives the user options to update their personal information	In the settings function at the top right hand side of the screen (in the top black bar)
NSC Pass	The percentage of learners that passed matric with no exemption	Hovering over the Matric Pass Rate summary pie chart

The following table provides definitions of the terms you will encounter on the Dashboard; their location on the Dashboard is also provided

Dashboard Term	What is it?	Where is it found on the Dashboard?
NSC Fail	The percentage of learners that failed matric	Hovering over the Matric Pass Rate summary pie chart
Over Age	Learners who are over the expected age for a given grade	On the top right hand side of all the bar graphs of Promotion sections
Phases	Groupings of Grades into Foundation (Grades 1-3), Intermediate (Grades 4-6), Senior (Grade 7-9) and FET (Grade 10-12) phases	Clicking on the dropdown menu on the entity summary view and then clicking on "Phases – 4" to sort the data by phases
Private Comment	A type of comment that can be left on the Dashboard and can only be seen by the user that made the comment	In the settings function at the top right hand side of the screen (in the top black bar). Once clicking the settings icon and then selecting "Leave a Comment"
Promotion	The percentage of students that were promoted from the grade below in the previous year	In the Promotion of Grade 1-11 learners summary pie charts and in Promotion sections
Public Comment	A type of comment that can be created for the public/anyone to see	In the settings function at the top right hand side of the screen (in the top black bar). Once clicking the settings icon and then selecting "Leave a Comment" or "View Comments"
Quarterly Test	This is the 'formal' test written across a grade in a subject in a given school	In all sections of the Dashboard covering learner achievement
SBA	School Based Assessment – Mark given to a student each term based on 'informal' assessments (e.g. written exercises such as projects and essays, public speaking as well as quarterly tests)	In all sections of the Dashboard covering learner achievement

The following table provides definitions of the terms you will encounter on the Dashboard; their location on the Dashboard is also provided

Dashboard Term	What is it?	Where is it found on the Dashboard?
Search	A search function that is used when looking for a specific learner, teacher or institution.	At the right side of the top black bar (left of the calendar icon)
Status	The status of comments that have been made under Technical Feedback & Support or Action/Decision.	In the settings function at the top right hand side of the screen (in the top black bar). Once clicking the settings icon and then selecting "View Comments"
Syllabus	Shows percentage of the syllabus that has been covered in the term or year to date.	The syllabus coverage above the SBA / task coverage graphs in Curriculum sections
Target	The target set by the DBE for a given metric on the Dashboard	Hovering over Attendance, Promotion, Achievement and Curriculum Coverage bar graphs and pie charts
Technical Feedback & Support	A type of comment that can be left by a user if they are looking for support or some form of query resolution relating to something on the Dashboard. After such a comment is saved, it submits an e-mail to the Dashboard Support Staff	In the settings function at the top right hand side of the screen (in the top black bar). Once clicking the settings icon and then selecting "Leave a Comment" or "View Comments"
Threshold	Minimum required mark in order for an assessment result to be considered passed (taken from National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12)	While not a term on the Dashboard, thresholds are implicit in all pass rates and promotion rates displayed on the Dashboard