

# SD73 EDPlan Insight Assessment Data Entry and Reports: DNA

EDPlan Insight is a software that allows teachers, principals and vice-principals, and district leaders to access student information. This software intends to provide our district with a quick and easy way to input student data, find student information, and collaborate with colleagues about student support.

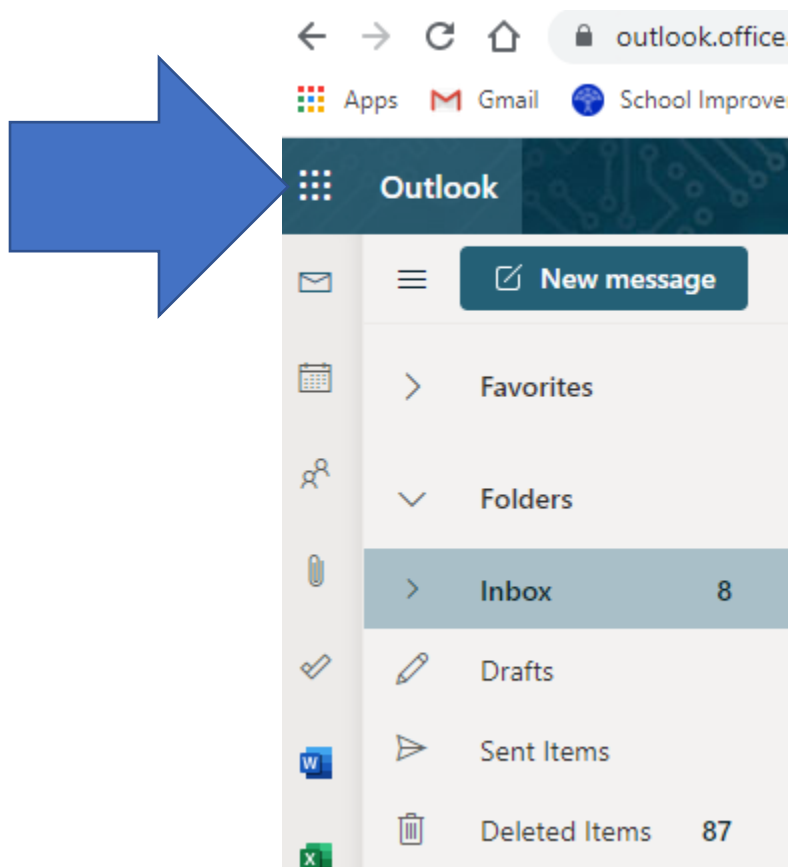
The following user guide provides step-by-step instructions for teachers on how to enter the various district assessments. This system will replace the need for data to be entered into KATE.

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## EDPlan Insight Sign on

Sign in to EDPlan is done within your O365 account. Please make sure you are signed on to your Outlook account and have Outlook open within a web browser.


















Click on the APP LAUNCHER icon (Upper left corner of screen).





Office 365 →

## Apps

- |   |  |
|---|--|
|  Outlook                   |  OneDrive         |
|  Word                      |  Excel            |
|  PowerPoint                |  OneNote          |
|  SharePoint                |  Teams            |
|  Sway                      |  Project          |
|  Planner                 |  Bookings       |
|  Calendar                |  Staff Notebook |
|  Apple Internet Explorer |  EDPlan Insight |
|  To Do                   |  |

All apps →


## Documents

New ▾

You will need to select the All APPS --> to see the entire list of apps.



 Teams


 To Do


 Whiteboard

 Word

**Scroll to the bottom of the list and Click on the EDPlan Insight APP**

### Other

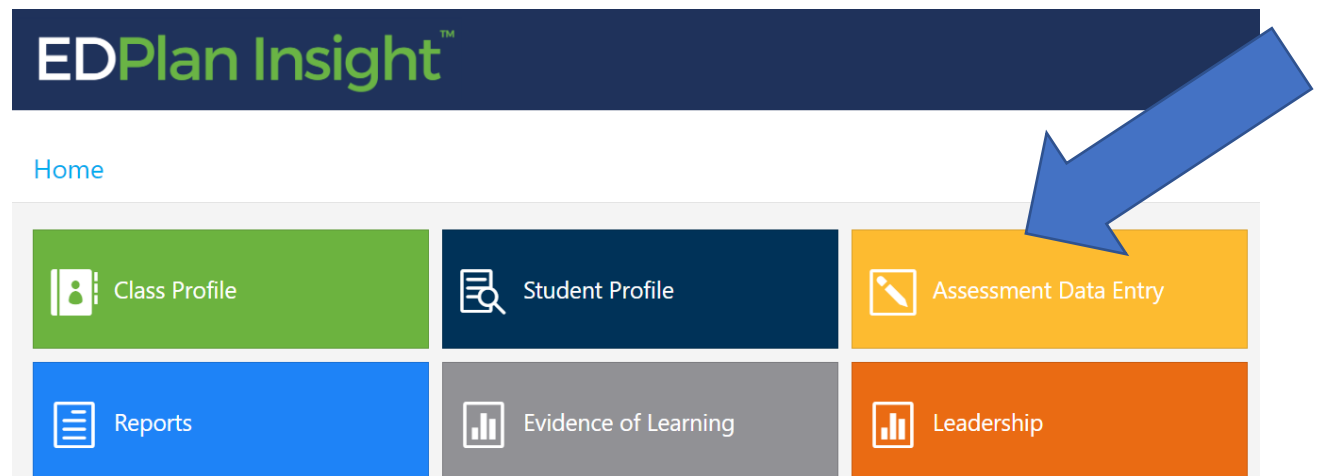
 Apple Internet Accounts

 EDPlan Insight









→ [Explore all your apps](#)

After selecting the EDPlan Insight icon, a new window will open with the following tiles visible.



**EDPlan Insight™**

Home

 Class Profile	 Student Profile	 Assessment Data Entry
 Reports	 Evidence of Learning	 Leadership

To enter District Assessment data, click on the tile named **Assessment Data Entry**.

Classroom teachers will see the school's name listed or a choice of school names if you work in more than one school. You will see your name listed and the class(es) and grade levels that you teach.

Click on the **Assessment drop down** and Click on the Assessment that you wish to enter the Primary Reading Assessment, Non-Fiction Reading Assessment, and District Numeracy Assessment are all completed in a similar manner.

The screenshot shows the EDPlan Insight interface. At the top, there is a dark blue header with the logo and user information. Below the header, a breadcrumb trail reads "Home > Assessment Data Entry". The main content area has a teal background. Below this, there are four dropdown menus: "School" (A E Perry Elementary), "Teacher" (redacted), "Class" (ATT--AM-011), and "Grade" ((All)). Below these is an "Assessment" dropdown menu that is open, showing two options: "Non-Fiction Reading Assessment" and "District Numeracy Assessment". A large blue arrow points to the "District Numeracy Assessment" option.

Once you have selected the Assessment, you will be prompted for a Sub-Assessment. **Select the correct Sub Assessment you wish to enter.** You may enter data in all sub-assessments for your own use (example: enter your NFRA data each time you complete the assessment with your class if tracking the information within EDPlan is beneficial to you).

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To enter the assessment score for each student, select the correct cell and enter the number for that strand. The cell will auto colour for No Response (0) and Emerging (1)(Tomato), Developing (2)(Yellow), and Proficient (3) and Extending (4) (Green).

When you see the colour change, you know the information has been saved. To adjust a number you already entered, just select that cell, and change the number typed to the correct number. Use the legend below to assist in knowing what numbers to enter.

EDPlan Insight™

[Home](#) > Assessment Data Entry

Assessment
Sub-Assessment

District Numeracy Assessment
DNA Pre

Student	Grade	M/F	Excused Y/N	Interpret 0-4	Apply 0-4	Solve 0-4	Analyze 0-4	Com
	Grade 05	F	N	1	2	3	4	
	Grade 05	F	Y					
	Grade 05	F	N	2	3	1	4	

## LEGEND

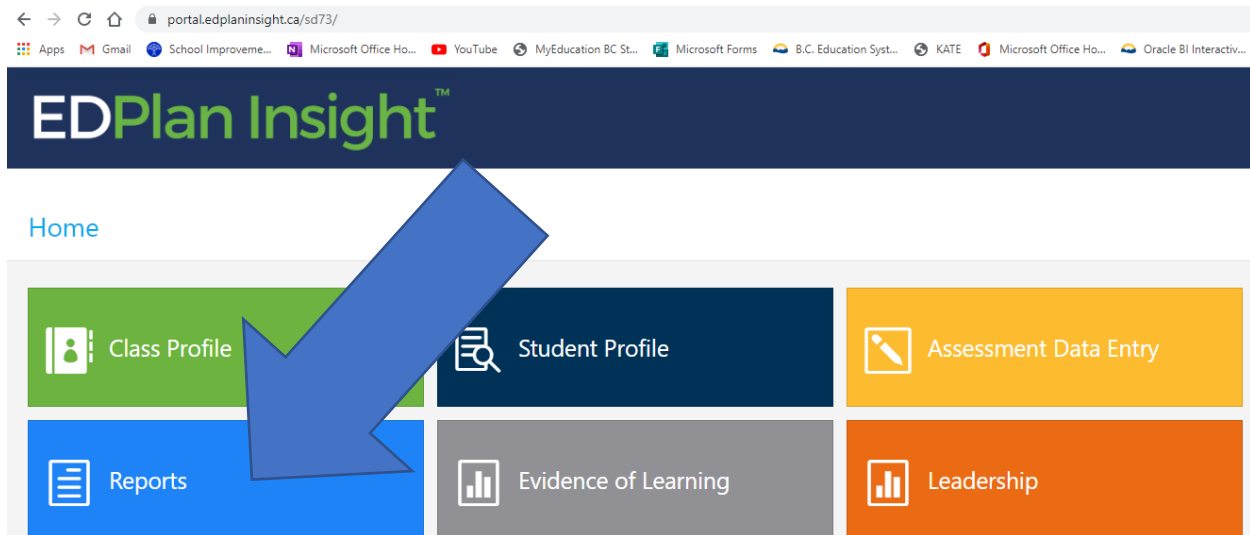
### Scoring Legend (Gr. 3-9):

- 0 - No Response
- 1 - Emerging
- 2 - Developing
- 3 - Proficient
- 4 - Extending

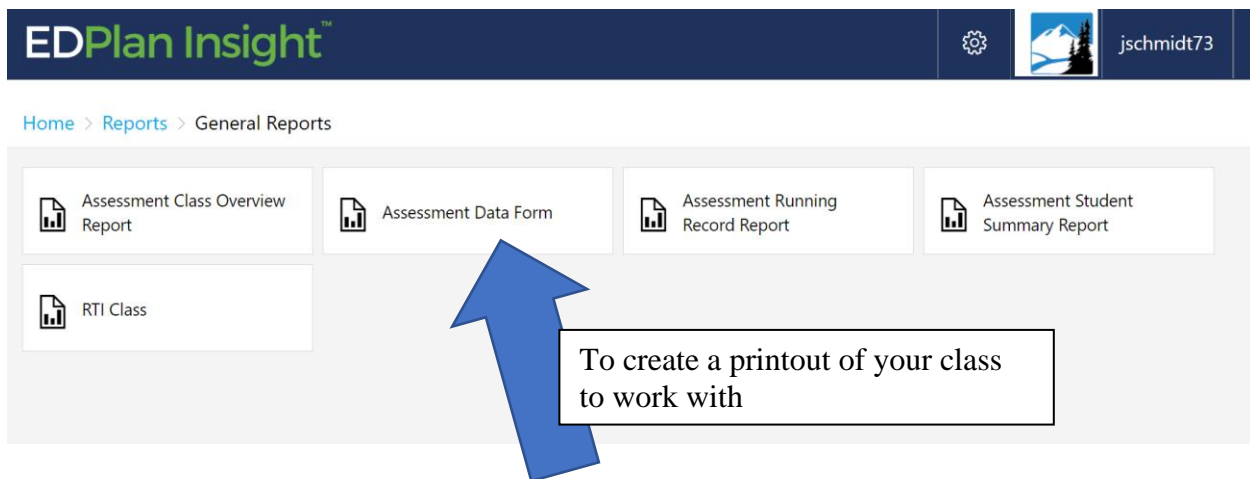
Note: For Overall Achievement enter 0-4 based on scores for Questions 1-5.

### Ex – Excused (Yes or No)

There are several ready-made reports for you within EDPlan Insight. From the home screen, select the Reports Tile for a list of reports available to you.



There are five options from the general reports screen.



### 1. Assessment Class Overview

- a. Select this report to View the District Assessment **results for your class from previous years**. Select the right class, Assessment, and YEAR (2020-2021 is last year). Select the View Report Button to see all the strand information for you class over time (Sample of report shown below).

### 2. Assessment Data Form

- a. Select this report to **view and print a paper copy of your class list with the strand information listed**. This would be a useful report if you wished to write down the student's information prior to data entry. Select the class,

Assessment, and Sub-Assessment and select the View Report button (on the left side of the screen). You may then use the Print icon or save as icon.

**3. Assessment Running Record Report**

a. Please do not use this report currently.

**4. Assessment Student Summary Report**

a. Detailed student report **showing the strands details for each student** for all the years they have completed the assessment. This report has one student's information per page. Use the arrow button to navigate from page to page.

**5. RTI Class**

a. This report will create an **RTI graphic with student names listed in the triangle**. You may run this report for prior school years as well. This may be a helpful report the LART. When creating the report, you can select the year (you will always see your students from this year, but their scores from the previous grades), the district assessment, the Sub-Assessment, and the Sub Assessment item (you can create the diagram for each of the strands).

Arrow buttons for changing pages of the report

Save Icon (disk) and Print Icon (printer)

Student	Grade	Excluded	Interpret	Apply	Solve	Analyze	Communications	Overall	Excluded
	04	N	2	2	2	1	2	2	
	04	N	3	3	3	2	2	3	
	04	N	2	2	2	2	2	2	
	04	N	1	1	1	1	1	1	
	04	N	2	1	2	1	1	2	

In any report you can **click on the students name** to go directly to the student profile. Student profile is a tile in EDPlan that provides all the detailed student information in one location.