What functions can I access through the Homepage?

1   NEW ENTRY
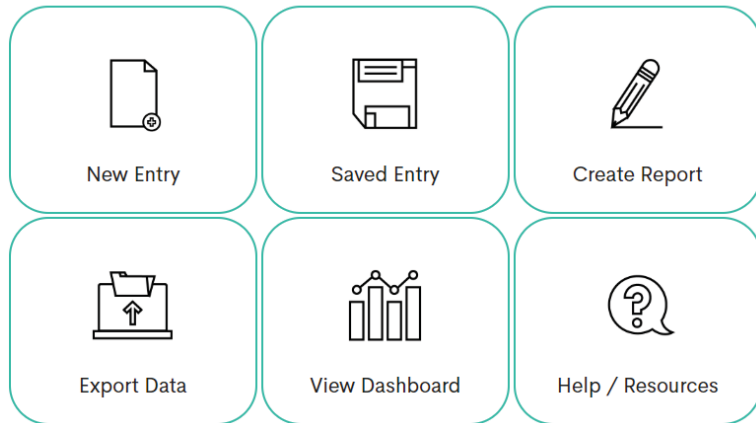
2   SAVED ENTRY

3   CREATE REPORTS

4   EXPORT DATA

5   VIEW DASHBOARD

6   HELP/RESOURCES

All Scores Reporter functions can be accessed through the homepage (depicted below) by clicking on any of the corresponding green tiles.

Scores Reporter

All homepage options are also available in the dropdown menu in the upper right corner of the page (circled in red below). This menu will be present through all pages and menus in the Scores Reporter site.

NOTE: The directions in this in this section of the user guide are designed to deliver an understanding of what options are available to the user from the homepage. For a more in depth discussion on procedures or options associated with any of the selections discussed here please visit the section of the user guide that concerns that particular topic (i.e. if you want to know how to make an entry, this page will show you how start the process from the homepage, but the 'how do I make an entry' page will discuss the procedure and options available when actually completing and submitting a form).
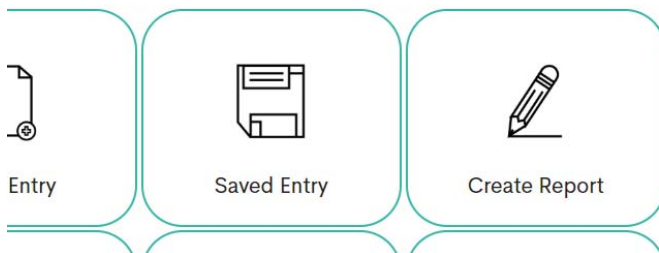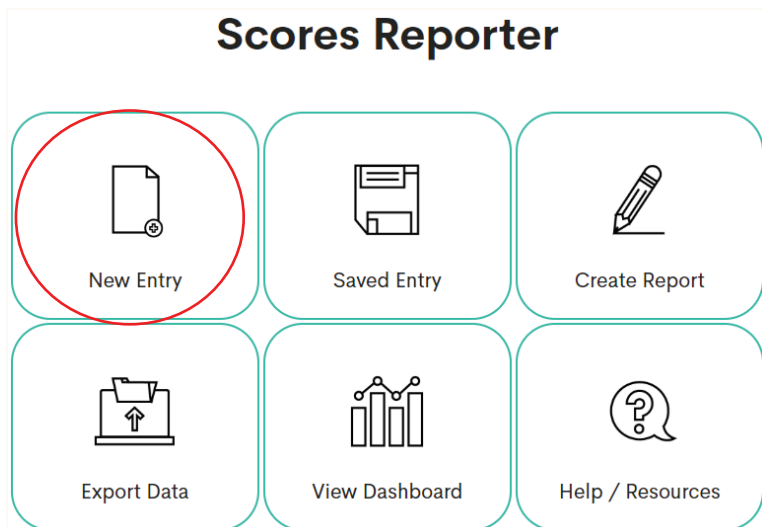
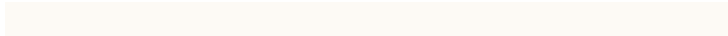## New Entry

In order to begin a new form (such as a PQA, program improvement form, form B, or any other form) click the 'new entry' tile (circled in red below) located at the top left of the tile cluster on the homepage.

Clicking the new entry tile will bring you to the new entry screen (depicted below) where you can choose what form you wish to begin and, after selecting the type of form and site number, proceed to enter in and submit the information.

NOTE: User accounts are only able to see and select forms for which they have been approved to enter (e.g. if you are only responsible for entering in PQA's then the PQA form will be the only option you have in the new entry screen). If it seems that you do not have access to a form that you are required to enter please direct any questions or concerns to your network lead or the Weikart Center helpdesk at scoresreporter@cypq.org
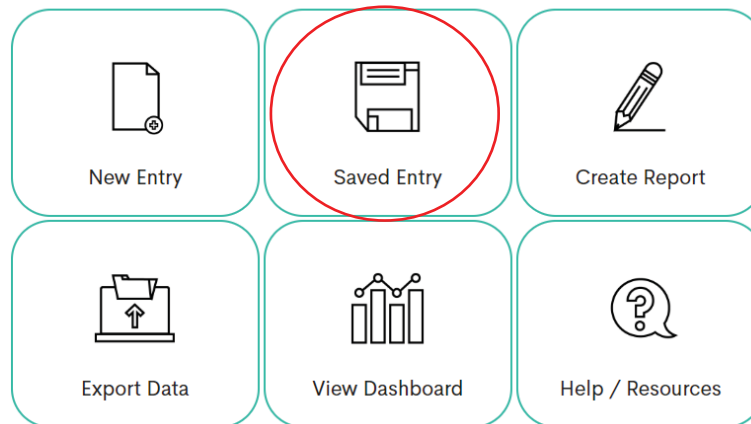
2. Previously Saved Forms and Entries

In order to revisit a previously saved form click the 'saved entry' tile (circled in red below) located in the top middle of the tile cluster on the homepage.

Scores Reporter

This will bring you to the 'saved entry' page (depicted below) where you can view, sort, select, and edit any previously saved forms. Saved forms are displayed in the central section of the page (in the red box below) and may be filtered, in order to limit options and make forms easier to find, by using the filter panel located on the left of the page (in the blue box below).

NOTE: In order to improve the efficiency of the filter option a user can filter by date started, date ended, form status, form type, form name, and form tag. While this is a useful tool, it is most effectively used by users who have many sites and many forms to filter through (i.e. if you do not have many sites or many forms it may be easier for you to simply scroll down to find the form you are looking for).
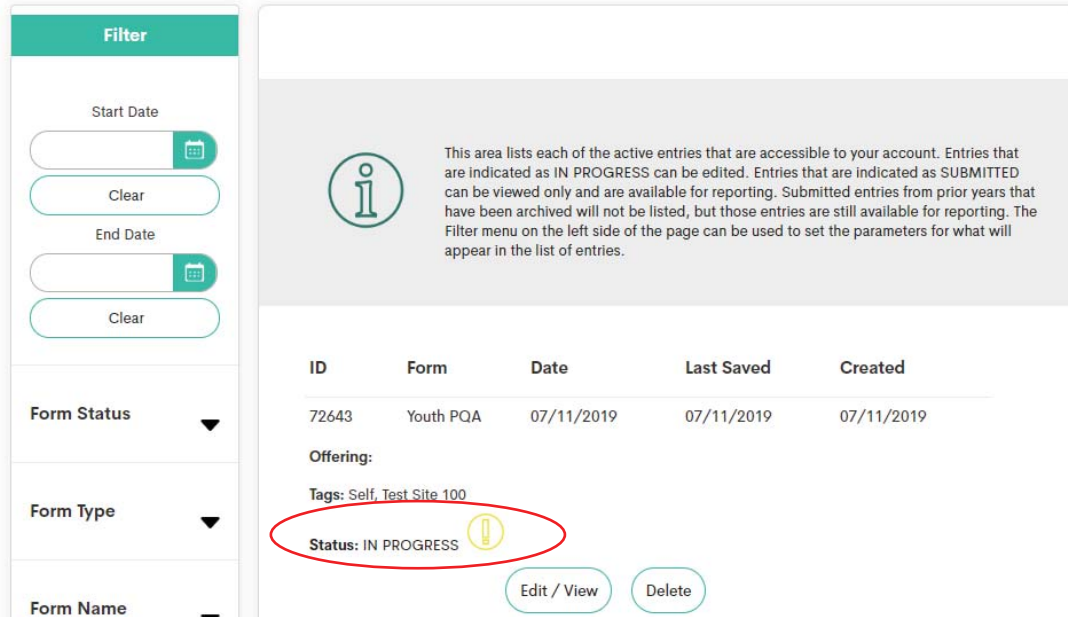
The progress of each form can be identified by looking at the 'status' label (circled in red below). A green "✓" will be present along with the word "submitted" when a form is complete and has been submitted, and a yellow "!" along with the words "in progress" when a form has been started but is either not yet complete (i.e. all of the necessary fields have been entered) or is complete but has not yet been submitted.
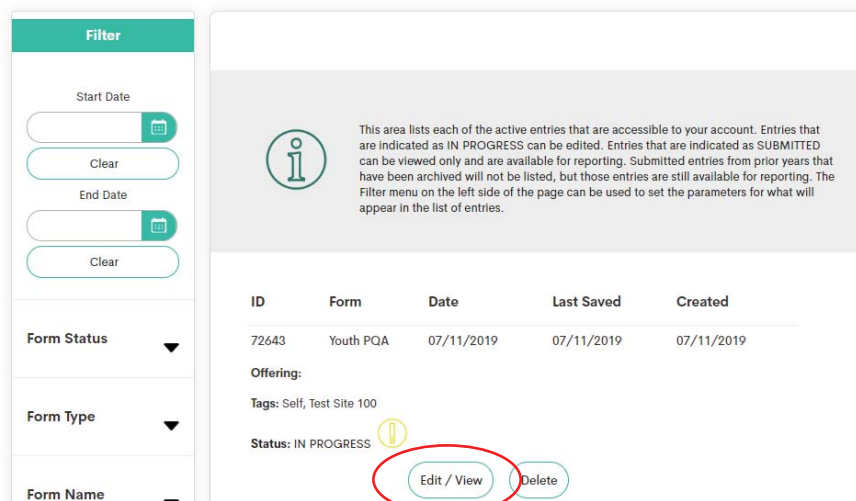
From the saved entry page, forms may be edited by clicking the edit/view button next to the form status label (circled in red below)

3. Create Reports

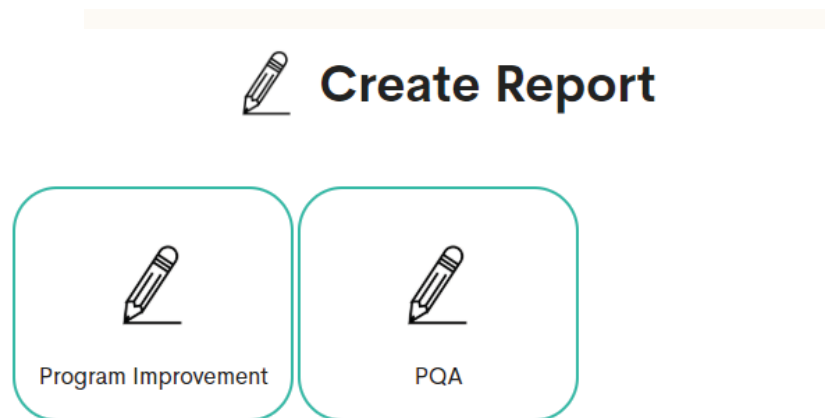In order to create a report click the 'Create Report' tile (circled in red below) located in the top right of the tile cluster on the homepage.
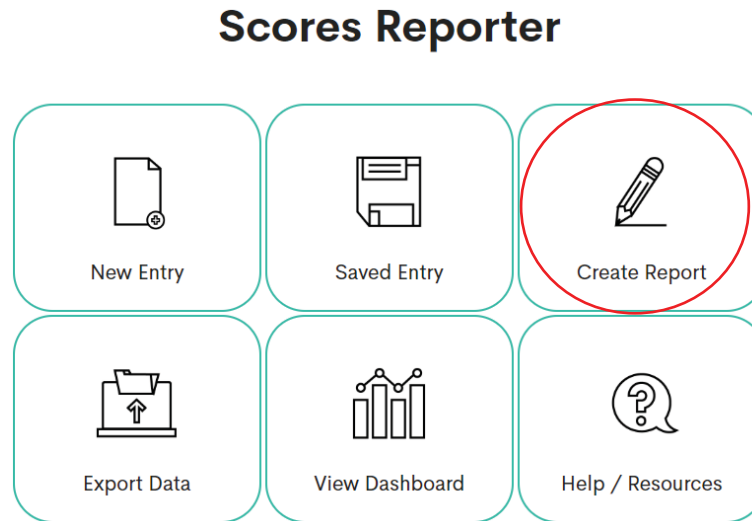
This will bring you to the 'create report' page (depicted below) where you will be prompted to choose which form you would like to create a report for.

From this page you will need to select which type of the form you would like to compare, which site(s) you would like to create the report for and finally which form(s) you would like to run. This will all lead a report that can be printed out or saved as a PDF in order to facilitate improvements.

NOTE: As with the 'New Entry' page, user accounts are only able to see and select forms for which they have been approved to run reports for (e.g. if you are only responsible for creating reports for PQA's then the PQA form will be the only option you have in the create report screen). If it seems that you do not have access to a form that you are required to create a report for please direct any questions or concerns to your network lead or the Weikart Center helpdesk at scoresreporter@cypq.org

4. Export Data

In order to export data to an excel spreadsheet click the 'Export Data' tile (circled in red below) located in the bottom left of the tile cluster on the homepage.

This will bring you to the 'Export Data' page (depicted below) where you will be prompted to choose which form you would like to export data for.
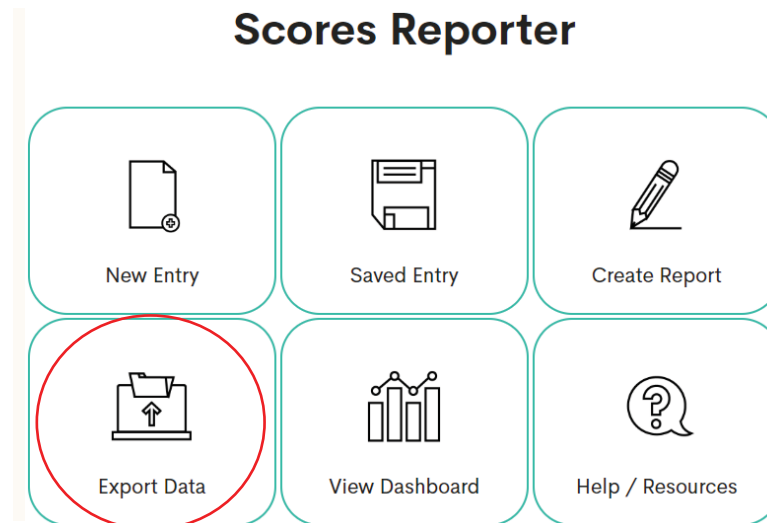

From this page you will need to select which type of the form you would like to export data from, which site(s) you would like to export data from and finally whether you would like to export self assessments, external assessments, both, or a selection of each. Upon selecting these you may click the 'run export button' and then download your data.

NOTE: As with the 'New Entry' page and the 'create report' page, user accounts are only able to see and select forms for which they have been approved to export data for (e.g. if you are only responsible for exporting data for PQA's then the PQA form will be the only option you have in the export data screen). If it seems that you do not have access to a form that you are required to export data for please direct any questions or concerns to your network lead or the Weikart Center helpdesk at scoresreporter@cypq.org

5. View Dashboard

In order to view your CYPQ dashboard click the 'View Dashboard' tile (circled in red below) located in the bottom middle of the tile cluster on the homepage.

Scores Reporter
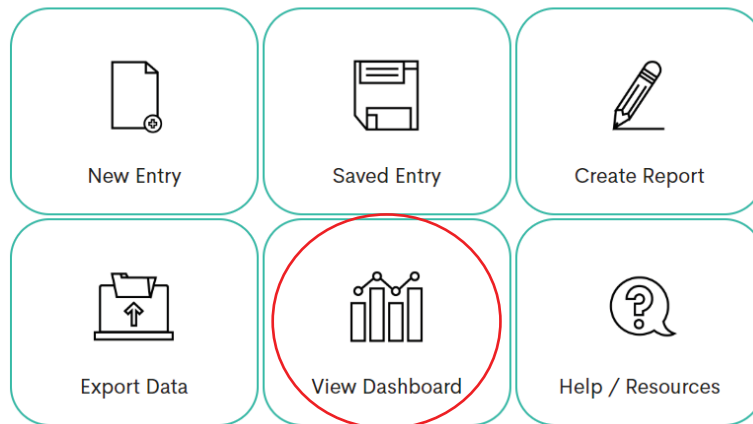
This will bring you to your CYPQ Dashboard (depicted below) where you will be able to visually assess the progress of forms in the form of a bar graph. This will break down the total form numbers by what form it is, when the active date range should be for each form, and whether they are internal or external assessments. It will also tell you how many of the forms have been completed (depicted on the graphs in green), how many of the forms are in progress (depicted on the graphs in yellow), and how many of the forms haven't been started (depicted on the graphs in gray).

NOTE: The 'View Dashboard' tile should automatically direct the user to a visualization of their information. Some users however, will be prompted to enter in the tag for the dashboard they wish to view in a drop-down menu before proceeding to the dashboard. If it seems that you do not have access to a dashboard for an area that you are responsible for please direct any questions or concerns to your network lead or the Weikart Center helpdesk at scoresreporter@cypq.org

Dashboard
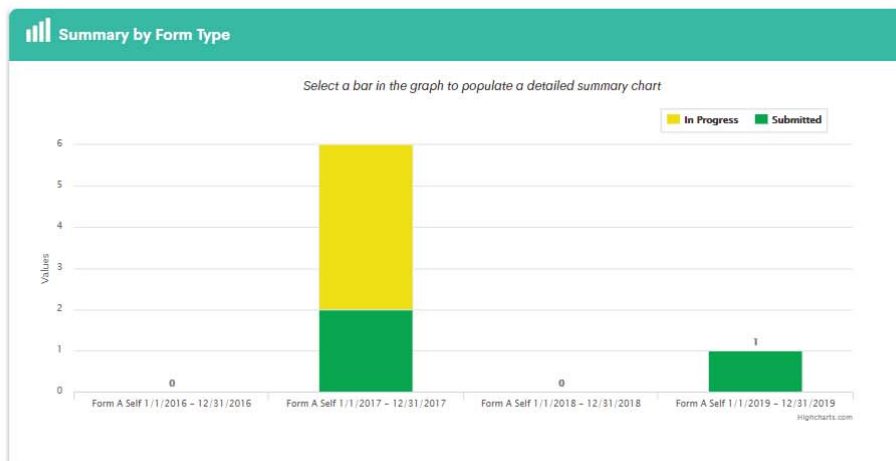
By clicking any of the bars you can pull up a table of information (shown in the red box below) concerning the site including status numbers, as well as percentages and print menus. Site forms may also be accessed through this table by clicking the site name, selecting the form of interest, and hitting view/edit.
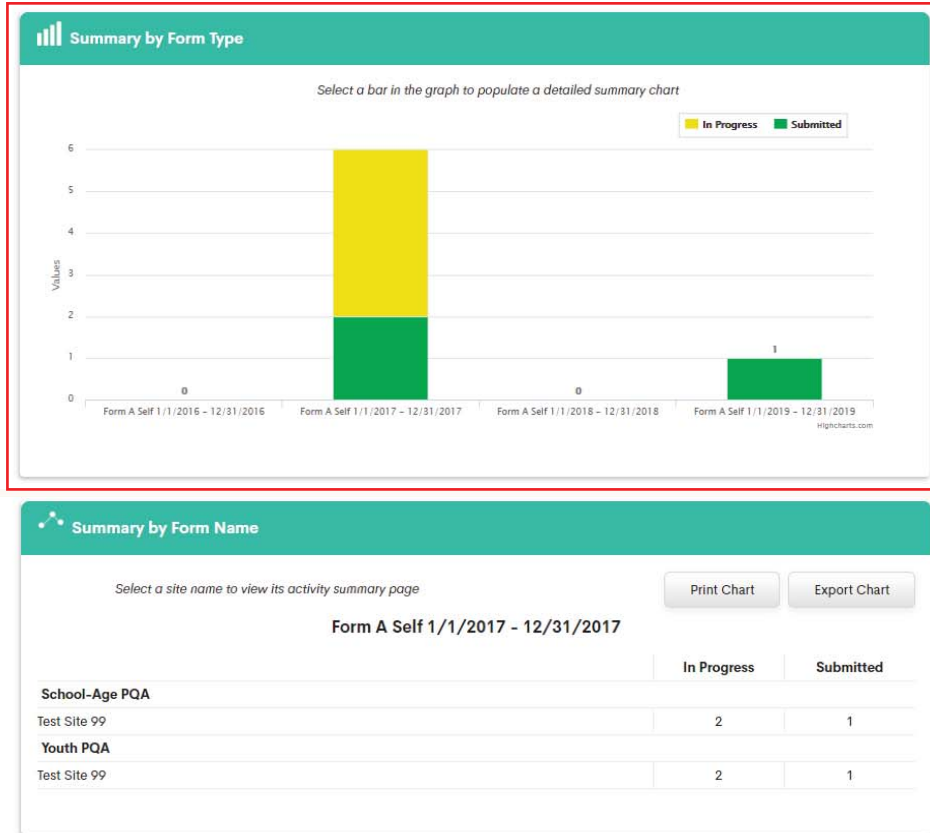

6. Help/ Resources

In order to access resources that will more easily allow you to navigate the site, or request assistance from the CYPQ helpdesk click the 'Help/Resources' tile (circled in red below) located in the bottom right of the tile cluster on the homepage.
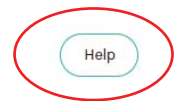
This will bring you to the 'Help/Resources' page (depicted below). Here you will have the option of contacting the CYPQ helpdesk via email by clicking on the 'Contact' tile (far left), accessing the User Guide that you are currently reading by clicking on the 'User Guide' tile (second from the left), watch short tutorial videos on how different functions work in the Score Reporter system work by clicking on the 'Tutorials' tile

Help/Resources

Contact	User Guide	Tutorials
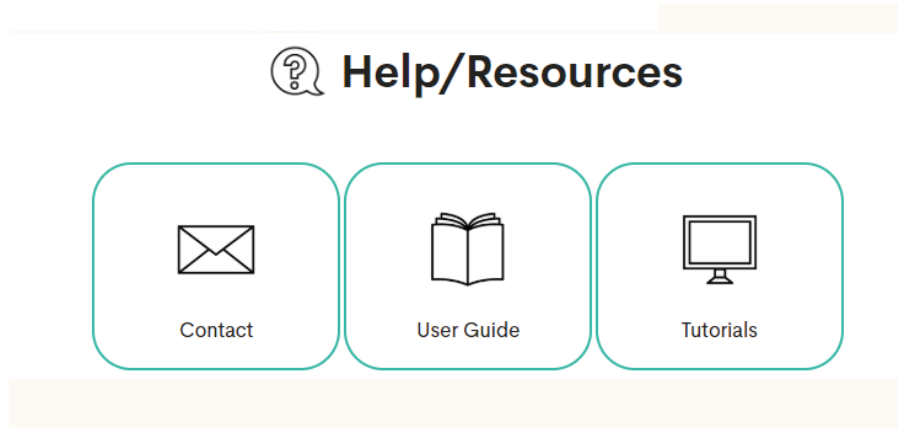
NOTE: This option is also permanently available in the upper right hand corner of every page in the square labeled "help" (circled in red below)

Help

Scores Reporter

New Entry	Saved Entry	Create Report
Export Data	View Dashboard	Help / Resources

DAVID P. WEIKART
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PROGRAM QUALITY