

SCORES REPORTER 3.0 USER GUIDE

How do I perform a data audit?

1 | CLICK ON VIEW DASHBOARD

2 | VIEW FORM PROGRESS BY SITE
OR PROGRAM

3 | EDIT OR VIEW FORMS



Unlike previous versions of Scores Reporter, Scores Reporter 3.0 now has an easy tool that allows network leads to conduct their own data audits to stay on top of data collection throughout their whole network!

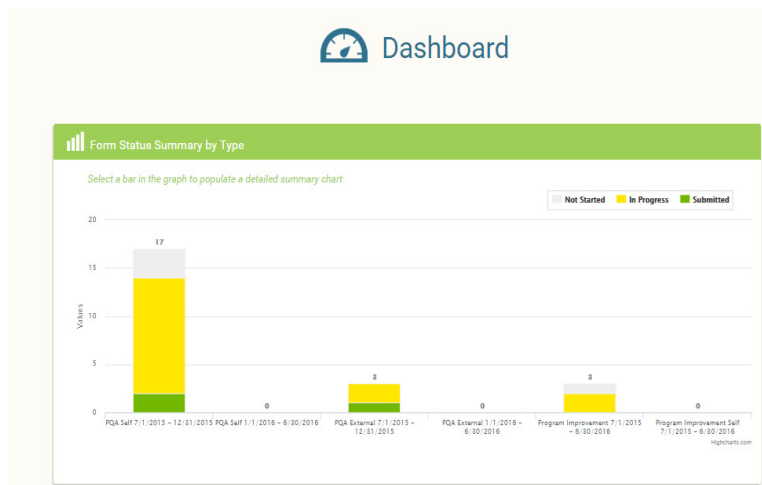
This is accomplished through the scores reporter dashboard and is a quick and easy way to stay up to date on network forms and submissions.

- From the Scores Reporter homepage (depicted below), click the 'View Dashboard' tile (circled in red below) located in the bottom middle of the tile cluster on the homepage.



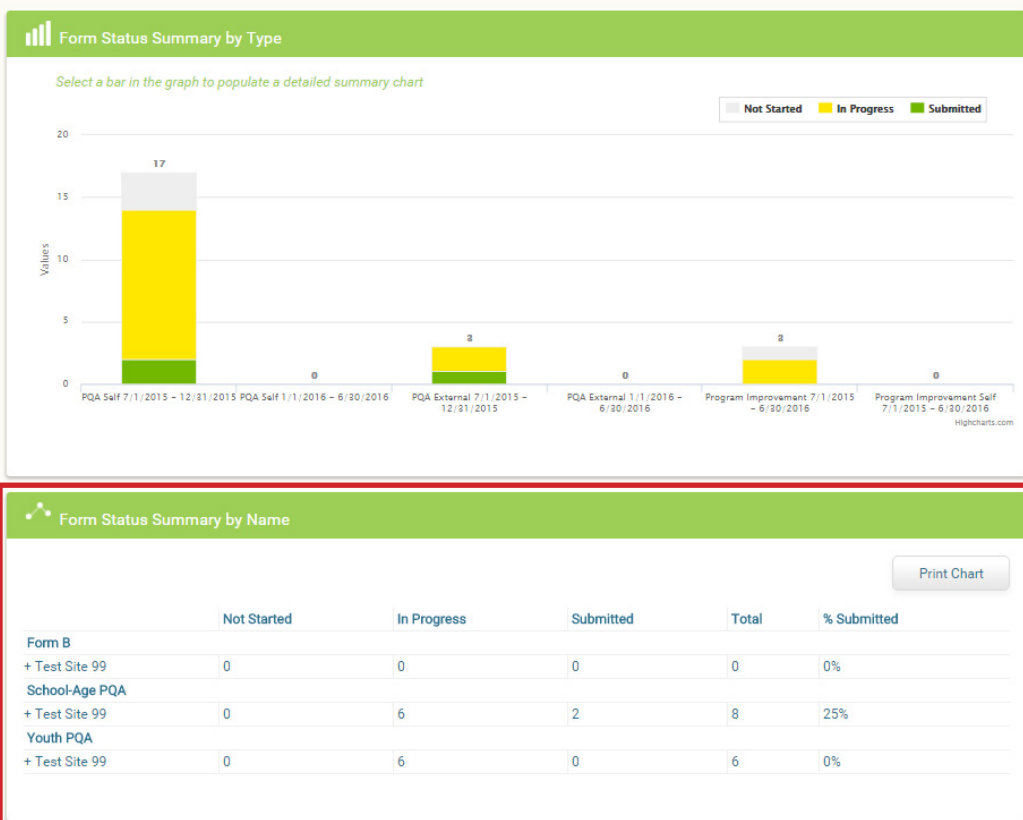
This will bring you to your CYPQ Dashboard (depicted below) where you will be able to visually assess the progress of forms in the form of a bar graph. This will break down the total form numbers by what form it is, when the active date range should be for each form, and whether they are internal or external assessments. It will also tell you how many submissions you should have for that form (listed as a number above the bar), how many 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



- By moving the mouse over any part of the graph you will receive more information about that particular section. The numbers in this graph can quickly be compared to what you, as a network lead, know you should have (e.g. if you know that you should have 15 forms submitted for a particular form type, then find that form type and the correct date range in the dashboard and mouse over the green section of the graph to see how many forms have been submitted).

By clicking any of the bars you can pull up a table of information (shown in the red box below) concerning the network, down to and including site level information. Information here includes number of items submitted, in progress, and not started, as well as percentages submitted and print menus.



You can expand any network/region/organization name in order to view lower level groups, down to the individual site level, by clicking the '+' button (circled in red below) located to the left of the name you wish to expand. This can give you information regarding which sites have submitted their forms and which sites haven't so you can easily identify and contact those that still need to submit forms.

Form Status Summary by Name

	Not Started	In Progress	Submitted	Total	% Submitted
Form B					
+ Test Site 99	0	0	0	0	0%
School-Age PQA					
+ Test Site 99	0	6	2	8	25%
Youth PQA					
+ Test Site 99	0	6	0	6	0%

Site forms may also be accessed for viewing or editing through this table by clicking the site name (circled below in red).

	Not Started	In Progress	Submitted	Total	% Submitted
Form B					
+ Test Site 99	0	0	0	0	0%
School Age PQA					
+ Test Site 99	0	6	2	8	25%
Youth PQA					
+ Test Site 99	0	6	0	6	0%

- This will bring you to a page where you can view all forms submitted for that site. If you wish to change or view these forms you can click the 'edit/view' button located on the right side of the page (circled below in red). As before submitted forms will appear in green, in progress forms will appear in yellow, and not started forms will appear in gray.

Dashboard
Test Site 99

Print Screen

! In Progress				
ID	Title	Status	Self/External	Action
34475	Goal Form	IN PROGRESS	NEITHER	Edit / View
34564	Youth PQA	IN PROGRESS	SELF	Edit / View
34566	Youth PQA	IN PROGRESS	SELF	Edit / View
34584	Youth PQA	IN PROGRESS	SELF	Edit / View
34599	Youth PQA	IN PROGRESS	EXTERNAL	Edit / View
34714	Youth PQA	IN PROGRESS	SELF	Edit / View
34748	Youth PQA	IN PROGRESS	EXTERNAL	Edit / View