


Homeroom Application Overview (Data Dashboard)

➤ LOGGING IN

1. Open a Web Browser. In the browser's URL bar type:
<https://tumwater.schooldata.net/homeroom>
2. Type your Skyward user name and password
3. Click Login
4. To Log out: Click on the “circle with the vertical line”  icon in the upper-right hand corner

IMPORTANT: DO NOT CLICK THE BROWSER BACK BUTTON TO GO BACK.
Always use the tabs on top.





➤ REVIEWING ASSESSMENTS FOR A STUDENT GROUP






1. Scroll down to ‘Assessments’, click the down arrow next to Choose a Student Group
2. Select “My Student Groups”
3. Select a Class you want to view by clicking on it
4. Move over to the right and select Assessments
5. Select Assessment Subject Area to narrow down the list of assessments available
6. Select the assessment you want to view

To view a set of Assessments for a Student group, follow the first 3 steps above and then the following:

1. Select Assessment Sets
2. Select the group you wish to view
3. You will see all the assessments for that class in that subject area

➤ REVIEWING STUDENT INFORMATION IN STUDENT LOOKUP











1. Navigate to the “Lookup” widget
2. Type a student name in the Search box and press enter
3. Click on the student name – this will give you basic information
4. Click on the magnifying glass (spotlight)  icon under the “Roles” Heading
 - You will see a full page of student information in separate boxes (widgets)
 - Student Profile
 - Schedule
 - Attendance History
 - Discipline History
 - Assessments
 - Enrollments
 - Services
5. Navigate to the “Schedule” widget to view the entire schedule for the student – you can click on the different icons in the right hand corner to view a different year , expand the view to full screen  or print the entire schedule history .
6. Navigate to the “Attendance History” widget. You will see this year's attendance history for the selected student. You have the same icons in the right hand corner as displayed in the schedule view.

7. Navigate to the “Discipline History” widget. If there is Discipline documented in Skyward for a student, you will see it here. You have similar icons in the right hand corner as above for this widget.
8. Navigate to the “Assessments” widget. You will be able to see all assessments for each school year simply by clicking on the school year. The scores and levels are shown on the display.
 - If the Assessment is **bold**, you will be able to see the strand data simply by clicking on it.
 - A green check mark  indicates met, and a red x  indicates not met.
 - You can view full screen , download all assessments to csv file (excel) , or print all assessments in one view .
9. Navigate to the “Enrollments” widget. You will see the entire enrollment district enrollment history for this student.
10. Navigate to the “Services” widget. Here you will see information such as Special Education, Title 1, LAP, etc.

Understanding Widgets

The information on each tab is presented in widgets. A widget is a display of information enclosed in a box within Homeroom. Some widgets just display information on a student or staff view, and some widgets are more interactive such as Assessments or Schedules. Within each widgets are Icon’s located in the upper right hand corner. These allow you to do more with the data within the widget.

Homeroom ICON Overview

ICON	NAME	DESCRIPTION
	Date Selector	Allows you to pick the school year for the data you want to display
	Help	Provides you help regarding this widget
	Full Screen View	Allows you to view the widget in a full screen mode
	Download	Downloads all data within this widget to a CSV file in Microsoft Excel
	Print	Creates a PDF file of all data within this widget for printing
	Refresh	Refreshed data displayed in the widget
	Spotlight	Allows you to view an individual student or course
	Logout	To logout, navigate to the upper right hand corner
	Expand Arrow	Expands list of sub-list items
	Collapse Arrow	Collapses the data back to main list

Other Information

- The application will automatically log off after 20 minutes of non-use
- There will be district assessment data loaded in Homeroom, which will give you a comprehensive view of your students assessments and other data
- Our Homeroom website is located off of the District website under Student Learning, at the following URL <http://www.tumwater.k12.wa.us/domain/1193>