

FocalPointK12's Lens™

Teacher Guide, Spring/Summer 2018

Empower Student-Directed Learning



KHAN
ACADEMY

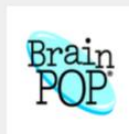


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Welcome to FocalPointK12's Teacher Guide for Lens™

FocalPointK12's Lens™ Platform empowers educators in their important work of analyzing student performance data. Lens™ provides a single sign-on, from your student information system, to all your district's applications. This eliminates the need to log-in/log-out of multiple accounts and platforms. Given how valuable time is in schools, this capability is key to improving efficiency.

In addition to assessments students take through FocalPointK12's AssessCloud™, Lens™ contains data from other sources. Historical longitudinal data from your state assessments, universal screeners and other instruments your district uses are housed within Lens™. Through its link to your student information system, Lens™ also delivers real-time data for other important student indicators – such as attendance, discipline and others through our innovative *Early Warning System*. This allows for critical, quick intervention and support for individual students.

By using this guide and Lens™ to inform day-to-day instruction and identify individual student needs, you will be equipped to deliver the right content, resources and supports to the right student, at the right time.

Let's get started!

My Landing Page

How do I access the menu on the left side of the page?

- ❑ Select the 'Menu' icon to expand/collapse various tools/tabs within FocalPointK12. You can hide these tools when working in FocalPointK12 at any time by clicking the icon again.

How do I get back to the 'homepage' when using FocalPointK12?

- ❑ Select the FocalPointK12 logo OR your district/school logo located above your profile picture on the top left side of the page.

Accessing Lens™

How Do I Access Lens™?

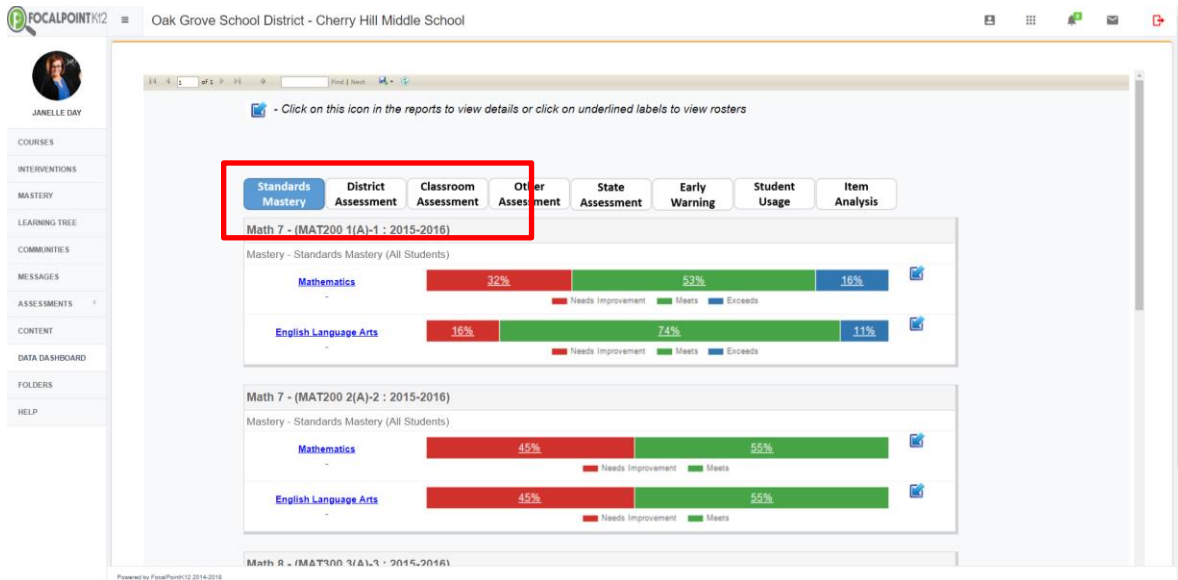
- ☐ Navigate to the 'Data Dashboard' link found in the menu that appears on the left side of your screen.

The screenshot shows the FocalPointK12 interface for Oak Grove School District - Cherry Hill Middle School. The user is logged in as Janelle Day. The left sidebar contains a menu with the following items: COURSES, INTERVENTIONS, MASTERY, LEARNING TREE, COMMUNITIES, MESSAGES, ASSESSMENTS, **DATA DASHBOARD** (highlighted with a red box), FOLDERS, and HELP. The main content area displays information for 'Math 7 - Pre-Algebra', including a 'GO Math' section with learning objectives and key areas of focus, an 'Activities' section with a quiz, and an 'Announcements' section with several items.

- ☐ Once in the Data Dashboard, you will see a screen that has several tabs across the top. From this screen you will be able to access many different sets of student data.

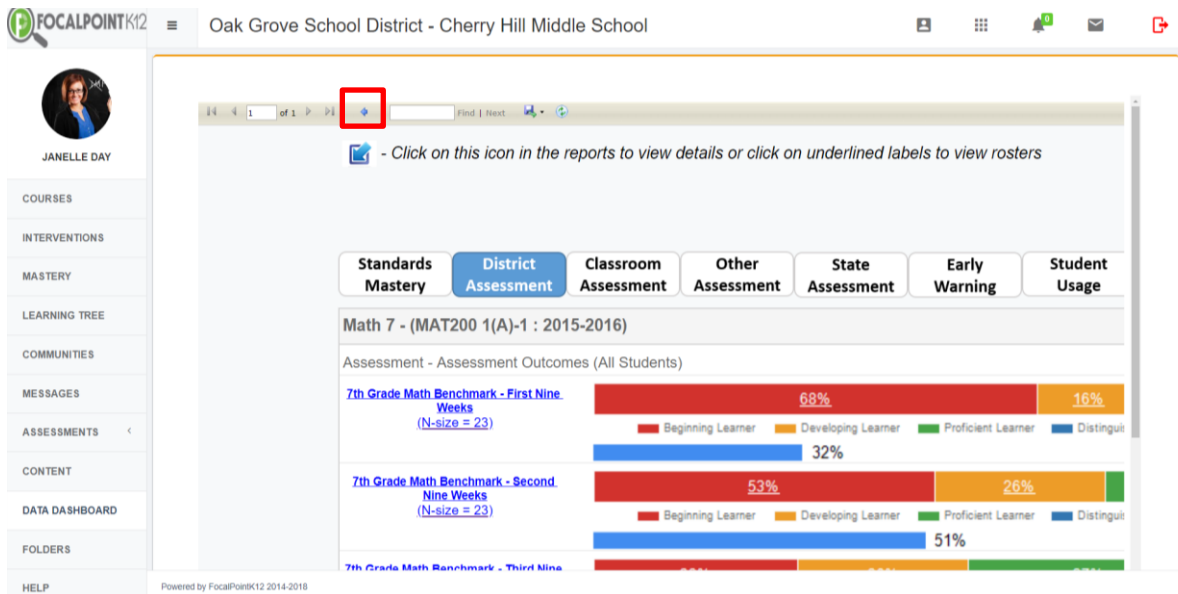
The screenshot shows the Data Dashboard interface. At the top, there are several tabs: Standards Mastery, District Assessment, Classroom Assessment, Other Assessment, State Assessment, Early Warning, Student Usage, and Item Analysis. The 'Standards Mastery' tab is selected and circled in red. Below the tabs, the dashboard displays mastery data for 'Math 7 - (MAT200 1(A)-1 : 2015-2016)'. The data is presented in a table with horizontal bar charts for Mathematics and English Language Arts. The Mathematics bar chart shows 32% Needs Improvement (red), 52% Meets (green), and 16% Exceeds (blue). The English Language Arts bar chart shows 16% Needs Improvement (red), 74% Meets (green), and 11% Exceeds (blue). Below this, there is another section for 'Math 7 - (MAT200 2(A)-2 : 2015-2016)' with similar data for Mathematics (45% Needs Improvement, 55% Meets) and English Language Arts (45% Needs Improvement, 55% Meets).

- ❑ The first three tabs on the left (Standards Mastery, District Assessments, Classroom Assessments) will contain data that derives from your students' activities in FocalPointK12's AssessCloud™. The remaining tabs to the right will contain data from other assessments and sources that your district has uploaded to Lens™ or that is integrated with your local student information system.
- ❑ Your initial (default) opening view will always be 'Standards Mastery'.



How do I navigate my way back to other reports after drilling into various data?

- ❑ At any point in the reports, select the blue arrow and it will take you back to the previous page/report you were viewing. This is a simple way to get back to where you started before drilling into the data.

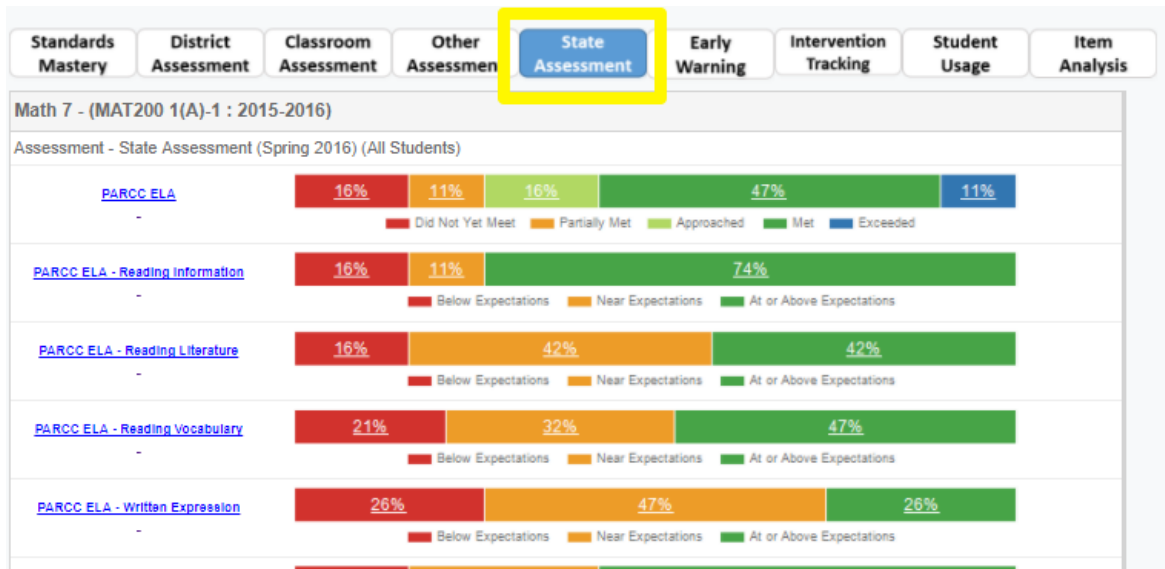


Viewing Results

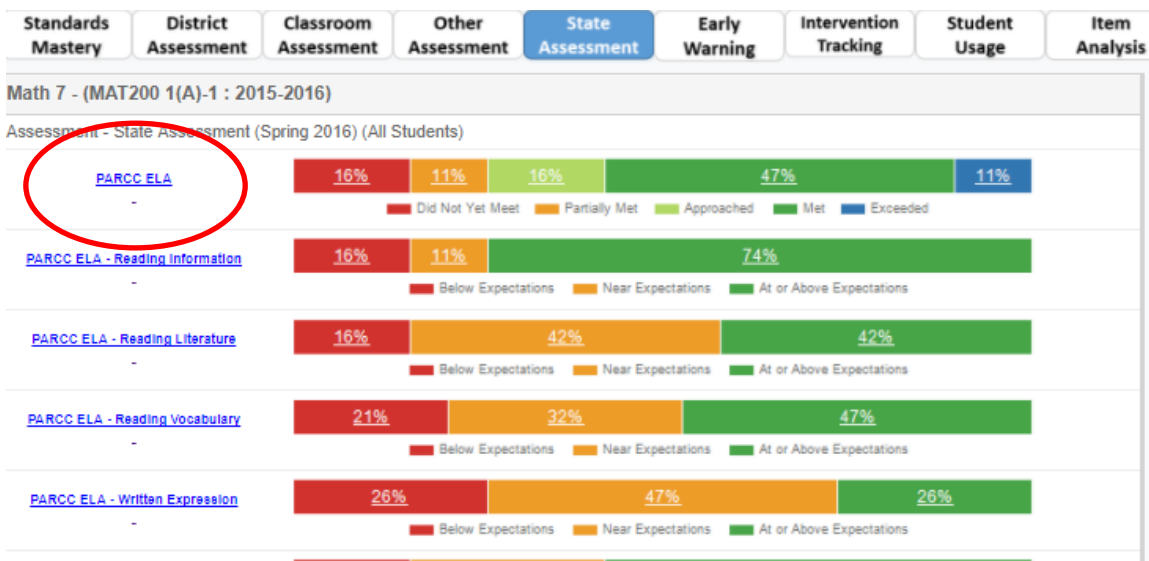
How Do I View Results for State Assessments?

This data derives from the state-mandated assessments administered in your district annually. District administrators determine the types of data available within the system.

- ❑ Select 'State Assessment' form the top of the list provided in the data dashboards column.

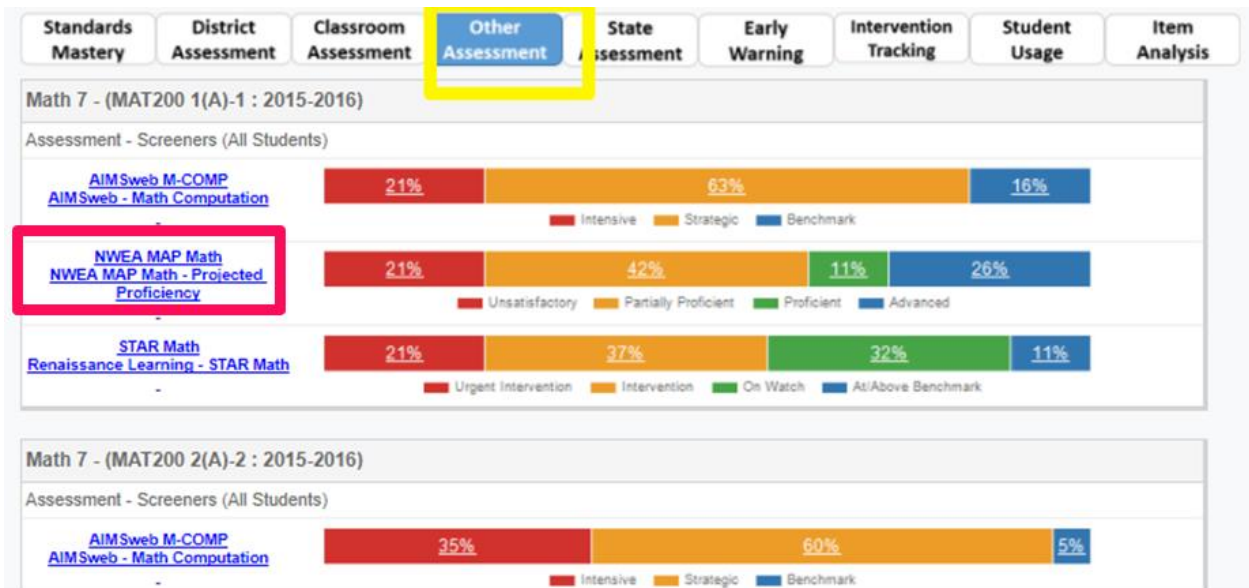


- ❑ You can click on the blue link to the left to drill further into the data. Likewise, you can click on the bar graphs to view student lists and greater detail.



How Do I View Results for Assessments Students Have Taken Outside of FocalPointK12? (such as publisher-created assessments used by your district/school)

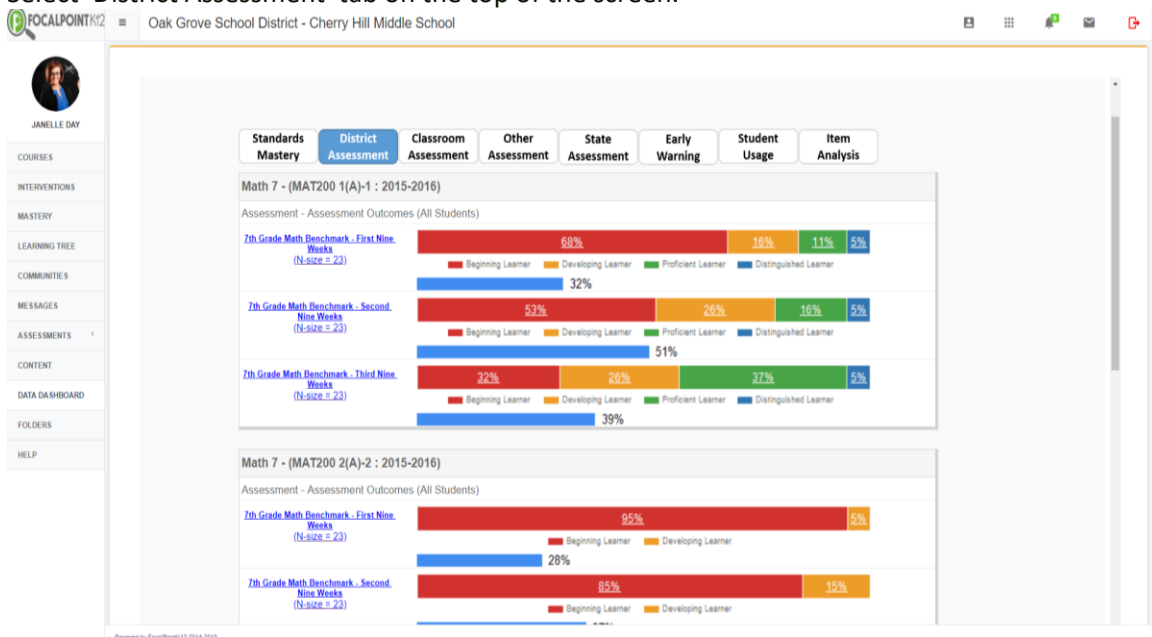
- ❑ Select 'Other Assessment' on the top of the screen and drill down to view the reports further.
- ❑ You can click on the blue link to the left to drill further into the data. Likewise, you can click on the bar graphs to view student lists and greater detail.



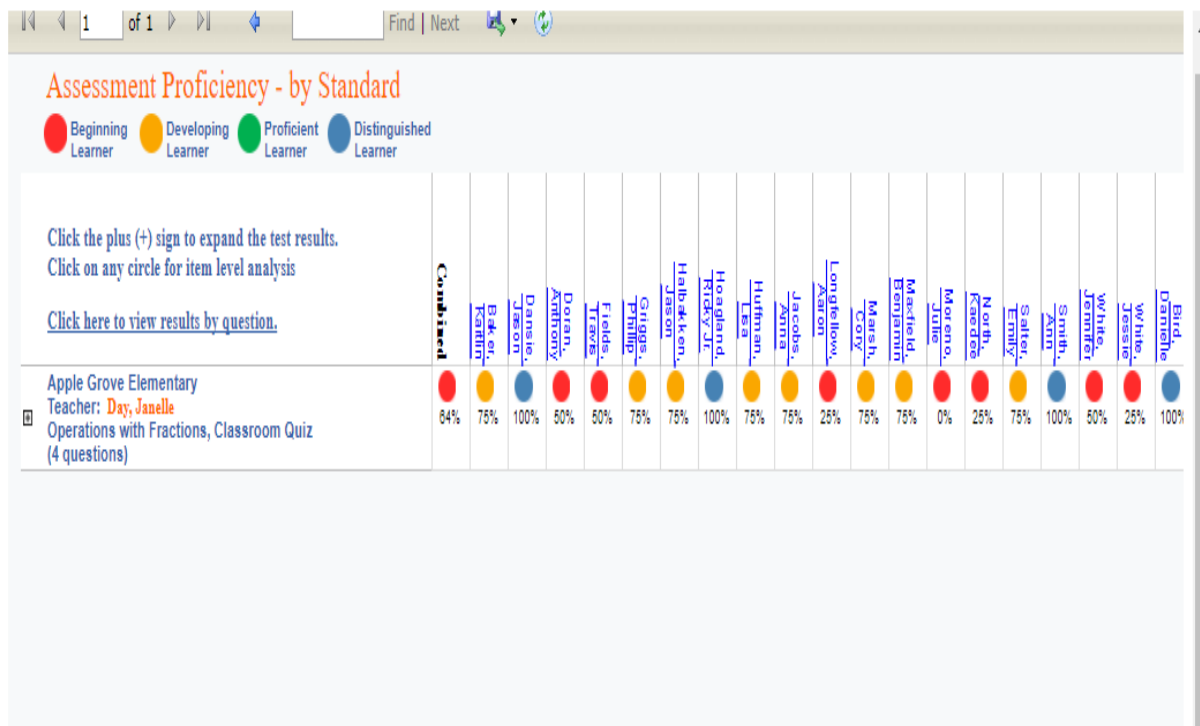
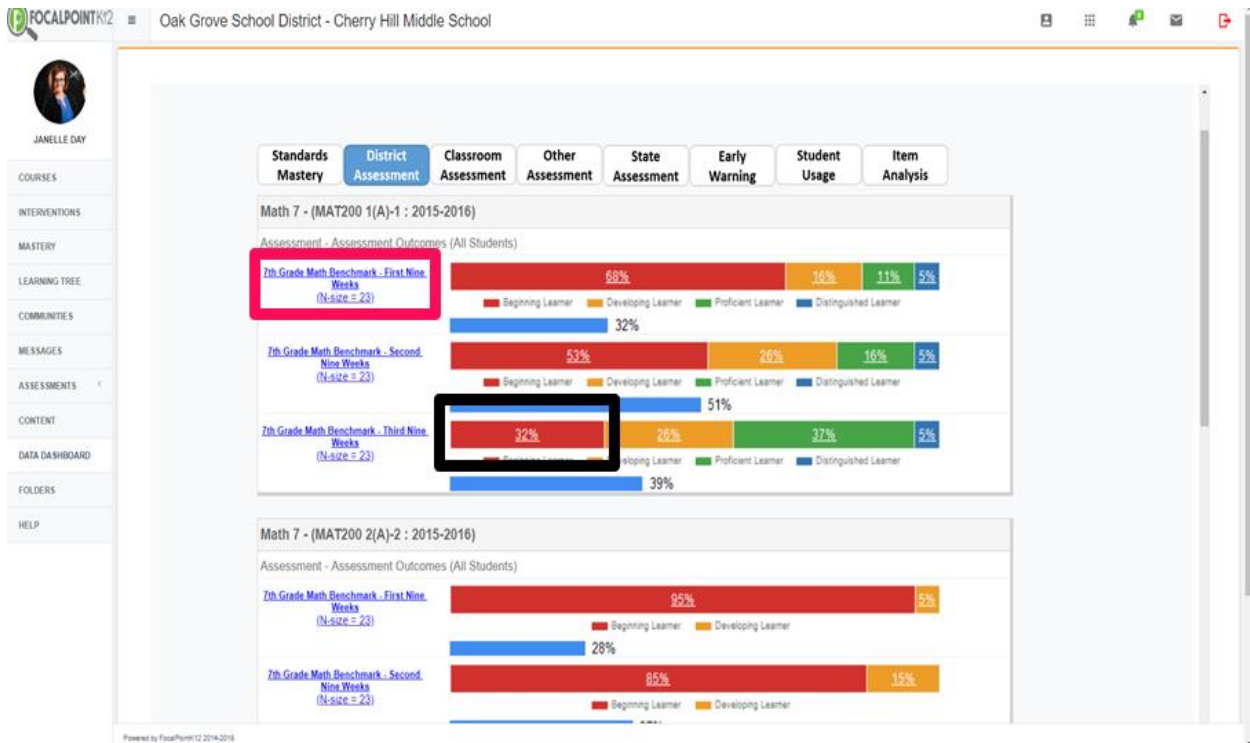
How Do I View Results for District Assessments?

This data derives from assessments created at the district level and assigned to students across multiple schools/classes.

- ❑ Select 'District Assessment' tab on the top of the screen.



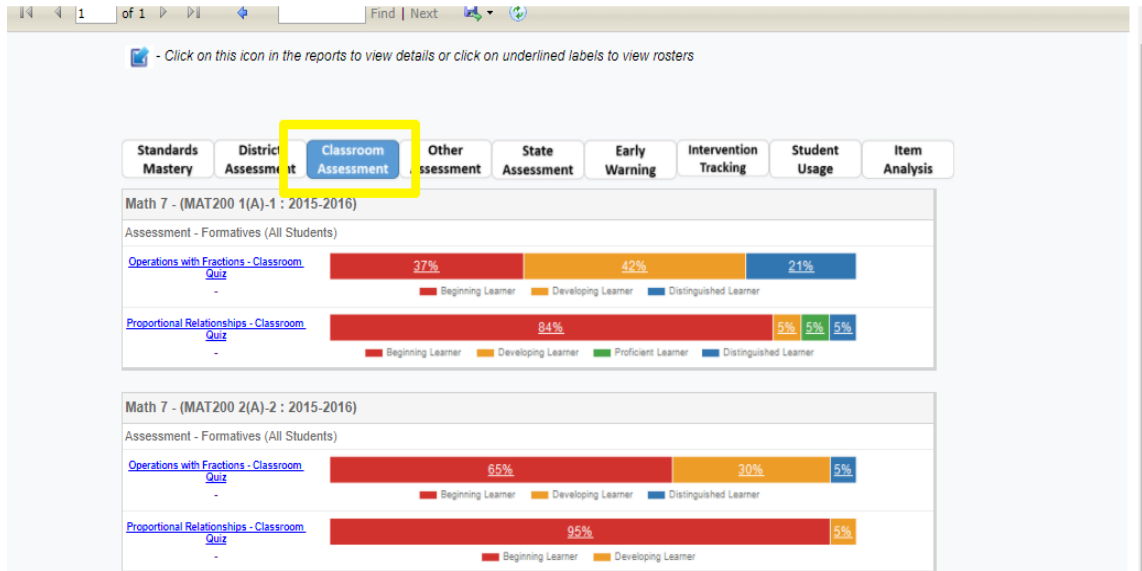
- You can click on the blue link to the left to drill further into the data. Likewise, you can click on the bar graphs to view student lists and greater detail.



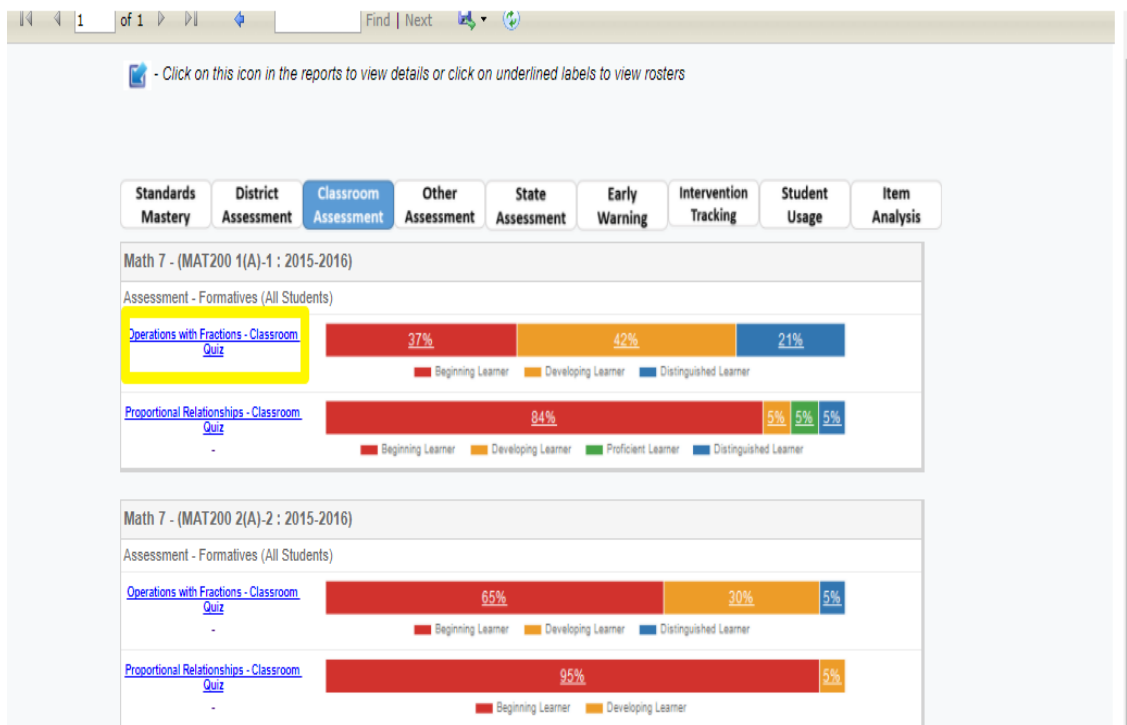
How Do I View Results for Classroom Assessments?

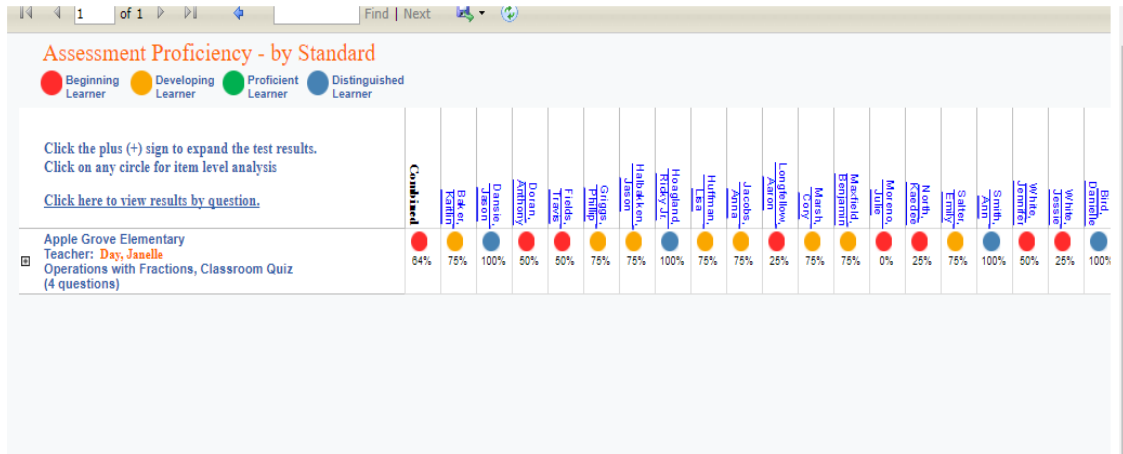
This data derives from assessments/quizzes you have created and assigned to your students.

- ❑ Select 'Classroom Assessment' tab on the top of the screen.



- ❑ You can click on the blue link to the left to drill further into the data. Likewise, you can click on the bar graphs to view student lists and greater detail.

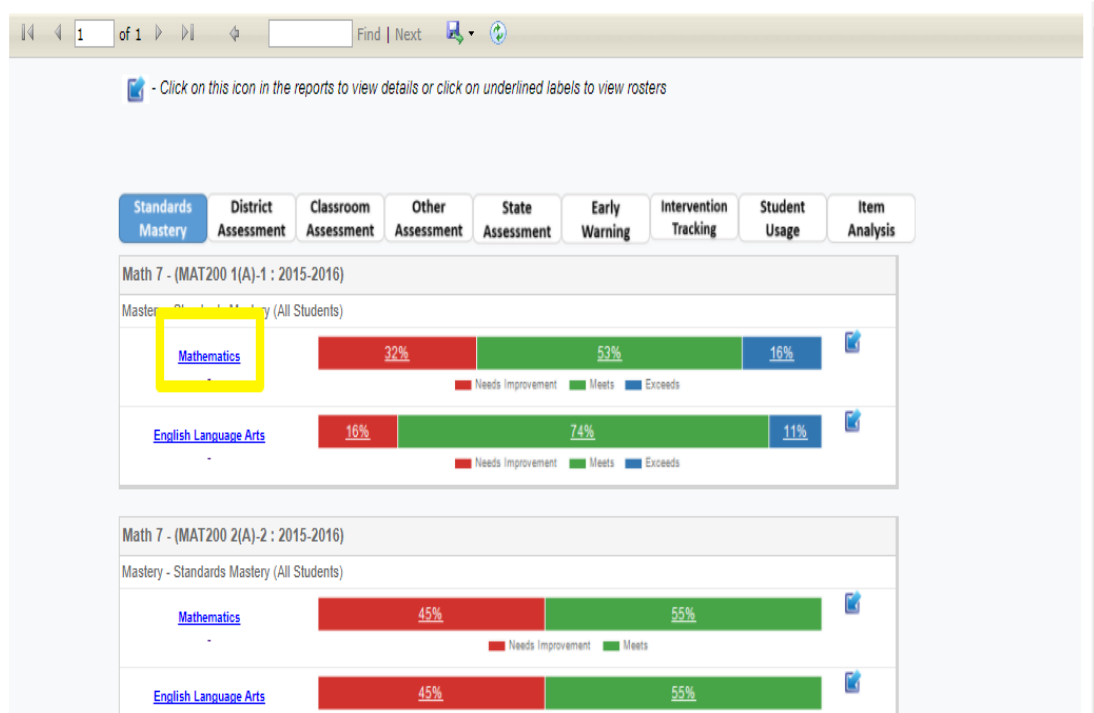




Viewing Standards

How Do I View Standards Progress Monitoring?

- ❑ Teachers can review their student standards progress from their Standards Proficiency tile.
- ❑ Once you have logged in to view the performance by clicking 'Standard Mastery' tab, please click on the tab as shown below (each subject) to drill down to view more details.



Grade 07 - Mastery - Standards
Mastery (All Students)
All Students
Mathematics (Mathematics)
All Performance Levels

Apple Grove Elementary (19 students)

Name	Grade	Gender	Mathematics	CCSS Math Content 7.EE.A	CCSS Math Content 7.EE.B	CCSS Math Content 7.G.A	CCSS Math Content 7.G.B	CCSS Math Content 7.NS.A	CCSS Math Content 7.RP.A	CCSS Math Content 7.SP.A	CCSS Math Content 7.EP.B	CCSS Math Content 7.SP.C
Baker, Kelly	07	M	Meets	Needs Improvement	Meets	Meets	Needs Improvement	Exceeds	Needs Improvement	Meets	Needs Improvement	Needs Improvement
Davis, Jason	07	M	Exceeds	Needs Improvement	Meets	Needs Improvement	Needs Improvement	Exceeds	Exceeds	Needs Improvement	Needs Improvement	Exceeds
Doran, Anthony	07	M	Meets	Exceeds	Meets	Needs Improvement	Needs Improvement	Meets	Meets	Needs Improvement	Needs Improvement	Meets
Fuchs, Tracy	07	F	Needs Improvement	Exceeds	Meets	Meets	Meets	Meets	Needs Improvement	Meets	Exceeds	Meets
Groves, Philip	07	F	Meets	Needs Improvement	Exceeds	Needs Improvement	Meets	Exceeds	Meets	Needs Improvement	Meets	Needs Improvement
Hickerson, Jason	07	M	Exceeds	Exceeds	Meets	Needs Improvement	Meets	Exceeds	Exceeds	Meets	Meets	Meets
Hughes, Ricky Jr	07	M	Meets	Meets	Exceeds	Meets	Meets	Exceeds	Meets	Meets	Meets	Meets
Huffman, Lisa	07	M	Meets	Needs Improvement	Needs Improvement	Meets	Needs Improvement	Exceeds	Needs Improvement	Needs Improvement	Exceeds	Meets
Jacobs, Angie	07	M	Meets	Meets	Exceeds	Needs Improvement	Needs Improvement	Exceeds	Needs Improvement	Needs Improvement	Needs Improvement	Meets
Longshore, Aaron	07	M	Meets	Needs Improvement	Exceeds	Exceeds	Needs Improvement	Needs Improvement	Meets	Meets	Exceeds	Meets
Mason, Cory	07	M	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Exceeds	Meets	Needs Improvement	Needs Improvement	Meets	Needs Improvement
Murphy, Benjamin	07	F	Needs Improvement	Meets	Exceeds	Exceeds	Meets	Needs Improvement	Meets	Needs Improvement	Needs Improvement	Needs Improvement
Murphy, Julie	07	M	Needs Improvement	Meets	Needs Improvement	Meets	Meets	Needs Improvement	Meets	Needs Improvement	Meets	Meets
Nath, Kandice	07	M	Needs Improvement	Meets	Needs Improvement	Needs Improvement	Meets	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement
Reiter, Emily	07	F	Exceeds	Exceeds	Exceeds	Exceeds	Needs Improvement	Exceeds	Meets	Meets	Needs Improvement	Needs Improvement
Smith, Amy	07	M	Meets	Needs Improvement	Needs Improvement	Meets	Meets	Exceeds	Needs Improvement	Meets	Needs Improvement	Needs Improvement
White, Jennifer	07	M	Meets	Needs Improvement	Meets	Needs Improvement	Needs Improvement	Meets	Needs Improvement	Meets	Exceeds	Needs Improvement
White, Jesse	07	M	Needs Improvement	Exceeds	Needs Improvement	Meets	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement	Needs Improvement
Wolowitch, Daniela	07	F	Meets	Exceeds	Needs Improvement	Meets	Exceeds	Exceeds	Meets	Needs Improvement	Exceeds	Needs Improvement

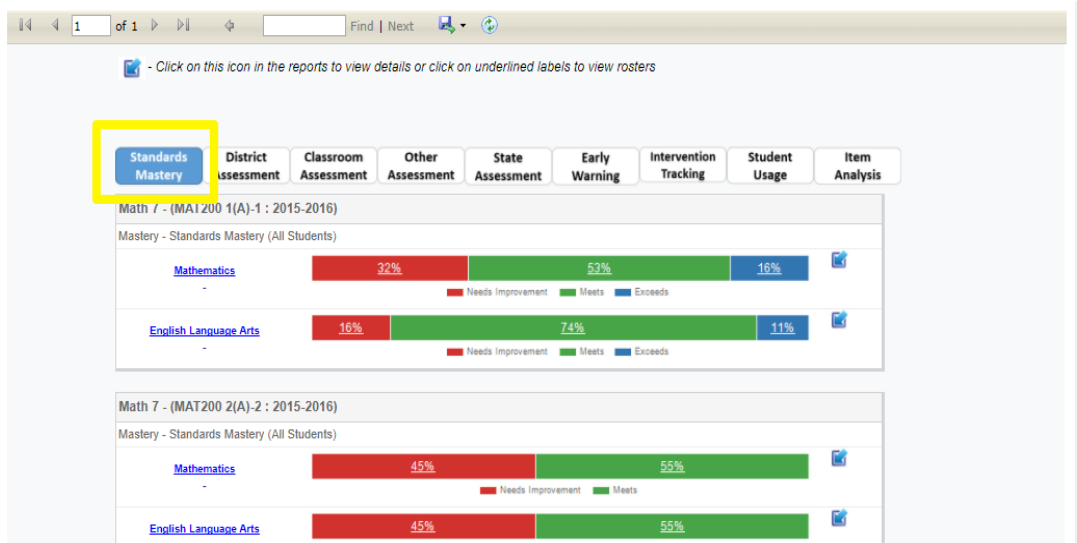
- ❑ These reports can be drilled down to view data of a student more clearly.

How Do I View Standards Mastery for A Subject?

- ❑ Teacher can review standards mastery for their students under Standards Proficiency tile.
- ❑ Once you have logged in, click on the 'Data Dashboards' on the left side of the screen.

The screenshot shows the FocalPointK12 interface for user Janelle Day. The top navigation bar includes the school name 'Oak Grove School District - Cherry Hill Middle School' and various utility icons. The main content area is titled 'Math 7 - Pre-Algebra' and has tabs for 'SUMMARY', 'ACTIVITIES', 'CONTENT', 'ANNOUNCEMENTS', 'GRADES', and 'CURRICULUM'. The 'SUMMARY' tab is active, displaying a 'GO Math' badge and a description of seventh grade mathematics. To the right, there are sections for 'Activities' (This Week) and 'Announcements' with a list of events. On the left sidebar, the 'DATA DASHBOARD' option is highlighted with a red box.

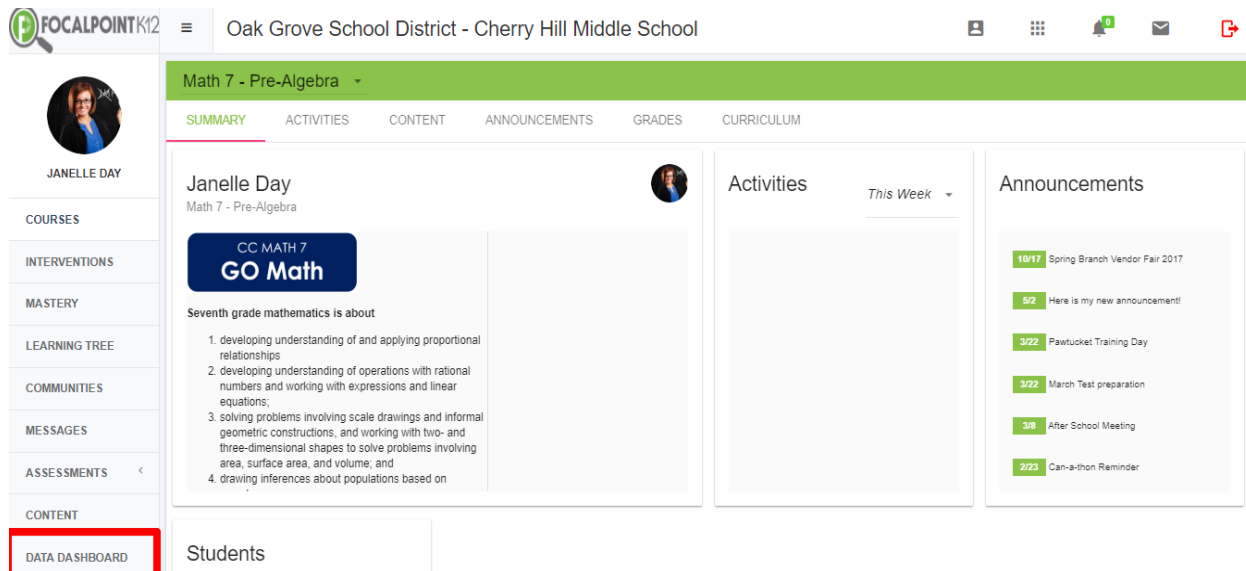
- ❑ Select 'Standard Mastery' on the top of the screen to view the reports based on the subjects.



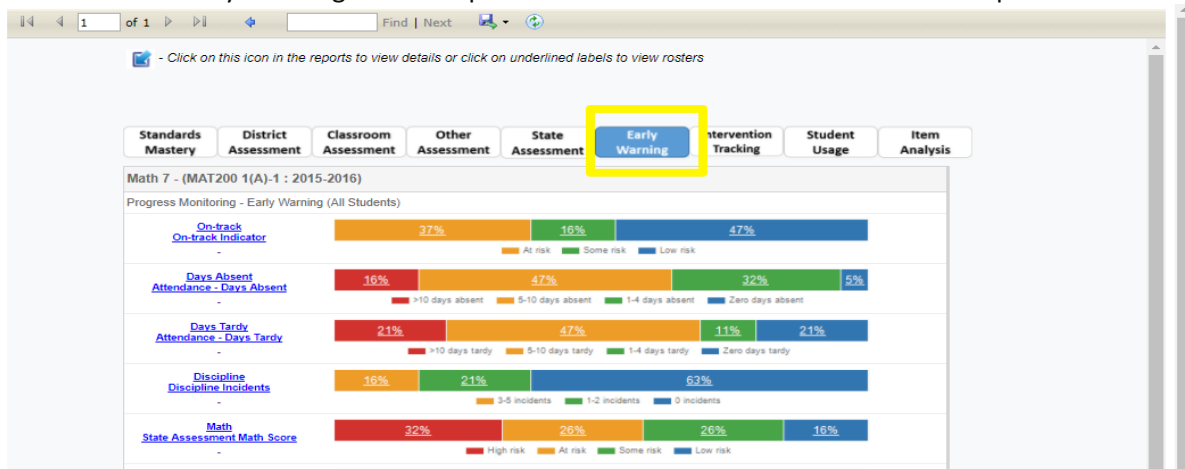
How Do I View the Early Warning System?

FocalPointK12's innovative Early Warning System gives educators real-time data, beyond just assessments, on all students allowing for quick interventions and support. District administrators determine the types of data available within the system.

- ❑ District/School administrators can review Early Warning Summary for their students by school, grade, subjects, fiscal year and subgroups.
- ❑ Once you have logged in, click on the 'Data Dashboards' on the left side of the screen.



- ❑ Select 'Early Warning' on the top of the screen and drill down to view the reports further.



Managing Interventions

How Do I Manage Interventions?

The FocalPointK12 software allows for educators to progress monitor both individual students and groups of students based upon various data. Teachers can add students to an intervention group, record notes on the student, and progress monitor student performance over time, while viewing timely relevant data in various formats.

- ❑ Click on the Interventions Tab, access interventions, and add students to groups.

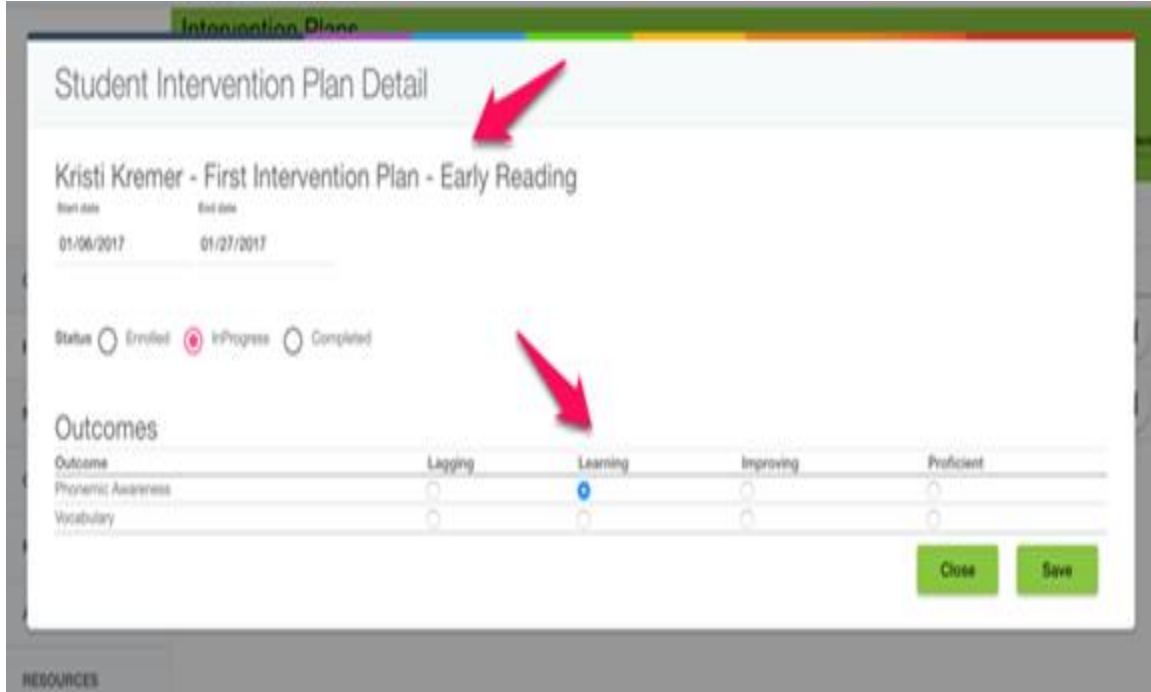
Intervention Plans

Plan for low performing Spanish students | Improve Spanish Grade

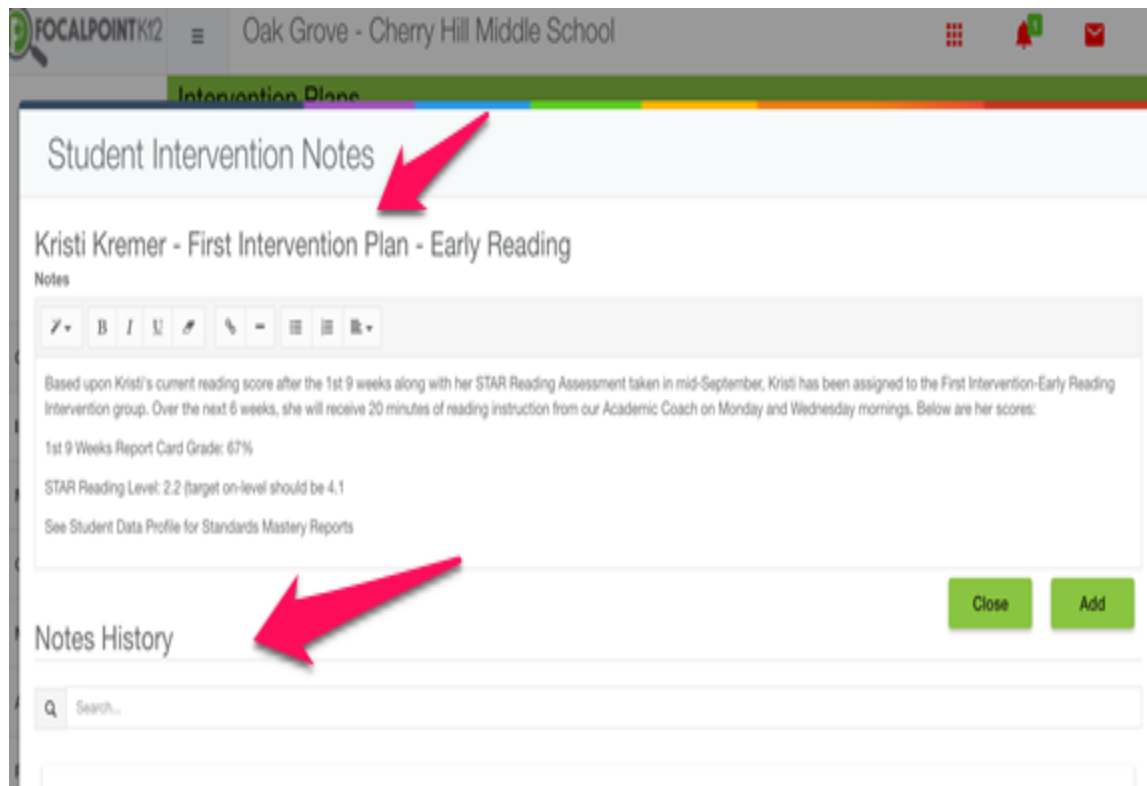
LEARN 10 NEW VOCABULAR... | DO ONLINE LESSON FOR GR... | TALK WITH CLASSMATES AN... | WATCH SPANISH MOVIES ON...

	Lagging	Learning	Improving	Proficient	
Jessie White	○	○	○	○	✎ 📅 ⓘ
Ashley Jackson	○	○	○	○	✎ 📅 ⓘ

- ❑ Progress monitor individual student performance while receiving interventions.



- ❑ Record anecdotal notes, set goals, and keep a running record of student performance over time.



- ❑ Add Intervention Plans to the program giving teachers the opportunity to select from a variety of interventions that address behavioral and academic needs.

Add/Edit Intervention Plan

Name
First Intervention Plan

Description
First Intervention Plan

24 / 2000

<input checked="" type="checkbox"/> Early Reading	Intervention program to support early reading
<input type="checkbox"/> Read Naturally	Small-group instruction to teach phonemic awareness, phonics, high-frequency words, and fluency.
<input type="checkbox"/> Think Time	Decrease disruptive behavior in students as well as increase student engagement
<input type="checkbox"/> SuccessMaker Math	Math Intervention program for Elementary school
<input type="checkbox"/> DXL Math for Grade 1	DXL Learning program as an intervention program for students from kindergarten through 8th grade who need additional support in math.
<input type="checkbox"/> BrainPop ASP	BrainPop ASP

How Do I Get Resources for Self-Learning?

- ❑ From the 'Standards Mastery' tab, teachers can get standards-specific digital resources for student self-learning.

Oak Grove School District - Cherry Hill Middle School

JANELLE DAY

Standards Mastery | District Assessment | Classroom Assessment | Other Assessment | State Assessment | Early Warning | Student Usage | Item Analysis

Math 7 - (MAT200 1(A)-1: 2015-2016)

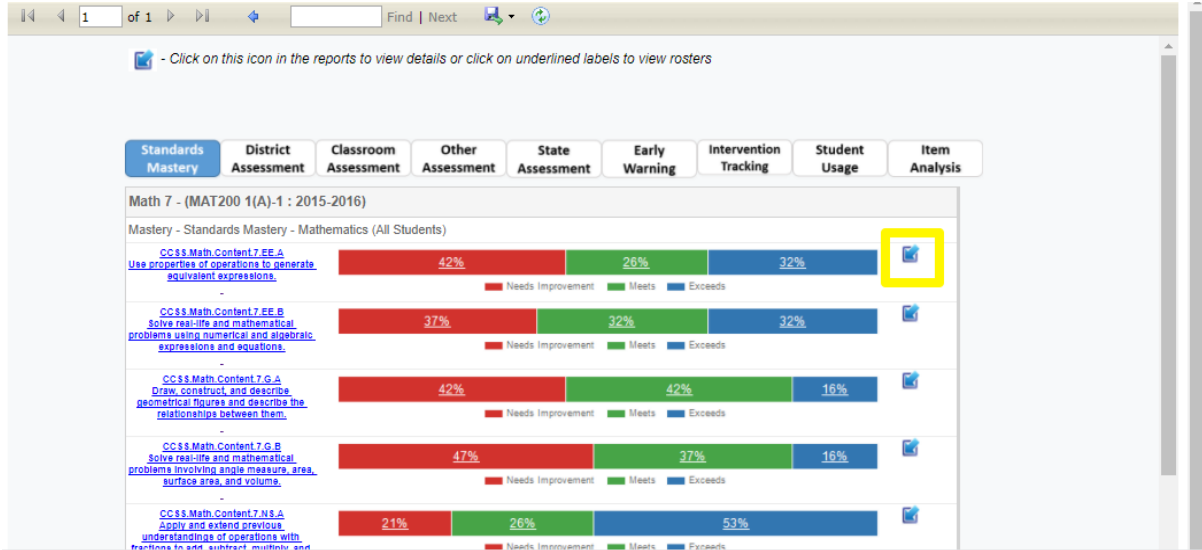
Subject	Needs Improvement	Meets	Exceeds
Mathematics	32%	53%	16%
English Language Arts	16%	74%	11%

Math 7 - (MAT200 2(A)-2: 2015-2016)

Subject	Needs Improvement	Meets
Mathematics	45%	55%
English Language Arts	45%	55%

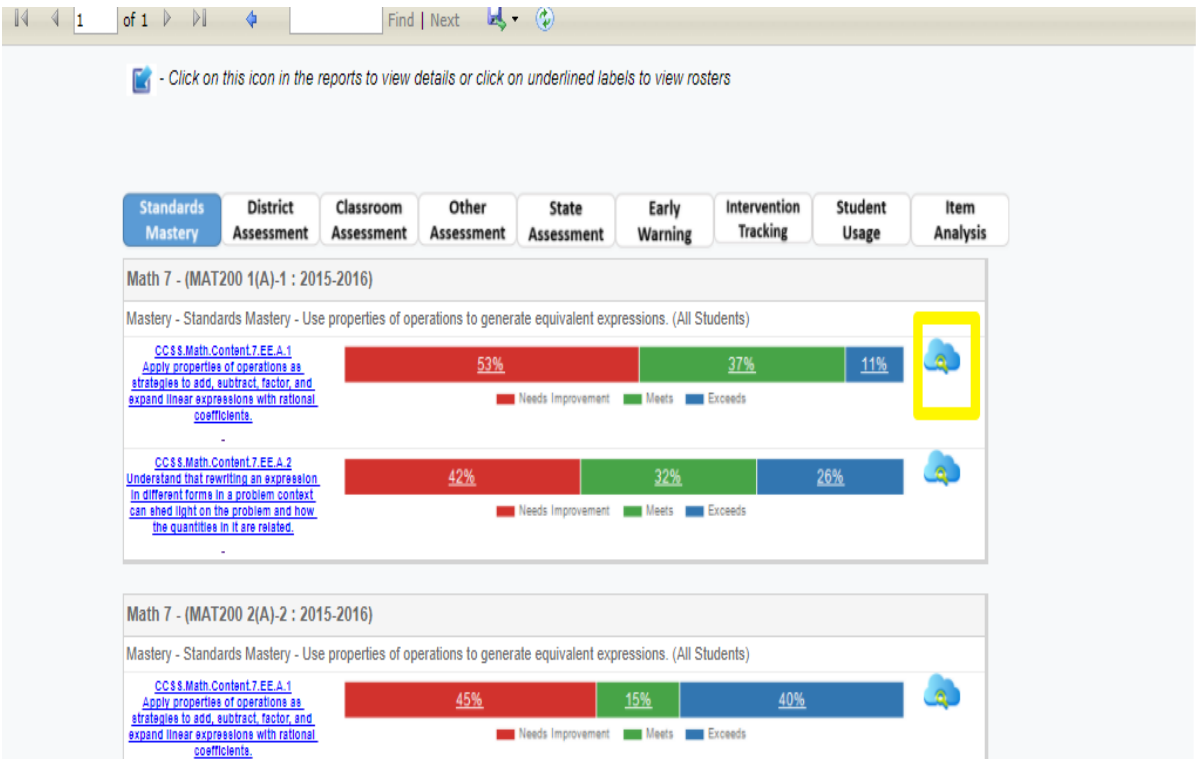
Powered by FocalPointK12 2014-2015

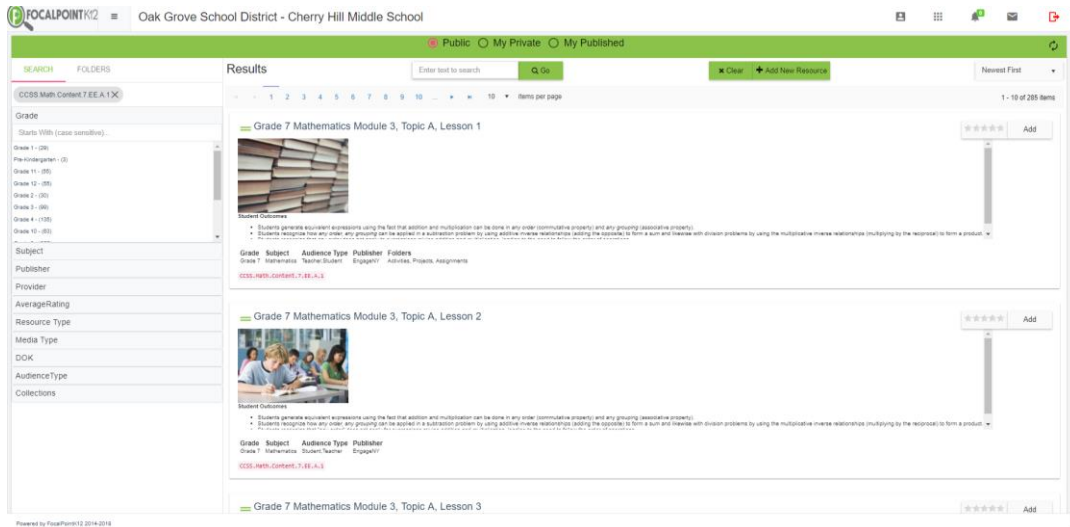
- Click on the blue arrow in the far-right column.



- That will take you to a screen like the one below. Click the Cloud button next to the standards to get resources for self-learning.

Note: FocalPointK12's platform will generate the appropriate resources behind this 'Cloud' icon for students based upon student performance.

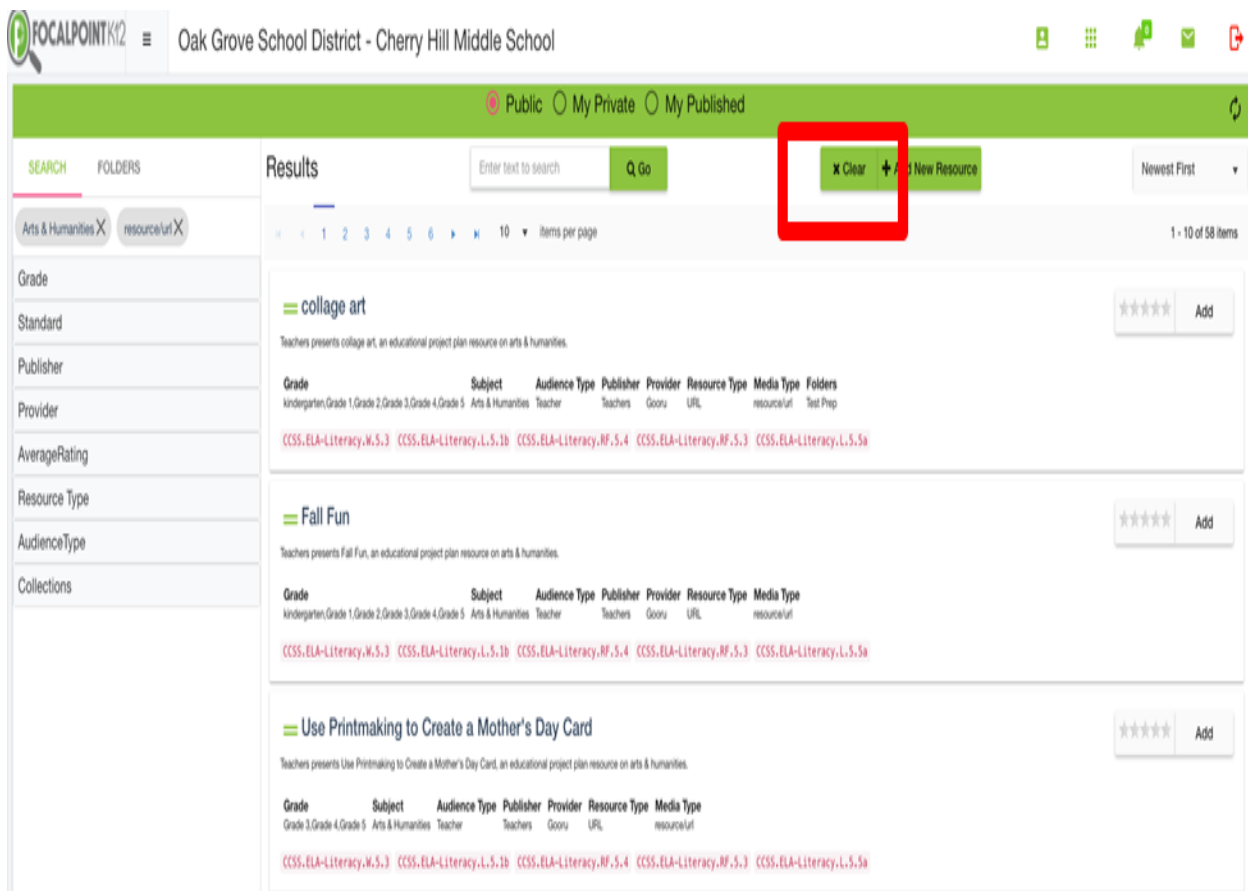




Lens™ Navigation Tips

How do I clear a search & start over?

- ❑ To clear a search & start over, select the 'Clear' tab at the top of the page.



How do I access the menu on the left side of the page?

- ❑ Select the 'Menu' icon to expand/collapse various tools/tabs within Lens™. You can hide these tools when working in FocalPointK12 at any time by clicking the icon again.

The screenshot shows the FocalPointK12 interface for a user named Janelle Day. On the left, there is a vertical navigation menu with options: COURSES, INTERVENTIONS, MASTERY, LEARNING TREE, COMMUNITIES, MESSAGES, ASSESSMENTS, and CONTENT. The main area displays the user's profile, a 'GO Math' badge, and a list of activities including 'Our First CR Test Spring 2018' and 'Leona QA test'. There is also an 'Announcements' section on the right.

How do I get back to the 'homepage' when using FocalPointK12?

- ❑ Select the FocalPointK12 logo OR your district/school logo located above your profile picture on the top left side of the page.

This screenshot shows the search results page. The FocalPointK12 logo in the top left corner is highlighted with a red box. The page displays search results for 'collage art', 'Fall Fun', and 'Use Printmaking to Create a Mother's Day Card'. Each result includes a star rating, an 'Add' button, and a table of metadata such as Grade, Subject, Audience Type, Publisher, Provider, Resource Type, and Media Type.

Managing your Account Settings & Profile

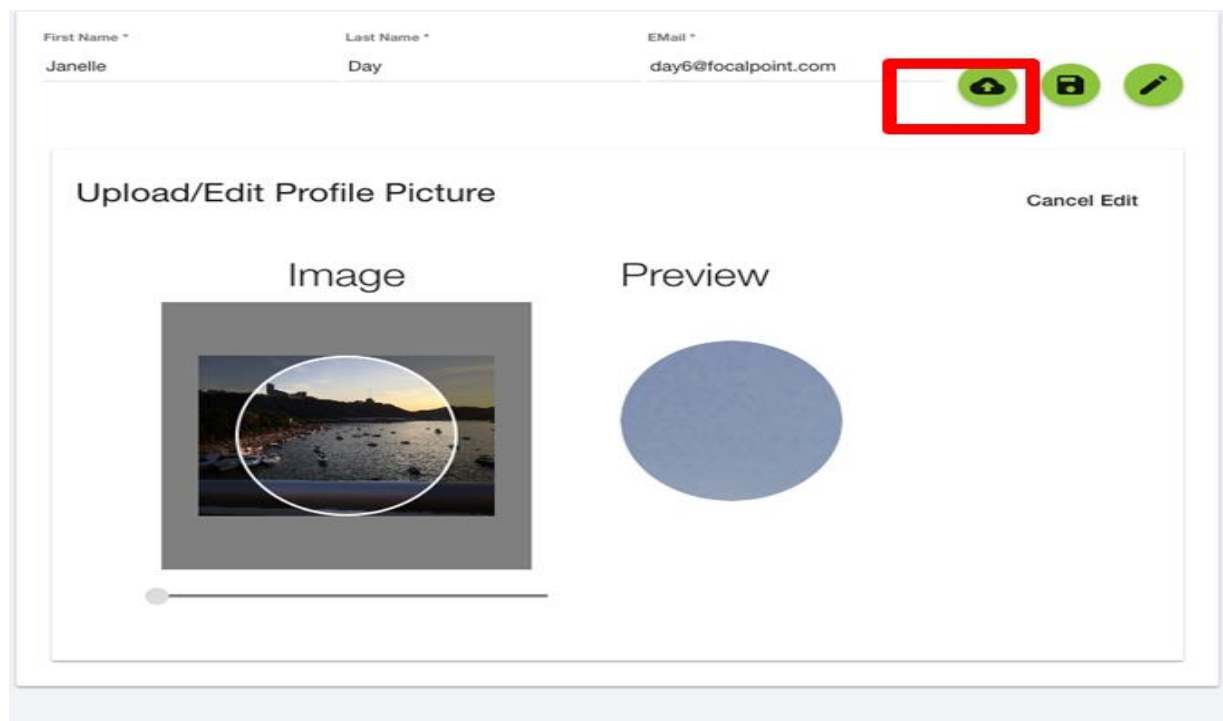
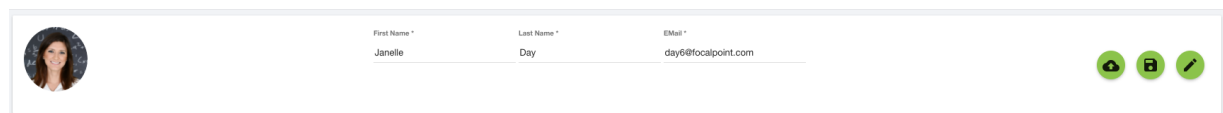
How do I view/edit my profile?

- ❑ To view/edit profile, select the 'My Profile' icon located at the top right side of the page.



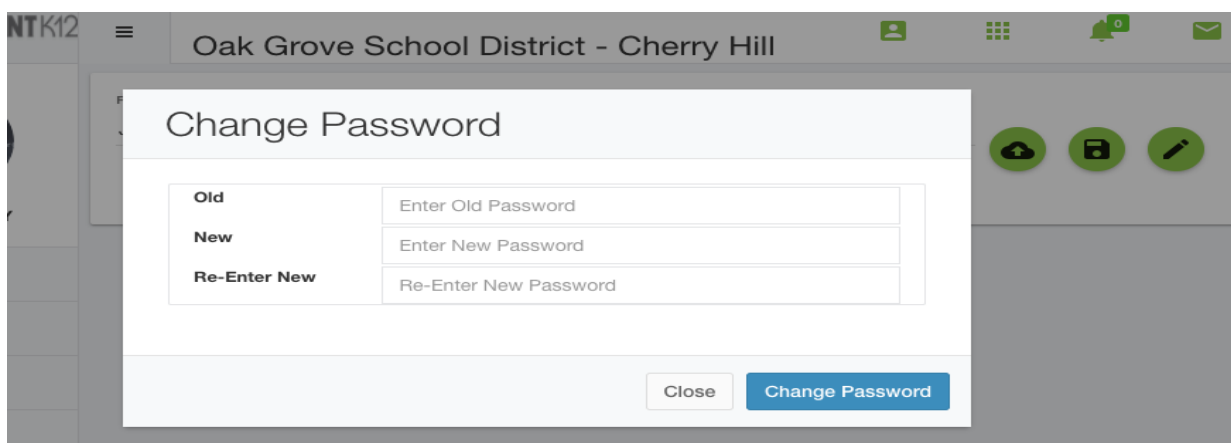
How do I post a picture/avatar to personalize my page?

- ❑ To post a picture/avatar to personalize your page, select the 'My Profile' icon, and the 'Upload Photo' icon which is a black cloud with a green arrow.
- ❑ Attach picture, preview, and select the 'Save Profile' icon which is a black disk.



How do I edit/change my password?

- ❑ To edit/change your password, select the 'My Profile' icon and then the pencil icon. Enter your old password, then enter your new password. Confirm by re-entering your new password. Click the blue 'Change Password' tab to complete.



Customer Support & Help Desk Contact Information

- ❑ FocalPointK12 is committed to providing the best customer service, support and training for its customers. The key to successful implementation is targeted support and timely professional development.
- ❑ FocalPointK12 provides user support in multiple formats including: on-site, phone, email and online support; providing a flexible model to support district needs.
- ❑ **Live chat** with FocalPointK12 representatives during business hours. 24/7, access to **online support** modules to include all materials used in on- site training, best practices, train-the trainer models, and instructional videos.
- ❑ **Email & phone** support with 24-hour response time on all inquiries.

Video tutorials & technical support documents

- ❑ To access video tutorials, technical manuals, Recorded Webinars, and other supporting documents as you use the AssessCloud™ Platform, click on the 'Help' Tab located in the toolbar on the left side of the page.

JANELLE DAY

- COURSES
- INTERVENTIONS
- MASTERY
- COMMUNITIES
- CURRICULUM PLANNER
- MESSAGES
- ASSESSMENTS <
- CONTENT
- DATA DASHBOARD
- DATA WAREHOUSE <
- FOLDERS
- HELP**

Math 7 - Pre-Algebra

- SUMMARY
- ACTIVITIES
- CONTENT
- ANNOUNCEMENTS
- GRADES
- CURRICULUM

Janelle Day
Math 7 - Pre-Algebra

CC MATH 7 GO Math Seventh grade mathematics is about

- developing understanding of and applying proportional relationships
- developing understanding of operations with rational numbers and working with expressions and linear equations;
- solving problems involving scale drawings and informal geometric constructions, and working with two- and three-dimensional shapes to solve problems involving area, surface area, and volume; and
- drawing inferences about populations based on samples.

Key Areas of Focus for Grade 7:
Ratios and proportional reasoning; arithmetic of rational numbers

Assignments	20%
Quizzes	20%
Discussions	2%
Participation	10%
Tests	20%
Exams	30%

Students

	Joshua Brown	90%	
	Kathryn Pettit	90%	

FOCALPOINTK12 SUPPORT COMMUNITY

AssessCloud

ContentCloud

Lens

Communities

General

Maine - MAARS Platform

Promoted articles

- [AssessCloud Teacher Manual](#)
- [How to Add Other Resources to a Canvas Course](#)

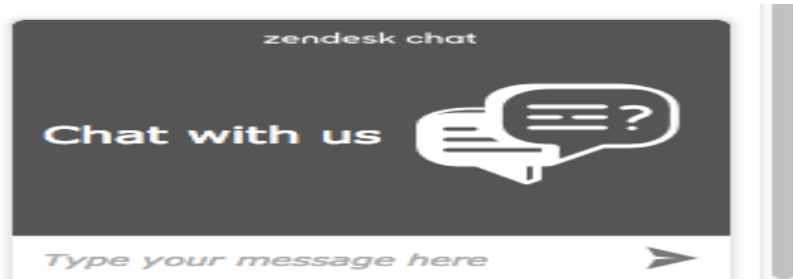
zendesk chat

Chat with us

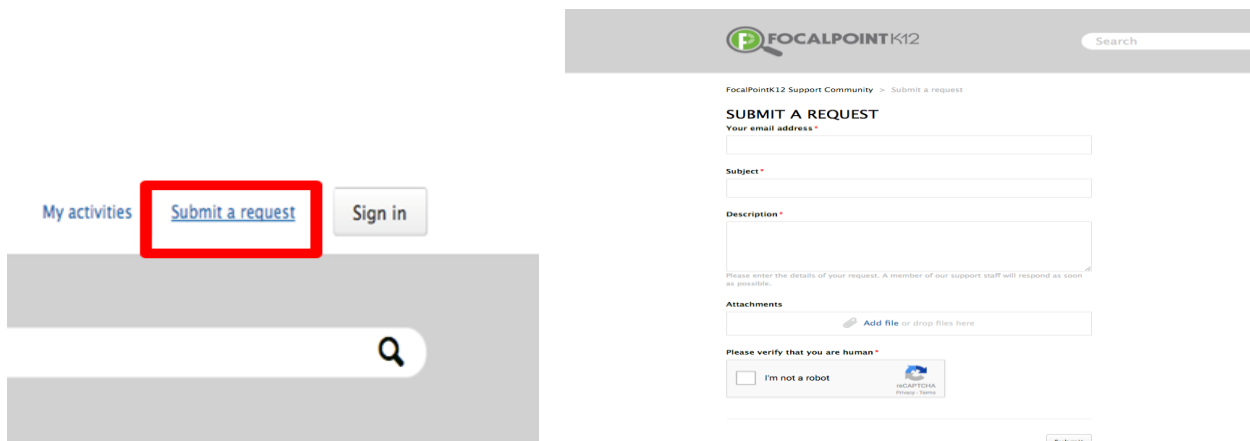
Type your message here

Live Chat & Help Desk Contact Information

- ❑ Live Chat is available for teachers needing support during standard the hours of 8AM-5PM Monday-Friday. Live Chat can be accessed by selecting the 'Help' Tab on the navigation toolbar. The Live Chat window is in the bottom right corner of the page.



- ❑ Teachers & Staff can submit a request to FocalPointK12 at any time. To submit a request, click the 'Submit a Request' link in the Help section of the platform, complete the form, and FocalPointK12 will respond and address your inquiry.



- The **FocalPointK12 support site** can also be reached at:
<https://focalpointk12.zendesk.com>
- To speak with a **Customer Support Representative**, please call:
[866.377.4265 ext. 1](tel:866.377.4265)
- **Customer Support** can be reached via email at:
support@focalpointk12.net

