



## Quick Start Lens Guide

### EQ 1: How Do I Access Lens?

- ❑ Navigate to the 'Data Dashboard' link found in the menu that appears on the left side of your screen.
- ❑ 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 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'.
- ❑ As you drill through reports, you can select the small 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.

### EQ 2: 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 at 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.

**EQ 3: 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.

**EQ 4: 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.

**EQ 5: 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.

### **EQ 6: 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.
- ❑ These reports can be drilled down to view data of a student more clearly.

### **EQ 7: 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.
- ❑ Select 'Standards Mastery' on the top of the screen to view the reports based on the subjects.

### **EQ 8: 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.

### **EQ 9: 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.
- ❑ 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.

### **EQ 10: How Do I Get Resources For Self-Learning?**

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