

EdSight Secure Reports

Connecticut State
Department of Education

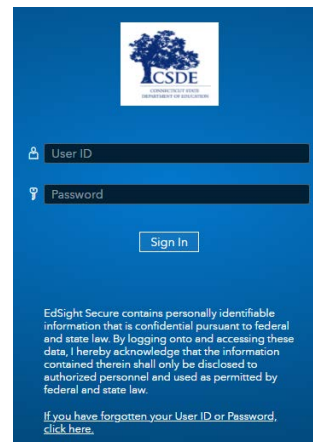


Introduction and Overview

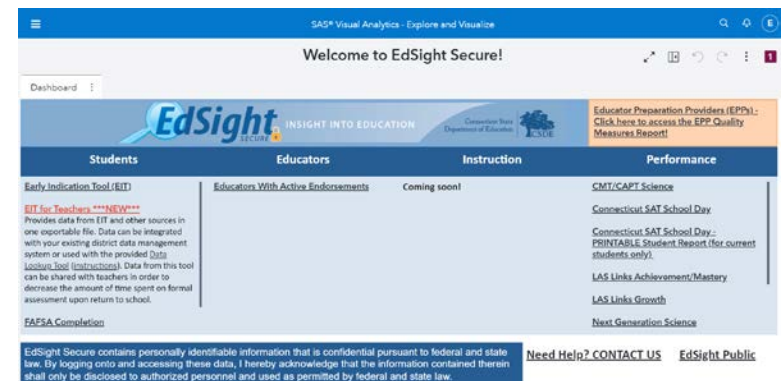
EdSight-secure is a data analytics and visualization tool. It is provided by the CSDE to authorized data analysts in public schools districts. It allows users to apply a variety of filters to the data, create charts and cross tabs, study trends, and identify students that need additional support — all with the goal of facilitating informed decision-making that improves student engagement and student outcomes.

Logging into EdSight Secure

1. Navigate to the Portal Applications website, <https://csde.ct.gov> * OR Log in directly to EdSight Secure <https://secure-edstight.ct.gov>



2. You will arrive on the Dashboard, where you can select data to review.

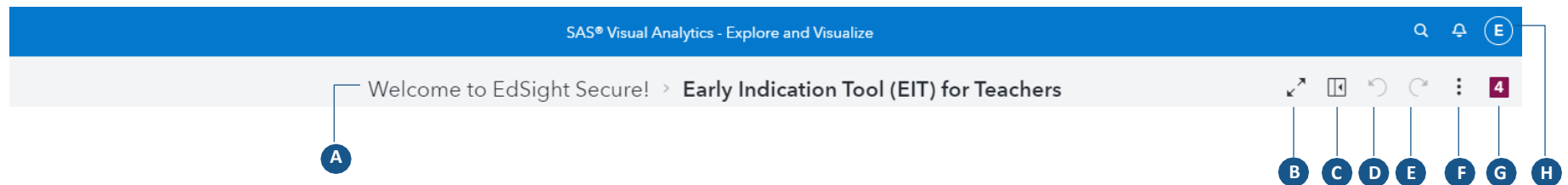










*If you are trying to log in here but get the Log Out page, please follow these steps:

1. If you are using a saved favorite, check the properties to ensure the address was properly saved. (Right click on the favorite and go to properties, double-check the URL, and enter <https://csde.ct.gov>)
2. Close all windows and tabs in your browser (IE, Google Chrome, or Firefox).
3. Reopen the session and click on the link above directly or on your newly saved favorite.

Navigating the Reports

Once you log in, you will see the following highlighted navigation buttons:

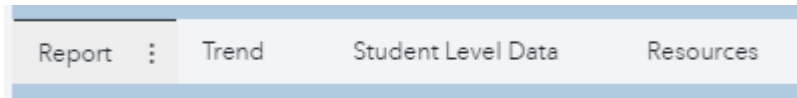


A		Interactive breadcrumbs (click to navigate to previous reports)
B		Enter fullscreen mode
C		Show side pane (contains report information)
D		Undo
E		Redo
F		Menu (open and close report, restore default report state, print)
G		Opened reports (navigate between opened reports or close reports)
H		User name icon (selecting the icon allows you to sign out)

Tip: To conserve resources, close a report when you are finished viewing it.

Using Tabs

There are multiple tabs in each report. Most reports include the following four tabs.

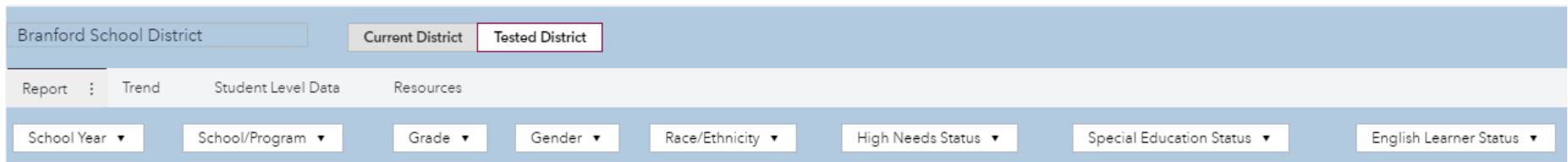


- 1. Report:** An interactive bar chart where you can create a cross-tab with various subgroup filters and then export/print/save student level data.
- 2. Trend:** An interactive line chart where you can select various subgroup filters and then export/print/save student level data.
- 3. Student Level Data:** An interactive spreadsheet where you can apply various subgroup filters and then export/print/save student level data.
- 4. Resources:** Related reports, how-to documents and documentation specific to the report area.

1 Report Tab

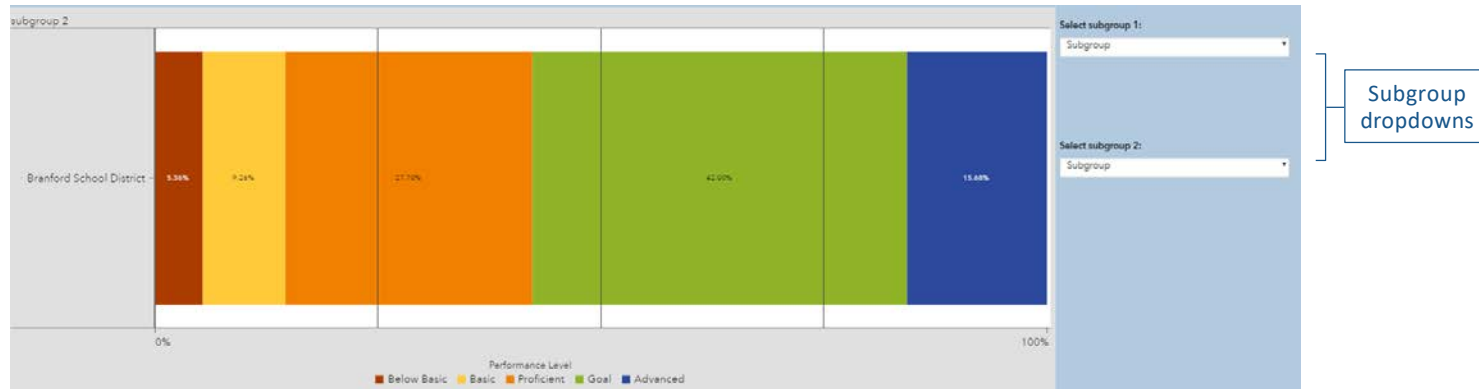
When you open an assessment **Report** tab, you will see a button bar with the following choices:

- A. Current District:** Only includes students who are currently in your district, regardless of where they tested
- B. Tested District:** Only includes students who tested in your district



Each report will have filters across the top. These filters allow you to create a subset of student-level data for export. Some filters will allow for multiple selections such as school and grade. When you make a filter selection, it is added to the “Filter =” phrase below the filters.

If you would like to run a **comparison report**, you should use the **subgroup dropdowns** on the right-hand side of the chart. You can select a combination of subgroup 1 and 2, and then further use the filters across the top to narrow down the visual display.



For example, if you want to look at two schools by gender, select **school** in subgroup 1 and **gender** in subgroup 2. Then move to the filters to select the two schools that you would like to see in the chart.



2 Trend Tab

Some of the reports will display a **Trend** tab. These line charts allow filter interactions just like the Report tab. These filters allow you to create a subset of student-level data for export. Some filters will allow for multiple selections such as school and grade. When you make a filter selection, it will be added below the filters.



3 Student Level Data Tab

In the **Student Level Data** tab you can create a complete export of current or tested history of student level data. This tab allows filter interactions just like the Report tab. These filters allow you to create a subset of student-level data for export. Some filters will allow for multiple selections such as school and grade. When you make a filter selection, it will be added below the filters.

Branford School District Current District Tested District

Report Trend **Student Level Data** Resources

School Year School/Program Grade Performance Level Gender Race/Ethnicity High Needs Status Special Education Status English Learner Status

Filter = 'Tested District'

SASID Search Name Search

Filter	School Year	Reporting District Code	Reporting District Name	School Code	School Name	First Name	Middle Name	Last Name	SASID	Date of Birth	Grade	Special Education Status	English Learner Status	Race/Ethnicity	Gender
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4 Resources Tab

This tab will give you any related reports or links that may be useful.

Exporting Data

In the **Report** tab, **Trend** tab, and **Student Level Data** tab, you can export your data.

If you want to export data on any tab in the report, you must **hover over the top right of the chart or data table**. Three vertical dots will appear. Once you click the dots, you will see the following choices: **save image**, **export data**, and **print object**.

The diagram illustrates the process of exporting data from EdSight Secure Reports. It shows three types of data visualizations: a table, a line chart, and a stacked bar chart. Each visualization has a red circle highlighting three vertical dots in the top right corner. A blue box with an arrow points to these dots with the text "Click the three vertical dots". To the right, a menu box shows the options: "Save image", "Export data...", and "Print object...".


	Race/Ethnicity	Gender

Line chart showing data points: 256, 250, 251.

Category	Segment 1	Segment 2	Segment 3
1	47.95%	19.18%	21.92%
2	21.71%	52.66%	15.24%
3	31.32%	31.32%	21.98%
4	18%	21.67%	49.66%
5			11.29%

Click the three vertical dots

- Save image
- Export data...
- Print object...

If you are trying to export a large set of filtered data, you may see a warning message  in the lower right-hand corner of the data table. This simply means that you cannot view all of the records on the screen; however, you will be able to export all records using either the formatted or detailed options seen below.

Export Data

Rows:

Columns:

- Select all
- Filter
- School Year
- Reporting District Code
- Reporting District Name
- School Code
- School Name
- SASID

Options:

- Formatted data
- Detailed data

File type:

Important Note: The range of rows shown in the Export Data dialog box *does not always reflect the full range of records that may be exported.*

In this example, the user has more than 30,000 records that she wishes to export. However, since 12,000 rows was the viewable limit in the data table, the dialog box incorrectly states that only 12,000 rows will be exported. In reality, the Excel import includes all 31,657 rows.

1	Filter	School Year	Reporting District Code
31653	Current District	2019-20	0930011
31654	Current District	2019-20	0930011
31655	Current District	2019-20	0930011
31656	Current District	2019-20	0930011
31657	Current District	2019-20	0930011