

BAISD Data Warehouse – General Layout

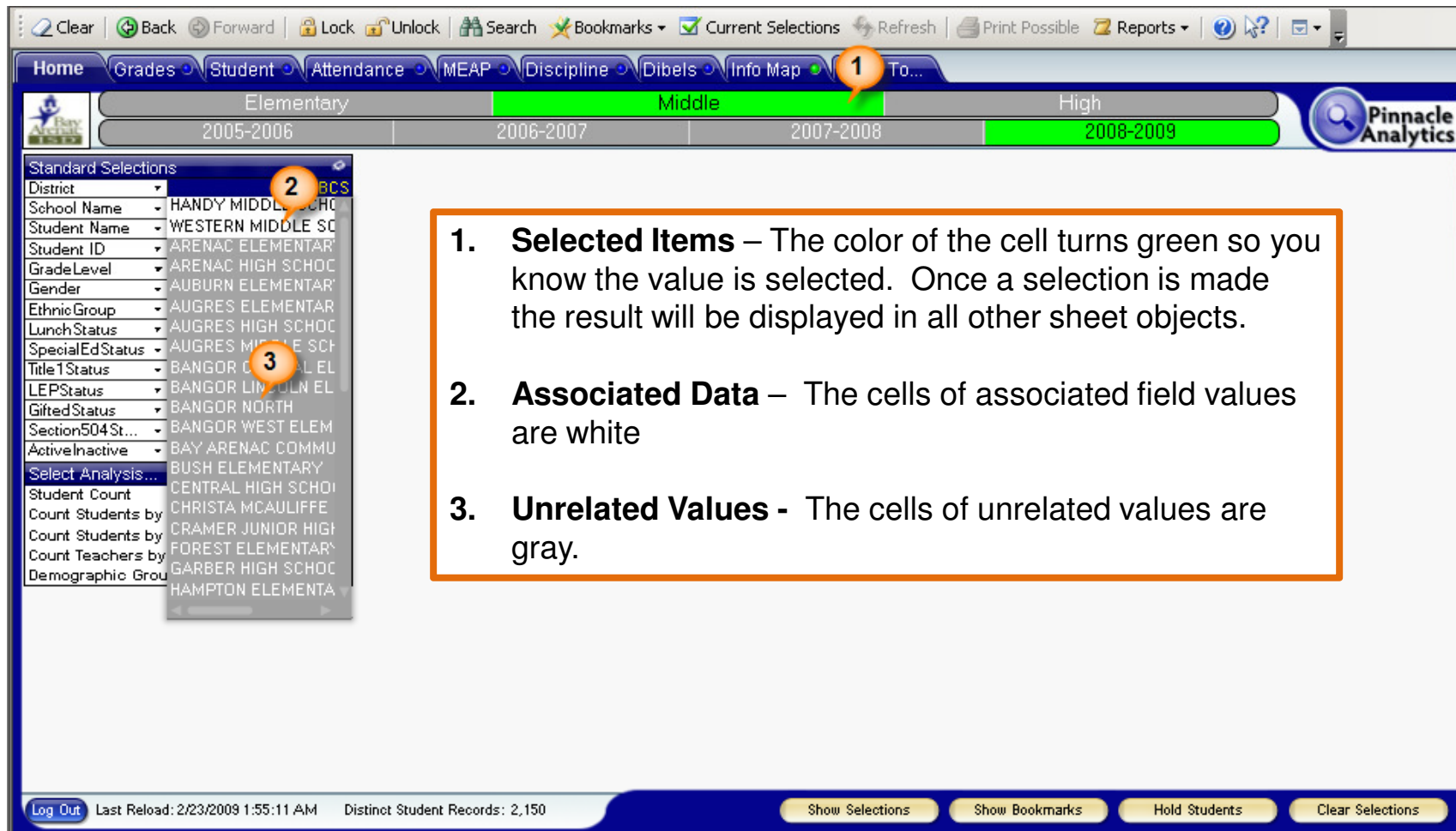
The screenshot shows the BAISD Data Warehouse web application interface. At the top is a browser toolbar with various icons. Below it is a navigation menu with tabs for Home, Grades, Student, Attendance, MEAP, Discipline, Dibels, Info Map, and How To... A district bar below the navigation menu allows selection of Elementary, Middle, or High school, and a year range (2005-2006, 2006-2007, 2007-2008, 2008-2009). On the left is a 'Standard Selections' list with radio buttons for various data points. Below that is a 'Select Analysis...' box with options like 'Student Count' and 'Count Students by Grade'. The bottom of the page features a status bar with 'Log Out', 'Last Reload: 2/23/2009 1:55:11 AM', 'Distinct Student Records: 29,610', and buttons for 'Show Selections', 'Show Bookmarks', 'Hold Students', and 'Clear Selections'. Five numbered callouts (1-5) point to the toolbar, navigation tabs, district bar, standard selections list, and analysis box respectively.

- 1. Toolbar** – Lists options available.
- 2. Navigation Tabs** – Each tab has graphs or charts related to the tab description.
- 3. District Bar** – Allows you to make selections based on Elementary, Middle and High School as well as the school year.
- 4. Selection Master** – Lists standard selections that are available on every tab.
- 5. Analysis Box** – The analysis box lists charts or graphs that are available.

BAISD Data Warehouse Training

Queries / Selections:

The main way to make a query is through the selection of fields values. When you make a selection, the program shows all the field values in the document that are related to the selected field value.



The screenshot shows the BAISD Data Warehouse interface. At the top, there is a navigation bar with tabs for Home, Grades, Student, Attendance, MEAP, Discipline, Dibels, Info Map, and To... A red circle with the number 1 is placed over the 'To...' tab. Below the navigation bar, there is a grid of buttons for selecting school levels and years. The 'Middle' level and the '2008-2009' year are highlighted in green. A red circle with the number 2 is placed over the 'Middle' button. Below the grid, there is a 'Standard Selections' list. A red circle with the number 3 is placed over the 'Title1 Status' item in the list. At the bottom of the interface, there is a status bar with a 'Log Out' button, a timestamp 'Last Reload: 2/23/2009 1:55:11 AM', the text 'Distinct Student Records: 2,150', and four buttons: 'Show Selections', 'Show Bookmarks', 'Hold Students', and 'Clear Selections'.

- 1. Selected Items** – The color of the cell turns green so you know the value is selected. Once a selection is made the result will be displayed in all other sheet objects.
- 2. Associated Data** – The cells of associated field values are white
- 3. Unrelated Values** - The cells of unrelated values are gray.

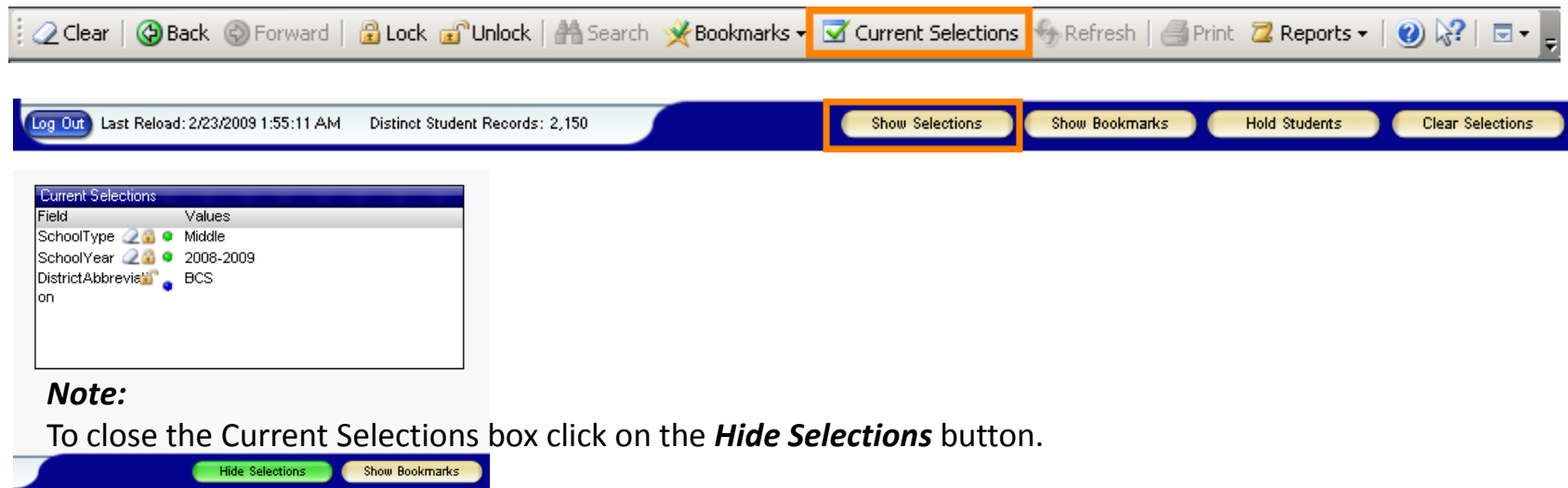
BAISD Data Warehouse Training

Selecting Multiple Items:

To select more than one item in the same list box, hold the CTRL key down while selecting additional values. If the items are next to each other you can hold the left mouse button down while dragging over them.

Keeping track of selections:

When you make many selections at the same time it can sometimes be hard to keep track of them. The **Current Selections** button on the Tool Bar or the **Show Selections** button at the bottom of the screen can be used to show what your selections are.



The screenshot shows the BAISD Data Warehouse interface. At the top, a browser toolbar includes buttons for Clear, Back, Forward, Lock, Unlock, Search, Bookmarks, Current Selections (highlighted with an orange box), Refresh, Print, and Reports. Below the browser toolbar is a blue navigation bar with buttons for Log Out, Last Reload: 2/23/2009 1:55:11 AM, Distinct Student Records: 2,150, Show Selections (highlighted with an orange box), Show Bookmarks, Hold Students, and Clear Selections. A 'Current Selections' dialog box is open, displaying a table with the following data:

Field	Values
SchoolType	Middle
SchoolYear	2008-2009
DistrictAbbreviation	BCS

Note:
To close the Current Selections box click on the **Hide Selections** button.

At the bottom of the screen, there are buttons for Hide Selections and Show Bookmarks.

Clear Selections:

To clear selections click on the **Clear** button on the Tool Bar or the **Clear Selections** button at the bottom of your screen.

BAISD Data Warehouse Training

Stepping back or forward in the list of selections:

Pinnacle Analytics remembers the last 100 selections. By clicking the Back button in the toolbar, you go back to your previous selection.



The buttons work similar to the undo and redo buttons in other applications.

Locking and unlocking selections:

The logic of Pinnacle Analytics by default replaces a previous selection with the new selection if the previous selection is in conflict with the new selection.

If you select an excluded (gray) value, your old selection disappears.

To prevent this, selections may be locked. Locked cells are blue. A selection in conflict with a locked selection will not be performed.



To unlock selections, choose the **Unlock** button on the toolbar.

BAISD Data Warehouse Training

Hold Students:

The **Hold Students** button will hold a group of students in place, allowing you to clear your original selections and further disaggregate data from that group of students.



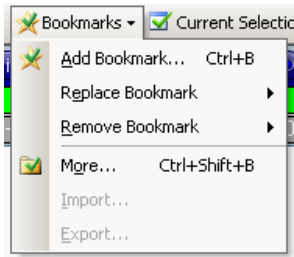
To undo the hold, click the **Release Students** button.



Selection Bookmarks:

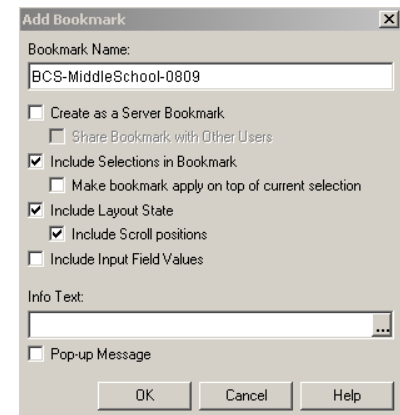
To save a set of selections for later use, select one or several values.

Click the **Bookmarks** button on the Tool Bar and select **Add Bookmark**.



The default name for the bookmark is the current date, however you can change the name to more explanatory text.

If you find yourself making the same selections over and over, it is advisable to create a bookmark.



BAISD Data Warehouse Training

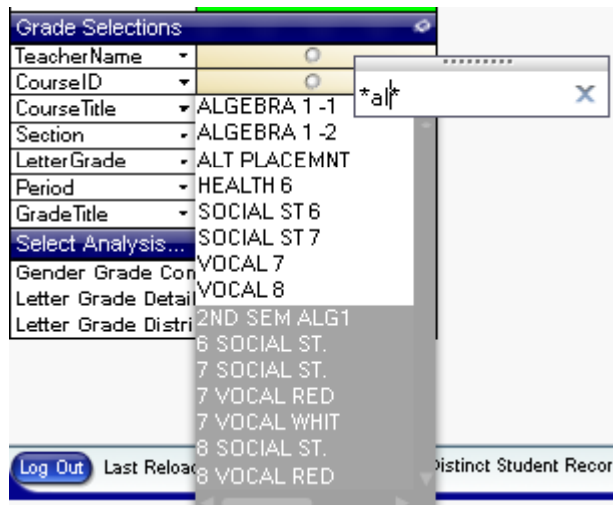
Text Searches:

There are two ways you can do searches in Pinnacle Analytics.

Wildcard:

The wildcard search box is made up of wildcard asterisks (*). They can be deleted if necessary.

1. Click on the header of any list box to make it active and begin typing.



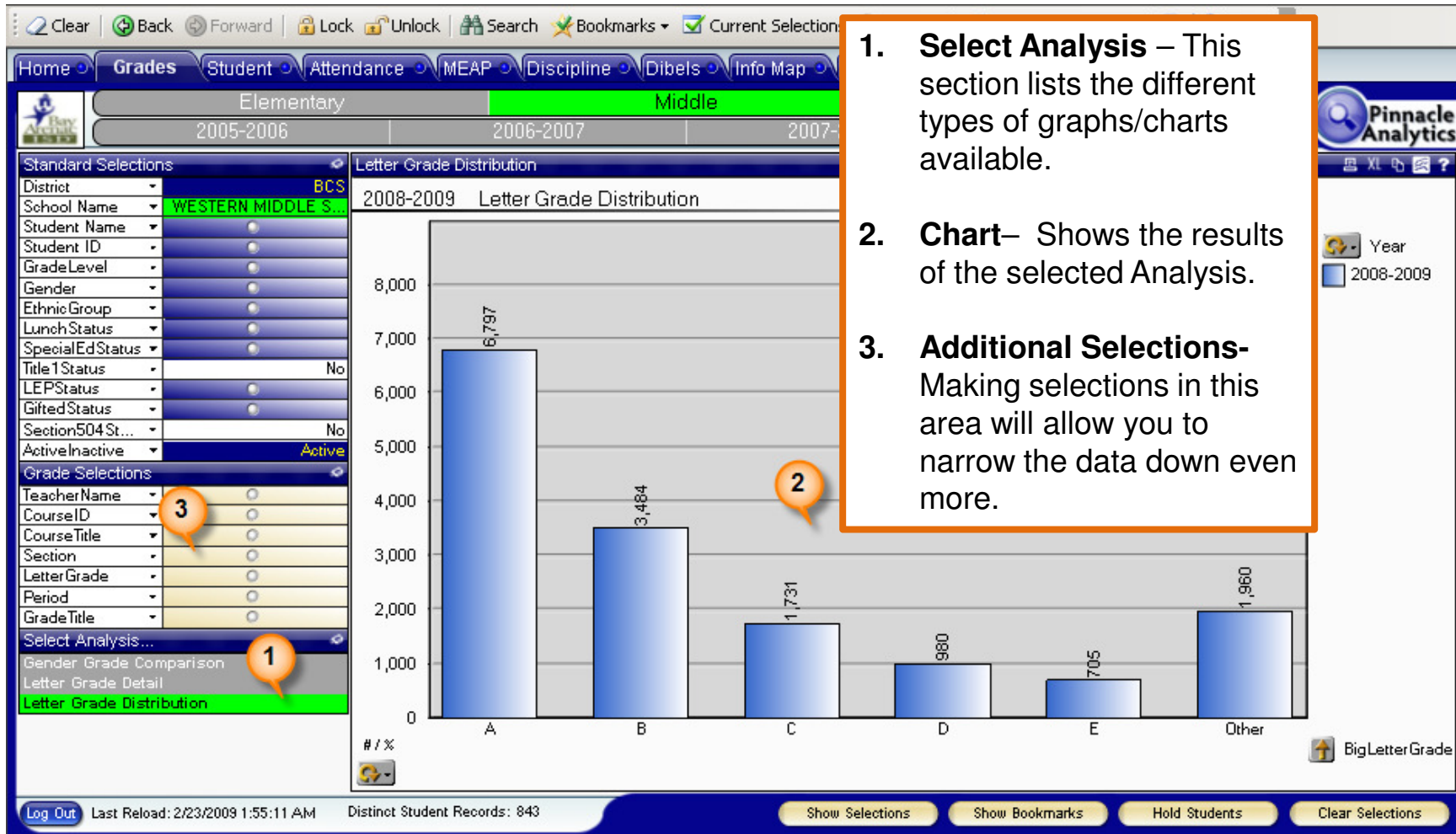
In this example, I clicked on Course Title and typed "al". It will display all courses that have "al" as part of the course name.

2. Instead of just typing you may also chose Search from the Toolbar.



BAISD Data Warehouse Training

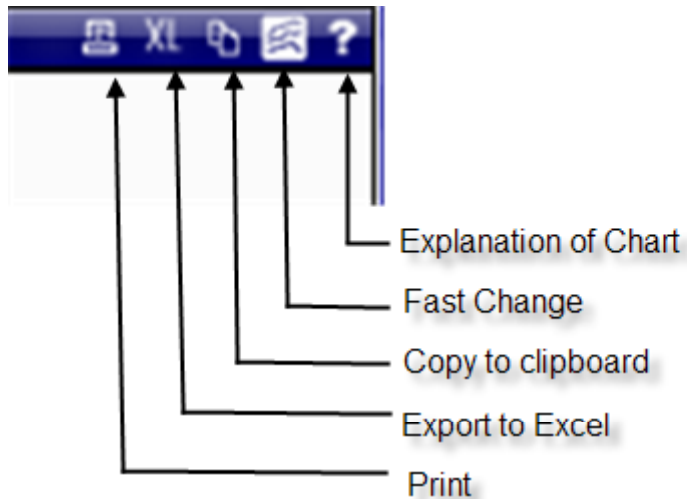
Analysis / Charts:



You can also make selections by clicking directly on one of the bars in the chart or one of the items on the legend.

BAISD Data Warehouse Training

Navigating Charts: Most of the charts will have the following icons on the right hand side of the chart header.



- **Fast Change**– Allows you to change the chart type. Most charts allow you to change between a bar, line and table.
- **Export to Excel** – This button automatically exports the chart values into an excel spreadsheet.
- **Copy to clipboard**– Allows you to copy the values to your computer’s clipboard. This is useful if you need to put the values into a table or newsletter .



When available the cycle button allows you to toggle through the fields in that group. Notice how the axis changes according to the selection in the group. Cyclic charts are a very effective way of disaggregating demographic information.



When available the drill down button allows you move up or down the hierarchical structure such as date ranges.