

Version

2.1

myIGDIs™ Data System

The Online Data Manager for RTI in Early Childhood

Site Guide & Help Tutorial

LOGIN.MYIGDIS.COM

Site Guide & Help Tutorial

© Early Learning Labs, Inc.
1200 Centre Pointe Curve • Suite 225
Mendota Heights, MN 55120

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About the myIGDIs™ Data System

myIGDIs (pronounced “my-ig-deez”) Data System is a web-based data management and reporting system dedicated to monitoring the administration results of IGDI assessment data. Use myIGDIs for generating performance reports and collaborative decision-making to help ensure your students are striving towards important achievement milestones.

General System Requirements

- Internet Access
- Internet Browser
 - Chrome (recommended)
 - Mozilla Firefox
 - Safari
 - Other: While other browsers may work (such as Internet Explorer) we do not optimize settings for these browsers or recommend their use.
- Third Party Software
 - Microsoft Excel (for Import & Export functions)

Mobile Browsing

The myIGDIs Data System is accessible on mobile devices such as iPhone, iPad, Android, etc. Although not yet fully optimized for these devices, you will be able to use the majority of functions that are available when browsing on a PC. Simply type in the URL, login.myigdis.com, into your mobile browser.

User Agreement

Early Learning Labs is committed to the privacy of all those utilizing our programs and services, including children, teachers, administrators, and parents. To help enforce our commitment to you, the User, we have established the following [User Agreement](#). This Agreement describes the conditions of use and limits of application for the myIGDIs Products and Services and is between Early Learning Labs and individuals entering, managing, and reporting data with resources on this site.

To ensure the quality of our site, we enforce appropriate conduct of site visitors for the safety and security of our other Users. Please read this Agreement carefully before proceeding with registration.

Technical Support

If you are experiencing technical difficulties with the site or need technical support not covered in this Tutorial, please visit the [myIGDIs Help Center](#), and fill out the support form. If you have any other questions please contact us directly at 612.466.4980.

System Settings

- School Year default: Aug 15 – Aug 14 of the following year
- Test Administration Windows (suggested):
 - Fall: Aug 15 – Nov 14
 - Winter: Nov 15 – Feb 14
 - Spring: Feb 15 – May 14
 - Summer: May 15 – Aug 14

Billing & Renewal Licenses

The myIGDIs Data System is a subscription-based service. Check myIGDIs.com for updated pricing information.

What are Renewal Licenses?

Each Renewal License purchased will grant you *Student Seat(s)*. This is simply our basis for managing access to the site. Each Student Seat expires after 1-year from your date of purchase.

How do I renew my license?

- 1) **Setup Auto Renew:** In the upper right hand corner of your Admin Dashboard, click on “District Admin” and then select “Edit Profile”. Activate “Account Renew” to automatically request a renewal bill 30-days prior to your subscription expiration. If the status indicator is green it means you are signed up for Auto Renewal.
- 2) **Need a quote?** Call 612.466.4980 x1 or email info@myigdis.com.
- 3) **Pay with a Credit Card:** Call 612.466.4980 x4 (for Billing).
- 4) **Pay using a Purchase Order (PO):** Fax your completed PO, to 651-925-0306. Remember to include your myIGDIs Account Number, which is located under “Edit Profile”. We will then process your order manually. Your purchased Student Seats should become active within 1-3 business days.

Important: Student Seats are distributed across the entirety of your district's account. They cannot be individually allocated.

Downloading the myIGDIs iPad App

If you ordered access to the myIGDIs iPad App, go to the Apple's App Store using an iPad. Search "myIGDIs". Download the app. You will be able to login using the same credentials as your Data System account.

License Expiration & School Year Rollover

Your account will expire after 1-year from your date of purchase. Upon expiration, your account will be available as Read Only. Your account will remain activate once a renewal order is placed. No matter when you order, the Data System will automatically roll-over to a new school year on Aug 15th.

How many Student Seats do I have available?

At the top of your account Dashboard will be an indicator of the (a) # of seats available, and (b) the # of seats purchased for the active school year.

Account Activation & Login

Account Activation

Unlike in previous versions of the myIGDIs Data System, account registration is now managed by our order processing department. All customers of Starter Sets and Renewal Licenses will automatically receive email notification once their access to the Data System has been enabled. Upon purchase, our processing department will create an online account for your *District Lead*. To activate your account, we will need the email address of the individual who will be in charge of managing the account.

Accounts are designed for district-wide implementation. This means that each account can have multiple sub-account users. If your district already has an account, you'll need to contact a District Admin who can add you to the system.

Login Username & Passwords

When your account is activated, you will receive a "New User" email with instructions for setting a login password. Your login username will be the email address that the "New User" email was sent to. If you are not receiving this email, be sure to check Spam filters.

If you ever forget your password, there is a "Forget Password?" button located on the login page at <http://login.myigdis.com>.

User Hierarchy

The three primary Admin Types include:

- 1) **District Admin** – for district coordinators.
- 2) **School Admin** – for school coordinators or principals.
- 3) **Classroom Admin** – for instructors.

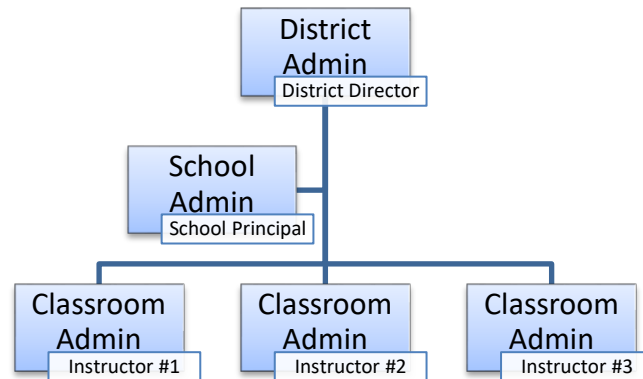


Figure 1 – Illustration of top-down User Roles (example)

While a District Admin will be able to view the district’s full account, a Classroom Admin will have access limited to their classroom only. As you move down the admin hierarchy, users will have a reduced number of available features and increased privacy restrictions.

How to add admins to your account is explained in “Account Configuration” (below).

Navigate the User Dashboard

After logging into your account, you will be presented the User Dashboard. The User Dashboard was created to provide an easy to navigate interface.

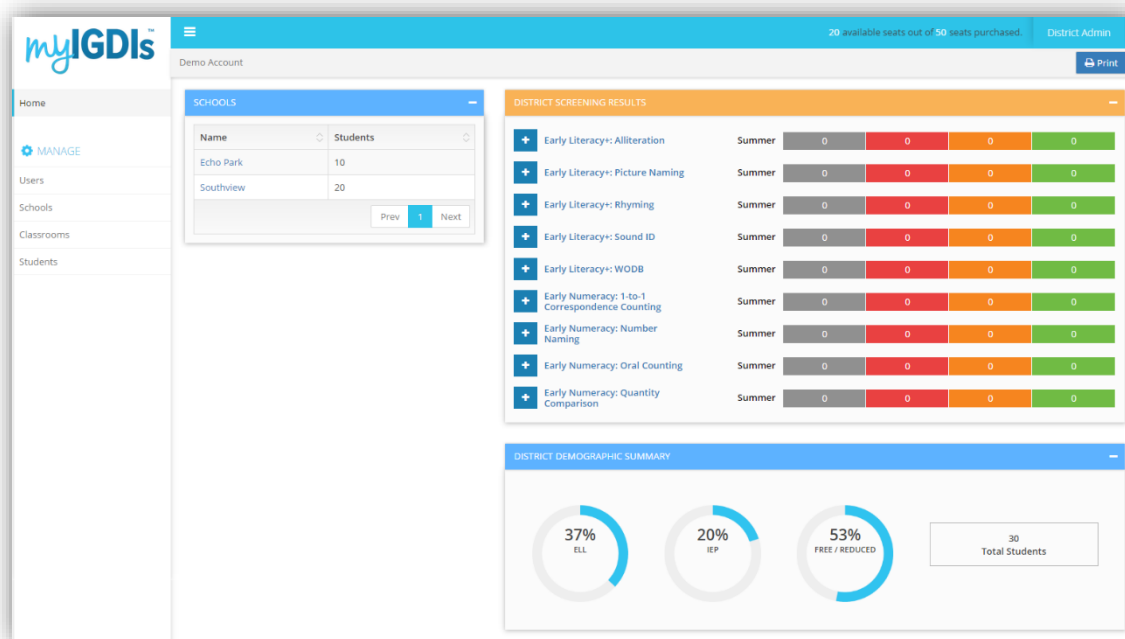


Figure 2 - User Dashboard (example)

Account Configuration

It is important that you are careful in setting up your account for the first time. It may take time to get your account configured initially, but afterwards it will require limited maintenance. Below is the process for configuring your account.

Confirm Seats Available

At the top of the User Dashboard, on the cyan-colored strip, you should see “____ available seats out of ____ seats purchased”. This will tell you how many seats have been activated. If it reads “... 0 seats purchased” you will need to place your order. If you have already placed an order, you can check on the seat activation status by emailing orders@myigdis.com.

Create Schools

All District Admins have access to add Schools to the District’s account. Since most districts/organizations have multiple schools, you will have the ability to add as many schools as you need.

How to: Begin by clicking on “Schools” on the left-hand navigation bar. Next, click the “Add School” button. Assign the School Name and click Save. If the process was completed successfully, you will now see the school in the School List.

Create Classrooms

All District & School Admins have access to add Classrooms to the District’s account. Since a school will likely have multiple classrooms, you will have the ability to add as many classrooms as you need.

How to: Begin by clicking on “Classrooms” on the left-hand navigation bar. Next, click the “Add Classroom” button. Assign the Classroom Name and click Save. If the process was completed successfully, you will now see the class in the Classroom List.

Create Users

Depending on your Admin status, you can grant a staff/team member access to the account by adding a new User.

How to: Begin by clicking on “Users” on the left-hand navigation bar. Next, click the “Add User” button. Enter the individual’s name, email and assign them a User Role (District Admin/School Admin/Classroom Admin). If you select School Admin, you must assign the new user to a School from the dropdown provided. If you select Classroom Admin, you must assign the new user to a School & Classroom from the dropdowns provided. Click Save.

If the process was completed successfully, you will now see the user in the User List and they will be sent an automated email with instructions for setting their login password. *If they do not receive an email, please ask them to check their SPAM folder.*

Edit Account Configuration Settings

From the left-hand navigation menu, under *Manage*, select what you wish to edit (Schools/Classrooms/Users). This will generate a table/list view. The column at the very end of the table should read “Actions”. Your options are “Edit” or “Delete”. You can also “Deactivate” the selection. If you choose to deactivate the selection, it will be treated the same as though it were deleted, except with the option to restore it again in the future.

District Profile (for District Admins only)

In the upper-right hand corner, click the “District Admin” label (along the cyan-colored strip at the top of the dashboard). Then click “Edit Profile”. Here you will be able to edit your personal information, change your password, and edit your District Name and Organization Information.

Add Students & Scores

Add Students

Before attempting to add students to your account, please be sure to verify the number of available Student Seats you have remaining on your account. If you need additional Student Seats to continue, follow the instructions described in the “Billing & Student Seats” section above.

When creating a new Student, you have two options:

- ***Add Students One-by-One:*** Begin by clicking on “Students” on the left-hand navigation bar. Next, click the “Add Student” button. Enter the student’s information and assign them to a School & Classroom.
- ***“Keep” Students from Previous Year:*** If you have students from a previous school year, you will have the option of carrying those students into the new school year. Begin by clicking on “Students” on the left-hand navigation bar. Next, click the “Add Students from Last Year” button. Mark the students you wish to carry forward. Then click “Add to Current Year” button. You will be given the option to reassign those students to a new classroom.
- ***Bulk Import Students:*** Begin by navigating to the Classroom that you want to add students. Once you’re on the Classroom report, you will see a blue-button in the upper right-hand corner of the dashboard, labeled “Actions”. Click and then select *Download Students File*. The browser will alert you that you have a new file downloaded. Next, open the file - an Excel (.xls) document. Populate the spreadsheet with your student roster information. Save the file under a name and location easily identifiable to you.

Go back to your browser. Make sure you are still logged into your myIGDIs Data System account. Navigate back to the classroom you are importing students to. Find the “Actions” button again. This time click *Upload Students File*. A pop-up will appear. Click *Choose File*, find & select the file, and then hit *Upload*. Your list of students should now appear. If there were any errors during the process, you will be notified with alert messages. If this occurs, make the necessary adjustments to the file, resave and re-upload. Duplicate students will not be created.

IMPORTANT – You will need to download a new Student File for each Classroom. Do not re-use or re-format templates. And be sure to follow the instructions listed in Rows 2 & 3 of the Excel template. Data field validations apply.

When creating a new student, some information fields are required. Others are either recommended or optional.

- *Required fields:* First name, Last name, Student ID #, Date of birth, and Gender.
- *Recommended fields:* English Language Learner status, Free/Reduced Lunch status, and IFSP/IEP/IIIP status.
- *Optional fields:* Age Group, Attendance Type, Home Language and Ethnicity

Add Scores

When adding Scores, you have two options.

- **Add Scores One-by-One:** Begin by navigating to a student's individual report. In the *Screening and Progress Monitoring Results* section, find the sub-test that you wish to add a score. Along the right-hand side of the table you will see an "edit" button. Click. A pop-up will appear and allow you to add/modify your scores for the selected sub-test. If adding a new score, be sure to enter the Date of Administration as well. This is a required field. Save when finished.
- **Bulk Import Scores:** Begin by navigating to the Classroom that you want to add scores. Once you're on the Classroom report, you will see a blue-button in the upper right-hand corner of the dashboard, labeled "Actions". Click and then select *Download Scores File*. The browser will alert you that you have a new file downloaded. Next, open the file - an Excel (.xls) document. Populate the spreadsheet with your student test data. Save the file under a name and location easily identifiable to you.

Go back to your browser. Make sure you are still logged into your myIGDIs Data System account. Navigate back to the classroom you are importing scores to. Find the "Actions" button again. This time click *Upload Scores File*. A pop-up will appear. Click *Choose File*, find & select the file, and then hit *Upload*. Your scores should now appear. If there were any errors during the process, you will be notified with alert messages. If this occurs, make the necessary adjustments to the file, resave and re-upload. Duplicate scores will not be created.

IMPORTANT – You will need to download a new Score File for each Classroom. Do not re-use or re-format templates. And be sure to follow the instructions listed in Rows 2 & 3 of the Excel template. Data field validations apply.

When creating a new score(s), some information fields are required. Others are either recommended or optional.

- *Required fields:* Date & Score – although it is not required to enter date & score on all rows.
 - Date must be in the format of *mm/dd/yyyy*.
 - Score must be numeric. "n/a" is also acceptable – indicating the test was discontinued.

Edit Students & Scores

Edit or Delete Students

From the left-hand navigation menu, under *Manage*, select *Students*. This will generate a table/list view. The column at the very end of the table should read “Actions”. Your options are “Edit” or “Delete”. You can also “Deactivate” the selection. If you choose to deactivate the selection, it will be treated the same as though it were deleted, except with the option to restore it again in the future.

Tip: *To Transfer a student to a different class, use the School & Classroom dropdowns toward the center of the Edit Student form to change which School and/or Classroom the Student is assigned.*

Edit or Delete Scores

When editing or deleting Scores, you have two options.

- **Edit/Delete Scores One-by-One:** Begin by navigating to a student’s individual report. In the *Screening and Progress Monitoring Results* section, find the sub-test that you wish to edit/delete a score. Along the right-hand side of the table you will see an “edit” button. Click. A pop-up will appear and allow you to add/modify your scores for the selected sub-test. Make any necessary adjustments. Save when finished.
- **Bulk Edit/Delete Scores:** Begin by navigating to the Classroom that you want to edit/delete scores. Once you’re on the Classroom report, you will see a blue-button in the upper right-hand corner of the dashboard, labeled “Actions”. Click and then select *Download Scores File*. The browser will alert you that you have a new file downloaded. Next, open the file - an Excel (.xls) document. The spreadsheet will contain all the scores for the students in the selected classroom. Edit or remove scores from the spreadsheet as necessary. Save the file under a name and location easily identifiable to you.

Go back to your browser. Make sure you are still logged into your myIGDI's Data System account. Navigate back to the classroom you are making changes to. Find the “Actions” button again. This time click *Upload Scores File*. A pop-up will appear. Click *Choose File*, find & select the file, and then hit *Upload*. The changes you made to the scores should now appear. If there were any errors during the process, you will be notified with alert messages. If this occurs, make the necessary adjustments to the file, resave and re-upload. Duplicate scores will not be created.

Groups

Create Groups

All Admins have access to create Groups. Groups are not shared. Groups can only be viewed by the user who created that Group. Common examples of groups could be an AM-Group, PM-Group, an IEP-Group, etc.

How to: Begin by clicking on “Groups” on the left-hand navigation bar. Next, click the “Add Groups” button. Assign the Group a name and description (optional). Next you have the option of using a series of check boxes to filter your student list. This is designed to help you identify specific students. Select the

students you want to add to your Group. Click Save. If the process was completed successfully, you will now see the group in the Group List.

Create Group ×

* Required Fields

* Group Name

*Group Name

Group Description

Group Description

Filter (use checkboxes to control which students appear in the list bellow):

☐ Boy
 ☐ English Language Learner
 ☐ Students in Group
 ☐ Girl
 ☐ Free/Reduced Lunch
 ☐ IEP

LIST OF STUDENTS

5 ▼

<input type="checkbox"/>	Student Name	Date of Birth	Classroom
<input type="checkbox"/>	Jana Bell	2012-04-02	Mrs. Bailey
<input type="checkbox"/>	Elisha Durham	2012-02-11	Mrs. Bailey
<input type="checkbox"/>	Tracie Ernster	2012-05-15	Mrs. Bailey
<input type="checkbox"/>	Jared Gruett	2012-03-07	Mrs. Bailey
<input type="checkbox"/>	Juan Montoya	2012-04-06	Mrs. Bailey

Showing 1 to 5 of 13 entries

Prev

1

2

3

Next

Save

Cancel

Figure 3 – Create Group (example)

Manage Groups & View Reports

Click on “Groups” on the left-hand navigation bar. You will see a list of all Groups created. On the right-hand side of the table you will also see an “Edit” and “Delete” button. Click Edit to change your Group’s name, students, and/or description. Click Delete to delete that group. Deleting the Group will not delete any students within that Group.

To view your Group report, click on the name of the Group. The Group Report operates the same as a Classroom report.

Performance Reports

myIGDI provides a variety of performance reports. Each provides a slightly different analysis, but all are intended to allow educators to quickly identify students at risk and monitor progress over the course of the school year.

Benchmarks

	Color Scheme	Description
<i>Tier I</i>	Green	Strong Progress Scores in this range indicate the child is making adequate progress in the identified domain.
<i>Cut Range</i>	Orange	Moderate Progress Scores in this range indicate more information is needed to be gathered in order to determine Tier Status.
<i>Tier II/III</i>	Red	At-Risk Progress Scores in this range indicate the child may be developmentally at-risk. Further instructional/intervention support is recommended.
	Gray	In the District, School and Classroom Summary Reports you will see one bar color-coded Gray. The number inside of the bar indicates the number of children who were administered the task during the specified administration window, but the test was discontinued.
	Purple	In the District, School and Classroom Summary Reports you will see one bar color-coded Purple. The number inside of the bar indicates the number of children who have not yet been tested on that task during the specified administration window.

Score Acronyms

	Screening Results	Progress Monitoring Results
<i>Fall (F)</i>	F-Screening	F1, F2, F3, F4
<i>Winter (W)</i>	W-Screening	W1, W2, W3, W4
<i>Spring (Sp)</i>	Sp-Screening	Sp1, Sp2, Sp3, Sp4
<i>Summer (Su)</i>	Su-Screening	Su1, Su2, Su3, Su4

Report Types

see figures on pages 12-14

Description

Dashboard Report (Figure 3)	<p>Screening Results – The numbers in each seasonal quadrant represents the total children in each Benchmark (see explanation of color scheme on page 10).</p> <p>Demographics – A summary of the student roster demographic characteristics, based on the student profile information.</p>
Individual Report (Figure 4)	<p>Screening and Progress Monitoring Results – Each dot represents a data entry point. A dot with a number represents a completed assessment and the score recorded. On the Individual Report you will be able to view/enter Screening and Progress Monitoring results. <u>However, be sure to use the assessments as intended/instructed. Not all myIGDis assessments are designed as progress monitoring tools.</u></p>
Classroom Sub-assessment Report (Figure 5)	<p>General Overview – Score Average & Standard Deviation statistics for students in the selected classroom by season.</p> <p>Student Scores – A list of students in the classroom with their season scores, color-coded to indicate their Benchmark status, for the sub-assessment selected.</p>
District & School Sub-assessment Report (Figure 6 & 7)	<p>Average Scores for Sub-Assessment – The average score of students for each School/Classroom (F/W/Sp/Su) by the sub-assessment selected.</p> <p>Screening Results for Sub-Assessment – The number of students in each Benchmark across Schools/Classrooms (F/W/Sp/Su) by the sub-assessment selected.</p>

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Figure 4 – Dashboard Report (example)

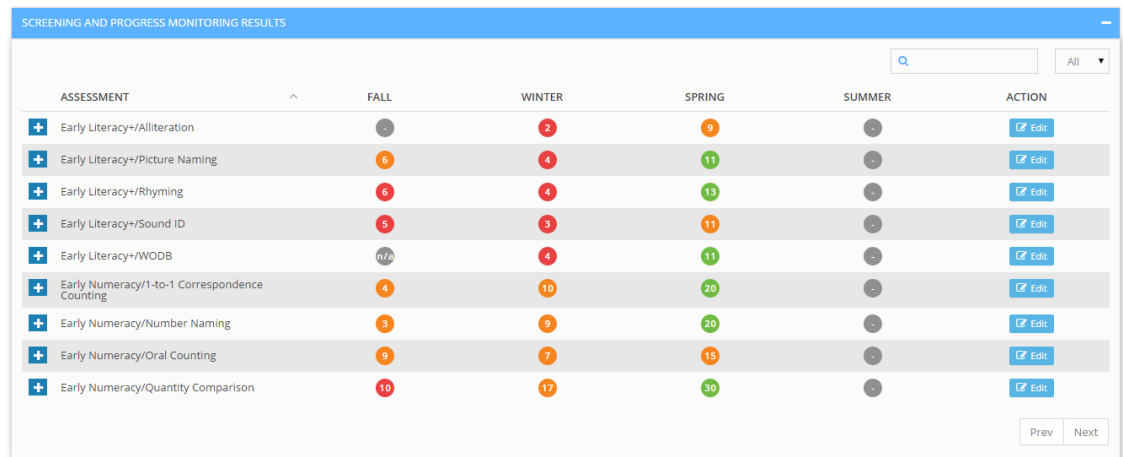


Figure 5 – Individual Child Report (example)

Early Literacy+:Picture Naming

GENERAL OVERVIEW

	F	F1	F2	F3	F4	W	W1	W2	W3	W4	SP	SP1	SP2	SP3	SP4	SM	SM1	SM2	SM3	SM4
Average Score	7	-	-	-	-	8	-	-	-	-	13	-	-	-	-	-	-	-	-	-
Standard Deviation	4	-	-	-	-	4	-	-	-	-	2	-	-	-	-	-	-	-	-	-

PICTURE NAMING STUDENTS' SCORES

All

STUDENT	FALL	WINTER	SPRING	SUMMER	ACTION
<div>+</div> Anthony Minus	7	12	15	-	<div><div></div> Edit</div>
<div>+</div> Donovan Dalton	2	3	9	-	<div><div></div> Edit</div>
<div>+</div> Drew Johnson	13	10	15	-	<div><div></div> Edit</div>
<div>+</div> Jack Carpenter	1	5	13	-	<div><div></div> Edit</div>
<div>+</div> Jared Gruett	9	11	12	-	<div><div></div> Edit</div>
<div>+</div> Natalina Tekie	3	4	11	-	<div><div></div> Edit</div>
<div>+</div> Patty Pappenfus	12	14	14	-	<div><div></div> Edit</div>

Prev

Next

Figure 6 – Classroom Sub-assessment Report (example)

AVERAGE SCORES FOR SUB ASSESSMENT					SCREENING RESULTS FOR SUB ASSESSMENT				
Organization	Fall Avg Score	Winter Avg Score	Spring Avg Score	Summer Avg Score					
All Classrooms	6.2	7.2	11.6	0					
Mrs. Bailey	6.7	8.4	12.7	0					
Mr. Jackson	3.8	5.2	10.3	0					
Mrs. Roberts	8	8.1	11.7	0					

Figure 7 – District & School Sub-assessment Report, Average Scores by Classroom (example)



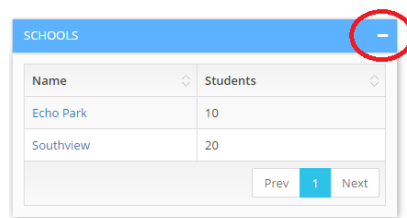
Figure 8 – School Sub-test Report, Screening Results by Classroom (example)

Print

Each report can be printed for easy sharing with parents or colleagues. In the upper-right hand corner of the screen you should always have available the “Print” button. Click this to print a report.

Tips


- The Print function will automatically screen capture the content shown in the space to the right of the left navigation bar and below the top navigation bar.
- If there is any content you wish not to print, you can use the Minimize button to hide.

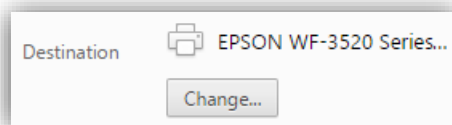


- If the report is not showing in color: Using Chrome as your browser, click the Print button on the report you wish to print/save. A print preview screen will appear. On the left-hand side you will see a list of settings. Make sure that the “Background Graphics” checkbox is marked on and the printer is set to print in color.

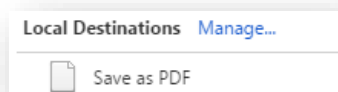
Save as PDF

You can also choose to save the report as a PDF instead of printing it on your printer. To do so:

1. First, click  Print
2. Next, change the “Printer Destination”.



3. You should see “Save as PDF” – select that as your printer.



4. Last, click Save.

School Year Roll-over & Data Archiving

Default Archive Settings

At the end of each school year (August 14th of each year), your account will convert to a new school year. The result of this is limited control over records from your previous school year. You will still have access to view your old data. However, your ability to edit your old data will be blocked. This is our attempt to help save your data and ensure it does not get erased or lost. If you prefer to be able to manipulate the data even after the school year, we recommend exporting your data (see below).

Export to Excel

Export your data to a .CSV file. *Available for District Admins only.*

How to: Upon login, you will see a blue button in the upper right hand corner labeled “Actions”. Click this button and then select if you wish to export your Score data or Student data. The file may take several minutes to load. For accounts with large data sets, you will be emailed the data file.