



NORTH DAKOTA
**DEPARTMENT OF
PUBLIC INSTRUCTION**

**ACCOUNTABILITY DATA
VALIDATION
USER GUIDE**

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VALIDATION USER STORIES

The purpose of validation is to:

- Ensure data accuracy (both current and historical)
- Ensure consistency across reports
- Validate that tooltips match the percentages and counts in the data
- Confidently view and analyze the data through different lenses
- Test the export functionality

CATEGORY

[Student Achievement](#)

[Choice Ready](#)

[English Learner Growth](#)

[High School Completion](#)

[High School Graduation](#)

[Student Engagement](#)

[Student Growth](#)

STUDENT ACHIEVEMENT || HIGH PRIORITY

ID 10

Purpose: Ensure accuracy race/ethnicity in order to review the remainder of the Student Achievement indicators for Math and ELA.

1. Navigate to the Student Achievement report.
2. Select the Subject filter for Math.
3. Select the Visualization By filter and choose Race/Ethnicity.
4. Review the percentages across reports.
5. Ensure data are accurate and matching for the appropriate year.

REPEAT these steps and select ELA on the second attempt.

ID 14

Purpose: Ensure accuracy of student counts in order to review the remainder of the Student Achievement for Math and ELA.

1. Navigate to the Student Achievement report.
2. Select the ""Roster"" link.
3. Either using the report or excel export, count the number of 4th grade students with ""Y"" in the ELA/Math Numerator columns."

ID 7

Purpose: Ensure accuracy of data for the All Students subgroup in order to review data at the school level accurately.

1. Navigate to the Student Achievement report.
2. Select the Subgroup filter and choose ""All Students"".
3. Review the proficiency percentages for Math and ELA across the various reports (e.g. Report, Trend, Data)
4. Ensure the percentages match for each assessment and the All Students subgroup for the appropriate year.

ID 2

Purpose: Ensure proficiency percentages are accurate for students with accommodations in order to review data at the school level.

1. Navigate to the Student Achievement report.
 2. Select the Accommodations filter in the report. Choose ""With Accommodations.""
 3. Review the proficiency percentages to ensure their accuracy.
 4. Check percentages across the reports (e.g. Report, Trend, Data)
-

ID 1

Purpose: Ensure proficiency percentages are accurate for all students in order to review data at the school level.

1. Navigate to Student Achievement.
 2. Review the proficiency percentages on each tab (e.g., Report, Trend, This should be done for both Math and ELA.
 3. Ensure the proficiency rates match across all reports for the relevant years.
-

ID 11

Purpose: Review the roster for 7th grade males to ensure the data are accurately represented at my school.

1. Navigate to the Student Achievement report.
 2. Select the ""Roster"" link.
 3. Review the roster to ensure data and counts are accurate for your school.
 4. Use the filters to change the views of the data. This will help validate data at a more granular level.
-

STUDENT ACHIEVEMENT || MEDIUM PRIORITY

ID 3

Purpose: Ensure math achievement for English Learners is accurate in order to understand if any supports are needed for EL students.

1. Navigate to the Student Achievement reports.
 2. Select the subgroup filter on the report and choose English Learners.
 3. Select the subject filter and choose mathematics.
 4. Review the proficiency percentages across each report tab (e.g. Report, Trend, Data, etc).
 5. Make sure proficiency rates match for the appropriate year.
-

ID 6

Purpose: Review the proficiency data over time in order to spot trends in Student Achievement for Math and ELA.

1. Navigate to the Student Achievement report.
 2. Select the trend link.
 3. Select the year filter and choose a year in the past.
 4. Compare the percentages against past report cards.
 5. Ensure the data are matching.
-

ID 9

Purpose: Ensure the accuracy of data for low-income students in 8th grade in order to validate the ELA data.

1. Navigate to the Student Achievement report.
 2. Select the Subject filter and choose ELA.
 3. Select the Grade Level filter and choose 8th.
 4. Select the Subgroup filter and choose Low Income.
 5. Review the percentages across various reports (e.g. Report, Trend, Data)
 6. Ensure the data are accurate and matching for Low Income 6th graders taking the ELA assessment.
-

ID 15

Purpose: Review a roster of students who took the alternate assessment in my school in order to validate Student Achievement data.

1. Navigate to the Student Achievement report.
 2. Select the ""Roster"" link.
 3. Either using the report or excel export, count the number of 4th grade students with ""Y"" in the ELA/Math Alt Test Taker column.
-

ID 13

Purpose: Review the number of low income males in my school in order to validate Student Achievement data.

1. Navigate to the Student Achievement report.
 2. Select the ""Roster"" link.
 3. Using the ""Grade Level"" selector, choose 7th grade.
 4. Either using the report or excel export, count the number of male students with ""Y"" in the Low Income column.
-

ID 13

Purpose: Review the number 7th grade males who tested at the “novice” level in order to validate Student Achievement data.

1. Navigate to the Student Achievement report.
 2. Select the ""Roster"" link.
 3. Using the ""Grade Level"" selector, choose 4th grade.
 4. Either using the report or excel export, count the number of 7th grade students with ""Male"" as gender.
-

STUDENT ACHIEVEMENT || LOW PRIORITY

ID 4

Purpose: Ensure filters are working appropriately in order to navigate reports and data effectively.

1. Navigate to the Student Achievement report.

2. On the report page, begin selecting filters.
 3. You can choose multiple filters to rearrange the data view.
 4. Each selection should make the data (and percentages) change somewhat.
 5. Ensure these are working properly.
-

ID 4

Purpose: Ensure exporting data to an excel workbook functions in order to review the data offline.

1. Navigate to the Student Achievement report.
 2. Select the ""Data"" tab on the upper right-hand side of the page.
 3. Click the Export to Excel link.
 4. Open the download to ensure the export worked properly.
-

ID 4

Purpose: Ensure exporting data to an excel workbook functions in order to review the data offline.

CHOICE READY || HIGH PRIORITY

ID 1

Purpose: Ensure accuracy of essential skills in order to review the remainder of the Choice ready indicators.

1. Navigate to the choice ready link.
 2. Click on the report link.
 3. Review the essential skills indicator (blue) to ensure your district is at 100%.
 4. Report any issues.
-

ID 5

Purpose: To ensure the proper functionality of tool tips in report generation.

1. Navigate to the choice ready link.
 2. Click on the trend link.
 3. Review the desired indicators, clicking on the dots in the line chart to expose the tool tips.
 4. Review the tool tips for accuracy.
 5. Report any issues.
-

ID 9

Purpose: To ensure the correct students are being aligned with the correct district in order to receive credit for students who are enrolled in my school/district.

1. Navigate to the choice ready link.
2. Click on the roster link.
3. Review the accountable district column for the students in your roster.
4. Compare data against internal data to ensure accuracy.
5. Report any issues.

CHOICE READY || MEDIUM PRIORITY

ID 2

Purpose: To compare the data for choice ready indicators over the last 3 years in order to check the process of selected school.

1. Navigate to the choice ready link.
2. Click on the report link.
3. Review the desired indicators, noting the percentages for each.
4. Compare data against internal data to ensure accuracy.
5. Report any issues.

ID 4

Purpose: To review the data for military-ready female students checking for increased support needs of those seeking to join the service.

1. Navigate to the choice ready link.
 2. Click on the report link.
 3. Review the military readyd indicators, selecting the filter for females.
 4. Compare data against internal data to ensure accuracy.
 5. Report any issues.
-

ID 7

Purpose: To review the student roster to ensure accuracy of student count.

1. Navigate to the choice ready link.
 2. Click on the roster link.
 3. Review the student count at the bottom of the page.
 4. Compare data against internal data to ensure accuracy.
 5. Report any issues.
-

ID 8

Purpose: To make sure all the correct students are included in the calculation for choice ready.

1. Navigate to the choice ready link.
2. Click on the roster link.
3. Review the students, focusing on the school numerator column in the data
4. Review the data to all eligible students are included in the numerator.
5. Report any issues.

CHOICE READY || LOW PRIORITY

ID 3

Purpose: To see how low-income students are preparing for post-secondary in order to evaluate the need for additional supports.

1. Navigate to the choice ready link.
 2. Click on the report link.
 3. Review the college readiness indicator, noting the percentages for each year.
 4. Compare data against internal data to ensure accuracy.
 5. Report any issues.
-

ID 6

Purpose: Export data to excel in order to review the data with colleagues and leaders.

1. Navigate to the choice ready link.
 2. Click on the data link.
 3. Click the "export to excel" link in the right-hand corner of the page.
 4. Ensure the data exports to excel.
 5. Report any issues.
-

ID 10

Purpose: To make sure only 12th graders are on the roster.

1. Navigate to the choice ready link.
2. Click on the roster link.
3. Review the grade level column for each student.
4. review data to ensure accuracy.
5. Report any issues.

ENGLISH LEARNER GROWTH || LOW PRIORITY

ID 1

Purpose: Ensure that the EL growth rate matches the roster.

1. Navigate to the EL growth report in the STARS Analytics portal.
 2. Review and note the rates for a sample of schools.
 3. Compare rates with the student roster for EL progress.
 4. Report any discrepancies.
-

ID 2

Purpose: To match the counts for all reports with the accompanying roster.

1. Navigate to the EL growth report in the STARS Analytics portal.
 2. Review and note student counts for EL students on the data and roster reports.
 3. Compare the counts or EL progress against internal data and ND Insights (if appropriate).
 4. Report any discrepancies.
-

ID 3

Purpose: To test the functionality of tooltips.

1. Navigate to the EL growth report.
 2. Click on the trend link.
 3. Hover over the reports to display the tooltip data.
 4. Ensure the dialog boxes pop up and review the data for accuracy.
 5. Report any errors.
-

ID 4

Purpose: Ensure filters are working appropriately.

1. Navigate to the EL growth report.
2. From the report page, begin clicking in the boxes with the drop-down arrows.

3. Make randomized selections from each box/filter.
 4. Pay attention to the report as selections are made.
 5. Data should change as a result of your selections.
-

ID 5

Purpose: Export data to an Excel worksheet.

1. Navigate to the EL growth report.
 2. Click on the data link in the upper right-hand corner of the report.
 3. Once on the report, notice the "Export to Excel" link.
 4. Click the link.
 5. Make sure the workbook opens and data in the spreadsheet are consistent with those in the portal.
-



Purpose: To review the exit rate for English Learners for the past 3 years.

1. Navigate to the EL growth report.
 2. Click on the trend link in the upper right-hand corner of the report.
 3. Once on the report, click on the Indicator dropdown.
 4. Select EL Exit rate.
 5. Review the data for the past three years.
 6. Check for unusual spikes up or down.
-

ID 7

Purpose: To see what the projected exit rate is for English Learners.

1. Navigate to the EL growth report.
2. Click on the trend link in the upper right-hand corner of the report.
3. Once on the report, click on the Indicator dropdown.
4. Select EL Projected Exit Rate.
5. Review the data for the past three years.
6. Check for unusual spikes up or down.
7. Compare the Projected Exit Rate against the EL Exit Rate for unusual discrepancies.

ID 8

Purpose: To see what the growth rate is for 4th grade males.

1. Navigate to the EL growth report.
 2. Click on the trend link in the upper right-hand corner of the report.
 3. Once on the report, click on the Indicator dropdown.
 4. Select EL Growth Rate.
 5. Review the data for the past three years.
 6. Check for unusual spikes up or down.
 7. Compare the applicable options in the dropdowns for "Visualization By" and "Grade Level"
 8. Look for unexpected discrepancies between subgroups and grade levels.
-

ID 9

Purpose: To examine growth for 5th graders who are low income.

1. Navigate to the EL growth report.
2. Review and note the rates for a sample of schools.
3. Compare rates with the student roster for EL progress / growth.
4. Review the EL Growth Numerator values of Y divided by the EL Growth Denominator values of Y.
5. Report any discrepancies between the EL Growth Rate and EL roster calculations above.

HIGH SCHOOL COMPLETION || LOW PRIORITY

ID 1

Purpose: Ensure that Completion rates match across all reports.

1. Navigate to the completer report.
 2. Review the percentages on the report link.
 3. Note the percentages for completion rate.
 4. Click the Trend and Data links to compare the percentages for the current year.
 5. Ensure the percentages match and report any discrepancies.
-

ID 2

Purpose: Match the completion rate against the roster and appropriate subgroups.

1. Navigate to the completion report.
 2. Review the percentages on the report link.
 3. Note the percentages for completer rate.
 4. Click the roster report and compare the percentages for the current year.
-

ID 3

Purpose: Test the functionality of tooltips for in-depth data review and verification.

1. Navigate to the completer report.
 2. Click on the trend link
 3. Click within the chart on the report.
 4. ensure that a dialogue box pops up with a table of data within it.
 5. match the data against those in the trend report.
-

ID 4

Purpose: Ensure filters are working appropriately.

1. Navigate to the completion report.

2. From the report page, begin clicking in the boxes with the drop-down arrows.
 3. Make randomized selections from each box/filter.
 4. Pay attention to the report as selections are made.
 5. Data should change as a result of your selections.
-

ID 5

Purpose: Export data to an excel workbook for offline analysis.

1. Navigate to the completer report.
 2. Click on the data link in the upper right-hand corner of the report.
 3. Once on the report, notice the "Export to Excel" link.
 4. Click the link.
 5. Make sure the workbook opens and data in the spreadsheet are consistent with those in the portal.
-

ID 6

Purpose: Review the adjusted dropout rate over time to analyze trends.

1. Navigate to the completion report.
 2. Click on the trend link.
 3. Review the data to make certain it closely aligns with your own.
 4. Compare data against ND Insights data.
 5. Report any discrepancies.
-

ID 7

Purpose: Compare the completion rate against other reports to ensure consistency and accuracy.

1. Navigate to the completion report.
2. Note the percentages on the report page.
3. Navigate to the trend and data reports, comparing against the report page to ensure they match.
4. Review the data against Insights.

5. Report any discrepancies.

ID 8

Purpose: View and compare data for prior years to ensure trend data accuracy.

1. Navigate to the completion report.
 2. Click on the trend link.
 3. Review the data for the current and prior school years to make certain it closely aligns with your own.
 4. Compare data against ND Insights data.
 5. Report any discrepancies.
-

ID 9

Purpose: Compare the traditional graduation rate filter against graduation reports to ensure consistency in the calculation and data.

1. Navigate to the completion report.
 2. Click on the report link.
 3. Review the data and make note of the traditional grad rate for the current year
 4. Compare this rate against the graduation report for the current year.
 5. Report any discrepancies.
-

ID 10

Purpose: Compare the roster and data reports for all students and various subgroups to ensure that the same students were counted as part of various subgroups.

1. Navigate to the completion report.
2. Click on the roster link.
3. Review the data and pay close attention to the various subgroups.
4. Make note of results for these.
5. Report any discrepancies.

ID 11

Purpose: Ensure that roster counts are accurate for males.

1. Navigate to the completion report.
 2. Click on the roster link.
 3. Review the data and pay close attention to the male subgroup
 4. Validate the total number of males in the data.
 5. Report any discrepancies.
-

ID 12

Purpose: Review the race ethnicity results across reports for high school completion.

1. Navigate to the completion report.
 2. Click on the report, trend, data, and roster links, respectively.
 3. Review the data and pay close attention to the race ethnicity of students and their completion status by selecting the race/ethnicity filter in the dropdown.
 4. Validate their race ethnicity against internal data or ND Insights.
 5. Report any discrepancies.
-

ID 13

Purpose: Review rosters to ensure only high school students and GED completers are included.

1. Navigate to the completion report.
 2. Click on the roster link.
 3. Review the data and pay close attention to the grade level of students and their completion status.
 4. Validate the number of students with high school grade levels.
 5. Report any discrepancies.
-

ID 15

Purpose: See the number of students with an exit status of graduated.

1. Navigate to the completion report.
 2. Click on the roster link.
 3. Review the data and pay close attention to the exit status.
 4. Validate the number of students with an exit status of "graduated."
 5. Report any discrepancies.
-

ID 16

Purpose: Examine the number of students in the graduation cohort who transferred out of district.

1. Click on the completion report.
 2. click on the roster report.
 3. Review the exit status of students.
 4. Make note of those with an exit status of transferred out of district.
 5. Report any discrepancies.
-

ID 17

Purpose: See the number of Hispanic/Latino students who completed.

1. Click on the completion report.
2. click on the roster report.
3. Review the completion status of students.
4. Make note of those with a status of completed.
5. Report any discrepancies.

HIGH SCHOOL GRADUATION || LOW PRIORITY

ID 1

Purpose: Validate the traditional grad rate matches across reports for all students to ensure accuracy.

1. Navigate to the graduation report.
 2. Review the percentages on the report link.
 3. Note the percentages for grad rate.
 4. Click the Trend report and compare the percentages for the current year.
-

ID 2

Purpose: Match the student percentages for all reports to ensure validity.

1. Navigate to the graduation report.
 2. Review the percentages on the report link.
 3. Note the percentages for grad rate.
 4. Click the Trend report and compare the percentages for the current year.
-

ID 3

Purpose: Test the functionality of tooltips to ensure it matches the actual data.

1. Navigate to the graduation report.
 2. Click on the trend link
 3. Click within the chart on the report.
 4. ensure that a dialogue box pops up with a table of data within it.
 5. match the data against those in the trend report.
-

ID 4

Purpose: Ensure filters are working appropriately to test functionality and view the data through differing lenses.

1. Navigate to the graduation report.

2. From the report page, begin clicking in the boxes with the drop-down arrows.
 3. Make randomized selections from each box/filter.
 4. Pay attention to the report as selections are made.
 5. Data should change as a result of your selections.
-

ID 5

Purpose: Export data to an excel workbook for review and verification of functionality.

1. Navigate to the graduation report.
 2. Click on the data link in the upper right-hand corner of the report.
 3. Once on the report, notice the "Export to Excel" link.
 4. Click the link.
 5. Make sure the workbook opens and data in the spreadsheet are consistent with those in the portal.
-

ID 6

Purpose: Review the traditional graduation rate for the past 3 years to test the accuracy of trend data.

1. Navigate to the graduation report.
 2. Click on the trend link.
 3. Review the data to make certain it closely aligns with your own.
 4. Compare data against ND Insights data.
 5. Report any discrepancies.
-

ID 7

Purpose: See and compare the 6-year graduation rate for high school females so that our team can assess data with differing filters.

1. Navigate to the graduation report.
2. Filter the data for the gender
3. Filter the graduation data by selecting 6 year graduation rate.

4. Review the data against your own AND Insights.
 5. Report any discrepancies.
-

ID 8

Purpose: Examine the differences between the current year and prior year for graduation rate to check for growth.

1. Navigate to the graduation report.
 2. Click on the trend link.
 3. Review the data for the current and prior school years to make certain it closely aligns with your own.
 4. Compare data against ND Insights data.
 5. Report any discrepancies.
-

ID 10

Purpose: Review rosters to ensure only high school students are included.

1. Navigate to the graduation report.
 2. Click on the roster link.
 3. Review the data and pay close attention to the grade level of students.
 4. Make sure all students are in HS grade levels.
 5. Report any discrepancies.
-

ID 11

Purpose: Ensure that roster counts are accurate for high school males.

1. Navigate to the graduation report.
2. Click on the roster link.
3. Review the data and pay close attention to the male students.
4. Validate the number of males against your own data or Insights.

5. Report any discrepancies.

ID 12

Purpose: See the number of students with an exit status of graduated.

1. Navigate to the graduation report.
 2. Click on the roster link.
 3. Review the data and pay close attention to the Exit Status column for students.
 4. Validate the number of students with an exit status of graduated.
 5. Report any discrepancies.
-

ID 13

Purpose: Examine the number of students in the graduation cohort who transferred out of district.

1. Navigate to the graduation report.
 2. Click on the roster link.
 3. Review the data and pay close attention to the Exit Status column for students.
 4. Validate the number of students with an exit status of “transferred out of district.”
 5. Report any discrepancies.
-

ID 14

Purpose: See the number of Hispanic/Latino students who graduated.

1. Navigate to the graduation report.
2. Click on the roster link.
3. Review the data and pay close attention to the Exit Status column for students and Hispanic race/ethnicity.
4. Validate the number of students with an exit status of graduated who are Hispanic.
5. Report any discrepancies.

STUDENT ENGAGEMENT || HIGH PRIORITY

ID 1

Purpose: To ensure that the data are matching across all reports.

1. Navigate to the student engagement report.
 2. Review the percentages for each indicator on the report link.
 3. Note the percentages for each engagement indicator.
 4. Click the trend and Data links to compare the percentages for the current year.
 5. Ensure the percentages match and report any discrepancies.
-

ID 5

Purpose: To export the data to excel.

1. Navigate to the student engagement report.
 2. Click on the data link in the upper right-hand corner of the report.
 3. Once on the report, notice the "Export to Excel" link.
 4. Click the link.
 5. Make sure the workbook opens and data in the spreadsheet are consistent with those in the portal.
-

ID 9

Purpose: To review the homeless engagement for individual students.

1. Navigate to the student engagement report.
2. Click on the roster link.
3. Review the data in the homeless column.
4. Ensure the counts for these data are accurate by comparing against internal data and ND Insights.
5. Report any discrepancies.

STUDENT ENGAGEMENT || MEDIUM PRIORITY

ID 2

Purpose: To ensure the right students are being represented in the report.

1. Navigate to the engagement report.
 2. Review the percentages on the report link for race/ethnicity.
 3. Note the percentages and student counts.
 4. Click the roster report and compare the percentages and student counts for the current year.
 5. Report any discrepancies.
-

ID 4

Purpose: To ensure the data are filtering correctly.

1. Navigate to the student engagement report.
 2. From the report page, begin clicking in the boxes with the drop-down arrows.
 3. Make randomized selections from each box/filter.
 4. Pay attention to the report as selections are made.
 5. Data should change as a result of your selections.
-

ID 7

Purpose: To compare all reports for student engagement.

1. Navigate to the student engagement report.
 2. Click on the data link.
 3. Navigate to the trend and data reports, comparing against the report page to ensure they match.
 4. Review the data against Insights.
 5. Report any discrepancies.
-

ID 8

Purpose: To ensure the right students are being represented in the report.

1. Navigate to the student engagement report.
2. Click on the roster link.
3. Review the numerators for the behavioral, cognitive, and emotional indicators for a sample of students.
4. Ensure that the sample is accurate.
5. Report any discrepancies.

STUDENT ENGAGEMENT || LOW PRIORITY

ID 3

Purpose: To ensure the tool tips are working properly for the engagement report.

1. Navigate to the student engagement report.
2. Click on the trend link
3. Click within the chart on the report.
4. ensure that a dialogue box pops up with a table of data within it.
5. match the data against those in the trend report.

ID 6

Purpose: To review data for the last 3 years.

1. Navigate to the student engagement report.
2. Click on the trend link.
3. Review the data to make certain it closely aligns with your own.
4. Compare data against ND Insights data.
5. Report any discrepancies.

STUDENT GROWTH || HIGH PRIORITY

ID 1

Purpose: To ensure that the growth rate matches the data and roster.

1. Navigate to the student growth report.
 2. Review the percentages on the report link.
 3. Note the percentages for each growth level.
 4. Click the trend and Data links to compare the percentages for the current year.
 5. Ensure the percentages match and report any discrepancies.
 6. Review the roster to conduct a spot check and ensure the data look accurate.
-

ID 5

Purpose: Export data to an excel work.

1. Navigate to the growth report.
 2. Click on the data link in the upper right-hand corner of the report.
 3. Once on the report, notice the "Export to Excel" link.
 4. Click the link.
 5. Make sure the workbook opens and data in the spreadsheet are consistent with those in the portal.
-

ID 9

Purpose: Examine growth for 5th graders who are low income.

1. Navigate to the growth report.
 2. Click on the report link.
 3. Select the filter for 5th grade and low-income.
 4. Compare this rate against internal data and ND Insights to ensure accuracy.
 5. Report any discrepancies.
-

ID 11

Purpose: Ensure that roster counts are accurate for males and females.

1. Navigate to the growth report.
2. Click on the roster link.
3. Review the count of male and female students.
4. Ensure this closely aligns with internal data and ND Insights (if possible).
5. Report any discrepancies

STUDENT GROWTH || MEDIUM PRIORITY

ID 2

Purpose: To match the percentages and student counts for all reports with the accompanying roster.

1. Navigate to the growth report.
2. Review the percentages on the report link.
3. Note the percentages and student counts (where appropriate) for completer rate.
4. Click the roster report and compare the percentages and student counts for the current year.
5. Report any discrepancies.

ID 4

Purpose: To ensure filters are working appropriately.

1. Navigate to the growth report.
 2. From the report page, begin clicking in the boxes with the drop-down arrows.
 3. Make randomized selections from each box/filter.
 4. Pay attention to the report as selections are made.
 5. Data should change as a result of your selections.
-

ID 7

Purpose: To check the growth rates for all students in 2021-22.

1. Navigate to the completion report.
 2. Note the percentages on the report page.
 3. Navigate to the trend and data reports, comparing against the report page to ensure they match.
 4. Review the data against Insights.
 5. Report any discrepancies.
-

ID 8

Purpose: To check the growth rate for 4th grade males.

1. Navigate to the growth report.
2. Click on the filters to select "gender" and "4th grade".
3. Review the data for 4th grade males to make certain it closely aligns with your own.
4. Compare data against ND Insights data.
5. Report any discrepancies.

STUDENT GROWTH || LOW PRIORITY

ID 3

Purpose: To test the functionality of tooltips.

1. Navigate to the growth report.
 2. Click on the trend link
 3. Click within the chart on the report.
 4. ensure that a dialogue box pops up with a table of data within it.
 5. match the data against those in the trend report.
-

ID 6

Purpose: To review the growth rate for the past 3 years.

1. Navigate to the growth report.
 2. Click on the trend link.
 3. Review the data to make certain it closely aligns with your own.
 4. Compare data against ND Insights data.
 5. Report any discrepancies.
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ID 10

Purpose: To analyze growth trends for 8th graders by race/ethnicity.

1. Navigate to the growth report.
2. Click on the trend link.
3. Review the data for 8th graders by race/ethnicity to make certain it closely aligns with your own.
4. Compare data against ND Insights data.
5. Report any discrepancies.