The goal of the GEAR UP program is to ensure that Oregon's low-income middle school and high school students are prepared for, pursue, and succeed in postsecondary education whether that be a Bachelor's degree, Associates degree, certificate, apprenticeship or other training.

Using Your Data Dashboard

Confidentiality & Responsible Use

The data housed in this dashboard is considered **confidential** - it represents the attitudes, beliefs, and feelings of individual students, parents, and educators and maintaining the privacy of these individuals must be considered of utmost importance when exploring or sharing these data. Particularly in smaller schools, it is theoretically possible for some students to be identified by their responses - no attempt should be made to do this and no data that can identify a survey-taker should ever be shared. This is particularly relevant when filtering responses (see more in Filtering below), and should be considered before any generalization are made about these data (see more in Survey Response Rates below). It is each user's responsibility to be aware of the confidential nature of this data and make every reasonable attempt to maintain that confidentiality through responsible data usage and sharing. Contact jennica.vincent@oregonstate.edu or natalie.smith@oregonstate.edu with any questions regarding your use or potential distribution of these data.

Understanding Vocalize

When you first visit the Vocalize page, you will come to your Dashboard. This Dashboard will include tabs such as the Welcome tab, a Cluster Profile tab, individual tabs for each of the five R's, and a tab of Key Data (Report).

Each R tab is organized by headings, subheadings, and widgets. These are roughly organized by GEAR UP grant objective.

Purpose

The purpose of the Data Dashboard to give you up-to-date insight into the progress that your school is making in areas of career and college readiness. Your dashboard houses data about your cluster from multiple sources, including GEAR UP surveys (and survey demographic data), the College & Career Readiness Indicator (CCRI), Oregon Department of Education (ODE), and the National Student Clearinghouse (NSC).

Understanding Your Data

Reading Widgets

Data is student-centered. Unless otherwise labeled, the student is the one responding to each survey question. Note that some questions are asked to multiple respondent groups and may appear in the same or different widgets, but are always labeled by response group if not student.

Information:
The "i" icon contains important information about the survey question:
- This can include respondent group(s), verbatim wording of questions as seen on the surveys, survey questions, wording changes across years, or other factors affecting data results.
- If you see data dramatically change from year to year, look here first! Survey question wording, response categories, or data definitions may have changed across years.

Tooltip:
Hover over different parts of a graph to see category information and exact percentages.
- For example, if you hover over one bar on a bar graph, you will see a legend explaining what category each color in the bar graph represents, as well as the percentage and number of items in each category. The category for the bar you are hovering over is highlighted in this legend.

Filtering:
- Page filters apply to an entire page, while widget filters only apply to individual widgets on which they are applied. There is a "School Year" and a "School Name" filter at the top of each "R" tab.
- To compare widgets or pages, make sure they are both/all filtered the same way.
- When you click on one item in the filter list, the displays will filter by that item. If you click another item on the list, BOTH filters will be applied (meaning that selecting one does

Color Gradients

For the most part, a stoplight color scheme is used. This generally means:
- Red = cause for alarm or attention
- Green = on target or reaching closer to GEAR UP goals
- Yellow = neutral or "I don't know"

Detailed agreement color scale:
- **Strongly Agree/Often or in many ways**
- **Agree/Yes/Sometimes**
- **Agree a little/Somewhat agree**
- **Neutral/Don't know**
- **Disagree a little/Somewhat disagree**
- **Disagree/No/Rarely**
- **Strongly Disagree/Never**

Other colors used:
- Blue is used often to represent counts or distributions that do not follow a gradient or hierarchy.
- Gray indicates absence or emptiness, ex. None.

Filter Icon	Export Icon
▼ 1	↓

Survey Response Rates

When interpreting your data, there are a number of factors to take into consideration:
- **Response Rate:** The higher the survey response rate, the more likely it is that the data is representative of the population that was surveyed. The lower the survey response rate, the less accurately the data describes the population surveyed. It is not advisable to make generalizations based on data that has a response rate lower than 70%, and to consider what types of students, parents, or educators may have been more likely to participate in surveying.
- **Sample Size:** The number of people surveyed, or who answered a specific survey question may affect the percentages significantly. For example, college enrollment rates may vary more widely year to year in a school that typically has 10 seniors vs. a school that typically has 100 seniors.
- **Survey Sample and Timing:** Characteristics about the people who completed the survey (survey sample) may affect the data and how representative it is of a larger group (survey population), and respondents in a given population are ideally surveyed during the same time frame, and around the same time each year. For example, males vs. females, students in 9th grade vs. 12th grade, schools in their first year of implementing GEAR UP vs. after 5 years of implementing GEAR UP. **Remember that filtering data by these types of characteristics can reduce the sample size to a non- representative amount. Consider the representativeness of your sample (sample size compared to the total population; ex. students surveyed vs. total student population) when viewing data from past years.**

How to Export/Download Dashboard Data

You can download a widget as a .jpg or .csv file.
- For .csv files, you may need to save file and open in Excel in order to view it as a table.

You can download an entire tab of data by using the export button on the top right of the page (logo: page with down arrow), however, most tabs are not configured for printing (Key Data Report and Parent Handouts <u>are</u> configured to print). Tabs must be exported one at a time and will export with whatever filters you have applied. Let the tab fully load before exporting.

When we make changes to the dashboards on the backend, it takes time for those to load. Look for warnings at the top of the page (on any tab except the Welcome tab) which will indicate that partial results are being displayed. It may take 30-60 minutes for updates to be ready for viewing. GEAR UP staff will try to keep you updated when this occurs and will make changes primarily

Technical Issues and Support

Slowness or Unusual Behavior

If you do not see data where you would expect to see data, this could be the result of many factors (for example, if you do not see data in the 12th grade column, 12th graders may not have been surveyed that year) – call or send an email to Natalie.Smith@oregonstate.edu or Jennica.Vincent@oregonstate.edu letting us know the tab and the Widget title and what data is missing.

Give at least a 20 second loading time: when initially logging on, viewing new tabs, filtering/unfaltering, etc. If the browser crashes or is extremely slow while trying to load the Dashboard, try clearing your browser cache or try another web browser. You may need to clear your cache to see the most updated version of the data.
- Because Vocalize is entirely in your browser, your browser cache can become filled quite quickly, especially if you are utilizing Vocalize often! We recommend clearing your browser cache or accessing via a different web browser if you are experiencing slowness or any unusual behavior in your account.

If any changes have been made to the Dashboard by GEAR UP staff, the first tab of the Dashboard will show at the top what percent has been updates. Please check there if you are experiencing issues.
- Qualtrics Support Pages - Introduction to Vocalize and Manual:
qualtrics.com/support/vocalize/getting-started-vocalize/vocalize-introduction/

Dashboard Screen Display Sizing

The Dashboard display is best viewed on a fully maximized browser, on a large screen. If you are using a small screen to view the Dashboard or are otherwise experiencing issues/inconsistencies with the dashboard display alignment on your screen, try pressing Ctrl +/- or Command +/- for Mac users.
Holding down the Ctrl (control) key, press the – (minus or hyphen) key. This should shrink your display and allow you to see more of the screen. Use Ctrl + (plus key) to adjust in the opposite direction. Mac users use Command instead of Ctrl.

Browser Compatibility

Qualtrics Customer Support

If none of the troubleshooting tips on the left are successful, the Qualtrics support team is excellent and should be able to help you sort out any problems you are experiencing.

To file a support ticket:
- Click on the link in the upper right corner of your Dashboard that reads "Help & Feedback"
- Scroll to the bottom and click on the link in the lower right that reads "I need to file a support ticket"
- You will come to a "Contact Us" survey page, where you will need to respond to the

Changing Your Password

If you forget your password, or would like to reset it, click the "Forgot Password?" link on the Dashboard/Vocalize login page. You will be asked to enter your username. You will receive an email from Qualtrics with a link to reset your password.

Additional Resources

- Data Dashboard: https://login.qualtrics.com/vocalize/login
- Data Dashboard Manual
- Data Dashboard Cheat Sheet
- Data Dashboard Video Tutorials (logging in, etc.)

Glossary of Terms
(for reference purposes only)

- **Qualtrics**: Qualtrics is the name of the company that owns the software Oregon GEAR UP uses to survey, and the software product (called Vocalize) on which the dashboards are housed.
- **Vocalize**: Vocalize is the name of the software product that houses your data dashboard.
- **Dashboard**: Dashboards are a visual collection of data, they are used to consolidate and display different types of data in one place, and to provide the overall structure for the data. The dashboard contains multiple tabs which, in turn, are made up of widgets that visualize your data.
- **Tab**: The dashboard is divided into separate pages or tabs – each tab contains a different grouping of data and is labeled or categorized as such. The Rigor tab, for example, contains data related to Rigor.
- **Widget**: An individual component of the Vocalize Dashboard that allows you to view and analyze data, such as a graph, table, text box or header. A widget is essentially the box that contains a graph.
- **Filter**: You can use filters to look at only a specific subset of your data results, rather than all the results from all your collected data. All of the widgets have filters, some are locked and cannot be changed – these show you how the data you see are being automatically filtered. Some filters are unlocked and thus you can change the filtering. A Grade Level filter, for example, allows you to filter out a particular grade or set of grades of student survey responses. You can use filters to refine individual widgets, or page filters that apply to all widgets on a page, to show only results that meet specific criteria (for example, only GEAR UP-served grade levels).
- **Legend**: The legend (sometimes called a "key") tells you what response categories or other categories the colors in the graph are representing.
- **Table Order**: Tables display data in tabular form rather than graphical (in a graph) and their columns can be sorted in ascending or descending order by clicking on the column title.
- **Hover**: To position the cursor over a section of the computer screen without clicking (such as a graph or a menu), causing an action to happen (such as displaying information about the graph, or showing additional menu items).
- **X- & Y-Axis**: The X-axis is the horizontal line of the graph, and is often used to measure independent variables such as time (ex. year) or grade level. The Y-axis is the vertical line of the graph and often displays the response categories, different respondent groups, or the total count or percentage of responses.
- **Scale**: The scale is the relation between the units you're using, and their representation on the graph i.e., the distance between tick marks or the distance between the range of responses shown.