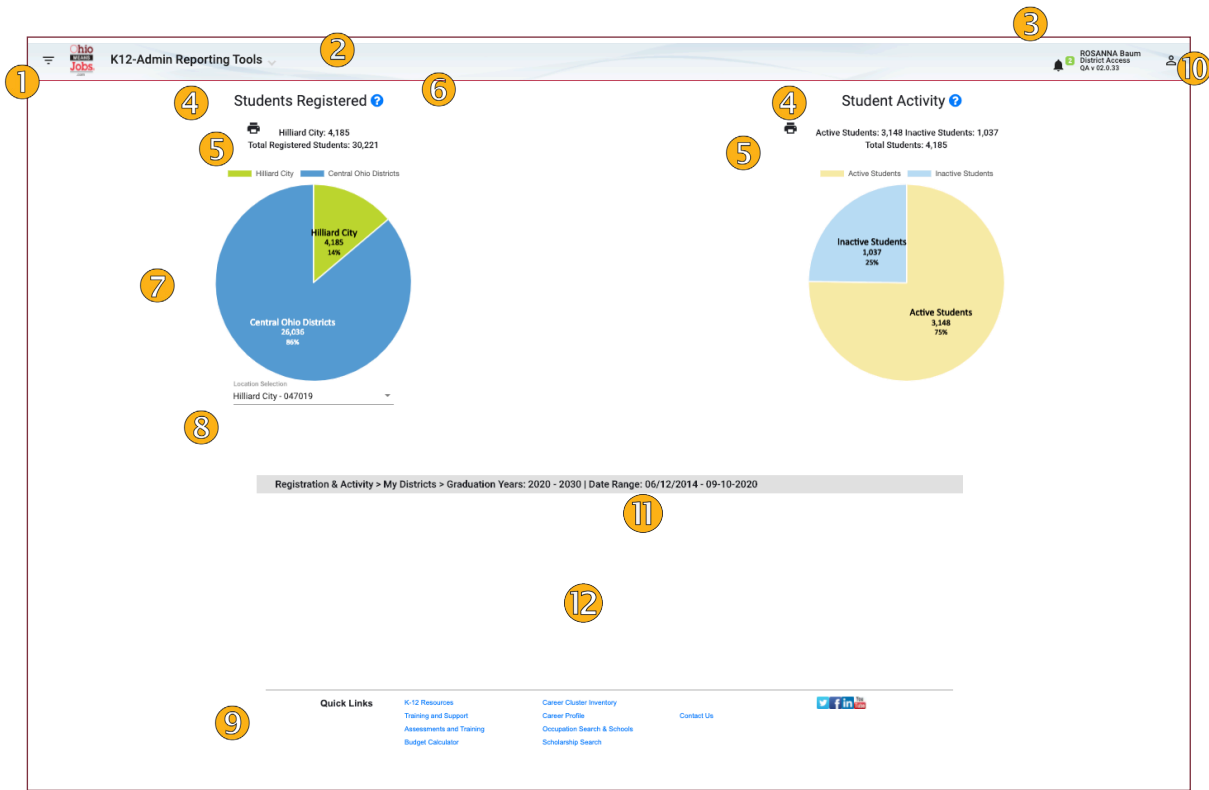




3. System Overview




3.1. Understanding the Screen Layout

The Home Page of the system displays Registration and Activity pie charts, as well as several functional icons, headers, and footer information. **NOTE:** Not all users will see both charts.

Please review the annotated screen below.



#	Item		Description
1	Date Filter Icon		The filter icon (the inverted striped triangle) located in the page header provides access to several filter parameters which can be used to constrain the display of data on any page in the system.
2	Main Menu		The various tools and reports in the system are available by clicking on the K-12 Admin Reporting Tools drop-down menu in the page header.
3	Notifications Menu		The small Bell Icon just to the left of the User Name in the upper right-hand corner of the screen provides access to a variety of notification functions for the user. These include calendar events, deadlines, and similar user-specific data.
4	Page Header		The name of the tool in use. NOTE: The home page contains two tools, as shown. All other pages contain only a single tool.

#	Item		Description
5	Print Icon		Every page in the system offers the user the ability to print the contents of the page. Clicking on the Print icon will initiate a printer dialog which allows a variety of options for printing and/or saving the contents of the screen.
6	Help Icon		The Help Icon (the small blue circle containing a white question mark) provides access to the help system. Clicking on this icon will provide context-sensitive help for the page the user is on, as well as access to the remainder of the help information for the entire system.
	Feedback Icon		The Feedback icon permits certain users to provide feedback about the system to technical personnel. NOTE: This icon is only available to certain, specially credentialed users and may not be visible on your screen.
7	Page Content	This is where specific tool data is displayed. The content of each page in the system varies according to the tool in use.	
8	Drop-Down Menus	Some screens allow the user to filter/constrain/select data using on-screen drop-down menus. These are in addition to the filter area filters	
9	Page Footer	The page footer on every screen contains a variety of links for access to other OhioMeansJobs resources.	
10	System Menu	The User Menu is accessed by clicking on the small user bust icon in the upper right-hand corner of the screen, next to the user's name and access credentials. Use this menu to manage Groups, get Help, or Logout of the system.	
11	Report Footer	The footer at the bottom of the main report is displayed as a gray bar with black text. The text is a breadcrumb in the following format: Main Report > Report Section > Graduation Years: [Graduation Year Filter Settings] (Date Range: [Date Range Filter Settings].) Note that only the filter settings used in the selected report are displayed in the Report Footer. For example, many summary reports do not make use of the date range filter settings, which are not displayed in the footer for those reports.	
12	Pop-up Area	Area reserved for detailed data display. This is discussed in detail below in section 3.4.	

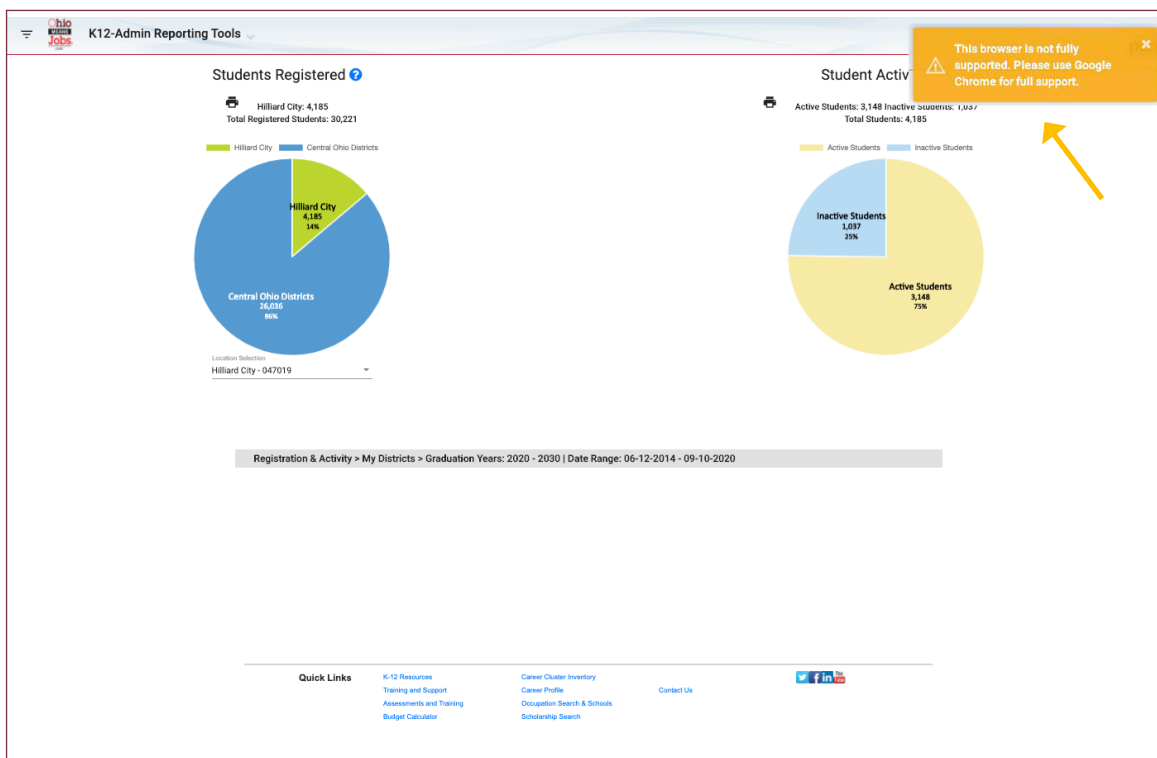
3.2. System-wide Functions

3.2.1. Login Functions

At login time, the system will check to see if you are using a compatible browser. Not all available browsers are supported by the system. The browsers officially supported by the system follow:

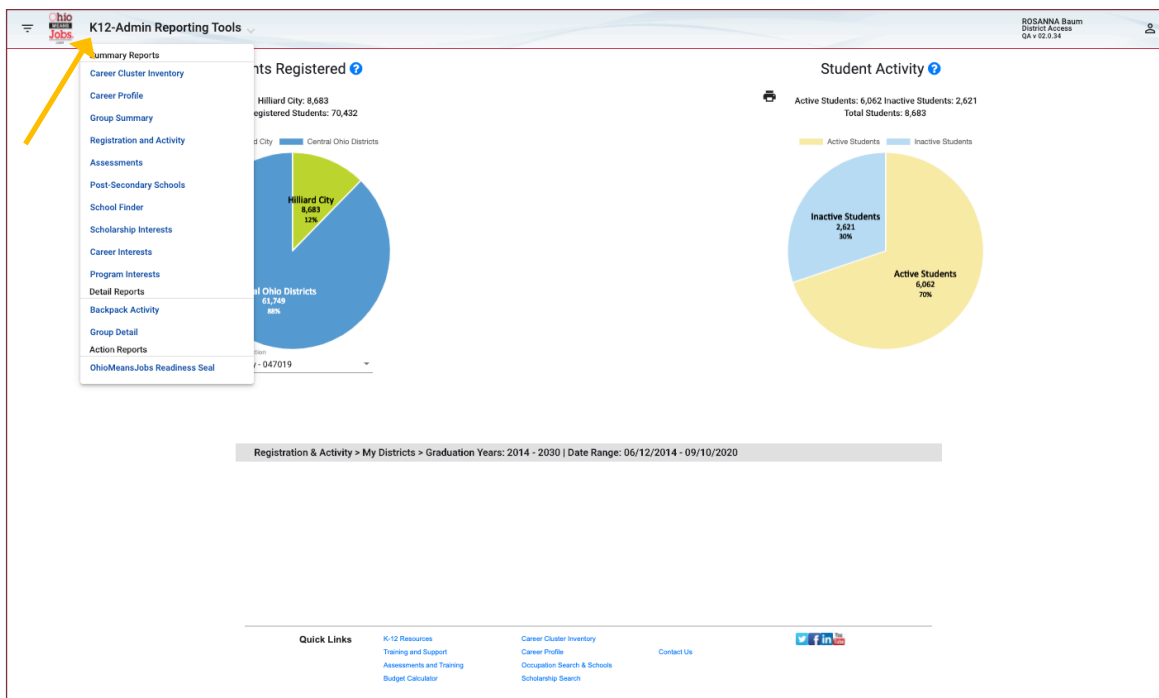
Browser	Support Level
Google Chrome	Full Compatibility
Microsoft Edge	Partial Compatibility (will become full)
All Others	No official support. NOTE: Other browsers may work with the system, but screen layouts may differ slightly from what you see in this manual, or they may not work acceptably well.

If the system detects an unsupported browser, you will see an indicator message in the upper right-hand corner of the screen, as follows:



3.2.2. The Main Menu

The **Main Menu** provides direct access to every reporting tool in the system to which you have credentialed access. The menu is located on every page in the upper left-hand corner of the screen, adjacent to the OhioMeansJobs logo. To access the menu, click on the **K-12 Admin Reporting Tools** drop-down menu, as shown:

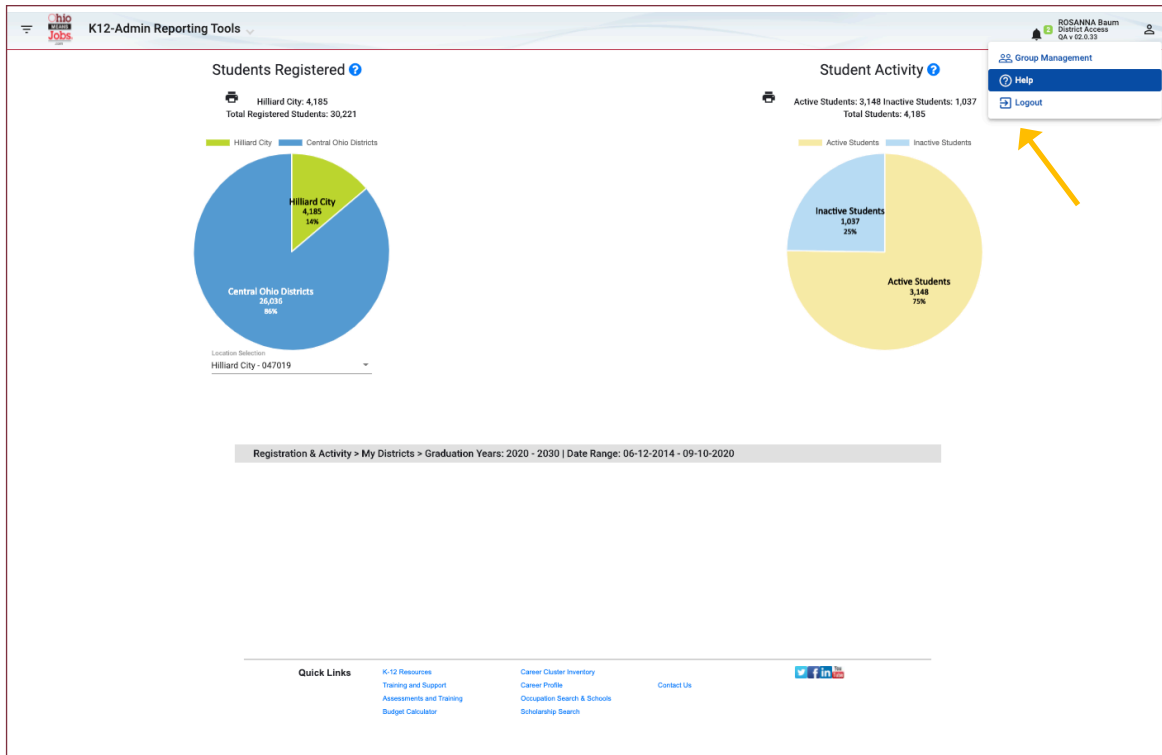


From there, scroll down and select one of the menu items to access a Reporting Tool. The tools listed in the menu are, in order:

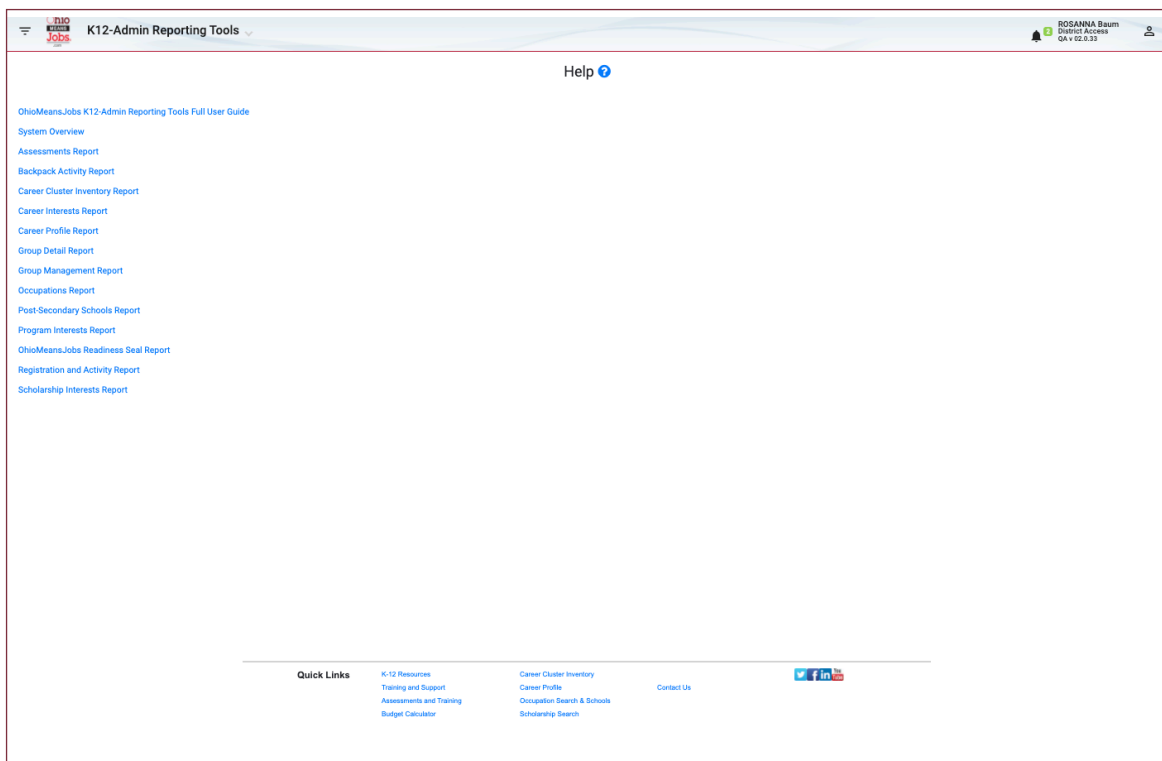
#	Tool Name
1	Career Cluster Inventory
2	Career Profile
3	Group Summary
4	Registration and Activity
5	Assessments
6	Post-Secondary Schools
7	School Finder
8	Scholarship Interests
9	Career Interests
10	Program Interests
11	Backpack Activity
12	Group Detail
13	OhioMeansJobs Readiness Seal

3.2.3. Getting Help

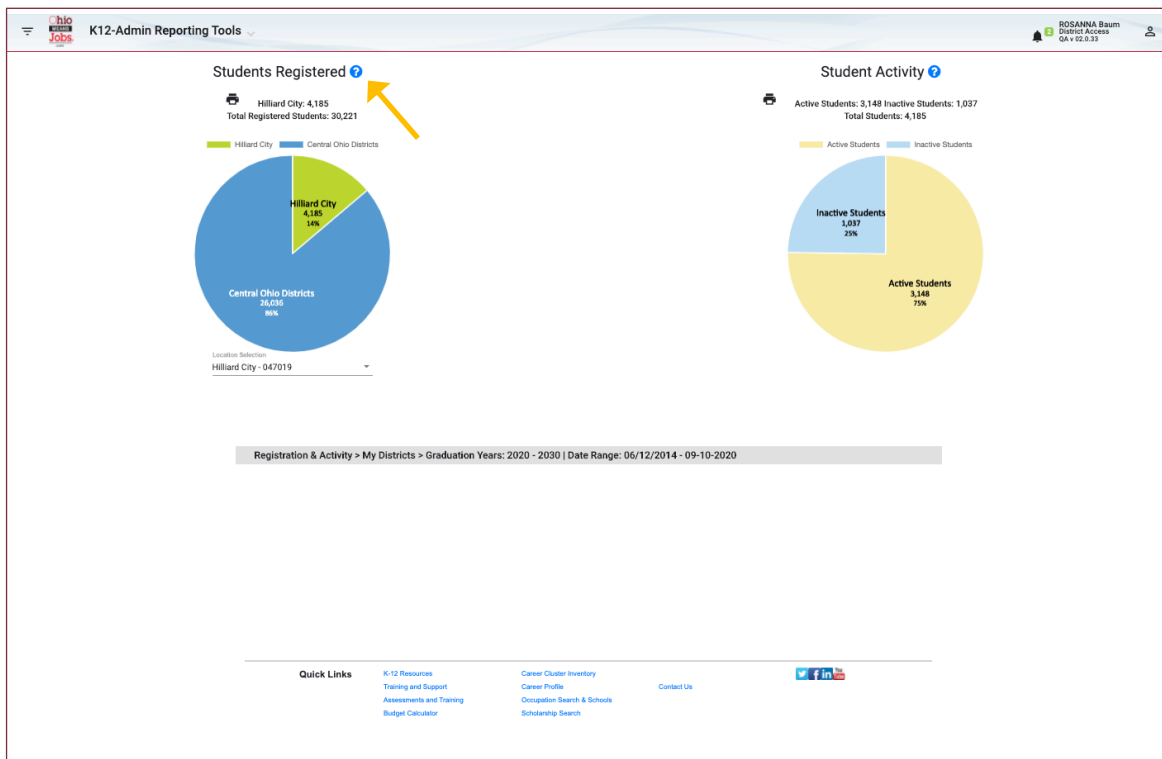
The Help System is accessible in one of two ways.



1. Click on the **System** drop-down menu and select **Help**. This provides access to the main menu of the Help System. From here, you can drill down further for help on a specific Reporting Tool.

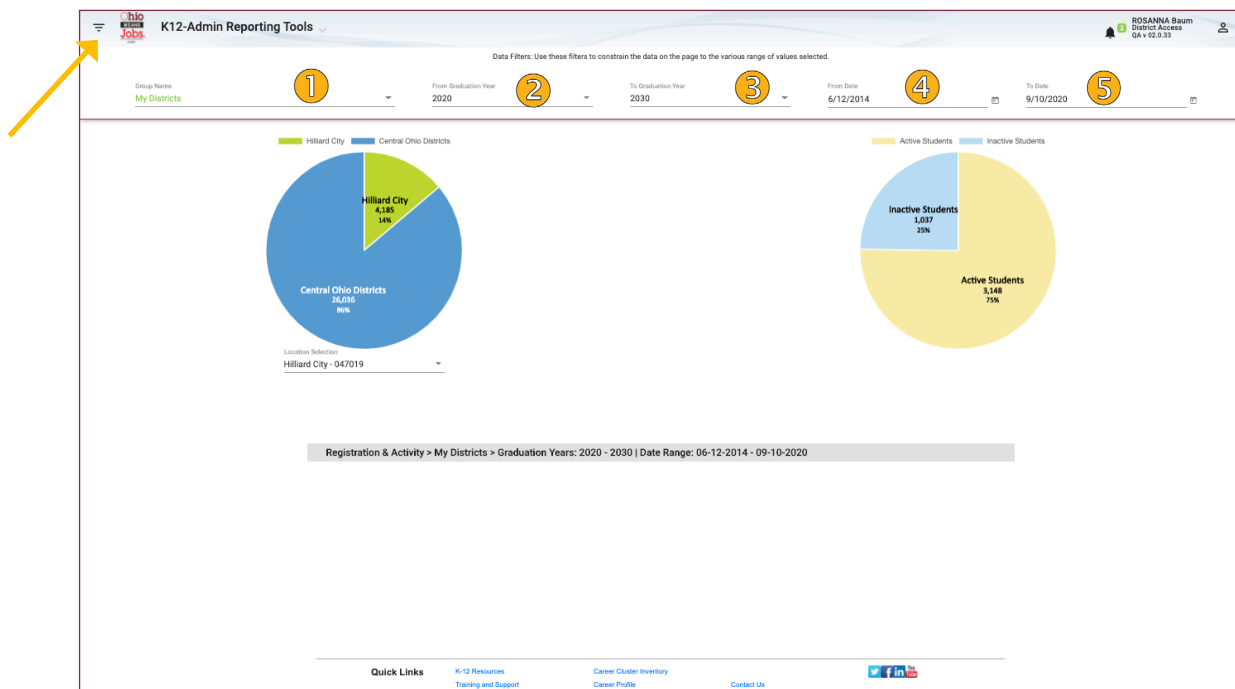


2. Alternatively, click on the **Help Icon** just to the right of the page title. This provides context-sensitive help for the page you are currently working on.



3.2.4. Date Filtering

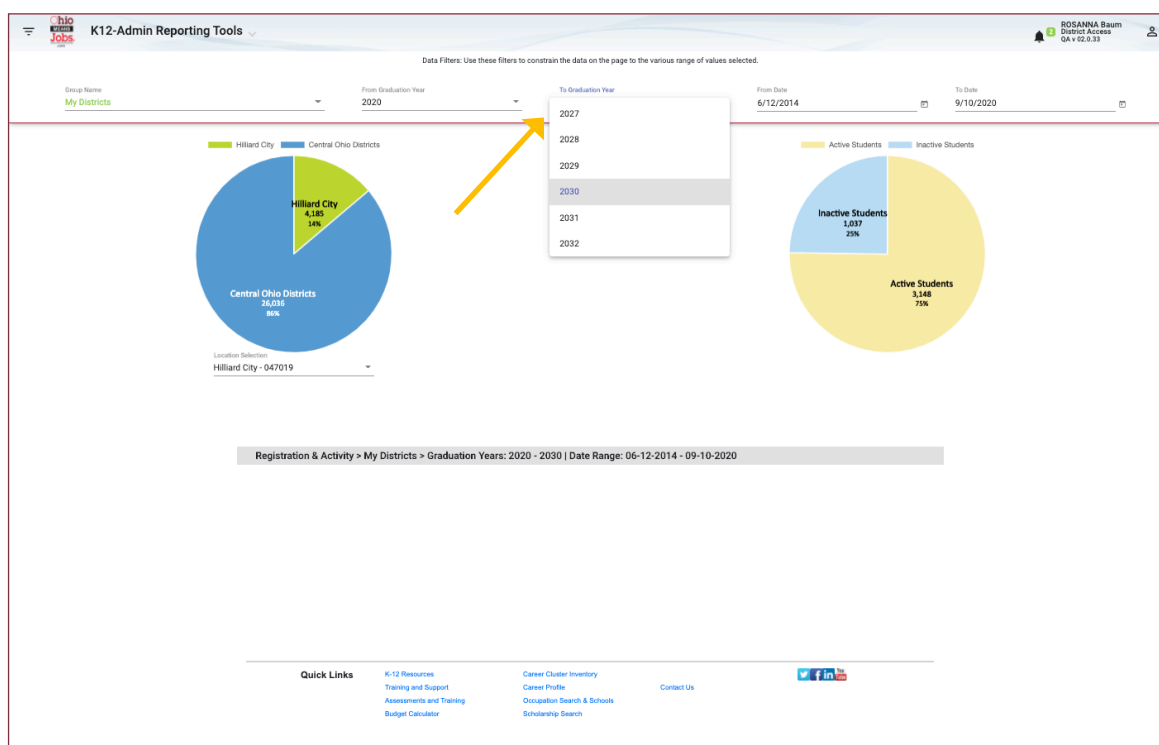
All the Reporting Tools in the system are sensitive to date ranges. A system-wide date filtering tool has been provided to constrain data access to specific date ranges. This filter affects all reports across the system and can be changed at any time by the user. To access the Filtering function, click on the **Filter icon** in the upper left-hand corner of the screen to open the **Filter drop-down**.



The filtering function provides the following options:

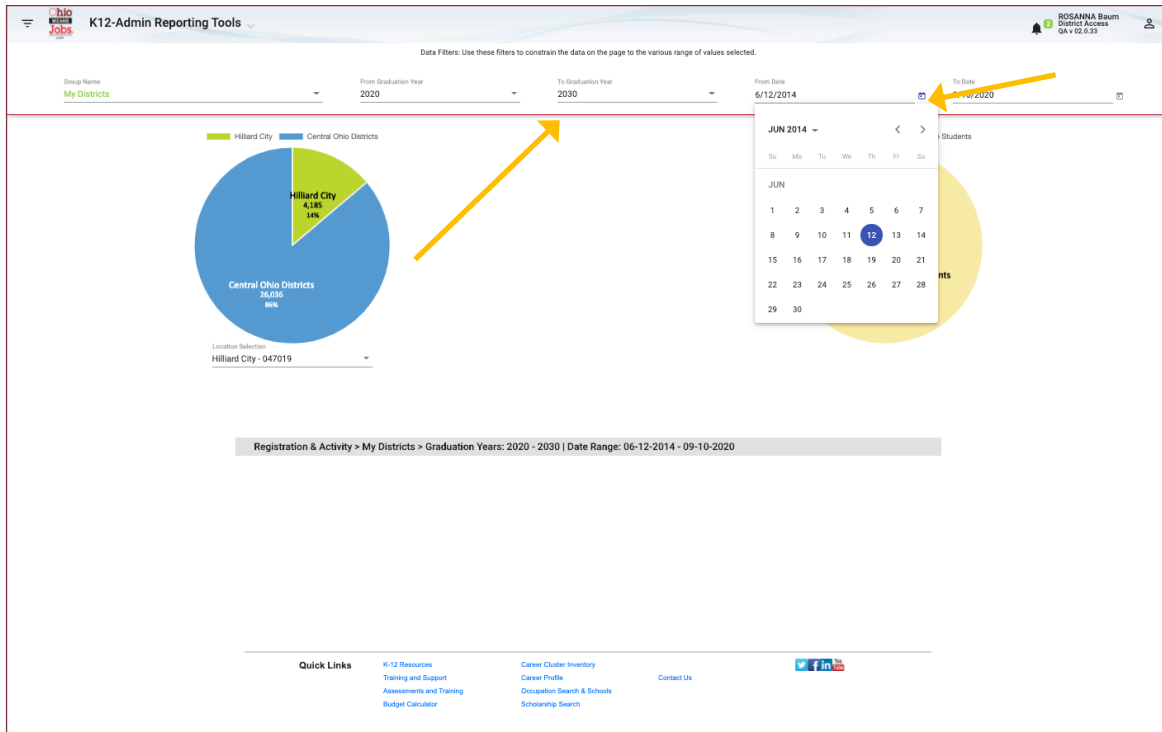
#	Item	Description	Default
1	Group Name	The Group you wish to work with. Group Management is discussed <i>Chapter 4 - Group Management</i> .	Local Access: My Schools District Access: My Districts State Access: All Regions
2	From Graduation Year	Select the minimum Graduation Year for inclusion in the Reporting Tool in use. No data prior to the selected year will be included in the Report.	The current year
3	To Graduation Year	Select the maximum Graduation Year for inclusion in the Reporting Tool in use. No data after to the selected year will be included in the Report.	The current year plus 10 years.
4	From Date	For other dates, select the minimum Date for inclusion in the Reporting Tool in use. No data prior to the selected From Date will be included in the Report.	The current date.
5	To Date	For other dates, select the maximum Date for inclusion in the Reporting Tool in use. No data after to the selected To Date will be included in the Report.	The current date minus 90 days.

Graduation Year Dates are selected via drop-down menu, as follows:



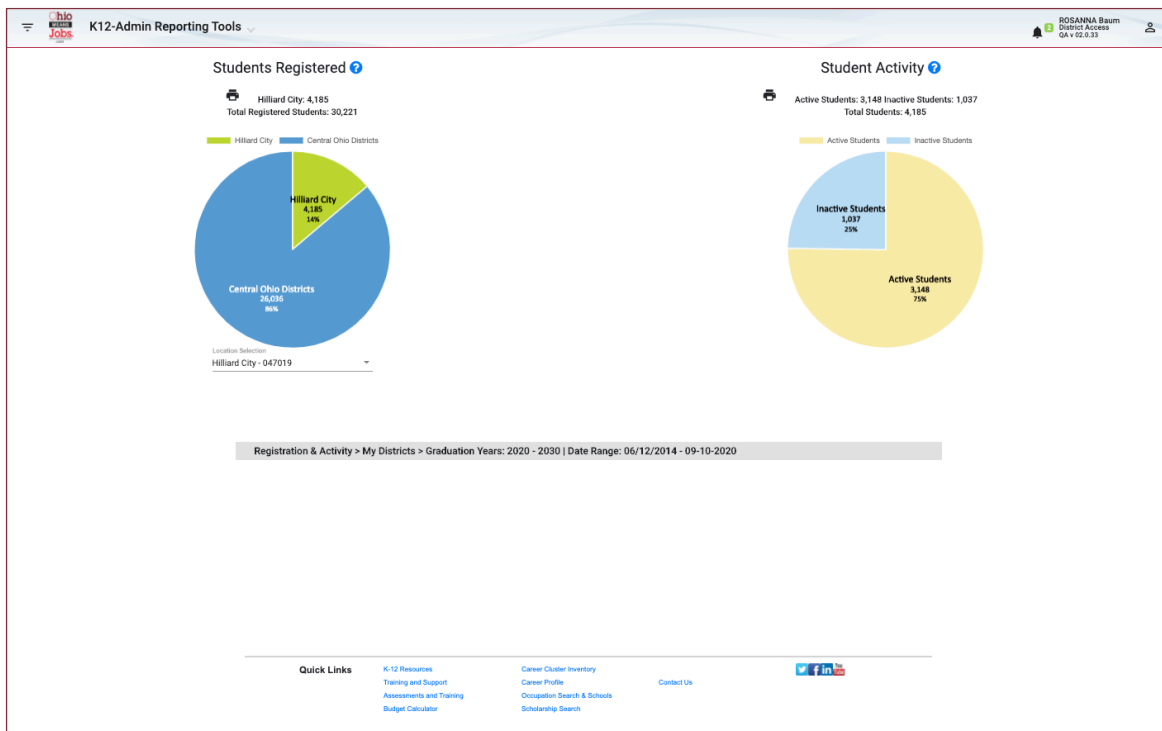
NOTE: In the screenshot above the breadcrumb text in the gray report footer matches the filter selections made in the filter area. Note also that the Registration and Activity Report (above) does not make use of the Date Range filter settings, which are not, therefore, displayed in the Report Footer.

The other Date fields can be entered manually via a text box, or via a drop-down calendar:



NOTE: Not all the Reporting tools make use of all the date filters; some use only Graduation Years, others use only From and To Dates.

After you are finished setting your date filters, click the **Filter Icon** again to close the **Filter drop-down**.



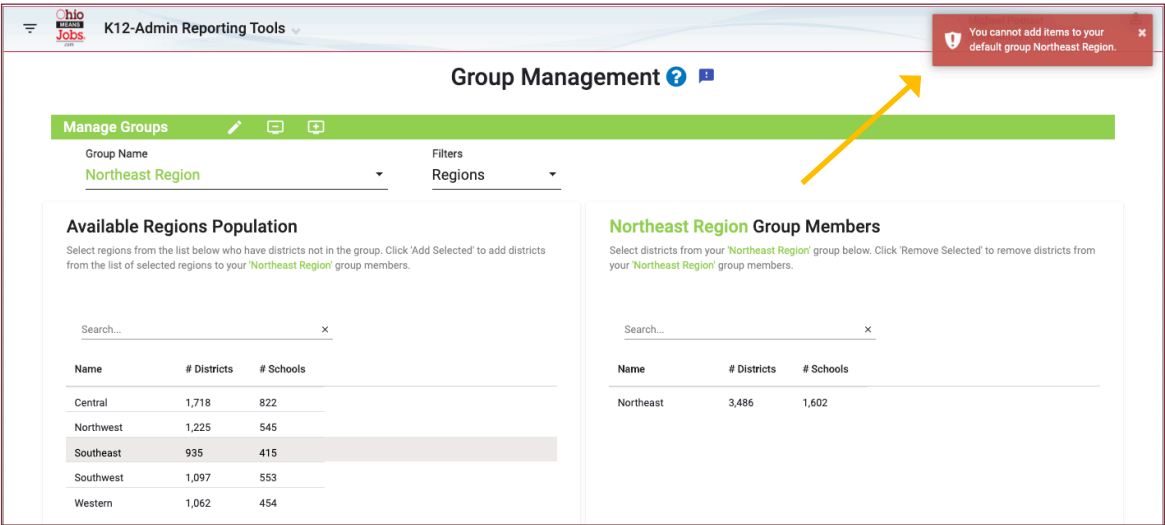
3.2.5. Group Management

Group Management is an important function which affects the behavior of every other tool in the system. As with the previous two system functions, it is accessed via the **System drop-down menu**. Please refer to *Chapter 4- Group Management* for a detailed review of the Group Management function.

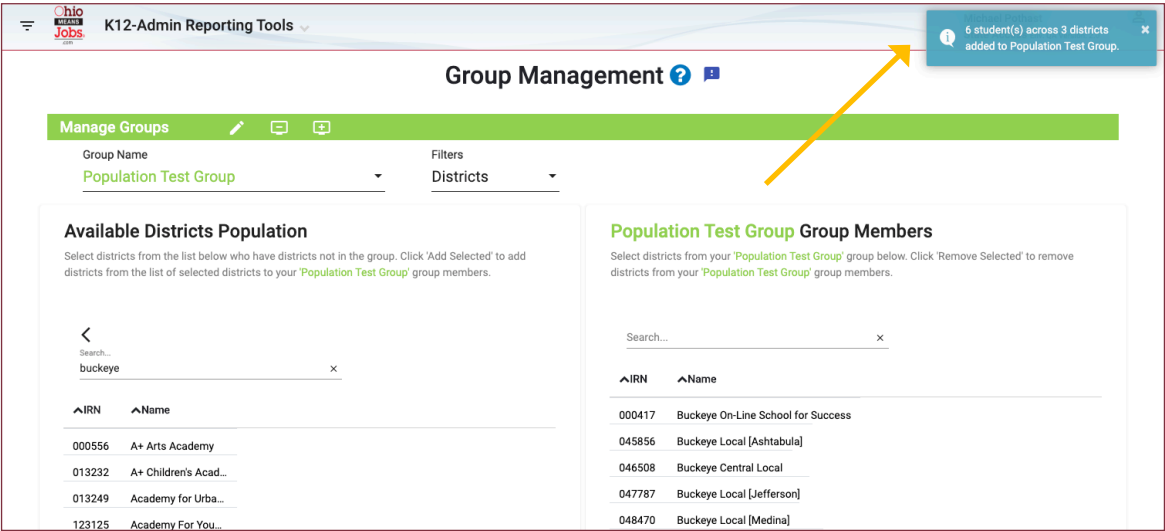
3.2.6. System Messages

The system will sometimes display error or confirmation messages which indicate one of two conditions:

1. An error has been made. In this case, the message appears in red in the upper right-hand corner of the screen.



2. A requested function has been completed successfully. In this case the message appears in green.



3.2.7. Returning to the Home Page

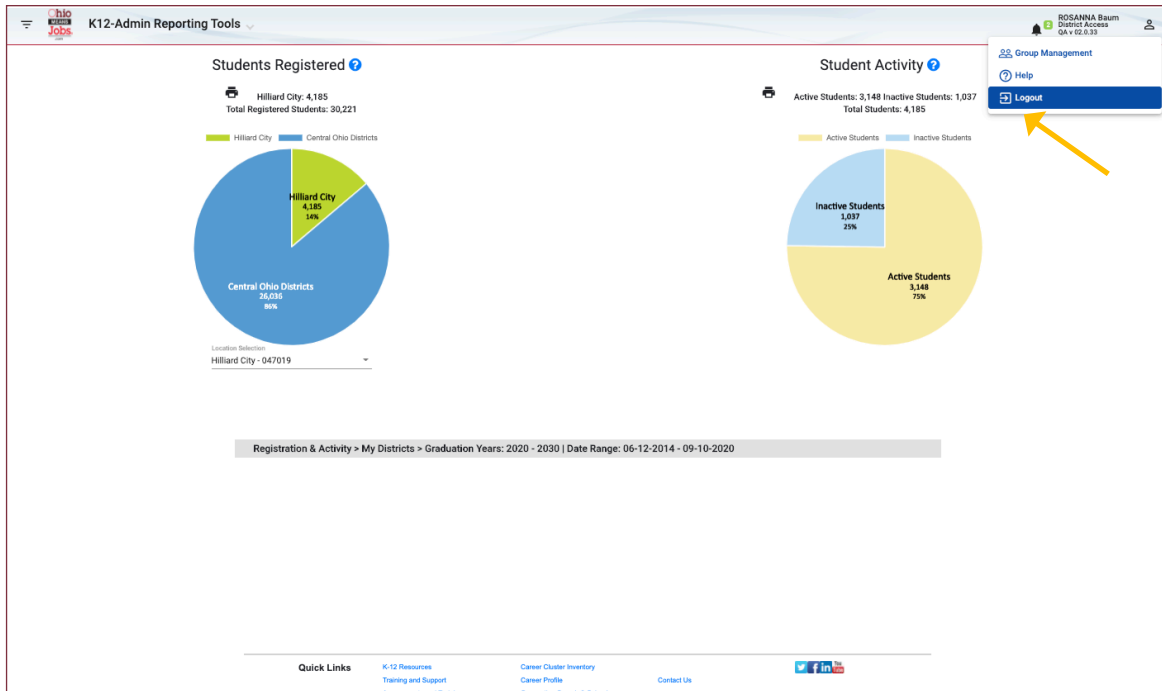
In this system, the “Home” page also serves as one of the Reporting Tools - *The Registration and Activity Report*. Therefore, to return to your home page from any other page in the system, click on the **K-12 Admin Reporting Tools** drop-down menu and select **Registration and Activity**. For example, doing so from the *OhioMeansJobs Readiness Seal Report* looks like this:

The screenshot shows the 'K12-Admin Reporting Tools' interface. On the left, a dropdown menu is open for 'Registration and Activity', with an arrow pointing to 'OhioMeansJobs Readiness Seal'. The main content area displays a table titled 'OhioMeansJobs Readiness Seal' with the following columns: Name, Email Address, District, School, School ID#, Grad Year, Users' Name, Users' Email, and Status Change Date. The table lists various users, including Ashley, Rudwan, Isack, Samuel, Diney, Hasham, Sundus, Maresa, Morgan, Gakuto, Samuel, Daniel, Aubrey, SAMIRA, Jaffer, Nazhan, and Marisa, along with their respective email addresses, districts, schools, and status change dates.

3.2.8. Logging out of the System

To log out of the system,

1. Click on the **User Menu Icon** in the upper left-hand corner of the screen.
2. Scroll down and select **Logout**



3. After logging out, you will be returned to the OhioMeansJobs Portal.

Home | About ODE | State Agencies | Online Services | **Ohio.gov**

Ohio | Department of Education

CONTACT US

PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

Redesigned **OH|ID** Coming Soon

TAKE A TOUR

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.

Please create a new OH|ID account if you do not already have one.

OH|ID PORTAL

Need Help? Visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

MYOHIO PLATFORM

3.3. Page-Level Functions

The following functions are available on each page of the system and provide functionality related to the page content of the tool in use.

3.3.1. Printing Reports

Every page in the system can be printed or saved to storage as a Portable Document File (PDF).

Printer icons appear near the top of each page, and sometimes lower in the page as well if the user has chosen to drill down to view detailed data. Here is an example from the AssessmentsTool:

K12-Admin Reporting Tools

Assessments

Search for a assessment × Retrieve Data

(0) searchable assessments are available.

Total Students: 10

Assessment	(10%)	Count of Students
Act® English Practice Test 1	(10%)	1
Ap* U.S. History Practice Exam 1	(10%)	1
General Math Skills Practice, Part I	(10%)	1
Grade 4 Geometry Practice 1	(10%)	1
Grade 6 Expressions & Equations Practice 1	(10%)	1
Informational Reading Skills Practice Set 1	(10%)	1
Informational Reading: Level 1, Practice 1	(10%)	1
Informational Reading: Level 2, Practice 1	(10%)	1
Practice Your Math Skills: Measurement	(10%)	1
Psat/Nmsqt* Critical Reading Practice Test 1	(10%)	1

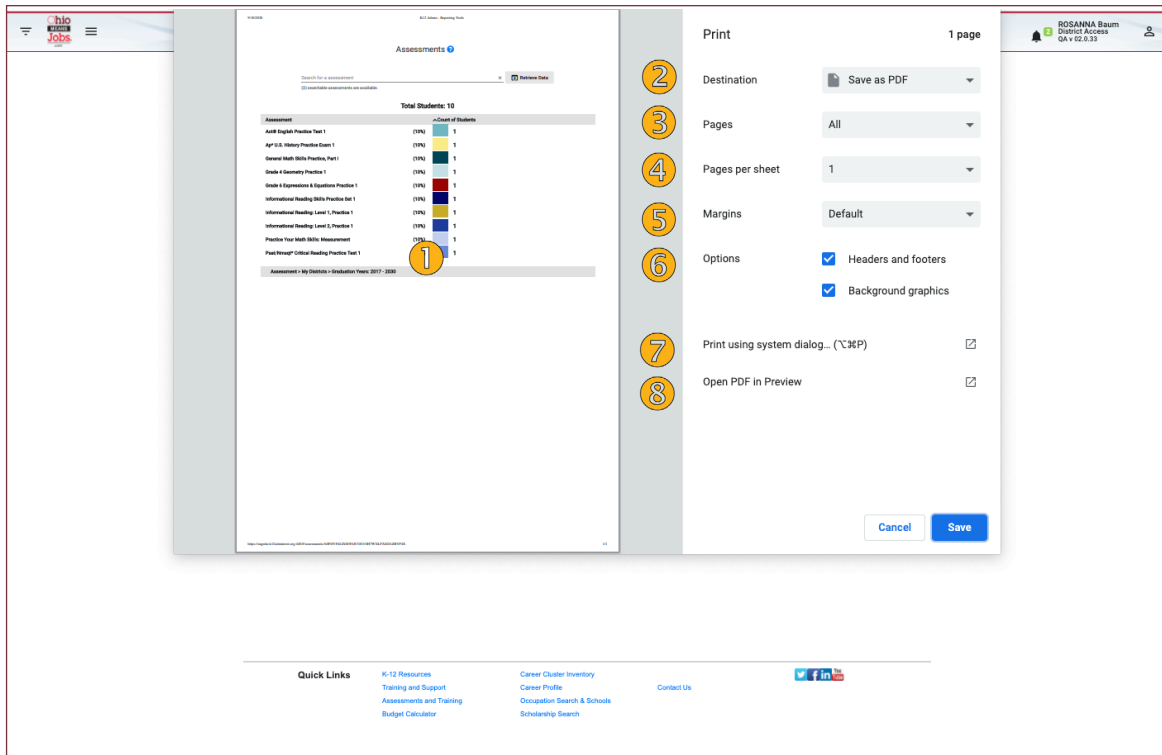
Assessment > My Districts > Graduation Years: 2017 - 2030

Quick Links

- K-12 Resources
- Training and Support
- Assessments and Training
- Budget Calculator
- Career Cluster Inventory
- Career Profile
- Occupation Search & Schools
- Scholarship Search
- Contact Us

[f](#) [in](#) [+1](#)

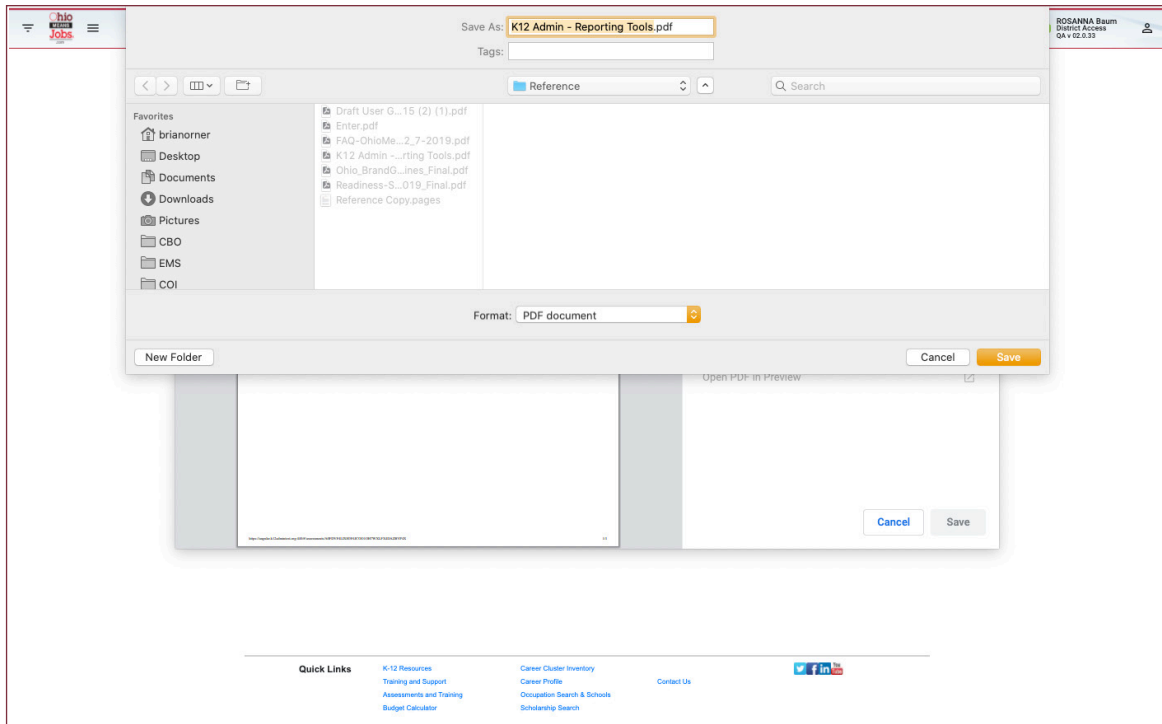
To print any page, click on the small printer icon adjacent to the title at the top of the page, as indicated above. This will initiate a printer dialog, from which you can make selections about the style, and destination of your print image.



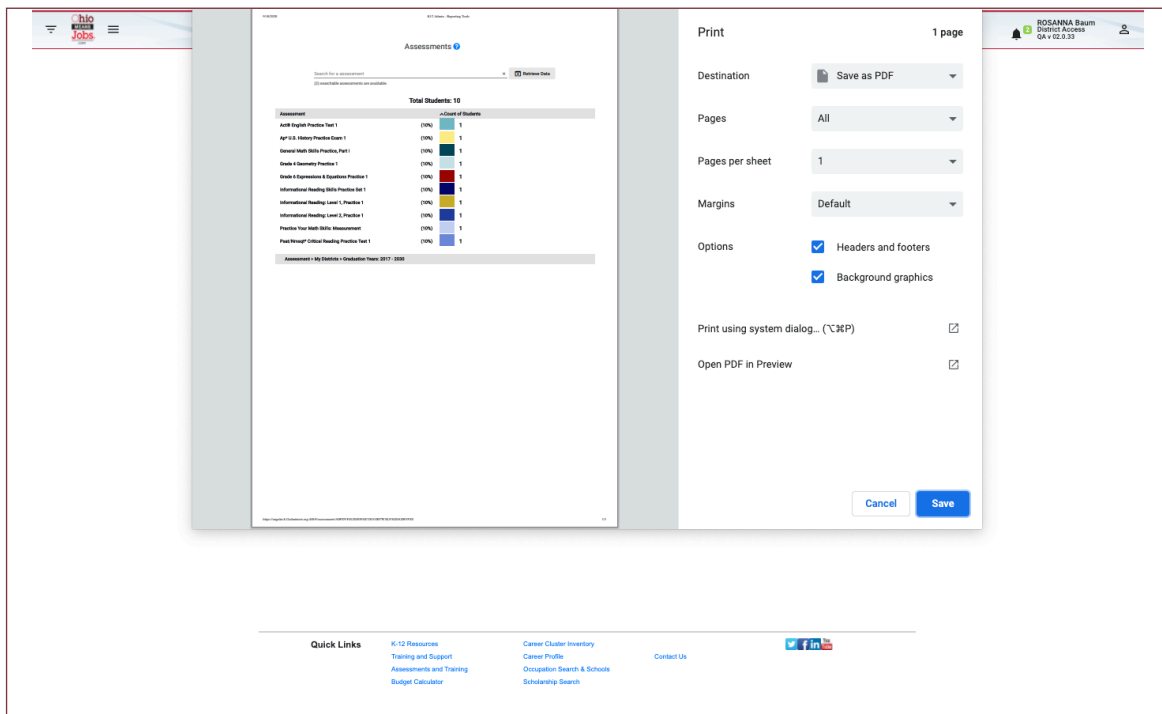
#	Item	Description
1	PageThumbnail	A graphical thumbnail view of the page(s) to be printed.
2	Destination	Select the appropriate destination for the print image.
3	Pages	Select All or Custom . If you select Custom , an addition text box will appear to allow you to specify specific page ranges.
4	Pages per Sheet	Six options are offered: 1,2,4,6,9 , and 16
5	Margins	Four margin options are offered: Default, None, Minimum , and Custom .
6	Options	Check Headers and Footers to have them included in the print file. Check Background Graphics to ensure graphics such as pie charts and bar charts appear in the printed file.
7	Print Using System Dialog	A Mac-only option. If you prefer to print a physical copy rather than save a print image to your storage media, select this option.
8	Open PDF in Preview	This is a Mac-only option which opens the PDF file in <i>Preview</i> , an Apple software tool.

After setting the options in the dialog box, do one of the following:

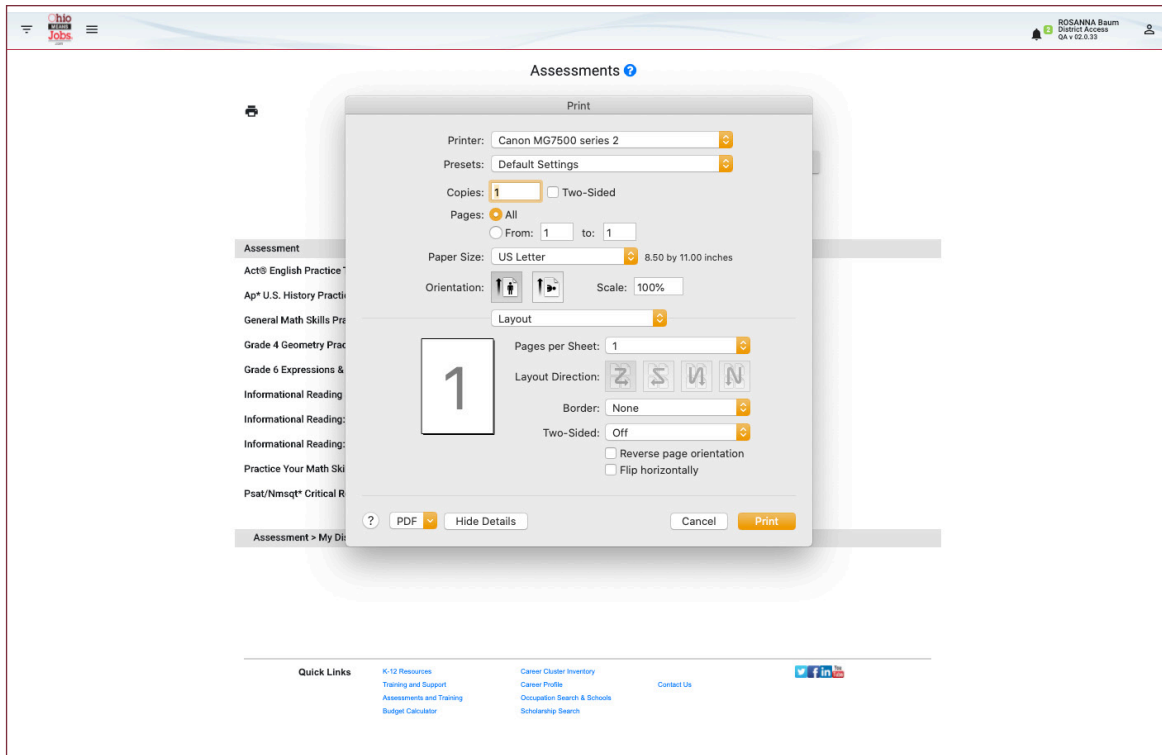
1. Click **Save** to save the print image to your storage media. Doing so will generate another dialog box, according to the look and feel of your operating system:



2. Enter the filename and location and tap on **Save**. You will then be returned to the page from which you initiated the Print dialog. Alternatively, you can select **Print Using System Dialog**.



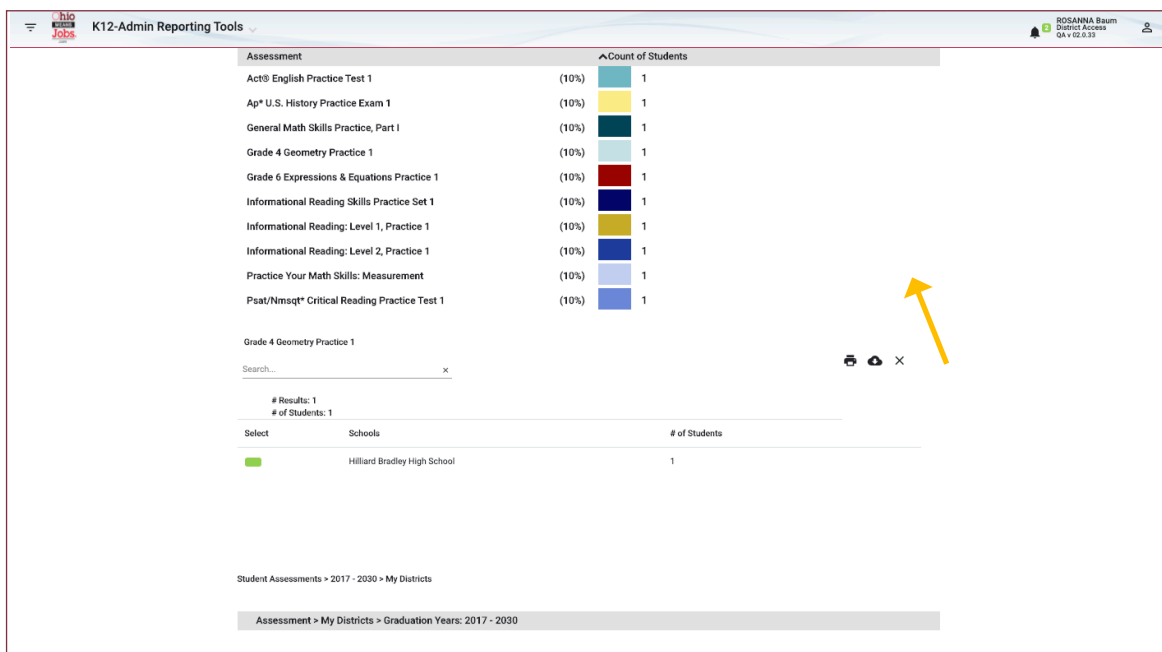
3. This will generate an operating system-level dialog box. Fill out the options according to your operating system preferences and click the button to **Print** or **Save**.



3.3.2. Exporting Files

The Reporting Tools offer the user the ability to export tabular data in Comma Separated Values (CSV) format. CSV is a software-independent standard for tabular data which is accepted by most spreadsheet programs. Exporting data from the system allows the user to analyze, refine, and report on the data offline using programs such as Microsoft EXCEL.

Exporting is accomplished by clicking on the Export Icon, which appears next to the printer icon on any page with exportable data. Here is an example from within the *Group Summary* tool:



OhioMeansJobs K-12 Admin Tools User Guide

The export function behaves slightly differently, depending upon the operating system in use. In general, clicking the icon automatically exports the file to the Downloads folder.

The screenshot shows the 'K12-Admin Reporting Tools' interface. At the top, there is a header with the OhioMeansJobs logo and the title 'K12-Admin Reporting Tools'. On the right, there is a user profile for 'ROSANNA Baum' with 'District Access' and a version number 'QA v 02.0.33'. The main content area displays a table of assessments with columns for 'Assessment', '(10%)', and 'Count of Students'. The table lists various assessments, each with a count of 1. Below the table, there is a search bar and a table showing results for 'Hilliard Bradley High School' with 1 student. At the bottom, there is a 'Show All' button. Two yellow arrows point to the 'Assessments D....csv' file name in the bottom left corner and the 'Show All' button in the bottom right corner.

Assessment	(10%)	Count of Students
Act® English Practice Test 1	(10%)	1
Ap® U.S. History Practice Exam 1	(10%)	1
General Math Skills Practice, Part I	(10%)	1
Grade 4 Geometry Practice 1	(10%)	1
Grade 6 Expressions & Equations Practice 1	(10%)	1
Informational Reading Skills Practice Set 1	(10%)	1
Informational Reading: Level 1, Practice 1	(10%)	1
Informational Reading: Level 2, Practice 1	(10%)	1
Practice Your Math Skills: Measurement	(10%)	1
Psat/Nmsqt® Critical Reading Practice Test 1	(10%)	1

Select	Schools	# of Students
<input checked="" type="checkbox"/>	Hilliard Bradley High School	1

Assessments D....csv

Show All

To open the exported file, click on the file name in the lower left-hand corner of the screen and select **Open**.

This screenshot is identical to the previous one, but with a file open dialog box open over the 'Assessments D....csv' file name in the bottom left corner. The dialog box has three options: 'Open', 'Always Open Files of This Type', and 'Show in Finder'. A yellow arrow points to the 'Open' button. Another yellow arrow points to the 'Show All' button in the bottom right corner of the main interface.

Assessments D....csv

Open

Always Open Files of This Type

Show in Finder

Cancel

Show All

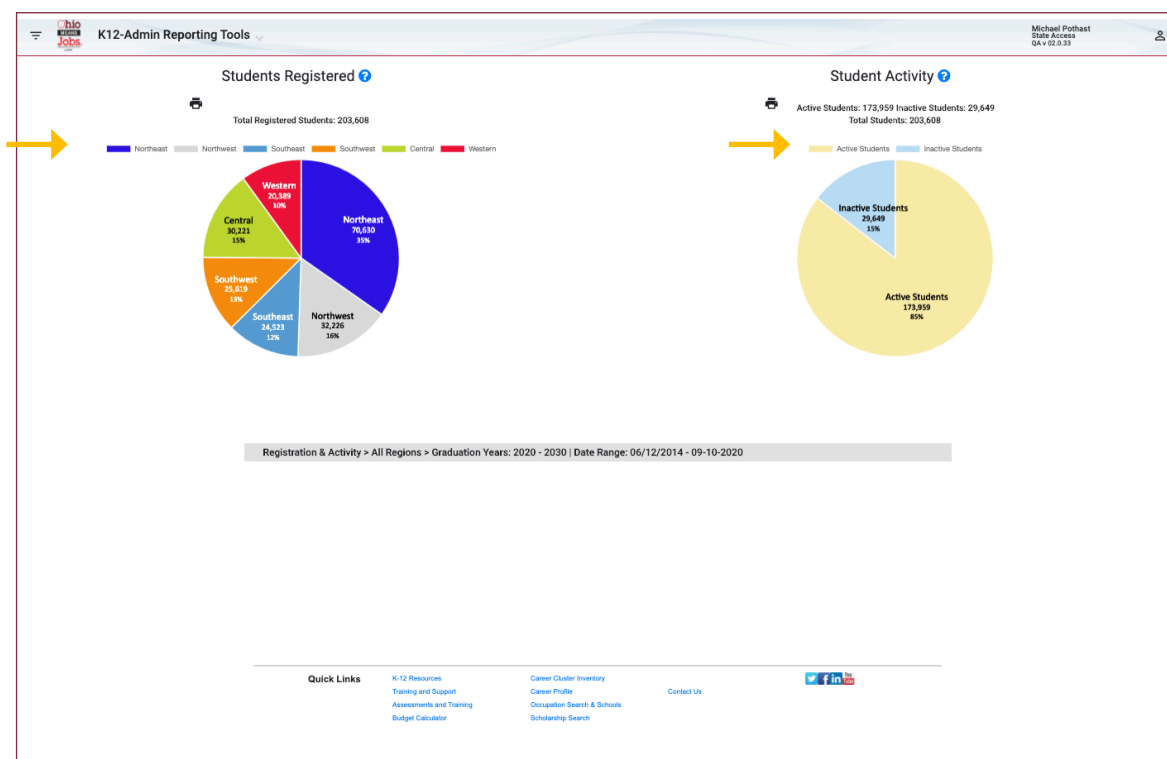
This will open the file in whatever program you have identified on your system as the default application for CSV files.

NOTE: Clicking the **Show All Button** will display a list of files which you have recently downloaded.

NOTE: You can click the small **X** in the lower right-hand corner of the export footer at any time to hide the footer.

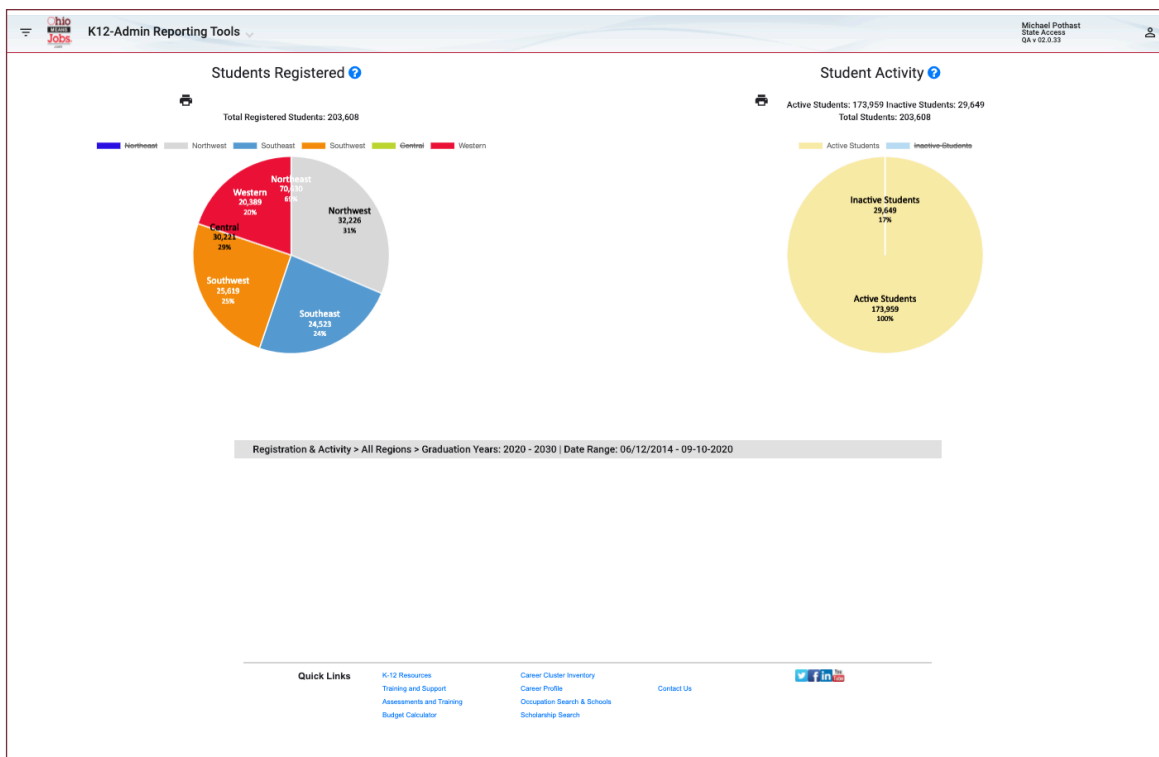
3.4. Pie Chart Animations¹

One interesting feature of the system is the ability to interactively hide or reveal individual pie chart data. This can be useful if the data in question is small, or if the pie chart has a large amount of data. For example, the pie chart below has a legend which annotates the chart with the name of the data, and an associated horizontal color bar which matches the color of the sector in the pie chart.



Each of these color bars can be individually clicked. The first click animates the pie chart to hide the associated data. Clicking the color bar again restores the visibility of the data. In the following example, The **Northeast** (blue), and **Central** (green) data in the Students Registered chart, and the **Inactive Students** (light blue) data in the Student Activity chart have been hidden in this fashion.

¹ **NOTE:** The screen images used in this section are from a State-level user.



Click the same color bars a second time to restore the display of the hidden pie chart data.

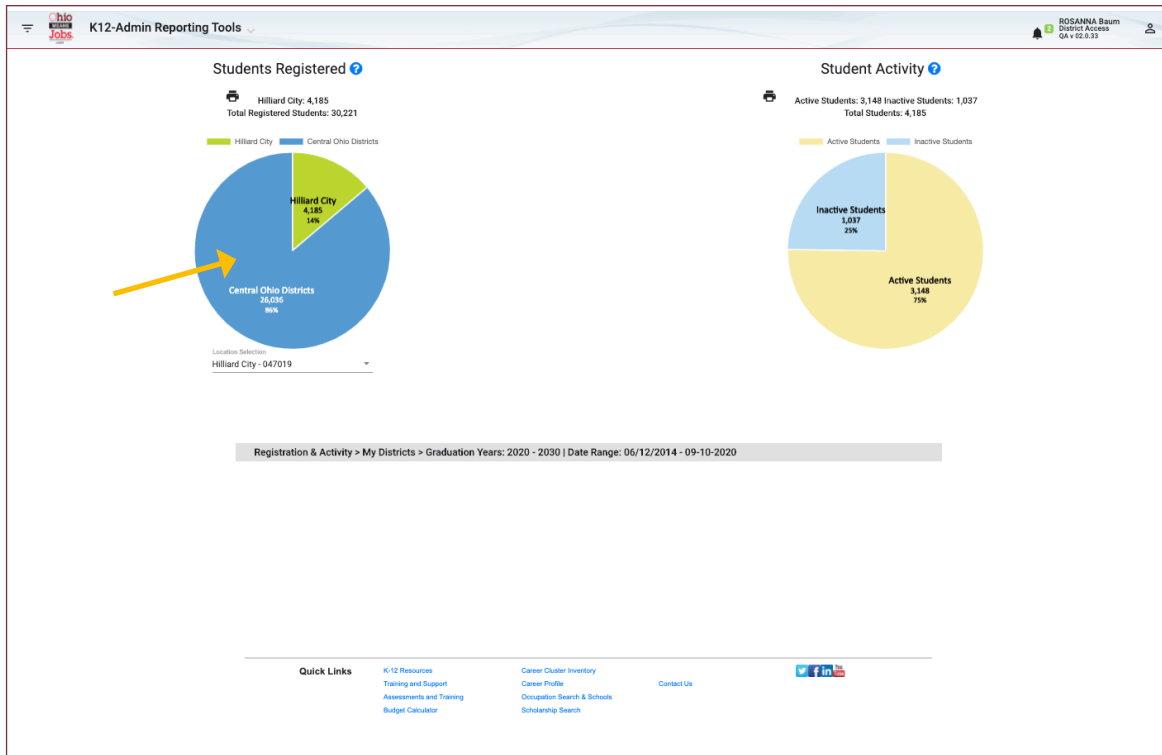
3.5. Understanding Pop-ups

3.5.1. Opening a Pop-up Display

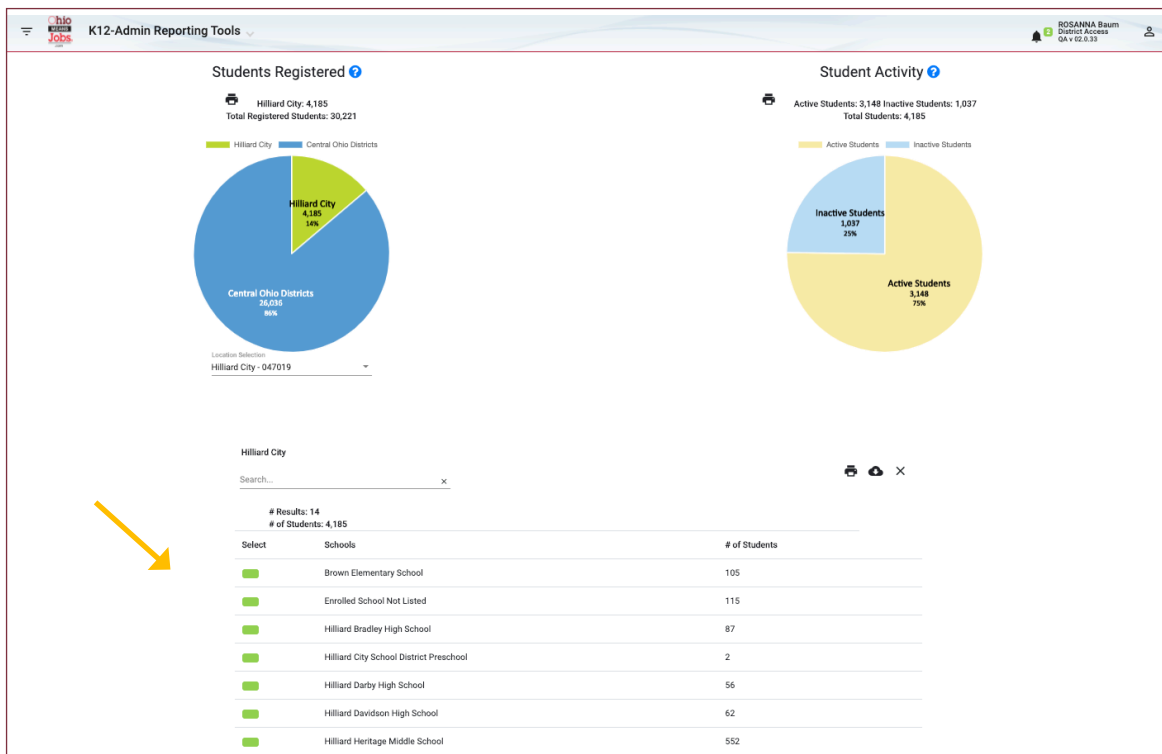
Every tool in the system begins with a primary display of data in graphical form as a pie chart or a bar chart. These charts are clickable, meaning you can select the individual pie chart data or bar graph data by clicking on it to “drill down” to view the data which it represents.

The underlying data is then displayed on the page beneath the primary graphical information. This is referred to as a “pop-up” display. It is sometimes necessary to scroll vertically to view the pop-up data in full.

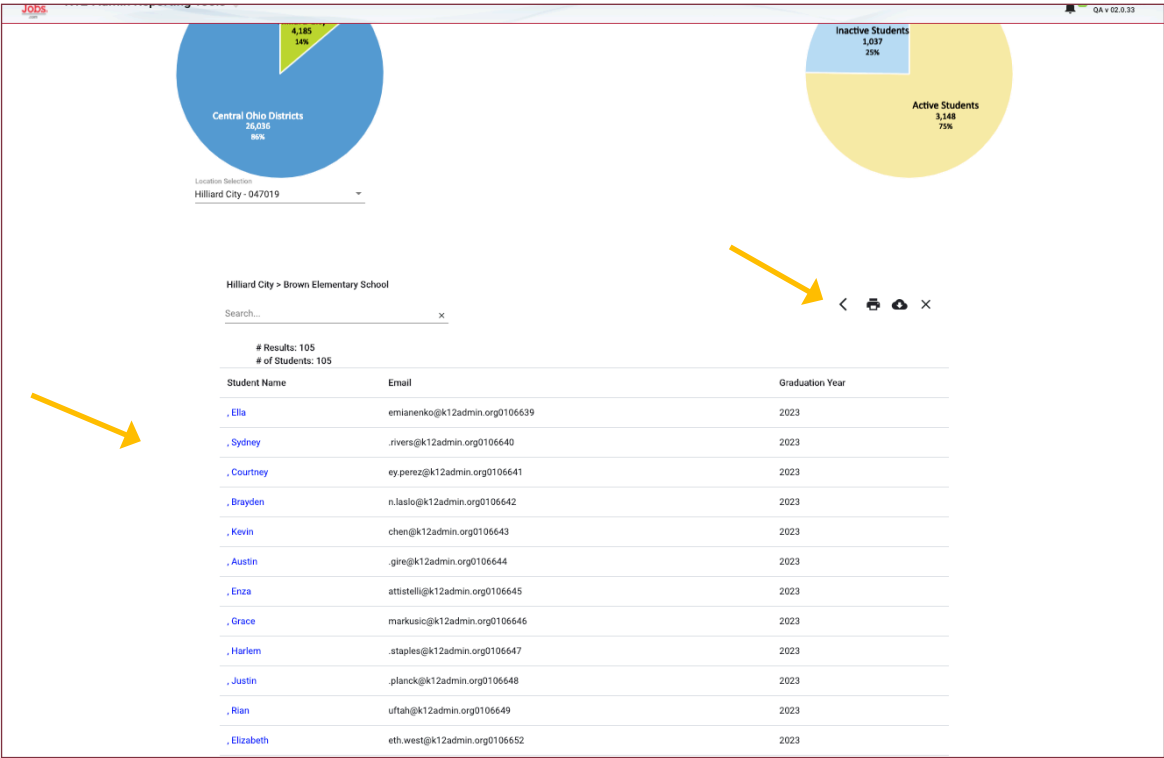
Here is an example. From the Home Page (again, the *Registration and Activity* tool). Click on the **blue data** in the **Students Registered Pie Chart**.



After clicking, the pop-up displays the aggregate data which underlies the pie chart:



From here, you can drill down further by clicking within the pop-up data. Doing so changes the contents of the pop-up window to display the specific data which has been requested. Data is sometimes displayed with a green button, which can be clicked to drill down further. In this example, clicking one of the green buttons at the school level replaces the contents of the pop-up window with data for the selected school:



Specific functions and data display vary by Reporting tool. **NOTE:** **Student Name** is listed in blue. This indicates the **Student Name** is a link and will lead to Student-specific data elsewhere in the system (typically the *Backpack Activity* for the Student).

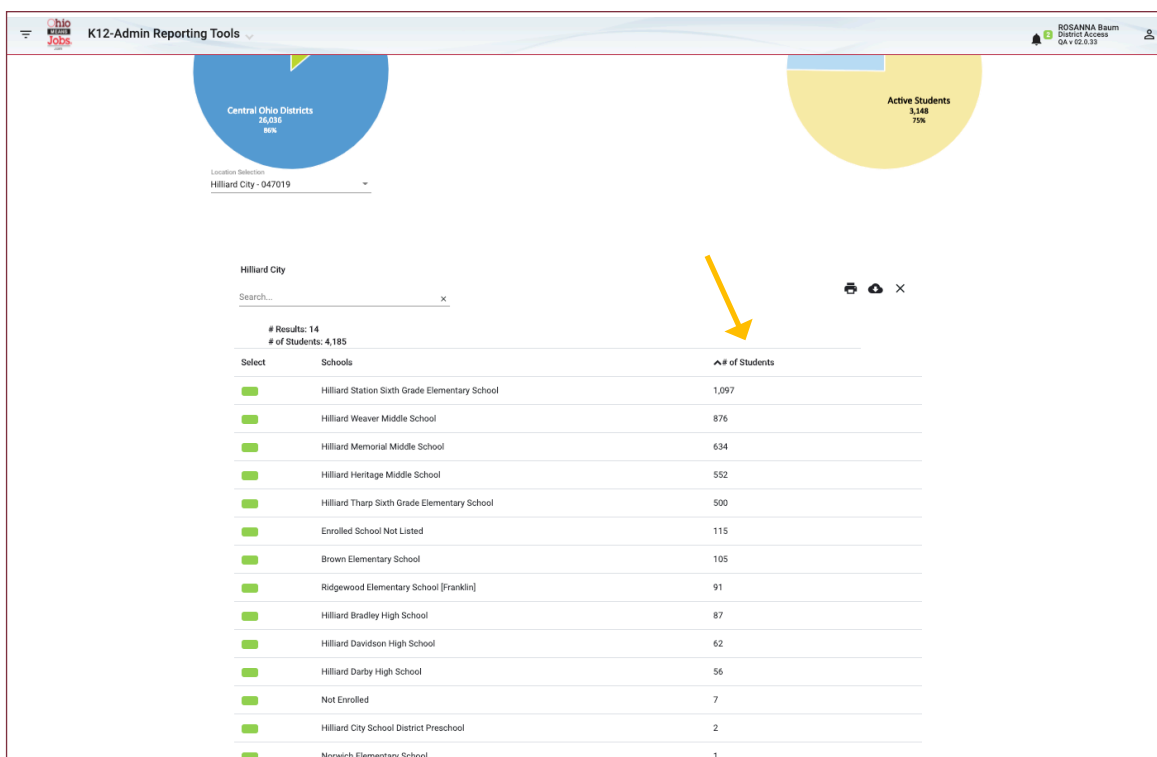
NOTE: This does not apply for every tool, or for every student. Students who have opted out of the reporting system are listed in black, rather than blue, and are not linked to Backpack Activity data.

3.5.2. Returning to the Previous Page

From any pop-up display, you can return to the previous screen. The **Back Icon** (an arrowhead pointing left) is displayed adjacent to the Printer icon in the top left-hand portion of the pop-up area (see the arrow on the right-hand side of the image in the previous graphic). Click the **Back Icon** to return to the previous screen.

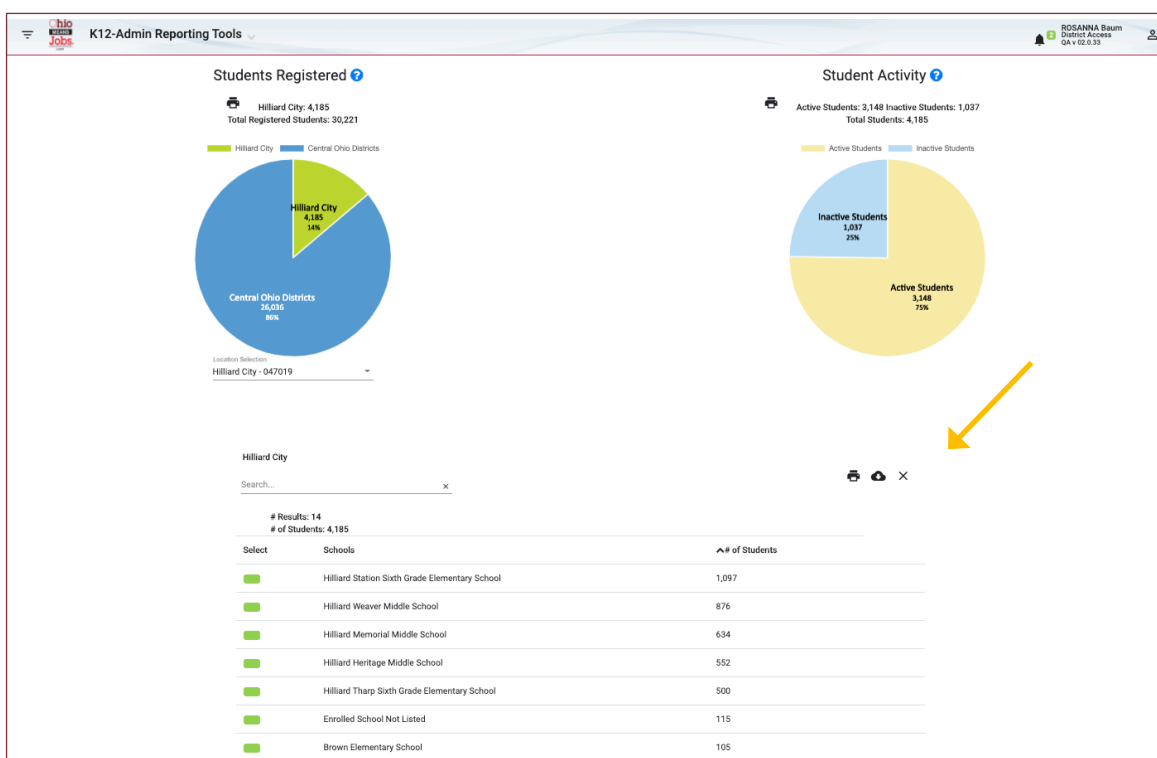
3.5.3. Sorting Data

Throughout the system all tabular data can be sorted by any column on display. To sort the data, simply click on the appropriate column header. The first click will sort the table in ascending order by the column you have clicked. A second click on the same column will reverse the sort in descending order. The sort order of the data is indicated by an arrowhead pointing either up or down, indicating ascending or descending order. In the following example, the user has clicked the **# of Students** column header twice to sort the list in descending order.



3.5.4. Closing a Pop-up Display

Every pop-up display is accompanied by a set of icons in the upper right-hand corner of the pop-up area. Two of these—the Print Icon (section 3.3.1) and the Export Icon (Section 3.3.2) have already been discussed. The third icon is a small **X**. Tap the **X** to close the pop-up window entirely and return to the primary tool display at the top of the screen.



3.6. Understanding Data Hierarchy

Data in the system is hierarchical, and aggregated at four different levels, as follows:

Level	Item	Description	Data Access			
			State	Dist. Only	District	Local
4	Region/ State	The State consists of aggregate District data. The State consists of six regions, identified by name only. They are: Central, Northeast, Northwest, Southeast, Southwest, and Western.				
3	District	Districts consist of aggregate School data. Each School is assigned to a District, which is identified by a District Name and a unique identifier called an IRN.				
2	School	Schools consist of aggregate Student data. Each student is assigned to a School, which is identified by School Name and IRN.				
1	Local	Data for an individual student can include items such as Student Name, Email Address, Graduation Year, etc. Certain tools also provide access to Backpack Activity data, which includes a wide variety of academic and interest-related data which is specific to the student. The Backpack Activity Tool is detailed later in this document.				

3.7. A Note on Data Security

The credentials associated with your User ID provide access to a specific set of students, schools, districts and state level according to your access level. No single user has access to all the data in the system. Data to which you do not have access is not available for reporting display. Data to which you do have access is provided in full, without any algorithmic logic applied.

For security purposes, the data present in this document has been masked to eliminate the possibility of identifying an existing student.