

# Strategic Planning System Metric Wizard

SPS version 1.1



**RIDE** Rhode Island  
Department  
of Education

*A technical guidance document designed to provide step-by-step directions for some of the most used data visualizations in the SPS Metric Wizard.*

May 2023 version 1

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# What is the Metric Wizard?

Located in the Measurable Goal



**section** of the Strategic Planning System (SPS), the **Metric Wizard** is a tool that can be used to **generate a pre-populated visualization** that (where possible) **connects an LEA or school stated goal to data collected by RIDE.**

As of May 2023, there are approximately 65 different metrics that can be visualized using in the Metric Wizard tool. The nine major themes of metrics that are currently available are:

We ask SPS users **to use caution before sharing, posting, or making the visualizations generated by the Metric Wizard public in any way.**

The intent of the Metric Wizard is to give *authenticated users* the ability to explore their school/district's data **without restriction**. Thus, **the Metric Wizard does NOT currently suppress the data that is displayed in the visualizations that it generates.**

Suppression is critical for protecting the confidentiality of students' data anytime it is reported to *the public*. RIDE's public reporting policy is that data suppression must occur whenever A) a minimum size requirement of 10 students is not met or B) for assessment data, more than 95% of students either *did not meet expectations* or *met or exceeded expectations*.















Therefore, we ask users not to make these visualizations public unless appropriate steps have been taken to protect the confidentiality of the students whose data is being displayed.

## SPS Important System Reminders

### Plan Overview

#### Example Plan

LEA: Charho, 2023 - 2026

|  |   |   |
|--|---|---|
|  |   |     |
| ✓ The item is complete and ready for submission.   |   |   |
| ⓘ The item is incomplete. A required field is blank/invalid or a required subcomponent is missing (e.g., a Priority must have at least one Measurable Goal). |   |   |
| Title, Mission, and Vision   | ✓ |     |
| Theory of Action   | ✓ |     |
| Values   | ✓ |     |
| Needs Assessment   | ✓ |     |
| Priorities   |   |    |
| 1. Academic Excellence   | ✓ |    |

- The [Plan Overview](#) screen is the landing page for users to **navigate to different sections of their plan**. It is also where users can **submit a plan once all sections are completed**.

- The SPS does NOT save  
Please remember to click  
bottom of each page so

Save

- Plans can be **exported to a Word file (.doc) or a PDF**. Please note that **any data visualizations generated in the Goals section will NOT be included** in this export (*see slide 6*).

**automatically.**  
**Save** at the  
you do not

lose your work.

### The **Metric Wizard**

can be accessed from the [Edit Measurable Goal](#) page.

To access the **Edit Measurable Goal** page:

*If the Goal Has Not Yet Been Created:*

On the Edit Priority page, click the **Add New Measurable Goal** button at the bottom of the page:

*If the Goal Has Already Been Created:*

On the **Plan Overview** page, click the **Edit** button next to the Goal:

# Plan Overview

## Example Plan

LEA: Chanh, 2023 - 2026



✓ The item is complete and ready for submission.

ⓘ The item is incomplete. A required field is blank/invalid or a required subcomponent is missing (e.g., a Priority must have at least one Measurable Goal).

|                            |   |  |
|----------------------------|---|--|
| Title, Mission, and Vision | ✓ | <a href="#">View</a> <a href="#">Edit</a>                        |
| Theory of Action           | ✓ | <a href="#">View</a> <a href="#">Edit</a>                        |
| Values                     | ✓ | <a href="#">View</a> <a href="#">Edit</a>                        |
| Needs Assessment           | ✓ | <a href="#">View</a> <a href="#">Edit</a>                        |
| Priorities                 |   | <a href="#">Edit</a>   |
| 1. Academic Excellence     | ✓ | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| GOAL 1: Test Goal          | ⓘ | <a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> |

## Edit Priority

### Example Plan

LEA: Charho, 2023 - 2026

Strategic priorities are the objectives your LEA hopes to achieve over a designated time. Strategic priorities are part of the LEA's core culture and help to guide the LEA to future success.

\* required for completion.

Priority Number\* 4

Priority Title\* Test Priority

Priority Statement\* Test Priority

Priority Description

### Commitments (Optional)

Commitments are the agreed upon beliefs and actions that will be taken by the LEA as they implement their strategic plan. Commitments explain how the LEA will uphold their strategic priorities.

There are no commitments under this priority.

Add Another Commitment

### Measurable Goals\*

There are no measurable goals under this priority.

Add New Measurable Goal

# How do I use the Metric Wizard?

## Define Metric\*

Use the Metric Wizard to guide you through selecting the metric for this measurable goal.

Metric Wizard

- Located in the **Measurable Goal section** of a user's plan, the **Metric Wizard** is a tool that can be used to **generate a pre**

## Select Theme, Category, Subcategory and Metric

Theme/Area/Topic Assessments

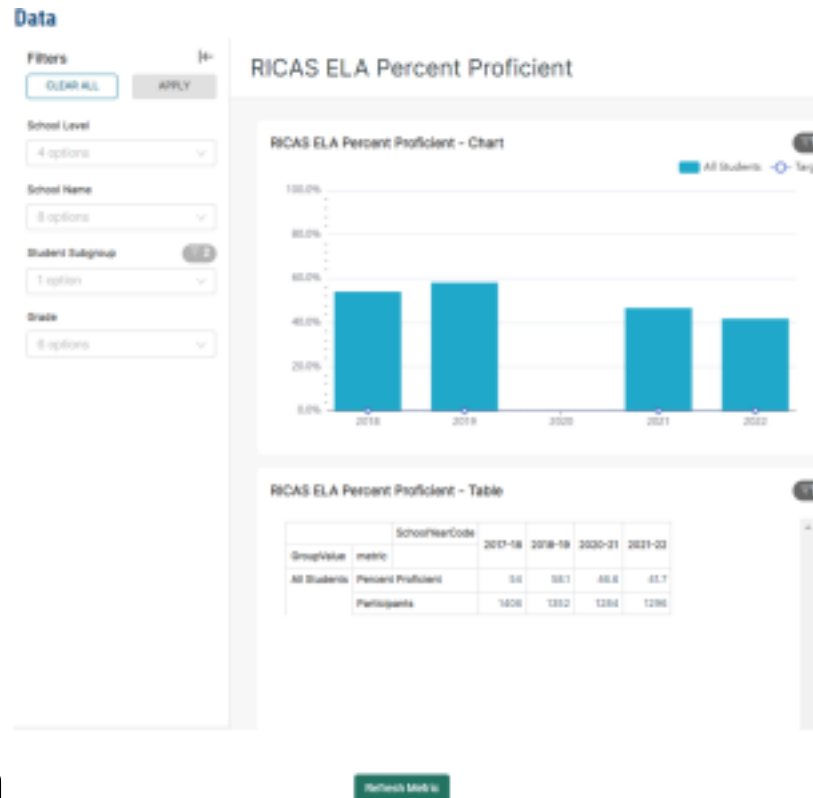
Category RICAS



Detailed step by-step directions are on slides 10-12

**visualize.**

- After selecting a metric from the dropdown menu, a **chart and table** will appear on the page that shows a school or district's values on that metric over time.



**populated visualization** that (where possible) **connects a user's stated goal to data collected by RIDE.**

- To begin, users use the **dropdown menus to select which metric they want to**

**How do I use the Metric Wizard? *Targets & Goal Lines***

### Define the Target

Target Description: Reach 70% proficient on RICAS ELA by 2026

Is Target Percentage:  Yes  No

Target Value (%)\*: 70 Achieve by: 2026 (Year 3)

Annual Target (%): Year 1: 60 Year 2: 65

### Data

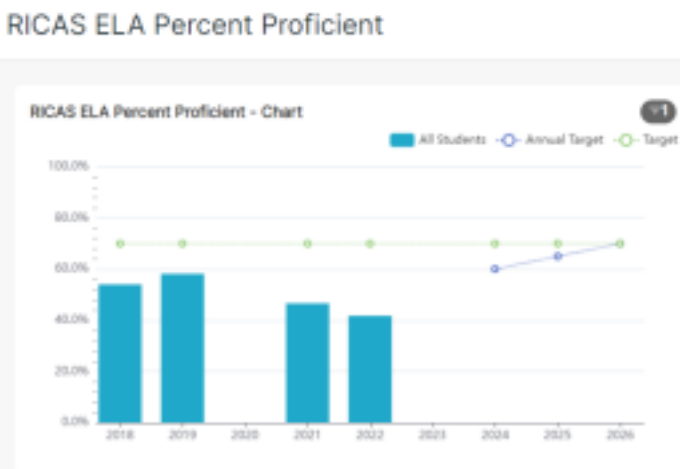
Filters: CLEAR ALL APPLY

School Level: 4 options

School Name: 8 options

Student Subgroup: 1 option

Grade: 6 options



RICAS ELA Percent Proficient - Table

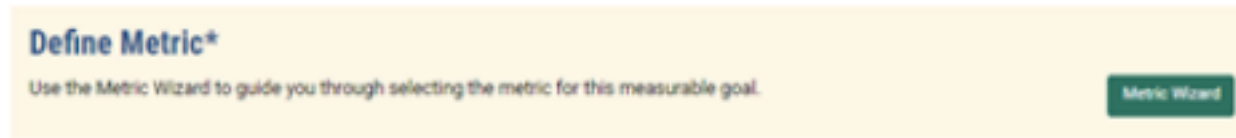
| GroupValue   | metric             | SchoolYearCode | 2017-18 | 2018-19 | 2020-21 | 2021-22 |
|--------------|--------------------|----------------|---------|---------|---------|---------|
| All Students | Percent Proficient |                | 54      | 50.1    | 48.6    | 41.7    |
|              | Participants       |                | 1426    | 1332    | 1284    | 1298    |

Refresh Metric

- Once the visualization is generated, users **must define an end-of-plan Target Value** for their metric, and **may also define Annual Targets**. After refreshing the visualization, the chart will then **extend outwards to the year when the plan ends** and will **map the inputted targets**.
- Visualizations can be further customized using various **filters**, including (where available) **school level, school name, schoolwide Title I status, student subgroup, enrollment type, and grade**.
- Users can refresh the visualization annually to update the chart and table with new data. **In this way, the SPS helps users to monitor annual progress toward their measurable goal!**

*Detailed step-by-step directions are on slides 10-12*

1. Once you are on the Edit Measurable Goal page, scroll down to the **Define Metric** section and click the **Metric Wizard** button.

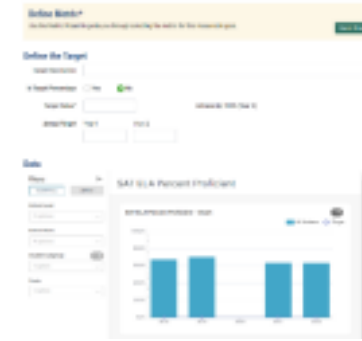


2. In the pop-up screen, select the **theme**, **category**, **subcategory**, and **metric** that matches your measurable goal, if any (see slide 28 if none match or you want to use your local data)).



3. Click **Refresh Metric**. A chart and table will now appear further down on the Edit Measurable Goal page that shows your school or district's values on that metric over time.

1. After you build the data visualization, you will be ready to **Define the Target**. You should see your graph but there will be no goal line.
2. Enter the **Target Description**
3. Select if the Target value is a **percentage** or not.
4. Enter the **Target Value**. This is the value that you would like to ULTIMATELY achieve.
5. Enter the **Annual Targets** for each year. The length of your plan determines how many years you will have annual targets.
6. Click **Refresh Metric button** (located below the data visualization).
7. Your graph should now have a goal line that shows your intended targets.



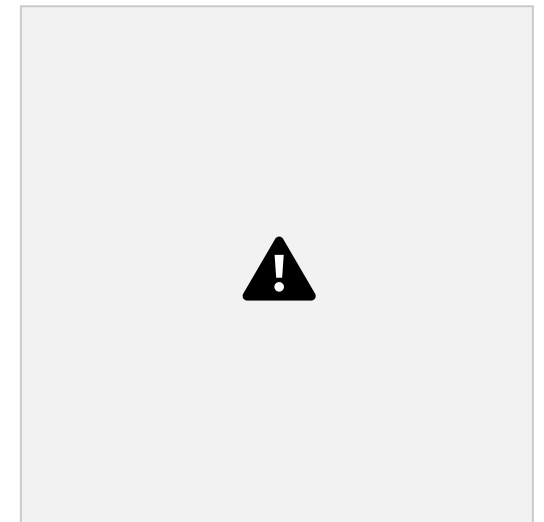
**Define the Target**

Target Description: SAT ELA Percent Proficient

Is Target Percentage:  Yes  No

Target Value (%): 80 Achieve by: 2026 (Year 3)

Annual Target (%) Year 1: 70 Year 2: 75



**Note 1:** The Target value and Annual Targets must be whole numbers (0, 1, 2, 3...).

**Note 2:** The goal line will not be visible if ALL Target values AND the Annual Target is set to zero (0).

**Note 3:** The default visualization will show you data across all students in your LEA. If you would like to further examine data by school level, grade, or by specific schools – click on the filter icon. Please see the next slide for step-by-step directions.



1. Build your data visualization)  
graph using the data that you will want to filter (*see slide 9*)
2. Select the filters that you want to use by selecting inside the drop down menu
3. The menu will pop out **and then** you will need to again click **in** the drop-down menu and select the group or data set that you want to filter.
4. Click **Apply**
5. Before leaving the page be sure

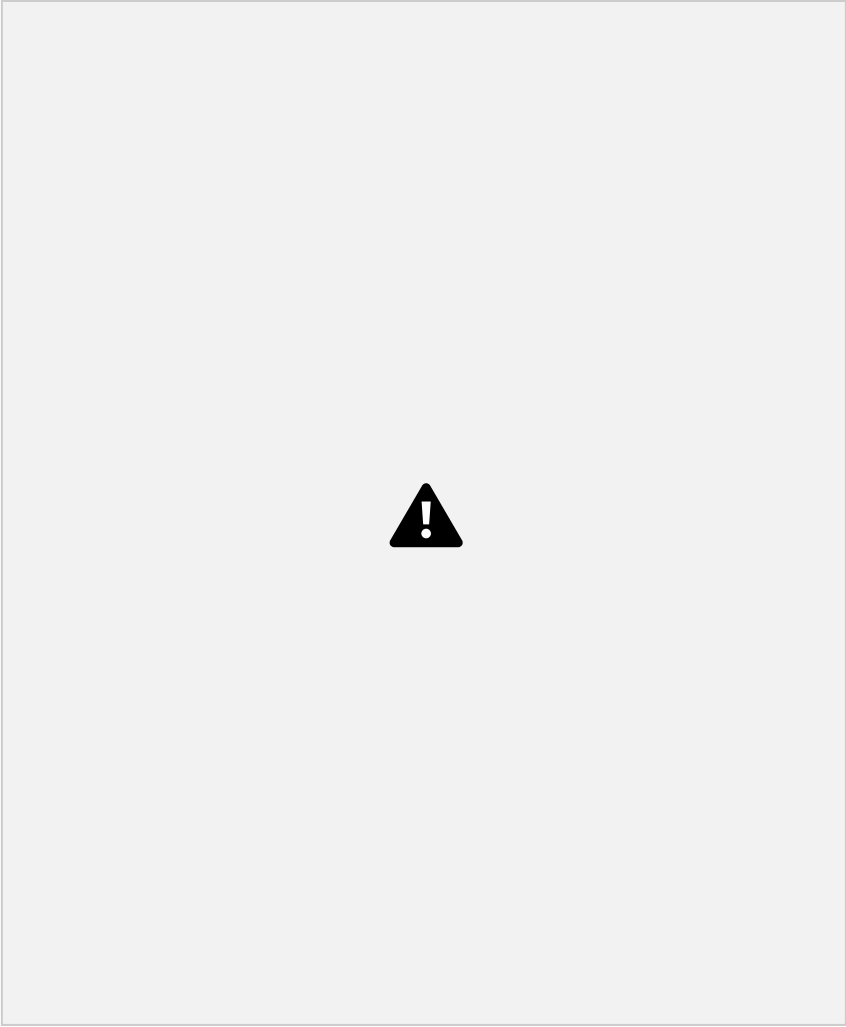
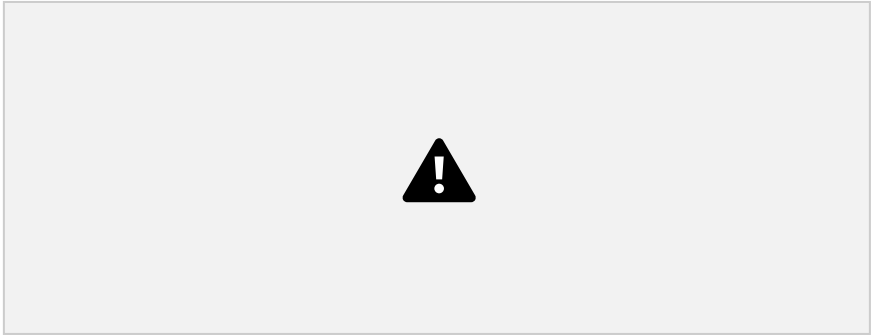


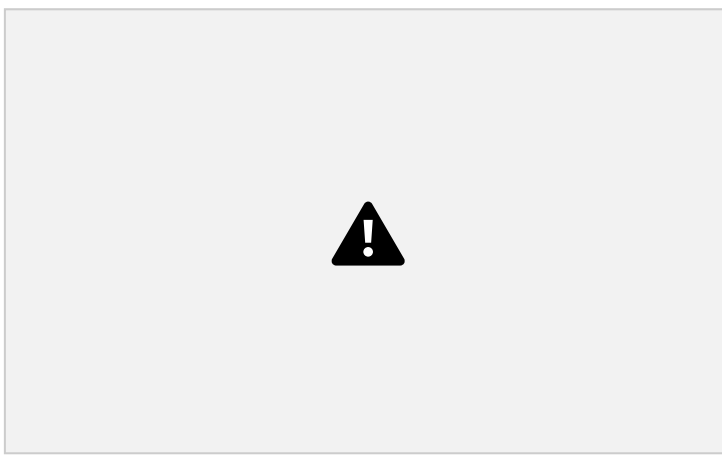
to scroll down and click [Save](#)



# How to Generate Metric Wizard Visualizations

ALL STUDENTS

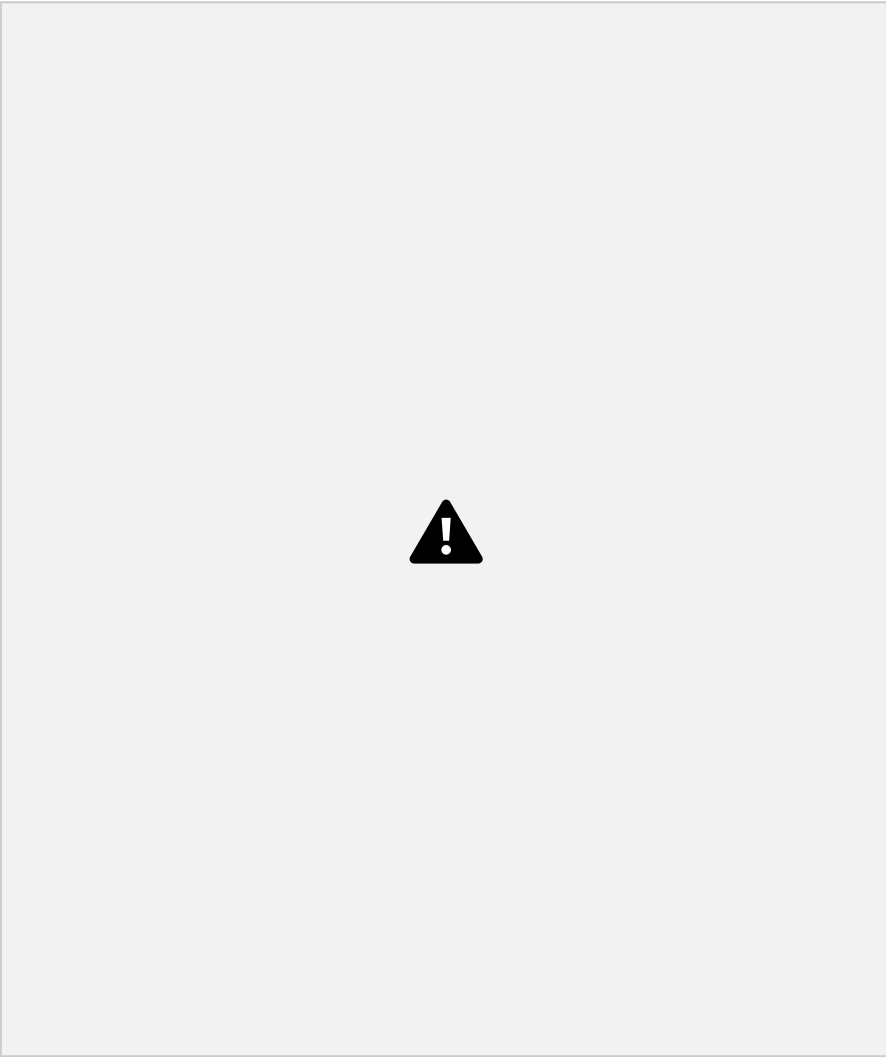
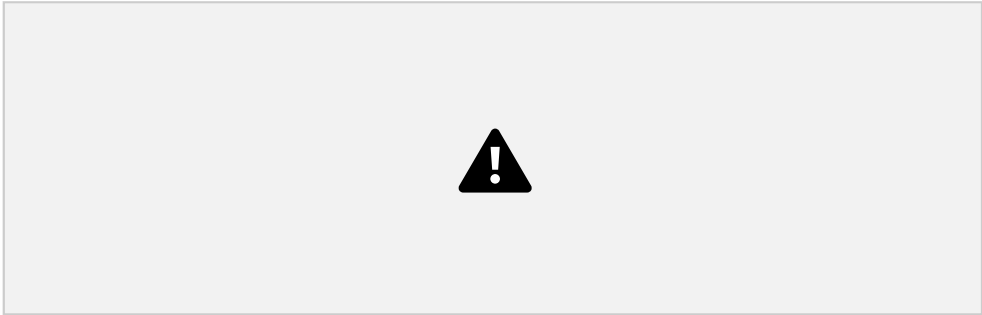


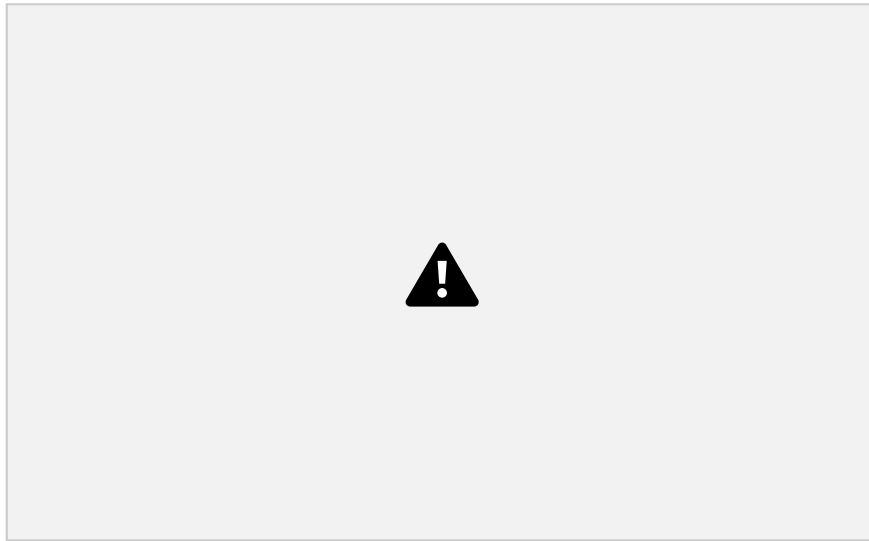


*Note 1: The Target value and Annual Targets must be whole numbers (0, 1, 2, 3...).*

# RICAS – Average Student Growth Percentile

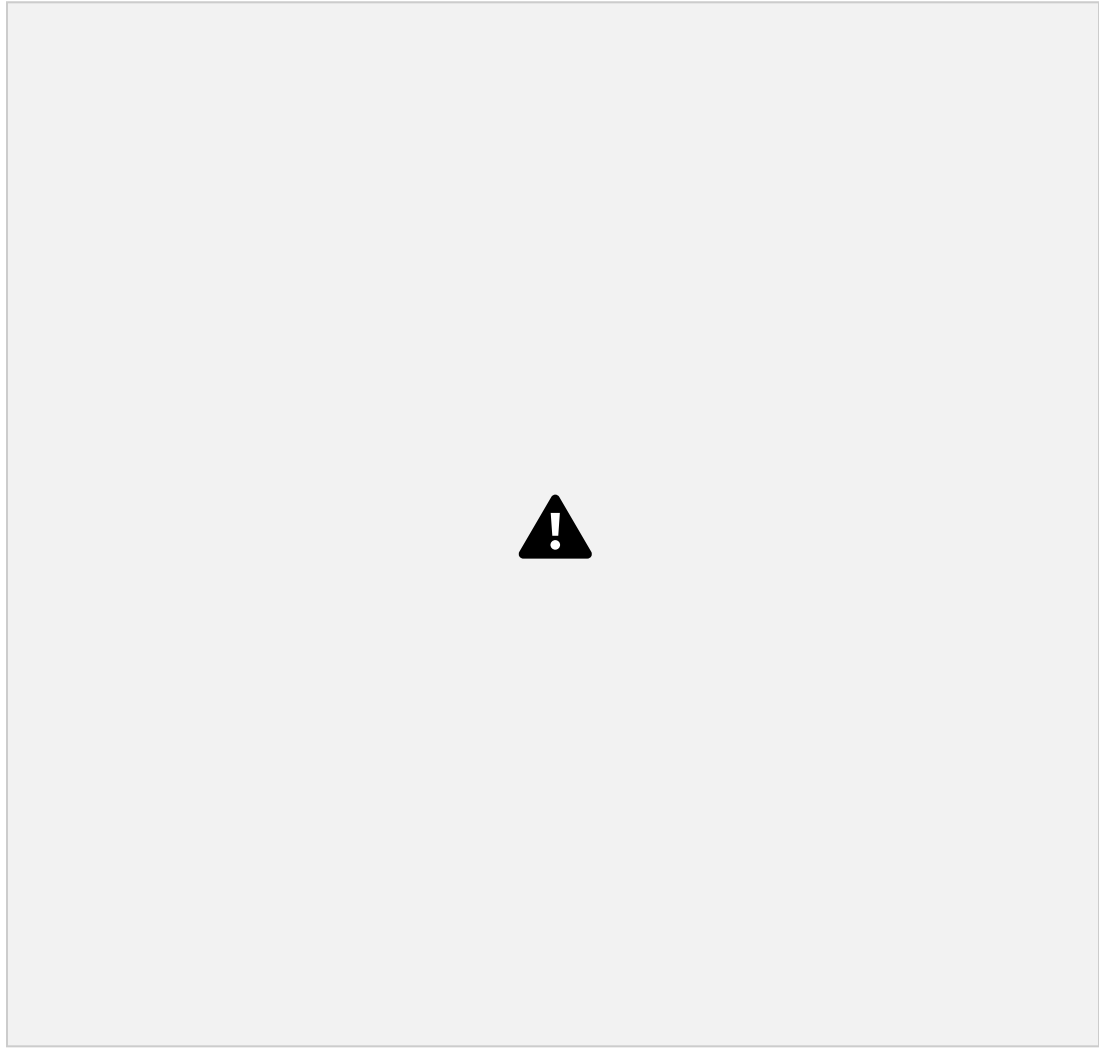
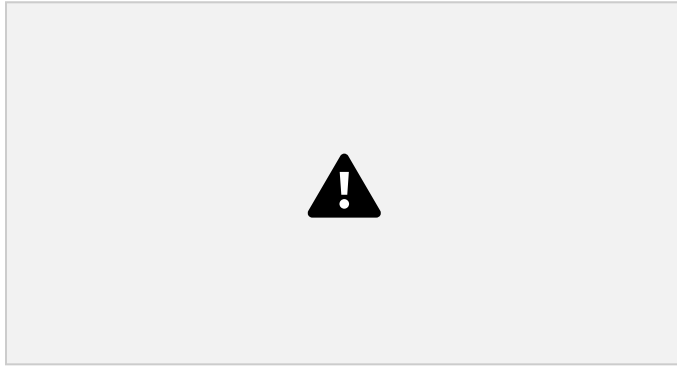




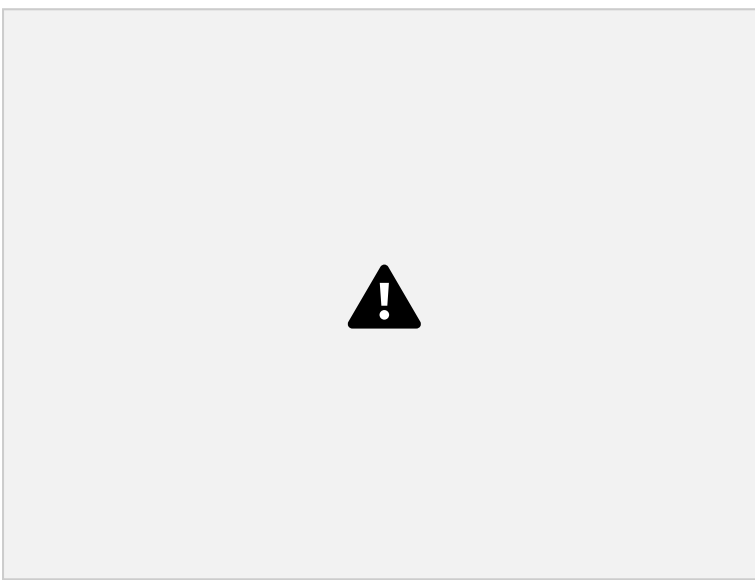


For this example, NO should be selected for Target Percentage

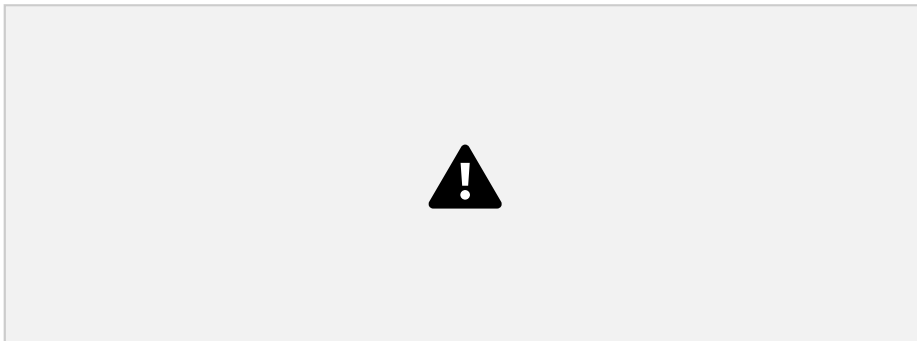
**Note 1:** *The Target value and Annual Targets must be whole numbers (0, 1, 2, 3...).*



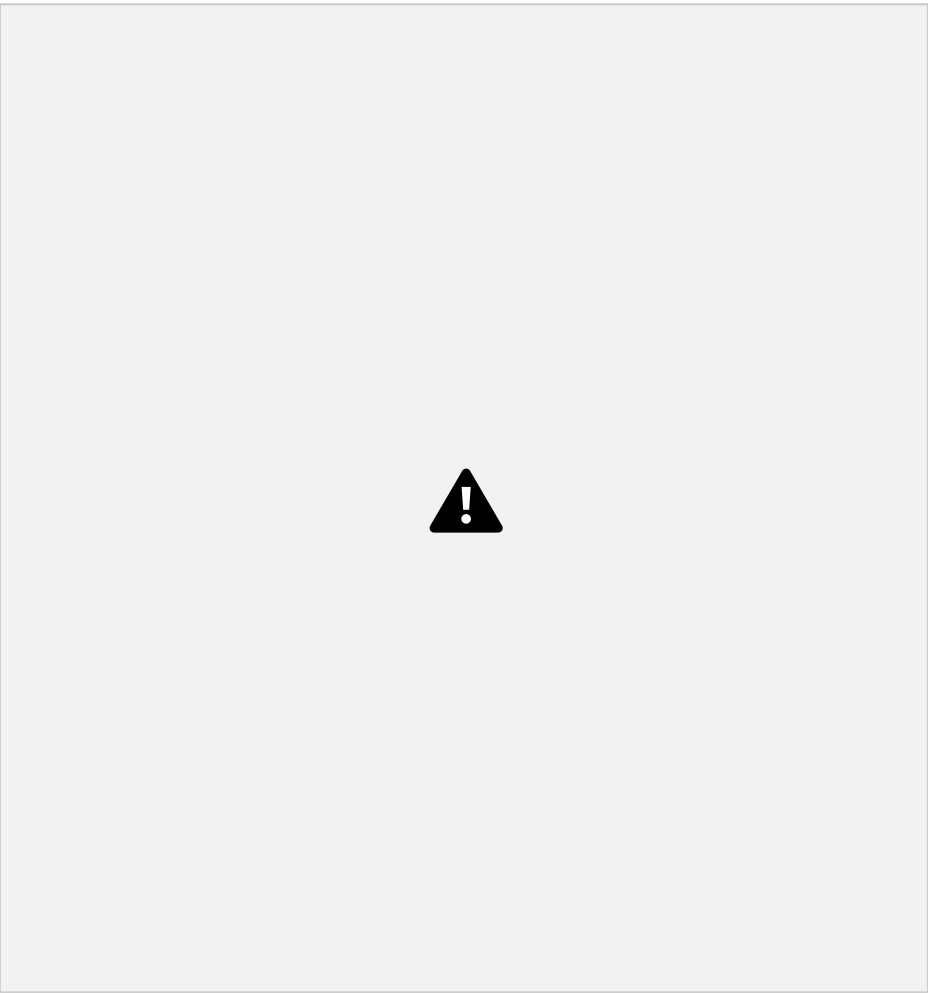




For this example, NO should be selected for Target Percentage



**Note 1:** *The Target value and Annual Targets must be whole numbers (0, 1, 2, 3...).*





**Note 1:** The Target value and Annual Targets must be whole

numbers (0, 1, 2, 3...).

**Note 2:** The goal line will not be visible if ALL Target values AND the Annual Target is set to zero (0).



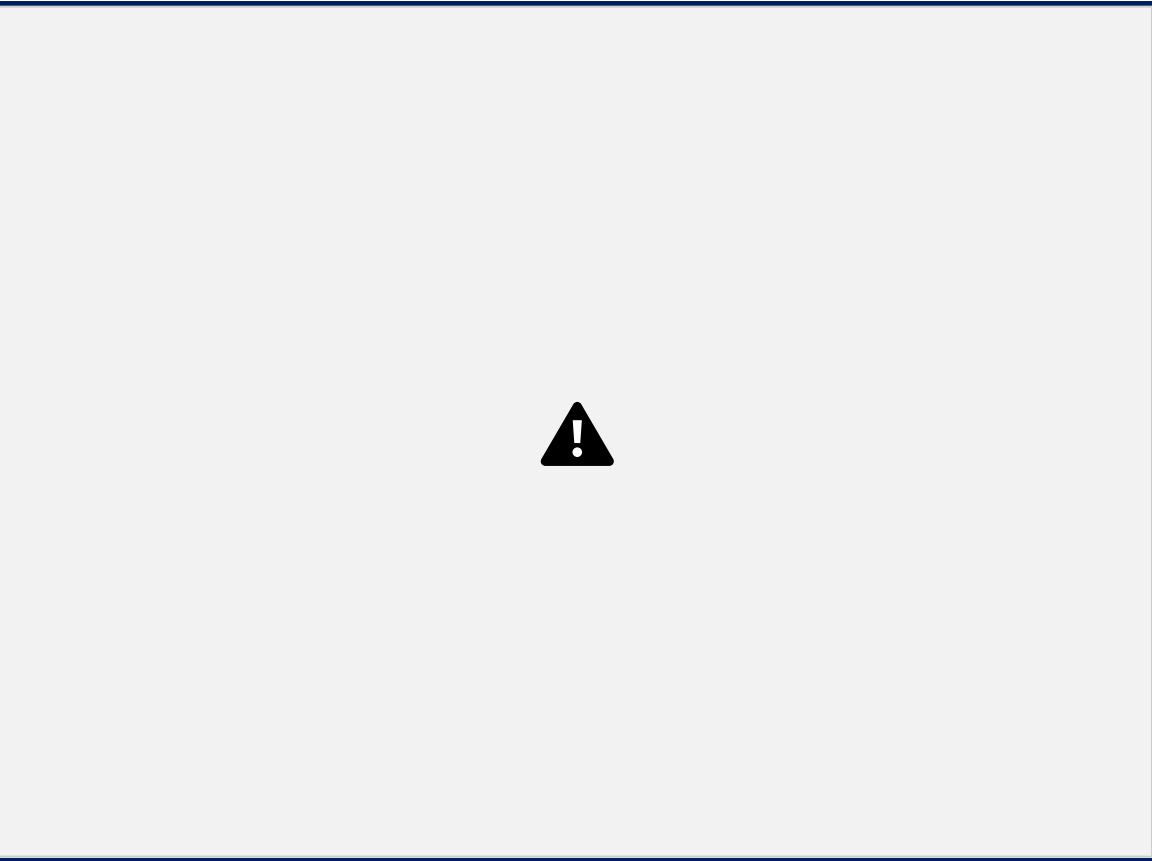
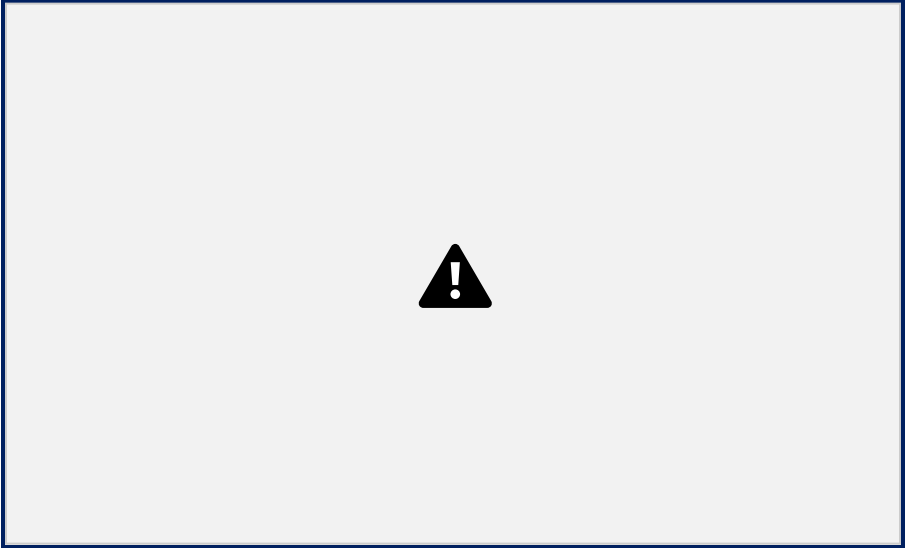


*Note 1: The Target value and Annual Targets must be whole numbers (0, 1, 2, 3...).*

*Note 2: The goal line will not be visible if ALL Target values AND the Annual Target is set to zero (0).*

## **Graduation – Graduation Rate (6-year cohort)**

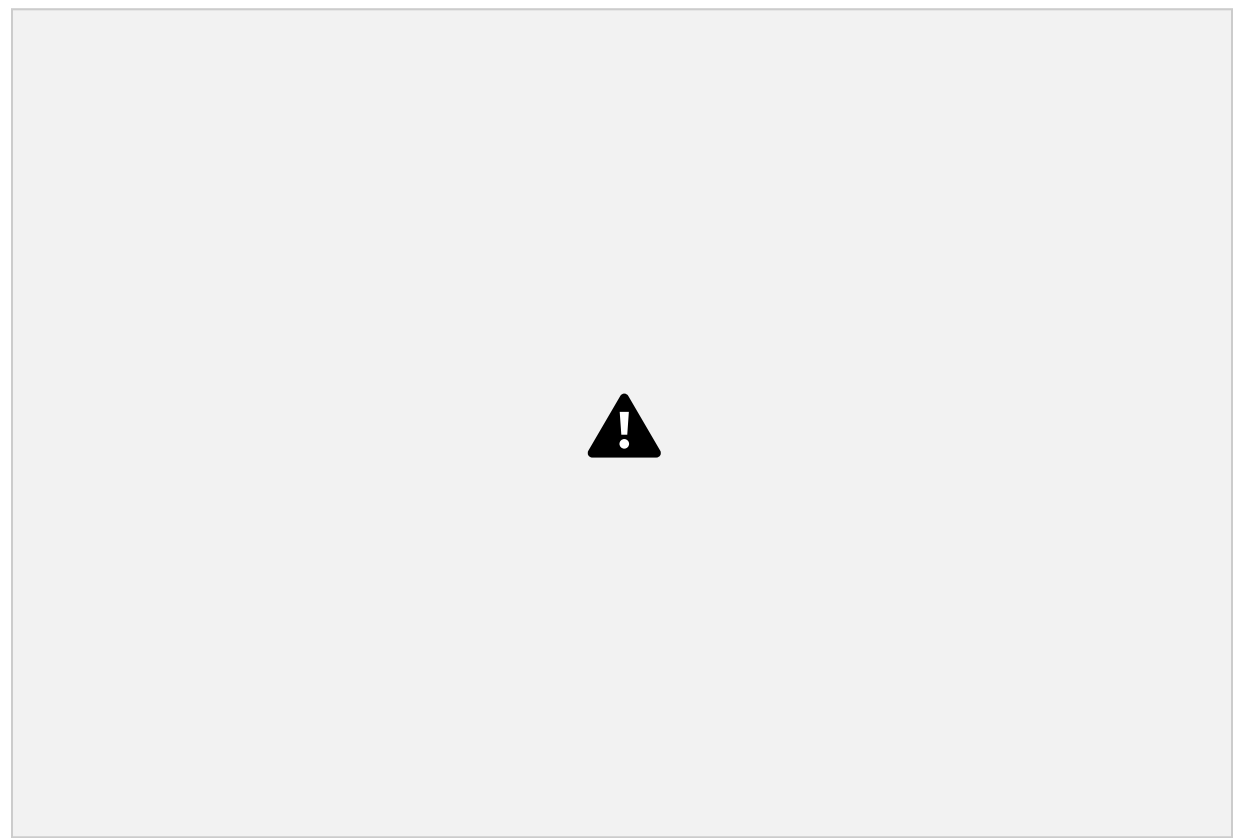






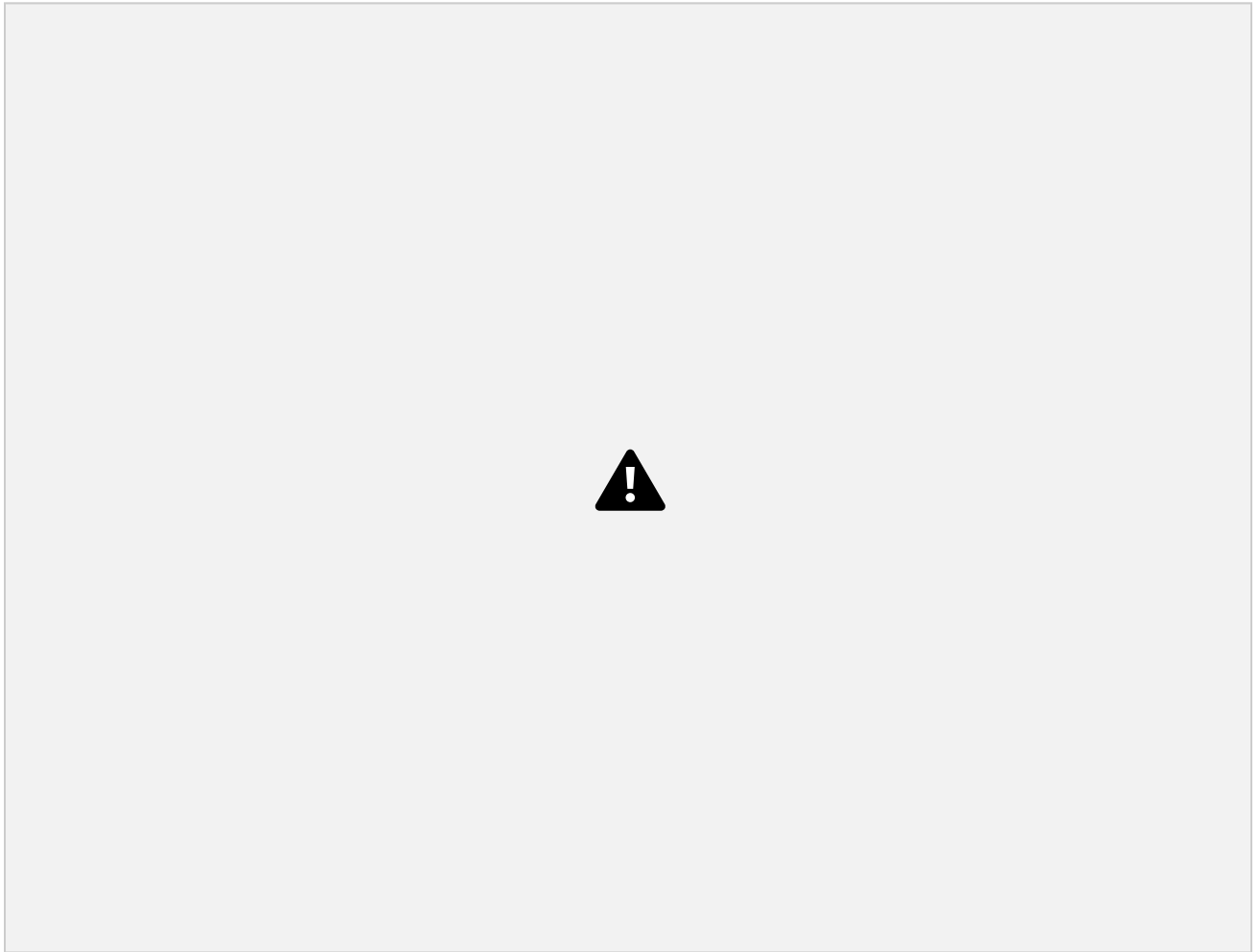
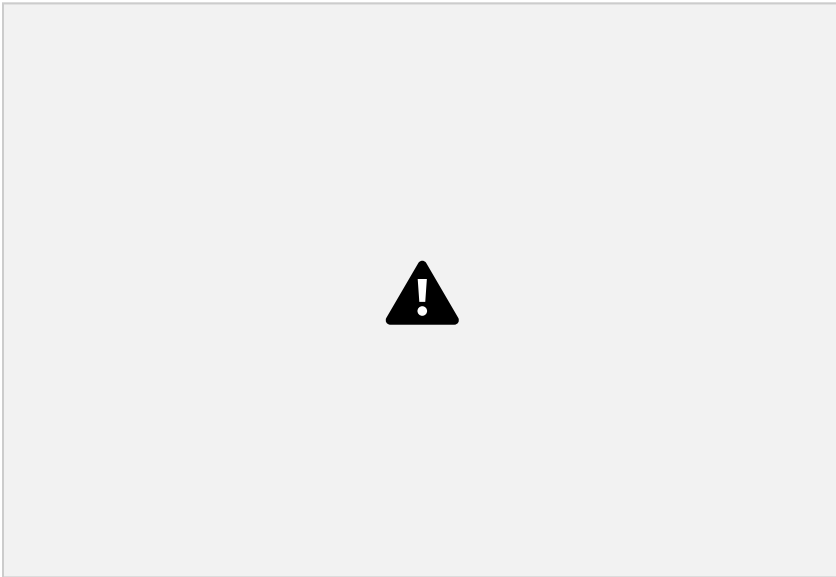
## Graduation – Dropout Rate (6-year cohort)



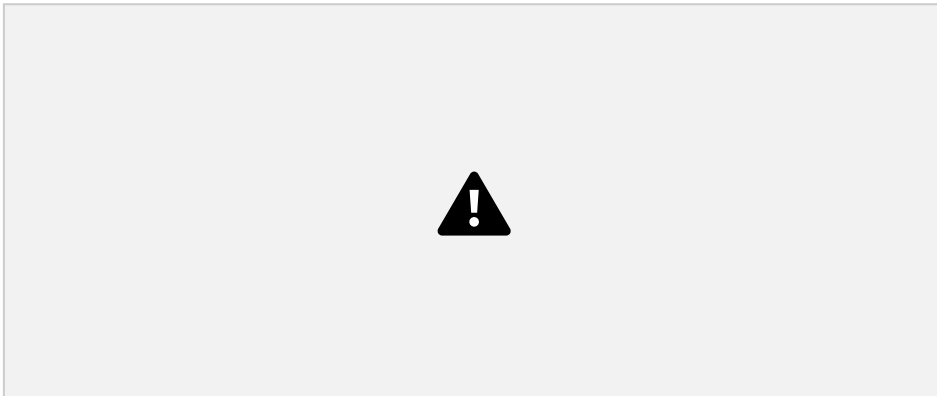
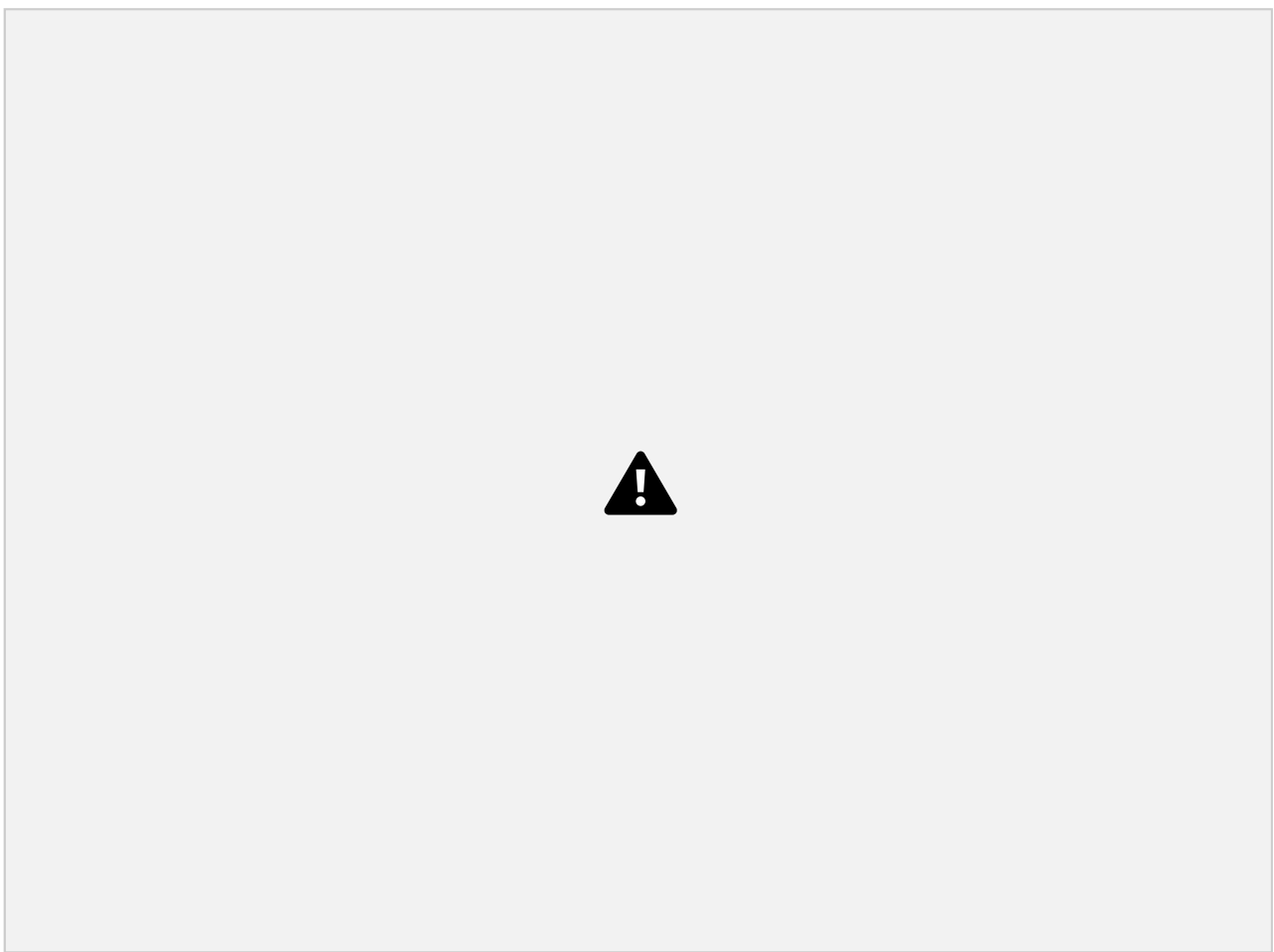


**Note 1:** *The Target value and Annual Targets must be whole numbers (0, 1, 2, 3...).*

**Note 2:** *The goal line will not be visible if ALL Target values AND the Annual Target is set to zero (0).*







**Note 1:** *The Target value and Annual Targets must be whole numbers (0,*

1, 2, 3...).

**Note 2:** The goal line will not be visible if ALL Target values AND the Annual Target is set to zero (0).

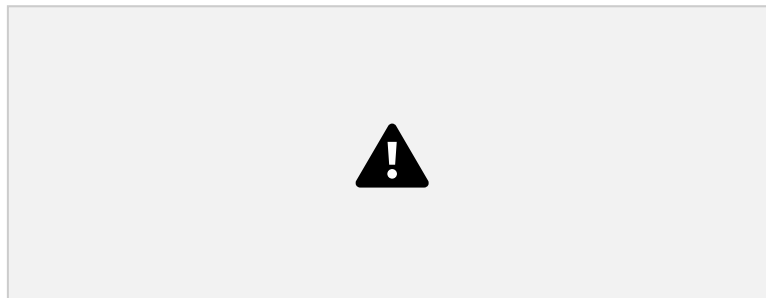
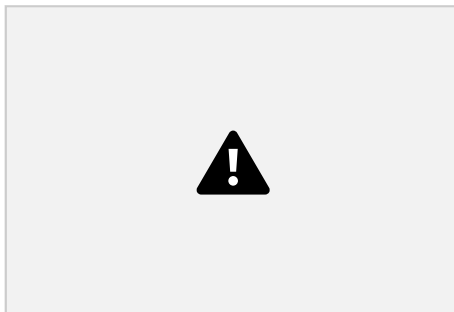
# Examples of Metric Wizard Visualizations

FILTERED SUB GROUP

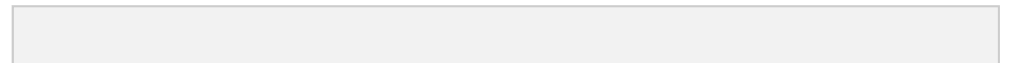
Disaggregation Options

## How do I use the Data Filters in the Metric Wizard?

- **Define the metric and target.** Your graph will represent ALL students.



•



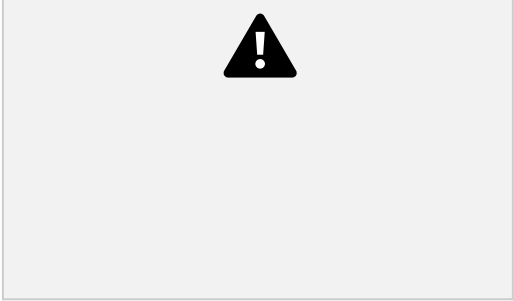
# Select the subgroup from the Student Group menu and then click **Apply**

REMINDER: You will need to **click IN** the Student Group box so that it updates. You can then select the subgroup.

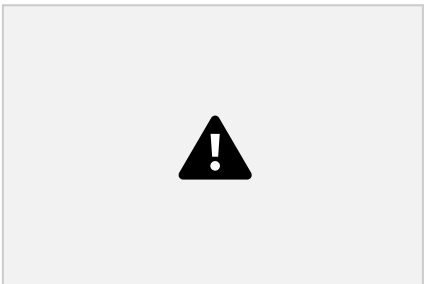


**Select the subgroup** from the Student Group menu and then click **Apply**. In this example differently – abled is selected from the student subgroup menu.

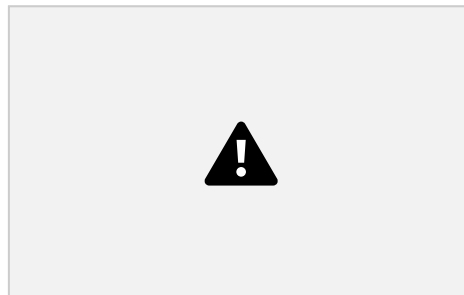
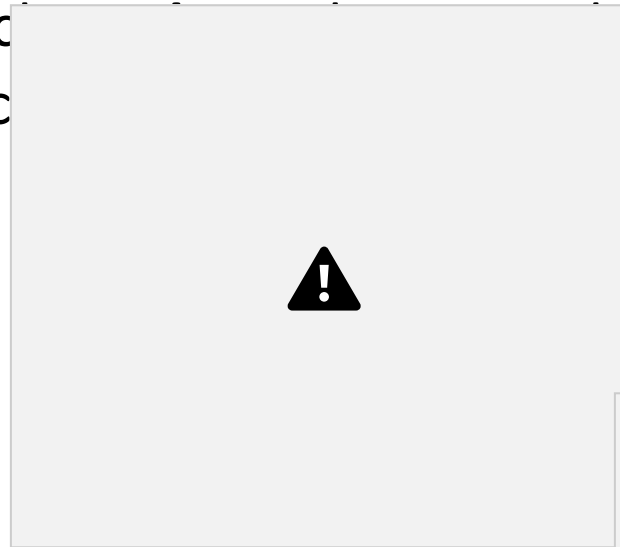




REMINDER: You will need to **click IN** the Student Group box so that it updates. You can then **select the subgroup**.

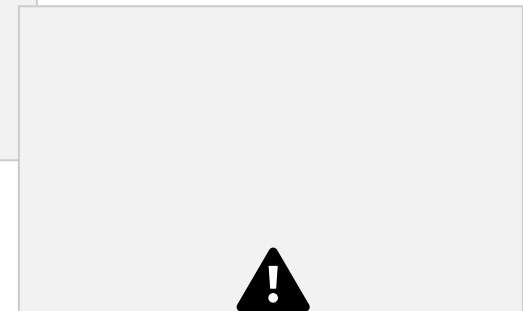


**Select the subgroup** from the Student Group menu and then click **OK**, differently abled is selected from the subgroup menu.



*No should be selected*

*for Target Percentage*



REMINDER: You will need to **click IN** the Student Group box so that it updates. You can then select the subgroup.



student



**Select the subgroup** from the Student Group menu and then click **Apply**. In this example, economically disadvantaged is selected from the subgroup menu.



REMINDER: You will need to **click IN** the Student Group box so that it updates. You can then select the subgroup.

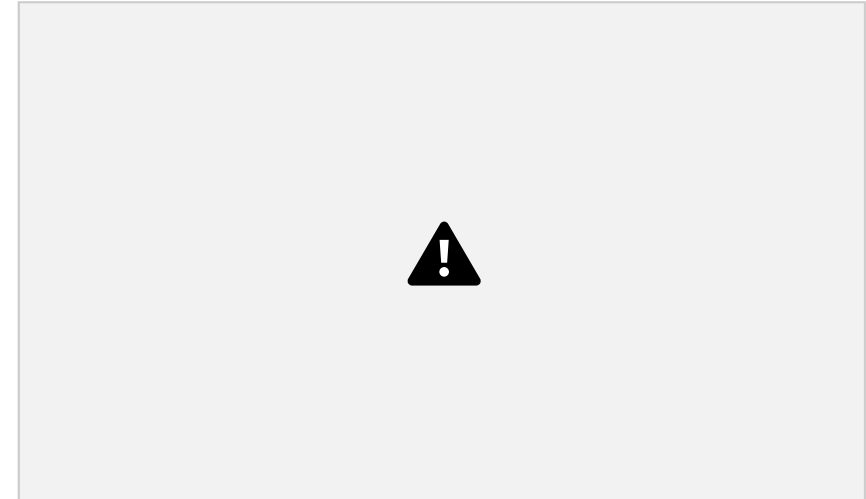
# Using Local Data in SPS

1. On the **Edit Measurable Goal** page, scroll down to the **Define Metric** section and click the **Metric Wizard**



button.

2. At the bottom of the pop-up box, click **Measurable goal does not align with options above** and click **Next**.
3. In the **Define Metric** pop-up box, enter a **Description** of your metric and, if available, the **URL** where data on your metric of interest can be viewed. Select **Update Metric**.



## What is the Progress Monitoring section?

- The Progress Monitoring Tool can be used with or without the

## Metric Wizard.

- The progress monitoring data screen allows users to add a **Measure Name**, **Group**, **Measure Data** and **Measure Value**. This allows users to enter data from related measures that do not exist in RIDE's system, so they can track changes in this related measure over time.
  - Users can update their progress monitoring data throughout the

year.



# Resources in SPS

Technical Resources &

# Supports

**For Additional Information Regarding SPS** Select the

**Resources** Menu

Select **SPS Technical Guidance and Support** for the menu below.

