

## MyUnify Teachers Tutorial Script

### NAVIGATION

In this tutorial you will learn how to navigate MyUnify which is the dashboard you are taken to when you first log in or select MyUnify from the Reports menu.

### FILTERS

If you are a teacher, you are immediately taken to a dashboard showing all of your students.

If you teach more than one class you can use the Class Filter to select a specific class to view.

You can choose to view one class at a time or select multiple classes.

To remove classes simply click on the X next to the class name.

Sort the student cards using any of the options in the Sort drop-down menu.

You can also filter the list of student cards by using the Attributes Filters.

To identify each acronym hover over the filter to see its full description.

Selected attributes will be designated with a check mark and can be easily removed by clicking on the filter again.

If you are looking for a specific student you can quickly search for him or her using the Search Students field.

### ASSESSMENT DATA

Each student's card shows how many standards have been assessed in the number of tests listed.

The counts within the colored bubbles reflect the total number of standards which fall either within the Mastery Value (green), the Threshold Value (yellow), or below the Threshold Value (red).

Hover over the bubbles for more information about the student's performance.

To display individual test scores slide the Show/Hide toggle to show the test data below the summary.

You can also hover over the color-coded test scores for more information.

To change which tests are displayed select one or more tests from the Test Filter drop-down menu.

If only one test is selected you will open a standards analysis report to view how the selected students performed on the standards associated to items on that test.

The achievement bands for each standard are also filters so clicking on any bar will filter the student cards to show only those students.

To remove the filter click the X on the tag added above the table.

## **NEWS & ASSIGNMENTS**

The News & Assignments tab displays your role-based assignments and news pages.

Use the appropriate buttons to act on the assigned tasks or select View All to see all related assignments within the global search tool.

At the bottom of the page is a slideshow of any news articles for which you have permission to view.

## **SHARED REPORTS**

The Shared Reports tab displays any reports or external links for which you have been given permission to view.

You can narrow down the list of shared reports by using the Search function.

Select anywhere on the line to open the listed report or link in another tab.

When you are done use the shortcuts in the LaunchPad to quickly access some of the most common tasks.

This concludes the tutorial on navigating MyUnify.