May 2024

Virtual Learning Platform Reports

Samantha Jones,

DESE Business Systems Analyst

Accurate Data

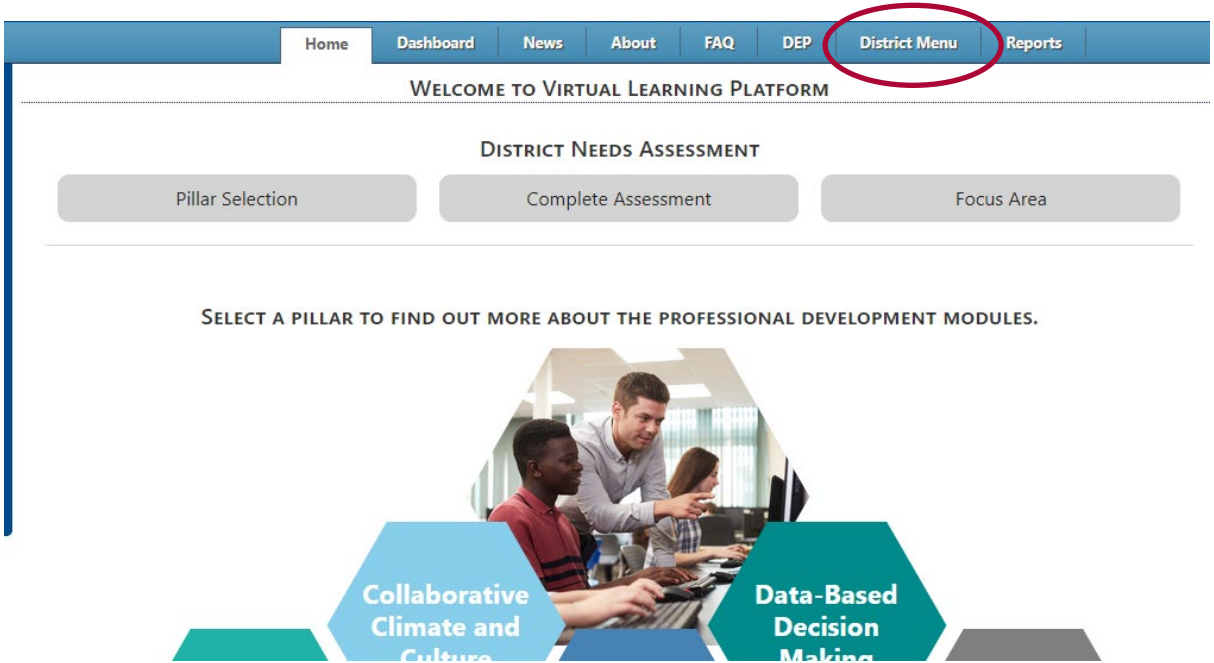
- Accurate Virtual Learning Platform (VLP) reports depend on current Group, Team, and Staff Maintenance.
- Group, Team, and Staff Maintenance should be completed before assigning any Self Assessment Practice Profiles (SAPP) or Professional Learning Modules (PLM).

Accurate Data

- Make sure your Teams and Groups have the correct personnel listed, and your staff has correct permissions.
- A ***team*** is composed of personnel chosen to complete a SAPP.
- A ***group*** is composed of staff selected by their district or building administrators to complete a PLM.

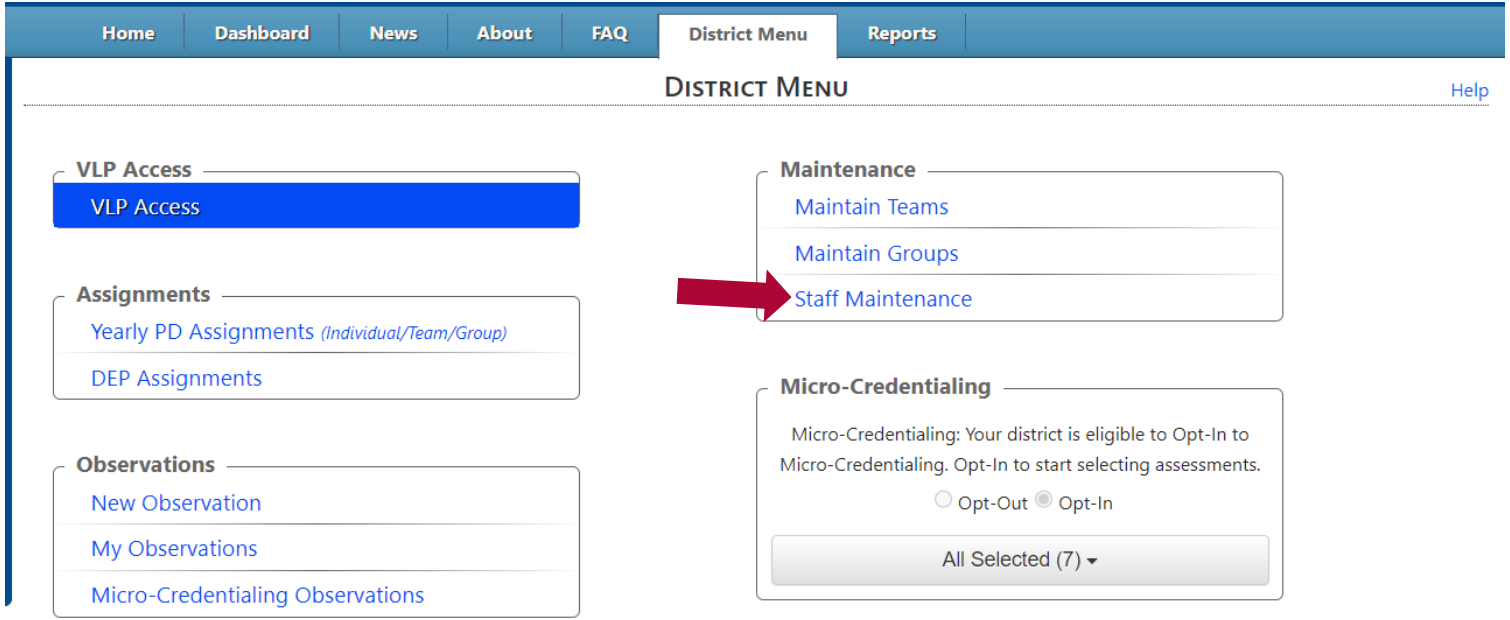
Navigation

- From the VLP Home page select the “District Menu Tab.”



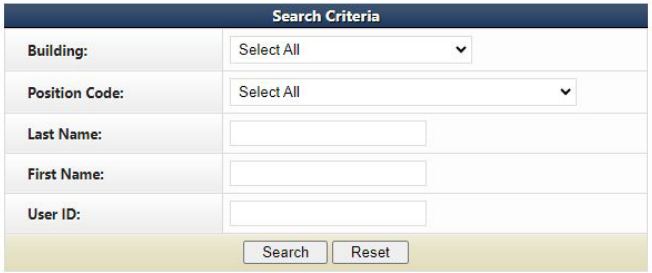
Staff Maintenance

- On the “District Menu” page, under the Maintenance box, select “Staff Maintenance.”



Staff Maintenance

- On the “Staff Maintenance” page, look at the staff to make sure there are no duplicate staff members, and confirm the role, position code, and building are correct.



D.A. - District Administrator
B.A. - Building Administrator
P.D.C. - Professional Development Coordinator
D.U. - District User
*The building for a user is automatically saved when changed.

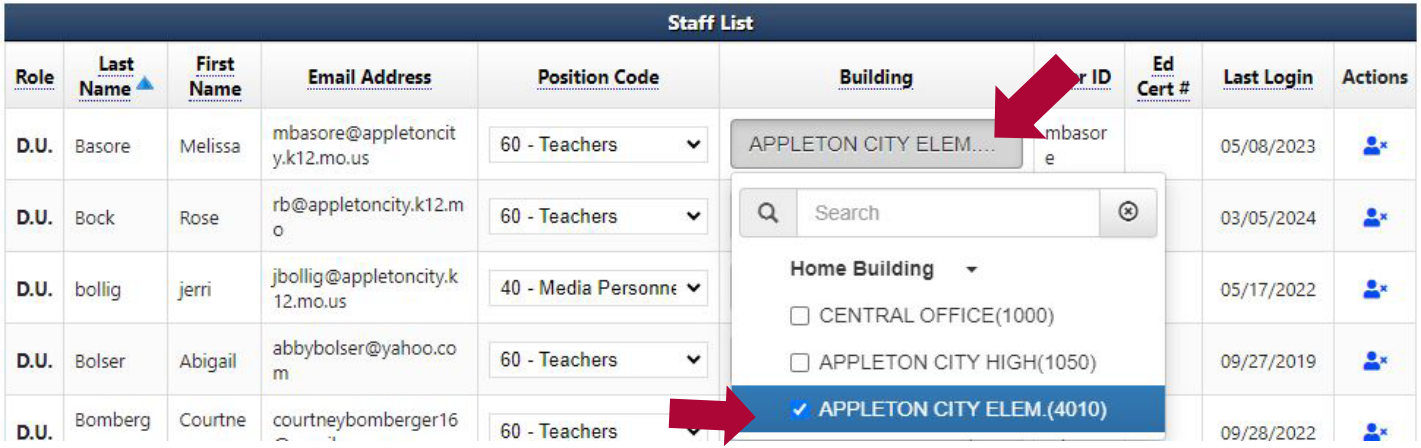
Jump to bottom

Staff List

Role	Last Name	First Name	Email Address	Position Code	Building	User ID	Ed Cert #	Last Login	Actions
D.U.	Basore	Melissa	mbasore@appletoncity.k12.mo.us	60 - Teachers	APPLETON CITY ELEM....	mbasore		05/08/2023	
D.U.	Bock	Rose	rb@appletoncity.k12.mo	60 - Teachers	APPLETON CITY ELEM....	rbock		03/05/2024	
D.U.	bollig	jerri	jbollig@appletoncity.k12.mo.us	40 - Media Personne	APPLETON CITY HIGH(...	jbollig		05/17/2022	

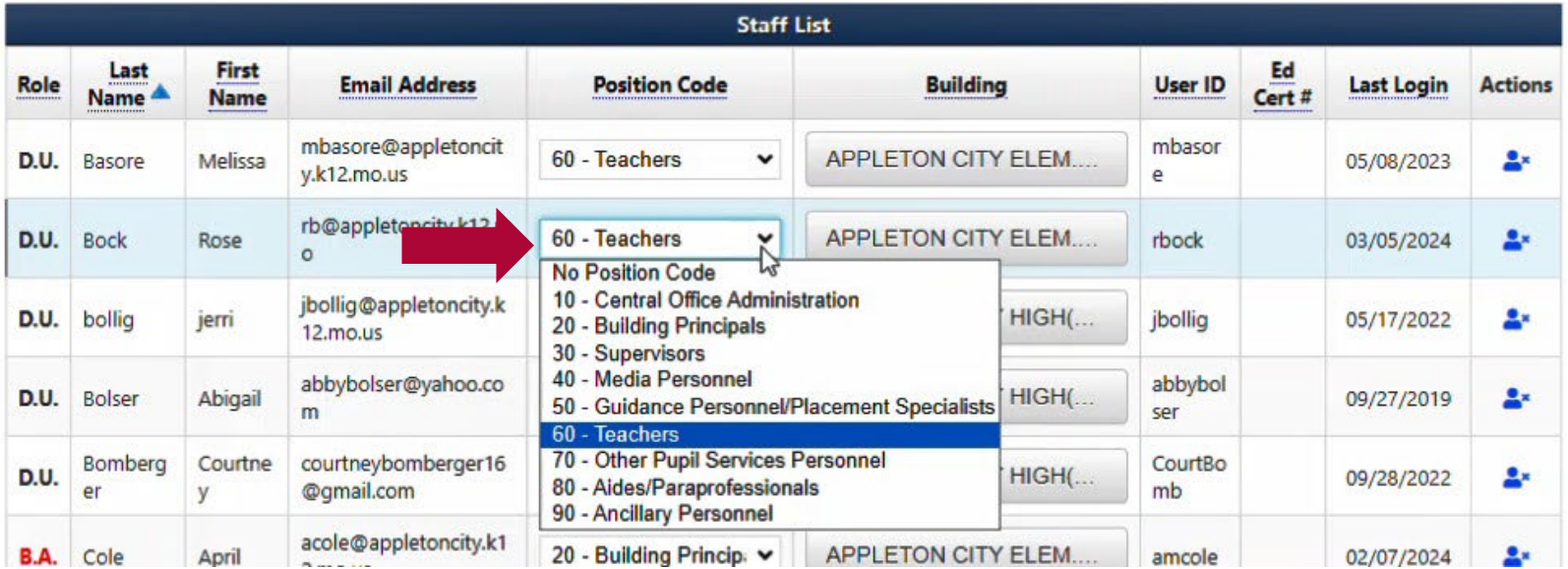
Staff Maintenance

- To change the building for a staff member, click on the building name and select the correct building from drop down list.



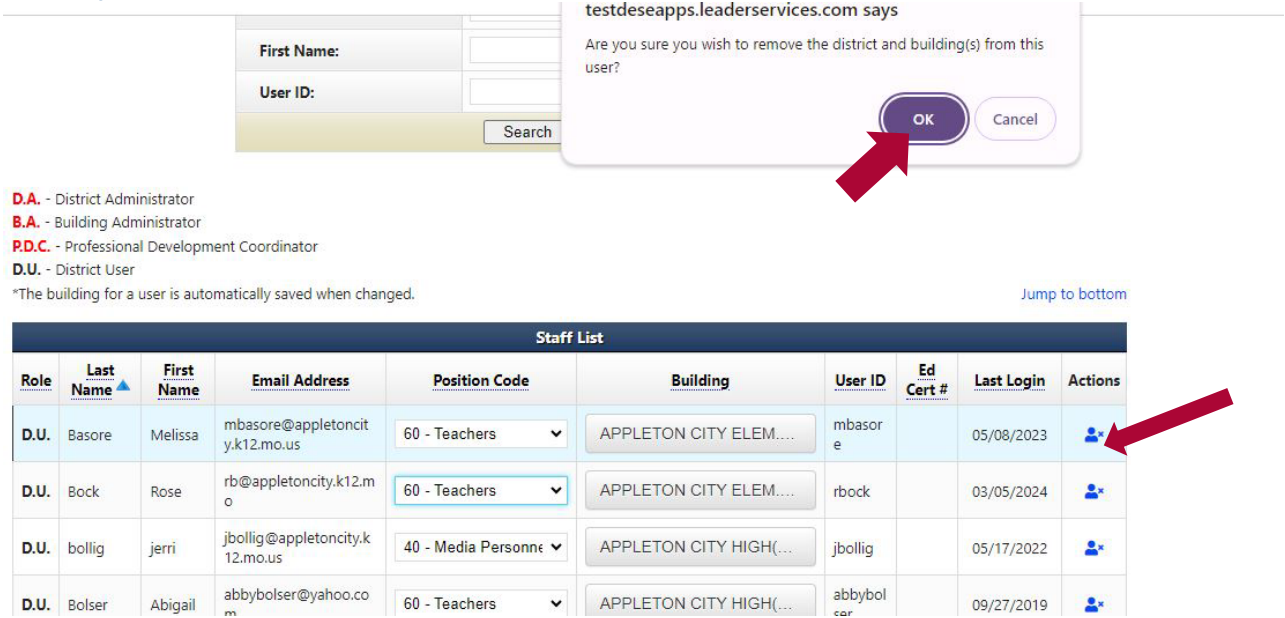
Staff Maintenance

- To change the position code for a staff member, click on the position code and select the correct code from drop down list.



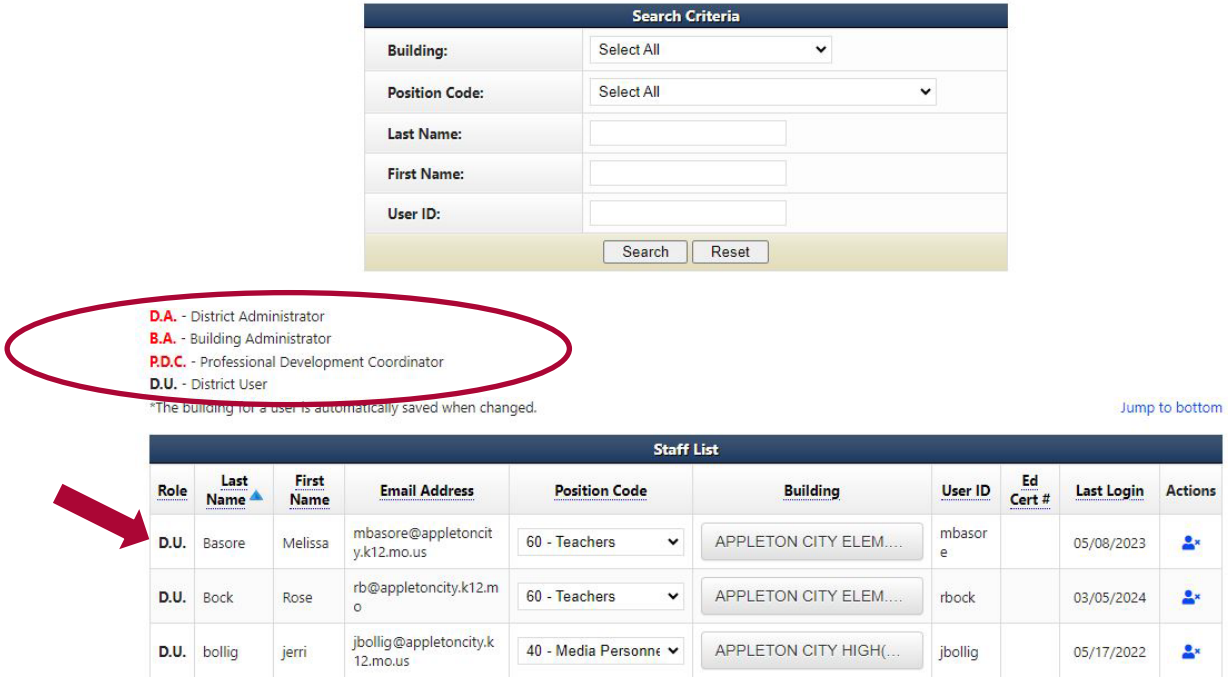
Staff Maintenance

- To remove district and building information from a user select the blue person icon under actions, then select “ok” from the pop-up dialogue box. Click “cancel” to not complete the action.



Staff Maintenance

- Confirm the user roles are correct. If these permissions roles are not correct the Security Manager must make role changes in DESE Application Security Manager.



Search Criteria

Building:	Select All
Position Code:	Select All
Last Name:	
First Name:	
User ID:	

Search Reset

D.A. - District Administrator
B.A. - Building Administrator
P.D.C. - Professional Development Coordinator
D.U. - District User
*The building for a user is automatically saved when changed.

Jump to bottom

Staff List

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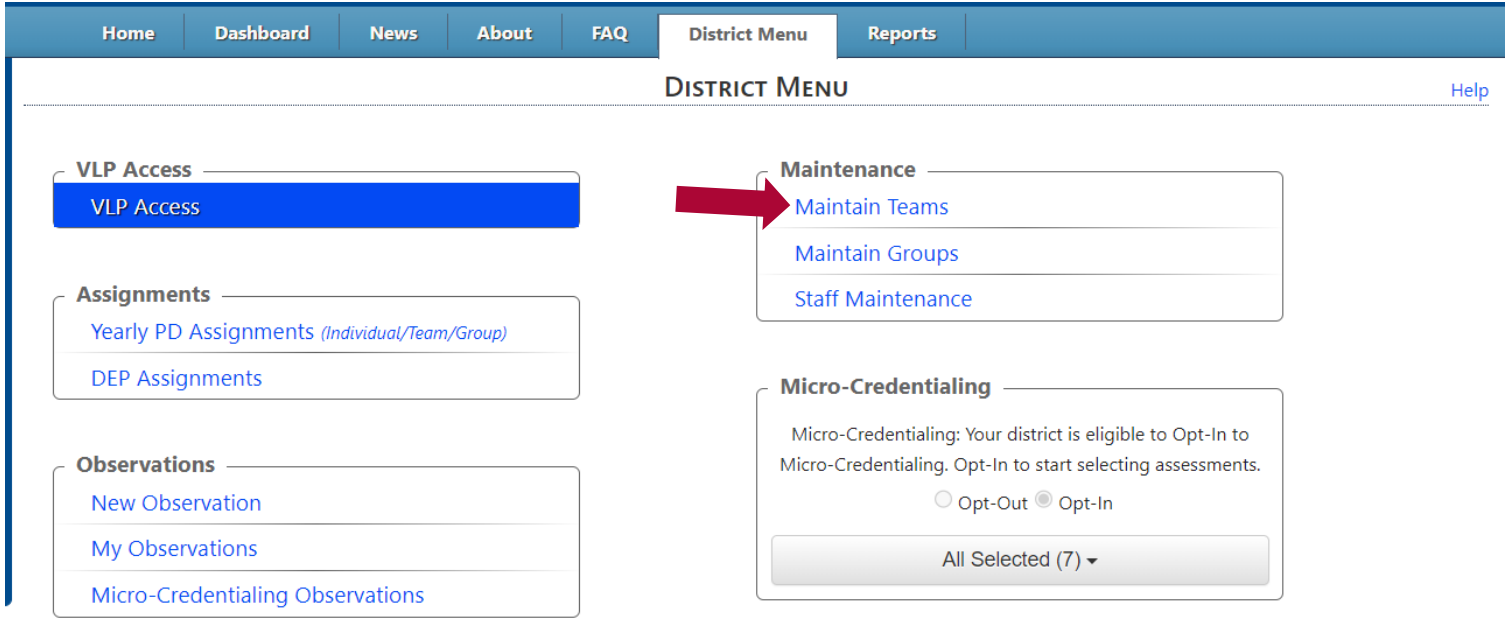
D.U.	Bock	Rose	rb@appletoncity.k12.mo	60 - Teachers	APPLETON CITY ELEM....	rbock		03/05/2024	
D.U.	bollig	jerri	jbollig@appletoncity.k12.mo.us	40 - Media Personne	APPLETON CITY HIGH(...	jbollig		05/17/2022	

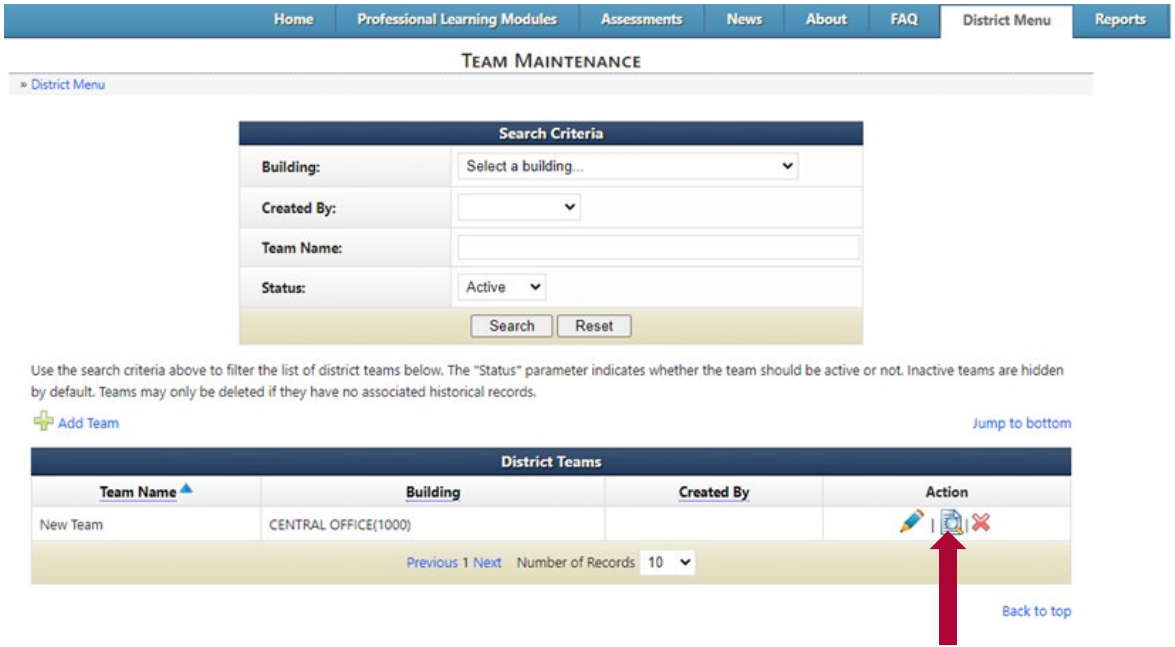
Maintaining a Team

- On the “District Menu” page, under the Maintenance box, select “Maintain Teams.”



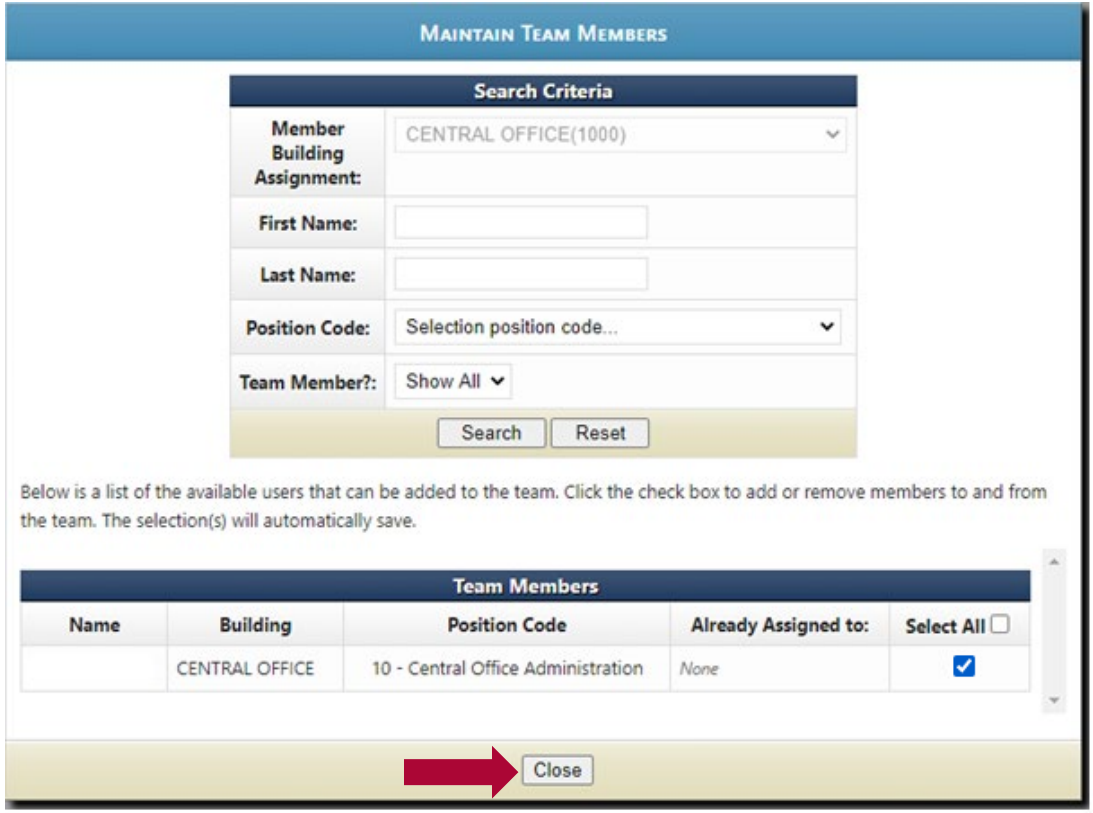
Maintaining a Team

- To add members to the team, select the paper and magnifying glass icon.
- To edit the team information, such as team name, select the pencil icon.
- To delete the team, select the red “X” icon.



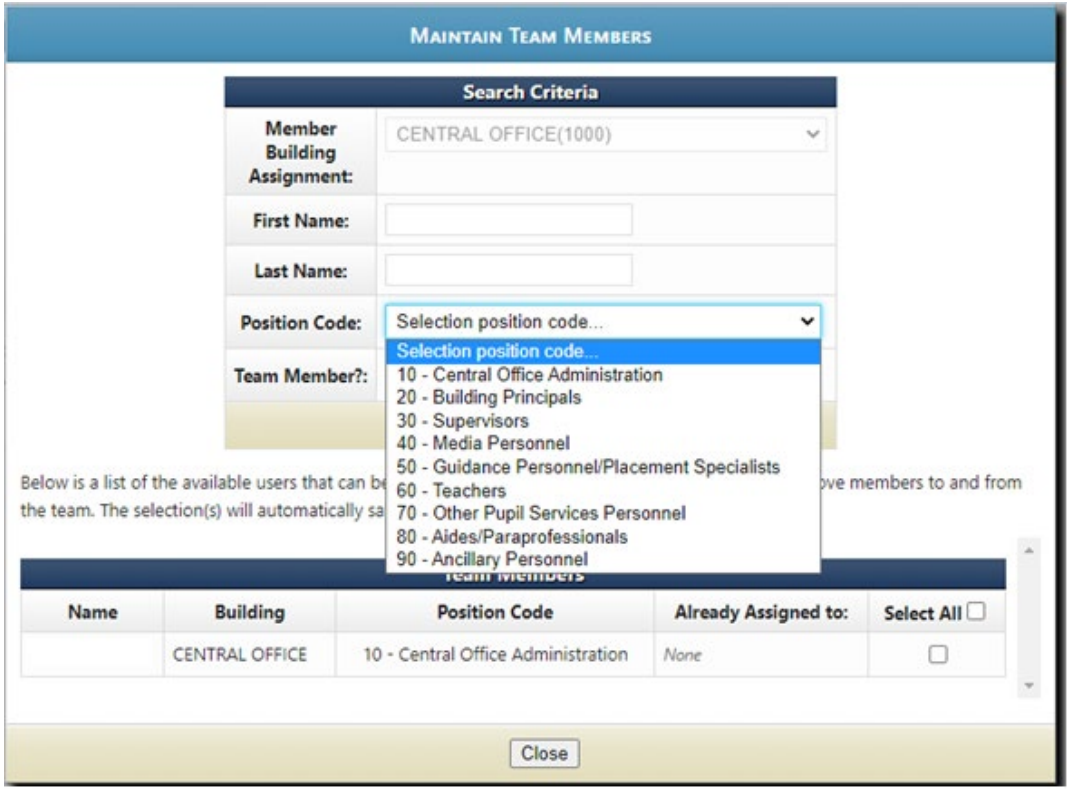
Maintaining a Team

- To add a team member, click the box next to the desired personnel. As team members are added, the selection is automatically saved. This allows the selection of team members across other buildings.
- When the team selection is complete, click the close button.
- Confirm that the team members you are adding are not duplicated in your list.



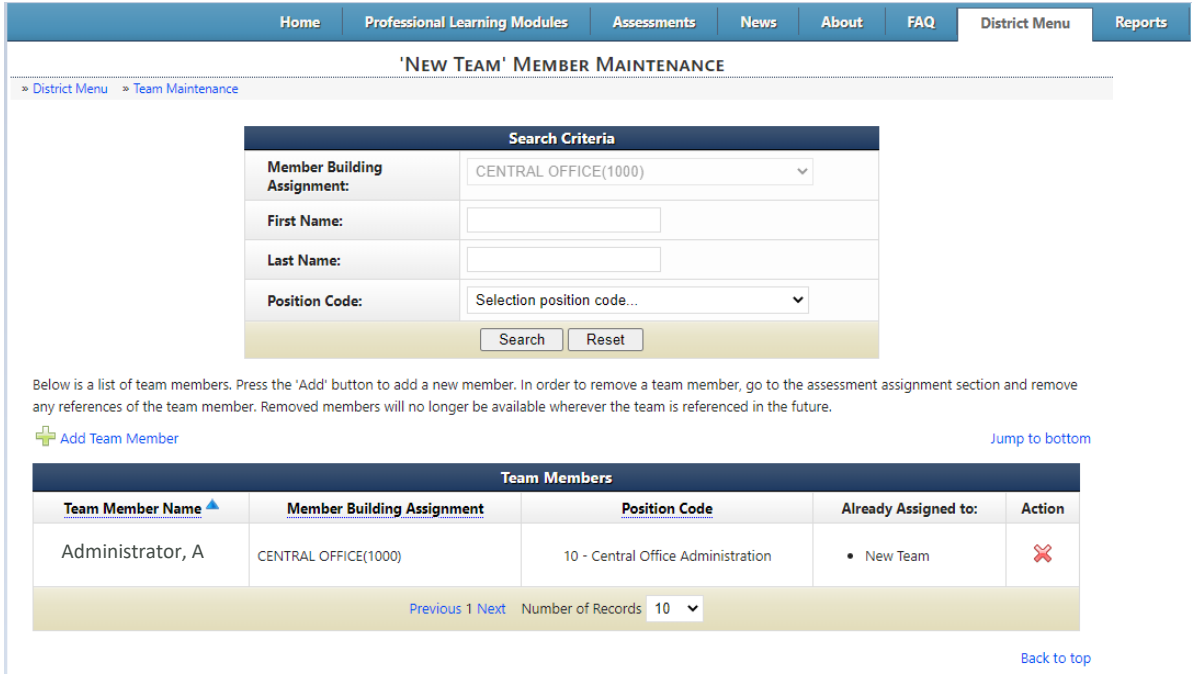
Maintaining a Team

- To filter users, use the Position Code drop down to filter by position codes.
- To search by individual, type in the user's first and/or last name.



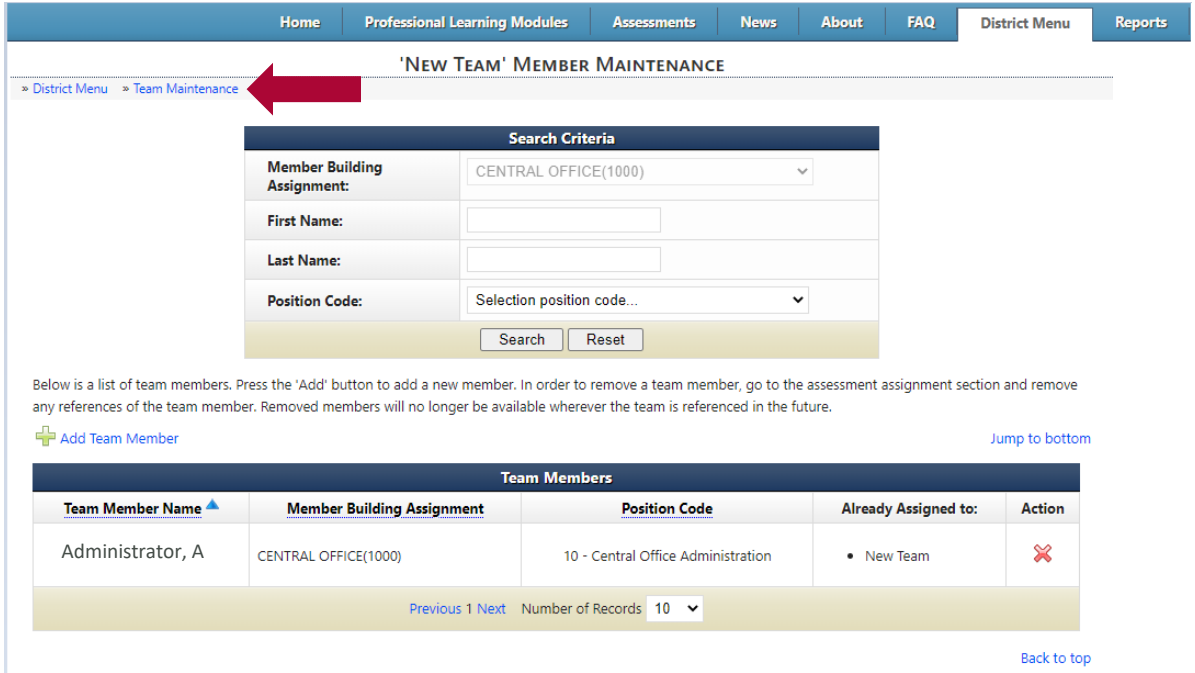
Maintaining a Team

- After closing the window, the list of team members will be displayed.



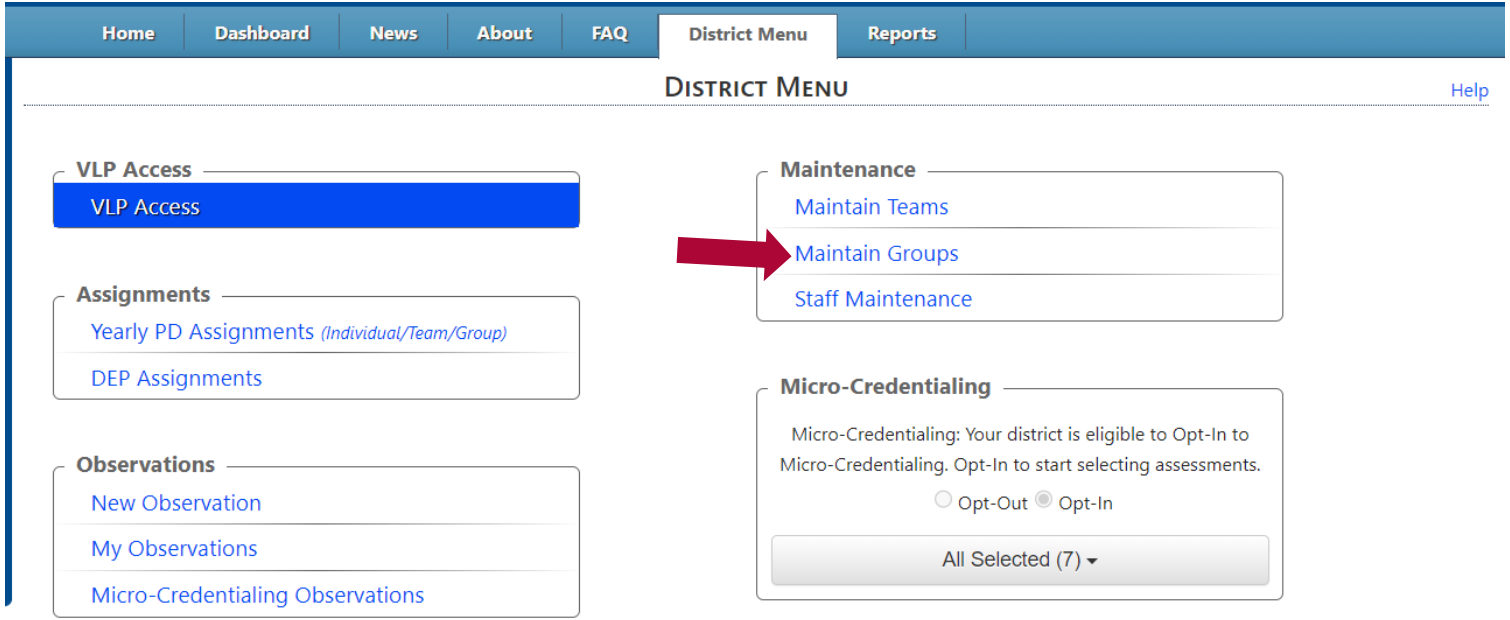
Maintaining a Team

- To delete team members, select the red “X” icon.
- Remove any personnel that is no longer with your building or district and should not be on the team. If members are still on the team when you pull the report their data will be in the report.



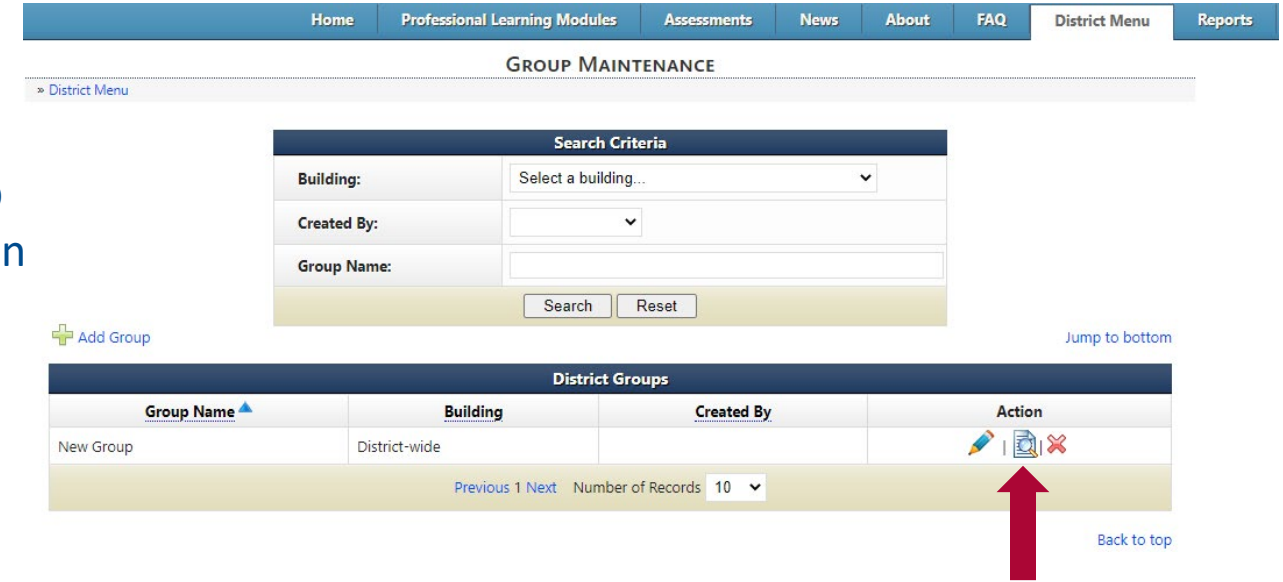
Maintaining a Group

- From the “District Menu” page, under the Maintenance box, select “Maintain Groups.”



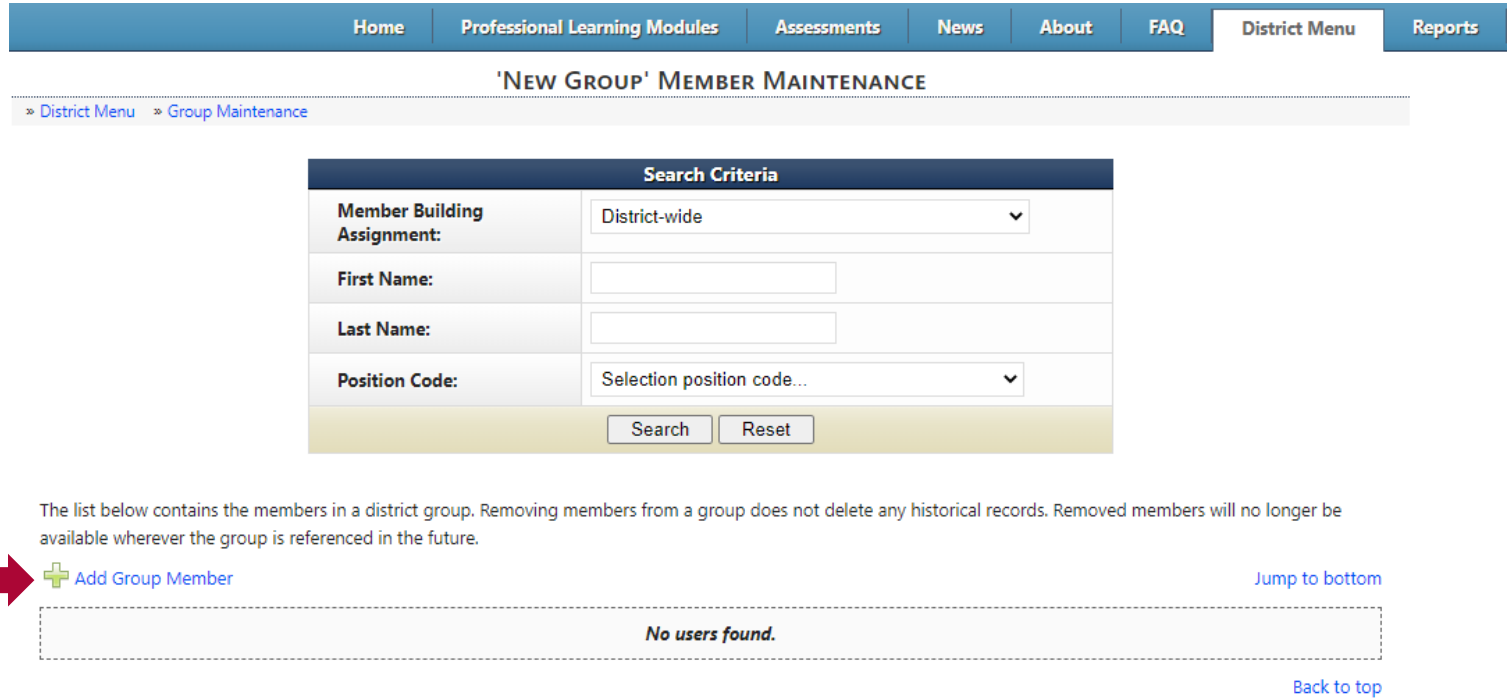
Maintaining a Group

- To add members to the group, select the paper and magnifying glass icon.
- To edit the group information, such as group name, select the pencil icon
- To delete the group, select the red “X” icon.



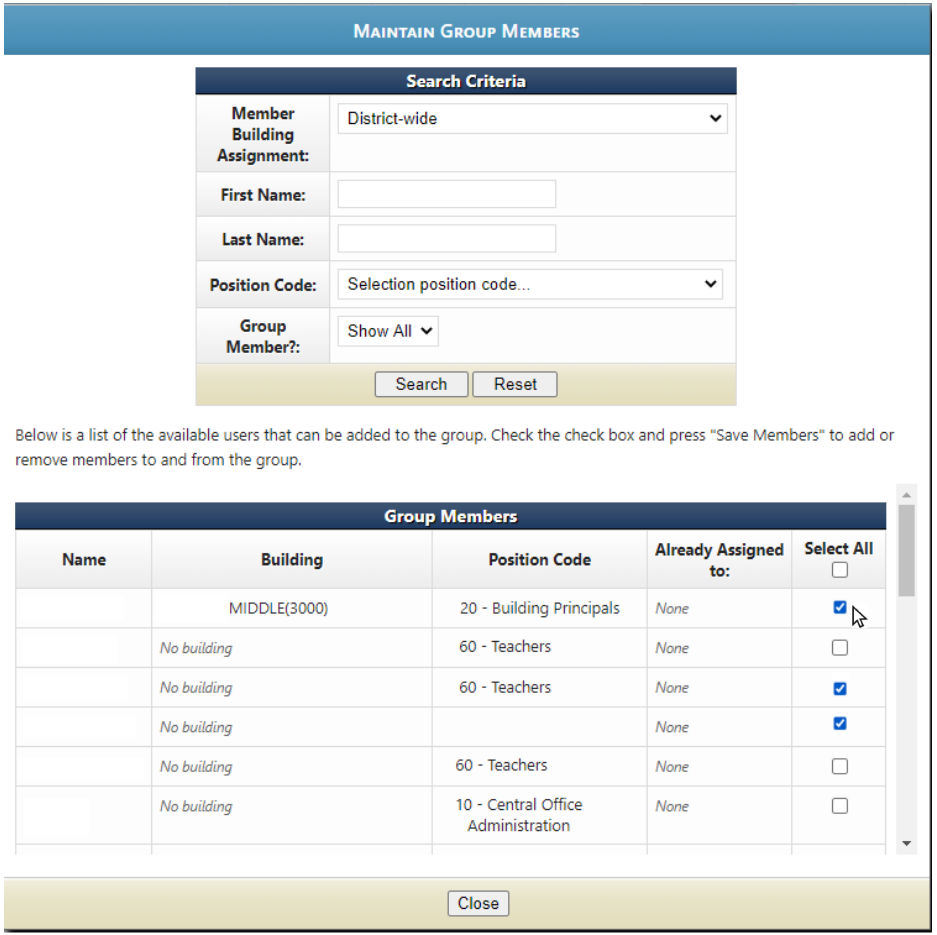
Maintaining a Group

Select “Add Group Member” to open the “Group Member Maintenance” to add personnel to the group.



Maintaining a Group

- To add a group member, click the box next to the desired personnel. As group members are added, the selection is automatically saved. This allows the selection of group members across other buildings without having to exit the current progress.
- When the group selection is complete, click the close button.
- Confirm that the group members you are adding are not duplicated in your list.



Maintaining a Group

- To filter users, use the member building assignment to filter group members by building.
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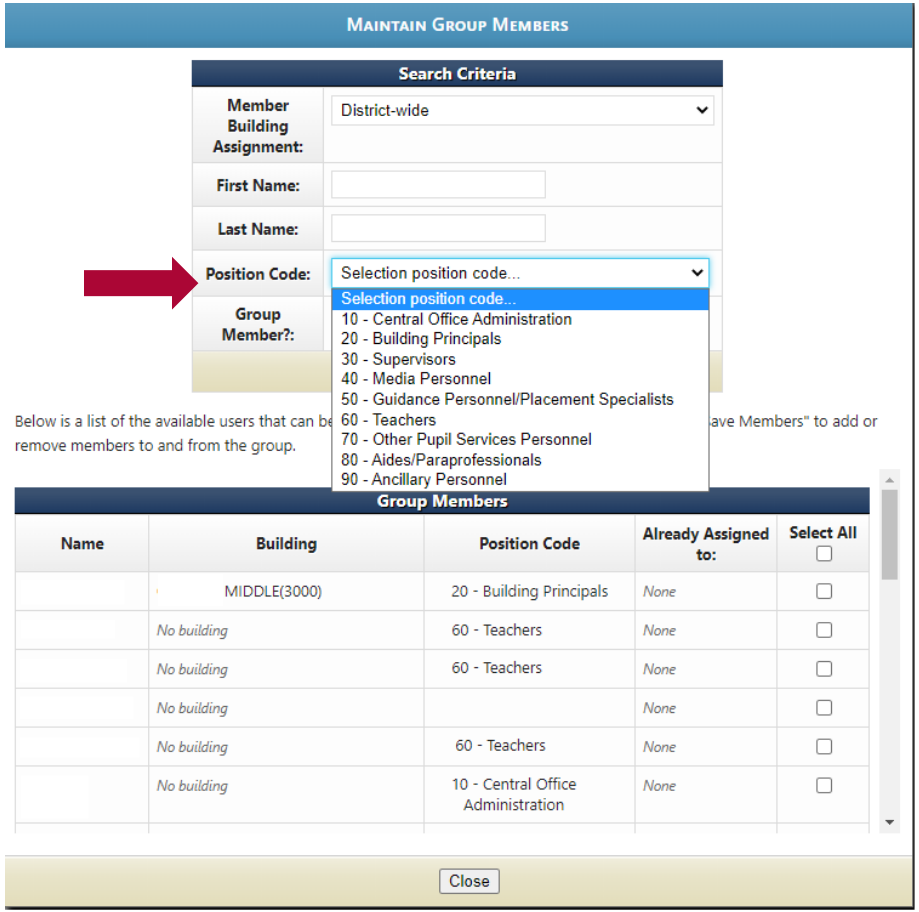

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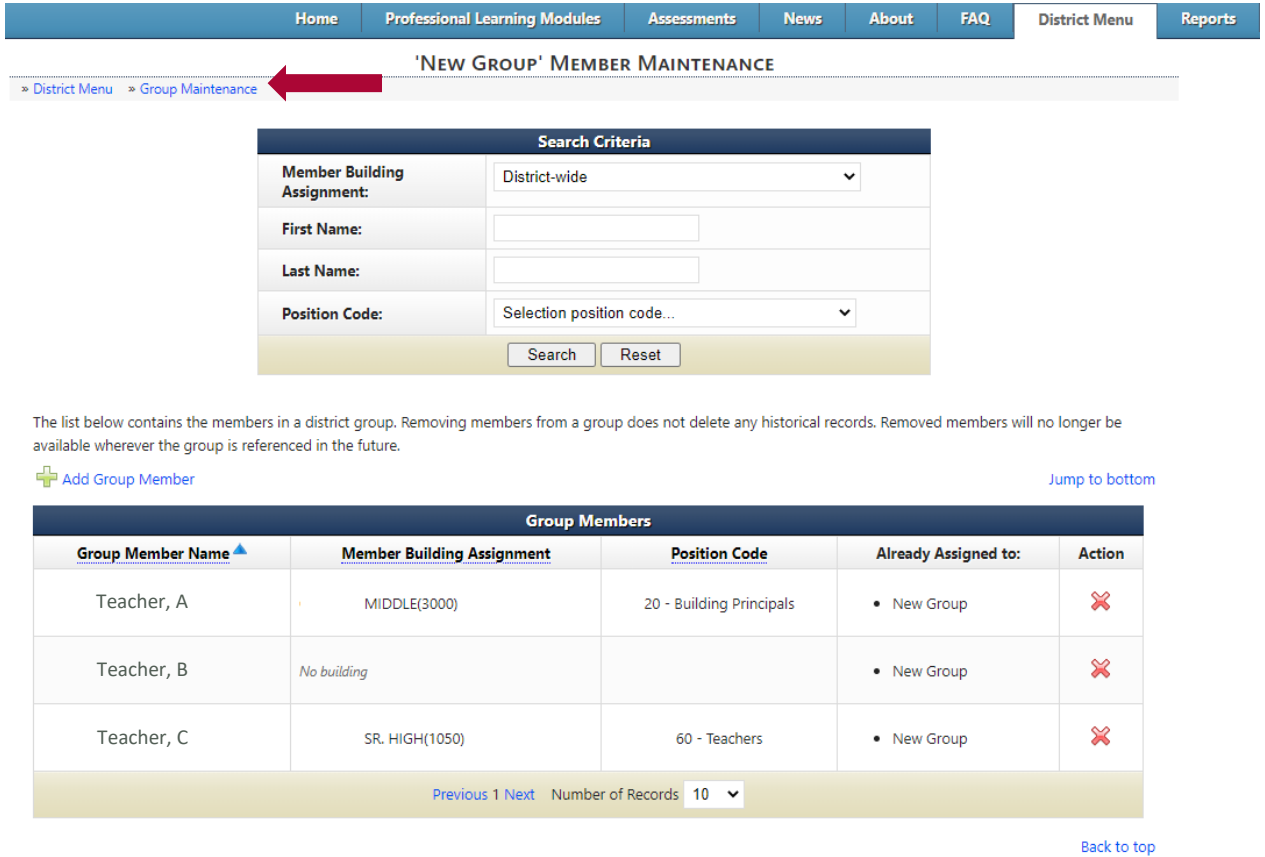


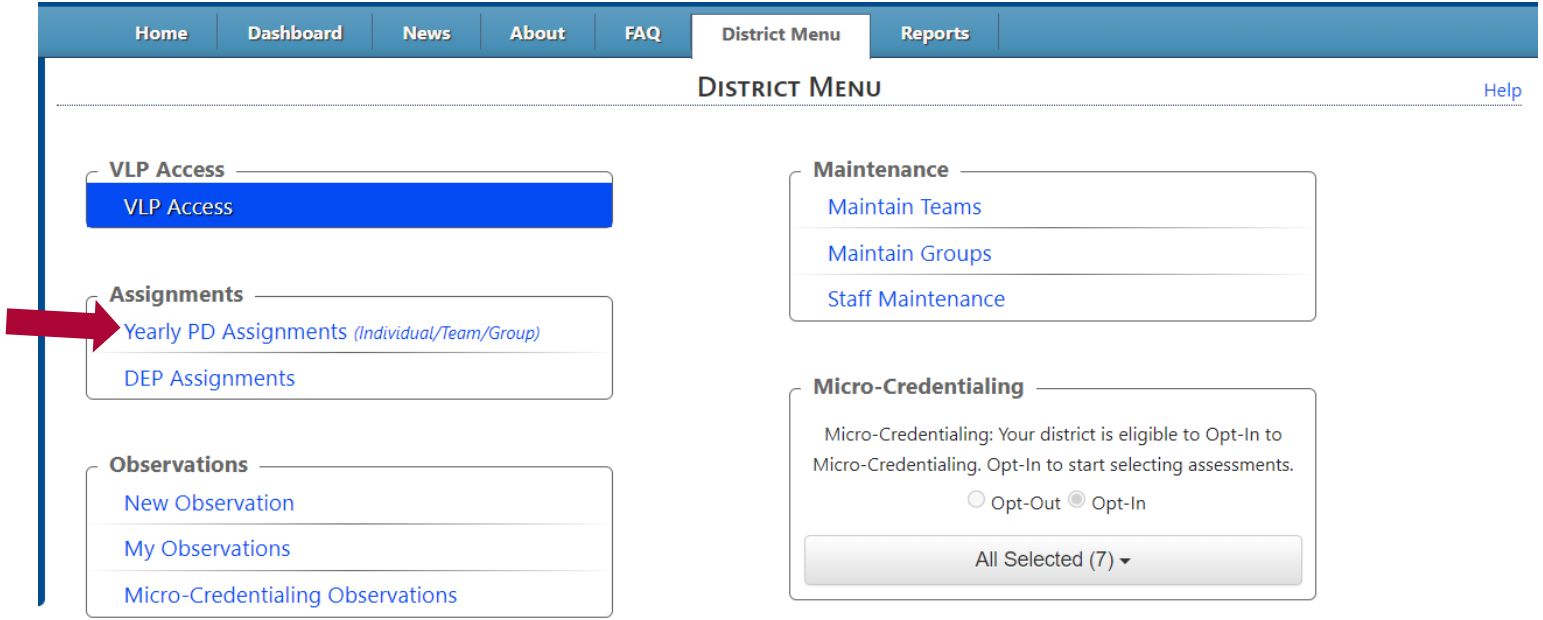
Accurate Data

- When the data is confirmed accurate, then make an assignment. This ensures that the assignment has been made to the correct people.

- After the assignment is made then check the progress of the assignment to be sure that it has been completed by all personnel.

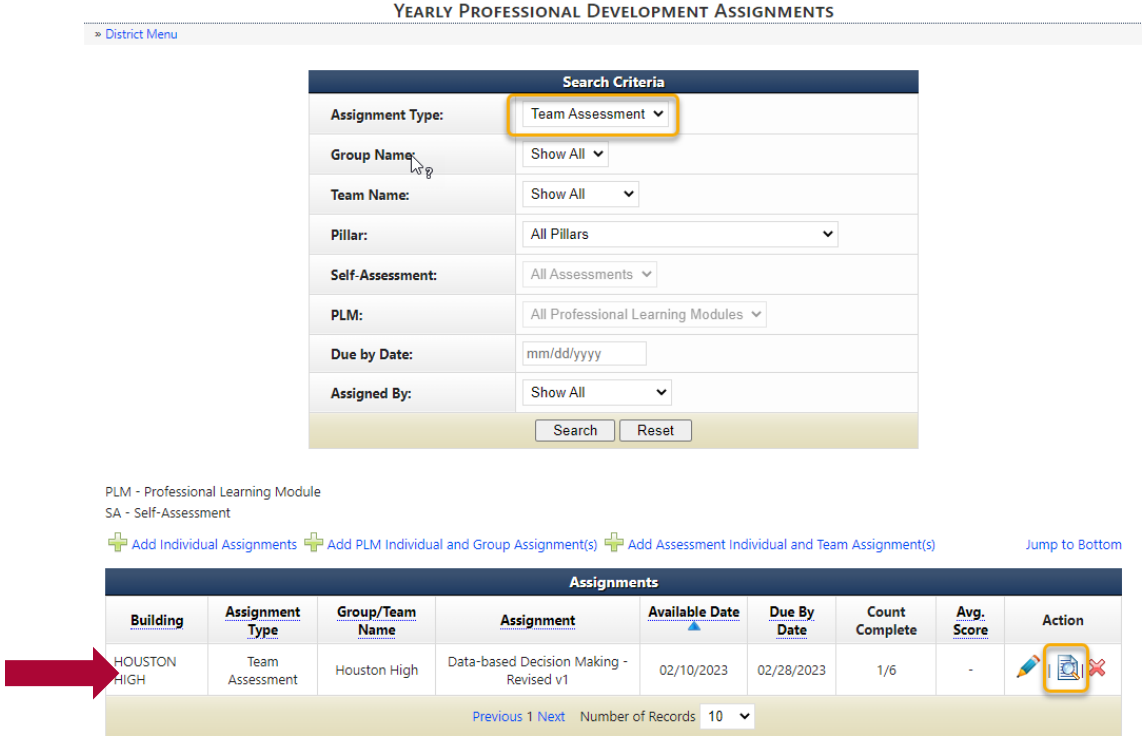
Checking Assignment Progress

- On the “District Menu” page, under the Maintenance box, select “Yearly PD Assignments *(Individual/Team Group)*.”



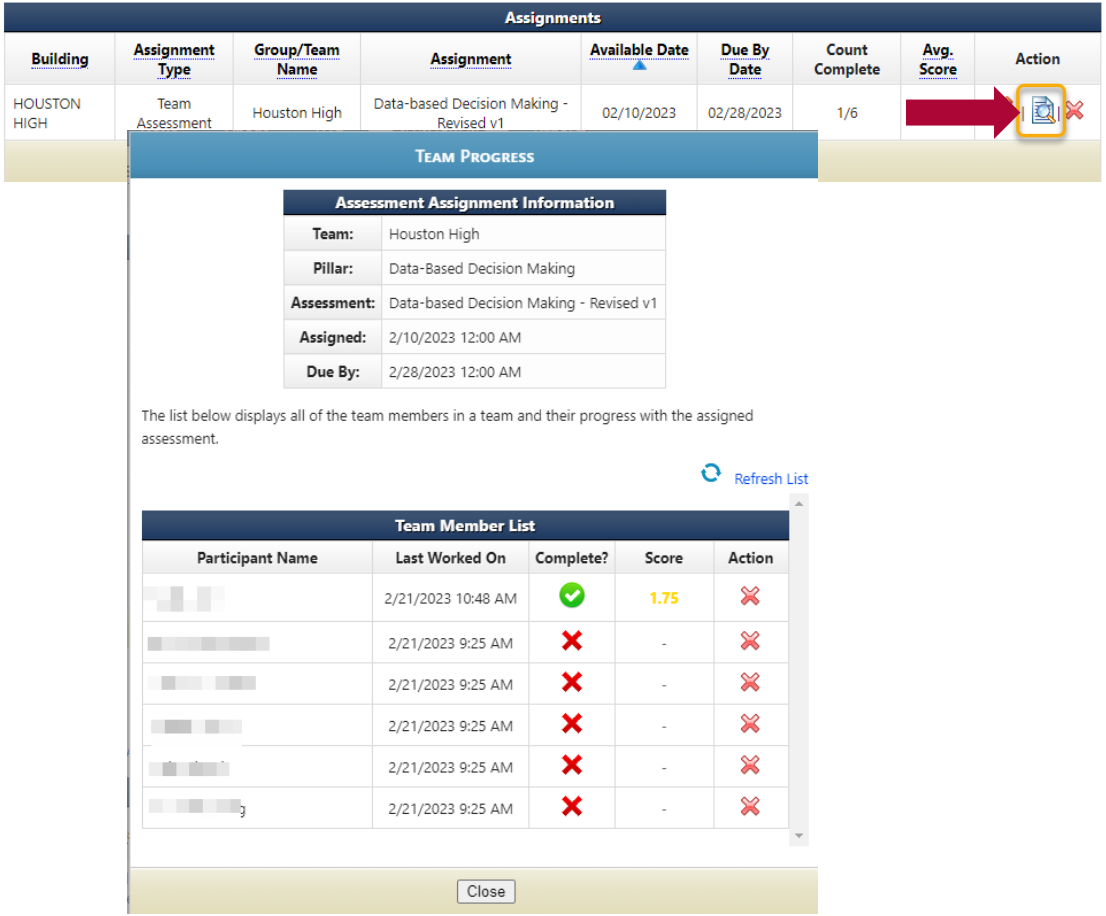
Checking Assignment Progress

- Select the “Assignment Type” using the dropdown menu in the “Search Criteria”, the assignments will show at the bottom of the page.



Checking Assignment Progress

- Select the magnifying glass under “Action.” A pop up will appear that shows who has completed the assignment and their scores if it is an assessment.

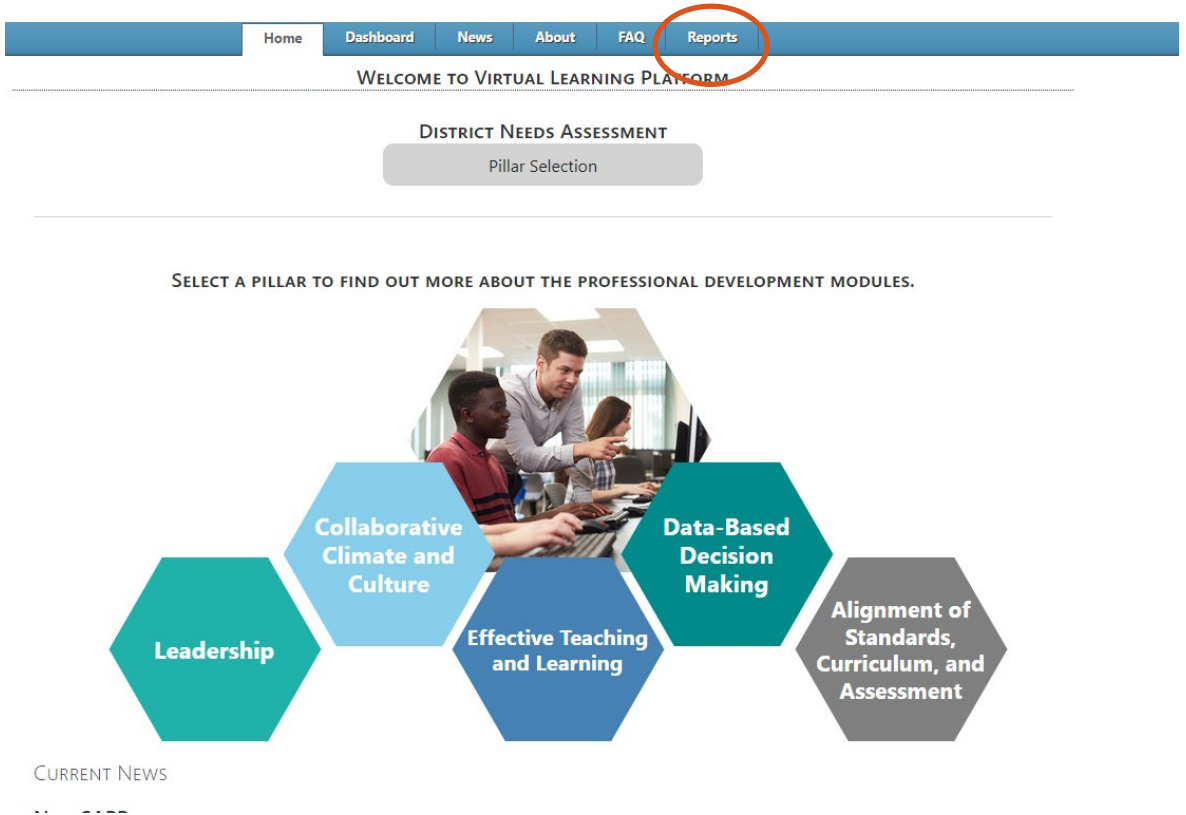


Accurate Data

- When the assignments are completed, then you can pull a report. This report will now give information with accurate data.

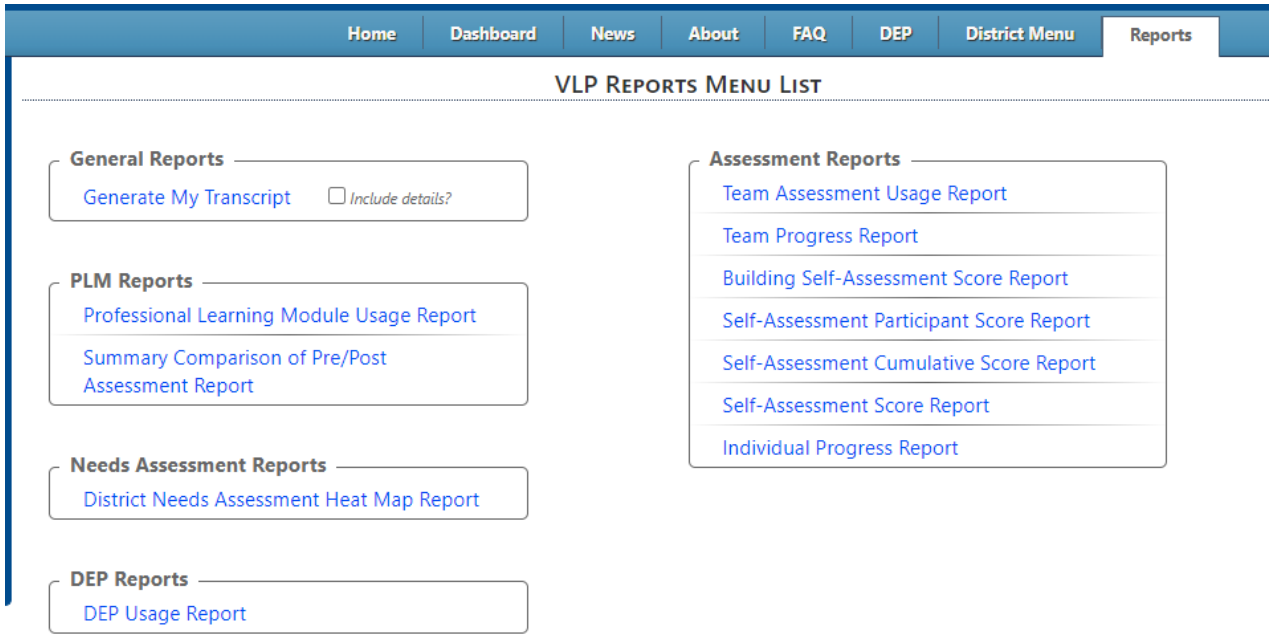
Reports

From the Home tab. To access the reports, click the “Reports” tab at the top of the page.



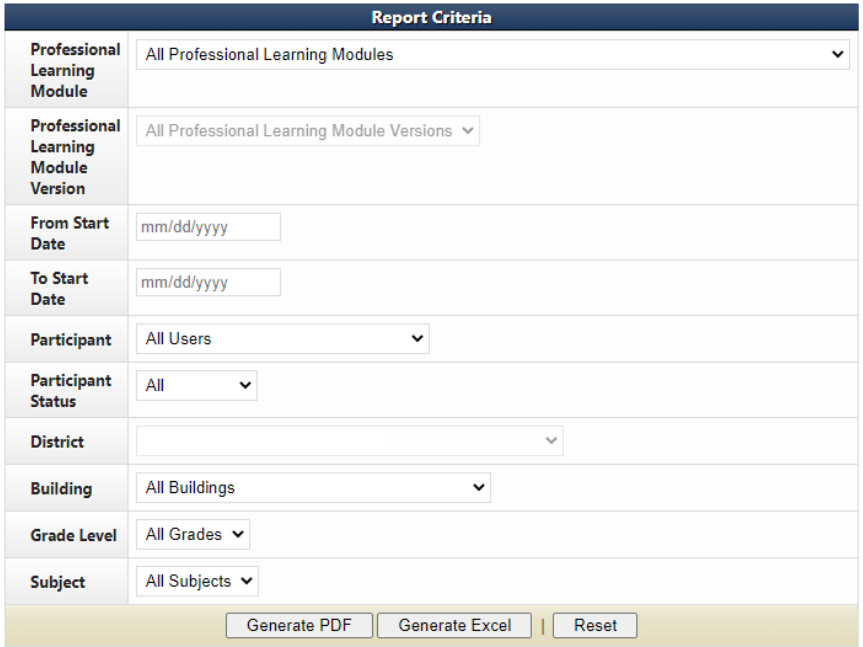
Reports

On the “Reports” page, reports will be organized by individual user reports, PLM Reports, and Assessment reports. Reports will pull in a PDF format or into an Excel CSV file.



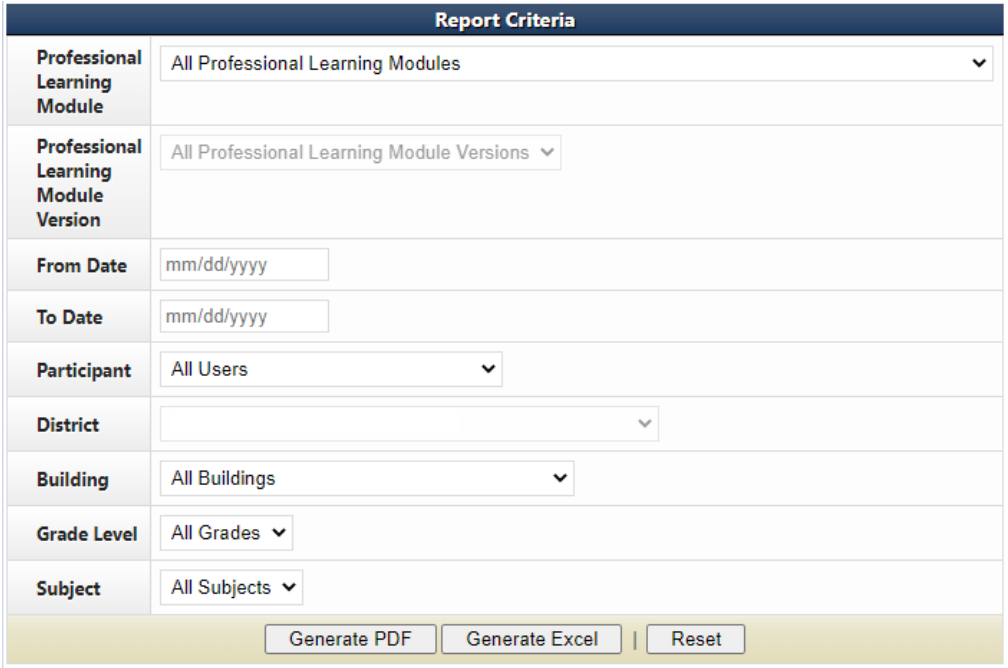
DESE Professional Learning Module Report

This report provides a high level view of what PLMs or specified PLM a district has been working on for either a chosen school year or a specified date range. The data is broken down by building and shows the number of PLMs in progress, the number completed and the number not started. An estimate of average time spent in each module is also provided.



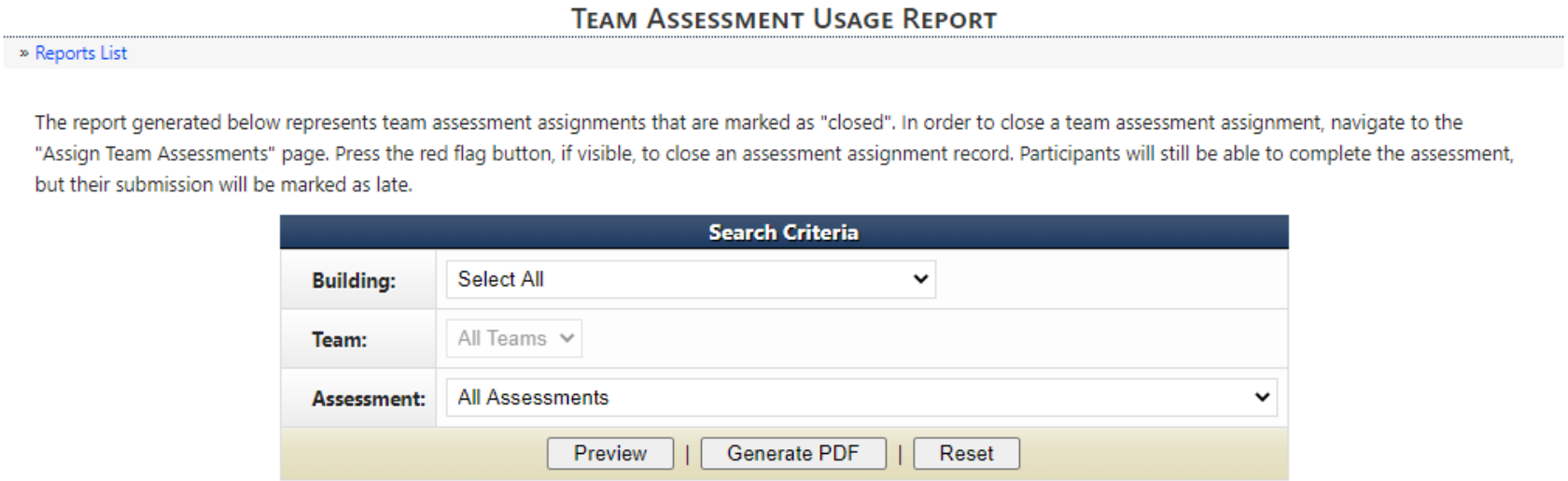
Summary Comparison of Pre/Post Assessment Reports

All modules will have a pre/post assessment within the PLM. This report provides, by user, the results of the pre/post assessment.



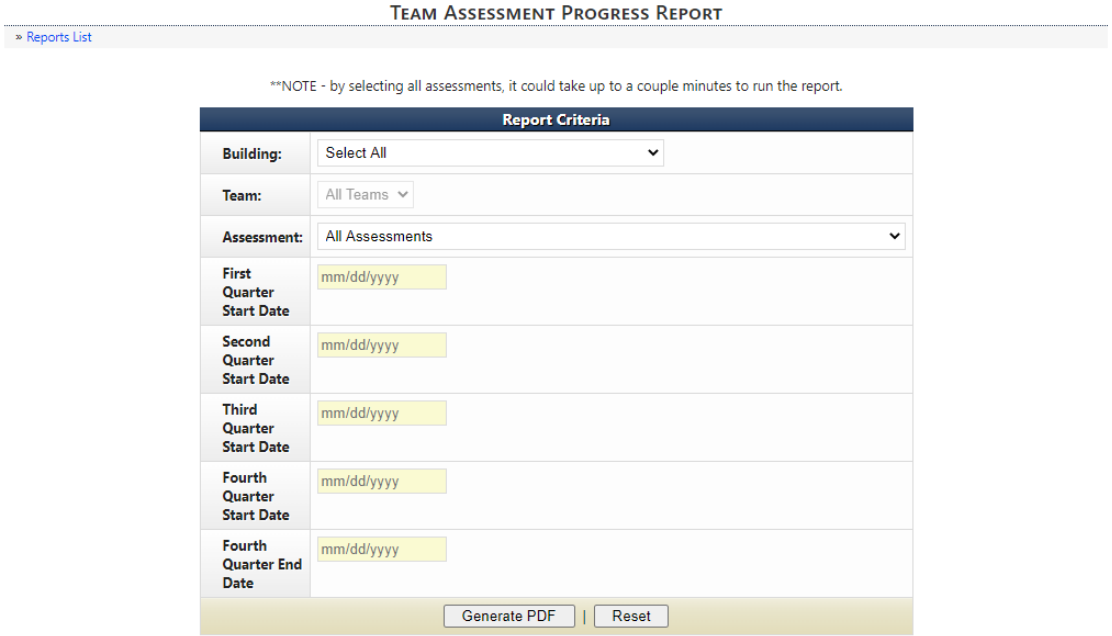
Team Assessment Usage Report

This report provides the aggregate data from team assignments. The report will only show data if the team assignment is marked complete.



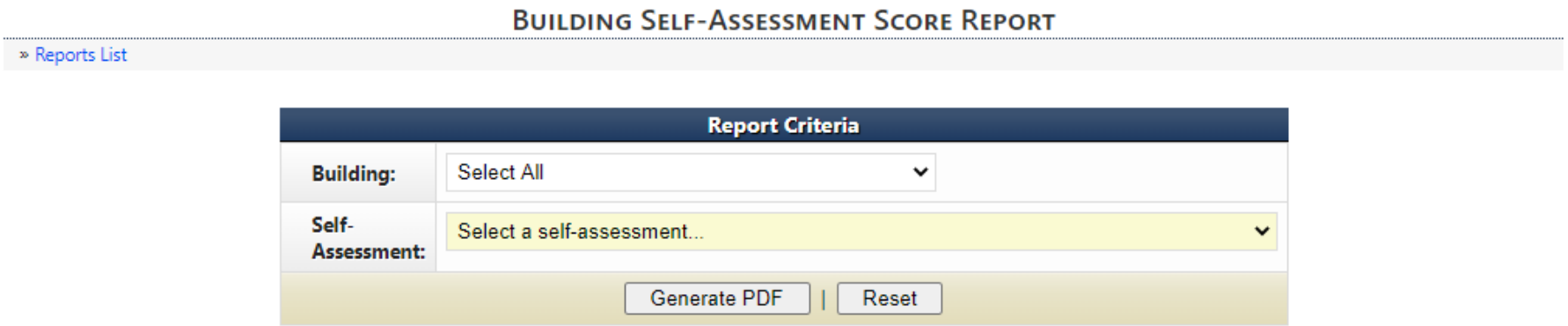
Team Progress Report

This report provides results of team assessments and associated observations over a specified time range broken down into “quarters.” The quarters can be any given range of time. The idea is to display how a team progresses on the assessment over the course of a school year. The report will only show data if the team assignment is marked complete.



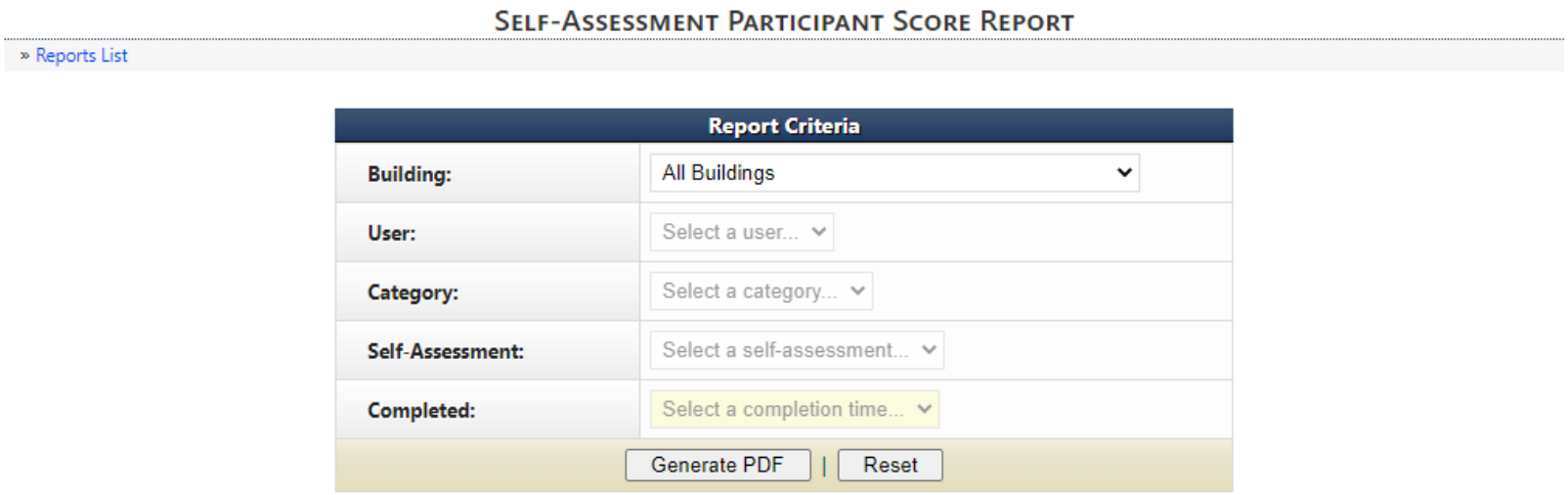
Building Self-Assessment Score Report

This report provides building level data for a chosen self-assessment. The overall average score per essential function is provided and the count of the number of those that scored in each of the areas from Far from Proficient to Exemplary.



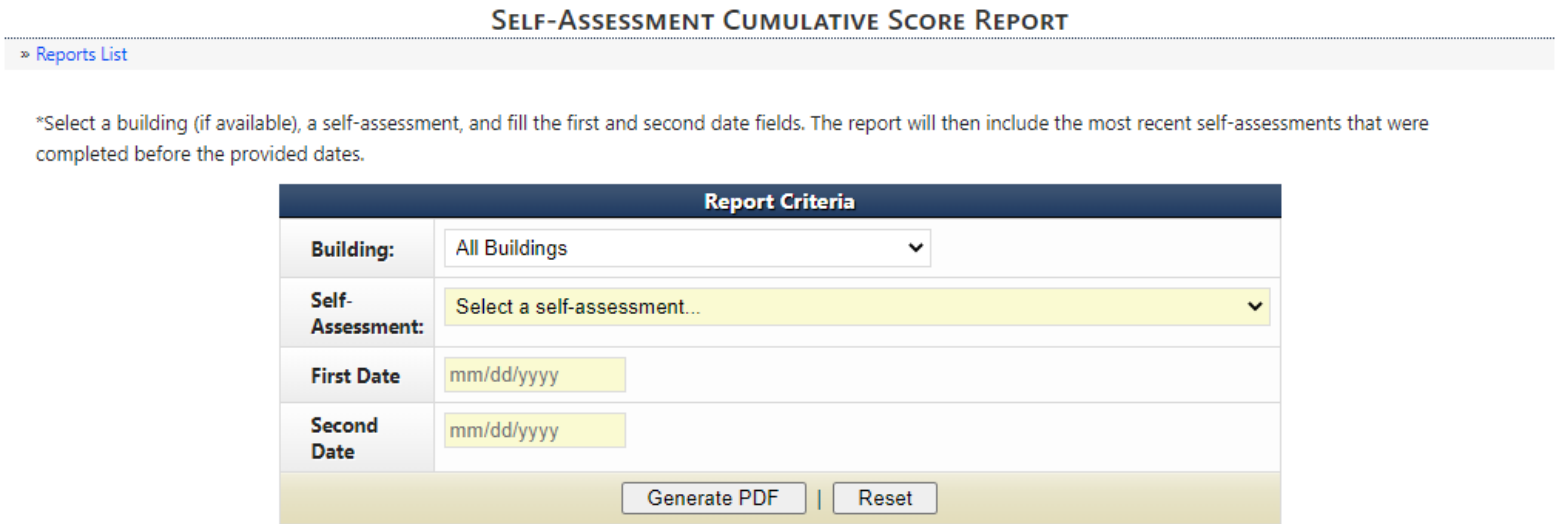
Self-Assessment Participant Score Report

This report provides individual progress for a chosen self-assessment. The overall average score per essential function is provided.



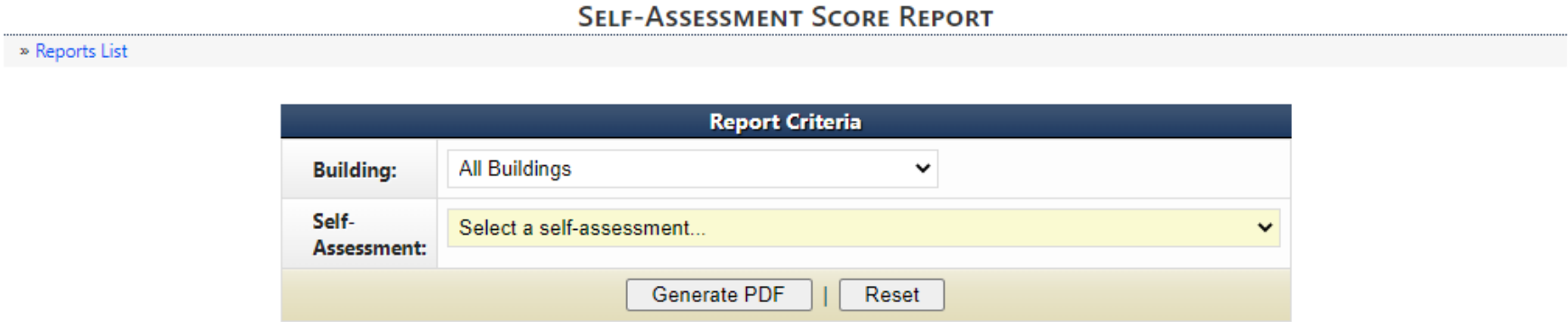
Self-Assessment Cumulative Score Report

This report displays the overall scores of a self-assessment that occurred within a specified date provided. A graph indicating progress over time also provides an observation score.



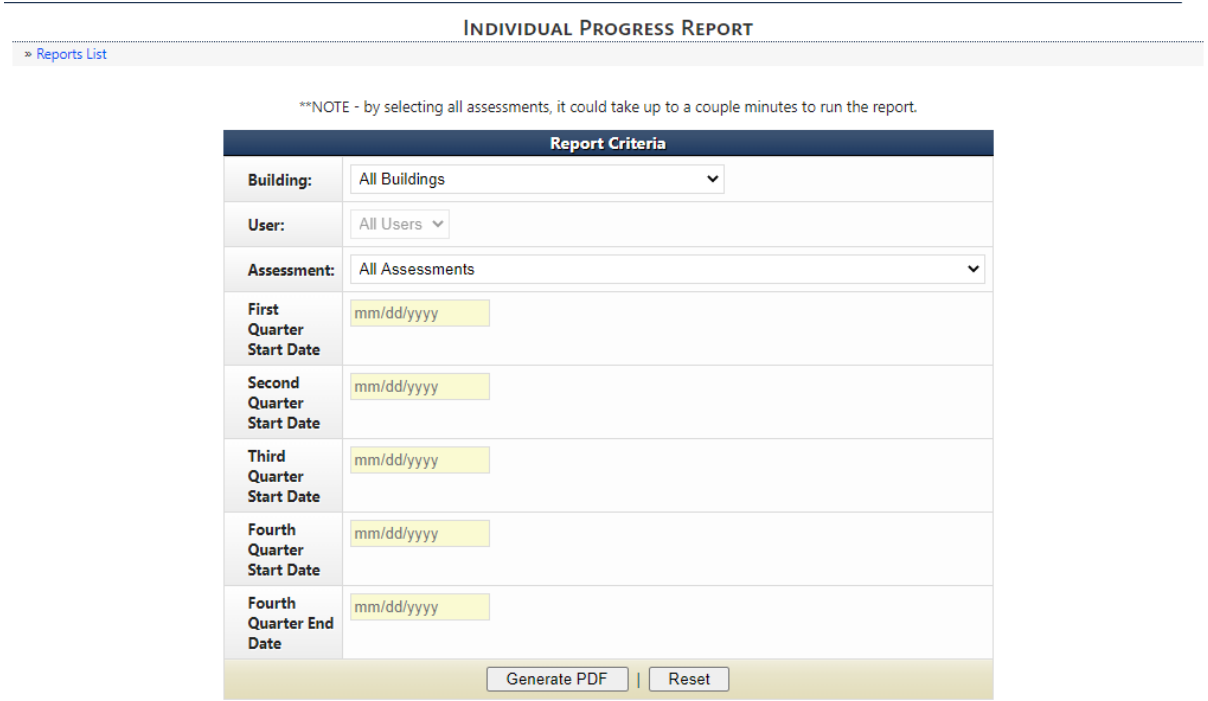
Self-Assessment Score Report

This report provides the overall score and the score for each essential function per teacher, per building.



Individual Progress Report

This report displays a comparison of a user's self-assessment score per essential function with the associated observation score. The results are given per "quarter." The quarters can be any given range of time. The idea is to show growth over a school year.



Virtual Learning Platform

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Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION