

Overview

The Pearson Inform is a powerful tool allowing you to look at student performance data from many different perspectives. Various dashboards simultaneously present multiple reports.












Your default work environment consists of:

- Program Tabs to select program functions
- Inform Toolbar
- Primary Dashboard with icons, toolbars and Report Library Panel

Program Tabs

Pearson Inform's functionalities are accessed through the Program Tabs on the left.

The following Program Tabs are available:

-  Default dashboard
-  Student dashboard
-  Assessment dashboard
-  Academic improvement plans (AIPs)
-  Intervention strategies
-  Student groups and selection criteria
-  Proficiency profiles
-  Messages
-  Setup and maintenance functions
-  Data transfer interface
-  Extensive online Help page




Primary Dashboard

The Primary Dashboard is your default view.





It includes various reports and the report library. By default your Report Library is hidden.


 On the right side, click **Expand Panel** to reveal the Report Library and its buttons.


Report Library Buttons and Icons

Report Library Buttons

 Collapse Panel: Click to hide the Report Library.


 Organize Report Library: Click to edit folders, dashboards, and reports. To indicate an active edit mode, the Report Library displays a yellow background.


 Expand Report Library: Opens all folders and subfolders to list the reports they contain.


 Collapse Report Library: Closes all folders and subfolders to hide the reports they contain.

 Exit Edit Mode: Click to end the edit mode.








Report Library Icons

 **Dashboard:** Click on a dashboard title to generate and display it in your dashboard. Dashboards contain a collection of dynamic and static reports.


 **Dynamic Report:** Click on a dynamic report title to generate the selected report and display it in your dashboard.


 **Static Report:** Click on a static report title to display the selected report in your dashboard.

To edit items in the Report Library:


1. Click  Organize Report Library to transform the panel into edit mode, indicated by the yellow background.
2. To edit a dashboard or report, click the dashboard or report name.
 - Click  Edit Saved Report to modify the dashboard or report.
 - Click  Delete Saved Report to remove the dashboard or report from the library.
3. To edit a folder, click on the folder name.
 - Click  Add Folder to add a folder to the selected library.
 - Click  Edit Folder to modify an existing folder name.
 - Click  Delete Folder to delete empty folders.
4. Click  Exit Edit Mode to terminate the edit mode, indicated by the white background.






Primary Dashboard Buttons

Click  to pin down the context of the charts displayed in the dashboard.






Click  to release the pinned down context of the charts displayed in the dashboard.

Navigational Tools

Click  to display the **Context Navigator** that you use to navigate to different context levels.








The      context buttons are dynamic links that you click to navigate to a different context. They help you to keep track of your location within the Pearson Inform interface.

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- Click  to display the District context.
- Click  to display the School context.
- Click  to display the Teacher context.
- Click  to display a teacher's courses.
- Click  to display a teacher's course sections.





Dashboard Tools

The buttons on the right side function with the displayed dashboards, reports, and student lists. Shown here are those that work with the Primary Dashboard.

- Click  to reload the default dashboard.
- Click  to save the current dashboard in the Report Library.
- Click  to create a report.
- Click  to clear the dashboard.
- Click  to toggle pane tiles.
- Click  to export and print a PDF file.
- Click  to perform a student search.






Dashboard Pane Toolbars


Each pane has tools on the right side to view result in a different format.


- Click  to view results in chart format.
- Click  to view results in table format.
- Click  to display the report criteria, query controls, and create a new query.
- Click  to view the drill-down results in table format.


Each pane has tools on the left side to control the chart and its format.

Click the  **Chart Type** list to display the following options:

-  Column chart
-  Bar chart
-  Stacked column chart
-  Stacked bar chart
-  Stacked line chart

Click  to toggle the legend between a horizontal and vertical view or hide it.

Click  to change chart variables. For example, you can change the Legend from Competency to Assessment.

Click  to view more chart info.

Click  to print a report in PDF format.


Click  to save the report.

Student Dashboard


Teachers can view information about their students in the student dashboard.


Student Dashboard

By default the list of students is hidden.


 On the right side, click **Expand Panel** to reveal the list of students currently enrolled in your class.


The student dashboard allows teachers to access various student-related reports and tasks through its own set of tabs.

The  **Student Profile View** displays student profiles in graph and table format.

The  **AIP View** displays the AIP that was created for the selected student.

The  **Score Entry View** displays the score entry screen in the workspace.

The  **Course Grade View** displays student course grades in graph and table format.



The  **Student Composite View** displays a student's profile, course grades, and AIP.


Inform Toolbar


The Inform toolbar is flexible; the included items change according to the selected Program Tab.




The Function Title displays the name of the dashboard or program you are currently using.

 and : Used to pin down and release the context of the displayed charts.

 Context Navigator and Context buttons: Used with dashboards, as well as in the AIP, Intervention Program, Student Groups, and Setup/Maintenance areas.

 **Print**: Used with all dashboards, as well as in the AIP, Intervention Program, and Messages areas.

 **Search**: Used with all dashboards, as well as in the AIP, Intervention Program, Student Groups, Proficiency Profiles, and Messages areas.

Display Active Groups: Used with Intervention Strategies.

 **Add Group Criteria**: Used with Student Groups.