



## ASAI Online System

# Redesigning School Counseling

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## Getting Started and Helpful Reminders

To facilitate continuous school improvement, the American Student Achievement Institute has created an online school data management system. This guide will introduce you to the system and help you with these important tasks.

### Browsers

The online data system works best using Firefox or Internet Explorer. Netscape is not supported. Other browsers (Safari, Chrome, etc) may also work well.

### Logging In

Open a supported browser and go to [www.asainstitute.org](http://www.asainstitute.org). On the left side of the screen under Data System Log In, click Redesigning School Counseling. Enter the username and password provided by ASAI and click the sign in button.

For help with the username or password, call 812-669-0006 or email [asai@asainstitute.org](mailto:asai@asainstitute.org).

### Tabs

After logging in, note that the left navigation includes a blue tab for each section of the data system.

### Printing Reports

On many of the pages you visit you will see the print report icon in the upper right corner of the page. Click this icon to open and print the report associated with the page you are viewing.

Figure 1: Print Report Icon



### Save Frequently

It is important to save your work frequently. Every data entry page includes at least one save button. Clicking these buttons every 5 or 10 minutes will help ensure that no work is lost.

# Steering Team

It is important to keep Steering Team contact information up to date, particularly e-mail addresses. Open the Steering Team tab (Figure 2).

Figure 2: Steering Team tab

[RSC HOME](#) Sample High School

## Steering Team Information

Please keep contact information current. ASAI will send notices and updates to the email addresses below. If contact information is not current, your school may not receive important information.

If all information is current, please confirm below.

[Send an email to all steering team members](#)

### Evan Stemle (contact person)

School Email: [estemle@sample.k12.in.us](mailto:estemle@sample.k12.in.us)

Summer Email: [evans@samplemail.com](mailto:evans@samplemail.com)

Day Phone: 812-555-1234

Evening Phone: 812-555-8910

Position: Counseling Director

Home Mailing Address: 5678 E Sample View Dr  
Sampletown, IN 45555

[Edit](#) [Remove](#)

### Jillian Moorehouse

School Email: [jmoorehouse@sample.k12.in.us](mailto:jmoorehouse@sample.k12.in.us)

Summer Email: [jmoore@samplemail.com](mailto:jmoore@samplemail.com)

Day Phone: 812-555-1234

Evening Phone: 812-555-5678

Position: Administrator

Home Mailing Address: 1234 S Sample St  
Sampletown, IN 45555

[Edit](#) [Remove](#)

[Add a New Person](#)

The information listed above is current.

[Save](#)

## Editing Steering Team Information

Review the contact information entered for your Steering Team. If corrections are needed, click the edit button for that person. Make changes in the form that opens and click the Save button.

## Contact Person

It is important that at least one person has “Contact Person” checked on his/her record. On the Steering Team list, “contact person” will appear in parentheses after the person’s name.

## Add a New Person

To add a person to the steering team, click the “Add a New Person” button and near the bottom of the page. Complete the form and click the Save button.

## Remove a Person

If someone leaves your Steering Team, click the Remove button below the person’s listing to take her/him off the Steering Team list. Note that once Remove is clicked, the person’s record will be removed permanently.

## Confirm Current Information

To confirm that all information is current, check the box at the bottom of the Steering Team page and click Save.

## Advisory Council

The Advisory Council tab works much as the Steering Team tab. Please read the Steering Team section for directions.

## Vision

To enter the Vision Statement, click the Vision tab on the left. On the Vision tab there are text boxes for each section of the Vision Statement and the vision data. To keep from losing data you have entered, it is very important to click the Save button every few minutes.

Figure 3: Enter or Edit Vision Statement

RSC HOME Sample High School

DOE RESOURCES

INDIANA STANDARDS

GOLD STAR AWARD

LESSON PLANS

LIST SERVE

INSAI RESOURCES

REDESIGN PROCESS

COUNCIL MEETINGS

REDESIGN MANUAL

ONLINE PORTFOLIO

steering team

advisory council

vision

achievement data

student choice data

survey data

### Enter or Edit Vision Statement

Reminder: Save changes frequently to avoid session time out that might cause lost data.

We believe all students deserve:

deserve to be surrounded by a culture where adults not only hold high EXPECTATIONS for every student but also clearly convey those expectations to the every student in concrete terms. We believe that all students deserve a rich and vast array of OPTIONS for the future. We believe that all students deserves sound educational and career GUIDANCE so they can develop meaningful educational and career GOALS. We believe that all students deserve a clearly defined PATHWAYS that will lead them to their personal educational and career goals. We believe that all students deserve a rigorous CURRICULUM, engaging INSTRUCTION, and EXTRA HELP as needed in order to progress along the pathway to their personal educational and career goals.

Save

What are the 1) attitudes, and 2) behaviors of school counselors in a building where all

# Achievement Data

The School Data Management System allows schools to create single-year and longitudinal achievement data reports.

To enter data, click the Achievement Data tab in the left navigation. A list of data tables opens (Figure 4).

Figure 4: Enter/edit Data - List of Tables

**DOE RESOURCES**

- INDIANA STANDARDS
- GOLD STAR AWARD
- LESSON PLANS
- LIST SERVE

**INSAI RESOURCES**

- REDESIGN PROCESS
- COUNCIL MEETINGS
- REDESIGN MANUAL
- ONLINE PORTFOLIO
  - steering team
  - advisory council
  - vision
  - achievement data
  - student choice data
  - survey data
  - program goals
  - annual analysis
  - activities
  - publish online

**ADDITIONAL**

- RESOURCES
- FUNDING SOURCES

**Data (2007-2008)**

If the year 2007-2008 is not correct, select the correct data year here:  
2007-2008

**NOTE:** To maintain student confidentiality, for any subgroup consisting of fewer than ten students, please enter the total number of students, but do NOT complete the remaining columns.

**ISTEP**

- ISTEP - AYP Results (162 Days)
- a** 9th Grade: ISTEP
- a** 10th Grade: ISTEP (GQE)

**HIGH SCHOOL MATH CREDITS**

- Students Passing Math Courses - 9th Grade
- Students Passing Math Courses - Graduates

**CORE 40 END-OF-COURSE ASSESSMENTS**

- Core 40 End-of-Course Assessment - Algebra I
- Core 40 End-of-Course Assessment - Algebra II
- Core 40 End-of-Course Assessment - Biology
- Core 40 End-of-Course Assessment - English 11

**COLLEGE-LEVEL COURSES IN HIGH SCHOOL**

- AP Potential on the PSAT
- College Credit in High School - Graduates

Tables with checkmarks have been marked entry complete. Tables without checkmarks have not been completed. Tables displaying a bold lower-case “a” have been auto-populated. Please check these tables for accuracy.

## Changing the Data Year

It is important to check the data year near the top of the page. To change the year, click on the down arrow next to the year that is showing, select the year for which you want to enter data, then click the “change data year” button. The browser will open the page again with the year that you have selected.

## Entering Achievement Data

Open a data chart by clicking on it. The chart will open (Figure 5) with the data that has been entered to date. If no data has been entered, the chart is blank. Click the “edit” button to add or change data.

**Figure 5: Enter Data**

[RSC HOME](#)

**DOE RESOURCES**

[INDIANA STANDARDS](#)

[GOLD STAR AWARD](#)

[LESSON PLANS](#)

[LIST SERVE](#)

**INSAI RESOURCES**

[REDESIGN PROCESS](#)

[COUNCIL MEETINGS](#)

[REDESIGN MANUAL](#)

**ONLINE PORTFOLIO**

[steering team](#)

[advisory council](#)

[vision](#)

[achievement data](#)

[student choice data](#)

[survey data](#)

[program goals](#)

[annual analysis](#)

[activities](#)

[publish online](#)

**ADDITIONAL**

[RESOURCES](#)

[FUNDING SOURCES](#)

[ASCA RAMP AWARD](#)

Sample High School

**Students Passing Math Courses - 9th Grade**

Chart ID: 82

Student Group: Students who have completed only two semesters of high school

Benchmark: Earned two credits in various math courses

Data Source: School Records

Notes:

Select a different chart.

If the year above is not correct, select the correct data year here: 2007-2008 ▾

NOTE: To maintain student confidentiality, for any subgroup consisting of fewer than ten students, please enter the total number of students, but do NOT complete the remaining columns.

**Data for year: 2007-2008**

Population	# in Student Group	Pre-Algebra		Algebra		Geometry (or higher)	
		#	%	#	%	#	%
All Students	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Female	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Male	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Native American	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Black	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Asian	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Hispanic	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
White	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Multiracial	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Free/Reduced	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Paid Lunch	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Non-Limited English	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Limited English	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
Special Ed - IEP	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-
General Ed	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	-

Enter the requested data in the white boxes.

If you have entered all data, click the button “Save Changes – Entry Is Complete” (on the right). This will place a checkmark next to the table title on the table selection page.

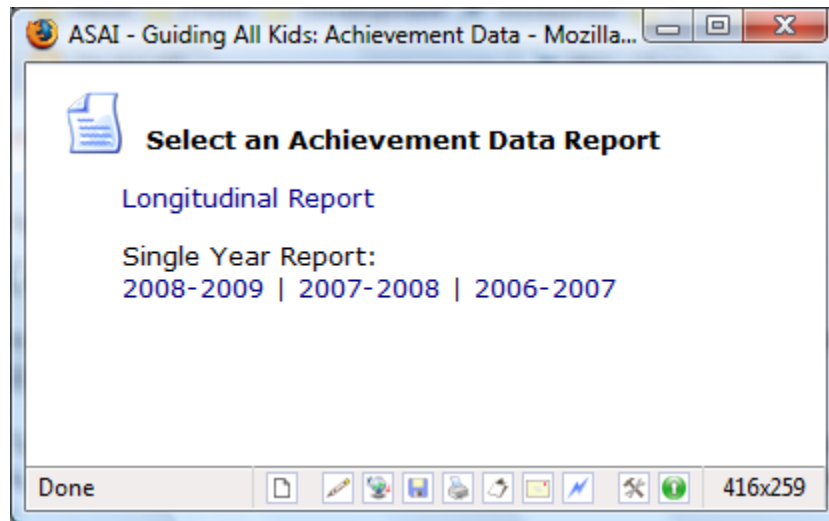
If you have entered data, but still have more data to enter at another time, click the button “Save Changes – Complete Chart Later” (on the left).

After you save the table, the page will refresh with a message that the changes have been saved. You can check the chart here to make sure the data was entered without error. Also note that the system has calculated percentages. If numbers need to be corrected, click the edit button again, make changes, and save them. If everything was entered correctly and you are ready for another chart, click the link "Select a different chart."

## View/Print Achievement Data Reports

Click the report icon in the upper right side of any Achievement Data page. A pop-up screen appears (Figure 6).

Figure 6: Print Achievement Data Report Pop-Up



Select the report you wish to print. It will open in a new window. Press the control and p keys on your keyboard simultaneously to open the print menu.

## Student Choice Data

Student Choice data is entered, edited, and printed in the same manner as the Achievement Data. Please read the Achievement Data section (page 4) for instructions.

# Survey Data

## ***Setting Up and Administering Online Surveys***

### **K-2 Surveys**

Students in grades K-2 will not be participating in the online survey. Instead, these students will take a shorter version of the survey conducted by their teacher.

You may download the survey tally sheet from the Survey Data page (<http://cgi.asainstitute.org/cgi-bin/schoolcounseling/surveys>).

After surveys are tallied for all K-2 classrooms, enter the results.

1. Log in at <http://www.asainstitute.org/schoolcounseling/datasystem-login.html>
2. In the left-side navigation, click Survey Data
3. Click “K-2 Student Tally - Enter/Edit”
4. Click “Set up survey entry for a recently surveyed group of primary students”
5. Select the grade level for which you will enter tallied survey results then click Next
6. A page opens confirming that the survey has been created. Click Finish.
7. Enter tallied data clicking the Save button at the bottom of the page frequently.

While entering tallied data, it is **very important** to click the Save button frequently so your session doesn't time out.

### **Setting Up the Surveys**

Begin the process on the Survey Set Up page.

1. Log in at <http://www.asainstitute.org/schoolcounseling/datasystem-login.html>
2. In the left-side navigation, click Survey Data
3. Click Online Survey Set Up

On the Survey Set Up page, the grade levels that will be surveyed online are listed followed by the faculty groups. Click the “Submit” button near the top of the page to generate survey codes.

When the page refreshes, you will see that a survey code has been generated for each group.

**IMPORTANT:** Please record these codes. Everyone completing the survey online will need to enter the correct code to open the appropriate survey for your school.

After all students and teachers have been surveyed, you may take the survey offline by removing the check next to the appropriate survey code(s) and clicking the Submit button.

**IMPORTANT:** Please be certain that all members of a grade level or faculty group have been surveyed before removing the check from the box. You may check the box again to “reopen” the survey, but the system will generate a new code. This may cause confusion if many people have not been surveyed and have already been given the original survey code.

## Distributing the Survey Site and Code

To complete the survey, users will open [www.asainstitute.org/counselingsurvey](http://www.asainstitute.org/counselingsurvey) in an Internet browser and enter the appropriate code for their survey group. Make sure that the various groups receive both this web address and the correct survey code.

### **VERY IMPORTANT:**

If a group is given the wrong survey code, they will not be able to access their survey! Please be very careful and very clear.

### **Group Surveying**

1. Set up a time for each group to take the survey in your lab.
2. Write the web address and the code on a board or poster.
3. Be available to students and teachers while they take the survey so they may ask questions.

### **Taking the Survey**

1. Open [www.asainstitute.org/counselingsurvey](http://www.asainstitute.org/counselingsurvey) in an Internet browser
2. Enter the survey code for the grade/group and click Next. The survey page opens.
3. Read each question or statement and click in the appropriate circle to indicate your answer.
4. When all responses have been entered, click the button at the bottom of the page that says "Click here to submit your responses."
5. A "thank you" message will open to indicate that the survey has been completed successfully.

### **Monitoring Surveys**

To see how many people have taken each survey and a breakdown of student groups, click Number of Surveys Submitted on the Survey Data page.

Follow the directions on the Number of Surveys Submitted page to close a survey when all members of a group have taken their survey.

### ***Print Survey Reports***

Click the Survey Data tab on the left navigation.

Click the print report icon in the upper right corner of the page. The print options page opens.

Click the report you wish to print and it will open in a new tab or window.

Click your browser's print icon or select print from the file menu.

## **Program Goals**

This section is in development.

## **Annual Analysis**

This section is in development.

## **Activities**

This section is in development.

## **Publish**

This section is in development.

## **Additional Assistance**

For additional assistance using the Redesigning School Counseling online system contact Linda Gasner at the American Student Achievement Institute:

812-669-0006  
gasner@asainstitute.org

## About this Document

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