



# DESSA SYSTEM

## DESSA 2 SCHOOL LEADER QUICK-START GUIDE

LEARN HOW TO:



GET READY TO RATE



COMPLETE YOUR RATINGS



REVIEW YOUR DATA



ACCESS ADDITIONAL  
SUPPORT

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# Get Ready To Rate




## 1 Identify Key Roles

### Identify the Grade Levels and Students to Assess

Identify the school sites and grade levels that will use the DESSA 2.

### Determine Staff Roles in the Educator Portal

[Roles in the Educator Portal](#) are defined below and correspond to levels of user access at your school site.

-  **Program Administrator:** A Program Administrator has universal access to all sites, staff, and students, which means they can view and edit student and staff information for all program sites.
-  **Site Leader:** Site Leaders can access all students and staff at a specific site or multiple sites. Typically, Site Leaders are in an administrative or support role within the school or organization. Changes to Site Leaders are managed by Program Administrators.
-  **Educator:** Educators rate students' social and emotional skills. Often, Program Administrators or Site Leaders assign students to Educators for rating; however, Educators may also choose which students they rate. Educators have access to data on any students rostered in the Educator Portal.

## 2 Schedule Your Ratings

### Identify Key Dates to Form an Implementation Timeline

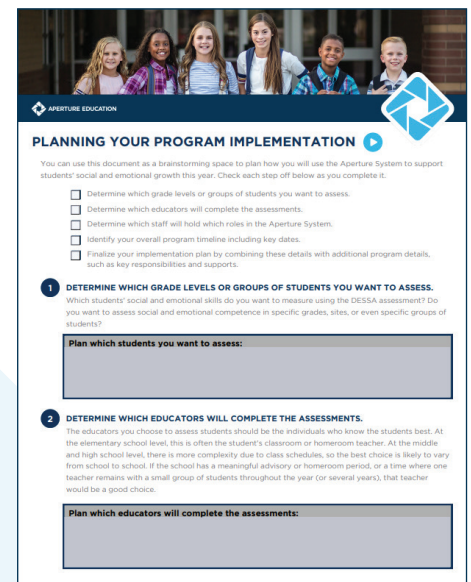
The following are key dates to identify to successfully measure your students' social and emotional development:

**Roster Ready Date:** This is the date when your school rosters are up to date with new class assignments.

**Training Completion Date:** This is the target date for your teams to have completed initial training in the Educator Portal.

**Rating Window Dates:** These dates will include the first rating date for a new school year as well as subsequent rating dates through the year. We recommend completing ratings within two weeks of the Rating Window opening. Consider the following:

- Educators spend at least four weeks with students prior to completing the first rating.
- Provide educators with scheduled time to complete their ratings.



**APERTURE EDUCATION**

### PLANNING YOUR PROGRAM IMPLEMENTATION

You can use this document as a brainstorming space to plan how you will use the Aperture System to support students' social and emotional growth this year. Check each step off below as you complete it.

- Determine which grade levels or groups of students you want to assess.
- Determine which educators will complete the assessments.
- Determine which staff will hold which roles in the Aperture System.
- Identify your overall program timeline including key dates.
- Finalize your implementation plan by combining these details with additional program details, such as key responsibilities and supports.

**1 DETERMINE WHICH GRADE LEVELS OR GROUPS OF STUDENTS YOU WANT TO ASSESS.**  
Which students' social and emotional skills do you want to measure using the DESSA assessment? Do you want to assess social and emotional competence in specific grades, sites, or even specific groups of students?

Plan which students you want to assess:

**2 DETERMINE WHICH EDUCATORS WILL COMPLETE THE ASSESSMENTS.**  
The educators you choose to assess students should be the individuals who know the students best. At the elementary school level, this is often the student's classroom or homeroom teacher. At the middle and high school level, there is more complexity due to class schedules, so the best choice is likely to vary from school to school. If the school has a meaningful advisory or homeroom period, or a time where one teacher remains with a small group of students throughout the year (or several years), that teacher would be a good choice.

Plan which educators will complete the assessments:

- Schedule your Rating Windows:** Choose the Rating Window dates by which educators will be assigned to complete the DESSA 2 using [these instructions](#). We recommend scheduling Rating Windows at least 90 days apart. Communicate dates to Site Leaders and [set up automatic reminder emails](#) to educators so that they can complete their DESSA 2 ratings at your desired frequency.
- Review and assign raters for unassigned students:** Follow [these instructions](#) to view students who have not been assigned a rater in your Educator Portal. Either [assign a rater for each of these students individually](#), [assign multiple students to the same rater](#), or (for Student Information System customers) [create a new assignment rule](#).
- Send out Site Leader and Educator invitations:** [Send invitations to your staff](#) so they can register their Educator Portal accounts. If you have single sign-on, navigate to the Educator Portal through your provider's dashboard.
- Complete training to ensure effective implementation:** Program Administrators, Site Leaders, and Educators should complete training before the first rating. Log in to the Educator Portal and click **Training > Program Implementation > Self-Paced Courses**.

## 3 Roster Your Students and Educators

Rostering is completed by the Program Administrator and adds students and educators to the Educator Portal. It can be done in two different ways:

1. Set up a file upload that automatically updates rosters using your Student Information System (SIS).
2. Manually input your rosters via spreadsheet files.

Choose the method below that applies to you for instructions on how to complete rostering:

**Instructions for  
SIS Rostering**

**Instructions for  
Manual Rostering**

### REVIEW AND ADJUST ROSTERING

Before moving on to the next step, review your roster to make sure all students are rostered appropriately. If you need to make adjustments, use the following instructions to do so:

**Add a Student,  
Staff Member, or Site**

**Delete a Student**

### Add Site Leaders

A Site Leader is often a principal, a counselor, a psychologist, or another administrator who has user access to the entire school in the Educator Portal. [You have two options for adding Site Leaders.](#)

1. To add a few Site Leaders, follow the instructions in the **Adding Staff** section.
2. To add a larger number of Site Leaders, follow the instructions in the **How to add Site Leaders in bulk via CSV file** section.

## Update Student Information

For self-managed programs, only Program Administrators can update student information. To update a student's information, click the gear icon at the top right of your Educator Portal dashboard and select **Admin**. Select **Students** on the left-hand side of the menu. Search for the student by name, by student ID, or by scrolling down on the screen. Click on the **Edit** pencil-and-paper icon next to the student's name to update that student's information. Districts with SIS integrations cannot edit student information.

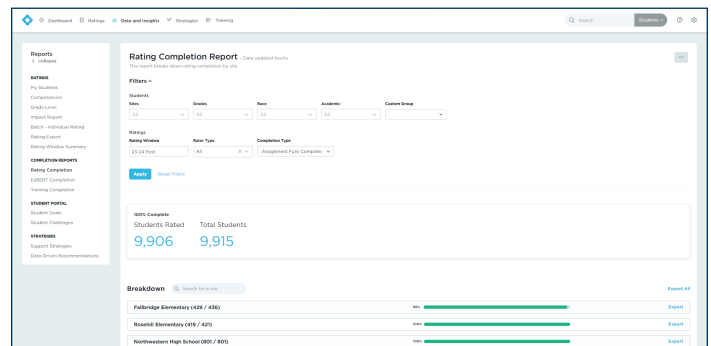
## Monitor Staff Training

Before the first Rating Window, you can monitor staff training completion with the **Training Completion Report**. Log into your Educator Portal, click on the **Data and Insights** tab, select **Training Completion**, use filters to filter by site, role, or course if desired, and then click **Apply**. Use the **Export All** function to download a CSV file with the training completion status of all staff at all sites if desired. [See more detailed instructions here.](#)

# Complete Your Ratings

## Monitor Rating Completion

During the Rating Window, you can monitor student ratings and the breakdown of ratings completed at each site and by each Educator through the **Rating Completion Report**. Log into your Educator Portal, click on the **Data and Insights** tab, select **Rating Completion**, use the **Rating Window Filter** to select your preferred Rating Window, and then click **Apply**. Use the **Export All** function to download a CSV file with the rating completion status of each student. [See more detailed instructions here.](#)



## Rating Completion Follow-Up

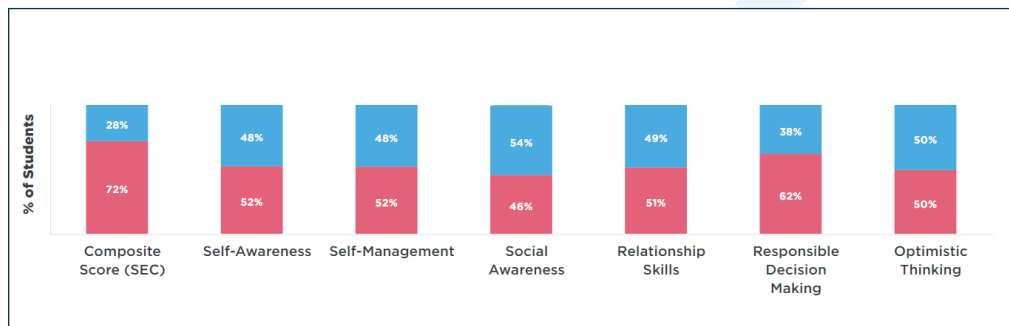
Ensure that Site Leaders know how to monitor their rating completion as described above. Reach out to Educators who haven't yet completed their ratings to determine whether they may need additional support. Congratulate schools, Site Leaders, and Educators who have completed their ratings. Our [Celebrating Success Guide for Program Admins](#) has more guidance for how to encourage your team in this process.

# Review Your Data

## 1 Review Your Data with DESSA System Reports

Set aside time to review aggregate results from your district. Reports can support data-based decisions. To [access reports](#), log into the Educator Portal and click on the **Data and Insights** tab at the top of your dashboard. The Competencies Report, Grade Level Report, and Rating Window Summary are great starting points for reviewing data.

### Competencies Report

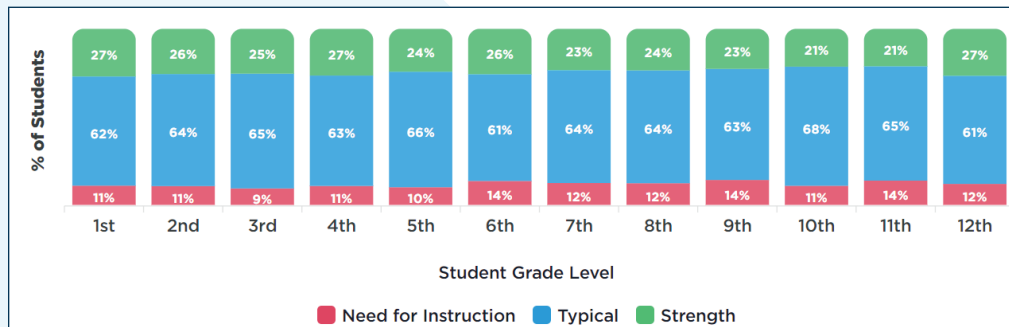


Student Competency Breakdown [Export CSV](#)

	SEC	SA	SM	SO	RS	RDM	OT
Corns, Marylin	28	28	28	28	28	28	28
Chafney, Gibby	28	28	39	29	28	28	28
Kuller, Boony	28	28	31	31	28	28	30
Hultson, Vyky	28	28	28	31	28	28	28
Olver, Merry	28	28	39	29	28	28	28
Solly, Cathee	28	28	31	28	32	28	30
Betts, Lark	28	28	28	31	28	28	28
Itzkowitz, Danica	28	28	28	31	28	28	28
Wheeler, Kippie	28	28	31	33	30	32	28
Caulcott, Shelly	28	28	31	28	32	28	30

■ Need for Instruction 
 ■ Typical 
 ■ Strength

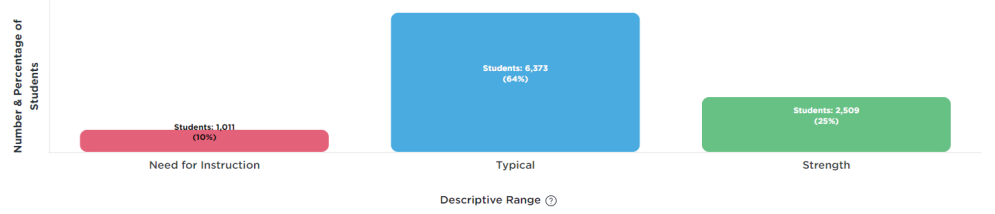
### Grade Level Report



## Rating Window Summary

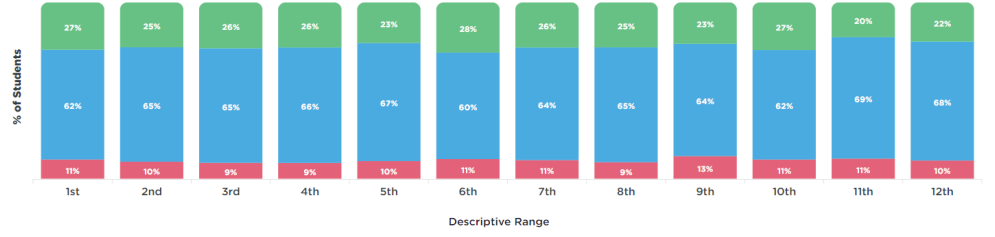
### Students' Overall Social and Emotional Competence

Across all students, here is the distribution of ratings.



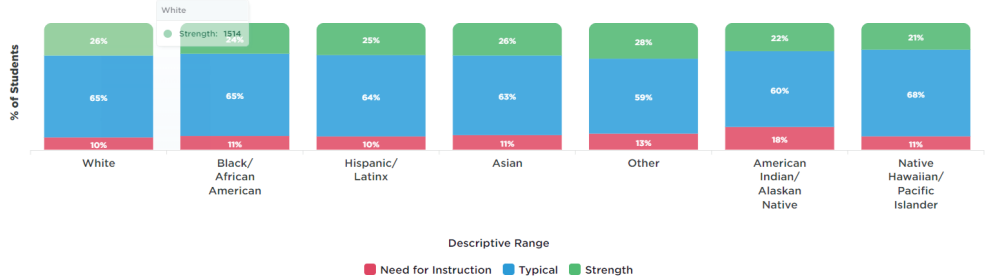
### Grade Level Breakout

Across all grades, here is the distribution of ratings.



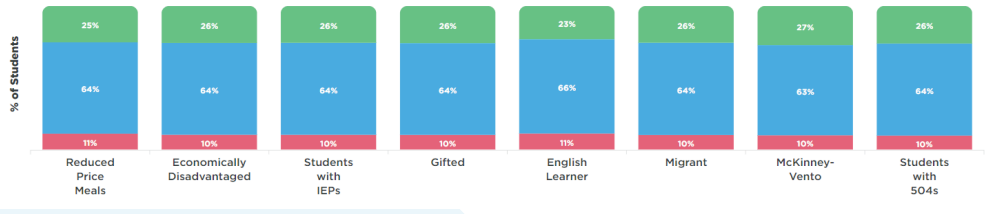
### Race/Ethnicity Breakout

Across race/ethnicity categories, here is the distribution of ratings.



### Student Subgroup Breakout

Across other categorizations, here is the distribution of ratings.



### Site Breakout

[Export CSV](#)

Across sites, here is the distribution of ratings. To view distribution across educators, filter to a single site.

Site	Students Rated	Rated Need For Instruction	Rated Typical	Rated Strength
Randle Middle School	636	13%	65%	22%
Fallbridge Elementary	429	13%	68%	19%
Rosehill Elementary	413	12%	66%	22%
Northwestern High School	799	12%	65%	24%
Winterfield Elementary	406	12%	68%	20%

# 2

## Data-Driven Next Steps

DESSA reports inform strategy implementation. After analyzing your data, click the **Strategies** tab on your Educator Portal dashboard. The Strategies tab gives you access to Foundational Practices, Universal Strategies, and Targeted Intervention Programs. Click the links to access these instructional resources.

- Use Foundational Practices as everyday strategies to create a positive learning environment.
- The DESSA-aligned strategies are instructional lessons tied to your students' DESSA data. Use these strategies for universal instruction.
- Tier 2 Intervention Programs provide targeted instruction to students who need additional layers of support.

**Universal Strategies**

Foundational practices to create a positive classroom >

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**DESSA-aligned instructional strategies for your classroom**

Optimistic Thinking >      Self-Awareness >

Self-Management >      Social-Awareness >

Relationship Skills >      Responsible Decision-Making >

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**Targeted Programs**

Explore Tier 2 Intervention Programs >

## Communicate Your Student's Data

After data exploration, consider what you want to communicate to your stakeholders.

Our [Communication Action Plan](#) can help you plan whom to communicate with, when to schedule communications, what messaging to include, and what outcomes you hope your communication will produce or support.

<b>COMMUNICATION ACTION PLAN</b> <small>School Year: _____</small>					
<b>DISTRICT-LEVEL COMMUNICATION</b>					
GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
Identify what you want to accomplish with your communication	List the steps to implement this communication, including the medium	Identify who is responsible for managing the implementation and into the audience is	Identify the start and ending dates of the plan	List measures or evidence you will use to evaluate whether the plan accomplishes its goal	Identify the date you will review the implementation of this plan
<b>SITE-LEVEL COMMUNICATION</b>					
GOAL	ACTION STEPS	OWNER / AUDIENCE	TIMELINE	EVALUATION	REVIEW
Identify what you want to accomplish with your communication	List the steps to implement this communication, including the medium	Identify who is responsible for managing the implementation and into the audience is	Identify the start and ending dates of the plan	List measures or evidence you will use to evaluate whether the plan accomplishes its goal	Identify the date you will review the implementation of this plan

# Access Additional Support

For more data-driven next steps, frequently asked questions, and additional resources, please view our [full implementation guide](#) or access short self-service videos in our [On-Demand Video Library](#).

If you are looking for additional training and support resources, visit our [Training](#) page in the Educator Portal to access self-paced courses, on-demand videos, FAQs, and other helpful resources.

Our 24/7 [Support Portal](#) is located under the question mark icon in the upper right-hand corner of your dashboard. Use it to access additional resources. Click the **Submit a request** button on the top right to contact our support team.