**Understanding Data as Information**

**Tool for Using Data**

**Page 1**

Directions: This tool can be used individually or as a decision-making group to help in using data effectively.

**STAGE 1: PLANNING & PREPARING TO USE DATA (page 42)**

What is your question?

**STAGE 2: COLLECTING DATA (page 43)**

<table>
<thead>
<tr>
<th>Describe the data you used. (Example: reading scores)</th>
<th>Where did you find the data? (Example: WISEdash)</th>
<th>Data as numbers (quantitative)</th>
<th>Data as story or opinion (qualitative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you have reliable and valid data? YES □ NO □ NOT SURE □

Do you have all the data you need to answer your question? YES □ NO □ NOT SURE □

What other types of data would be helpful? (Examples: grades, surveys, assessments)

**STAGE 3: ORGANIZING DATA (pages 44-48)**

How is the data organized?

- Snapshot in Time
- Trend
- Comparison
- Pie Chart
- Bar Graph
- Table
- Line Graph
- Aggregate
- Disaggregate
- Triangulated

Comments:

**STAGE 4: ANALYZING DATA (pages 49-51)**

Are there patterns in the data? YES □ NO □ NOT SURE □

What information is unclear or needs more clarification?
STAGE 5: DEVELOPING HYPOTHESES & MAKING RECOMMENDATIONS (page 52)

What conclusions are made based on the data?
1) ____________________________________________________________
2) ____________________________________________________________
3) ____________________________________________________________
4) ____________________________________________________________

What other questions do you have now?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What will be included as recommendations for your action plan?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

STAGE 6: CREATING AN ACTION PLAN (pages 53)

What are your goals?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

How do you plan on achieving the goals?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

STAGE 7: DISPLAYING & SHARING RESULTS (page 54-55)

What story does the data tell?
____________________________________________________________________
____________________________________________________________________

Who are you sharing the data with? (Examples: school staff, students, community members)
____________________________________________________________________
____________________________________________________________________

What is the response to the data?
____________________________________________________________________
____________________________________________________________________

STAGE 8: CONTINUOUS MONITORING FOR PROGRESS & IMPROVEMENT (page 56)

How do you plan to check how you're doing? (Example: Annually Report to Stakeholders)
____________________________________________________________________
____________________________________________________________________

How often will you monitor your progress and improvement? (Examples: monthly, quarterly, annually)
____________________________________________________________________
____________________________________________________________________