

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)

	Describe the data you used. (Example: reading scores)	Where did you find the data? (Example: WISEdash)	Data as numbers (quantitative) X	Data as story or opinion (qualitative) X
1.				
2.				
3.				
4.				

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? _____

Understanding Data

Tool for Using Data

Page 2

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)