

Quick Start Lens Guide

EQ 1: How Do I Access Lens?

- ❑ Kindly login to Focal Point using the url:
<https://lms.backpack.education>
- ❑ The Login screen will be displayed.
- ❑ Enter your state/district admin credentials in the Username and Password fields.
- ❑ Click on the 'Login' button once after the details are provided.
- ❑ Upon successful login, your personalized homepage will be accessible, providing you with seamless entry into the FocalPoint platform.

EQ 2: How do I access Overview of Performance Dashboard?

- ❑ Log in to the Lens platform, go to the dashboard under 'Performance' and click on the 'Performance Report.'
- ❑ An overview of the performance report will be displayed.
- ❑ Filter option can be found at the top right of the screen, allowing you to filter reports according to your requirements.
- ❑ You can now view student performance by assessment, school year, subject, and more.
- ❑ To view a student's performance in any segment, hover your mouse over the color-coded bar graph.
- ❑ To enlarge the view, click on 'Focus Mode.'
- ❑ To view in detail, drill through by right-clicking on the color-coded bar graph.

EQ 3: How do I view Performance by District and Achievement Level?

- ❑ Log in to the Lens platform, go to the dashboard under the 'Performance,' and click on the 'Performance Report.'
- ❑ For a breakdown of student performance across districts.
- ❑ You can also filter the data by district by clicking the filter icon at the top-right corner of the screen, then selecting the district you want to view reports for.
- ❑ Hover your mouse over the color-coded bar graph.
- ❑ To view in detail, drill through by right-clicking on the color-coded bar graph.

EQ 4: How can I view Student Performance by Assessment and Subject?

- ❑ Go to the Performance section and select the Insights Dashboard.
- ❑ Click on Performance to access the detailed data.
- ❑ Hover over the color-coded performance bar to view assessment, including the percentage of students in each category.
- ❑ Click on 'Drill Through' to view detailed information about the performance level for all students in that category.

EQ 5: How to view Demographic Participant Details?

- ❑ To view demographic details, go to the 'Performance' section, select the 'Insights Dashboard,' and then click on 'Demographics.'
- ❑ Hover your mouse over the color-coded performance bar to see the count and percentage.
- ❑ Click on 'Drill Through' to view detailed information.

EQ 6: How do I view Student Performance by School?

- ❑ Log in to the Lens platform, go to the dashboard under the 'Performance,' and click on the 'Performance Report.'
- ❑ To view student performance by school, click on the color-coded performance level next to the school's name.
- ❑ Hover over the color-coded performance bar to see the school's name, total student count, and performance level percentage. Click to drill through for detailed insights.
- ❑ After drilling through, the student performance details will be displayed.

EQ 7: How to access Student Dashboard?

- ❑ Within the 'Performance' section on the left menu, go to 'Dashboard'.
- ❑ Click on 'Full Student Report' to review the student report.
- ❑ The overview of the report will be displayed. You can filter the details using the slicer panel located at the top right corner of the page.
- ❑ In this report you can find the student count by performance, subject wise percentage of the students, etc. You can drill down the details by clicking on the colored bands.
- ❑ When you hover the mouse of any graph, you will find the details.
- ❑ Once you click on the colored bands, you will find more options like show as table, include or exclude the data, etc.

EQ 8: How Do I View the Early Warning System?

- ❑ District/School administrators can review Early Warning Summary for their students by school, grade, subjects, fiscal year, and subgroups.
- ❑ Within the 'Performance' section on the left menu, go to 'Dashboard'.

- ❑ Click on 'Full Student Report'.
- ❑ The overview of the report will be displayed. You can filter the details using the slicer panel located at the top right corner of the page.
- ❑ Within the overview, go to 'Early Warning Distribution' located at the bottom right.
- ❑ When you hover the mouse on the required school year, you can find the details of student's attendance, behavior, and performance.
- ❑ On the right click at the school year, you can find more options and can drill through student list.
- ❑ EWS (Early Warning Summary) details will be displayed in a tabular format.

EQ 9: How to access Year Over Year reports?

- ❑ Within the 'Performance' section on the left menu, go to 'Dashboard'.
- ❑ Click on 'Full Year Over Year Report' to review.
- ❑ The performance level of all students YOY (Year Over Year) is displayed. You can filter the details using the slicer panel located at the top right corner of the page.
- ❑ In this report you can find the student count by performance, subject wise percentage of the students, etc.
- ❑ When you hover the mouse of any colored band, you will be able to find the details.
- ❑ You can drill down the details by hovering the mouse on the colored bands and select 'Drill Through'.
- ❑ When you right clicking on the colored band, you will find more options like show as table, include or exclude the data, etc.

EQ 10: How to view Demographics under YOY Dashboard?

- ❑ Within the 'Performance' section on the left menu, go to 'Dashboard'.
- ❑ Click on 'Full Year Over Year Report' to review.
- ❑ Click on the 'Demographics' tab to view the details compared yearly. You can filter the details using the slicer panel located at the top right corner of the page.
- ❑ Within Demographics, you can view the yearly reports of student percentages by grades, ethnicity, gender, homeless, etc.
- ❑ Hover the mouse on the color-coded bars to view the details and drill through.
- ❑ When you click on the colored bar under Student percentage by race/Ethnicity, you can find the data highlighted for student percentage by grade, gender, foster care, etc.
- ❑ This indicates, for ethnicity - white, school year - spring 2022, student percentage for various categories, the data can be visualized.
- ❑ When you right-click on the colored bands, you can find more options and can drill through the section.
- ❑ After drilling through, the students' details for the overall year will be displayed in tabular format.

EQ 11: How Do I access Performance Analysis & AI chatbot

- ❑ Go to the Dashboard section under Performance and select the AI/ML Analysis Report.
- ❑ Click on Performance Group to analyze performance by selecting the desired school year.
- ❑ This will display the number of students at each performance level.
- ❑ Hover the mouse to the color-coded performance circle.

- ❑ Click on Drill Through to view the detailed data.
- ❑ You can filter the information by gender, ethnicity, homelessness status, subject, special education status, and grade distribution.
- ❑ AI chatbot - Answer natural language queries, you can ask for anything related to patterns, performance trends, or academic strategies.

EQ 12: How Do I access Performance Forecasting?

- ❑ Select the 'Performance forecasting.'
- ❑ Performance forecasting refers to the process of student performance based on historical data, trends, and current progress.
- ❑ Data can be pulled by state, district, and school, with achievement scores available for each fiscal year.