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 38)

What is the question you start out with?

_____

_____

STAGE 2: COLLECTING DATA (page 39)

	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 40-44)

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 45-47)

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

What information is unclear or needs more clarification? _____

_____

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STAGE 5: DEVELOPING HYPOTHESES & MAKING RECOMMENDATIONS (page 48)

What conclusions are you making 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 49)

What are your goals? _____
_____

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

STAGE 7: DISPLAYING & SHARING RESULTS (page 50-51)

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 52)

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)
_____
_____