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)

<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) X</th>
<th>Data as story or opinion (qualitative) X</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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<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 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?

________________________________________________________________________
**Understanding Data**

**Tool for Using Data**

**Page 2**

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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?

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**STAGE 6: CREATING AN ACTION PLAN** (pages 49)

What are your goals?

How do you plan on achieving the goals?

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**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?

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**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)