

Walking through InformTN

Access

Explore
Data

Analyze
Needs

Prepare
to Plan

Upload
Documents

Develop
Plan

Reflect
on Plan

Review and
Submit

Objective: Identify leadership and key stakeholders at the district and school levels who should be involved in analyzing data.

Guiding Questions

1. Who at the district and school levels currently have access to the planning tool?
2. Who else should have access to this data and planning tool to spread data-driven practices across many leaders and increase collaboration around examining data and planning?

Helpful Hints

To Access InformTN, users must have an Orion Single Sign On (SSO) account AND a planning-related role assigned in ePlan. If you have questions about SSO, please reach out to DT.Support@tn.gov. If you have questions about ePlan access, please reach out to ePlan.Help@tn.gov.

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Objective: Explore your data and identify areas of success and areas for improvement on your district-specific pages. Capture these insights to save them to your "Analyze Needs" board. On the District Explorer tab, examine district-level data from across the state and identify high performing and high growth districts for a variety of outcomes such as achievement, chronic absenteeism, and teacher retention

Guiding Questions

District-Specific Data

1. Where do you see gaps between where you want to be and where you currently are?
2. How does your district or school data compare to your results from the previous year, the state overall, your comparable districts, your selected comparison districts, or the district overall (school-only)?
3. Where do you see gaps between the performance of all of your students and particular student groups?
4. How does this new data confirm or challenge information from other data sets?
5. What other data would be helpful to dig deeper?
6. How can you leverage the data throughout the year to reflect on where to stop, amend, or continue with your current plan?

District Explorer

1. Which districts are high performing and/or high growth for outcomes of interest to my district?

Helpful Hints

Leverage the "**Capture Insights**" to save key data visualizations reflecting areas of success and areas for improvement.

Data is organized into five pages including **Overall Dashboard, Academic Achievement and Growth, Climate and Access, College and Career Readiness, and Educators.**

Data Discussions can be used to have internal district or school conversations about the data and can be launched using the word bubble.

Districts can be filtered on the **District Explorer tab** by the number of students, CORE region and percentage of economically disadvantaged students. Users can then explore the annual plans of selected districts to

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2. Which districts are similar to my own district in terms of number of students, CORE region, and percentage economically disadvantaged but still achieving high performance and/or growth?
3. What strategies are high performing and/or high growth districts using to achieve their results?

Identify interventions they may want to use in their own districts

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Objective: Identify key priorities for the upcoming school year, grounded in data, by considering all data sources, grouping together related needs, and digging in to the root causes behind the needs.

Guiding Questions

1. Adding in Local Data
 - a. What additional local data, including both qualitative and quantitative data, do you have to inform your assessment of where you currently are and where your largest needs exist?
2. Grouping and Sorting
 - a. What data points are associated with one another?
 - b. How do different data points confirm or contradict one another?
3. Prioritizing
 - a. Holistically, across different datasets, where do you see the largest gaps between where you want to be and where you currently are?
 - b. How does this data align to your long-term goals?
4. Root Causes Analysis (also on Prepare to Plan)
 - a. What are the underlying causes of my outcomes that are under my control? Consider leveraging the 5 Whys Protocol.

Helpful Hints

Add Local data by selecting the “Add Need” in the upper right corner. Images and files can be uploaded and attached.

Group needs by clicking “Select” on multiple needs and then “Group X Needs” in the upper right corner.

Prioritize Needs by selecting “Priority” on the bottom of the need card. This should turn the bottom banner of the need from blue to green.

Root Causes Analysis can be done on the specific need on the “Analyze Needs” page or on the “Prepare to Plan” page. Saved answers are automatically synced between pages. The [5 Whys Protocol](#) is a resource for digging into your root causes.

Objective: Share how you are inviting the right internal stakeholders at the table in developing your plan, providing concrete ways to seek additional feedback and input from internal and external stakeholders, and are deeply investigating the underlying causes of prioritized needs.

Guiding Questions

1. Who are the key stakeholders, both internally and externally, who should be involved in developing and providing feedback on my plan?
2. What additional stakeholders should provide input on the direction of the annual plan and how will this feedback be gathered?
3. What are the underlying causes of my outcomes that are under my control? Consider leveraging the 5 Whys Protocol.

Helpful Hints

Root cause analysis is completed only for your prioritized needs or groups of needs. It can be completed on the Analyze Needs page OR the Prepare to Plan page. Saved answers are automatically synced between pages.

Objective: Upload additional documents to support your plan.

Guiding Questions

1. Are there additional supporting documents to add to strengthen or further support your district or school plan?

Helpful Hints

Title I Schools are required to upload their Title I budget.

Districts are not required to upload any documents but can choose to upload documents such as their 5 Whys Protocol worksheet.

Objective: Create goals, strategies, and action steps aligned to your priorities.

Guiding Questions

1. What are your incremental one year goals that will move you towards your long-term five-year plan goals and vision for success?
2. What does your data imply you should consider continuing, amending, or stopping in terms of strategies and action steps this year?
3. What strategies and action steps are you undertaking to address your largest gaps between where you are and where you want to be?
4. How are you sharing this annual plan and building buy-in among stakeholders?

Helpful Hints

Start adding goals, strategies, and action steps by clicking on "Add Goal" at the top.

Import Goals and Strategies from the previous year plan that you want to continue implementing but update based on new data.

Export goals, strategies, and action steps to share with stakeholders by selecting "Export" in the top corner.

Objective: Reflect on how your district or school plan addresses important key areas.

Guiding Questions

1. How do the action steps of your plan address common areas of challenge including creating a well-rounded education, transitioning between grade bands, etc.?

Helpful Hints

Tagging action steps is an option to demonstrate how your plan addresses specific key areas. This is not required.

Objective: Review your plan all in one place including your prioritized needs, root causes analysis, preparation questions, goals, strategies, action steps, and reflection questions. Plans can then be submitted from this page.

Guiding Questions

1. As you review all components of your plan, does this capture the major components of work that your team is taking on this year?
2. Is your plan meaningfully supported by data and aligned to your long-term visions for your district?

Helpful Hints

Green checkmarks appear on the left-hand side once sections have all required components complete. Additional information is provided in the banner at the top of each section.

Plans can only be submitted by the director of schools for district plans and **principals** for school plans. Once all sections are complete, a submission button will appear at the top of this page for these users.