



Quality Seats Analysis

TOOLKIT



Hello!

This toolkit is designed to help you complete the Quality Seats Analysis (QSA) for your district as a part of the Annual School Planning (ASP) process. In this document you will find an overview of the toolkit components and guidance on how to use them. We'd appreciate your thoughts and feedback following your experience. There is a link to a feedback form on the [last page](#) of this document. We'd love to hear from you!



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Introduction

Process Overview

System of Great Schools

The [System of Great Schools](#) Strategy is a district-wide problem solving approach that district leaders use to understand school performance and community demand and deliver the schools families want and need. Superintendents and Cabinet-staff use the SGS strategy to expand what works, replace what doesn't, and pursue all possible options to create high-quality, best fit schools.

Annual School Planning

The [Annual School Planning](#) (ASP) process is a foundational part of the System of Great Schools Strategy. It is designed to guide districts in developing a comprehensive, data-driven plan to improve access to high-quality schools.

Quality Seats Analysis

The [Quality Seats Analysis](#) (QSA) is a critical step in the Annual School Planning process. It helps district leaders use key data to understand and prioritize the most critical opportunities for schools to ensure every student is in a high quality, best-fit school.

Quality Seats Analysis

As outlined in the Annual School Planning process, this QSA will help you do the following:

- ▶ **Name your district's North Star Goal**
The District Board has adopted a North Star Goal in terms of the # and % of students in A/B schools in the next 3-5 years, which serves as an overarching goal to cohere Lone Star Governance and HB3-related goals.
- ▶ **Define the characteristics of a high-quality, in-demand campus**
District leaders clearly define the characteristics of a high quality, high demand campus, including student performance measures, student, family, and community input, and enrollment trends.
- ▶ **Provide data to all district senior leaders**
The District has a single source of truth for all QSA-relevant data that is accessible to and informed by senior district leaders.
- ▶ **Describe progress towards your North Star Goal**
The QSA makes a final determination of whether or not the district is on-track to achieve its North Star Goal.
- ▶ **Be transparently and consistently shared**
District leaders, including the Superintendent, dedicate Cabinet and senior leadership meeting time appropriately in summer and fall of each year to collaboratively analyze and interpret QSA data.

Using the Toolkit

Toolkit Overview

The QSA Toolkit consists of three primary components:



The QSA Dashboard

This is an online Tableau dashboard that is designed to help you visualize and filter different aspects of your district's accountability data.

[Jump to info about the QSA Dashboard](#)



The QSA Data Analysis Form

This is an online form with prompts to help you explore your district data, generate insights, and collect the graphs and visuals you'll need for your QSA presentation.

[Jump to info about the QSA Data Analysis](#)



The QSA Presentation Template

Once you have completed the QSA Data Analysis Form, it automatically generates a presentation with your content placed and ready to go!

[Jump to info about the QSA Presentation](#)

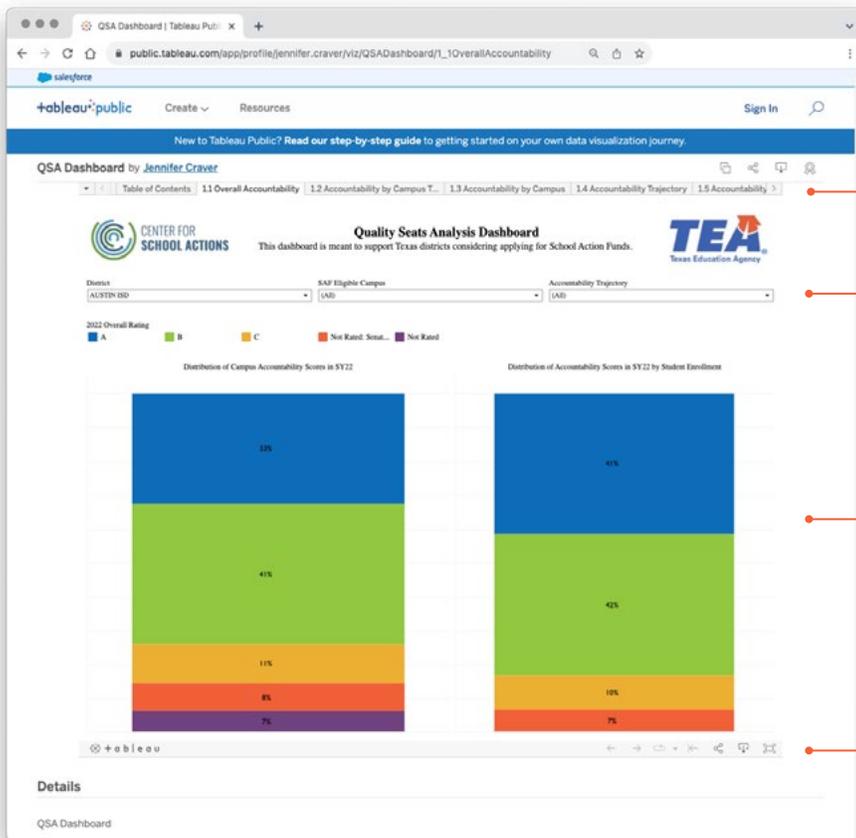


QSA Dashboard

This is an online Tableau dashboard that is designed to help you visualize, filter and explore different aspects of your district's accountability data.

CLICK TO OPEN THE
QSA Dashboard*

For best results, open in Google Chrome



Tabs

Allow you to select various overarching categories of data to view

Pull-down Menus

Allow you to select your district and sort by various relevant criteria

Data Visualizations

Show you graphs and tables for your district based on what you've selected

Interface Controls

Allow you adjust your view, and download screenshots of visualizations

*QSA Dashboard Link: https://public.tableau.com/views/QSADashboard/TableofContents?:language=en-US&publish=yes&:display_count=n&:origin=viz_share_link



QSA Data Analysis Form

This is an online form with prompts to help you explore your district data, capture insights, and collect the graphs and visuals you'll need for you QSA presentation.

CLICK TO OPEN THE
QSA Data Analysis Form*

For best results, open in Google Chrome. If you see an error message when you open the form, jump to [troubleshooting](#).

Setting Up and Using the Form

1 Open the Form

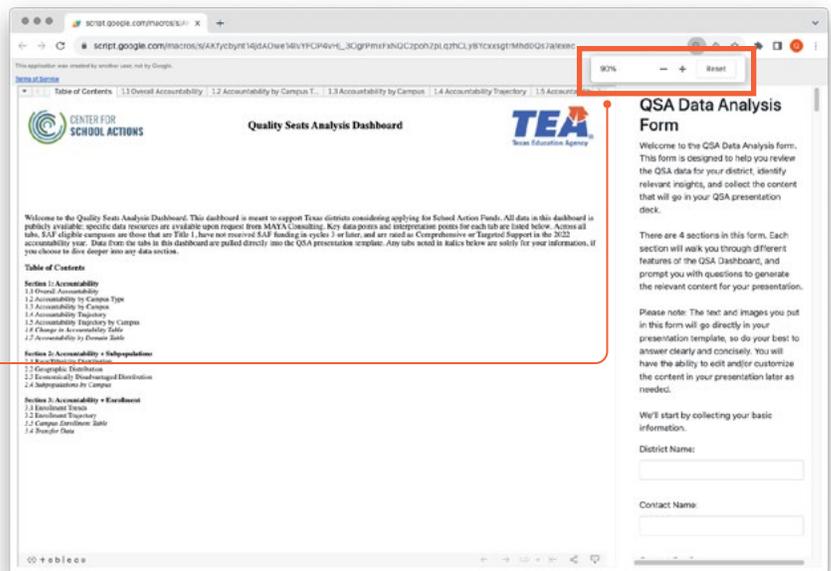
The button above will open the form interface which displays the QSA Dashboard side-by-side with question fields to help you capture insights about your district's data.

2 Arrange Your Workspace

If you can't see the full QSA Dashboard due to the size of your screen, adjust the zoom of your browser (Ctrl +/-), until you can see the full TEA logo in the top right corner of the dashboard.

3 Fill Out the Form

Follow the instruction prompts to complete the form.



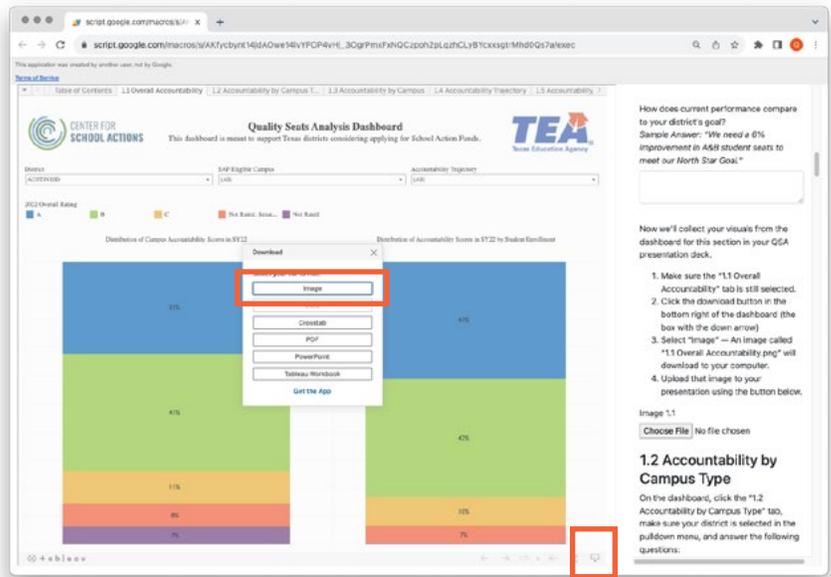
*QSA Data Analysis Form Link: <https://door4.org/qsa-toolkit>

Adding Images to the Form

At several places throughout the form, you will be prompted to add an image file from the dashboard. Below are detailed instructions for adding images.

1 Download the Image

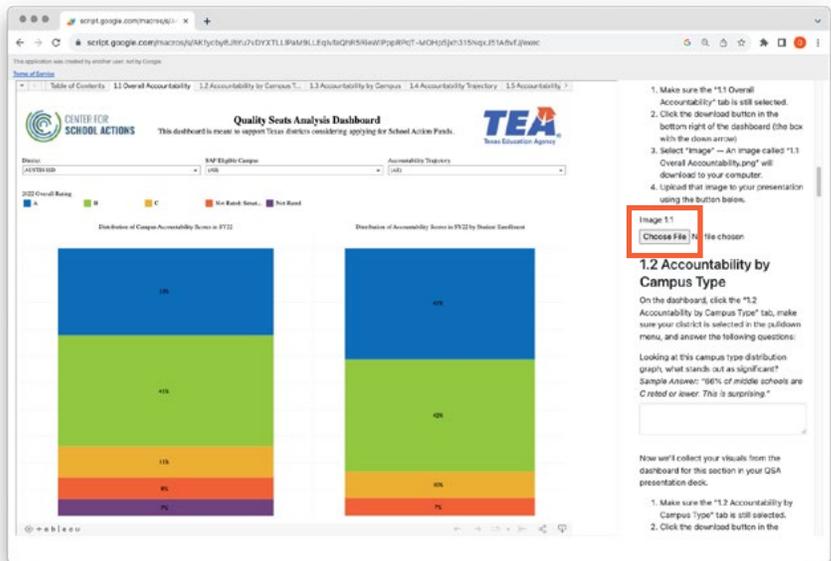
Follow the form instructions to select the desired info graphic. Select the download button in the bottom right of the dashboard (the box with the down arrow). Select “Image” in the window that pops up, and an image file will download to your computer.



2 Click Choose File

On the form, click the “Choose File” button, and select the image file from your computer.

Please Note: If you're not sure where your browser saves downloaded files on your computer, you can do a search for the name of the dashboard tab to find the image, e.g. “1.1 Overall Accountability”.



Saving Progress

It's best to leave the form open until you are ready to submit. However, if you need to leave and come back to finish the form on a future visit, please follow the instructions below.

1 Enter Your Contact Email

Make sure you've entered your contact email in the field near the top of the form.

2 Select "Submit Section"

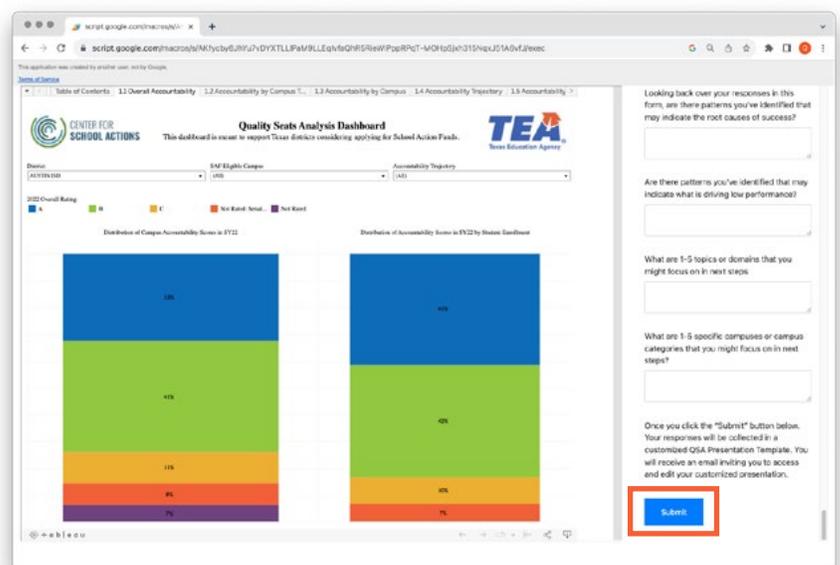
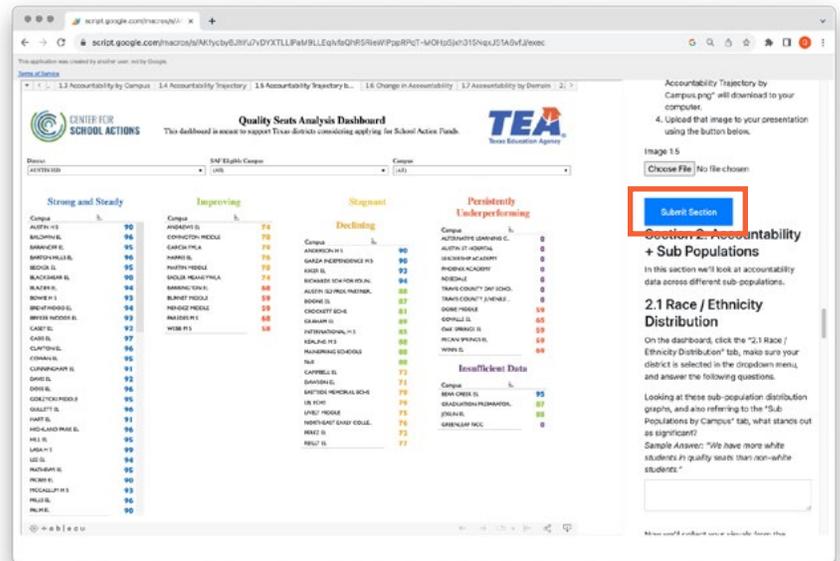
Scroll down on the form until you see "Submit Section" button, and click it.

3 Note Where You Left Off

When you select "Submit Section," the content you've entered will be added to your QSA Presentation Template, but it may not show in the form on a future visit. Make a note of where you left off so you don't unnecessarily duplicate any content when you come back.

4 Finish the Form Later

You may now complete the form in multiple visits. Once you click the final "Submit" button at the bottom of the form, all your "Section" submissions will be automatically combined in one QSA Presentation Template.



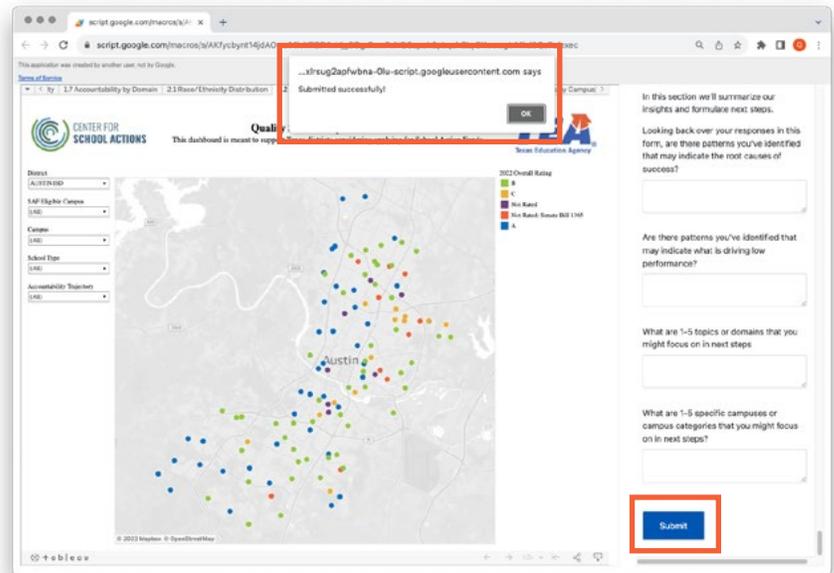
Submitting the Form

Once you finish filling out the form, you can submit your form to collect all your content in a customized QSA Presentation Template.

1 Click Submit

Once you finish filling out the form, click the “Submit” button. You should see a confirmation message that says “ Submitted Successfully.”

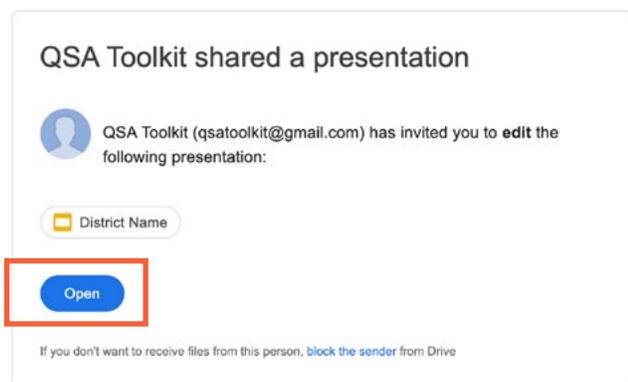
Please Note: Once you click “Submit” and generate your presentation template, your form content will no longer be saved for future visits.



2 Check Your Email

You will receive an email from QSAToolkit@gmail.com inviting you to edit your custom QSA Presentation Template.

Please check your Junk/Spam folder for the invitation. Automatically generated file invitations are frequently flagged as spam.



Troubleshooting

The QSA Data Analysis Form does not allow you open it if your system is signed into more than one Google account at a time. You may see an error message, depending on your network setup. If you see the following error message, try the troubleshooting options below.

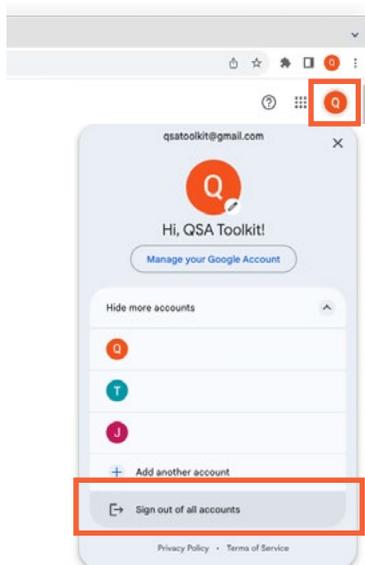
Error Message:



1

Sign Out of All Other Accounts

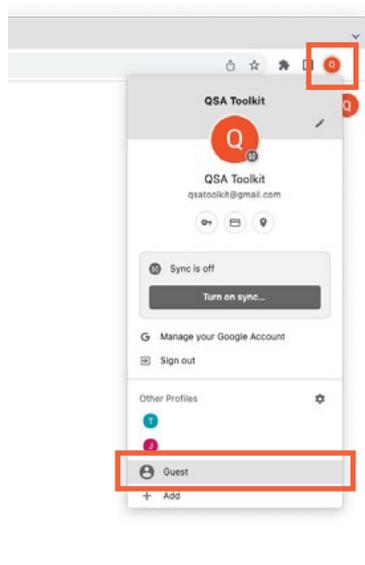
Go to myaccount.google.com. In the top right, select your profile picture or initial. Select "Sign Out of All Accounts," and follow the prompts to sign back in. Then open the [QSA Data Analysis Form](#) again.



2

Use Guest Mode

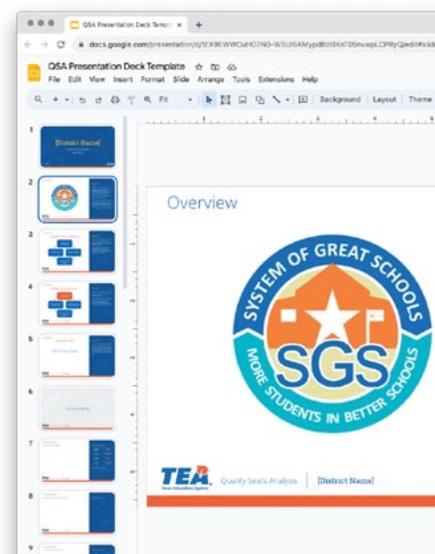
In the top right of your Chrome address bar, select your profile picture or initial. Select "Guest" from the "Other Profiles" list. Then open the [QSA Data Analysis Form](#) again.



3

Generate Your Deck Manually

If you've tried options 1 and 2, and you still can't open the form, you can skip using the form and create your presentation deck manually using the blank template [HERE](#).





QSA Presentation Template

Once you completed the QSA Data Analysis Form, it automatically generates a presentation template with your form content placed and ready to go!

Please Note: This presentation template should be viewed as a starting place—please work with your Executive Advisor to refine, and expand on the content as needed for your district's QSA.

Using the Deck

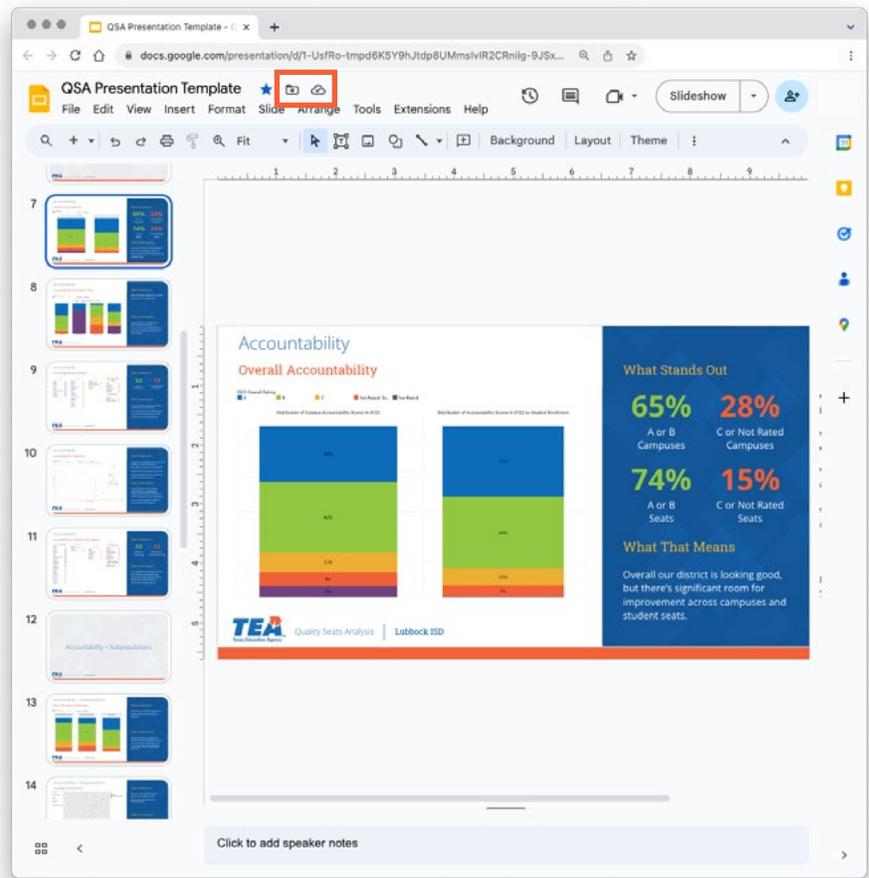
1 Save Your Presentation

Once you've opened your deck template from the email invitation, make sure you save it somewhere you can find it. If you don't have access to a Google Drive account, you can bookmark the link.

2 Refine Your Content

Once you have the presentation saved... it's yours! You can create multiple versions, add, change, or adjust content as needed.

In case it's helpful, you can access a blank template [HERE](#).



Additional Resources

Guidance & Recommendations

Below are some recommendations to make sure you get the most out of this QSA Toolkit.

- ▶ **Consult your EA For support with your analysis.**
Your Executive Advisor will be the best resource for helping you refine your insights and presentation to capture the right narrative content for your district.
- ▶ **Add or replace presentation content as needed.**
Once you've generated your initial deck template using the QSA Analysis Form, you can manually add or replace content directly in the slide deck. You can use the various filtering menus in the [QSA Dashboard](#) to highlight deferent aspects of your data, download new or additional visuals, and update your content as needed.
- ▶ **Reuse the QSA Data Analysis Form if needed**
You can submit the [QSA Data Analysis Form](#) as many times as you need to. Each time you submit the form, it generates a new deck template. You can use the form for an initial pass, and once you have a better idea of what you want in your presentation, you can resubmit the form to recreate all or part of your presentation.
- ▶ **Reach out if you need technical support.**
For support related to your QSA Presentation content and/or analysis, reach out to your EA. For technical support, or if any part of the toolkit is not functioning, please feel free to contact us at QSAtoolkit@gmail.com

Next Steps

Once your Quality Seats Analysis is complete, the [Annual School Planning Toolkit](#) provides a detailed outline of next steps. Below is a general outline.

- ▶ Collect & Review Community Engagement Data
([Guide to Community Informed Annual School Planning](#))
- ▶ Tier Campuses (Parts 1 & 2)
- ▶ Generate Possible School Strategies for Each Tier
- ▶ Create Strategic School Action Plan

Thank you!

[Submit Feedback](#)