

Pulse Setup Guide

A step-by-step guide on configuring and sharing your Pulse dashboards for simple data visualisation.

This document outlines:

- ✓ An Introduction to Pulse
- ✓ Configuration of your Pulse Dashboards
- ✓ Selecting and Configuring your Widgets
- ✓ Publishing and Viewing your Dashboards
- ✓ Pulse Reports



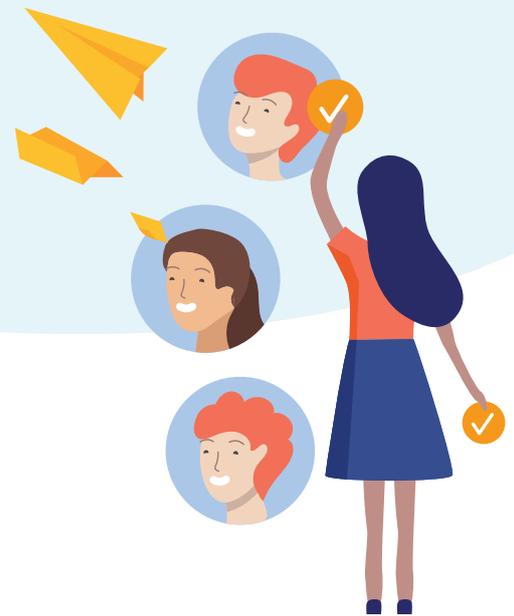
What is Compass Pulse?

Pulse is your data visualisation tool within Compass, making your Attendance, Chronicle, Analytics, Progress Reports, Learning Task and Demographic information more easy to understand - no data entry, exports or imports required!

What can Pulse do for my school?

You can see the information that means the most to you and your school by creating your own custom dashboards. This will enable you and your team identify patterns and trends to make the most informed, data-driven decisions!

Pulse's flexibility allows your school to dive into the information you need, choosing widgets which display the data that means the most to your students and their growth.



Pulse Keywords

✓ Widget

A widget is a way of viewing and configuring your data - whether this be a bar, column or pie graph, or even a watchlist.

Pulse has over 100 widgets for you to choose from, and counting!

✓ Dashboard

A dashboard is where you can add and configure the widgets that you're interested in.

Each dashboard can be published within your Compass portal for staff to view and filter.

✓ Publish

Once you've got the data you'd like to display to your school, you can then publish your dashboard!

This makes sure the dashboard is available for all relevant staff members.

✓ Context Page

Context pages and profile pages are places within Compass where you can view the dashboards you've published.

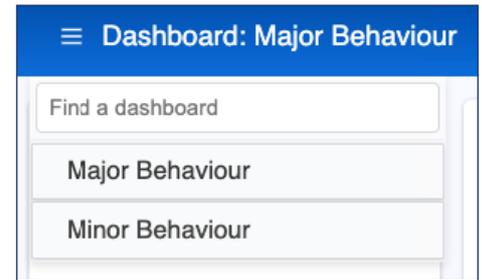
These allow your dashboards to show a specific cohort's data, including year levels, form groups, houses, students and classes.

Step 1 - Create a Dashboard

Navigate to your Pulse Module, found under the Grid Icon > Pulse.

In the dashboard Builder tab, click the 3 bars icon (top left), and 'Add new dashboard'.

You can also select any existing dashboards from here.

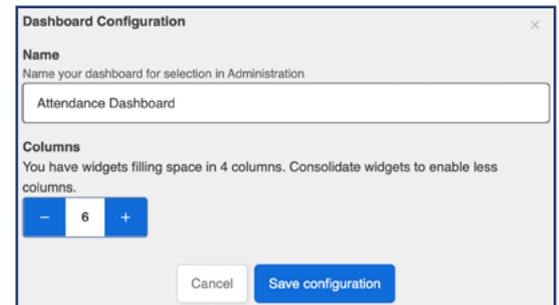


Step 1a - Configure your Dashboard

Here, you can use pre-made Dashboard templates, or start one from scratch.

Name your dashboard. Most schools like to set up a few different ones based on the different data they may like to show on a range of Compass pages.

Setting your columns determines how many widgets can fit across the dashboard horizontally.



Step 1b - Add Widgets from Library

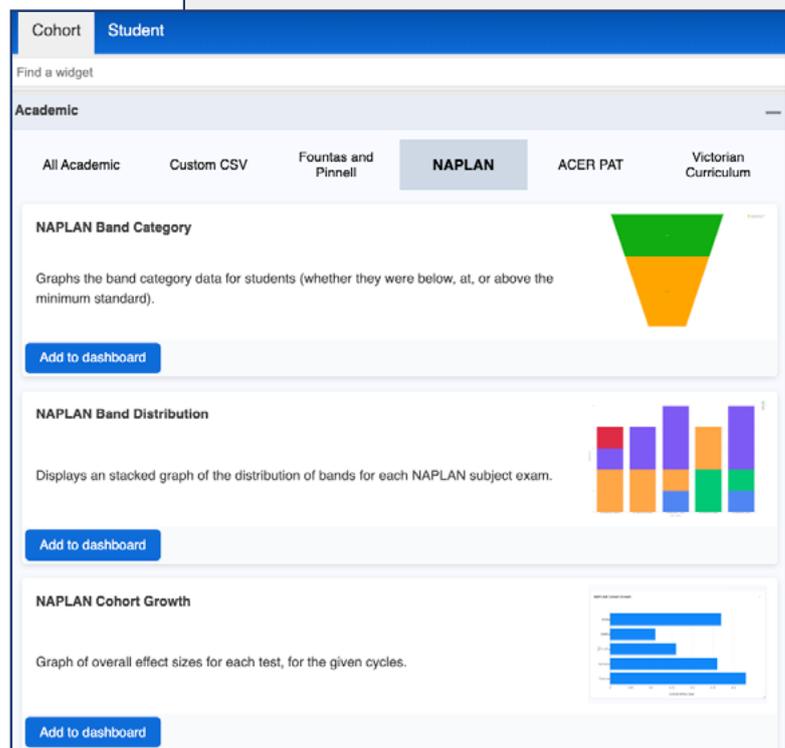
Click Add Widget in the top right, then add the widgets you like from the relevant library.

You can find widgets by searching and scrolling through the categories.

The Widget Library has over 100 widgets and counting, so our search function comes in handy there!

Click on a widget's name to see its details. You can preview the data it displays and which pages it can be published to.

From here, click the blue button to add the widgets you need into your dashboard.



Quick Tip

You can duplicate widgets (via the widget's 3 dots button) and configure them slightly differently so that they look at different time periods or categories - as a comparison!

Step 3: Configure Widgets

Your chosen widgets will display blank until you configure them.

Click on 'Configure Widget' and fill out the required fields - whether this be date ranges, Chronicle templates, Analytics cycles and/or thresholds to display the information you're looking for.

TIP - Your widgets will update overnight with fresh data, however you can force a refresh via the 3 bars icon > Refresh Ref Data to see what's new.

Quick Tip

The default widget names can be technical - rename them using your school's wording to make them simple to understand for your team!

The configuration dialog shows the following settings:

- Widget Template:** Number of reports grouped by chronicle field
- Display Name:** Perceived Behaviour Motivation
- Categories:** Major Behaviour Record, Minor Behaviour Record
- Templates:** Absconding, Abusive Language, Cheating / Peppering, Criminal behaviour, Defense, Disruption, Dress Code Violation, Flagrant Foul, Feigning or bluff, Fraternal rivalry, Harassment, Inappropriate language, Late to class, Non-compliance, Other, Physical Aggression, Physical Contact, Property damage, Property misuse, Tied incident
- Field:** Perceived Motivation
- Attendee Types:** Involved, Not Defined, Perpetrator, Victim, Witness
- Date range:** This Year

The resulting chart shows the number of reports for different types:

Type	Number of reports
Obtain Adult Attention	3
Obtain Items/Activities	2
Obtain Peer Attention	4
Other	3

Step 4: Adjust your Dashboard

Click 'Unlock Layout' in the top right of your screen to allow you to make display changes.

Then, use the small arrow in the bottom right of each widget to adjust its display size. Drag and drop your widgets around your dashboard to create the most visually appealing and clear display.

For example, you may like to expand graph displays with a lot of information, pulling the display out horizontally or vertically. Click 'Lock Layout' once you're happy!

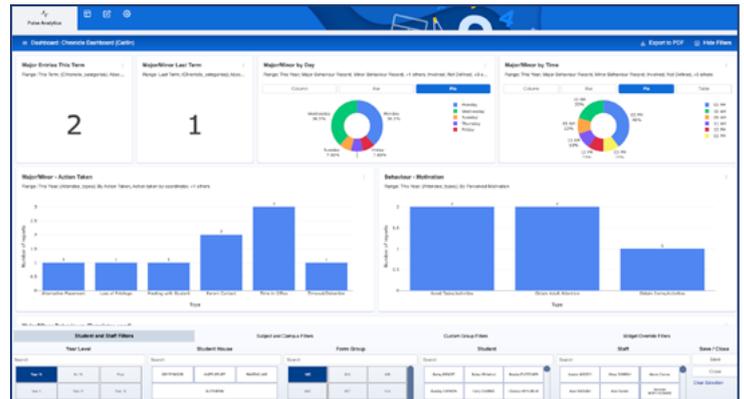
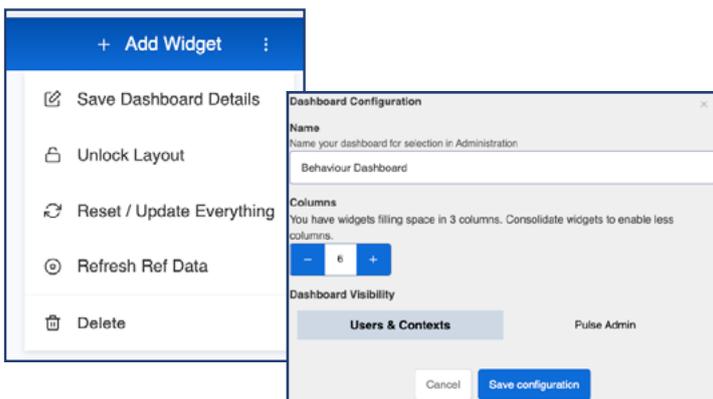
The chart shows the percentage of total attendance by week from 01/01/2019 to 31/12/2019. The y-axis represents the proportion (40-90) and the x-axis represents the week.

Step 5: Publish your Dashboard

Navigate to the 3 dot icon on the top right of your dashboard, and click 'Save Dashboard Details' to ensure it's available to 'Users & Contexts'. This allows your dashboard to be selected in both the **Administration and Analytics tab** for filtering/publishing.

From the **Administration tab**, choose your dashboard from the drop-down menu for the context page/s you'd like this to display on, and hit Save. You can use a range of dashboards over your context pages to show staff members the information that relates to them and their cohort.

From the **Analytics tab**, users with the 'PulseStaff' permission can choose from published dashboards, and filter into cohorts/students as needed.



Understanding the Pulse Workflow

Depending on the permissions a staff member has and how you've published your dashboards, there's a range of ways you can view or filter Pulse.

This ensures the right people have access to the data that means the most to them!

Dashboard Builder Tab

PulseAdmin

Create, configure and publish dashboards.

Analytics Tab

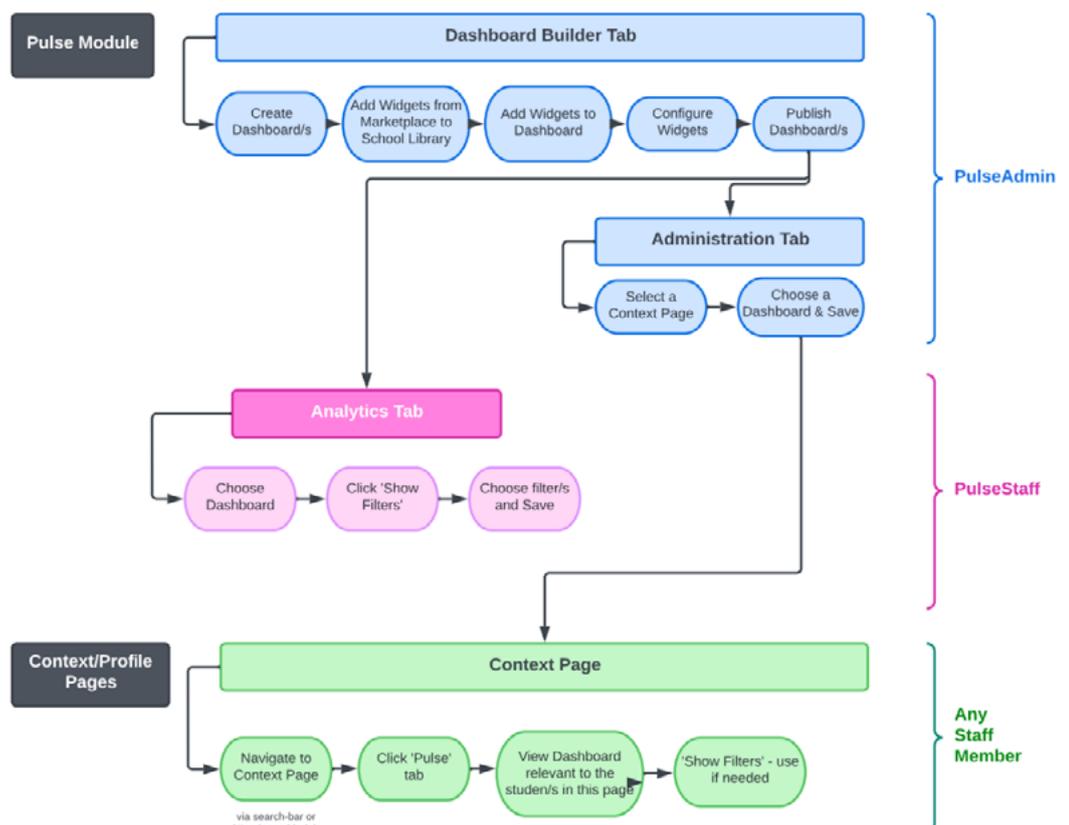
PulseStaff

View and filter published dashboards.

Context Pages

No permission needed

View and filter dashboards that have been published to context pages.



Step 6: Viewing Your Dashboards

Context Pages

Navigate to your nominated context pages, either by searching for the profile page's name in the search-bar, or from the Attendance Dashboard.

Click the Pulse tab on the far right of this page to view your dashboard.

The widgets will only show data related to the students in the context you're viewing. For example, viewing a dashboard from the Year 7 Profile Page will only show you Year 7 data - perfect for your co-ordinators and teachers!

Click the Pop Out button on the top right to see the dashboard in a clearer window.

Pulse Analytics Tab

The Analytics tab lets you analyse each dashboard within the Pulse module rather than navigating out to context pages.

When you pick up a dashboard, use the 'Show Filters' button to pick your cohort/students. Once this is saved, the data will update to show only the selected student/s and their data. These filters can be stacked as needed (eg. Year 7s in Slytherin house that are also in form group 7A).



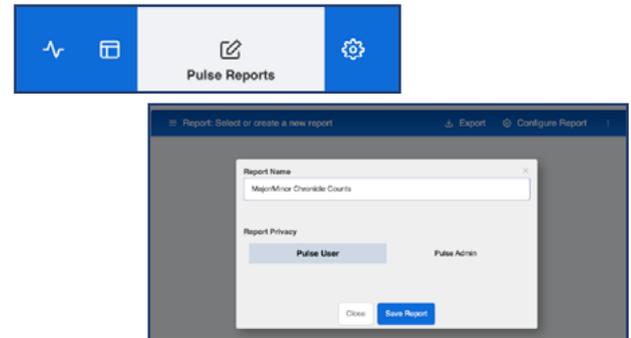
Step 7: Pulse Reports

Ever wanted to build your own custom data set, without having to manipulate a spreadsheet? That's exactly why we designed **Pulse Reports**! This makes viewing and exporting only the information you need super easy, updating in real time.

Navigate to the **Reports** tab within the Pulse module, and click the **3 Bars** icon to create a new report, or select an existing one.

Name your report, and select the visibility.

Click **'Configure Report'** to start selecting your fields and parameters.



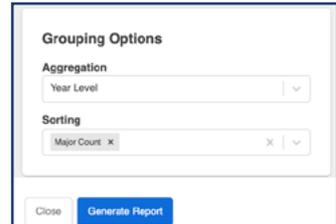
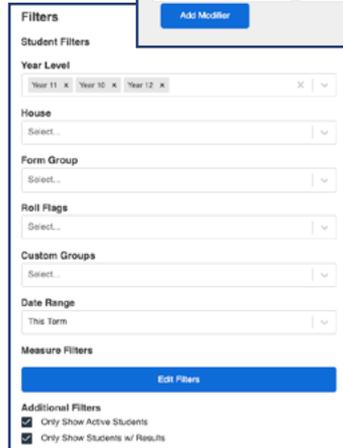
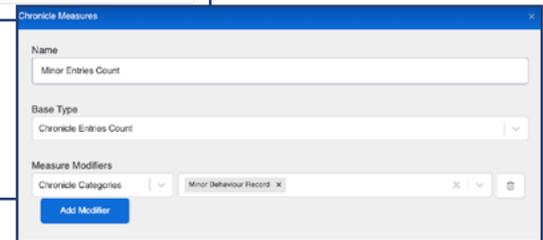
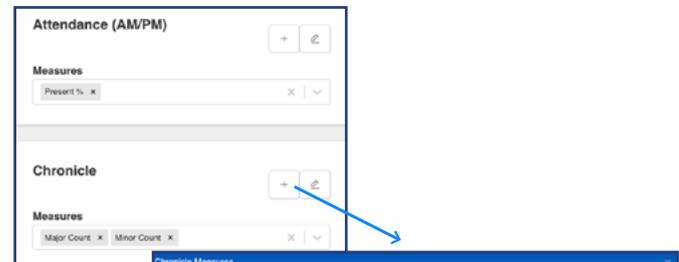
Student - How do you want student information to display?

Selecting your Data

Under the relevant heading (Attendance, Chronicle or Learning Tasks), click the **+** button to add measures.

After naming your measure, choose the **Base Type**. This is the data set you're looking to pull from. (eg, selecting Present % will pull everyone's Attendance percentage).

Selecting **Modifiers** allows you to narrow down the data further, choosing specific attendance codes, Chronicle templates, grading components, etc.



Filters

Who do you want to include in this report? And what dates should we be looking at?

Here, you can select specific year levels/student groups, as well as a date range.

Generate your Report!

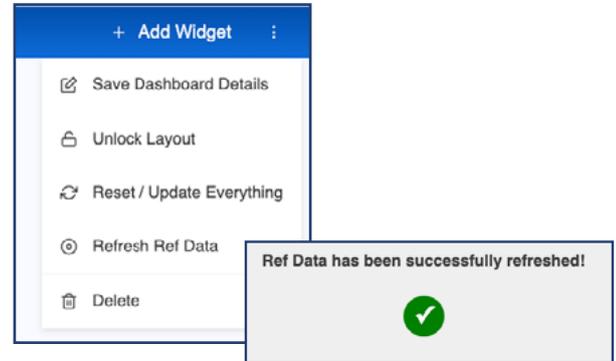
You can jump in and re-configure this at any time, as well as export this for sharing throughout your community.

Student Id	Student Name	Student Year Level	Present %	Major Count	Minor Count
MIL0048	Delaney PRYER	Year 10	100%	0	0
PAL0010	Sarah TAWLE	Year 10	100%	0	0
ROW0009	Chelsea WYLLHELM	Year 10	100%	0	0
BEN0029	Bailey BENOIT	Year 10	100%	0	0
ARD0005	Bradley CARSON	Year 10	93.3%	9	3
BRE0007	Braden FLETCHER	Year 10	100%	0	0
GLE0001	Jonah GRAHAM	Year 10	100%	0	0
DIL0003	Jake LAFEU	Year 10	100%	0	0
GAL0019	Leigh PO	Year 10	100%	0	0
WOO0029	Naomi CAHILL	Year 10	100%	0	0
YOU0010	Carly CLARKE	Year 10	100%	0	0
TRI0006	Marnie ROULE	Year 10	100%	0	0
VAN0038	Megan SAFFRON	Year 10	100%	0	0
VIA0001	Phoebe SPOWMAN	Year 10	100%	0	0
VIN0013	Mckenna TRIMBLE	Year 10	100%	0	0
WAT0021	Peyton WEBB	Year 10	100%	0	0
GOO0014	Tracy GOODWIN	Year 10	100%	0	0

Top Tips & Tricks from our Pulse experts

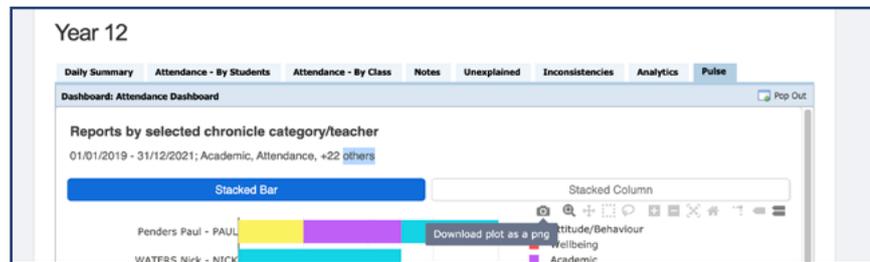
✓ Refreshing your Pulse Data

Your data in Pulse will automatically update overnight, updating the data in your widgets the next day. However, you can also force a refresh via the Refresh Ref Data button in the 3 dot menu.



✓ Save a Widget as an Image

On your dashboard, hover over the widget to see more options. Click the camera icon to download the widget as a .png file. Perfect for presentations!



✓ SWBPS (School Wide Positive Behaviour Support)

We've worked with the Victorian DET to create widgets that display your SWPBS data. Simply use Pulse to access this data, and report back - search for 'Big 5' in your Widget Library to find them.

✓ Chronicle Set-up

Utilise locations, categories, templates and fields (dropdown lists, grouped checkboxes) within Chronicle to ensure that the most relevant data is recorded and clearly displayed.

Congratulations!

You've now completed
your Pulse setup!



If you have any questions, we're happy to help!

Call 03 9005 5217, jump on LiveChat, or email us
at support@compass.education

www.compass.education