STATE OF CONNECTICUT
BOARD OF EDUCATION

To: Superintendents of Schools

From: Dr. Dianna R. Wentzell
             Commissioner of Education

Date: September 14, 2017

Subject: Connecticut State Department of Education's (CSDE) portal –EdSight

EdSight is the Connecticut State Department of Education's (CSDE) portal and data warehouse that provides aggregate data and information to the public. The CSDE is launching a new platform called *EdSight Secure*. This platform will provide up to <u>two users from each district</u> with secure access to analysis tools, data visualizations, and student-level data for your own district. *EdSight Secure* is designed primarily for the lead data analyst(s) in your district.

To ensure that authorized district users can gain access to *EdSight Secure*, please:

1. identify one or two individuals who will serve as the lead data analysts for your district and are authorized to handle confidential student data; and

2. ask your district's LEA Security Manager (see list of LEA Security Managers for all districts) to provide *EdSight Secure* access to those individuals through the Directory Manager (DM) application.

Detailed instructions are contained in the attached one-pager. Please emphasize to the individuals that they should <u>not</u> share usernames and passwords as each is unique to the assigned individual. Sharing accounts may result in a breach of data privacy because *EdSight Secure* provides access to confidential, student-level data.

To start, the following reports are available through *EdSight Secure*:
- Smarter Balanced Achievement;
- Smarter Balanced Growth;
- Connecticut SAT School Day; and
- CMT/CAPT Science.

In the coming months, several other reports will be added. We hope that this new resource helps districts to better utilize data to improve student engagement and outcomes.

If you have any questions, please contact Chief Performance Officer, Ajit Gopalakrishnan, at ajit.gopalakrishnan@ct.gov or 860-713-6888.

cc: LEA Security Managers

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Steps for LEA Security Managers

1. Receive the names of up to two individuals from the Superintendent who will be the authorized users for *EdSight Secure*

2. If the individual has an <u>existing</u> DM Account:
   a. Assign the user the role called the **EdSight Secure District Analyst**
   b. Reset the password and give the user a temporary password
   c. Ask the user to go to DM and reset their password prior to accessing EdSight Secure

3. If an individual is <u>new</u> to DM:
   a. Create a new user in DM
   b. Assign the user the role called the **EdSight Secure District Analyst**
   c. Ask the user to go to DM and reset their password prior to accessing EdSight Secure
   d. Ask the user to wait for two hours before accessing EdSight Secure

Steps for *EdSight Secure* Users

1. If you had a DM account previously:
   a. Once you receive the email from your LEA Security Manager with a temporary password, go to DM and reset your password
   b. Then, pick EdSight Secure from the list of applications
   c. You will be redirected to https://secure-EdSight.ct.gov
   d. At the login page, enter your username and the *new* password

2. If you have a <u>new</u> account in DM:
   a. You will receive one e-mail with a unique username, and a second e-mail with a password.
   b. At first log in you will have to go to DM and reset your password prior to accessing EdSight Secure
   c. Two hours after receipt of the email, navigate to https://secure-EdSight.ct.gov and login with the authorized credentials.

3. **Remember not to share usernames and passwords as each is unique to the assigned individual. Sharing accounts may result in a breach of data privacy because *EdSight Secure* provides access to confidential, student-level data.**

For general questions about *EdSight Secure*, please email EdSight.SDE@ct.gov. For assistance regarding Directory Manager, please contact Angela Gambaccini-May at 860-713-6847 or via e-mail at angela.gambaccini-may@ct.gov.