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*Serving:*  
Butts, Fayette,  
Henry, Lamar,  
Newton, Pike,  
Spalding, Upson  
School Systems



## Digital Tools for Administrators, Instructional Coaches, & Graduation Coaches

This course is designed to provide administrators, instructional coaches, or graduation coaches with the skills to use the digital resources at their disposal to analyze data, identify student needs, and make data-driven, informed instructional and organizational decisions. Administrators and coaches are consistently confronted with the challenges of triangulating and using data from multiple sources that do not always integrate with one another cleanly. This course will enable you to increase your comfort with using the tools that are available within EXCEL to combine, manage, and compare various reports that you have access to from local student information systems, MAP scores, Milestones, PSAT, etc. to inform your decision making at the school level.

Specifically, the strategies and tools that are explored in this course are designed to help strengthen school-based leaders in Standards 1 (Instructional Leadership) and 3 (Planning and Assessment) of the Leader Keys Effectiveness System. The session will explore the use of pivot tables, filters, conditional formatting, auto-population, and other tools within Microsoft Excel. Administrators and coaches completing the course will be better equipped to analyze comprehensive data points to identify student needs, review interventions, and make data-driven building level decisions.

**Date:** December 6, 2023

**Time:** 8:30am – 12:30pm

**Location:** Griffin RESA

**Cost:** \$35 (Registration is required)

**Target Audience:** Administrators, Instructional Coaches, Grad Coaches

Register online at [www.griffinresa.net](http://www.griffinresa.net)  
Registration Deadline: November 29<sup>th</sup>, 2023