Login and Quick Start Guide

Welcome to San Diego Unified School District Business Intelligence. SDUSD ORACLE Reporting and Business Intelligence Technology (ORBIT) is a comprehensive business intelligence platform that delivers a full range of analytic and reporting capabilities. ORBIT delivers contextual, relevant and actionable insight to everyone in the district, resulting in improved decision-making, better-informed actions, and more efficient business processes. ORBIT ensures that all metrics, calculations and definitions are uniformly consistent to provide better alignment and visibility across the district.

1. Open your Firefox web browser.

2. To access ORBIT, enter https://orbit.sandi.net OR from the SDUSD Home Page navigate to STAFF ➔ Applications ➔ ORBIT

3. Enter your Employee ID. If your Employee ID begins with a letter it must be entered in upper case. (Ex: C999999)

4. Enter your Password. Click the Log In button.

REMINDER: Do not share your Password

5. The first screen you see once you log in to ORBIT will be the ORBIT Portal Page. The report displayed on this screen is the AT0009-Chart Pct Abs >= 10% By Area Supt and School Year

Note: At the bottom left of the screen there is a Refresh Button
This button is used only to refresh and rerun the current report, not the screen. The content of this page will change periodically based on district needs.
6. Along the top of the page, you will only see the dashboards that you have been given access to. If there are sub categories in the dashboard, they will appear in a dropdown list when you click the link. As an example for this job aid we selected **Student Analytics**, then **Attendance**.

7. Once the dashboard is selected, the reports for that subject area will show on the dashboard.

8. Some reports will allow you to change the filtering with a prompt. For example, you may change the year to bring back the same data for previous years or bring back the same data by **Location**, **School Level** or **Area Supt Cd and Name**.

Clicking a ellipse will bring you to the following screen on the next page.
9. By typing in the location and clicking "Go", you will narrow your criteria to the selected locations.

10. Use the navigation button to move the selected item to the "Selected" box.

11. Notice that the field is now populated with your selection. Click "OK".

12. Once your selection is displayed, click the "Go" button to retrieve your data.
13. Your report now displays data for the location you selected.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Location</th>
<th>Grade Level</th>
<th>Student Full Name</th>
<th>Special Ed</th>
<th>English Learner</th>
<th>Total Daily Absences</th>
<th>Days Truant</th>
<th>Days Unexcused</th>
<th>Days Enrolled</th>
<th>Percentage Absent</th>
<th>Total ADA</th>
<th>$# Lost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td>50</td>
<td>1</td>
<td>94</td>
<td>10.54%</td>
<td>$283.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td>12</td>
<td>3</td>
<td>94</td>
<td>12.77%</td>
<td>$239.06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td>9</td>
<td>2</td>
<td>94</td>
<td>14.06%</td>
<td>$354.57</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td>10</td>
<td>2</td>
<td>94</td>
<td>10.54%</td>
<td>$283.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td>26</td>
<td>94</td>
<td>19.30%</td>
<td>$913.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td></td>
<td>11</td>
<td>2</td>
<td>94</td>
<td>11.70%</td>
<td>$315.63</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Some dashboards may have multiple reports. These reports may appear on the same page, or may be separated and organized with tabs. If you do not see the report you are looking for check to see if it may be on a different tab.

15. When you are done viewing your dashboards and reports, you may exit ORBIT by clicking “Log Out” in the upper right hand corner.