

Using Staffing Data to Tell Your District's Story

This document explains how to use the tools KASB has created to show your district's expenditure data from 1999 through 2015.

1. Go to kasbresearch.org



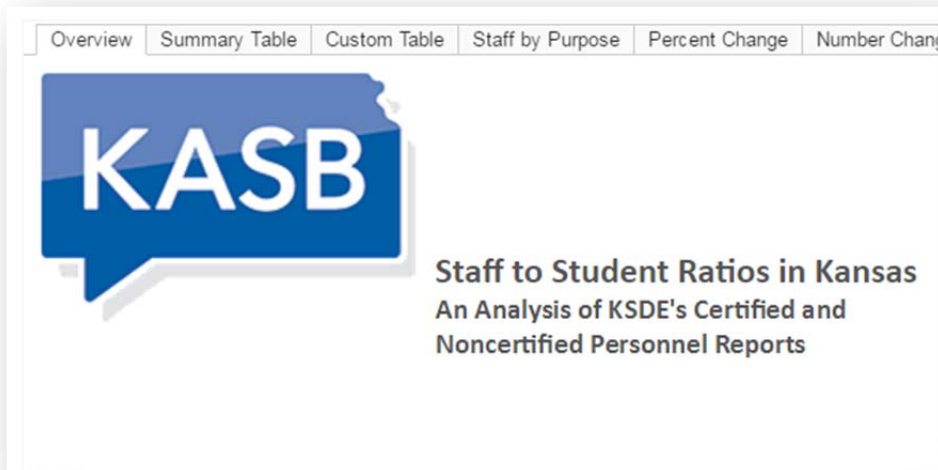
2. Click on "Reports" and then "Publications"



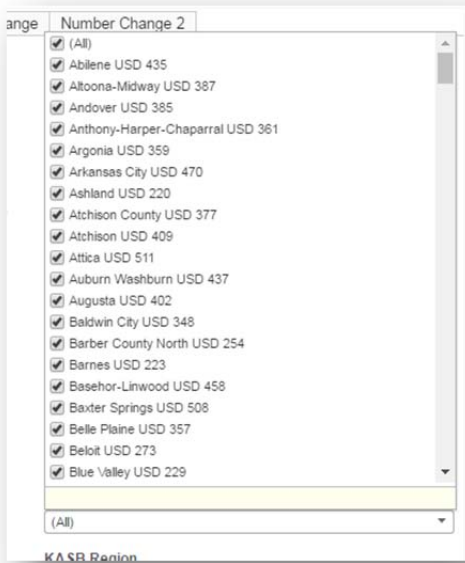
3. Look for "School Staffing in Kansas: An Analysis of KSDE Data on Staff Counts and Salaries"
4. Click on the "[PDF]" link to go to the summary report.



5. Click on the “[Interactive]” link to go to the tableau workbook.



6. The data can be filtered by District, Region, Class, Uniserv, or High School League. To sort by district, click on the “USD” or “USD Name” dropdown list.



- 7. Uncheck the “(All)” checkbox then scroll to find your district and check the box beside it. You can also use the text entry box to type in your district’s name or number to find it on the list.
- 8. Verify on the “Number of Records by District” table that you have selected the correct district.

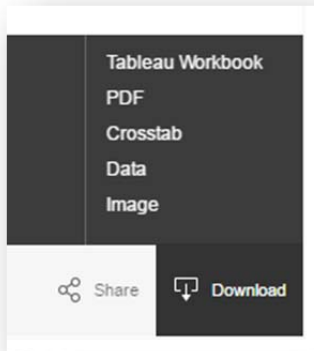
Number of Records by District		
USD	USD Name	
402	Augusta USD 402	62

9. Clicking on any of the subsequent tabs will now show you data only for the district you have selected.

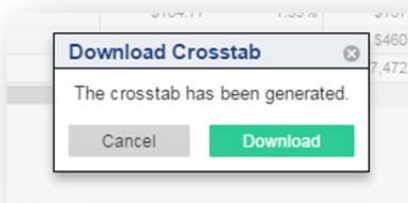
10. To download any of the tables, go to the tab that contains the table you want, then click on the “Download” option on the lower right corner of the workbook. You may have to scroll down to find it.



11. From the “Download” menu, select “Crosstab”



12. Click on the “Download” button in the dialogue window that comes up.



13. To download any of the graphs or charts, go to the tab that contains the image you want, then click on the “Download” option and select “PDF” or “Image.”
14. If you select “Image,” click on the “Download” button in the dialogue window that comes up.
15. If you select “PDF,” choose your settings and then click on the “Download” button in the dialogue window that comes up.

