



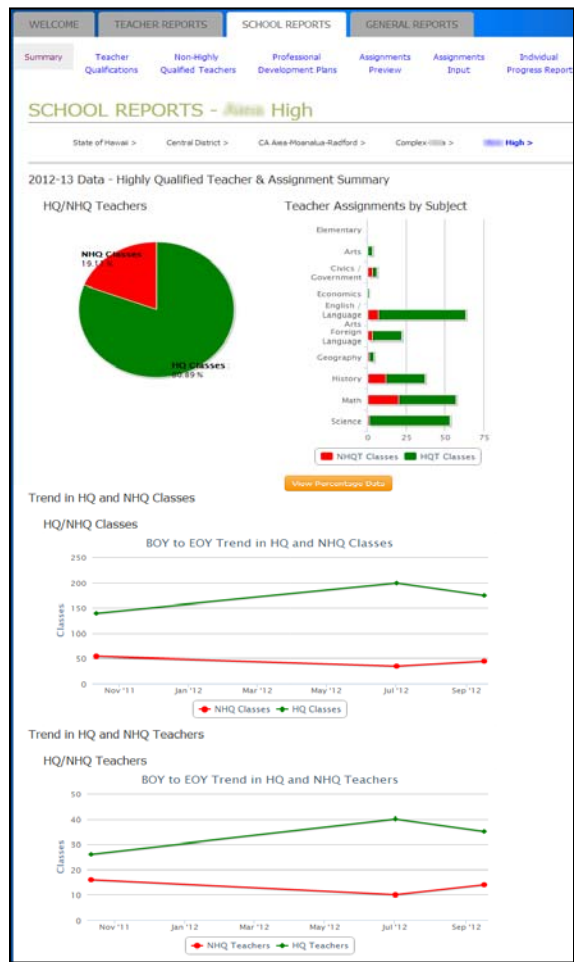
**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
*How to Access the School Summary Report in eHR for HQ*  
**School Year 2018-2019**

For instructions on accessing the eHR for HQ site, please refer to Document 1f of the ESSA HQT Handbook.

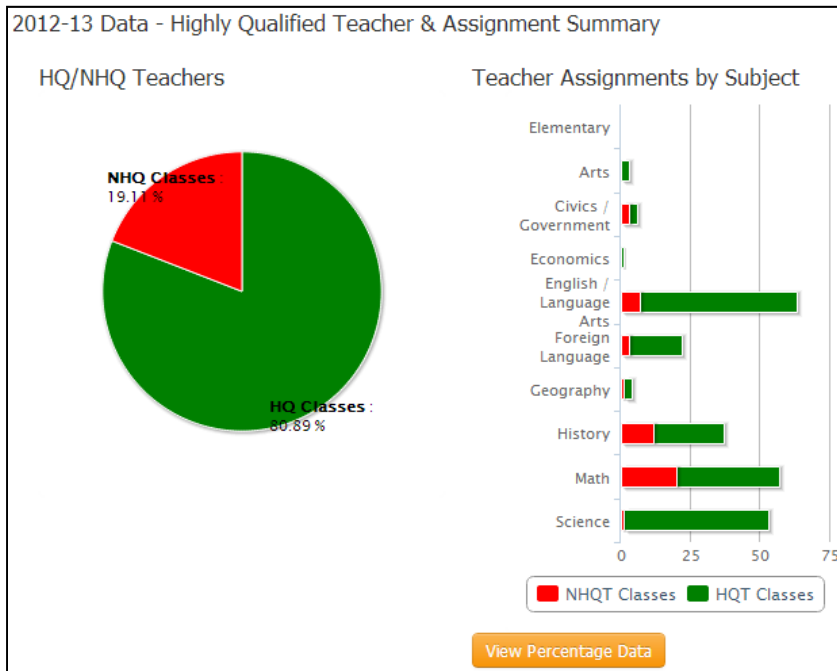
Click on the “School Reports” tab or icon to enter the school reports page.



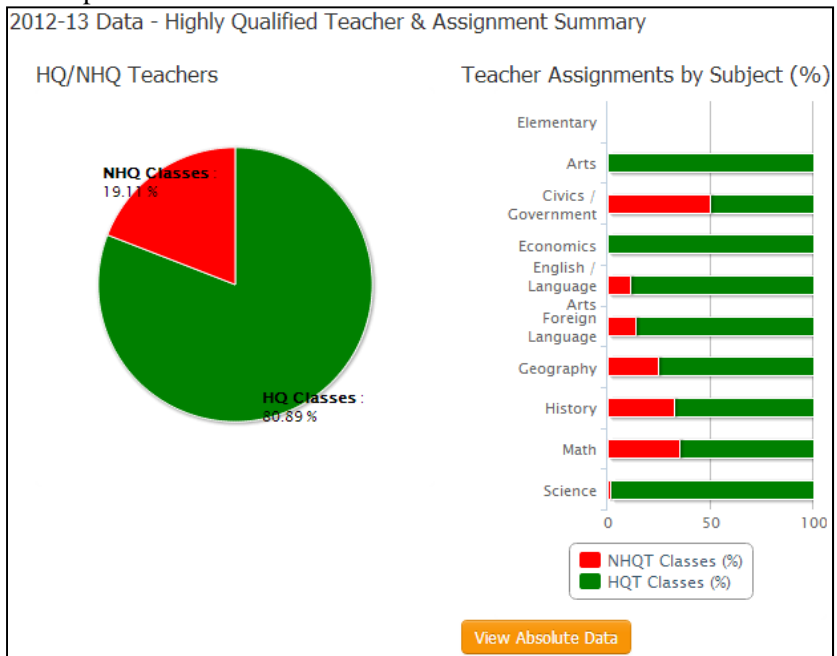
On entering the school reports page, the school summary will display. The summary includes percent HQ/NHQ, teacher assignments by subject and percent, trend of HQ/NHQ classes by beginning and end of year, and finally, the trend of HQ/NHQ teachers.



The “Teacher Assignments by Subject” toggles between class count...



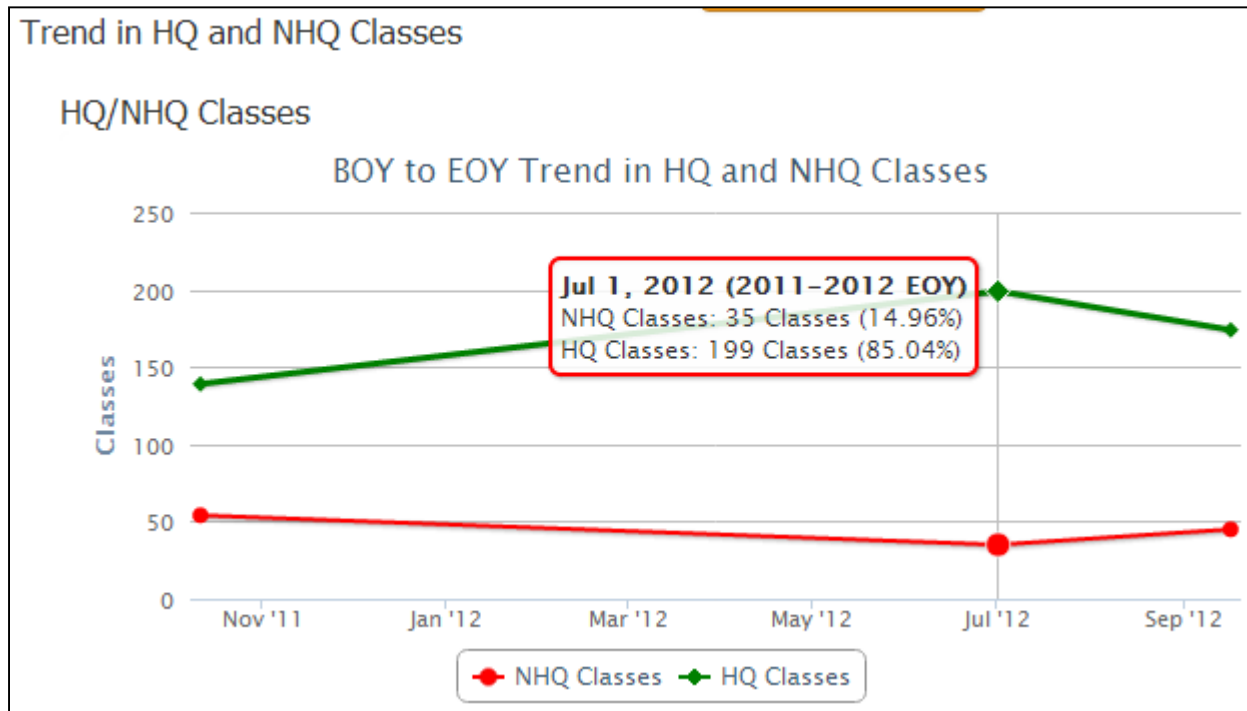
...and percent.



By hovering over either the green or red region of the charts, a pop-up will display the count or percent.



In the trend section of the summary page, hovering over sections of the graphs will also bring up a pop-up with details on the region the mouse cursor is closest to.



Note that by clicking on the key entry you can also toggle the display of that key element. Below we click on the “NHQ Classes” key entry to hide the NHQ classes and only display the HQ classes. Clicking the key again will toggle the display on.

