shine insight

SHINE.ACELERO.COM

# Basic Login and Navigation

# Acelero Learning is proud to present Shine Insight, built by Head Start operators for Head Start operators.
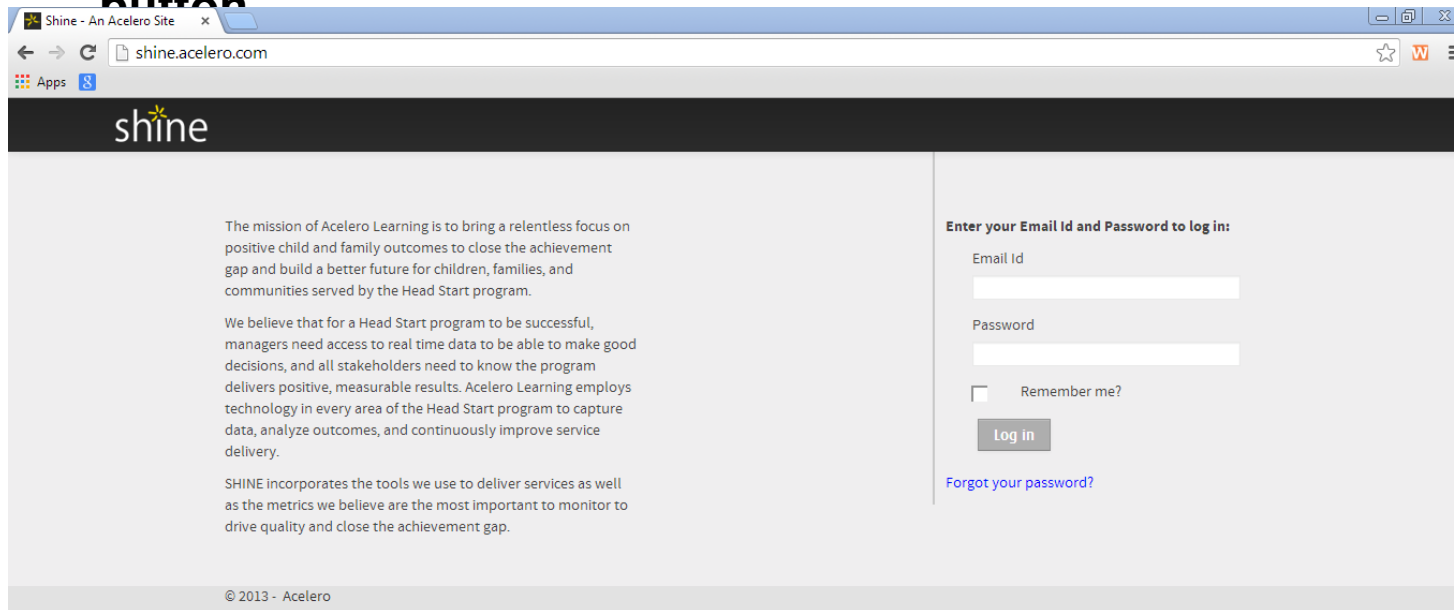
After 10 years of trying to customize other data systems to collect and distribute the information that we believe is required to live up to the promise of Head Start to support each child and family…we give up!

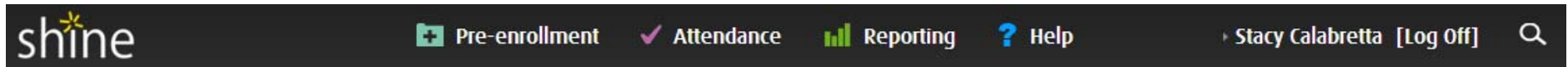Today we embark on a new path with Acelero's own Shine Insight.

Shine Insight is designed to provide you with the right information at the right time in the right place. The system Shines a spotlight on the important work you do with our children and families.

## LOGIN

1) **Open the Google Chrome browser on your computer**

2) **Go to shine.acelero.com**

3) **Enter your email address and password. Click the Log in button.**

## NAVIGATION



**The black panel at the top of every Shine page takes you to the different portals:**

- **Shine logo** – brings you back to the dashboard

- **Pre-Enrollment –** participants who are not yet enrolled (pre-applications through active waitlist)

- **Attendance –** attendance entry and monitoring

- **Reporting –** reports

- **Help –** more information, short videos, enter and monitor help tickets

- **Your name –** log out of the system

- **Advanced Search** – search by name, guardian, and other characteristics

## NAVIGATION

When you log in to **Shine**, you will arrive at the Dashboard Portal, which is customized for your position and caseload.
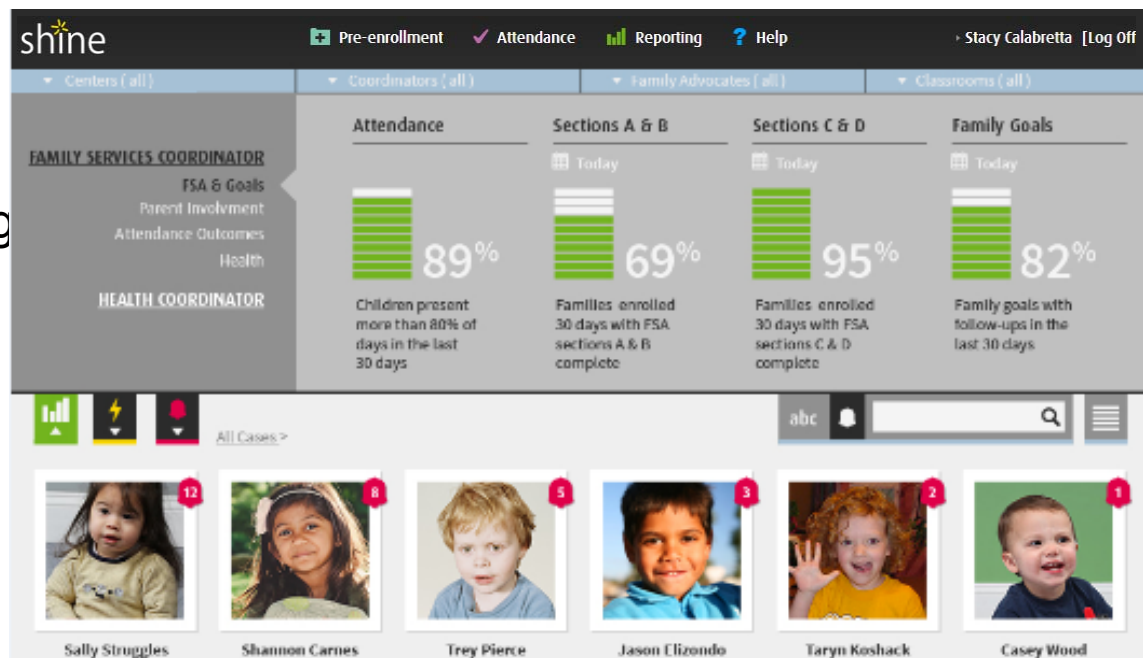
shine insight
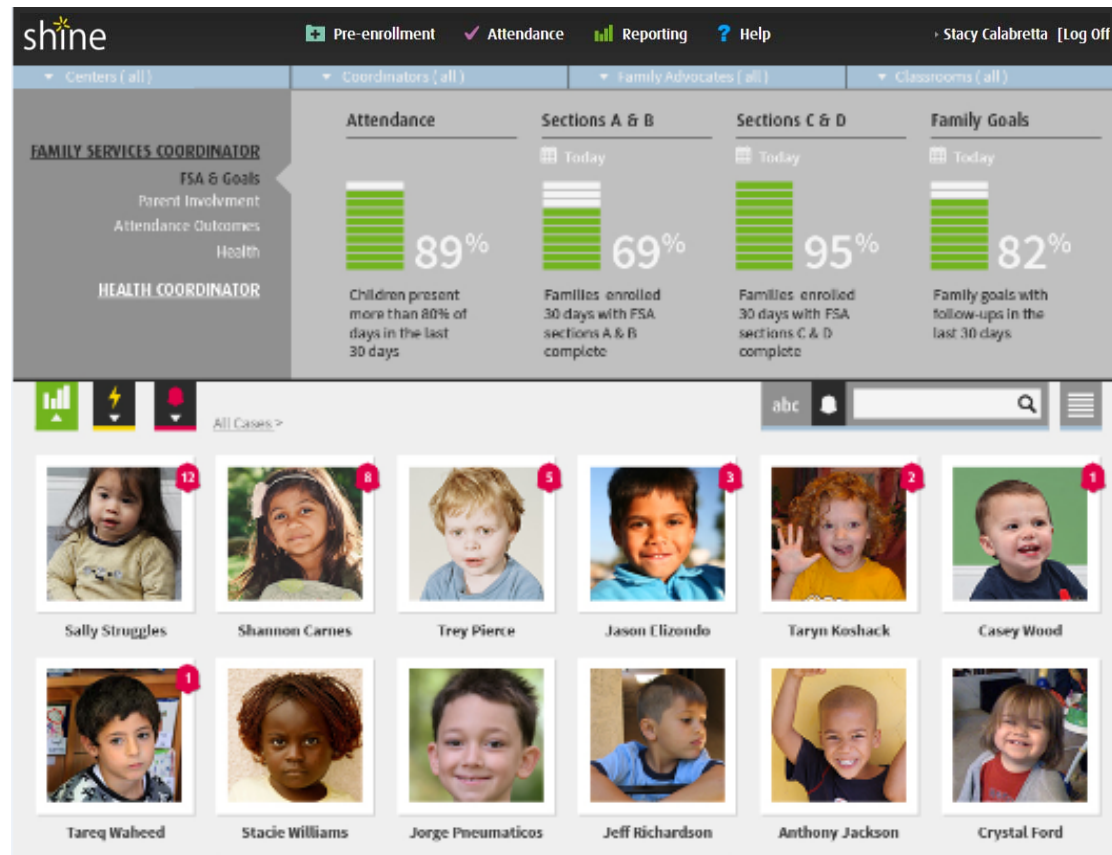
## NAVIGATION

Narrow your list of participants using the filters at the top of the dashboard.

Search for a specific participant using the search field. (Enter first or last names or some combination of both.)

Participants are automatically sorted by alert points. You can chang to sort by last name by clicking "abc". Sort by alerts again by clicking the bell.

## NAVIGATION

The Advanced Search (accessible via the magnifying glass at the top right of your navigation bar) can also be used to find children using as many or as few criteria as you'd like. Click on the child's name to access the Child Page.

## MONITORING

**Shine Insight** gives you immediate access to information about the work you've done, as well as any work that is still outstanding. From the home page, this is done in two ways:

**Dashboards:** At the top of the top of the page, you will see a number of metrics that are both **role** and **caseload** specific. For example, as a member of the Health Services team, you would see stats on completion of EPSDT requirements and follow up on health concerns for the children on your caseload.

**Alerts:** Next to each child's picture, you will see a red bell with a number. This number is the child's alert points, which correspond to items or needs that are outstanding or up-coming. These alerts are also **role** and **caseload** specific. The children on the dashboard are automatically sorted based on their alert points—the child with the most points appears first—which allows for quick prioritization of your workload.

**MONITORING**

Full list of dashboard, sub-dashboards , and metric

Full list of alerts per user
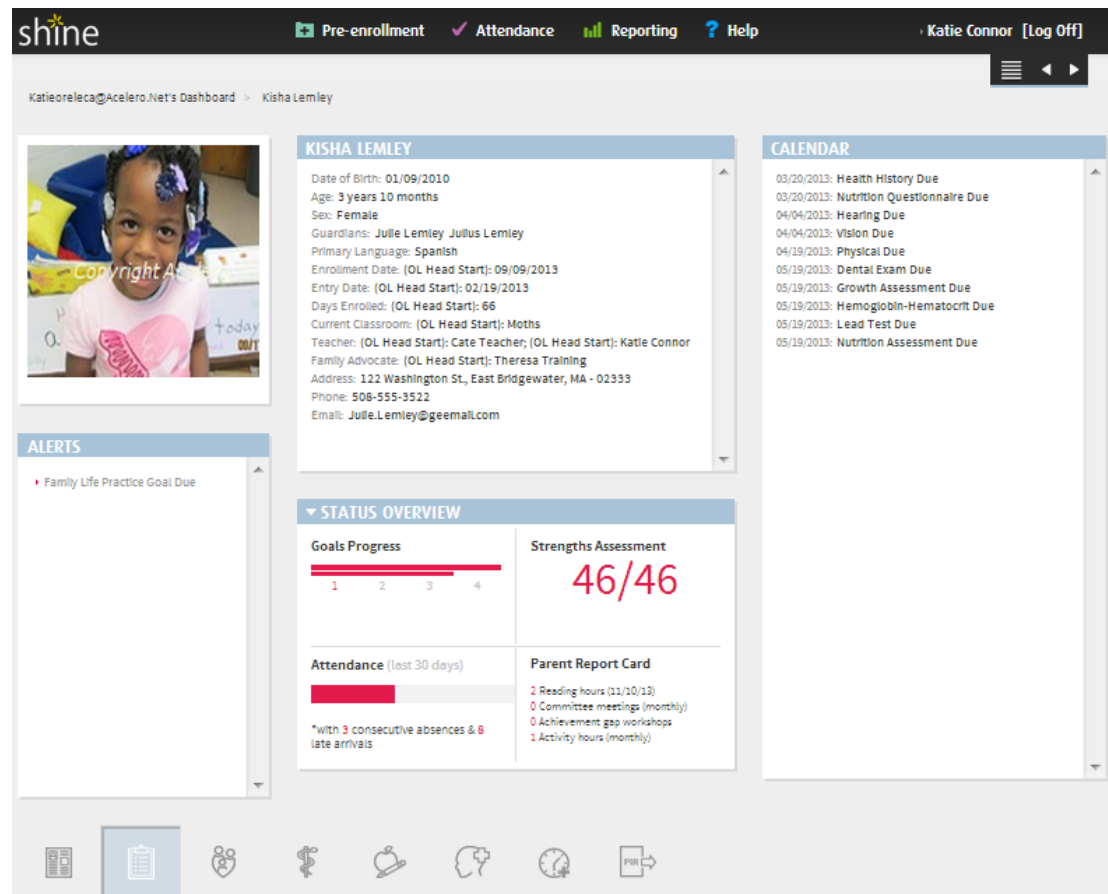
**Child Page**

Clicking on a child from the dashboard brings you to the child page.

The child's picture and 4 main panels appear at the top of every page for this child.

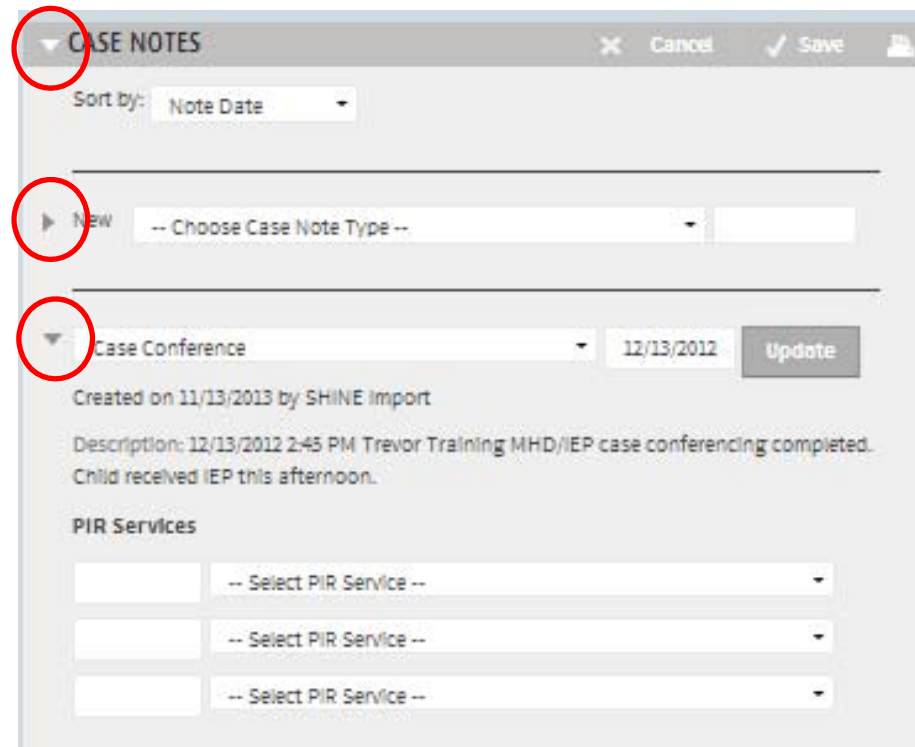Navigate the service areas in the tabs below.

## Navigation Tips

By pressing the triangular buttons, the fields underneath will appear. Press the button again to close/hide the fields.

**PIR fields**
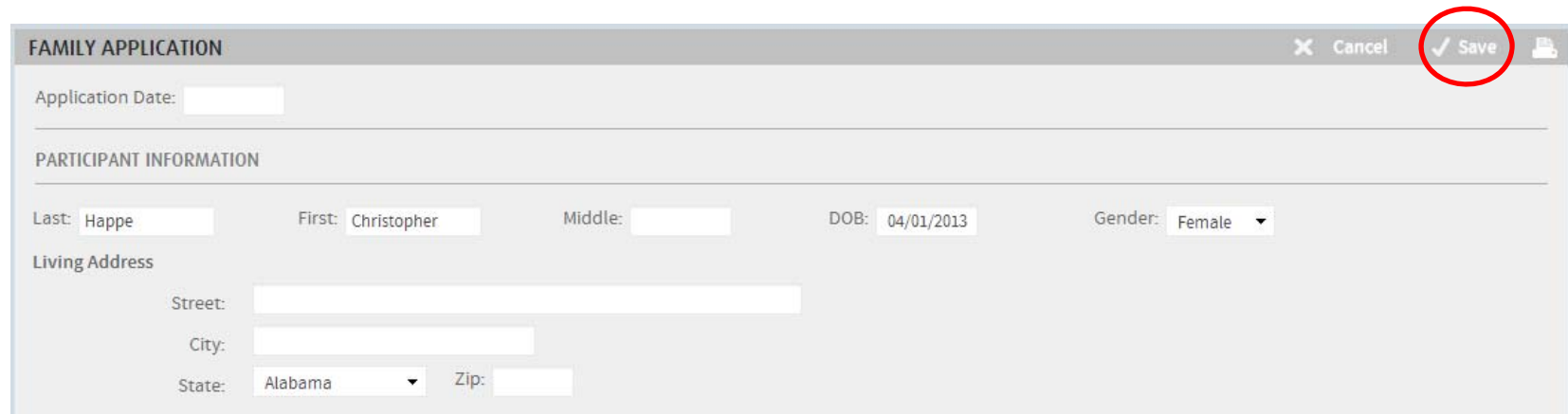
Data fields that are required for the Program Information Report (PIR) have been flagged with a red tab in the corner of the field.

Ethnicity: Hispanic ▼

Although all the information in SHINE is important, it is absolutely essential that the data in PIR fields is COMPLETE and ACCURATE.

**shine insight**

## Important Notes

Every time you enter information into a panel you must click SAVE at the top of that panel to ensure that the information is saved into the system.

**Important Notes**

**Shine** will lock you out of the system after 12 hours of inactivity.