Educator-Student Linkage Data Collection

DC Office of the State Superintendent of Education

October 17, 2016

- The purpose of this data collection is to enable educators direct access to appropriate students PARCC and MSAA 2015-16 school year results.

- During this webinar training, we will review instructions for:
  - Sharing educator information with OSSE to enable access and
  - Submitting the data collection template

- REMINDER: The Educator-Student Linkage Data Collection is an optional data collection.

- Each LEA that would like to participate in this optional data collection should complete the "2016 PARCC MSAA Educator Reports Data Collection Tool Template" between Oct. 17 – Nov. 4.

- Each LEA will have a pre-populated version of this template posted on QuickBase at the following link (https://octo.quickbase.com/db/bk4hai6rw) on Oct. 17.

- A completed version of the "2016 PARCC/MSAA Educator Reports Data Collection Tool" should be uploaded in the QuickBase application by 5 p.m. ET on Nov. 4.

- Educators identified in the template submitted by Nov. 4 will have access to SLED by Nov. 14 and the secure site of https://results.osse.dc.gov by winter 2016-17 pending completion of SLED training and SLED Data Privacy Form.

Accessing the LEA Template

- To access the LEA data collection template:
  - Log in to the *PARCC Educator Reports Data Collection Tool* QuickBase Application.
  - Click on the "Earth" icon beneath "Download File".

LEA Name	Download File
District of Columbia Public Schools	

- Once the file downloads, save it to your computer and open the file.

- The data collection template includes three tabs:
  - **Directions**: Provides instructions for completing the template and submitting to OSSE.
  - **Educator Level Information**: Provides space for LEAs to enter educator names and email addresses.
  - **Student-to-Educator Link**: Allows LEAs to select educators who should be associated with each student.

- On the **Educator Level Information** tab, provide each educator's information who you would like to have access to students' PARCC or MSAA results. The following information is required:
  - Staff first name
  - Staff last name
  - Staff email address; and
  - Each school where the educator teaches/works
- Please note, each educator should only be listed once.
- Only email addresses associated with a school/LEA will be accepted.

- For all fields, except "School Name" fields, manually enter the requested information.

- For the "School Name" fields, select the appropriate school where the educator teaches/works from the drop down menu, as shown below.

	A	B	C	D	E	F	G	H
1	Staff First Name	Staff Last Name	Staff Email Address	School Name 1	School Name2	School Name 3	School Name 4	School Name 5
2								
3				Academy of Hope Adult P				
4				Achievement Preparatory				
				Achievement Preparatory				
				Aiton ES				
5				Amidon Bowen ES				
6				Anacostia HS				
7				AppleTree Early Learning C				
				AppleTree Early Learning C				
8								

- The **Student-to-Educator Link** tab includes a student-level roster prepopulated by OSSE based on the following criteria:

  - Students currently enrolled at your LEA as of Oct. 5, 2016 (stage 5 enrollments only) **AND**

  - Students who are no longer enrolled at your LEA but who took the 2015-16 school year PARCC or MSAA assessment at your LEA and earned valid results.

- Columns A through G on this tab are pre-populated.

- To complete this tab:
  - Select the email address of the educator(s) who should have access to the student's 2015-16 school year assessment results.
  - Each email address should correspond to an educator's information listed in the **Educator Level Information** tab.

	A	B	C	D	E	F	G	H	I	J
1	LEA Code	Student USI	Student First Name	Student Last Name	Student DOB	Student Tested At LEA	Student Currently Enrolled	Staff 1 Email Address	Staff 2 Email Address	Staff 3 Email Address
2	121	123445566	Tammy	Test	1/1/1999	DCPS	DCPS			
3								training.trainer@dc.g		
4										
5										
6										

- Once the file is saved to your computer, you will be able to upload it to the QuickBase application.

- When ready, open your internet browser and navigate to octo.quickbase.com and log in to open the 2016 PARCC Educator Reports Data Collection Tool.
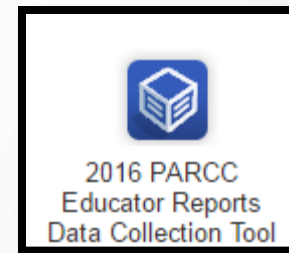
1. To submit your completed template to OSSE, click on the **Upload Document** button in the QuickBase application.
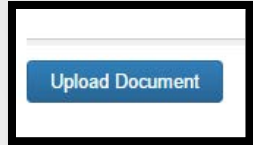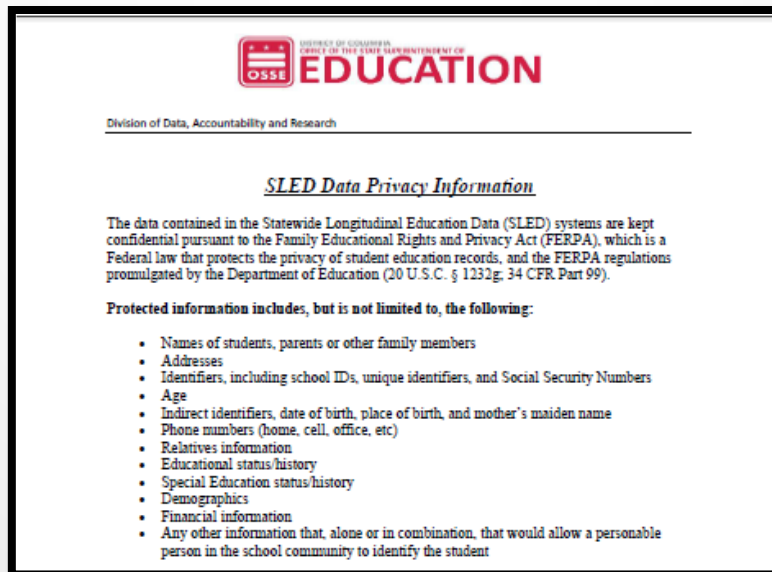
2. Next, select your 'LEA Code' from the drop down menu and select "Choose File" to upload your spreadsheet.

3. Once your file has been uploaded, click **Save** to submit to OSSE and return to the homepage.

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Documents ⟩ **Add Document**

User	Rouland, Karmen (OSSE)
LEA Code *	Make a Selection... ▾
LEA Name	
Upload Spreadsheet	Choose File No file chosen

- OSSE will use the information provided in the data collection template to create user accounts in SLED for educators and to properly associate educators with students.

- In order to receive credentials, educators will need to attend a live web-based SLED training and complete the SLED Data Information Privacy form.

- Webinars for new SLED PARCC/MSAA application users will take place on the following dates and times:
    - Thursday, November 10: 10 - 11 a.m.
    - Thursday, November 10: 2 - 3 p.m.
    - Friday, November 11: 11 a.m. - 12 p.m.
    - Friday, November 11: 1 - 2 p.m.

- To register educators to attend any of the above live webinars, please visit the following website: https://octo.quickbase.com/db/bj339wdcr

- If you require access to SLED, you must attend training!

Technical Assistance for Collections

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OSSE | Thank you!