



Data Clean-Up and Validation for 2015-16

In preparation for Spring testing, everyone should take steps to validate and clean up data in Educator Portal. In most cases, the district Data Steward is the role best suited to organize the effort. States and teachers also have a role in the validation.

WHY DOES THIS DATA CLEAN-UP MATTER?

Incorrect enrollment information = testlet assignments and score reports inaccuracies

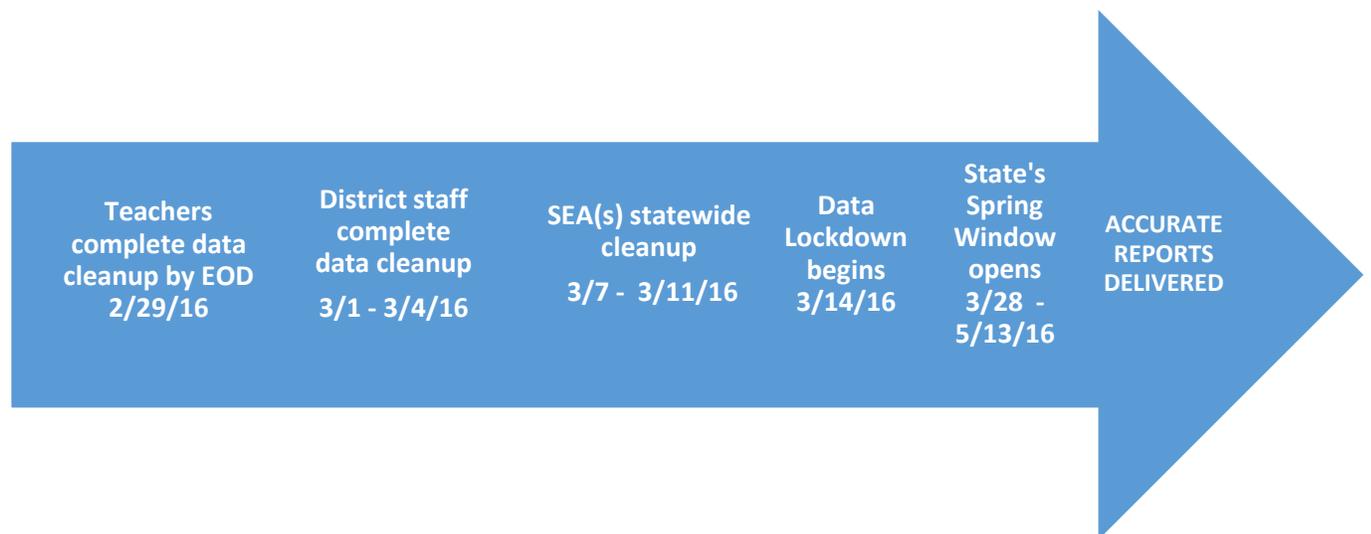
Duplicate students = may affect delivery of testlets in the Spring window

Duplicate rosters = may affect delivery of testlets in the Spring testlets

Incorrect data = inaccurate reports

Accurate information about teachers (Users), students (Enrollment, Access (PNP) Profile, and First Contact) and rosters is required so that all students who need to participate in DLM assessments for state accountability purposes are ready for testing, and so that all students receive testlets that best match their needs and abilities. Incorrect or duplicate data may result in no test assignment or incorrect test assignment for a student.

OKLAHOMA PROCESS FLOW



Procedures Overview

TEACHERS' DATA CLEANUP RESPONSIBILITIES

The TEST ADMINISTRATION MANUAL includes procedures for checking student information.

- Complete training in Moodle at 80% or higher. We advise printing your certificate for your records.
- Review or complete each student's Accessibility Profile (Access Profile or PNP).
- Review and check Student Data – STN, spelling, DOB, grade, race, gender, etc.
- Check rosters.
- Review or complete First Contact Survey for each student.

NOTE: A teacher will not be able to administer a testlet unless the required training is passed and the First Contact Survey is completed in Educator Portal.

Areas of data to focus on:

1. Is your name spelled correctly? Is your first name in the "first name field" and your last name in the "last name field?" Is your e-mail address correct? Do you see your name in Educator Portal more than one time? A teacher must only be in Educator Portal ONE time.
2. View your students' data to verify the accuracy of their grade, their state student ID, date of birth, gender, comprehensive race, and the spelling of names and any other pertinent information.
3. View the Personal Needs and Preferences (PNP or Access Profile) to verify that the correct accessibility supports appear for your students in the KITE Client testing environment. Please review the Accessibility Manual for all allowable practices, e.g., Read Aloud is an allowable practice for all students. (NOTE: PNP settings can be adjusted at any time during testing)
 - a. Is your student blind or have a visual impairment?
 - b. Is your student proficient enough in braille at this time to be able to demonstrate in the testlets what he or she knows and can do in relationship to the Essential Elements? The DLM Alternate Assessment is not a test about braille skills and should not be delivered to students who are just learning braille but are not yet proficient in that language.
4. View the First Contact Surveys to verify the survey is correct, submitted, and complete.
5. View your rosters and verify students are NOT listed on more than one roster for the same content area (exception is End-of-Instruction testlets - students who have duplicate subjects but unique courses).

DISTRICT'S DATA CLEANUP RESPONSIBILITIES

1. After teachers have completed their cleanup, cleanup time begins for district level staff. Please ensure you know the dates that your state expects you to complete your cleanup work.
2. Assemble your plan and team members to conduct data cleanup and validation.
3. Determine how the data clean-up process responsibilities are communicated.
4. Use procedures from the Data Steward Manual to pull data extracts from Educator Portal and view current data.
5. Edit the data against your district or state data. Are the right students in the right places? If not, review the section titled Manage Student Moves in the Data Steward Manual to add them to the new school or district, and remove them from the old school or district. Correct inaccurate data by using administrative knowledge, teacher reference or school/district level databases. Only the District Test Coordinator can manually edit student information.

6. Look for students enrolled more than once with identical information except perhaps one field, e.g., the state id. A student may have been enrolled using a state ID with a transposed number and then a second time with the corrected state ID. Investigate which one is correct? Remove the wrong one.
7. More than one person should check the data. Pull a new data extract to check your work and/or distribute new extracts to appropriate audiences for them to check the information.
8. Use procedures from the Data Steward Manual to modify the data.
9. While data collection and comparison can be addressed simultaneously for all three types of files, if uploading new templates, please process uploads in the following order so that records and relationships are correctly linked:

First: Upload User file | **Second:** Upload Enrollment file | **Third:** Upload Roster file

Areas of data to focus on:

1. Users files
2. Enrollment files
3. Rosters files
4. Personal Needs and Preferences (PNP or Access Profile) for each student
5. First Contact Surveys for each student

Details:

1. **Download Current User Data Extract:** Verify that the spelling of teachers name is correct, that the teacher’s first & last name is in the correct field, that the e-mail address is correct. Edit and update as needed.
2. **Download Current Enrollment Data Extract:** and verify grade, subject, and school. If a student is listed/enrolled in multiple schools, confirm this is needed or correct the data.
3. **Download Roster Data Extract** and verify students are NOT listed on more than one roster for the same subject (exceptions are EOI states OK and MS with unique course names with subjects).
4. **Download Accessibility Profile Data Extract** and verify settings, e.g., check to ensure braille is not marked for a student who will not be taking a testlet in braille.
5. **View students’ First Contact Surveys** and verify the survey is submitted and complete.

USING THE DATA EXTRACTS

Here are some suggestions on how DLM extracts can be used to compare district and/or state data to identify corrections that are needed.

Experienced Excel users might consider using these features to review and compare data (click on the links for these features to find tutorials).

- [Sort](#) the data by a specific column to identify duplicates (for example name).
- Apply a [filter](#) to a column to view select records (for example, in the Enrollment file, choose DLM_Status and filter out 2016 (the correct value) to see which records have incorrect data or blanks).
- Use [VLOOKUP](#) to search for a value and return a value from a related cell.

WHERE TO FIND CLEANUP PROCEDURES IN THE DATA STEWARD MANUAL

Procedures in the Data Steward Manual may be helpful in completing specific actions.

Data Steward Actions	Procedure Title (in Data Steward Manual)
<p>User</p> <ol style="list-style-type: none"> 1. View the User Extract. 2. Compare the extract data against your district or state data. 3. Correct data. 	<p>View User Extract Change User Account Information</p>
<p>Enrollment</p> <ol style="list-style-type: none"> 4. View the Current Enrollment Extract. 5. Compare the extract data against your state or district data. 6. Keep rows of information that require correction. 7. Delete rows of information that do not require correction. 8. Delete specified columns to prepare the extract for use as an Enrollment File. 9. Upload the Enrollment File*. 10. Exit students from the system if needed. <p><i>*Some information may be edited manually in the User Interface in Educator Portal.</i></p>	<p>View Current Enrollment Extract</p> <p>Change Enrollment Data Previously Uploaded Remove a Student from Educator Portal <i>Edit a Student Record Manually, including the state student identifier.</i></p>
<p>Roster</p> <ol style="list-style-type: none"> 11. View the Roster Extract. 12. Compare the extract data against your state or district data. 13. Keep rows of information that require correction. 14. Delete rows of information that do not require correction. 15. Delete specified columns to prepare the extract for use as a Roster File. 16. Upload the Roster File. 	<p>View Roster Extract</p> <p>Change Roster Data</p>

WHERE TO FIND OTHER HELP

Common error messages and solutions related to file uploads into Educator Portal are summarized on the KITE Troubleshooting webpage <http://dynamiclearningmaps.org/content/kite-troubleshooting>.

Contact the DLM Help Desk for additional help at DLM-support@ku.edu or 1-(855) 277-9751.

NOTE: DLM does not host all the data a state might need for accountability purposes. Contact your state education agency with any questions about how students count for accountability purposes.