

Data Quality Curriculum (DQC) EXPERIENCED PIMS ADMINISTRATOR TRACK SYLLABUS

COURSE INFORMATION

Course Description: The DQC Experienced PIMS Administrator Track is designed for those individuals, with a minimum of one year of experience, responsible for the collection and reporting of educational data.

Course Objectives: The objective of the DQC Experienced PIMS Administrator Track is to increase current skills and provide networking opportunities.

Upon completion of this course, participants will increase skills in:

- Coordinating with LEA administration
- Coordinating with data personnel
- Incorporating prior knowledge to analyze complex data scenarios
- Interpret how attribution and graduation rates impact state initiatives

Course Requirements: Participants in the Experienced PIMS Administrator Track will need the following to successfully meet all course requirements:

- Internet access
- Access to a Moodle account
- Complete all assigned online coursework on time with a 90% average.

Course Structure: The majority of this course will be delivered through online learning with the exception of the initial Resource Navigation lesson which will be delivered via a face-to-face session or by video conference. Subsequent sessions will be delivered through the online platform of Moodle (www.padqc.org/learn).

Once on the DQC Moodle site, participants will access the online exercises, course materials, simulations, and resources. Exercises will consist of quizzes, assignments, and discussion forums.

Moodle Access:

To access the Experienced PIMS Administrator Track on Moodle, participants will need access to the Internet and a supported Web browser such as Firefox, Google Chrome, or Safari.

Moodle login information will be provided for access to the course through the DQC login page that can be found at www.padqc.org/learn.

Technical Support:

If you need technical assistance at any time during the course or to report a problem with Moodle, you can:

- Review the online Moodle Tutorial located in the *Need Help with Moodle* block on the DQC Moodle site.
- Click the forgotten password link and follow instructions for password retrieval.
- Contact the PIMS point of contact at your local intermediate unit.

General Information:

Tracking Progress: Participants can review their progress throughout the track by locating the Assignments block in Moodle and clicking the quiz and assignment link. To review a combined list of completed assignments and quizzes, locate the Grades option under Settings.

- The Experienced PIMS Administrator Track consists of online exercises, including forum discussions, a simulation review, assignments, and quizzes.
- Assignments are to be submitted online as a Word Document or online text.
- Forums allow participants to view and reply to others' posts. Always post respectfully.

Grading: Quiz questions are worth one point each and will be graded automatically through Moodle. Assignments and open-ended questions will be assessed by an instructor and manually entered into the course.

Contact Information:

Please contact RA-DDQDataCollection@pa.gov with questions or for more information about DQC.

COURSE OUTLINE

<i>DQC Experienced PIMS Administrator Track</i>	
<i>Exercise</i>	<i>Quizzes and Assignments</i> <i>All Resources and Assignment documents are available on Moodle.</i>
<i>1: Resource Navigation Exercise</i>	<ul style="list-style-type: none"> • PIMS Resource Navigation Exercise • PIMS Resource Navigation Quiz
<i>2: Key Concepts Exercise</i>	<ul style="list-style-type: none"> • Term Matching Quiz <p><i>Resource:</i> DQC Glossary</p>
<i>3: Experienced PIMS Administrator Scavenger Hunt Exercise</i>	<ul style="list-style-type: none"> • Experienced PIMS Administrator Scavenger Hunt: Part 1 • Experienced PIMS Administrator Scavenger Hunt: Part 2 <p><i>Resource:</i> PIMS Manual Volumes 1 and 2</p>
<i>4: Data Audit Exercise</i>	<ul style="list-style-type: none"> • Data Audit PIMS Assignment <p><i>Resource:</i> Data Audit Example Submission Document</p>
<i>5: PIMS Data Errors Exercise</i>	<ul style="list-style-type: none"> • PIMS Data Errors Quiz <p><i>Resource:</i> PIMS Manual Volumes 1 and 2</p>
<i>6: PIMS Reports Exercise</i>	<ul style="list-style-type: none"> • PIMS Reports Quiz <p><i>Resource:</i> PIMS Manual Volume 1 and access to PIMS reports</p>
<i>7: Graduate Attribution Exercise</i>	<ul style="list-style-type: none"> • Graduate Attribution Quiz
<i>8: Course Collection Exercise</i>	<ul style="list-style-type: none"> • Course/Instructor Collection Quiz
<i>9: Experienced PIMS Administrator Discussion Exercise</i>	<ul style="list-style-type: none"> • Experienced PIMS Administrator Discussion Assignment <p><i>Resource:</i> Experienced PIMS Administrator Discussion Document</p>
<i>10: FERPA and HIPAA Exercise</i>	<ul style="list-style-type: none"> • FERPA and HIPAA Quiz <p><i>Resource:</i> Student Guide to the Privacy of Student Information</p>
<i>11: NCES Building a Culture of Quality Data Exercise</i>	<ul style="list-style-type: none"> • NCES Building a Culture of Quality Data Quiz <p><i>Resource:</i> NCES Forum Guide</p>
<i>12: Final Exam: Experienced PIMS Administrator</i>	<ul style="list-style-type: none"> • Final Exam Experienced PIMS Administrator • Final Exam Assignment <p><i>Resource:</i> Online resources and PIMS Manual Volumes 1 and 2</p>
<i>13: DQC General Forum</i>	<ul style="list-style-type: none"> • Please use this public forum to post any questions, comments, or concerns while completing the track.