

Data Quality Curriculum

LEA BEST PRACTICES TRACK SYLLABUS

COURSE INFORMATION

- Course Description:** This track has been created especially for any member within an LEA that wants to develop and/or continue to support a culture of quality, data-driven decision-making by best practices stemming from data-related privacy, professional development, communication, and collaboration.
- Course Objectives:** The objective of the DQC LEA Best Practices Track is to increase best practices within an LEA around data-driven decisions and provide networking opportunities.
- Upon completion of this course, participants will increase awareness and skills in:
- Data privacy
 - Professional development
 - LEA wide communication and collaboration
 - Coordinating with data personnel
- Course Requirements:** Participants in the LEA Best Practices 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:** This track will be delivered entirely online, using the platform of Moodle. You will use your Moodle account to login to the course from the DQC Program login page (<https://www.padqc.org/learn>).
- Once on the DQC Moodle site, participants will access the online exercises, course materials, and resources. Exercises will consist of quizzes, assignments, and discussion forums.
- Course Access:** To access the LEA Best Practices Track on Moodle, participants will need access to the Internet and a supported Web browser (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.
- For forgotten passwords, please click the forgotten password link and follow instructions.
- Contact the PIMS point of contact at your local intermediate unit.

General Information:

Tracking Progress: Participants can review their progress 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 LEA Best Practices Track consists of online exercises, including forum discussions, 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 graded manually and will not show a grade until it is entered by the instructor.

Contact Information:

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

COURSE OUTLINE

<i>DQC LEA Best Practices Track</i>	
<i>Exercise</i>	<i>Quizzes and Assignments</i> <i>All Resources and Assignment documents are available on Moodle.</i>
<i>1: Quality Data Self-Assessment Survey Exercise</i>	<ul style="list-style-type: none"> Quality Data Self-Assessment Assignment Resource: Quality Data Self-Assessment Document
<i>2: Key Roles in an LEA Exercise</i>	<ul style="list-style-type: none"> Key Roles in an LEA Quiz Resources: Role of Technology Support; Role of the Data Steward; Role of the Office Staff; Role of the Principal; Role of the School Board Member; Role of the Superintendent; Role of the Teacher
<i>3: LEA Best Practices Discussion Exercise</i>	<ul style="list-style-type: none"> LEA Best Practices Discussion Assignment Resource: LEA Best Practices Discussion Exercise Document
<i>4: Creating a Quality-Driven Culture Exercise</i>	<ul style="list-style-type: none"> Creating a Quality-Driven Culture Quiz Resources: Data Quality at a District Level and Data Quality at a School Level
<i>5: Data Privacy, Security, and Confidentiality Exercise</i>	<ul style="list-style-type: none"> Privacy Terms Quiz Resource: Cheat Sheet: Data Privacy, Security, and Confidentiality
<i>6: Safeguarding Student Information Exercise</i>	<ul style="list-style-type: none"> Safeguarding Student Information Quiz Resources: Student Data Principles and A Stoplight for Student Data Use
<i>7: LEA Best Practices Final Assignment Exercise</i>	<ul style="list-style-type: none"> LEA Best Practices Final Assignment Resources: Planning for Quality Data; Data in Schools; Data Audit Planning; Professional Development Planning; Possible Data Errors
<i>8: Quality Data Self-Assessment Survey Revisit Exercise</i>	<ul style="list-style-type: none"> Quality Data Self Assessment Survey Revisit Assignment Resource: Quality Data Self-Assessment Survey Revisit Document
<i>9: LEA Best Practices Track Certificate</i>	<ul style="list-style-type: none"> Participants will have 30 days after the track has closed to print or save their certificate of completion.
<i>10: DQC General Forum</i>	<ul style="list-style-type: none"> Please use this shared forum to post any questions, comments, or concerns while completing the track.