

## Data Quality Curriculum (DQC) BUILDING LEVEL ADMINISTRATOR TRACK SYLLABUS

### COURSE INFORMATION

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**Course Description:** This DQC Building Level Administrator Track has been designed for building level administrators who are responsible for building reports, data accountability, funding, and information sharing among staff. This track focuses on data governance and the role of the building level administrator in data governance and leadership at the building level.

**Course Objectives:** The objective of the DQC Building Level Administrator Track is to provide an opportunity for building level administrators to focus on their role in data governance for a school building.

Upon completion of this course, participants will experience:

- Coordinating with PIMS Administrator(s)
- Discuss the accuracy of building level data
- Developing a data quality plan
- Accessing available resources

**Course Requirements:** Participants in the DQC Building Level 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:** This course will be delivered through Moodle, an online learning platform ([www.padqc.org/learn](http://www.padqc.org/learn)). If this is the participant's first DQC course, the participant must also complete an initial face-to-face/webinar to introduce the participant to the DQC curriculum and Moodle. Subsequent sessions will be delivered through the online platform of Moodle. 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.

**Moodle Access:**

To access the DQC Building Level 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](http://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 your local intermediate unit and ask to speak with the PIMS point of contact.

**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 DQC Building Level Administrator 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 assessed by an instructor and manually entered into the course.

**Contact Information:**

Please contact [RA-DDQDataCollection@pa.gov](mailto:RA-DDQDataCollection@pa.gov) with questions or for more information.

## COURSE INFORMATION

<b>Exercise</b>	<b>Quizzes and Assignments</b> <i>All Resources and Assignment documents are available on Moodle.</i>
<b>1: Resource Navigation Session</b>	<ul style="list-style-type: none"> <li>Resource Navigation Exercise: Building Level Administrator</li> <li>Resource Navigation Quiz</li> </ul>
<b>2: PIMS Collection Calendar</b>	<ul style="list-style-type: none"> <li>Forum: Collection Window Forum</li> <li>Forum: Collection Window Quiz</li> </ul>
<b>3: Structuring for Building Level Data Governance</b>	<ul style="list-style-type: none"> <li>Forum: Key Data Staff</li> <li>Forum: Data Security</li> <li>Assignment: Building Level Data Quality Committee Template</li> </ul>
<b>4: Student Information System (SIS)</b>	<ul style="list-style-type: none"> <li>Forum: Student Information System Structures</li> <li>Forum: Accurate Data Input and Alignment Forum</li> <li>Forum: Timely Updates in SIS/PIMS</li> </ul>
<b>5: Communication and Collaboration</b>	<ul style="list-style-type: none"> <li>Forum: Metritech and PIMS Data Forum</li> <li>Assignment: PIMS Administrator Discussion</li> <li>Assignment: SIS Administrator Discussion</li> <li>Assignment: Data Entry Staff Discussion</li> </ul>
<b>6: Data Quality Professional Development</b>	<ul style="list-style-type: none"> <li>Forum: Data Entry Professional Development</li> <li>Forum: Teacher Professional Development</li> <li>Forum: New Staff Professional Development</li> </ul>
<b>7: Culminating Project: LEA Administrator Data Governance Plan Session</b>	<ul style="list-style-type: none"> <li>Data Governance Plan Submission Assignment</li> <li><b>Resource:</b> Data Quality Rubric and Data Quality Needs Assessment</li> </ul>
<b>8: Act 45 PIL Log: Building Level Administrator</b>	<ul style="list-style-type: none"> <li>Assignment: Building Level Administrator Track: Log Submission (required for Act 45/PIL hours)</li> </ul>
<b>9: DQC Certificate of Completion</b>	<ul style="list-style-type: none"> <li>DQC Building Level Administrator Track Certificate</li> </ul>
<b>10: DQC General Forum</b>	<ul style="list-style-type: none"> <li>Please use this public forum to post any questions, comments, or concerns while completing the track.</li> </ul>