

Data Quality Curriculum (DQC) LEA ADMINISTRATOR TRACK SYLLABUS

COURSE INFORMATION

Course Description: This DQC LEA Administrator Track has been designed for principals, building administrators, superintendents and those responsible for building/district reports, data accountability, funding, and information sharing among staff. This track focuses on data governance and the role of LEA and school district leadership.

Course Objectives: The objective of the DQC LEA Administrator Track is to provide an opportunity for LEA and school administrators to focus on data governance and the role of school district leadership.

Upon completion of this course, participants will experience:

- Coordinating with PIMS Administrator(s)
- Insuring accuracy of data
- Developing a data quality plan
- Accessing available resources

Course Requirements: Participants in the DQC LEA 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, and resources. Exercises will consist of quizzes, assignments, and discussion forums.

Moodle Access:

To access the DQC LEA 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 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 LEA 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 with questions or for more information.

COURSE INFORMATION

<i>DQC LEA 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 Session</i>	<ul style="list-style-type: none"> • Resource Navigation Exercise: LEA Administrator • Resource Navigation Quiz
<i>2: Data Quality Session</i>	<ul style="list-style-type: none"> • Forum: Data Governance • Forum: Impacts on your LEA’s data • Forum: Involvement • Data Governance Committee Assignment <p>Resource: Committee Template Document</p>
<i>3: Related Research and Data Security Session</i>	<ul style="list-style-type: none"> • Data Quality Related Research for LEA Administrators Quiz • Accuracy Certification Statement Quiz • Forum: LEA’s security challenges • Forum: Data security awareness • Forum: Implementing data activities <p>Resource: Privacy Technical Assistance Center (PTAC) Folder</p>
<i>4: Communication Session</i>	<ul style="list-style-type: none"> • Forum: Supporting PIMS reporting • LEA Administrator Discussion Assignment <p>Resource: Communication Template Resources Folder</p>
<i>5: Culminating Project: LEA Administrator Data Governance Plan Session</i>	<ul style="list-style-type: none"> • Data Governance Plan Submission Assignment <p>Resources: Data Quality Rubric and Data Quality Needs Assessment</p>
<i>6: Act 45 PIL Log</i>	<ul style="list-style-type: none"> • Act 45 PIL Log Assignment
<i>7: Certificate of Completion</i>	<ul style="list-style-type: none"> • LEA Administrator Track Certificate