Data Quality Curriculum (DQC)
NEW PIMS ADMINISTRATOR TRACK SYLLABUS

COURSE INFORMATION

Course Description: The DQC New PIMS Administrator Track is designed for those individuals with little experience submitting PIMS data.

Course Objectives: The objective of the DQC New PIMS Administrator Track is to gain an understanding of the basic skills needed to submit high quality data to PIMS.

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

- Resources available to new PIMS administrators
- How to identify your data team
- Using the PIMS manuals
- The parts of a data collection

Course Requirements: Participants in the New PIMS Administrator Track

will need the following to successfully meet all course requirements:

- Internet access

- Access a Moodle account

- Complete all assigned online coursework on time and receive a 90% or greater average.

Course Structure: This course will be delivered through Moodle, an online learning platform (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 and assignments.

Moodle Access: To access the DQC New 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 registration form that can be found on the https://www.padqc.org/learn homepage.

Technical Support: If you need technical assistance at any time during the course or to report a problem with Moodle, you can:
- Contact a member of the DQC team. Refer to your welcome email for information.

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 New PIMS Administrator Track consists of online exercises, assignments, and quizzes.
- Assignments are to be submitted online as a Word Document or online text.

Grading: Quiz questions 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.

pennsylvania
DEPARTMENT OF EDUCATION

DQC New PIMS Administrator Track	
Exercise	**Quizzes and Assignments** *All Resources and Assignment documents are available on Moodle.*
1: FERPA/Data Privacy	• Privacy Terms Quiz • Safeguarding Student Information Quiz
2: New PIMS Administrator Checklist	• Explore the New PIMS Administrator Checklist on PDE's website
3: New PIMS Administrator Resources	• Resource Matching Quiz
4: Intro To PIMS Reporting How-To Guide	• Identifying your Data Quality Team Assignment • Reading the PIMS Collection Calendar Quiz • Using the PIMS Manual Quiz
5: PIMS Webpage Overview	• PIMS Webpage Overview Assignment
6: The Life Cycle of a PIMS Data Collection	• The Life Cycle of a PIMS Data Collection Assignment
7: Final Exam	• Vocabulary Quiz • Final Exam
8: DQC Certificate of Completion	• DQC New PIMS Administrator Track Certificate