

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: 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, 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 registration form located 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 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 automatically graded 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

Exercise	Quizzes and Assignments <i>All Resources and Assignment documents are available on Moodle.</i>
1: Resource Navigation Session	<ul style="list-style-type: none"> • Resource Navigation Exercise: LEA Administrator • Quiz: Resource Navigation
2: Quality Data Self-Assessment Survey	<ul style="list-style-type: none"> • Assignment: Quality Data Self-Assessment Survey
3: Data Quality Session	<ul style="list-style-type: none"> • Forum: What does Data Governance look like? • Forum: Who impacts your LEA's data? • Forum: Who should be involved? • Assignment: Data Governance Committee
4: Creating a Quality-Driven Culture Exercise	<ul style="list-style-type: none"> • Quiz: Creating a Quality-Driven Culture
5: Related Research and Data Security Session	<ul style="list-style-type: none"> • Forum: LEA security challenges • Forum: LEA data security awareness • Forum: LEA data activities • Quiz: Data Quality Related Research • Quiz: Accuracy Certification Statement (ACS)
6: Communication Session	<ul style="list-style-type: none"> • Forum: How does your LEA support PIMS reporting? • Assignment: LEA Administrator Discussion
7: Culminating Project: LEA Administrator Data Governance Plan Session	<ul style="list-style-type: none"> • Data Governance Plan Submission Assignment • Resource: Data Quality Rubric and Data Quality Needs Assessment
8: Act 45 PIL Log: LEA Administrator	<ul style="list-style-type: none"> • Assignment: LEA Administrator Track: Log Submission (required for Act 45/PIL hours)
9: DQC Certificate of Completion	<ul style="list-style-type: none"> • DQC LEA Administrator Track Certificate