

Data Quality Curriculum (DQC)

DATA ENTRY TRACK SYLLABUS

COURSE INFORMATION

Course Description: The DQC Data Entry Track is designed for those who enter data into an LEA information system and are responsible for managing accurate and timely data maintenance.

Course Objectives: The objective of the DQC Data Entry Track is to provide both understanding and opportunity for data entry personnel to become better skilled in their field.

Upon completion of this course, participants will become skilled at:

- Creating a data calendar
- Constructing audit checklists
- Generating reports
- Preventing, revising, and correcting errors

Course Requirements: Participants in the DQC Data Entry 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 Data Entry 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 the PIMS point of contact at your local intermediate unit.

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 Data Entry Track consists of online exercises, including forum discussions, a simulation review, 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 OUTLINE

DQC Data Entry Track	
Exercise	Quizzes and Assignments <i>All Resources and Assignment documents are available on Moodle.</i>
1: Resource Navigation Exercise	<ul style="list-style-type: none"> Data Entry Resource Navigation Exercise Resource Navigation Quiz
2: Key Concepts Exercise	<ul style="list-style-type: none"> Data Entry Acronym Quiz Data Entry Term Quiz <p>Resource: DQC Glossary and PIMS Manuals</p>
3: Data Entry Scavenger Hunt Exercise	<ul style="list-style-type: none"> Part 1: Data Entry Scavenger Hunt Quiz Part 2: Data Entry Scavenger Hunt Quiz <p>Resource: PIMS Manual Volumes 1 and 2</p>
4: Residency and Enrollment Exercise	<ul style="list-style-type: none"> Residency and Enrollment Quiz <p>Resource: Basic Education Circulars</p>
5: FERPA and HIPAA Exercise	<ul style="list-style-type: none"> Data Entry FERPA and HIPAA Quiz <p>Resource: Student Guide to the Privacy of Student Information</p>
6: Data Entry Discussion Exercise	<ul style="list-style-type: none"> Data Entry Discussion Assignment <p>Resource: Data Entry Discussion Document</p>
7: NCES Building a Culture of Quality Data Exercise	<ul style="list-style-type: none"> NCES Building a Culture of Quality Data Quiz <p>Resource: NCES Forum Guide</p>
8: Student Information System Data Errors Exercise	<ul style="list-style-type: none"> Student Information System Data Errors Quiz <p>Resource: PIMS Manual Volumes 1 and 2</p>
9: Data Entry Final Exam	<ul style="list-style-type: none"> Final Exam <p>Resource: Online resources and the PIMS Manual Volumes 1 and 2</p>
10: Certificate of Completion	<ul style="list-style-type: none"> Available after completion.
11: DQC General Forum	<ul style="list-style-type: none"> Please use this public forum to post any questions, comments, or concerns while completing the track.