

## Data Quality Curriculum (DQC) ENTRY LEVEL PIMS ADMINISTRATOR TRACK SYLLABUS

### COURSE INFORMATION

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**Course Description:** This track has been created especially for Entry Level PIMS Administrators, with less than one year of experience, to gain an understanding of the basic skills needed to submit high quality data to PIMS.

**Course Objectives:** The objective of the DQC Entry Level PIMS Administrator Track is to provide both a better understanding of the PIMS process and an opportunity for PIMS Administrators, with less than one year of experience, to become better skilled.

Upon completion of this course, participants will have a better understanding of:

- Uploading data into PIMS
- Resolving errors
- Coordinating with data personnel
- Reporting to school administration
- Analyzing reports
- Gathering requirements
- Checking for accuracy

**Course Requirements:** Participants in the Entry Level 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:** 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 (<https://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 Entry Level 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 login page that can be found at <https://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 Entry Level PIMS Administrator 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 reply and view 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 about DQC.

<b>DQC Entry Level PIMS Administrator Track</b>	
<b>Exercise</b>	<b>Quizzes and Assignments</b> <i>All Resources and Assignment documents are available on Moodle.</i>
<b>1: Resource Navigation Exercise</b>	<ul style="list-style-type: none"> <li>PIMS Resource Navigation Quiz</li> </ul> <b>Resource:</b> PIMS Resource Navigation Exercise
<b>2: Key Concepts Exercise</b>	<ul style="list-style-type: none"> <li>Acronym Matching Quiz</li> <li>Part 1: Term Matching Quiz</li> <li>Part 2: Term Matching Quiz</li> </ul> <b>Resource:</b> DQC Glossary
<b>3: Introduction to PAsecureID Exercise</b>	<ul style="list-style-type: none"> <li>Introduction to PAsecureID Quiz</li> </ul> <b>Resource:</b> PDE website
<b>4: Introduction to the Change Summary</b>	<ul style="list-style-type: none"> <li>Introduction to the Change Summary Quiz</li> </ul> <b>Resource:</b> PIMS Manual Volume 1
<b>5: Introduction to the PIMS Manual</b>	<ul style="list-style-type: none"> <li>Introduction to the PIMS Manual Volume 1 Quiz</li> <li>Introduction to the PIMS Manual Volume 2 Quiz</li> </ul> <b>Resource:</b> PIMS Manual Volumes 1 and 2
<b>6: Introduction to the Data Collection Calendar</b>	<ul style="list-style-type: none"> <li>Introduction to the Data Collection Calendar Quiz</li> </ul> <b>Resource:</b> Data Collection Calendar
<b>7: PIMS Scavenger Hunt Exercise</b>	<ul style="list-style-type: none"> <li>Entry Level PIMS Administrator Scavenger Hunt: Part 1</li> <li>Entry Level PIMS Administrator Scavenger Hunt: Part 2</li> <li>Entry Level PIMS Administrator Scavenger Hunt: Part 3</li> </ul> <b>Resource:</b> PIMS Manual Volumes 1 and 2
<b>8: Data Audit PIMS Checklist Exercise</b>	<ul style="list-style-type: none"> <li>Data Audit PIMS Checklist Assignment</li> </ul> <b>Resource:</b> Data Audit PIMS Checklist Document
<b>9: PIMS Data Errors Exercise</b>	<ul style="list-style-type: none"> <li>Possible PIMS Data Errors Quiz</li> </ul> <b>Resource:</b> PIMS Manual Volumes 1 and 2
<b>10: COGNOS Data Quality Reports Exercise</b>	<ul style="list-style-type: none"> <li>COGNOS Data Quality Reports Quiz</li> <li>COGNOS Reports Matching Quiz</li> </ul> <b>Resource:</b> COGNOS Data Quality Reports and access to your LEA COGNOS application
<b>11: Residency and Enrollment Exercise</b>	<ul style="list-style-type: none"> <li>Residency and Enrollment Quiz</li> </ul> <b>Resource:</b> Basic Education Circulars and EdNA
<b>12: Data Calendar Exercise</b>	<ul style="list-style-type: none"> <li>Data Calendar Quiz</li> </ul> <b>Resource:</b> PIMS Manual Volume 1 and Data Collection Calendar
<b>13: Entry Level PIMS Administrator Discussion Exercise</b>	<ul style="list-style-type: none"> <li>Entry Level PIMS Administrator Discussion Assignment</li> </ul> <b>Resource:</b> PIMS Administrator Discussion Document
<b>14: FERPA and HIPAA Exercise</b>	<ul style="list-style-type: none"> <li>FERPA and HIPAA Quiz</li> </ul> <b>Resource:</b> Forum Guide to the Privacy of Student Information
<b>15: NCES Building a Culture of Quality Data Exercise</b>	<ul style="list-style-type: none"> <li>NCES Building a Culture of Quality Data Quiz</li> </ul> <b>Resource:</b> NCES Forum Guide
<b>16: Entry Level PIMS Administrator Final Exam</b>	<ul style="list-style-type: none"> <li>Final Exam</li> </ul>
<b>17: DQC Survey</b>	<ul style="list-style-type: none"> <li>DQC: Entry Level PIMS Administrator Track Survey</li> </ul>
<b>18: DQC General Forum</b>	<ul style="list-style-type: none"> <li>Please use this public forum to post questions, comments, or concerns while completing the track.</li> </ul>