COURSE INFORMATION

Course Description:

The Building Level Administrator Track has been created especially for building level administrators who review reports related to data accountability. This track focuses on the role building level leadership plays in data governance. Participants will develop or expand upon a building-focused data plan which exhibits the best practices of data analysis, interpretation and application to ensure increased student achievement through maintaining data accuracy.
No prerequisite is required for this track. *This track does not qualify for Module access.*

Course Requirements:

Participants will need the following to successfully complete the track.
- Internet Access
- Moodle Access
- Completion of all assigned online coursework on time
- Receive a 90% or higher final grade

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. Moodle can be accessed through Firefox, Google Chrome, or Safari.

Moodle Access and Technical Support:

To gain access to Moodle, participants will need to register using the form on the DQC homepage. Moodle login information will be provided once the registration has been processed.

- Please allow 5-7 days for registration processing

If you need technical assistance at any time, please reach out to a DQC team member. You may refer to your welcome email for contact information.

Grading Information:

Quizzes are automatically graded through moodle. You will have 3 attempts on all quizzes.

Assignments are uploaded into moodle. They will be graded by an instructor.

- Please allow 7-10 business days for the grading of assignments

Act45/Act 48 Information:

This track is eligible for 33 Act 45 hours

Data Governance
- National Forum on Education Statistics
- NCES Forum Guide to Data Governance
- NCES Forum Guide to Longitudinal Data Systems
- Data Governance and Stewardship
- Data Governance Checklist
- Quality School-Level Achievement
- Building Level Data Quality Committee/Meetings Assignment
- Quality Data Self-Assessment Survey
- Role of the Principal
- Data Governance Needs Assessment
- Data Quality Action Plan Assignment
- Creating a Quality-Driven Culture Quiz

Data Privacy and Security
- Student Privacy Policy
- Data Security and Management Training
- Data Security Checklist
- FERPA Notification of Rights
- FERPA Exceptions

General Overview of PIMS
- Collection Window Quiz
- SIS Administrator Discussion Assignment
- PIMS Administrator Discussion Assignment
- Data Entry Staff Discussion Assignment

Resource Navigation
- Resource Navigation Exercise
- Resource Navigation Quiz

Act 45 PIL Log

DQC Certificate of Completion