

Data Quality Curriculum (DQC)  
**INTERNAL SNAPSHOT MODULE SYLLABUS**  
**(BEGINNER)**

## **COURSE INFORMATION**

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### ***Course Description:***

The objective of the Internal Snapshot Module is to reinforce current knowledge. The purpose of an internal snapshot is to capture records from each [LEA](#) at a specific point in time. Internal snapshots will occur various times throughout the school year and contain records for students who have an active enrollment record for the internal snapshot date. Upon completion of this module participants will reinforce knowledge of technical and practical procedures.

Any completed and passed PIMS Administrator Track is a prerequisite for this module.

### ***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](http://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 module is eligible for 8 Act 48 hours

# COURSE OUTLINE

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## **Resources**

- Internal Snapshot Resource
- Internal Snapshots – Calendar Overview

## **Internal Snapshot Quiz**

## **Internal Snapshot – Reading the Calendar Quiz**

## **DQC Certificate of Completion**