

Decentralizing Student Data

Welcome
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Plan for Today

1. Answer question: is there a need for decentralization?
2. Tell / show what we've done in Dickson County.
3. Share what you've done in your county.
4. Discuss / brainstorm possibilities and ideas.

Ground rules

1. Participate (interrupt, wave hands, correct, add, etc.)
2. Tell the truth
3. Do what you gotta' do

Why are you here? MISSION

- 1. Tell someone.**
- 2. Share with the group.**
- 3. Better Lives - Better Customer Service**

A. What tasks are represented in this room? Stand up if you are in charge of or take an active part in

1. SIS (Skyward) administration
2. State reporting
3. EIS contact
4. Error correction
5. Staff entry & admin
6. Secured user entry & admin
7. Data supply (data / educational application integration)
8. RUG member
9. _____

Be better.... FOUNDATION Eggs and Baskets

- 1. How many tasks rely only on you in the district?**
- 2. Personal experience (IO Education - FastBridge)**

Tasks in Data Management

- 1. State Reporting (auditing & error correction)**
- 2. SIS Administration**
- 3. Data Supplies**

Decentralization

1. What does it mean in context of
 - a. SIS administration,
 - b. State reporting / correction and
 - c. Data supply?
2. Is it needed?

Reasons That Data Management Should Be Decentralized In Dickson County

1. Backup / Redundancy
2. Better customer support
3. Me (errors, breakdowns)

What are the roadblocks to decentralization?

1. Lack of time
2. Lack of employees
3. Lack of funds
4. Lack of knowledge
5. Loss of job security?????
6. _____

Decentralization Assessment

1. How many students are in your system (rough estimate, round off to nearest 100)? 8200
2. Divide by # of schools are in system? 15
3. Divide by # of super users in your system who can do essential tasks. 8
4. Dickson County score = 68

What Dickson County has done and is doing to decentralize data management involves

- **Automation**
- **Empowerment**
- **Documentation**

Automation - Data Supplies

Automate reports so that

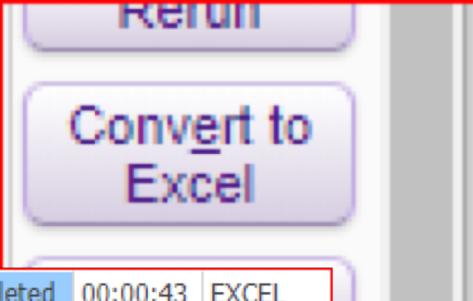
1. They run and are ready for me and others each morning
2. Are available on a shared folder and my PC (using combination of Skyward ftp capability and WinSCP).

Automate commonly needed data mines and Skybuild exports (student info needed by picture takers, for example).

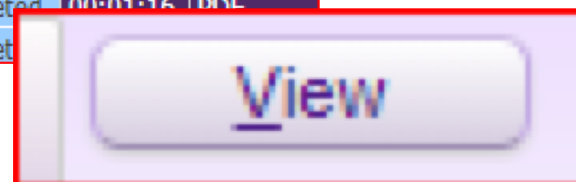
Automation - Data Supplies

- i. Put data supply services on local server(s) (calling system -- absence calling and daily sync; lunch system)**
- ii. Use Skyward ftp capability to send data to connected applications (Follett)**
- iii. Build apps for custom export (Food Services)**

09/10/2018 Mon	6:30 AM	Student Data Mining - RB_AlphaKeyMidim	Completed	00:03:43	EXCEL
09/10/2018 Mon	6:00 AM	Directors Monthly Membership/Attendance Report -	Completed	00:04:16	PDF
09/10/2018 Mon	5:30 AM	Directors Monthly Membership/Attendance Report -	Completed	00:04:16	PDF
09/10/2018 Mon	5:00 AM	Directors Monthly Membership/Attendance Report -	Completed	00:04:16	PDF
09/10/2018 Mon	4:45 AM	Directors Monthly Membership/Attendance Report -	Completed	00:04:16	PDF
09/10/2018 Mon	4:41 AM	Monthly Membership/Attendance Report - ADM ADT	Completed	00:04:16	PDF



09/10/2018 Mon	3:45 AM	Student Data Mining - Bus_Riders	Completed	00:00:43	EXCEL
09/10/2018 Mon	3:30 AM	Validate Data for Ed-Fi - 2018-19 EdFVal RB	Completed	00:01:16	PDF
09/10/2018 Mon	3:30 AM	Transportation ADT Report - ADT RB	Completed	00:01:16	PDF



09/11/2018 Tue	4:30 AM	Student Data Mining - SpedStudentsForClever	Completed	00:00:48	EXCEL
09/11/2018 Tue	4:20 AM	Student Data Mining - RB_SSN_andOr_PIN	Completed	00:03:09	EXCEL
09/11/2018 Tue	4:16 AM	Student Data Mining - RB_ClassificationActiveStuder	Completed	00:00:59	EXCEL
09/11/2018 Tue	4:10 AM	Student Data Mining - RB - ELL	Completed	00:03:42	EXCEL
09/11/2018 Tue	3:50 AM	Student Data Mining - RB_EntryDates_NoWD	Completed	00:02:55	EXCEL
09/11/2018 Tue	3:45 AM	Student Data Mining - Bus_Riders	Completed	00:00:44	EXCEL
09/11/2018 Tue	3:30 AM	Validate Data for Ed-Fi - 2018-19 EdFVal RB	Completed	00:01:16	PDF

Automation - Correction

- i. Download 5 data supplies from state and 2 data reports from Skyward**
- ii. Run audit app for snapshot**
- iii. Have audit results automatically sent to relevant staff OR saved in shared folder (example: classifications information automatically sent to Federal Projects director (Homeless, Foster, Military, etc.) and preschool coordinator (Q and L))**



Data Reports

Tennessee Department of Education

[Home](#)[Teacher Quality](#)[Standard Reports](#)[Research Queries](#)[Teacher Reports](#)[Log Out](#)

DATA REPORTS - RESEARCH QUERIES

If you have questions or need assistance with Research Queries, please email dt.support@tn.gov or call 1-800-495-4154.

Reports available:

STUDENT MEMBERSHIP LIST

School Year: 2018

School: - All Schools -

[View Report](#)

Grade Assignment: - All Grade Assignments -

Report Period: - All Periods -

1 of 2 ? Find | Next

Student Membership

Dickson County (220)

- All Schools -

Student Classifications

Dickson County (220)

- All Schools -

CSV (comma delimited)

Excel

[Student Classifications](#)[Director's Membership Attendance By Period](#)[Student Membership List](#)[Statewide Student Key](#)

State

Help for EIS
preparation.

SIS

Help for Skyward
preparation.

Go

Start your
audit.

**Download
Folder**

Reset FAP

Close

TennSRS



Product Setup

Skyward Contact Access

System Administration

Data Administration

Student Management

Task Manager



View District Queue ★

Last Print Queue Activity (C:\Skyward\wfw\sprntqueueagent001.r, 010102): 09/10/2018 @ 6:

Status: ☒ All (16291) ☐ Queued (0) ☐ Running (1) ☐ Completed (15627) ☐ Errors (663) ☐ P

Views: General Filters: EIS_Export_CurrentYear

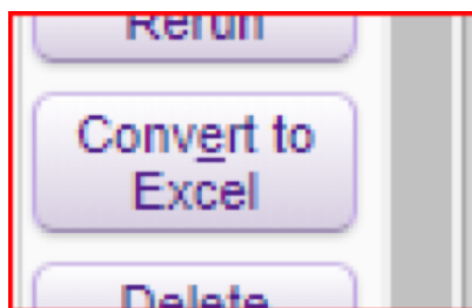
Date Created	Time*	Result
09/07/2018 Fri	3:00 PM	C PDF file was created (4) N

My Print Queue



Print Queue for Randall Brison

Date	Time	Report Description
09/10/2018 Mon	7:36 AM	Export EIS Data (Excel)
09/10/2018 Mon	7:30 AM	DCSN_2017 Export
09/10/2018 Mon	7:30 AM	CalSys2016 Export
09/10/2018 Mon	7:00 AM	Student Data Mining - FirstPeriodClass
09/10/2018 Mon	6:50 AM	Ed-Fi Error Report - ErrorsRB



Convert to Excel

Simple Dump - Exports the data as it appears on the report.

Advanced Dump - Exports the data by merging associated data into one line.

☒ CSV/Microsoft Office 2000 ☐ Microsoft Office 2002+ ☐ Open Office

** Try CSV if you are having problems with the file opening in Excel or Open Office

Simple Dump

Advanced Dump

Back

Completed

00:02:35

PDF

Completed

00:03:09

EXCEL

Completed

00:00:01

PDF

Empowerment - SIS

1. Give other people rights to act in Skyward - four people in IT are superusers - four people in schools are super users
2. Tier 1 ticket resolution of Skyward related issues (with the support of the IT coordinator Ben Lewis and my triage tech Tony Rodriguez)
3. Complicated issues (Tier 2 and 3) are referred to me.

Empowerment - Correction

1. Train and learn in all things through data team meetings and one-one-one communication (tickets, email, phone, remote, school visits)
2. Communicate clearly with data staff about processes and standard operating procedures.
3. Give school level staff rights to correct more things (transaction records, for example)

Empowerment - Data Supplies

1. Again, communication and training so that school level staff know what is available and possible so that they can supply vendors (such as picture takers) with needed information or their bosses with desired reports.
2. More rights given to school users to data mine and Sky build.

Documentation

1. Promoting user resources such as SkyDocs and calling system online help.
2. Writing HelpDesk knowledgebase articles with step-by-step instructions for common tasks (useful for Tier 1 support and other superusers).
3. Emphasis on ticket submission for every issue for documentation of resolution process.
4. Tech department shared folder with workflow diagrams associated with data supply and app integration (how does data get to Clever? To Destiny? To Food Service?)

Link for Dickson County Schools Skyward staff information --

<http://www.dcastn.org/InformationforSkywardStaff.aspx>

This information is being moved to or replicated on DC Schools HelpDesk.

What has your district done?

What do you ask school users to do?

1. run reports?
2. communicate with other schools (blocks)?
3. fix transaction records? student records?
4. _____

Questions?

1. Discuss / brainstorm possibilities and ideas.
2. Consultants or partners (vendors)? What tasks and areas? Who would you recommend?
3. Has anyone created a generic user (a la Clever) in Skyward for data exports?
4. What are the downsides of creating a generic user and putting auto accounts in it?

Decentralizing Student Data

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(Additional information, images and slides below)



Data Reports

Tennessee Department of Education

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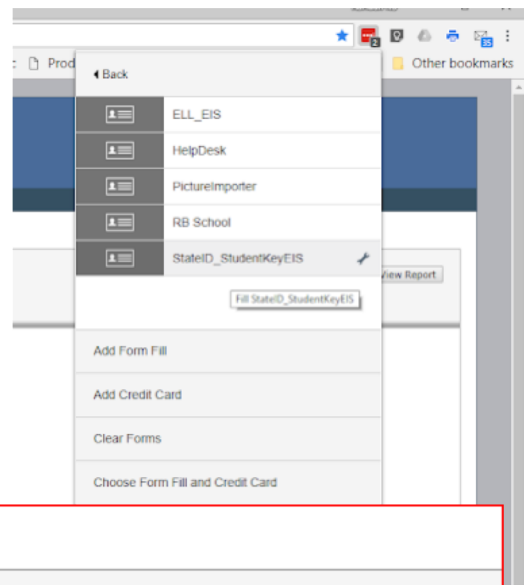
STATE-WIDE STUDENT KEY

School

Requested Date Start

Requested Date End

Gender



STATE-WIDE STUDENT KEY

School

Requested Date Start

Requested Date End

Gender

[Block Approval Errors](#)

District

School

Staff

Student

Class

Course

Student Search

School Year*

2018

District No.

220

Error Report List

District

School

Staff

Student

Class







Course

EIS Extracts last processed: 9/9/2018 9:18:00

School Error Report List

District: 220, Dickson County
Block Approval Errors

[Download All School Errors](#)

Name of School	Report Type
Charlotte Elementary	Select 
Dickson County High School	Select 
Dickson Elementary	Select 
Dickson Intermediate School	Select 
Special Services	Select 
Wart Burns Elementary	Select 

Some work to do, my friend.



Now run Skyward, Student Manage, 000 level, Federal/State Reporting,
Import Student State Ids, Remove, Choose File, Upload File, Import.

OK

Date ▼	Time	Report Description	Wait List #	Status	Time	Form
09/10/2018 Mon	8:32 AM	Import Student State IDs		Completed	00:00:38	PDF
09/10/2018 Mon	7:43 AM	Validate Data for Ed Fi 2018-19 EdFi/val_PP (Excel		Completed	00:00:01	Excel