2014-2015 Student Biographical Data (SBD) Training

Assessment Unit

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Training Outline

- **Overview of SBD**
  - Purpose, general description and 2014-2015 timeline
- **Getting Started**
  - Data Pipeline Assessment Webpages, SBD support documents, CDE's Identity Management System and User Roles
- **SBD Step by Step**
  - Two options
  - SBD Demonstration
- **SBD Resources**
  - SBD Manual, Data Pipeline Webpage, Assessment Webpage and CDE contacts

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What is Student Biographical Data (SBD) Review?

- **Purpose:**
  - Voluntary district review of student demographic data collected during assessment cycle
  - Not an opportunity to provide student data for the first time
- **Basic process**
  - Occurs after the testing window closes and before scores are released
  - CDE uploads data provided by vendor to Data Pipeline
  - Districts download, review, edit, upload and approve their data to Data Pipeline
  - CDE returns data to vendor after SBD window closes
- **Communication:**
  - Assessment coordinates and communicated about SBD with District Assessment Coordinators (DACs)

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2014-2015 SBD Collections

Assessment	Tentative Dates*
CMAS/CoAlt: Science and Social Studies (Fall 2014)	January 15 – 27
ACCESS for ELLs	March 26 – April 1
CMAS/CoAlt: Science and Social Studies (Spring 2015)	TBD
CO ACT	June 17 – 26
CMAS: PARCC ELA and Mathematics	TBD
CoALT: DLM	TBD

* Dates are tentative. DACs will receive updates about changes to dates as needed.

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Student Biographical Review: Getting Started

Data Pipeline Website

http://www.cde.state.co.us/datapipeline

Links for Assessment collection websites are under the Periodic Collections.

SBD Support Documents

Each assessment Data Pipeline web page has the following information:

- **Overview**: Provides a brief description of Pre-ID extracts and SBD processes.
- **File Layout and Definitions**: The SBD file layout and variable definitions.
- **Business Rules**: Collection warnings and errors when there are problems or inconsistencies in the data submission.
  - Errors need to be resolved before a file can be approved.
  - Warnings alert to a potential problem that should be carefully checked, but do not block file approval.
- **Trainings**: Links to SBD specific trainings.

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CDE's Identity Management System

- **Data Pipeline is part of CDE's Identify Management System.**

- **Local Access Manager (LAM) assigns roles to each collection.**

- **Assessment Collection's are identified in Data Pipeline using the following groups:**

  - ACT: CO ACT SBD collection

  - ACC: ACCESS for ELLs SBD collection

  - CMS: CMAS/CoAlt: Science and Social Studies SBD collection

  - DLM: CoAlt: DLM

  CMAS: PARCC ELA and Math IDM group code will be added when the collection has been added.

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Data Pipeline User Roles
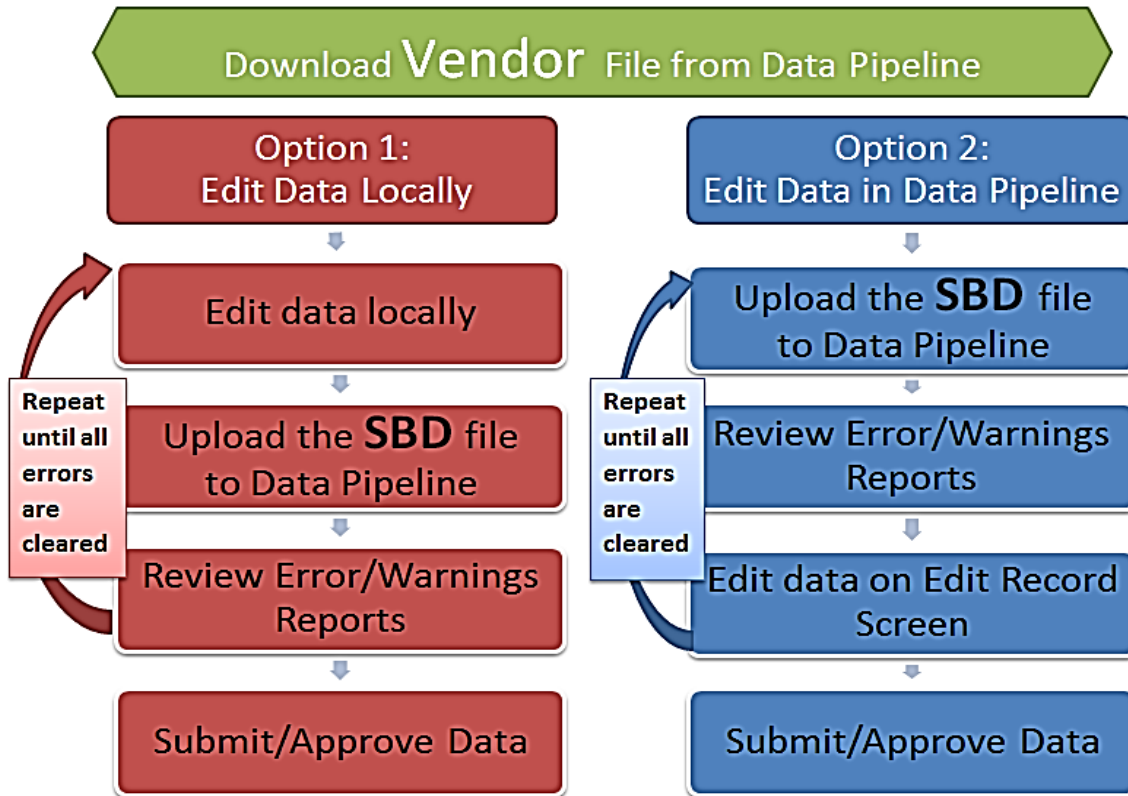
- **The Assessment collections have three different district user roles.**
  - LEA Viewer: These users can only view the data and reports.
  - LEA User: These users have the same permissions as the LEA Viewer, plus they can download, edit and upload data.
  - LEA Approver: These users have same permissions as the LEA User, plus they can approve data.

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Data Pipeline User Roles: Notes

- **An individual may only have one user role per Assessment collection.**
  - An individual cannot be both an LEA Approver and LEA Viewer for ACCESS for ELLs.
- **An individual may be assigned roles in several or all the Assessment Collections.**
  - An individual can be an LEA Approver for ACCESS for ELLs and LEA Viewer in CO ACT.
- **For more information about how to assign user roles to collections and more detail on Data Pipeline User Roles see the Data Pipeline's District User Manual**

(**http://www.cde.state.co.us/assessment/assessmentpipelinemanual1415**).

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Student Biographical Data (SBD) Review:
Step by Step

SBD: Two Options

Download **Vendor** File from Data Pipeline

Option 1: Edit Data Locally	Option 2: Edit Data in Data Pipeline
Edit data locally	Upload the **SBD** file to Data Pipeline
Upload the **SBD** file to Data Pipeline	Review Error/Warnings Reports
Review Error/Warnings Reports	Edit data on Edit Record Screen
Submit/Approve Data	Submit/Approve Data

Repeat until all errors are cleared

The current Pre-Coded Label/Pre-ID Data Extract and Student Biographical Data Review (SBD) Manual has step by step instructions for completing SBD.

http://www.cde.state.co.us/assessment/assessmentpipelinemanual1415

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SBD: Demonstration

- **Demonstration Topics**
  - Logging into Data Pipeline
  - Downloading the SBD file from Data Pipeline
  - Uploading the SBD Data File to Data Pipeline
  - Correcting Errors directly in Data Pipeline
  - Reviewing Three Cognos Reports
    - SBD Error Detail Report
    - SBD Error Summary Report
    - SBD Student Location Report
  - Approving SBD Data in Data Pipeline
- **Start demonstration**

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SBD Resources

Assessment Unit Data Pipeline Manual

- **Step by Step instructions for**
  - Updating Student Interchange data for Pre-Coded Label/Pre-ID extracts
  - Completing SBD
- **Detailed information about each Assessment Collection**
  - Changes from previous year
  - Details that make each collection unique
  - Specific criteria used to pull data for Pre-Coded Label/Pre-ID extracts

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CDE's Website

- **Data Pipeline Assessment pages**
  - Current SBD File Layouts
  - Documentation on the Errors and Warnings
- **Assessment Website**
  - Assessment Policies and Procedures
  - Assessment Timelines
  - Data documentation and manuals
    - Assessment Procedure Guides
    - Pre-Coded Label/Pre-ID and SBD Manual

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CDE Contacts

Topic	CDE Group	Person to Contact	Email	Phone
ACCESS for ELLS Pre-Coded Labels/SBD	Assessment Unit	Sarah Underwood	Underwood_S@cde.state.co.us	303.866.6877
CMAS/CoAlt Pre-Coded Labels/SBD Review	Assessment Unit	Jessica Allen	Allen_J@cde.state.co.us	303.866.6281
CMAS: PARCC Pre-Coded Labels/SBD Review	Assessment Unit	Jessica Allen	Allen_J@cde.state.co.us	303.866.6281
CO ACT Pre-Coded Labels/SBD Review	Assessment Unit	Jasmine Carey	Carey_J@cde.state.co.us	303.866.6634
DLM Pre-Coded Labels/SBD Review	Assessment Unit	Jasmine Carey	Carey_J@cde.state.co.us	303.866.6634
State Accountability (School and District Performance Frameworks)	Accountability, Performance and Support Division	Josh Perdue	Perdue_J@cde.state.co.us	303.866.2865
NCLB Waiver Program	Accountability, Performance and Support Division	Nazie Mohajeri-Nelson	Mohajeri-Nelson_N@cde.state.co.us	303.866.6205
Annual Measurable Achievement Objectives	Federal Programs	Donna Morganstern	Morganstern_D@cde.state.co.us	303.866.6209
SASIDS	IMS - Records Integration Tracking System (RITS)	Genevieve Hale	Hale_G@cde.state.co.us	303.866.6612
Policies about English Language Development	Office of Language, Culture, and Equity.	Morgan Cox	Cox_M@cde.state.co.us	303.866.6138
11th Grade Alternate Assessment	Exceptional Student Services	Linda Lamirande	Lamirande_L@cde.state.co.us	303.866.6863

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Thank you

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