



COLORADO

Department of Education

2016 Student Biographical Data (SBD) Review Training

**Assessment Unit
IMS – Data Services Office**

May 2016

Training Outline

- Overview of SBD
 - Getting started
 - SBD step-by-step
 - SBD resources
 - Question and answer session
-
- Follows Assessment Unit Data Pipeline Manual for SBD (SBD manual)
 - Assessment Unit > Trainings > Data Trainings
- <https://www.cde.state.co.us/assessment/2016sbdmanual>



SBD Review: Overview

Pages 3-4 of SBD Manual



What is the 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 in Data Pipeline
 - CDE returns data to vendor after SBD window closes

■ Communication

- Assessment Unit communicates with District Assessment Coordinators (DACs) and Data Pipeline respondents

****Pages 3-4 of SBD manual****

2015-2016 SBD Review Timeline*

	Assessment	Dates
1	ACCESS for ELLs	March 14-25
2	CMAS: Science and Social Studies CoAlt: Science and Social Studies CMAS: ELA and Mathematics (PARCC) Colorado Spanish Language Arts (CSLA)	May 31 – June 9
3	CO ACT Additional failsafe review	June 13-20 June 24-28
4	CoALT: DLM	June 20-27
5	PSAT	July 6-15

*DACs and data respondents will receive updates about individual collections as needed.

SBD for PSAT

- **SBD for PSAT**

- July 6-15

- **Collect data for SBD now while easily remembered**

- CMAS/PARCC invalidations applied on 'Student Participated' field:
<http://www.cde.state.co.us/assessment/2016cmasvoidntreasons>

- Not Tested Codes

- If a student does not test and no code is reported, will default to 'Absent'

- Void Test Score Codes

- ONLY void scores or CDE reporting, won't go back to College Board

SBD Review: Getting Started

Pages 4-6 of SBD Manual



Assessment Unit Data Pipeline Manual for SBD (SBD Manual)

<https://www.cde.state.co.us/assessment/trainings>

The screenshot shows the Colorado Department of Education website. The header includes the CDE logo and the text 'COLORADO Department of Education'. A search bar is located in the top right. The navigation menu on the left includes 'Assessment Home', 'General Information', 'CMAS: Science and Social Studies', 'CMAS: English Language Arts and Mathematics (PARCC)', 'CoAlt: Alternate Science and Social Studies', 'CoAlt: Alternate English Language Arts and Mathematics (DLM)', 'Colorado ACT', 'Colorado NAEP', 'CSAPA / CoAlt', 'CSAP / TCAP', 'District Technology Coordinators', 'English Language Proficiency Assessments', 'Trainings', 'Communications Resources', 'Calendar', and 'Contact Us'. The main content area is titled 'Assessment Trainings' and features a 'Home' button. Below this, there are sections for '2015 - 2016 Trainings', 'CMAS Administration', and 'Additional Resources and Training Materials'. A red box highlights the 'Data Trainings' section, which contains a link to the '2015-2016 Assessment Unit Data Pipeline Manual for SBD'.

- Assessment Unit website
 - Data Trainings heading

Page 2 of SBD manual



Data Pipeline Assessment Collection Websites

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

The screenshot shows the Colorado Department of Education (CDE) website's Data Pipeline section. The header includes the CDE logo, the text 'COLORADO Department of Education', and navigation links for 'Site Index', 'CDE Offices', and 'Staff Directory'. A search bar is also present. The main navigation tabs are 'SchoolView | Data & Accountability', 'Programs & Supports', 'Teaching & Learning', and 'Policy & Funding'. The left sidebar menu includes 'Data Pipeline Home', 'Interchanges', 'Snapshots', 'Year-Round Collections', 'Periodic Collections' (highlighted with a red box), 'Frequently Requested Codes', 'Trainings', '2013-14 Civil Rights Data Collection', 'Resources', and 'Contact Us'. The 'Periodic Collections' menu item lists: ACCESS for ELLs, CMAS/CoAlt, Colorado ACT, Dynamic Learning Maps SBD, Finance December, PSAT10, Report Card March, and School Discipline and Attendance. The main content area shows the 'Home' page with the heading 'Periodic Collections' and an 'Overview' section. The overview text states: 'A periodic collection is a collection which is completed once a year and has a specific time window in which the work must be done. These dates indicate the start and end date of the collection. All work within the collection must be done within this specified time period. At the end of the collection the collection is closed and no modifications can be made until the following year.' Below the text is a contact link: 'Contact: Data Pipeline Support at datapipeline.support@cde.state.co.us'. At the bottom of the overview section are social media sharing buttons for Twitter (0), Facebook Share (0), Email (1), and Facebook Like (0).

- Data Pipeline website
- Periodic Collections tab

Pages 4-5 of SBD manual

Data Pipeline Assessment Collection Websites

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

The screenshot shows the Colorado Department of Education website. The header includes the CDE logo and navigation links for Site Index, CDE Offices, and Staff Directory. The main navigation bar has tabs for SchoolView | Data & Accountability, Programs & Supports, Teaching & Learning, and Policy & Funding. The left sidebar contains a menu with items like Data Pipeline Home, Interchanges, Snapshots, Year-Round Collections, and Periodic Collections. The main content area is titled 'Periodic Collections - ACCESS for ELLs - SBD' and features several sections: 'Overview' (Pre-Coded Labels extract), 'Student Biographical Data Review', 'File Layout and Definitions' (with a link to a PDF), 'Business Rules' (with a link to a document), and 'Trainings' (with a link to view trainings).

■ Periodic Collections tab

- Overview
- File layout and definitions
- Business rules
- Trainings

****Pages 4-5 of SBD manual****

Assigning User Roles to Data Pipeline Assessment Collections

- Collections are identified by the following Data Pipeline groups:

- ACC: ACCESS for ELLs SBD collection **Pages 5-6 of SBD manual**
- CMS:
 - CMAS: Science and Social Studies SBD collection
 - CoAlt: Science and Social Studies SBD collection
 - CMAS: English Language Arts and Mathematics (PARCC) SBD collection
 - Colorado Spanish Language Arts (CSLA) SBD collection
- DLM: CoAlt: Dynamic Learning Maps (DLM) SBD collection
- ACT: CO ACT SBD collection
- SAT: CO PSAT SBD collection

Assigning User Roles to Data Pipeline Assessment Collections

- Local Access Manager (LAM) assigns user roles to each collection. To request assistance from your LAM, complete the [Assistance Request Form](#).
- Assessment Unit collections have three district user roles:
 - LEA viewer
 - LEA user
 - LEA approver
- **Notes about user roles in Data Pipeline**
 - An individual may only have one user role per SBD collection.
 - An individual may be assigned roles in several or all SBD collections.

*[*Page 6 of SBD manual*](#)*

2015-2016 Remaining SBD Review Timeline*

	Assessment	Dates	Data Pipeline Group
1	CMAS: Science and Social Studies CoAlt: Science and Social Studies CMAS: ELA and Mathematics (PARCC) Colorado Spanish Language Arts (CSLA)	May 31 – June 9	CMS
2	CO ACT Additional failsafe review	June 13-20 June 24-28	ACT
3	CoALT: DLM	June 20-27	DLM
4	PSAT	July 6-15	SAT

*DACs and data respondents will receive updates about individual collections as needed.

SBD Review: Step-by-Step

Pages 14-23 of SBD Manual



SBD Manual

<https://www.cde.state.co.us/assessment/trainings>

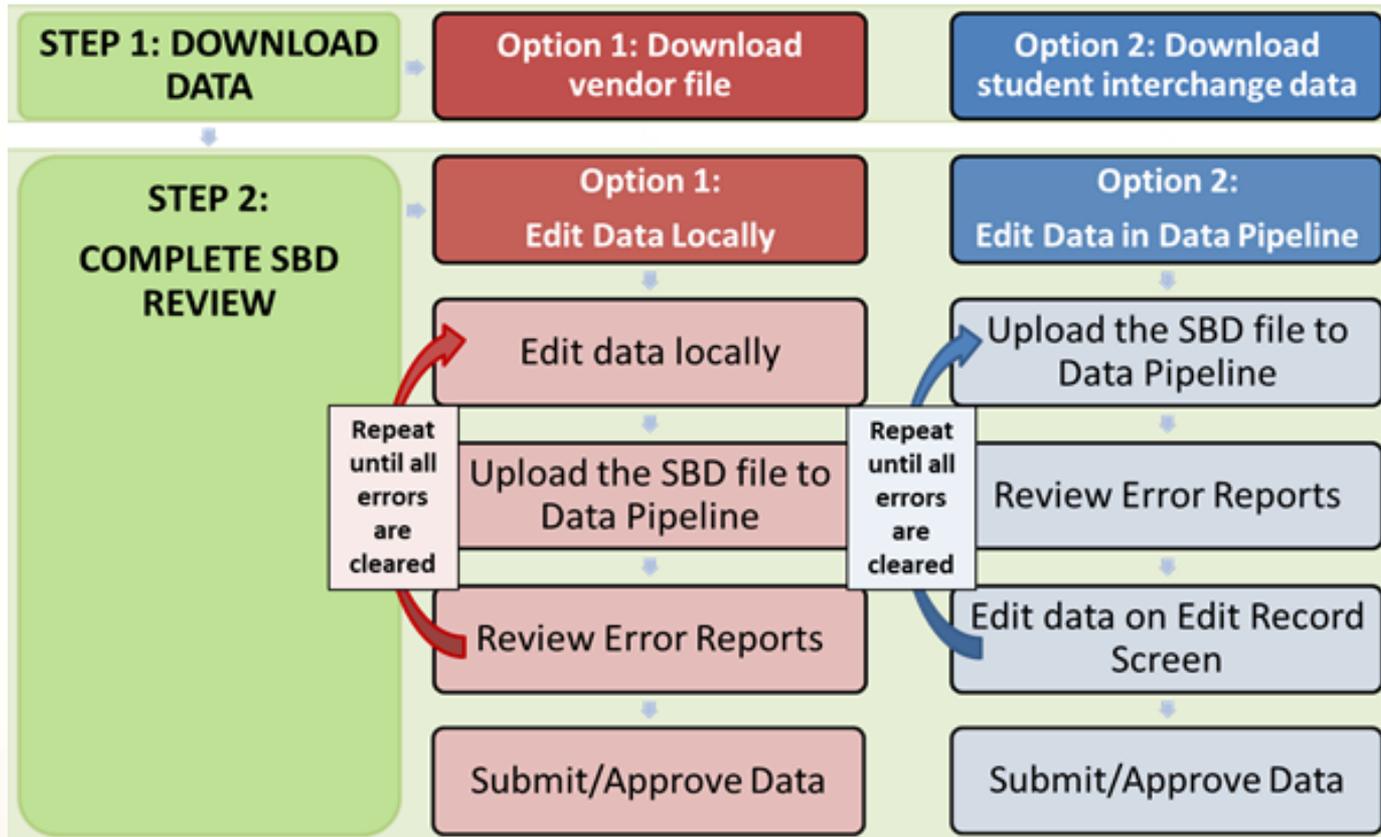
The screenshot shows the Colorado Department of Education website. The header includes the CDE logo and the text 'COLORADO Department of Education'. There is a search bar and navigation links for 'Site Index', 'CDE Offices', and 'Staff Directory'. Below the header are four main navigation tabs: 'SchoolView | Data & Accountability', 'Programs & Supports', 'Teaching & Learning', and 'Policy & Funding'. The left sidebar contains a menu with categories like 'Assessment Home', 'General Information', 'CMAS: Science and Social Studies', 'CMAS: English Language Arts and Mathematics (PARCC)', 'CoAlt: Alternate Science and Social Studies', 'CoAlt: Alternate English Language Arts and Mathematics (DLM)', 'Colorado ACT', 'Colorado NAEP', 'CSAPA / CoAlt', 'CSAP / TCAP', 'District Technology Coordinators', 'English Language Proficiency Assessments', 'Trainings', 'Communications Resources', 'Calendar', and 'Contact Us'. The main content area is titled 'Assessment Trainings' and has a sub-section for '2015 - 2016 Trainings'. Under this section, there are links for 'Annual Training Requirements', 'DAC Kick-Off', 'New DAC Training', 'ACCESS for ELLs', 'Accommodations', 'CoAlt: Science and Social Studies Administration', and 'CoAlt: DLM Administration'. A 'Data Trainings' section is highlighted with a red box, containing a link to the '2015-2016 Assessment Unit Data Pipeline Manual for SBD'. The bottom of the page includes 'Other Assessment Resources' and 'Location' information.

- Assessment Unit website
 - Data Trainings heading

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SBD Review Options



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SBD Review Demonstration

Demonstration Topic	SBD Manual Page Reference
Downloading the SBD file from Data Pipeline	14
Option 1: Editing data locally	15
Uploading the SBD Data File to Data Pipeline	16
Option 2: Editing data in Data Pipeline	19
Reviewing Cognos reports	25
• SBD error detail report	29
• SBD error summary report	30
Submitting/Approving SBD Data	22
Assessment specific SBD review information	36



SBD Resources



CDE Assessment Unit Contacts for Upcoming SBD Review Windows

	Assessment Collection	Contact	E-Mail Address	Phone
1	CMAS: Science and Social Studies CoAlt: Science and Social Studies CMAS: ELA and Math (PARCC) Colorado Spanish Language Arts (CSLA)	Melissa Mincic	Mincic_M@cde.state.co.us	303.866.6281
2	CoAlt DLM: Dynamic Learning Maps			
3	CO ACT			
4	CO PSAT	Shangte Shen	Shen_S@cde.state.co.us	303.866.6877

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Additional CDE Contacts

Topic	CDE Office	Contact	E-Mail Address	Phone
State accountability (<i>School and District Performance Frameworks</i>)	Accountability, Performance and Support	Josh Perdue	Perdue_J@cde.state.co.us	303.866.2865
NCLB waiver program	Accountability, Performance and Support	Nazie Mohajeri-Nelson	Mohajeri-Nelson_N@cde.state.co.us	303.866.6205
SASIDs	Information Management Services Unit	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

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Data Pipeline Assessment Collection Websites

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

The screenshot shows the Colorado Department of Education website. The header includes the CDE logo, the text 'COLORADO Department of Education', and navigation links for 'Site Index', 'CDE Offices', and 'Staff Directory'. A search bar is located in the top right. The main navigation bar has four tabs: 'SchoolView | Data & Accountability', 'Programs & Supports', 'Teaching & Learning', and 'Policy & Funding'. The 'Data & Accountability' tab is active, showing a sidebar menu with items like 'Data Pipeline Home', 'Interchanges', 'Snapshots', 'Year-Round Collections', and 'Periodic Collections'. The 'Periodic Collections' section is expanded, listing 'ACCESS for ELLs', 'CMAS/CoAlt', 'Colorado ACT', 'Dynamic Learning Maps SBD', 'Finance December', 'PSAT10', 'Report Card March', and 'School Discipline and Attendance'. The main content area displays 'Home > Periodic Collections' and the title 'Periodic Collections - ACCESS for ELLs - SBD'. Below the title are four sections: 'Overview', 'File Layout and Definitions', 'Business Rules', and 'Trainings', each with a list of links.

■ Periodic Collections tab

- Overview
- File layout and definitions
- Business rules
- Trainings

****Pages 4-5 of SBD manual****

Data Pipeline Trainings Website

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

- Trainings tab
 - Town Hall presentations

The screenshot shows the Colorado Department of Education (CDE) website's 'Data Pipeline Trainings' page. The header includes the CDE logo and navigation links like 'Site Index', 'CDE Offices', and 'Staff Directory'. A search bar is present. The main navigation bar has four tabs: 'School/View | Data & Accountability', 'Programs & Supports', 'Teaching & Learning', and 'Policy & Funding'. The left sidebar contains a list of links, with 'Trainings' highlighted in red. The main content area is titled 'Data Pipeline Trainings' and features a section for 'Statewide Data Collections Trainings'. This section includes a paragraph explaining the trainings, an agenda with links for 'Morning PowerPoint' and 'Afternoon PowerPoint', and a list of dates and locations: Wednesday, April 27, Jefferson County (Golden); Monday, May 2, Douglas County; Wednesday, May 4, Colorado Springs; and Monday, May 9, Ft. Morgan. A note at the bottom of the page provides contact information for registration.



Assessment Unit Website: Assessment Windows

<https://www.cde.state.co.us/assessment>

The screenshot shows the Assessment Unit website with a navigation menu on the left and a main content area. The 'Assessment Windows' link is highlighted in a red box under the '2015 CMAS and CoAlt Results' section.

English Language Proficiency Assessments
Trainings
Communications Resources
Calendar
Contact Us

Other Assessment Resources

- Colorado Academic Standards
- Content Collaboratives
- District Assessment Coordinators
- District Technology Coordinators
- Research and Evaluation
- SchoolView
- Subscribe to e-Newsletter

Location
201 East Colfax Ave
Room 502
Denver, CO 80203
Phone: 303-866-6929
Fax: 303-866-6680

News

PSAT and ACT Pretest Student Questionnaires

- PSAT:
 - PSAT Supervisor's Manual (PDF) - see page 7
 - Colorado Supplemental Instructions (PDF) - for students
- ACT:
 - Taking the ACT Test (PDF) - see page 9
 - Colorado Supplemental Instructions (PDF) - for test administrators and students

2015 CMAS and CoAlt Results
English Language Arts and Math:

- State Level Results
- School and District Level Results (XLS)

Assessment Windows

- Spring 2016 Testing Windows (PDF)

Learn More About CMAS

Colorado Measures of Academic Success

- Science and Social Studies - General
- Science and Social Studies - Alternate
- PARCC
- Dynamic Learning Maps (DLM) - Alternate

Frequently Requested Information

- Spring 2016 CMAS and CoAlt, Science and Social Studies Procedures Manual (PDF)
- Spring 2016 CMAS- Science and Social Studies Accommodations Supplement (PDF)
- CMAS and CoAlt Data Supplement 2016 (PDF)

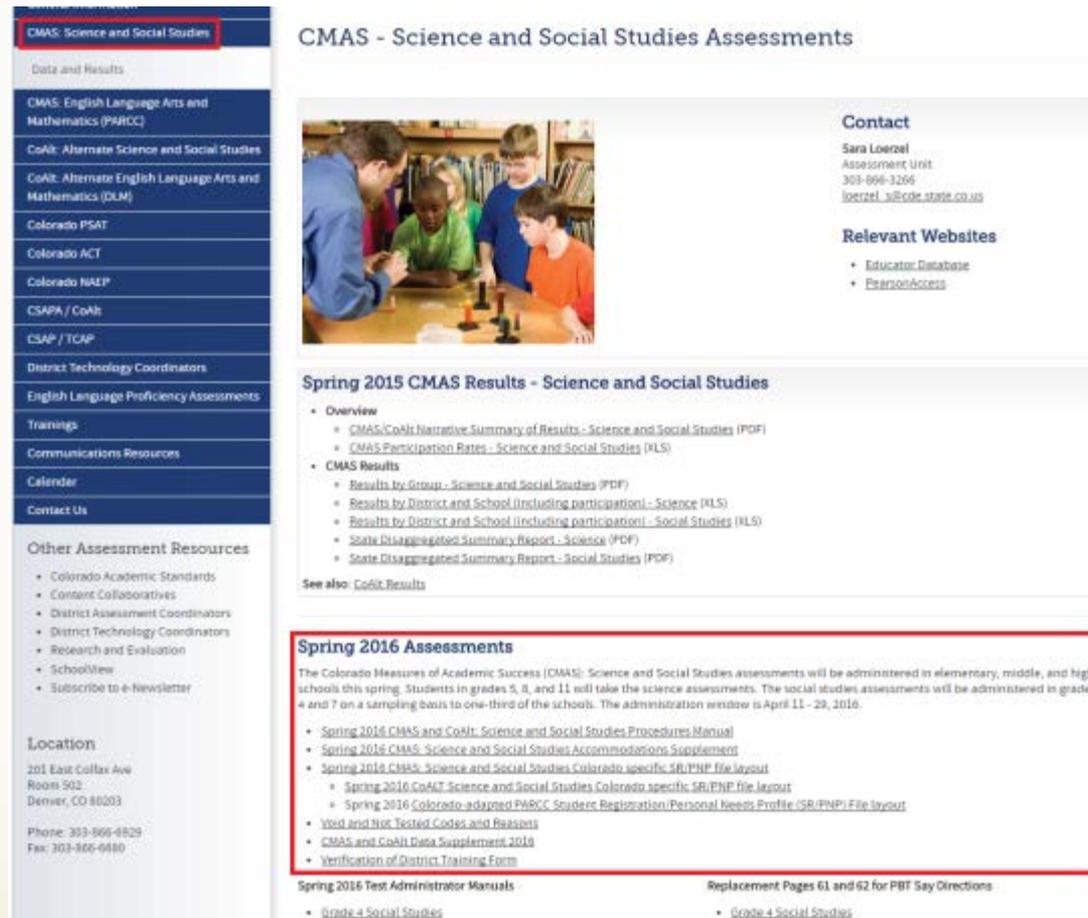
Tweet 0 | Share 16 | Email 10 | Like 0

Stay Connected Contact Us CDE Hours

- Assessment Unit website
 - Assessment Windows heading

Assessment Unit Website: Assessment-Specific Information

<https://www.cde.state.co.us/assessment/trainings>



CMAS - Science and Social Studies Assessments

Contact
Sara Loerzel
Assessment Unit
303-866-3266
loerzel_s@cde.state.co.us

Relevant Websites

- [Educator Database](#)
- [PearsonAccess](#)

Spring 2015 CMAS Results - Science and Social Studies

- **Overview**
 - [CMAS/CoAlt Narrative Summary of Results - Science and Social Studies \(PDF\)](#)
 - [CMAS Participation Rates - Science and Social Studies \(XLS\)](#)
- **CMAS Results**
 - [Results by Group - Science and Social Studies \(PDF\)](#)
 - [Results by District and School \(including participation\) - Science \(XLS\)](#)
 - [Results by District and School \(including participation\) - Social Studies \(XLS\)](#)
 - [State Disaggregated Summary Report - Science \(PDF\)](#)
 - [State Disaggregated Summary Report - Social Studies \(PDF\)](#)

See also: [CoAlt Results](#)

Spring 2016 Assessments

The Colorado Measures of Academic Success (CMAS): Science and Social Studies assessments will be administered in elementary, middle, and high schools this spring. Students in grades 5, 8, and 11 will take the science assessments. The social studies assessments will be administered in grades 4 and 7 on a sampling basis to one-third of the schools. The administration window is April 11 - 23, 2016.

- [Spring 2016 CMAS and CoAlt: Science and Social Studies Procedures Manual](#)
- [Spring 2016 CMAS: Science and Social Studies Accommodations Supplement](#)
- [Spring 2016 CMAS: Science and Social Studies Colorado specific SR/PNP file layout](#)
 - [Spring 2016 CoALT Science and Social Studies Colorado specific SR/PNP file layout](#)
 - [Spring 2016 Colorado-adopted PARCC Student Registration/Personal Needs Profile \(SR/PNP\) File layout](#)
- [Word and Not Tested Codes and Reasons](#)
- [CMAS and CoAlt Data Supplement 2016](#)
- [Verification of District Training Form](#)

Spring 2016 Test Administrator Manuals **Replacement Pages 61 and 62 for PBT Say Directions**

- [Grade 4 Social Studies](#)
- [Grade 4 Social Studies](#)

- **Assessment Unit website**
 - Tab for each assessment
 - Spring 2016 Assessments heading

Assessment Unit Website: Data Documentation & Manuals

<https://www.cde.state.co.us/assessment>

The screenshot displays the Assessment Unit website with the following sections:

- Navigation Menu:** English Language Proficiency Assessments, Trainings, Communications Resources, Calendar, Contact Us.
- Other Assessment Resources:** Colorado Academic Standards, Content Collaboratives, District Assessment Coordinators, District Technology Coordinators, Research and Evaluation, SchoolView, Subscribe to e-Newsletter.
- Location:** 201 East Colfax Ave, Room 502, Denver, CO 80203. Phone: 303-866-6929, Fax: 303-866-6680.
- News:** PSAT and ACT Pretest Student Questionnaires (with links to PSAT and ACT manuals and supplemental instructions), 2015 CMAS and CoAlt Results (with links to State Level Results and School and District Level Results), Assessment Windows (with link to Spring 2016 Testing Windows).
- Learn More About CMAS:** Colorado Measures of Academic Success (with links to Science and Social Studies - General, Science and Social Studies - Alternate, PARCC, and Dynamic Learning Maps (DLM) - Alternate).
- Frequently Requested Information:** Spring 2016 CMAS and CoAlt: Science and Social Studies Procedures Manual (PDF), Spring 2016 CMAS: Science and Social Studies Accommodations Supplement (PDF), CMAS and CoAlt Data Supplement 2016 (PDF).
- Social Media:** Tweet (0), Share (16), Email (10), Like (0).
- Footer:** Stay Connected (with social media icons), Contact Us, CDE Hours.

- Assessment Unit website
 - Frequently Requested Information heading

Assessment Unit Data Pipeline Manual for SBD (SBD Manual)

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Thank you!

Contacts:

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