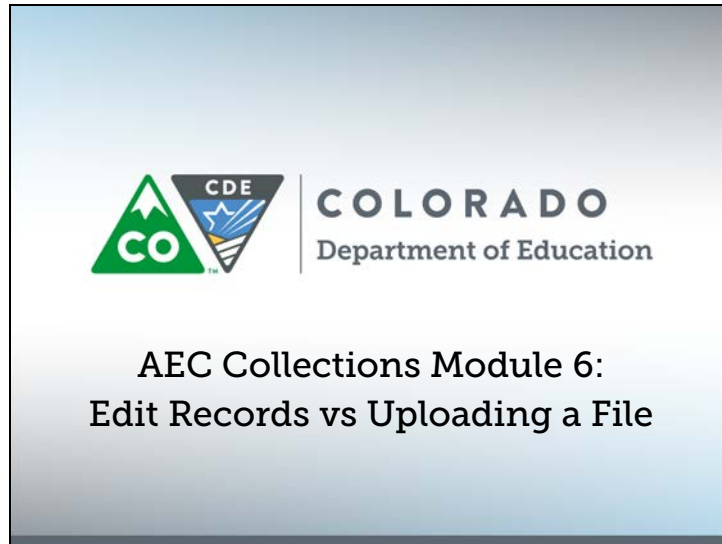
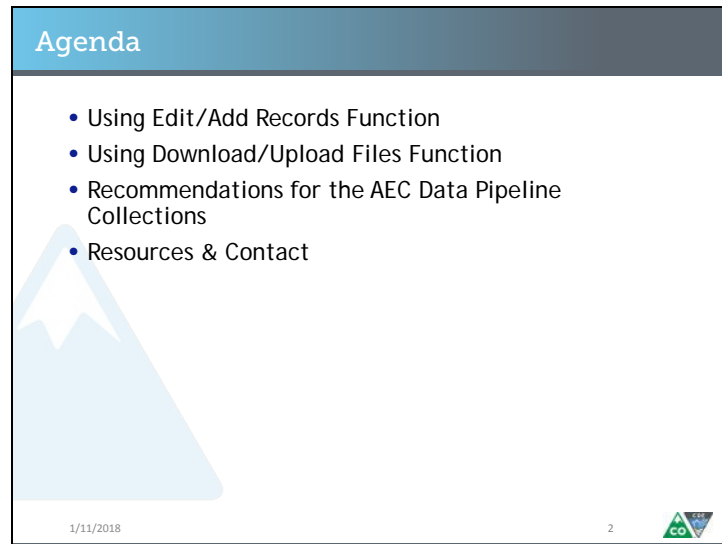


Slide 1



Welcome to the AEC Collections video module! My name is B Sanders, and this is the sixth AEC Collections video module. In this module, we will two different methods to submit data for these collections. To make sure we're on the same page, AEC stands for Alternative Education Campus. Let's get started.

Slide 2




Agenda

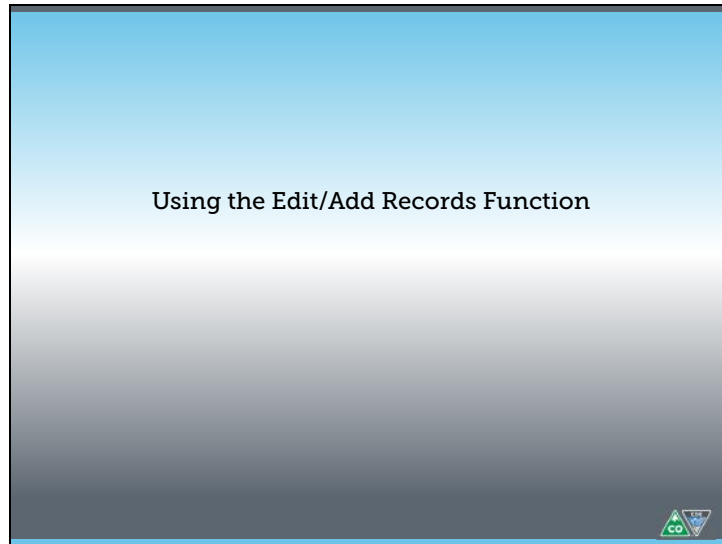
- Using Edit/Add Records Function
- Using Download/Upload Files Function
- Recommendations for the AEC Data Pipeline Collections
- Resources & Contact

1/11/2018

2



Here's what we're going to talk about today. , First, I'll talk about how to use the web-based edit and add records function embedded in the Data Pipeline system. Then, I'll cover how to complete the collection by downloading a file extract and then uploading a completed file. After that, I'll talk about which of these methods may be most useful for which of the AEC data collections. Finally, I'll cover some general resources and contacts.



Let's talk about the edit and add records functions in the Data Pipeline system. These allow you to create and modify records through the web interface in the system directly without downloading or uploading files.

Slide 4

Using the Edit/Add Records Function

What they do

Creates a new record in the Data Pipeline system

- Use as first step in Selection of Measures collections

Modifies an existing record in the Data Pipeline system

- Use as first step in Renewal/Application collections
- Use as second step in Selection of Measures collections

1/11/2018 4

When you log in to Data Pipeline, you will see a menu on the left hand side of the screen that look like the image on the left. Under the Alternative Education tab, you will see the Add Record and Edit Record options. Add and Edit do what they say they do—the add record function creates new records in the Data Pipeline system, and the edit record function modifies records which already exist in the Data Pipeline system. It's worth noting here that these function slightly differently depending on which AEC Collection you're working on at a given moment. Because the Renewal/Application Collection is an analysis of your 2017 Student October Count population, you can only edit records that have been pre-populated. You cannot add records. With the planned and actual for the selection of measures collection, however, there will be no pre-populated data. You will need to add measures before you can edit them. Now let's talk about how to use these functions.

Slide 5

Using the Edit/Add Records Function

Add Record function

Can only add records for:

- Planned Assessment Measures for AEC
- Actual Assessment Measures for AEC

1/11/2018 5

When you click on Add Record, you will be taken to a screen that looks like this. You will need to select your file type, school year, and LEA. You should only be able to select your own LEA. As I mentioned, for the Add Record function, you will only be able to select file types related to the Selection of Measures collections—specifically the planned measures collection and the actual measures and data collection. Once you have selected the file type, school year, and LEA, hit Add New Record.

Slide 6

Using the Edit/Add Records Function *Add Record function*

Add Record

File Type: **Actual Assessment Measure for AEC** School Year: 2017-18 Organization: **AGC-Cedar Rapids (Ethn SC-001)**

Can only add records for:

- Planned Assessment Measures for AEC
- Actual Assessment Measures for AEC

District Code: **AGC-Cedar Rapids (Ethn SC-001)** School Code: **098-1st-2nd-3rd-4th-5th-6th-7th-8th-9th-10th-11th-12th**

AEC Indicator: **Student Achievement** Assessment: **21st Century**

AEC Assessment Category: **21st Century** AEC Metric for selected category: **Percentage**

AEC Students Meeting Measure: **25** AEC Total Students for Measure: **50**

AEC Rate of Students passing the measure: **50**

Submit/Add Record

Notes:

- Refer to Indicator Valid Combinations sheet to know what measures go with which indicators
- Errors related to this screen can be found in Module 7
- Hit **Submit/Add Record** to add a measure to the system
- Only one measure can be added at a time.


1/11/2018 6

When you hit Add New Record, you will see this screen, and you will be able to add additional measure level information. For the planned measures, you will only be able to select AEC Indicator, Assessment, AEC Assessment Category, and AEC metric. The data fields are available for the actual measures and data collection. The record you added will be saved when you hit the Submit/Add Record button. Note that you can only add one record at a time.

Slide 7


Using the Edit/Add Records Function

Edit Record function



Can edit records for:

- Planned Assessment Measures for AEC
- Actual Assessment Measures for AEC
- Renewable Application for AEC Collection

1/11/2018 7 

Now let's talk about the edit record function. When you click on Edit Record, you will be taken to a screen that looks like this. You will need to select your file type, school year, and LEA. You should only be able to select your own LEA. For the Edit Record function, you will be able to select file types related to any AEC Collection. Once you have selected the file type, school year, and LEA, hit Search.

Using the Edit/Add Records Function *Edit Record function*

Edit Record

File Type: Planned Assessment Measures for AEC School Year: 2027-28 Error Records: All

Organization/LEA: 000-ADAMS FIVE STAR SCHOOLS Search ID: All

Fields marked with * are mandatory

District Code: 701 School Code: All

AEC Indicator: All Assessment: All

[Save] [Cancel] [Refresh]

We can delete or modify any of these records in this screen. We can edit multiple records at once, then SAVE.

Can edit records for:

- Planned Assessment Measures for AEC
- Actual Assessment Measures for AEC
- Renewable Application for AEC Collection

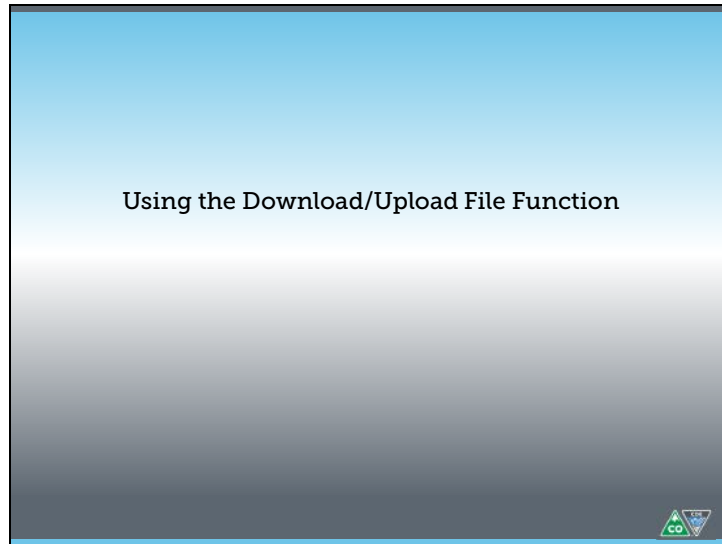
Fields shown in RED have an error

Total # of Records: 10

#	SCHOOL CODE	SCHOOL CODE	AEC INDICATOR	ASSESSMENT	AEC ASSESSMENT CATEGORY	AEC MEAS. FOR SELECTED CATEGORY
1	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
2	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
3	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
4	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
5	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
6	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
7	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
8	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
9	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage
10	000-ADAMS 12 FIVE STAR	000-ADAMS 12 FIVE STAR	Academic Achievement	SOACT 3rd and 5th Grades	1000-READING	1-Percentage

[Save] [Cancel] [Refresh]


When you hit Search, you will see this screen, and you will be able to edit records that exist in Data Pipeline for a given collection. Note that you can delete or modify records using this function, and that you can modify multiple records at once. For the Renewal/Application Collection, you would be working with student level records. For the Selection of Measures collections, as you can see here, you would be working with measure level records. When you hit the save button at the bottom of the screen, your changes will be passed through to the Data Pipeline system.



Now that we've covered how to use the add and edit records functions, let's talk about another way to submit data to the Data Pipeline system. You can complete your AEC data collection by downloading a file extract from pipeline, completing it on your own machine, and uploading that modified file back into the Data Pipeline system.

Using the Download/Upload File Function
What the functions do

- Both Add/Edit Record and Download/Upload Files are two methods to the same end goal: submitting data for the AEC Collections
 - Add/Edit Records allows you to submit or modify data through a web interface
 - Download/Upload files allows you to create or modify records on your own machine, then upload the data into the system

1/11/2018 10 

Remember that both the edit/add records method and the download/upload file method are two approaches to the same end goal. Both are simply ways for you to analyze and modify your data and eventually submit that data to CDE through Data Pipeline. Whichever method you choose is up to you. The edit/add record method is an approach that allows you to complete this process using a web interface and without matching names to codes, whereas the download/upload file method is an approach that may work better for larger scale collections.

Using the Download/Upload File Function

What the functions do

- Both Add/Edit Record and Download/Upload Files are two methods to the same end goal: submitting data for the AEC Collections
 - Add/Edit Records allows you to submit or modify data through a web interface
 - Download/Upload files allows you to create or modify records on your own machine, then upload the data into the system

+ File Upload → Upload completed files to Data Pipeline for CDE review

- Alternative Education

Status Dashboard

Add Record


Edit Record

Renewal Opt Out

Planned Measure OptOut

Actual Measure Opt Out

File Extract Download → Download blank or pre-populated files from Data Pipeline to submit

1/11/2018 11 

When you are in Data Pipeline, and you're looking at the navigation menu on the left hand side of the screen, you will see the following two options. The file upload button will be at the top. You will not need to click on Alternative Education to reveal it. You will need to click on the Alternative Education button to get to the File Extract Download button. You will use the File Extract Download button to get the file you will complete or modify, and you will use the File Upload button to submit your completed file to CDE.

Slide 12

Using the Download/Upload File Function *File Extract Download*

File Type: Renewable Application for AEC Collection
School Year: 2018-19
Organization/LEA: HENNING COUNTY BOCES
Extract Type: Other Extract
File Content Type: Excel

Download Standard Extract

Can download extracts for:

- Planned Assessment Measures for AEC
- Actual Assessment Measures for AEC
- Renewable Application for AEC Collection

Also have to choose a file type

1/11/2018 12

When you click on the File Extract Download button, you will see this screen. You will need to select the following from the dropdown menus: a file type, a school year, your district or BOCES, and a file content type. The file type determines which AEC Collection you are working on. You can download extracts for any of the AEC Collections, but a pre-populated extract may only be available for the Renewal/Application Collection. You will also need to choose a file type. We recommend choosing excel. When you have made your choices, hit the Download Standard Extract button.

Using the Download/Upload File Function File Extract Download

File Extract Download

File Type: Renewable Application for AEC Collection | School Year: 2016-17 | Organization/LEA: 3400-ALABAMA DE HQ

Extract Type: Public Extract | File Content Type: Excel

Buttons: Refresh Selected Criteria | File Structure

Fields marked with * are mandatory

Download Standard Extract

Can download extracts for:

- Planned Assessment Measures for AEC
- Actual Assessment Measures for AEC
- Renewable Application for AEC Collection

Also have to choose a file type

Complete blank field, make necessary edits, save as new file.

AEC_CODE	DISTRICT	SCHOOL	SASHD	LAST	MIDDLE	FIRST	SEX	BIRTH_DATE	ACADEMIC_HABITUAL	ADJUSTED	OTHER_HH	TOTAL_CR	CORE_CRE	TOTAL_CR	CORE_CRE	HL_COL	PHI_SCREEN
1304341	0100	0018					M	03162000	2015								0
1304342	0100	0018					M	06241999	2017								0
1304343	0100	0018					M	07082002	2017								1
1304344	0100	0018					M	06022003	2017								1
1304345	0100	0018					M	10241999	2016								0
1304346	0100	0018					M	07081999	2017								1
1304347	0100	0018					M	13091996	2017			14.82	24	13			0
1304348	0100	0018					M	07132001	2017								0
1304349	0100	0018					M	05182000	2016								1
1304350	0100	0018					M	03111999	2014					24	13		0
1304351	0100	0018					M	04162000	2017								0


When you hit the Download Standard Extract button, a spreadsheet will be saved to your machine. I selected a Renewal/Application file, which looks like this. The blacked out cells are PII; in your sheet they would be visible. This would be the base file that you would start modifying. Save the file to your machine, and using the relevant file layout and definitions document, begin completing your collection. When you are done with your modified spreadsheet, we can upload it to Data Pipeline.



Now that we've talked through how to use each method for completion, let's go over some recommendations.

Recommendations
General

- The Add/Edit Records functionality is likely to be easier to use for the Selection of Measures collections given the numeric codes required for the file upload approach.
- Your Renewal/Application Collection submission may depend on the number of AECs in your district/BOCES and the technical expertise of the staff working on this collection.


1/11/2018 16 

Due to issues of scale, the Add/Edit records is going to be easier to use for the Selection of Measures collection due to issues of scale. Even for districts and BOCES which serve multiple AECs, there are far fewer measures to enter than student records to modify. Also, given that using the spreadsheet download and upload approach for the Selection of Measures Collection requires you to crosswalk names to numeric codes, it may be simpler to select the measures you want from the dropdowns. For the Renewal/Application Collection, the method you choose may depend on a couple of different factors. Namely, how many AECs your district or BOCES serves, how large those AECs are, and whether the staff members working on this collection prefer working in spreadsheets or through a web interface.

Recommendations
Renewal/Application Collection

Use Edit Records to complete if:

- You have only one or two AECs in your district/BOCES and they have small enrollments
- The staff completing the Renewal/Application Collection feel more comfortable with a web interface than with spreadsheets
- One person will be doing the majority of the data entry and submission for all of the student records
- You will be entering data student by student or high-risk indicator by high-risk indicator


1/11/2018 17 

Let's talk about the Renewal/Application now. I'd recommend you complete the Renewal/Application Collection using the edit records method if you have a relatively small number of student records to modify or analyze. The edit records method is also a good fit for the Renewal/Application Collection if a single staff member is completing the entire collection, and if that staff member feels more comfortable doing data entry in a web interface than managing spreadsheets, especially spreadsheets with filters and formula. The edit records method may also be a good approach if someone is completing the collection in a particularly thorough way, such as by going student by student and indicator by indicator.

Recommendations
Renewal/Application Collection

Use File Download/Upload to complete if:

- You have several AECs in your district/BOCES or if you have particularly large AECs in your district/BOCES
- The staff completing the Renewal/Application Collection are comfortable using and working with excel spreadsheets
- Data entry and analysis for the Renewal/Application Collection will likely be shared across individuals


1/11/2018 18 

The file download/upload method for the Renewal/Application Collection works best when a district or BOCES is completing this collection for multiple AECs, or when there are particularly large AECs in the collection. If the staff at the district or BOCES are already used to completing this collection using spreadsheets, and are comfortable using formula and filters, then this continues to make sense. Additionally, if part of the analysis and modification for this collection will be done by some individuals, for example, school staff, and then completed or verified by others, say district staff, then the download/upload method may prove useful.

Recommendations
Selection of Measures Collections

Use Add/Edit Records to complete if:

- You do not want to bother with mapping numeric codes to indicator, subindicator, category, and metric names
- You do not want to reference a separate document to track which subindicators match which categories and which subindicators match which indicators
- One person will be doing the majority of the data entry and submission for all of the measure records
- You will be entering data measure by measure


1/11/2018 19 

Let's switch gears to the Selection of Measures collections. As mentioned before, the add/edit records method is generally a good fit for the selection of measures collections. Using this method takes some of the nitpicking out of the data submission. You will not need to map the numeric codes for the indicator, subindicator, category, or metric you select when you enter a given measure. You will also not need to remember or look up the valid combinations between the indicators, subindicators, categories, and metrics as you enter your measures.

Recommendations
Selection of Measures Collections

Use File Download/Upload to complete if:

- You have several AECs in your district/BOCES, and you are planning to submit many optional measures for each
- The staff completing the Renewal/Application Collection are comfortable using and working with excel spreadsheets
- You have reviewed and have on hand all the additional resources you need for working with the file extracts (see Module 5)
 - <http://www.cde.state.co.us/datapipeline/per-aec>

1/11/2018 20 

However, you may consider using the file download/upload method if you have several AECs in your district or BOCES and each one is submitting quite a few optional measures for consideration. If you use this method, make sure to review the file layout and definitions documents for these collections and look through the additional resources available for these collections. These resources are covered in video module 5 and are listed on the AEC Collections pipeline website at the link on the slide.


Slide 21



Before we close out this module, I wanted to let you know where to find some helpful resources related to the AEC Pipeline Collections. I also wanted to let you know who to contact if you have questions.

Resources

- AEC Collections Information Page
<http://www.cde.state.co.us/datapipeline/per-aec>
- AEC Accountability Resource Page
<https://www.cde.state.co.us/Accountability/StateAccountabilityAECs>
- AEC Collections Office Hours sign up
 - Office Hours run every Tuesday afternoon from 1pm to 3pm from 1/23/2018 to 8/14/2018<http://www.signupgenius.com/go/5080c4ca5af2eabf94-aeccollections>

1/11/2018 22 

General information about the AEC Pipeline Collections, and about AEC accountability in general, can be found at the top two links on this slide. The bottom link will take you to a sign-up page where you can sign up for weekly office hour slots with me, B Sanders, to get specific questions answered about AEC Collections and AEC Accountability.


Contacts

AEC Collection Questions

- B Sanders, AEC and Accountability Senior Consultant
 - Sanders_b@cde.state.co.us
 - 303.866.2685
- Jessica Watson, Accountability and Policy Principal Consultant
 - Watson_J@cde.state.co.us
 - 303.866.6778

Identity Management Questions

- Rich Morris, Systems Administrator
 - Morris_r@cde.state.co.us
 - 303.866.6713

1/11/2018 23 

If you have questions about the AEC Collections, reach out to me, B Sanders, or my colleague, Jessica Watson. We can probably answer your question, and if we can't, we'll get you in contact with someone who can. If you have questions about the identity management system, such as permissions related to your local area manager or the AEC LEA APPROVER role, reach out to Rich Morris.

Slide 24



Thank you for checking out this AEC Collections video module! I hope it was helpful. If you're looking for more information about the AEC Pipeline Collections, check out the AEC Pipeline Collections website.