



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Educator Data System (EDS): New User Training Session

2016 Performance Office Data Summit

Before We Get Started . . .

- Please put your phones on silent.
- Questions that are general and can help clarify things are welcomed, but please hold off on specific questions about your district until the end.
- This training is designed for new EDS users. Experienced users are welcome, but ask them to remember the training is focused on new users.



About the EDS

The Educator Data System is a collection of information about **people occupying roles which require certification, not just staff holding certification.**

When an educator begins working in your district, a record must be created for that person as soon as possible *even if* the person does not hold an active certificate at the time of hire or if they are contracted staff employed by another agency.

When a person leaves a district, the staff file record must be updated with the leave information as soon as possible. Having duplicate records in the staff file (i.e., having it appear that a person is working full-time in two different districts) negatively impacts other data systems.



What kinds of Data does the EDS Collect?

- Basic Educator Demographics
 - Gender
 - Race/ Ethnicity
 - Educational Background
- What Educators are teaching or what non-classroom roles do they perform
- What grades are they teaching
- Educator's salary information.
- And More!

What EDS Does NOT collect?

- Educator Name – EDS gets them from the educator's certification record –
To change the educator needs to fix them themselves.
- SSNs
- Endorsements – EDS is about what educators are doing, not what their certification endorsement says they should be doing.



How Are EDS Data Used?

EDS data will be used for:

- Federal and state reporting;
- District/School Profiles and Performance Reports;
- Public reporting on the web;
- Research;
- The teacher quality analysis (HQT);
- Certification and Teachers' Retirement (TRB);
- Validation of the Teacher-Course-Student (TCS) data your district submits;
- Registration of beginning teachers in the Teacher Education and Mentoring (TEAM) Program, and
- Confirming service for individual teachers certification and retirement benefits.



Key Terms

- ❑ Educator – For the purposes of the EDS, the term Educator includes all staff serving in a position for which your district requires certification. This includes long term subs and people in positions that require certification, but who do not currently hold certification.
- ❑ FTE – Full-Time Equivalent. The proportion of a full-time position that an educator devotes to a specific assignment. A full-time position is reported as 1.0, while a 40% job is reported as 0.4 FTE.
- ❑ EIN – Educator Identification Number. This number is issued by the state certification office. It is unique to the person and is used by EDS as the unique identifier. All staff must have EINs to be entered into the EDS.
- ❑ Assignment – This is what, where, when and to whom of the Educator’s role in your district. **Important:** This is what they are actually doing, not necessarily what they are certified to do.



Key Terms

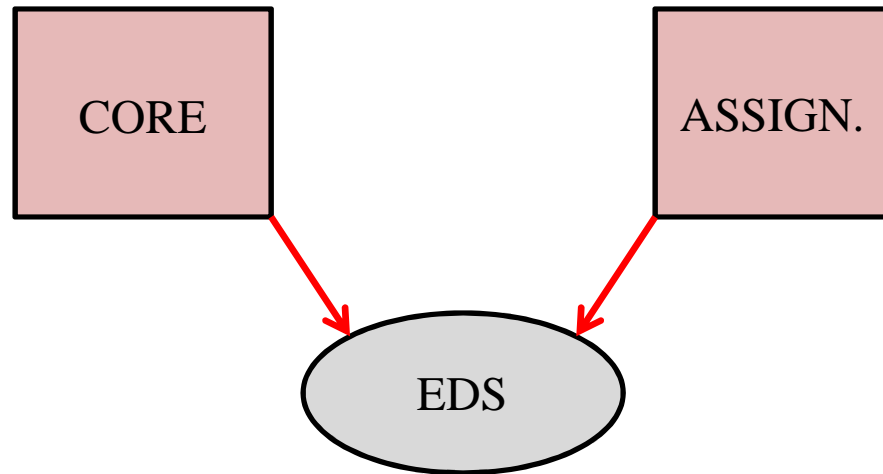
- ❑ Course/Role Descriptor – This is a five-digit code that corresponds to the course or role that the Educator is filling. It is a critical element of the assignment. These codes are also used in the reporting of temporary leaves (ex. maternity leave, FMLA, etc.).
- ❑ TRB – Teacher’s Retirement Board. This state agency manages retirement investments and payments for teachers. Educators working more than half time participate. In the EDS, these educators do not need to have salary information provided for them. Educators who are not TRB eligible (ex. staff working less than half time, retired teachers working in certain circumstances, long term subs, etc.) need to have salary information provided.
- ❑ Annualized Salary – EDS collects salary information for non-TRB eligible staff. When a person is by design working less than a full year (ex. an interim superintendent working under a three month contract), you need to report what they would earn if they had worked the entire year (not just the portion). You do not need to adjust for people working full year, but less full time.



Types of EDS Data

EDS contains two types of data:

- Core Data – This is information about the educator themselves (gender, date of birth, etc.) and their relationship to your district (ex. date of hire). One record for each educator per district.
- Assignment Data– This is about the different roles that your educators are filling this year. An educator can have multiple assignment records. These data are school year based and so need to get entered every school year.

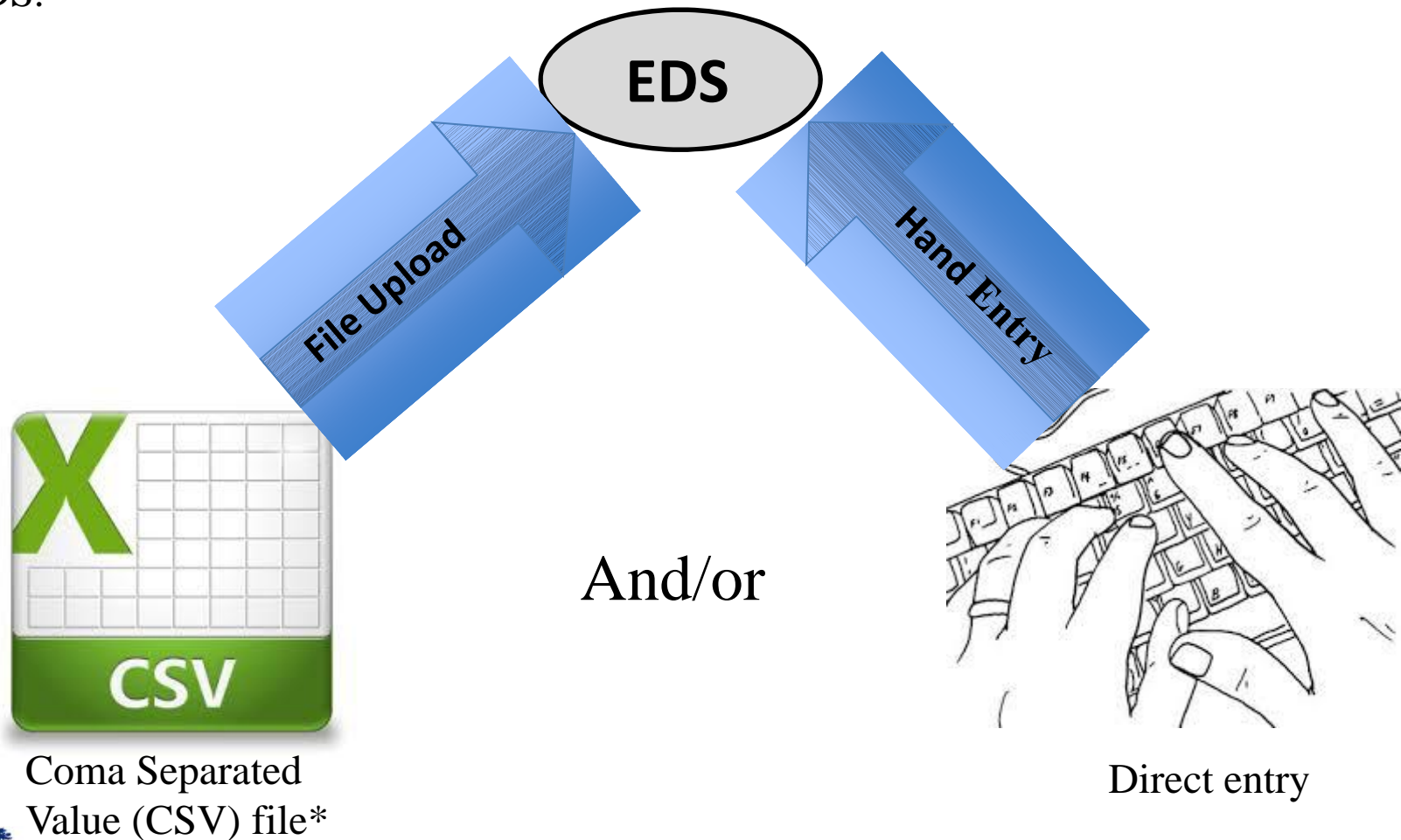


Important note: While Core data are rolled over from year to year, assignment data are always school year specific and must be reloaded.



Ways of Entering EDS Data

There are two ways to enter data into EDS: Uploading a data file or typing the data directly into EDS.



Coma Separated
Value (CSV) file*

Direct entry

* Note: CSV is one of the “Save As” options in Excel.



About Core File Data

These are the data elements associated with the educator themselves and their work relationship with their district. Important things to remember about Core File Data:

- Core data are required, but only constitute part of the EDS data required.
- Only one Core record per educator is allowed.
- Core data are maintained in the system from year-to-year, but districts are required to update data as they change (it is suggested that this be done directly in the system).
- In the system, they constitute the Educator and District Registration portions of an educator's record.
- Unless you have a large number of staff changes (hires, retirements, etc.), you will probably never upload a Core File. You'll hand enter the changes/addition directly into the system.



Core File

The educator focused file. One record per educator per district.

Element #	Field Name	Element #	Field Name
1	Record Type	13	Highest Degree Code
2	Educator Identification Number	14	Experience outside of CT Public Schls.
3	Reporting Organization Code	15	Position Type (enter 1 only)
4	Date of Birth	16	TRB Eligible
5	District Educator ID	17	Annual Salary
6	Gender Code	18	Reason For Leave Code
7	Hispanic or Latino	19	Date In District
8	American Indian or Alaska Native	20	Date Out of District
9	Asian	21	Long Term Sub
10	Black or African American	22	Expected Long Term Sub Duration
11	Native Hawaiian or Other Pacific Islander	23	Total FTE
12	White	24	End of Record Marker



Core File Data

This is what the Core Data Look Like In an Educator's Record in EDS

Educator Detail

[Edit Educator](#)

Name	JESSICA JESSICA	EIN	9876543211
Date of Birth	09/20/1977	Gender	Female (F)
Educational Degree	Master's	Experience Outside CT Public Schools	1
Position Type	Certified	Races	White

District Registration Details

[Edit Registration](#)

District Educator ID		TRB Eligible	False
Annual Salary	\$1,000,000.00	Permanent Leave Code	
Start Date	08/28/2015	End Date	
Long Term Sub	<input type="checkbox"/>	Expected Long Term Sub Duration	
Total FTE	1.00		



About Assignment File Data

These are the data elements associated with the roles an educator fills in your district. Important things to remember about Assignment File Data:

- ❑ An Educator must have Core data reported for them before he/she has assignment data entered. (This is really only an issue if you are uploading data as the system forces you to enter the Core data first when hand entering data)
- ❑ An Educator can have as many assignments as are necessary to cover all of the roles they fill.
- ❑ Assignments are school year based and will need to be reloaded every school year (i.e., no data are rolled over from year to year)
- ❑ The sum of the assignment FTEs must match the total FTE reported for the educator in the Core data.
- ❑ Assignments can change during the year, so even within a school year they are time based (i.e., an educator could be a biology teacher from 9/1 to 12/20 and then take over the assistant principal role from 12/21 to the end of the school year). In cases where the person changes roles, an assignment (or assignments) must cover all time within a school year (so in the example above the educator would have two assignments – one from 9/1/ to 12/20 as a bio teacher and one from 12/21 until the end of the year as the AP).

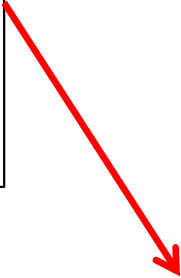


Assignment File Data

The “what are they doing?” file. One record per assignment per educator per district.

Element #	Field Name
1	Record Type
2	Educator Identification Number
3	Reporting District
4	Date of Birth
5	Assigned Facility Code
6	Assignment Start Date (always current school year)
7	Assignment End Date (Blank on initial load)
8	Assignment Type (optional)
9	Course/Role Descriptor
10	Assignment FTE
11	Taught under Bilingual Certificate
12	Special Education Teacher Type
13	Role Funded by Title I funds (optional)
14	Grade Served – System-wide Through 12
30	End of Record Marker

Notice element # jump. Each grade is separate element.



Assignment File Data

This is what the Assignment Data Look Like In an Educator's Record in EDS

EDIT			
Start Date	09/01/2014	Assigned Facility Code	0276111 - The Morgan School
End Date		Course/Role Descriptor	90230 - Spanish
Assignment FTE	0.50	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
		Assignment Type	-
Grades	10		
EDIT			
Start Date	09/01/2014	Assigned Facility Code	0276111 - The Morgan School
End Date		Course/Role Descriptor	90180 - French
Assignment FTE	0.50	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
		Assignment Type	-
Grades	11, 12		



About Organization Codes

The Core and Assignment files have a number of organization codes data elements. They are all the full seven digit codes (district code + school code + institution code) and are text variables. They will be compared against the Directory Manager System (DM) for open organizations.

The different organization variables include:

- Reporting Organization – This is the employing organization who is reporting the educator. For public school districts, the school code for this indicator will be “00”. For example, an educator reported by Westbrook would have a reporting organization code of 1540011.
- Assigned Facility Code – This assignment file only element indicates where the educator is actually working. It can be a school in your district, a private school they are assigned to or your district central office (school “00” in those cases). The EDS help site has a list of facility codes. This list is updated periodically.



How do I get to EDS?



How do I get to EDS?

The EDS application is housed on the Department's secure data collection portal. The Web address is <https://csde.ct.gov> . This site uses personalized credentials (each **person** has their own set of credentials and own roles and responsibilities).

To gain access to the site, your district LEA Security Manager must assign you an EDS role. If you do not already have an account for the portal, your LEA Security Manager will need to create one for you in the Directory Manager (DM) system. To find out who your district's Security Manager is please see the list available here: <http://www.csde.state.ct.us/public/directorymanager/docs.asp> .



How do I get to EDS?

Hints about using the csde.ct.gov website:

- Do not set up a favorite based on the site. Favorites are usually set up on the redirected site and that will cause problems.
- The website does have a time out function and it will kick you out if you go a while without an action. It is set a little over 15 minutes.
- The site customizes what a user can see and do based upon the roles that they have, so your colleagues may be able to see and do other things than you can do based upon their role(s).
- Under no circumstances should you share your credentials. This is a significant security breach. The CSDE reserves the right to deactivate rights of users who have shared their account information.
- If you have a problem or an unexpected error, take a screen capture of the message you are receiving (use the print screen or snipping tool in windows) and include it in the email asking for help. And be detailed in your email. An email of “It won’t work!” may be accurate, but it doesn’t help us fix the problem.



Working in EDS

Unlike many CSDE applications, Microsoft's Internet Explorer is NOT the preferred web browser. Mozilla FireFox and Google Chrome are preferred and work better than IE.



chrome



mozilla
Firefox



Application Roles

The web portal contains the EDS utilizes individualized security (the system that manages this security is called Directory Manager [DM]). The EDS will have two district roles.

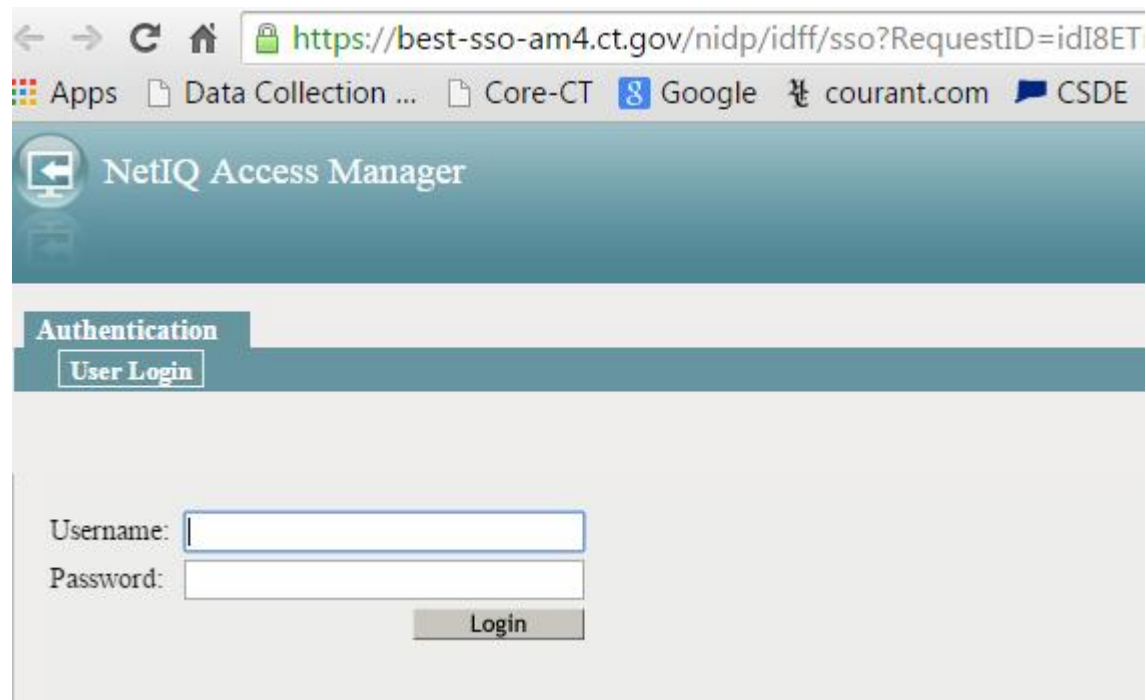
- EDS LEA Writer – Users with the EDS LEA Writer role can upload files, enter data, run reports, and search for staff. This is essentially a data entry role.
- EDS LEA Certifier – Users with the EDS LEA Certifier role can take all of the actions that the EDS LEA Writer as well as certify the data. Since July 1, 2014, the CSDE has required that all final data submissions be reviewed and certified by **certified administrators only**.

Again, the CSDE does not choose who gets which role nor does it typically assign roles. These are local decisions. If you need access, speak to your LEA security manager.



Logging into the EDS

The URL for the web portal containing EDS is <https://CSDE.CT.gov>. When you enter in the web address you'll be automatically redirected to the page below, where you will enter your user name and password.



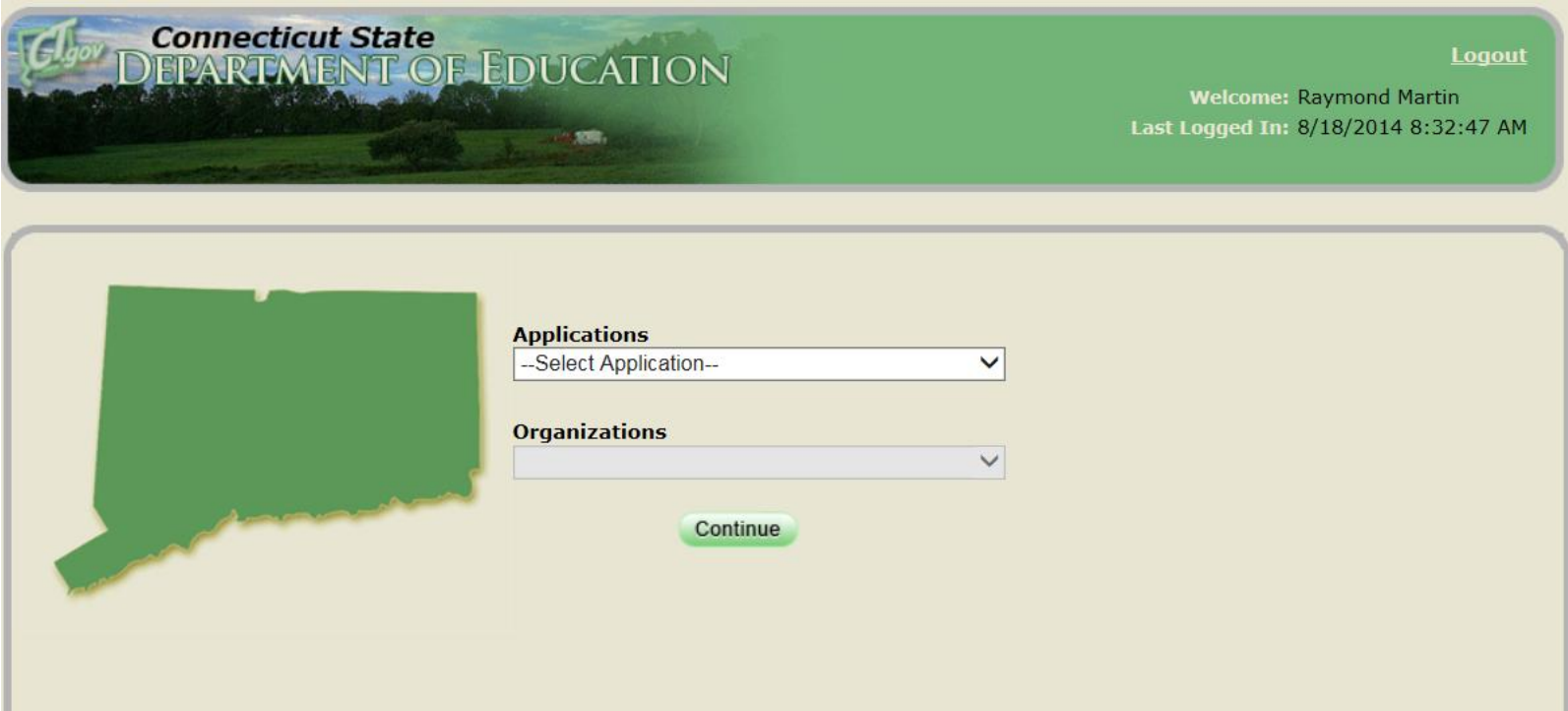
The screenshot shows a web browser window with the following elements:

- Address bar: <https://best-sso-am4.ct.gov/nidp/idff/sso?RequestID=idI8ET>
- Browser tabs: Apps, Data Collection ..., Core-CT, Google, courant.com, CSDE
- Page header: NetIQ Access Manager
- Section header: Authentication
- Section button: User Login
- Form fields: Username: , Password:
- Submit button: Login



Logging into the EDS

If you have access to more than one application in the portal, you will see the page below when you log in. From here you will be able to choose the EDS application.



Connecticut State
DEPARTMENT OF EDUCATION

[Logout](#)

Welcome: Raymond Martin
Last Logged In: 8/18/2014 8:32:47 AM

Applications
--Select Application--

Organizations

Continue

If you do not have other portal applications assigned to you, you will be sent directly to the EDS.



Acknowledgement

As you enter EDS, you will be asked to acknowledge that you understand data in the system may be confidential and privileged and that you will only use them in your official capacity.

Educator Data System

▲ Educator Data System Acknowledgement

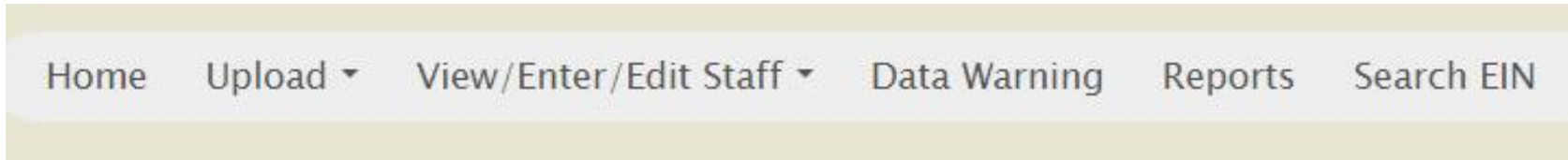
The Educator Data System (EDS) collection contains personally identifiable information that may be sensitive, privileged and/or confidential. By logging onto and accessing EDS, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used only in my professional capacity.

Accept

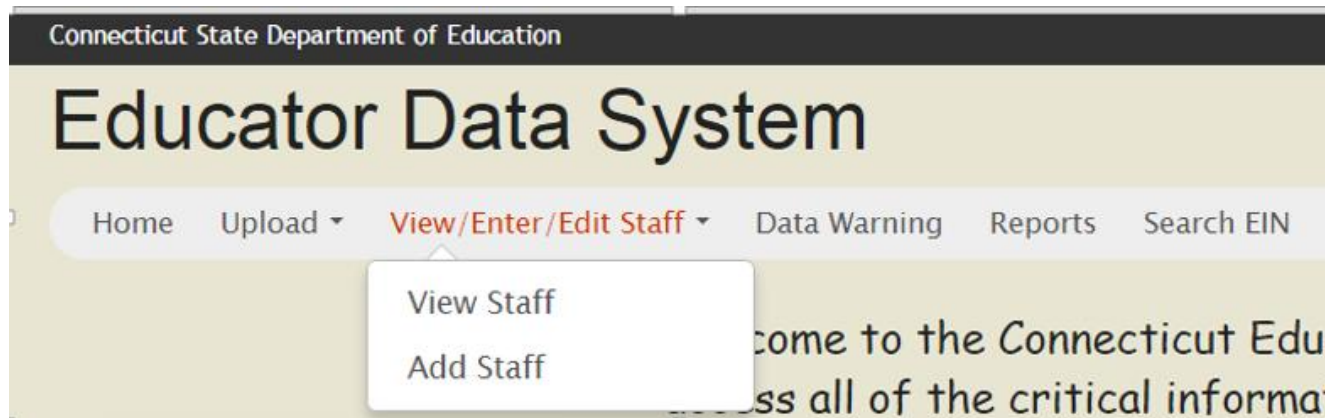
Decline



Navigating the EDS



On the top of each page you will see the navigation bar. This will allow you to move through out the application. The same options will be on the left hand side of the home page.

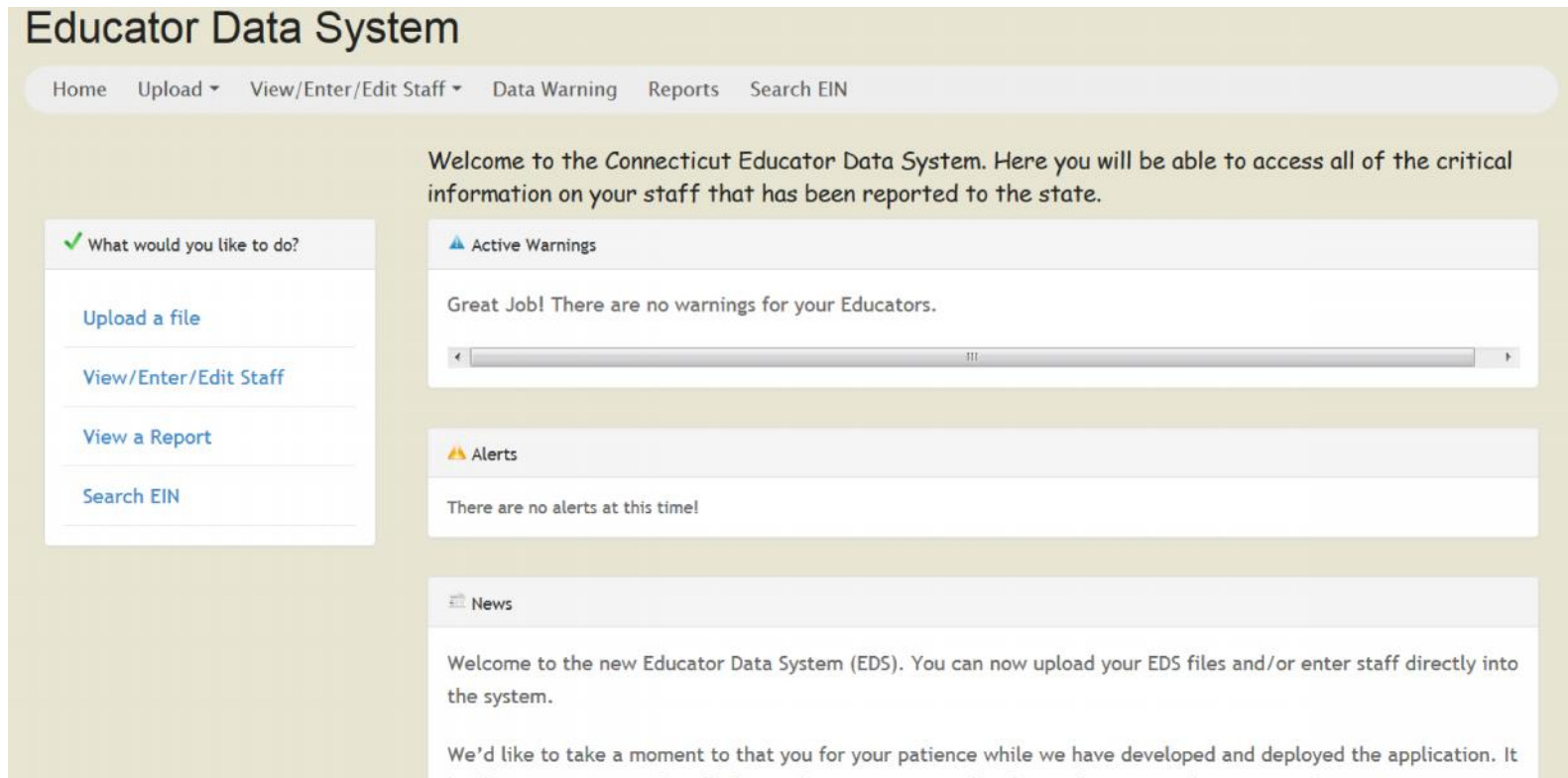


When you hover over one of the two navigation items that have multiple items (those with the downward arrow), the different items will appear.



Home Page

Below is a shot of the home page, which is also the page you'll be brought to when you enter the application. Here you'll be warned of potential problems with your data and any system announcements.



The screenshot shows the home page of the Educator Data System. At the top, the title "Educator Data System" is displayed. Below it is a navigation bar with links for "Home", "Upload", "View/Enter/Edit Staff", "Data Warning", "Reports", and "Search EIN". The main content area is divided into three sections: "Active Warnings", "Alerts", and "News".

Educator Data System

Home Upload View/Enter/Edit Staff Data Warning Reports Search EIN

Welcome to the Connecticut Educator Data System. Here you will be able to access all of the critical information on your staff that has been reported to the state.

What would you like to do?

- Upload a file
- View/Enter/Edit Staff
- View a Report
- Search EIN

Active Warnings

Great Job! There are no warnings for your Educators.

Alerts

There are no alerts at this time!

News

Welcome to the new Educator Data System (EDS). You can now upload your EDS files and/or enter staff directly into the system.

We'd like to take a moment to thank you for your patience while we have developed and deployed the application. It



Upload Staff Rosters Page

Educator Data System

Home Upload ▾ View/Enter/Edit Staff ▾ Data Warning Reports Search EIN

Upload Staff Rosters

To Upload Staff Rosters:

Step 1: Indicate file type for submission:

- Core Submission
- Assignment Submission

Step 2: Select File for Upload:

No file selected.

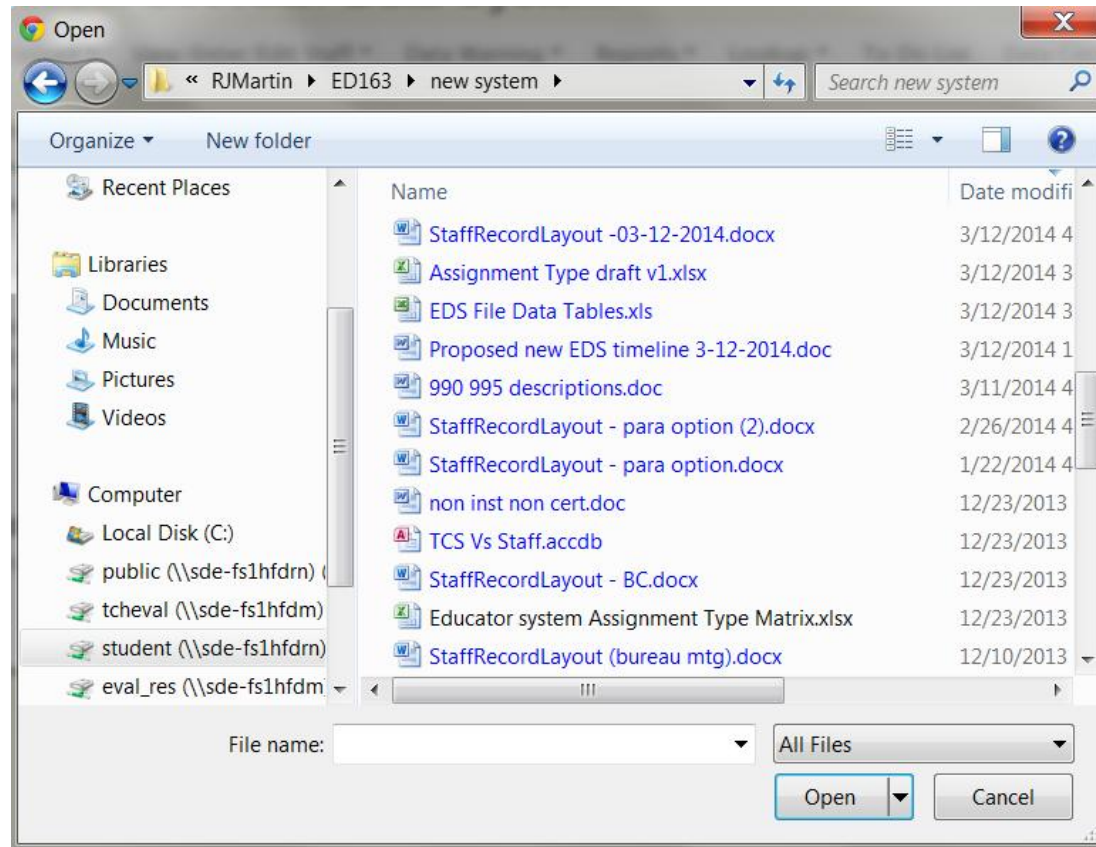
Uploading a file may take several minutes. Only files with a .csv extension will be accepted. Please click the upload button only once. Do not close the browser while a file is uploading. (Note: The file must follow the file specifications or the upload will fail. To see the file specifications or download a template [click here](#))

Upload Results

When you select the Upload File under the Upload navigation option, you will come to this page, where you can indicate the type of file you wish to submit and Upload it.




Upload Staff Rosters Page



When you click choose file, it will open a window to allow you find the file you wish to upload. When you've selected it, click open.



Upload Staff Rosters Page

 Upload Staff Rosters

To Upload Staff Rosters:

Step 1: Indicate file type for submission:


Core Submission

Assignment Submission

Step 2: Select File for Upload:

Sample EDS_Assignment_Initialbl

Uploading a file may take several minutes. Only files with a .csv extension will be accepted. Please click the upload button only once. Do not close the browser while a file is uploading. (Note: The file must follow the file specifications or the upload will fail. To see the file specifications or download a template [click here](#))

 Upload Results

The system will show the file you've selected and if it is correct, click the Upload button. If it is incorrect, click the Cancel button.



Upload Staff Rosters Page

Upload Staff Rosters

To Upload Staff Rosters:

Step 1: Indicate file type for submission:

- Core Submission
 Assignment Submission

Step 2: Select File for Upload:

No file selected.

Uploading a file may take several minutes. Only files with a .csv extension will be accepted. Please click the upload button only once. Do not close the browser while a file is uploading. (Note: The file must follow the file specifications or the upload will fail. To see the file specifications or download a template [click here](#))

Upload Results

Total rows uploaded: 37

Total rows successfully loaded: 0

Total rows failed due to errors: 37

See individual row results below

Row: 1

There is no corresponding Educator District Registration for this assignment.

Row: 2

There is no corresponding Educator District Registration for this assignment.

Row: 3

When you load a file, the system will load the records that pass the basic file specifications validations and give you both overall results and row by row results.



Upload Staff Rosters Page

Note: Due to the differences between the nature of the files, the Core and Assignment files have different rules. This is especially important when dealing with duplicate data.

- If you attempt to load a previously loaded Educator (CORE data), the system will reject the load and give you an error for that Row. While you will get an error, your EDS data will not be impacted.

- If you attempt to load a previously entered Assignment record, the system will load the record again (regardless if the record is an exact match or not). This causes a duplicate and will likely cause an error. To avoid these problems, only load data that has not been successfully been loaded this school year.



Upload Staff Rosters Page

Hints on Uploading Data

- Record Type: Both the Core and Assignment Files have a variable called Record Type. For your initial upload (either for new staff or yearly assignment), that value is the letter I.

- The combination of EIN and Date of Birth must match a person in the certification system to be loaded or the system will not allow the record to be loaded. If a record won't load, please verify that you have that these two fields are accurate.

- The upload file templates available on the help site include header rows. These rows will result in one of your rows getting an error (Row 1), but will help in identifying and correcting any errors.




Upload History Page


The other option under the Upload navigation tab is upload history.

Educator Data System

Home Upload ▾ View/Enter/Edit Staff ▾ Data Warning Reports Search EIN

 Your Upload History

Here, you can see the upload history for your district.

 History

Date Uploaded	Row Count	Number of Rows With Errors
9/12/2014 4:12:29 PM	33	1
9/12/2014 4:12:46 PM	37	2
9/15/2014 3:51:37 PM	33	1
9/15/2014 3:51:56 PM	37	2
9/15/2014 3:52:09 PM	37	2
9/19/2014 11:07:21 AM	43	1
9/19/2014 11:02:38 AM	37	6
9/19/2014 12:05:27 PM	0	0

When you upload files, the record of those upload will be on the upload history page.




Search for an Educator

Under the View/Enter/Edit Staff tab, you can search your staff for an individual educator and view their record. When in their record, you can enter edit mode and make changes to their record. If you want all your of your staff to show, simply click search and all will show.


Educator Data System

Home Upload ▾ View/Enter/Edit Staff ▾ Data Warning Reports Search EIN

Search for a Staff Member

 You can search by First Name, Last Name, EIN, or all three.

If you leave all fields blank and click search, it will return a list of all the Educators that have been entered into your district.


 Enter your search criteria

EIN

Last Name

First Name

Full Search

 Search Results

Enter your search criteria above and click search!

Enter the EIN, First and Last Name and click search to find an educator that has been added to your list.



Search for an Educator Page

Search for a Staff Member

You can search by First Name, Last Name, EIN, or all three.

NOTE: If you leave all fields blank and click search, it will return a list of all the Educators that have been entered into your district.

EIN

Last Name

First Name

Results

EIN	Last Name	First Name	DoB	Gender	Position
6397229275	DCF	Issues	12/12/2014	Male	Certified
3324421115	HART	CHUCK	12/12/2014	Male	Certified

The results show beneath the search area. The educator's EINs are links to their record.



View an Educator Page

The View Page has three sections. One for basic demographic information about the educator, one for district information and one for assignment information

Home Upload ▾ View/Enter/Edit Staff ▾ Data Warning Reports Search EIN Administrative ▾

Educator Detail

[Edit Educator](#)

Name	JESSICA JESSICA	EIN	6865151392
Date of Birth	09/20/1977	Gender	Female (F)
Educational Degree	PhD/EdD	Experience Outside CT Public Schools	0
Position Type	Certified	Races	

District Registration Details

[Edit Registration](#)

District Educator ID	1	TRB Eligible	True
Annual Salary		Permanent Leave Code	
Start Date	08/21/2014	End Date	
Long Term Sub	<input type="checkbox"/>	Expected Long Term Sub Duration	
Total FTE	1.00		

Assignment Details

[Add New](#)

[EDIT](#)

Start Date	09/15/2015	Assigned Facility Code	1450111 - Union Elementary School
End Date		Course/Role Descriptor	90920 - Principal
Assignment FTE	1.00	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
Grades	04	Assignment Type	-



View an Educator Page

To enter edit mode for one of the areas, you click the edit button. For example if we wanted to exit a staff member who left the district, we'd click the Edit Registration button.

Home Upload ▾ View/Enter/Edit Staff ▾ Data Warning Reports Search EIN Administrative ▾

Educator Detail

[Edit Educator](#)

Name	JESSICA JESSICA	EIN	6865151392
Date of Birth	09/20/1977	Gender	Female (F)
Educational Degree	PhD/EdD	Experience Outside CT Public Schools	0
Position Type	Certified	Races	

District Registration Details

[Edit Registration](#)

District Educator ID	1	TRB Eligible	True
Annual Salary		Permanent Leave Code	
Start Date	08/21/2014	End Date	
Long Term Sub	<input type="checkbox"/>	Expected Long Term Sub Duration	
Total FTE	1.00		

Assignment Details

[Add New](#)

[EDIT](#)

Start Date	09/15/2015	Assigned Facility Code	1450111 - Union Elementary School
End Date		Course/Role Descriptor	90920 - Principal
Assignment FTE	1.00	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
Grades	04	Assignment Type	-



Editing an Educator Record

To exit the staff person, you enter the district end date in the End Date field, give the reason for the permanent leave and click the Save button. You do not need to exit a person who is leaving your district from their assignments. The system will automatically exit them from their active assignments with their final last day.

District Registration Details

District Educator ID	FR8789-098	TRB Eligible	<input type="checkbox"/>
Annual Salary	138999.00	PermanentLeaveCode	Resigned (no reason given) ▼
Start Date	08/19/2014	End Date	08/30/2014
Long Term Sub	<input type="checkbox"/>	Expected Long Term Sub Duration	
Total FTE	1.00		



Editing an Educator Record

The most common type of change during the school year is a change to an Educator's assignment. These include:

- Transfers
- Promotions
- Temporary assignments
- Temporary Leaves

When entering changes that take place during the school year, it is critical to preserve the data about the time the preceded the change. This means that you should not edit existing assignments when a change occurs, but rather end the existing assignment and add a new assignment record to reflect the new role.

Important: The EDS is a rolling collection and so, as changes occur throughout the year, they need to be recorded in EDS as soon as possible.



Editing an Educator Record : Changing Assignments

An example of a string of assignment changes throughout a school year. At first, the person was teaching, then on leave and finally teaching again. All three assignments are captured.

Assignment Details

Add New

EDIT

Start Date	09/01/2014	Assigned Facility Code	0275111 - Jared Eliot School
End Date	10/01/2014	Course/Role Descriptor	90262 - Anthropology
Assignment FTE	1.00	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
Grades	03	Assignment Type	-

EDIT

Start Date	10/02/2014	Assigned Facility Code	0270011 - Clinton School District
End Date	04/01/2015	Course/Role Descriptor	75007 - Sabbatical
Assignment FTE	1.00	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
Grades	09	Assignment Type	-

EDIT

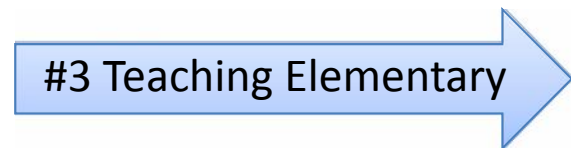
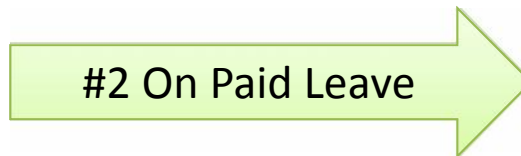
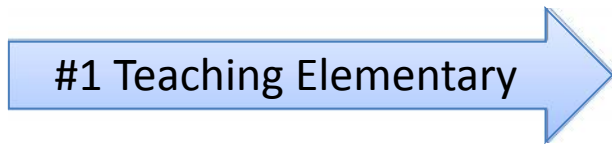
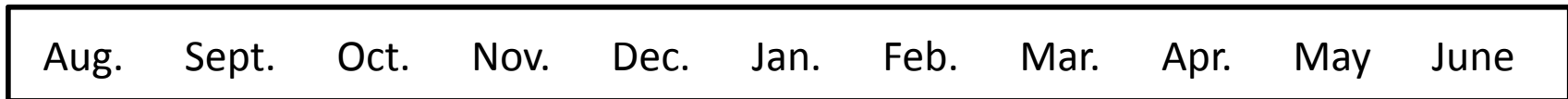
Start Date	04/02/2015	Assigned Facility Code	0275111 - Jared Eliot School
End Date		Course/Role Descriptor	90262 - Anthropology
Assignment FTE	1.00	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
Grades	08	Assignment Type	-



Editing an Educator Record : Changing Assignments

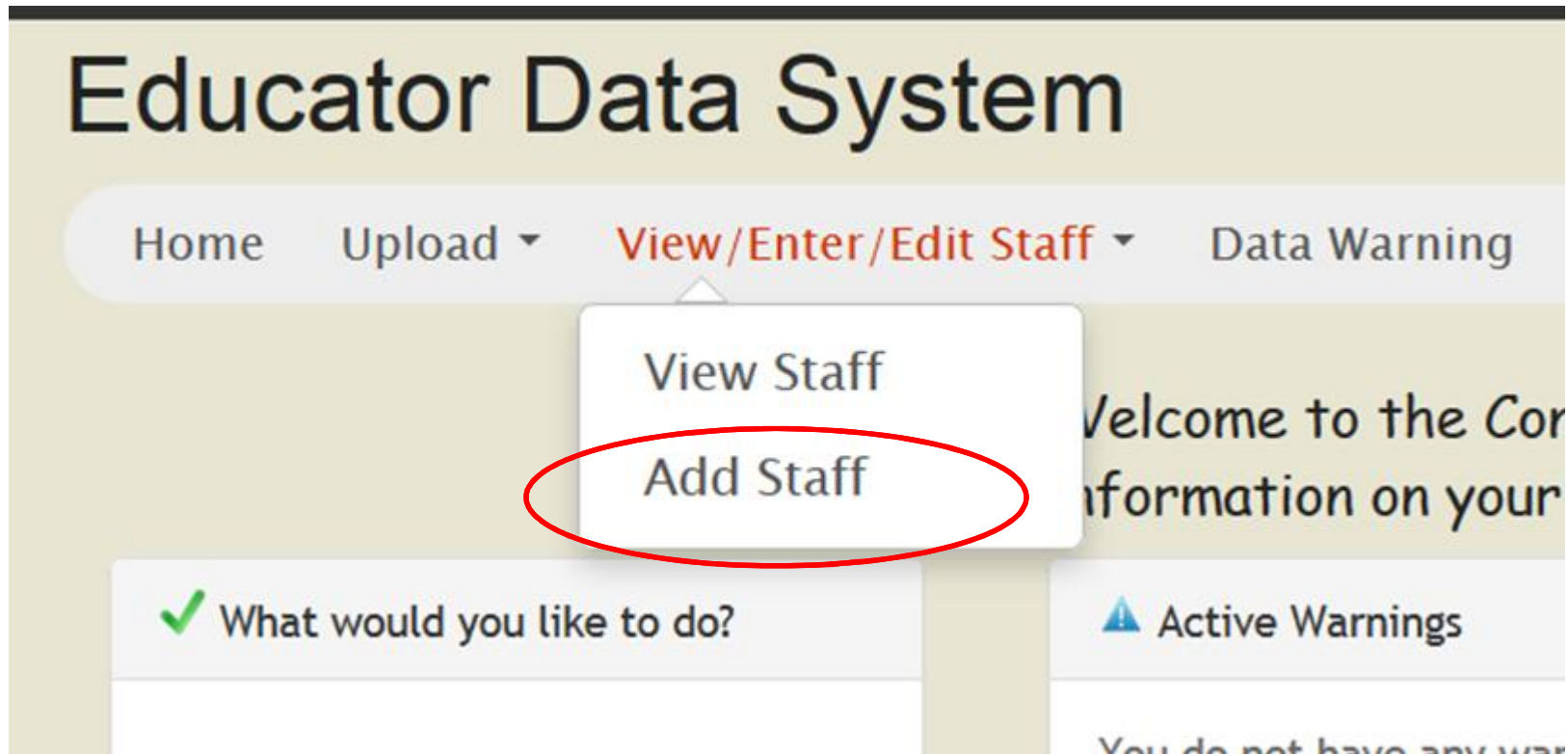
Another way to think about the string of assignment changes throughout a school year. At first, the person was teaching, then on leave and finally teaching again. All three assignments need to be captured separately.

School Year




Adding An Educator

In addition to uploading data, you can also add an Educator manually in the system. The Add Staff function is under the “View/Enter/Edit Staff” option.



Adding An Educator

To add an educator, you will need to know their EIN and their Date of Birth. With that information, the system will search the Certification system (CECS) for matching educators.

 Add New Staff Member

Provide below the EIN and Date of Birth of the Educator you wish to add.

EIN: Date of Birth: [Search](#)

If the system finds a match in CECS, it will present the person with their name and ask you if you wish to add this educator. If so, click the “Add” button.

 Search Results from CECS

	EIN	Last Name	First Name	DoB
Add	6865151392	JESSICA	JESSICA	09/20/1977



Adding An Educator

The system will ask you to provide information on the Educator, their relationship with your district and their assignments in a set by step fashion. You need to enter data in all three sections for the record to be deemed complete.

Note: the system will run data verifications as you enter each section.

Home Upload View/Enter/Edit Staff Data Warning Reports Search EIN Administrative

Educator Detail

Edit Educator

Name	JESSICA JESSICA	EIN	6865151392
Date of Birth	09/20/1977	Gender	Female (F)
Educational Degree	PhD/EdD	Experience Outside CT Public Schools	0
Position Type	Certified	Races	

District Registration Details

Edit Registration

District Educator ID	1	TRB Eligible	True
Annual Salary		Permanent Leave Code	
Start Date	08/21/2014	End Date	
Long Term Sub	<input type="checkbox"/>	Expected Long Term Sub Duration	
Total FTE	1.00		

Assignment Details

Add New

EDIT

Start Date	09/15/2015	Assigned Facility Code	1450111 - Union Elementary School
End Date		Course/Role Descriptor	90920 - Principal
Assignment FTE	1.00	Taught Under Bilingual Certificate	<input type="checkbox"/>
Role Funded by Title I Funds	<input type="checkbox"/>	Special Education Teacher Type	
Grades	04	Assignment Type	-



Editing an Educator Record: **Fixing a Mistake**

Mistakes are common in all data collections. If you make a mistake in EDS there are ways to fix them depending on the type of mistake. Below are a few common assignment errors and how to fix them:

1. Entered a person into EDS who should have never been entered – If the person should never been entered into EDS or somehow is a duplicate, simply enter a date out of district (in the district registration section) that matches their date in districts and give a reason for leave of “Mistaken entry”.
2. Entered an extra assignment for a person – If you entered too many assignments for a person, enter an assignment end date that matches the assignment start date in the unwanted assignment(s).
3. Entered wrong data in an assignment – If the assignment is needed, but some of the data are inaccurate, you can make the change directly. It is critical however that this method only be used to fix mistakes and not update data when an educator’s role changes.



Warnings and Errors



Warnings and Errors

There are a number of ways that you may find out about errors or warnings with your data. They include:

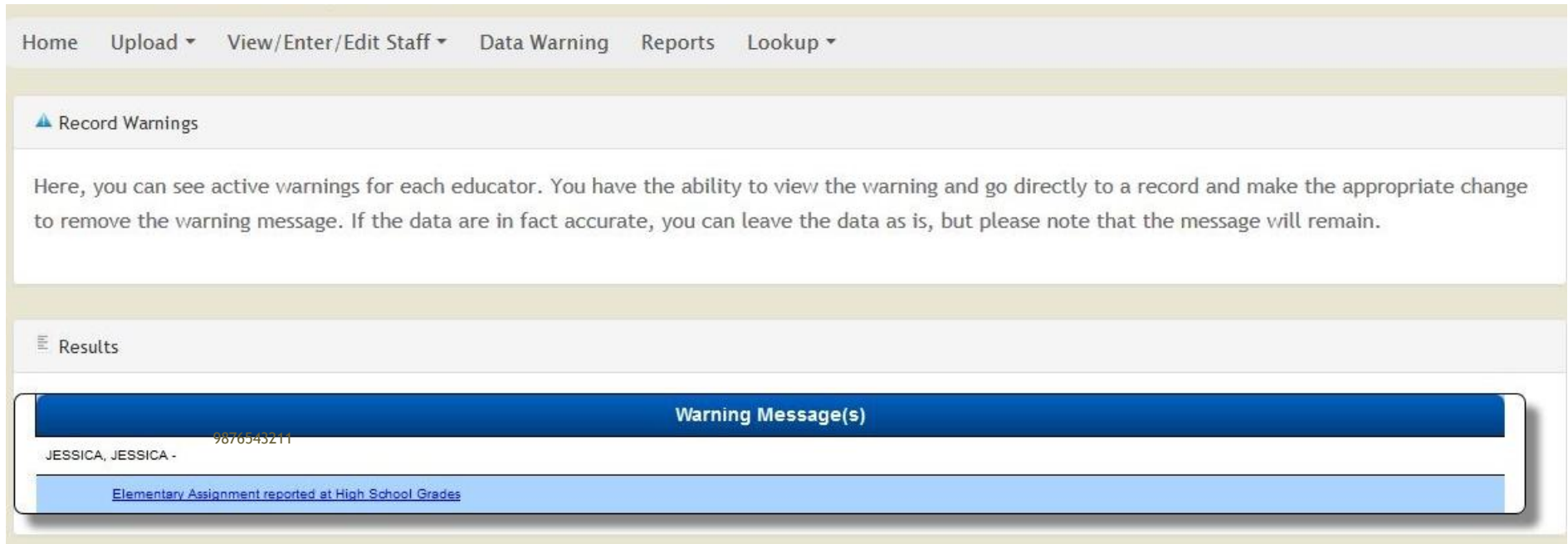
- ❑ Upload Results – If your upload file does not meet the required specifications, the system will reject the record. You will see this in the upload results. Examples include:
 - A row does not match the required file specs
 - You are attempting to load an Assignment record for an educator that you haven't previously reported working in your district.
- ❑ Direct Entry - If you attempt to enter data that does not meet the base requirements for the system or is in conflict with other data you reported for the person, the system may not let you save the conflicting data. Examples include:
 - Entering assignment FTEs that exceed the total FTE you reported
 - Reporting a course/role descriptor of elementary and a grade of 10.
- ❑ Warnings and Errors Page – Some questionable data will be allowed through data uploads and some other data edits cannot occur until you've entered all of an educator's assignments. The Warnings Page will alert you to these types of issues.



Warnings and Errors

Data Warning Page

The Data Warnings tab will bring you to a page where your data warnings and errors are displayed. Again, some warning checks will only occur when you come to this page.



The screenshot shows a web application interface for the Data Warning Page. At the top, there is a navigation menu with the following items: Home, Upload, View/Enter/Edit Staff, Data Warning, Reports, and Lookup. Below the navigation menu is a section titled "Record Warnings" with a small upward-pointing triangle icon. The main content area contains a paragraph of text: "Here, you can see active warnings for each educator. You have the ability to view the warning and go directly to a record and make the appropriate change to remove the warning message. If the data are in fact accurate, you can leave the data as is, but please note that the message will remain." Below this text is a section titled "Results" with a small icon of a document. Underneath the "Results" section is a table with one row. The table has a blue header row with the text "Warning Message(s)". The data row contains the text "JESSICA, JESSICA - 9876543211" in the first column and "Elementary Assignment reported at High School Grades" in the second column.

Home Upload View/Enter/Edit Staff Data Warning Reports Lookup

▲ Record Warnings

Here, you can see active warnings for each educator. You have the ability to view the warning and go directly to a record and make the appropriate change to remove the warning message. If the data are in fact accurate, you can leave the data as is, but please note that the message will remain.

Results

Warning Message(s)	
JESSICA, JESSICA - 9876543211	Elementary Assignment reported at High School Grades

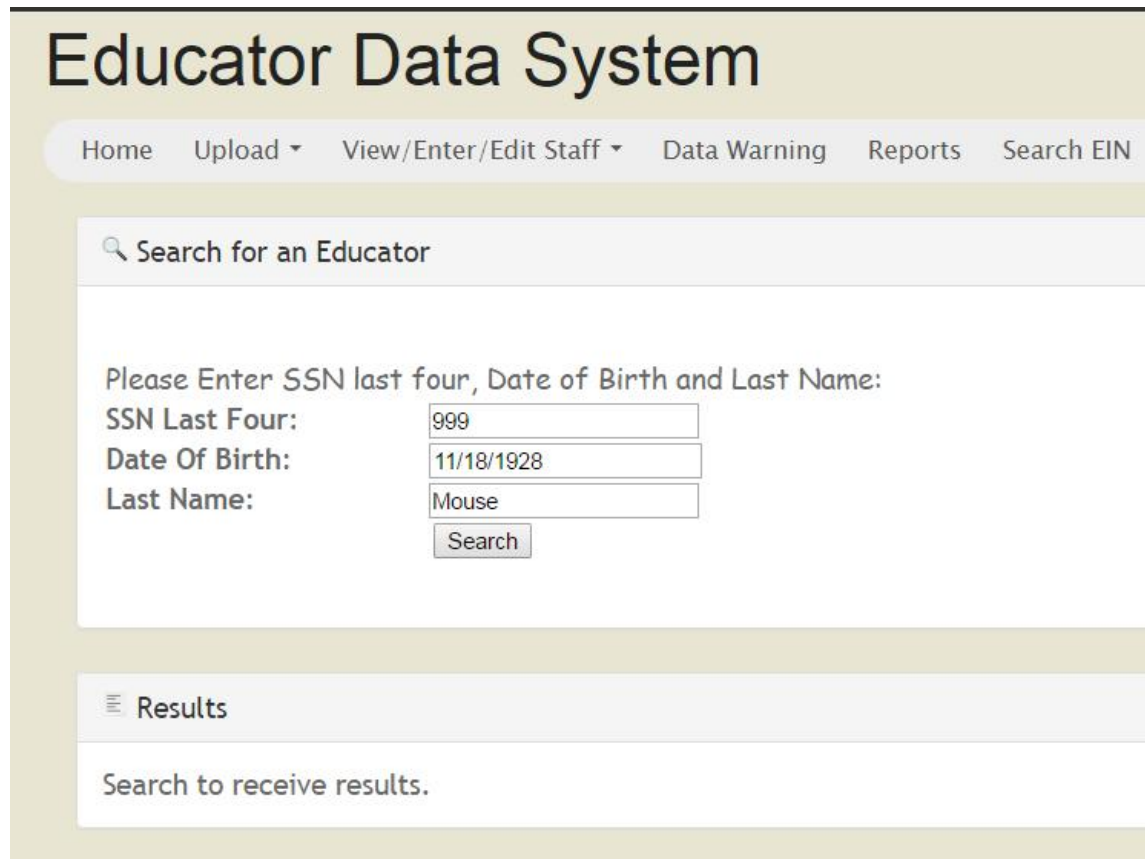


Searching for an EIN



Searching for an EIN

If you need to find out the EIN of an employee, the system has a lookup function under the “Search EIN” option on the navigation bar. Simply enter the last four digits of the person’s social security number, their date of birth and last name*.



The screenshot shows the 'Educator Data System' interface. At the top, there is a navigation bar with links: Home, Upload, View/Enter/Edit Staff, Data Warning, Reports, and Search EIN. Below the navigation bar is a search section titled 'Search for an Educator'. It contains a form with the following fields and values:

Please Enter SSN last four, Date of Birth and Last Name:	
SSN Last Four:	999
Date Of Birth:	11/18/1928
Last Name:	Mouse
	<input type="button" value="Search"/>

Below the search form is a 'Results' section with a search icon and the text 'Search to receive results.'

* **Note:** These must match the information the CSDE’s Certification Office has for them.



Reports

The EDS contains a number of reports that will allow you to print and export your data.

All reports can be exported to Excel for manipulation and summarization.

Your Reports
Full Staff Roster (all active staff as of 7/26/2016)
By Name
By School
By Course Code
Staff Reports
Staff Active October 1st
Staff on Temporary Leave
Staff with No Assignments
Schools with No staff
Schools with No Principal
Schools with No Superintendent
Staff in closed Schools
Error and Warning Reports
Error Report - Core File
Error Report - Assignment File
Certification Reports
<p>Note: The compliance review information presented below are for informational purposes ONLY and do not constitute the Department's official review of your educators' certification compliance status.</p>
Staff Active Certificates List
Staff Certificates Expiring in Next 10 Months List
Staff Out of Compliance
Staff Out of Compliance With Assignment Codes (90390,90395,90396)
End of Year Data File
2014 - 2015 Assignment File



Reports

Report Type	Description
Full Staff Roster (Three Versions)	These reports include all of the active staff as of the day of the report. The three versions are the same data, but sorted differently.
Staff Reports	These reports hit a variety of specific topics of interest.
Error Reports	These reports list the current errors and warning for your school
Certification (Four Reports)	These reports are for informational purposes only. The two compliance reports do constitute the Department's official compliance check, rather are only presented for your information.
End of Year Data File	This file contains assignment data for your district at the end of the 2014-15 school year as reported by your district and is formatted to match the Assignment file. Districts may choose to use this as a starting point for the creating of their 2015-16 assignment file. Important: these files do not contain sufficient data to be loaded as is and will need updating and to have the educators' names removed before it can be loaded.



Staff Reports

Report Type	Description
Staff Active October 1st	This is a list of staff and their assignments as of October 1 of the School year. October 1 is the date the Department uses for public reporting.
Staff on Temporary Leave	This is a list of staff in your district who have been given a course/role descriptor that is associated with a temporary leave (such as FMLA).
Staff with No Assignments	All staff reported in EDS should have at least one assignment. Staff listed on this report should either have an assignment reported or be exited from your district.
Schools with No Staff	All of your schools and programs should have at least some staff time devoted to them.
Schools with No Principal	While it is possible to have a school without a principal, this report details any schools and/or programs without a Principal reported.
Staff in Closed Schools	When schools and program close, districts need to remove the staff previously assigned to that location. This report will assist



2015-16 Assignment File Report

The 2015-16 End of Year Assignment file can be used as a starter file for your 2016-17 Assignment file. You will (at a minimum) make the changes detailed below. If an educator has had a change of assignment, returned from leave or some other change, you will also need to make those changes.

Enter record type
(I for Initial)

Replace Assignment
start date with 2016-
17 start date

Assignment type & the
elements that follow may
not need updating.

A	B	C	D	E	F	G	H	I	J	K
LastName	First Name	Assignment	Record Type	EIN	Reporting District	Date of Birth	Assigned Facility Code	Assignment Start Date	Assignment End Date	Assignment Type
Wayne	Bruce	Business & Financial Technology		6865151392	9990011	9/20/1977	110511	9/1/2014	6/30/2015	
Prince	Diana	Gifted and Talented		6865151392	9990011	9/20/1977	110511	9/2/2014	6/30/2015	
Kent	Clark	English		5146357548	9990011	5/12/1953	110611	9/3/2014	6/30/2015	
Jordan	Hal	Technology Education		3545364156	9990011	4/3/1975	110511	9/4/2014	6/30/2015	TC

Remove Names and
Assignment (description)

Delete Assignment end
dates. Leave blank



FAQ

- Where can I get more information?

The EDS help site: <http://www.csde.state.ct.us/public/eds> . It has file specifications, definitions, code sets, and (eventually) this presentation.

- The EDS is just a once a year collection, right?

No, the EDS is a year round collection that must be kept up-to-date. While we use the October 1 snapshot for reporting purposes, the year round data are used for several purposes.

- If the Assignment Type element is not required, why should I care?

The Assignment Type element is important to keep your district and the Department on the same page on how the different assignment will be counted. This common understanding is important to limit confusion and surprises when data are publicly reported.

- What about educator name?

The EDS does not collect names. It uses EIN and date of birth to match with the Certification system to determine the name to show. If the name shown in EDS is wrong, the educator needs to fix/update their name in the Cert system.



FAQ

- What if I don't know the actual date a person started in my district?
In most cases, you'll know the year they started or the number of years that they worked in your district and you can use that to determine the year and use September 1 of that year.
- We have a teacher who is awaiting their certification. Should I report them?
If they are working in a role that requires certification, you need to report them, even if they are not yet certified. There are no exceptions to this rule.
- I have a teacher going on Temporary Leave. How do I report that?
Temporary Leaves are treated as assignments. You will close out the existing assignment (i.e., report assignment end date). Next add a new assignment and choose the appropriate leave Course/Role Descriptor (at bottom of drop down). When the leave ends, you'll close out the leave assignment and add a new assignment.
- How do I know what Course/Role Descriptor to use?
The Help Site has a Course/Role Descriptor to Certification Endorsement crosswalk that contains descriptions of the Descriptor and what endorsements are valid for that Course/Role Descriptor.



FAQ

- When should I report a long term sub?

We give districts some flexibility here. Our rule of thumb is if you expect the person to be there for 40 or more days, report them. Regardless of what you expected, if the person has reached 40 days in a single sub role, report them. Daily subs should not be reported.

- Are we required to submit data for all fields?

No, there are some optional fields. These include Assignment Type, Role Funded by Title I funds, District Educator ID (your district's employee id). Furthermore, there are some fields that are not appropriate in certain types of uploads (end dates for example) and so they are not permitted.

- I know when the school year is scheduled to end. Do I report that for Assignment end date?

No, assignment end dates are for the actual dates that the person leaves the assignment, not when you think they will or the district's planned schedule.

- EDS won't let me upload a record and can't find the educator to enter manually. What is wrong?

This most often happens when the certification system has a different date of birth than you are using. Please verify the EIN and DoB you are using. If they are right, Contact Ray Martin for assistance (Raymond.martin@ct.gov).



Key Dates

While the EDS is a rolling collection and needs to be kept up-to-date, there are some key dates to know.

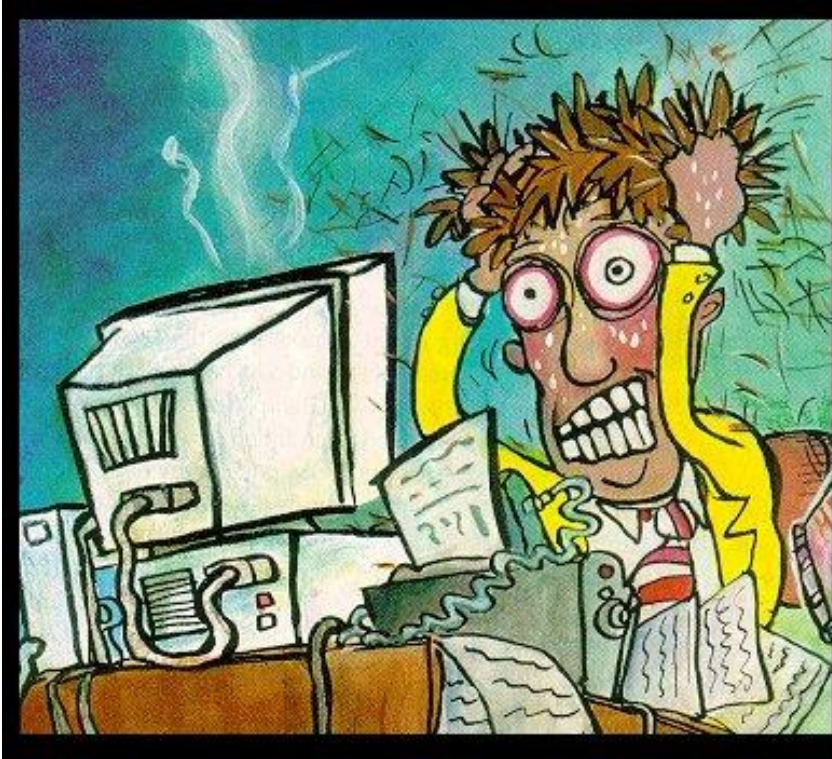
<u>What</u>	<u>When</u>
2015-16 End of Year Assignment Files (the “Starter Files”) Available	Now!
All Staff must be entered and have assignments in EDS	September 15, 2016
Reporting Date (all staff with a non-leave assignment on this date [based upon assignment start and end dates] are included)	October 1, 2016
Certification Office Conducts Annual Compliance Check	December –January



Questions?



Frustrated? Need help?



For Help, please :

1. Check the EDS Help Site
(<http://www.csde.state.ct.us/public/eds/>)
2. Contact Ray Martin: 860-713-6876 or raymond.martin@ct.gov

