TEXAS STUDENT DATA SYSTEM
Field Coordination Network Update

October 3, 2013 — Cynthia Cammack, David Butler, & Scott Johnson

Hello everyone. Thank you for joining us for this TSDS Field Coordination Network Update.

I want to make sure you can hear me. Please raise your hand if you are able to hear.

My name is Cynthia Cammack and I am here with several other TSDS team members. I'll let them quickly introduce themselves.

You are all muted; however, please feel free to ask questions either by raising your hand (and we will un-mute you) or by typing your questions in the chat field. We want to be sure questions are answered. If we run out of time, we will follow-up with responses by email to the group.

We are recording this session.

Our focus today is on supporting your plans for training. All ESCs have sent Champions to Technical training, and those of you who have LPR districts in your regions have also been through the studentGPS Dashboards training sessions here at TEA. However, the rest of you will not be attending until later this month – so today we will discuss scheduling and content in detail to help you plan and schedule your sessions for LEA Dashboards Stewards. We understand that several of you are new to your role as a Champion, so we will take some time to review ESC Champion roles and responsibilities. We will also look at dates and tasks that need to be facilitated by ESC Champions.
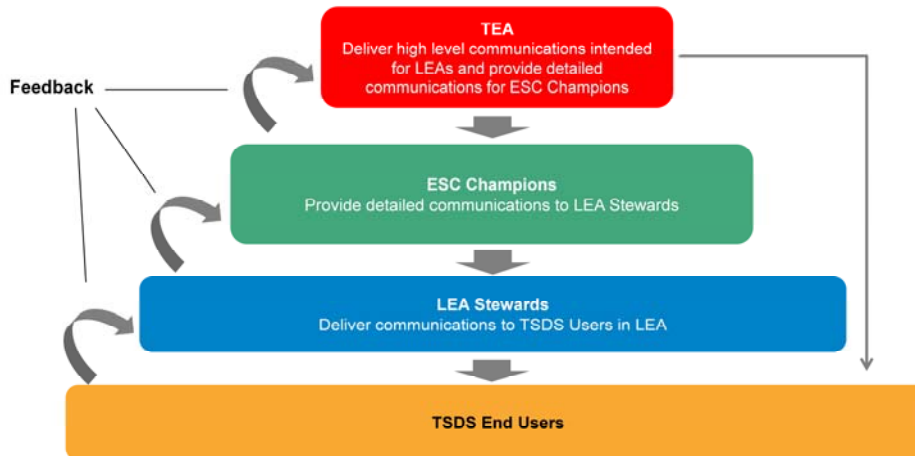
First, as a review for all and especially to inform those of you who have not been with this effort since the beginning, let's review the role of the ESC Champions and the Field Coordination Network in the rollout of TSDS information and functionality. TEA is providing high-level communication only to LEAs regarding this effort – mainly through the TSDS website and presentations to public and professional groups. All detailed information and training is being provided by TEA to the ESC Champions. It is the role of ESC Champions to funnel all of this to LEAs. The LEA Stewards, selected by you in coordination with the LEAs, will in turn provide training and information directly to end users in districts and charter schools.
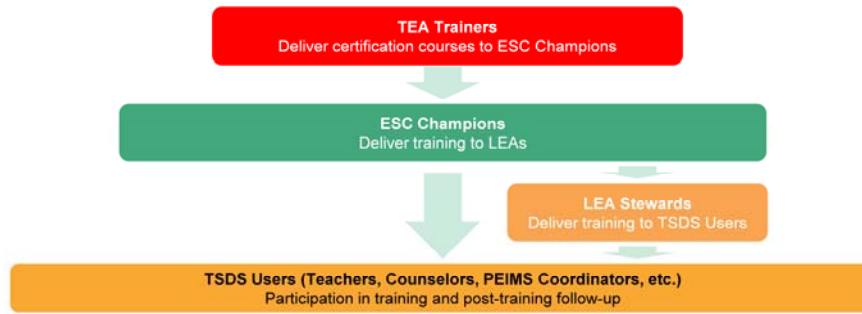
So...information in every email, webinar, and training session provided by us to you needs to be part of your communication planning. Always consider what needs to be funneled down to LEAs.

A Train-the-Trainer approach is being used to transfer critical training knowledge from TEA to ESCs, and from ESCs to users at the LEAs. This approach provides each regional service center with ownership of training programs and delivery. Today as we discuss planning for studentGPS Dashboards, be thinking about how this training would be best delivered to LEAs in your region.

Field Coordination Network Roles & Responsibilities

Group	Lead	Responsibilities
TEA TSDS Executive Sponsors	• Melody Parrish, Sharon Gaston, and Terri Hanson	• Participate as needed in Champion and Steward meetings
TEA Field Coordination Network Lead	• Cynthia Cammack	• Manage active Field Coordination Network (Champions and Stewards) • Schedule and work with TSDS component SME to conduct monthly TSDS Champion meetings • Manage program logistics • Share knowledge collected from Field Coordination Network with Executive Sponsors
TSDS Training Manager	• David Butler	• Coordinate and deliver TSDS training to ESCs • Serve as training point of contact for ESC Champions • Respond to questions from ESC Champions
TEA TSDS PEIMS SME	• Tessie Bryant	• Serve as TSDS PEIMS SME for ESC TSDS PEIMS Champions • Work with Field Coordination Network Lead to develop agenda and materials for each Champion meeting • Answer questions that arise from ESC TSDS Champions
TEA TSDS Technical SME	• Tessie Bryant	• Serve as TSDS Technical SME for ESC TSDS Technical Champions • Work with Field Coordination Network Lead and Deloitte to develop agenda and materials for each Champion meeting • Answer questions that arise from ESC Technical Champions
TEA Dashboards SME	• Scott Johnson	• Serve as TSDS Dashboards SME for ESC TSDS Dashboards Champions • Work with Field Coordination Network Lead and Deloitte to develop agenda and materials for each Champion meeting • Answer questions that arise from ESC Dashboards Champions
TEA Unique ID SME	• Cynthia Cammack	• Serve as TSDS Unique ID SME for ESC TSDS Unique ID Champions • Work with Field Coordination Network Lead and Deloitte to develop agenda and materials for each Champion meeting • Answer questions that arise from ESC TSDS Champions

TEA will provide a list of recommended qualifications for each ESC certified Trainer position to help define the role and skills needed to be successful as a TSDS Trainer.

The next two charts show the roles and responsibilities worked out between TEA and the ESCs for the launch of the Field Coordination Network. A few of you are new to the network and may not be familiar with these. Here you see roles and responsibilities for various TEA staff. These have changed somewhat as the project has grown.

Field Coordination Network Roles & Responsibilities

Group	Lead	Responsibilities
ESC Champions	• Assigned	• Help raise awareness and commitment for TSDS Component by communicating messaging provided in Champion meetings to LEAs and solicit feedback and concern from LEAs • Lead or facilitate TSDS Component training (TEA will provide training materials) • Answer any questions TSDS Component Stewards have in their region about a particular TSDS Component • Report updates and concerns to TEA TSDS Field Coordination Network team • Play a support role in various change activities as requested
LEA Stewards	• In Progress (ESCs and LEAs appoint in coordination)	• Attend Train-the-Trainer and Support training sessions on TSDS Component • Ensure appropriate LEA end users are trained in relevant TSDS Component functions • Answer any questions LEA end users have about a particular TSDS Component • Report updates and concerns to ESCTSDS Champion • Play a support role in various change activities as requested

Here you see roles and responsibilities for ESC Champions and LEA Stewards. You have a starring role in making TSDS a success in your region. TSDS communication, training, and support is being delivered via the ESCs.

As you can see, you also have a major role in assisting LEAs to select stewards. We will be sharing a form with you later to get a listing of the stewards for your Early Adopter LEAs.

ESC Champion Responsibilities

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- ❑ Communicate messaging to LEAs and solicit feedback and concerns to share with TEA
- ❑ Lead or facilitate TSDS training
- ❑ Answer questions for LEA Stewards in the region about TSDS
- ❑ Report updates and concerns to TEA TSDS Field Coordination Network team
- ❑ Support LEAs with information, training, deployment, and production support - includes providing or facilitating Level 2 support for TSDS components. (Some ESCs may provide Level 1 support.)

10/3/2013

Let's review ESC Champion responsibilities. (Read from slide.)

Let's review LEA Steward responsibilities. (Read from slide.)

AGENDA

I. Review Field Coordination Network (FCN) Role

II. Planning for Training

III. Additional Background and Context

IV. Detailed Look at Content and Scheduling

V. Dates and Tasks Ahead

VI. Questions?

Now that we've gone over TSDS roles, let's take a look at planning for your studentGPS Training.

You will remember that the plan is for LPR LEAs to perform UAT in November, 2013, and have Dashboards live in production by December 1. The LPRs will need ESCs to provide technical training, as well as information about setting up access. Based on LPR experience and results, Early Adopters can load data and perform their own UAT in December for a spring semester go-live.

If we keep these dates in mind, it makes sense for ESC Champions to deliver 18 hours of training to Fall Early Adopters Dashboards stewards in November, and again in February for Spring Early Adopters.

TSDS Training Assumptions

- Training Deliverables:
  - studentGPS™ Dashboards Training and Certification Material
  - Technical Training and Certification Material (including: data loading, security, validation, etc.)
- Training Assumptions
  - **Training Software**: Adobe Captivate is the content development tool used to create on-line simulations.
  - **Hosting Site**: All training materials are posted and stored on Project Share.
  - **Certification**: ESC Champions go through a certification process to verify that they are prepared to train and support LEAs (optional for Stewards)
  - **Train-the-Trainer**: TSDS users will be trained and supported through a train-the-trainer model (TEA trains ESC Champions, ESCs train LEA Stewards, ESC Champions and LEA Stewards train TSDS Users).

Let's look at the overall assumptions for training. (Read from slide.)

Key Training Decisions – Role of Live Data

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- ☐ Demo/Simulation training provided to ESC Champions and LEA Stewards
- ☐ Confidentiality
- ☐ Many unknowns this first year – LPR UAT next month (November) will reveal more information
  - ◻ Data loading issues and experience
  - ◻ Potential impact of performance issues
- ☐ Dashboards TEAL accounts prerequisite – will require separate training/webinar

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Training for ESC Champions has made use of the demo site (which you were given access to after our last FCN update) and simulations. Training done before January will need to be done the same way. After Dashboards are in production, however, you may opt to work with LEA Stewards as they load and provide training with live data. As you plan for this, keep in mind that the usual confidentiality issues and remember that this first year is a learning year for running the Dashboards. Although LPR districts have been loading data for quite a while, we have yet to learn what kinds of issues will crop up when LEAs work with the new environment. They may experience data loading and performance issues that we haven't seen in the past. Also, keep in mind that LEAs will need to set up access for users before doing extensive training with live data. (Options for setting up TEAL Dashboards access will be covered in a later webinar.)

tsds Other Considerations

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- ☐ LEA Data Stewards' comfort level and capability with the new information(as well as yours)
- ☐ Status of LEA data - data cleanliness/completeness, defined security roles
- ☐ Vendor Readiness – SIS, HR, Assessment
- ☐ Preferred delivery methods
- ☐ Existing schedule (holidays, other training)

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Some other considerations that may have an impact on your planning –
This is a departure from procedures that have been in place for a very long time.
Take the time you need to be comfortable with the new information and schedule training sessions in chunks and at intervals you believe are appropriate for your LEAs. Keep in mind that many local factors will have an impact on the amount of work an LEA will need to do; these include what SIS they are using, how up-to-date their data is, and how well-defined roles are. You will know best how to schedule and divide up training for your region.

Key Planning Documents

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- □ studentGPS™ Dashboards Course 8: Train-the-Trainer Course Summary Matrix
- □ Slides from Field Coordination Network (FCN) presentations about purpose, roles, schedule
- □ studentGPS™ Dashboards training simulations and materials provided by TEA (via Project Share)

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Key documents you will need to prepare for training are: (read from slide)

Depending on how much communication you have already provided for your LEAs, you may need to provide additional background or context training sessions. Let's look quickly at some slides we have shown in the past that may be relevant for this purpose.

Most of these slides were presented in the first FCN meeting.
This slide provides background on the Dashboards project.
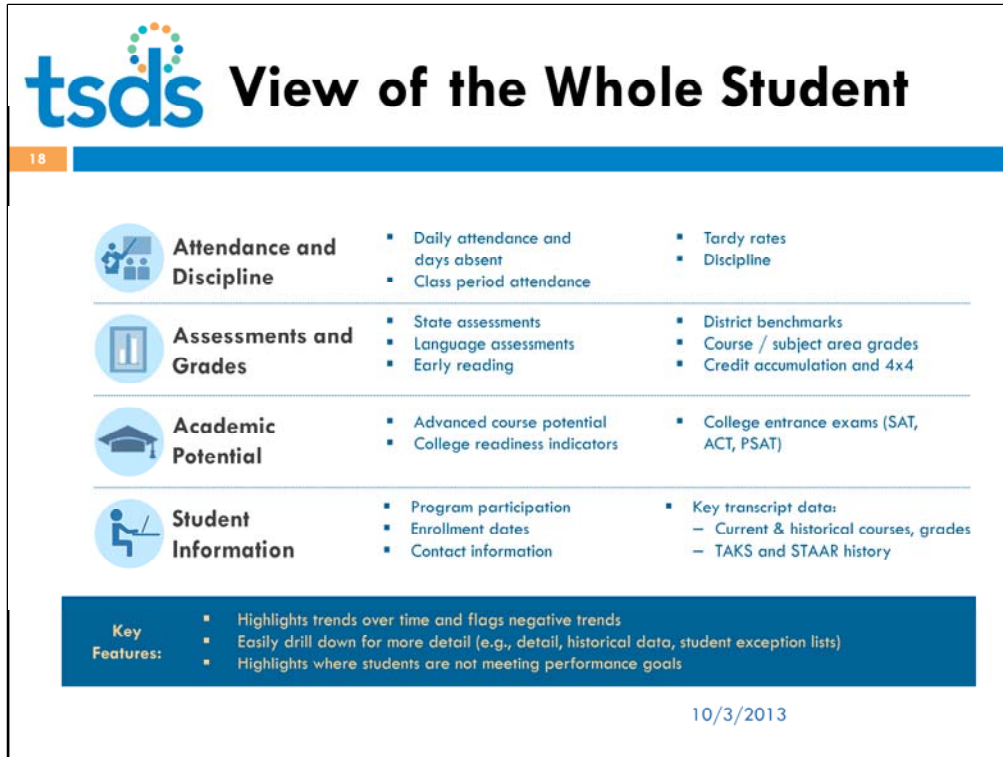
You can explain for LEAs that do not know the background that the Dashboards are a collection of reports and metrics that provide educators with access to historical, timely, and predictive information on all Texas students with the ultimate goal of improving the education outcomes for all Texas students.

TEA's partner, the Michael Susan Dell Foundation developed the initial concept of the studentGPS™ Dashboards based on extensive national research and the feedback from 3000 Texas educators.

Through this research, MSDF was able to identify what metrics are key indicators of student success.

And with the effective use of these metrics for monitoring student performance and outcomes, teachers and administrators are equipped with the tools needed to ensure students have every opportunity to stay on track to graduate.

TEA has been working closely with MSDF to continue to enhance dashboard functionality based on the feedback received from our 7 piloting Limited Production Release (LPR) Texas districts.

This slide shows some of the key metric categories implemented within the studentGPS™ Dashboards:

Attendance and Discipline validate that students are present and ready to learn

Assessments and Grades validate that students are meeting the standard level of achievement on standardized assessments and making adequate progress and growth across course and subject areas.

Academic Potential validate that students are working to their full potential in advanced courses and that students are college and career ready

With **Student Information** providing basic profile information about a student and individualized historical data
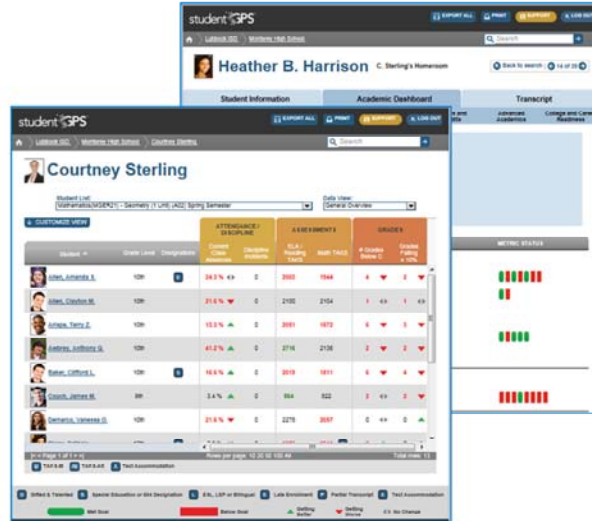
These metrics

This near real-time data can be uploaded nightly, extracted out of each LEA's own Student Information (SIS), Human Resource (HR) and Assessment systems.

The studentGPS™ Dashboards are powered with the information extracted out of existing LEA source systems on a nightly basis. This upload frequency provides access to timely data, early-warning indicators and historical data analysis for monitoring student performance and outcomes.

TEA has been working closely with source vendors throughout the state to ensure compliance with the Texas Education Data Standards (TEDS).

One of the greatest achievements of the studentGPS™ Dashboards is the convenient access to key information.

In the case of a student's profile information, it could take a combined 10-15 screens from various source systems to present what the studentGPS™ Dashboards can in a single screen view.

Seven Texas school districts have been participating in a Limited Production Release of the studentGPS™ Dashboards.

These LPRs include Hays, Lubbock, Lewisville, Allen, Alief, Taylor and PSJA. Six of these districts will be transitioning to the TEA deployment to go live in December. Allen ISD will be coming online with the other Fall Early Adopters on January 1st

This slide shows some feedback from teachers currently using the dashboards in LPR districts. Teachers have found them to be a valuable tool. Keep an eye out for case studies we will release in the next few weeks with more details from participating districts.

Feel free to peruse earlier FCN presentations and webinars for information to present to LEAs for context and background. You may opt to provide an introductory presentation or webinar.

Now let's look at the breakdown of content and scheduling for training.

tsds The Big Picture

	Course 1	Course 2A	Course 2B	Course 3	Course 4	Course 5	Course 6	Course 7	Course 8	Course 9
	TSDS and studentGPS™ Dashboards Overview	studentGPS™ Dashboards 101 for Teachers and Specialists	studentGPS™ Dashboards for LEA and Campus Administrators	Leveraging the studentGPS™ Dashboards for Key Meetings	Monitoring Early Warning Indicators and Planning Interventions for At-Risk Students	Interventions for Students Struggling Academically	Individual Student Goal Setting	LEA and Campus Goal Setting	Train the Trainer Best Practices and Resources	Certification
	30 minutes	2 hours	2 hours	1 hour	2 hours	3 hours	1.5 hour	2 hours	3 hours	1 hour
ESC studentGPS™ Dashboards Champion	X	X	X	X	X	X	X	X	X	X
LEA studentGPS™ Dashboards Steward (assumption is that the Steward will deliver training)	X	X	X	X	X	X	X	X	X	Optional
LEA School Board and Community	X									
Superintendent	X		X					X		
LEA Administrators	X		X	X	X	X	X	Maybe (depends on LEA situation)		
Campus Administrators	X		X	X	X	X	X	Maybe (depends on LEA situation)		
Teachers, Specialists	X	X		X	X	X	X			
Counselors, LEA Employed Social Workers	X		X	X	X	X	X			

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This slide shows an overview of audience and time breakdown for all courses.

tsds Course 1 Dashboards Overview

Course Description	Objectives	Pre-requisites	Resources	Timing
Presentation overview on TSDS and studentGPS™ Dashboards. The participant will gain an understanding of the strategic rationale of TSDS and a basic understanding of the studentGPS™ Dashboards.	By the end of this presentation, the participant will be able to describe the TSDS vision, list stakeholder benefits, discuss the roles and responsibilities of those who administer and manage the studentGPS™ Dashboards, and explain the high level functionality of the studentGPS™ Dashboards.	None	Video: TSDS Introduction	.5 hours

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These slides are taken from the document sent to all of you after the last FCN update.

Course 2A Dashboards 101

Course Description	Objectives	Pre-requisites	Resources	Timing
Introductory course explaining studentGPS™ Dashboards functionality and practical use in the classroom or on the campus.	By the end of this workshop, the participant will be able to view and sort the classroom data in the studentGPS™ Dashboards, describe the types of data accessible via the studentGPS™ Dashboards and explain the practical uses of the studentGPS™ Dashboards data on the campus or in the classroom.	Course 1, data loaded from the first two grading periods	Video: studentGPS™ Dashboards Overview; Pre-Training Checklist, studentGPS™ Dashboards 101Guided Exercises, Watch List Quick Start Guide for Teachers	2 hours

- ❏ Audience – Teachers and Specialists
  - ■ Additional attendees who can benefit
- ❏ Scheduling prerequisites or recommendations

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Course 2B Dashboards for Administrators

Course Description	Objectives	Pre-requisites	Resources	Timing
Introductory course explaining studentGPS™ Dashboards functionality and practical use in the classroom or on the campus.	By the end of this workshop, the participants will be able to view and sort the classroom data in the studentGPS™ Dashboards, describe the types of data accessible via the studentGPS™ Dashboards and explain the practical uses of the studentGPS™ Dashboards data on the campus or in the classroom.	Course 1, data loaded from the first two grading periods	Video: studentGPS™ Dashboards Overview; Pre-Training Checklist, studentGPS™ Dashboards 101Guided Exercises, Watch List Quick Start Guide for Administrators	2 hours

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tsds Course 3 Dashboards Overview

Course Description	Objectives	Pre-requisites	Resources	Timing
Facilitated workshop to help educators determine how to leverage the studentGPS™ Dashboards for key meetings.	By the end of this workshop, the participants will be able to incorporate key metrics, data and graphic features of the studentGPS™ Dashboards when planning for Parent/Teacher Conferences, utilize the student performance data in the studentGPS™ Dashboards to plan for ARD meetings and incorporate key metrics from the studentGPS™ Dashboards into other student centered meetings on your campus.	Course 1 and 2A or 2B, data loaded from the first two grading periods	Videos: SST_ARD, Parent Teacher Conference, Pre-Training Check List, studentGPS™ Dashboards Course 3 Guided Exercises	1 hour

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tsds Course 4 Monitor Student Learning

Course Description	Objectives	Pre-requisites	Resources	Timing
Facilitated workshop introducing how to monitor early warning signs and plan interventions.	By the end of this workshop, the participants will be able to use data from studentGPS™ Dashboards to identify early warning indicators of students and groups of students that are at-risk, identify and understand at least two studentGPS™ Dashboards metrics which can be used as early warning indicators and develop a studentGPS™ Dashboards Early Warning Action Plan	Course 1 and 2A or 2B, data loaded from the first two grading periods	Video: Attendance and Truancy, Pre-Training Check List, studentGPS™ Dashboards Course 4 Guided Exercises, Watch List Quick Start Guide for Administrators, Watch List Quick Start Guide for Teachers, studentGPS™ Dashboards Early Warning Action Plan, Reference Resources	2 hours

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tsds Course 5 Intervention

Course Description	Objectives	Pre-requisites	Resources	Timing
Facilitated workshop for educators on how to provide interventions for students struggling academically	By the end of this workshop, the participants will be able to use the metric data from the studentGPS™ Dashboards system to identify students who are struggling academically, recall local academic interventions and locate additional learning resources on Project Share, and identify the next steps you will take to help students who are struggling academically.	Course 1 and 2A or 2B, data loads include data from the first two grading periods, prior year state assessments and current year local assessments	Video: Planning an Intervention, Pre-Training Check List, studentGPS™ Dashboards Course 5 Guided Exercises, Watch List Quick Start Guide for Administrators, Watch List Quick Start Guide for Teachers, Reference Resources	3 hours

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tsds Course 6 Student Goals

Course Description	Objectives	Pre-requisites	Resources	Timing
Facilitated workshop for educators on TSDS Student Goal Setting. The participants will learn how to leverage the studentGPS™ Dashboards to set individual goals for students and leave the training with an action plan for your students.	By the end of this workshop , the participants will be able to use data from the studentGPS™ Dashboards to identify appropriate student goals, identify at least two types of metrics in the studentGPS™ Dashboards that can be helpful when setting student goals and develop a studentGPS™ Individual Student Goal Worksheet	Course 1 and 2A or 2B, data loaded from the first two grading periods	Video: Student Goal Setting, Pre-Training Check List, studentGPS™ Dashboards Course 6 Guided Exercises, Watch List Quick Start Guide for Teachers	1.5 hours

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tsds Course 7 LEA/Campus Goals

Course Description	Objectives	Pre-requisites	Resources	Timing
Facilitated workshop for LEA and campus leaders to determine the key data goals for their LEA. The participants will gain a goal setting strategic approach and identify point people assigned to manage the LEA and/or campus studentGPS™ Dashboards goals.	By the end of this workshop, the participant will be able to discuss the studentGPS™ Dashboards goal setting process, list metrics the LEA will be responsible for defining, describe the LEA decision points, and create a "next step" action plan for your LEA.	Data Loaded from the first semester, Data Preparation by the LEA Dashboard Steward, LEA Pre-meeting with ESC Dashboard Champion, Course 1 and 2A	Video: Goal Setting, Pre-Training Checklist, Goal Setting Quick Start Guide; studentGPS™ Dashboards Action Plan	2 hours

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tsds Course 8 Best Practices

Course Description	Objectives	Pre-requisites	Resources	Timing
Facilitated workshop to train studentGPS™ Dashboards Champions and Stewards on best practices and how to train end users.	By the end of this workshop, the participants will be able to access training materials on Project Share, discuss the Train-The-Trainer (TTT) best practices, review and explain how to use the recommended training check lists, identify key help desk contacts for their regions, and list five resources available to them when providing training on the studentGPS™ Dashboards Courses.	Course 1-7	studentGPS™ Dashboards Course 8 Guided Exercises, studentGPS™ Course Summary Matrix	3 hours

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StudentGPS Dashboards will use the TSDS three-level support model. ESC Champions are at the heart of this model, just as they are currently with PEIMS and Unique ID support. As we bring on Dashboards, we will add to that model with TIMS (the TSDS Incident Management System) and additional staff to support ESCs.

We will be conducting training webinars in other areas. Look for webinars on
    TSDS Incident Management System (TIMS)
    Data Transfer Utility (DTU)
    Validation Tool
    Photo uploads
    Delete Utility

Now lets take a look at related tasks.

We looked at these tasks for ESC Champions in our last meeting.

We will need you to provide the following for LEAs:

After TEA webinars, set up webinars or other communications with LEAs to share information from them that is relevant.

Work with Early Adopter LEAs to identify Data Stewards and Dashboard Stewards. Please maintain distribution lists for these groups so that you can share with them pertinent information from what we share with you.

Schedule local training and communicate those dates to LEAs. At this point, it's critical that training for the first wave of Early Adopters be scheduled.

Also, we talked about communicating to LEAs:

The need to review staff roles and map those to Dashboards roles. This will save an immense amount of time and headaches when accounts are set up.

The need to alert source vendors (SIS, assessment vendors) to ensure TEDS-compliant extracts can be provided

The need for a local staging area for housing extracts to be loaded to the DDM

How are the communication and scheduling activities going? What have you heard so far from LEAs you have been in contact with?

What additional questions or comments do you have?

Remember also that you can email TSDS_Training@tea.state.tx.us with additional questions that come to mind.