Standard Operating Procedure

1. Purpose

The purpose of this procedure is to create a process for all testing data to be warehoused into a main platform so that multiple departments can disaggregate all student testing information.

2. Scope

Eduphoria will be the main platform utilized to import all testing data from all departments. OnData Suite will be the secondary platform that will house all testing data that can not be imported to Eduphoria, or is needed to make comparisons for PEIMS or Graduation requirements.
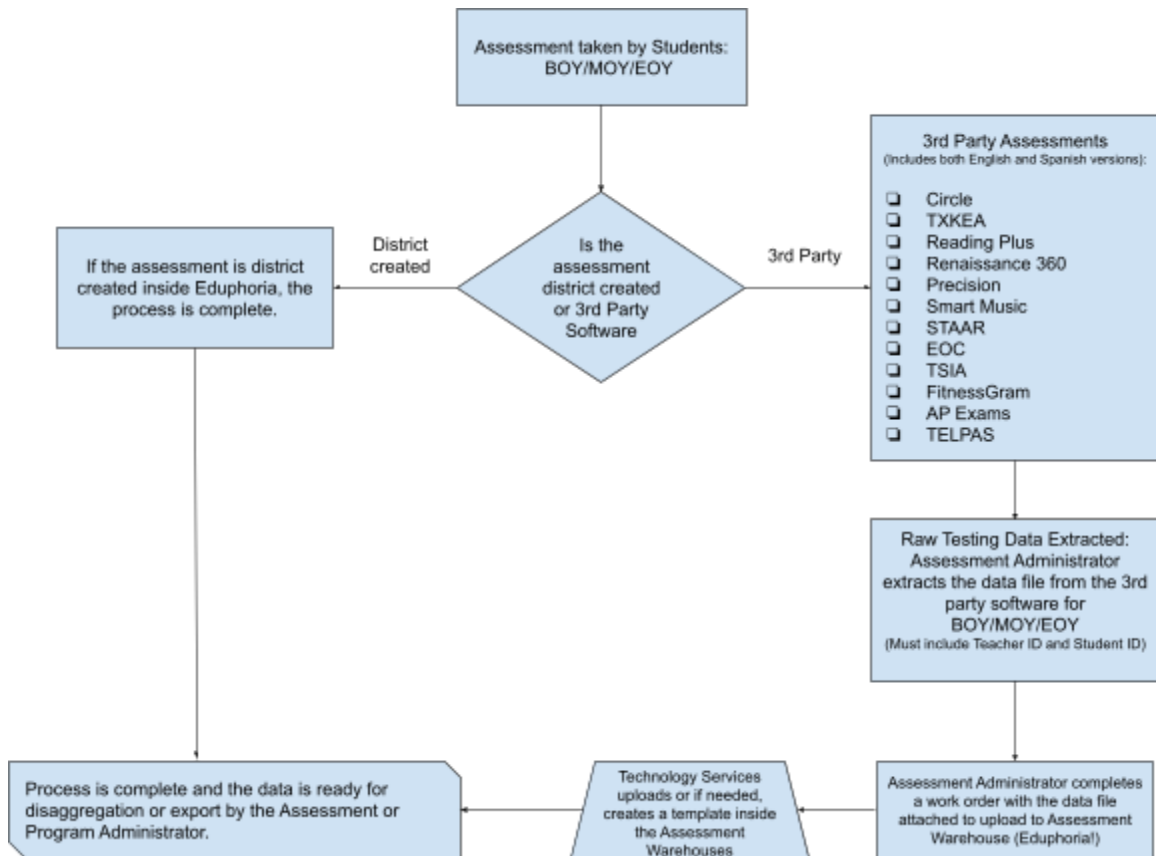
3. Process

The process for data collection and import is as follows:

1. The assessments are taken by the students.
2. Is the assessment district or 3rd party created?
    a. If the assessment is district created inside Eduphoria, the process can stop and no work order or data extract is necessary.
3. If the assessment is 3rd Party created to include but not limited to all english and spanish versions of Circle/TXKEA/Reading Plus/Renaissance 360/Precision/Smart Music/STAAR/EOC/TSIA/FitnessGram/AP Exams/TELPAS.
    a. Assessment Administrator will "extract" the raw data file for each testing window - BOY/MOY/EOY
        i. This data must include the teacher ID# and student ID#
        ii. The extracted file must have this naming structure for the file name:
            "3rdparty_testingwindow_language_gradelevel or subject"
            example   "Renaissance360_BOY_Spanish_6Math"
    b. Assessment Administrator will create and submit a Technology work order with the "extract" file attached.
    c. Technology Services will upload the "extract" file to the data warehouse platform.
        i. If the platform has a template the upload is complete.

Documents: Technology SOP's

ii. If the platform doesn't have a template for the "extract" file, technology services will create the template and perform the upload.

    d. Technology will close the work order- generating a "closed" ticket response to the originator of the work order- Assessment Administrator.

4. The Assessment Administrator will now be able to log into Eduphoria and export the needed testing data into a spreadsheet to disaggregate or manipulate to the needed format for their specific program needs.

4.   Responsibilities

Technology:
- ☐ Create the template for the work order inside the work order system.
- ☐ Create the template for upload of "extract" data, if needed.
- ☐ Upload the "extract" data into the warehouse platform.
- ☐ Close the work order to generate the response email to the originator of the request.

Assessment Administrator/Program Administrator:
- ☐ Download the "extract" file from the 3rd Party assessment software.
  - ☐ Ensure the Teacher ID # is listed
  - ☐ Ensure the Student ID # is listed
- ☐ Complete and submit a singular technology work order with the "extract" file attached for each assessment.
- ☐ Complete the work order process for BOY/MOY/EOY.
- ☐ Once the work order has been completed, download the data into a usable spreadsheet or pdf through the platform.
  - ☐ Technology will not manipulate or disaggregate the data into formats other than what the platform has available.

ALL:
- ☐ Never share testing data/information via email due to FERPA and Student Privacy laws.
- ☐ Best practice is not to save testing data/information in an individual online storage, IE Google or MS Onedrive.   Please save to a shared folder that is shared with only those that have education 'need to know' rights. Saving to a shared folder allows for transfer of ownership from one person to another in the event of employee transfer or similar loss of position.

Documents: Technology SOP's