



Florida Colleges' Student Data Updates in eIPEP

Florida Colleges' 2013-2014 Candidate and Completer Data

Office of Educator Preparation

March 2015



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

www.FLDOE.org



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Purpose

- State Reporting
- Federal Reporting

Purpose

State Reporting Requirements

Inclusion in 2013-2014 Student Data File

- Essential for Candidates and Completers for the 2013-14 Reporting Year

Continued Program Approval

- Candidate Progression
- Completer Performance
- Annual Program Performance Report

Federal Reporting Requirements

Title II Reporting

- Updates to 2013-2014 Candidate and Completers necessary for the 2015 Title II Report



Missing Data Elements



Missing Data Elements

- GPA at Completion
- Term Student Met Benchmarks Before Student Teaching
 - Completion of the Non-Clinical Course Requirements of the program
- Term of Student Teaching/Final Practicum
 - Completion of the Intern/Practicum requirements of the program

Missing Data Elements EPI Programs Only

- **IMPORTANT!!!** Selection of Subject Area in which candidate sought certification and in which field experiences were provided to demonstrate the candidate's ability to teach the subject area.
 - Data Entry for 2013-2014 Candidates and Completers
 - Required Data Element by CCTCMIS during 2015-2016 reporting timeframe



Accessing eIPEP

Accessing eIPEP

Step 1: Access eIPEP through the **FDOE Single Sign-On (SSO)** Portal Page at www.fldoe.org/sso and select “Educators



HOME ABOUT NEWS SUPPORT TUTORIALS

The Single Sign-On (SSO) Portal provides users within Florida’s educational community with a convenient way to log into multiple state resources with one account.



 SELECT AN OPTION BELOW TO GET STARTED



EDUCATORS



K-12 STUDENTS



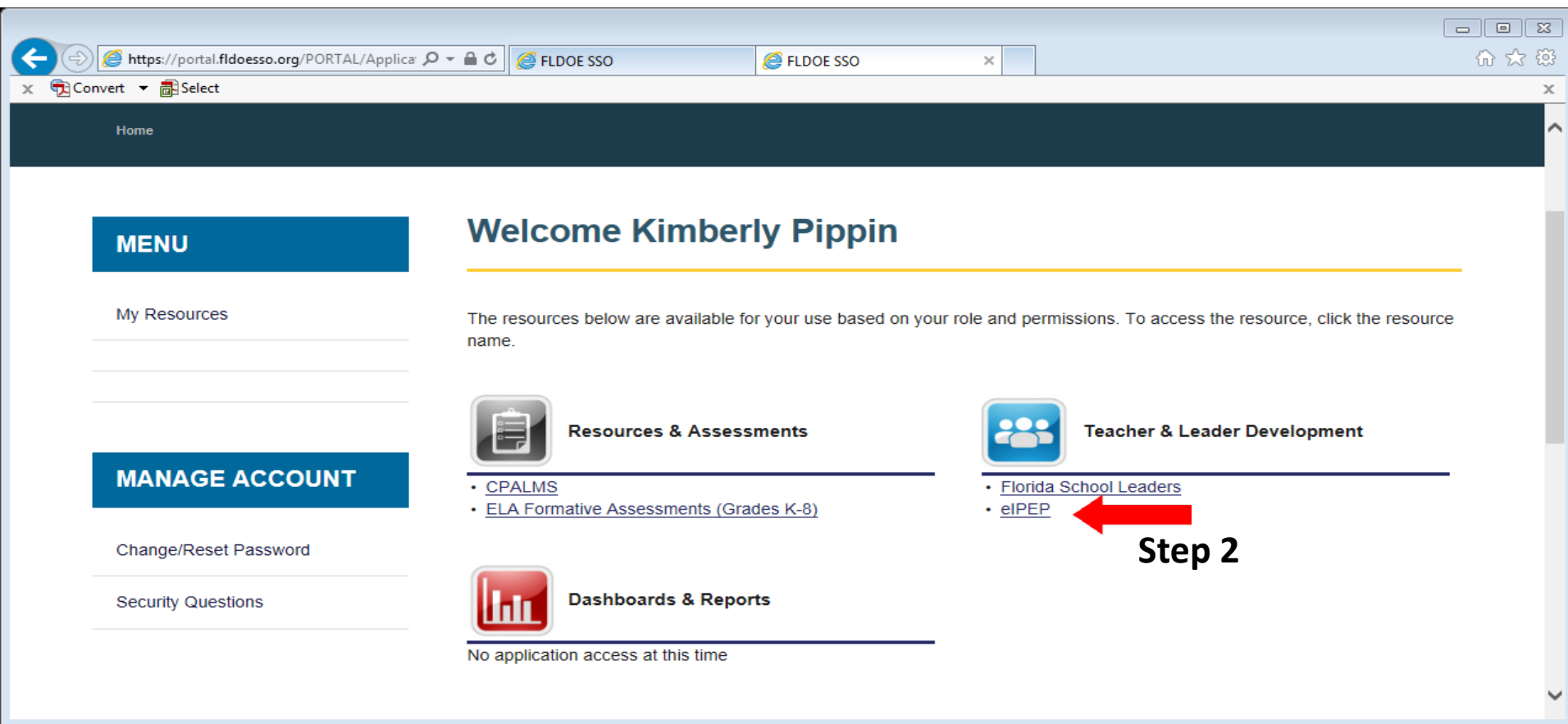
GUEST ACCESS

Step 1

www.FLDOE.org

Accessing eIPEP

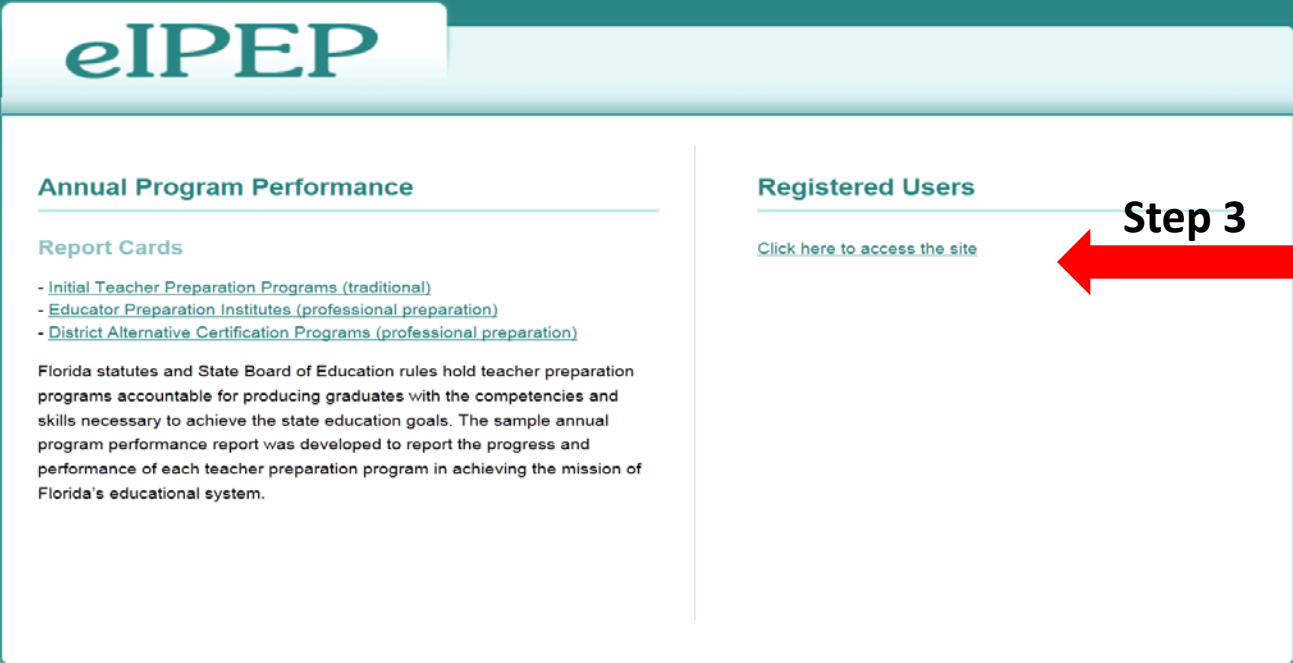
Step 2: Sign into the **SSO portal** and select the “**eIPEP**” link from personalized SSO page



The screenshot shows a web browser window with the URL <https://portal.fldoesso.org/PORTAL/Applica>. The page is titled "Welcome Kimberly Pippin" and displays a personalized dashboard. On the left, there are two main sections: "MENU" and "MANAGE ACCOUNT". The "MENU" section includes "My Resources". The "MANAGE ACCOUNT" section includes "Change/Reset Password" and "Security Questions". The main content area is divided into three sections: "Resources & Assessments", "Teacher & Leader Development", and "Dashboards & Reports". The "Resources & Assessments" section lists "CPALMS" and "ELA Formative Assessments (Grades K-8)". The "Teacher & Leader Development" section lists "Florida School Leaders" and "eIPEP". A red arrow points to the "eIPEP" link, and the text "Step 2" is written below it. The "Dashboards & Reports" section shows "No application access at this time".

Accessing eIPEP

Step 3: Access the eIPEP system by selecting the “Click here to access this site” link



eIPEP

Annual Program Performance

Report Cards

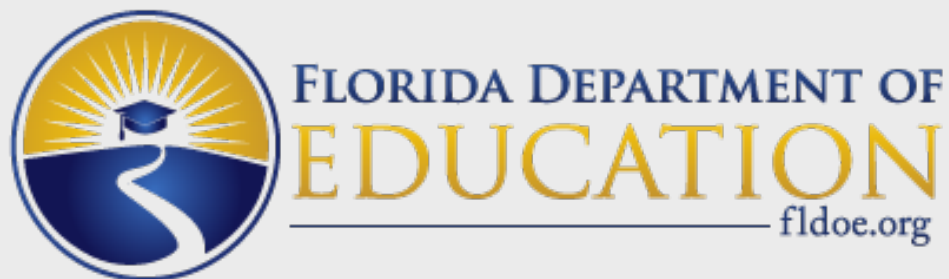
- [Initial Teacher Preparation Programs \(traditional\)](#)
- [Educator Preparation Institutes \(professional preparation\)](#)
- [District Alternative Certification Programs \(professional preparation\)](#)

Florida statutes and State Board of Education rules hold teacher preparation programs accountable for producing graduates with the competencies and skills necessary to achieve the state education goals. The sample annual program performance report was developed to report the progress and performance of each teacher preparation program in achieving the mission of Florida's educational system.

Registered Users

[Click here to access the site](#)

Step 3



2013-2014 Student Data Updates

- Data Entry via eIPEP
- Student Data Updates

Data Entry via eIPEP

In the **eIPEP** system:

1. Select from the drop down box **2013-2014 report**.
2. Select the **Students** tab.
3. **Locate and Update Program Candidate Data.**
4. **Locate and Update Program Completer Data.**



Data Entry via eIPEP

The screenshot shows the eIPEP web application interface. At the top, there is a navigation bar with the eIPEP logo on the left and 'Site Resources | Logout' on the right. Below the logo is a black redaction box. The navigation bar contains several tabs: Home, Manage Users, Students, Review Candidates/Completers, Standards Details, Title II, Site Visit, and Reports. A purple arrow labeled '2nd' points to the 'Students' tab. Below the navigation bar, there is a section for '2013 - 2014 Report' with a dropdown menu on the right. A red arrow labeled '1st' points to the dropdown menu. The main content area is titled 'Volunteer For Peer Reviews' and contains a text box asking if the user would like to volunteer as a peer reviewer. Below this is a checkbox labeled 'I would like to volunteer as a peer reviewer'. The 'Dashboard' section shows 'Your Role: Coordinator' and a table with tasks and their status.

Tasks	Status
1 Manage Users	0 Editors, 0 Certifying Officers, 4 Institution Editors available
2 Review Candidates and Completers	418 candidates, 76 completers
3 Submit Candidates and Completers to FDOE	Not Submitted
4 Edit or Submit IPEP Standards Details	0 of 24 complete
5 Edit or Submit Title II Details	In Progress

Data Entry via eIPEP

Locate 2013-2014 Candidates

eIPEP Site Resources | Logout



Home | Manage Users | Students | Review Candidates/Completers | Standards Details | Title II | Site Visit | Reports











Search for Students in Your Institution

Search for: Any Programs ▼

Other filters: Any Degree Levels ▼

Display: Candidates Completers Not Submitted to FDOE Completers Submitted to FDOE Students With Errors

1st  **Find Students**  **2nd**

Last Name	First Name	Program	ID #	Completed	Term Admitted	
[REDACTED]	[REDACTED]	600 - Educator Preparation Institute (Post Baccalaureate)	[REDACTED]	No	Fall 2013	
[REDACTED]	[REDACTED]	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	[REDACTED]	No	Fall 2013	
[REDACTED]	[REDACTED]	600 - Educator Preparation Institute (Post Baccalaureate)	[REDACTED]	No	Spring 2014	
[REDACTED]	[REDACTED]	600 - Educator Preparation Institute (Post Baccalaureate)	[REDACTED]	No	Spring 2013	
[REDACTED]	[REDACTED]	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	[REDACTED]	No	Fall 2012	
[REDACTED]	[REDACTED]	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	[REDACTED]	No	Spring 2010	
[REDACTED]	[REDACTED]	287 - Mathematics (Bachelor's)	[REDACTED]	No	Spring 2014	
[REDACTED]	[REDACTED]	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	[REDACTED]	No	Spring 2014	
[REDACTED]	[REDACTED]	600 - Educator Preparation Institute (Post Baccalaureate)	[REDACTED]	No	Fall 2013	
[REDACTED]	[REDACTED]	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	[REDACTED]	No	Fall 2013	

Data Entry via eIPEP

Locate 2013-2014 Completers

Search for Students in Your Institution

Search for: Any Programs ▼

Other filters: Any Degree Levels ▼

Display: Candidates Completers Not Submitted to FDOE Completers Submitted to FDOE Students With Errors

2nd



Find Students

1st



Last Name	First Name	Program	ID #	Completed	Term Admitted	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2012	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	288 - Biology (Bachelor's)	██████████	Yes	Spring 2013	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Spring 2013	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Spring 2012	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	

1 2 3 4 5 ... Last

Data Entry via eIPEP

To Update Student Data, click on the corresponding Pencil Icon

Search for Students in Your Institution






Search for: Any Programs ▼

Other filters: Any Degree Levels ▼

Display: Candidates Completers Not Submitted to FDOE Completers Submitted to FDOE Students With Errors

Find Students

Pencil Icon

Last Name	First Name	Program	ID #	Completed	Term Admitted	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2012	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	
██████████	██████████	495 - Exceptional Student Education/ESOL/Reading (Bachelor's)	██████████	Yes	Fall 2011	

Student Data Updates

ITP Completers	EPI Candidates/Completers
<ul style="list-style-type: none"> ■ Input GPA at Completion - <i>required for completers</i> ■ Update Term Student Met Benchmarks Before Student Teaching – <i>required for completers</i> ■ Update Term of Student Teaching/Final Practicum – <i>required for completers</i> 	<ul style="list-style-type: none"> ■ Select Subject Area for Candidate/Completer in which they were prepared in and in which certification is sought ■ Input GPA at Completion - <i>required for completers</i> ■ Update Term Student Met Benchmarks Before Student Teaching – <i>required for completers</i> ■ Update Term of Student Teaching/Final Practicum – <i>required for completers</i>

Student Data Updates

ITP Completer Data Updates

Ethnicity	<input type="text" value=""/>	
Race	<input type="text" value=""/>	
Term Admitted (required)	Spring <input type="text" value=""/>	2012 <input type="text" value=""/>
Admitted Status	<input type="radio"/> Fully admitted meeting requirements <input type="radio"/> Fully admitted under 10% waiver	
GPA at Admittance	<input type="text" value=""/>	
GPA at Completion	<input type="text" value=""/>	← Required for Completers
Term Student Met Benchmarks Before Student Teaching	Select Term <input type="text" value=""/>	Select Year <input type="text" value=""/> ← Required for Completers
Term of Student Teaching/Final Practicum	Select Term <input type="text" value=""/>	Select Year <input type="text" value=""/> ← Required for Completers
Term Student Completed the Program	Fall <input type="text" value=""/>	2013 <input type="text" value=""/>

Student Data Updates

EPI Candidate and Completer Data Updates

Program (required)	600 - Educator Preparation Institute	
Degree Level (required)	Post Baccalaureate	
Required for EPI Candidates and Completers	Subject Areas	<input type="checkbox"/> Dance <input type="checkbox"/> Drama <input type="checkbox"/> Earth/Space Science <input type="checkbox"/> Educational Media Specialist <input type="checkbox"/> Elementary Education <input type="checkbox"/> English <input type="checkbox"/> MG English <input type="checkbox"/> English to Speakers of Other Languages (ESOL)
	Gender	[Redacted]
	Ethnicity	No
	Race	[Redacted]
Term Admitted (required)	Spring	2013
	GPA at Admittance	[Redacted]
	GPA at Completion	[Empty]
Term Student Met Benchmarks Before Student Teaching	Select Term	Select Year
	Select Term	Select Year
Term of Student Teaching/Final Practicum	Summer	2013

Required for EPI Candidates and Completers



Required For EPI Completers

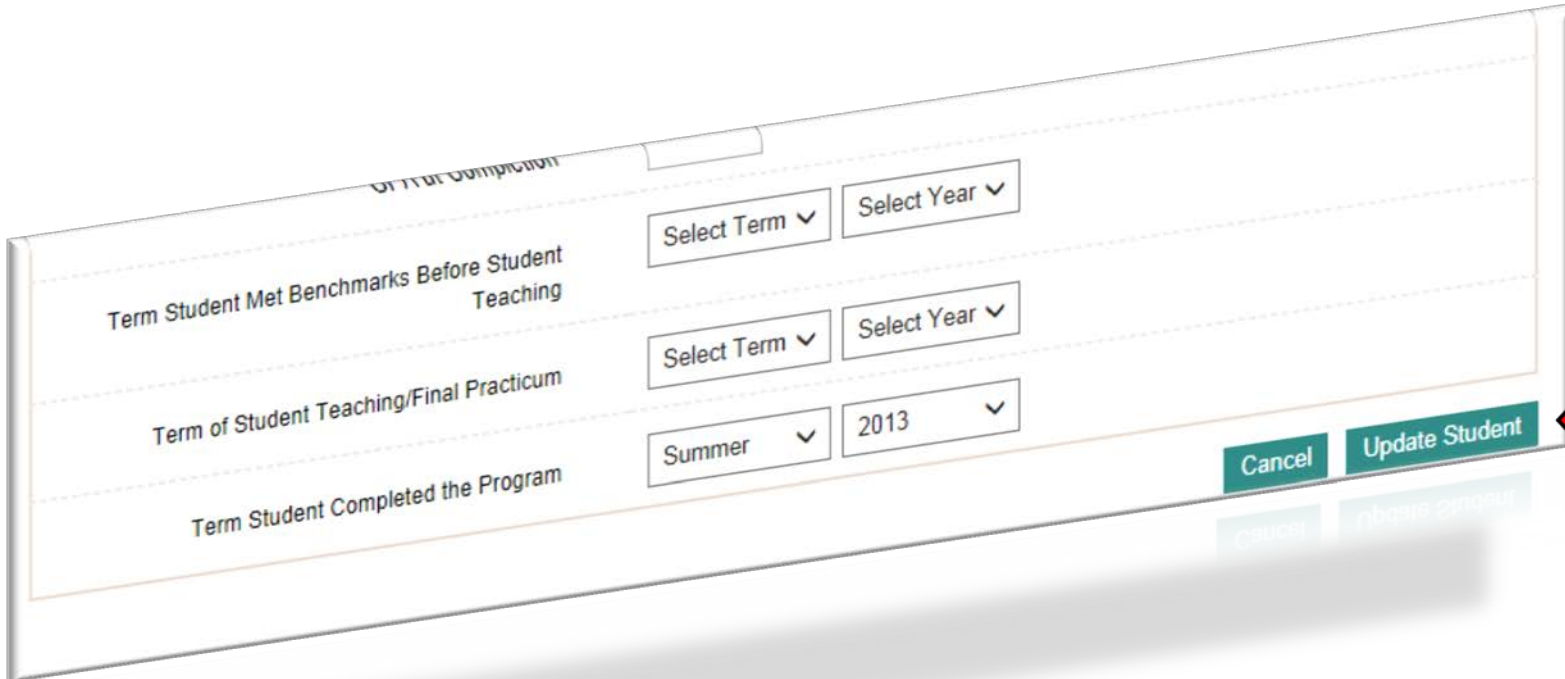


Required For EPI Completers



Student Data Updates

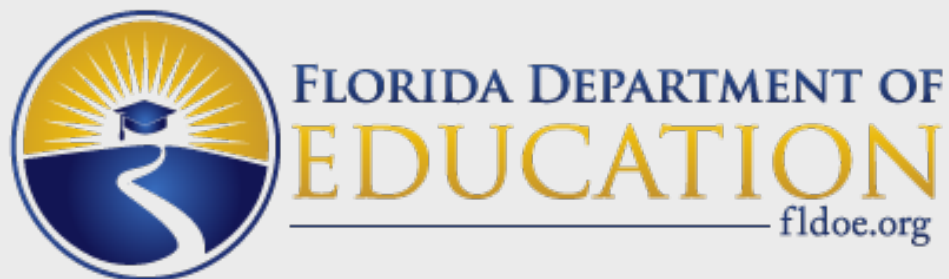
Saving Student Data Updates in eIPEP:



The screenshot shows a web form for updating student data. It features three rows of data entry fields, each with a label on the left and two dropdown menus on the right. The labels are: "Term Student Met Benchmarks Before Student Teaching", "Term of Student Teaching/Final Practicum", and "Term Student Completed the Program". The dropdown menus are labeled "Select Term" and "Select Year". The third row has "Summer" selected in the term dropdown and "2013" selected in the year dropdown. At the bottom right of the form, there are two buttons: "Cancel" and "Update Student". A red arrow points to the "Update Student" button.

Label	Term	Year
Term Student Met Benchmarks Before Student Teaching	Select Term	Select Year
Term of Student Teaching/Final Practicum	Select Term	Select Year
Term Student Completed the Program	Summer	2013

Buttons: Cancel, Update Student



Updating Students with Data Errors

Updating Student Data with Errors

Search for Students in Your Institution

Search for: Any Programs ▼

Other filters: Any Degree Levels ▼

Display: Candidates Completers Not Submitted to FDOE Completers Submitted to FDOE Students With Errors

2nd



Find Students



1st

Last Name	First Name	Program	ID #	Completed	Term Admitted	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Spring 2011	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Summer 2011	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Spring 2012	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Spring 2012	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Fall 2011	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Spring 2013	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Fall 2012	
██████████	██████████	600 - Educator Preparation Institute (Post Baccalaureate)	██████████	Yes	Fall 2012	
.....	600 - Educator Preparation Institute (Post	

Updating Student Data with Errors

Subject Area for
EPI Students

Term Admitted

GPA at
Completion

Term Student
Met
Benchmarks

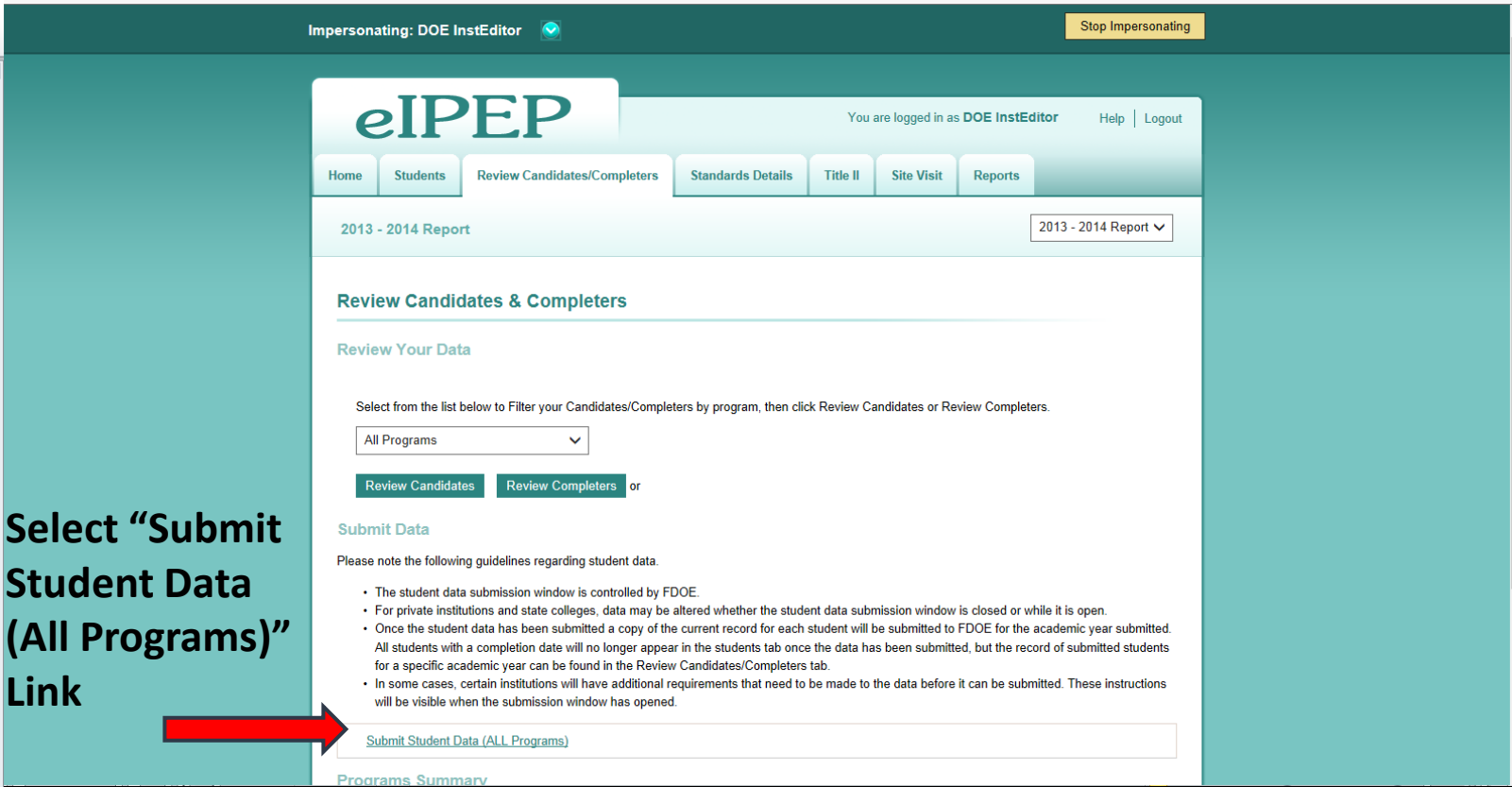
Term of Student
Teaching/Final
Practicum


Term Student
Completed
Program



Data Submission via eIPEP

Data Submission via eIPEP



Impersonating: DOE InstEditor  Stop Impersonating

eIPEP You are logged in as **DOE InstEditor** [Help](#) | [Logout](#)

[Home](#) [Students](#) [Review Candidates/Completers](#) [Standards Details](#) [Title II](#) [Site Visit](#) [Reports](#)

2013 - 2014 Report 2013 - 2014 Report ▾

Review Candidates & Completers

Review Your Data

Select from the list below to Filter your Candidates/Completers by program, then click Review Candidates or Review Completers.

▾

[Review Candidates](#) [Review Completers](#) or

Submit Data

Please note the following guidelines regarding student data.

- The student data submission window is controlled by FDOE.
- For private institutions and state colleges, data may be altered whether the student data submission window is closed or while it is open.
- Once the student data has been submitted a copy of the current record for each student will be submitted to FDOE for the academic year submitted. All students with a completion date will no longer appear in the students tab once the data has been submitted, but the record of submitted students for a specific academic year can be found in the Review Candidates/Completers tab.
- In some cases, certain institutions will have additional requirements that need to be made to the data before it can be submitted. These instructions will be visible when the submission window has opened.

[Submit Student Data \(All Programs\)](#)

Programs Summary

Select “Submit Student Data (All Programs)” Link

Data Submission via eIPEP

- ☑ Complete and Submit Updated Student Data via eIPEP by **April 15, 2015**

DASHBOARD TASK	DASHBOARD STATUS	TASK DESCRIPTION
Review Candidates and Completers	## Candidates, ## Completers	Provides the total number of candidates and completers for the selected reporting year
Submit Candidates and Completers to FDOE	Not Submitted	Default
	Submitted	Displays once all missing student data are completed and the data has been submitted to FDOE.
BE CERTAIN TO CLICK ON UPDATE STUDENT FOR EACH CANDIDATE AND COMPLETER ONCE DATA UPDATES ARE COMPLETED		

Contact Information

Data and Reporting Support

Kimberly Pippin

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850-245-7824

eIPEP Technical Support

Florida Center for Interactive Media (FCIM) Support

support@fcim.org

1-800-357-1072

Single Sign-On (SSO) Technical Support

FLDOE-SSO@fldoe.org

850-245-9776



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