

## **2013-2014 State Colleges Student Data Updates in eIPEP**

### **Slide 1**

Good afternoon and welcome to the Technical Assistance for Updating Student Data in the eIPEP system for institutions in the Florida College System. My name is Kimberly Pippin, Coordinator for Data and Reporting in the Office of Educator Preparation.

All phone lines will remain muted until the end of the presentation. Throughout the webinar today, you can submit your questions via the Chat Feature, or you can wait to ask your questions during the Question & Answer session at the end of this presentation.

### **Slide 2**

The purpose of today's webinar is to provide information and pertinent instructions for updating your 2013-2014 candidate and completer data that was originally reported to the Florida College System through the Community College and Technical Center Management Information Systems, which is commonly referred to as CCTCMIS. The data provided to CCTCMIS is lacking key elements which are required for federal and state reporting. These data fields will be collected through CCTCMIS at a later date, but for now, we will need you to input these data elements directly into eIPEP.

### **Slide 3**

As previously mentioned, updating your program(s) 2013-2014 candidate and completer data are extremely important for state and federal reporting requirements. This slide provides additional context regarding the importance of these data.

For state reporting, these data elements are essential for inclusion in the 2013-2014 master student data file; data matching purposes; and continued approval program requirements, specifically related to candidates' mastery of the required knowledge, skills and professional behaviors relevant for professional practices and work characteristics in his or her field; candidates and completers impact on student achievement in the area of certification in which they are seeking or have obtained, respectively. Additionally, these data are necessary for the Annual Program Performance Reports (also known as APPRs), particularly for EPI program candidates and completers. Providing these missing data elements are also significant for the federal Title II Reporting requirements.

### **Slide 4**

So let's review each of the missing data elements that will be provided during the process of updating your 2013-2014 candidates and completers.

### **Slide 5**

As noted on this slide, there are three data fields that require updates. While all data fields may not be relevant for your program candidates, all of these data fields must be completed for your program completers.

1. Grade Point Average (GPA) at Completion – This data element is only pertinent to students who have completed all program requirements, thus are considered program completers.
2. Term the Student Met Benchmarks Before Student Teaching – For this data element, you will enter the term the student completed all non-clinical course requirements of the program. You may have field experiences that occur prior to the final culminating student teaching experience. Completion of this data field is required for all program completers; however, you may also complete this field for any program candidate who has completed all of the non-clinical course requirements of the program.

3. Term of Student Teaching/Final Practicum – For this data field, please enter the term the student completed the required internship or final practicum requirements of the program. This is the culminating field experience in which students must teach pre-kindergarten through 12<sup>th</sup> grade students, and now by law, must demonstrate a positive impact on student learning.

#### **Slide 6**

An additional data field, required only for Educator Preparation Institutes or EPI programs, is the identification of the **Subject Area** in which each candidate in an EPI program is seeking or sought certification, and in which field experiences were provided to demonstrate his or her ability to teach the subject area. This data field is required for both 2013-2014 candidates and completers.

During the 2015-2016 reporting year, CCTCMIS will require all EPI programs to provide the subject area for all program candidates and completers.

#### **Slide 7**

The next couple of slides provide instructions on accessing the eIPEP system through the Single Sign-On portal.

#### **Slide 8**

Slide 8 provides a screen shot of the home page of the Single Sign-On portal. For many participants, this screen may look different, especially if you have not recently accessed the Single Sign-On portal. Even though, the Single Sign-On portal user interface has been updated, the functionalities remain the same. The web link for the Single Sign-On portal is displayed on this slide. After accessing the SSO portal, click on the “Educators” link which is located at the bottom left-hand of the SSO landing page.

Feel free to contact me if you experience difficulty with accessing the eIPEP system through the Single Sign-On portal. My contact information will be displayed at the end of this presentation.

#### **Slide 9**

Once you have successfully logged into the Single-Sign On portal, select the “eIPEP” link located under the Teacher and Leader Development section of your Single Sign-On personalized page.

#### **Slide 10**

This slide provides a screen shot of the landing page of the eIPEP system once you have successfully completed Steps 1 and 2. Only registered eIPEP users are able to access the secure area of the eIPEP system. Select the link “Click here to access the site” to enter the eIPEP platform on the right-hand side of the screen.

#### **Slide 11**

During this portion of the presentation, we will review the process of updating the data fields via the eIPEP system for your 2013-2014 program candidates and completers.

#### **Slide 12**

Upon entering the eIPEP system, first change the reporting year to **2013-2014 report** by clicking on the selection menu located on the right hand side of the screen. Next, click on the **Students** tab to access the eIPEP page that enables you to locate and update all of your program candidate and completer data.

Let’s explore how each screen in the eIPEP system will look for each of these four steps.

**Slide 13**

This slide illustrates the user home page in eIPEP and the location of the reporting year menu, as well as the location of the Students tab. Remember to change the reporting year to **2013-2014 report**.

**Slide 14**

Once the Student tab is selected, next locate your 2013-2014 program candidates by selecting the Candidates radio button located on the Display line and clicking on the **Find Students** link as illustrated on this slide. All candidates reported to CCTCMIS without a “Date Completed” will be displayed.

**Slide 15**

The process of locating your program completers is very similar to locating your program candidates. Once you are at the **Student** Tab, on the Display line where the red arrows are, select Completers Not Submitted to FDOE radio button. The roster of students are the 2013-2014 program completers reported to CCTCMIS, but these data have not been fully accepted as Student Data until the additional reporting elements have been completed. You can use the filters at the top to sort by program and degree level. Or you can get the entire batch of completers for 2013-2014 by leaving those filters on Any Programs and Any Degree Levels. Then click on **Find Students**.

All student entries for completers should reflect Yes under the Completed column, whereas this column reflects No for all program candidates. The Completers Submitted to FDOE display option will provide a roster of prior program completers in a read-only format. It is not possible to update any completers previously submitted to the department. Later in this presentation, we will review the remaining display option titled, Students with Errors.

**Slide 16**

To update the student’s data, select the corresponding pencil icon as illustrated on this slide. This will display the Modify Student Details page enabling you to update the data fields for the selected student.

The Modify Student Details page contains data fields which are grayed out and are in a read-only status. This information cannot be altered because this is the information that your institution officially reported to CCTCMIS. If you notice incorrect information, please contact CCTCMIS directly to get the error(s) corrected.

**Slide 17**

Prior to reviewing the location of each data field for each type of program completer, I would like to take this time to review the required data fields as well as provide additional context pertaining to each field. This information will assist you with updating the student’s data and reduce the possibilities of errors.

As previously mentioned, for Initial Teacher Preparation Program (ITP) completers, you will edit three fields - GPA at Completion; Term Student Met Benchmarks Before Student Teaching; and Term of Student Teaching/Final Practicum. All other data fields will be grayed out and cannot be altered. Again, these are the data your institution officially reported to CCTCMIS.

When completing the data field, Term Students Met Benchmarks Before Student Teaching, ensure the term is either the same as the term the program completer completed the program or a prior term. In the eIPEP system, term options are Summer, Fall or Spring. If you enter term dates that go beyond the term the program completer completed the program, the system will notify you of an error which will result in your inability to submit your data. As a reminder, all of these fields are required for ITP program completers.

For EPI program completers, you are also required to indicate the GPA at Completion, Term Student Met Benchmarks Before Student Teaching (the final culminating field experiences), and the Term of Student Teaching/Final Practicum (the final culminating field experiences in which the candidate demonstrated impact on prekindergarten through grade 12 student learning, as well as other competencies and skills in the Uniform Core Curricula). It is quite possible that the Term the student met all benchmarks prior to student teaching and the Term of the student's teaching or final practicum will match the term of Program Completion. **Again, be certain these terms do not extend beyond the Completion Date – or precede the Admission Date.** An error notification will appear if either of these data fields are incorrectly completed.

In addition, EPI programs must select **the Subject Area** in which each candidate sought certification for all candidates and completers. The selected subject area should be the specific subject area in which a field experience was arranged for the candidate and where he or she demonstrated ability to teach the subject area and have an impact on student learning. The selected subject area must match the certification subject area on the candidate's "Statement of Status of Eligibility" that indicates the candidate is eligible for a Temporary Certificate in a subject area.

### **Slide 18**

Slide 18 illustrates the location of each required data field for ITP program completers once you have clicked on the pencil icon and opened the Modify Student Details page. The red arrows identify and provide a reminder of the specific placement of each required data fields for each of your ITP program completers.

You may also update the Term Students Met Benchmarks Before Student Teaching and/or the Term of Student Teaching/Final Practicum data fields for program candidates (those students who did not complete the program in 2013-2014), but have completed the program's non-clinical course requirements and/or have completed the intern/ final practicum requirements of the program. Entry of this information is optional and does not need to be entered now, but it may be beneficial to update this information for program candidates who have satisfied these requirements.

As a reminder, you may access the candidates for 2013-2014 academic year, by selecting **Candidates** on the Display line and clicking on the **Find Students** button. You are able to edit the two fields for ITP candidates, the same way you did for completers, by clicking on the pencil icon next to their name. Please be certain if you decide to add information into these two fields to ensure that the terms you designate are either on or prior to Spring 2014 – and the student candidate was not a completer during 2013-2014.

### **Slide 19**

Slide 19 illustrates the location of each required data field for EPI program candidates and completer. The Modify Student Page will display after clicking on the pencil icon for the designated student. The red arrows identify and provide a reminder of the specific placement of each data fields, as well as identify which data fields are required for EPI program candidates and completers.

EPI programs may also update the Term Students Met Benchmarks Before Student Teaching and/or the Term of Student Teaching/Final Practicum data fields for EPI program candidates who did not complete the program in 2013-2014, but have completed the program's non-clinical course requirements and/or have completed the program's intern/final practicum requirements. Again, this is optional information that does not need to be entered now. To edit the program candidate's information, remember to select **Candidates** on the Display line and click the **Find Students** button. Next, click on the pencil icon next to the candidate's name which will open the Modify Student Data page. However, be certain if you decide to add information into these two fields, ensure that the terms you designate are either on or prior to Spring 2014 – and the student candidate was not a completer during 2013-2014.

**Slide 20**

After updating the student's data, click on the **Update Student** button located at the bottom right-side of the page. The **Update Student** button saves all of your student data entries.

**Slide 21**

During this next section, I will review the **Students with Data Errors** display options and the importance of updating all of the students who fall within this category.

**Slide 22**

To access the roster of students who have data errors, first select the **Students with Errors** radio button on the display line located under the **Students** tab and then click on the **Find Students** button, as illustrated on this slide.

**Slide 23**

The **Students with Errors** display provides each student with missing required data. The missing data elements vary; therefore it is important to review each student's information to determine which required data element is missing. Missing data elements may consist of one or more of the following data elements - Subject Area for EPI Program Candidates or Completers; Term Admitted; GPA at Completion; Term Student Met Benchmarks; Term of Student Teaching/Final Practicum; and/or Term Student Completed Program.

After updating the student's missing data element, save the student's data by selecting the **Update Student** button located at the bottom of the page as previously illustrated on slide 20.

**Slide 24**

Once all of your program candidate and completer data are updated, the next step is to submit the student data to the department. Let's review this process.

**Slide 25**

After you have completed and saved all student data updates for your program candidates and completers and are ready to submit the student data to the department, the next step is to select the **Review Candidates/Completers** tab. Remember to ensure that the 2013-2014 report is selected on the filter located on the right-hand side of the screen. Before submitting your student data, you may review a summary of your candidate and completer totals located at the bottom of this page. Additionally, on this page, there is a **Review Candidates** and **Review Completers** link which enables you to export all of your candidates and completers into an Excel spreadsheet for review.

Once you are confident that all of the missing data elements for your 2013-2014 candidates and completers have been entered and saved, select the **Submit Student Data (ALL Programs)** link. If the system gives you an 'error' message, you will need to review the terms you entered again and make certain they don't precede admission dates or exceed the completion date. Also, an error message may indicate a failure to enter required information for a Completer. If you receive an error message and you have reviewed and addressed all missing data elements for your 2013-2014 candidate and completer data, but the error notification continues to exist, please contact me for assistance. My contact information will be provided at the end of this presentation.

**Slide 26**

The due date for this information is listed on this slide. Please update and submit all missing Student Data elements on or before April 15, 2015. The dashboard located on your home tab will indicate the submission status of your student data submission. If the status of the Submit Candidates and Completers to FDOE task reflects submitted, then you have successfully submitted your student data to FDOE. If the

status reflects Not Submitted, you may have failed to click on the **Submit Student Data (ALL Programs)** link or data errors may exist. The dashboard is a very beneficial method of determining whether your student data was successfully submitted.

### **Slide 27**

As you work in the eIPEP system, if you have questions or issues arise pertaining to the data entry process or if you have feedback/input about improvements to the eIPEP system, please contact me. My contact information is provided on this slide. I am happy to assist you with any questions or concerns you may have and I welcome any feedback you may have on improvements to the eIPEP system.

If you have technical questions regarding the eIPEP system, please contact the Florida Center for Interactive Media at the phone number or e-mail address indicated on this slide. The Florida Center for Interactive Media information is also listed on the login screen as you sign into eIPEP. For technical issues or questions related to the Single Sign-On portal, please contact the Single Sign-On technical support team either by telephone or email. If you are a new eIPEP coordinator requiring Single Sign-On credentials, please contact me via email and provide your institution's name, your telephone number and email address.

So now we would like to turn it over to you for questions you might have in regard to this presentation. First, let's take a look at the questions that you have submitted through the Chat Feature.

Thank you for your time and have a wonderful rest of the day.