

**Educator Census Data Collection  
School Year 2010-2011**



**Software Instructions**

**Due Date: March 1, 2011**



**IT Team: Data Management and Analysis  
(802) 828-3777**

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## MINIMUM REQUIREMENTS

Windows 98 or later  
Microsoft Access 2000 or later

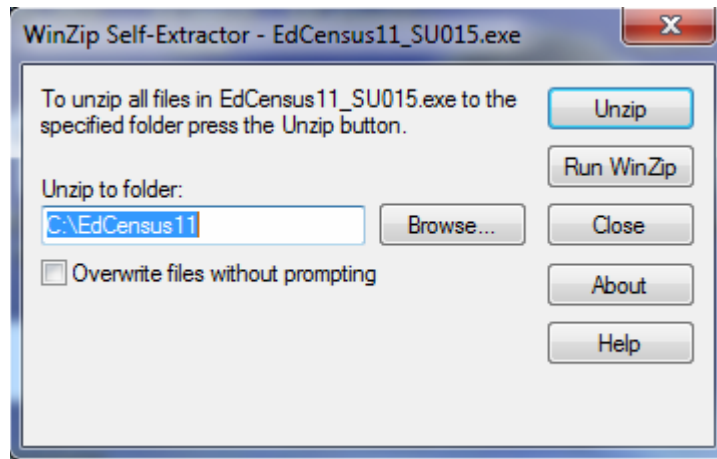
## TECHNICAL SUPPORT

Call (802) 828-3777 for assistance with the data entry application.  
Call (802) 828-0411 for questions about courses, educators, and what data to include.

## INSTALLATION INSTRUCTIONS

Place the Educator Census CD supplied to you in the CD drive. Locate the My Computer icon on your computer screen and double-click on it. Now double-click on the D: drive (CD Drive). There will be an EdCensus11\_SUXXX.exe file on the CD that you need to double-click on to open.

WinZip will open. There will be a prompt for you to enter a destination file for your application. We have set it to C:\EdCensus11; WinZip will automatically create this folder for you.



Click on the Unzip button. It will indicate that the files have been unzipped. Now click on the Close button. Your Access database is now ready for use.

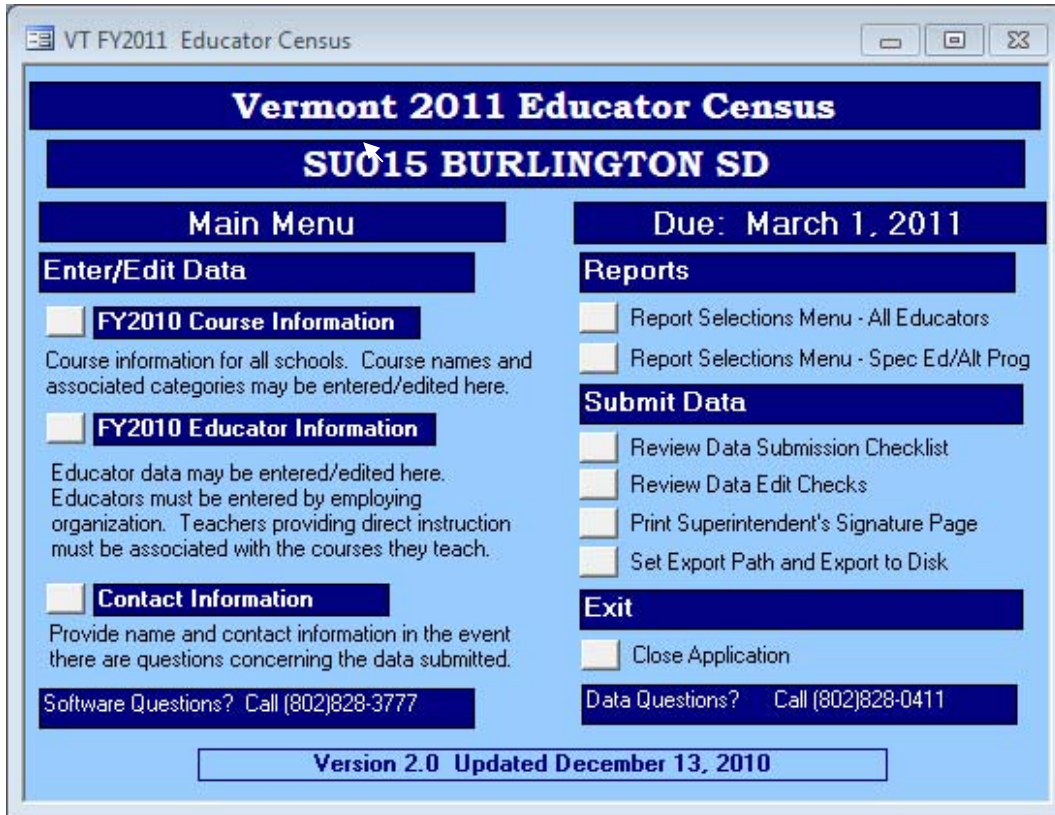
## STARTING THE APPLICATION

The database is located in the EdCensus11 folder in your C: drive unless you specified differently. You will find the folder by double-clicking on the My Computer icon and double clicking on the C: drive. Look for the folder named EdCensus11. There is one Access 2000 file called EdCensus\_SUXXX.mdb in this folder. Unzipping the file above created it. Double-click on the file and it will open.

## DUE DATE

The due date of this collection is March 1, 2011.

## INTRODUCTION TO THE MAIN MENU



### Enter/Edit Data

**Course Information** – In this section, you will enter and/or update, as necessary, information on **every** course taught in your district/supervisory union, by Place of Service (typically a school or technical center). Your 2009-2010 Course data has been pre-loaded. (**Note:** Special education primary instruction and team teaching assignment information are not pre-loaded from the previous year.) Course data should reflect all courses taught during the FY 2010-2011 school year. Refer to the Quick Reference for more information on how to enter courses.

**Educator Information** – In this section, you will enter and/or update educators' information. Your 2009-2010 data on each educator has been pre-loaded. Information should be entered for all professional employees. Each professional employee must be associated with at least one Place of Service. In some cases, a Place of Service may be the same as the Employing Organization. (A good example of this is a superintendent who is employed by a supervisory union and also works solely at the SU office.)

All professional employees **must** have at least one job role indicated. In addition, K-12 teachers, Alternative Program teachers, and Tech Center teachers must be associated with the appropriate job role(s) and with the specific course(s) they teach. Special educators should be assigned either a consulting or a primary instruction Special Ed role; if a primary instruction role is assigned, then the primary instruction assignment information must also be entered. Refer to the Quick Reference for more information on who to include in the Educator Census and how to enter courses and assignments.

**Contact Information** – In this section, you will enter the name, phone number, and email address of the person DOE should contact in the event we have a question about the Educator Census data you submit to us.

## Reports

Reports are for your reference only. Refer to the Quick Reference for a list of reports and documents to print and distribute to Principals, Special Education Directors, Career and Technical Center Directors, and Alternative Program Directors. The principals and directors should manually update or correct the information listed on the reports, and complete the blank educator and special educator forms for any new educators who joined their staffs in 2010-2011. The principals should return the corrected paper reports and forms to the SU office for data entry. To allow you sufficient time to enter new information, a deadline to return changes and updates to the Supervisory Union should also be given.

Reports initially reflect pre-loaded data. As you add and update information in the Educator Census, the changes and additions will be reflected on the reports.

## Submit Data

**Review Data Submission Checklist** – Provides a list to review before performing data exports.

**Review Edit Checks** – Provides a list of possible errors in your data.

**Print Superintendent's Signature Page** – A signed Signature Page must be submitted with **each** Employing Organization's data.

**Set Export Path and Export to Disk** – Here you will create and export each Employing Organization's data.

## Exit

**Close Application** – This button allows you to exit the application; all data will be saved before exiting.

## ENTER/EDIT DATA

### Course Information Screen

Select a **Place of Service** from the drop down list. Pre-loaded course names will appear in the List of School's Courses and are also available in the Enter or Select Course Name drop down list.

The screenshot shows the 'VT Educator Census' interface for 'Enter/Edit Course Information For Schools Within This SU'. At the top right is a 'Return to Main Menu' button. Below the title bar is a 'Place of Service' dropdown menu and a link to '(See instructions for course category information.)'. The main area is divided into three sections: 1. 'Enter or Select Course Name.' with a dropdown; 2. 'Select a category.' with a scrollable list of categories including 'Alternative Program-English', 'Alternative Program-Mathematics', 'Alternative Program-Science', 'Alternative Program-Social Studies', 'Art', 'Business Education', 'Computer Science', 'CTE Agriculture & Natural Resources (9-12)', 'CTE Architecture & Construction (9-12)', 'CTE Arts & Communication (9-12)', and 'CTE Business (9-12)'; 3. '3. Click "Add Course /Category"' with buttons for 'Add Course/Category', 'Edit Course/Category', and 'Remove Course/Category'. A 'List of School's Courses' table with columns 'Course Name' and 'Course Category' is on the right. A 'Click to Print Courses for this Place of Service' button is at the bottom left. At the bottom are contact numbers: 'Software Questions? Call (802)828-3777' and 'Data Questions? Call (802)828-0411'.

#### 1. How to revise pre-loaded course information

- If a course name or course category needs to be updated, select the course name from the List of School's Courses list by clicking on it, and select the Edit Course/Category button. You will now have the opportunity to edit the name of the course or course category.

**Note:** Changing the course category may affect HQT calculations for all educators teaching the course. See the Quick Reference for more information about HQT implications.

- To delete a course at a Place of Service because it was not offered during the 2010-2011 school year, select the course name from the List of School's Courses and click the Remove Course/Category button.

**Note:** The course will not be deleted if there are still educators associated with the course. You can use the Courses with Associated Educators report to determine what educators are still associated with the course.

You may also leave the course in the list for that Place of Service if you expect it to be taught again in future years.

2. How to enter information for new courses

- Enter additional courses that were taught during the 2010-2011 school year in the Enter or Select Course Name section. Then select a course category to associate with each new course from the Select a Category list. A course may need to be associated with more than one course category; in this case, for each course category, select the course category then click Add Course/Category.
- Click the Add Course/Category button.

**Note:** A course can be associated with more than one category. For example, a 10<sup>th</sup> grade Humanities course that offers credit in either history or English should be entered twice, once in association with Social Studies-History and once in association with English (7-12).

3. How to view courses for a Place of Service

- Select the Print Courses for this Place of Service button.
- Select the printer icon on the tool bar to print, or select Close on the toolbar to close the view.

Repeat this process as needed for each specific Place of Service within your SU or District. A template will then be built for each Place of Service.

**Educator Information Screen**

**Enter/Edit Educator Information** – To begin entering/editing educator information, select an Employing Organization from the drop down list. Once an Employing Organization has been selected, all pre-loaded educator information for that organization will be available. You should then correct any educator information that needs to be updated and add any new educators.

1. How to edit pre-loaded educator information

- Select the Check to Edit Educator Information box to unlock the gray data elements and edit any information that needs updating or correcting.

2. How to add/enter new educator information

- Click on the Add New Educator button on the right side of the screen. This will give you a blank record to input data for a new educator.

3. How to navigate the enter/edit educator information section

- Selecting the Search for Last Name button will allow you to bring up a specific record for an educator that is loaded into the application.
- Selecting the Sort by Last Name button will organize the records alphabetically.
- Selecting the Return to Main Menu will return you to the main form of the application.

**Place of Service Information**

Select at least one **Place of Service** for each educator using the drop down list. Enter the following information:

Place of Service Section

- Job Role - Indicate which job role(s) the educator has at this Place of Service.
- Dates of Service
  - Start Date - Indicate when the educator began working at the Place of Service.
  - End Date - If the educator stopped working at this Place of Service during the current school year, enter their last day of service.
- FTE at this Place of Service - Indicate the full-time equivalent (FTE) employment of the educator’s service time at this Place of Service. Typically, the total FTE for an educator at **all** Places of Service should not be greater than 1.

- Remove Educator from POS button is used for duplicate or incorrect entries.

Refer to the Quick Reference for more information about job roles, the steps to use when entering end dates, and FTEs.

## Course Information

The screenshot shows a software interface for entering course information. At the top, there is a 'Place of Service' section with a dropdown menu set to 'PS065' and a label 'Champlain School'. Below this, there are two tabs: 'Click this Tab to Enter Role Information' and 'Click this Tab to Enter Course(s) Taught'. The 'Click this Tab to Enter Course(s) Taught' tab is active. A message states: 'This tab is enabled only if K-12 Teacher, Alt Prog, or Tech Ed Teacher Role(s) are checked on previous tab. (See Instructions for more information.)'. The main area contains a table with columns: 'Select Course Name', 'Grade Level(s)', '# of Classes taught', 'Team Teaching?', and 'Remove Course Check and click the Remove button to the right'. The first row shows 'GRADE 3' in the course name, '3' in the begin grade, '3' in the end grade, and '1' in the number of classes taught. There are buttons for 'See Quick Reference Guide', 'Click below to enter/edit names of educators who are team teaching this course.', and 'Remove Course Check and click the Remove button to the right'. A scroll bar is on the right side of the table. At the bottom, there is a button 'Click to print a report of all courses associated with this educator for this Place of Service'. The status bar at the bottom shows 'Record: 1 of 1'.

## Course Assignments for K-12 Teachers, Tech Center Teachers, and Alternative Program Teachers

You will be required to input course information for educators with the K-12 Teacher, Tech Center Teacher, and Alt Prog Teacher roles in the Click this Tab to Enter Course(s) Taught form that opens when these roles are checked.

### 1. How to add course assignment information

- Select a course by using the Select Course Name drop down list. Note: If the course you wish to choose is not in the drop down list, you will need to go to the Enter/Edit Course Information section and enter the course name and associate it with a course category before proceeding.
- Select begin and end grades, and enter the number of classes taught. See the Quick Reference for more information on entering the number of classes.
- If applicable, add team teaching information by clicking on the Team Teaching button and entering the requested information. Enter team teaching information for *all* teachers who team teach a course together. Make sure that each educator is cross-referenced with his/her other team member(s).
- To add additional courses, use the scroll bar on the right side of the screen to open up additional blank entry lines.

### 2. How to remove a course associated with an educator

- To remove a course associated with the educator at this Place of Service, check the Remove Course checkbox to the right of the course you wish to delete and click the Click to Remove Course button.

### Primary Instruction Assignments for Special Educators

When the Special Ed role is checked, the Click this Tab to Enter Special Ed Information form opens. Here you will need to choose a consulting or a primary instruction role:

- For consulting Special Educators and Speech Language Pathologists who provide NO primary instruction, choose “This special educator provides no primary instruction to students in "core" content areas.”
- For Special Educators and Speech Language Pathologists who provide primary instruction, choose “All or part of this special educator's position involves the primary instruction of individual students or groups of students in "core" content area(s).”

You will be required to input core area primary instruction assignment information for special educators who provide primary instruction.

#### 1. How to add primary instruction assignment information

- Select the primary instruction core areas by using the Select Core Area drop down list. **Note:** The primary instruction core areas (English/language arts/reading, math, science, social studies) are pre-loaded. Do not create any special education courses.
- Select the corresponding beginning and ending **grade** levels and enter the number of students taught in that core area.
- If applicable, add team teaching information by clicking on the Team Teaching button and entering the requested information. Enter team teaching information for *all* teachers who team teach the same students and subject.
- To select additional primary instruction areas, use the scroll bar on the right side of the screen to open up additional blank entry lines.

#### 2. How to remove primary instruction associated with a special educator

- To remove a core area primary instruction assignment associated with the special educator at this Place of Service, check the Remove Course checkbox to the right of the course you wish to delete and click the Click to Remove Course button. **Note:** If primary instruction assignment information is accidentally entered for a special educator, make sure the assignment information is deleted before changing the role.

Refer to the Quick Reference for more information about courses and assignments.

## Contact Information

### Enter Contact Information

You will use this screen to enter contact information for questions the Vermont Department of Education may have in reviewing your data submission. Click on the box on the lower left of the contact information form to use the same contact information for all of your Employing Organizations.

You will not be able to export data for an Employing Organization unless the contact information is provided.

**Please make sure that all contact information is up-to-date.**

**Contact Information for Employing Organization**

Select an Organization: [Dropdown Menu]

Contact Name: [Text Input]

Contact Phone Number: [Text Input] Ext: [Text Input]

Email Address (optional): [Text Input]

Specify summer contact/schedule information: [Text Area]

Check here if you would like to use this contact information for all employing districts

Return to Main Menu

## REPORTS

### Reports – All Educators

This report menu is accessed by clicking the Reports Selection Menu – All Educators button on the main menu.

You can print the following reports from this menu:

**Report of All Educators**  
Entire Supervisory Union   
Select A Place of Service   
[Dropdown Menu]

**Report of Educators With Associated Courses**  
Entire Supervisory Union   
Select A Place of Service   
[Dropdown Menu]

**Report of All Courses**  
Entire Supervisory Union   
Select A Place of Service   
[Dropdown Menu]

**Report of Courses With Associated Educators**  
Entire Supervisory Union   
Select A Place of Service   
[Dropdown Menu]

Return to Main Menu

- Report of All Educators
  - For the Entire SU
  - For a Place of Service
- Educators with Associated Courses
  - For the Entire SU
  - For a Place of Service
- Report of All Courses
  - For the Entire SU
  - For a Place of Service
- Courses with Associated Educators
  - For the Entire SU
  - For a Place of Service

## Special Education Reports & Alternative Programs Reports

This report menu is accessed by clicking the Reports Selection Menu – Spec Ed/Alt Prog button on the main menu.

You can print the following reports from this menu:

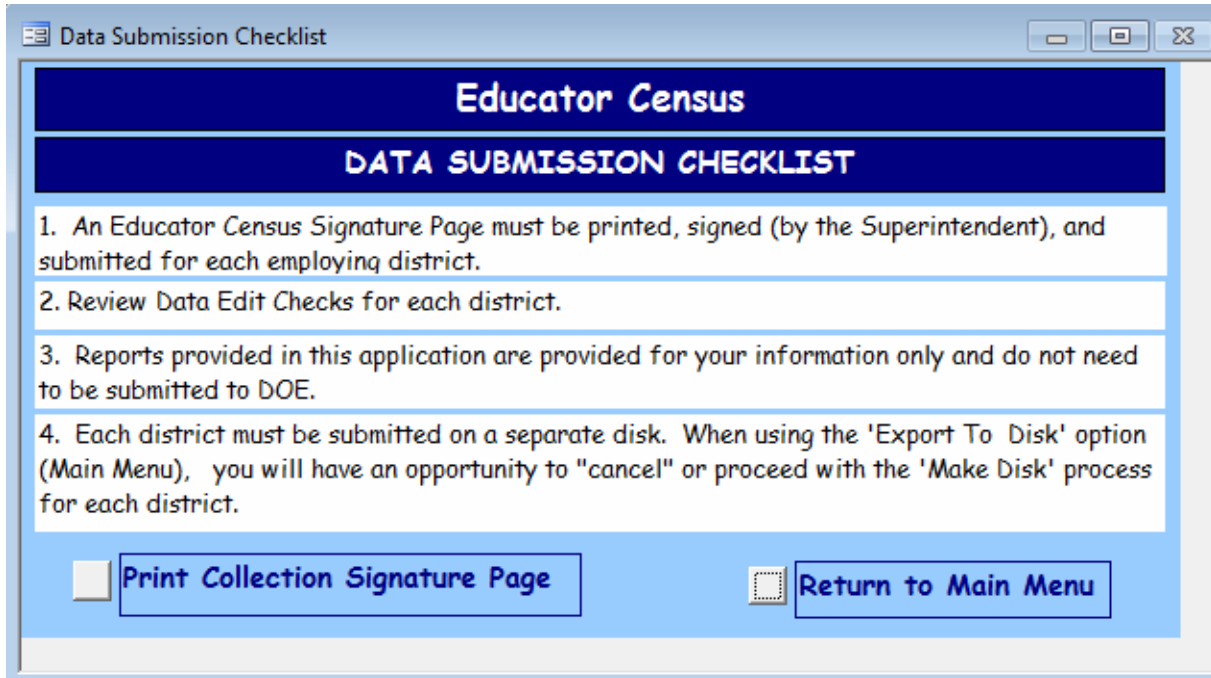
The screenshot shows a software window titled "frmReportsSPED : Form" with a light blue background. At the top, a dark blue banner reads "Special Education Reports". Below this, there are two columns of report options. The left column has a dark blue button labeled "Report of Special Educators" with checkboxes for "Entire Supervisory Union" (checked) and "Select A Place of Service" (unchecked), followed by a dropdown menu. The right column has a dark blue button labeled "Educators With Associated Courses" with checkboxes for "Entire Supervisory Union" (unchecked) and "Select A Place of Service" (unchecked), followed by a dropdown menu. A second dark blue banner reads "Alternative Programs Reports". Below it, the left column has a dark blue button labeled "Report of Alternative Program Educators" with checkboxes for "Entire Supervisory Union" (unchecked) and "Select A Place of Service" (unchecked), followed by a dropdown menu. The right column has a dark blue button labeled "Report of Alternative Program Educators With Associated Courses" with checkboxes for "Entire Supervisory Union" (unchecked) and "Select A Place of Service" (unchecked), followed by a dropdown menu. At the bottom center, there is a button labeled "Return to Main Menu".

- Report of All Special Educators
  - For the Entire SU
  - For a Place of Service
- Special Educators with Associated Primary Instruction Assignments
  - For the Entire SU
  - For a Place of Service
- Report of All Alternative Program Educators
  - For the Entire SU
  - For a Place of Service
- Alternative Program Educators with Associated Courses
  - For the Entire SU
  - For a Place of Service

## SUBMIT DATA

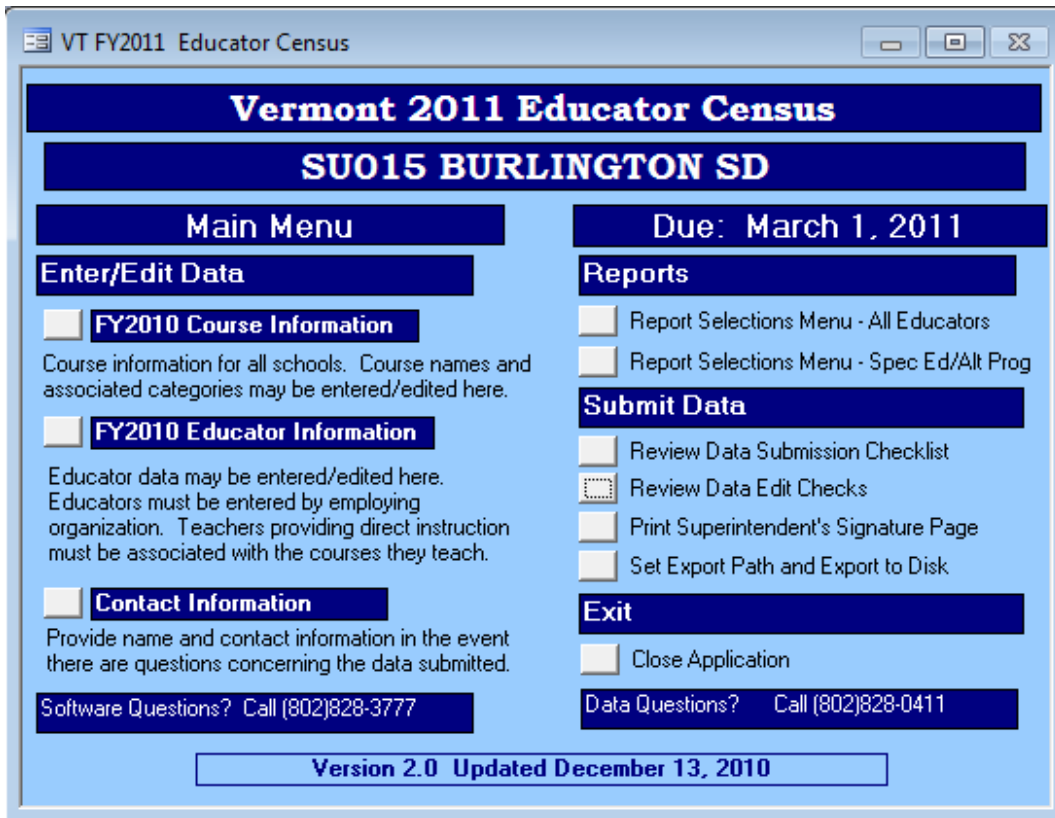
### Review Data Submission Checklist

The Data Submission Checklist screen is accessible by clicking the Review Data Submission Checklist button on the main menu.

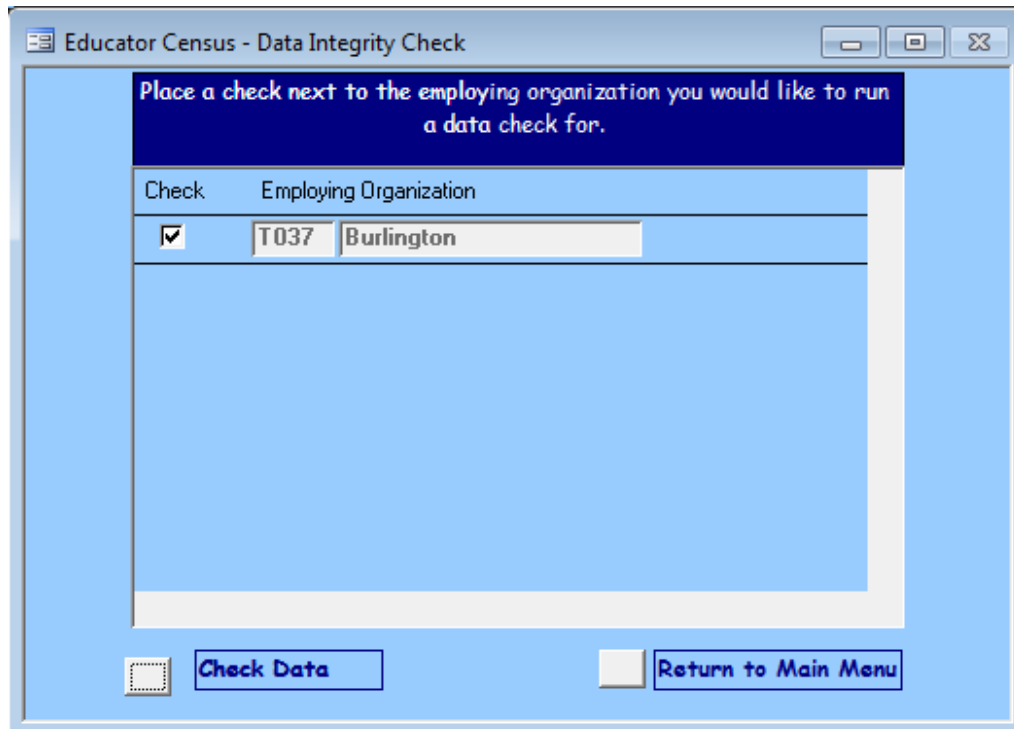


1. The Educator Census Signature Page must be printed and signed (by the Superintendent) for each Employing Organization.
2. The Educator Census Signature Page can be printed from the Data Submission Checklist screen or from the Main Menu.
3. Review edit checks for each Employing Organization. Click the button Review Data Edit Checks on the main menu and follow the on-screen instructions.
3. Reports provided in this application are submitted for your information only and do not need to be submitted to DOE. **NOTE:** Before submitting data, however, it's a good idea to review all reports for accuracy. If you have time after entering/correcting the data, it's a good idea to send updated copies of the reports to the principals, special education directors, alternative education directors, and career and technical center directors so that they can verify that the information they gave you is correct.
4. Each Employing Organization must be submitted on a separate floppy disk. You will only need to use one disk (CD) to submit data. When using the Set Export Path and Export to Disk (Main Menu), you will have an opportunity to cancel or proceed with the Make a Disk process for each Employing Organization.

## Review Data Edit Checks (Before Export)



You will have the ability to choose which Employing Organization(s) you would like to run review edit checks for before exporting data.



## Print Superintendent's Signature Page

|   |                         |
|---|-------------------------|
| Mail To:<br>Vermont Department of Education<br>Data Management and Analysis Team<br>120 State Street<br>Montpelier, VT 05620  | District<br>Name: _____ |
| <b>State of Vermont<br/>FY2011 Educator Census</b>  |                         |
| Please check the following box:   |                         |
| <input type="checkbox"/> I attest, to the best of my knowledge and belief that the information contained in this census report is accurate and the school district is in compliance with all requirements of state and federal law. |                         |
| Person to contact concerning questions about this completed report:   |                         |
| Name _____  |                         |
| Phone: _____  |                         |
| Email: _____  |                         |
| Signature of Superintendent: _____ Date: _____  |                         |
| <small>This signature page must be completed for each supervisory union or district.</small>  |                         |

### Print a Signature Page for each District

Each disk must be submitted with a Signature Page signed by the Superintendent certifying the accuracy of the information provided. Mail the disks and signature pages to the address below.

Vermont Department of Education  
Data Management and Analysis Team  
120 State Street  
Montpelier, VT 05620

## Set Export Path and Export to Disk

Click this button to create the export path for each Employing Organization to be either exported to a Floppy Disk or to be saved and then copied to a CD. When using the Set Export path and Export to Disk option (Main Menu), you will have an opportunity to cancel or proceed with the Make Disk process for each Employing Organization.

Export Student Data

### Ed Census Export Path

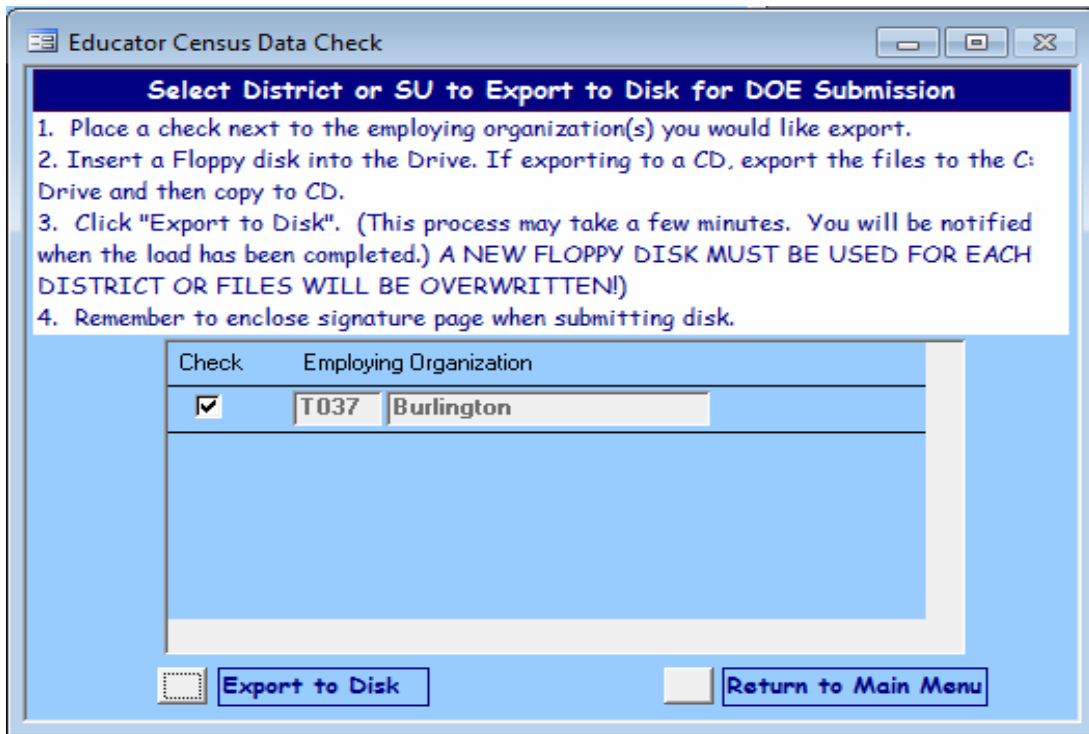
You must type the full file name including drive and directory (Example: C:\DirectoryName) in the box below. This application is configured to export data to the path C:\EdCensus11Export\. You must indicate a drive and directory path. Do not set path to CD/DVD drive. You will receive a runtime error. If you type in just the file name, your file will be stored at the root of your working directory (usually your C: drive) by default.

Enter the Path to Export to:

Go to Export Form      Return to Main

**Export to Disk (CD)** – If you are submitting data on a disk (CD), please export the files for each Employing Organization to the default Ed Census location (C:\EdCensus11Export\). You will be notified when each export is completed; each Employing Organization will have six (6) Excel files. Find the folder EdCensus11Export located on the C: drive and copy all Excel files from it to a CD using the normal process that you would use to create a CD.

**Export to Floppy Disk** - If you are submitting on a Floppy Disk, you will have to create and export Employing Organization data to a diskette in your A: drive. Each Employing Organization must be submitted on a separate diskette. You will be notified when each export is completed; each Employing Organization will contain six (6) files.



## EXIT

### Close Application

Click Close Application to exit the Educator Census Application.

