

Educator Census Data Collection School Year 2016-2017

Software Instructions

Due

March 3, 2017

**IT Team: Data Management and Analysis
(802) 479-1044**



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MINIMUM REQUIREMENTS

CPU

Office 2003 requires a computer Pentium processor with a clock speed of at least 233 megahertz (MHz). Microsoft recommends a computer with a Pentium III or faster processor.

Operating System

Supports only the 32-bit edition of Access 2010: Windows XP with Service Pack (SP) 3, Windows Server 2003 SP2, MSXML 6.0.

Memory

Microsoft recommends that your computer have a minimum of 128 MB of RAM. An additional 8 MB of RAM are required for each Office 2003 program that runs at the same time.

Available Hard Disk Space

Office 2003 requires 400 MB of available hard-disk space. Hard disk requirements vary, depending on your configuration. Custom installation choices may require more or less hard disk space.

TECHNICAL SUPPORT

Call the helpdesk at (802) 479-1044 or Andrew McAvoy ((802) 479-1105 for assistance with data entry software.

Call (802) 479-1708 for questions about what data to include and how to enter it.

Can (802) 479-1044 for assistance with the file sent to you, data submission and error problems.

INSTALLATION INSTRUCTIONS

The Educator Census is available by download using the Secure EFT Server. Instructions for Setup and Connecting to the Agency of Education Secure EFT server are located on the [Agency of Education Data Collections Web Page](#).

STARTING THE APPLICATION

Go to the location on your computer, which was selected above to download the EdCensus17.mdb. Double-click on the EdCensus17.mdb to open.

DUE DATE

The due date of this collection is March 03, 2017.

INTRODUCTION TO THE MAIN MENU

VT FY2017 Educator Census

Vermont FY2017 Educator Census

SU001 ADDISON NORTHEAST SU

Main Menu

Enter/Edit Data

FY2017 Course Information

Course information for all schools. Course names and associated categories may be entered/edited here.

FY2017 Educator Information

Educator data may be entered/edited here. Educators must be entered by employing organization. Teachers providing direct instruction must be associated with the courses they teach.

Contact Information

Provide name and contact information in the event there are questions concerning the data submitted.

Software Questions? Call (802)479-1044

Due: March 3, 2017

Reports

Report Selections Menu - All Educators

Report Selections Menu - Spec Ed/Alt Prog

Submit Data

Review Data Submission Checklist

Review Data Edit Checks

Print Superintendent's Signature Page

Go to Export Form

Exit

Close Application

Data Questions? Call (802)479-1708

Version 1 Updated January 4, 2017

Enter/Edit Data

Course Information Your 2015-2016 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 2016-2017 school year. Refer to the Reporting Instructions for more information on how to enter courses.

Educator Information – In this section, you will enter information for new educators. Your 2015-2016 data on each educator has been pre-loaded. If pre-loaded information is incorrect, you cannot change it. See Reporting Instructions for more details. Information should be entered for all professional employees. Refer to the Reporting Instructions 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 AOE 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 Reporting Instructions 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 completes the blank educator and special educator forms for any new educators who joined their staffs in 2015-2016. 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.

VT Educator Census

Enter/Edit Course Information For Schools Within This SU [Return to Main Menu](#)

Addison Northeast S.U.

Place of Service: (See instructions for course category information.)

1. Enter or Select Course Name.

2. Select a category.
Repeat this process for courses with multiple categories.

- Alternative Program-English
- Alternative Program-Mathematics
- Alternative Program-Science
- Alternative Program-Social Studies
- American Sign Language
- Art
- Business Education
- Computer Science
- CTE Agriculture & Natural Resources (9-12)
- CTE Architecture & Construction (9-12)
- CTE Arts & Communication (9-12)

3. Click "Add Course /Category"

Add Course/Category >

Edit Course/Category

Remove Course/Category

To remove a specific course/category from the list, highlight the entry in the list to the right and click "Remove Course" button.

Click to Print Courses for this Place of Service

Software Questions? Call (802)479-1044 Data Questions? Call (802)479-1708

Course Name	Course Category
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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 Reporting Instructions for more information about HQT implications.

To delete a course at a Place of Service because it was not offered during the 2015-2016 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.

To delete a course for a specific person see pg. 10.

How to enter information for new courses

Enter additional courses that were taught during the 2015-2016 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 10th 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).

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

The screenshot shows a software window titled "Educator Entry" with a sub-header "Enter/Edit Educator Information". A green banner at the top contains the text: "Educators should be entered by employing organization (School District, SU, etc.). Include all professional staff employed during current school year. (See instructions for more information.)" Below this, there are several input fields: "Select Employing Organization" (a dropdown menu), "State ID Number" (a text box), "First Name", "Middle Name", "Last Name", "DOB (MM/DD/YYYY)", "Gender" (a dropdown menu), "Former Last Name", "Dates of Employment with this Employing Organization (MM/DD/YYYY)" (with "Start Date" and "End Date (if app.)" sub-fields), "Title", and "Educator Status" (a dropdown menu). On the right side, there are four buttons: "Sort by Last Name", "Search for Last Name", "Add New Educator", and "Return to Main Menu". Below the main form is a section titled "Place of Service" with a note: "This refers to the location(s) in the school district or SU where the educator works. Teachers serving in more than one school should be associated with more than one place of service." This section includes a "Select a Place of Service" dropdown menu and a link that says "Click this Tab to Enter Role Information".

Enter/Edit Educator Information –You will not edit information that has been preloaded about existing educators. If you believe any part of the pre-loaded educator information is incorrect and have checked with the educator themselves, have them update the information themselves in the ALiS system so it will be pre-loaded correctly the following year. See the Reporting Instructions for more information. To begin entering 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 add any new educators. Be careful, as any errors here will remain until the following year.

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.

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:

The screenshot shows the 'Educator Entry' software interface. The main window is titled 'Enter/Edit Educator Information'. At the top, there is a header bar with the text 'Educators should be entered by employing organization (School District, SU, etc.). Include all professional staff employed during current school year. (See instructions for more information.)'. Below this, the 'Select Employing Organization' section is active, showing 'SU001' and 'Addison Northeast S.U.'. The 'State ID Number' is '8048477'. The 'Dates of Employment with this Employing Organization' section shows 'Start Date' as '7/8/2010'. The 'Personal Information' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'DOB (MM/DD/YYYY)', 'Gender' (set to 'F'), and 'Former Last Name'. The 'Title' is 'FOOD SERVICE DIRECTC' and the 'Educator Status' is 'Employed by this organization all or part of curr'. There are buttons for 'Sort by Last Name', 'Search for Last Name', 'Add New Educator', and 'Return to Main Menu'. The 'Place of Service' section is highlighted, with a dropdown menu showing 'SU001' and 'Addison Northeast S.U.'. Below this, there is a section for 'Job Roles for this Place of Service (Check all that apply)' with checkboxes for 'PreK - EEE Educator', 'SU Admin' (checked), 'Tech Center Teacher', 'K-12 Teacher', 'School Admin', 'Alternative Prog Teacher', 'Special Ed', and 'Student Support'. The 'Dates of Service at this Place of Service' section shows 'Start Date' as '7/8/2010'. The 'FTE at this Place of Service' is set to '1', with a note '*Most will be less than or equal to 1'. A 'Remove Educator from POS' button is located to the right. At the bottom, there is a status bar showing 'Record: 1 of 35' and a search filter.

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 Reporting Instructions for more information about job roles, the steps to use when entering end dates, and FTEs.

Course Information

VT Educator Census

Enter/Edit Course Information For Schools Within This SU [Return to Main Menu](#)

Addison Northeast S.U.

Place of Service: (See instructions for course category information.)

1. Enter or Select Course Name.	
<input type="text"/>	<input type="button" value="Add Course/Category"/>

2. Select a category.	
Repeat this process for courses with multiple categories.	
<ul style="list-style-type: none">Alternative Program-EnglishAlternative Program-MathematicsAlternative Program-ScienceAlternative Program-Social StudiesAmerican Sign LanguageArtBusiness EducationComputer ScienceCTE Agriculture & Natural Resources (9-12)CTE Architecture & Construction (9-12)CTE Arts & Communication (9-12)	<input type="button" value="Edit Course/Category"/>
<input type="checkbox"/> Click to Print Courses for this Place of Service	<input type="button" value="Remove Course/Category"/>

3. Click "Add Course /Category"	
<input type="button" value="Add Course/Category"/>	<input type="button" value="Remove Course/Category"/>

List of School's Courses:	
Course Name	Course Category

To remove a specific course/category from the list, highlight the entry in the list to the right and click "Remove Course" button.

[Software Questions? Call \(802\)479-1044](#) [Data Questions? Call \(802\)479-1708](#)

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.

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. Do not remove the Role (i.e. K-12 or SPED teacher) without first deleting the courses. Do not remove the courses by deleting them manually. You must click the remove button to avoid data from remaining. See Reporting Instructions for more details.

Primary Instruction Assignments for Special Educators

When the Special Ed role is checked, 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 who provide NO primary instruction, choose "This special educator provides no primary instruction to students in "core" content areas."

For Special Educators 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.

Refer to the Reporting Instructions for more information about entering SPED courses and assignments.

Contact Information

Enter Contact Information

You will use this screen to enter contact information for questions the Vermont Agency 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.

The screenshot shows a web browser window titled "Educator Census - Contact Information". The main content area has a light green background and a dark green header that reads "Contact Information for Employing Organization". Below the header are several input fields:

- Select an Organization:** A dropdown menu.
- Contact Name:** A text input field.
- Contact Phone Number:** A text input field followed by an **Ext:** label and another text input field.
- Email Address (optional):** A text input field.
- Specify summer contact/schedule information:** A larger text input area.

At the bottom left, there is a checkbox with the text "Check here if you would like to use this contact information for all employing districts". To the right of this checkbox is a button labeled "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 view/print reports by the Entire Supervisory Union or by the Place of Service.

You can print the following reports from this menu:

- Report of All Educators
- Educators with Associated Courses
- Report of All Courses
- Courses with Associated Educators

Printing Reports

To view/print reports by:

The screenshot shows a web application window titled "Educator Census Data Reports". The main heading is "Reports - All Educators" in a green box. Below the heading, a note states: "The reports available below are all organized by entire supervisory union or by place of service." There are four report selection boxes arranged in a 2x2 grid:

- Report of All Educators:** Includes a checkbox for "Entire Supervisory Union" and a "Select A Place of Service" dropdown menu.
- Report of Educators With Associated Courses:** Includes a checkbox for "Entire Supervisory Union" and a "Select A Place of Service" dropdown menu.
- Report of All Courses:** Includes a checkbox for "Entire Supervisory Union" and a "Select A Place of Service" dropdown menu.
- Report of Courses With Associated Educators:** Includes a checkbox for "Entire Supervisory Union" and a "Select A Place of Service" dropdown menu.

At the bottom center, there is a button labeled "Return to Main Menu".

Click the gray box to the right of Entire Supervisory Union under the Heading Selection to view report for all Educators in the Supervisory Union

Click on the drop down arrow and click on Place of Service to select it. Click on the gray box to the right of Select a place of Service to view a report for individual schools.

Reports - Special Education Reports & Alternative Programs

The screenshot shows a web application window titled 'frmReportsSPED'. It features a green header 'Special Education Reports' and a light green background. Under this header, there are two report options: 'Report of Special Educators' and 'Educators With Associated Courses'. Each option has a checkbox for 'Entire Supervisory Union' and a dropdown menu for 'Select A Place of Service'. Below these is a horizontal separator and another green header 'Alternative Programs Reports'. Under this header, there are two more report options: 'Report of Alternative Program Educators' and 'Report of Alternative Program Educators With Associated Courses'. These also have checkboxes for 'Entire Supervisory Union' and dropdowns for 'Select A Place of Service'. At the bottom center, there is a button labeled 'Return to Main Menu'.

Click the gray box to the right of Entire Supervisory Union under the Heading Selection to view report for all Educators in the Supervisory Union

Click on the drop down arrow and click on Place of Service to select it. Click on the gray box to the right of Select a place of Service to view a report for individual schools.

This report menu is accessed by clicking the Reports Selection Menu – Spec Ed/Alt Prog button on the main menu. You can view/print reports by the Entire Supervisory Union or by the Place of Service.

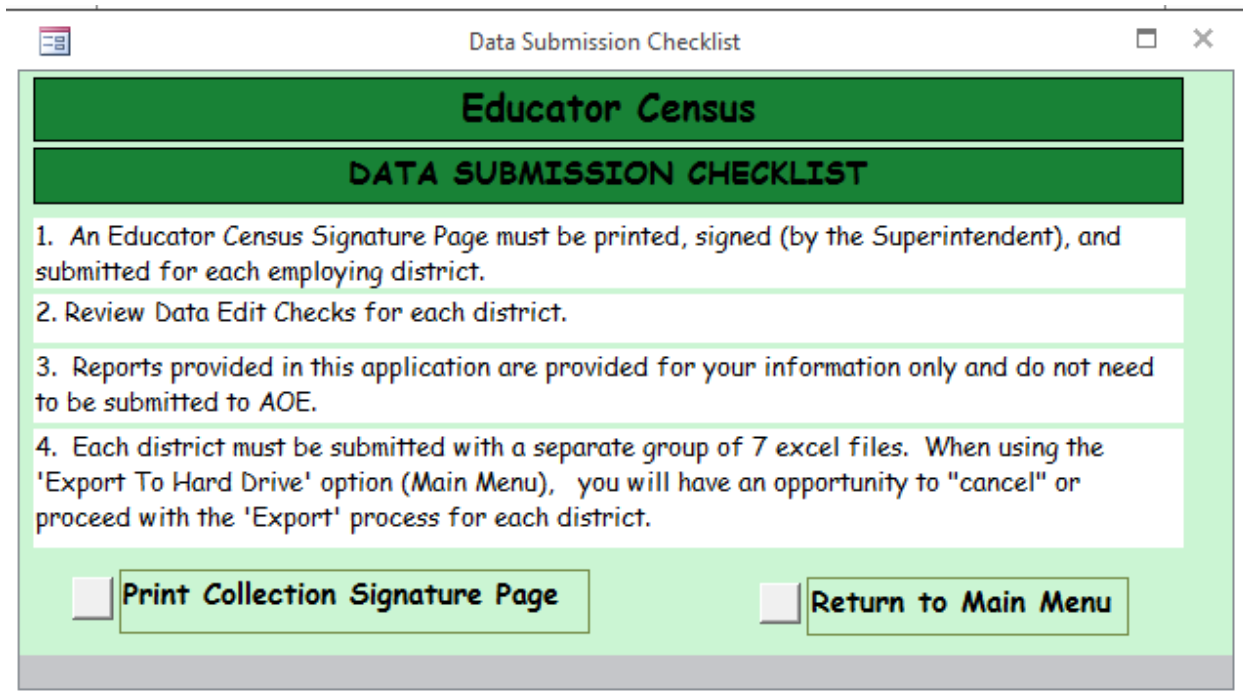
You can print the following reports from this menu:

- Report of All Special Educators
- Special Educators with Associated Primary Instruction Assignments
- Report of All Alternative Program Educators
- Alternative Program Educators with Associated Courses

SUBMIT DATA

Review Data Submissions Checklist

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



The Educator Census Signature Page must be printed and signed (by the Superintendent) for each Employing Organization.

The Educator Census Signature Page can be printed from the Data Submission Checklist screen or from the Main Menu.

Review edit checks for each Employing Organization. Click the button Review Data Edit Checks on the main menu and follow the on-screen instructions.

Reports provided in this application are submitted for your information only and do not need to be submitted to AOE. 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.

Each Employing Organization must be submitted. A folder will be created upon Export. You will only need to use one disk (CD) or upload to the AOE via FTP server 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)

Vermont FY2017 Educator Census
SU001 ADDISON NORTHEAST SU

Main Menu

Enter/Edit Data

FY2017 Course Information
 Course information for all schools. Course names and associated categories may be entered/edited here.

FY2017 Educator Information
 Educator data may be entered/edited here. Educators must be entered by employing organization. Teachers providing direct instruction must be associated with the courses they teach.

Contact Information
 Provide name and contact information in the event there are questions concerning the data submitted.

Software Questions? Call (802)479-1044

Due: March 3, 2017

Reports

Report Selections Menu - All Educators
 Report Selections Menu - Spec Ed/Alt Prog

Submit Data

Review Data Submission Checklist
 Review Data Edit Checks
 Print Superintendent's Signature Page
 Go to Export Form

Exit

Close Application

Data Questions? Call (802)479-1708

Version 1 Updated January 4, 2017

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

Place a check next to the employing organization you would like to run the Edit Checker for.

To run the New Edit check, click Additional Edit Run.
 You do not need to check an Employing Organization to run this.

Check	Employing Organization
<input type="checkbox"/>	SU001 Addison Northeast S.U.
<input type="checkbox"/>	T031 Bristol
<input type="checkbox"/>	T112 Lincoln
<input type="checkbox"/>	T127 Monkton
<input type="checkbox"/>	U028 Mount Abraham UHSD #28
<input type="checkbox"/>	T138 New Haven
<input type="checkbox"/>	T196 Starksboro

Edit Checker Additional Edit Run Return to Main Menu

Print Superintendent's Signature Page

Signature Page

Mail To:
Vermont Agency of Education
Data Management and Analysis Team
219 N. Main St., Suite 402
Barre, VT 05641

District
Name: _____

**State of Vermont
FY2017 Educator Census**

Please check the following box:

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: _____

This signature page must be completed for each supervisory union or district.

Page: 1 No Filter

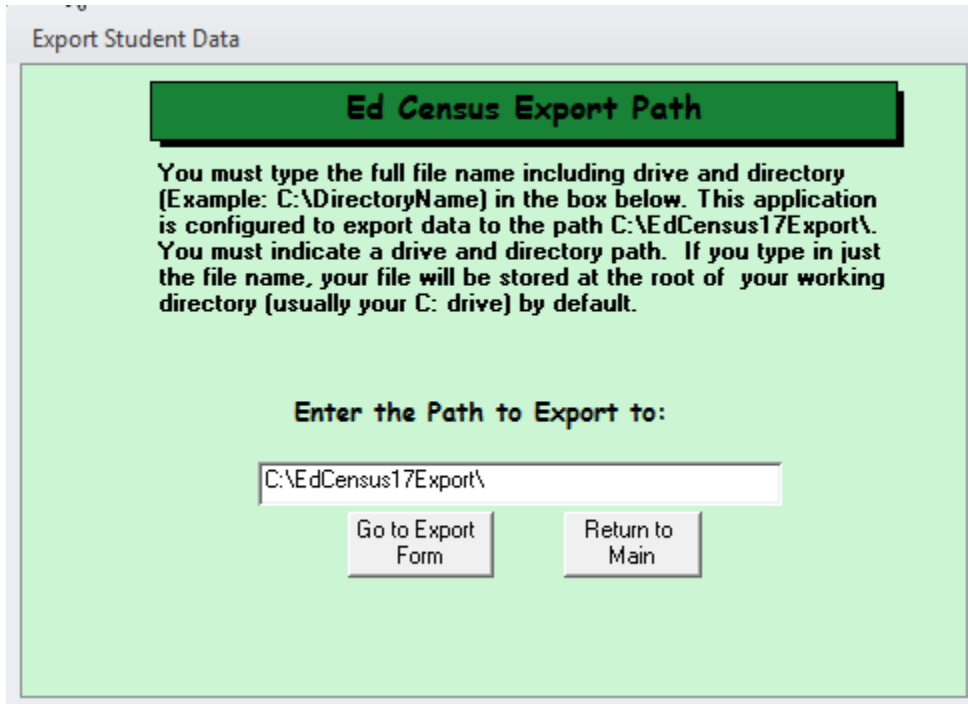
Print a Signature Page for each District

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 Agency of Education
Data Management and Analysis Team
219 North Main St., Suite 402
Barre, VT 05641

Set Export Path and Export to Hard Drive

Click this button to create the export path for each Employing Organization to be either exported to be saved and send via EFT Server or 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.



The screenshot shows a window titled "Export Student Data" with a green background. At the top, there is a dark green header box with the text "Ed Census Export Path". Below this, a paragraph of instructions reads: "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:\EdCensus17Export\. You must indicate a drive and directory path. 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." Below the text, there is a label "Enter the Path to Export to:" followed by a text input field containing "C:\EdCensus17Export\". At the bottom of the dialog, there are two buttons: "Go to Export Form" and "Return to Main".

Export to Hard Drive–

If you are submitting data by the FTP Server, please export the files for each Employing Organization to the default Ed Census location (C:\EdCensus17Export\). You will be notified when each export is completed; each Employing Organization will have six (6) Excel files. Connect to the EFT Server and log in using the username and password that was provided to you. Find the folder EdCensus15Export located on your C: drive under the Local Site. Upload the files using the process outlined in the Secure File Transfer instructions on our data collections webpage.

EXIT

Close Application

Click Close Application to exit the Educator Census Application.