

WDE752 – Educator Equity Collection Guidebook

May 2018

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Introduction

This one time collection will be used to satisfy requirements of the Every Student Succeeds Act (ESSA) to ensure that minority and low-income students are not disproportionately served by ineffective teachers. This collection is to be completed based on the ineffective educator definition and within the context of each school district's teacher evaluation system.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical to the continual growth of Wyoming's education system. It is widely agreed upon that quality and timely data are needed to inform the work of stakeholders such as students, teachers, administrators, parents, and policy makers to most appropriately impact the teaching and learning process. The data from school districts plays a vital role in the process as well.

Department staff will review and assist districts to provide complete, accurate data before adjudicating the WDE752 collection. Districts access this collection through the Data Collection Suite (DCS) reporting software. The WDE752 data is meant to be used by the WDE to meet Wyoming State Statute reporting and monitoring requirements. It is inaccessible to the general public however data will be provided if it is requested.

This guidebook serves as the definitive instruction set for the data contained within the WDE752 Data Collection.

WDE752 Authority

The authority that allows the WDE to collect data for the WDE752 collection is included in the Every Student Succeeds Act (ESSA) State Plan, section 1111(g)(1)(B).

Ineffective Teacher Definition

From November 2017 until April 2018, a stakeholder group consisting of representatives from 16 Wyoming school districts, the Professional Teaching Standards Board (PTSB), the University of Wyoming (UW), the Wyoming Education Association (WEA), and WDE staff convened to determine the definition of an ineffective educator in Wyoming. As defined by the group, an ineffective teacher is a teacher (one who has completed 3+ years of teaching) who shows a pattern* of ineffective practices, as determined by a trained evaluator, in locally selected competencies that align to the [Wyoming 2014 Standards](#), as demonstrated by an unwillingness or inability to:

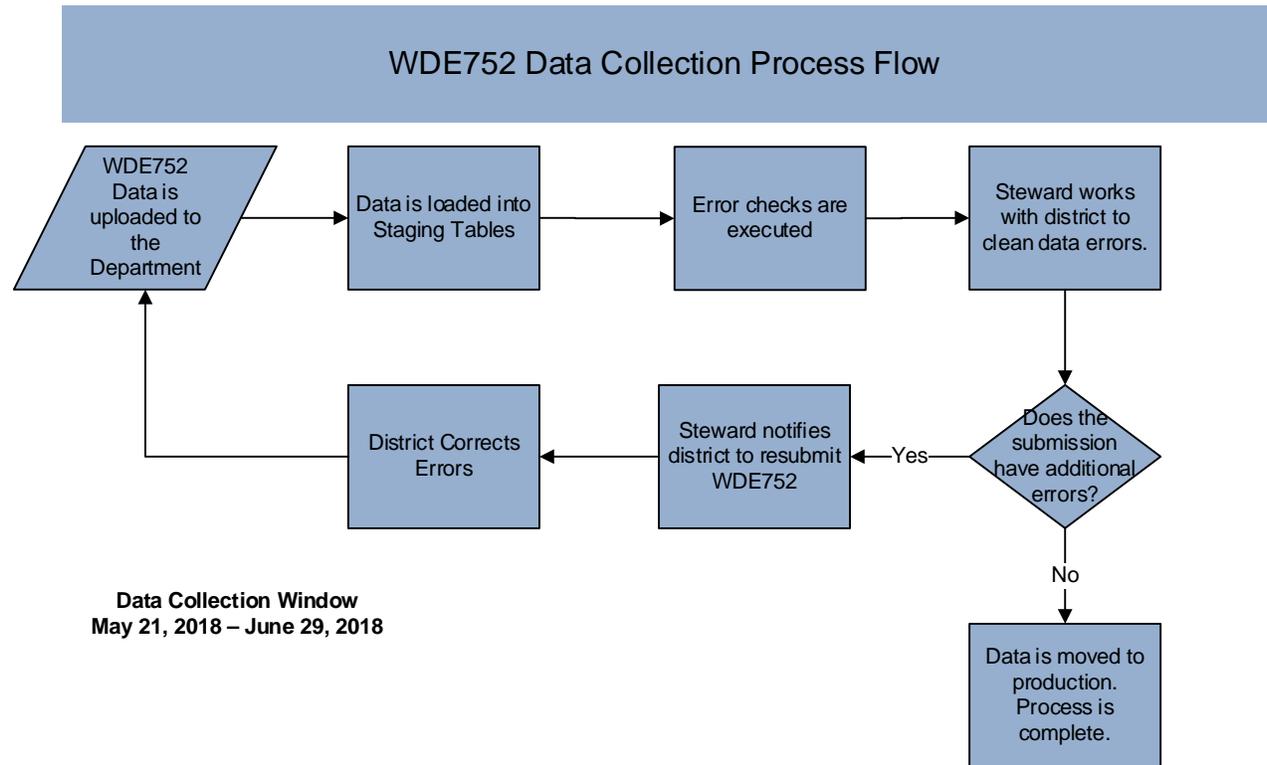
WY 2014 Standard	Teaching Practices
Learner & Learning	<ul style="list-style-type: none"> • Plan and prepare to meet the needs of all students • Establish an environment most conducive for learning
Content Knowledge	<ul style="list-style-type: none"> • Apply a depth and breadth of current content knowledge
Instructional Practice	<ul style="list-style-type: none"> • Use highly effective instructional practices • Use student data and/or formative assessment to individualize instruction
Professional Responsibilities	<ul style="list-style-type: none"> • Seek continual professional growth and engage in ethical professional practice • Communicate and collaborate effectively with all stakeholders

* A pattern is defined as at least two of the above practices in three years or three areas over a career.

Collection Schedule

**WDE752 Collection Window
May 21, 2018 – June 29, 2018**

Districts should upload their data per the reporting cycle timeline unless the Collection Steward has approved a later deadline. However, the data for this collection can be submitted and validated at any time during the collection window. Due to the submission of reporting requirements from the Department, all data must be submitted by the due date. Corrections to submitted data (if needed) must be completed by the collection due date of June 29, 2018 in order to ensure the data is error free.



Instructions

Data Compilation

Data will be entered either into the pre-loaded WDE752 Excel workbook or by completing the data entry web form. Worksheet guidance and data elements are defined in this documents as well as on the Instructions tab of the WDE752 workbook. The data elements are:

- Wise Staff ID
- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- Evaluation Outcome
- Narrative

WISE Staff ID

The WDE 7-digit WISE Staff ID. This is a required element.

First Name

Staff member's legal first name and can be up to 25 characters. This is a required element.

Middle Name

Staff member's legal middle name and can be up to 25 characters. This is an optional element.

Last Name

Staff member's legal last name and can be up to 25 characters. This is a required element.

Date of Birth

Staff member's date of birth. This is a required element.

Gender

Staff member's gender is a one character value of 'M' for male and 'F' for female. This is a required element.

Evaluation Outcome

Report the outcome of the evaluation. This is a required element.

Valid values are:

- E – Effective
- F – Individual incorrectly reported on the WDE602 and did not teach in the 2017-18 school year
- L – Individual has less than three years teaching experience total
- P – Individual has three plus years teaching experience but has not been teaching at the district long enough to meet the definition of a pattern
- N – Not effective
- X – Individual met criteria to be evaluated but was not evaluated

Narrative

If Evaluation Outcome is 'X', narrative as to why the individual was not evaluated is required. Otherwise, this element is optional. Can be up to 150 characters.

Data Submission

There are two ways to submit the WDE752 data. The first option is by logging into the Data Collection Suite (DCS) and then downloading the pre-loaded Excel workbook via the Submissions link. The Excel workbook is preloaded with the district's teachers that were reported on the fall WDE602 collection. This workbook will then need to be saved to the user's system and then the data entry will also need to be completed. Once complete, the workbook will need to be uploaded back into DCS via the Upload link. The second option is to complete the data entry through the web form via the Forms link in the DCS software. All data validation rules will apply with both methods and the data must be certified.



Data Submission – option 1 (Excel Workbook)

Downloading the Pre-loaded Excel Workbook

To download the pre-loaded Excel workbook with the Fall WDE602 Teacher data, log into DCS by navigating to the [Data Collection Suite – Forms Inventory](#) page, scroll down to the **WDE752 – Educator Equity Collection**. Click the arrow on the left and navigate to the Documents tab. Click the WDE752 link.

WDE752	Educator Equity Collection	District	Active	06/29/2018																				
<table border="1"> <tr> <td colspan="3">Description</td> <td>Contact</td> <td>Documents</td> </tr> <tr> <th>NAME</th> <th>TYPE</th> <th>DESCRIPTION</th> <td colspan="2"></td> </tr> <tr> <td>WDE752</td> <td>Web Form</td> <td>Web Form access. Fusion user name and password is required.</td> <td colspan="2"></td> </tr> <tr> <td>WDE752 Guidebook</td> <td>PDF Document</td> <td>Guidebook for the completion of the WDE752 Educator Equity Collection.</td> <td colspan="2"></td> </tr> </table>					Description			Contact	Documents	NAME	TYPE	DESCRIPTION			WDE752	Web Form	Web Form access. Fusion user name and password is required.			WDE752 Guidebook	PDF Document	Guidebook for the completion of the WDE752 Educator Equity Collection.		
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WDE901	School District Budget	District	Under Review	08/13/2018																				

Once the WDE752 link is accessed, the user will be on the Support page of the Data Collection Suite.

Data Collection Suite R1

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Welcome, Liz Districts

[Forms](#) | [Uploads](#) | [Submissions](#) | [Tracking](#) | [Collections](#) | [Admin](#) | [Support](#) | [Logout](#)

Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

✔ Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

✔ Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

✔ Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A Fusion user name and password is required along with the WDE752 credentials. To obtain the right to upload data to the Department, contact your Fusion Administrator and make sure the correct roles are assigned.

From this page, the user will select the Submissions link and will be prompted to enter their Fusion User Name password if the system does not already have this information.

Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does not represent a valid user.

Once logged into the secure Data Collection Suite website and the Submissions link has been selected, the Collection Selector drop down box will become available. Chose the *WDE752 – Educator Equity Collection* from the drop down option. Once selected, the Submissions that have occurred for this collection will be displayed. At this time, there should only be one submission, which is the submission with the pre-loaded data by the WDE and made available to the user. This preloaded submission will appear in a gold color.

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Forms Uploads Submissions Tracking Collections Admin Support Logout

Submission Administration

Collection Selector

Collection:
WDE752 - Educator Equity Collection

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
6/29/2018

Submissions

	Submission	Submitter	Status	Last Modified By	Last Modified
Download	5/10/2018 - Elizabeth Foster	Elizabeth Foster	Prepared	efoster	5/10/2018 1:24 PM

Current Respondent
You are currently representing:
Cowboy County District #1
Organization Code: 9999000 [Change](#)

Submission administration allows users to manage submissions. Submissions are packages or groups of files. Each file contains data that will be validated, certified and loaded into WDE databases.

Submission Actions

Notes - Add and review notes and other events associated with the submission.

Download - Download the submission in its current state.

Certify/Decertify - Once a submission passes the validation process it can be certified. If changes are required then a decertification may be needed.

Edit - Users can edit the data within the submission packaged using a web form.

Validate - At any time a submission can be validated. This is the process of reading and validating the data packaged within the submission.

The Gold submission is preloaded with data by the WDE and made available at the beginning of a collection cycle to provide respondents with a snapshot of data from previous cycles.

The Sea Green submission is the current certified submission.

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Click the Download button to download the pre-loaded Excel workbook. The prompt will allow the file to either be opened or saved. Save this file to your system.

Once the file has been saved, open the file and edit the data appropriately. When all data has been entered into the WDE752 worksheet, checked for accuracy, and saved to the system, the Excel workbook is now ready to be uploaded to the Department. The District respondent will select the Data Submission Log In link at the top right of the [Data Collection Suite – Forms Inventory](#) page.

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IN THE CLASSROOM BEYOND THE CLASSROOM **DATA & REPORTING** FOR EDUCATORS INSIDE THE WDE STATE BOARD

Data Collection Suite – Forms Inventory

[Data Submission Log In](#)

COLLECTION	TITLE	RESPONDENT	STATUS	DUE DATE
▶ WDE100A	School Foundation Program Funding Worksheet	District	Under Review	08/13/2018
▶ WDE100B	Vocational Education Student FTE Worksheet	District	Under Review	08/13/2018

Once the Data Submission Log In link is accessed, the user will be on the Support page of the Data Collection Suite. From there, the user will select the Upload link and will be prompted to enter their Fusion User Name password if the system does not already have this information.

Uploading the WDE752 Collection

Once logged into the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. Chose the *WDE752 – Educator Equity Collection* from the drop down option. Once selected, the Collection Due Date will load the user will be prompted for the Submission Upload information.

Data Collection Suite R1

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Forms Uploads Submissions Tracking Collections Admin Support Logout

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:

[Reset Form](#)

File Role in Submission

File:

Comments:

Current Respondent

You are currently representing:
Cowboy County District #1
Organization Code: **9999000** [Change](#)

Previous Submissions

[5/10/2018 1:24 PM - Initialized](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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(example of a blank Submission Upload screen)

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Forms Uploads Submissions Tracking Collections Admin Support Logout

Collection Selector

Collection:
WDE752 - Educator Equity Collection ▼

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
6/29/2018 ▼

Submission Upload

Submissions:
---Select a Submission--- ▼ {1}

File Role in Submission
---Select a File Role--- ▼ {2}

File:
 Select {3}

Comments:
 {4}

Upload File [Reset Form](#)

Current Respondent
You are currently representing:
Cowboy County District #1
Organization Code: 9999000 [Change](#)

Previous Submissions
[5/10/2018 1:24 PM - Initialized](#)

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

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If this is the first time the user is submitting data, for the Submissions information, select 'Start a New Submission' {1} from the drop down box. Otherwise, you can upload to a previous submission. For the File Role in Submission option, select, 'Primary Data File {2}' and then enter the primary file that is stored on your system {3}. Comments {4} may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE752 to the Department. Data validation will be performed on the incoming data to create the Validation Report. This process can take up to five minutes, depending on the amount of data being uploaded. Once the validation is complete, a summary of the results will be reported to the user. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.

Data did not pass validation

In the following example, the Validation Results Summary states that the submission did not pass the data validation and lists the error count contained in the data file.

To view the errors associated with the file upload, select the Validation Report Button. Clicking on this button will show the summary of errors found, as the following example depicts:

To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward or the Data Collection Specialist if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation, and the field location (actual cell location in the Excel workbook) of the error. Please correct the errors noted and resubmit the file. If the file does not pass data validation, the submission cannot be certified. NOTE: This validation report may also be viewed under the Submission link, Validation Reports tab.

Data passed validation

If the uploaded file did pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.

The screenshot displays the 'Data Collection Suite R1' interface for the State of Wyoming Department of Education. The page is titled 'Data Collection Suite R1' and includes navigation links for Citizen, Business, Government, and Visitor. The user is logged in as 'Liz Districts'. The main content area is divided into several sections:

- Collection Selector:** Shows the selected collection as 'WDE752 - Educator Equity Collection' and the due date as '6/29/2018'. A link for 'request access' is provided.
- Submission Upload:** A message states 'Your file has been uploaded. Would you like to upload another file?' with an 'Upload Another File' button.
- Validation Results Summary:** A message states 'The submission package has passed validation. Please review the validation report to certify the submission.' Below this is a 'Validation Report' button, which is highlighted with an orange arrow.
- Current Respondent:** Displays 'Cowboy County District #1' with organization code '9999000' and a 'Change' link.
- Previous Submissions:** Lists two submissions: '5/14/2018 9:31 AM - Liz Districts' and '5/10/2018 1:24 PM - Initialized'.

Additional text on the right side explains that submissions are packages of files associated with a collection cycle, used for validation and certification. The footer includes the Wyoming Department of Education logo, copyright information, and links for Disclaimer, Privacy Policy, Free CSS Templates, and Theme Icons.

Not only is it recommended that the user review the validation report to ensure that all data was uploaded correctly, but it is the easiest way to certify the submission. To do this, click on the Validation Report button. Once selected the following screen is displayed.

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Forms Uploads Submissions Tracking Collections Admin Support Logout

Validation Report:
Loading Results for Submission Package: 5/14/2018 9:31 AM - Liz Districts
 Collection:
WDE752-Educator Equity Collection
 Is the submission valid? **Yes**
 Validation Engine Start: **Monday, May 14, 2018 at 9:38:31 AM**
 Validation Engine End: **Monday, May 14, 2018 at 9:38:31 AM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **0**
 Number of Warnings: **0**

WDE752 - Educator Equity Collection

- This collection cycle is **officially open.**
- Due Date: **6/29/2018**
- Window Opening: **5/21/2018**
- Window Closing: **6/29/2018**
- Expected Number Of Respondents: **48**
- Start: **7/1/2017**
- End: **6/30/2018**

Certify Show ▾ Done

Set	Is Valid
No records to display.	

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If your Fusion user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the Fusion user that does have this role will need to certify this data under the Submissions link.

Click on the Certify option (if available) to view the following summary/certification screens.

Data Collection Suite R1

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Welcome, **Liz Districts**

[Forms](#) | [Uploads](#) | [Submissions](#) | [Tracking](#) | [Collections](#) | [Admin](#) | [Support](#) | [Logout](#)

Certify Submission Package

- Collection: **WDE752 - Educator Equity Collection**
- Due Date: **6/29/2018**
- Creation Date: **5/14/2018**
- Last Modified: **5/14/2018 9:39 AM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
wde752 - 9999000 .xlsx	5/14/2018 9:38:30 AM	5/14/2018 9:39:00 AM	ldistricts

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

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Click on the Certify button to certify your submission to the Department and view the following conformation screen.

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Forms Uploads Submissions Tracking Collections Admin Support Logout

Submission Package Certification Confirmed

- Collection: **WDE752 - Educator Equity Collection**
- Due Date: **6/29/2018**
- Creation Date: **5/14/2018**
- Last Modified: **5/14/2018 9:40 AM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
wde752 - 9999000 .xlsx	5/14/2018 9:38:30 AM	5/14/2018 9:39:00 AM	ldistricts

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

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Note: The submission can also be certified under the Submissions link as well; the process is the same. Once the submission is certified, the persons that have the certify rights to this collection along with the Collection Steward will receive a confirmation email stating that the submission was certified.

Data Submission - option 2 (Web Form)

The second option that is available to submit this data is the use of the web form. To access this option, click on the WDE752 link located on the Documents tab from the [Forms Inventory](#) page.

WDE752	Educator Equity Collection	District	Active	06/29/2018									
<div style="display: flex; justify-content: space-around; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> Description Contact Documents </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">NAME</th> <th style="width: 20%;">TYPE</th> <th style="width: 50%;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">WDE752</td> <td>Web Form</td> <td>Web Form access. Fusion user name and password is required.</td> </tr> <tr> <td>WDE752 Guidebook</td> <td>PDF Document</td> <td>Guidebook for the completion of the WDE752 Educator Equity Collection.</td> </tr> </tbody> </table>					NAME	TYPE	DESCRIPTION	WDE752	Web Form	Web Form access. Fusion user name and password is required.	WDE752 Guidebook	PDF Document	Guidebook for the completion of the WDE752 Educator Equity Collection.
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WDE752 Guidebook	PDF Document	Guidebook for the completion of the WDE752 Educator Equity Collection.											
WDE901	School District Budget	District	Under Review	08/13/2018									

The Support page of DCS will then be displayed. Click on the Forms link. The user will be prompted to enter their Fusion user name and password, if the system does not already have this information.



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Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

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- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

Resources

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Please select the *WDE752 – Educator Equity Collection* from the Collection Selector drop down. Once selected the Collection Due Date will load and you will be prompted to select a Submissions type from the drop down. You can either select 'Start a New Submission' or you can select a previous submission.

Once a Submission type is selected, click the Enter Data button.

A listing of the pre-loaded staffing data from the fall WDE602 will be displayed. Click the Remove button if the staff member needs to be removed. Click the New Staff button if adding staff to the report.

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Forms | Uploads | Submissions | Tracking | Collections | Admin | Support | Logout

Current Respondent
 You are currently representing:
Cowboy County District #1
Organization Code: 9999000

Collection Information
 • Due Date: **6/29/2018**

Validate and Certify

Educator Equity Collection

Staff

An Ineffective teacher is an experienced teacher (one who has completed 3+ years of teaching) who shows a pattern of ineffective practices, as determined by a trained evaluator, in locally selected competencies that align to the Wyoming 2014 Standards. These practices are listed on the WDE752 Definition worksheet. A pattern is defined as at least two of the listed practices in three years or three areas over a career.

	WISE Staff ID	First Name	Middle Name	Last Name	Date of Birth	Gender	Evaluation Outcome	Narrative
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	1010101	Abby		Sculto	3/18/1979	F - Female		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	2020202	Leroy	Jethro	Gibbs	5/2/1958	M - Male		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	3030303	Timothy		McGee	9/13/1978	M - Male		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	4040404	Anthony		DiNozzo	8/14/1977	M - Male		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	5050505	Zlva		David	6/24/1983	F - Female		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	6060606	Alexandra		Quinn	4/7/1982	F - Female		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	7070707	Donald	Ducky	Mallard	7/26/1950	M - Male		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	8080808	Jodi		Mills	2/19/1970	F - Female		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	9090909	Dean		Winchester	1/24/1979	M - Male		
<input type="button" value="Edit"/> <input type="button" value="Remove"/>	1111111	Marissa		Morgan	3/8/1981	F - Female		

Count : 13

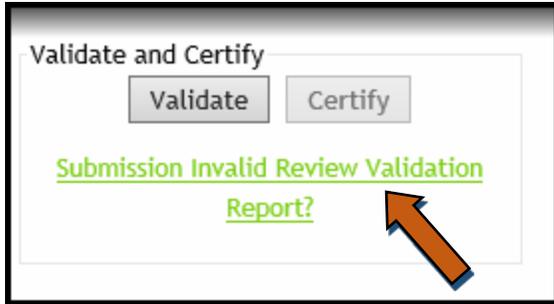
Page size: 10 13 Items in 2 pages

Click the Edit button for each individual staff in order to edit their Evaluation Outcome and provide a Narrative if needed. Click the Save button at the bottom of the form to be returned to the staff listing. Each staff member will need to be edited in this fashion.

Once all staff members have been edited and/or added, click the Validate button at the top of the Form.

Data did not pass data validation

If data did not pass data validation after the Validate button was selected, you will receive the following question. Please click on this link and you will be directed to the Validation Report.



Data Collection Suite R1

STATE OF WYOMING
DEPARTMENT OF EDUCATION

Citizen | Business | Government | Visitor

Welcome, Liz Districts

Forms Uploads Submissions Tracking Collections Admin Support Logout

Validation Report:

Loading Results for Submission Package: 5/14/2018 9:31 AM - Liz Districts

Collection:
WDE752-Educator Equity Collection

Is the submission valid? **No**

Validation Engine Start: **Monday, May 14, 2018 at 9:31:48 AM**

Validation Engine End: **Monday, May 14, 2018 at 9:31:51 AM**

Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**

Number of Errors: **7**

Number of Warnings: **0**

WDE752 - Educator Equity Collection

- This collection cycle is **officially open.**
- Due Date: **6/29/2018**
- Window Opening: **5/21/2018**
- Window Closing: **6/29/2018**
- Expected Number Of Respondents: **48**
- Start: **7/1/2017**
- End: **6/30/2018**

Show ▾ Done

The submission is invalid and cannot be certified at this time.

Set	Is Valid
> Staff - Successfully Imported Rows: 13	Fail

WYOMING
DEPARTMENT OF EDUCATION

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To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward or the Data Collection Specialist if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation, and the field location (actual cell location in the Excel workbook) of the error. Please correct the errors noted via the web form and resubmit the data by clicking the Validate button. If the data does not pass data validation, the submission cannot be certified. NOTE: This validation report may also be viewed under the Submission link, Validation Reports tab.

Data passed data validation

If all data passes data validation, the submission will be valid and the Certify button will become available. Click the Certify button and follow the screen prompts to certify your data to the Department.

The Certify process is the same as it would be for certifying an uploaded form.

The screenshot shows the 'Data Collection Suite R1' interface for the State of Wyoming Department of Education. The user is logged in as 'Liz Districts'. The navigation menu includes 'Forms', 'Uploads', 'Submissions', 'Tracking', 'Collections', 'Admin', 'Support', and 'Logout'. The main content area is divided into three sections: 'Current Respondent' (showing 'Cowboy County District #1' and 'Organization Code: 9999000'), 'Collection Information' (showing 'Due Date: 6/29/2018'), and 'Validate and Certify' (with 'Validate' and 'Certify' buttons). An orange arrow points to the 'Certify' button. Below the main content, the collection name 'Educator Equity Collection' is displayed.

Note: The submission can also be certified under the Submissions link as well; the process is the same. Once the submission is certified, the persons that have the certify rights to this collection along with the Collection Steward will receive a confirmation email stating that the submission was certified.

Corrections to the Data

You and the Collection Steward will work together to resolve any errors in the data set. Corrections to the WDE752 data are restricted to a firm timeline and the Collection Steward will work with you to resolve any errors in your submitted data via the error report. Plan on working closely with the Collection Steward during the collection period until your data is clean. If you find an error and need help with the resolution contact the WDE752 Collection Steward: Donal Mattimoe, donal.mattimoe@wyo.gov, (307) 777-6391. All errors must be resolved before the data is final.

Re-uploading

Once your data is uploaded, you will be able to upload again or edit the data via the web form, as needed to correct errors discovered in the previous submission. The Collection Steward will help you access the error report from your submitted data and will work with you to resolve any errors. The collection window is **May 21, 2018 – June 29, 2018**. Remember, all errors must be resolved before the data is final.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE752 CONTENT QUESTIONS?

Donal Mattimoe, (307) 777-6391 or donal.mattimoe@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTION ROLES IN ORDER TO UPLOAD A COLLECTION?

The rights to upload data to the Department are assigned at the school district office. Contact the district's Fusion Administrator who can set rights and re-set passwords.

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?

Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov