Texas Education Agency

Deployment Readiness Checklist:

ESC studentGPS™ Dashboards Champion

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Document History

Version	Date	Author	Description
0.1	April 25, 2013	Chris Grapes	
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Deployment Readiness Checklist: ESC studentGPS™ Dashboards Champion

Introduction

This Deployment Readiness Checklist was specifically designed for ESC studentGPS™ Dashboards Champions and contains important information to successfully deploy studentGPS™ Dashboards in your region. The checklist lays out step-by-step tasks across the following categories that are recommended for a successful deployment:

- Organizational Readiness
- Training Readiness
- Technical Readiness
- Support Readiness

Please note, to be successful, it is important that you work closely with other TSDS Champions in your region to stay coordinated as some of these tasks will be done in collaboration.

Texas Student Data System (TSDS)

The Texas Student Data System (TSDS) consists of multiple components that will improve and standardize the data collection and data management process in the State of Texas, and equip educators with timely, actionable and historical student data to drive classroom and student success.

studentGPS™ Dashboards

The studentGPS™ Dashboards gives educators a view into the whole student, providing an easy-to-understand picture of how a student is performing by combining multiple student data, such as grades, attendance, discipline, standardized test scores, program areas, and demographics, all in one place. Educators can easily see the trends and make more timely and informed decisions.

TEA Contact Information

If you have questions about this Deployment Readiness Checklist please contact XXX@tea...

Deployment Readiness Checklist: ESC studentGPS™ Dashboards Champion

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Organizational Readiness					
1. Attend TEA Field Coordination Network meetings with other ESC Champions in your region		Ongoing pre and post deployment		Y ☐ N ☐	
2. Coordinate with other TSDS Champions (i.e., set up regular meetings with TSDS Technical Champion)		Ongoing pre and post deployment		Y ☐ N ☐	
3. Reach out to newly participating LEA's in your region and request that they name a studentGPS™ Dashboards Steward for their LEA		Eight months prior to deployment		Y ☐ N ☐	
4. Schedule monthly ESC Field Coordination calls with LEAs in your region to provide updates on studentGPS™ Dashboards		Ongoing pre and post deployment (recommend starting four months prior to end user training)		Y ☐ N ☐	
5. Give an overview of TSDS and studentGPS™ Dashboards including describing the specific studentGPS™ Dashboards Steward roles and responsibilities to your colleagues at your ESC		Two months prior to LEA studentGPS™ Dashboards Steward training	N/A	Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Training Readiness					
1. Attend the ESC studentGPS™ Dashboards Champion Training Workshop and pass studentGPS™ Dashboards Certification		Look for an email from TEA regarding certification dates		Y ☐ N ☐	
2. Confirm with Project Share Coordinator that all trainees have proper Project Share log-in/access prior to training		Four weeks prior to training		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
3. Prepare to teach "studentGPS™ Dashboards Course 1:TSDS and studentGPS™ Dashboards Overview" by completing all items on the Course 1 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	
4. Prepare to teach "Course 2A/2B: studentGPS™ Dashboards 101 for Teachers and Specialists/LEA and Campus Administrators" by completing all items on the Course 2A/2B Training Checklist. Conduct training,		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	
5. Prepare to teach "Course 3: Leveraging the studentGPS™ Dashboards for Key Meetings" by completing all items on the Course 3 Training Checklist. Conduct training,		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	
6. Prepare to teach "Course 4: Monitoring Early Warning Indicators and Planning Interventions for At-Risk Students" by completing all items on the Course 4 Training Checklist. Conduct training,		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	
7. Prepare to teach "Course 5: Interventions for Students Struggling Academically" by completing all items on the Course 5 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	
8. Prepare to teach "Course 6: Individual Student Goal Setting" by completing all items on the Course 6 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	
9. Prepare to teach "Course 7: LEA and Campus Goal Setting" by completing all items on the Course 7 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
10. Prepare to teach "Course 8: Train the Trainer Best Practices and Resources" by completing all items on the Course 8 Training Checklist. Conduct training.		Recommended timing per activity is included in the Training Checklist		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Technical Readiness					
1. Confirm with ESC Technical Champion* that all studentGPS™ Dashboards users have proper dashboard configuration and have an active TEAL login and password *ESC Technical Champions will need to check with LEA Data Stewards in their region to answer this question		One month prior to LEA studentGPS™ Dashboards deployment		Y ☐ N ☐	
2. Confirm with ESC Technical Champion* that all data has been properly loaded from source system vendors (SIS, HR, and Assessment) to the studentGPS™ Dashboards *ESC Technical Champion will need to check with LEA Data Stewards in their region to answer this question		Two months prior to LEA studentGPS™ Dashboards deployment		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Support Readiness					
1. Provide support structure overview and process to LEA studentGPS™ Dashboards Stewards in your region		Around the same time that training is delivered to LEAs		Y ☐ N ☐	
2. Support LEAs in your region as needed pre and post deployment		Ongoing pre and post deployment		Y ☐ N ☐	