Texas Education Agency

Deployment Readiness Checklist:

LEA studentGPS™ Dashboards Steward

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Document History

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0.1	May 28, 2013	Chris Grapes	
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Deployment Readiness Checklist: LEA studentGPS™ Dashboards Steward

Introduction

This Deployment Readiness Checklist was specifically designed for Local Education Agency (LEA) studentGPS™ Dashboards Stewards and contains important information to successfully deploy studentGPS™ Dashboards in your district or charter school. 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 Stewards at your district or charter school 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 your ESC studentGPS™ Dashboards Champion.

Deployment Readiness Checklist: LEA studentGPS™ Dashboards Steward

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Organizational Readiness					
1. Attend monthly ESC Field Coordination calls with districts and charter schools in your region to receive updates on the studentGPS™ Dashboards from your ESC		Ongoing pre and post deployment		Y ☐ N ☐	
2. Coordinate with other TSDS Stewards (i.e., set up regular meetings with the Data Steward)		Ongoing pre and post deployment		Y ☐ N ☐	
3. Find ways that work for your district or charter school to communicate and raise awareness around the studentGPS™ Dashboards to educators and district and campus staff		Ongoing pre and post deployment		Y ☐ N ☐	
4. Set up a weekly/monthly status meeting with other Stewards at your district or charter school that are focused on deploying TSDS		Ongoing pre and post deployment		Y ☐ N ☐	
5. Determine your district or charter school goal strategy for the studentGPS™ Dashboards (to learn about this review the Course 7 training material). If goals will be changed in the future, you may want to consider communicating this early on to the studentGPS™ Dashboards users		Two months prior to deployment		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Training Readiness					
1. Enroll in and attend the studentGPS™ Dashboards Training courses for LEA studentGPS™ Dashboards Stewards at your ESC		Look for an email from your ESC regarding training 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 LEA Data Steward that all relevant staff in your LEA have access to studentGPS™ Dashboards through proper dashboard configuration and by having an active TEAL login and password		One month prior to deployment		Y ☐ N ☐	
2. Confirm with LEA Data Steward that all data has been properly loaded from source system vendors (SIS, HR, and Assessment) on the studentGPS™ Dashboards and that this data has been tested (via the Quality Assurance Checklist) prior to training		Two months prior to deployment		Y ☐ N ☐	

Task	Owner	Recommended Timeline	Target Date	Completed?	Notes
Support Readiness					
1. Provide support structure overview and process to all relevant staff in your district or charter (so staff know who to call/email if they have problems with the studentGPS™ Dashboards)		Around the same time that training is delivered		Y ☐ N ☐	
2. Support staff as needed pre and post studentGPS™ Dashboards deployment		Ongoing pre and post deployment		Y ☐ N ☐	