Texas Education Agency

studentGPS™ Dashboards Quality Assurance Checklist:

District, Campus, Classroom and Student View

Document Number: TSDS-sGPS-L007-D010

# studentGPS™ Dashboards Quality Assurance Checklist

**Overview**

The studentGPS™ Dashboards Quality Assurance (QA) Checklist should be used by LEA Data and Dashboards Stewards to verify that the data in the dashboards is correct. The QA Checklist leads the user through a step by step process that identifies key data elements in the dashboards for the user to verify.

The QA Checklist is organized into three sections for your convenience.

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**Section 1: studentGPS™ Dashboards Quality Assurance Checklist – District View**

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| **District View QA Checklist** | | | | | | | |
| **District Information Tab** | | | | | | | |
| **District Information Page** | | | | | | | |
|  | **Special Considerations** | | **Correct** | | **Incorrect** | | **User Notes** |
| Is the District Information correct? |  | |  | |  | |  |
| Do the percentages under Student Demographics match your LEA SIS? |  | |  | |  | |  |
| Are the Accountability Ratings accurate? |  | |  | |  | |  |
| Are the District Characteristics correct? |  | |  | |  | |  |
| Does the count of Students by Program match your LEA SIS? |  | |  | |  | |  |
| Do the percentages under Other Student Information match your LEA SIS? |  | |  | |  | |  |
| **District Information Tab** | | | | | | | |
| **Campus List Page** | | | | | | | |
| Are all the campuses listed? |  | |  | |  | |  |
| **District Information Tab** | | | | | | | |
| **Students by Level Page** | | | | | | | |
| #1 – Is this student in the correct level? | Spot check **two** students against the SIS | |  | |  | |  |
| #2 – Is this student in the correct level? |  | |  | |  | |  |
| **District Information Tab** | | | | | | | |
| **Students by Demographic Page** | | | | | | | |
| #1- Does this student belong to the correct demographic group? | Spot check **two** students to match the student name, grade and demographic against the SIS | |  | |  | |  |
| #2 -Does this student belong to the correct demographic group? |  | |  | |  | |  |
| **District Information Tab** | | | | | | | |
| **Students by Demographic Page—additional demographic category** | | | | | | | |
| #3- Does this student belong to the correct demographic group? | Spot check **two additional** students from another demographic category to match the student name, grade and demographic against the SIS | |  | |  | |  |
| #4-Does this student belong to the correct demographic group? |  | |  | |  | |  |
| **Academic Dashboard** | | | | | | | |
| **Attendance and Discipline Page** | | | | | | | |
|  | **Special Considerations** | **Correct** | | **Incorrect** | | **User Notes** | |
| Does the Campus Attainment column display the same number of campuses for every metric on this page? | This does not apply to Pre-K/early education campuses as these campuses do not have the same state required attendance laws as older children and therefore the ADA metrics will be short. Campuses where there is no attendance period, may not be represented in the denominator. |  | |  | |  | |
| Do the Campus lists on this page display all the campuses and their value for the metric? | Use the “More” button and choose “Campus List”. |  | |  | |  | |
| **Academic Dashboard** | | | | | | | |
| **State Assessments Page** | | | | | | | |
| Do the STAAR-EOC metrics have the appropriate number of campuses? | Click on the “More” button to verify. |  | |  | |  | |
| Does the Language Assessments Proficiency metric show all campuses that have students taking TELPAS? | Click on the “More” button to verify. |  | |  | |  | |
| Does the STAAR 3-8 denominator represent all the appropriate campuses for that subject area? | Note: no high schools should appear in the campus list. |  | |  | |  | |
| **Academic Dashboard** | | | | | | | |
| **Local Assessments Page** | | | | | | | |
| Are all the local assessments showing up and displaying the appropriate number of campuses? | Local assessment data may not show up initially. Click on the “More” button to verify the campuses for which local assessment data has been loaded. |  | |  | |  | |
| In the Campus attainment column, does the denominator match the number of campuses that participated in the local assessment for the subject area? | Compare the data against your LEA assessment system data. |  | |  | |  | |

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| **Academic Dashboard** | | | | |
| **Grades and Credits Page** | | | | |
|  | **Special Considerations** | **Correct** | **Incorrect** | **User Notes** |
| Does the “Course Grades: Secondary” section have all the secondary campuses listed? | Click on the “More” button to verify the list of secondary campuses. |  |  |  |
| Does the “Course Grades: Primary” section have all elementary campuses listed? | Click on the “More” button to verify. Note: only campuses which issue number grades will be represented in the list. |  |  |  |
| Do the credit metrics include all schools with grades 10, 11 and/or 12? | Click on the “More” button to verify. |  |  |  |
| **Academic Dashboard** | | | | |
| **Advanced Academics Page** | | | | |
| Are all middle school and high school campuses included in the appropriate metrics? | Click on the “More” button to verify. The denominator will include all campuses where the subject area EOC test is administered. |  |  |  |
| **Academic Dashboard** | | | | |
| **College and Career Readiness Page** | | | | |
| Does the denominator for the Graduation Status metrics include all of the campuses where students graduate? | Click on the “More” button to verify. |  |  |  |
| Does the denominator for the “College Entrance Exam” metric contain all of the campuses where students participate in college entrance exams? |  |  |  |  |
| Does the denominator for the High School Graduation Plan metric include all of the campuses where students have a graduation plan? |  |  |  |  |

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| **Operational Dashboard** | | | | |
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| Are all the campuses are included? | Click on the “More” button to verify. |  |  |  |

**Section 2: studentGPS™ Dashboards Quality Assurance Checklist – Campus View**

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| **Campus View QA Checklist** | | | | |
| **\*\*Check 2-3 of each campus type and the alternative campuses\*\*** | | | | |
| **Campus Information Tab** | | | | |
| **Campus Information Page** | | | | |
|  | **Special Considerations** | **Correct** | **Incorrect** | **User Notes** |
| Are the current campus administrator names listed? |  |  |  |  |
| Do the percentages for Student demographics match the SIS? |  |  |  |  |
| Do the counts for Campus Population Grade level enrollment match the SIS? |  |  |  |  |
| Are the Accountability Ratings accurate? |  |  |  |  |
| Does the breakdown of Students by Program match the SIS? |  |  |  |  |
| Does the Other Student Information match the LEA SIS? |  |  |  |  |
| **Campus Information Tab** | | | | |
| **Teacher List** | | | | |
| Does the ‘Total rows’ count match the teacher counts from the SIS? |  |  |  |  |
| Spot check two teachers to be sure they are assigned to this campus in the SIS. |  |  |  |  |
| **Campus Information Tab (continued from previous page)** | | | | |
| **Teacher List** | | | | |
|  | **Special Considerations** | **Correct** | **Incorrect** | **User Notes** |
| Click on a teacher’s name and check at least two of his/her section students list to be sure they match the SIS in both student names and student counts. | Note: Clicking on the teacher’s name will take you to the teacher landing page. On the teacher’s landing page, use the drop down box next to ‘Student List’ to see the section listings. |  |  |  |
| Check a second teacher to see that two sections are accurate when compared with the SIS. |  |  |  |  |
| **Campus Information Tab** | | | | |
| **Students by Grade Page** | | | | |
| Does the ‘Total Row’ count match the student counts from the SIS for the grade level selected? |  |  |  |  |
| Select two individual students and check that their grade level and designations match the grade level and program information in the SIS. |  |  |  |  |
| **Academic Dashboard** | | | | |
| **Attendance & Discipline Page** | | | | |
| For the Attendance and Discipline metrics do the denominators match the student enrollment in the SIS? | Note: This does not apply to Pre-K/early education campuses as these campuses do not have the same state required attendance laws as older children and therefore the ADA metrics will be short. Also, students without a homeroom indicator or campuses with Alternative ADA (no attendance period) may not match student enrollments. |  |  |  |
| Does the denominator for Class Period Absence Rate match the denominator for Average Daily Attendance? | Students without a homeroom indicator will not display in the counts. |  |  |  |
| Do the students show up in the lists? | Click on the “More” button to verify. |  |  |  |
| **Academic Dashboard (continued from previous page)** | | | | |
| **Attendance & Discipline Page** | | | | |
|  | **Special Considerations** | **Correct** | **Incorrect** | **User Notes** |
| Does the Grade Level Chart have all grade levels for the campus represented? | Click on the “More” button to verify. |  |  |  |
| Is the Refresh Date more than 1-2 days off from current date? |  |  |  |  |
| **Academic Dashboard** | | | | |
| **State Assessments Page** | | | | |
| For STAAR-EOC, does the campus have the same number of students enrolled for the tested grade levels at the time of test administration? | STAAR-EOC assessments will need to be updated based on data availability |  |  |  |
| Does the STAAR 3-8 denominator match the number of students tested on the campus for the subject area? | Subject areas tested vary by grade level. Consult the LEA assessment files for accuracy. |  |  |  |
| Is the number of students with a Language Assessments Proficiency close to the number of students that are bilingual, LEP or ESL? | The number of students who should have a TELPAS score |  |  |  |
| **Academic Dashboard** | | | | |
| **Local Assessments Page** | | | | |
| Does the number of benchmark assessments approximately reflect the number of students enrolled at the time of test administration in grade levels that take benchmarks? | Local assessment data may not show up initially and not all students may be tested. Use the LEA’s local assessment system as a reference when comparing test counts. |  |  |  |
| Does the TEKS Mastery count match the number of students on the benchmark mastery count? | If not, this could mean that the benchmarks do not have TEKS assigned to questions |  |  |  |
| Does the count for reading assessments given in the LEA match the students enrolled at the time of test administration in tested grade levels? |  |  |  |  |
| **Academic Dashboard** | | | | |
| **Grades and Credits Page** | | | | |
|  | **Special Considerations** | **Correct** | **Incorrect** | **User Notes** |
| Do all metrics have denominators that match enrollment for the grade level or campus? | The exception would be at the elementary level where grades are not given in the early grades. In this case the denominator would match the enrollment for all grade levels where students receive grades |  |  |  |
| **Academic Dashboard** | | | | |
| **Advanced Academics Page** | | | | |
| For the STAAR EOC Advance Performance metric, the numerator should match the count of student scoring at or above Level III on the subject area EOC test. | Compare these numbers against your state assessment results in your local assessment system. |  |  |  |
| Does the Advanced Course enrollment numerator match with a count of the number of students that are enrolled in a pre-advanced or advanced course in the SIS? | Use the SIS to match the numerator count. |  |  |  |
| In particular, does the Advanced Course completion seem either too high or too low? | Consider that students taking an AP or IB exam in the 12th grade may have graduated and left the campus. As the dashboards only bring in current students, these students will not be included. The dashboards may also not be capturing pre-AP courses if they are not identified as Pre-AP in the correct field in the SIS. |  |  |  |
| **Academic Dashboard** | | | | |
| **College and Career Readiness Page** | | | | |
|  | **Special Considerations** | **Correct** | **Incorrect** | **User Notes** |
| For the HS Graduation Plan metric, does the numerator in the Student Attainment column match the number of students for each graduation plan type? | Compare against the SIS. |  |  |  |
| For the HS Graduation Plan metric, use the “Student Lists” under the “More” button to check to see that a student on the list has the same graduation plan in the SIS. | Compare against the SIS. |  |  |  |
| For the College Entrance Exam metric, does the numerator match the number of students per grade level tested in the LEA? | Compare the Dashboards data to the data in the SIS or LEA assessment system. |  |  |  |
| **Operational Dashboard** | | | | |
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| Do all metrics have the denominators that match teacher counts for the campus? | Check to see if numbers are too high or too low |  |  |  |
| For teacher retention, is the denominator the number of teachers at the end of the previous year? | The list should only display teachers who did not return to the campus |  |  |  |

**Section 3: studentGPS™ Dashboards Quality Assurance Checklist – Classroom and Student View**

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| **Classroom View** | | | | | |
| **\*\*Check one classroom for each type core subject area. Check four total classroom types, per each of the campuses checked in the previous section\*\*** | | | | | |
| **Classroom Dashboard** | | | | | |
| **Landing Page** | | | | | |
|  | **Special Considerations** | **Correct** | | **Incorrect** | **User Notes** |
| Does the teacher have all the sections assigned to them appearing in the drop down list? | Use the SIS to check the teacher sections for accuracy. |  | |  |  |
| Are the correct students and the correct count of students appearing in each section? |  |  | |  |  |
| Is data appearing as it should in each column for all three views? | The three views are general view, subject specific, assessment detail |  | |  |  |
| Are the columns sortable in ascending and descending order? |  |  | |  |  |
| **Student View** | | | | | |
| **\*\*Check 2 or more students from each classroom checked above\*\*** | | | | | |
| **Academic Dashboard** | | | | | |
| **Attendance & Discipline Page** | | | | | |
| Does the student have data for all metrics on the page? |  |  | |  |  |
| Do the drilldowns have data including reason codes for absences and descriptions of discipline incidents? |  |  | |  |  |
| Does the data match the data in the SIS for the student? |  |  | |  |  |
| **Academic Dashboard** | | | | | |
| **State Assessments Page** | | | | | |
| For the individual student, are the scores and objective level details available and match the LEA assessment system? | Use the “More” button to verify that scores and objective level details match the LEA assessment system. |  | |  |  |
| Are raw scores available for STAAR grades 3-8? |  |  | |  |  |
| Is historical data available for TAKS? |  |  | |  |  |
| Is the TELPAS score displayed for students who have taken the exam? |  |  | |  |  |
| **Academic Dashboard** | | | | | |
| **Local Assessments Page** | | | | | |
|  | **Special Considerations** | **Correct** | | **Incorrect** | **User Notes** |
| Are all assessments for the student displayed with the appropriate details and does the data match the LEA assessment system? | Local assessment data may not show up initially. |  | |  |  |
| **Academic Dashboard** | | | | | |
| **Grades and Credits Page** | | | | | |
| Do the denominators for each of the student’s metrics have the correct number of courses? | These should match the current courses in the drilldowns or on the transcript tab |  | |  |  |
| Do the high school students in 10th grade and higher have credit metric enabled? |  |  | |  |  |
| Does the number of credits look within a range? | Watch for unusually high number of credits which indicate double counting of courses (block scheduling). Credits should equal the number of credits on the Transcript page |  | |  |  |
| **Academic Dashboard** | | | | | |
| **Advanced Academics Page** | | | | | |
| In the Advance Course Potential metric, does the STAAR Level III: Advanced metric value (Yes or No) match the data in the LEA assessment system or the SIS for the individual student? |  |  | |  |  |
| For the individual student, does the Enrolled metric value (Yes or No) matches the data in the SIS? | If the Enrolled value is yes, a student should be enrolled in a Pre-AP, AP, IB or dual credit course in the SIS. |  | |  |  |
| **Academic Dashboard** | | | | | |
| **College and Career Readiness Page** | | | | | |
| Do metrics have data for any assessment taken and in the file for the student? | Use the SIS or LEA assessment system to verify the data. | |  |  |  |
| **Transcript Dashboard** | | | | | |
|  | | | | | |
|  | **Special Considerations** | | **Correct** | **Incorrect** | **User Notes** |
| Are current courses and grades listed correctly? |  | |  |  |  |
| Is the course history with grades and credit correctly displaying? |  | |  |  |  |
| Is the assessment history correctly displaying? |  | |  |  |  |