EDUCATOR PREPARATION WEBINAR

SEPTEMBER 28, 2017

Missouri Department of Elementary and Secondary Education

Today's Agenda

- ☐ **Web Applications**

- ☐ **2017 APR 1.5 – MOSIS Data Collection**

- ☐ **ACT/MoGEA Correlation Study**

- ☐ **New General Education Requirements/MoGEA Correlation Study**

- ☐ **ETS**

- ☐ **Missouri Educator Profile (MEP)**

- ☐ **Pearson**

Web Applications

- **Each EPP assigns an individual as the Authorized Representative. The Authorized Representative is given a PIN Code. The PIN Code is used on the WEB SYSTEMS USER ID REQUEST – Educator Preparation Programs form**

- **Contact the Office of Data System Management if you need your PIN Code:**
  - **Phone: 573-522-3207**
  - **Email: dsm@dese.mo.gov**

Web Applications

☐ **If you are new to Web Applications you'll need to register at the following link: https://apps.dese.mo.gov/webLogin/login.aspx**

DESE Secured Web Application Logon

▷ Reset Password
▷ DESE Homepage
▷ Login Request Forms
▷ Browser Technical Notes
▷ Web Accessibility
▷ Logon/Logoff

IMPORTANT NOTICE:

Inactive Account - Received an email concerning your inactive account? If so, please click **HERE** for more information.

Food and Nutrition Services - USER MANAGERS – The Food and Nutrition Services applications are only allowed one Authorized Representative.

If you already have a User Name, enter it below. Click [LogIn]

User Name: [_____]

Password : [_____]   [LogIn]

To view information available to the general public, Click [View Public Applications]   [View Public Applications]

If you do not have a user name and password, Click [Register]   [Register]

Web Applications

☐ **When you register with Web Applications you'll create a Username and Password.**

☐ **That Username will be used on the Web Systems User ID Request form along with the PIN Code to request access to Educator Certification, Educator Preparation and MOSIS Data Collection.**

☐ **Here is the link to obtain the proper forms: https://dese.mo.gov/data-system-management/user-managerlogin-request-forms**

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF LEARNING SERVICES - OFFICE OF DATA SYSTEM MANAGEMENT

WEB SYSTEMS USER ID REQUEST – Educator Preparation Programs

INSTITUTION OF HIGHER EDUCATION (IHE) NAME	COUNTY-DISTRICT CODE OR IHE CODE

INSTRUCTIONS

Provide the IHE name and county-district code number, the first and last name, date of birth, mother's maiden name, and email address for the individual being given access to the Web Applications. This information is necessary to process the application, and to verify the individual's identity if problems arise.

Roles: In the box to the left of the program, place a 1, 2, or 3 or ☑ to indicate the level of access to establish for the individual named below; 1 = View Only, 2 = Data Entry (cannot submit), 3 = Authorized Representative (allows you to view, enter data, and submit/approve data). By placing a check mark ☑ in items that require levels of access, you will be given Level 1 = View Only Access or lowest option available. The security pin code is required if granting access to Personally Identifiable Information (PII).

FAX: Submit the completed form by faxing to (573) 526-4125 or emailing this form (with the appropriate signatures) to webappsloginassistance@dese.mo.gov.

QUESTIONS: Contact Office of Data System Management at (573) 522-3207 or email dsm@dese.mo.gov. By providing a security pin code you have enabled the ability to grant access to confidential information including individual student information contained in the Missouri Department of Elementary and Secondary Education's (DESE) data systems. These data are protected by state and federal laws and must be maintained in a confidential manner at all times.

CONFIDENTIALITY AGREEMENT: Employees of IHE or DESE that have access to confidential data are required to maintain the information in a confidential manner. The unauthorized access to, modification, deletion, or disclosure of information may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.

Unauthorized viewing, reproduction/copying, and/or distribution of any confidential information outside the intended and approved use is strictly prohibited. Users violating the authorized use will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment.

Acknowledge by signature, that a signed physical record is maintained documenting that the user receiving access to confidential information has acknowledged and agreed to adhere to the Missouri Department of Elementary and Secondary Education's Data Access and Management Policy.

INFORMATION FOR INDIVIDUAL BEING ADDED OR CHANGED

USER'S FIRST NAME	USER'S LAST NAME	USER'S DATE OF BIRTH (MM/DD/YEAR)

USER'S MOTHER'S MAIDEN NAME (LAST)	USER'S EMAIL ADDRESS	USER'S PHONE NUMBER

USER'S SIGNATURE	USER ID

ACCESS LEVEL (Mark 1, 2, or 3 in the box in front of the application.)

☐ Educator Certification University (EPP)	☐ Educator Prep Summary Level (Pin Required) ☑	☐ MOSIS Data Collection (Pin Required) ☑
	☐ Educator Prep Student Level (Pin Required) ☑	

ASSURANCES AND CERTIFICATION

The authorized representative accepts the responsibility for the actions requested on this form, and by submitting this form, requests the Department to make those changes.

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PIN CODE	PHONE NUMBER	DATE

PRINTED NAME OF AUTHORIZED REPRESENTATIVE		EMAIL ADDRESS	

Web Applications

- **If your EPP has a change in personnel and you need to remove their access to Web Applications and/or MOSIS you'll want to complete the MOSIS and/or WEB SYSTEMS USER ID DELETE REQUEST form.**

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF LEARNING SERVICES - OFFICE OF DATA SYSTEM MANAGEMENT

MOSIS and/or WEB SYSTEMS USER ID DELETE REQUEST

SCHOOL DISTRICT/NONPUBLIC/INSTITUTION OF HIGHER EDUCATION (IHE) NAME	COUNTY-DISTRICT CODE OR IHE CODE

INSTRUCTIONS

This form is used to remove an individual's access from the district/agency Missouri Student Information System (MOSIS) and/or the Web Applications System. Provide the district/agency name and code number, the first and last name, date of birth, mother's maiden name, and email address for the individual being removed. When the form must be submitted to the Department of Elementary and Secondary Education (Department) for processing, fax or email the form (with the appropriate signatures) to (573) 526-4125 or dsm@dese.mo.gov. Individuals deleted will not be removed from the system completely, but will no longer have access to the district/agency applications and/or secured data. They will still be able to access their personal educator certifications through Educator Certification.

To remove access:

1. MOSIS access can only be removed by the Department. This process will delete the individual's access to the district/agency MOSIS data.

2. Individuals with access to the district's Web Applications can have access removed by the district/agency User Manager utilizing the 'Remove User from District' link on the Web Applications page. Access for the individual will be removed from all Web Applications for the district/agency.

3. If the User Manager is unable to remove an individual's access, then submit this form to the Department as instructed above.

When processed, access for the individual will be removed from all Web Applications for the district/agency.

Questions: Contact Office of Data System Management at (573) 522-3207 or email at dsm@dese.mo.gov.

INFORMATION FOR INDIVIDUAL BEING DELETED FROM DISTRICT ACCESS

FIRST NAME	LAST NAME	DATE OF BIRTH	MOTHER'S MAIDEN NAME	USER ID (IF KNOWN)
EMAIL ADDRESS			PHONE NUMBER	☐ **MOSIS Access** ☐ **Web Apps Access**
FIRST NAME	LAST NAME	DATE OF BIRTH	MOTHER'S MAIDEN NAME	USER ID (IF KNOWN)
EMAIL ADDRESS			PHONE NUMBER	☐ **MOSIS Access** ☐ **Web Apps Access**
FIRST NAME	LAST NAME	DATE OF BIRTH	MOTHER'S MAIDEN NAME	USER ID (IF KNOWN)
EMAIL ADDRESS			PHONE NUMBER	☐ **MOSIS Access** ☐ **Web Apps Access**
FIRST NAME	LAST NAME	DATE OF BIRTH	MOTHER'S MAIDEN NAME	USER ID (IF KNOWN)
EMAIL ADDRESS			PHONE NUMBER	☐ **MOSIS Access** ☐ **Web Apps Access**

ASSURANCES

The superintendent/authorized representative accepts the responsibility for the actions requested on this form, and by submitting this form, requests the Department to make those changes.

SIGNATURE OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	DATE
PRINTED NAME OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	PHONE NUMBER OF SUPERINTENDENT/AUTHORIZED REPRESENTATIVE
EMAIL ADDRESS OF SUPERINTENDENT OR AUTHORIZED REPRESENTATIVE	

MOSIS Data Collection 2017

- **2017 APR Version 1.5**
  - **File Layout, Business Rules & Data Template are available at the following location: https://dese.mo.gov/educator-quality/educator-preparation/educator-preparation-data-resources**

Data Collections

Year	File Layout	Business Rules	Data Template	Data Submission Process	Code Sets	Guidance Documents
2017 Annual Performance Report (APR)	HTML	HTML	EXCEL			
2016 Annual Performance Report (APR)	HTML	HTML	EXCEL	PowerPoint Webinar Recording	EXCEL	

MOSIS Data Collection 2017

☐ **Data Template:**

	C	D	E	F	G	H	I	J	K	L	M	N	
olYear	ReportingEdPrepProgram	LastName	FirstName	MiddleName	Suffix	DateOfBirth	SSN		Gender	RaceEthnicity	SubjectArea	GPAType	GPA	

MOSIS Data Collection 2017

- **Data Template**
  - **Use Cumulative GPA for Early Childhood Education, Elementary Education, Early Childhood Special Education and Mild/Moderate Cross Categorical**
  - **Enter a GPA Type of 'P'**
  - **All Other Certification Programs' GPA Type Remain the Same for 2017APR 1.5**

MOSIS Data Collection 2017

□ Data Template:

	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	A
1	CT3.2	CT4.1	CT5.1	CT5.2	CT5.3	CT6.1	CT7.1	CT7.2	CT7.5	CT8.1	CT9.1	CT9.3	PS1.1	PS1.2	PS2.4	PS3.1	PS3.2	PS4.1	PS5.1	PS5.2	PS5.3	PS6.1	PS7.1	PS7.2	PS7.5	PS8

MOSIS Data Collection 2017

- Data Template
  - File Layout
    - MEES Collection
      - Building Principal 1.2, 2.4, 5.1 and 7.2 are Required. Please Enter NA, Not a Zero, If You Do Not Have Information for the Building Principal.

MOSIS Data Collection 2017

□ **Definition of a Program Completer:**

  ▪ **A Program Completer refers to a person who has met all the requirements of a state approved educator preparation program. Program completers include all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript or other written proof of having met the program's requirements. In applying this definition, the fact that an individual has or has not been recommended to the state for initial certification or licensure may not be used as criterion for determining who is a program completer. Completers include any student who has completed a program of study to become a teacher, librarian, student services provider (e.g. counselor), and leader (e.g. principal).**

MOSIS Data Collection 2017

- MOSIS Data Collection Opened Tuesday, September 5, 2017

  - Log into Web Applications at **https://apps.dese.mo.gov/webLogin/login.aspx**

  - Click on MOSIS: Data Collection System

  - Click on Run a Trial for 2017 Educator Prep

  - Browse for your saved Excel file that contains your data. Import file.

  - Check for errors. If you have no errors, certify.

- MOSIS Data Collection Closes November 3, 2017

ACT/MoGEA Correlation Study

- Educator Preparation and Pearson are working together to collect ACT and MoGEA scores for a correlation study.

- Educator Preparation is contacting ACT to determine if we may use ACT scores within DESE's system for this correlation study as to not burden EPPs from gathering this information.

- If it is determined that a positive correlation exists between ACT and MoGEA then DESE will request that CAEP consider placing the MoGEA as a measure of academic proficiency on component 3.2 for Standard 3.

New General Education Requirements/MoGEA Correlation Study

- **Department of Higher Education has developed new general education requirements. Unfortunately, they are not available for public viewing at this time.**

- **DESE will request Pearson to conduct a correlation study of the new general education requirements and MoGEA.**

ETS

- **Performance Assessments**
  - **Calendar of Deadlines**
    - **An Error Occurred During the Compilation of Dates**
      - **MoSLPA – Resubmission Registration Opens May 19, 2018.**

ETS

☐ **Double Scoring**

   ■ **Ethan Taylor provided DESE with information regarding double scoring and that email was shared with EPPs on September 20, 2017.**

   ■ **If you have specific questions regarding the information please contact Ethan at etaylor@ets.org or mopa@ets.org**

Missouri Educator Profile (MEP)

☐ MEP

- ❑ **During the Ed Prep Business meeting Deans/Unit Leaders shared their opinions regarding the MEP. There was consensus that the MEP was not being used for its original purpose.**

- ❑ **Please share the tool that your EPP is using to identify students that would be a good fit for your program.**

Pearson

☐ **Results Analyzer**

◻ **Obtaining Access**

■ **Each educator preparation program's score reporting contact may share the EPP's Results Analyzer (RA) username and password to provide personnel with access to RA, based on the EPP's policies. Coming this winter there will be a new version of RA in Missouri that will provide EPP score reporting contacts the option to provide approved personnel the opportunity to create their own username and password to access RA.**

Pearson

☐ **Students Incorrectly Identifying with EPPs through Registration for Assessments**

    ◻ **Corrective Action**

        ■ **Through the collection of Title II data, educator preparation programs will remove students who are claiming the EPP but who are not attending, or have completed, an EPP program. Regarding Results Analyzer (RA), all test results are the property of the student and the Department of Elementary and Secondary Education. Therefore, unless a student, during the test registration process, selects an EPP as a test results recipient, we are unable to make available these data. Doing so would be in breach of our contractual agreement to maintain the confidentiality of this secure information. EPPs are able to download RA data to Excel and add or delete students.**

Contact Us – 573-751-1668

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Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION ™