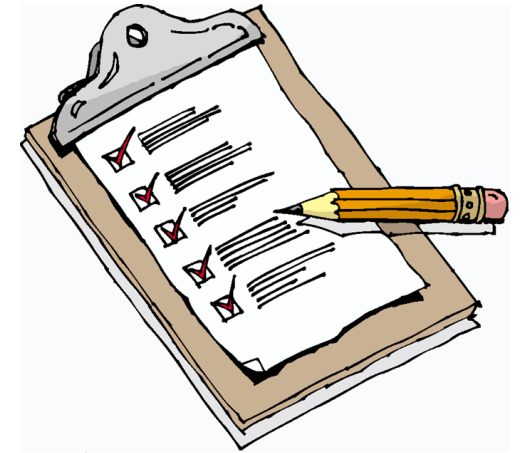




Welcome to the Educator Data Collection System (EDCS) “Entering Staff Data; Part B” (Find/Update Staff) District Training!!

Objectives of this training:



- Revisit the purpose of EDCS.
- Revisit the EDCS timeline and deadlines.
- Discuss the relationship between EDCS and other systems.
- Recall how to access the EDCS Welcome Page.
- Help navigate the Staff Data drop down menu options. This will be divided into THREE PARTS; Part B covers Find/Update Staff.
- Give step-by-step directions AND do real-time tutorials.
- Share additional/upcoming EDCS District Training Module topics and show where to find them.
- Make sure you know where to find online training manuals.
- Share KSDE contact information for help.



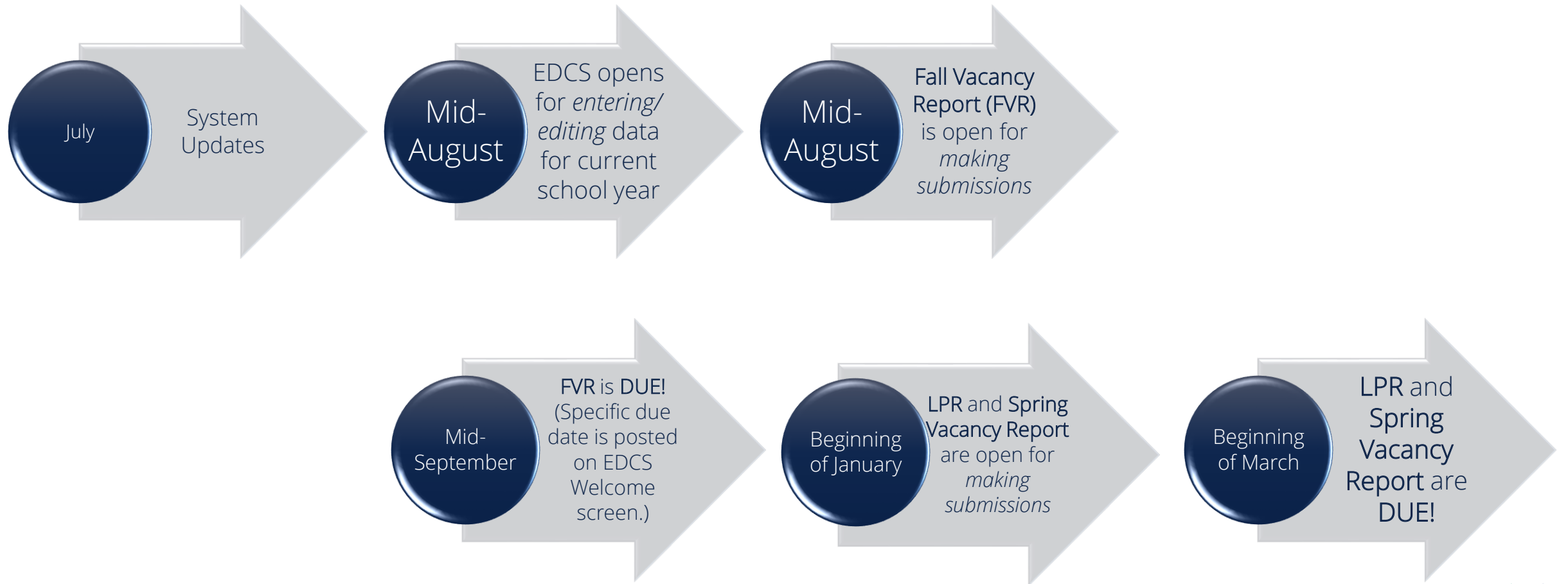


Purpose of EDCS:

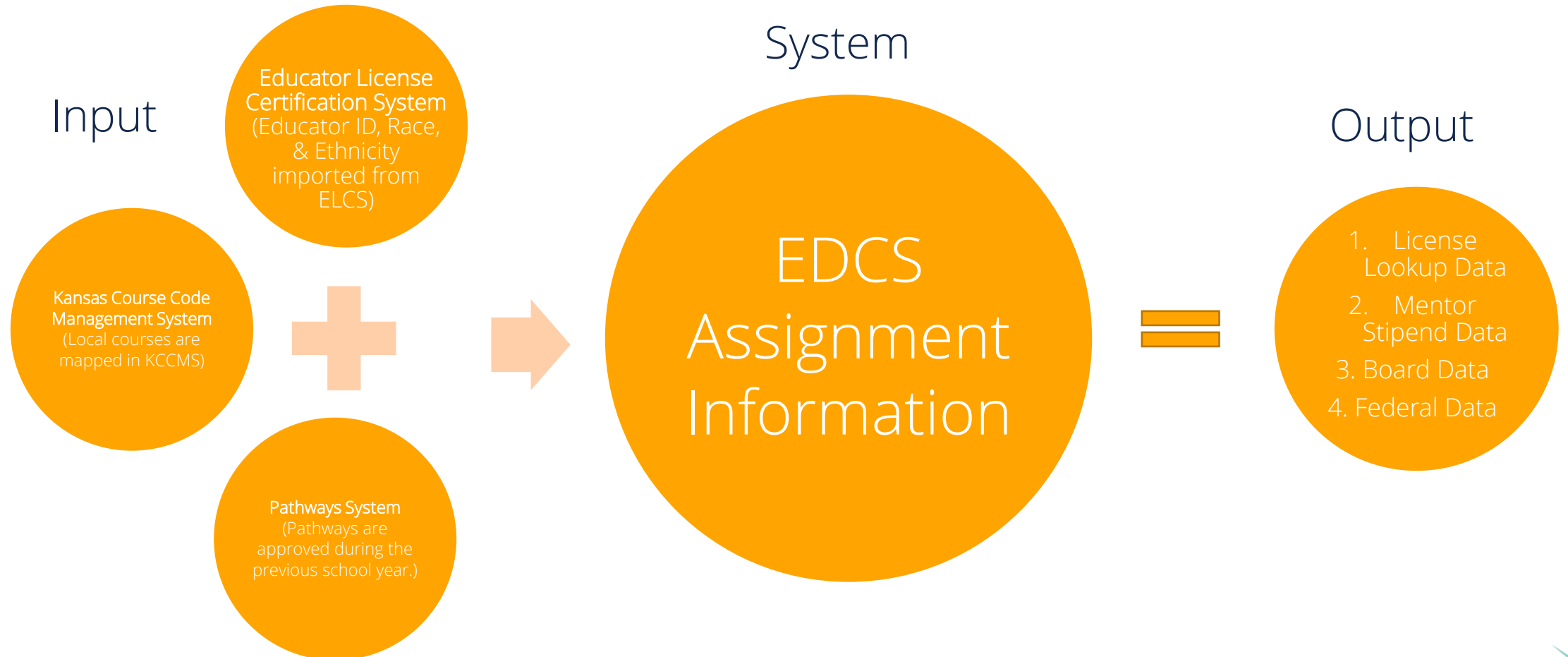
- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by: The Kansas State Board of Education
The US Department of Education
School Districts
Educational Researchers



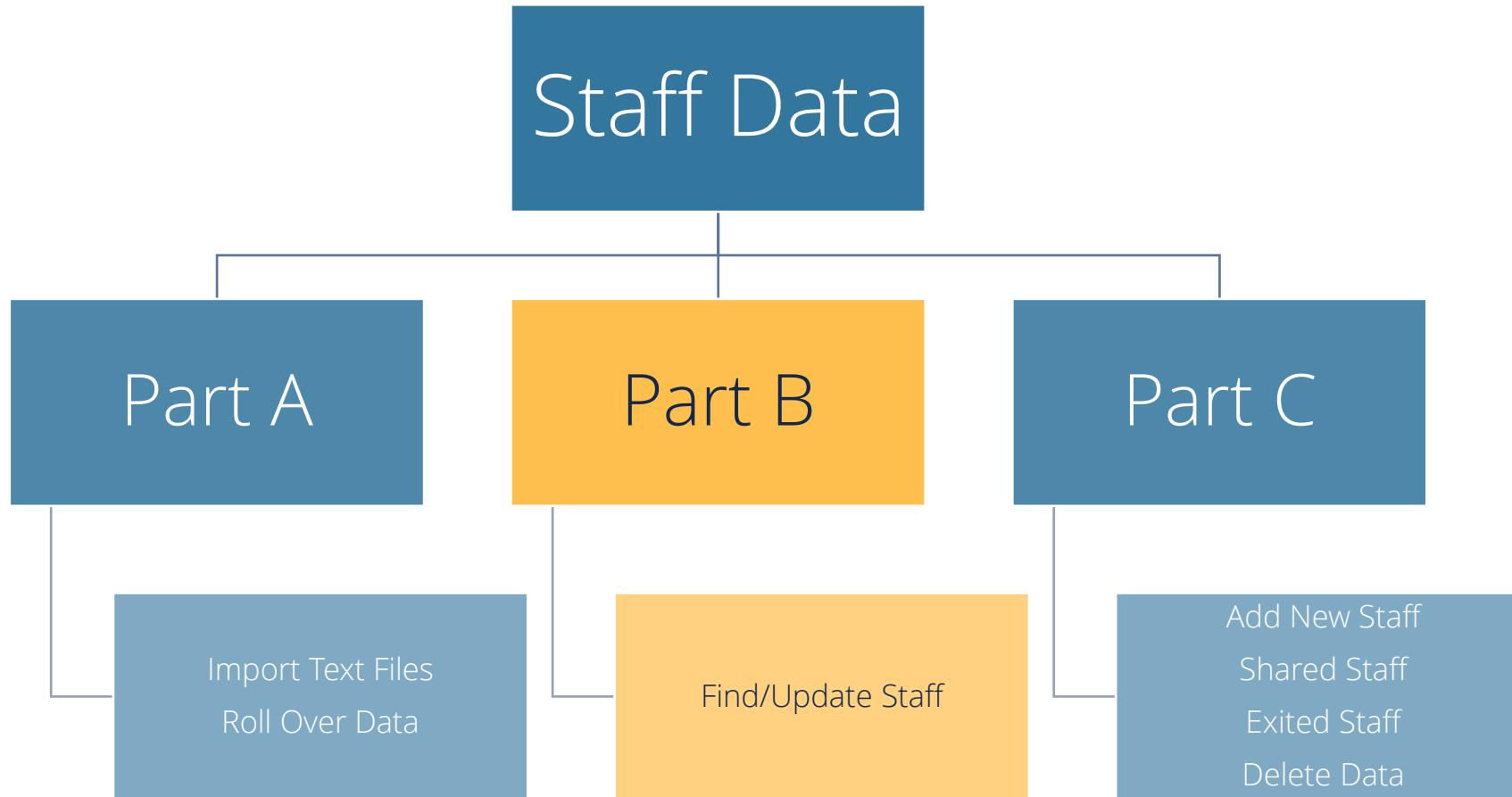
EDCS Timeline:



System Relationship:



This EDCS District Training over “Entering Staff Data” includes a lot of material, so we are breaking it up into THREE PARTS.



Part B

- Find/Update Staff



How to access EDCS:

1. Go to www.ksde.org.
2. Select Authenticated Applications.
3. Enter your User Name and Password if you are a returning user
OR click on Register if you are a new user.
4. Click Login .

1. <https://www.ksde.org>

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas leads the world in the success of each student.

Search...

Subject Index | 0-9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Teaching & Learning | Policy & Funding | Programs & Services | Data Central | Agency | Board

Popular Resources

- About Us
- Accreditation (KESA)
- Agency Wide Calendar
- Authenticated Applications
- Building Report Card
- Career Interest Inventory
- Commissioner
- Data Central
- Directories
- Employment
- Kansas Career Navigator
- Laws and Regulations
- Licensure
- Streaming Media
- Student Data Collection and Security

1-877-626-8203
MAKE THE RIGHT CALL
Keep Kansas Schools Safe
Kansas School Safety Hotline
Anonymous • Toll Free

Kansas School Safety Hotline

In these halls, you can be a hero! Stop School Violence.
Kansas School Safety Hotline
1-877-626-8203
Anonymous - Toll Free

User Login for KSDE Web Applications

Common Authentication Login

User Name:
|bruton

Password:
.....

3. (for returning users)

4. Login

Forgot password?

Need Assistance?

General Help	KN-CLAIM Support	KCCMS or Pathways Support
helpdesk@ksde.org (785) 296-7935	cnwapplications@ksde.org (785) 296-2276	pathwayshelpdesk@ksde.org (785) 296-4908
KESA Support		KEEP Support
jnobo@ksde.org - Jeannette Nobo mmelton@ksde.org - Myron Melton (785) 296-4948 - Jeannette Nobo (785) 296-8110 - Myron Melton		ayates@ksde.org - Ann Yates jnobo@ksde.org - Jeannette Nobo (785) 296-5140 - Ann Yates (785) 296-4948 - Jeannette Nobo

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

Register

3. (for new users)



If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)



5. Read the privacy legal notices. Click Accept to access KSDE Web Applications.

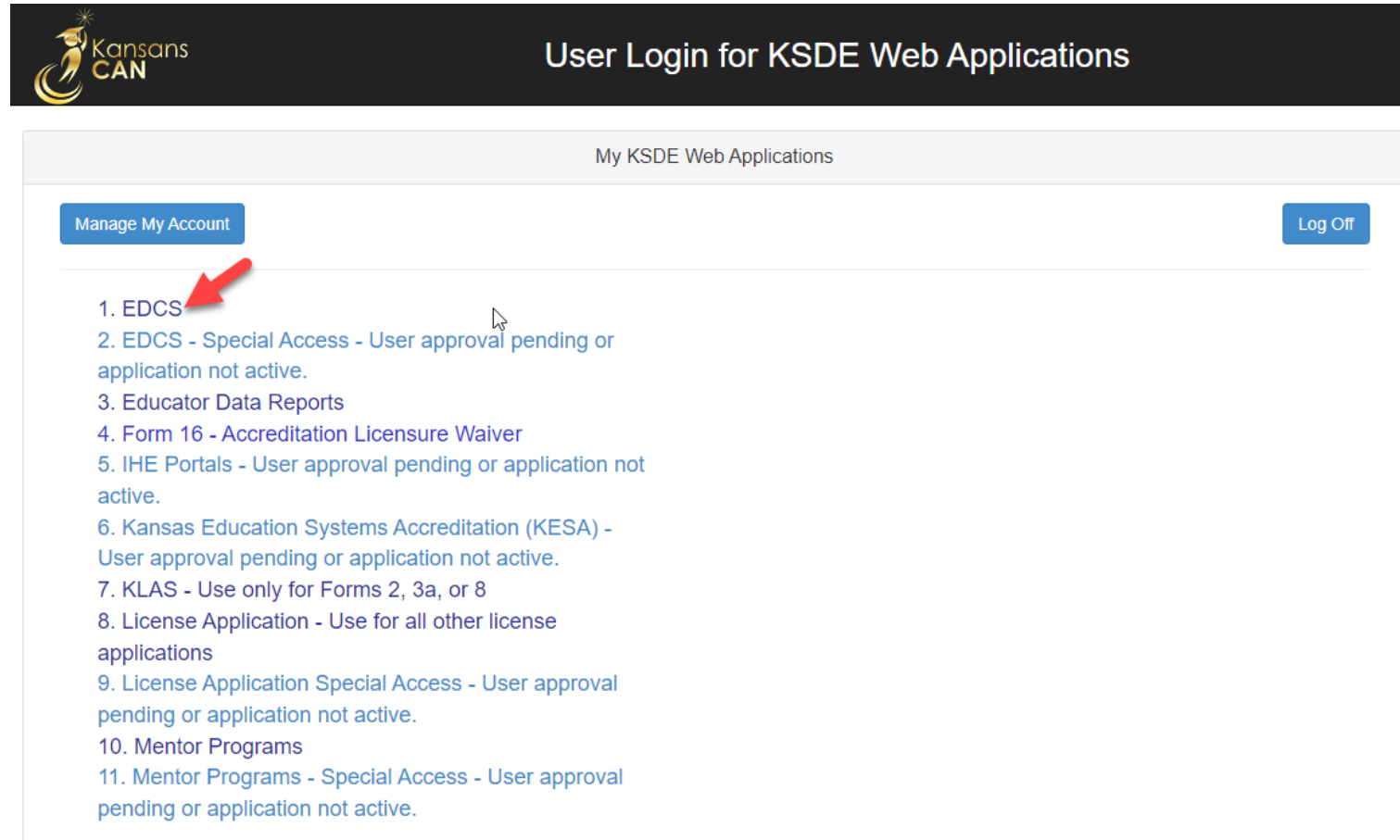
KSDE Web Applications - Legal Notice


Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6312 through 72-6320, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.



6. Select EDCS.

Note: If you don't have access to EDCS, select Manage My Account, check EDCS/district, enter the In Case You Forget Your Password information at the bottom of the screen, and Submit. Your district administrator will give you access.



 **User Login for KSDE Web Applications**

My KSDE Web Applications

[Manage My Account](#) [Log Off](#)

1. EDCS
2. EDCS - Special Access - User approval pending or application not active.
3. Educator Data Reports
4. Form 16 - Accreditation Licensure Waiver
5. IHE Portals - User approval pending or application not active.
6. Kansas Education Systems Accreditation (KESA) - User approval pending or application not active.
7. KLAS - Use only for Forms 2, 3a, or 8
8. License Application - Use for all other license applications
9. License Application Special Access - User approval pending or application not active.
10. Mentor Programs
11. Mentor Programs - Special Access - User approval pending or application not active.



7. The current school year will already be displayed. Click Select Year.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: KSDE Building: 0000 Access Level: KSDE Internal

Welcome

School Year: 2021-2022 **Select Year**

Status of Licensed Personnel Report for the school year **NOT YET STARTED**
Status of Fall Vacancies for the school year **NOT YET STARTED**

When accessing the **EDCS**, the first step is to select the school year.

EDCS is now open. You may enter data for the 2021-2022 School Year Licensed Personnel Report.

The Fall Vacancy Report is now open for submission.

The Fall Vacancy Report is due September 27, 2021.



EDCS Welcome page:

Once you click Select Year, you will have access to the options in the left Side Bar Menu. Notice that Staff Data, Vacancy Report, License Personnel Report, and Reports can be expanded.

The screenshot displays the EDCS (Educator Data Collection System) interface. On the left, a sidebar menu is highlighted with a red border and a red arrow pointing to it. The menu items are: Manage Applications, Logout, Welcome, Staff Data, Vacancy Report, License Personnel Report, Reports, and User Manual. The main content area shows the user's name (Leslie Bruton), district (D0259), building (0000), and access level (District). Below this, there is a 'Welcome' breadcrumb, a 'School Year' dropdown menu set to '2022-2023', and a 'Select Year' button. The status of the Licensed Personnel Report and Fall Vacancies for the school year is shown as 'IN PROGRESS'. A large red announcement states: 'Welcome to the Educator Data Collection System' and 'EDCS is now open for the Submission of the Fall Vacancy Report. Fall Vacancy Report is due 27 September 2021'.





A closer look at “Staff Data” options:

- When you expand Staff Data, you will see seven options which will be used to edit/enter data for the Licensed Personnel Report.
- Let’s take a closer look at each of them.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Welcome

School Year: 2021-2022 Select Year

Status of Licensed Personnel Report for the school year **IN PROGRESS**
Status of Fall Vacancies for the school year **IN PROGRESS**

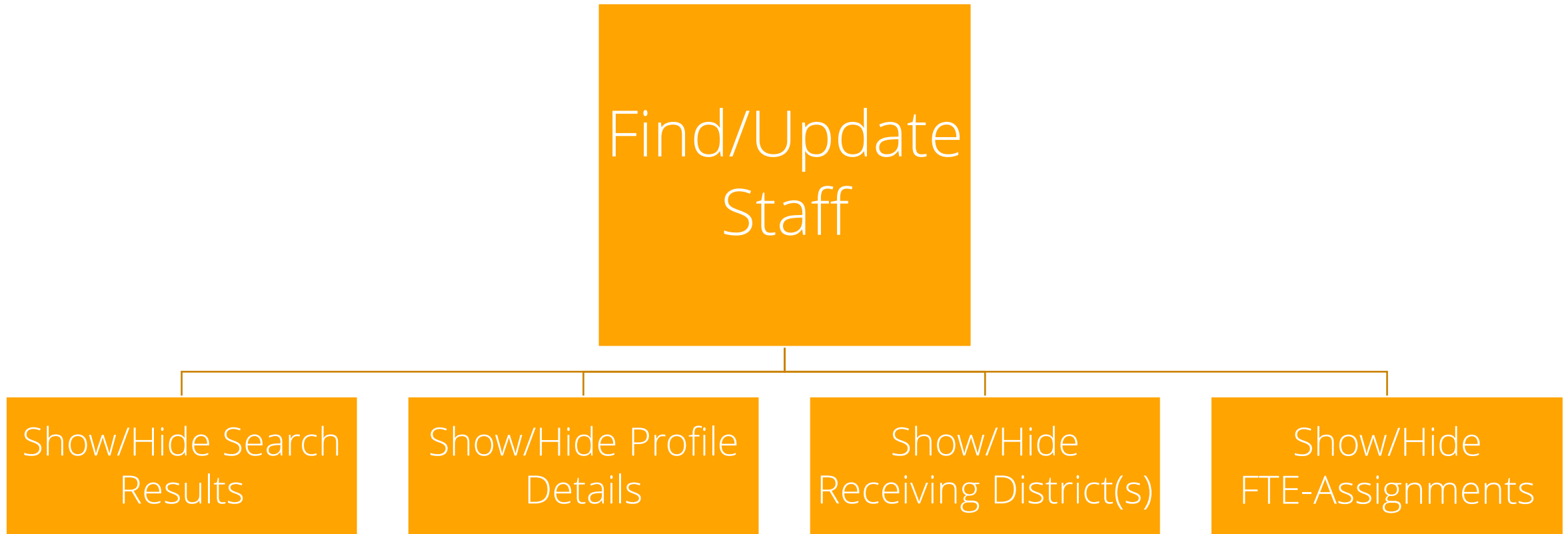
Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.
Fall Vacancy Report is due 27 September 2021



“Find/Update Staff”:

Under this Staff Data menu option are four subcategories.



How to Find/Update Staff:

- Licensure files are stored in the Teacher Licensure database at KSDE using social security numbers (SSN). Once an educator submits an application to KSDE, he or she is issued an Educator Identification Number (EIN). Therefore, the SSN and/or EIN in the Educator Data Collection System *must* match the accompanying numbers in the Educator License Certification System.
- An individual's license number and EIN are the same number.
- The district can search the entire staff, or a specific individual using any of the following categories:
 1. Building
 2. Educator ID (EIN or license number)
 3. Date of Birth (DOB)
 4. Email
 5. First Name
 6. Middle Name
 7. Last Name



How to Search Entire Staff:

- If no search categories are filled, you can click on the Search button to generate a listing of your entire staff.
- You can click on the Clear Form button at any time to erase all search fields.

KANSAS STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: DOB (MM/DD/YYYY): Email:

First Name: Middle Name: Last Name:

Search Clear Form



Search Results

(when searching the Entire Staff):

Hide Search Results

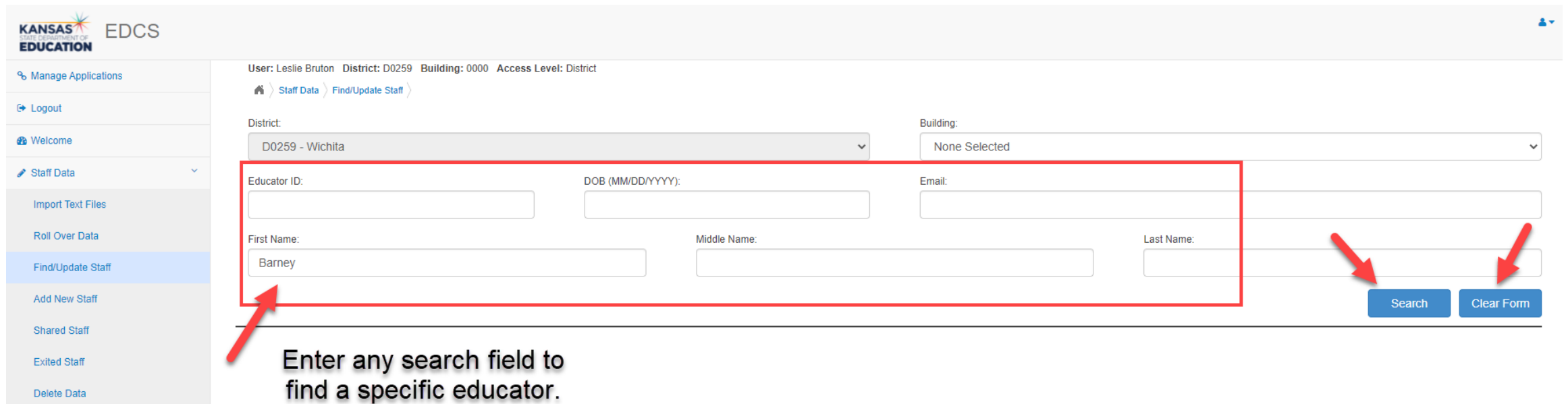
	Building	FTE		Last Name	First Name	Middle Name	DOB	Educator ID	
	1623	0.50		ABEL Test PLEASE WORK	Cindy	Lou	8/27/1988	9596898752	
	Shared	0.50		ABEL Test PLEASE WORK	Cindy	Lou	8/27/1988	9596898752	
	1823	0.90		ABEL Test PLEASE WORK	SAMANTHA	M	8/27/1988	2281966925	
	1618	0.00		Able	Abe		1/1/1992	1943699186	
	1623	0.00		Able	Able		1/1/1992		
	1614	0.00		ADRIANCE	ERIN	B	10/21/1982	5496617731	
	1614	0.00		ALLEN	THERESE	A	1/3/1956	1658441613	
	1618	0.00		ALLEN	THERESE	A	1/3/1956	1658441613	
	1804	0.00		ALLEN	THERESE	A	1/3/1956	1658441613	
	1614	0.50		Fife	Barney		9/13/1974	9723763923	

1 2 3 Additional pages of staff members listed.



How to Search Specific Staff Members:

- You can enter information into any of the search fields to search for a specific educator.
- Click on Search.
- You can click on the Clear Form button at any time to erase all search fields.



The screenshot shows the EDCS (Kansas State Department of Education) interface. The user is logged in as Leslie Bruton, District: D0259, Building: 0000, Access Level: District. The navigation menu on the left includes: Manage Applications, Logout, Welcome, Staff Data (expanded), Import Text Files, Roll Over Data, Find/Update Staff (highlighted), Add New Staff, Shared Staff, Exited Staff, and Delete Data. The main content area shows the 'Find/Update Staff' form. The form includes a breadcrumb trail: Staff Data > Find/Update Staff. The form fields are: District (D0259 - Wichita), Building (None Selected), Educator ID, DOB (MM/DD/YYYY), Email, First Name (Barney), Middle Name, and Last Name. A red box highlights the search fields (Educator ID, DOB, Email, First Name, Middle Name, Last Name). A red arrow points to the 'Search' button, and another red arrow points to the 'Clear Form' button. A red arrow also points to the 'Find/Update Staff' menu item.

Enter any search field to find a specific educator.



Search Results

(when searching for a Specific Staff Member):

District:

Building:

Educator ID:

DOB (MM/DD/YYYY):

Email:

First Name:

Middle Name:

Last Name:

Hide Search Results




	Building	FTE		Last Name	First Name	Middle Name	DOB	Educator ID	
<input checked="" type="checkbox"/>	1614	0.50	<input type="checkbox"/>	Fife	Barney		9/13/1974	9723763923	<input checked="" type="checkbox"/>
	Shared	0.25		Fife	Barney		9/13/1974	9723763923	

Total FTE: 0.00



Show Search Results:


All matches to the search query, whether you search your entire staff or just a specific staff member, will appear in the Show Search Results section.



- To update a staff member's data, click on the  (view icon).
- To add a new building to a staff member's data, click on the  (add icon).
- To delete a staff member's data, click on the  (delete icon).

Click here to update Profile Details, Receiving Districts, and/or FTE-Assignments.

Click here to add the staff member to a new building in your district.

Click here to delete the staff member from your district.

 Hide Search Results

	Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
	1614	0.50	Fife	Barney		9/13/1974	9723763923	
	Shared	0.25	Fife	Barney		9/13/1974	9723763923	




Find/Update Staff

Show/Hide Search Results

Show/Hide Profile Details

Show/Hide Receiving District(s)

Show/Hide FTE-Assignments

Once you click on  (view icon) from the search results, you will be able to edit this staff member's other three categories.





Show Profile Details:

The following information must be entered for ALL licensed staff:

Note: Make sure to click on Save after *each* staff member!

1. **Total Experience:** This is the total number (rounded to the nearest whole number) of *completed* years of teaching and administrative experience in any/all districts. Because it is *completed* years, do not include the current school year. Enter "0" for first year teachers.
2. **Current USD Experience:** This is experience in only your *current* district.

Hide Profile Details

USD # D0259 BLD # 1618 Barney, Fife, 1470

Total Experience: ⓘ	Current USD Experience: ⓘ
<input type="text" value="10"/>	<input type="text" value="5"/>
Base Salary (000000): ⓘ	Base w/Fringe (000000): ⓘ
<input type="text" value="50000"/>	<input type="text" value="60000"/>
Gender:	
<input type="text" value="Male"/>	
Entrance Code: ⓘ	
<input type="text" value="Returning Staff"/>	

This information must be entered for ALL licensed staff.

Be sure to click on SAVE after entering/editing EACH staff member.

Save



3. **Base Salary:** This is the contracted base salary (rounded to the nearest whole number with NO commas or decimals) *before* any supplemental contracts or fringe benefits have been included. If the current year's salaries are still being negotiated, enter last year's salaries and update information once contracts have been finalized.
4. **Base w/Fringe:** This includes salary *plus* supplemental contracts and fringe benefits (rounded to the nearest whole number with NO commas or decimals). Supplemental income DOES NOT include social security, workers' comp, or unemployment insurance. Supplemental income DOES include extra pay for coaching/sponsoring activities. Employer paid fringe benefits DO include group life, group health, disability income, accidental death and dismemberment, hospital, surgical, and/or medical insurance.

*** Note: The Base Salary field and the Base w/Fringe fields DO NOT roll over and must be entered manually.***

5. **Gender:** Select either Male or Female.



Entrance Code: ⓘ

None Selected



None Selected

- First Year Transitioning to Teaching
- From a Private School
- From an In-State Public School
- From an Out-of-State Public School
- From Business and Industry
- From Retirement – Currently Receiving KPERS
- New Teacher from In-State College
- New Teacher from Out-of-State College
- Returning Staff
- Substitute

To accept, enter a FTE value. To unaccept, click Delete button.



6. Entrance Code: Select the appropriate description from the drop-down options.

- First Year Transitioning to Teaching: includes first year teachers who hold a Restricted Teaching License, Restricted Technical Certificate, Specialized Technical Certificate, Limited Apprentice License (LAL), Limited Teacher Apprentice Program (LTAP) License, or a Limited Elementary Apprentice Program (LEAP) License.
- From a Private School: includes experienced staff members coming from an in-state or out-of-state private school.
- From an In-State Public School: includes educators coming to your district from a Kansas public school.
- From an Out-of-State Public School: includes experienced staff members coming from a public school outside of Kansas.
- From Business and Industry: includes former educators that are returning to education after working in business, industry, or government.
- From Retirement – Currently Receiving KPERS: includes teachers that are returning after retirement and are currently receiving KPERS distributions.
- New Teacher from In-State College: includes first year teachers from a Kansas institution.
- New Teacher from Out of State College: includes first year teachers from an out-of-state institution.
- Returning Staff: includes any staff members that were employed by your district the previous school year.
- Substitute: includes emergency or standard substitute license holders who are filling vacant teaching positions.



Show Receiving District(s):

- Staff members entered in this section are employed by your district but are teaching or providing support services to students in another district or accredited private school. They could *also* be teaching students in your district.

Note: There is an EDCS District Training module titled “Shared Staff Data Entry” that covers this topic at length. Click on the picture below to access that training module, or access any/all of the EDCS District Training modules at www.ksde.org.



Show FTE-Assignments:

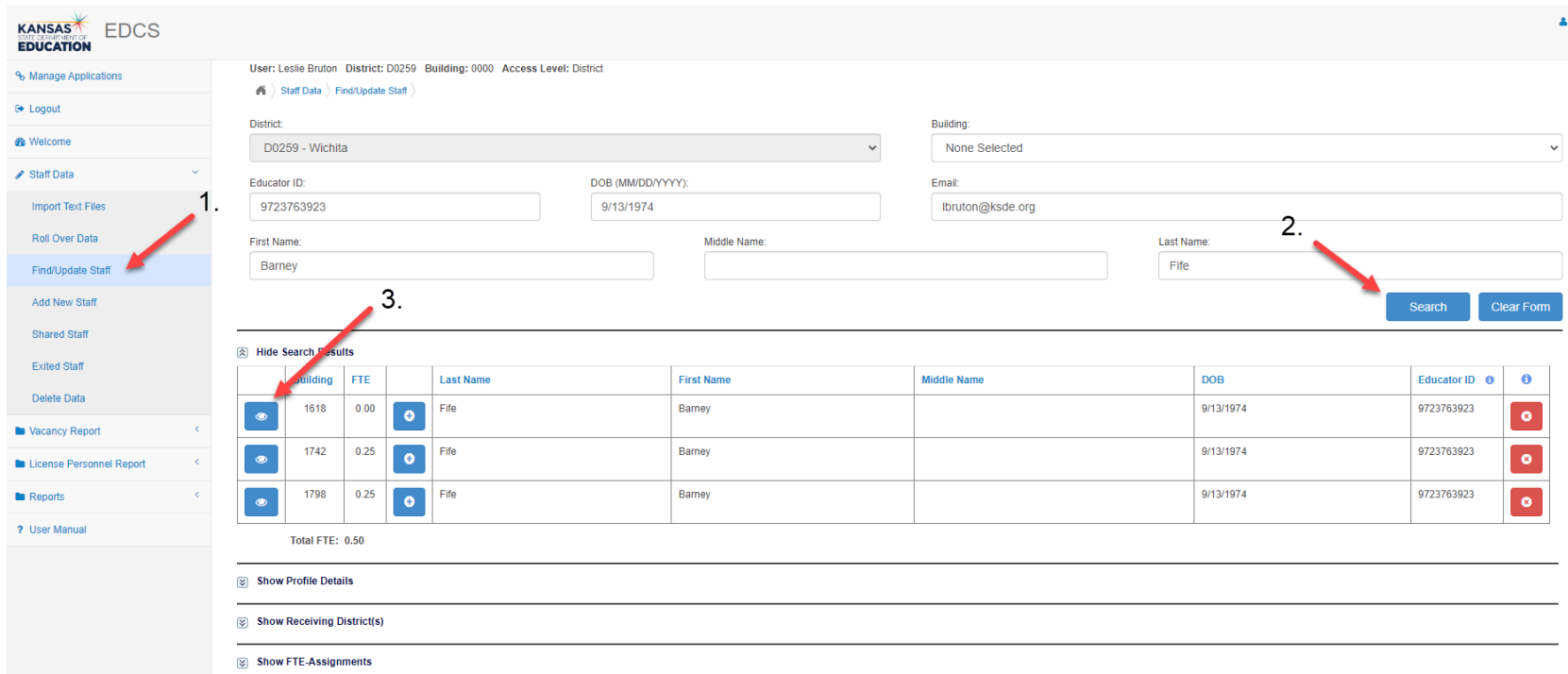
- In this section, you can enter/edit the Full Time Equivalency values for each of your staff members' assignments.

*** Note: The *total* FTE cannot exceed 1.00 ***



How to enter/update FTE-Assignments:

1. Select Find/Update Staff.
2. Either enter information in the search fields to find a specific staff member or leave the search fields blank to search from your entire staff listing. Click on Search.
3. Click on the  (view icon) on the left side of that staff member's search results.



KANSAS EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District
Staff Data Find/Update Staff

District: D0259 - Wichita Building: None Selected

Educator ID: 9723763923 DOB (MM/DD/YYYY): 9/13/1974 Email: lbruton@ksde.org

First Name: Barney Middle Name: Last Name: Fife

1. Find/Update Staff **2.** Search **3.** [View Icon]

Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID
1618	0.00	Fife	Barney		9/13/1974	9723763923
1742	0.25	Fife	Barney		9/13/1974	9723763923
1798	0.25	Fife	Barney		9/13/1974	9723763923

Total FTE: 0.50

Show Profile Details
 Show Receiving District(s)
 Show FTE-Assignments



4. Scroll down to Hide/Show FTE-Assignments.
5. Enter the FTE amount in the free form text box. (Note: FTE cannot be greater than 1.)
6. Click Save FTE. **DO NOT select the Save button located in any sections above.**
7. You should get confirmation from KSDE that the FTE was saved.
8. Click OK.

Save Search Clear Form

appst.ksde.org says
FTE was saved.

Hide Search Results

	Building	FTE		Last Name		DOB	Educator ID	
	1614	0.50		Fife	Barney	9/13/1974	9723763923	

Total FTE: 0.50

Show Profile Details

Show Receiving District(s)

Hide FTE-Assignments

USD # D0259 BLD # 1614 Barney, Fife, 1470

FTE: 0.50 Save FTE

Assignments

	Teacher Type	Subject Area	State Course	Building	
	Secondary Teacher	04: Social Sciences and History (secondary)	057: AP World History	Adams Elem	

New Assignment

Co-Teacher Assignments

No Co-Teacher Assignments

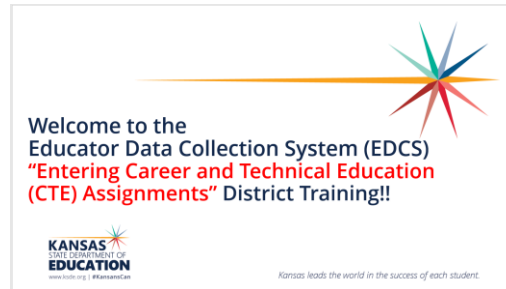


Assignments:

- Under the FTE-Assignments section, you will see Assignments. This is where districts can add assignments to their current educators. You need only enter educators that are licensed through KSDE. We do not need information about school nurses, speech/language pathologists, occupational therapists, social workers, college professors, etc.
- Please click on [EDCS User Manual](#) and refer to Appendix A on pages 53-54 for a list of educator types and subject areas.
- Please click on [Licensed Personnel Guide](#) for the list of assignments and teaching endorsements required for appropriate licensure for each assignment.
- Number of Classes:
 - Consider an elementary self-contained classroom as **one** class.
 - Consider elementary music, art, physical education, and other specialty teachers and support staff, as **one** class per building.
 - In middle schools, junior high schools, and high schools, count the total classes taught per assignment as the **maximum number** of times the teacher teaches that content on any given day during the current school year. (For example: A middle school science teacher that teaches two sections of 7th grade science, will have **two** classes entered for that assignment.)



Note: There is an EDCS District Training module titled “Entering Career and Technical Education (CTE) Assignments” that covers the topic of adding CTE assignments at length. Click on the link below to access that training module, or access any/all of the EDCS District Training modules at www.ksde.org.

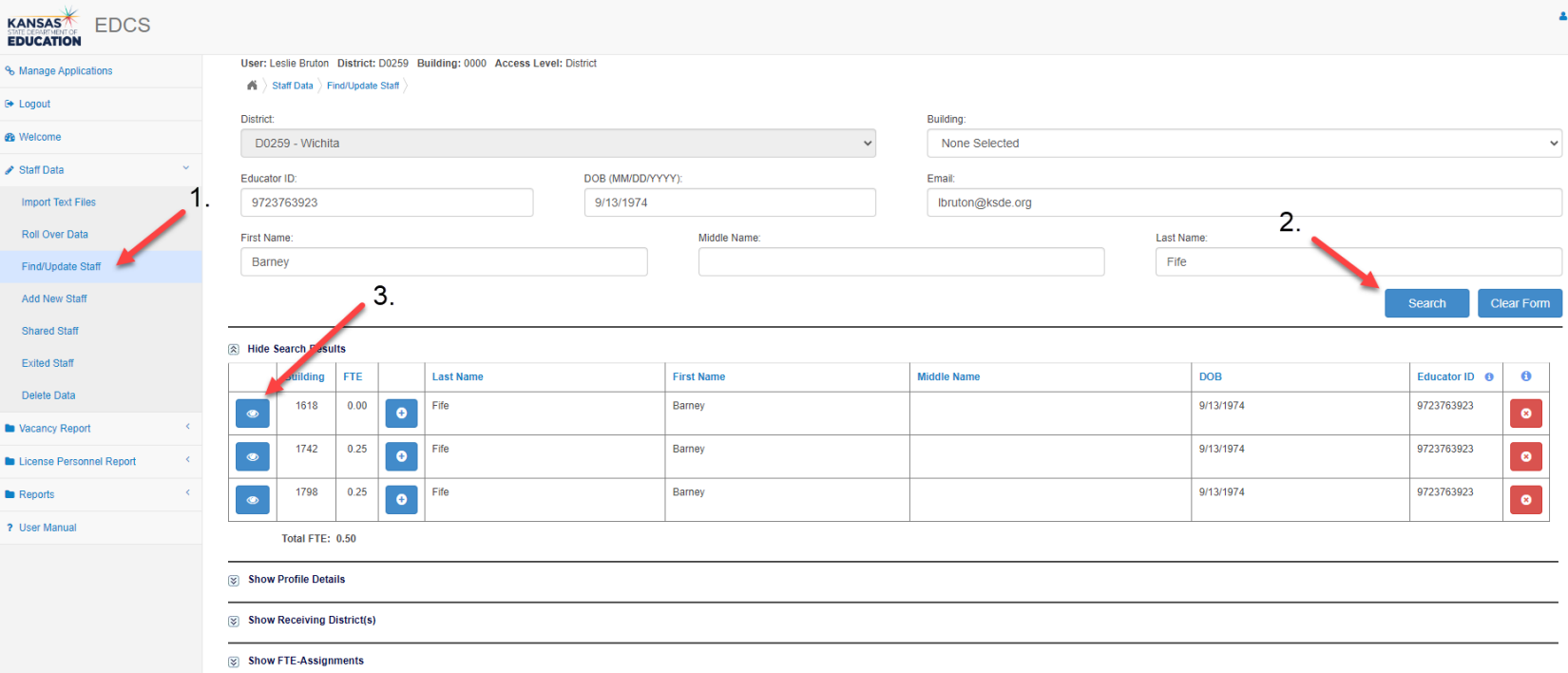


Note: There is also an EDCS District Training module titled “Entering Special Education (SPED) Assignments” that covers the topic of adding SPED assignments at length. Click on the link below to access that training module, or access any/all of the EDCS District Training modules at www.ksde.org.



How to enter "Assignments":

1. Select Find/Update Staff.
2. Either enter information in the search fields to find a specific staff member or leave the search fields blank to search from your entire staff listing. Click on Search.
3. Click on the  (view icon) on the left side of that staff member's search results.



KANSAS EDCS
Department of Education

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District
Staff Data Find/Update Staff




District: D0259 - Wichita Building: None Selected

Educator ID: 9723763923 DOB (MM/DD/YYYY): 9/13/1974 Email: lbruton@ksde.org

First Name: Barney Middle Name: Last Name: Fife

Search Clear Form

Hide Search Results


Building	FTE	Last Name	First Name	Middle Name	DOB	Educator ID	
1618	0.00	Fife	Barney		9/13/1974	9723763923	
1742	0.25	Fife	Barney		9/13/1974	9723763923	
1798	0.25	Fife	Barney		9/13/1974	9723763923	

Total FTE: 0.50

Show Profile Details
 Show Receiving District(s)
 Show FTE-Assignments



4. Scroll down to the Hide/Show FTE-Assignments section.
5. Click on New Assignment.


Hide FTE-Assignments  4.

USD # D0259 BLD # 1614 Barney, Fife, 1470

FTE: ⓘ

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	ⓘ
<input checked="" type="checkbox"/>	Secondary Teacher	04: Social Sciences and History (secondary)	057: AP World History	Adams Elem	<input checked="" type="checkbox"/>

 5.

Co-Teacher Assignments

No Co-Teacher Assignments



- Once you click on New Assignment, a New Assignment Entry section appears at the bottom of the screen. (You might have to scroll down to see it!)
- Fill in the Educator Type, Subject Area, and Course fields from the drop-down options.

Assignments ?

	Teacher Type	Subject Area	State Course	Building	?
	Secondary Teacher	04: Social Sciences and History (secondary)	057: AP World History	Adams Elem	

[New Assignment](#)

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type:

Subject Area:

Course:

JAG Course

Number of Classes:

PreK K 1 2 3
 4 5 6 7 8
 9 10 11 12

CoTeacher CoTeacher with:

[Save Assignment](#) [Clear Assignment Data](#)



8. Select the JAG Course (Jobs for American Graduates) check box if applicable to the assignment.
9. Enter the Number of Classes for the assignment from the drop-down options.
10. Select *all* grade levels receiving instruction or services from the assignment. You can select multiple boxes.

Assignments ⓘ

	Teacher Type	Subject Area	State Course	Building	ⓘ
	Secondary Teacher	04: Social Sciences and History (secondary)	057: AP World History	Adams Elem	

[New Assignment](#)

Co-Teacher Assignments

No Co-Teacher Assignments

New Assignment Entry

Educator Type: Middle School Teacher

Subject Area: 54: Social Sciences and History (ms/jr. high)

Course: 101: U.S. History—Comprehensive

JAG Course

Number of Classes: 3

CoTeacher

CoTeacher with:

PreK

K

1

2

3

4

5

6

7

8

9

10

11

12

[Save Assignment](#)
[Clear Assignment Data](#)



11. If there is another teacher that shares the responsibility for the course, check the CoTeacher check box.
12. Enter the co-teacher's Education Identification Number (same as license number).
13. Click on Save Assignment.
14. You can Clear Assignment Data at any time and start over with a new assignment.

New Assignment Entry

Educator Type:

Subject Area:

Course:

JAG Course

Number of Classes:

PreK K 1 2 3
 4 5 6 7 8
 9 10 11 12

CoTeacher

CoTeacher with:

11. **12.** **13.** **14.**





FAQ: What if I can't find the CTE Course in the Assignment Section of EDCS?

1. Check the course mapping in KCCMS.
2. Check to ensure the Pathway was approved for the *current* school year (it would have been approved during the *previous* school year).
3. Check to see if the course is found under Educator Type "Secondary Teacher" (Type 3) rather than "CTE Teacher" (Type 5).
4. If the course is not found in EDCS under either Educator Type, you have a mapping problem.

You will need to contact the KCCMS helpdesk or the Pathways helpdesk:

Kansas Course Code Management
System (KCCMS) Help Desk
Kansas Course Codes Information
kccms@ksde.org

CTE/Pathways Help Desk
(785) 296-4908
pathwayshelpdesk@ksde.org
[Career Clusters / Pathways Resource](#)



FAQ: How should I report Assignments related to these situations?

- Virtual Courses (curriculum and instruction is provided through a software program . . . like Edgenuity . . . and your district provides a Virtual Course Monitor)
- Dual Credit courses (college level content and instruction is provided by a college staff member OR a district staff member)
- Distance Learning (instruction is provided by an individual rather than a software program)
- Summer School (instruction is provided during the summer)
- Title I (schools in which there is a high percentage of students from low-income families)
- Long Term Substitute teachers (substitutes are the teacher of record in the classroom)



How to enter a Virtual Course Monitor:

1. Under New Assignment Entry, select School Support
2. Select Subject Area: School Support
3. Select Course: Virtual Course Monitor
4. Select Number of Classes; number should be equivalent to the number of hours an individual serves as a virtual course monitor a day
5. Select the grade levels
6. Save the assignment

The screenshot shows the 'Assignment Details' form with the following fields and callouts:

- 1.** Educator Type: School Support
- 2.** Subject Area: School Support
- 3.** Course: Virtual Course Monitor
- JAG Course
- 4.** Number of Classes: 1
- 5.** Grade levels: PreK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12. Callout 5 points to the 10 and 11 checkboxes, which are checked.
- CoTeacher
- CoTeacher with: [text input field]
- 6.** Save Assignment
- Clear Assignment Data



Dual Credit Courses:

- DO NOT report the assignment within the Licensed Personnel Report if a *college faculty member* teaches the course
- DO report the assignment within the LPR if a *district staff member* or a shared *district staff member* teaches the course.
- Assign the dual credit class to your staff member just like you would any other class.



Distance Learning:

- Distance Learning Course – is taught by an individual not physically located with the students. (Distance learning is not the same as a virtual course because an individual is providing the instruction rather than a software program.)
 - Add the assignment to the staff member who teaches the course, just as you would with any other assignment.
 - If a staff member is shared from another district, add the educator to the Shared Staff section of the report and add the assignment.
(*Note: Shared Staff is covered in detail in another EDCS District Training.*)
 - If dual credit is awarded in the distance learning course, only report the assignment if a district staff member or shared staff member teaches the course. Do not report the assignment if taught by a college professor.



Summer School and Title I Teachers:

- Summer School Courses - Assign summer school courses to your staff member just like you would any other course.
- Title I classes – Assign Title I classes to your staff member just like you would any other class.



How to enter a Long Term Substitute:

1. Under New Assignment Entry, select School Support
2. Select Subject Area: School Support
3. Select Course: Substitute - Contracted
4. Select Number of Classes; number should be equivalent to the number of hours an individual serves as a long term substitute in a day
5. Select the grade levels
6. Save the assignment

New Assignment Entry

The screenshot shows the 'New Assignment Entry' form with the following fields and annotations:

- 1.** Points to the 'Educator Type' dropdown menu, which is set to 'School Support'.
- 2.** Points to the 'Subject Area' dropdown menu, which is set to 'School Support'.
- 3.** Points to the 'Course' dropdown menu, which is set to 'Substitute - Contracted'.
- 4.** Points to the 'Number of Classes' dropdown menu, which is set to '1'.
- 5.** Points to the grade level selection area, where '2' is selected (checked).
- 6.** Points to the 'Save Assignment' button.

Other visible fields include 'JAG Course' (unchecked), 'CoTeacher' (unchecked), and 'CoTeacher with:' (empty text field). The 'Save Assignment' and 'Clear Assignment Data' buttons are located at the bottom right of the form.



Next “Training Modules” in the EDCS District Training series:



- 1. KSDE.org and EDCS Basics
- 2. Entering Staff Data (Part B)
- 3. Submitting the Fall Vacancy Report (FVR)
- 4. Entering Career & Technical Ed (CTE) assignments
- 5. Entering SPED/ESOL assignments
- 6. Entering Shared Staff data
- 7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
- 8. Wrap-Up, Troubleshooting, Questions



Where can I find this and additional EDCS District Training modules/videos?

1. Go to www.ksde.org.
2. Click on Licensure under Popular Resources.
3. Click on Licensed Personnel Report under Licensure.
4. Click on EDCS District Training.
5. Select the topic/video you want.
6. Or . . . click on the HELP link here!



EDCS and LPR User Manual:

- The EDCS/LPR User Manual was developed to guide school districts through using the online application system and report.
- Access the current EDCS/LPR User Manual by clicking on the USER GUIDE clipboard below:



Contact information:

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