Welcome to the Educator Data Collection System (EDCS) "KSDE Website and EDCS Basics" District Training!!

KANSAS STATE DEPARTMENT OF EDUCATION

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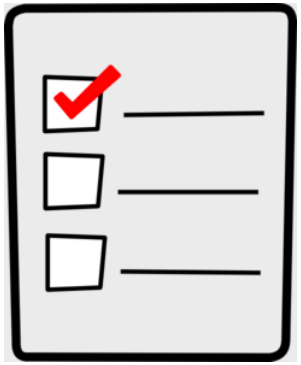
Kansas leads the world in the success of each student.

Objectives of this training:

- Understand the purpose of EDCS
- Learn what reports are submitted in EDCS
- Gain awareness of the EDCS timeline
- Discuss KSDE systems relationships
- Tour the KSDE home page
- Learn how to access EDCS
- Navigate the EDCS Welcome Page
- Demonstrate the system with live tutorials
- Share future EDCS District Training Module topics
- Get access to online training manuals
- Get KSDE contact information for help



Purpose of EDCS:

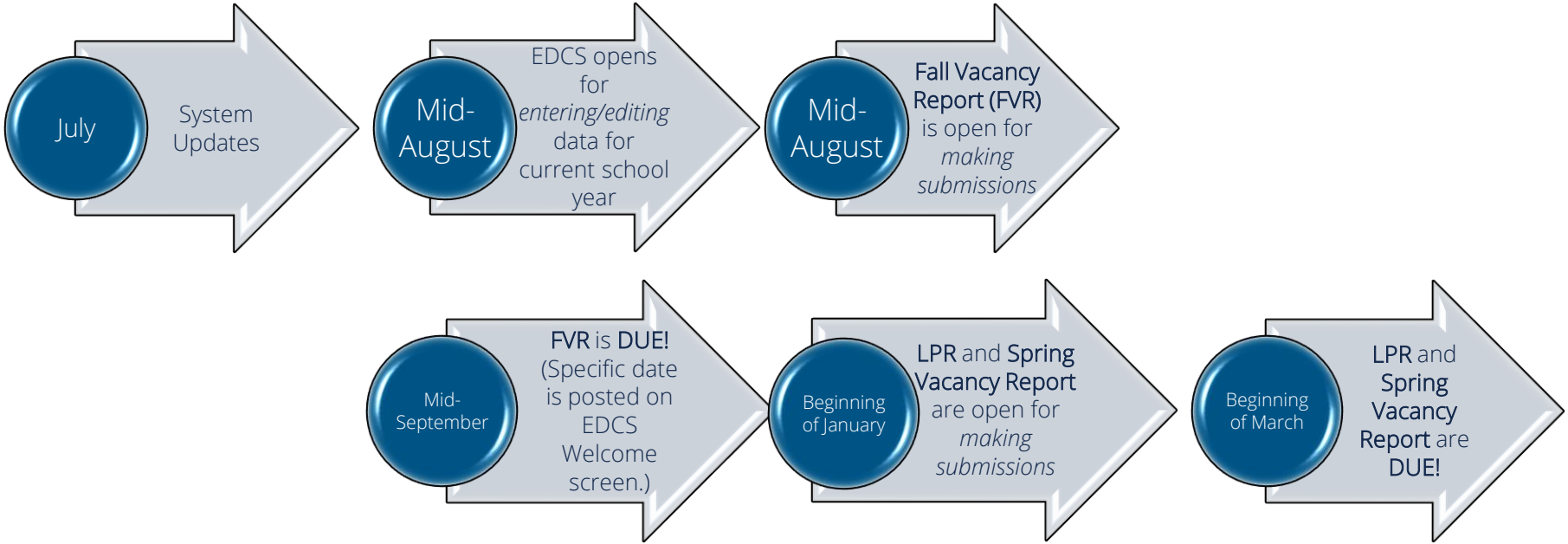
- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by:

The Kansas State Board of Education
The US Department of Education
School Districts
Educational Researchers

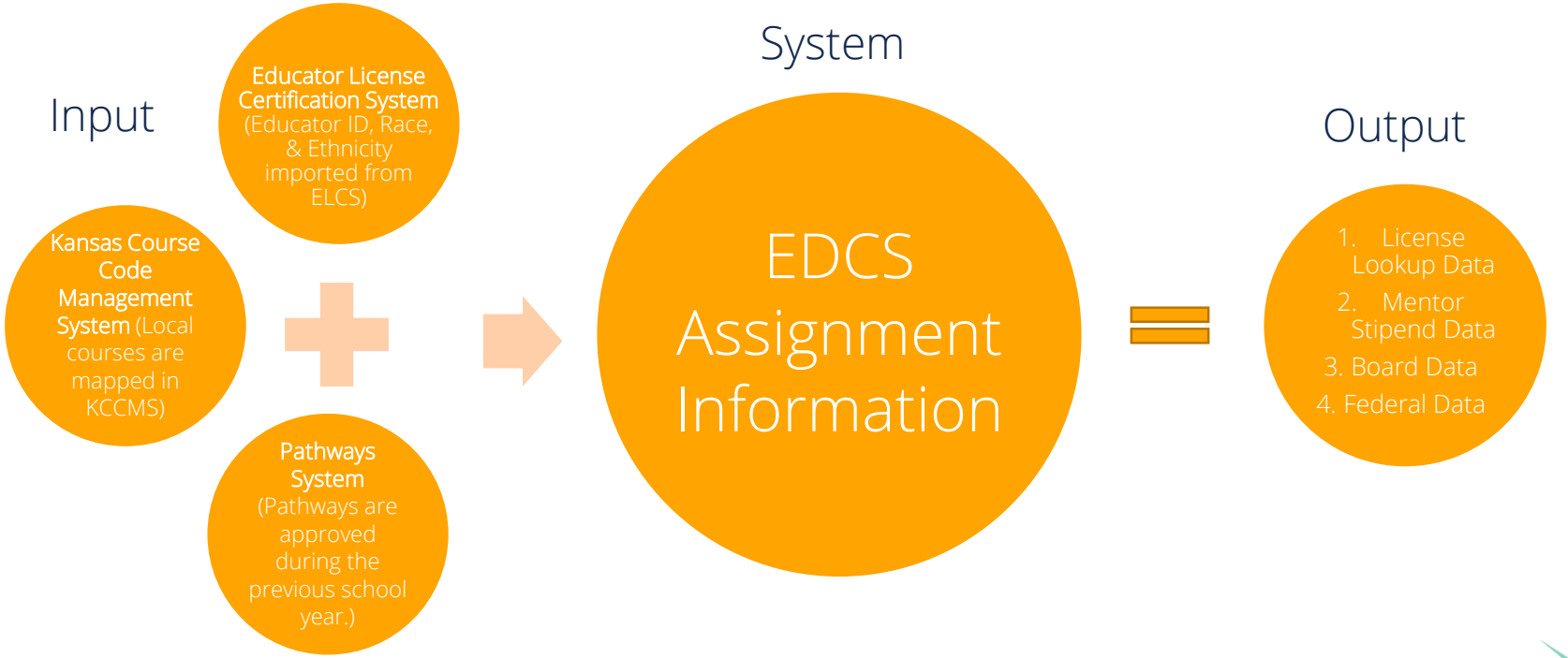
Required Report Submission from EDCS data entry:

- Fall Vacancy Report (FVR) - submitted mid-September to identify assignment vacancies in the fall of the current school year
- Licensed Personnel Report (LPR) – submitted early March to provide data needed by the Kansas State Department of Education, to make evaluations of ALL licensed staff to satisfy statutory and/or regulatory requirements
- Spring Vacancy Report – submitted *within* the LPR (this is *not* a separate submission) to allow districts to update assignment data from the first semester report (FVR) and add new vacancies as applicable

EDCS Timeline:

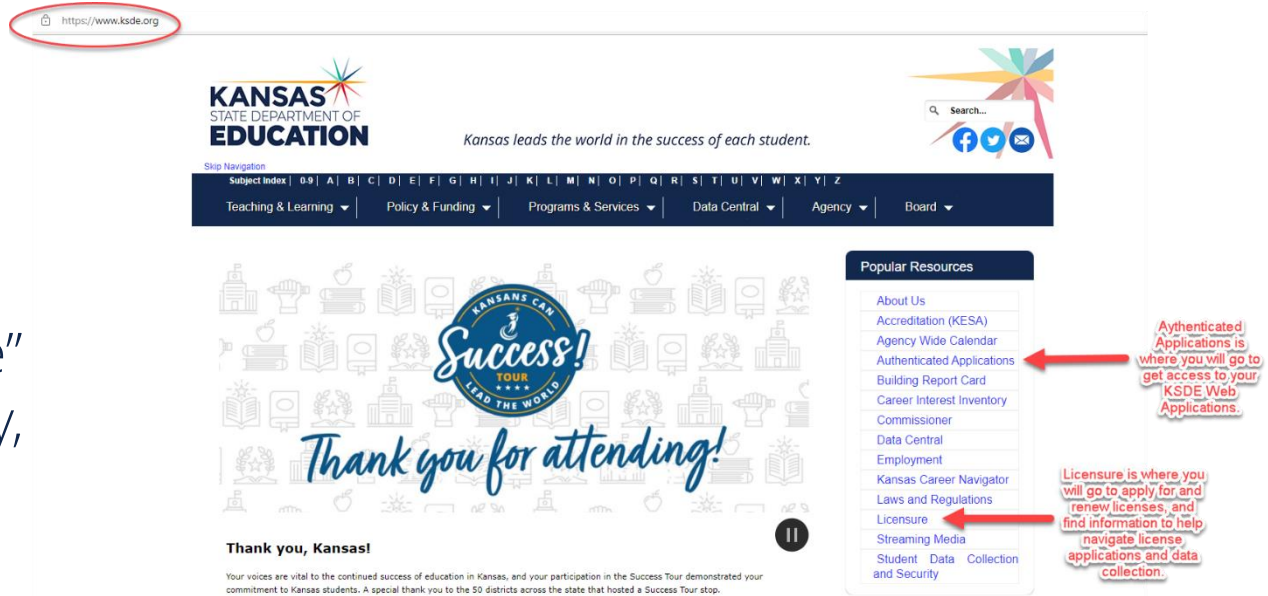


System Relationship:



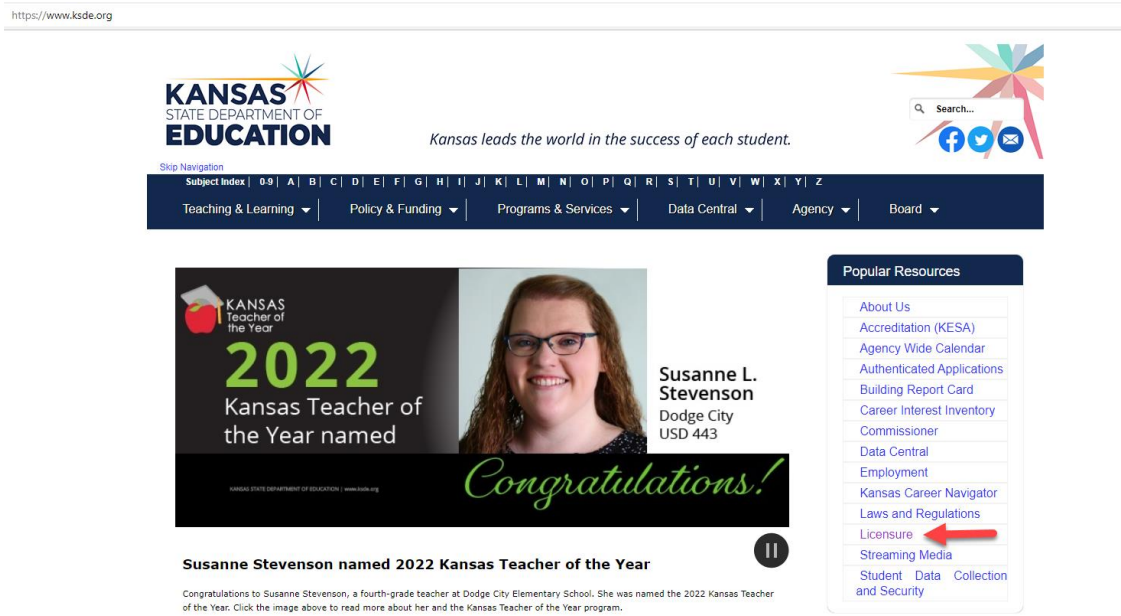
KSDE Home Page:

You will visit the "Authenticated Applications" and "Licensure" tabs frequently, so let's take a closer look!



“Licensure” resources:

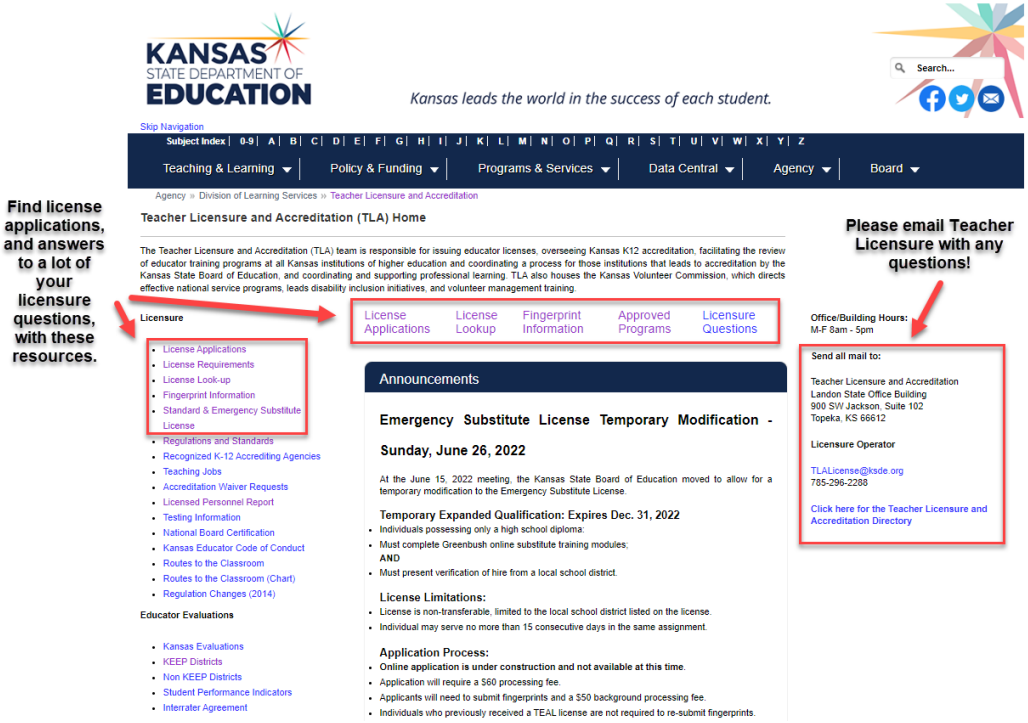
From the www.ksde.org website, click on “Licensure” under the Popular Resources tab.



License Applications and Information:

Search these options to apply for teaching licenses, get answers about the application process, order fingerprint cards, etc.

Don't hesitate to contact Teacher Licensure with any questions. Contact information is provided on the Licensure page.

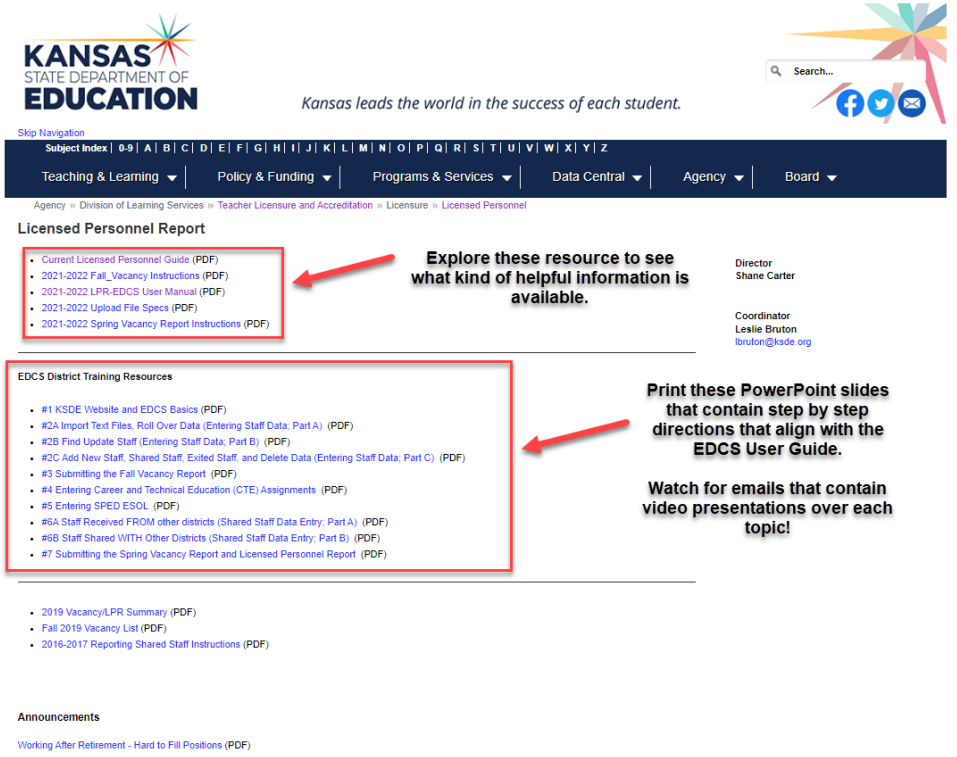


Licensed Personnel:

From the Licensure page, click on “Licensed Personnel” under the Licensure options.

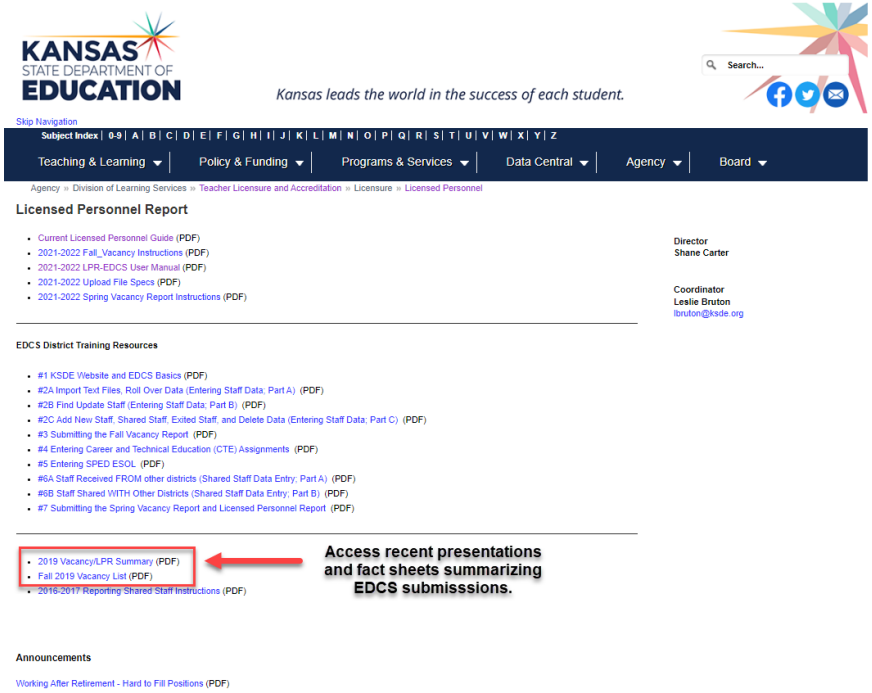
Licensed Personnel Help Guides:

You will find a lot of helpful information, about completing and submitting your annual reports, in these Licensed Personnel Report options. Spend some time exploring these resources!



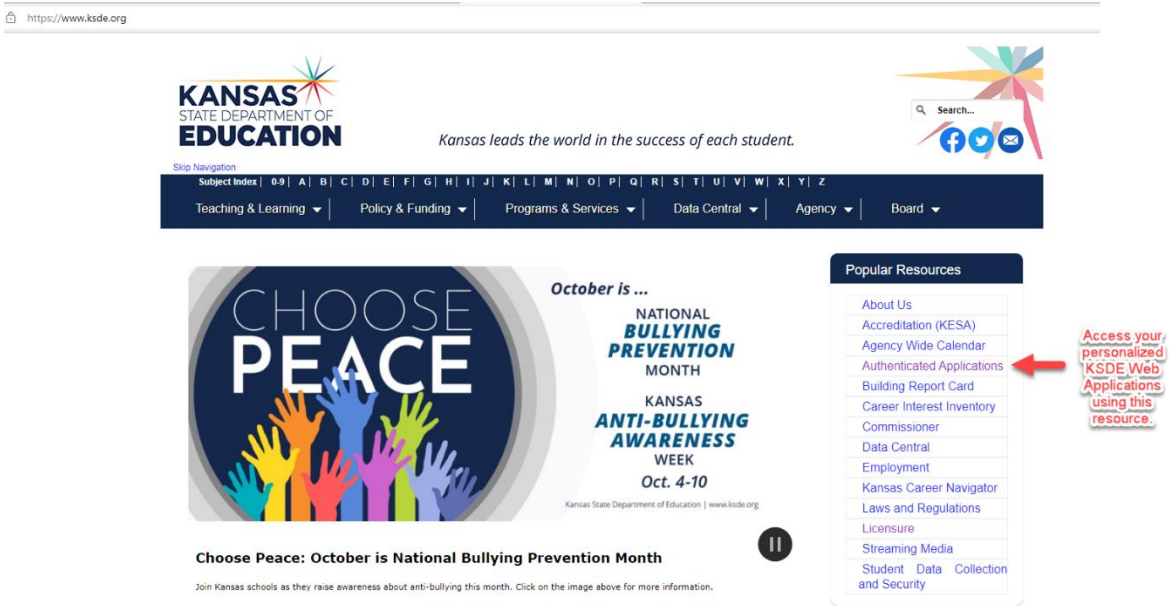
Licensed Personnel Reports:

See how the data that all Kansas districts submit (including yours!) is analyzed and summarized in these two reports.



“Authenticated Applications”:

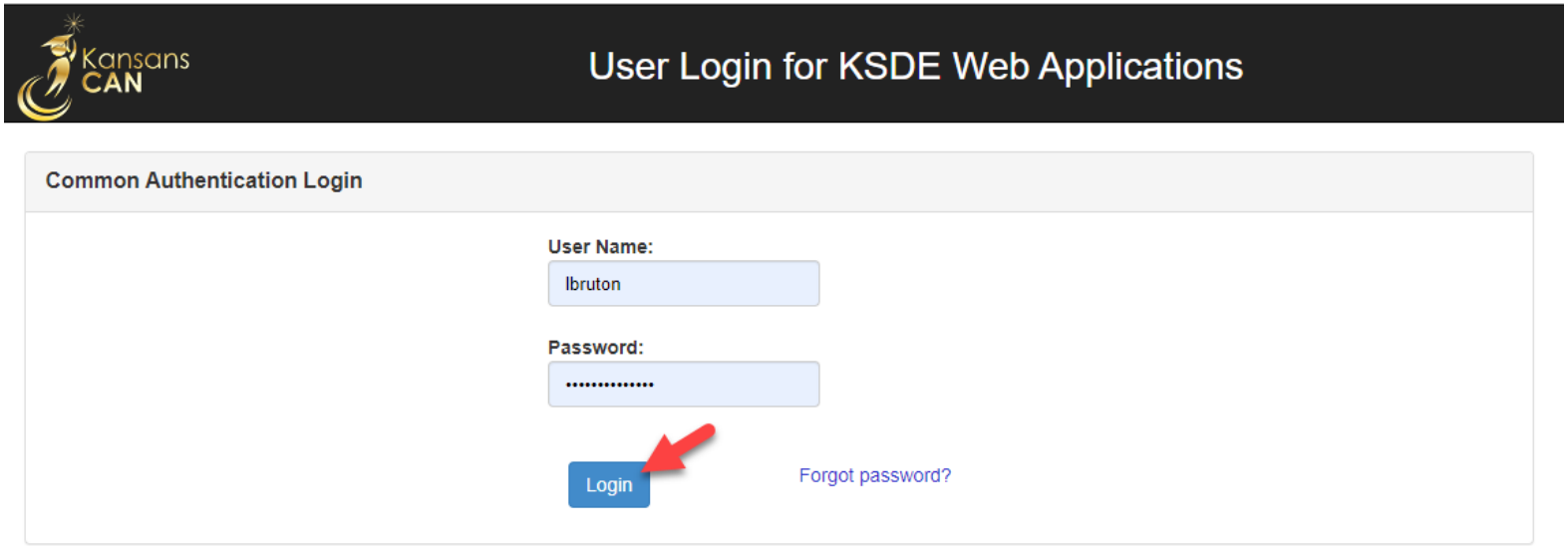
From the www.ksde.org website, click on “Authenticated Applications” under the Popular Resources tab. This is where you will access your KSDE Web Applications.



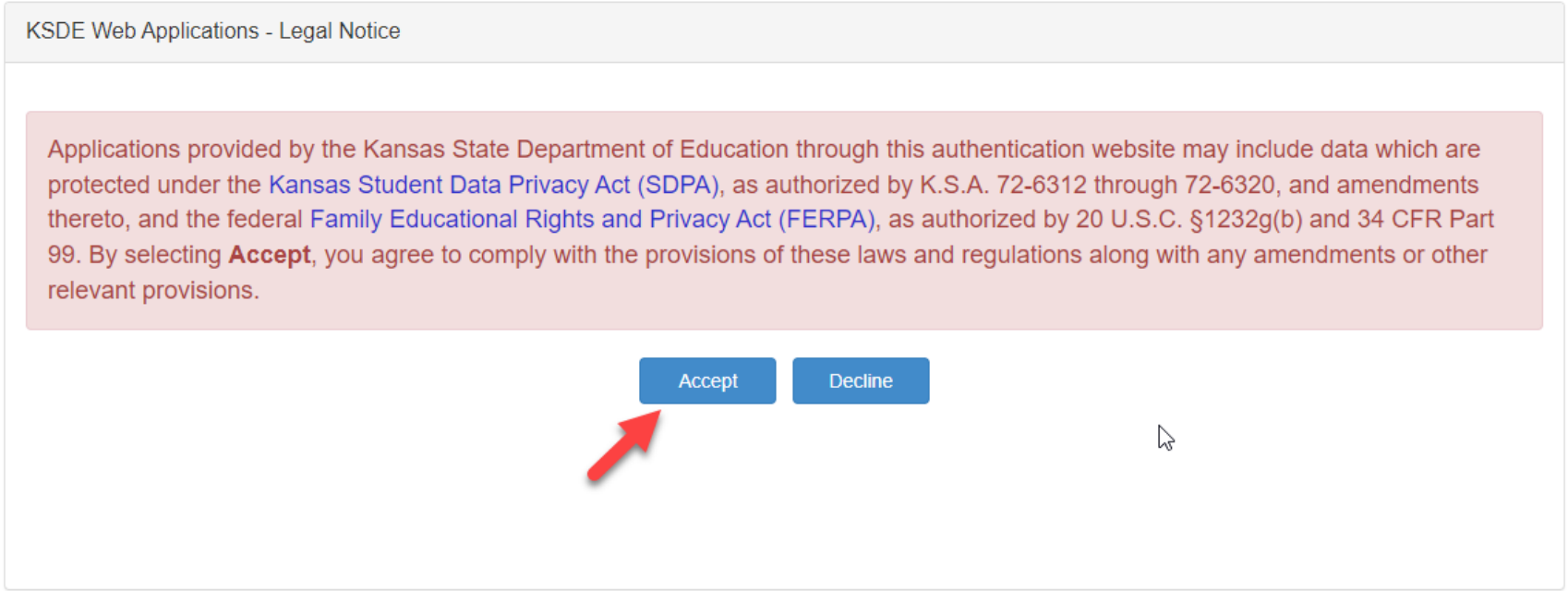
Review

How to access EDCS:

1. Go to www.ksde.org.
2. Select “Authenticated Applications”.
3. Enter your User Name and Password.
4. Click Login .

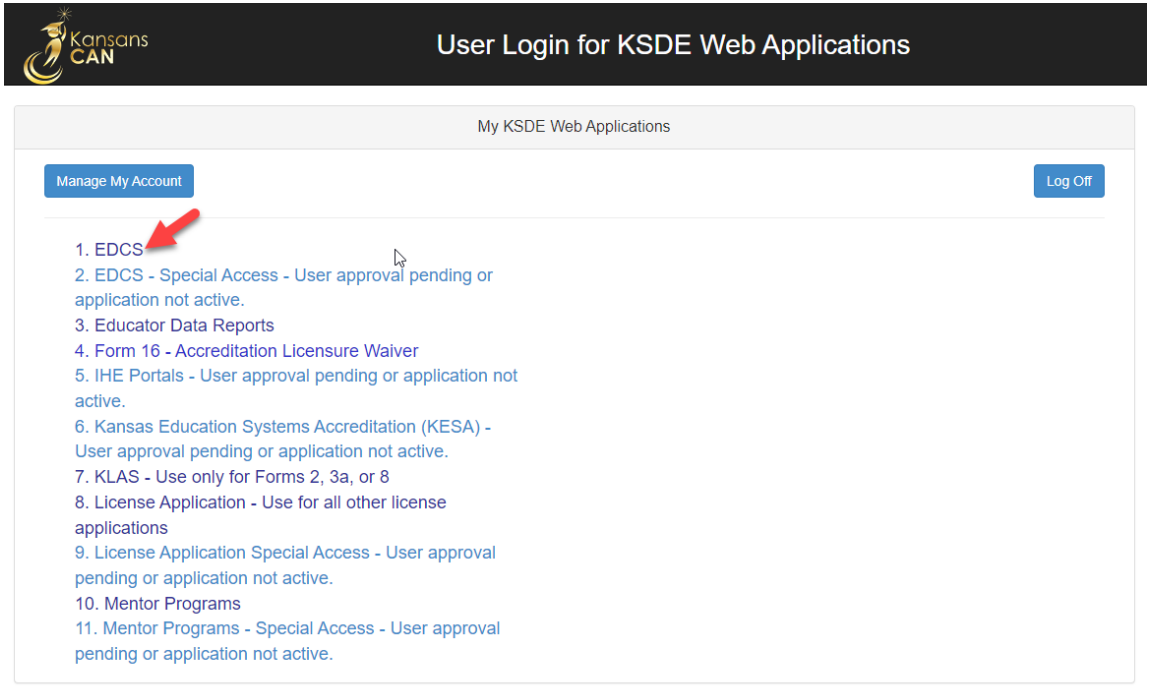


5. Read the privacy legal notices. Click Accept to enter EDCS.

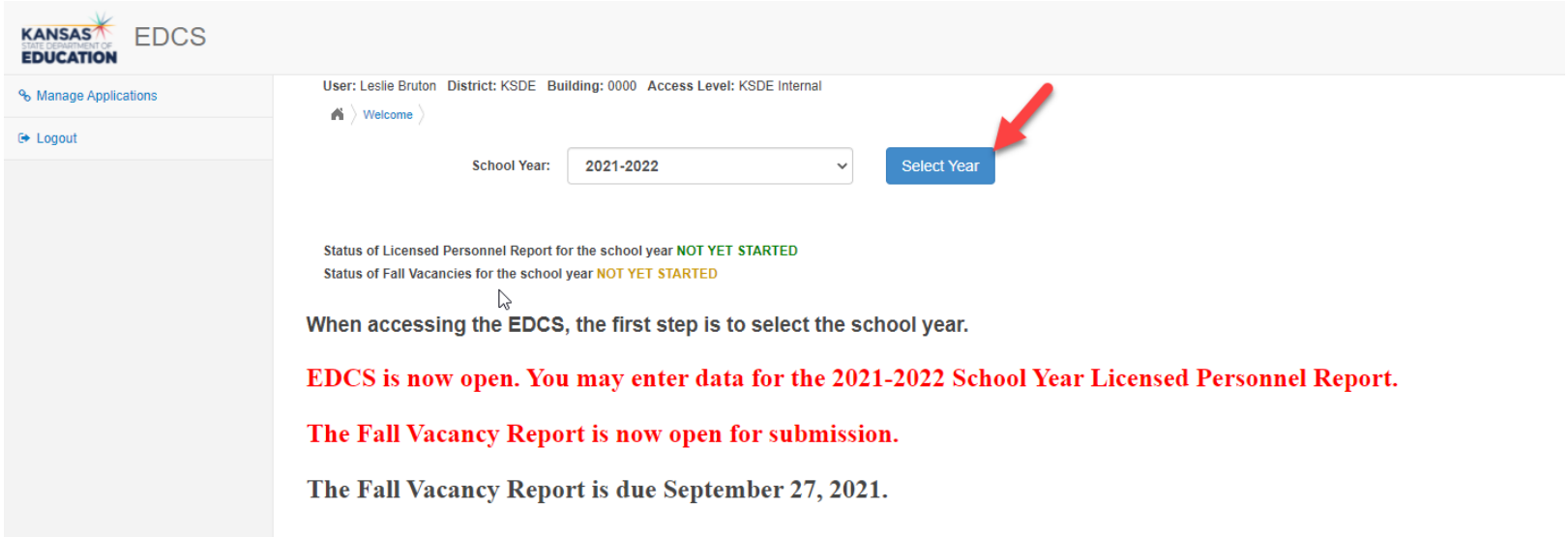


6. Select EDCS.

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 system administrator will then give you access.

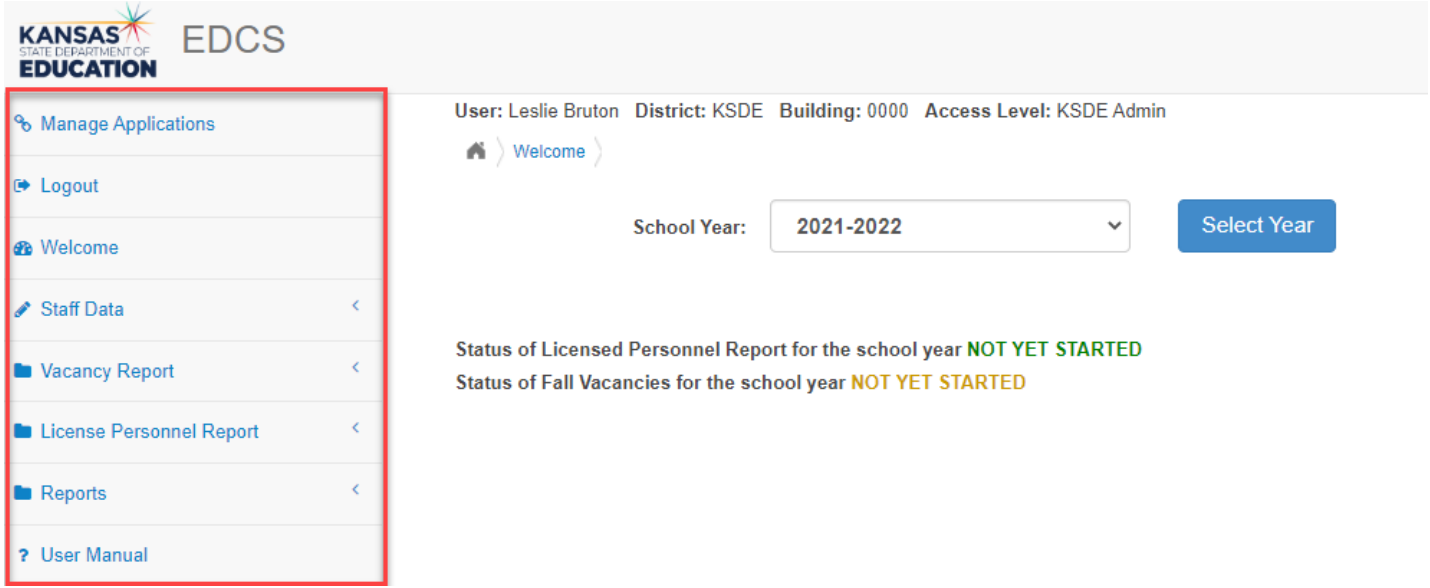


7. The current school year will already be displayed. Click “Select Year”.



EDCS Welcome page:

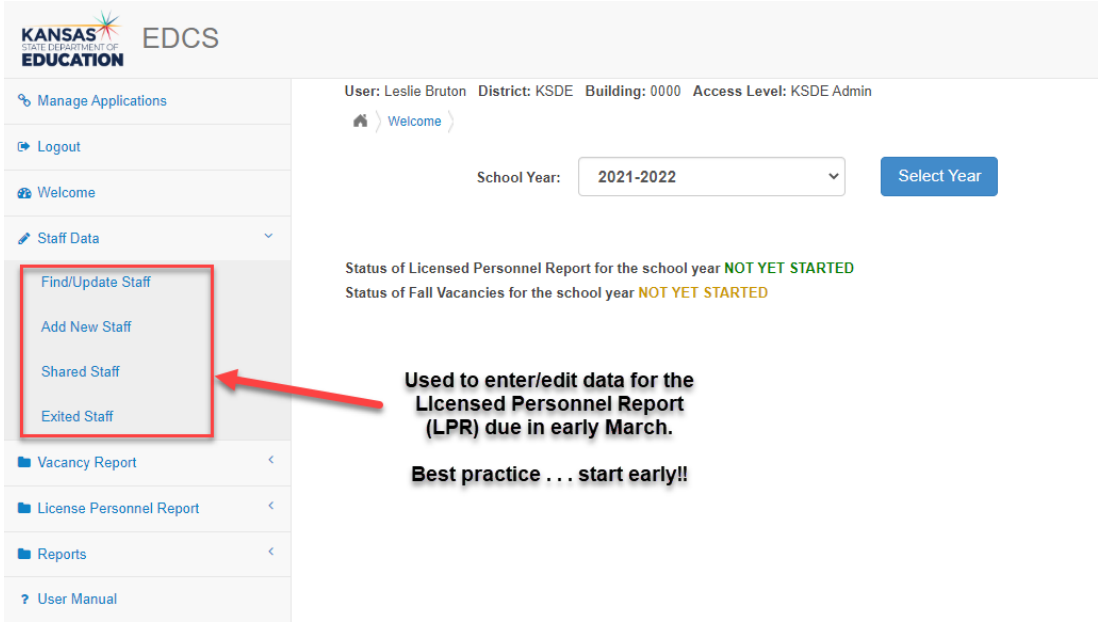
Once you click Select Year, you will have access to the options in the Side Bar Menu on the left. Notice that Staff Data, Vacancy Report, License Personnel Report, and Reports can be expanded.



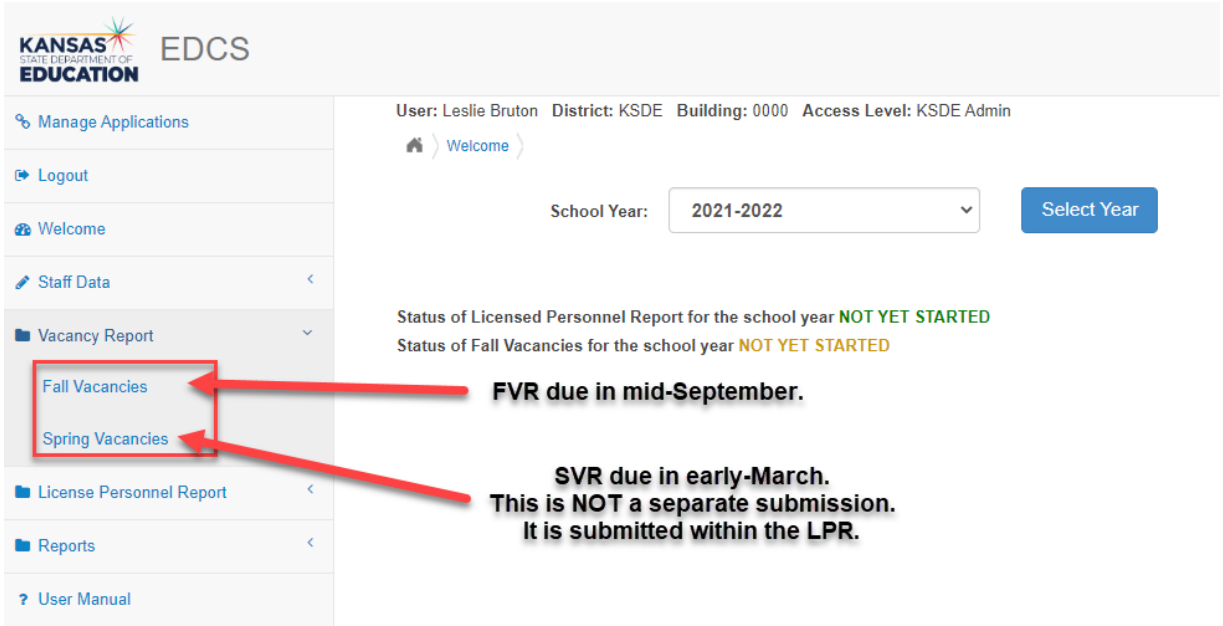
Navigating “Staff Data”:

When you expand Staff Data, you will see four options which will be used to enter data for the Licensed Personnel Report due in early March.

Note: This will be covered in more detail in a future training in the series!



Navigating “Vacancy Report”:

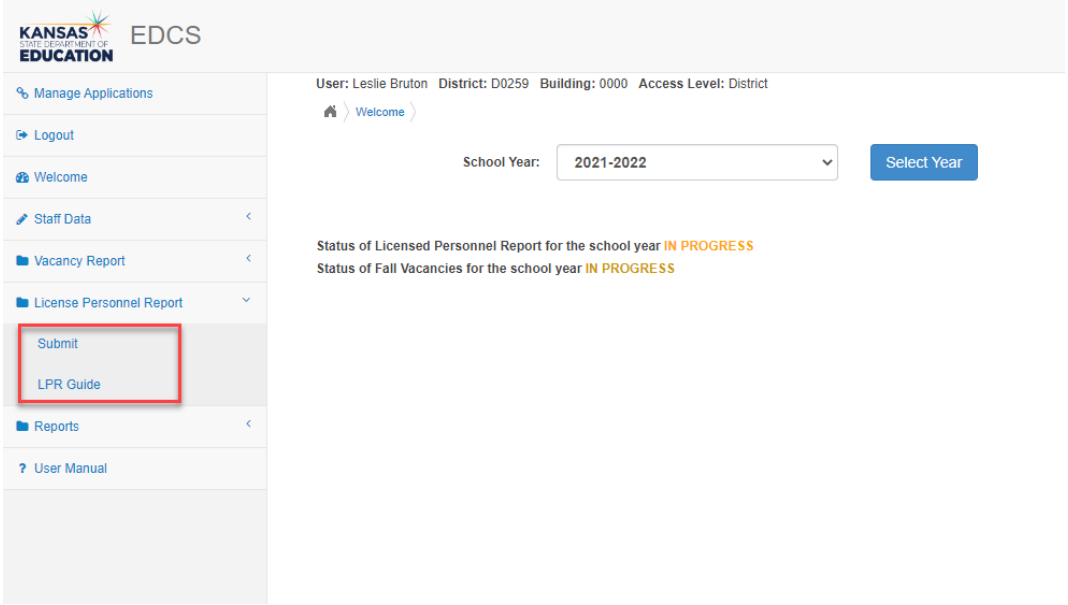


When you expand Vacancy Report, you will see Fall Vacancies (due in September) and Spring Vacancies (due in March as part of the LPR submission).

Navigating “Licensed Personnel Report”:

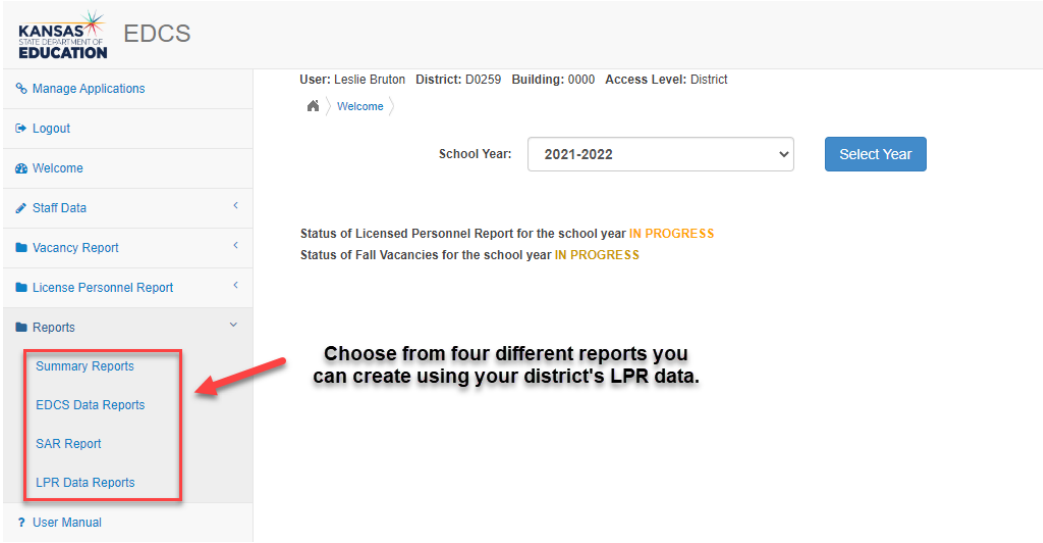
When you expand Licensed Personnel Report, you will see where to SUBMIT your report!!!

There is also a link to the Licensed Personnel Guide to check endorsements for specific subject codes.



Navigating “Reports”:

When you expand Reports, you will see four different reports your district can create from your Licensed Personnel Report data.

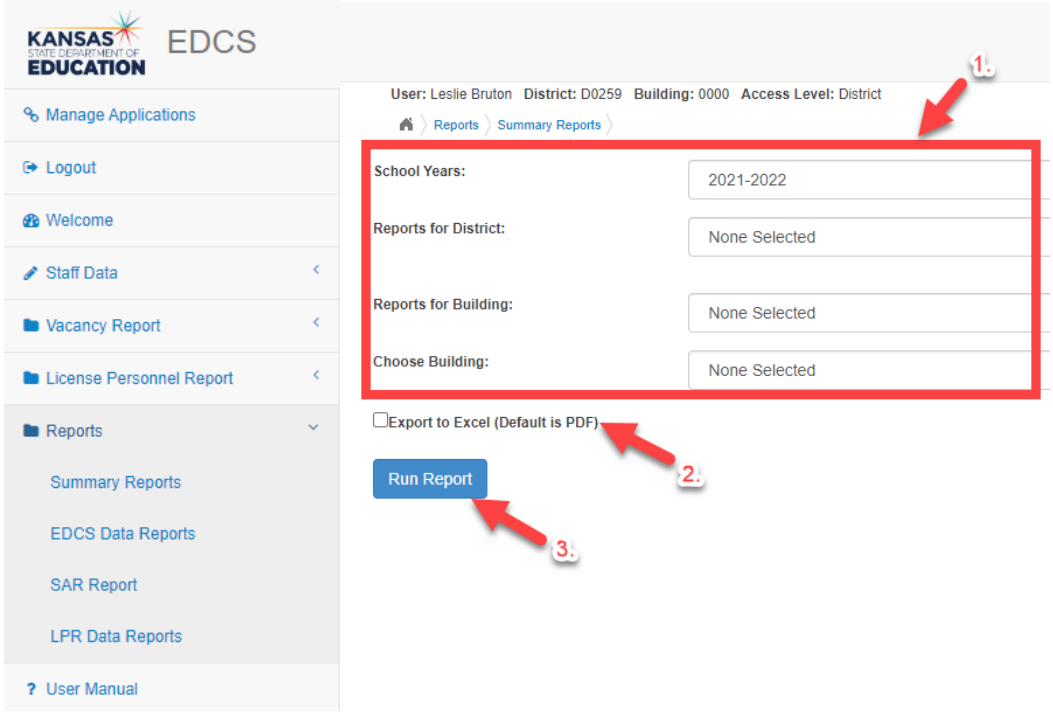


Reports created from EDCS data entry:

- Summary Reports and EDCS Data Reports - allow the district to check entered data prior to submission of the LPR.

- SAR (Staff Assignment Report) - identifies appropriately and non-appropriately licensed teachers within a district. Available in the reports drop down *after* educator assignment data is entered into EDCS. (Note: You need to check this before your submit the LPR!)

- LPR (Licensed Personnel Report) Data Report - will be available after you submit LPR for the current school year.



After you select the report you want to create:

1. Customize the report with the drop down menu options.
2. Select Excel or PDF.
3. Click on Run Report.

Review

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

- [x] 1. KSDE.org and EDCS Basics
- [ ] 2. Entering Staff Data (3 part series)
- [ ] 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:

If you have any questions, please contact:

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