Welcome to the Educator Data Collection System (EDCS) “Staff Data; Part A” (Import Text Files, and Roll Over Data) 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.
• Help navigate the **Staff Data** drop down menu options. This will be divided into THREE PARTS; Part A covers Import Text Files, and Roll Over Data.
• 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.
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

Purpose of EDCS:
EDCS Timeline:

**July**
- System Updates

**Mid-August**
- EDCS opens for *entering/editing* data for current school year
- **FVR** is DUE! (Specific due date is posted on EDCS Welcome screen.)

**Mid-August**
- **LPR and Spring Vacancy Report** are open for making submissions

**Mid-September**
- LPR and Spring Vacancy Report are DUE!

**Beginning of January**
- LPR and Spring Vacancy Report are open for making submissions

**Beginning of March**
- LPR and Spring Vacancy Report are DUE!
System Relationship:

Input

- Kansas Course Code Management System (Local courses are mapped in KCCMS)
- Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)
- Pathways System (Pathways are approved during the previous school year)

EDCS Assignment Information

Output

1. License Lookup Data
2. Mentor Stipend Data
3. Board Data
4. Federal Data
This EDCS District Training over “Staff Data” includes a lot of material, so we are breaking it up into THREE PARTS.
Part A

• Import Text Files
• Roll Over Data
How to access EDCS:

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

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**
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 due in March.
- Let’s take a closer look at each of them.
<table>
<thead>
<tr>
<th>Weighing the Options!</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import Text Files</td>
<td>Eliminates the need to manually enter data.</td>
<td>The file specifications are very picky, and you need to be careful about the order in which you import files.</td>
</tr>
<tr>
<td></td>
<td>Student information systems (SIS) can prepare files for importing into EDCS.</td>
<td>Sometimes big districts have so much data that the system times out before it’s all imported.</td>
</tr>
<tr>
<td></td>
<td>Faster for bigger districts.</td>
<td></td>
</tr>
<tr>
<td>Roll Over Data</td>
<td>Automatically enters entrance code for all returning staff and adds 1 to their years of service.</td>
<td>You must manually enter exited staff, salaries, and Pathways courses. This information does NOT roll over.</td>
</tr>
<tr>
<td></td>
<td>Easier for smaller districts.</td>
<td></td>
</tr>
</tbody>
</table>

You can do a “hybrid” by rolling over some data then importing other data. Visit with your IT friends to help determine what is best for your district.
“Import Text Files”:

• All districts have the ability to import their personnel data directly into the EDCS web application. This method eliminates the need to manually enter some pieces of data (as required if you choose to Roll Over Data) which saves time for larger districts.

• If you choose to import your data, the data files must be either a *tab delimited* (.txt) or *comma delimited* (.csv).

• The data must be divided into separate files and uploaded in the following order:
  1. Exited Staff
  2. Staff data
  3. FTE data
  4. Assignment data
  5. Shared Staff Hiring District – Upload teachers shared with another district
  6. Shared Staff Receiving District – Upload teachers hired from another district
### Weighing the Options!

<table>
<thead>
<tr>
<th>.txt files</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can quickly check data in columns. This is especially helpful with blank columns. Student Information Systems (Frontline, Skyward, etc.) can communicate with EDCS.</td>
<td>If you need to make changes, you have to edit one row at a time.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>.csv files</th>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you need to make changes you can do it quickly.</td>
<td>It is difficult to edit and save changes, especially with blank columns. Sometimes it reverts back to its original format.</td>
<td></td>
</tr>
</tbody>
</table>

You can go back and forth and do some Staff Data entry using different formats. Visit with your IT friends to help determine what is best for your district.
How to Import Text Files:

1. Click Import Text Files from the side bar menu.
2. Click Choose File.
3. Navigate to the file you want to import.
4. Click Upload.
5. You should receive a message confirming that your data was imported successfully.
Common errors:

• You *should* receive a message confirming that your data was imported successfully.

• However, if an error *does* occur, the most likely causes are as follows:
  1. Invalid table codes (files uploaded out of sequence)
  2. Too few or too many columns
  3. An issue with courses mapped in KCCMS
  4. Invalid source file (use .txt file or .csv file only)

** If you get an error message, make note of (1) the error description, (2) the message indicating the line number of the record on which the error occurred, and (3) the message showing the record’s content. These items will be helpful if you need to call KSDE for assistance.**
“Roll Over Data”:

- Rolling over the previous year’s data will automatically set the status of each staff member as “Returning”, and add one year of experience to the total years of experience and USD experience fields.

- **Exited staff, salary fields, and Pathways classes are NOT rolled over.**
  **Districts must MANUALLY enter this information for each staff member.**

- Districts will need to roll over the data *only one time* per year.

- The district has several options for how to roll over data from the previous school year to the current school year:
  1. Assignment, FTE, and Staff Data (recommended)
  2. FTE and Staff Data
  3. Staff Data
  4. Shared Staff
  5. Shared Staff and Assignments
1. Click Roll Over Data from the side bar menu.
2. Select from the drop down menu, the field(s) from which you want to roll over data.
3. Click Roll Over.
4. You should get confirmation from KSDE that the data was rolled over successfully.
5. Click OK.
Common errors:

- You *should* receive a message confirming that your data rolled over successfully.

- **Caution:** If you rollover data, make edits, and then roll over data again . . . any edits will be removed and replaced with the previous year’s data.
Next “Training Modules” in the EDCS District Training series:

1. KSDE.org and EDCS Basics
2. Entering Staff Data (Part A)
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?

2. Click on Licensure under Popular Resources.
3. Click on Licensed Personnel Report under Licensure.
4. Under EDCS District Training Resources.
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:

Leslie Bruton
Systems Coordinator Teacher Licensure
lbruton@ksde.org
(785) 296-8011