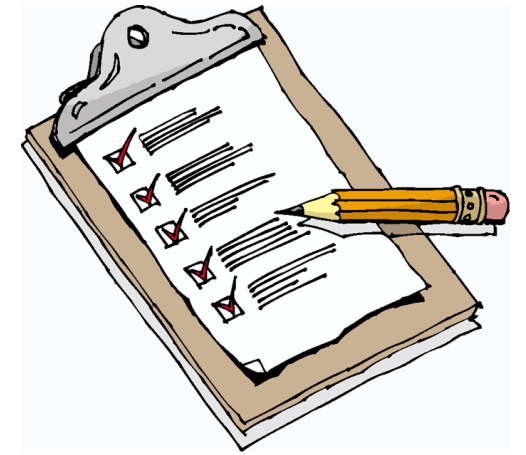# Welcome to the
Educator Data Collection System (EDCS)
"Entering Staff Data; Part C"
(Add New Staff, Shared Staff, Exited Staff, and Delete Data)
District Training!!

Kansas leads the world in the success of each student.

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 EDCS.
- Help navigate the "Staff Data" drop down menu options. This will be divided into THREE PARTS; Part C covers **Add New Staff**, **Shared Staff**, **Exited Staff**, and **Delete Data**.
- Share additional/upcoming EDCS District Training Module topics.
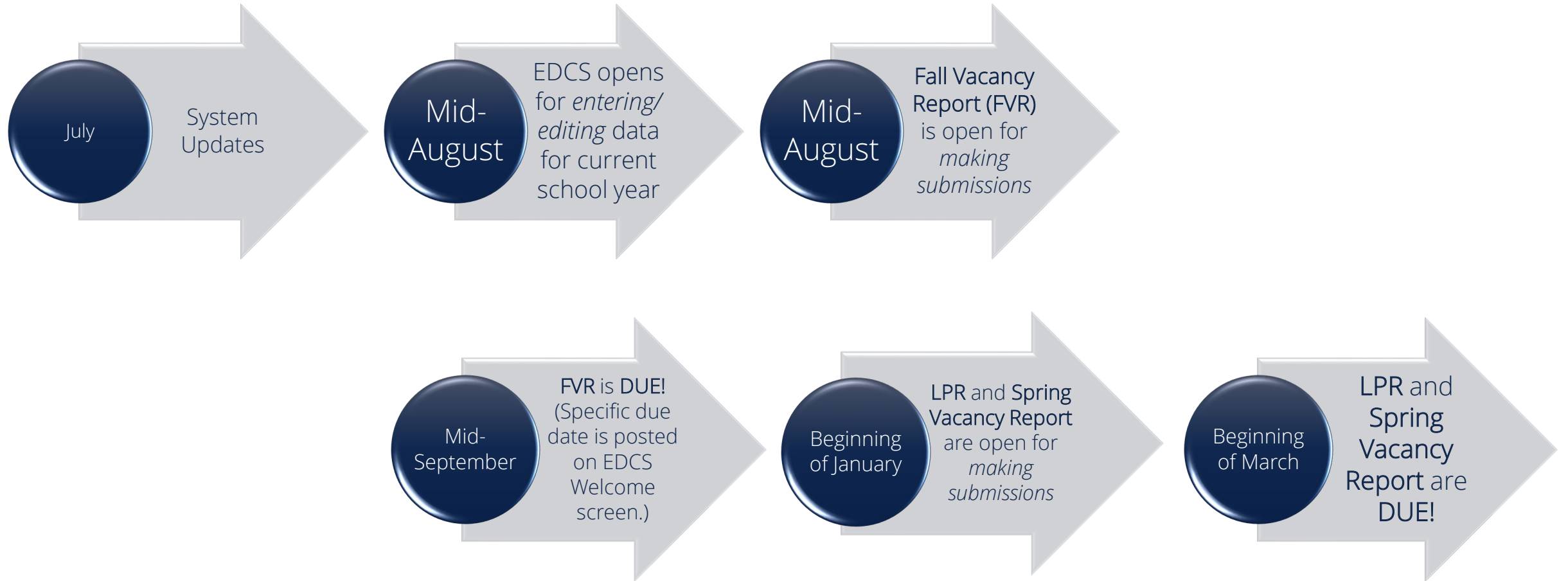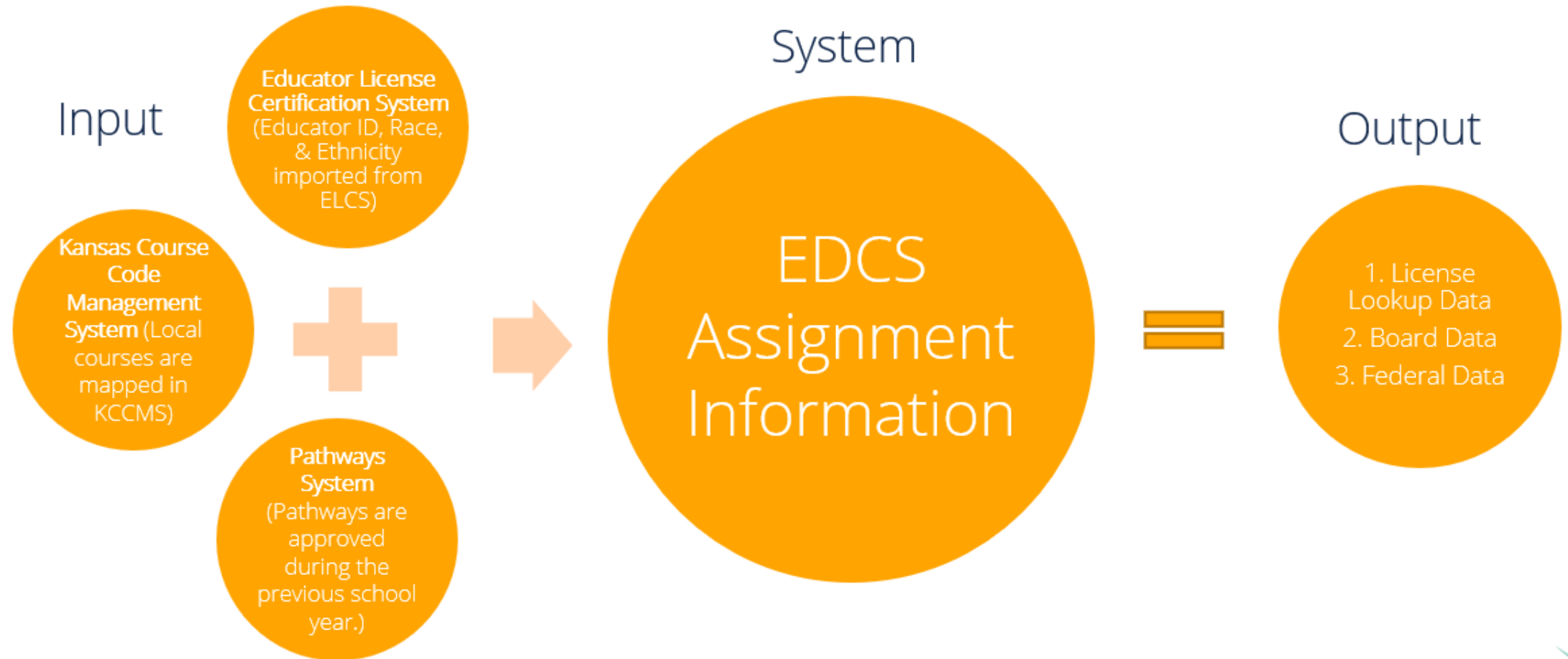- Share KSDE contact information for help.

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

Kansas leads the world in the success of each student.

EDCS Timeline:

July → System Updates

Mid-August → EDCS opens for *entering/ editing* data for current school year

Mid-August → Fall Vacancy Report (FVR) is open for *making submissions*

Mid-September → FVR is DUE! (Specific due date is posted on EDCS Welcome screen.)

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:

System

Input

Educator License Certification System (Educator ID, Race, & Ethnicity imported from ELCS)

Kansas Course Code Management System (Local courses are mapped in KCCMS)

Pathways System (Pathways are approved during the previous school year.)

EDCS Assignment Information

Output

1. License Lookup Data
2. Board Data
3. Federal Data

=

Kansas leads the world in the success of each student.

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" .

Kansas leads the world in the success of each student.

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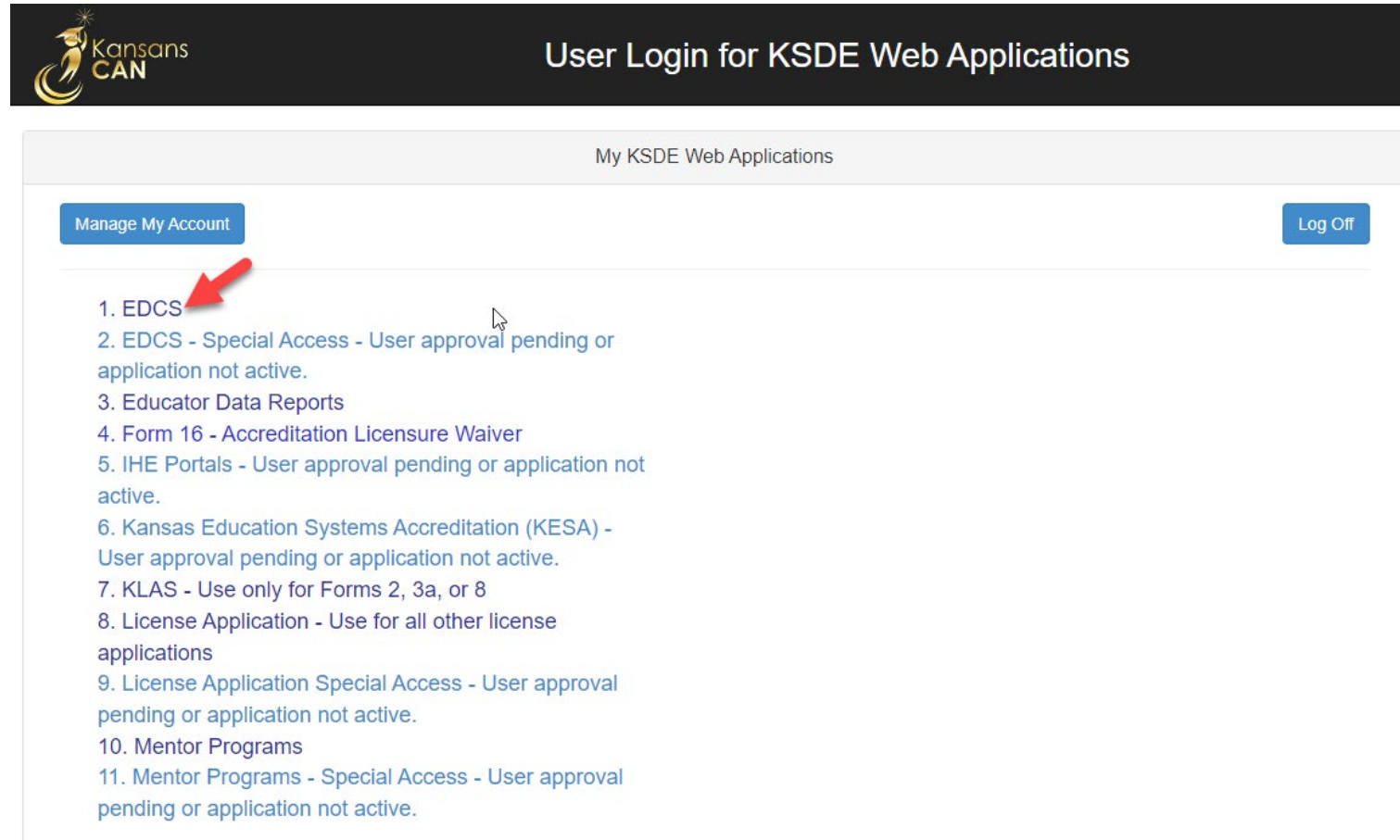
KSDE Web Applications - Legal Notice

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.

Accept   Decline

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. You district administrator will give you access.

Kansas leads the world in the success of each student.

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

Kansas leads the world in the success of each student.

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", "License Personnel Report", and "Reports" can be expanded.

Kansas leads the world in the success of each student.

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.

Kansas leads the world in the success of each student.

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

Staff Data

Part A
Part B
Part C

Import Text Files
Roll Over Data

Find/Update Staff

Add New Staff
Shared Staff
Exited Staff
Delete Data

Kansas leads the world in the success of each student.

Part C

- Add New Staff
- Shared Staff
- Exited Staff
- Delete Data

Kansas leads the world in the success of each student.
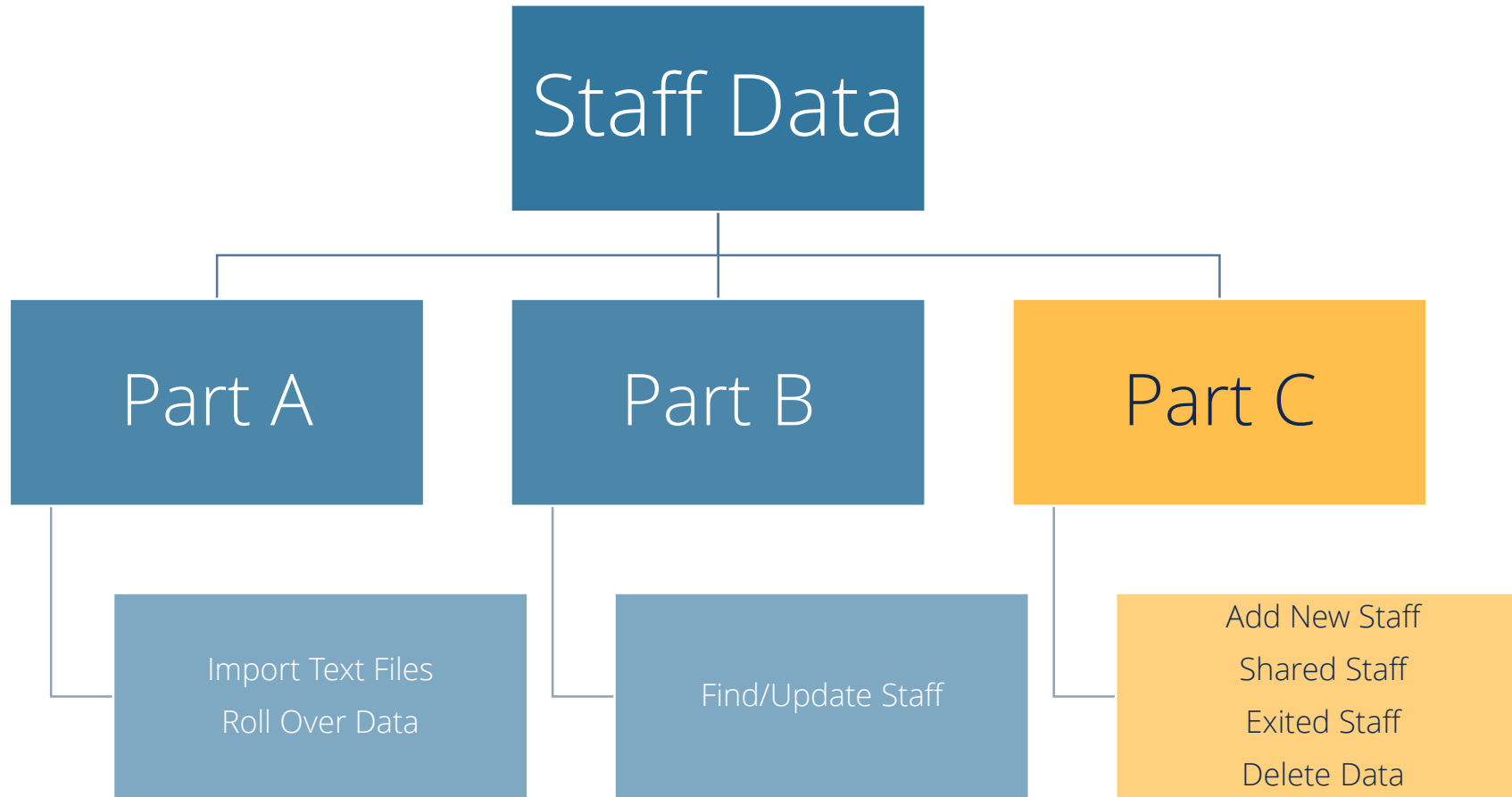
"Add New Staff":

- If a staff member was not included in a "file upload", or was not "rolled over" from the previous school year's EDCS, you can add him/her in this section.

Kansas leads the world in the success of each student.

How to Add New Staff:

1. Select the "Search By" SSN bullet.
2. Enter the new staff member's social security number (with *NO* dashes or spaces) in the "SSN" field.
3. Click on "Search Staff".

Kansas leads the world in the success of each student.

Note: If the new staff member already has an Educator ID Number issued by KSDE, it will automatically populate in the "Educator ID" field.

Note: If there is an existing staff member recognized by that SSN, the "Profile Details" will automatically populate.

Kansas leads the world in the success of each student.

1. If no information fields auto-populate with the SSN entry, you will manually enter the new staff member's information.
2. Click on "Save" at the bottom of the screen.

Kansas leads the world in the success of each student.

"Shared Staff":

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

Kansas leads the world in the success of each student.

"Exited Staff":

- When you select the "Exited Staff" option, you will be able to view a list (in table form) of all the staff members that have been deleted.
- You can select which School Year to view.

Kansas leads the world in the success of each student.

How to Exit Staff:

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 [X] (delete icon) on the right side of that staff member's search results.

Note: If the staff member is assigned to only one building, you will be immediately directed to this exit screen. If the staff member is assigned to multiple buildings, you will not be directed to this exit screen *until* you remove him/her from the last building assignment.

4. Select the "Exit Reason" from the drop-down options.
5. Enter the exit date.
6. Click on "Delete".
7. On the next screen, you will be asked to confirm the deletion by clicking on "OK".

Kansas leads the world in the success of each student.

"Delete Data":

Caution: This section allows you to delete all data from EDCS!!

You will have the following "delete" options:
- Delete all assignment data
- Delete all FTE and assignment data
- Delete all staff, FTE and assignment data
- Delete all staff, FTE, assignment and "staff exit" data
- Delete all "staff exit" data only

Scenario of when you might choose to delete data: After a "Roll Over" of last year's data, you might want to delete last year's assignment information because you plan to upload a new assignment file in the "Import Text Files" section later.

Caution: This section allows you to delete all data from EDCS!!

Kansas leads the world in the success of each student.

How to Delete Data:

1. Select the appropriate "delete" option from the drop-down menu.
2. Click on "Delete Data".
3. Click on "OK" to confirm the deletion, or "Cancel" to cancel the deletion.

Caution: This section allows you to delete all data from EDCS!!

# Next "Training Modules" in the EDCS District Training series:

1. ✅ KSDE.org and EDCS Basics
2. ✅ Entering Staff Data (Part C)
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

Contact information:

If you have any questions, please contact:
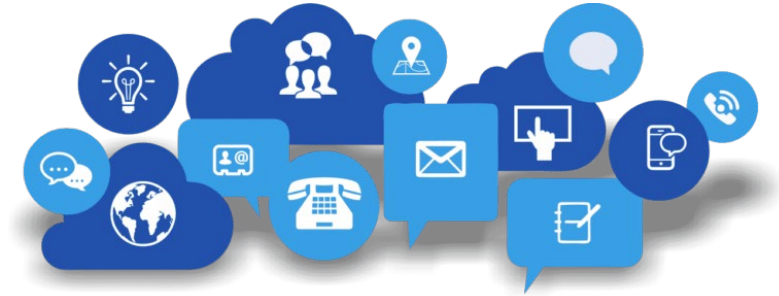
Shane Carter

Assistant Director Teacher Licensure

scarter@ksde.org

(785) 296-2289

OR

Leslie Bruton

Coordinator Teacher Licensure

lbruton@ksde.org

(785) 296-8011

Kansas leads the world in the success of each student.