

---

# NAD Dashboard

## Conference User Guide

2014-2015

---

Introduction	3
The Vision	4
Schedule of Tasks	6
User Roles	7
Report Card Basics	8
User Manager	9
User Manager Tasks	9
Transferring Teachers IN to Your Conference	10
Adding a New Member	12
Ending a Teacher Role	13
Student ID Manager	14
Getting Ready for the New School Year	15
Adding Students to Your Student List	15
Data Rollup	18
Let's start from the beginning ...	19
Roles clearly define access rights	20
Easy-to-read forms	21
Opening Report Formats	22
DataRollup Bridge	23
Critical Error Report	25
Official Reports	27
eCertification	28
Files	29
eAdventist	30

○ —————


NOTE: All of the screen shots in  
this document are actual screen  
shots from the program.

---

## Introduction



The North American Division Office of Education, in cooperation with the nine union offices of education, has developed and implemented a data rollup protocol to help consolidate data and to assist schools and conferences to store data. The data collected is the official/legal data.

The Adventist Education Tool Kit is the portal for data rollup activity. It can be accessed from any computer with a web browser - anywhere in the world - to manage your school-affiliated information. An Internet connection is necessary. The following apps are available on the Tool Kit Dashboard:




The **User Manager** hosts the user information for the thousands of educators who use this system. It also allows varied levels of permissions to be granted to those who need it.

The **Student ID** system has been designed and built to adapt to a school's typical registrar workflow. This provides the means for obtaining and tracking your Student IDs.



**Data Rollup** is the NAD reporting system that is used to create various reports such as Open and Closing Reports, Education Directory, etc. It is tied directly into several SIS vendors including: INOW, RenWeb, and Small School Minder.

The **Secure File** area is where you find webinar archives, resource discount information, textbook order forms, and any other kind of information that is specifically negotiated or designated for our Adventist educators and students.



Print your certification status report or download a certification report for your school, conference, or union from the **eCertification** app.

Access these web apps at <https://dashboard.nadeducation.org/>. To gain access you will need to login with your email address.

---

## The Vision

The vision for DataRollup was born out of a desire to continue to empower schools/conferences division-wide to choose SIS systems that meet their unique needs, while complying with state and government reporting requirements. While requirements vary state to state, a selection of reports have become standard requirements for private, denominational or parochial schools. The reports include:

- Opening Report
- Closing Report
- Student
- Record of Attendance (available for inspection upon request)
- Cumulative Student Record
- Report Cards
- Academy Transcripts

Additionally, DataRollup would optimize the delivery and storage of reports, removing the physical Bluebook and empowering schools, conferences and divisions the ability to access reports immediately in PDF format and store them digitally.

DataRollup was built on two pillars:

### 1. The data imported would never be modified

- DataRollup is a reporting tool, period.* There is no way to alter imported data. Reports are generated from imported data only (now with the exception of optional data entry for opening and closing reports)
- Imported data is not used for ANY other purpose than to run the reports built in DataRollup.*
- Only PDF reports can be saved from DataRollup.* Data cannot be exported in any other format, preventing import and manipulation of data in a third party application.

### 2. Ensure that access to data is authorized based on student, teacher, school relationships

- Imported data controls access based on a simple, effective dependency schema.* In other words, if I am a teacher I am only able to see data from students associated to my classrooms. If I am a principal, I am only able to see data from students, whose teachers belong to my school. And, if I am a superintendent, I can only see data from students, who's teacher belongs to a school that is in my conference.
  - Authorization to run reports is determined by Union Directors.* Authorization to run a particular report, while governed by Union Directors, is managed by the User Manager, which is a separate NAD application. Users are assigned Dicu as
-

---

*c. Access to DataRollup tool (authentication) is controlled by Conference Superintendents*

Entrance to the DataRollup tool is only gained by logging into the NAD Toolbox. This access is controlled by Conference Superintendents, who actively manage those users who are employed by the conference represented. At any time, a superintendent can remove access to reports by disabling a users account, insuring data is secure in the instance a teacher may be terminated.

While the initial desire was focused on compliance with state requirements, the benefits of access to standardized reports for teachers, principals, conference superintendents and union directors was obvious—immediate access to appropriately authorized data to assist in health and safety, student assessment and human resources. The application is built to honor pre-established rules of access to data in a digital world.

---

## Schedule of Tasks

### 1. July

Educator IDs in the User Manager

Add roles to new conference educators

Create new ID numbers for educators new to the system

End roles for any educators transferring out of schools

ADD Non-NAD Employee role to all educators who are not directly transferring to another school in your conference.

### 2. August

Student ID numbers in the Student ID Manager

Check to see schools have “managed” their student lists.

By the time school starts, no students should be left in the “Last Year’s Students” list.

Begin checking schools’ error reports in Data Rollup and remind administrators to work on clearing the errors and warnings.

Look through Data Rollup Conference Directory to ensure accuracy in school/teacher information.

Check School and Teacher Opening Reports in Data Rollup.

[Verify schools’ Student Information System \(SIS\) here](#) by August 31.

### 3. September - April

Monitor schools’ import errors and warnings in Data Rollup.

Add/end educator roles as needed.

### 4. May - June

Remind schools to begin working with Closing School Report data.

Begin monitoring Closing School and Teacher Reports for accuracy.

Verify accuracy of schools’ Closing School Reports here by deadline (TBA)

End roles of teachers moving out of schools.

ADD Non-NAD Employee role to all educators who are not directly transferring to another school in your conference.

---

## User Roles

Access to the Education Dashboard is strictly controlled by roles that are assigned to each user. These roles determine both access to applications and data. Roles are assigned by administrative level access. The following is an overview of each role type available and the applications/data they are privileged to access.

ALL individuals employed by the school should have an NAD ID number. This number is comparable to an employee badge.

Each role has varying degrees of access according to their jurisdiction.

Remember - roles determine ACCESS to the data. They may or may not be the same as an educator's job title. For example, a teacher who is responsible for data management at their school would be assigned the role of School Registrar.

**Academy Principal:** Grades 9-12

**School Principal:** 4+ teacher school

**School Head Teacher:** 1-3 teacher school

**School Registrar:** manages data & IDs

**School Teacher:** teaches classes and assigns grades

**School Staff:** auxiliary personnel - not officially involved with academics

---

## Report Card Basics

Grades and marking codes for assessment in grades K-8 are set by the Union Elementary Associates. The codes are reflective of the developmental levels of the students, with marks differentiated for K, grades 1-2, and grades 3-8. Research-based evidence on effective grading and reporting practices guide the selection of the grades and marking codes. The official NAD report cards are available [here](http://adventisteducation.org/curriculum/elementary/report_cards). ([http://adventisteducation.org/curriculum/elementary/report\\_cards](http://adventisteducation.org/curriculum/elementary/report_cards))

Keep in mind the following points:

- Grading scales and marking codes are different according to grade levels
  - K
  - 1st-2nd
  - 3rd-8th
- Letter grades are options for grades 3-8
- Combination classes must follow the grading scale combinations. Example - because 2nd and 3rd have different grading scales, they can not be combined as one class in a grade book.

---

## User Manager

Conferences have access to the User Manager for the purpose of managing their conference educator lists. The User Manager will open to the page for your “jurisdiction.” This should be your conference.

○ —————

All “active” schools are listed here with their Org ID number. eAdventist manages the organizations.

### User Manager Tasks

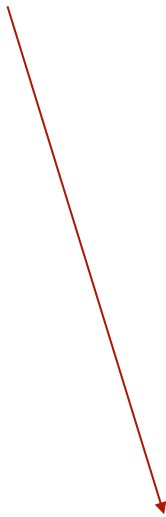
- ☐ Check to see that your list of schools is correct.
- ☐ Check to see that schools have the correct teachers.
- ☐ Manage the roles of your conference teachers.
- ☐ Click on the CSV button to access a report listing your schools’ information.
- ☐ Click on the eCertification button to access the teachers’ certification report.
- ☐ Encourage your teachers to keep their individual teacher accounts current.
  - ★ This includes name and email address changes.
  - ★ Individual accounts can be accessed and edited by the teacher by clicking on the name in the top right corner of the screen AFTER logging in.

---

## Transferring Teachers IN to Your Conference

1. Type educator's full name in the global search field.
2. Locate the name in the list of People.
3. Double-Click on the name to open the record.
4. Click on New Role. (Refer to role options on p. 7)
5. Choose the Role first. Then the Organization.
6. Use the date picker to add the Start date
7. Click on Create Role when done.

- 
8. When you click on Create Role, a system generated email is sent to the educator. Click OK to agree.
  9. The message also tells you there is a three-day “oops” button. The role can be deleted by you during the next three days. After that, please contact Martha Ban to delete a mistaken role.
  10. If the teacher is NOT in the list, scroll down to the bottom of the page (past the organizations) and click on



Ooops!



---

## Adding a New Member

1. Complete the form beginning with the *Full legal name* field FIRST. Enter the first, middle, and last name in this field. Press TAB to auto fill the next three fields.
2. *Enter as much of the teacher's name as possible.* The more information - the less likely for duplicate ID numbers.
3. Enter teacher's maiden name or other previous names in the *Previous Name* field, if applicable. Remember - including a maiden name or previous name may help avoid creating a duplicate ID for an educator.
4. Birth date and email address are required for creating an account.
5. Leave the default setting of "Send email invitation" UNLESS you choose to set the password for the account. If you choose to do that, you must notify the teacher of both the email address entered and the password you set. It is preferred that you have the teachers set their own password.
6. Add the role information. (Refer to role options on p. 7)
7. Check the OLD Database to see if the teacher has a previous ID. This is specifically if the teacher has been out of our system for a few years and is coming back. As certification is tied to ID numbers - this is an important step!

---

The more complete information you give - the less likely a duplicate ID number will be created.

---

## Ending a Teacher Role

1. When an educator leaves your conference, you are the one to end their role. Educators have access to school information until that role is ended. This is VERY important. Roles can only be ended by the conference the educator is assigned to.
2. You can only end roles of educators within your own jurisdiction.
3. Search for the educator and click to open their record.
4. Hover the mouse over the dash in the End column.
5. An edit pencil will appear.
6. Click on the pencil to enter the date the role ended.
7. You have a three-day “oops” window where you can change that ending date. After the three days, you will need to contact Martha Ban ([martha.ban@nad.adventist.org](mailto:martha.ban@nad.adventist.org)) to make the correction.
8. After ending the role, create a new role for Non-NAD Employee. This assures the educator will still have access to their certification information. Add them to your conference area as your union will continue to manage the certification until transferred elsewhere.

Edit Pencil



Click on the “Edit Pencil” to  
END the role. Roles can  
only be ended by the con-  
ference who added them.

---

## Student ID Manager

As a conference, your role is to ensure that your schools are managing their Student Lists. Some conferences choose to do this part, as well. It is a conference choice. If you are a conference and are choosing to manage the ID numbers instead of the school - see the next several pages for those instructions.

***Prior to the due date of the School Opening Report, visit each school's "home page" in the Student ID Manager to be sure the Student List has been "managed." You will be able to tell at a glance if this has been done. If there are still students in the Last Year's Student list - the school has work to do.***

○ —————

NOTE: If there are students in "Last Year's Students" list after two weeks of school have passed, contact the school and ask them to "manage" their list.

All students receive an ID number upon enrolling in a NAD SDA school for the first time. This number "follows" the student for their entire NAD SDA PK-12 experience. Do NOT make this number up.

---

## Getting Ready for the New School Year

Note: This is usually a School Registrar or Head Teacher role.

1. Verify school information at the top of your page.
2. Manage “Last Year’s Students” by clicking the appropriate button to the right of the student’s name.
3. This action gives you a “This Year’s Student” list. You have options to print your list as either a CSV file (opens with Excel) or a PDF file.
4. Students who were moved out of your Current Student list (by clicking on No Longer Enrolled) are moved down to the No Longer Enrolled list.
5. If you make a mistake by clicking on the wrong button - you can click the correct button to make things right.

## Adding Students to Your Student List

1. Click on the Add a New Student tab.
2. Type the FULL Legal Name (First, Middle, and Last Name) of your new student.
3. Do NOT use all capitals. Be sure the spelling is accurate.
4. SEARCH FIRST - regardless if this is a brand new young student or not.
5. As you type, search the list of “similar students” below the data entry fields.
6. IF you find the student’s name - verify the birth date with your student’s legal record.
7. Click on the Enroll button to enroll the student in your school.

- 
8. If the student is NOT in the list, proceed to create a new student ID number. Be sure you have entered the first, middle, and last names in the Legal Name field. Do not abbreviate.
  9. Press TAB three times to auto-fill the next three name fields.
  10. Enter the student's full birth date.
  11. If the student has a nick name or other name they prefer to be called, enter it in the Preferred Name field. (Do not repeat the first name in that field. This field is only if the student prefers being called by the middle name or a nick name.)
  12. If the student has received (mistakenly) another ID number at some point, enter it in the Previous ID field.
  13. If the student has been adopted, or had a last name otherwise legally changed, enter the previous last name in the Previous Name field.
  14. Check AGAIN - one more time - in the Similar Student list to be sure the student is not there.
  15. IF they are not listed - check the box to verify that you have searched and checked for the student in the list of Similar Students. Press Create to create the Student ID.



16. The new student should appear at the bottom in the "This Year's Student." The student will be sorted correctly (ABC order) when you refresh your browser's screen.
17. If **Student Pending** appears beside the student name, there is a problem with your attempt to create a new student ID. Do NOT try to create the student again. Do NOT make up any information to try to side-step this process. It is VITAL that this information is accurate. The ID will be reconciled within 24 hours (excluding Sabbath.)
18. The ID manager of the school will receive a system-generated email alerting that the student ID process is pending. Another system-generated email will be sent when the ID number is released. Do NOT reply to those emails. If you have questions, contact your conference office. (Conferences should contact Martha Ban if there are questions.)

19. If you come across a student with two or more NAD ID numbers, research to find the number that was used in the most recent ITBS testing. Contact Martha Ban with that

---

information. The ID numbers will be cross-referenced with the additional number archived.

20. Students are able to be “dual-enrolled.” For example, this would occur if a student is in 8th grade and taking Algebra I at the academy.

Notes:

1. Do NOT make up birth dates, ID numbers, or any other information regarding student IDs.
2. Student ID numbers may NOT be held for financial reasons.
3. If you have questions regarding the administrative hold process, please contact Martha Ban: [martha.ban@nad.adventist.org](mailto:martha.ban@nad.adventist.org).

---

## Data Rollup

DataRollup is a report generation system that optimizes and modernizes the delivery of standardized school reports.

The North American Division Office of Education in cooperation with the nine union offices of education have developed and implemented a data rollup protocol to help consolidate data and to assist schools and conferences to store data. This information sheet will attempt to answer many of the questions and illustrate the DataRollup program.

---

Below is the list of the reports currently available for schools, conferences and unions to use and view (*fig. 1*). This is the only information available from the database. No one has the ability or permission to query or search the database at any time. The division has no access to the database, nor does ANYONE else, except the programmers.

Fig. 1 Data Rollup Interface

---

# Let's start from the beginning ...

Each student, teacher, and school is assigned a unique ID number. (*Fig. 2*) Student ID numbers follow them through their entire PK-12 schooling and an educator will keep an ID number through their whole career. The entire data rollup protocol is based on unique and consistent ID numbers for students and teachers.

ID management (*Fig. 3*) is designed to be implemented at both the school and the conference level. Student IDs are managed at the local school level while educator IDs are managed at the conference level. Please see student ID and the teacher ID management information at at:

- ▶ <https://student-ids.nadeducation.org>
- ▶ [https://dashboard.nadeducation.org/adventist\\_organizations/](https://dashboard.nadeducation.org/adventist_organizations/)

Fig. 2 Student ID Interface

Fig. 3 Educator Manager Interface

---

## Roles clearly define access rights

Once a teacher receives an ID, the conference assigns a role: teacher, principal, superintendent, union associate, etc. (*Fig. 4*) That role will automatically define which information a person can see. For example, if the person is a teacher, they will only see reports that are directly connected to their classroom. Principals are only able to see reports for students of teachers in their schools. And superintendents can only generate reports on students of teachers belonging to a school that is in their conference. A user can only generate reports appropriate to that user's role and unavailable reports won't appear in the list for that user.

It is essential that conferences manage and update roles, appropriately assigning new roles when positions are changed or filled, and removing roles from individuals who leave the conference.

---

No one can see any information except what is contained in the pre-formatted reports. All of the reports have been approved by the union directors of education.

Fig. 4 User Roll Management Interface

---

## Easy-to-read forms

All forms are formatted to clearly represent the data you have imported. DataRollup generates reports from your SIS application—it does not alter or manipulate the imported data. No new information is gathered or shared in the data rollup process.

Once your SIS application is connected to the database, DataRollup makes required periodic reporting simple. Generate a report with the simple press of a button (Fig. 6), scan to verify accuracy, and the report is already available to the next level.

---

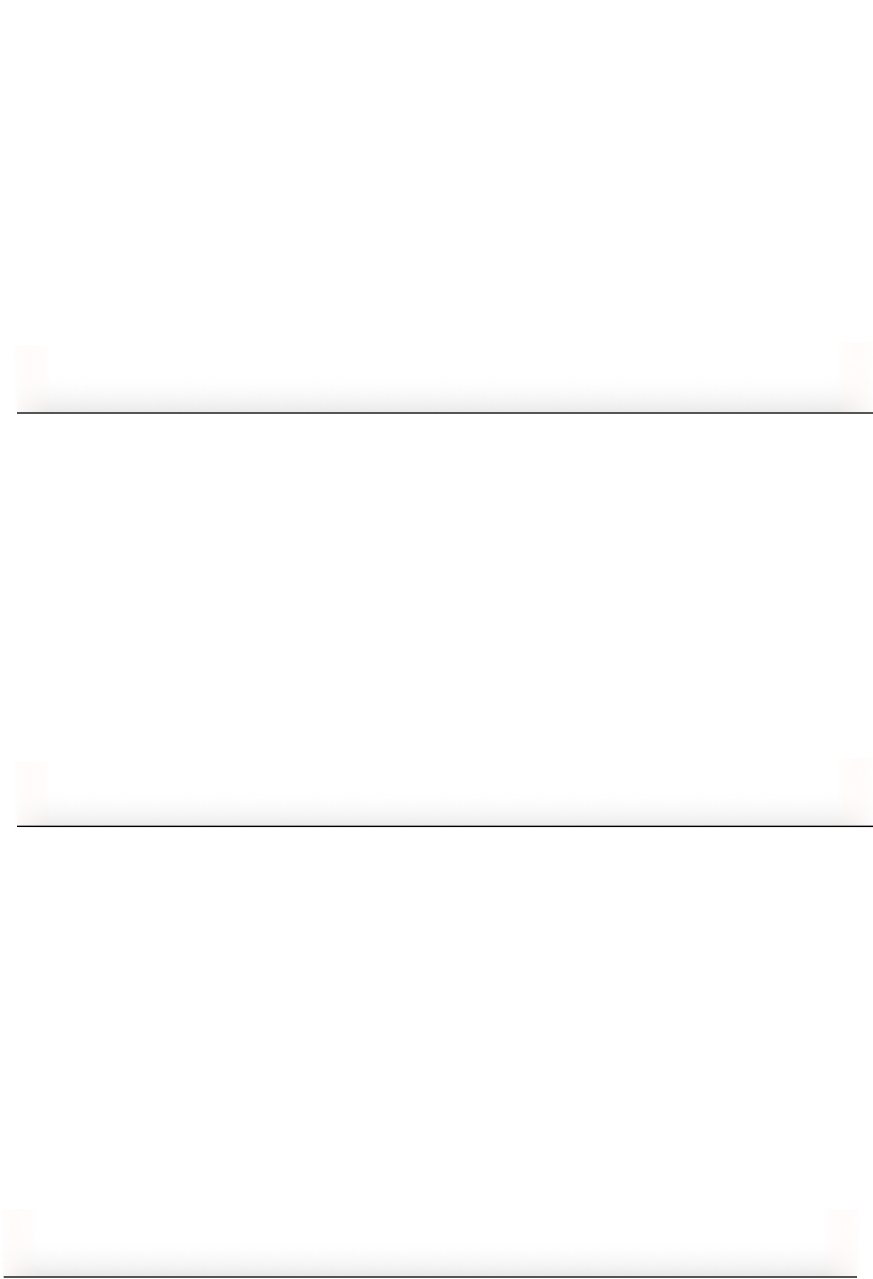
DataRollup is a reporting tool. It can't be used to alter data. Furthermore, to prevent transfer and manipulation of data in another application, only PDF format reports can be saved.

Fig. 6 School, Conference, and Union Directory Report

---

# Opening Report Formats

Reports are generated with one click. Examples from School Opening reports are shown to the right.



---

# DataRollup Bridge

Of course DataRollup's usefulness is determined to a large degree by the completeness of the information in its database and it is essential that all school data be integrated into DataRollup. NAD provides a data entry form to schools who are not currently connected to DataRollup. These schools will need to manually enter all of the demographic information that is in the Opening, and Closing reports (*Fig. 7*). Hopefully, the conveniences of the new connected database system will help encourage everyone to work together toward the shared solution.

---

The Bridge is a "bandaid" for schools who do not have an approved SIS YET.

The following programs can automatically connect to the database for information entry: Renweb, iNOW, and SmallSchool Minder (SSM).

If you are using another vendor, we have the data mapping protocols to integrate your data into the system if the vendor is willing and able. This would be at the cost of the vendor or the school.

---

Fig. 7 School Closing Report Data Entry

---

# Quick Facts

1

Data imported will never be modified

- a. *DataRollup is a reporting tool.* Reports are generated from imported data only. There is no way to alter the imported data.
- b. *Imported data is not used for ANY other purpose than to run the reports in DataRollup.*
- c. *Only PDF reports can be saved from DataRollup.* Data cannot be exported in any other format—preventing transfer and manipulation of data in an-

2

Data access is authorized based on student, teacher, and school relationships

- a. *Authorization to run reports is granted by Union Directors.* Authorization to run a particular report, while governed by Union Directors, is managed by the User Manager, a separate NAD application. Users are assigned roles within the User Manager, typically based on employment. These roles allow access to a specific level of reports.
- b. *Access to DataRollup is controlled by Conference Superintendents.* The DataRollup application is only accessible by logging into the NAD Toolbox. This access is controlled by superintendents who actively manage those users who are employed by each conference. At any time, a superintendent can remove access to reports by disabling a user's account, insuring that data is secure in the instance of a termination.
- c. *Access to imported data is restricted by a stringent dependency model.* Not only is data restricted by role, but also by association. For example, teachers' access is limited to data from students in their own classrooms. Principals are only able to see data from students of teachers in their schools. And superintendents can only access the data of students of teachers belonging to a school that is in their conference.

3

Data is secure

- a. *Our servers are locked down behind a firewall, in the NAD colocation at Rackspace.*
- b. *All website pages use industry-standard SSL encryption.*
- c. *We have isolated the authentication & authorization data & system on its own protected server, away from the actual student data.*
- d. *End-user login sessions time-out after a period of inactivity.*
- e. *The servers and software are kept up to date with latest security patches.*

---

## Critical Error Report

The Import Error Report is designed to allow quick access to both critical errors and warnings for your school data imports. Import error reports can be accessed anytime while in DataRollup.

○ —————  
A list of the most recent imports appears for your conference schools.

---

The Error Report is designed specifically for users to identify and correct errors and warnings they may find in their imports.

---

## Official Reports

While requirements vary state to state, a selection of reports have become standard requirements for private, denominational or parochial schools. The reports include:

- Opening Report
- Closing Report
- Record of Attendance (available for inspection upon request)
- Cumulative Student Record
- Report Cards
- Academy Transcripts (not official until the school/union adds the seal and watermark)

A note about report cards: Schools may print report cards directly from their Student Information System (SIS) for parents. As the data in the Data Rollup database is the actual legal/official data, ***it is imperative that Data Rollup Report Cards are verified to be accurate.***

The following reports should be checked (in Data Rollup) and verified prior to appropriate deadlines.

- Opening Report - end of the 3rd week of the beginning of the school year
- Closing Report - end of the 2nd week of the end of the school year
- Record of Attendance - end of each quarter
- Cumulative Student Record - end of the school year
- Report Cards - end of each quarter
- Academy Transcripts - end of the school year

Remember! Conference, Union, and Division Opening and Closing Reports are not accurate unless 100% of the schools have accurate data.


Please insist that your schools are checking these reports ***in Data Rollup*** and making any necessary adjustments to the SIS data.

Both Opening and Closing Reports can be FROZEN in Data Rollup at the school level. As soon as schools have correct reports, the individual responsible for data management should freeze the data.

---

## eCertification

Click on the eCertification icon to access your Certification Status Report. This comes directly from eCertification and is managed by your union's Certification Registrar. Contact that individual with questions or comments regarding your certification report.



Conferences can print out a summary eCertification report by clicking on the eCertification button in the User Manager.

Principals of schools with four teachers or more can print out certification status sheets for their teachers.

---

## Files

All of our secure files can be found in this section - Webinars, order forms, preferred vendor information, and more.

---

## eAdventist

eAdventist is the database for all of our official SDA organizations. They are the ones who create the Org ID numbers and manage the demographic data for the organization.

It is important to keep this information updated. Here are just a few reasons why:

1. Data Rollup Directory
2. Data Rollup system emails go to the email listed.
3. PR!!