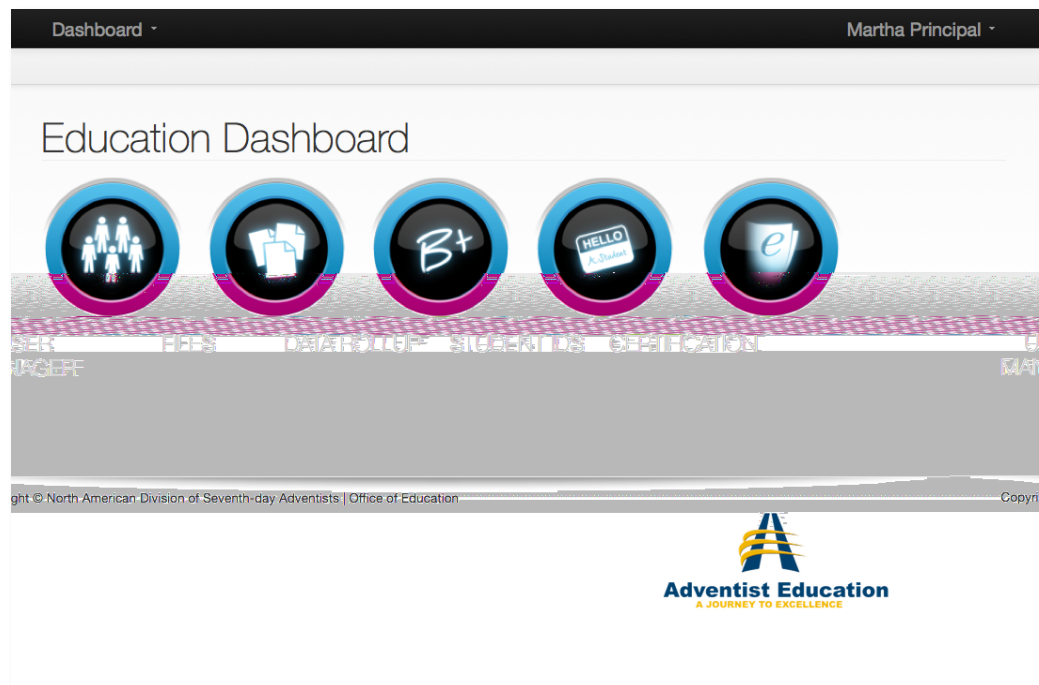
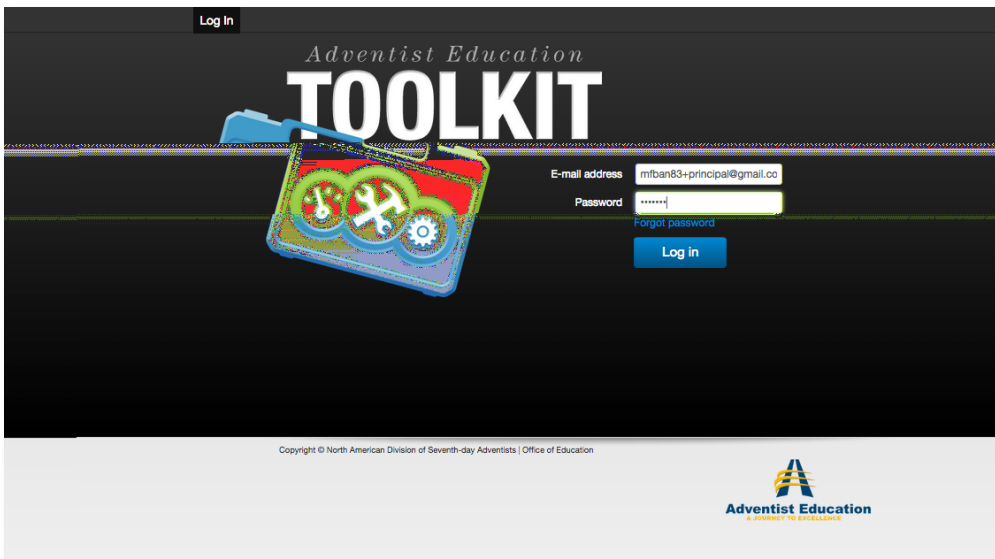


NAD Dashboard

School User Guide

2014-2015



Introduction	3
The Vision	4
Schedule of Tasks	5
User Roles	6
Report Card Basics	7
Official Report Card Data	7
Student Information System (SIS) Verification	8
User Manager	9
User Manager Tasks	10
Student ID Manager	11
Getting Ready for the New School Year	12
Adding Students to Your Student List	12
Data Rollup	15
Let's start from the beginning ...	16
Roles clearly define access rights	17
Easy-to-read forms	18
Opening Report Formats	19
DataRollup Bridge	20
Critical Error Report	22
Official Reports	24
eCertification	25
Files	26
eAdventist	27



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:



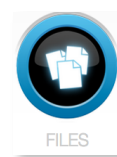
The **User Manager** hosts the user information for the thousands of educators who use this system. It also allows varied levels of permissions to be granted to those who need it.



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.

NOTE: The Dashboard is NOT compatible with Microsoft Internet Explorer. Certain features will not be visible in you are using IE. Please use Chrome or Firefox.

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 roles, typically based on employment. These roles provide access to specific set of reports.

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

August

- ☒ Verify your Student Information System (SIS) at <http://tinyurl.com/SISNAD1>
- ☒ Student ID numbers in the Student ID Manager
 - ☒ “Manage” your student list.
 - ☒ By the time school starts, no students should be left in the “Last Year’s Students” list.
- ☒ Check your school's error report in Data Rollup.
- ☒ Work on clearing the errors and warnings.
- ☒ Look through Data Rollup reports to verify accuracy of data.
- ☒ Check School and Teacher Opening Reports in Data Rollup.

Three weeks after first day of school - FREEZE your Opening report when it is accurate.

September - April

- ☒ Monitor import errors and warnings in Data Rollup.
- ☒ Enroll or unenroll students as needed.

April - June

- ☒ Begin working with Closing School Report data.
- ☒ Verify Closing School and Teacher Reports for accuracy.
- ☒ FREEZE Closing School Report ASAP and before the 2nd week of July.
- ☒ Send Conference a list of all non-returning staff and teachers.

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 your Conference. The following is an overview of each role type available and the applications/data they are privileged to access.

Role Types	Education Dashboard Applications					
	Super Admin	User Manager	Student IDs	Files	eCertification	Data Rollup
Union		*	*	*	*	*
Union Associate Director		*	*	*	*	*
Union Director		*	*	*	*	*
Union Validator				*	*	*
Division	*	*		*	*	*
Division Administrator	*	*	*	*	*	*
Division Director		*	*	*	*	*
Division ID Manager		*	*	*		
Conference		*	*	*	*	*
Conference Associate Superintendent		*	*	*	*	*
Conference Superintendent		*	*	*	*	*
Conference Validator				*	*	*
Academy Principal		*	*	*	*	*
School Head Teacher		*	*	*	*	*
School Principal		*	*	*	*	*
School Registrar		*	*	*	*	*
School Staff				*	*	
School Teacher				*	*	*
School Vice-Principal		*	*	*	*	*
Non-NAD Employee					*	
TDEC Member				*		
SIS Support				*		*
System Administrator	*	*	*	*	*	*

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.

These roles are available to school personnel.

- **Academy Principal:** Grades 9-12
- **School Head Teacher:** 1-3 teacher school
- **School Principal:** 4+ teacher school
- **School Registrar:** manages data & IDs
- **School Staff:** auxiliary personnel - not officially involved with academics
- **School Teacher:** teaches classes and assigns grades
- **School Vice-Principal:** 4+ teacher school

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)

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.

Official Report Card Data

- 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 NAD is only concerned about the information being archived and ensuring that ALL of the information needed for archive is imported into the system.

Student Information System (SIS) Verification

In order to be able to assist schools, it is important to know the Student Information System (SIS) that is being used. At this point in time, there are three NAD approved SIS vendors which are fully compatible with Data Rollup. These are:

- Information Now
- RenWeb
- Small School Minder

If your school is using a SIS that is NOT an approved vendor, please realize that you will not be able to take full advantage of the Data Rollup reports - and neither will your conference or union.

Information on how a vendor can be added to the approved vendor list can be found here:
<http://tdec.nadededucation.org/data-rollup/sis-vendors/>

Please be sure you have added your SIS information to the form here by August 31.
<http://tinyurl.com/SISNAD1>

1. Navigate to the URL
2. Find your school in the list. The list is organized alphabetically by Union and then Conference.
3. Verify the SIS being used.
4. List your name for the contact person
5. Add your email for the contact email.
6. Add a contact phone number

User Manager

The User Manager will open to the page for your “jurisdiction” - being your school.

Martha Ban Demo School

Org ID: MarthaBanDemoSchool

Website: -

Phone: -

Division: North American Division

Union: Southern Union Conference

Conference: Carolina Conference, Inc.


[eCertifications](#)

[CSV Export](#)

People

Legal name	Preferred name	E-mail address	Role	Educator ID
Martha Fern Ban		martha.ban@nad.adventist.org	<ul style="list-style-type: none">TDEC Member of Atlantic Union ConferenceDivision Administrator of North American DivisionGC Administrator of General ConferenceSchool Teacher of Griggs International AcademyDivision of North American DivisionConference of Dakota ConferenceSchool Principal of Martha Ban Demo SchoolSchool Teacher of Dakota Adventist AcademyUnion of Southern Union Conference	11104
Adam Gregory Fenner		fennera@andrews.edu	School Teacher of Martha Ban Demo School	105089
Tyler Rick		tyler.rick@k3integrations.com	<ul style="list-style-type: none">Division Administrator of North American DivisionSchool Registrar of Martha Ban Demo SchoolSchool Vice-Principal of Tyler Rick Demo SchoolGC Administrator of General ConferenceINOW SIS Support of North American DivisionSSM SIS Support of North American DivisionRenWeb SIS Support of North American Division	103597
Martha Ban Teacher		mtban83+teacher@gmail.com	<ul style="list-style-type: none">School Teacher of Martha Ban Demo SchoolSchool Registrar of Tyler Rick Demo School	104613

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**Adventist Education**
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All “active” teachers are listed here with their Educator ID number, role and email.

User Manager Tasks

- ☐ Review the school information at the top of the page. This information comes from eAdventist. Any changes must be given to your Conference Membership Clerk to be updated with eAdventist. The data syncs nightly.
 - If you do not have a website, please consider contacting Adventist School Connect for a FREE school website. This is an excellent source of information for your parents/constituency, as well as good public relations.
- ☐ Check to see that your list of educators is correct.
- ☐ Send your Conference this completed form to obtain Educator ID numbers for any new educators and/or staff.
- ☐ Let your Conference know if there are any educators on your list who should not be there. As long as an individual has a role in your school, they have access to the school's information according to the role's jurisdiction.
- ☐ Click on the CSV button to access a report listing your educators' 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.
 - Email addresses should match what is used in the SIS. (Emails that don't match will generate an error with your SIS import to Data Rollup.)
 - Individual educator 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.

Student ID Manager

All students receive an ID number upon enrolling in a NAD SDA school for the first time. The number is automatically generated through the Student ID manager. This number “follows” the student for their entire NAD SDA PK-12 experience. **Do NOT make this number up.** This number is to be entered in the SIS in the student’s record and is to be entered on the answer sheets for Riverside standardized testing (ITBS/ITED).

Martha Ban Demo School

eAdvertiser ID: MarthaBanDemoSchool

Website: No Value

Phone: No Value

Division: North American Division

Union: Southern Union Conference

Conference: Carolina Conference, Inc.

Manage Students

+ Add a New Student

Last Year's Students

Enrolled for 2014-2015

No Longer Enrolled for 2014-2015

Last Year's Students (0)

Full Name Legal Name	Student ID	Date of Birth
-------------------------	------------	---------------

Last Year's Students

Enrolled for 2014-2015

No Longer Enrolled for 2014-2015

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

Enrolled for 2014-2015 (19)

CSV

PDF

Full Name Legal Name	Student ID	Date of Birth	
Aastrup, Alfred Peder ✓ Alfred Peder Aastrup	1200355	Jan 26, 2002	No Longer Enrolled
Alcott, Louisa May ✓ Louisa May Alcott	1204178	May 13, 2004	No Longer Enrolled
Alcott Dup, Louisa May Alcott ✓ Louisa May Alcott Dup	1215222	May 13, 2004	No Longer Enrolled
Ban, Christopher G ✓ Christopher G Ban	056167	Apr 14, 1992	No Longer Enrolled
Ban, Felix Cat ✓ Felix Cat Ban (Demo)	1200309	May 25, 2000	No Longer Enrolled



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

Getting Ready for the New School Year

Note: This is usually a School Registrar/Administrative Assistant 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. ✔ Enroll for 2014–2015 ✖ No Longer Enrolled
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. Keep in mind that the student may be at the bottom of the screen in the No Longer Enrolled list.

Last Year's Students Enrolled for 2014-2015 No Longer Enrolled for 2014-2015

Enrolled for 2014-2015 (13) CSV PDF

Full Name Legal Name	Student ID	Date of Birth	
Astrup, Alfred Peder Alfred Peder Astrup	1200355	Jan 26, 2002	✖ No Longer Enrolled
Alcott Dup, Louisa May Alcott Louisa May Alcott Dup	1215222	May 13, 2004	✖ No Longer Enrolled
Ban, Felix Cat Felix Cat Ban (Demo)	1200309	May 25, 2000	✖ No Longer Enrolled
Ban, Flicka Kitty Flicka Kitty Ban	1214656	May 26, 2006	✖ No Longer Enrolled
Ban, Nika Christopher Nika Christopher Ban	1218105	May 13, 2000	✖ No Longer Enrolled
Ban, Nike Dog Nike Dog Ban	1221952	May 13, 2000	✖ No Longer Enrolled
Ban, Riley Cat Riley Cat Ban	1232648	May 13, 2011	✖ No Longer Enrolled
Ban, Sirius Puppy Sirius Puppy Ban	1218001	Apr 1, 2011	✖ No Longer Enrolled
Cat, Ban, Felix Ban, Felix Cat	1223636	May 26, 2000	✖ No Longer Enrolled
Cat, Ban, Felix Ban, Felix Cat	1223650	May 26, 2000	✖ No Longer Enrolled
Easter, Thor Anderson Thor Anderson Easter	1231348	Mar 5, 2000	✖ No Longer Enrolled
O'Reilly, Corporal (Riley) Radar Corporal Radar O'Reilly (Demo)	1200343	May 13, 2009	✖ No Longer Enrolled

Last Year's Students Enrolled for 2014-2015 No Longer Enrolled for 2014-2015

No Longer Enrolled for 2014-2015 (7)

Full Name Legal Name	Student ID	Date of Birth	
Alcott, Louisa May Louisa May Alcott	1204178	May 13, 2004	✔ Enroll for 2014–2015
Ban, Christopher G Christopher G Ban	056167	Apr 14, 1992	✔ Enroll for 2014–2015
Ban, Felix Cat Felix Cat Ban	1231283	May 26, 2000	✔ Enroll for 2014–2015
Ban, Felix Kitty Felix Kitty Ban	1200349	May 13, 2000	✔ Enroll for 2014–2015
Ban, Felix (Felix) of Maine Felix of Maine Ban (Demo)	1200310	May 26, 2000	✔ Enroll for 2014–2015
Ban, Kaitlynn C Kaitlynn C Ban	019446	Feb 10, 1989	✔ Enroll for 2014–2015
Dog, Sirius (Puppy) Black Sirius Black Dog	1200348	Apr 1, 2000	✔ Enroll for 2014–2015

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 and/or 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. If you see a name with what could be your student's name, but misspelled - and with the

Advertiser ID: MarthaBanDemoSchool Division: North American Division
Website: No Value Union: Southern Union Conference
Phone: No Value Conference: Carolina Conference, Inc.

Manage Students Add a New Student

As you type, please check below to see if the student record already exists!

* Legal Name: David Peder Ritterhouse * Date of Birth: MM/DD/YYYY
* First Name: David Common Name: e.g. Billy
Middle Name: Peder Previous IDs:
* Last Name: Ritterhouse Previous Names:

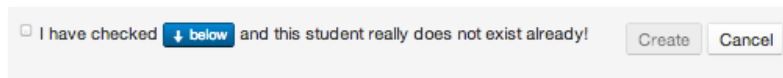
☐ I have checked below and this student really does not exist already! Create Cancel

Similar Students

Student ID Date of Birth	Full Name School Name / Enrollment Status	Actions to Take
983307 Aug 17, 1984	Ritterhouse, David P	✔ Enroll for 2014-2015
286195 Sep 05, 1989	David, Nathan R	✔ Enroll for 2014-2015

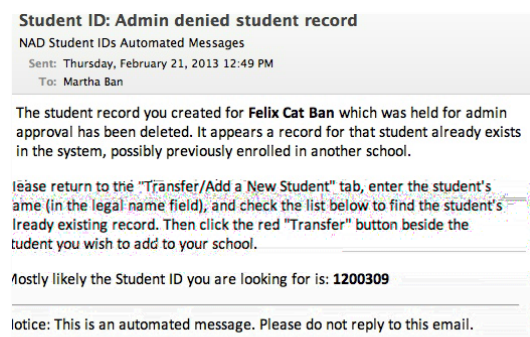
same birthdate, consider that it could be your student with a misspelled name. You can transfer that student to your school and then edit the spelling of the name.

8. Click on the Enroll button to enroll the student in your school.
9. 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 and do not use all capital letters.
10. Press TAB three times to auto-fill the next three name fields.
11. Enter the student's full birth date.
12. 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.)
13. 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.
14. If the student has been adopted, or had a last name otherwise legally changed, enter the previous last name in the Previous Name field.
15. Check AGAIN - one more time - in the Similar Student list to be sure the student is not there.
16. 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.



☐ I have checked [below](#) and this student really does not exist already! Create Cancel

17. 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.
18. 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.)
19. 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 contact Martha Ban.



Student ID: Admin denied student record
NAD Student IDs Automated Messages
Sent: Thursday, February 21, 2013 12:49 PM
To: Martha Ban

The student record you created for **Felix Cat Ban** which was held for admin approval has been deleted. It appears a record for that student already exists in the system, possibly previously enrolled in another school.

Please return to the "Transfer/Add a New Student" tab, enter the student's name (in the legal name field), and check the list below to find the student's already existing record. Then click the red "Transfer" button beside the student you wish to add to your school.

Mostly likely the Student ID you are looking for is: **1200309**

Notice: This is an automated message. Please do not reply to this email.

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.

Note:

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.

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.

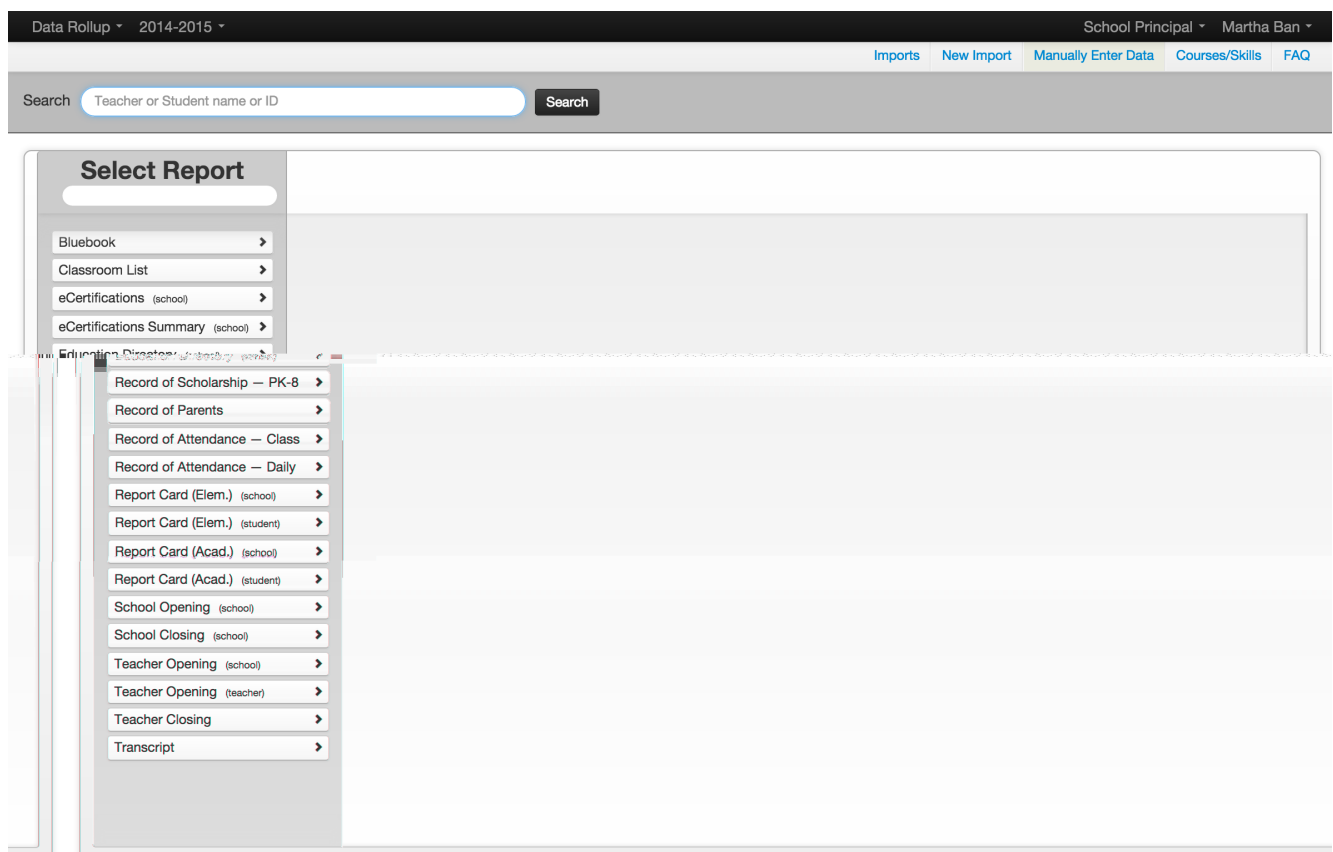


Fig. 1 Data Rollup Interface

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/

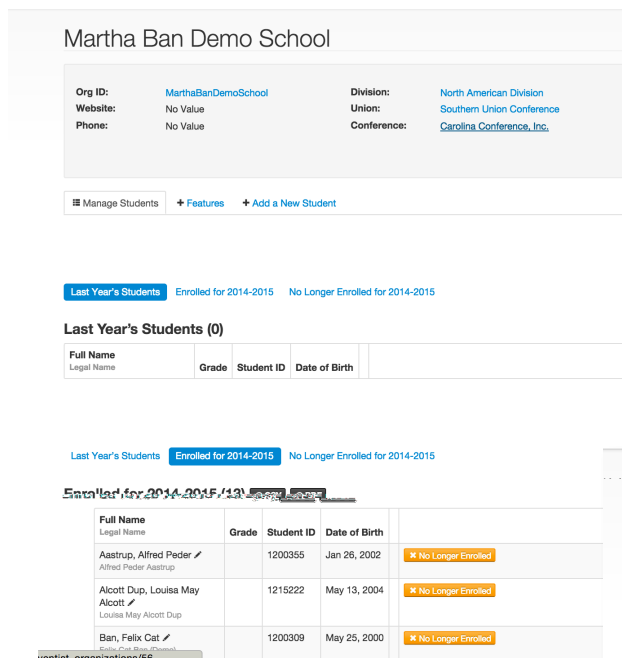


Fig. 2 Student ID Interface

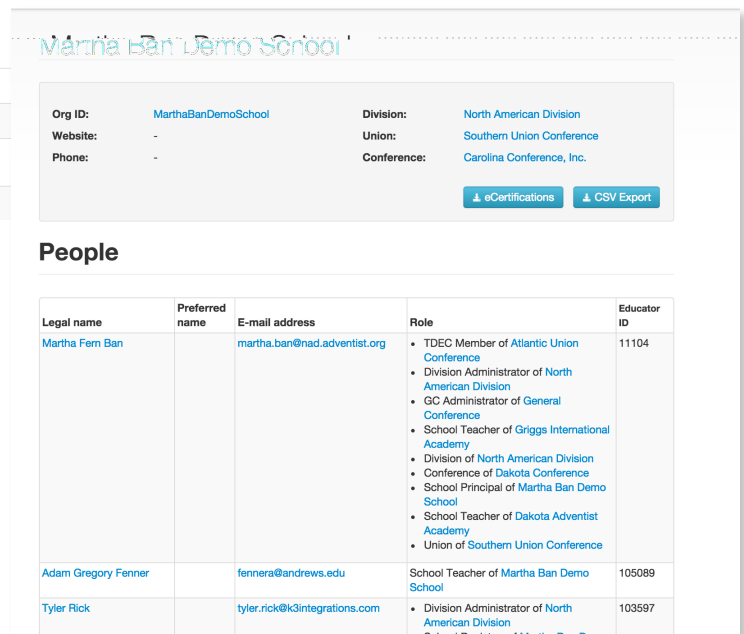


Fig. 3 Educator Manager Interface

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 schools help conferences manage and update roles - assigning new roles when positions are changed or filled, and removing roles from individuals who leave the conference.

Roles only represent ACCESS - not job-type.

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.

Member Roles

The screenshot displays the 'Member Roles' management interface. At the top, there are two dropdown menus: '* Role' with a placeholder '-- select one --' and '* Organization' with a placeholder '<-- select a role first --'. Below these are fields for 'End date' and 'Start date'. A green 'Create Role' button and a grey 'Cancel' button are positioned above a table. The table has columns for 'Start', 'End', and a trash icon. The first row shows a start date of 'Aug. 07, 2012' (set by Martha Ban) and an end date of '-'. To the right of the table is another dropdown menu for 'Role' with a placeholder '-- select --', and a column for 'Organization' with a value of 'North'. The 'Role' dropdown is open, showing a list of roles: Director, Member, Associate Director, Conference Superintendent, Conference Associate Superintendent, AD Employee, My Principal, Principal, Vice-Principal, Head Teacher, Staff, Registrar, and Teacher. The 'Organization' dropdown is also open, showing a list of organizations: Division, Union, TDEC, Union, Union, Conference, Conference, Conference, Non-N, Academic, School, School, School, School, School, and School. At the bottom center is the 'Adventist Education' logo with the tagline 'A JOURNEY TO EXCELLENCE'. The bottom right corner contains the text 'Copyright © North American'.

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.

Education Directory		Illinois Conference	2012–2013 School Year
Alpine Christian School			
325 N Alpine Road, Rockford, IL 61107		Phone: (815) 399-0880	
Email: alpine@adventistschoolconnect.org		Fax: (815) 399-0880	
Baun, Katrina Teacher/Grades 1–5			
Clark, Dwayne Grades 5–8			
Grow, Dona Teacher/Grade K			

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.

School Opening Summary Michigan Conference 2012-2013 School Year

Table 1: School Type & Size
School Year: 2012-2013

School	Type	Size
Adelphian Junior Academy	PK-10	4+ teachers
Alpena Elementary School	PK-8	1 teacher
Ann Arbor Elementary School	PK-8	1 teacher

School Opening Summary Michigan Conference 2012-2013 School Year

Table 2: Enrollment
School Year: 2012-2013

School	Total	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	13
Adelphian Junior Academy	58	4	5	2	5	4	6	7	4	2	6	8	5	-	-	-
Alpena Elementary School	6	-	-	-	1	1	3	-	1	-	-	-	-	-	-	-
Ann Arbor Elementary School	15	-	-	2	2	-	5	3	1	2	-	-	-	-	-	-

School Opening Summary Michigan Conference 2012-2013 School Year

Table 3: Residence & Gender
School Year: 2012-2013

School	Total	PK-8				9-12			
		Dorm		Day		Dorm		Day	
		Boy	Girl	Boy	Girl	Boy	Girl	Boy	Girl
Adelphian Junior Academy	58	-	-	24	21	-	-	8	5
Alpena Elementary School	6	-	-	2	4	-	-	-	-
Ann Arbor Elementary School	15	-	-	6	9	-	-	-	-

School Opening Summary Michigan Conference 2012-2013 School Year

Table 4: Religious Affiliation
School Year: 2012-2013

School	Total	PK-8				9-12			
		Baptized		Unbaptized		Baptized		Unbaptized	
		1+	0	1+	0	1+	0	1+	0
Adelphian Junior Academy	58	12	-	27	6	9	-	3	1
Alpena Elementary School	6	-	-	6	-	-	-	-	-
Ann Arbor Elementary School	15	3	-	10	2	-	-	-	-

DataRollup Bridge



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

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.

Fig. 7 School Closing Report Data Entry

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.

Information to become an approved vendor is located [here](#).

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.

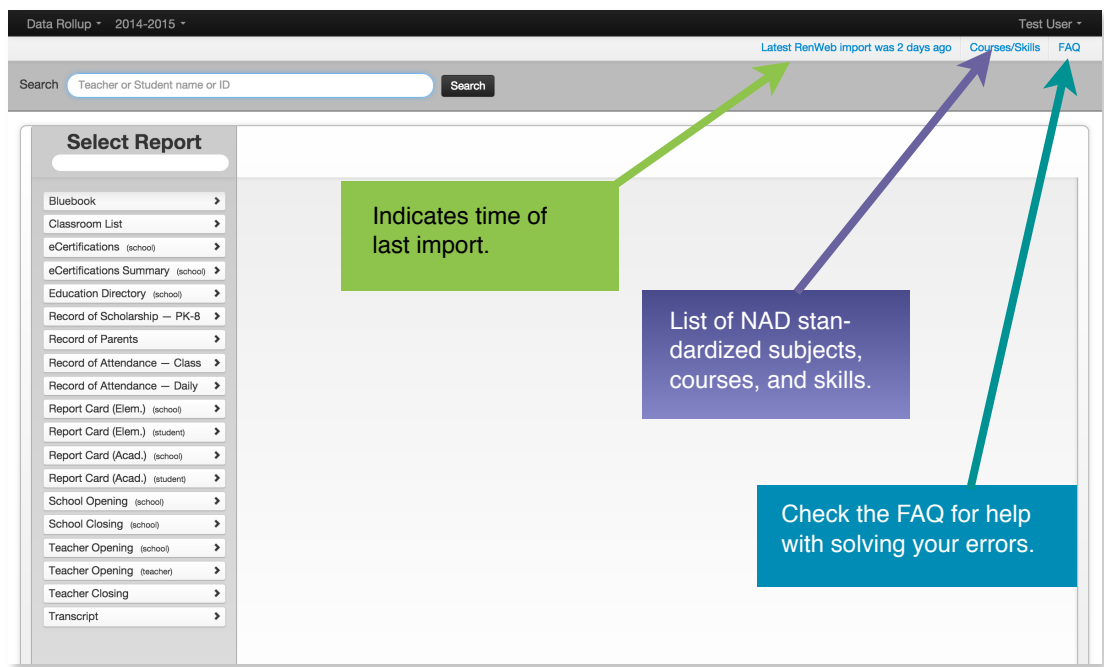
3

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.



Imports for Dakota Adventist Academy			
To view the latest error report for your school, please click the View error report button below.			
Uploaded at/ Completed at	Status	Critical errors/warnings of total rows	Source
Sun 1-18 at 03:13 PST	Completed	View error report 0/71 of 2632	RenWeb
Sun 1-15 at 10:02 PST	Completed	View error report 0/71 of 2560	RenWeb
Sun 1-11 at 04:50 PST	Completed	View error report 0/73 of 2445	RenWeb
Mon 1-13 at 00:07 PST	Completed	View error report 0/73 of 2441	RenWeb
Sun 12-29 at 08:16 PST	Completed	View error report 6/72 of 2441	RenWeb
Mon 12-29 at 04:37 PST	Completed	View error report 0/249 of 2442	RenWeb
Sun 12-21 at 03:49 PST	Completed	View error report 0/64 of 2391	RenWeb
Sun 12-21 at 16:04 PST	Completed	View error report 0/64 of 2321	RenWeb
Sun 12-7 at 00:21 PST	Completed	View error report 0/65 of 2290	RenWeb
Sun 12-7 at 21:17 PST	Completed		
Sun 11-30 at 00:10 PST	Completed		
Sun 11-30 at 20:42 PST	Completed		
Mon 11-23 at 00:25 PST	Completed		
Mon 11-24 at 00:22 PST	Completed		



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.

Data Rollup ▾	2014-2015 ▾	GC Administrator ▾	Martha Ban ▾	Switch User
Imports	Broadcast	Queue	Courses/Skills	FAQ

School ID	School name	Opening Report	Data source	Last change	Critical errors/warnings
ANTF45	A. W. Spalding Elementary School <small>Southern Union Conference > Georgia-Cumberland Conference</small>	View	RenWeb » Delete	2014-11-02	View error report 2/3195
ANTMAB	Abney Chapel Christian School <small>Southern Union Conference > South Atlantic Conference</small>	View frozen	RenWeb » Delete	2014-11-02	View error report 616/189
ANF850	Aboite Christian School <small>Lake Union Conference > Indiana Conference</small>	View frozen	RenWeb » Delete	2014-11-04	View error report 0/0
ANPFAL	Abundant Life Christian Academy <small>Pacific Union Conference > Nevada-Utah Conference</small>	View frozen	SSM » Delete	N/A	View error report /
ANT813	ACA Charlotte <small>Pacific Union Conference > Georgia-Cumberland Conference</small>	View frozen	RenWeb » Delete	2014-11-02	View error report 0/278
ANT875	ACA Raleigh <small>Pacific Union Conference > Georgia-Cumberland Conference</small>	View	SSM » Delete	N/A	View error report /
ANFF12	Adelphian Junior Academy <small>Lake Union Conference > Michigan Conference</small>	View frozen	SSM » Delete	N/A	View error report /
ANP430	Adobe Adventist Christian School <small>Pacific Union Conference > Arizona Conference Corporation</small>	View frozen	RenWeb » Delete	2014-11-02	View error report 0/
ANW115	Adventist Academy of Santa Fe <small>Southwestern Union Conference > Texas Conference</small>	View frozen	SSM » Delete	N/A	View error report /
ANTG72	Adventist Christian Academy <small>Southwestern Union Conference > Texas Conference</small>	View	SSM » Delete	N/A	View error report /

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.



Washington Conference of SDA

eAdventist ID: ANIM11
Website: www.washingtonconference.org
Phone: 253-681-6008

Division: North American Division
Union: North Pacific Union Conference

[eCertifications](#) [CSV Export](#)

Auburn Adventist Academy
ANIM16, Auburn, WA
Baker View Christian School
ANIM13, Bellingham, WA
Buena Vista Seventh-day Adventist School
ANIM15, Auburn, WA
Busy Bees Preschool & Kindergarten
ANIM83, Monroe, WA
Cedarbrook Adventist Christian School
ANIM42, Port Hadlock, WA
Cypress Adventist School
ANIM24, Lynnwood, WA
Forest Park SDA School
ANIM33, Everett, WA
Grays Harbor Adventist Christian School
ANIM39, Montesano, WA
Kirkland SDA School
ANIM45, Everett, WA

Kitap Adventist Christian Pre-K
ANIM2, Bremerton, WA
Kitap Adventist School
ANIM48, Bremerton, WA
Lewis County Adventist School
ANIM51, Chehalis, WA
Loving to Learn Child Development Center
ANIMLL, Auburn, WA
Mountain View Christian School
ANIM72, Sequim, WA
Northwest Christian Preschool
ANIMN1, Puyallup, WA
Northwest Christian School
ANIM57, Puyallup, WA
Olympia Christian School
ANIM66, Olympia, WA

Orcas Christian School
ANIM28, Eastsound, WA
Poulsbo Adventist School
ANIM58, Poulsbo, WA
Puget Sound Adventist Academy
ANIMPU, Kirkland, WA
Shelton Valley Christian School
ANIM75, Shelton, WA
Skagit Adventist Academy Pre-K
ANIM51, Burlington, WA
Skagit Adventist School
ANIM60, Burlington, WA
Sky Valley Adventist School
ANIM78, Monroe, WA
Whidbey Christian Sch
ANIMWH, Oak Harbor, WA

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.

Teacher
Address
City, State Zip Code

Status: Full Time
Home #: xxx-xxx-xxxx
Mobile #: none
Email: xxxxx@me.com
Conference: Demo Conference
School(s): New River Elementary School

Registrar: Luberta Biggs
Contact Info: Southern Union Conference
Address: 4200 28th Street NW
Fargo, ND 58103-1001
Phone: 701.785.9325 (fax)
Email: lbiggs@southernunion.org

Education Information
Name: Major: Elementary Education Atlantic Union College 05/15/1982
Minor: Master: Reading Language Arts Washington State College 05/22/1988

Certification Information
Certificate: Endorsement: Effective: Expires:
Professional: Computer Application 09/01/2012 08/31/2017
Ed Tech Spec 09/01/2012 08/31/2017
Elementary Education 09/01/2012 08/31/2017
K-12 Acad Religion 09/01/2012 08/31/2017
Reading 09/01/2012 08/31/2017

Academic Credits Earned
Term Year Institution Course Description Credits
Non-Academic Credits Earned
Reborn Year Reborned Type Description Credits

Total Renewal Credits Earned
Academic: 0.00 Non-Academic: 0.00 Total: 0.00 (Required: 6.00)

Courses Needed for Renewal

Notes

ADMINISTRATIVE AND/OR PROFESSIONAL CERTIFICATE RENEWAL REQUIREMENTS:
Requires six (6) semester hours of credit which may be earned in one of the following ways:
1. Complete six (6) academic credit hours of upper division/graduate-level courses in the area of your certification and have an official transcript sent to the Southern Union Certification Registrar. OR
2. Complete six (6) non-academic hours (at least four + 1 NAC semester hour of workshops, seminars, teacher in-service training, etc. that would help you in the classroom. OR
3. Complete any combination of academic and non-academic credit hours to equal the required (6) semester hours and turn them in as directed in 1 and/or 2.

Printed 03/21/2013 Page 1 of 1

Files

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

Apps

Martha Union

Log out

Resources


Administrators

Stepping Stones

TDEC Resources



TDEC Webinars

TDEC Resources

File name	Date	Size
 TDEC Educational Discounts	November 28, 2012	171 KB

Corel Software

Corel Corporation has helped to redefine the parameters of creativity with the introduction of powerful graphics and productivity tools. Click on the links below to download software from Corel that will enrich and enhance the classroom experience. The North American Division Office of Education has purchased a license for every school computer in an Adventist K-12 school in North America, and every student and every teacher. It is now possible to order the full set of Corel software below through Advent Source. The cost is \$30.00. To order call 800-388-0525 and mention the code: nadcores. FOR ALL DOWNLOADS, YOU NOW NEED TO SUPPLY THE FOLLOWING USERNAME AND PASSWORD WHEN STARTING THE TRANSFER. Username: download Password: corel1844

Size	File name	Date
 Corel Draw Graphics Suite X5		November 28, 2012
 Corel Paint Shop Pro Photo X2		November 28, 2012

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.

eAdventist
technology for churches

DAKOTA ADVENTIST ACADEMY

Address: 15905 Sheyenne Cir
Bismarck ND 58503-9256

Phone: 701-258-9000

Fax: 701-258-0110

Principal: Gerard Ban

Staff:

Website: [▶ www.dakotaadventistacademy.org](http://www.dakotaadventistacademy.org)

Email: [▶ info@dakotaadventistacademy.org](mailto:info@dakotaadventistacademy.org)

Map: [▶ Google Maps](#)

Directions:

Search words:

Members: 0

OrgCode: ANG6DA

Type: 9-12 School

Parent: [▶ Dakota Conference](#)

Updated on: 10/21/2013



[▶ Request changes](#) • [▶ What's nearby?](#)

Add Search to your site

[▶ Tell me how](#)

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. PRI!!