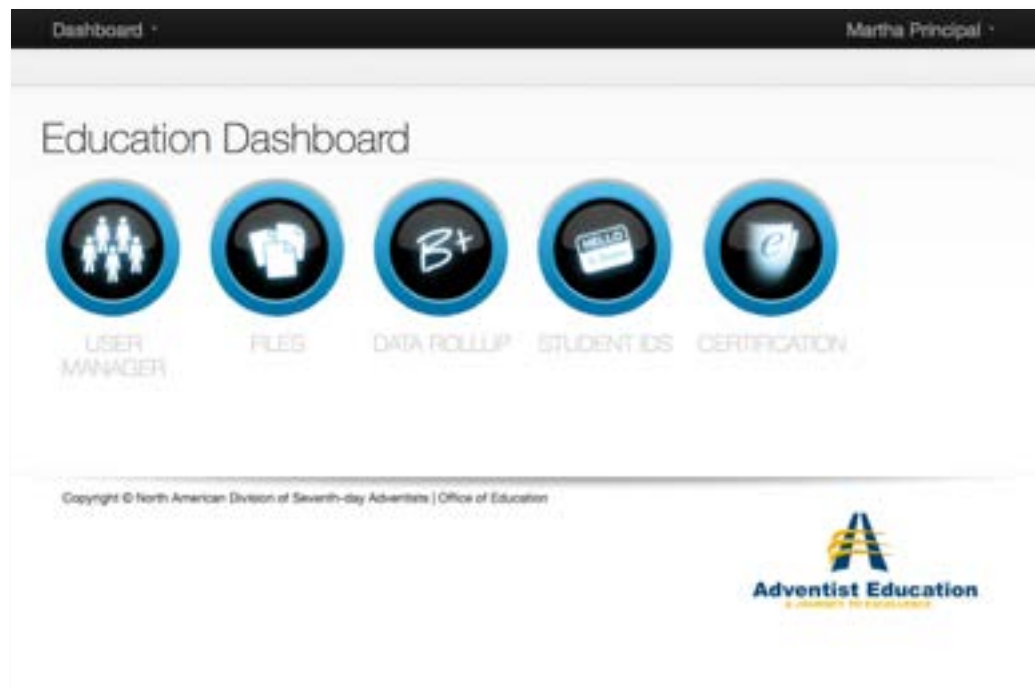


NAD Dashboard

School User Guide

2015-2016



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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, Journey 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
- 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 - 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 the Conference.*

Entrance to the DataRollup tool is only gained by logging into the NAD Tool-box. This access is controlled by the Conference, who actively manages those users who are employed by the conference represented. At any time, a superintendent can end the access, insuring data is secure in the instance an educator 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 resolving ALL 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

- Enroll or unenroll students as needed.
- Monitor and resolve import errors and warnings in Data Rollup. Pay special attention to Error Reports at these times:
 - First week of school - focus on ID errors for educators and students and complete data
 - End of 1st Quarter - check for errors with quarter grades and attendance
 - End of 1st Semester
 - End of 3rd Quarter

April - June

- Begin working with Closing School Report data.
- Verify Closing School and Teacher Reports for accuracy.
- FREEZE Closing School Report ASAP
- FREEZE imports when Closing School Report is correct - 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 Ref/Up
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:** business manager, auxiliary personnel - anyone 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/assessment). (<http://adventisteducation.org/assessment>)

Keep in mind the following points:

- Grading scales and marking codes are different according to grade levels
 - K
 - 1st-2nd
 - 3rd-8th
- The A-F scale is only for grades 3-8
- Combination classes must follow the grading scale assigned to specific grades. 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 four 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. Enter contact information for the one who manages data and reviews import errors. This individual will receive system notifications and other Data Rollup oriented communication.

User Manager

The User Manager will open to the page for your “jurisdiction” - 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 Finner		fennera@andrews.edu	School Teacher of Martha Ban Demo School	106089
Tyler Rick		tyler.rick@integrations.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		mban83-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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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 should be given to your Conference 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.
- Request Educator ID numbers for any new educators and/or staff from your Conference. (Supply FULL legal name, maiden name (if applicable), birthdate, and email)
- 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 summary 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).

There are four columns of information for students:

- 1. Grade level
- 2. Student ID number
- 3. Birthdate
- 4. WelNet permission



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

Last Year's Students

Enrolled for 2015-2016

No Longer Enrolled for 2015-2016

Enrolled for 2015-2016 (1)



CSV

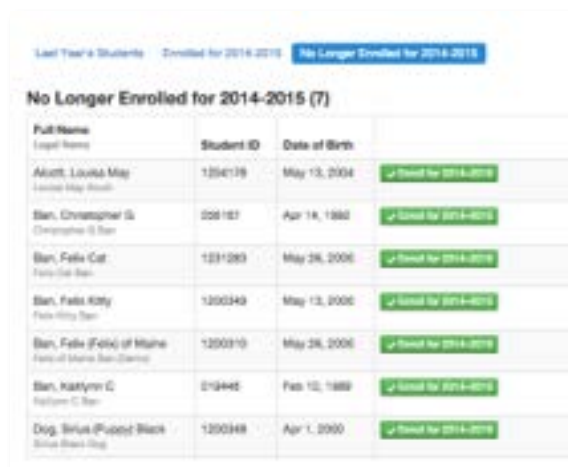
PDF

Full Name <small>Legal Name</small>	Grade	Student ID	Date of Birth	
Chapman, Erica Katherine <small>Erica Katherine Chapman</small>	8	973953	Jun 9, 2000	WelNet <div>No Longer Enrolled</div>

Getting Ready for the New School Year

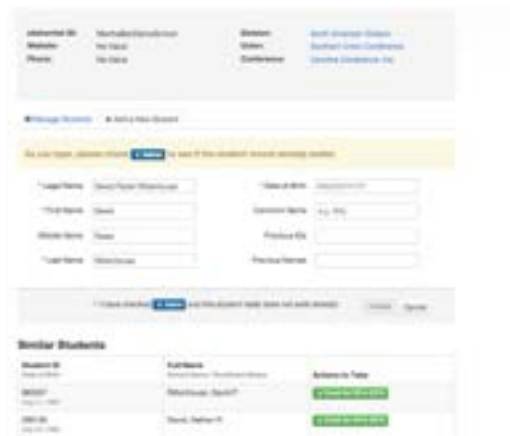
Note: This is usually a School Registrar/Administrative Assistant or Head Teacher role.

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.  
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.



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 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.
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.

REMEMBER!

Accurate data entry in your SIS will avoid this situation!



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.



Below is the list of the reports currently available for schools to use and view (*fig. 1*). This is the only information available to schools 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.

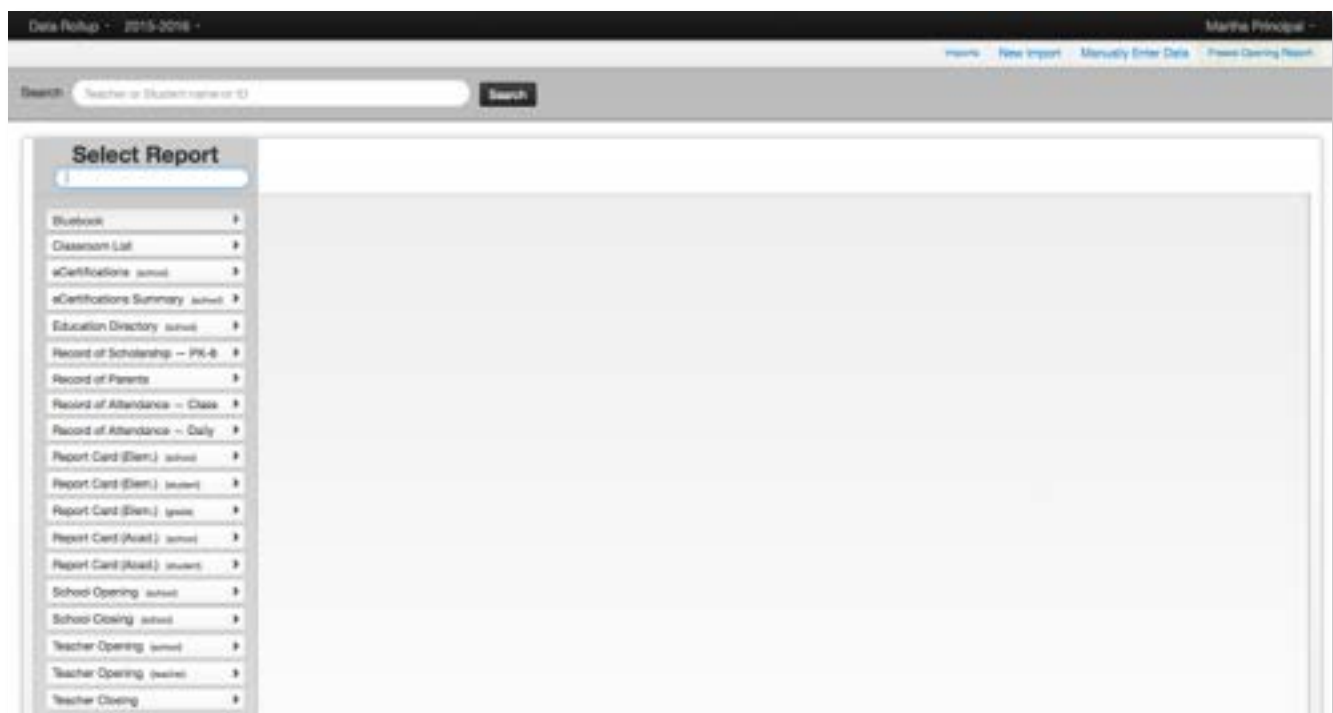


Fig. 1 Data Rollup Interface

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/

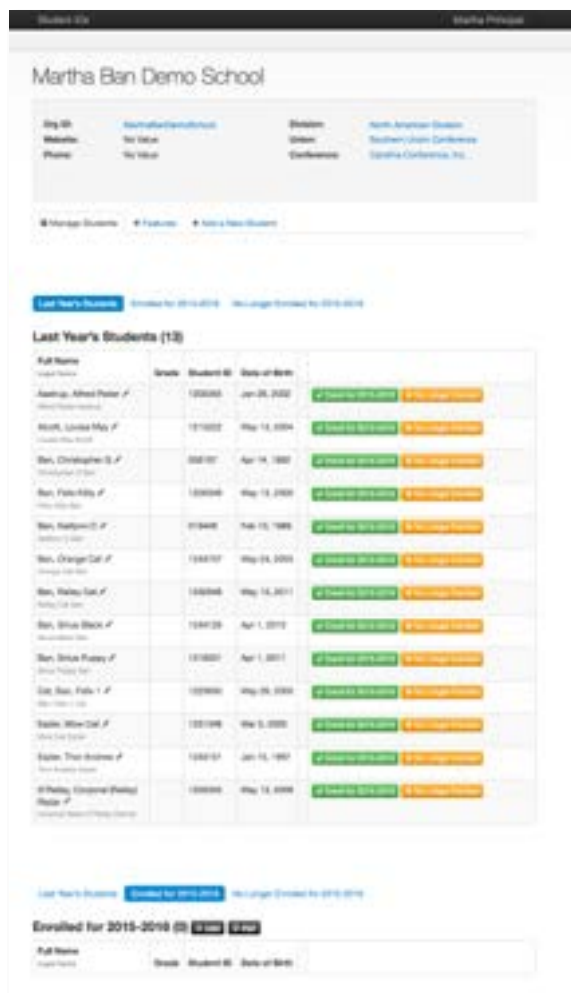


Fig. 2 Student ID Interface

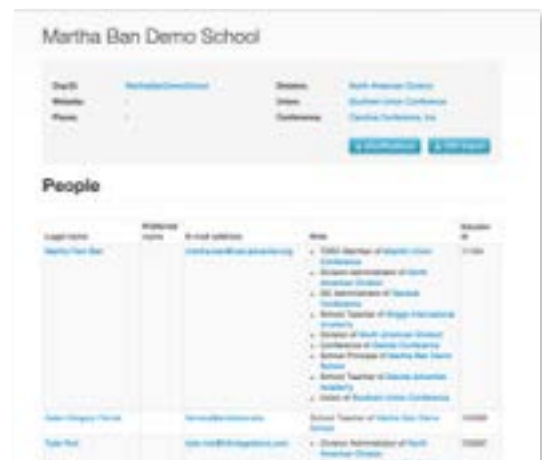


Fig. 3 Educator Manager Interface

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

* Role: -- select one --
-- select one --
Division
Union Director
TDEC Member
Union Associate Director
Union
Conference Superintendent
Conference Associate Superintendent
Conference
Non-NAD Employee
Academy Principal
School Principal
School Vice-Principal
School Head Teacher
School Staff
School Registrar
School Teacher

* Organization: <-- select a role first --

End date:

✓ Create Role ✕ Cancel

Role	Orga	Start	End
Division	North	Aug. 07, 2012 <small>set by Martha San</small>	-

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A JOURNEY TO EXCELLENCE

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: — alpine22.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. See these examples from School Opening reports. The data is only as good as the information entered in school's SIS.

School Opening Summary		North American Division		2014-2015 School Year	
Table 1: School Type & Size School Year: 2014-2015					
School	Type	Size			
--- 0 school					
--- 0 school					
Griggs International Academy	K-12	6+ teachers			
Pacific Union Conference (no schools)					
--- 0 school					
Halfonah Akademia Indian School	K-12	6+ teachers			
Arizona Conference Corporation (no schools)					
Abilene Adventist Christian School	K-8	1 teacher			
Desert Valley Christian School	K-8	2 teachers			
Glennview Adventist Academy	K-8	4+ teachers			
Maricopa Village Christian School	K-8	1 teacher			
Prescott SD4 Christian School	K-8	1 teacher			
Saguaro Hills Adventist Christian School	K-8	2 teachers			
Thunderbolt Adventist Academy	K-12	6+ teachers			
Thunderbolt Christian Elementary	K-8	6+ teachers			
Vero Valley Adventist School	K-8	1 teacher			
Yuma SD4 School	K-8	2 teachers			
Central California Conference (no schools)					
Arizona Union Academy	--	1 teacher			
Bakersfield Adventist Academy	K-12	4+ teachers			
Central Valley Christian Academy	K-12	4+ teachers			
Cheechile SD4 Elementary	K-8	2 teachers			
Dimas Junior Academy	K-8	2 teachers			
As of 10/1/2014 4:27:02		North American Division		Page 10	

School Opening Summary		North American Division		2014-2015 School Year										
Table 2: Enrollment School Year: 2014-2015														
School	Total	K	1	2	3	4	5	6	7	8	9	10	11	12
--- 0 school														
--- 0 school														
Griggs International Academy	74	--	--	--	--	--	--	--	--	--	--	10	25	39
Conference Totals	74	0	0	0	0	0	0	0	0	0	0	10	25	39
Union Totals	74	0	0	0	0	0	0	0	0	0	0	10	25	39
Pacific Union Conference (no schools)														
--- 0 school														
Halfonah Akademia Indian School	77	--	--	2	6	5	4	3	8	9	10	5	20	8
Conference Totals	77	0	0	2	4	5	4	7	4	4	10	7	20	8
Arizona Conference Corporation (no schools)														
--- 0 school														
Abilene Adventist Christian School	7	--	--	--	--	1	--	2	0	0	--	0	--	--
Desert Valley Christian School	10	--	--	--	2	0	0	0	0	0	--	0	--	--
Glennview Adventist Academy	88	--	--	11	10	6	11	11	10	10	11	4	--	--
Maricopa Village Christian School	10	--	--	2	0	0	0	0	--	0	--	--	--	--
Prescott SD4 Christian School	6	--	--	--	1	1	1	2	1	1	0	--	--	--
As of 10/1/2014 4:27:02		North American Division		Page 11										

School Opening Summary		North American Division		2014-2015 School Year					
Table 3: Religion & Gender School Year: 2014-2015									
School	Total	K				K-12			
--- 0 school									
--- 0 school									
Griggs International Academy	74	--	--	--	--	--	--	--	--
Conference Totals	74	0	0	0	0	0	0	0	0
Union Totals	74	0	0	0	0	0	0	0	0
Pacific Union Conference (no schools)									
--- 0 school									
Halfonah Akademia Indian School	77	--	--	18	12	6	9	10	12
Conference Totals	77	0	0	18	12	6	9	10	12
Arizona Conference Corporation (no schools)									
--- 0 school									
Abilene Adventist Christian School	7	--	--	--	--	0	0	--	--
Desert Valley Christian School	10	--	--	--	--	0	0	--	--
Glennview Adventist Academy	88	--	--	--	--	10	10	--	--
As of 10/1/2014 4:27:02		North American Division		Page 12					

School Opening Summary		North American Division		2014-2015 School Year					
Table 4: Religious Affiliation School Year: 2014-2015									
School	Total	K				K-12			
--- 0 school									
--- 0 school									
Griggs International Academy	74	--	--	--	--	--	--	--	--
Conference Totals	74	0	0	0	0	0	0	0	0
Union Totals	74	0	0	0	0	0	0	0	0
Pacific Union Conference (no schools)									
--- 0 school									
Halfonah Akademia Indian School	77	--	--	--	--	0	0	0	0
Conference Totals	77	0	0	0	0	0	0	0	0
Arizona Conference Corporation (no schools)									
--- 0 school									
Abilene Adventist Christian School	7	--	--	--	--	0	0	--	--
Desert Valley Christian School	10	--	--	--	--	0	0	--	--
As of 10/1/2014 4:27:02		North American Division		Page 13					

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 another application.

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.

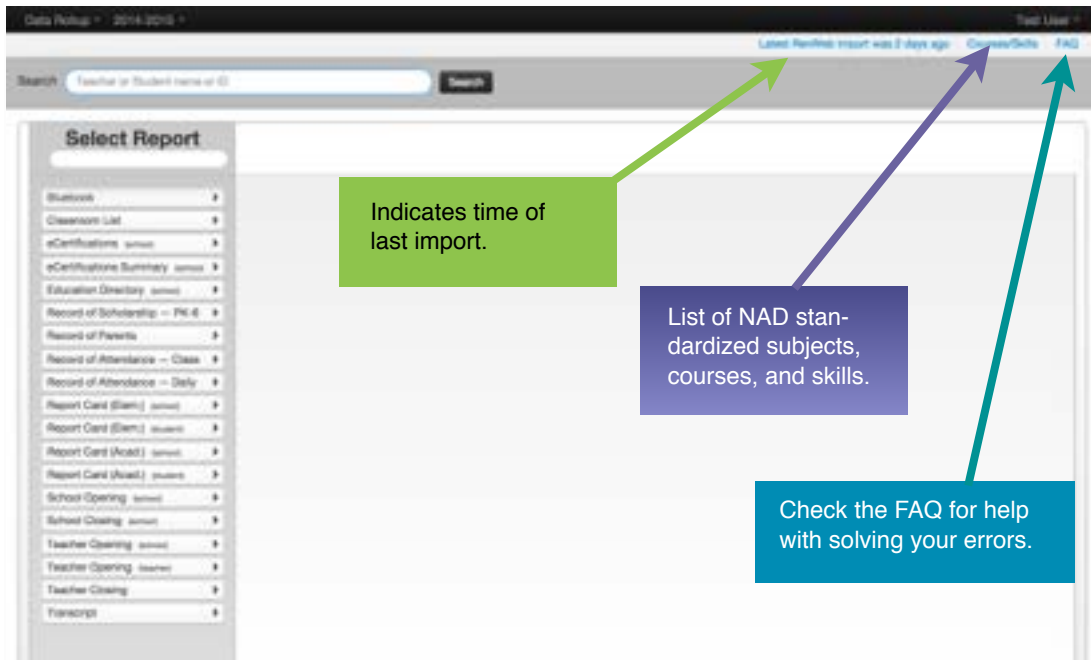
3

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.



The screenshot shows a table titled 'Imports for Dakota Adventist Academy'. Below the title, there is a note: 'To view the latest error report for your school, please click the View error report button below.' The table has four columns: 'Uploaded at/ Completed at', 'Status', 'Critical errors/warnings of total rows', and 'Source'. The table contains 10 rows of data, each representing an import. The 'Status' column shows 'Completed' for all rows. The 'Critical errors/warnings of total rows' column shows the number of errors/warnings for each import. The 'Source' column shows 'Ranfiled' for all imports.

Uploaded at/ Completed at	Status	Critical errors/warnings of total rows	Source
Sun 5-18 at 03:12 PST Sun 5-18 at 18:02 PST	Completed	View error report 0/11 of 2672	Ranfiled
Sun 5-11 at 04:25 PST Mon 5-12 at 08:07 PST	Completed	View error report 0/11 of 2580	Ranfiled
Sun 5-4 at 04:12 PST Mon 5-5 at 04:25 PST	Completed	View error report 0/19 of 2445	Ranfiled
Mon 12-29 at 07:18 PST Tue 12-30 at 08:11 PST	Completed	View error report 0/19 of 2441	Ranfiled
Sun 12-28 at 04:07 PST Mon 12-29 at 04:04 PST	Completed	View error report 0/19 of 2441	Ranfiled
Sun 12-21 at 03:48 PST Sun 12-21 at 18:04 PST	Completed	View error report 0/19 of 2442	Ranfiled
Sun 12-7 at 00:21 PST Sun 12-7 at 21:17 PST	Completed	View error report 0/16 of 2391	Ranfiled
Sun 11-20 at 00:12 PST Sun 11-20 at 20:42 PST	Completed	View error report 0/16 of 2321	Ranfiled
Sun 11-20 at 00:25 PST Mon 11-24 at 00:22 PST	Completed	View error report 0/16 of 2290	Ranfiled



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	View	RenWeb = Delete	2014-11-02	View error report 2/3196
ANTMAB	Abney Chapel Christian School	View Frozen	RenWeb = Delete	2014-11-02	View error report 616/189
ANF850	Aboite Christian School	View Frozen	RenWeb = Delete	2014-11-04	View error report 0/0
ANPFAL	Abundant Life Christian Academy	View Frozen	SSM = Delete	N/A	View error report /
ANT813	ACA Charlotte	View Frozen	RenWeb = Delete	2014-11-02	View error report 0/278
ANT875	ACA Raleigh	View	SSM = Delete	N/A	View error report /
ANFF12	Adelphian Junior Academy	View Frozen	SSM = Delete	N/A	View error report /
ANP430	Adventist Christian School	View Frozen	RenWeb = Delete	2014-11-02	View error report 0/3
ANW115	Adventist Academy of Santa Fe	View Frozen	SSM = Delete	N/A	View error report /
ANTG72	Adventist Christian Academy	View	SSM = Delete	N/A	View error report /



A Troubleshooting Guide is available to help with getting an error-free report. Look for it on the Dashboard in Files/Data Rollup.

Opening and Closing Reports

Accuracy and the Deep Freeze

Please follow these steps to assure accurate data in your Opening Report.

1. Ask teachers to check their Teacher Opening Report in Data Rollup. If the information is not correct, please check what is entered in your SIS for that specific teacher.
2. Check your Data Rollup Error Report. Follow the directions here to be sure you are reading the report effectively. If you need help correcting your Import Errors, please contact your conference office first. You may need to contact your SIS vendor, as well. They have access to your Data Rollup reports in order to assist you. You may also contact me if you still have questions.
3. Check your School Opening Report in Data Rollup. If the data is not correct, please run the **troubleshooting version of the report** for help. Be sure to read the instructions at the top of the report.
4. Remember! Data Rollup reports are the OFFICIAL reports for school data. If your school is not using an approved SIS vendor (RenWeb, INow, SSM), please contact me for instructions on uploading your Opening Report data.
5. Incorrect or missing NAD ID numbers are the most common reasons for Import Critical Errors. Please be sure you are NOT making up or altering ID numbers.
6. When your Opening Report is correct, FREEZE the report.



VENDOR SPECIFIC NOTES

SSM - Do not access your Opening Report in SSM. Please make sure you are viewing the report in Data Rollup. SSM data syncs nightly. Corrections to data in SSM will be reflected in the reports by the following morning. If you need support, visit the [SSM Support Site](#) first.

RenWeb - Make sure you are checking your Import Errors and Reports in the NAD Dashboard Data Rollup area - not just in RenWeb. You can have 0 critical errors in RenWeb - and still have critical errors with the total import process. Many general RenWeb questions may be answered by first reviewing information found in Online Help. For all other issues, please contact RenWeb specialists in chat or phone support.

- Click **Support Chat** on the Main Menu of RenWeb Desktop.
- Call 1-866-800-6593. If you call support, please be sure you are speaking with someone who is familiar with our SDA Data Rollup.



INSTRUCTIONS FOR SCHOOLS

Freeze Closing Report

In order to make sure the closing reports are as accurate as possible this year, we are adding a feature that lets you “freeze” your school’s closing report as soon as you’ve confirmed that it is accurate. Here is what you will need to do:

1. Log in to datarollup.nadededucation.org

2. Navigate to your school’s closing report.



3. Click the **Download PDF** button.

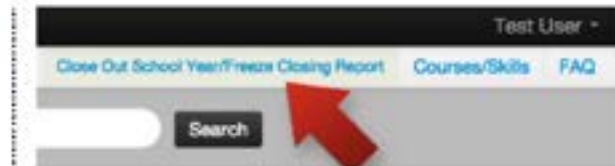


4. Make sure it is fully accurate. If it contains any mistakes, you will need to correct them first (see tip on the following page).

Close Out The School Year

After making sure your closing report is as accurate as possible this year, you will need to “freeze” your school’s imports. Here is what you will need to do:

1. Click the **Close Out School Year** link in the upper right corner:



2. To freeze all of your school’s data for 2014-2015, **click on the check box** below under Imports Frozen?. (This option won’t be available until your school’s school year has actually ended!)

School name	Closing Report Frozen?	Imports Frozen? (School Year Closed Out?)
<input type="text" value="Lakeside Intermediate Elementary School"/>	View	<input type="checkbox"/> Available after 2 Jun <input type="checkbox"/>

3. It will show **frozen** to indicate that it is now frozen.



4. Once your school’s data is frozen, no more imports will be processed until July 16 when Data Rollup switches over to the new (2015-2016) school year. **There is no way to make corrections to your data after you freeze it.** Your Conference will review your Closing Report and may unfreeze it, as well as the imports, if they see data that does not match what should be there. Stay in touch with them until you have all of your reports and data finalized.

TIPS: What do I do if I notice any mistakes?

1

Usually you can make any necessary corrections in your school's SIS.

RenWeb users: Be sure to [initiate a new Data Rollup import](#) after making the change! You will need to wait for the file to process before the changes are reflected in the reports.

SSMInOW users: Your data syncs every night. Be sure to wait for your file to process overnight. You will need to wait for the file to process before the changes are reflected in the reports.

2

Try the troubleshooting report which can help guide you to what is causing the inaccuracy.

Run Report

Please be patient. Reports may take up to 10 minutes to generate.

Download PDF

Totals don't match what you're expecting? Try the [troubleshooting version](#) of this report.

Freeze Report

3

If you still don't know what to do, don't hesitate to email me! (martha.ban@nad.adventist.org)

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~~ **be sure to check** these reports ***in Data Rollup*** and make 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 from Data Rollup.

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 800-328-0525 and mention the code "nadcorel". FOR ALL DOWNLOADS YOU NOW NEED TO SUPPLY THE FOLLOWING USERNAME AND PASSWORD WHEN STARTING THE TRANSFER: Username: download Password: corel1844

File name	Date	Size
 Corel Draw Graphics Suite X5	November 28, 2012	1.1 GB
 Corel Paint Shop Pro Photo X2	November 28, 2012	685 MB

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. Contact your Conference regarding changes that need to be made for your school.



DAKOTA ADVENTIST ACADEMY

Address: 15905 Shyenne Cir
Bismarck ND 58503-9256

Phone: 701-258-9000

Fax: 701-258-0110

Principal: Gerard Ban

Staff:

Website: www.dakotaadventistacademy.org

Email: info@dakotaadventistacademy.org

Map: [Google Maps](#)

Directions:

Search words:

Members: 0

OrgCode: ANOSDA

Type: 9-12 School

Parent: [Dakota Conference](#)

Updated on: 10/21/2013



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

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

1. Data Rollup Directory
2. Contact email for school information
3. PR!!