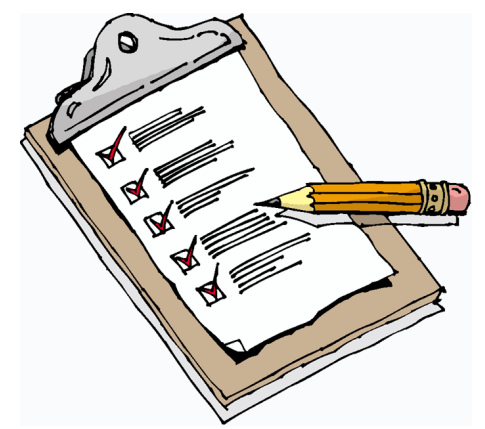




Welcome to the  
Educator Data Collection System (EDCS)  
“Staff Data; Part A”  
(Import Text Files, and Roll Over Data)  
District Training!!

# Objectives of this training:



- Revisit the purpose of EDCS.
- Revisit the EDCS timeline and deadlines.
- Discuss the relationship between EDCS and other systems.
- Recall how to access the EDCS.
- Help navigate the **Staff Data** drop down menu options. This will be divided into THREE PARTS; Part A covers Import Text Files, and Roll Over Data.
- Give step-by-step directions AND do real-time tutorials.
- Share additional/upcoming EDCS District Training Module topics and show where to find them.
- Make sure you know where to find online training manuals.
- Share KSDE contact information for help.



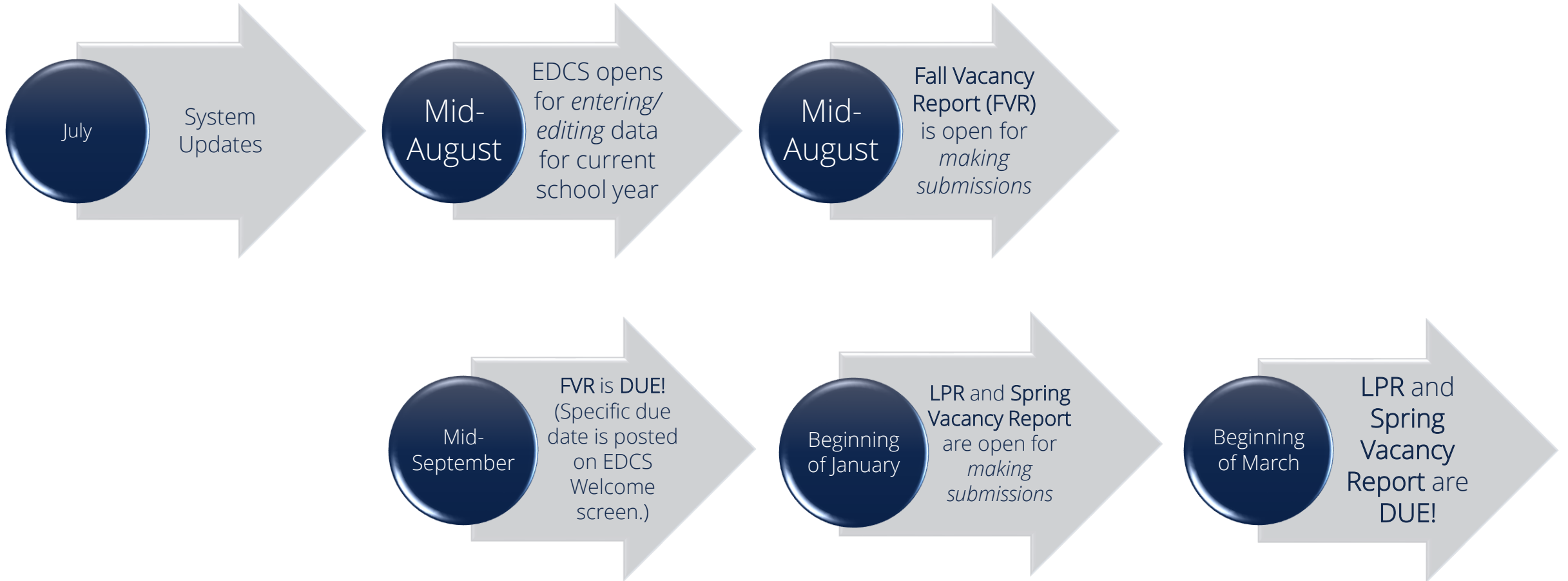


## Purpose of EDCS:

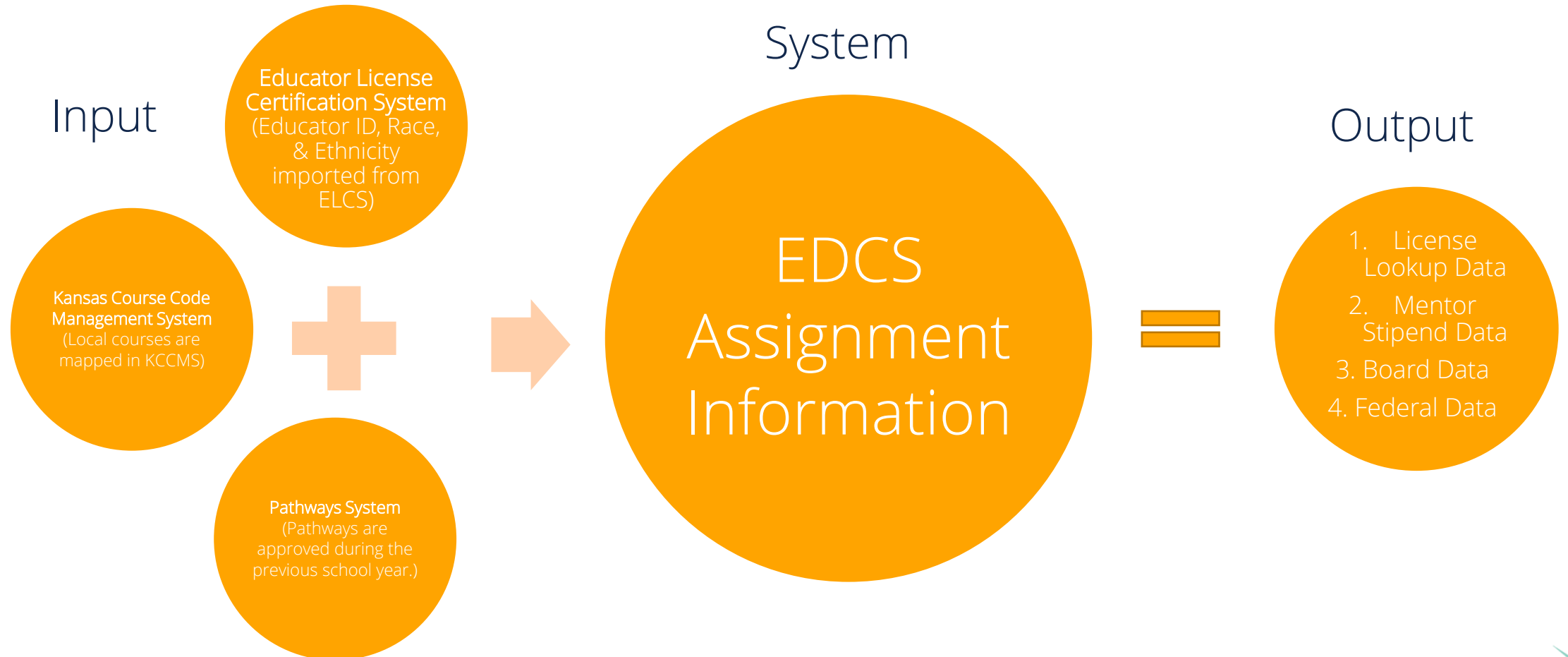
- To collect professional and demographic information about all district staff across the state of Kansas
- This data is used by:
  - The Kansas State Board of Education
  - The US Department of Education
  - School Districts
  - Educational Researchers



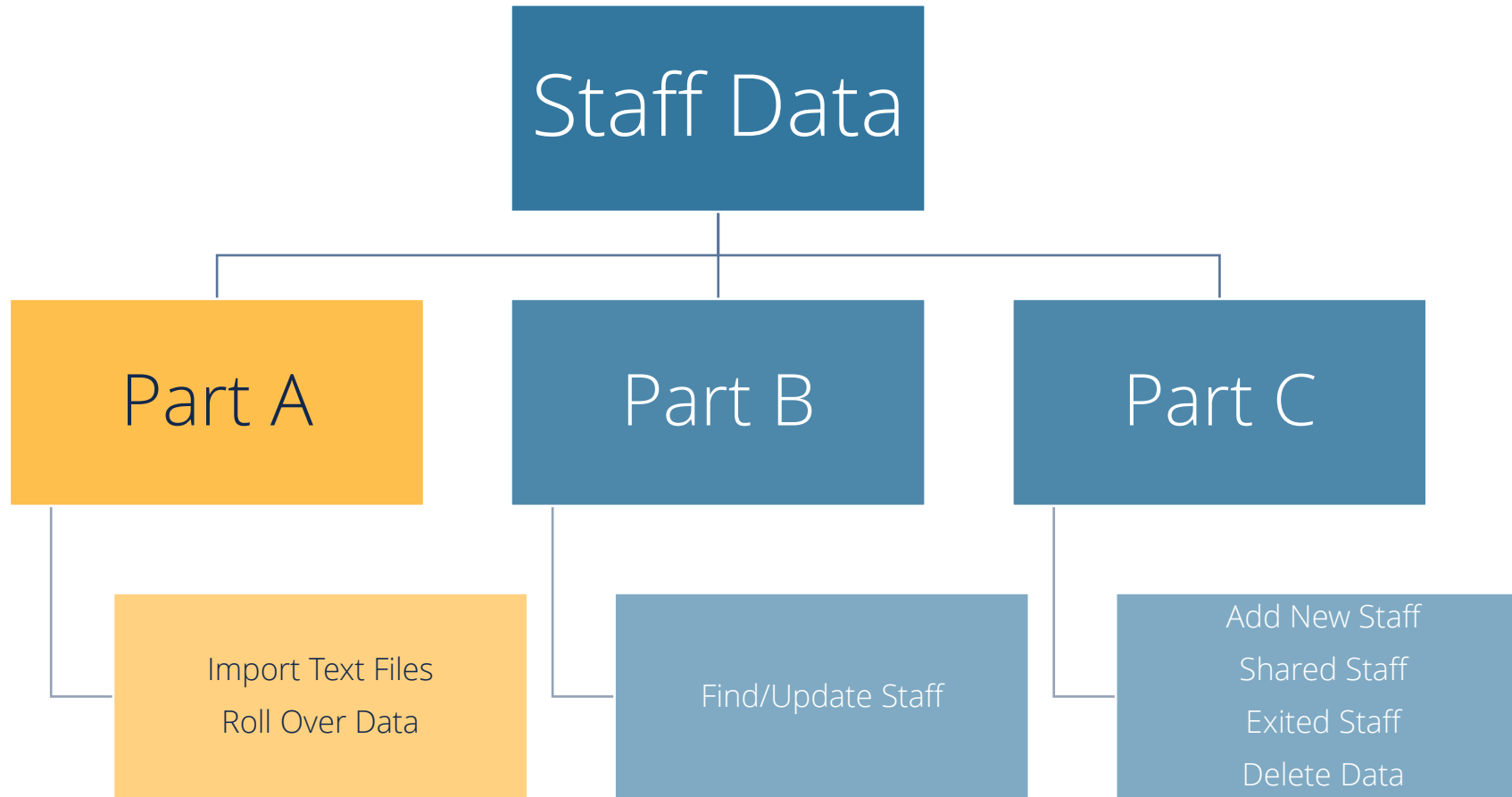
# EDCS Timeline:



# System Relationship:



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



# Part A

- Import Text Files
- Roll Over Data



# How to access EDCS:

1. Go to [www.ksde.org](http://www.ksde.org).
2. Select Authenticated Applications.

The screenshot shows the homepage of the Kansas State Department of Education. At the top left is the logo for the Kansas State Department of Education with the tagline "Kansas leads the world in the success of each student." To the right is a search bar and social media icons for Facebook, Twitter, and Email. Below the logo is a "Skip Navigation" link and a horizontal menu with links for "Subject Index", "0-9", "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O", "P", "Q", "R", "S", "T", "U", "V", "W", "X", "Y", "Z". Below this is a dark blue navigation bar with dropdown menus for "Teaching & Learning", "Policy & Funding", "Programs & Services", "Data Central", "Agency", and "Board".

The main content area features a large banner for the "Kansas School Safety Hotline" with the phone number "1-877-626-8203" and the text "MAKE THE RIGHT CALL Keep Kansas Schools Safe". The banner includes illustrations of three diverse students holding phones and logos for the Kansas Highway Patrol and Kansas Education. Below the banner is a "Popular Resources" dropdown menu with the following items: "About Us", "Accreditation (KESA)", "Agency Wide Calendar", "Authenticated Applications", "Building Report Card", "Career Interest Inventory", "Commissioner", "Data Central", "Directories", "Employment", "Kansas Career Navigator", "Laws and Regulations", "Licensure", "Streaming Media", and "Student Data Collection and Security". A red arrow points to "Authenticated Applications" in the dropdown menu.

**Kansas School Safety Hotline**  
In these halls, you can be a hero! Stop School Violence.  
Kansas School Safety Hotline  
1-877-626-8203  
Anonymous - Toll Free





3. Enter your User Name and Password if you are a returning user  
OR click on Register if you are a new user.
4. Click Login.

The screenshot shows the 'User Login for KSDE Web Applications' page. At the top left is the 'Kansas CAN' logo. The main heading is 'User Login for KSDE Web Applications'. Below this is a section titled 'Common Authentication Login'. It contains a form with two input fields: 'User Name:' with the text 'bruton' and 'Password:' with masked characters. A red box highlights these two fields, with a red arrow pointing to the text '3. (for returning users)'. Below the form is a blue 'Login' button, with a red arrow pointing to it from the text '4.'. To the right of the 'Login' button is a link that says 'Forgot password?'. Below the login section is a 'Need Assistance?' section with a table of support contacts. At the bottom is a 'New User Registration' section with a green 'Register' button, a red arrow pointing to it from the text '3. (for new users)', and a link for 'New User Registration Help'.

**Common Authentication Login**

User Name:

Password:

**3. (for returning users)**

**4.**

[Forgot password?](#)

**Need Assistance?**

General Help	KN-CLAIM Support	KCCMS or Pathways Support
<a href="mailto:helpdesk@ksde.org">helpdesk@ksde.org</a> (785) 296-7935	<a href="mailto:cnwapplications@ksde.org">cnwapplications@ksde.org</a> (785) 296-2276	<a href="mailto:pathwayshelpdesk@ksde.org">pathwayshelpdesk@ksde.org</a> (785) 296-4908
KESA Support	KEEP Support	
<a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo <a href="mailto:mmelton@ksde.org">mmelton@ksde.org</a> - Myron Melton (785) 296-4948 - Jeannette Nobo (785) 296-8110 - Myron Melton	<a href="mailto:ayates@ksde.org">ayates@ksde.org</a> - Ann Yates <a href="mailto:jnobo@ksde.org">jnobo@ksde.org</a> - Jeannette Nobo (785) 296-5140 - Ann Yates (785) 296-4948 - Jeannette Nobo	

**New User Registration**

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

**3. (for new users)**

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)



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

#### KSDE Web Applications - Legal Notice

Applications provided by the Kansas State Department of Education through this authentication website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6312 through 72-6320, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.

Accept

Decline



## 6. Select EDCS.

*Note:* If you don't have access to EDCS, select Manage My Account, check EDCS/district, enter the In Case You Forget Your Password information at the bottom of the screen, and Submit. Your district administrator will give you access.

**Kansans CAN** User Login for KSDE Web Applications

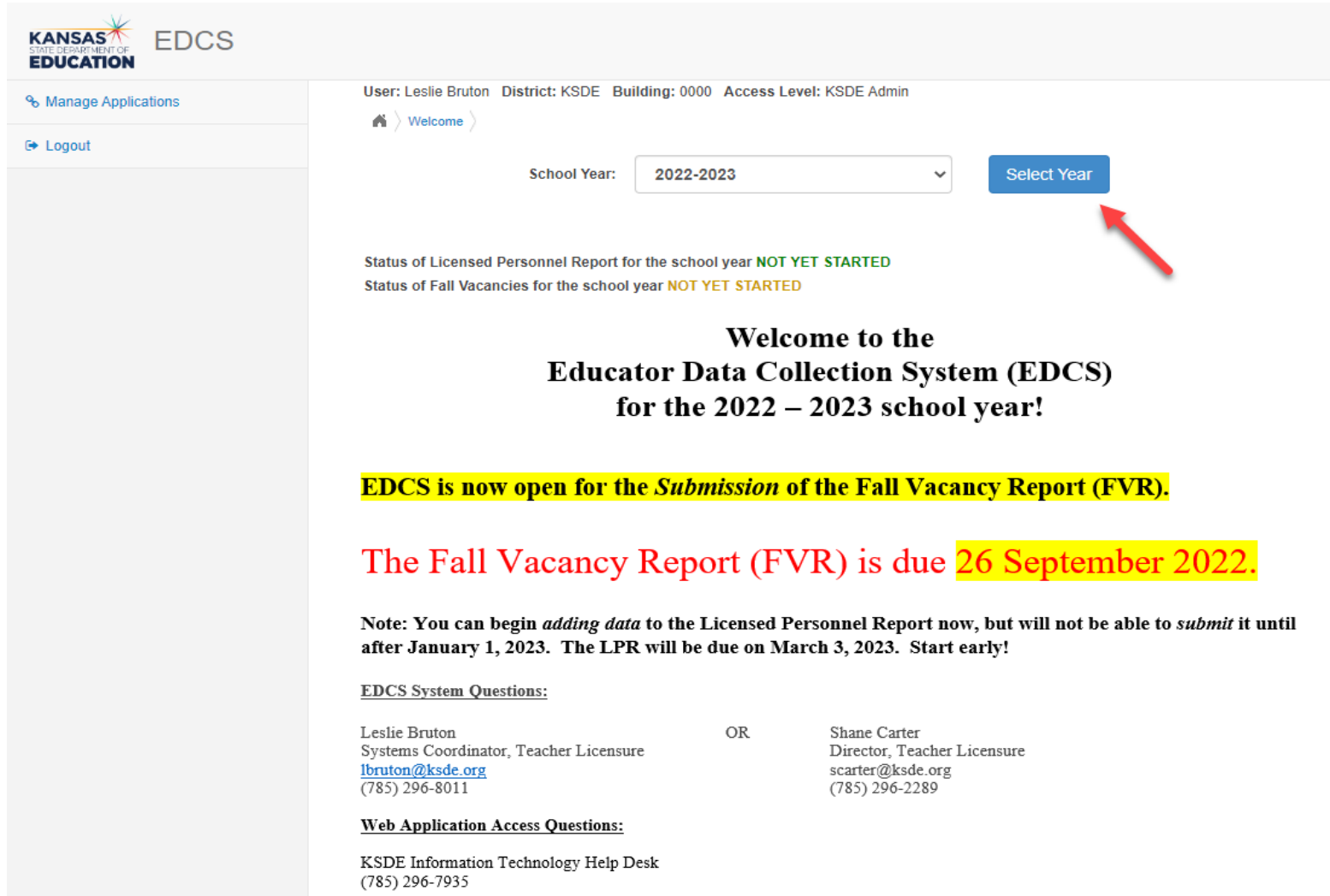
My KSDE Web Applications

[Manage My Account](#) [Log Off](#)

1. EDCS
2. EDCS - Special Access - User approval pending or application not active.
3. Educator Data Reports
4. Form 16 - Accreditation Licensure Waiver
5. IHE Portals - User approval pending or application not active.
6. Kansas Education Systems Accreditation (KESA) - User approval pending or application not active.
7. KLAS - Use only for Forms 2, 3a, or 8
8. License Application - Use for all other license applications
9. License Application Special Access - User approval pending or application not active.
10. Mentor Programs
11. Mentor Programs - Special Access - User approval pending or application not active.



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



**KANSAS** STATE DEPARTMENT OF **EDUCATION** EDCS

User: Leslie Bruton District: KSDE Building: 0000 Access Level: KSDE Admin

Home > Welcome >

School Year: 2022-2023

Status of Licensed Personnel Report for the school year **NOT YET STARTED**  
Status of Fall Vacancies for the school year **NOT YET STARTED**

**Welcome to the  
Educator Data Collection System (EDCS)  
for the 2022 – 2023 school year!**

**EDCS is now open for the *Submission* of the Fall Vacancy Report (FVR).**

**The Fall Vacancy Report (FVR) is due 26 September 2022.**

**Note: You can begin *adding data* to the Licensed Personnel Report now, but will not be able to *submit* it until after January 1, 2023. The LPR will be due on March 3, 2023. Start early!**

**EDCS System Questions:**

Leslie Bruton  
Systems Coordinator, Teacher Licensure  
[lbruton@ksde.org](mailto:lbruton@ksde.org)  
(785) 296-8011

OR

Shane Carter  
Director, Teacher Licensure  
[scarter@ksde.org](mailto:scarter@ksde.org)  
(785) 296-2289

**Web Application Access Questions:**

KSDE Information Technology Help Desk  
(785) 296-7935



# EDCS Welcome page:

Once you click Select Year, you will have access to the options in the Side Bar Menu on the left. Notice that Staff Data, Vacancy Report, License Personnel Report, and Reports can be expanded.

**KANSAS** STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Home > Welcome >

School Year: 2022-2023 Select Year

Status of Licensed Personnel Report for the school year **IN PROGRESS**  
Status of Fall Vacancies for the school year **IN PROGRESS**

Manage Applications  
Logout  
Welcome  
Staff Data <  
Vacancy Report <  
License Personnel Report <  
Reports <  
User Manual

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.

**Fall Vacancy Report is due 27 September 2021**





# A closer look at “Staff Data” options:

- When you expand Staff Data, you will see seven options which will be used to edit/enter data for the Licensed Personnel Report due in March.
- Let’s take a closer look at each of them.

**KANSAS** STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Home Welcome

School Year: 2021-2022 Select Year

Status of Licensed Personnel Report for the school year **IN PROGRESS**  
Status of Fall Vacancies for the school year **IN PROGRESS**

Welcome to the Educator Data Collection System

EDCS is now open for the Submission of the Fall Vacancy Report.  
**Fall Vacancy Report is due 27 September 2021**



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

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



# “Import Text Files”:

- All districts have the ability to import their personnel data directly into the EDCS web application. This method eliminates the need to manually enter some pieces of data (as required if you choose to Roll Over Data) which saves time for larger districts.
- If you choose to import your data, the data files must be either a tab delimited (.txt) or comma delimited (.csv).
- The data must be divided into separate files and uploaded in the following order:
  1. Exited Staff
  2. Staff data
  3. FTE data
  4. Assignment data
  5. Shared Staff Hiring District – Upload teachers shared with another district
  6. Shared Staff Receiving District – Upload teachers hired from another district





Weighing the Options!	Pros	Cons
.txt files	<p>You can quickly check data in columns. This is especially helpful with blank columns.</p> <p>Student Information Systems (Frontline, Skyward, etc.) can communicate with EDCS.</p>	<p>If you need to make changes, you have to edit one row at a time.</p>
.csv files	<p>If you need to make changes you can do it quickly.</p>	<p>It is difficult to edit and save changes, especially with blank columns. Sometimes it reverts back to its original format.</p>

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



# How to Import Text Files:

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

The screenshot shows the EDCS interface. The sidebar menu on the left has 'Import Text Files' highlighted with a red arrow labeled '1.'. The main content area shows the 'Upload file:' section with a 'Choose File' button (labeled '2.') and an 'Upload' button (labeled '4.'). A red arrow labeled '3.' points from the 'Choose File' button to a callout box that says 'Navigate to the text file you want to import'. Below the upload section are three dropdown menus for the year '2021-2022' and corresponding 'Export Staff', 'Export FTE', and 'Export Assignments' buttons.



# Common errors:

- You *should* receive a message confirming that your data was imported successfully.
- However, if an error *does* occur, the most likely causes are as follows:
  1. Invalid table codes (files uploaded out of sequence)
  2. Too few or too many columns
  3. An issue with courses mapped in KCCMS
  4. Invalid source file (use .txt file or .csv file only)



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





# “Roll Over Data”:

- Rolling over the previous year’s data will automatically set the status of each staff member as “Returning”, and add one year of experience to the total years of experience and USD experience fields.
- *Exited staff, salary fields, and Pathways classes are NOT rolled over. Districts must MANUALLY enter this information for each staff member.*
- Districts will need to roll over the data *only one time* per year.
- The district has several options for how to roll over data from the previous school year to the current school year:
  1. Assignment, FTE, and Staff Data (recommended)
  2. FTE and Staff Data
  3. Staff Data
  4. Shared Staff
  5. Shared Staff and Assignments



# How to Roll Over Data:



1. Click Roll Over Data from the side bar menu.
2. Select from the drop down menu, the field(s) from which you want to roll over data.
3. Click Roll Over.

**KANSAS** STATE DEPARTMENT OF EDUCATION EDCS

User: Leslie Bruton District: D0259 Building: 0000 Access Level: District

Staff Data > Roll Over Data

Roll over data from the prior school year. Years experience and USD experience for each staff person will automatically be increased by one. Entrance status will be set to "returning teacher". Staff salaries will not be rolled over this year.

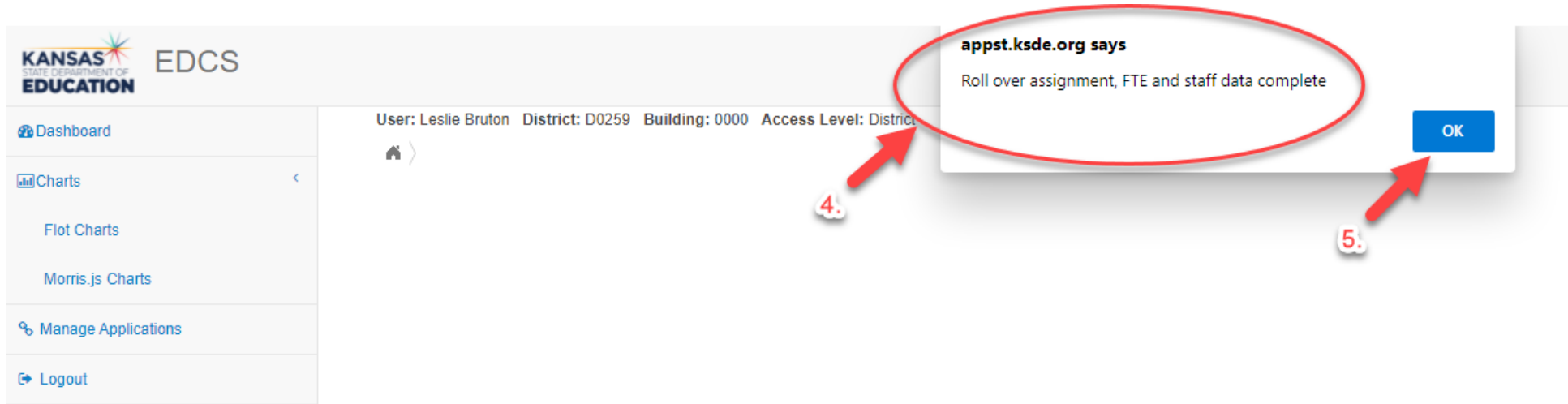
Roll over assignment, FTE and staff data

Roll Over

Please wait for the roll over to finish. An alert will appear confirming the success of the roll over and then you may return to the Find Staff page to view the data rolled over. Due to revision of subjects some assignments will not roll over. Many assignments will have their subject changed.



4. You should get confirmation from KSDE that the data was rolled over successfully.
5. Click OK.



# Common errors:

- You *should* receive a message confirming that your data rolled over successfully.
- *Caution:* If you rollover data, make edits, and then roll over data again . . . any edits will be removed and replaced with the previous year's data.







# Next “Training Modules” in the EDCS District Training series:



- 1. KSDE.org and EDCS Basics
- 2. Entering Staff Data (Part A)
- 3. Submitting the Fall Vacancy Report (FVR)
- 4. Entering Career & Technical Ed (CTE) assignments
- 5. Entering SPED/ESOL assignments
- 6. Entering Shared Staff data
- 7. Submitting the Spring Vacancy Report and Licensed Personnel Report (LPR)
- 8. Wrap-Up, Troubleshooting, Questions



# Where can I find this and additional EDCS District Training modules/videos?

1. Go to [www.ksde.org](http://www.ksde.org).
2. Click on Licensure under Popular Resources.
3. Click on Licensed Personnel Report under Licensure.
4. Under EDCS District Training Resources.
5. Select the topic/video you want.
6. Or . . . click on the HELP link here!



# EDCS and LPR User Manual:

- The EDCS/LPR User Manual was developed to guide school districts through using the online application system and report.
- Access the current EDCS/LPR User Manual by clicking on the USER GUIDE clipboard below:



# Contact information:

If you have any questions, please contact:



Leslie Bruton

Systems Coordinator Teacher Licensure

[lbruton@ksde.org](mailto:lbruton@ksde.org)

(785) 296-8011

