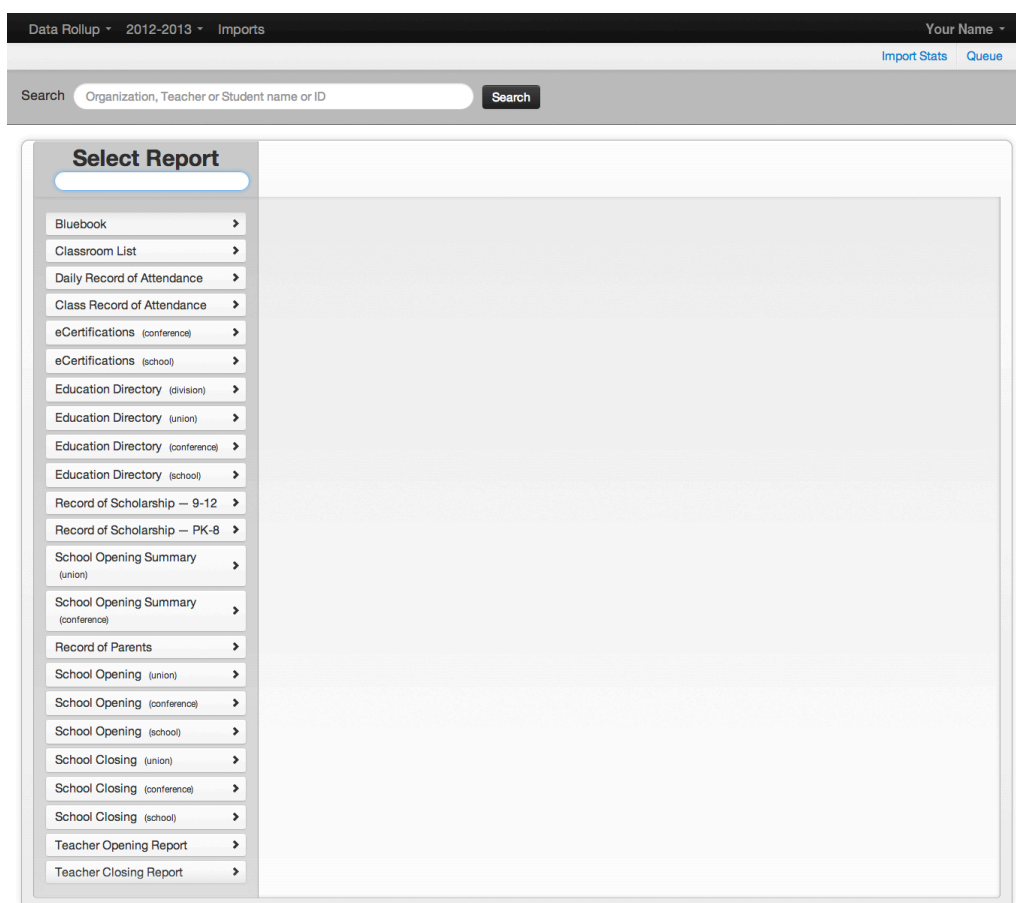




DataRollup

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.



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

Fig. 1 Data Rollup Interface

Let's start from the beginning ...

Each student, teacher, and school is assigned a unique ID number. (Fig. 2 — Also see *ID Number Generation information sheet*.) Student ID numbers follow them through their entire K-12 schooling and a teacher will keep an ID number 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 teacher 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/

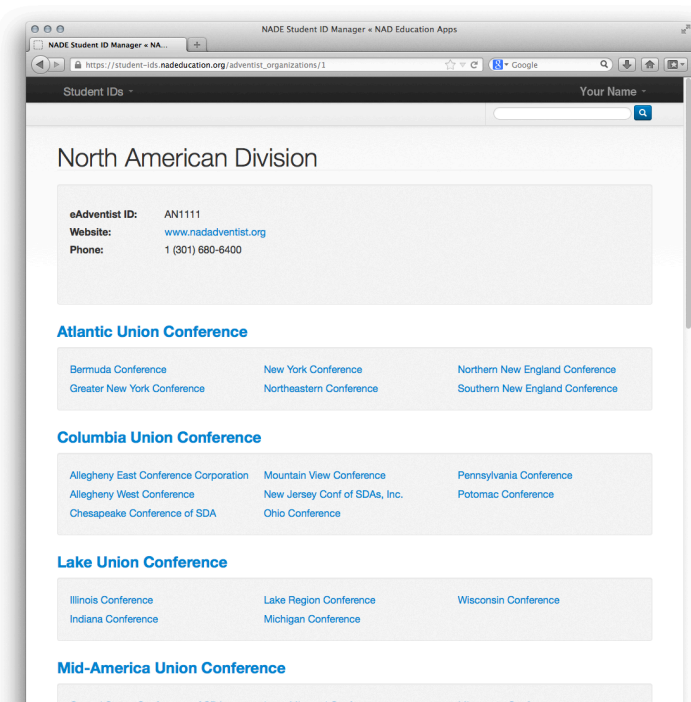


Fig. 2 Student ID Interface

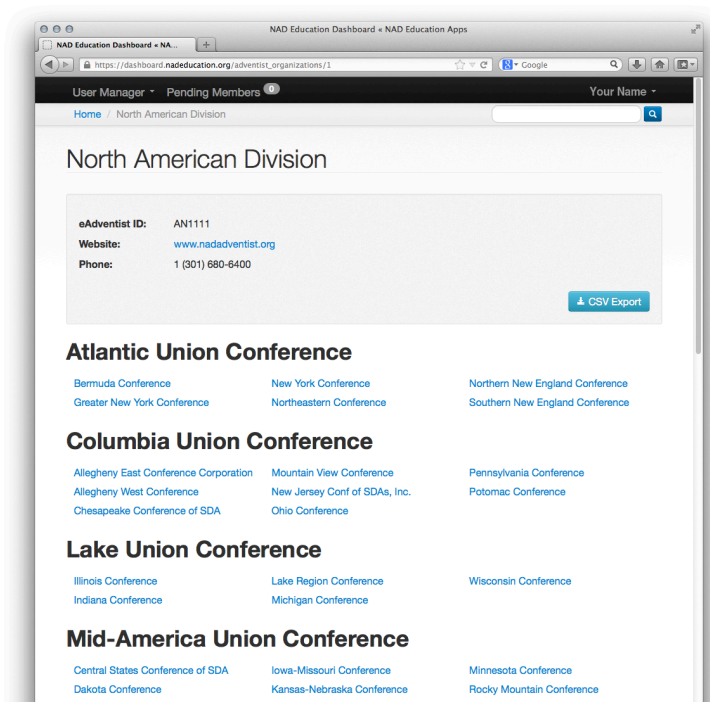


Fig. 3 Teacher Manager Interface

Roles clearly define access rights

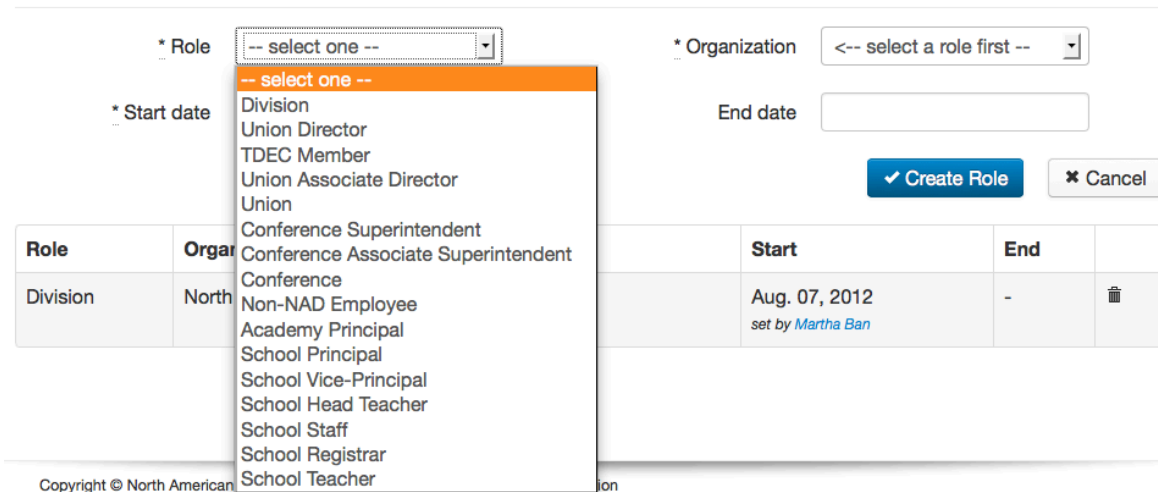
Once a teacher receives an ID, the conference assigns a role: teacher, principal, superintendent, union associate, etc. (*Fig. 4 — Assigning roles is a quick, single step.*) That role will automatically define which information a person can see. For example if the person is a teacher, they will only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

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



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

Member Roles



The interface shows a form for creating a new role. It includes a dropdown menu for selecting a role, a text input for the start date, and a dropdown for selecting an organization. Below the form is a table listing existing roles and their start dates.

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

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Fig. 4 User Role Management Interface

Intuitive interface

Once a user clicks on one of the available reports (the user's role, remember, determines which reports are in the list), the program automatically displays the options available for the selection. In the example below (*Fig. 5*), with Lake Union selected, all of the conferences are displayed. Select **Michigan Conference**, and all of the Michigan schools will show up. When a school is chosen, the program goes to the database, pulls the school information, and generates the report PDF.

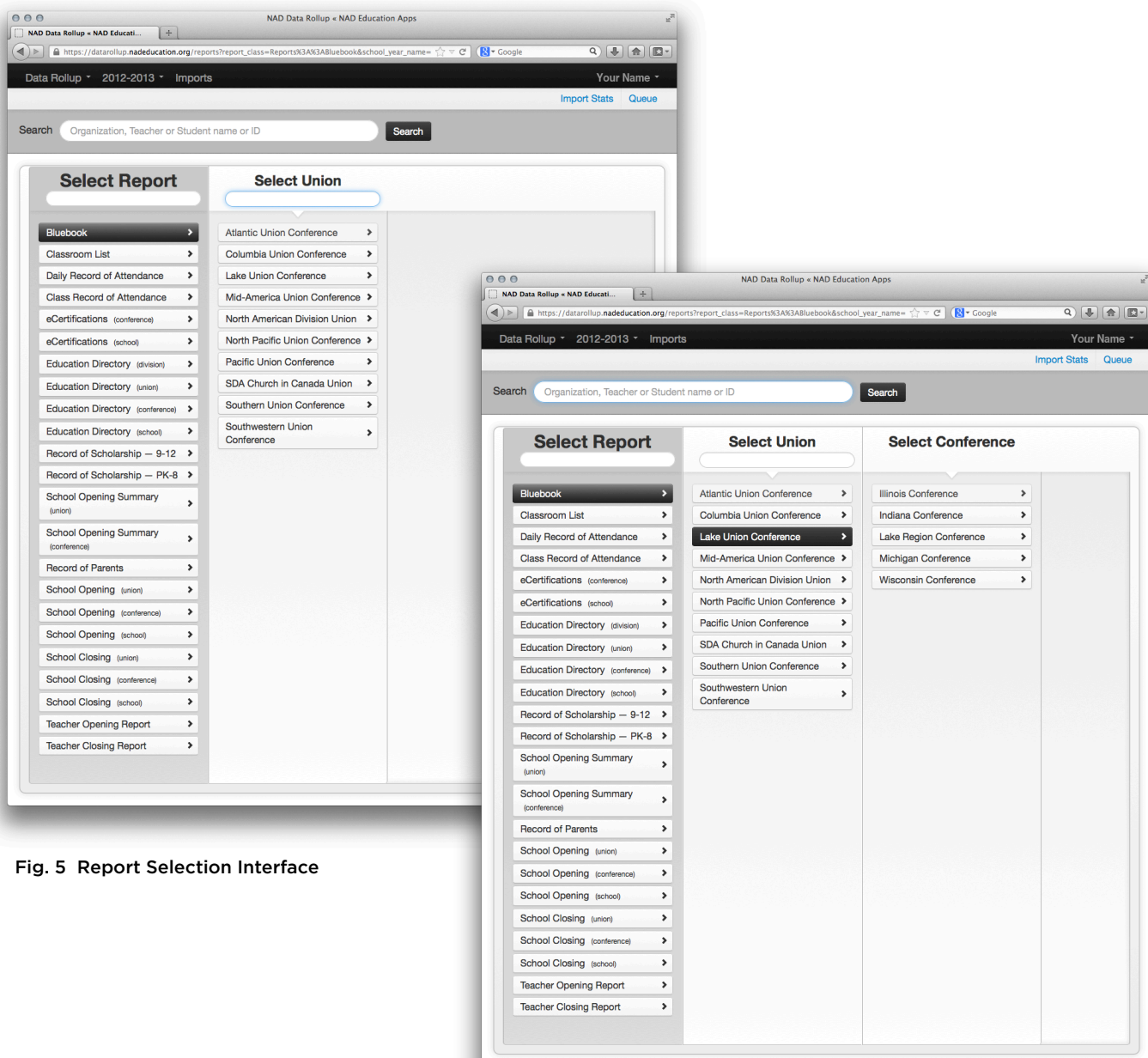


Fig. 5 Report Selection Interface

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. Examples from Schooling 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 | Sp |
|-----------------------------|-------|----|---|---|---|---|---|---|---|---|---|---|----|----|----|----|
| 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

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 Directories, Opening, and Closing reports (*Fig. 6*). Hopefully, the conveniences of the new connected database system will help encourage everyone to work together toward the shared solution.



Refer to the [DataRollup Bridge information sheet](#) for instructions on how to enter opening and closing report data.

Data Rollup - Imports - **Manually Enter Data** - School Principal - Your Name -

New School Closing report data

School Information

School Year Start Date:

School Year End Date:

Last Full Accreditation Date:

Instructional Days: ☐

Home & School Meetings: ☐

Is School Closing? ☐ Yes ☒ No

Student Information

Total Enrollment
Total enrollment of all pupils registered during the entire school year regardless of whether or not they are in attendance at the close of school.

| PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Actual Attendance
Actual attendance at the close of school.

| PK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Baptisms
Number of pupils baptized during the school year.

| K-8 | | 9-12 | |
|----------------------------------|----------------------|----------------------|----------------------|
| At Least One Parent/Guardian SDA | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Neither Parent/Guardian SDA | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Graduations

| # of Students Completing the 8th Grade | | # of Students Completing the 12th Grade | |
|--|----------------------|---|----------------------|
| Adventist | Non-Adventist | Adventist | Non-Adventist |
| Boys <input type="text"/> | <input type="text"/> | Boys <input type="text"/> | <input type="text"/> |
| Girls <input type="text"/> | <input type="text"/> | Girls <input type="text"/> | <input type="text"/> |

Fig. 6 School Closing Report Data Entry

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

If you are using another vendor, we have the data mapping protocols to integrate your data into the system.



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.*** With the exception of the Directories, 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, ensuring 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.***

The following programs can automatically connect to the database for information entry: **Renweb**, **STI iNOW**, and **SmallSchool Minder (SSM)**. If you are using another vendor, we have the data mapping protocols to integrate your data into the system.

