




Improving Education Data Part 2 – Coordinating Quality Data

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Credits

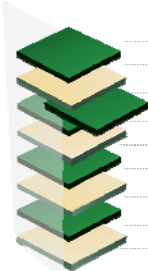
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Lesson 7



- Lesson 5 - Data Steward/Coordinator Responsibilities
- Lesson 6 - Data Flow and Data Cycles
- Lesson 7 - Data Entry Issues
- Lesson 8 - Creating and Using a Data Dictionary
- Lesson 9 - Developing a Data Calendar
- Lesson 10 - Types of Data Errors
- Lesson 11 - Validating and Auditing Data
- Lesson 12 - Communication

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Avoiding 'Garbage'data

Garbage In

Garbage out

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Focus of the Lesson

- Physical-environment issues related to accurate and secure data entry
- Types of business rules
- Developing business rules
- Importance of data-error checking

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Terms

- Business Rules**
 - Guidelines for standardizing how data are entered, validated, corrected or applied
- Data Dictionary**
 - Defines data elements collected and tracked, indicating the nature of the element, format restrictions, rules, and how the data will be used
- Data Entry Standards**
 - Specific, consistent format that data should be entered
- Data Entry Procedures**
 - Step-by-step methods for entering data
- Data Entry Guidelines**
 - Process to follow when entering data

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