Improving Education Data Part 2 – Coordinating Quality Data

The Online Forum Curriculum for Improving Education Data was developed by the National Forum on Education Statistics (the Forum). The Forum is an entity of the National Cooperative Education Statistics System, which was established by the National Center for Education Statistics (NCES).

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Credits


Lesson 7

Lesson 7: Data Entry Issues

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Avoiding ‘Garbage’ data

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

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 method for entering data

Data Entry Guidelines
• Process to follow when entering data