

Improving Education Data Part 2 – Coordinating Quality Data



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Credits

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Data Entry Issues




Physical Environment

- ❖ Ergonomics
- ❖ Furniture placement
- ❖ Work space
- ❖ Access to technology
- ❖ Security



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Tools

- ❖ **Data dictionary:** the data elements collected and tracked by a system



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Tools

- ❖ **Data entry guidelines:** non-technical summaries of rules, standards, and procedures



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Types of Business Rules




Types of Business Rules

- ❖ **Decision rule:** defines the criteria for making a specific decision
- ❖ **Process rule:** defines the steps for entering, verifying, or correcting data
- ❖ **Edit:** rule programmed into data system to limit data entry errors




Sample Business Rules

- ❖ Study guide – Sample Business Rules
 - ❖ If student grade level is X, student must be between the ages of A and B.
 - ❖ When a student withdraws, enter the withdrawal date in the student database and the withdrawal report form.




Sample Business Rules

❖ Study guide – Sample Business Rules

❖ A student must have a 2.0 cumulative GPA to participate in sports.



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