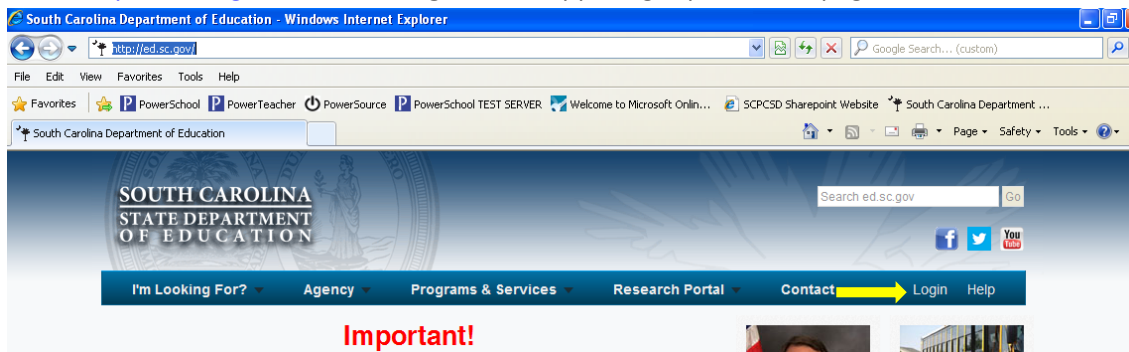


Viewing Data Quality and Reporting on SCDE Website

1. Go to <http://ed.sc.gov/> and click **Login** in the upper right part of the page



2. After clicking **Login** you will see a login page. Log into the website:

A screenshot of the SCDE Web Site Member Center login page. The page has a blue header with the text 'Login to the SCDE Web Site Member Center'. Below the header, there is a section titled 'Log on using E-Mail Address'. This section contains two input fields: 'User Id / E-mail:' and 'Password:'. To the right of these fields is a 'Log On' button. Below the input fields, there is a link for 'Teachers' and a link to 'Click here to view Certification Status'. At the bottom of the login section, there are three buttons: 'Create Account', 'Reset Password', and 'Request Tech Support'. Below these buttons, there is a message: 'If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.' At the very bottom of the page, there is a footer with the text: '© 2012 South Carolina Department of Education. All rights reserved. Privacy & Legal Information.'

Note: If you have never created an account before click the **Create Account** button and it will send a request email to the District Technology Director. If you forgot your password, click the **Reset Password** button and it will guide you thru the security questions that you created during your initial set up. If you still cannot log into the website after answering the security questions, email someone at the district office (Technology Department) and they will send you an automated email to help reset your password. And if you still are having issues with logging into the SCDE Website, you will be advised to go back to the website and click on the **Request Tech Support** button, because this is now an issue the state department will have to fix since this is their website and not the districts website.

3. Once you log into the page you will need to click on the **Data Quality and Reporting** link:

Important!

SCDE staff members from the offices of Teacher Effectiveness (Title II team only); Certification, Recruitment and Preparation; Leader Effectiveness; and Educator Evaluations have been temporarily displaced due to a fire in the Landmark Building located at 3700 Forest Drive in Columbia. The building is inaccessible at this time; the extent of the damage is being assessed.

The functionality of the services provided by the affected offices has resumed. Please notify the SCDE at info@ed.sc.gov if you experience a problem with any of the Department's online applications.

User Tools

- [Change your password](#)
- [Change your security question answers](#)

Web Applications

- [Advanced Data Transfer System](#)
- [DTS Extranet](#)
- [Data Quality and Reporting](#)



Note: *If you do not have this link please email someone in the Technology Department of your district advising them that this link is missing and needs to be added to your permissions.*

4. Now you should be on your school's designated error report page:

South Carolina Department of Education
Together, we can.

Data Quality and Reporting [Home](#) [Logout](#) [About](#)

[home](#) [redacted], DQRPROD-PrecodeCoordinator, DQRPROD-EEDACoordinator, DQRPROD-ReportCardCoordinator, DQRPROD-SISCoordinator, DQRPROD-TechCoordinator)

My Locations

District: 4701 - State Charter School District School: [redacted]

Messages and Links

There are 3 items.

- Welcome!
- Technology Services web page
- *Important Information for when to view Reports*

Application Help

There are 5 items.

- Support

School Report Portal

Report Tree Menu

- School Navigation
- PowerSchool EFA & EIA 45 and 135 Day Reports from Extracts
- Activity/Course Code
- Student
- Teacher
- Documents

5. You can click on the (+) next to *Activity Course Code, Student, and Teacher*. The 2 links that will you will be using to locate your errors will be **PS School [name of the report] Validation Report** and **School [name of the report] Validation Summary** (ex: PS School Student Validation Report).

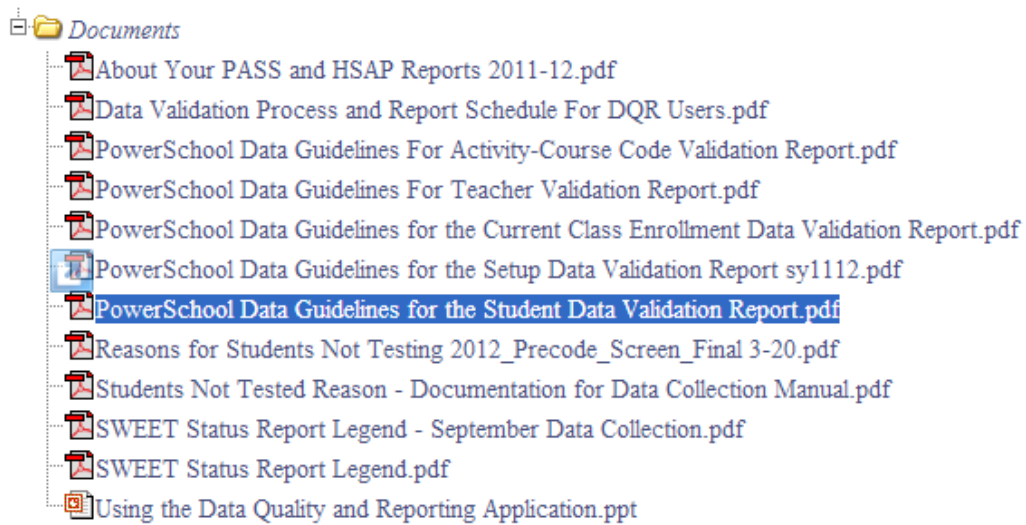
- **PS School [name of the report] Validation Report** – provides a total count of the different errors found for the selected school.
- **School [name of the report] Validation Summary** - provides a detail summary of the different errors found for the selected school.

The screenshot displays the 'Data Quality and Reporting' portal for the South Carolina Department of Education. The header includes the department logo and navigation links for 'Home', 'Logout', and 'About'. Below the header, there are sections for 'My Locations' (showing District: 4701 - State Charter School District and School: 002 - Cannon Falls Charter School), 'Messages and Links' (with 3 items), and 'Application Help' (with 5 items). The main content area is titled 'School Report Portal' and features a 'Javascript Tree Menu' with the following structure:

- School Navigation
 - PowerSchool EFA & EIA 45 and 135 Day Reports from Extracts
 - Activity/Course Code
 - PS School Activity/Course Code Validation Report
 - School Activity/Course Code Validation Summary
 - Student
 - PS HSAP Data Review
 - PS PASS Data Review
 - PS School Student Validation Report
 - School Student Validation Summary
 - Teacher
 - PS School Teacher Validation Report
 - School Teacher Validation Summary
 - Documents

Note: The screenshot from above is a view from the district level and not the school level so you will not have some of the same folders or links.

6. Documents folder – this folder has guidelines on how to correct errors being pulled by the state department in the Data Quality and Reporting page.



Note: The screenshot from above is a view from the district level and not the school level so you will not have all the documents listed above.