EDI Coordinators Training: Setting Up Student Sessions & Managing Duplicate Students
April 8 and April 9 (repeat), 2024

		EDI Coordinators Training: Setting Up Student Sessions & Managing Duplicate Students	
		RESOURCES: ● EDI Coordinators ● Early Development Instrument (EDI) – New Mexico Public Education Department ● datainformedfutures@mednet.ucla.edu ● twcole@mednet.ucla.edu	
#	**NAME & EMAIL**	**LEA QUESTIONS**	**PED/TEAM ANSWERS**
1	lkerr@fms.k12.nm.us	Will DTCs/EDI Coordinators be able to add/remove students because I see issues with teachers adding to roster with wrong state IDs and not using the students' full legal names? Sorry for forgetting the email!	EDI Coordinators can view schools and teachers to verify they are correct. If they are not, please contact DataInformedFutures@mednet.ucla.edu EDI Coordinators cannot add/remove students. Only teachers can do that. To add a student, only add the State Student ID (no student names). Teachers should only remove a student if they were never in their class. If a student transferred out of the teacher's class, there is a separate question where they can note that.
2	Ronda Sharp rsharp@bsin.k12.nm.us	We are only able to see the students who are duplicated and not the master roster list. How do we get access to the master list? So you only sent the duplicates?	UCLA uploaded rosters into the data collection platform and only sent those duplicated records that could not be uploaded back to the District EDI Coordinators for assistance with those records. EDI Coordinators will not be able to see the student list but the teachers can add and delete students in the data collection portal once they log in starting on 4/15. (see question #1

			above).
3	Genna Wortman genna.wortman@explore.academy	I still have not received an email for me to access the portal. I have already sent an email.	Thank you for letting us know. We will follow up on your account.
4	kbewley@risd.k12.nm.us Roswell ISD	Can we remove or add KG students? Also, did you use the 120 day snapshot or the NOVA Live to roster students? That will help me figure out what I might need to do.	EDI Coordinators cannot add/remove students (see Q #1). We are able to use the 120 day unverified snapshot for the rostering. If you have student duplicates, you will be receiving an email from datainformedfutures@mednet.ucla.edu or twcole@mednet.ucla.edu.
5	Joanna Tulabing jtulabin@gmcs.org	When can we expect rostering to be completed? I have not received any email about duplicate issues. However, as of today, Gallup McKinley only has 1 out of 16 elementary schools, 23 out of 555 KDG students available.	Thank you for letting us know. This is a unique situation and Tyler Cole will be reaching out to GMCS to address this concern.
6	Tosha Young Rio Rancho tosha.young@rrps.net	I am a co-coordinator for RRPS. I received my log-in email, but was unable to log in with the initial password or by changing my password. Have sent emails to notify that I have not been able to access the portal yet.	Thank you for letting us know. We will follow up on your account.
7	Melissa Brown mbrown@silverschools.org	Do we still want teachers to wait until April 15th to access the portal? Since DTCs can't see the students, we need time for the teachers to check their rosters.	Yes. Please check if you can see all the schools and teachers that should be on the platform. Teachers can add and delete students in the roster.
8	kbewley@risd.k12.nm.us Roswell ISD	The training video we sent out and used was a YouTube video. Is that not the correct one?	That is the correct video - Kristine Alosco, UCLA
9	Carol McAlister carol.mcalister@carlsbadschools.net	The training materials refer to a **_'Teacher Portal Instruction Sheet'_** that the teachers will be getting; can you let us know when they will be getting it? I have no access to that from my log-in/portal and I'm not sure where that comes from?	It was re-sent to District EDI Coordinators on 4/9/24. Please let us know if you still did not receive it.

10	Brandy Williams bwilliams@torcschools.net	I am a principal and have not received an email from EDI. Would it be possible to get access to the platform, please?	Principals are not typically users of the platform, as they do not fill out the survey.
11	kbewley@risd.k12.nm.us Roswell ISD	We did not receive any email about duplicate records. I hope that means we do not have to worry about that?	That is correct. LEAs that have duplicate records issues have been contacted.
12	Carol McAlister carol.mcalister@carlsbadschools.net	How do we create accounts for our principals, to keep up with the progress of their teachers? And, how do we see a list of our students, to know if any are missing, as another DTC mentioned she was able to see and know some were missing; I can't see any students?	Principals will not have access to EDI but EDI Coordinators will be able to see the completion rate of teachers. EDI Coordinators will need to communicate to school principals for the completion rate. District EDI Coordinators can view their schools and teachers and the number of students assigned to each teacher but they cannot view the student names or IDs. When teachers log in, they will be able to see student State IDs. They can add or delete students if necessary.
13	Meaghan Hindman meaghan.hindman@alturaprep.org	How are we supposed to verify students/rosters if we do not have that view on our District Coordinator portal?	District EDI Coordinators can view their schools and teachers and the number of students assigned to each teacher but they cannot view the student names or IDs. When teachers log in, they will be able to see student State IDs. They can add or delete students if necessary.
14	kbewley@risd.k12.nm.us Roswell ISD	How can we tell if we have duplicate records or complete records if we cannot see the student list?	See #13.
15	kbewley@risd.k12.nm.us Roswell ISD	Where exactly do we find the rosters so we can verify that they are accurate? I only see the teacher's names.	See #13
16	Louis Meza lmeza@hatchschools.net	Was shared on PPT slide that April 2nd rosters were emailed to us, DTC. I've checked my emails and I never received rosters to review, if I understood this correctly.	PED provided the roster to UCLA. UCLA uploaded the roster into the data collection portal. Rosters were not sent to districts. However, if UCLA found duplicate records in the roster it received from PED, then UCLA sent the district an excel file

			with its duplicate records requesting assistance. If you did not receive this email, it means your district did not have duplicate records. Only 28 districts had duplicates.
17	Kathy Young kyoung@hawest.net	I have a setup tab, and no students. So I assume I complete the template and submit? I have not received an email with student rosters to check for duplicates. I can't see any rosters or anything, just N/A, when I export the data.	Please see Q 16 above. UCLA uploads the data into the portal, not the district. Please contact Tyler at TWCole@mednet.ucla.edu if anything is unclear.
18	Joanna Tulabing jtulabin@gmcs.org	Can teachers have access to multiple elementary schools? We have virtual teachers who have virtual students from different schools.	Yes, teachers can have access to multiple schools. If the PED roster provided to UCLA includes a teacher assigned to multiple schools/classrooms, the teacher will be able to view this when they log in.
19	Karla Dow kdow@llschools.net	I have not received the email with the student roster to check for duplicates. Please resend.	Thanks for letting us know. Tyler Cole will be following up on this issue. Only 28 districts had duplicates. Only those with duplicates received the email.
20	leigh.morris@clovis-schools.org	Do you have a timeline when duplicate rosters will be fixed so that we can check?	UCLA is targeting April 12th to fix all roster issues.
21	kbewley@risd.k12.nm.us Roswell ISD	My teachers and schools look great but I cannot see students at all. I cannot tell if the rosters are correct because I do not have access to the list of students.	That is correct. District EDI Coordinators can only view the schools and teachers and the # of students per teacher. Only teachers can view the student IDs and can add or delete students.
22	lkerr@fms.k12.nm.us	It was my understanding that Severely Cognitively Challenged students were to be surveyed. Is this still correct as I don't see the kindergarten teachers for these students? I don't see my teachers for these students so should I	Yes, this is correct. Please send the teachers that need to be included to: datainformedfutures@mednet.ucla.edu

		reach out to Tyler?	
23	tdavis@bulldogs.org	We have dedicated an entire day for K teachers to complete the EDI on April 19th. Will this be ready?	Yes, it will be ready. The only reason it would not be ready is if UCLA sent you an excel file with duplicates and you have not removed the duplicates and returned it by April 10th. If UCLA did not send you a duplicate file, then there is not a duplicate problem. In that case, you should log in as a District EDI Coordinator to verify that you see the correct schools and teachers listed and that for each teacher, there is roughly the correct number of students assigned.
24	Joanna Tulabing jtulabin@gmcs.org	Is there an enrollment cut-off for any KDG students? Can we have documented instructions/guidelines for this?	One of the first questions on the EDI asks if the student has been in the classroom long enough for analysis. If the teacher responds no, then that survey will automatically close out. We have received a roster from the State of New Mexico already, so only those students that were sent to us will be pre-loaded into the EDI portal. Any students that enrolled after that cutoff will have to be uploaded by the teacher while they are filling out the EDIs. There are instructions on how to do this in the teacher training materials.
25	kdow@llschools.net	How do we arrange for payment for subs on the sheet that we completed earlier for this?	We haven't received an updated instruction for this process. We will let all EDI coordinators know as soon as we have the updated information for subs.
**Apr 9, 2024** FAQ		
1	Kristina Saiz ksaiz@srlions.com	I only see one elementary in the EDI portal for my district, not both. Are rosters still being uploaded?	Some rosters had issues with duplicates, in which case you should have received an email. If you haven't received an email about duplicates, and you still are missing one school, please email datainformedfutures@mednet.ucla.edu.
2	rona.ortega@taosschool	Are DTC's supposed to set up rosters within the EDI site?	No, UCLA received rosters from PED and UCLA uploads them

	s.org		into the portal. There have been roster errors resulting in some districts not having their rosters uploaded yet. Some rosters have duplicates, in which case, you should have been emailed. If you weren't, please email datainformedfutures@mednet.ucla.edu to proceed.
3	Kimber Sanchez kimber.sanchez@mpschools.net	We requested a second coordinator account be created. Neil emailed Tyler with this request. We have yet to receive that notification. When will this be completed?	Tyler is working on this.
4	Andrew Wyman andrew.wyman@demingps.org	When will we hear back from PED regarding reimbursement for Subs?	We are still waiting for guidance on how the reimbursement process will be. We will communicate it to the EDI Coordinators as soon as we have new information.
5	Kimber Sanchez kimber.sanchez@mpschools.net	Where can I access past training recordings since I did not attend them?	All resources can be found at Early Development Instrument (EDI) – New Mexico Public Education Department (state.nm.us) The core EDI Implementation Trainings are found here: https://us02web.zoom.us/rec/share/63PbBW1EipM8WE5KYJTpZ-k-YA7QguwyLYUSVPkmVmvoRFRQY197M9R7d6dJIui_.N9AH1tSDVSO1wSmQ
6	Tonya Troske ttroske@cienaguas.org	I have not received my EDI Portal login information. I am uncomfortable proceeding with tasks and family/staff communication until I have that and rostering is complete.	An email was sent directly to Ms. Troske to provide an update on how to proceed.
7	Amy Conley conla@centralschools.org	I still can't view the number of students when I click export data.	Please contact DataInformedFutures@mednet.ucla.edu.
8	Cadie Carrillo ccarrillo@chamaschools.	Is there an email template that should be used to send to teachers/principals? Or are districts creating their own?	Please refer to the documents on this website: https://webnew.ped.state.nm.us/bureaus/edi/. Under the

	org		"School Leaders" tab, there are two downloadable email templates for principals and teachers.
9	Tiona Fabela tiona.fabela@jalnm.org	When will I see my rosters? I have logged in but I do not see any students.	Please contact DataInformedFutures@mednet.ucla.edu.
10	Jen Coon jencoon@lcps.net Las Cruces Public Schools	Neil let me know that duplicate information was shared with my district, but I did not receive this file. What will happen if the district is unable to support/clean up duplicates by tomorrow or April 15th??? Will teachers still be able to login and begin?	Yes, if the district is unable to clean up the duplicates, UCLA will still create teacher accounts so teachers can log in. At that point, teachers can add students by adding the State Student ID.
11	kbewley@risd.k12.nm.us Roswell ISD	I see all schools, great! Most teachers are in perfectly. Only two classes need an update. I sent that in an email to EDI, but we are doing our training tomorrow.	If it is a matter of a few students missing from the roster, the teacher will be able to add them on their end when completing the surveys.
12	Kimber Sanchez kimber.sanchez@mpschools.net	Did I understand correctly that we will be able to see students tomorrow?	EDI Coordinators won't be able to see students, just the schools and teachers. When you export, you can see the number of children, but you won't see the actual students.