



THE ACADEMY REGISTRAR AND NAD DATA ROLLUP

Pacific Union Conference



AGENDA

- What's New for 2023-4
- Managing the keys to the data kingdom
 - School
 - Staff
 - Students
- Quick tour of AE Dashboard
 - Educator/Student ID Managers
 - Support Site – support.datarollup.info
 - Curriculum/ALC portals
- Certification - “Rap Sheets” on your staff
- Communication
 - Engage
 - Mailchimp
 - SLACK for Educators/Registrars
- Reports
 - Transcripts
 - Report Cards
 - Partner Campus
 - MAP
 - Directories
 - Retention
 - Opening/Closing Reports
- Questions? Your input matters!

UPDATES

[Support Page](#)

2023-24 Updates

August 16, 2023 by MB

Addition to Instructional Level codes

- X student performs beyond what a standard requires
- Y student is proficient on grade level standards
- YA student can attain grade level standards with accommodations
- Z grade level standards are modified for student success

Title change –

Replace "head teacher" with "teaching principal."

Constituent Church Organizations

Constituent Churches now import to Data Rollup from eAdventist. If your constituent churches are not listed, please contact your conference office and submit your list of churches.

See the **Opening Report Assistant** for help: <https://openingreport.adventisteducation.org>

Home and School Meetings

This data point has been removed from data collection and Closing School Reports

AE DASHBOARD

- User Manager
- Files – being updated
- Data Rollup
- Student IDs
- Certification
- Demographics
- User Guides
- ALC
- Encounter
- SBL Toolbox

Education Dashboard



USER MANAGER



FILES



DATA ROLLUP



STUDENT IDS



CERTIFICATION



DEMOGRAPHICS
DASHBOARD



DASHBOARD USER
GUIDES & FAQ

Resources



ALC
HOME



ALC
E-PORTFOLIO



ALC
TEACHERCONNECT




ENCOUNTER
RESOURCES



SBL
TOOLBOX

La Sierra Academy

Name:	La Sierra Academy	Division:	North American Division	
Org ID:	ANPM2B	Union:	Pacific Union Conference	
Org Type:	PK-12 School	Conference:	Southeastern California Conference	
Website:	www.lsak12.com			
Phone:	951-351-1445			
Receives government funding?	No			

[Edit](#)
[eCertifications](#)
[CSV Export](#)

People

Legal name	Preferred name	E-mail address	Role	Training	Working hours	Educator ID
Akira Maria Altamirano		aaltamirano@lsak12.com	School Staff of La Sierra Academy		Full time	105329
Susie L. Bao		sbao@lsak12.com	School Staff of La Sierra Academy		Part time	105793
Brandon Beard		bbeard@lsak12.com	School Staff of La Sierra Academy		Full time	118404
Oliver S. Bragg		oliver.bragg@hotmail.com	School Teacher of La Sierra Academy		Full time	112994
Diane Hortence Brown		dbrown@lsak12.com	Academy Registrar of La Sierra Academy		Full time	114173
Adria Chea		adchea@lsak12.com	School Staff of La Sierra Academy		Part time	118057
Emily Frances Lalas Christianson		emilyeugenio@gmail.com	School Teacher of La Sierra Academy		Full time	85824
Ivana de la Riva		idelariva@lsak12.com	School Teacher of La Sierra Academy		Part time	118260
Natasha Arden Emmrich		natasha_emmrich@yahoo.com	School Staff of La Sierra Academy		Part time	113023
Andrea Esparza		aesparza@lsak12.com	School Staff of La Sierra Academy		Full time	105973
James L. Eugenio		jeugenio@lsak12.com	School Teaching Principal of La Sierra Academy		Full time	118244
Lemans Galbreath, Jr.		galbreath27898@gmail.com	School Staff of La Sierra Academy		Full time	117453
Adriana Gonzalez		gonzalez6105@att.net	School Staff of La Sierra Academy		Part time	117862
Annemarie Gregory		dearannemarie@gmail.com	School Staff of La Sierra Academy		Part time	115931
Justin Hansen		jhansen@lsak-12.org	School Teacher of La Sierra Academy		Full time	110284
Emillie Michelle Hathaway		ehathaway@lsak12.com	School Teacher of La Sierra Academy	Elementary Encounter	Full time	113596
Pricila Hernandez		pricilah73@gmail.com	School Staff of La Sierra Academy		Part time	119019
Stephanie Hernandez		shernandez@lsak12.com	School Teacher of La Sierra Academy	Elementary Encounter	Full time	114997
Kalmani Quinn Huether-Amoah		kalmaniamoah@gmail.com	School Teacher of La Sierra Academy	Elementary Encounter Secondary Encounter	Full time	115379

DATA ROLLUP

- This is where you find all your reports based on the school SIS imports.
- Imports run nightly – and can be pushed manually.
- Vital for ALL teachers to be checking accuracy.
- Legal documents. 😊

Currently all PUC schools import with the exception of Loma Linda Academy and Monterey Bay.

The screenshot shows the Data Rollup web application interface. At the top, there is a navigation bar with 'Data Rollup' and '2020-2021' dropdown menus. To the right, there are links for 'Ban Jupiter Academy', 'Settings', and 'Martha Principal'. Below the navigation bar, there is a search bar with the placeholder text 'Teacher or Student name or ID' and a 'Search' button. The main content area is divided into two sections. On the left is a 'Select Report' sidebar with a list of report categories, each with a right-pointing arrow. On the right is a large, empty grey area. A legend on the right side of the screenshot explains the letter-coded annotations: A - Explore your school's data in the Record Browser; B - Update your school's contact for notifications; C - Indicates your role; D - Year indicator (option for previous years); E - Access latest import and Error Report; F - Portal for freezing Opening (or Closing) Report; G - Link to standardized subjects/skills; H - Link to standardized staff titles.

Select Report

- Administrators
- Classroom List
- Cumulative Record
- eCertifications
- eCertifications Summary
- Education Directory
- Record of Scholarship (PK-8)
- Record of Parents (PK-8)
- Record of Attendance – Class
- Record of Attendance – Daily (PK-8)
- Report Card (Elementary)
- Report Card (Academy)
- School Opening
- School Closing
- Student Portfolio
- Student Religious Affiliation
- Student Retention
- Teacher Opening
- Teacher Closing (PK-8)
- Transcript (9-12)

Legend:

- A - Explore your school's data in the Record Browser
- B - Update your school's contact for notifications
- C - Indicates your role
- D - Year indicator (option for previous years)
- E - Access latest import and Error Report
- F - Portal for freezing Opening (or Closing) Report
- G - Link to standardized subjects/skills
- H - Link to standardized staff titles

STUDENT IDS

- Every student – just like the teacher – receives an NAD ID upon first entering the system.
- The number follows them wherever they attend school – through 12th grade.
- This number is used for:
 - SIS
 - Standardized testing (NWEA MAP)
 - ByDesign Virtual Labs
- Provides ability for complete cum record report and transcript
- Importance of FULL LEGAL NAME
- [Demo creation](#)

The screenshot shows the 'Ban Connect Elementary' interface. At the top, there are tabs for 'Manage Students', '+ Features', and '+ Add a New Student'. Below this, there are two sections for 'Last Year's Students' (Enrolled for 2023-2024 and No Longer Enrolled for 2023-2024), both showing 0 students. The main section is 'Enrolled for 2023-2024 (19)', which includes a table with columns for Full Name (Legal Name), Grade, Student ID, Date of Birth, and an action column. The table lists six students, all with a 'No Longer Enrolled' status.

Full Name Legal Name	Grade	Student ID	Date of Birth	
Ban, Felix (Felix) of Maine Felix of Maine Ban (Demo)		1200310	May 26, 2015	No Longer Enrolled
Ban, Flicka Cat Flicka Cat Ban		1203161	May 13, 2012	No Longer Enrolled
Ban, Jakob (Jake) Watson Jakob Watson Ban	3	1294079	Jul 1, 2014	No Longer Enrolled
Ban, Orange Cat (Orange Cat) Fluffy Orange Fluffy Cat Ban	11	1244747	Mar 10, 2011	WeiNet No Longer Enrolled
Ban, Sherlock (Squirt) Holmes Sherlock Holmes Ban	4	1255841	Aug 20, 2010	No Longer Enrolled
Carter, Anika (Nika) Saucepan Anika Saucepan Carter	2	1294078	May 2, 2014	No Longer Enrolled

CERTIFICATION



- Shows status sheet for all denominationally certified educators
- Registrars can also use the Certification Summary report for listings of school educators.

MARTHA BAN
8010 LILLIBRIDGE STREET
LINCOLN NE 68506

Status: Full Time
Home #: -none-
Mobile #: 978.870.6789
Email: mban@me.com
marthaban@nadadventist.org
Conference: -none-
School(s):

Registrar: Kristi Griffith
Contact Info: Mid-America Union Conference
PO Box 6128
Lincoln, NE 68506
402.484.3015 (phone)
402.483.4453 (fax)
kristi.griffith@maucsda.org

Education Information

BS	Major	Elementary Education	Atlantic Union College	05/16/1982
M.Ed.	Major	Reading/Language Arts	Framingham State College	05/22/1988

Certification Information

Certificate:	Endorsement:	Effective:	Expires:
Professional	Computer Application	09/01/2022	08/31/2027
	Educ Technology Specialist	09/01/2022	08/31/2027
	Elementary Education	09/01/2022	08/31/2027
	Reading	09/01/2022	08/31/2027
	Jr Acad English	09/01/2022	08/31/2027
	Jr Acad History	09/01/2022	08/31/2027
	Jr Acad Religion	09/01/2022	08/31/2027

Academic Credits Earned

Term:	Year:	Institution:	Course:	Description:	Credits:
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Non-Academic Credits Earned

NOTE: Credit calculation has changed due to conversion to CEU's

School Year:	Performed:	Type:	Description:	Credits:
2021 - 2022	12/01/2021		AU FERPA Training	0.03
2021 - 2022	02/18/2022		HRS Summit	0.50

Total Renewal Credits Earned

Academic: 0.00	Non-Academic: 0.53	Total: 0.53 Semester Credits
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Courses Needed for Renewal

Notes

9-1-18 new junior academy requirements have been met for the current endorsements.

DEMOGRAPHICS

- Currently, have three data points
 - Enrollment
 - Student Distribution
 - Administrators & Teachers
- Will soon have more data points added
- <https://datarollup.nadeducation.org/demographics>

Demographics Dashboard

Union

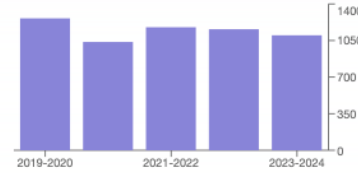
Pacific Union Conference (ANF)

Conference

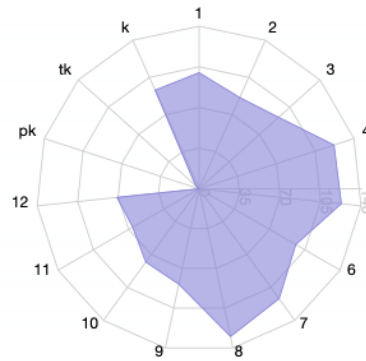
Central California Conference

School

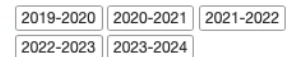
-- All Schools --



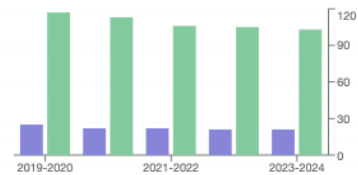
Enrollment



Student distribution



Administrators & Teachers



<https://support.datarollup.info/>

USER GUIDES



Adventist Education
A JOURNEY TO EXCELLENCE

ADVENTIST EDUCATION TOOLKIT

AE Dashboard User Guides & FAQ

× Menu



Home

Accreditrac

Conference User Guide

Digital Resources

Encounter

FACTS SIS

Jupiter

NWEA MAP

School User Guide

Standards Based Learning (SBL)

Union User Guide



REPORTS

- Correct information is CRITICAL for accurate reports from the school to the division.
- The NAD is our legal record.
 - Even though things are in FACTS, Jupiter, etc.
- Clean/accurate data in the SIS helps generate reports to assist with data-driven decision making.

Search Search

Select Report

- Classroom List >
- Cumulative Record >
- Directory: Administrators >
- Directory: Educators >
- eCertifications Summary >
- Enrollment Over Time >
- Record of Scholarship (PK-8) >
- Record of Parents (PK-8) >
- Record of Attendance – Class >
- Record of Attendance – Daily (PK-8) >
- NWEA MAP Report >
- Report Card (Elementary) >
- Report Card (Academy) >
- School Opening >
- School Closing >
- Student Portfolio >
- Student Religious Affiliation >
- Student Retention >
- Teacher Opening >
- Teacher Closing (PK-8) >
- Transcript (9-12) >

REPORTS

- Report Cards - [Samples](#)
- [Statistics](#)
- DataRollup Reports
 - Cumulative Record
 - Directory: Administrators; Educators
 - Enrollment Over Time
 - NWEA MAP Report
 - Student Portfolio
 - Student Religious Affiliation: School; Union
 - Student Retention
 - Transcript

OPENING REPORT

- End of the 3rd week of school Data is to be accurate and frozen
- [Opening Report Assistant](#)
- Troubleshooting Version
- Importance of freezing report

Search [Teacher or Student name or ID]

Select Report	Run Report
Classroom List >	Please be patient. Reports may take up to 10 minutes to generate.
Cumulative Record >	School PDF
Directory: Administrators >	Troubleshooting version
Directory: Educators >	Check this out if the real report doesn't look quite right. It will take longer to generate.
eCertifications Summary >	Report Frozen! If you need to unfreeze this report, contact your conference.
Enrollment Over Time >	Unfreeze Report
Record of Scholarship (PK-8) >	
Record of Parents (PK-8) >	
Record of Attendance – Class >	
Record of Attendance – Daily (PK-8) >	
NWEA MAP Report >	
Report Card (Elementary) >	
Report Card (Academy) >	
School Opening >	
School Closing >	
Student Portfolio >	
Student Religious Affiliation >	
Student Retention >	

CLOSING REPORT

- End of 2nd week after last day of school – freeze Closing Report.
- <https://closingreport.adventisteducation.org/>
- Utilize assistant and troubleshooting version
- Note: Home and School meetings have been removed from this report.

The screenshot shows the web application interface for generating a Closing Report. At the top, there is a header with "Data Rollup" and "2023-2024". Below this is a search bar with the placeholder text "Teacher or Student name or ID" and a "Search" button. The main content area is divided into two columns: "Select Report" and "Run Report".

Select Report

- Classroom List
- Cumulative Record
- Directory: Administrators
- Directory: Educators
- eCertifications Summary
- Enrollment Over Time
- Record of Scholarship (PK-8)
- Record of Parents (PK-8)
- Record of Attendance – Class
- Record of Attendance – Daily (PK-8)
- NWEA MAP Report
- Report Card (Elementary)
- Report Card (Academy)
- School Opening
- School Closing**
- Student Portfolio
- Student Religious Affiliation
- Student Retention

Run Report

Please be patient. Reports may take up to 10 minutes to generate.

[School PDF](#)

[Troubleshooting version](#)

Check this out if the real report doesn't look quite right. It will take longer to generate.

SAMPLE TIMELINE

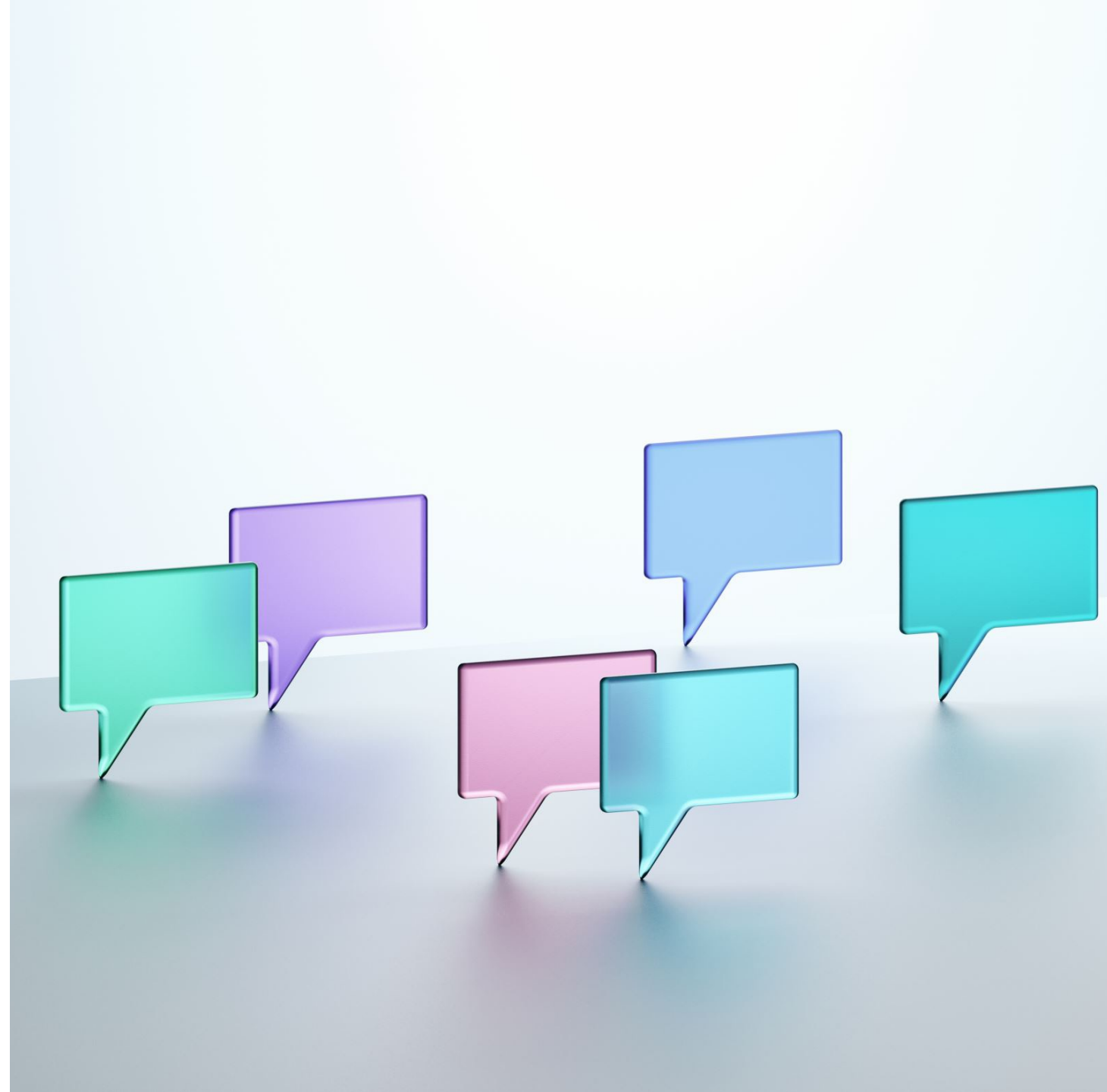
- <https://support.datarollup.info/category/school-user-guide/school-before-you-begin/617>
- Check your errors often – but especially
 - First of the year
 - Prior to ending of quarters and semesters
 - Prior to the last 2 weeks of school

ALC COURSES

- [Adventist Education Dashboard for Educators](#)
- [Data Rollup for NAD School Administrators, Registrars and Data Managers](#)

COMMUNICATION

- [Engage](#)
- [Leading the Journey](#)
- [Slack](#)
 - Educators' ([Join](#))
 - Registrars' ([Join](#))



WRAP UP

