



KSDE Education Data Request Training Instructions

Registering

To begin, you will need to enroll online in the following class:

Class: KSDE Education Data Request Training

Code: NDMA678

1. Go to the website: <http://www.quia.com/web>
2. Now, click the area labeled *Students*. If you do not have an account, click the link *Create my free account*. Fill out the form that appears. Select "Student" as the account type. When you are done, press the *Create my account* button.
3. You should now be in the Student Zone. Type in the class code "NDMA678" in the text field and press the *Add class* button. Now you're done!

Completing the Exercises

Remember to view the training tutorials and read the required materials before completing the corresponding activities. Follow these steps to complete an exercise:

1. Visit this website: <http://www.quia.com/pages/ksdepd1/edrt>
2. Select the activity name you wish to begin.
3. Provide the username and password you created when you registered.
4. Complete the activity. In the event you are unable to finish, select "End Quiz" and then choose the option to "Save for Later." Failing to select "save for later" will result in the loss of all progress on the activity.
5. Once you have completed the five activities, please complete the survey
6. Submit an email to educationdatarequesttraining@ksde.org to indicate you have completed the training requirements.

Tracking your progress

Follow these steps to view your results:

1. Log into the Student Zone: <http://www.quia.com/web/studentZoneBegin.html>
2. Click on the class name.
3. Select the "View Results" icon to the left of the name of the activity you have completed.

Help Resources

If you have questions about any of the homework exercises or encounter any issues with registering, you may send your questions to educationdatarequesttraining@ksde.org.

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KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3204