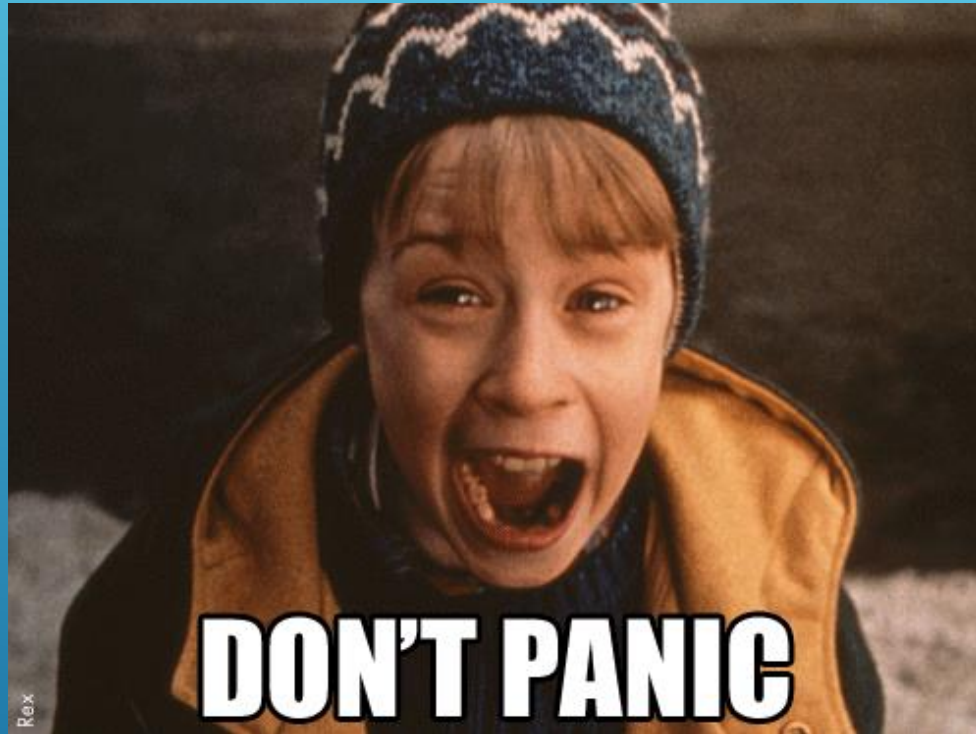# TOP 10 TIPS
FOR
DISTRICT DATA COORDINATORS

The Secrets to Your
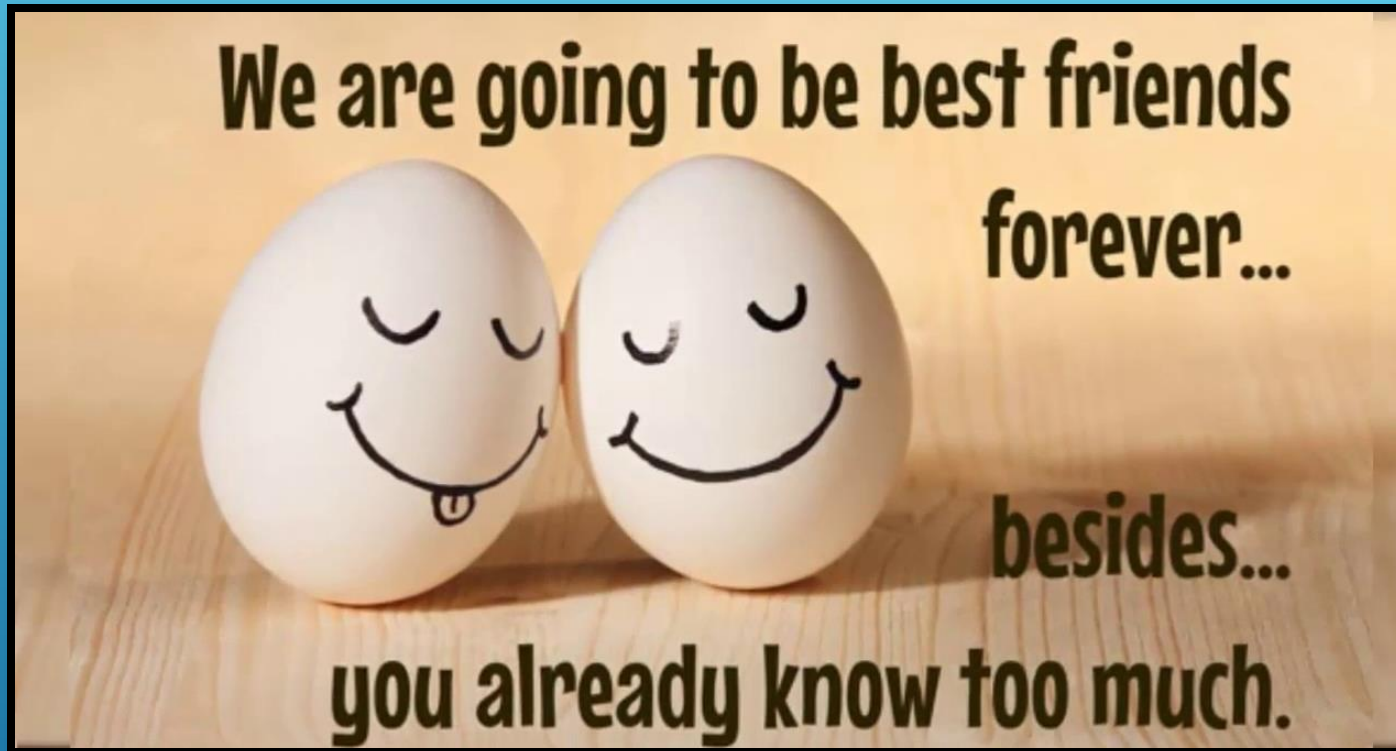
10. STAY CALM WITHIN THE CHAOS!

9 . HAVE A PLAN INCLUDING BUILDING A DATA TEAM
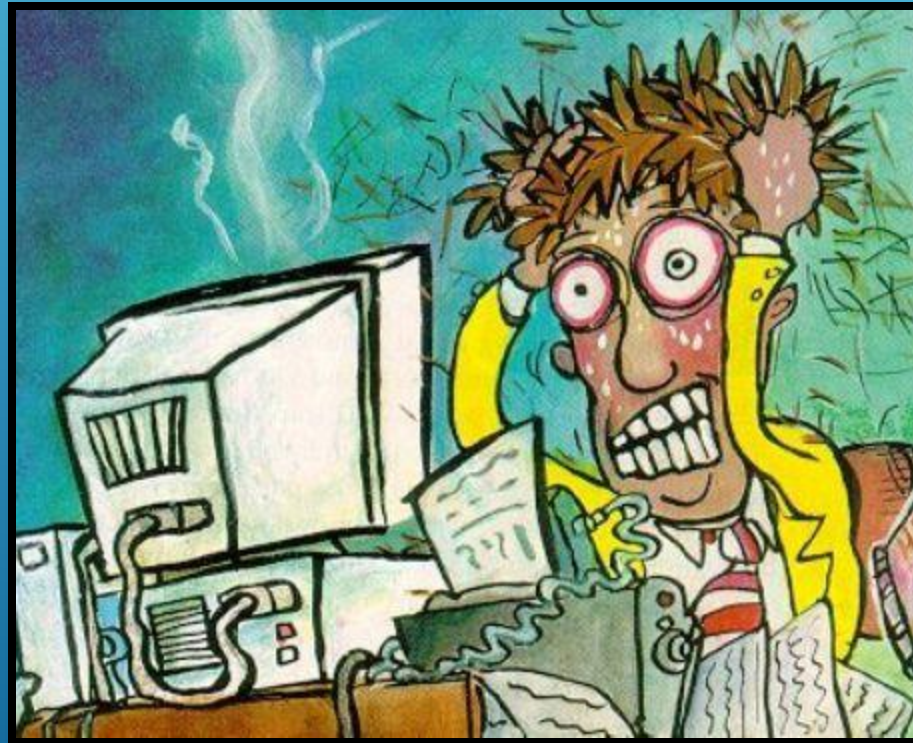
8. THE SIRS MANUAL IS YOUR FRIEND

We are going to be best friends forever... besides... you already know too much.
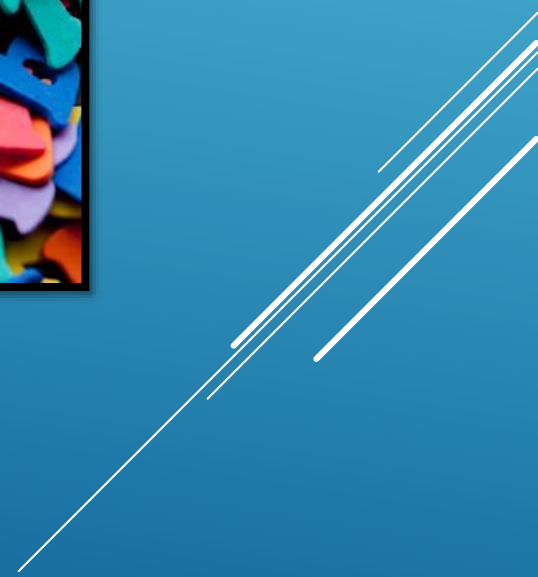
7. GET FAMILIAR WITH ALL THE SOFTWARE SYSTEMS
AND HOW THEY INTERACT
SMS, LEVEL 0, LEVEL1, L2RPT, NYSSIS, PD

Remember Your Passwords!

6. BECOME FAMILIAR WITH TERMINOLOGY

5. CHECK THE DASHBOARD IN LEVEL 0

4. MAKE SURE YOU ARE USING THE L2RPT REPORTS FOR VERIFICATION

3. MAKE *DATACENTRAL.ESBOCES.ORG* A FAVORITE

2. REACH OUT FOR SUPPORT
BEFORE IT'S TOO LATE
DWTSHELP@ESBOCES.ORG

1. DON'T WAIT UNTIL THE LAST MINUTE!

YOU GOT THIS!