Quickscan Education Data User Manual

Acceleration plan
Educational innovation with ICT

Secure and reliable use of education data

Doorpakken op digitalisering

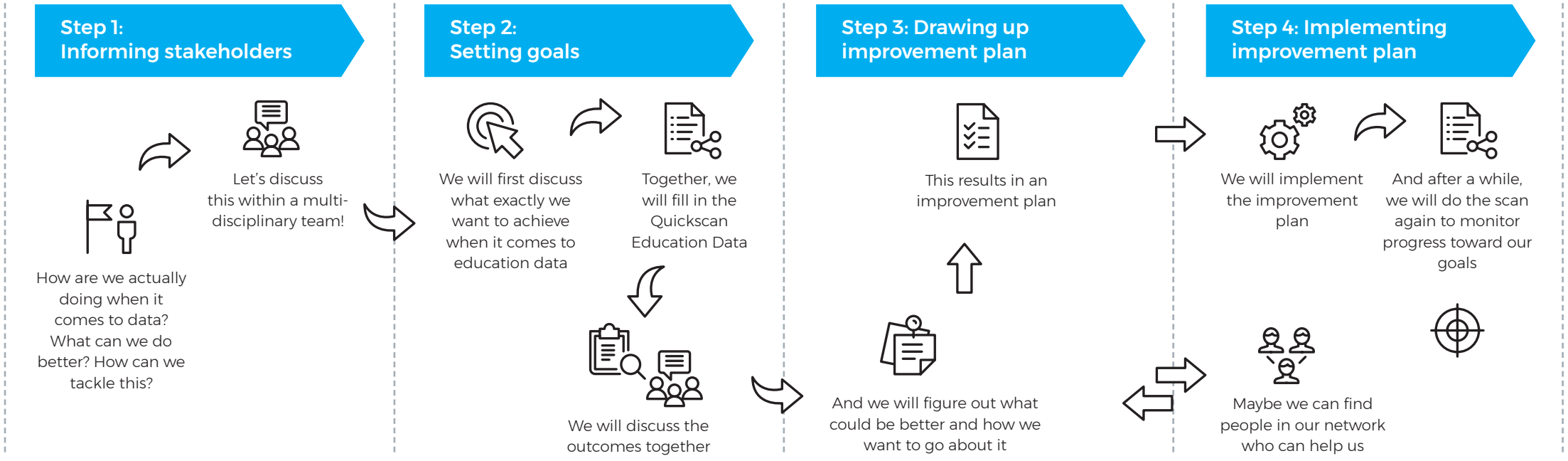
Getting started

Your educational institution has **education data** at its disposal, but to what extent is this data used? The Quickscan Education Data will provide an overview of the maturity of your institution when it comes to safe and reliable use of education data.

Participants of the Quickscan will complete a questionnaire based on a **maturity model** with four development levels and five themes (Appendix I). They will indicate what they believe the current situation within their institution is, and what the desired situation should be. The tool then shows in which areas improvement is possible and desirable.

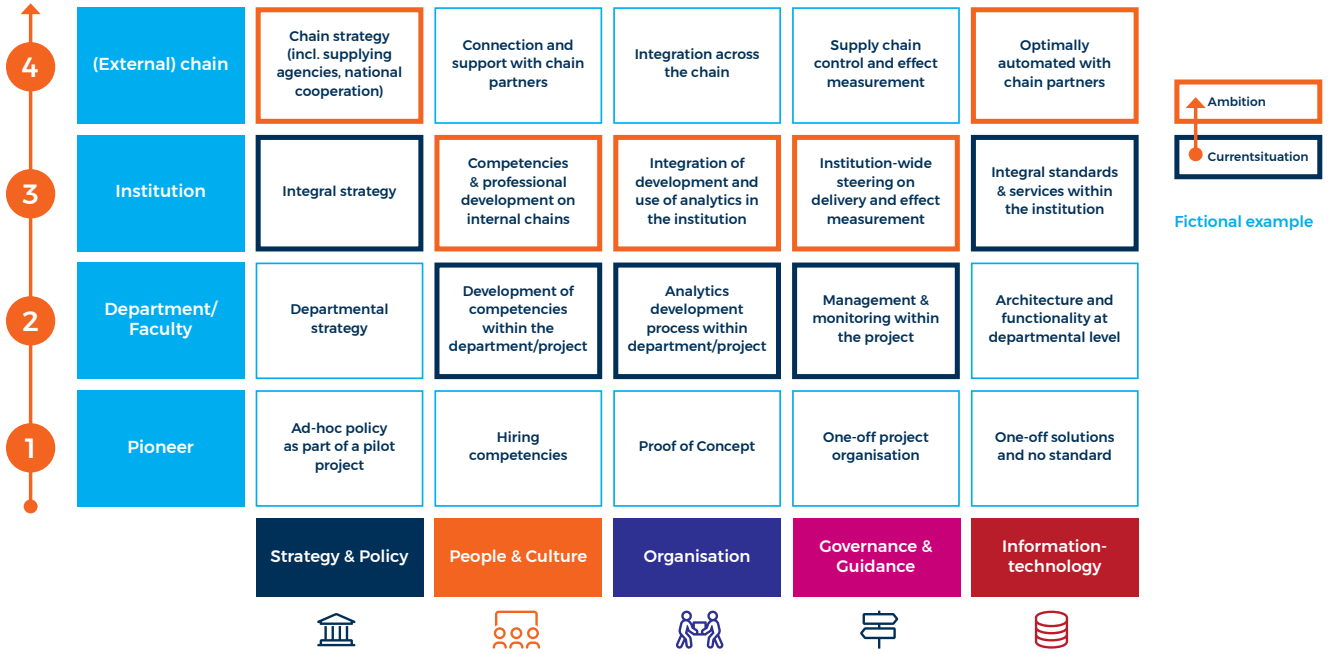
But completing the questionnaire is only one part of a much broader process. As can be seen in the figure below, we have divided this process into four steps (Appendix III). This manual provides information about the maturity model the scan is based on. It then proposes actions, tools, critical questions, and a desired outcome for each step. This manual also explains how to use the Quickscan tool to analyse the results of the questionnaire.

Approach to using the Quickscan Education Data



The maturity model

This maturity model distinguishes five themes and four levels of development



THEMES

Strategy & Policy concerns the way in which the strategy and policy-making process around education data are organised. **People & Culture** concerns the value of an employee for the organisation. **Organisation** is about the extent to which the institution organises and rolls out education data centrally. **Governance & Guidance** refers to the way in which the institution works on governance and management based on education data. **The Information Technology** theme focuses on how the institution gives technical shape to education data products (for example, through a central portal) and encourages staff to actively contribute ideas and solutions for the better use of education data.

LEVELS

On the **first level (Pioneer)**, the institution operates with an initial vision as the main guideline for education data. The staff works together informally, which is possible due to the limited size of the organisation.

On the **second level (Institution)**, the institution begins to develop professionally with education data. However, work is still very much done on separate clusters. While cooperation within departments is structured, collaboration between departments is still ad hoc.

On the **level three (Department/Faculty)**, the entire institution works with uniform processes regarding education data. Strategic goals regarding education data are translated into concrete norms and performance indicators, and employees are encouraged to actively contribute ideas and solutions regarding the better use of education data.

Finally, on **level four (Chain)**, the institution involves its chain partners and collaborates with them on the strategy and policy-making process concerning education data. In addition, insights from education data provide reliable direction for the work of staff and the organisation.

STEP 1

Informing stakeholders

Getting started by proactively approaching a diverse group of stakeholders

Actions

- Map out existing plans/ideas/ ambitions regarding the use of education data.
- Explain how the use of education data is related to the institution's vision on education.
- Describe how the Quickscan Education Data will help to realise these plans/ideas/ambitions.
- Identify various stakeholder groups.
- Invite stakeholders to fill in the scan and inform them about the process.
- Plan a joint session.

Tools

- A brief description of the Quickscan Education Data (Appendix I)
- Invitation text and agenda structure example (Appendix II)
- Stakeholderchecklist:
  - ○ Policy makers
  - ○ Managers
  - ○ IT staff
  - ○ Lecturers
  - ○ Researchers
  - ○ Supporting staff

Critical questions

- Is sufficiently clear what the institution wishes to achieve by using education data and what the mandate is?
- Is the use of education data sufficiently linked to the institution's vision on education?
- Have sufficient representatives of the various stakeholder groups been invited to the joint session?

DESIRED OUTCOME

A clear and transparent process where expectations are clear to all stakeholders.

STEP 2

Setting goals

Fill in the questionnaire and set goals together

Actions

- Organise a session with stakeholders and discuss the plans regarding the use of education data and how they relate to the educational vision.
- Demonstrate the use of the questionnaire, including (fictitious) results.
- Complete the questionnaire. This can be done collectively, individually during the session or individually after the session.
- Analyse the results of the questionnaire or make a follow-up appointment to do so.
- If necessary, schedule a follow-up appointment to draw up an improvement plan (step 3).

Tools

- Invitation text and agenda structure example (Appendix II)
- The Quickscan-tool to fill in the questionnaire.
- Request an institutional account via the above page to have access to the results of the questionnaire. The following two slides will help you analyse these results.
- Each participant receives a personal dashboard in which they can view their questionnaire and scores. They can also consult the buddy network here (see Appendix V).

Critical questions

- Is there a shared vision of where the institution should be in 12 months?
- Are you able to make the objectives concerning the use of education data SMART?
- Does everyone know where to find the questionnaire and how to fill it out?
- If the questionnaire is to be filled out individually after the session: does everyone know when it has to be submitted?

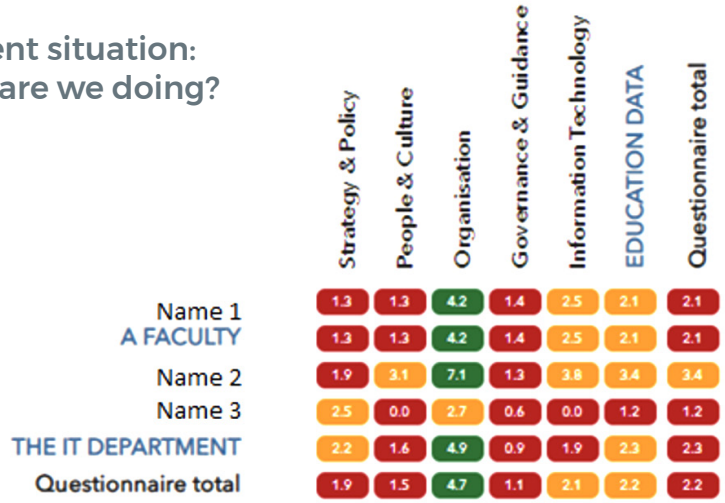
DESIRED OUTCOME

Determining the level of ambition and a shared vision for the use of education data within the organisation.

Analysing with the Quickscan tool

The tool provides insight into the results of the questionnaire

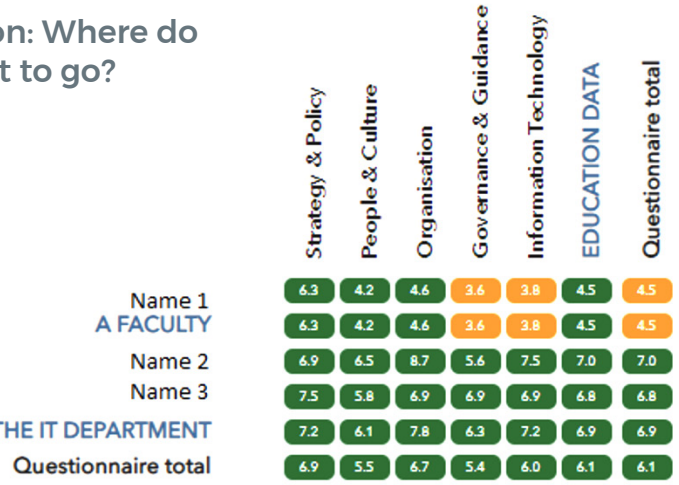
Current situation: How are we doing?



Actions

- Request an institution account via this page to access the institutional dashboard.
- Via ‘Analyse’ > ‘Actual situation’ > ‘Graph’ you can gain insight into the current development level.
- Use the ‘View’ filter to show the names of the participants (‘Show Respondents’).
- Discuss the differences between departments/employees.
- You can view the questionnaire via ‘Analyse’ > ‘Respondents’ > ‘Questionnaire’.

Ambition: Where do we want to go?

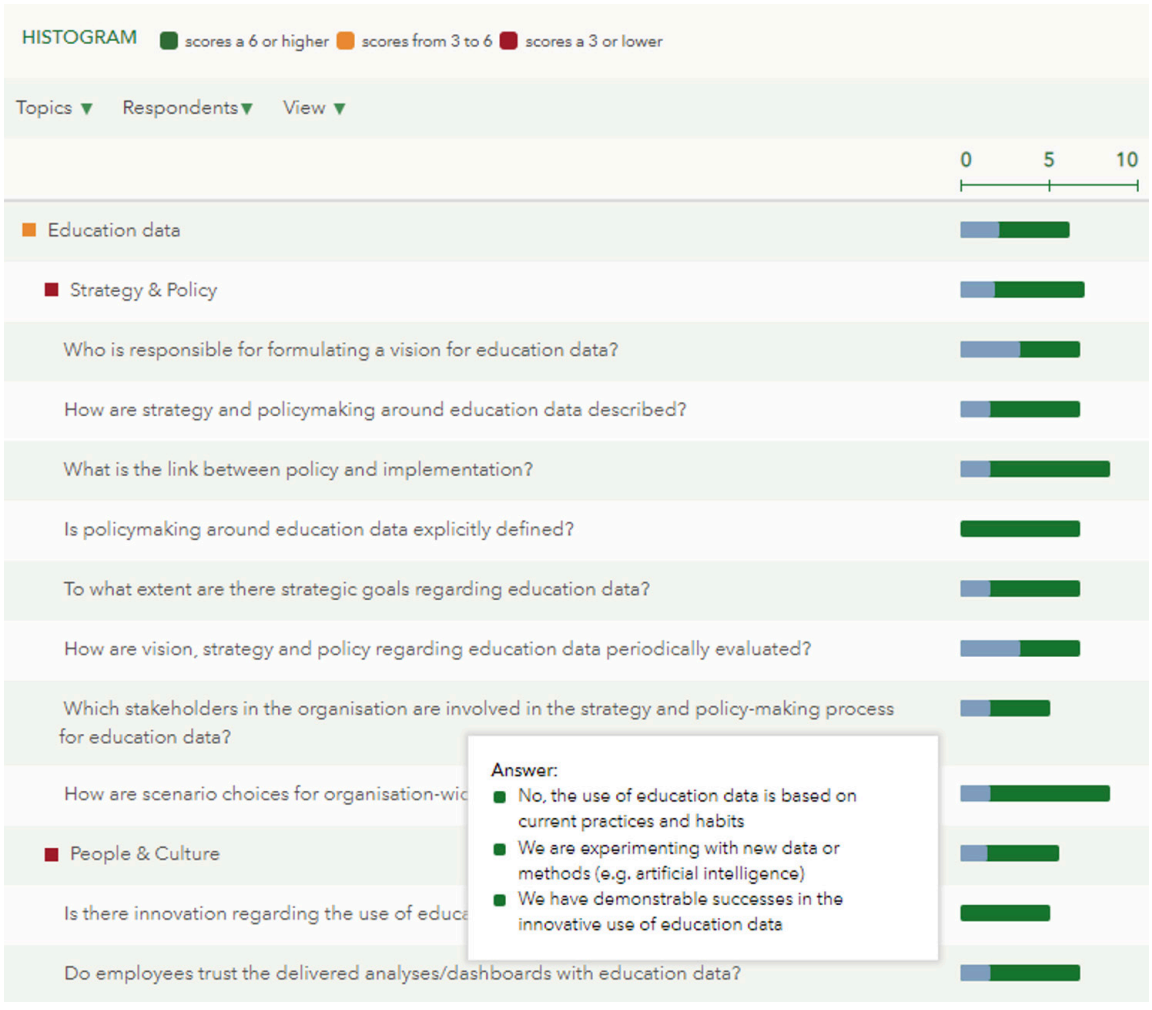


Actions

- To show how the participants see the desired situation, you proceed in the same way, following: ‘Analyse’ > ‘Actual situation’ > ‘Graph’. Then use the ‘Topics’ filter to show ‘Ambition’.
- Use the ‘View’ filter to show the names of the participants (‘Show Respondents’).
- Discuss the results and see whether there are large differences between departments/employees and whether the ambition is realistic.

Determining ambition with the Quickscan tool

Differences in ambition can also be examined at the question level



Actions

- To do this, use the graph 'Analyse' > 'Ambition' > 'Graph' in the institutional account.
- Discuss big ambitions for specific questions; a long green bar indicates a big ambition.
- When you move the cursor over a question, you can see the corresponding answers.
- The 'View' filter can be used to map and discuss where the institution can take steps relatively quickly ('Smallest growth first').
- At the same time, this overview provides insight into the areas with most ambition ('Biggest growth first'). This can then be considered when deciding what you wish to act on first: quick wins or larger projects.

STEP 3

Drawing up an improvement plan

Make an improvement plan that contributes to realising the ambitions around education data

Actions

- Discuss the results of the Quickscan with the stakeholders: what is the difference between the current situation and the ambition?
- Identify the points for improvement by looking at the (biggest) differences between the current and desired situation.
- Draw up an improvement portfolio containing clear improvement objectives.
- Draw up a project plan with a clear planning and division of tasks.
- Document the results so you can refer to them later. For example, by taking screenshots.

Tools

- You can consult the tool to see what improvements are recommended. The following slide will help you with this.

Critical questions

- Are there significant differences between the current and desired situation and if so, in which area(s)?
- Is it clear to everyone what improvement targets have been identified?
- Is it clear to everyone what work needs to be done, when and by whom?
- Is it clear which stakeholders and professionals should partake in the projects?

DESIRED OUTCOME

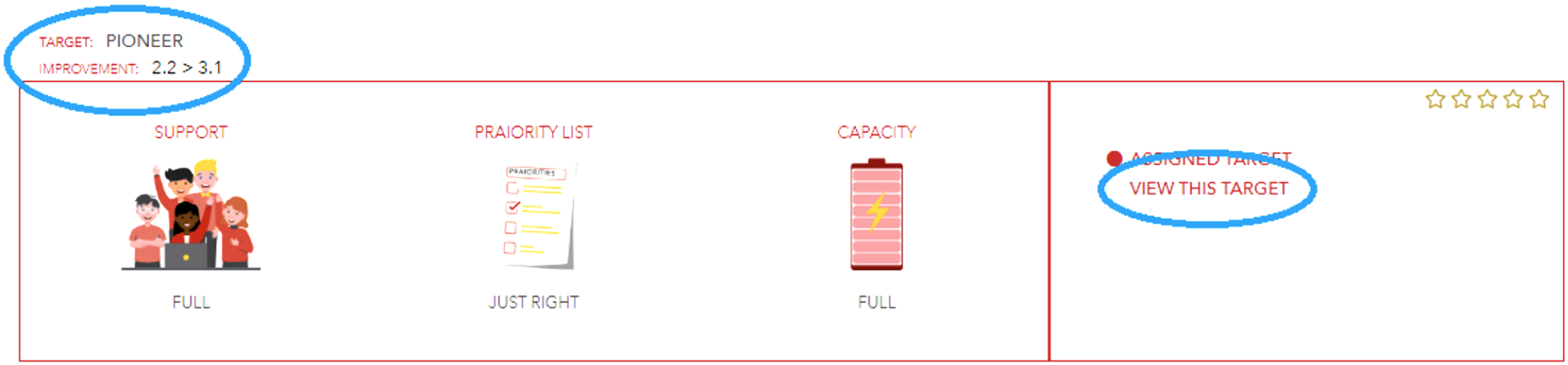
An established improvement portfolio to achieve the education data objectives.

Improvement suggestions in the Quickscan tool

The Quickscan tool can be used to identify improvements

Actions

- To see which improvement suggestions are available in the institutional dashboard, go to ‘Improve’ > ‘Target setting’.
- Here you will see which ambition is recommended for your institution (‘Improvement’) and the corresponding level (‘Pioneer’, etc.).
- Click on ‘View this target’ to see which targets are recommended.
- You can also view these improvement goals via ‘Improve’ > ‘Priority list’.
- It is also possible to determine the desired targets yourself via ‘Improve’ > ‘Target setting’ > ‘Add a new target’.



STEP 4

Implementing improvement plan

Realisation and follow-up of improvement projects with progress monitoring

Actions

- Initiating and executing the project assignments to achieve the improvement goals.
- Regularly monitor and discuss the progress made.
- After 12 months, fill in the questionnaire again to show the progress the institution has made during the past year.
- Possible re-evaluation of the development plan, for example in a workshop.

Tools

- The Quickscan-tool for completing the questionnaire.
- The previous results (screenshots) captured at the end of Step 3 to compare with new results.
- In the personal dashboard, participants can consult their buddy network. This network consists of people who have also completed the scan and have indicated they would like to share their knowledge with others (Appendix IV).

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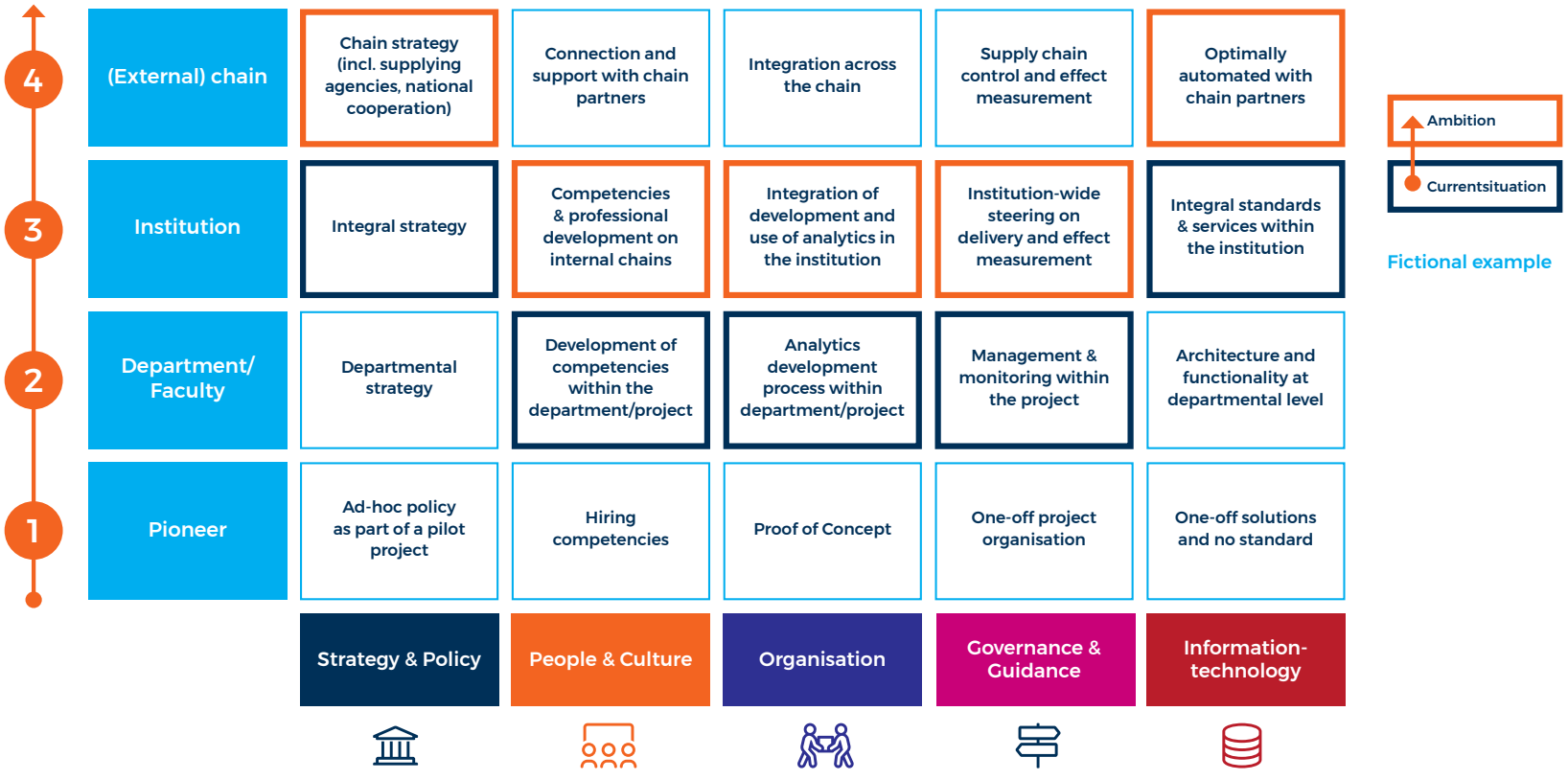
Critical questions

- Is the work being carried out according to plan?
- Are the right results being achieved and is there progress?
- After 12 months: have we achieved the goals set?

DESIRED OUTCOME

Realization of the set ambitions with regard to education data in the organisation.

Brief description of the Quickscan Education Data



The Quickscan Education data provides an overview of the maturity of your institution and creates awareness of the safe and reliable use of education data.

A group of participants answer several questions on five themes, based on the maturity model (see image).

Participants fill in what they believe the current situation looks like, and what the desired situation in 12 months would be. The Quickscan Education Data tool then gives you an insight into these scores.

In order to do more with education data, it is important that preconditions for various themes in business operations are well developed. These include strategic choices, the design of processes, governance, IT, and the inclusion of people and culture.

It is important for the institution to continue to develop in each of these five areas, from small pioneering initiatives via the department/faculty and institution, to initiatives at the level of the (external) chain.

Invitation text and agenda structure example

AGENDA*

13.00-13.15
- Background/introduction;
- The why of this meeting.

13.15-13.45
- Discussing what exactly you want to achieve when it comes to education data;
- The why of using education data.

13.45-14.30
- Filling out the questionnaire together, everyone using their own device.

14.30-15.00
- Discussion of the results using the institutional dashboard.

15.00-15.30
- Discussion of possible areas of improvement and drawing up an action plan.

15.30-16.00
- Evaluation of the session and planning follow-up appointments.

*These activities can also be divided over two sessions. This gives the coordinator room to prepare the results and then present them to the group.

Dear [name of recipient(s)],

I would like to invite you to a session in which we will look at how we can improve our use of education data. We will be using the Quickscan Education Data, which provides insight into the maturity of our institution when it comes to the safe and reliable use of education data.

Attached you will find the Quickscan Education Data user manual. This manual provides more background information on the process of the scan.

You will also find a meeting proposal in this email.

Kind regards,
[name sender]

Approach to using the Quickscan Education Data

Step 1: Informing stakeholders

How are we actually doing when it comes to data? What can we do better? How can we tackle this?

Let's discuss this within a multi-disciplinary team!

Step 2: Setting goals

We will first discuss what exactly we want to achieve when it comes to education data

Together, we will fill in the Quickscan Education Data

We will discuss the outcomes together

Step 3: Drawing up improvement plan

This results in an improvement plan

And we will figure out what could be better and how we want to go about it

Step 4: Implementing improvement plan

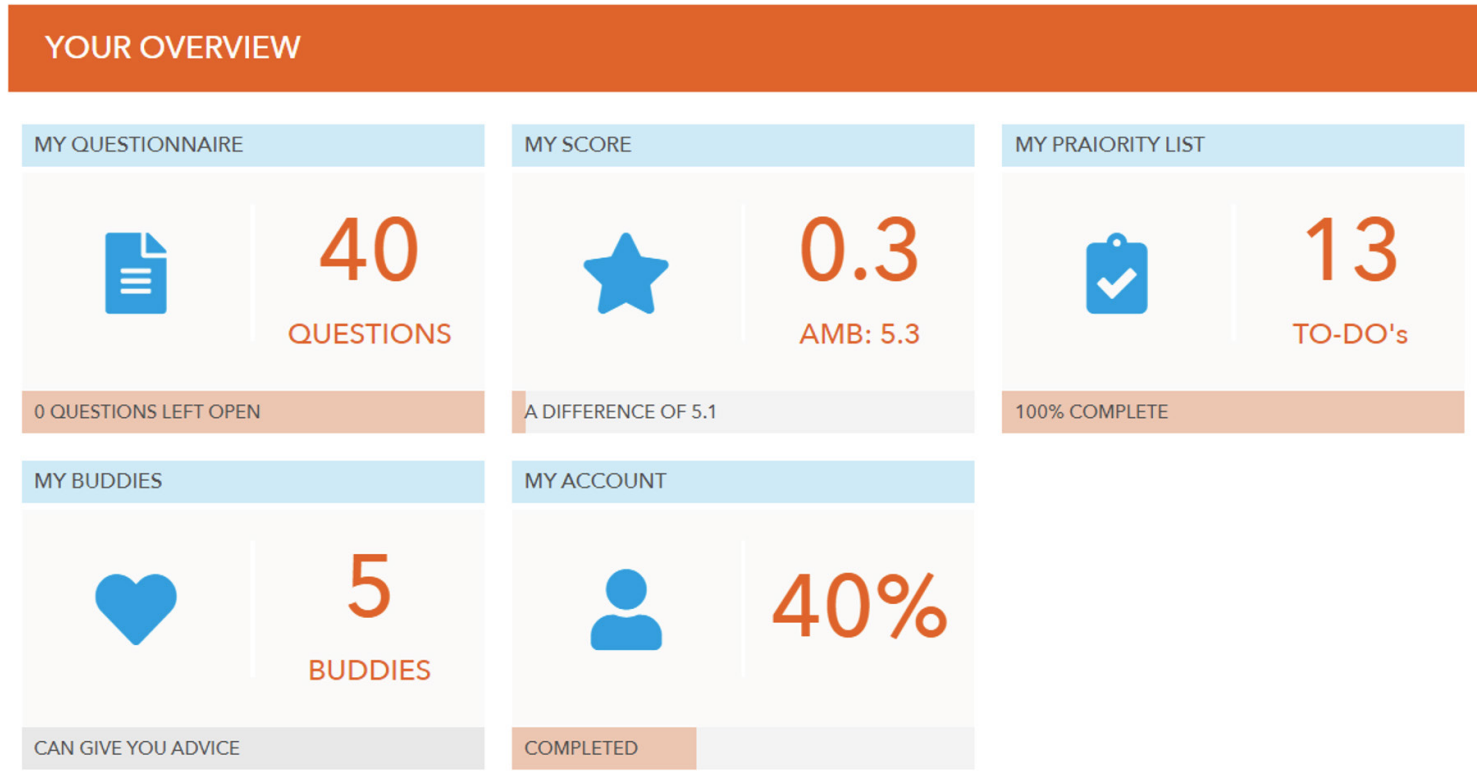
We will implement the improvement plan

And after a while, we will do the scan again to monitor progress toward our goals

Maybe we can find people in our network who can help us

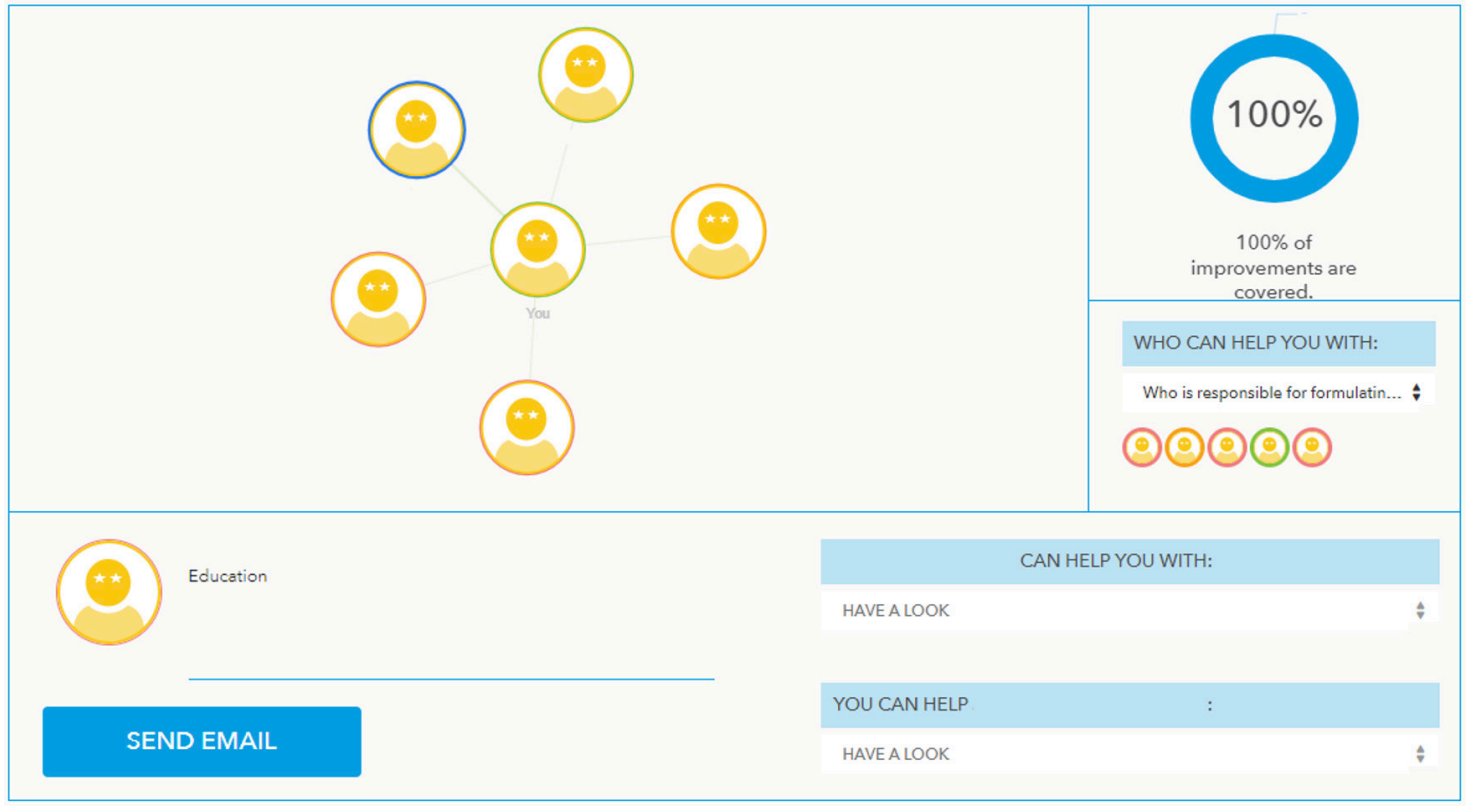
Personal dashboard - Your overview

- Each participant receives a personal dashboard. The link to this dashboard is automatically emailed when participants submit their data at the start of the questionnaire.
- Click on the tiles or navigate via the menu on the left.
- Via **My questionnaire** you can view and modify your answers.
- Via **My scores** you will find an overview that compares your scores with the average scores of all others who have completed this questionnaire.
- **My priority list** contains a list of points to work on based on the ambitions chosen in the questionnaire.
- Through **My buddies** you can find people to share knowledge with, provided you have ticked the 'I want to exchange knowledge' box after completing the questionnaire.



Personal dashboard - My buddies

- In ‘My buddies’ you can look for people to share knowledge with.
- Click on ‘Who can help you with’ on the right to choose an item from your priority list.
- Click on one of the bullets to see who can help you.
- You can send an email to this person via the tool. The email opens in your default email program and you can edit the message there.



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