

# Data Verification

## What is Data Verification?

Data verification is the process of checking the data imported, such as student, parent and staff data, for accuracy. Once the files are sent to Blackboard and the Data Integration Specialist has completed the imports, it is very important to go over the data and verify that the data is accurate.

## Data Verification Steps

1. Once you have received the credentials to access the website from the project manager, go to <https://INSERTDISTRICTNAME.parentlink.net> and enter the credentials provided.
2. Once you enter the UI, the simplest and most basic way to check your data is by clicking on the **ACCOUNTS** tab as indicated in the image below (Figure 1).

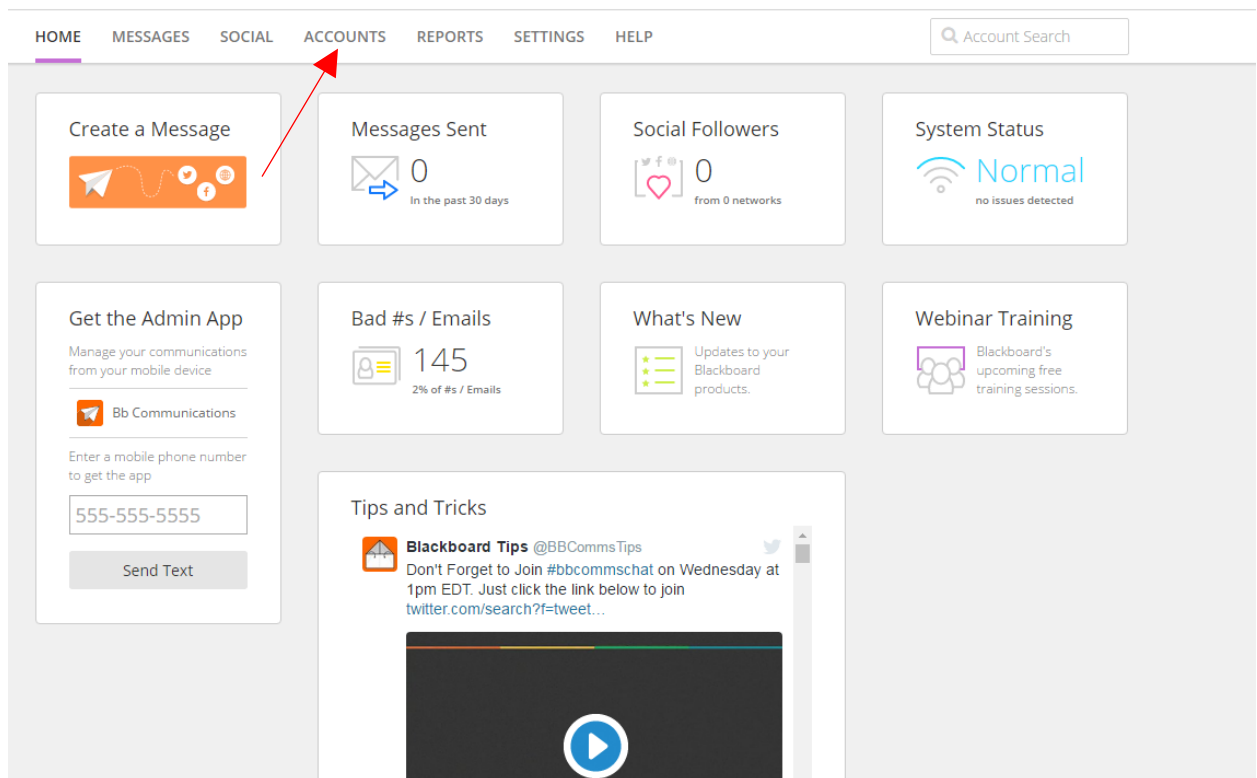


Figure 1

- To locate students, parents, or staff members for a certain school, click on the **Role** drop down menu (Figure 2: Red arrow) and choose the role that you wish to verify. Next, click on the **School** drop down menu (Figure 2: Blue arrow) and choose the school in which you want your role to populate. Then, click on **List Accounts** indicated by the orange arrow below. You will want to check several different roles and schools.

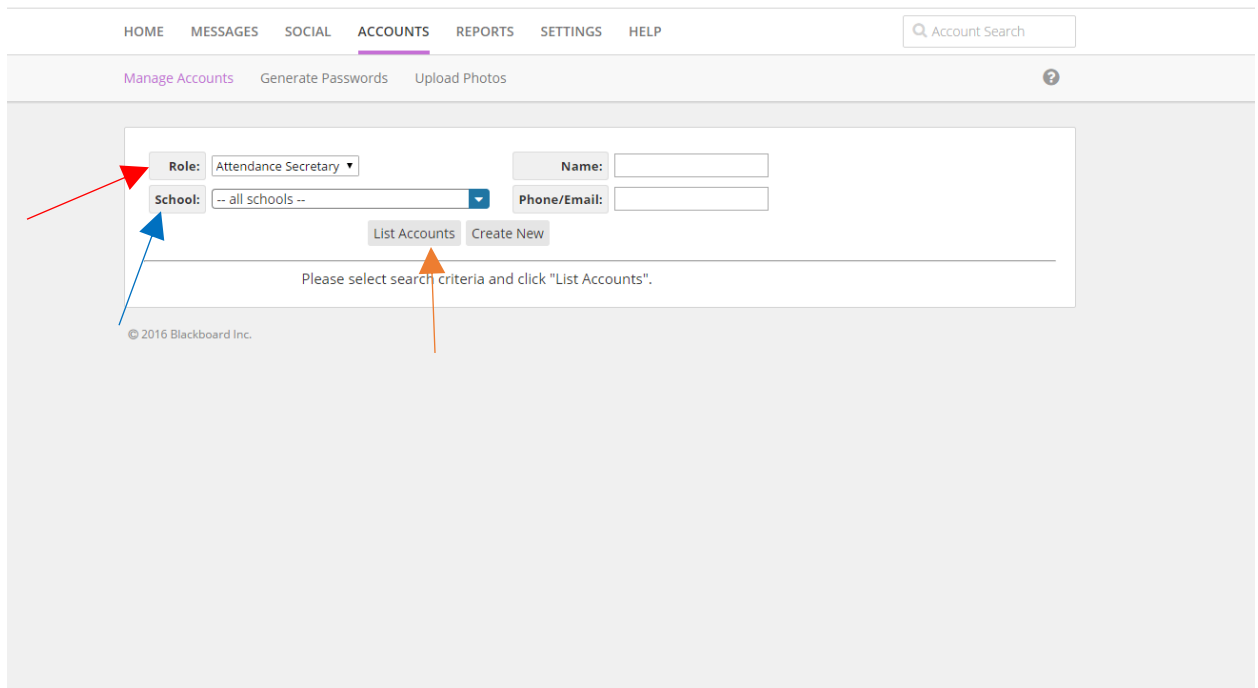


Figure 2

- The quickest way to search for an individual person is by typing their name in the **Name** box (Figure 3: Blue Arrow), or searching for their account in the **Account Search** search engine (Figure 3: Red Arrow).

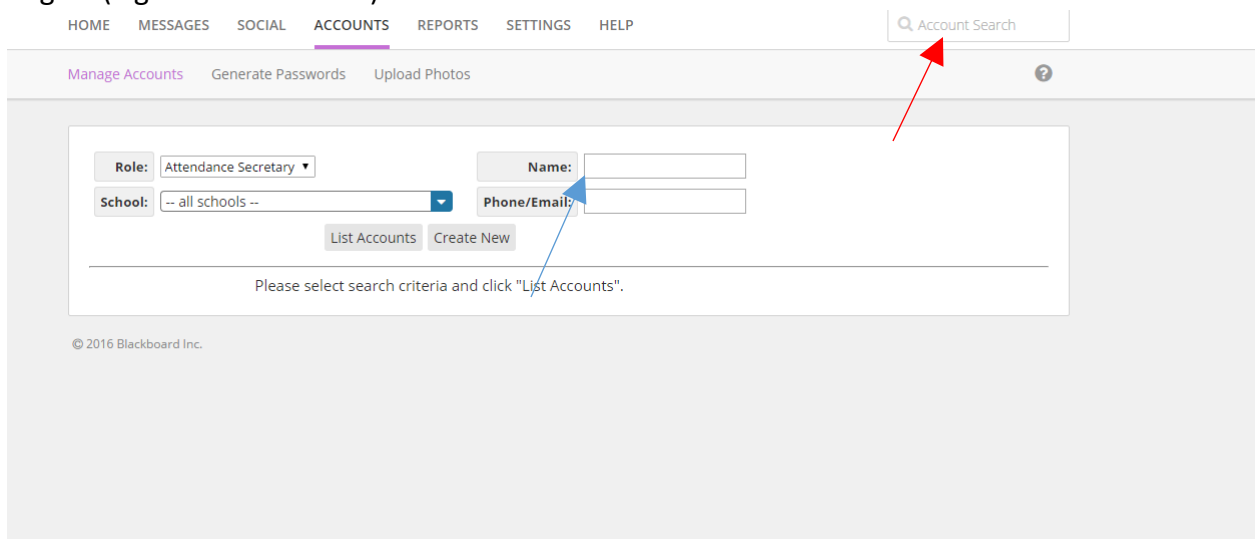
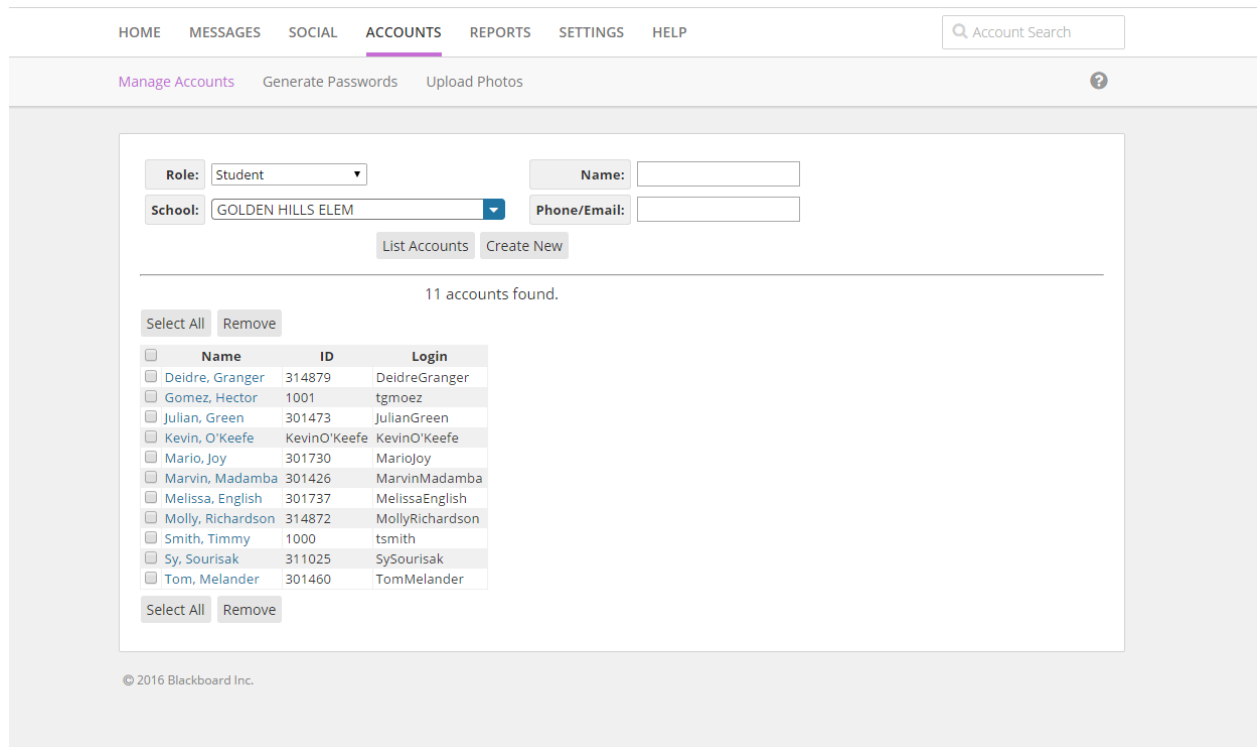


Figure 3

## Verifying Student Data

1. Choose *Student* in the **Role** drop down menu, and the school you want to check in the **School** drop down menu. Click on **List Accounts**, and accounts will populate as shown below. The accounts below are for demo purposes.



The screenshot displays the Blackboard Accounts management interface. At the top, there is a navigation bar with links for HOME, MESSAGES, SOCIAL, ACCOUNTS (highlighted), REPORTS, SETTINGS, and HELP. A search bar labeled 'Account Search' is located on the right. Below the navigation bar, there are three tabs: 'Manage Accounts' (active), 'Generate Passwords', and 'Upload Photos'. The main content area features a form with the following fields: 'Role' (set to 'Student'), 'School' (set to 'GOLDEN HILLS ELEM'), 'Name', and 'Phone/Email'. Below the form are two buttons: 'List Accounts' and 'Create New'. A message indicates '11 accounts found.' Below this, there are 'Select All' and 'Remove' buttons. A table lists the accounts with columns for Name, ID, and Login. At the bottom left, there is a copyright notice: '© 2016 Blackboard Inc.'

<input type="checkbox"/>	Name	ID	Login
<input type="checkbox"/>	Deidre, Granger	314879	DeidreGranger
<input type="checkbox"/>	Gomez, Hector	1001	tgmoez
<input type="checkbox"/>	Julian, Green	301473	JulianGreen
<input type="checkbox"/>	Kevin, O'Keefe	KevinO'Keefe	KevinO'Keefe
<input type="checkbox"/>	Mario, Joy	301730	MarioJoy
<input type="checkbox"/>	Marvin, Madamba	301426	MarvinMadamba
<input type="checkbox"/>	Melissa, English	301737	MelissaEnglish
<input type="checkbox"/>	Molly, Richardson	314872	MollyRichardson
<input type="checkbox"/>	Smith, Timmy	1000	tsmith
<input type="checkbox"/>	Sy, Sourisak	311025	SySourisak
<input type="checkbox"/>	Tom, Melander	301460	TomMelander

Figure 4

2. Click on the student you wish to verify. A new box will appear displaying the information imported for that certain student. On the top of that box, there are multiple tabs for different information, depending on the files imported. Click on the **PARENTS** tab to check the parents associated with the student. To check classes or attendance information, just click on the **Attendance** and **Classes** tab (assuming the package you purchased contains enrollment data for classes, schedules and grades).

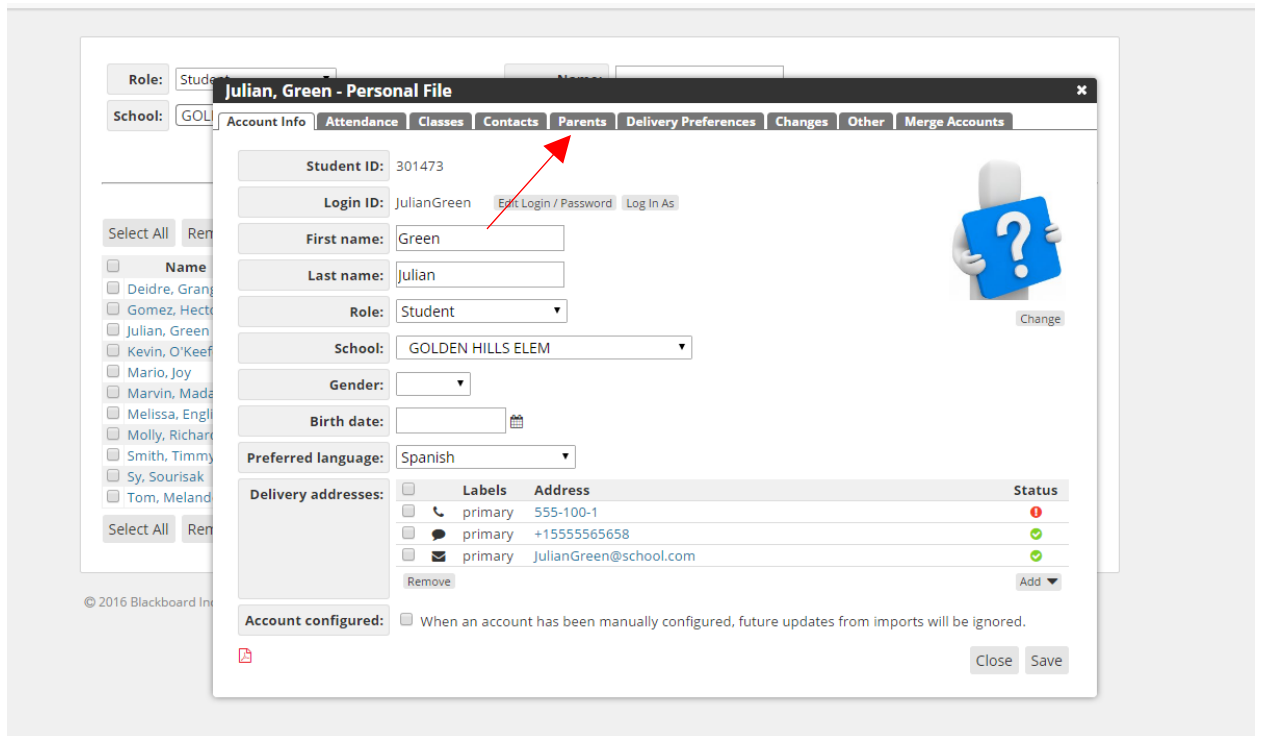


Figure 5

## Checking Parent Data

1. Choose *Parent* in the **Role** drop down menu, and the school in the **School** drop down menu. Click on **List Accounts** to populate all the parents for that certain school.

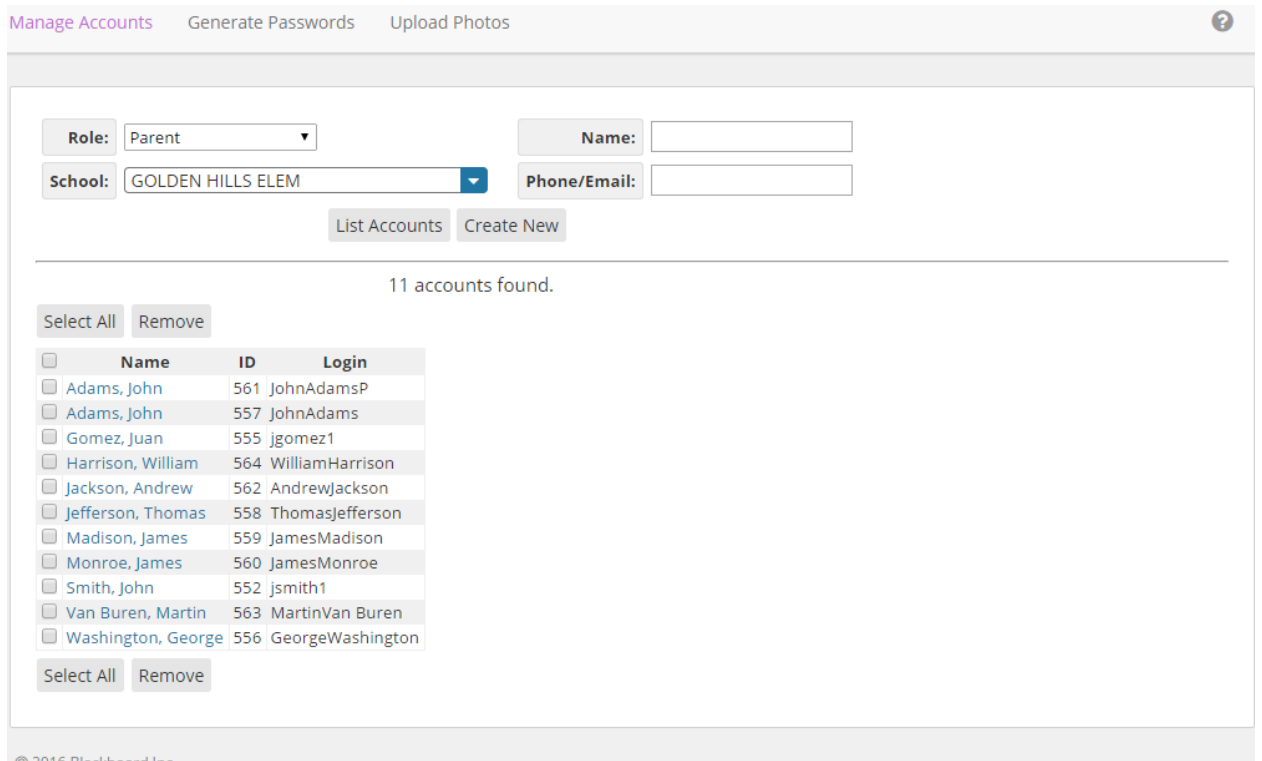


Figure 6

2. Similar to Students, click on the desired parent. A box will appear displaying the information for that parent (Figure 7). There are also different tabs on the top of the box to display additional information. Note that it is important to check that all students show up in the **Students** tab for that certain parent, even if not all students are associated with the particular school chosen in the **School** drop down menu.

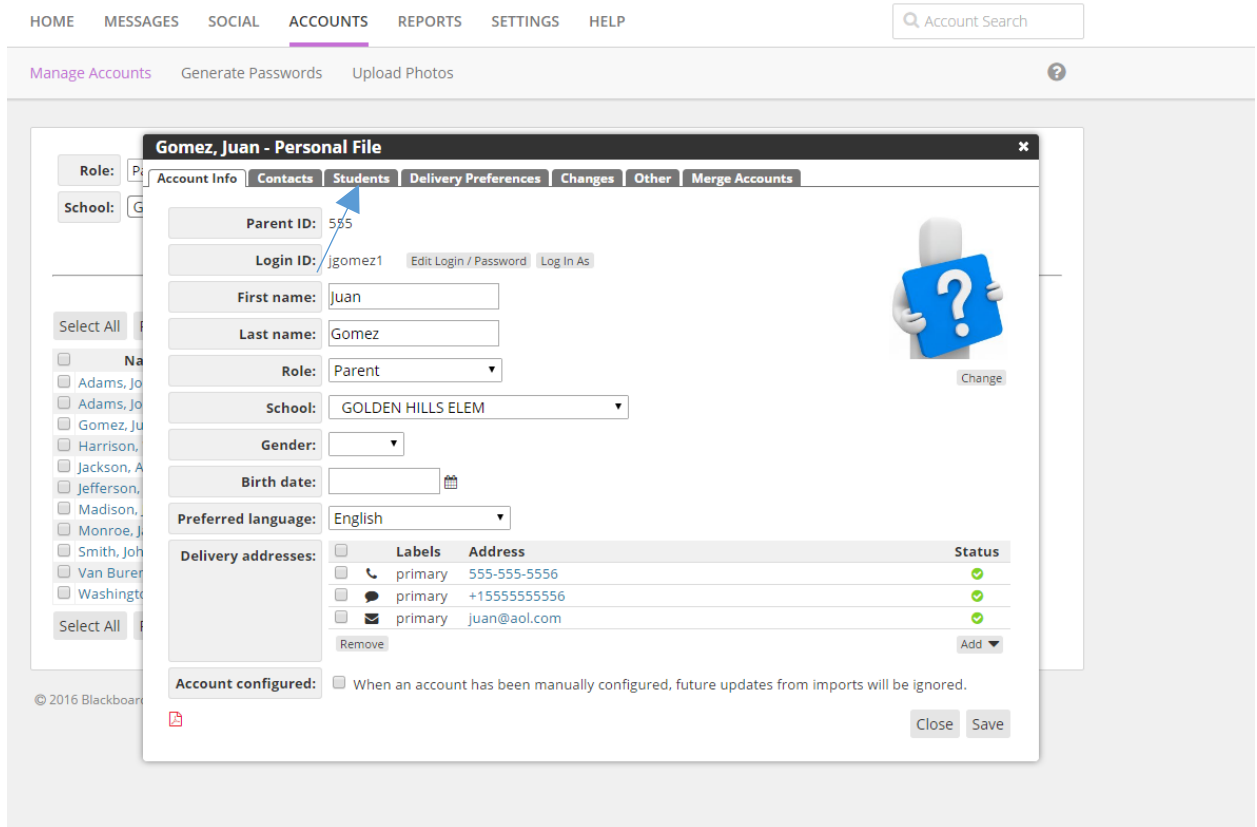
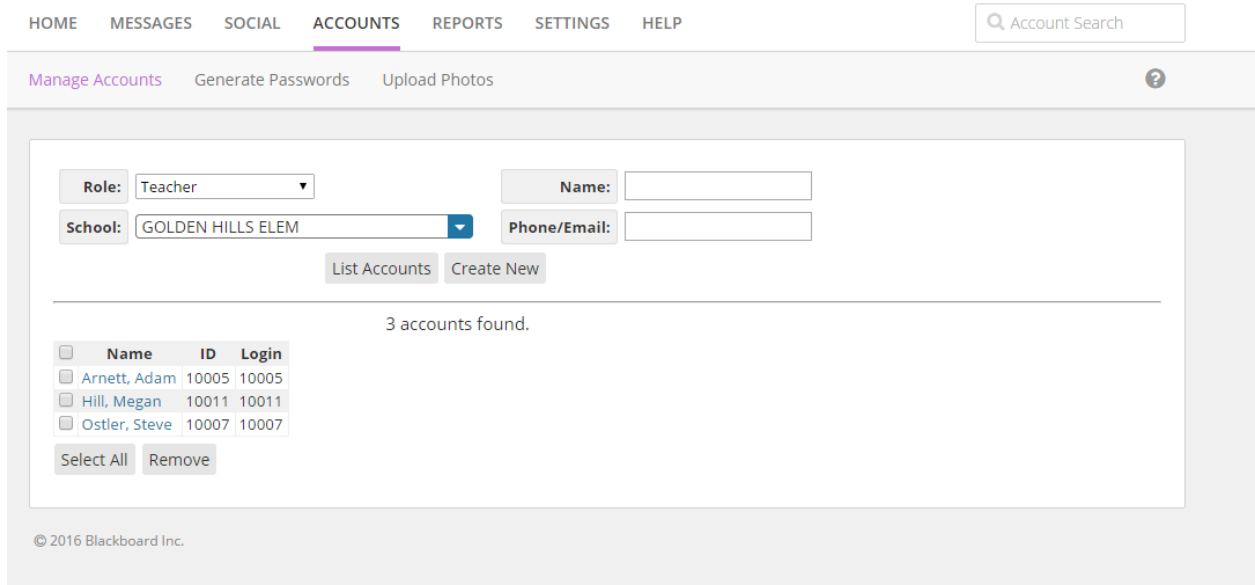


Figure 7

## Checking Staff Data

1. Under the **Role** menu, there are different options for different roles for staff. Depending on the staff file, different staff members could be assigned different roles. Note that we need to receive Role IDs in the staff file in order for staff to fall into the various **Role** categories.



The screenshot shows the Blackboard Accounts management interface. At the top, there is a navigation bar with links for HOME, MESSAGES, SOCIAL, ACCOUNTS (highlighted), REPORTS, SETTINGS, and HELP. A search box labeled "Account Search" is located on the right. Below the navigation bar, there are three tabs: "Manage Accounts" (active), "Generate Passwords", and "Upload Photos".

The main content area contains a search form with the following fields:

- Role:** A dropdown menu set to "Teacher".
- Name:** An empty text input field.
- School:** A dropdown menu set to "GOLDEN HILLS ELEM".
- Phone/Email:** An empty text input field.

Below the search form are two buttons: "List Accounts" and "Create New".

The results section shows "3 accounts found." and a table with the following data:

<input type="checkbox"/>	Name	ID	Login
<input type="checkbox"/>	Arnett, Adam	10005	10005
<input type="checkbox"/>	Hill, Megan	10011	10011
<input type="checkbox"/>	Ostler, Steve	10007	10007

At the bottom of the results section are two buttons: "Select All" and "Remove".

At the very bottom of the page, there is a copyright notice: "© 2016 Blackboard Inc."

Figure 8

2. After choosing the desired staff member, a new box will appear, displaying similar information as the students and parents. If the staff member is a teacher, the classes tab will show the classes associated with this certain teacher (assuming enrollment information has been imported). Please feel free to navigate through the tabs to verify additional data.

HOME MESSAGES SOCIAL ACCOUNTS REPORTS SETTINGS HELP Account Search

Manage Accounts Generate Passwords Upload Photos ?

### Arnett, Adam - Personal File

- Account Info
- Classes
- Contacts
- Groups
- Directory
- Delivery Preferences
- Changes
- Other
- Merge Accounts

Role: T School: G

Staff ID: 10005  
Login ID: 10005 [Edit Login / Password](#) [Log In As](#)

First name: Adam  
Last name: Arnett  
Role: Teacher  
School: GOLDEN HILLS ELEM  
Gender:   
Birth date:   
Preferred language:   
Delivery addresses:  

Labels	Address	Status
primary	801-373-9669	✓
primary	adam.arnett@blackboard.com	✓

  
Signature: [Browse](#)  
Reply-to phone number: (Please include area code.)  
Reply-to email address:  
Account configured:  When an account has been manually configured, future updates from imports will be ignored.  
Limited use:  When enabled, ability to send is limited to 10 or fewer recipients and no groups.

Close Save

Figure 9

## Contact your Data Specialist

After the data has been verified, please contact your Data Specialist to let him/her know whether or not there is an issue with the data.