

PEEP Administrator Data Gateway Guidance

This document provides information about PEEP in the Data Gateway. It outlines the process that needs to be followed to ensure your teachers can record the results from their PEEP administration.

To ensure there is adequate time to complete all steps in this process you *must* establish initial communication with USBE by *August 30th for Entry and May 15th for Exit*. If you have not contacted USBE to start the process prior to these dates, we will not be able to complete all the required steps in time for your location to fully submit your data.

1. For Private Preschool programs that have not previously accessed PEEP in the Data Gateway you will need to complete a New School Form. Contact kristin.campbell@schools.utah.gov to request this form. This creates an instance in Cactus for your program and must be completed prior to step 2.

Form Guidance

- For Private Schools “Official School Name” and “LEA or District Name” should match.
 - Default date for school opening is July 1 of a given year.
 - “School Type” field should be listed as “Private School” for private preschool providers.
 - “Authorized By” field and signature should be completed by school director or administrator.
2. Private provider directors will need to complete the [UTREx Data Gateway User Request Form](#) and email it to Teresa McEntire at teresa.mcentire@schools.utah.gov.
 - Once a completed form is received, USBE will assign the Director the ‘PEEP LEA Admin’ user role in the Data Gateway.
 - USBE will notify the director when the PEEP LEA Admin user role has been assigned.
 3. Upon notification of the admin role assignment, you will need to login to the [Data Gateway](#) and initialize the ‘Peep Teacher’ role for your teachers, and the ‘Peep School Admin’ role for school directors.
 4. Obtain SSIDs for all the 4-year-old preschoolers at your locations. This step can be initiated while steps 1 and 2 are in progress. The process for this is as follows:
 - Email jonathan.collins@schools.utah.gov with a request for a MoveIt link to transfer information securely. **DO NOT INCLUDE** student information in this email.
 - Jonathan will reply with a MoveIt link and instructions for an Excel file upload.
 - The Excel file to be uploaded will need to include the following information:
 - First Name
 - Last Name
 - Middle Name
 - Date of Birth
 - Gender
 - Parent 1 First Name
 - Parent 2 First Name (Parent names will just be used for merging SSIDs)
 - Birth Certificate Number
 - Once SSIDs are generated, you will receive a link via MoveIt where you can access the new student SSIDs.
 - Please do not share student PII over unsecured email.

PEEP Assessment in Data Gateway - After completing steps 1-4 above, and once you have received SSIDs for your 4-year-old students, you can now complete the rostering process for all students.

1. All teachers who will enter PEEP data must have Data Gateway accounts. To create teacher accounts:

- Navigate to [Data Gateway](#) and log in.
 - Click “Accounts” in the red bar at the top of the screen.
 - Select “+Create User.”
 - Enter the teacher information.
 - CACTUS ID is not required when an Admin is creating a teacher account
 - Click “Save.” A confirmation will display on the screen.
- 2.** There are two user roles for PEEP – PEEP Teacher and PEEP School Admin. The PEEP Teacher role allows teachers to enter student data and to view individual student and classroom reports. The PEEP School Admin has the additional ability to roster students and view school level reports. You will need to determine which role is appropriate for your staff. To assign user roles:
- Navigate to [Data Gateway](#) and log in.
 - Click “Accounts” in the red bar at the top of the screen.
 - Enter the teacher/admin name in the search bar.
 - Click on the correct user in the search results.
 - Under the “Roles” section select the “+Add User to Role.”
 - Select “School Role” from the dropdown.
 - When the pop-up window opens select the correct school and role (Teacher/School Admin) from the dropdown menu.
 - Click “Save.” A confirmation will display on the screen.
- 3.** Create classrooms in PEEP
- Navigate to [Data Gateway](#) and log in.
 - Click “My Tools” in the red bar at the top of the page
 - Click “PEEP Assessment” in the drop-down list.
 - Under “Rostering” click on the “Add Classroom” link.
 - Select the school where you need to add a classroom.
 - Enter the unique classroom name.
 - Select the teacher from the drop-down list.
 - If a teacher is not present it is because they do not have the appropriate user role of “Peep Teacher,” see step 2 above.
 - Click “Create.”
- 4.** Roster Students
- Navigate to [Data Gateway](#) and sign in.
 - Click “My Tools” in the red bar at the top of the page
 - Click “PEEP Assessment” in the drop-down list.
 - Under “Rostering” click on the “Add Student” link.
 - Enter the SSID number for the student and click “Go.”
 - Verify the information listed.
 - Under “Classroom” select the appropriate classroom for the student.
 - Click “Add to Classroom.” “New student added successfully” will display on the screen.
 - Repeat this process for all students.

Congratulations! You have now completed all of the steps necessary for your teachers to begin entering their PEEP Assessment data. Please ensure that your teachers have been trained prior to administration and data entry. Canvas courses are available for both [PEEP Entry](#) and [PEEP Exit](#) to satisfy the training requirement.

Should you need further clarification or support please contact Teresa McEntire at teresa.mcentire@schools.utah.gov or 801-538-7542.