# Learning How to Create Use Cases

**Are you brand new to CEDS and/or unfamiliar with how to suggest a new element or option set to CEDS?**

Watch the three webinars listed below to get a comprehensive overview of each step along the path to creating a new CEDS element or modifying an existing element.

The links below will take you to time-stamped summaries of each video so that you can also skip to the areas most relevant to your current work.

[**CEDS OSC Webinar 1**](#_CEDS_OSC_Webinar)**:**   
**Contributing to the CEDS Open Source Community to Affect Change**

“In this video, you’re going to learn how you can affect change in CEDS by identifying a use case and submitting it to the Open Source Community (OSC). This webinar will explain how the CEDS OSC is being utilized by your peers and the steps you take to submit a ticket to the Open Source Community.”

[**CEDS OSC Webinar 2**](#_CEDS_OSC_Webinar_1)**:**  
**You Submitted a Ticket to the OSC… Now What?**

“In this video, you will learn how to move your OSC ticket forward. The OSC process isn’t a solo endeavor. It utilizes the full community. During this webinar, learn how to leverage the OSC space to form a workgroup to collaborate with colleagues across state lines to push the use case forward and how to research other standards and state websites for relevant information applicable to your ticket.”

[**CEDS OSC Webinar 3:**](#_CEDS_OSC_Webinar_2)  
**Creating the Proposal**

“In this video, join fellow stakeholders to discuss strategies when defining a new element, creating option sets/codes, and modifying an existing CEDS element. During this webinar, you will learn the final steps to submit your proposal for community review and to see your use case added to CEDS.”

**Are you already familiar with submitting a use case to the OSC but want a refresher or need help finding a template, example, etc. to help you with your work?**

Visit the [CEDS Gitbook](https://cedstandards.gitbook.io/ceds-gitbook) and select Open Source Community (OSC) from the menu on the left. Visit the [Repository: Elements](https://cedstandards.gitbook.io/ceds-gitbook/open-source-community-osc/repository-elements) and [Influencing the CEDS standards](https://cedstandards.gitbook.io/ceds-gitbook/open-source-community-osc/repository-elements/influencing-the-ceds-standard) pages to find templates for suggesting new or modified elements, samples of use cases, explanations of how to get a workgroup going, and more.

## **[CEDS OSC Webinar 1: Contributing to the CEDS Open Source Community to Affect Change](https://www.youtube.com/watch?v=15X4LFWvLP0)**

<https://www.youtube.com/watch?v=15X4LFWvLP0>

Length (<55 min) Presenters: Jackie Hughes & Duane Brown Date: 2023

| Time | Description / Summary |
| --- | --- |
| 0:00 | **Welcome** and agenda overview |
| 3:45 | **Maintaining the Standard: A Brief Overview of OSC** |
| 6:20 | **How to make changes / Do I need to submit a Use Case**  TLDR: “I can’t find this in CEDS and I need it for what I’m doing” – that’s the time to file a use case!  While the OSC sometimes does whole-domain reviews, most changes come from someone trying to do something and discovering that CEDS is missing the elements (or options) needed to achieve their goal.  Please do NOT immediately jump to the assumption that you should make state-specific extensions! The *vast* majority of the time, if you need something in education data then others will probably need it as well. If it’s a common need, then please file a use case, engage the community, and help grow the standard, making it better for everyone who comes after you. |
| 10:00 | **Step 1: Before submitting a Use Case**  Review existing CEDS elements to make sure that what you want doesn’t already exist somewhere within CEDS. This portion of the video models how to effectively use CEDS tools like the DES and Element search to do this. |
| 11:15 | * **VIEW the Domain Entity Schema (DES)**   This tool helps you explore elements using a folder structure where elements are organized by domain. Individual elements (especially those related to organizations or people) will often appear in more than one domain. |
| 13:00 | * **VIEW the [current] version of the Elements using Element search** |
| 15:55 | * **Review existing Use Cases on the OSC GitHub** to see if there is a Use Case already in progress to create an element or option that fits my needs   + Go to the [Issues area of the CEDS-Elements repository](https://github.com/CEDStandards/CEDS-Elements/issues) on GitHub.   + Use the filter bar to search for tickets related to your area of need   + Select ‘Open’ if you want to reduce the list to only ‘Open’ tickets.     - Note: Tickets that have been ‘closed’ means that concept has already been added as an element or option to CEDS. You can still click on those tickets to learn more about how and where it was added.   + If you see a ticket that seems related to your need, open it up to explore it further, including the original use case and comments from other users/states about this use case. If it has been approved to be a part of CEDS, the proposed solution will be attached. |
| 24:50 | **Step 2: Submitting a Use Case**  IMPORTANT NOTE: You don’t have to know how to solve the issue before starting a use case.  You can start an issue just by describing what you need, why you need it, and how it will be used. Additional background research about how others use it or where it might fit into CEDS is helpful but not a prerequisite. Supply what you know.   * Go to the CEDS-Elements repository. * Select **Issues** from the menu across the top * Select the green **New issue** button on the right   + Select **CEDS Element and/or Option Set Use Case** to suggest additions or updates to CEDS elements and/or option sets   + Select **Bug Report** to report a minor error that can be fixed without community review because they don’t actually change the standard– such as broken hyperlinks, a grammatical error, etc. |
| 27:55 | **Components of the Use Case**  How to fill out an issue ticket, including examples of what information is useful to include. |
| 31:30 | Looking at sample tickets and discussing how they provide background, context, etc. that will help the community know how to incorporate that need into CEDS   * Ticket 715 – Add New Elements “Neglected Program Types” and “Delinquent Program Types” – an example of asking for elements to comply with EDFacts needs. |
| 37:40 | * Ticket 62 – Add two new CEDS elements: Dropout Reason Code and Verified Dropout – an example of one state sharing their needs and then having multiple states working together to create a standard set of options. |
| 43:00 | **Homework**: Search the OSC and find a ticket that interests you. |
| 45:00 | Questions   * Is there a standard timeline for how long it takes for something to go through the process?   We’ll go into this more in session 2, but it depends on the complexity and how driven the users/states are that are working on the proposal. Some workgroups also help prioritize which ones need to need to be proposed sooner rather than later.  NOTE: All events for OSC are open for anyone to attend. You don’t have to speak up if you don’t want to – you are welcome to join an OSC meeting to just listen and see how it works. |

## **[CEDS OSC Webinar 2: You Submitted a Ticket to the OSC…Now What?](https://www.youtube.com/watch?v=15X4LFWvLP0)**

<https://www.youtube.com/watch?v=15X4LFWvLP0>

Length (<55 min) Presenters: Jackie Hughes & Duane Brown Date: 2023

| Time | Description / Summary |
| --- | --- |
| 0:00 | **Welcome** and agenda overview Start by searching the OSC for an open ticket that interests you. |
| 4:55 | **Introducing a new resource – CEDS GitBook (**<https://cedstandards.gitbook.io/ceds-gitbook> )  If you go to the GitBook -> Open Source Community (OSC) -> Repository: Elements it is a webpage that reviews the use case process. So if you forget something that you heard in this video or want to use the resources we show in this video (templates, links, etc.) this is where you’d go. |
| 9:15 | **How to research other standards after you create a use case**  [Use the appropriate template](https://cedstandards.gitbook.io/ceds-gitbook/open-source-community-osc/repository-elements/influencing-the-ceds-standard#create-and-submit-a-proposal) for either a new element or modifying an existing element to document your research.  Research other existing standards to see if the element already exists in other standards – this helps save us time (by not duplicating work) and helps prevent our standard from wandering off in its own direction. There is [a starter list of standards in the CED Gitbook](https://cedstandards.gitbook.io/ceds-gitbook/open-source-community-osc/repository-elements/influencing-the-ceds-standard#research-existing-standards) – note that the list is not exhaustive. Also, you don’t have to look at every standard – only the ones that are most likely related to your domain.  TIP #1: Standards that are open source can be easily used/adapted to work in CEDS, but be careful that you don’t copy language from a proprietary standard. Our work can be informed by proprietary standards, but not copied from them. |
| 15:07 | **Modeling how to do research.**   * Example: Researching existing [Ed-Fi](https://www.ed-fi.org/) and [SIF](https://data.a4l.org/sif-specifications/) standards to support a ticket on High School Diploma Distinctions to modify an existing element. |
| 26:45 | * Example: Researching existing [EDFacts](https://www2.ed.gov/about/inits/ed/edfacts/file-specifications.html) standards to support a ticket on “Neglected” or “Delinquent” program types. |
| 29:25 | An explanation of how creating a proposal based on standards that already exist elsewhere (especially EDFacts) can speed up the process of getting modifications or additions adopted into CEDS. |
| 31:50 | [**How to form a workgroup after the research phase is done.**](https://cedstandards.gitbook.io/ceds-gitbook/open-source-community-osc/repository-elements/influencing-the-ceds-standard#workgroups)  Workgroups vary in length and format. A simple use case may be able to be resolved via email or a single meeting. More complex use cases may need a series of meetings to hammer out all the details. While it is desirable to have people who know the subject area as part of the workgroup, the wider the variety of stakeholders involved the more likely the final proposal will truly be something that is ‘common.’ CEDS has a variety of resources to help you advertise your workgroup and recruit participants. |
| 38:00 | What happened after the workgroup starts to meet? As a workgroup meets and they’ll find out what they have in common and what is very different. The next steps are to build a solution that standardizes what is common and provides flexibility for those differences. NOTE: This section of video also provides a walk-through of how credentials domain in CEDS works. |
| 47:30 | **Homework**: Based on the use case ticket that interested you (from earlier), research and document at least 2 other related standards. Document any challenges you encountered. |

## **[CEDS OSC Webinar 3: Creating the Proposal](https://www.youtube.com/watch?v=uaBWZ9DTezs)**

## <https://www.youtube.com/watch?v=uaBWZ9DTezs>

## Length (<60 min) Presenters: Nancy Kopa & Duane Brown Date: 2023

| Time | Description / Summary |
| --- | --- |
| 0:00 | **Welcome,** agenda overview, opening polls/interactions including a review of the previous webinar and discussion of the homework. |
| 7:40 | Describing how workgroups can help with the research phase. |
| 9:20 | **Creating the proposal**  1.   Download the appropriate proposal template (located near the bottom of the CEDS Gitbook [Influencing the CEDS Standard page](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcedstandards.gitbook.io%2Fceds-gitbook%2Fopen-source-community-osc%2Frepository-elements%2Finfluencing-the-ceds-standard&data=05%7C02%7CGilbertC6%40michigan.gov%7C8c1fe11cc1eb4639f3f908dc84f5cc47%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C638531440191976848%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=Nt8iIMtwsHstS3dElbd2UM5cRrBfJa4TZFUBPxPbvzg%3D&reserved=0)). |
| 10:30 | 2.   Download the [Use Case Process Rubric from GitHub](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgithub.com%2FCEDStandards%2FCEDS-Elements%2Fblob%2Fmaster%2Fdoc%2FUse%2520Case%2520Process%2520Rubrics_v1.0.pdf&data=05%7C02%7CGilbertC6%40michigan.gov%7C8c1fe11cc1eb4639f3f908dc84f5cc47%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C638531440191983313%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=jhjWOk7%2B6yuVYzwUxgFdQ%2BH%2FHUNFFg0fgkWezwH8s24%3D&reserved=0) (This includes a process flow for considering proposals and different ways that they could be handled.) |
| 13:50 | **How to fill out the different sections of the proposal** |
| 17:05 | **How to name new elements :** [CEDS Element Naming Conventions](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fceds.ed.gov%2Fpdf%2Fnaming-standards.pdf&data=05%7C02%7CGilbertC6%40michigan.gov%7C8c1fe11cc1eb4639f3f908dc84f5cc47%7Cd5fb7087377742ad966a892ef47225d1%7C0%7C0%7C638531440191989153%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=eGwkbZ3q5jZ9bhPoMrYwEb2R0C1lxqQ27RHe82OHM5Q%3D&reserved=0)  Some ‘rules’ are more like guidelines:   * Acronyms in names are discouraged but in some cases may be necessary as a qualifier (ex: IDEA, ISO) |
| 25:25 | **How representational terms may be used** in an element name to indicate what sorts of data will be stored in that element   * Indicator = Boolean (ex: Yes / No, Participated / Did Not Participate) * Status = Option Set (ex: Not Scored / Scored / Scoring Error / Waiting for…) usually related to a quality that may change over time * Identifier = numeric or alphanumeric code used to identify something * Descriptor = ??? This term is permitted for use but has not been used yet. * Description = Used for a short or long narrative used to describe data stored in another element. * Type = Option Set (Attendance award / Citizenship award / Honor award…) |
| 32:10 | **How to write a new element definition, format, technical name & usage note** Be sure to document how you came up with definition – both to credit related open-source standards in the usage notes and to ensure we do not accidentally use proprietary language in our definition. |
| 36:55 | **How to define the location (domains, entities, etc.) in the schema**  & why that is important. |
| 40:00 | **How to create an option set** (if applicable) Video includes descriptions of a time when states had to come to consensus to create an option set as well as a time when they could not come to consensus (and what they did to resolve the difficulty). |
| 46:25 | Tips for handling option set text codes vs. numeric codes (starting at 1000) vs. codes from existing standards. Always include an ‘Other’ as an option! |
| 48:00 | **What to include in the Background Information section** including both documentation of sources and addressing if this proposal could be a breaking change. |
| 50:15 | An example of proposing a modification to an element  (Homeless Primary Nighttime Residence) |
| 52:35 | **How to post your proposal to the OSC GitHub & what happens next** |
| 57:20 | How to get plugged in to the OSC workgroups and/or monthly meetings via the [Communities 360 website](https://ceds.communities.ed.gov/#program) |