SIFWorks® VRF™ Data Collector

User's Guide

Version 1.3

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Contents

1. Document Revision History

Document Revision History			
Version	**Date**	**Page Numbers**	**Descriptions**
1.2	01/05/10	5, 7, 9, 10, 20, 64	Compiled a single revision history table and deleted the separate tables in each chapter.
1.2	11/04/10	1-2	Updated branding and copyright information.
"Introduction" Revision History			
Version	**Date**	**Page Numbers**	**Descriptions**
1.2	01/04/10	7	Added revision history table
1.2	01/05/10	7	Deleted revision history table from "Introduction" chapter and added it to this table.
"VRF Applications" Revision History			
Version	**Date**	**Page Numbers**	**Descriptions**
1.2	01/04/10	9	Added revision history table
1.2	01/05/10	9	Deleted revision history table from "VRF Applications" chapter and added it to this table.
"Organization of the Data Collector User Interface" Revision History			
Version	**Date**	**Page Numbers**	**Descriptions**
1.2	01/04/10	10	Added revision history table
1.2	01/05/10	10	Deleted revision history table from "Organization of the Data Collector User Interface" chapter and added it to this table.
"Data Collection" Revision History			
Version	**Date**	**Page Numbers**	**Descriptions**
1.2	01/04/10	20	Added revision history table
1.2	01/05/10	20	Deleted revision history table from "Data Collection" chapter and added it to this table.
1.2	01/04/10	26	Information added for new action, *None at the moment*, under Starting a Data Collection.
1.2	1/04/10	63	Updated screenshot for Level 2 Validation Report.

1.2	1/05/10	20	Revised descriptions for 1/04/10 revision history entries.
1.2	1/05/10	26	Revised information for new action, *None at the moment*, under Starting a Data Collection.
1.2	1/05/10	45	Deleted the word "Exceptions" from bullet point on Fatal errors and replaced it with "Validation".
1.2	1/05/10	46	Deleted the word "Exceptions" from final paragraph on the page.
1.2	1/05/10	62	Deleted the word "Exceptions" in both places it appeared on the page.
1.2	1/05/10	63	Deleted the word "Exceptions".
1.2	01/29/10	61	New submission status added: *Pending acceptance (with errors)*.
1.2	01/29/10	61	Updated wording for submission status: *Pending acceptance Processed with Errors, and Processed Successfully.*
1.2	02/15/10	57	Revised Submission status section with updated screen captures.
1.2	06/11/10	25	Added a section on "Data Collector Roles"
1.2	06/11/10	25	Removed "Updating a Collection Request" (belongs in the Admin Guide only)
1.2	06/11/10	26-28	Minor corrections to the steps in the "Starting a Data Collection" section, including reordering some steps.
1.2	06/11/10	28-29	Added more explanation to "Stopping vs. Canceling a Data Collection"
1.2	06/11/10	29	Added a section on "Collecting from SIF and EMIS Files Data Sources"
1.2	06/11/10	37-45	Changed terminology from "Flat Files data sources to "EMIS Files" data sources (and "Non-SIF" to "Other") to conform with terminology in the UI
1.2	06/11/10	45-47	Added a "When a Collection Completes"
1.2	06/11/10	47-50	Reorganized the "Preparing and Validating Collections" (was called "Preparing and Validating Requests")
1.2	06/11/10	51	Added explanation to check for prepare errors at the beginning of the "Previewing Data Collections"
1.2	06/11/10	52	Preview Options > Views: explained why there are no Summary Views in Ohio

1.2	06/11/10	53-54	Minor revisions to the explanation of Excluded Records and previews
1.2	06/11/10	54-56	Added an explanation of record dependencies and directly invalid vs. dependency invalid records in the "Previewing Data Collections"
1.2	06/11/10	60	Minor edits in the "Certifying and Submitting Collection" section
1.2	06/11/10	62-67	Minor edits in the "Submission Status" section
1.2	06/11/10	67	Corrected the list of possible Submission Statuses (on the Collection Requests page)
1.2	06/11/10	67	Minor edits to the "Receiving Submission Status from the Report Collector" section
1.2	06/11/10	68	Added explanations to the "Level 2 Validation exception Report" section
1.2	06/11/10	69-79	Moved the Submissions Tab out of the Troubleshooting chapter to the end of Data Collection chapter.
1.2	06/11/10	71	Added a "Submission Archives" sub-section and changed the explanation of the archives.
1.2	08/16/10	66	Replaced "Receiving Submission Status from the Report Collector" section with revised section (same title) from Alex (approved by Nancy)
1.2	09/10/10	46-49	Added new information on preparation progress steps and Special Cases subsection.
1.2	09/10/10	48	Added information on the popup that appears when the Data Collector agent may be down.
1.2	09/10/10	70	Added information explaining when the Internal Error status appears.
1.2	09/10/10	71-73	Updated information on accessing Level 2 Validation Exception Reports.
1.3	03/31/11	1, 2	Updated branding, version number, and date.
1.3	03/31/11	33-38	Added Scheduled Collections content.
1.3	03/31/11	ToC, Index	Updated Table of Contents and Index.
1.3	06/24/2011	66-68, 73	Updated the Previewing Data Collection section, for the user interface changes.
1.3	06/28/11	Throughout	Updated screenshots for collection action links, errors & warnings, etc.

"Troubleshooting" Revision History			
Version	**Date**	**Page Numbers**	**Descriptions**
1.2	01/04/10	64	Added revision history table
1.2	01/05/10	64	Deleted revision history table from "Troubleshooting" chapter and added it to this table.
1.2	01/05/10	68	Deleted the word "Exceptions" from note and replaced it with the word "Validation".
1.2	01/05/10	71	Deleted the word "Exceptions" and replaced it with the word "Validation".
1.2	02/15/10	67	Revised Submissions Tab section to include new "Manage Archives" screens and features.
1.2	06/11/10	79-89	Moved the Submissions Tab out of the Troubleshooting chapter to the end of Data Collection chapter.
1.2	06/11/10	80	Rename "Troubleshooting" chapter to "Troubleshooting and Monitoring"
1.2	06/11/10	86-89	Added "Appendix A: Record Dependencies and Multiple Record Validations"
1.2	06/14/10	various	Replaced the word "got" with a more descriptive word
1.2	06/14/10	29	Reworded the Collecting from SIF and EMIS Files Data Sources section
1.2	06/14/10	86-89	Removed Appendix A because it references EMIS record type dependencies which can change over the coming years
1.2	07/07/10	25	Corrected the list of collection status messages
1.2	07/07/10	30	Rephrased comments about duplicate records
1.2	07/07/10	33	Rephrased explanation of Collection Status
1.2	07/08/10	Various	Updated screen shots to reflect the latest version of the Data Collector
1.2	07/08/10	65-78	Reorganized the Submission Tab section

2. Introduction

Intended Audience

This guide is intended for users of the Data Collector at Local Educational Authorities (LEAs).

This guide provides basic descriptions of the Data Collector User Interface (UI), and simple instructions for creating, certifying, and submitting data collections. This document also references the Report Collector, the other main part of the Vertical Reporting Framework (VRF), which is documented separately.

Note: The instructions in this guide assume that the Data Collector is running, and that the user or administrator is logged in with sufficient permissions.

Definitions of Terms

Collection Request: State-issued specifications for requesting data (also known as a Report Manifest in the Schools Interoperability Framework (SIF) standard).

Data Collection SIF Zones: These are the SIF Zone(s) to which the Data Collector connects to request SIF objects, in the process of collecting data.

Report Authority: An entity that publishes collection requests and subsequently accepts data submissions. The Ohio Department of Education is the Report Authority for EMIS reporting.

Report Submitter: The organization (not the person) that submits data collections to the Report Authority—for example, a school district could be a report submitter.

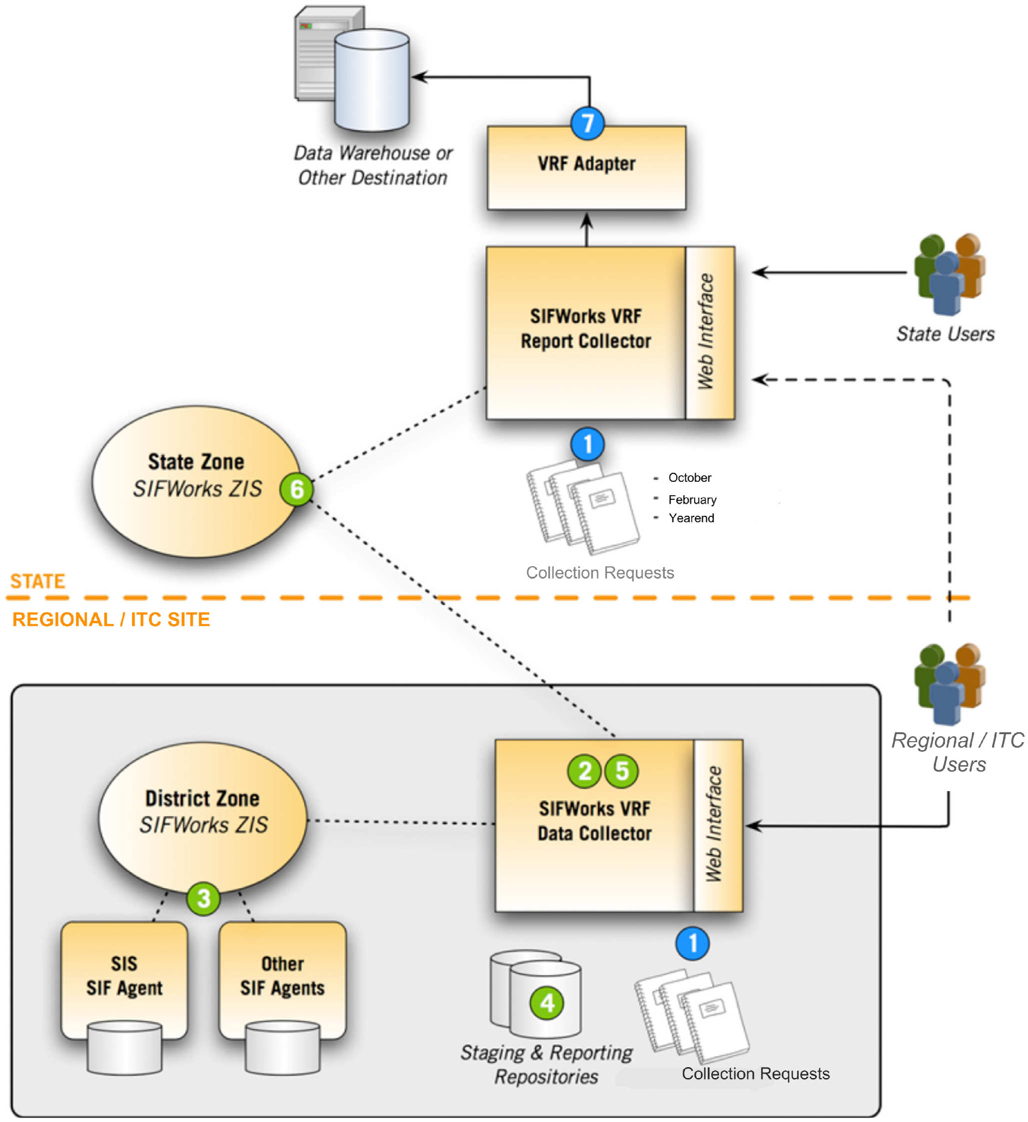
SIF Zones: A distributed system that consists of a Zone Integration Server and one or more SIF-enabled software applications (software applications that have a SIF Agent) that share or report one or more SIF objects over a network.

Introduction to SIFWorks Vertical Reporting Framework™ (VRF)

The governing idea behind the SIFWorks Vertical Reporting Framework® is that the state requires data. The state sends out the specification for these data requirements with their accompanying deadlines, and each Report Submitter fills the data requirements and submits the data. VRF calls the specification for these data requirements a *Collection Request.*

To accomplish these purposes, the SIFWorks VRF™ includes two applications: the Report Collector (RC), which operates centrally at the state level, collecting the data submitted by the Report Submitters, and the Data Collector (DC), distributed to regional sites (Information Technology Centers, or ITCs), which produce data for each Report Submitter and submits these data to the RC. The following diagram illustrates how these two applications and their high-level components fit together.

Vertical Reporting Framework Structure



3. VRF Applications

Data Collector

The Data Collector is an application that can collect data from multiple sources, including SIF-enabled applications, such as DASL and eSIS, and non-SIF-enabled applications, such as CSV files.

The Data Collector's web-based console allows users to:

- Collect data in accordance with the Collection Request requirements.
- Preview the collected data.
- Review validation errors.
- Certify and submit data.
- Receive responses from the Report Collector regarding the status of the submission.

Using the Data Collector, report submitters that participate in the SIFWorks Vertical Reporting Framework deployment receive collection requests and are able to collect data to prepare, preview, and submit data collections.

Report Collector

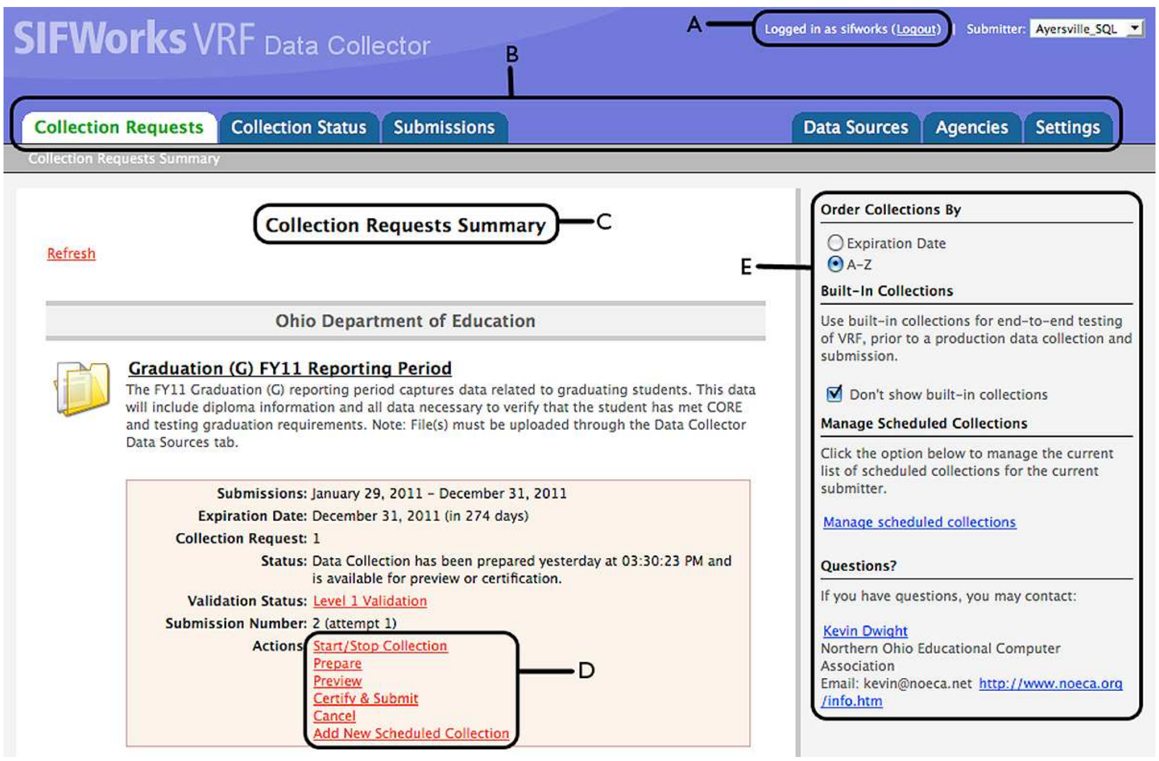
The Report Collector is an application that runs at the state level to publish collection requests and receive data from the Data Collectors. As data are received over the secure statewide (or regional) SIF infrastructure, the Report Collector stores the data received in a repository, where it is then further processed and validated. Information is then returned to the Data Collector for school district review.

The Report Collector's web-based console facilitates monitoring data preparation at the Data Collectors, and the submission of the data by each Report Submitter by the State.

4. Organization of the Data Collector User Interface

The Data Collector user interface displays login information; the ID of the current submitter; tabs for navigating and operating the Data Collector; menus and operators, conventions, for each tab or screen; and sub-menus or sidebars for each tab or screen.

How It Looks



A. Login / Logout

B. Data Collector Tabs

C. Data Collector Screens

D. Data Collector Conventions

E. Data Collector Sidebar or Sub-menus

A. Login / Logout

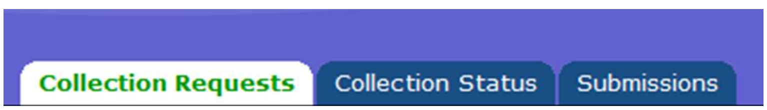
The current user's ID and the logout link are located in the upper right of the Data Collector screen.

B. Data Collector Tabs

The screens in the Data Collector web console are organized into six tabs. These tabs are the means by which the Data Collector is operated. Click on each tab to navigate to a corresponding screen.

Tabs on the Left (Collection and Submission)

The three tabs on the left—Collection Requests, Collection Status, and Submissions—are used to create and submit the data required by the selected Collection Request.



- From the **Collection Requests** tab, you can see what data need to be collected and submitted, and deadlines associated with those data collections. You can also start and stop data collection using this tab.
- The **Collection Status** tab allows you to view progress for the data collections that are currently taking place.
- The **Submissions** tab displays the status of submissions—the date, status, and action, if any, on any individual submission.

Tabs on the Right (Primarily Administrative)

The three tabs on the right of the Data Collector main screen—Data Sources, Agencies, and Settings—are primarily for administrative use, for configuring the Data Collector and the Report Submitter. The availability of these tabs depends upon the access privileges of the user logging into the Data Collector; specifically, the Agencies and Settings tabs are visible only to the ITCs, who use these tabs when setting up member districts in the Vertical Reporting Framework.

Data Sources tab

Note: The Data Collector gathers data from SIF Zone(s) as well as from "Other Data Sources" (EMIS formatted files) through the Data Sources tab.

The **Data Sources** tab lists the SIF zones and other data sources from which the Data Collector can gather data. SIF zones and other data sources can be added or removed through this tab. ITCs can manage data sources, and districts can upload flat files, through the Data Sources tab. Please note that only ITCs can manage data sources.

Agencies and Settings tab

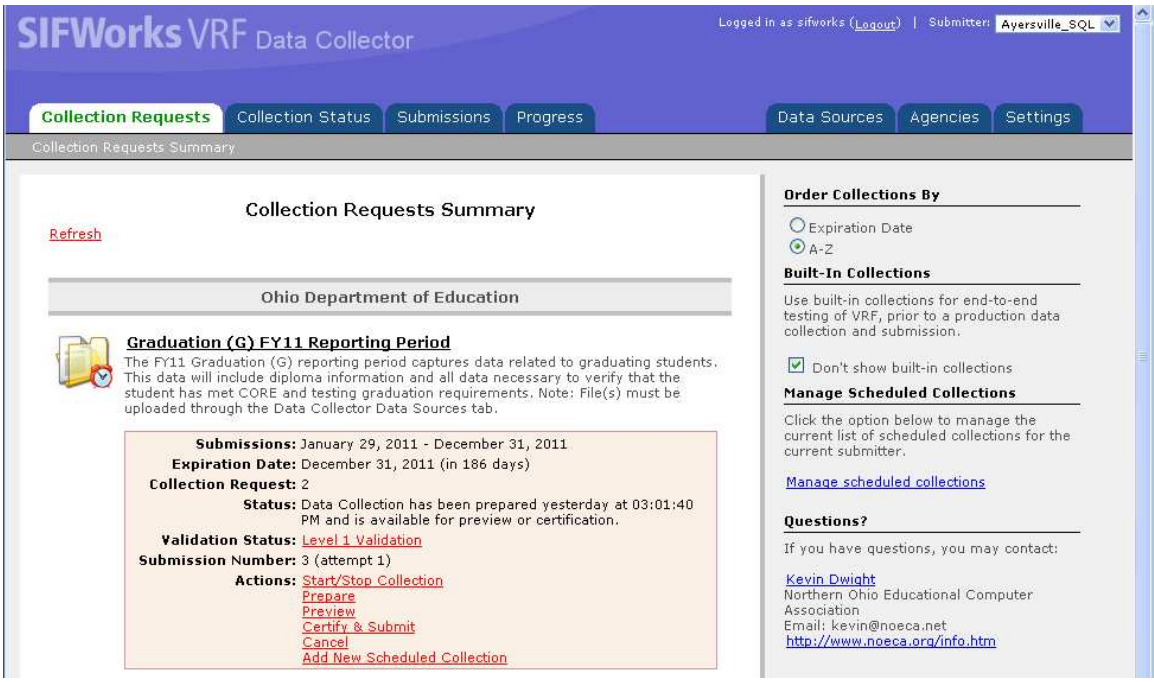
Note: The Agencies and Settings tabs are accessible only by users with administrative privileges. Primarily, these tabs are used by ITCs.

The **Agencies** tab lists the Report Authority with which the Data Collector is registered. From this tab, ITCs can register and unregister with the Report Authority, change how the Data Collector connects to the Report Authority, and view collection requests published by the Report Authority.

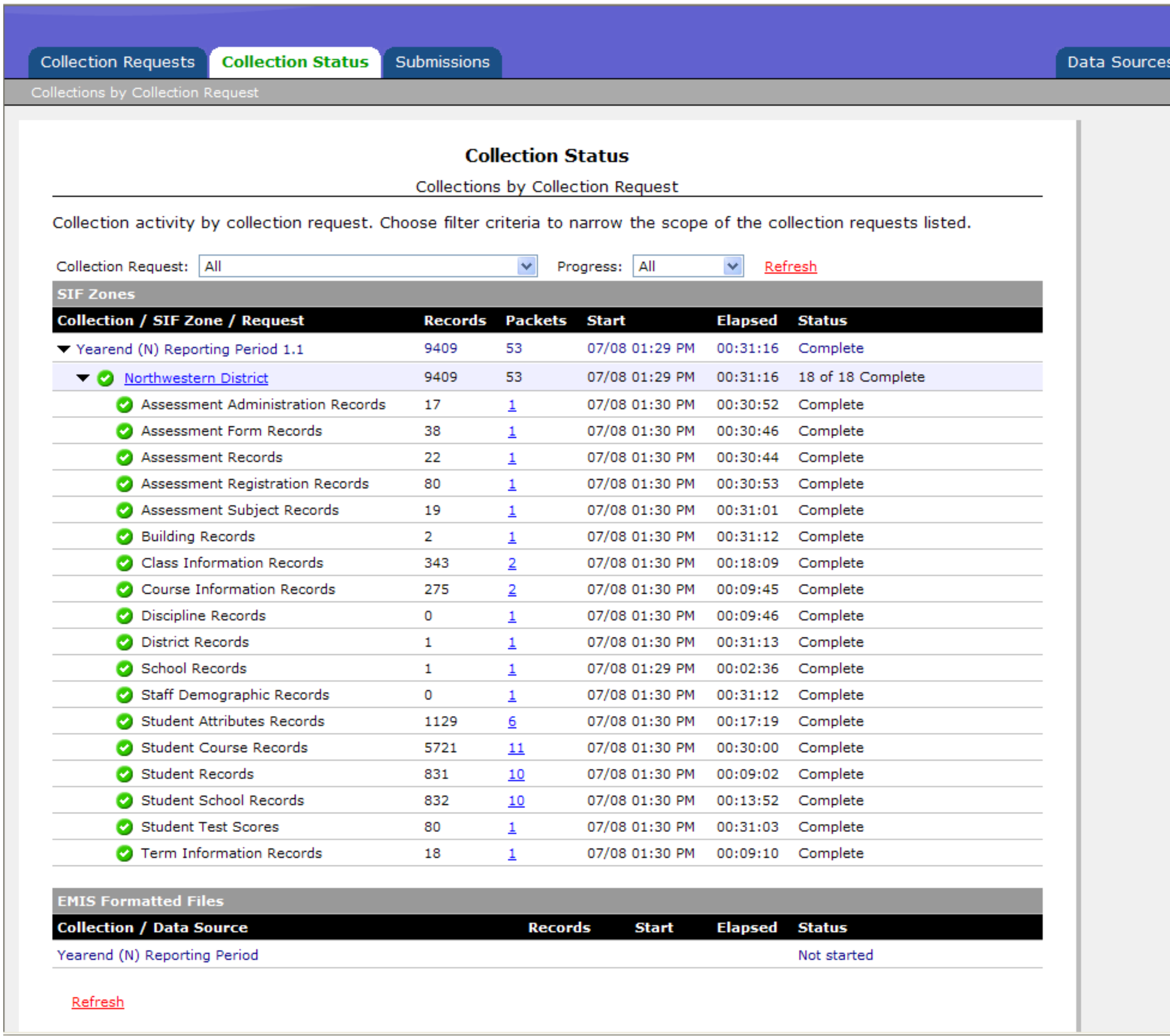
The **Settings** tab allows ITCs to manage report submitters and their role mappings. Lightweight Directory Access Protocol (LDAP) configuration is performed from this screen. Global settings for the Data Collector can also be viewed and edited from this tab.

D. Data Collector Tabs

Below are the screens or pages corresponding to the tabs in the Data Collector. (The screens and pages corresponding to the Progress, Agencies and Settings tabs are not shown, since those screens and pages are only for ITC use.)



This screen corresponds with the *Collection Requests* tab, the launching point for data collections.



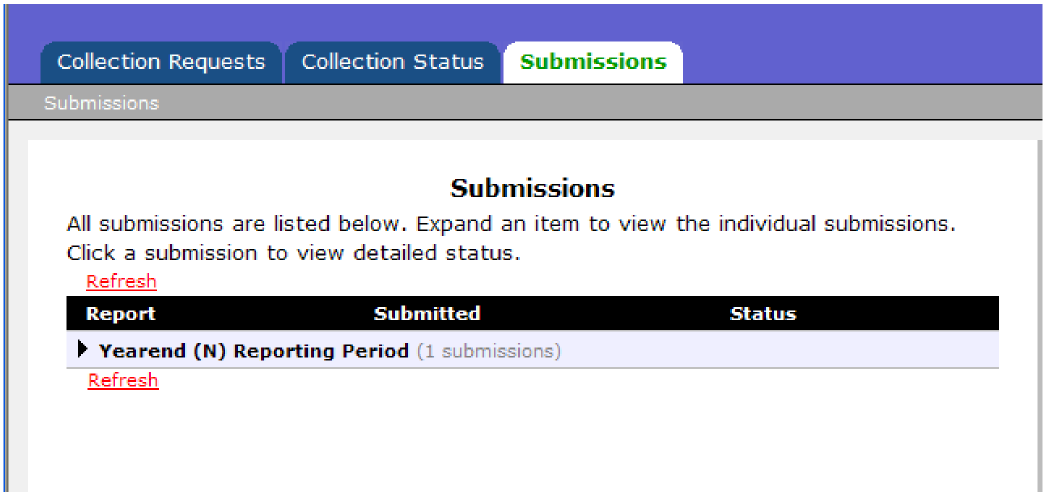
Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
Yearend (N) Reporting Period 1.1	9409	53	07/08 01:29 PM	00:31:16	Complete
Northwestern District	9409	53	07/08 01:29 PM	00:31:16	18 of 18 Complete
Assessment Administration Records	17	1	07/08 01:30 PM	00:30:52	Complete
Assessment Form Records	38	1	07/08 01:30 PM	00:30:46	Complete
Assessment Records	22	1	07/08 01:30 PM	00:30:44	Complete
Assessment Registration Records	80	1	07/08 01:30 PM	00:30:53	Complete
Assessment Subject Records	19	1	07/08 01:30 PM	00:31:01	Complete
Building Records	2	1	07/08 01:30 PM	00:31:12	Complete
Class Information Records	343	2	07/08 01:30 PM	00:18:09	Complete
Course Information Records	275	2	07/08 01:30 PM	00:09:45	Complete
Discipline Records	0	1	07/08 01:30 PM	00:09:46	Complete
District Records	1	1	07/08 01:30 PM	00:31:13	Complete
School Records	1	1	07/08 01:29 PM	00:02:36	Complete
Staff Demographic Records	0	1	07/08 01:30 PM	00:31:12	Complete
Student Attributes Records	1129	6	07/08 01:30 PM	00:17:19	Complete
Student Course Records	5721	11	07/08 01:30 PM	00:30:00	Complete
Student Records	831	10	07/08 01:30 PM	00:09:02	Complete
Student School Records	832	10	07/08 01:30 PM	00:13:52	Complete
Student Test Scores	80	1	07/08 01:30 PM	00:31:03	Complete
Term Information Records	18	1	07/08 01:30 PM	00:09:10	Complete

EMIS Formatted Files

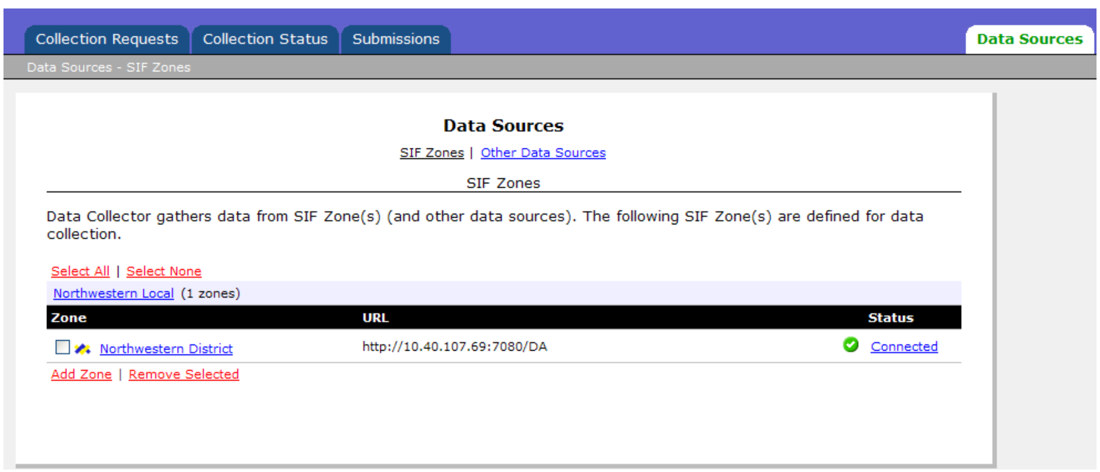
Collection / Data Source	Records	Start	Elapsed	Status
Yearend (N) Reporting Period				Not started

Refresh

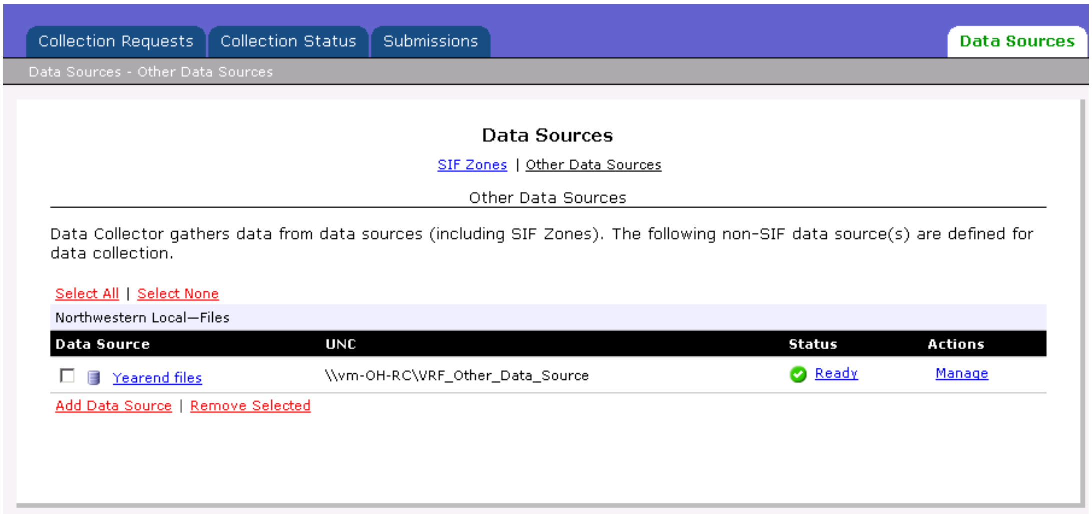
This screen corresponds with the ***Collection Status* tab**, from which collections can be monitored.



This screen corresponds with the ***Submissions* tab**, which shows submissions sent to the State (ODE).



This screen corresponds with the ***Data Sources* tab**. It shows the status of the SIF zone and allows you to select the Other Data Sources link, which redirects to the screen where files can be uploaded.

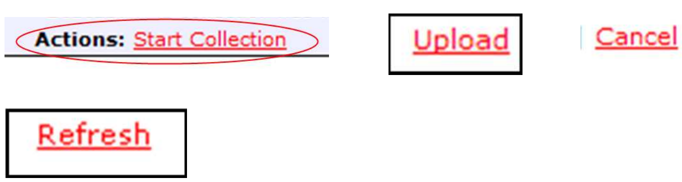


Note that only users with administrative privileges can add or remove SIF zones or other data sources.

E. Data Collector Conventions

The Data Collector pages and screens are navigated and operated through the use of links, radio buttons, data fields, drop-down lists, check-boxes, and expand/collapse lists. Generally, these operators execute commands specific to the page or sub-menu on which they're found, and behave in the following ways.

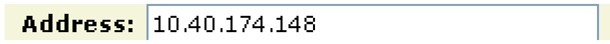
- **Links—**Usually underscored in a color that contrasts with the surrounding page or screen; perform named operations and actions; accept or allow options, edits or changes entered through data fields or radio buttons; advance to the next page or to a subsequent step in a process (in which case, the selected link becomes "grayed out" or unavailable). Following are some of the links you will see in the Data Collector screens:



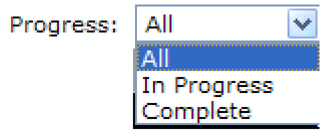
> **Note:** The **Refresh link** is displayed on various pages and screens in the Data Collector. The Data Collector pages and screens are static; that is, you must click on the Refresh link to apply options or filters you might have selected, or to update the current page with the latest "behind-the-scenes" information (the status of a collection, for example).

- **Radio buttons—**Allow the selection (or de-selection) of options. (In most cases, the radio button options are not accepted until a "Save" or "Accept" button or link is then selected.)

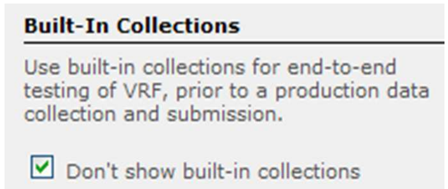
- **Data fields—**Accommodate the entry of information, such as URLs.



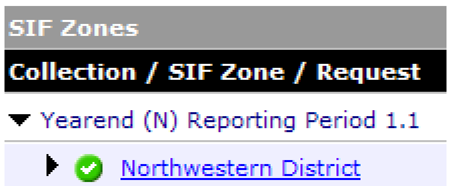
- **Drop-down lists—**Provide choices specific to the current page, screen, or sub-menu.



- **Check-boxes—**Allow the selection of options to filter or manage Data Collector actions



- **Expand/Collapse lists**—Determine the scope of a selected list (to include more or less information, as needed).



- **Status Icons—**Through the Data Collector, these symbols are used to indicate the progress or status of selected actions:

  Action completed or connection sound.

  Warning; indicates a potential for error or a need to repeat a step or action.

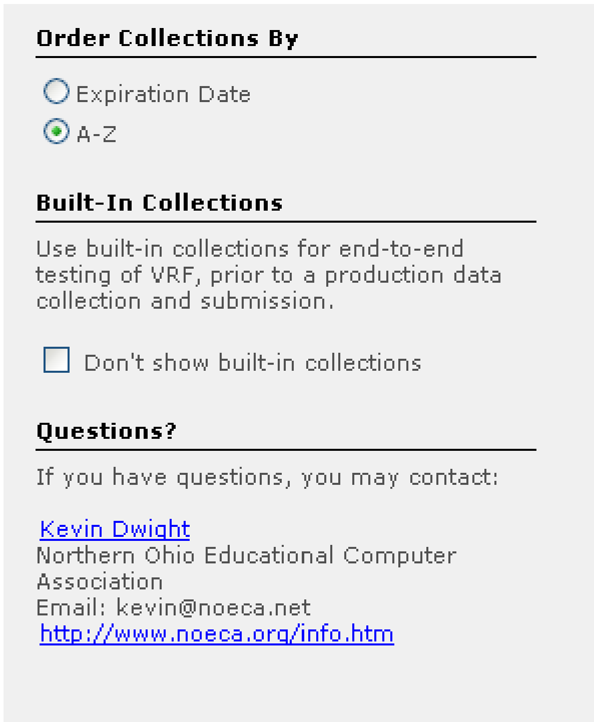
  Unexpected errors were encountered during the current phase of the collection process.

Note: The appearance of the "red X" error icon beside the folder icon in the Collection Requests Summary page (Collection Requests tab) indicates that unexpected errors were encountered during the **current phase** of the collection process (Collection, Prepare, or Certify & Submit). Validation errors are **not** attended by this icon.

  Action (collection or submission, for example) in progress.

F. Data Collector Sidebar

To the right of most screens in the Data Collector are sidebars—links, check-boxes, or radio buttons—that may be used to set up, filter, or otherwise assist in data collection. Like the tabs in the Data Collector screen tabs, the availability of the sub-menus is contingent upon user permissions.

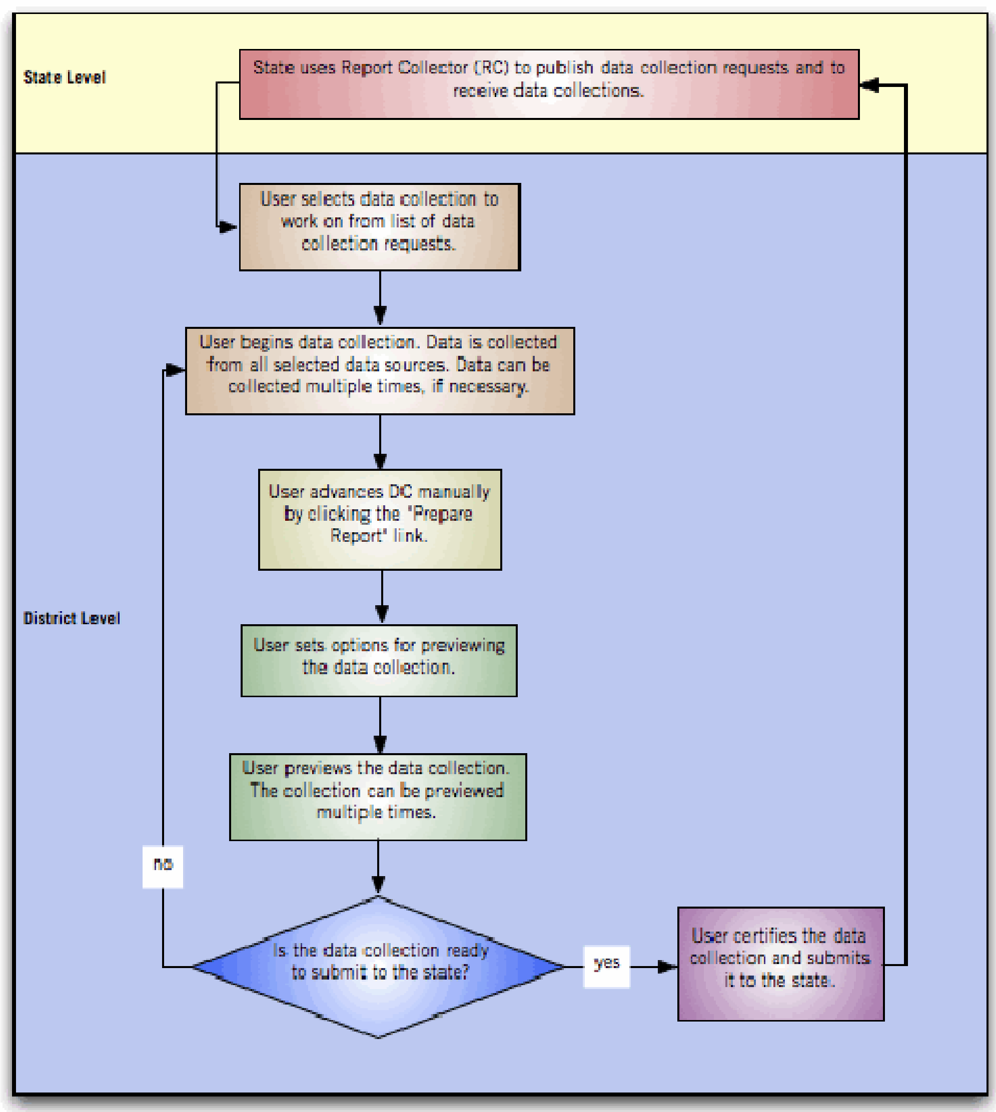


About Built-in Collections: In the sidebar menu of the Collection Requests Summary page shown above, the "Don't show built-in collections" box is unchecked. If you want to use "built-in" collections, that is, "test" collections, leave this box unchecked.

5. Data Collection

Data Flow

The following flowchart illustrates the process for creating a data collection in the SIFWorks Vertical Reporting Framework® Data Collector.



The general design of the SIFWorks VRF places the data collection and submission impetus on Local Education Agency (LEA) users, who control starting the data collection for a collection request, certifying that the data is correct, and submitting data to the state. The process is organized into a structured workflow through which the collection and submission of data is carried out.

The Data Collector (DC) guides users through each phase:

1. Collecting the data for the Collection Request
2. Preparing and validating the data
3. Previewing data
4. Certifying and submitting the data
5. Receiving responses from the Report Collector regarding the status of the submission

The first three steps—collecting data; preparing and validating data; and previewing the data—can be repeated multiple times in an effort to correct errors that are identified in the collection process before the data is certified and sent to the state.

Logging In

To access the Data Collector, open your web browser. In the browser window, enter the appropriate URL. The URL will differ for each ITC. The ITC will provide access instructions for the Data Collector.

The following screen will display.

Enter your username and password.

Responding to a Collection Request

The following sections will take you through the phases of Data Collection: Collection; Preparation; Preview; and Submission.

Before You Begin

Before starting a collection, it's helpful to identify all the types and locations of the data sources you're likely to need for the collection. (For instructions on uploading flat files (non-SIF data sources), see "Uploading Flat Files.")

Fields on the Collection Requests Summary Screen:

Submissions: Period during which data for this collection can be submitted.

Expiration Date: The last date by which the Report Authority (ODE) will accept the collection.

Collection Request (Version): This is the number assigned to the Collection Request by its originator. When the Collection Request author creates the Collection Request document, the author assigns the number '1' as the Collection Request Version. When the Collection Request document needs to be altered or updated the Collection Request Version is incremented. The purpose of the Collection Request version is to track the different versions of the collection request, as it undergoes changes. The version number has no other meaning or purpose.

Note: The Collection Request version numbers are not necessarily consecutive. This can happen when the Collection Request is changed more than once before your ITC receives the update (or before you see the update). A greater number indicates a more recent collection request than a smaller number (e.g., collection request version 5 was released after collection request version 2). The changes to the Collection Request almost always involve only changes to the "Prepare" step.

Status: The disposition of the collection. In the following status messages, the text within the angle brackets <> will be replaced by actual values, e.g., July 8, 2010 instead of <date>. The status messages are shown in italics, with explanations next to them in parenthesis:

This collection has never been submitted. (this status is displayed for a new collection request for which a collection has not yet been started)

Data Collection starting. (displayed while the Data Collector is in the process of starting the Data Collection – usually lasts only a few seconds)

Data Collection is in progress. (displayed until collecting data completes)

Data Collection completed successfully <today> (or *on <date>) at <time>.* (for example, Data Collection completed successfully today at 8:15AM)

Data Collection completed with errors or warnings < today> (or *on <date>) at <time>.* (make sure to check the cause of the errors or warnings by clicking on the link next to Errors & Messages)

Data Collection stopped by <user id>. You must take action to cancel the collection, or start the collection over. (displayed when someone stops the collection – the <user id> identifies the user who stopped it)

The collection has been prepared <today> (or *on <date>) at <time> and is available for preview or certification.* (displayed after the prepare step completes)

The collection has been prepared on <date> at <time> and is available for preview. You need to re-prepare to make it available for certification. (a "prepare" of the collection is valid only for 24 hours, because validation tables can be automatically updated on a nightly basis; so if you do not certify & submit a collection within 24 hours of preparing it, you need to re-prepare – the only difference between this status and the one above it is that in this case the prepare step completed more than 24 hours ago, and in the previous status the prepare step completed today).

Preparation <today> (or *on <date>) at <time> resulted in one or more errors. You may correct the errors and recollect the data, prepare the collection again from current data, or cancel the collection.* (make sure to check the cause of the errors or warnings by clicking on the link next to Errors & Messages)

The collection is currently being sent to Ohio Department of Education. (displayed while the collection is being submitted)

The collection was submitted <today> (or *on < date>*) *at <time> by <user id>.* (displayed after the Report Collector receives the submission)

Submission Number: Sequential number assigned to submissions; the Submission Number indicates the number of times that a collection is submitted, including the "pending submission" – when you start a collection for a collection request for the first time the submission number starts at 1, not 0.

Attempts: In parentheses next to the submission number, another number, followed by the word "attempts", appears. This number indicates the number of times that data has been prepared, for the current submission. The number of attempts is not visible to the state. It is only for Data Collector users' reference. Unlike the submission number the attempt number starts at 0 – it shows you how many times you have run the prepare step, during the current submission cycle. The attempt number becomes 1 after the first time you run the prepare step.

Actions: The operations that are executable from links in the Actions section of the Collection Requests Summary page include:

Start Collection
Prepare
Preview
Certify and Submit
View Submission Results
Review Data
Add New Scheduled Collection

Data Collector Roles

The Data Collector has three different roles, which control what an LEA user of a Data Collector can do. A single user account (login) can have multiple roles. Your ITC controls the roles associated with your account. Contact your ITC if you think you do not have the correct role(s) assigned for your LEA.

Data Collector roles:

- LEA Collector: can collect, prepare and preview, but cannot submit the collection. You need the LEA Collector role to see the Data Sources tab and to be able to upload EMIS files to the Data Collector.

- LEA Submitter: can review or preview the collection, and can submit the collection, but cannot start the collection or prepare a collection for preview. Also cannot upload EMIS files for data collection. You need someone with the LEA Collector role to start a data collection for you.

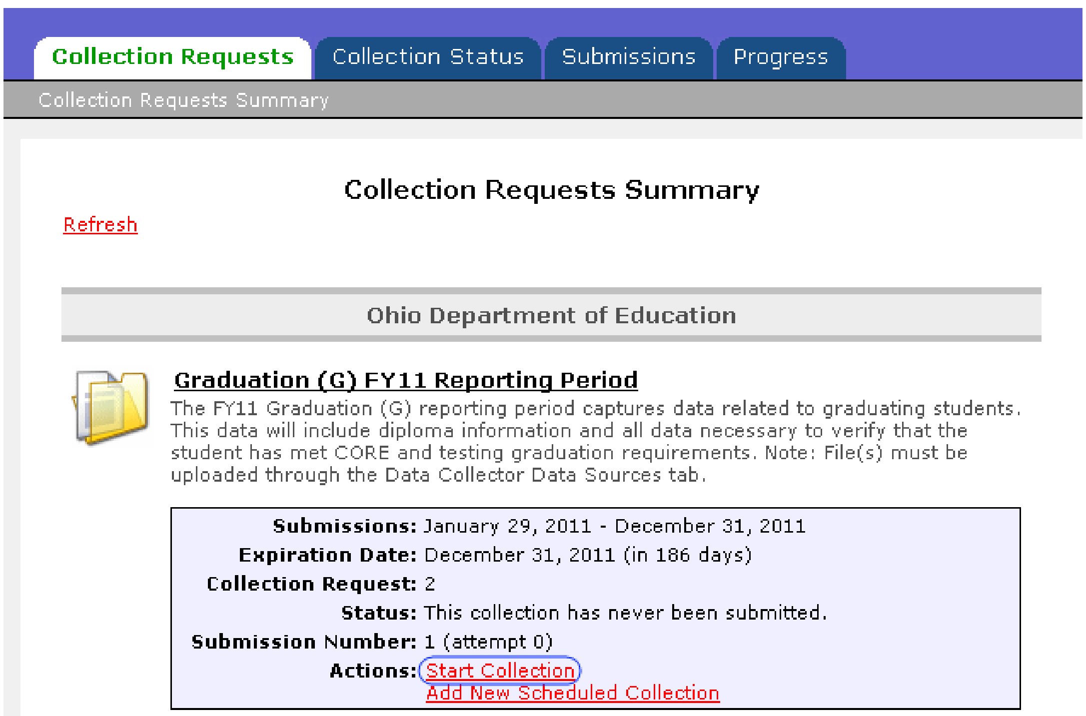
- LEA Reviewer: can only view things – e.g. preview the results of the collection, review a submitted collection, view validation exception reports, etc. Cannot start a collection or submit it.

If you have both the LEA Collector role and the LEA Submitter role then you can do all of data collection, prepare, preview and submit tasks for your LEA – you do not need the LEA Reviewer role.

Starting a Data Collection

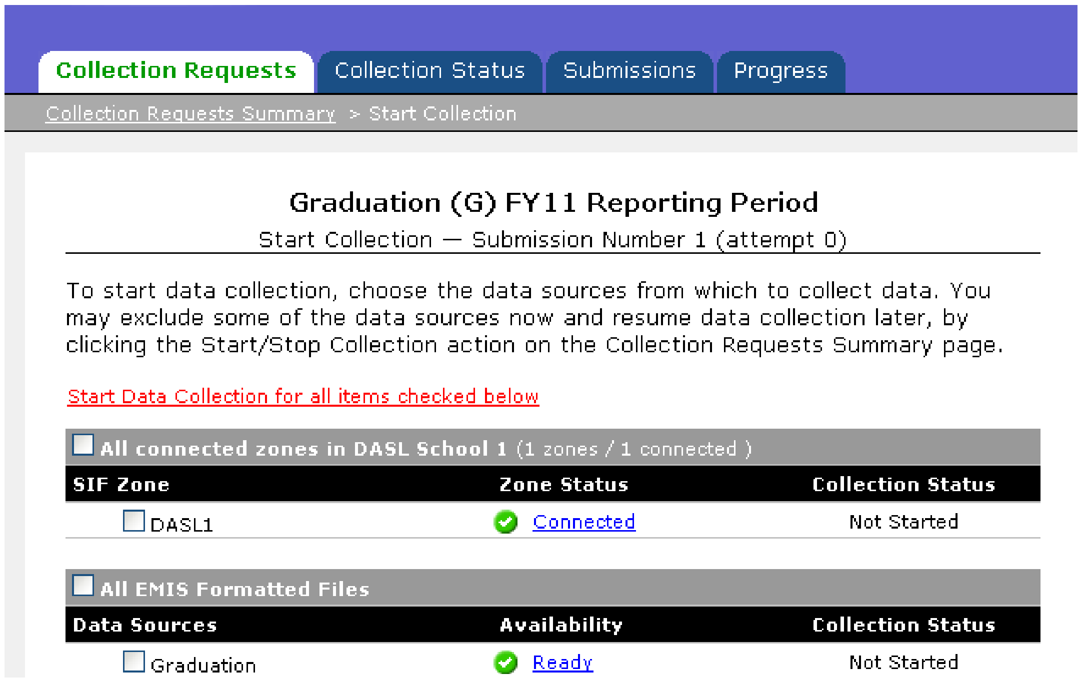
1. Log in to the Data Collector.

2. The **Collection Requests** page is displayed.



3. Click the **Start Collection** link.

4. The **Start Collection** page is displayed. (Note that, in the following screen shot, the district is set up to use both SIF and non-SIF data sources – EMIS Formatted Files. For instructions on using EMIS Formatted Files data sources, see "Uploading a Flat File." For collections that only use EMIS files, the SIF zone will not appear. Also note that this screen shot shows two SIF zones and multiple EMIS formatted files data sources – in all likelihood you will see at most one SIF zone and only one EMIS Formatted Files data source.)



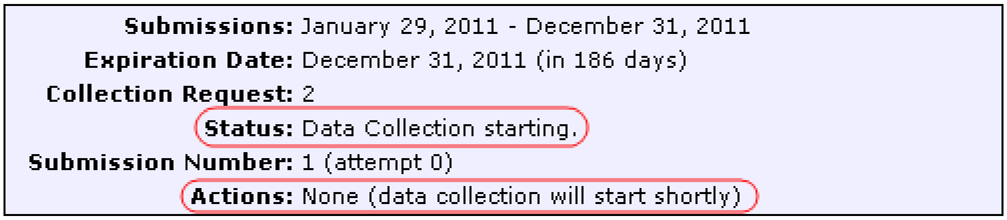
In the **SIF Zones** section of the Start Collection page, note that the available SIF Zone shows a Zone Status of "Connected." The Collection Status for this Zone is "Not Started."

In the **EMIS Formatted Files** section, there is a data source(s) listed; the availability of this source is "Ready," meaning that the EMIS formatted files at the data source are accessible.

5. Select the data sources that will be used in this collection.

6. Click on the link, **Start Data Collection for all items checked below.**

7. Between the time when you click the **Start Collection** link and the time when the actual collection process begins, you will not have any actions available, however the **Status** field will inform you that data collection is starting.

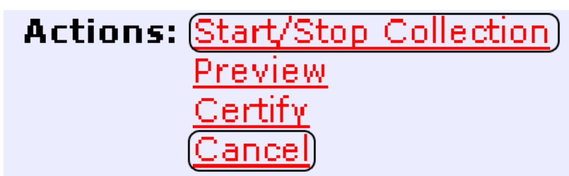


8. Once the collection has started the Actions section will show Start/Stop and Cancel links; to monitor the progress of the collection, click on the Collection Status tab. (See "Monitoring Data Collection.")

> **Note:** The Data Collector can perform multiple collections simultaneously; simply go back to the Collection Requests Summary page, and click the "Start Collection" link for each required collection request.

Stopping vs. Canceling a Data Collection

In the Actions section of the Collection Requests Summary page, there are links for executing operations on the current collection request. Depending upon the status of the selected collection request, these links can include Stopping or Canceling a Collection.



Stopping a Collection

You stop a collection by data source, e.g., by the SIF zone or the EMIS formatted files data source. Stopping is not synonymous with "pausing" – when you stop a collection in a SIF zone and later restart it, you restart collecting the data from the beginning, not from the point where you stopped it. When you stop a collection, the data collected so far will not be discarded until the collection is restarted. Stopping a collection allows you to stop collecting from one data source without stopping collecting from the other one. For example, you realize that you did not upload the latest set of EMIS formatted files before you started collection from both the SIF zone and from EMIS formatted files. You can stop collecting from the EMIS files, upload the latest EMIS files, and restart data collection from the EMIS files, without disturbing the on-going collection from the SIF zone.

Canceling a Collection

Canceling a collection immediately discards all the data collected so far, from all data sources, and eradicates any indication on the collection requests page that the collection had ever started.

> **Warning**: You can stop or cancel the collection from the point of view of the Data Collector; however, in a SIF zone, you cannot undo the effect of having started a collection. The application from which data is collected through SIF will continue to send responses (which the Data Collector discards immediately upon receipt). Repeatedly starting and canceling (or stopping) a collection in a SIF zone will stress the resources of your

ITC. When you eventually start the collection (without stopping or cancelling it this time) receiving data may be delayed while the Data Collector continues to discard the data received in response to the previous (cancelled) collections.

What's the Difference?

Data management: Cancel immediately discards data; Stop discards data only when the collection is restarted. When you start data collection after you cancelled the previous one, the collecting of data can start immediately (even though the Data Collector may still be cancelling the previous collection "in the background"). When you restart data collection after stopping the previous one the Data Collector has to finish discarding the data previously collected before it starts the new data collection.

Scope: Cancel applies to the entire collection; Stop applies only to a single data source.

Note: If you are collecting data from more than one source and need to discard an entire collection, then "Cancel" is more efficient than "Stop." If you are collecting from the SIF zone and from EMIS files, and need to stop the SIF collection, then "Cancel" is still more efficient than "Stop" – even though cancelling will discard the data collected from EMIS files as well as data collected from SIF (EMIS files collection is much faster). On the other hand you can "Stop" collecting from the EMIS files and later restart collecting data from them, without affecting a collection from the SIF zone already in progress.

Collecting from SIF and EMIS Files Data Sources

All collection requests support collecting from EMIS files because not all LEAs are currently set up to collect data from a SIF zone. In addition not all data can be collected from the SIF zone. For example, as of this writing, CC and CJ records can only be collected from EMIS files.

You may often be in a position where you will collect data from the SIF zone and from the EMIS Files data source. The collection request defines how to handle the situation when the same data is collected from a SIF zone and an EMIS file. For example, you may have inadvertently left an EMIS file with GI records in the EMIS files data source, while collecting all student data from your SIF-enabled SIS. Or you may have added EMIS files for CI and CK records for employees who are not recorded in your USPS system, only to discover that some of these employees are in your USPS system after all.

In most cases the collection request definition ensures that duplicate records are not inserted into the previews. When duplicate records are collected from multiple data sources, the duplicates result in validation exceptions and the Data Collector will exclude the data for the student or the staff from submission to ODE. In some cases, you may find additional previews which inform you of such duplicate data collected from SIF and EMIS files data sources.

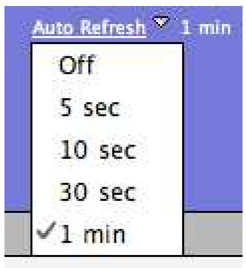
The specification of the handling of such duplicate data can change over time and from one collection request to another.

Monitoring Data Collection

The Collection Status tab allows you to verify the progress of data collection(s) by collection request.

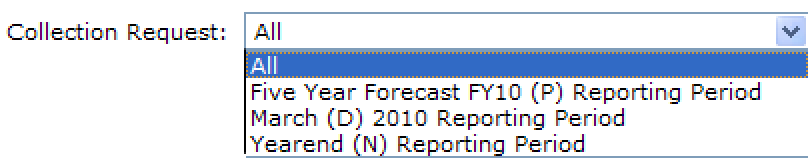
Before You Begin

Auto-refresh link—This drop-down menu is displayed in the banner at the top of the Data Collector screen when the Collection Status tab is open. The Auto-refresh link allows you to set the intervals between automatic refreshes for the Collection Status page. Mouse over the auto-refresh link to bring up the menu. (The default is 30 seconds.)

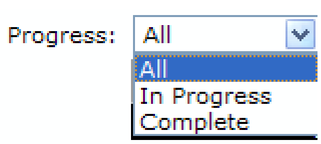


Refresh link—Select the Refresh link to update the page according to the options selected in the filter drop-downs and the latest available information on the collection(s).

Drop-down lists and links—Filter the Collection Status view by **Collection Request** (selecting **All** Collection Requests or an individual Collection Request from the drop-down list).



Filter the Collection Status view by **Progress** (selecting Collections that are **In Progress** or **Complete**).

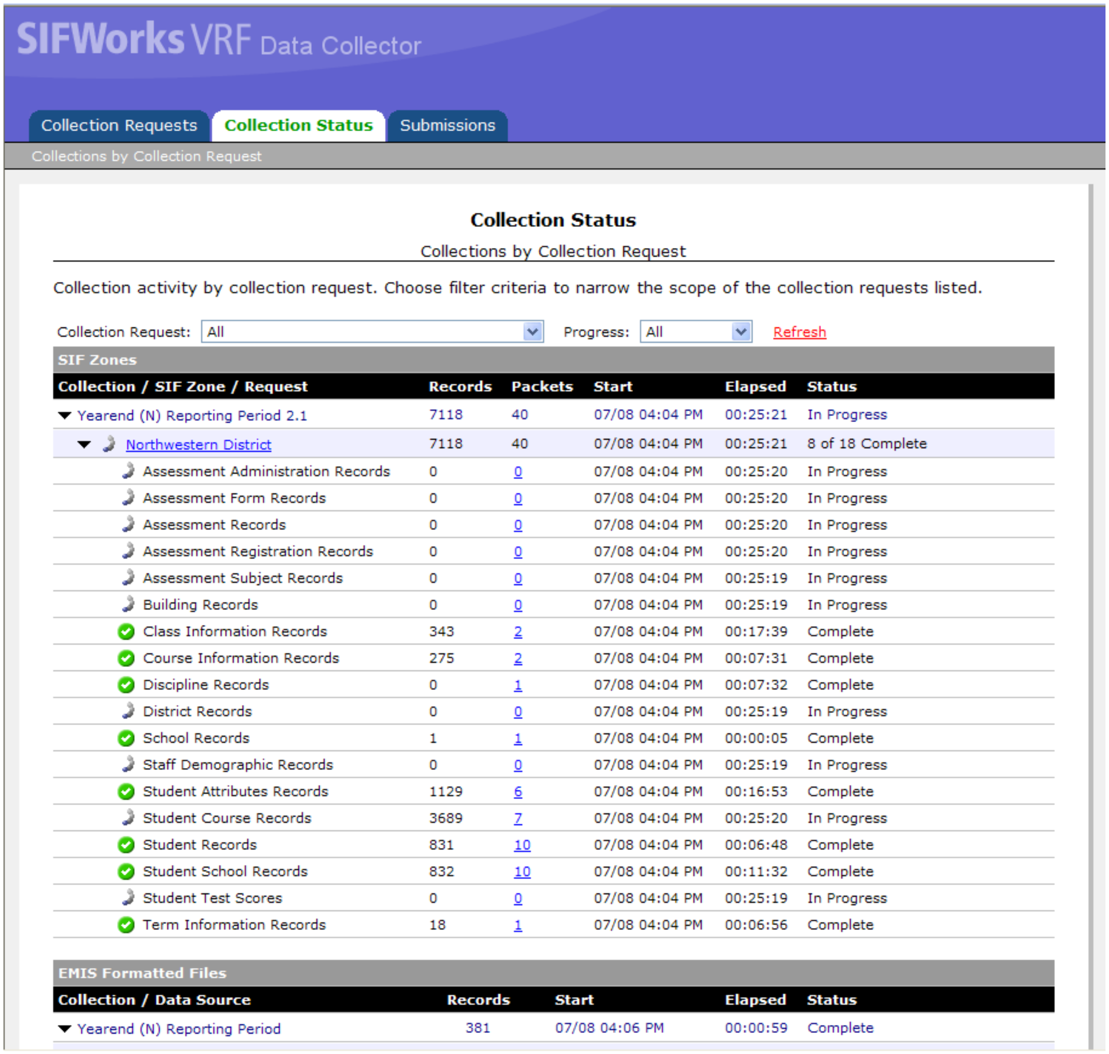


Collections by Collection Request

To view the progress of Collection Requests:

1. Click on the **Collection Status** tab.

2. The **Collection Status** tab opens at **Collections by Collection Request.**



SIF Zones

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
Yearend (N) Reporting Period 2.1	7118	40	07/08 04:04 PM	00:25:21	In Progress
Northwestern District	7118	40	07/08 04:04 PM	00:25:21	8 of 18 Complete
Assessment Administration Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Form Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Registration Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Subject Records	0	0	07/08 04:04 PM	00:25:19	In Progress
Building Records	0	0	07/08 04:04 PM	00:25:19	In Progress
Class Information Records	343	2	07/08 04:04 PM	00:17:39	Complete
Course Information Records	275	2	07/08 04:04 PM	00:07:31	Complete
Discipline Records	0	1	07/08 04:04 PM	00:07:32	Complete
District Records	0	0	07/08 04:04 PM	00:25:19	In Progress
School Records	1	1	07/08 04:04 PM	00:00:05	Complete
Staff Demographic Records	0	0	07/08 04:04 PM	00:25:19	In Progress
Student Attributes Records	1129	6	07/08 04:04 PM	00:16:53	Complete
Student Course Records	3689	7	07/08 04:04 PM	00:25:20	In Progress
Student Records	831	10	07/08 04:04 PM	00:06:48	Complete
Student School Records	832	10	07/08 04:04 PM	00:11:32	Complete
Student Test Scores	0	0	07/08 04:04 PM	00:25:19	In Progress
Term Information Records	18	1	07/08 04:04 PM	00:06:56	Complete

EMIS Formatted Files

Collection / Data Source	Records	Start	Elapsed	Status
Yearend (N) Reporting Period	381	07/08 04:06 PM	00:00:59	Complete

The **Collection Status > Collections by Collection Request** screen looks and behaves in the following ways:

The first column in the SIF Zones section of the Collection Status > Collections by Collection Request page includes:

Collection: Current Collection Request
SIF Zone: Name of the zone(s) participating in the collection.
Request: An indication of the SIF object requested (some SIF objects correspond closely to EMIS record types, others do not)

The subsequent columns in the SIF Zones section include:

Records: Number of SIF objects (records) collected.
Packets: Number of packets collected; a packet is how the SIF bundles records as they are sent across the network.
Start: Timestamp of when the Data Collector sent a SIF request for the record.
Elapsed: Number of minutes/seconds that have passed since the SIF record was requested.
Status: Disposition of the current collection,
For individual records:

In progress
Complete

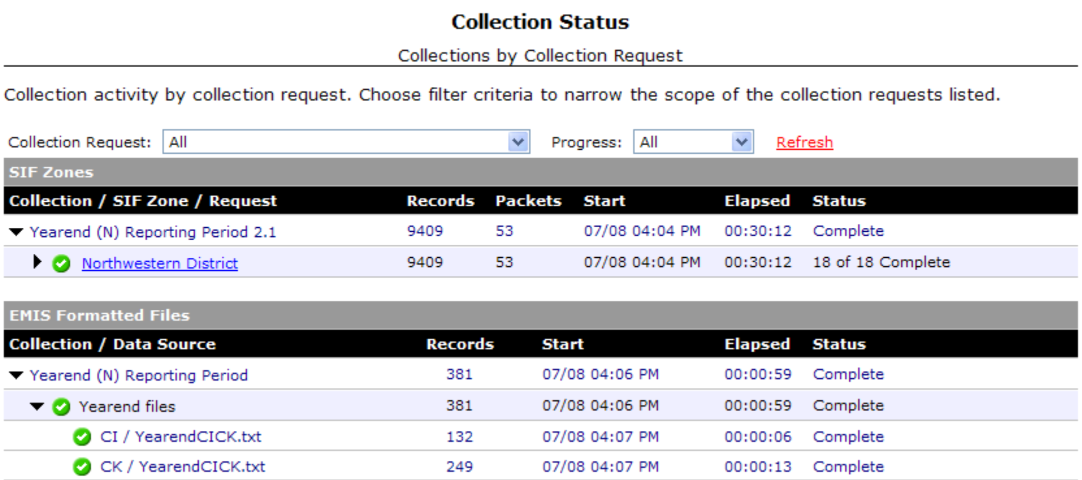
For entire SIF Zone:

x of y complete (e.g. 12 of 18 complete indicates that 12 types of records, out of 18types requested, completed collection)

Columns in the EMIS Formatted Files section of the Collection Status > Collections by Collection Request page include:

Collection: Current collection(s).
Data Source: Name of the non-SIF data source(s). The detailed list under the data source shows the EMIS record type collected, and the name of the file from which these records were collected.
Records: Number of records collected from this source – rows read from the file
Start: Timestamp when the Data Collector started reading the EMIS file.
Elapsed: Number of minutes / seconds that have passed since the Data Collector started reading the EMIS file.
Status: Disposition of the current collection, including:

In Progress
Complete



Collection Status

Collections by Collection Request

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

Collection Request: All Progress: All Refresh

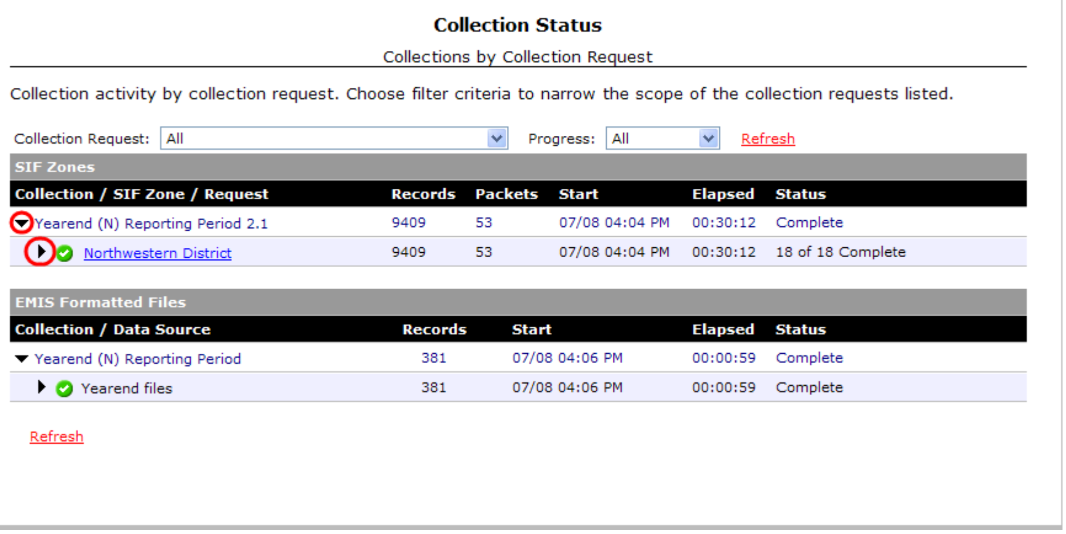
SIF Zones

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
Yearend (N) Reporting Period 2.1	9409	53	07/08 04:04 PM	00:30:12	Complete
Northwestern District	9409	53	07/08 04:04 PM	00:30:12	18 of 18 Complete

EMIS Formatted Files

Collection / Data Source	Records	Start	Elapsed	Status
Yearend (N) Reporting Period	381	07/08 04:06 PM	00:00:59	Complete
Yearend files	381	07/08 04:06 PM	00:00:59	Complete
CI / YearendCICK.txt	132	07/08 04:07 PM	00:00:06	Complete
CK / YearendCICK.txt	249	07/08 04:07 PM	00:00:13	Complete

You click on the arrows to expand and collapse additional detail.

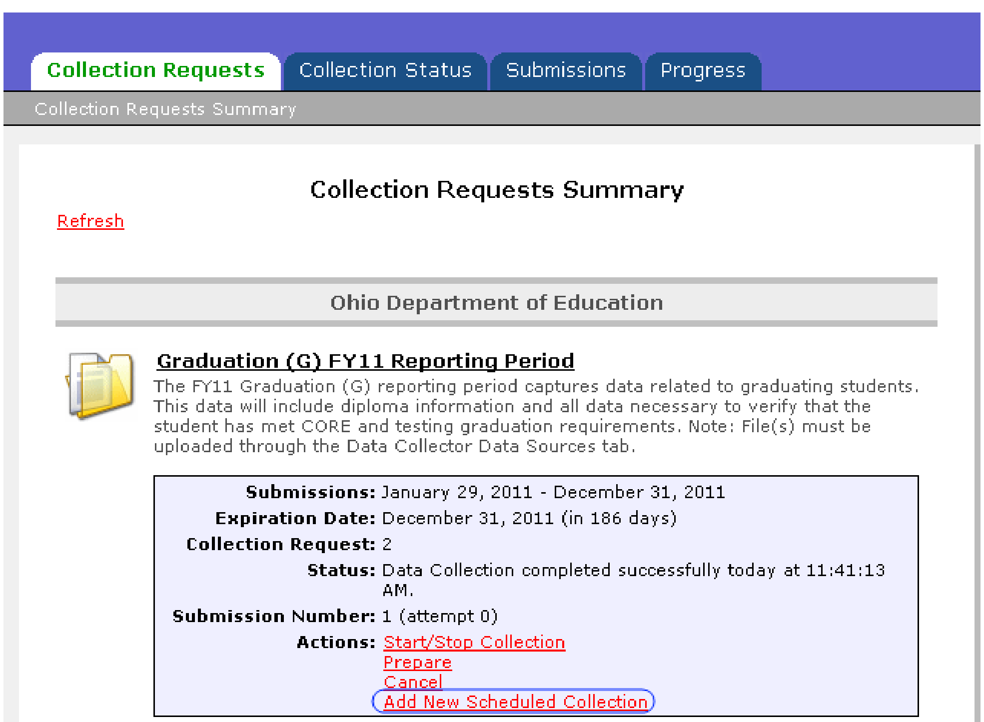


When the data collection is complete, the progress animation disappears and the collection status changes to Complete.

Add New Scheduled Collection

Data collections can be scheduled to occur automatically at selected intervals, or just once – making it possible to collect data overnight, regularly on a weekday, or over a weekend, for example. Scheduled collections save time and resources because they can run unattended.

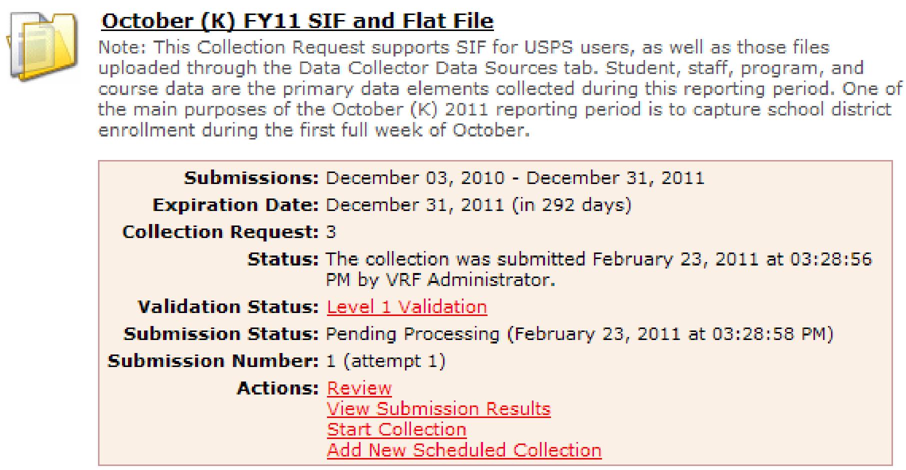
The following section explains how to schedule a collection.



In the Actions section of the Collection Requests page, there are links for executing operations on the current Collection. The **Add New Scheduled Collection** link opens the Add Scheduled Collection page, where you can choose the starting date for a scheduled collection, the intervals at which you want data collection to recur, and the data sources to include in the scheduled collection.

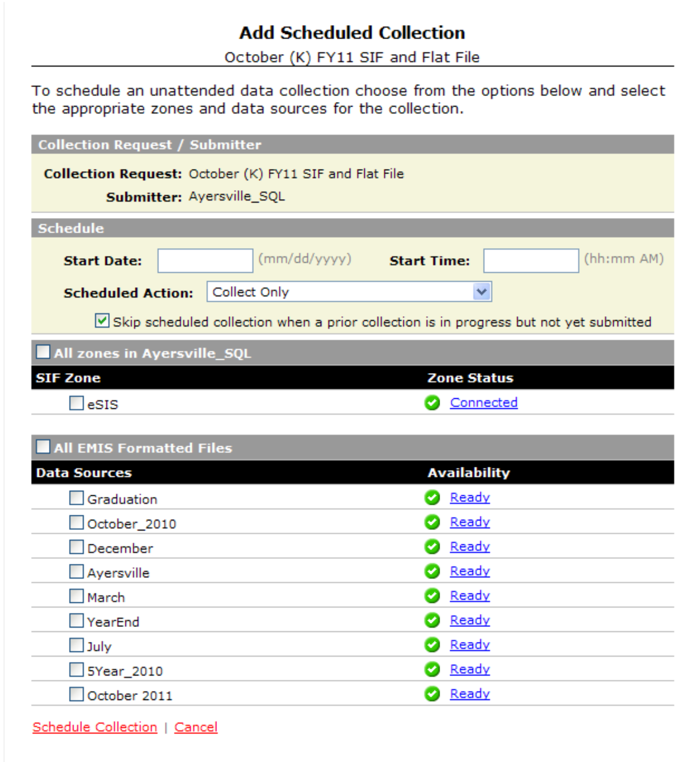
To add a new scheduled collection, take the following steps:

1. Click on the Collection Requests tab, and navigate to the one for which you would like to schedule a collection.



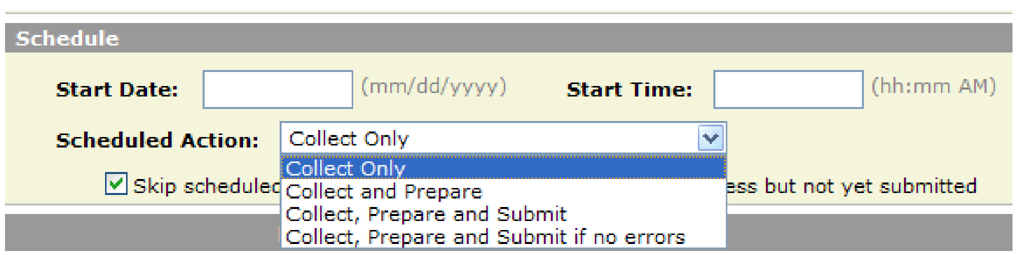
2. In the Actions section of the Collection Request, click on the **Add New Scheduled Collection** link.

3. The **Add Scheduled Collection** page is displayed.



4. In the **Schedule** section of the Add Scheduled Collection page, enter the **Start Date**, and **Start Time**. (Be sure to follow the "MM/DD/YYYY" and "HH:MM AM" formats; otherwise, you cannot proceed with scheduling the collection.)

5. From the drop-down list in the Scheduled Action field, choose the action you want to schedule.



The actions you can schedule include:

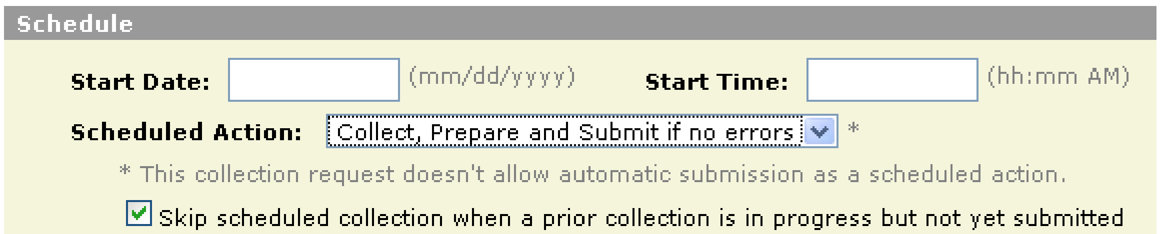
- Collect Only—The collection will occur at the selected time and interval, but subsequent processes (Preparing, Previewing, Submitting, etc.) will have to be manually initiated.

- Collect and Prepare—The collection will occur at the selected time and interval, and the "Prepare" process will occur; subsequent submission of the collected data will have to be manually initiated.

- Collect, Prepare and Submit—For collection requests that allow automatic submission, this action allows the scheduled collection to run from collection through submission; note that if this option is selected, the collection will be submitted regardless of whether any validation exceptions were found, or any system errors took place.

- Collect, Prepare and Submit if no errors—This action applies only to collection requests that allow automatic submissions. Select this action if you want the collection to be submitted only if it is error-free.

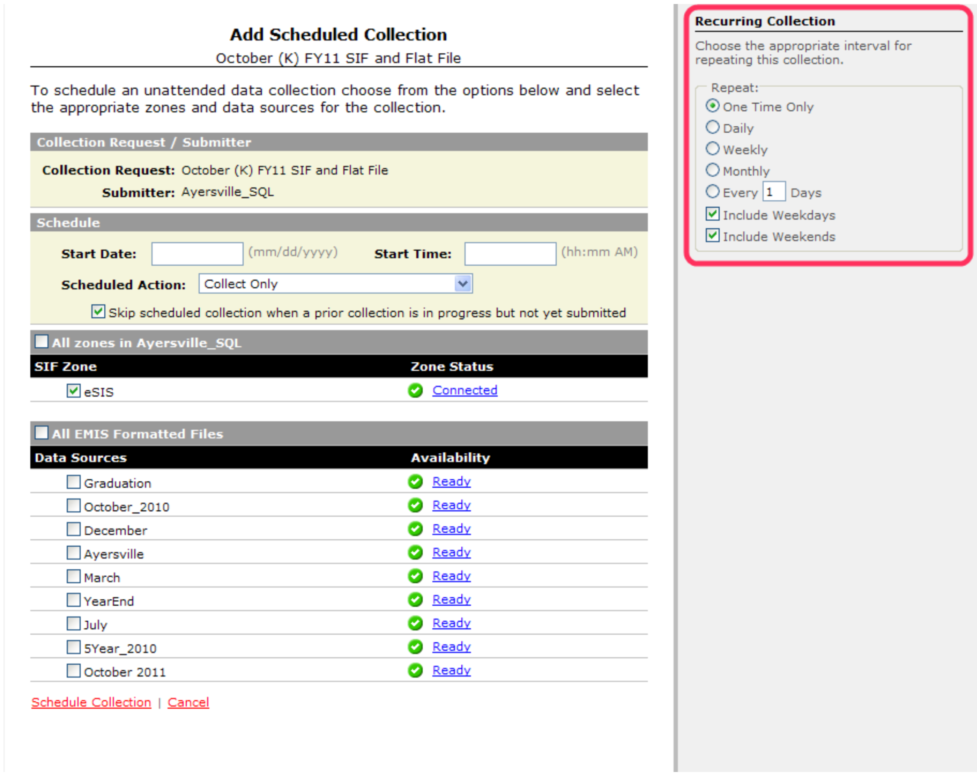
Note: Most collection requests do not allow automatic submissions; if you select "Collect, Prepare, and Submit" or "Collect, Prepare, and Submit if no errors" for a collection requests that does not allow automatic submissions, a reminder is displayed just below the Scheduled Action drop-down list, as shown in the following screen capture.



6. In most cases you will check the box to "Skip scheduled collection when a prior collection is in progress but not yet submitted." If this box is left blank, the scheduled collection will start, regardless of whether there is a prior collection in progress, cancelling the prior collection. This check box allows you to schedule a collection, e.g. for off-shift hours, on the assumption that you will submit (or cancel) the current collection before you leave for the night. If the current collection has not been submitted, the scheduled collection will not start, as long as this box is checked (if the box is not checked the scheduled collection will cancel the current collection, and start a new collection as per the schedule).

7. Select the Data Sources from which to collect the data – SIF Zones and/or EMIS Formatted Files.

8. Go to the sidebar menu of the Add Scheduled Collection page, where you will find the **Recurring Collection** interval options.



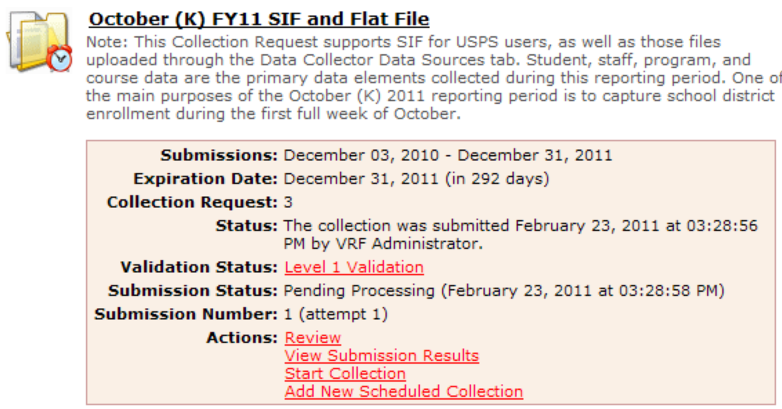
9. Choose the interval at which you would like the selected action to repeat.

- **One Time Only—**The collection will occur only once.
- **Daily—**The collection will occur every day (including weekdays and weekends, if that option is selected) at the appointed time.
- **Weekly—**The collection will occur once a week at the appointed time.
- **Monthly—**The collection will occur once a month at the appointed time.
- **Include Weekdays—**The collection interval will include weekdays (Monday through Friday, if the schedule falls on a weekday).
- **Include Weekends—**The collection interval will include weekends (Saturday and Sunday).

10. Click on the **Schedule Collection** link at the bottom of the **Add Scheduled** page.

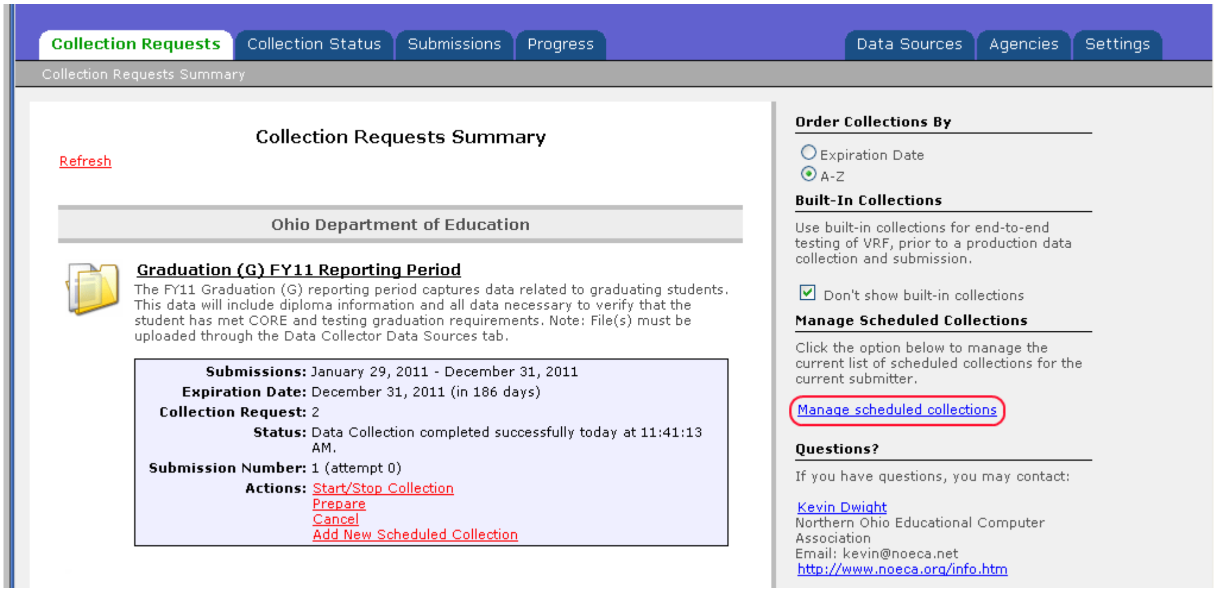
11. The Collection Request page returns.

12. Note that this icon,  (the folder with the alarm clock), is displayed beside the collection request for which you scheduled a collection. This icon indicates that you have a scheduled collection associated with this collection request, regardless of whether the scheduled collection was set up to run periodically or to run only once. When a collection was scheduled to run once the alarm icon continues to appear even after the collection had run – it serves as a reminder that you have a scheduled collection associated with this collection request. You can edit a scheduled collection (as described in the next section), instead of creating a new one. To eliminate the icon you can delete the scheduled collection.



Managing Scheduled Collections

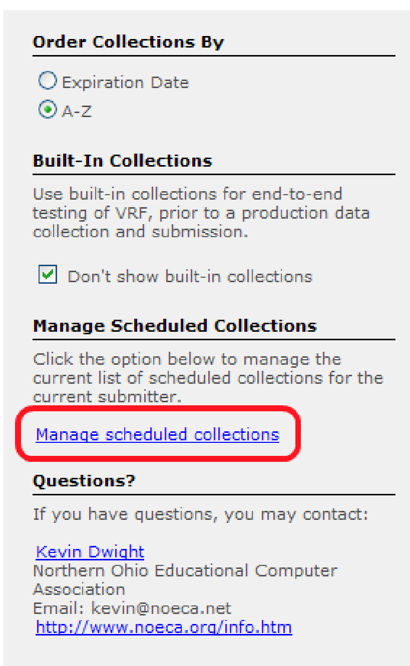
View and manage scheduled collections through the **Manage scheduled collections** link in the sidebar menu on the Collection Requests tab.



Viewing the List of Scheduled Collections

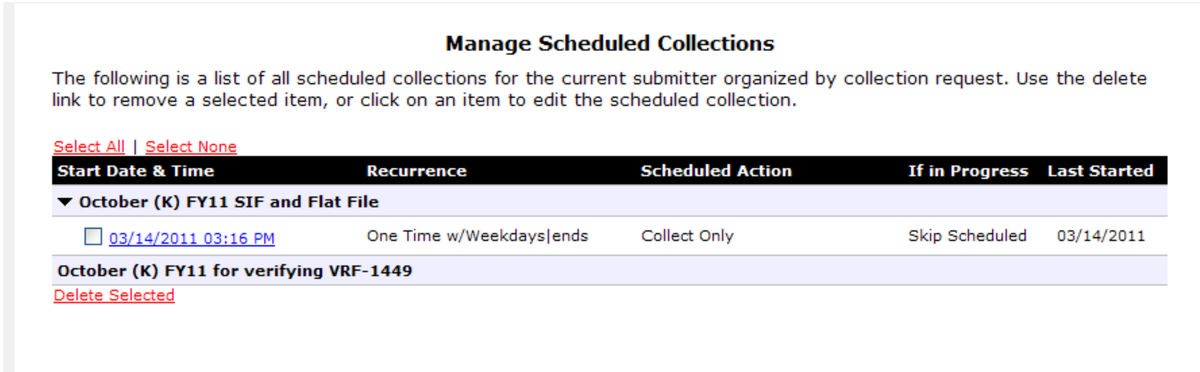
To view the list of collections scheduled for the current submitter:

1. Open the Collection Requests tab; navigate to the sidebar menu.



2. Click on the **Manage Scheduled Collections** link.

3. The **Manage Scheduled Collections** page is displayed.



Manage Scheduled Collections

The following is a list of all scheduled collections for the current submitter organized by collection request. Use the delete link to remove a selected item, or click on an item to edit the scheduled collection.

Select All | Select None

Start Date & Time	Recurrence	Scheduled Action	If in Progress	Last Started
▼ October (K) FY11 SIF and Flat File				
☐ 03/14/2011 03:16 PM	One Time w/Weekdays|ends	Collect Only	Skip Scheduled	03/14/2011
October (K) FY11 for verifying VRF-1449				

Delete Selected

4. The Manage Scheduled Collections page provides information about the scheduled collections for the current submitter:

   - Links to each scheduled collection are found in the **Start Date & Time** column of the table.

   - The frequency or intervals at which scheduled collections will occur is found in the **Recurrence** column.

   - The **Scheduled Action** column displays the selected collection action(s): Collect Only; Collect and Prepare; Collect, Prepare & Submit; Collect, Prepare & Submit with no errors. The Collect, Prepare & Submit action indicates that the collection will be submitted, even if there were collect or prepare errors. Note that the collection request has to authorize the ability to submit a scheduled collection automatically after the prepare step, without a manual certification of the collection. Most collection requests require someone to preview and certify the results of the collection, so automatic submission does not apply to these collection requests.

   - Information in the **If in Progress** column is drawn from the "Skip scheduled…" box when a collection is scheduled. If the "Skip a scheduled collection…" box is selected, the scheduled collection will be skipped in deference to a prior collection already in progress (but not yet submitted). If the "Skip a scheduled collection…" box was *not* selected, then the scheduled collection will cancel any prior collection – even if the prior collection was ready for submission to ODE.

   - The date in the **Last Started** column reports the date that the scheduled collection was last launched. ("N/A" in this column means that the scheduled collection has not yet started.)

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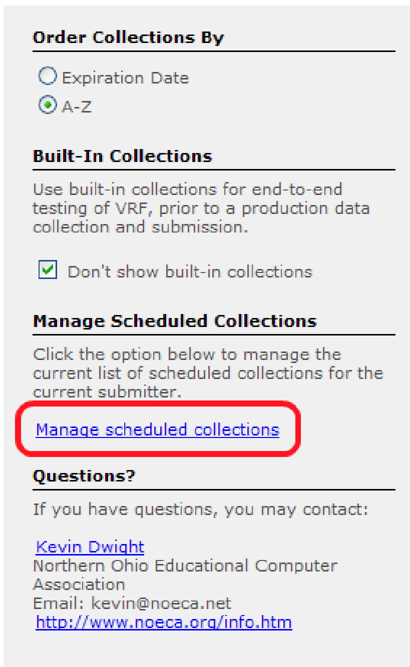
Editing or Updating a Scheduled Collection

You can modify a scheduled collection by selecting it from the **Manage Scheduled Collections** page.

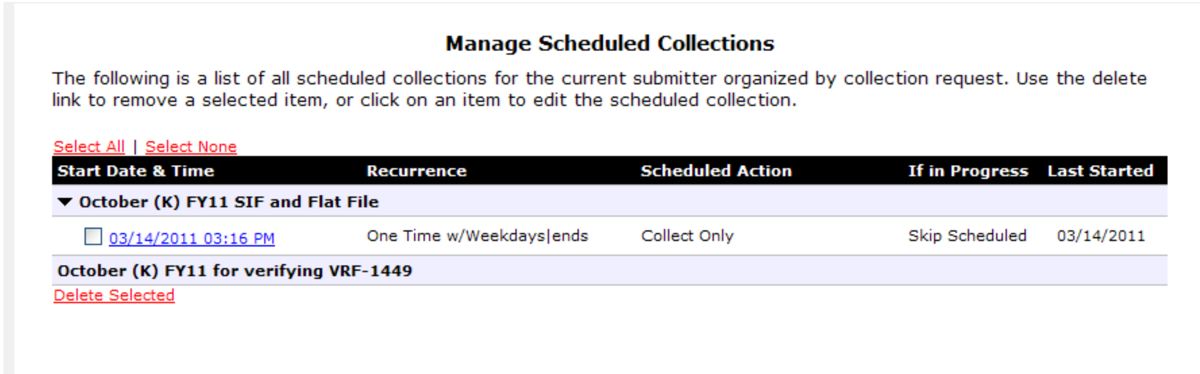
To edit a scheduled collection:

1. Open the Collection Requests tab; navigate to the sidebar menu.

2. Click on the **Manage Scheduled Collections** link

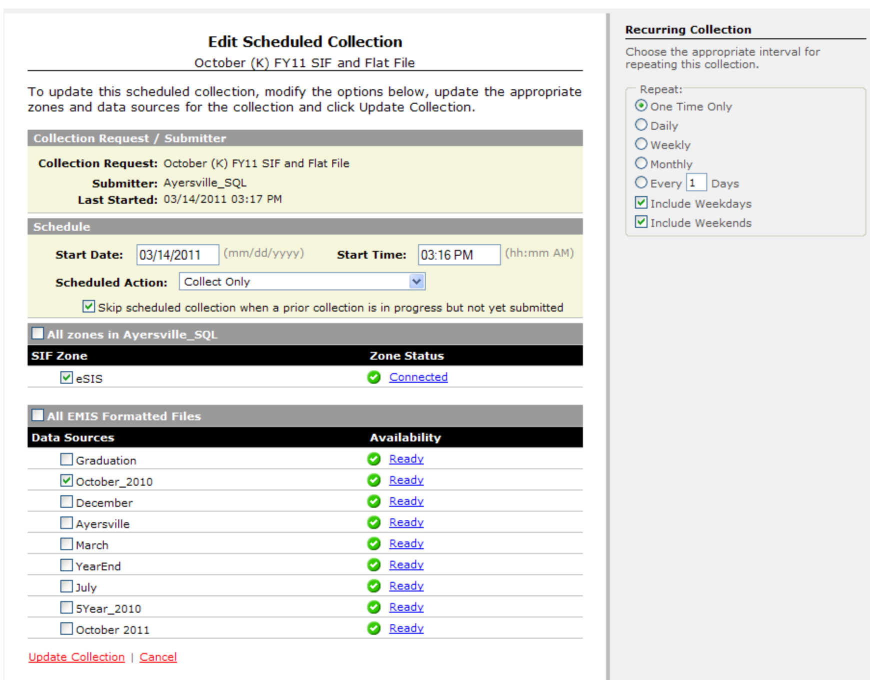


The **Manage Scheduled Collections** page is displayed.



3. Click on the link for the scheduled collection you want to edit.

4. The **Edit Scheduled Collection** page displays details for the selected scheduled collection. From this page, you can change the schedule details, interval, and the data sources to include in the scheduled collection.



5. Make any necessary changes to the scheduled collection.

6. Click the **Update Collection** link.

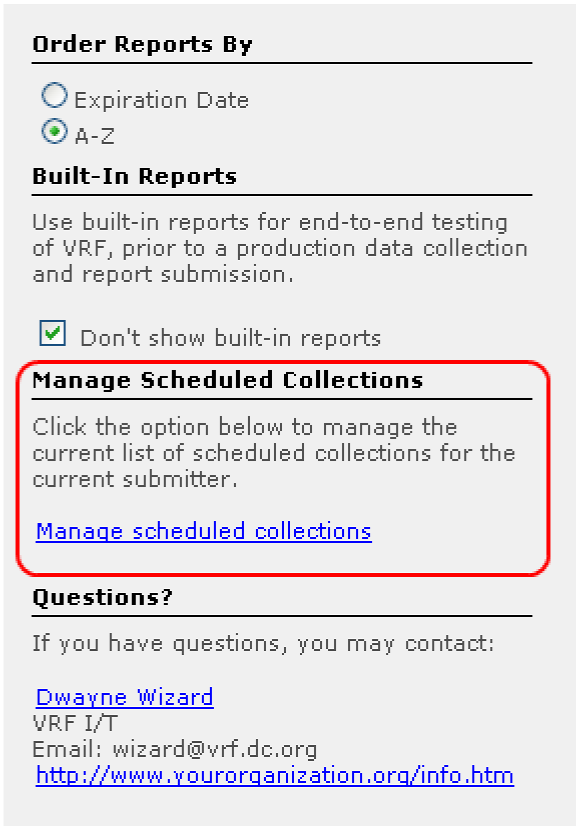
7. The **Manage Scheduled Collections** page is returned, showing the updated information for the selected scheduled collection.

Deleting a Scheduled Collection

You can delete any scheduled collection by accessing the same **Edit Scheduled Collection** page you use for editing or updating a scheduled collection.

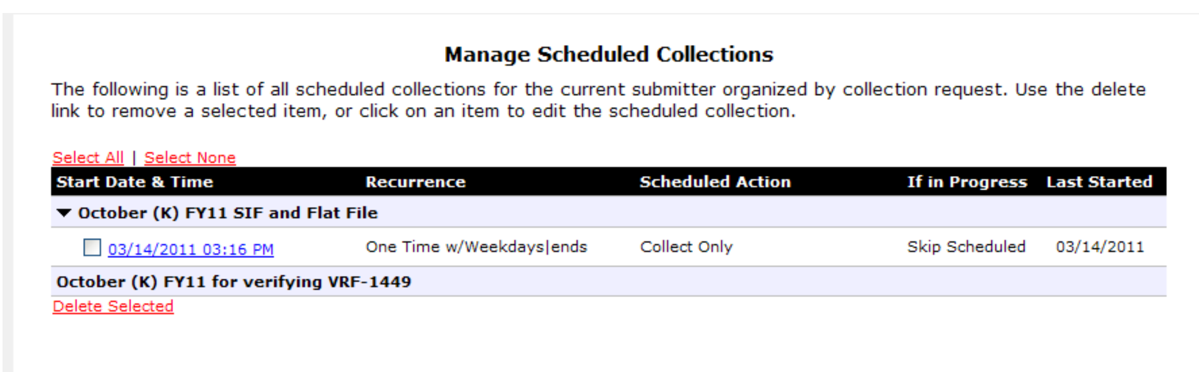
To delete a scheduled collection:

1. Open the Collection Requests tab; navigate to the sidebar menu.



2. Click on the **Manage scheduled collections** link.

3. The Manage Scheduled Collections page opens.



4. Select the scheduled collection(s) you want to delete.

5. Select the scheduled collection(s) you want to delete.

6. Click on the **Delete Selected** link.

7. A confirmation dialog is displayed.

8. Click **OK** to confirm the deletion.

9. The **Manage Scheduled Collections** page is refreshed, and the list is updated.

10. After you delete all scheduled collections for a collection request, the "alarm clock" icon will disappear (from its place beside the folder icon) on the collection request.

Managing SIF Zones

ITCs can manage the messaging mode, SIF version, and maximum buffer size of a selected SIF Zone. Administrative users at ITCs can configure a SIF Zone's ID, URL, and connection properties.

LEA users can test whether or not a SIF Zone is connected, and if you have LEA Collector authorization you can try to re-establish the connection if an existing zone has become disconnected. LEA users do not have access privileges to complete tasks specified for ITCs. Many of the tasks described in this section are for ITC reference and **do not apply** to LEA users.

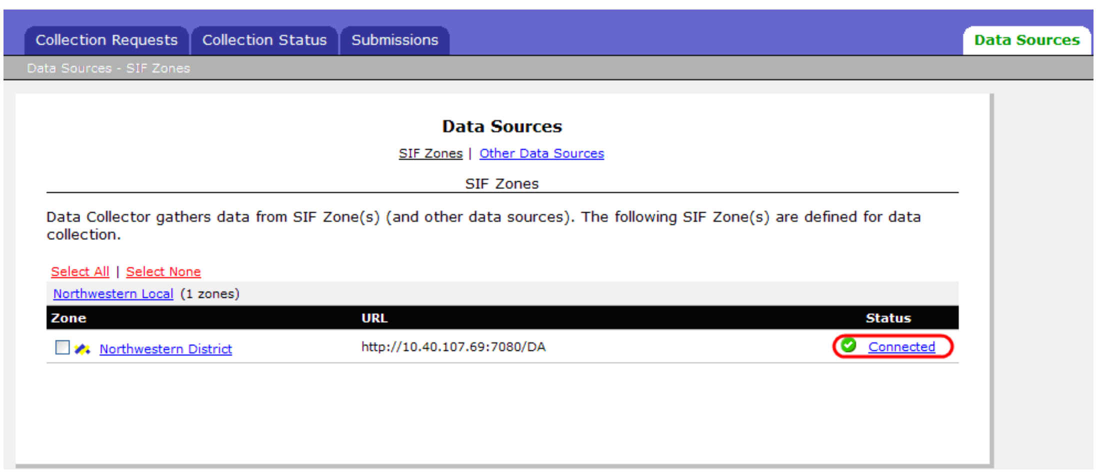
Managing SIF Zone Properties

See the VRF Data Collector Administrator's Guide for further information about managing SIF Zones.

Checking SIF Zone Status

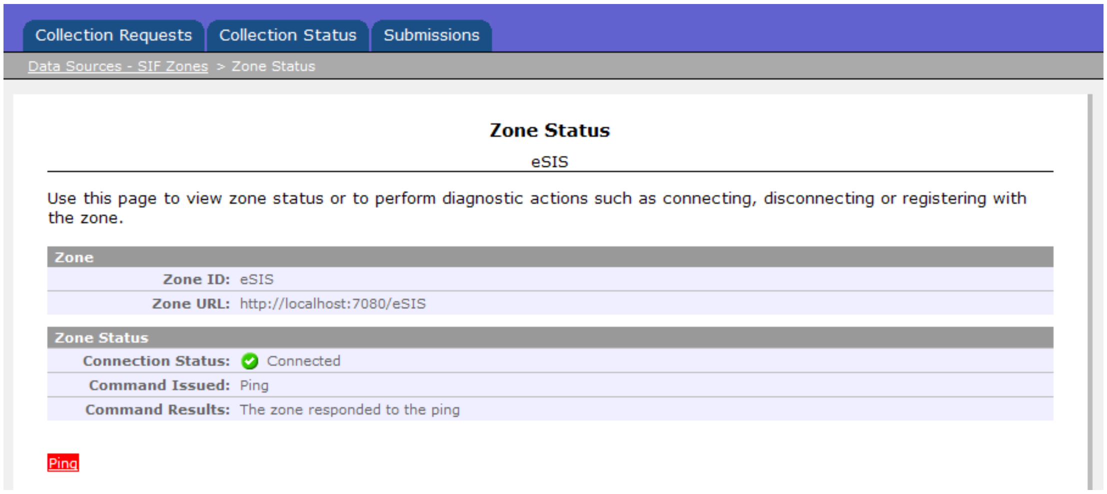
1. Log in to the Data Collector.

2. Click on the **Data Sources** tab.



3. You can click on the "Connected" link to re-direct to the Zone Status page, to check that the zone responds to a "Ping." If the connectivity status is "Disconnected," notify your ITC.

4. The **Zone Status** screen is displayed.



5. Click the **Ping** link to send a request to the Zone, to verify that the Data Collector and the Zone are connected and communicating.

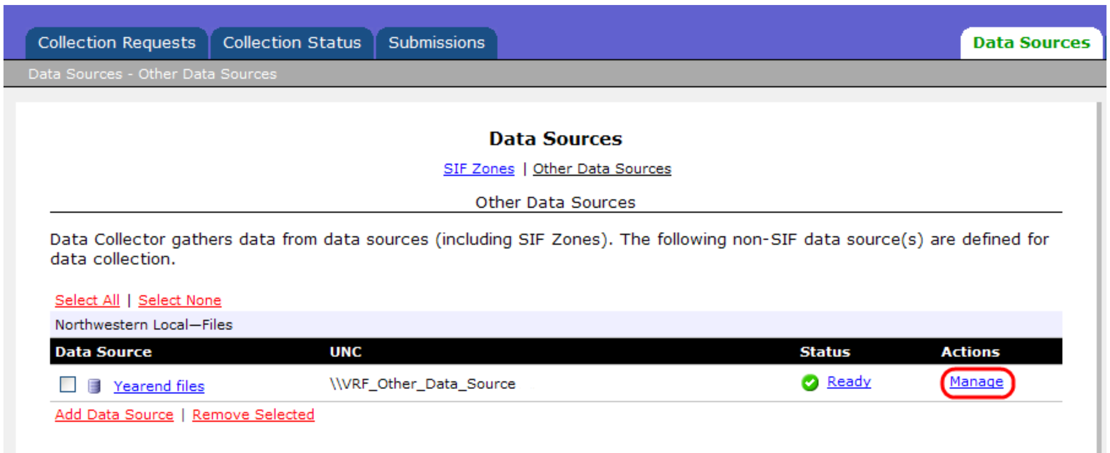
Managing EMIS Formatted Files (Other Data Sources)

In Ohio non-SIF, or "other" data sources are synonymous with EMIS formatted files. These are the files formatted according to Chapter 5 of the ODE EMIS Manual. You need the LEA Collector role to see or use the Data Sources tab.

Viewing EMIS Files Data Sources

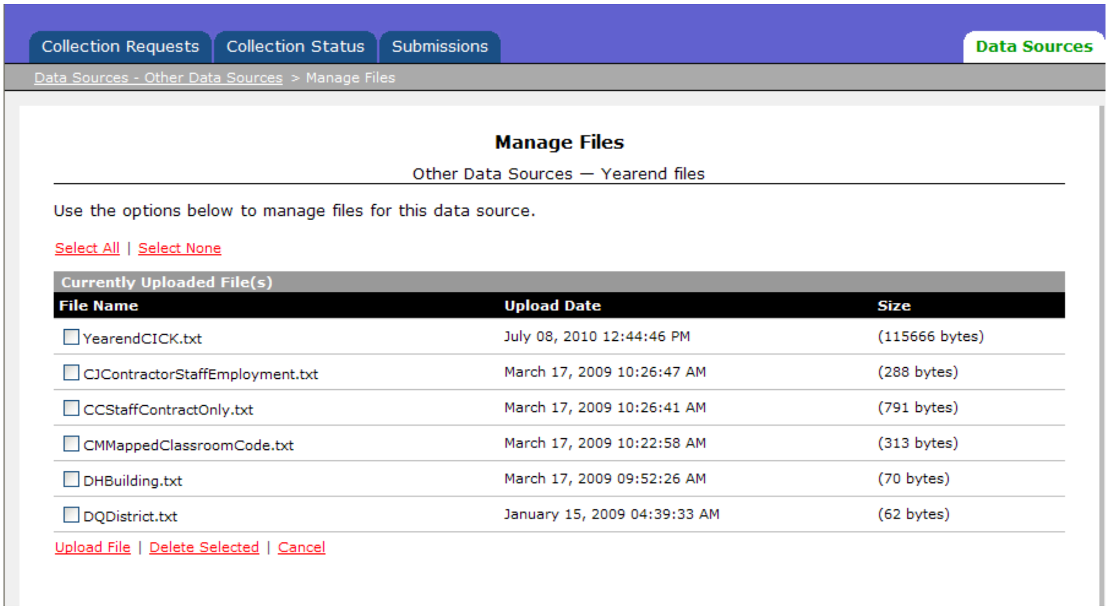
1. Go to the **Data Sources tab** and click on **Other Data Sources.**

2. The **Other Data Sources** page is displayed.



3. Click on the **Manage** link.

4. The **Manage Files** page is displayed.



Collection Requests | Collection Status | Submissions | Data Sources

Data Sources - Other Data Sources > Manage Files

Manage Files

Other Data Sources — Yearend files

Use the options below to manage files for this data source.

Select All | Select None

Currently Uploaded File(s)

File Name	Upload Date	Size
☐ YearendCICK.txt	July 08, 2010 12:44:46 PM	(115666 bytes)
☐ CJContractorStaffEmployment.txt	March 17, 2009 10:26:47 AM	(288 bytes)
☐ CCStaffContractOnly.txt	March 17, 2009 10:26:41 AM	(791 bytes)
☐ CMMappedClassroomCode.txt	March 17, 2009 10:22:58 AM	(313 bytes)
☐ DHBuilding.txt	March 17, 2009 09:52:26 AM	(70 bytes)
☐ DQDistrict.txt	January 15, 2009 04:39:33 AM	(62 bytes)

Upload File | Delete Selected | Cancel

5. From links on this page, you can edit, delete, or upload EMIS formatted files. (Detailed instructions on these operations are available in subsequent sections of this guide.)

Note: Clicking on the Select All link will check **all** files in the list; conversely, the Select None link will unselect **all** files in the list.

Uploading EMIS Files (Other Data Sources)

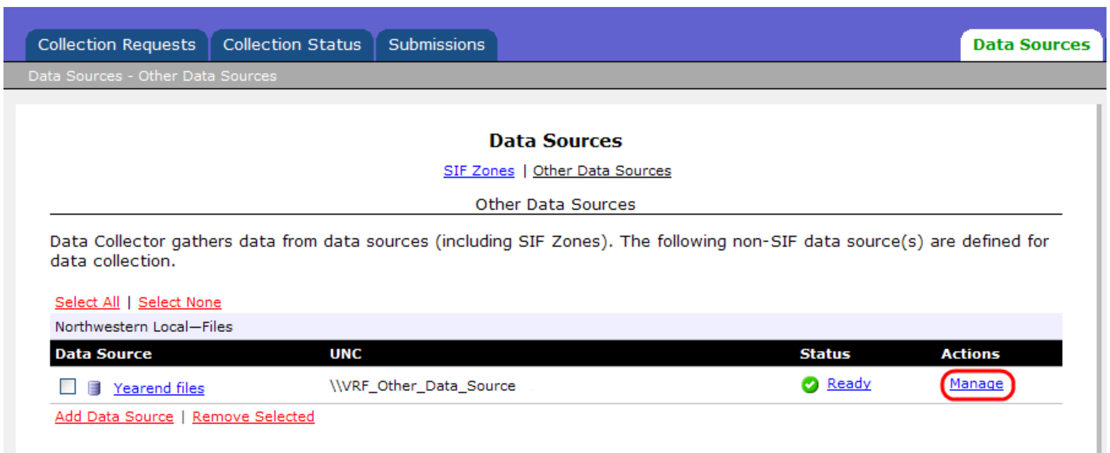
Your ITC sets up the "other data source" for you – a location on the Data Collector server where you can upload the EMIS formatted files.

The following instructions include steps for simultaneously uploading *multiple* flat files—which requires the use of Google Gears™. In addition to the necessary administrative permissions within Data Collector, your local system or network may require permissions for downloading or updating software. Verify with your system administrator that you have the necessary administrative permissions for downloading and installing Google Gears™ on your machine.

To upload flat files (non-SIF data sources):

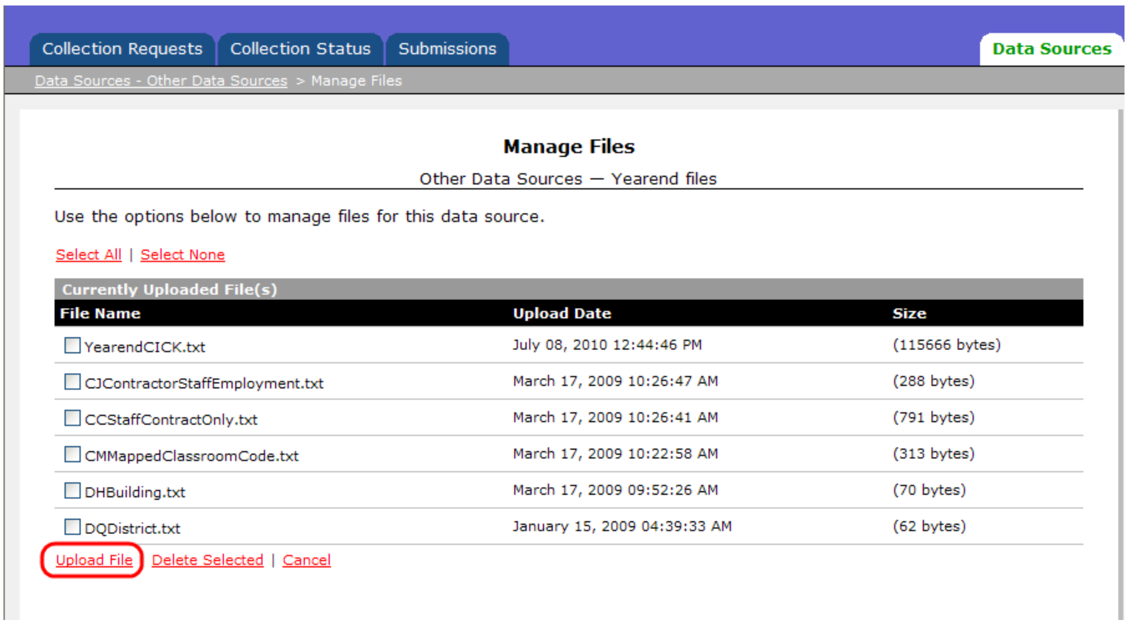
Note: At the district level, the only role that can upload flat files is the LEA Collector.

1. Click on the **Other Data Sources** link.



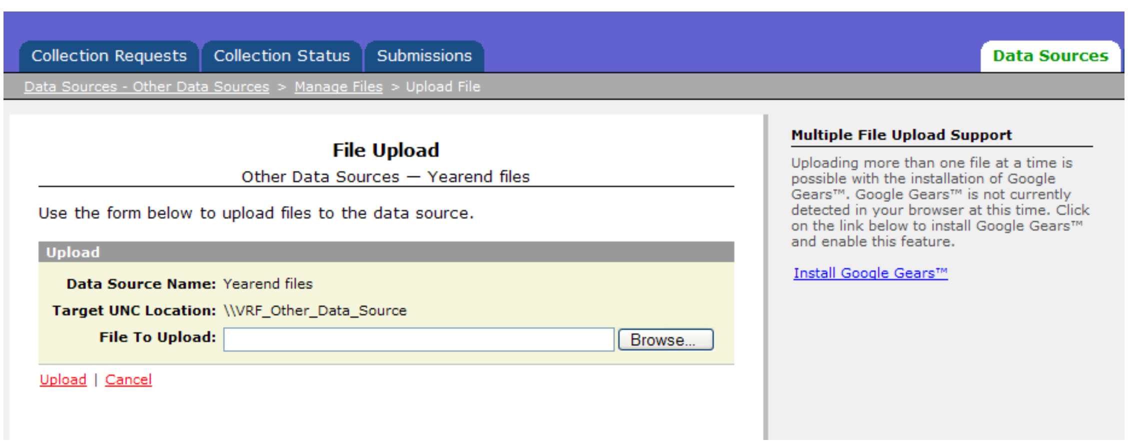
2. Click on the **Manage** link (in the Actions column) to select and manage a non-SIF data source.

3. The **Manage Files** screen is displayed. On this screen, the following columns are displayed: File Name, Upload Date, and Size. The File Name column lists the names of the files. The Upload Date column lists the month, day, year, and time that the file was uploaded. The Size column shows the size of each file in bytes. Also, please note that if this screen lists a file or files that you no longer need, you can click the checkbox, then click the "Delete Selected" link to remove the unneeded file or files.



4. To upload a file, click on **Upload File**.

5. The **File Upload** screen is displayed.



6. Choose a file to upload. Enter a file path, or click on Browse to locate a file. (The appearance of this screen may vary, depending on the browser you are using.)

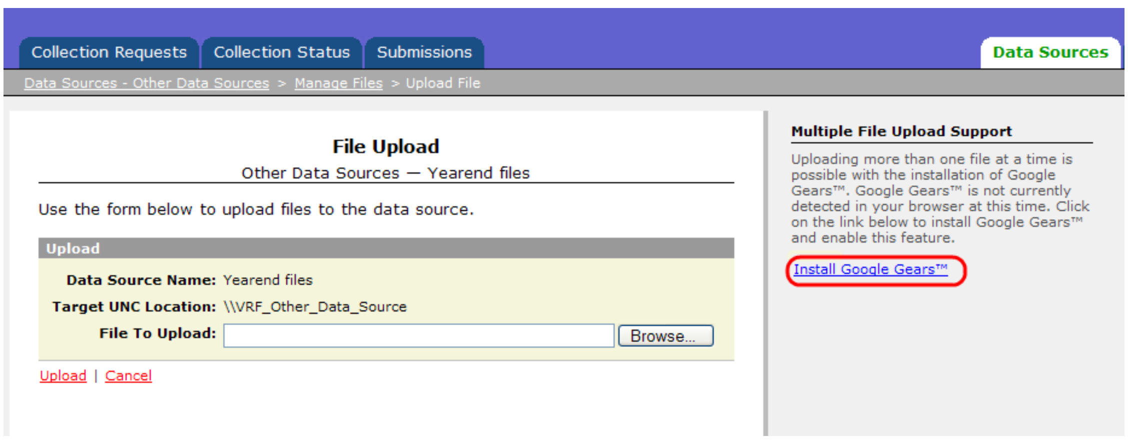
7. Click the **Upload** link.

8. The uploaded file appears with the **Other Data Sources**, under the data source listed in the target UNC Location.

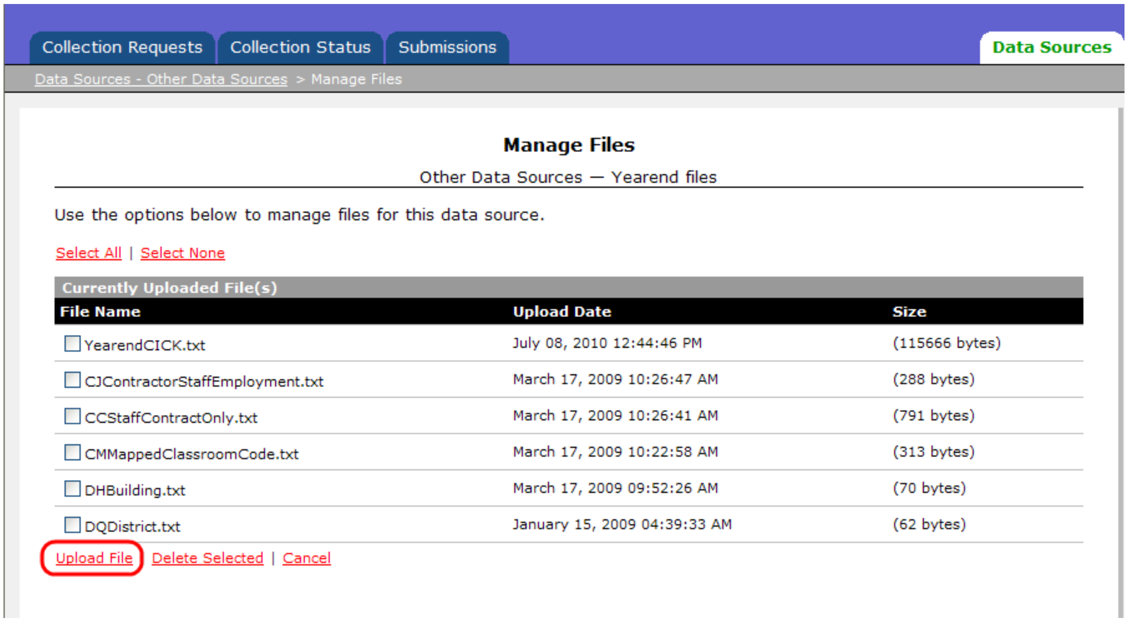
The default setting allows you to upload one file at a time. This is in keeping with most browsers' security protocols. Please keep in mind that, depending on which software and extract process you are using, you might only have one file to upload (for example, with DASL). Alternatively, you might have multiple files to upload, as with eSIS, which generates multiple files, by record type. For circumstances in which multiple files must be uploaded, there is an option for uploading multiple files at a time. Those who wish to upload more than one file at a time may do so through the use of Google Gears™.

Note: Simultaneously uploading *multiple* flat files requires the use of Google Gears™. Your local system or network may require permissions for downloading or updating software. Verify with your system administrator that you have the necessary administrative permissions for downloading and installing Google Gears™ on your machine.

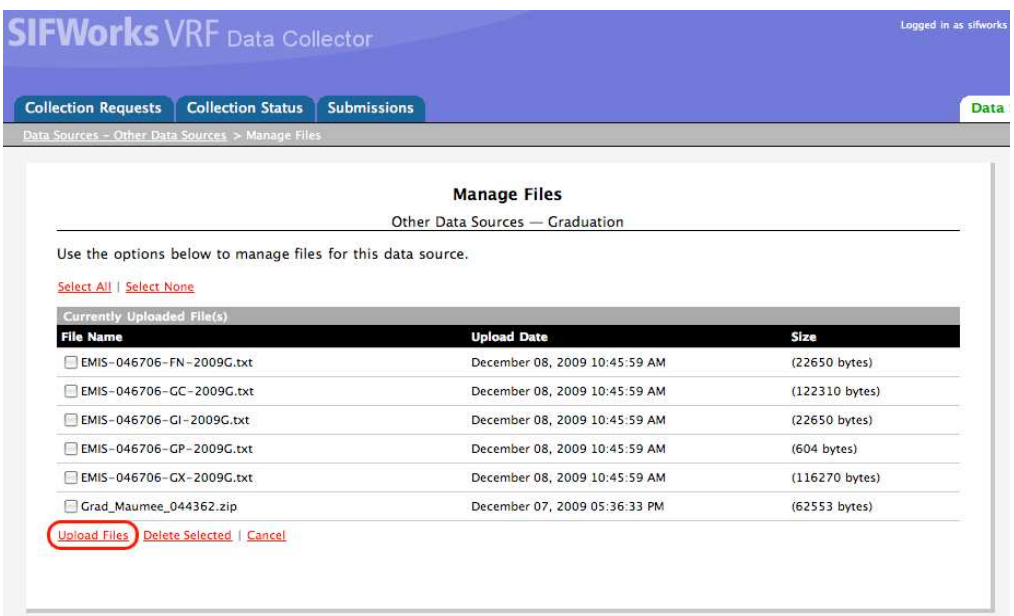
Installing Google Gears™ is *not* required. Google Gears™ is a freeware beta product. Network policies that do not allow freeware or beta software cannot use Google Gears™. Those who are able to use Google Gears™ and wish to do so can download and install that software as per its instructions. If Google Gears™ is not installed on your system, a prompt with a link to download it will be visible from the file upload page.



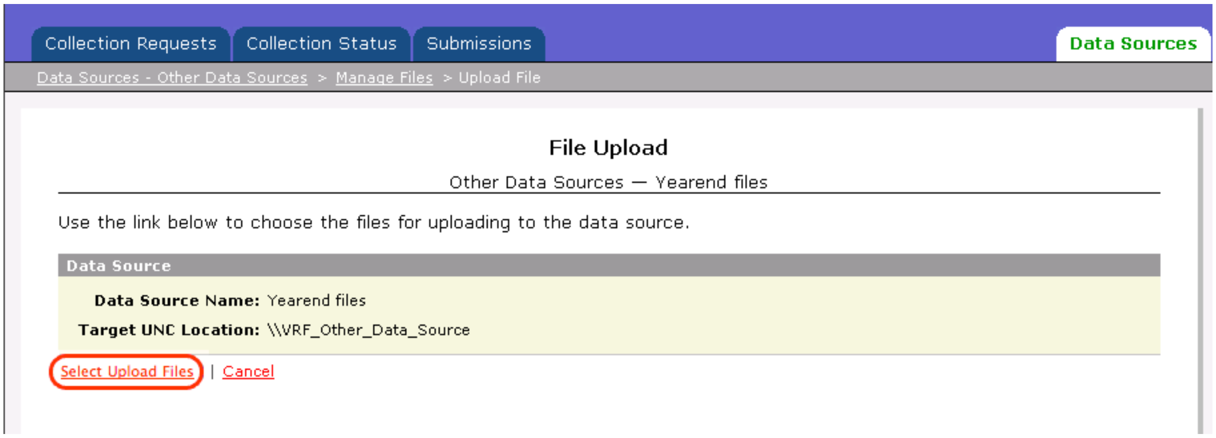
When Google Gears™ is installed, the File Upload screen appearance changes – the “Upload File” link is instead named “Select Upload Files”, since you will be able to upload multiple files at once. When you click on the Upload Files link in the Manage Files dialog:



and you have Google Gears installed, the File Upload dialog will look like this:



This brings up the File Upload screen.



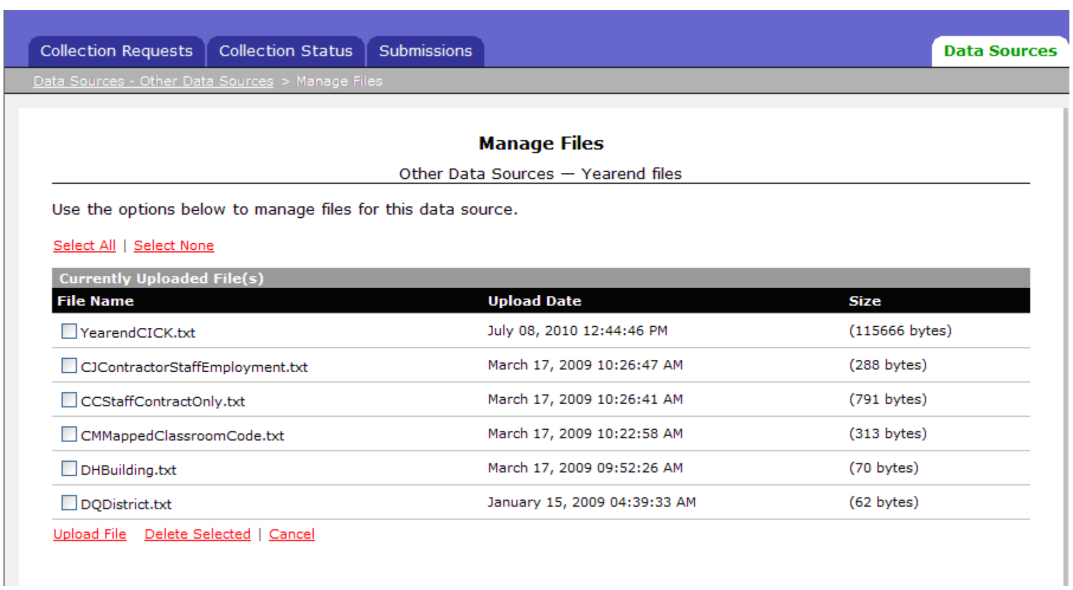
Click on the “Select Upload Files” link (circled in the screenshot above) to bring up a browse window. Select the files you wish to upload, then click “Open.”

When you have finished uploading files, click on the “Done” link to finish and return to the Manage Files page.

Deleting EMIS Files (Other Data Sources)

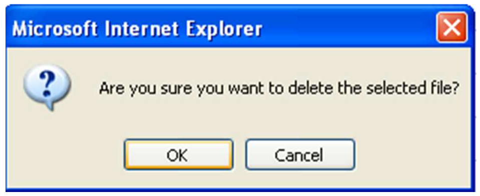
1. Click on the Data Sources tab; then select Other Data Sources > Manage Files.

2. The **Manage Files** screen is displayed.



3. Select the file from the list (by checking the box next to the file path / name).

4. Click the **Delete Selected** link. A confirmation dialog is displayed.



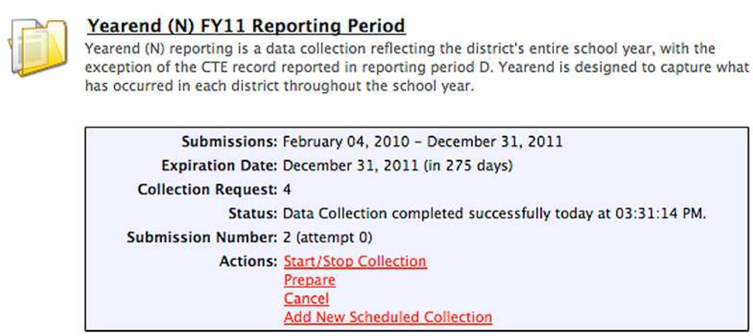
5. Click **OK** to continue the deletion of selected file(s), or **Cancel** to stop the operation.

Cancel

Clicking Cancel (at the bottom of the page) **before** either the upload or delete link has been selected will cancel the operation and return to the previous screen. The option to cancel is also provided in confirmation dialogs displayed **after** the selection of either the file upload or delete link; clicking Cancel here will terminate the operation and restore the current page.

When a Collection Completes

You can tell that the data collection has completed because the Actions offer a Prepare link, and the Status informs you when the data collection has completed. If your ITC has signed you up for email notification, you may also receive an email from the Data Collector informing you that the data collection has completed.



The Status section also indicates whether there were any errors or warnings during the data collection. Note that errors or warnings differ from Level 1 validation exceptions (sometimes also called Level 1 validation errors). Validation exceptions indicate data issues and require you to correct the data. The link next to the "Errors & Messages" indicates a processing problem, such as a configuration error.

The background color of the collection request section turns orange if you have either errors and warnings, or Level 1 validation exceptions. The orange color serves as a visual cue that there is something to check, and possibly correct, before moving to the next step of collection processing.

If there are any errors or warnings, the background of the collection request turns orange and there is an Errors & Messages link:

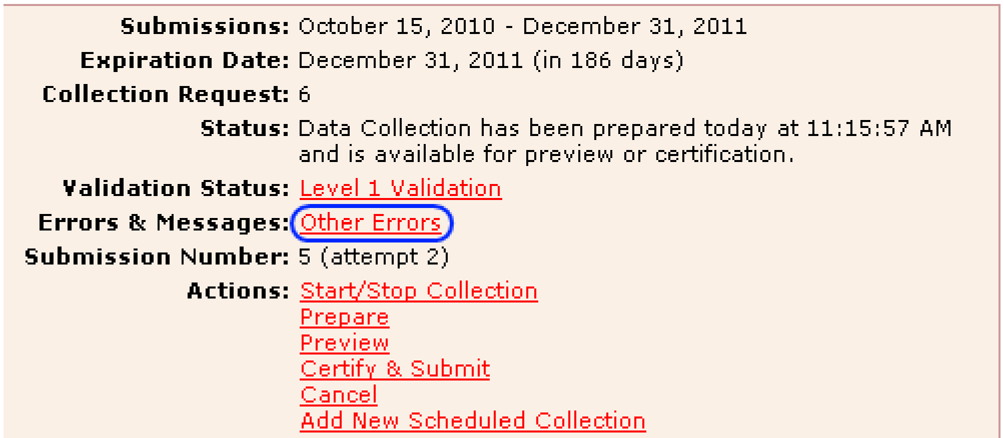
Clicking on the link next to the Errors & Warnings redirects you to the Errors & Warnings page (see the "Errors and Warnings" chapter).

The Data Collector displays the count of errors, warnings and informational messages (or simply "messages") relevant to the phase of collection processing just completed. That is, after the collection completes the Errors & Messages section displays the number of errors, warnings, and messages the Data Collector encountered during the data collection. After a "Prepare" the Errors & Messages section displays the number of errors, warnings, and messages the Data Collector encountered during the preparation of the collection for preview.

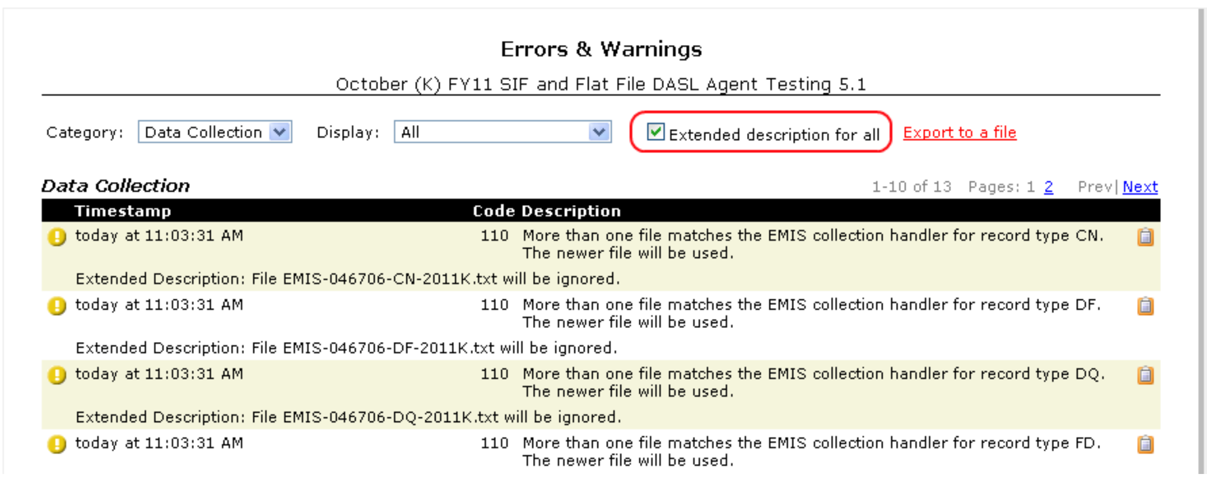
Important: Always check whether you have received any errors or warnings at the end of a processing step before you move on to the next step. For example, when you see the Errors & Warnings link after the collection completes check the errors and warnings you received, before moving on to the Prepare step – some collection errors can result with no data to preview after the prepare step completes.

If you ignore the above recommendation, and move to the next step of collection's processing, despite having received errors or warnings in the previous step, you will still have a chance to view the errors or warnings from the previous phase. The Errors & Warnings section will display the Other Errors link – this means that there were no errors or warnings in this phase of the collection's processing, but there are some errors or warnings from the prior phase(s).

For example, clicking the Prepare link in the above dialog resulted in the following state at the end of the Prepare step:



Clicking on the Other Errors link still takes you to the Errors and Warnings page:



These warnings indicate that the Data Collector found more than one file with QF and QN record types in the EMIS files data source. Checking the "Extended description for all" shows the additional information (extended description) with each warning – in this case which of the two files was ignored when collecting data from the EMIS files data source.

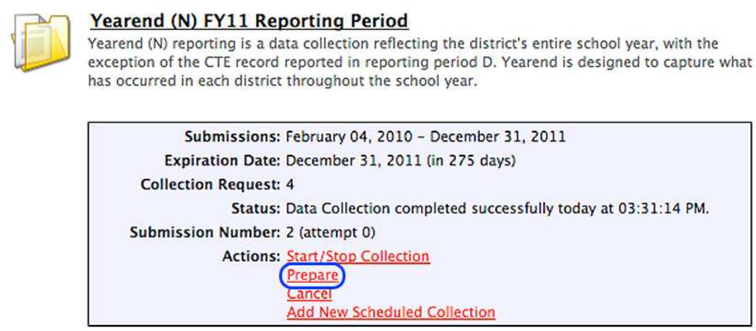
Preparing and Validating Collections

After data collection completed for a collection request, options appear on the Collection Requests screen, under that request, to prepare or cancel the data collection.

To prepare and validate a data collection:

1. Click on the **Collection Requests** tab.

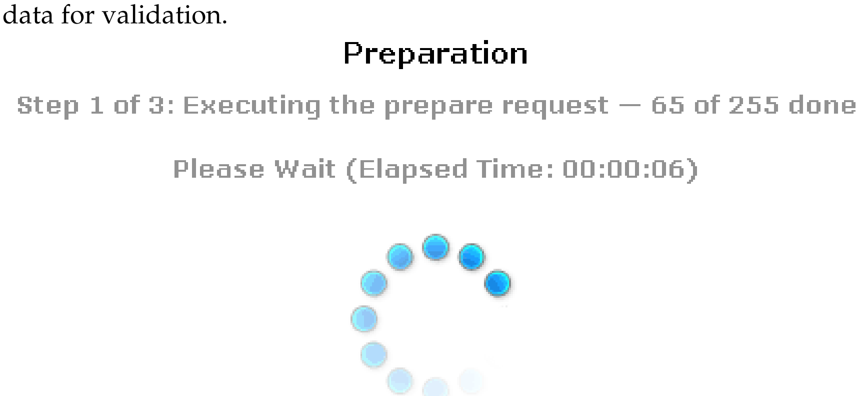
2. On the Collection Requests Summary page, scroll to the Collection Request you wish to prepare.



3. Click on the **Prepare** link (circled in the screenshot above) in the Status field.

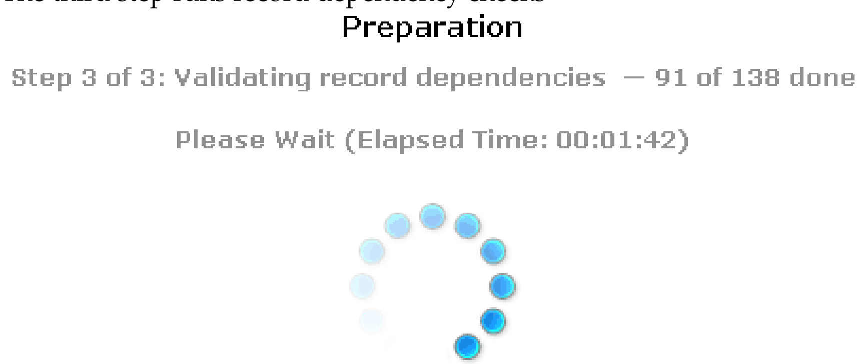
4. The screen that appears will show a series of messages that show youthe preparation's progress.

   - The first step executes the prepare request, preparing the collected data for validation.



- The second step runs validation checks on the prepared records

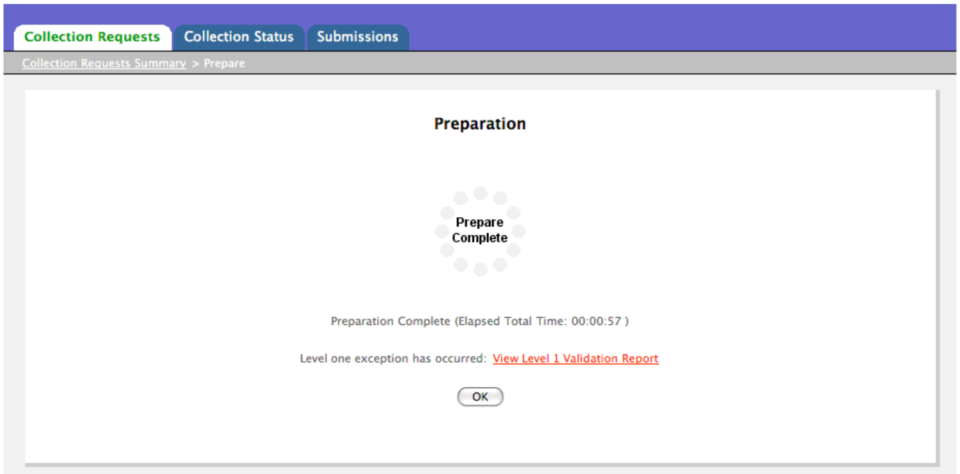
- The third step runs record dependency checks



- Depending on the collection request, there may be a fourth step. When the fourth step appears, it states: “Step 4 of 4: Creating post validation reports/summaries – x of y done”. The collection request controls whether or not this fourth step is present. If you are preparing a collection that allows four steps, this will be reflected in the other three steps also; they will say Step 1 of 4, Step 2 of 4, and so on.

5. When preparation is complete, and **no** validation exceptions (data errors) are found, click **OK** and return to the Collection Requests Summary page; proceed with the Previewing and Submitting steps. Otherwise, continue to the next step.

6. When preparation is complete, and validation exceptions are found during the preparation and validation process, a link to a validation report is displayed.



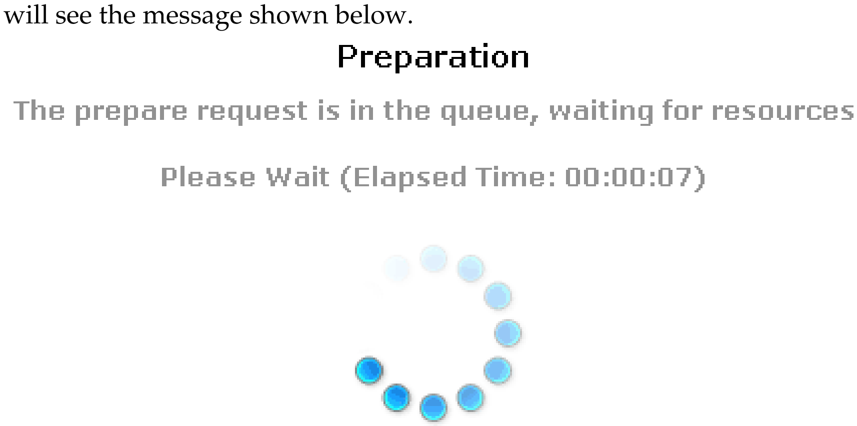
7. Click on the **View Level 1 Validation Report** link to view the Validation Exceptions now, or click on the OK button to return to the Collection Requests page – you will still be able to view the Validation Exceptions from the Collection Requests page.

8. Whether you viewed the **Level 1 Validation** exceptions first, or went directly to the Collection Requests page, make sure you check whether or not the Prepare processing created any errors or warning. If you do see a link next to the Errors & Warnings, check what errors or warnings you have from the Prepare processing.

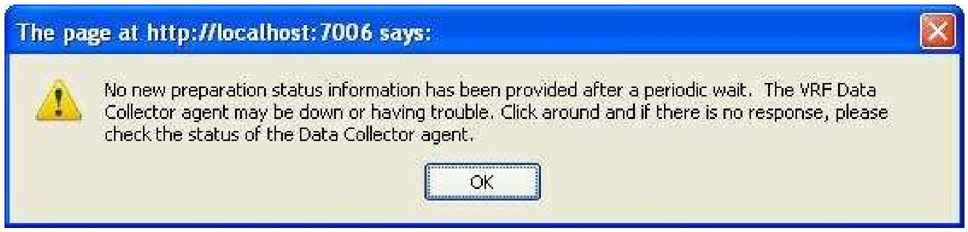
Special Cases

There are two special cases that you might see in the course of a preparation.

If the Data Collector is busy and cannot start the prepare processing right away, you will see the message shown below.



If the Data Collector service is terminated while the Prepare processing is running, a popup screen appears.

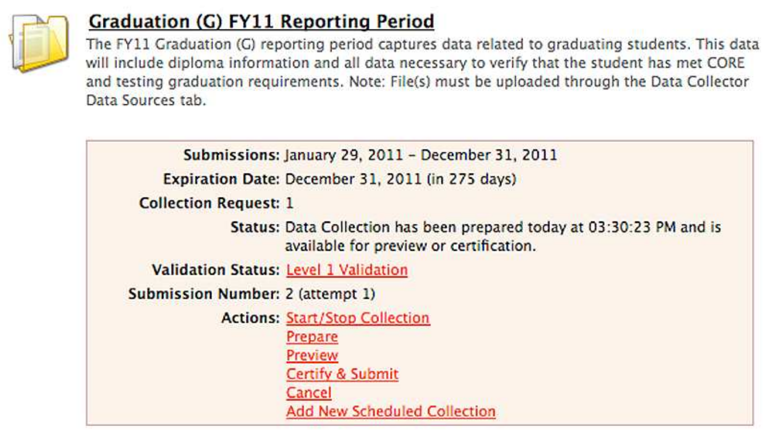


If this popup screen appears, click OK, then click on the Collection Requests tab. If your browser can no longer connect to the Data Collector, the Data Collector service is no longer running.

Validation Exceptions

After a collection has been prepared, the Collection Requests Summary includes a **Validation Status** field, providing a link to the Validation Exceptions report. Validation exceptions are part of normal Data Collection operation – they indicate errors in the collected data. Even though they are a normal part of collection processing (and are not errors) they do merit a look – the background color turns orange to remind you that there is something to check before certifying and submitting the collection.

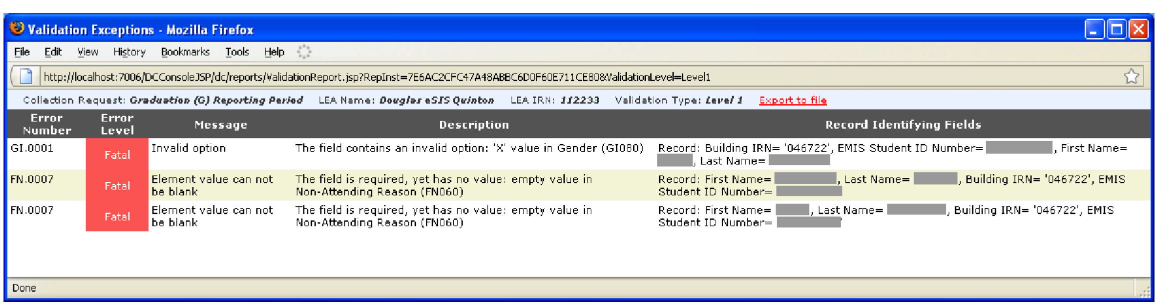
Click on the Validation Status link to view the **Validation Exceptions** report.



Level 1 Validation and Exceptions Report

Level 1 Validation is an evaluation of data that has not yet been submitted. Level 1 Validation prevents submitting invalid records in the collection to the ODE. Each collection request includes a set of validation rules, which are executed at the end of the Prepare step of collection processing – when you click on the Prepare link you both prepare and validate the records in the collection.

A sample Level 1 Validation exceptions screen shot, with an explanation of each column:



Error Number: The unique identifier of the validation check which found the validation exception

Error Level: Each validation exception has been classified by ODE as having one of four error severities:

- **Fatal**: This is the only error level highlighted in red when it appears in the Validation report. The red color indicates that the record will not be submitted if you submit the collection as it is right now. You need to fix all the data errors which cause the fatal validation errors, before all the collected records will be submitted to ODE. Most of the validations checks defined by ODE check for fatal errors. All other validation error levels (see below) do not prevent the record with the error from being sent to ODE when you submit the collection.
- **Critical**: Data error should be corrected, but the record will be included in the submission.
- **Warning**: An error probably occurred, and should be investigated.
- **Informational**: The least significant of all validation error levels; may or may not be an error (but was worth mentioning).

Message: A short summary of the error.

Description: Details about the cause of the error

Record Identifying Fields: This shows the actual data in the record which contains an error. Use the values in these fields to identify which records were flagged by the validations as incorrect. At this point you need to determine whether to submit the data (excluding records which have been identified with fatal errors) or to correct the data at the source and restart the data collection process.

Previewing Data Collections

After the data is prepared and validated, and *before* it is certified and submitted to the Report Authority, it is strongly recommended that you preview the data before you approve it for submission to ODE.

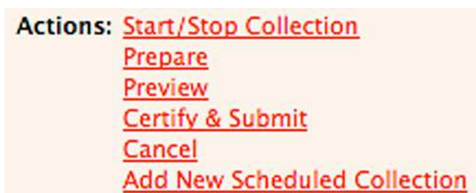
> **Important**: After the prepare step (just as when the collection completes) check whether you have received any prepare errors or warnings. See the "Errors and Warnings" section.

Prepare errors, if any, result from errors in the collection request the ITC received from ODE. If you do find any prepare errors, notify the ITC. Prepare errors can have severe repercussions, such as the preview missing all the data for some record types.

> **Note**: Whenever you take a screen shot of the Errors & Warnings page always show the Extended Description (by clicking on the clipboard icon on the right, or selecting the "Extended description for all" checkbox. Click on the link next to the Errors & Messages, on the Collection Requests tab, to redirect to the Errors & Warnings page.

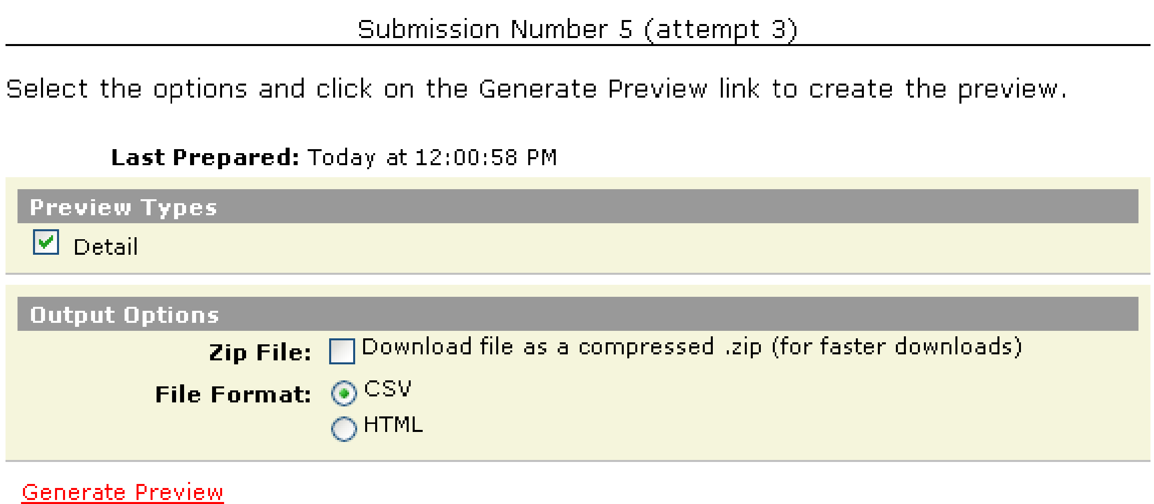
To preview the results of the prepare processing:

1. Open the Collection Requests Tab, and scroll to the Collection Request you want to preview. In the selected Collection Request, the **Actions** section displays the following links:



2. Click on the **Preview** link.

3. The **Generate Preview** page is displayed for the selected Collection Request.



4. Select the options for generating the preview.

   Preview Types

   Views: Initially (as of this writing) you will only see a Details checkbox, which will be pre-selected. The "Details" preview shows you the detailed EMIS records, as they will be submitted to ODE. Eventually ODE will offer additional types of previews, with a longer explanation of each preview type. Once there are multiple preview types you can select the ones you want to view.

   Output Options

   Zip File: Selecting the **"Download file as a compressed .zip"** option saves multiple files into one compressed file for faster downloading. For more information on downloading a compressed .zip file, please see the section, "Extracting a .Zip File to Preview a Report".

   Note: The Windows Extraction Wizard (for compressed or "zipped" files) cannot open the .zip file generated by the VRF. A third-party utility, such as WinZip or 7-Zip, is required for extracting compressed reports. Verify that such a utility has been installed on the machine or server where the file will be downloaded and extracted.

   File Format: select to preview in CSV or HTML format:
   - **CSV:** (recommended for analysis purposes) Comma Separated Values format; this type of file can be sorted or manipulated in an external spreadsheet program, such as EXCEL.
   - **HTML:** (recommended for viewing purposes only) Hypertext Markup Language format; recommended for viewing in a web browser.

5. Click on the **Generate Preview** link at the bottom of the page.

6. The page now displays a list of the views, one per record type (or view type), in the file format selected in the Download Report sections.

Submission Number 5 (attempt 3)

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 12:00:58 PM

Preview Types

☑ Detail

Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ◉ CSV
○ HTML

Generate Preview

File	Valid	Invalid	Total
Building_General_Info_Fall_(DF).csv	0	3	3
Career-Technical_Education_Correlated_Class_(CV).csv	0	2	2
Contract_Only_Staff_(CC).csv	0	0	0
Contractor_Staff_Employment_(CJ).csv	0	0	0
District_General_Info_Fall_(DQ).csv	0	1	1
Excluded_Records.csv			50
Mapped_Classroom_Code_(CM).csv	0	7	7
Race_Detail_Record_(GJ).csv	0	33	33
Special_Education_(GE).csv	0	13	13
Staff_Course_Master_(CN).csv	0	384	384
Staff_Demographic_(CI).csv	0	97	97
Staff_Employment_Record_(CK).csv	0	128	128
Staff_Summer_Employment_Separation_(CL).csv	0	6	6
Student_Attributes_Effective_Date_(FD).csv	0	593	593
Student_Attributes_No_Date_(FN).csv	0	588	588
Student_Course_(GN).csv	0	5562	5562
Student_Demographic_(GI).csv	0	590	590
Student_Graduation_-_Core_Summary_(GC).csv	0	1293	1293
Student_Kindergarten_Readiness_Assessment_-_Literacy_(GO).csv	0	35	35
Student_Preschool_ASQ_SE_Assessment_(GS).csv	0	0	0
Student_Preschool_ECO_Assessment_(GM).csv	0	0	0
Student_Preschool_GGG_Assessment_(GB).csv	0	0	0
Student_Program_(GQ).csv	0	60	60
Student_Standing_(FS).csv	0	593	593
Total counts:	0	9988	10038

For collections from EMIS Files the Excluded Records view lists individual records that were collected from EMIS files but excluded from the preview. The collection request from ODE includes rules defining which records to exclude from EMIS files collections and why. Records that are excluded appear in the Excluded Records document, with columns listing the Record Type, the record's ID, the Building IRN, and a description of the reason it was excluded. In the example shown below, an FN record (Student Attribute No Date) with ID 123456789 from Building IRN 0000 was excluded from a preview because no GI (Student Demographic) record was found for this student (ID 123456789).

The collection request’s validity checks specify that a record must exist in both Student Attributes and Student Demographic, and because this example record did not, it was excluded from the preview.

A	B	C	D	E
Record Type	ID	Building IRN	Description	
FN	123456789	0	no GI record found for this student	

Other documents (CSV files or HTML views) list the records for the record type(s) that are stated in the file name. For example, the Student Attributes No Date (FN).csv file contains the collected and prepared FN records. (Personal data has been removed from this screenshot for security purposes.)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Fiscal Year	Reporting Pe	District IRN	First Name	Last Name	Building IRN	EMIS Student	Diploma Date	Diploma Type	Fiscal Year St	OGT Graduat	Yearend Rep	CORE Econon	CORE Fine Ar	Exempted frc	State Studen	Record Is Valid
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2007	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	2	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	2	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	2	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	2	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	2	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	2	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes
2009	G	046706				[redacted]	5/24/09	1	2006	0	[redacted]	N	N	N	[redacted]	Yes

7. Click on the file(s) you wish to view or save.

8. Examine the records in the previews to determine which records have errors, and whether all records were collected. Keep in mind that fatal Level 1 Validation exceptions will cause records to be suppressed from the submission to ODE. You will need to correct the errors in the source – the application which produced the EMIS files or supplied the data to the SIF collection, and go through another iteration of collect/prepare/preview. Of course you decide whether to submit the data to ODE as is, e.g. when enough records pass validation and are displayed in the previews.

Note: In previews (both HTML and CSV) numbers appear without the leading zeroes. This differs from what you are used to in the EMIS formatted files, where each field is padded on the left with zeroes. For example, a numeric value which accepts numbers in the range 0000 to 9999 (according to the EMIS specification) may display in preview simply as 0. 0, as a number, is equivalent to 0000.

Invalid Records

When you generate the previews, the page which lists the previews also shows you the number of valid and invalid records (the last line shows the totals for all selected preview types):

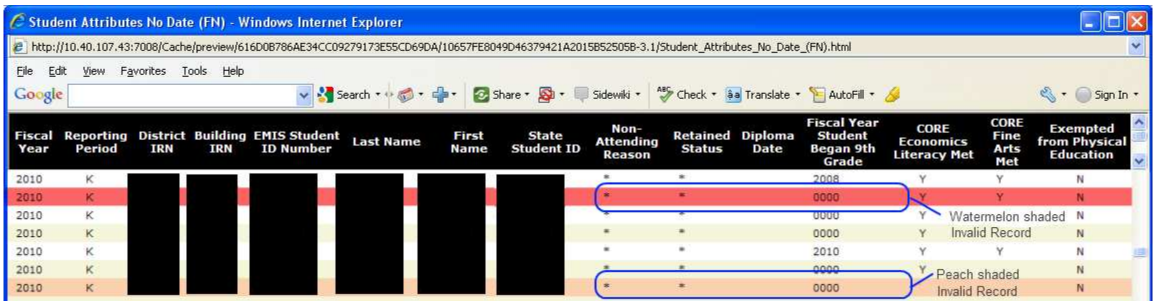
File	Valid	Invalid	Total
Building_General_Info_Fall_(DF).csv	0	3	3
Career-Technical_Education_Correlated_Class_(CV).csv	0	2	2
Contract_Only_Staff_(CC).csv	0	0	0
Contractor_Staff_Employment_(CJ).csv	0	0	0
District_General_Info_Fall_(DQ).csv	0	1	1
Excluded_Records.csv			50
Mapped_Classroom_Code_(CM).csv	0	7	7
Race_Detail_Record_(GJ).csv	0	33	33
Special_Education_(GE).csv	0	13	13
Staff_Course_Master_(CN).csv	0	384	384
Staff_Demographic_(CI).csv	0	97	97
Staff_Employment_Record_(CK).csv	0	128	128
Staff_Summer_Employment_Separation_(CL).csv	0	6	6
Student_Attributes_Effective_Date_(FD).csv	0	593	593
Student_Attributes_No_Date_(FN).csv	0	588	588
Student_Course_(GN).csv	0	5562	5562
Student_Demographic_(GI).csv	0	590	590
Student_Graduation_-_Core_Summary_(GC).csv	0	1293	1293
Student_Kindergarten_Readiness_Assessment_-_Literacy_(GO).csv	0	35	35
Student_Preschool_ASQ_SE_Assessment_(GS).csv	0	0	0
Student_Preschool_ECO_Assessment_(GM).csv	0	0	0
Student_Preschool_GGG_Assessment_(GB).csv	0	0	0
Student_Program_(GQ).csv	0	60	60
Student_Standing_(FS).csv	0	593	593
Total counts:	0	9988	10038

Every invalid record, accounted for in the Invalid column in the screen shot above, is invalid because the record received a fatal error during Level 1 Validations (is directly invalid), or because the record has a dependency on an invalid record. The Invalid column shows the count of all the records considered invalid. Invalid records are filtered out of the submission to ODE.

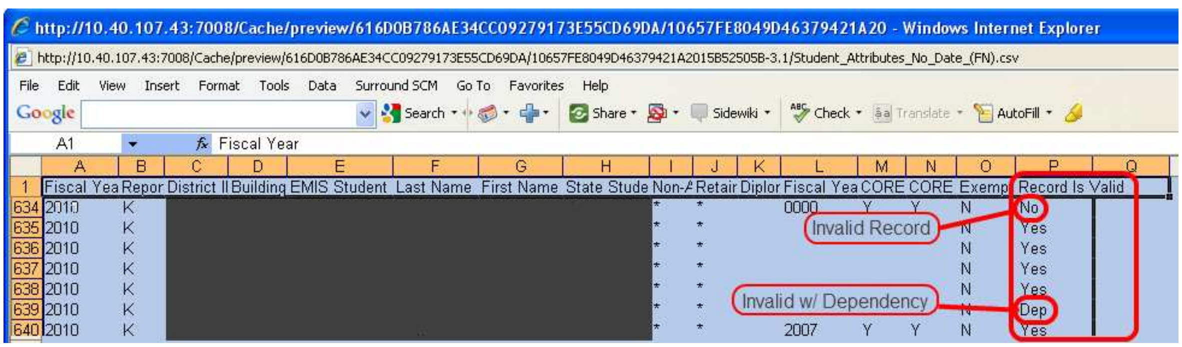
Some records may be considered invalid, not because they received a fatal error during Level 1 Validation, but because they depend upon an invalid record. For example, when a Student Demographic (GI) record is invalid for a student, no records at all are sent to ODE for this student. In such a case, we say that the GI record is ***directly invalid,*** while the other records for the student are invalid because of a ***dependency*** (they might be invalid directly also, but the dependency invalidation is enough to suppress them from the submission to ODE). All directly invalid records have a fatal error (at least one) in the Level 1Validation Exception Report.

The previews distinguish between these two types of invalid records – directly invalid records and records invalid because of a dependency. This is crucial because when you correct the data, turning a (directly) invalid record into a valid record, you also make valid the records which were invalid because of the dependency on this invalid record. By correcting all the data errors which caused the fatal errors in the Level 1 Validation exception report you make all the records in the collection valid. A record which is simultaneously directly invalid, and invalid because of a dependency, displays as a directly invalid record.

In HTML previews, the directly invalid records are shaded red (the same color as in the Error Level in the Level 1 Validation report). Records that are invalid because of a dependency are shaded in peach color. (Personal data has been removed from this screenshot for security purposes.)



In CSV previews the directly invalid records have "No" as the value in the *Record Is Valid* column. Records that are invalid because of a dependency have "Dep" in this same column. (Personal data has been removed from this screenshot for security purposes.)



Finding the Cause of the Directly Invalid Records

Every directly invalid record failed some Level 1 Validation check and is marked "fatal" in the Level 1 Validation exception report. For example, if you are looking at the HTML preview for the Special Education (GE) record type, and see 10 red-colored records, and 15 peach colored records (or if you are viewing the CSV report, and see 10 "No" entries and 15 "Dep" entries in the *Record Is Valid* column), you can expect to find the 10 fatal errors in the Level 1 Validation exception report which caused the 10 GE records to "turn red". These validation errors can usually be found in the validation exception report by searching for error codes that start with "GE." However, this is not always the case, because Multiple Record validations also directly invalidate some records.

The Multiple Record validations use data from more than one record type to perform the validation. Their error codes start with the string "MR." They still invalidate an individual record – for example MR.0007 invalidates a GE record. Hence you may need to check the MR error codes in the Level 1 Validation exception report to find all the fatal errors that turned some rows red in the html preview.

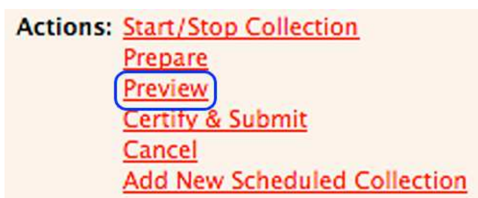
Note that direct invalidation takes precedence over dependency invalidation. For example when one of the FD records for a student and the GI record for the student both receive a Level 1 Validation exception, both will show up in the Level 1 Validation exception report, and both will have red shaded rows in the preview – if the other FD records for the student pass validation on their own they will have the peach shaded rows, because of the dependency invalidation.

Downloading a .Zip File with the Generated Previews

Note: The Windows Extraction Wizard (for compressed or "zipped" files) cannot open the .zip file generated by the VRF. A third-party utility, such as WinZip or 7-Zip, is required for extracting compressed reports. Verify that such a utility has been installed on the machine or server where the file will be downloaded and extracted.

In addition to previewing records in HTML format in a web browser, or CSV files, you can create a .zip file with all the previews and download the .zip file to your computer.

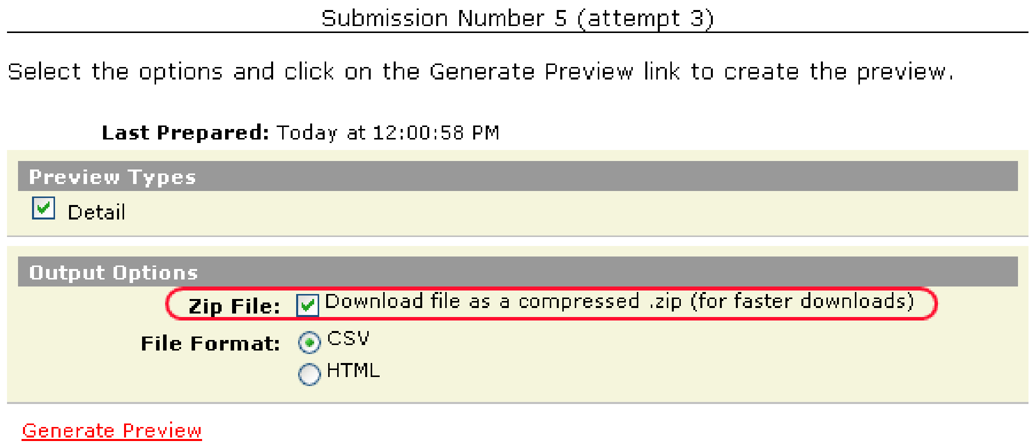
1. Click on the **Collection Requests** tab. The **Collection Request Summary** page is displayed.



2. Click on the **Preview** link.

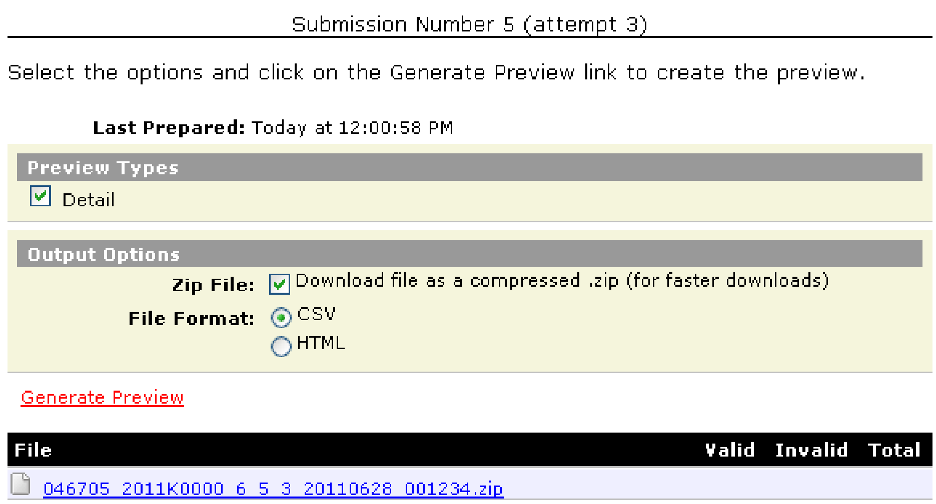
3. The **Preview** page is displayed.

4. Select the options for generating the preview. For more information on these options, please refer to the previous section. Make sure to select the checkbox “Download file as a compressed .zip”, as shown below.



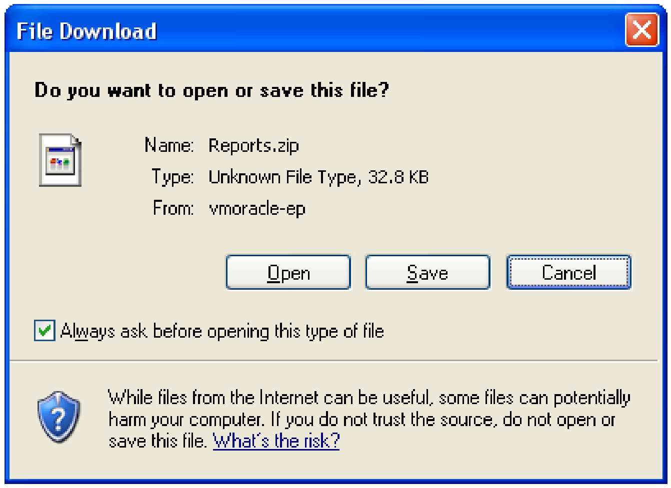
5. Click on the **Generate Preview** link at the bottom of the page.

6. The Report Output section of the Preview page displays a link to the compressed file**.** The name of this file will be unique each time you generate the preview .zip file, so you do not need to rename it after downloading, The name consists of, separated with underscores: LEA IRN, collection request code, collection request version, submission number, attempt number, day of year (CCYYMMDD), time of day (HHMMSS).zip



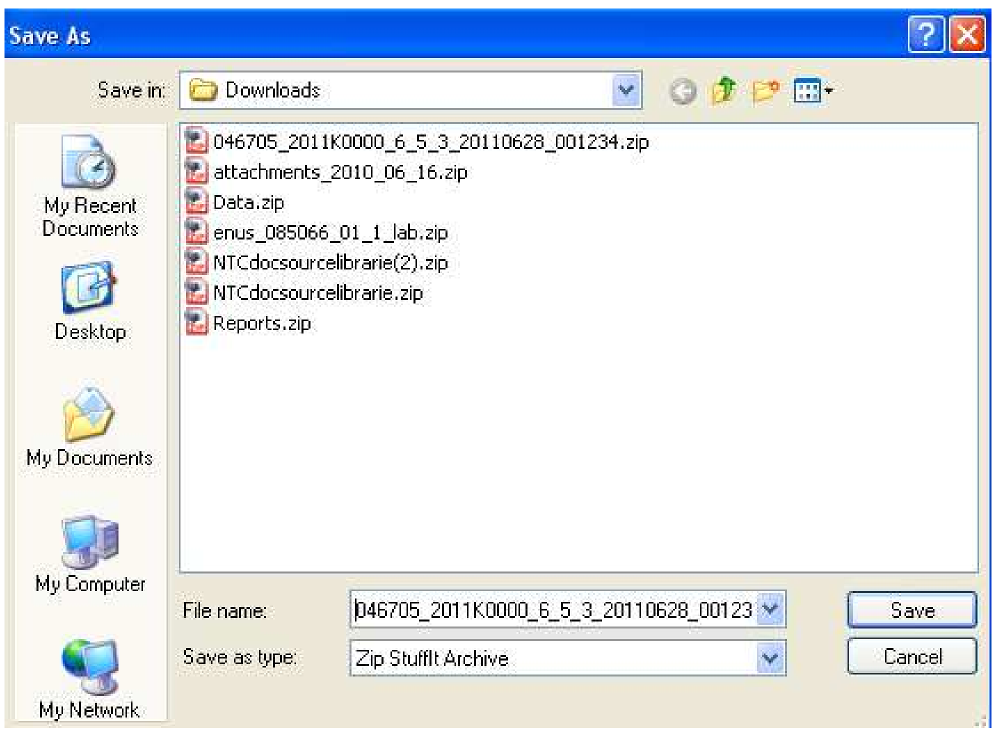
7. Click on this link to start the download.

8. A File Download dialog is displayed.



9. Click **Save.**

10. A **Save As** window is displayed.



11. Choose the location where the file will be stored, and click **Save.**

12. The file is saved in the selected folder, and the **Collection Requests > Preview** page is returned.

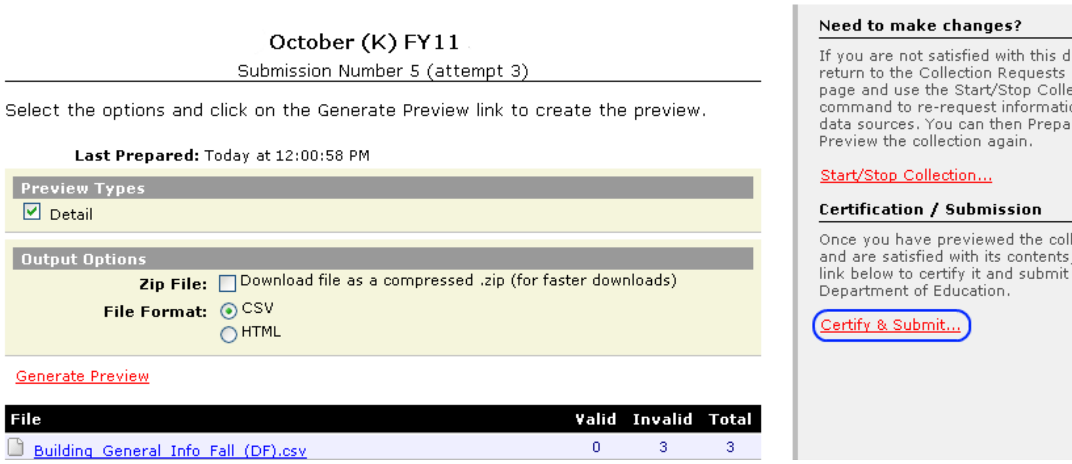
13. Navigate to the .zip file location for viewing.

Certifying and Submitting a Collection

Once you are satisfied with the data in previews, take the following steps to certify and submit the collection to ODE.

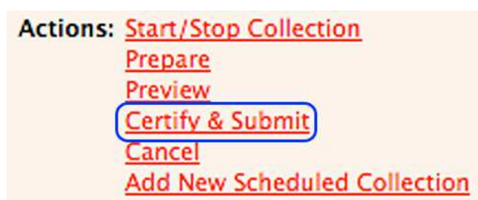
1. Click on the **Certify & Submit** link, available in either of the following locations:

    - In the sidebar, to the right of the **Preview** screen.

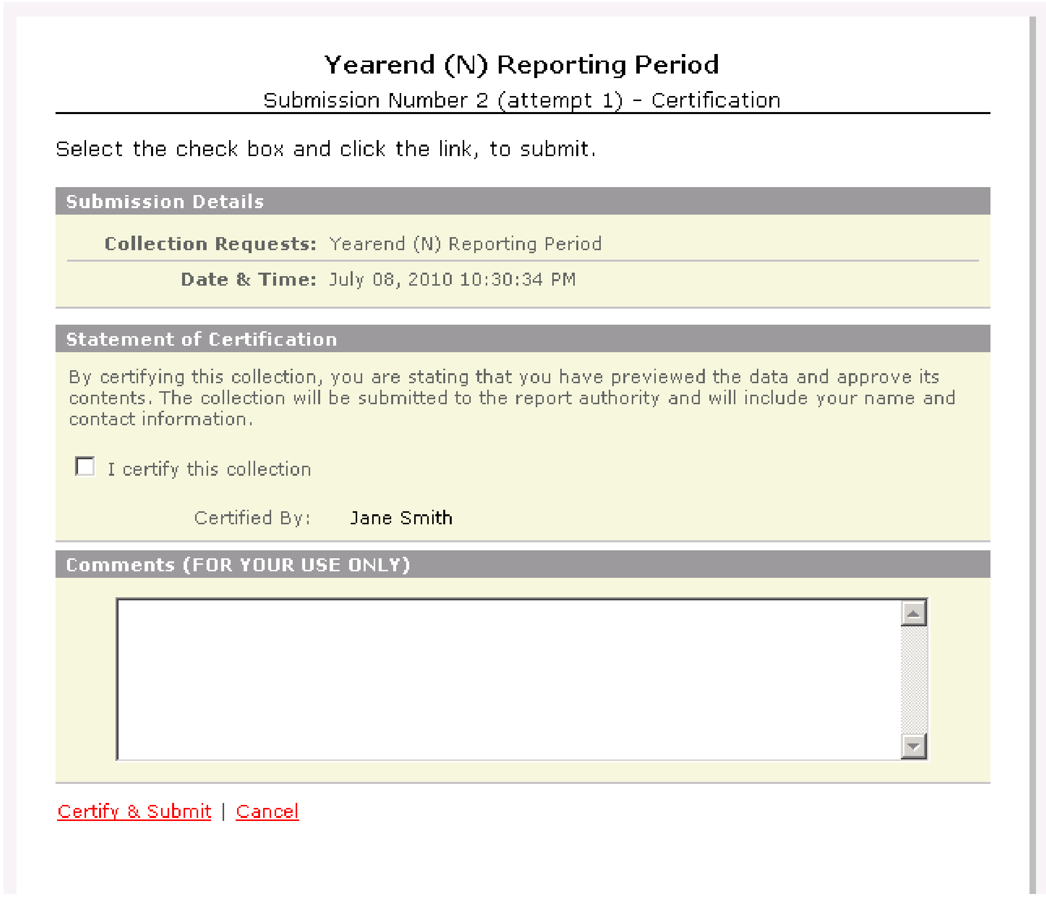


-or-

    - In the **Collection Requests Summary** of the selected Collection Request (the Collection Requests tab).



2. The **Certify and Submit** page is displayed.



Yearend (N) Reporting Period

Submission Number 2 (attempt 1) - Certification

Select the check box and click the link, to submit.

Submission Details

Collection Requests: Yearend (N) Reporting Period

Date & Time: July 08, 2010 10:30:34 PM

Statement of Certification

By certifying this collection, you are stating that you have previewed the data and approve its contents. The collection will be submitted to the report authority and will include your name and contact information.

☐ I certify this collection

Certified By: Jane Smith

Comments (FOR YOUR USE ONLY)

Certify & Submit | Cancel

3. The **Submission Details** section displays the Collection name, date and time of submission, and submission number.

The **Statement of Certification** section is where you confirm that you have previewed the data and approve its contents. Check the "I certify this Collection" box.

The **Comments** section will accommodate notes you may want to keep about the submission. The notes are for your use only and will not be included in the submission to the State (ODE).

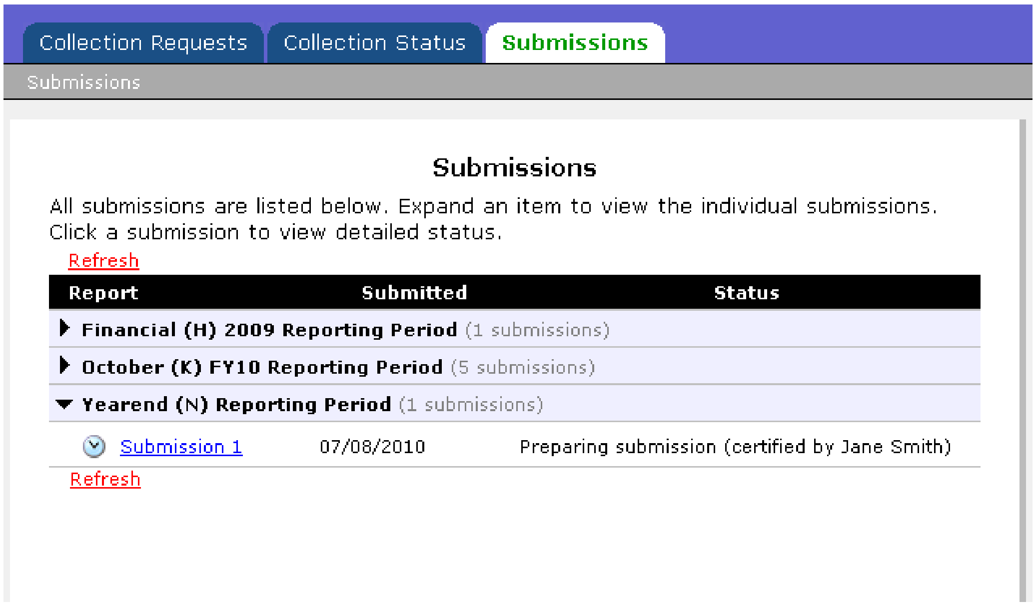
4. Click on the **Certify & Submit** link at the bottom of the page. The Submissions screen (in the Submissions tab) is displayed, and shows the progress of the submission.

5. The Submissions tab will display the Submissions screen, which lists submission(s), and the status of submission(s) for each collection request. You can click on the "Refresh" link to update the status displayed on the screen, as the screen will not automatically refresh itself.

Submission Status

The following screen shots show submissions with some of the more common status messages you are likely to see at this point in the process.

The screen below shows a Submission in "**Preparing**…" status. This status means that the Data Collector is preparing the submission to ODE. The time it takes to prepare the submission depends on the number of records submitted and the speed of the Data Collector server. Typical times can range from seconds to several minutes.



The screen below shows a Submission "**Waiting for report authority**…" This could indicate a break in the connection to the report authority (ODE), in which case you should consult your ITC. It could also indicate that the Report Collector at ODE is backed up with many districts submitting collections around the same time, and your notification that the submission is ready is queued at the Report Collector. Or it could indicate that the Data Collector is waiting for information over a slow internet connection. If the "Waiting…" message persists for an unreasonable length of time, contact your ITC.

The length of time needed to submit a report varies depending on the size of the report, so there is no one-size-fits-all length of time that you should wait before contacting your ITC. After you have submitted a report once or twice, you will know about how long it should take.

The following screen shows a Submission status of "**Transmission completed**…" This status message indicates that the submission has been received by the Report Collector. The submitted data may not yet have been processed by ODE. (Use the View Submission Results link, from the Collection Requests tab, to check whether the submitted data has been processed).

Submissions Page Columns

The Submissions page is divided into three columns: Report (meaning submission), Submitted, and Status.

Report

The Report column displays the name of the collection request. "Yearend (N) Reporting Period" in the screen shots above.

Submitted

The Submitted column shows the date of the submission. For example "07/09/2010".

Status

The progress of a submission is displayed in the Status column, as shown in the previous screen shots.

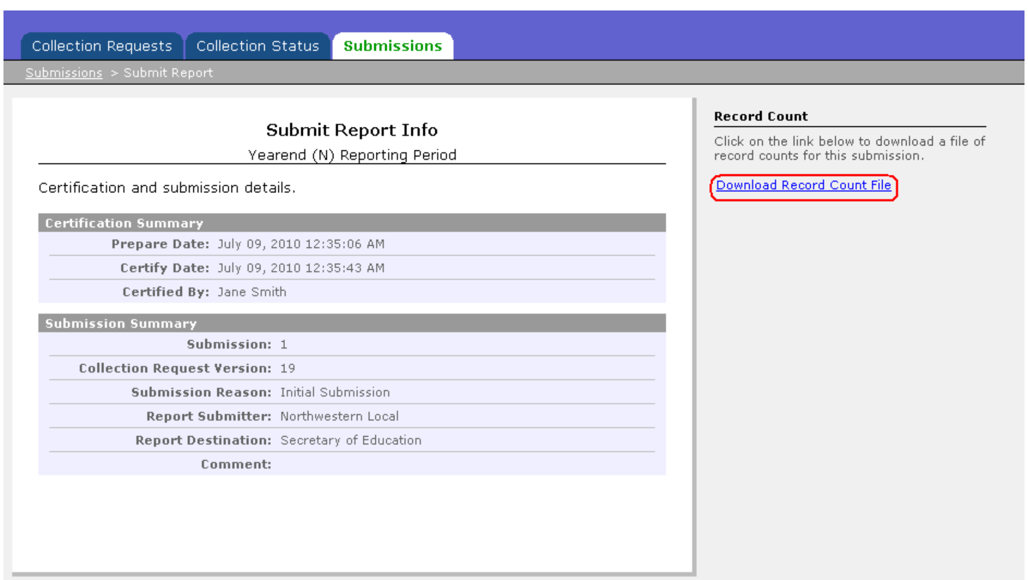
Submissions Page Refresh Links

The **Refresh** links are found at the top and bottom of the Submissions screen. When the **Refresh** link is selected, the Submissions screens will refresh and provide updated status (if any).

Submission Details

As you make repeated submissions to ODE all submissions will appear on the Submissions screen. To view details of a specific submission, click on the submission link.

Clicking on a submission link brings up the Submission Report Info screen.



On this screen, you can view details regarding the submission. You can also click on the Download Record Count File link, on the right side of the screen, to download a document showing the count of records submitted, by record type. This count should match exactly the number of Valid records you saw in the Preview, when you previewed this collection prior to submission.

Record Count

Click on the link below to download a file of record counts for this submission.

Download Record Count File

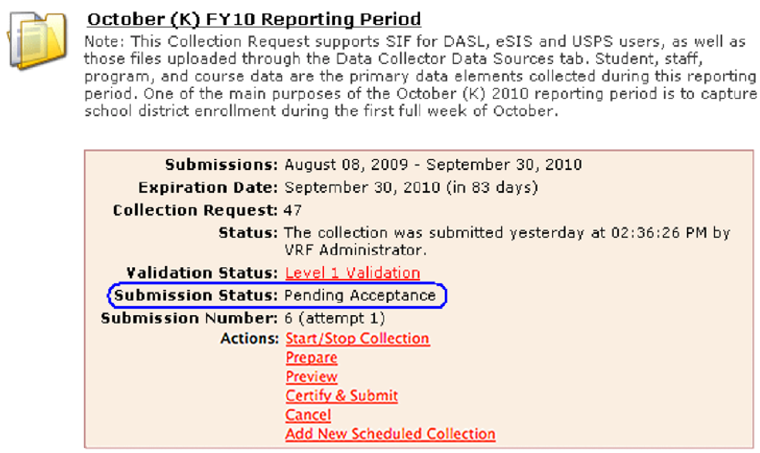
The document, when opened, will show each record type and the number of records included in the submission, as shown below. The number of records for each record type matches the number of valid records displayed in preview.

A	B
GB_STU_PRE_ASSESS	21
GS_STU_ASQSE_ASSESS	16
GM_STU_ECO_ASSESS	36
GX_STU_OGT	324
GA_OAT	750
GY_CTE	0
GF_ELA	0
GU_CTEIndAssess	0
CI_STAFF_DEMO	113
CK_STAFF_EMPLOYMENT	186
CN_COURSE_MASTER	508
CV_CTE_CRRLTD_CLS	0
CJ_CSTAFF_EMP	0
CM_MAP_CLASS_CODE	0
CC_CNTRCT_ONLY_STF	0
GI_StudDemographic	834
FS_StudentStanding	920
FD_StudAttEffctDate	920
GQ_StudentProgram	1057
GE_Special_Ed	229
FN_StudAttrNoDate	834
GN_StudentCourse	7683
GD_Discipline	0
GG_Gifted	0
DB_BuildGen	2
DR_DistGen	1
DT_DistrictTesting	0

Receiving Submission Status from the Report Collector

When the Report Collector processes your submission (at ODE) it sends a status message to tell the Data Collector the results of this processing. The processing at ODE includes cross-district and cross-year validations. These validations are called Level 2 validations – they can only be done at ODE because of their cross-district and cross-year nature (the Level 1 validations, done at the end of the prepare step, validate the data collected from the single LEA).

You can tell that the Data Collector received the response to the submission, because a "Submission Status" is displayed above the "Submission Number" in the main Collection Requests tab.



The submission status shows what happened when the submission was processed at ODE, and includes the following:

Not Started—this status appears before the Report Collector starts processing the received submission.

Pending Processing—this status indicates that the Report Collector successfully received all of the submitted data and completed the first processing step. The Level 2 validations are done at the end of the second processing step at ODE.

Processing Completed—this status indicates that ODE finished processing the second (and final) phase of processing the submission. If there were any Level 2 validation errors identified you will see a Level 2 Validation link under the "Validation Status".

Pending Processing (with errors) —this status indicates that the Report Collector encountered processing errors, and not all the data in the submission was able to reach the database at ODE. Notify the ITC if you ever see this status – the errors need to be investigated by ODE.

Accepted—this status only applies to submissions for the Diagnostic collection requests. If you are not submitting for a Diagnostic collection request, you will not see this message.

You can have your ITC set up email notification for you so the Data Collector will send you an email when it receives the notification that the Report Collector finished processing the submission (with or without Level 2 validation errors).

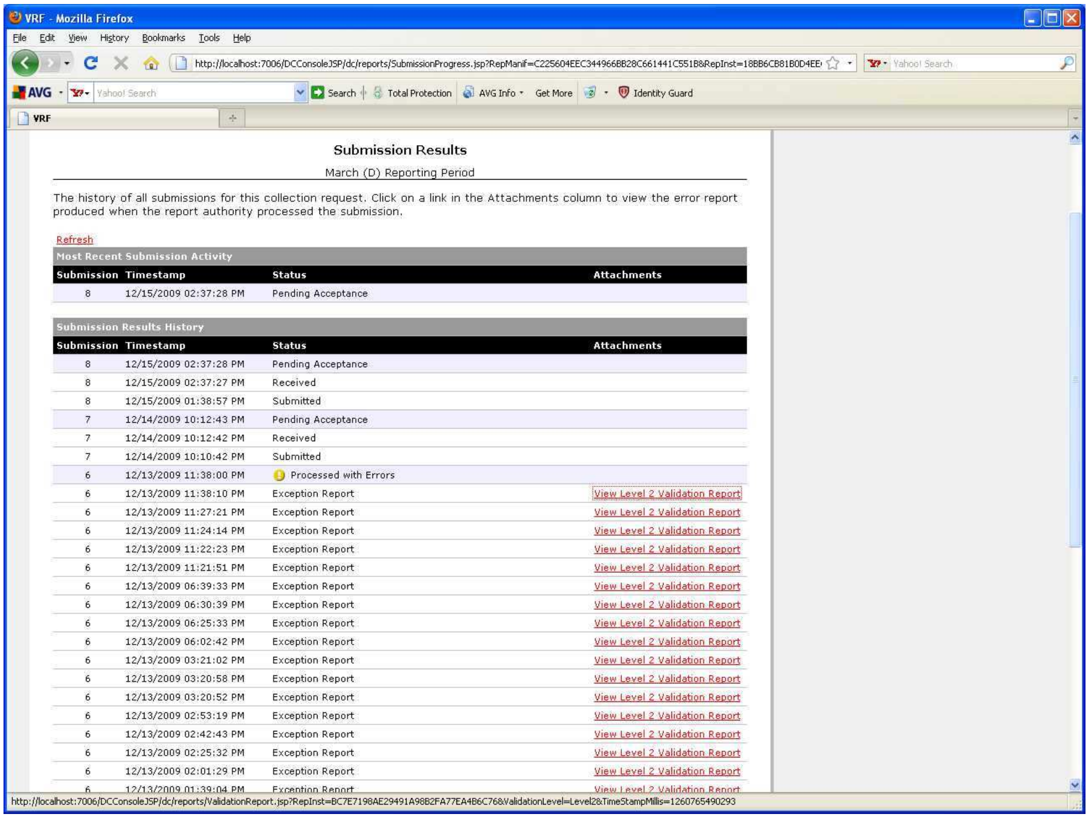
In addition to the statuses listed above, very rarely, you may see a status called *Internal Error*. This indicates that your submission was not processed because of an error at ODE. Please notify your ITC and have the ITC notify ODE, so that ODE can correct the problem.

Tracking Submission Status from the Report Collector

During the submission process, you can view the communication status between the Data Collector and the Report Collector from the **Submission** tab, as described in the previous section. Once your submission has been received and processed by the Report Collector you can view, in the **Collection Requests** tab, the results of the processing of the submission.

After the submission has been processed at ODE, the **Actions** field displays links to **View Submission Results**, or **Start Collection** (which will start a new collection for this Collection Request.) Click on the **View Submission Results** link to see detailed information about submission processing, including the final status for each of the submissions (in case you submitted more than once).

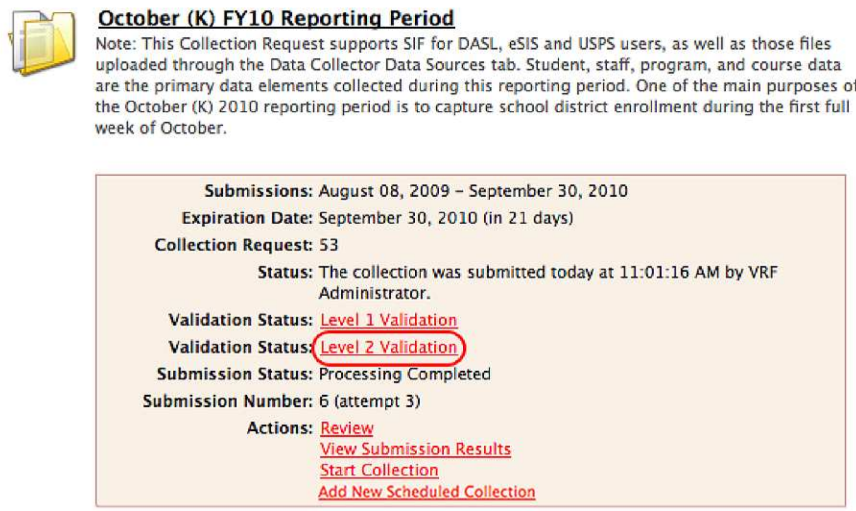
The **Submission Results** page is displayed. Each line displays the submission number, the status of the submission, and when the Data Collector was notified of the submission results by the Report Collector. When there is a Level 2 Validation Exception report you will see a link, in the attachments column. Click on the link to view the level 2 exceptions.



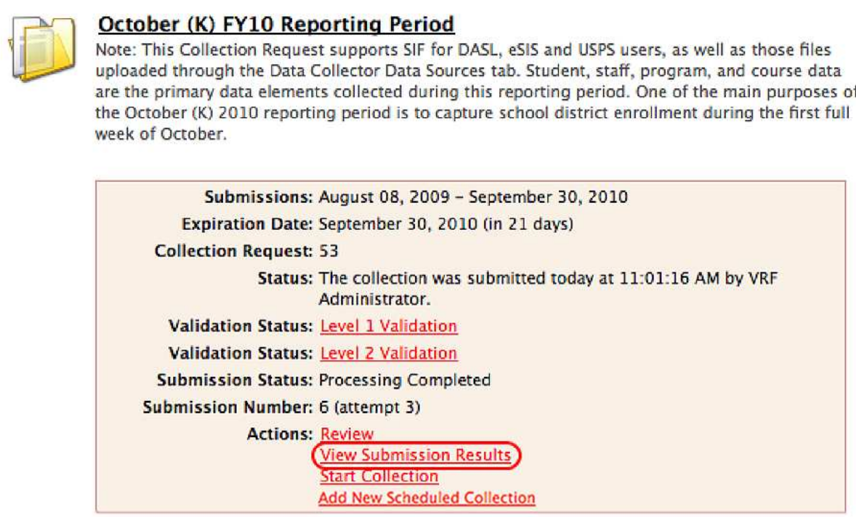
Level 2 Validation Exception Report

Level 2 Validation is an evaluation of data that have been processed by ODE. Level 2 Validation compares data across LEAs and across multiple years. To view this report, click on the **View Level 2 Validation Report** link in the Attachments column of the Submission Results page.

You can also view the most recent Level 2 Validation Report from the main Collection Requests page.



To view older validation reports, click on the **View Submission Results** link.



Clicking on the **View Submission Results** link takes you to a screen from which you can select any of the received Level 2 Validation Exception Reports .

Submission Results

October (K) FY10 Reporting Period

The history of all submissions for this collection request. Click on a link in the Attachments column to view the error report produced when the report authority processed the submission.

Refresh

Most Recent Submission Activity

Submission	Timestamp	Status	Attachments
6	09/09/2010 11:06:46 AM	Processing Completed	

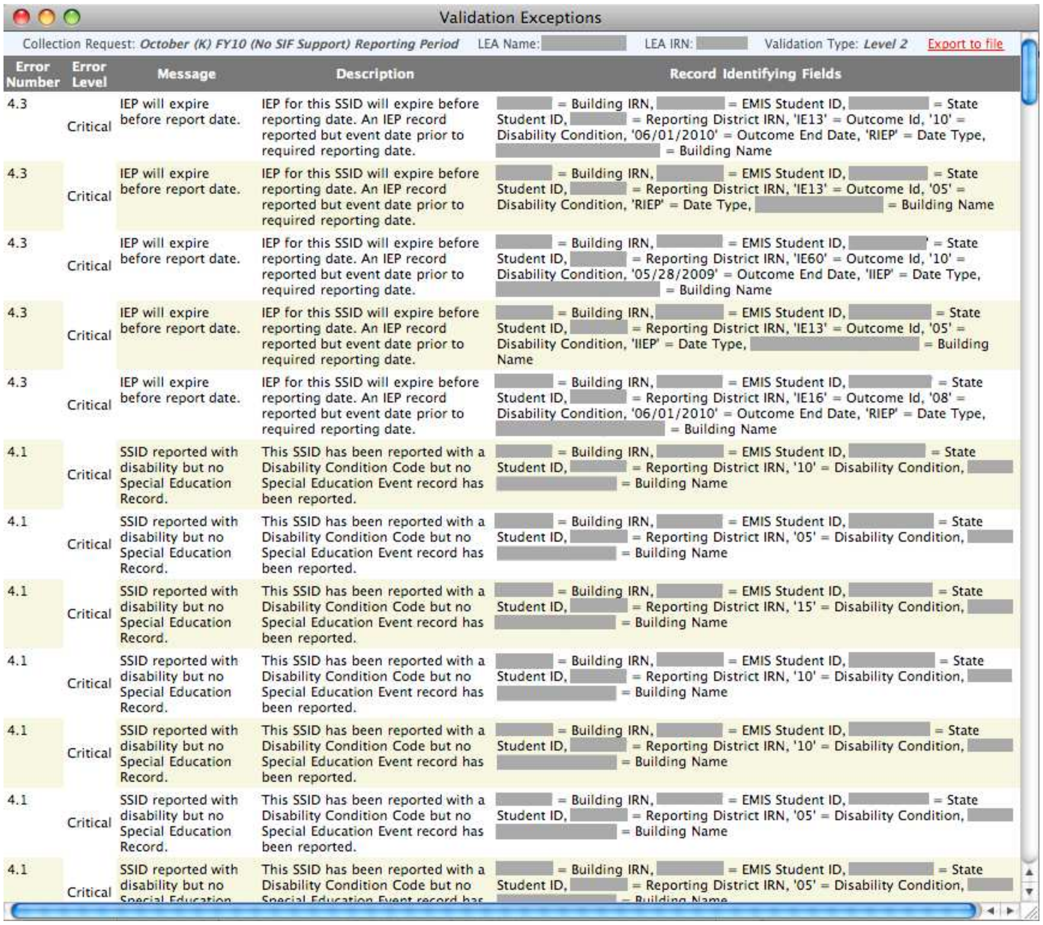
Submission Results History

Submission	Timestamp	Status	Attachments
6	09/09/2010 11:06:46 AM	Processing Completed	
6	09/09/2010 11:06:55 AM	Exception Report	View Level 2 Validation Report
6	09/09/2010 11:06:54 AM	Exception Report	View Level 2 Validation Report
6	09/09/2010 11:06:52 AM	Exception Report	View Level 2 Validation Report
6	09/09/2010 11:06:52 AM	Exception Report	View Level 2 Validation Report
6	09/09/2010 11:01:17 AM	Received	
6	09/09/2010 11:01:14 AM	Submitted	
5	08/20/2010 10:34:43 AM	Processing Completed	
5	08/20/2010 10:34:44 AM	Exception Report	View Level 2 Validation Report
5	08/19/2010 02:17:15 PM	Exception Report	View Level 2 Validation Report
5	08/19/2010 02:17:14 PM	Exception Report	View Level 2 Validation Report
5	08/19/2010 01:52:16 PM	Exception Report	View Level 2 Validation Report
5	08/19/2010 01:52:14 PM	Exception Report	View Level 2 Validation Report
5	08/19/2010 01:47:11 PM	Exception Report	View Level 2 Validation Report
5	08/19/2010 01:40:17 PM	Received	
5	08/19/2010 01:40:15 PM	Submitted	
4	08/19/2010 10:43:39 AM	Internal Error	
4	08/19/2010 10:43:38 AM	Received	
4	08/19/2010 10:43:35 AM	Submitted	
3	08/16/2010 01:55:57 PM	Pending Processing	
3	08/16/2010 01:55:56 PM	Received	
3	08/16/2010 01:55:51 PM	Submitted	
2	08/16/2010 01:15:57 PM	Processing Completed	
2	08/16/2010 01:16:02 PM	Exception Report	View Level 2 Validation Report
2	08/16/2010 01:08:24 PM	Received	
2	08/16/2010 01:08:12 PM	Submitted	
1	08/11/2010 11:38:41 AM	Pending Processing (with errors)	
1	08/11/2010 11:38:38 AM	Received	
1	08/11/2010 11:38:23 AM	Submitted	

Refresh

Sometimes you may receive multiple Level 2 Validation Reports for one submission. The link in the Collection Requests will show you only the latest report. Use the Submission Results page to view all the Level 2 Validation Reports for the submission.

The Level 2 Validation Exception report has the same format as the Level 1 Validation Exception report. Here is an example of how a Level 2 Validation Exception report appears. Personal information has been grayed out for security.


Validation Exceptions

Collection Request: *October (K) FY10 (No SIF Support) Reporting Period* LEA Name: LEA IRN: Validation Type: *Level 2* Export to file

Error Number	Error Level	Message	Description	Record Identifying Fields
4.3	Critical	IEP will expire before report date.	IEP for this SSID will expire before reporting date. An IEP record reported but event date prior to required reporting date.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, 'IE13' = Outcome Id, '10' = Disability Condition, '06/01/2010' = Outcome End Date, 'RIEP' = Date Type, = Building Name
4.3	Critical	IEP will expire before report date.	IEP for this SSID will expire before reporting date. An IEP record reported but event date prior to required reporting date.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, 'IE13' = Outcome Id, '05' = Disability Condition, 'RIEP' = Date Type, = Building Name
4.3	Critical	IEP will expire before report date.	IEP for this SSID will expire before reporting date. An IEP record reported but event date prior to required reporting date.	= Building IRN, = EMIS Student ID, ' = State Student ID, = Reporting District IRN, 'IE60' = Outcome Id, '10' = Disability Condition, '05/28/2009' = Outcome End Date, 'IIEP' = Date Type, = Building Name
4.3	Critical	IEP will expire before report date.	IEP for this SSID will expire before reporting date. An IEP record reported but event date prior to required reporting date.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, 'IE13' = Outcome Id, '05' = Disability Condition, 'IIEP' = Date Type, = Building Name
4.3	Critical	IEP will expire before report date.	IEP for this SSID will expire before reporting date. An IEP record reported but event date prior to required reporting date.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, 'IE16' = Outcome Id, '08' = Disability Condition, '06/01/2010' = Outcome End Date, 'RIEP' = Date Type, = Building Name
4.1	Critical	SSID reported with disability but no Special Education Record.	This SSID has been reported with a Disability Condition Code but no Special Education Event record has been reported.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, '10' = Disability Condition, = Building Name
4.1	Critical	SSID reported with disability but no Special Education Record.	This SSID has been reported with a Disability Condition Code but no Special Education Event record has been reported.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, '05' = Disability Condition, = Building Name
4.1	Critical	SSID reported with disability but no Special Education Record.	This SSID has been reported with a Disability Condition Code but no Special Education Event record has been reported.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, '15' = Disability Condition, = Building Name
4.1	Critical	SSID reported with disability but no Special Education Record.	This SSID has been reported with a Disability Condition Code but no Special Education Event record has been reported.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, '10' = Disability Condition, = Building Name
4.1	Critical	SSID reported with disability but no Special Education Record.	This SSID has been reported with a Disability Condition Code but no Special Education Event record has been reported.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, '10' = Disability Condition, = Building Name
4.1	Critical	SSID reported with disability but no Special Education Record.	This SSID has been reported with a Disability Condition Code but no Special Education Event record has been reported.	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, '05' = Disability Condition, = Building Name
4.1	Critical	SSID reported with disability but no	This SSID has been reported with a Disability Condition Code but no	= Building IRN, = EMIS Student ID, = State Student ID, = Reporting District IRN, '05' = Disability Condition,

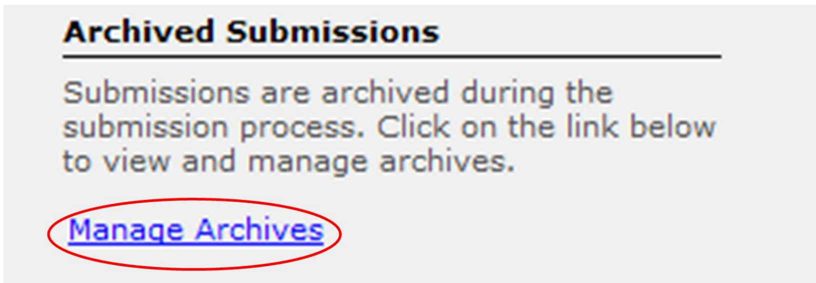
You can access the latest Level 2 validation report for the submission from the Collection Requests tab. In the Submission Results tab you will see the links for all the Level 2 validation reports. Since Level 2 validation errors come from cross-LEA checks, your LEA can continue to receive new Level 2 reports for the last submission, even when you make no additional submissions. As other LEAs submit, the processing of their submissions can create Level 2 reports for your LEA. Similarly, a new submission by another LEA can cause some of the Level 2 errors to disappear from the Level 2 report for your LEA.

Submission Archives

Whenever you submit a collection to ODE the Data Collector automatically archives the submission. The Data Collector creates two .zip files for each submission – one .zip file contains the CSV previews of the submission. The other file contains the data exactly as submitted to ODE. The content of the two sets of files is the same, except that:

- The files submitted to ODE do not include any invalid records. The "preview" files do include invalid records – with a "No" or "Dep" in the Is Record Valid column
- While the content of the valid records is the same the preview files have more columns – for example all student records include the EMIS ID and the name of the student and these are not sent to ODE.

Submissions Tab > Archived Submissions



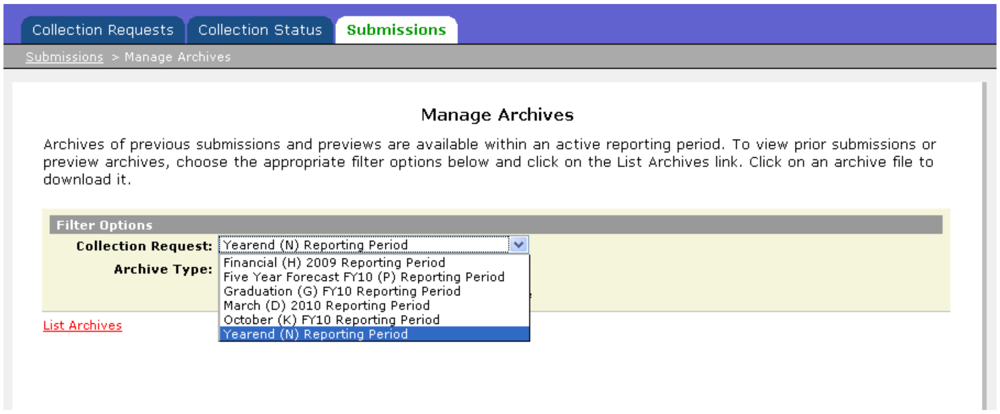
Users can view or manage archive files by clicking on the "Manage Archives" link, found in the "Archived Submissions" section of the Submissions tab sidebar. While the Data Collector automatically creates an archive of each submission, these are kept for a short time (otherwise the Data Collector server may run out of disk space). You can always retrieve the archive of the latest submission, and the previous submission, for each collection request. You can download these to your computer, in case you want to preserve the archive.

Viewing and Managing Archived Submissions

To view and save archived submissions:

1. Log into the Data Collector.
2. Click on Submissions tab.
3. In the sidebar menu, click on the "Manage Archives" link.
4. The Manage Archives page is displayed.

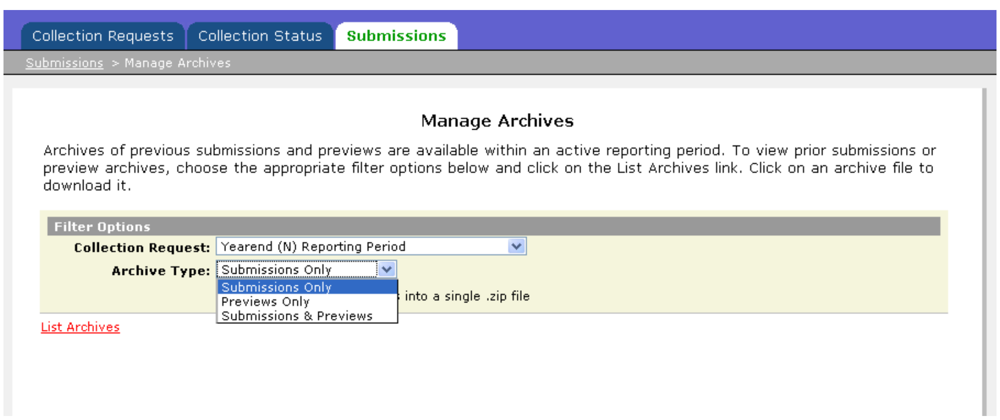
5. In the “Filter Options” section of the page, select a collection request from the Collection Request drop-down list.



6. In the “Filter Options” section of the page, select an Archive Type from the drop-down list. Options include Submissions Only, Previews Only, or Submissions & Previews.

Archive Types

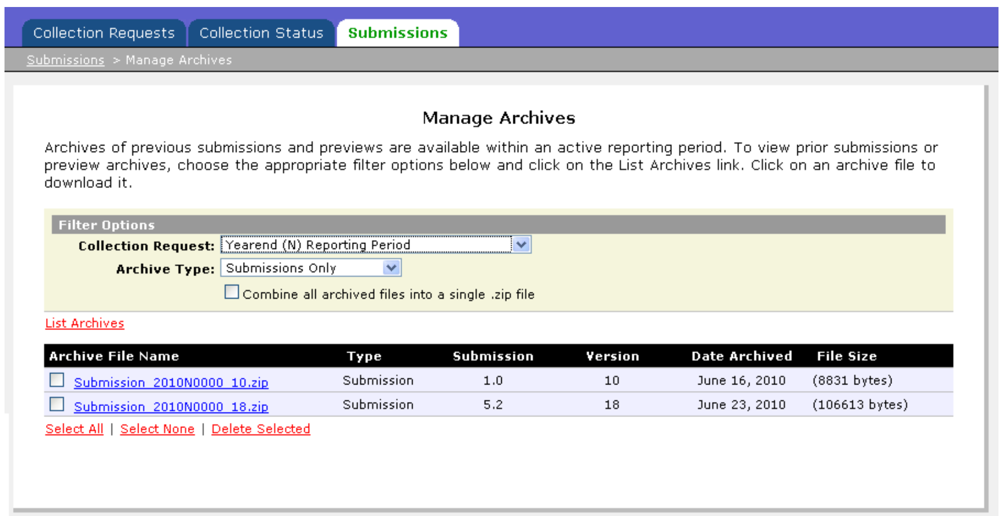
- **Submissions—**Contain **exactly** what the LEA sent to the state
- **Previews**—Contain what the LEA user saw when they certified the collection. Previews may have additional columns to aid readability (e.g., student’s name), and previews contain any records that failed validation and were therefore not submitted.



7. After Collection Request and Archive Type filters have been selected, note the checkbox, “Combine all archived files into a single .zip file.” If you wish to combine all files into a single zip file, check this box; otherwise, leave it unchecked so that archived files are listed individually.

8. Click on the **List Archives** link.

9. The **Manage Archives** page displays an archived file(s) section.



10. The columns in the Archive Files section include:

- **Archive File Name—**the archived file name
- **Type—**the archive type selected (Submissions Only; Previews Only; or Submissions & Previews)
- **Submission—**the submission number and attempt number.
- **Version—**the collection request version with which this submission was prepared.
- **Date Archived—**the date that the Data Collector stored this archive file.
- **File Size—**the size of the file (in bytes)

11. Select a file to view or manage by clicking on the file link.

12. A file download confirmation dialog is displayed.

13. Cancel the download, Open or Save the file.

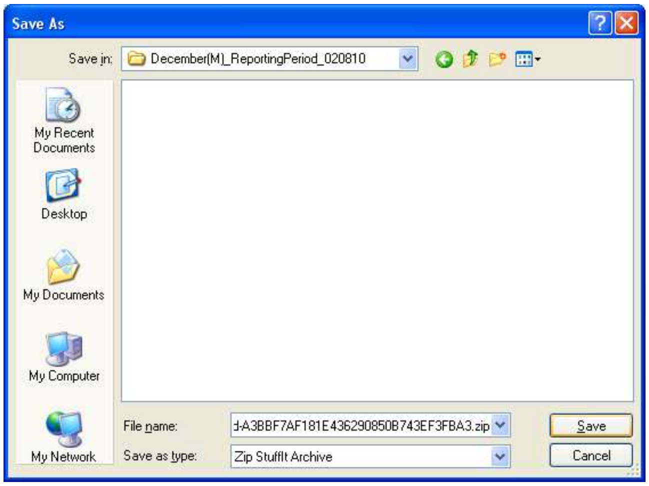
    a. To terminate the operation and return to the Manage Archives page, click Cancel.

    or

    b. To open and view the file, click Open; a zip extraction utility displays a list of files to be opened or extracted; select from this list the file you wish to view; the file is displayed in spreadsheet format.

    or

    c. To save the file, click Save. The Save As, or other file management dialog, is displayed.



    d. Navigate to the destination folder, and click Save.

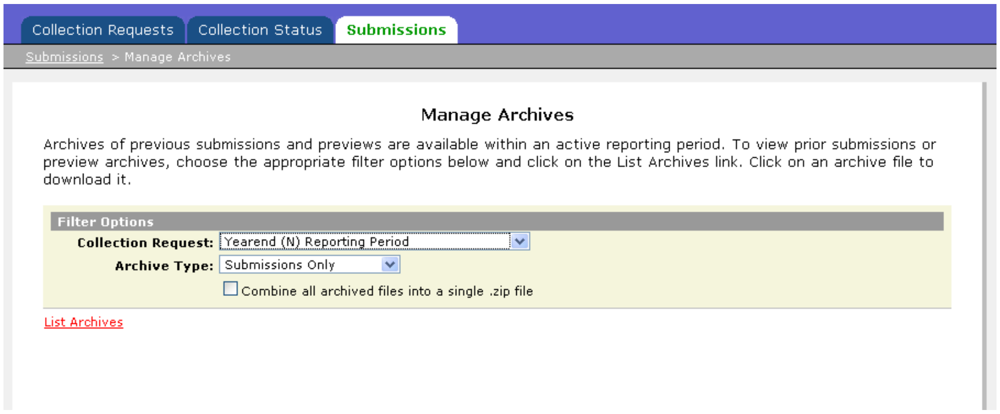
To delete archived submissions:

1. Log into the Data Collector.

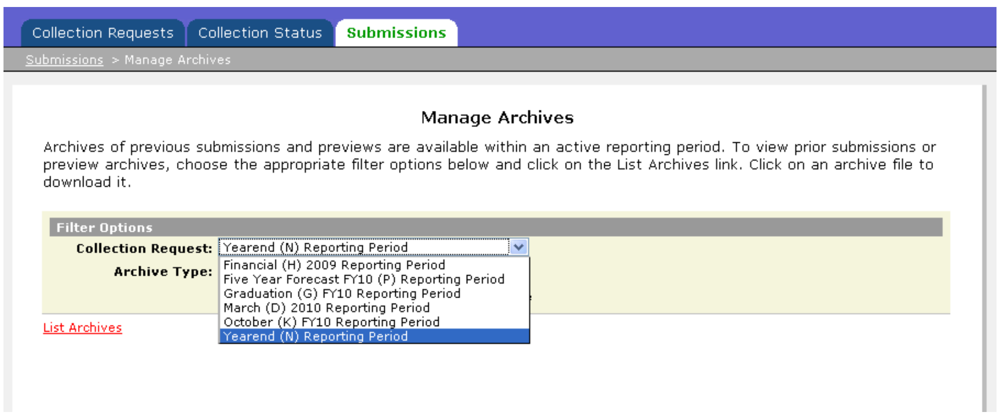
2. Click on Submissions tab.

3. In the sidebar menu, click on the “Manage Archives” link.

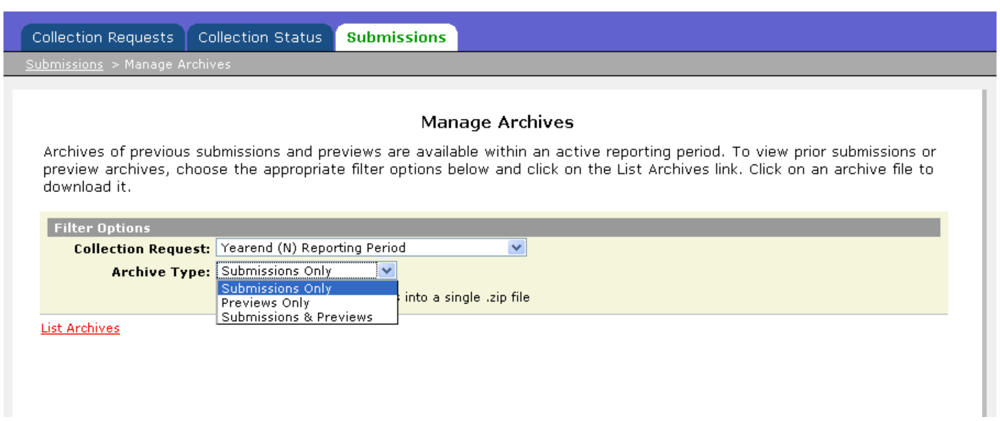
4. The Manage Archives page is displayed.



5. In the "Filter Options" section of the page, select a collection request from the Collection Request drop-down list.



6. In the "Filter Options" section of the page, select an Archive Type from the drop-down list. Options include Submissions Only, Previews Only, or Submissions & Previews.

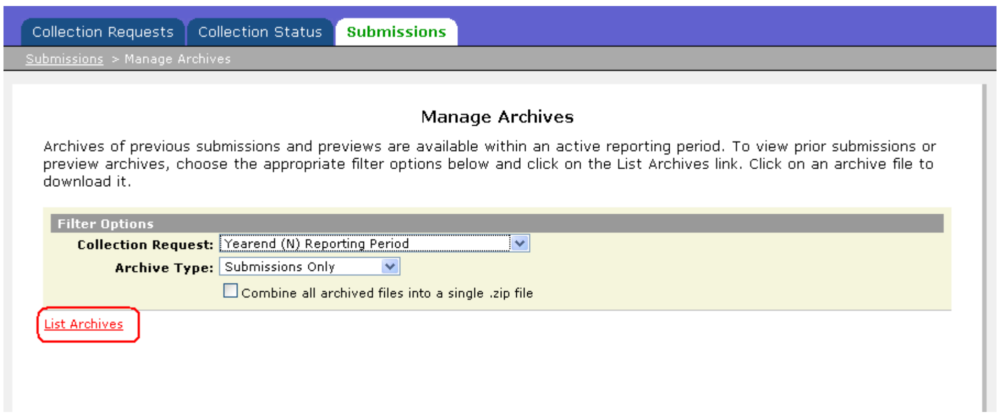


Archive Types

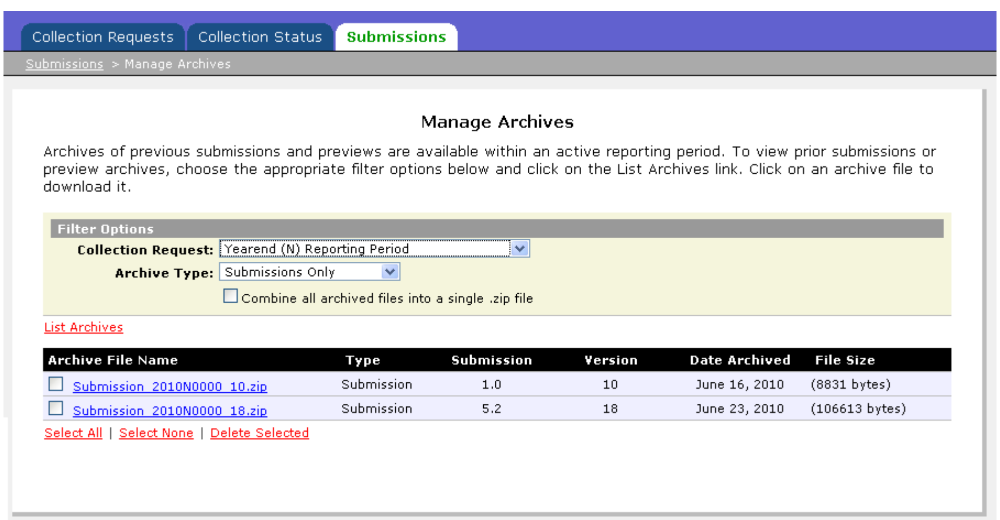
- **Submissions—**Contain **exactly** what the LEA sent to the state
- **Previews**—Contain what the LEA user saw when they certified the collection. Previews may have additional columns to aid readability (e.g., student's name), and previews contain any records that failed validation and were therefore not submitted.

7. After Collection Request and Archive Type filters have been selected, note the checkbox, "Combine all archived files into a single .zip file." If you wish to combine all files into a single zip file, check this box; otherwise, leave it unchecked so that archived files are listed individually.

8. Click on the **List Archives** link.



9. The **Manage Archives** page displays an archived file(s) section.



Note: The Delete option is not available when the "Combine all archived files…" option is selected, because the zipped output is an aggregation of archives.

10. To delete an archive file, check the box beside the file name or, to delete all displayed archive files, click the **Select All** link.

11. Click the **Delete Selected** link.

12. A confirmation dialog is displayed.

13. The Manage Archives page is returned; the selected archive file has been deleted.

6. Troubleshooting and Monitoring

This section describes some of the errors you could encounter in running the Data Collector, and how to remedy those errors. Troubleshooting or diagnosing basic errors in the Data Collector is accomplished through the use of the screens and pages designed to monitor the data collection process.

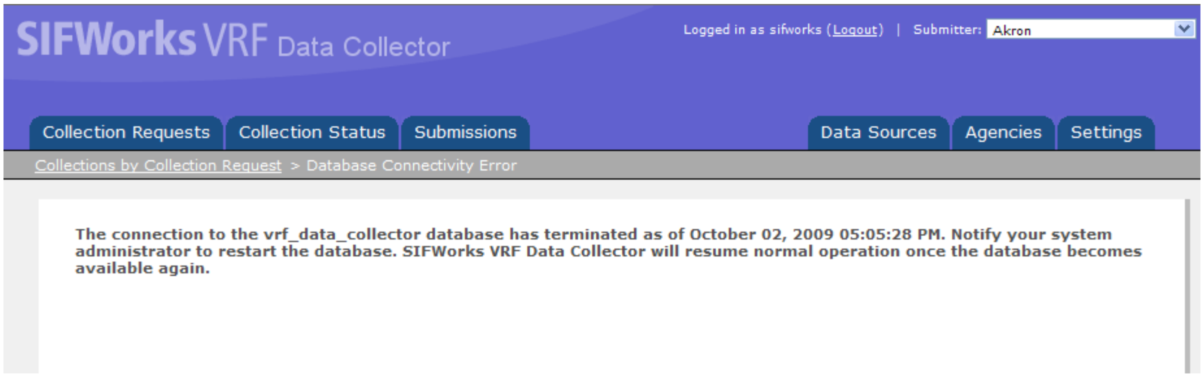
Common Errors

Some of the most common error messages are generated as a result of connectivity issues-- with the ZIS or a particular Zone or Agent, with the Report Collector, or with the Agency.

If you see this…	It could mean…	To correct the problem…
"SIF query thrown…"	The ZIS is down.	Go to the Data Sources tab, and click on the Connection icon for the zone you're working with; when the Zones page is displayed, click on the "Ping" link. If the Zone is not connected, contact your ITC.
Collection Status Page doesn't update or show progress, after you hit the Refresh link.	The Agency is down; the connection to the ZIS is broken; or connections to other data sources are broken.	Contact your ITC.
"Waiting for report authority…" on Submissions page.	The Report Collector is down.	Contact your ITC.

Database Connection Error

The following error message is displayed when the connection to the database is terminated; contact your system administrator.

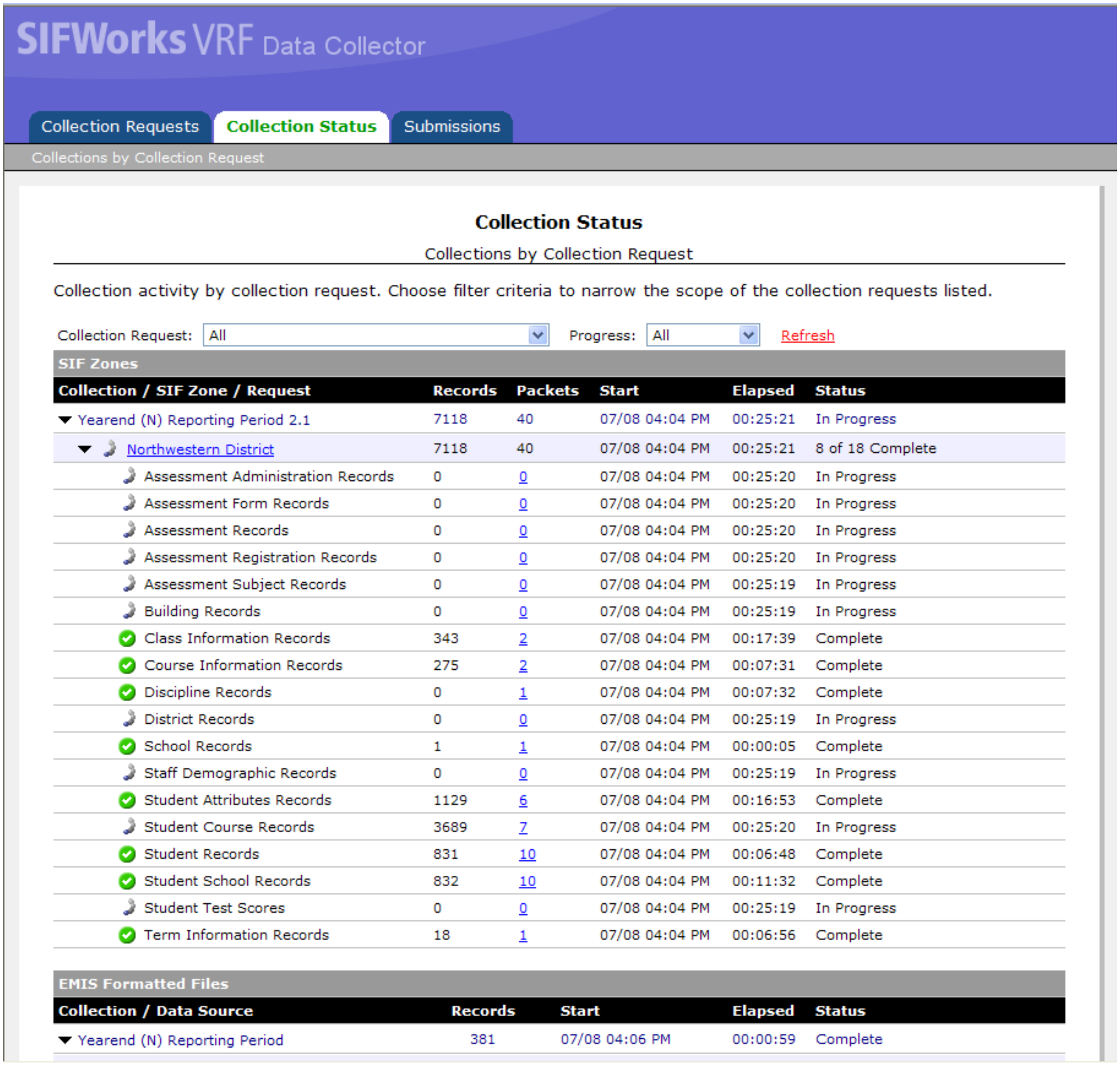


Monitoring Data Collection through the Collection Status Tab

The Collection Status tab allows you to verify the progress of data collection(s) through screens that organize the view by collection request (the Collections by Collection Request page).

Collection Status Screen

Detailed information about the way the Collection Status screen looks and behaves is available in a previous section of this guide, “Monitoring Data Collection.”



Collection Status

Collections by Collection Request

Collection activity by collection request. Choose filter criteria to narrow the scope of the collection requests listed.

Collection Request: All Progress: All Refresh

SIF Zones

Collection / SIF Zone / Request	Records	Packets	Start	Elapsed	Status
Yearend (N) Reporting Period 2.1	7118	40	07/08 04:04 PM	00:25:21	In Progress
Northwestern District	7118	40	07/08 04:04 PM	00:25:21	8 of 18 Complete
Assessment Administration Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Form Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Registration Records	0	0	07/08 04:04 PM	00:25:20	In Progress
Assessment Subject Records	0	0	07/08 04:04 PM	00:25:19	In Progress
Building Records	0	0	07/08 04:04 PM	00:25:19	In Progress
Class Information Records	343	2	07/08 04:04 PM	00:17:39	Complete
Course Information Records	275	2	07/08 04:04 PM	00:07:31	Complete
Discipline Records	0	1	07/08 04:04 PM	00:07:32	Complete
District Records	0	0	07/08 04:04 PM	00:25:19	In Progress
School Records	1	1	07/08 04:04 PM	00:00:05	Complete
Staff Demographic Records	0	0	07/08 04:04 PM	00:25:19	In Progress
Student Attributes Records	1129	6	07/08 04:04 PM	00:16:53	Complete
Student Course Records	3689	7	07/08 04:04 PM	00:25:20	In Progress
Student Records	831	10	07/08 04:04 PM	00:06:48	Complete
Student School Records	832	10	07/08 04:04 PM	00:11:32	Complete
Student Test Scores	0	0	07/08 04:04 PM	00:25:19	In Progress
Term Information Records	18	1	07/08 04:04 PM	00:06:56	Complete

EMIS Formatted Files

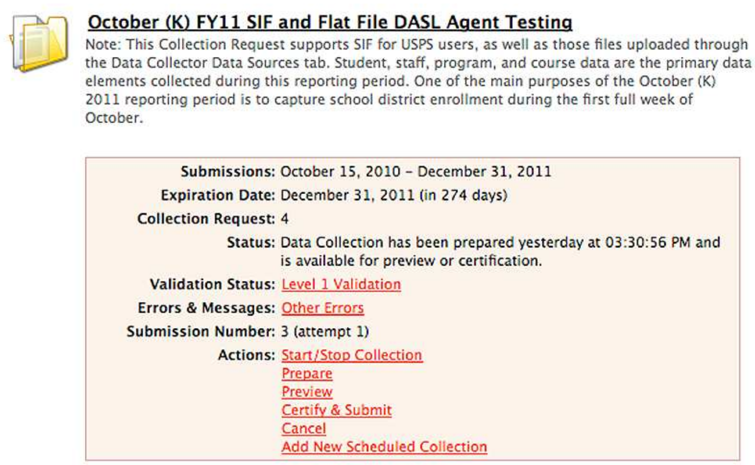
Collection / Data Source	Records	Start	Elapsed	Status
Yearend (N) Reporting Period	381	07/08 04:06 PM	00:00:59	Complete

Errors and Warnings

Another tool for diagnosing and responding to errors and warnings is found on the **Collection Requests Summary** page, through a link to issues or potential problems that the Data Collector has encountered during a collection, prepare, or submission.

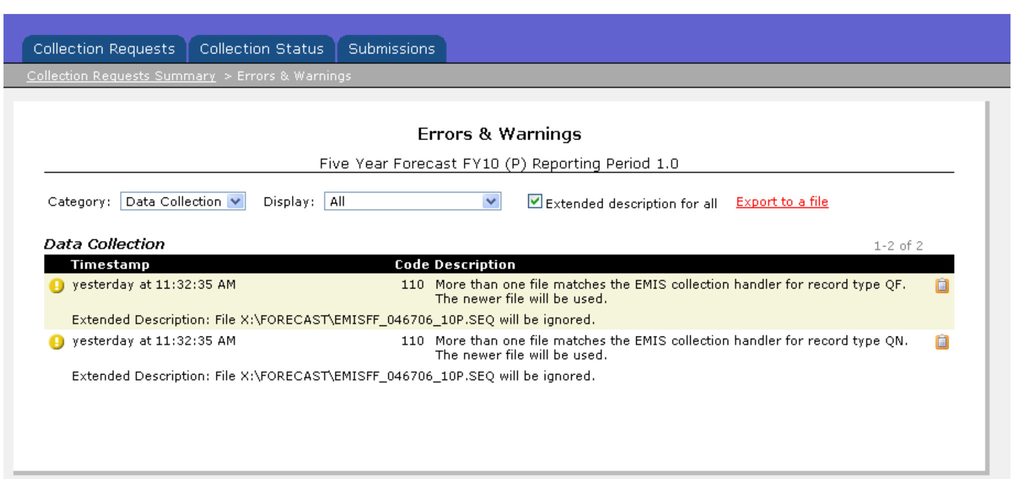
> **Note:** Errors and warnings differ from the Level 1 Validation Exception Report produced when the report contains validation errors. The Errors & Warnings screen displays errors that took place while processing the report, not those found during data validation.

Normally errors and warnings indicate something beyond your control – such as a system problem, network problem, or an error in the collection request – something which you need to contact your ITC to address. However sometimes data problems may show up as errors or warnings, rather than in the validation exception reports (where they are usually displayed). For example, if you have more than one EMIS file with the same record type for the same collection request, year and reporting period, the Data Collector will choose the most recent file from which to collect these records, and give you a warning for the duplicate file(s) with the same record type.

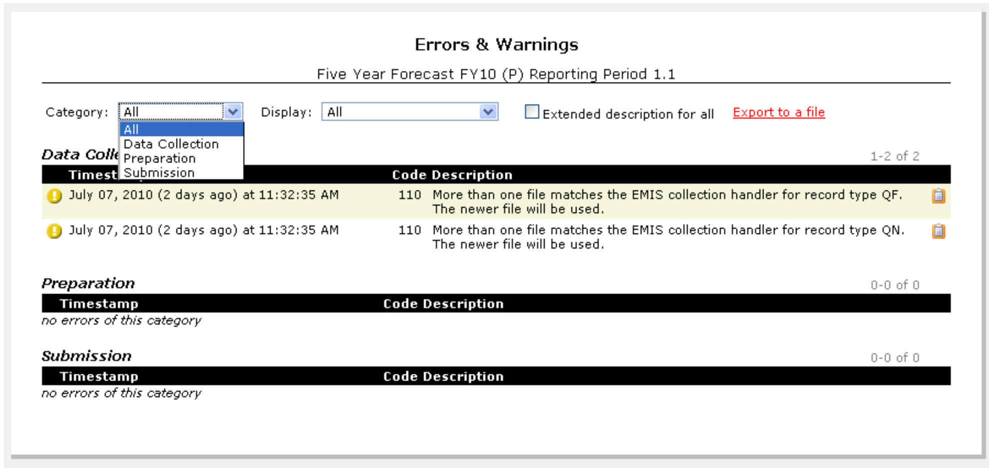


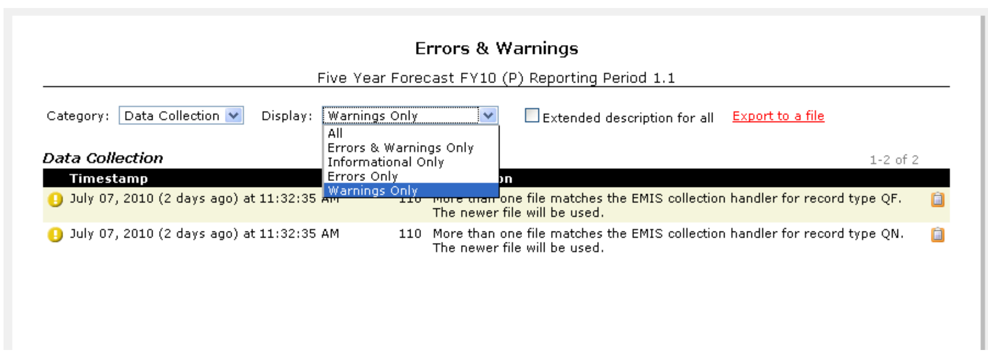
To access the Errors & Warnings screen, click on the **Errors & Messages** link.

The **Errors & Warnings** screen is displayed.

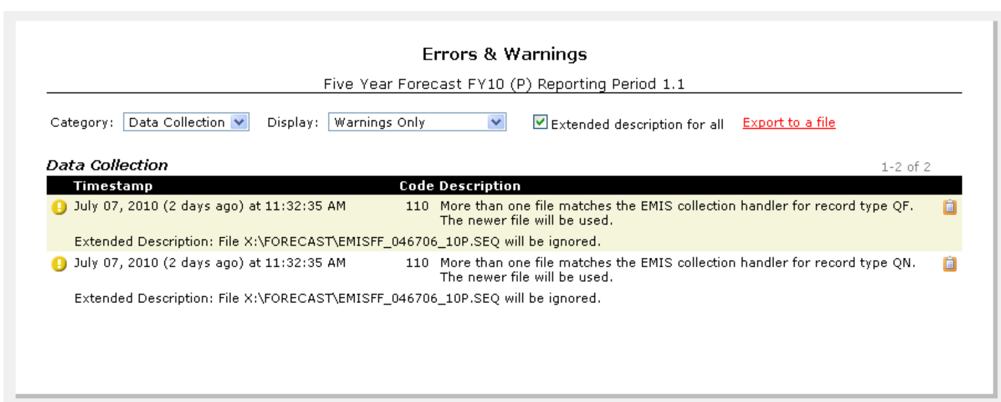


The **Errors & Warnings** screen provides options for filtering by **Category** and **Display.**

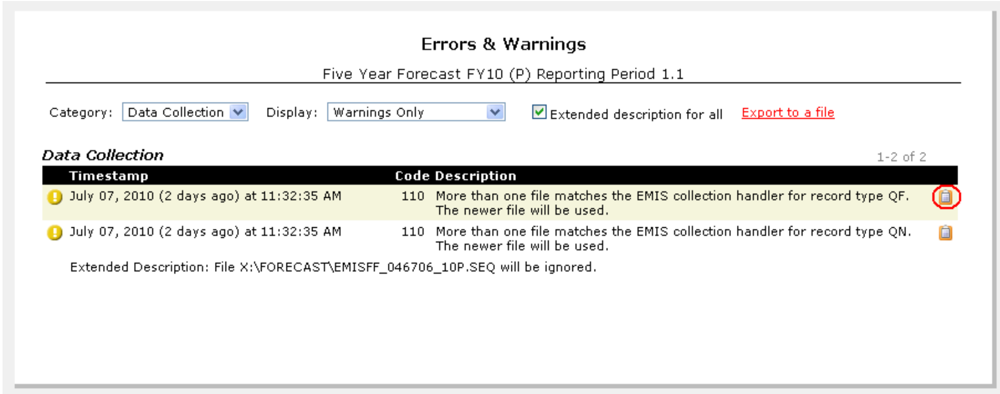




Selecting **Extended description for all** (checked in the following screen capture) results in the display of detailed information about the error(s).

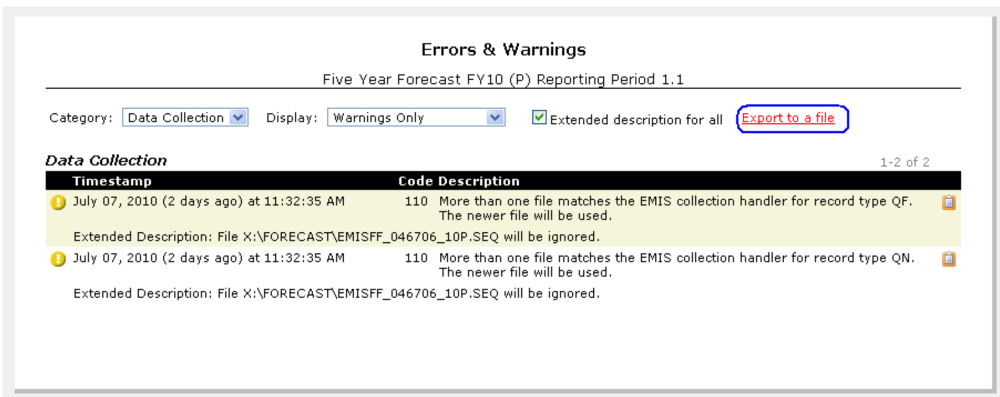


Click on the clipboard icon  to extend or collapse the description of a single error.



Note: Always display the Extended Description of the error(s) or warning(s) when taking screen captures to report to the ITC. The extended description contains crucial technical information, without which the screen captures has a lot less use.

Export the information to a file, by selecting the **Export to file** link.



Note that the errors and warnings differ from the Validation Report produced when the request contains validation errors. The Errors & Warnings screen displays errors that took place while processing the request, not those found during data validation.

Read the extended description of an error for more technical information regarding what took place (it may not make much sense to you; it may be more useful to the ITC or support).

Error diagnoses and troubleshooting questions beyond the basic information provided in this guide should be directed to your ITC.

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