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**Ohio.org**



**Department of  
Education &  
Workforce**

# Data Collector

New EMIS Coordinator Training  
April 2024

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*Project Manager*

State Software Development Team (SSDT)



**Department of  
Education &  
Workforce**

# Data Collector

- Public schools, career techs, Educational Service Centers, state schools, and community schools in Ohio
- Student, staff, and financial data
- Requirements at the state and federal level

# Topics

- Data Collector
- Helpful Hints
- Enhancement Requests
- Questions

# Data Collector Components – Tabs

- Message Center – Within Collection Request
- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives
- Resources
- Preferences
- Data Sources

# Message Center, 1

- Provides a means for ODE to publish messages to districts
  - Appears at top of Collection Requests screen
- Three types
  - Messages for specific LEAs
  - Messages for a specific organization type
  - Messages for EMIS reporters

**Message Center** Click on the triangle to show the list of topics

My Messages	(0 Unread Messages, 0 total)
Messages for Organizations	(0 Unread Messages, 0 total)
Messages for EMIS reporters	(0 Unread Messages, 0 total)

Show messages which are:  Expired  Hidden

# Message Center, 2

- Indicators for 'Unread' messages
- Can 'Hide' specific messages
- Can show 'Expired' messages
- Can collapse entire Message Center
- Users with access to multiple entities will also have a Messages Tab



# Collection Requests

Think of it as the ‘rules’ and ‘steps’ for the data collections

- Which data?
- Which record types are needed?
- Which fiscal year is being reported?
- Validations on data
- Preview of data
- Pre-submission reports
- Post-submission reports

# Collection Request Steps, 1

- Must have data
- Choose the collection request to process
- Start/Stop
  - Begins process
  - Gathers data
  - Excludes what cannot be processed

# Collection Request Steps, 2

## Prepare

- Data validations performed for your district's data
- Level 1 Validation reports generated
  - Lists fatal, critical, warnings on data elements
  - Can be on a single record or multiple record (MR.) messages
  - Description and details provide clues on what caused the error
  - Some data errors have a domino effect
  - Data can be submitted with any level errors

# Collection Request Steps, 3

- Preview
  - Very important step
  - Look your data over; this is what gets submitted
    - Level 1 Data Reports
    - Excluded
    - Missing
    - Supplementary
  - If this step is skipped, extra certification is required
- Verify counts
  - More than 10% reduced difference from prior submission, a red “X” is displayed
    - Additional certification required

# Collection Request Steps, 4

- Certify & submit
  - Sends data to Report Authority
  - Cannot be cancelled, can only be overwritten with a new submission
  - Submitted by 4:59 p.m. for same day processing
  - Email may be received
- View submissions
  - Post submission data
  - Not in flat file format
- Cancel
  - Cancels the current collection in-progress
  - Resets back to before start

# Collection Status, 1

Allows a district to more closely watch the collection phase

- Click on ► to open the detail
- Flat file or SIF agent
- Green '✓' represents success on each record type
- Red 'X' represents process on that record did not complete normally

# Collection Status, 2

## Filters

**Filter Options**

Collection Request: All ▾      Data Set: All ▾      School Year: All ▾      Last Activity Within: All ▾

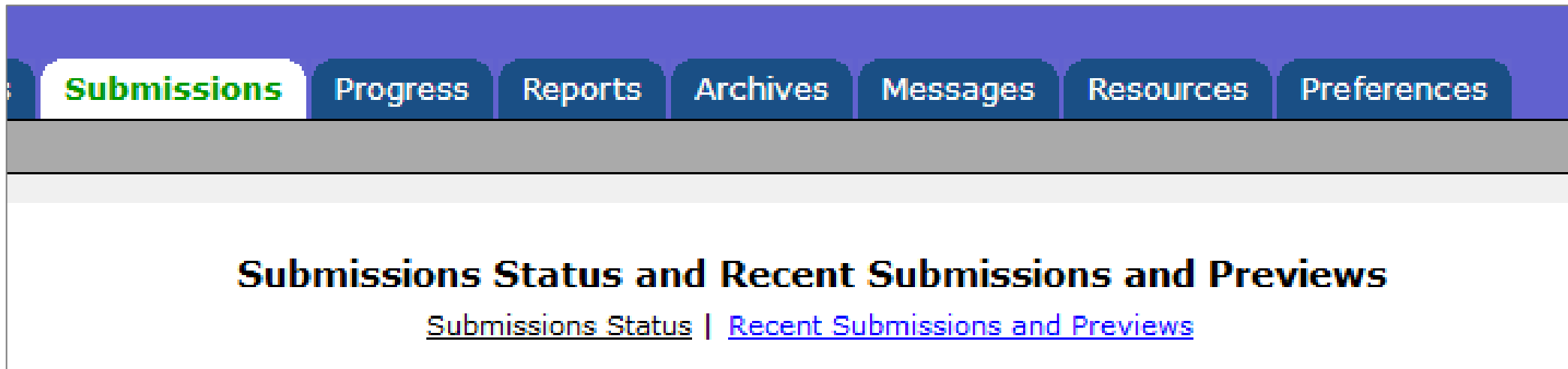
Progress: All ▾       Show closed collections

## Example

EMIS Formatted Files				
Collection / Record Type - File	Records	Start	Elapsed	
▼ ✓ FY22-S-Stdnt Cross Ref	16285	09/20 09:25 AM	00:00:15	
✓ FS / FY2022_FS_09172021.txt	8142	09/20 09:25 AM	00:00:00	
✓ GI / FY2022_GI_09172021.txt	8143	09/20 09:25 AM	00:00:00	
▼ ✓ FY22-A-Erly Lrng-ELA Fall	99355	09/23 01:29 PM	00:00:05	
✓ FA / FY2022_FA_03112021.txt	99355	09/23 01:29 PM	00:00:04	
▶ ✓ FY22-A-Erly Lrng-COS	101699	10/07 07:16 AM	00:00:07	

# Submissions, 1

Two selections of detail



The screenshot shows a navigation bar with a purple background and several menu items: 'Submissions' (highlighted in green), 'Progress', 'Reports', 'Archives', 'Messages', 'Resources', and 'Preferences'. Below the navigation bar is a grey horizontal bar, followed by a white content area. The content area features the heading 'Submissions Status and Recent Submissions and Previews' and two links: 'Submissions Status' and 'Recent Submissions and Previews'.

**Submissions Status and Recent Submissions and Previews**  
[Submissions Status](#) | [Recent Submissions and Previews](#)



# Submissions, 2

## Submissions Status

**Filter Options**

Collection Request:  Data Set:  School Year:  Last Activity Within:

Show closed collections

[Refresh](#) | [Restore Defaults](#)

Lists the Submission Status of each collection request

Submission	Submitted	Su
<b>FY22-S-Stdnt Cross Ref</b> (0 submissions)		
▶ <b>FY22-A-Erly Lrng-ELA Fall</b> (2 submissions)		
▶ <b>FY22-A-Erly Lrng-COS</b> (1 submissions)		

# Submissions, 3

- Details available on this tab until the collection request is deleted; generally, 12 months after collection closes
  - After, check Archives tab
- Click on ► to see summary detail

Submission	Submitted	Submission Status	Processed	Processed Status
FY22-S-Stdnt Cross Ref (0 submissions)				
► FY22-A-Erly Lrng-ELA Fall (2 submissions)				
▼ FY22-A-Erly Lrng-COS (1 submissions)				
✓ <a href="#">Submission 1</a>	10/07/2021	Transmission completed on October 07, 2021 (certified by Teresa Williams)	10/07/2021 07:29:49 AM	Pending Processing

- Click on [Submission](#) to see full details

# Submissions, 4

## Recent Submissions and Previews

- Provides access to prior submission data for current collections
  - Not in a flat file format

**Filter Options**

Collection Request:  Data Set:  School Year:  Last Activity Within:

Show closed collections

File Type:   Combine all files into a single .zip file per Collection Request

[List Recent Submissions and/or Previews](#) | [Restore Defaults](#)

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
<input type="checkbox"/> <a href="#">Submission_2022AGBFL_1.zip</a>	FY22-A-Erly Lrng-ELA Fall (2022AGBFL)	Submission	1.1	1	September 22, 2021	(515 bytes)
<input type="checkbox"/> <a href="#">Submission_2022AGBFL_2.zip</a>	FY22-A-Erly Lrng-ELA Fall (2022AGBFL)	Submission	2.1	2	September 23, 2021	(514 bytes)
<input type="checkbox"/> <a href="#">Submission_2022AGMFY_1.zip</a>	FY22-A-Erly Lrng-COS (2022AGMFY)	Submission	1.1	1	October 07, 2021	(2096 bytes)

[Select All](#) | [Select None](#) | [Delete Selected](#)

# Progress, 1

## Progress selections

**Progress**

Choose the filter criteria from the options below then click on the Run Query link to view (or manage) the progress of collections. Uncheck the **All LEAs** check box to enter any text in the **LEA IRN** or **LEA Name** fields.

**Filter Options**

<b>LEA Selection:</b> <input checked="" type="checkbox"/> All LEAs	<b>LEA IRN:</b> <input type="text"/>	<b>LEA Name:</b> <input type="text"/>	<b>Show:</b> <input type="text" value="All collections"/>	<b>Timeline:</b> <input type="text" value="All"/>
<b>Collection Request:</b> <input type="text" value="All"/>	<b>Data Set:</b> <input type="text" value="All"/>	<b>Year:</b> <input type="text" value="All"/>	<b>Expired:</b> <input type="checkbox"/> Show closed collections	
<b>Processing Stage:</b>				
<input type="checkbox"/> Not Started <input checked="" type="checkbox"/> Collecting <input checked="" type="checkbox"/> Collection Completed <input checked="" type="checkbox"/> Preparing <input checked="" type="checkbox"/> Prepare Completed				
<input checked="" type="checkbox"/> Collection Previewed <input checked="" type="checkbox"/> Certified <input checked="" type="checkbox"/> Submitting Collection <input checked="" type="checkbox"/> Submitted				

**Display Options**

**Group By:**  Collection Request     LEA     Stage     None

[Restore Defaults](#) | [Select All Stages](#) | [Deselect All Stages](#) | [Select All Running Stages](#)

[Run Query](#) | [Show Never Submitted](#)

# Progress, 2

District can check progress of all active collections at once

- Filter options
- Red 'X', Green '✓', Yellow '!'
- Submission number
- Collection request version
- Stage
- Action
- Level 1 validation reports & Level 2 counts
- Warnings

# Progress, 3

Action links provide quick processing over all open collection requests

- Set defaults for data
- Start
- Collect
- Prepare
- Collect & Prepare combined
- Preview
- Does not allow a submission
  - Use Collection Request Tab to certify

# Progress, 4

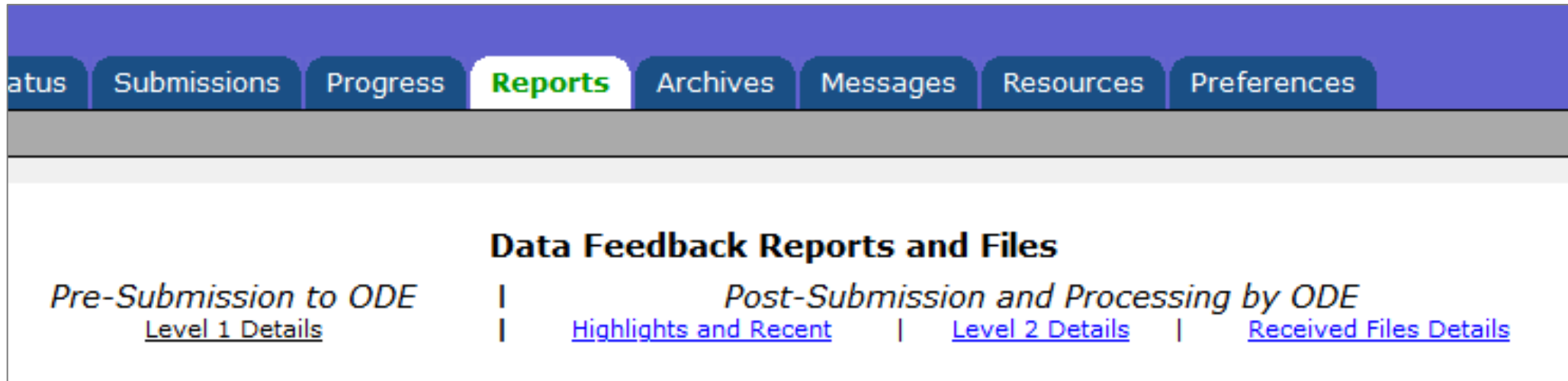
## Example

Collection Request / Submitter	LEA IRN	Subm	Ver	Timestamp	Stage or Result	Action	L1 / L2 / Err,Warn	(Total Count: 3)
▼ Child Outcome Summary Assessment Collection (FY22) (2022AGMFY)								(Count: 1)
✓ <a href="#">Qa District</a>	123456	1	1	10/07/2021 07:29:49 AM	RC: Pending Processing	<a href="#">Collect</a>	L1(None) / L2(None) / None	
▼ Fall Early Learning Assessment Collection (FY22) (2022AGBFL)								(Count: 1)
✓ <a href="#">Qa District</a>	123456	2	2	09/23/2021 01:31:59 PM	RC: Pending Processing	<a href="#">Collect</a>	L1(None) / L2(None) / None	
▼ Student Cross Reference (FY22) (2022SSCRS)								(Count: 1)
✓ <a href="#">Qa District</a>	123456	1	1	09/20/2021 09:25:45 AM	Prepare Completed	<a href="#">Preview</a>	<a href="#">L1(173 ft)</a> / L2(None) / None	

[Export to a file](#)

# Reports, 1

Multiple user selections



The screenshot shows a navigation bar with several tabs: Status, Submissions, Progress, Reports (highlighted in green), Archives, Messages, Resources, and Preferences. Below the navigation bar, the main content area displays the heading "Data Feedback Reports and Files". Under this heading, there are two columns of links. The left column contains "Pre-Submission to ODE" and "Level 1 Details". The right column contains "Post-Submission and Processing by ODE", "Highlights and Recent", "Level 2 Details", and "Received Files Details".

Data Feedback Reports and Files	
<i>Pre-Submission to ODE</i>	<i>Post-Submission and Processing by ODE</i>
<a href="#">Level 1 Details</a>	<a href="#">Highlights and Recent</a>   <a href="#">Level 2 Details</a>   <a href="#">Received Files Details</a>



# Reports, 2

## Pre-Submission to ODE

- Level 1 Details selection options

**Filter Options**

LEA:  Collection Request:  Data Set:  School Year:  Category:

LEA IRN:   Show closed collections Last Activity Within:

**Display Options**

Group By:  Collection Request  LEA  Level 1 Report  Category  Data Set  None File Format:  CSV  HTML

[Show Reports](#) | [Restore Defaults](#)

# Reports, 3

## Pre-Submission to ODE

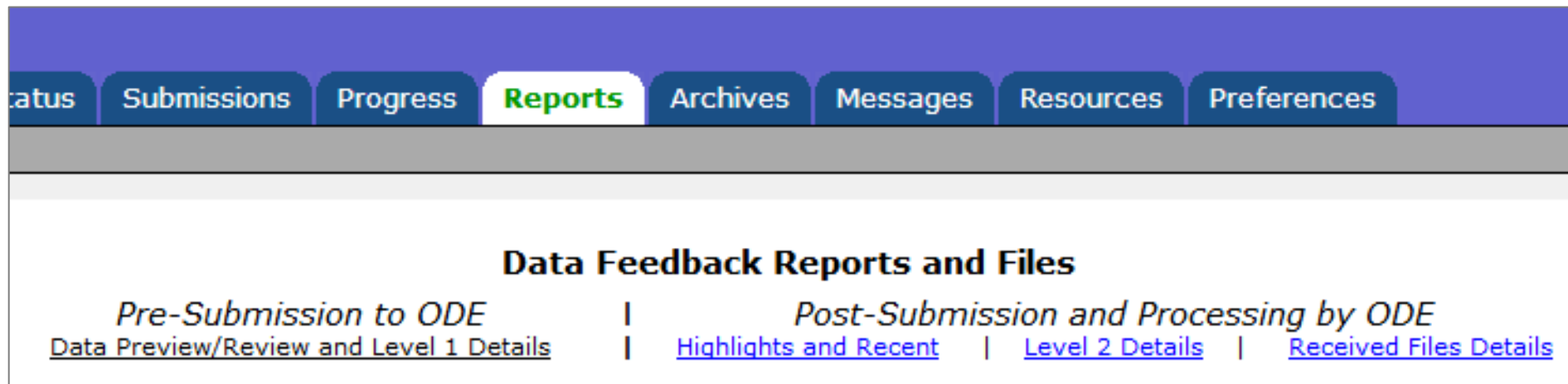
- Level 1 details results
  - Level 1 data reports also available from Collection Request Tab

Collection Request / Report Name	LEA	Rec Count	Category	Data Set	Submission	Prepare time
(Total Count: 27)						
▼ Teresa Williams (teresa.williams@mcoecn.org) is signed in on (FY23) (2023ACTSP) (Count: 3)						
<a href="#">Excluded Student Assessment Record(FA)</a>	Qa District (123456)	112323	Summary	A	1	02/07/2023 10:24:53 AM
<a href="#">Counts of Assessment Records Excluded</a>	Qa District (123456)	12	Summary	A	1	02/07/2023 10:24:53 AM
<a href="#">Missing Report for Career Tech Spring Assessment Collection</a>	Qa District (123456)	0	Missing Data Report	A	1	02/07/2023 10:24:53 AM
▼ Child Outcome Summary Assessment Collection (FY23) (2023AGMFY) (Count: 3)						
<a href="#">Excluded Student Assessment Record(FA)</a>	Qa District (123456)	117751	Summary	A	1	09/27/2022 10:36:45 AM
<a href="#">Counts of Assessment Records Excluded</a>	Qa District (123456)	14	Summary	A	1	09/27/2022 10:36:45 AM
<a href="#">Missing Report -COS Assessment Collection FY23</a>	Qa District (123456)	0	Missing Data Report	A	1	09/27/2022 10:36:45 AM

# Reports, 4

## Post-Submission and Processing by ODE

- Highlights and Recent
  - Important reports or information ODE wants attention drawn to
  - The most recent received
  - Ideal for occasional users and those interested in a specific topic



The screenshot shows a navigation bar with the following tabs: Status, Submissions, Progress, Reports (highlighted in green), Archives, Messages, Resources, and Preferences. Below the navigation bar, the main content area is titled "Data Feedback Reports and Files". This area is divided into two columns by a vertical line. The left column is titled "Pre-Submission to ODE" and contains the link "Data Preview/Review and Level 1 Details". The right column is titled "Post-Submission and Processing by ODE" and contains three links: "Highlights and Recent", "Level 2 Details", and "Received Files Details".

# Reports, 5

## Example of Recent

Show/Hide Category

<input checked="" type="checkbox"/> Accountability	<input checked="" type="checkbox"/> Career Tech	<input checked="" type="checkbox"/> Colg Crdt Plus	<input checked="" type="checkbox"/> Funding Reports
<input checked="" type="checkbox"/> Gen Issues	<input checked="" type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> Principl
<input checked="" type="checkbox"/> Report Card	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Student Reports
<input checked="" type="checkbox"/> Tuition			

[Deselect All Categories](#) | [Select All Categories](#)

<input checked="" type="checkbox"/> <a href="#">(GRAD-520) 2020 - Grad Cohort - 5th Year Status (FY21-S-TRAD Mid)</a>	Graduate	209 rows	03/28/21 00:00	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(WKCD-002) Where Kids Count Summary (FY21-S-TRAD Mid)</a>	Student Reports	30 rows	03/27/21 22:03	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(CCPL-001) CCP Non-Payment (FY21-S-TRAD Mid)</a>	Colg Crdt Plus	11 rows	03/27/21 17:16	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(CCPL-101) CCP Projected Payment (FY21-S-TRAD Mid)</a>	Colg Crdt Plus	82 rows	03/27/21 17:16	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(FTED-001) FTE Detail (FY21-S-TRAD Mid)</a>	Funding Reports	3682 rows	03/27/21 17:16	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(FTED-003) FTE Adjustments (FY21-S-TRAD Mid)</a>	Funding Reports	61 rows	03/27/21 17:16	<a href="#">Help ...</a>

# Reports, 6

## Level 2 Details

- Reports from ODE
- Provides important info regarding funding as well as full validation of data for shared students; means to verify data has been reported correctly for Report Card items, as well as for ESSA and TLCS; details DOR financial responsibilities
- Level 2 reports also available from Collection Request Tab
- Level 2 reports also available from Progress tab
- Not every district will have these
- New reports replace old; not static

# Reports, 7

## Example of Level 2

**Filter Options**

LEA:    
 Collection Request:    
 Data Set:    
 School Year:    
 Category:

LEA IRN:    
 Report Name:    
 Last Activity Within:    
 Show closed collections

Processed on or after:  (mm/dd/yyyy)   
 Last Updated on or after:  (mm/dd/yyyy)

With Data Only:  Exclude reports with 0 rows   
 Report Name includes:

**Display Options**

Group By:  Collection Request  
 LEA  
 Level 2 Report  
 Category  
 Data Set  
 None

File Format:  HTML  
 CSV  
 CSV by Building IRN  
 CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

**Show/Hide Category:**

<input checked="" type="checkbox"/> Career Tech	<input checked="" type="checkbox"/> Colg Crdt Plus	<input checked="" type="checkbox"/> Funding Reports	<input checked="" type="checkbox"/> Gen Issues
<input checked="" type="checkbox"/> Graduate	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Student Reports	<input checked="" type="checkbox"/> Tuition

[Deselect All Categories](#)

(Total Count: 5)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
<input checked="" type="checkbox"/> <a href="#">(FLCS-001) FLICS Student Enrollment</a>		0	0	0	<a href="#">9</a>	<a href="#">9</a>	Student Reports	S	Severity	03/29/21 02:34	01/07/21 02:33	<a href="#">12 Unknown</a>	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(FTED-001) FTE Detail</a>		<a href="#">51</a>	<a href="#">234</a>	0	<a href="#">6020</a>	<a href="#">6305</a>	Funding Reports	S	Severity	03/27/21 17:16	03/28/21 04:36	<a href="#">6 Unknown</a>	<a href="#">Help ...</a>
<input checked="" type="checkbox"/> <a href="#">(FTED-001) FTE Detail</a>		0	<a href="#">5</a>	0	<a href="#">1562</a>	<a href="#">1567</a>	Funding Reports	S	Severity	03/27/21 17:16	03/28/21 04:36	<a href="#">13 Unknown</a>	<a href="#">Help ...</a>



# Reports, 8

## Received Files Details

- Reports from ODE
- Student names get added to most
- May not reflect most recent submissions
- Often static or one-time reports
- Email notifications sent

# Reports, 9

## Example of Received Files

**Filter Options**

Files for LEA:  Data Set:  Year:  Category:

LEA IRN:  File name includes:  and  Per File:  Only Show Most Recent

Received on or after:  and on or before:  (mm/dd/yyyy) Created on or after:  and on or before:  (mm/dd/yyyy)

**Output Option**

Group By:  LEA  Data Set  Category  Short File Name  None Zip File:  Combine received files into a compressed .zip file

[Restore Defaults](#) | [Reset Time Span textboxes](#) | [Reset File name includes textboxes](#) | [Reset LEA IRN textbox](#)

[List Files](#)

								(Count: 5)
<input checked="" type="checkbox"/>	<a href="#">2021_RPTCRD_Fall_G3ELA_Vendor_File_18-21_20210202.xlsx</a>	NONE	Report Card	Fall_G3ELA_Vendor_File_18-21	167016	1	02/02/2021 07:17:14 PM	<a href="#">Help ...</a>
<input checked="" type="checkbox"/>	<a href="#">2021_RPTCRD_KRA_R_18-21_20210202.xlsx</a>	NONE	Report Card	KRA_R_18-21	218691	1	02/02/2021 07:17:14 PM	<a href="#">Help ...</a>
<input checked="" type="checkbox"/>	<a href="#">2021_TUITION_EXCESS_COST_20210216.TXT</a>	NONE	Tuition	EXCESS_COST	3866	1	02/26/2021 06:29:06 AM	<a href="#">Help ...</a>
<input checked="" type="checkbox"/>	<a href="#">2021_TUITION_PER_DIEM_20210312.TXT</a>	NONE	Tuition	PER_DIEM	3295	1	03/15/2021 08:25:32 AM	<a href="#">Help ...</a>
<input type="checkbox"/>	<a href="#">2021L_PRIN_ESSA_Licensure_Assurances_20210208.pdf</a>	NONE	Principl	ESSA_Licensure_Assurances	84566	1	02/10/2021 07:45:07 AM	





# Archives, 1

Collection Requests | Collection Status | Submissions | Progress | Reports | **Archives** | Messages | Resources | Preferences

Archived Files

### Archived Files and Reports

[Archived Files and Reports](#) | [Create Archives](#)

Archived Files and Reports

Collection Request related files are created because ODE signaled the archiving of a Level 2 report, or because a collection request was deleted and all its data was archived. You can select the Type of archive (or both), in the filter options.

**Filter Options**

<b>LEA:</b> All authorized	<b>Collection Request:</b> All	<b>School Year:</b> All	<b>Category:</b> All
<b>LEA IRN:</b> <input type="text"/>	<b>Report Name:</b> All	<b>Type:</b> Both	
<b>Archived on or after:</b> <input type="text"/>	<b>and on or before:</b> <input type="text"/> (mm/dd/yyyy)		

**Output Option**

**Group By:**  Category  Report or File Name  Collection Request  None

**Zip File:**  Combine all files into a compressed .zip file

[List Archives](#) | [Restore Defaults](#) | [Reload all Archived Files and Reports](#)

# Archives, 2

- Listing of data archives
- ODE can initiate specific archival saves
  - FTE detail reports on dates funding is pulled

Category / Report or Archived File	Report Name	As of Date	LEA	Collection Request
<b>▼ Funding</b>				
<a href="#">April_CS_Payment</a>	(CTEA-005) CTE FTE Summary by Category	03/23/2021 13:01:00		FY21-L-Stf Crs Final (2021L2FNL)
<a href="#">April_CS_Payment</a>	(CTEA-000) CTE FTE Detail	03/23/2021 12:58:00		FY21-L-Stf Crs Final (2021L2FNL)
<a href="#">April_No1_TRAD_Payment</a>	(CTEA-005) CTE FTE Summary by Category	03/25/2021 15:45:00		FY21-L-Stf Crs Final (2021L2FNL)
<a href="#">April_No1_TRAD_Payment</a>	(CTEA-000) CTE FTE Detail	03/25/2021 15:43:00		FY21-L-Stf Crs Final (2021L2FNL)
<a href="#">April_No1_TRAD_Payment</a>	(FTES-001) FTE Total by Fund Pattern	03/25/2021 15:42:00		FY21-S-TRAD Mid (2021S2TRD)
<a href="#">April_No1_TRAD_Payment</a>	(FTED-003) FTE Adjustments	03/25/2021 15:41:00		FY21-S-TRAD Mid (2021S2TRD)
<a href="#">April_No1_TRAD_Payment</a>	(FTED-001) FTE Detail	03/25/2021 15:38:00		FY21-S-TRAD Mid (2021S2TRD)
<a href="#">March_No1_TRAD_Payment</a>	(FTES-001) FTE Total by Fund Pattern	03/01/2021 08:41:00		FY21-S-TRAD Mid (2021S2TRD)
<a href="#">March_No1_TRAD_Payment</a>	(FTED-003) FTE Adjustments	03/01/2021 08:38:00		FY21-S-TRAD Mid (2021S2TRD)
<a href="#">March_No1_TRAD_Payment</a>	(FTED-001) FTE Detail	03/01/2021 08:33:00		FY21-S-TRAD Mid (2021S2TRD)

# Archives, 3

Data district submitted during collection requests no longer active, nor can be seen with ‘Show closed collections’

**Filter Options**

LEA: <input type="text" value="All authorized"/>	Collection Request: <input type="text" value="All"/>	School Year: <input type="text" value="2020"/>	Category: <input type="text" value="All"/>
LEA IRN: <input type="text"/>	Report Name: <input type="text" value="All"/>	Type: <input type="text" value="Both"/>	
Archived on or after: <input type="text"/>	and on or before: <input type="text"/> (mm/dd/yyyy)		

**Output Option**

Group By:  Category  Report or File Name  Collection Request  None

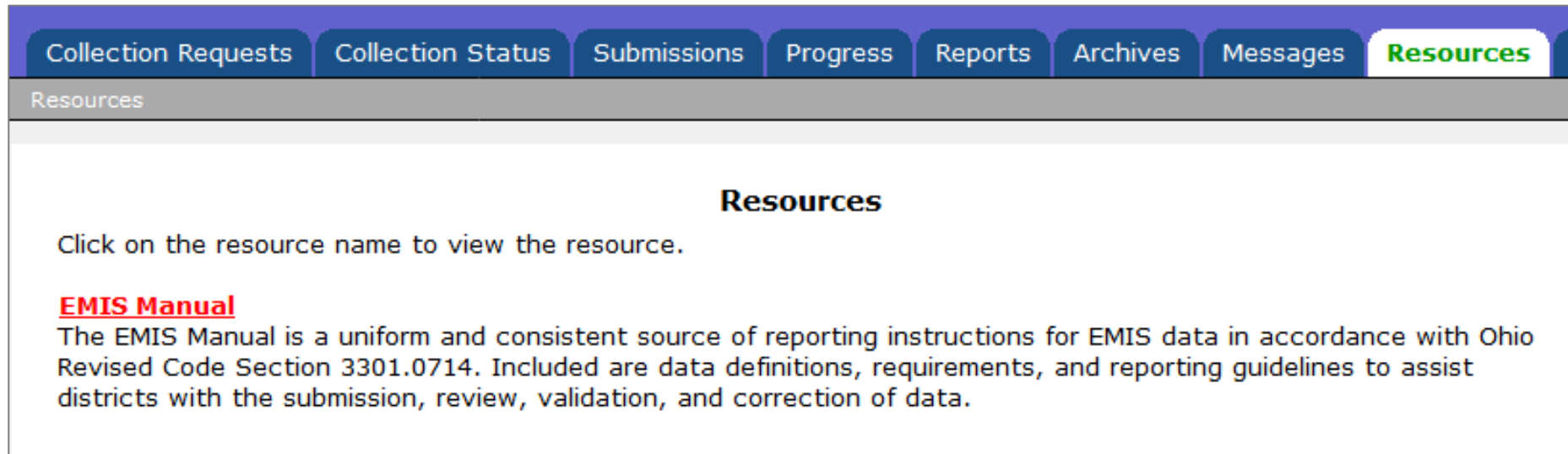
Zip File:  Combine all files into a compressed .zip file

[List Archives](#) | [Restore Defaults](#) | [Reload all Archived Files and Reports](#)

Category / Report or Archived File	Report Name	As of Date	LEA	Collection Request	File Size	Type
(Total Count: 47)						
▼ Flat File Data						(Count: 7)
<a href="#">Last Collection Flat Files (for 2020AGDFY)</a>		12/08/2020 02:33:41		FY20-A-DRP Grwth (2020AGDFY)	28 kb	Collection request
<a href="#">Last Collection Flat Files (for 2020AGFSP)</a>		12/08/2020 02:33:42		FY20-A-OELPA (2020AGFSP)	586 kb	Collection request
<a href="#">Last Collection Flat Files (for 2020H0000)</a>		12/08/2020 02:34:56		FY20-H-Financial (2020H0000)	2 kb	Collection request
<a href="#">Last Collection Flat Files (for 2020H0000)</a>		12/08/2020 02:34:56		FY20-H-Financial (2020H0000)	26 kb	Collection request
<a href="#">Last Collection Flat Files (for 2020L1STR)</a>		12/08/2020 02:34:46		FY20-L-Stf Crs Init (2020L1STR)	77 kb	Collection request

# Resources

Means for ODE to provide links for documentation and other EMIS resources from within the data collector



The screenshot shows a navigation bar with the following tabs: Collection Requests, Collection Status, Submissions, Progress, Reports, Archives, Messages, and Resources. The Resources tab is selected and highlighted in green. Below the navigation bar, the page title is "Resources". The main content area contains the following text:

**Resources**

Click on the resource name to view the resource.

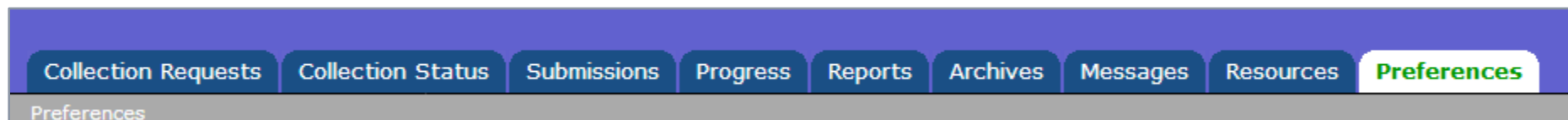
**[EMIS Manual](#)**

The EMIS Manual is a uniform and consistent source of reporting instructions for EMIS data in accordance with Ohio Revised Code Section 3301.0714. Included are data definitions, requirements, and reporting guidelines to assist districts with the submission, review, validation, and correction of data.

# Preferences, 1

Provides customization of the Data Collector for user needs

- Common settings
  - All or by Page
- Start collections
- Collection status page
- Submissions/Recent submissions and Previews
- Progress page
- Reports



# Preferences, 2

## Common Settings

- Selection choices every page has

Common Settings	
Select the preferred defaults for your Collection Request filters. You can select a different <i>Last Activity Within</i> filter for the Collection Requests page (use the upper drop down) and for all other pages (use the lower drop down)	<b>Collection Request Filter Options, for all pages</b> <b>Collection Request:</b> All ▾ <b>Data Set:</b> All ▾ <b>School Year:</b> All ▾ <b>Last Activity Within:</b> All ▾ <input type="checkbox"/> Show closed collections
Select the preferred sort order of collection requests, on the Collection Requests page	<b>Collection Request Sort Order</b> <b>Order Collections By:</b> <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active
You can set the default file and report display: CSV or HTML page	<b>File Format and Report Format</b> <b>Data Display Format:</b> <input checked="" type="radio"/> CSV <input type="radio"/> HTML

[Set Preferences for each page](#)

# Preferences, 3

## Setting preferences by page

Select the page for which to set preferences: **Collection Requests** ▼

- Collection Requests
- Collection Status
- Submissions
- Progress
- Reports
- Archives

Select the preferred defaults for your Collection Request filters for the collections submitted to Ohio Department of Education

Select the page for which to set preferences: **Collection Requests** ▼

**Collection Requests Summary**

Ohio Department of Education

Select the preferred defaults for your Collection Request filters for the collections submitted to Ohio Department of Education	<b>Use the choices below to filter the list of collection requests shown</b>
	<b>Collection Request:</b> All ▼ <b>Data Set:</b> All ▼ <b>School Year:</b> All ▼ <b>Last Activity Within:</b> All ▼ <input type="checkbox"/> Show closed collections
Select the preferred sort order of collection requests	<b>Sort Order</b>
	<b>Order Collections By:</b> <input type="radio"/> Submission Close Date <input checked="" type="radio"/> A-Z <input type="radio"/> Z-A <input type="radio"/> A-Z on Short Name <input type="radio"/> Z-A on Short Name <input type="radio"/> Most recently active

# Data Sources

## Flat file upload

- *Note:* Check with your ITC, as student software packages handle this differently
- Use the Data Sources Tab to upload flat files as needed for the collection request to process
  - Files from SIS, Financial, Payroll, EMISFFE
  - Other Data Sources link
  - Manage link
  - Upload link
    - If duplicates encountered, the most recent is used and the other is ignored
  - Delete link (at bottom)



# Helpful Hints, 1

- Save time uploading data
  - Accepts a .ZIP file
  - Data Collector will unzip it
- Collection request knows what record types to process
  - No need to remove irrelevant record types from folder or upload files
- Collection request only processes the most recent data files by date
  - No need to remove old ones
  - Warning will be issues, can be ignored once verified






# Helpful Hints, 2

- Collection request will process one large file with all record types or numerous smaller files with individual record types
- Some fatal errors only fatal the record type not the entire student, staff, or financials
  - Entire student/staff scenario is likely to show up on the 'Missing' report
  - Some fatal errors create a domino effect
    - Fixing 1 fatal may remove many from reports
- Missing student or staff and no fatal
  - Check the excluded report

# Helpful Hints, 3

- Excluded report is data that is never processed
- No Prepare Link
  - Likely no data was collected; check Collection Status Tab
- No Submit Link
  - Verify valid counts are not zero in Preview
  - May need to Prepare again
    - DEW published new collection request
    - Too many days since last prepare completed

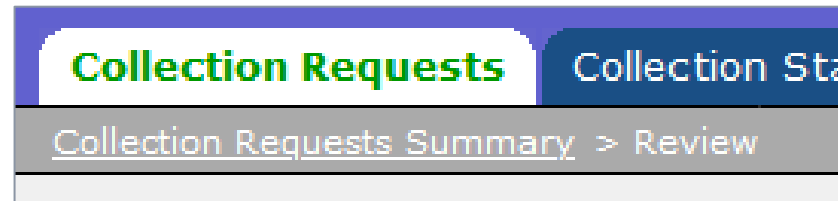
# Helpful Hints, 4

- Symbolic icons
  - Green 'check mark' = Good 
  - Yellow 'exclamation point' = verify or alert is present 
  - Red 'X' = something bad likely happened 
  - Collapse/expand 
- Collection request is no longer visible, and a Review is desired
  - Check the box to show closed collections  Show closed collections

Show closed collections

# Helpful Hints, 5

- Breadcrumb trails can allow easier movement



- Preview is not a submission
- Certify and Submit to send data to Report Authority
- Send data often
- Data can be submitted with Level 1 validation errors

# Enhancement Requests

Submit any Data Collector Enhancement requests at

- ODE URL
  - <https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Enhancement-Requests>

# Questions





**Department of  
Education &  
Workforce**

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