Becoming a Data Collector
Power User
OAEP Spring 2015
Topics

- Review of submission steps
- Level 1 Reports
- Data Collector Tips & Tricks
- Level 2 Reports
Submission Steps
Submission Steps Reviewed

- Upload data
- Start Collection
- Review Level 1 errors
- Preview data
- Verify data counts
- Certify & Submit
Level 1 Reports
Level 1

Format for FY15 processing more versatile

- Hyperlink to error reports
- Errors are selectable by record type and severity
- Errors are not grouped in single text field
- Table and column formats
- No suppression of messages
- Data from record in error is visible
Level 1

Validation summary screen

SOES Beginning of Year Student Collection (FY15)
Submission Number 2 (attempt 1)

Validation exceptions are listed by record type and exception severity. To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Prepared: Yesterday at 02:48:42 PM

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Fatal</th>
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<th>Warning</th>
<th>Info</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
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<td>41</td>
<td>0</td>
<td>95</td>
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<td>41</td>
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<td>Student Attributes No Date (FN)</td>
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<td>0</td>
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<td>Student Missing Override Record (FC)</td>
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<td>1</td>
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<td><strong>Total Counts:</strong></td>
<td>54</td>
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<td>41</td>
<td>0</td>
<td>95</td>
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</table>

Generate Full Validation Report
Level 1

Clicking on any of the links opens a detailed screen.
Level 1

Scrolling to far right, option to Show Record is available

- Detail of complete record provided in pop-up
Level 1

- Options to hide columns
- Options to collapse record types
- Columns can be resorted
- Select .CSV output and open in spreadsheet
- Extract to .ZIP file where all errors are in one output file
  - Formatting considerations
Tips & Tricks

Save time uploading data
- Accepts a .ZIP file
  - Data Collector will automatically unzip it
  - Places each individual file in specified Data Sources location

Collection request knows which record types to process
- No need to remove irrelevant record type(s) from folder or uploaded flat file
- Those not needed get ignored
Tips & Tricks

- Collection request only processes the most recent file by date
  - No requirement to remove prior processed data files
    - Warning will be issued, can be ignored once verified

- Collection request will process one large file with all record types or numerous smaller files with individual record types
Tips & Tricks

- Some fatal errors fatal only the record type, not the entire student or staff
  - Entire student/staff scenario is likely to show up on the Student or Staff Missing Report
  - Some fatal errors create a domino effect
    - Correcting one fatal may remove many from reports

- Missing student or staff and no fatal
  - Check Excluded Report
Tips & Tricks

- Excluded report is data never processed
  - There are no Level 1 errors for unprocessed data

- Current Level 1 does not include dependency errors
  - Must use Preview Report for each record type to see the dependency errors
Tips & Tricks

- Level 1 and Preview Reports can be saved to .CSV format for data management in a spreadsheet

- No submit link
  - Verify valid record counts are not zero in Preview
  - May need to Prepare again
    - ODE publishes new manifest
    - Too many days since last prepare
Tips & Tricks

Need to look at entire prior submission

› Submissions Tab
› Manage Archives link on right
› Details last 2 submission for every collection request
  › Useful when needing to verify past data
Tips & Tricks

Just need a record count

› Submissions Tab
  › Click on specific submission needing data counts for
  › Link appears on the right to view counts
Tips & Tricks

- Symbolic Icons
  - Green check mark = good
  - Yellow exclamation point = verify
  - Red x = something bad likely happened

- Auto Refresh
  - Decide how often your Data Collector Submission Status screen refreshes
Tips & Tricks

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

Submission Tab indicates when submissions occurred and who did them

› Open the detail

Midyear Student Collection (FY15) (3 submissions)

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Transmission Details</th>
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</thead>
<tbody>
<tr>
<td>Submission 3</td>
<td>02/09/2015</td>
<td>Transmission completed on February 09, 2015 (certified by Teresa Williams)</td>
</tr>
<tr>
<td>Submission 2</td>
<td>01/20/2015</td>
<td>Transmission completed on January 20, 2015 (certified by Teresa Williams)</td>
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<td>Submission 1</td>
<td>12/30/2014</td>
<td>Transmission completed on December 30, 2014 (certified by Teresa Williams)</td>
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</table>
Tips & Tricks

Collection request is no longer visible and a Review of data is desired

Uncheck ‘don’t show expired collections’ box

Use Submission Tab and Manage Archives Link

Remember to re-check the box
Tips & Tricks

View Submission Results link provides more details of every submission
Tips & Tricks

- Cancel at collection request does not cancel submission at Report Authority
  - Cancels local in-progress only
  - To cancel a submission sent to Report Authority, district must resubmit data
Level 2 Reports
Level 2 Validation Reports

- Changes are coming…
- Interface very similar to Level 1
- Data will be in tables and not one text field
- Will replace many post-processing reports
Level 2 Validation Reports

- New schedule planned
  - Not always every day
  - Not always overnight

- Delivered as results are updated
  - Data sent to ITCs as updated at ODE
  - Will indicate which submission is included in error results
  - Submission included varies between different Level 2 results
Level 2 Release This Week

- Currently running in DEV and QA
- PROD data copying to ITCs over the weekend
- Screen shots from real reports in DEV (dummy data)
- Will replace many post-processing reports
Level 2s via Collection Links

SOES End of Year Student Collection (FY15)
Collection required for all Community Schools. Source file(s) for GI, FS, FB, FD, FN, FE, FC, FL, FP, GD, GE, GG, GJ, and GQ student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. The DT and DN record, which is also required to be reported in this collection request as well, although there are a limited set of DN options required. This collection request is for the data for school funding, Federal reporting, and other required ODE reporting. This data is sent directly to ODE and will be merged with the other SOES collection that is sent to the State Software Development Team on a nightly basis to be displayed in the new Ohio District Data Exchange (ODDEX) system accessed through ODE’s SAFE Web Portal.

Submissions: January 12, 2015 - July 31, 2015
Expiration Date: July 31, 2015 (in 89 days)
Collection Request: 18

Status: The collection was submitted May 01, 2015 at 12:58:09 PM by Ehle. **A new version of this collection request has been published by ODE, which requires you to redo the data collect and prepare steps.**

Validation Status: [Level 1 Validation](#)
[Level 2 Validation](#)
Submission Status: Pending Processing (May 01, 2015 at 12:58:34 PM)
Level 2 validation exceptions are listed by exception category and severity. To generate the exception report for one category and/or severity click the link in the corresponding row and column.

**Last Validated:** Today at 12:00:00 AM

<table>
<thead>
<tr>
<th>Exceptions Category</th>
<th>Fatal</th>
<th>Critical</th>
<th>Warning</th>
<th>Info</th>
<th>Total</th>
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<tbody>
<tr>
<td>(FTED-MAY) FTE Detail Report-May Payment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>396</td>
<td>396</td>
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<td>0</td>
<td>396</td>
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</table>

[Generate Full Validation Report]
Level 2 Summary- TRAD, JVS

End of Year Student Collection (FY15)
Submission Number NOT KNOWN

Level 2 validation exceptions are listed by exception category and severity. To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Last Validated: Yesterday at 12:00:00 AM

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<th>Exceptions Category</th>
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Generate Full Validation Report
Don’t Rely on Submission/Time

SOES End of Year Student Collection (FY15)
Submission Number 4 (attempt 1)

Level 2 validation exceptions are listed by exception category and severity. To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Last Validated: Today at 12:00:00 AM

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<th>Exceptions Category</th>
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Generate Full Validation Report
### CS Report Detail

**Validation Exception Report** - **for SOES End of Year Student Collection (FY15)**

Collection Request: **SOES End of Year Student Collection (FY15)**

Submission Number: 4  
Attempt: 1  
LEA Name: Li

Record Type: **(FTED-MAY) FTE Detail Report-May Payment**

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<th>FTE FUND PTT R</th>
<th>GRADE</th>
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<th>EC DIS</th>
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</tbody>
</table>
# TRAD-JVS Report Detail

## Validation Exception Report - for End of Year Student Collection (FY15)

Collection Request: **End of Year Student Collection (FY15)**

 Submission Number: **NOT KNOWN**

 Attempt: **N/A**

 Record Type: **(FTED-MA1) FTE Detail Report - May no. 1 Payment**

<p>| (FTED-MA1) FTE Detail Report - May no. 1 Payment (1287) |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|</p>
<table>
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<th>MIDDLE</th>
<th>LAST N</th>
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<th>FTE FUND PTTRN</th>
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<td>Not...</td>
<td>RGJ V</td>
<td>Regular/Other D...</td>
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<td>Regular/Other D...</td>
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SOES End of Year Student Collection (FY15)
Submission Number 4 (attempt 1)

Level 2 validation exceptions are listed by exception category and severity.
To generate the exception report for one category and/or severity click the link in the corresponding row and column.

Last Validated: Today at 12:00:00 AM

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<th>Exceptions Category</th>
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Click on the link below to download the zip file.

Exception Report(s)

- (FTED-MAY) FTE Detail Report-May PaymentFor000222-2015SBODEv18-sub4-AllSeverities2015-05-03_23-28-52.zip

Output Type
The Level 2 validation exceptions can be viewed as an HTML pop-up or downloaded as a CSV file(s). CSV file(s) will download as a single .zip file.

- [ ] HTML
- [x] CSV

CSV Output Options
You can create a separate CSV file for each Exceptions Category by checking the box below:

- [x] Exceptions Category
Open Zip File of CSV

Click on the link below to download the zip file.

[Exception Report(s)]

(FTED-MAY) FTE Detail Report-May PaymentFor000222-2015SBODEv18-sub4-AllSeverities2015-05-03_23-28-52.zip
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