



# Student Biographical Data (SBD) Process Manual 2021-2022

**ACCESS for ELLs**

**ACCESS for ELLs Alternate**

**Colorado PSAT/SAT**

**Colorado Measures of Academic Success (CMAS): Mathematics, ELA, CSLA, Science**

**Colorado Alternate (CoAlt): Science**

**Colorado Alternate (CoAlt): English Language Arts and Mathematics (DLM)**

**Assessment Unit**

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## Introduction

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The purpose of this manual is to provide District Data Respondents with an overview of the Data Pipeline Student Biographical Data (SBD) review process, general instructions for completing an SBD review, and guidelines for best practices.

### What is the SBD Review?

SBD reviews provide districts with a final opportunity to verify the accuracy of student level demographic and testing administration data prior to public reporting and accountability calculations. The data being reviewed during SBD comes from the systems of the vendors who administer the assessment. In most cases, districts have the opportunity to clean and review data in the vendor system during the testing window. SBD review gives a final opportunity to review the data within the CDE Data Pipeline system and provides additional checks such as State Student Identifier validation. The College Board system currently does not allow for district access to student data. SBD provides the only opportunity for the districts to review data on the CO PSAT and SAT assessments.

Once the review is complete, the data for districts that completed their review is updated and loaded back into the vendor system. The updated data is then used in the final data files and reports, as well as in public reporting and accountability calculations.

### SBD Collections

In the 2021-2022 school year, there will be four Data Pipeline Assessment collections, each associated with a current state assessment. Tentative SBD dates for each assessment are included in Table 1 below, these dates are subject to change.

Records for assessments that are covered in the same collection will appear in the same data file.

**Table 1. Tentative Dates for SBD Review Windows**

	<b>Assessment</b>	<b>SBD Review Window</b>
1	ACCESS for ELLs® ACCESS for ELLs Alternate	March 18 – 29, 2022
2	Colorado PSAT/SAT	May 16 – 24, 2022
3	Colorado Measures of Academic Success (CMAS): Mathematics, ELA, CSLA, Science and Social Studies Colorado Alternate (CoAlt): Science and Social Studies	May 19 – June 1, 2022
4	Colorado Alternate (CoAlt): English Language Arts and Mathematics (Dynamic Learning Maps)	June 1 – 8, 2022

## Data Pipeline

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### Accessing Data Pipeline Collections

Data Pipeline is accessed through CDE's Identity Management System (<https://cdeapps.cde.state.co.us/index.html>). Passwords and access to collections are managed at the district level by a Local Access Manager (LAM). The LAM provides a user with access to Data Pipeline collections and assigns user roles. If there are issues with the LAM providing access to users for the SBD collections they should complete and submit the [LAM Assistance Request Form](#) or contact Data Pipeline Support. CDE staff cannot provide access to collections for district users.

If you log in to Data Pipeline and do not see the SBD Collection in the menu on the left side of the screen, contact your LAM and ask them to give you access to the appropriate group:

- **ACC:** ACCESS for ELLs
- **CMS:** CMAS/CoAlt: Science and Social Studies and CMAS: Mathematics, ELA and CSLA
- **DLM:** CoAlt: Alternate ELA and Mathematics (DLM)
- **SAT:** CO PSAT/SAT.

Data Pipeline Assessment collections have three possible user roles:

- **LEA viewer:** Can only view the data and reports
- **LEA user:** Has the same permissions as the LEA viewer plus can download, edit, and upload data
- **LEA approver:** Has the same permissions as the LEA user plus can approve data.

A user can only have one of the above roles for each collection, but may have different roles across collections. Each SBD collection will require a user to be given the LEA approver role in order to approve and complete the collection.

## SBD Support Helpdesk

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CDE provides a general SBD Support phone number and email address that should be used as the point of contact for all SBD collections. Members of the Assessment Unit, Accountability Unit, and Information Management Systems Unit will be available to provide assistance.

**Email Address:** [sbdsupport@cde.state.co.us](mailto:sbdsupport@cde.state.co.us)

**Phone Number:** 720-696-0185

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## Step by Step SBD Guide

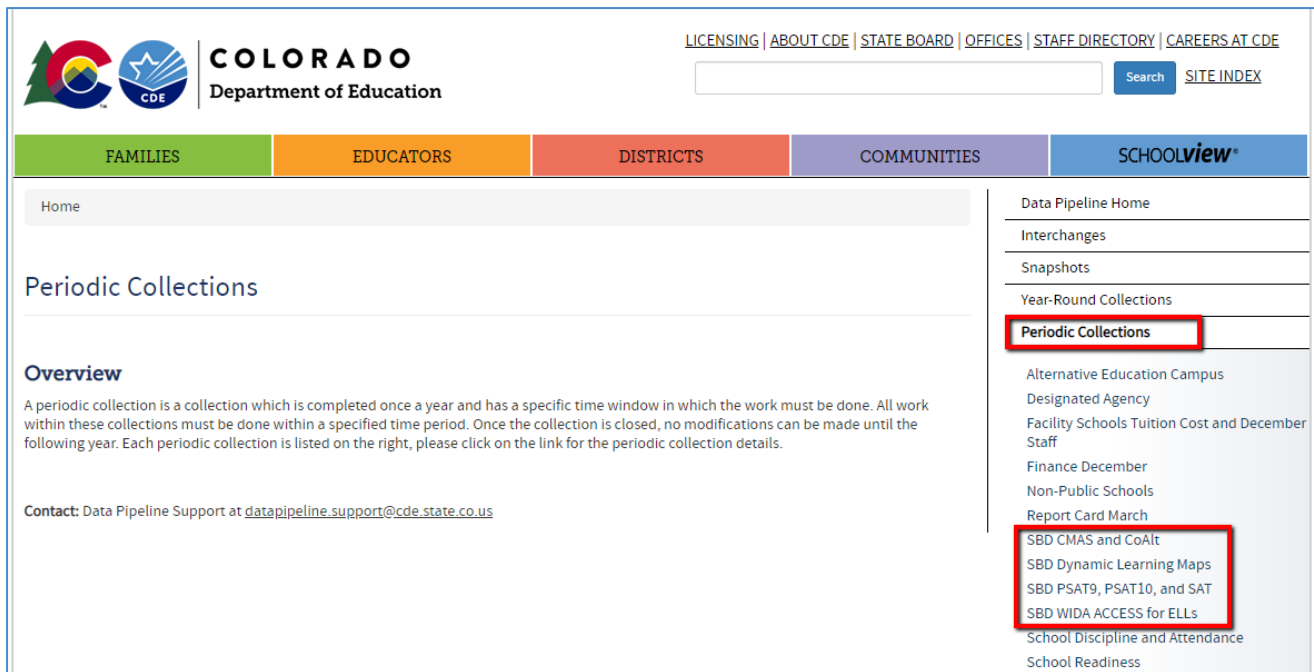
This section provides a step-by-step guide to the SBD process with select screen shots. The screen shots are based on the CMAS Collection; however, similar steps apply to all collections. Any differences in steps between collections are specifically identified and called out in this section. This section also includes suggestions for best practices for data validation.

A full review of SBD data will include the following steps detailed in this step-by-step guide:

1. Review collection documentation
2. Log in to Data Pipeline
3. Download a Vendor SBD Data Extract
4. Upload data files
5. Review errors and warnings
6. Correct data errors
7. Data validation
8. Submit final data

### Step 1: Review Collection Documentation

- Find the collection you're going to work on in the [Data Pipeline Website](#) under Periodic Collections



The screenshot shows the Colorado Department of Education website. The navigation bar includes links for LICENSING, ABOUT CDE, STATE BOARD, OFFICES, STAFF DIRECTORY, and CAREERS AT CDE. Below the navigation bar are tabs for FAMILIES, EDUCATORS, DISTRICTS, COMMUNITIES, and SCHOOLview®. The main content area is titled 'Periodic Collections' and includes an 'Overview' section. On the right side, there is a list of collection categories, with 'Periodic Collections' highlighted in a red box. Other categories include Alternative Education Campus, Designated Agency, Facility Schools Tuition Cost and December Staff, Finance December, Non-Public Schools, Report Card March, SBD CMAS and CoAlt, SBD Dynamic Learning Maps, SBD PSAT9, PSAT10, and SAT, SBD WIDA ACCESS for ELLs, School Discipline and Attendance, and School Readiness.

- Download and review the **File Layout and Definitions** – this document provides the SBD extract layout with field definitions, valid values, and collection-specific instructions
- Download and review the **Business Rules** – this document lists the errors and warnings for the collection



## Step 2: Log in to Data Pipeline

Access Data Pipeline through CDE's [Identity Management System](https://cdeapps.cde.state.co.us/index.html). (https://cdeapps.cde.state.co.us/index.html) and selecting **Data Pipeline** from the menu on the right or by selecting **Data Pipeline** under **Applications**. See the screenshot below:

The screenshot shows the Identity Management System homepage. At the top, there are navigation links for LICENSING, ABOUT CDE, STATE BOARD, OFFICES, STAFF DIRECTORY, and CAREERS AT CDE. Below this is a search bar and a SITE INDEX link. A horizontal menu contains FAMILIES, EDUCATORS, DISTRICTS, COMMUNITIES, and SCHOOLview\*. The main content area is titled 'Identity Management (IdM)' and includes sections for 'About CDE Identity Management (IdM)', 'Questions', and 'Applications'. The 'Applications' list includes CEDAR, EDIS, ESSU, EZREPORTS, Facility Schools Student Data System, IDEA Budget and Expenditures System, LACES, RANDA, RITS, SEES, SMART, SSCC, Transportation: CDE 40, and UIP. The 'Data Pipeline' link is highlighted with a red box. On the right side, there is a sidebar titled 'Identity Management Applications:' listing various systems like CEDAR, EDIS, ESSU, etc., with 'Data Pipeline' also listed here.

- Once you are logged into Data Pipeline, check the following:
  - Your user role (at the top of the screen)
    - You must have the **LEA Approver** Role to submit the SBD Collection
    - **If your role is not correct, contact your LAM** (CDE cannot assign user roles)
  - Available Collections (on the left side of the screen)
    - If you cannot see the collection you're looking for
      - **Contact your LAM** to make sure you are in the correct group (see page 4 for the collection codes)

The screenshot shows the Data Pipeline user interface. At the top, there is a header with the Colorado Department of Education logo and the text 'Data Pipeline'. Below the header, there is a navigation menu on the left with items like File Upload, SBD ACCESS for ELLs, SBD CMAS, SBD DLM, SBD SAT, Pipeline Reports, and Cognos Report. The 'Data Pipeline' link is highlighted in red. At the top right, the user role is displayed as 'Test LEA Approver', which is also highlighted in red. A red box labeled 'User Role' points to this text. Another red box labeled 'Navigation menu with available collections' points to the left-hand menu. At the bottom right, there is a 'Logout' button.



### Step 3: Download a Vendor SBD Data Extract

The screenshot shows the 'Data Pipeline' interface for the Colorado Department of Education. The left sidebar contains a menu with options like 'File Upload', 'SBD ACCESS for ELLs', 'SBD CMAS', 'SBD DLM', 'SBD SAT', 'Pipeline Reports', and 'Cognos Report'. The 'SBD CMAS' option is expanded, showing sub-options: 'Status Dashboard', 'Edit Record', and 'File Extract Download'. Two red callout boxes with arrows point to the 'SBD CMAS' and 'File Extract Download' options, with instructions: '1. Click to expand menu options for the collection.' and '2. Click to access Vendor SBD Data Extract.'

- On the File Extract Download Screen, select the following options for these fields (the rest will be left as default):
  - **File Type:** (Assessment) Vendor File
  - **School Year:** Current School Year
  - **Extract Type:**
    - SBD Extract using Vendor Data (not available for CO PSAT/SAT and DLM): This extract pulls the original student demographics from the vendor file.
    - SBD Extract using Student Interchange: This extract pulls the student demographics from the Student Interchange untagged records and includes calculated values for the Continuous in School and District fields and Date First Enrolled US based on October Count.
    - **Data Quality Tips:**
      - Depending on your district clean up and data procedures one of these extracts may be more accurate than the other
      - CDE suggests downloading both when available, it is useful to have a record of the original vendor data and you can compare them by uploading both to Data Pipeline and looking at which version has more errors
  - **File Content Type:**
    - CSV – Comma Separated Values
    - Text – Positional Text File (not available for all collections)
    - Excel – MS Excel (If you are using Excel or Access, use this option rather than CSV)

#### File Extract Download

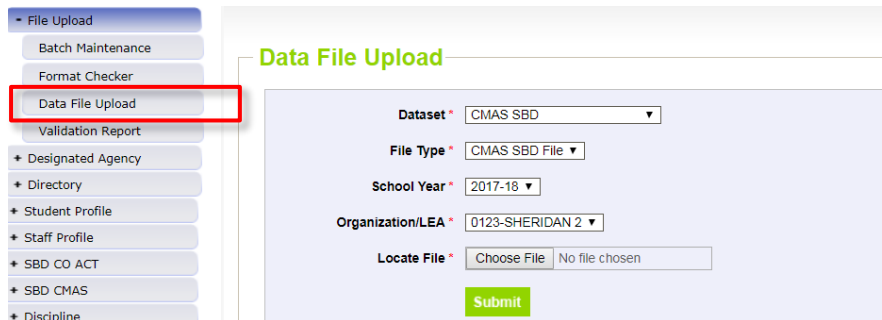
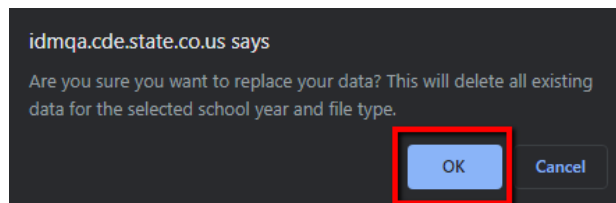
The screenshot shows the 'File Extract Download' form. It contains several dropdown menus: 'File Type \*', 'School Year \*', 'Organization/LEA \*', 'Batch ID', 'Extract Type', 'File Content Type', and 'Records Edited Online'. A note at the bottom states 'Fields marked with \* are mandatory'. A green button labeled 'Download Standard Extract' is positioned at the bottom right of the form.

- Click on **Download Standard Extract**
- Save the downloaded file to your local network or computer.
  - **Data Quality Tips:** Establish a naming convention to help keep track of the data files. For Example: CMAS\_Initial\_Vendor\_Data\_052421.xls.

## Step 4: Upload Data Files

For most districts, the best way to start your SBD review is to upload the initial Vendor SBD Data Extract with no edits. You will get an immediate sense of how clean the data is by the number of errors in the initial file. Uploading also allows access to the **Edit Records Screen** and the COGNOS summary reports.

- Upload the **Vendor SBD Data Extract**
  - Select **File Upload** on the navigation menu
  - Select **Data File Upload**
  - Select the following options for each field
    - **Dataset:** (Assessment) SBD
    - **File Type:** (Assessment) SBD File
    - **School Year:** Current School Year
    - **Organization:** will default to your district
  - Click on **Choose File** and navigate to the file you want to upload
  - Click **Submit**
    - There will be a pop-up warning that you are replacing your data. This upload only overwrites any other uploads you have made, not the original vendor data. You can always start over by downloading a vendor file again. Click OK to continue.

- After submission you will receive two emails:
  - **Submission notification**
  - **File Upload Summary:** notification of a successful file upload as well as the number of errors and warnings triggered by the file
- If you receive an email with the subject line **“Data Pipeline File Upload Errors”** refer to the troubleshooting suggestions on page 22.





## Step 5: Review Errors and Warnings

- Once the file is uploaded you can find the number of each error type in two places
  - Pipeline Report**
    - Select **Pipeline Reports** on the navigation menu
      - Dataset:** SBD (Assessment)
      - File Type:** (Assessment) SBD File
      - School Year:** Current School Year
      - Organization:** will default to your district
  - COGNOS Error Summary Report** (see page 16 for details on the COGNOS reports)
  - All reports will give the error code, type (warning vs. error), error message, and count

The screenshot shows the 'Error Report' interface. At the top, there is a navigation bar with 'Welcome Test LEA Approver' and links for 'Home', 'FAQ', 'Help', and 'Contact'. A 'Logout' button is in the top right. On the left is a sidebar menu with options like 'File Upload', 'Format Checker', 'Data File Upload', 'Validation Report', 'Batch Maintenance', and 'Cognos Report'. The main area contains a search filter with dropdowns for 'Dataset' (ACCESS SBD), 'File Type' (ACCESS SBD File), 'School Year' (2019-20), and 'Error Type' (Errors and Warnings). A 'Search' button is below the filters. Below the search is a table with columns: 'Select', 'Error Code', 'Error Type', 'Error Message', and 'Count'. A red arrow points to the 'Count' column. A 'View Details' button is at the bottom of the table.

Select	Error Code	Error Type	Error Message	Count
<input checked="" type="checkbox"/>	CS008	E	Please identify at least one race for this student (American Indian, Asian, African American, White, Native Hawaiian). At least one of the race fields must = 1.	7
<input checked="" type="checkbox"/>	CS014	E	LANGUAGE PROFICIENCY must be a valid value. Review the SBD file layout for a list of valid values for LANGUAGE PROFICIENCY.	20
<input checked="" type="checkbox"/>	CS029	E	CONTINUOUS IN DISTRICT must be either '0' (no) or '1' (yes).	2
<input checked="" type="checkbox"/>	CS030	E	CONTINUOUS IN SCHOOL must be either '0' (no) or '1' (yes).	2
<input checked="" type="checkbox"/>	CS168	E	This student used the SCRIBE accommodation but does not have an IEP or 504 Plan. Verify that the values for IEP and SECTION 504 HANDICAPPED are correct or invalidate the writing score by using 'INV' for DO NOT SCORE - WRITING. If this student did not use the SCRIBE accommodation, contact SBD Support.	6

- If you have no errors in the Vendor SBD Extract, congratulations! You can skip to **Step 7: Data Validation**.

If you have errors there are three options for identifying specific error records:

- Download the **COGNOS Error Detail Report** (page 18)
- Click on the **View Details** button on the bottom of the page in the **Pipeline Report**. This page is separated into two sections:
  - Detail Errors:** This section lists errors and warnings that are associated with a specific record in the file. For example, a record that has an invalid value for Free/Reduced Lunch will be identified in this section.
  - Global Errors:** This section lists errors and warnings that are associated with all the records in the file or all records for a school. For example, if less than 80% of the students are coded as Continuous in District.



3. Go to the **Edit Records** Page
  - Select **Edit Records** under the appropriate assessment
  - Use the same options for each field as the **Validation Report** above.
  - Use filters to view only records with errors
  - Fields with errors within a record will be shaded red, warnings will be yellow
  - Hovering your mouse over the highlighted field will display the error message text

### Edit Record

File Type*	ACCESS SBD File	School Year*	2021-22	Organization/LEA*	0030-Adams County 14
Batch ID*	602260 - 02/07/2022 02:08 PM	Error Records	All	SASID Errors	All

Fields marked with \* are mandatory

Sequence Number	<input type="text"/>	Reporting School Code	All
Reporting School Name	<input type="text"/>	SASID	<input type="text"/>
Student Last Name	<input type="text"/>		

**Search**



## Step 6: Correct Data Errors

There are two methods for correcting errors:

1. Correct data errors in the **Vendor SBD Extract**. This method is recommended for most districts as a first step and is the best way to make many changes at once. Either the SBD Extract with Vendor Data or the SBD Extract using Student Profile can be used as a starting point.
  - Use the **COGNOS Error Detail Report or Data Pipeline Reports View Details** screen to identify records with fields in error
  - Open the Vendor SBD Extract in your chosen program
  - Update the data in each record to correct errors
    - Start with **SASID Validation Errors (99999)** as these may require investigation using the RITS system or other district databases
    - Use the **Data File Layout and Field Definitions** document to find valid values and field specific rules
    - **Repeat Steps 4-6** until all errors are resolved
      - If you have issues loading the file after editing, see **Troubleshooting** (Page 19)
      - If there are only a few errors left, the edit records page can be used rather than uploading a new file
      - If there are errors that cannot be cleared (for example RITS errors for Home School students) or errors that you think are incorrect contact **SBD Support**
  - **Do not delete or change data in fields that are marked as NO in the updateable column in the Data File Layout**
    - Any data that is changed in these fields will be ignored and the original values will be used
2. Correct data errors using the **Edit Records** page. This method is best for districts with a small number of records or when cleaning up a small number of errors.
  - Select the check box next to record that you would like to edit
  - Update fields with errors or warnings to the correct field value
    - This can be done for multiple fields within a record and multiple records on a page

Click **Save** to save the edits

### Edit Record (2021-22) : 0030-Adams County 14

Sort Order

#1  #2  #3

Fields shown in RED have an error

Total # of Records : 9

	#	Native Hawaiian	White	Federal Race/Ethnicity	Language Proficiency	Language Inst
<input type="checkbox"/>	1	<input type="text" value="0-No"/>	<input type="text" value="1-Yes"/>	<input type="text" value="04"/>	<input type="text" value="6-FEP (Fluent English Proficient) Monitor Year 1"/>	<input type="text" value="01-ESL or ELD"/>
<input type="checkbox"/>	2	<input type="text" value="0-No"/>	<input type="text" value="1-Yes"/>	<input type="text" value="04"/>	<input type="text" value="1-NEP (Non English Proficient)"/>	<input type="text" value="01-ESL or ELD"/>
<input type="checkbox"/>	3	<input type="text" value="0-No"/>	<input type="text" value="1-Yes"/>	<input type="text" value="04"/>	<input type="text" value="2-LEP (Limited English Proficient)"/>	<input type="text" value="01-ESL or ELD"/>
<input type="checkbox"/>	4	<input type="text" value="0-No"/>	<input type="text" value="0-No"/>	<input type="text" value="04"/>	<input type="text" value="1-NEP (Non English Proficient)"/>	<input type="text" value="98-Parental Refusal"/>
<input type="checkbox"/>	5	<input type="text" value="0-No"/>	<input type="text" value="0-No"/>	<input type="text" value="04"/>	<input type="text" value="2-LEP (Limited English Proficient)"/>	<input type="text" value="01-ESL or ELD"/>
<input type="checkbox"/>	6	<input type="text" value="0-No"/>	<input type="text" value="1-Yes"/>	<input type="text" value="04"/>	<input type="text" value="2-LEP (Limited English Proficient)"/>	<input type="text" value="01-ESL or ELD"/>
<input type="checkbox"/>	7	<input type="text" value="0-No"/>	<input type="text" value="1-Yes"/>	<input type="text" value="04"/>	<input type="text" value="6-FEP (Fluent English Proficient) Monitor Year 1"/>	<input type="text" value="01-ESL or ELD"/>
<input type="checkbox"/>	8	<input type="text" value="0-No"/>	<input type="text" value="1-Yes"/>	<input type="text" value="04"/>	<input type="text" value="6-FEP (Fluent English Proficient) Monitor Year 1"/>	<input type="text" value="01-ESL or ELD"/>



## Step 7: Data Validation

**Data Pipeline errors can only check for certain types of data errors.** They can check for valid values, fields that are internally related (such as Language Proficiency, Language Background, and Language Instruction Program) or fields based on October Count data (such as Continuous in District or Date First Enrolled US).

The Data Pipeline cannot validate the demographic data for accuracy. This is especially true of invalidation fields. CDE has no way of knowing why a particular student did not take an assessment, so there is no way for an SBD collection to validate that this data has been correctly entered. The following section has some suggestions for how to validate the accuracy of your data beyond clearing errors.

- Compare the **SBD Final Summary Report** (page 19) to last year's data
  - This report lists all the SBD fields with discreet values and the distribution of students with each value (this does not include date fields)
  - Compare the report to summary reports from the previous year's data to determine if the numbers are similar to the previous year
    - Large fluctuations in the number of students in a category could indicate an issue with coding (such as mixing up race/ethnicity codes) or incorrect data in the vendor system or student interchange
- Review invalidations for accuracy
  - This is especially important for **CO PSAT/SAT** as SBD provides the only opportunity for the district to review this data.
  - Specific instructions and invalidation codes for each assessment can be found in the **Data File Layout and Definitions** documents and the test administration manuals listed on page 15
  - Consultation with the District Assessment Coordinator (DAC) may be necessary to confirm invalidations on some records
  - Make sure to check for students who are in a status that indicates that they did not test, but currently have no invalidation applied to confirm that they should not have a code applied (this step is not necessary for the ACCESS for ELLs collection)
    - The **Data File Layout and Definitions** document will outline how to determine if a student did not test for collections where that information is available during SBD
    - SAT and CMAS assessments will give a warning if 95% of non-testers are missing invalidation codes
- If any changes need to be made, go back to **Step 6** to make corrections.



## Step 8: Submit SBD Data

Having zero errors does not mean that the collection is complete. Data must be submitted to CDE for the changes to be saved!

- Download an SBD Data Extract to keep for your records
  - Follow the instructions from **Step 2** but select **File Type: (Assessment) SBD Extract**
- Select the appropriate assessment on the navigation menu
- Select **Status Dashboard** under the assessment menu
- On the Status Dashboard screen select the following options:
  - **File Type:** (Assessment) SBD File
  - **School Year:** Current School Year
  - **Organization/LEA:** Will default to your district
  - Click **Submit**

Feb 13, 2020 | 10:17:22 AM

Welcome Test LEA Approver [Home](#) | [FAQ](#) | [...](#)

**Status Dashboard**

File Type \* CMAS SBD File School Year \* 2019-20 Organization/LEA \* All

**Submit**

- Review information on the Status Dashboard screen.
  - **Data Exists:**
    - Y: The district has uploaded the SBD data to Data Pipeline.
    - N: The district has not uploaded SBD data to Data Pipeline.
  - **Validation Errors:** Number of errors in the SBD Data
    - Must be zero unless **SBD Support** has ignored errors
  - **Data Locked:**
    - Y: Data have already been submitted and are locked – To get data unlocked, contact **SBD Support**.
    - N: Data are not locked for editing.
  - **LEA Comments:** Space for LEA to write comments.
  - **Overall Status:**
    - P: Data submission is pending.
    - A: Data submission is complete.
  - **RITS Errors:** Number of errors in the data that do not match the RITS system
    - Must be zero unless **SBD Support** has ignored errors
  - **Last Updated Date:** Date of the latest data activity
  - **State Comments:** Usually used to document when errors are ignored



Welcome Test LEA Approver

**CMAS SBD File Status Dashboard (2019-20) :**

Data Exists	N	Overall Status	P
Validation Errors		RITS Errors	0
Data Locked	N	Last Updated Date	01/17/2020
LEA Comments		State Comments	

Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted

**Submit to CDE** Back

**Data Validation Tips: Ignoring Errors**

- If there is an error that cannot be cleared, **SBD Support** can ignore the error. Before contacting **SBD Support** please check the following:
  - All other errors have been handled
  - No further data edits are needed

**If a new file is uploaded after errors have been ignored the status will be reset and you will have to call again.**

- When all errors are cleared or ignored and you are ready to approve your data, click on **Submit to CDE**
  - If you do not see the option to Submit to CDE, verify that you have the **LEA Approver Role** and contact your LAM if you do not.
- Confirm your approval by clicking **Yes** in the pop-up window

**Congratulations, you've completed SBD!**

- If your data submitted successfully you will receive an email from Data Pipeline with a subject "Records are Submitted by District".
- If you do not receive this email, then there was an error that prevented the data from submitting. Please contact **SBD Support** for assistance in identifying the issue.
- If you need to make additional changes after approval contact **SBD Support** to request that your data be unlocked
  - If your data is unlocked, you must go through the submission steps (**Step 8**) again after making changes for your changes to be saved.

## Moving Students

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### Moving Students between Districts

Students cannot be moved from one district to another without approval from the receiving district. For the ACCESS for ELLs and CMAS SBDs, if a student appears in your district, but was enrolled in a different district **during testing**, you must submit a **Failsafe** document to CDE through the Syncplicity file sharing program and send an email to **SBD Support** so that there is a record that the failsafe was sent. Where possible, the testing district is included in the SBD data to assist in determining the receiving district. If the correct receiving district cannot be found, contact **SBD Support** for assistance.

Due to the high rate of mobility and large numbers of students testing in locations that are not their primary school of enrollment, CO SAT/PSAT and DLM collections will have “Responsible District” and “Responsible School” fields that are updateable during SBD. The receiving district will still need to be confirmed to allow for a student move, but a Failsafe is not required for these collections. Specific instructions for SAT can be found in the **SBD File Layout and Field Definitions** document.

If you are missing a student that you believe should be in your district, you can check RITS for other possible enrollments. If the student is enrolled in your district in RITS and you have no other information on where they might be, contact **SBD Support** for assistance.

## Invalidations

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The **Data File Layout and Definitions** documents have details on invalidations for each collection. The following list includes links for the collection specific documentation on the correct usage of each code. These documents are intended to be used by the school and district at the time of testing, but can be useful during SBD for validation.

- ACCESS for ELLs – Goldenrod Sheet
  - <http://www.cde.state.co.us/assessment/accessgoldenrodsheet>
- CMAS Procedures Manual page 192
  - [http://www.cde.state.co.us/assessment/cmas\\_coalt\\_procedures\\_manual\\_sp19](http://www.cde.state.co.us/assessment/cmas_coalt_procedures_manual_sp19)
- CO SAT/PSAT – School Day Supervisor Manual page 52
  - <https://collegereadiness.collegeboard.org/pdf/colorado-sat-sd-supervisor-manual.pdf>
- DLM – DLM Special Circumstance Codes
  - <http://www.cde.state.co.us/assessment/dlmspecialcircumstancecodes>



## COGNOS Reports

COGNOS reports provide summaries of data and errors that can help with data validation and error correction. The link to the COGNOS reports is at the bottom of the navigation menu on the left of the Data Pipeline page. The COGNOS system has been upgraded this year. This document provides instructions on viewing and downloaded reports in the new system: <http://www.cde.state.co.us/datapipeline/cognosreportupgrade>.

**Table 2. COGNOS Reports List**

Name of report	SBD Collections	Content/Function
SBD Error Summary Report	<ul style="list-style-type: none"> <li>• ACCESS</li> <li>• CMAS</li> <li>• DLM</li> <li>• SAT</li> </ul>	This report shows a count of records with an error or warning in the <b>most recently uploaded SBD file</b> .
SBD Error Detail Report	<ul style="list-style-type: none"> <li>• ACCESS</li> <li>• CMAS</li> <li>• DLM</li> <li>• SAT</li> </ul>	This report shows every record that has an error or warning in the <b>most recently uploaded SBD file</b> . Each record in the report shows the error or warning followed by the entire SBD record.  <b>HINT:</b> This report can be converted to an Excel file making it easier to sort and search.
Accountability Comparison Report	<ul style="list-style-type: none"> <li>• ACCESS</li> <li>• DLM</li> <li>• SAT</li> </ul> (see the next row for the comparable reports for the CMAS collection)	This report compares CDE’s calculated value to the value in the <b>initial data</b> of the following accountability fields: <ul style="list-style-type: none"> <li>• Date First Enrolled in US</li> <li>• Continuous in District</li> <li>• Continuous in School</li> </ul> This is a good report to use if you want to see the CDE calculated values for these three fields especially if you are getting errors telling you that the CDE calculated values do not align with the value you want to load in the SBD file.
Accountability Comparison Report -Vendor to CDE Calculated Values	<ul style="list-style-type: none"> <li>• CMAS only</li> </ul>	This report compares CDE’s calculated value and the value in the <b>vendor file</b> of the following accountability fields: <ul style="list-style-type: none"> <li>• Date First Enrolled in US</li> <li>• Continuous in District</li> <li>• Continuous in School</li> </ul> <b>NOTE:</b> This is a good report to use if you want to see the CDE calculated values for these three fields prior to making an SBD upload.
Accountability Comparison Reports -SBD to CDE Calculated Values	<ul style="list-style-type: none"> <li>• CMAS only</li> </ul>	This report compares CDE’s calculated value to the value in the <b>most recently uploaded SBD file</b> of the following accountability fields: <ul style="list-style-type: none"> <li>• Date First Enrolled in US</li> <li>• Continuous in District</li> <li>• Continuous in School</li> </ul>





Name of report	SBD Collections	Content/Function
		This is a good report to use if you want to see the CDE calculated values for these three fields especially if you are getting errors telling you that the CDE calculated values do not align with the value you want to load in the SBD file.
SBD Initial Summary Report	<ul style="list-style-type: none"> <li>• ACCESS</li> <li>• CMAS</li> <li>• DLM</li> <li>• SAT</li> </ul>	<p>This report shows a summary of the data from the <b>vendor file</b> organized by school, grade, and content area.</p> <p>The summary report shows the distribution for each field and value in the SBD collection.</p>
SBD Final Summary Report	<ul style="list-style-type: none"> <li>• ACCESS</li> <li>• CMAS</li> <li>• DLM</li> <li>• SAT</li> </ul>	<p>This report shows a summary of the data from the <b>most recently uploaded SBD file</b> organized by school, grade, and content area</p> <p>The summary report shows the distribution for each field and value in the SBD collection.</p>
Pre-SBD and Post SBD Comparison Report	<ul style="list-style-type: none"> <li>• ACCESS</li> <li>• CMAS</li> <li>• SAT</li> </ul>	This report compares the Initial and Final Summary reports to help confirm where changes were made during SBD.
SBD Data Quality Summary Report	<ul style="list-style-type: none"> <li>• ACCESS</li> <li>• CMAS</li> <li>• SAT</li> </ul>	<p>A summary of missing and invalid values for the following demographics:</p> <ul style="list-style-type: none"> <li>• Continuous in District</li> <li>• Continuous in School</li> <li>• Expelled</li> <li>• Federal Race</li> <li>• Free/Reduced Lunch Eligible</li> <li>• Gender</li> <li>• Grade</li> <li>• Language Proficiency</li> <li>• SASID</li> </ul>

## Troubleshooting

This section covers some common issues that districts encounter during SBD. Please check this section before contacting the SBD Support Line.

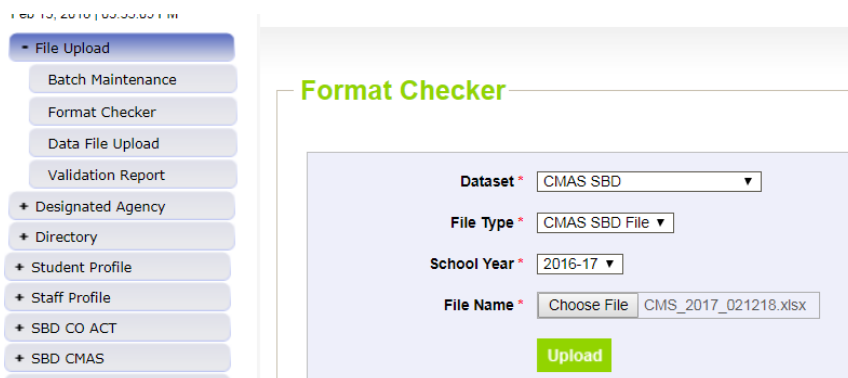
### Issues with the Data File Upload

Some of the most common issues are errors on the data file upload. If you receive an email after uploading a file with the subject “Data File Upload Errors” please start by checking the Error Details at the bottom of the email. The following are some common errors that cause the upload to fail:

- If data in a field is too long for the layout the email will point to the record and field that needs to be changed.
- The data file layout has been changed in your upload file
  - Fields cannot be added or deleted from the SBD file extract.
- Records have been deleted
  - Records cannot be removed from your SBD file by deleting them from the upload, the number of records must be the same in the upload as it was in the initial downloaded file
- The header row has been deleted
- The formatting of the fields has been changed (e.g. adding alpha characters to a number only field)
  - Use the **Format Checker** in Data Pipeline to confirm that the format of the file is still correct after opening and saving the file
    - Select **File Upload** in the navigation menu
    - Select **Format Checker**
    - Select the **Dataset**, **File Type**, and current school year
    - Click on **Choose File** to navigate to the file you are trying to upload
    - Review the report to find any fields that are not the correct format

**TIP:** Opening a .csv file in Excel will remove all formatting, including leading zeros. If you are planning to use Excel for your review, make sure to use the Excel version of the SBD file.

If you have checked all of these cases and did not find any issue with your file, please contact **SBD Support**.



Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Sequence Cmas	A2	7	7	Pass
Reporting District Code Cmas	B2	4	4	Pass
Reporting School Code Cmas	C2	4	4	Pass
Reporting District Name Cmas	D2	35	10	Pass
Reporting School Name Cmas	E2	45	20	Pass

## Issues Clearing Errors

There are some cases where it is difficult to clear an error or it seems like an error is being applied incorrectly. In this case go through the following steps:

- Check the error message and field definition
  - There are some cases where an error will be triggered because usually the situation is not allowed and changing this data requires further review or changes in other fields (usually for changes that will invalidate a record). The error message will instruct you to contact **SBD Support**.
- If you are missing required fields, check the Student Interchange data or your local database for the correct data
  - **Do not make up data or give all students the same value just to clear an error. Doing so could negatively impact your reports and accountability calculations.**
- If the data is accurate but the error persists, contact **SBD Support** to determine if your errors need to be ignored
  - Be sure that your data is validated and the only errors left on your file are the ones that you would like to be ignored
  - If you upload another file after errors are ignored you will have to contact **SBD Support** to have the errors ignored again
- Warnings
  - Warnings should be reviewed to make sure that the data triggering the warning is correct
  - Some warnings are for informational purposes only, they will not prevent you from submitting (for example there is a warning to check the number and percent of students coded as Parent Excuse in CMAS so that users are alerted to any possible issues in coding)
  - Do not contact **SBD Support** to “clear” warnings