

Student End of Year – Regular Process Phase

Overview

The following instructions are provided as a tool to help districts load data into the student interchange and create Student End of Year snapshots.

Objectives

- Districts will be able to load all three student files into the data pipeline system
- Districts will be able to load the adjustment file for End of Year
- Districts will be able to load the IPST overwrite file for End of Year
- Districts will be able to load the title I interchange for Targeted Assisted schools
- Districts will be able to create a student End of Year snapshot and submit it to Colorado Department of Education
- Districts will be able to view reports for both the student interchange and student End of Year using Cognos
- Districts will be able to download a sign off report for the Colorado Department of Education

Items required

This assignment requires three student files, this instruction document, login for the data pipeline test system, and access to the data pipeline system. Please work with your local access manager to make sure you have the appropriate access to the data pipeline system. You will need to create three student interchange files and load these files into the student interchange. There are three blank spreadsheet templates available if you would like to use them. These templates are located at the following site under Templates: http://www.cde.state.co.us/datapipeline/inter_student. If you have not received this information, please contact datapipeline.support@cde.state.co.us.

Naming conventions

It is highly recommended each district create and document a naming convention for all of their files uploaded into the interchange. As part of the file naming convention it is important to include some sort of versioning so you know what changes have been made to the data. We recommend districts continue to use the naming convention from ADE as people are familiar with it and it contains a value indicating the current version of the file.

Please complete the below assignments.

1. Upload the Student demographic file and check for errors. [How do I upload a file?](#)
 - a. Review student demographic summary and detail error report in Cognos [How do I see the errors from my file?](#)
2. Upload the Student school association file and check for errors. [How do I upload a file?](#)

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- a. Review student school association summary and detail error report in Cognos [How do I see the errors from my file?](#)
3. Upload the advanced course completion file and check for errors. [How do I upload a file?](#)
 - a. Review advanced course completion summary and detail error report in Cognos [How do I see the errors from my file?](#)
4. Correct errors in student files and reload until there are only warnings.
 - a. Repeat steps 1, 2, and 3 above until only warnings exist in all reports
5. Upload the title I file for targeted assisted schools and check for errors. [How do I upload a file?](#)
 - a. Review title I summary and detail error report in Cognos [How do I see the errors from my file?](#)
6. Upload the adjustment file for any students marked as a dropout in the prior year and have since enrolled in another district or received a GED. Check for errors. [How do I upload a file?](#)
 - a. Review adjustment file summary and detail error report in Cognos [How do I see the errors from my file?](#)
7. Create a student End of Year snapshot. [How to create a snapshot for the Student End of Year?](#)
 - a. Review student End of Year snapshot errors. [How to view errors associated with the snapshot?](#)
8. Correct errors in student files and reload the files using steps 1-5 above. Create a new student End of Year snapshot using step 7 above. Continue this process until the student End of Year snapshot reports only contain warnings
9. Review student End of Year snapshot data reports and validate the reports. [How to view snapshot data reports?](#)
10. Submit snapshot to Colorado Department of Education. [How to submit the snapshot to Colorado Department of Education?](#)
11. Download sign off report and receive superintendent’s signature. [How to download the Sign off report?](#)

Step by step instructions referenced by the links earlier in this document.

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Steps to complete file uploads.

1. Log into the system (username is your email)
2. Click on File Upload
 - a. Click on Format Checker
 - b. Check the file using the Format Checker
 - i. Use drop downs to pick appropriate values
 1. Dataset: Student Profile
 - a. File Type:
 - i. Student for student demographic file
 - ii. Student School Association for student school association file
 - iii. Advanced Course Completion for advanced course completion file.
 - iv. Adjustments for the End of Year adjustments for prior years
 - v. EOY IPST Overwrite for any students who IPST categories need to be adjusted at the end of the year.
 2. Dataset: Title I – load the title 1 interchange for target assistance students
 - a. File Type:
 - i. Title I
 3. School Year: 2016-17
 4. Click browse and pick the file to check
 - ii. Click upload
 - iii. All fields should be displayed with pass in green on the right
 - c. Assuming the file is valid, load the file using the Data File Upload.
3. Click on Data File Upload on the left
 - a. Use drop downs to pick appropriate values
 - i. Dataset: Student Profile
 1. File Type:
 - a. Student for student demographic file
 - b. Student School Association for student school association file
 - c. Advanced Course Completion for advanced course completion file.
 - d. Adjustments for the End of Year adjustments for prior years
 - e. EOY IPST Overwrite for any students who IPST categories need to be adjusted at the end of the year.
 2. Tag:
 - a. Select None for all End of Year files (Note: only applies to Student, Student School Association, Advanced Course Completion

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- ii. Dataset: Title I – load the title 1 interchange for target assistance students
 1. File Type:
 - a. Title I
 - iii. School Year: 2016-17
 - b. Click browse and pick the file to load
 - c. Check Append or Replace (Replace is recommended)
 - d. Click Submit
 - e. Message should be displayed indicating a Batch number or error uploading the file. This message is displayed just above the area with the drop downs.
4. Check for an email. The email will have information indicating whether there are errors in the file. The email will let you know when the processing of the file is complete.
 - a. Some important notes on loading files:
 - i. The student, student school association, and advanced course completion file must be loaded in order. The correct order is the order listed in the previous sentence.
 - ii. Each file must finish loading before the next file can be loaded. Please wait for an email indicating the file loaded before loading the next file in the sequence
5. Click on the Batch Maintenance on the left to see if the file is processed.
 - a. Use drop downs to pick appropriate values
 - i. Dataset: Student Profile
 1. File Type:
 - a. Student for student demographic file
 - b. Student School Association for student school association file
 - c. Advanced Course Completion for advanced course completion file.
 - d. Adjustments for the End of Year adjustments for prior years
 - e. EOY IPST Overwrite for any students who IPST categories need to be adjusted at the end of the year.
 - ii. Dataset: Title I – load the title 1 interchange for target assistance students
 1. File Type:
 - a. Title I
 - iii. School Year: 2016-17
 - iv. System will default to your district
 - b. Click the Submit button
 - c. You should see the batch id, file name, Record count, error count, Processed Indicator (Y if processed, N if not processed), submitter information, submitted date, and tag if it applies.
 - d. **If the file is processing for over an hour and you have not received an email, contact the End of Year respondent. (anderson_d@cde.state.co.us)**
 - e. If the file is processed, check the error count to see if you have errors. If there are errors, use the Validation Report menu on the left to get a summary of the errors for the file. To see the detail record information, you must use Cognos reports.

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6. To see the errors, click on the Validation Report on the left.
 - a. Use drop downs to pick appropriate values
 - i. Dataset: Student Profile
 1. File Type:
 - a. Student for student demographic file
 - b. Student School Association for student school association file
 - c. Advanced Course Completion for advanced course completion file.
 - d. Adjustments for the End of Year adjustments for prior years
 - e. EOY IPST Overwrite for any students who IPST categories need to be adjusted at the end of the year.
 - ii. Dataset: Title I – load the title 1 interchange for target assistance students
 1. File Type:
 - a. Title I
 - iii. School Year: 2016-17
 - iv. System will default to your district
 - v. System will default to last batch id. Use the drop down to select the batch you want to view.
 - b. Click on View Report button.
 - c. This screen will give you a high level view of the errors.

Steps to view records and errors once a file has been uploaded.

1. To see the errors, click on the Validation Report under the File Upload menu on the left.
 - a. Use drop downs to pick appropriate values
 - i. Dataset: Student Profile
 1. File Type:
 - a. Student for student demographic file
 - b. Student School Association for student school association file
 - c. Advanced Course Completion for advanced course completion file.
 - d. Adjustments for the End of Year adjustments for prior years
 - e. EOY IPST Overwrite for any students who IPST categories need to be adjusted at the end of the year.
 2. Tag:

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- a. Select None for all End of Year files (Note: only applies to Student, Student School Association, Advanced Course Completion)
 - ii. Dataset: Title I – load the title 1 interchange for target assistance students
 1. File Type:
 - a. Title I
 - iii. School Year: 2016-17
 - iv. System will default to your district
 - v. System will default to last batch id
 - b. Click on View Report button.
 - c. This screen will give you a high level view of the errors.
2. To see the student records with errors there are two options. These are listed below:
 - a. Method 1: Select Cognos Reports on the bottom left of the menu
 - i. Click on Student Profile or title I link from the list
 - ii. Click on the appropriate Error Detail Report (Example: Student Demographics Error Detail Report or Student School Association Error Detail Report or Title I Error Detail Report)
 - iii. Use the drop downs to select appropriate values.
 1. School Year: 2016-17
 2. Select District: Should default to your district
 3. Select Tag: None is the tag which should be used for End of Year
 - iv. Click Finish to see all errors or click Select Error Code to view specific errors.
 1. View records with errors. – notice the page down selection in the lower right portion of the page.
 - b. Method 2: Click on Student Profile,
 - i. Click on Edit Record and use drop downs to select the appropriate values
 1. File Type:
 - a. Student for student demographic file
 - b. Student School Association for student school association file
 - c. Advanced Course Completion for advanced course completion file.
 - d. Adjustments for the End of Year adjustments for prior years
 - e. EOY IPST Overwrite for any students who IPST categories need to be adjusted at the end of the year.
 2. School Year: 2016-17
 3. System will default to your district
 4. System will default to last batch id – Select appropriate batch id
 5. For the Error Records drop down select Yes
 6. For the SASID Errors leave set to All
 7. Click the search button. – This will display records

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8. Review the records – If you do not see the error, click to Go To Standard View to see all the fields
9. Move your mouse over the red boxes to see a description of the error.

Steps to create a snapshot for Student End of Year

1. Log into the system
2. Click Student Profile on the left.
 - a. Click snapshot.
 - i. Use the drop downs to select
 1. File Type: Student End of Year
 2. School Year: 2016-17
 3. Organization will default to your organization
 - ii. Click Search Button – This displays more options
 1. Click on Create Snapshot
 - i. The Post Cross LEA Validation Error Update will not be available until the Post Cross LEA phase of the collection.
 - iii. A message will display indicating the snapshot has been created. This is a green message just above the File Type drop down

Steps to view errors associated with a snapshot

1. Click Cognos Reports on the bottom left of the menu
 - a. Click the Student End of Year link
 - b. Click on the Student End of Year Error Summary Report or Student End of Year Error Detail Report. These reports will show you the records in error in the snapshot.
 - i. To fix the records, modify the file being submitted, reload the file and recreate the snapshot.
 - ii. Another option to fix the errors is to go back to the Student Profile and select Edit Records. Fix the records and recreate the snapshot.
 - c. Once all the errors are corrected, you can use the other reports to review the data within the snapshot.

Steps to view data summary reports for a snapshot

1. Click Cognos Reports on the left
 - a. Click the Student End of Year link
 - b. Click on the report you are interested in
 - i. Enter report criteria in the drop downs

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- ii. View report
- c. Select another report to view

Steps to submit the snapshot to Colorado Department of Education

1. Click on Student Profile on the left menu
2. Click Status Dashboard
 - a. Use the drop downs to select the appropriate values
 - i. File Type: Student End of Year
 - ii. School Year: 2016-17
 - iii. Organization/LEA: defaults to your organization
 - b. Notice the Data Locked value on this screen is set to N
 - c. Notice the Overall Status is set to P indicating the data has not been submitted to CDE.
 - d. Click the Submit to CDE button
 - e. Click OK
 - i. A green message should display above the File Type box indicating the data was submitted
 - ii. The Data Locked value should change to Y
 - iii. The Overall Status should change to S

Do not download the sign off report at this time. The sign off report is only submitted upon the completion of the Post Cross LEA phase in December