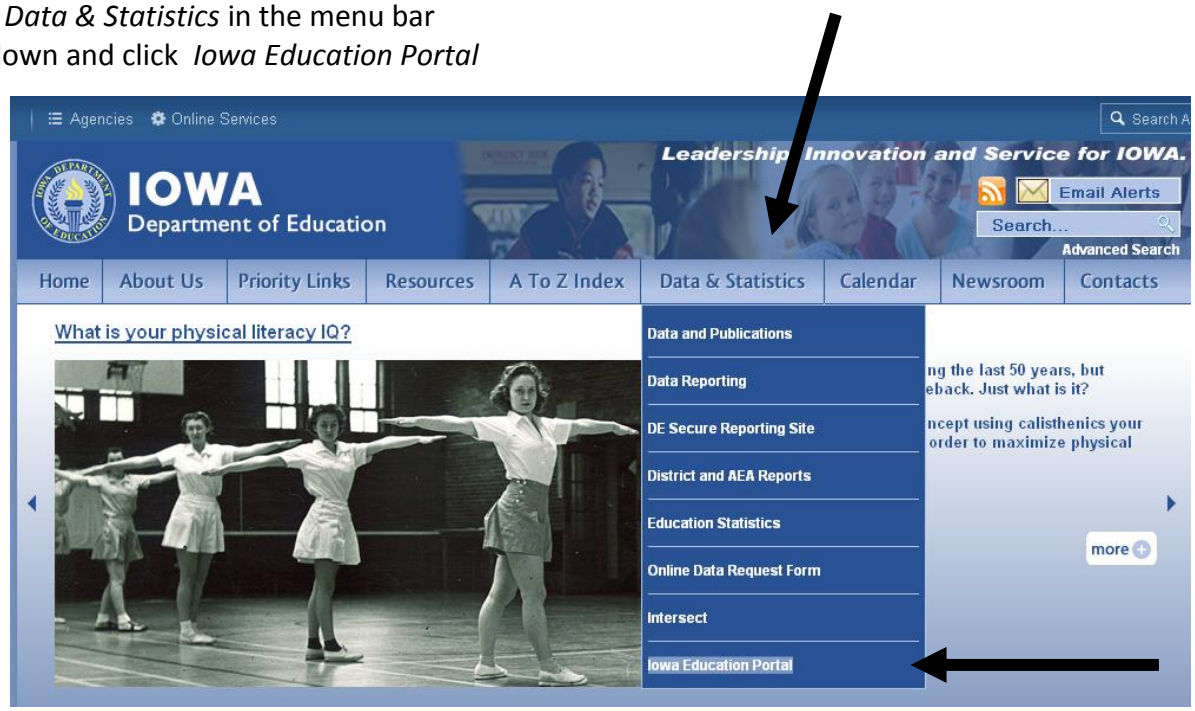
The VRF Data Collector is part of Pearson SIFWorks© located on the Iowa Education Portal and accessed using an A&A Account.

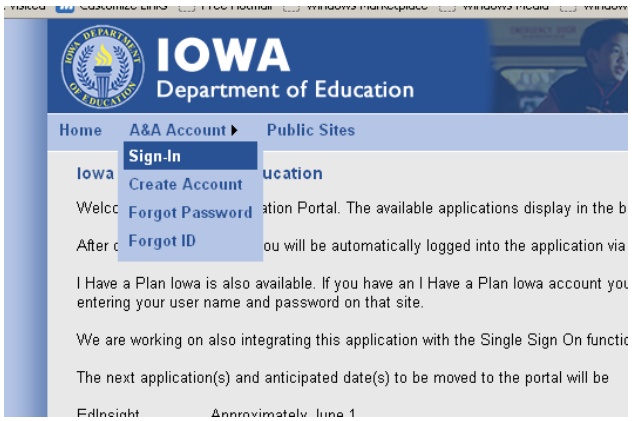
Part 1: Logging into VRF Data Collector

To access the Iowa Education Portal:

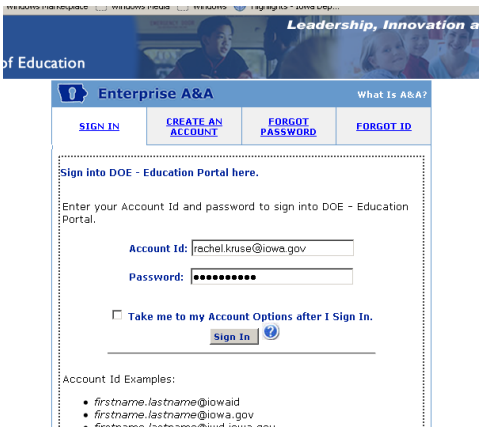
1. Go to www.educateiowa.gov
2. Click *Data & Statistics* in the menu bar
3. Pull down and click *Iowa Education Portal*



4. Highlight *A&A Account* in the menu bar and click *Sign-In*



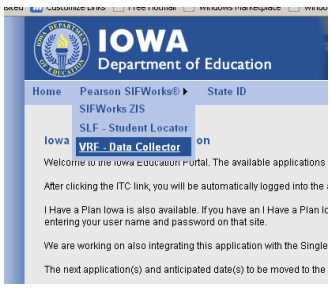
5. Enter your A&A Account ID and Password



Welcome to the Iowa Education Portal. As applications are bought into the portal their names will appear in the menu bar.

To access VRF Data Collector:

6. Highlight *Pearson SIFWorks©* in the menu bar and click *VRF Data Collector*

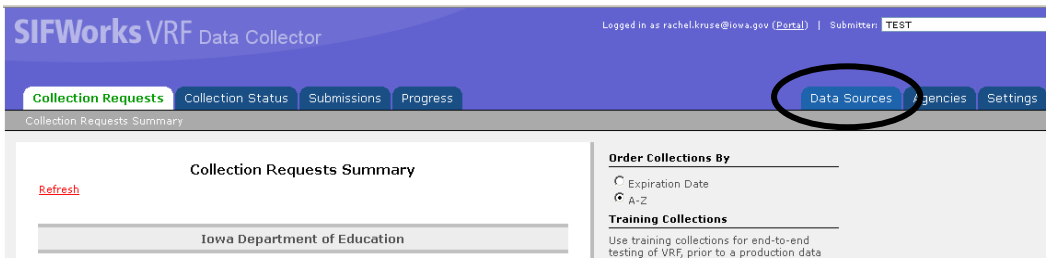


Welcome to VRF Data Collector. This is where you will upload data for state reporting, validate data, view error reports, and pre-view data to be submitted for certification.

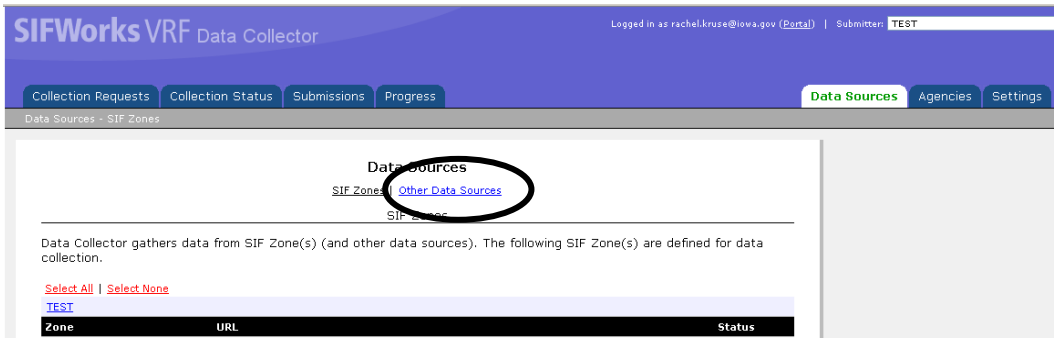
Part 2: Uploading Files into VRF Data Collector

Prior to executing the steps below, extract state reporting file(s) and save it to your desktop. It is suggested to give the file a meaningful name. You may extract one file per district or one file per building.

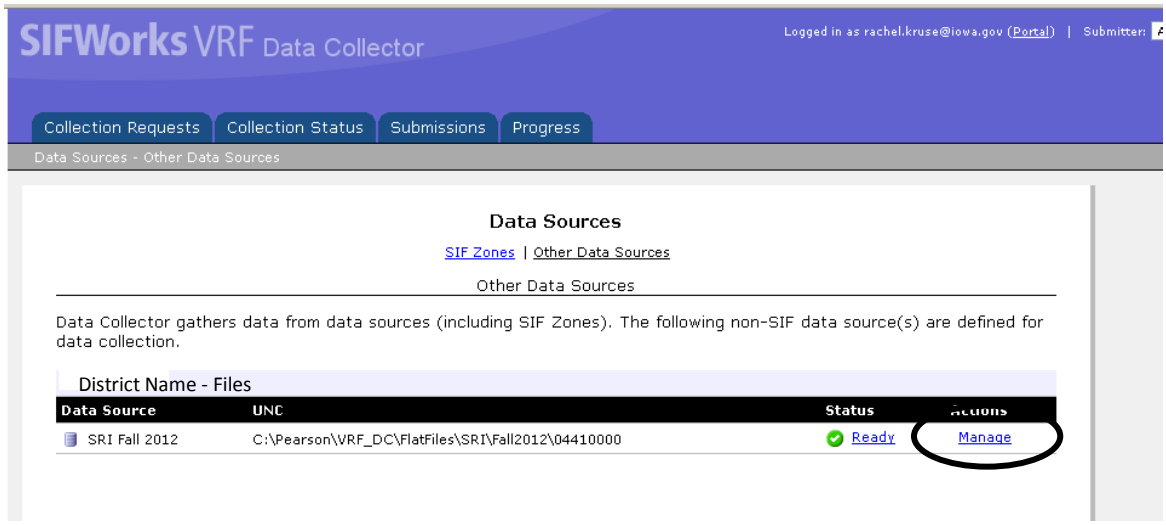
1. Click *Data Sources* tab on the right side of the menu bar.



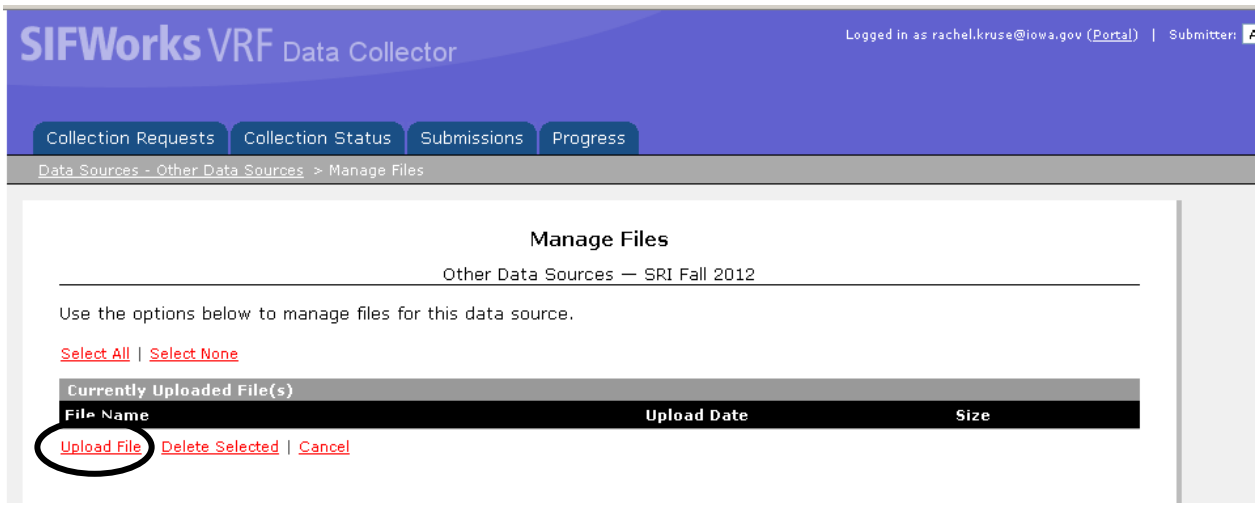
2. Click *Other Data Sources*



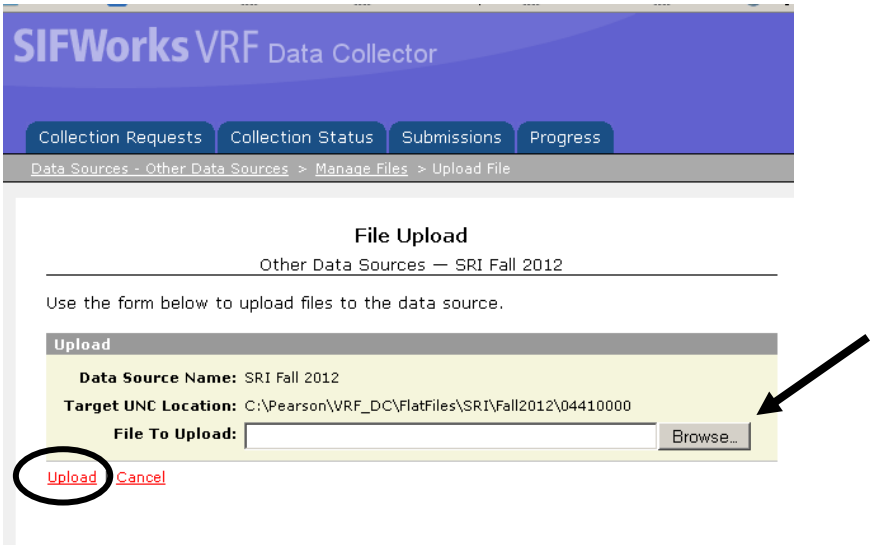
3. Find the line under Data Source for SRI Fall 2012 and click *Manage*



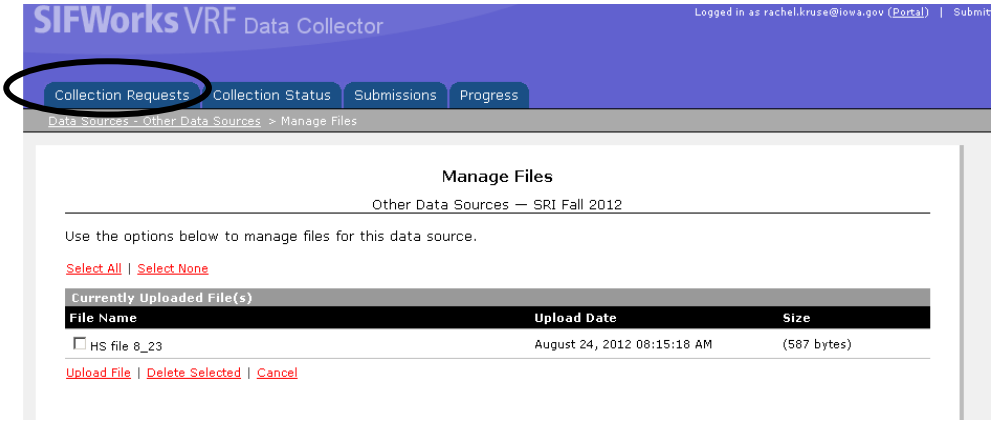
4. Click *Upload File*



5. Click *Browse*, find the file on your computer and then click *Upload*



The file is listed under Currently Uploaded File(s). If another file is needed, repeat steps 4 and 5. Once all files have been uploaded, click *Collection Requests* on the left side of the menu bar.

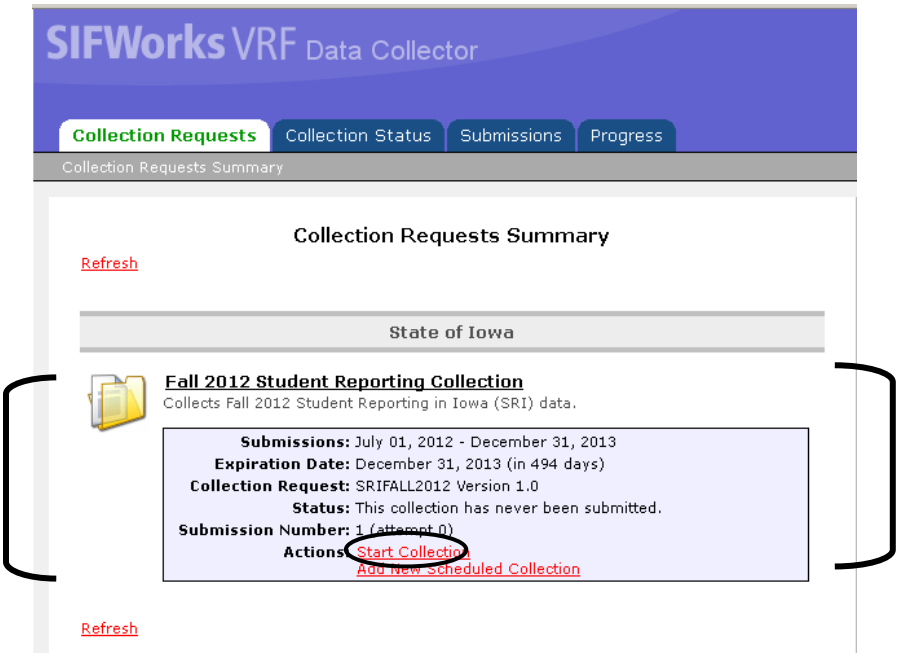


Part 3: Starting a Collection and Validating Files

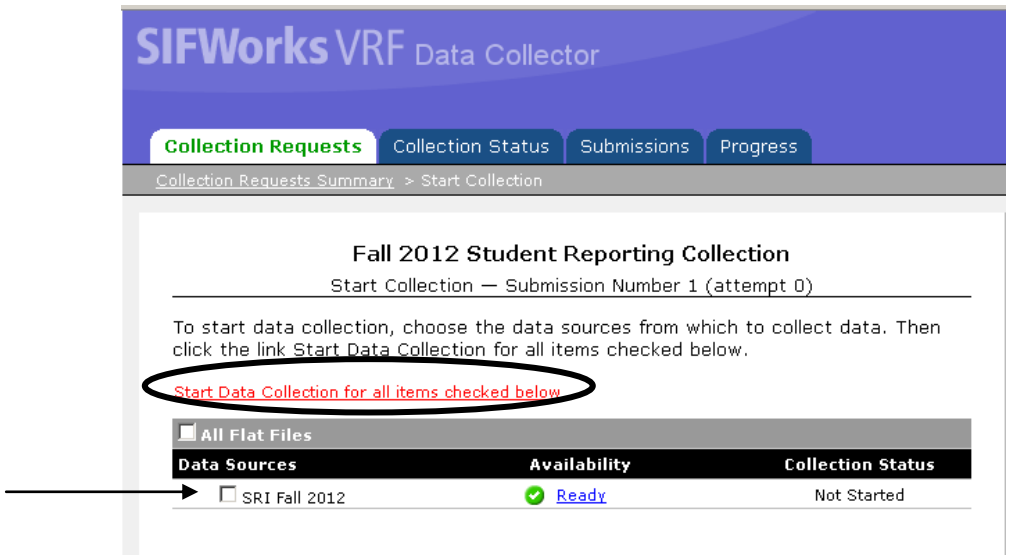
Find the section for the current collection.

1. Click *Start Collection.*

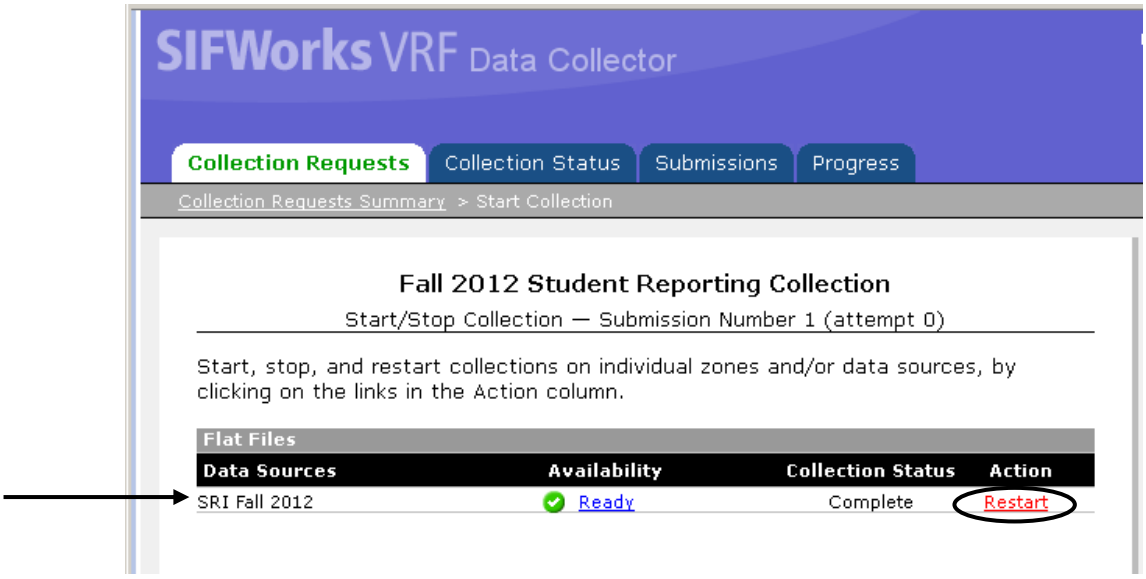
   Note: This link will change to Start/Stop Collection after the initial submission.



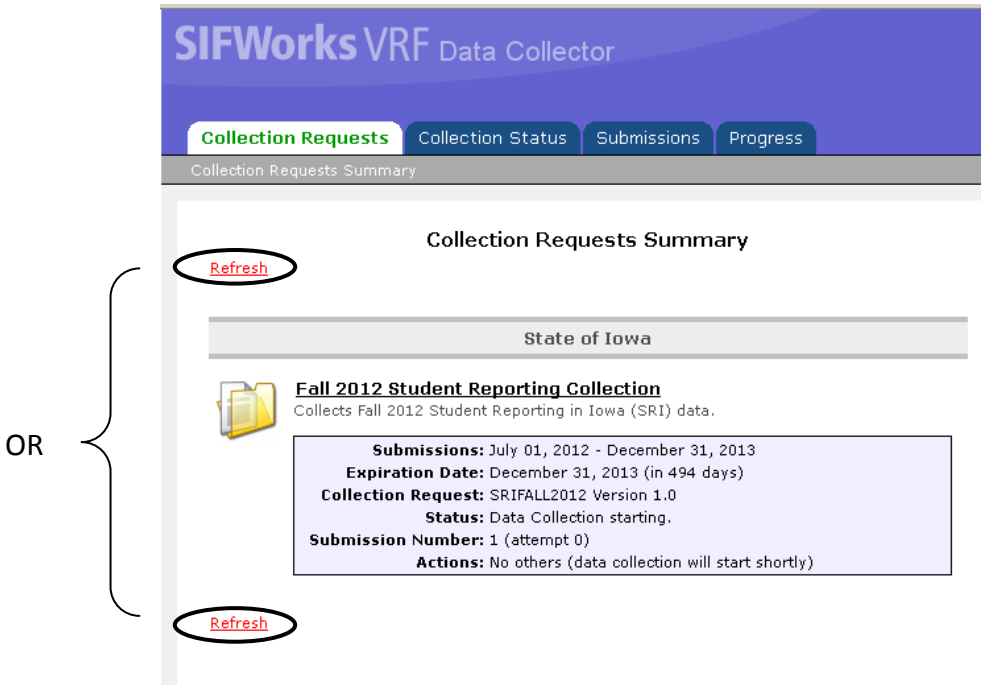
2a. First Time - Locate the section for Flat Files. Click the box next SRI Fall 2012 and then click *Start Data Collection for all items checked below*. You will only need to start the collection the first time or after a collection has been canceled.



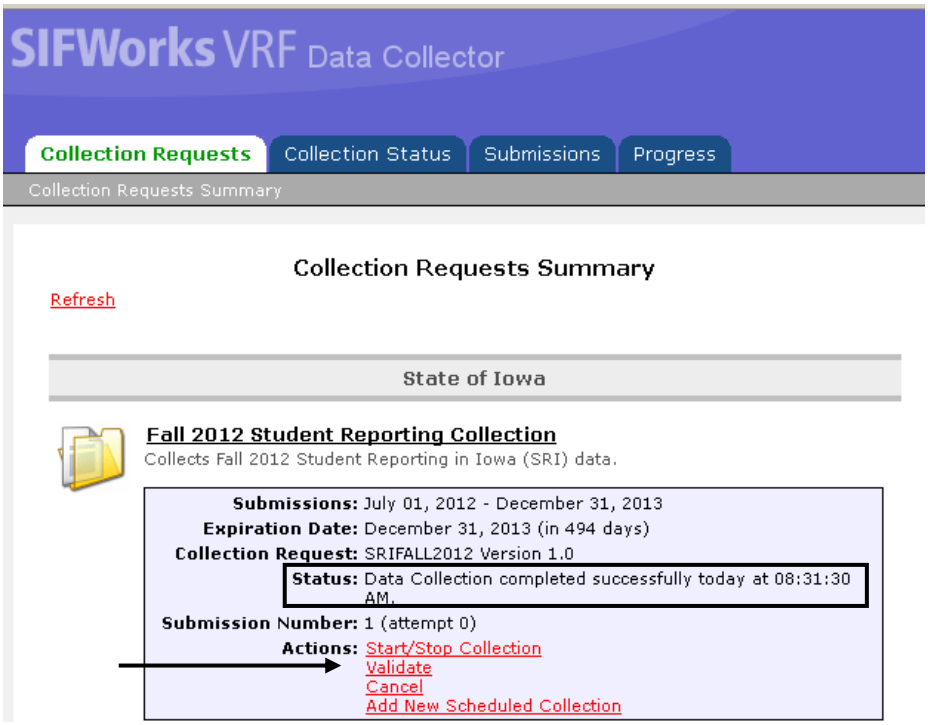
2b. Re-Submitting - If you are re-submitting files, click *Restart* in the line for SRI Fall 2012 under Flat Files.
Note: You will have a message asking 'Are you sure you want to restart collection on this item?' click OK.



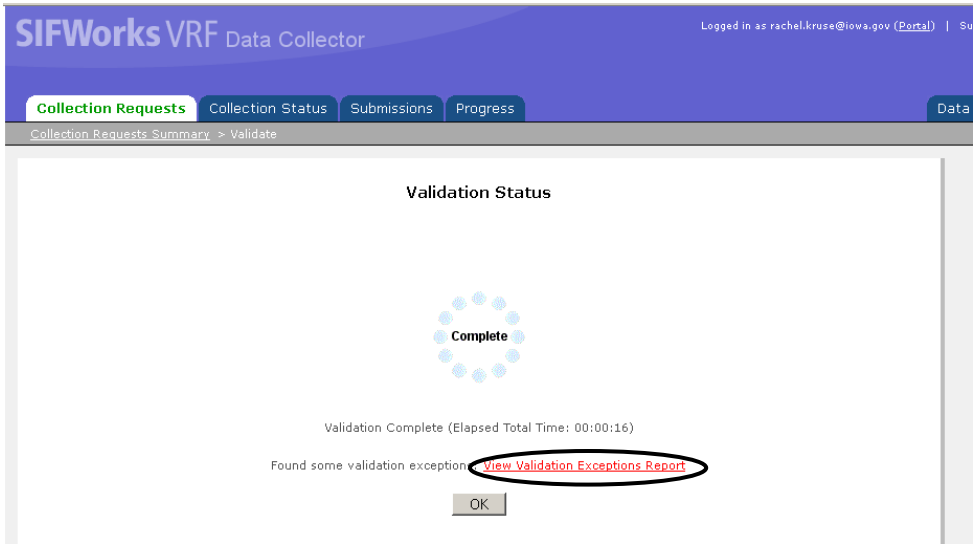
3. Click *Refresh* to see the status of the data collection.



4. Once the status reports the data collection has completed, click *Validate*. This will send the data through a series of validations checks to find obvious errors in the data.

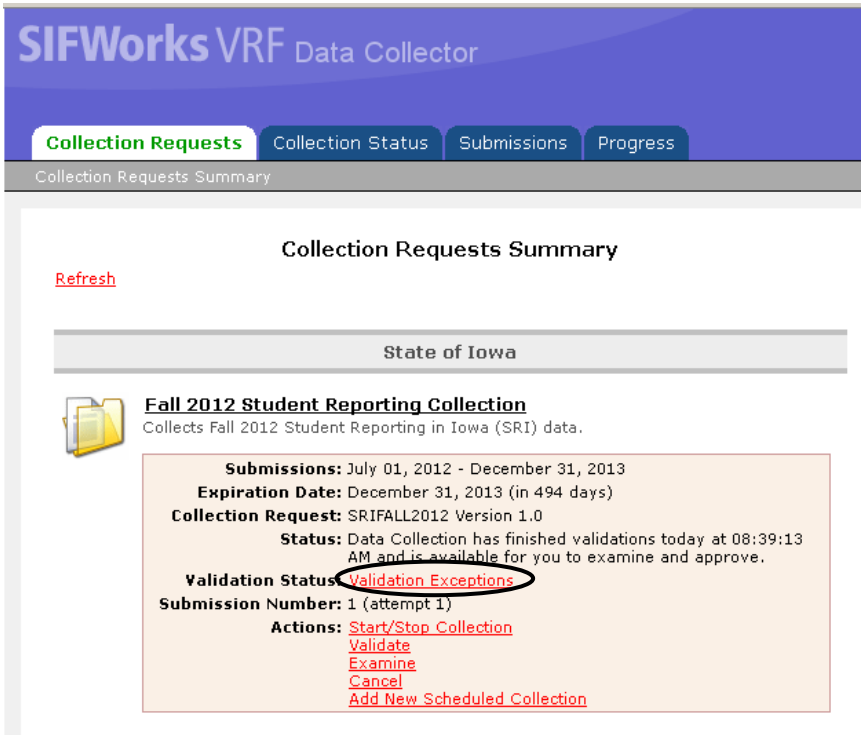


5. Validations may take a few seconds to a few minutes to complete. Once completed, click *View Validation Exceptions Report*. This will show a list of errors and warnings.



- OR –

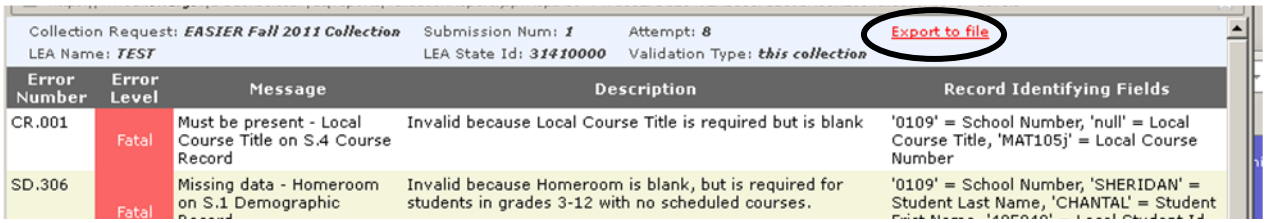
Click *OK*, it will take you to the Collection Requests Summary page. To view the report from this screen, click *Validation Exceptions*.



Part 4: Viewing and Correcting Errors

1. The validation exceptions report shows 'Fatal' errors, items that must be corrected before the data can be moved to the next stage, and 'Warnings', items that may or may not need to be corrected. All errors must be corrected in the SIS and a new file uploaded. No corrections are able to be made on the screen in VRF-Data Collector. Use the Message and Description to identify the error and use the Record Identifying Fields to identify the student or course with the error.

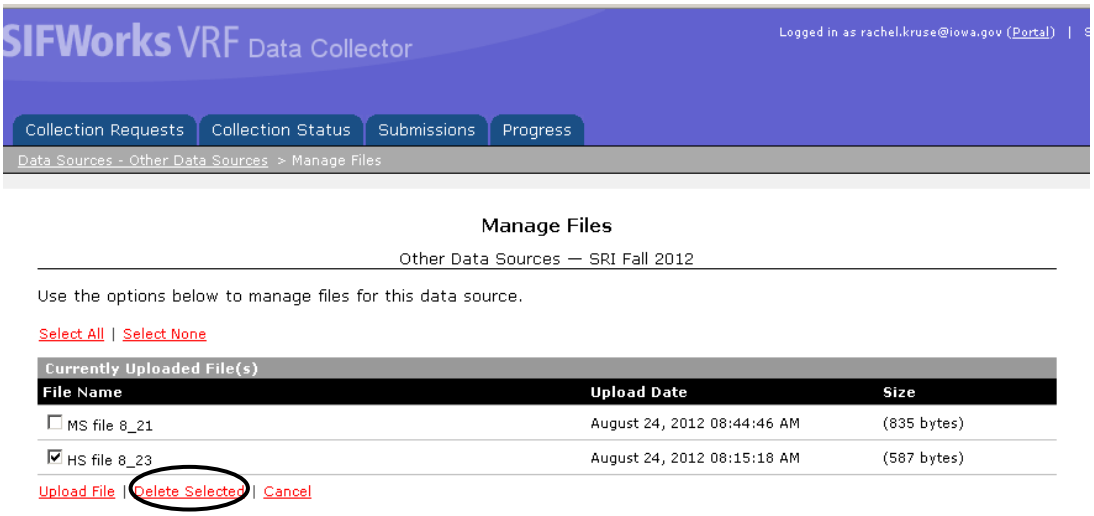
Note: It is suggested to download this report to Excel. Click *Export to file* in the upper right. To see a list of errors by building, sort the Excel spreadsheet on column E, Record Identifying Fields.


Collection Request: *EASIER Fall 2011 Collection* Submission Num: *1* Attempt: *8* Export to file
LEA Name: *TEST* LEA State Id: *31410000* Validation Type: *this collection*

Error Number	Error Level	Message	Description	Record Identifying Fields
CR.001	Fatal	Must be present - Local Course Title on S.4 Course Record	Invalid because Local Course Title is required but is blank	'0109' = School Number, 'null' = Local Course Title, 'MAT105j' = Local Course Number
SD.306	Fatal	Missing data - Homeroom on S.1 Demographic	Invalid because Homeroom is blank, but is required for students in grades 3-12 with no scheduled courses.	'0109' = School Number, 'SHERIDAN' = Student Last Name, 'CHANTAL' = Student

2. Again, all errors must be corrected in the SIS and a new file exported and uploaded. To upload a new file, repeat the entire process. In VRF-Data Collector click on *Data Sources*, *Other Data Sources*, and then *Manage* on the line for SRI Fall 2012 (see Part 2, Steps 1-3). The old file must be deleted before the new file is uploaded.

   To Delete a File:
   Click the box next to the name of the file to be deleted and click *Delete Selected.*
   Note: This is why you will want meaningful file names.
   You may delete more than one file at a time. A message will appear asking 'Are you sure you want to delete the selected file?' click *OK*.

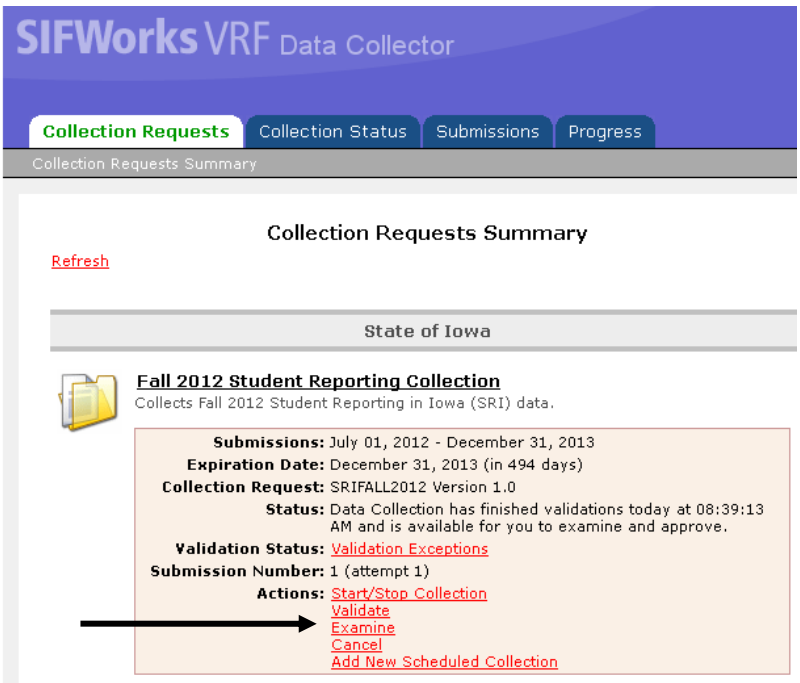


Continue the process starting with Part 2, Step 4.

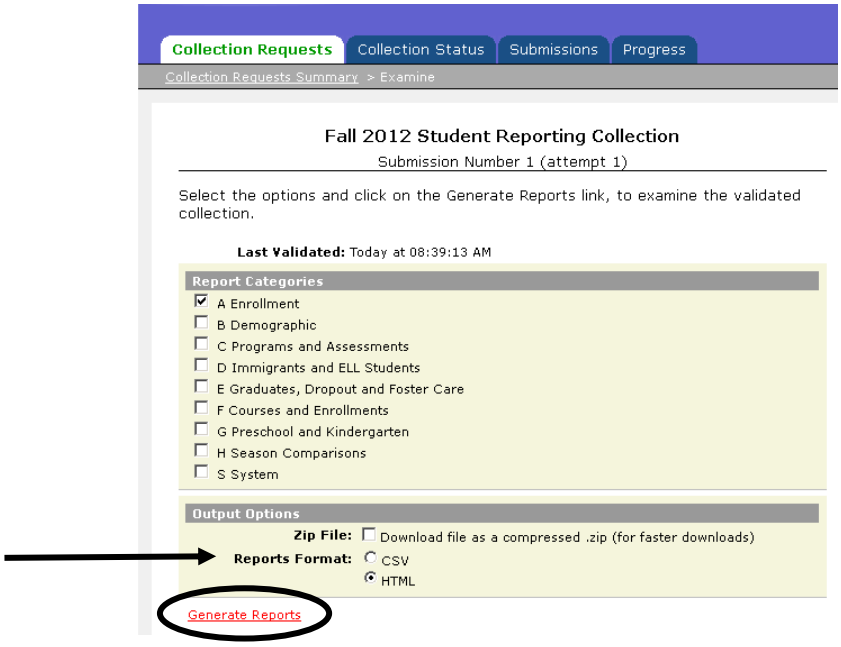
Part 5: Viewing Data Reports

Log into VRF Data Collector (see Part 1 for details). If you are already in VRF Data Collector and not on the front screen, click *Collection Requests* in the upper left.

1. On the main screen in VRF Data Collector, click *Examine* under Actions in the correct collection area.



2. Click in the box next to one or more report categories, select the type of Reports Format, and then click *Generate Reports*. *Note*: Reports Format – CSV is best if saving reports in spreadsheet format and HTML is best if just viewing report on screen.



3. Click into each report to view. If viewing these reports prior to correcting all fatal errors, students and courses with errors are NOT in included in reports. If incorrect data is found corrections must be made in the SIS and a new file extracted and uploaded.

Please see Appendix A for a list of reports within each category.

Generate Reports

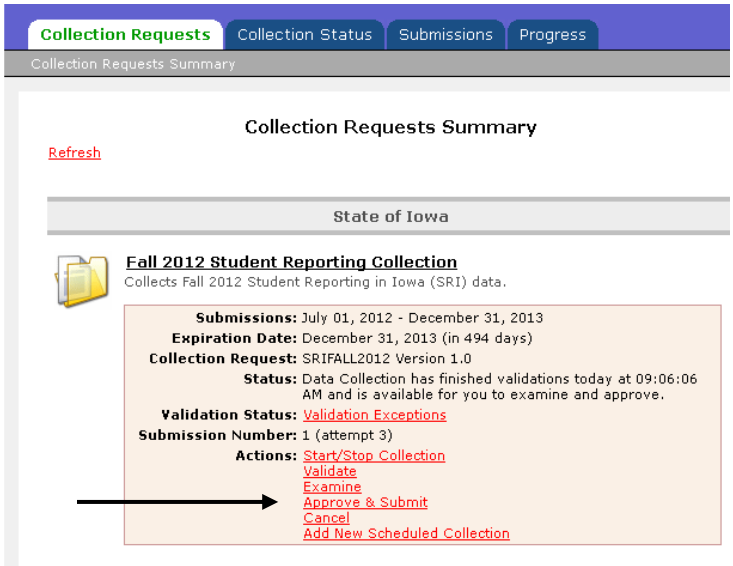
Reports	Valid	Invalid	Total
A.1 BEDS Enrollment - District Summary.html			11
A.2 PKIEP and KG-12 Students Served - District Summary.html			11
A.3 PKIEP and KG-12 Students Served - Building and Grade Summary.html			38
A.4 Resident Public Students Attending Your District - Detailed Report.html			2860
A.5 Non-Resident Public Students Attending Your District - Detailed Report.html			34
A.6 Shared Time Students Attending Your District - Detailed Report.html			1
A.7 Students Not Eligible for Funding - Detailed Report.html			2
A.8 Students Not Served by Your District (Inactive) - Detailed Report.html			345
B.1 Demographics - District Summary.html			11
B.2 Demographics - Building and Grade Summary.html			38
B.3 Demographic Detailed Report.html			2995

4. Repeat Step 2 to generate reports in a different category or report format.

Part 6: Moving Data into Student Reports

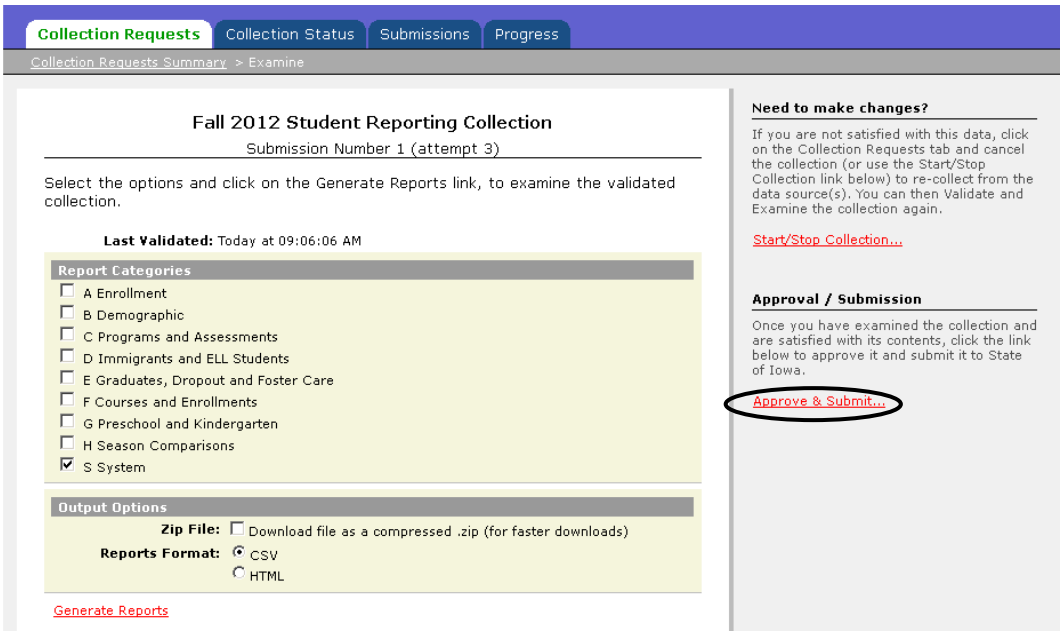
Once all errors have been corrected and the data in pre-view reports is accurate, the data must be moved into Student Reports. This will allow you to view your data through several different reports and ultimately move the data into Certified Enrollment.

On the main screen, Collection Requests, in VRF Data Collector click *Approve & Submit*. This will move the data into the new application where your data will go through another set of validation checks and produce reports for you to view.



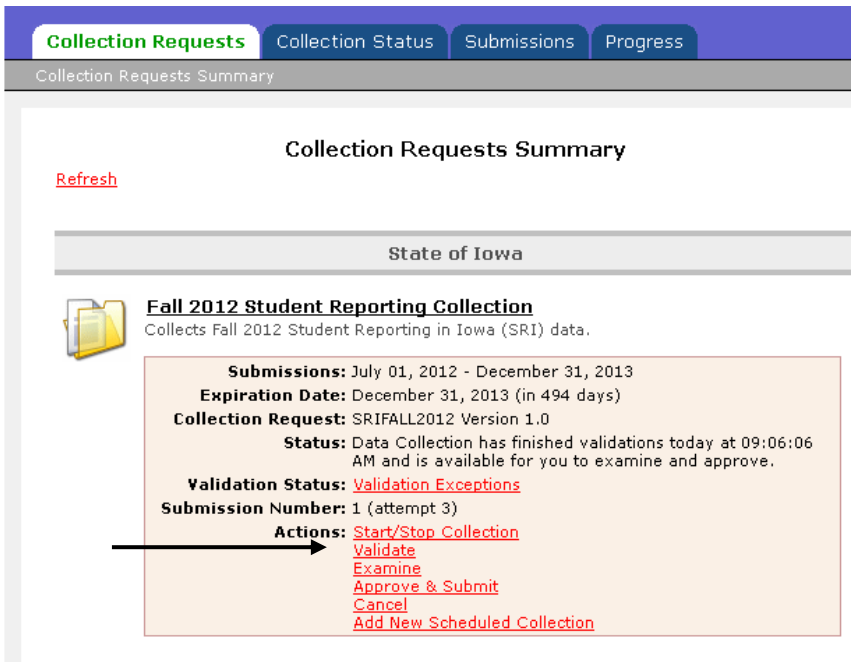
- OR -

If you have just finished examining the reports you may click *Approve & Submit…* in the right hand column.



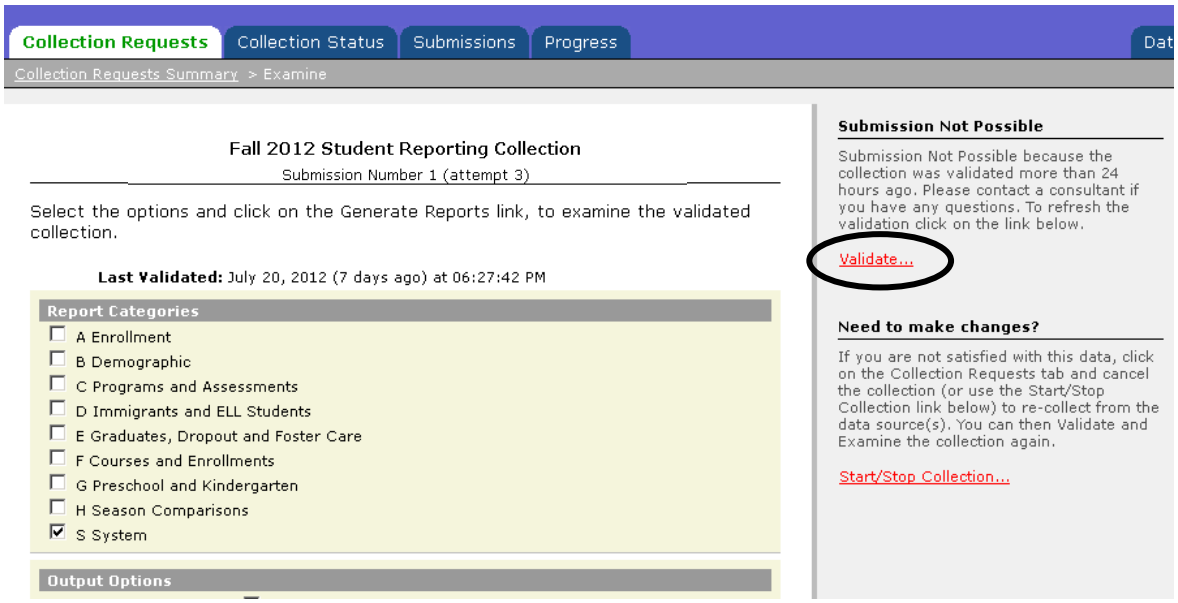
If 24 hours have passed since Validate was last clicked, the data must be re-validated before it can be moved into the next stage.

On the main Collection Requests screen click *Validate*.



- OR -

From the Examine page, click *Validate…* in the right hand column.



Once the data is re-validated and no errors are found, you will see the Approve & Submit option.