

Welcome to Winter Student Reporting Submission Using VRF. This webinar will take you through the process for uploading files into VRF, validating files in VRF, and finally moving the data into Student Reporting in Iowa (SRI).

An accompanying handout to this webinar is posted on the Student Reporting in Iowa website. Go to [www.educateiowa.gov](http://www.educateiowa.gov), click on Data & Statistics, pull down to Data Reporting, and then click on Student Reporting in Iowa. Under the Subheading Recent Announcements you will find a document titled Training Session handout – VRF Process for Student Reporting. I will reference this document during this webinar.

The winter data submission will use the same process as fall. First, files must be extracted from the student information system and saved on your local computer. Files will then be uploaded into the VRF Data Collector located in the Iowa Education Portal. Once all errors have been corrected, files will be submitted into Student Reporting in Iowa.

To access the VRF Data Collector go to the Iowa Education Portal. Go to [www.educateiowa.gov](http://www.educateiowa.gov), click on Data & Statistics, pull down and click on Iowa Education Portal. Now highlight A&A Account and click on Sign-In. Enter your A&A Account ID and password. Once inside the portal, highlight Pearson SIFWorks in the menu bar and click VRF Data Collector. You should now see the Winter 2012-2013 Student Reporting Collection manifest. So that I do not mess something up for a district, I am going to use our test site.

You only have the one manifest showing. Because this is our test site, I have several options. However, the one that I will use is the Winter 2012-2013 Student Reporting Collection manifest...the same one that you have on your screen.

If you are following along in the handout, I am on the top of page 3. To upload your file or files into the VRF Data Collector, click on Data Sources in the menu bar in the upper right. Now click on Other Data Sources. Under the line for Data Source your screen will show an option for SRI Winter 2012-2013. Again, because this is a test site my screen looks a little different. Please look at the picture on the bottom of page 3. Once you have located the line for SRI Winter 2012-2013 click on Manage at the far right.

I am now at the top of page 4 in the handout. You will notice that no files have been uploaded. Click on Upload File. Click on Browse and find the extract file from your SIS that you have saved. Once the file is showing in File to Upload, click Upload. If you are uploading more than one file, let's say you have one file for the high school and one file for the middle school, you may repeat this process. Click Upload, Browse, find the file, and click upload. All files that you have uploaded will show under Currently Uploaded Files. It is up to you as to whether you want to upload and validate one file at a time or if you want to upload and validate all files together. If you prefer to upload one at a time, once all files are error free, all files will need to be uploaded and showing so that the data can be moved on to the next step. All buildings must be represented in order for you to move your data on to the next step, Student Reporting in Iowa. Some districts may only use one file and have all students included in that one file, that is fine. Just remember, whatever files are listed under Currently Uploaded Files will be validated. Once you have your file or files upload it is time to validate. Click on Collection Requests on the left side of the menu bar.

I am now at the top of page 5 in the handout. The first time you upload files into this winter collection you will need to start the collection. Next to actions, click Start Collection. After the initial submission this link will change to say Start/Stop Collection. If you cancel a collection, this link will change back to Start Collection.

Since this is the first time you are submitting your collection you will need to click the box next to SRI Winter 2012-2013 under Data Sources and then click on Start Data Collection for all items checked below. After the initial submission has been started you will click on Restart under Action in the line for SRI Winter 2012-2013. Please see the picture on the top of page 6 in the handout. When you click Restart you will have a message asking 'Are you sure you want to restart collection on this item?', click OK.

You are automatically taken back to the main Collection Requests Summary page. To see the status of your collection, click Refresh. It only takes a few seconds for the submission to be submitted. Look at the message next to Status. When it is finished the message will say Data Collection completed successfully today at such and such a time. If the message does not say completed, click Refresh again.

I am now at the top of page 7 in the handout. Once the data has been collected it is time to validate the data. This sends the data through checks to look for errors. To start this process, click Validate. Validation may take a few seconds to a couple of minutes depending upon the number of students being checked. Once completed, you will be given a link to view the validation exceptions report. You may either click on this link or you may click OK and then on the main screen click on Validation Exceptions. Both places take you to the same report.

I am now at the top of page 9 in the handout. The validations report shows fatal errors, items that must be corrected before the data can be moved to the next stage, and warnings. Warnings are items that we want to bring to your attention. They are items that may or may not need to be corrected depending upon your situation. Data can be moved to the next stage with warnings; however, all fatal errors must be corrected. No data can be corrected on the screen. All corrections must be made in your student information system and a new file or files extracted.

I would suggest downloading this report to Excel. To download, click on Export to file in the upper right. This should open the file in Excel and then you may save it to your computer. Once saved, you will want to format the report so that it is easier to read. Click on the various columns and make them wider. I would suggest doing this with columns C, D, and E. Then select all of the data by clicking the triangle in the upper left of the data. Now click to wrap text. This will make the report much more readable. In column E, the first field will always be the school number. If your data represents many school buildings you may want to sort this report by school building. Again, select all of the data by clicking on the triangle in the upper left and then click Data, Sort, and column E. You may sort this report as you wish. Again, all errors must be made in your student information system and a new file uploaded.

To delete a file, you will again go to Data Sources, Other Data Sources, and Manage on the line for SRI Winter 2012-2013. Put a checkmark in the box next to the file or files you wish to delete and then click Delete Selected. A message will appear asking 'Are you sure you want to delete the selected file?', click OK. You will always need to delete out the old file when uploading a new file otherwise both the old file and the new file will be validated and you will not see any of your errors corrected.

Now you are ready to upload your new file. You will repeat the same steps as before. If you are still on the Manage Files screen, click on upload file, Browse, find the file on your computer, and click upload. Otherwise you will need to click on Data Sources, Other Data Sources, and Manage to get to this Manage Files screen.

Once you have uploaded new files you will need to restart the collection to bring them into the system and then validate. On the main Collection Requests home page next to actions you will click on Start/Stop Collection and then Restart on the line for SRI Winter 2012-2013. This will bring the new file of data into the system. Once the status shows the collection has been completed, click on

Validate to send the new file through the validation checks. Hopefully this time your validation exceptions report has no fatal errors or at least quite a few less than your original file.

I am now at the top of page 10 in the handout. When the data is error free you may view some preliminary reports. It is not worth viewing reports prior to having the data error free because any student or course with an error is not represented in the report. To view a report click on Examine next to Actions on the Collection Requests Summary page (main home page). Several reports are at your disposal. Since this focus for winter reporting is curriculum, I would suggest looking at reports in categories I and J. Click in the box next to the report category, select the Reports Format, and then click Generate Reports. If you only want to view the report on the screen select the HTML format. If you wish to download the report, click on CSV. Both formats show the same information just in a different format. Once the reports are generated you may click into any and all of the reports. This is only a very preliminary look at your data. I would not spend too much time looking at these reports. Better reports are available when you move your data into Student Reporting in Iowa (SRI).

To move your data into SRI click on Approve & Submit next to Actions on the main Collection Requests Summary page. If it has been at least 24 hours since you last validated your data, you will need to click Validate before you can click Approve & Submit. It will take a few minutes for your data to move over into SRI. When you log into SRI a time stamp will appear telling you when your data was last submitted into SRI. If your data is not showing, be patient and check back later.

If you have any questions please feel free to contact any of the SRI consultants. Our numbers are also listed on the bottom of the screens in SRI.

Thank you.