

Fall Student Reporting Submission Using VRF

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

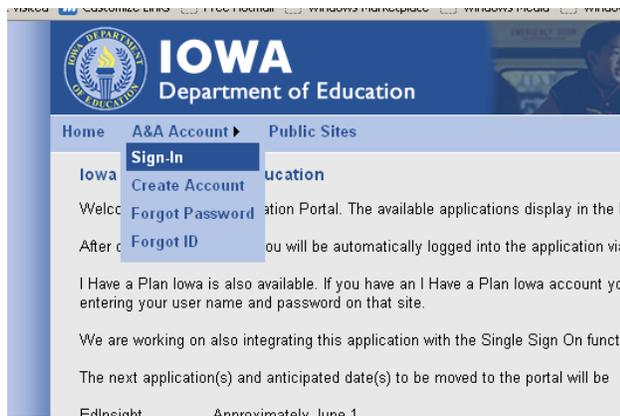
Part 1: Logging into VRF Data Collector

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*

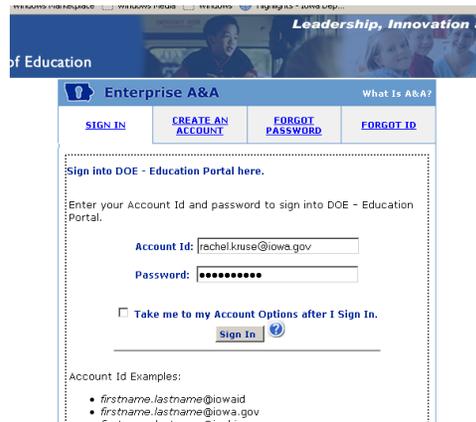


4. Highlight *A&A Account* in the menu bar and click *Sign-In*



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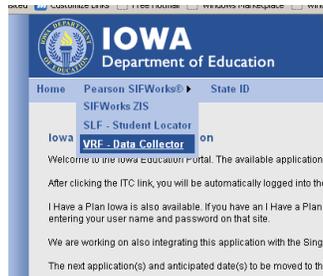
5. Enter your A&A Account ID and Password



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*



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Welcome to VRF Data Collector. This is where you will upload data for state reporting, validate data, view error reports, and submit data to respective applications for certification.

Part 2: Uploading Files into VRF Data Collector

Prior to executing the steps below, extract state reporting file(s) and save 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.

Note: Do NOT use special characters when naming a file (e.g. #, !, *)

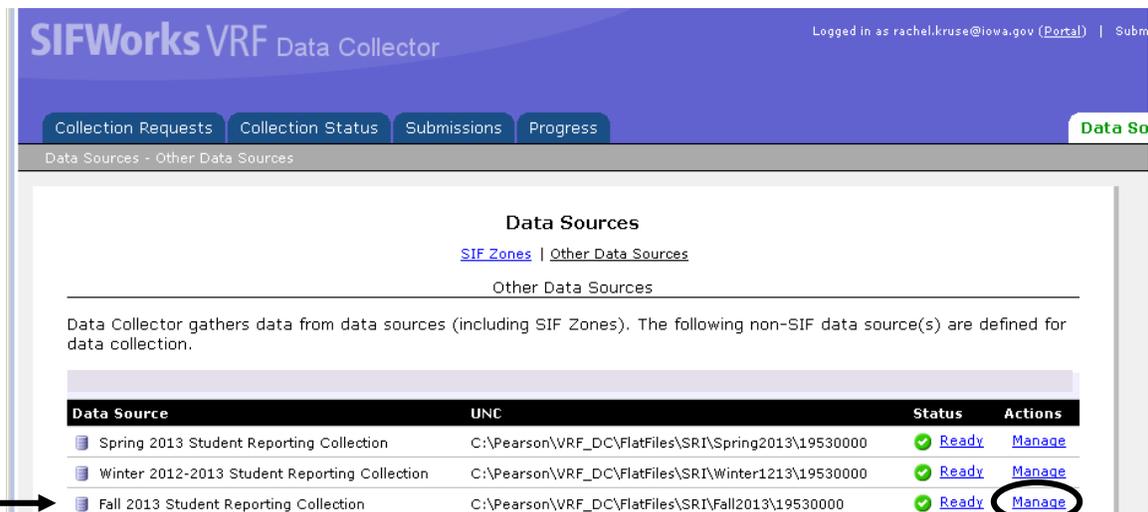
1. Click *Data Sources* tab on the right side of the menu bar.



2. Click *Other Data Sources*



3. Find the line under Data Source for Fall 2013 Student Reporting Collection and click *Manage*



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4. Click *Upload File(s)*

The screenshot shows the 'Manage Files' page for 'Other Data Sources — Fall 2013 Student Reporting Collection'. The page has a blue header with 'SIFWorks VRF Data Collector' and a user login 'Logged in as rachel.kruse@iowa.gov'. Below the header is a navigation bar with buttons for 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The main content area has a breadcrumb trail 'Data Sources - Other Data Sources > Manage Files'. The title is 'Manage Files' and the subtitle is 'Other Data Sources — Fall 2013 Student Reporting Collection'. Below this, it says 'Use the options below to manage files for this data source.' There are links for 'Select All', 'Select None', and 'Upload File(s)'. A table titled 'Currently Uploaded File(s)' has columns for 'File Name', 'Upload Date', and 'Size'. Below the table are links for 'Upload File(s)', 'Delete Selected', and 'Cancel'. The 'Upload File(s)' link is circled in red.

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

The screenshot shows the 'File Upload' page for 'Other Data Sources — SRIFall2013'. The page has a blue header with 'SIFWorks VRF Data Collector' and a user login 'Logged in as rachel.kruse@iowa.gov'. Below the header is a navigation bar with buttons for 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The main content area has a breadcrumb trail 'Data Sources - Other Data Sources > Manage Files > Upload File'. The title is 'File Upload' and the subtitle is 'Other Data Sources — SRIFall2013'. Below this, it says 'Use the form below to upload files to the data source.' There is a form titled 'Upload' with fields for 'Data Source Name: SRIFall2013', 'Target UNC Location: C:\Pearson\VRF\FlatFiles\SRIFall2013\330000', and 'File To Upload: Browse... No file selected.' Below the form are links for 'Upload' and 'Cancel'. The 'Upload' link is circled in red.

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.

The screenshot shows the 'Manage Files' page for 'Other Data Sources — SRIFall2013'. The page has a blue header with 'SIFWorks VRF Data Collector' and a user login 'Logged in as rachel.kruse@iowa.gov'. Below the header is a navigation bar with buttons for 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The main content area has a breadcrumb trail 'Data Sources - Other Data Sources > Manage Files'. The title is 'Manage Files' and the subtitle is 'Other Data Sources — SRIFall2013'. Below this, it says 'Use the options below to manage files for this data source.' There are links for 'Select All', 'Select None', and 'Upload File(s)'. A table titled 'Currently Uploaded File(s)' has columns for 'File Name', 'Upload Date', and 'Size'. The table contains one row: 'Practice File.txt', 'August 15, 2013 03:58:22 PM', and '(736 bytes)'. Below the table are links for 'Upload File(s)', 'Delete Selected', and 'Cancel'. The 'Collection Requests' button in the navigation bar is circled in red.

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Part 3: Starting a Collection and Validating Files

Find the section for the current Student Reporting Collection.

1. Click *Start Collection*.

Note: If resubmitting a file click Start/Stop Collection.

-OR-

- 2a. First Time – Click *Start Data Collection*

NOTE: *If your district has been set up with a SIF Zone, click the radio button next to Flat Files before clicking Start Data Collection.*

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2b. Re-Submitting - If you are re-submitting files, click *Restart* on the line for Flat Files.

Note: You will have a message asking 'Are you sure you want to restart collection on this item?' click *OK*.

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary > Start Collection

Fall 2013 Student Reporting Collection
Start/Stop Collection — Submission Number 1 (attempt 1)

Start, stop, or restart collection on a data source, by clicking on the link in the Action column.

| Data Source Type | Status | Collection Status | Action |
|------------------|---------|-------------------|-------------------------|
| Flat Files | ✓ Ready | Complete | Restart |

-OR-

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary > Start Collection

Fall 2013 Student Reporting Collection
Start/Stop Collection — Submission Number 1 (attempt 1)

Start, stop, or restart collection on a data source, by clicking on the link in the Action column.

| Data Source Type | Status | Collection Status | Action |
|------------------|-------------|-------------------|-------------------------|
| SIF Zone | ✓ Connected | Not Started | Start |
| Flat Files | ✓ Ready | Complete | Restart |

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

SIFWorks VRF Data Collector

Collection Requests | Collection Status | Submissions | Progress

Collection Requests Summary

[Refresh](#)

Iowa Department of Education

 **Fall 2013 Student Reporting Collection**
Collects Fall 2013 Student Reporting in Iowa (SRI) data.

For help with this collection request contact:
Margie Hanson: margaret.hanson@iowa.gov (515-281-3214)
Rachel Kruse: rachel.kruse@iowa.gov (515-281-4153)
Gary Kirchhoff: gary.kirchhoff@iowa.gov (515-281-6278)

Submissions: September 04, 2013 - October 31, 2013
Expiration Date: October 31, 2013 (in 77 days)
Collection Request: SRIFall2013 Version 1.2
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

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

SIFWorks VRF Data Collector

Collection Requests Summary

[Refresh](#)

Iowa Department of Education

Fall 2013 Student Reporting Collection
Collects Fall 2013 Student Reporting in Iowa (SRI) data.

For help with this collection request contact:
Margie Hanson: margaret.hanson@iowa.gov (515-281-3214)
Rachel Kruse: rachel.kruse@iowa.gov (515-281-4153)
Gary Kirchhoff: gary.kirchhoff@iowa.gov (515-281-6278)

Submissions: September 04, 2013 - October 31, 2013
Expiration Date: October 31, 2013 (in 76 days)
Collection Request: SRIFall2013 Version 1.2
Status: Data Collection completed successfully today at 09:05:57 AM.
Submission Number: 1 (attempt 0)
Actions: [Start/Stop Collection](#)
[Validate](#)
[Cancel](#)
[Add New Scheduled Collection](#)

- 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.

SIFWorks VRF Data Collector Logged in as rachel.kruse@iowa.gov (Portal) | Su

Collection Requests Summary > Validate

Validation Status

Complete

Validation Complete (Elapsed Total Time: 00:00:16)

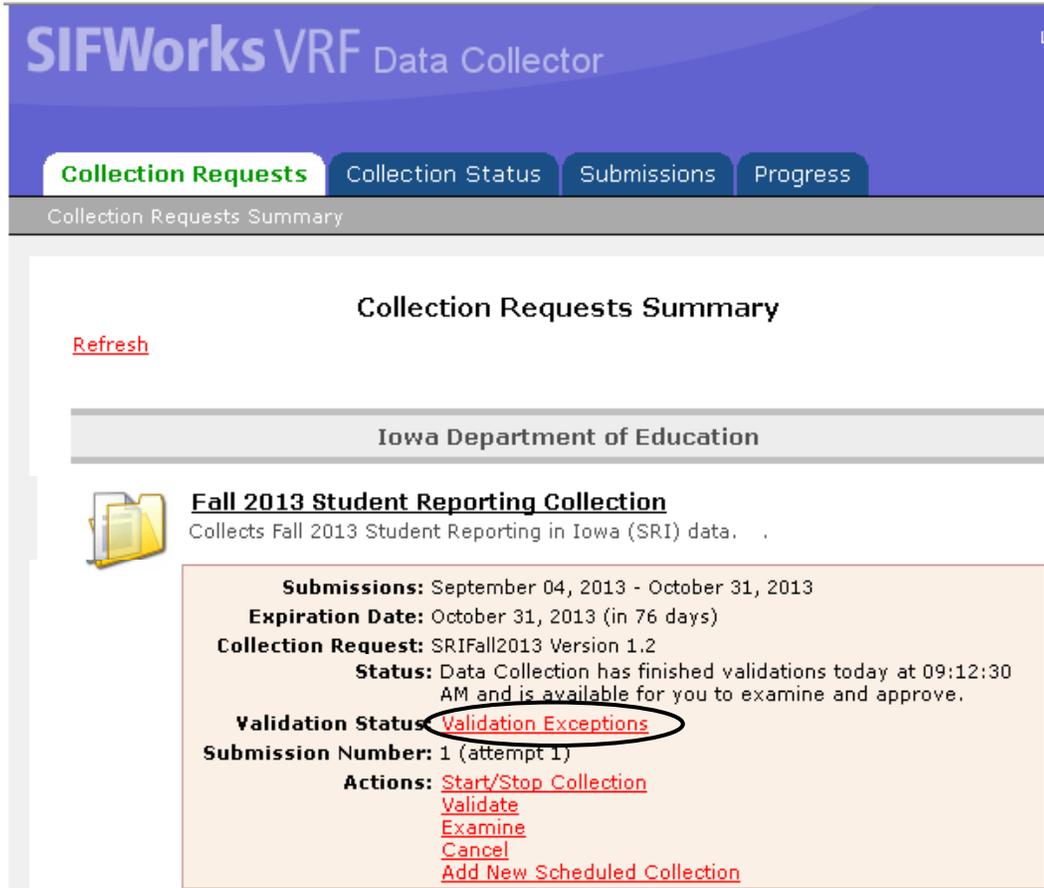
Found some validation exception [View Validation Exceptions Report](#)

OK

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- OR -

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



The screenshot displays the SIFWorks VRF Data Collector interface. At the top, there is a blue header with the text "SIFWorks VRF Data Collector". Below the header, there are four navigation tabs: "Collection Requests" (highlighted in green), "Collection Status", "Submissions", and "Progress". Underneath the tabs, the page title "Collection Requests Summary" is visible. The main content area features a "Refresh" link in red. Below this is a grey bar with the text "Iowa Department of Education". The primary section is titled "Fall 2013 Student Reporting Collection" and includes a folder icon. The details for this collection are as follows:

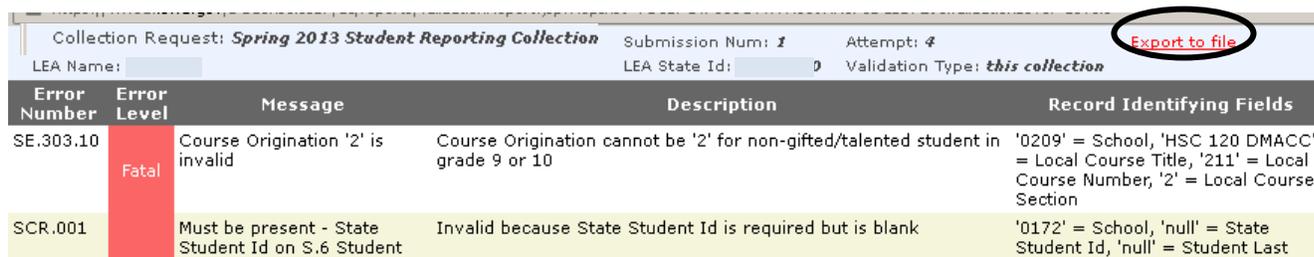
- Submissions:** September 04, 2013 - October 31, 2013
- Expiration Date:** October 31, 2013 (in 76 days)
- Collection Request:** SRIFall2013 Version 1,2
- Status:** Data Collection has finished validations today at 09:12:30 AM and is available for you to examine and approve.
- Validation Status:** [Validation Exceptions](#) (circled in red)
- Submission Number:** 1 (attempt 1)
- Actions:** [Start/Stop Collection](#), [Validate](#), [Examine](#), [Cancel](#), [Add New Scheduled Collection](#)

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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, 'Critical Warnings' –items that will become errors in SRI if not corrected and 'Warnings'- items that may or may not need to be corrected. All corrections must be made 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.



The screenshot shows the VRF Data Collector interface. At the top, there is a header with 'Collection Request: Spring 2013 Student Reporting Collection', 'Submission Num: 1', 'Attempt: 4', and a circled 'Export to file' button. Below this is a table with columns: Error Number, Error Level, Message, Description, and Record Identifying Fields. Two errors are listed:

| Error Number | Error Level | Message | Description | Record Identifying Fields |
|--------------|-------------|---|---|--|
| SE.303.10 | Fatal | Course Origination '2' is invalid | Course Origination cannot be '2' for non-gifted/talented student in grade 9 or 10 | '0209' = School, 'HSC 120 DMACC' = Local Course Title, '211' = Local Course Number, '2' = Local Course Section |
| SCR.001 | Fatal | Must be present - State Student Id on S.6 Student | Invalid because State Student Id is required but is blank | '0172' = School, 'null' = State Student Id, 'null' = Student Last |

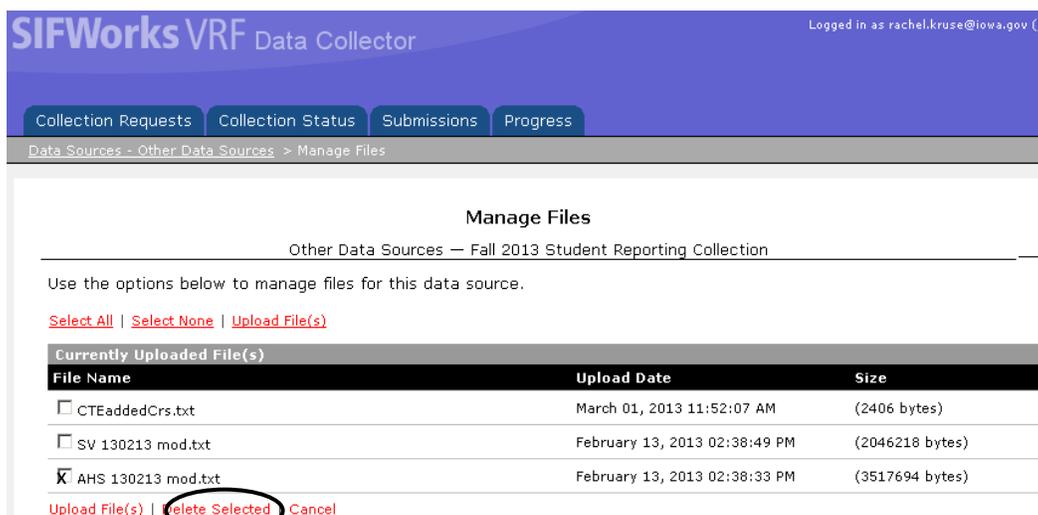
2. Again, all corrections must be made in the SIS and a new file exported and uploaded. To upload a new file, repeat the entire process. In VRF-Data Collector click on *Data Sources, Other Data Sources, and Manage* on the line for Fall 2013 Student Reporting Collection (see Part 2, Steps 1-3). The old 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*.



The screenshot shows the 'Manage Files' page in SIFWorks VRF Data Collector. The page title is 'SIFWorks VRF Data Collector' and the user is logged in as 'rachel.kruse@iowa.gov'. The page has tabs for 'Collection Requests', 'Collection Status', 'Submissions', and 'Progress'. The current page is 'Data Sources - Other Data Sources > Manage Files'. The main content area is titled 'Manage Files' and shows 'Other Data Sources — Fall 2013 Student Reporting Collection'. Below this, there is a message: 'Use the options below to manage files for this data source.' and links for 'Select All', 'Select None', and 'Upload File(s)'. A table titled 'Currently Uploaded File(s)' lists three files:

| File Name | Upload Date | Size |
|--|-------------------------------|-----------------|
| <input type="checkbox"/> CTEaddedCrs.txt | March 01, 2013 11:52:07 AM | (2406 bytes) |
| <input type="checkbox"/> SV 130213 mod.txt | February 13, 2013 02:38:49 PM | (2046218 bytes) |
| <input checked="" type="checkbox"/> AHS 130213 mod.txt | February 13, 2013 02:38:33 PM | (3517694 bytes) |

At the bottom of the table, there are links for 'Upload File(s)', 'Delete Selected' (circled), and 'Cancel'.

Continue the process starting with Part 2, Step 4.

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Part 5 (OPTIONAL): Viewing Data Reports

Data should be moved into SRI to view reports as the reports in SRI are much more user friendly. However, sometimes it may helpful to view a report in VRF.

Log into VRF Data Collector (see Part 1 for details). If you are already in VRF Data Collector and not on the home 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.

Collection Requests Summary

[Refresh](#)

Iowa Department of Education

Fall 2013 Student Reporting Collection
Collects Fall 2013 Student Reporting in Iowa (SRI) data.

Submissions: September 04, 2013 - October 31, 2013
Expiration Date: October 31, 2013 (in 76 days)
Collection Request: SRIFall2013 Version 1.2
Status: Data Collection has finished validations today at 08:49:54 AM and is available for you to examine and approve.

Submission Number: 1 (attempt 2)
Actions: [Start/Stop Collection](#)
[Validate](#)
[Examine](#)
[Cancel](#)
[Add New Scheduled Collection](#)

2. Click the box next to S System, click in the circle next to HTML, and click *Generate Reports*.

Note: Reports Format – CSV is best if saving report in spreadsheet format and HTML is best if just viewing report on screen.

Collection Requests Summary > Examine

Fall 2013 Student Reporting Collection
Submission Number 1 (attempt 2)

Select the options and click on the Generate Reports link, to examine the validated collection.

Last Validated: Today at 08:49:54 AM

Report Categories

- A Enrollment
- B Demographic
- C Programs and Assessments
- D Immigrants and ELL Students
- E Graduates, Dropout and Foster Care
- F Courses and Enrollments
- G Preschool and Kindergarten
- H Season Comparisons
- I Course by Accreditation
- J Course by Origination
- S System

Output Options

Zip File: Download file as a compressed .zip (for faster downloads)

Reports Format: CSV HTML

[Generate Reports](#)

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

[Generate Reports](#)

| Reports |
|--|
| S.0_Expected_Buildings.html |
| S.1_Demographic_Record.html |
| S.2_Enrollment_Record.html |
| S.3_Removal_Record.html |
| S.4_Course_Record.html |
| S.5_Section_Record.html |
| S.6_Student_Course_Record.html |
| S.7_Header_Record.html |
| S.8_Trailer_Record.html |

Example of when a system report may be helpful.

Q: I clicked *Validate* but I do not see 'Validation Exceptions'. Is my data correct?

A: Generate the system reports as described above. If you see '0' in all categories check to see that a file has been uploaded. Click *Data Sources*, *Other Data Sources*, and *Manage* next to Fall 2013 Student Reporting Collection (Part 2, Steps 1-3).

[Generate Reports](#)

| Reports | Valid | Invalid | Total |
|--|-------|---------|-------|
| S.0_Expected_Buildings.html | 0 | 0 | 0 |
| S.1_Demographic_Record.html | 0 | 0 | 0 |
| S.2_Enrollment_Record.html | 0 | 0 | 0 |
| S.3_Removal_Record.html | 0 | 0 | 0 |
| S.4_Course_Record.html | 0 | 0 | 0 |
| S.5_Section_Record.html | 0 | 0 | 0 |
| S.6_Student_Course_Record.html | 0 | 0 | 0 |
| S.7_Header_Record.html | 0 | 0 | 0 |
| S.8_Trailer_Record.html | 0 | 0 | 0 |

If counts seem reasonable and no invalid records exist, you are ready to move your data into SRI.

[Generate Reports](#)

| Reports | Valid | Invalid | Total |
|--|-------|---------|-------|
| S.0_Expected_Buildings.html | | | 3 |
| S.1_Demographic_Record.html | 769 | 0 | 769 |
| S.2_Enrollment_Record.html | 776 | 0 | 776 |
| S.3_Removal_Record.html | 17 | 0 | 17 |
| S.4_Course_Record.html | 511 | 0 | 511 |
| S.5_Section_Record.html | 1283 | 0 | 1283 |
| S.6_Student_Course_Record.html | 17404 | 0 | 17404 |
| S.7_Header_Record.html | 2 | 0 | 2 |
| S.8_Trailer_Record.html | 2 | 0 | 2 |
| Total counts: | 20764 | 0 | 20767 |

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Part 6: Moving Data into Student Reporting in Iowa (SRI)

Once all errors have been corrected the data must be moved into Student Reporting in Iowa. This will allow you to view your data through several different reports.

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

Note: If 24 hours have passed since Validate was last clicked, the data must be re-validated before it can be moved into Student Reporting in Iowa.

Collection Requests Summary

Refresh

State of Iowa

Fall 2013 Student Reporting Collection
Collects Fall 2013 Student Reporting in Iowa (SRI) data.

Submissions: September 04, 2013 - October 31, 2013
Expiration Date: October 31, 2013 (in 76 days)
Collection Request: SRIFall2013 Version 1.2
Status: Data Collection has finished validations today at 09:06:06 AM and is available for you to examine and approve.
Validation Status: [Validation Exceptions](#)
Submission Number: 1 (attempt 3)
Actions: [Start/Stop Collection](#), [Validate](#), [Examine](#), [Approve & Submit](#), [Cancel](#), [Add New Scheduled Collection](#)

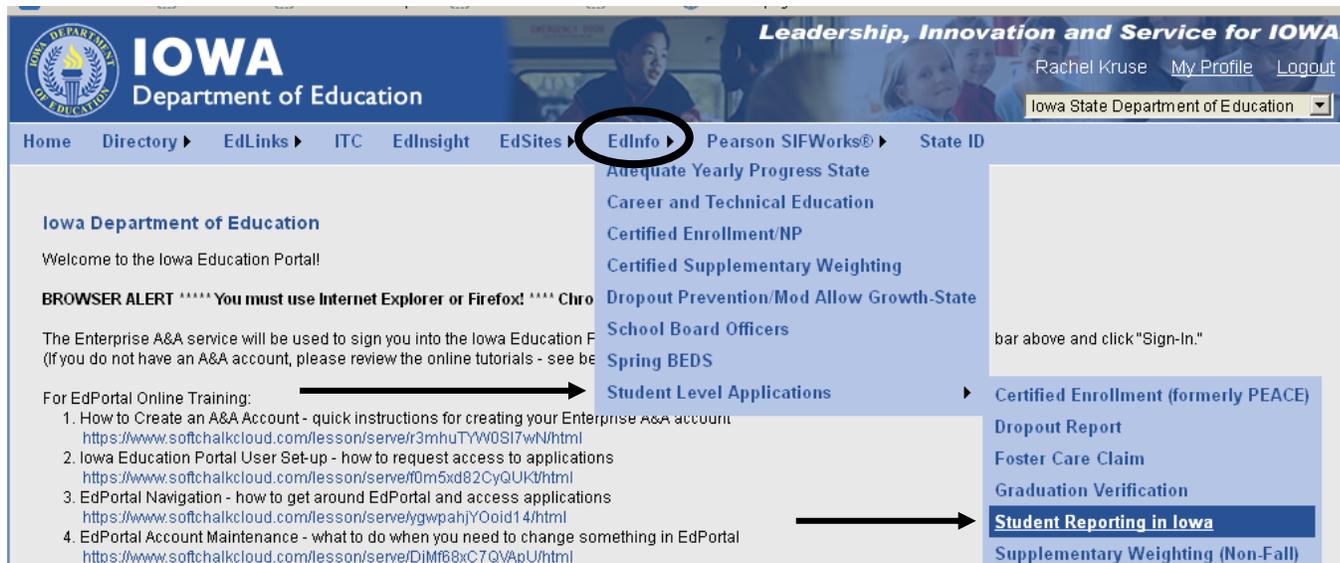
It may take 20-30 minutes for the data to move into SRI.

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Part 7: Viewing Data in SRI

Fall Student Reporting in Iowa (SRI) is in the Portal.

1. Log into the Iowa Education Portal (Part 1, Steps 1-5)
2. Move cursor to EdInfo > Student Level Applications > Student Reporting in Iowa



3. Click *Fall 2013*

Note: To move from directly from VRF into SRI click *Portal* in the far upper right and follow steps 2-3 above. Remember, if data was just submitted it may take 20-30 minutes for data to show in SRI.

