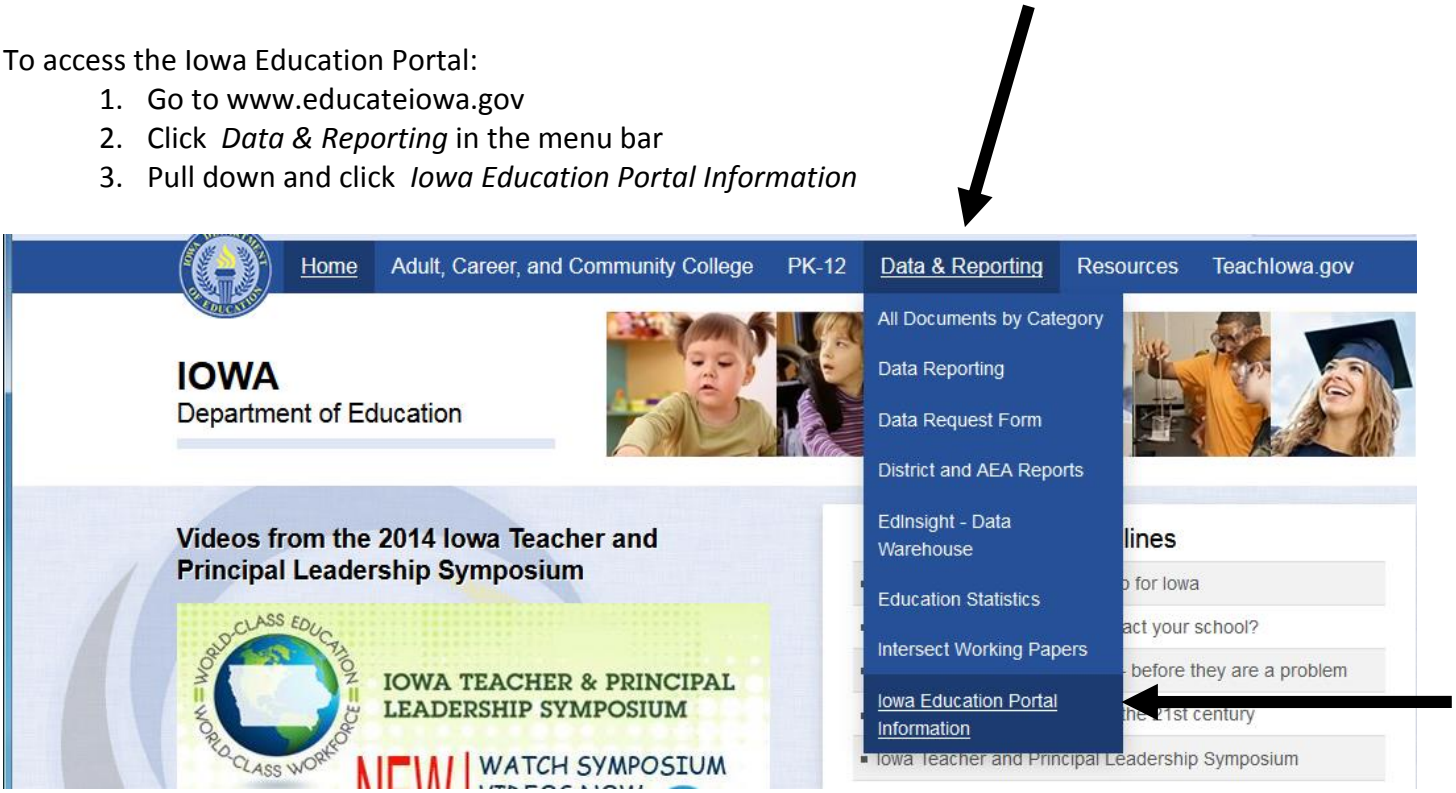
The VRF Data Collector is part of Pearson SIFWorks© located on the Iowa Education Portal and accessed using an A&A Account.

Part 1: Logging into VRF Data Collector

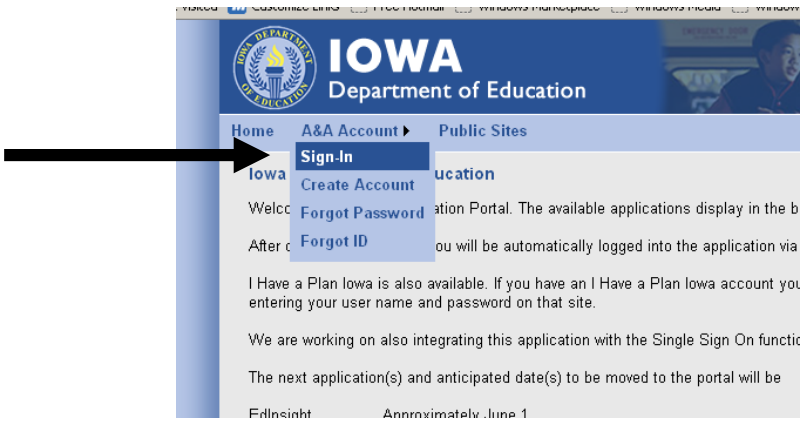
To access the Iowa Education Portal:

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

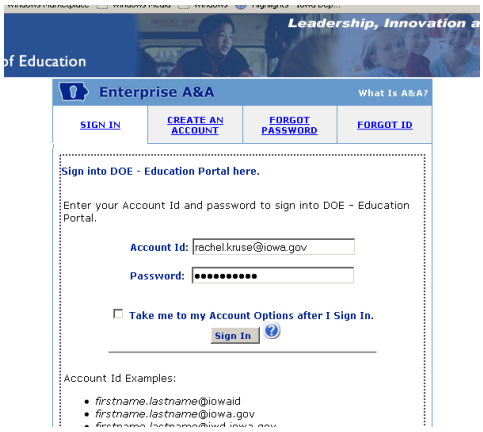


4. Click *Access the Iowa Education Portal here.*

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



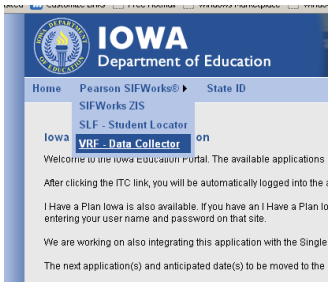
6. Enter your A&A Account ID and Password



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:

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



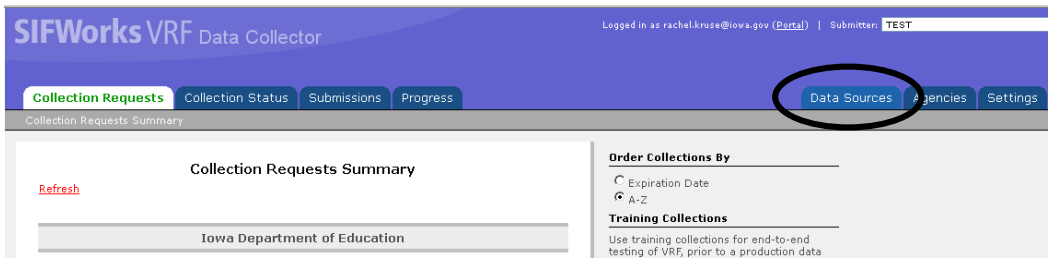
Welcome to VRF Data Collector. This is where you will upload data for state reporting, validate data, view error reports, and submit data to respective applications for certification.

Part 2: Uploading Files into VRF Data Collector

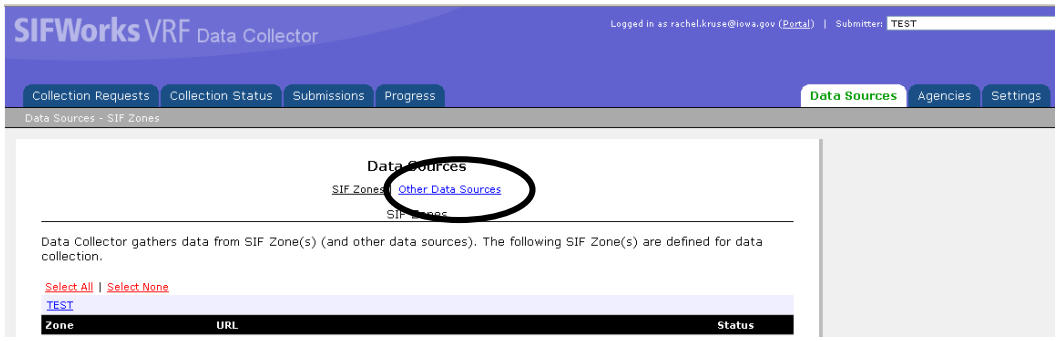
Prior to executing the steps below, extract state reporting file(s) and save to your desktop. It is suggested to give the file a meaningful name. You may extract one file per district or one file per building.

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

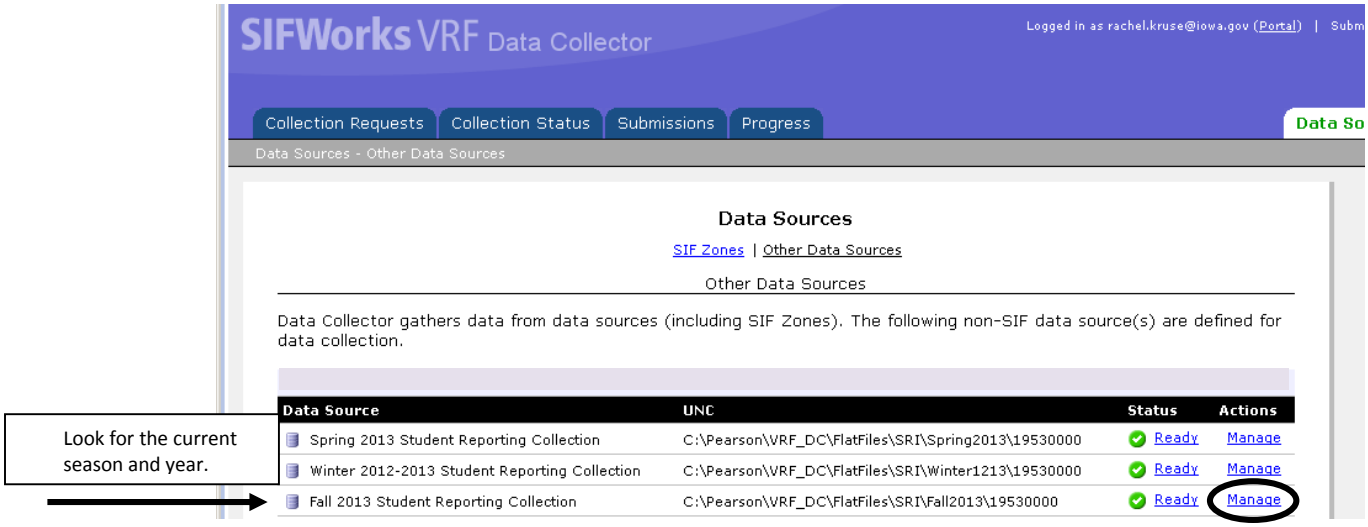
1. Click *Data Sources* tab on the right side of the menu bar.



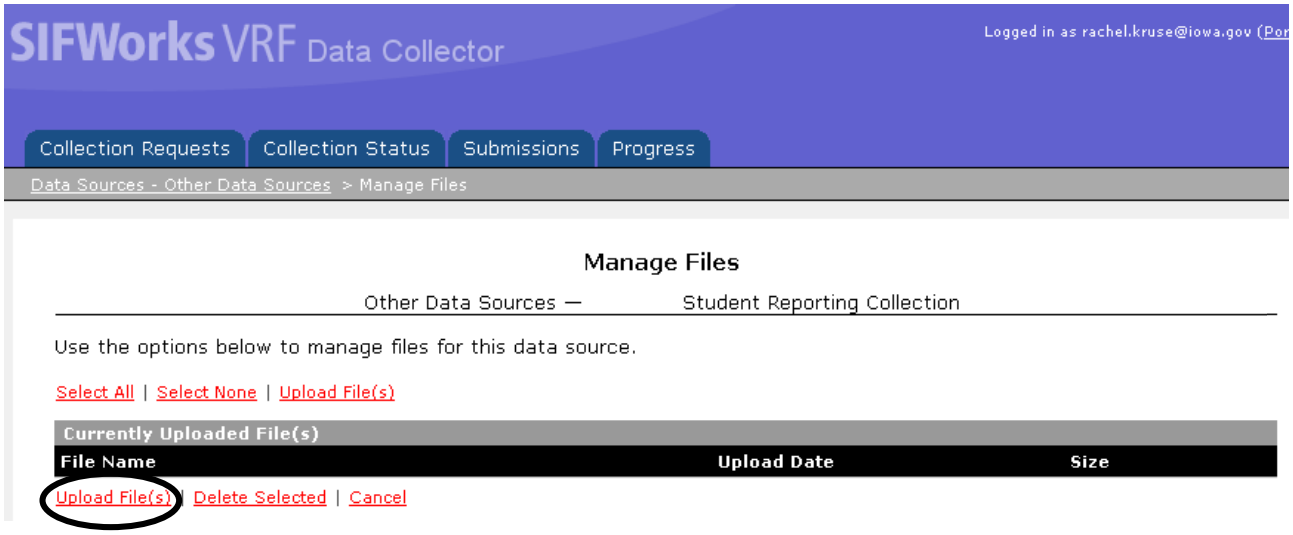
2. Click *Other Data Sources*



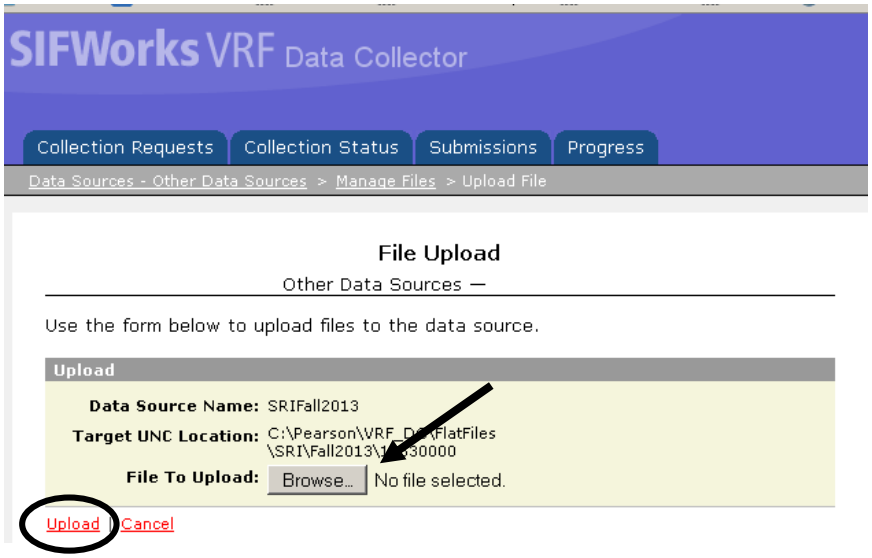
3. Find the line under Data Source for the current Student Reporting Collection and click *Manage*



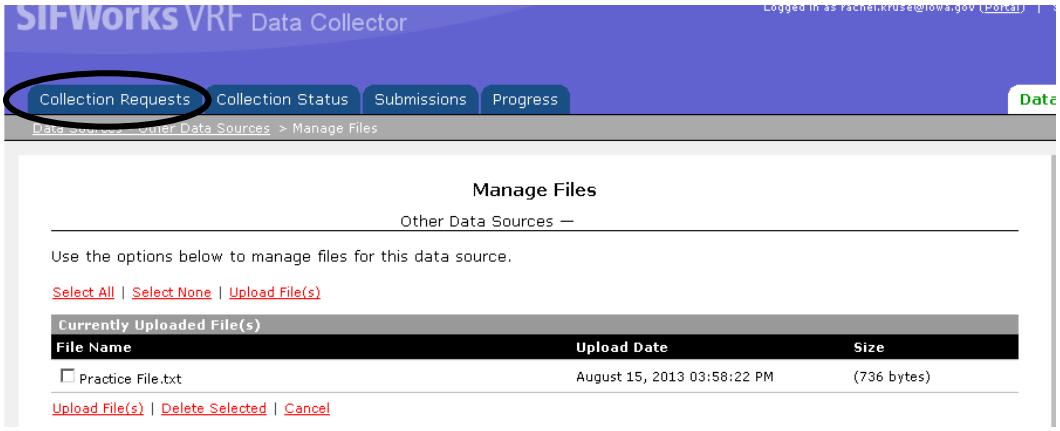
4. Click *Upload File(s)*



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



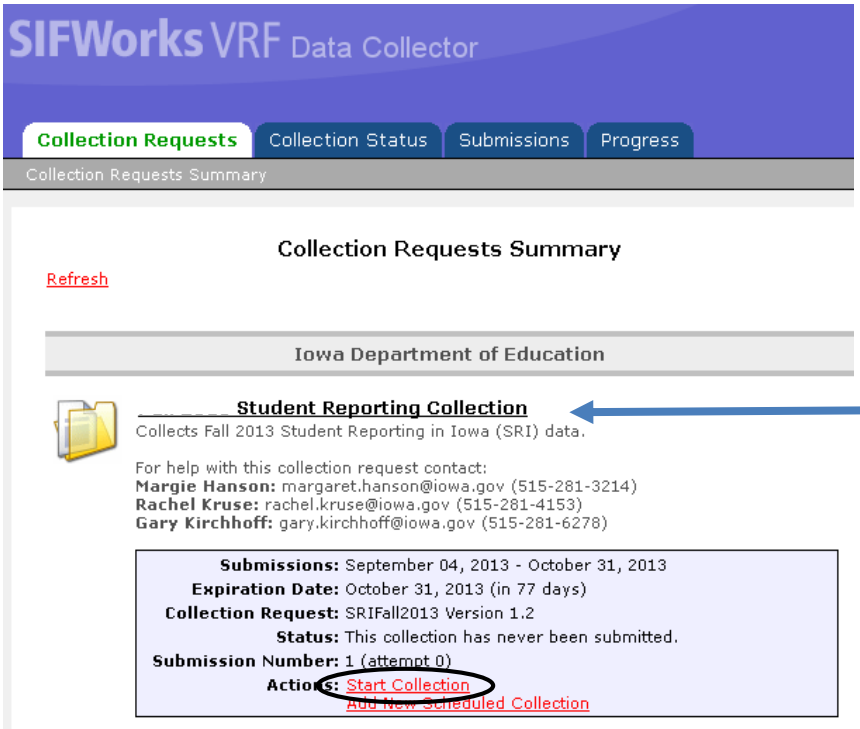
The file is listed under Currently Uploaded File(s). If another file is needed, repeat steps 4 and 5. Once all files have been uploaded, click *Collection Requests* on the left side of the menu bar.



Part 3: Starting a Collection and Validating Files

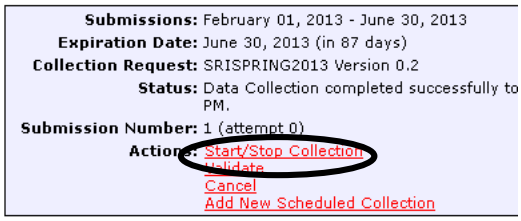
Find the section for the current season and year for the Student Reporting Collection.

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

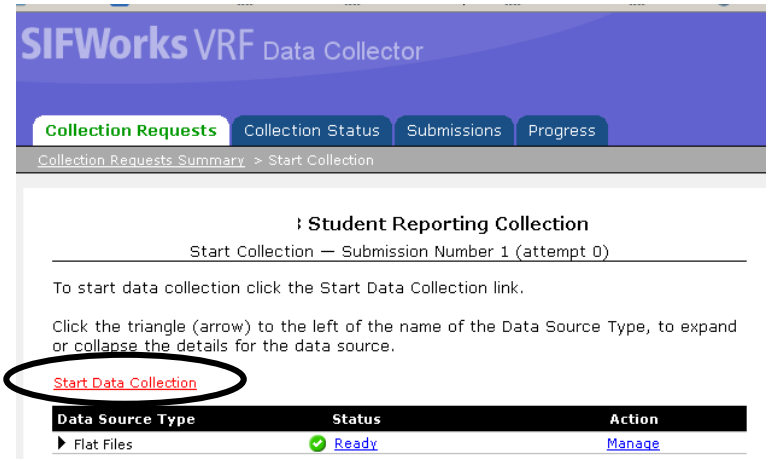


This should show the current season and year for the Student Reporting Collection

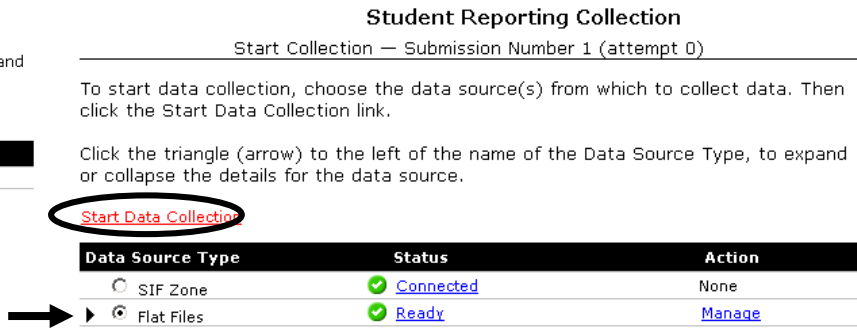
-OR -



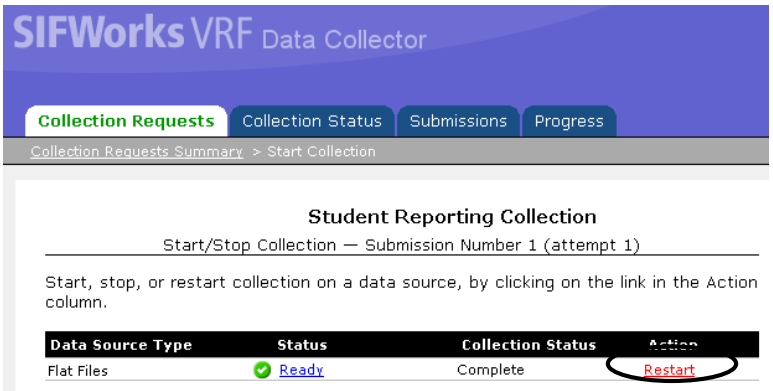
2a. First Time – Click *Start Data Collection*



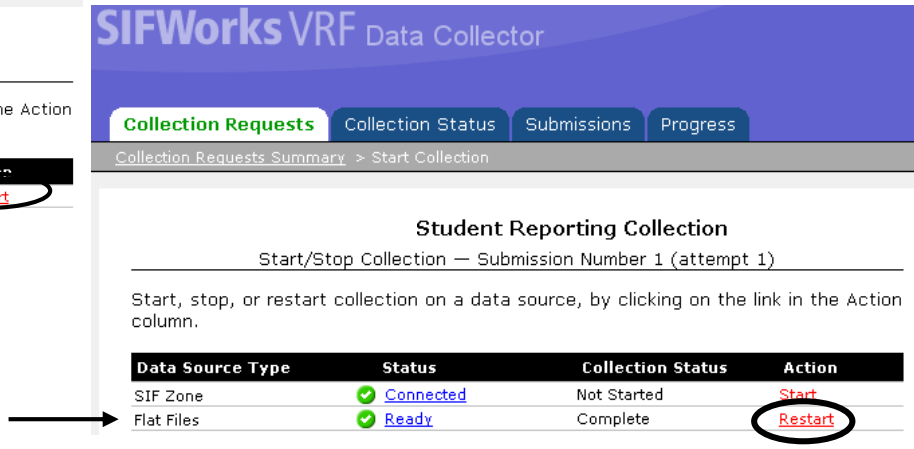
NOTE*: If your district has been set up with a SIF Zone, click the radio button next to Flat Files before clicking Start Data Collection.*



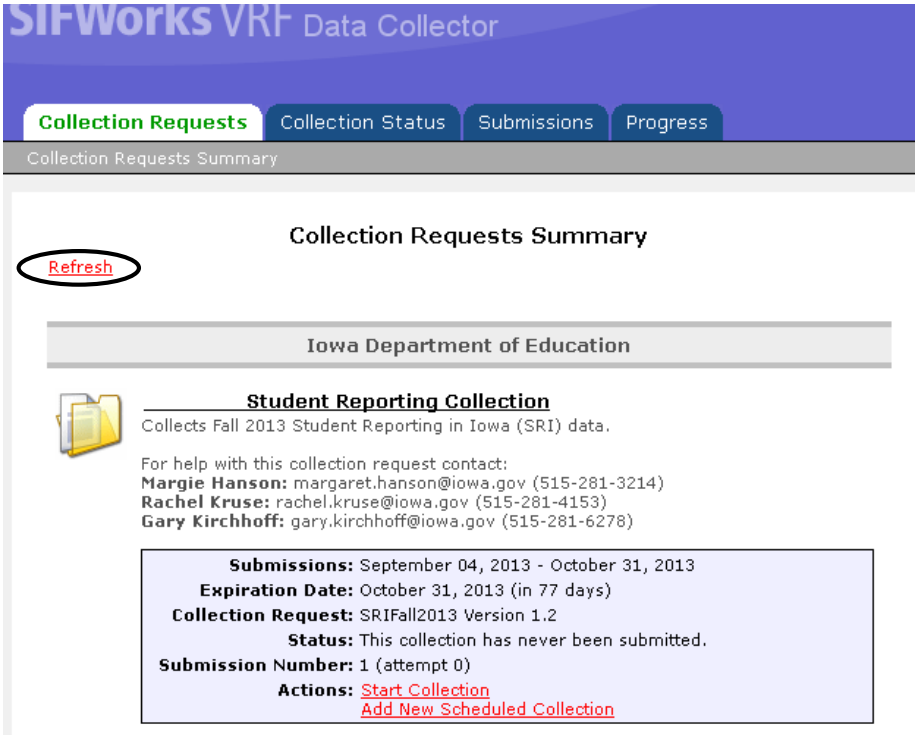
2b. Re-Submitting - If you are re-submitting files, click *Restart* on the line for Flat Files.
Note: You will have a message asking 'Are you sure you want to restart collection on this item?' click *OK*.



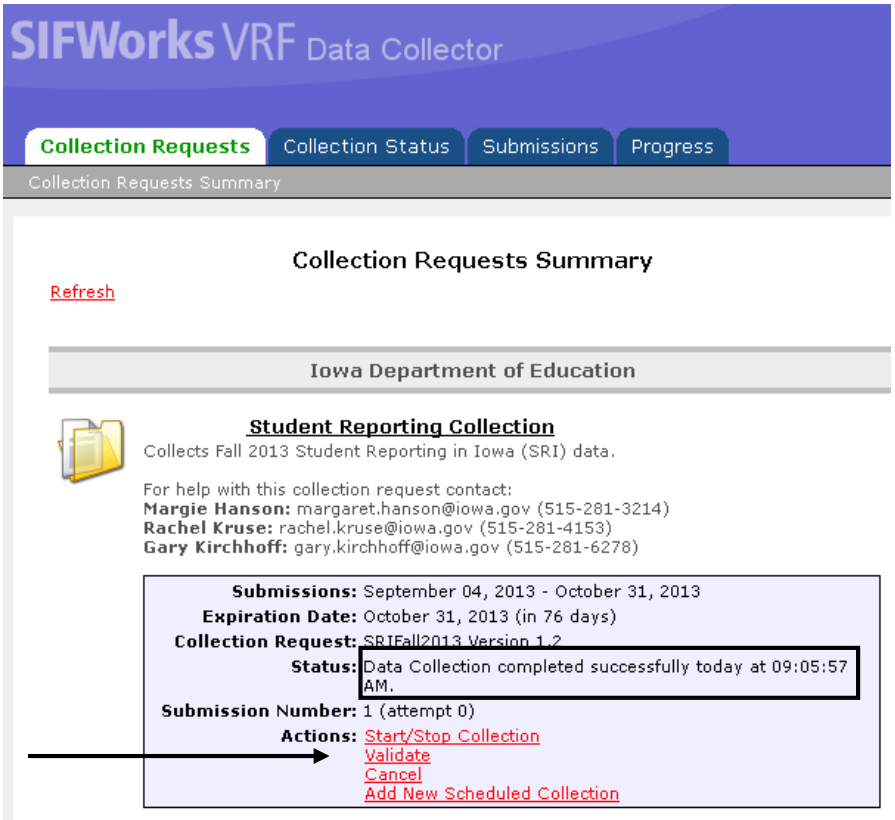
-OR-



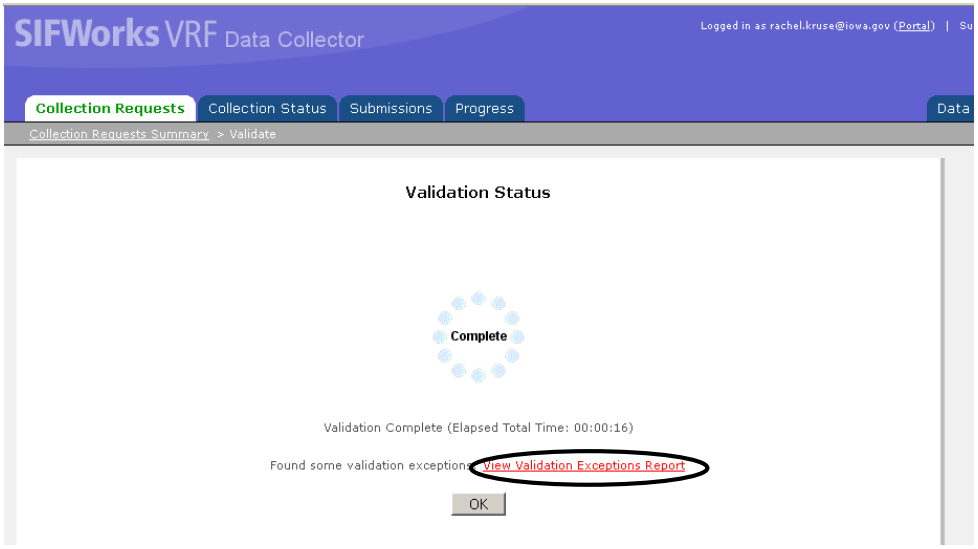
3. Click *Refresh* to see the status of the data collection.



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 errors in the data.

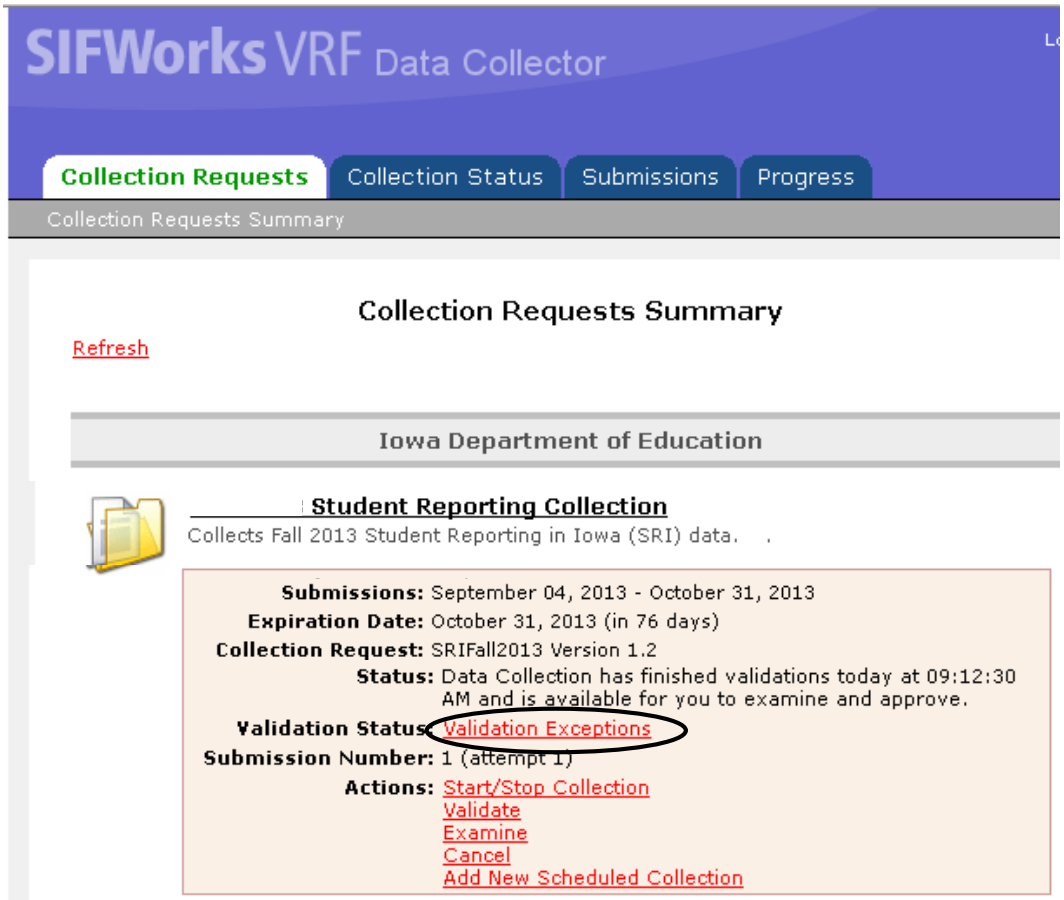


5. Validations may take a few seconds to a few minutes to complete. Once completed, click *View Validation Exceptions Report*. This will show a list of errors and warnings.



- OR –

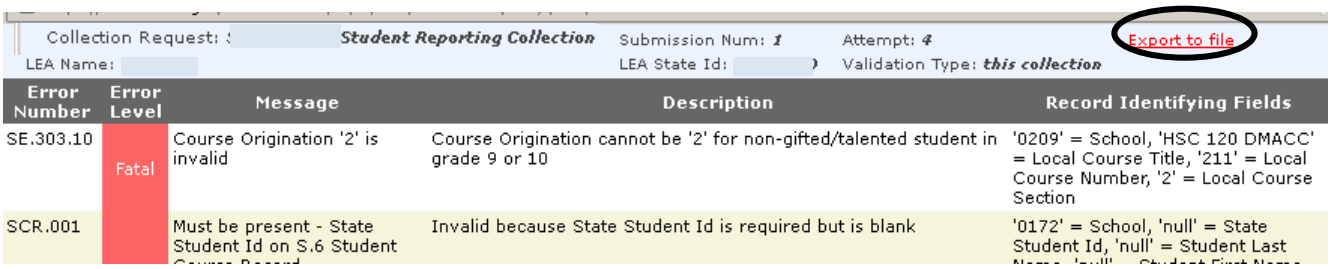
Click *OK*, it will take you to the Collection Requests Summary page. To view the report from this screen, click *Validation Exceptions*.



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, '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.



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		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

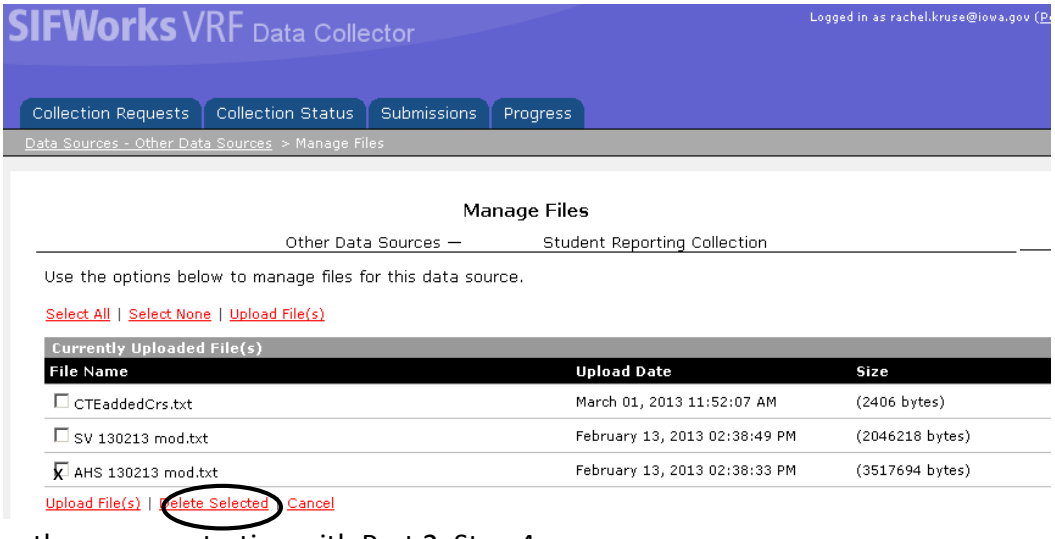
2. Again, all corrections must be made in the SIS and a new file exported and uploaded. To upload a new file, repeat the entire process. In VRF-Data Collector click on *Data Sources*, *Other Data Sources*, and *Manage* on the line for the current Student Reporting Collection (see Part 2, Steps 1-3).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



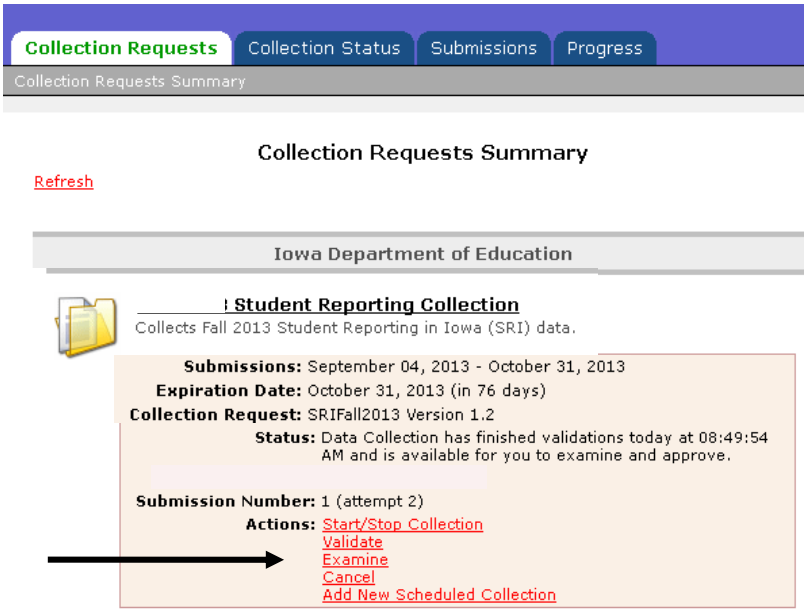
Continue the process starting with Part 2, Step 4.

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.

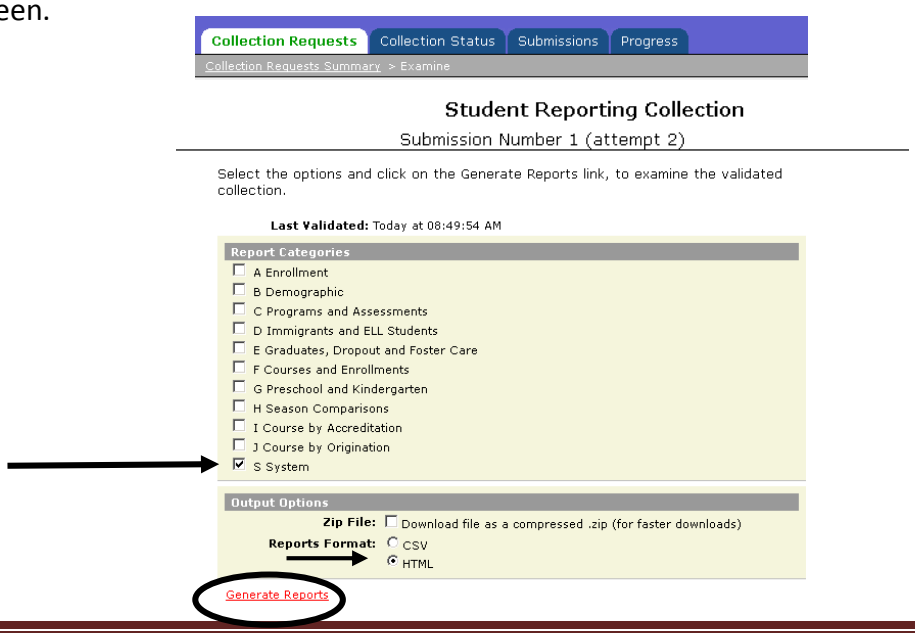
Log into VRF Data Collector (see Part 1 for details). If you are already in VRF Data Collector and not on the home screen, click *Collection Requests* in the upper left.

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



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.



3. 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 the current 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

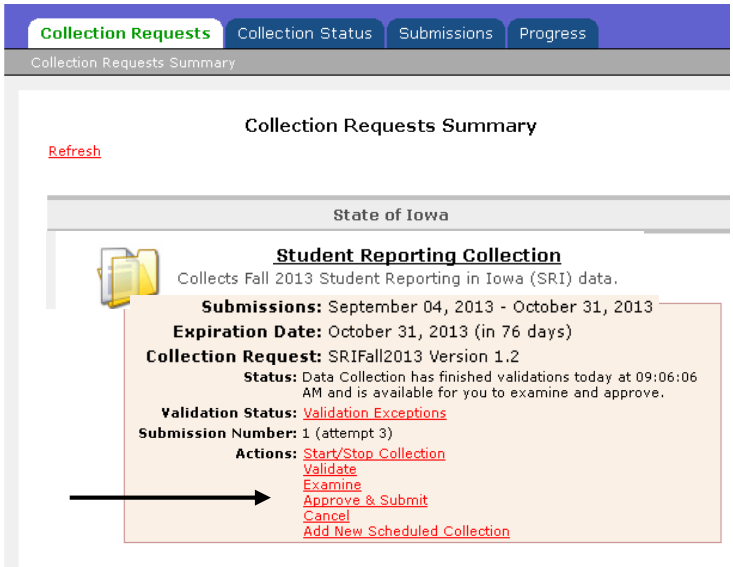
Reports	Valid	Invalid	Total
S.0_Expected_Buildings.html			3
S.1_Demographic_Record.html	769	0	769
S.2_Enrollment_Record.html	776	0	776
S.3_Removal_Record.html	17	0	17
S.4_Course_Record.html	511	0	511
S.5_Section_Record.html	1283	0	1283
S.6_Student_Course_Record.html	17404	0	17404
S.7_Header_Record.html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

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.



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

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 on the current submission.

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.