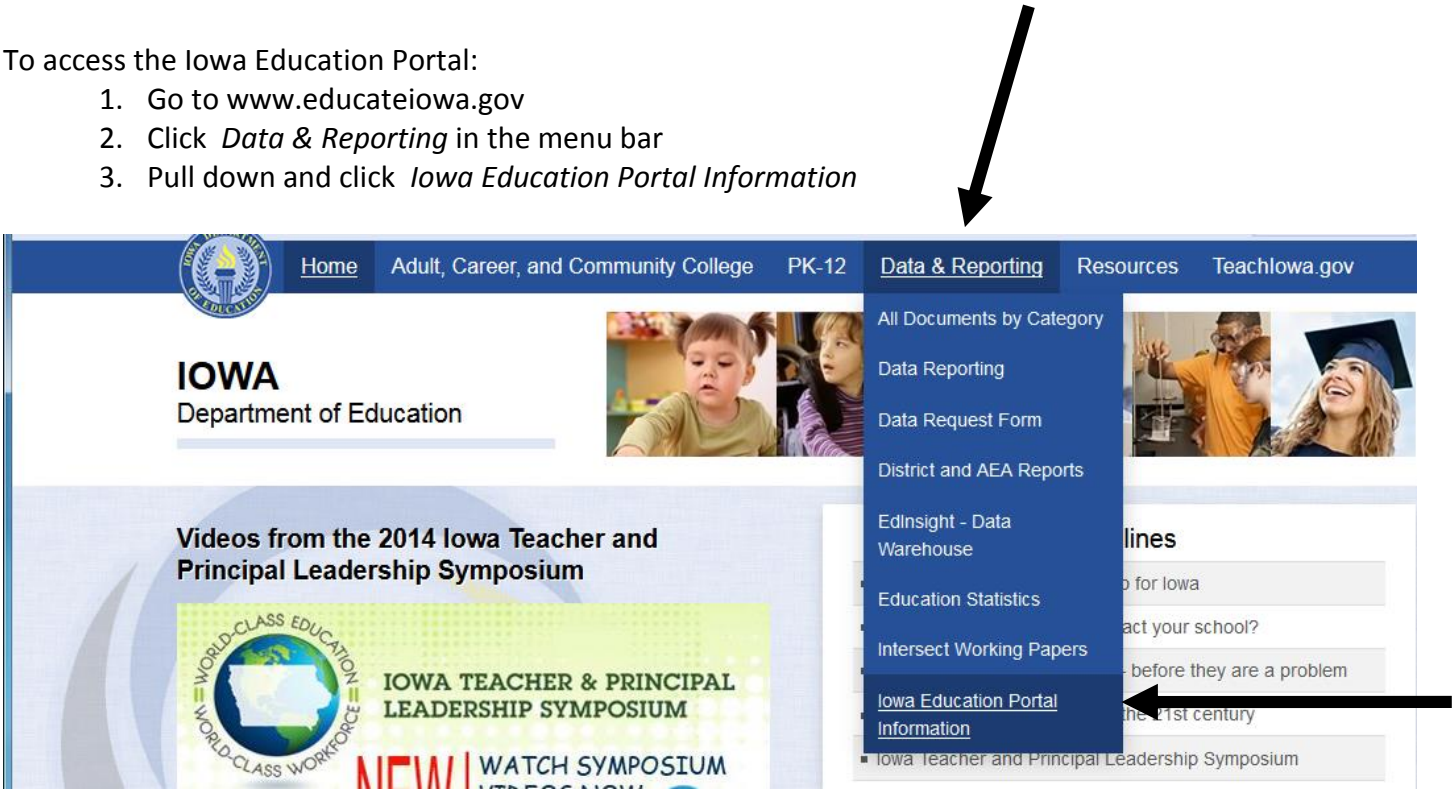
The VRF Data Collector is part of Pearson SIFWorks© located on the Iowa Education Portal and accessed using an A&A Account.

Part 1: Logging into VRF Data Collector

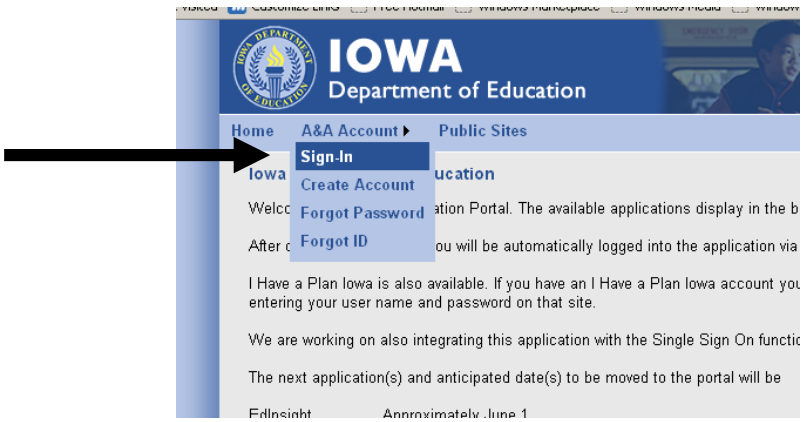
To access the Iowa Education Portal:

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

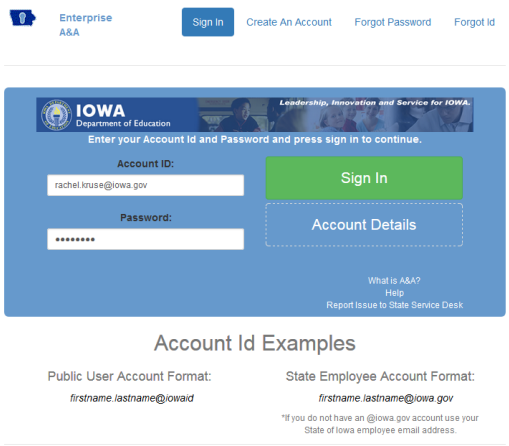


4. Click *Access the Iowa Education Portal here.*

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



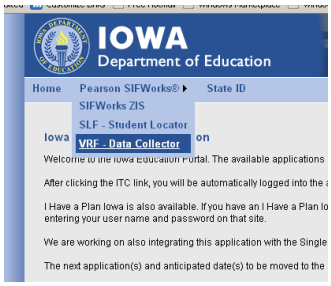
6. Enter your A&A Account ID and Password



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*



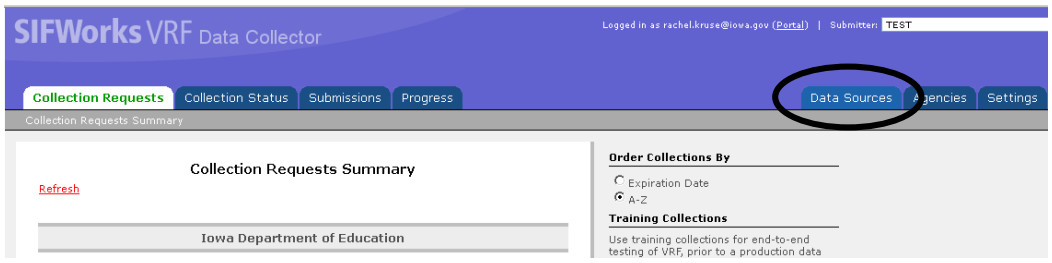
Welcome to VRF Data Collector. This is where you will upload data for state reporting, validate data, view error reports, and submit data to respective applications for certification.

Part 2: Uploading Files into VRF Data Collector

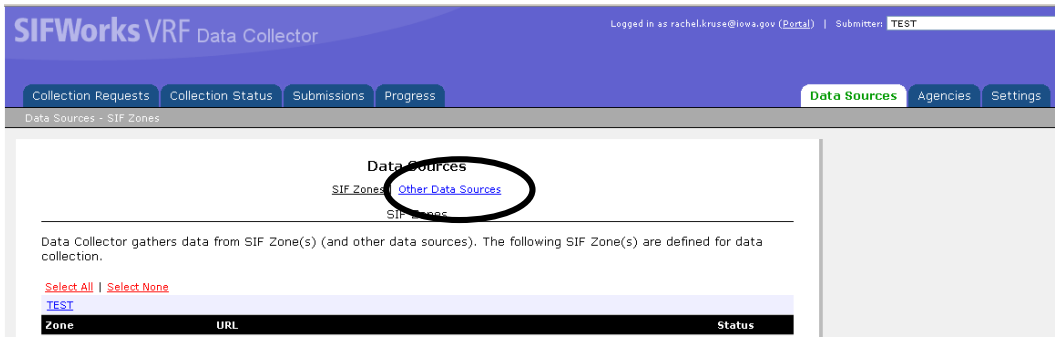
Prior to executing the steps below, extract state reporting file(s) and save to your desktop. It is suggested to give the file a meaningful name. You may extract one file per district or one file per building.

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

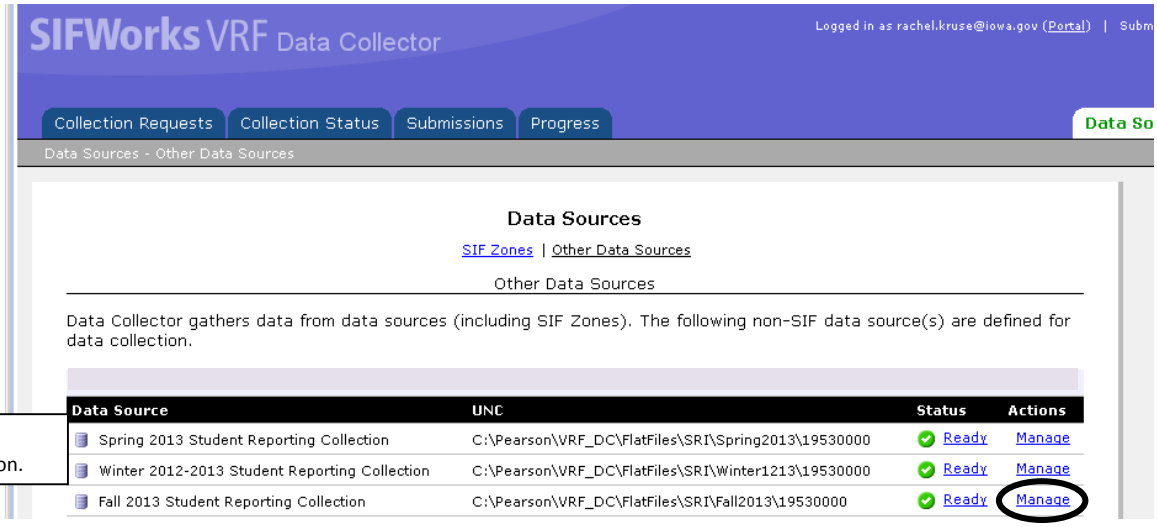
1. Click *Data Sources* tab on the right side of the menu bar.



2. Click *Other Data Sources*

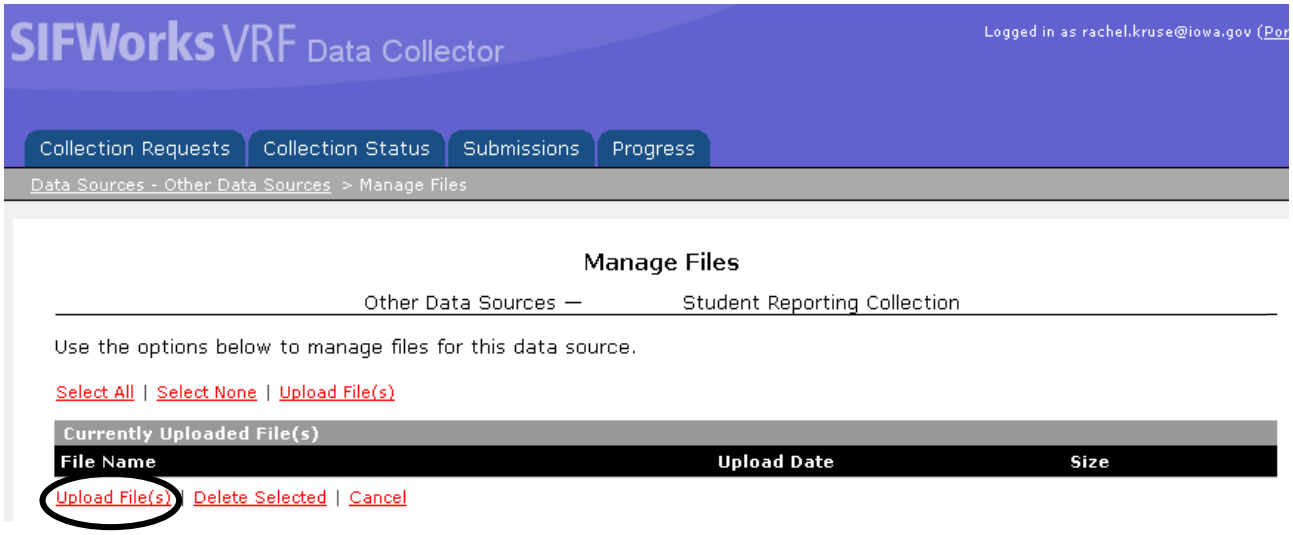


3. Find the line under Data Source for the <u>current</u> Student Reporting Collection and click *Manage*

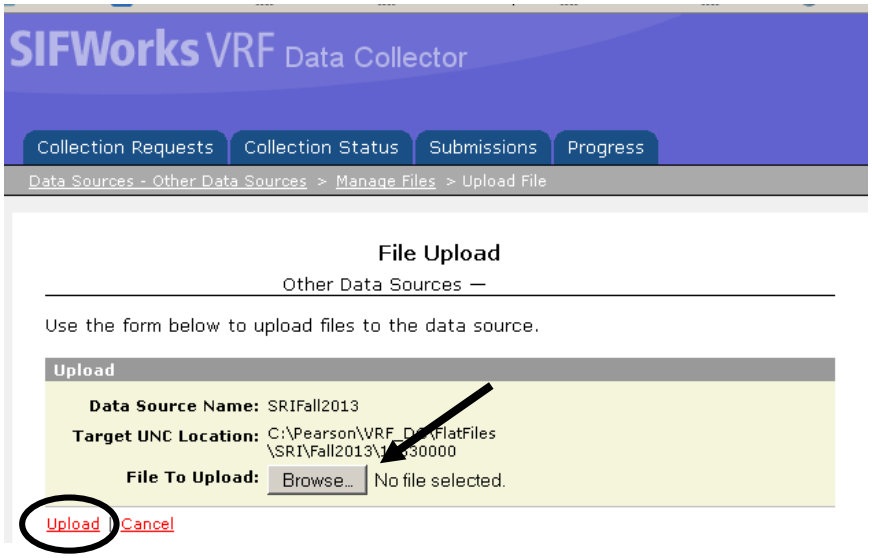


Look for the current submission.

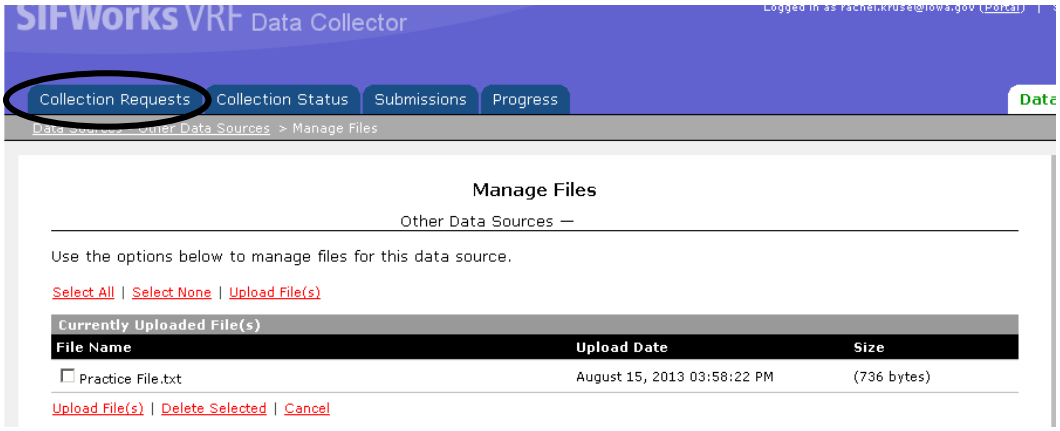
4. Click *Upload File(s)*



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



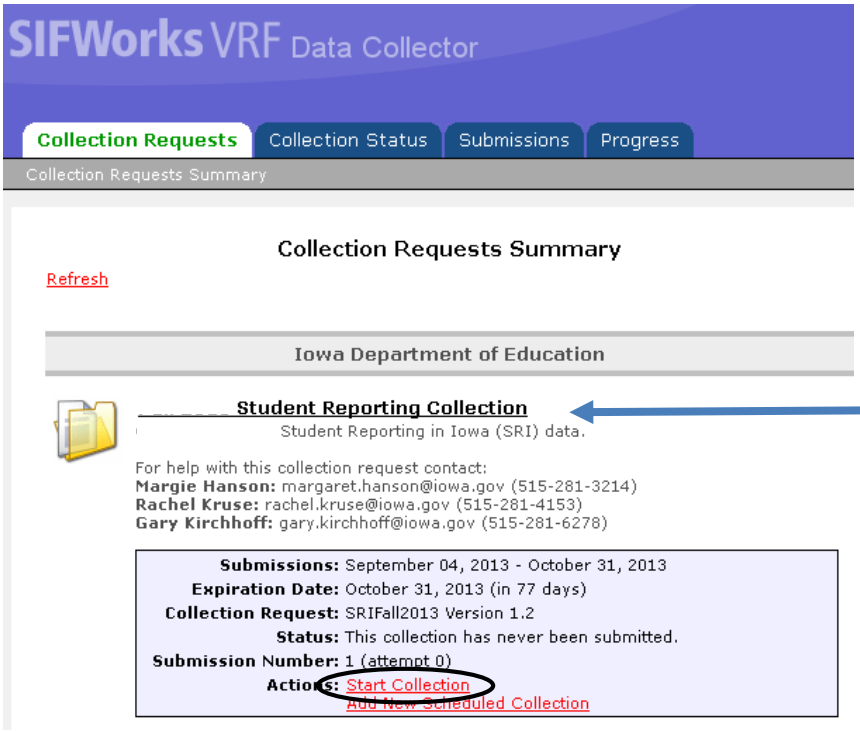
The file is listed under Currently Uploaded File(s). If another file is needed, repeat steps 4 and 5. Once all files have been uploaded, click *Collection Requests* on the left side of the menu bar.



Part 3: Starting a Collection and Validating Files

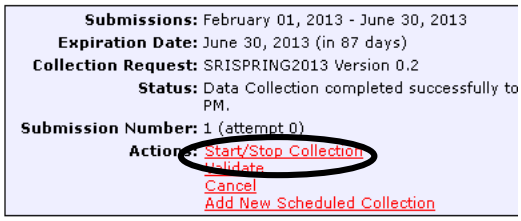
Find the section for the current Student Reporting Collection.

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

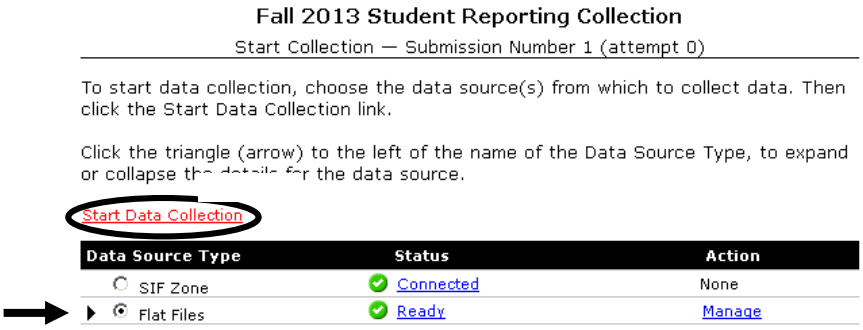


This should show the current Student Reporting Collection

-OR -

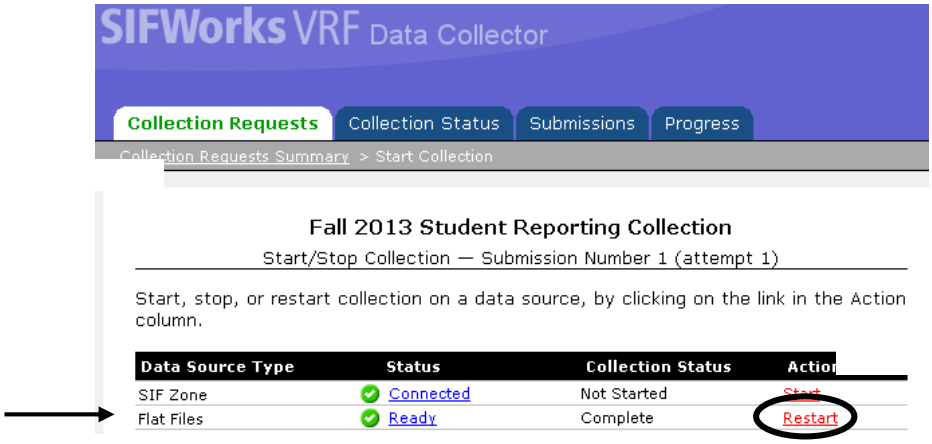


2a. First Time – Click the radio button next to *Flat Files* then click *Start Data Collection*

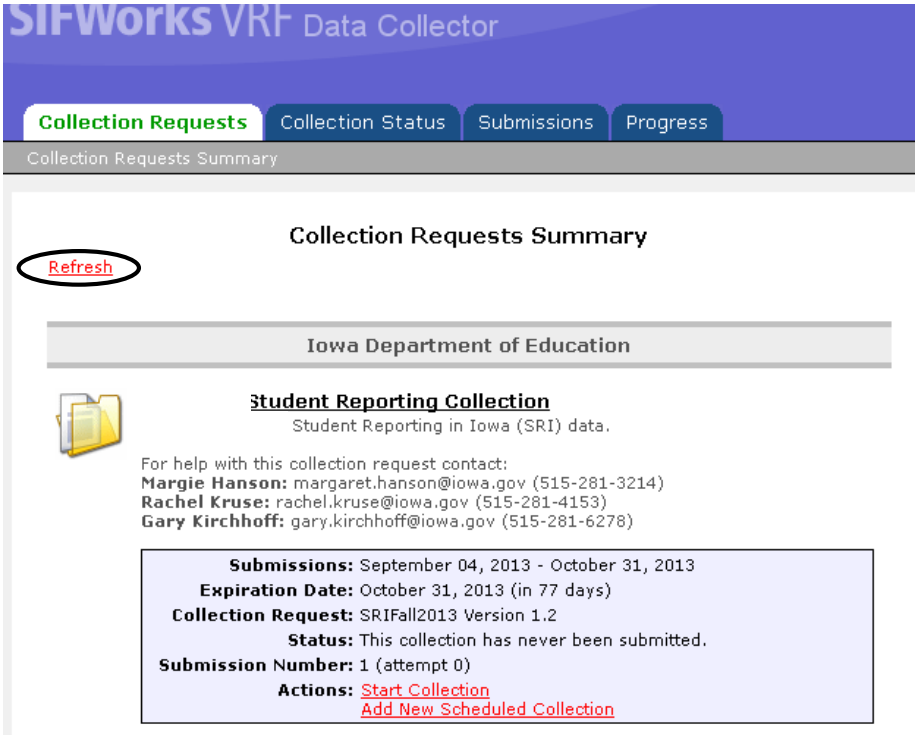


NOTE*: If you do not see SIF Zone, just click Start Data Collection*

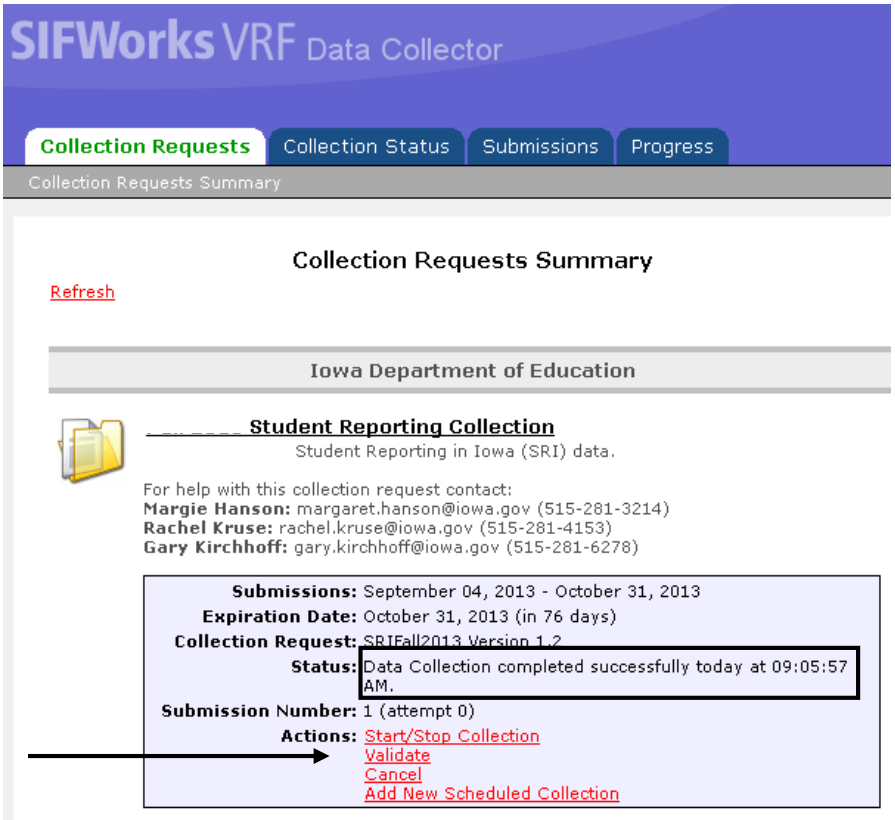
2b. Re-Submitting - If you are re-submitting files, click *Restart* on the line for Flat Files.
Note: You will have a message asking 'Are you sure you want to restart collection on this item?' click *OK*.



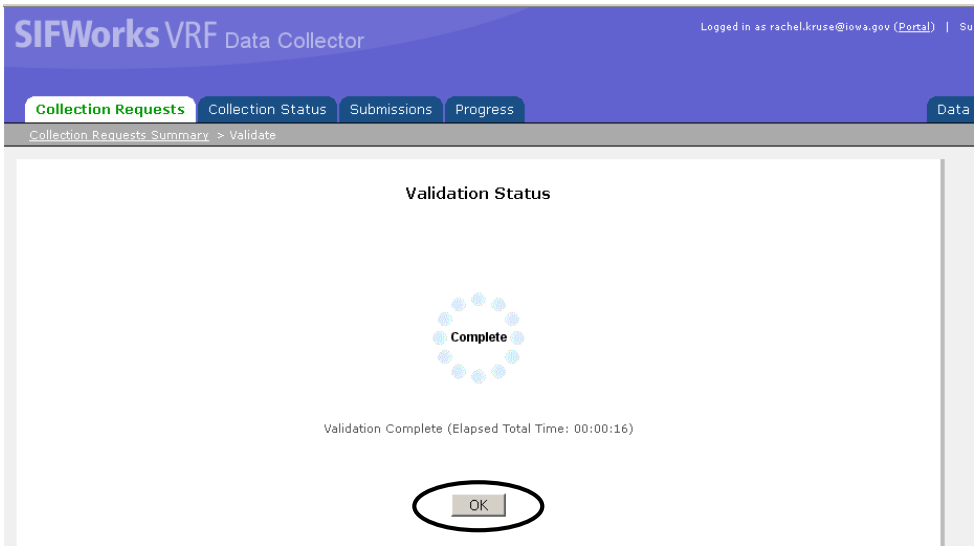
3. Click *Refresh* to see the status of the data collection.



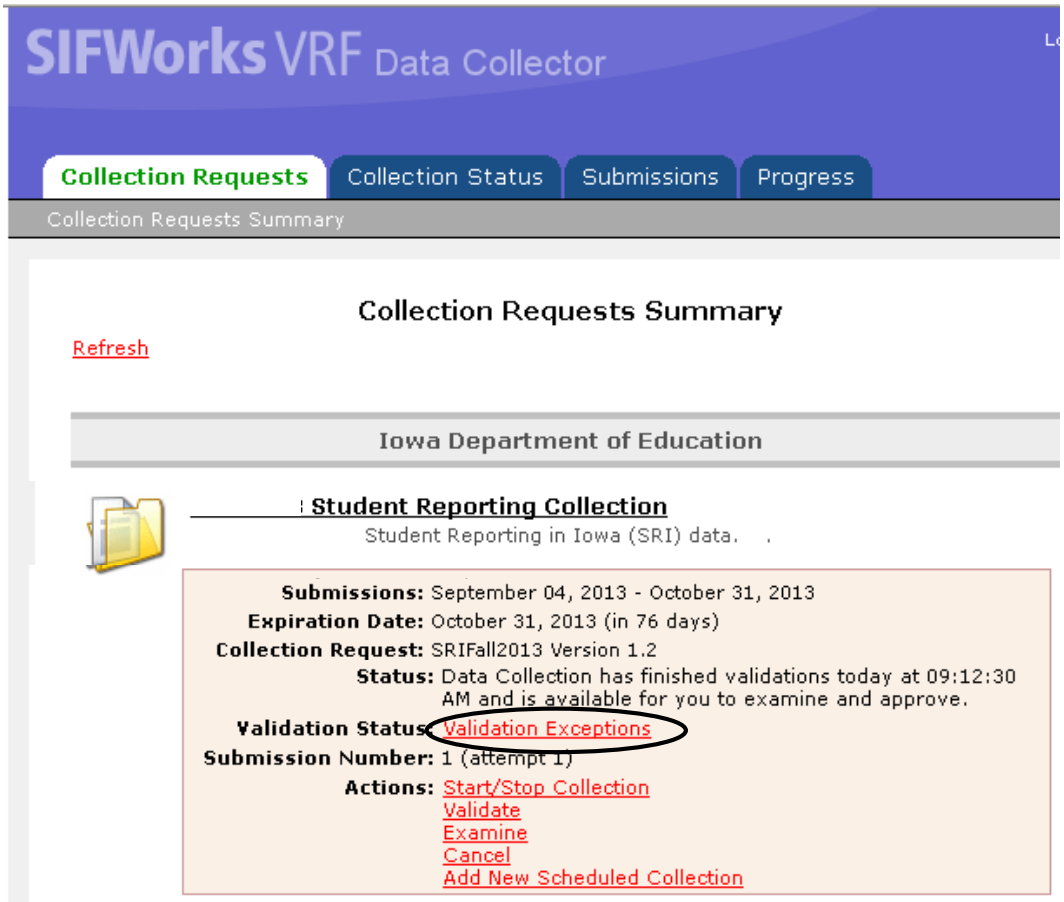
4. Once the status reports the data collection has completed, click *Validate*. This will send the data through a series of validations checks to find errors in the data.



5. Validations may take a few seconds to a few minutes to complete. Once completed, 'OK'



You will now be taken to the Collection Requests Summary page. To view the report from this screen, click *Validation Exceptions*.



Part 4: Viewing Errors

The validation exceptions report shows errors by record type and severity. All 'Fatal' errors must be corrected in order to move your data over to SRI. The 'Warning' column will include both regular warnings and critical warnings. A regular warning is an item that is usually not correct but could be in certain instances. You will need to look at the warning and determine whether or not it requires fixing. A critical warning is an item that will become an error in SRI unless corrected.

1. Viewing Errors/Warning on Screen

   You may view validation exceptions pertaining to a specific record type or severity by clicking on an underlined link. To see all errors and warnings, click *Generate Full Validation Report* in red at the bottom of the chart. The default is set to open these reports on your screen using HTML.

Validation exceptions are listed by record type and exception severity.
To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Validated: November 06, 2014 (4 days ago) at 02:35:58 PM

Record Type	Fatal	Warning	Info	Total
S.0 Expected Buildings	0	0	0	0
S.1 Demographic Record	0	2	0	2
S.2 Enrollment Record	154	0	0	154
S.3 Removal Record	0	0	0	0
S.4 Course Record	0	1	0	1
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
S.7 Header Record	0	0	0	0
S.8 Trailer Record	0	0	0	0
Total Counts:	154	3	0	157

Generate Full Validation Report

The Validation Exception Report will be generated.

Note: You may need to allow Pop-ups to be displayed for this website (portal.ed.iowa.gov) in order to view report.

Validation Exception Report *- for 2014-2015 Fall Student Reporting Collection*

Collection Request: ***2014-2015 Fall Student Reporting Collection*** Submission Number: ***1*** Attempt: ***2*** LEA Name: State LEA ID:

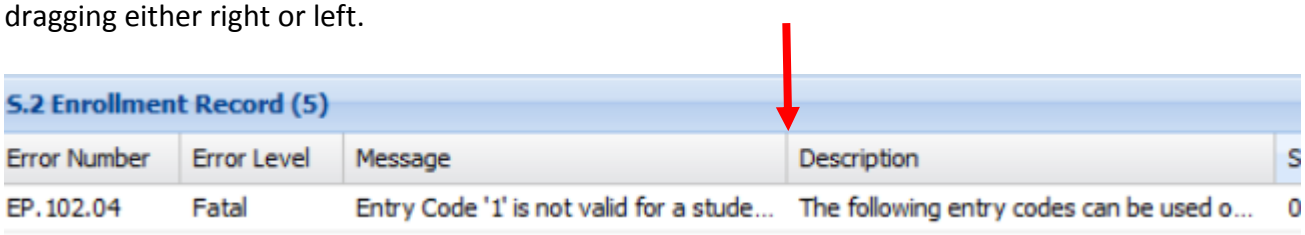
Record Type: ***(All)*** Exception Severity: ***(All)***

S.1 Demographic Record (2)

Error Number	Error Level	Message	Description	School Number	Student Last Name	Student First Name	Local Student Id	State
SD.32.07w	Warning	Invalid First Enroll Date US School on S.1 Demographic ...	First Enrollment Date in US Schools may ...	0172	[redacted]			
SD.32.07w	Warning	Invalid First Enroll Date US School on S.1 Demographic ...	First Enrollment Date in US Schools may ...	0172	[redacted]			

Note: This report is not able to be sorted or exported. It is only for viewing on the screen.

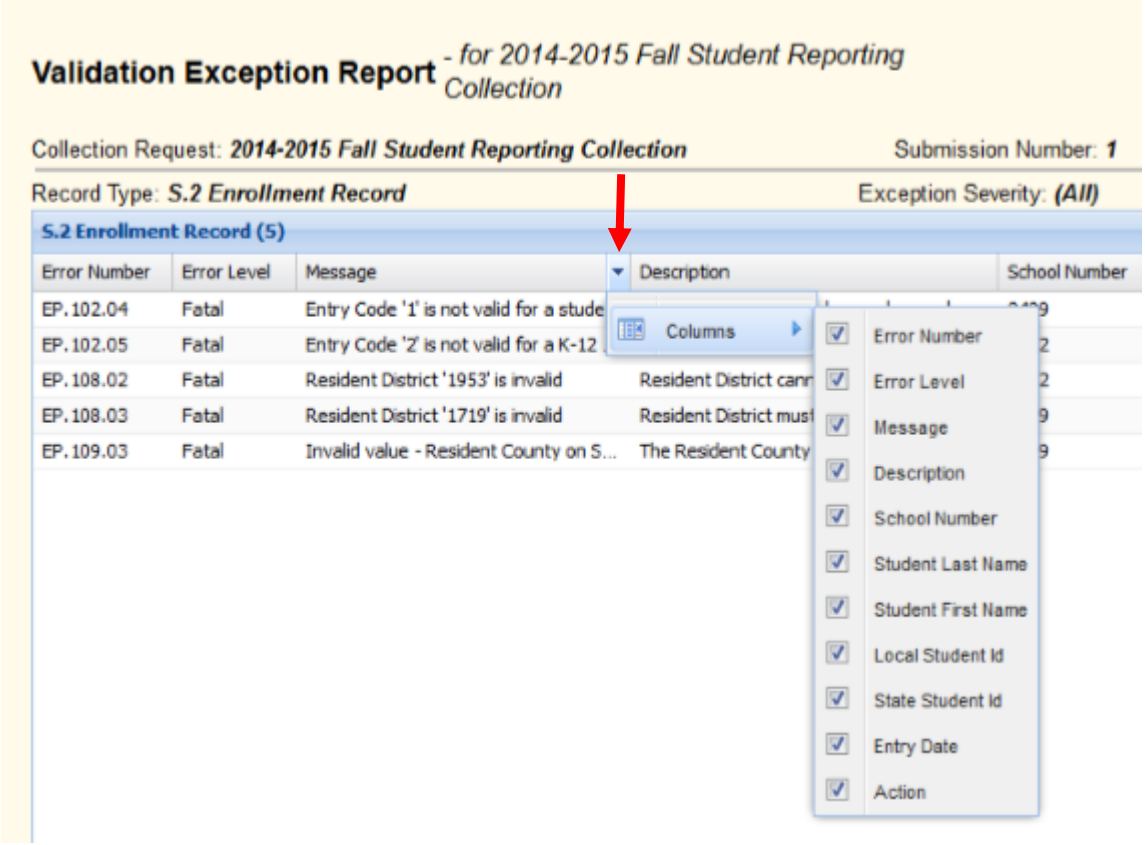
You may expand or contract any of the columns by putting your cursor between two columns, clicking and dragging either right or left.



S.2 Enrollment Record (5)

Error Number	Error Level	Message	Description	S
EP.102.04	Fatal	Entry Code '1' is not valid for a stude...	The following entry codes can be used o...	0

You may hide columns. Put your cursor over the right side of a column, click on the down arrow, hover over *Columns*, and uncheck any columns that you would like to hide.



Validation Exception Report *- for 2014-2015 Fall Student Reporting Collection*

Collection Request: ***2014-2015 Fall Student Reporting Collection*** Submission Number: ***1***

Record Type: ***S.2 Enrollment Record*** Exception Severity: ***(All)***

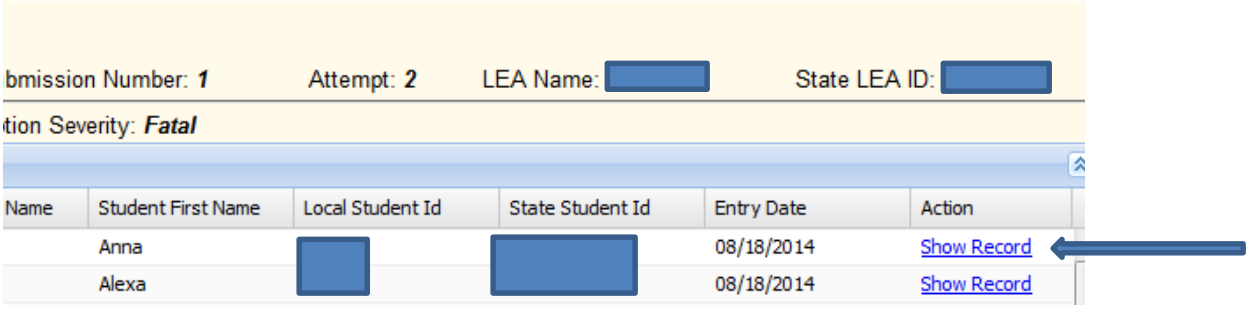
S.2 Enrollment Record (5)

Error Number	Error Level	Message	Description	School Number
EP.102.04	Fatal	Entry Code '1' is not valid for a stude		
EP.102.05	Fatal	Entry Code '2' is not valid for a K-12		2
EP.108.02	Fatal	Resident District '1953' is invalid	Resident District cann	2
EP.108.03	Fatal	Resident District '1719' is invalid	Resident District must	9
EP.109.03	Fatal	Invalid value - Resident County on S...	The Resident County	9

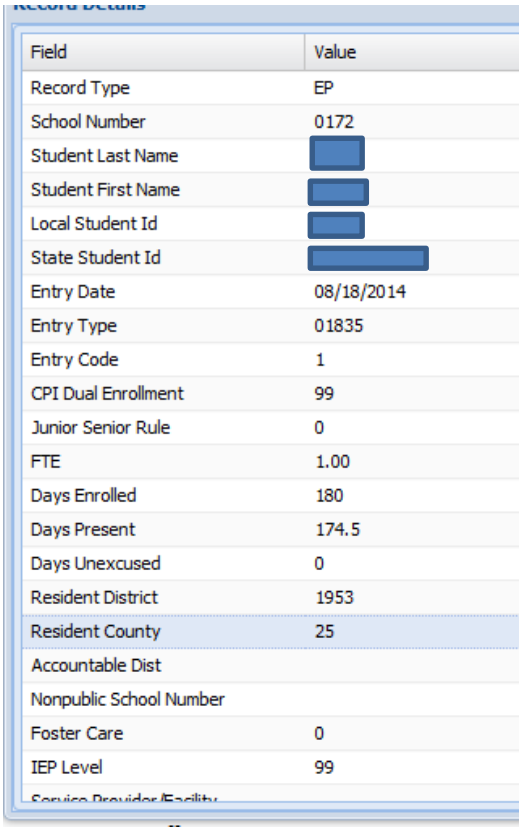
Columns

- Error Number
- Error Level
- Message
- Description
- School Number
- Student Last Name
- Student First Name
- Local Student Id
- State Student Id
- Entry Date
- Action

If you scroll to the far right on the report you will see a link *Show Record*. Click on *Show Record* to view all of the data elements for the record type related to the error.

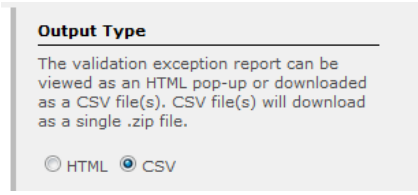


Below is an example of a report for the EP record type.



Field	Value
Record Type	EP
School Number	0172
Student Last Name	
Student First Name	
Local Student Id	
State Student Id	
Entry Date	08/18/2014
Entry Type	01835
Entry Code	1
CPI Dual Enrollment	99
Junior Senior Rule	0
FTE	1.00
Days Enrolled	180
Days Present	174.5
Days Unexcused	0
Resident District	1953
Resident County	25
Accountable Dist	
Nonpublic School Number	
Foster Care	0
IEP Level	99

2. Download Errors/Warnings to a Spreadsheet
   To download errors/warnings click on the radio button next to 'CSV' under Output Type on the right side of the screen.

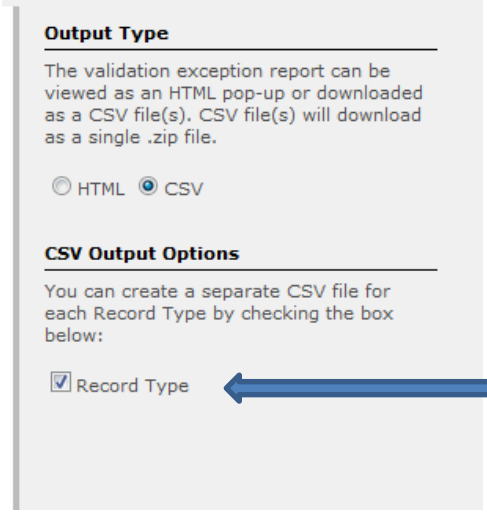


You can now click on any one of the underlined links.

Record Type	Fatal	Warning	Info	Total
S.0 Expected Buildings	0	0	0	0
S.1 Demographic Record	0	2	0	2
S.2 Enrollment Record	154	0	0	154
S.3 Removal Record	0	0	0	0
S.4 Course Record	0	1	0	1
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
S.7 Header Record	0	0	0	0
S.8 Trailer Record	0	0	0	0
Total Counts:	154	3	0	157

Generate Full Validation Report

Note: To download all of the errors/warnings click on the red link at the bottom, *Generate Full Validation Report*. You may select to have a separate spreadsheet for the errors/warnings of each record type or one spreadsheet containing all error/warnings.



When you click Generate Full Validation Report

- if box is checked, a spreadsheet will be created for each Record Type containing errors/warnings
- if box is unchecked, all errors/warnings will be listed in one spreadsheet

The download file will be listed under Report(s) at the bottom of the screen. Click on the file name. Depending upon the web browser, you will most likely be able to open the file from the Downloads folder.

Last Validated: November 07, 2014 (11 days ago) at 11:05:43 AM

Record Type	Fatal	Warning	Info	Total
S.0 Expected Buildings	15	0	0	15
S.1 Demographic Record	0	4	0	4
S.2 Enrollment Record	1	0	0	1
S.3 Removal Record	0	0	0	0
S.4 Course Record	0	0	0	0
S.5 Section Record	0	0	0	0
S.6 Student Course Record	0	0	0	0
S.7 Header Record	1	0	0	1
S.8 Trailer Record	0	0	0	0
Total Counts:	17	4	0	21

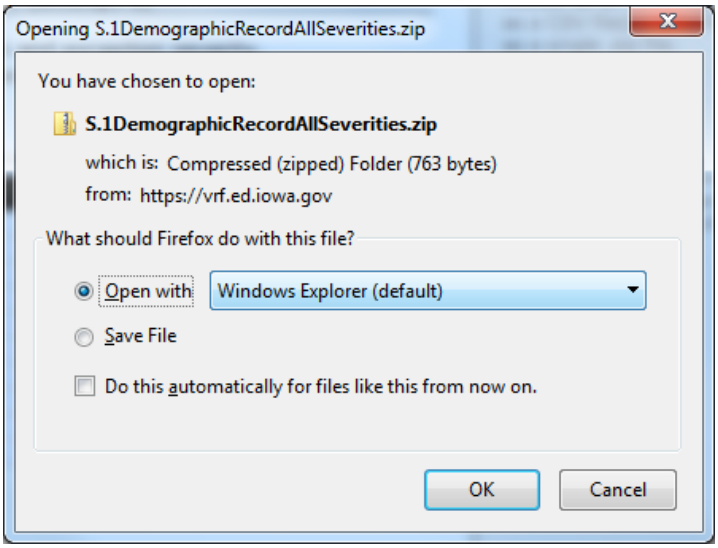
Generate Full Validation Report

Click on the link below to download the zip file.

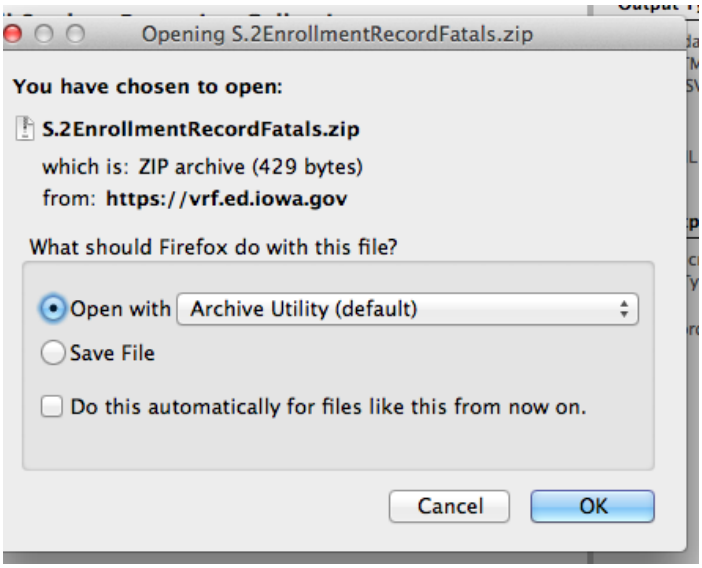
Report(s)
S.1DemographicRecordAllSeverities.zip

Note: When opening the file using the web browser Firefox do not open using Excel.

On a PC select *Open with Windows Explorer (default)*

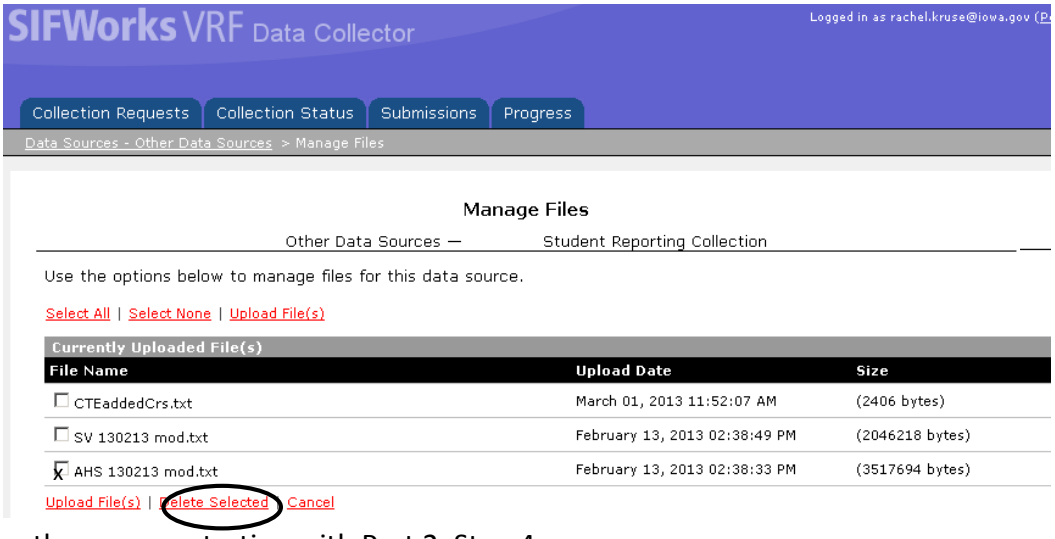


On a Mac select *Open with Archive Utility (default)*



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.

3. <u>To Delete a File:</u>
   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*.



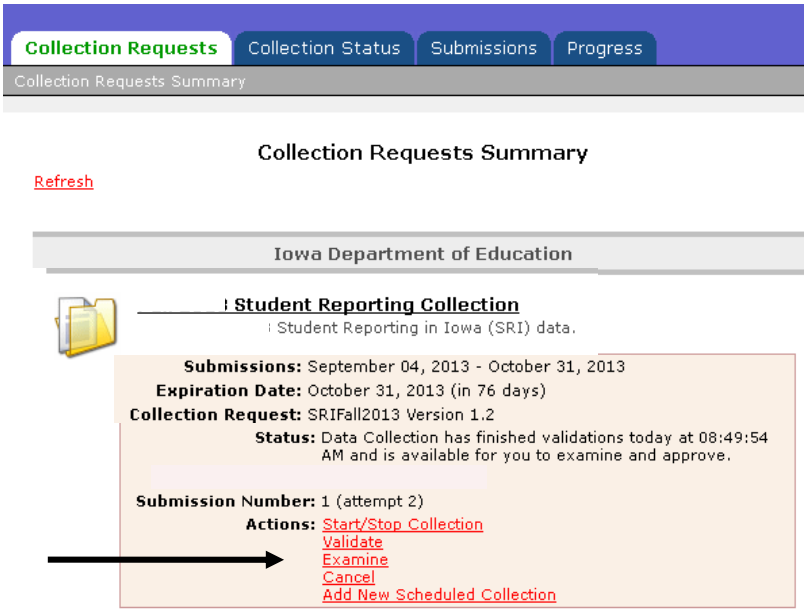
Continue the process starting with Part 2, Step 4.

Part 5 (OPTIONAL): Viewing Data Reports

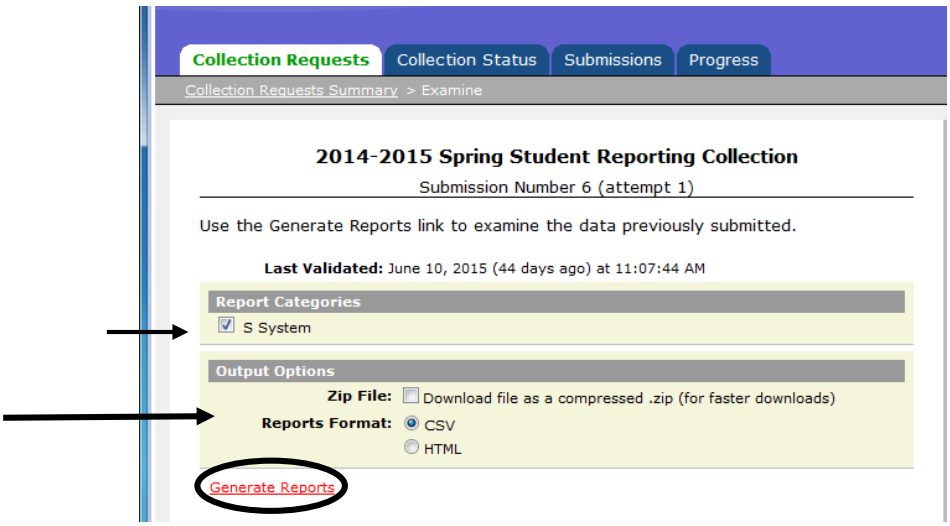
Data should be moved into SRI to view reports as the reports in SRI are much more user friendly. However, sometimes it may helpful to view a report in VRF.

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. The box next to S System should be selected, select the Reports Format, 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 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

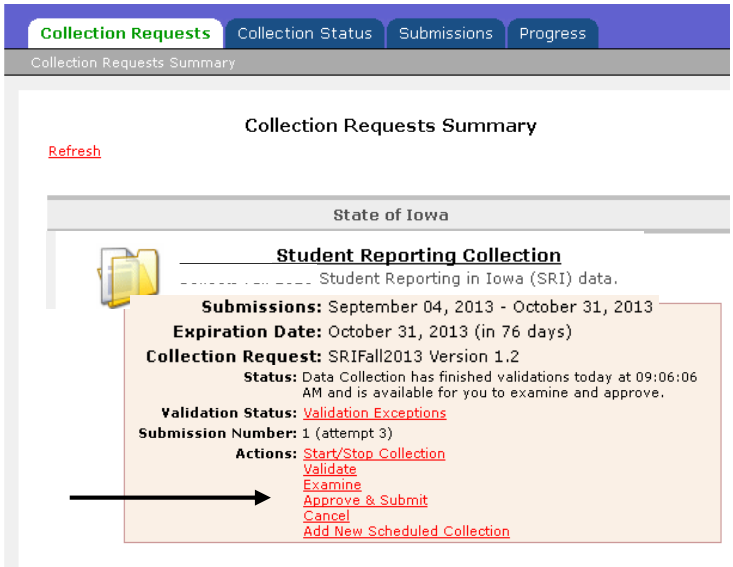
Reports	Valid	Invalid	Total
S.0_Expected_Buildings.html			3
S.1_Demographic_Record.html	769	0	769
S.2_Enrollment_Record.html	776	0	776
S.3_Removal_Record.html	17	0	17
S.4_Course_Record.html	511	0	511
S.5_Section_Record.html	1283	0	1283
S.6_Student_Course_Record.html	17404	0	17404
S.7_Header_Record.html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

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.