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 collect data for state reporting, validate data, view error reports, and submit data to respective applications for certification.

Part 2: Starting a SIF Collection
With SIF there is no need to create files to upload. When you start a SIF collection all of the data for State Reporting will be collected from your student information system and sent to the VRF Data Collector. The SIF collection is equivalent to a district level file.

1. On the Collection Requests tab, click Start Collection in the current Student Reporting Collection.

2. Click the radio button next to ‘SIF Zone’. Click Start Data Collection.
3. To view the status of the collection you may click on the *Collection Status* tab in the top left menu bar and then click on the arrow next to LEA_XXXXXXXX (your district number).

![Collection Status](image)

The progress is updated every 30 seconds. The collection is complete when a green check mark appears next to each object.

<table>
<thead>
<tr>
<th>Collection / SIF Zone / Request</th>
<th>Objects</th>
<th>Packets</th>
<th>Start</th>
<th>Elapsed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015 Spring Student Reporting Collection 8.0</td>
<td>0</td>
<td>0</td>
<td>07/24 03:36 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEA_XXXXXXXX</td>
<td>0</td>
<td>0</td>
<td>07/24 03:36 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To get back to the main screen, click the Collections Request tab in the upper left menu bar.
4. Once the status reports the data collection has completed, click Validate. This will send the data through a series of validations checks.

5. Validations may take a few seconds to a few minutes to complete. Once completed, click View Validation Exceptions Report.
Click *OK*, it will take you to the Collection Requests Summary page. To view the report from this screen, click *Validation Exceptions*.
Part 3: 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.

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.

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.

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.
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.
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.

   ![Output Type](image)

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

   ![Record Type](image)

   **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 errors/warnings.

   ![Output Type](image)

   **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.

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)
3. **To Start a New SIF Collection**
   Again, all corrections must be made in the SIS and then a new collection started.

   Click *Cancel* on the main Collections Request tab screen.

   ![Collection Requests Summary](image)

   - **Submissions:** April 13, 2015 - August 20, 2015
   - **Expiration Date:** August 20, 2015 (in 126 days)
   - **Collection Request:** SRISpring1415 Version 0.1
   - **Status:** Data Collection completed successfully today at 05:08:25 PM.
   - **Submission Number:** 1 (attempt 0)
   - **Actions:**
     - Start/Stop Collection
     - Validate
     - Cancel
     - Add New Scheduled Collection

   Click *Start Collection* and repeat the entire process.

   ![Collection Requests Summary](image)

   - **Submissions:** April 13, 2015 - August 20, 2015
   - **Expiration Date:** August 20, 2015 (in 126 days)
   - **Collection Request:** SRISpring1415 Version 0.1
   - **Status:** This collection has never been submitted.
   - **Submission Number:** 1 (attempt 0)
   - **Actions:**
     - Start Collection
     - Add New Scheduled Collection
Part 4 (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]

   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.

   ![Generate Reports]
3. Click into a report to view. If incorrect data is found corrections must be made in the SIS and a new collection started.

The system reports are a “data dump” by record type of the data that was collected from your SIS. Sometimes it is helpful to see all of the data that is collected by record type for a particular student or course.

Example: If a student has multiple enrollment records, the Enrollment Record system report will show all records for the student. This may be helpful when trying to troubleshoot an entry code error.
Part 5: 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 6: 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.