

WEBVTT

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00:17:30.390 --> 00:17:41.670

Famis Florida5: Good afternoon. We're getting ready to start here you are in the DQ to session with Leann aims and I will turn it over to her and then you can begin anytime you're ready.

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00:20:23.880 --> 00:20:25.800

Leanne Ames: Good afternoon, everybody. Can you hear me.

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00:20:30.540 --> 00:20:31.260

Yanik Rocha: I can hear you.

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00:20:32.190 --> 00:20:34.800

Leanne Ames: Okay, great. Yeah. And you can see my screen.

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00:20:36.000 --> 00:20:37.320

Elana Orban: Yes, we can hear.

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00:20:37.650 --> 00:20:38.250

You

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00:20:39.900 --> 00:20:45.300

Leanne Ames: All right, this is the data quality to presentation for famous

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00:20:46.350 --> 00:20:53.010

Leanne Ames: And there's a lot of slides in this presentation we're not necessarily going to go over all of the slides in detail.

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00:20:53.490 --> 00:21:02.280

Leanne Ames: But we wanted as a DQ to team. We wanted you to have access to a lot of the information that's provided in this presentation.

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00:21:02.940 --> 00:21:12.600

Leanne Ames: There's some great information in regards to what a sorted files are called during which stage you've submitted it into DQ to

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00:21:13.470 --> 00:21:26.100

Leanne Ames: There's lots of slides regarding data quality and ensuring that you are both sending and creating the best data quality that you can, and to DQ to

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00:21:26.760 --> 00:21:38.700

Leanne Ames: So, so there will be some slides that we go through briefly because they're mainly there for you to use as a reference. Following this famous presentation and

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00:21:39.840 --> 00:21:50.430

Leanne Ames: We have to do. We are always here and available to assist any districts who need maybe some one on one hand holding through DQ to maybe you're a new

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00:21:50.790 --> 00:21:58.500

Leanne Ames: DQ to user or you haven't used it in a while and you need some assistance, you can always reach out to

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00:21:58.890 --> 00:22:09.330

Leanne Ames: Either me or Teresa Sankoh depending on if you have issues with witness or student and staff and you need some help. We're happy to walk you through

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00:22:09.690 --> 00:22:25.470

Leanne Ames: DQ to and alive type of scenario where you can have your screen up and we can help you walk through where all the functionality is and really give you some one on one attention. So if you are a person who needs that

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00:22:26.850 --> 00:22:39.690

Leanne Ames: We are going to go through the presentation fairly quickly, but we we are here for you just reach out to us if you need one on one assistance with anything. So we're going to go ahead and start with what going on a second.

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00:22:41.550 --> 00:22:54.990

Leanne Ames: Okay. I thought maybe my slides weren't working, but they are. We're going to talk about a little brief introduction about DQ to what it is, what do we report in DQ to how do you get the proper access for DQ to

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00:22:56.070 --> 00:23:06.150

Leanne Ames: What our current reporting times coming up that you need to be aware of. And then we're going to have a little Dickie to overview, where we're going to go through some of the screens in DQ to

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00:23:06.690 --> 00:23:14.160

Leanne Ames: Kind of pointing out some of the basics of important reports that you don't want to miss. Um, how do you view your screens.

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00:23:15.510 --> 00:23:28.050

Leanne Ames: And how to navigate through all the assorted things and functionalities that are inside of DQ to and know it's going to be a section at the end of data quality and best practices for DQ today.

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00:23:29.340 --> 00:23:45.570

Leanne Ames: So first of all, if you end up not being able to hear me, or I know that sometimes if I'm talking too fast when you need me to slow down. If you could please either raise your hand or put in a comment and let me know and I'll be sure to adjust that.

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00:23:47.250 --> 00:24:00.750

Leanne Ames: So our first section is talking about DQ to be Q2 stands for data quality to originally, I suppose the mainframe was the original location for data quality collection.

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00:24:01.380 --> 00:24:14.160

Leanne Ames: But now it's in a system called DQ to which is a state reporting processing tool that allows our districts to some more submit data to the do we in a user friendly web based environment.

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00:24:14.730 --> 00:24:26.610

Leanne Ames: And it could be enhanced as needed by either to do we or districts. So the great thing about DQ to is many of you have used it quite substantially. And you have

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00:24:27.090 --> 00:24:42.000

Leanne Ames: Recognized the benefit that it has, it is extremely fast turnaround. You get some great reports that you can extract it right away from DQ to you get pretty instant feedback.

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00:24:43.710 --> 00:24:51.780

Leanne Ames: Files go into Q So there'll be a little bit of delay time depending on if it's a heavy load time for your district or all the districts as a whole.

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00:24:52.830 --> 00:24:53.460

Leanne Ames: And

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00:24:54.510 --> 00:25:06.210

Leanne Ames: It gives you a lot of enhanced on demand reports that you can access right away. So take you to has been extremely well liked by districts and the do we

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00:25:06.840 --> 00:25:18.030

Leanne Ames: Although it's fairly simple in its concept. It's quite powerful and gives you really timely reports that you can act upon immediately.

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00:25:18.540 --> 00:25:37.680

Leanne Ames: Almost back to back. Unlike the mainframe where you had specific time frames, you had to submit on some specific days so DQ to has been really successful for the do we, and for the districts. And so some of the components inside of DQ. Today we're going to talk about

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00:25:38.760 --> 00:25:46.410

Leanne Ames: Some areas to kind of categorize DQ to for people who might be confused about the assorted types of authorizations that you might need.

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00:25:47.430 --> 00:25:56.880

Leanne Ames: The DQ to system. When we talk about it. We. A lot of times, think about the user interface and the pretty side of DQ to with the graphs and charts and the reports.

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00:25:57.960 --> 00:26:08.640

Leanne Ames: And and we call that the user interface. So the user interface of DQ to has two sides to it. It has a pre flight system and a production system.

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00:26:09.090 --> 00:26:18.180

Leanne Ames: And the pre flight is what allows you to test your data in advance. Clean all your issues clean all your reject errors foundations and exception errors.

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00:26:19.290 --> 00:26:29.550

Leanne Ames: Without actually submitting that to production and the production environment is your real production system when you submit data into DQ to

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00:26:30.660 --> 00:26:43.140

Leanne Ames: Please note that if you're using pre fight the do we does not look at that data. We don't use it for any kind of reporting it is strictly for use by the district. You can add data delete the data.

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00:26:44.070 --> 00:26:54.150

Leanne Ames: Over and over again, we don't care. The deal he doesn't use that data, but your production data is what's used by the do we we use it for data quality reports. It's used for funding.

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00:26:55.080 --> 00:27:04.050

Leanne Ames: So keep that in mind that you can have all the data you want to amplify. But if you don't get it to production, it won't count for anything.

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00:27:06.150 --> 00:27:16.140

Leanne Ames: So to break down a little bit about how DQ to works. One of the first things you have to have is a way to get your data to the do we

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00:27:16.590 --> 00:27:32.700

Leanne Ames: And the methodology that we use and the system we use is called tip Co. It's a secure FTP, it's how you send your data to us in a secure fashion. And it's also how DQ to send data back to the district in a secure fashion.

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00:27:33.960 --> 00:27:43.110

Leanne Ames: So, please note we're going to talk about this throughout the presentation, but when you as a district. Send your submission files via tip co

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00:27:43.800 --> 00:27:55.170

Leanne Ames: You submit that being the DQ to in folder for your district and we've had some issues where districts aren't sure how to send the file properly or we're going to talk about the naming standards later.

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00:27:56.040 --> 00:28:07.530

Leanne Ames: But when you send those files, you should send them either with a dot txt extension or with no extension at all. Some people are sending dot PRN or dot x LS or

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00:28:08.580 --> 00:28:13.830

Leanne Ames: extort assorted other extensions and those won't be accepted by the DQ to system.

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00:28:14.700 --> 00:28:25.620

Leanne Ames: Um, so when your files are received and processing happens inside of the user interface DQ to will send you updates as well. And the updates might include hey

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00:28:26.220 --> 00:28:37.170

Leanne Ames: Here are the batch records and error that that we saw you received. We're going to give that back to you. So you've been store those for your records or look at them for your use immediately.

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00:28:37.830 --> 00:28:44.850

Leanne Ames: We're going to send you the files in the out folder and we're going to send you your validation exception reports also when the out folders.

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00:28:48.090 --> 00:28:54.090

Leanne Ames: So so tip CO is the way that you get the data to us and that we give data to you.



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00:28:55.470 --> 00:29:07.200

Leanne Ames: The single sign on process is not to be confused with with the tip co side of things where you're dropping files but single sign on is how you actually access the DQ to user interface.

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00:29:08.310 --> 00:29:20.730

Leanne Ames: The UI is what's providing visibility for a user to view your file submissions your error checking all your reports. It's where you go to request.

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00:29:21.780 --> 00:29:31.860

Leanne Ames: The files and validation reports, etc. And in order to access that user interface. You have to have been authorized in the Single Sign On system.

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00:29:36.060 --> 00:29:42.900

Leanne Ames: So we're gonna talk about tip CO and single sign on a little bit more later, but first of all, I just want to give you a brief update on

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00:29:43.410 --> 00:29:59.820

Leanne Ames: On DQ two and the production's air. The production area their production system of DQ to so pre flight has been around for quite a number of years student has been reporting data into DQ to pre flight for a very very long time.

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00:30:00.930 --> 00:30:09.210

Leanne Ames: But for the production side of things, witness was the very first system that that went in to the production system officially

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00:30:09.900 --> 00:30:21.600

Leanne Ames: That was for the 1819 school year. And so this year for 1920 will have completed two full years of successful deca to implementation in our production environment.

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00:30:22.200 --> 00:30:41.580

Leanne Ames: And also for k 12 staff 1920. It was the first reporting year that our second system which is staff became the, the second DQ to system inside of production. So we're excited that we have witness and staff, both in production.

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00:30:42.630 --> 00:31:01.890

Leanne Ames: One thing to note, if you are a staff system user that do not report that data anymore to northwest. I don't think anybody's doing that. But in case, case you are just make sure you know that staff data needs to be reported in DQ to not on the mainframe.

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00:31:06.720 --> 00:31:20.340

Leanne Ames: So pre flight. It can be used for everybody with a student and staff can utilize the pre flight system currently PK 12 production will remain 100% in DQ to I mean in north at Northwest

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00:31:21.660 --> 00:31:28.770

Leanne Ames: We do want students to still use the pre flight system. It is a great tool to clean up your data before you send it to the mainframe.

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00:31:29.520 --> 00:31:39.930

Leanne Ames: Once that's queen. It'll make the transition and the the processing at Northwest much smoother. You don't have to resubmit files to northwest. If you've cleaned it up and DQ to

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00:31:40.710 --> 00:31:54.480

Leanne Ames: So although you're not required to use the pre flight system. We do encourage it it assists in helping keep DQ to functioning as quickly and as smoothly as possible. If you

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00:31:55.410 --> 00:32:05.220

Leanne Ames: Use the DQ to system for cleaning up that data, it just really helps with not clogging everything up. When you get to the mainframe.

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00:32:06.540 --> 00:32:12.870

Leanne Ames: So keep in mind PK 12 currently will still be on the mainframe moving forward into the 2021 school year.

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00:32:15.150 --> 00:32:20.820

Leanne Ames: So we talked a few minutes ago about tip CO and submitting files in the right name.

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00:32:22.350 --> 00:32:27.960

Leanne Ames: There are districts who are still reporting files incorrectly. We just want to make sure that you have

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00:32:29.100 --> 00:32:40.410

Leanne Ames: From this presentation, what the correct file names should be when you drop your file submissions into the system that you need. So there's going to be a slide for witness student and for staff.

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00:32:41.430 --> 00:32:51.750

Leanne Ames: So we're just going to briefly touch over this. If you're submitting files for witness the file structure is listed down here, which is your DPS

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00:32:52.380 --> 00:33:05.730

Leanne Ames: District number dot j you with your file number a y and the year and the survey. So we've indicated on each of the coming up slides, what the file name should be

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00:33:06.300 --> 00:33:17.640

Leanne Ames: And where to get the f number associated with each system. So for with us. You can find all your file ID numbers in witness Appendix D on the when the latest handbook.

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00:33:19.980 --> 00:33:34.590

Leanne Ames: And keep in mind that again when you submit your files, they need to correspond to exactly the file structure indicated, and it should have either a dot txt extension or no extension at all.

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00:33:37.170 --> 00:33:48.450

Leanne Ames: Again for staff, the same thing when you submit your data, your staff ID numbers can be found in the pK 12 database manuals slash user manuals last Appendix D.

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00:33:49.050 --> 00:33:56.250

Leanne Ames: And the same thing with staff. You've got your DPS district dot g you which is the indicator for staff.

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00:33:56.730 --> 00:34:10.620

Leanne Ames: And highlighted in yellow down here are the columns that you need to report your as your F numbers when you submit your submission files which again should be dot txt or no extension at all on those file names.

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00:34:12.090 --> 00:34:22.170

Leanne Ames: Keep in mind that if you notice the file structure. It doesn't have underscores, it doesn't have that initial it doesn't have batch. It doesn't have

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00:34:23.940 --> 00:34:34.470

Leanne Ames: Some, some districts who put like in parentheses file one file to that kind of thing. So be very specific on exactly the file name that DQ to will accept

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00:34:36.030 --> 00:34:43.740

Leanne Ames: And for student of the same thing. Your, your student ID numbers can be found in the same location in Appendix D in the user manual

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00:34:44.370 --> 00:34:56.490

Leanne Ames: And the file naming structure is exactly the same as student. I mean as staff and for witness, except that uses GQ as the system indicator, which means student

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00:34:57.300 --> 00:35:08.580

Leanne Ames: And you'll notice the particular column of data highlighted yellow, which are the F numbers, you should use when submitting your file submissions into TEPCO

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00:35:10.950 --> 00:35:13.920

Leanne Ames: Um, so, how to obtain access to DQ to

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00:35:14.940 --> 00:35:20.310

Leanne Ames: Come, there are certain areas and that we wanted to touch on. We touched a little bit about tip co

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00:35:21.480 --> 00:35:33.270

Leanne Ames: And we touched a little bit about the user interface and single sign on. So for DQ to when we talk about the user interface. There's a pre flight area and a production area in

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00:35:34.260 --> 00:35:43.080

Leanne Ames: The DQ to user interface for tip Co. There's also a pre flight area and a production area when you drop your files into tip co

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00:35:43.920 --> 00:35:55.710

Leanne Ames: As well as tip co outfielders have a predefined enter production folder as well. And so, those should line up. So if you decide as a district to drop a pre flight file for your system.

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00:35:56.760 --> 00:36:03.690

Leanne Ames: Then when you go into the user interface. You want to make sure you go to the pre flight area to find the results of your file submission

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00:36:05.250 --> 00:36:14.640

Leanne Ames: So don't confuse if you drop a production file and then you go and you look and try to find it in pre flight you may not find it because you submitted it to production, instead of in pre flight.

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00:36:15.060 --> 00:36:24.000

Leanne Ames: So those areas should line up your folders in tip coach to line up with where you go when you choose to go to the user interface to check on your file submissions.

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00:36:25.110 --> 00:36:26.010

Leanne Ames: For tip co

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00:36:27.420 --> 00:36:32.340

Leanne Ames: Districts use the fall, the link that I provided with the X Files. We like to call it the X Files.

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00:36:34.170 --> 00:36:35.130

Leanne Ames: And

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00:36:36.660 --> 00:36:42.300

Leanne Ames: And take you to use it. The typical files to send you data back to your typical folder.

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00:36:43.830 --> 00:37:03.330

Leanne Ames: For the single sign on. This is how you access the user interface. So if you don't have access to get to DQ to then you would need to talk to your districts single sign on or tip co user to grant you access and access to DQ to

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00:37:04.950 --> 00:37:09.480

Leanne Ames: Single Sign On and access to the typical folders are actually

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00:37:10.080 --> 00:37:26.010

Leanne Ames: Handled locally at the district level. So if you are a person who needs to have tip co access or you need to have single sign on access to get to DQ to you need to reach out to your specific districts single sign on or tip co administrator

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00:37:27.930 --> 00:37:29.760

Leanne Ames: So again, we talked already about

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00:37:30.900 --> 00:37:31.590

Leanne Ames: A district.

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00:37:32.940 --> 00:37:39.480

Leanne Ames: In order to start the whole process, the DQ to user interfaces waiting on you to send us some data so that we can show you.

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00:37:40.950 --> 00:37:53.610

Leanne Ames: how things look based on what you sent. So when you are ready to drop files you would put them in your DQ to in witness folder for with us or you would drop them in your DQ to in K 12 folder.

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00:37:54.390 --> 00:38:06.810

Leanne Ames: And you choose the sub sub folder. A pre flight our production and drop those in files in DQ two checks on a regular basis to see if any files are ready.

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00:38:07.350 --> 00:38:18.450

Leanne Ames: And if they are, it picks up your files and processes them in our backend system stores the data in the database and presents you with results in the user interface.

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00:38:19.410 --> 00:38:36.330

Leanne Ames: So without your files. There's no need to go into the user interface. Some people can go into the user interface can run some assorted reports, but they're really not going to show you any great details if you haven't got your data loaded to the DQ to system yet.

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00:38:37.440 --> 00:38:53.010

Leanne Ames: I'm as your files process from the tip co system DQ to begins to generate the needed information in the user interface and the first file that you would see as a batch records and error report.

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00:38:54.570 --> 00:38:55.650

Leanne Ames: In addition to that,

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00:38:56.700 --> 00:39:08.970

Leanne Ames: After you view about a bass records and error report, we send you that report into your typical out folder we would send you validation reports exception reports D files.

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00:39:10.200 --> 00:39:18.180

Leanne Ames: All of those would be delivered from DQ to into your out folder for either witness or K 12 pre five or production.

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00:39:20.130 --> 00:39:39.150

Leanne Ames: So again, T tip CO is our secure FTP server every school district has access has been provided access to the username and a password if you are a person that needs to have access to your tip co folders you need to reach out to your school district, there's a link here.

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00:39:40.350 --> 00:39:50.460

Leanne Ames: And that will take you to a screen that allows you to determine who in your district is responsible for helping you. If you need access

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00:39:51.720 --> 00:39:56.730

Leanne Ames: Keep in mind that not everybody in the district should have access to your typical folders.

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00:39:57.780 --> 00:40:02.220

Leanne Ames: And that your access is determined by your local level.

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00:40:03.510 --> 00:40:04.680

Leanne Ames: People at your district.

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00:40:07.200 --> 00:40:10.500

Leanne Ames: Now here's an example of what this folder structure looks like.

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00:40:11.550 --> 00:40:13.410

Leanne Ames: So for DQ to

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00:40:14.460 --> 00:40:15.510

Leanne Ames: There's an end folder.

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00:40:16.920 --> 00:40:26.250

Leanne Ames: We're just going to work our way down. There's a folder and if you were a k 12 either student or staff, you would drop your files and either the pre flight or the production folder.

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00:40:27.510 --> 00:40:33.900

Leanne Ames: If you are a witness, you would drop your files into the witness pre fly or production in folder.

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00:40:35.220 --> 00:40:53.160

Leanne Ames: And then for the out folder DQ to will drop your files, either in your K 12 pre flight or your production folder or your witness pre-flight our production folder and so typical was used for for both the districts and for the do we

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00:40:55.560 --> 00:41:02.280

Leanne Ames: So single sign on is what you need to get access into the user interface.

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00:41:03.360 --> 00:41:25.200

Leanne Ames: So if you're a user who has access to tip co but for some reason you don't have access to user interface. Again, you would reach out to your single sign on administrator and obtain the access that you need. So there's a lot of people who have user access, both for witness K

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00:41:26.970 --> 00:41:42.870

Leanne Ames: Student and K 12 staff there are user roles that include school level users. There are roles that in it that allow a user to be able to delete data out of their system.

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00:41:43.500 --> 00:42:00.210

Leanne Ames: And all of those are managed by your single sign on administrator. So reach out via that support page that I support link that I saw on the previous screen if you need different access in your DQ to user interface.

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00:42:03.600 --> 00:42:11.190

Leanne Ames: So when we start out with a new system. Let's say staff was coming on this past year.

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00:42:12.270 --> 00:42:21.330

Leanne Ames: The do we reaches out to the district and we're provided with a single sign on functionally a technical lead and a local help desk.

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00:42:21.960 --> 00:42:39.150

Leanne Ames: And authentication method and user provisioning information. And again, if you go to that support dot SPX link shown here, you can determine who in your access can help. Who in your district can help you obtain the access you need

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00:42:40.170 --> 00:42:46.200

Leanne Ames: To provide the functionality, your district wants you to have in the DQ to user interface.

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00:42:49.410 --> 00:43:04.650

Leanne Ames: So again, here's an example of what a district SSO admin might see a screen like is shown below where the district has chosen to make some changes to the application called DQ to

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00:43:05.910 --> 00:43:21.480

Leanne Ames: There are sorted roles that that SSO administrator can give you user role is required for everybody. And then they must have something else besides the user role and we're going to talk about that in the next couple of slides.

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00:43:23.340 --> 00:43:26.280

Leanne Ames: So first of all, in terms of accessing single sign on.

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00:43:27.390 --> 00:43:37.350

Leanne Ames: You can go to the portal FLT a we SS o.org you can select this educators tile.

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00:43:40.890 --> 00:43:47.520

Leanne Ames: The little green link down here and it will take you to your single sign on List of tiles.

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00:43:48.060 --> 00:44:02.700

Leanne Ames: And you shouldn't be able to find the orange DQ to tile, which would, if you click it take direct take you directly into the production DQ to are not necessarily production, but take you into the DQ to user interface system.

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00:44:04.140 --> 00:44:16.380

Leanne Ames: In addition, if you don't want to access the tile to get to DQ to you can access it directly by just typing in HTTPS with dq to FL do we.org

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00:44:16.680 --> 00:44:30.780

Leanne Ames: And that will take you directly into the DQ to user interface as well. Again, you have to have been provided access by your single sign on administrator in order to see the tile and to get into DQ to

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00:44:34.080 --> 00:44:46.860

Leanne Ames: So for your roles. I just wanted to provide a little brief summary here. If you were a witness user your single sign on admin would need to give you a user role and a witness role.

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00:44:48.900 --> 00:44:50.790

Leanne Ames: If you are a student

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00:44:52.110 --> 00:44:56.640

Leanne Ames: User, you would need to have user K 12 and student

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00:44:58.170 --> 00:45:19.200

Leanne Ames: If you are a staff, you need to have user K 12 and staff because K 12 has both student and staff as a subset. So, therefore, you have to have user in K 12 along with either student or staff or students and staff, you can have both student and staff access at the same time.

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00:45:20.850 --> 00:45:28.530

Leanne Ames: Again, one of the roles is called delete file. It's a really powerful role that allows a user to delete.

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00:45:29.580 --> 00:45:41.160

Leanne Ames: Any knowledge of anything they submitted into the DQ to system. It just kind of wipes the slate clean. It can be very dangerous. So this role should be given sparingly.

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00:45:42.420 --> 00:45:53.910

Leanne Ames: School user is an access capability, where a district can provide a given school access to see only information about their school

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00:45:55.140 --> 00:46:04.110

Leanne Ames: And lab school is an old role. It was it was a role that we had at the beginning of our 1920 staff.

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00:46:05.730 --> 00:46:06.720

Leanne Ames: Lab school

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00:46:08.190 --> 00:46:25.110

Leanne Ames: Data and we no longer use that. So if you are an SSO admin and you are currently still using lab school role, you can eliminate that as a role because we don't use it anymore and DQ to

143

00:46:27.270 --> 00:46:33.900

Leanne Ames: So again, if you need to get into the user interface. Make sure you have the Single Sign On authorization needed

144

00:46:36.510 --> 00:46:46.380

Leanne Ames: Here's where you go to get into the DQ to system you can access it via the tile or directly via the link to DQ to FLT I do we or

145

00:46:47.550 --> 00:47:06.120

Leanne Ames: Tip CO is how you get to be able to drop files and retrieve files. It doesn't mean that if you have tiptoe tiptoe permissions that doesn't mean you can get into the Single Sign On slash DQ to user interface their separate things. So keep that in mind.

146

00:47:07.530 --> 00:47:21.540

Leanne Ames: When you upload your files for survey processing you'll put them in your deep YouTube in folder and when you retrieve files or reports, you'll get them from your DQ to out folder.

147

00:47:23.730 --> 00:47:35.670

Leanne Ames: Keep in mind that the tip co out folder has a 14 day retention period. So please have some kind of procedures or policies set up in your district.

148

00:47:36.120 --> 00:47:48.180



Leanne Ames: That automatically or manually. If you need to pull those files out of the tip co out folder and put them someplace safe in your district, so you can access them at some point later.

149

00:47:48.870 --> 00:48:03.870

Leanne Ames: It, it's, it's really important. We have a lot of districts who say I can't find my file anymore. Or they wait wait too long. It's going to go away. So 14 days is all you have to obtain those files out of the Dickey to out folder.

150

00:48:06.570 --> 00:48:12.570

Leanne Ames: This is a reminder that staff lab schools are now reporting data be a tip code.

151

00:48:13.230 --> 00:48:23.700

Leanne Ames: So when we, when we first started staff lab school data collection at the beginning of the 1920 year we were allowing districts to report Excel spreadsheets.

152

00:48:24.510 --> 00:48:37.560

Leanne Ames: We found this to be somewhat problematic and all the lab schools have been reached out to and have now learned how to successfully report the state of the tip Co. So we no longer accept

153

00:48:39.150 --> 00:48:44.670

Leanne Ames: The lab school role and we no longer accept Excel files for your lab schools.

154

00:48:47.790 --> 00:48:54.240

Leanne Ames: This is just a little summary screen on it could have gone at the end. But I just wanted to put it in here for now.

155

00:48:54.870 --> 00:49:02.970

Leanne Ames: If you have questions about SSL or tip co where you can forward that to student, staff reporting elements and edits and formats.

156

00:49:03.420 --> 00:49:11.550

Leanne Ames: With a survey at its elements and formats and then general questions about DQ two, I would ask that if you

157

00:49:12.210 --> 00:49:31.860

Leanne Ames: Think you have an access problem to reach out to your single sign on or tip co administrator before you reach out to the DMV because it's possible. They just need to adjust whatever settings, they have for your authorization via the local level at your school district.

158

00:49:34.620 --> 00:49:45.270

Leanne Ames: So for 1920 your students and staff remaining formats are as shown on this screen for your student

159

00:49:46.830 --> 00:50:02.460

Leanne Ames: You've got survey for due date of July 2 2020 with your state processing window going from June the 22nd through July 10 and your final amendment DATE OF AUGUST THE 15th OF 2020

160

00:50:03.390 --> 00:50:18.000

Leanne Ames: And for survey five both students and staff. You've got your due date of July, the 24th your state processing July 20 through August 21 and your final amendment date about October 31

161

00:50:19.050 --> 00:50:29.760

Leanne Ames: We do hope that you take advantage of pre flight to ensure that you have as clean up data as possible with these surveys submissions remaining

162

00:50:30.210 --> 00:50:41.430

Leanne Ames: For 1920 and and it's always good to run your validation and exception reports and make sure they look really good in pre flight before you submit all of that into production.

163

00:50:43.980 --> 00:50:57.750

Leanne Ames: For witness 1920 remaining surveys, your survey s load date is July, the second your submission period will close on July the 30 on July the ninth.

164

00:50:58.380 --> 00:51:15.360

Leanne Ames: And your interview your update window opens. July 13 and closes on July the 30th. So keep these dates in mind for 1924 students, staff surveys for for

165

00:51:16.710 --> 00:51:28.920

Leanne Ames: Surveys, please check the pK 12 database manual document for what those 2021 survey dates are for your 2021 school year reporting here.

166

00:51:30.120 --> 00:51:46.350

Leanne Ames: And for witnessed please know that August the 24th opens your survey F and G reporting window. You're required low date is September, the third and your first survey closes on sep tember the 17th.

167

00:51:52.770 --> 00:52:11.340

Leanne Ames: Once you get access to the DQ to user interface, one of the links when you get in, you'll see home. You'll see file processing, you'll see reports and you'll see news and FAQ I highlighted news because I just wanted to draw your attention that this particular page.

168

00:52:12.450 --> 00:52:29.040

Leanne Ames: Should be showing you what surveys are currently open for production and pre flight this screen is old, so don't pay a lot of attention to what is being shown here, you'll notice you don't see that.

169

00:52:30.270 --> 00:52:48.990

Leanne Ames: Survey five is open for pre flight yet. However, I do want to mention. I know some of you were on Stephen Bowens data quality presentation this morning and we were talking about survey five and I do want you all to know that today.

170

00:52:50.040 --> 00:53:02.310

Leanne Ames: Survey five begin processing pre flight. There were over 400 files that had been submitted in advance of in preparation in advance of survey five pre flight opening

171

00:53:02.850 --> 00:53:20.820

Leanne Ames: And those files began processing today. So if you are one of the many districts who submitted your survey five pre flight data in advance those files should have been begun processing and you should be able to see those results in the DQ to user interface at this time.

172

00:53:22.110 --> 00:53:24.510

Leanne Ames: If you are a district who

173

00:53:25.980 --> 00:53:43.410

Leanne Ames: Who had sent us an email address or a email distribution list where DQ two is supposed to send you the results of your file submissions, you should have begun seeing those emails come to you as well today.

174

00:53:44.730 --> 00:53:53.520

Leanne Ames: If you are district who may be new or a new user and you don't know if you are set up to receive email notifications from DQ to

175

00:53:54.330 --> 00:54:06.090

Leanne Ames: Reach out to me or Teresa Sankoh and we can check to see whether we have you on record as having provided a email.

176

00:54:06.780 --> 00:54:14.670

Leanne Ames: Where you will get notification that says, hey, by the way, we just noticed your student demographic file processed and here were the results of it.

177

00:54:15.480 --> 00:54:20.820

Leanne Ames: So it's really nice to get those emails. Some districts have turned that off because they felt like

178

00:54:21.660 --> 00:54:26.730

Leanne Ames: They were getting too many emails. So if you're a district kusa who submits tons of files.

179

00:54:27.630 --> 00:54:36.930

Leanne Ames: On a regular basis or perhaps makes a lot of mistakes and since many more files to clean up files, you will get a lot of DQ two emails.

180

00:54:37.530 --> 00:54:46.230

Leanne Ames: So it's your choice whether you choose to receive those emails or not. But if you're not getting emails and you want them reach out to us and we'll check into that for you.

181

00:54:49.050 --> 00:54:52.230

Leanne Ames: Um, so some some quick information about file submissions.

182

00:54:54.180 --> 00:54:58.680

Leanne Ames: In DQ to there is no concept of initials in batches.

183

00:54:59.910 --> 00:55:08.220

Leanne Ames: There is no requirement that an initial contain less than a 20% error rate which which is a requirement on the mainframe.

184

00:55:09.510 --> 00:55:26.700

Leanne Ames: Districts post data files to either pre fighter production DQ to and in folder. They are stacked in the order they are received, and they will process as soon as your turn comes up. You don't have to wait for any scheduled day or time

185

00:55:27.840 --> 00:55:37.020

Leanne Ames: Be sure not to submit your files with any other kind of extension besides a txt or no extension and make sure you use the right file name.

186

00:55:37.680 --> 00:55:47.700

Leanne Ames: Those can slow down your, your, your waiting, because you may be waiting on a file that may never process because you didn't name it correctly or it has the wrong extension.

187

00:55:50.070 --> 00:55:54.000

Leanne Ames: So again, your files executable process nearly right away.

188

00:55:55.260 --> 00:56:01.170

Leanne Ames: Your request go into a queue and the order they received if you request D files.

189

00:56:02.610 --> 00:56:12.300

Leanne Ames: Which is the same as an old file on the mainframe your D file will process overnight for student and staff and it will process on the same day for witness

190

00:56:13.320 --> 00:56:25.140

Leanne Ames: Witness process is the same day because their file sizes are so small in comparison that there are some parallel processing that happens, which allows witness to receive their D files on the same day that they request them.

191

00:56:25.950 --> 00:56:45.540

Leanne Ames: When files are submitted. Keep in mind that all of the handbook edits go through validating if you are in a situation where you had 100 records and 99 failed DQ two will accept your one record that passed. So that's different from the mainframe. So keep that in mind.

192

00:56:47.340 --> 00:56:54.120

Leanne Ames: Every single record that passes, even if there's only one. It'll, it'll become a clean record in the system.

193

00:56:56.220 --> 00:57:01.950

Leanne Ames: Again, keep in mind that you need to transmit flat files and exactly the predefined format.

194

00:57:03.270 --> 00:57:07.620

Leanne Ames: That's required as posted in your database manuals and handbooks

195

00:57:09.030 --> 00:57:12.780

Leanne Ames: Make sure you're dropping them with your txt extension or no extension.

196

00:57:13.890 --> 00:57:19.440

Leanne Ames: And keep in mind that if you name the file incorrectly DQ two is going to ignore it.

197

00:57:19.920 --> 00:57:27.630

Leanne Ames: Will pick up the file will move it out of the way, because it prevents other files from processing because DQ two says, I don't know what this file is



198

00:57:28.200 --> 00:57:42.930

Leanne Ames: I'm going to sit on it for a while until somebody figures it out. What that means is that we manually go and remove that file. We usually reach back out to the district and say hey you sent us a file that's named incorrectly. Be aware of it, fix it if you can.

199

00:57:45.750 --> 00:57:47.520

Leanne Ames: So validation and exceptions.

200

00:57:49.680 --> 00:58:05.160

Leanne Ames: This these run through the DQ to system as well. They're also put in a queue. So if it's a heavy time for districts and they're all trying to run validation and exceptions, you may have to wait a little bit of time. Not very long. They can often run in seconds.

201

00:58:06.450 --> 00:58:13.440

Leanne Ames: And DQ to will retrieve and districts can retrieve all the validation exception reports.

202

00:58:14.250 --> 00:58:25.050

Leanne Ames: You can correct them in your local system and submit new files, run the validation again over and over again. You don't have the right don't have to wait on set times take you to is extremely fast.

203

00:58:25.980 --> 00:58:35.610

Leanne Ames: So even on some situations where you're waiting. The next day for a report, there's usually an associated report in the DQ to user interface that you can

204

00:58:36.210 --> 00:58:46.830

Leanne Ames: Export Data to excel and have it available to you right away, even if the official report that's going to go into your duty to out folder may not be ready till the next day.

205

00:58:51.720 --> 00:58:59.400

Leanne Ames: Um, so keep in mind that with dq to the user interfaces best viewed in Chrome incognito mode.

206

00:59:00.930 --> 00:59:08.880

Leanne Ames: When you first sign into DQ to you're going to get a gateway screen that lets you say, hey, I want to look in pre flight or I want to look in production.

207

00:59:10.020 --> 00:59:23.280

Leanne Ames: Keep in mind, this should be in sync with where you dropped your files and tip Co. So if you dropped your files in pre flight in TEPCO, then you probably want to go and look in the user interface in your pre flight folder and the same for production.

208

00:59:24.870 --> 00:59:34.560

Leanne Ames: So this is the first screen that you see when you get into DQ to you will see a bar divided by your pre flight area and your production.

209

00:59:34.920 --> 00:59:40.140

Leanne Ames: Notice there's only two sets of production. There's the key to staff and there's DP to witness

210

00:59:40.830 --> 00:59:56.520

Leanne Ames: So once you choose this this blue bar changes and it becomes your kind of guide for what system you're in. So once you start navigating if you see a green bar, you'll know you're in production. And if you see a blue bar, you'll know you're in pre flight.

211

00:59:59.160 --> 01:00:07.740

Leanne Ames: So we're not going to talk about some of the big details inside of some of these screens, because I want to show you the actual screens themselves.

212

01:00:08.850 --> 01:00:17.790

Leanne Ames: This is a dashboard that do we use or see and we can change the district to see kind of where districts are sitting on data collection. That's not something that you will see

213

01:00:18.810 --> 01:00:30.270

Leanne Ames: But you will see if you're a district and you sign into staff, you'll see the staff specific information for your district. And this is a interactive graph. So every time you rerun data.

214

01:00:30.720 --> 01:00:44.370

Leanne Ames: This graph will change to what your data looks like. As of the most recent the final submission. You can change the gears and the surveys and kind of get a you know, a nice graph of what it looks like. You can print these graphs out if you want to

215

01:00:46.290 --> 01:00:50.970

Leanne Ames: For witness. Again, this is what the do we can see we can change the district to help

216

01:00:51.930 --> 01:01:01.590

Leanne Ames: You know districts. See, and interpret what they're seeing in the graphs, but this is an example of what a witness graph might look like. And the assorted pieces of information.

217

01:01:01.980 --> 01:01:12.750

Leanne Ames: That come from the way the system. And again, if you submit a new file your graph can change depending on you know what type of data you submitted.

218

01:01:15.120 --> 01:01:25.380

Leanne Ames: So one of the first things that you would want to do in DQ two is say hey you know what I dropped a bunch of files in pre flight. Now I want to go and look at them. So you would go into the user interface.

219

01:01:25.860 --> 01:01:36.930

Leanne Ames: And you would go to this file processing option which shows you under this blue bar. It shows you notice that the first of all, notice the green bar that says DQ to production.

220

01:01:37.530 --> 01:01:46.230

Leanne Ames: That is saying, hey, I am in the DQ to production system specifically I'm not in the pre flight area. I've chosen to look at my production data.

221

01:01:47.250 --> 01:01:57.210

Leanne Ames: If it were pre flight this line would be blue, and it would say DQ to pre flight instead of DQ to production. So in this case, this district submitted.

222

01:01:58.470 --> 01:02:07.620

Leanne Ames: Data for two surveys. Notice it says 1819 that some of the slides are a little bit older, but the representation of the data is still the same.

223

01:02:08.130 --> 01:02:20.490

Leanne Ames: So for this particular year they submitted data for this survey and data for this survey and how you go and look at it as you click on which link you want based on the survey. So in this case,

224

01:02:20.940 --> 01:02:32.190

Leanne Ames: I want to look at survey F I would click this first link, and I would go and see all of the formats. I submitted for this particular survey and I could view the batch records are near report.

225

01:02:33.510 --> 01:02:34.320

Leanne Ames: So,

226

01:02:35.400 --> 01:02:39.840

Leanne Ames: Um, so here I am. I clicked on my link and

227

01:02:41.610 --> 01:02:51.300

Leanne Ames: I am looking at the first set of data, which says with us adult test record. And you'll notice that they submitted records 100% of the records failed.

228

01:02:52.200 --> 01:03:03.360

Leanne Ames: But I can go and look at the report this little thing with the three air. The three blue line says, hey, there's a report associated here. Let me take a look at it. So,

229

01:03:05.550 --> 01:03:22.920

Leanne Ames: What we're gonna do is we're gonna take a look at the particular batch records, an error report, which happens to also on the same screen as your batch records on air. It has your duplicate records report, and I want you to draw attention to this last bullet that says when you

230

01:03:24.750 --> 01:03:33.660

Leanne Ames: Want to export your data from any of these reports, it will give you up to 5000 rows. So I just want you to keep that in mind.

231

01:03:34.320 --> 01:03:45.090

Leanne Ames: In the case of many of these error reports, the number of rows, maybe less than 5000 so you're not going to run into a problem. But if you had tons and tons and tons of records that

232

01:03:46.080 --> 01:03:55.710

Leanne Ames: Error it out, you're not going to be able to export any like the whole entire list up to 5000 rows. So when you come to your batch records and error report.

233

01:03:56.580 --> 01:04:06.330

Leanne Ames: Here's an example of the data. You'll see in this case I circled the number two error code 20. This shows that for this file.

234

01:04:07.260 --> 01:04:18.870

Leanne Ames: They only receive one error code on all the records, but there could be many error codes in here. So if this first record received 10 error codes, it might say something like 20 comma 21 comma

235

01:04:21.000 --> 01:04:25.050

Leanne Ames: All the errors that this record received would be showing in the error codes.

236

01:04:26.970 --> 01:04:41.490

Leanne Ames: So I under the same to excel. I can click Save to Excel, it will it will save all of this data to excel and then you can save it locally at your district or wherever you need to save it to for your use.

237

01:04:42.600 --> 01:04:49.590

Leanne Ames: And if you recall on the screen. Previously, the records this particular format had like 1400

238

01:04:50.250 --> 01:05:03.900

Leanne Ames: Records that failed. So you would, in this case, get 100% of your records. When you say safe to excel and then you can use that data in Excel to filter or manipulate. Do whatever you need to do to use that file for your own needs.

239

01:05:05.460 --> 01:05:13.800

Leanne Ames: Above, you'll see the duplicate report. This is the report that we talked about. It's a report that was available to you on the mainframe as well.

240

01:05:15.180 --> 01:05:21.300

Leanne Ames: But you can click this view, the report and also extract that data and put it in Excel.

241

01:05:22.290 --> 01:05:31.710

Leanne Ames: So when you look at your batch records on air. This is the first part of the screen you'll see you'll see all of your batch records in air all of the details of all of the data you submitted.

242

01:05:32.430 --> 01:05:40.140

Leanne Ames: Down here you'll see all the pages that were generated if you wanted to scroll through the pages, instead of exporting it to excel.

243

01:05:41.460 --> 01:05:48.600

Leanne Ames: But the last part of the screen actually shows you. Hey, for the chart above where we showed you all your errors.

244

01:05:49.140 --> 01:05:58.440

Leanne Ames: We're now going to show you what are all the error codes and the descriptions that is that associated with every area. You got during this particular batch records and error report.

245

01:05:58.860 --> 01:06:05.640

Leanne Ames: And you can save those errors into Excel as well. It can be helpful if you have somebody in your staff who you need to

246

01:06:06.120 --> 01:06:15.450

Leanne Ames: Give these error codes to and have them check the data and see if there's a problem. Maybe there's a problem in and edit at the D. Maybe there's a problem locally with added



247

01:06:16.230 --> 01:06:26.250

Leanne Ames: And then you also get an error account for every error code you receive in your batch records, an error, it will tell you how many records failed that particular error code.

248

01:06:28.410 --> 01:06:42.090

Leanne Ames: And then you can go back to your uploaded files and say okay well I'm done looking at that survey, I want to go to a different one. So, you can click this button. It'll take you back to the original screen that showed you the different surveys, you've submitted for a particular year.

249

01:06:45.570 --> 01:06:55.800

Leanne Ames: So I want to talk real quick about reports and report is one of the main things you're going to use when you go into DQ to it allows you to

250

01:06:56.850 --> 01:07:08.700

Leanne Ames: Go through your D files, your validation and exception reports, your edit status report, and we're going to talk about a few other ones. But I think the first talk about your validation and exception reports.

251

01:07:10.110 --> 01:07:18.030

Leanne Ames: Here's an example of the keep in mind the reports you see are going to vary based on whether your witness staff or student

252

01:07:18.360 --> 01:07:32.160

Leanne Ames: But there are some consistent want you're always going to see D files always going to see added status foundations and exceptions, you're going to see an error code report that would give you all of the codes and their associated error descriptions

253

01:07:33.300 --> 01:07:41.910

Leanne Ames: And you're going to see a survey data report that is really handy to use to make sure that you are good to go. For the most part,

254

01:07:43.140 --> 01:07:43.800

Leanne Ames: So,

255

01:07:45.090 --> 01:07:51.150

Leanne Ames: When you choose to run your validators and exceptions, you will see a screen that lets you enter some menu options.

256

01:07:51.720 --> 01:08:03.810

Leanne Ames: And let you hit submit. In this case, what this is showing you is that, hey, somebody in your district already ran reports and here's when they ran them. And here's when they completed and here are the results.

257

01:08:05.100 --> 01:08:11.790

Leanne Ames: So you can choose to say, oh, okay. Well, those are old and I want to rerun them. So you would check these boxes.

258

01:08:12.870 --> 01:08:19.080

Leanne Ames: That are here in the front of these formats and you would click this Request button and it will process the records.

259

01:08:19.920 --> 01:08:27.150

Leanne Ames: You will get your status will change to indicate that the files are now pending your pending a new report.

260

01:08:27.690 --> 01:08:33.030

Leanne Ames: And then you can refresh your screen and you'll see that they are ready and then you can look at your new air reports.

261

01:08:33.840 --> 01:08:52.830

Leanne Ames: So that's how your validation and exception reports work, you will sometimes get in the errors, something that says, hey, you've exceeded the limit on your validation and exceptions. So if your evaluations and exceptions are missing so many records. We don't show you all of the reports.

262

01:08:54.480 --> 01:09:10.650

Leanne Ames: All of the records. So you'll want to keep that in mind that if you see something that looks funny that has like a greater than percent something that indicates that you've got a lot of problems with your validation and exceptions and you should really take a look at it locally and

263

01:09:11.940 --> 01:09:17.850

Leanne Ames: And adjust what needs to be adjusted and send new data back in to try to clear those foundations up

264

01:09:21.210 --> 01:09:30.780

Leanne Ames: The status report, which you're familiar with on the mainframe is available and DQ to it's super handy. This is broken up. So the report is fairly wide.

265

01:09:31.110 --> 01:09:45.900

Leanne Ames: So this is the, this would be on the left side and this is be on the right side. For example, you can say, oh, look at this, my district sent in a demo survey file and then we ran a D file and then we did what we really should have and ran a Validation Report.

266

01:09:47.130 --> 01:09:48.060

Leanne Ames: And then

267

01:09:49.320 --> 01:09:59.940

Leanne Ames: DQ to send us the Validation Report, and then we ran an exception report and then take you to send us the exception report. And so it shows you some some detail in words.

268

01:10:00.330 --> 01:10:11.400

Leanne Ames: That you can see. Notice that username is blacked out it will tell you who who did it. So if you were a user who has to lead access and you deleted all your district data.

269

01:10:12.750 --> 01:10:19.500

Leanne Ames: Anybody in your district has access to DQ to come come and say, Oh Johnny did it, Johnny deleted the data.

270

01:10:20.760 --> 01:10:23.370

Leanne Ames: You know, so it can be a good, a good

271

01:10:25.740 --> 01:10:33.720

Leanne Ames: Report for you to download and keep track of, you know, did foundations get run when they were supposed to. Did we request the files when we were supposed to

272

01:10:34.290 --> 01:10:44.490

Leanne Ames: Did the district or the user who deleted have permission and did Bay, you know, did they mean to delete the data. Some of the things for you to take a look at

273

01:10:46.200 --> 01:10:49.950

Leanne Ames: We talked a little bit about the survey data report and it

274

01:10:52.110 --> 01:10:57.690

Leanne Ames: Is extremely handy. What it does is it says for a particular year survey and

275

01:10:58.260 --> 01:11:07.560

Leanne Ames: type of system, we're going to tell you what all your formats are and how many clean records, there are. So if you're looking at this report down here and you see

276

01:11:08.220 --> 01:11:26.040

Leanne Ames: That, hey, I don't have any teachers or I don't have any of the term records. That's a problem. And you really want to get that fixed sooner than later. So this is a report, we look at the data we a lot to see whether districts are submitting data that they should be with basic data quality.

277

01:11:27.930 --> 01:11:37.770

Leanne Ames: Results, like if you have certain demo records. Perhaps you should have a certain number of end of term records, you know, things like that. So something that you might want to get in the habit as a district of pulling

278

01:11:39.810 --> 01:11:41.010

Leanne Ames: Your D files.

279

01:11:42.630 --> 01:11:44.310

Leanne Ames: I'm also our

280

01:11:46.230 --> 01:11:55.200

Leanne Ames: Request double and we're going to show you what the D file screen looks like. So when you come to generate the files you will see the same thing you'll get a menu.

281

01:11:55.800 --> 01:12:06.690

Leanne Ames: Here year your survey on your system and and those this box it says filter by format. I like to leave this alone and not select anything

282

01:12:07.110 --> 01:12:15.420

Leanne Ames: Because if you don't select anything and you just submit with the submit button, you'll see everything which is super nice because you can say, oh,

283

01:12:15.840 --> 01:12:26.760

Leanne Ames: I see everything. And when did I request the files last and do I need to do them again. And if you need to do them again. You already have the screen here, where you just check these boxes.

284

01:12:27.180 --> 01:12:37.440

Leanne Ames: And click the Request button and then it will start, you're ready will change to processing or pending and it'll start working and you can refresh your screen, and there'll be ready.

285

01:12:38.850 --> 01:12:44.790

Leanne Ames: So keep that in mind that that's how the best way really to access that d file screen.

286

01:12:47.040 --> 01:12:56.250

Leanne Ames: So we kind of talked about the D file, one of the things to keep in mind is that just because you sent all clean data and all of your all of your

287

01:12:56.940 --> 01:13:13.470

Leanne Ames: Batch records and error. You had no errors. It doesn't mean your data is actually good until you run your validation on your exceptions. So make sure you do that because just because your data is clean, doesn't mean that you're good to go. As a district.

288

01:13:17.520 --> 01:13:24.930

Leanne Ames: So the deleted request is when we talked about. It's a very powerful role if you have the ability to delete.

289

01:13:25.860 --> 01:13:35.010

Leanne Ames: You can make a lot of mistakes or you can really help her district out so under the file processing option you'll see that delete.

290

01:13:35.940 --> 01:13:53.190

Leanne Ames: Is one of your options you can get a menu and you can, it'll tell you oh for AG I submitted one format for adult test I had I submitted it four times. So when you say I want to delete witness adult general education and you click this

291

01:13:54.840 --> 01:14:03.900

Leanne Ames: And deleted. What it's doing is it's it wipes out everything and DQ to that shows you ever submitted that format at all.

292

01:14:04.650 --> 01:14:15.450

Leanne Ames: The only exception is, it will store down here in the delete files history that and delete did happen, but there will be no data. There'll be no validation reports, there'll be no exception reports.

293

01:14:15.780 --> 01:14:27.450

Leanne Ames: No batch records and error. Nothing that shows you submitted data. It basically wipes the slate clean and lets you kind of start over. As a district which sometimes you need because things got all fouled up

294

01:14:29.640 --> 01:14:40.200

Leanne Ames: There's a search screen that lets you search for an individual student once you search for that individual student, it's kind of nice because it will show you all your formats.

295

01:14:40.860 --> 01:14:54.960



Leanne Ames: And you can tab through them. So this is an example of witness, but you started out by picking a demo. And you can tap through all of the formats for witness to see what data. This particular student has. So that's really handy.

296

01:14:57.210 --> 01:15:06.390

Leanne Ames: I know we're going to get short on running out of time. I just wanted to go over this next section, real quick, has some information about the end folder, which we already talked about.

297

01:15:07.620 --> 01:15:09.660

Leanne Ames: So we're going to talk about the end folder.

298

01:15:11.220 --> 01:15:21.600

Leanne Ames: Again, your batch records and errors and how their name. Some districts are like, I can't find my batch record generic report, what are they called this is what they're called for students, staff and witness

299

01:15:22.620 --> 01:15:37.470

Leanne Ames: Your validation exception reports and these are the names that they're called down here. So if you need to find them. That's how you find them your D files and these are the names of the D files. If you're looking for them. This is how they're formatted

300

01:15:38.700 --> 01:15:56.220

Leanne Ames: Again, that you're you're out file has a 14 day retention periods. So please come up with some kind of way in your district to extract these files in case you need them save them for a period of time, make them accessible to the people in your district who need them.

301

01:15:58.560 --> 01:16:06.480

Leanne Ames: So real quick, some common things. Um, maybe we don't have time. I'm we're going to skip that one.

302

01:16:07.350 --> 01:16:23.100

Leanne Ames: If you retreat. If you receive all zeros in your file submission. This means you have a record length problem. There may be one record that has a bad record link or all of the records in your file could have a bad record line, but please fix the issue and resubmit the file.

303

01:16:24.870 --> 01:16:27.960

Leanne Ames: I'm. Keep in mind that

304

01:16:29.100 --> 01:16:41.040

Leanne Ames: If your load clothes or interview is near there may be a heavy workload waiting on your site your files will be waiting in queue. So don't keep requesting them wait and see if they finally show up in the queue.

305

01:16:42.390 --> 01:16:47.160

Leanne Ames: Which they should. It's just heavy load times your files will process a little bit slower.

306

01:16:50.520 --> 01:16:54.660

Leanne Ames: Let's see. Okay. We talked about this.

307

01:16:55.710 --> 01:17:03.090

Leanne Ames: These are some screens that I'd be really good for you all to look at on your own and ask me questions later. If you can, since we're running out of time.

308

01:17:04.200 --> 01:17:06.390

Leanne Ames: Invalid file name examples.

309

01:17:08.430 --> 01:17:20.400

Leanne Ames: Again validating your data is critical. You can have 100% clean data and end up with zero records for funding because none of your records were considered valid.

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01:17:22.290 --> 01:17:26.250

Leanne Ames: Keep in mind the survey data report is a great report to run

311

01:17:29.490 --> 01:17:44.310

Leanne Ames: Let's say, make sure you have local reviews available protect your sensitive PII data. Here's an example of how to make sure you're not submitting PII data don't do screenshots with PII data in them.

312

01:17:45.960 --> 01:17:56.790

Leanne Ames: And then keep in mind that 2021 is FL a ID. So your student number ID Florida and your alias are not going to be there anymore. I just want to make that really clear so

313

01:17:57.330 --> 01:18:10.290

Leanne Ames: That's just a real quick. And we've just got a few minutes left. And I apologize for how fast we went. But does anybody have anything to comment share or we need to have a prize drawn

314

01:18:15.480 --> 01:18:23.730

Famis Florida5: Okay, we, we will draw for the prize. How can they can get in touch with you with the information up on the screen. If they don't have

315

01:18:24.570 --> 01:18:28.140

Famis Florida5: A question right now. Her information is up there.

316

01:18:28.830 --> 01:18:34.080

Famis Florida5: Because there are so many participants. I've already spin the wheel and rather than type everybody's name and I just

317

01:18:34.110 --> 01:18:35.040

Famis Florida5: Type numbers in

318

01:18:35.700 --> 01:18:37.710

Famis Florida5: And the winner of

319

01:18:38.460 --> 01:18:47.430

Famis Florida5: The Fitbit versa light is George Llewellyn So George. Go ahead and email famous Florida at GMAIL. COM

320

01:18:48.390 --> 01:18:54.300

Famis Florida5: With all of your information and they will make sure you get that Fitbit versa lights.

321

01:18:55.230 --> 01:19:07.260

Famis Florida5: And we appreciate everybody coming down for this presentation. I like when presentations. Go right up against the wire because it means they're just full of information. So, man. We really appreciate you. Thank you.

322

01:19:08.850 --> 01:19:21.750

Leanne Ames: You're welcome. Thank you all for attending and I know there was a lot of information, but we wanted you to have it, even if we didn't have time to present 100% of it. So thank you all and reach out to us. If you need any assistance of all, we're here to help you.

323

01:19:22.440 --> 01:19:23.100

Famis Florida5: Have a great day.

324

01:19:23.490 --> 01:19:24.690

Leanne Ames: Thank you, you too.