

District of Columbia Office of the State Superintendent of Education

## INTEGRATED DATA SUBMISSIONS

User Guide and Best Practices

October 19, 2021

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## **Overview**

The Office of the State Superintendent of Education (OSSE) has a critical long-term goal of modernizing data collection, storage and usage. In order to streamline the data collection process, OSSE is launching the Integrated Data Submissions Application. By virtue of this application, OSSE envisions consolidating all ad hoc/manual collections into this robust application that facilitates data providers in reporting data. The application not only supports data uploads but also provides near real time error validations that gives the data providers an insight into data errors instantaneously. Furthermore, data providers will have the opportunity to correct the errors and upload their data until all validation issues are resolved.

## **Using the Application**

#### Logging In

This is a web-based application that is designed to work best on the Chrome browser. To access the Integrated Data Submission application, <u>click here.</u> All you need is your OSSE provided credentials. In order to log in, you will need to accept a confidentiality agreement. **Please read and internalize the privacy policy.** It is there for a reason.

Login	
Email *	
Password *	
	Login Clear

Once you're logged in, the application takes you to the

main landing page. Take note of the moving notification bar at the top of the page. It includes deadline details for various data collections supported by the application.

$\equiv$ Integrated Data Submission	
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#### Getting Started

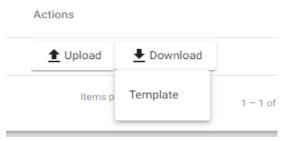
The landing page allows you to identify the *Entity* you belong to and the collection for which you would like to provide data to the agency. By default, the *Entity* value will be populated to represent your agency and the section underneath will highlight all relevant collections that apply to your agency. You can also use the dropdown icon beside *Collection* field to select the desired collection.

Please be mindful of the listed *Due Date* for the collection. You will not be able to provide data for the collection once the due date has passed.

				Collection					• = 0	lear Filters
Collection	Due Date	Last Upload Status	Last Uploaded By	Last Uploaded DateTime	Total Records	Failed Records	Actions			
CLSD-LEA	11/19/2021						1 Upload	<b>≜</b> Download		
							Items p	er page: 5 💌	1 – 1 of 1	<

#### Download Template

Locate the *Download* button in the collection row and click on it. Select '*Template*'. Application downloads the template. Review all the fields listed in the *Template* sheet. You can refer to the definitions of these fields in the *Data Elements Definitions* sheet in the same workbook. Likewise, for some of these fields you can only enter predefined allowable values from an option set. Refer to the *Option values* sheet to know more about the option set.



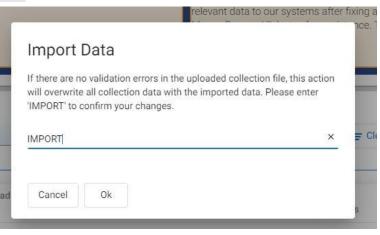
File	Home Insert	Page Layout	Formulas Da	ata Review	View Develo	oper Help	Acrobat 🔎	Search	🖻 Share 🛛 🖓
Paste	- 119 - 1				\$ - % 9 🗄	Conditional Form Format as Table + Cell Styles +		lete - J-	AZY O Sort & Find & Filter * Select *
Clipb	oard 🕞	Font	S Alignm	ient 🗔	Number 🕞	Styles	Ce	lls	Editing 🔨 🔨
G7	• : ×	$\checkmark$ $f_x$							~
	А	В	С	D	Е	F	G	н	I 🔺
2	Element	Student USI	First Name	Last Name	Date of Birth	Gender	Race	Ethnicity	Native Languag
3	Required Field	Optional	Required	Required	Required	Required	Required	Required	Required
4	Format	10-digits	Free Form Text	Free Form Text	MM/DD/YYYY	Option Set	Option Set	Option Set	Option Set
5									
6								<b></b>	· · · · · · · · · · · · · · · · · · ·
4	Template	e- CBO Data	Elements Definitions-(	CBO Option	Values 🕂				Þ

Populate data in the template. Save the file in your local folder.

#### Upload Data

In the landing page of the application, locate the *Upload* button for the desired collection. Click on the button

and upload the saved file from your local folder. Application displays a window requesting the user to confirm the import. Please read the statement carefully because once the data is imported it will overwrite all existing data for that collection. Type IMPORT in the given field and click *OK*.



#### Integrated Data Submission User Guide

Upon successful upload, application provides message *'File Submitted. Status will be updated soon.'* The landing page will automatically refresh to log the upload attempt. If there are no errors, the Last Upload Status will reflect 'Success' along with a green check at the beginning of the row to reflect a successful data upload with 0 errors.

	Collection	Due Date	Last Upload Status
0	CLSD-CBO	10/01/2021	Success

If there are errors, Last Upload Status will indicate 'Failure' along with number of errors in parenthesis and a

				red warning symbol at the beginning of the
	Collection	Due Date	Last Upload Status	row.
9	CLSD-LEA	11/19/2021	Failed (7 Errors)	i

#### **Resolve Errors**

In order to view the erroneous records, click on the *Download* button again and select 'Last Result File'.

Last Uploaded DateTime	Total Records	Failed Records	Actions			
10/19/2021 11:07:5 PM	7	7	1 Upload	▲ Download	View History	
			ltems per pa	Last Result File	1 – 1 of 1	<
				Template		-

The application will download the processed file. Scroll to the right until you reach the column that includes the error messages. Review the errors and fix the data accordingly. Save the file and upload the data file in the application.

#### View Historical Uploads

After you upload your data file for the first time, the application will provide you with a *View History* button for that particular collection. Click on the button and the application will display a window with all update attempts. Hence, everytime you upload a data file for the collection, the upload efforts will be logged in and can be viewed via this window.

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Last Upload Status	Uploaded DateTime	Uploaded By	
Success	02/14/2022 02:38:30 PM	irina.badu@dc.gov	➡ Download
Failed (30 Errors)	02/14/2022 02:28:56 PM	irina.badu@dc.gov	🛃 Download
Failed (30 Errors)	02/14/2022 02:20:19 PM	irina.badu@dc.gov	➡ Download
		Items per page: 5	▼ 1-3 of 3 <
	Success Failed (30 Errors)	Success     02/14/2022 02:38:30 PM       Failed (30 Errors)     02/14/2022 02:28:56 PM	Success 02/14/2022 02:38:30 PM irina.badu@dc.gov   Failed (30 Errors) 02/14/2022 02:28:56 PM irina.badu@dc.gov   Failed (30 Errors) 02/14/2022 02:20:19 PM irina.badu@dc.gov

To view the file that was uploaded as part of each attempt, click on the *Download* button and select *Uploaded File*. Likewise, in order to view the processed file provided by the application after each upload attempt select the 'Result File'.

