LEA Data Mapping Application

LEA User Guide

Version 1.0

July 2016

Table of Contents

Introduction

This user guide provides LEA Data Mapping Administrators with usage instructions for the Office of the State Superintendent of Education's (OSSE) LEA Data Mapping Application. The LEA Data Mapping Application replaces the Excel data collection template that LEAs have historically used to inform OSSE of where required data fields exist within the LEA student information system (SIS).

This new application provides a two-way feedback loop that allows OSSE to confirm which data collection fields are required and the accepted values, including any option sets. In addition, incomplete data mappings and errors within the data mappings are flagged so that they may be corrected to ensure accuracy in the data feeds. As LEA data mappings are updated within the application, the changes will take effect in the ADT feed (typically within one business day).

Features in the LEA Data Mapping Application include the ability for LEAs to update mappings as needed and inform OSSE of changes in real-time, create an historic log of any changes to the data mappings (mappings history), and export information to view a summary of the data mappings for all data collections. LEAs may continue to use the Excel data collection template as a reference to review detailed mapping definitions for each of the required fields.

LEA Responsibilities

The SIS values within the LEA Data Mapping Application will initially default to data mappings used in the 2015-16 school year or will match OSSE values when the previous year's mappings do not exist, which the LEA can update through the application. The LEA Data Mapping Administrator must be prepared to:

- Complete the required data mappings for each of the data collection templates within the LEA Data Mappings application:
    - *Demographics*
    - *Enrollment*
    - *Attendance*
    - *Contacts*
- Update the data mappings, as needed, to ensure consistent alignment with OSSE standard data values.

# Logging into the LEA Data Mapping Application

1. Navigate to https://data.osse.dc.gov/ldm
2. Login to the application using your SLED user credentials.

NOTE: For the best experience, users are encouraged to use the latest version of Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge.
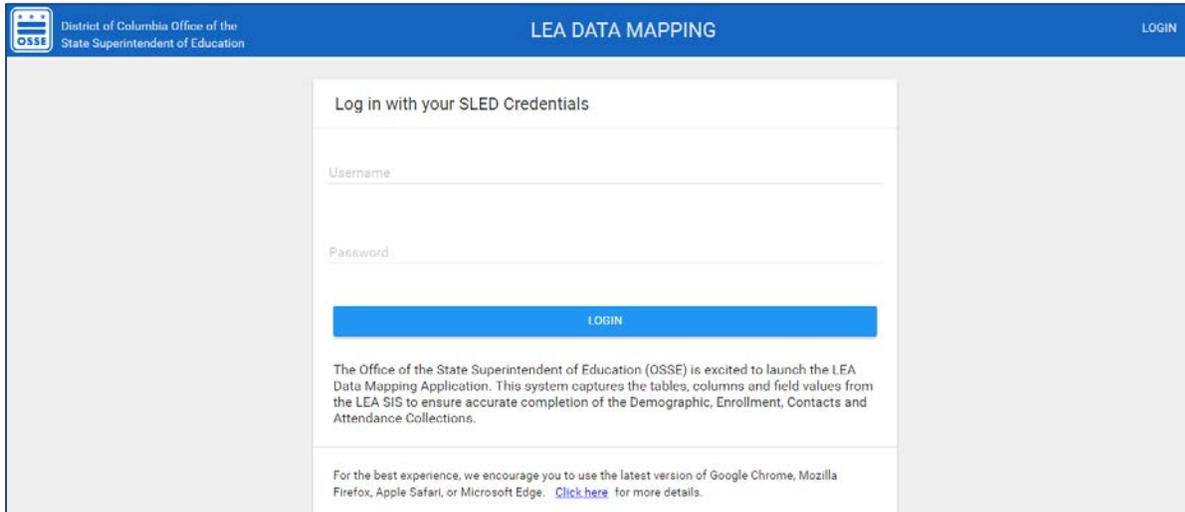

LEA Administrator Dashboard

The LEA Administrator Dashboard provides a high-level status of the data mappings that have been submitted to OSSE. The four panels displayed represent one of the four required data collection templates (*Demographics*, *Enrollment*, *Attendance*, and *Contacts*). From this page, users can identify whether they have completed all required mappings and errors exist in the mappings that need to be resolved. A sample dashboard view is provided below.
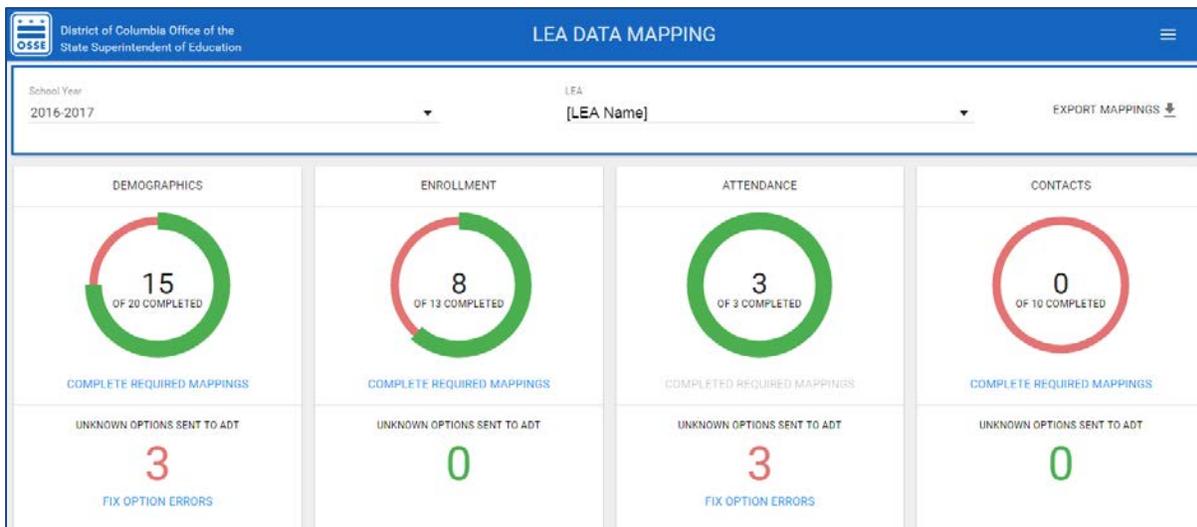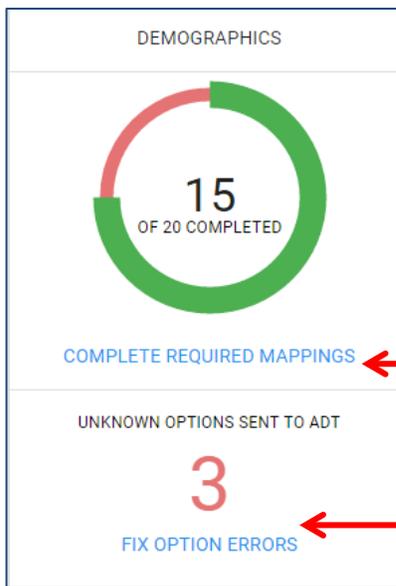
Example #1 - Dashboard

- The LEA has mapped 15 of 20 required fields in the Demographics Template.

- There are three unknown option values in the SIS that are not mapped to OSSE values.

Click **"Complete Required Mappings"** to view the remaining five fields that need to be mapped.

Click **"Fix Option Errors"** to view and correct the unknown values that are not mapped to OSSE values.

Completing Required Mappings

There are two ways to edit the LEA data mappings:

- From the LEA Administrator Dashboard (see *Example 1,* above)

- From the Edit Mappings option of the homepage menu in the top right (see below).
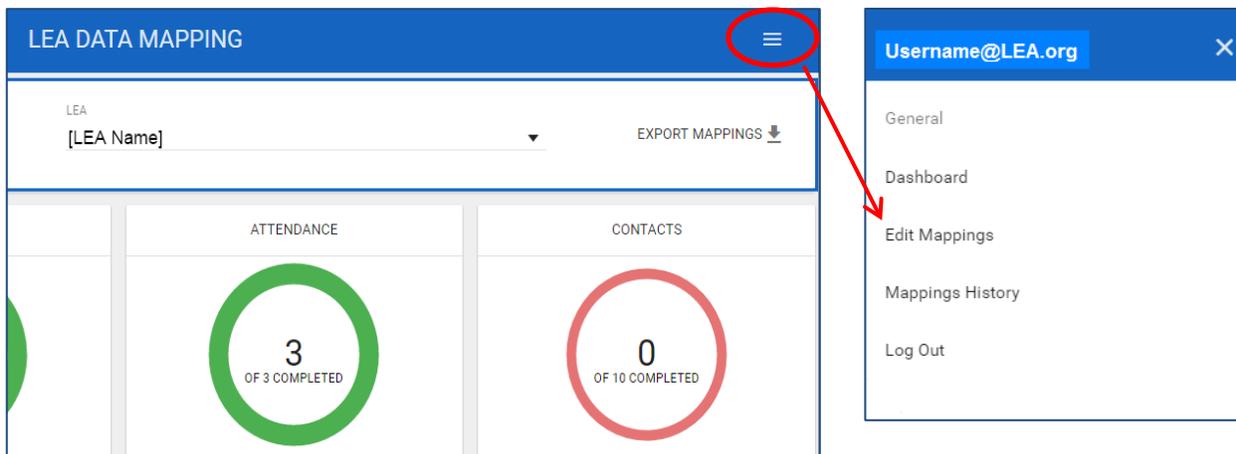
Edit Mappings Page

The Edit Mappings page lists all of the mapping fields within each collection type. A description of each section of this page is listed below.
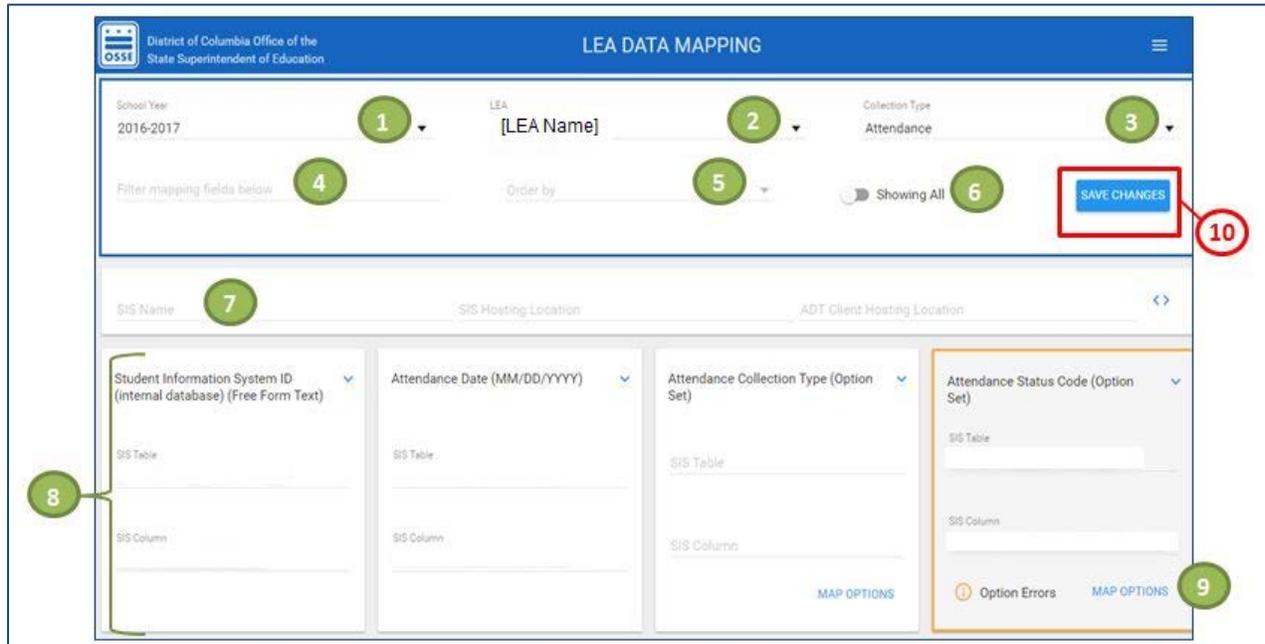
1. **School Year** – The current school year should be displayed here. In subsequent years, LEAs will be able to view data mappings from previous school years.

2. **LEA Name** – Your LEA name should be displayed here.

3. **Collection Type** – Select a collection type to complete the mappings for that data collection template. The options are *Demographics*, *Enrollment*, *Attendance*, and *Contacts*.

4. **Filter Mapping Fields** – You may type into this field to search/filter for a particular data field within each collection type.

5. **Order By** – You may order the mapping cards alphabetically.

6. **Showing All** – Users have the option to view all of the mapping cards or slide the button to view only the cards with mapping errors. This is a way to simplify the Edit Mappings page view.

7. **SIS Information** – This section contains metadata about the source systems that are sending the data to OSSE. There is an option to complete this for each collection type. LEAs should enter this information if it is available or work with OSSE to have this section completed. The information in this section is for informational purposes and will **not** affect the mappings that are submitted.

8. **Mapping Cards** – The title of the mapping card will name the data field and the format for the data will be in parentheses. <u>Complete the mapping by entering the name of the SIS table and SIS column where the data are located.</u>

9. **Map Options** – If a mapping field contains an option set, click "Map Options" to indicate the option values in your SIS that correspond to the OSSE standard option values. Features of the "Map Options" dialogue box are listed below.
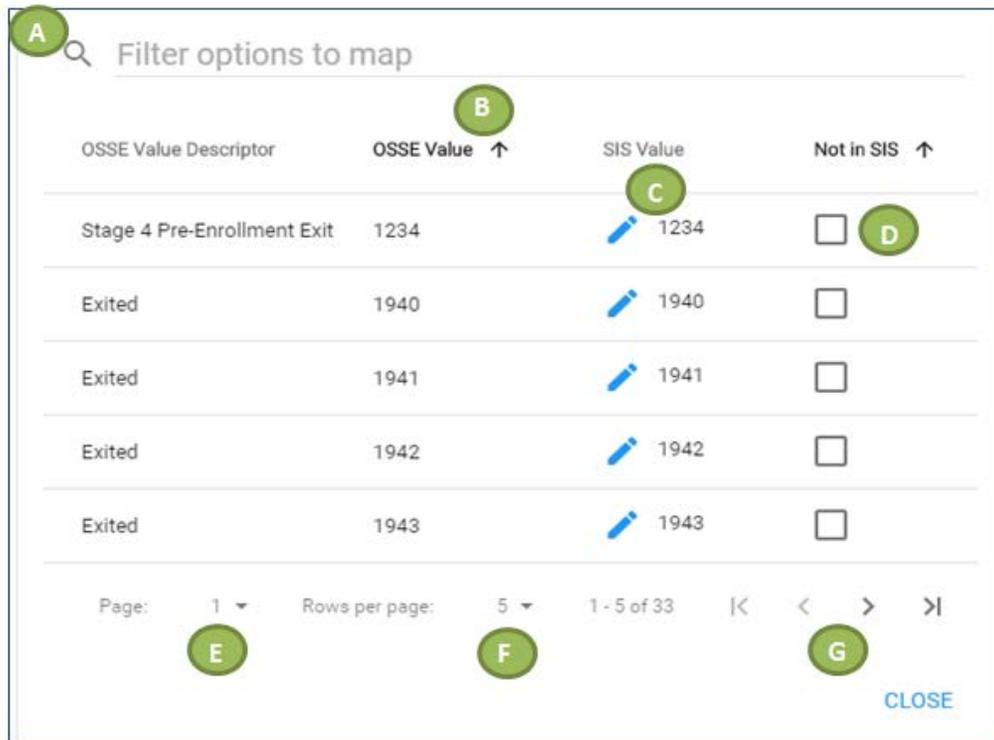
A. Filter for particular mapping options by typing into the "Filter options to map" box.

B. Click on the column header to sort the values (ascending or descending order).

C. Click on the pencil icon to edit the SIS value that corresponds to the OSSE value. This will be initially defaulted to data mappings used in the 2015-16 school year or will match OSSE values when the previous year's mappings do not exist.
NOTE: If multiple values exist in the SIS, these values should be separated by a comma.

D. Select the "Not in SIS" checkbox to indicate that the OSSE standard option value does not exist within your SIS.

E. If there are multiple pages, jump to a particular page of options to map.

F. Edit the number of rows displayed per page.

G. Navigate to the next page, previous page, first page or last page.

10. **Save Changes** – Be sure to save changes periodically as you work within the application.
NOTE: No changes in each collection's data mapping will be captured until the "Save Changes" button is clicked.

Data Mapping Tips

- The application will flag a duplicate error if two or more OSSE values are mapped to the same SIS value. Multiple SIS values mapped to the same OSSE value are allowed.

- The data values are not case-sensitive.

- Cards with errors have an orange outline and also identify the type of error in the bottom left corner:

  - Required error – A required mapping has not been completed.
  - Option error – An value in the SIS is not properly mapped to an OSSE standard option value.

- Spaces located between valid characters will be treated as unique values. A space before or after a comma will be trimmed.

- Enter "[NULL]" to indicate a null value within an option set. Select the "Not in SIS" checkbox or enter "[NOT IN SIS]" to indicate that the OSSE standard option value does not exist within your SIS.

- Click the [˅] icon on each mapping card to access the Notes section. Here you can add information to provide context on the mapping details (e.g., if there are elaborate or complex functions to represent the SIS column).

- When a user with unsaved edits tries to change the Collection Type or navigate to a different page, the page will prompt the user to stay or continue without saving changes. Clicking "No" to stay on the current page and collection will not automatically save the changes for the user; the Save Changes button must be clicked by the user.

Mappings History

A log of all user changes to the data mappings can be accessed from the homepage menu.
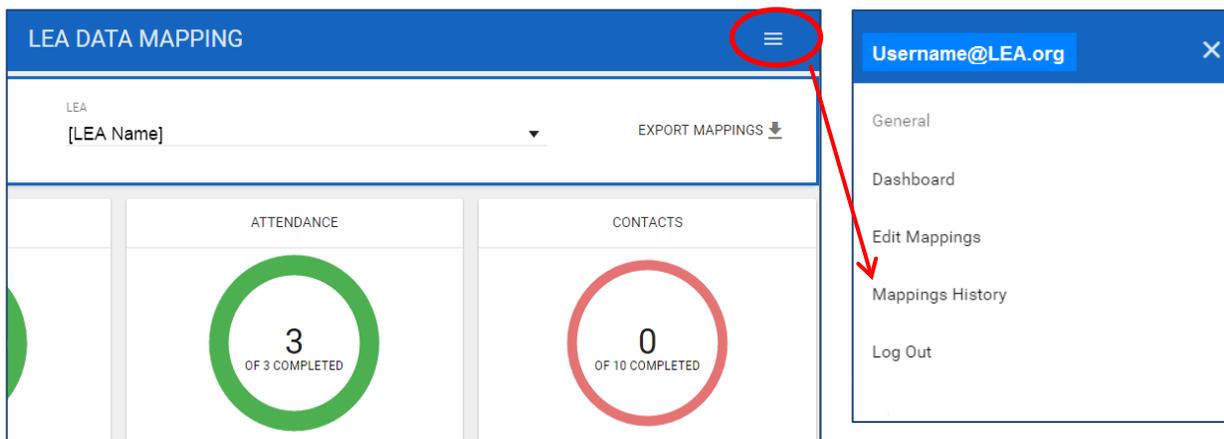
Example #2 – Mappings History page

Exporting the LEA Mappings

A summary of all submitted data mappings can be exported from the homepage.

Further Assistance

For any questions, concerns or requests for further assistance, please submit a ticket through the OSSE Support Tool (OST) under Issue Type: Systems, Sub-category: LEA Data Mapping Application.