

FY22 Period L Staff/Course Reporting Checklist

Change Log

Date	Section Number/Name	Change Description
1/28/22	Task 9 - Verify and Update the HQT Field Value [aka Teacher Licensure Course (TLC) IRN] as needed for Civil Rights Reporting	Included data regarding Teacher Licensure Course (TLC) IRN
9/30/21	Task 12 – Run CLISEMIS/CTRMEMIS in Update Mode	Removed data concerning vocational courses with no students
8/20/21	Entire Document	Update dates for 21/22

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Period L Staff/Course Checklist

Reporting Windows –

	First Window	Second Window
Data Dates Included Reporting Window	7/1/XX – 6/30/XX	7/1/XX – 6/30/XX
	Sept. – Jan.	Feb. – Aug.
Record Types to Include		This window replaces data from first window for funding but not for Licensure
	CN	CN
	CU	CU
	CM	CM
	CV	CV
	GN	GN
	FR	FR
State Grade Course Collection for the FY22 FR records runs from Sept. 16, 2021, thru Sept. 14, 2022		

Record Types to Include for Period L – (All record types listed above) Refer to the ODE EMIS Manual for further clarification on records reported in each 'L' window.

Each reporting window will include transactions from July 1 through the end of the reporting window. Reporting is on-going meaning there is no cut-off date. As students are enrolled in your district, their data will be included in the next transfer regardless of enrollment date. As changes are made to the staff and course information and CTRMEMIS is run in update mode, that current data will be reflected in the transfers.

Task 1 – Run INVSUBJ to Verify Subject Codes Assigned to Courses

Navigate to StudentInformation > EMIS > Staff/Course Reporting Collection (L) and run the Verify Subject Codes (INVSUBJ). Courses will be listed if the Report to EMIS checkbox on the course record is marked but the EMIS Subject Code field is blank or invalid. Additionally, the process will check the EMIS Subject Codes on the Course Section Override tabs. **See the EMIS Manual, Chapter 4.7, for an updated list of valid subject codes.**

The INVSUBJ also displays whether there are students enrolled in the course or course section.

12 Records Displayed					
Course Subjects					
Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code	Students Enrolled
001545	BAHS	SO8	SPECIAL OPTION 8		<input checked="" type="checkbox"/>
001545	BAHS	SO8.	SPECIAL OPTION 8.		<input checked="" type="checkbox"/>
001545	BAHS	GC2021	GOOGLE CLASSROOM2021		<input checked="" type="checkbox"/>
001545	BAHS	GC2024	GOOGLE CLASSROOM2024		<input type="checkbox"/>
001545	BAHS	GC2022	GOOGLE CLASSROOM2022		<input checked="" type="checkbox"/>
001545	BAHS	GC2023	GOOGLE CLASSROOM2023		<input checked="" type="checkbox"/>
001545	BAHS	SO2	SPECIAL OPTION 2		<input checked="" type="checkbox"/>
001545	BAHS	SO2.	SPECIAL OPTION 2.		<input checked="" type="checkbox"/>
001545	BAHS	SO3	SPECIAL OPTION 3		<input checked="" type="checkbox"/>
001545	BAHS	SO3.	SPECIAL OPTION 3.		<input checked="" type="checkbox"/>
018457	BAME	ASPEC	CENTER BASED	196095	<input type="checkbox"/>
030528	BAWO	PSPEC	Center Based	196095	<input type="checkbox"/>

0 Records Displayed						
Course Section Override Subjects						
Building IRN	Building	Course Code	Course Name	EMIS Course Subject Code	Section Number	Students Enrolled
There are no records to display						

Edit the EMIS tab of the course in Course Maintenance to correct the Subject Code.

[StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses](#)

EMIS Subject Codes added in FY22:

- 072066 – Integrated Behavioral Health
- 290325 – Specific Topics in Computer Science
- 119980 – Data Science Foundations
- 290245 – Computer Science K-8
- 101355 – Robotics K-8
- 100099 – Other Technology

EMIS Subject Codes removed in FY22

- 172602 – Cosmetology
- 290320 – Computer Science AB
- 290165 – Advanced Web Site Development
- 172605 – Family and Community Services

Task 2 – Run the Wipe and New process



The Wipe and New process should only be run at the beginning of the school year. When it is processed, it overwrites any manual changes that have been made to teacher history records during the school year.

Running the Wipe and New is not a required process but is beneficial for districts beginning the school year to update their teacher history records with the most current information from any changes made to course sections. When School Year Initialization was processed to create the new school year, last year's teacher history records were copied up to this school year. The Wipe and New process will ensure you are reporting the most up-to-date records. Running the Wipe and New process at the beginning of the school year also assists other processes that depend on Teacher History records from the Teacher History Tab.

Wipe and New will update Teacher History records to match the data on the Meeting Times tab of the course section. It overwrites any existing data.

1. On the Wipe and New tab on the Teacher History Maintenance screen, select the school(s) for which you want to create new teacher history records. **Note:** *If a building is in context, the building is already selected.*
2. Click **Wipe and New**.
3. When the Wipe and New process is completed, StudentInformation displays a message at the top of the page that indicates the number of teacher history records that were created.

The screenshot shows the 'Teacher History Maintenance' screen in the StudentInformation system. The breadcrumb trail is 'StudentInformation > EMIS > Maintenance > Teacher History Maintenance'. The page title is 'Teacher History Maintenance'. Below the title, there is a red instruction: 'From this screen, you can adjust teacher history records.' A green success message at the top states: 'There were 224 teacher course history records created successfully.' There are three buttons: 'Start and Stop Dates', 'Wipe And New', and 'Add Missing'. Below these buttons is a table with the following data:

<input type="checkbox"/>	Building Name	Finalized Schedule	Last Updated Date	Last User
<input type="checkbox"/>	021709 - Lucas Elementary School	●		
<input checked="" type="checkbox"/>	021717 - Lucas High School	●	8/18/2021 4:19:00 PM	Janice
<input type="checkbox"/>	083873 - Lucas Middle School	●		

Below the table, there is a status indicator: 'Building has a finalized schedule = ●'. At the bottom left, there is a 'Wipe And New' button.

Note: Wipe and New cannot be run for a building that has not yet finalized its schedule.

Task 3 – Run the Add Missing process to update any Teacher History Records for newly added courses

Add Missing will add a new teacher history record if there is no teacher history record matching the teacher designated on the meeting times tab or if no Teacher History record exists. It does not overwrite any existing data. Add Missing can be run throughout the year.

1. On the Add Missing tab on the Teacher History Maintenance screen, select the school(s) for which you want to add missing teacher history records. **Note:** *If a building is in context, the building is already selected.*
2. Click **Add Missing**.
3. When the Add Missing process is complete, StudentInformation displays a message at the top of the page that indicates the number of teacher history records created, or if none, the message indicates that no teacher history records were created.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 3 teacher course history records created successfully. ✕

Start and Stop Dates Wipe And New Add Missing

<input checked="" type="checkbox"/>	Building Name	Finalized Schedule	Last Updated Date	Last User
<input checked="" type="checkbox"/>	022178 - MADISON HIGH SCHOOL	●	8/19/2021 1:33:00 PM	Janice

Building has a finalized schedule = ●

Add Missing

Task 4 – Run the Start and Stop Dates option to update Teacher History Records (Optional)

If your semester start/stop dates change during the school year, ex. due to calamity days, use the Start and Stop Dates tab option to update existing Teacher History Records.

StudentInformation > EMIS > Maintenance > Teacher History Maintenance

Teacher History Maintenance

From this screen, you can adjust teacher history records.

There were 265 teacher course history records updated successfully.

Start and Stop Dates [Wipe And New](#) [Add Missing](#)

<input type="checkbox"/>	Building Name	Last Updated Date	Last User
<input type="checkbox"/>	009704 - Madison Eastview Elementary		
<input checked="" type="checkbox"/>	022178 - MADISON HIGH SCHOOL	8/19/2021 1:46:00 PM	Janice
<input type="checkbox"/>	009118 - Madison Jesse Beer		
<input type="checkbox"/>	022103 - Madison Middle School		
<input type="checkbox"/>	024646 - Madison Mifflin Elementary		
<input type="checkbox"/>	022152 - Madison South Elementary		

Start Date to Change: New Start Date:

Stop Date to Change: New Stop Date:

[Submit](#)

NOTE: If the change in the start and stop dates affects the stop and start dates for the Course Section Assignments for students, you will want to use the Course Section Assignment Dates page to make any updates that are needed. These updates should be made at the building level.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original C.SA Stop Date
FULL	Full Year	8/5/2021	5/26/2022	<input type="text"/>	<input type="text"/>
SEM1	Semester 1	8/5/2021	1/14/2022	<input type="text"/>	<input type="text"/>
QTR1	Quarter 1	8/5/2021	10/22/2021	<input type="text"/>	<input type="text"/>
QTR2	Quarter 2	10/25/2021	1/14/2022	<input type="text"/>	01/18/2022 <input type="text"/>
SEM2	Semester 2	1/17/2022	5/26/2022	<input type="text"/>	<input type="text"/>
QTR3	Quarter 3	1/17/2022	3/18/2022	<input type="text"/>	<input type="text"/>
QTR4	Quarter 4	3/21/2022	5/26/2022	<input type="text"/>	<input type="text"/>

[Save Changes](#)

Task 5 – Verify Courses and Course Sections

Courses - General Tab

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites Next: CCP10050 >

While the Code can be up to 15 characters, 10 characters or less is recommended.

Code:* CCP10041 Abbreviation:* CCPMAALH

Name:* CCP MATH FOR ALLIED HEALTH. Short Name:* CCPMATHALLHEAL

Description:

Hours of Instruction:* 76 Scheduling Priority:* 5

Display on Public Module: Is Active:

Is High School Credit: Is In Update History:

Roll course to next year: Core Course:

College Prep: Dual Credit:

Display on ParentAccess: NCAA Core Course:

Save Cancel

CCP Courses – Be certain to check the ‘dual credit’ checkbox on the Courses General Tab when adding College Credit Plus courses. When setting up courses, districts should set up separate courses for CCP and non-CCP courses. A course should not have some course sections that are CCP and some that are non-CCP.

NCAA Core Course

The **NCAA Core Course** located on the General Courses tab must be checked in order for a course to count as a NCAA Core Course. This field is used to designate which courses meet the eligibility requirements for Division I and Division II colleges. Additional information pertaining to the eligibility requirements can be found at <https://www.ncsasports.org/ncaa-eligibility-center/eligibility-requirements>.

Once your district has determined which courses should have this box checked, they may want to verify this has been completed for the past 3-4 years and if it hasn't been, go back and update the NCAA Core Course box for those previous years as well. This will allow districts to be able to verify that students who are currently in the higher grades and considering athletics in college, will meet the requirements needed.

Courses - Marks Tab

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses

From this screen you can display or change information regarding courses

General Marks Miscellaneous EMIS Pre/Co-requisites Next: CCP10050 >

CCP10041 - CCP MATH FOR ALLIED HEALTH.

Course Weight: 10.0000 In Honor Roll: Is Honors Course:

Level of Difficulty: 2 - CCP/AP Include in Total Credits: Include on Permanent Record:

GPA Add-on Level: Include in GPA: Print on Report Card:

Credit Units*: 1.000000

Mark Bump:

Rank Weight:

College Credit Hours: 3.000000

CCP Location IRN: 062869

College Location: University Of Akron

Save Cancel

According to the EMIS Manual, the EMIS Location IRN (on the Courses – EMIS tab) generally is the IRN of the physical location where the course is being held. Exceptions are as follows:

CCP Courses – Report the IRN of the post-secondary institution that is giving credit for the course.

CCP Courses with a CP Delivery Method (Career Tech CCP Course) – Report the IRN of the actual location of the course, not the IRN of the Post-Secondary Institution.

- **College Credit Hours** - should be filled in with the number of possible college credits the student can earn for the course.
- **CCP Location IRN** – When a CCP Course has a Delivery Method of CP, this field should be filled in with the college IRN. Transcripts include this information by listing the first IRN located when searching each of these fields in the order below:
 - Course Section EMIS Override Location IRN
 - CCP Location IRN (Course>Marks tab)
 - EMIS Location IRN (Course>EMIS tab)
 - School Name
- **College Location** – This field is populated when a value is entered in the CCP Location IRN field. If the college is an out-of-state college, the **CCP Location IRN** should be completed with '999999' and you can type in the name of the college in the **College Location** field. This is particularly important for any CTE Courses.

Courses – EMIS Tab

Curriculum Code – VM Career Technical Education Middle Grade Course

Establishes a class as a middle grade Career-Technical Education class. Middle grade CTE courses are 30-120 hour introductory level courses linked to business, industry, and labor that ensure a seamless pathway from middle school to college careers. CTE middle grade courses may be offered for any pathway with an approved CTE-26 on file. VM courses do not count towards a student's CTE concentrator status and students in VM courses are not subject to CTE technical testing. See the CTE Program Matrix for a

complete list of subject codes that may be used in conjunction with the VM curriculum code.

Delivery Method – CI Computer as Instructor

A certificated staff member must be the Teacher of Record for courses with Delivery Method of CI. The staff member can be a superintendent, principal, or teacher. The Staff ID cannot be '9999999999'.

Credit Flex element on EMIS tab of Course record:

- N – Course is not a credit flexibility course (default)
- R – Yes, the course is a credit flex course used for credit recovery work
- Y – Yes, the course is a credit flex course not used for credit recovery

If either of the following values is different on the EMIS tab of the course, you will need to set up separate courses. Simply adding a separate course section will not work.

- Educational Option
- Credit Flex

The EMIS Override tab on the course section allows different values in the following fields:

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

Course Sections - 0031 - ENGLISH 9 H (1)

From this screen you can display or change information regarding course sections

General Meeting Times Memberships Attendance Teacher History **EMIS Override** Next: 0031 #2 >

EMIS Staff Provider IRN:

EMIS Subject Code:

Curriculum:

Delivery Method:

Student Population:

Highly Qualified Teacher IRN:

EMIS Location IRN:

EMIS Location Description: (Only required if EMIS Location IRN = '9999999')

Start Date:

Stop Date:

Dual Credit:

Start Date and Stop Date - If a course section has a different start and/or end date than the rest of the course sections for a particular course, those values can be updated on the EMIS Override tab.

Update EMIS values in Course Section Maintenance

Teacher IRN Override – Located on the Teacher History tab, this field can be used to enter a co-teacher's Staff Provider IRN if they are not from the district, i.e., from an ESC. This will allow the Staff Course records to correctly report co-teachers and their Staff Provider IRN.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

Course Sections - 0031 - ENGLISH 9 H (1)

From this screen you can display or change information regarding course sections

General Meeting Times Memberships Attendance Teacher History EMIS Override Next: 0031 #2 >

Teacher:* FRANCIS STEVENS

Role Code: CT - Co-Teacher

Start Date:* 8/20/2020

End Date:* 12/17/2020

Teacher Of Record:

Teacher IRN Override: 048546

Save Cancel

Transfer file:

CU 2021L04353390H302068848AH5-0031-01 2020082020201217CT 001545048546

Team Teaching – If a course section is taught by more than one teacher, both teachers should be marked as the Teacher of Record on the course section Meeting Times tab and as CT - Co-Teacher on the Teacher History tab since both teachers are required to have a Staff Class Master Record reported.

StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Sections

Course Sections - 0031 - ENGLISH 9 H (20)

From this screen you can display or change information regarding course sections

General Meeting Times Memberships Attendance Teacher History EMIS Override < Prev: 0031 #4

Add New

	Teacher Name	Start Date	End Date	Role	Teacher Of Record	IRN Override
	ARNOLD, TIM	08/20/2020	12/17/2020	CT	<input checked="" type="checkbox"/>	
	FLETCHER, KENT	08/20/2020	12/15/2020	CT	<input checked="" type="checkbox"/>	

Save Course Section Cancel

Reminders:

1. All Courses K-12 must be broken out into courses by subject.
2. Each of the courses that have been broken out, except for homerooms and other special classes created for the grade book package, needs to be reported in EMIS.
3. Homerooms should not be marked as reportable to EMIS on the Course record.
4. You must report all year long courses and any other courses offered during the school year, such as courses offered second semester only or courses that span five or six week periods.
 - a. *Preschool courses* - Are to be reported as self-contained courses. Only one course is reported for each preschool student. **EMIS Subject Code 180108** is required to be reported for all Preschool courses. Special Ed courses will be differentiated by the value selected in the Student Population field on the EMIS tab of Courses. The valid values for Student Population for this EMIS Subject Code are DP, D8 and PR.

- **D8** student population should be reported for a class that is designed primarily for students *with* disabilities (i.e., have IEPs). This includes classes designed primarily for students with disabilities into which peer models are also enrolled.
 - **PR** student population should be reported for a center-based class that is designed primarily for students *without* disabilities. This includes classes designed primarily for students without disabilities into which students with disabilities are also enrolled.
 - **DP** student population should be reported for a class that is designed for students *with* disabilities who have hearing and/or visual impairments.
- b. *Students receiving preschool itinerant services only* – Do not report course records and subject records for itinerant services.
 - c. *Gifted courses* – Students taught by the Gifted Intervention Specialist (GIS) who is considered the “Teacher of Record” should be reported but Supplemental Gifted services/programs provided by the GIS or other staff members are not considered courses and do not need student subject records.
 - d. *If the ESC is a contracted agency* - The resident district needs to report the courses and class lists taught by ESC contracted staff. The ESC instructor should be set up using their credential ID. The ESC will report the staff demographic, employment, and contractor staff records. Be sure to mark these ESC courses as EMIS reportable, the ESC’s IRN is used for the Program Provider IRN, and the proper building IRN is used for the location IRN.
 - e. *Home Instruction*: School age students with disabilities who are receiving home instruction are to have one course record per course, reported for each teacher. The course should be reported with the appropriate EMIS Subject Code, Delivery Method, Curriculum, Educational Option, and Student Population in Course Maintenance.
 - f. *College Credit Plus* courses (fka Post-Secondary) must be set up as a class on the student’s schedule. State Staff ID of the staff member should be reported for Employee ID if the staff is employed by the district. Employee ID of all 9s is reported if the staff is employed by the college. A generic CCP teacher should be set up in your district with a State Staff ID of all 9s.
 - g. *ESP Classes* – A staff class master record is required to be reported with the appropriate art, music or PE subject code for courses taught in grades K-8 for each ESP teacher. ODE does not require student subject records to be reported for each student in an ESP class, however StudentInformation will not include the course without at least one student assigned. You must assign students to ESP classes.
 - h. *Credit Flex Courses* – A course master record is required to be reported for any course which is a credit recovery course. To qualify, a course must meet the district’s board approved credit flexibility policy that provides opportunities for students to earn credits in non-traditional ways. A new field has been added to the course record as well as manual course history to

indicate a course is credit flex course. Report the course with the appropriate delivery method. If the delivery method is 'TO', the staff member may have an ID of all 9s.



StudentInformation allows course codes up to 15 characters and the first 10 characters must be unique. However, for EMIS reporting no more than 10 character course codes should be used.

Task 6 – Verify Reportable Courses

Navigate to StudentInformation > EMIS > Staff/Course Reporting Collection (L) and choose Verify - Reportable Courses to confirm courses being reported to EMIS. Manually update any courses as needed.

StudentInformation > EMIS > Verify Reportable Courses

Verify Reportable Courses - (L) Barberton

From this screen, you can verify courses marked reportable to EMIS.

Include Buildings:*

Select All Buildings Clear All Buildings

BA BA
 BA BA
 BA

All Courses Only Reportable Courses Only Non-Reportable Courses

243 Records Displayed

Report to EMIS	Building ▲	Course Code	Course Name	Curriculum	Delivery Method	Educational Option	Student Population	EMIS Subject Code	Section Exists	CSA Exists	Is Active
<input type="checkbox"/>		ASPEC	AM Child Care	OT	FF	NO	D8	090201	yes	no	●
<input type="checkbox"/>		C.MGR	Case Management	**	**	**	**		yes	no	●
<input type="checkbox"/>		PSPE	PM Child Care	OT	FF	NO	D8	090201	yes	no	●
<input type="checkbox"/>		4CCNT	4 CITY COMPACT NORTON	OT	FF	NO	RG		yes	no	●
<input type="checkbox"/>		4CCWA	4 CITY COMPACT WADSWORTH	OT	FF	NO	RG	990371	yes	no	●
<input type="checkbox"/>		4TR4C	VOCATIONAL TRAINING 4CC	OT	FF	NO	RG	990371	no	no	●
<input type="checkbox"/>		6040	AP ART STUDIO	OT	FF	NO	RG	029110	yes	yes	●

Task 7 – Verify course information and make any necessary changes



Course Detail Report – provides all course information in an excel friendly format.

- The Course Detail Report provides a complete listing of all courses at a specific building that the user wishes to validate.
- All possible Course related fields are displayed on the Excel report. The options begin in Column A and continue through Column BO. Users can hide the columns they don't wish to see.
- As an Excel report, users can then sort the data how they want to see it displayed.
- A second report called Course Curriculum (CRSE) is available within the application at StudentInformation>SIS>Scheduling>Scheduling Reports>Course Curriculum (CRSE). For this report, you can choose up to ten fields you wish to display.

Course Detail Report

Course Code	Course Name	Course Description	Abbreviation	Course Short Name	Hours of Instruction	Scheduling Priority	Display on Public Module	Is High School Credit	Roll Course to Next Year	College Prep	Display on Parent Access	Is Active	Is in Update History	Core Course
218	218		218	9th H 218	0	5	Y	Y	Y	N	Y	N	Y	Y
4CCNT	4 CITY COMPACT NORTON		4CCNT	4CCNT	75	5	Y	N	Y	N	Y	Y	N	N
4CCWA	4 CITY COMPACT WADSWORTH		4CCWA	4CCWA	75	5	Y	N	Y	N	Y	Y	N	N
9HG	9th Grade Honors		9GH	9th H 218	0	5	Y	Y	Y	N	Y	Y	Y	Y
5041	ACCOUNTING 1		ACCT 1	ACCOUNTING 1	75	8	Y	Y	Y	N	Y	Y	Y	Y
9090	ACT Prep (Eng/Reading)		ACTPE&R	ACTPENG&READ	76	5	Y	Y	Y	N	Y	Y	Y	Y
9091	ACT PREP (Math/Sci)		ACTPM&S	ACTPMATH&SCI	76	5	Y	Y	Y	N	Y	Y	Y	Y
ACTP10	ACTPREP 10		ACTP10	ACTPREP10	75	5	Y	Y	Y	N	Y	Y	Y	Y
ACT10	ACTPREP10		ACTP10	ACT10	0	5	Y	Y	Y	N	Y	Y	Y	Y
ACTP10.	ACTPREP10.		ACTTP10.	ACTPREP10.	75	5	Y	Y	Y	N	Y	Y	Y	Y
8878	ADV ENGINEERING & PROGRAMMIN.		ADVE&P	ADV ENG & PROG.	152	9	Y	Y	Y	N	Y	Y	Y	Y

Task 8 – Verify All Staff Members have a Credential ID

The screenshot shows the staff profile for Molly Brown. The 'Staff' tab is active. The 'State Staff ID' field is highlighted with a red box and labeled 'Credential ID = State Staff ID'. The value entered in the field is 'CH1234567'. Other fields include First Name (Molly), Middle Name, Last Name (Brown), Phone Number, Email Address (mbrown@test.com), Primary School, Start date, Stop date, and a Comments field.

Field	Value
First Name	Molly
Middle Name	
Last Name	Brown
Phone Number	
Phone number unlisted	<input type="checkbox"/>
Credential ID = State Staff ID	CH1234567
State Staff ID	CH1234567
State staff ID unavailable	<input type="checkbox"/>
Email Address	mbrown@test.com
Staff Code	MB
Primary School	
Start	mm/dd/yyyy
Stop	mm/dd/yyyy
Comments	
Active	<input type="checkbox"/>

The Credential ID is used by Pre-Identification exports as well as on Staff Class Master records and Program records for contracted staff.

For CCP teachers employed by the college, enter all 9s in the State Staff ID field. For CCP teachers employed by the district, enter their Credential ID in the State Staff ID field. Credit flex teachers may have all 9s in the State Staff ID field if the Delivery Method is 'TO'. Credit flex teachers will have a credential ID in the State Staff ID field if the Delivery Method is not 'TO'.

More than one staff member can have all 9s for the State Staff ID field.

Task 9 – Verify and Update the HQT Field Value [aka Teacher Licensure Course (TLC) IRN] as needed for Civil Rights Reporting

Note


Although HQT values are no longer reported to EMIS, the Civil Rights Report **does use** HQT values for certain areas. The current areas in the CRDC reporting that utilize HQT values are as follows:

- COUR-9 ***Classes in Mathematics Courses in High School Taught by Teachers with a Mathematics Certification***
- COUR-14 ***Classes in Science Courses in High School Taught by Teachers with a Science Certification***
- COUR-16 ***Classes in Computer Science Courses in High School Taught by Teachers with a Computer Science Certification***
- COUR-1b ***Grade 7/8 Algebra I Classes Taught by Certified Teachers***

Additional documentation on these areas can be found in the Product Guides – Civil Rights Data Collection Guide.


A course section **must** have a record on the Teacher History tab to create an HQT record. HQT records are not dependent upon CTRMEMIS/CLISEMIS having been run. The courses available to have an HQT value for a teacher are based upon the teacher being marked as teacher of record on the teacher history tab, the subject code, curriculum element, delivery method and student population fields on the course record and on the EMIS overrides tab of the section.

A. Updating the Highly Qualified Definition for existing HQT records:



1. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Highly Qualified Teacher Update**.
2. Select a teacher from the **Filter By Teacher:** dropdown.
3. Courses the teacher instructs will be displayed based on the combination of Subject Code, Curriculum element, Delivery Method, and Student Population fields on the course record and on the EMIS Overrides tab of the section.
4. Pay careful attention to all four values before editing a record to ensure you are updating the correct one.
5. Click on the  next to the Subject Area to edit the HQT value.
6. Select the appropriate value from the **How the teacher meets highly qualified definition:** dropdown.

7. Click .

B. Removing Highly Qualified Definitions for courses the teacher no longer instructs. (optional)

1. Navigate to [StudentInformation](#) » [Management](#) » [School Administration](#) » [Scheduling Administration](#) » [Highly Qualified Teacher Update](#).
2. Select a teacher from the **Filter By Teacher:** dropdown.
3. Courses the teacher instructs will be displayed.
4. Ensure you are deleting the correct record for the Subject Code combination.
5. Click the  next to the obsolete value.

C. Adding missing Highly Qualified Definitions:

1. Navigate to [StudentInformation](#) » [Management](#) » [School Administration](#) » [Scheduling Administration](#) » [Highly Qualified Teacher Update](#).
2. Select a teacher from the **Filter By Teacher:** dropdown.
3. Courses the teacher instructs will be displayed.
4. Click .
5. Select the appropriate value in the **EMIS Definition:** dropdown. NOTE: Values in the dropdown are populated from EMIS tab of the course record in Course Maintenance and on the EMIS Overrides tab of the section based on the Subject Code, Curriculum element, Delivery Method, and Student Population fields.
6. Fill in the **How the teacher meets highly qualified definition:** field.
7. Click .

D. Run the HQT report to verify the values or use the report as a checklist to see which values are missing from the courses that need this value for the Civil Rights Report

[StudentInformation](#) > [SIS](#) > [School](#) > [Highly Qualified Teacher Report](#)

NOTE: The HQT or Highly Qualified Teacher is also referred to as the Teacher Licensure Course (TLC) IRN. As referenced in this task, the HQT is no longer reported to ODE, and is referenced in StudentInformation as HQT, but is also known as Teacher Licensure Course (TLC) IRN.

Task 10 – Verify and Update Student Schedules



Student Schedules Report – displays all student schedule information in a spreadsheet format.

Verify student schedules by running the Class List Formatter

StudentInformation > SIS > Marks > Marks Reports > Class List Formatter (R703)

REPORT: R703 FORMAT-02		HIGH SCHOOL			Run Date: 8:43 AM 3/29		
CLASS LIST							
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION		
Teacher583, Ryan	STUDY HALL 2PD 1SEM	SH 2	19	1st Semester	F: 2 (145)		
STUDENT NUMBER	STUDENT NAME	GRADE	DISABILITY CONDITION	GENDER	HOMEROOM	PROGRAM	HOME SCHOOL
303137236	Aabbccdde, Mark	11		M	FILL		
149625	Student54188, Ciara	10		F	KIRI	Not applicable	
148156	Student54314, Lucy	10		F	HOEE		
148079	Student54376, Vegas	10		F	MCGO		
148029	Student54429, Connar	10		F	HOEE	Not applicable	
148018	Student54444, Adam	10		M	KIRI		
146073	Student54504, Tyler	10		M	KIRI	Not applicable	
146006	Student54578, Hannah	10		F	OBRE	Not applicable	
145002	Student54749, Hannah	10		F	OBRE		

Student Subject records reported to EMIS are created based off the student's course section assignments.

Make any necessary changes to schedules using the Course Section Assignments page or Request Assignments page.



Refer to the **Schedule Changes Procedural Checklist**

Task 11 – Process CLISEMIS/CTRMEMIS in Verify Mode and correct errors

1. Change your context to the district level and the current year.
2. Navigate to **StudentInformation** > **EMIS** > **Staff/Course Reporting Collection L.**
3. On the **Request Type** tab choose the **Verify Staff/Course Data** option.
4. Click **Next >**.
5. On the **Program Selection** tab choose **Verify/Update - Course and Class List (CLISEMIS/CTRMEMIS)**.
6. Click **Next >**.
7. Choose the buildings in the district you would like to run CLISEMIS/CTRMEMIS for.
8. Choose the run type you wish to perform. If you're verifying the data, choose **Run Type:** **Verify EMIS Reportable Only**
9. Next, select how many errors you would like to be displayed per page:
Number of Courses Per Page: All
10. Click **Submit**
11. Once the process is completed the CLISEMIS/CTRMEMIS errors will display on the page.

Correcting errors:

1. CLISEMIS/CTRMEMIS errors are interactive links which allow you to navigate to the screen needing to be corrected without leaving the CLISEMIS/CTRMEMIS page.
2. To correct errors, click on the Link in each error message.

Building IRN	Building	Course Code	Course Name	EMIS Subject Code
006759	CLHS	003047	ENGLISH 9	050160

Course Section Messages: 7 **Error 51:** The course section does not have a teacher history record for a specific time.

3. Depending on the error message, you will be taken to the Course screen, the course section or the staff HQT page for corrective action. Links display in blue on the error.
4. Correct the errors and save your changes.
5. After resolving the errors run CLISEMIS/CTRMEMIS again to verify the errors are no longer there.

Refer to the ***CTRMEMIS Error Resolution Guide*** for detailed instructions on how to correct each error.

Task 12 – Run CLISEMIS/CTRMEMIS in Update Mode



CTRMEMIS should be processed in update mode each time you are submitting your data to ODE to catch any schedule changes made since the last submission. This is an on-going process.

Run AFTER final corrections are made to the CLISEMIS/CTRMEMIS verification report.

Once CLISEMIS/CTRMEMIS has been run in update mode the records may be viewed by going to the following pages:

**[StudentInformation](#) » [EMIS](#) » [Maintenance](#) » [Student Staff Classroom](#)
[StudentInformation](#) » [EMIS](#) » [Maintenance](#) » [Student Subject Record](#)
[StudentInformation](#) » [EMIS](#) » [Maintenance](#) » [Student Subject Record By Class](#)**

CTRMEMIS looks at the Staff record for the Staff ID for the CN or CU records.

If multiple teachers are considered the teacher of record for a course section, then a CU record will be created for each teacher of record.

Each teacher record (CU) for a course section will have an indicator of either Lead Teacher or Co-Teacher. If two teachers are assigned to a course section as teacher of record, both teachers must be reported as Co-Teachers. You cannot report one teacher as the lead and the other as the Co-Teacher.

The course section Teacher History tab must be updated if a teacher starts or stops teaching on a day other than the course term start or stop date. If a teacher's start and stop dates overlap with another teacher for the same course section, both teachers would be considered Co-Teachers. If both teachers did not teach the course section at the same time, make sure there is no overlap with their dates. Both teachers would be considered Lead Teachers.

Start and Stop Dates:

Start dates on the student subject records (GN) will only be reported for students who entered the course after the course term start date of the course section.

Example: If the course term start date was September 1, 2021, but the student started the course on February 27, 2022, a start date of February 27th will get reported for that student. No start date will be reported for students who have been in the course since day one.

Stop dates on the student subject records (GN) will only be reported for students who withdrew prior to the course term end date.

If the student drops a course before the course term stop date, a drop date will be reported.

If a student was in a course section multiple times, a record will be reported for each time the student was in the course.

NOTE: Effective in FY22 forward, records for the GN150 and GN152 are reportable in both the Initial L and the Final L collections

GN150 & GN152 – High School Credit Earned & Partial/Override Credit Elements

StudentInformation, with approval of ODE, has handled the reporting of these elements in the following manner:

Description	GN150	GN152	Explanation
Courses that are not 'for high school credit'	Y	0	Indicates these courses do not earn high school credit
Courses that are 'for high school credit'	P	Amount of credit earned including 0 if no credit earned	ODE uses the amount of credit that is reported in the Partial/Override Credit element instead of the credit amount from the CN course master record. This is reported this way in case the amount of credit a student is awarded when the credit is different than what is reported on the course master record.

Task 13 – Verify Vocational Correlated Records have been entered

Once CTREMEMIS has been processed in Update mode, the Local Classroom Codes for all course sections being reported exist in EMIS Maintenance and are available for use on the Correlated Records page.

1. At the building level, navigate to: **StudentInformation > EMIS > Maintenance > Vocational Correlated Records.**
2. Click on Add Vocational Correlated Records button to add a new record.
3. Choose the proper local classroom code from the dropdown for each of the three fields as applicable.
4. Save the record.

StudentInformation > EMIS > Maintenance > Vocational Correlated Records

Vocational Correlated Records

From this screen, you can create vocational correlated records.

[Add Vocational Correlated Record](#)

	Anchor Classroom ▲	First Correlated Classroom	Second Correlated Classroom
	BJSA-252522-01 (252525)	BJSA-252521-01 (252010)	
	BJVS-178000CT-01 (178000)	BJVS-171002-08 (178029)	BJVS-992462-52 (178029)
	BJVS-178000CT-01 (178000)	BJVS-171002-08 (178029)	BJVS-992462-52 (178029)
	BJVS-178000MA-01 (178000)	BJVS-990364-04 (990363)	BJVS-990364-24 (990363)
	BJVS-178003-03 (178003)	BJVS-171012-03 (178029)	BJVS-031500A-01
	BJVS-178003-03 (178003)	BJVS-171012-03 (178029)	
	BJVS-178004-03 (178004)	BJVS-171012-03 (178029)	
	BJVS-252522CBI-01 (252525)	BJVS-251110CBI-01 (252010)	

Task 14 – Verify Vocational Mapping Records have been entered

The mapped local classroom code record allows a district to map (combine) the students from a specific class into another class. Mapping means combining (merging) students from two or more classes in EMIS to look like a single class. The students that are reported in the “Mapped from Local Classroom Code” will be mapped (moved) to the “Mapped to Local Classroom Code” and for EMIS reporting, will no longer exist in the “Mapped From Local Classroom Code” in the EMIS flat files.

In order to map classes together, both classes must have the same values in the following elements:

- Subject Code
- Curriculum Element
- Employee ID
- Delivery Method
- Educational Option
- Student Population

Only classes with a Semester Code of ‘1’, ‘2’, or 3 will be eligible to be included in the mapping process. Trimester courses can’t be mapped.

NOTE: Districts who are true Semester districts, can map a Semester 1 course to a Semester 2 course, with students in both of those courses, however, the course should be a different course. Ex. Algebra 1 Part 1, 1st sem, mapped to Algebra 1 Part 2, 2nd sem. It should be a different course **with a different course code**, not a different section of the same course. This works because it is two different courses.

Students should not be in multiple course sections of the same course that is mapped together.



This process should only be used for Career Technical Courses.

StudentInformation > EMIS > Maintenance > Mapped Local Classroom Codes

Mapped Local Classroom Codes

From this screen, you can display, add, change and delete data pertaining to mapped local classroom codes.

[Add Mapped Local Classroom Code](#)

	Mapped From Classroom Code ▲	Mapped To Classroom Code	Message
	BJVS-340035-51 (340120)	BJVS-340035-52 (340120)	
	BJVS-975001-08 (Not Found)	BJVS-975001-01 (175001)	• The Mapped From Classroom Code does not exist in the current reporting period

Task 15 – Update Student College Credit values for Dual Credit Courses

These records are not reported in Period L, but need to be updated annually to be available to create the dual credit Core Summary records which are reported in Period G.

For any student who earned transcribed college credit for Dual Credit, update the college credit amount students earn. The college credit earned will be reported on the GC Core Summary Records. The college credit amount must be the transcribed college credit amount that will appear on the student’s college transcript. Use the College Credit Management page to update the values based on the courses and/or manual course history records flagged as dual credit courses. Students must earn a passing mark in the course. **Courses must be marked ‘Dual Credit’ to be included on the College Credit Management course sections.**

1. Change Context to the building level and 21/22.
2. Navigate to **StudentInformation » Management » Ad-Hoc Updates » College Credit Management**

EMIS Student Tab Updates

3. On the **EMIS Student tab**, select the dual credit Course whose college credit value you want to update for any student.
4. In the course Sections drop-down list, select the appropriate course section for which you want to perform the update.
5. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
6. Enter the college credit for the selected students using one of the following methods:
 - A. Update selected students individually - In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section; Click **Save Selected**.
 - B. Bulk update selected students - In the text box above the grid, enter the amount of college credit earned by all the selected students; Click **Bulk Assign & Save Selected**.

The screenshot shows the 'College Credit Management' interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > Ad-Hoc Updates > College Credit Management'. Below this, the title 'College Credit Management' is displayed, followed by a note: 'From this screen, you can update college credit values for courses that are marked dual credit.' There are two tabs: 'EMIS Student' (selected) and 'Manually Entered Courses'. The 'Course' dropdown is set to 'CCP34501 - CCP ALGEBRA FOR CALCULUS' and the 'Course Sections' dropdown is set to '(CCP34501) CCP ALGEBRA FOR CALCULUS - 2'. Below the dropdowns, there are buttons for 'Save Selected', 'CORE Subject Area: MTO', and 'Bulk Assign & Save Selected'. A text box next to the 'Bulk Assign & Save Selected' button contains the value '3.000000'. Below this is a table with the following columns: 'Select All', 'Student Number', 'Student', 'Grade', and 'College Credits Earned'. The table contains three rows, each with a checkbox in the 'Select All' column and an empty text box in the 'College Credits Earned' column. The 'Grade' column for all rows is '12'.

Manually Entered Courses

1. On the **Manually Entered Courses tab**, when the tab is selected, any student who has a manual course history record with the College Credit flag set will appear on a grid on the page.
2. Select the Check box in the row of each student whose college credit you want to update for the selected course section. (You can also select **Check All** to select all students).
3. Enter the college credit for the selected students using one of the following methods:
 - A. Update selected students individually - In the row of each student, in the **College Credit** column, enter the college credit the student earned in the course section; Click **Save Selected**.
 - B. Bulk update selected students - In the text box above the grid, enter the amount of college credit earned by all the selected students; Click **Bulk Assign & Save Selected**.

StudentInformation > Management > Ad-Hoc Updates > College Credit Management

College Credit Management

From this screen, you can update college credit values for courses that are marked dual credit.

EMIS Student | Manually Entered Courses

Save Selected | Bulk Assign & Save Selected

<input type="checkbox"/> Select All	Student Number	Student	Grade	School Year	Course	CORE Subject Area	College Credits Earned
<input type="checkbox"/>			12	2019-2020	0111 GP - CP ENGLISH 12 GP	ENG	<input type="text"/>
<input type="checkbox"/>			12	2019-2020	CCP33001 - CCP ENGLISH COMPOSITION I	ENG	<input type="text"/>
<input type="checkbox"/>			11	2019-2020	0111 GP - CP ENGLISH 12 GP	ENG	<input type="text"/>

Task 16 – Updates for the Student Course Grade (FR) Records

Any EMIS Reporting entity that reports Course Master (CN) and Student Courses (GN) records showing students could earn high school graduation credit in a course, must report the Student Course Grade (FR) Records.




Running CLISEMIS/CTRMEMIS is not required to create or update the data contained in the Student Course Grade FR records.

Districts will need to map the following records so that the data is available to be included in the Student Course Grade transfer records.

1. Reporting Terms Maintenance – add EMIS Term
2. Marks Maintenance – map the mark to an EMIS Grade
3. Grade Status – automatically calculated

Reporting Terms Maintenance/EMIS Term

For each building that offers courses that are ‘for high school credit’, you will want to update the Reporting Terms Maintenance with an EMIS Code value. At the present time, this data does not copy forward during School Year Initialization.

1. Change Context to the building level and 21/22.
2. Navigate to **StudentInformation » Management » Scheduling Administration » Initialization » Reporting Terms Maintenance**
3. For each Reporting Term that grades should be reported for, an EMIS Term needs to be added. For example, to report the 1st 9 week grade, you would click on the  with 1st 9 week, and update the **EMIS Term:** with the Q1 Emis Term value.

4. Once the update is made, click .
5. Repeat as needed for each of the Reporting Terms that grades will be reported.
6. **Note:** What districts typically think of as an interim (a report between grading periods) does not need to have an EMIS Term assigned to it, as those do not need to be reported to ODE.

See sample below:

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.


[Add Virtual Term](#) [Save Changes](#) [Cancel Changes](#)

		Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	EMIS Term	Marks Start Date	Marks Cutoff Date	Archive Date	Active
		GP1	1st 9 week	Sep 08, 2020	Nov 06, 2020	43.00	43.00	1	Q1				
		INT1	1st 9 week interim			0.00	0.00	2					
		GP2	2nd 9 week	Nov 09, 2020	Jan 22, 2021	42.00	42.00	3	Q2				
		INT2	2nd 9 week interim			0.00	0.00	4					
		EX1	EX1			0.00	0.00	5					
		GP3	3rd 9 week	Jan 25, 2021	Mar 26, 2021	43.00	43.00	6	Q3				
		INT3	3rd 9 week interim			0.00	0.00	7					
		GP4	4th 9 week	Mar 29, 2021	Jun 09, 2021	47.00	48.00	8	Q4				
		INT4	4th 9 week interim			0.00	0.00	9					
		EX2	EX2			0.00	0.00	10					
		FIN	FIN			0.00	0.00	11	YE				

Show Active Only

Marks Maintenance/EMIS Grade

For each building that offers courses that are 'for high school credit', you will want to map the Marks to an EMIS grade.

1. Change Context to the building level and 21/22.
2. Navigate to ***StudentInformation » Management » School Administration » Marks Administration Menu » Marks***
3. An EMIS Grade needs to be mapped to each Mark. The EMIS Grades do not include '+' or '-'. An A+, A or A- would all be mapped to 'A'.
4. For each EMIS Grade being added, click the , and update the EMIS Grade:
5. Once the update is made, click [Save](#).
6. Repeat as needed for each of the Marks that will be reported.
7. See sample below:

StudentInformation > Management > School Administration > Marks Administration Menu > Marks

Marks Maintenance

From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

[Add Mark](#)

	Mark	Mark Name	Description	EMIS Grade	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dq Mark	Active
	A	A	EXCELLENT	A	4.000000	3.990000			1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	A-	A-	EXCELLENT	A	4.000000	3.500000			1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	A+	A+	EXCELLENT	A	4.000000	4.000000			1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	AU	AU	AUDIT		0.000000				1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	B	B	GOOD	B	3.000000	2.990000			1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Grade Status

The Grade Status is also required to be reported as part of the Student Course Grade (FR) records. This value indicates whether the grade reported is a final mark or an

interim mark (grade that hasn't earned credit but is printed on a report card or transcript).

This value is automatically calculated as follows when the course is marked Report to EMIS and a mark record is created:

- Reporting Term is Progress1 = 'I'
- Reporting Term is Progress2 = 'I'
- Reporting Term is Progress3 = 'I'
- Reporting Term is Progress4 = 'I'
- Reporting Term is Earned = 'F'
- Reporting Term is Not Used = no record generated

Note: Although the value of 'P' is also an acceptable value to be reported, this process will not select the 'P' value since it is for grades in progress, such as assignment grades collected in GradeBook.

Task 17 – Run CHECK_EMIS for Period L to ensure all updates have been performed before transfers are performed

Run CHECK_EMIS to get an audit trail of what processes have been performed, what hasn't been performed and what processes were performed too early for each building in your district. The CHECK_EMIS page lists which EMIS Verify, Update, and Transfer processes have been run. The CHECK_EMIS report will provide you with a listing of when each process was run, what time, and which user completed the process for each building in the district.

At this point in the checklist, it is important to verify the following has been completed:

1. Make sure all processes have been run in Verify mode for each building.
2. Make sure all updating processes have been run in Update mode at least one time for the district.
3. Make sure all the necessary transfers were performed after the update processes were run.
4. **If updates were rerun, also make sure that transfers were rerun as well.**
5. Make sure that no process was run too early.

CHECK_EMIS can be processed at anytime during the reporting period for a status report.

StudentInformation > EMIS > Verify EMIS Run Requests

EMIS Run Requests (CHECK_EMIS)

From this screen, you can verify which EMIS programs have or have not been run.

Reporting Collection:

District:

Select All Buildings Clear All Buildings

BA BA
 BA BA
 BA

Not Run Already Run History

Required:
Staff/Course Collection Transfer - Course Master (CN)
Staff/Course Collection Transfer - CTE Correlated Class Record (CV)
Staff/Course Collection Transfer - Mapped Local Classroom Code (CM)
Staff/Course Collection Transfer - Staff Course (CU)
Staff/Course Collection Transfer - Student Course (GN)
Staff/Course Collection Update - Course and Class List (CLISEMIS/CTRMEMIS)
Staff/Course Collection Verify - Course and Class List (CLISEMIS/CTRMEMIS)
Staff/Course Collection Verify - Reportable Courses
Staff/Course Collection Verify - Subject Codes (INVSUBJ)

Include the Following Potential Problems:
 Verification Not Run
 Transfer Not Run
 Update Not Run
 Transfer Not Run After Update

Exclude Runs Prior To:

Task 18 – Period L Transfer

Once you have completed the data updates, transfer your data to the Data Collector. Navigate to the Staff/Course Reporting Collection (L) menu and choose Select All Transfers. Please note that you can transfer the Student Course Grade Record (FR) from this screen to the State Grade Course Collection when that collection is open for FY22.

StudentInformation > EMIS > Staff/Course Reporting Collection (L)

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Staff/Course Collection (L) records.

Request Type Program Selection

- Select all transfers
- Transfer - Course Master (CN)
- Transfer - CTE Correlated Class Record (CV)
- Transfer - Mapped Local Classroom Code (CM)
- Transfer - Staff Course (CU)
- Transfer - Student Course (GN)
- Transfer - Student Course Grade Record (FR)

Transfer Type:*

- Flat file transfer
- Flat file transfer for Data Collector

< Back Submit Cancel

Task 19 – Run the Collection

Before running the Data Collector, make sure the most recent version of the manifest is downloaded.

1. While logged into the Data Collector, click on the **Collection Requests** tab.
2. Begin the collection.
3. Mark the Data Sources section.

Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> BA-Files	✔ Ready	Not Started
4. District can choose the Collect Only option and then do the Prepare later, or they can choose the Collect and Prepare so both are completed at the same time.

Data Sources	Availability	Collection Status
<input type="checkbox"/> ML-Files	✔ Ready	Not Started
Scope of execution		
Perform: <input type="radio"/> Collect Only <input checked="" type="radio"/> Collect and Prepare		
5. Once the Prepare has completed, review the Level 1 Validation errors.
6. Return to StudentInformation to make corrections and updates resolving the Level 1 Validation errors.
7. After creating a new transfer file in StudentInformation and submitting it to the Data Collector, begin a new collection.
8. If satisfied with the results, go ahead and submit the collection to ODE for processing.
9. Once the collection has been processed by ODE, you should receive Level 2 Reports. Review the Level 2 Reports for accuracy and make corrections in StudentInformation.



Don't forget – once you correct errors and rerun any required updates in StudentInformation, a new transfer to the Data Collector must be performed. Once the transfer is complete rerun your collection.