Fall Training for *Student Reporting in Iowa*

(formerly known as EASIER)

Please forward this message to the person in your district who is responsible for coordinating ~~EASIER~~ Student Reporting in Iowa submissions.

I apologize for the delay in announcing fall training. Because of the dependency on the new Iowa Education Portal and the move to the SIF infrastructure, training cannot begin until the portal is available.

With a leap of faith, we are now scheduling webinars as our delivery mode for fall training.

When is the training? During the week of August 27 – 31, webinars will be scheduled, 7 per day for 5 days, to provide training for the new file submission process.

Who should sign up? The person who will coordinate and submit the files for your district should be the person registering to attend THIS training. In the past, we have not limited this number. From our brief experience with this new process, we are asking one individual to coordinate and manage the files at this time. Once the primary person becomes more familiar with the process, then the role of submitter can be given to additional individuals in your district. We would like to begin with one primary person at this time.

Who can attend? Additional individuals may attend the session. The primary contact person will receive the URL and may share that link with others. Unlike training in the past, this training should be limited to individuals who need to understand the file submission process. In the past, many districts had an individual at each building submit their own files. The submission of individual files is still recommended. However, the act of having different people submit files has the potential to create lots of data confusion for the submitters. *Recommendation: no more than two individuals in your district should attend <u>this</u> training at this time (Round 1 training).*

How can I register? The attachment on this email contains a schedule of 35 sessions from which you may select one. Each session has been hyperlinked to the Department of Education's calendar and registration process. Open the attachment, select a date and time, and use Ctrl+Click on the hyperlink to find the registration button. If you are unable to utilize the functionality built into the attached schedule, you may go to
http://educateiowa.gov/index.php?option=com_eventbooking&view=calendar&Itemid=2706 and find the date and time you desire (August 27 – 31).

Sessions are limited to 10 registrants by design. It is our desire to provide undivided attention to the ten who have registered. We are encouraging questions, practice, and more questions during your 90-minute session. While the training will not take the entire time, it is our desire to provide assistance, hand-holding, and lots of encouragement as you practice the new file submission process.

What will be covered? The content of the webinars will include
1. Uploading files into the new system (VRF)
2. Validating files in the new system (VRF)
3. Interpreting error messages (yes, they will look different this year)
4. Managing the submitted files (deleting files with errors)

5. Viewing and interpreting reports in VRF
6. Submitting the data
7. Excel basics for managing the error reports and disseminating them to the various buildings
8. Next steps for training.

What is needed?
1. The person who will be the primary file manager will need his/her A&A account when registering for the session. We will need the A&A account prior to the session in order to provide access to VRF (Vertical Reporting Framework), the application you will need in the new portal for submitting your district's data.
2. The sessions will be live with two-way communication. If headphones with a microphone are available, please sign up for a session designated as Microphone. If a microphone is not available for use with the computer, please sign up for a session designated as Phone. Microphone sessions will **not** utilize the phone.
3. The registrant will receive an email with the URL and phone number, if applicable, before the session.
4. If possible, you may want to log into your session where two computers or a dual-monitor setup is available. A demonstration will be provided followed by time to allow you to upload and process files from your district. The webinar session will stay open during the training session in order to allow you immediate access to the trainer for asking question you may encounter during your initial work with VRF.
5. Infinite Campus users – Please sign up to receive the latest update as soon as it is available (Wednesday, August 22?). You will want to register for a session later in the week with the hope that you will have the ability to create extracts in the new format. Please contact Gary Kirchhoff with questions.

What is next?
After your session, you will want to upload files and work through errors that are found during the remaining days of that week. Round 2 training webinars will begin during the first week of September. Round 2 sessions will be open to a broader group. Content during Round 2 will include
1. A continuation of the data flow from VRF to Student Reports and finally into Certified Enrollment.
2. A demonstration of Student Reports. All reports that were previously available to users in EASIER are now located in Student Reports. This will include reports that were previously available to users at the file level as well as all the reports that were contained on the EASIER certification page.
3. Review of Certified Enrollment.
4. Review of the timeline.
5. Question and Answer period for any lingering issues found during the initial file processing

What are the key points at this time?
1. A&A accounts must be created for each individual who will be accessing VRF and Student Reports.

2. Training is essential to learning the new system for reporting student data.
3. Timing is critical in order to meet the October 15 Certified Enrollment deadline.

Timeline:

August 27-31	VRF training (student file submissions)
September 4 – 7	Student Reports and Certified Enrollment training
September 19	Date by which all districts are encouraged to move their data to Certified Enrollment for preliminary results.
September 19 – 26	Communication between districts to resolve potential student errors (duplicate students and resident district issues)
September 26 (5:00pm)	All files will be deleted from the system for October 1 preparation
October 1	Count Day, opening of VRF, Student Reports, and Certified Enrollment
October 8	Recommended date for having student-level data moved into Certified Enrollment
October 15	Deadline for certifying Certified Enrollment

On October 15, you will be certifying that your data is complete and accurate and that *all data flowing into your Certified Enrollment are also complete and accurate. There will no longer be scheduled phone calls with each district to go over Certified Enrollment issues after October 15, formerly known as Round 2 and Round3. Certified Enrollment discrepancies will need to be resolved prior to October 15.*

Please contact your favorite Student Reporting consultant with questions!

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Thank you for your patience as we embark on the next generation of student reporting. We are trying to stay one step ahead of you!

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