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Step-by-Step Instructions for all KIDS Submissions 2017-2018

Introduction

These are step-by-step instructions for submitting batch files of student records to KIDS, including the processes for resolving near matches and correcting errors. The process outlined below may vary slightly depending upon the type of record being submitted and the type of building (Accountability, Funding, or Attendance) submitting the record. *Steps 6-11 describe the Manage Core Data process.*

Step	Action to Take
Step 1:	Update all pertinent student data in your Student Information System (SIS). [1]
	• There are certain required and optional fields that correspond to each record type—make sure that you have updated at least the required fields that are the focus of the particular Collection you wish to upload to KIDS. (i.e., ENRL, TEST, EOYA, etc.).
	• The specific required and optional fields are discussed in detail in the Submission Details documents for each record type.
Step 2:	Create an SIS KIDS Export Batch File by exporting the data from your SIS.
	• Include the State Student ID for every student in your SIS who already has one.
	• This batch file must follow the specifications and format requirements outlined in the KIDS 2017 - 2018 File Specifications document.
	• Any errors that occur during the process of generating the KIDS file in your SIS should be directed to your SIS vendor contact.
Step 3:	Log into KIDS via Common Authentication and upload the batch file to the KIDS Collection System on the ***Batch Upload*** screen.
	• Please note that files are required to have a unique name before uploading.
Step 4:	If the message on the ***Batch Upload*** screen indicates that the batch uploaded successfully, then proceed to **Step 5**.
	• **If there is a (RED) message** that indicates that the file failed to upload, then make the corrections to the SIS Collection Export Batch File and repeat **Steps 2 and 3** until the file is uploaded successfully.
Step 5:	View the *Action* column on the ***Batch History*** screen.
	• If there are no items in the Action column, skip to Step 12
Step 6:	Click on the Manage Core Data button.
	• This button will start the *Manage Core Data* process by comparing core data submitted on the records with previously submitted core data for each SSID.
Step 7:	Review the ***Manage Core Data*** screen.
	• A table will display with five tabs that provide detail on the batch file of student records submitted to KIDS that do not have an SSID or whose core data contains a mismatch error.

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[1]If your school/district does not have a Student Information System (SIS), then you can use KSDE's Online Data Tool (ODT) to generate KIDS files. Please contact KSDE at kids@ksde.org for more information.

	• A shaded status box provides detail on the current file with (Batch ID, Upload Date, the number of records Pending Update, and those records that have been Resolved).
	(Note: You should verify the student's data is correct prior to choosing to make any changes in the system.)
Step 8:	Click on *Review Near-Matches link next to the students' name* (Select the first student in the list of possible near-matches found to determine which step to take).
Use the *Search Core Data* link to help resolve near-matches.	• **Option 1: *Create a New ID.*** You should only create a new ID if you are certain the student is not one listed in near-matches.
	• **Option 2: *Cancel the record.*** Select **Cancel Resolve Near Match** if you determine that the core data you submitted for the student is incorrect, and you need to update your SIS and not the student's core data stored in KIDS. Note: cancelling the record will prevent the system from accepting the record. A new record from your SIS will have to be submitted.
	• **Option 3: Update Core Data.** Review each near match. If the correct student appears in the list of near-matches, click on the **Update Core Data** button found on the row for the student you wish to update. This will overwrite the core data in KIDS with the core data you just submitted.
	• If you have more than one near-match to resolve, the system will automatically **"Go to next record,"** when the radio dial is selected, to resolve the next near-match in your list of students.
	• Once you complete all the near matches, return to the ***Batch History*** screen.
Step 9:	View the *Action* column on the ***Batch History*** screen. The batch will automatically *Rerun* for you.
	• A message will appear in the Action column with the new Batch ID.
Step 10:	Ensure that all of the resubmitted records are error-free.
	• If no *View Data Errors* button or *Manage Core Data* button is created, then skip to **Step 12**.
Step 11:	Review errors file.
	• Click the ***View Data Errors*** file and select ***Open.***
	• Correct the errors in your local SIS.
	• Repeat **Steps 2-4**.
Step 12:	**Your submission is complete!** Update your SIS with any new State IDs created by downloading the *Retrieve Core Data* file *(if present)* from the KIDS system and uploading the file into your local SIS.

Help Resources:
- ☐ Helpdesk 785-296-7935 or kids@ksde.org
- ☐ KIDS Project Website: http://kidsweb.ksde.org/ for training, documents, and FAQs.