Kansas State Department of Education

Online Data Tool (ODT)

2015-2016 User's Guide

Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

Revision History

Date	Reason for Changes	Version
12/8/2015	Initial Document Created for 2015-2016 version of the Online Data Tool.	1.00

Related Documents

All documents unless otherwise specified may be found on the KIDS Project website (www.ksde.org/kids) under the 'Documents' tab.

Date	Document Title/Location	Comments
12/8/2015	**KIDS 2015-2016 Collection System File Specifications**	Data Dictionary offering a complete list of the KIDS Collection fields and their valid values.
12/8/2015	**KIDS 2015-2016 Business Rules** posted here http://kidsweb.ksde.org/ under the 'Vendors tab	Document listing all of the KIDS business rules applied to all KIDS submissions.
12/8/2015	**KIDS Step-by-Step Instructions** posted here http://kidsweb.ksde.org/ under the 'Documents' tab	2 page Quick Reference Guide to the basic process for submitting all KIDS record types to the Collection System.
12/8/2015	**KIDS Submission Overview: 2015-2016**	Contains an overview of the KIDS record types and the Collection Schedule of Submission Windows for the year.
12/8/2015	**2015-2016 KIDS Submission Details Documents** (ENRL, TEST, EXIT, ASGT, TASC, SMSC, EOYA, STCO and QERY)	Nine documents (one for each KIDS record type—ENRL, TEST, EXIT, etc.) that contain a list of required and optional data elements, submission guidelines, and list which reports return data submitted by that record type.
12/8/2015	**KIDS 2015-2016 User's Guide**	Document containing instructions on the KIDS Collection system interface and functionality.
12/8/2015	**STCO Template**	Template used to complete the STCO collection.
12/8/2015	**KIDS Collection Template**	Template used to complete KIDS Collection records.

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Part I: Introduction

Welcome to the Online Data Tool (a.k.a. ODT)!

The ODT is a tool that allows schools without their own Student Information System (SIS) to generate KIDS Collection files in the format that the KIDS system can 'read' and process. Using the ODT, schools can enter and update the data fields that the KIDS system requires, import and update Student IDs from an ASGT file, and generate pre-formatted KIDS Collection files (the header and trailer records will be created automatically). And best of all…the ODT is much more user-friendly than Excel!

The ODT is targeted to small districts and schools that do not have an SIS system in place. However, other schools may wish to use the ODT for storing certain small subpopulations of students (such as preschoolers) who would not normally be stored in an SIS.

So what *can't* the ODT do? The ODT can't function as a comprehensive SIS software package. This tool is simply an alternative to creating Collection batch files in Excel and should be used in addition to (but not in place of) an existing SIS system. In addition, the data entered in the ODT needs to meet the data validation requirements for the KIDS system. For more information related to the KIDS data requirements / definitions, please refer to the *KIDS Collection System File Specifications 2015-2016* document posted on the KIDS project website at http://www.ksde.org/kids under 'Documents'.

Part II: About this Manual

This manual is designed for use as a reference guide to help you navigate the KIDS Online Data Tool (ODT).

This User's Guide will describe how to:

- Navigate the different ODT screens and functions
- Enter, view, edit, filter/sort, and delete student data in a table format
- Export Collection files for the KIDS system
- Set specific user default values

NOTE:	The 'Notes' box will mention items that require special attention.

TIP:	This box will include tips, recommendations, and shortcuts to assist you with navigating the ODT.

Part III: Important Terms

Are you new to the vocabulary of KIDS? Don't worry—KSDE has created a glossary of terms in the next few pages to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

Term	Meaning
KIDS	Kansas Individual Data on Students
KSDE	Kansas State Department of Education
NCLB	The No Child Left Behind federal legislation signed into law on January 8, 2002
ODT	Online Data Tool
State Student ID (SSID)	A unique number that is assigned to each student attending an accredited school in Kansas. This number remains with the student for his/her entire PK-12 career. If a student moves between schools or leaves Kansas altogether and then returns at a later date, then that same unique number is re-assigned to that student.
Student Information System (SIS)	A software program that administers and maintains student information, such as enrollment, scheduling, attendance, accounting, and grade reporting, for that district/school. This software is installed on the school's local network and computers.

Part IV: User Levels

School-level access is usually for data entry staff, administrators, and program staff who are submitting and/or viewing ODT data **only** for their school.

District-level access is for data entry staff, administrators, and program staff who submit and view ODT data for multiple schools within the same district.

User Level	Defined Roles/Responsibilities
School Write	• Has write access to upload ODT Collection Export Batch Files of KIDS records for the building for which he/she is responsible.
District Write	• Has write access to upload ODT Collection Export Batch Files of KIDS records for buildings in the district for which he/she is responsible. • District-level ODT users will only be able to see one school's data at a time in the ODT.

Part V: Registering for Access to the Online Data Tool.

Individuals who do not have access to KSDE web applications need to register via KSDE Common Authentication. Use the following web address: https://apps.ksde.org/authentication/login.aspx. At this website, click on the 'Register' button.

> **NOTE:** You may want to skip this section if you have used KIDS Assignment before, or if you already registered for access to the KIDS Assignment System.

On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the 'Organization' drop-down list. Be aware that the buildings that you have access to depend on what is entered in the 'Building' field on the web applications registration page. If you will be submitting and viewing data at the district-level, select the 'All Buildings' option under the 'Building' field.

For district level users

For school level users

When you have completed all required information on the registration form, click the 'Submit' button at the bottom of the screen.

If all data on the registration form is valid, you will get a message that says 'Thank You for Registering'. The registration request will be forwarded to the district superintendent for approval. You will receive an email when your access request is approved and your username and password are ready for use.

Individuals who already have access to KSDE web applications can use the Manage My Account option to add the Online Data Tool to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add the Online Data Tool to your list of available KSDE web applications…
- Login on the KSDE Web Applications page
- Click the 'Manage My Account' link
- Check the box in front of Online Data Tool
- Select your access level (district write or school write)
- Click 'Submit'

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access the KIDS Collection System.

KSDE Web Applications

Click a link below.

1. Dropout/Graduation Summary Report
2. Kan-Dis 2009
3. KIDS Assignment System - eScholar 6 Testing
4. KIDS Collection 2010 TEST
5. Online Data Tool
6. Principal's Building Report - User approval pending or application not active.
7. Principal's Building Report
8. Superintendent's Organizational Report

Manage My Account
Logoff

Part VI: Logging into the Online Data Tool

The Online Data Tool, like the other KSDE web applications, is available on the KSDE Authentication page. To access the ODT, enter your KSDE username and password to the KSDE Web Applications page (https://apps.ksde.org/authentication/login.aspx). The user will see the Online Data Tool on his/her list of approved KSDE applications (example list shown below), and he/she will need to click on the application to open it.
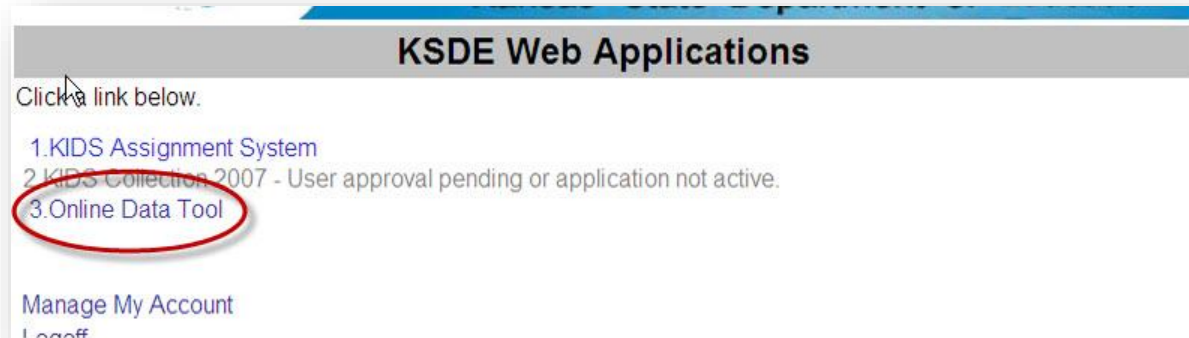
NOTE:	Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.

Part VII: Features of the main ODT page

The Students page contains the student data grid in which users can view, add, and edit student data.

In addition, there are six functional links to the left of the Student page:
- Return to App List
- Logout
- Choose Building
- Students
- Student Export
- Building Defaults

Part VIII: Students Tab

The 'Students' tab is the same screen as the default 'Student Viewer' screen that opens when you initially log-in to the ODT. This screen (shown below) contains the student data grid in which you can view, add, edit, filter/sort, and delete student data.

NOTE: If the ODT application is left idle for 30 minutes or longer, the application will time-out. A warning message will appear 3 minutes before your session will time out (shown below). Clicking the 'Refresh' button will allow you to continue working in the ODT.

**Viewing Student Data**

Above the student data grid is a Record Type Filter dropdown-box (shown below):

The 'All' filter displays your student records with all 95 KIDS Collection fields. The other record type filters only display your student records with the data fields that are required and optional for those specific record types.
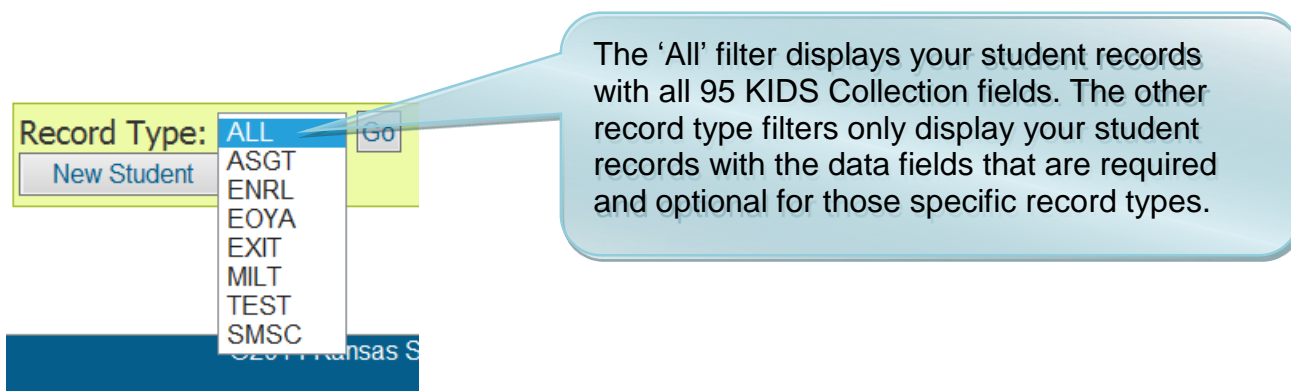
KSDE recommends that you use the 'All' filter when entering data for new students. However, to speed data entry, the specific record type filters can be applied so that you can quickly see whether the required and optional fields for a particular collection are present for all new and existing students.

If you used the ODT last year, all student data that was entered in the ODT in 2014-2015 will be available in the 2016 version of the application. The School Year and Grade Level fields can be updated or 'rolled over' for all of your students by clicking on the 'Rollover Current School Year' and/or 'Rollover Student Grade Levels' buttons at the top of Student View screen (as shown below).
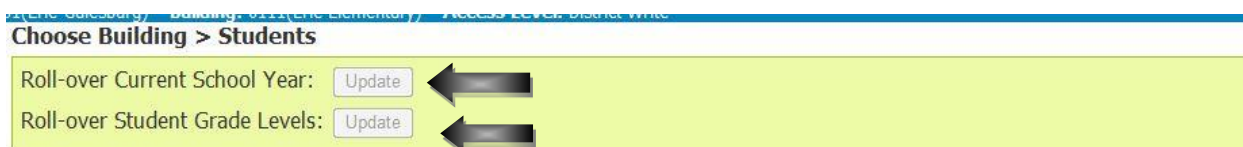
The purpose of the 'rollover' buttons is to allow you to quickly update the school year and grade level data that was entered into the ODT last year for all of your students. For example, if the school year is showing as '2015' in the ODT for your students, the 'Rollover Current School Year' button will update the school year field to '2016' for all of your students.
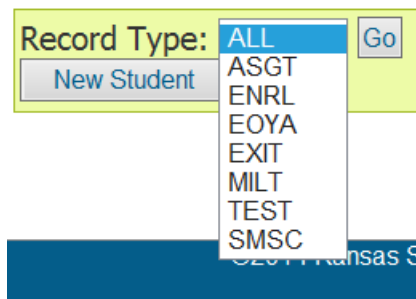
This 'roll-over' process can only take place **once**—these buttons will be grayed-out and unavailable once they have been clicked. You will also need to manually adjust the grade level field for any students who did **not** advance to the next grade level (since the 'Rollover Student Grade Levels' button will automatically advance *all* students in order to minimize data entry burden). Schools that updated the student grade level and school year information for 2015 prior to the release of the 2016 ODT updates should **not** use the 'rollover' buttons.

NOTE:	The grade level and school year will **not** rollover for student records that have exit data entered.

Adding a New Student to the ODT
To add a new student to the ODT:

- Click on the 'View/Edit My Students' tab and select the 'All' Record Type Filter (shown below) to enter as much information about the student as you can. You can also select a particular record type (i.e. ASGT) to complete only the required and optional fields for that record type.

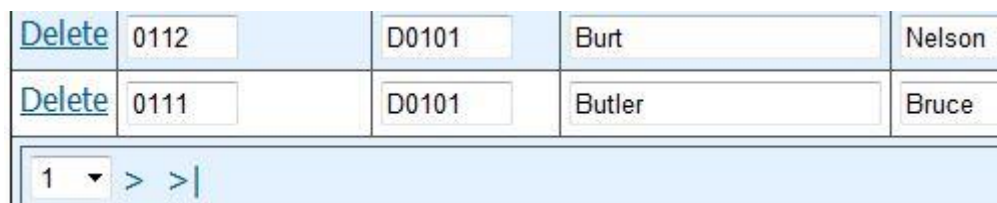- You will see an empty row at the top of the student data grid (shown below).

Type in (or use the dropdown menus) to enter values in each data field. There is no 'Save' button because the ODT will save automatically at the end of each data field.

Editing an Existing Student's Record in the ODT

- Click on the 'Students' link and select 'All'. Sort the student records and locate the record(s) that you wish to edit.

- Update the appropriate data fields by entering new data, or by selecting different values from the field dropdown boxes.

- If you have more than 10 student records, you will need to use the page navigation menu in the bottom left-hand corner of the screen (shown below) to navigate to different pages of students. The ODT displays 10 student records per page.

By clicking on the page navigation hyperlinks, you can navigate to the *first* page of student data, the *previous* page of student data, the *next* page of student data, or the *last* page of student data. If you click on the page dropdown box it will show you how many pages of student records that you have.

Filtering and Sorting Student Records

By default, every student record that you have entered into ODT will show in your student data grid. You can also sort your records (ascending or descending) by clicking column name with your mouse (shown below) to display records in ascending and descending order according to the column named clicked.

In the example above, I clicked the 'Gender' column header to sort my records by male or female. This feature works with any data element and allows the user to quickly filter students who have a particular value in a data element. In the example above, only female students will be displayed.
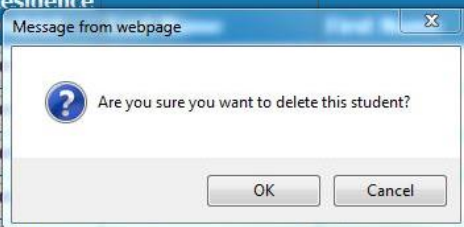
Deleting a Student Record

To delete a student record from the ODT, click on the 'Delete' link to the left of the student record row on the Student screen (shown below).

Once the 'Delete' link is clicked on the screen it will present a warning message (shown below) asking if you are sure you want to delete this student. If this is correct then click the 'OK' button and the student record will be deleted.

Part IX: Export My Students Tab

Export – Collection File

To export records out of the ODT for the purpose of submitting records to KIDS, click the 'Student Export' link to the left of the Students Information (shown below).

You will then see the Student Export screen (shown below), which lists all of the students in your ODT.

	Accountability School Identifier	Residence District	Last Name	First Name	Middle Name	Generation Code	Gender	Birth Date	Grade	Local Student Identifier
☑	0111	D0101							11	
☑	0111	D0101	Bailey	Steven	Daniel		0	10/08/1996	10	533254
☑	0111	D0101	Bell	Priscilla	Baylee		0	09/23/1996	10	509967
☑	0111	D0101	Bennett	Aaliyah	Kira		0	02/20/1997	11	572075
☑	0111	D0101	Boyd	Calvin	Klein		1	04/15/1996	11	50475
☑	0111	D0101	Brooks	Katlyn	Darian		1	01/15/1997	11	50537
☑	0111	D0101	Bryant	Emanuel	George		0	07/31/1997	10	50204

- Select the type of record that you want to export from the 'Record Type' drop-down box. In this example, I will export an ASGT record.

  *The STCO record type is not an option with the Online Data Tool. The template is available on the KIDS website at www.ksde.org/kids under the 'Documents' tab.

- Choose the 'KIDS Collection' option from the 'Export Format' dropdown box.

- All students are selected to export, by default, in ODT. If you only want to export selected students, then you will need click the checkbox in the header section so that it will clear all the check marks from all students then place a checkmark in front of each individual student record that you wish to export (as shown above).

- Click the 'Export Selected' button (shown below) to create your export file. This file will contain all of the students selected on the Student Export.

- Save the file to your local computer (as shown below).

| | 0111 | D0101 | Coleman | Gilbert | Francis | | 1 | 03/20/1997 | 09 | 50099 |
| | 0112 | D0101 | Collins | Felicia | Elisabeth | | 0 | 07/11/1996 | 08 | 50098 |

Do you want to open or save **D0101_0111_ASGT.txt** (466 bytes) from **testap.ksde.org**?   Open   Save ▾   Cancel   ×

- Close or minimize the ODT.
- You are now ready to upload your file to the KIDS Collection System. For detailed instructions on how to submit your file to KIDS, please refer to the *KIDS Collection 2015-2016 User's Guide* (at http://kidsweb.ksde.org/ under 'Documents.')

Export – Excel File

Some schools like to export the records in their ODT to an Excel file so that they can view all of their student data in a spreadsheet format.

To export students to an Excel spreadsheet, click on the 'Student Export' link to the left of the Students Information (shown below).

You will then see the Student Export screen (shown below), which lists all of the students in your ODT.

Choose Building > Student Export

Export Format: Excel ▼

Export Selected

	Accountability School Identifier	Residence District	Last Name	First Name	Middle Name	Generation Code	Gender	Birth Date	Grade	Local Student Identifier
☐	0111	D0101							11	
☐	0111	D0101	Bailey	Steven	Daniel		0	10/08/1996	10	533254
☑	0111	D0101	Bell	Priscilla	Baylee		0	09/23/1996	10	509967
☑	0111	D0101	Bennett	Aaliyah	Kira		0	02/20/1997	11	572075
☐	0111	D0101	Boyd	Calvin	Klein		1	04/15/1996	11	50475
☐	0111	D0101	Brooks	Katlyn	Darian		1	01/15/1997	11	50537
☐	0111	D0101	Bryant	Emanuel	George		0	07/31/1997	10	50204
☐	0111	D0101	Burns	Clinton	Jakob		1	06/03/1996	10	532505
☐	0112	D0101	Burt	Nelson	Atkins		1	08/14/1994	10	522500
☐	0111	D0101	Butler	Bruce	Wayne		1	06/05/1997	14	533252

- Select the type of record that you want to export to Excel from the 'Export Format' drop-down box. It doesn't matter which record type you select, as all data fields will appear on the Excel spreadsheet.

  *The STCO and TASC record types are not an option with the Online Data Tool. Templates are available on the KIDS website at www.ksde.org/kids under the 'Documents' tab.

- Decide whether you want to export all of the students in your ODT or only selected students in your ODT. The Student Export screen is defaulted to select all students in your ODT. These students will be exported to Excel. If you only want to export selected students, then you will need click the checkbox in the header section so that it will clear all the check marks from all students then place a checkmark in front of each individual student record that you wish to export to Excel.

- Click the 'Export Selected' button (shown below) to create your Excel file. This file will contain all of the students selected on the Student Export screen.

**Choose Building > Student Export**

Export Format: Excel ▼

Export Selected

- Save the spreadsheet to your local computer (as shown below).

| | 0111 | D0101 | Burns | Clinton | Jakob | | 1 | 06/03/1996 | 10 | 532 |
| | 0112 | D0101 | Burt | Nelson | Atkins | | 1 | 08/14/1994 | 10 | 522 |

Do you want to open or save **export.xls** (6.41 KB) from **testap.ksde.org**?   Open   Save ▼   Cancel × 3

Part X: Application List tab

The 'Return to App List' link at the top of the Student screen (shown below) allows the user to return to the list of application the user is approved for on the KSDE Authenticated Applications site.
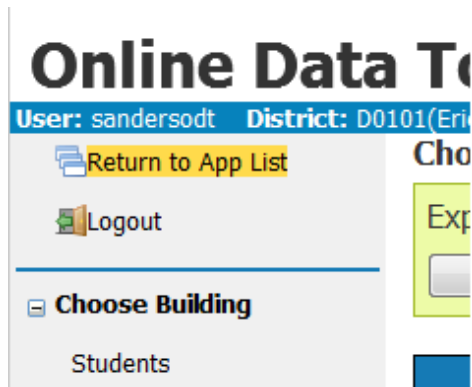
Part XI: Setup My Defaults

The 'Building Defaults' link at the left of the Student screen (shown below) allows the user to set default values for certain KIDS Collection data fields.

The 'Setup My Defaults' screen appears.

To save your default settings, click the 'Save' button at the bottom of the screen. Any default values will automatically populate the appropriate fields when you enter new student records into the ODT. The default values are *not* retroactive and will not change any records that were already entered into the ODT before the default values were saved.

> **TIP:** Default values can be a great tool for making data entry less time-consuming, but they can also have serious data integrity consequences if the default data is inaccurate for a particular student (i.e., the default comprehensive race is set to 'white', but a student with a different race enrolls). Please be aware of the default values at all times, and please take care to check the accuracy of data that you enter.

Part XII: My Selected Building

The 'Choose Building' link to the left of the Student Screen (shown below) allows district-level users to change the building that they are working with in the ODT.
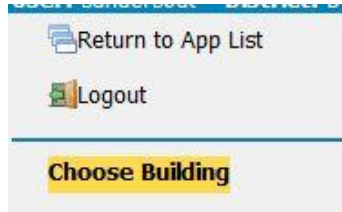
You will see a list of buildings in your district (shown below). To change the building that you're working with, click the radio button in front of the building name and then click 'Continue'.
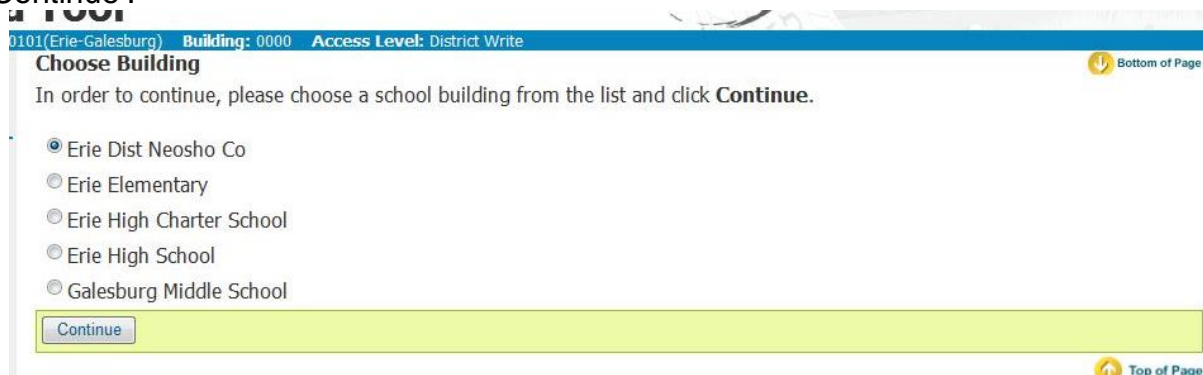
Part XIII: Logout

The 'Logout' link to the left of the Student screen allows you to exit the ODT.

Part XIV: Help Resources

This ODT 2016 User's Guide is the primary resource for information about the ODT. However, if you have additional questions about the ODT, please email them to kids@ksde.org or call the help desk at 785-296-7935.