Kansas State Department of Education



Kansas Individual Data on Students (KIDS) Assignment System

2019-2020
User's Guide

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

https://kidsweb.ksde.org/

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Revision History

Date	Reason for Changes	Version
6/30/19	Updated for 2019-2020 school year	10.00

Related Documents

All documents unless otherwise specified may be found on the KIDS Project website under the "Documents" tab.

Document Title	Comments
KIDS 2019-2020 Assignment System File Specifications located at https://kidsweb.ksde.org/	Data Dictionary offering a complete list of the KIDS Assignment fields and their valid values.

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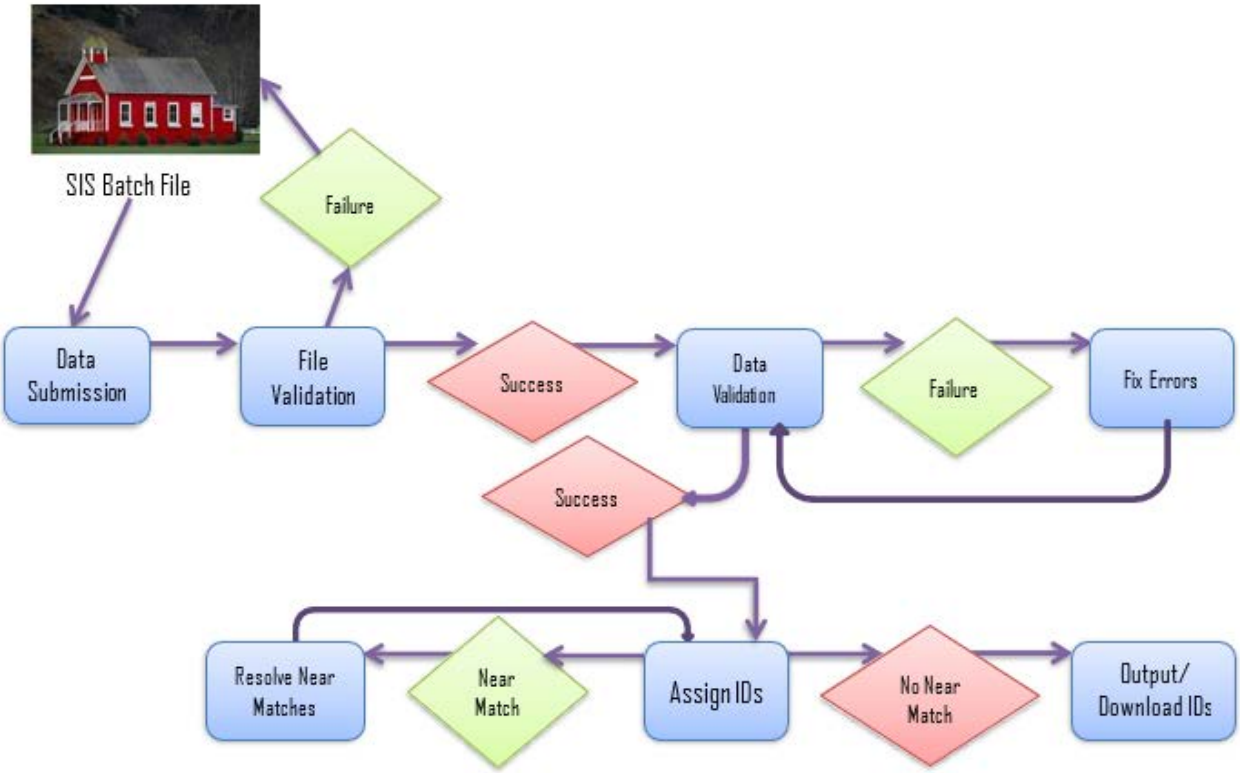
Introduction

This resource is designed for those users accessing the KIDS Assignment System directly. KIDS Collection System users will interact differently with KIDS Assignment due to the Manage Core Data Process; therefore, users who access KIDS Assignment directly will see a slightly different interface than those who access Assignment through Collection.

The KIDS Assignment System is the mechanism responsible for assigning unique State Student IDs to all students and for storing "core" data about each student. Users are also able to utilize the KIDS Assignment System to search for, view, and verify data about existing students.

The Assignment System consists of six distinct steps:

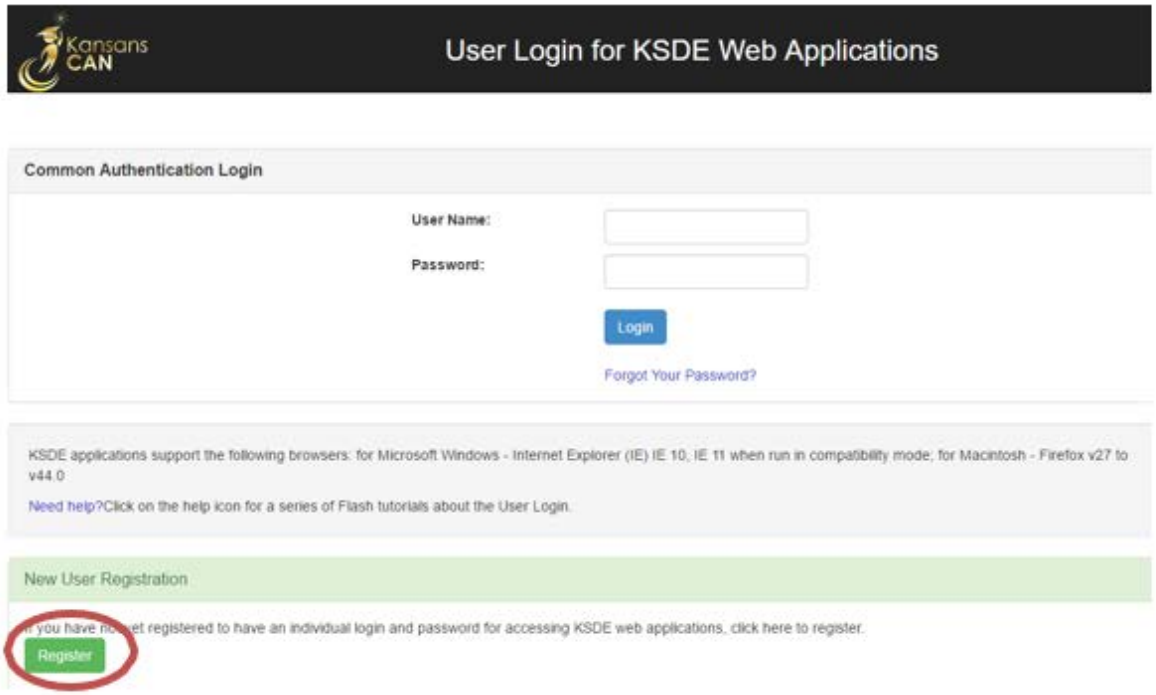
1. Submitting the student data
2. File Validation
3. Validating the student data
4. Assigning IDs
5. Resolving Near Matches
6. Downloading IDs



Registering for Access to the KIDS Assignment System

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.

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.

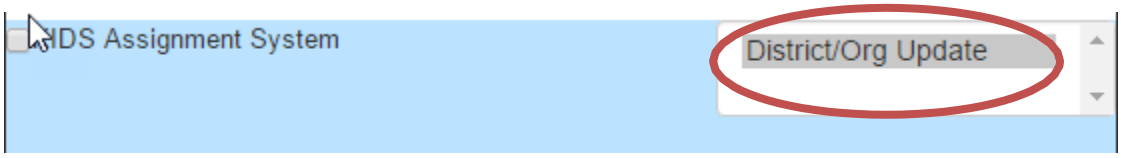


On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the **"Organization"** drop-down list. Be aware that the buildings that you have access to depend on what is entered in the **"Building"** field on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

NOTE: Multi-district access is not an option with the KIDS Assignment System. A separate username and password is required for each district.



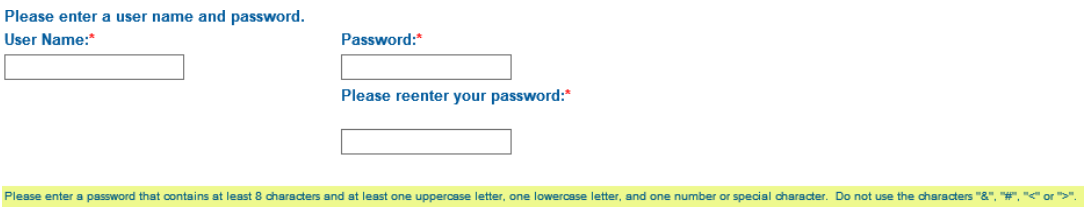
A list of available applications for the building you selected is now displayed. Scroll down to "KIDS Assignment System" and select the checkbox in the first column to choose that application. From the Application Access Level column, select the level that is appropriate for you. The following example displays district-level options since "All Buildings" was selected from the "Building" drop-down list.



Login ID

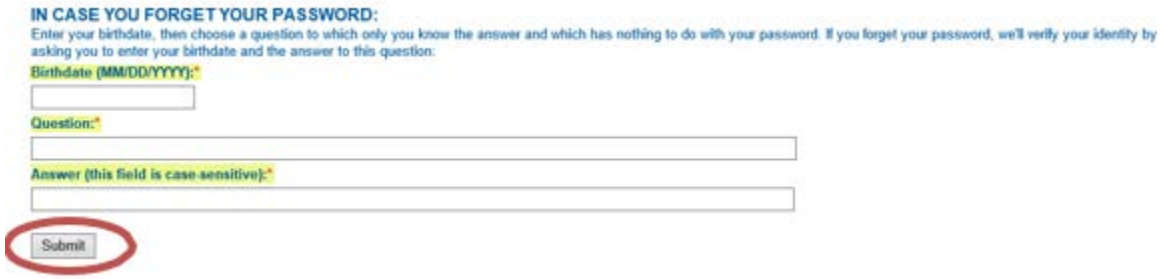
Enter a user name and password (login ID). You determine your login ID, but you should not use spaces. You will also determine your password, but be sure to follow the password requirements that are shown on the screen.

TIP: You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.



Security Questions

When registering for any application you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it, or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer.



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.

Existing Login ID: Individuals who already have access to KSDE web applications can use the Manage My Account option to add the KIDS Assignment System 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 KIDS Assignment System 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 KIDS Assignment System.
- Select your access level (school or district and update or read-only).
- Enter your birthdate.
- Enter the answer to your secret question.
- Click **Submit.**

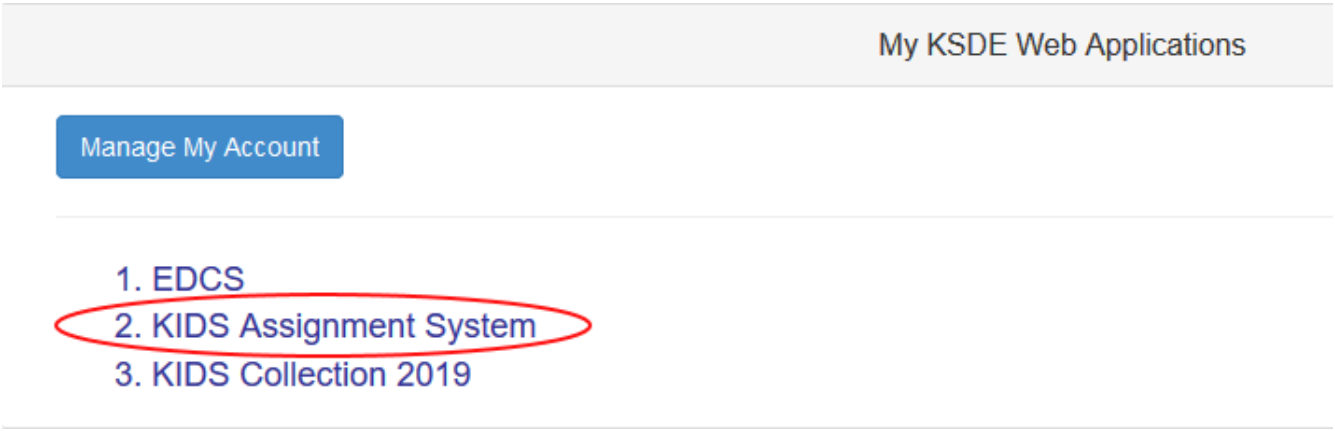


TIP: If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to enter your Username. You will then hit “Send Password Reset Token”. A message will be displayed that states “a temporary link to reset your password has been sent to the email address associated with the username. (ex: Email Hint: xxxski@ksde.org.) Once you receive the email, you will click on the link, which will take you to a screen where you will be able to change your password.

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 Assignment System.

Logging into the KIDS Assignment System

The KIDS Assignment System, like other KSDE web applications, is available on the KSDE Common Authentication page. To access the KIDS System, enter your KSDE username and password to https://apps.ksde.org/authentication/login.aspx. You will see the KIDS Assignment System on your list of approved KSDE applications (example list shown below), and you will need to click on the application to open it.



After clicking on the link for the KIDS Assignment System, you will see the State ID Homepage.

NOTE: Some of the applications may be grayed out. This means that they are either not active, or that you have not yet been approved for access to those applications.

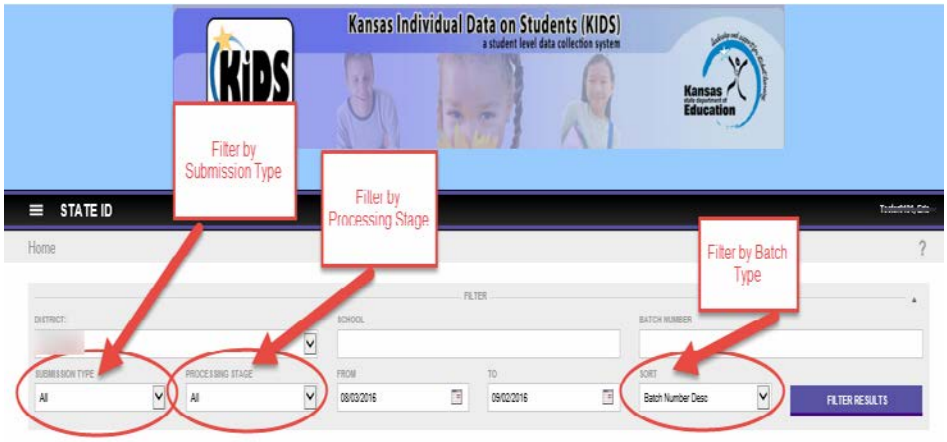
Overview of the State ID Homepage

An example of the State ID Home screen is shown below. Your screen may have different Menu items depending upon your access level.

The “State ID Home” screen consists of two main sections:

- The menu on the **left** side of the screen contains links that allow the user to upload batch files, search for student records, extract/download various types of output batch files, and exit the application.





- The **right** section of the screen provides the user with functionality to sort and filter submitted batches, and a list of all batch files that have been uploaded to KIDS Assignment. This list shows the current status of each batch and the next action to be performed. Buttons in the last column (“Next Action”) allow the user to continue where he/she left off in the State ID assignment process.

Below is a brief overview of each of the functional links in the Menu section.

Assign/Upload File: This link allows users to upload a saved batch file in order to obtain State Student IDs and/or update “core” student data.

Download/Batch: This link provides users with the ability to extract and download several types of output files from the KIDS Assignment System. These output files include:

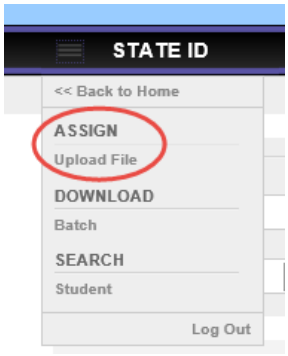
- IDs Assigned
- Errors to Fix
- Near Matches
- Cancelled Batches
- Rejected Batches
- Fixed Records

Search/Student: This link allows users to search for, view, and verify data about existing students. Users can search by State ID (to receive the best results), or users can search by a variety of other student data elements (including first name, last name, etc.).

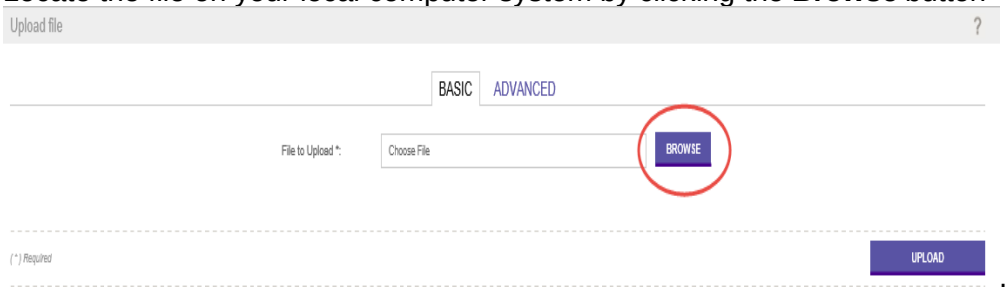
Log Out: This will simply exit you out of the KIDS Assignment System.

Submitting the Student Data—Uploading a Batch File

To upload a file to KIDS Assignment for the purposes of assigning State IDs or updating "core" student data, click the **Download/Batch** link on the main State ID homepage. The file must be formatted following the specifications for the current version of the system. Please see the File Specifications for the 2019-2020 KIDS Assignment System posted on the KIDS Documents website.

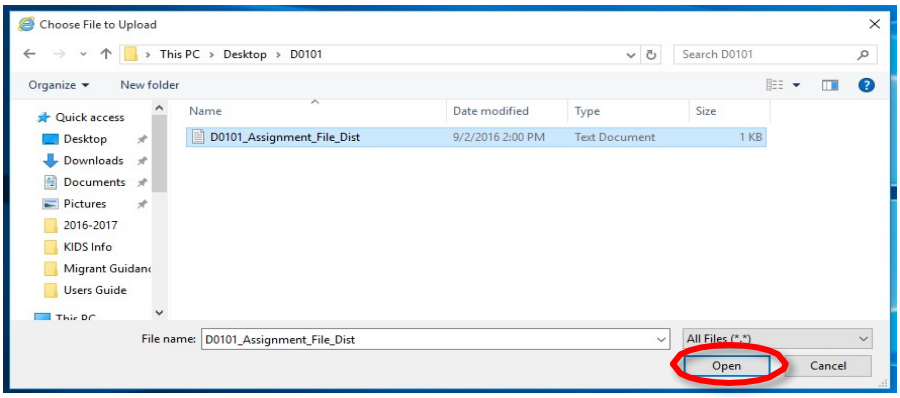


1. Locate the file on your local computer system by clicking the **Browse** button

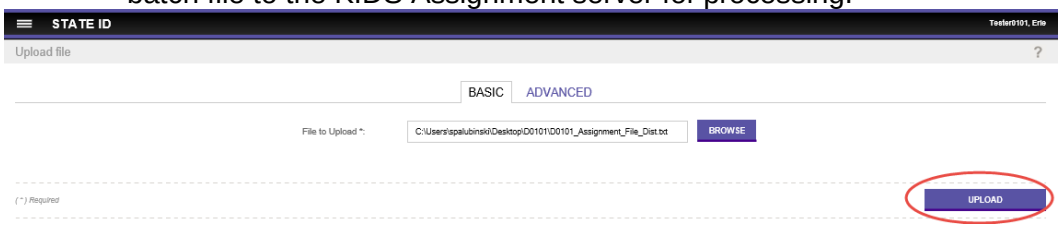


Browse through the directory structure and choose the directory/folder where your “Assignment” file is saved.

2. Select the appropriate file and click Open.

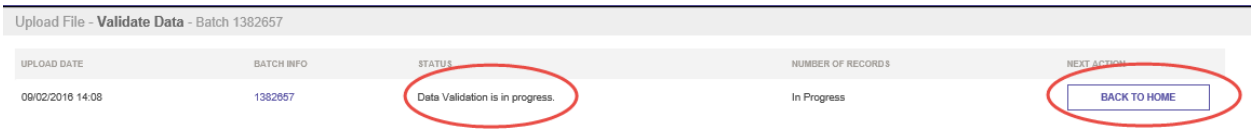


3. Once the file path is in the “File to Upload” text box, click Upload. This will upload the batch file to the KIDS Assignment server for processing.



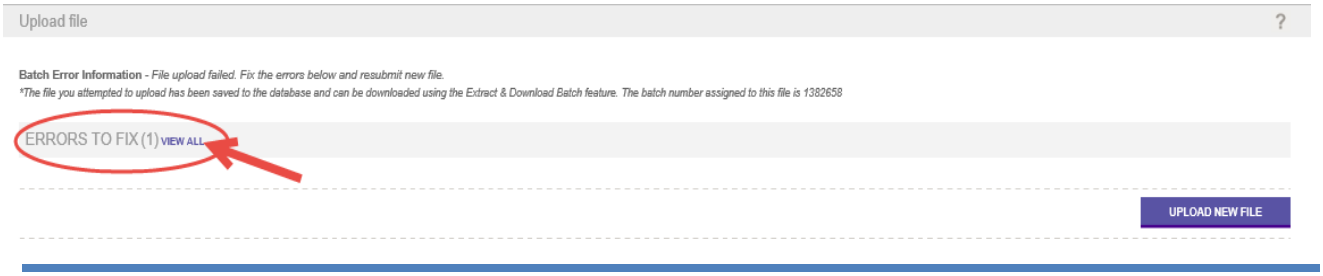
File Validation: First Validation Check

The data validation process begins automatically upon a successful upload of a file to KIDS Assignment. This is the first of two validations. The first validation is checking the file format of the batch. This is verifying that the header, trailer, and column widths are formatted following the conditions in the KIDS Assignment System File Specifications document. If the batch file upload is successful, you will see the screen below.



Proceed to the State ID Home screen by clicking the **Back To Home** button. The next step is indicated by a button under the **Next Action** column. The next step in this process may be assigning State IDs to new students or updating existing students” core data depending on the action button displayed.

If the batch file upload is NOT successful, you may see a screen similar to the one below displaying a failed (also referred to as a rejected) batch:



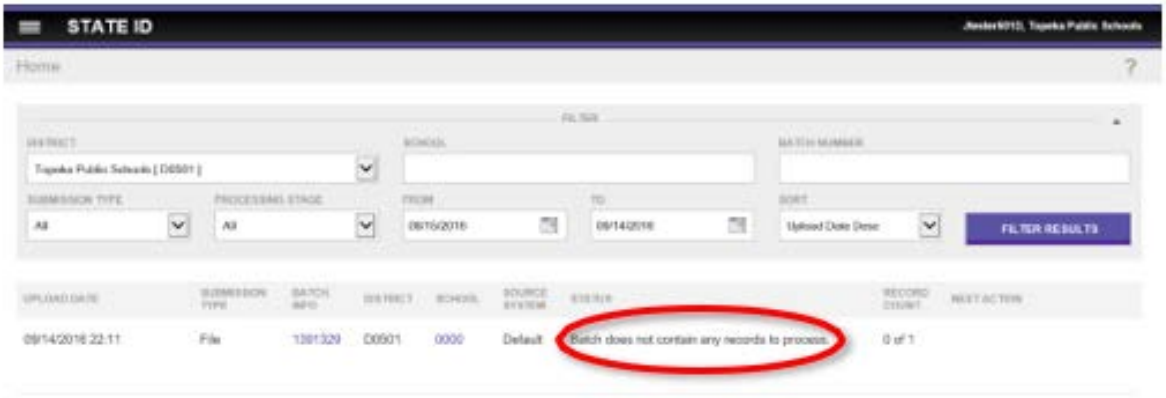
NOTE: Use caution when navigating away from this screen because the error message displayed cannot be retrieved once you navigate back to the State ID Home screen.

A failed file means that the format of one or more records within the batch did not meet the file specifications. If even one record within the batch doesn't meet the specific format necessary, then the entire batch will fail. The example message above indicates that "2 line(s)" were rejected in the batch. In this example, it was lines 2 and 3 (the first line is always the header). So, the first two records in this file failed. This means that the two records did not meet specifications. To verify which records failed, you can view the records that were rejected. Go to the Download/Batch page and *Filter Results* for the **Extract Type=Rejected**. You will need to fix the data errors, create a new batch file, and submit to KIDS Assignment.

Validating the Student Data: Second Validation Check

Once the file passes the first validation check and is uploaded, then the second of two validations will take place. The second validation is a data check. This is verifying that the data are formatted following the Comments/Values indicated in the KIDS Assignment System File Specifications document. This is not an automatic action and requires you to click on the "Validate Data" button in the *Next Action* Column.

If some all of the records within the batch fail, then the **Status** will contain the message "Batch does not contain any records to process" as shown below. To view the records that failed, go to the **Extract** and fix the data errors, create a new batch file, and submit to KIDS Assignment.



If the some of the records within the batch are successfully submitted but one or more fail, then the **Status** will contain the message "Data Validation Complete. Ready to Assign State IDs." The

Next Action column will have an **Assign State ID** button. See the “Assign State ID” section for an explanation of that process. The only way to know that some records were not successfully submitted will be to look at the **Record Count** column. The number displayed there will represent the total number of records that were successfully submitted. To view the records that did not pass, go to the Download/Batch page and *Filter Results* for the **Extract Type=Canceled**. You will need to fix the data errors, create a new batch file, and submit to KIDS Assignment.

Assigning IDs

After the validation process, click the **State ID Home** button. You will see a screen similar to the one shown below.

On the State ID Homepage, the most recently uploaded batch will be at the top of the list of batches. To continue processing the batch, click the **Assign State ID** button under “Next Action” column.



You will then see a screen similar to the one below:

To proceed with assigning State IDs to new students and updating existing students” core data, click the **State ID Home** button.

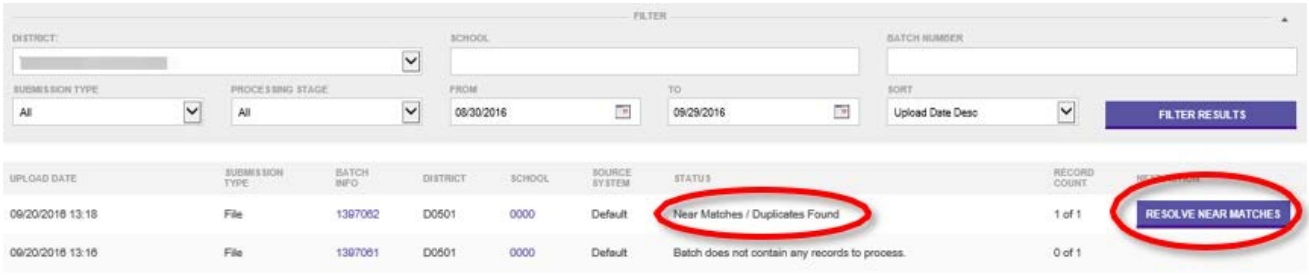


REVIEWING THE OUTCOME OF ID ASSIGNMENT

Upon completion of the *Assign State ID* step, the KIDS Assignment System takes one of the following actions for each record in the file:

a. If there is no matching record in the KIDS Assignment System database for that student record (meaning that the student is new and does not yet exist in KIDS), a State ID is assigned to the student and the input student record is added to the KIDS Assignment System database.
b. If the record encounters a "Near Match" or "Duplicate," the input record is marked as "Waiting to Resolve Near Matches" and **a State Student ID is <u>not</u> assigned.** You will need to review and resolve these records before you will be able to proceed.

If one or more "Near Matches/Duplicates" records are encountered, then a message like the one shown below will be displayed on the State ID Homepage in the "Status" column:

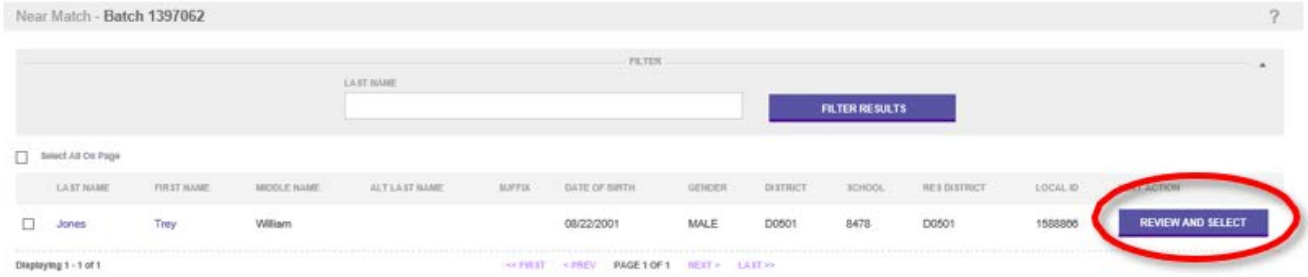


To proceed with resolving the Near Matches, click the **Resolve Near Matches** button under the "Next Action" column heading.

Note: If no Near Matches/Duplicates are encountered, then you will see the final Assignment action button – "Download State ID" – under the "Next Action" column heading.

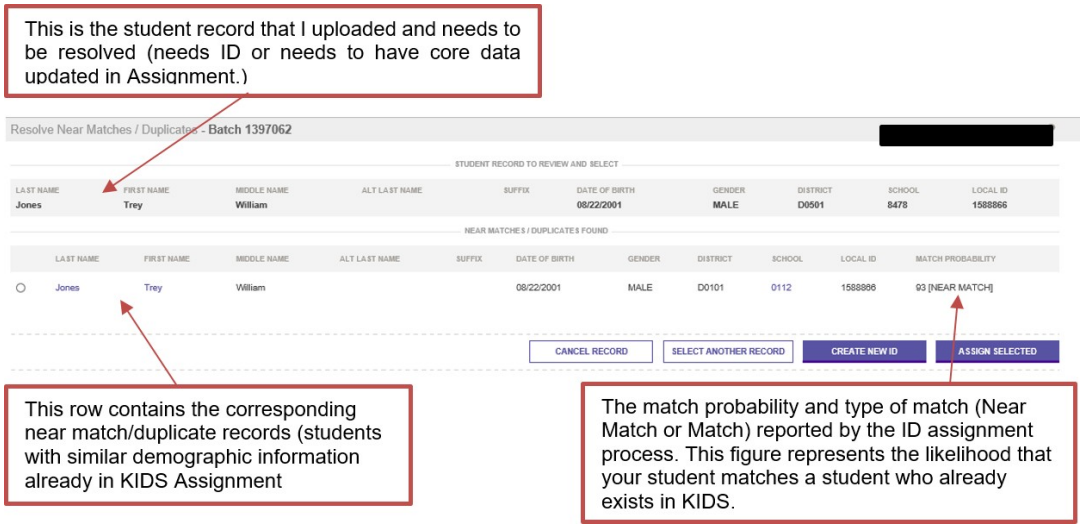
Resolving Near Matches

After clicking the **Resolve Near Matches** button, you will see a screen similar to the one below. This screen displays the records in a batch that need to be resolved due to Near Matches being found. In this example, the KIDS Assignment system has flagged "Trey Jones" as possibly already existing in KIDS. Near Match records like this one need to be researched and resolved one-at-a-time.

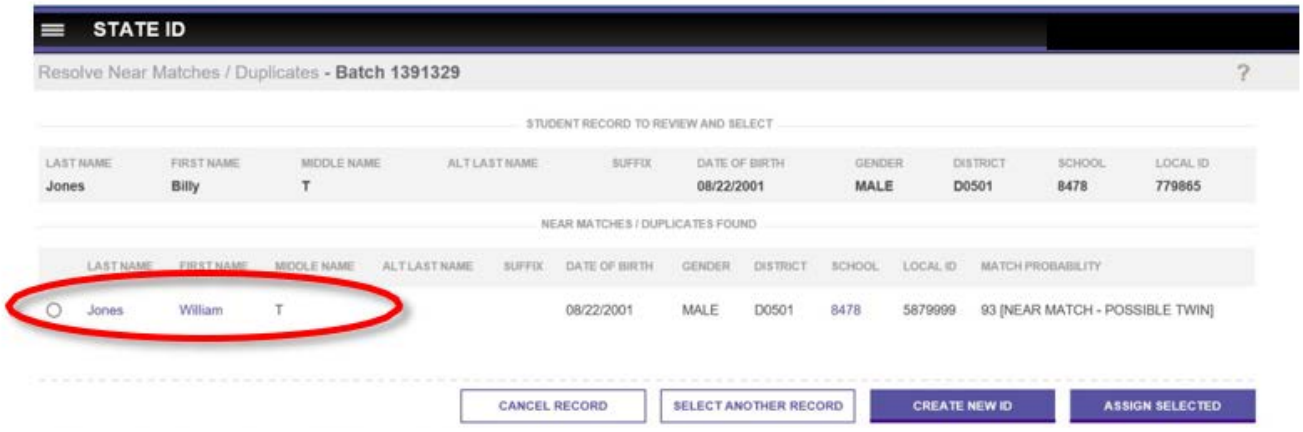


To review and resolve a Near Match record, click on the **Review and Select** button to the right of the student record. This will take you to the "Resolve Near Matches/Duplicates" screen where you will compare the record that you uploaded to KIDS Assignment with the possible "Near Match / Duplicates" record(s) that already exists in KIDS Assignment.

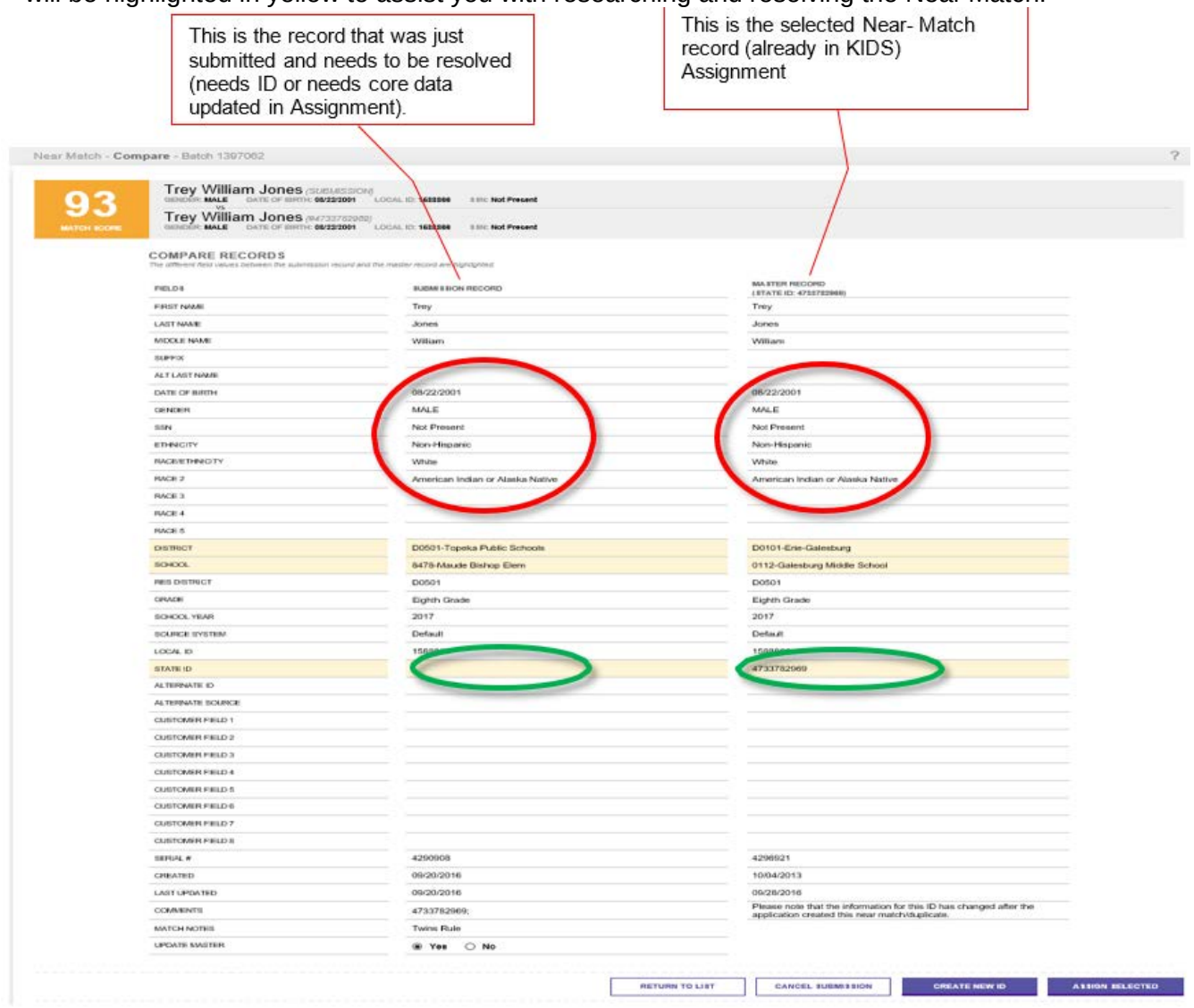
This is the Near Match resolution screen. The record at the top of the page is the one that you uploaded into KIDS Assignment. The student record(s) listed at the bottom of the page represent the potential Near Match student record(s) that already exist(s) in the KIDS system with State Student IDs.



To compare the record to be resolved with a Near Match record, click on the hyperlink in either the Last Name or First Name fields of the Near Match record (as shown below).

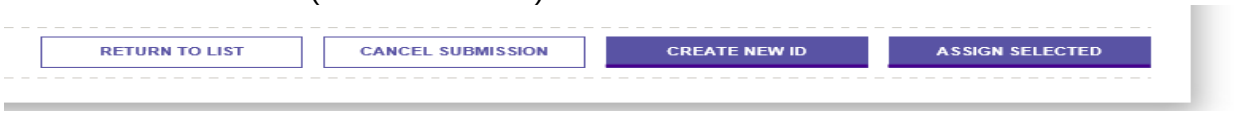


You will then see a screen comparing the student record that you uploaded into KIDS Assignment with the selected Near Match student record. The data that is different between the two records will be highlighted in yellow to assist you with researching and resolving the Near Match.



There are four options on this screen.

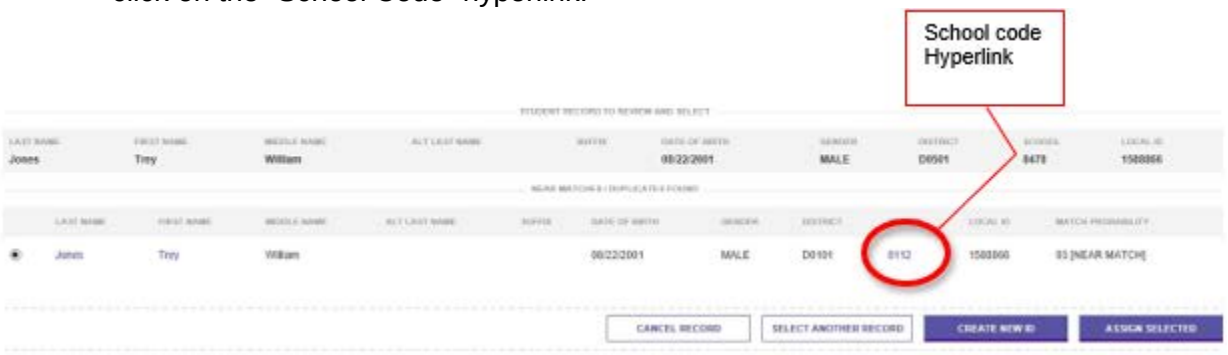
- Assign Selected
- Create New ID
- Cancel Submission
- Return to List (of Near Matches)



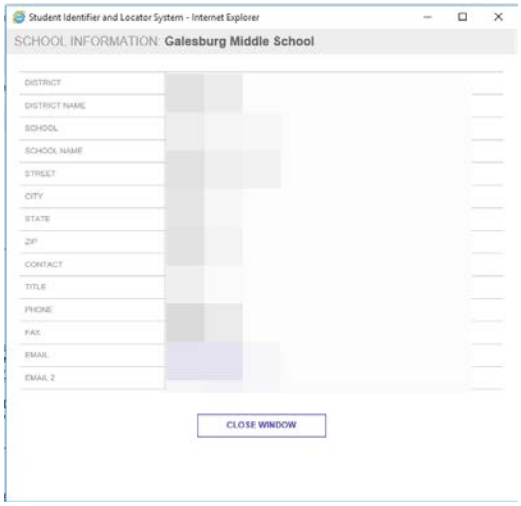
These options are the same options that are available on the Resolve Near Matches/Duplicates screen. The buttons work the same when selected no matter which screen you are on. The only difference is the last button. Rather than a **Return to List** of Near Matches, the Resolve Near Matches/Duplicates screen contains a **Select Another Record** button.

Please see the corresponding sections in this document to find out more information on the **Assign Selected, Create New ID, and Cancel Record.**

1. To return to the previous page, click **Return to List of Near Matches**.
2. If you cannot determine whether or not your student matches any of the existing KIDS records based on the record comparison in Step 2, you may need to contact the Near Match student's school for more information. On the main Near Match screen, you can click on the "School Code" hyperlink.



A pop-up box will display the contact information for the possible Near Match student's school.



3. Repeat Steps 2 -4 to compare your student to each Near Match record (if there is more than one Near Match).
4. Based on your research, you must resolve the Near Match in one of two ways: **Assign Selected** or **Create New ID**

ASSIGN SELECTED:

You will click the **Assign Selected** button if you determine that the student whose record you uploaded to KIDS Assignment (and that needs to be resolved) is the same student. In order to resolve the Near Match, you must "assign" the State ID of the matching student to the record that you uploaded.

From the Resolve Near Matches/Duplicates screen:

- The matching student will be one of the Near Match students listed on the ***bottom*** of the page.
- Select the radio button of the matching student.
- Click the **Assign Selected** button.

- A popup window will appear asking if you are sure that this is the same student as yours.
- Click **OK** to confirm that it is or click **Cancel** to cancel the action.

From the Compare Student Information screen:

- The student will be the one in the right column.
- Click the **Assign Selected** button.
- A popup window will appear asking if you are sure that this is the same student as yours.
- Click **OK** to confirm that it is or click **Cancel** to cancel the action.

If you click **OK**, then the existing State ID of the matching student is assigned to your student, and the matching student's record information is logged in the history table. A new State ID is not created, since both the records were identified as belonging to the same, existing student. When the user clicks **Cancel**, no action is taken and the input record will retain its "Waiting to Resolve Near Matches/Duplicates" status.

CREATE NEW ID:

You will click **Create New ID** if you determine that your student in the record does not match any of the Near Match student records. In this case, you will need to assign a new, unique State Student ID to the student by clicking the **Create New ID** button.

TIP: Exercise caution when creating a new ID because if the student already has an ID, selecting this option will create a duplicate ID for a student

CANCEL RECORD:

Clicking the **Cancel Record** button is really a "delay tactic." In this case, no action is taken and the record is put into a "cancelled records" batch. Users can revisit these cancelled records to resolve them at a later time after researching the data in their Student Information System. Any cancelled Near Match student can be sent to KIDS Assignment again through another batch file.

SELECT ANOTHER RECORD:

Clicking the **Select Another Record** button is a "skip" feature: if there are other Near Match records to be resolved, then clicking the **Select Another Record** button will take you back to the list of Near Match student records. In this case, the skipped record will remain as "Waiting to Resolve Near Matches" and you must resolve this case later before proceeding to the next step in KIDS Assignment.

Once all records are resolved, you will be taken to the *final* Assignment step, which is the "Download State ID." Click the **Download State ID** button to complete the assignment process.



TIP: All records reported as Near Matches must be reviewed and resolved as soon as possible to facilitate prompt State ID assignment and batch processing.

Downloading State ID

After clicking on the Download State ID button (on either the State ID homepage under "Next Action" or on the final screen of the Near Matches resolution page), you will see a screen resembling the one below:



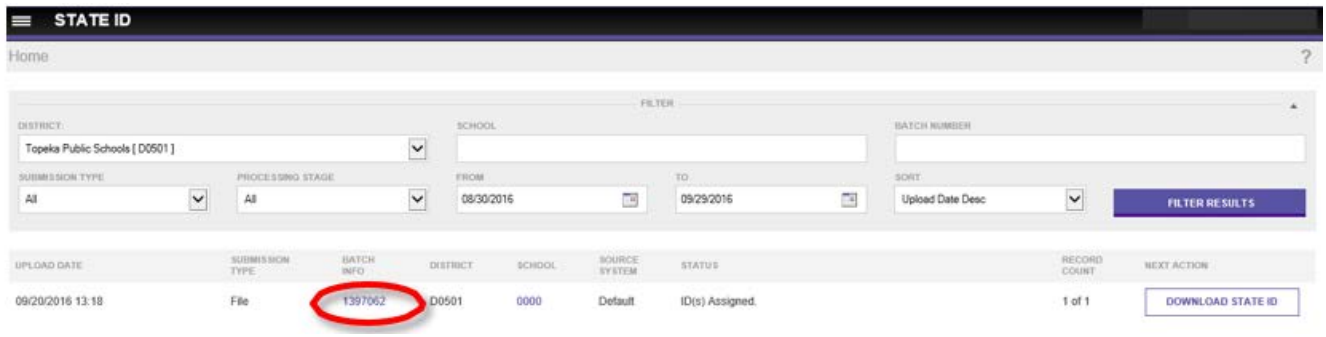
Clicking on the blue "here" hyperlink will open a dialogue box that allows you to either open or save the batch file containing all of the records for which State IDs were assigned. This is the final step in KIDS Assignment.

If you submitted students to KIDS Assignment without State IDs, you will need to save this file and import it back into your local SIS.

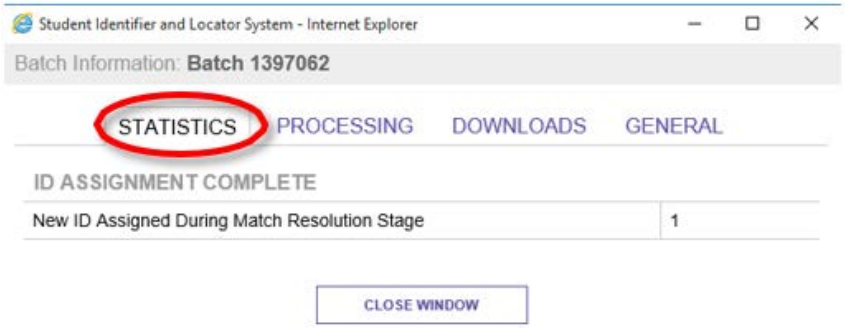
NOTE: You only need to save this file and import it to your SIS if you had NEW students without State IDs in the batch that you uploaded to KIDS Assignment.

BATCH INFORMATION

A Batch Info button appears beside all batches in the KIDS Assignment system.

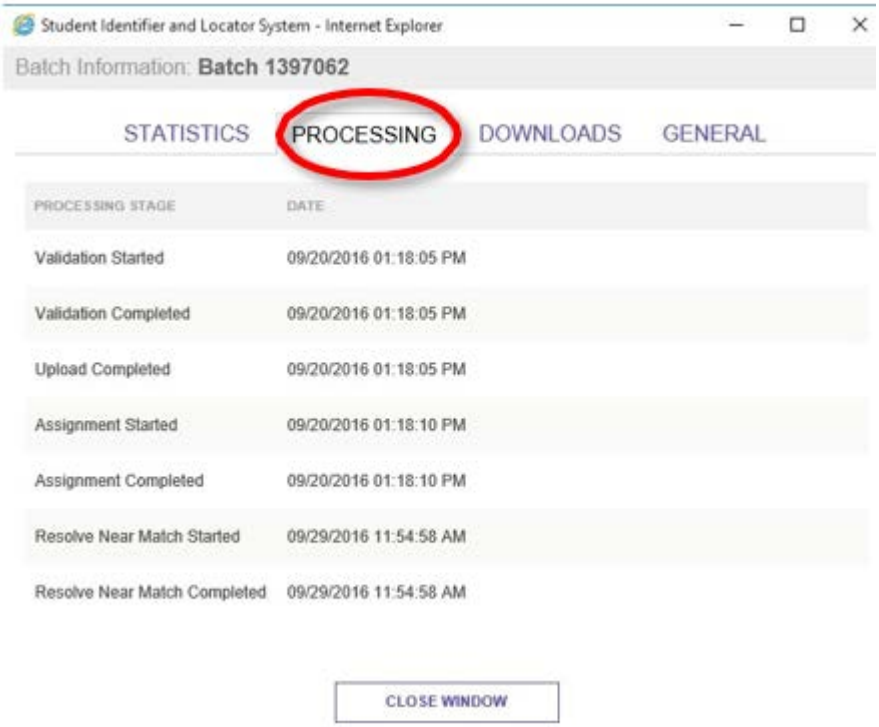


To display the status of the batch file and its records, click the **Batch Info** button. A pop-up window with four tabs will display, similar to the one below:



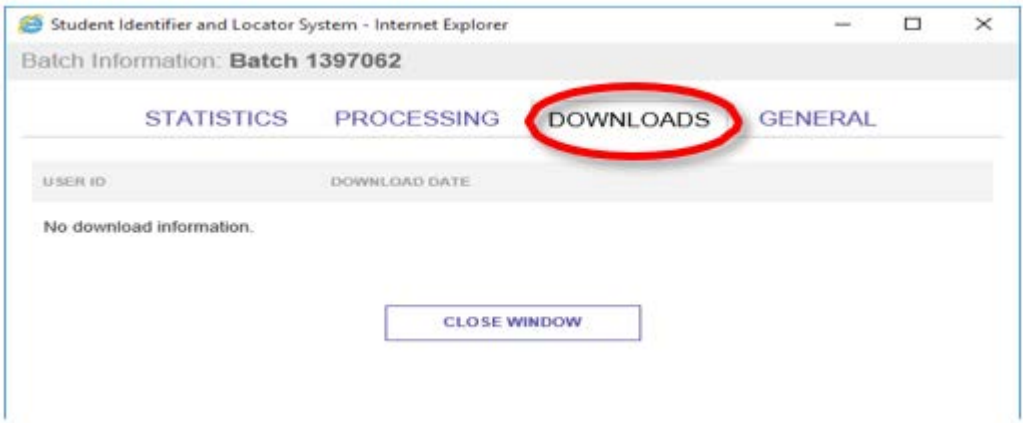
This window, the *Batch Statistics* window, displays where each student record in a batch file is within the ID Assignment process. Records are grouped by status and ID Assignment stage.

The second window, *Processing*, displays a time stamp of each step in the ID Assignment process:

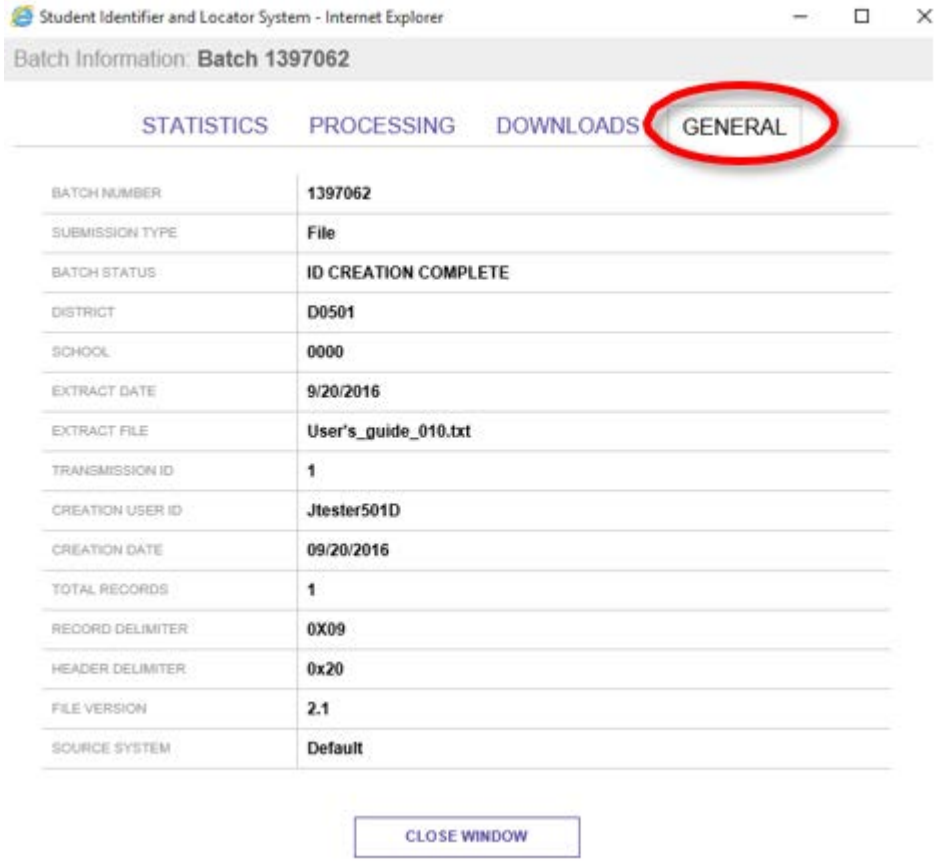


Each step in the Assignment process except for the initial Upload-to-Assignment step will have a start date/time and an end date/time.

The third window, *Download*, displays information about the users who downloaded the IDsfor a given submission and the time when that download occurred. Each time that someone downloads IDs for a particular batch, a new entry will appear in the list:



The fourth window, *General*, contains basic information about a batch (as shown below):



Please note that each batch is assigned a Batch Number. In the example above, the Batch Number is 1397062. Please have this number if you contact the IT Help Desk for assistance with a record or batch in the Assignment screens.

Student Search

The student search is based upon the current information for students who have been assigned a State Student ID. There are three search options:
Basic Search
Advanced Search
ID Search

You will click on the “STATE ID” icon located near the left side of the screen. Once you click on that, your option will be Search>Student.



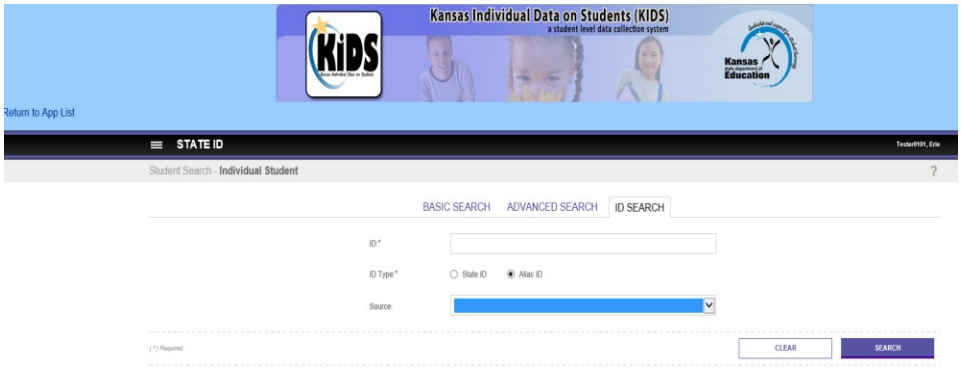
That is where you will be able to make your search option selection. As shown in the photo below, the Basic Search performs searches for a student using demographic data.



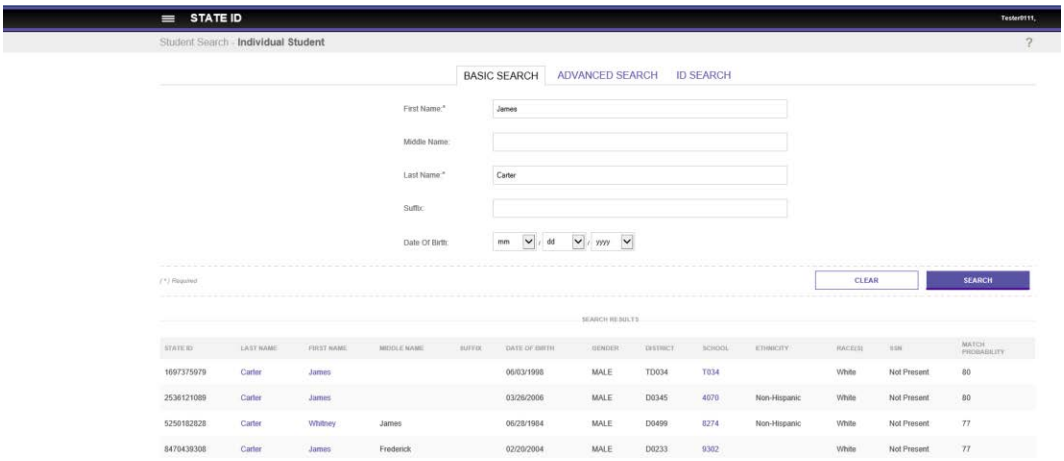
The Advanced Search allows you to search for a student based on additional fields of student data. This refines the search and provides fewer results.



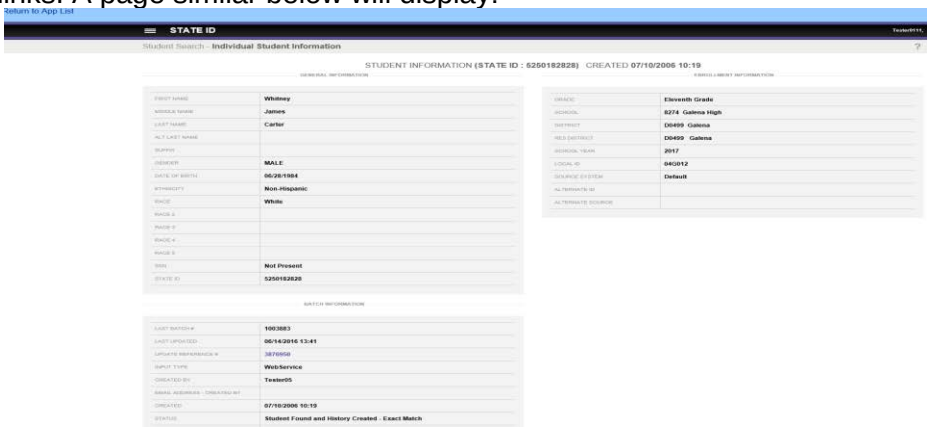
The ID Search allows you to search for a student by their SSID. If you chose to enter their State ID number, you will enter their SSID, then click the circle next to State ID. If you choose Alias ID, you will enter their SSID, then click the circle next to Alias ID. This will also allow you to choose from a drop down box, next to the Source option. There, you can select: Default, Early Childhood, Migrant, KBOR, EC Foundations, OWS Part C, and Student Record Exchange.



Filtering Student: Once a student is located using any of the search options, you will see a screen similar to the one below.



To view more detailed information about the student(s) you can click on either their first or last name hyperlinks. A page similar below will display:



NOTE: If you navigate between the different search options tabs, Assignment will “remember” the values that you entered in your last search. For example, if you search for a student using the Simple Search option and then try to search using the State ID, the Simple Search tab will retain the search values that you entered

Extract and Download Batch

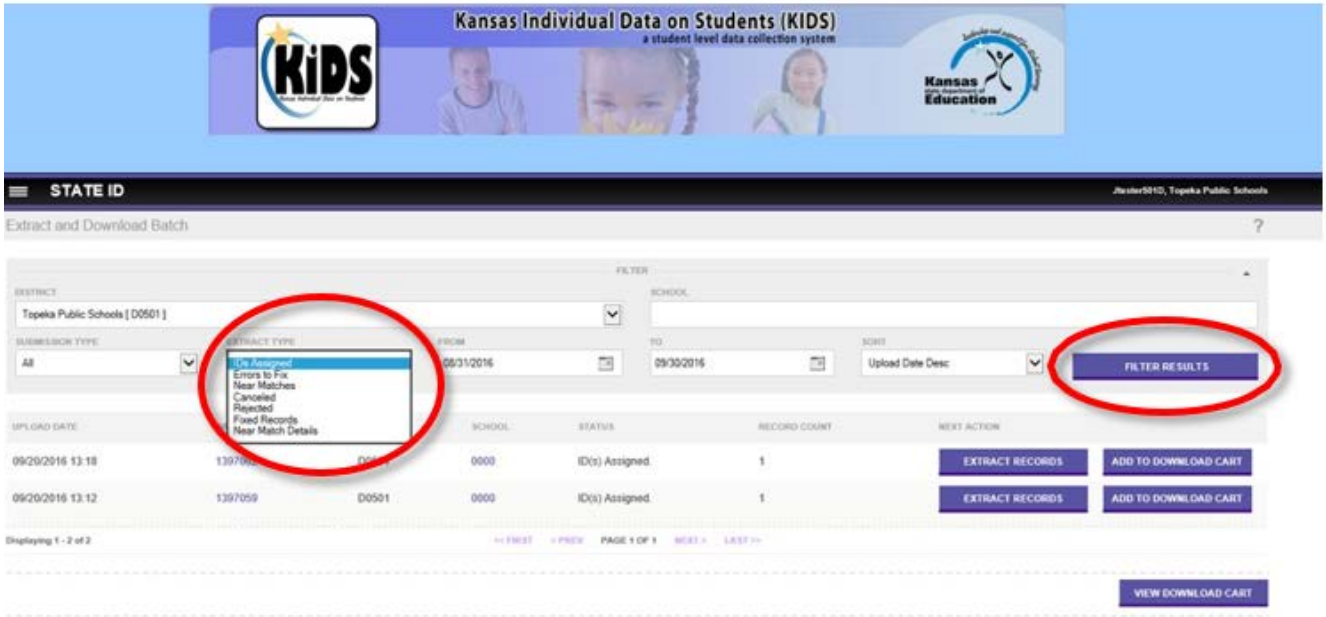
The Extract and Download Batch feature allows you to download files related to the ID Assignment process. To access this feature, click on the Extract and Download Batch link on the State ID Homepage (as shown below):



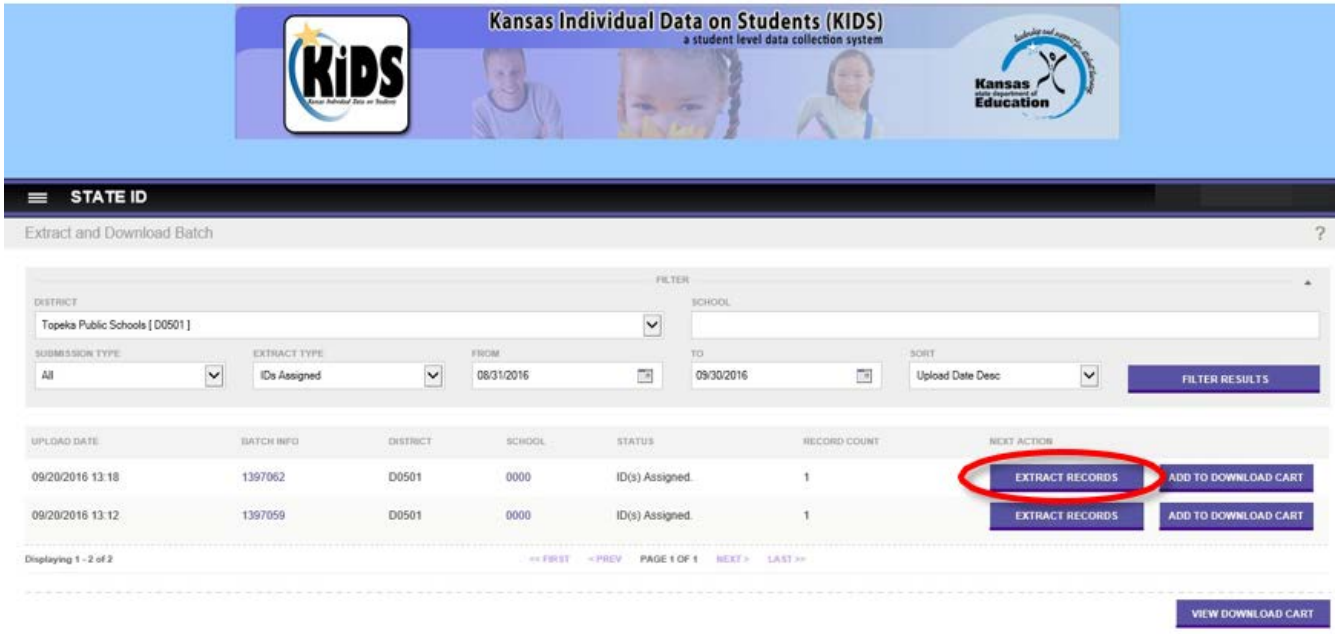
The main Extract & Download Batch screen appears below:



You can filter the list of batches using the dropdown menu “Extract Type” and by clicking the **Filter Results** button (as shown below):



To extract the records from an individual batch, click the **Extract Records** button (as shown below—this example is for an IDs Assigned file):



This takes you to the Extract & Download Batch. On this page, you can click the “here” hyperlink to open or save the batch. Alternately, you could click the **Extract Another Batch** button to return Extract & Download Batch homepage and select a different file.



A feature in Extract & Download batch allows you to download multiple batch files at a time, similar to the "Add to Shopping Cart" feature on many commercial websites. To download multiple batches at once, you can click the **Add to Download Cart** button beside each batch that you want to download. To view the items in your Download Cart, you can click the **View Download Cart** button.



The Download Cart provides **five** options:



1. To download all of the individual batches in one consolidated file, you can place checkmarks in front of each batch number that you wish to download and then click the **Download Cart** button. This generates a file to download that contains all the records from all batches selected.



2. The **Download With Options** button provides the ability to select the format of the file to download.
3. To return to the Extract & Download Homepage, click the **Back to Extract & Download** button.
4. To remove batches from the Download cart, place checkmarks in front of the batches that you wish to take out of the cart and click the **Remove Selected** button.
5. Finally, to clear the download cart and start over, click the **Clear Cart** button.

Help Resources

If you have difficulty working with the KIDS Assignment System, please contact the KSDE Help Desk during regular business hours at (785) 296-7935. By contacting the Help Desk, your questions will be directed to the appropriate staff member.

If you need assistance or guidance on how to report a specific data element for a student, submit your questions via email to kids@ksde.org.