DHE EMSAS Submission Guide

Updated 09/09/2011

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State Report Manager – Enhanced Feedback Reports

Overview

The State Report Manager, or SRM, is a new tool that MDHE will roll out this fall for submitting EMSAS data to the state. SRM is an online application that provides detailed, real-time feedback about potential data issues. It also allows you to edit individual records, download your data file (especially useful after editing), and extract a report in Excel that summarizes potential data issues. SRM is expected to replace FTP as the method for providing EMSAS files to the state in the future.

Release Schedule:

Sept 15th – Term Registration

Sept 15th – Fall Enrollment

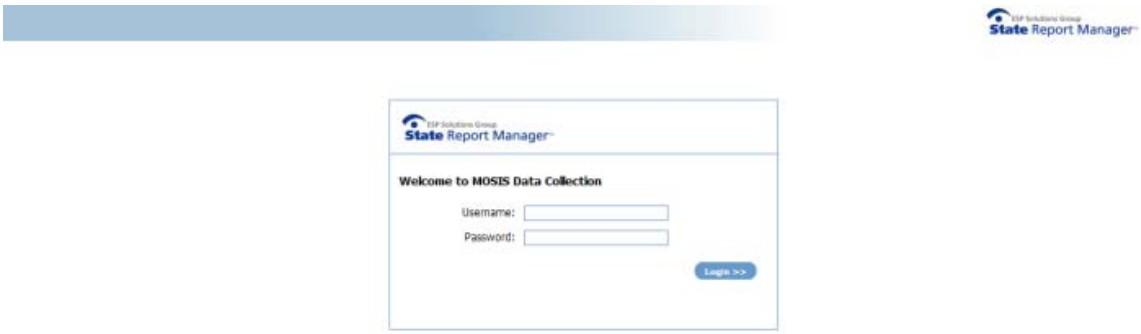
Oct 1st – Degree Completion

File layouts, business rules (information about what triggers each error or warning), and other information is available at http://www.dhe.mo.gov/data/emsas/index.php

For many institutions, SRM will only require minor changes to the data files submitted in previous years. Specifically, files must be comma or tab-delimited format with a header row that contains the field names.

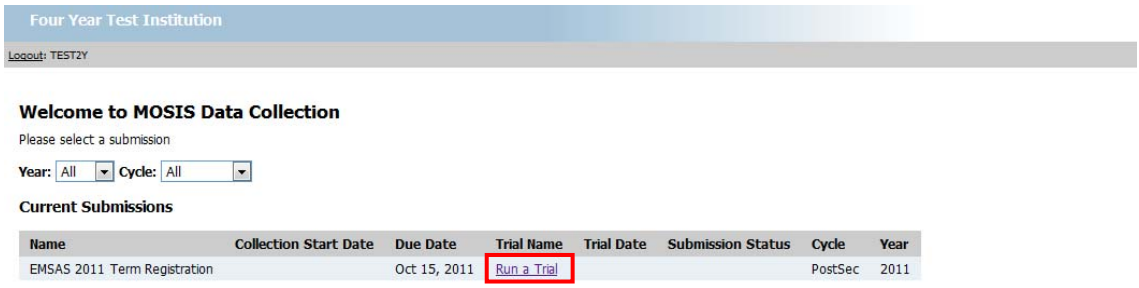
Logging In:

1. Login by going to: http://dhe.mo.gov/data/srm

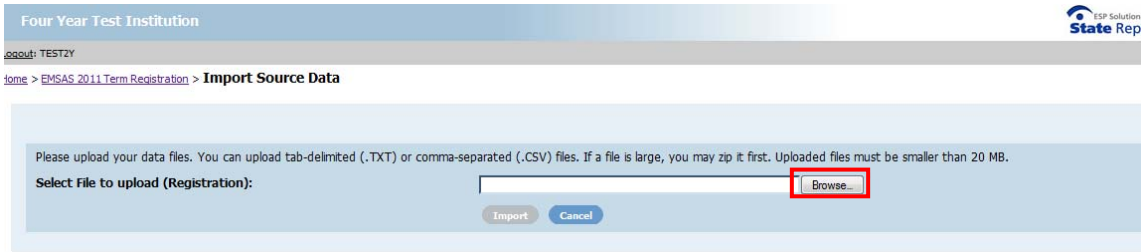


Submitting a Trial (data)

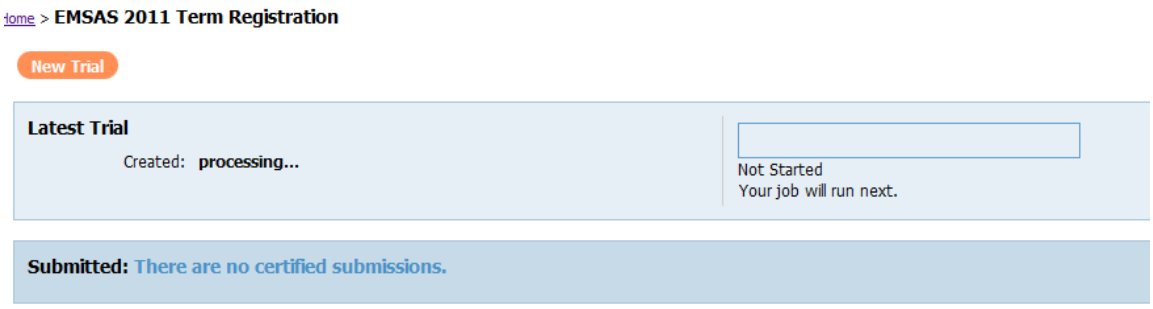
1. "Click Run a Trial"



2. Find the file by clicking "Browse"



3. Click "Import"
4. Wait for the system to process



Reviewing Errors & Warnings

1. Submit a trial
2. Click on the "Errors"

3. Errors and warnings will be displayed
4. Now click on the error of interest

5. Records with violations will be displayed
6. Click on "View" next to a record

Home > EMSAS 2011 Term Registration > Latest Trial > **Registrations violating EMT05001**

Show: Registrations Violating EMT05001

Rule EMT05001: Invalid GENDER code

GENDER must be 'M','F', or 'U'.

Sort on multiple columns

Showing 1-1 of 1 |<< << **Page** 1 **of 1** Go >> >>| **Rows per page:** 10

Search:

	Violations	FILETYPE	FICECODE	ACTERM	SSTAT1	SOCSEC1	SSTAT2	CAMPUSID	GENDER
View	6	03	000002	11	1	561275496	1	ID56127549	W

Delete | Delete & Revalidate | Add a record

7. Note- For fields which have a code set you will see a brief explanation of the provided code

Four Year Test Institution

ESP Solutions Group State Report Manager

Logout: TEST2Y

Need He

Home > EMSAS 2011 Term Registration > Latest Trial > Registrations violating EMT05001 >

Edit | Delete | Delete & Revalidate

Element	Value
FILETYPE	03
FICECODE	000002 - Four Year Test Institution
ACTERM	11 - SUMMER
CALYEAR	2009
SOCSEC1	561275496
SSTAT1	1 - SSN-VALID
SOCSEC2	000000000
SSTAT2	1 - NOOTRSSN
CAMPUSID	ID56127549
GENDER	W
RACE	99 - Deprecated
DOBIRTH	19580428
LOCDOMI	999
CLEVEL	13 - SOPH
STUSTAT	3 - CONTINUING
HIDEGREE	25 - BACC
DEGREEST	33 - AAS
PROGONE	110201

Type	Rule	Definition
Error	EMT00503	Some fields supply data that is essential for the analysis of data. A value must be provided. There are no default values. *The record is missing the field RACEH.*
Error	EMT02001	CALYEAR must match the calendar year corresponding to the term type for this collection cycle. CALYEAR should be current year-1 for summer (ACTERM=11) and fall (ACTERM=21) and current year for winter (ACTERM=31) and spring (ACTERM=41). For example fall 2011 term should be coded as ACTERM=11 AND CALYEAR=2011, spring 2012 should be CALYEAR=2012 AND ACTERM='31'. Term files span summer-spring/winter. For example for the 2010-2011 term file should contain summer 2010, fall 2010, and spring/winter 2011. *For TERM 2010-2011 file --- CALYEAR must be 2010 for summer (11) or fall (21) and must be 2011 for spring (31) or winter (41).*
Error	EMT05001	GENDER must be 'M','F', or 'U'.
Warning	EMT14001	Unexpected GRDTRM value
Warning	EMT20002	A student's term GPA should equal the number of total term quality points (TOTRMQPTS) divided by graded term hours (GRDTRMR). *TOTRMQPT/GRDTRMR=7*
Warning	EMT32501	Normally, a student will not be enrolled in more than 30 distance education credit hours during the Fall term. Please verify the accuracy of the data.

Difference between Errors & Warnings

- Warning – allowed, but please exercise your best judgment
- Errors – not allowed. One way or another, these will need to be cleaned up!

Downloading a Violation Summary for Microsoft Excel

1. Follow the steps 1-3 above for reviewing and editing errors and warnings .
2. Click on "Violations Summary (MS Excel)

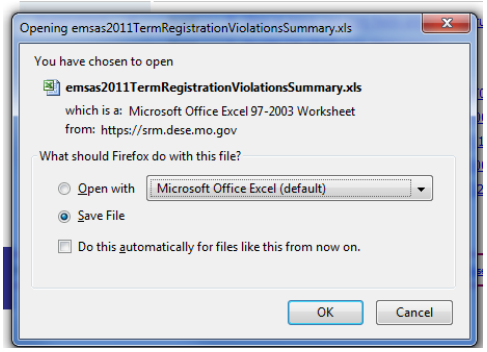
Home > EMSAS 2011 Term Registration > **Latest Trial**

Created 09-09-2011 7:57am.

Records	Edits			Reports
Registrations 4	Error	5	One or more required fields are missing (rule EMT00503)	Violations Summary (MS Excel)
	Error	1	Invalid CALYEAR (rule EMT02001)	
	Error	1	Invalid GENDER code (rule EMT05001)	
	Warning	1	CLEVEL / CUMCREDR mismatch (rule EMT07009)	
	Warning	2	Unexpected GRDTRM value (rule EMT14001)	
	Warning	1	Unexpected TOTRMQPT value (rule EMT19501)	
	Warning	2	Unexpected TRMGPA value (rule EMT20002)	
	Warning	1	Unexpected DISTANCE value (rule EMT32501)	

Append/Replace

3. Save the file.

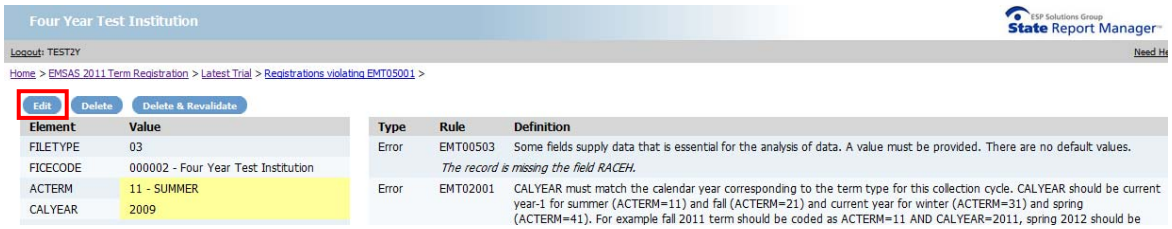


4. Open in Excel.
5. This report provides each record which violates each business rule and produces errors and warnings. A description of the violation is also provided.

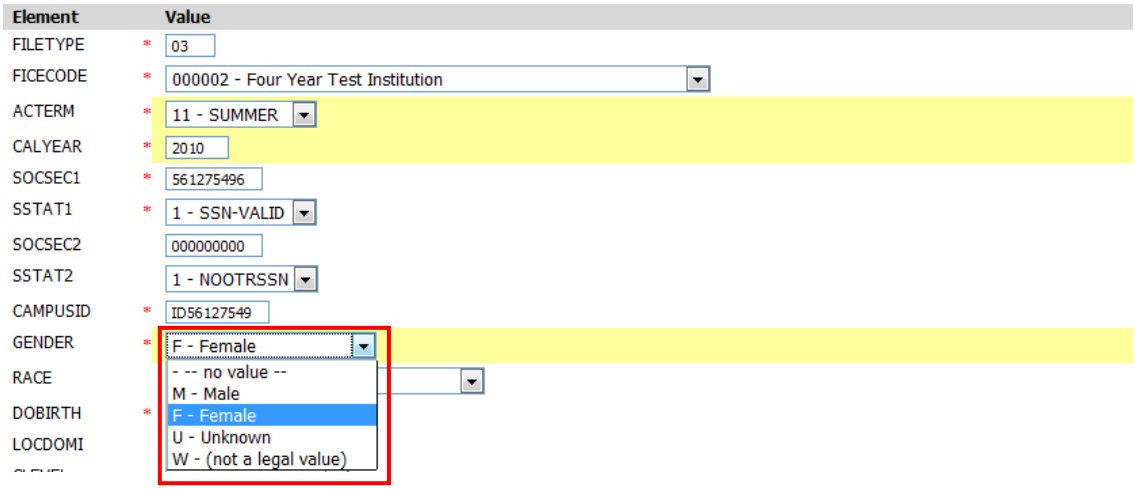
1	Violations Summary		
2	Record-Level Violations		
3			
4	**Trial Name:**	Latest Trial	
5	**Trial Date:**	2011-09-09 09:40:54	
6	**User Name:**	HETEST2Y	
7	**Report Date:**	2011-09-09 09:44:32	
8			
9			
10	**Registration**		
11		**EMT00503 (Error)**	**Some fields supply data that is essential for the analysis of data. A value must be provided. There are no default values.**
12		**FILETYPE**	**FICECODE**
13		03	000002
14		03	000002
15		03	000002
16		03	000002
17		03	000002
18			
19		**EMT02001 (Error)**	**CALYEAR must match the calendar year corresponding to the term type for this collection cycle. CALYEAR should be current year-1 for s**
20		**FILETYPE**	**FICECODE**
21		03	000002
22			
23		**EMT05001 (Error)**	**GENDER must be 'M','F', or 'U'.**
24		**FILETYPE**	**FICECODE**
25		03	000002
26			
27		**EMT07009 (Warning)**	**The student is reported as a freshman, but his or her Cumulative Credit Hours are outside the normal range for a freshman student. Typi**
28		**FILETYPE**	**FICECODE**
29		03	000002
30			
31		**EMT14001 (Warning)**	**Unexpected GRDTRM value**
32		**FILETYPE**	**FICECODE**
33		03	000002
34		03	000002
35			
36		**EMT19501 (Warning)**	**Generally, a student should have at least 1 quality point.**
37		**FILETYPE**	**FICECODE**
38		03	000002
39			
40		**EMT20002 (Warning)**	**A student's term GPA should equal the number of total term quality points (TOTRMQPTS) divided by graded term hours (GRDTRMR)**

Editing the Data for Single Record

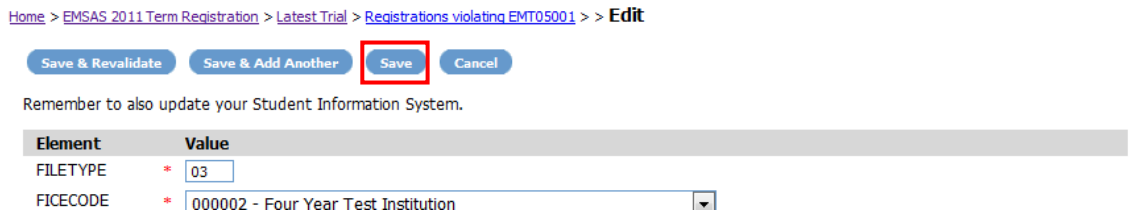
1. Click on edit to modify the record or delete if you wish to remove the record



2. Make your desired change(s) to the record using the drop down menus or text boxes

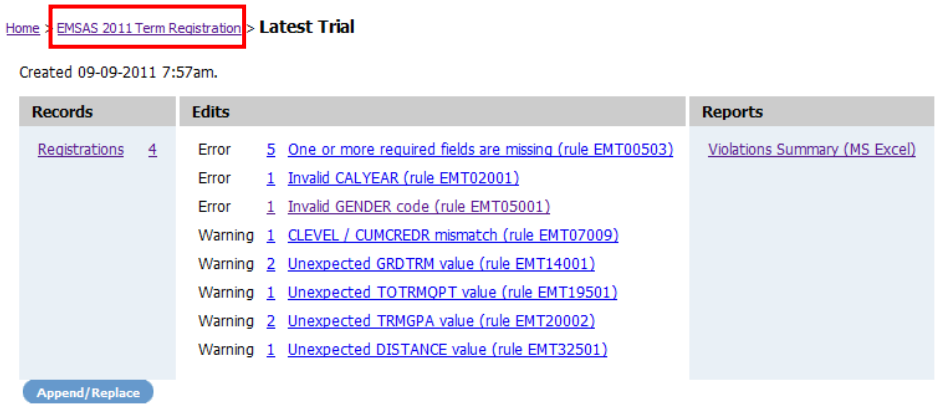


3. When finished hit "Save". The "Save" button appears as the bottom and the top of the page.



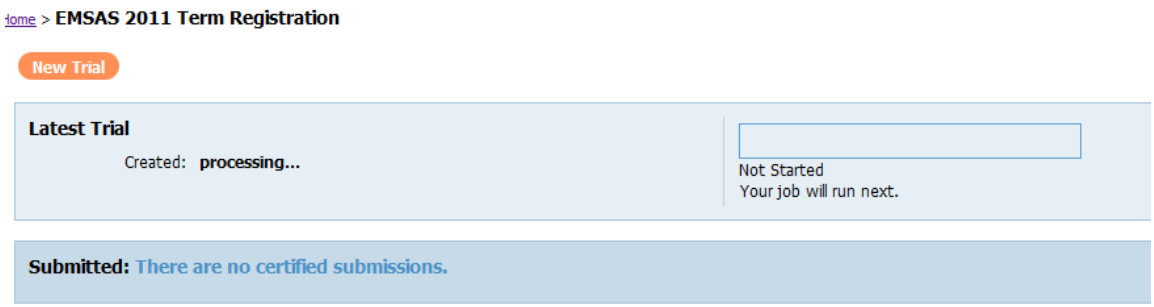
Revalidating Your Data

1. Return to your trials page by clicking on the submission type link near the top of the screen. In this example you see "EMSAS 2011 Term Registration"



2. Click on the "Revalidate" button.

3. The system will process the new file



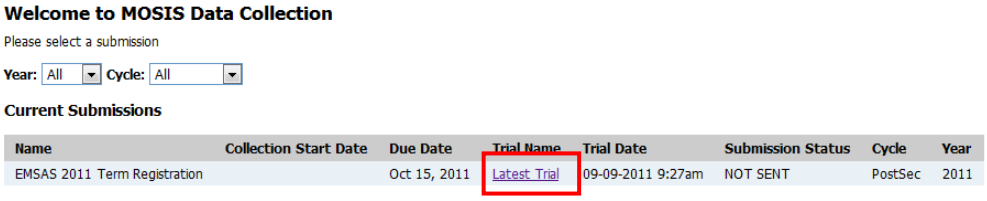
4. When finished follow the steps above in the "Reviewing Errors & Warnings" section to resolve other violations (errors and warnings).

Certifying Your Data

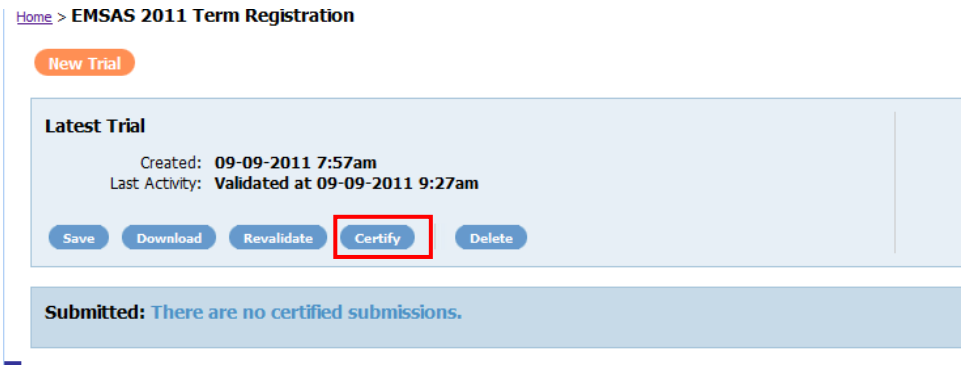
After submitting your data and correcting any errors you may certify your data. All errors must be resolved before a trial can be certified. Warnings should be reviewed but you are not required to resolve warnings. Certifying your data is your official transmission of data to DHE. Please contact he.research@dhe.mo.gov if you need to resubmit your certified data.

1. Login if you have not.
2. If you have already logged on, click on the "Home" link on the top of each page.

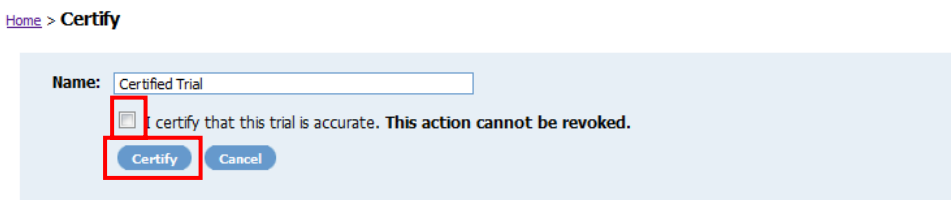
3. Click on the "Latest Trial" link next to the file type you wish to certify.



4. Click on the "Certify" button.



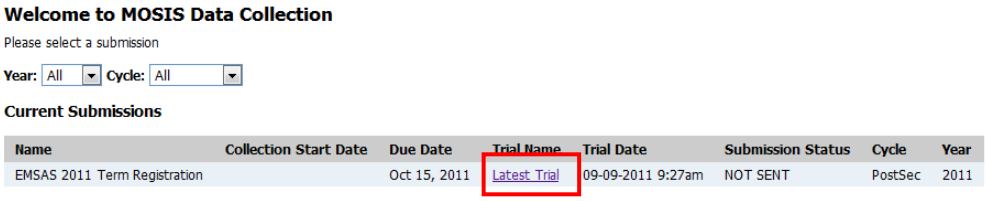
5. Name your trial, click on the check box “I certify that this trial is accurate. **This action cannot be revoked.**” and hit “Certify”. Please note that we should be able to un-certify your trail if required. This is just to remind you that you should only submit data you believe is accurate.



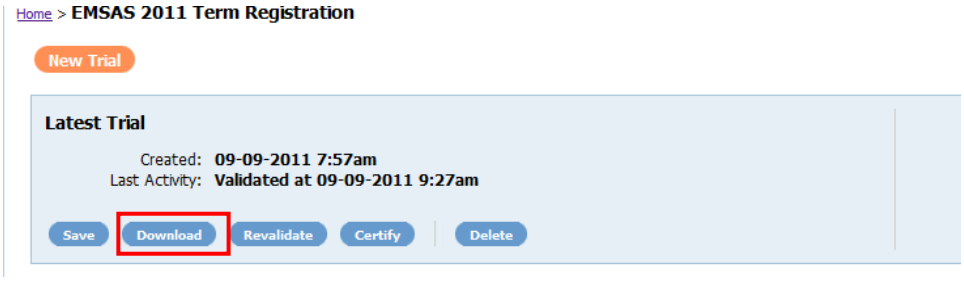
Downloading Your Data

1. Login if you have not.
2. If you have already logged on, click on the “Home” link on the top of each page.

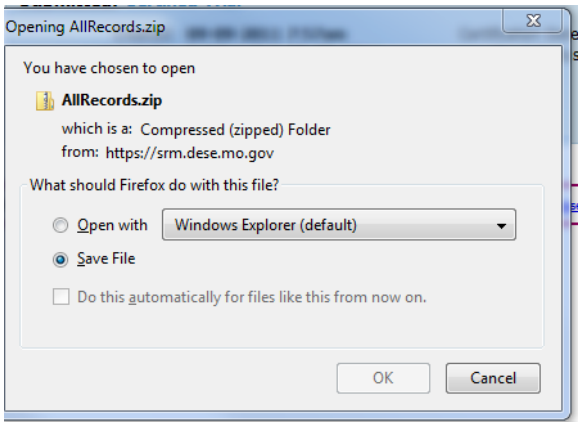
3. Click on the trial name of the file type you wish to download.



4. Click on the “Download” button.



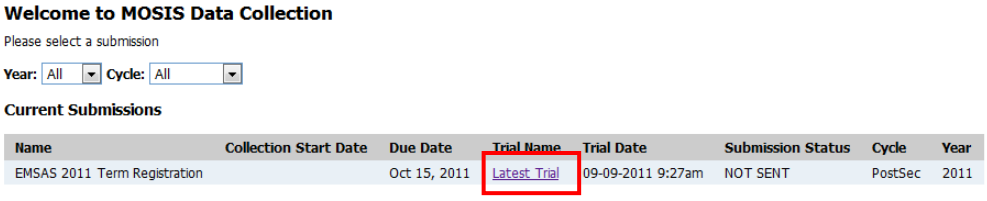
5. Save the compressed zip file.



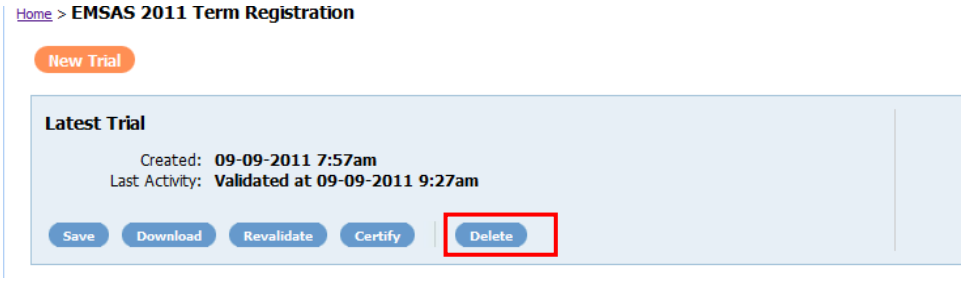
Delete a File

1. Login if you have not.
2. If you have already logged on, click on the "Home" link on the top of each page.

3. Click on the trial name of the file type you wish to download.



4. Click on the "Delete" button.



5. A confirmation message will appear. To delete the file click OK.

General Tips

- Don't use your browsers back and forward buttons, instead use the breadcrumb links
- You can review records by rule (display only records that violate that rule) or by record (you can move from one record to another, sequentially).
- Save and revalidate – revalidating means the system checks over the data another time. It is important to revalidate after making several edits.
- Once you log out you must return to http://dhe.mo.gov/data/srm . You cannot use the login page which is displayed after logging out.
- You may have only one certified trial. It is possible to overwrite certified trials as necessary up until the deadline for certifications. We will announce these deadlines as soon as they are identified.

Secure FTP Submission (Traditional Method)

Overview

Institutions are encouraged to use the SRM as described above to transmit and clean their data to DHE. The SRM system will provide you with enhanced feedback reports which can be run instantly. Submitting through FTP as described below will be slower than SRM and you will only receive basic error reports which do not contain descriptive feedback only error flags.

This new FTP system replaces the old one which was hosted by the MU Economics' department. The new FTP system can be accessed using a FTP client OR a web browser. Note that you cannot delete files. Please use a new file name when submitting new data revisions.

Provision of Usernames & Passwords

Each public institution of higher education is provided a single username and password. These must be shared within your institution. Contact DHE if you forget your password or username or if it needs to be reset. These credentials will also be used for your SRM submissions.

IP Address Access Restrictions

As an added layer of security only IP specified by an institution may have access to the system. To facilitate this process it is recommended that you work with your IT department to make sure that all your workstations which will need access to the data share have static IP addresses. These should be provided to DHE to allow access. Unlike dynamic IP addresses which are subject to change depending on your networks configuration, static IP addresses will remain constant. If you wish to have the IP filtering feature removed please contact he.research@dhe.mo.gov .

Alert E-mails

If you would like to be made aware of any new file uploads to your institutions folder please provide a list of e-mail addresses you wish to receive notification.

Accessing the System

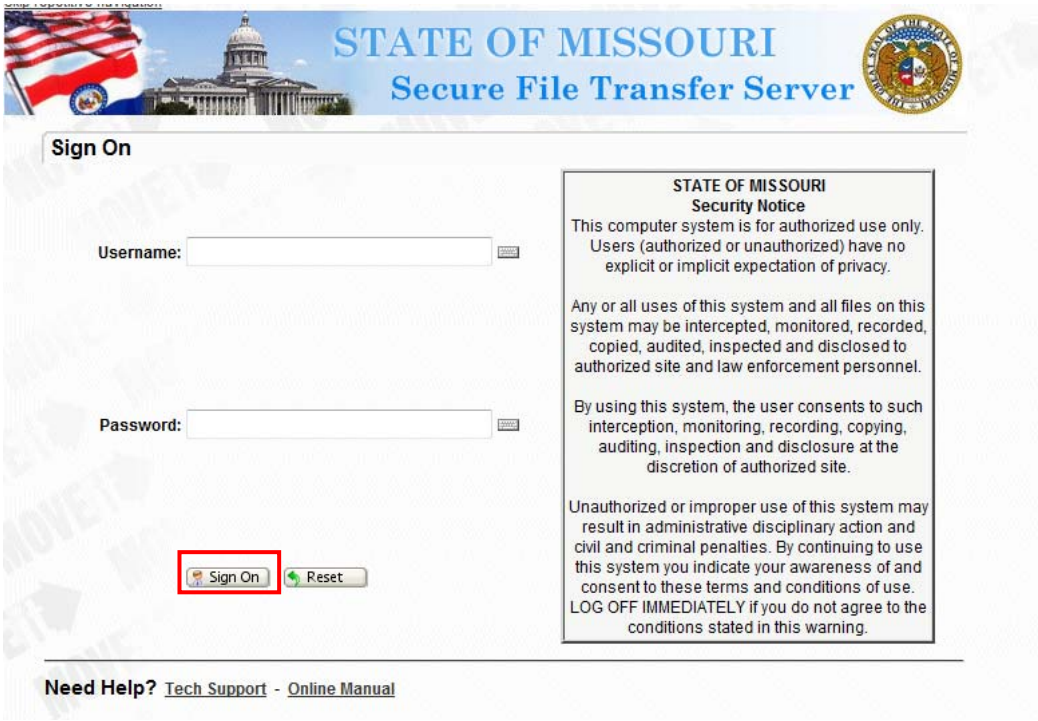
There are two ways institutions may access the data share through a web browser or an FTP client both of which must support secure protocols. You may need to work with your IT department to insure that you are able to connect to our servers by opening up certain ports (22 for SFTP).

Folder Structure

If you are uploading files / transmitting them to DHE use your "Outgoing" folder. If you are downloading files / receiving them from DHE use your "Incoming" folder.

Web Browser Access

1. Visit: https://moftp.mo.gov/, the public IP in case you need it is 168.166.15.152.
2. Enter your username and password provided by DHE and hit sign on. If you have forgotten or need your password reset please contact he.research@mo.gov .



Browsing Your Folders (Using a Web Browser)

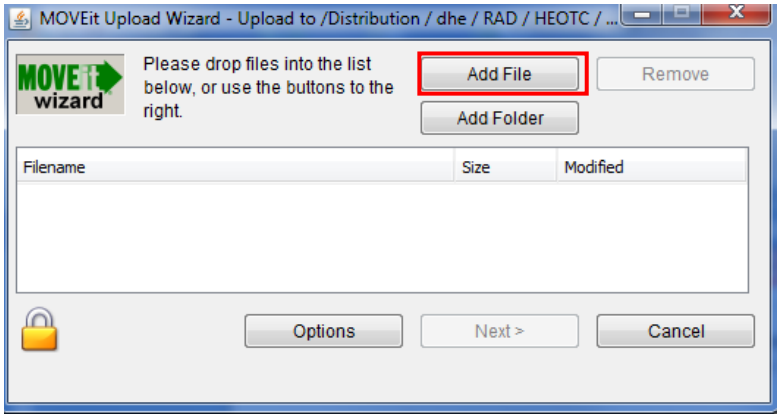
1. Login to the system.
2. Use the drop down menu on the left and select the folder you wish to browse. For files from DHE select "incoming" for files you are transmitting to DHE select "outgoing". Or you may click on "Go to Your Default Folder" which will display both the incoming and outgoing folders.

- To upload files select the outgoing folder then use the "Upload a File Now" menu and hit "Browse", select your file and then hit "Upload".
- To download files select the incoming folder and click on the download link.

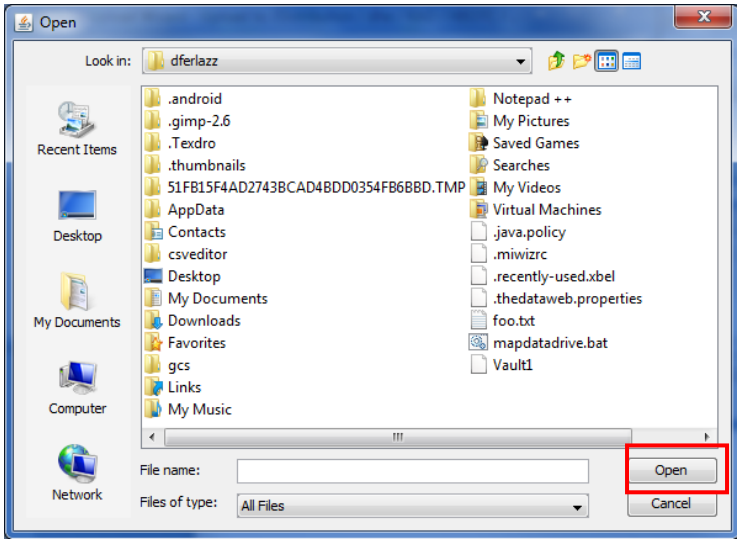
Uploading Files

1. Login to the system.
2. Under "Upload Files Now" select your outgoing folder.
3. Then, click on "CLICK HERE to Launch the Java Upload Wizard".

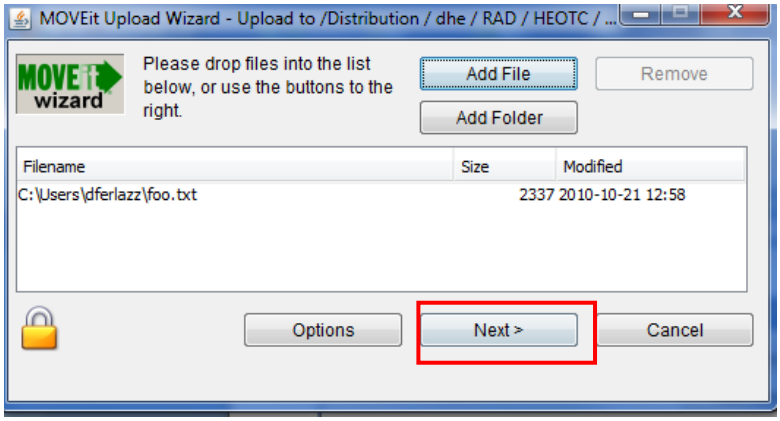
4. Select “Add File”



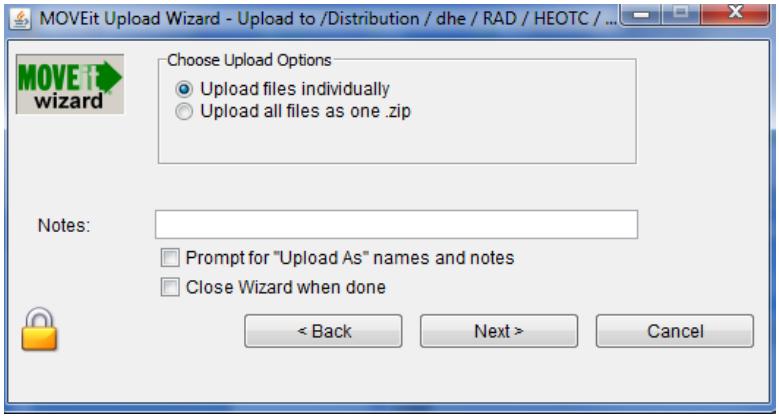
5. Browse to find your file and hit “Open”.



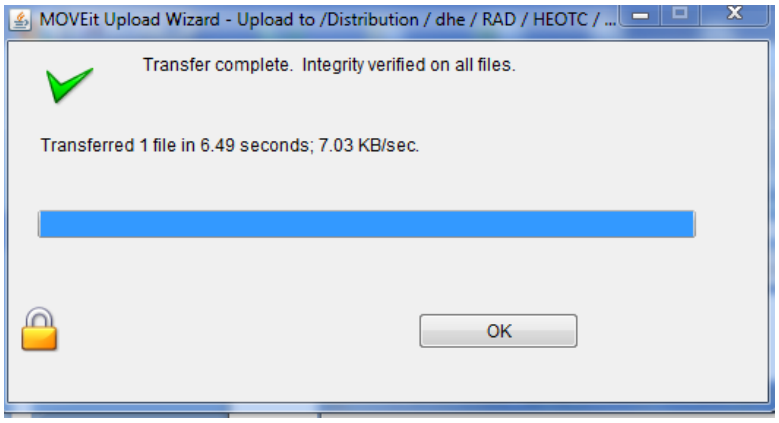
6. Then click “Next”



7. Select “Upload files individually”, add notes if desired, if you wish to change the file name the check the “Prompt for “Upload As” names and notes. You should use the rename feature when transmitting a new version of old data since you will not be able to override files with the same name.



8. You can verify that your file was successfully and securely transmitted when this message is displayed.



Downloading Files (Using a Web Browser)

If you have setup e-mail alerts you should receive an e-mail with a secure link to directly download the file after you login to the system. You may also login and then download your file(s).

1. Login to the system

FTP Client Access

Screen shots are not provided for FTP client access. Please note you cannot delete or override files one they are transmitted. Please rename files or contact DHE for deletion.

1. Using an FTP client (WINSCP is a good free ftp client) that supports Secure FTP (SFTP) use the following settings:
    - Host: 168.166.15.152
    - Port: 22
    - User: username
    - Password: password
    - Protocol: SFTP
1. If you are uploading files / transmitting them to DHE use your "Outgoing" folder.
2. If you are downloading files / receiving them from DHE use your "Incoming" folder.

Further Instructions

For detailed instructions on using the file share please review the manual:
https://moftp.mo.gov/doc/en/MOVEitDMZManual.pdf

Help:

Contact he.research@dhe.mo.gov for assistance with the SRM or FTP. **DO NOT** e-mail webreplyMOSIS@dese.mo.gov