

ANNUAL PERFORMANCE REPORT (APR) WEBINAR

This webinar will begin at 9:00 a.m.

We will be using music this morning. I will be checking my microphone off and on this morning to be sure that we do not encounter difficulties on our side of the presentation.

If you are not able to hear audio, please do the following:

- Check to see if your speakers are on, plugged in, and the volume is turned up (not muted).
- Click the “Meeting” tab, then click “Manage My Settings” and then click the “Audio Setup Wizard”. Run through the wizard to test your equipment.
- If you can’t hear the audio, please watch the recorded version when your connection/system is working.

August 27, 2014

Missouri Department of Elementary
and Secondary Education



Participating in this Webinar

- Today's webinar will be in "listen-only" mode (with text chat).
 - Note that all upcoming DESE webinars will be listed at <http://dese.mo.gov/webinar/>. Be sure to check this page often, as new presentations are made available. Most programs will also send out information about the events to their mailing lists.
 - This webinar is being recorded. To find the recording, visit the webinar Web page and click on the "Webinars - Recorded" button.
 - Recordings, presentations, and other documents will be posted to the DESE website.
- 



Annual Performance Report

3

- **Changes**
 - **Pipeline**
 - **Completion Date**
- **Submission Process**
 - **Link to template**
 - **Login**
 - **Uploading**
 - **Possible outcomes**
 - **CERTIFY!**





Changes

4

- **NONE 😊**
 - ▣ **Pipeline- Separate Collection**
 - ▣ **Completion Date**



Step 1: Data Preparation

5

■ Use previous excel template

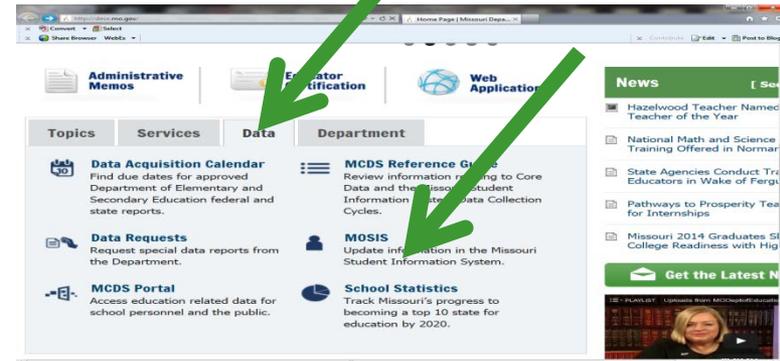
■ Access template by:

■ www.dese.mo.gov

■ Click on Data

■ Click on MOSIS

■ Under Quick Links click on Layouts, Rules, and Excel



Core Data/MOSIS

Home » Data System Management

Core Data and MOSIS are data collection systems managed by the Office of Data System Management at the Department.

The Core Data System is a data collection system which consists of integrated screens used to directly enter or update information from school districts. Data in several Core Data screens are now directly populated from files submitted in the MOSIS data collection system.

Quick Links

- [Layouts, Rules and Excel Templates](#)
- [MOSIS Contact List](#)
- [CodeSets](#)
- [Precode Timeline](#)
- [Data Access and Use](#)

■ Scroll to bottom of screen to “Post- Secondary Layouts.”

■ Click on EXCEL for

2014	Ed Prep	HTML	HTML	EXCEL
------	---------	------	------	-------



Step 2: Login

7

- Login to Web Applications
 - www.dese.mo.gov

DESE Web Log In - Mozilla Firefox

DESE Web Log In

https://k12app.dese.mo.gov/webLogin/login.aspx

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

DESE Secured Web Application Logon

IMPORTANT NOTICE:
If you have an **Inactive Account** - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password:

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, or to reset your password, Click [Forgot Username/Password?]

To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to webapploginassistance@dese.mo.gov. Staff will respond to your email between the hours of 7:30 - 4:00 p.m. M-F not including holidays.

Still have questions about logging in to Web Applications? You may also send a message to webapphelp@dese.mo.gov providing your name, user id, school district name, phone number, and county-district code with your request or call 573-522-3207. Please speak slowly and distinctly, and spell your first and last name.

[Privacy Statement](#)



Step 3: Click on MOSIS Data Collection System

8

DESE Web Applications - Mozilla Firefox

DESE Web Applications x +

https://k12apps.dese.mo.gov/webLogin/MenuList.aspx

 Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™



User Applications

- DESE Web Applications
 - Annual Report of the County Clerk to the State Board of Education
 - ARRA
 - Educator Certification System
 - Educator Certification System - Request Educator Access
 - REGS
 - Missouri Comprehensive Data System (MCDS)
 - MOSIS: Data Collection System
 - MOSIS: ID Assignment
 - Nonpublic Registration Form
 - School Finance
 - Special Education: Early Childhood

Report

- Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.

User Information

- Change Password
- Edit User Profile
- Edit Security Question/Answer
- Logon/Logoff

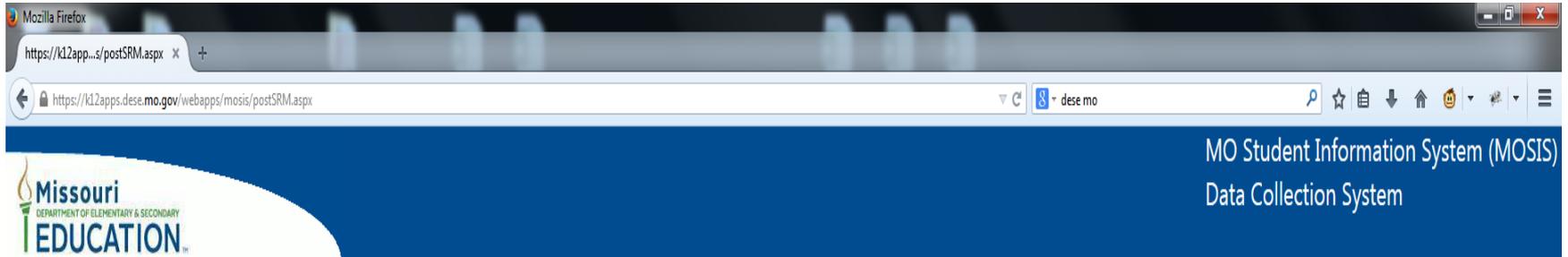
Email: webapphelp@dese.mo.gov
Current User: LWILCOX71

"Missouri public schools: the best choice... the best results!"



Step 4: Accept Terms

9



MO Student Information System (MOSIS)
Data Collection System

Missouri Student Information System (MOSIS) – User's Agreement

Individual student information contained in the Missouri Department of Elementary and Secondary Education's MOSIS is collected for the purpose of generating unique student identification numbers. The data are protected by state and federal laws and must be maintained in a confidential manner at all times.

Employees of local school districts or the Missouri Department of Elementary and Secondary Education that have access to records in the MOSIS are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information from the MOSIS may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds.

Unauthorized viewing, reproduction/copying, and/or distribution of any student record or information outside the intended and approved use of the MOSIS is strictly prohibited. Users violating the authorized use of the MOSIS will lose access privileges to the system. Illegal access or misuse of this information may also be punishable by fine and/or imprisonment.

I have received and read the [Missouri Department of Elementary and Secondary Education's Data Access and Management Policy for the Missouri MOSIS](#).

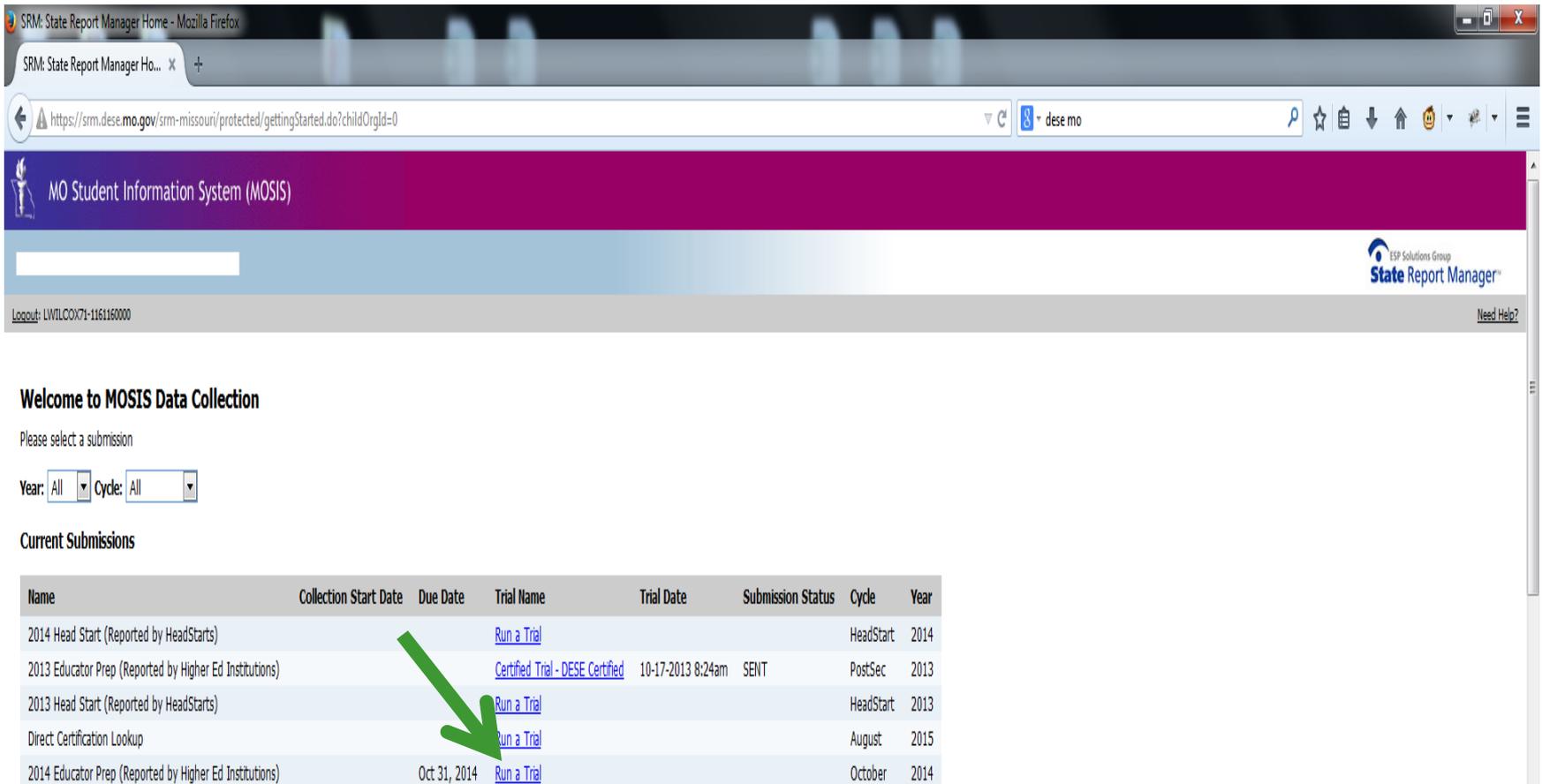
I Agree to the Above User's Agreement



Step 5: Upload

10

□ Click on 2014 Educator Prep “Run Trial”



SRM: State Report Manager Home - Mozilla Firefox

SRM: State Report Manager Ho... x

https://srm.dese.mo.gov/srm-missouri/protected/gettingStarted.do?childOrgId=0

dese mo

MO Student Information System (MOSIS)

ESP Solutions Group
State Report Manager™

Logout: LIVLCOX71-1161160000 [Need Help?](#)

Welcome to MOSIS Data Collection

Please select a submission

Year: Cycle:

Current Submissions

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status	Cycle	Year
2014 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2014
2013 Educator Prep (Reported by Higher Ed Institutions)			Certified Trial - DESE Certified	10-17-2013 8:24am	SENT	PostSec	2013
2013 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2013
Direct Certification Lookup			Run a Trial			August	2015
2014 Educator Prep (Reported by Higher Ed Institutions)		Oct 31, 2014	Run a Trial			October	2014

Step 5: Browse

- **Locate your excel file that contains your “2014 completers.”**

SRM: Import Source Data - Mozilla Firefox

SRM: Import Source Data

https://srm.dese.mo.gov/srm-missouri/protected/import.do?action=display¤tReportManifestId=165

MO Student Information System (MOSIS)

State Report Manager

Logout: LWILCOX71-1161160000

Home > 2014 Educator Prep (Reported by Higher Ed Institutions) > Import Source Data

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (Student):

Browse... No file selected.

Import Cancel

Step 5: Import

12

The screenshot shows a web browser window with the URL <https://srm.dese.mo.gov/srm-missouri/protected/>. The page title is "SRM: Import Source Data". The application header includes the "MO Student Information System (MOSIS)" logo and the "State Report Manager" logo by ESP Solutions Group. A user is logged in as "LWILCOX71-1161160000". The breadcrumb trail is "Home > 2014 Educator Prep (Reported by Higher Ed Institutions) > Import Source Data".

The main content area contains the following text: "Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB." Below this text is a section titled "Select File to upload (Student):" with a text input field containing the filename "APR_2013_SEPTEMBER_dese_final.csv" and a "Browse..." button. At the bottom of this section are "Import" and "Cancel" buttons. A green arrow points from the "Import Source Data" breadcrumb to the "Import" button.

At the bottom of the page, there is a footer with the text "MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov" and "Powered by ESP Solutions Group".

The Windows taskbar at the bottom shows the system tray with the time "11:53 AM" and date "8/26/2014".

Step 6: Check for errors

13

The screenshot displays the MO Student Information System (MOSIS) interface. At the top, the browser address bar shows the URL <https://srm.dese.mo.gov/srm-missouri/protected/>. The page header identifies the system as "MO Student Information System (MOSIS)" and includes the "State Report Manager" logo. A user is logged in with the ID "LWILCOX71-1161160000". The main content area is titled "2014 Educator Prep (Reported by Higher Ed Institutions)" and features a "New Trial" button. Below this, a "Latest Trial" section shows the trial was created on "08-26-2014 11:54am" and last activity was "Validated at 08-26-2014 11:54am". Action buttons for "Save", "Download", "Revalidate", "Certify", and "Delete" are provided. A dashboard area contains four icons: "Errors (303) Warnings (1434)" (circled in green), "Records (397)", and "Reports". A "Submitted" status message indicates "There are no certified submissions." The footer includes contact information for the MO Department of Elementary and Secondary Education and a note that the system is powered by ESP Solutions Group. The Windows taskbar at the bottom shows the system time as 11:55 AM on 8/26/2014.

Step 6: Open Errors

14

The screenshot shows the MOSIS State Report Manager interface. The browser address bar displays <https://srm.dese.mo.gov/srm-missouri/protected/>. The page title is "MO Student Information System (MOSIS)". The user is logged in as "LWILCOX71-1161160000". The breadcrumb trail is "Home > 2014 Educator Prep (Reported by Higher Ed Institutions) > Latest Trial".

Records	Errors	Warnings	Reports
Students 397	Errors TooManyProblemsForRule - Too many problems for a rule 3 Errors EDP00401 - CollectionVersion must be '2014ALL1.0EDPrep' 100+ Errors EDP00402 - CurrentSchoolYear must be '2014' 100+ Errors EDP00415 - CompletionYear is not a valid year 100+ Errors	Warnings EDP00450 - Found missing completion 1434 Warnings	Educator 2014 Prep Data Aggregation (PDF) Educator 2014 Prep Data Aggregation with Charts (PDF) Violations Summary (MS Excel) 2014 EdPrep EDP00450 Missing Completer violations (MS Excel)

Buttons: Download, Append/Refresh

MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov

Powered by ESP Solutions Group

Step 6: Fix Errors

15

The screenshot shows a web browser window with the URL <https://srm.dese.mo.gov/srm-missouri/protected/>. The page title is "MO Student Information System (MOSIS)". The user is logged in as "LWILCOX71-1161160000". The page content includes a breadcrumb trail: "Home > 2014 Educator Prep (Reported by Higher Ed Institutions) > Latest Trial". Below this, it says "Created 08-26-2014 11:54am." There are three main sections: "Records", "Edits", and "Reports".

Records	Edits	Reports
Students 397	Errors TooManyProblemsForRule - Too many problems for a rule 3 Errors EDP00401 - CollectionVersion must be '2014ALL1.0EDPrep' 100+ Errors EDP00402 - CurrentSchoolYear must be '2014' 100+ Errors EDP00415 - CompletionYear is not a valid year 100+ Errors Warnings EDP00450 - Found missing completion 1434 Warnings	Educator 2014 Prep Data Aggregation (PDF) Educator 2014 Prep Data Aggregation with Charts (PDF) Violations Summary (MS Excel) 2014 EdPrep EDP00450 Missing Completer violations (MS Excel)

At the bottom of the table, there are two buttons: "Download" and "Append/Replace". A green arrow points to the "Download" button.

MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov

Step 7: Re-Upload File

16

MO Student Information System (MOSIS)

Logout: LWILCOX71-1161160000

Home > [2014 Educator Prep \(Reported by Higher Ed Institutions\)](#) **Import Source Data**

- Load a CSV file and **append** to existing records in 'Latest Trial'
- Load a CSV file and **replace** existing records in 'Latest Trial'

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (Student):

MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov

Powered by ESP Solutions Group

11:59 AM
8/26/2014

Step 7: Re-Upload File

17

MO Student Information System (MOSIS)

Logout: LWILCOX71-1161160000

Home > 2014 Educator Data (Reported by Higher Ed Institutions) > Import Source Data

Load a CSV file and **append** to existing records in 'Latest Trial'

Load a CSV file and **replace** existing records in 'Latest Trial'

... files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select File to upload (Student):

Z:\APR_2013_SEPTEMBER_dese_final.csv

Import Cancel

MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov

Powered by ESP Solutions Group

12:00 PM
8/26/2014

Step 7: Certify!

The screenshot shows a web browser window with the URL <https://srm.dese.mo.gov/srm-missouri/protected/>. The page title is "SRM: 2014 Educator Prep (R...". The main header is "MO Student Information System (MOSIS)" with the "State Report Manager" logo. The user is logged out with ID "LW1LCOX71-1161160000". The page content is for "2014 Educator Prep (Reported by Higher Ed Institutions)".

Key elements on the page include:

- New Trial** button
- Latest Trial** section with details:
 - Created: 08-26-2014 11:54am
 - Last Activity: **Validate** 08-26-2014 12:01pm
 - Buttons: Save, Download, Revalidate, **Certify**, Delete
- Summary cards: Errors (0) Warnings (1734), Records (397), Reports
- Submitted status: **Submitted: There are no certified submissions.**

A green arrow points to the **Certify** button in the Latest Trial section.

Footer: MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov. Powered by ESP Solutions Group.

Step 7: Certify!

19

https://srm.dese.mo.gov/srm-missouri/protected/ SRM: Certify

MO Student Information System (MOSIS)

Logout: LW1LCOX71-1161160000

ESP Solutions Group
State Report Manager™

Need Help?

Certified Trial

I certify that this trial is accurate. **This action cannot be revoked.**

Certify Cancel

MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov

Powered by ESP Solutions Group

12:08 PM
8/26/2014

Finished!

20

MO Student Information System (MOSIS)

Logout: LWILC...71-1161160000

Home > : ... Higher Ed Institutions)

[New Trial](#)

Submitted: Certified Trial

Created: **08-26-2014 12:07pm** Certification Date: **08-26-2014 12:08pm**
Last Activity: **Validated at 08-26-2014 12:07pm** Send Status: **Sent**

[Download](#)

Errors (0)
Warnings (1734)

Records (397)

Reports

MO Department of Elementary and Secondary Education - Send questions to: webreplyMOSIS@dese.mo.gov

Powered by ESP Solutions Group

12:09 PM
8/26/2014

Thank You!

21

- Lori Wilcox
- Please contact Christina Hudson at Christina.Hudson@dese.mo.gov or 573-751-1668 with questions!

