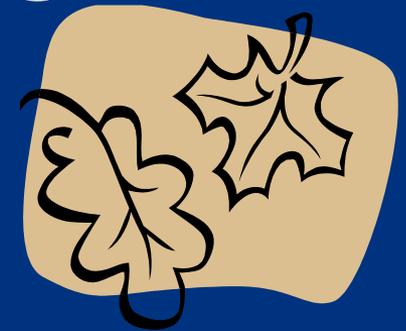


**ANNUAL PERFORMANCE
REPORT
EDUCATOR PREPARATION
PROGRAMS
(APR-EPP)**



OCTOBER 2015



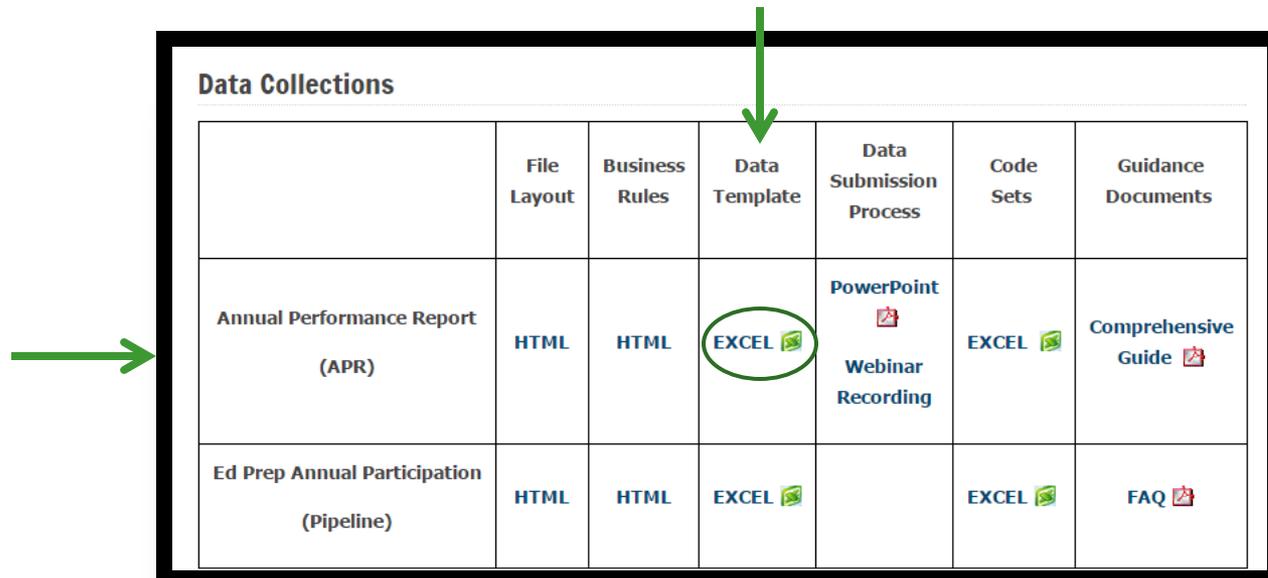
October 5, 2015

Missouri Department of Elementary
and Secondary Education

Access Template

2

- ❑ There are two places to access the template:
- ❑ #1-Educator Preparation Data Resources Webpage
 - <http://dese.mo.gov/educator-quality/educator-preparation/educator-preparation-data-resources>
 - Scroll Down “Data Collections:
 - Click On “Excel” in the Annual Performance Report Row



	File Layout	Business Rules	Data Template	Data Submission Process	Code Sets	Guidance Documents
Annual Performance Report (APR)	HTML	HTML	EXCEL 	PowerPoint  Webinar Recording	EXCEL 	Comprehensive Guide 
Ed Prep Annual Participation (Pipeline)	HTML	HTML	EXCEL 		EXCEL 	FAQ 



Access Template

3

- ❑ #2- File Layouts 2015-2016 Webpage
 - www.dese.mo.gov
 - Data Tab
 - "MOSIS"
 - Under Quick Links: "Layout, Rules and Excel Templates"
 - Find Post- Secondary Layouts at the bottom
 - Click: "EXCEL" under the 2015 Ed Prep Annual Performance Report Row

The screenshot shows a navigation menu with four tabs: Topics, Services, Data, and Department. The 'Data' tab is highlighted with a green arrow. Below the tabs, there are four main sections: 'Data Acquisition Calendar', 'Data Requests', 'MCDS Portal', 'MCDS Reference Guide', 'MOSIS', and 'School Statistics'. The 'MOSIS' link is circled in green.

The screenshot shows a 'Quick Links' section with a list of links. The first link, 'Layouts, Rules and Excel Templates', is highlighted in blue and has a green arrow pointing to it.

The screenshot shows a table titled 'Post-Secondary Layouts'. The table has six columns: School Year, Cycle, File, File Layout, Business Rules, and Template. The row for the 2015 Ed Prep Annual Performance Report is highlighted with a green border, and the 'EXCEL' link in the Template column is circled in green.

School Year	Cycle	File	File Layout	Business Rules	Template
2016	June	PS Adult Perkins Core	HTML	HTML	EXCEL
2016		PS Adult Course Assignment	HTML	HTML	EXCEL
2015		Ed Prep Annual Performance Report	HTML	HTML	EXCEL
2015		Ed Prep Annual Participation	HTML	HTML	EXCEL

Logging Into MOSIS

5

- ❑ www.dese.mo.gov
- ❑ Log into Web Application

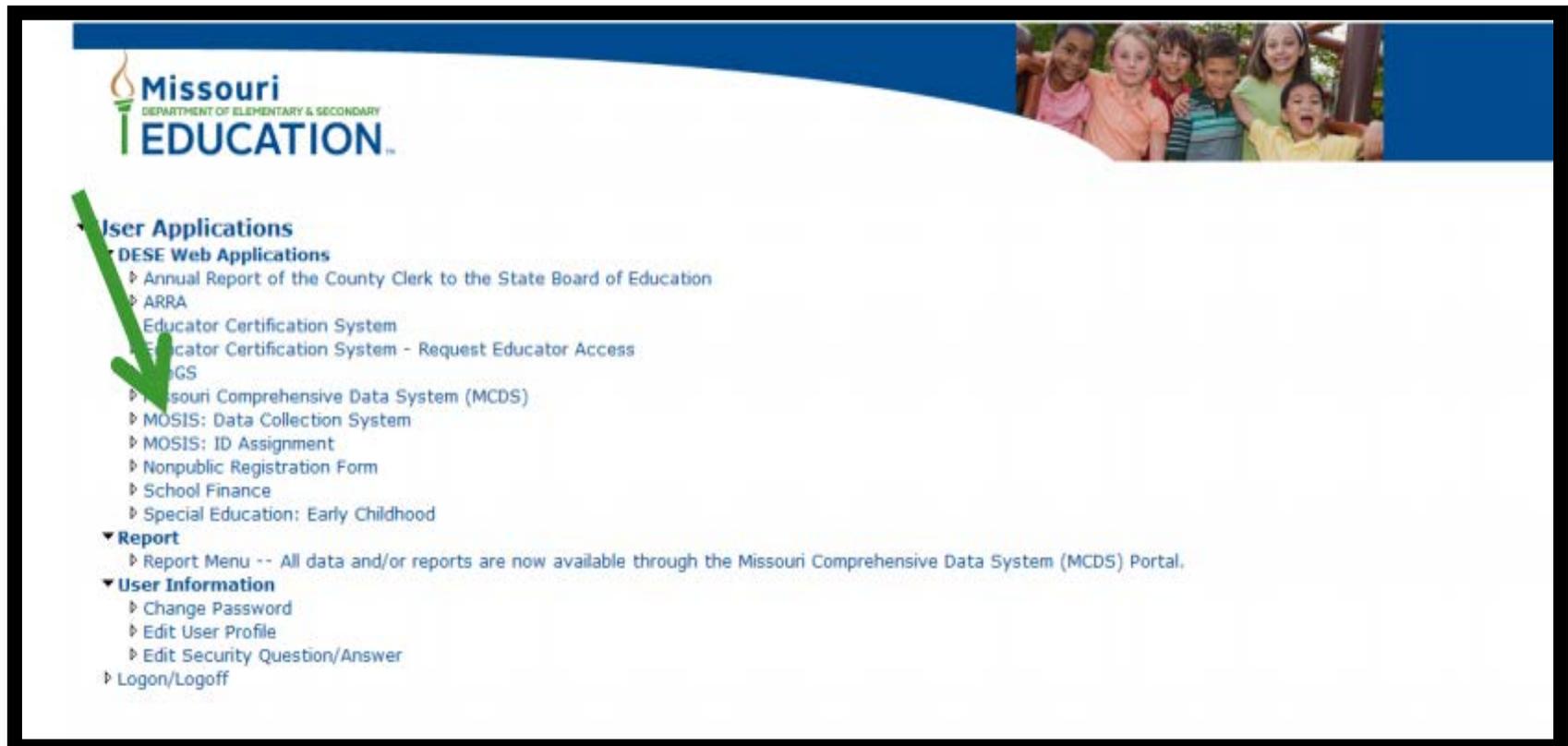
The screenshot shows the homepage of the Missouri Department of Elementary & Secondary Education (DESE). The URL in the browser is dese.mo.gov. The page features the DESE logo and navigation menus. A prominent banner for "New Listserv for Teachers in Missouri Public Schools" includes a "SIGN UP TODAY" button. Below the banner, there are links for "Administrative Memos", "Educator Certification", and "Web Applications" (the latter is circled in green). A "News" section is also visible with several headlines.

The screenshot shows the "DESE Secured Web Application Logon" page. The URL is <https://apps.dese.mo.gov/weblogin/login.aspx>. The page includes an "IMPORTANT NOTICE" regarding Food and Nutrition Services. Below this, there are input fields for "User Name" (containing "username") and "Password" (containing "*****"), and a "Login" button. A green arrow points to the "Login" button. There are also buttons for "View Public Applications", "Register", and "Forgot Username/Password?". At the bottom, there is a "Privacy Statement" link and the slogan "Missouri public schools: the best choice...the best results!"

Logging Into MOSIS

6

- Click on MOSIS Data Collection System



The screenshot shows the Missouri Department of Elementary & Secondary Education website. The header features the state logo and a photo of diverse children. The main content area is titled 'User Applications' and contains a list of links. A green arrow points to the 'MOSIS: Data Collection System' link.

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
 - IIGS
 - 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

User's Agreement

7

- Click: "I Agree to the Above User's Agreement"

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

**MO Student Information System (MOSIS)
ID Assignment**

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](#).

Upload

8

- Set Year: 2015
- Click: 2015 Educator Prep “Run Trial”

Welcome to MOSIS Data Collection

Please select a submission

Year: 2015 Cycle: All

Current Submissions

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status	Cycle	Year
2015 Educator Prep (Reported by Higher Ed Institutions)		Oct 31, 2015	Run a Trial			PostSec	2015
EMSAS 2015 Fall Enrollment		Oct 12, 2015	Run a Trial			September	2015
EMSAS 2015 Degree Completion		Sep 14, 2015	Run a Trial			September	2015
EMSAS 2015 Term Registration		Sep 14, 2015	Run a Trial			September	2015
2015 CCR ID Cleanup		Aug 14, 2015	Run a Trial			July	2015
2015 June ID Cleanup		Jul 1, 2015	Run a Trial			June	2015

Browse

9

- **Locate your excel file that contains your “2015 completers.”**

[Home](#) > [District 116116](#) > [2015 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):

Import

10

- **Click: “Import”**

Home > [District 116116](#) > [2015 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):

C:\Users\chudson\Desktop\2015_EdPrep_Template_1.xls



Check for Errors/Warnings

11

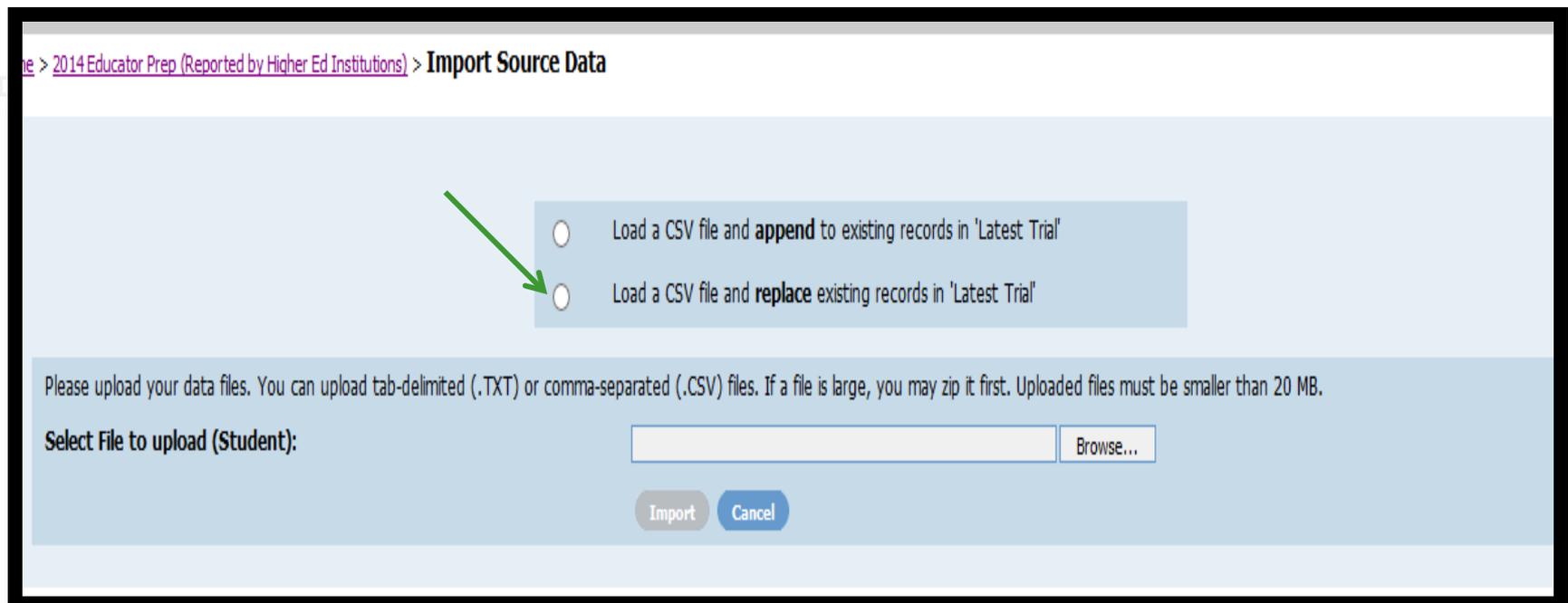
- ❑ Click: "Errors"
- ❑ If there are only a couple of individual errors, fix by clicking: "edit"
- ❑ If there are multiple errors, fix in the original file and re-upload.

The screenshot displays a user interface for managing trials. At the top left, there is an orange button labeled "New Trial". Below it, the "Latest Trial" section shows the trial's creation and validation dates: "Created: 10-01-2015 3:56pm" and "Last Activity: Validated at 10-01-2015 3:56pm". A row of five buttons is visible: "Save", "Download", "Revalidate", "Certify", and "Delete". To the right of the trial information, there are three icons representing different data categories: "Errors (1) Warnings (336)", "Records (0)", and "Reports". Each icon consists of a stack of papers with a small graphic on top (an exclamation mark for errors, a cube for records, and a pie chart for reports).

Re-Upload File

12

- Browse for your file
- Click: “replace existing records in Latest Trial”



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):

Import File

13

- Click “Import File”

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):

Z:\APR_2013_SEPTMBER_dese_final.csv

Certify!

14

- Click “Certify”

[Home](#) > [District 116116](#) > **2015 Educator Prep (Reported by Higher Ed Institutions)**

[New Trial](#)

Latest Trial

Created: 10-01-2015 4:00pm
Last Activity: **Validated at 10-01-2015 4:01pm**

[Save](#) [Download](#) [Revalidate](#) [Certify](#) [Delete](#)

 [Errors \(0\)](#)
[Warnings \(336\)](#)

 [Records \(1\)](#)

 [Reports](#)

Submitted: [There are no certified submissions.](#)

Finished!

15

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
2015 Educator Prep (Reported by Higher Ed Institutions)		Oct 31, 2015	Certified Trial	9-03-2015 12:08pm	SENT	PostSec	2015



Resources

16

- <http://dese.mo.gov/educator-quality/educator-preparation/educator-preparation-data-resources>

Data Collections

	File Layout	Business Rules	Data Template	Data Submission Process	Code Sets	Guidance Documents
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Ed Prep Annual Participation (Pipeline)	HTML	HTML	EXCEL 		EXCEL 	FAQ 

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