Office of Data System Management

Updating a Certified Trial

Corrections cannot be made to a Certified Trial until it has been made into a Latest Trial. A Latest Trial copies the data from your Certified Trial and allows you to make any necessary changes. The original Certified Trial will continue to show on your screen until it is deleted or you certify the Latest Trial.

1. When logged into MOSIS: Data Collection, click on the **Certified Trial** of the file that needs to be updated. *Note: You can choose any file in any year to make changes.*

Welcome to MOSIS Data Collection

Please select a submission

Year: All Cycle: All

Current Submissions

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status	Cycle	Year
2013 Educator Prep (Reported by Higher Ed Institutions)			Run a Trial			PostSec	2013
2013 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2013
2014 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2014
Direct Certification Lookup			Latest Trial	08-22-2019 10:10am	NOT SENT	September	2018
			Certified Trial	04-18-2018 9:10am	SENT	September	2018
2020 February Student Core		Feb 15, 202_	Certified Trial	02-03-2020 11:25am	SENT	February	2020
2020 February Student Graduate Follow-up		Feb 15, 2020	Run a Trial			February	2020
2020 MAP GLA SPRING Assessment Precode (1st Window)		Jan 31, 2020	Certified Trial	01-28-2020 1:27pm	SENT	PreCode	2020
2020 EOC SPRING Assessment Precode (1st Window)		Jan 24, 2020	Certified Trial	01-09-2020 9:33am	SENT	PreCode	2020
EMSAS 2020 Non Credit Jan		Jan 24, 2020	Run a Trial			January	2020
2020 December Student Core		Dec 15, 2019	Certified Trial	12-10-2019 12:06pm	SENT	December	2020
2020 EOC FALL Assessment Precode (2nd Window)		Nov 13, 2019	Run a Trial			PreCode	2020
2020 WIDA ACCESS (EL) Assessment Precode		Oct 31, 2019	Run a Trial			PreCode	2020
2019 Educator Prep (submitted by Higher Ed Institutions)		Oct 18, 2019	Run a Trial			October	2019
2020 October Assignment		Oct 15, 2019	Certified Trial	10-17-2019 4:31pm	SENT	October	2020
2020 October Educator		Oct 15, 2019	Certified Trial	01-07-2020 10:15am	SENT	October	2020
2020 October Student Core		Oct 15, 2019	Certified Trial	10-01-2019 2:55pm	SENT	October	2020

2. In the top left of the screen, click the orange **New Trial** button.
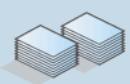

New Trial

Submitted: Certified Trial

Created: **02-03-2020 11:22am**   Certification Date: **02-03-2020 11:26am**
Last Activity: **Validated at 02-03-2020 11:25am**   Send Status: **Sent**

Download   Delete   Edit Trial Name

Errors (0)
Warnings (0)

Records (170)

Reports

3. Select the **Copy & Revalidate** option to make a copy of your Certified Trial.
Note: In some cases a second box may appear after selecting this option. If so, click OK.

4. Once your file is copied, the screen will display two files: the Certified Trial and the newly created Latest Trial. You can now make changes to your data in this Latest Trial.

5. In the Latest Trial, select one of the links that takes you into the data: **Errors/Warnings**, **Records** or **Reports**.

6. Select the **Records**.

7. Click **View** next to the record you wish to update.

8. Click the **Edit** button.

9. Make the necessary changes to the record and then click **Save & Revalidate**, **Save & Add Another** or **Save**. Click the **Cancel** button to discard any changes and return to the list of records.

10. Once you are finished making changes, click **Revalidate** and then **Certify** if there are no errors.