

MOSIS: Data Collection System Template Instructions

Who Should Use the Template?

This template is meant to be used by districts that do not have an automated system capable of exporting student data in the format that the MOSIS: Data Collection System requires. If you have a Student Information System capable of producing the output for the MOSIS: Data Collection System you do not need this template.

Before You Begin

Note that lines 2-100 have validation rules applied to the cell. These rules are in place to help you get started. The rules provide you with information regarding what data is to be entered in the field, it also prevents you from entering data that is not a valid format. The rules in this spreadsheet do not guarantee you will not have violations later when you upload the file into the MOSIS: Data Collection System.

These rules are not applied past cell 100 for Excel technical reasons. You still must follow the format of the column, but you will no longer have validation rules ensuring you put in correct formats so use the previous columns as guidance.

When you have completed entering your student's information, if you have less than 100 records you will need to remove the validation rules from the cells. You may do this by highlighting all of the rows that need to be deleted, click on Edit on the Excel menu and choose "Clear", then choose "All" from the dropdown list. This will remove the formatting of the cells so your spreadsheet will be ready for uploading (See Appendix E).

Entering the Information

If you have already started entering information into the sheet and have not read the "Before you begin" section please do so. If you have questions about a column refer to the "File Layouts" page. The columns in the template that are marked yellow are required fields.

How To Get Your Data Saved and Ready To Submit

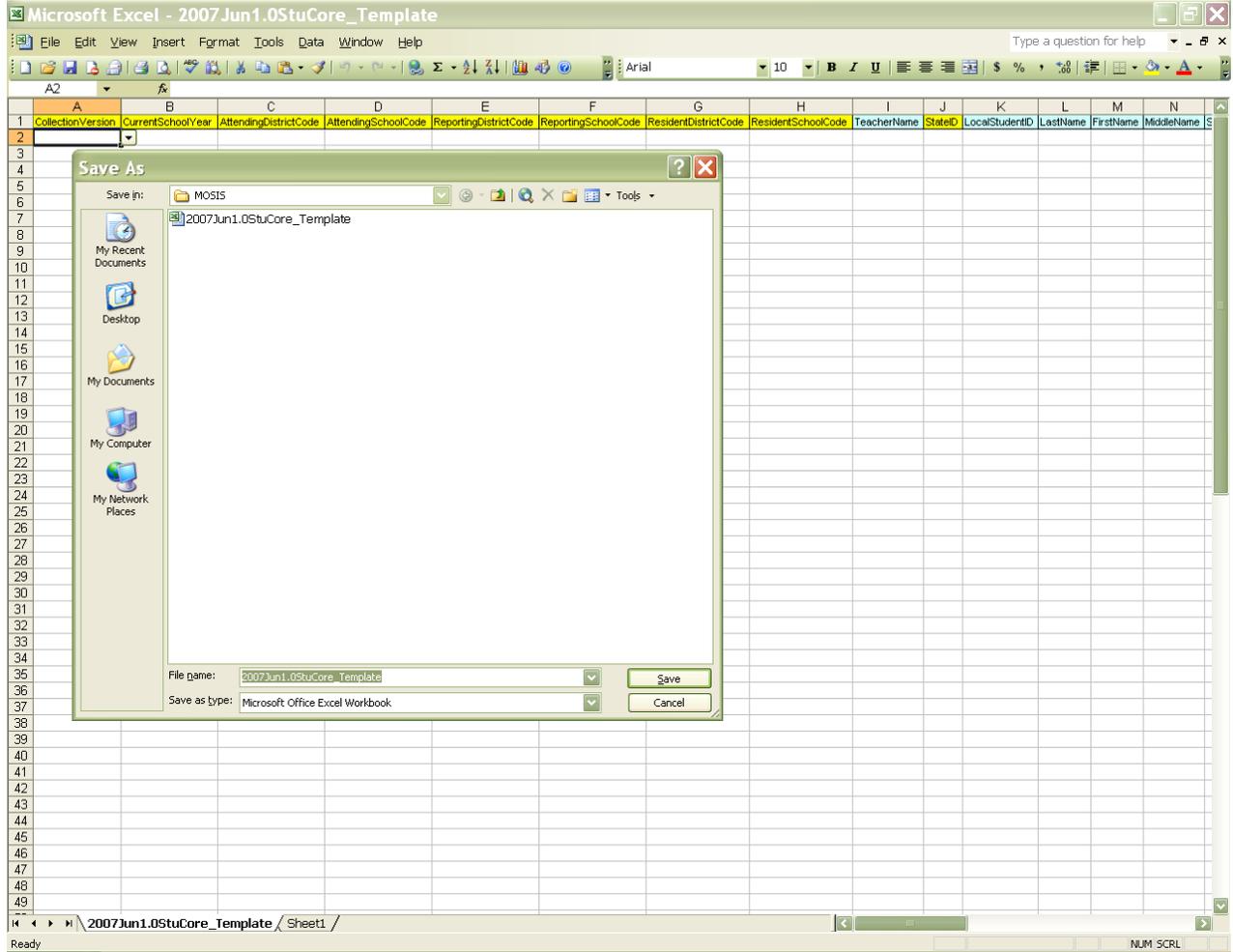
Now that you have the student data entered you must save it in a comma delimited format. Navigate to the Excel template and ensure the tab for the template you are working on is in your active view. You should see all the students you entered. Once you have achieved this click "File" on the Excel menu and choose "Save As". You will be presented with a dialog box prompting you for where to save your document and what to name it (See Appendix A). The first thing you should do is browse to where you want to save the file you are going to submit to the MOSIS: Data Collection System, but you are still not ready to save.

Once you have chosen where you are going to save the file you need to tell Excel to save it in a comma delimited format. To do this you will use the same "Save As" dialog box you used to find where you want to save your file, but this time you need to change the "save as type" drop down and choose "CSV (Comma Delimited) (*.csv)" (See Appendix B). You may name your file and click on the save button. Excel will present you with 2 message boxes before the file is saved. The first one is warning you that there are more sheets in the Excel workbook and you are only saving the current sheet (See Appendix C). You click "OK" on that message. The second message will say that you have chosen to save the sheet in a format that does not support all of excel's formatting features (See Appendix D). You are to click "Yes" on that message.

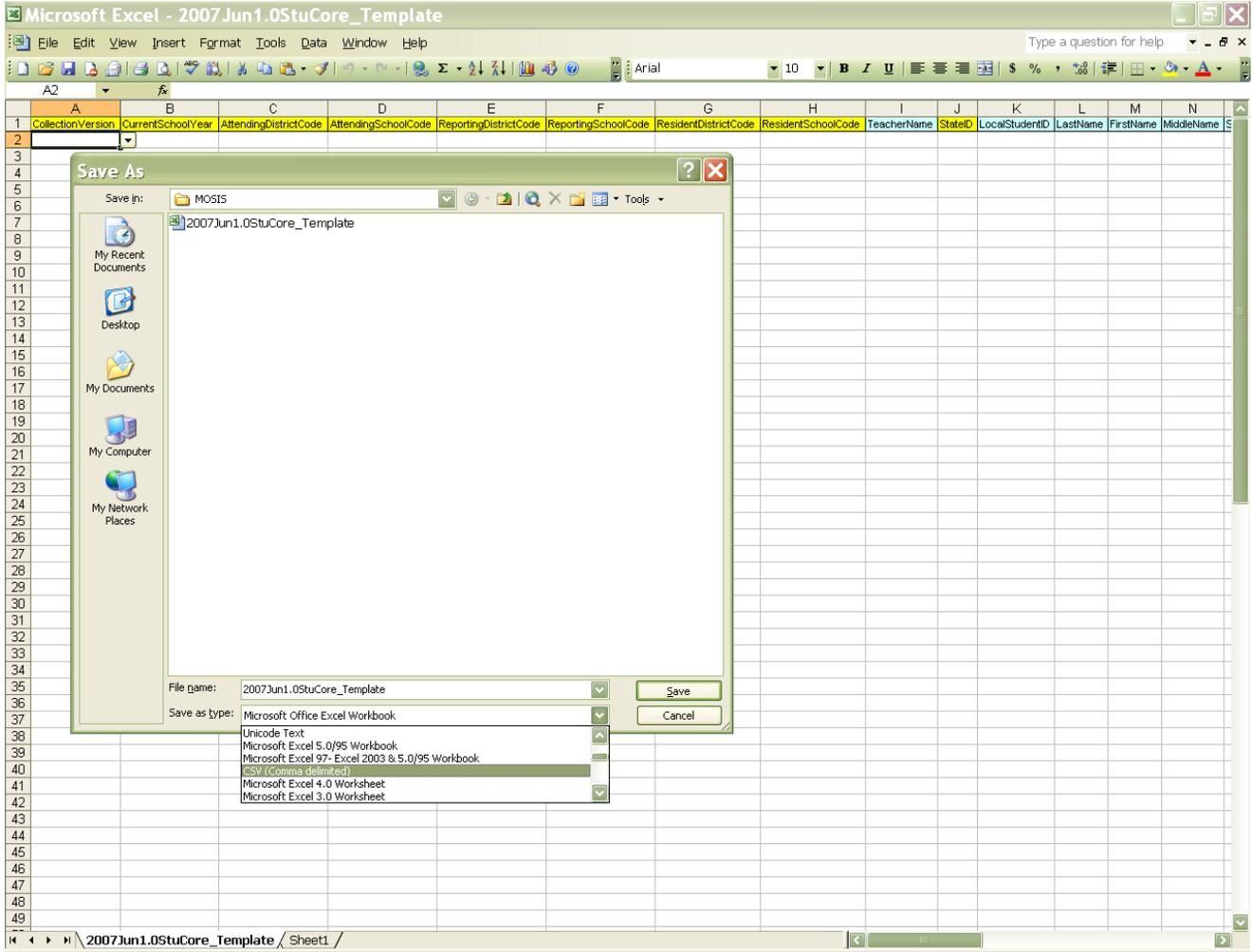
Submitting Your Data

To submit your file to the MOSIS: Data Collection System use Internet Explorer to access DESE's web applications and enter the MOSIS: Data Collection System component. Choose to work on the Data Collection System submission (if asked) and select the orange "New Trial" button. The application will prompt you to locate and upload the file you have prepared with this template.

Appendix A



Appendix B



Appendix C

Microsoft Excel - 2007 Jun1.0StuCore_Template

File Edit View Insert Format Tools Data Window Help

Type a question for help

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1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	S
2	CollectionVersion	CurrentSchoolYear	AttendingDistrictCode	AttendingSchoolCode	ReportingDistrictCode	ReportingSchoolCode	ResidentDistrictCode	ResidentSchoolCode	TeacherName	StateID	LocalStudentID	LastName	FirstName	MiddleName	StudentID
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Collection Version (Required)
1-50 Allowed
Collection Version number will be determined by DESE. Refer to the submission file format for the valid collection version.

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

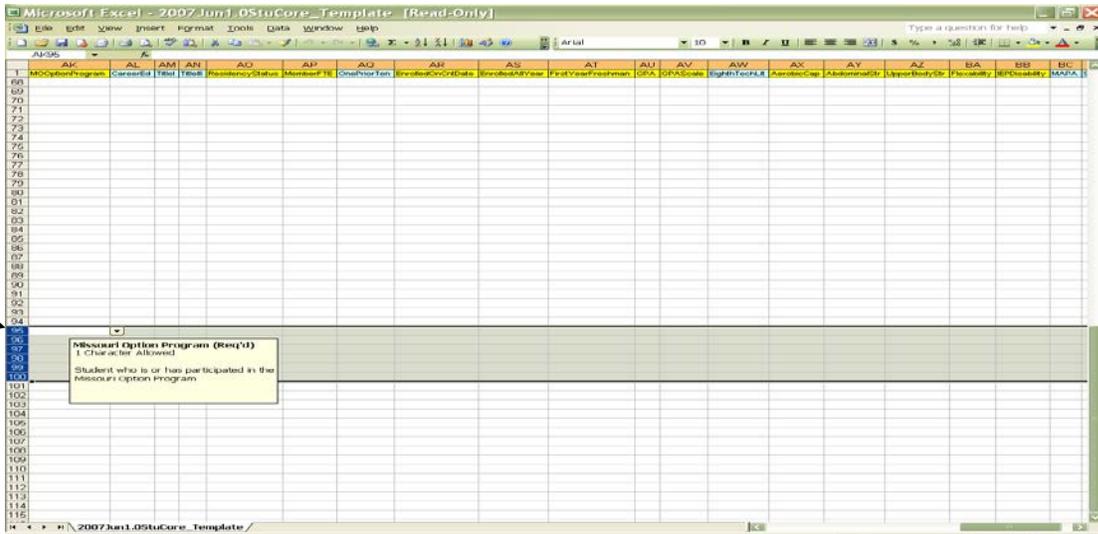
2007Jun1.0StuCore_Template / Sheet1

Appendix D

The screenshot shows the Microsoft Excel 2007 interface. The title bar reads "Microsoft Excel - 2007Jun1.0StuCore_Template". The menu bar includes File, Edit, View, Insert, Format, Tools, Data, Window, and Help. The ribbon shows the "Data" tab with various data manipulation icons. The spreadsheet grid has columns A through N and rows 1 through 49. The first row (row 1) contains the following headers: A: CollectionVersion, B: CurrentSchoolYear, C: AttendingDistrictCode, D: AttendingSchoolCode, E: ReportingDistrictCode, F: ReportingSchoolCode, G: ResidentDistrictCode, H: ResidentSchoolCode, I: TeacherName, J: StateID, K: LocalStudentID, L: LastName, M: FirstName, N: MiddleName. A yellow tooltip box is visible over cell A2, containing the text: "Collection Version (Required) 1-50 Allowed. Collection Version number will be determined by DESE. Refer to the submission file format for the valid collection version." A "Microsoft Excel" dialog box is open in the center of the screen, with the following text: "2007Jun1.0StuCore_Template.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?" Below this text are three bullet points: "• To keep this format, which leaves out any incompatible features, click Yes.", "• To preserve the features, click No. Then save a copy in the latest Excel format.", and "• To see what might be lost, click Help." At the bottom of the dialog box are three buttons: "Yes", "No", and "Help". The status bar at the bottom of the Excel window shows "Ready" on the left and "NUM SCRL" on the right.

Appendix E

Highlight the appropriate rows.



On the Excel menu, select Edit, Clear, All.

