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Introduction

The WDE435 is the annual data collection from districts that will provide application information in regards to program eligibility requirements and how the Instructional Facilitators (IF) are evaluated. This information is collected in a word document that will be uploaded with the IF information that is provided via an Excel spreadsheet.

School Districts are required to submit a variety of data collections each year. The data collected by the Wyoming Department of Education (WDE) is critical and essential to the continual growth of Wyoming’s education system. It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents, and policy makers to most appropriately impact the teaching and learning process.

Department Accountability staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE435 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the district to the Department. The WDE435 data is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and district employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE435 Data Collection.

WDE435 Authority

The authority for the WDE to collect data included in the WDE435 is listed below:

In partial fulfillment of W.S. 21-13-335
Districts should upload the WDE435 report no later than April 11, 2016 unless the Collection Steward has approved a later deadline of April 15, 2016. Timely submission helps ensure prompt processing of the grant application. Corrections to submitted data (if needed) must be completed by the collection due date in order to ensure the data is error free.

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**Spring 2016 WDE435 Data Collection**

- **WDE435 Data is uploaded to the Department**
- **Data is loaded into Staging Tables**
- **Error checks are executed**
- **Steward works with district to clean data errors.**
  - **District Corrects Errors**
  - **Steward notifies district to resubmit WDE435**
  - **Does the District have Additional Errors?**
    - **Yes**
    - **District Corrects Errors**
    - **Steward notifies district to resubmit WDE435**
    - **No**
    - **Data is moved to production. Process is complete.**
Instructions

Accessing the WDE435 Collection
The WDE435 collection has two parts to the data collection process. The first part is the Excel spreadsheet used to collect information on the Instruction Facilitators and the second part is the Word application document. These forms can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page. Or follow this link: http://edu.wyoming.gov/data/dcs/

Within the Data Collection Suite – Forms Inventory page, scroll down to select the WDE435 – Instructional Facilitators Grant Application and Report collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE435 link to open the Excel workbook and then save it to your system using the suggested file name of WDE435-YourDistrictID. Click on the Application and Report link to download and save the Word document to your system.

The WDE435 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE435.

Data Compilation
Data will be entered in the WDE435 worksheet of the Excel workbook. Data can be pasted from a source file by using the 'cut and paste special' function to minimize data entry errors. Data elements are defined in this document. The INSTRUCTIONS worksheet of the WDE435 Excel workbook also contains information on the data elements of the WDE435.

Instructional Facilitator Information Elements
- Staff ID
- School ID
- First Name
- Middle Name
- Last Name
- Full Time or Part Time?
- What percent if part time?
- If part time, what other responsibilities?
- Percentage of salary from IF grant
- How is IF salary augmented?
Detailed definitions for each element are contained on the instructions page of the WDE435 data collection worksheet.

**Entering data in the WDE435**

Enter data in the form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from some sort of source material, the data can be copied in the WDE435 using the Paste Special option within Excel. Do not have blank lines within your data.

**Data Submission**

When all data has been entered and checked for accuracy save the file to your system. The Application and Report document should be completed as well. These files are now ready to be uploaded to the Department. The district uploader will select the **Data Submission Log In** link at the top right of the Data Collection – Forms Inventory page at [http://edu.wyoming.gov/data/dcs/](http://edu.wyoming.gov/data/dcs/).

This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A Fusion username and password are required. To obtain the right to upload data to the Department, contact your Fusion Administrator and make sure the correct roles are assigned. Once the Data Submission Log In link is accessed, the user will be on the Support page of the Data Collection Suite. From there, the user will select the upload link and will then be prompted to enter their Fusion User Name and Password. Please be aware that the following depictions of what the user will view on the screen are examples only. The user account information that is shown is a testing account and does not represent a valid user.
Uploading the WDE435 Collection

Once logged in to the secure Data Collection Suite website, the user will have a choice of which collection to upload to (depending on the roles assigned the user) via the Collection Selector drop down. Chose the WDE435 – Instructional Facilitator Grant Application and Report. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information. The following screen shot is an example of what the user will see.
Collection Selector

Collection:
VDE435 - Instructional Facilitator Grant Application and Report

If you feel there is a collection missing from this list, you may need to request access.

Collection Due Date:
4/15/2016

Submission Upload

Submissions:
---Select a Submission---

File Role in Submission:
---Select a File Role---

Files:

Comments:

Current Respondent
You are currently representing:
Natrona County School District #1
Organization Code: 1301000

Previous Submissions
No Previous Submissions

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at VDE for state wide data integrity and quality checks.
If this is the first time you are submitting data then for the Submissions information select ‘Start a New Submission’ \{1\} from the drop down box. For File Role in Submission select ‘Supporting file’ \{2\} and then enter a secondary file \{3\}. The secondary file is the Word document of the Grant Application and Report that has already been completed. Comments may be entered and are optional. Click the Upload File button once all Submission Upload information has been entered. Once the file has uploaded, the user will then be asked to upload another file. Click the Upload Another File button.
Notice that under the Validation Results Summary information that it indicates that the submission package was not validated and that a supporting file has been received. Once the Upload Another File button is selected, the user will be returned to the Submission Upload screen. The respondent will receive a confirming email once this file has been uploaded.
For this Submission Upload, select the submission that you just uploaded to from the Submissions drop down box \((1)\). For this upload the File Role is changed to the Primary Data File \((2)\). The Primary data file is the WDE435 Excel workbook so this is the file to be uploaded and that is what will be selected as the File \((3)\). Comments are optional and can be entered at this time. Once all Submission Upload information is entered, click the Upload File button. Since this is the Primary Data file, data validation will be performed on the incoming data to create the Validation Report. Once the data validation is complete, a summary of the results will be reported to the user. When the file is correctly uploaded, the respondent will receive a confirming email regardless if the data file passed validation.
Data did not pass validation
In the following example, the Validation Results Summary states that the submission did not pass the data validation.

To view the errors associated with the file upload, select the Validation Report Button. Clicking on this button will show the summary of the errors found, as the following example depicts.
To view in detail the reported errors, click the arrow on the left to expand the selection. Please contact the Collection Steward if there are questions in regards to this Validation Report. The Validation Report will show the error by displaying the Collection Item (element) that did not pass, why the element did not pass data validation and the field location (cell location) of the error. Please correct the errors noted and resubmit the file. If the files does not pass data validation, the submission cannot be certified. NOTE: This validation report may also be viewed under the submission link, Validation Reports tab.

Data passed validation
If the uploaded file did pass data validation, the Validation Results Summary will reflect this. The user will see the following example. Note that there is not an error count being displayed.
Not only is it recommended that the user review the validation report to ensure that all data was uploaded correctly but this is the easiest way to certify the submission. To do this, click on the Validation Report button. Once selected the following screen is displayed.
If your Fusion user account is assigned the Certify role, then you will notice there is now a Certify option. If you do not see this option, then your account does not have the Certify role and the Fusion user that does have this role will need to certify this data under the submissions link.

Click on this Certify option (if available) to view the following summary/certification screens.
Click the Certify button to certify your submission to the Department and view the following confirmation screen.
Note: The above documented process is the recommended way to submit and certify data to the Department. However, you may upload the files in any order but the Validation Report and Certify options will only be available once the Primary Data file has been upload. The submission can also be certified under the submission link as well. The process is the same. Once the submission is certified, the persons within the district that have certify rights to this collection along with the Collection Steward will receive a confirming email stating that the submission was certified.

Important Note: Since this a staff level data collection, there cannot be any blank lines between the staff information. The data validation is performed until it comes across a blank line at which point it is assumed that there is no more data to process and the validation process is then terminated. Having blank lines between student information will result in not having all the information processed and loaded into the system for further analysis.

Corrections to Data
You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2016 WDE435 data are restricted to a firm timeline. The Collection Steward will have an error report from your submitted data and will work with you to resolve any errors. Plan to work closely with the Collection Steward during the collection period until your data are clean. If you find an error and need help with resolution contact the WDE435 Collection Steward: Tracy Stibitz at tracy.stibitz@wyo.gov or (307) 777-8979. All errors must be resolved before data is final.
Re-uploading
Once your data are uploaded, you will be able to upload again as needed to correct errors discovered in
the previous submission. The Steward will have an error report from your submitted data and will work with
you to resolve any errors. The collection window is April 1 – April 15, 2016. Remember, all errors must be
resolved before data is final.

Error Report
Once your data is certified, the DCS automatically post-loads your data into WDE’s database. From
here, Business Rules are applied to your data. Business Rules are other data validation rules that your data
must pass in order for the data to be error free. An example of a Business Rule is when the Other
Responsibilities text field has to have data in it if the staff member is part time. Another example is the How
is the IF salary augmented field has to have data in it if the Percentage of salary from IF grant is not 100%.
Keep in mind that just because the file passes data validation upon uploading does not mean that the
process is complete and that your data is error free. Errors can still reside in the data due to the applying of
the Business Rules and must be corrected.

The Error Report can be accessed from the Data Collection Suite – Form Inventory page, under the
Documents Tab. Please refer to Accessing the WDE435 Collection section of this document for further
information on how to access the Error Report. A Fusion user name and password is required to access the
report. Once you have certified your data, please wait at least 24 hours before accessing this Error Report
to review any additional errors. If your institution does not appear in the drop down box, then you do not
have any errors and congratulations, the process is now complete. If there are errors, please correct the
original Excel workbook and re-upload, repeating the process over again.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE435 CONTENT QUESTIONS?
Tracy Stibitz, (307) 777-8979 or tracy.stibitz@wyo.gov

WHOM DO I CONTACT REGARDING SUBMISSION/UPLOAD QUESTIONS OR PROBLEMS?
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov

WHOM DO I CONTACT REGARDING USERNAME AND PASSWORDS OR COLLECTIONS ROLES IN ORDER TO UPLOAD A COLLECTION?
The rights to upload data to the Department are assigned at the district office. Contact the district's Fusion Administrator who can set rights and re-set passwords.

WHOM DO I CONTACT REGARDING THE WYOMING DEPARTMENT OF EDUCATION DATA COLLECTION EFFORTS AS A WHOLE?
Susan Williams, (307) 777-6252 or susan.williams@wyo.gov
Elizabeth Foster, (307) 777-7009 or elizabeth.foster@wyo.gov