Table of Contents
Introduction ........................................................................................................................................... 4
Collection Schedule .......................................................................................................................... 5
Instructions .......................................................................................................................................... 6
WDE680A Guidance ............................................................................................................................ 7
WDE680B Guidance ............................................................................................................................ 7
WDE680C Guidance ............................................................................................................................ 8
WDE680D Guidance ............................................................................................................................ 9
Data Submission .................................................................................................................................. 10
Uploading the WDE680A Collection .................................................................................................. 12
Data did not pass validation ............................................................................................................... 14
Data passed validation ....................................................................................................................... 16
Corrections to the Data ..................................................................................................................... 19
Re-uploading ....................................................................................................................................... 20
Error Report ......................................................................................................................................... 20
Frequently Asked Questions ............................................................................................................. 21
Introduction

The Carl D. Perkins Vocational and Technical Education Act of 2006 (Perkins IV) is the principal source of federal funding to states for the improvement of secondary and post-secondary career and technical educational programs. States are provided with funds for the distribution to local educational agencies (LEA) and post-secondary institutions for enhancing academic and technical knowledge and skill individuals need to prepare for further education or careers in current or emerging employment sectors.

This guidebook will help the Post-secondary institutions submit their Follow-up, Participant, Concentrator and 3P1 Tracker information to the Wyoming Department of Education.

School Districts and colleges 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. The data from Post-secondary institutions plays a vital role in the process as well.

Department CTE staff will be able to review and assist post-secondary institutions to provide complete, accurate data before adjudicating these collections. These collections are accessed through the Department forms inventory, downloaded, completed, and uploaded by the post-secondary institution to the Department. The data collected is meant to be used by the WDE, Wyoming Legislature, Federal Reporting requirements, and post-secondary employees. It is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within these WDE680(A,B,C,D) Data Collections.

WDE680(A,B,C,D) Authority

The authority for the WDE to collect data included in the WDE680(A,B,C,D) is listed below:

(federal) Carl D. Perkins Career and Technical Education Act of 2006, SEC. 113(c)(2)
Collection Schedule

WDE680A Collection Window: January 8, 2018 - January 31, 2018
WDE680B Collection Window: July 18, 2018 – August 31, 2018
WDE680C Collection Window: July 18, 2018 – August 31, 2018
WDE680D Collection Window: July 18, 2018 – August 31, 2018

Post-secondary institutions should upload the WDE680(A,B,C,D) report per their respective reporting cycle timelines unless the Collection Steward has approved a later deadline. However, the data for these collections can be uploaded and validated at any time during the collection window. Due to the submission of Federal Reporting requirements from the Department, all data must be submitted by the due date. Corrections to submitted data (if needed) must be completed by the collection due date in order to ensure the data is error free.
Instructions

This Guidebook will detail how the WDE680A is uploaded and certified through the Data Collection Suite (DCS). However, the process is the same for uploading and certifying the WDE680(B,C,D) collections. Please read through each collection’s specific guidance section as there are slight differences between the collections as far as what data is submitted, the Excel workbooks, and Error Reports.

Accessing the WDE680(A,B,C,D) Collections

The WDE680(A,B,C,D) collections are Excel based collections that can be accessed through the Wyoming Department of Education Data Collection Suite – Forms Inventory web page.

Within the Data Collection Suite – Forms Inventory page, scroll down to select the WDE680A – CTE Post-Secondary 4P1 Follow-up collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE680A link to open the Excel workbook and then save it to your system using the suggested file name of WDE680A-YourPost-SecondaryInstitutionID.

The WDE680A Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE680A.
WDE680A Guidance

Data Compilation
Data will be entered in the WDE680A worksheet of the Excel workbook. The workbook has one worksheet of data entry and one worksheet of instructions. Please enter College ID – Name, Completed by, Email and Phone of the person uploading the data. Data can be pasted from a source file compiled from the institution’s student information system or other source material. Use the ‘cut and paste special’ function within Excel to minimize data entry errors. Data elements are defined in this document as well as on the Instructions tab of the WDE680A Excel workbook. This data collection is designed to collect student level data for CTE follow-up purposes. Only report students that were actually followed-up with.

WDE680A CTE Post-Secondary 4P1 Follow-up data

Student Follow-up Elements
- Student ID
- First Name
- Middle Name
- Last Name
- Gender
- Ethnic Code
- Race Code
- Program ID
- CIP Code
- Single Parent
- LEP
- ADA
- Economically Disadvantaged
- Displace Homemaker
- Employed Military
- Apprentice
- Location at time of Follow-up
- Related Employment

Entering data into the WDE680A
Enter data into the Excel form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from another data source, the data can be copied into the Excel form using the Paste Special Option with Excel.

WDE680B Guidance

Data Compilation
Data will be entered in the WDE680B worksheet of the Excel workbook. The workbook has one worksheet of data entry and one worksheet of instructions. Please enter College ID – Name, Completed by, Email and Phone of the person uploading the data. Data can be pasted from a source file compiled from the institution’s student information system or other source material. Use the ‘cut and paste special’ function within Excel to minimize data entry errors. Data elements are defined in this document as well as on the Definitions tab of the WDE680B Excel workbook. This data collection is designed to collect student level data for CTE Participants. Due to the large amount of data being reported, the WDE680B worksheet is not protected and does not provide drop down options. The system will begin reading student level data on row 17 of the Excel workbook.
WDE680B CTE Post-Secondary Participant

Participant Elements
- College Name
- Student ID
- First Name
- Middle Name
- Last Name
- Gender
- Ethnic Code
- Race Code
- SP
- LEP
- ADA
- ED
- DH
- Sec Course
- Sec Name
- CIP
- Enrollment Term
- Term Start Date
- Term End Date
- Credits Completed

Entering data into the WDE680B
Enter data into the Excel form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from another data source, the data can be copied into the Excel form using the Paste Special Option with Excel.

WDE680C Guidance

Data Compilation
Data will be entered in the WDE680C worksheet of the Excel workbook. The workbook has one worksheet of data entry and one worksheet of instructions. Please enter College ID – Name, Completed by, Email and Phone of the person uploading the data. Data can be pasted from a source file complied from the institution’s student information system or other source material. Use the ‘cut and paste special’ function within Excel to minimize data entry errors. Data elements are defined in this document as well as on the Definitions tab of the WDE680C Excel workbook. This data collection is designed to collect student level data for CTE Concentrators. Due to the large amount of data being reported, the WDE680C worksheet is not protected and does not provide drop down options. The system will begin reading the student level data on row 17 of the Excel workbook.

WDE680C CTE Post-Secondary Concentrator

Concentrator Elements
- College Name
- Student ID
- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- Ethnic Code
- Race Code
- SP
- LEP
- ADA
- ED
- DH
- Program ID
- Program Title
- CIP
- Fall
- Last Attended
- Status Code
- Status Desc
- Start Date
- End Date
- Degree/CCD
- Degree/CCD Date

**Entering data into the WDE680C**
Enter data into the Excel form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from another data source, the data can be copied into the Excel form using the Paste Special Option with Excel.

**WDE680D Guidance**

Since the 3P1 Tracker File is provided to Post-Secondary institutions via the National Student Clearing House (NSCH), the WDE does not provide an Excel workbook for the data to be entered into. Also, since the file is provided via the NSCH, the WDE does not have a file layout, but was able to determine that the data provided is consistent in regards to the data elements throughout the Post-Secondary institutions.

In order for the file to be loaded through the DCS software, the file needs to be slightly edited. It is **IMPAIRITIVE** that the worksheet be renamed to **WDE680D** prior to uploading! This cannot be stressed enough. If this step is not preformed, the upload will result in errors. Again, it is **IMPAIRITIVE** that the worksheet be renamed to **WDE680D** prior to uploading! Also, please save the file in the Excel .xlsx format if it is not already. No Error Report is required for this collection.

The system will begin reading student level data starting at row 2 of the workbook.
(example of how to modify the WDE680D workbook)

Data Submission

When all data has been entered, checked for accuracy, and saved to your system the file is now ready to be uploaded to the Department. The person uploading the data will select the Data Submission Log In link at the top right corner of the Data Collection – Forms Inventory page.
This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A Fusion user name and password is required along with the WDE680 credentials. Once the Data Submission Log In link is accessed, the user will land on the Support Page of the Data Collection Suite. From there, the user will select the Uploads link and will then be prompted to enter their Fusion user name and password if the system does not already have this information. If you do not have a Fusion user name and password or are unsure of your WDE680 credentials, please contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.

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 represent a valid user.
Uploading the WDE680A Collection

Once logged into 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. For this example, chose the WDE680A – CTE Post-Secondary 4P1 Follow-up option. Once selected, the Collection Due Date will load and the user will prompted for the Submission Upload information.

Note: Since the WDE680(B,C,D) collections are all open at the same time, all three collections will appear in the Collection Selector drop down. Chose the appropriate collection.
(example of a blank Submission Upload screen)
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. Otherwise, you can upload to a previous submission. For File Role in Submission select ‘Primary Data File’ \{2\} and then enter the primary file that is stored on your system \{3\}. Comments \{4\} may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE680A to the Department. Data validation will be performed on the incoming data to create the Validation Report. This process can take from one minute up to five minutes. 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 and list the error count contained in the data file.
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 or the Data Collection Specialist 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 (actual cell location in the Excel workbook) 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 it 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 on the Certify button to certify your submission to the Department and view the following confirmation screen.

NOTE: The submission can also be certified under the submission link as well; the process is the same.

Once the submission is certified, the persons 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 these are student level data collections, there cannot be any blank lines (rows) between the student 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. Including blank lines between student information will result in the system not having all the information processed and loaded into the system for further analysis.

**Corrections to the Data**

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the data are restricted to a firm timeline. The Collection Steward will work with you to resolve any errors in your submitted data via the error report. Plan on working 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
Collection Steward: Randall Butt, randall.butt@wyo.gov, (307) 777-5329. All errors must be resolved before data is final.

**Re-uploading**

Once your data is uploaded, you will be able to upload again as needed to correct errors discovered in the previous submission. The Collection Steward will help you access the error report from your submitted data and will work with you to resolve any errors. Please be aware of the collection windows per collection. Remember all errors must be resolved before data is final.

**Error Report**

Once your data is certified, the DCS automatically post-loads the data into WDE’s database. From this point, business rules or secondary validation rules that the data must pass in order for the data to be error-free, are applied to the submitted data (e.g. all required fields must have data in them and match the valid options). Keep in mind that just because the file passes data validation upon uploading, it does not mean that the process is complete and that the data is error free.

The Error Report can be accessed from the Data Collection Suite – Forms Inventory page, under the Documents tab. Please refer to Accessing the WDE680A 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 the data has been certified, please **wait at least 24 hours** before accessing this Error Report to review any additional errors. If your college does not appear in the drop down box, congratulations, no errors were found and the process is now complete. If there are errors, please correct the original Excel workbook and re-upload. Repeat this process until no errors are found.

**Note:** The WDE680D does not have an Error Report as this data is provided to the Post-Secondary Institutions via the National Student Clearing House (NSCH). Because this data is provided, there is no way to correct the data, hence no Error Report.

**Definitions to remember:**

**Data Validation:** This is the process of validating the data upon upload. This process makes sure that all required fields have been provided as well as making sure all data is within the specified ranges. That is, if the field can only be a ‘Y’ for yes, or ‘N’ for no, then the system validates this field to make sure these are the only valid options.

**Validation Report:** The Validation Report is generated at the time of upload. This report does data validation and it can be accessed immediately after upload or under the Submissions link in the DCS module.

**Error Report:** This report is generated once the data has been certified and has been loaded into WDE’s SQL database where the Business Rules are applied. The report is accessed from the Forms Inventory page of the WDE website. Please wait **24 hours** between correcting and uploading cycles to view this report.
Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE680(A,B,C,D) CONTENT QUESTIONS?
   Randall Butt, (307) 777-5329 or randall.butt@wyo.gov
   Tonya Gerharter, (307) 777-6808 or tonya.gerharter@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?
   Susan Williams, (307) 777-6252 or susan.williams@wyo.gov

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