



wde

WDE688 – Climate Survey Roster Guidebook

September 2016

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Introduction

During the 2015 legislative session, the Wyoming Department of Education (WDE) was directed to form an Alternative Schools Technical Advisory Group (TAG) and develop a framework for alternative school accountability. The TAG was charged with developing a system that provides more accurate representations of alternative school performance than the current model under the Wyoming Accountability in Education Act (WAEA). Alternative school accountability will be based on a model that meaningfully differentiates performance among alternative schools, rather than comparing them to traditional high schools.

The framework for alternative school accountability is comprised of four indicators: Academic Performance, Readiness, Climate, and Engagement. This collection pertains to the Climate indicator. Climate will be measured through a student survey and districts must provide a student roster. Alternative schools are required to submit this data. All high schools are invited to participate. Roster information will be shared with the vendor, Panorama Education, who will assign a unique identifier to each student. This identifier will be used by students to login and will prevent students from responding the survey multiple times.

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 Information Management staff will be able to review and assist districts to provide complete, accurate data before adjudicating the WDE688 collection. This collection is accessed through the Department forms inventory, downloaded, completed, and uploaded by the district to the Department. The WDE688 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 WDE688 Data Collection.

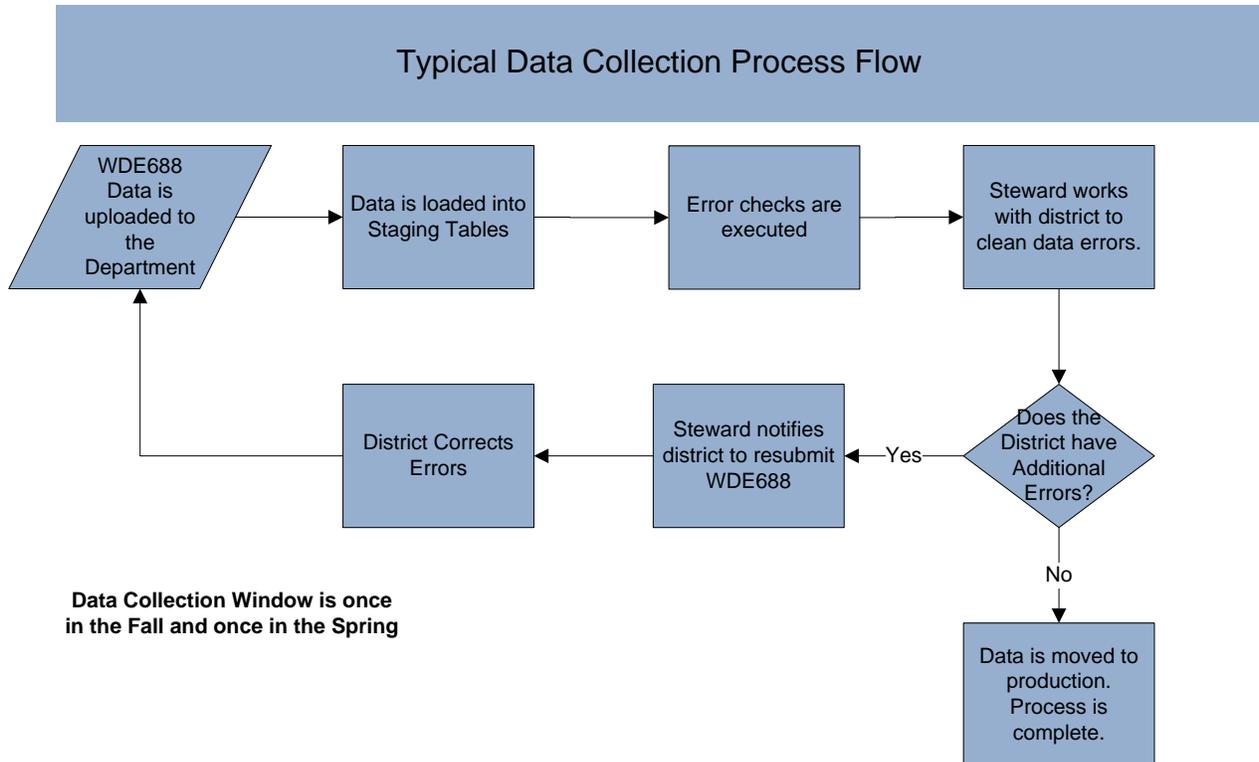
WDE688 Authority

The authority for the WDE to collect data included in the WDE688 is listed below:

W.S. 21-2-204

Collection Schedule

Districts should upload the WDE688 report per the reporting cycle timelines unless the Collection Steward has approved a later deadline. However, the data for this collection can be uploaded and validated at any time during the collection window. Due to the submission of Legislative 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

Accessing the WDE688 Collection

The WDE688 collection is an Excel based collection 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 **WDE688 – Climate Survey Roster** collection. Click on the arrow on the left and navigate to the Documents tab. Click on the WDE688 link to open the Excel workbook and then save it to your system using the suggested file name of *WDE688-YourDistrictID*.

The WDE688 Data Collection Guidebook can also be downloaded. It provides on the go guidance while completing the WDE6887.

▶	WDE687	Student Demographics for Non-Accredited Institutions or Private Schools	Other	Under Review	10/17/2016
▲	WDE688	Climate Survey Roster	District	Under Review	09/16/2016

Description	Contact	Documents
NAME	TYPE	DESCRIPTION
WDE688	Excel Workbook	Roster is required for Alternative Schools. All high schools are invited to participate.
WDE688 Guidebook	PDF Document	Guidebook for the completion of the WDE688 Climate Survey Roster.
Error Report	SSRS Report	Error report for the Fall, School Year 2016-17 data.

Data Compilation

Data will be entered into the WDE688 worksheet of the Excel workbook that collects student demographic information that includes Wisser ID, Student's first, middle and last names, gender, date of birth, race, ethnicity, Lunch Status, ELL and IDEA indicators. The INSTRUCTIONS worksheet of the WDE688 Excel workbook also contains information in regards to the data elements.



WDE688 Climate Survey Roster Data

Student Demographic Elements

- WISER ID
- School ID
- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- Grade
- Asian Race
- Black Race

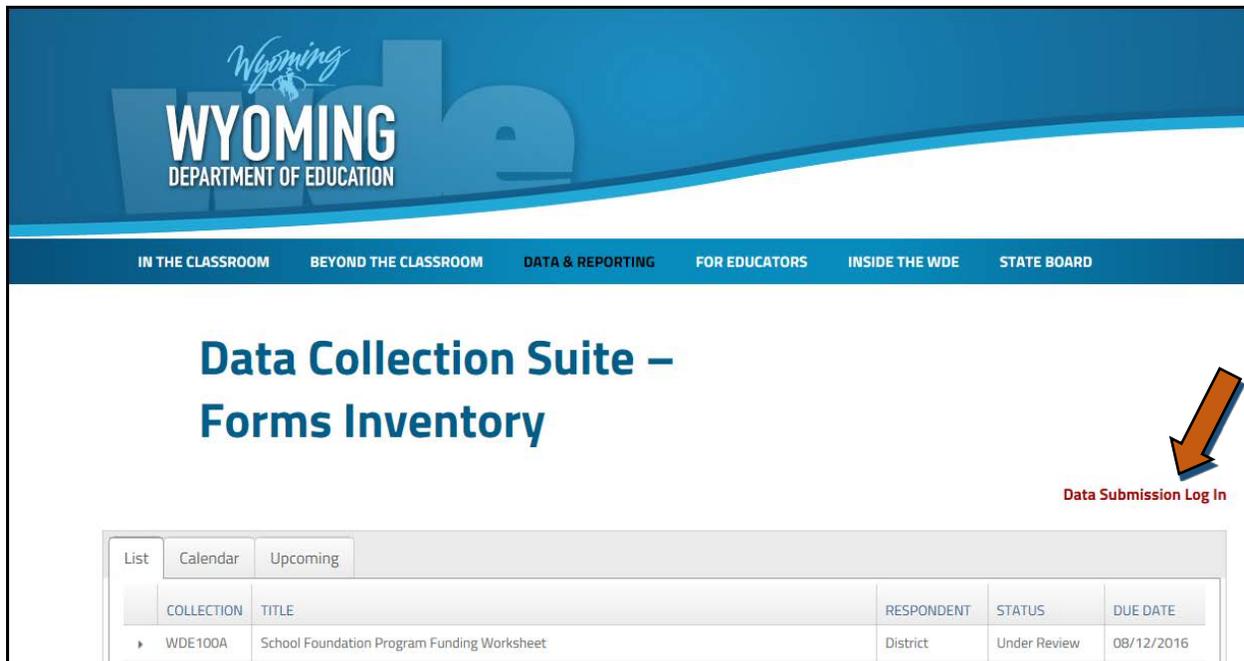
- Indian Race
- Pacific Islander Race
- White Race
- Hispanic Ethnicity
- Lunch Status
- ELL
- IDEA

Entering data in the WDE527

Enter data in the form following all instructions to ensure data quality and no error report. If elements for the collection are pulled from another source, the data can be copied into the WDE688 using the Paste Special option within Excel.

Data Submission

When all data has been entered and checked for accuracy save the file to your system; the file is 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



This website is restricted to authorized users conducting official business with the Wyoming Department of Education. A Fusion username and password is 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 uploads link and will then be prompted to enter his/her Fusion User Name and Password if the system does not already have this information.

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.

Data Collection Suite R1
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forms uploads submissions tracking collections admin support

Support

Welcome to the Data Collection Suite Support!

Per [Director's Memorandum No. 2013-080](#), the Collection Tracking System (CTS) has been replaced with Data Collection Suite Release 1 (DCS). To sign in to DCS please use your Fusion username and password. To sign in, click on the upload hyperlink in the DCS navigation bar at the top of this page. The WDE690 is no longer utilized to manage user credentials for data submission and reporting.

This support page contains valuable links to help solve any technical issues. Please feel free to contact us using any of the following methods.

- The [DCS User Manual](#) can be downloaded via the link on the right.
- The Instructional Video list contains several short how-to videos to help guide users through the data collection submission process.
- In an effort to continuously improve our products and services, please send constructive comments and suggestions to the WDE through the [Provide Feedback](#) tool.
- The [Contact](#) link has telephone and email information for various WDE staff.

We appreciate your time and hope DCS can be a tool that works for everyone.

Sincerely,
The WDE Information Management Division

Support Resources

- [Provide Feedback](#)
- [DCS User Manual](#)
- [Contact Us](#)
- [Current User Profile](#)

Resources

- [Collection Summary](#)
- [DCS - Forms Inventory on WDE Website](#)
- [Home Page of WDE Website](#)
- [Communications on WDE Website](#)
- [WISE Website](#)
- [DCS Support](#)

Instructional Videos

- [Signing into DCS](#)
- [Using the Respondent Selector](#)
- [Uploading and Certifying](#)
- [Retrieving and Resetting Passwords](#)
- [Certifying, Downloading and Decertifying Submissions](#)

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Uploading the WDE688 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 WDE688 – Climate Survey Roster. Once selected, the Collection Due Date will load and the user will then be requested to respond to the Submission Upload information as the following screen depicts:

Data Collection Suite R1

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[forms](#) | [uploads](#) | [submissions](#) | [tracking](#) | [collections](#) | [admin](#) | [support](#) | [logout](#)

Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Submission Upload

Submissions:
 [Reset Form](#)

File Role in Submission

File:

Comments:

Current Respondent
You are currently representing:
Lincoln County School District #1
Organization Code: 1201000 [Change](#)

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 WDE for state wide data integrity and quality checks.

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Collection Selector

Collection:

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:

Current Respondent
 You are currently representing:
Lincoln County School District #1
Organization Code: 1201000 [Change](#)

Previous Submissions
 No Previous Submissions

Submission Upload

Submissions:
 {1} **Upload File** [Reset Form](#)

File Role in Submission
 {2}

File:
 {3}

Comments:
 {4}

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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 {3}. Comments {4} may be entered and are optional.

Once all items are complete, click the Upload File button to submit the WDE688 to the Department. Data validation will be performed on the incoming data to create the Validation Report. Depending on the amount of data being uploaded, this process can take up to five minutes or more. 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 lists the error count contained in the data file.

The screenshot displays the 'Data Collection Suite R1' interface for the State of Wyoming Department of Education. At the top, navigation links include Citizen, Business, Government, and Visitor. A main menu contains forms, uploads, submissions, tracking, collections, admin, support, and logout. The 'Collection Selector' section shows a dropdown menu for 'WDE688 - Climate Survey Roster' and a 'Collection Due Date' of 9/16/2016. The 'Submission Upload' section contains a message: 'Your file has been uploaded. Would you like to upload another file?' with an 'Upload Another File' button. A 'Validation Results Summary' section states: 'The submission package has not passed validation (error count: 11). Please review the validation report to review data validation errors.' Below this is a 'Validation Report' button. On the right, the 'Current Respondent' is identified as 'Lincoln County School District #1' with an organization code of 1201000. A 'Previous Submissions' table lists a submission from 9/9/2016 at 11:03 AM by Liz Districts. A footer contains the Wyoming Department of Education logo, copyright information for 2016, and links for Disclaimer, Privacy Policy, Free CSS Templates, and Theme Icons by FAMFAMFAM.

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:

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Data Collection Suite R1

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[forms](#) [uploads](#) [submissions](#) [tracking](#) [collections](#) [admin](#) [support](#) [logout](#)

Validation Report:
Loading Results for Submission Package: 9/9/2016 11:03 AM - Liz Districts
 Collection:
WDE688-Climate Survey Roster
 Is the submission valid? **No**
 Validation Engine Start: **Friday, September 09, 2016 at 11:07:39 AM**
 Validation Engine End: **Friday, September 09, 2016 at 11:07:40 AM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **11**
 Number of Warnings: **0**

WDE688 - Climate Survey Roster

- This collection cycle is **officially open.**
- Due Date: **9/16/2016**
- Window Opening: **9/12/2016**
- Window Closing: **9/16/2016**
- Expected Number Of Respondents: **48**
- Start: **7/1/2016**
- End: **6/30/2017**

The submission is invalid and cannot be certified at this time.

Set	Is Valid
> Read Worksheet - Successfully Imported Rows: 13	Fail

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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 (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.

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Collection Selector

Collection:
WDE688 - Climate Survey Roster

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
9/16/2016

Submission Upload

Your file has been uploaded. Would you like to upload another file?
[Upload Another File](#)

Validation Results Summary

The submission package has passed validation. Please review the validation report to certify the submission.

[Validation Report](#)

Current Respondent
You are currently representing:
Lincoln County School District #1
Organization Code: 1201000 [Change](#)

Previous Submissions

9/9/2016 11:03 AM - Liz Districts

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 WDE for state wide data integrity and quality checks.

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Not only is 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.

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Validation Report:
Loading Results for Submission Package: 9/9/2016 11:03 AM - Liz Districts
 Collection:
WDE688-Climate Survey Roster
 Is the submission valid? **Yes**
 Validation Engine Start: **Friday, September 09, 2016 at 11:03:51 AM**
 Validation Engine End: **Friday, September 09, 2016 at 11:03:54 AM**
 Submitter: **ldistricts, elizabeth.foster@wyo.gov, 307-777-7675**
 Number of Errors: **0**
 Number of Warnings: **0**

WDE688 - Climate Survey Roster

- This collection cycle is **officially open.**
- Due Date: **9/16/2016**
- Window Opening: **9/12/2016**
- Window Closing: **9/16/2016**
- Expected Number Of Respondents: **48**
- Start: **7/1/2016**
- End: **6/30/2017**

Certify Show ▾

Set	Is Valid
No records to display.	

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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.

[Citizen](#) | [Business](#) | [Government](#) | [Visitor](#)

Data Collection Suite R1

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[forms](#) | [uploads](#) | [submissions](#) | [tracking](#) | [collections](#) | [admin](#) | [support](#) | [logout](#)

Certify Submission Package

- Collection: **WDE688 - Climate Survey Roster**
- Due Date: **9/16/2016**
- Creation Date: **9/9/2016**
- Last Modified: **9/9/2016 11:04 AM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
wde688 - test .xlsx	9/9/2016 11:03:48 AM	9/9/2016 11:04:00 AM	ldistricts

I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

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Click on the Certify button to certify your submission to the Department and view the following conformation screen.

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Submission Package Certification Confirmed

- Collection: **WDE688 - Climate Survey Roster**
- Due Date: **9/16/2016**
- Creation Date: **9/9/2016**
- Last Modified: **9/9/2016 11:05 AM**
- Last Modified By: **ldistricts**
- Submitter Name: **Liz Districts**
- Submitter Phone: **307-777-7675**
- Submitter Email: **elizabeth.foster@wyo.gov**
- Current Status: **Certified**

File name	Data Submit Date	Modified	Modified By
wde688 - test .xlsx	9/9/2016 11:03:48 AM	9/9/2016 11:04:00 AM	ldistricts

You have successfully certified this submission. Confirmation emails have been sent to subscribed users and collection steward(s) at the Wyoming Department of Education.

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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 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 student level data collection, 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 Data

You and the Collection Steward work together to resolve any errors in the data set. Corrections to the 2016 Fall WDE688 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 WDE688 Collection Steward: Brian Wuerth, brian.wuerth@wyo.gov, (307) 777-6748. 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 Steward will have an error report from your submitted data and will work with you to resolve any errors. **The collection window is September 12 – September 16, 2016.** 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. the WISER ID must match the student's name and date of birth; another example is that at least one race has be marked as a 'Y'). 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 WDE688 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 district 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.

Frequently Asked Questions

WHOM DO I CONTACT REGARDING THE WDE527 CONTENT QUESTIONS?

Brian Wuerth, (307) 777- 6748 or brian.wuerth@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 school 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