COLORADO
Department of Education

# RITS READ Match Tool Training

2015

# RITS READ Match Tool Training

**The goal of this training is to help local education agencies (LEAs) obtain SASIDs more efficiently and accurately. This training will include:**

- **Submitting a RITS READ file**
- **Batch Maintenance**
- **Validation Report**
- **Editing a Record**
- **Using the Match Tool when submitting a RITS READ file**
- **Submitting to RITS**

# Things to Remember

- You may submit batches any time of year regardless of what the school year reads
- Please use match tool before submitting as this will expedite SASIDs being issued
- It can take up to several days at the beginning of the school year, due to heavy volume, for cases in review to be reviewed
- If a case(s) is/are still in review 5 days or more contact the RITs coordinator
- Follow protocol on entering student information. For guidance refer to http://www.cde.state.co.us/sites/default/files/RITS%20Documentation%20Guidance.pdf
- Try to avoid submitting duplicate students into RITS

# RITS READ Submission

To submit and update records via the RITS web-based system or via Data Pipeline you must have your district's Local Access Manager (LAM) grant you permissions under the role of "district admin"

To request access please go to this link:

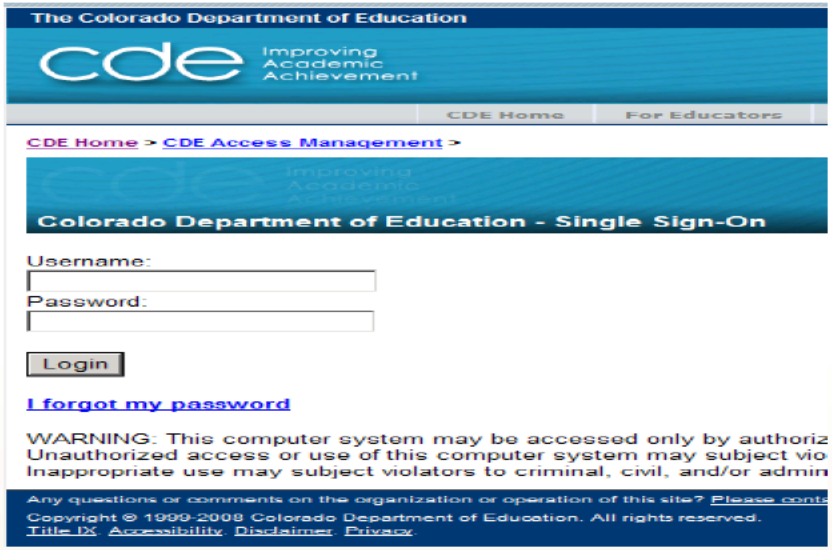
https://cdeapps.cde.state.co.us/index.html

Click on "Request for Assistance"

# RITS READ Submission

- Your Local Access Manager (LAM) will be able to give you access to the Data Pipeline System

- Log onto the Data Pipeline, the system will display a screen similar to the one below:

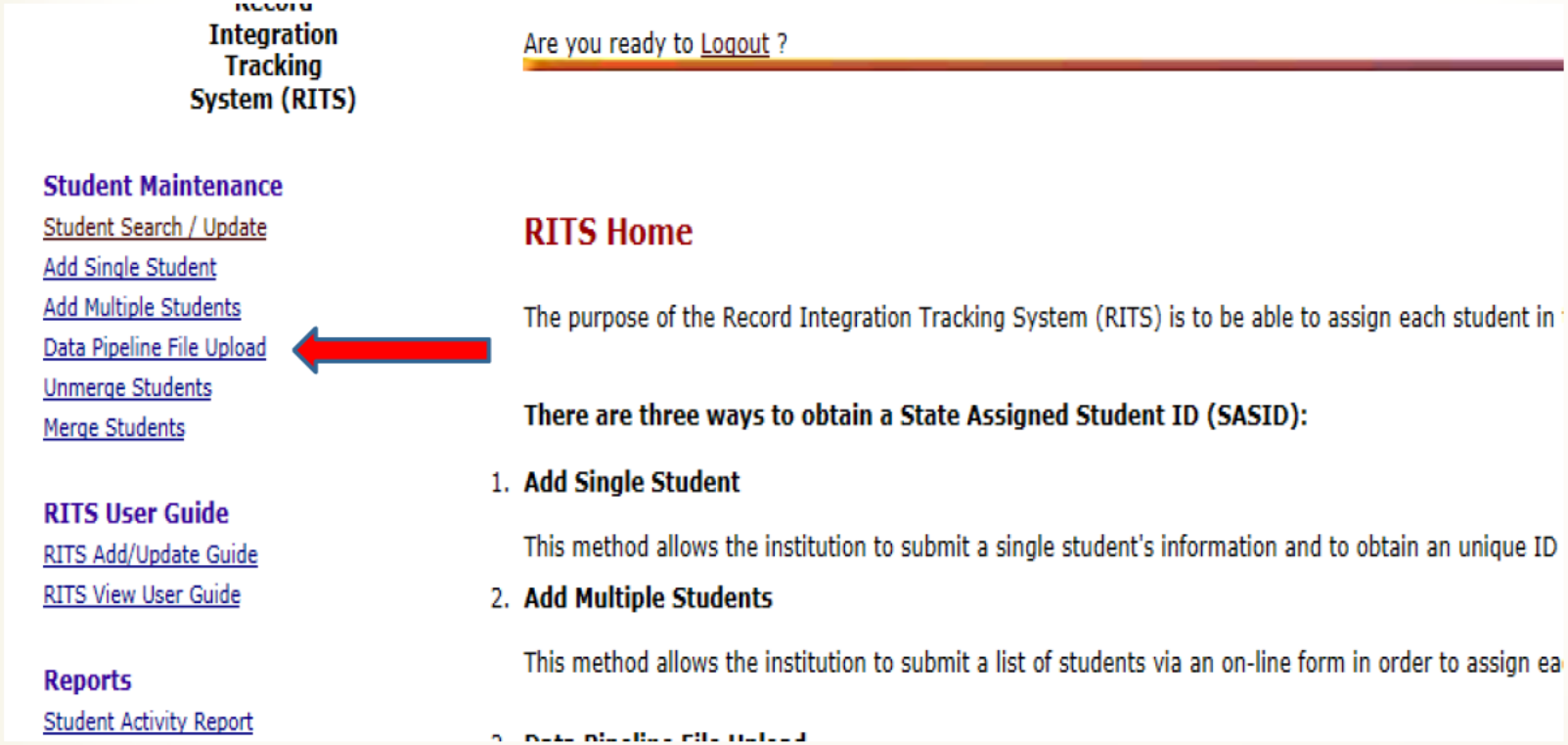


# RITS READ Data Pipeline Submission

- The purpose of the RITS READ data submission is to find out if the student(s) already has/have a SASID(s).
- In doing a RITS READ submission you will save yourself time by searching for a large group of students at one time.
- It is always best practice to search for a student to see if the student already has a SASID. By making this a procedure within your district you will minimize the possibility of creating a duplicate SASID.

# RITS READ Data Pipeline Submission

For the user that has access to submit through the Data Pipeline as well as through the RITS Web System, there is a link in the RITS Web System that will bring you to the Data Pipeline. It will read Data Pipeline Upload. You can also just go directly to Data Pipeline



# Building the RITS READ File

To prepare the RITS READ file follow your vendor's instructions for automatic export from your student information system. If your district is not set up for an automated RITS READ export you will need to build the file yourself following the RITS READ file layout specifications.

File Layouts can be found at the following link:

http://www.cde.state.co.us/DataPipeline/yr_RITS.asp

# Building the RITS READ File

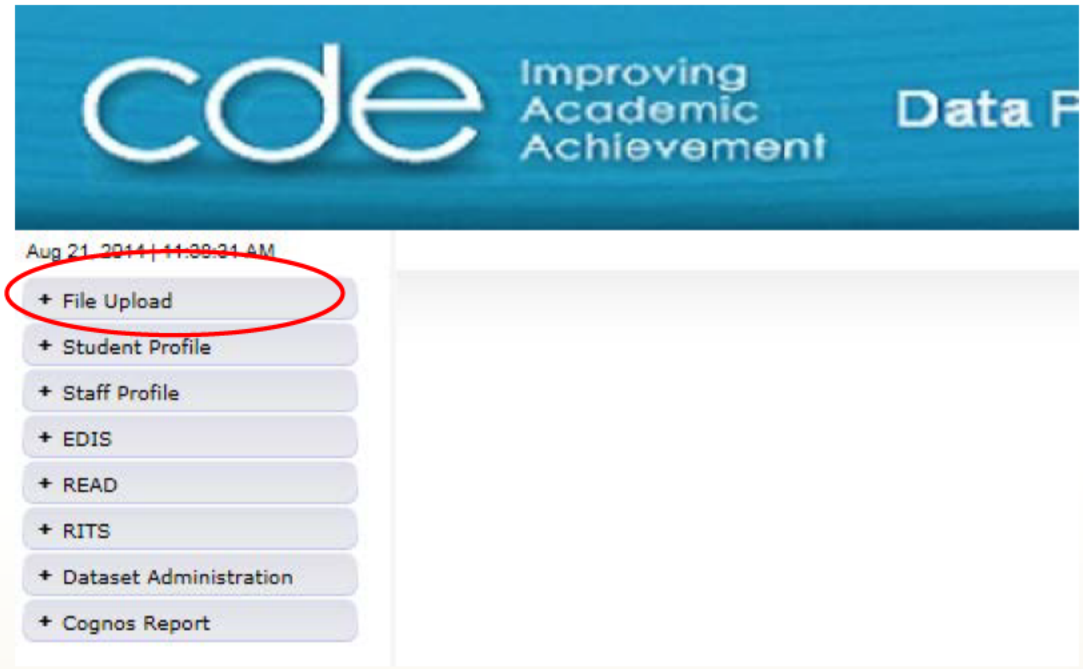
You may submit a file in these three formatting choices:

- Text file
- Excel file – must include a header row with text
- CSV File – must include a header row with text

The naming conventions of the file are determined by the user, with the exception of the use of spaces in the file name – spaces are NOT allowed. Once your file is complete save it to a place that you will remember.

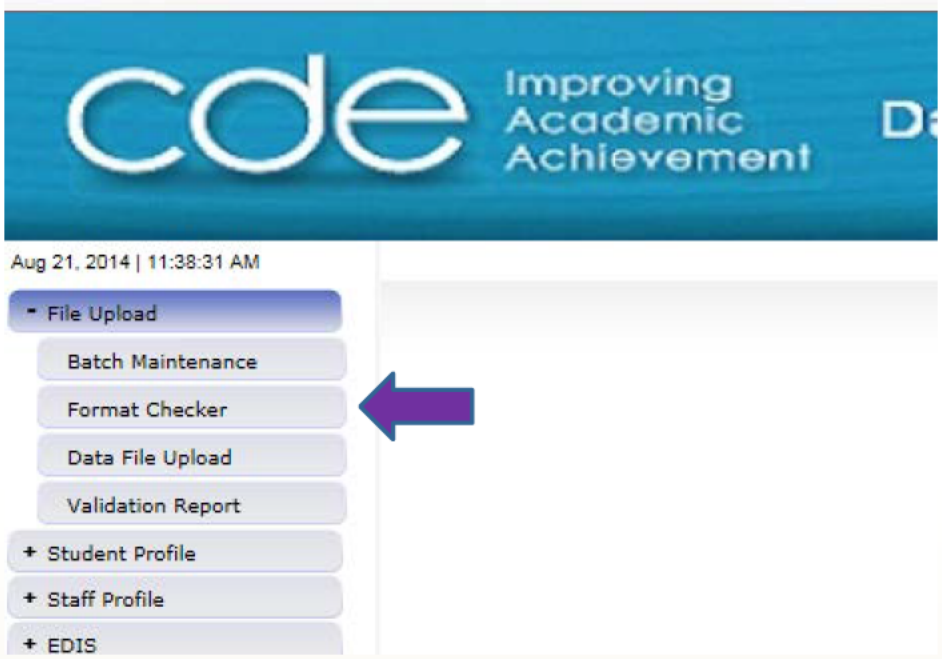
# File Upload

**Click on File Upload – this will open up more choices. We will discuss each sub header as we progress in the power point.**



# File Upload

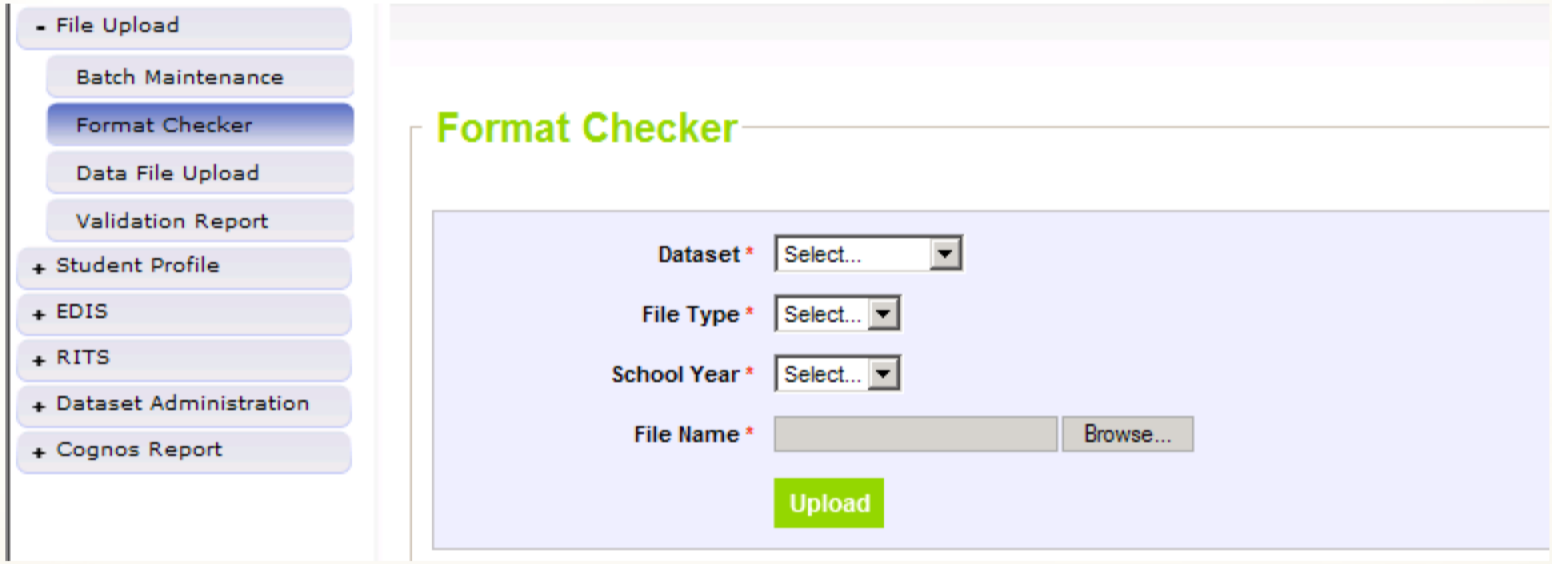
## Next Click on Format Checker



# Format Checker

Format Checker checks the first row (not your header row) of your file for formatting errors
The system is not checking the formatting of the entire file ONLY the first row.

1. Choose your Data Set – RITS
2. File Type – In this case RITS Read
3. School year – current school year
4. Browse to where you saved your file
5. Click Upload

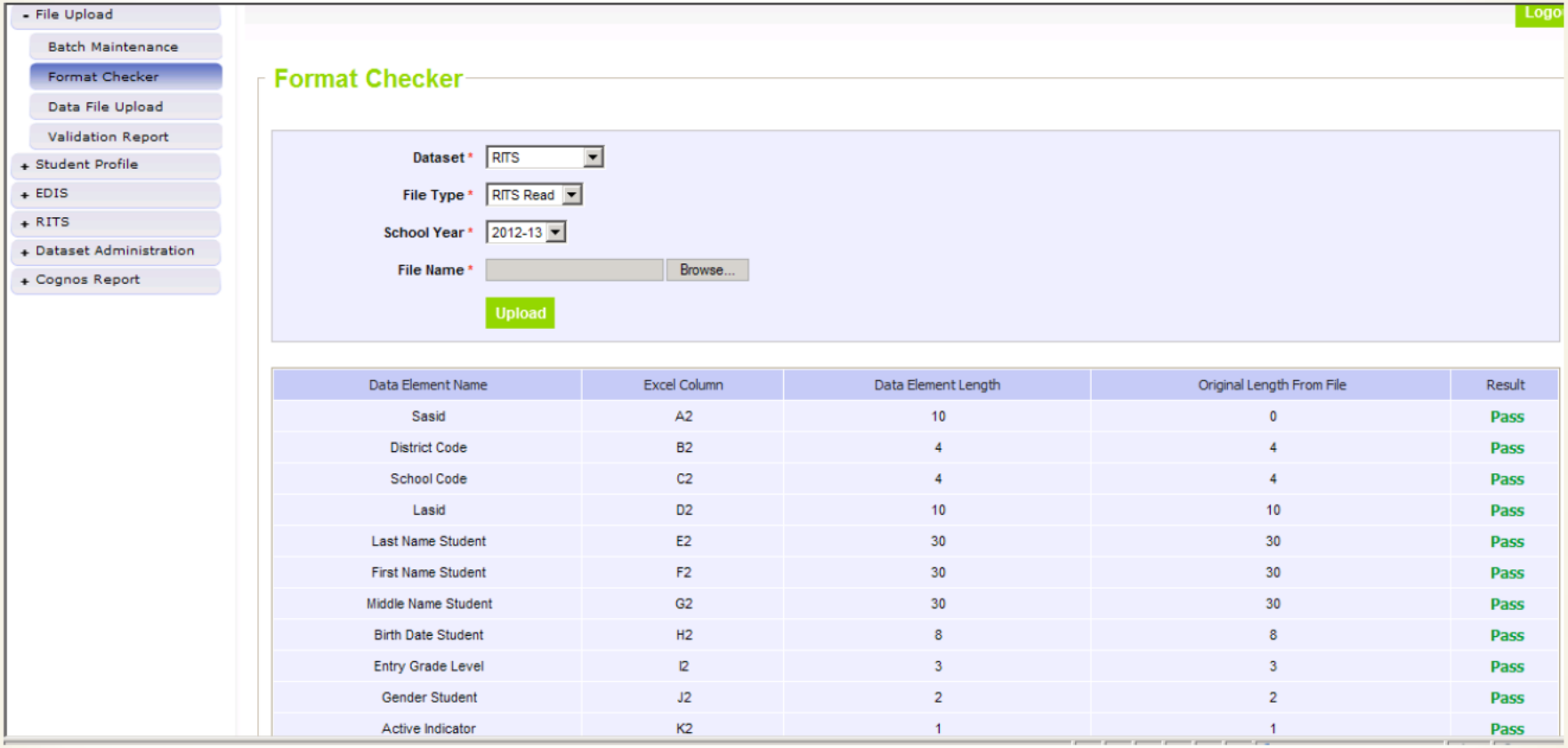


# Format Checker

- The screen will display formatting errors in the first row of your file (not your header row); these errors will be highlighted in red. You will need to go back to your file and correct any formatting errors.

- If you have no errors in your file then the screen will show passed in green (see next slide).

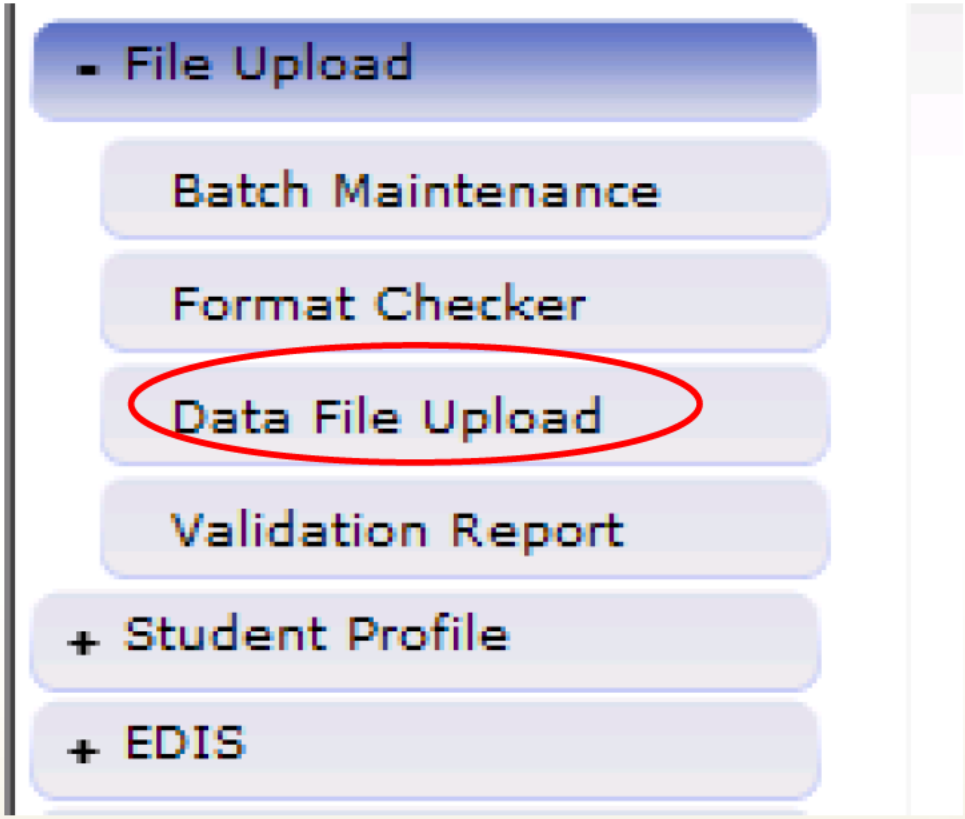
# Format Checker




| Data Element Name | Excel Column | Data Element Length | Original Length From File | Result |
|---|---|---|---|---|
| Sasid | A2 | 10 | 0 | Pass |
| District Code | B2 | 4 | 4 | Pass |
| School Code | C2 | 4 | 4 | Pass |
| Lasid | D2 | 10 | 10 | Pass |
| Last Name Student | E2 | 30 | 30 | Pass |
| First Name Student | F2 | 30 | 30 | Pass |
| Middle Name Student | G2 | 30 | 30 | Pass |
| Birth Date Student | H2 | 8 | 8 | Pass |
| Entry Grade Level | I2 | 3 | 3 | Pass |
| Gender Student | J2 | 2 | 2 | Pass |
| Active Indicator | K2 | 1 | 1 | Pass |

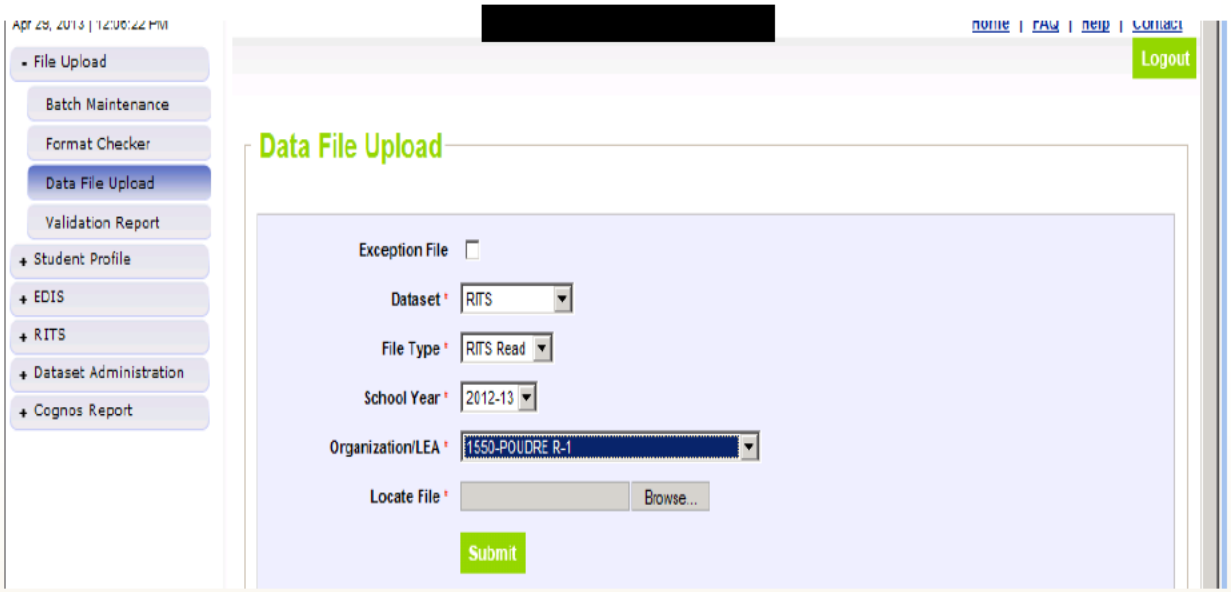
# Data File Upload

**You are now ready to upload your file –**
**Choose Data File Upload**



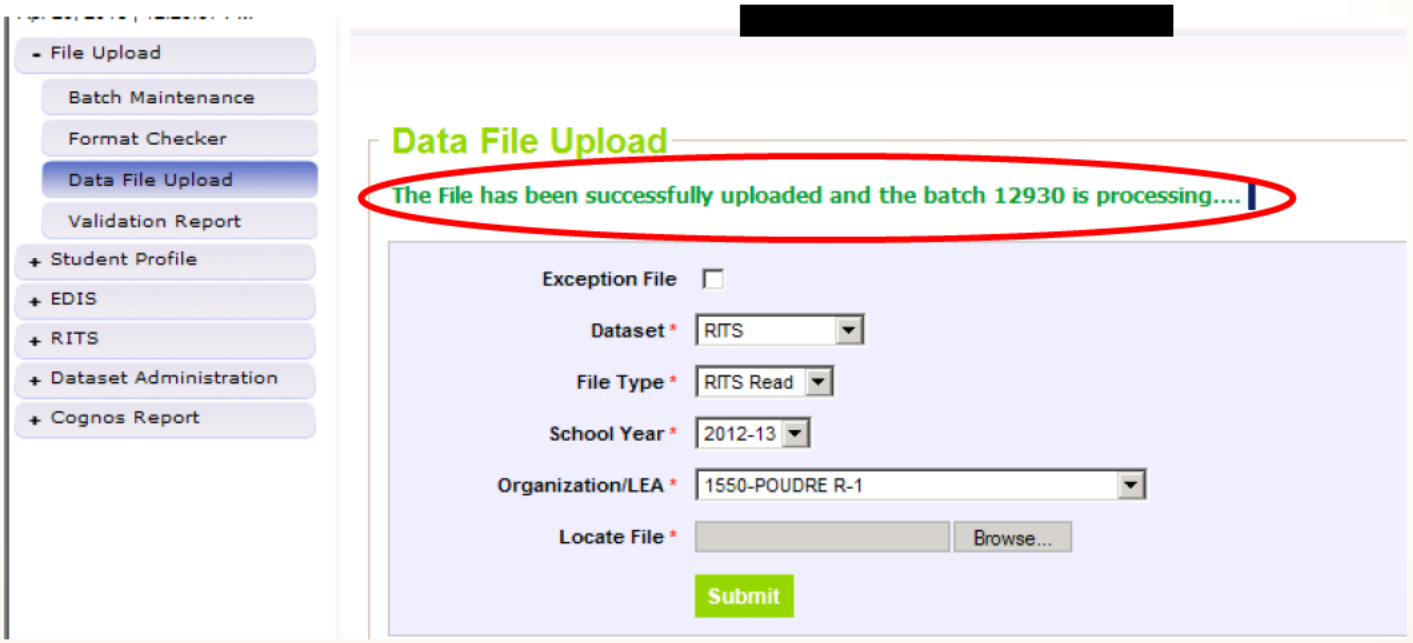
# Data File Upload

Click on
Data Set – RITS
File Type – RITS READ
School Year- Current year
Organization – will populate with your district
Browse for your file
Click Submit



# Data File Upload

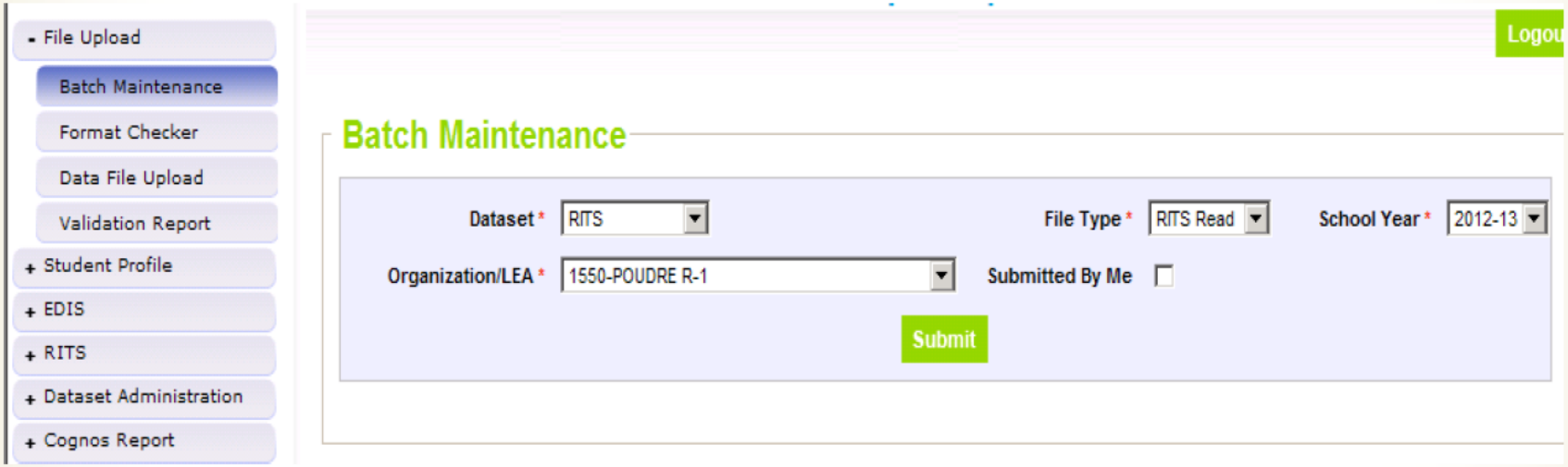
You will receive an e-mail stating the record count and the error count. This message will pop up:



# Batch Maintenance

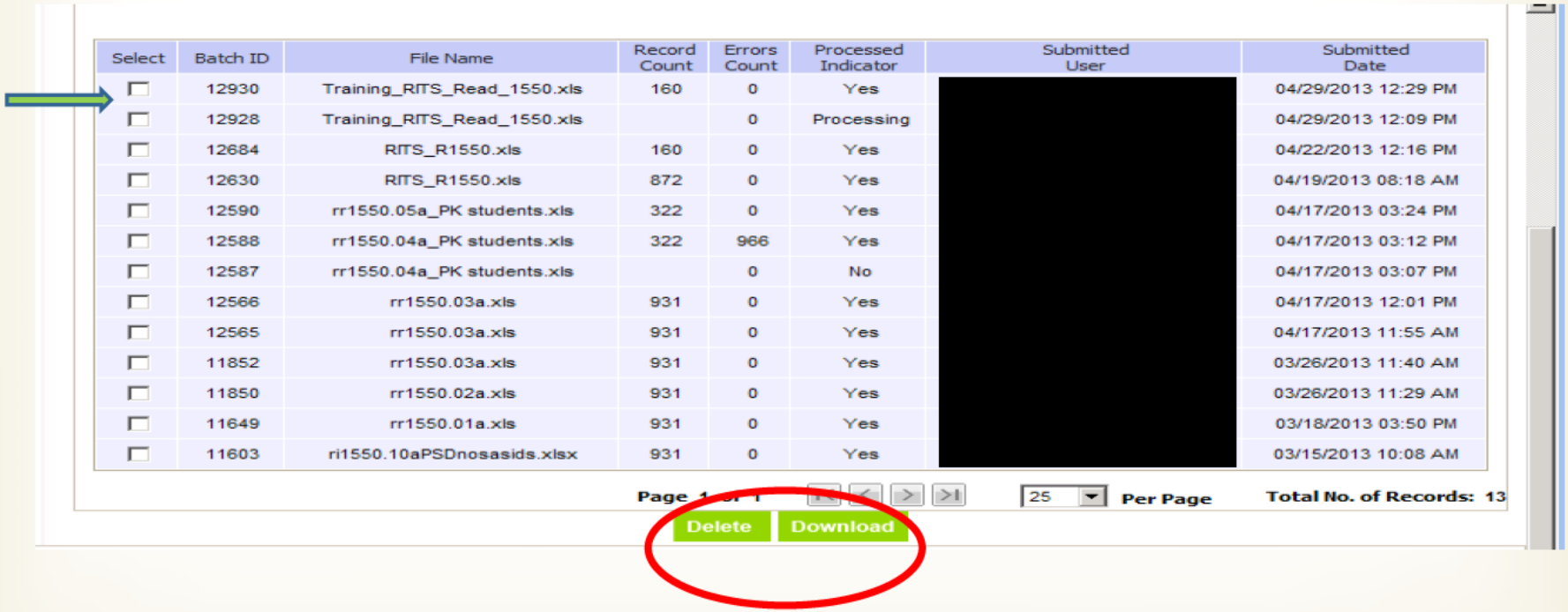
- Batch Maintenance is the place in which you can download or delete the batches. When you download your batch it will be downloaded in the same formatting as how you submitted the file.
- Chose your Dataset - RITS
- File type – RITS READ
- Current School Year
- Organization will populate with your district
- Click Submit

# Batch Maintenance



# Batch Maintenance

You can check the box to the left and delete or download your batch from this screen.



| Select | Batch ID | File Name | Record Count | Errors Count | Processed Indicator | Submitted User | Submitted Date |
|---|---|---|---|---|---|---|---|
| ☐ | 12930 | Training_RITS_Read_1550.xls | 160 | 0 | Yes | [redacted] | 04/29/2013 12:29 PM |
| ☐ | 12928 | Training_RITS_Read_1550.xls | | 0 | Processing | | 04/29/2013 12:09 PM |
| ☐ | 12684 | RITS_R1550.xls | 160 | 0 | Yes | | 04/22/2013 12:16 PM |
| ☐ | 12630 | RITS_R1550.xls | 872 | 0 | Yes | | 04/19/2013 08:18 AM |
| ☐ | 12590 | rr1550.05a_PK students.xls | 322 | 0 | Yes | | 04/17/2013 03:24 PM |
| ☐ | 12588 | rr1550.04a_PK students.xls | 322 | 966 | Yes | | 04/17/2013 03:12 PM |
| ☐ | 12587 | rr1550.04a_PK students.xls | | 0 | No | | 04/17/2013 03:07 PM |
| ☐ | 12566 | rr1550.03a.xls | 931 | 0 | Yes | | 04/17/2013 12:01 PM |
| ☐ | 12565 | rr1550.03a.xls | 931 | 0 | Yes | | 04/17/2013 11:55 AM |
| ☐ | 11852 | rr1550.03a.xls | 931 | 0 | Yes | | 03/26/2013 11:40 AM |
| ☐ | 11850 | rr1550.02a.xls | 931 | 0 | Yes | | 03/26/2013 11:29 AM |
| ☐ | 11649 | rr1550.01a.xls | 931 | 0 | Yes | | 03/18/2013 03:50 PM |
| ☐ | 11603 | ri1550.10aPSDnosasids.xlsx | 931 | 0 | Yes | | 03/15/2013 10:08 AM |

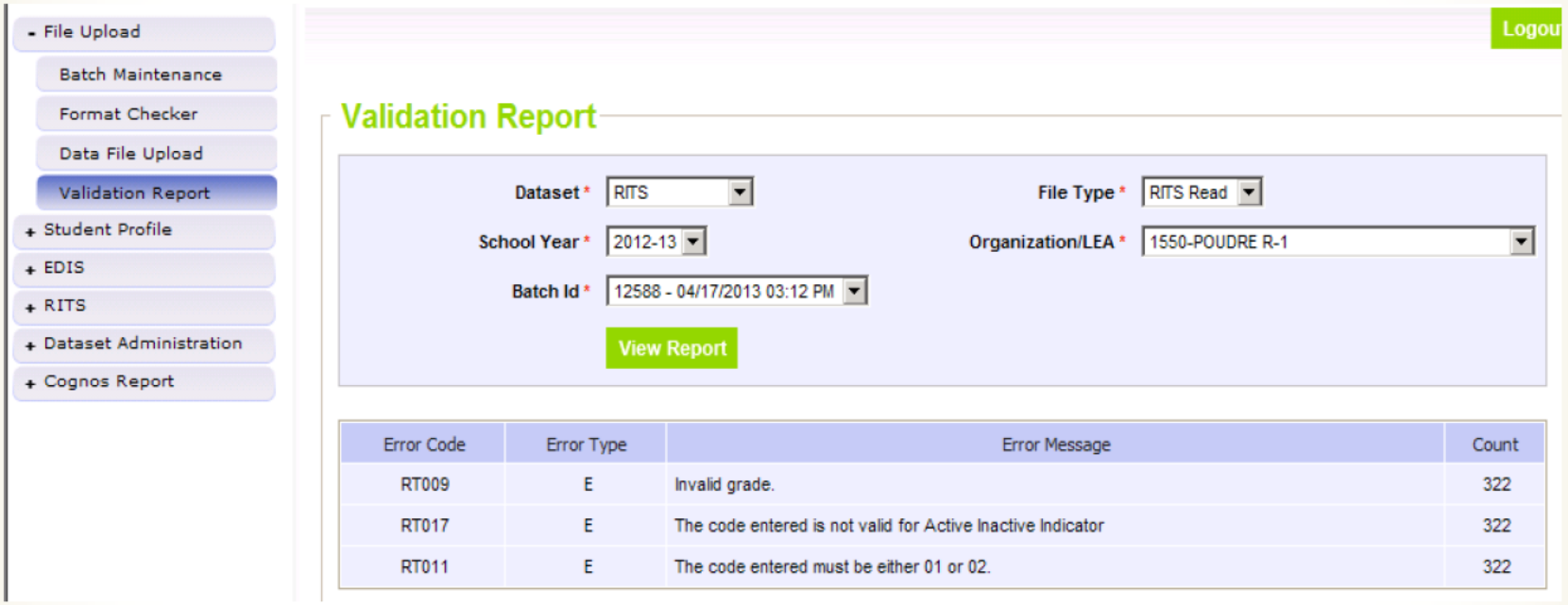
Page 1 of 1 | 25 Per Page | Total No. of Records: 13

Delete | Download

# Validation Report

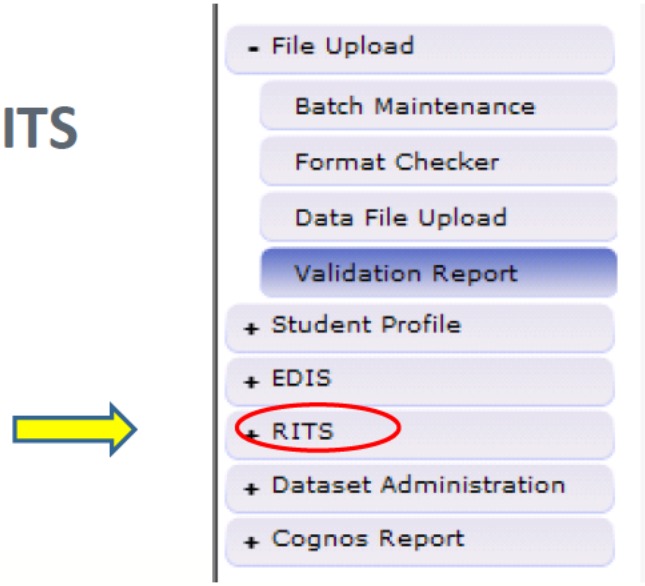
The Validation Report will show you what errors you have in your file. If there are no errors you will get a message telling you there are no errors in the batch. The following slide is an example in which the errors perpetuated themselves throughout the entire file. This report just shows you what the error is in the file. You cannot fix any errors in this report.

# Validation Report



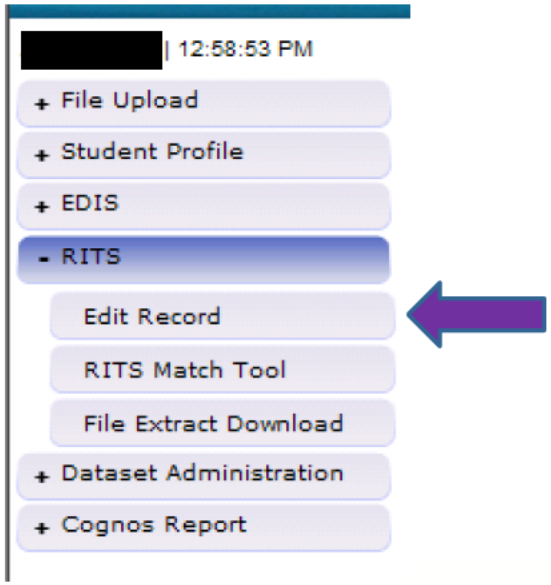
# Edit Record–Fixing Errors in the File

1. Click on RITS



# Edit Record–fixing errors in the file

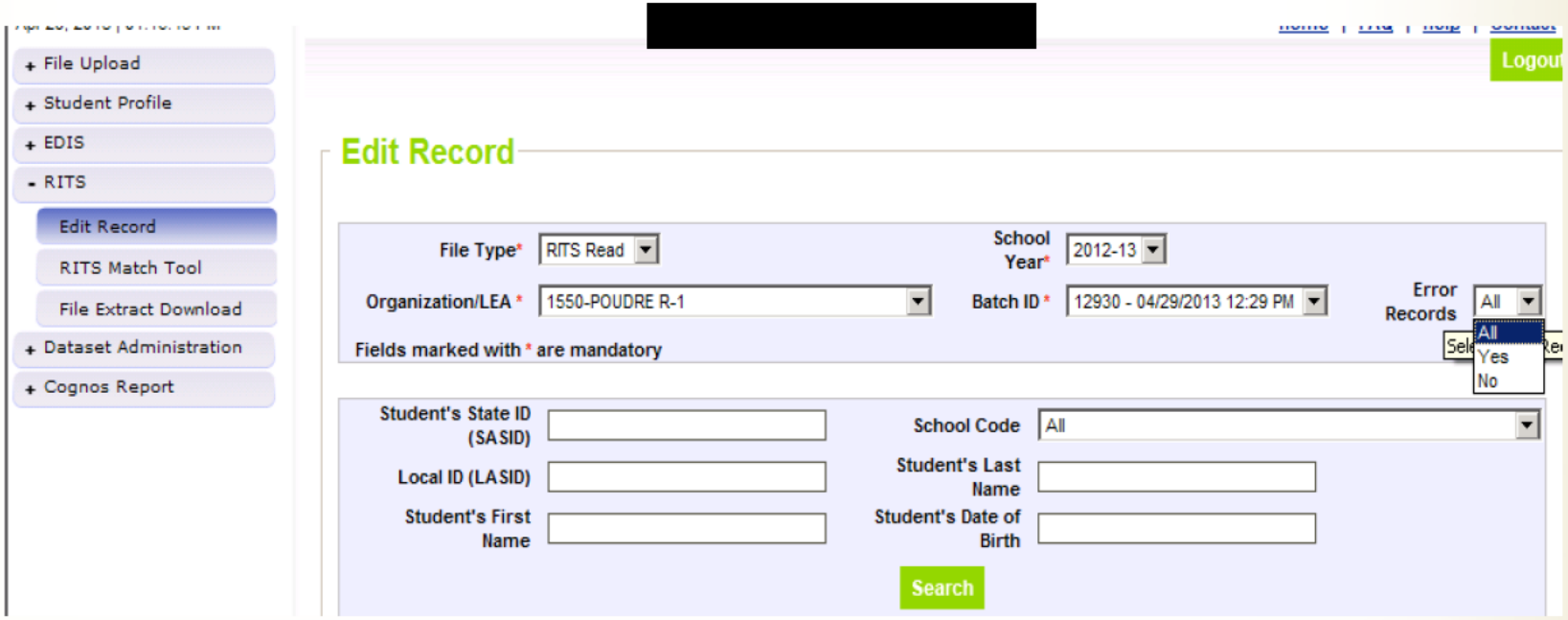
## 2. Click on Edit Record



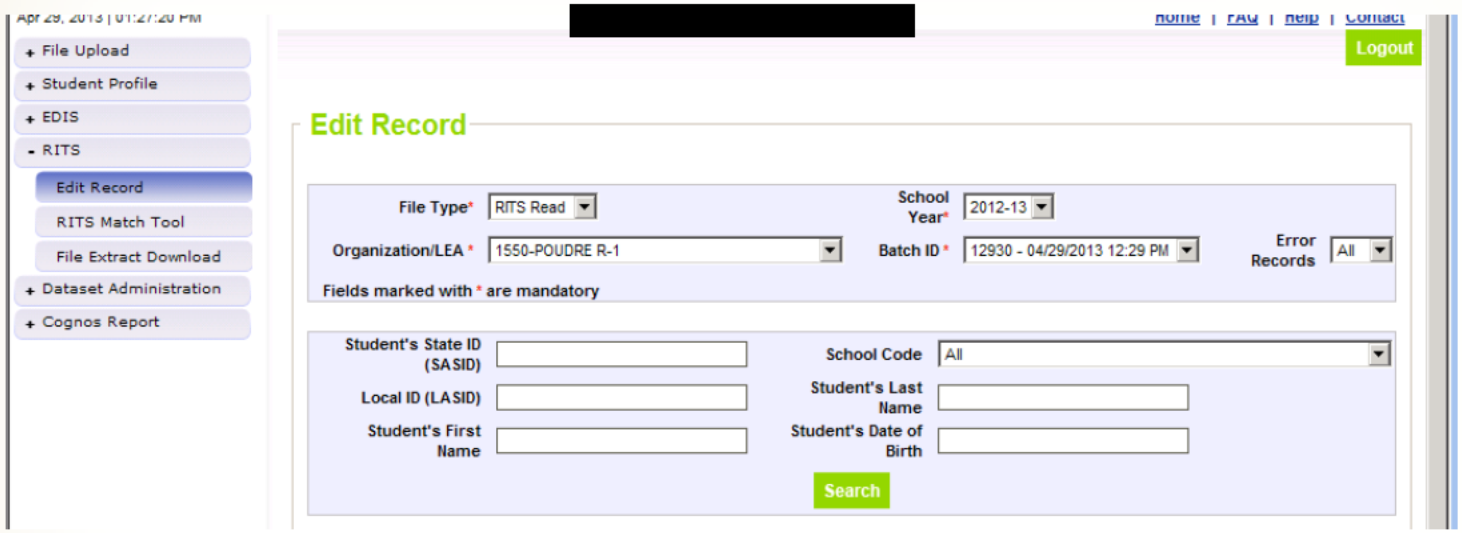
# Edit Record

- Choose File Type – RITS READ
- School Year – Current school year
- Organization – your district will auto populate
- Batch ID – Most current will be at the top of the list
- Error Records - All – selecting all will yield all of your file
- Yes – selecting Yes will yield only records with errors
- No – selecting No will yield records with no errors

# Edit Record


+ File Upload
+ Student Profile
+ EDIS
- RITS
Edit Record
RITS Match Tool
File Extract Download
+ Dataset Administration
+ Cognos Report
Logout
Edit Record
File Type* RITS Read
School Year* 2012-13
Organization/LEA * 1550-POUDRE R-1
Batch ID * 12930 - 04/29/2013 12:29 PM
Error Records All
All
Yes
No
Fields marked with * are mandatory
Student's State ID (SASID)
School Code All
Local ID (LASID)
Student's Last Name
Student's First Name
Student's Date of Birth
Search

# Edit Record



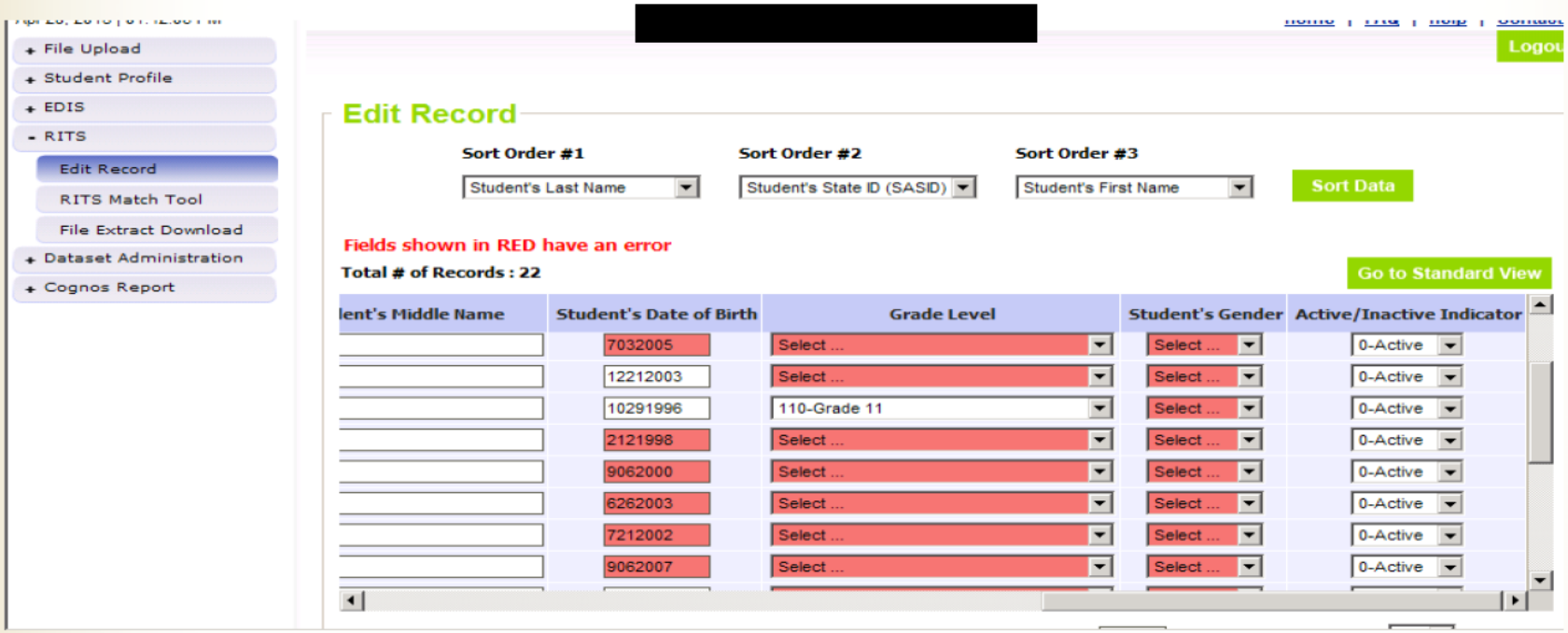

**Using the search fields such as SASID, LASID, Student's First Name etc. you can find a record within your file.**

**Then click Search**

# Edit Record

- Fields that have an error will show up in red. Errors must be corrected to submit to the RITS Match Tool.
- Fields that have a warning will show up in yellow.
- In the example on the next slide there are errors in the Date of Birth, Grade Level and Gender.

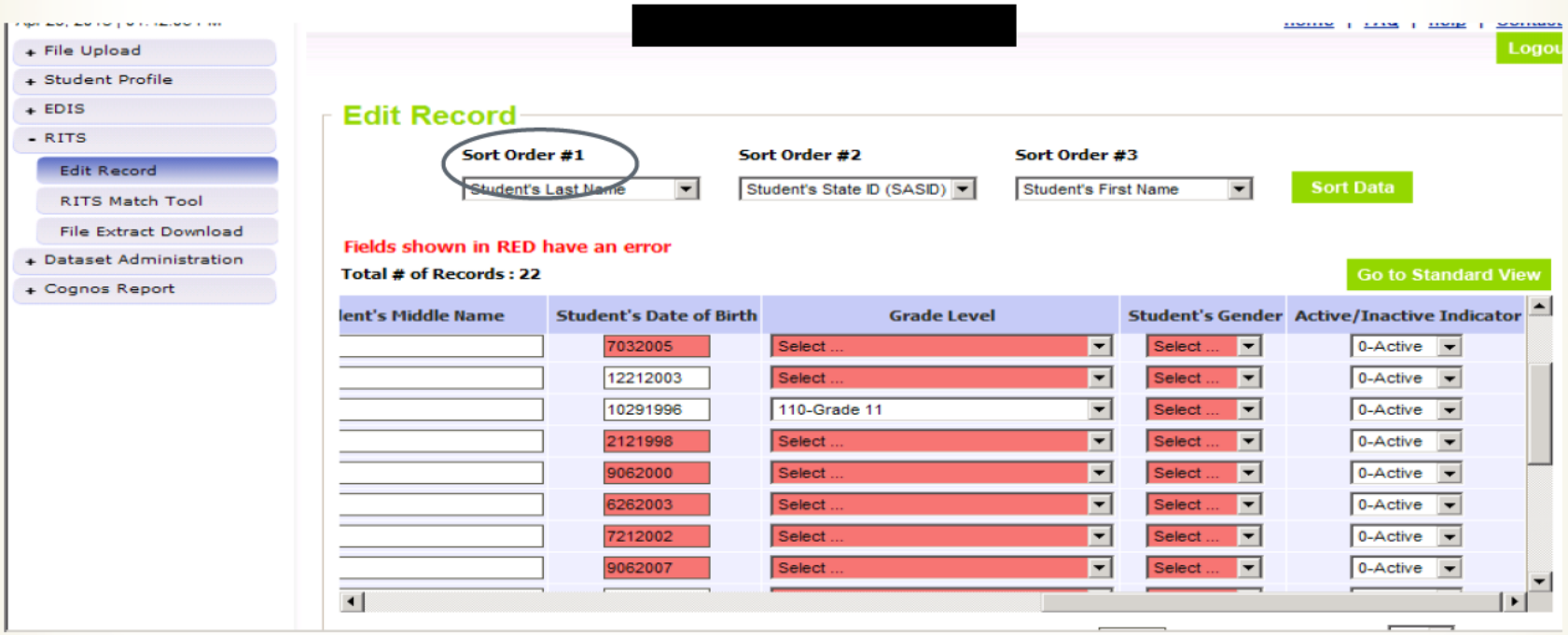
# Edit Record


File Upload
Student Profile
EDIS
RITS
Edit Record
RITS Match Tool
File Extract Download
Dataset Administration
Cognos Report
Logou
Edit Record
Sort Order #1
Student's Last Name
Sort Order #2
Student's State ID (SASID)
Sort Order #3
Student's First Name
Sort Data
Fields shown in RED have an error
Total # of Records : 22
Go to Standard View
lent's Middle Name
Student's Date of Birth
Grade Level
Student's Gender
Active/Inactive Indicator
7032005
12212003
10291996
110-Grade 11
2121998
9062000
6262003
7212002
9062007
Select ...
0-Active

# Edit Record

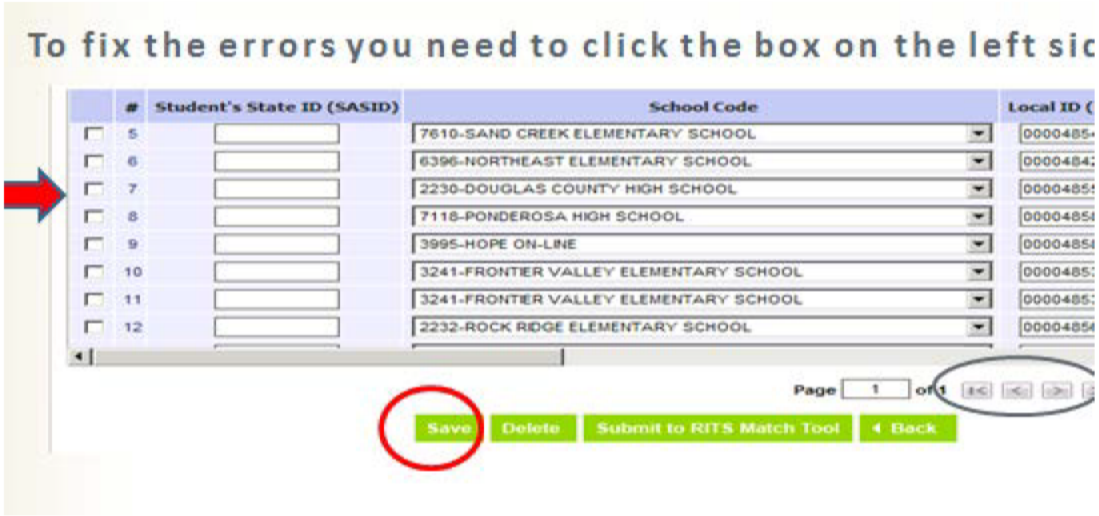
- The sort order 1, 2 and 3 contains the following fields to sort on:
- Last Name
- SASID
- First Name
- DOB
- Grade Level

# EDIT Record


File Upload
Student Profile
EDIS
RITS
Edit Record
RITS Match Tool
File Extract Download
Dataset Administration
Cognos Report
Logou
Edit Record
Sort Order #1
Student's Last Name
Sort Order #2
Student's State ID (SASID)
Sort Order #3
Student's First Name
Sort Data
Fields shown in RED have an error
Total # of Records : 22
Go to Standard View
ent's Middle Name
Student's Date of Birth
Grade Level
Student's Gender
Active/Inactive Indicator
7032005
12212003
10291996
110-Grade 11
2121998
9062000
6262003
7212002
9062007
Select ...
0-Active

# Edit Record

To fix the errors you need to click the box on the left side of the screen

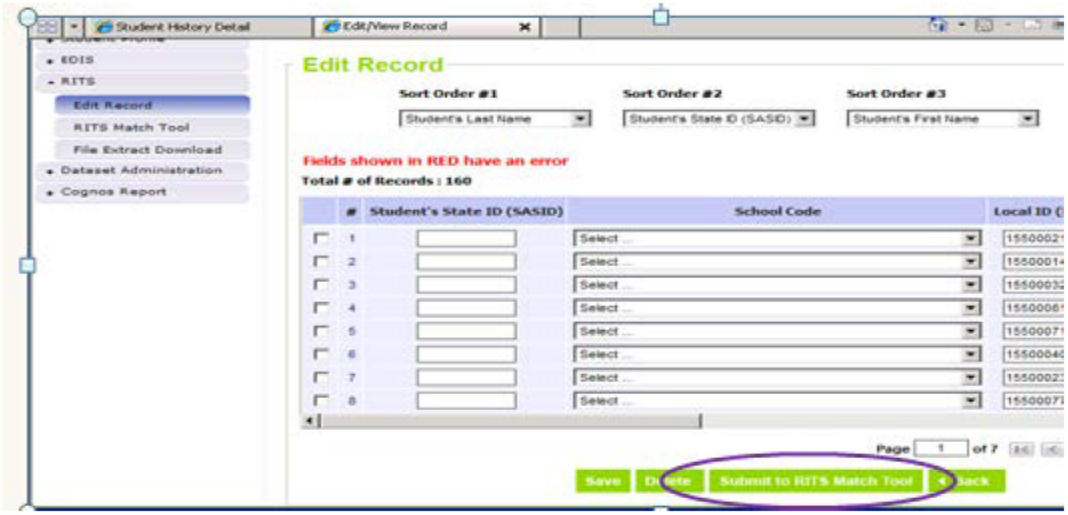


# Edit Record

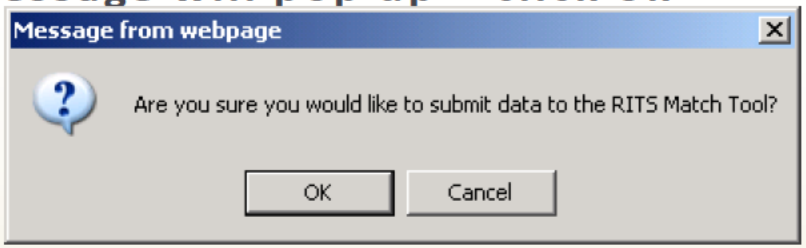
- Fix the error(s) and click Save, you must click save before moving onto the next page if not your changes will not be saved.
- You may delete a record in this screen. Check the box on the record that you would like to delete, click delete. You will get a message saying the record deleted successfully.
- If you have many errors in the file it may be better to clean up all your errors in your file then resubmit the batch.
- Remember that you need to update/correct your data in your source system as well.

# Submit to RITS Match Tool

**Once your errors are resolved, you are ready to submit your file to the Match Tool. Click on the Submit to RITS Match Tool.**




**This message will pop up – click ok**

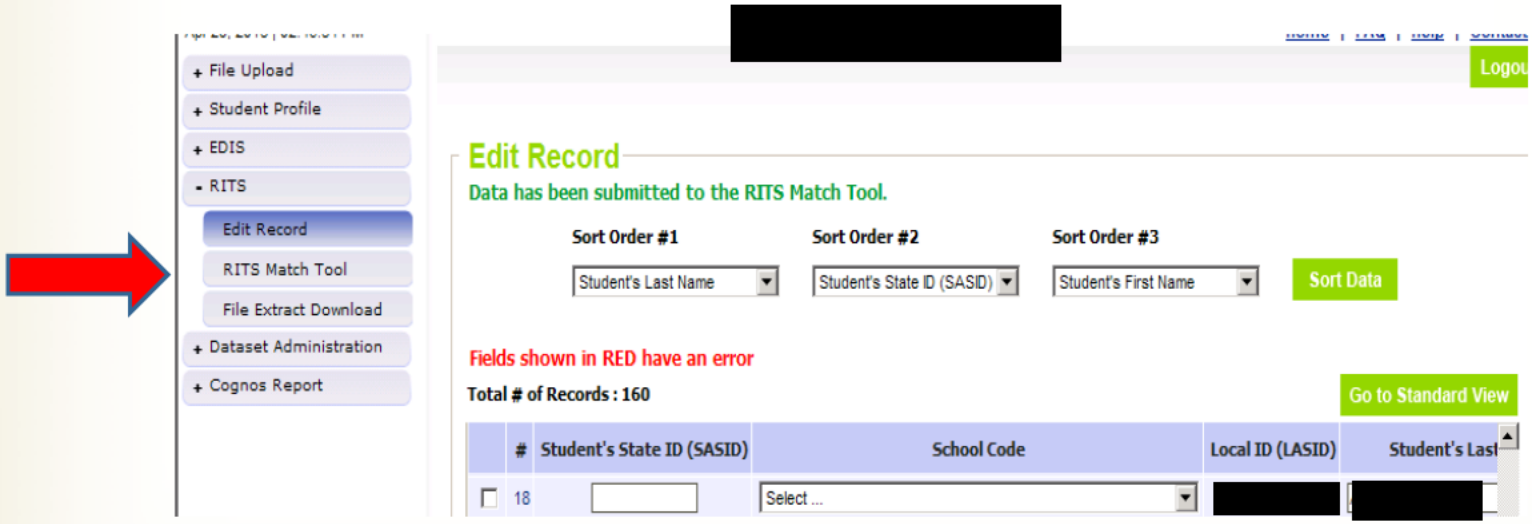


# Submitting to Match Tool

You will receive an e-mail along with this message on your screen:

"Data has been submitted to the RITS Match Tool."

From here you would click on the RITS Match Tool



# Submit to RITS Match Tool

- The Match Tool will show you the submitted record and the possible matches that are currently in the RITS System.

There are two choices:

- Submitted record - by choosing this record you are telling the system no match, give this student a new SASID (referred to as an 'add')
- Possible match - by choosing this record you are telling the system these are the same students and I want to update on the existing SASID (referred to as an 'update')
- You can enter a comment, do your investigation, then come back to these record(s) when you are ready to determine if there is a match or not.
- The system will allow you to submit a partially matched batch

# RITS Match Tool

Enter your current School year

Your Organization will auto populate

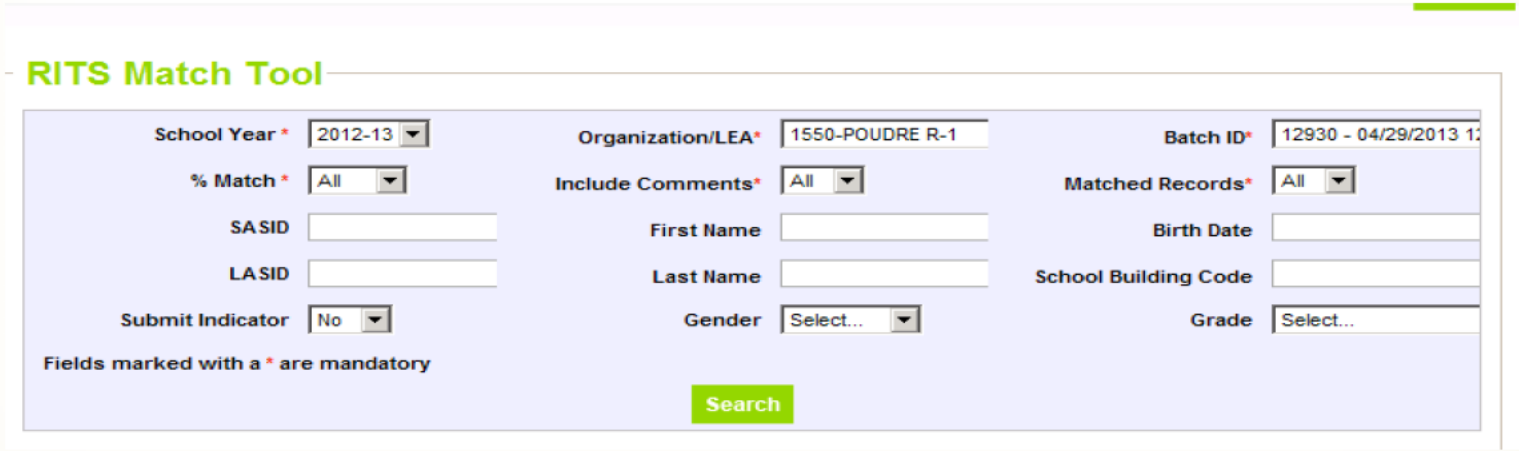
You most current batch will be at the top

You can sort by % Matched - >50% or >75%

Include Comments - All, Yes, and No

Matched Records - All Yes or No

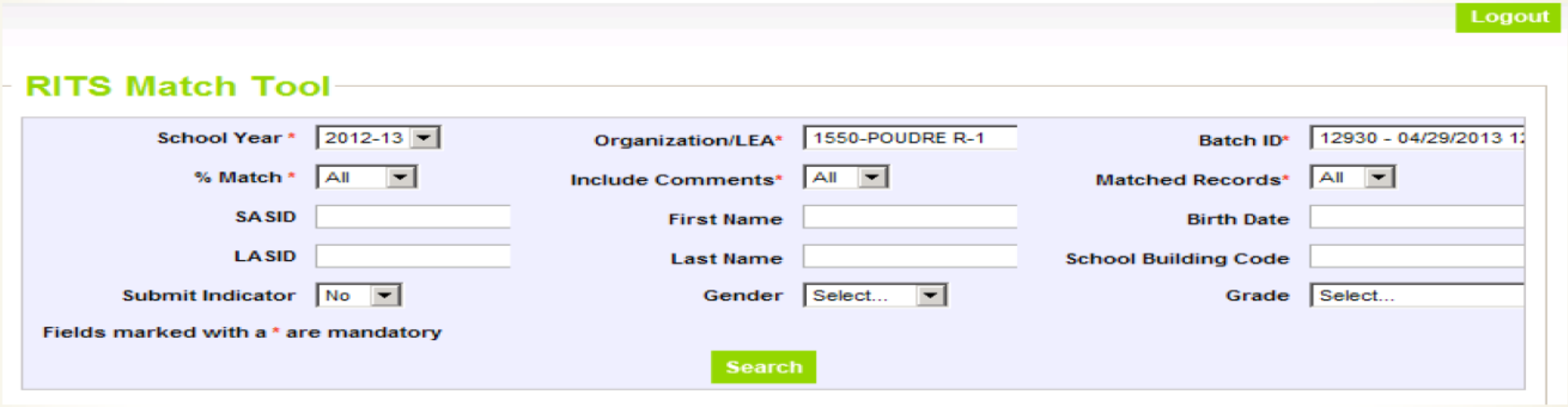
Click search



# Match Tool

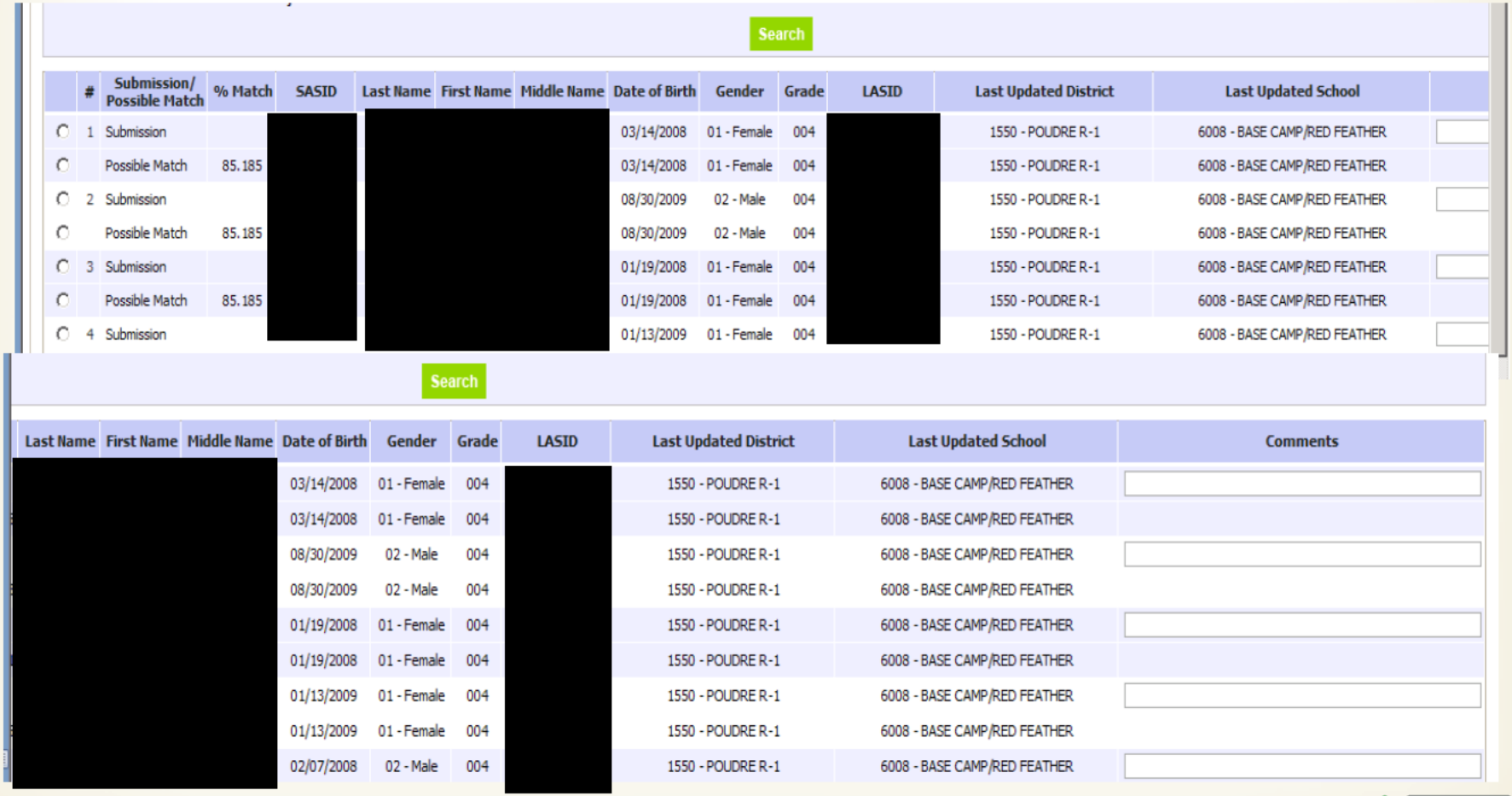
- There are many ways in which to find a record if needed within the Match Tool
- SASID, LASID, First Name, Last Name, Gender, Birth Date, School Building Code and Grade are ways to pin down a record within your file.
- The Submit indicator lets you know if data was already submitted to RITS. So you may go in and submit the majority of your batch to RITS. Then you will want to go back and only look at records that have yet to be submitted to RITS. You can then put that indicator to 'No' and it will only display the records that have yet to be submitted to RITS. This can be used when you have some records that need to be researched but want to submit the records that have been resolved. The system allows you to submit a partial batch.

# Match Tool


Logout
RITS Match Tool
School Year *
2012-13
Organization/LEA*
1550-POUDRE R-1
Batch ID*
12930 - 04/29/2013 1
% Match *
All
Include Comments*
All
Matched Records*
All
SASID
First Name
Birth Date
LASID
Last Name
School Building Code
Submit Indicator
No
Gender
Select...
Grade
Select...
Fields marked with a * are mandatory
Search

# Match Tool

## Once you click Search you will receive a list of records:



Search

| | # | Submission/ Possible Match | % Match | SASID | Last Name | First Name | Middle Name | Date of Birth | Gender | Grade | LASID | Last Updated District | Last Updated School | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ○ | 1 | Submission | | [redacted] | [redacted] | | | 03/14/2008 | 01 - Female | 004 | [redacted] | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| ○ | | Possible Match | 85.185 | | | | | 03/14/2008 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| ○ | 2 | Submission | | | | | | 08/30/2009 | 02 - Male | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| ○ | | Possible Match | 85.185 | | | | | 08/30/2009 | 02 - Male | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| ○ | 3 | Submission | | | | | | 01/19/2008 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| ○ | | Possible Match | 85.185 | | | | | 01/19/2008 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| ○ | 4 | Submission | | | | | | 01/13/2009 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |

Search

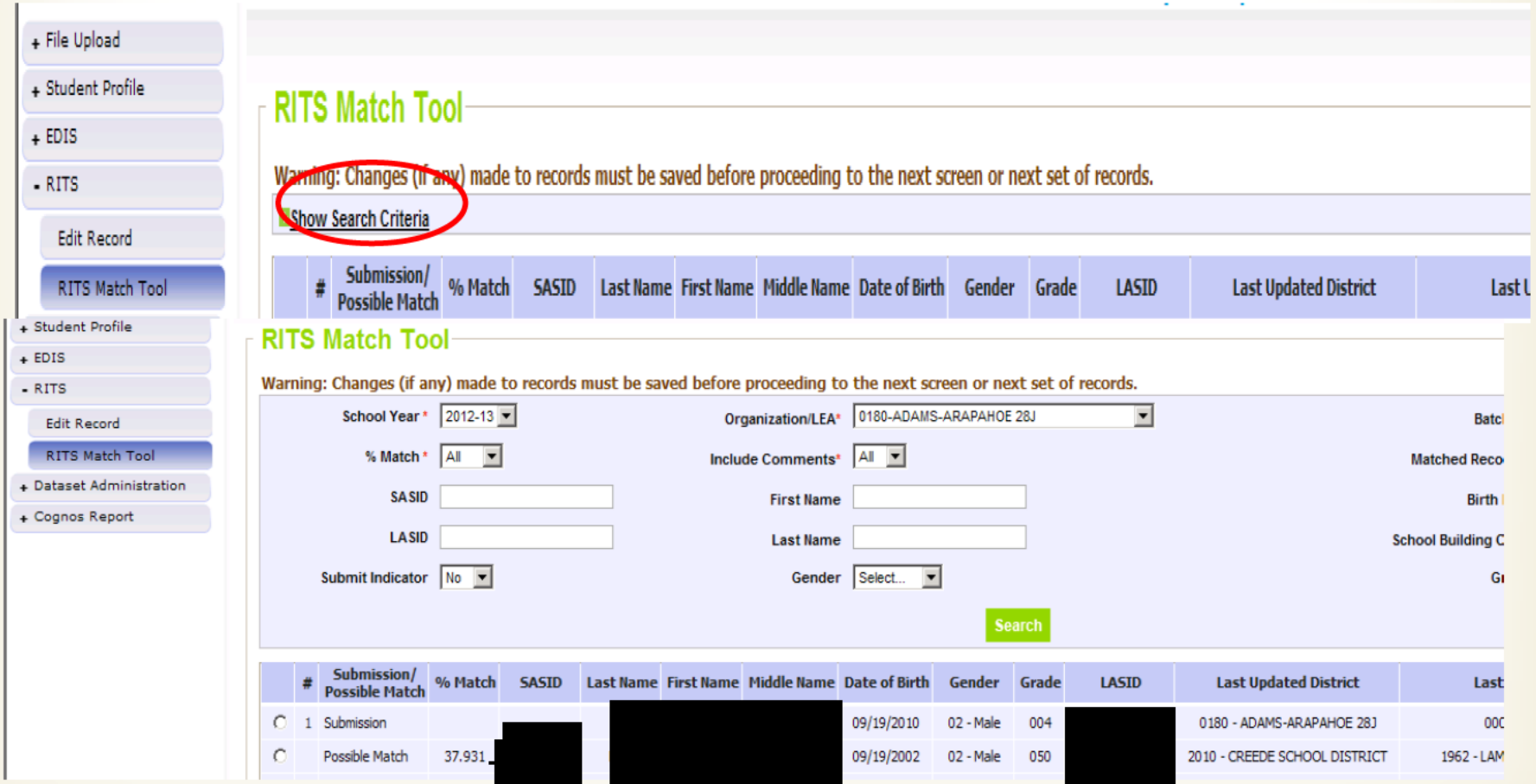
| Last Name | First Name | Middle Name | Date of Birth | Gender | Grade | LASID | Last Updated District | Last Updated School | Comments |
|---|---|---|---|---|---|---|---|---|---|
| [redacted] | | | 03/14/2008 | 01 - Female | 004 | [redacted] | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 03/14/2008 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 08/30/2009 | 02 - Male | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 08/30/2009 | 02 - Male | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 01/19/2008 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 01/19/2008 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 01/13/2009 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 01/13/2009 | 01 - Female | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |
| | | | 02/07/2008 | 02 - Male | 004 | | 1550 - POUDRE R-1 | 6008 - BASE CAMP/RED FEATHER | |

# Match Tool

## Screen will show the collapsed view.

# Match Tool

**Once you click on Show Search Criteria, you sort option appear. This was done so you would be able to see more records on the screen.**

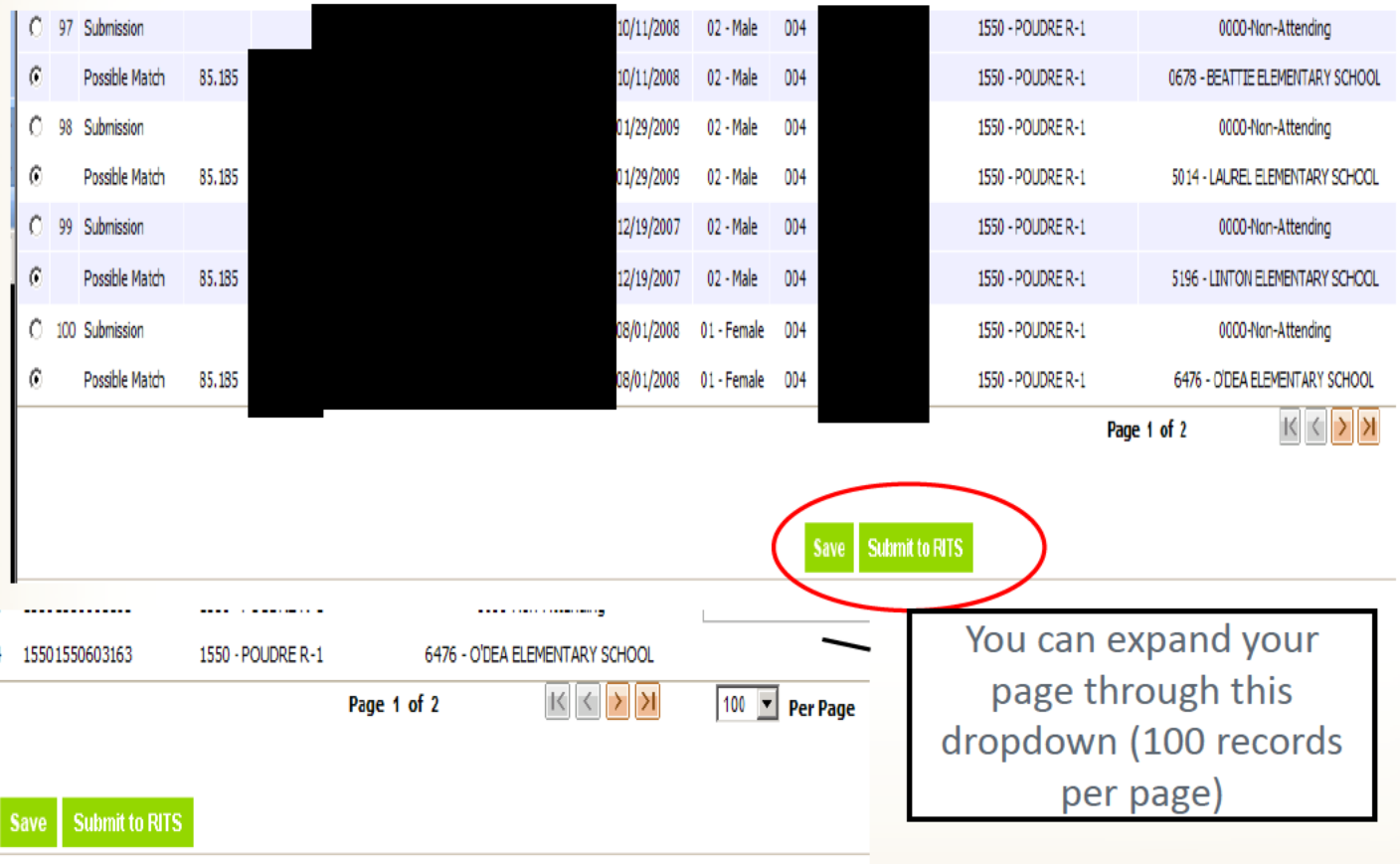


# Match Tool

Once you have gone through each record making your selection between the Submitted Record or the Possible Match, then the next step is to submit the batch to the RITS Web System. Your submission will populate the RITS Web System SASID Download Report.

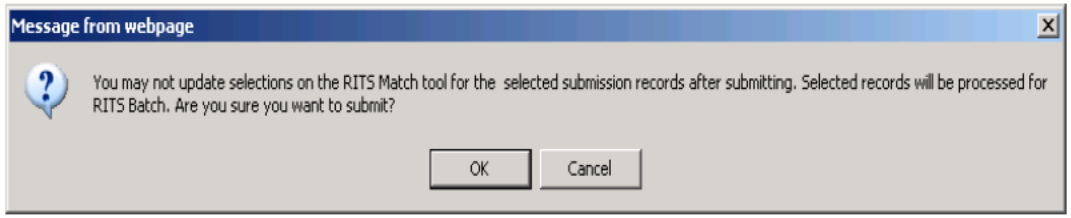
# Match Tool

**You do this by clicking on the Submit to RITS button at the bottom of the screen:**

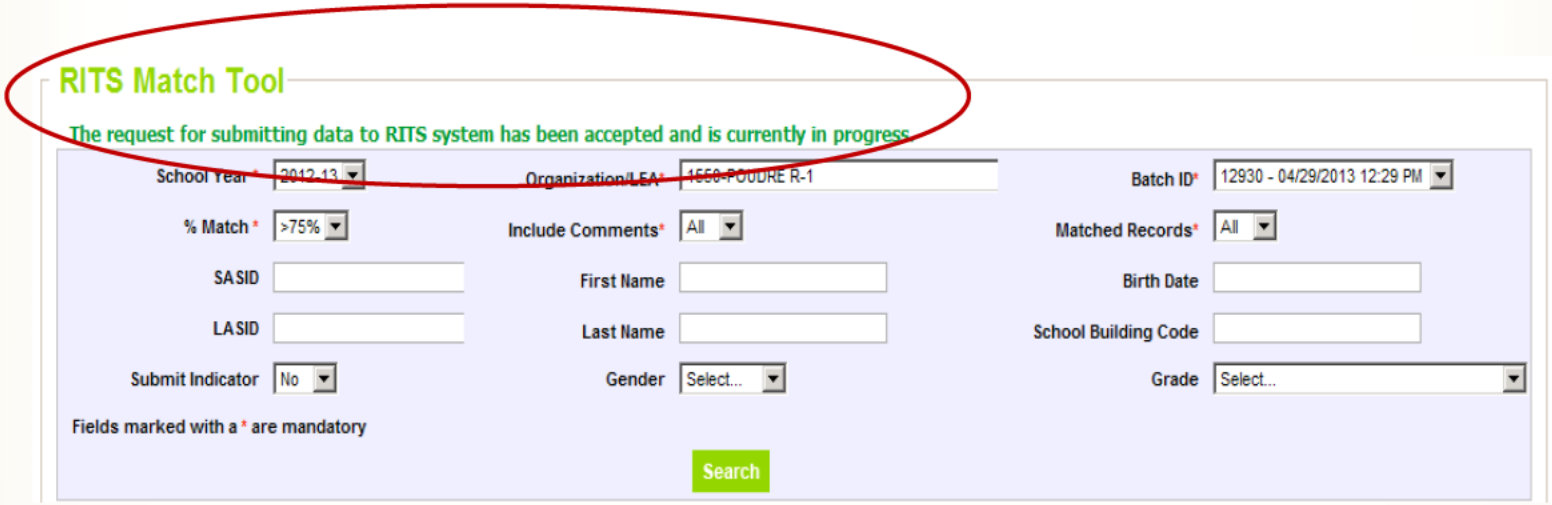



You can expand your page through this dropdown (100 records per page)

# Submit to RITS



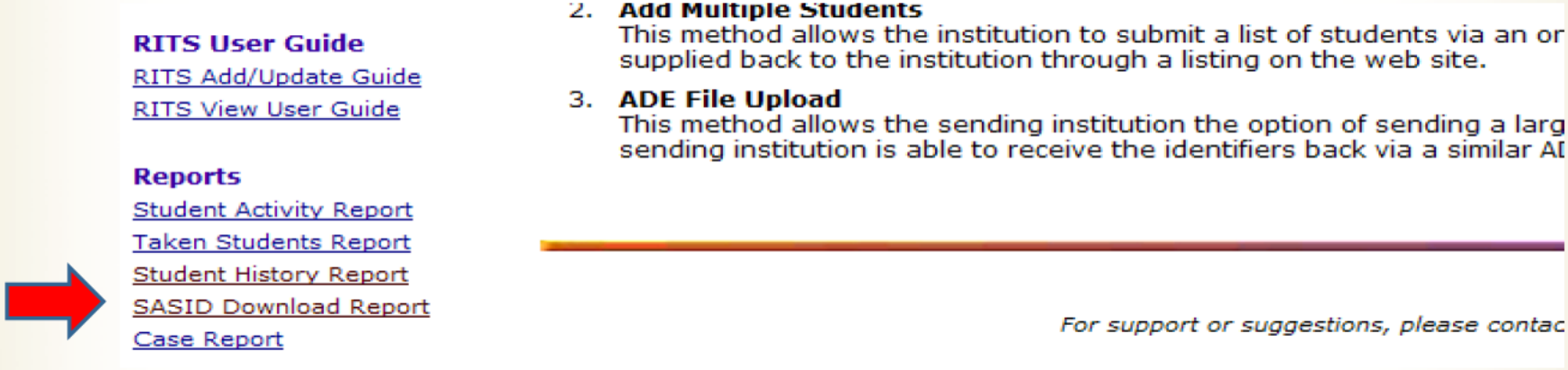

**You will receive the above message – click ok**




**The message in green is telling you that the submitted records are being processed. You will also get an e-mail.**

# RITS Web – SASID Download Report

- **Proceed to the RITS Web System – Under Reports choose SASID Download Report**



# SASID Download Report

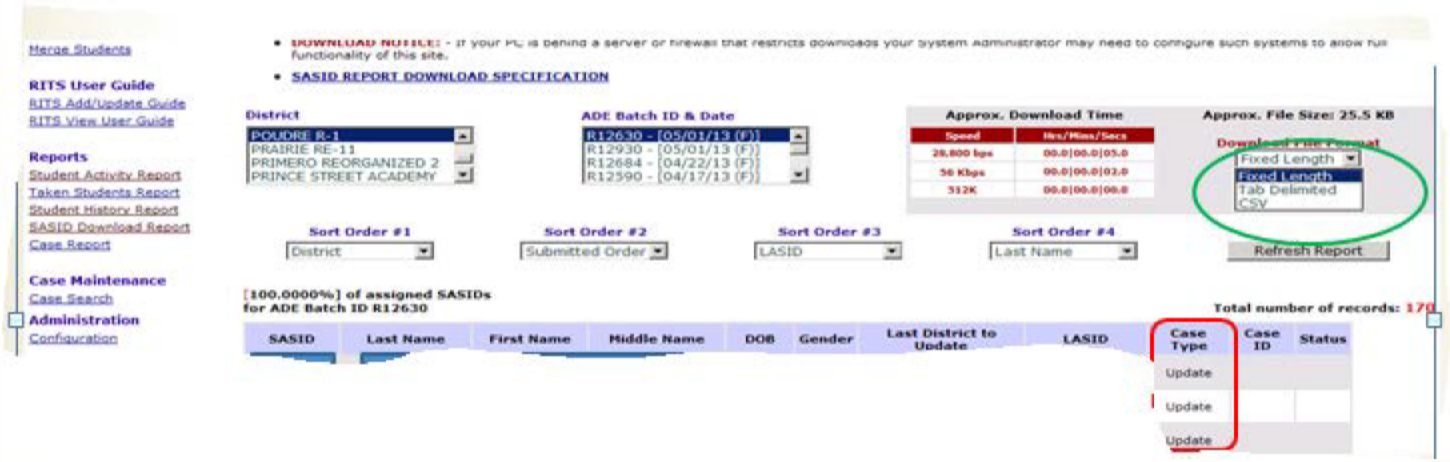
This report will allow you to download in three different formats-

Fixed Length, CSV and Tab Delimited

You can also see the status of each record, under Case Type -

- Add- A new SASID was assigned to the record
- Update- Updated the submitted record on an existing record
- Review- The RITS Consultant will need to review the case. You may be asked to provide more information on the record

# SASID Download Report



# Contact Information

**Should you have further questions please contact:**

**Debbie Puccetti**
**RITS Consultant**
**puccetti_d@cde.state.co.us**
**303-866-6612**

**This training as well as other information can be found at the following website:**

http://www.cde.state.co.us/DataPipeline/yr_RITS.asp