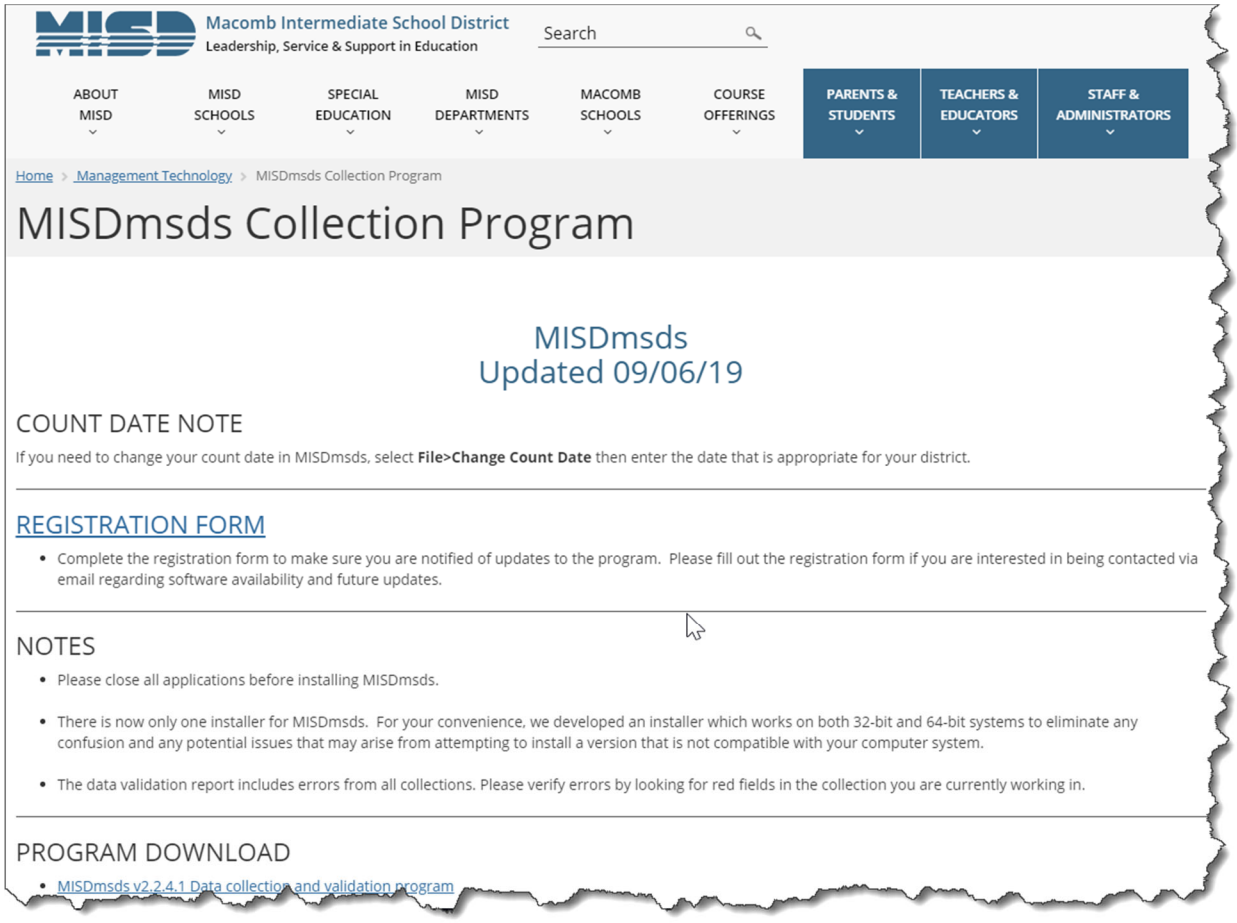
Macomb MISDmsds

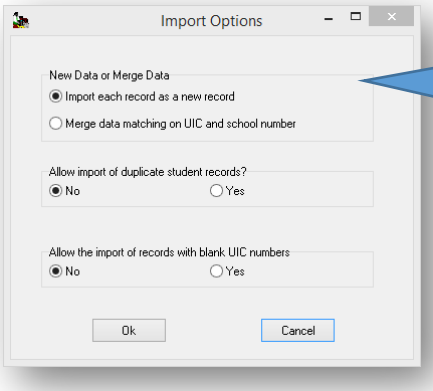
One very helpful tool when processing your data is the Macomb MISDmsds. This is a free program that was created by Macomb Intermediate School District. This program is updated throughout the year to allow for changes in the reporting process. Each reporting cycle you will want to make sure that you are working with the latest version. To download this program, go to:
http://www.misd.net/mt/misdmsds.html



Importing XML Files

To import an XML file for a collection, choose Import/Import MSDS XML File/Import – "NAME OF COLLECTION".

When you choose a file to import, you may be asked further questions before the file is actually imported. For example: When importing a general collection file, you will be asked how you would like the data to be imported.



Tip: Be careful when using Import each record as *new*. If you are importing into a database that already has data in it…using this could duplicate records if the student you are bringing in already has a record in the database.

Let's Try it!

1. Import the file named **General Collection File – Blank UIC** and say **NO** to **Import Records With Blank UICs**

   You will be notified that student Bader, Johannes Rose is not imported because she has no UIC. The rest of the 16 records will be brought in.

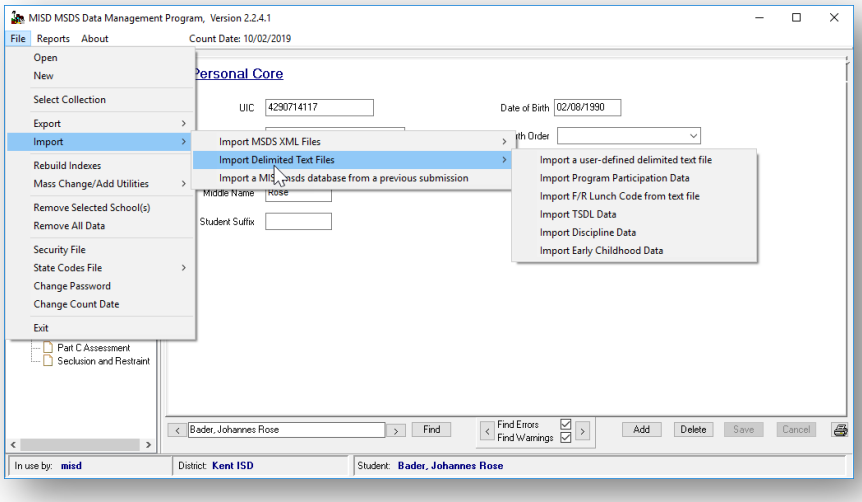
2. Import the file named **General Collection File** and say **NO** to **Import Duplicate Student**

   You will see that Bader, Johannes Rose is the only student imported. She now has a UIC and the rest of the students in that file were already in Macomb.

3. Import the **General Collection File** and say **YES** to **Import Duplicate Student Records**

   You will see that ALL STUDENTS HAVE BEEN DUPLICATED! So, just be choosing a different option on import, you received a different outcome. Be careful of what you choose when you import!

Importing Delimited Text Files



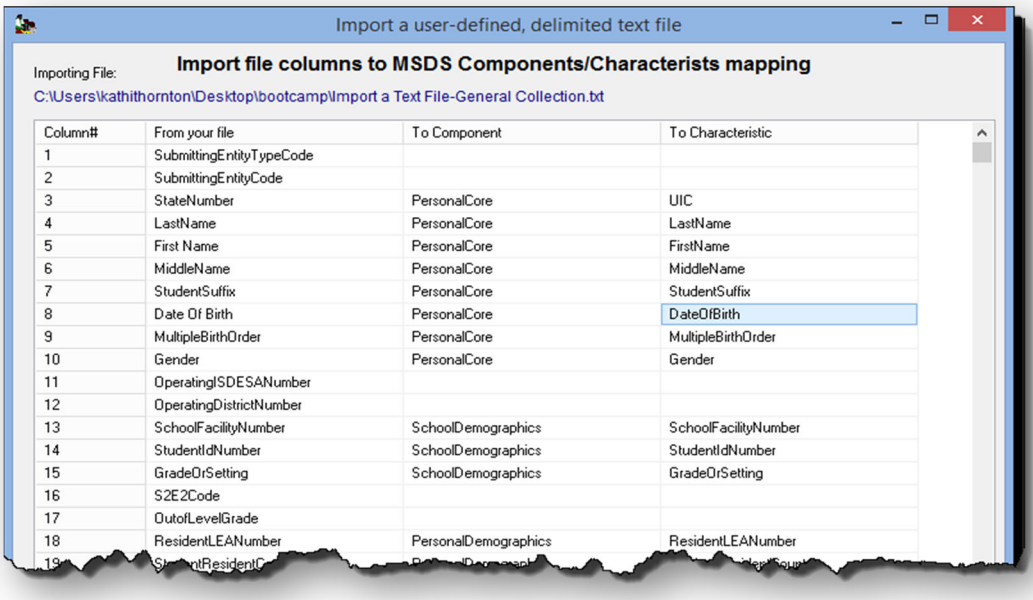
Sometimes you may need to import a file that is not already set up in XML format. To do this you use the Import Delimited Text Files.

When bringing in data this way, you will map the fields so that the data imports correctly into the program. ***It really helps if you have the column headers in your file named the same as the MSDS Component Characteristics.***

Let's Try it!

First off, let's clear our database of data by choosing File/Remove All Data

1. Choose File>Import>Import Delimited Text File>Import a User Defined, Delimited Text File.
2. Choose the **Import a Text File-General Collection** file. (Leave all options as checked)



Column#	From your file	To Component	To Characteristic
1	SubmittingEntityTypeCode		
2	SubmittingEntityCode		
3	StateNumber	PersonalCore	UIC
4	LastName	PersonalCore	LastName
5	First Name	PersonalCore	FirstName
6	MiddleName	PersonalCore	MiddleName
7	StudentSuffix	PersonalCore	StudentSuffix
8	Date Of Birth	PersonalCore	DateOfBirth
9	MultipleBirthOrder	PersonalCore	MultipleBirthOrder
10	Gender	PersonalCore	Gender
11	OperatingISDESANumber		
12	OperatingDistrictNumber		
13	SchoolFacilityNumber	SchoolDemographics	SchoolFacilityNumber
14	StudentIdNumber	SchoolDemographics	StudentIdNumber
15	GradeOrSetting	SchoolDemographics	GradeOrSetting
16	S2E2Code		
17	OutofLevelGrade		
18	ResidentLEANumber	PersonalDemographics	ResidentLEANumber

You will notice that the UIC, First Name and Date of Birth characteristics do not automatically map for you. This is because they are named differently in the file than what the Characteristic is named. (StateNumber=UIC, First Name=FirstName, Date of Birth=DateofBirth). You'll need to select the correct component and then the correct characteristic to map these. (They are all in the Personal Core Component). You will get a warning that there are unmapped fields, this is fine, hit okay. (17 records imported)

Fields with Multiple Values

Now sometimes you need to import a text file which contains fields that you can have multiple choices for. For example: Let's say you are importing the Early Childhood Collection. This collection contains a couple of fields that can have multiple values. We are going to do an import to see how MISDmsds handles this import. When you set your data up in Excel, you will put the multiple values in the column for that field. You can either put a comma between the different values, or you can just list the values with no spaces.

Let's Try It!

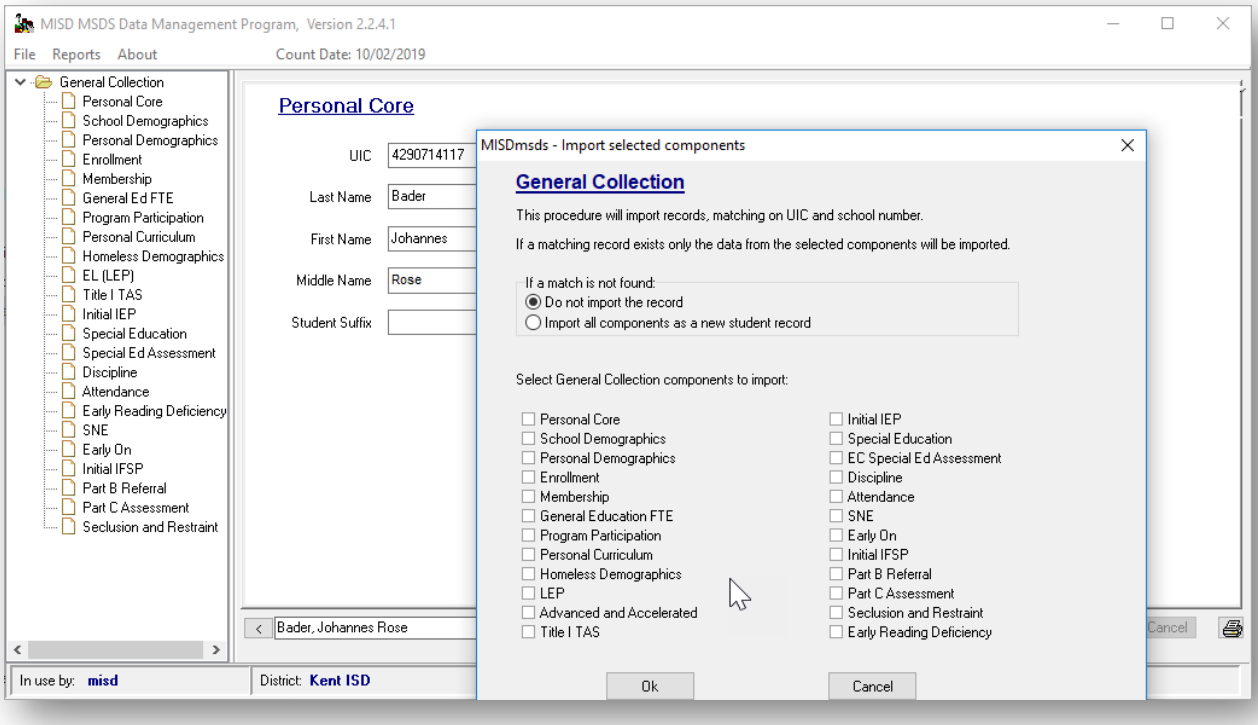
Let's start with a clean database by removing all records. File/Remove All Data

This is a text file that we are bringing in.

1. First off, we have to import the file as a User Defined file to get the students personal core data into the database. Import the **EC Text Import** file by using the File>Import>Import Delimited Text File>Import a User Defined, Delimited Text File.
2. Secondly we will then import the Early Childhood Data by choosing File>Import>Import Delimited Text File>Import Early Childhood Data and bring in the same **EC Text Import** file. Notice the values in the Additional Eligibility Factors and Qualifying Factors have selected the correct checkboxes.

Importing Selected Components

You may find you need to import just one component of the collection. For example, maybe your food service department sent you an updated listing of free and reduced or maybe you have some discipline that was entered late and wasn't picked up in your initial data pull. You can easily import and update your students' records by using Import Selected Components.



Let's Try it!

You have your students in your file, but your food service director calls to say she missed a handful of lunch status's. She has provided you with an XML file of these kids and what their status should be. You can easily import that into Macomb and have it update the records in your file.

1. Let's start by clearing our database. File>Remove All
2. Choose File>Import MSDS XML Files>Choose the file **General Collection File**
3. Now that we have some kids, Choose File>Import MSDS XML Files>Selected Components of General Collection.
4. Choose the file **Missed Free & Reduced**
5. Select SNE and choose Ok. (6 student records have been updated Bader, Bailey, Baird, Baird, Barcheski & Barkman)

But wait! What if your director provided you with just the student name, UIC and lunch status? You can still use the import a text file feature and import it from a tab-delimited excel file!

1. Choose File/Import Delimited Text Files/Import F/R Lunch Code from text file
2. Choose the **Tab Delimited SNE** file

Voila, the rest of your students (5) now have their Free/Reduced information.

Let's Try it!

Let's bring in some discipline data.

1. Choose File/Import Delimited Text Files/Import Discipline Data
2. Choose the file named Disciplinary Import. Johannes Bader now has discipline. The multiple incident types, which were in one column in the import file, are now located in the incident type field.

Teacher Student Data Link (TSDL)

The Teacher Student Data Link Collection in the Michigan Student Data System (MSD) reports links between students and the teachers who provide instruction to them. These data are necessary to meet the requirements of the America Competes Act, The State School Aid Act of 1979, and are used by the Michigan Department of Education in calculations for the Parent Dashboard for School Transparency. Data reported in the collection reflect the student's performance in classes taken throughout the current academic year.

Whom Do We Report?

Migrant Students

All migrant-eligible students in grades 9 through 12 are required to be reported. Migrant students' eligibility data will be imported from the Migrant Education Data System (MEDS) into MSDS on a nightly basis. Districts are required to submit all course information for these students whether or not they are receiving migrant services from the district, no matter how long the students have been in the district

after the start of the new school year. It is expected that at least one teacher will be reported for each student.

For PowerSchool users, the Migrant Student List Report, which identifies migrant-eligible students in your district, is available through the General Reports drop-down on the Home page of MSDS. This list includes students reported by your district in general and SRM collections who have been flagged as migrant.

Other migrant students not taking high school courses also need to have course data reported in TSDL as any other non-migrant student would be reported.

Migrant-eligible students must have course information submitted in the Ongoing TSDL within 10 days of the migrant-eligible student enrolling in the district and within 10 days of the migrant-eligible student exiting the district regardless of how long the student is in the district.

Dual Enrollment/Early Middle College Students

All courses for students participating in a dual enrollment and/or Early/Middle College program are required to be reported. Report post-secondary courses with code "07" (Dual Enrollment/Early Middle College) in the Course Type characteristic. Only the specific college course should be reported with the dual enrollment code.

Advanced and accelerated learning (AP/IB) participants

All courses for students participating in an advanced/accelerated learning program, such as Advanced Placement (AP) or International Baccalaureate (IB), are required to be reported. For the advanced courses, be sure to report the appropriate code in the Course Type characteristic.

Virtual/online learning participants

All courses for students participating in one or more virtual/online course are required to be reported. For the virtual/online courses, be sure to report the appropriate code in the Virtual Method characteristic.

All other students

Students that do not meet at least one of the above four criterion are not required to be reported in TSDL, ***UNLESS*** your district provides shared-time services to non-public/homeschool students and has claimed FTE on said students. If you do, you are required to report all students/all grades, including the shared time students, in to TSDL. **FTE claimed from non-public/homeschool students residing in your district that are attending ISD CTE programs is considered a shared-time program and makes you liable for submitting your whole student population.**

If you have students that you don't have to report, and your local student information system does not have the capability to exclude these students, you may report them. The exception is Adult Education participants. The system will generate a field-level error when students are reported with Grade or Setting code "20" (adult education).

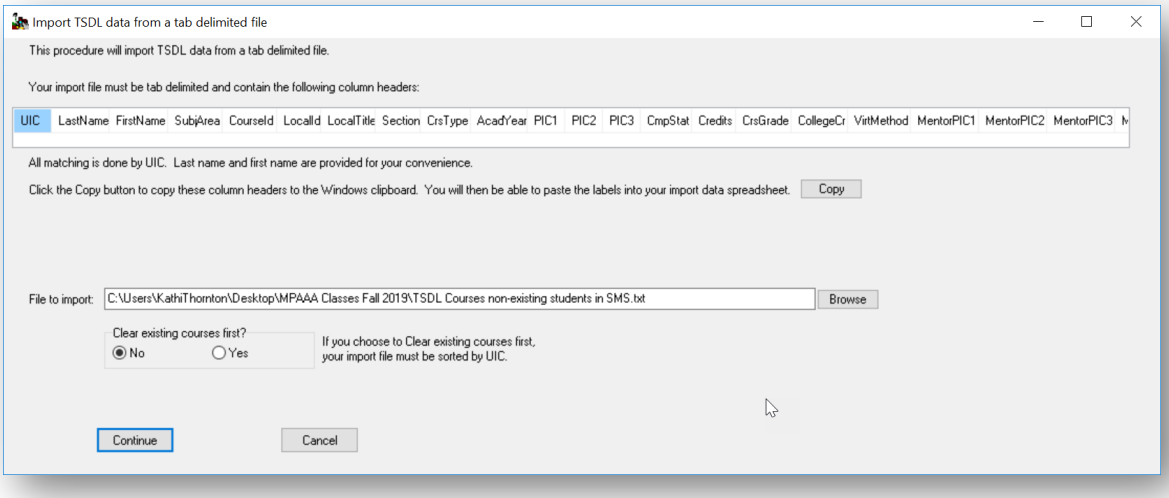
How to do this?

1. From your (SIS), generate an XML file (For PowerSchool users, you will want to complete your TSDL collection before you rollover to the new school year.)
2. Login to MISDmsds
3. Select Collection (File > Select Collection > Teacher/Student Data Link (TSDL))
4. Import your XML file (File > Import > Import MSDS XML Files > Import – **Full TSDL File**
5. Run a Data Validation Report (Reports > Data Validation Report)
6. Fix any errors or warnings
7. Export your file out of MISDmsds (File > Export > Export MSDS XML Files > Export - MSDS General Teacher Student Data Link OR Export – MSDS Migrant Teacher Student Data Link)
8. Upload your file to CEPI. (https://www.michigan.gov/cepi/

Importing from Text

Sometimes you might have to import TSDL data from a text file. This can be daunting, depending on whether you have to set the file up yourself, or if you received it from an experienced person. Let's become that person!

Your file will need to be set up with very precise headers. This layout can be found on the Import TSDL data from a tab delimited file dialog box. You can use the COPY button to conveniently copy the appropriate headings and then paste into Excel. Just make sure your data is aligned and you'll be ready for an import.



Let's Try it!

Scenario 1: You have shared time students that you do not keep that data in your system. (This is not recommended, but I've seen it happen.) You have been provided an Excel spreadsheet of this data and it has been properly formatted for TSDL reporting. You need to get this data now reported in to TSDL.

1. Let's start by clearing our database. File>Remove All

2. Choose File/Import/Import Delimited Text File/Import User Defined Delimited Text File (you have to do this before importing the TSDL data, as you currently don't have those students in Macomb. Choose the file titled: **TSDL COURSES NON-EXISTING STUDENTS IN SMS**
3. Select the following import options:
    a. Import each as a new record.
    b. Do Not Import Duplicate Records.
    c. Do allow the import of records with blank UIC numbers.

Once that is done, you can bring in your TSDL data using the following method:

1. Choose File/Import/Import Delimited Text File/Import TSDL Data

You will get warned about making a back-up of your data first. If you are combining two sets of data, it is ALWAYS best practice to export a copy of your data first. Nothing stinks worse than to have that import not go as planned and you've lost a pristine data file!

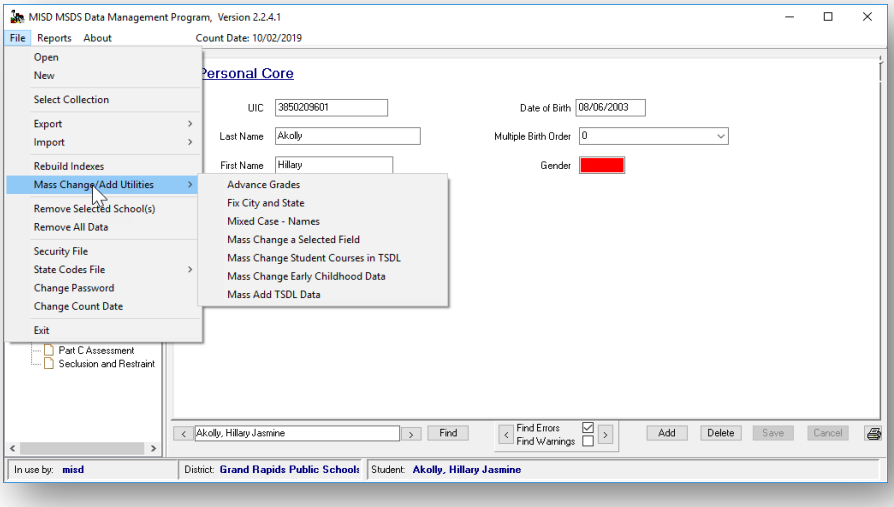
2. Import the same file: **TSDL Courses Non-Existing Students in SMS**

Now, for a second scenario, let's say you have your pristine file in MISDmsds and you have been handed another file containing classes that your students have taken elsewhere…maybe at the ISD, and you need to report that data to the state. Let's import the file titled: **TSDL COURSES EXISTING STUDENTS IN SMS**.

1. Using the data we currently have in Macomb, let's import the additional records being sent to us from the ISD.
2. Choose File/Import/Import Delimited Text File/Import TSDL Data
3. Choose your file: **TSDL COURSES EXISTING STUDENTS IN SMS**
4. In your Options, after you choose your file, make sure that the Clear Existing Courses First is NO.
5. Choose continue. Check your data.

Mass Change Utility

At some point you may find yourself with a dataset that needs an item mass-changed. Maybe it's students at a particular school that were coded with the wrong school or maybe you attached the wrong SCED code to a course. The Mass Change Utility can be very handy in fixing these instances. To access the Mass Change Utility, choose File/Mass Change Utilities and select the one the best suits your needs.



Let's Try it!

Because TSDL was such a mess last year with the new requirements, let's go through a few scenarios that might help future submissions:

Scenario 1: We will use the file we just built in the TSDL Text Import scenario above. You noticed in combing through the data that there are courses that are college courses, but they forgot to include the College Credit field. Let's add the correct college credit of '3' to that field. (Dallas Brower, Celia Coleman)

1. Choose File>Mass Change Utilities and choose Mass Change Student Courses in
2. in the **Field To Change**, Choose **College Credit**
3. In the **Change to** box, type **3**
4. In the **Field Box**, choose **Local Course ID**
5. In the **Relation** box choose **Equal To**
6. In the **Value** type **COHP505**
7. Choose **Continue** and then **Yes**.

This will find all instances of the COHP505 course (5) and change the college credit for that course to 3.

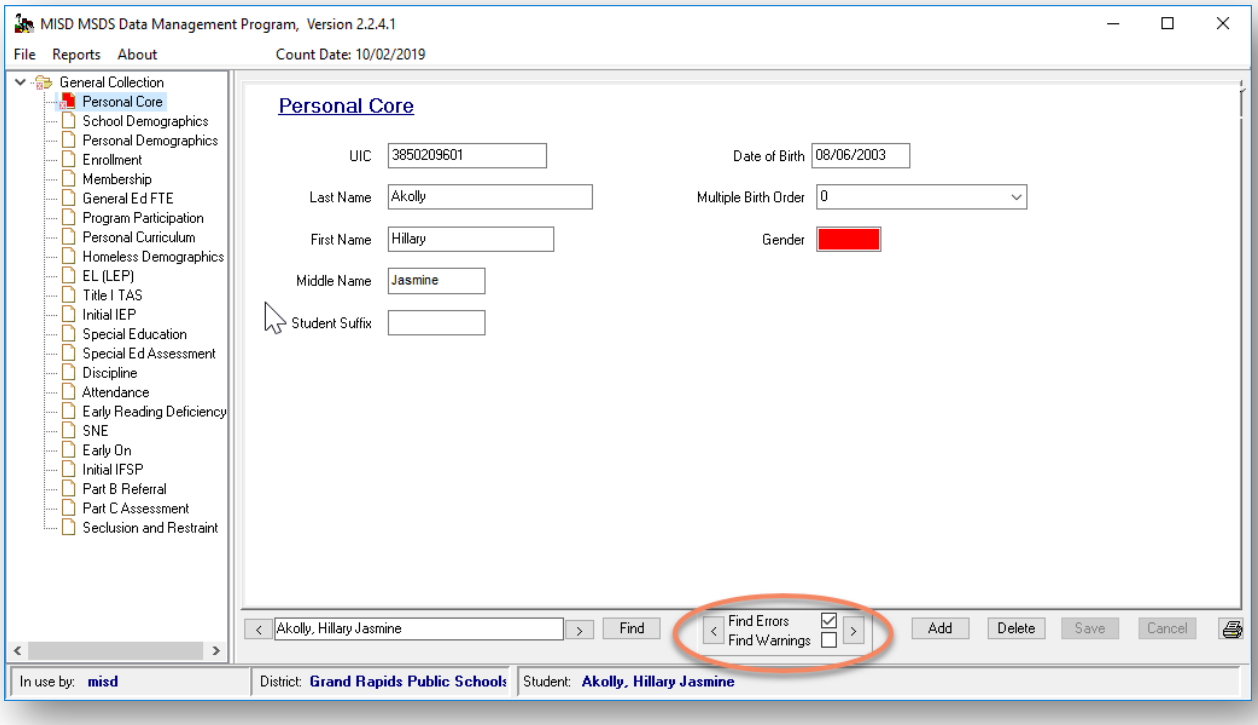
Scenario 1: Again, we will use the file we just built in the TSDL Text Import scenario above. You noticed in combing through the data that there are courses that the student failed and have a completion status of CF, yet they are given .50 credit. The Credits Granted field needs to be 0. (Angle, Contras, Dance)

1. Choose File>Mass Change Utilities and choose Mass Change Student Courses in TSDL
2. in the **Field To Change**, Choose **Credits Granted**
3. In the **Change to** box, type **0**
4. In the **Field Box**, choose **Completion Status**
5. In the **Relation** box choose **Equal To**
6. In the **Value** type **CF**
7. Choose **Continue** and then **Yes**.

This will find all instances of a completion status of CF (18) and make the Credits Granted 0.

Data Validation

When you choose which collection you want to work in, it tells MISDmsds which set of rules it should be applying to the data. You can run a report which will produce a listing of your errors or you can scroll through your errors using the Find Errors/Find Warnings.



Let's Try it!

Let's import a General Collection file that is loaded with errors.

1. Let's start by clearing our database. File>Remove All
2. Let's create a new database for Grand Rapids Public Schools (41010) under Kent ISD (41000)
3. Choose File Import>MSDS XML File>Import – MSDS General Collection
4. Choose the file named **General Collection Error File**
    a. Import each as a new record.
    b. Do Not Import Duplicate Records.
    c. Do allow the import of records with blank UIC numbers.
5. So that we are only looking at errors pertaining to the General Collection, Choose File>Select Collection>General Collection. You will notice that Macomb uses the rules set in place by CEPI to highlight errors for you in red.
6. Resting your mouse pointer on a red field will tell you which rule is in err.
7. If this were a big file, you might want to produce a report of these errors by choosing Report>Data Validation Report.

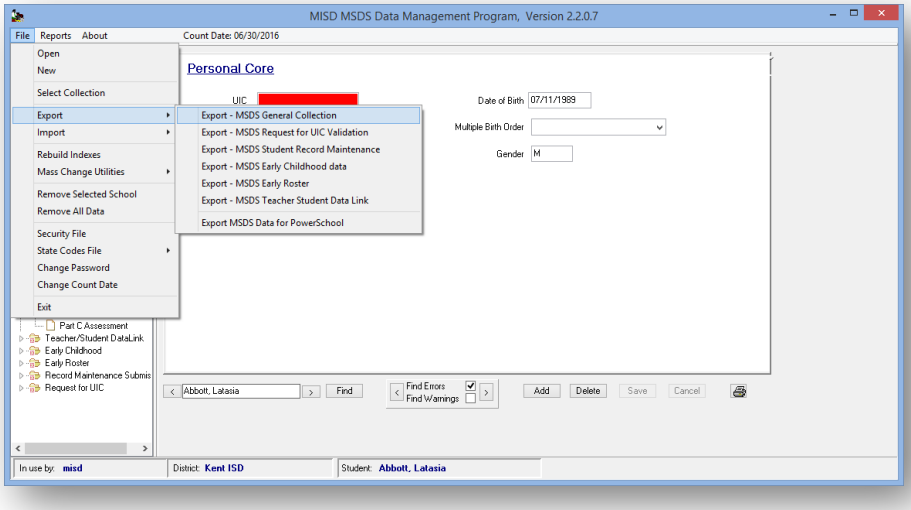
You can use the scrolling feature to scroll between errors (and warnings) and fix them right on the screen.

Exporting Your Data

Before exporting your file to go up to the state, you will want to make sure that you run the Data Validation report. As a matter of fact, when you ask the system to export your file, it will automatically

pop up and ask you if you would like to validate your file first. This is a very important step to do. It will save you time in the long run!

Once your data is clean, you will want to export your file to upload to the state. You can export it by choosing File/Export and then choosing the collection you would like to export. When it is done creating the file, you will find it in the folder in which the program was installed.

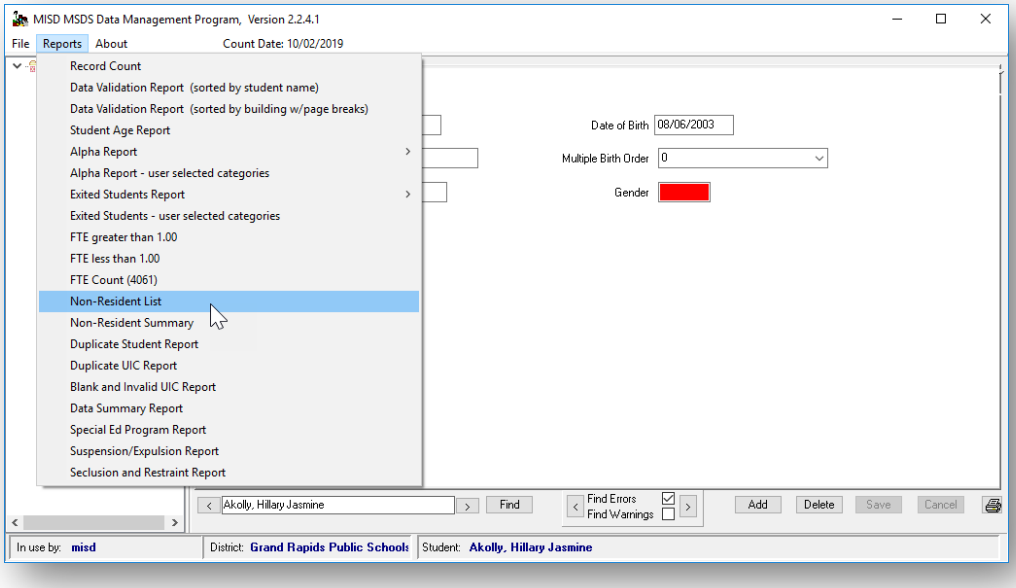


Reporting

By looking through the Reports menu, you will find a lot of reports that will help you make sure that your data is clean before putting it up to the state. It's important to have a clean file before submitting, or you could end up having to upload multiple times…which uses up your valuable time! The Duplicate Student Report, Duplicate UIC Report and Blank and Invalid UIC Report are all essential to making sure you have good data.

Let's Try It!

Let's take a walk through the reports menu!



Request for UIC

All students must have a UIC number if their record will be sent to CEPI for MSDS state submissions.

In order to upload your XML file to the state, your XML file must include the following fields:

UIC - This will be blank
First Name
Middle Name
Last Name
Last Name Suffix
Multiple Birth Order
Date of Birth
Gender

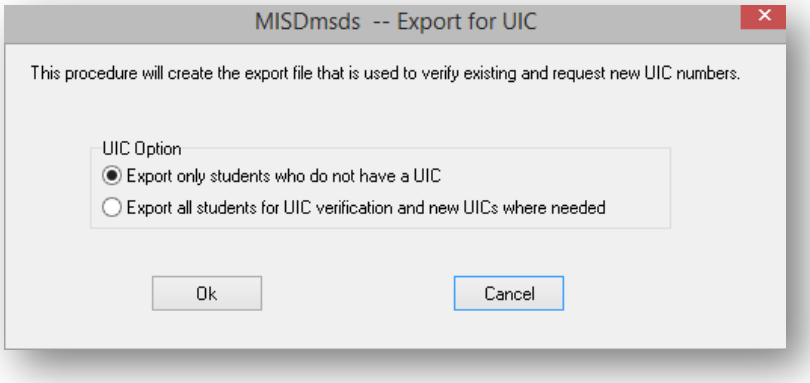
From your SIS, you should be able to search on the student's state student number to see which students DO NOT have a UIC.

Benefits of Using Macomb's MISDmsds Program?

1. It creates and XML file to upload to state.

How to do this?

1. From your (SIS), generate an XML file
2. Login to MISDmsds
3. Select Collection (File > Select Collection > Request For UIC)
4. Import your XML file (File > Import > Import MSDS XML Files > Import – MSDS Request for UIC)
5. Run a Data Validation Report (Reports > Data Validation Report)
6. Fix any errors or warnings
7. Export your file out of MISDmsds (File > Export > Export MSDS XML Files > Export – MSDS Request for UIC)



Note: The options in the screenshot.

8. Upload your file to CEPI. (https://www.michigan.gov/cepi/

Student Record Maintenance (SRM)

The Michigan Student Record Maintenance collection may be used to submit updated student data to the state throughout the school year.

Note: You might want to clear the SRM field in your SIS before the next count due to the fact that the field could pull for the 06/30/2019 count.

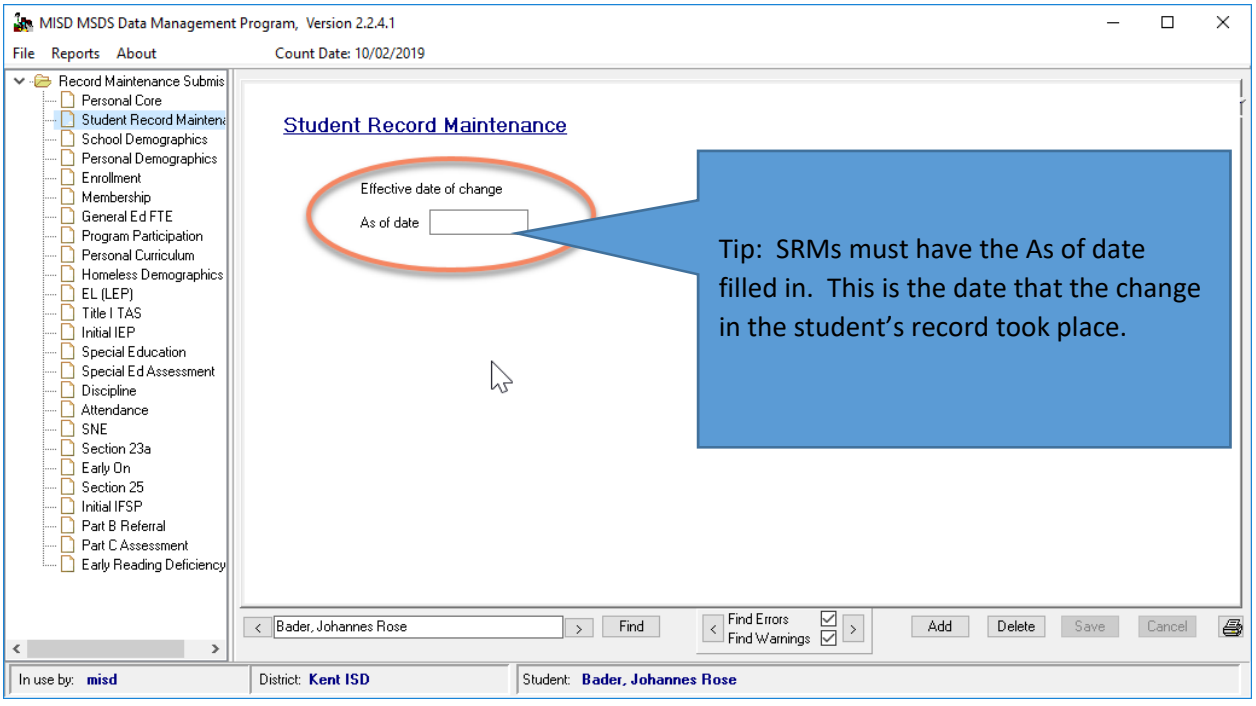
Tip: Secretaries will usually keep track of SRM's and will run a search for them during periods of time. Fox example, some secretaries will run SRM's weekly from count day to count day.

Tip: If you need to do SRM's, you can usually do a query in your SIS by using the entry date and exit date.

As of Date - Helpful Hints

The As of Date is a characteristic of the Student Record Maintenance collection. This is the date that the change in the student record took effect and it can be entered in your SIS.

- The As of Date cannot be less than the previous count date.
- The As of Date cannot be greater than the current date.
- The As of Date cannot be prior to the student's enter date.
- The As of Date cannot be after the student's exit date.
- First Day in Attendance MUST be included for Section 25 SRM requests.



How to do this?

1. From your (SIS), generate an XML file
2. Login to MISDmsds
3. Select Collection (File > Select Collection > Student Record Maintenance (SRM))
4. Import your XML file (File > Import > Import MSDS XML Files > Import – MSDS Student Record Maintenance))
5. Run a Data Validation Report (Reports > Data Validation Report)
6. Fix any errors or warnings
7. Export your file out of MISDmsds (File > Export > Export MSDS XML Files > Export – MSDS Student Record Maintenance)
8. Upload your file to CE PI. (https://www.michigan.gov/cepi/

