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# Macomb ISD - MISDmsds

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# Welcome & Introductions

# Resources

## CEPI Website (<https://www.michigan.gov/cepi>)

- PreK-12 Applications > Go to PreK-12 Applications > Go to Michigan Student Data System > Select the collection that you would like to know more about
- Schema - Click on Technical Material

## MISD Website (<https://www.misd.net/index.html>)

- To register to receive our email updates and/or view our documentation
- MISD Departments > Management Technology > MISDmsds Collection Program)

## MISD Help Desk Email

- [help@misd.net](mailto:help@misd.net)



# Let's Get Started

Why do districts/pupil accounts staff love to use the MISDmsds error checker?

1. It puts data in a CEPI accepted XML format.
2. Helps to identify and correct errors before putting it up to CEPI.
3. It's FREE! 😊

# How to install the error checker...

- Go to <https://www.misd.net/index.html> > MISD Departments > Management Technology > MISDmsds Collection Program

The screenshot shows the MISD website's Management Technology page. The browser address bar displays [misd.net/mt/index.html](https://www.misd.net/mt/index.html). The MISD logo and tagline "Macomb Intermediate School District Leadership, Service & Support in Education" are at the top. A navigation menu includes "ABOUT MISD", "MISD SCHOOLS", "SPECIAL EDUCATION", "MISD DEPARTMENTS" (highlighted with a red box), "MACOMB SCHOOLS", "COURSE OFFERINGS", "PARENTS & STUDENTS", "TEACHERS & EDUCATORS", and "STAFF & ADMINISTRATORS". Below the menu, the breadcrumb "Home > Management Technology" is visible. The main heading is "Management Technology". A descriptive paragraph states: "We provide information technology services, training and support to staff and students in the schools and districts we serve." with links for "About Us", "Meeting Schedule", and "Contact". Three content tiles are shown: "STUDENT DATA" with a photo of students at computers and a link to "PowerSchool Knowledgebase"; "STATE/FEDERAL REPORTING" with a map of Michigan and a link to "MISDmsds Collection Program" (highlighted with a red box and an arrow); and "CORE BUSINESS" with a "Business System" notebook and a link to "Connections".


# How to install the error checker continued...

- Scroll down and click on the program download link

PROGRAM DOWNLOAD (PLEASE NOTE: THE SYSTEM IS WRITTEN FOR WINDOWS COMPUTERS.)

- [MISDmsds v2.2.8 X Data collection and validation program](#)

- Once you click on the link, the program will download (usually in the bottom left corner)

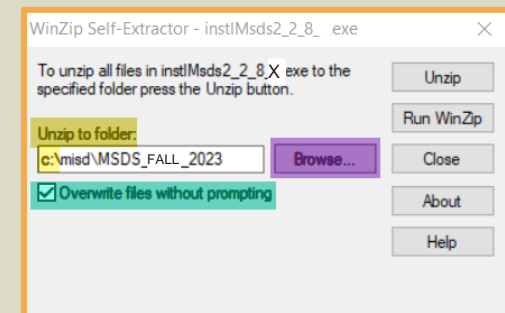
 instlMds2\_2\_8\_X ..zip ^

- Click open > double-click on the executable > if you get the “Windows protected your PC” > Click More info > Run anyway > the WinZip Self-Extractor window will pop-up.

- A few things to note:

- *Unzip to folder: (It is going to Unzip to your c: drive.)*
- Click *Browse* to Unzip the files to a different drive/folder
- BE CAREFUL w/ the *Overwrite files without prompting* checkbox

- If the checkbox is checked, it will overwrite your previous file download. If you do not want the program to overwrite your previous file, you need to go to your c: drive, find the latest download, right-click, and rename the file the something different. This will prevent the next export/download from overwriting your last download.



What does this all mean? Let's show you how to download the error checker...

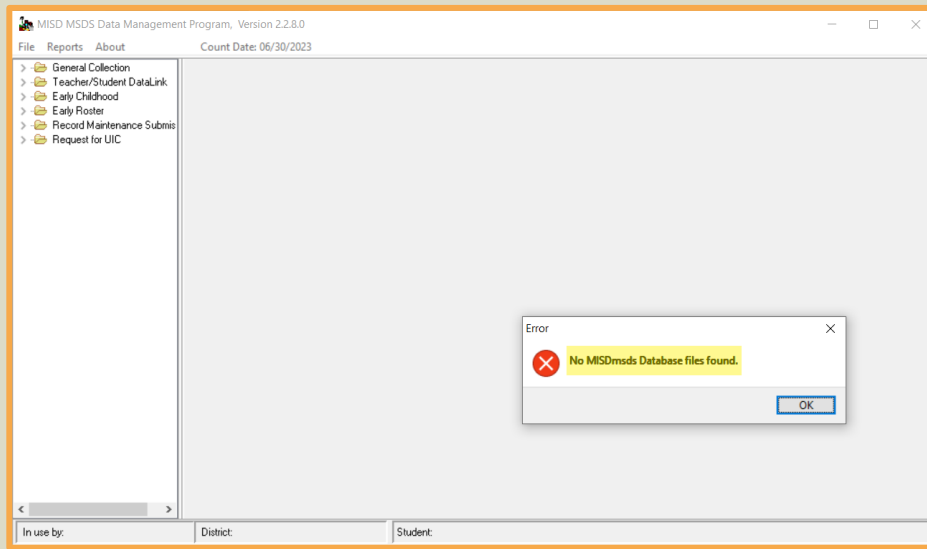
# How to login and build the *initial* index...

- Log into MISDmsds (misd, misd)



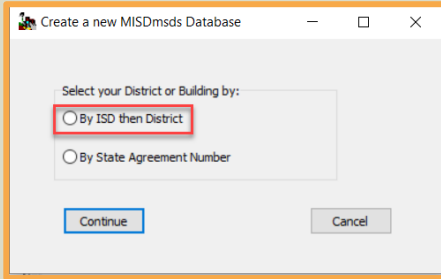
A screenshot of a 'Login' dialog box. It has a title bar with 'Login' and a close button. There are two input fields: 'User Id:' with the text 'misd' and 'Password:' with masked characters '#####'. Below the fields are 'Ok' and 'Cancel' buttons.

- After logging in, a “No District Database files found” error message is displayed (This is normal on your initial build!), click OK to continue.



## How to login and build the *initial* index continued...

- For Public School districts, select the ISD for your district and then select the number and/or name of your district.



Create a new MISDmsds Database

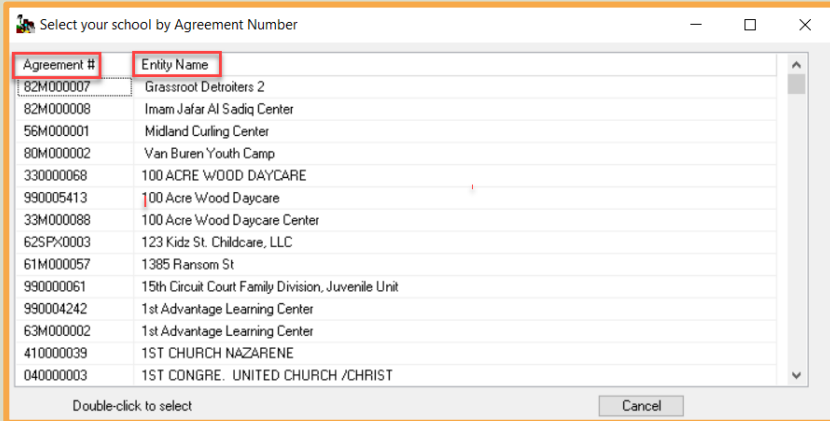
Select your District or Building by:

By ISD then District

By State Agreement Number

Continue Cancel

- For Other Non-School Recipients, select your agreement number or entity name.



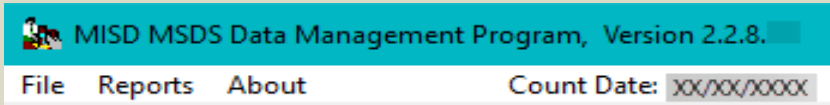
Select your school by Agreement Number

Agreement #	Entity Name
82M000007	Grassroot Detroiters 2
82M000008	Imam Jafar Al Sadiq Center
56M000001	Midland Curling Center
80M000002	Van Buren Youth Camp
330000068	100 ACRE WOOD DAYCARE
990005413	100 Acre Wood Daycare
33M000088	100 Acre Wood Daycare Center
62SP/0003	123 Kidz St. Childcare, LLC
61M000057	1385 Ransom St
990000061	15th Circuit Court Family Division, Juvenile Unit
990004242	1st Advantage Learning Center
63M000002	1st Advantage Learning Center
410000039	1ST CHURCH NAZARENE
040000003	1ST CONGRE. UNITED CHURCH /CHRIST

Double-click to select

Cancel

- Once you have built your index, you can verify the Version, Count Date, and that your District is displaying at the bottom of the error checker. **You will now have a “blank” MISDmsds database ready to accept input.**



In use by: **misd** District: **Area Schools** Student:

# Navigating the error checker...

- Basic navigation:

- To move forward or backward through the file, just click on the (<) backward or (>) forward button located beside the name entry box.

- A partial name can be entered in the name box and click on the FIND button to search.

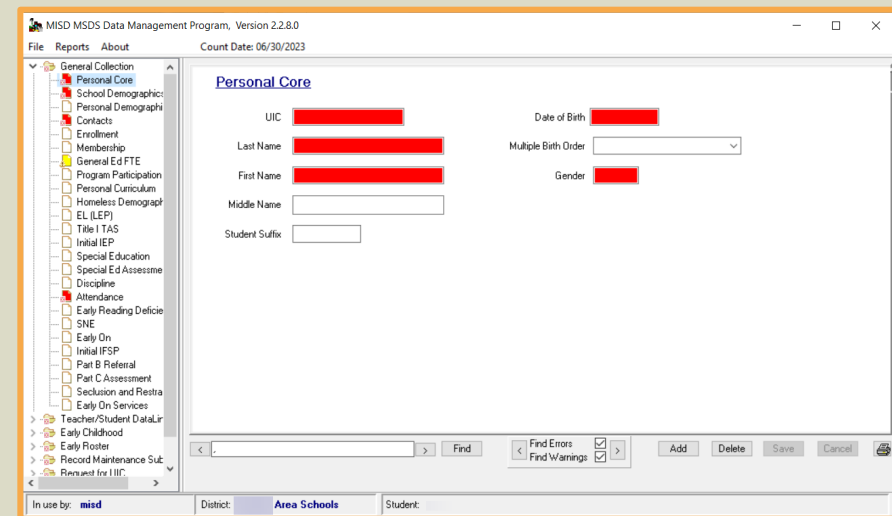
- To look for the next error, the file can be moved through forward and backward by clicking on the arrows surrounding the “Find Error” button.

- ADD button is used to add a new student record.

- DELETE button is used to delete a student record.

- SAVE is used to save the information entered.

- Please make sure to SAVE after each screen.



# Navigating the error checker – Let's get started...

- What collection do you want to work with? (File > Select Collection > Select the collection that you want)

The screenshot displays the MISD MSDS Data Management Program, Version 2.2.8.0. The main window has a menu bar with 'File', 'Reports', and 'About'. The 'File' menu is open, and a red arrow points to the 'Select Collection' option. A dialog box titled 'Select Collection' is overlaid on the main window. The dialog box contains the following text:

By default, MISDmsds will show all collections in the left panel menu tree. When all collections are showing in the menu you will be able to access all components for all collections. All data for every collection will be validated and all warnings and errors will appear on the data validation report.

This option will allow you to select the All Collections mode or zero in on a specific collection. If you select a specific collection, you will only see the components for that collection in the left panel menu tree, and only the data that is part of the selected collection will be validated.

**Select the collection to use:**

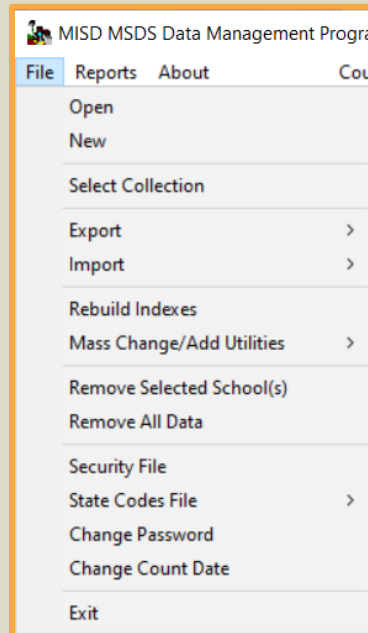
- All Collections
- General Collection
- Teacher/Student Data Link (TSDL)
- Early Childhood
- Early Roster
- Student Record Maintenance (SRM)
- Request For UIC
- Third Grade Retention

The 'Ok' button is highlighted with a red box, and the 'Cancel' button is also visible. The main window's status bar shows 'In use by: misd', 'District: Armada Area Schools', and 'Student: '.

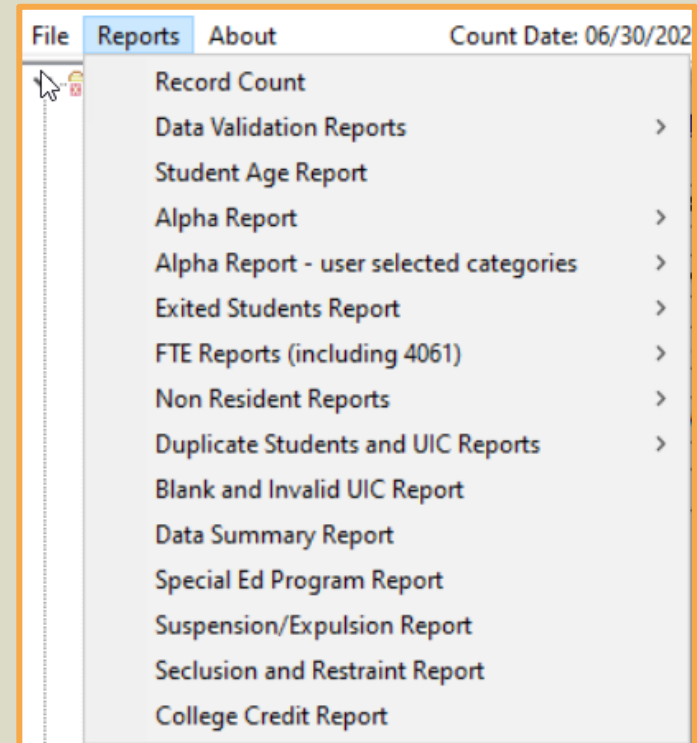
# Navigating the error checker – Let's get started continued...

• Tabs

What can we do under **File**?




What can we do under **Reports**?



# Reports...

- Basic/Popular reports...


Information

 No duplicates were found.

Duplicate Students and UIC Reports

OK


Information

 There are 1 records on file.

Record Count

OK

Information

 There are no blank or invalid UICs.

Blank and Invalid UIC Report

OK

04/28/2023 3:30:21 PM **Data Validation Report** Page: 1  
For General Collection, count date: 06/30/2023

Schl	Name	Error Message
		Attendance - Days Present - must be > 0 when GE FTE is > 0.00, and Total Possible Attendance is > 0

test

There are 1 students records for the General Collection.  
Of those, 0 student records have no errors or warnings,  
and 1 student records have data validation errors or warnings.

## Importing data and helpful tips...

- XML
- Text tab delimited (Excel)
- What if my district does not use a Student Information System and I need to know what the headers I will need to import in an Early Childhood (EC) or Teacher Student Data Link (TSDL) collection?

Let's show you...

# Analyzing your data – checking the errors and warnings...

- Red
- Fixing
- Saving it
- Arrows
- Mass changes

MISD MSDS Data Management Program, Version 2.2.8.0  
Count Date: 06/30/2023

**Personal Core**

UIC

Date of Birth

Last Name

Multiple Birth Order

First Name

Gender

Middle Name

Student Suffix

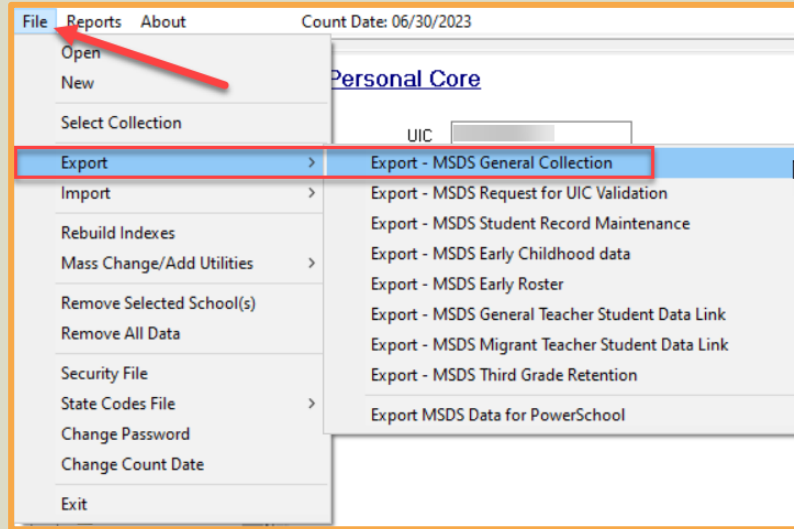
Find Errors  Find Warnings

Add Delete Save Cancel

In use by: **misd** District: **Area Schools** Student:

# Exporting your data...

- File > Export > Use the prompts to guide you to what collection you are exporting.



- Some Tips:
  - Make sure that your file has downloaded (usually to your c: drive)
  - Make sure to save your original file/download. **If you export again, it will override the original export!**
  - Automatically generates the correct schema to put up to the state

Now what?

You are ready to upload your file to CEPI!





Questions, Comments, Concerns...

**Thank you for your attention!**

**Have a great afternoon!**

**[help@misd.net](mailto:help@misd.net)**

