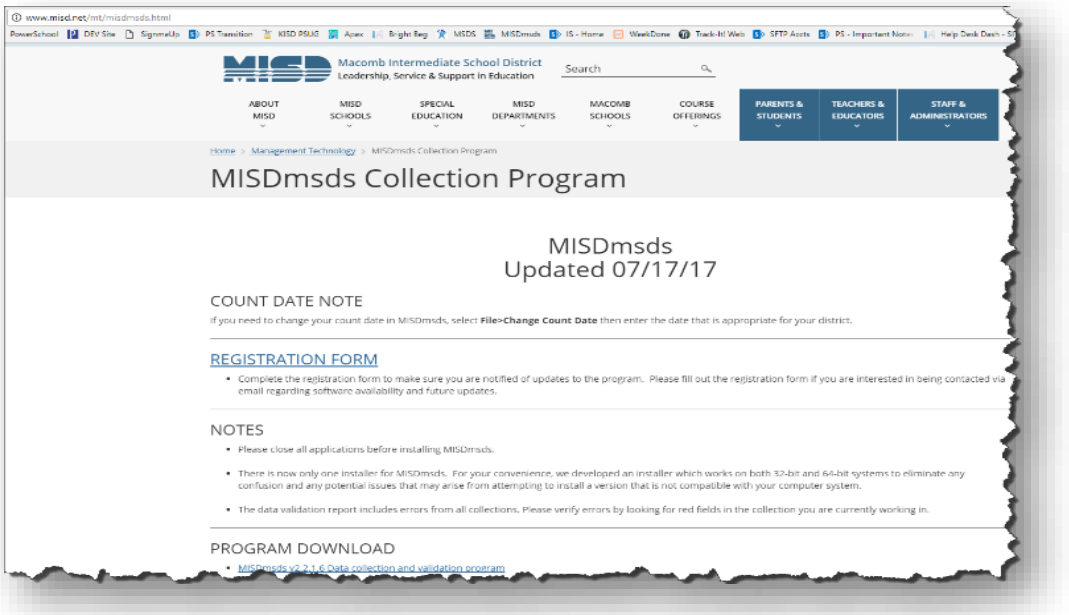
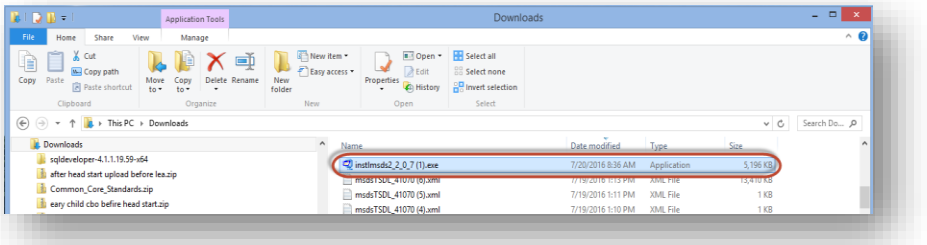
Macomb MISDmsds

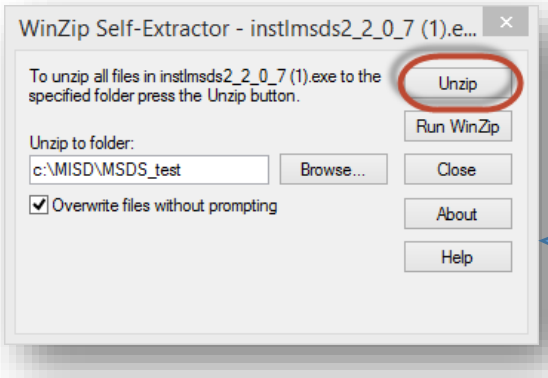
One very helpful tool when processing your data is the Macomb MISDmsds. This is a free program that was created by Macomb Intermediate School District. This program is updated throughout the year to allow for changes in the reporting process. Each reporting cycle you will want to make sure that you are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



Once you download it, you will go to the Downloads folder and find the executable file, which should start with ***instlmsds*#####**.

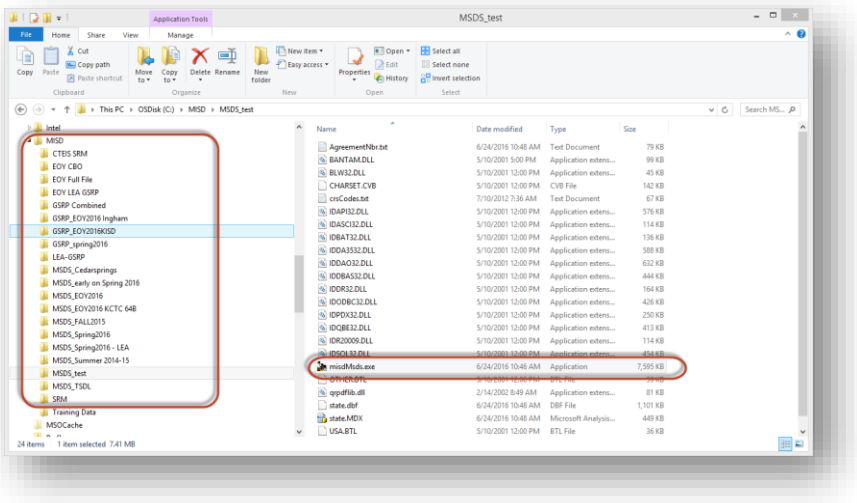


By double-clicking this file, it will start the install process and give you the extraction dialogue box below. Choose the folder you would like in installed into and click Unzip.

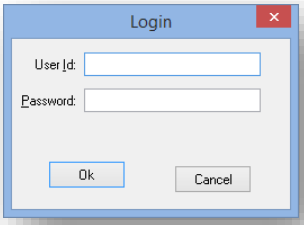


Tip: you can install this program multiple times. If you work on multiple collections (General Collection, TSDL, SRM etc.), you could install one for each collection. Just change the name of the folder you are unzipping into. To keep them straight, find the misdMsds.exe file in the folder you unzipped to and rename it to the collection it pertains to.

To open the program, go to the folder you installed it in and double-click the misdMsds.exe file. You can also right click on this file and have it pin the program to your start page or task bar (shortcut on the desktop if you are running an older version of Windows). You can also rename it, just in case you have multiple versions of the program pinned to your task bar.



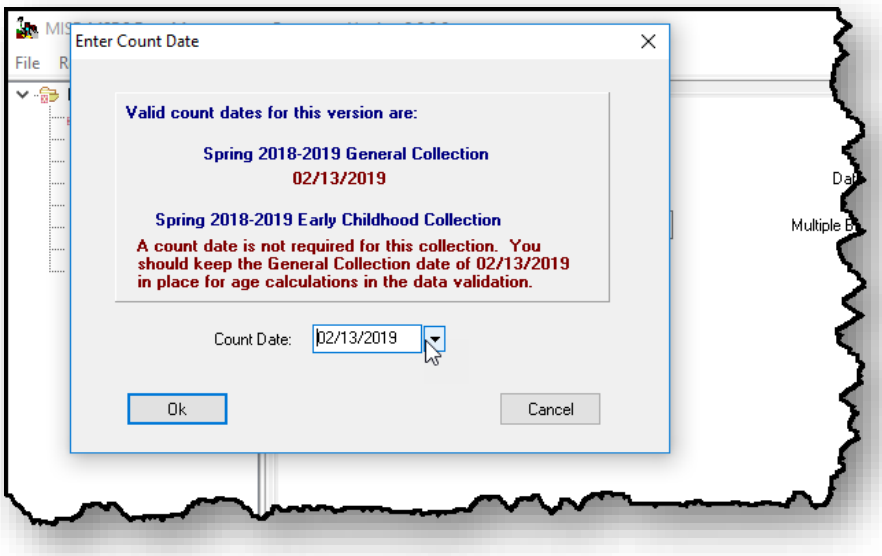
Once the program is installed and you open it, you will be asked for login information. The login information on a new install is always:



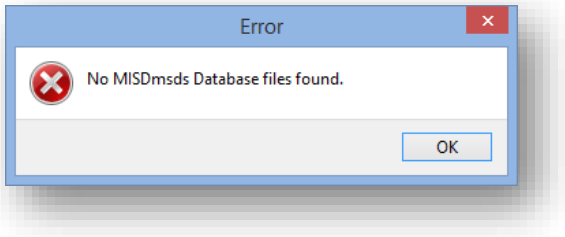
Login Name: MISD
Password: MISD.

You may change that for future logins, but most people leave it as is.

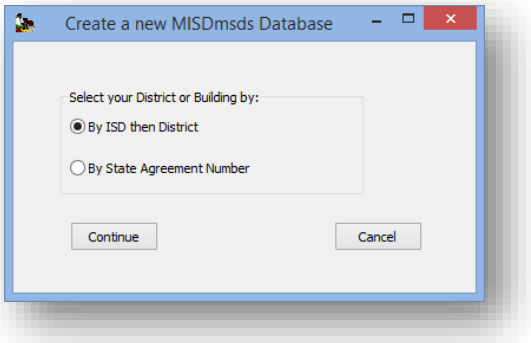
When the program opens, you will be asked what the correct count date is for the collection you are reporting. Your count dates are the first Wednesday in October, second Wednesday in February and June 28th.



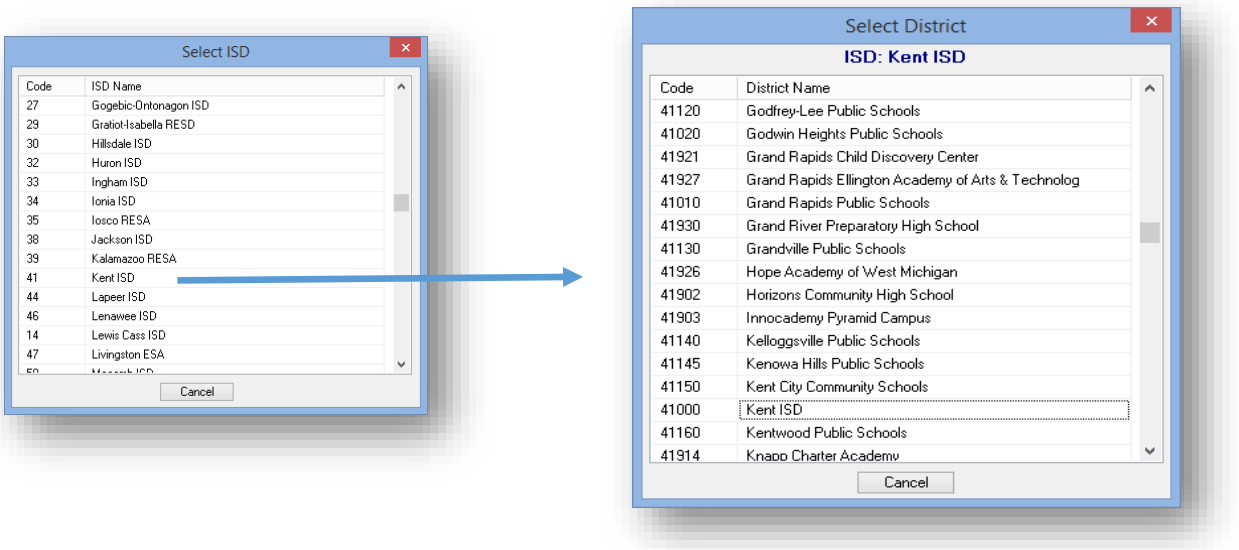
If this is the first time the program has been opened, you will get the error below. Just click OK and it will give you a series of dialogue boxes to help you create a database file.



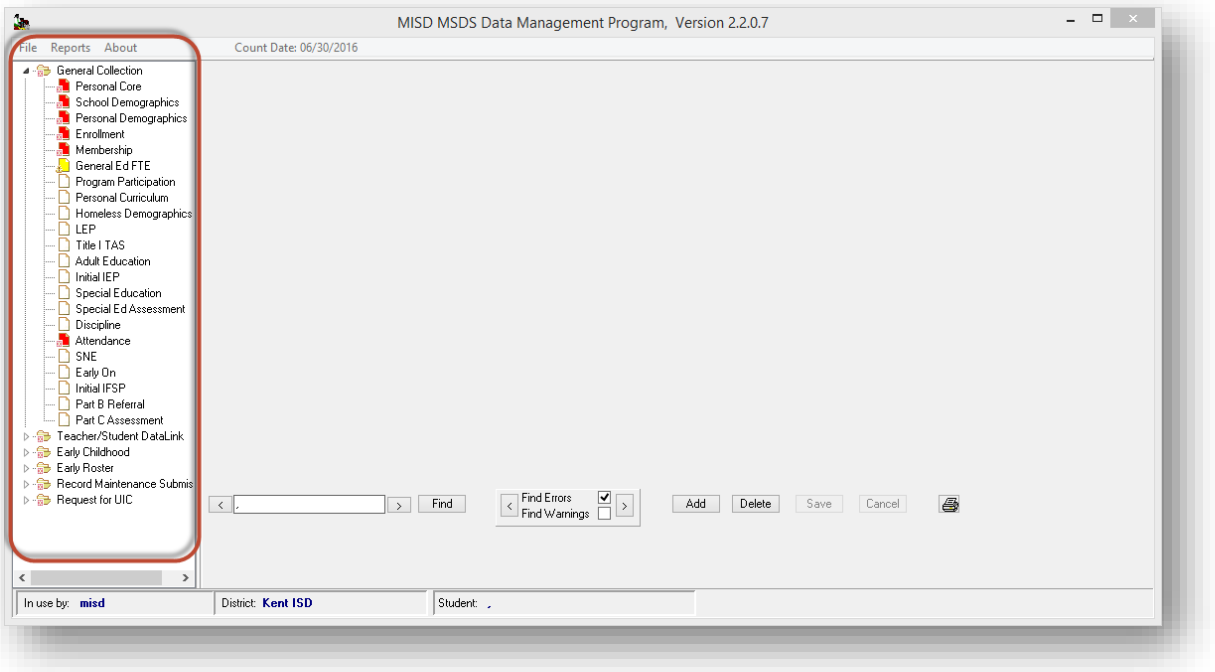
If you are an LEA district, you will want to sort by ISD then District



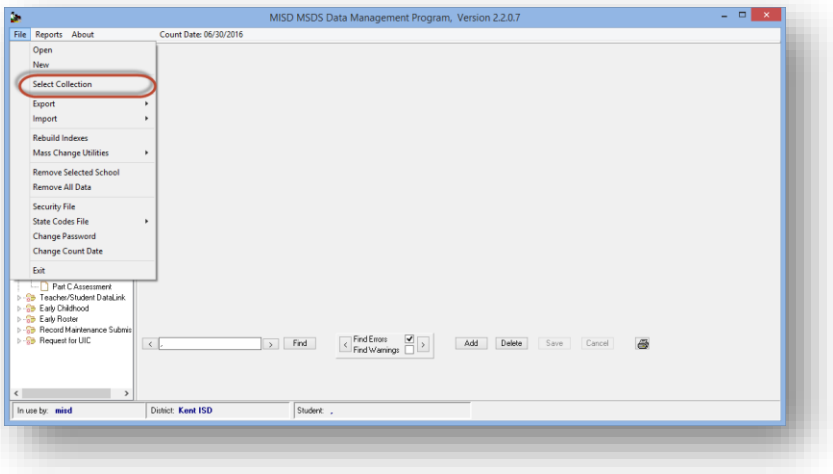
Double-click the ISD that you are located in, that will pull open a listing of LEAs. Then find your LEA and double-click to open a new file for your district.



When the program opens, you will see a tree structure on the left hand side that lists all of the collections for which you can use the program.

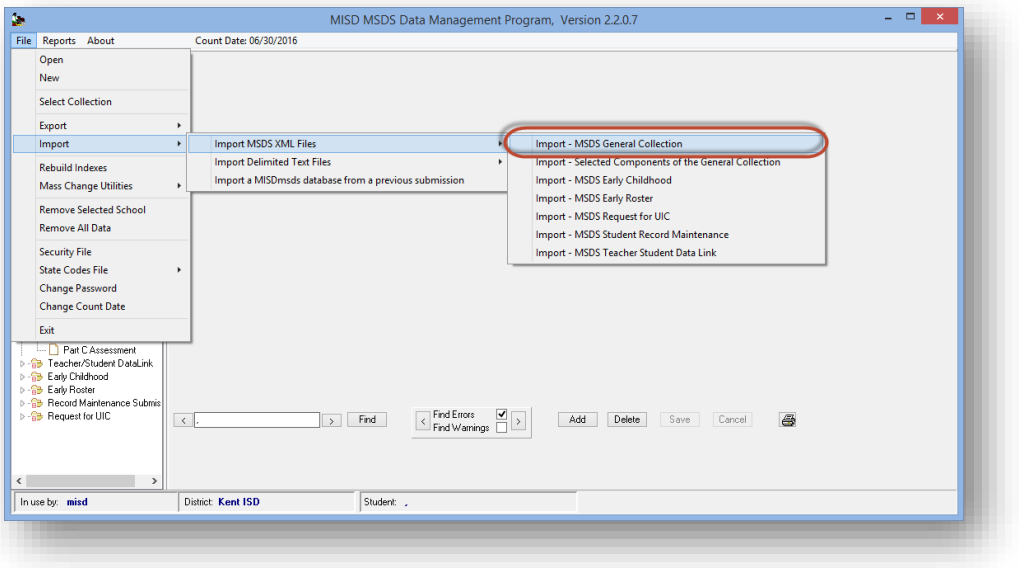


You can filter this tree to show just the collection you are working on by selecting File/Select Collection. If you select a specific collection, the program will only error check and export data pertaining to that collection.

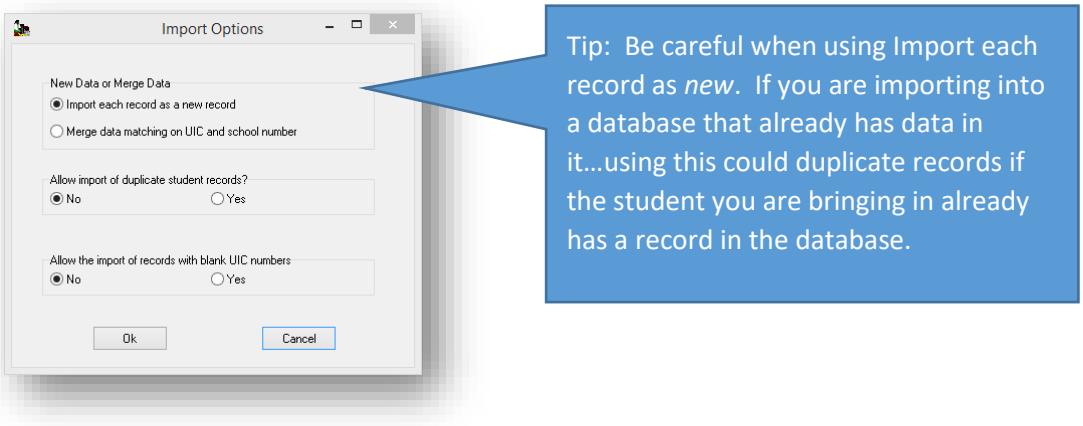


Importing XML Files

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**

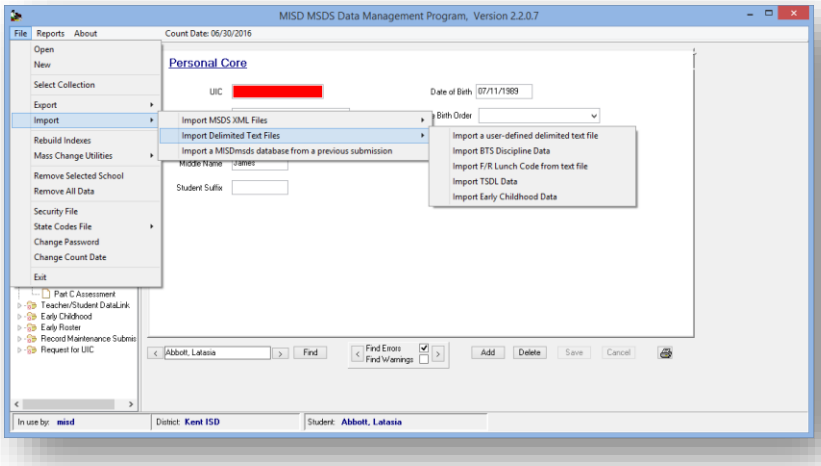
   You will see that Bader, Johannes Rose is the only student imported. She now has a UIC and the rest of the students in that file were already in Macomb.

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

   You will see that ALL STUDENTS HAVE BEEN DUPLICATED!

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.

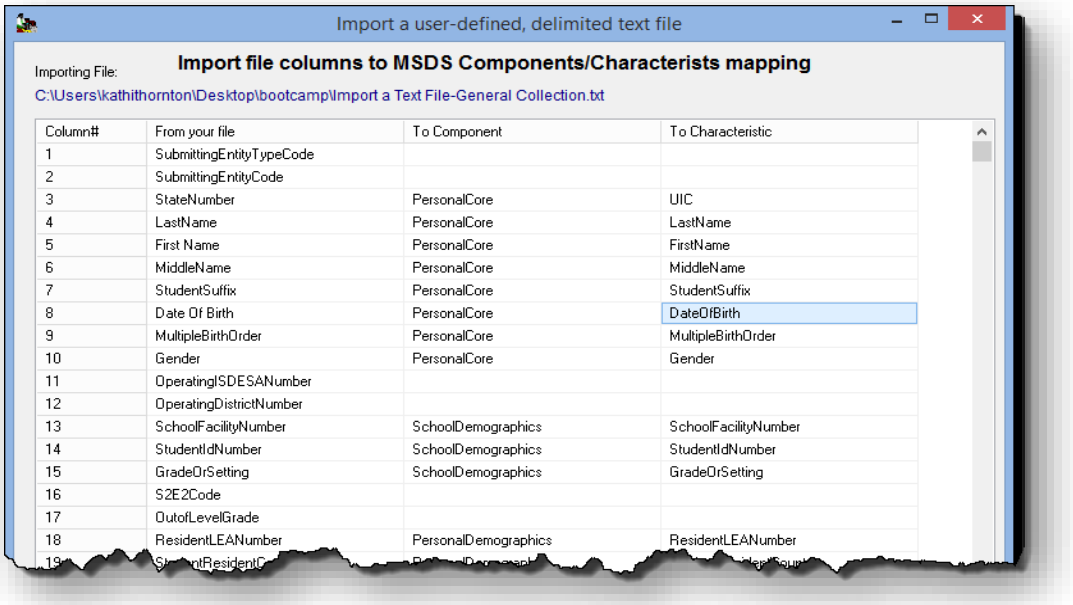


When bringing in data this way, you will map the fields so that the data imports correctly into the program. ***It really helps if you have the column headers in your file named the same as the MSDS Component Characteristics.***

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)

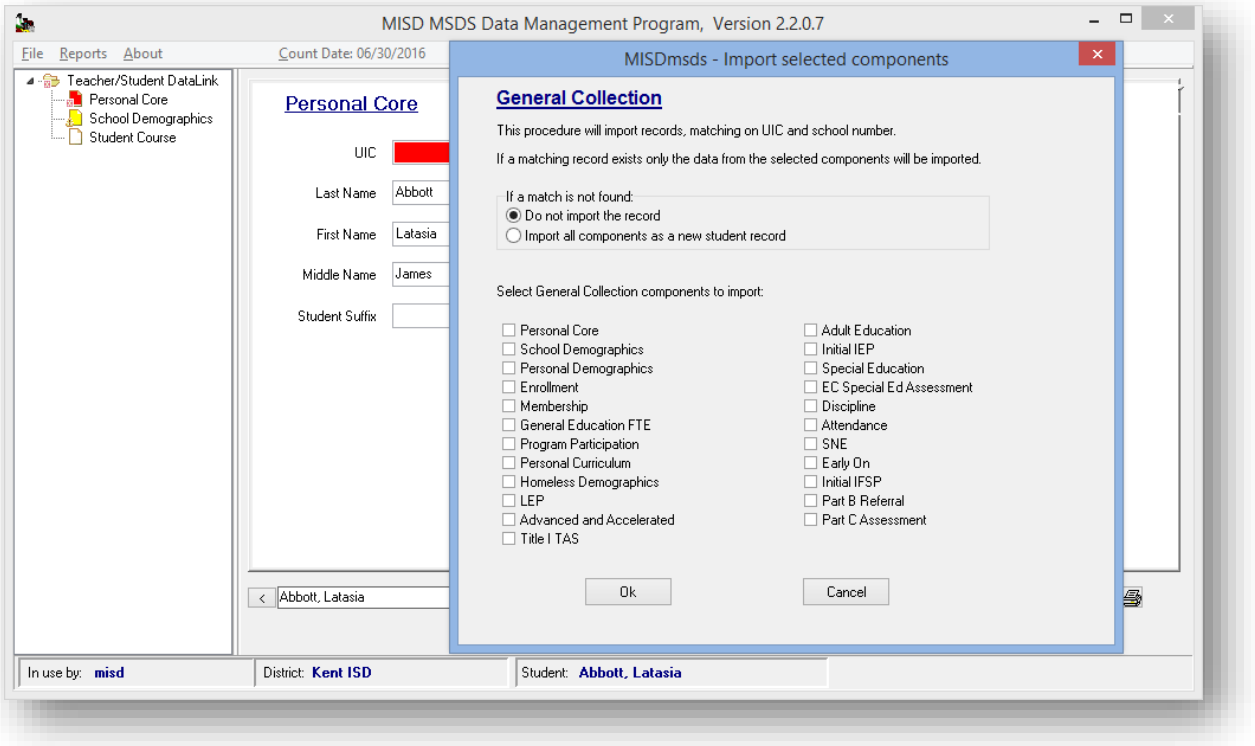


Column#	From your file	To Component	To Characteristic
1	SubmittingEntityTypeCode		
2	SubmittingEntityCode		
3	StateNumber	PersonalCore	UIC
4	LastName	PersonalCore	LastName
5	First Name	PersonalCore	FirstName
6	MiddleName	PersonalCore	MiddleName
7	StudentSuffix	PersonalCore	StudentSuffix
8	Date Of Birth	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)

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. 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. Choose File>Import MSDS XML Files>Selected Components of General Collection.
2. Choose the file Missed Free & Reduced
3. 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.

Why Use Macomb's MISDmsds Program?

1. It is updated with the latest schema provided by CEPI.
2. You can import data for a variety of MSDS collections.
3. You can fix your errors before it goes to the state.

Early Roster

FROM CEPI's Website:

"This optional collection may be used to submit projected student enrollment for a given school year. Since this is not a certified collection, it does not impact accountability, nor do the submitted data become part of students' official records. Data are used to create direct certification reports. The Division of Accountability Services may also use Early Roster data for Kindergarten Entry Assessment and Interim assessments".

Most districts will pull an Early Roster report out of their SIS in XML format after rolling over to their new school year.

Some districts will usually upload an Early Roster file to CEPI at the end of July for Direct Certification (lunch status) reasons and continue to upload a new file until schools starts. Districts do this, so that they can append any records or include newly enrolled students.

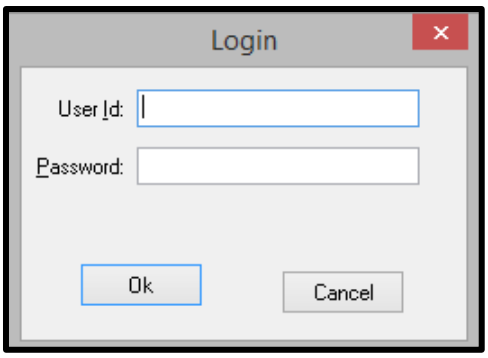
The Early Roster collection in MISDmsds is up to date for the 18/19 school year. CEPI updates the schema for Early Roster each year in the fall. So, the MISDmsds Early Roster will produce a valid XML file until the specifications are changed by CEPI later this summer.

Benefits of Using Macomb's MISDmsds Program for Early Roster?

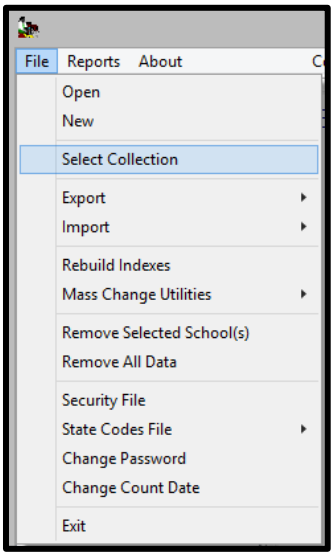
1. It starts the Direct Certification process.
2. It will update new students, exited students, and students that change buildings while keeping your data clean at the state.

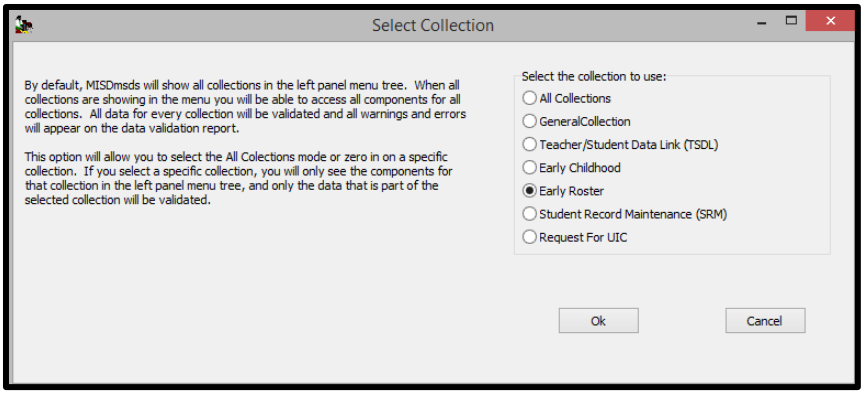
How to do this?

1. From your Student Information System (SIS), generate an XML file
2. Login to MISDmsds (User Id: MISD, Password: MISD)

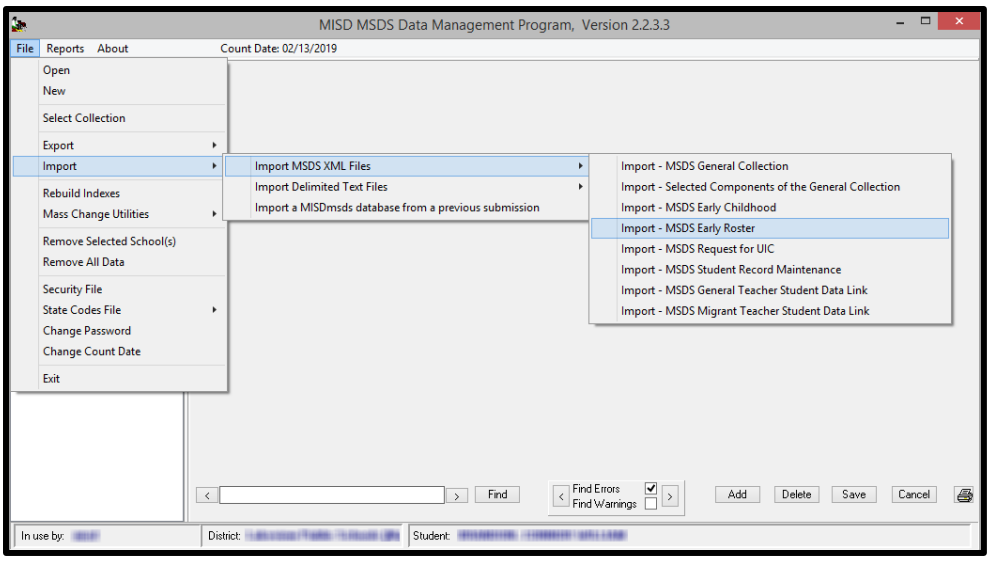


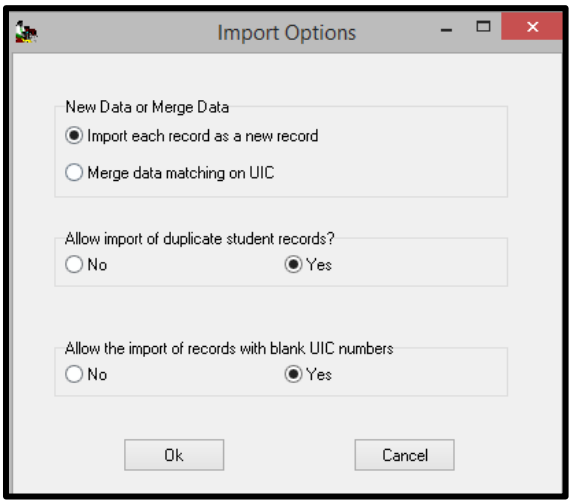
3. Select Collection (File > Select Collection > Early Roster)





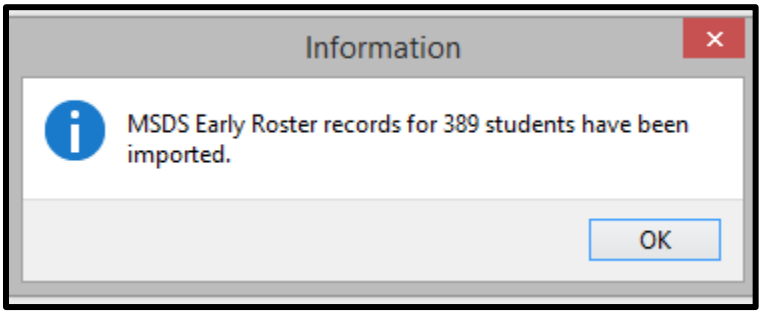
4. Import your XML file (File > Import > Import MSDS XML Files > Import – MSDS Early Roster)



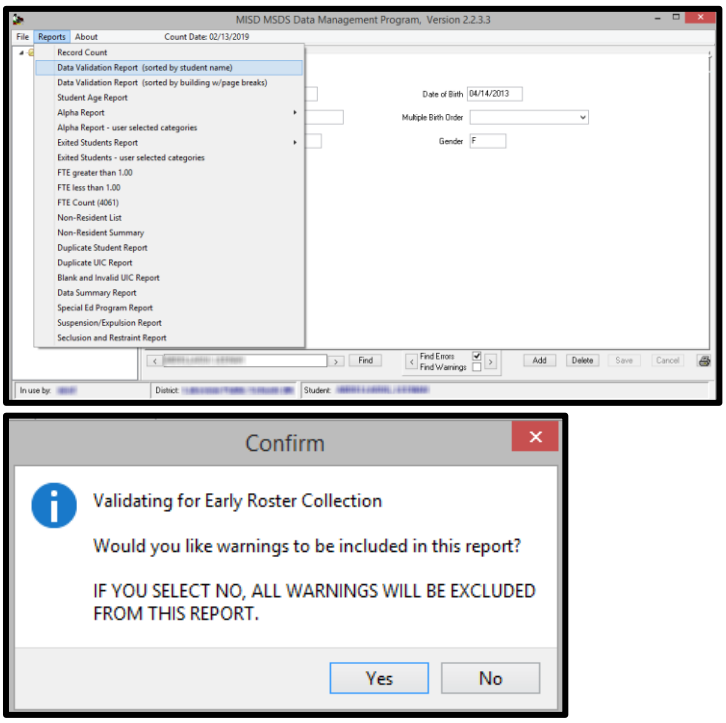


Tip: Be careful when using Import each record as *new*. If you are importing into a database that already has data in it…using this could duplicate records if the student you are bringing in already has a record in the database.

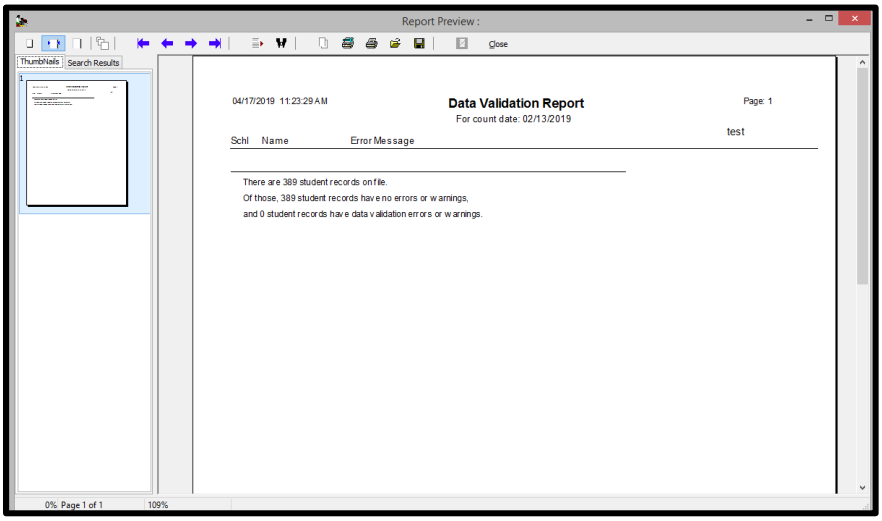
It will tell you how many records were imported. If the number is not correct, review your SIS and/or XML file.



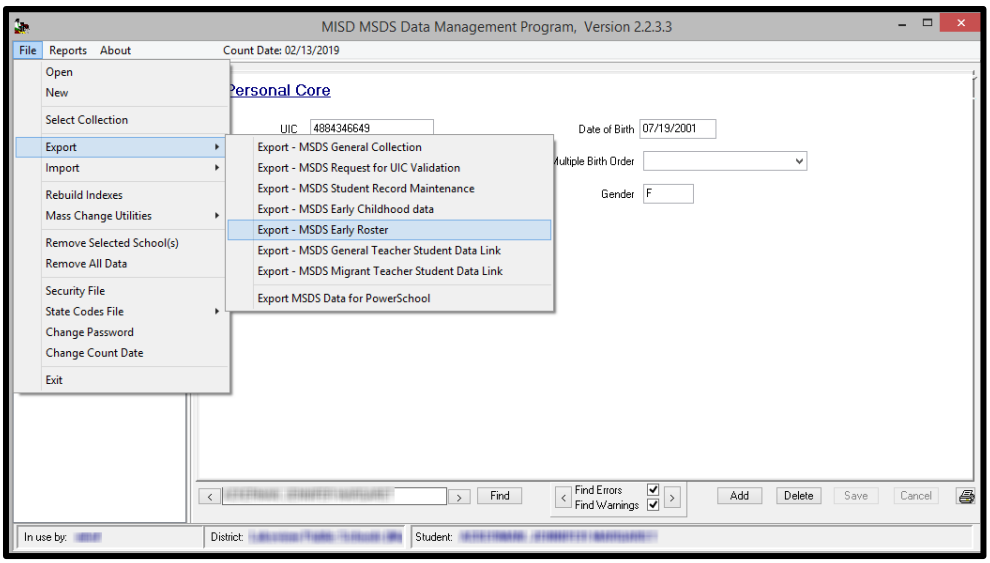
5. Run a Data Validation Report (Reports > Data Validation Report)



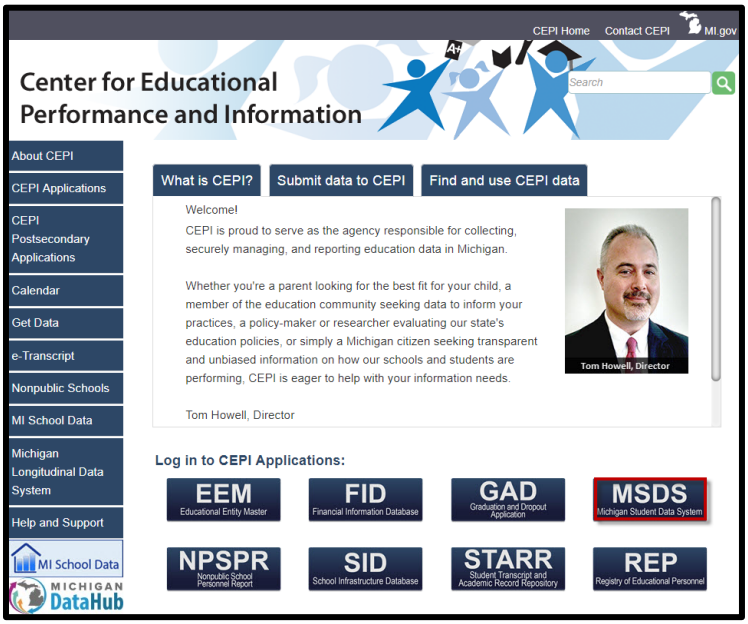
6. Fix any errors or warnings



7. Export your file out of MISDmsds (File > Export > Export MSDS XML Files > Export – MSDS Early Roster



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



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

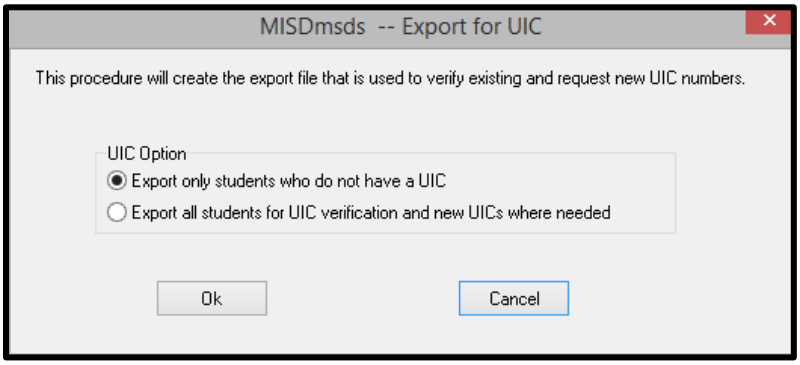
From your SIS, you should be able to search on the student's state student number to see which students DO NOT have a UIC.

Benefits of Using Macomb's MISDmsds Program?

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

How to do this? (Refer to Early Roster screenshots, but select the options for UIC)

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.

Benefits of Using Macomb's MISDmsds Program?

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

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? (Refer to Early Roster screenshots, but select the options for SRM's)

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 CEPI. (https://www.michigan.gov/cepi/

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.

Benefits of Using Macomb's MISDmsds Program?

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

Note: You will want to check with your SIS to see when your district needs to complete TSDL. It is usually the 3rd week in July. You will want to complete your TSDL collection before you rollover to the new school 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.

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. However, if 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).

2018-19 MID YEAR CHANGE: If your district provides shared-time services to non-public or homeschool students and have claimed FTE for them, then you are required to submit the courses for 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.

FROM CEPI's Website:

Two TSDL Collections: **The Differences**

"Effective beginning with the 2018-2019, the TSDL Collections will be split into two separate collections.

1. **Migrant TSDL Collection**
    a. Only migrant students can be reported.
    b. Has a year-long reporting window (ongoing collection) so course information for a migrant student can be captured within 10 days of an enrollment or exit from a district.

2. **General TSDL Collection**

    a. Is a single certify collection.
        i. Allows users to decertify/certify their collection to make course record changes without having to submit a new course record.
    b. Only non-migrant students requiring a TSDL submission can be reported.
        i. CEPI will merge migrant records with these records for state reporting purposes.
    c. One reporting window at the end of the school year (May-July)".

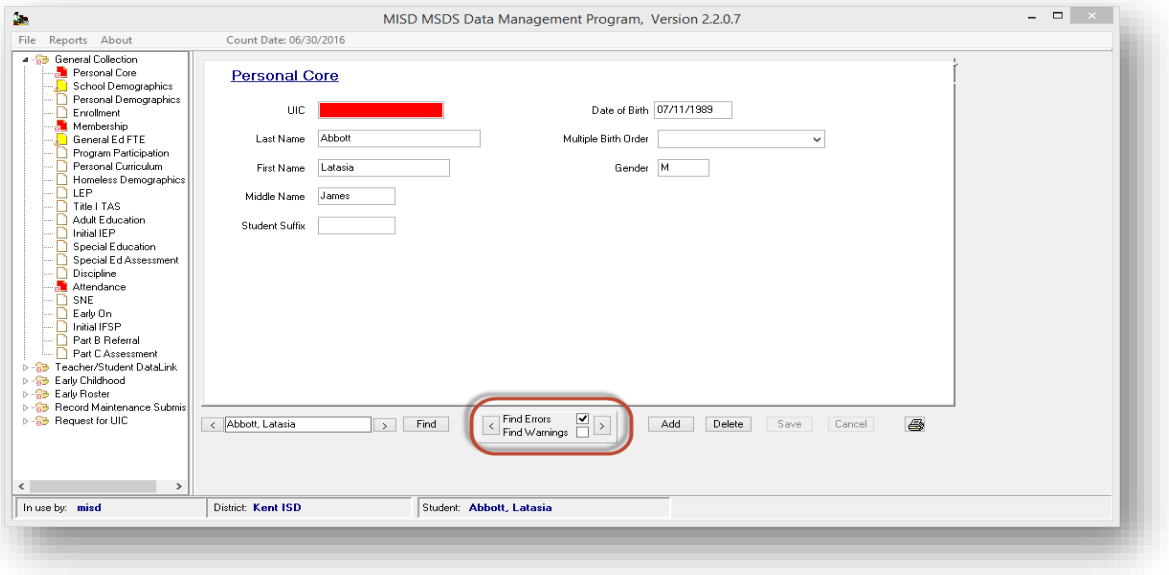
How to do this? (Refer to Early Roster screenshots, but select the options for TSDL)

1. From your (SIS), generate an XML file
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 – MSDS General Teacher Student Data Link OR Import – MSDS Migrant Teacher Student Data Link)

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/

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!

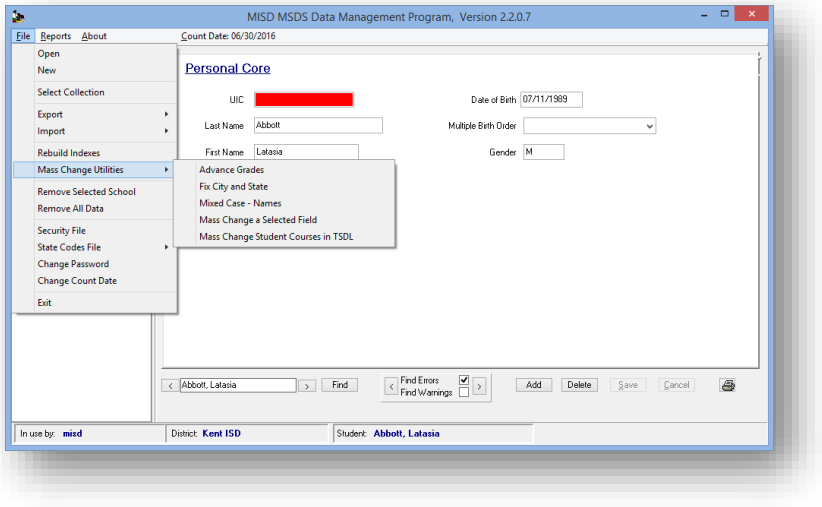
Let's import an Early Childhood file that is loaded with errors.

1. Choose File Import>MSDS XML File>Import MSDS Early Childhood
2. Choose the file named **Early Childhood Error (**leave importing options as they are marked)
3. So that we are only looking at errors pertaining to the Early Childhood Collection, Choose File>Select Collection>Early Childhood. You will notice that Macomb uses the rules set in place by CEPI to highlight errors for you in red.
4. Resting your mouse pointer on a red field will tell you which rule is in err.
5. 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.

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 was 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!

Remember our Early Childhood File had a bunch of end dates that the registrar put the wrong year. We can use the mass change feature to fix this.

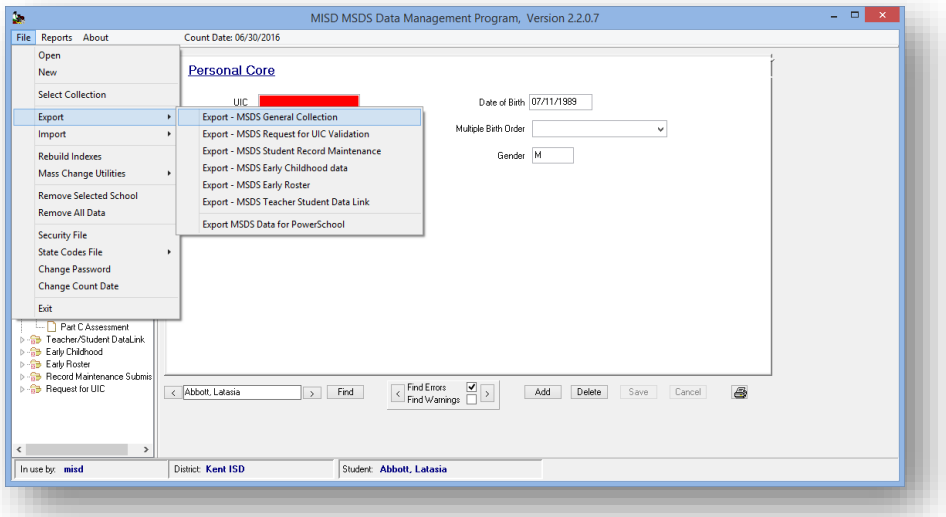
1. Choose File>Mass Change Utilities and choose Mass Change Early Childhood Data (Choose ok on the warning)
2. in the **Field To Change**, Choose **End Date**
3. In the **Change to** box, type **06/01/2019**
4. In the **Field Box**, choose **End Date**
5. In the **Relation** box choose **Equal To**
6. In the **Value** choose **06/01/2018**
7. Choose **Continue** and then **Yes**.

This will change all of the 2018 dates to 2019 (3 records).

Exporting Your Data

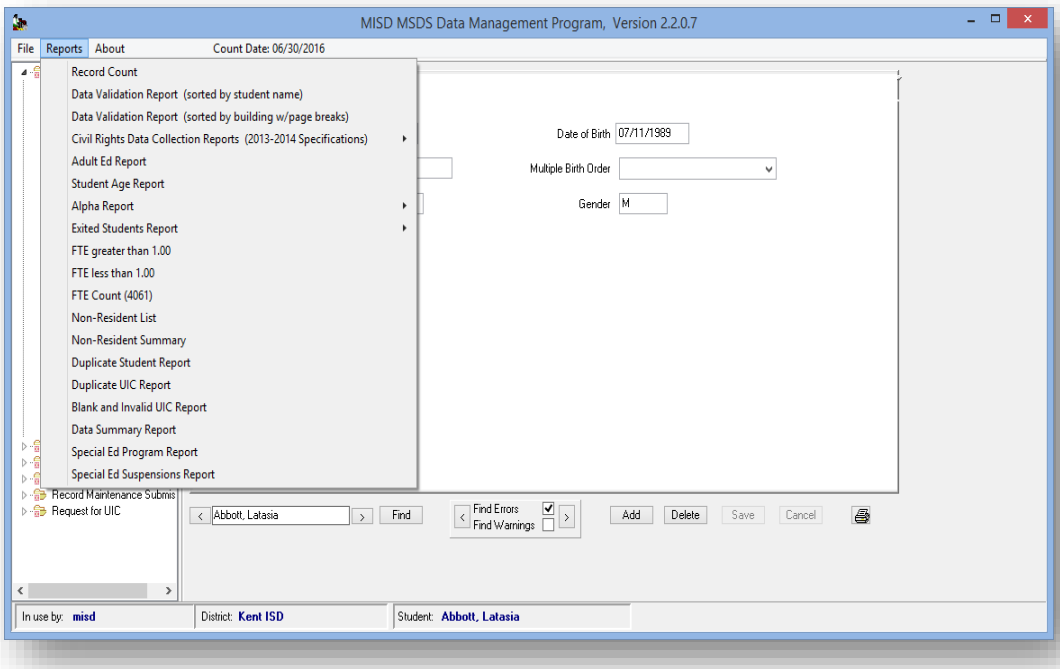
Before exporting your file to go up to the state, you will want to make sure that you run the Data Validation report. As a matter of fact, when you ask the system to export your file, it will automatically pop up and ask you if you would like to validate your file first. This is a very important step 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.



Working with XML

XML stands for Extensible Mark-up Language. This is a programming code that is pretty simple and allows you to process large amounts of data easily.

An XML file starts with a Header. The header tells the system the type of file it is reading. It will also tell the location of the Schema on the web.

<EarlyChildhoodSpringGroup SchemaVersionMajor="2018-2019" SchemaVersionMinor="1" CollectionId="203" CollectionName="EarlyChildhoodSpring" SubmittingSystemVendor="MISD" SubmittingSystemName="MISDmsds" SubmittingSystemVersion="2.2.3.3" xsi:noNamespaceSchemaLocation="http://cepi.state.mi.us/msdsxml/EarlyChildhoodSpring2018-20191.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

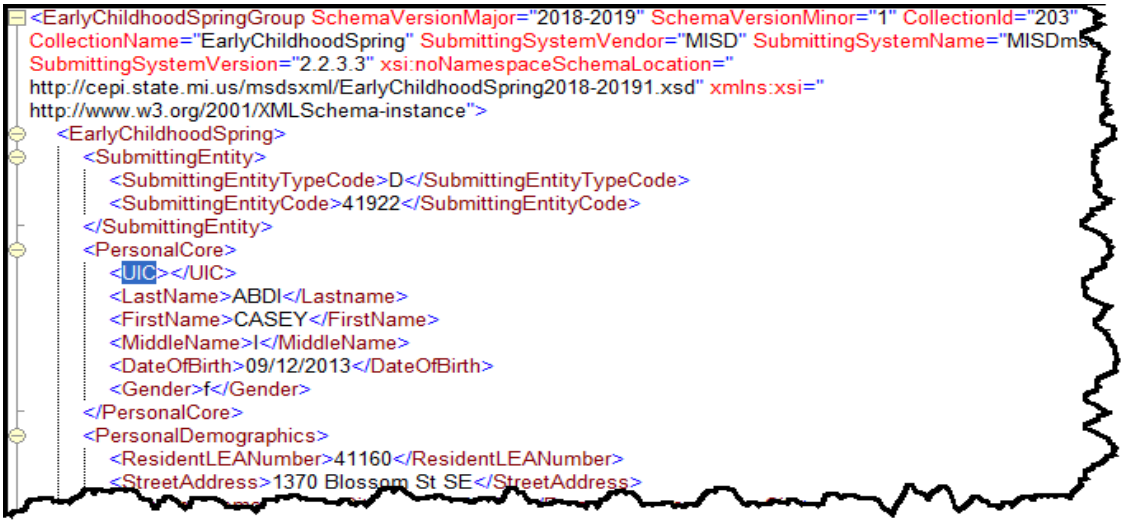
XML is made up of Tags. A tag names the field: <lastname>Jones</lastname>

The beginning tag and ending tag have to be exactly the same. Capitalization counts!

Bad tag: <lastname>Jones</LastName>

Tags cannot be empty! <UIC></UIC>

Tags are nested into components. For example, look at the example below from an EOY General Collection file. There is the Submitting Entity Component and the Personal Core Component.



If any of these tags fall out of order of what the Schema dictates, you will end up with an error. (See Schema below)

<?xml version="1.0"?>
<EarlyChildhoodSpringGroup SchemaVersionMajor="2018-2019" SchemaVersionMinor="1" CollectionId="203" CollectionName="EarlyChildhoodSpring" SubmittingSystemVendor="MISD" SubmittingSystemName="MISDmsds" SubmittingSystemVersion="2.2.3.3" xsi:noNamespaceSchemaLocation="http://cepi.state.mi.us/msdsxml/EarlyChildhoodSpring2018-20191.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

Bad Tag Examples

```
<EarlyChildhoodSpring>
    <SubmittingEntity>
        <SubmittingEntityTypeCode>D</SubmittingEntityTypeCode>
        <SubmittingEntityCode>41922</SubmittingEntityCode>
    </SubmittingEntity>
    <PersonalCore>
        <UIC></UIC>
        <LastName>ABDI</Lastname>
        <FirstName>CASEY</FirstName>
        <MiddleName>I</MiddleName>
        <DateOfBirth>09/12/2013</DateOfBirth>
        <Gender>f</Gender>
    </PersonalCore>
    <PersonalDemographics>
        <ResidentLEANumber>41160</ResidentLEANumber>
        <StreetAddress>1370 Blossom St SE</StreetAddress>
        <PersonalDemographicsCity>Grand Rapids</PersonalDemographicsCity>
        <State>MI</State>
        <ZipCode>49508</ZipCode>
        <Ethnicity>001001</Ethnicity>
        <Phone>6164473716</Phone>
    </PersonalDemographics>
    <ECPrograms>
        <FiscalEntityTypeCode>D</FiscalEntityTypeCode>
        <FiscalEntityCode>41000</FiscalEntityCode>
        <SchoolFacilityNumber>08019</SchoolFacilityNumber>
        <ProviderLicenseNumber>DC410303131</ProviderLicenseNumber>
        <ECComment>Branches</ECComment>
        <ECProgram>01</ECProgram>
        <ECProgramStartDate>2018-09-10</ECProgramStartDate>
        <ECDeliveryMethod>1</ECDeliveryMethod>
        <ECDeliverySchedule>05</ECDeliverySchedule>
        <FederalPovertyLevelQuintile>02</FederalPovertyLevelQuintile>
        <ECProgramEndDate>2019-06-01</ECProgramEndDate>
        <ECProgramExitReason>63</ECProgramExitReason>
    </ECPrograms>

</EarlyChildhoodSpring>
```

No Blank Tags!

Birthdate and Gender not formatted per schema rules.

Exit Reason not formatted per schema rules

SCHEMA

Schema is sort of a roadmap of the data. It lists the fields that are allowed to be reported, in the order they are expected to be reported. It will tell if a field is required and whether there are certain values it will accept in any particular field. It will also denote if a component will be allowed to be reported multiple times. (EG: Course Component in TSDL…will allow multiple courses to be submitted for each student)

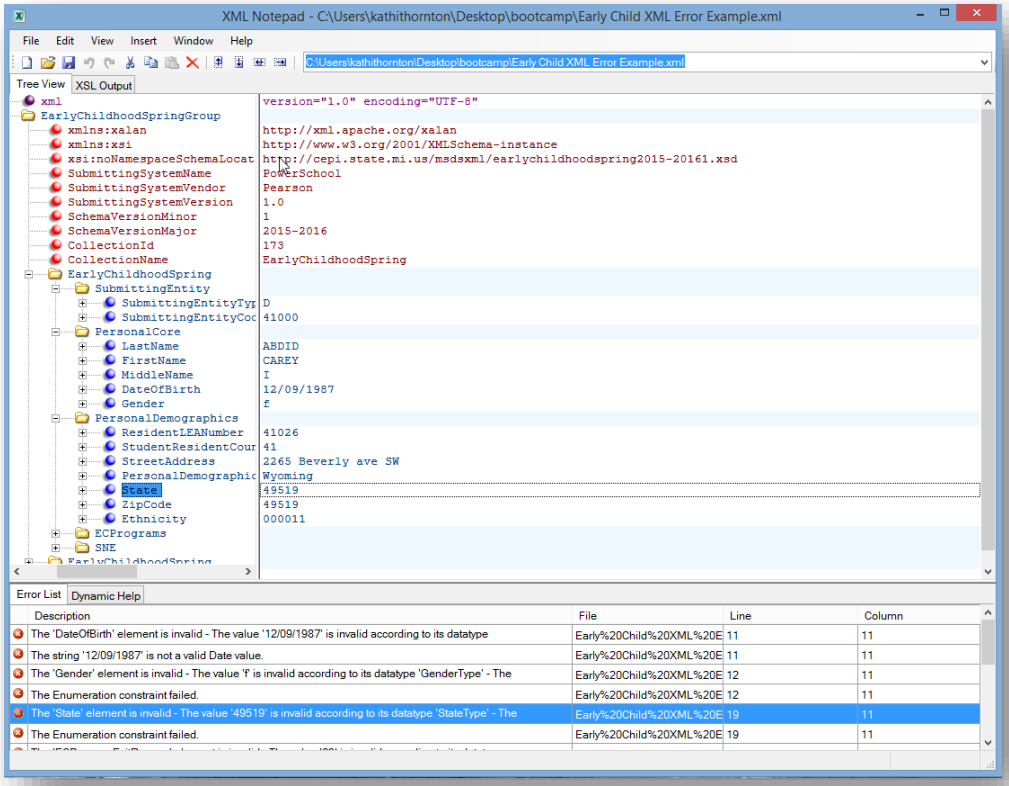
<?xml version="1.0" encoding="UTF-8"?><xs:schema xmlns:xs="**http://www.w3.org/2001/XMLSchema**"><xs:annotation><xs:documentation>Spring Early Childhood Collection 2016-2017 School Year</xs:documentation></xs:annotation><xs:element name="**EarlyChildhoodSpringGroup**"><xs:complexType><xs:sequence><xs:element name="**EarlyChildhoodSpring**" maxOccurs="**unbounded**"><xs:complexType><xs:sequence><xs:element type="**SubmittingEntityType**" name="**SubmittingEntity**" maxOccurs="**1**" minOccurs="**1**"/><xs:element type="**PersonalCoreType**" name="**PersonalCore**" maxOccurs="**1**" minOccurs="**1**"/><xs:element

type="**PersonalDemographicsType**" name="**PersonalDemographics**" maxOccurs="**1**" minOccurs="**1**"/><xs:element type="**ECProgramsType**" name="**ECPrograms**" maxOccurs="**unbounded**" minOccurs="**1**"/><xs:element type="**HomelessDemographicsType**" name="**HomelessDemographics**" maxOccurs="**1**" minOccurs="**0**"/><xs:element type="**SNEType**" name="**SNE**" maxOccurs="**1**" minOccurs="**0**"/><xs:element type="**LEPType**" name="**LEP**" maxOccurs="**1**" minOccurs="**0**"/><xs:element type="**ProgramParticipationType**" name="**ProgramParticipation**" maxOccurs="**1**" minOccurs="**0**"/></xs:sequence></xs:complexType></xs:element></xs:sequence><xs:attribute type="**xs:string**" name="**SchemaVersionMajor**" use="**required**" fixed="**2016-2017**"/><xs:attribute type="**xs:string**" name="**SchemaVersionMinor**" use="**required**" fixed="**1**"/><xs:attribute type="**xs:int**" name="**CollectionId**" use="**required**" fixed="**182**"/><xs:attribute type="**xs:string**" name="**CollectionName**" fixed="**EarlyChildhoodSpring**"/><xs:attribute type="**xs:string**" name="**SubmittingSystemVendor**" use="**required**"/><xs:attribute type="**xs:string**" name="**SubmittingSystemName**" use="**required**"/><xs:attribute type="**xs:string**" name="**SubmittingSystemVersion**" use="**required**"/></xs:complexType></xs:element><xs:complexType name="**SubmittingEntityType**"><xs:sequence><xs:element type="**SubmittingEntityTypeCodeType**" name="**SubmittingEntityTypeCode**" maxOccurs="**1**" minOccurs="**1**"/><xs:element type="**SubmittingEntityCodeType**" name="**SubmittingEntityCode**" maxOccurs="**1**" minOccurs="**1**"/></xs:sequence></xs:complexType><xs:simpleType name="**SubmittingEntityTypeCodeType**"><xs:restriction base="**xs:string**"><xs:enumeration value="**A**"/><xs:enumeration value="**B**"/><xs:enumeration value="**D**"/></xs:restriction>

XML Validation Tools

There are times when you may need to employ the help of an XML validation tool to correct errors in your file. A couple of good ones would include XML Notepad, Notepad++ or XMLSpy (a very pricey alternative…sort of like bringing a Ferrari to a Soap Box Derby, it has some great benefits.) The CEPI website has a great XML Validation Guide which will show you how to download and use the first two programs here: http://www.michigan.gov/documents/cepi/XML_validation_guide_357832_7.pdf

XML Notepad



Notepad++

