

Macomb MISDmsds

MISDmsds
Updated 04/10/2026

COUNT DATE NOTE

If you need to change your count date in MISDmsds, select **File>Change Count Date** then enter the date that is appropriate for your district.

REGISTRATION FORM

- Complete the registration form to make sure you are notified of updates to the program. Please fill out the registration form if you are interested in being contacted via email regarding software availability and future updates.

NOTES

- Please close all applications before installing MISDmsds.
- There is now only one installer for MISDmsds. For your convenience, we developed an installer which works on both 32-bit and 64-bit systems to eliminate any confusion and any potential issues that may arise from attempting to install a version that is not compatible with your computer system.
- The data validation report includes errors from all collections. Please verify errors by looking for red fields in the collection you are currently working in.

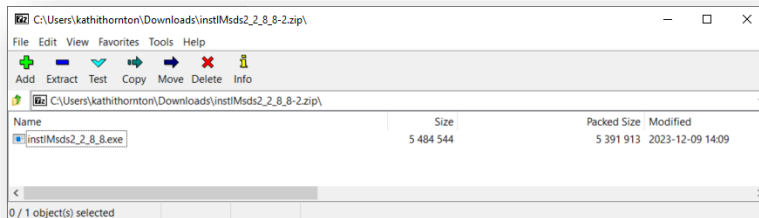
PROGRAM DOWNLOAD (PLEASE NOTE: THE SYSTEM IS WRITTEN FOR WINDOWS COMPUTERS.)

- [MISDmsds v2.3.1.8 Data collection and validation program](#)

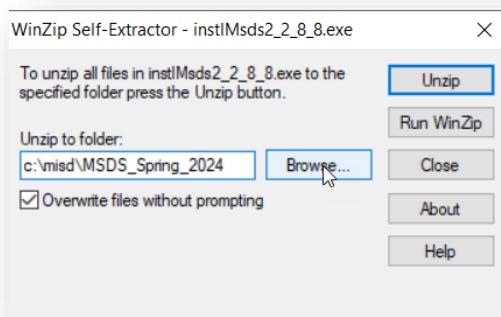
One very helpful tool when processing your data is the Macomb MISDmsds. This is a free program that was created by Macomb Intermediate School District. This program is updated throughout the year to allow for changes in the reporting process. Each reporting cycle you will want to make sure that you are 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#####**.

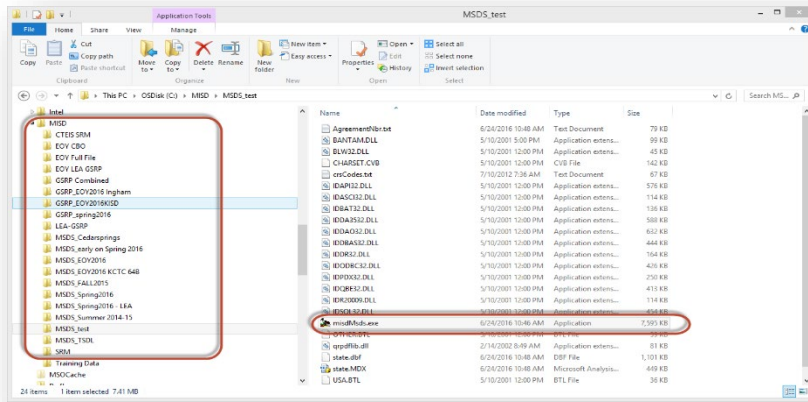


By double-clicking this file, it will start the install process and give you the extraction dialogue box below. Choose the folder you would like in installed into and click Unzip.

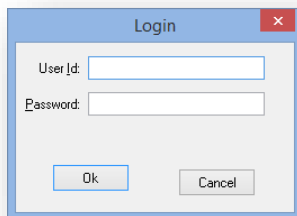


Tip: you can install this program multiple times. If you work on multiple collections (General Collection, TSDL, SRM etc.), you could install one for each collection. Just change the name of the folder you are unzipping into. To keep them straight, find the misdMds.exe file in the folder you unzipped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



Once the program is installed and you open it, you will be asked for login information.

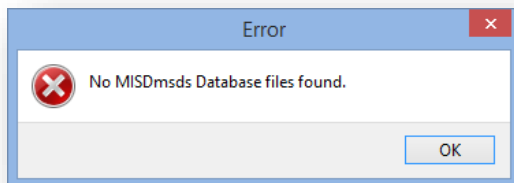


The login information on a new install is always:

Login Name: MISD Password: MISD.

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

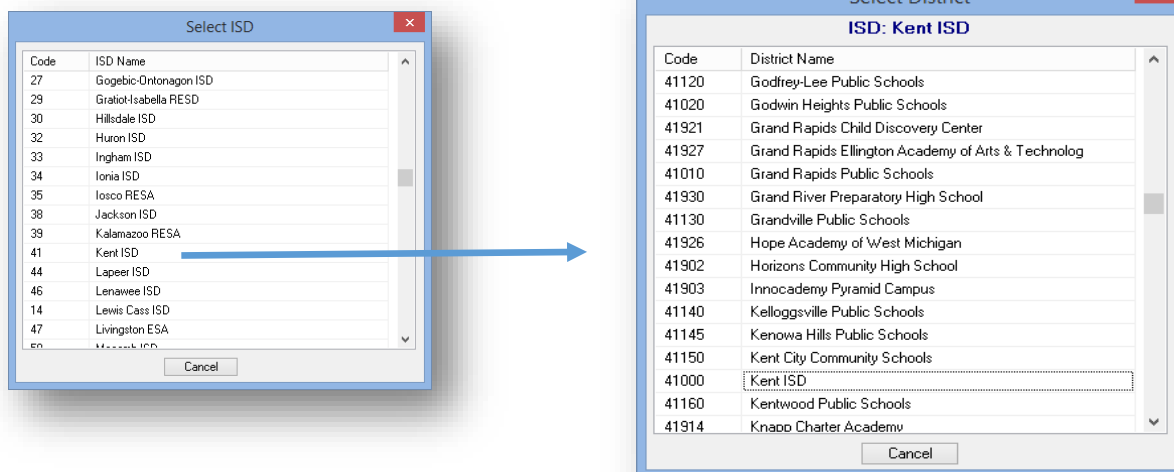
If this is the first time the program has been opened, you will get the error below. Just click OK and it will give you a series of dialogue boxes to help you create a database file.



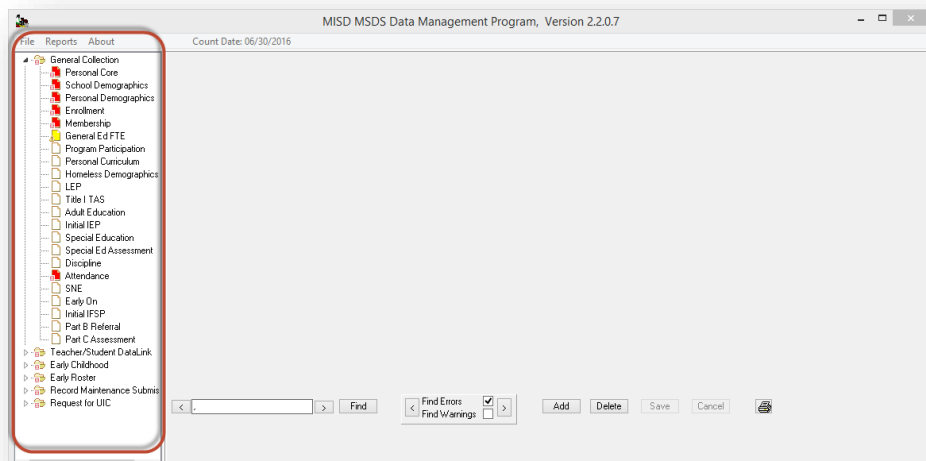
If you are an LEA district, you will probably want to sort by ISD then District



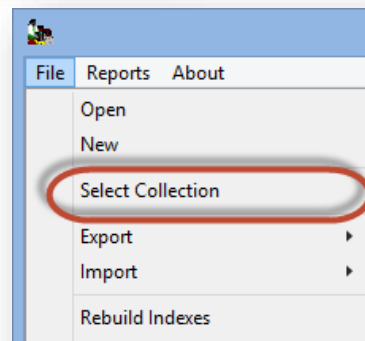
Double-click the ISD that you are located in, that will pull open a listing of LEAs. Then find your LEA and double-click to open a new file for your district.



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.

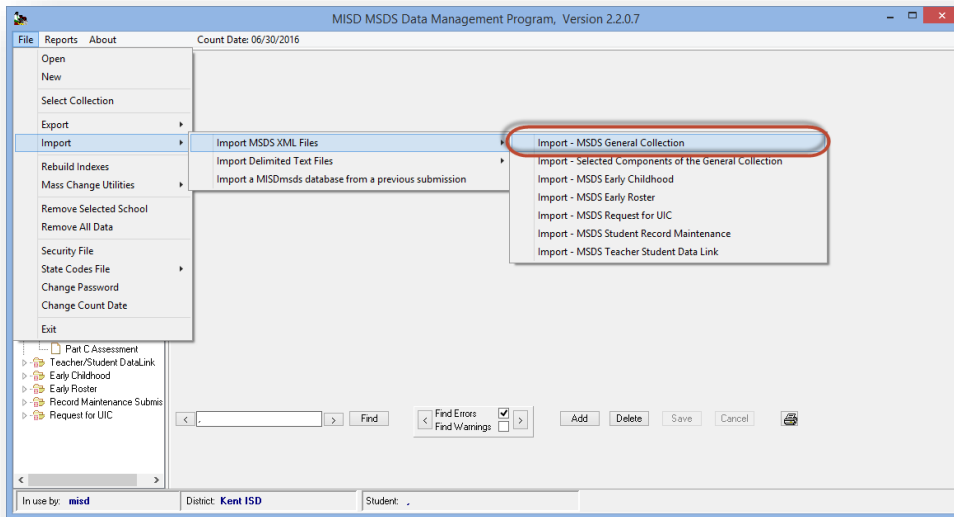


You can filter this tree to show just the collection you are working on by selecting File/Select Collection. If you select a specific collection, the program will only export data pertaining to that collection.

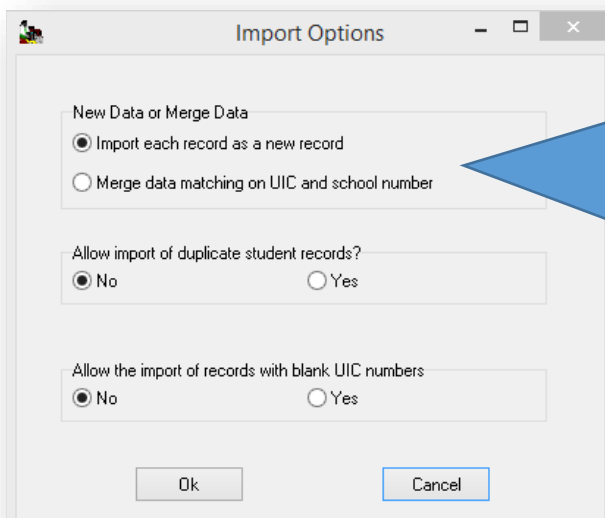


Importing XML Files

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



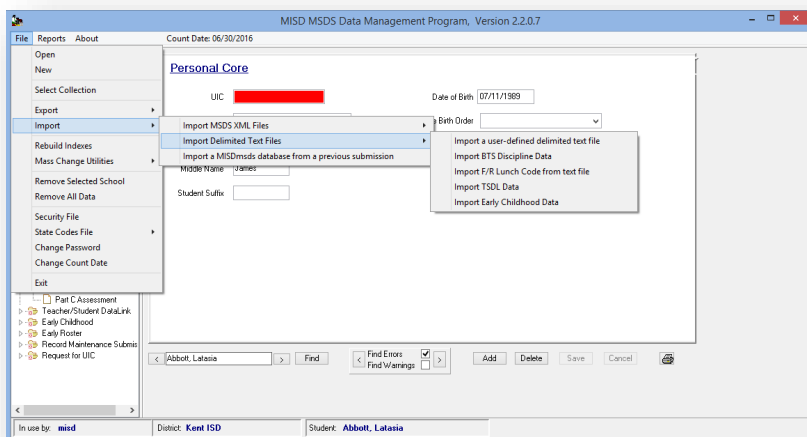
When you choose a file to import, you may be asked further questions before the file is actually imported. For example: When importing a general collection file, you will be asked how you would like the data to be imported.



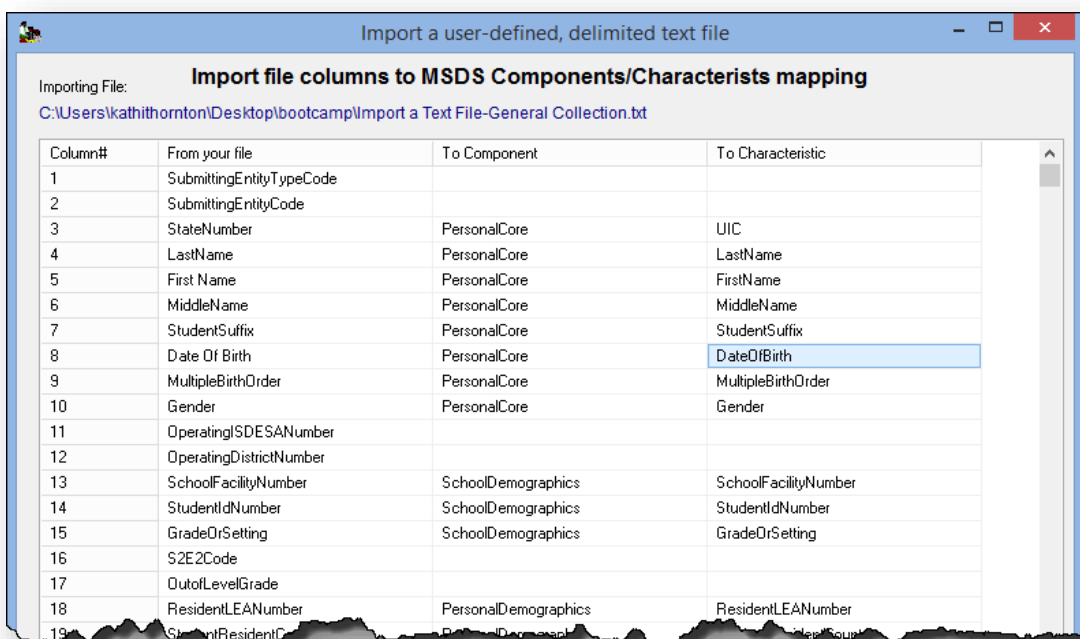
Tip: Be careful when using Import each record as *new*. If you are importing into a database that already has data in it...using this could duplicate records if the student you are bringing in already has a record in the database and **NO** is **not selected** under “Allow import of duplicate student records”.

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.

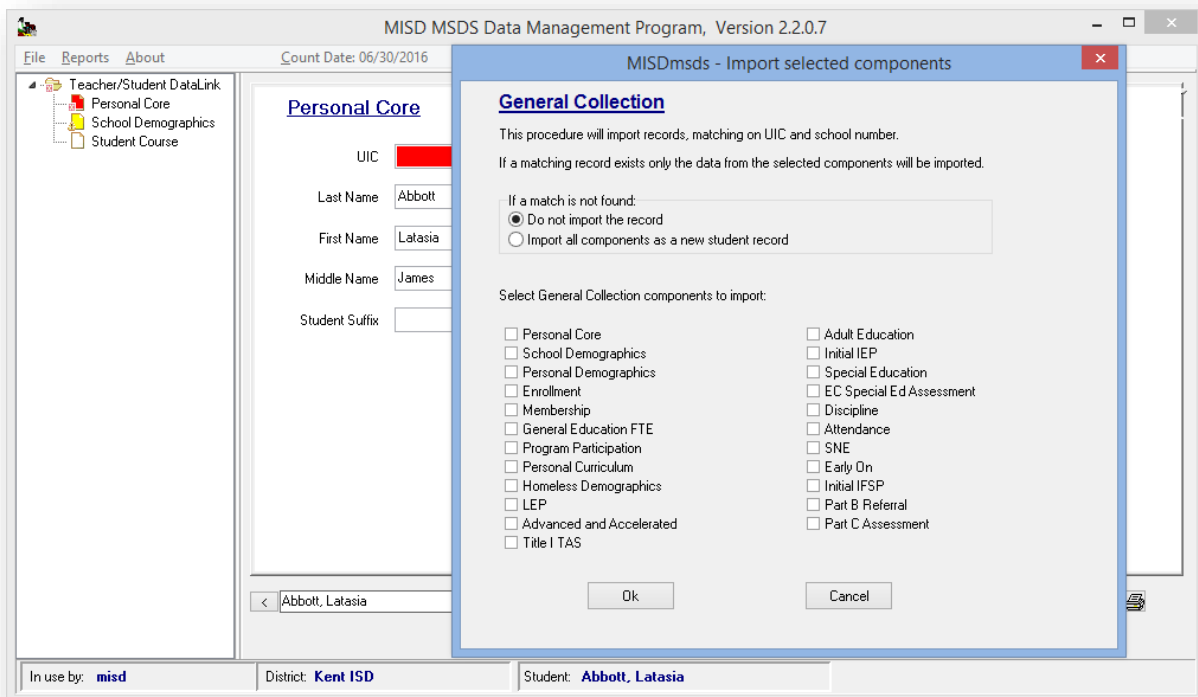


When bringing in data this way, you will map the fields so that the data imports correctly into the program.



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.

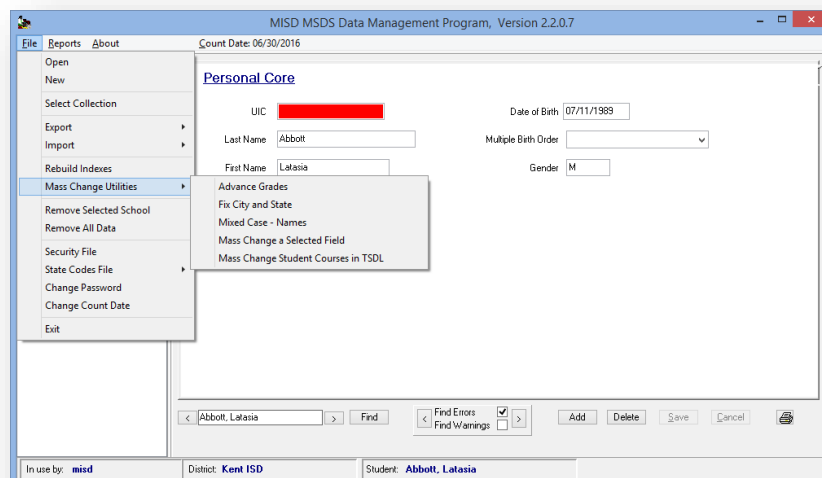


Student Record Maintenance

During the year you may find yourself needing to update a student's record with the state. This is particularly true if you have a Migrant population. You can use the MISDmsds program to create Student Record Maintenance files as well. You will need to make sure that you put the effective date of change on the Student Record Maintenance screen.

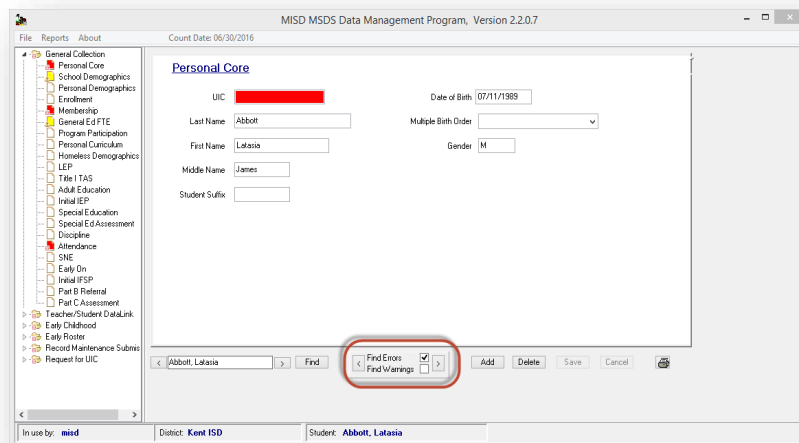
Mass Change Utility

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.



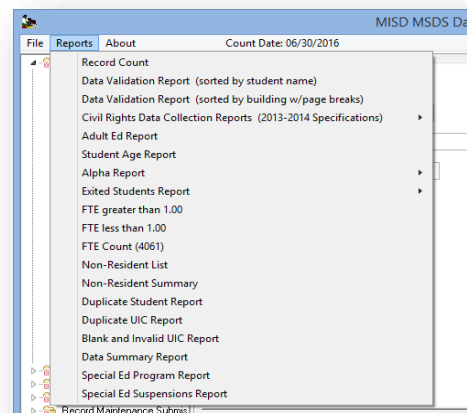
Data Validation

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.



Reports

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.



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.

