

Tutorial and Project Overview

Hello and welcome to the KIDS Collection System online tutorials. These tutorials are designed as training resources that schools and districts can access at any time from any location with an internet connection. Please note that all examples demonstrated in these tutorials are fake student records created solely for training purposes and that at no time is live student data displayed in these tutorials.

These tutorials may be viewed individually to review specific areas of the KIDS Collection System, or they can be viewed one after the other in sequence. The content and organization of these tutorials is based upon the KIDS New Staff Training sessions that introduce new staff members to the KIDS Collection System.

The Kansas Individual Data on Students or KIDS initiative was implemented in the 2005-2006 school year at schools and districts across the state of Kansas. KIDS, which is a student level record system was developed to meet the reporting requirements of the No Child Left Behind legislation and to help reduce the data burden on schools and districts.

KIDS involves the submission of many different kinds of data about students. The KIDS data is used for a wide variety of purposes, including state and federal reporting requirements, enrollment counts, graduation rates, transportation information, and attendance and truancy analysis. This data also contributes to policy, funding, and accreditation decisions that are made at the school, district, state, and federal levels.

In the summer of 2005, all students attending an accredited public or private school in the state of Kansas were assigned unique state level student identification numbers and the collection of student data about these students commenced in the fall of 2005. In an ongoing effort to increase the usability of the KIDS Collection System and to improve the quality of data submitted to KIDS, KSDE has implemented a number of changes to the KIDS Collection System. Many of the changes were made in response to feedback and suggestions from schools and districts. For additional information about the KIDS initiative, KIDS project history, or KIDS news and updates, please see the KIDS project website at www.ksde.org/kids. This concludes the KIDS Tutorial and Project Overview.

KIDS Collection System & Assignment System Overview

This tutorial contains an overview of the two main components of the KIDS Collection System and an explanation of how the two systems interact to make the system we commonly refer to simply as KIDS.

The KIDS System consists of two main software systems, simply referred to as Collection and Assignment. First, we will discuss each system separately.

The Assignment System is a vendor software package. The software is used to collect a set of approximately 15 core data elements of students attending public and private accredited schools in Kansas including juvenile correctional facilities and early childhood programs. The Assignment System assigns a unique randomly generated state ID number to each of these students and tracks the student as he or she moves between Kansas schools.

The Collection System was developed by KSDE to work in conjunction with the Assignment System. The Collection System collects data elements in addition to the core data elements collected by the Assignment System. These additional data are used to supplement the core student data stored in the Assignment System.

Now let's look at how these two systems work together.

The first step working with student data happens within your individual student information system. That is where you create and update information about students. So, your student information system captures and stores the data required by KSDE for your various KIDS data collections. These data might be entered by staff throughout the buildings in your district or by a small number of staff members located in your district's central office.

All student records from student information system files are submitted to the KIDS Collection System. The Collection System takes the core data elements for each student contained in the student's record and compares each student's core data to all student records stored in the Assignment System. When a file containing student records is submitted, the Collection System validates the file to ensure that all of the data elements have been entered adhering to state and federal reporting guidelines. At the same time, if all of the core data matches the core data in the Assignment System for the student, the record is accepted, updated and stored.

If there are errors, the Collection System will create a *View Data Errors* file. If core student data needs to be updated in the Assignment System, you may be required to complete the *Manage Core Data* process. If the record is for a new student, the Collection System will create a *Retrieve Core Data* file.

Let's talk about each one of these buttons that you'll see on the Collection System Home page in a little bit more detail.

First we will talk about the purpose of the *View Data Errors* file. A *View Data Errors* file is generated when data contained on the student record contains an error. It is called a *View Data Errors* file because you will need to view the error and correct the data in your local student information system. An error can be missing data, data that falls outside of the permitted range, or if the state ID number is not one that the Assignment System created. Once you determine the nature of the error, you will need to return to your student information system and correct the data. A new batch file will need to be generated and uploaded to the KIDS Collection System.

Now we will discuss the purpose of the *Manage Core Data* process.

The Collection System will only accept student's records whose approximately 15 core data elements match that student's core data stored in the Assignment System. These two software systems work together by sharing student information; drawing attention to any errors that need to be resolved or discrepancies between the record that was submitted and the previous records that have been submitted for that student that are stored in the Assignment System. They need to correctly link newly submitted student records to the correct student. To update the Assignment System, the *Manage Core Data* process must be completed. Once the core data in Assignment matches the core data on the record that is being submitted, the record is accepted by the Collection System.

Finally, we will discuss the *Retrieve Core Data* button. When the record that has been submitted is for a new student who does not yet have a State Student ID Number or a record has been submitted without a State Student ID Number and the system was able to locate that student within the system, the Collection System will generate a *Retrieve Core Data* file. For new students where new ID's are created, you should take this file back to your student information system to update the student ID field in your local student information system.

This concludes the Assignment and Collection Overview tutorial.

Data Flow from the Local Student Information System to KIDS

In this tutorial, we will explore how the student data flows from the student information system at the school and district levels to KSDE and back again. Let's look at this basic data flow document. This graphic is a representation of how the data will move between the student information systems to KSDE.

Looking from the top of the graphic to the bottom, you will see that the data originates at the school or district level, from within the local student information system or student information system. The schools and districts are the owners of this student data and are responsible for that data's accuracy.

The data from the local student information system is then converted by the schools and districts into a student information system collection export batch file. This batch file contains student records which are being submitted for a particular KIDS Collection, such as ENRL, TEST, TITL, MILT, or EOYA. The layout and specifications of the student information system collection export batch files will be discussed in greater detail later in this series of online learning tutorials and can be found in the KIDS File Specifications document on the KIDS website at www.ksde.org/kids under the Documents tab.

The schools and districts then upload the batch files into the KIDS Collection System. If the file uploads successfully to KSDE, and all of the student records are processed, then the submission process is complete.

However, it is possible that the school or district will encounter detours in the submission process in the forms of *View Data Errors* files or *Manage Core Data* process. The Collection System generates *View Data Errors* files automatically if there are data errors in the batch file. These errors are often an indication that student data is missing, incomplete, or contradictory. The *View Data Errors* file is a tool for the user to use to identify which student records need further correction and which student records contained in the batch file do not. These errors need to be corrected in the student information system not in the batch file itself to avoid duplication of these errors in future batch files. Once the student data has been corrected in the student information system, a new batch file should be submitted to the KIDS Collection System.

The Collection System generates a *Manage Core Data* button when there are near matches to resolve and core data to update. Mismatch errors occur when the core data submitted matches some elements in the Assignment System, but it is too close to call it a match.

The Collection System interface, the *View Data Errors* file, and the *Manage Core Data* process will be explained in greater detail later in this tutorial series.

This concludes the data flow module.

Tour of the KIDS Collection System Home Screen

In this tutorial, we will take a brief tour of the KIDS Collection System features and interface. Once you have logged in using your KSDE username and password, select KIDS Collection System from your list of available web applications.

There are two modes in the KIDS Collection System: the Validation Mode and the Production Mode. The Validation Mode is the test version of the KIDS Collection System that is strictly used for testing the formatting and data elements of the student information system collection export batch files. The Validation Mode does not store any student data that has been submitted, and it does not screen the batch file to see if the core student data contained on each student record matches the core student data stored for that student in the Assignment System such as the student's last name, date of birth, gender, AYP school, school year, and social security number.

The Production Mode is where you will submit live student data.

This is the KIDS Collection System Homepage. The *Home* button will always return you to this page when you are working in the KIDS Collection System.

The *Upload Batch* button takes you to the screen where you can locate and upload your student information system collection export files in the KIDS Collection System.

The *Search Core Data* button, opens a pop-up window and allows the user to search core data previously submitted to KIDS. If you have a pop-up blocker on your web browser, you will want to turn off the pop-up blocker to allow the Assignment System to open properly.

Searches may be performed with a few pieces of information. Advanced searches may be performed if you know additional information about your student. Or, you may search simply by State Student ID Number if you know the student's 10-digit unique ID number.

The *Reports* button allows the user to view data that has been submitted via batch files to the KIDS Collection System. The radio buttons appearing on the left side of the screen are categories for each of the various reports that can be generated from the KIDS Collection System. A description of each of the reports is provided under the *Reports Descriptions* link on the right side of the screen. Clicking on the *Reports Descriptions* link will take you to a page on the KIDS project website where a full-detailed list that is searchable may be accessed.

The bottom of the KIDS Collection Home screen contains a list of all of the previously submitted batch files; the status of those batch files; details about when the files were submitted and by whom, including a feature for filtering the list of batch files by the date of submission. To change what batch files are displayed, simply enter a new date range by using the calendar toggle buttons appearing on the Home screen. After changing the date range, click the *Submit* button—this feature is a display feature only and does not delete any previously submitted batch files.

The batch info link provides additional information about that particular batch file including any records found in that batch file to contain errors. When contacting our Help Desk for technical support, you may be asked to provide the batch number assigned to the batch file by the KIDS Collection System. The number is located under the word *Batch* on the Home screen, or it's also provided in that Batch Information box that opens by clicking on the batch number link.

The *View Data Errors* button, *Manage Core Data* button, and *Rerun Batch* and *Retrieve Core Data File* buttons will be discussed in greater detail in the future example cases of tutorials in this series.

You will always find a *Log out* link in the upper right hand corner of the KIDS Collection System Home screen. You may use this logout link to exit the system at any time.

Example 1: The Successful Batch File

This tutorial will demonstrate processing a student information system collection export batch file that does not contain errors and does not require the *Manage Core Data* process. The series of steps demonstrated in this tutorial will be very similar to the steps you will take when uploading your student information system collection export batch files to the KIDS Collection System.

First I will log into the KSDE Authentication Screen using my KSDE username and password. Then I will select KIDS Collection from the list of available web applications listed on the Web Application Selection Screen. Then I will select Production Mode, which is the live Mode of the KIDS Collection System. Then on the KIDS Collection System Home Page, I will select the *Upload Batch* button. This button will take me to the screen where I can locate and upload my batch files.

I am now prompted to browse my local computer or network for the batch file I wish to submit to the KIDS Collection System. First I select browse, navigate to the file I wish to upload, then click Open. This places the name of the file in the File to Upload window. Then I will click the Upload button. Please note, clicking the *Upload Batch* button at this point in the process will only take you back to the *Upload Batch* webpage. I want to make sure that my file is read by the Collection System, so I am going to click on the *Upload* button. The Blue message appearing on the screen indicates that my file was successfully uploaded to the KSDE file server. The appearance of a red error message on this screen indicates that the file did not successfully upload to the KSDE file server and may alert me to formatting problems with my header and trailer rows. This screen will not indicate if any errors have been identified in the student records contained in the batch file; only errors with uploading the batch file itself. Please consult the Example 2 in this series of tutorials for more information regarding files that fail to upload to the KIDS Collection System.

I will now click on my *Home* button to return the Main KIDS Collection Homepage to check on the status of my batch file.

Looking under the records column, I will see how many of my student records were processed; how many of the student records contained errors; and how many total records were submitted in the batch file. Depending upon the size of the file, it may take several minutes for the file to process, and you may need to refresh the screen until the Status Column indicates that all processing has been completed successfully. You can do this by selecting the *Home* button and the screen will refresh. For additional information about my batch, I can click on the batch number link. This will open a pop-up window with additional information about my batch file. In this example, all five of my student records were successfully processed by the KIDS Collection System. As you can see, I have no *View Data Errors Files* or *Manage Core Data* buttons to process. This means that I have successfully completed the submission process for the student records contained in my batch file.

This concludes Example 1: The Successful Batch File.

Example 2: Files that Fail to Upload to KIDS

This tutorial will demonstrate a student information system collection export batch file that fails to upload to the KIDS Collection System.

First I will log into the KSDE Authentication Screen using my KSDE username and password and select KIDS Collection from the list of available web applications. Then I will select Production Mode, which is the live Mode of the KIDS Collection System. Then on the KIDS Collection System Home Page, I will select the *Upload Batch* button. This link will take me to the screen where I can locate and upload my batch files.

First, I select browse, navigate to the file I wish to upload, click on the name of the file and then click *Open*. This places the name of the file in the File to Upload window. Then I will click on the *Upload* button.

In this example, a red error message indicates that there is a concern with a value contained in my header record. Anytime your batch file fails to upload to the KIDS Collection System, a red error message describing that error will appear on this screen.

Let's open my file to see what the error was. This example batch file has no header row at all, this was the reason the file failed to upload. I will need to add a header row to this file before the KIDS Collection System will accept my batch file. Many student information systems place the header and trailer row on your batch files automatically, and you may need to notify your student information system vendor with any problems pertaining to the header and trailer rows on your student information system collection export batch files. Once a header has been added to this file or a new file has been generated by my student information system that contains a header row, I will need to resubmit the batch file to the KIDS System.

Let's look at another example. Back on the KIDS Collection System Home page I will repeat the submission process by selecting *Upload Batch*, browsing for my batch file, highlighting the name of the file I wish to upload so that way the name of the file can be placed in the File to Upload window and selecting the *Upload* button.

Note the error message. The file failed to upload properly because one element contained in my trailer row was not formatted according the required File Specifications.

Let's open my example file to see what caused the file to fail to upload. In this file, there was a problem with the trailer record. Here I forgot that the trailer row always begins with TT. I will need to correct this problem and resubmit the file to the KIDS Collection System. Common problems that result in such failed uploads are malformed or missing header or trailer records, more than 250 data errors in a file, or a previously uploaded batch file with the exact same name as a previously uploaded batch file. If your file fails to upload because of a header or trailer row error, you will need to correct the file before resubmitting. If your file fails to upload

due to more than 250 data errors, you will need to correct the data errors in your local student information system and resubmit a new batch file containing the corrected data. If your file fails to upload because it has the name of a previously uploaded file, you will need to rename the file before resubmitting the batch file.

This concludes Example 2: Files that Fail to Upload to the KIDS Collection System.

Example 3: Files that Contain Data Errors

In this tutorial we will demonstrate a student information system collection export batch file that properly uploads to the KIDS Collection System but contains data errors in the student records contained in that batch file.

First I will log into the KSDE Authentication Screen using my KSDE username and password and select KIDS Collection from the list of available web applications listed on the Web Application Selection Screen. Then I will select Production Mode, which is the live Mode of the KIDS Collection System and on the KIDS Collection System Home Page, I will select the *Upload Batch* button. This link will take me to the screen where I can locate and upload my batch files.

I am now prompted to browse my local computer or network for the batch file I wish to submit to the Collection System. First, I select browse, navigate to the file I wish to upload, highlight the name of the file and click open. This places the name of the file in the File to Upload window. Then I will click the Upload button. The Blue message appearing on this screen indicates that my file was successfully uploaded to the KSDE file server but that does not necessarily mean that all of my work is complete. I need to check on the status of my batch file by clicking on the *Home* button.

Looking under the records column, I can see that none of my student records were successfully processed by the KIDS Collection System because all five of my student records contained data errors. To find out what the errors are, I will need to open the *View Data Errors* file. The *View Data Errors* file is a file the KIDS Collection System creates by copying the student record containing the error and providing an error message at the end of the copied student record. This file will only contain the student records that contained errors. If my batch file had contained ten records and five of them did not contain errors, only the five student records with errors would appear in this file. The other records contained in the batch file have been processed. To retain a copy of this error file, I will need to save it to my local computer or network. Let's open the *View Data Errors* file to examine the errors contained in this batch file. To view the error messages, I need to scroll to the end of the student records. At the end of each record, I can read a message that tells me what information was incorrect on that student record. Any records that contain data errors must be corrected in the student information system. Then a new batch file with the corrected data must be generated and submitted to the KIDS Collection System. Please avoid correcting the data errors in the batch file, it is the recommended best practice to correct these data errors in the local student information system to prevent duplication of these errors on future batch file submissions.

This concludes example Number 3: Batch Files that contain data errors.

Example 4: Files that Need to Have Core Student Data Updated Using the Manage Core Data Process.

The Assignment System is the vendor software program that stores fifteen core data elements about each student and generates a unique ten digit student ID number for each student in the state. In this example, we will look at a student information system collection export batch file that contains student records whose core data needs updated using the *Manage Core Data* process. The *Manage Core Data* process allows you to compare data stored in the Assignment System without ever leaving the Collection System. You are accessing a page so that you can resolve near-matches found in the KIDS Assignment System.

First I will log into the KSDE Authentication Screen using my KSDE username and password and select KIDS Collection from the list of available web applications listed on the Web Application Selection screen. Then I will select *Production Mode*, which is the live Mode of the KIDS Collection System. Then on the KIDS Collection System Home Page, I will select the *Upload Batch* button.

I am now prompted to browse my local computer or network for the batch file I wish to submit to the Collection System. First, I select *Browse*, navigate to the file I wish to upload, highlight the name of the file and click *Open*. This places the name of the file in the File to Upload window, then I will click the *Upload* button. The blue message appearing on this screen indicates that my file was successfully completed, but that does not necessarily mean that all of my work is complete. I need to check on the status of my batch file by clicking on the *Home* button.

Depending upon the size of the file, it may take several minutes for the file to process and you may need to refresh the screen until the Status Column indicates that all processing has been completed successfully. You can do this by selecting the *Home* button, and the screen will refresh. Looking under the records column, I can see that some of my student records were processed completely, while some of my student records contained errors. I will need to open the *View Data Errors* file to find out which records contained the errors. In addition, the presence of the *Manage Core Data* button indicates that one or more of my students may need to have their core data updated in the Assignment System. This button also occurs when a student record for a new student has been uploaded, and that student needs a state ID number created for them.

Let's open the *View Data Errors* file. In this example, three of my student records contained errors. To view those data errors, I need to scroll to the end of the student records, to read an error message about each of the three students. The third error message in this list indicates that I have included an invalid State Student ID Number for one of my students. This is probably

due to a data entry mistake in my student information system, and I need to return to my student information system to correct this mistake. You will notice that the other two error messages indicate that there are “mismatches” on student elements such as grade level and date of birth. A mismatch error occurs when the core data on a student record from a batch file does not match the core data for that student stored in the Assignment System. On the error message, the KIDS Collection System provides the “core data” from the Assignment System that does not match the student record you are submitting. It is important to review your *Data Errors* first so that way you can determine if these mismatch errors are due to data entry mistakes in the student information system or if they reflect changes that need to be made in the student’s core data stored in KSDE’s Assignment System.

If you review the Assignment System information and determine that the Assignment System is incorrect, you will need to complete the *Manage Core Data* process to update the core data that the state has on file for that student. However if upon reviewing this error message you ascertain that the information in the Assignment System is correct and that the information on your student record is incorrect, then you would want to correct the information in your student information system and bring in a new batch file with the corrected information. In my example, I have determined that the information in my local student information system is correct and that the information in Assignment needs to be updated.

To update the students’ core data in the Assignment System, I need to select the *Manage Core Data* button. Now, I need to review the number that appears as blue hyperlinks in the Manage Core Data Summary screen. This number, the number 2, is indicating that there are two near-matches that have been found in the system. Next I will click on the link under the Records Submitted with Core Data Mismatches column. This will take me to a list of student records. Each student appearing in the list has one or more near-matches in the Assignment System and needs you to determine which, if any of the near-matches found, are correct. Click on the *Review Near-Matches* for one of the students. This will take you to a page where you can resolve the near-matches just for this one student.

At the top of the Review Near-Matches page for the student you selected, you will see the data you submitted in your batch file. In the middle of the page appears a list of the near-matches found in the system. In this example, one Near Match has been found. Click on the “Select” link by the student’s name appearing in the near-matches list. You will now see a display of all of that student’s data in the Student View window appearing at the bottom of the page. The Collection System will highlight in yellow which pieces of Core Data do not match for the student.

Review each of the near-matches found by the system for your student by clicking the “Select” link to the left of the students’ names. In this example only one Near Match has been found. But when you’re working with student records, it is possible that you will have multiple Near Matches to view.

There are three options available to you at this point in the process.

Let's discuss the first scenario. One possibility is that the student you are uploading to the Collection System is a new student. If the record I am working with is a new student and is not one of the students appearing in the list, I can ask the Assignment System to generate a new ID for this student. In this case, I do not select any of the names from the list, and I select *Create New ID* for this student. This means that the record at the top of the screen will now have a new number created by the Assignment System.

The second possible scenario is that you realize the information in the Assignment System appearing at the bottom of the screen is correct for this student and that you need to correct information that's being stored in your local student information system. In this example, you would then have to click on *Cancel Resolve Near Match* to avoid placing misinformation within the Assignment System.

Now let's discuss the third possible scenario, that the student already had core data in the Assignment System, it just needs updating. So, if the student was already in the Assignment System, and I merely need to correct the mismatches communicated to me in the errors file. I will select the student from the list whom I wish to update and then click on the *Update Core Data for Selected Near Match* button. I am asking the Assignment System to take the record at the top of the screen and use it to update the student in the Assignment System whose data appears at the bottom of the screen. In this example, I have determined that the student was already in Assignment because the Student ID Number matched. So I will select the student's name, and choose *Update Core Data for the Selected Near Match*. I will then be asked to confirm that I have chosen the correct student from the list. Once I click on OK, a red "Record Has Been Processed" message will appear in the middle of the screen.

At the top of the page, I then need to *Return to the Previous Page*, and the student who had a near match has now been removed from the list. I will briefly repeat this process for the remaining students in my "Students Submitted with Core Data Mismatches" page.

I will begin by selecting *Review Near Matches* taking note that one possible near match was found in the Assignment System. To view that Core Data for that student, I need to select the *Select* link to the left of the student's name and determine if indeed that this is the same student. In this example, the student ID numbers match, the information that I am uploading from my student information system is indeed correct, and I have determined that the information from the Assignment System appearing at the bottom of the page is incorrect and just needs to be updated. In this example then, I will select *Update Core Data for the Selected Near Match*. I will confirm my choice by clicking *OK*. Note the appearance of the red message appearing in the middle of the screen that the record has been successfully processed. And now I wish to return to the previous page.

The list of students who had near matches to be resolved is now exhausted. I can return to the previous page to return to the "Manage Core Data Summary Screen." Now you can see that of

the two students who were needing Core Data updates, both students have been successfully updated in the Assignment System, and I can return to the previous page.

Now that I have resolved all of my near-matches, I will return to the KIDS Collection Home page, and now I see a *Rerun Batch* button has appeared and the *Manage Core Data* button is gone. After clicking the *Rerun Batch* button, I may need to refresh the page by clicking the *Home* button a few times as the records are being processed. Once the status column indicates that all processing has been successfully completed, now I can determine that only one student record contains an error. If you recall from our earlier View Data Errors file, if I open that student's record to determine that data error preventing it from being processed, it's the invalid state ID number that I needed to correct in my local student information system. So I will still have a *View Data Errors* button but the *Manage Core Data* and *Rerun Batch* buttons on the Collection System Home page are gone.

This concludes this tutorial—Example 4: Files that need to be updated via the Manage Core Data process.

Using the KIDS Reports

This tutorial will provide an overview of the various reports available to you in the KIDS Collection System. KSDE provides schools and districts with a variety of reports that they can use to view and verify the data submitted to KIDS.

First I will log into the KSDE Authentication Screen using my KSDE username and password. Then I will select KIDS Collection from the list of available web applications listed on the Web Application Selection Screen. Then I will select Production Mode, which is the live Mode of the KIDS Collection System. Then on the KIDS Collection System Home Page, I will select the *Reports* button.

The KIDS Collection System generates a wide variety of reports that can be exported to Excel. Some reports help you to verify that the records you were trying to submit were accepted or to verify which groups of students are being used to pre-populate other applications like the Principal's Building Report. While some reports are designed to calculate funding or attendance rates based upon the records you have submitted, still other reports are designed to draw your attention to discrepancies in data reported about a particular student.

The reports are divided into the following categories: Standard, PBR, SO66, Assessments, Discrepancies, Accountability, and MILT.

The same basic process applies for accessing and viewing all of the KIDS Collection reports. Click on the Report Type category radio button for the report that you would like to view. Depending

on which type of report that you choose, another menu will open with the specific reports that are available under that report category.

For this example, I will select the radio button to the left of the Standard category of reports. The bottom portion of the screen now displays a list of all of the reports under this category. I will now click on the radio button to the left of the “Accepted Records by Type” report. To run this report, I must select the record type from the drop down menu. In this example, I will choose the ENRL record type. Some reports offer additional filters that can be selected by changing the selected filter on the drop down menu provided for that report. In this case, I must also provide a date range by using the calendar buttons provided. You’ll notice on the calendar toggle buttons, you might have to go back a few months in order to provide a date range that will work for generating that particular report. After I have made all of my selections on the filters and using the calendar toggle buttons, then I will select *Run Report* to generate the report.

Once you have generated your report, you can view it within the Collection System. You might have to scroll or select additional pages to display all of your data. Your other option is you can export the data to an Excel spreadsheet by clicking on the *Export to Excel* link. This will open a pop-up window where you have the choice to Open or Save the data. In this case, I will open the Excel spreadsheet. Once the data has been exported to Excel, you have multiple sort and filter options available to you. In this example, I will highlight all of my data, go to the data tab, select sort, and then I have the option of determining which columns I wish to have my data sorted by. In this example, I will choose to sort my data by grade level. After sorting it by grade level, I would like my data to be sorted by the student’s last name. Then I can click *OK*. And, the data is sorted by grade level and then by student’s last name.

A comprehensive list of reports available and a description of each one of them is available by clicking on the “Report Descriptions” link on the KIDS Collection web page. The Report Descriptions page also offers a case-sensitive word search to assist you in finding the specific KIDS report category such as Principal’s Building Report. These are all of the reports that the KIDS Collection System generates that tie to the Principal’s Building Report. Or, if you know the name of the report that you seek, you could use the case-sensitive search to access the specific KIDS report descriptions based upon the key-word that you’ve entered. In reviewing the report descriptions, the first term listed under each description is the category of report in the KIDS Collection System where that specific report may be found.

This concludes the KIDS Report Tutorial.