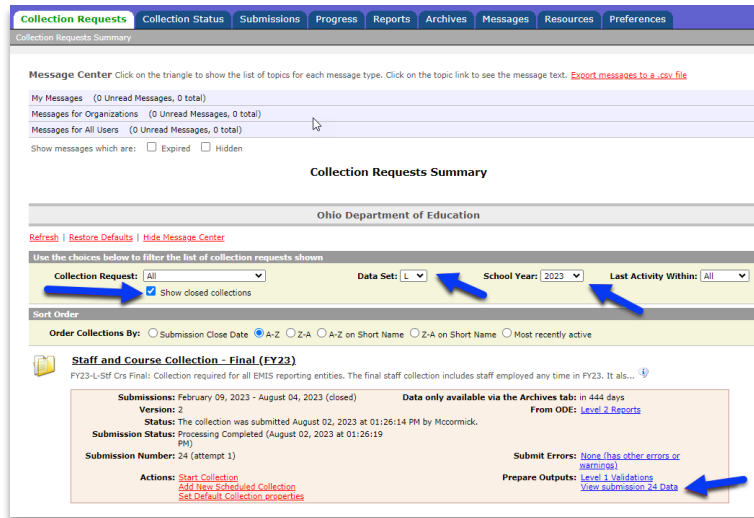


EMIS -Viewing a Previous Submission File

1. Log in to the Data Collector
2. In the Collection Requests tab, filter on Data Set “L” & School Year “2023”
3. Click the checkbox to “Show closed collections”
4. In the bottom right corner of the Staff and Course Collection – Final (FY23) box, click “View submission Data” (*see below if collection files have been archived)



5. Choose a file format. HTML is best for reviewing data.
6. Click the Link to Generate Review Data
7. Click Staff Demographic Record (CI).csv or Staff Employment Record (CK).csv
8. Open the file and sort data as needed to review records (such as those that have a reported Separation Date and Reason).

*Once data is collected and processed by ODE it will be archived. After clicking “View submission Data”, you may re-directed to a message about archived data.

- Click the link to “Manage Archives”
- Reselect the Data Set, School Year, and Closed Collections as selected in steps 2 & 3 above
- Click the List Archives link
- Click the link to last submission from the list of archived files:

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
Preview 2023L1STR_6.zip	FY23-L-Stf Crs Init (2023L1STR)	Preview	16.1	6	January 26, 2023	(134826 bytes)
Preview 2023L1STR_6.zip	FY23-L-Stf Crs Init (2023L1STR)	Preview	17.1	6	January 30, 2023	(135414 bytes)
Preview 2023L2FNL_1.zip	FY23-L-Stf Crs Final (2023L2FNL)	Preview	32.1	1	June 23, 2023	(139059 bytes)
Preview 2023L2FNL_1.zip	FY23-L-Stf Crs Final (2023L2FNL)	Preview	33.1	1	June 27, 2023	(139065 bytes)
Preview 2023LCGRD_1.zip	FY23-L-Stdnt Grade (2023LCGRD)	Preview	23.1	1	September 05, 2023	(116742 bytes)
Preview 2023LCGRD_1.zip	FY23-L-Stdnt Grade (2023LCGRD)	Preview	24.1	1	September 13, 2023	(117000 bytes)

- A .zip file will open with all .csv files submitted in the collection
- Open the appropriate file and sort data as needed to review records