

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of the Staff and Course Collection Final (FY23) box, click "View submission Data" (*see below if collection files have been archived)

6	ollectio	n Requests	Collection Status	Submissions	Progress	Reports	Archives	Messages	Resources	Preferences	
Co	lection Rec	juests Summary									
	Messag	e Center Click	on the triangle to show t	he list of topics for	each message	type, Click on	the topic link (to see the mess	age text. Export	messages to a .csv	file
	My Messa	ges (O Unread	Messages, 0 total)								
	Messages for Organizations (0 Unread Messages, 0 total)										
	Messages for All Users (O Unread Messages, O total) 아										
	Show mer	sages which are	: 🗆 Expired 🗌 Hido	en							
	Collection Requests Summary										
	Ohio Department of Education										
Refresh Restore Defaults Hide Nessage Center Use the choices below to filter the list of collection requests shown											
	Col	lection Request	: All	▼ tions	D	ata Set: L	× 🔨	School Year	2023 🗸	Last Activity Wi	ithin: All 🗸
Sort Order											
Order Collections By: O Submission Close Date • A-Z O Z-A O A-Z on Short Name O Z-A on Short Name O Most recently active											
		Staff and Co	unco Collection - I	inal (EV22)							
		FY23-L-Stf Crs F	inal: Collection required f	or all EMIS reportin	g entities. The	final staff coll	ection includes	staff employed	any time in FY23	3. It als 🎐	
		Sub	missions: February 09, 3 Version: 2 Status: The collection	2023 - August 04, : was submitted Aug	2023 (closed) just 02, 2023 a	Dat t 01:26:14 PM	a only availal 1 by Mccormick	ble via the Arc F	hives tab: in 44 rom ODE: <u>Leve</u>	4 days 1 2 Reports	
		Submissio	on Status: Processing Co PM)	mpleted (August 0)	2, 2023 at 01:2	6:19					
		Submission	Number: 24 (attempt 1)				Subr	nit Errors: <u>None</u> warni	e (has other errors o inos)	£
			Actions: Start Collection Add New Schu Set Default C	n Iduled Collection Illection_properties				Prepare	Outputs: Level	1 1 Validations submission 24 Data	-

- 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	Туре	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)
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- 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