RITS READ – MATCH TOOL TRAINING

RITS READ FILE SUBMISSION

MATCH TOOL

RITS READ/MATCH TOOL TRAINING

2020

RITS READ

Purpose of RITS READ

❑ The purpose of the RITS READ data submission is to find out if the student(s) already has/have a SASID(s).

❑ Saves time by searching for a large group of students at one time

❑ It is always best practice to search for a student to see if the student already has a SASID.

❑ Minimizes the opportunity of creating a duplicate

❑ Helps you to be more efficient with your workload

The goal of this training is to help local education agencies (LEAs) obtain SASIDs more efficiently and accurately.

This training will include:

◊ RITS READ File Layout specifications

◊ Submitting a RITS READ file

◊ Batch Maintenance

◊ Validation Report

◊ Editing a Record

◊ Using the Match Tool when submitting a RITS READ file

◊ Submitting to RITS

Tips and Tricks

- You may submit a RITS READ file anytime of the year regardless of what the school year reads.

- It can take up to several days during the busy time of the year, due to heavy volume, for records in case management to be reviewed.

- Follow the RITS READ File Layout Protocol when submitting a RITS READ File.

- You must go to the EDIT Record Screen in order to submit the file to the Match Tool.

- To check the status of your submitted records always check the SASID Download Report

Access to the RITS System –

To submit and update records via Data Pipeline you must have your district's Local Access Manager (LAM) grant you permissions under the role of "district admin"

To request access please go to this link:

https://www.cde.state.co.us/idm

To log into Data Pipeline to submit a RITS READ File you will use this link: https://www.cde.state.co.us/idm

You can bookmark this link for easier access.

Click on Data Pipeline ⟶ Log in to Data Pipeline
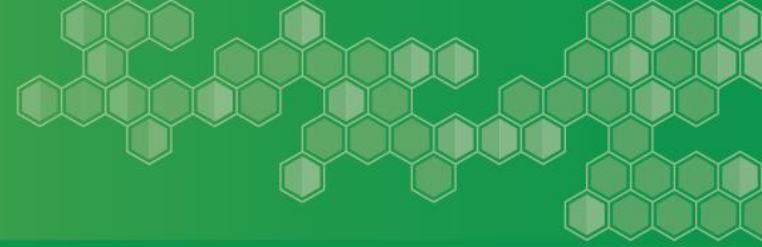
Log in to Data Pipeline

BUILDING THE RITS READ FILE

To prepare the RITS READ file follow your vendor's instructions for automatic export from your student information system. If your district is not set up for an automated RITS READ export you will need to build the file yourself following the RITS READ file layout specifications.

File Layouts can be found at the following link:

https://www.cde.state.co.us/datapipeline/yr_rits

BUILDING THE RITS READ FILE

You may submit a file in these three formatting choices:

- Text file

- Excel file - must include a header row with text
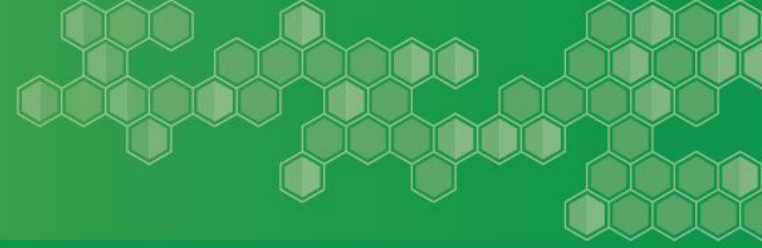
- CSV File - must include a header row with text

The naming conventions of the file is determined by the user, with the exception of the use of spaces in the file name - spaces are NOT allowed. Once your file is complete save it to a place that you will remember.

FILE UPLOAD

Click on File Upload- this will open up more choices. We will discuss each sub header as we progress in the training.
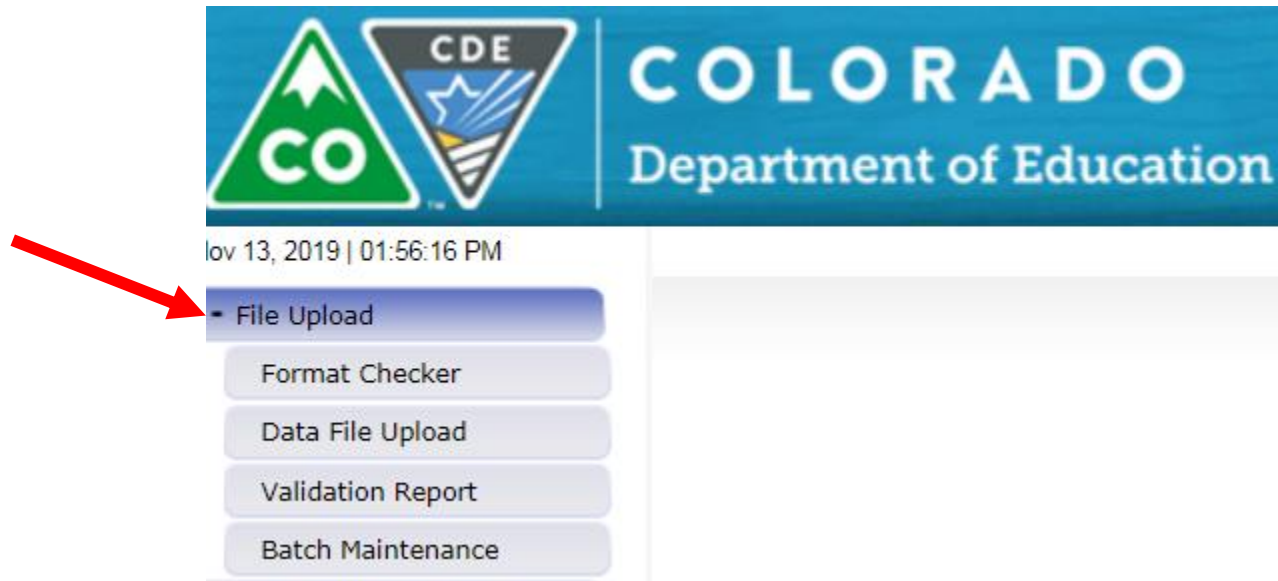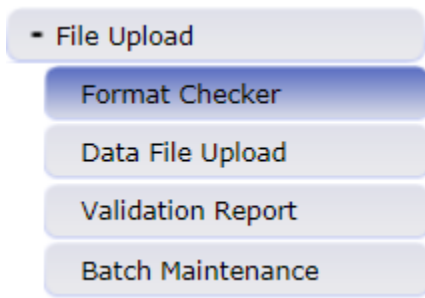
FILE UPLOAD

NEXT STEP: Click on Format Checker

Format Checker checks the first row (not your header row) of your file for formatting errors The system is not checking the formatting of the entire file ONLY the first row.

1. Choose your Data Set- RITS
2. File Type - In this case RITS Read
3. School year - current school year
4. Browse to where you saved your file
5. Click Upload

FORMAT CHECKER

The screen will display formatting errors in the first row of your file (not your header row); these errors will be highlighted in red. You will need to go back to your file and correct any formatting errors. Remember to correct your source system as well.

If you have many errors it might be best to correct in your source system and resubmit a file to the Format Checker.

If you have no errors in your file then the screen will show passed in green (see next slide).

FORMAT CHECKER

- File Upload
  - Format Checker
  - Data File Upload
  - Validation Report
  - Batch Maintenance
- + Directory
- + EDIS
- + Non Public Schools
  - Report Card March
- + RITS
- + Dataset Administration
- + Pipeline Reports
- + Cognos Report

Logout

Format Checker
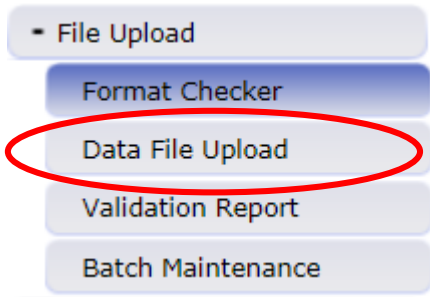
Dataset * [RITS ▾]

File Type * [RITS Read ▾]

School Year * [2019-20 ▾]

File Name * [Choose File] No file chosen

[Upload]

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Sasid	A2	10	0	Pass
District Code	B2	4	4	Pass
School Code	C2	4	4	Pass
Lasid	D2	10	10	Pass
Last Name Student	E2	30	10	Pass
Suffix Name Student	F2	3	0	Pass
First Name Student	G2	30	6	Pass

DATA FILE UPLOAD

- File Upload
  - Format Checker
  - Data File Upload
  - Validation Report
  - Batch Maintenance

You are ready to upload your file – Choose Data File Upload
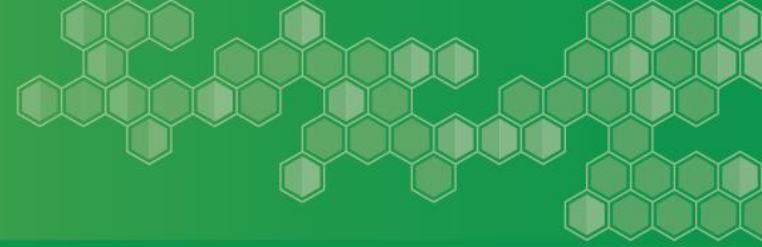
1. Choose your Data Set- RITS
2. File Type - In this case RITS Read
3. School year - current school year
4. Browse to where you saved your file
5. Click Upload

Once submitted you will get this message:

Data File Upload

The File Upload request has been successfully submitted. Batch ID for the submitted request is 361978. An email will be sent after the processing is complete.

Exception File	☐
Dataset *	RITS ▾
File Type *	RITS Read ▾
School Year *	2019-20 ▾
Organization/LEA *	9998-Colorado Department of Education ▾
Locate File *	Choose File No file chosen
	Submit

You will want to jot down the Batch ID for reference

Validation Report
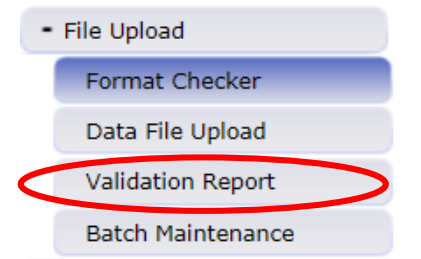
1. Choose your Data Set- RITS
2. File Type - In this case RITS Read
3. School year - current school year
4. Organization/LEA will populate with your district
5. Batch ID the one you just submitted
6. Click view Report

The Validation Report will show you what errors you have in your file. If there are no errors you will get a message telling you there are no errors in the batch. Below is an example in which the file has a few errors. This report just displays what the error(s) are in the file. You cannot fix any errors in this report.

Validation Report

If you receive an error message and you only have a few errors, fix them and move on. If there are more than just a few errors go back to your file and correct the errors and resubmit the file. Remember to correct your source system as well.

Batch Maintenance

- File Upload
  - Format Checker
  - Data File Upload
  - Validation Report
  - **Batch Maintenance** ←

Batch Maintenance can be used when you want to see the error count and if your batch has processed.

If you have a need to delete the batch this can done in Batch Maintenance as well as downloading a submission.

Cleaning up errors displayed from the Validation Report

+ File Upload
+ Directory
+ EDIS
+ Non Public Schools
  Report Card March
- RITS
    Edit Record
    RITS Match Tool
    Higher Ed RITS Match Rprt
    File Extract Download
    RITS Web System
+ Dataset Administration
+ Pipeline Reports
+ Cognos Report
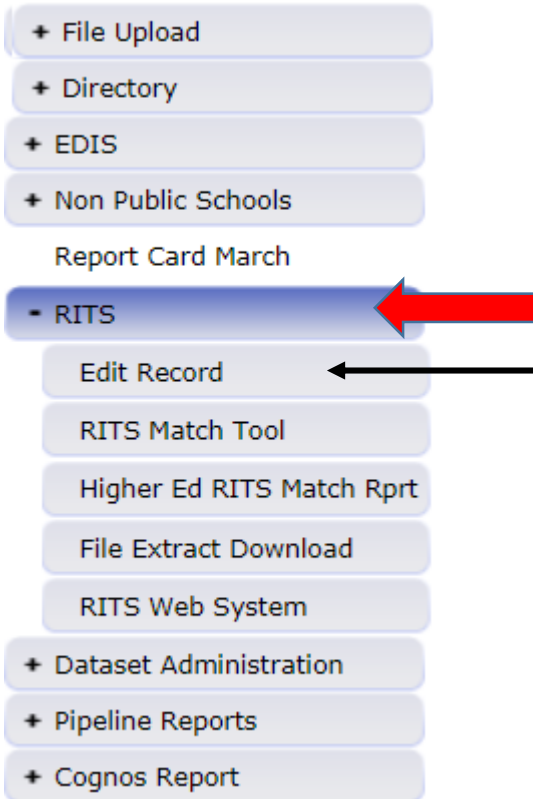
1. Click on RITS

2. Click on Edit Record

EDIT RECORD

- Choose File Type – RITS READ
- School Year – Current school year will auto populate
- Organization – your district will auto populate
- Batch ID – Most current will be at the top of the list
- Error Records – All – selecting all will yield all of your records in the file
- YES – Selecting Yes will yield only records with errors
- NO – Selecting No will yield records with no errors

EDIT RECORD

Using the search fields such as SASID, LASID, Student's First Name etc. you can find a record within your file.

Then Click SEARCH

EDIT RECORD

❖ Fields that have an error will show up in red. Errors must be corrected to submit to the RITS Match Tool.

❖ Fields that have a warning will show up in yellow. Warnings do not need to be corrected to move onto the Match Tool.

EDIT RECORD

The sort order #1, #2, and #3 offer the user options to sort the rows displayed.

EDIT RECORD

To correct the errors you need to click the box on each row that needs correcting.

Fix the error(s) and click SAVE, you must click save before moving onto the next page if not your changes will not be saved.

ALL
MEANS
ALL

EDIT RECORD

✓ You may delete a record in this screen. Check the box on the record that you would like to delete, click delete. You will get a message saying the record deleted successfully.

✓ If you have many errors in the file it may be better to clean up all your errors in your file then resubmit the batch.

✓ Remember that you need to update/correct your data in your source system as well.

Once your errors are resolved, you are ready to submit your file to the Match Tool. Click on the submit to RITS Match Tool.

Edit Record

Sort Order #1	Sort Order #2	Sort Order #3	
Student's Last Name ▼	Student's First Name ▼	Student's Middle Name ▼	**Sort Data**

Fields shown in RED have an error

Total # of Records : 10

Go to Standard View

	#	Student's State ID (SASID)	School District/BOCES Code	School Code	Local ID (LASID)	Student's Last Name	Student generation suffix.	Student's First Nam
☐	1		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000007	Candie	Select ... ▼	Tootsie
☐	2		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000009	Cartoons	Select ... ▼	Quack
☐	3		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000010	DDDD	II-the second ▼	AAAA
☐	4		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000005	Gilligans	Select ... ▼	Island
☐	5		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000004	Good	Select ... ▼	Coffee
☐	6		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000008	Higher	Select ... ▼	Rocky
☐	7		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000002	Showe	Select ... ▼	Dirty
☐	8		9998-COLORADO DEPARTMENT OF EDUCATION ▼	9997-Preschool Project ▼	9998000006	Thrones	VII-the seventh ▼	Game

Page 1 of 1 |< < > >| 25 ▼ Per Page

Save **Delete** **Submit to RITS Match Tool** **◄ Back**

This message will pop up - Click OK

idmqa.cde.state.co.us says

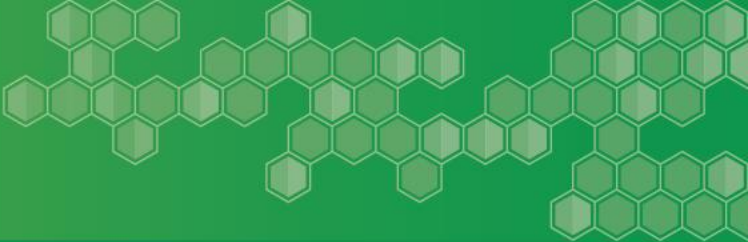Are you sure you would like to submit data to RITS?

OK **Cancel**

You will receive an email along with this message on your screen:

– Edit Record

Data has been submitted to the RITS Match Tool.

You are ready to work in the RITS Match Tool –

- File Upload
- Directory
- EDIS
- Non Public Schools

Report Card March

- RITS
  - Edit Record
  - RITS Match Tool
  - Higher Ed RITS Match Rprt
  - File Extract Download
  - RITS Web System
- Dataset Administration
- Pipeline Reports
- Cognos Report

RITS MATCH TOOL

❑ The Match Tool will show you the submitted record and the possible matches that are currently in the RITS System.

THERE ARE TWO CHOICES:

❑ Submitted record - by choosing this record you are telling the system no match, give this student a new SASID (referred to as an 'add').

❑ Possible match - by choosing this record you are telling the system these are the same students and I want to update on the existing SASID (referred to as an 'update').

❑ You can enter a comment, do your investigation, then come back to these record(s) when you are ready to determine if there is a match or not. It is highly recommended that you enter a comment when there is a very close match and you have done your research. Your comments could be Birth Certificate (BC) confirmed, New to education, family is from AZ, checked with other district different parents, or include parents names. There are many other things that you can add to comments to help when going through case management.

❑ The system will allow you to submit a partially matched batch.

❑ The system will also make matches for you, saving you time.

RITS Match Tool

%Matched - >50% or >75   All, Yes and No   All, Yes and No

There are many options that the user can choose to sort your data in the Match Tool. These fields are optional. School year, Organization/LEA and Batch ID are required fields.

Click Search

RITS Match Tool

There are many ways in which to find a record if needed within the Match Tool:

- SASID, LASID, First Name, Last Name, Gender, Birth Date, School Building Code and Grade are ways to pin down a record within your file.

- The Submit indicator lets you know if data was already submitted to RITS. So you may go in and submit the majority of your batch to RITS. Then you will want to go back and only look at records that have yet to be submitted to RITS. You can then put that indicator to 'No' and it will only display the records that have yet to be submitted to RITS. This can be used when you have some records that need to be researched but want to submit the records that have been resolved. The system allows you to submit a partial batch.

Matching Records in the Match Tool

Screen will show the collapsed view, you can leave the screen like this if you would like to see more records on the screen.

Click on Show Search Criteria, sort options will appear.

Go through each record making your selection between the submitted record and/or the possible match. Enter comments that will assist the RITS Consultant while doing case review. If there is no match then the system has automatically assigned a SASID to the record i.e. #4. Click SAVE once you are done matching.

After you are done matching on that page, click SAVE. If there is more than one page of matching to do click SAVE after each page has been matched.

 You can close out and return to your file, remember to jot down the page number that you last worked on. Always click SAVE before you close out of the Match Tool or you will lose your work.

Once all matches are completed click Save, then click on Submit to RITS.

This action will send your matched records to the RITS Web System and populate the SASID Download Report.

Save   Submit to RITS

SASID Download Report

The SASID Download Report can be found in the RITS Web application. https://www.cde.state.co.us/idm/rits

Reports are on the left under all the navigation links.

Reports

Student Activity Report

Taken Students Report

Student History Report

SASID Download Reports

LASID Download Reports

SASID Download Report

Upon navigating to the SASID Download Report you will need to find your file that you submitted:

Your district will automatically default to open in the District Tab

Case type gives you three options to choose: READ, Batch and Web. However you submitted your records they will always flow into the SASID Download Report. In this training we submitted via READ
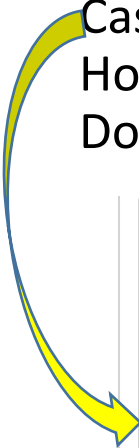
*Districts

JEFFERSON COUNTY R-1

*Case Type *(Select Case Type)*

Select Case ▾
Select Case
Read
Batch
Web
(Increases the # of rows displayed on page)

10 ▾

The user can increase the number of records being displayed from 10 to 1000.

SASID Download Report

Once you have chosen the case type READ, Batch or Web, you must then find the Batch. Click on the Batch ID and you will see a list of READ Files submitted. Notice they all start with an R for READ. If you submitted a Batch submission all of your submissions would begin with a B. Web would say Web with a date Range.
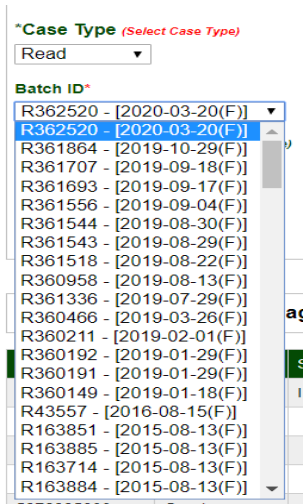
READ Files   Batch Files   Web Files
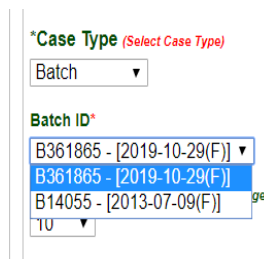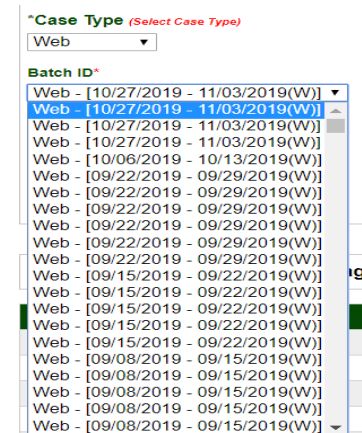
SASID Download Report

The SASID Download Report can also be downloaded, there are three file formats when downloading:
CSV, Fixed Length and Tab Delimited

File Format

CSV ▼ **Download**

CSV
Fixed Length
Tab Delimted

...stName ▼

SortOrder2: DateCreated ▼

SortOrder3: LASID ▼

SortOrder4: FirstName ▼

RefreshReport

Sort order 1,2,3 and 4 gives the users the sorting capability within the records submitted

SortOrder1: LastName ▼

LastName
FirstName
MiddleName
SASID
LASID
DOB
CaseType
Gender
DateCreated
BatchID

SortOrder2:

SortOrder3:

SortOrder4:

RefreshRepo...

SASID Download Report

When viewing the records submitted you will notice that there is a case type.

Review – the record went to case management and the RITS Consultant will need to look at it.

Update – The record was updated on an existing SASID in the system. The record will indicate which SASID it was updated upon.

Add – A new SASID was assigned to the record. The record will indicate the new SASID assigned.

The records that are under review have a case ID number assigned to them, if you needed communicate about that record you could do so in email. Such as – please expedite case 34769958 needed for testing. Case 34769957 DOB is 09/08/2012 please adjust. Case 34769949 needs to be removed from case management. **Just remember no PII!**

SASID Download Report

You can page over if there are many pages

3 Case Types

Case ID assigned to each record in review

60.00% of assigned SASID's

Total number of records: 10

| « | 1 | » | GoTo page | 1 ▾ |

SASID	Last Name	Suffix	First Name	Middle Name	DOB	Gender	Last District to Update	LASID	Case Type	Case ID	Status
	BBBB	II	AAAA	CCCC	10/10/2011	Female	JEFFERSON COUNTY R-1	9998000002	**Review**	34769958	Open
	Candy		Tootsie	Roll	07/07/2012	Male	JEFFERSON COUNTY R-1	9998000001	Update		
	Cartoon		Daffy	Duck	09/09/2012	Male	JEFFERSON COUNTY R-1	9998000001	**Review**	34769957	Open
	Gilligans		Island	NMN	05/05/2012	Male	JEFFERSON COUNTY R-1	9998000001	Update		
	Good		Coffee	MMM	04/04/2011	Female	JEFFERSON COUNTY R-1	9998000002	Update		
	High		Rocky	Mountain	08/08/2011	Female	JEFFERSON COUNTY R-1	9998000002	Update		
	Shower	jr	Dirty	Clean	02/02/2011	Male	JEFFERSON COUNTY R-1	9998000002	**Review**	34769950	Open
	Summer		Too	Hot	03/03/2012	Female	JEFFERSON COUNTY R-1	9998000001	Add		
	Thrones	VII	Game	of	06/06/2011	Female	JEFFERSON COUNTY R-1	9998000002	Update		
	XXXXX		ZZZZZZ	NMN	04/11/2012	Female	JEFFERSON COUNTY R-1	9998000001	**Review**	34769949	Open

Once the record is processed the status will change from open to closed

Should you have further questions please contact:

Debbie Puccetti
RITS Consultant
Puccetti_d@cde.state.co.us
303-866-6612

This training as well as other information can be found at the following website:

http://www.cde.state.co.us/datapipeline/yr_rits