

# MSIX Reports Manual

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U.S. DEPARTMENT OF EDUCATION

# MSIX Reports Manual

## Version 1.6

April 2012

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“MSIX IS ONLY AVAILABLE TO AUTHORIZED USERS”



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# Section 1: General Reporting Features

MSIX provides reports to both state and government personnel on aggregate information on the MSIX application and the migrant population. Reports are broken down into five main categories:

1. User Accounts
2. Student Info Reports
3. Student Mobility Reports
4. Worklist Reports
5. Data Quality Reports

The data in each report is restricted by permissions, which are based on user role and varies for each report. However, reports that are accessible to both state users and government administrators restrict state users to their particular state's data and/or the aggregate, national-level data. State users cannot view other states' data in the reports.

The matrix below shows the permission to view each report based on user role.

Report Type	#	Report Name	Data Admin	Primary & Secondary Users	Region/ State User Admin	Gov't Admin	User Admins	State Batch Submitter
User Account	1	Accounts List		√	√		√	
Student Info	2	MSIX Student Count	√	√		√		
	3	Student Demographic	√	√		√		
	4	Enrollments by MDE Type	√	√		√		
	5	Enrollments in Multiple States	√	√		√		
	6	Student Course History	√	√		√		
	7	Student Assessment	√	√				
Student Mobility	10	General Move From	√	√		√		
	11	General Move To	√	√		√		
Worklists	8	Worklists By User	√			√		
	9	Worklist Aging	√			√		
Data Quality	12	Data Load Files	√			√		√
	13	Data Completeness	√			√		√
	14	Data Validity	√			√		√

Report Type	#	Report Name	Data Admin	Primary & Secondary Users	Region/ State User Admin	Gov't Admin	User Admins	State Batch Submitter
	15	Potential Duplicates	√			√		

Please Note:

Data Administrators, Primary Users and Secondary Users can only view data for their state. In the Student Info Reports, they can view data at the national level as well. User Administrators can view account information for users in their states only.

The following sections lay out each report, by category, with detailed descriptions and images.

## Reports Overview

MSIX provides State Users with five types of reports: User Administration, Student Info, Student Mobility, Worklists, and Data Quality. The following reports are found in each group:

### User Administration Reports

- **Account List Report** – This report provides details on the MSIX users in each state.

### Student Info Reports

- **MSIX Student Count Report** – This report provides total counts of students in MSIX that are distinct students, near matched students and those which have records in multiple states.
- **Student Demographic Report** – This report provides demographic information of students by age, gender, birth location and CSR flag.
- **Student Enrollments by MDE Type** – This report includes counts of students by grade, enrollment type, various enrollment flags, and MEP project type.
- **Student Enrollments in Multiple States** – This report includes counts of students in the user’s state that have enrollments in other states.
- **Student Assessment Report** – This report provides total counts of assessment records by assessment type.
- **Student Course History Report** – This report provides total counts of course history records by course type.

### Student Mobility Reports

- **General Move From Report** — This report provides counts of student moves out of their state. It includes the location they are moving to, student counts, and percentages of the total.
- **General Move To Report** — This report provides counts of student moves into their state. It includes the location they are moving to, student counts, and percentages of the total.

### Worklist Reports

- **Worklists by User Report** — This report enables the user to view the worklists for all of the state’s Data Administrators.
- **Worklist Aging Report** — This report provides a list of unresolved worklist items grouped by worklist type with the number of days they have been in progress.

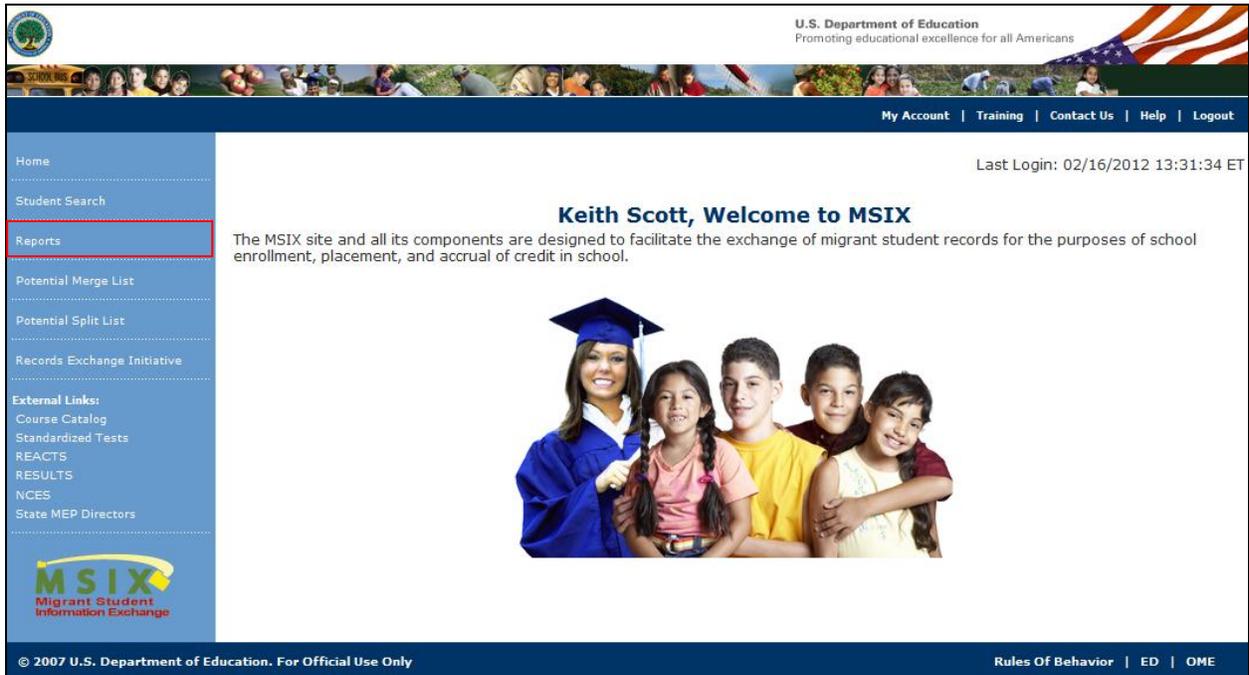
### Data Quality Reports

- **Data Load Report** — This report provides the number of student files loaded into MSIX that were without issues out of a total number received over a given period of time (day, week, month, year). It reports when file upload begins and ends, as well as the total number of records in the file.
- **Data Completeness** – This report provides users the percentages of incomplete data for each data data element. The six categories are the following: Assessments, Course History, Enrollments, Qualifying Moves, Student, and Student Demographic. It shows how many records within the selected category are missing each data element. This report can be viewed by state or in a national view.
- **Data Validity** – This report provides users the percentage of invalid data within each data element. Each data element has a set of valid values: when a record possesses an invalid entry it will contribute to the percentage of invalid elements. Ideally, MSIX will have 0% invalid values for all the data elements.
- **Potential Duplicates** – This report identifies student records that could potentially be for the same student. Identifying duplicates allows users to identify and correct them to improve the systems data integrity. The report looks for potential duplicate records in two systems: MSIX and the user’s State MEP System.

# Report Navigation

## Accessing Reports

1. Login to MSIX. Click **Reports** link in left navigation panel.



The screenshot displays the MSIX (Migrant Student Information Exchange) website interface. At the top, there is a banner for the U.S. Department of Education with the tagline "Promoting educational excellence for all Americans" and an American flag. Below the banner is a navigation bar with links for "My Account", "Training", "Contact Us", "Help", and "Logout". The main content area features a welcome message for "Keith Scott" and a brief description of the MSIX site's purpose. A navigation menu on the left side is visible, with the "Reports" link highlighted in red. Below the welcome message is a photograph of a group of diverse children, including a girl in a blue graduation cap and gown. The footer contains copyright information for the U.S. Department of Education and links for "Rules Of Behavior", "ED", and "OME".

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My Account | Training | Contact Us | Help | Logout

Home  
Student Search  
**Reports**  
Potential Merge List  
Potential Split List  
Records Exchange Initiative

External Links:  
Course Catalog  
Standardized Tests  
REACTS  
RESULTS  
NCES  
State MEP Directors

MSIX  
Migrant Student  
Information Exchange

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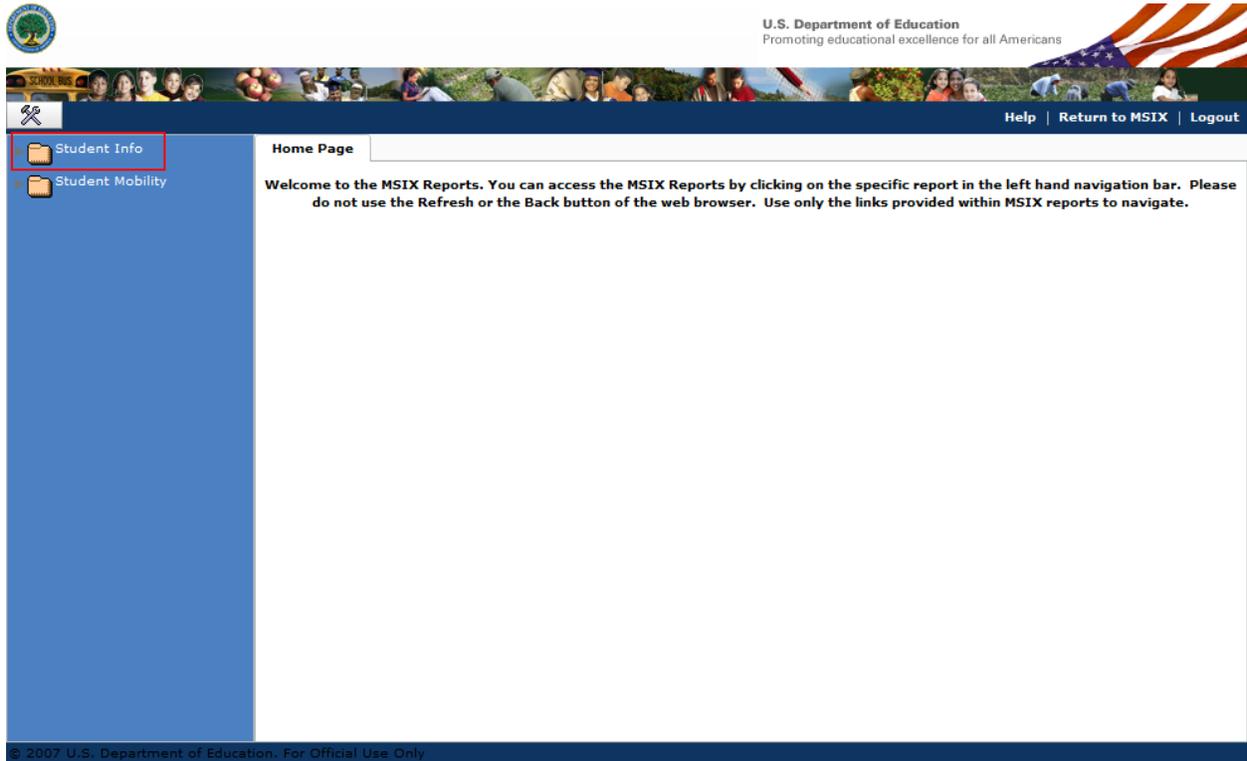
Rules Of Behavior | ED | OME

Last Login: 02/16/2012 13:31:34 ET

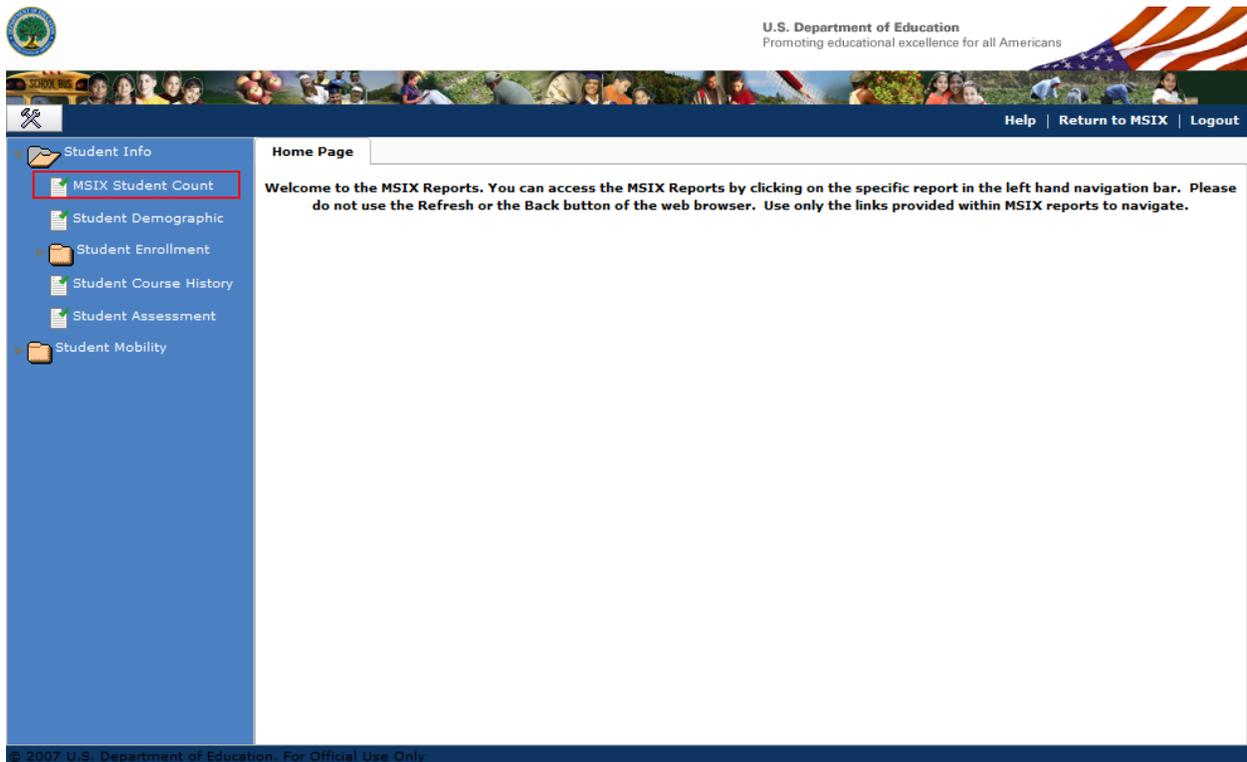
**Keith Scott, Welcome to MSIX**

The MSIX site and all its components are designed to facilitate the exchange of migrant student records for the purposes of school enrollment, placement, and accrual of credit in school.

2. On the Reports Home Page, each user will have a different set of reports, based on assigned user roles and state, in the left navigation panel. Click the **Student Info** link in the left navigation panel.



3. Click **MSIX Student Count** link in the left navigation panel.









## Exiting Reports

- Tools** icon – this feature provides the option to hide the left hand menu or to close the report tab to return to the reports homepage.
- Help** link – this link will take the user to the MSIX Help page
- Return to MSIX** link – this link will return the user to the Home Page
- Logout** link – this link will log the user out of the application

The screenshot displays the 'Account List' report in the MSIX application. The header includes the U.S. Department of Education logo and the text 'U.S. Department of Education Promoting educational excellence for all Americans'. Navigation links are labeled: (a) Tools icon, (b) Help link, (c) Return to MSIX link, and (d) Logout link. The main content area features a table of users and a 'Roles Chart' pie chart.

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation	Expiration Date	Last Login
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.t	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.t	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.t	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.t	02/24/2012	02/26/2012		02/24/2012

The 'Roles Chart' is a pie chart showing the distribution of user roles. The legend includes: State Data Administrator (orange, 5), State User Administrator (green, 2), Super User (blue, 1), State Regional Administrator (light blue, 2), and MSIX Primary User (red, 1). The chart also shows a secondary user role (yellow, 2).

## Sorting in Reports

Users can change the order of the reported data by clicking on a field name to designate that as the ordering factor. Double-clicking the area next to the field name (column heading) will sort the data in reverse-chronological or reverse alphabetical order.

To add additional levels of sorting, select the blank space to the right of a field name. The order of sorting proceeds according to the order in which the fields are selected.

The following example is conducted in the Account List Report.

Example:

1. The user can change the order of the report by clicking on a field name to designate that as the ordering factor. Click on the **First Name** field title to have the first level of ordering be according to first name.

The screenshot shows the MSIX Account List interface. The table is sorted by First Name. The 'First Name' column header is highlighted with a red box and has a '1' next to it, indicating it is the primary sort key. The table contains 10 rows of user data.

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			

2. The list is now sorted with **First Name** as the highest level of ordering. One can also add additional levels of sorting by selecting the blank space to the right of a field name. The order of sorting will go according to the order in which the fields are selected. For example, with **First Name** as the first level of sorting, select **User ID** as the second level.

The screenshot shows the MSIX Account List interface. The table is sorted by First Name and then User ID. The 'First Name' column header is highlighted with a red box and has a '1' next to it. The 'User ID' column header is also highlighted with a red box and has a '2' next to it, indicating it is the secondary sort key. The table contains 10 rows of user data.

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			

3. Click the blank space to the right of the **Roles** field to select user role as the third level of ordering.

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 10

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			

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4. Clicking on the name of any field will make that the first level of ordering and remove any previous sorting. Click **Last Name** to designate this as the main sorting factor.

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 10

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011

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## Additional Links

The following four links provide additional functionality and appear above the left side panel of most reports:



- a. PDF Icon  – the user can save the current report in PDF format. When the PDF option is selected, a PDF Generation Dialogue Box will appear; this box allows the user to add headings to the different parts of the report in the PDF.
- b. Excel Icon  – the user can save the current report CSV format. Headings can be created by entering that information directly into the document.
- c. Toggle icon  – when the toggle icon is clicked, the user can select the “Toggle View” option, which expands the data-grid to take up the entire report and hides the right side panel. This icon is only present in reports with Right Side Views, such as the Account List Report and Worklist Reports.
- d. Refresh icon  – by clicking on this icon, the report data is refreshed.

The following example is conducted in the Account List Report.

**Example:**

1. Click **PDF** icon.

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Help | Return to MSIX | Logout

Home Page Account List

Description: A list of users in your state and their contact information

Export to PDF Filter

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011

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2. Select **Export to PDF**.

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Help | Return to MSIX | Logout

Home Page Account List

Description: A list of users in your state and their contact information

Export to PDF Filter

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011

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### 3. View PDF Generation Dialog Box.

The screenshot shows a web application interface with a 'PDF Generation Dialog Box' overlaid on a user list. The dialog box contains the following elements:

- A text input field for 'Text to be included before Datagrid display'.
- A checkbox for 'Datagrid'.
- A text input field for 'Text to be included before the Status Chart'.
- A checkbox for 'Status Chart'.
- A text input field for 'Text to be included before the Role Chart'.
- A checkbox for 'Role Chart'.
- 'Submit' and 'Cancel' buttons.

The background shows a table of users with columns: Last Name, First Name, User Id, Status, Activation Date, Expiration Date, and Last Login Date. The user list includes names like Carden, Carter, Denman, Dozier, Hedlund, Meyertholen, Piasecki, Scott, and Shumake.

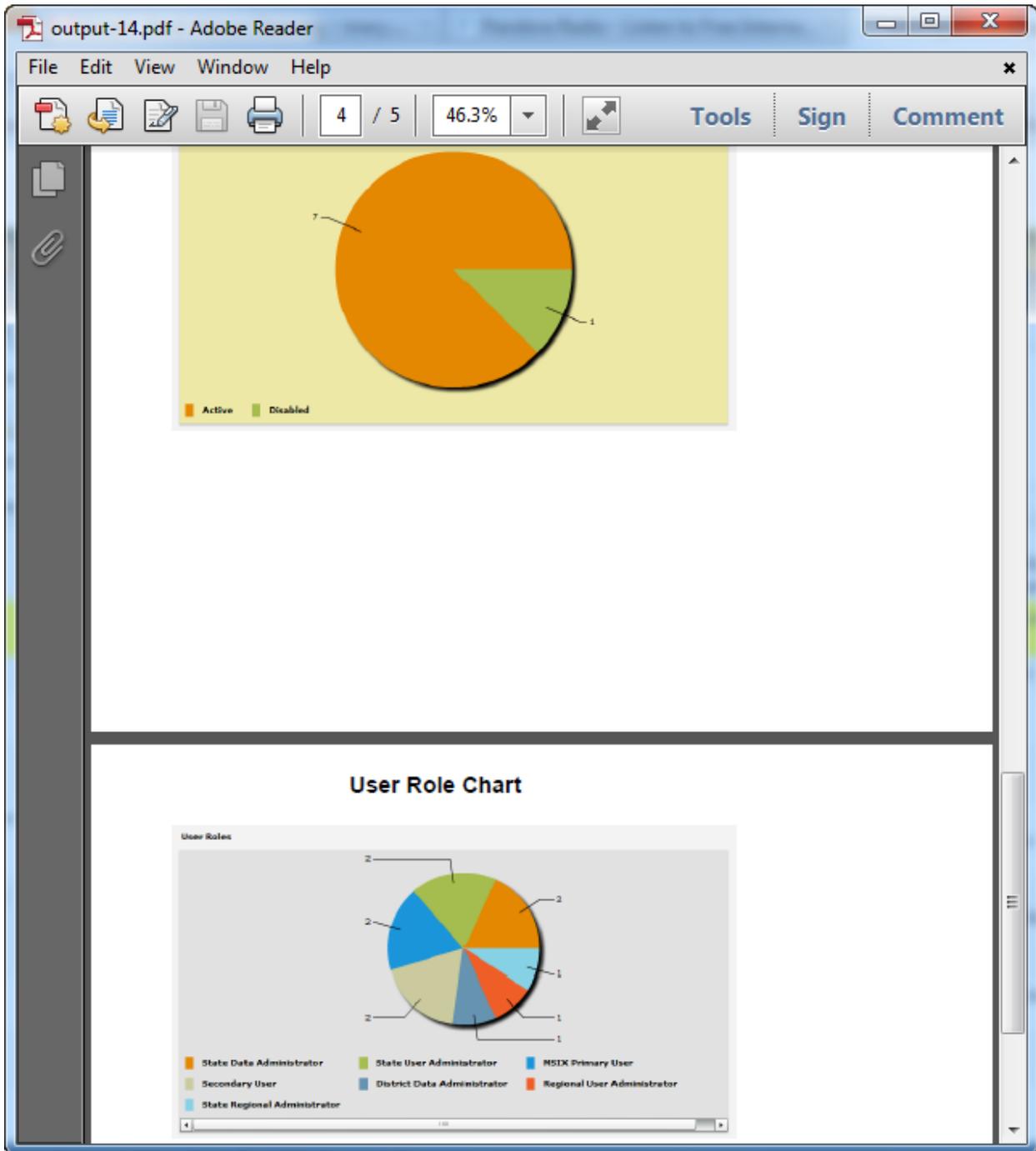
4. Select the checkboxes to enter headings for the different parts of the report. Enter text into the comment boxes; this will be the text for your headings. Click **Submit**.

This screenshot shows the same 'PDF Generation Dialog Box' as in the previous image, but with the following changes:

- The 'Datagrid' checkbox is checked.
- The 'Status Chart' checkbox is checked.
- The 'Role Chart' checkbox is checked.
- The text input field for 'Text to be included before the Role Chart' contains the text: 'This is the User Role Chart'.
- The 'Submit' button is highlighted with a red box.

The background user list and application interface are identical to the previous screenshot.

5. View the PDF. Click the **Save** icon on the PDF . Save the PDF to local harddrive.



6. Close the folder and the PDF. Click **Toggle** icon and select **Show Right Side**.

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 10 **Show Right Side**

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012			09/01/2012
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012		05/31/2012
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011

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7. The Status, Roles, and User Details tabs are shown on the right side.

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 10

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	

**Roles Chart**

**User Roles**

- State Data Administrator (5)
- State User Administrator (3)
- Secondary User (1)
- State Regional Administrator (2)
- Super User (1)
- MSIX Primary User (2)

Buttons: Status Roles User Details

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8. Right panel expands. Click **Toggle** icon and **Hide Right Side** to return the form to the previous view.

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Help | Return to MSIX | Logout

Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 10 **Hide Right Side** Filter

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	

Roles Chart

Legend:

- State Data Administrator (Orange)
- State User Administrator (Green)
- Super User (Blue)
- Secondary User (Light Green)
- State Regional Administrator (Light Blue)
- MSIX Primary User (Red)

Status Roles User Details

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 10 Filter

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011

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9. Click the **Refresh** icon and click **Refresh Data** to refresh the report data.

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Help | Return to MSIX | Logout

Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 1 **Refresh Data**

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011

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10. Similar to save to PDF, the report can also be saved to Excel. The export will include the filter parameters selected and the data visible in the data grid in .csv format. Users can resave the file as a .xls to manipulate the data with Excel functions.

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 10

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Shumake	Mary	mshumake1	Active	Yes	State Data Administrator, State User Administrator	mshumake@deloitte.com	03/02/2011			03/04/2011

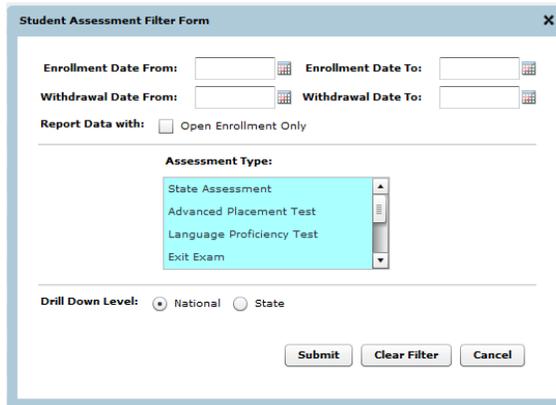
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## Filtering in Reports

Most reports have filtering capabilities which allow users to refine the data with the user filter form.. Each report has different filter parameters based on the data it contains.

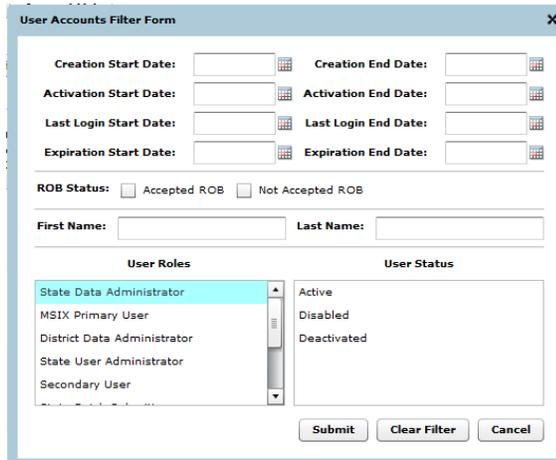
User Filter Form – by clicking on the **Filter** button , users can pull up this form, which allows them to enter multiple filter parameters for the report. Each filter form varies based on the data contained in the report. Below are two examples of filter forms you will find in the MSIX reports. See the corresponding sections of this manual for report specific examples.

### Student Assessment Filter Form



The Student Assessment Filter Form is a window with a title bar and a close button. It contains several input fields and a dropdown menu. The fields are: Enrollment Date From, Enrollment Date To, Withdrawal Date From, and Withdrawal Date To. Below these is a checkbox for "Open Enrollment Only". A section titled "Assessment Type" contains a dropdown menu with options: State Assessment, Advanced Placement Test, Language Proficiency Test, and Exit Exam. At the bottom, there is a "Drill Down Level" section with radio buttons for "National" and "State". The form ends with "Submit", "Clear Filter", and "Cancel" buttons.

### User Accounts Filter Form



The User Accounts Filter Form is a window with a title bar and a close button. It contains several input fields and a dropdown menu. The fields are: Creation Start Date, Creation End Date, Activation Start Date, Activation End Date, Last Login Start Date, Last Login End Date, Expiration Start Date, and Expiration End Date. Below these is a checkbox for "Accepted ROB" and "Not Accepted ROB". There are also input fields for "First Name" and "Last Name". A section titled "User Roles" contains a dropdown menu with options: State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator, and Secondary User. A section titled "User Status" contains a dropdown menu with options: Active, Disabled, and Deactivated. The form ends with "Submit", "Clear Filter", and "Cancel" buttons.

# Section 2: User Administrator Reports

MSIX User Administrators have access to the Account List Report, which provides an aggregate view of user accounts in their state.

## Account List Report

### What is the purpose of this report?

The Account List Report maintains records for all user accounts in the User Administrator’s state in the MSIX system.

### What types of information are contained in this report?

Each record contains the following data fields for that user:

User Account List Reports Column Headings	
Last Name	Roles
First Name	Account Creation Date
User ID	Account Activation Date
Account Status	Account Expiration Date
Accepted ROB	Last Login Date
Email	

### Who can access this report?

State User Administrators, Regional User Administrators, OME Administrators

---

## Applying Filters to the Account List Report

User Filter Form – This form can be accessed by clicking the **Filter** button. The form allows the user to place multiple filtering parameters on the report, including the four date ranges, user status, user role, first and last name, and whether a user has accepted the Rules of Behavior.

The screenshot below shows the available parameters.

### Account List Report

The screenshot displays the 'Account List Report' interface. At the top, there is a navigation bar with 'Home Page' and 'Account List' tabs. Below the navigation bar, a description states: 'Description: A list of users in your state and their contact information'. A 'Filter' button is highlighted with a red box. Below the description, it says 'Total Users: 10'. The main content area features a table with columns for Last Name, First Name, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation Date, Expiration Date, and Last Login Date. The table lists several users, including Carden, Carter, Denman, Dozier, Hedlund, and Meyertholen. To the right of the table is a 'Roles Chart' pie chart showing the distribution of user roles. The legend for the Roles Chart includes: State Data Administrator (orange), State User Administrator (green), Super User (blue), Secondary User (light green), State Regional Administrator (light blue), and MSIX Primary User (red). The chart shows 5 State Data Administrators, 2 State User Administrators, 1 Super User, 2 Secondary Users, 1 State Regional Administrator, and 2 MSIX Primary Users.

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary	patricia.training@msix.test	02/24/2012			

### Account List Report Filter Form

The screenshot shows the 'User Accounts Filter Form' dialog box. It contains several date range filters: Creation Start/End Date, Activation Start/End Date, Last Login Start/End Date, and Expiration Start/End Date. Below these are checkboxes for 'Accepted ROB' and 'Not Accepted ROB'. There are also input fields for 'First Name' and 'Last Name'. The 'User Roles' section has a list box containing: State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator, and Secondary User. The 'User Status' section has a list box containing: Active, Disabled, and Deactivated. At the bottom, there are 'Submit', 'Clear Filter', and 'Cancel' buttons.

## FAQ:

### What happens if the user chooses filter parameters that do not correspond to any user accounts?

When the "Filter" button in the User Filter Form is clicked, the datagrid will return no records.

### What happens if the user enters only the start date or end date for any of the date ranges?

In order to use the date filters, the user must enter a date in both the start and end fields; otherwise, these fields will not correctly filter the data. Also, Date Ranges are exclusively applied, so if a user filters by a creation date between 2/21/2012 and 2/23/2012, only accounts created on February 22 will display in the report.

### Example:

1. Enter a date range for **Creation Date** and click the **Submit** button. Date ranges can also be entered for **Last Login Date**, **Activation Date**, and **Expiration Date**.

The screenshot shows the 'User Accounts Filter Form' overlaid on a 'User Accounts List' page. The filter form has several date range fields: 'Creation Start Date' (02/23/2012) and 'Creation End Date' (02/24/2012), 'Activation Start Date', 'Activation End Date', 'Last Login Start Date', 'Last Login End Date', 'Expiration Start Date', and 'Expiration End Date'. There are also checkboxes for 'ROB Status' (Accepted ROB, Not Accepted ROB) and input fields for 'First Name' and 'Last Name'. A 'Submit' button is highlighted with a red box. The background shows a table of users with columns for Last Name, First Name, User Id, Status, Accepted ROB, and Role. A 'Roles Chart' pie chart is also visible on the right side of the page.

Last Name	First Name	User Id	Status	Accepted ROB	Role
Carden	John	jcarden2	Disabled	No	State Administrator, State User Administrator, State User
Carter	Andrea	acarter1	Active	Yes	Secondary User
Denman	Kevin	kdenman	Active	Yes	State Administrator
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator, State User
Hedlund	Daryn	dhedlund1	Active	No	State Administrator
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary

2. Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.

The screenshot shows the MSIX User Accounts interface. At the top, there is a navigation bar with "Home Page" and "Account List" buttons. Below this, a description states: "Description: A list of users in your state and their contact information". A "Filter" button is highlighted with a red box. The main area displays a table of users with the following data:

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation Date	Expiration Date	Last Login Date
Carter	Andrea	acarter1	Active	Yes	Secondary User	andrea.training@msix.test	02/24/2012			02/24/2012
Denman	Kevin	kdenman	Active	Yes	State Data Administrator	kevin.training@msix.test	02/24/2012		12/31/2012	02/24/2012
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator	jdozier_TR@MSIX.test	02/24/2012	02/26/2012		02/24/2012
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Plasecki	Amanda	aplasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012			09/01/2012
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012		05/31/2012

To the right of the table is a "Roles Chart" pie chart showing the distribution of user roles. The chart is divided into four segments: Secondary User (orange, 2), State Data Administrator (green, 2), State Regional Administrator (blue, 1), and State User Administrator (light green, 1). A legend below the chart identifies the colors: Secondary User (orange), State Data Administrator (green), State Regional Administrator (blue), and MSIX Primary User (light blue). The "Filter" button is highlighted with a red box.

3. Information is retained from previous form entries. Click **Clear Filter** to remove this information.

The screenshot shows the MSIX User Accounts interface with the "User Accounts Filter Form" open. The form contains the following fields and options:

- Creation Start Date: 02/23/2012
- Creation End Date: 02/24/2012
- Activation Start Date: [Empty]
- Activation End Date: [Empty]
- Last Login Start Date: [Empty]
- Last Login End Date: [Empty]
- Expiration Start Date: [Empty]
- Expiration End Date: [Empty]
- ROB Status:  Accepted ROB  Not Accepted ROB
- First Names: [Empty]
- Last Names: [Empty]
- User Roles: State Data Administrator, MSIX Primary User, District Data Administrator, State User Administrator, Secondary User
- User Status: Active, Disabled, Deactivated

The "Clear Filter" button is highlighted with a red box. The "Filter" button on the main interface is also highlighted with a red box. The Roles Chart on the right remains the same as in the previous screenshot.

4. Filter is cleared. Select **Deactivated** from the multi-select **Account Status** box. Click **Submit**.

The screenshot shows the 'User Accounts Filter Form' dialog box. The 'User Status' dropdown menu is open, and 'Deactivated' is selected. The 'Submit' button is highlighted with a red box. The background shows a table of users with 7 total users.

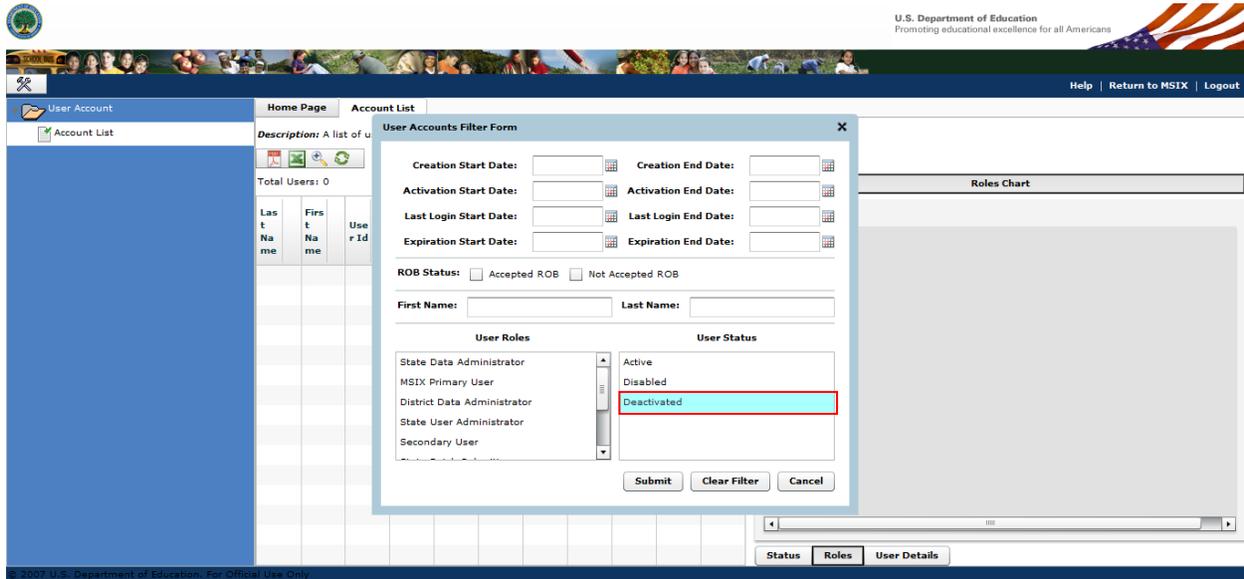
Last Name	First Name	User Id	Status	Accepted ROB	Roles
Carter	Andrea	acarter1	Active	Yes	Secondary User
Denman	Kevin	kdenman	Active	Yes	State Data Administrator
Dozier	Jennifer	jdozier4	Active	Yes	State Regional Administrator, State User Administrator
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator
Meyerholen	Patricia	pmeyerholen2	Active	No	MSIX Primary User
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User
Scott	Keith	kscott1	Active	No	Secondary User

5. Since there are no users with Account Status “Deactivated” the filter returns no user accounts in the report. Click the **Filter** button to access the **User Filter Form**.

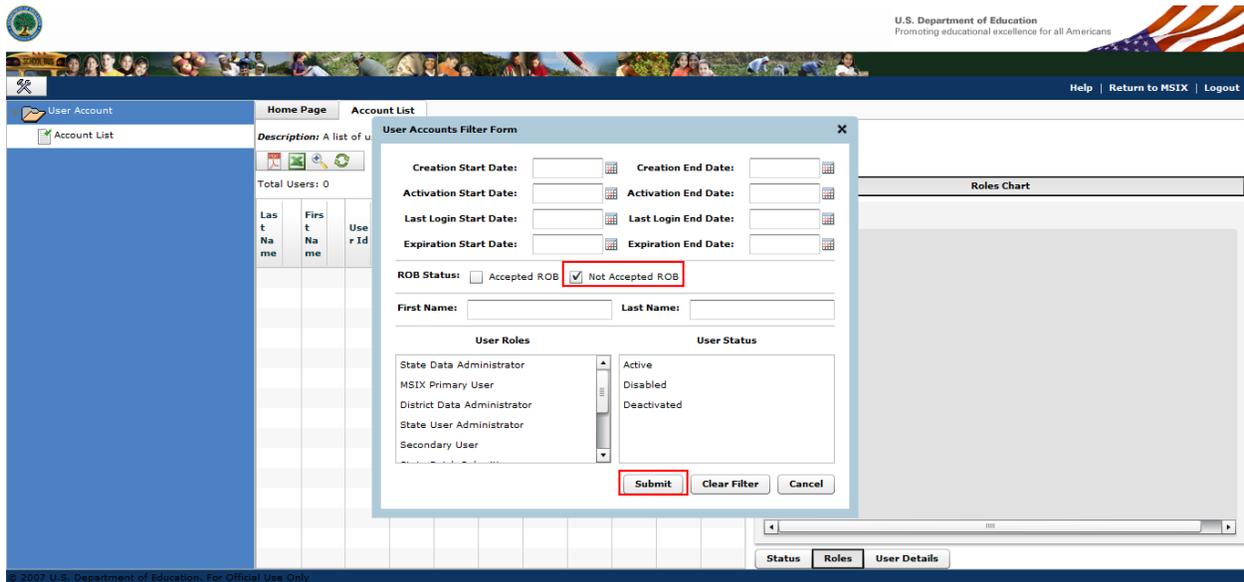
The screenshot shows the 'User Account' page. The 'Filter' button is highlighted with a red box. The table below it is empty, indicating zero users.

Last Name	First Name	User Id	Status	Accepted ROB	Role	Email	Create Date	Activation Date	Expiration Date	Last Login Date

6. Again, any previously entered information should appear on the form. In this case, the **Deactivated** status should still be selected.



7. Click **Clear Filter**. Select **Not Accepted ROB** checkbox and click **Submit**.



8. Only users who have not yet accepted the **Rules of Behavior** will be listed in the report.



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Help | Return to MSIX | Logout

Home Page
Account List

**Description:** A list of users in your state and their contact information

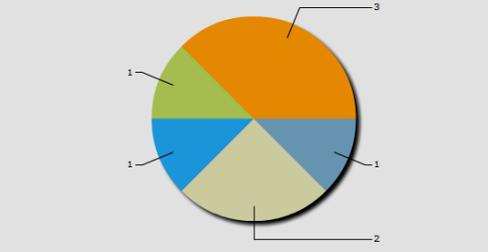
Filter

Total Users: 6

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Plasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			

**Roles Chart**

**User Roles**



■ State Data Administrator   
 ■ State User Administrator   
 ■ Super User  
■ MSIX Primary User   
 ■ Secondary User

Status
Roles
User Details

## Additional Report Views

The right side panel of the **Account List** report provides additional ways to view report information, as follows:

- User Status Chart** – this pie chart graphically depicts the status data contained in the left side panel. The chart can change in appearance according to how records are filtered in the datagrid.
- User Roles Chart** – this pie chart graphically depicts the data on roles contained in the left side panel. The chart can change in appearance according to how records are filtered in the datagrid.
- User Details Tab** – by clicking on this tab, the user can access more detailed information for whichever user is selected from the datagrid

### Additional Report Views

#### Example:

- Click **Status** tab to view **User Status** chart. This indicates account status numbers for all the state's users.

The screenshot displays the MSIX Account List report interface. At the top, there is a navigation bar with 'Home Page' and 'Account List' tabs. Below the navigation bar, a description reads: 'Description: A list of users in your state and their contact information'. A 'Filter' button is visible. The main content area shows a table of users and a 'Status Chart' on the right.

**User Status Chart Data:**

Status	Count	Percentage
Active	4	66.7%
Disabled	2	33.3%

**User List Table:**

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			

The 'Status Chart' is a pie chart showing the distribution of user statuses. The 'Active' status (green) represents 66.7% (4 users), and the 'Disabled' status (orange) represents 33.3% (2 users). The chart is titled 'User Status' and includes a legend at the bottom with 'Disabled' and 'Active' categories.

2. Click **Roles** tab to display **User Roles** chart.

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 6

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			

Roles Chart

User Roles

State Data Administrator 3  
State User Administrator 1  
Super User 1  
MSIX Primary User 2  
Secondary User 2

Status Roles User Details

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3. Hover over the **MSIX Primary User** wedge to obtain more information on that section of the chart.

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Home Page Account List

Description: A list of users in your state and their contact information

Total Users: 6

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation	Expiration Date	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyertholen	Patricia	pmeyertholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			

Roles Chart

User Roles

MSIX-Primary User - 25% (2)

State Data Administrator 3  
State User Administrator 1  
Super User 1  
MSIX Primary User 2  
Secondary User 2

Status Roles User Details

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4. Click **User Details** tab to display the **User Details** panel. Data is displayed in this panel for whichever user account is selected from the data grid. Select a user from the data grid.

The screenshot shows the MSIX user management interface. At the top, there is a navigation bar with 'Home Page' and 'Account List' tabs. Below this is a description: 'Description: A list of users in your state and their contact information'. A 'Filter' button is visible. The main area contains a table of users with columns: Last Name, First Name, User Id, Status, Accepted ROB, Roles, Email, Create Date, Activation, Expiration, and Last Login Date. The row for Daryn Hedlund is highlighted in yellow. To the right of the table is a 'Selected User' panel with two sections: 'Demographic Information' and 'System Information'. The 'Demographic Information' section includes fields for First Name, Last Name, Address, City, State, Zip Code, Email, and Telephone. The 'System Information' section includes fields for User ID, Role, Status, Accepted ROB, Accepted ROB Date, Completed Security Training, and Completed Security Training Date. At the bottom of the panel are three tabs: 'Status', 'Roles', and 'User Details', with 'User Details' being the active tab.

Last Name	First Name	User Id	Status	Accepted ROB	Roles	Email	Create Date	Activation	Expiration	Last Login Date
Carden	John	jcarden2	Disabled	No	State Data Administrator, State User Administrator, Super User	jcarden@msix.test	03/17/2011			
Hedlund	Daryn	dhedlund1	Active	No	State Data Administrator	daryn.training@msix.test	02/24/2012		07/21/2012	
Meyerholton	Patricia	pmeyerholen2	Active	No	MSIX Primary User	patricia.training@msix.test	02/24/2012			
Piasecki	Amanda	apiasecki	Active	No	MSIX Primary User	amanda@msix.test	02/24/2012		09/01/2012	
Scott	Keith	kscott1	Active	No	Secondary User	keith.training@msix.test	02/24/2012	02/25/2012	05/31/2012	
Scott	Keith	kscott	Disabled	No	State Data Administrator	kscott.test@msix.test	04/30/2009			

**Selected User**

**Demographic Information**

**First Name:** Daryn  
**Last Name:** Hedlund  
**Address:** 123 Main St.  
**City:**  
**State:** WY  
**Zip Code:**  
**Email:** daryn.training@msix.test  
**Telephone:** 5555555555x5555

**System Information**

**User ID:** dhedlund1  
**Role:** State Data Administrator  
**Status:** Active  
**Accepted ROB:** No  
**Accepted ROB Date:**  
**Completed Security Training:**  
**Completed Security Training Date:**

**Status** **Roles** **User Details**

## Section 3: Student Info Reports

Student Info Reports provide authorized end users the ability to gather statistics on the students in MSIX. The table below provides a brief description of each report view broken down by report category. There are six general reports: (1) Student Count, (2) Student Demographic, (3) Enrollment by MDE Type, (4) Enrollments in Multiple States (5) Student Assessment, and (6) Student Course History.

Student Info Report Name	Description/Report View	
<b>MSIX Student Counts</b>	<ul style="list-style-type: none"> <li>• Distinct MSIX Students</li> <li>• Near Match MSIX Students</li> </ul>	<ul style="list-style-type: none"> <li>• MSIX Students in Multiple States</li> </ul>
<b>Student Demographic Report</b>	<ul style="list-style-type: none"> <li>• Age [default view]</li> <li>• Gender</li> </ul>	<ul style="list-style-type: none"> <li>• CSR</li> <li>• Birth Location</li> </ul>
<b>Enrollment by MDE Type Report</b>	<ul style="list-style-type: none"> <li>• Grade [default view]</li> <li>• Enrollment Type</li> <li>• IEP</li> <li>• Immunization Flag</li> </ul>	<ul style="list-style-type: none"> <li>• LEP</li> <li>• MEP Project Type</li> <li>• PFS</li> <li>• Med Alert</li> </ul>
<b>Enrollment in Multiple States Report</b>	Counts the number of students with enrollments in other states with an enrollment in the user's state.	
<b>Student Assessment Report</b>	Counts of assessment records by assessment type of students in the users state	
<b>Student Course History Report</b>	Counts of course history records by course type of students in the users state	

Who can access these reports?

State Data Administrators, Regional Data Administrators, District Data Administrators, Primary Users, and Secondary Users.

State Users are restricted to their state-specific data and the overall national-level view. They can also drill down to student-level data for students in their state.

## General Student Info Report Features

Student Info Reports include a special feature for State Users to drill down to **Student Data** from any of the Student Info report views. This feature is accessed by double-clicking any row in the data grid while in the state-view. It contains each student's last name, MSIX ID and State Student ID. This feature is not available in the national view. Users can export the data in this report to Microsoft Excel and file for their reference.

The image below provides a view of the State Student Data report.

MSIX ID	State Student ID	Last Name
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000
00000000000000000000	00000000000000000000	00000000

Total Count	Percentage
14,400	6.31
	6.25
	6.06
	5.85
	5.83
	5.77
	5.75
	5.73
	5.7
	5.65
	5.49
	5.44
	5.26
	4.96
	4.31
	3.75

## Applying Filters to the Student Info Reports

The user can filter the information in the Student Info Reports through the User Filter Form. The filtering capabilities across the five reports are very similar. The filter form contains the following information:

1. Enrollment Date Range (To and From date fields)
2. Withdrawal Date Range (To and From date fields)
3. Eligibility Expiration Date Range (To and From date fields)
4. Open Enrollment Only
5. Report View (if applicable)
  - a. Student Demographic report may be filtered by Demographic Data Type
  - b. Enrollments by MDE Type may be filtered by Enrollment Data Type
  - c. Enrollment in Multiple States may be filtered by State
  - d. Student Course History may be filtered by Course Type
  - e. Student Assessment type may be viewed by Assessment type
6. Drill Down Level: National or State level

**FAQ:**

**What happens if the user chooses filter parameters that do not correspond to any records?**

When the “Filter” button in the User Filter Form is clicked, the data grid will return no records.

The following example is conducted in the Enrollments by MDE Type Report in the default report view – Grade.

Example:

1. In the **User Filter Form**, enter a date range for **Enrollment Date**, select **Colorado** as the Drill Down Level, and click the **Submit** button.

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Help | Return to MSIX | Logout

Home Page MSIX Student Count Student Demographic **Enrollments by MDE Type** Student Course History

Description: Counts of student enrollments by enrollment data type.

Filter

National	Student Grade	Student Count	Total Count	Percentage
▼ National			696,008	
	Grade 11	29,103		4.18
	Out-of-School	120,396		17.3
	Grade 1	38,108		5.48
	Grade 2	37,555		5.4
	Grade 3	35,570		5.11
	Grade 4	34,550		4.96
	Grade 5	33,182		4.77
	Grade 6	32,727		4.7
	Grade 7	31,566		4.54
	Grade 8	32,345		4.65
	Grade 9	33,130		4.76
	Grade 10	30,977		4.45
	Unknown / Invalid	3		0
	Grade 12	54,987		7.9
	Kindergarten	35,048		5.04
	Age birth	4,365		0.63

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**Enrollment Report Filters**

Enrollment Date From: 11/01/2009 Enrollment Date To: 12/06/2010

Withdrawal Date From: Withdrawal Date To:

Eligibility Exp. Date From: Eligibility Exp. Date To:

Report Data with:  Open Enrollment Only

Enrollment Data Type:  Grade  Enrollment Type  IEP  Immunization Flag  
 LEP  MEP Project Type  PFS  Med Alert

Drill Down Level:  National  Colorado

Submit Clear Filter Cancel

2. Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.

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Home Page | Enrollments by MDE Type

Description: Counts of student enrollments by enrollment data type.  
Double click the grid row to download the MSIX ID of the student.

State	Student Grade	Student Count	Total Count	Percentage
Colorado	Age birth	3	569	0.53
	Age 1	5		0.88
	Age 2	7		1.23
	Age 3 (not in Kindergarten)	11		1.93
	Age 4 (not in Kindergarten)	7		1.23
	Age 5 (not in Kindergarten)	2		0.35
	In an official preschool program (not in Kindergarten)	15		2.64
	Kindergarten	34		5.98
	Grade 1	47		8.26
	Grade 2	50		8.79
	Grade 3	47		8.26
	Grade 4	34		5.98
	Grade 5	57		10.02
	Grade 6	35		6.15
	Grade 7	42		7.38

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3. Information is retained from previous form entries. Click **Clear Filter** to remove this information.

**Enrollment Report Filters**

Enrollment Date From: 11/01/2009    Enrollment Date To: 12/06/2010

Withdrawal Date From:    Withdrawal Date To:   

Eligibility Exp. Date From:    Eligibility Exp. Date To:   

Report Data with:  Open Enrollment Only

Enrollment Data Type:  Grade  Enrollment Type  IEP  Immunization Flag  
 LEP  MEP Project Type  PFS  Med Alert

Drill Down Level:  National  Colorado

Submit    Clear Filter    Cancel

4. Select the **Open Enrollment Only** checkbox and select **State** as the Drill Down Level. Click **Submit**.

**Enrollment Report Filters**

Enrollment Date From: 11/01/2009    Enrollment Date To: 12/06/2010

Withdrawal Date From:    Withdrawal Date To:   

Eligibility Exp. Date From:    Eligibility Exp. Date To:   

Report Data with:  Open Enrollment Only

Enrollment Data Type:  Grade  Enrollment Type  IEP  Immunization Flag  
 LEP  MEP Project Type  PFS  Med Alert

Drill Down Level:  National  Colorado

Submit    Clear Filter    Cancel

5. Counts of students in the user's State enrolled during the dates selected in the form and are without a corresponding withdrawal date will appear in the datagrid. Click **Filter** button to access the **User Filter Form**.

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Home Page **Enrollments by MDE Type**

Description: Counts of student enrollments by enrollment data type.

Filter Double click the grid row to download the MSIX ID of the student.

State	Student Grade	Student Count	Total Count	Percentage
Colorado	Age birth	3	540	0.56
	Age 1	4		0.74
	Age 2	5		0.93
	Age 3 (not in Kindergarten)	6		1.11
	Age 4 (not in Kindergarten)	4		0.74
	Age 5 (not in Kindergarten)	1		0.19
	In an official preschool program (not in Kindergarten)	14		2.59
	Kindergarten	34		6.3
	Grade 1	47		8.7
	Grade 2	50		9.26
	Grade 3	46		8.52
	Grade 4	34		6.3
	Grade 5	55		10.19
Grade 6	35	6.48		
Grade 7	41	7.59		

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6. Information is retained from the previous entry. Select **Enrollment Type** as the report view in the **Enrollment Data Type**.

Enrollment Report Filters

Enrollment Date From: 11/01/2009 Enrollment Date To: 12/06/2010

Withdrawal Date From: Withdrawal Date To:

Eligibility Exp. Date From: Eligibility Exp. Date To:

Report Data with:  Open Enrollment Only

Enrollment Data Type:  Grade  Enrollment Type  IEP  Immunization Flag  
 LEP  MEP Project Type  PFS  Med Alert

Drill Down Level:  National  Colorado

Submit Clear Filter Cancel





## MSIX Student Count Report Filter

**MSIX Student Count Filter Form**

Enrollment Date From:   Enrollment Date To:  

Withdrawal Date From:   Withdrawal Date To:  

Eligibility Exp. Date From:   Eligibility Exp. Date To:  

Report Data with:  Open Enrollment Only

Drill Down Level:  National  Texas

---

## Student Demographic Report

### What is the purpose of this report?

The Student Demographic Report is broken down into four report views that define a student's demographic details.

1. **Age:** [default view] The age report aggregates MSIX student counts grouped by the age of all the unique MSIX students. The student's age is calculated in years by taking the difference of the current date and the birth date of the student. The age of each student is rounded to the nearest year. The information in this report includes student counts and percentages per age category.
2. **CSR:** The continuation of services reason (CSR) report provides student counts and percentages per valid CSR.
3. **Gender:** The gender report counts MSIX students grouped by the gender information of all the unique MSIX students. The information in this report includes student counts and percentages per valid gender value.
4. **Birth Location:** The birth location report provides counts and percentages of the countries that MSIX students were born, with the added ability to drill-down to the states in each country.

In the national view, if the MSIX student has multiple state student information, MSIX will only count the demographic information from the state student record that contains the most recent enrollment record based on the enrollment and withdrawal dates.

This report allows the user to refine the student demographic data set into a subset of students that meet particular criteria. It also allows users to analyze trends within the migrant student population. Here are some example questions that can be answered using this report:

1. What is the mean age and standard deviation of the migrant student population?

- Has the percentage of migrant students born in Guatemala increased or decreased in the past 3 years?
- How many students are currently enrolled in my state with a continuation of service reason?

Screenshots of Student Demographic Report by View

### Student Age Report

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Home Page Student Demographic

Description: Counts of MSIX students by demographic MDE type. These counts are based on state student records.

National	Student Age	Min. Age	Max. Age	Avg. Age	Student Count	Total Count	Percentage
▼ National		-79	42	14.21		696,008	
	10				34,249		4.92
	19				34,215		4.92
	11				34,122		4.9
	18				33,570		4.82
	9				33,287		4.78
	12				33,193		4.77
	13				32,979		4.74
	17				32,839		4.72
	8				32,686		4.7
	14				32,289		4.64
	15				31,884		4.58
	16				31,789		4.57
	7				31,259		4.49
	20				31,086		4.47
	21				30,913		4.44

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### Student Gender Report

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Home Page Student Demographic

Description: Counts of MSIX students by demographic MDE type. These counts are based on state student records.

National	Student Gender	Student Count	Total Count	Percentage
▼ National			696,008	
	M	2,888		0.41
	FEMALE	298,360		42.87
	F	2,577		0.37
	MALE	392,183		56.35

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# Continuation of Service Reason Report



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Home Page Student Demographic

Description: Counts of MSIX students by demographic MDE type. These counts are based on state student records.

Filter

National	Continuation of Service Reason	Student Count	Total Count	Percentage
▼ National			696,008	
	Serving secondary students through credit accrual programs	369		0.05
	Providing services for the duration of the term	10,256		1.47
	Providing services for an additional year - comparable services are not available	1,396		0.2
	Unknown / Invalid	1,523		0.22
	No Data Submitted	682,464		98.05

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# Birth Location Report



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Home Page Student Demographic

Description: Counts of MSIX students by demographic MDE type. These counts are based on state student records.

Filter

National	Birth Country	Birth State	Student Count	Total Count	Percentage
▼ National				696,008	
	▶ Brazil		3		
	▶ Canada		802		
	▶ Chile		1		
	▶ Costa Rica		4		
	▶ El Salvador		38		
	▶ Guatemala		1,931		
	▶ Honduras		105		
	▶ Mexico		179,180		
	▶ Nicaragua		9		
	▶ No Data Submitted		86,812		
	▶ Peru		2		
	▶ United States		427,119		
	▶ Uruguay		2		

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## Student Demographic Filter Form

The screenshot shows a window titled "Demographic Report Filters" with a close button (X) in the top right corner. The form contains several sections:

- Date Selection:** Three rows of date pickers. The first row is "Enrollment Date From:" and "Enrollment Date To:". The second row is "Withdrawal Date From:" and "Withdrawal Date To:". The third row is "Eligibility Exp. Date From:" and "Eligibility Exp. Date To:". Each date picker has a small calendar icon to its right.
- Report Data with:** A checkbox labeled "Open Enrollment Only" which is currently unchecked.
- Demographic Data Type:** A group of radio buttons with labels "Age", "Gender", "CSR", and "Birth Location". The "Age" radio button is selected.
- Drill Down Level:** A group of radio buttons with labels "National" and "Texas". The "National" radio button is selected.
- Buttons:** Three buttons at the bottom: "Submit", "Clear Filter", and "Cancel".

---

## Enrollments by MDE Type Report

### What is the purpose of this report?

The Enrollments by MDE Type Report includes eight report views that provide counts of students based on different enrollment data elements.

1. **Enrollment Type:** The enrollment type report aggregates MSIX student counts grouped by the enrollment type of the most recent enrollment of all the unique MSIX students. The information in this report includes student counts and percentages per enrollment type.
2. **Grade [default view]:** The grade report counts MSIX students grouped by the grade level for the most recent enrollment of all the unique MSIX students. The information in this report includes student counts and percentages per grade level.
3. **IEP Indicator:** The IEP indicator report provides student counts grouped by the Individualized Education Program (IEP) indicator value provided in the most recent enrollment record of all the unique MSIX students. The information in this report includes student counts and percentages per IEP indicator value.
4. **Immunization Flag:** The immunization record flag report aggregates student counts grouped by the immunization record flag in the most recent enrollment of all the unique MSIX students. This report includes the student counts and percentages per immunization record flag value.
5. **LEP Indicator:** The Limited English Proficient (LEP) indicator report provides counts and percentages of unique MSIX students. The LEP indicator is queried from the latest enrollment of all the unique MSIX students. This report provides student counts and percentages per LEP indicator value.
6. **Med Alert Indicator:** The Med alert report view provides unique MSIX student counts and percentages per Med alert indicator in the most recent enrollment of all the unique MSIX students. This report provides student counts and percentages per Med alert indicator value.

7. PFS Flag: The PFS flag report aggregates student counts grouped by the PFS record flag in the most recent enrollment of all the unique MSIX students. This report includes the student counts and percentages per PFS flag value.
8. MEP Project Type: The MEP project type report aggregates student counts grouped by the MEP project type in the most recent enrollment of all the unique MSIX students. This report includes the student counts and percentages per MEP project type.

This report allows the user to refine the enrollment type data set into a subset of students that meet particular criteria. It also allows users to analyze trends within the migrant student population. Here are some example questions that can be answered using this report:

1. What percent of migrant students have immunization flags on their enrollment record?
2. What grade level are the majority of migrant students enrolled in?
3. How many students are currently enrolled in 12<sup>th</sup> grade in my state that I should follow up on for graduation purposes?

### Screenshots of Enrollments by MDE Type Report

#### Grade Report

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Home Page | Enrollments by MDE Type

Description: Counts of student enrollments by enrollment data type.

National	Student Grade	Student Count	Total Count	Percentage
National	Out-of-School	120,396	696,008	17.3
	Grade 12	54,987		7.9
	Grade 1	38,108		5.48
	Grade 2	37,555		5.4
	Grade 3	35,570		5.11
	Kindergarten	35,048		5.04
	Grade 4	34,550		4.96
	Grade 5	33,182		4.77
	Grade 9	33,130		4.76
	Grade 6	32,727		4.7
	Grade 8	32,345		4.65

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# Enrollment Type Report



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Home Page | **Enrollments by MDE Type**

**Description:** Counts of student enrollments by enrollment data type.

Filter

National	Enrollment Type	Student Count	Total Count	Percentage
▼ National			696,008	
	Regular Term MEP-Funded Project	360,309		51.77
	Basic School Program and Regular-Term MEP-Funded Project	28,080		4.03
	No Data Submitted	11,194		1.61
	Basic School Program	126,235		18.14
	Residency Only (none of the above)	77,485		11.13
	Summer/Intersession MEP-Funded Project	91,130		13.09
	Year Round MEP-Funded Project	1,575		0.23

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# IEP Flag Report



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Home Page | **Enrollments by MDE Type**

**Description:** Counts of student enrollments by enrollment data type.

Filter

National	IEP Indicator	Student Count	Total Count	Percentage
▼ National			696,008	
	No	588,896		84.61
	Yes	10,488		1.51
	No Data Submitted	96,624		13.88

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# Immunization Flag Report



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Help | Return to MSIX | Logout

- Student Info
- MSIX Student Count
- Student Demographic
- Student Enrollment
  - Enrollments by MDE Type
  - Enrollments in Multiple States
  - Student Course History
  - Student Assessment
  - Student Mobility
  - Data Quality
  - Worklist

Home Page | **Enrollments by MDE Type**

*Description:* Counts of student enrollments by enrollment data type.

Filter

National	Immunization Record Flag	Student Count	Total Count	Percentage
▼ National	No	410,253	696,008	58.94
	Yes	163,388		23.48
	No Data Submitted	122,367		17.58

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# LEP Indicator Report



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Help | Return to MSIX | Logout

- Student Info
- MSIX Student Count
- Student Demographic
- Student Enrollment
  - Enrollments by MDE Type
  - Enrollments in Multiple States
  - Student Course History
  - Student Assessment
  - Student Mobility
  - Data Quality
  - Worklist

Home Page | **Enrollments by MDE Type**

*Description:* Counts of student enrollments by enrollment data type.

Filter

National	LEP Indicator	Student Count	Total Count	Percentage
▼ National	No	214,154	696,008	30.77
	Yes	90,061		12.94
	No Data Submitted	391,793		56.29

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# MEP Project Type Report



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Help | Return to MSIX | Logout

Home Page | **Enrollments by MDE Type**

**Description:** Counts of student enrollments by enrollment data type.

Filter

National	MEP Project Type	Student Count	Total Count	Percentage
▼ National			696,008	
	Non-School-based MEP Project	98,991		14.22
	School-based MEP Project	469,187		67.41
	No Data Submitted	127,830		18.37

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# PFS Flag Report



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Help | Return to MSIX | Logout

Home Page | **Enrollments by MDE Type**

**Description:** Counts of student enrollments by enrollment data type.

Filter

National	PFS Flag	Student Count	Total Count	Percentage
▼ National			696,008	
	No	265,519		38.15
	Yes	27,608		3.97
	No Data Submitted	402,881		57.88

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# Med Alert Indicator Report

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Home Page | Enrollments by MDE Type

Description: Counts of student enrollments by enrollment data type.

Filter

National	Med Alert Indicator	Student Count	Total Count	Percentage
▼ National			696,008	
	None	145,105		20.85
	Chronic	4,626		0.66
	Acute	1,598		0.23
	No Data Submitted	544,679		78.26

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## Enrollment by MDE Type Filter Form

**Enrollment Report Filters** X

**Enrollment Date From:** 
**Enrollment Date To:**

**Withdrawal Date From:** 
**Withdrawal Date To:**

**Eligibility Exp. Date From:** 
**Eligibility Exp. Date To:**

**Report Data with:**  Open Enrollment Only

---

**Enrollment Data Type:**
 Grade
  Enrollment Type
  IEP
  Immunization Flag
  LEP
  MEP Project Type
  PFS
  Med Alert

---

**Drill Down Level:**
 National
  Texas

# Enrollments in Multiple States Report

## What is the purpose of this report?

The Enrollments in Multiple States Report has a single report view that allows state users to view students that have enrollment records in other states in addition to their own. The state user can filter the report as follows:

1. Enrollments in user's state
  - a. Enrollment date range
  - b. Withdrawal date range
  - c. Open enrollment only
2. Enrollments in states other than the user's
  - a. Enrollment date range
  - b. Withdrawal date range
  - c. Open enrollment only
  - d. Select States – Multi-select states that share enrollments with user's state to display from a multi-select filter

A state user can use this report to gain insights on interstate relationships regarding migrant students. This information may support initiatives for certain states to collaborate with one another's Migrant Education Programs. Some example questions that can be addressed with this reporting capability are as follows:

1. How many of the students with recent enrollments in my state are still enrolled in another state?
2. What percentage of the students with enrollments in my state withdrew from Washington last year?

## Screenshots of Student Enrollments in Multiple States Report

### Enrollments in Multiple States Report

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State	State with Student Enrollments	Student Count	Total Count	Percentage
Colorado	Nebraska	1	33	3.03
	California	8		24.24
	Kansas	7		21.21
	Arkansas	3		9.09
	Texas	13		39.39
	Washington	1		3.03

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## Enrollments in Multiple States Filter

Enrollment in other States Report Filter

Date Filters for Virginia Enrollments:

Enrollment Date From:  Enrollment Date To:

Withdrawal Date From:  Withdrawal Date To:

Report Data with:  Open Enrollment Only

Date Filters for Other State Enrollments:

Enrollment Date From:  Enrollment Date To:

Withdrawal Date From:  Withdrawal Date To:

Report Data with:  Open Enrollment Only

Available States:

Selected States:

- Alabama
- Alaska
- Arizona
- Arkansas

Submit Clear Filter Cancel

---

## Student Assessment Report

### What is the purpose of this report?

The Student Assessment Report gives counts of MSIX assessment records by assessment type. This report includes the counts and percentages per assessment type. The filter form is slightly different for this report than the other Student Info Report filter forms. There are no report views to select from, as there is with the Student Info reports, but a multi-select filtering capability for which assessment types the user wishes to include in the report. If a single student takes five assessments (all uploaded by the state to MSIX) MSIX will include all five in the report count.

---

Screenshots of Student Assessment Report

Student Assessment Report

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Help | Return to MSIX | Logout

Home Page Student Assessment

Description: Counts of assessment records by assessment type of students

Filter

State	Assessment Type	Assessment Count	Total Count	Percentage
National			863,036	
	Other Achievement Test	190,525		22.08
	Early Childhood Development Asses	5		0
	Language Proficiency Test	33,276		3.86
	Advanced Placement Test	75		0.01
	Special Education Assessment	27		0
	State Assessment	639,128		74.06

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Student Assessment Report Filter

Student Assessment Filter Form

Enrollment Date From: [ ] [ ] Enrollment Date To: [ ] [ ]

Withdrawal Date From: [ ] [ ] Withdrawal Date To: [ ] [ ]

Eligibility Exp. Date From: [ ] [ ] Eligibility Exp. Date To: [ ] [ ]

Report Data with:  Open Enrollment Only

Assessment Type:

- State Assessment
- Advanced Placement Test
- Language Proficiency Test
- Exit Exam

Drill Down Level:  National  Colorado

Submit Clear Filter Cancel

Student Course History Report

What is the purpose of this report?

The Student Course History Report gives counts of MSIX course history records by course type. This report includes the counts and percentages per course type. Like the Assessment Report, MSIX includes all courses taken by a student that is submitted by a state. The filter form is slightly different for this report than the other Student Info Report filter forms. Instead of report views to select from, as there in the other reports, the Student Course History Report filter form has a multi-select filtering capability for which course types the user wishes to include in the report.

Screenshots of Student Course History Report

Student Course History Report

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Home Page Student Course History

Description: Counts of course history records by course type of students

Filter

State	Course Type	Course Co...	Total Count	Percentage
National	Not Applicable.	436,427	741,539	58.85
	Honors - An advanced level course designed for students who have earned honors status ac	528		0.07
	International Baccalaureate - A program of study, sponsored and designed by International	5		0
	Advanced Placement - An advanced, college-level course designed for students who achieve	2,329		0.31
	Pre-Advanced - A course in preparation to admission to an AP Program.	6,517		0.88
	Regular (Default) - A course providing instruction (in a given subject matter area) that focus	295,733		39.88

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Student Course History Report Filter

Student Course History Filter Form

Enrollment Date From:   Enrollment Date To:

Withdrawal Date From:   Withdrawal Date To:

Eligibility Exp. Date From:   Eligibility Exp. Date To:

Report Data with:  Open Enrollment Only

Course Type:

- Regular (Default)
- Honors
- Pre-Advanced
- Advanced Placement

Drill Down Level:  National  Colorado

Submit Clear Filter Cancel

## **Section 4: Student Mobility Reports**

Student Mobility Reports provide authorized users visibility into the movement of migrant students to and from the user's state. The authorized user may view student moves based on enrollment records between states or by qualifying move data. Additionally, they have the option of excluding intrastate moves, international moves, or both from the report. There are two Student Mobility Reports available to authorized users: (1) General Move From, (2) General Move To.

### **Who can access this report?**

State Data Administrators, Regional Data Administrators, District Data Administrators, Primary Users, and Secondary Users can view the reports for student moves into or out of their state only.

Government Administrators can view the reports for student moves between all states.

---

### **Applying Filters to the Student Mobility Reports**

User Filter Form – This form can be accessed by clicking the **Filter** button. The form allows the user to place multiple filtering parameters on the report

The user can filter the information in the Student Mobility Reports by using the User Filter Form. The filter form provides the following options to the user:

1. Report mobility by: Enrollment data or Qualifying Moves data
2. If the user selected Qualifying Moves data, they can additionally filter by:
  - a. Qualifying Arrival Date From
  - b. Qualifying Arrival Date To
  - c. Exclude International Moves
  - d. Exclude Intrastate Moves (moves within the users state)

# MSIX General Move From Report

## What is the purpose of this report?

The MSIX General Move From Report provides counts and percentages of migrant students moving away from a user's state.

## How can users use this report?

This report can be used to analyze student movement trends, understand the number of students that move to the users state at different times of the year, and which states most students move from. The user can predict busy periods in which students are moving out of their state most frequently.

## What information is included in this report?

The following data elements are included in the datagrid of the report.

General Move From Report Column Headings	
Moved From Country	Moved From State
Moved To Country	Moved To State
Student Count	Total Count
Percentage	

## Screenshots of MSIX General Move From Report

### General Move From Report

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Help | Return to MSIX | Logout

Home Page | Potential Duplicates | General Move From | General Move To

Description: Counts of MSIX students who have moved from one state to another (based on either enrollment records or qualifying moves).

Moved From	Moved To...	Moved To State	Student Count	Total Count	Percentage
United States				69,666	
California				69,666	
	United States	Missouri	181		0.25
	United States	Alaska	44		0.06
	United States	Arizona	28,039		40.24
	United States	Arkansas	1,653		2.37
	United States	Colorado	945		1.35
	United States	Connecticut	2		0.00
	United States	District of Columbia	20		0.02
	United States	Florida	329		0.47
	United States	Georgia	492		0.70
	United States	Hawaii	90		0.12
	United States	Idaho	6,333		9.09
	United States	Illinois	407		0.58
	United States	Indiana	382		0.54
	United States	Iowa	424		0.60
	United States	Kansas	36		0.05
	United States	Kentucky	210		0.30
	United States	Louisiana	274		0.39

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## General Move From Report Filter Form

MSIX Student Mobility Filter Form

Report Move by:  Enrollments  Qualifying Moves

Qualifying Arrival Date From:   Qualifying Arrival Date To:

Report Data with:  Exclude International Moves  
 Exclude Intrastate Moves

Submit Clear Filter Cancel

---

## MSIX General Move To Report

### What is the purpose of this report?

The MSIX General Move To Report provides counts and percentages of migrant students moving to a user's state.

### How can users use this report?

This report can be used to analyze student movement trends, understand the number of students that move out of the users state at different times of the year, and which states most students move to. The user can predict busy periods in which students are moving into their state most frequently.

### What information is included in this report?

The following data elements are included in the datagrid of the report.

General Move To Report Column Headings	
Moved From	Moved From State
Moved To Country	Moved To State
Student Count	Total Count
Percentage	

Screenshots of MSIX General Move To Report

General Move To Report

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Help | Return to MSIX | Logout

Home Page | Potential Duplicates | General Move From | General Move To

Description: Counts of MSIX students who have moved to one state from another (based on either enrollment records or qualifying moves).

Filter

Moved To	Moved From State	Student Count	Total Count	Percentage
California			9,427	
	Tennessee	19		0.20
	Oklahoma	1		0.01
	Mississippi	2		0.02
	Maryland	2		0.02
	Louisiana	2		0.02
	Vermont	3		0.03
	Maine	3		0.03
	Illinois	3		0.03
	Missouri	4		0.04
	North Carolina	5		0.05
	South Carolina	5		0.05
	Virginia	7		0.07
	New Jersey	8		0.08
	Hawaii	11		0.11
	Wisconsin	11		0.11
	Colorado	13		0.13
	North Dakota	13		0.13
	Minnesota	14		0.14

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General Move To Report Filter Form

**MSIX Student Mobility Filter Form**

Report Move by:  Enrollments  Qualifying Moves

Qualifying Arrival Date From:   Qualifying Arrival Date To:

Report Data with:  Exclude International Moves  
 Exclude Intrastate Moves

Submit Clear Filter Cancel

## Section 5: Worklist Reports

Worklist Reports provide aggregated information on the worklists assigned to users by state. Two reports are contained in this folder: Worklists by User and Worklist Aging.

The sections below detail these reports and show filtering examples for each. Each worklist report contains unique filter parameters the user may input to narrow the data in the report.

### Worklists by User Report

#### What is the purpose of this report?

The Worklists by User Report enables the user to view the worklists for all of the state's Data Administrators and access the worklist assignee's contact information. This report provides the user visibility on the progress of data quality efforts.

#### What information is contained in this report?

The following data elements are included in the datagrid of the report which is grouped by user. This is also the information contained in the exported documents.

Worklist by User Column Headings	
User Last Name	User First Name
Worklist ID	Reporting State
Status of Worklist	Creation Date of Worklist
Resolved Date	

When an individual worklist item is selected in the data grid, the following worklist details are displayed.

Worklist Details Information	
Student First Name	Student Last Name
Birth City	Birth State
Reporting State	MSIX ID
User ID	User First Name
User Last Name	User State
User Email	User Phone
User Role	User Status
Last Login Date	Worklist Status
Creation Date	Resolution Date

Additionally, pie charts visualize age distribution and worklist type distribution among all of the worklist items in the user's state. The Total Worklist Items count is displayed at the top of the datagrid, which is a count of unique worklist items in the user's state.

#### Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators. This report includes both resolved & unresolved worklist items assigned to data administrators in the user's state.

## Applying Filters to the Worklists by User Report

User Filter Form – by clicking on the **Filter** button, users can pull up this form, which allows them to enter multiple filter parameters for the report.

### Worklist by User Report

The screenshot shows the 'Worklist by User Report' interface. The main content area displays a table of worklist items with the following data:

Last Name	First Name	Worklist ...	Reporting State	Status	Create Date	Resolved ...
dhedl						
Us						
Daryn		34987	Virginia	User	02/24/2012	
Us						
Daryn		34964	Virginia	User	02/17/2012	
Daryn		34960	Virginia	User	02/17/2012	
jadozi						
Us						
Jennifer		34987	Virginia	User	02/24/2012	
Us						
Jennifer		34964	Virginia	User	02/17/2012	
Jennifer		34960	Virginia	User	02/17/2012	

The pie chart on the right, titled 'Worklist Types', shows two categories: 'UserInitiatedMergeValidation' (orange, 1) and 'UserInitiatedSplit' (green, 2).

### Worklist by User Report Filter

The 'Filter Form' dialog box contains the following fields and options:

- Creation Start Date:  [Calendar icon]
- Creation End Date:  [Calendar icon]
- Resolution Start Date:  [Calendar icon]
- Resolution End Date:  [Calendar icon]
- First Name:
- Last Name:
- Types:
  - User Initiated Split
  - ETL Near Match Validation
  - User Initiated Merge
  - ETL Near Match
  - User Initiated Merge Validation
- Status:
  - User Initiated Merge Unresolved
  - Resolved - Merged
  - Resolved - New ID Generated
  - Resolved - Split
  - Rejected ETL Near Match
- Buttons: Submit, Clear Form, Cancel

## FAQ:

**What happens if the user chooses filter parameters that do not correspond to any records?**

The datagrid will return no records.

### Example:

1. Enter a date range for **Creation Start Date** and click the **Submit** button.

The screenshot shows the 'Worklists By User' interface. A 'Filter Form' dialog box is open, with the 'Creation Start Date' and 'Creation End Date' fields highlighted by a red box. The 'Submit' button is also highlighted. The background shows a table with 3 worklist items and a pie chart.

Last Name	First Name	Worklist ID	Reporting State
dhedi			
Us	Daryn	34987	Virginia
Us	Daryn	34964	Virginia
Us	Daryn	34960	Virginia
jadozi			
Us	Jennifer	34987	Virginia
Us	Jennifer	34964	Virginia
Us	Jennifer	34960	Virginia

Pie Chart Legend:  
1: UserInitiatedMergeValidation (Orange)  
2: UserInitiatedSplit (Green)

The screenshot shows the same 'Worklists By User' interface, but the 'Filter Form' dialog box now has the 'Creation Start Date' field populated with '02/17/2012' and the 'Creation End Date' field populated with '02/25/2012'. Both date fields and the 'Submit' button are highlighted with a red box. The background table and pie chart are the same as in the previous screenshot.

Last Name	First Name	Worklist ID	Reporting State
dhedi			
Us	Daryn	34987	Virginia
Us	Daryn	34964	Virginia
Us	Daryn	34960	Virginia
jadozi			
Us	Jennifer	34987	Virginia
Us	Jennifer	34964	Virginia
Us	Jennifer	34960	Virginia

Pie Chart Legend:  
1: UserInitiatedMergeValidation (Orange)  
2: UserInitiatedSplit (Green)

2. Data is filtered according to the parameters entered. Click **Filter** button to access the **User Filter Form**.

The screenshot shows the MSIX Worklist interface. At the top, there is a navigation bar with "Home Page" and "Worklists By User". Below this, a description reads: "Description: A list of worklist items (regardless of status) by user". A "Filter" button is highlighted with a red box. Below the description, it says "Total Worklist Items: 1".

Last Name	First Name	Worklist ID	Reporting State	Status	Create Date	Resolved Date
dhedl						
Us	Daryn	34987	Virginia	User Initiated	02/24/2012	
jadozi						
Us	Jennifer	34987	Virginia	User Initiated	02/24/2012	

To the right of the table is a "Pie Chart" section titled "Worklist Types". It contains a single orange pie chart with a label "1" pointing to it. Below the chart, a legend shows "UserInitiatedMergeValidation". At the bottom of the pie chart section are buttons for "Status", "Types", and "Worklist Details".

3. Information is retained from previous form entries. Click **Clear Filter** to remove this information.

This screenshot shows the same MSIX Worklist interface as above, but with a "Filter Form" dialog box open in the center. The dialog box has a title bar "Filter Form" and a close button "X". It contains several input fields and dropdown menus:

- Creation Start Date:** 02/17/2012
- Creation End Date:** 02/25/2012
- Resolution Start Date:** (empty)
- Resolution End Date:** (empty)
- First Name:** (empty)
- Last Name:** (empty)
- Types:** A list box containing "User Initiated Split", "ETL Near Match Validation", "User Initiated Merge", "ETL Near Match", and "User Initiated Merge Validation".
- Status:** A list box containing "User Initiated Merge Unresolved", "Resolved - Merged", "Resolved - New ID Generated", "Resolved - Split", and "Rejected ETL Near Match".

At the bottom of the dialog box are three buttons: "Submit", "Clear Form" (highlighted with a red box), and "Cancel". The background interface is partially obscured by the dialog box.

4. Enter information in the top **First Name** and **Last Name** fields. Click **Submit**.

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Home Page Worklists By User

Description: A list of worklist items (regardless of status) by user

Total Worklist Items: 1

Last Name	First Name	Worklist ID	Reporting State	Status
dhedl				
Us	Daryn	34987	Virginia	User Initi
jadozi				
Us	Jennifer	34987	Virginia	User Initi

Filter Form

Creation Start Date [ ] Creation End Date [ ]

Resolution Start Date [ ] Resolution End Date [ ]

First Name  Last Name

Types: User Initiated Split, ETL Near Match Validation, User Initiated Merge, ETL Near Match, User Initiated Merge Validation

Status: User Initiated Merge Unresolved, Resolved - Merged, Resolved - New ID Generated, Resolved - Split, Rejected ETL Near Match

Submit Clear Form Cancel

Pie Chart

UserInitiatedMergeValidation

Status Types Worklist Details

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5. Worklist Items assigned to the user matching name criteria entered on the form appear in the datagrid.

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Home Page Worklists By User

Description: A list of worklist items (regardless of status) by user

Total Worklist Items: 6

Last Name	First Name	Worklist ID	Reporting State	Status	Create Date	Resolved Date
dhedl						
ET	Daryn	34937	Virginia	Resolved -	02/16/2012	02/16/2012
Us	Daryn	34987	Virginia	User Initiated	02/24/2012	
Us	Daryn	34945	Virginia	Resolved -	02/16/2012	02/16/2012
Us	Daryn	34948	Virginia	Resolved -	02/16/2012	02/16/2012
Us	Daryn	34960	Virginia	User Initiated	02/17/2012	
Us	Daryn	34964	Virginia	User Initiated	02/17/2012	

Filter Form

Worklist Types

Pie Chart

ETLNearMatchValidation UserInitiatedMergeValidation UserInitiatedSplit

Status Types Worklist Details

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## Additional Report Views

The right side panel of the **Worklists by User** report provides additional ways to view report information, as follows:

- Worklist Status Chart** – this is a pie chart that graphically depicts the worklist item status data contained in the datagrid. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Types Chart** – this is a pie chart that graphically depicts the data on worklist item type contained in the datagrid. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Details Tab** – the user can access more detailed information for whichever worklist is selected from the datagrid in this tab.

### Additional Report Views

#### Example:

- Click the **Status** tab to view the **Worklist Status** chart. This shows the breakdown of individual worklist item statuses assigned to each Data Administrator in the user's state.

The screenshot displays the 'Worklists by User' report interface. On the left, a table lists worklist items with columns for Last Name, First Name, Worklist ID, Reporting State, Status, Create Date, and Resolved Date. On the right, a 'Pie Chart' titled 'Worklist Status' shows the distribution of worklist item statuses. The pie chart is divided into six segments, each labeled with a count: 1, 1, 1, 1, 1, and 2. A legend below the chart identifies the status categories: Resolved - Merged Final (orange), User Initiated Match Pending Validation (green), Resolved - Merged (blue), Resolved - Split (grey), and User Initiated Split Pending Validation (dark blue). The 'Status' tab is selected and highlighted in a red box.

Last Name	First Name	Worklist ID	Reporting State	Status	Create Date	Resolved Date
▼ dhedl						
▼ ET						
Daryn		34937	Virginia	Resolved -	02/16/2012	02/16/2012
▼ Us						
Daryn		34987	Virginia	User Initiated	02/24/2012	
Daryn		34945	Virginia	Resolved -	02/16/2012	02/16/2012
▼ Us						
Daryn		34948	Virginia	Resolved -	02/16/2012	02/16/2012
Daryn		34960	Virginia	User Initiated	02/17/2012	
Daryn		34964	Virginia	User Initiated	02/17/2012	



4. Click **Worklist Details** tab to display the **Worklist Details** panel. Data is displayed in this panel for whatever worklist item is selected at left on the datagrid. Select a worklist item from the left side of the report.

The screenshot shows the 'Worklists By User' interface. The table below lists the worklist items:

Last Name	First Name	Worklist ID	Reporting State	Status	Create Date	Resolved Date
dhedl						
ET						
Daryn		34937	Virginia	Resolved -	02/16/2012	02/16/2012
Us						
Daryn		34987	Virginia	User Initiated	02/24/2012	
Daryn		34945	Virginia	Resolved -	02/16/2012	02/16/2012
Us						
Daryn		34948	Virginia	Resolved -	02/16/2012	02/16/2012
Daryn		34960	Virginia	User Initiated	02/17/2012	
Daryn		34964	Virginia	User Initiated	02/17/2012	

The 'Selected Worklist' panel on the right shows the following details for the selected item (Worklist ID 34948):

- Student Demographic Information:**
  - First Name:
  - Last Name:
  - Birth City:
  - Birth State:
  - Reporting State:
  - MSIX Id:
- System Information:**
  - User ID:
  - User First Name:
  - User Last Name:
  - User State:
  - User Email:
  - User Phone:
  - User Role:
  - User Status:
  - Last Login Date:

The 'Worklist Details' tab is selected in the bottom navigation bar.

5. Whichever worklist item is selected will be highlighted in yellow, and the details for that item will be displayed at right.

The screenshot shows the 'Worklists By User' interface. The table below lists the worklist items:

Last Name	First Name	Worklist ID	Reporting State	Status	Create Date	Resolved Date
dhedl						
ET						
Daryn		34937	Virginia	Resolved -	02/16/2012	02/16/2012
Us						
Daryn		34987	Virginia	User Initiated	02/24/2012	
Daryn		34945	Virginia	Resolved -	02/16/2012	02/16/2012
Us						
Daryn		34948	Virginia	Resolved -	02/16/2012	02/16/2012
Daryn		34960	Virginia	User Initiated	02/17/2012	
Daryn		34964	Virginia	User Initiated	02/17/2012	

The 'Selected Worklist' panel on the right shows the following details for the selected item (Worklist ID 34948):

- Student Demographic Information:**
  - First Name: Patrick
  - Last Name: Keim
  - Birth City: Philadelphia
  - Birth State: Pennsylvania
  - Reporting State: Florida
  - MSIX Id: 675353139895
- System Information:**
  - User ID: dhedlund1
  - User First Name: Daryn
  - User Last Name: Hedlund
  - User State: Virginia
  - User Email: daryn.test@msix.test
  - User Phone: 5555551234x56789
  - User Role: State Data Administrator
  - User Status: Active
  - Last Login Date: 02/24/2012

The 'Worklist Details' tab is selected in the bottom navigation bar.

# Worklist Aging Report

## What is the purpose of this report?

The Worklist Aging Report records how long existing unresolved worklist items have been on worklists for students in the user’s state.

## What information is included in this report?

This report includes worklist items that involve students with records in the user’s state and are currently unresolved. The report groups these worklist items by their age, which is the amount of days they have gone unresolved.

The age is grouped by the following five categories:

1. Less Than 2
2. Between 3 and 10
3. Between 10 and 20
4. Between 20 and 30
5. Greater Than 30

The report also provides a total count of unique worklist items included in the data grid. Additionally, pie charts visualize age distribution and worklist type distribution among all of the worklist items in the user’s state.

The following data elements are included in the datagrid of the report which is grouped by age.

Worklist Aging Column Headings	
Worklist ID	Worklist Type
Update Date	User ID
State	

When an individual worklist item is selected in the data grid, the following worklist details are displayed.

Worklist Details Information	
Student First Name	Student Last Name
Birth City	Birth State
Reporting State	MSIX ID
Worklist ID	User ID
User Name	User State
User Email	User Phone
User Role	Last Login Date
Worklist Status	Creation Date

## Who can access this report?

State Data Administrators, Regional Data Administrators, and District Data Administrators. Data Administrators can only view worklists of students that have records in their state.

## Additional Report Views

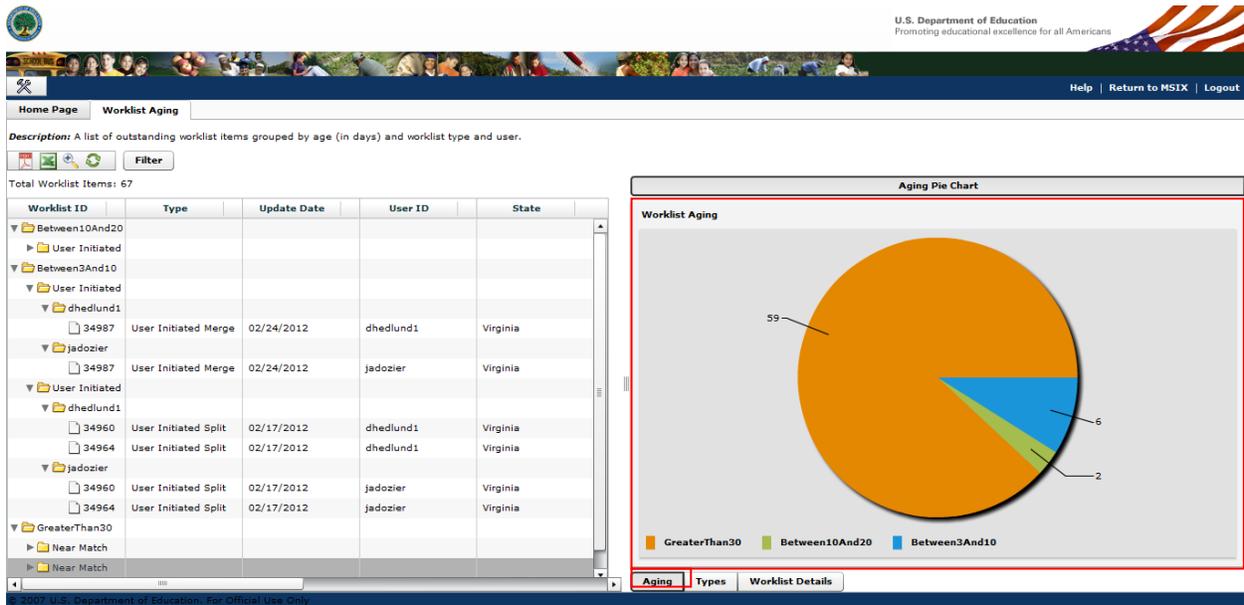
The right side panel of the **Worklist Aging** report provides additional ways to view report information, as follows:

- Worklist Aging Chart** – this pie chart graphically depicts the “age” in number of days of the worklist items contained in the left side panel. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Types Chart** – this pie chart graphically depicts the data on worklist item type contained in the datagrid. The chart can change in appearance according to how records are filtered in the datagrid.
- Worklist Details Tab** – the user can access more detailed information for whichever worklist is selected from the datagrid.

### Additional Report View Screenshots

#### Example:

- Click **Aging** tab to view **Worklist Aging** chart. This indicates the number of days that all worklist items in the state have been in the system, unresolved. In this case, all worklist items are within the range of 10 to 20 days.



2. Click **Types** tab to display **Worklist Types** chart.

The screenshot shows the 'Worklist Aging' interface. On the left is a table of worklist items, and on the right is a pie chart titled 'Worklist Types'. The 'Types' tab is selected in the bottom navigation bar.

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
jadozier				
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				

**Worklist Types Pie Chart Data:**

Worklist Type	Count
Near Match	55
User Initiated Merge Validation	4
Near Match Validation	1
User Initiated Merge	3
User Initiated Split	4

3. Hover over the **Near Match** wedge to obtain more information on that section of the chart.

This screenshot is identical to the previous one, but with a red box highlighting the 'Near Match' wedge of the pie chart. A tooltip is displayed over the wedge, providing additional information.

**Worklist Types Pie Chart Data (with tooltip):**

Worklist Type	Count	Percentage
Near Match	55	82.1%
User Initiated Merge Validation	4	
Near Match Validation	1	
User Initiated Merge	3	
User Initiated Split	4	

4. Click **Worklist Details** tab to display the **Worklist Details** panel. Data is displayed in this panel for whatever worklist item is selected at left.

The screenshot shows the MSIX Worklist Aging report interface. The 'Worklist Details' tab is selected, displaying a table of worklist items on the left and a detailed view of a selected item on the right.

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
jadozier				
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				

The 'Selected Worklist' panel on the right shows the following details for the selected item (Worklist ID: 34960):

- Student Demographic Information:**
  - First Name: John
  - Last Name: Carden
  - Birth City: VIENNA
  - Birth State: Virginia
  - Reporting State: Virginia
  - MSIX ID: 158813772125
- System Information:**
  - Worklist ID: 34960
  - User ID: dhedlund1
  - User Name: Daryn Hedlund
  - User State: Virginia
  - User Email: daryn.test@msix.test
  - User Phone: 5555551234x56789
  - User Role: State Data Administrator
  - Last Login Date: 02/27/2012
  - Worklist Status: User Initiated Split Pending Validation

4. Select a worklist item from the left side of the report. Whichever item is selected will be highlighted in yellow, and the details will be displayed at right.

The screenshot shows the MSIX Worklist Aging report interface. The 'Worklist Details' tab is selected, displaying a table of worklist items on the left and a detailed view of a selected item on the right. The worklist item '34960' is highlighted in yellow in the table.

Worklist ID	Type	Update Date	User ID	State
Between10And20				
User Initiated				
Between3And10				
User Initiated				
dhedlund1				
34987	User Initiated Merge	02/24/2012	dhedlund1	Virginia
jadozier				
34987	User Initiated Merge	02/24/2012	jadozier	Virginia
User Initiated				
dhedlund1				
34960	User Initiated Split	02/17/2012	dhedlund1	Virginia
34964	User Initiated Split	02/17/2012	dhedlund1	Virginia
jadozier				
34960	User Initiated Split	02/17/2012	jadozier	Virginia
34964	User Initiated Split	02/17/2012	jadozier	Virginia
GreaterThan30				
Near Match				
Near Match				

The 'Selected Worklist' panel on the right shows the following details for the selected item (Worklist ID: 34960):

- Student Demographic Information:**
  - First Name: John
  - Last Name: Carden
  - Birth City: VIENNA
  - Birth State: Virginia
  - Reporting State: Virginia
  - MSIX ID: 158813772125
- System Information:**
  - Worklist ID: 34960
  - User ID: dhedlund1
  - User Name: Daryn Hedlund
  - User State: Virginia
  - User Email: daryn.test@msix.test
  - User Phone: 5555551234x56789
  - User Role: State Data Administrator
  - Last Login Date: 02/27/2012
  - Worklist Status: User Initiated Split Pending Validation

# Section 6: Data Quality Reports

Data Quality Reports provide data administrators with information on the quality of the student record data for the students in each user’s state.

The Data Quality Reports folder contains the following reports accessible to State Data Administrators:

- **Data Load Report**
- **Data Completeness Report**
- **Data Validity Report**
- **Potential Duplicates Report**

## Data Load Report

### What is the purpose of this report?

The Data Load Report creates a record for each state data file loaded into MSIX. The report provides a record of the frequency at which a state loads files into MSIX.

### What information is included in this report?

The following data elements are included in the datagrid of the report.

Data Load Reports Column Headings	
File Name	Submitting State
Beginning Date	End Date
Total Record Count	

When an individual file is selected, the following file details are selected.

Data Load Report File Details	
File Name	Beginning Date
End Date	Student Count
Total Record Count	File Format
File Status	Received Date
Processed Date	

### Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators, and State Batch Submitters.

Data Load Files Report Screenshots

Data Load Files Report

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**Home Page** | **Data Load Files**

**Description:** Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

**File Details Information**

**File Name:** WY\_SSI1\_20120106000050000.xml  
**Begin Date:** Fri Jan 6 00:00:00 GMT-0500 2012  
**End Date:** Fri Jan 6 00:00:00 GMT-0500 2012  
**Student Count:** 6  
**Total Count:** 12  
**File Format:** XML

**File Processing Information**

**File Status:** Completed ETL Process  
**Received Date:** Tue Feb 21 00:00:00 GMT-0500 2012  
**Processed Date:**

File Details | File Counts | File Errors

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## Additional Report Views

The right side panel of the **Data Load Report** provides additional ways to view report information, as follows:

- File Details** Tab – by clicking on this tab, the user can access more detailed information on the file, including data on the number of student records in the file, and the date it was processed
- File Counts** Tab – by clicking on this tab, the user can access information on three different types of counts for both Student Records and Total Records: Overall, Processed and Rejected
- File Errors** Tab – by clicking on this tab, the user can access information on any errors that were found in the selected file

### Additional Report Views Screenshots

Example:

- Click **File Details** tab to view the **File Details** panel. Select the file from the datagrid to display details in the right side panel.

The screenshot displays the 'Data Load Files' section of a web application. A table lists various files with columns for File, State, Beg. Dte, End Dte, and Total Record Cnt. The file '0050000.xml' is highlighted in yellow. To the right, a 'File Details Information' panel is open, showing details for the selected file.

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

**File Details Information**

**File Name:** WY\_SSI1\_20120106000050000.xml  
**Begin Date:** Fri Jan 6 00:00:00 GMT-0500 2012  
**End Date:** Fri Jan 6 00:00:00 GMT-0500 2012  
**Student Count:** 6  
**Total Count:** 12  
**File Format:** XML

**File Processing Information**

**File Status:** Completed ETL Process  
**Received Date:** Tue Feb 21 00:00:00 GMT-0500 2012  
**Processed Date:**

2. Click **File Counts** tab to view the **File Counts** panel. Select the file from the datagrid to display details in the right side panel.

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Help | Return to MSIX | Logout

Student Info  
Student Mobility  
Data Quality  
Data Load Files  
Data Completeness  
Data Validity  
Potential Duplicates  
Worklist

Home Page Data Load Files

Description: Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

File Counts

Count Type	Student	Total
Overall	6	12

File Details File Counts File Errors

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3. Whichever file is selected will be highlighted in yellow, and that file's count information will be displayed at right.

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Help | Return to MSIX | Logout

Student Info  
Student Mobility  
Data Quality  
Data Load Files  
Data Completeness  
Data Validity  
Potential Duplicates  
Worklist

Home Page Data Load Files

Description: Files loaded into MSIX by your state and the file information.

Total Data Load Items: 24

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			576
WY_SSI1_20120220a.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
WY_SSI1_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

File Counts

Count Type	Student	Total
Overall	6	12

File Details File Counts File Errors

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4. Click on **File Errors** tab. Select a file from the datagrid to display details in the right side panel.

The screenshot shows the 'Data Load Files' section of a web application. The interface includes a navigation menu on the left with options like 'Student Info', 'Student Mobility', 'Data Quality', and 'Data Load Files'. The main area displays a table of data load items with columns for File, State, Beg. Dte, End Dte, and Total Record Cnt. The file '0050000.xml' is highlighted in yellow. On the right, there is an 'ERRORS' panel with fields for 'Error Description:', 'Error Message:', and 'Error Date:'. At the bottom right, there are three tabs: 'File Details', 'File Counts', and 'File Errors', with 'File Errors' being the active tab.

File	State	Beg. Dte	End Dte	Total Record Cnt
WY_SSI_20120220a.xml	Wyoming			576
WY_SSI_20120220a.xml	Wyoming			576
WY_SSI_20120220a.xml	Wyoming			576
WY_SSI_20120220a.xml	Wyoming			576
WY_SSI_20120220a.xml	Wyoming			576
WY_SSI_20120220a.xml	Wyoming			48
WY_SSI_20120220b.xml	Wyoming			48
WY_SSI_20120220b.xml	Wyoming			48
WY_SSI_20120220b.xml	Wyoming			48
WY_SSI_20120220b.xml	Wyoming			48
WY_SSI_20120220b.xml	Wyoming			48
WY_SSI_20120220b.xml	Wyoming			48
WY_SSI_20120220b.xml	Wyoming			48
0050000.xml	Wyoming	01/06/2012	01/06/2012	12

5. Whichever file is selected will be highlighted in yellow, and any errors that exist for that file will be documented at right.

This screenshot is identical to the one above, but the 'File Errors' tab is now selected and highlighted in red. The 'ERRORS' panel on the right is empty, indicating that no errors have been recorded for the selected file.

# Data Completeness Report

## What is the purpose of this report?

The Data Completeness Report evaluates each data element within MSIX for completeness within their respective data element groups. If certain data elements are not submitted in student files from the user's state, they are included in this report.

## What information is included in this report?

The following data elements are included in the datagrid of the report.

### Data Completeness Reports Column Headings

Region	Data Element Group
Data Element	Data Element Missing (%)
Data Element Missing (Count)	Data Element Group (Total)

## Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators, and State Batch Submitters.

## Data Completeness Report Screenshots

### Data Completeness Report

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Home Page
Data Completeness

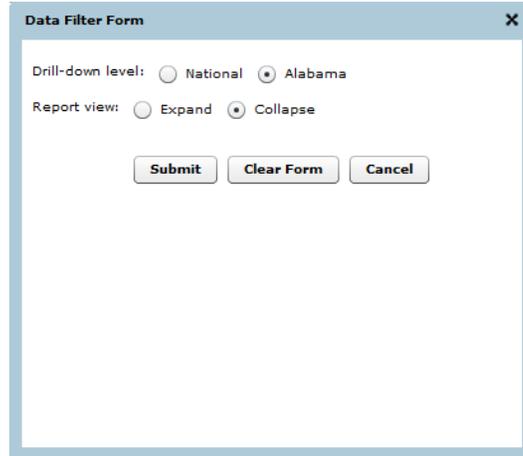
Description: The count of incomplete data fields by MDE submitted by a state

Filter

Region	Data Element Group	Data Element	Data Element Missing (%)	Data Element Missing (Count)	Data Element Group (Total)
▼ Alabama	▼ Assessments	Assessments	Assessment Content	0.05	5
		Assessments	Assessment Type	0.05	5
		Assessments	Assessment Title	0.05	5
		Assessments	Assessment Reporting Method	0.05	5
		Assessments	Score Results	0.31	31
		Assessments	Assessment Administration Date	0.00	0
		Assessments	Assessment Interpretation	100.00	9,929
	▼ Course History	Course History	End Academic Year	0.45	49
		Course History	Clock Hours	99.99	10,683
		Course History	Course Section	7.12	761
		Course History	Subject Area Name	0.00	0
		Course History	Course Title	0.00	0
		Course History	Term Type	0.36	39
		Course History	Final Grade	0.48	52
		Course History	Grade-to-Date	99.26	10,606
		Course History	Credits Granted	8.49	908
		Course History	Begin Academic Year	0.45	49

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## Data Completeness Report Filter



### **Drill-Down Feature**

State Users have the ability to drill down to the student-level in the Data Completeness Report, by double-clicking any row in the data grid while in the state-view. The pop up window for all Data Element groups includes the MSIX ID, State Student ID, and Last Name of the student record that is missing the subject Data Element.

In addition to this student information, the drill-down from three of the six Data Element Group have additional columns that are relevant to the group to help the user identify the records in question.

The following additional columns are included in the drill-down view for each data element group:

1. Assessments
  - a. Assessment Type
  - b. Content Type
  - c. Date
2. Course History
  - a. Course Title/Subject Area
  - b. School Year Starting
3. Enrollments
  - a. Enrollment Date
  - b. Grade
  - c. School ID Code

Users can export the data in this report to Microsoft Excel and file for their reference. The Drill-Down Feature allows users to identify which records have missing data elements so they may correct them in the State MEP System.

Example:

1. To view the student-level data, as described above with respect to the data element 'Assessment Interpretation', double click on the data row with the data element 'Assessment Interpretation' within the data element group 'Assessments'.

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Home Page | Data Completeness | Help | Return to MSIX | Logout

Description: The count of incomplete data fields by MDE submitted by a state

Filter

Region	Data Element Group	Data Element	Data Element Missing (%)	Data Element Missing (Count)	Data Element Group (Total)
Alabama	Assessments	Assessment Content	0.05	5	9,929
	Assessments	Assessment Type	0.05	5	9,929
	Assessments	Assessment Title	0.05	5	9,929
	Assessments	Assessment Reporting Method	0.05	5	9,929
	Assessments	Score Results	0.31	31	9,929
	Assessments	Assessment Administration Date	0.00	0	9,929
	Assessments	Assessment Interpretation	100.00	9,929	9,929
	Course History	End Academic Year	0.45	49	10,684
	Course History	Clock Hours	99.99	10,683	10,684
	Course History	Course Section	7.12	761	10,684
	Course History	Subject Area Name	0.00	0	10,684
	Course History	Course Title	0.00	0	10,684
	Course History	Term Type	0.36	39	10,684
	Course History	Final Grade	0.48	52	10,684
	Course History	Grade-to-Date	99.26	10,606	10,684
	Course History	Credits Granted	8.49	908	10,684
	Course History	Begin Academic Year	0.45	49	10,684

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2. Student Data is shown for each assessment record that was submitted without the data element 'Assessment Interpretation'. Click **Export Data** to export the data to Excel.

MSIX Student ID

State: Alabama Data Element Missing: Assessment Interpretation

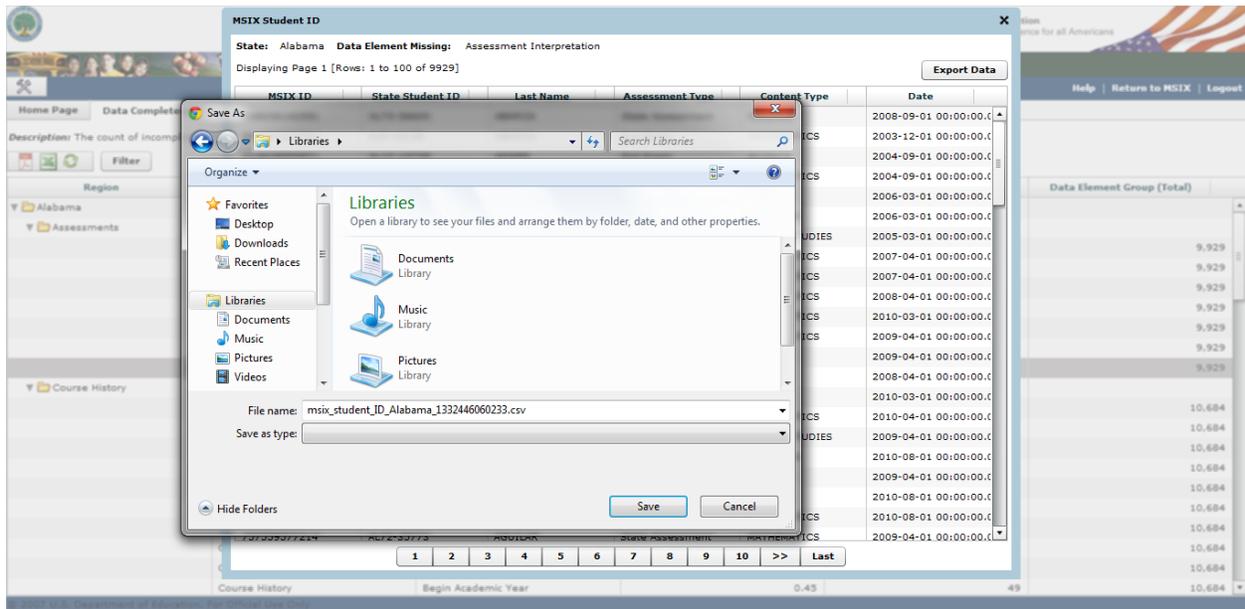
Displaying Page 1 [Rows: 1 to 100 of 9929]

Export Data

MSIX ID	State Student ID	Last Name	Assessment Type	Content Type	Date
00000000000000	01701000000	000000	State Assessment	READING	2008-09-01 00:00:00.0
00000000000000	01701000000	000000	Exit Exam	MATHEMATICS	2003-12-01 00:00:00.0
01000000000000	01201000000	000000	Exit Exam	SCIENCE	2004-09-01 00:00:00.0
01000000000000	01201000000	000000	Exit Exam	MATHEMATICS	2004-09-01 00:00:00.0
01000000000000	01201000000	000000	Exit Exam	READING	2006-03-01 00:00:00.0
01000000000000	01201000000	000000	Exit Exam	LANGUAGE	2006-03-01 00:00:00.0
01000000000000	01201000000	000000	Exit Exam	SOCIAL STUDIES	2005-03-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	MATHEMATICS	2007-04-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	MATHEMATICS	2007-04-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	MATHEMATICS	2008-04-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	MATHEMATICS	2010-03-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	MATHEMATICS	2009-04-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	READING	2009-04-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	READING	2008-04-01 00:00:00.0
00000000000000	01701000000	000000	State Assessment	READING	2010-03-01 00:00:00.0
01000000000000	01701000000	000000	State Assessment	MATHEMATICS	2010-04-01 00:00:00.0
01000000000000	01701000000	000000	Exit Exam	SOCIAL STUDIES	2009-04-01 00:00:00.0
01000000000000	01701000000	000000	Exit Exam	LANGUAGE	2010-08-01 00:00:00.0
01000000000000	01701000000	000000	State Assessment	READING	2009-04-01 00:00:00.0
01000000000000	01701000000	000000	Exit Exam	READING	2010-08-01 00:00:00.0
01000000000000	01701000000	000000	Exit Exam	MATHEMATICS	2010-08-01 00:00:00.0
01000000000000	01701000000	000000	State Assessment	MATHEMATICS	2009-04-01 00:00:00.0

Course History | Begin Academic Year | 0.45 | 49

3. The Student Data from the drill-down window can now be saved locally for the user.



## Data Validity Report

### What is the purpose of this report?

The Data Validity Report counts the number of invalid data entries for each data element. Some data elements within MSIX has specific criteria that must be met to be successfully loading into the MSIX database. If a state submits student data that does not meet the data requirements, MSIX will be unable to process and translate the data into useful information for the end user. When states submit invalid data, MSIX will capture it in this report to help identify areas where they can improve data integrity.

### What information is included in this report?

The following data elements are included in the datagrid of the report.

Data Validity Report Column Headings	
Region	Data Element Group
Data Element	Data Element Invalid (%)
Data Element Invalid (Count)	Data Element Group (Total)

### Who can access this report?

State Data Administrators, Regional Data Administrators, District Data Administrators, and State Batch Submitters.

## Data Validity Report

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Help | Return to MSIX | Logout

Home Page | **Data Validity**

Description: The count of invalid data fields by MDE submitted by a state

Filter

Region	Data Element Group	Data Element	Data Element Invalid (%)	Data Element Invalid (Count)	Data Element Group (Total)
National					
Assessments					
	Assessments	Assessment Type	0.00	0	1,826,881
	Assessments	Assessment Administration Da	0.00	131	1,826,881
	Assessments	Assessment Reporting Method	0.00	0	1,826,881
	Assessments	Assessment Interpretation	0.00	0	1,826,881
Course History					
	Course History	Clock Hours	0.02	340	1,609,284
	Course History	Term Type	0.00	0	1,609,284
	Course History	Course Section	0.00	0	1,609,284
	Course History	Course Type	0.09	1,560	1,609,284
	Course History	Credits Granted	0.00	0	1,609,284
	Course History	Begin Academic Year	0.00	0	1,609,284
	Course History	End Academic Year	0.00	0	1,609,284
Enrollments					
	Enrollments	LEP Indicator	0.00	0	4,642,386
	Enrollments	Home Schooled	0.00	0	4,642,386
	Enrollments	Immunization Record Flag	0.00	0	4,642,386
	Enrollments	Enrollment Date	0.00	65	4,642,386

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### Data Validity Report Filter

**Data Filter Form** ✕

Drill-down level:  National  Alabama

Report view:  Expand  Collapse

## **Drill-Down Feature**

State Users have the ability to drill down to the student-level data in the Data Validity Report by double-clicking any row in the data grid while in the state-view. The pop up window for all Data Element groups includes the MSIX ID, State Student ID, and Last Name of the student record that has an invalid submission for the subject Data Element.

In addition to this student information, the drill-down from three of the six Data Element Group have additional columns that are relevant to the group to help the user identify the records in question.

The following additional columns are included in the drill-down view for each data element group:

1. Assessments
  - a. Assessment Type
  - b. Content Type
  - c. Date
2. Course History
  - a. Course Title/Subject Area
  - b. School Year Starting
3. Enrollments
  - a. Enrollment Date
  - b. Grade
  - c. School ID Code

Users can export the data in this report to Microsoft Excel and file for their reference. The Drill-Down Feature allows users to identify which records have missing data elements so they may correct them in the State MEP System.

Example:

1. To view the student-level data, as described above with respect to the data element 'Assessment Interpretation', double click on the data row with the data element 'Assessment Interpretation' within the data element group 'Assessments'.

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Home Page | Data Validity | Help | Return to MSIX | Logout

Description: The count of invalid data fields by MDE submitted by a state

Filter

Region	Data Element Group	Data Element	Data Element Invalid (%)	Data Element Invalid (Count)	Data Element Group (Total)
	Course History	Begin Academic Year	0.00	0	10,684
	Course History	End Academic Year	0.00	0	10,684
▼	Enrollments				
	Enrollments	LEP Indicator	0.00	0	35,915
	Enrollments	Home Schooled	0.00	0	35,915
	Enrollments	Immunization Record Flag	0.00	0	35,915
	Enrollments	Enrollment Date	0.00	0	35,915
	Enrollments	Enrollment Type	0.00	0	35,915
	Enrollments	MEP Project Type	0.00	0	35,915
	Enrollments	School Identification Code	0.02	8	35,915
	Enrollments	School District ID	0.00	0	35,915
	Enrollments	Grade Level	0.00	0	35,915
	Enrollments	Designated Graduation School	0.00	0	35,915
	Enrollments	IEP Indicator	0.00	0	35,915
	Enrollments	Med Alert Indicator	0.00	0	35,915
	Enrollments	PFS Flag	0.00	0	35,915
	Enrollments	Residency Date	0.00	0	35,915
	Enrollments	Withdrawal Date	0.00	0	35,915
	Enrollments	District of Residence	0.00	0	35,915
▼	Qualifying Moves				

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2. Student Data is shown for each assessment record that was submitted without the data element 'Assessment Interpretation'. Click **Export Data** to export the data to Excel.

MSIX Student ID

State: Alabama Invalid Data Element: School Identification Code

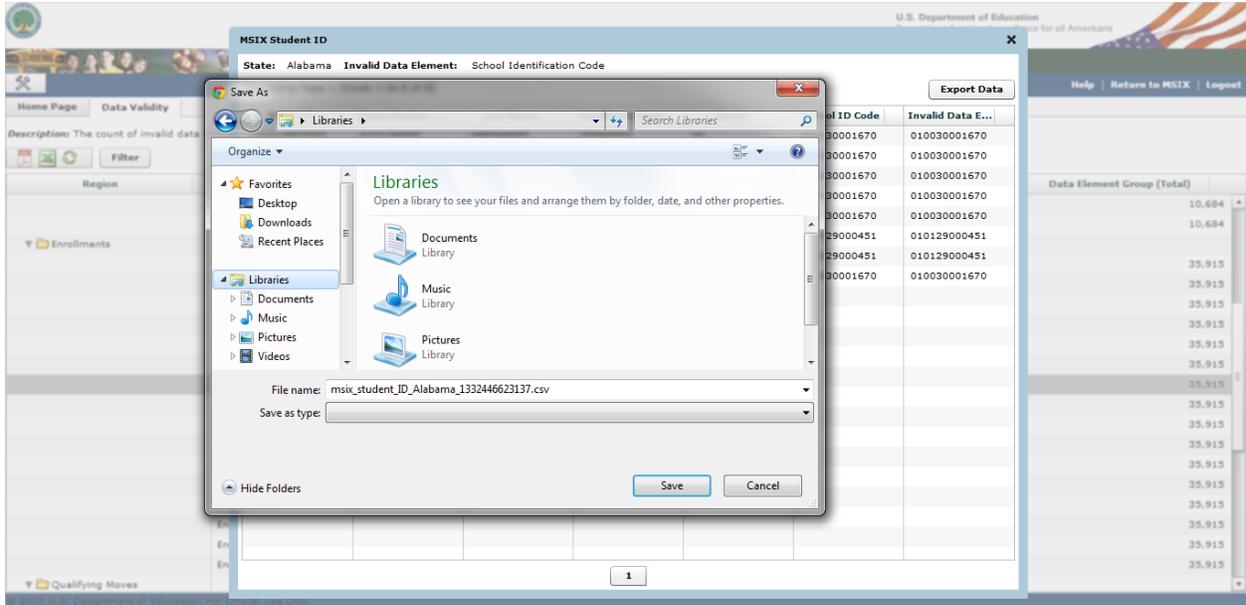
Displaying Page 1 (Rows: 1 to 8 of 8)

Export Data

MSIX ID	State Student ...	Last Name	Enrollment Date	Grade	School ID Code	Invalid Data E...
000000000000	0000000000	0000000000	20060504	06	010030001670	010030001670
000000000000	0000000000	0000000000	20060810	07	010030001670	010030001670
000000000000	0000000000	0000000000	20070809	06	010030001670	010030001670
000000000000	0000000000	0000000000	20070809	08	010030001670	010030001670
000000000000	0000000000	0000000000	20080807	07	010030001670	010030001670
000000000000	0000000000	0000000000	20100930	06	010129000451	010129000451
000000000000	0000000000	0000000000	20100930	06	010129000451	010129000451
000000000000	0000000000	0000000000	20070809	06	010030001670	010030001670

1

3. The Student Data from the drill-down window can now be saved locally for the user.



## Potential Duplicates Report

### What is the purpose of this report?

The Potential Duplicates Report identifies student records in MSIX that are likely to be duplicate instances for the same student. Each student should have only one consolidated record in MSIX. The report identifies two types of duplicate instances:

1. Duplicate in MSIX: One State Student ID exists within multiple MSIX IDs.
2. Duplicate in State MEP Systems: One MSIX ID with multiple State Student IDs within the same state.

### How should states use this report?

If the Potential Duplicates Report shows there are multiple MSIX IDs for the same State Student ID from a state within MSIX and the user determines this is the same student, the user should flag and merge these records in MSIX. If the user determines these records are not the same student, multiple students have been assigned the same ID within the user's State System and they should be de-duplicated.

If the Potential Duplicates Report shows there are multiple SSIDs for one MSIX ID and the user determines they represent the same student, the user should combine these records into one student record in the State System. If the user determines these records are for different students, the user should flag and split the records in MSIX and assign each student their own MSIX ID.

**What information is included in this report?**

The following data elements are included in the datagrid of the report.

Potential Duplicate Report Column Headings	
State Student ID	MSIX ID
Last Update	

**Who can access this report?**

State Data Administrators, Regional Data Administrators, and District Data Administrators.

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## Potential Duplicates Report Screenshots

### Potential Duplicates Report

The screenshot shows the 'Potential Duplicates' report page. At the top, there is a navigation bar with 'Home Page' and 'Potential Duplicates' tabs. Below the tabs, a description reads: 'Description: A list of potential duplicate student records in MSIX (based on either State MEP systems or MSIX)'. A 'Filter' button is visible. The main content area displays a table with the following data:

MSIX ID	State Student ID	Last Update
Florida		
113551314227		
113956258521		
114652858475		
115617495751		
115934363827		
121254426933		
122481881862		
122693821828		
12626889573		
126635973381		
127398199599		
127461641337		
127524879856		
131268665594		
134278718481		

On the right side, there is a 'Selected Potential Duplicate' panel which is currently empty. The footer of the page reads: '© 2007 U.S. Department of Education. For Official Use Only'.

### Potential Duplicates Report Filter

The dialog box titled 'Report Filters: Potential Duplicates' contains the following options:

**Display Potential Duplicates based on**

- MSIX Potential Duplicates (1 State Student ID, multiple MSIX IDs)
- State MEP System Potential Duplicates (1 MSIX ID, multiple SSIDs)

At the bottom of the dialog, there are three buttons: 'Submit', 'Clear Filter', and 'Cancel'.