

Migrant Student Information Exchange (MSIX)

MSIX Lab: Using MSIX Reports

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Target Audience:

- All State Users (Primary Users, Secondary Users & Data Administrators)

Overview





Overview: Reports Permission Matrix

Report Folder	Report	State Data Admin	Regional & District Data Admins	Primary User	Secondary User	State User Admin	Regional User Admin	State Batch Submitter	
Student Info	MSIX Student Count	✓	✓	✓	✓				
	Student Demographic	✓	✓	✓	✓				
	Student Enrollment	Enrollments by MDE Type	✓	✓	✓	✓			
		Enrollments in Multiple States	✓	✓	✓	✓			
	Student Course History	✓	✓	✓	✓				
	Student Assessment	✓	✓	✓	✓				
Student Mobility	General Move From	✓	✓	✓	✓				
	General Move To	✓	✓	✓	✓				
Data Quality	Data Load Files	✓	✓					✓	
	Data Completeness	✓	✓					✓	
	Data Validity	✓	✓					✓	
	Potential Duplicates	✓	✓						
User Account	Account List					✓	✓		
Worklists	Worklist By User	✓	✓						
	Worklist Aging	✓	✓						

Overview: Accessing Reports

- To access reports, a user must be logged into MSIX as a registered, authorized user From the homepage, select 'Reports' link in the left-hand navigation panel
- All reports accessible to the user are displayed on the left-hand navigation panel of the Reports Homepage

The screenshot shows the MSIX Reports homepage. The left-hand navigation panel includes links for Home, Student Search, Reports (highlighted with a red box), Regional Administration, Worklist, Potential Merge List, Potential Split List, User Administration, Records Exchange Initiative, and External Links (Course Catalog, Standardized Tests, REACTS, NCES, State MEP Directors). The MSIX logo (Migrant Student Information Exchange) is at the bottom left. A callout box on the right displays the following report categories and items:

- Student Info
 - MSIX Student Count
 - Student Demographic
- Student Enrollment
 - Student Course History
 - Student Assessment
- Student Mobility
 - General Move From
 - General Move To
- Data Quality
 - Data Load Files
 - Data Completeness
 - Data Validity
 - Potential Duplicates
- Worklist
 - Worklists By User
 - Worklist Aging

Additional visible text on the page includes "The MSIX site and all its components are designed enrollment, placement, and accrual of credit in sch", "Da", "Help | Logout", "11 10:32:03 ET", "of school", and "© 2007 U.S. Department of Education. For Official Use Only".



Overview: General Reporting Features

Sorting

- 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 field name (column heading) will sort the data in reverse-chronological or 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.

Filtering

- Most reports have filtering capabilities which allow users to refine the data by various parameters through user filter forms.

Saving

- From each report you have the ability to save the data to an Excel spreadsheet or PDF document.
- Users can print these reports or save them to their computer.

Refresh

- From each report you have the ability to refresh the data to clear the sorting selections and drill downs.



Overview: General Reporting Features

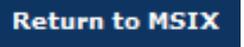
Toggle

- Some reports have the added functionality of toggling the report () to hide the right-hand side of the chart (if applicable).

Tool Bar

- The tool bar allows you to close the report tab or to hide the left-hand navigation panel for a larger report view

Exiting Reports

- A user may exit a report by the following ways:
 - Return to MSIX link 
 - Logout link 
 - Tool Bar > Close Report Tab 

Note: Reports are based on information as of midnight the previous business day.

Student Info Reports Overview





Student Info Reports

Report Name	Description/Counts	
<i>MSIX Student Counts</i>	<ul style="list-style-type: none"> • Distinct MSIX Students • Near Match MSIX Students 	<ul style="list-style-type: none"> • MSIX Students in Multiple States
<i>Student Demographic</i>	<ul style="list-style-type: none"> • Age [default view] • Gender 	<ul style="list-style-type: none"> • CSR • Birth Location
<i>Enrollment by MDE Type (Previously Student Enrollment)</i>	<ul style="list-style-type: none"> • Grade [default view] • Enrollment Type • IEP • Immunization Flag 	<ul style="list-style-type: none"> • LEP indication • PFS • MEP Project Type • Med Alert
<i>Enrollments in Multiple States</i>	Counts of students with enrollments in your state and in another state	
<i>Student Course History</i>	Counts of course history records by course type of students in your state	
<i>Student Assessment</i>	Counts of assessment records by assessment type of students in your state	

Other Notes Regarding Student Info Reports:

- State users have access to national-level data and their own state data only.
- Users can drill down to the student-level data by double-clicking a data row in the report. From this report, the user can access the State Student ID, MSIX ID and Last Name of the students in the selected category and export the report to excel to save.

Demonstration

Student Info Reports



General Mobility Reports Overview





General Mobility Reports

General Move From Report

- This report provides counts of MSIX students who have moved from your state to another (based on either enrollment records or qualifying moves)

General Move To Report

- This report provides counts of MSIX students who have moved to your state from another (based on either enrollment records or qualifying moves)

Demonstration General Mobility Reports



Worklist Reports Overview





Worklist Reports

Worklists by User Report

- This report enables Data Administrators to view all worklists that have been assigned to users in the Data Administrator's state, by user
 - *Includes resolved and unresolved worklists*
- Additional Report Views:
 - Status Chart
 - Type Chart
 - Worklist Details Tab

Worklist Aging Report

- This report provides Data Administrators worklist items grouped by the number of days they have been in progress then by worklist type
 - *Includes unresolved worklists only*
- Additional Report Views:
 - Aging Chart
 - Type Chart
 - Worklist Details Tab

Demonstration Worklist Reports



Data Quality Reports Overview





Data Quality Reports

Data Load Files Report

- This report provides detailed information on the student files and update files that the state has uploaded to MSIX
- It provides the file name, student counts, date of upload, and error details (if applicable)

Potential Duplicates Report

- This report provides a list of potential duplicate student records in MSIX (based on either State MEP systems or MSIX)

Data Completeness & Data Validity Reports

- These reports provide counts of incomplete and invalid data fields by MDE submitted by a state
- Users can drill down to the student level to help identify the records and students with incomplete or invalid elements

Demonstration Data Quality Reports



Exercises

- 1 – Student Info Reports
- 2 – General Mobility Reports
- 3 – Worklist Reports



Username: Reports– #

Password: Msix2011!





Reporting Resources

Reports Manual

- https://msix.ed.gov/msix/training/msix_reports_manual.doc

Online Training

- Trainer's Corner: <https://msix.ed.gov/msix/training.html>

Online Help

- <https://msix.ed.gov/msix/help.html>

Help Desk

- Phone: 1-866-878-9525
- E-mail: MSIXSupport@deloitte.com
- Contact Us Page: <https://msix.ed.gov/msix/contactUs.html>

Questions?

