



RICATS Perkins Data Collection and Reporting

Secondary Training Guide

May, 2012

Prepared by



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Student Data

- ◆ Extract your student data file from your Student Information System.
- ◆ Save the file in .XLS format.
- ◆ The file format is the same as in previous years and includes following data elements:

Column	Column Name	Description	Requirements	Secondary School	Notes
1	LastName	Student Last Name	Required		
2	FirstName	Student First Name	Required		
3	MiddleName	Student Middle Name	Optional		
4	SASID	SASID	Required		Required for Secondary Schools
5	SSN	SSN	Optional		Not Required for Secondary Schools
6	Course	Course Number	Required	MUST MATCH course numbers submitted at the beginning of the year.	
7	Address	Address	Required		
8	Community	Resident Community	Required		Please see valid cities and towns
9	Zip	Zip Code	Required		Five-digit zip code only, no extensions, no trailing hyphen
10	Phone	Phone	Optional		
11	Email	Email	Optional		
12	Grade	Report Card Grade	Optional		This is the report card grade for the course.
13	TechAssess	Technical Assessment	Optional	Y or N. If a Tech Assessment is used, please fill this in, else leave blank.	
14	SingleParent	Single Parent	Required		Y or N {default to N if not collected}
15	DispHomemaker	Displaced HomeMaker	Required		Y or N {default to N if not collected}
16	SchoolCode	School Code	Required		Five-digit code, please include leading zero's

Sample File

- ◆ A sample file can be obtained from the help page on the RICATS site.



Rhode Island Department of Elementary and Secondary Education
Information Services
eRIDE > HOME > UPLOAD > STUDENTS > COURSES > HELP

RICATS - HELP

User ID: **btru01** District Code: **01** School Code: **01106**

Rhode Island Department of Education - RICATS HELP

VERSION: RICATS v2.5

EXAMPLE: [Student File](#) EXAMPLE: [Course Code File](#)

UPLOADING

The uploading utility takes your file and saves the file on the RICATS server. Then the RICATS application processes your file to a temporary database table. After you data is Validated, those records will move to the Active database table. You will be directed to issues that are invalid with your data. To get full credit for your students grades and participation, please ensure that you correct your data as soon as possible.

VALIDATION

The quality and accuracy of your data is one of the most important details of the RICATS system. Invalid or incorrectly labeled data can adversely affect the data reported to the Federal Government. **Please ensure that you are uploading accurate and true information.**

Login (slide 1)

- ◆ Login to the RICATS system with your ERIDE ID:
https://www.eride.ri.gov/default_security.asp
- ◆ Enter your User Login and Password and click **Login**.

The screenshot shows a web browser window with the URL <http://ride16/eRide/default.asp>. The page header includes the Rhode Island Department of Elementary and Secondary Education logo and the text "Information Services". A left-hand navigation menu lists various services such as e-RIDE Home, State Reporting, School & District Profiles, Statistical Reports, Data Dictionary, Schools Directory, RIDE Staff, Report Cards, Information Works!, Trainings/Workshops, RIDE Web Site, and eRIDE Login. The main content area features a "Welcome to eRIDE!" message explaining the system's purpose and a login form with fields for "User Login:" and "Password:", a "Login" button, and a "Login/Password Lookup" link. A footer note provides contact information for eRIDE.

Rhode Island Department of Elementary and Secondary Education
Information Services

Welcome to eRIDE!
With the No Child Left Behind Act of 2001 (NCLB), we are in a new era of education: high standards, accountability and school improvement. More and more, state education agencies are building the capacity to collect and manage large quantities of information about schools and districts, and to match individual student records over time and across databases. eRIDE is the Department's new Information Services initiative to streamline the data collection process and improve the accuracy, timeliness, and utility of information collected to be used to inform management, budget, and policy decisions. [Click here for more information about eRIDE.](#)

User Login:
Password:


[Login/Password Lookup](#)

- [Click here for the latest updates on State Reporting.](#)

eRIDE is developed by Rhode Island Department of Education. For further information please email eRIDE@ride.ri.gov. Public URL: <http://www.eride.ri.gov/>

Login (slide 2)

- ◆ Click on the RICATS v2.5 icon.



Rhode Island

Department of Elementary
and Secondary Education

Information Services

Brenda Trudeau

- ▶ e-RIDE Home
- ▶ State Reporting
- ▶ School & District Profiles
- ▶ Statistical Reports
- ▶ Data Dictionary
- ▶ Schools Directory
- ▶ RIDE Staff
- ▶ Report Cards
- ▶ Information Works!
- ▶ Trainings/Workshops
- ▶ RIDE Web Site
- ▶ Logout


> **Welcome to eRIDE!**

User Profile (btru01) [Edit my Profile](#) || [Change Password](#)

Name:	Brenda Trudeau
Email:	brenda@kyran.com
Phone:	849-7734
District/Office:	Barrington, data manager/MIS

YOUR eRIDE portal for Barrington

You have been given special access to the following database applications for your district/school. Simply click on the application icon to submit, update and manage your data.



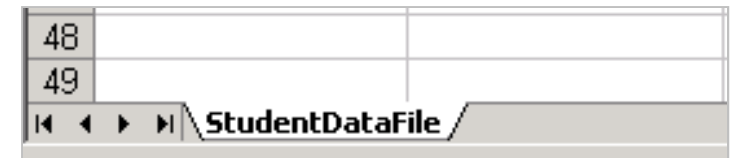
RICATS v2.5

Preparing the Data

Before uploading your file check the following:

- ◆ The tab is named StudentDataFile
 - ◆ Remove any extra tabs.
 - ◆ All records have a Last Name
 - ◆ All records have a First Name
 - ◆ All records have a SASID
 - ◆ All records have a valid city (see help page for valid values)
 - ◆ All records have a valid grade (see help page for valid values)
- NOTE:** Please do NOT include any courses that were not completed by the student.
- ◆ Check that all the course numbers in your file **EXACTLY MATCH** a course number in the system. 303 does not exactly match 303-1 or 303A

This is the #1 issue.



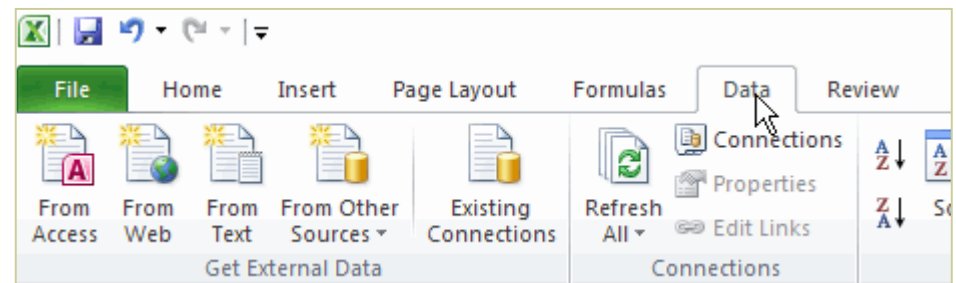
	A	B	C
1	Student Last Name	Student First Name	Student Middle Initial
2			
3			

Checking Values (slide 1)

A trick to checking the values in your Excel spreadsheet:

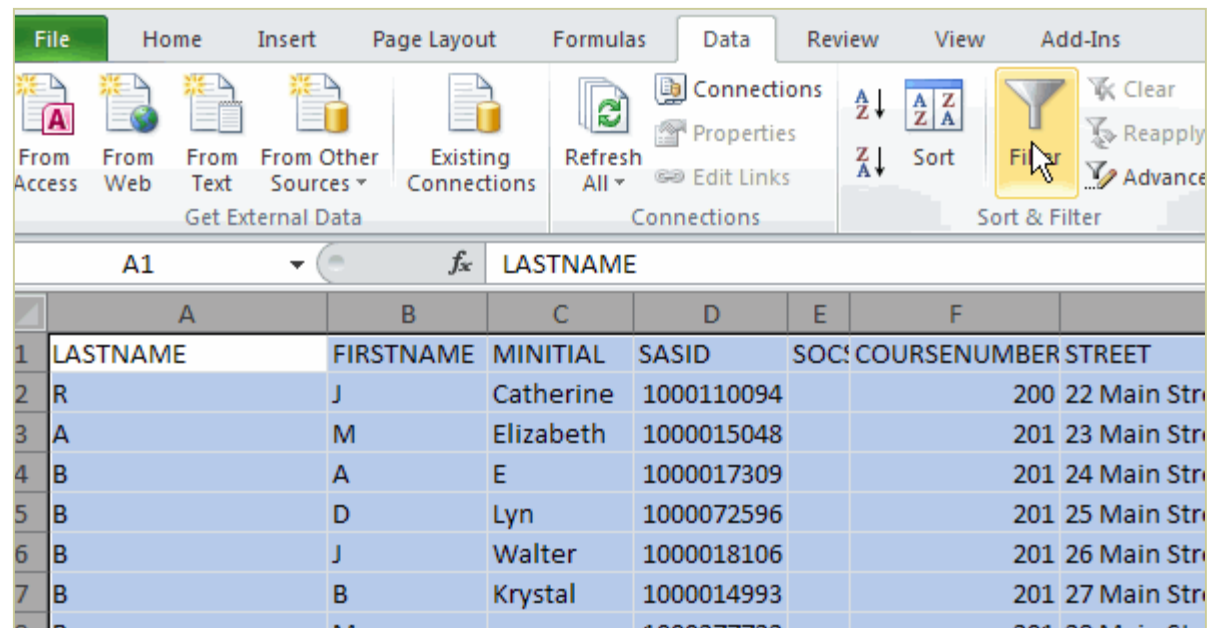
- ◆ Click on the corner in the upper left hand side of the spreadsheet to select all cells.
- ◆ Click on the Data Tab in Excel 2007 or 2010.

	A	B
1	LASTNAME	FIRSTNAME
2	R	J
3	A	M
4	B	A
5	B	D
6	B	J



Checking Values (slide 2)

- ◆ Click Filter (make sure all records are still selected).



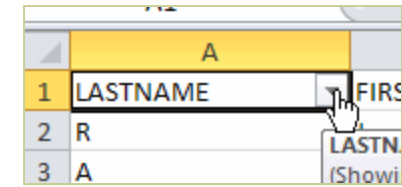
- ◆ You will see that all columns get a little dropdown arrow.

	A	B	C	D	E	F	G	H	I
1	LASTNAME	FIRSTNAM	MINITIAL	SASID	SC	COURSENUME	STREET	CITY	ZIP
2	R	J	Catherine	1000110094			200 22 Main Street	Providence	02906
3	A	M	Elizabeth	1000015048			201 23 Main Street	Woonsocket	02895

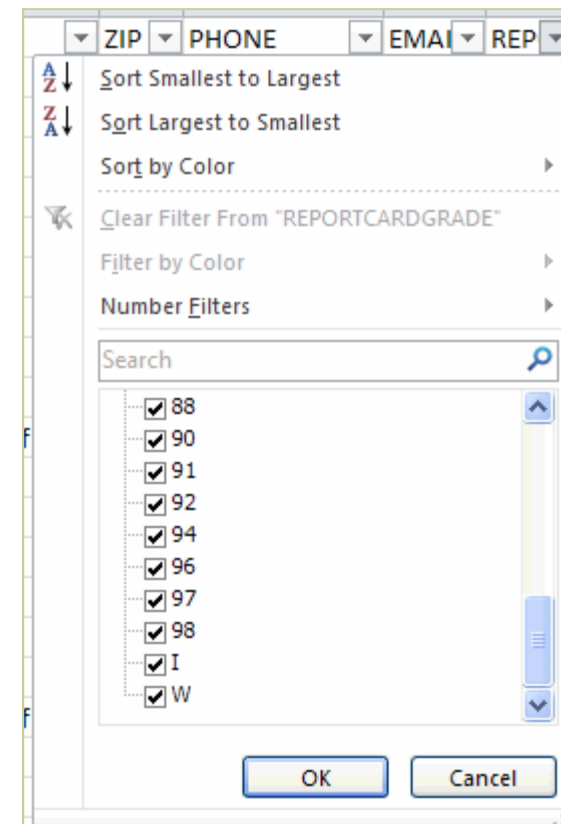
Checking Values (slide 3)

For the columns you are checking, pull down the dropdown arrow. This will show you the values in the column. For the columns that should not have blanks, go all the way to the bottom of the list. If there is an entry that says [blanks] then you will need to fix those records.

For the columns where you need to look at the list of values, like city or grade, the values will be shown in order. As an example, to the right is a listing for grades that includes records with grades of “I” and “W”. These are not valid grades. If the student did not complete the course, then we do not want the record and it can be deleted from the file. If the student did complete the course, then a valid grade must be assigned to the record.

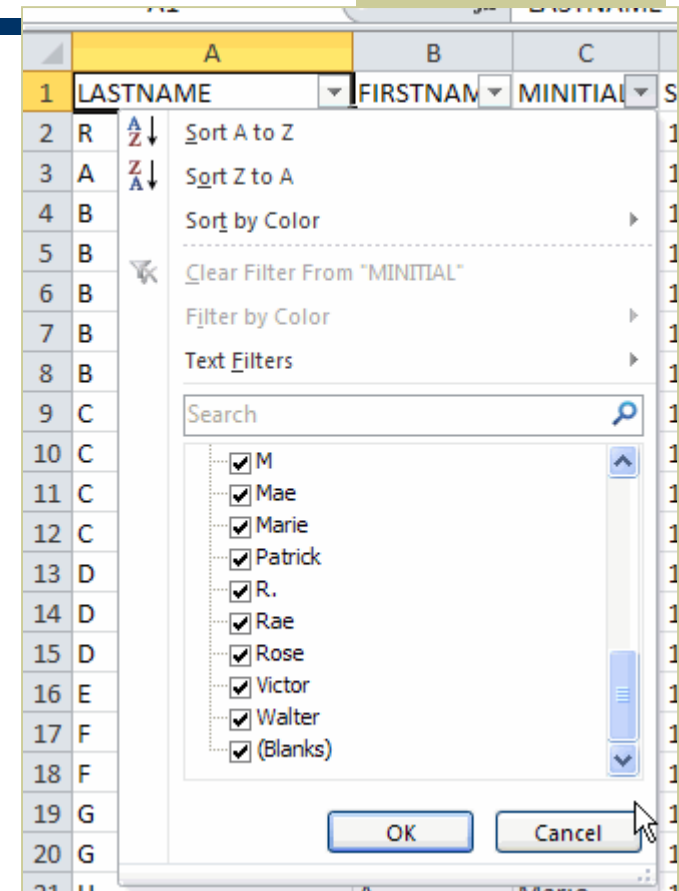


	A	
1	LASTNAME	FIRS
2	R	LASTN
3	A	(Showi



Checking Values (slide 4)

If there are blank cells, they will filter to the bottom.



Courses

For courses, the list of valid values is the course list that is in RICATS. You can see this by going to the Courses link. The page will show all the courses that RICATS has for your school.

If there are courses that need to be added, then you may add them by uploading an Excel spreadsheet with three columns that include your school code, the course number and the course name.

An example file for the course upload is available from the help page for your convenience (see next page for location).

Navigation: eRIDE > HOME > UPLOAD > STUDENTS > **COURSES** > HELP

RICATS - COURSES

01106 User ID: **btru01** District Code: **01** School Code: **01106**

Rhode Island Department of Education - RICATS COURSES

PLEASE VERIFY - BEFORE UPLOADING YOUR STUDENT DATA

Please ensure that there is a corresponding COURSE CODE in our database that matches the course codes in your STUDENT DATA FILE.

If you do not see a corresponding course code in the table below... then please contact richard.farnsworth@ride.ri.gov BEFORE uploading your STUDENT DATA FILE. (or call Rick at 222-8946)

~ Thank You ~

	COURSE	DESCRIPTION
Edit	111	Language and Literature
Edit	111S1	Lang & Lit I
Edit	111S2	Lang & Lit I
Edit	112	Language and Literature
Edit	112S1	Lang & Lit II
Edit	112S2	Lang & Lit II
Edit	113	Language and Literature
Edit	113S1	Lang & Lit III
Edit	113S2	Lang & Lit III
Edit	121	American Literature
Edit	121S1	Amer Lit I
Edit	121S2	Amer Lit I
Edit	122	American Literature
Edit	122S1	Amer Lit II
Edit	122S2	Amer Lit II
Edit	123	American Literature
Edit	123S1	Amer Lit III
Edit	123S2	Amer Lit III

Courses (continued)

An example file for the course upload is available from the help page for your convenience.

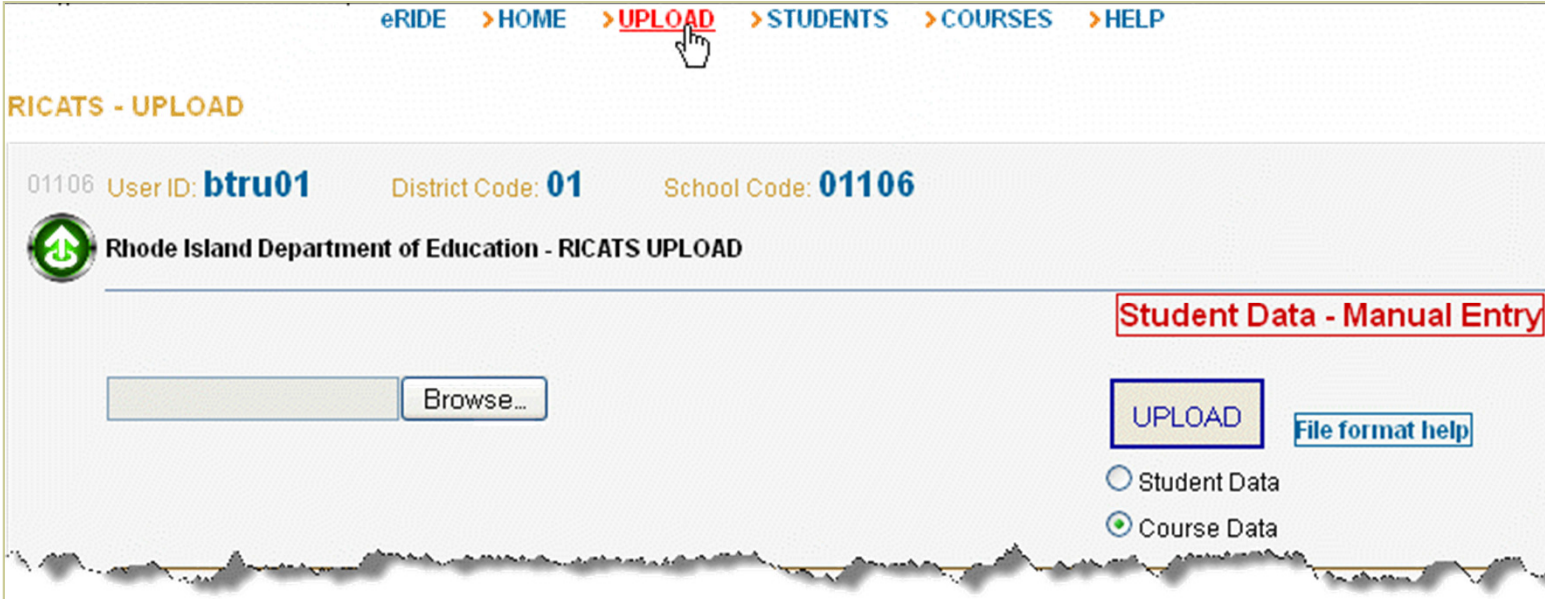


Course uploads will process immediately and the new courses will be available once processed. **DO NOT UPLOAD YOUR STUDENT DATA FILE** until you have verified your courses are in place. To check that your course upload was processed, wait ten minutes after you upload your course data then check your course list page.

Once you have uploaded your student data file, it will go into a queue to be processed during off-hours. This has been done to mitigate issues we had last year when the server was not available. You will receive an email in 48 hours that will inform you of the status of your submission. The email will give you instructions on which records to fix and how to handle them.

Upload Courses

Once you have created your course file, you will click the Upload link at the top of the page. Choose your file using the Browse button as you normally would. Make sure that you choose the “Course Data” radio button before clicking on the UPLOAD button.




The screenshot displays the RICATS - UPLOAD interface. At the top, there is a navigation menu with links: eRIDE > HOME > **UPLOAD** > STUDENTS > COURSES > HELP. A mouse cursor is pointing at the **UPLOAD** link. Below the navigation, the page title is "RICATS - UPLOAD". The user information section shows: 01106 User ID: **btru01** District Code: **01** School Code: **01106**. The main heading is "Rhode Island Department of Education - RICATS UPLOAD". On the right side, there is a red box labeled "Student Data - Manual Entry". Below this, there is a "Browse..." button. To the right of the "Browse..." button is an "UPLOAD" button and a "File format help" link. At the bottom right, there are two radio buttons: "Student Data" (unselected) and "Course Data" (selected).

Upload Confirmation

Again, course data processing immediately (not in 24 hours as noted in the message below).

01106 User ID: **btru01** District Code: **01** School Code: **01106**

 Rhode Island Department of Education - RICATS UPLOAD

Student Data - Manual Entry

Student Data
 Course Data

2 course records have been uploaded.

You will receive a confirmation email within 24 hours detailing your upload results.

Thank You.

Updated Course Listing

You can see that the course was successfully uploaded by returning to your course list.


Edit	199	Advanced Placement English
Edit	199S1	AP English I
Edit	199S2	AP English I
Edit	202	AAA TEST
Edit	211	World History
Edit	211S1	World Hist II
Edit	211S2	World Hist II

Duplicate Course Records

If you upload the file a second time, or upload duplicate course numbers you will get a message stating that duplicate records were detected.

RICATS - UPLOAD

01106 User ID: **btru01** District Code: **01** School Code: **01106**

 Rhode Island Department of Education - RICATS UPLOAD

[Student Data - Manual Entry](#)

[File format help](#)

Student Data
 Course Data

Your file contains 2 course records.
Our analysis has detected 2 duplicate record(s).
These 2 duplicate record(s) were not uploaded.
You will receive a confirmation email within 24 hours detailing your upload results.

Thank You

Please contact [Rick Farnsworth](#) for questions, comments or assistance.

Upload Student Data

Once you have verified your values and uploaded any courses, you will now upload your student data file.

You will get a message stating that you have successfully uploaded your records.

The screenshot shows the Rhode Island Department of Elementary and Secondary Education Information Services portal. The page title is "RICATS - UPLOAD". The user information is: 01106 User ID: **btru01** District Code: **01** School Code: **01106**. The page content includes a "Rhode Island Department of Education - RICATS UPLOAD" header, a "Student Data - Manual Entry" section, a file upload area with a "Browse..." button and an "UPLOAD" button, and a "File format help" link. Below the upload area, there are radio buttons for "Student Data" (selected) and "Course Data". A confirmation message states: "49 student records have been uploaded. You will receive a confirmation email within 24 hours detailing your upload results. Thank You." At the bottom, there is a contact information note: "Please contact Rick Farnsworth for questions, comments or assistance."

If you upload a second file, you may get a message stating that there are some duplicates. In the example shown here, all records were duplicated the second time I uploaded the file.

Processing for student data records does NOT occur immediately, but will occur off-hours. The turnaround for your status email will more likely be 48 hours as we have added a procedural step to inspect the records before sending the email to you.

The screenshot displays the RICATS - UPLOAD web interface. At the top, there is a navigation menu with links for eRIDE, HOME, UPLOAD, STUDENTS, COURSES, and HELP. Below the menu, the page title is "RICATS - UPLOAD". The user information is displayed as "01106 User ID: btru01 District Code: 01 School Code: 01106". The page is titled "Rhode Island Department of Education - RICATS UPLOAD". There is a "Browse..." button for file selection and an "UPLOAD" button. A "File format help" link is also present. Below the upload options, there are radio buttons for "Student Data" (selected) and "Course Data". A red-bordered box highlights the text "Student Data - Manual Entry". The main content area contains the following message in red text: "Your file contains 49 student records. Our analysis has detected 49 duplicate record(s). These 49 duplicate record(s) were not uploaded. You will receive a confirmation email within 24 hours detailing your upload results. Thank You". At the bottom, there is a footer that says "Please contact Rick Farnsworth for questions, comments or assistance."

Valid Cities and Towns

Valid Cities and Towns

Barrington	Bristol	Burrillville
Central Falls	Charlestown	Coventry
Cranston	Cumberland	East Greenwich
East Providence	Exeter	Foster
Glocester	Hopkinton	Jamestown
Johnston	Lincoln	Little Compton
Middletown	Narragansett	New Shoreham
Newport	North Kingstown	North Providence
North Smithfield	Other-CT	Other-MA
Other-NY	Pawtucket	Portsmouth
Providence	Richmond	Scituate
Smithfield	South Kingston	Tiverton
Unknown	Warren	Warwick
West Greenwich	West Warwick	Westerly
Woonsocket		

Valid Report Card Grades

GRADE	Acceptable Grades
A	A+ and A- also accepted
B	B+ and B- also accepted
C	C+ and C- also accepted
D	D+ and D- also accepted
E	Considered the same as F
F	Fail
P	Pass
0 through 125	This is a report card grade based on 100 basis points and allows for extra credit. This is the Report Grade for the course, NOT the GPA. No grades of withdrawal or incomplete are accepted. We are only interested in those courses that the student completed. Grades that are received as "BLANK" are assumed to be PASSING.