

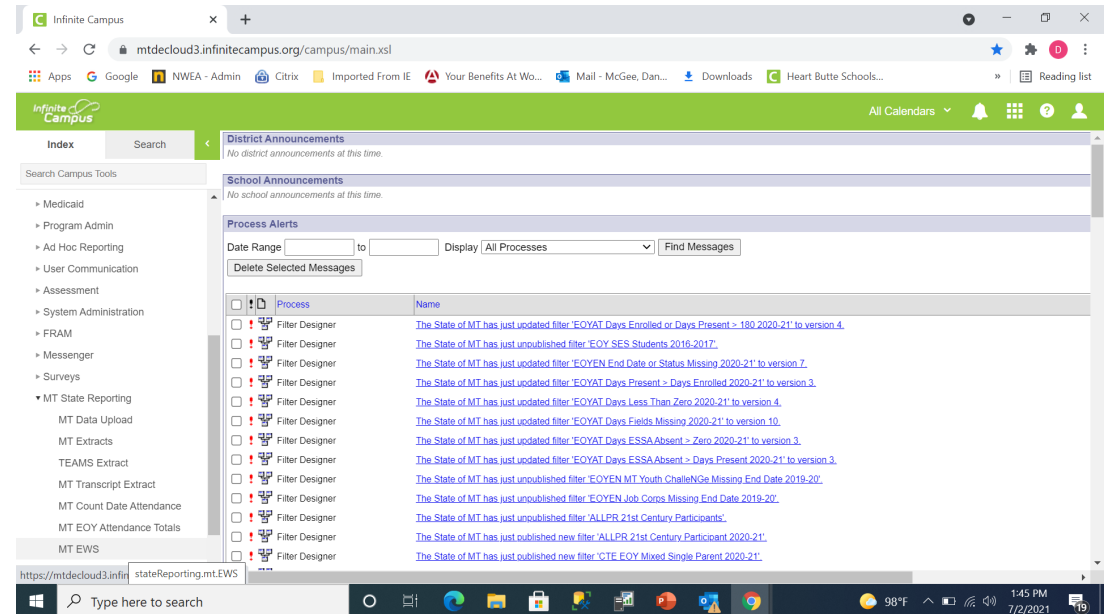
# Uploading the Early Warning System Infinite Campus District Edition Users

Select

*Index*

*MT State Reporting*

*MT EWS*



Format for data = CSV

Indicate Current Semester

Choose School

Select *Generate Extract*

The screenshot shows the Infinite Campus web application interface for the Montana Early Warning System Extract. The top navigation bar includes the Infinite Campus logo and a link to "All Calendars". A left-hand navigation menu lists various tools, with "MT EWS" selected. The main content area is titled "Montana Early Warning System Extract" and contains the following text:

The Montana Early Warning System Extract is used to pull Attendance, Behavior, and Grade Information. The information will be based on the student's data as of the system date. The current semester is used for the Credits Per Year and On Track calculation. Please select the semester as of today's date.

There are two ways to generate a report:

1. Use the Generate Extract option to view results immediately
2. To schedule the report, use the Submit to Batch option. To review the results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin

**Extract Options**

\*Format: CSV (dropdown menu)  
\*Current Semester: 01 (dropdown menu)  
Ad Hoc: (dropdown menu)

\*Select Calendar(s)  
Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

20-21  
20-21 Barbara Gilligan 7-8  
20-21 Barbara Gilligan School  
20-21 Brockton High School

Buttons: Generate Extract, Submit to Batch

# Sample Data Report After Download

- Ensure all columns have data (K-8 will not have Credits/year)
- Students with missing data must be corrected before updating
- After corrections, rerun report before submission
- Save file as an Excel Workbook

StateID	AttRate	PrevTermF's	PrevTermA's	BehaveEvent120days	OOSuspensionEvents3yrs	Creditsyear	OnTrack	60dayabsences	90dayabsences
	0.7622	0	0	0	0		Y	8.56086	8.56086
	0.50305	1	0	0	0		Y	17.89016	17.89016
	0.99085			0	0		Y	0.32926	0.32926
	0.76931	0	0	0	0		Y	8.30478	8.30478
	0.80488	0	0	0	0		Y	7.02429	7.02429
	0.53964	0	0	0	0		Y	16.57303	16.57303
	0.96646	0	0	0	0		Y	1.20729	1.20729
	0.89329	0	0	0	1		Y	3.84142	3.84142
	0.875	0	0	0	0		Y	4.49989	4.49989
	0.9939	0	0	0	0		Y	0.21951	0.21951
	0.71647	0	0	0	0		Y	10.20719	10.20719
	0.64939	0	0	0	0		Y	12.62183	12.62183
	0.69208	0	0	0	0		Y	11.08523	11.08523
	0.55285	0	2	0	3		Y	16.09746	16.09746
	0.58232	0	1	0	0		Y	15.0365	15.0365
	0.7622	0	0	0	5		Y	8.56085	8.56085
	0.56504	0	1	0	1		Y	15.65843	15.65843
	0.55183			0	0		Y	16.13399	16.13399

# Log into OPI GEMS Site to Begin Upload

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Home, Citrix, Imported From IE, Your Benefits At Wo..., Mail - McGee, Dan..., Downloads, Heart Butte Schools...
- Page Header:** A "LOGIN" button in the top right corner.
- Logo:** The "gems" logo with the tagline "Growth and Enhancement of Montana Students".
- Search:** A search bar with the placeholder text "Search...".
- Section Header:** "Growth & Enhancement of Montana Students (GEMS)".
- Description:** "GEMS provides access to data collected from Montana's educational community to help inform the OPI, schools, educators, and the community about the success of Montana's schools."
- Image:** A photograph of a teacher interacting with students in a classroom.
- Button:** "NAVIGATION GUIDE FOR NEW GEMS".
- Section Header:** "Montana Education Facts".
- Statistics:**
  - Public Schools Districts: 402\*
  - Enrolled Students: 149,181\*
  - Statewide Graduation Rate: 85.89%\*
- Footnote:** "\*Figures represent 2019-2020 data."
- Section Header:** "Explore Data".
- Navigation Buttons:** "STUDENT", "SCHOOL & DISTRICT DATA", and "FINANCE".
- Taskbar:** Windows taskbar at the bottom showing icons for Edge, File Explorer, Mail, Teams, PowerPoint, Word, and Chrome, along with system tray icons for weather (98°F) and network.

To Upload the EWS Report in GEMS Select the *Upload A File & View Reports*

Welcome Dan! LOGOUT



### What is the Montana Early Warning System?

The Early Warning System (EWS) is a system that uses live student level data to determine the chance of a student dropping out in grades 3-12, as well as reasons why the student is at risk. This system is free to any Montana school and may be used at any time during the school year.

The EWS is only available in the secure version of GEMS. Login to file and view reports or request access to GEMS if you do not have a secure account.

Contact Stacey Greenhalgh, 406-444-1610, with any questions.

REQUEST ACCESS TO GEMS

UPLOAD A FILE & VIEW REPORTS



GO TO SCHOOL/DISTRICT DATA

GO TO STUDENT DATA

Select  
*Choose File* to add your EWS file.

Select  
*Submit*

- **\*\*If file doesn't upload, cut and past your EWS file to the Early Warning System Template and choose this file to resubmit.**



Welcome Dan! [LOGOUT](#)

Search...

Here are two documents to help you use EWS:

1. The [Early Warning System Manual](#) explains in detail how to use the EWS, including specifics on the data file needed, the EWS reports, and what to do with the EWS results after you have them.
2. The [Early Warning System Indicators Template](#) is an excel document that shows the file format needed to place student level data to correctly upload into the Early Warning System.

Once you understand how the process works, you can upload your files on this page.

#### EWS Indicators Upload

Upload EWS Indicators  
 No file chosen

#### EWS Intervention Upload

Upload EWS Interventions  
 No file chosen

[EWS School Dashboard](#) [EWS Student Summary Report](#) [EWS Student Level Report](#)

**State/District/School**

# Sample School Summary Report

- Students are considered Low Risk if their risk percentage is below 15%
- Students are considered at risk if they have between a 15 - 40% risk of dropping out.
- Students with a greater than 40% risk of dropping out are considered Extreme Risk

