

# Data Validation and Certification

## AIM User Guide: Data Validation and Certification Guide

### AIM User Guide

#### Purpose of this guide:

- Configure Data Validation to allow districts to run state configured Validation Reports.
- Configure Data Certification to allow districts to submit required reports.

The OPI is transitioning to Data Integrity Tools in Infinite Campus for districts to validate and certify their Infinite Campus data.

This guide describes

- 1) How to set up Data Integrity Tools (Data Validation & Data Certification) in Infinite Campus.
- 2) How to run Data Validation Reports.
- 3) How to prepare for Date Certification Events.
- 4) How to certify and submit Events to the state.

**Note:** Districts may use Data Validation tools at any time. Certification Events are only active for a selected time period.

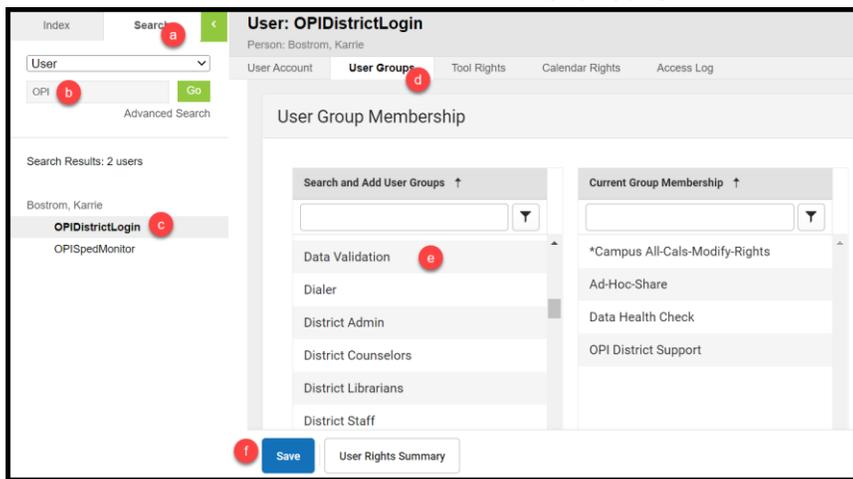
#### Order of Operations:

1. Assign User Groups (e.g., Data Validation) to the Data Validation Groups;
2. Assign roles to certifiers and reviewers under Data Certification>Setup>Type Membership
3. Run Validation Reports to verify data
4. Go to the Event Dashboard and certify Events

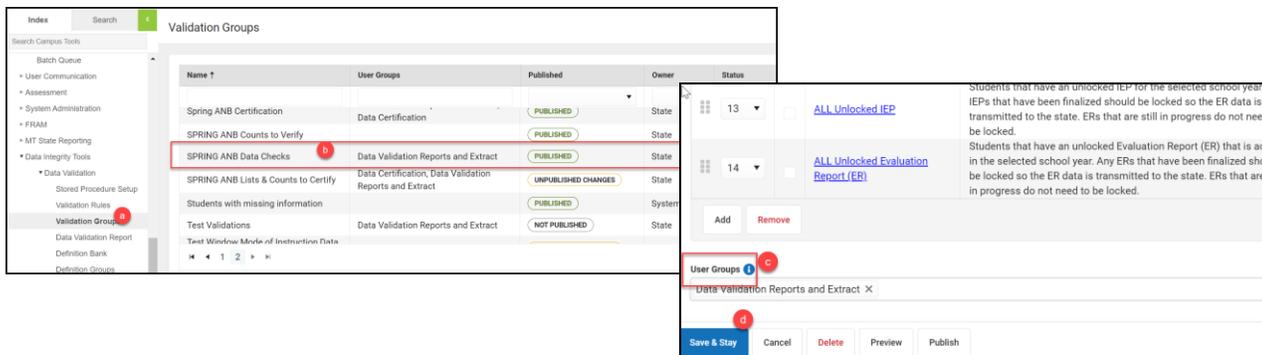
# DATA VALIDATION SETUP

The state has created Validation Groups for the district to use for data verification. Validation Groups are set up by collection and published to districts. These Validation Groups are collections of Ad Hoc or SQL reports that can be run simultaneously. Some of these Validation Groups are precursors to Data Certification (such as Behavior and Graduate, Dropout, Cohort) and some are set up to prepare you for certification in other systems (such as the MAEFAIRS ANB Count).

1. Users who are responsible for Data Validation must be assigned to the Data Validation Group.
  - a. Navigate to the Search tab.
  - b. Select User and enter the individual’s last name.
  - c. Click the username that appears under the user’s name.
  - d. In the workspace select the User Groups tab.
  - e. Add the Data Validation group (click to add to the User Account).
  - f. Click Save.



2. Assign a User Group to the Validation Groups
  - a. Under Data Integrity>Data Validation select Validation Groups.
  - b. Selection a Data Validation Group.
  - c. From the User Group Dropdown select Data Validation.
  - d. Click Save & Stay.



## VALIDATING DATA

Use Data Validation Reports to verify the accuracy of data **prior to** Certification:

- a. Select a Data Validation Group
- b. Select State Dataset (so it runs based on what is reported to the state – will identify potential sync issues).
- c. Submit to Batch will automatically select (the only option for State Datasets).
- d. Choose a format (HTML or CSV).
- e. Click Generate.
- f. Check the Process Inbox for notification of completion.

*\*Repeat these steps selecting Local Dataset to ensure that the data at the state and district are in sync. If there are differences, complete a resync of enrollment data (System Administration>Data Utilities>Resync State Data>Enrollment) and repeat these steps.*

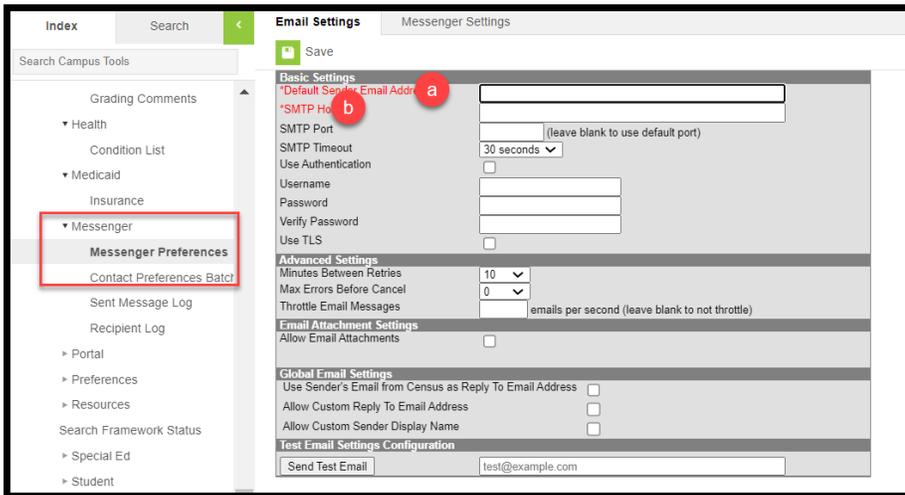
The screenshot shows the 'Data Validation Report' page in a web application. The left sidebar contains a navigation menu with categories like 'Attendance', 'Scheduling', 'Fees', 'Grading & Standards', 'Program Admin', 'Ad Hoc Reporting', 'User Communication', 'Assessment', 'System Administration', 'FRAM', 'MT State Reporting', and 'Data Integrity Tools'. The 'Data Integrity Tools' section is expanded to show 'Data Validation'. The main content area has a 'Data Validation Report' title and a search bar. Below the title, there are sections for 'Instructions', 'Report Options', 'Output Options', and 'Batch Queue List'. The 'Report Options' section includes a 'Data Validation Group' dropdown menu (annotated with 'a'), a 'Report Data Source' section with radio buttons for 'Local Dataset' (annotated with 'b') and 'State Dataset', and a 'Report Processing' section with radio buttons for 'Generate Now' (annotated with 'c') and 'Submit to Batch Queue'. The 'Output Options' section has radio buttons for 'HTML' (annotated with 'd') and 'CSV'. At the bottom, there are 'Generate' and 'Reset' buttons. A red circle with the letter 'e' is placed over the 'Generate' button.

## DATA CERTIFICATION SETUP

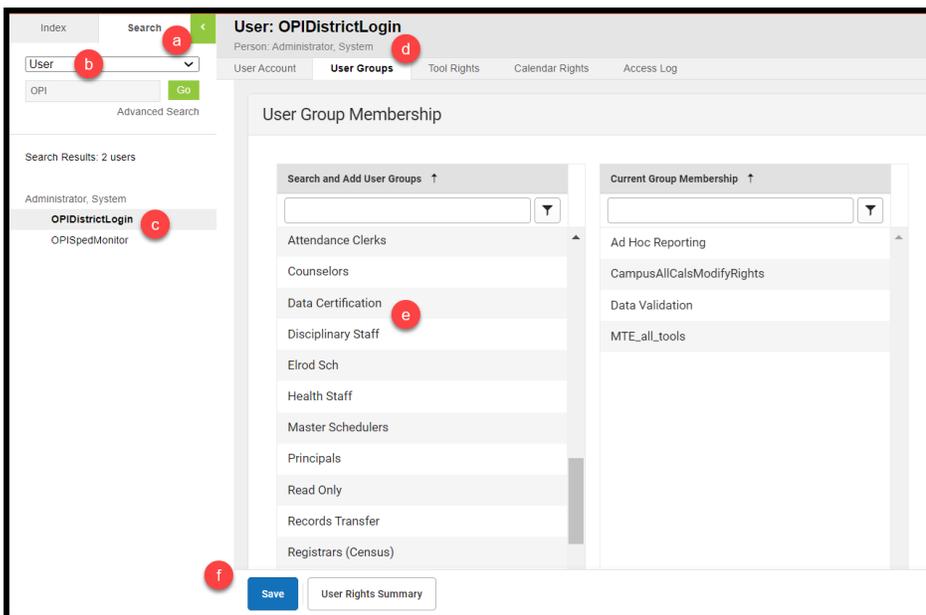
Before a district can certify an event, the following steps must be completed to prepare for certification:

1. Configure Email Messenger – this step allows districts to receive notifications when an event is published and/or updated by the state.
  - a. System Administration>Messenger>Messenger Preferences.
  - b. Enter the Default Sender Email Address (appears as “sent from” on the email message).
  - c. Click Save.

**Note:** To receive email messages a user must have an email entered under Census>People>Demographics

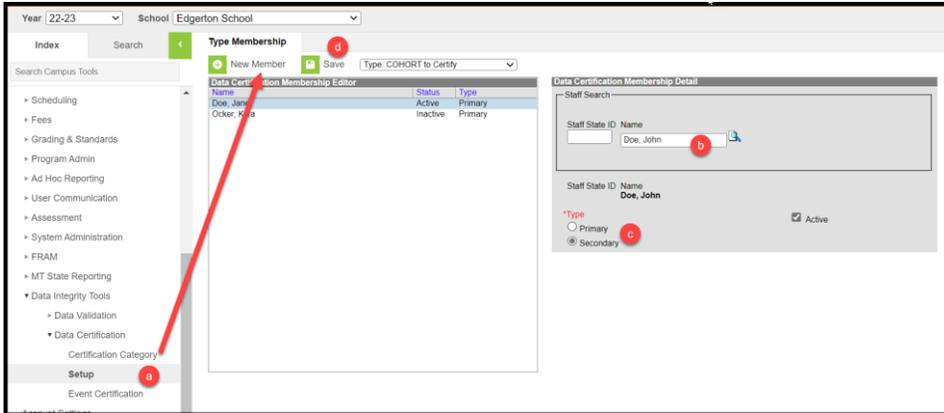


2. Users who are responsible for Data Certification must be assigned to the Data Certification Group.
  - a. Navigate to the Search tab.
  - b. Select User and enter the individual’s last name.
  - c. Click the username that appears under the user’s name.
  - d. In the workspace select the User Groups tab.
  - e. Add the Data Certification group (click to add to the User Account).
  - f. Click Save.



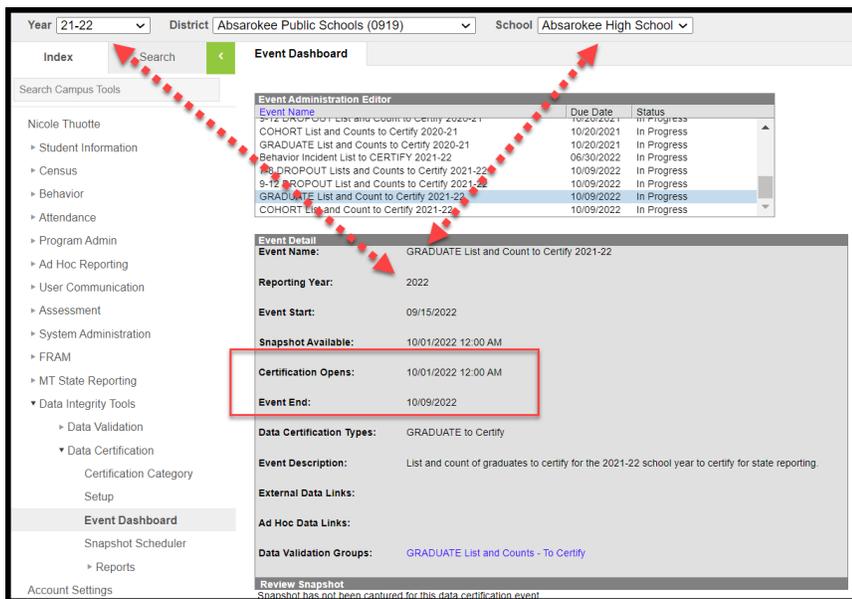
3. Assign Data Certification roles to district staff – Data Integrity Tools>Data Certification>Setup>Type Membership
  - a. Click New.
  - b. Enter search criteria in the name field and select certifier (to be included in search results an individual must have an active employment record in the district and be assigned rights to Data Certification).
  - c. Select Primary or Secondary (Primary = can certify, Secondary = can review, not certify).
  - d. Click Save.

**Note:** To remove a user select the person’s name and uncheck “Active”. Once a record is saved it cannot be deleted.



## CERTIFYING DATA

Data may only be certified during a window established by the state. Secondary users should use the Data Validation tools to review data in preparation for certification. When reviewing data it is important to pay attention to the year and school selected. If you are reviewing prior year data (e.g., graduate, dropout and cohort information) select the prior year and a middle or high school (districts without an approved 7-8 program will select their elementary school only).



1. Once a certification window opens the district will be able to view the Event on the Event Certification Dashboard: Data Integrity Tools>Data Certification>Event Dashboard.
  - a. Click Certify and Submit

**Note:** Read the instructions on the Event Detail carefully. Some validation reports may be run under Data Certification, while others may have to be run from Data Validation Reports. Data should be verified at the state and local level prior to certification. The Run at State option shows what is in the State Edition of Infinite Campus and only submits to batch.

Event Certification

7-8 DROPOUT List and Counts - To Certify 2017-18	11/15/2018	Certified on 10/04/2018
9-12 DROPOUT Data Checks 2017-18	10/13/2018	

**Event Detail**

Event Name: 7-8 DROPOUT List and Counts - To Certify 2017-18

Reporting Year: 2018

Event Start: 09/04/2018

Snapshot Available: 10/02/2018 12:00 AM

Certification Opens: 10/02/2018 12:00 AM

Event End: 11/15/2018

Data Certification Types: 7-8 DROPOUT to Certify

Event Description: This provides a list of students and a count by school of the dropout students in 2017-18. This list and counts should be certified for the OPI.

External Data Links:

Ad Hoc Data Links:

Data Validation Groups: [7-8 DROPOUT List and Counts - To Certify](#) | [Run At State](#)

**Review Snapshot**  
 Snapshot has been captured. Click below to review the data.

**Status**  
 Please review all data for this event before clicking the Certify & Submit button.

- Certified on 10/04/2018 11:55

[View District Certification Status](#)  
[State-Report Output](#)

**FOR MORE INFORMATION,**  
 CONTACT THE AIM HELP DESK AT 1- 877-424-6681 OR [Submit an AIM Help Desk Ticket](#)