

# 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 set up Definition Groups to access Data Validation Reports and Definition Group Extracts.
- 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.

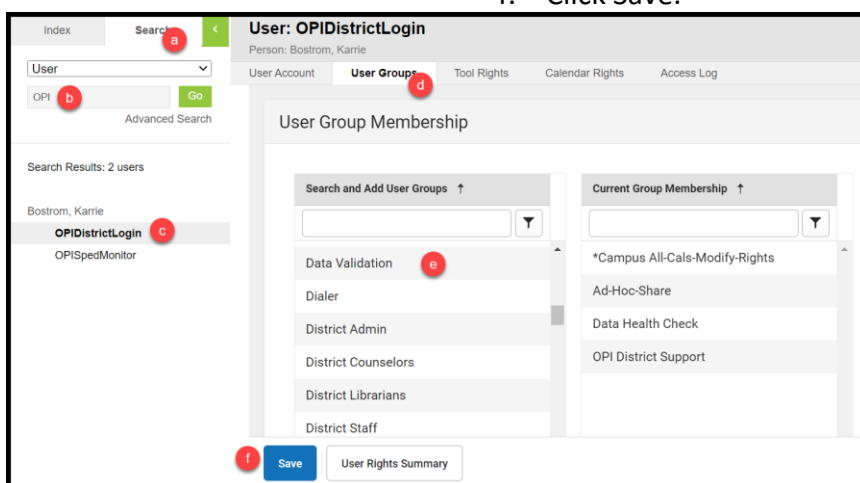
#### Order of Operations:

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

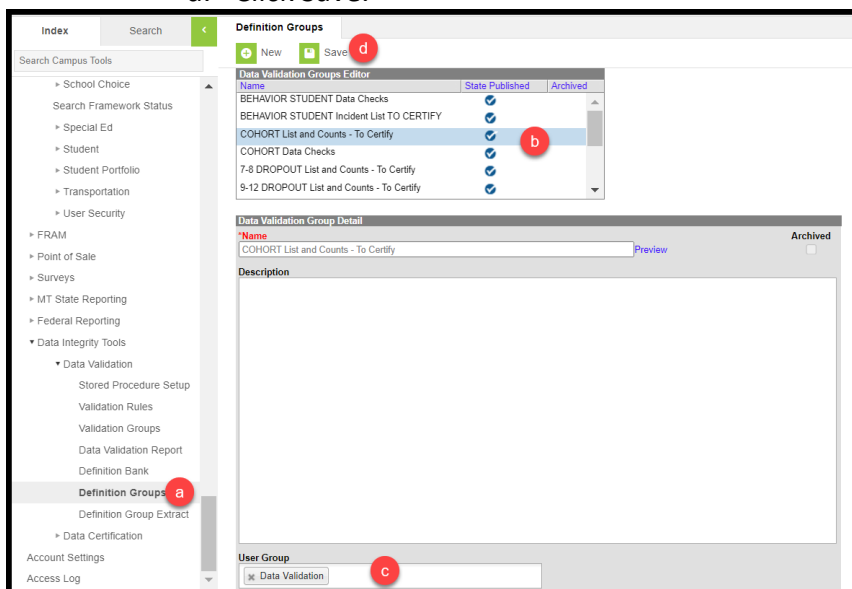
# DATA VALIDATION SETUP

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 Definition Groups.
  - b. Selection a Data Validation Group.
  - c. From the User Group Dropdown select Data Validation.
  - d. Click Save.

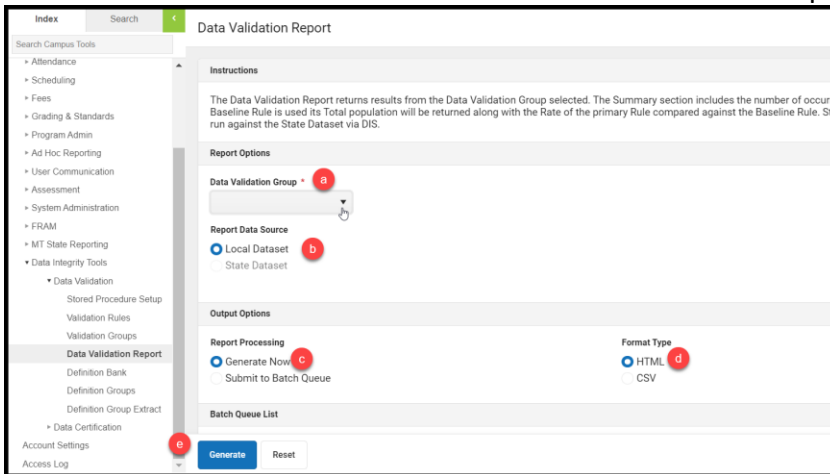


# VALIDATING DATA

There are two options for running reports under Data Validation:

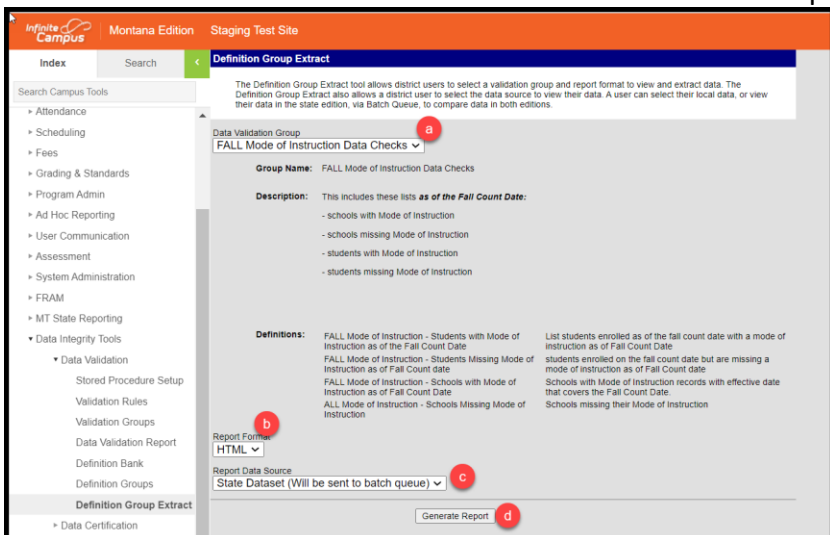
## 1. Data Validation Reports

- 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.



## 2. Definition Group Extract

- 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. Select a format (HTML or CSV)
- d. Click Generate
- e. Check the Process Inbox for notification of completion



# DATA CERTIFICATION SETUP

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

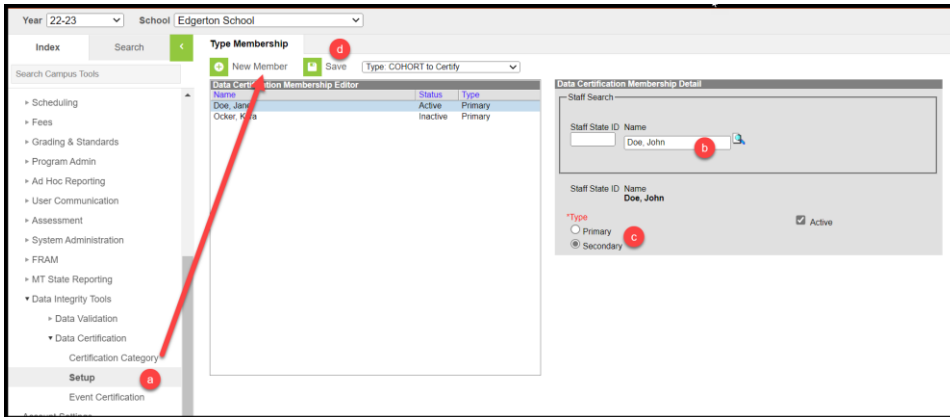
1. Configure Email Messenger – this step allows districts to receive notifications when an event is published and/or updated by the state.
  - a. System Administration>Messenger>Messenger Preferences.
  - b. Enter the Default Sender Email Address (appears as “sent from” on the email message).
  - c.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

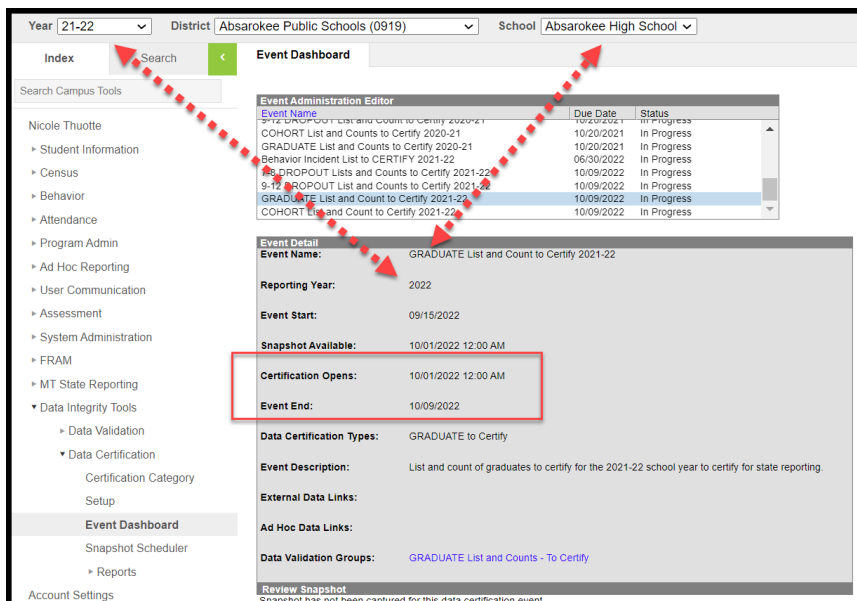
3. Assign Data Certification roles to district staff – Data Integrity Tools>Data Certification>Setup>Type Membership
  - a. Click New.
  - b. Enter search criteria in the name field and select certifier (to be included in search results an individual must have an active employment record in the district 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:** The same validation reports may be run from this screen. Validation reports associated with this Event are listed under Data Validation Groups. The Run at State option shows what is in the State Edition of Infinite Campus and only submits to batch. Validation reports should be thoroughly reviewed before submission.

The screenshot displays the 'Event Certification' interface. At the top, there is a table of events with columns for event name, end date, and certification date. The selected event is '7-8 DROPOUT List and Counts - To Certify 2017-18', which was certified on 10/04/2018. Below this, the 'Event Detail' section provides the following information: 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. A 'Review Snapshot' section indicates that a snapshot has been captured and provides a 'Review Snapshot' button. The 'Status' section contains the instruction 'Please review all data for this event before clicking the Certify & Submit button.' and a 'Certify & Submit' button, which is highlighted with a red rectangular box. At the bottom right, it shows '- Certified on 10/04/2018 11:55'. Links for 'View District Certification Status' and 'State-Report Output' are located at the bottom left.

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