



COLORADO

Department of Education

RITS Batch Submission through Data Pipeline Training

2015

RITS Batch Pipeline Training

The goal of this training is to help local education agencies (LEAs) obtain SASIDS more efficiently and accurately. This training will include:

- Submitting a RITS Batch File
- Batch Maintenance
- Validation Report
- Editing a Record
- Submitting to RITS Web
- Using the SASID Download Report in RITS

Things to Remember

- You may submit batches any time of year regardless of what the school year reads
- It can take up to several days at the beginning of the school year, due to heavy volume, for cases in review to be reviewed. As such, please submit students to RITS as soon as possible (ideally you would start in the previous spring and summer).
- In the unusual event that a case(s) is/are still in review 5 days or more contact the RITS consultant
- Follow protocol on entering student information. For guidance refer to <http://www.cde.state.co.us/datapipeline/ritsguidance>
- Try to avoid submitting duplicate students

RITS Batch Submission

- Your Local Access Manager (L A M) will be able to give you access to the Data Pipeline System
- To submit and update records via the RITS web-based system or via Data Pipeline, you must have “district admin” permissions.
- Log on to the Data Pipeline, the system will display a screen similar to the one below:



The screenshot shows the CDE Single Sign-On page. At the top, it says "The Colorado Department of Education" and "cde Improving Academic Achievement". Below this, there are links for "CDE Home" and "For Educators". The main heading is "Colorado Department of Education - Single Sign-On". There are input fields for "Username:" and "Password:". Below these is a "Login" button. A link for "I forgot my password" is also present. At the bottom, there is a "WARNING" section and a footer with copyright information.

The Colorado Department of Education

cde Improving Academic Achievement

CDE Home For Educators

CDE Home > CDE Access Management >

Colorado Department of Education - Single Sign-On

Username:

Password:

Login

[I forgot my password](#)

WARNING: This computer system may be accessed only by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Any questions or comments on the organization or operation of this site? Please email: [cde@state.co.us](#)

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Title IX Accessibility Disclaimer Privacy

RITS Batch Submission

Use the file layouts to prepare for file submission. The three acceptable file formats are:

- 1) Text
- 2) CSV-must include a header row with text
- 3) Excel-must include a header row with text

The naming conventions of the file is determined by the user, with the exception of the use of spaces in the file name-spaces are not allowed.

Your student information vendor may have already set this up as an automatic extraction. If your district is not set up for an automated RITS Batch export, you will need to build the file yourself following the RITS Batch file layout specifications. The file layouts can be found on this website:

http://www.cde.state.co.us/datapipeline/yr_rits

File Upload

Select the File Upload button on the left side of the screen



File Upload

Click on Format Checker

**This will check the first row of your file for formatting errors
The system is not checking the formatting of the entire file ONLY
the first row.**



Format Checker

Select the following:

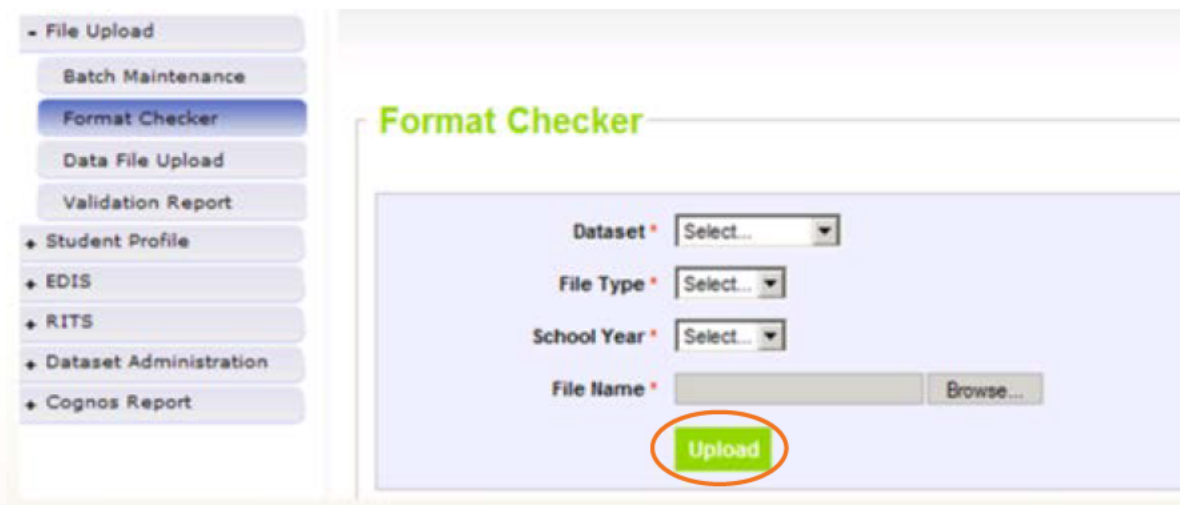
Dataset-RITS

File Type-RITS Batch

School Year-Current school year

Browse to where you saved your file

Click on Upload



The screenshot shows a web application interface for the 'Format Checker'. On the left is a vertical sidebar with a list of menu items: 'File Upload' (with a minus icon), 'Batch Maintenance', 'Format Checker' (highlighted with a blue bar), 'Data File Upload', 'Validation Report', and several items with plus icons: 'Student Profile', 'EDIS', 'RITS', 'Dataset Administration', and 'Cognos Report'. The main content area has a title 'Format Checker' in green. Below the title is a light blue box containing four labeled fields: 'Dataset *' with a 'Select...' dropdown, 'File Type *' with a 'Select...' dropdown, 'School Year *' with a 'Select...' dropdown, and 'File Name *' with a text input field and a 'Browse...' button. At the bottom of this box is a green 'Upload' button, which is circled in orange.

Format Checker

The screen will display formatting errors in the first row of the file, which are highlighted in red. If this is the case, go back to the file and correct any formatting errors. If there are no errors in the file then the screen will show pass in green.

The screenshot shows the 'Format Checker' web application. On the left is a sidebar menu with options: File Upload, Batch Maintenance, Format Checker (selected), Data File Upload, Validation Report, Directory, Student Profile, Staff Profile, EGIS, READ, RITS, Dataset Administration, Pipeline Reports, and Cognex Report. The main area is titled 'Format Checker' and contains a form with the following fields: Dataset (dropdown menu showing 'RITS'), File Type (dropdown menu showing 'RITS Batch'), School Year (dropdown menu showing '2014-15'), and File Name (text input with a 'Browse...' button). Below the form is a green 'Upload' button. Underneath the form is a table with the following data:

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Serial	A2	10	0	Pass
District Code	B2	4	4	Pass
School Code	C2	4	4	Pass
Lastid	D2	10	10	Pass
Last Name Student	E2	30	5	Pass
First Name Student	F2	30	6	Pass
Middle Name Student	G2	30	3	Pass
Birth Date Student	H2	8	8	Pass
Entry Grade Level	I2	3	3	Pass
Gender Student	J2	2	1	Pass
Active Indicator	K2	1	1	Pass

At the bottom of the page, there is a footer with support information and release information.

Data File Upload

Select the following:

Dataset-RITS

File Type-Batch

School Year-Current School Year

Organization-Your district

Browse for your saved file and then click submit.



The screenshot shows a web application interface for uploading data files. On the left is a sidebar menu with the following items: File Upload, Batch Maintenance, Format Checker, Data File Upload (highlighted with a red arrow), Validation Report, Directory, Student Profile, Staff Profile, EDIS, READ, RITS, Dataset Administration, Pipeline Reports, and Cognos Report. The main content area is titled "Data File Upload" and contains the following fields:

- Exception File: ☐
- Dataset:
- File Type:
- School Year:
- Organization/LEA:
- Locate File:
-

A "Logout" link is visible in the top right corner of the main content area.

Data File Upload

Larger file uploads could take 15-30 minutes to process. This pop up will be displayed on the screen:

“the file has been successfully uploaded and the batch (your batch number) is processing....”

When a file is uploaded the district is notified via e-mail. If you don't receive the e-mail, check your junk e-mail. The e-mail contains records submitted and error count.

Batch Maintenance

Batch Maintenance can delete and download batches. If there are numerous errors, you can delete the entire batch and start over. Select the following:

Dataset-RITS

File Type-Batch

School Year-Choose current school year

Organization-Your district

Finally, select submit.



The screenshot shows a web application interface for "Batch Maintenance". On the left is a sidebar menu with options: "File Upload", "Batch Maintenance" (highlighted with a red arrow), "Format Checker", "Data File Upload", "Validation Report", "Directory", "Student Profile", "Staff Profile", and "enroll". The main content area has a title "Batch Maintenance" in green. Below the title are four dropdown menus: "Dataset" (set to "RITS"), "File Type" (set to "RITS Batch"), "School Year" (set to "2014-15"), and "Organization/LEA" (set to "9995-COLORADO DEPARTMENT OF EDUCATION"). There is a checkbox labeled "Submitted By Me" which is unchecked. A green "Submit" button is circled in orange at the bottom center of the form area. A "Logout" button is visible in the top right corner.

Batch Maintenance

- After the submit button is pressed, the result will allow the user to choose the batch with the check box to the left. The user can delete or download the checked batch.
- If the download button is chosen, the batch will open in the same format of the submitted file. A prompt will appear to open, save or cancel. Once the file is opened or saved, the data can be manipulated.
- If there were errors in the batch, the error count would represent the number of errors in the entire batch.
- This screen does not specify which records had the errors.

The screenshot shows the 'Batch Maintenance' interface. On the left is a sidebar menu with options: File Upload, Batch Maintenance (selected), Format Checker, Data File Upload, Validation Report, Directory, Student Profile, Staff Profile, DIS, EAD, ITS, Dataset Administration, Inline Reports, and Ignite Report. The main content area has a title 'Batch Maintenance' and a green '1.8' badge. Below the title are form fields: 'Dataset' (RTS), 'File Type' (RTS Batch), 'School Year' (2014-15), 'Organization/LEA' (9999-COLORADO DEPARTMENT OF EDUCATION), and 'Submitted By Me' (checkbox). A green 'Submit' button is next to the Organization/LEA field. Below the form is a table with columns: Select, Batch ID, File Name, Record Count, Errors Count, Processed Indicator, Submitted User, and Submitted Date. The table contains one row with a checked checkbox in the 'Select' column, Batch ID '136810', File Name 'RTSTrainingExcelSpreadsheet.xlsx', Record Count '0', Errors Count '0', Processed Indicator 'Yes', and empty fields for Submitted User and Submitted Date. Below the table are pagination controls: 'Page 1 of 1', navigation buttons, '25' Per Page, and 'Total No. of Records:'. At the bottom of the table, there are two buttons: 'Delete' and 'Download', both circled in red.

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date
<input checked="" type="checkbox"/>	136810	RTSTrainingExcelSpreadsheet.xlsx	0	0	Yes		

Validation Report

The Validation Report gives a summary of errors and how many warnings there are in the file. It displays the error code as E=errors, W=warnings.

Select the following:

Dataset-RITS

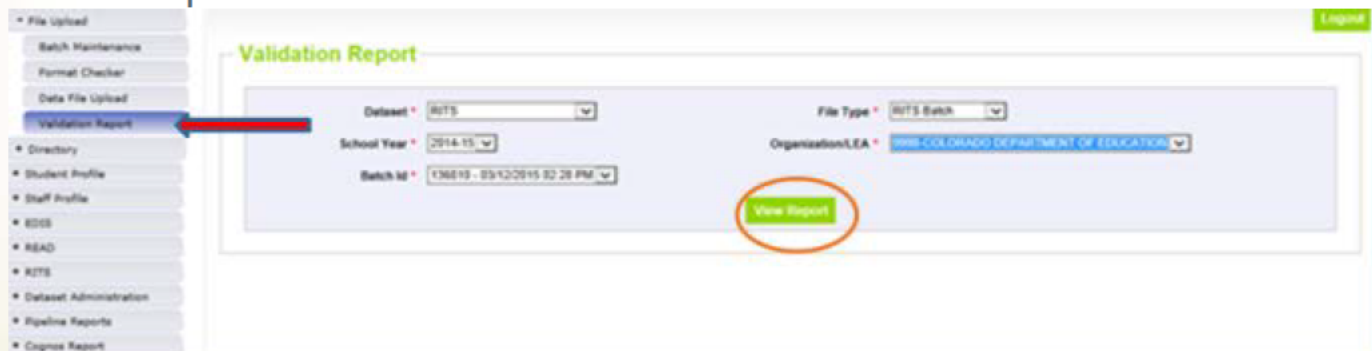
File Type-Batch

School Year-Choose current school year

Organization-Your district

Batch ID-Enter batch ID. The newest batch submission will be the first on the list.

Click View Report



The screenshot shows a web application interface for generating a Validation Report. On the left is a sidebar menu with options: File Upload, Batch Maintenance, Format Checker, Data File Upload, Validation Report (highlighted with a red arrow), Directory, Student Profile, Staff Profile, EOS, READ, RITS, Dataset Administration, Pipeline Reports, and Cognate Report. The main content area is titled 'Validation Report' and contains a form with the following fields: Dataset (dropdown menu set to 'RITS'), File Type (dropdown menu set to 'RITS Batch'), School Year (dropdown menu set to '2014-15'), Organization/LEA (dropdown menu set to '1998-COLORADO DEPARTMENT OF EDUCATION'), and Batch ID (text input field containing '136819 - 05/12/2015 02:28 PM'). A green 'View Report' button is located at the bottom right of the form and is circled in orange. A 'Logout' link is visible in the top right corner of the interface.

Validation Report

If your file had no errors, then the Validation Report would show no errors (see below). *Please note that the Validation Report is not the place to fix the errors.

The screenshot displays a web application interface for generating a Validation Report. On the left is a vertical sidebar with a menu of options: File Upload, Batch Maintenance, Format Checker, Data File Upload, Validation Report (highlighted), Directory, Student Profile, Staff Profile, EDIS, READ, RITS, Dataset Administration, Pipeline Reports, and Cognos Report. The main content area is titled "Validation Report" in green. Below the title, a green message states "No records in error for this batch ID.", which is circled in red. The interface includes several dropdown menus for filtering: Dataset (set to RITS), School Year (set to 2014-15), File Type (set to RITS Batch), Organization/LEA (set to 9990-COLORADO DEPARTMENT OF EDUCATION), and Batch Id (set to 136810 - 03/12/2015 02:28 PM). A green "View Report" button is located at the bottom right of the form area. A "Logout" link is visible in the top right corner.

Validation Report

Below is an example of when there are errors.

Error Code	Error Type	Error Message	Count
RT040	E	The code entered is not a valid grade	4
RT033	W	Warning: The reported age for the grade level is outside of expected tolerances.	12

Edit Record

Fixing Errors in your File

Click on the RITS Button on the left

Validation Report

Dataset * File Type *
School Year * Organization/LEA *
Batch Id *

Error Code	Error Type	Error Message	Count
RT040	E	The code entered is not a valid grade	4
RT033	W	Warning: The reported age for the grade level is outside of expected tolerances.	12

Edit Record

Click on the Edit Record button on the left

Logout

Validation Report

Dataset * File Type *

School Year * Organization/LEA *

Batch Id *

Error Code	Error Type	Error Message	Count
RT040	E	The code entered is not a valid grade	4
RT033	W	Warning: The reported age for the grade level is outside of expected tolerances.	12

Edit Record

To continue to fix the errors select the following:

File Type-RITS Batch

School Year-Current school year

Organization-Your district

Batch-The batch number with the errors needing to be fixed

*Please note that the most current batch will be the first listed in the drop-down menu.

Edit Record

Error Records:

Select your Error Record criteria and click search.

- All-selecting all will yield all of your file
- Yes-selecting yes will yield only your errors
- No-selecting no will yield records with no errors

Edit Record

File Type* School Year*

Organization/LEA* Batch ID*

Fields marked with * are mandatory

Error Records

Student's State ID (SASID) School Code

Local ID (LASID) Student's Last Name

Student's First Name Student's Date of Birth

Edit Record

In this example “yes” was selected from the Edit Record screen in order to see all the errors. Errors are in red and warnings are in yellow. To move forward all errors in red must be addressed however, warnings in yellow do not need to be addressed before moving forward unless you so choose.

The screenshot shows the 'Edit Record' interface. On the left is a sidebar with navigation links: EDIS, RITS, Edit Record (selected), RITS Match Tool, File Extract Download, Dataset Administration, and Cognos Report. The main area is titled 'Edit Record' and contains three sort order dropdowns (Student's Last Name, Student's State ID (SASID), Student's First Name) and a 'Sort Data' button. Below this, a message states 'Fields shown in RED have an error' and 'Total # of Records : 16'. A 'Go to Standard View' button is also present. The table below has columns: Student's Middle Name, Student's Date of Birth, Grade Level, Student's Gender, and Active/Inactive Indicator. The first four rows show errors in red, and the next four rows show warnings in yellow. The table is paginated to show 1 of 16 records, with 25 records per page.

Student's Middle Name	Student's Date of Birth	Grade Level	Student's Gender	Active/Inactive Indicator
	09221994	Select ...	01-Female	0-Active
	09221994	Select ...	01-Female	0-Active
	09221994	Select ...	01-Female	0-Active
	09221994	Select ...	01-Female	0-Active
	09192010	004-Pre-kindergarten (Preschool)	02-Male	0-Active
	09192010	004-Pre-kindergarten (Preschool)	02-Male	0-Active
	09192010	004-Pre-kindergarten (Preschool)	02-Male	0-Active
	09192010	004-Pre-kindergarten (Preschool)	02-Male	0-Active

Page 1 of 1 25 Per Page

Save Delete Submit to RITS Back

Edit Record

The errors that need to be corrected in this file are records 1-4. To correct the error you must do the following:

- Check the box by the number of the record with the error
- Fix the error and then press save at the bottom

Edit Record

Sort Order #1: Student's Last Name | Sort Order #2: Student's State ID (SASID) | Sort Order #3: Student's First Name | [Sort Data](#)

Fields shown in RED have an error

Total # of Records : 16 [Go to](#)

#	Student's State ID (SASID)	School Code	Local ID
<input checked="" type="checkbox"/> 1		1458-AURORA CENTRAL HIGH SCHOOL	
<input checked="" type="checkbox"/> 2		1458-AURORA CENTRAL HIGH SCHOOL	
<input checked="" type="checkbox"/> 3		1458-AURORA CENTRAL HIGH SCHOOL	
<input checked="" type="checkbox"/> 4		1458-AURORA CENTRAL HIGH SCHOOL	
<input type="checkbox"/> 5		0000-Non-Attending	
<input type="checkbox"/> 6		0000-Non-Attending	
<input type="checkbox"/> 7		0000-Non-Attending	
<input type="checkbox"/> 8		0000-Non-Attending	

Page 1 of 1 [Back](#) [Forward](#) [First](#) [Last](#)

[Save](#) [Delete](#) [Submit to RITS](#) [Back](#)

Edit Record

The Save button must be clicked after corrections have been made on each page. The number of records viewed per page (up to 100) can be changed at the bottom of the page (see red arrow). Records may also be deleted from this page as well. To delete, check the record that is to be deleted, then click delete, then click the Save button.

REMEMBER to update your student information system when correcting errors in Pipeline.

Edit Record

Sort Order #1: Student's Last Name | Sort Order #2: Student's State ID (SASID) | Sort Order #3: Student's First Name | [Sort Data](#)

Fields shown in RED have an error

Total # of Records : 16

#	Student's State ID (SASID)	School Code	Local ID (I
<input checked="" type="checkbox"/> 1	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
<input checked="" type="checkbox"/> 2	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
<input checked="" type="checkbox"/> 3	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
<input checked="" type="checkbox"/> 4	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
<input type="checkbox"/> 5	<input type="text"/>	0000-Non-Attending	
<input type="checkbox"/> 6	<input type="text"/>	0000-Non-Attending	
<input type="checkbox"/> 7	<input type="text"/>	0000-Non-Attending	
<input type="checkbox"/> 8	<input type="text"/>	0000-Non-Attending	

Page 1 of 1

[Save](#) [Delete](#) [Submit to RITS](#) [Back](#)

Edit Record

Once you have corrected your errors and have clicked the Save button, this message will appear:

The screenshot shows a web application interface for editing records. On the left is a sidebar with a menu containing: EDIS, RITS (expanded), Edit Record (highlighted), RITS Match Tool, File Extract Download, Dataset Administration, and Cognos Report. The main content area is titled 'Edit Record' in green. Below the title, a green message states: '4 record(s) updated successfully. Reminder: Please update these changes in your source system as well.' This message is circled in purple. Below the message are three dropdown menus for 'Sort Order #1', 'Sort Order #2', and 'Sort Order #3', with options 'Student's Last Name', 'Student's State ID (SASID)', and 'Student's First Name' respectively. A green 'Save' button is to the right. Below these is a red warning: 'Fields shown in RED have an error'. Underneath, it says 'Total # of Records : 16'. A table follows with columns: '#', 'Student's State ID (SASID)', 'School Code', and 'Local'. The table contains 7 rows of data. The first four rows show '1458-AURORA CENTRAL HIGH SCHOOL' as the school code. The last three rows show '0000-Non-Attending'. The 'Local' column is partially obscured by a black redaction box.

#	Student's State ID (SASID)	School Code	Local
1	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
2	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
3	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
4	<input type="text"/>	1458-AURORA CENTRAL HIGH SCHOOL	
5	<input type="text"/>	0000-Non-Attending	
6	<input type="text"/>	0000-Non-Attending	
7	<input type="text"/>	0000-Non-Attending	

Edit Record-Submitting to RITS

Click on Submit to RITS (see circle in red below)

By clicking this button the file is being sent to the SASID Download Report in the RITS Web System (Data Pipeline feeds into the RITS Web System).

The message will ask if you are sure your want to submit. Click Ok or cancel.

4 record(s) updated successfully. Reminder: Please update these changes in your source system as well.

Sort Order #1: Student's Last Name | Sort Order #2: Student's State ID (SASID) | Sort Order #3: Student's First Name

Fields shown in RED have an error

Total # of Records: 16

#	Student's State ID (SASID)	School Code	Local
1		1455-AURORA CENTRAL HIGH SCHOOL	
2		1455-AURORA CENTRAL HIGH SCHOOL	
3		1455-AURORA CENTRAL HIGH SCHOOL	
4		1455-AURORA CENTRAL HIGH SCHOOL	
5		0000-Non-Attending	
6		0000-Non-Attending	
7		0000-Non-Attending	
8		0000-Non-Attending	

Page 1 of 1

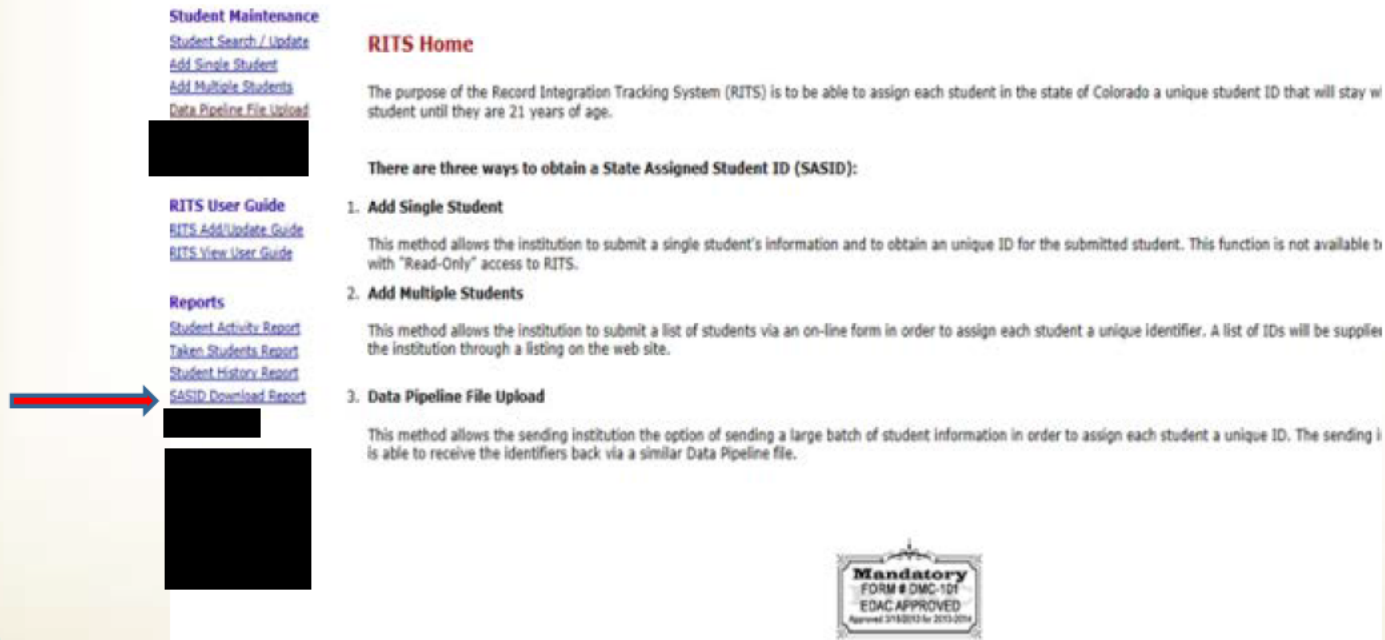
Buttons: Save, Delete, **Submit to RITS** (circled in red), Back

SASID Download Report in RITS Web

An e-mail stating the matching engine has completed the process will be generated if a SASID Download report is requested in RITS Web.

The Data Pipeline portion of the RITS Batch submission is now down.

Go to the RITS Web system and under Reports, click on the SASID Download Report.



Student Maintenance
[Student Search / Update](#)
[Add Single Student](#)
[Add Multiple Students](#)
[Data Pipeline File Upload](#)

RITS User Guide
[RITS Add/Update Guide](#)
[RITS View User Guide](#)

Reports
[Student Activity Report](#)
[Taken Students Report](#)
[Student History Report](#)
[SASID Download Report](#)

RITS Home

The purpose of the Record Integration Tracking System (RITS) is to be able to assign each student in the state of Colorado a unique student ID that will stay with the student until they are 21 years of age.

There are three ways to obtain a State Assigned Student ID (SASID):

- 1. Add Single Student**
This method allows the institution to submit a single student's information and to obtain a unique ID for the submitted student. This function is not available to users with "Read-Only" access to RITS.
- 2. Add Multiple Students**
This method allows the institution to submit a list of students via an on-line form in order to assign each student a unique Identifier. A list of IDs will be supplied to the institution through a listing on the web site.
- 3. Data Pipeline File Upload**
This method allows the sending institution the option of sending a large batch of student information in order to assign each student a unique ID. The sending institution is able to receive the identifiers back via a similar Data Pipeline file.

Mandatory
FORM # DMC-101
EDAC APPROVED
Approved 3/18/2013 for 2013-2014

SASID Download Report in RITS Web

Your batch will appear in the Batch ID and Date Box. The case type will show Review, Update or Add (explanations on following slide). For any sort criteria changes click refresh report.

Tracking System (RITS)

Student Maintenance
[Student Search / Update](#)
[of Single Student](#)
[of Multiple Students](#)
[Data Pipeline File Upload](#)

ITS User Guide
[ITS Add/Update Guide](#)
[ITS View User Guide](#)

Reports
[Student Activity Report](#)
[New Students Report](#)
[Student History Report](#)
[SASID Download Report](#)

SASID Download Report for Select district(s)

The State Assigned Student ID (SASID) Download Report provides a list of all student submissions for a District.

- DOWNLOAD THIS REPORT** - Select a **Data Pipeline Batch ID & Date**, choose the **File Format** you would like the report in and press the **Download** button. (If you have Internet Explorer 5.5 or older version, when the first pop up dialog box comes up you have to select "Open this file from its current location" and when second dialogue box pops up you can either open it or save it to your local machine)
- CHANGE or SORT THE REPORT DATA** - Select the **District** and **Data Pipeline Batch ID & Date** (if applicable), select the desired data in the **Sort Order** drop-down boxes below, then press the **Refresh Report** button.
- DOWNLOAD NOTICE:** - If your PC is behind a server or firewall that restricts downloads your System Administrator may need to configure such systems to allow full functionality of this site.

SASID REPORT DOWNLOAD SPECIFICATION

District:
ALL
ACADEMY 20
ADAMS 12 FIVE STAR SCHOC

Data Pipeline Batch ID & Date:

Approx. Download Time

Speed	Hrs/Min/Secs
28.800 kbps	00.0 00.0 00.0
56 Kbps	00.0 00.0 00.0
512K	00.0 00.0 00.0

Approx. File Size: .0 KB

Download File Format:

Download

Sort Order #1:
Sort Order #2:
Sort Order #3:
Sort Order:

Refresh Report

% of assigned SASIDs is not available for the 'All' selection

Total number of records: 0

SASID	Last Name	First Name	Middle Name	DOB	Gender	Last District to Update	SASID	Case Type	Case ID	Status
There are no records available for this report. Please select a District or Submission ID & Date (if applicable), then press the "Refresh Report" button.										

Page 0 of 0

Go To First Prev Next Last

Legend:

- Case Type: A = Add, U = Update, R = Review, M = Mismatch

SASID Download Report in RITS Web

Case Type:

Review-There are other students in RITS with some common data elements who may be a possible match to your student. The CDE consultant will need to review the record. You may or may not be contacted by the RITS Consultant. If a record is still in review after a few days contact CDE.

Update-The system recognized an existing SASID that had the same student demographics as your submitted student so the existing record in the system was updated with your record.

Add-There were no possible matches in RITS so a new SASID was issued for the submitted student record.

Contact Information

Should you have further questions, please contact:

Debbie Puccetti

RITS Consultant

puccetti_d@cde.state.co.us

303-866-6612

This training as well as other information can be found at the following website:

http://www.cde.state.co.us/datapipeline/yr_rits