RITS WEB TRAINING

RITS WEB TRAINING 2020

RITS WEB

Purpose of RITS Web

❖ The creation of RITS Web is to assign each student a State Assigned Student ID (SASID).

❖ The SASID is used in place of the Social Security Number.

❖ Enables the user to submit via add single student and multiple students within the web system.

❖ Repository of READ and Batch submission through the SASID Download Report.

❖ The Web contains many useful reports.

❖ Case Management takes place in the Web.

The goal of this training is to assist districts/Local Education Agencies (LEAs) in the use of the RITS Web System

This training will include:

« Student Search/Update

« Add Single Student and Add Multiple Students

« RITS Users Guide, Quick Links to Training and Documentation

« Reports

« Case Management

« Grade configuration (age to grade table)

« Duplicate SASID's

Access to the RITS System –

To submit and update records via RITS Web System your district's Local Access Manager (LAM) must grant you permission.

To request access please go to this link:

Https://www.cde.state.co.us/idm

Logging Into the RITS Web System

To log into the RITS Web System you will use this link:

https://www.cde.state.co.us/idm/rits

You can bookmark this link for easier access.

Log in to RITS

Navigating the RITS Web Screen

Navigations tools are on the left side of the screen -

Student Maintenance

RITS User Guide

Reports

Student Maintenance

Search for Student/Update

Before submitting a student for a SASID **ALWAYS** perform a broad search.

A broad search is one in which you only enter part of the last name and first name. i.e. your students name is Test NMN Tester DOB 5/23/2012, you enter tes in the last name field and te in the first name field. This criteria will yield you with 44 records. Doing a broad search will ensure that your search captures all possible records. At times you might need to refine your search criteria.

Last Name : tes

First Name : te

Middle Name :

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Student Maintenance

Search for Student/Update

If needing to update on an existing record, such as name change, correcting inaccurate fields, gender change etc.

Click on Student Search/Update

⌘ Enter the SASID or the student's name Click Search.

⌘ When changing the name fields click on the field, make the change and click update. If you are altering more than one name field you **MUST** click update after each field is changed.

⌘ All other fields can be altered, click Update to save your change(s).

Student Maintenance

Other reasons to use Search for Student/Update

❑ When a student within your district changes schools after October Count and you want to update the school in RITS.

❑ Received the birth certificate and it has a suffix in the legal name, or other corrections are needed.

NOTE: Upon completion of the October Count in December the system will automatically update the grade and school in RITS per your October Count submission for your district.

Two ways to get a SASID for a student in RITS Web

Add Single Student

Add Multiple Student

Add Single Student – Fields with red asterisk are a required field.

Add Multiple Students – If you have less than 5 students who you have searched for then use Add Multiple Students. If you have more than 5 students to enter you might think about submitting a RITS READ File. (See RITS READ Training http://www.cde.state.co.us/datapipeline/yr_rits)

Add Single Student

Add Single Student – Fields with red asterisk are a required field.

✓ The comments field can be used to communicate to the RITS Consultant when there is a record that you think could go to case review. Some helpful comments can be, "verified birth certificate", "student moved from AZ", "parents names are …." This really is very helpful to the RITS Consultant.

✓ Once you click add you can get different outcomes – the system will assign your student a new SASID or it will say that case management is reviewing your submission. Click OK

✓ To check the status of your submitted record you can go to the SASID Download Report. We will go over this report in more detail later in the training.

Add Single Student

SASID

*Last Name

Suffix

[▼]

*First Name

*Middle Name

*DOB

mm / dd / yyyy

*Gender

None ▼

Comments

*Grade

None ▼

*LASID

*District

ADAMS-ARAPAHOE 28J ▼

*Select School Type

Public/Detention Centers ▼

*Select a School

ACADEMY OF ADVANCED LEARNING ▼

Cancel   Add

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Add Multiple Student

Add Multiple Students Screen -

Set your row size to 10 or 20 (max is 20 records)

District will default to your district

*School Type must be selected (it will default to Public/Detention Centers)

*School - Choose the school for which all of the students you are entering are attending. You are not able to enter 3 students for ABC Elementary and 4 students for XYZ Middle School

*If you change these parameters after you have entered your students your student information will be lost.

Add Multiple Student

Start entering the students in the required fields, LASID, Last Name, Suffix, First Name, Middle Name, Grade, Gender, DOB are all required fields. Comment field is optional. The Comments Box can be used to communicate to the RITS Consultant when there is a record that you think could go to case review. Some helpful comments can be, "verified birth certificate", "student moved from AZ", "parents names are …." This is really helpful to the RITS Consultant.

Step 1 Select the number of rows you would like to add. *If you change this after you've entered data, you will lose your data.*

Step 2 Select the District and School for the students. *If you select this after you've entered data, you will lose your data.*

Step 3 Enter student information into the fields below.

Step 4 Once you have entered all required data (marked in red with *) press the "Add Students" button.

Row Size [10 ▾]

* District - You must select before adding students
[ADAMS-ARAPAHOE 28J ▾]

* School Type - You must select before adding students
[Public/Detention Centers ▾]

* School - You must select before adding students
[ALTURA ELEMENTARY SCHOOL ▾]

LASID	Last Name	Suffix	First Name	Middle Name	Grade	Gender	DOB (MM/DD/YYYY)	Comments
		▾			Select Grade ▾	▾		
		▾			Select Grade ▾	▾		
		▾			Select Grade ▾	▾		
		▾			Select Grade ▾	▾		
		▾			Select Grade ▾	▾		
		▾			Select Grade ▾	▾		
		▾			Select Grade ▾	▾		
		▾			Select Grade ▾	▾		

Add Multiple Student

The system will return to you the list of students that you submitted with the case type assigned.

Row	SASID	Last Name	Suffix	First Name	Middle Name	Birthday	Gender	Grade	Last District to Update	LASID	Case Type	Case ID
1	⬛	Snow		White	Apple	04/01/2012	Female	030	0180	0180555555	A	34770072
2	⬛	Candy		Tootsy	Rol	07/07/2011	Male	040	0180	0180666666	A	34770073
3		Slipper		Cinderella	Glass	03/11/2013	Female	020	0180	0180000000	R	34770070
4		Mouse		Mickey	NMN	04/10/2014	Female	010	0180	0180111111	R	34770069
5		Tester		Test	Failed	05/01/2013	Male	020	0180	0180111114	R	34770071

Add Multiple Student

There will be three possible case types –

A=Add – No SASIDS were found so the system assigned one. The new SASID will be under the SASID Column.

R=Review – There is a close possible match in the system, therefore the record went into case review.

U=Update – The submitted record matches on existing record, all fields match 100%.

Row	SASID	Last Name	Suffix	First Name	Middle Name	Birthday	Gender	Grade	Last District to Update	LASID	Case Type	Case ID
1	███████	Snow		White	Apple	04/01/2012	Female	030	0180	0180555555	A	34770072
2		Candy		Tootsy	Rol	07/07/2011	Male	040	0180	0180666666	A	34770073
3		Slipper		Cinderella	Glass	03/11/2013	Female	020	0180	0180000000	R	34770070
4		Mouse		Mickey	NMN	04/10/2014	Female	010	0180	0180111111	R	34770069
5		Tester		Test	Failed	05/01/2013	Male	020	0180	0180111114	R	34770071
Row	SASID	Last Name	Suffix	First Name	Middle Name	Birthday	Gender	Grade	Last District to Update	LASID	Case Type	Case ID
1	5105669566	Snow		White	Apple	04/01/2012	Female	030	1420	1420111111	U	34770074

RITS User Guides

RITS USERS GUIDES		
RITS Web Application User Guide (updated 9/13/2004)	RITS View User Guide (School User Packet 1/17/2003)	RITS Overview, Training and Documentation - this will take you to the Year RITS Round Collections Web Page

Reports

There are currently five separate reports for the RITS user.

The RITS Respondent can set the parameter(s) for the data that is needed per the report specifications.
Parameters such as:
- ❖ Date
- ❖ Date Range
- ❖ SASID
- ❖ Case Type
- ❖ Batch ID
- ❖ Reports will have download capabilities
- ❖ Search by LASID

Student Activity Report

This report will provide a list of students found in the Master Student Index (MSI) per the date range entered.

❖Row size can display 10 – 150 records

❖Enter the report date range – click Refresh Report

❖ The RITS User has the capability to sort this data using the sort order dropdowns on the right side of the screen
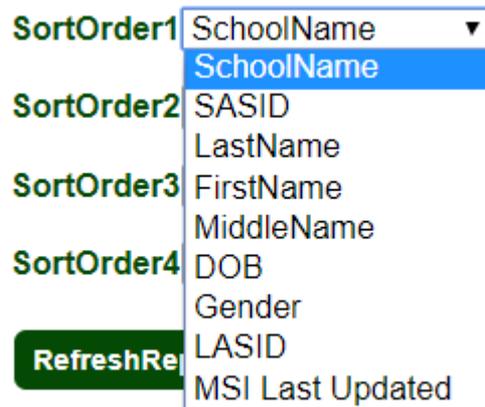
Taken Students Report

The Taken Students Report provides a list of students that have been updated away from your district.

꩜The row size expands from 10 – 150 records

꩜Enter one individual SASID or use the Data Range to see who has been updated since leaving your district

꩜Sort Order 1,2,3 and 4 allows you to sort your data.

꩜If another Colorado District has not updated on the exited student then this report will not yield any results for you. If the student went to a private school, left the state or is being homeschooled the report will not yield any results.

Student History Report

The Student History Report displays the history of a student as it pertains to your district for the last two years, upon entering the SASID and clicking submit.

➢ If the student has never attended in your district then you will not see any data when entering the SASID.

➢ The date updated is the date in which any district has updated the record in the RITS System. This could be your district or another Colorado District.

SASID Download Report

This report is one in which all records submitted via RITS READ, RITS Web (Add Single and Add Multiple Students) will populate into this report.

The SASID Download Report will supply the user with the status of the submitted record, no matter how the record(s) were submitted.

There are numerous options in this report.

SASID Download Report

- Districts dropdown - will default to your district
- Case Type – this is the way in which you submitted your records
- READ – Submitted via Pipeline
- Batch – Submitted via Pipeline
- Web – Submitted via RITS Web

You can increase the number of rows displayed on a page

SASID Download Report

The file format dropdown gives you multiple choices to download your file.

The sort order option 1,2,3,and 4 allows the user to sort your records.

SASID Download Report

Under the Case Type drop down you have three choices Web, Read and Batch. When you choose the case type, the file displayed will be unique to how you submitted.

READ will display the file submitted with an R in front of the batch number along with the date of submission.

WEB will display with a date range along with W at the end of the date range.

Batch file submission will display with the B in front of the batch number along with the date of submission.

SASID Download Report

The report will display the records you selected in your criteria.

Under the Case Type Column it will display three status types

Add – Indicates that the submitted record was assigned a new SASID

Update – Indicates there was an existing record that your student matched on

Review – Indicates the submitted student might possible match a record that already exist in the RITS System

60.00% of assigned SASID's

Total number of records: 10

SASID	Last Name	Suffix	First Name	Middle Name	DOB	Gender	Last District to Update	LASID	Case Type	Case ID	Status
	BBBB	II	AAAA	CCCC	10/10/2011	Female	JEFFERSON COUNTY R-1	9998000002	**Review**	34769958	Open
	Candy		Tootsie	Roll	07/07/2012	Male	JEFFERSON COUNTY R-1	9998000001	Update		
	Cartoon		Daffy	Duck	09/09/2012	Male	JEFFERSON COUNTY R-1	9998000001	**Review**	34769957	Open
	Gilligans		Island	NMN	05/05/2012	Male	JEFFERSON COUNTY R-1	9998000001	Update		
	Good		Coffee	MMM	04/04/2011	Female	JEFFERSON COUNTY R-1	9998000002	Update		
	High		Rocky	Mountain	08/08/2011	Female	JEFFERSON COUNTY R-1	9998000002	Update		
	Shower	jr	Dirty	Clean	02/02/2011	Male	JEFFERSON COUNTY R-1	9998000002	**Review**	34769950	Open
	Summer		Too	Hot	03/03/2012	Female	JEFFERSON COUNTY R-1	9998000001	Add		
	Thrones	VII	Game	of	06/06/2011	Female	JEFFERSON COUNTY R-1	9998000002	Update		
	XXXXX		ZZZZZZ	NMN	04/11/2012	Female	JEFFERSON COUNTY R-1	9998000001	**Review**	34769949	Open

SASID Download Report

- As cases are cleared out of case review the review status will change to either add or update depending on the outcome of what the RITS Consultant sees.

- The case ID will no longer be displayed once the cases are processed out of review.

- The status will go from open to blank.

- There maybe times when the RITS Consultant will need to call the district respondent in order to clarify information to match the record.

LASID Download Report

- Entering the Locally Assigned Student Identifier (LASID) into the LASID box will provide the status of the record(s). You can enter many LASID's at once.
- This report will also allow the user to download the report in three file formats CSV, Fixed Length and Tab Delimited.
- The sort order options provide the user with a way to sort the data.

LASID	SASID	Last Name	First Name	Middle Name	DOB	CaseID	Case Type	Gender	Submitted Date	BatchID
0180666666	███████	Candy	Tootsy	Rol	07/07/2011	34770073	A	M	04/16/2020	

Case Management

The RITS Consultant reviews those cases that the system can't determine to be a match. The submitted student is compared and weighed against the possible matches. Comments are so helpful during case management. In this case, if the comments were not entered then the RITS Consultant would need to call the district.

SUBMITTED STUDENT - This student was submitted for addition or update to RITS. If the submitted does not have a SASID and match any of the records below and you want to add the student to RITS for SASID assignment:

- Select the "Continue Adding Student to RITS" criteria.
- Add your comments into the field at the bottom of the page.
- Then press the "Next-->" button. This will add the student to RITS and display the newly assigned SASID.

SASID	Last Name	Suffix	First Name	Middle Name	DOB	Gender	Grade	LASID	Continue Adding Student to RITS
	Shower	jr	Dirty	Clean	02/02/2011	M	040	9998000002	○

(1) POSSIBLE MATCHES - The following is a list of student(s) found in the MSI that match the student above. If one of the records matches the submitted student above and you want to update the existing record:

- Select the "Record to Update" criteria. This will update the existing record with the student data above.
- Add your comments into the field at the bottom of the page.
- Then press the "Next-->" button. This will take you to a confirmation page recapping the action you are about to take.

Confidence	SASID	Last Name	Suffix	First Name	Middle Name	DOB	Gender	Grade	LASID	Record to Update
16.64%	▬▬▬▬▬	shower		dirty	gross	04/11/2011	F	020	1420000005	○

Enter your Comments:

If you only want to add comments, press the "Save Comments" to add your comments to the Case.

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different students verified with parents names
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Age Out of Grade Parameters

If you have a student that does not meet the age for a certain grade i.e. student comes here from another country and the grades and ages are different than the U.S. The System will generate an error.

We will need to alter the table in order for the student to attain a SASID.

Please call the RITS Consultant and they can help you with this situation

Duplicate SASID

If you discover a student has two SASID's please call the RITS Consultant. Research will need to be completed on the two possible duplicate SASID's to determine which SASID will be kept. Once it has been decided as to what SASID will be kept the RITS Consultant will merge the two SASID's. If necessary the districts involved will be notified of this merge.

You are welcome to enter the information including names, SASID etc. into your districts Syncplicity Folder. Once the information is in the folder please email the RITS Consultant so he/she knows to look at the duplicate, as Syncplicity will not automatically notify CDE that something is in the folder.

Tips and Tricks

- When making changes to the name field(s) you must always click update after each name field is changed.

- During the busy time of year August – October it can take 5-7 days to process records in case review.

- Communicate personally identifiable information PII through Syncplicity or a phone call, **never send PII via email**.

- The only acceptable punctuation is a dash -, a space and an ' apostrophe.

RITS Best Practices

- When available always use the legal documents when verifying the legal name and DOB

- Conduct a thorough search first before submitting a student for a new SASID.

- Use NMN *No Middle Name* when the student does not have a legal middle name

- To ensure data accuracy, the existing RITS record should be updated soon after the student enrolls and begins attending the new LEA

- Entering comments in the comments box is very helpful to the RITS Consultant. You can use acronyms to shorten the time entering into the comments box i.e. LN = last name, Prev Dist = Previous District, DOB = Date of Birth etc.

Should you have further questions please contact:

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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