

## DQ2 Data Clean-Up and Processing Guide

\* Starting with WDIS Survey F/G 1819 reporting year all WDIS data will be transmitted using DQ2.

These Data Clean-Up Steps should begin as soon as data is available to start processing.

(Example: For Survey 2, begin Step 1 when 80% of the student schedules are complete, around the end of August).

1. Extract data on Survey xx into Maintain.
2. Best Practices: Email data entry clerks to correct Skyward Edit errors in production database by a given date/time and notify MIS director when completed.
3. MIS will fix any outstanding errors in the production database.
4. Repeat Steps 1 - 3 until all Skyward errors are corrected.
5. Extract again to Maintain.
6. Export without transmitting.
7. Correct any errors in Production
8. Repeat Steps 5 - 7 until all Exports are clean.
9. Extract again to Maintain.
10. Export again.
11. Transmit to Preflight DQ2 using "FTP Files to State", Config: "DQ2 via SSO", File Extension: "None"

The screenshot displays two overlapping windows from the Skyward software interface. The top window, titled 'View/Save Locally for Surveys State Transfer', shows a table of export data. The bottom window, titled 'FTP Files to State', shows the configuration for transmitting files to the state.

**View/Save Locally for Surveys State Transfer**

| Date Created | Time Created | Yr   | Srvy | Ver | Created By | Entity | File Size (KB) | File Name                  | Report Format     |
|--------------|--------------|------|------|-----|------------|--------|----------------|----------------------------|-------------------|
| 05/30/2018   | 2:42:27 pm   | 2018 | 5    | 001 |            | 000    | 31.67          | DPS15.GQ.F60775.Y17185.TXT | Student Demograph |
| 05/30/2018   | 2:27:37 pm   | 2018 | 5    | 001 |            | 000    | 18.67          | DPS15.GQ.F60953.Y17185.TXT | End of Year       |
| 05/30/2018   | 2:16:54 pm   | 2018 | 5    | 001 |            | 000    | 18.67          | DPS15.GQ.F60953.Y17185.TXT | End of Year       |
| 05/30/2018   | 2:15:39 pm   | 2018 | 5    | 001 |            | 000    | 18.67          | DPS15.GQ.F60953.Y17185.TXT | End of Year       |
| 05/30/2018   | 1:52:00 pm   | 2018 | 5    | 001 |            | 000    | 18.67          | DPS15.GQ.F60953.Y17185.TXT | End of Year       |
| 05/30/2018   | 12:40:17 pm  | 2018 | 5    | 001 |            | 000    | 31.67          | DPS15.GQ.F60775.Y17185.TXT | Student Demograph |

**FTP Files to State**

**FTP Options**

File Extension to Use: ☐ None ☐ Initial ☐ Batch ☐ Use Extension Listed

\* FTP Configuration to Use: **DQ2 via SSO**

User Name: **SSO46D1X1E**

Host: **xfiles.fldoe.org**

**Export Files to Transmit to the State**

| Include                             | Date Created | Time Created | File Size (KB) | File Name                  | File Description    |
|-------------------------------------|--------------|--------------|----------------|----------------------------|---------------------|
| <input checked="" type="checkbox"/> | 05/30/2018   | 2:42:27 pm   | 31.67          | DPS15.GQ.F60775.Y17185.TXT | Student Demographic |

Buttons: **Transmit File(s)**, **Edit File Name**, **Back**

12. Login to SSO and select DQ2
13. Check for Edit Errors under "Survey Submissions"
14. Check for Validations and Exceptions under "Reports"
15. Fix any errors from DQ2 reports in the production database.

## 16. Unlock Maintain (Fed State/Setup/Config/Survey Processing Methods)

The screenshot shows the Skyward Survey Processing Methods interface. The 'Edit Locked Submission' window is open, displaying a list of reporting formats locked for the survey. A green arrow points to the 'Deselect All Formats' button, which is circled in green. The interface includes a sidebar with navigation options like 'Home', 'Students', 'Family', and 'Configuration'. The main area shows a table of survey processing methods with columns for School Year, Survey, Method, Last Event Description, Last Event Date, Last Event Time, and Last Event Created By. Below this, there are sections for 'Survey Formats Finalized for Manual Method' and 'Survey Formats Currently Locked'. The 'Edit Locked Submission' window has a 'School Year' dropdown set to 2018 and a 'Survey Period' dropdown set to 5. It also has 'Save' and 'Back' buttons. The 'Reporting Formats Locked for Survey' section contains a list of checkboxes for various reporting formats, including Student Demographic, CTE Student Course, Student Assessment, Student Course Schedule, Fed/State Comp Proj Eval, Student Add Funding, Teacher Course, Dropout Prevention, Industry Certification, ESE Student, ELL, Student Course Transcript, Fed/State Indicator, School Safety Incident, End of Year, Prior School/Attendance, Discipline/Resultant Action, CTE Teacher Course, and Student Transportation. The 'Deselect All Formats' button is located at the bottom right of this list.

## 17. Repeat steps 9 - 16 until the data is clean.

\*There are 2 options to make changes to previously sent data after the initial transmission to DQ2:

1. In DQ2, Click the "Delete" button, then select the desired formats on the next screen.

The screenshot shows the DQ2 (Data Quality 2) interface. The 'Uploaded Files' section is visible, showing a table of uploaded files. A green arrow points to the 'DELETE' button, which is circled in green. The interface includes a header with the DQ2 logo and navigation links like 'HOME', 'FILE PROCESSING', 'REPORTS', 'GENERATE "D" FILES', 'NEWS', and 'FAQ'. Below the header, there is a 'Filter by Format' dropdown menu and buttons for 'District', 'Year', and 'Survey'. The table has columns for Format, Total Records, Records Clean, Records Rejected, Upload Date, Status, and Reports. The table lists three files: 'Student Demographic Information (F60775)', 'Student End of Year Status (F60953)', and 'Student End of Year Status (F60953)'. The 'DELETE' button is located at the bottom right of the table.

2. In Skyward, Resend formats with a "D" (Use the Mass Change Utility for this)

## 18. Transmit to Mainframe/Production DQ2 when survey processing begins.

## 19. The rest of this process will be forthcoming after Production DQ2 has been tested.