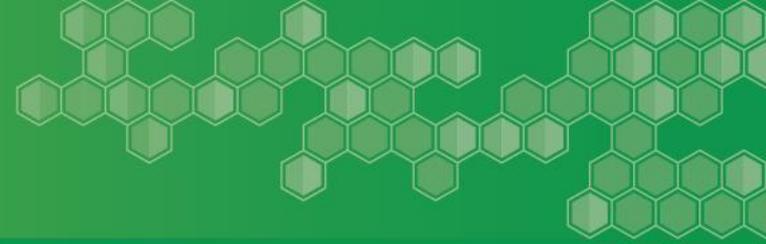




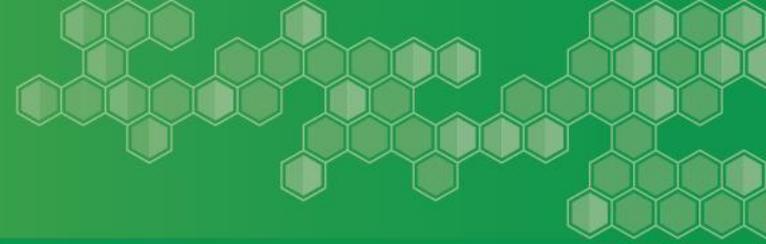
COLORADO
Department of Education

RITS Batch File Submission Training

RITS Batch FILE SUBMISSION



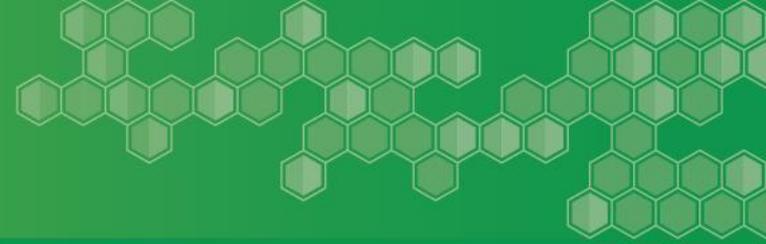
RITS Batch File Submission Training 2020



RITS Batch

Purpose of RITS Batch Submission

- The purpose of the RITS Batch submission is to update the information in RITS, based on what is in your Student Information System (SIS). Thus the record in your SIS is presented the same way in RITS and RITS matches your SIS.
- Saves time by updating a large group of students at one time, or your entire student population.
- By cleaning up the data through a RITS Batch submission your efforts will pay off by reducing the possible SASID errors in the Student Interchange, October Count, EOY etc.
- Creates more efficiency with the users workload

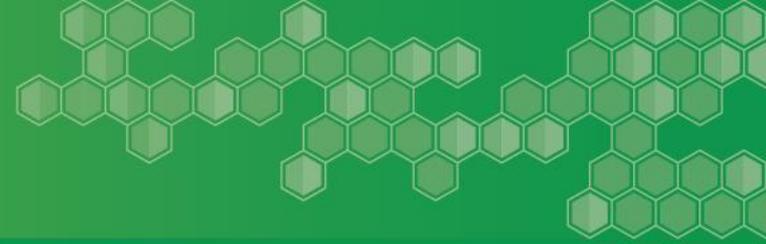


The goal of this training is to help Districts/Local Education Agencies (LEAs) update SASIDs more efficiently and accurately.

This training will include:

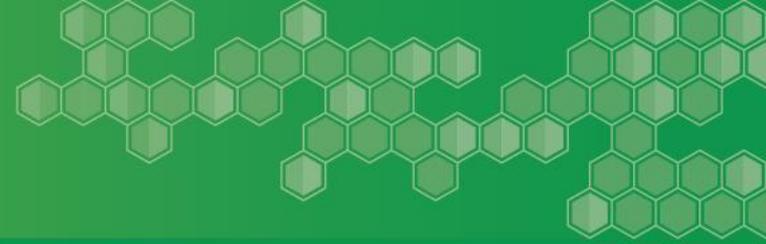
- ◇ RITS Batch File Layout specifications
 - ◇ Submitting a RITS Batch file
 - ◇ Batch Maintenance
 - ◇ Validation Report
 - ◇ Editing a Record
 - ◇ Submitting to RITS





Tips and Tricks

-  You may submit a RITS Batch file anytime of the year regardless of what the school year reads.
-  It can take up to several days during the busy time of the year (August – mid November), due to heavy volume, for records in case management to be reviewed.
-  Follow the RITS Batch File Layout Protocol when submitting a RITS Batch File. http://www.cde.state.co.us/datapipeline/yr_rits
-  You must go to the EDIT Record Screen in order to correct any errors in the file.
-  To check the status of your submitted records always check the SASID Download Report



Access to the RITS System –

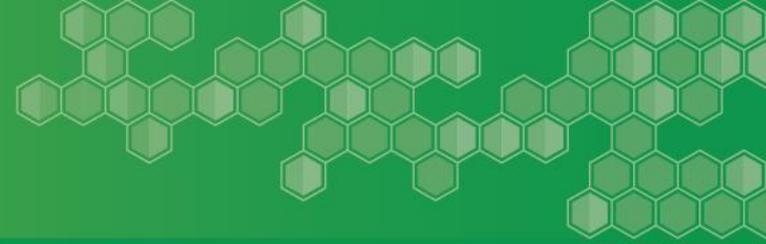
To submit and update records via Data Pipeline your district's Local Access Manager (LAM) must grant you permissions under the role of "district admin"

To request access please go to this link:

<https://www.cde.state.co.us/idm>



RITS Batch Submission Training

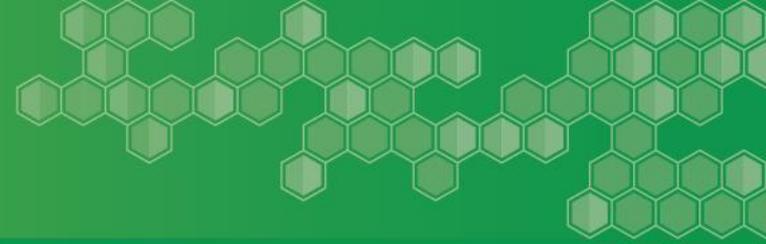


To log into Data Pipeline to submit a RITS Batch File you will use this link: <https://www.cde.state.co.us/idm>

You can bookmark this link for easier access.

Click on Data Pipeline → Log in to Data Pipeline

Log in to Data Pipeline



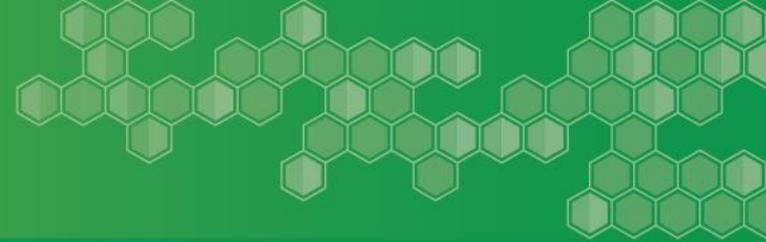
BUILDING THE RITS Batch File

To prepare the RITS Batch file follow your vendor's instructions for automatic export from your student information system (SIS). 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.

In a Batch Submission you will include the SASID; remember you are updating on the existing SASID.

File Layouts can be found at the following link:

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

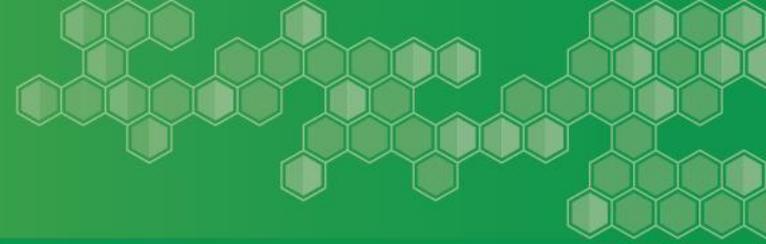


BUILDING THE RITS Batch File

You may submit a file in these three formatting choices:

- Text file
- Excel file - must include a header row with text
- CSV File - must include a header row with text

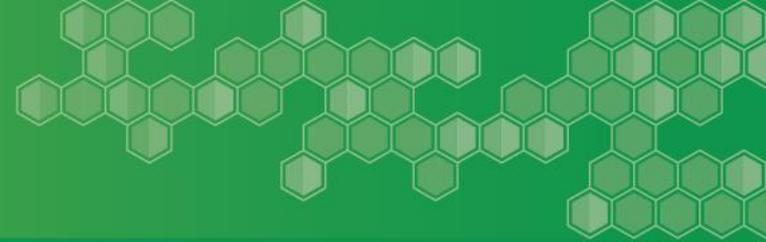
The naming conventions of the file is determined by the user, with the exception of the use of spaces in the file name - spaces are NOT allowed. Once your file is complete save it to a place that you will remember.



FILE UPLOAD

Click on File Upload- this will open up more choices. We will discuss each sub header as we progress in the training.



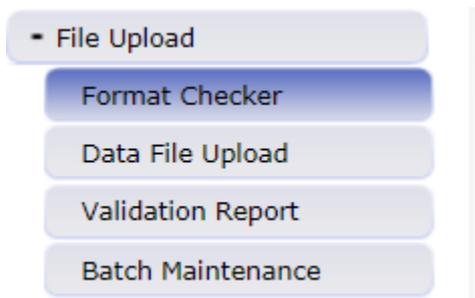


FILE UPLOAD

NEXT STEP: Click on Format Checker

Format Checker checks the first row (not your header row) of your file for formatting errors. The system is not checking the formatting of the entire file ONLY the first row.

1. Choose your Data Set- RITS
2. File Type - In this case RITS Batch
3. School year - current school year
4. Browse to where you saved your file
5. Click Upload



Format Checker

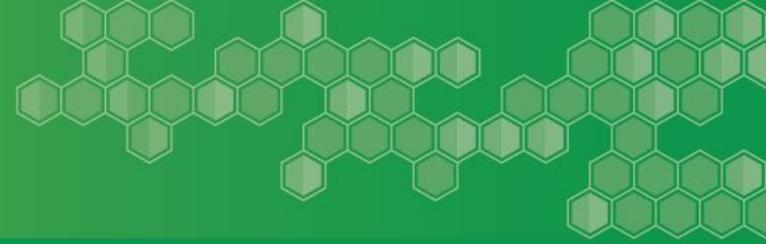
Dataset *

File Type *

School Year *

File Name * RITS_Batch_... 12020.xlsx



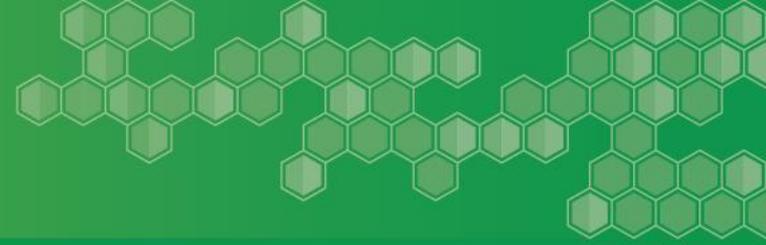


FORMAT CHECKER

The screen will display formatting errors in the first row of your file (not your header row); these errors will be highlighted in red. You will need to go back to your file and correct any formatting errors. Remember to correct your source system as well.

If you have many errors it might be best to correct in your source system and resubmit a file to the Format Checker.

If you have no errors in your file then the screen will show passed in green (see next slide).



FORMAT CHECKER

Format Checker

Dataset *

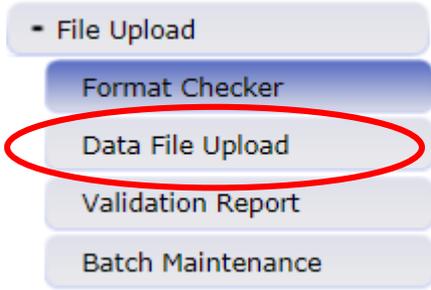
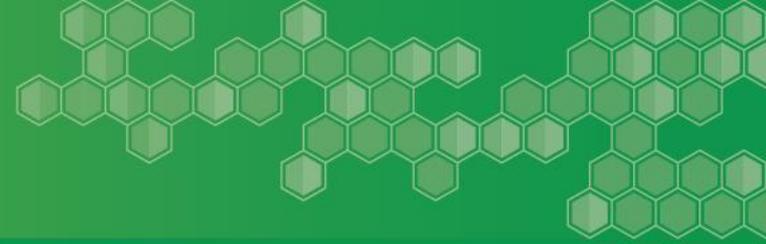
File Type *

School Year *

File Name * No file chosen

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Sasid	A2	10	10	Pass
District Code	B2	4	4	Pass
School Code	C2	4	4	Pass
Lasid	D2	10	10	Pass
Last Name Student	E2	30	30	Pass
Suffix Name Student	F2	3	3	Pass
First Name Student	G2	30	30	Pass
Middle Name Student	H2	30	30	Pass
Birth Date Student	I2	8	8	Pass
Entry Grade Level	J2	3	3	Pass
Gender Student	K2	2	2	Pass
Active Indicator	L2	1	1	Pass





DATA FILE UPLOAD

You are ready to upload your file –
Choose Data File Upload

1. Choose your Data Set- RITS
2. File Type – RITS Batch
3. School year - current school year
4. Your district will automatically default
5. Browse to where you saved your file
6. Click Submit

Data File Upload

Exception File

Dataset * RITS ▼

File Type * RITS Batch ▼

School Year * 2019-20 ▼

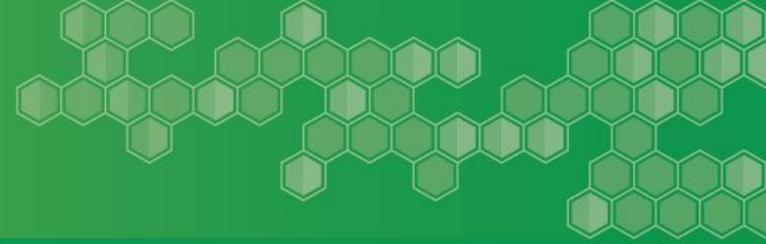
Organization/LEA * 1420-Jefferson County R-1 ▼

Locate File * RITS_Batch_... 12020.xlsx





RITS Batch Submission Training



Once submitted you will get this message:

- Data File Upload

The File Upload request has been successfully submitted. Batch ID for the submitted request is 362559. An email will be sent after the processing is complete.

Exception File

Dataset * RITS ▼

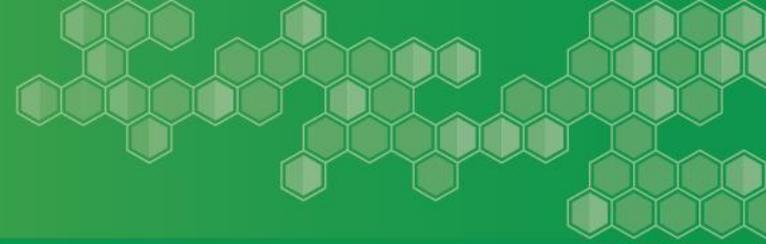
File Type * RITS Batch ▼

School Year * 2019-20 ▼

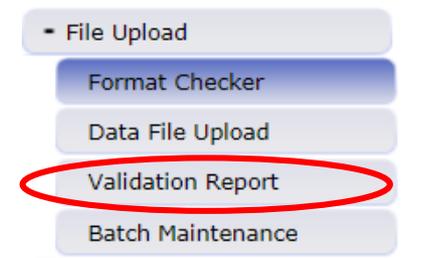
Organization/LEA * 1420-Jefferson County R-1 ▼

Locate File * No file chosen

You will want to jot down the Batch ID for reference

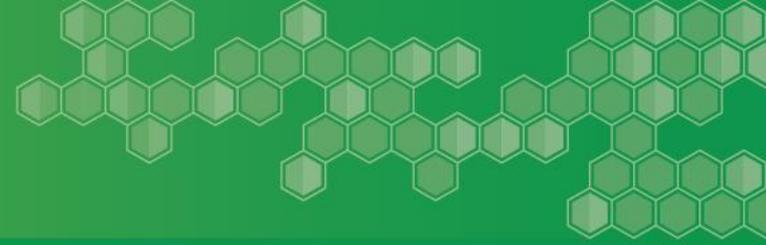


Validation Report



1. Choose your Data Set- RITS
2. File Type - In this case RITS Batch
3. School year - current school year
4. Organization/LEA will populate with your district
5. Batch ID the one you just submitted
6. Click view Report

The Validation Report will show you what errors you have in your file. If there are no errors you will get a message telling you there are no errors in the batch. Below is an example in which the file has a few errors. This report just displays what the error(s) are in the file. You cannot fix any errors in this report.



Validation Report

If you receive an error message and you only have a few errors, fix them and move on. If there are more than just a few errors go back to your file and correct the errors and resubmit the file. Always remember to correct your source system. You will correct errors in the Edit Record Screen

Validation Report

Dataset *	RITS ▼	File Type *	RITS Batch ▼
School Year *	2019-20 ▼	Organization/LEA *	1420-Jefferson County R-1 ▼
Batch Id *	362560 - 03/31/2020 12:36 PM ▼		

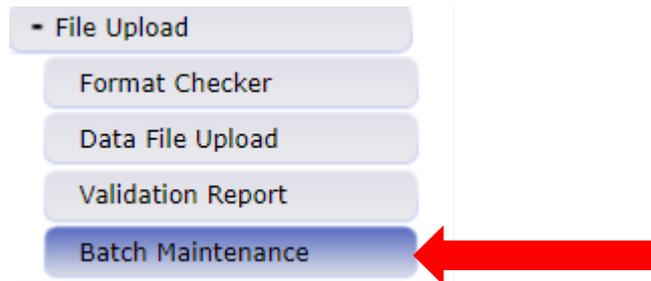
[View Report](#)

Error Code	Error Type	Error Message	Count
RT028	E	Middle Name is mandatory, provide NMN if your record does not contain a middle name.	1
RT029	E	Middle Name may only contain alpha characters, ', -, or spaces	1



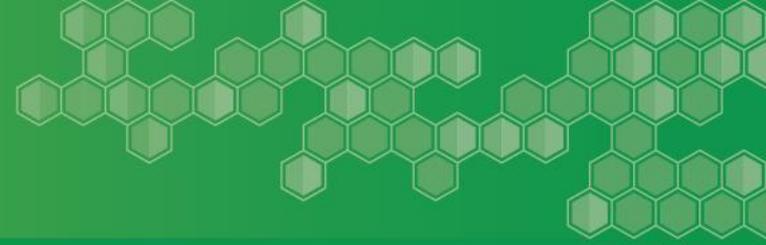


Batch Maintenance

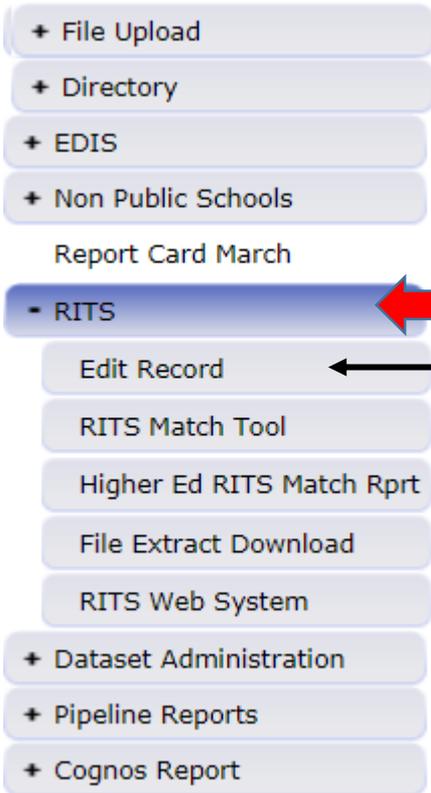


Batch Maintenance can be used when you want to see the error count and if your batch has processed.

If you have a need to delete the batch this can done in Batch Maintenance as well as downloading a submission.

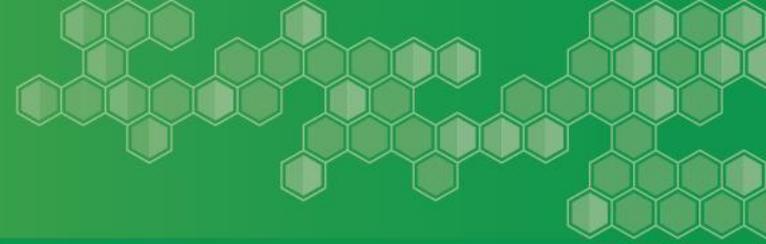


Cleaning up errors displayed from the Validation Report



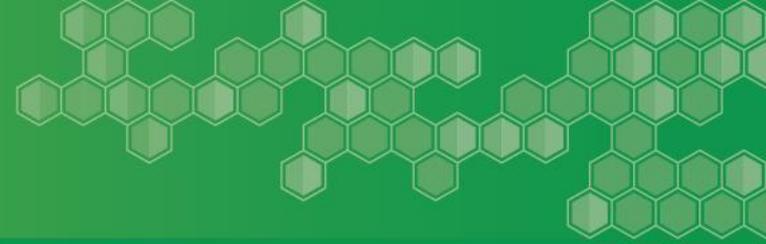
Click on the icon next to RITS this will open up more screens.
Choose Edit Record.

1. Click on RITS
2. Click on Edit Record



EDIT RECORD

- Choose File Type – RITS Batch
- School Year – Current school year will auto populate
- Organization – Your district will auto populate
- Batch ID – Most current will be at the top of the list
- Error Records – All – selecting all will yield all of your records in the file
- YES – Selecting Yes will yield only records with errors
- NO – Selecting No will yield records with no errors



EDIT RECORD

The File Type, School year, Organization, Batch ID and Error Records Fields must be populated

Edit Record

File Type* School Year*

Organization/LEA* Batch ID* Error Records

Fields marked with * are mandatory

Student's State ID (SASID)

Local ID (LASID)

Student's First Name

Student's Date of Birth

Student's Gender

School Code

Student's Last Name

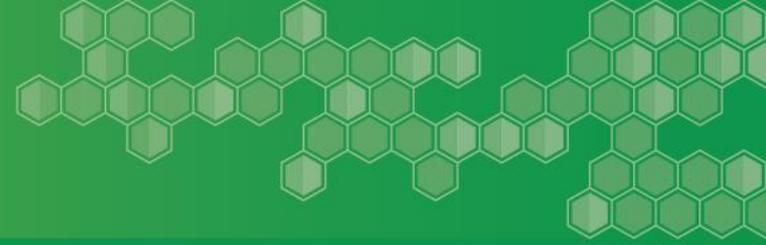
Student's Middle Name

Grade Level

Using the optional search fields such as SASID, LASID, Student's First Name etc. you can find a single record within your file.

Click SEARCH





EDIT RECORD

- ❖ Fields that have an error will show up in red. Errors must be corrected to submit to RITS Web.
- ❖ Fields that have a warning will show up in yellow. Warnings do not need to be corrected to move onto RITS Web.

Edit Record

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

Fields shown in RED have an error

Total # of Records : 6

[Go to Standard View](#)

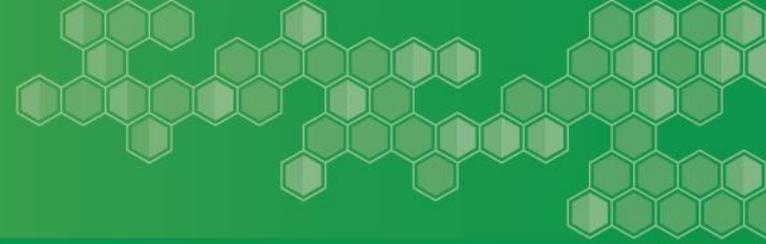
# (SASID)	School Code	Local ID (LASID)	Student's Last Name	Student generation suffix.	Student's First Name	Student's Middle Name
1	6828-Peck Elementary School	9998000001	Candy	Select ...	Tootsie	Roll
2	6828-Peck Elementary School	9998000001	Gilligans	Select ...	Island	NMN.
3	6828-Peck Elementary School	9998000002	Good	Select ...	Coffee	MMM
4	6828-Peck Elementary School	9998000002	High	Select ...	Rocky	Mountain
5	6828-Peck Elementary School	9998000001	Summer	Select ...	Too	Hot
6	6828-Peck Elementary School	9998000002	Thrones	VII-the seventh	Game	

Errors in red will need to be fixed before moving on

Page 1 of 1 | 25 Per Page

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





EDIT RECORD

The optional sort order #1, #2, and #3 offers the user options to sort the rows displayed.

- + Directory
- + EDIS
- + Non Public Schools
- Report Card March
- RITS
 - Edit Record
 - RITS Match Tool
 - Higher Ed RITS Match Rprt
 - File Extract Download
 - RITS Web System
- + Dataset Administration
- + Pipeline Reports
- + Cognos Report

Edit Record

Sort Order #1

Student's Last Name ▼

Sort Order #2

Student's First Name ▼
Student's Last Name
Student's First Name
Student's Middle Name

Sort Order #3

Student's Middle Name ▼

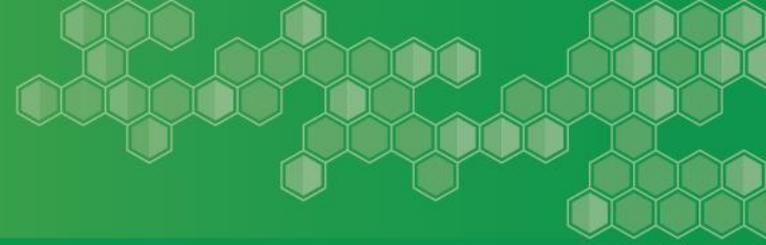
Sort Data

Fields shown in RED have an error

Total # of Records : 3

#	Name	Student generation suffix.	Student's First Name	Student's Middle Name	Student's Date of Birth	Grade Level
1		II-the second ▼	AAAA	CCCD	10102011	030-Grade 3 ▼
2		Select ... ▼	Rocky	Mountain	08082011	030-Grade 3 ▼
3		VII-the seventh ▼	Game	of	06062011	030-Grade 3 ▼





EDIT RECORD

To correct the errors you need to click the box in each row that needs correcting.

Fix the error(s) in red and click SAVE, you must click save before moving onto the next page if not your changes will not be saved.

Edit Record

Sort Order #1
Student's Last Name

Sort Order #2
Student's First Name

Sort Order #3
Student's Middle Name

Sort Data

Fields shown in RED have an error

Total # of Records : 6

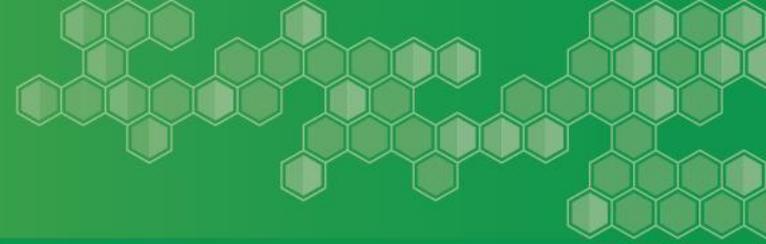
Go to Standard View

# (SASID)	School Code	Local ID (LASID)	Student's Last Name	Student generation suffix.	Student's First Name	Student's Middle Name
<input type="checkbox"/> 1	6828-Peck Elementary School	9998000001	Candy	Select ...	Tootsie	Roll
<input type="checkbox"/> 2	6828-Peck Elementary School	9998000001	Gilligans	Select ...	Island	NMN
<input type="checkbox"/> 3	6828-Peck Elementary School	9998000002	Good	Select ...	Coffee	MMM
<input type="checkbox"/> 4	6828-Peck Elementary School	9998000002	High	Select ...	Rocky	Mountain
<input type="checkbox"/> 5	6828-Peck Elementary School	9998000001	Summer	Select ...	Too	Hot
<input type="checkbox"/> 6	6828-Peck Elementary School	9998000002	Thrones	VII-the seventh	Game	

Page 1 of 1 25 Per Page

Save Delete Submit to RITS Back





EDIT RECORD

- ✓ You may delete a record in this screen. Check the box on the record that you would like to delete, click delete. You will get a message saying the record deleted successfully.
- ✓ If you have many errors in the file it may be better to clean up all your errors in your file then resubmit the batch.
- ✓ Remember that you need to update/correct your data in your source system as well.



RITS Batch Submission Training

Once your errors are resolved, you are ready to submit your file to RITS Web.

Edit Record

2 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 First Name ▼

Sort Order #3

Student's Middle Name ▼

Sort Data

Fields shown in RED have an error

Total # of Records : 6

Go to Standard View

#	Student's State ID (SASID)	School Code	Local ID (LASID)	Student's Last Name	Student generation suffix.	Student's First Name	Student
<input type="checkbox"/>	1	6828-Peck Elementary School	999800001	Candy	Select ... ▼	Tootsie	Roll
<input type="checkbox"/>	2	6828-Peck Elementary School	999800001	Gilligans	Select ... ▼	Island	NMN
<input type="checkbox"/>	3	6828-Peck Elementary School	999800002	Good	Select ... ▼	Coffee	MMM
<input type="checkbox"/>	4	6828-Peck Elementary School	999800002	High	Select ... ▼	Rocky	Mountain
<input type="checkbox"/>	5	6828-Peck Elementary School	999800001	Summer	Select ... ▼	Too	Hot
<input type="checkbox"/>	6	6828-Peck Elementary School	999800002	Thrones	VII-the seventh ▼	Game	Of



Save Delete **Submit to RITS** ◀ Back

Page 1 of 1 ◀ ◁ ▷ ▶ 25 Per Page

This message will pop up - Click OK

idmqa.cde.state.co.us says

Are you sure you would like to submit data to RITS?

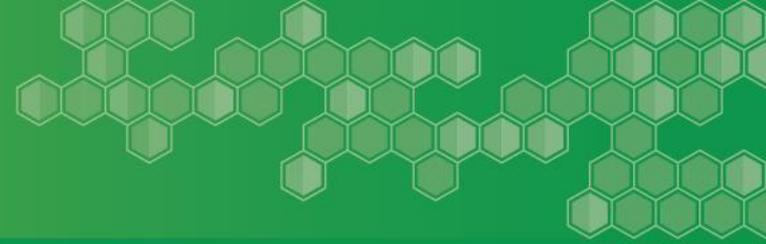
OK

Cancel





RITS Batch Submission Training



You will receive an email along with this message on your screen:

Edit Record

Data has been submitted to the RITS System.

This is a notification email that the matching engine has completed processing for the following submission.

Submission Processed by Data Pipeline:

Submission ID: 362560

Submitted Record Count: 6

Collection Type: RITS Batch

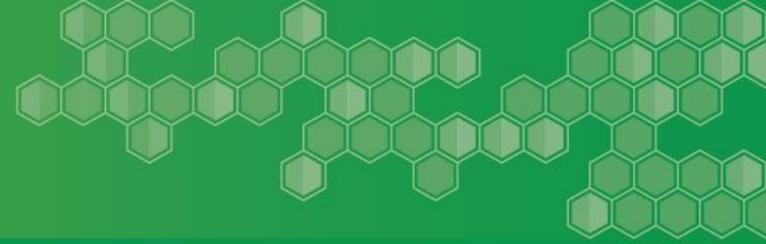
District: 1420-Jefferson County R-1

User ID: puccetti_d@cde.state.co.us

Data Pipeline can be accessed here

<https://cdx-test.cde.state.co.us/pipeline>





Once you click on Submit to RITS, the file will then populate the SASID Download Report in the RITS Web System

SASID Download Report

The SASID Download Report can be found in the RITS Web application. <https://www.cde.state.co.us/idm/rits>

* Please note this is outside of the Pipeline page.

Reports are on the left under all the navigation links.

Reports

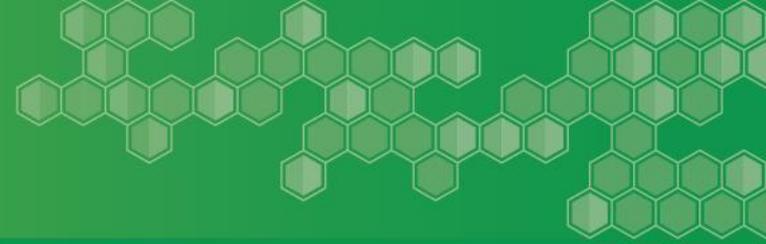
[Student Activity Report](#)

[Taken Students Report](#)

[Student History Report](#)

[SASID Download Reports](#)

[LASID Download Reports](#)

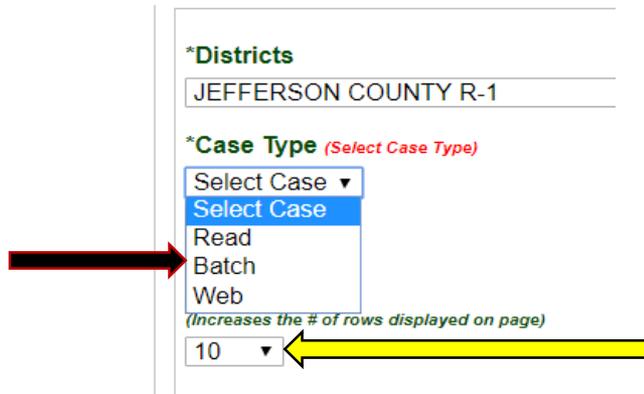


SASID Download Report

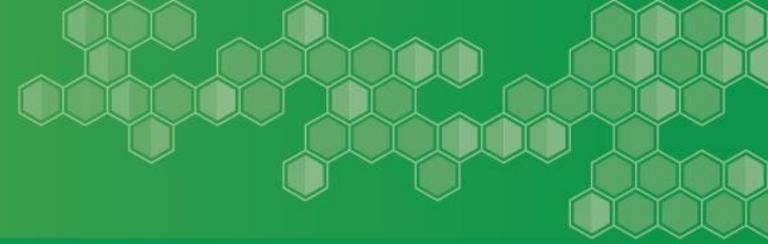
Upon navigating to the SASID Download Report you will need to find your file that you submitted:

Your district will automatically default to open in the District Tab

Case type gives you three options to choose: READ, Batch and Web. However you submitted your records they will always flow into the SASID Download Report. In this training we submitted via Batch



The user can increase the number of records being displayed from 10 to 1000.



SASID Download Report

The SASID Download Report can also be downloaded, there are three file formats when downloading:
CSV. Fixed Length and Tab Delimited

File Format

CSV (selected) | Download

CSV
Fixed Length
Tab Delimited

stName

SortOrder2: DateCreated

SortOrder3: LASID

SortOrder4: FirstName

RefreshReport

Sort order 1,2,3 and 4 gives the users the sorting capability within the records submitted

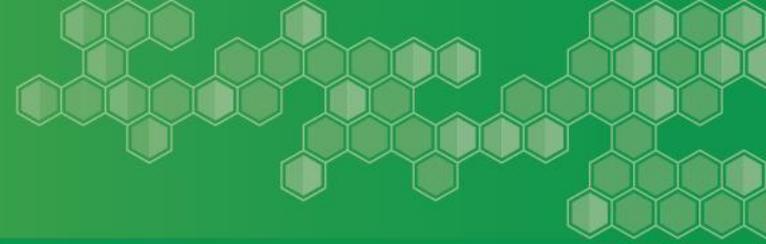
SortOrder1: LastName (selected)

SortOrder2: FirstName
MiddleName

SortOrder3: SASID
LASID

SortOrder4: DOB
CaseType
Gender
DateCreated
BatchID

RefreshRep



SASID Download Report

When viewing the records submitted you will notice that there are two case types.

Review – the record went to case management and the RITS Consultant will need to look at it.

Update – The record was updated on an existing SASID in the system. The record will indicate which SASID it was updated upon.

The records that are under review have a case ID number assigned to them, if you needed to communicate about that record you could do so in email. Such as – please expedite case 34769958 needed for testing. Case 34769957 DOB is 09/08/2011 please adjust. Case 34769949 needs to be removed from case management. **Just remember no PII in emails!**



RITS Batch Submission Training

SASID Download Report

You can page over if there are many pages



2 case types

Case ID assigned to each open record in review

« 1 » GoTo page 1 ▾

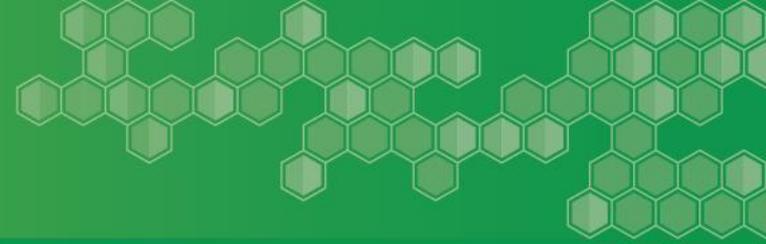
90.00% of assigned SASID's

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
	Beauty		Rocky	Mtn	08/08/2011	Male	JEFFERSON COUNTY R-1	1420000002	Update		
	Candy		Tootsie	Roll	07/07/2012	Male	JEFFERSON COUNTY R-1	1420000001	Update		
	Cartoons		Quack	Ducky	09/09/2012	Male	JEFFERSON COUNTY R-1	1420000001	Update		
	Gilligans		Island	NMN	06/04/2012	Male	JEFFERSON COUNTY R-1	1420000001	Update		
	Goody		Coffee	likemud	04/04/2011	Female	JEFFERSON COUNTY R-1	1420000002	Review	34770013	Open
	Sam		Yosemite	Mustache	10/02/2011	Female	JEFFERSON COUNTY R-1	1420000002	Update		
	Test		Tester	nmo	04/11/2011	Male	JEFFERSON COUNTY R-1	1420000002	Update		
	Thrones	VII	Game	NMN	06/07/2011	Female	JEFFERSON COUNTY R-1	1420000002	Update		
	Winter		lots	Snow	03/03/2012	Female	JEFFERSON COUNTY R-1	1420000001	Update		
	XXXXX-JJJJ		ZZZZZ	Sleepy	04/12/2012	Female	JEFFERSON COUNTY R-1	1420000001	Update		

Once the record is processed the status will change from open to closed





Should you have further questions please contact:

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RITS Consultant

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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