Steps to populate your ODS in MiDataHub with an MSDS General collection file. The is intended for districts that are using a student information system that is not capable of integrating with MiDataHub. You will need to work with someone in your district listed as a Technical contact in the MiDataHub Cockpit. This is typically someone from the technology or data team. If you need assistance identifying who this individual is please contact support@midatahub.org.

Step 1: Login to your Michigan Data Hub cockpit, choose your ISD and then your district to get to your district page.
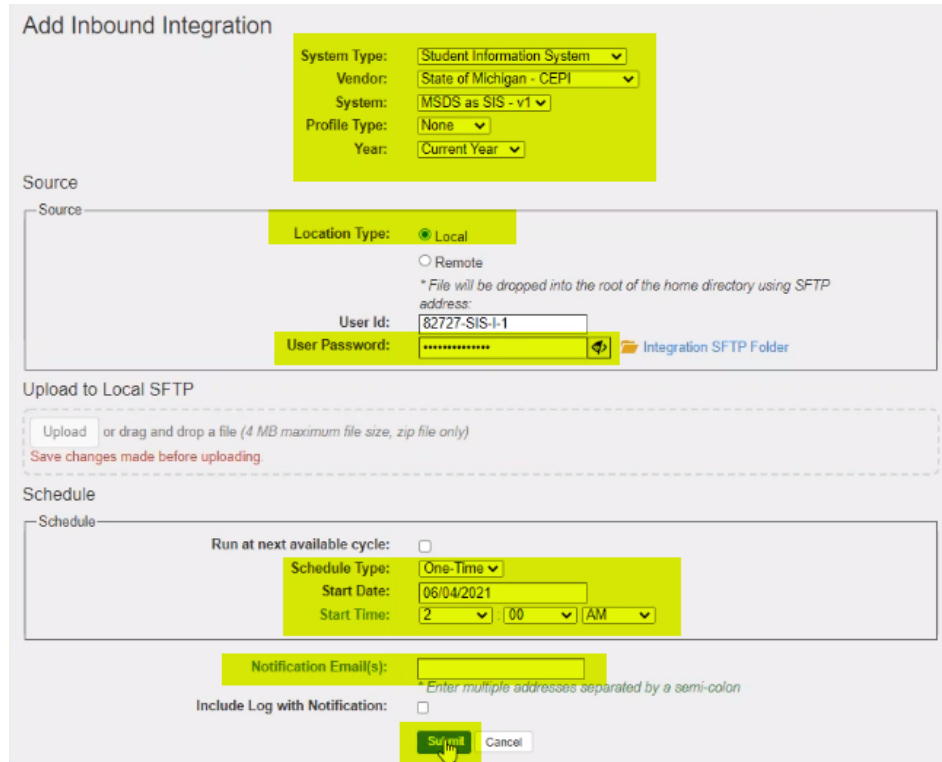
Step 2: Navigate to the Inbound Integration section of your MiDataHub Cockpit and verify if the MSDS import already exists. **If the MSDS as SIS 1 import exists (image directly below) please proceed to step 5**. If it doesn't exist please proceed forward to step 2A.
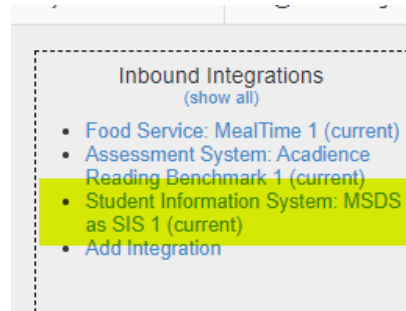
Step 2A: Select the Add integration link.
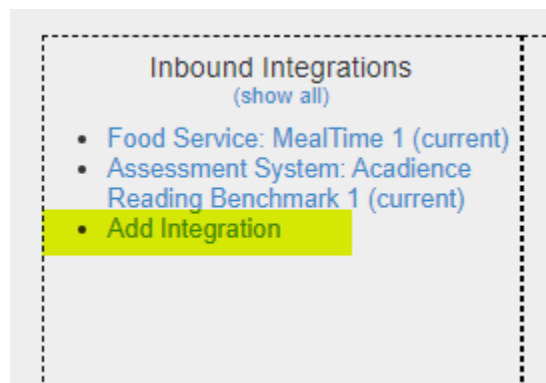
Step 3: Select the following options highlighted in the screenshot below and depicted below it:

System Type: Student Information System
Vendor: State of Michigan - CEPI
System: MSDS as SIS – v1
Profile Type: None
Year: Current Year

<u>Source:</u>
Location Type: Local
User ID: The User ID field populates with a default set of characters. No changes to this field are required.
User Password: Please make sure you add a password in the "USER PASSWORD" section as you will not be able to click the submit button until this is completed.

<u>Schedule:</u>
Schedule Type: One Time
Start Date: Current Date is fine
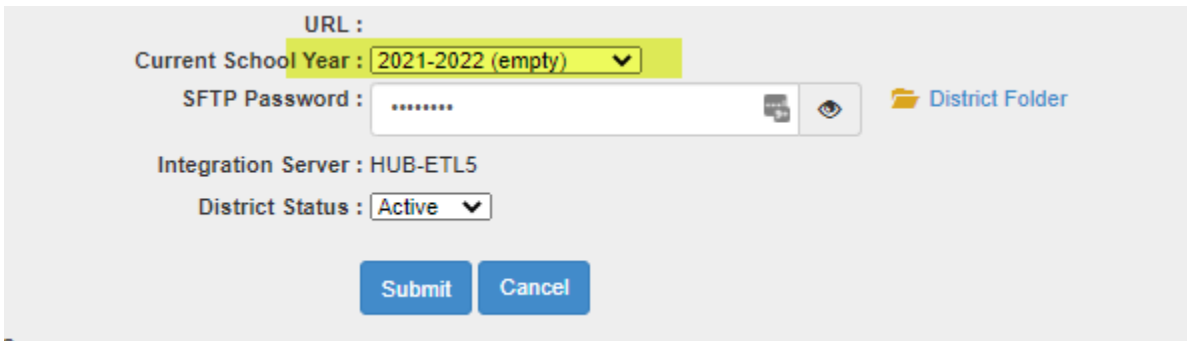**Start Time:** time in the future
Notification email: This option is beneficial if you would like to receive notification after the processing of the file has been completed.

Click the **SUBMIT** button

Please note: If you do not have the option for MSDS as SIS - v1 for the System dropdown, stop and please contact support@midatahub.org to have it enabled. After receiving confirmation from the support team that this option has been enabled proceed forward.

Step 4: After all the selections have been completed above click the submit button

Step 5: The MSDS roster import process **requires** an ODS in your MiDataHub Cockpit. If your district has not created a previous integration in the MiDataHub Cockpit more than likely you don't have an existing ODS. Upon creating this MSDS Roster import as an Inbound Integration your ODS will generate automatically. Please verify the ODS exists or has been created by navigating to your districts MiDataHub cockpit and reviewing the "Current School Year" drop down has the current school year selected and says empty:

IF the current school year says "Populated", **STOP** at this step as you already have existing data in your ODS that could be overwritten by the MSDS Roster Import, and reach out for support by sending an email to support@midatahub.org.

Step 6: From the MiDataHub Cockpit screen, navigate back to the Inbound Integrations section (bottom right corner) and locate the Student Information System : MSDS as SIS 1 integration. Click on that link:
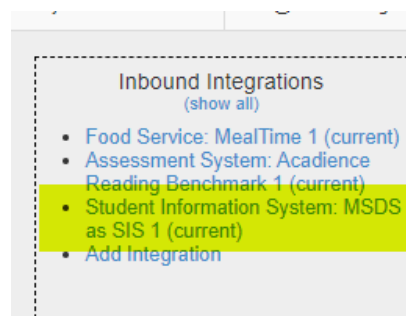
Step 7: Upload the file by clicking the Upload to Local SFTP link :

**Please note:** the XML general collection file needs to be compressed/zipped to a *.zip format for processing and must be free of schema errors such that it is capable of being loaded to the CEPI MSDS site. A good way to get an error free file is to download one from MSDS.

NOTE: Please refer to the MSDS District User Training Manual for steps on downloading your data from MSDS.

Step 8: Select the upload button, a browser window will open where you can select the General Collection file. When the *.zip file has been located, proceed forward by clicking the "Open" link:
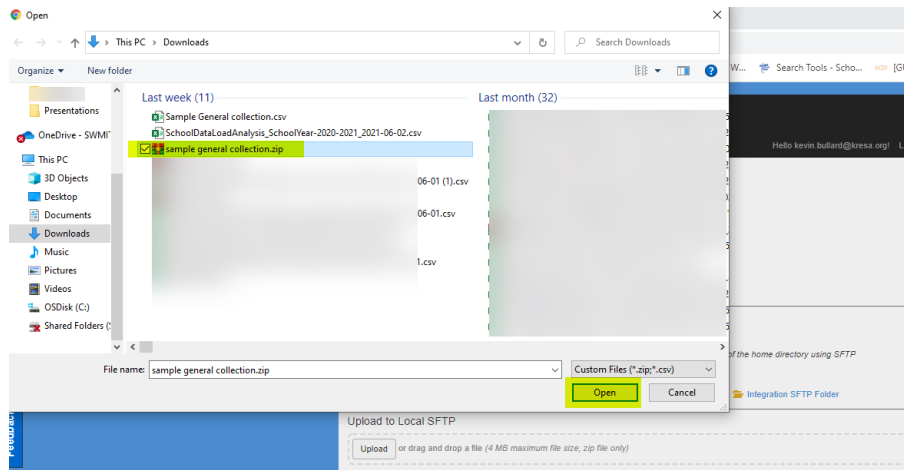
The process of uploading your file to the ODS will begin at this step. After the file uploads your screen should look similar to the screenshot below:

You are able to confirm the file uploaded by selecting the "Integration SFTP Folder" :

Step 9: Locate the option labeled "Run at next available cycle". Upon selecting this option you should see a check in the checkbox. Selecting the "Run at next available cycle" and clicking the submit button will trigger the file imported in the steps above to process at the next 5 minute interval (*Example:* if you click the submit button at 10:16 AM, the process will start at 10:20).

Step 10: Once the process is completed and the current school year box on the district screen indicates 2020-2021 (Populated):

You will be able to run an At-A-Glance report to verify the imported data. From the main district screen, click on Reports>View District Reports and then expand the Data Quality section and choose At-A-Glance.

From this report you are able to confirm the loading of student data by reviewing the number of records populated in numerous areas including Racial Ethnicity Breakdown, Food Services eligibility, and the counts of enrolled students by grade.

If you have any questions or have any issues while completing this process please contact the MiDataHub support team by sending an email to support@midatahub.org. Please make sure to include the name of the district you are completing this for.