U.S. DEPARTMENT OF EDUCATION

EDFacts Submission System (ESS)

EMAPS User Guide: CCD Grades
Offered & Graduates / Completers Survey
SY 2018-19

Release 8

December 2018
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December 2018

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U.S. DEPARTMENT OF EDUCATION

EMAPS User Guide: CCD Grades Offered & Graduates / Completers Survey SY 2018-19

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DOCUMENT HISTORY

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<td>6.0</td>
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<td>Version 7.1 created to correct minor typo in reopen period due date.</td>
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PREFACE

The EMAPS CCD Grades Offered & Graduates / Completers User Guide is intended to provide assistance to users of the EDfacts Metadata and Process System (EMAPS). This guide demonstrates the steps necessary to enter CCD Grades Offered & Graduates / Completers data and navigate this survey in EMAPS.

This guide will be updated if major system modifications affect user procedures.

Data entered into the EMAPS system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through EDfacts (OMB 1850-0925, expires 06/30/2020). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1850-0925.

EDfacts is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, kindergarten through grade 12 (K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. EDfacts centralizes data provided by SEAs, LEAs, and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis, and reporting functions at the federal, state, and local levels.
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1.0 Introduction

The EDFacts Metadata and Process System (EMAPS) Common Core of Data (CCD) Grades Offered & Graduates / Completers Survey is a web-based application to collect data related to the EDFacts Submission System (ESS). EMAPS provides state education agencies (SEAs) with an efficient method of reporting and maintaining information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1 Technological Requirements

Only Internet Explorer 9, 10 and 11 are supported by EMAPS.

**NOTE!** EMAPS is unavailable late Sunday through 2:00 a.m. ET Monday morning for system maintenance.
2.0 Overview

The EDFacts Metadata and Process System (EMAPS) Common Core of Data (CCD) Grades Offered & Graduates/Completers Survey is a web based application to collect data related to EDFacts Submission System (ESS) file specifications FS029 Directory and FS039 Grades Offered, to be used to determine which states should be subject to edits on the values Ungraded, Grade 13, or Adult Education in file FS052 Membership; the value Ungraded Teachers in file FS059 Staff Full-Time Equivalent (FTE); and the values Regular Diploma and Other High School Completion Credentials in ESS file FS040 Graduates/Completers. The U.S. Department of Education (ED) publishes the ungraded classes’ data as part of the National Center for Education Statistics (NCES) Common Core of Data. This EMAPS survey collects information on the following:

**Grades Offered**
- Ungraded students
- Grade 13
- Adult Education

**Graduates/Completers**
- Regular High School Diploma
- Other High School Completer

Definitions for the above bulleted terms can be found under Section 5.1.

The data for ungraded classes are a part of file specifications FS029 Directory and FS039 Grades Offered and are due for submission by January 25, 2019 for SY 2018-19. Data for Completers are part of file specification FS040 Graduates/Completers and are due for submission by February 13, 2019 for SY 2017-18. The CCD Grades Offered & Graduates / Completers Survey opens on December 10, 2018 and closes on March 20, 2019. The Reopen period for the CCD Grades Offered & Graduates / Completers Survey opens on June 3, 2019 and closes on July 24, 2019.

This survey shall be applicable to the 50 states, District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education (BIE), and Department of Defense (DoD).

2.1 Frequently Asked Questions

Below is a list of frequently asked questions regarding this EMAPS CCD Grades Offered & Graduates / Completers Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (PSC) at EDEN_SS@ed.gov.

**What is the purpose of this survey?**

This survey was developed to determine which states should be subject to edits on the values Ungraded, Grade 13, or Adult Education in file FS052 Membership; the value
Ungraded Teachers in file FS059 Staff FTE; and the values Regular Diploma and Other High School Completion Credentials in file FS040 Graduates/Completers.

NEW THIS YEAR! Two new questions are required and will be collected under each data entry category. The Grades Offered tab will now collect a description of the state’s student counts included in Prekindergarten reporting. The Graduates/Completers tab will now collect whether the state recognizes Below 7 reporting with an explanation required if Below 7 reporting is not recognized.

Who in my state has access to the CCD Grades Offered & Graduates / Completers Survey?

State CCD Non-Fiscal Coordinator – CCD Non-Fiscal Coordinators access the dashboard, enter and submit data, and view the HTML report of submitted data via the EMAPS CCD Grades Offered & Graduates / Completers Survey application for their own state, only.

State EDFacts Coordinator User – State EDFacts Coordinators are able to view the HTML reports of submitted metadata via the EMAPS CCD Grades Offered & Graduates / Completers Survey application for their own state, only.

Who in the Department of Education has access to the CCD Grades Offered & Graduates / Completers Survey?

CCD ED User – CCD ED users are able to view the HTML reports of submitted data for all states via the EMAPS CCD Grades Offered & Graduates / Completers Survey application.

ESB User – ESB users are able to view the HTML reports of submitted data for all states via the EMAPS CCD Grades Offered & Graduates / Completers Survey application.

Can representatives in the Partner Support Center access the CCD Grades Offered & Graduates / Completers Survey?

Yes. PSC representatives are able to access the dashboard, enter and submit data, and view the HTML report of submitted data via the EMAPS CCD Grades Offered & Graduates / Completers Survey application for all states. For a more detailed explanation regarding the capabilities of each user role, reference the chart below:

<table>
<thead>
<tr>
<th>EMAPS CCD Grades Offered &amp; Graduates / Completers Survey Function</th>
<th>State CCD Coordinator</th>
<th>CCD ED User</th>
<th>PSC User</th>
<th>ESB User</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Role Affiliation</td>
<td>SEA</td>
<td>ED</td>
<td>PSC</td>
<td>ED</td>
</tr>
<tr>
<td>Dashboard access</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>
Read/write access to data entry pages | Y | N | Y | N
--- | --- | --- | --- | ---
Read access to HTML report | Y | Y | Y | Y

Can someone other than the CCD Coordinator provide this data for my state? If so, how do I do that?

No, the CCD Coordinator must provide the state’s responses; however, in some states, EDFacts Coordinators also serve as the CCD Coordinator. If this applies to your situation and you currently have read only access, contact PSC to modify your status to read/write access.

I am a read only user. Where can I view the results of the CCD Grades Offered & Graduates / Completers Survey?

The results from the submitted survey can be viewed on the State Reports tab once the survey has been submitted.

Why isn’t the EDFacts Coordinator the primary provider of this information?

The Department of Education and National Center for Educational Statistics have identified State CCD Coordinators as the state expert for this information.

Are all states required to submit the CCD Grades Offered & Graduates / Completers Survey?

This report shall be applicable to the 50 states, District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education, and Department of Defense.

What reporting year will this data collection cover?

Grades Offered covers data for ungraded classes for SY 2018-19
Graduates/Completers covers data for SY 2017-18.

What will ED do with this information?

These metadata responses will be used by ED when reviewing and using data submitted by your state to meet the annual data reporting requirements. Responses will be used to verify the accuracy of your data, as well as to decrease data issues identified in the CCD Data Management System (DMS). For example, if your state does not use Grade 13, we will verify that the various CCD files submitted by grade levels do not include counts for Grade 13. **NOTE:** DMS may identify other issues with your data, but they will not be for information available in your survey responses.

Where can I get the HTML report of the submitted survey?

To view a copy of the submitted survey, users can access a HTML report from the State Reports tab on the survey dashboard. Once the State Reports tab has been selected,
a list of previously submitted surveys will display. Surveys will be accessible from the EMAPS Home Page only after the CCD Coordinator has submitted the survey. Draft versions will not be visible to EDFacts Coordinators or CCD Coordinators.

Will I have access to previously submitted Survey results?

Yes. Users are able to view the history of all submitted CCD Grades Offered & Graduates / Completers Surveys. Users need to be aware that the last version submitted by CCD Coordinators will be the version ED will use for the collection. Draft versions will not appear in the report repository.

Can you define Other High School Completers?

For this survey, **Other** is defined as an individual who received a certificate of attendance or other certificate of completion in lieu of a diploma. **Other** High School Completers do not include equivalency diplomas, such as the General Equivalency Diploma (GED) or the High School Equivalency Diploma (HSED). Recipients of equivalency diplomas, such as a GED or HSED are excluded from this survey.

Can you define Ungraded students, Grade 13, and Adult Education?

For this survey, **Ungraded** students are defined as students that have not been assigned to a particular grade offered by the state. **Grade 13** is a grade level in a specific program related to earning post-secondary credit, a Career and Technical Education (CTE) degree, or CTE certification that extends beyond the traditional four grade high school structure. **Adult Education** are students who have dropped out and returned to school or entered an adult education program.

What are the criteria for a High School Completer?

The criteria for **High School Completers** are students who received a High School Diploma. A formal document certifying the successful completion of a prescribed secondary school program of studies is required for the student to receive their High School Diploma. Included here are regular high school diplomas that are differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.

When does this survey collection close to states?

The data for ungraded classes are a part of file specifications FS029 Directory and FS039 Grades Offered and are due for submission on **January 25, 2019** for SY 2018-19. Data for Graduates/Completers are part of file specification FS040 Graduates/Completers and are due for submission on **February 13, 2019** for SY 2017-18. The Grades Offered and Completers Survey will open on **December 10, 2018** and will close on **March 20, 2019**. This survey reopens on **June 3, 2019** and closes on **July 24, 2019**.

Will I have access to the survey after I have submitted the data to the database?
Yes. CCD Coordinators will have access to make changes to the survey up until the survey is closed.

**After starting the survey, can I save the existing entries and come back later to complete it?**

Yes. The survey is set up for a user to be able to save a working non-finished copy as a draft which can be completed at a later time. A **Save as Draft** button will be displayed at the bottom of the data entry form page. When clicked, the page responses will be saved and the dashboard page will be displayed. However, saving the survey of a draft will not generate a HTML report.

**Can I make corrections to the submitted survey before the close date?**

Yes. CCD Coordinators are able to override any previously-submitted versions by entering the survey process and submitting the survey again. There are no limits to the number of times a user can submit this survey. A history of all submitted versions will be archived in the Grades Offered and Graduates Process Survey Reports Repository. ED will use the latest submitted version of the survey for the collection.

**When is the reopen period for this survey?**

The reopen period for the CCD Grades Offered & Graduates / Completers Survey will begin on **June 3, 2019** and close on **July 24, 2019**.

**If I enter the CCD Grades Offered & Graduates / Completers Survey more than once, will previously entered data show?**

Yes, as long as the user has clicked on the **Save Draft** button prior to leaving their last session, the entered information will display.

**Is there a character limit for the survey comment boxes provided?**

Yes. The comment box field is a paragraph type format with a maximum size of 4000 characters.

**Can I print the results of this survey?**

Yes. Users can obtain a HTML version of the survey from the **State Reports** tab on the survey dashboard. A copy of this survey can be printed and filed away or saved to your desktop as a soft copy.

**Whom do I contact for login problems or technical assistance with the EMAPS tool and survey?**

For login and technical assistance please contact the Partner Support Center (PSC):
Email: eden_ss@ed.gov
Telephone: 877-457-3336 (877-HLP-EDEN)
Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com
The PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding federal holidays.
3.0 Logging into the EMAPS website

To access the EMAPS login screen, go to https://emaps.ed.gov/suite/tempo

A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.0).

![Department of Education approved warning banner](image)

Enter the assigned EMAPS username and password into the appropriate fields (see fig. 3.1). Both the EMAPS username and password are case sensitive. If you experience issues logging into EMAPS, please contact PSC (FAQ Section, 2.1).

![EMAPS Login Screen](image)
4.0 Accessing the CCD Grades Offered & Graduates / Completers Survey

4.1 EMAPS Records Dashboard

Once logged in, users will land on the EMAPS Records tab which contains a list of all available surveys. To return to the list at any time, select on the Records tab in the top navigation menu.

There are five tabs at the top of the new EMAPS homepage (see fig. 4.0):

- **News**: This tab is not used at this time.
- **Tasks**: This tab allows users to send and receive messages from any EMAPS user (across all states). Users may reply to received messages and also track important messages by using the *star* feature.
- **Records**: This tab displays all available EMAPS surveys.
- **Reports**: This tab displays reports for all available EMAPS surveys.
- **Actions**: This tab contains the Paperwork Burden Statement.

**NOTE!** A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, select within the EMAPS survey form, or select Resume when the inactivity warning message is displayed (see fig. 4.1).
The **CCD Grades Offered & Graduates / Completers Survey** link is displayed on the **Records** tab (see fig. 4.2). Click the **CCD Grades Offered & Graduates / Completers Survey** link, which will open the CCD Grades Offered & Graduates / Completers Survey page (see fig. 4.3). Click on the **{State} CCD SY 2018-19** to begin (see fig. 4.3).

### 4.2 CCD Grades Offered & Graduates / Completers Survey Dashboard

After the **{State} CCD SY 2018-19** link has been selected, the appropriate survey will be displayed (see fig. 4.4).
The tabs are:

1. **Summary:** Provides a summary of the CCD Grades Offered & Graduates / Completers Survey with a link to the CCD Grades Offered & Graduates / Completers User Guide.

2. **CCD Grades Offered:** This section allows users to respond to questions regarding Grades Offered Data.

3. **Graduates/Completers:** This section allows users to respond to questions regarding Graduates/Completers data.

4. **Review and Submit Responses:** The **Verify Data** button shall appear in the top right corner of the **Review and Submit** page. Upon entering the **Review and Submit** page, data entry fields shall be non-modifiable, and the screen shall be displayed in display mode. When the **Verify Data** button has been selected, the system shall populate the **Submit** button at the bottom right corner of the page. The user is required to navigate to the bottom of the page to submit survey responses. When the **Submit** button is selected, the system shall save all survey responses to the database.

5. **State Reports:** When the **State Reports** tab is selected, a list of HTML reports of survey responses for the state will be displayed.

6. **News:** This tab is not used at this time.

7. **Related Actions:** This tab provides links to each tab that has been opened for update or has unanswered questions. If a tab has been **Saved as Draft**, selecting on the **Update** link in the **Related Actions** tab will reopen the tab for edit.
5.0 Survey Information

This survey contains two sections in which data is to be entered: 1) Grades Offered & 2) Graduates / Completers. ED plans to use the ungraded classes’ data in conjunction with the National Center for Education Statistics for CCD.

5.1 Critical Data Value Definitions

- **Ungraded Students** – defined as students that have not been assigned to a particular grade offered by the state.
- **Grade 13** – defined as a grade level within a program offered in some states that enables students to earn post-secondary credits, a Career and Technical Education (CTE) degree, or CTE certification while still enrolled in the public elementary/secondary school system.
- **Adult Education** – defined as instructional programs for students who have dropped out and returned to school or entered an adult education program.
- **Regular High School Diplomas** – defined as a formal document certifying the successful completion of a prescribed secondary school program of studies. Included are regular high school diplomas that are differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.
- **Other High School Completers** – defined as a certificate of attendance or other certificate of completion awarded in lieu of a diploma. Not included are equivalency diplomas, such as the General Equivalency Diploma (GED) or the High School Equivalency Diploma (HSED). Recipients of equivalency diplomas, such as a GED or HSED, are excluded from this survey.

The data for ungraded classes are a part of file specifications **FS029 and FS039** and are due for submission on **January 25, 2019 for SY 2018-19**.

Data for graduates are part of file specification **FS040** and are due for submission on **February 13, 2019 for SY 2017-18**.

The survey will open on **December 10, 2018** and close on **March 20, 2019**.

The Reopen period for the Grades Offered and Completers Survey opens on **June 3, 2019** and closes on **July 24, 2019**.
6.0 Completing the CCD Grades Offered & Graduates / Completers Survey

This survey consists of two data entry tabs, CCD Grades Offered and Graduates/Completers.

6.1 CCD Grades Offered Tab: FS039

The Grades Offered tab contains six questions that require either a Yes or No response and one question regarding Prekindergarten reporting that requires a comment. To begin entering data, select the CCD Grades Offered tab and the questions will first display in view-only mode. To enter responses, follow these instructions:

1. Select the **UPDATE DATA** button to manually enter the data (see fig. 6.0).

![Figure 6.0 – CCD Grades Offered tab - Update Data](image)

2. When the **Update Data** button is selected, states will be able to respond Yes or No to the CCD Grades Offered questions, enter comments, and the **Save As Draft** button will display in the bottom right corner of the screen (see fig. 6.1). A section for additional information or comments can be found below the questions on the same page.
NEW THIS YEAR! A new required question has been added to the Membership section within the Grades Offered data entry section. This description collects information regarding Pre-k reporting within your state. Also, you may notice that questions have been rearranged and there are new sections for both data entry pages.

NOTE! If a user exits the survey without selecting the Save as Draft button, data will not save and the EMAPS survey session will end. Asterisks next to questions mean that a response is required.
6.2 Graduates and Completers Tab: FS040

The Graduates/Completers tab contains 3 questions that require a response and/or a comment. To begin entering data, select the Graduates/Completers tab and the questions will first display in view-only mode. To enter responses, follow these instructions:

1. Select the UPDATE DATA button to manually enter the data (see fig. 6.2).

2. When the UPDATE DATA button is selected, states will be able to respond to the Graduates/Completers questions and the Save As Draft button will display in the bottom right corner of the screen (see fig. 6.3). A section for additional information or comments can be found below the questions on the same page.
NEW THIS YEAR! A new required question, *Does your state recognize and report dropouts below grade 7?*, has been added to the survey for this year. If the answer to this question is No, an explanation is required in the provided text box. Also, you may notice that questions have been rearranged and there are new sections for both data entry pages.

**NOTE:** If the answer to question number 2 is Yes, an explanation is required in the provided text box.

Comments Box – A comment box is provided at the end of each section to include additional information supplementing the questions asked in the survey. This comment box has a 4000-character limit.

6.3 Exiting the Survey without Saving

Each of the tabs on the survey can be accessed at any time but Save as Draft should always be selected first. If the survey window from the browser is closed, data will not be saved and the EMAPS survey session will end. Data will only be saved if the Save as Draft button is selected.

**NOTE:** In order to save data in the survey, all required fields must be completed.

Required fields are marked with a red asterisk.

6.4 Submit the Survey to the ESS Database

Once all data entry sections have been completed, select the Review and Submit tab link located on the dashboard. The Verify Data button will appear in the top right corner of the Review and Submit page and all responses will display and be non-modifiable (see fig. 6.4).

![Figure 6.4 – Review and Submit tab](image)

Once all responses have been reviewed and the Verify Data button has been selected, the system will provide the Submit button at the bottom right corner of the page (see fig. 6.5).
When the **Submit** button is selected, the system will save all survey responses to the database. The survey cannot be submitted to the database until all required fields have been provided. An e-mail confirmation will be sent to the submitter’s e-mail account confirming this survey is complete and the Department of Education has received it. An HTML report of the completed survey will also be attached to this email.
7.0 Accessing the HTML Report

Once the survey has been submitted, it will be available for viewing on the State Reports tab by the state’s EDFacts and CCD Coordinator, the Department of Education users, and the Partner Support Center (see fig. 7.0).

Figure 7.0 – State Reports tab

Click on the desired submission and an HTML report will be generated (see fig. 7.1)

Figure 7.1 – HTML Report Pop up

Select Save; Open to view the report (see fig. 7.2).

Figure 7.2 – HTML Report Pop up

The submitted responses to the selected survey will display and it can be saved to your desktop and/or printed for documentation purposes.
8.0 Emails Generated and Sent by the Survey

The survey will generate and send reminder e-mails to state users during the process.

- An e-mail will be sent to all of the state’s users when the survey has been opened;
- A confirmation e-mail will be sent to all of the state’s users each time the survey’s responses have been submitted;
- An e-mail will be sent 15 days before the close of the survey to those state users who have not logged on or saved any data;
- An e-mail will be sent 3 days before the close of the survey to all state users informing them that the survey will be closing soon and asking them to complete the survey or make changes to their responses. This e-mail will be sent to all users as a reminder that initial survey submission or updates will be due in 3 days;
- An e-mail will be sent to all of the state’s users when the survey reopens; and
- An e-mail will be sent to all of the state’s users when the survey reopens, and a resubmission is needed due to a discrepancy between an EMAPS response and the data submitted in an ESS file.
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