



U.S. DEPARTMENT OF EDUCATION

EDFacts Submission System (ESS)

**EMAPS User Guide: CCD Grades
Offered & Graduates/Completers Survey
SY 2020-21**

Release 10

December 2020

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DOCUMENT CONTROL

DOCUMENT INFORMATION

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DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0 – 8.0		Version 1.0 - 8.0 of this document detail the process of completing the CCD Grades Offered and Graduates Survey in <i>EMAPS</i>
9.0	11/14/2019	Version 9.0 updates rollover <i>EMAPS</i> CCD Grades Offered and Graduates/Completers for SY 2019-20 R9 <ul style="list-style-type: none"> • Updated screen shots to show SY 2019-20 • New! <i>EMAPS</i> passwords now have minimum requirements. When resetting <i>EMAPS</i> passwords, they will now require a minimum of the following: <ul style="list-style-type: none"> ○ Minimum of 12 characters ○ And at least one of the following of <i>each</i>: Upper Case, Lower Case, one Number and one special Character • New! Removed the Task assignment due to Appian 19.3 system upgrade • Revised! The question <i>For which of the following does your state collect data?</i> is now a single checkbox • Revised! Membership (052) questions regarding counts for pre-kindergarten reporting, inclusion of Headstart, children with disabilities, or state-funded preschool programs, and significant differences in data between education levels are now separated • New! A timestamp will be updated on the <i>State Reports</i> tab if a survey is resubmitted and no changes are made
9.1	12/6/2019	Version 9.1 created to correct typographical error in period due dates.
10	11/6/2020	Version 10.0 rollover <i>EMAPS</i> CCD Grades Offered and Graduates/Completers for SY 2020-21 R10 <ul style="list-style-type: none"> • Updated screen shots to show SY 2020-21

Version Number	Date	Summary of Change
		<ul style="list-style-type: none"><li data-bbox="565 310 1045 342">• Updated links for 508 compliance
10.1	12/30/2020	Version 10.1 created to include additional screenshots to illustrate all questions featured in the survey.

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 6/30/2022). 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, pre-kindergarten through grade 12 (pre-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 ED*Facts* 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 ED*Facts* 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

EMAPS will work in all browsers, but Chrome is recommended for best performance.

NOTE! EMAPS is unavailable Saturdays from 8:00 a.m. to 2:00 p.m., ET for system maintenance

1.2 Overview

The EMAPS CCD Grades Offered & Graduates/Completers Survey is a web-based application to collect data related to 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 **Grades Offered** tab collects a description of the state's student counts included in pre-kindergarten reporting. The **Graduates/Completers** tab collects whether the state recognizes Below 7 reporting with an explanation required if Below 7 reporting is not recognized.

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**
- **Prekindergarten Reporting**

Graduates/Completers

- **Regular High School Diploma**
- **Other High School Completer**
- **Below Grade 7 Reporting**

Definitions for the above bulleted terms can be found under Section 4.1.

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).

2.0 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.

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

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

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

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, ED Facts Coordinators also serve as the CCD Coordinator. If this applies to your state 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 **Reports** tab once the survey has been submitted.

Why isn't the ED Facts Coordinator the primary provider of this information?

The Department of Education and National Center for Educational Statistics (NCES) 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 2020-21, and **Graduates/Completers** covers data for SY 2019-20.

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 CCD files submitted by grade levels do not include counts for **Grade 13**.

NOTE! The DMS may identify other issues with your data, but they will not be for information available in your survey responses.

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

To view a copy of the submitted survey, users can access an HTML report from the **Reports** tab on the survey dashboard. See section 6.0 for step-by-step instructions.

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.

How is *Other High School Completers* defined?

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.

How is *Ungraded students, Grade 13, and Adult Education* defined?

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 *High School Completers*?

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 Grades Offered and Completers Survey will open on **December 7, 2020** and will close on **March 17, 2021**. This survey reopens on **June 1, 2021** and closes on **July 21, 2021**.

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 an HTML report.

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

Yes. CCD Coordinators will have access to make changes to the survey up until the survey is closed and are able to override 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.

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 AS 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 4,000 characters.

Can I print the results of this survey?

Yes. Users can obtain an 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 Accessing the CCD Grades Offered/Completers Survey

Access to the survey is available from the [EMAPS](#) login screen.

A Department of Education approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).



Figure 3.1 – Department of Education Warning Banner and Login Screen

Enter the assigned EMAPS username and password into the appropriate fields.

EMAPS passwords have minimum requirements. When resetting EMAPS passwords, the following is required:

- Minimum of 12 characters
- And at least one of the following *of each*: Upper Case, Lower Case, one Number and one special Character

NOTE! Both the EMAPS username and password are case sensitive. If issues occur when logging into EMAPS, please contact PSC (FAQ Section, 2.0).

Once logged into EMAPS, the EDFacts Portal will display. Click the **CCD Grades Offered and Graduates/Completers** link under the EDFacts section, then click the state specific survey link to enter the survey (see figs. 3.2 and 3.3).

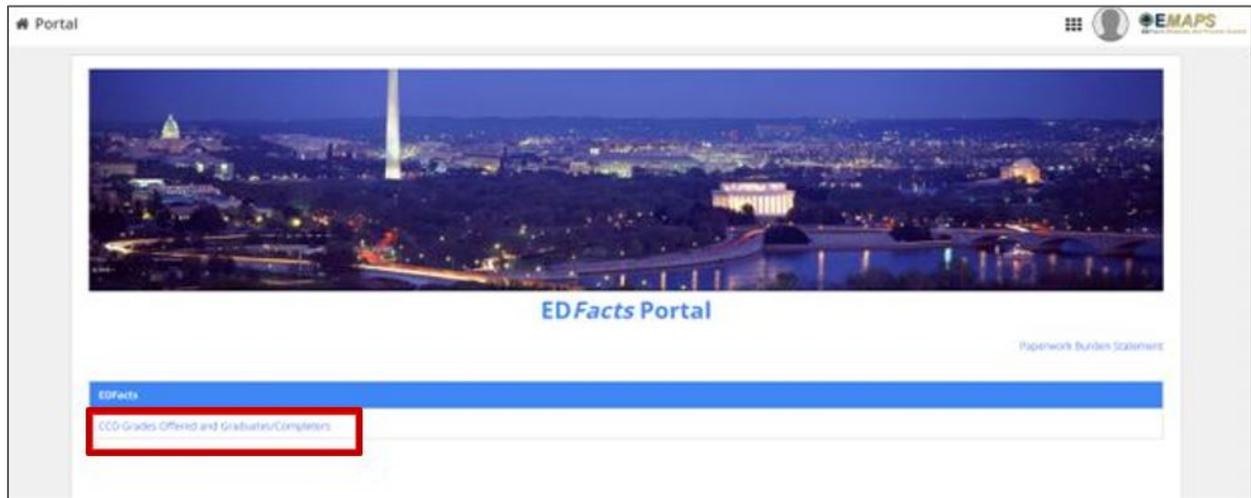


Figure 3.2 – ED Facts Portal Landing Page

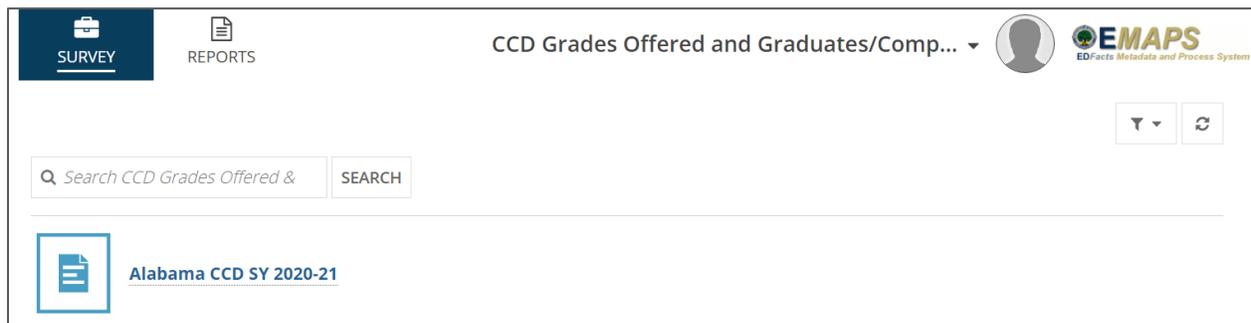


Figure 3.3 – State Specific EMAPS CCD Grades Offered & Graduates/Completers Survey Link

The system will redirect to the **Summary** tab of the CCD survey (see fig. 3.4) where the following will be available:

- About the Survey
- Instructions
- User Guide (a quick link to the survey)

Alabama CCD SY 2020-21

Summary | CCD Grades Offered | Graduates/Completers | Review and Submit Responses | State Reports | Related Actions

About the Survey

The ED Facts 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 ED Facts Submission System (ESS) file specifications F5029 Directory and F5039 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 F5052 Membership; the value Ungraded Teachers in file F5059 Staff Full-Time Equivalent (FTE); and the values Regular Diploma and Other High School Completion Credentials in ESS file F5040 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
- Prekindergarten Reporting

Graduates/Completers

- Regular High School Diploma
- Other High School Completer
- Below Grade 7 Reporting

The CCD Grades Offered & Graduates / Completers Survey open and close dates can be found on the ED Facts Community website (<https://edfacts.grads360.org/>).

Instructions

Navigate through the survey by clicking on the link for each section, clicking on "Update Data" on top right, answering each question, and then clicking the "SAVE AS DRAFT" button located at the bottom of each screen. When you click the "SAVE AS DRAFT" button, if no error messages are generated, the responses you entered will be saved and the page becomes a read-only review. You may return to any section by clicking the links at the top of the screen. You may enter or change answers to questions any time prior to the system close, even if responses to questions were saved, or you previously submitted your data.

Once you have completed all sections, be sure to click on the "SUBMIT" button to successfully submit your data.

For questions, please contact the Partner Support Center (PSC) at 877-457-3336 or EDEN_SS@ed.gov. For TTY services, please contact Federal Relay Service at 800-877-0996 / federalrelay@sprint.com.

User Guide

[EMAPS CCD Grades Offered & Graduates / Completers User Guide SY 2019-20 R9](#)

Figure 3.4 – EMAPS CCD Survey Summary Tab

4.0 Completing the CCD Grades Offered and Graduates/Completers Survey

The survey Dashboard contains tabs for each section of the survey. The CCD Dashboard contains the following tabs (see fig. 4.1):

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:** This form is where CCD Coordinators review the warnings and edit checks or submit the survey to the database.
5. **State Reports:** Review the HTML reports for each CCD Grades Offered & Graduates/Completers Survey submitted by the state for each year the survey has been in EMAPS.
6. **Related Actions:** This tab contains **Update Data** link to edit the survey. Once the survey has been saved as a draft, a **VERIFY DATA** button will appear to review the edit checks and submit the survey to the database.

4.1 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 program offered in some states that enables students to earn post-secondary credits, a 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 GED or the HSED. Recipients of equivalency diplomas, such as a GED or HSED, are excluded from this survey.

This survey contains two sections in which data is to be entered: 1) Grades Offered and 2) Graduates/Completers. ED plans to use the data from ungraded classes in conjunction with NCES for CCD purposes.

4.2 CCD Grades Offered Tab: FS039

To begin entering data, select the **CCD Grades Offered** tab from the Summary page and the questions will first display in view-only mode. To enter responses, follow these instructions:

1. Select the **UPDATE CCD GRADES OFFERED DATA** button to manually enter the data (see fig. 4.1).



Figure 4.1 – CCD Grades Offered tab - Update Data

2. Data entry fields will display to allow manual responses, radio buttons will appear to respond **Yes** or **No** and the **SAVE AS DRAFT** button will appear in the bottom right corner of the screen (see fig. 4.3 below). A section for additional information or comments can be found below the questions on the same page.

CCD Grades Offered
Please complete the form below.

CCD GRADES OFFERED (FS029, FS039) for SY 2020-21, data due January 29, 2021

Does your state offer ungraded instruction? Yes No

Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)? Yes No

Does your state report Adult Education within its elementary and secondary structure? Yes No

Can you differentiate between grades offered and grades enrolled at the school level? Yes No

Can you differentiate between grades offered and grades enrolled at the district level? Yes No

Please provide any relevant additional information, if applicable.

Figure 4.2 – CCD Grades Offered tab- Grades Offered (FS029, FS039) Questions

STAFF FTE (FS059) for SY 2020-21, data due May 31, 2021

Are any teachers identified as teachers for ungraded classes? Yes No

MEMBERSHIP (FS052) for SY 2020-21, data due March 31, 2021

Please describe the student counts included in prekindergarten reporting for your state in the box below.

Do the counts include students enrolled in Headstart, children with disabilities, or State-funded preschool programs? Yes No

If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.

SAVE AS DRAFT

Figure 4.3 – CCD Grades Offered tab – Staff and Membership Questions

The membership section within the **Grades Offered** tab collects information regarding pre-kindergarten reporting within your state. This section now contains three separate questions regarding student counts for pre-kindergarten reporting: students enrolled in Headstart, children with disabilities, or state-funded preschool programs, and whether or

not there are significant differences in data reported between education levels (such as SEA, LEA and/or school).

CCD Grades Offered Tab Questions

Questions featured in the **Grades Offered** Section include:

CCD GRADES OFFERED (FS029, FS039) (Shown in Figure 4.2)

Does your state offer ungraded instruction?

Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)?

Does your state report Adult Education within its elementary and secondary structure?

Can you differentiate between grades offered and grades enrolled at the school level?

Can you differentiate between grades offered and grades enrolled at the district level?

This subsection allows for additional detail to be provided in the field titled “*Please provide any relevant additional information, if applicable.*”

STAFF FTE (FS059) (Shown in Figure 4.3)

Are any teachers identified as teachers for ungraded classes?

MEMBERSHIP (FS052) (Shown in Figure 4.3)

This subsection allows for additional detail to be provided in the field titled “Please describe the student counts included in prekindergarten reporting for your state in the box below.”

Do the counts include students enrolled in Headstart, children with disabilities, or State-funded preschool programs?

This subsection allows for additional detail to be provided in the field titled “*If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.*”

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 indicate that a response is required.

4.3 Graduates and Completers Tab: FS040

The **Graduates/Completers** tab contains three 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. 4.4).



Figure 4.4 – Graduates/Completers tab - Update Data

2. Data entry fields will display to allow manual responses, radio buttons to respond **Yes** or **No** and the **SAVE AS DRAFT** button will appear in the bottom right corner of the screen (see fig. 4.5). A section for additional information or comments can be found below the questions on the same page.

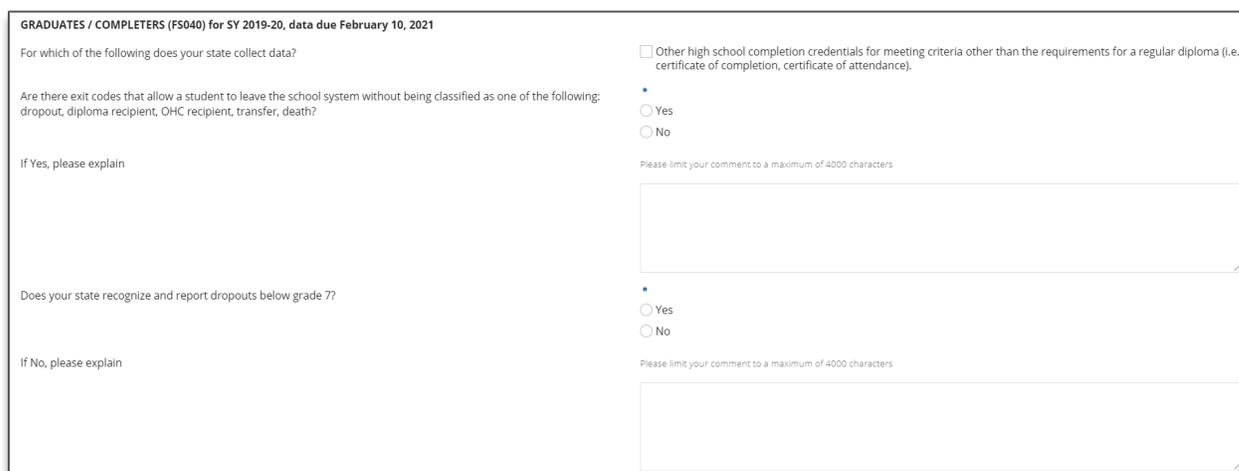


Figure 4.5 – Graduates/Completers Tab Questions

Graduates and Completers Tab Questions

Questions featured in the **Graduates and Completers** Section include:

For which of the following does your state collect data?

Are there exit codes that allow a student to leave the school system without being classified as one of the following: dropout, diploma recipient, OHC recipient, transfer, death? States are able to provide an explanation following this question.

Does your state recognize and report dropouts below grade 7? If no, a field will populate in order to provide further detail.

The question ***For which of the following does your state collect data?*** is now a single checkbox.

NOTE! The required question ***Does your state recognize and report dropouts below grade 7?*** requires an explanation in the provided text box if the answer to the question is **No**.

NOTE! If the answer to question ***Are there exit codes that allow a student to leave the school system without being classified as one of the following: dropout, diploma recipient, OHC recipient, transfer, death?*** 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 4,000-character limit.

4.4 Submitting the Survey to the Database

Once all data entry sections have been completed, select the ***Review and Submit Responses*** tab to submit the survey.

Select the ***VERIFY DATA*** button which will appear in the top right corner of the ***Review and Submit Responses*** tab (see fig. 4.6).



Figure 4.6 – Review and Submit Responses tab

All responses will display on the screen in a review-only mode. Once all responses have been reviewed, select the ***SUBMIT*** button in the bottom right corner of the page (see fig. 4.6).

STAFF FTE (FS059) for SY 2020-21, data due May 31, 2021
 Are any teachers identified as teachers for ungraded classes? **Yes**

MEMBERSHIP (FS052) for SY 2020-21, data due March 31, 2021
 Please describe the student counts included in prekindergarten reporting for your state in the box below. **-**
 Do the counts include students enrolled in Headstart, children with disabilities, or State-funded preschool programs? **Yes**
 If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.

GRADUATES / COMPLETERS (FS040) for SY 2019-20, data due February 10, 2021
 For which of the following does your state collect data? **Other high school completion credentials for meeting criteria other than the requirements for a regular diploma (i.e. certificate of completion, certificate of attendance).**
 Are there exit codes that allow a student to leave the school system without being classified as one of the following: dropout, diploma recipient, OHC recipient, transfer, death? **Yes**
 If yes, please explain **-**
 Does your state recognize and report dropouts below grade 7? **No**
 If No, please explain **-**
 Please provide any relevant additional information, if applicable

SUBMIT

Figure 4.6 – Review and Submit tab – Submit button

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 email confirmation will be sent to the submitter’s email account confirming this survey is complete and that the Department of Education has received it. An HTML report of the completed survey will also be attached to this email.

When resubmitting a survey, please note that a timestamp will be generated each time the survey is submitted even when there are no changes to the data entered.

5.0 Accessing the HTML Report

An HTML version of the **CCD Grades Offered and Graduates/Completers** survey can be accessed from the **State Reports** tab while in the **CCD Survey** and from the **Reports** tab on the main EMAPS homepage. HTML reports are generated each time the survey is submitted to the database.

To download a **CCD Grades Offered and Graduates/Completers** HTML report, click the blue hyperlink to access the HTML version of the report. Follow the browser’s prompts to save a copy to your desktop.

Alabama CCD SY 2020-21

Summary CCD Grades Offered Graduates/Completers Review and Submit Responses **State Reports** Related Actions

File Name	File Type	Creation Date	Submitter Name	Email
Alabama - CCD SY 2020-21 SY 2019-20	HTML	11/5/2020 1:29 PM EST		

Figure 5.1 – State Reports tab

NOTE! The HTML Report will be identical if it is accessed from the ***State Reports*** tab within the survey or from the ***Reports*** tab on the EMAPS homepage.

6.0 Automated Emails from EMAPS

Emails automatically generated and sent from EMAPS will come from the EDEN_SS@ed.gov email address.

All auto-generated emails related to the CCD Grades Offered and Completers are sent to the ED*Facts* Coordinator. If someone else in the SEA should receive the notification emails, please contact PSC for assistance.

email

- An email will be sent to all the state's users when the survey has been opened;
- A confirmation email will be sent to all the state's users each time the survey's responses have been submitted;
- An email 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 email 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 email will be sent to all users as a reminder that initial survey submission or updates will be due in 3 days;
- An email will be sent to all the state's users when the survey reopens; and
- An email will be sent to all 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.



The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

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