



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# **PK12 INFORMATION DATABASE REQUIREMENTS**

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# **USER MANUAL**

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## CHAPTER 6

### ONLINE PROGRAMS AND REPORTS FOR REQUEST

The online programs are a series of screens providing districts with the ability to browse (look at) their data stored on the information database. These programs are provided to assist the districts in troubleshooting their data. The programs described in this document run at North West Regional Data Center (NWRDC) in the County CICS region.

This chapter provides information on how to sign on to CICS and how to navigate between the screens. Illustrations of some of the online screens are provided throughout the chapter.

#### *Establishing a Session*

If the connection to NWRDC is via SNA, the terminal displays the VTAM menu for the SNA host center.

1. Type NWRCICC, and
2. Press the ENTER/RETURN key.

Once the terminal is successfully connected to NWRDC's County CICS system, the following screen will be displayed:

```
NWRDC --- CICS SECURITY SYSTEM
SPECIFY USER-ID AND PASSWORD

TERMINAL === XXNN
TIME === NN.NN.NN

USER-ID ===      === REQUIRED
PASSWORD ===     === REQUIRED

NEW PASSWORD ===
```

1. Type the USER-ID,
2. Tab down to the PASSWORD field, copy or type the password received from ENSONO MFA.

**NOTE:** this is a one-time only password with limited amount of time to use it.

**NOTE:** Do not press the ENTER/RETURN key until both the USER-ID and PASSWORD have been entered.

**Remember to treat all database passwords as confidential information.** They are the keys to your share of the information database.

The next screen in the logon sequence is as follows:

NWRDC	
--- CICS SECURITY SYSTEM	
SPECIFY ACCOUNT TO BE CHARGED FOR THIS SESSION	
LOGON-ID===	=== REQUIRED
SUB-PROJECT	=== === OPTIONAL
PASSWORD	

This screen requires that you specify a valid NWRDC LOGON-ID that will be charged for the session. The LOGON-ID should already be set up and should be the same as your user ID. You need only press the ENTER/RETURN key.

The next screen is the NWRDC CICS screen from which you access the Online Programs for browsing.

```
-----NWRDC --- CICS SECURITY SYSTEM -----  
LAST SIGNON WAS 15.37.31 85.180  
  
NWR CICS SESSION BEGINNING                14.36.40 85.201  
TERMINAL (XXNN)  USER(XXXXXX)  GROUP(XX-XXXXX)  
  
-----SIGNON COMPLETED-----
```

Note the terminal-ID, user and group information for future reference in case of terminal or network problems. (Write it down if necessary.)

1. Clear the screen,
2. Type MMnn (where nn is the number of your district; e.g., MM06 for district 06, Broward),
3. Press the ENTER/RETURN key.

At this point, the Main Menu will appear as follows and you will have successfully signed on to the Online System.

STATE OF FLORIDA	MAIN
STUDENT/STAFF/FINANCE	
MAIN MENU	
1-SDCM	Student Component Menu
1-SFCM	Staff Component Menu
3-FNCM	Finance Component Menu
4-WDIS	WDIS Component Menu
6-MESS	Broadcast Messages
99-HELP	Help Main Menu
Enter Option Number or 4-Character Code	
COMMAND ==	
PF1=HELP   PF9=EXIT	

## *Navigating the Online Programs*

From the Online Programs Main Menu screen, you may enter:

1. Student Component of the information database,
2. Finance Component, or
4. Course Code Component, or
5. Broadcast Messages.

The Help Main Menu is no longer available.

Staff and WDIS reports are available via the DQ2 System.

Each menu option has assigned to it both a menu number and a screen ID. Screen ID's are 4-character codes that are displayed in the upper right-hand corner of the screen. "MAIN" is the screen ID for the Main Menu. Menu options can be selected by entering either the option number or the associated screen ID.

To select the Student Component Menu:

1. Type either the number "1" on the COMMAND line, or
2. Type the code "SDCM" on the COMMAND line and
3. Press the ENTER/RETURN key.

This will result in the display of the following screen:

STATE OF FLORIDA		SDCM
STUDENT COMPONENT MENU		
1-DEMO	Student Demographic Data	18-SSCD Student Schedule
2-SCRS	Student Course Data	19-SFTE Student FTE Data
3-TCRS	Teacher Course Data	20-TSCD Teacher Schedule
4-EXCS	Exceptional Student Data	21-CLAS Class Roster
5-XXXX	--Reserved for Future--	22-DFTE DIST/SCHL Weight/Unweight FTE
6-FSIS	FED/STATE Indicator Data	23-EDST Edit Status
7-PRSC	Prior School Status	24-FNLR Final Reports
8-LENG	English Language Learners	25-XXXX --Reserved for Future--
9-STTP	Student Transportation	26-RRPT Reports for Request
10-XXXX	--Reserved for Future--	27-CCNN Course Numbers/Names
11-XXXX	--Reserved for Future--	28-STLI Student Local Id Demo Browse
12-XXXX	--Reserved for Future--	29-STL8 Student Local Id 6,8 Browse
13-DEM8	Student Demo Survey 6, 8	30-XXXX --Reserved for Future--
Please page forward (PF8) for End of Year Formats		
COMMAND      Enter Option Number or 4-Character Code		
PF1=HELP    PF5=MAIN MENU    PF8=FRWD    BROWSE    PF9=EXIT		

This is the first part of the Student Component Menu.

- Options 1 through 24, and 27 through 29 permit a district to browse data on individual tables of the information database.
- Option 26 allows a district to request that reports or files be generated.
- Options 25 and 30 are no longer available.

This is the first part of the student menu. To access the second part of the menu press PF8 (Programmed Function key 8).



STATE OF FLORIDA  
END OF YEAR MENU

EYCM

35-DEM5	Student Demographic Data	51-VSCD	CTE Student Schedule
36-VCRS	CTE Student Course Data	52-VCLS	CTE Class Roster
37-VTCH	CTE Teacher Course Data	53-VTSC	CTE Teacher Schedule
38-STAS	Student Assessment	54-AFND	Student Additional Funding
39-EOYS	End of Year Status Data	55-ICRT	Industry Certification
40-DISC	Discipline Data	99-HELP	Help Menu
41-FSCE	FED/ST Compensatory-Chapt1		
42-XXXX	--Reserved for Future--		
43-EXC5	Exceptional Student Data		
45-DOPP	Dropout Prevention Prog		
46-XXXX	--Reserved for Future--		
47-STRN	Student Transcript Data		
48-SAFE	School Safety Data		
49-XXXX	--Reserved for Future--		
50-XXXX	--Reserved for Future--		

COMMAND ==>                      Enter Option Number or 4-Character Code

PF1=HELP   PF5=MAIN MENU   PF7=BWKD BROWSE   PF9=EXIT

Two menu options (Student Demographic Data and Exceptional Student Data) appear on both the first and second screens. For these, use the first screen option for surveys other than Survey 5 and the second screen option for Survey 5.

At the bottom of the screen, the last two lines display commands that may be executed by pressing one of the PF (Programmed Function) keys. On the screen above, PF1, PF5, PF7, and PF9 are displayed.

1. Pressing PF1 gets you interactive HELP, which is discussed later in this chapter.
2. Pressing PF5 returns you to the Main Menu of the Online System.
3. To return to the first part of the Student Component Menu, press PF7.
4. Pressing PF9 ends this CICS session (you can do this from any screen of the Online System except HELP). A terminating screen will then be displayed and you should do the following:
  - a) Clear the screen,
  - b) Type SECU,LOGOFF, and
  - c) Press the ENTER/RETURN key to return the terminal to the NWRDC VTAM menu (at which point you have successfully signed off).

As mentioned above, menu options are selected by entering either the option number or screen ID.

**An option may be selected by entering its screen ID even if the option does not appear on the current menu display.** For example, if the Main Menu screen is displayed, typing SFTE will display the Student FTE Data screen. The same is true of a selection's option number, with the provision that if the option doesn't appear on the screen you should enter its fully qualified number. Fully qualified means that you would type both the main menu and component menu option numbers together. For example, since the Student Component Menu is option number 1 on the Main Menu, and the Student Course Data browse/update program is option number 3 on the Student Component Menu, you would type "1.3" to enter its fully qualified option number. Of course, if you are in the Student Component Menu already, you would only have to enter a "3" to select this option. It's only from other menus that the fully qualified form must be entered.

Selecting the Student Course Data browse option results in the display of the following screen:

```

                                STUDENT DATA BASE                                SCRS
                                STUDENT COURSE DATA

To BROWSE -- Enter AT LEAST through FLEID  AT MOST through TERM

DISTRICT OF INSTRUCTION:                YEAR:                SURVEY:
SCHOOL OF INSTRUCTION:
FLEID:
COURSE:                                STUDENT ID, LOCAL:
SECTION:                PERIOD:    -    TERM:    CRS GR:

DISTRICT OF ENROLLMENT:                STUDENT LOCATION:    DAYS/WEEK:
SCHOOL OF ENROLLMENT:                MINS/WEEK:
READ INTERVENTION:    APPREN.SPONSOR CDE:                - DAY OF WEEK SCHEDULED -
FEFP PROGRAM:                FTE REPORTED:                M    T    W    T    F    S    C
VIRT INSTR PROV:                ONLINE COURSE PROV:
GRADE:                DUAL ENROLLMENT:                CTE PGM CODE:
ELL INSTR MODEL:                YEAR ROUND SCHL:                FTE PENDING (FYI):

COMMAND ==>
blank=Browse  A=Add  C=Chg  X=Del  PF1=Help  PF2=Refresh  PF3=Student Menu
PF5=Main Menu  PF7=Bkwd Browse  PF8=Frwd Browse  PF9=Exit  CLEAR=Erase Data

```

From this screen the following can be used:

- PF1 to get interactive Help,
- PF3 to exit this screen and return to the Student Component Menu,
- PF5 to exit and return to the Online System Main Menu, or
- PF9 to exit the Online System entirely.

In addition, it is possible to switch to a different screen by:

1. Typing its screen ID on the COMMAND line and pressing the ENTER/RETURN key, or
2. Typing the new screen's option number (fully qualified if the screen is not one of the Student Component options) on the COMMAND line and pressing the ENTER/RETURN key.

## *Browse Programs*

No attempt will be made here to describe the operation of each screen of the online programs in detail. Instead, a general discussion of each function of the browse programs will be given using the Student Course Data browse program (screen ID SCRS, displayed on the previous page) as an example.

The top of the Student Course Data browse screen has instructions that tell the user the minimum (and the maximum) number of fields the user needs to supply in order to give the program enough information to locate a record or records on the information database. For the Student Course screen, the user must enter a minimum of five fields (**District of Instruction, Year, Survey, School of Instruction, and FLEID**). A specific record can be located if the user supplies five more fields to the program (Course, Section, Begin Period, End Period and Term). All other screens contain similar instructions about the information that must be supplied in order to locate a record on the database. At a minimum, District, Year, Survey and FLEID must be supplied in order to access a record/screen on the student database.

The Student ID, Local is never used to locate a student record in the online programs. This field will be displayed but should be ignored when entering information for retrieval of a record.

If one or more records are found on the information database, the program displays the first record for the user. **PF7** and **PF8** can then be used to **browse backward and forward** through the set of records found. If no records are found matching the criteria specified by the user, the program provides this information to the user.

Additional function keys the user should be aware of are the following:

1. **PF2** - Pressing PF2 will refresh the screen.
2. **CLEAR** - Pressing CLEAR will erase all variable information on the screen

While many programs display database records one at a time for browse purposes, some programs display information from several records at once on the screen. Often, information from multiple database tables is used in putting together these displays. The following are short descriptions of these programs. Option numbers and screen ID's follow the program names in parentheses:

## STUDENT COMPONENT MENU

**Student Schedule (18-SSCD)** - a list of the classes taken by a student within a given School of Instruction.

**Student FTE Data (19-SFTE)** - a list of all classes taken by a student within the District of Instruction, displaying FTE Earned, Course for each course. Also, if FTE Earned, Course has been NULled by a validation rule, the value of the FTE Earned prior to nulling is displayed under the heading "NONFUNDABLE FTE."

**Teacher Schedule (20-TSCD)** - a list of all classes taught by a teacher within a given School of Instruction.

**Class Roster (21-CLAS)** - a program that produces two lists that the user can view one at a time, by pressing PF6. The first list names the students taking a given class. The second is a list of the teachers teaching that class.

**DIST/SCHL Weight/Unweight FTE (22-DFTE)** - a summarization of FTE Earned by School of Instruction, FEFP, and Grade. Totals can be produced for rows for which FTE will be funded and for rows containing errors that would invalidate the row for use in FTE funding calculations.

**Edit Status (23-EDST)** - a program that will allow districts to monitor the progress of their data in the System. Use this program to (1) make sure that an initial submission or batch update has been processed (2) to view totals related to that processing, and (3) to see what datasets are available for retrieval.

**Final Reports (24-FNLR)** - a program that allows districts to see which end-of-the- survey reports (final reports) are available for retrieval.

**Reports for Request (26-RRPT)** - a program that allows districts to request reports and files to be generated according to the schedule in effect at the time.

**Course Numbers/Names (27-CCNN)** - a program that allows districts to browse the Course Code Directory, the Postsecondary Courses, and Vocational Courses.

**CTE Student Schedule (51-VSCD)** - the Survey 5 version of Student Schedule (SSCD) for career and technical education courses only.

**CTE Class Roster (52-VCLS)** - the Survey 5 version of Class Roster (CLAS) for career and technical education courses only.

**CTE Teacher Schedule (53-VTSC)** - the Survey 5 version of Teacher Schedule (TSCD) for career and technical education courses only.

### *Interactive Help*

The Interactive Help facility is no longer being updated with new edits, changes to edits and changes to documentation. Using this could result in error.

## Serious Error Processing

In the event of a database error or an unforeseen error in the programs of the Online System itself, a serious error screen will be displayed. This screen will contain diagnostic information that will aid EIS in resolving the problem that has occurred. Information on serious errors will be logged to a file at NWRDC, but if this log is damaged, the only copy of what has transpired will be what appears on your screen. You should therefore preserve this information (write it down or make a screen print) and report the problem to the EIS Contact Person as soon as possible.

The following is a sample serious error screen. If you ever encounter this screen, write down the information displayed or make a screen print and call the EIS Contact Person.

```
*****SERIOUS ERROR DESCRIPTION SCREEN*****
*****
          A SERIOUS ERROR HAS OCCURRED
          PLEASE CONVEY THE FOLLOWING
          INFORMATION
          TO THE EDS PROGRAMMING STAFF (SUNCOM 278-7911)
*****
          PROGRAM NAME === FNGQ30
          PARAGRAPH      === 6000
          TRANSACTION    === GQ30
          ORIGINAL TRAN  === MM21
          TERMINAL ID    === FNXD
          FUNCTION KEY   === PF1
          FUNCTION CODE  === 100A
          RETURN CODE    ===
                          000000000000
          DATASET        ===
          SQL CODE       === 0100
          ERROR CODE     === T106

          T106: An error occurred during an SQL FETCH operation.
          -911: Deadlock or time out. Try again later.
```

**To exit the serious error screen, press the CLEAR key.** You may then restart your session by typing MMnn (where nn is your district number) or sign off from CICS by typing SECU,LOGOFF and pressing the ENTER/RETURN key.

### *Reports Available for Request and Retrieval*

By using the Edit Status online screen (item 23 on the STUDENT MENU of the DOE Information Database online programs) the user can check to see when the latest edit and validation reports were created. The PF6 function key returns a screen that shows the data set name and current run date of these reports.

The Student Course screen also includes selected FTE reports. It should be noted that the Student Course Schedule Validation report F60857 is only available during the state processing window.

After the state processing window, FINAL Reports can be generated. Appendix L lists these reports and the surveys to which they apply. The Final Report online screen (Item 24 on the STUDENT MENU of the DOE Information Database online programs) allows the user to see when the most recent reports were run.

In general, reports are available for a full year for each survey period. This includes the overlap time through the same survey period in the next year. For example, Survey 1, 2010-11 reports will continue to be available for request through the state processing period for Survey 1, 2011-12. After that, the data on the database is archived and no longer available for running reports.

### *Questions and Answers*

Q: Do the online screens ever bring up more than the current year's data?

A: Yes, the online screens bring up multiple years including the current year. The number of years that can be viewed varies from table to table. Generally, two years of data plus the current processing year are viewable but there may be more years viewable for the smaller tables (including staff database tables).