

BUILD THE COHORT

Ottawa Region MISA Supplementary Documentation

EXTRACT DATA FROM ON SIS

Part 1 of 5:

1. Select **Queries, Reports and Extracts**
2. Select **Run Extract**
3. Select **SMS Extracts**
4. Select **Extracts List**
5. Select **EXSMS-0001SS - Data Submission SMS Extract**
6. From the Academic Year menu, choose **2010-2011**
7. From the Submission Period Type menu, choose **October Secondary School**
8. Check the box for **Student School Enrolment**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Repeat Steps 1-6
12. From the Submission Period Type menu, choose **March Secondary School**
13. Repeat Steps 8-10

14. Repeat Steps 1-6
15. From the Submission Period Type menu, choose **June Secondary School**
16. Repeat Steps 8-10

17. Periodically click **Refresh** and wait for all three extracts to appear under the heading "Generated Extracts"
18. Select the three extracts by clicking **Check All Generated Extracts**
19. Select **Download Selected Extracts**
20. When prompted, click **Save**

21. Navigate to your Downloads folder
22. Move the ZIP file to the following folder:
 \1. Extracts\Cohort Years\SEC\RAW
23. Extract the files and move the three separate files into the folder listed in Step 22

Part 2 of 5:

1. Select **Queries, Reports and Extracts**
2. Select **Run Extract**
3. Select **SMS Extracts**
4. Select **Extracts List**
5. Select **EXSMS-0001SS - Data Submission SMS Extract**
6. From the Academic Year menu, choose **2009-2010**
7. From the Submission Period Type menu, choose **October Secondary School**
8. Check the box for **Student School Enrolment**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Repeat Steps 1-6

12. From the Submission Period Type menu, choose **March Secondary School**
13. Repeats Steps 8-10

14. Repeat Steps 1-6
15. From the Submission Period Type menu, choose **June Secondary School**
16. Repeat Steps 8-10

17. Periodically click **Refresh** and wait for all three extracts to appear under the heading "Generated Extracts"
18. Select the three extracts by clicking **Check All Generated Extracts**
19. Select **Download Selected Extracts**
20. When prompted, click **Save**

21. Navigate to your Downloads folder
22. Move the ZIP file to the following folder:
 \1. Extracts\Prior Year\SEC\RAW
23. Extract the files and move the three separate files into the folder listed in Step 22

Part 3 of 5:

1. Select **Queries, Reports and Extracts**
2. Select **Run Extract**
3. Select **SMS Extracts**
4. Select **Extracts List**
5. Select **EXSMS-0001SS - Data Submission SMS Extract**
6. From the Academic Year menu, choose **2010-2011**
7. From the Submission Period Type menu, choose **October Elementary School**
8. Check the box for **Student School Enrolment**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Repeat Steps 1-6
12. From the Submission Period Type menu, choose **March Elementary School**
13. Repeats Steps 8-10

14. Repeat Steps 1-6
15. From the Submission Period Type menu, choose **June Elementary School**
16. Repeat Steps 8-10

17. Periodically click **Refresh** and wait for all three extracts to appear under the heading "Generated Extracts"
18. Select the three extracts by clicking **Check All Generated Extracts**
19. Select **Download Selected Extracts**
20. When prompted, click **Save**

21. Navigate to your Downloads folder
22. Move the ZIP file to the following folder:
 \1. Extracts\Cohort Years\ELE\RAW
23. Extract the files and move the three separate files into the folder listed in Step 22

Part 4 of 5:

1. Select **Queries, Reports and Extracts**
2. Select **Run Extract**
3. Select **SMS Extracts**
4. Select **Extracts List**
5. Select **EXSMS-0001SS - Data Submission SMS Extract**
6. From the Academic Year menu, choose **2009-2010**
7. From the Submission Period Type menu, choose **October Elementary School**
8. Check the box for **Student School Enrolment**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Repeat Steps 1-6
12. From the Submission Period Type menu, choose **March Elementary School**
13. Repeats Steps 8-10

14. Repeat Steps 1-6
15. From the Submission Period Type menu, choose **June Elementary School**
16. Repeat Steps 8-10

17. Periodically click **Refresh** and wait for all three extracts to appear under the heading "Generated Extracts"
18. Select the three extracts by clicking **Check All Generated Extracts**
19. Select **Download Selected Extracts**
20. When prompted, click **Save**

21. Navigate to your Downloads folder
22. Move the ZIP file to the following folder:
 \1. Extracts\Prior Years\ELE\RAW
23. Extract the files and move the three separate files into the folder listed in Step 22

Part 5 of 5:

1. Select **Queries, Reports and Extracts**
2. Select **Run Reports**
3. Select **Verification**
4. Select **Verification**
5. Select **VFSCH-PUBSECOSS.00 - Data Submission Public Secondary School Report**
6. From the Academic Year menu, choose **2010-2011**
7. From the Submission Period Type menu, choose **October Secondary School**
8. Under the heading Student Reports, check the box for **Section B (Detail) - Enrolment by Grade and Gender**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Repeat Steps 1-6
12. From the Submission Period Type menu, choose **March Secondary School**
13. Repeats Steps 8-10

14. Repeat Steps 1-6
15. From the Submission Period Type menu, choose **June Secondary School**

16. Repeat Steps 8-10
17. Periodically click **Refresh** and wait for all three reports to appear under the heading "Generated Reports"
18. Select the three reports by clicking **Check All Generated Reports**
19. Select **Download Selected Reports**
20. When prompted, click **Save**
21. Navigate to your Downloads folder
22. Move the ZIP file to the following folder:
 \2. Reports\RAW
23. Extract the files and move the three separate files into the folder listed in Step 22

REFORMAT THE DATA

1. Open **Report_Macro_v5.xlsm**
2. Click **Enable Editing**
3. In cell B1, enter the path to the 2. Reports\RAW folder
4. In cell B2, enter the path to the 2. Reports\Processed folder
5. In cell B3, enter the path to the \Final folder
6. Click **Run!**

7. Open **Student_Enrolment_Macro_v5.xlsm**
8. Click **Enable Editing**
9. In cell B1, enter the path to the 1. Extracts\Cohort Years\ELE\RAW folder
10. In cell B2, enter the path to the 1. Extracts\Cohort Years\ELE\Processed folder
11. In cell B3, enter the path to the \Final folder
12. Click **Run!**

13. In cell B1, change the path to the 1. Extracts\Cohort Years\SEC\RAW folder
14. In cell B2, enter the path to the 1. Extracts\Cohort Years\SEC\Processed folder
15. In cell B3, enter the path to the \Final folder
16. Click **Run!**

17. In cell B1, change the path to the 1. Extracts\Prior Year\ELE\RAW folder
18. In cell B2, enter the path to the 1. Extracts\Prior Year\ELE\Processed folder
19. In cell B3, enter the path to the \Final folder
20. Click **Run!**

21. In cell B1, change the path to the 1. Extracts\Prior Year\SEC\RAW folder
22. In cell B2, enter the path to the 1. Extracts\Prior Year\SEC\Processed folder
23. In cell B3, enter the path to the \Final folder
24. Click **Run!**

CREATE THE DATABASE

1. Open **Cohort_Database_v4.accdb**
2. Click **Enable Content** if applicable
3. Select the **External Data** tab
4. Select **Excel** from the Import & Link section
5. Click **Browse**

6. Navigate to the \Final folder, and select STU_DOB_Age.xlsx
7. Choose **Append a copy of the records to the table**, and select **STU_DOB_Age**
8. Select **OK**
9. Select **Next**
10. Select **Finish**
11. Close the database (to avoid subscript out of range error)

12. Open **Cohort_Database_v4.accdb**
13. Click **Enable Content** if applicable
14. Select the **External Data** tab
15. Select **Excel** from the Import & Link section
16. Click **Browse**
17. Navigate to the \Final folder, and select 2010-2011_Stu_Enrol_ELE.xlsx
18. Choose **Append a copy of the records to the table**, and select **2010-2011_Stu_Enrol_ELE**
19. Select **OK**
20. Select **Next**
21. Select **Finish**

22. Select the **External Data** tab
23. Select **Excel** from the Import & Link section
24. Click **Browse**
25. Navigate to the \Final folder, and select 2010-2011_Stu_Enrol_Sec.xlsx
26. Choose **Append a copy of the records to the table**, and select **2010-2011_Stu_Enrol_Sec**
27. Select **OK**
28. Select **Next**
29. Select **Finish**

30. Select the **External Data** tab
31. Select **Excel** from the Import & Link section
32. Click **Browse**
33. Navigate to the \Final folder, and select 2009-2011_Stu_Enrol_ELE.xlsx
34. Choose **Append a copy of the records to the table**, and select **2009-2010_Stu_Enrol_ELE**
35. Select **OK**
36. Select **Next**
37. Select **Finish**

38. Select the **External Data** tab
39. Select **Excel** from the Import & Link section
40. Click **Browse**
41. Navigate to the \Final folder, and select 2009-2011_Stu_Enrol_Sec.xlsx
42. Choose **Append a copy of the records to the table**, and select **2009-2010_Stu_Enrol_Sec**
43. Select **OK**
44. Select **Next**
45. Select **Finish**

FILTER COHORT LIST

46. Under the heading Macros, double-click **Build Cohort**

47. When the macro has finished running, select the **External Data** tab
48. Select **Excel** from the Export section
49. Do not change the filename; click **OK** to export

BUILD THE LIST OF GRADUATES

Ottawa Region MISA Supplementary Documentation

EXTRACT DATA FROM ON SIS

Part 1 of 6:

1. Select **Queries, Reports and Extracts**
2. Select **Run Extract**
3. Select **SMS Extracts**
4. Select **Extracts List**
5. Select **EXSMS-0001SS - Data Submission SMS Extract**
6. From the Academic Year menu, choose **2010-2011**
7. From the Submission Period Type menu, choose **October Secondary School**
8. Check the box for **Diploma/Certificate**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Repeat Steps 1-6
12. From the Submission Period Type menu, choose **March Secondary School**
13. Repeat Steps 8-10

14. Repeat Steps 1-6
15. From the Submission Period Type menu, choose **June Secondary School**
16. Repeat Steps 8-10

17. Repeat Steps 1-6
18. From the Submission Period Type menu, choose **June Night School**
19. Repeat Steps 8-10

Part 2 of 6:

Repeat all of Part 1 for Academic Year 2011-2012

Part 3 of 6:

Repeat all of Part 1 for Academic Year 2012-2013

Part 4 of 6:

Repeat all of Part 1 for Academic Year 2013-2014

Part 5 of 6:

Repeat all of Part 1 for Academic Year 2014-2015

Part 6 of 6:

1. Select **Queries, Reports and Extracts**
2. Select **Run Extract**
3. Select **SMS Extracts**
4. Select **Extracts List**

5. Select **EXSMS-0001SS - Data Submission SMS Extract**
6. From the Academic Year menu, choose **2015-2016**
7. From the Submission Period Type menu, choose **October Secondary School**
8. Check the box for **Diploma/Certificate**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Periodically click **Refresh** and wait for all twenty-one reports to appear under the heading "Generated Reports"
12. Select the twenty-one reports by clicking **Check All Generated Reports**
13. Select **Download Selected Reports**
14. When prompted, click **Save**

15. Navigate to your Downloads folder
16. Move the ZIP file to the following folder:
 \1. Extracts\Diploma Data\RAW
17. Extract the files and move the twenty-one separate files into the folder listed in Step 16

REFORMAT THE DATA

1. Open **Diploma_Data_Macro_v5.xlsm**
2. Click **Enable Editing**
3. In cell B1, enter the path to the 1. Extracts\Diploma Data\RAW folder
4. In cell B2, enter the path to the 1. Extracts\Diploma Data\Processed folder
5. In cell B3, enter the path to the \Final folder
6. Click **Run!**

CREATE THE DATABASE

1. Open **Graduates_Database_v4.accdb**
2. Click **Enable Content** if applicable
3. Select the **External Data** tab
4. Select **Excel** from the Import & Link section
5. Click **Browse**
6. Navigate to the \Final folder, and select **Diploma_Data_Day_Night.xlsx**
7. Choose **Append a copy of the records to the table**, and select **Diploma_Data_Day_Night**
8. Select **OK**
9. Select **Next**
10. Select **Finish**

11. Select the **External Data** tab
12. Select **Excel** from the Import & Link section
13. Click **Browse**
14. Navigate to the \Final folder, and select **COHORT_FINAL.xlsx**
15. Choose **Append a copy of the records to the table**, and select **COHORT_FINAL**
16. Select **OK**
17. Select **Next**
18. Select **Finish**

FILTER GRADUATES LIST

1. Under the heading Macros, double-click **01 Generate Graduates**
2. When the macro has finished running, select the **External Data** tab
3. Select **Excel** from the Export section
4. Do not change the filename; click **OK** to export

BUILD THE LIST OF NON-GRADUATES

Ottawa Region MISA Supplementary Documentation

EXTRACT DATA FROM ON SIS

Part 1 of 4:

1. Select **Queries, Reports and Extracts**
2. Select **Run Extract**
3. Select **SMS Extracts**
4. Select **Extracts List**
5. Select **EXSMS-0001SS - Data Submission SMS Extract**
6. From the Academic Year menu, choose **2011-2012**
7. From the Submission Period Type menu, choose **October Secondary School**
8. Check the box for **Student School Enrolment**
9. From the Report Format menu, choose **Commas-separated values**
10. Select **Run Immediately**

11. Repeat Steps 1-6
12. From the Submission Period Type menu, choose **March Secondary School**
13. Repeat Steps 8-10

14. Repeat Steps 1-6
15. From the Submission Period Type menu, choose **June Secondary School**
16. Repeat Steps 8-10

Part 2 of 4:

Repeat all of Part 1 for Academic Year 2012-2013

Part 3 of 4:

Repeat all of Part 1 for Academic Year 2013-2014

Part 4 of 4:

Repeat all of Part 1 for Academic Year 2014-2015

17. Periodically click **Refresh** and wait for all twelve reports to appear under the heading "Generated Reports"
18. Select the twelve reports by clicking **Check All Generated Reports**
19. Select **Download Selected Reports**
20. When prompted, click **Save**

21. Navigate to your Downloads folder
22. Move the ZIP file to the following folder:
 \1. Extracts\Cohort Years\SEC\RAW
23. Extract the files and move the twenty-one separate files into the folder listed in Step 22

REFORMAT THE DATA

1. Open **Student_Enrolment_Macro_v5.xlsm**
2. Click **Enable Editing**
3. In cell B1, enter the path to the 1. Extracts\Cohort Years\SEC\RAW folder
4. In cell B2, enter the path to the 1. Extracts\Cohort Years\SEC\Processed folder
5. In cell B3, enter the path to the \Final folder
6. Click **Run!**
7. When the macro has finished running, save the result in the \Final folder.

*NOTE: If you encounter a warning about previous versions of the file existing, overwrite the previous file.

CREATE THE DATABASE

1. Open **Non-Grads_Database_v4.accdb**
2. Click **Enable Content** if applicable
3. Select the **External Data** tab
4. Select **Excel** from the Import & Link section
5. Click **Browse**
6. Navigate to the \Final folder, and select 2010-2011_Stu_Enrol_Sec.xlsx
7. Choose **Append a copy of the records to the table**, and select **2010-2011_Stu_Enrol_Sec**
8. Select **OK**
9. Select **Next**
10. Select **Finish**

11. Select the **External Data** tab
12. Select **Excel** from the Import & Link section
13. Click **Browse**
14. Navigate to the \Final folder, and select COHORT_FINAL.xlsx
15. Choose **Append a copy of the records to the table**, and select **TBL_COHORT_FINAL**
16. Select **OK**
17. Select **Next**
18. Select **Finish**

19. Select the **External Data** tab
20. Select **Excel** from the Import & Link section
21. Click **Browse**
22. Navigate to the \Final folder, and select COHORT_GRADUATES.xlsx
23. Choose **Append a copy of the records to the table**, and select **TBL_COHORT_GRADS**
24. Select **OK**
25. Select **Next**
26. Select **Finish**

FILTER NON-GRADUATES LIST

1. Under the heading Macros, double-click **01 Generate Non-Grads**
2. When the macro has finished running, select the **External Data** tab
3. Select **Excel** from the Export section
4. Do not change the filename; click **OK** to export

5. Under the heading Macros, double-click **02 Generate Early School Leavers**
6. When the macro has finished running, select the **External Data** tab
7. Select **Excel** from the Export section
8. Do not change the filename; click **OK** to export