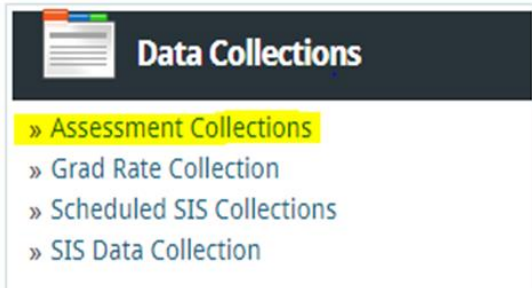
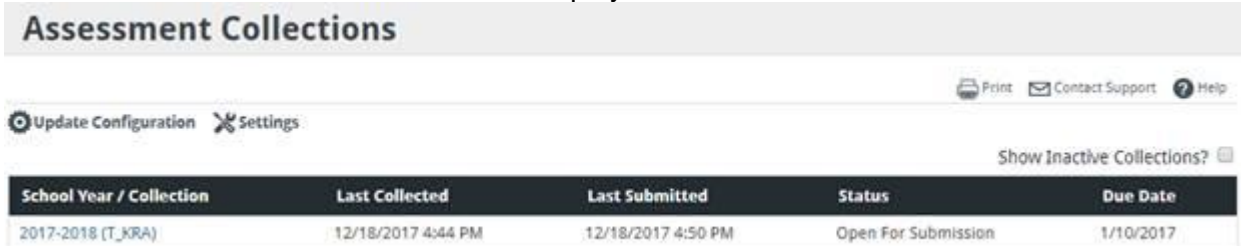


## How to Submit Assessment Data

1. Login to Enrich
2. Navigate to the Administration screen.
3. Look under Data Collections. There will be an "Assessment Collections" family listed in the Data Collections portal on the Administration page, like this:



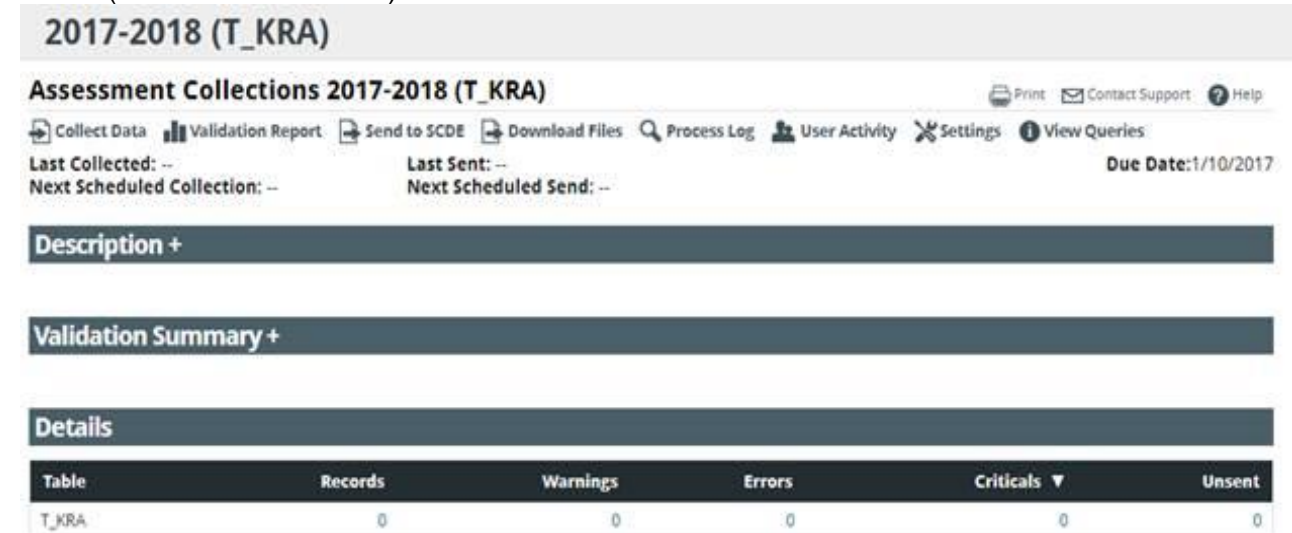
4. Click on **Assessment Collections**. The Assessment Collections screen will open.
5. The assessment collections screen will display assessments that can be collected.



A screenshot of the "Assessment Collections" screen. At the top, there is a grey header with the title "Assessment Collections". Below the header, there are several utility icons: "Update Configuration", "Settings", "Print", "Contact Support", and "Help". A "Show Inactive Collections?" checkbox is also visible. The main content is a table with the following data:

School Year / Collection	Last Collected	Last Submitted	Status	Due Date
2017-2018 (T_KRA)	12/18/2017 4:44 PM	12/18/2017 4:50 PM	Open For Submission	1/10/2017

6. Click on the assessment that you would like to collect/submit data for. (See illustration above)
7. The collections screen will open. BEFORE any data has been collected – note that all dates/#s are blank: (see illustration below)



A screenshot of the "Assessment Collections 2017-2018 (T\_KRA)" screen. At the top, there is a grey header with the title "2017-2018 (T\_KRA)". Below the header, there is a sub-header "Assessment Collections 2017-2018 (T\_KRA)". Below the sub-header, there are several utility icons: "Collect Data", "Validation Report", "Send to SCDE", "Download Files", "Process Log", "User Activity", "Settings", and "View Queries". Below the icons, there are several status indicators: "Last Collected: --", "Next Scheduled Collection: --", "Last Sent: --", "Next Scheduled Send: --", and "Due Date: 1/10/2017". Below the status indicators, there are three expandable sections: "Description +", "Validation Summary +", and "Details". The "Details" section is expanded and shows a table with the following data:

Table	Records	Warnings	Errors	Criticals ▼	Unsent
T_KRA	0	0	0	0	0

8. Click **Collect** to collect the data from Enrich Assess. You'll see this dialog:

**Collect and Submit?** x

Following the completion of this data collection, would you like to automatically submit your data?

9. Click **Collect Only**. While the collection is running the banner will display

**2017-2018 (T\_KRA)**

**Assessment Collections 2017-2018 (T\_KRA)** Print Contact Support Help

Collect Data Validation Report Send to SCDE Download Files Process Log User Activity Settings View Queries

Last Collected: -- Last Sent: -- Due Date: 1/10/2017  
Next Scheduled Collection: -- Next Scheduled Send: --

*A 2017-2018 (T\_KRA) collection is in progress and has been running for 02 sec ...  
View the [Process Log](#) for more details.*

10. When the collection is complete, the date filled in for Last Collected will display, and in the Details table, the number of records collected updates, with the unsend column showing the same number: Note that you may see a description of this collection if the SCDE added any.

**Assessment Collections 2017-2018 (T\_KRA)** Print Contact Support Help

Collect Data Validation Report Send to SCDE Download Files Process Log User Activity Settings View Queries

Last Collected: 12/18/2017 4:44:45 PM Last Sent: -- Due Date: 1/10/2017  
Next Scheduled Collection: -- Next Scheduled Send: --

**Description +**

**Validation Summary +**

**Details**

Table	Records	Warnings	Errors	Criticals ▼	Unsent
T_KRA	1165	0	0	0	1165

11. After you submit the data (using the Send to SCDE link), the Last Sent date filled in, and the Unsent column is now 0.

**Assessment Collections 2017-2018 (T\_KRA)** Print Contact Support Help

Collect Data Validation Report Send to SCDE Download Files Process Log User Activity Settings View Queries

Last Collected: 12/18/2017 4:44:45 PM Last Sent: 12/18/2017 4:50:31 PM Due Date: 1/10/2017  
Next Scheduled Collection: -- Next Scheduled Send: --

**Description +**

**Validation Summary +**

**Details**

Table	Records	Warnings	Errors	Criticals ▼	Unsent
T_KRA	1165	0	0	0	0

12. In the instance that you would like to review what the submitted data. You would click the Download Files link. The data download screen will appear

**Data File Download** x

File Types:  Select All Clear

File Format:

Download:  Collected data  Sent data

**Note:** It is recommended to choose the default option: Comma Separated Values (CSV) with header row. Once the file is downloaded you can open the file in Excel or use your favorite text editor.