

EIS Collection User's Guide

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EIS Collection User's Guide

1. Introduction

1.1 What is EIS?

The Educational Information System (EIS) provides an integrated database designed to facilitate departmental, divisional, and school-based planning and decision-making, and to enhance the accountability of the education system to students, parents, and the community.

The mandate of EIS is

- to improve the way education information is collected, stored, accessed, and analyzed
- to facilitate the collection of additional information necessary for analyzing program effectiveness

1.2 What is EIS Collection?

EIS Collection is a *data collection tool* developed by MEECL (Manitoba Education and Early Childhood Learning) for use in Manitoba schools and divisions. A data collection tool is not school administration software, but it can be used with other software packages to collect specific types of data for reporting to MEECL.

EIS Collection can be used in both school and division offices. Information collected using EIS Collection at the school is sent to the division office. These files are imported into EIS Collection at the division office and combined into a division file. MEECL collects information from the division to ensure consistency of information from the school through the division office to the department.

How Do Schools Use EIS Collection?

Schools using administrative software applications can export the required information from these packages into EIS Collection, where it will be checked and validated for departmental requirements. Information can also be directly entered into EIS Collection to create a data file for export to divisions. Information provided by the school includes student enrolment, student marks (Grades 9 to 12 only), and teacher experience.

How Do Divisions Use EIS Collection?

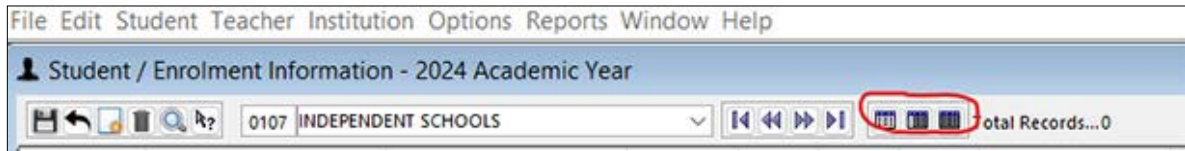
Division offices use EIS Collection to combine information from their schools and send division data to MEECL. In small divisions, the division office may enter school information directly into EIS Collection for each of its schools.

2. EIS Collection Application

2.1 Data Entry Buttons

2.1.1 Student/Teacher Information Screen

The following buttons are displayed on the student, teacher, and school information screens. The screen heading indicates the name of the screen and the academic year being viewed.



From left to right, the buttons are as follows:

Save: Saves the current record.

Undo: Reverts to the latest saved version of the record.

New: Adds a new (student or teacher) record.

Delete: Deletes the current record. All related information will also be deleted.

Find: Allows the user to enter search criteria to find a particular student, teacher, or school.

Context-Sensitive Help: Turns on the context-sensitive help. Then, the user can select any field and the online manual will open to that section.

School/Division Number: The number of the school or division data being displayed. A division user can enter a division or school number to filter the data on the student and teacher screens.

School/Division Name: The name of the school or division data being displayed. A division user can select a division or school name to filter the data on the student and teacher screens.

- The student and teacher screens can also display only records with errors.
- The student screen can display students without an assigned school.

First Record: Goes to the first record.

Previous Record: Goes to the previous record.

Next Record: Goes to the next record.

Last Review: Goes to the last record.

Views: These buttons are circled in red.

List View: Displays only the list of records (student, teacher, or organization). The records can be sorted by clicking on the title of any column. Double-clicking on any record will open the split-view screen with the details of the selected record.

Split View: Displays both the list-view and detail-view screens. The left screen displays the list view and the right screen displays the current record in the detail view. Selecting a different record on the list-view side will automatically update the detail view on the right.

Detail View: Displays only a single record (student, teacher, or organization).

2.1.2 Other Screens/Tables

Student Language Table



Add: Adds a new language record.

Remove: Deletes the selected language record.

Course Registration/Marks/BEF Classroom (K-8)/Experience Table

From left to right, the buttons are as follows:



Add: Adds a new subject record.

Remove: Deletes the selected subject record.

Copy: Selects all the records for copying.

Paste: Copies the previously selected records. These records may be copied from student to student, teacher to teacher, or within the same student or teacher.

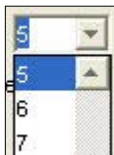
Purge: Deletes all the subjects for the student or teacher.

2.2 Data Entry Fields

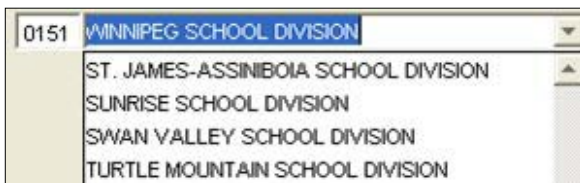
Text: Any combination of letters and/or numbers can be entered into this type of field.



Drop Down: This field is populated by a predetermined list of values.

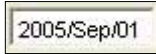


Combination: If known, the code can be entered in the field on the left. The field on the right will automatically be updated with the description. Alternatively, the description can be chosen from the drop-down list on the right. The text field will then automatically be updated with the correct code.



Date: Regardless of the way a date is entered, it will always be displayed in the default date format set in the default settings – “yyyy/mmm/dd” or “yyyy-mmm-dd”.

If numbers are used to represent the month during data entry, date flipping can occur. For example, ‘09/01’ will be interpreted as September 1st or January 9th, depending on the date settings of the computer.

A text input field containing the date "2005/Sep/01".

Check Box: If checked, the action described is performed.

A form with two checkboxes. The first checkbox is unchecked and labeled "Import School:". The second checkbox is checked and labeled "Perform Validation".

Select Option: Only one of the displayed options can be chosen.

A form with two radio buttons. The first radio button is selected and labeled "All Academic Years". The second radio button is unselected and labeled "Current Academic Year (2005)".

Browse Button: If selected, the standard Windows navigation window is displayed. Once a field name is selected, it is displayed in the text field on the left. Alternatively, the file name and path can be entered directly into the text field.

A file name input field with a dropdown arrow and a browse button icon. The text inside the field is "File name C:\EISCollection\exports\0151mrk.asc".

2.3 Import/Export

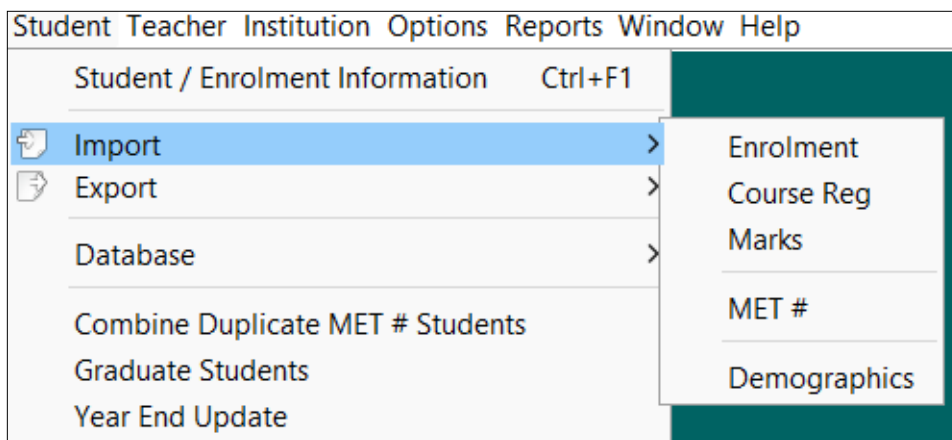
When a file type from either the Student or Teacher menu is selected, a file navigation window opens. Each option allows for validation to be selected by a 'Perform Validation' check box. If this is checked, the information will be validated before the file is either imported or exported by the application. If errors exist, an error message appears on the file navigation window. In addition, users will be given the option to display an error report, which will detail the problems with the data. These reports can be printed or viewed within the report window.

2.3.1 Import

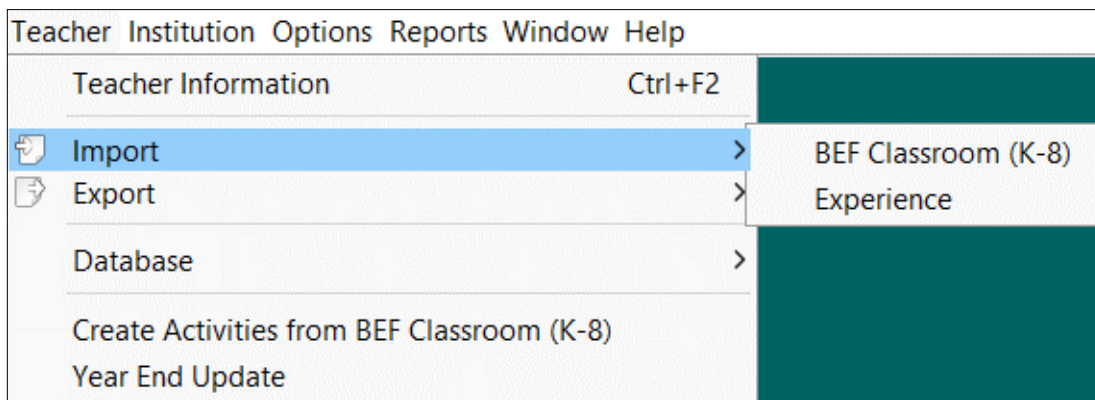
EIS Collection has been designed to receive information from school administration software, such as a school information system. The department has posted a File Layout document on the EIS Collection webpage at www.edu.gov.mb.ca/k12/eis/, which contains specific file layout requirements for each type of information collected by the department. Each software provider should provide their software clients with instructions on how to create the file from their software to be imported into EIS Collection.

- Each type of information collected by the department has its own import/export format.
- Encrypted Zip files can also be imported (the files must be created with EIS Collection or received from the department).

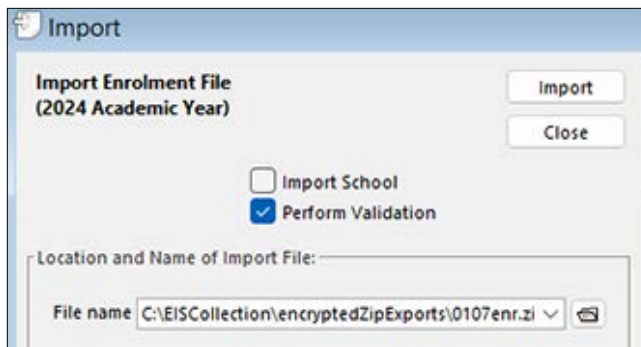
For students, the formats include Enrolment, Course Reg, Marks, MET #, and Demographics.



For teachers, the formats include BEF Classroom (K-8) and Experience.



The following is a sample of an import screen:



The academic year EIS Collection is expecting is displayed in the import window.

Check Boxes: Not all boxes are displayed on all exports.

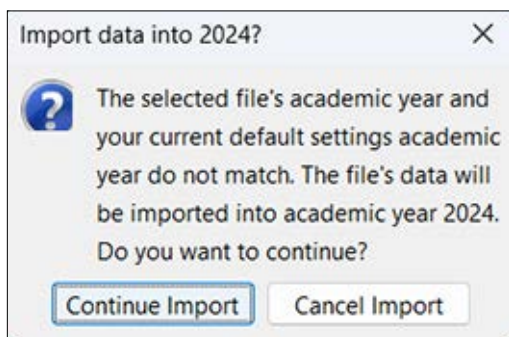
Import School: This box is displayed for division users and allows the division to import a single school.

Perform Validation: This box is checked by default; it can be unchecked if a file is to be imported without generating an error report. A warning is not displayed.

2.3.2 Import Warnings/Messages

Import data into 20xx?

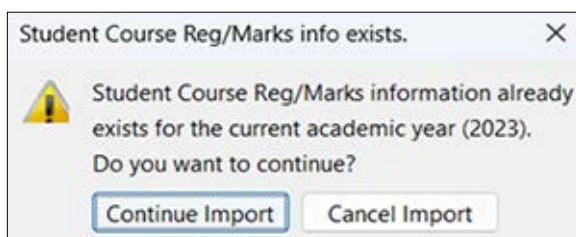
If there is a discrepancy between the academic year set on the default settings screen and the header record of the import file, the import will not continue until the user confirms the year.



Information already exists

If student or teacher data already exists, the user will be prompted before data is imported.

In the following example, the student enrolment will be **added to**, not overwritten. It is generally good practice to delete (purge) existing data before re-importing. Other imports where data may be duplicated are teacher BEF Classroom (K-8), Course Registration, and Marks.



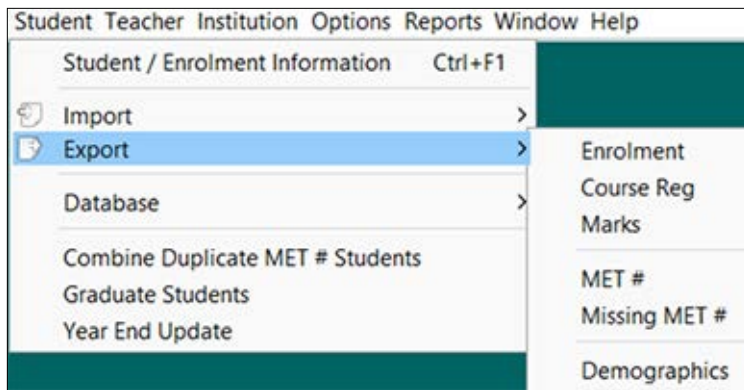
2.3.3 Export

Once any data errors have been fixed, users can create a data file by exporting the data out of EIS Collection. Finalized data files are to be sent to the department. Files received at the department are added to the provincial Education Information System (EIS).

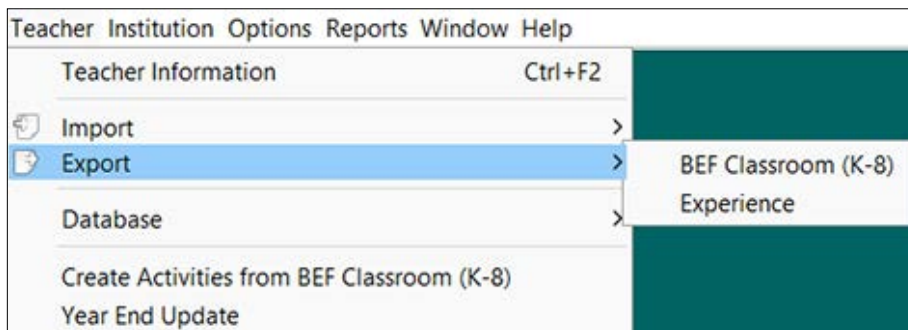
Tip: For instructions on how to submit the data files to the department, see the Export Instructions document on the EIS Collection webpage at www.edu.gov.mb.ca/k12/eis/.

Each type of information collected by the department has its own import/export format.

For students, the formats include Enrolment, Course Reg, Marks, MET #, Missing MET # and Demographics.



For teachers, the formats include BEF Classroom (K-8) and Experience.



The following is a sample of an export screen:



The **Academic Year**, as set in the default settings, is displayed. Ensure that the academic year set in default settings is correct for the exported data. The academic year is used to determine which version of the *Subject Table Handbook* to use for the validated subject codes and levels.

Note that mark exports will generally have the previous year. For example, in September 2023, marks will be reported with academic year 2022, since that was the year when the courses were taken.

Red Notes: These are displayed on some export screens to provide reminders and additional information.

Check Boxes: Not all boxes are displayed on all exports.

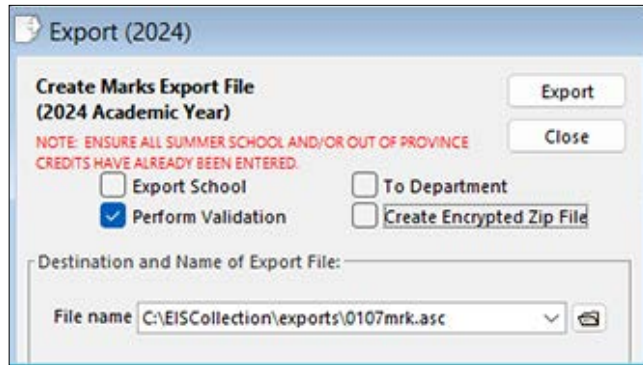
Export School: This box is displayed for division users and allows the division to export a single school.

To Department: This box is displayed for division users when exporting marks. It allows the division to enter multiple attempts for students who repeat courses within the same academic year (i.e., semester 1 and semester 2) without having to assign multiple credits.

Perform Validation: This box is checked by default and can be unchecked if a file needs to be created without fixing invalid records. These non-validated files **SHOULD NOT** be sent to the department unless requested by the Help Desk.



Create Encrypted Zip File: This box is checked by default and can be unchecked if a file needs to be created without encryption (for example, to create a file to be imported into a School Information System [SIS]).



Note: if Create Encrypted Zip File is unchecked, the file is saved in a **different directory**. To submit to the department, the file should be an encrypted Zip file.

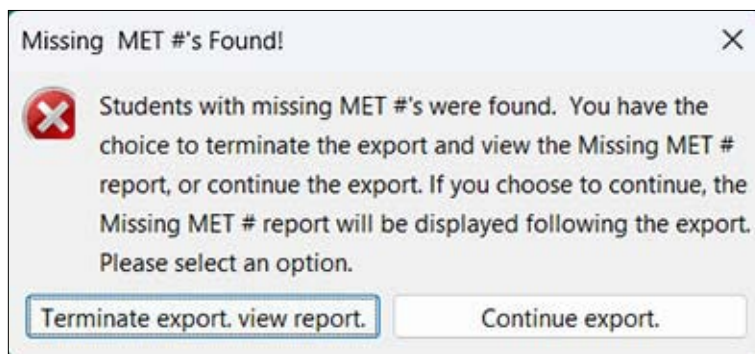
The **Export** Button will start the export process.

The **Close** Button will close the export screen.

2.3.4 Export Warnings/Messages

Missing MET #'s Found

The following screen is displayed after a student export if any Kindergarten to Grade 12 students do not have a MET # entered. If you have found all the MET #'s you are able to, then select *Continue export*. The Missing MET # report is for informational purposes only and does not prevent the export file from being created.



Marks/Course Registration Summary

The following screen is displayed after a marks or course registration export to ensure that all grades and semesters have been reported.



No Error Detected

The following prompt is displayed after a successful export. The actual message will vary but the number of students or teachers exported will be displayed.

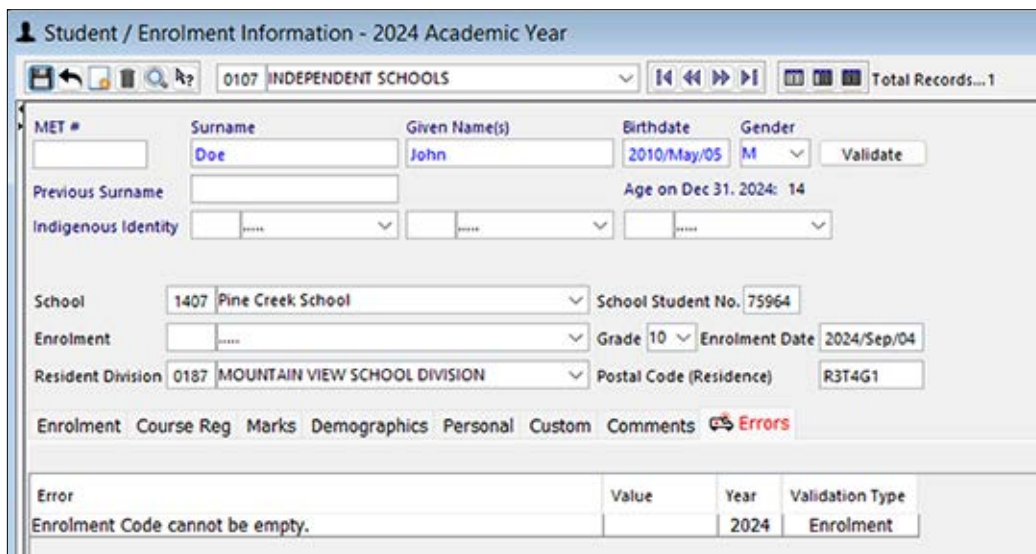


Total Errors Found

The following prompt is displayed if errors are found during the export. The report will list all the errors that need to be corrected.

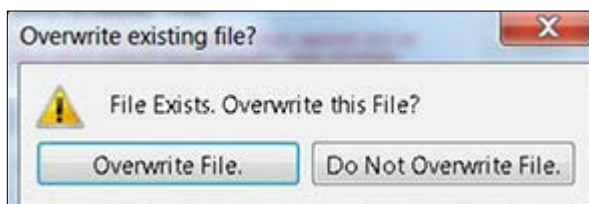


The error(s) will also be displayed on the **Errors** tab.



Overwrite existing file?

The following prompt is displayed if a previous copy of the file exists in the folder where the file will be saved.



2.4 Database Functions

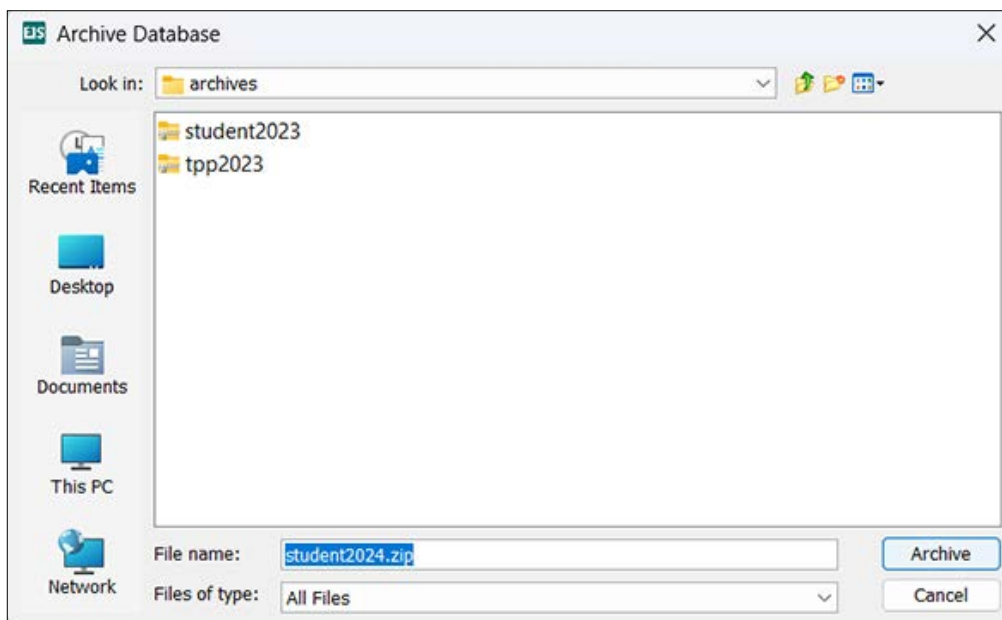
2.4.1 Archive

An archive is used to make a backup copy of the database. Archive files are located by default in the EIS Collection/archives sub-directory. You can change the name and location of the archive file by entering a new path and file name. It is recommended that the archive file not be saved to the local hard drive.

An archive should always be done before making any major changes to the data, especially if EIS Collection is being used as the **only** application to store student or teacher data.

Archiving student data will take a copy of **ALL YEARS** of stored data, not just the current academic year as set in the default settings.

A teacher database does not contain multiple years of data, so the archive will only save current data.

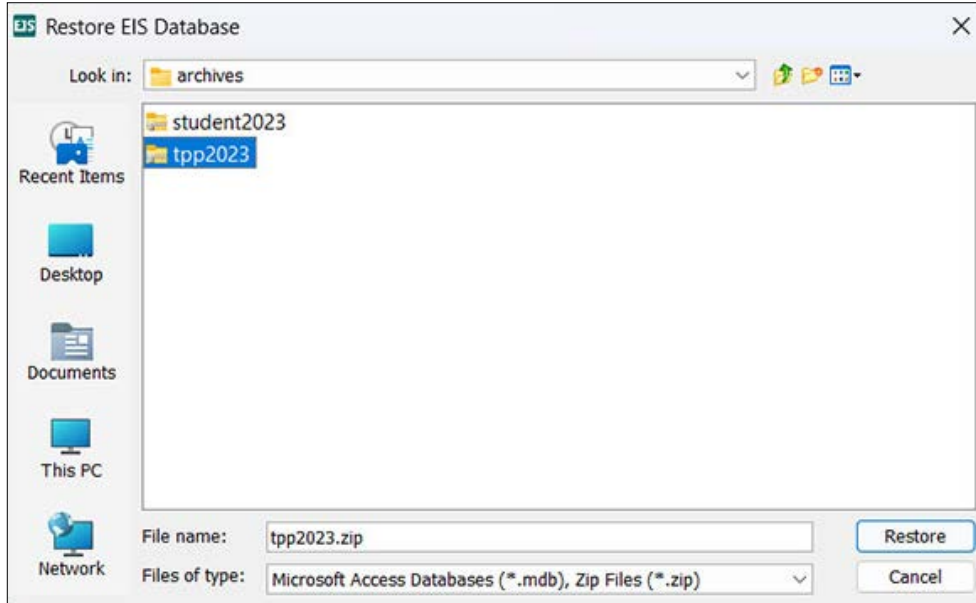


It is recommended that the file name reflect the purpose of the archive and the date the archive was done. The .zip extension should not be changed.

2.4.2 Restore

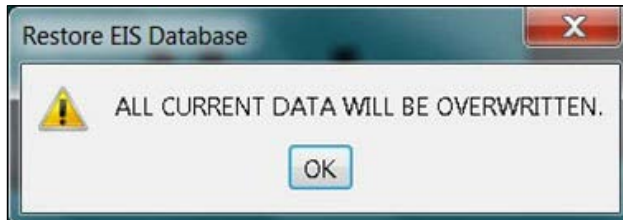
A restore will allow you to load a previously archived database back into EIS Collection. Use this option to recover stored data or to return to a previous academic year for reporting or data verification.

It is good practice to archive the current data before restoring older data.

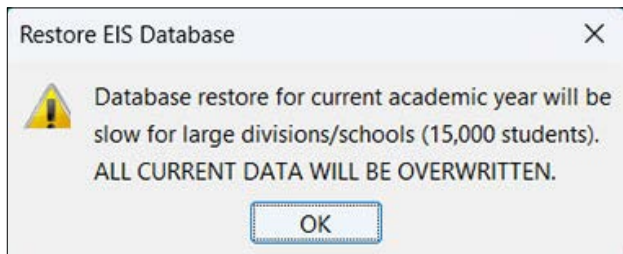


Because a restore is destructive, all current data is overwritten. A warning message will display.

This is the warning for teacher data restores.



This is the warning for student data restores.

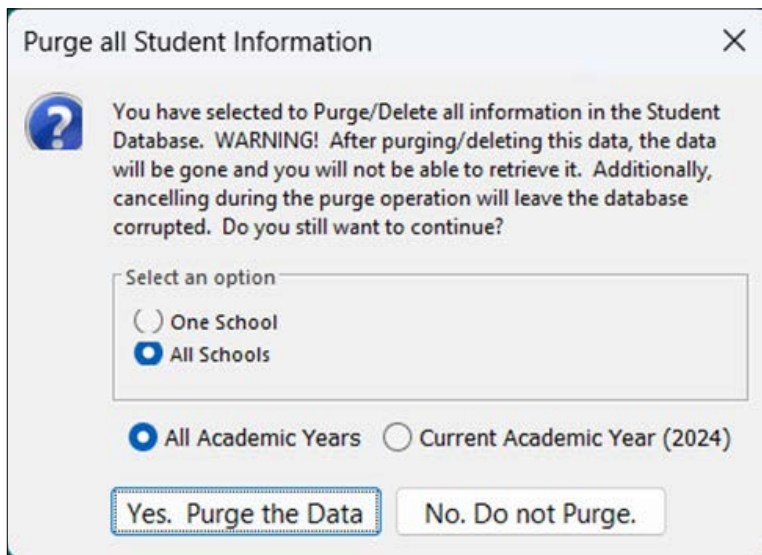


2.4.3 Purge

A purge can delete the entire student or teacher database or just portions, such as the following:

- a specific school or all schools
- a specific academic year or all years (students only, teachers only contains the current year's data)
- only student mark **and** course registration data
- only students that have a leave reason of 'Graduated'
- only teacher experience data
- only teacher BEF Classroom (K-8) data.

Note: Once a purge has been done, the data is **deleted and cannot be returned** unless an archive file exists. For this reason, we recommend creating an archive file prior to purging any data.



2.5 Student Menu

The student information screen contains all information pertinent to student enrolment, course registration, marks, and demographics. The student section also contains menu items allowing for graduating students and updating student information at year-end.

2.5.1 Student Information Screen

This screen is where all the data entry for the student information takes place. The data fields on the top part of the screen are part of all departmental imports and exports and should be completed as accurately as possible.

| | | | | | |
|---------------------|------------------------------------|-------------------------|----------------------|----------------|-------------|
| MET # | Surname | Given Name(s) | Birthdate | Gender | |
| 987-654-321 | Allison | Susan | 2010/May/05 | F | Validate |
| Previous Surname | Bird | | Age on Dec 31, 2024: | 14 | |
| Indigenous Identity | 130 Dakota | 400 Indigenous - Oth | | | |
| Indigenous Other | Anishinaabe - Cree | | | | |
| School | 1407 Pine Creek School | School Student No. | 75964 | | |
| Enrolment | 100 Eligible pupil per regulation | Grade | 10 | Enrolment Date | 2024/Sep/04 |
| Resident Division | 0187 MOUNTAIN VIEW SCHOOL DIVISION | Postal Code (Residence) | R3T4G1 | | |
| Enrolment | Course Reg | Marks | Demographics | Personal | Custom |
| | Comments | Errors | | | |

The **Validate** button will apply the validation rules to the data on whichever tab is selected.

Enrolment Tab

Enrolment information is reported by all public and funded independent schools. Enrolment information can be imported from school administration software or manually typed into EIS Collection. Enter changes, corrections, and updates before the final enrolment file is created.

Questions relating to enrolment requirements, codes, and definitions should be directed to your local division office, or refer to the Public Schools Enrolment and Categorical Grants Reporting booklet, which can be obtained at the following webpage: www.edu.gov.mb.ca/k12/finance/enrol_reporting/index.html.

Tab for Public Schools and Divisions and Independent Schools

| | | | | | | | | |
|---|------------------------------------|--|-------|----------------------|--------------|-----------------------------------|----------|--------|
| Enrolment | | Course Reg | Marks | Demographics | Personal | Custom | Comments | Errors |
| Transportation | <input type="text" value="....."/> | Attendance (Eligible %) | | <input type="text"/> | | | | |
| Newcomer | <input type="text" value="10"/> | At or above age - appropriate grade level fo | | Diploma | | <input type="text"/> | | |
| Needs Additional French Language Support | | | | <input type="text"/> | | Care of Child and Family Services | | |
| Homeroom | <input type="text" value="5A"/> | | | | | | | |
| <i>Homeroom is linked to BEF Classroom (K-8) screen and used on BEF 101 report.</i> | | | | | | | | |
| Languages <input type="button" value="+"/> <input type="button" value="-"/> | | | | | | | | |
| Code | Language Description | | | | # of Courses | | | |
| 120 | French - 9 Year Course | | | | N/A | | | |

Note: Not all fields are required for all students.

Tab for First Nations Schools (Note: Enrolment information is **NOT** collected.)

| | | | | | | | | |
|---|--|------------|-------|--------------|----------|--------|----------|--------|
| Enrolment | | Course Reg | Marks | Demographics | Personal | Custom | Comments | Errors |
| <p>Only the above Enrolment Information is Needed.</p> | | | | | | | | |

Tab for Adult Learning Centres (Note: Enrolment information is **NOT** collected.)

| | | | | | | | | |
|-----------------|----------------------------------|------------|---------|-------------------------|----------------------|----------------------|----------|--------|
| Enrolment | | Course Reg | Marks | Demographics | Personal | Custom | Comments | Errors |
| Year End Status | <input type="text" value="110"/> | CONTINUING | | Attendance (Eligible %) | | <input type="text"/> | | |
| Leave Date | <input type="text"/> | | Diploma | | <input type="text"/> | | | |

Course Registration Tab

Student course registrations are to be collected for all senior students from all Grades 9 to 12 public and funded independent schools.

- Courses entered in this tab also appear in the Marks tab.
- PSP # can be left null for semester 2 if the teacher has not been assigned.

| Code | Subject Description | Level | Credit | Semester | Section | LOI | Delivery Mode | PSP # |
|------|-------------------------------------|-------|--------|---------------|---------|--------------|----------------|-------|
| 0001 | ENGLISH LANGUAGE ARTS | 10F | 1 | 0 - FULL YEAR | | 01 - English | 01 - CLASSROOM | 45354 |
| 0101 | SOCIAL STUDIES 10G | 10E | 1 | 0 - FULL YEAR | | 01 - English | 01 - CLASSROOM | 53453 |
| 0120 | SCIENCE 10G | 10F | 1 | 0 - FULL YEAR | | 01 - English | 01 - CLASSROOM | 53464 |
| 0169 | PHYSICAL EDUCATION/HEALTH EDUCATION | 30E | 1 | 0 - FULL YEAR | | 01 - English | 01 - CLASSROOM | 64623 |
| 8935 | TECHNOLOGY 11G | 11G | 1 | 0 - FULL YEAR | | 01 - English | 01 - CLASSROOM | 66464 |
| 9920 | ENGLISH LANGUAGE A | 11G | 1 | 0 - FULL YEAR | | 01 - English | 01 - CLASSROOM | 63654 |

Marks Tab

Student marks are to be collected for all senior students in Grades 9 to 12.

- All courses taken by a student are to be reported, including failures and repeated courses.
- The Year End Status field is required for all students. Please ensure it is set correctly for graduating students.

| Code | Subject Description | Level | Credit | Semester | Final Mark | LOI | Delivery Mode | IP |
|------|-------------------------------------|-------|--------|---------------|------------|--------------|----------------|----|
| 0001 | ENGLISH LANGUAGE ARTS | 10F | 1 | 0 - FULL YEAR | 66 | 01 - English | 01 - CLASSROOM | N |
| 0101 | SOCIAL STUDIES 10G | 10E | 1 | 0 - FULL YEAR | 65 | 01 - English | 01 - CLASSROOM | N |
| 0120 | SCIENCE 10G | 10F | 1 | 0 - FULL YEAR | 62 | 01 - English | 01 - CLASSROOM | N |
| 0169 | PHYSICAL EDUCATION/HEALTH EDUCATION | 30E | 1 | 0 - FULL YEAR | CO | 01 - English | 01 - CLASSROOM | N |
| 8935 | TECHNOLOGY 11G | 11G | 1 | 0 - FULL YEAR | 61 | 01 - English | 01 - CLASSROOM | N |
| 9920 | ENGLISH LANGUAGE A | 11G | 1 | 0 - FULL YEAR | 60 | 01 - English | 01 - CLASSROOM | N |

Demographics Tab

Year End Status and Leave Date are the only fields in this tab. These two fields also appear in the Marks tab. Regardless of which tab the information is entered in, both tabs will display the data.

| Enrolment | Course Reg | Marks | Demographics | Personal | Custom | Comments | Errors |
|---|------------|-------|--------------|----------|--------|----------|--------|
| <p>Year End Status <input type="text" value="110"/> CONTINUING</p> <p>Leave Date <input type="text"/></p> | | | | | | | |

Personal/Custom/Comments Tabs

This data is not collected by the department and does not have to be completed. Schools and divisions can choose to enter their own information on these screens. The purpose of these screens is to provide a place to store additional information for schools and divisions that use EIS Collection as their primary student information system.

Personal Tab

| | | | | | | | |
|---------------|----------------------|--------------------|----------------------|--|--------|----------|--------|
| Enrolment | Course Reg | Marks | Demographics | Personal | Custom | Comments | Errors |
| Address | <input type="text"/> | Father Name | <input type="text"/> | The Information on this screen is NOT collected by the Department of Education. | | | |
| City/Town | <input type="text"/> | Father Phone | <input type="text"/> | | | | |
| MB | R5H 7N7 | Mother Name | <input type="text"/> | | | | |
| Home Phone | <input type="text"/> | Mother Phone | <input type="text"/> | | | | |
| PHIN | <input type="text"/> | Medical Conditions | <input type="text"/> | | | | |
| Doctor Name | <input type="text"/> | | | | | | |
| Doctor Phone | <input type="text"/> | | | | | | |
| Special Needs | II | Level II | <input type="text"/> | | | | |
| | | | | | | | |
| | | | | | | | |

Custom Tab

| | | | | | | | |
|-----------|----------------------|--|--------------|----------|--------|----------|--------|
| Enrolment | Course Reg | Marks | Demographics | Personal | Custom | Comments | Errors |
| Field Id | Field Text | The Information on this screen is NOT collected by the Department of Education. | | | | | |
| Custom 1 | Custom Data 1 | | | | | | |
| Custom 2 | <input type="text"/> | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Comments Tab

| | | | | | | | |
|---|------------|-------|--------------|----------|--------|--|--------|
| Enrolment | Course Reg | Marks | Demographics | Personal | Custom | Comments | Errors |
| <input type="text" value="This is a comment for the selected student"/> | | | | | | The Information on this screen is NOT collected by the Department of Education. | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |
| <input type="text"/> | | | | | | | |

Errors Tab

A listing of the invalid data entered in the student information screen, along with an explanation of what the errors are. This can be viewed after doing an import/export or after validating the data by using the *Validate* button.

| Error | Value | Year | Validation Type |
|---------------------------------|-------|------|-----------------|
| Enrolment Code cannot be empty. | | 2024 | Enrolment |

If the *Validate* button is used when the Errors tab is displayed, the following prompt appears. Select the type of validation and then press *OK*.



2.5.2 Combine Duplicate MET# Students

This screen is used to combine two duplicate MET # students into one student record. This may occur when data is imported without purging previous years' data, or when multiple schools are being imported.

This screen is used to combine two duplicate MET # students into one student record. The list of students to select from are located in the table immediately below. Select and add the student you wish to remove into the "Remove This Student" area. Select and add the student you wish to keep into the "Keep / Merge Information Into This Student" area. Upon selecting the Merge Button, the two students will be merged together updating and inserting the appropriate information as indicated by you via the checkboxes provided just above the "Remove This Student" area.

| MET # | Surname | Given Name(s) | Birthdate | Gender | School | Grade | Year | Enrol Code | Ma |
|-----------|---------|---------------|-------------|--------|--------|-------|------|------------|----|
| 102502978 | Doe | Jane | 2010/May/05 | F | 2310 | 10 | 2023 | 100 | |
| 102502978 | Doe | Jane June | 2010/May/05 | F | 1018 | 10 | 2023 | 100 | |

Remove This Student:

| MET # | Surname | Given Nam... | Birthdate | Gen... | Sc... | Gr... | Year | En... | Ma... | Ab... | Lang |
|-------|---------|--------------|-----------|--------|-------|-------|------|-------|-------|-------|------|
|-------|---------|--------------|-----------|--------|-------|-------|------|-------|-------|-------|------|

Update Enrol Code Replace Marks Replace Aborig Ident Replace Lang Programs

↓

Keep / Merge Information Into This Student:

| MET # | Surname | Given Nam... | Birthdate | Gen... | Sc... | Gr... | Year | En... | Ma... | Ab... | Lang |
|-------|---------|--------------|-----------|--------|-------|-------|------|-------|-------|-------|------|
|-------|---------|--------------|-----------|--------|-------|-------|------|-------|-------|-------|------|

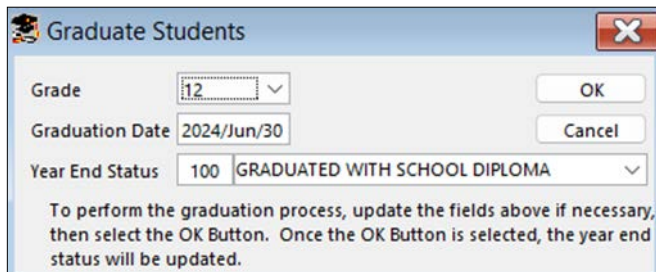
Merge Students

Once duplicate MET # students are recognized by EIS Collection (via validation during export/import), this screen can be used to combine the students into one student record.

1. Validate data during export/import. This will allow EIS Collection to recognize that duplicate MET # records exist.
2. The list of students to select from is located in the first section on the screen. Select the record(s) you wish to include in the 'Remove This Student' or 'Keep/Merge Information Into This Student' sections.
3. Select and add a student that you wish to remove into the 'Remove This Student' section.
4. Select and add a student that you wish to keep into the 'Keep/Merge Information Into This Student' section.
5. Select which information you require to be updated/replaced using the checkboxes located under the 'Remove This Student' section.
6. If at any time you wish to remove a student from the 'Remove This Student' or 'Keep/Merge Information into This Student' sections, simply click on the *Delete student* icon and the record will be placed back in the List of Students section.
7. Click the *Merge Students* button.
8. The process is now complete.

2.5.3 Graduate Students

This option will set the Year End Status for all students of a specific grade to the Year End Status selected. The leave date will be updated to the date entered in the Graduation Date field.



Graduate Students

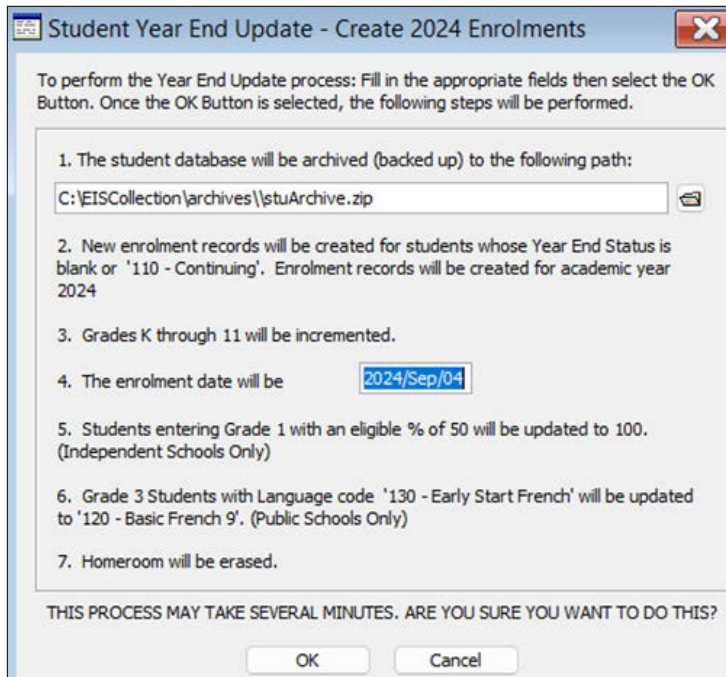
Grade: 12

Graduation Date: 2024/Jun/30

Year End Status: 100 GRADUATED WITH SCHOOL DIPLOMA

To perform the graduation process, update the fields above if necessary, then select the OK Button. Once the OK Button is selected, the year end status will be updated.

2.5.4 Year End Update



The Year End Update will prepare the student database for the new school year by

- archiving the current data
- incrementing the academic year
- creating new enrolment records for students whose Year End Status is blank or '110-Continuing'
- incrementing Grades K through 11
- updating the enrolment date to the date entered in the default settings
- making updates so that an Independent student going from Kindergarten to Grade 1 will have the eligible % changed from 50 to 100
- making updates so that Grade 3 students with language code '130-Early Start French' will be revised to '120-Basic French 9 Year Program'
- erasing the Homeroom field

Note: This function should only be used if EIS Collection is the school's primary application for storing student information. This function will save schools from having to manually enter students into EIS Collection in the next academic year.

2.6 Teacher Menu

The Teacher Information section contains information relating to teachers, including BEF Classroom (K-8), experience, and employment. The section also contains the menu item to perform the teacher Year End Update.

2.6.1 Teacher Information

This screen is where all the data entry for the teacher information takes place. The data fields on the top of the screen are part of all departmental imports and exports.

| | | | | | |
|---|---------|---------------|-----------|--------|----------|
| PSP # | Surname | Given Name(s) | Birthdate | Gender | |
| 13370 | Smith | Joseph | | ▼ | Validate |
| BEF Classroom (K-8) Employment Experience Personal Custom Comments Errors | | | | | |

The **Validate** button will apply the validation rules to the data on whichever tab is selected.

BEF Classroom (K-8)

All public or independent schools teaching French (French courses within the English Program, Français, or French Immersion schools) report the classroom responsibilities for each teacher or professional personnel who teach *Kindergarten to Grade 8* students. A teacher teaching the same course to more than one class of students would have one record for each homeroom/grade combination.

For more detailed information on how to complete this tab, see the BEF Classroom Data Entry document available on the EIS Collection webpage at www.edu.gov.mb.ca/k12/eis/.

| BEF Classroom (K-8) Employment Experience Personal Custom Comments Errors | | | | | | | | | | |
|---|----------|------|---------------------------------|-------|---------------|----------|-------|----------|-------------|--------------|
| This screen is for K-8 schools that offer Français and Immersion programs and French courses. | | | | | | | | | | |
| Sch... | Homeroom | Code | Subject Description | Level | Semester | Minut... | Males | Femal... | LOI | School Track |
| 1921 | 222 | 0402 | EARLY START FRENCH (K-3) | K | 0 - FULL YEAR | 30 | 12 | 13 | 02 - French | 14 - English |
| 1921 | 223 | 0402 | EARLY START FRENCH (K-3) | 1 | 0 - FULL YEAR | 60 | 11 | 14 | 02 - French | 14 - English |
| 1921 | 224 | 0403 | FRENCH: COMMUNICATION & CULT... | 4 | 0 - FULL YEAR | 120 | 9 | 13 | 02 - French | 14 - English |
| 1921 | 225 | 0408 | INTENSIVE FRENCH | 5 | 0 - FULL YEAR | 320 | 6 | 8 | 02 - French | 14 - English |

Employment

The Employment tab can be used by division offices to enter teacher contract and position information.

The contract section provides very basic information concerning the individual's working relationship with the division.

The position section provides information concerning an individual's current positions within the schools. If a record exists in the position section, then a corresponding contract record must also exist.

Note: Entering information in this tab is optional. There is no requirement to use EIS Collection to submit teacher employment information to the department.

BEF Classroom (K-8) Employment Experience Personal Custom Comments Errors

| | | | | | | |
|--------------------------------|------------|-----------------------|-------|--|--|--|
| School | Employed % | Division Start Date | | | | |
| 2310 - École Sage Creek School | 90 | 2022/Sep/07 | | | | |
| | | Division Leave Date | | | | |
| | | Division Leave Reason | | | | |

| School | Position | Position % | Original % | Start Date | Leave Date | Leave Reason Code |
|--------|-----------------------|------------|------------|-------------|-------------|---------------------------|
| 2310 | 1 - Classroom Teacher | 0 | 100 | 2022/Sep/07 | 2022/Oct/10 | 18 - Change in % Employed |
| 2310 | 1 - Classroom Teacher | 100 | | 2022/Oct/11 | | |

Experience

The Experience tab is where information related to the number of days a teacher taught in the classroom is entered.

BEF Classroom (K-8) Employment Experience Personal Custom Comments Errors

| School | Days Taught | Adjustment Code | Local School Number |
|-----------------------------|-------------|-----------------|---------------------|
| 2027 - Collège Jeanne-Sauvé | 54.0 | 99 | |
| 1878 - Collège Bélieu | 35.0 | 99 | |

Tip: There are only two applicable adjustment codes: 2 and 99.

Personal

Use of this tab is optional.

| | | | |
|--|----------------------|---------------------|----------------------|
| BEF Classroom (K-8) Employment Experience Personal Custom Comments Errors | | | |
| Address | <input type="text"/> | Previous Surname | <input type="text"/> |
| City/Town | <input type="text"/> | Previous Given Name | <input type="text"/> |
| Postal Code | <input type="text"/> | Name Change Date | <input type="text"/> |
| Address Change Date | <input type="text"/> | Home Phone | <input type="text"/> |
| Email Address | <input type="text"/> | Office Phone | <input type="text"/> |
| | | Fax Number | <input type="text"/> |

Custom/Comments

This data is not collected by the department and does not have to be completed. Schools and divisions can choose to enter their own information on these screens.

Custom Tab

| BEF Classroom (K-8) Employment Experience Personal Custom Comments Errors | | | | | | | |
|---|------------|------------|------------|----------|------------|--|--|
| <table border="1"><thead><tr><th>Field Id</th><th>Field Text</th></tr></thead><tbody><tr><td>Custom One</td><td>Data One</td></tr><tr><td>Custom Two</td><td></td></tr></tbody></table> | Field Id | Field Text | Custom One | Data One | Custom Two | | <p>The Information on this screen is NOT collected by the Department of Education.</p> |
| Field Id | Field Text | | | | | | |
| Custom One | Data One | | | | | | |
| Custom Two | | | | | | | |
| <input type="text"/> | | | | | | | |

Comments Tab

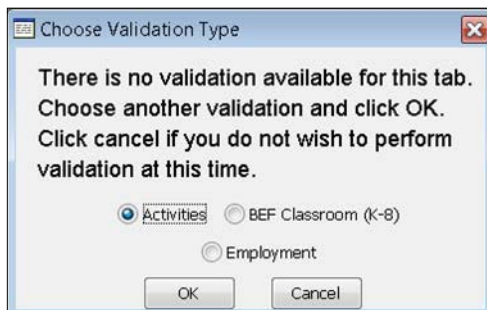
| | |
|--|--|
| BEF Classroom (K-8) Employment Experience Personal Custom Comments Errors | |
| <input type="text" value="This is a teacher comment"/> | <p>The Information on this screen is NOT collected by the Department of Education.</p> |
| <input type="text"/> | |

Errors

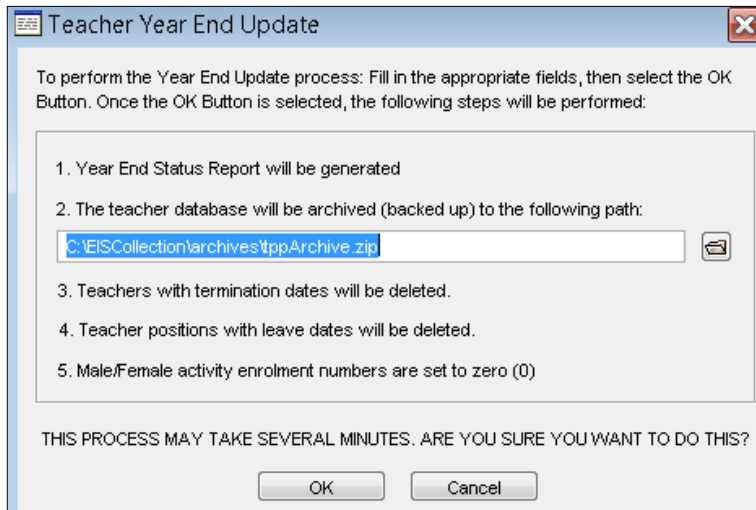
A listing of the invalid data entered in the teacher information screen, along with an explanation of what the error is. This can be viewed after doing an import/export or after validating the data by using the *Validate* button.

| Error | Value | Year | Validation Type |
|----------------------------------|-------|------|-----------------|
| Adjustment Code cannot be empty. | | 2023 | Experience |

If the *Validate* button is used when the Errors tab is displayed, the following prompt appears. Select the type of validation and then press *OK*.



2.6.2 Year End Update



This will prepare the teacher database for the new school year by

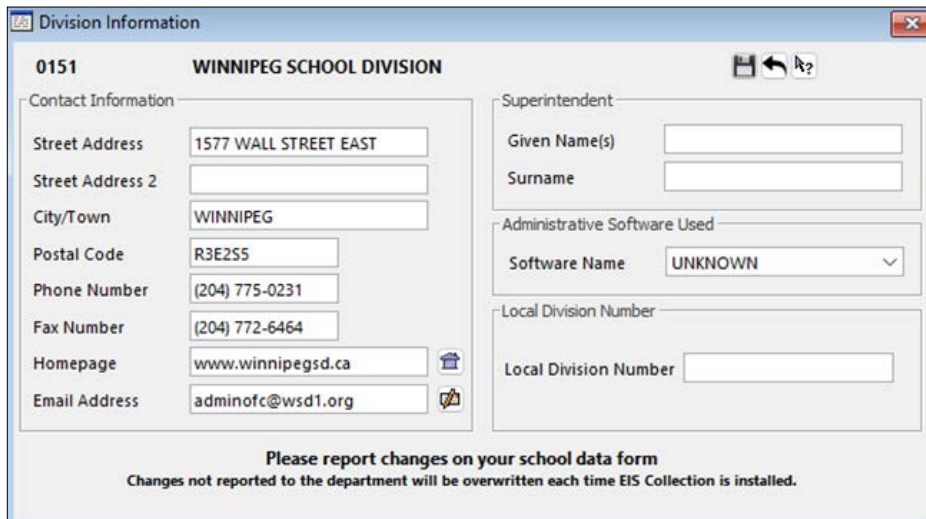
- generating a 'Year End Status' report (all teachers to be deleted are listed)
- archiving the current data
- deleting teachers with division leave dates
- deleting teacher positions with leave dates

2.7 Institution Menu

Depending on the default settings of 'EIS to be used at,' the information on the following screens will differ.

2.7.1 Division Information

Division offices can change any incorrect information. Schools will only be able to view their division office's information.



0151 WINNIPEG SCHOOL DIVISION

Contact Information

Street Address: 1577 WALL STREET EAST

Street Address 2:

City/Town: WINNIPEG

Postal Code: R3E2S5

Phone Number: (204) 775-0231

Fax Number: (204) 772-6464

Homepage: www.winnipegsd.ca

Email Address: adminofc@wsd1.org

Superintendent

Given Name(s):

Surname:

Administrative Software Used

Software Name: UNKNOWN

Local Division Number

Local Division Number:

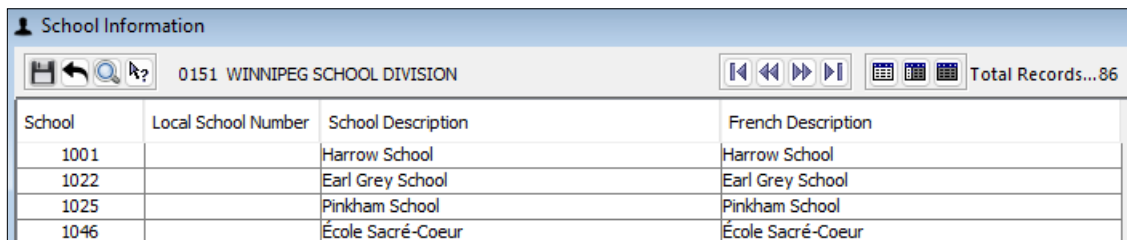
Please report changes on your school data form
 Changes not reported to the department will be overwritten each time EIS Collection is installed.

Any changes in information should be reported to the department. Changes not reported to the department will be overwritten each time EIS Collection is installed or updated.

Tip: Changes to division or school information should be reported to Education Administration Services.

2.7.2 School Information

Division offices can choose which school to view from the list view window. Schools will only see their own information.



School Information

0151 WINNIPEG SCHOOL DIVISION

Total Records...86

| School | Local School Number | School Description | French Description |
|--------|---------------------|--------------------|--------------------|
| 1001 | | Harrow School | Harrow School |
| 1022 | | Earl Grey School | Earl Grey School |
| 1025 | | Pinkham School | Pinkham School |
| 1046 | | École Sacré-Coeur | École Sacré-Coeur |

Any changes in information should be reported to the department. Changes not reported to the department will be overwritten each time EIS Collection is installed or updated.

1459 River Elm School Validate

| | | | |
|---|--|--|--|
| Contact Information Street Address: 500 RIVERTON AVENUE Street Address 2: <input type="text"/> City/Town: WINNIPEG Postal Code: R2L0N9 Phone Number: (204) 667-9006 Fax Number: (204) 654-2899 Homepage: <input type="text"/> Email Address: riverelm@wsd1.org <input type="checkbox"/> Contact via Email | | Contact Person Title: PRINCIPAL PSP #: <input type="text"/> Given Name(s): <input type="text"/> Surname: <input type="text"/> | |
| | | Administrative Software Used Software Name: MAYET <input type="text"/> | |
| | | Local School Number Local School Number: <input type="text"/> | |

School Session | School Track | Errors

School Session

This tab lists the different sessions offered by the school.

Incorrect information should be reported to Education Administration Services.

School Session | School Track | Errors

| School Session | Low Grade | High Grade | Days/Cycle |
|----------------------------|-----------|------------|------------|
| 3 - Full Year - Ten Months | N | 6 | 6 |

School Track

This tab lists the different programs/tracks offered by the school.

Incorrect information should be reported to Education Administration Services.

School Session | School Track | Errors

| School Track | Low Grade | High Grade |
|--|-----------|------------|
| 01 - French: Communication and Culture | 4 | 6 |
| 14 - English | N | 6 |

Errors


Errors related to the school information entered into the system will be listed on the Errors tab.

School Session | School Track | **Errors**

| Error | Value | Year | Validation Type |
|----------------------------|-------|------|-----------------|
| Invalid School Track Code. | 87 | 2023 | School Session |

2.8 Reports Menu

All reports in EIS Collection have been created with *Crystal Reports*. The reports are categorized into specific areas.

All reports that contain the icon  in front of the listing are required to be sent into the specified area of the department/organization. If an Education Funding Branch report contains this icon, then the report must be sent to the Education Funding Branch.

Student Reports

| Reports Window Help | |
|---|--|
| Students > | Students with Newcomer Status |
| Teachers > | Students with Special Needs |
| Errors > | Students by School/Homeroom |
| Education Funding Branch - Public > | Student Enrolment Detail List |
| Education Funding Branch - Independent > | Transported Students by School/Enrolment |
| Bureau de l'éducation française (BEF) > | Transported Students With No School |
| Bureau de l'éducation française (BEF) - Ind > | Students with an Aboriginal Identity |
| Professional Certificate/Student Records > | Students with Language Programs |
| School Programs Division - Graduate Reports > | Course Registration by School/Grade |
| Reference > | Marks by School/Grade |
| | Students by School/Grade |
| | Students by Enrolment |
| | Year End Status by School/Grade |

Teacher Reports

| Reports Window Help | |
|---|--------------------------|
| Students > | |
| Teachers > | Employment Detail |
| Errors > | Teacher Experience |
| Education Funding Branch - Public > | Teachers by Position |
| Education Funding Branch - Independent > | K-8 Classrooms by School |
| Bureau de l'éducation française (BEF) > | Year End Status |
| Bureau de l'éducation française (BEF) - Ind > | |
| Professional Certificate/Student Records > | |
| School Programs Division - Graduate Reports > | |
| Reference > | |

Error Reports

| Reports Window Help | |
|---|---|
| Students > | |
| Teachers > | |
| Errors > | <ul style="list-style-type: none"> BEF Percentage Errors Student Errors Teacher Errors Institution Errors MET Number Import Exceptions |
| Education Funding Branch - Public > | |
| Education Funding Branch - Independent > | |
| Bureau de l'éducation française (BEF) > | |
| Bureau de l'éducation française (BEF) - Ind > | |
| Professional Certificate/Student Records > | |
| School Programs Division - Graduate Reports > | |
| Reference > | |

Education Funding Branch – Public School/Division Reports

| Reports Window Help | |
|---|---|
| Students > | |
| Teachers > | |
| Errors > | |
| Education Funding Branch - Public > | 100:Funding of Schools Program Eligible Enrolment Summary |
| Education Funding Branch - Independent > | 107:Eligible Board & Room Pupils |
| Bureau de l'éducation française (BEF) > | 108:Eligible Transported Pupils Summary |
| Bureau de l'éducation française (BEF) - Ind > | 108a:Students required Specially Equipped Vehicles |
| Professional Certificate/Student Records > | 108i:Eligible Transported Pupils |
| School Programs Division - Graduate Reports > | 109:Transported Pupils Summary |
| Reference > | 109i:Non-Eligible Transported Pupils |
| | 113b:School Enrolment Summary |
| | 113c:School Enrolment Detail |
| | 113d:VERIFICATION OF ATTENDANCE FOR ENROLMENT CODE 300 |
| | 117:English as an Additional Language |
| | 121:Pupils from other Divisions (by school) |
| | 121:Pupils from other Divisions (by resident div.) |
| | 121a:Pupils Attending Out of Division |
| | 121b:Pupils Attending in Adjoining Provinces |
| | 122a:Non - Supportable Pupils (Excluding Nursery Pupils) |
| | 122b:Non - Supportable Nursery Pupils |
| | 123:Adult Pupils |
| | 124:Homeschool Pupils |
| | 125:Pupils in Care of Child and Family Services (CFS) |
| | 142:Aboriginal and International Languages |
| | Cert:EIS Certification Form |

Education Funding Branch - Independent School Reports

| Reports Window Help | |
|---|---|
| Students | > |
| Teachers | > |
| Errors | > |
| Education Funding Branch - Public | > |
| Education Funding Branch - Independent | > IS 113c:School Enrolment Detail |
| Bureau de l'éducation française (BEF) | > IS 113d:VERIFICATION OF ATTENDANCE FOR ENROLMENT CODE 300 |
| Bureau de l'éducation française (BEF) - Ind | > IS 122:Non - Supportable Pupils |
| Professional Certificate/Student Records | > IS Cert:EIS Certification Form |
| School Programs Division - Graduate Reports | > |
| Reference | > |

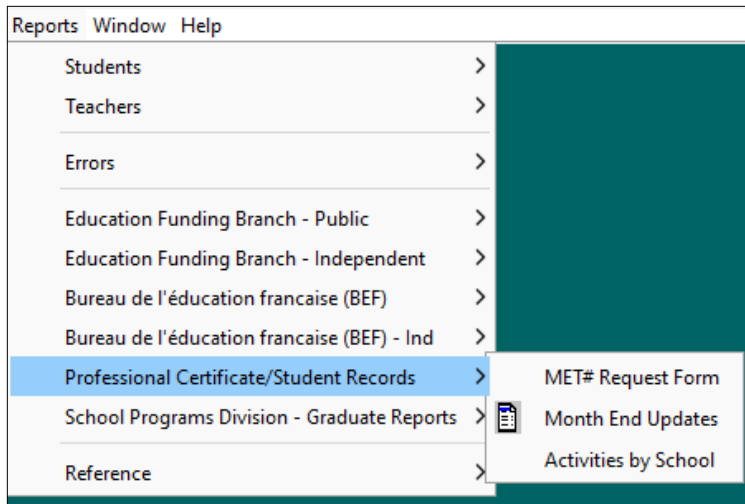
Bureau de l'éducation française (BEF) - Public School/Division Reports

| Reports Window Help | |
|---|---|
| Students | > |
| Teachers | > |
| Errors | > |
| Education Funding Branch - Public | > |
| Education Funding Branch - Independent | > |
| Bureau de l'éducation française (BEF) | > 101:School Enrolment and Instruction Time |
| Bureau de l'éducation française (BEF) - Ind | > |
| Professional Certificate/Student Records | > |
| School Programs Division - Graduate Reports | > |
| Reference | > |

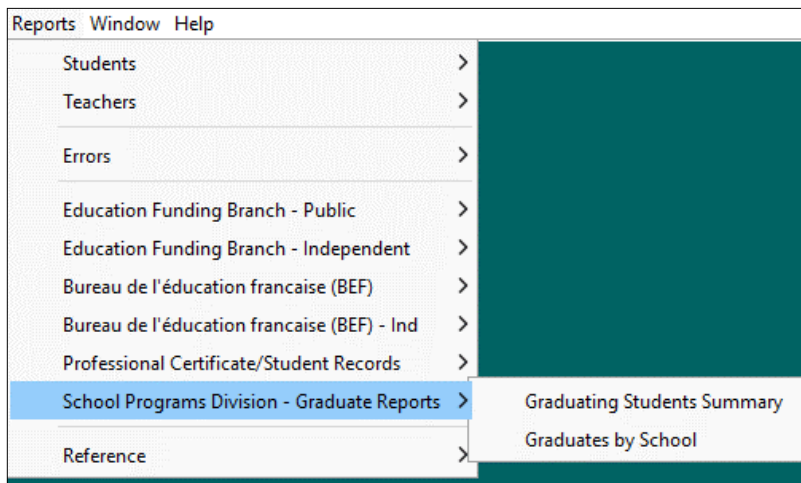
Bureau de l'éducation française (BEF) - Independent School Reports

| Reports Window Help | |
|---|---|
| Students | > |
| Teachers | > |
| Errors | > |
| Education Funding Branch - Public | > |
| Education Funding Branch - Independent | > |
| Bureau de l'éducation française (BEF) | > |
| Bureau de l'éducation française (BEF) - Ind | > IND - 101:School Enrolment and Instruction Time |
| Professional Certificate/Student Records | > |
| School Programs Division - Graduate Reports | > |
| Reference | > |

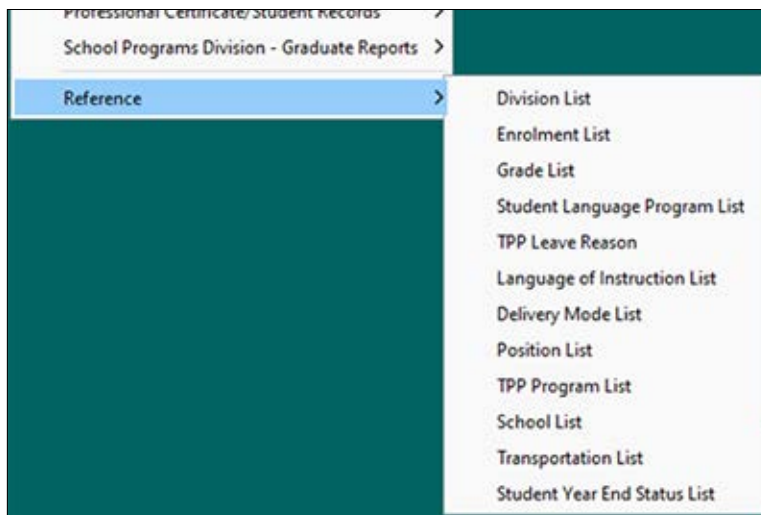
Professional Certification/Student Records



School Programs Division - Graduate Reports

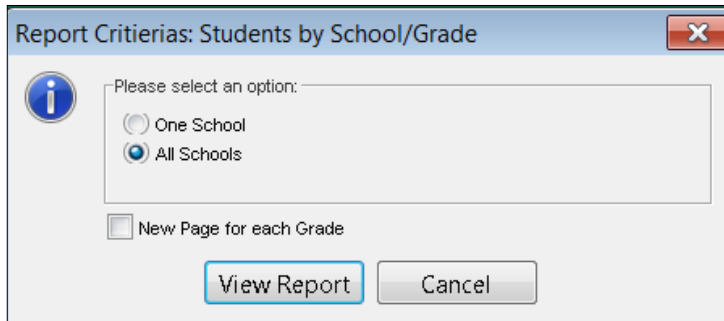


Reference



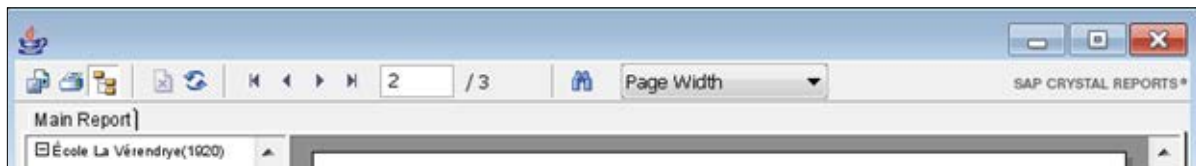
2.8.1 Report Criteria

A division will be given the option of generating a report for a single school or all schools. Certain reports will allow for the report to be printed on separate pages based on the heading. The following example will print a new page for each grade.



2.8.2 Printing Options

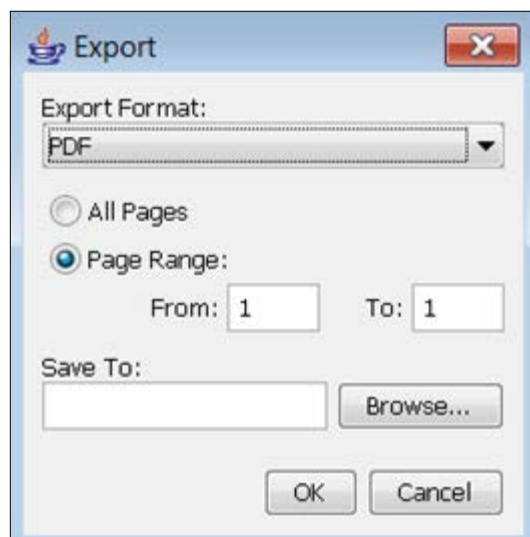
The following buttons are displayed on each report.



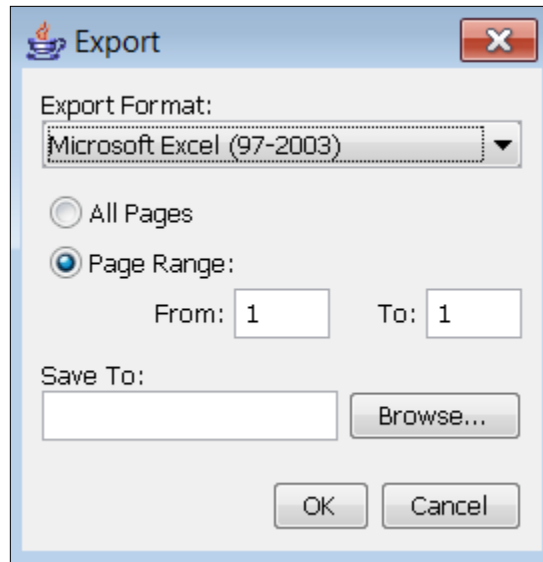
From left to right, the buttons are as follows:

Export report: The reports can be exported in a variety of formats. The most commonly used are as follows:

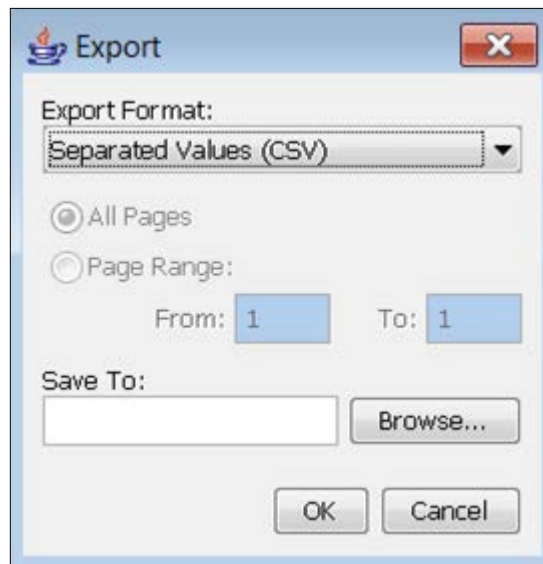
- **PDF** (Note that the page range does **NOT** default to all pages.)



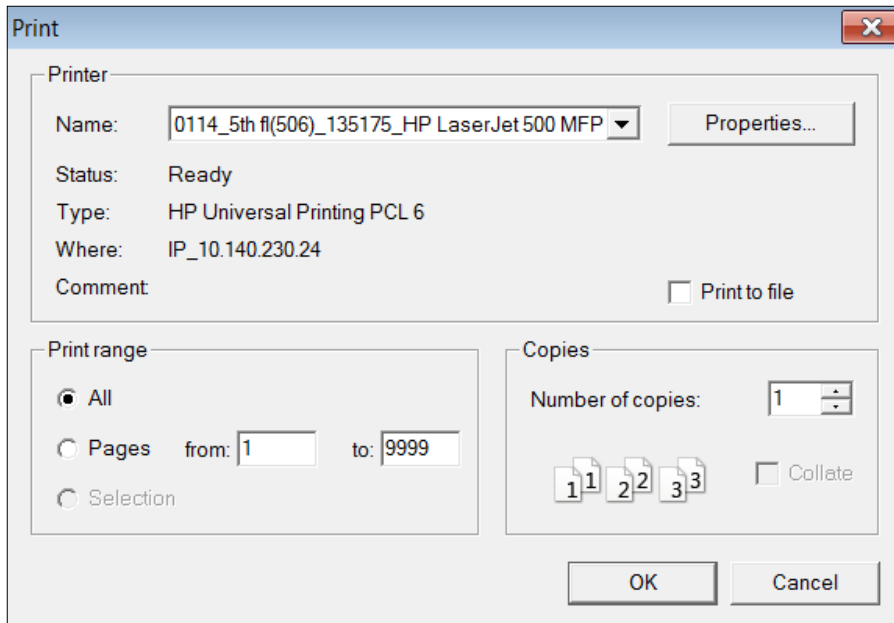
- **Excel**



- **CSV (Comma-Separated Value)**



Print report (Standard print option window displays.)



Show/hide group tree: If a report has been 'grouped', each heading within the group can be expanded or hidden.



Stop: Stops the creation of the report.

Refresh Data: Recreates the report.

Go to first page: Displays the first page of the report.

Go to previous page: Displays the previous page of the report.

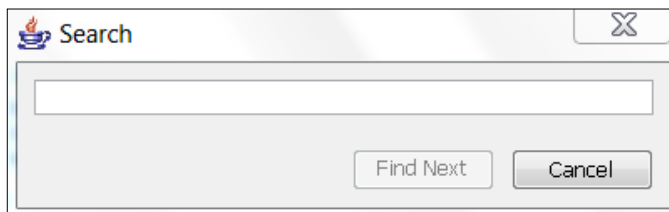
Go to next page: Displays the next page of the report.

Go to last page: Displays the last page of the report.

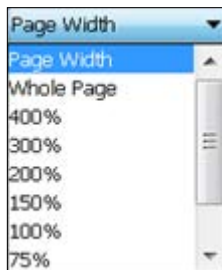
Current page number: Displays the current page number.

Last page number: Displays the total number of pages in the report.

Search text: Allows the user to search for specific text within the report.



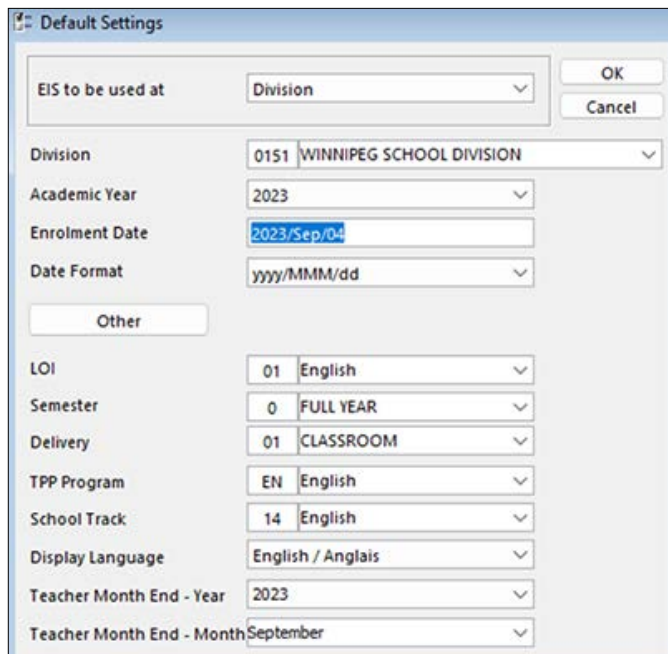
Magnification factor: Changes the display size of the report.



2.9 Options Menu

2.9.1 Default Settings Screen

The Default Settings screen is used to identify your office and to set defaults for automatic data entry.



| | | | |
|---------------------------|-------------------------------|----|--------|
| EIS to be used at | Division | OK | Cancel |
| Division | 0151 WINNIPEG SCHOOL DIVISION | | |
| Academic Year | 2023 | | |
| Enrolment Date | 2023/Sep/04 | | |
| Date Format | yyyy/MMM/dd | | |
| Other | | | |
| LOI | 01 English | | |
| Semester | 0 FULL YEAR | | |
| Delivery | 01 CLASSROOM | | |
| TPP Program | EN English | | |
| School Track | 14 English | | |
| Display Language | English / Anglais | | |
| Teacher Month End - Year | 2023 | | |
| Teacher Month End - Month | September | | |

2.9.2 EIS to be used at

Depending on the learning institution using the application, the appropriate entry must be selected. The type of institution selected will determine the name of the field where the school or division is identified.

2.9.3 Academic Year

The academic year that will be used within the application. *The academic year is used for age calculations and determines which version of the Subject Table Handbook is to be used for course registration and marks.*

The academic year is defined as the year in which the school year starts. The academic year for the 2023/24 school year would be 2023.

Note: EIS Collection can store multiple years of student data and, by altering this field, the appropriate years data (if exists) can be viewed.

2.9.4 Enrolment Date

The first day of the new school year. The date placed in this field will be automatically entered on all new student records in the 'Enrolment Date' field on the student enrolment screen.

2.9.5 LOI (Language of Instruction)

The language of instruction (LOI) setting is the language in which a particular course was taught. The LOI selected here will be the default for all new records in the student marks, student course registration, and teacher BEF Classroom (K–8) tabs.

2.9.6 Semester

This refers to the semester being taught. The semester selected will be the default for the student marks, student course registration, and teacher BEF Classroom (K–8) semester field for all new records.

2.9.7 Delivery (Mode)

The type of delivery for courses is described using this field. This delivery mode will be the default for new student course registration/marks records.

2.9.8 TPP Program

The TPP program is the roll-up of the school track in use at the school. The TPP program will display as the default program in the teacher activities screen.

Note: The teacher activities screen is not available, as the information is no longer collected.

2.9.9 School Track

The school track is the language program in use at the school. The setting will display as the default school track in the teacher BEF Classroom (K–8) screen.

2.9.10 Teacher Month End - Year

The 'Teacher Month End Updates' report, located in the Professional Certification/Student Records menu item, uses this default setting to determine the year for which the report will be run. If a month-end report needs to be run for September 2023, this field will have to be set to 2023.

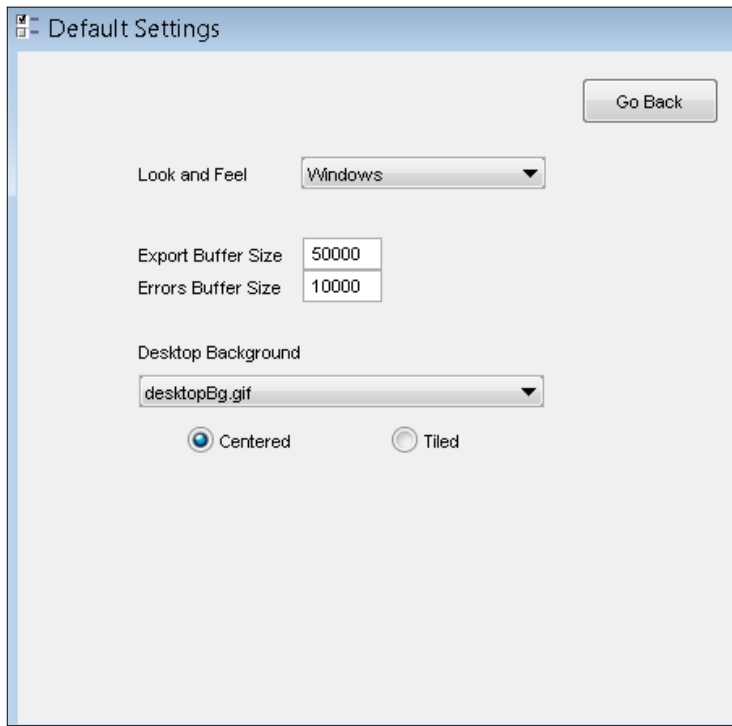
Note: The Teacher Month End fields are only applicable if EIS Collection is being used to submit teacher employment information to the department.

2.9.11 Teacher Month End - Month

The 'Teacher Month End Updates' report, located in the Professional Certification/Student Records menu item, uses this default setting to determine the month for which the report will be run. If a month-end report needs to be run for September, this field will have to be set to September.

2.9.12 Other

The Other button directs the user to other options relating to the appearance and behaviour of the application.



Look and Feel option: Determines the appearance and colour of the screens and menus. The default is 'Windows'.

Buffer Size option (Export and Errors): The buffer size is used to gauge the amount of memory the application uses (to avoid a stack overflow). If memory errors occur, the buffer size would be increased. This **SHOULD NOT** be changed unless directed by the EIS Collection Help Desk.

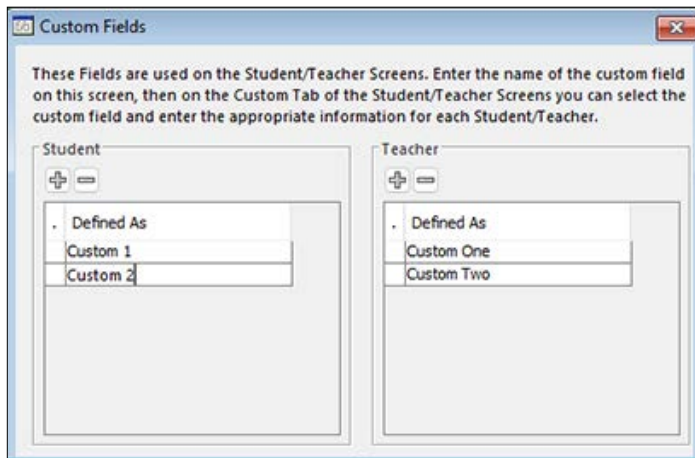
Desktop Background option: The application background can be changed here.

Centered: Centres the background picture.


Tiled: Creates a tiled look to the background picture. For the tiled effect, the selected picture should be small.


2.9.13 Custom Fields

Both student and teacher custom tabs offer user-defined fields for use within the school and divisional offices.



To define a new custom field:

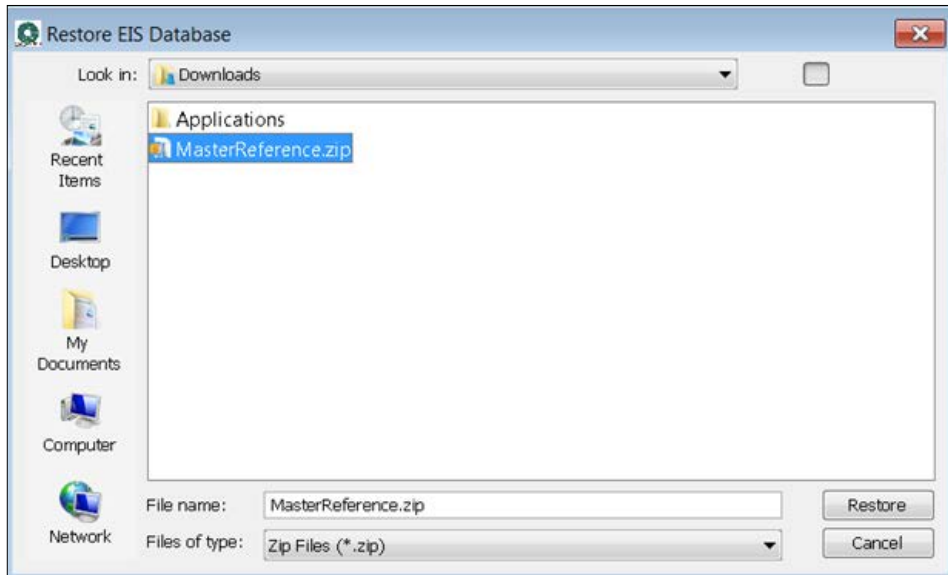
- select the new record icon 
- type the field name in the 'Defined As' column

Columns can also be deleted in this screen by selecting the specific field definition and selecting the delete icon .

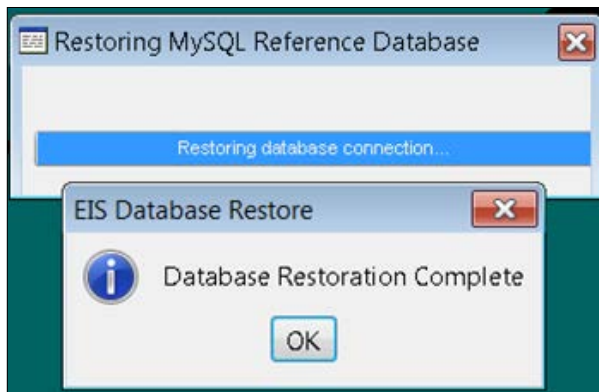
Before any information can be entered into a user-defined field, the field(s) must first be defined here.

2.9.14 Restore Reference Tables

This feature updates the reference tables from a file supplied by the department or downloaded from the website. Examples of reference tables that would be updated mid-year are school information, division information, and subject codes.

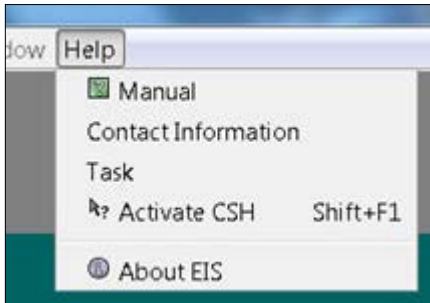


The following message will be displayed when the restore is done.



2.10 Help Menu

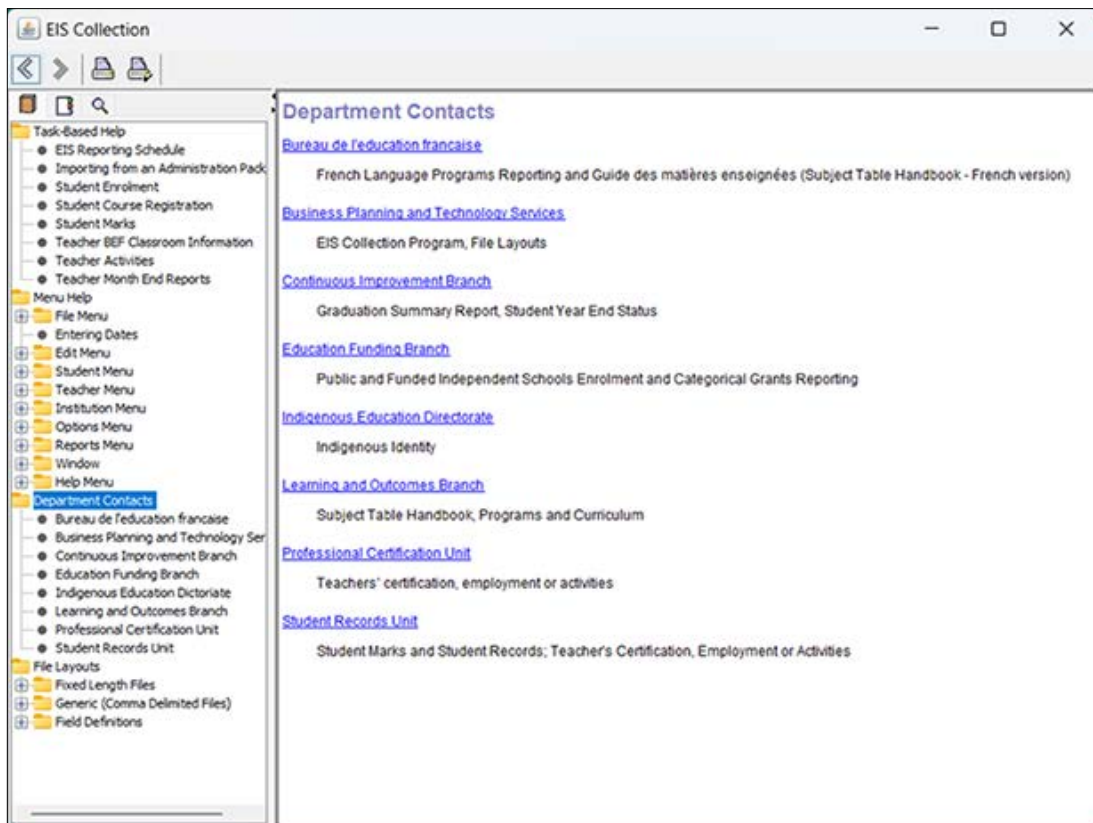
The Help menu provides a variety of help options.



2.10.1 Manual/Contact Information

Both options will open the manual to the Contact Information section.

From there, the user may navigate to the different sections of the manual.



2.10.2 Task

This option will open the manual to the task-based help section. Task-based help is a list of steps to follow for each type of data submission. See the task-based help section for more information.

2.10.3 Activate CSH

This option will turn the contact-sensitive help feature on or off. The user can then select any field and the online manual will open to that section.

2.10.4 About EIS

This screen displays the version and contact information for help with the application and a hyperlink to the EIS Collection website.



3. Task-Based Help

The following sections contain detailed instructions on some of the more common tasks concerning EIS Collection usage.

3.1 Importing From an Administrative Package

All EIS Collection processing where the source information is in another administration package, such as a student information system, follows the same steps.

1. Check the academic year on the default settings screen.
2. Purge either the student or the teacher data, depending on the type of file being imported.
3. Create an export file from your administration package. (Remember the name of the file and the location where the file was saved.)
4. Import this file with the validation option checked.
5. If there are errors, view them with the student or teacher error report.
 - Correct the errors in your administration package.
 - Go back to step 2.
6. Once there are no remaining errors, export the data with the validation option checked.
7. If there are errors, repeat step 5. (A valid import does not mean a valid export, as there is additional different validation on export.)
8. Check the appropriate reports to ensure data is correct as well as valid.
9. Send the file and associated reports to the department/division office as required.

3.2 Student Enrolment

The following steps are applicable to schools that use EIS Collection as their primary application for storing student information:

1. Archive (back up) last year's data.
2. Update Year End Status for students who have left and who that are not at the highest grade level.
3. Graduate students in Grade 12, or set Year End Status to one of the Transfer reasons (to another school or to another division) if the school does not have Grade 12 students. (This step can be skipped if done as part of mark reporting.)
4. Perform the Year End Update.
5. For those students who are not being promoted a grade, individually change back the grade.
6. Add any new students.
7. Export the enrolment information with the validation and encryption boxes checked.
8. If there are errors, view them with the student error report.
 - Correct the errors.
 - Repeat step 7.
9. Check the appropriate reports to ensure data is correct as well as valid.
10. Send the file and associated reports to the department/division office as required.
11. Archive the student database so you have a copy of what data was submitted.

3.3 Student Course Registration

1. Complete student enrolment.
2. Enter the courses for each student, either by importing a course registration file created from your school information system or by manually entering the data into EIS Collection.
3. Export the course registration information with the validation and encryption boxes checked.
4. If there are errors, view them with the student error report.
 - Correct the errors.
 - Repeat step 3.
5. Check the 'Course Registration by School/Grade' report to ensure data is correct as well as valid.
6. Send the file to the department/division office as required.
7. Archive the student database so you have a copy of what data was submitted.

3.4 Student Marks

1. Student enrolment and course registration should have already been done.
2. Enter the marks for each student, either by importing a student marks file created from your school information system or by manually entering the data into EIS Collection.
3. Add any new courses. Delete courses that were incomplete.
4. Add any new students with their marks.
5. Graduate students in Grade 12.
6. For students not graduating, update their Year End Status.
7. Export the mark information with the validation and encryption boxes checked.
8. If there are errors, view them with the 'Student Errors' report.
 - Correct the errors.
 - Repeat step 7.
9. Check the appropriate reports to ensure data is correct as well as valid.
10. Send the file and associated reports to the department/division office as required.
11. Archive the student database so you have a copy of what data was submitted.

3.5 Teacher BEF Classroom (K-8) Information

The following steps are applicable to schools that use EIS Collection as their primary application for storing teacher information. For schools with a student information system, export the BEF Classroom (K-8) data out of that system. Then, import it into EIS Collection, fix the data errors noted on import, and then proceed to step 5 below.

1. Archive (back up) last year's data.
2. Check the academic year and update if necessary.
3. Run the Teacher Year End Update.
4. Update the classroom information for the returning teachers.
5. Add any new teachers.
6. Enter the classroom information for the new teachers.
7. Export the classroom information with the validation and encryption boxes checked.
8. If there are errors, view them with the teacher error report.
 - Correct the errors.
 - Repeat step 7.
9. Check the 'School Enrolment and Instruction Time' report to ensure data is correct as well as valid.
10. Send the file and report to the department/division office, as required.
11. Archive the teacher database so you have a copy of what data was submitted.

3.6 Teacher Experience

1. Teacher BEF Classroom (K-8) should have already been done prior to performing teacher experience.
2. Enter the days taught for each teacher, either by importing a teacher experience file created from your school information system or by manually entering the data into EIS Collection.
3. Add any new teachers with their days taught.
4. Export the experience information with the validation and encryption boxes checked.
5. If there are errors, view them with the teacher error report.
 - Correct the errors.
 - Repeat step 4.
6. Check the appropriate reports to ensure data is correct as well as valid.
7. Send the file and associated reports to the department/division office as required.
8. Archive the teacher database so you have a copy of what data was submitted.

4. Common Problems

4.1 Invalid Course Codes and Levels

Use the reference reports to look up invalid codes.

The *Subject Table Handbook* should be used for invalid subject codes and invalid subject levels. It can be obtained at the following webpage: www.edu.gov.mb.ca/k12/docs/policy/sth/.

4.2 Wrong Academic Year

Check the default settings screen and verify the correct academic year has been set. Remember, EIS Collection can store multiple years of student data.

4.3 Duplicate MET

View the duplicate MET # report and pay particular attention to any differences that may be evident.

Combine duplicate students (if they are the same person), fix data to reflect correct information in all years of data, or correct the MET #.

4.4 Updates for EIS Collection

All updates are posted on the EIS Collection webpage at www.edu.gov.mb.ca/k12/eis/.

5. Additional Resources

5.1 EIS Collection Webpage

The EIS Collection webpage at www.edu.gov.mb.ca/k12/eis/ provides additional resources to help you as you work through the process. Some of the available documents are as follows:

- **Reporting Deadline:** Lists the reporting requirements and deadlines to submit to the department.
- **Export Instructions:** Provides tips on how to export the data files out of EIS Collection, and outlines how to submit the different data files to the department.
- **BEF Classroom Data Entry:** Provides additional information on the teacher BEF Classroom (K-8) data collection.
- **Installation Guide:** Provides instructions on how to install the EIS Collection application on your computer.

5.2 Help Desk

Where users can find a list of contacts within the department who can assist with issues related to the submission of the data files. The Help Desk subsite of the EIS Collection webpage is found at the following link: www.edu.gov.mb.ca/k12/eis/help_desk.html.