EIS Process

EIS Collection Software

This software is used to collect the data from Mayet and reformat it for submission to the province. If any errors in the data are found, (i.e. missing courses, addresses etc.) no output file will be generated. The fixes can be done in either Mayet or in the EIS collection software. It is recommended to make the corrections in Mayet as much a possible so that the errors will not show up a second time.
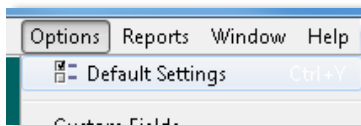
The EIS Program can be downloaded from the Province's website:

http://www.edu.gov.mb.ca/k12/eis/index.html

The instructions for installing the new software changes every year so follow the instructions from the province **VERY CAREFULLY**.
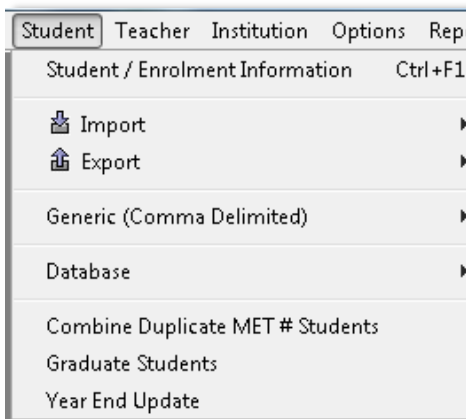
EIS Collection Software Menus

Options

Leave all of the defaults in place. The only change to be made here is to the academic year. For some reports you will be reporting on the current year and others you will be reporting for the previous year. Make sure you change the academic year for the data you will be working with.
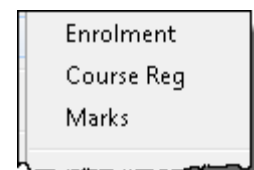
Student

Student / Enrollment Information

Shows the students imported in to the software for the year set in the options.
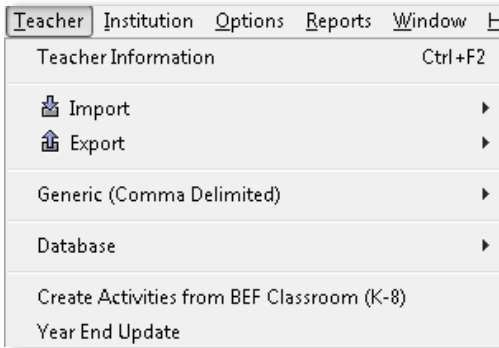
Import

Used to import the student data from Mayet

Export

Used to generate the reports to be sent to the province
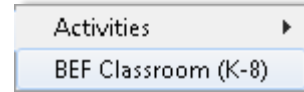
Teacher Information
Shows the teachers imported in to the software for the year set in the options.

Import
Used to import the teacher data from Mayet

Export
Used to generate the reports to be sent to the province
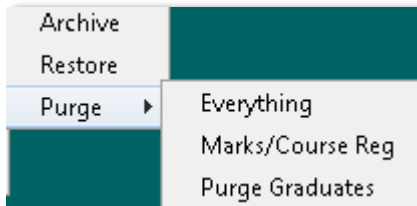

Database

Under the Teacher and Student menus there is a choice of Database. This allows you to change the database information for certain reasons such as:

- Delete the data and reimport from Mayet
- Import data from another user
- Archive the current data to be reused later or another user

To Clear the Data

Student

Teacher
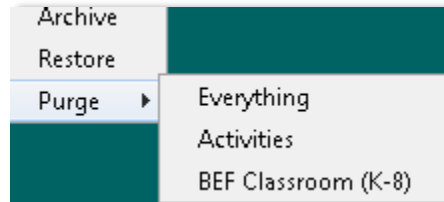
Purge - Everything will purge all of the database data. Use this when reimporting from Mayet or from another user

The other purges will only purge that data for which it is named.

Importing

Export the data from Mayet.

How to

Mayet

Go into School Records for the AO. As a divisional Admin user you will see a menu called **Dept ED Export**. This will export the reports to be imported into the EIS collections software.

NOTE: make sure you are on the correct Academic Year in Mayet when exporting.

Use the correct Import for the data that you will be importing.
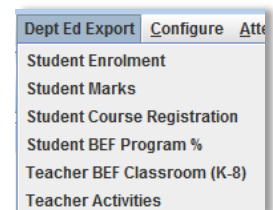
Once the import has completed an error report will be generated. This will show you any errors in the data.

NOTE: It may be easier to export the report to a CSV file and then import it into Excel.

Import Errors

For all errors, send the problem and resolution to the school to fix.

Most errors will be self-explanatory; For example: Homeroom cannot be empty.

Enrollment

Invalid Subject / Course codes	These errors stem from an error in the Course Management in Mayet. The Dept of Ed code may be wrong or expired The course may have the wrong Dept of Ed level assigned
Fix	Go into the Course Management in Mayet. Find the reported course and make corrections. Make sure to compare to the Province's Subject Table Handbook for that school year. The province's handbook will be the correct

ERROR: Invalid School Code. Or ERROR: Invalid Resident Division Code. Or ERROR: Resident Division cannot be default division (0188) when enrolment code is 120	Student's Catchment data is not correct
Fix	Go into the Catchment Management in Mayet. Find the reported address and make corrections. Make sure to compare to Baragar. http://mybaragar.com/index.cfm?event=page.SchoolLocatorPublic&DistrictCode=MB03

Language Code does not have corresponding School Track. (School Track can be added in School Screen. if necessary)	Student registered in French track but attending an English school This happens mostly when a student changes from French immersion to an English school
Fix	Change the Language Code for student.

ERROR: Transportation Code cannot be 100-501 when age>=21. Or ERROR: Transportation Code cannot be 100-501 when Has Diploma='Y'.	Bussing for student's who have already graduated or are over 21 are not valid
Fix	Remove the student from Transportation

ERROR: Invalid combination of resident division and enrolment codes. Or ERROR: Invalid combination of enrolment and transportation codes	Student's are being assigned bussing when this is not allowed by the rules
Fix	Check the student for being in the correct catchment, division, or programs.

ERROR: Invalid combination of resident division and enrolment codes.	Poorly formatted data
Fix	Check student for address and catchment data being correct

Marks

ERROR: Duplicate course has been entered - contact Instruction, Curriculum and Assessment Branch at 945-0254. Subject:	Student has marks for the same course at the same level
Fix	In the EIS collection software remove the lower mark for that course

ERROR: Final mark must an integer be between 0 and 100. Subject:	Mark must be a number and not a CO
Fix	Contact school and inform that these marks need to be numbers and not a COMPLETION

ERROR: Invalid Subject Level. Subject:	Entry in the Course Management could be incorrect
Fix	Go into the Course Management in Mayet. Find the reported course and make corrections. Make sure to compare to the Province's Subject Table Handbook for that school year. The province's handbook will be the correct

ERROR: Duplicate MET #.	There are two students with the same MET number
Fix	Inform the school of the two students and have them correct

ERROR: Credit is invalid. Subject: XXXX, Subject Level XXX	Entry in the Course Management could be incorrect
Fix	Go into the Course Management in Mayet. Find the reported course and make corrections. Make sure to compare to the Province's Subject Table Handbook for that school year. The province's handbook will be the correct

BEF

ERROR: No student was found with Homeroom. Grade. School combination. Subject:	Courses assigned to students do not share the same homeroom
Fix	Check the homeroom of the students, do they match the teacher Is the course assigned to students Are the students assigned the course from the correct grade level (e.g. Grade 2 students assigned grade 3 course)

ERROR: Invalid LOI for subject code:	Courses assigned to students are not for the correct grade level or language
Fix	Check the homeroom of the students, do they match the teacher Are the students assigned the course from the correct grade level (e.g. Grade 2 students assigned grade 3 course) Are the students assigned courses in French when attending a French track school

ERROR: Duplicate BEF K-8 Classroom.	There a duplicate teachers assigned the same homeroom
Fix	Check the homeroom of the teachers

Exporting to the Province

Make sure all errors have been corrected before exporting.

When exporting it will try and find errors. There will be some new ones that it did not warn you about. Go back in and correct these errors.

The system will not output a file until all errors are corrected.