**U.S. DEPARTMENT OF EDUCATION**

# E*MAPS* User Guide: CCD Grades Offered & Graduates/Completers Survey SY 2022-23

**Release 12.1**

**June 2023**

# DOCUMENT CONTROL

## DOCUMENT INFORMATION

| Title: | *EMAPS* CCD Grades Offered & Graduates/Completers User Guide |
|---|---|
| Issue Date: | June 2023 |

## DOCUMENT HISTORY

| Version Number | Date | Summary of Change |
|---|---|---|
| 1.0 –11.1 | | Versions 1.0 – 11.1 of this document details the process of completing the CCD Grades Offered & Graduates/Completers in E*MAPS*. |
| 12.0 | December 2022 | Updated for SY 2022-23<br><br>• **New!** Beginning with SY 2022-23 American Samoa, Guam and Northern Marianas are now required to submit this survey. |
| 12.1 | June 2023 | Updated the reopen close date to August 30, 2023 |

# PREFACE

The E*MAPS* CCD Grades Offered & Graduates/Completers User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (E*MAPS*). This guide demonstrates the steps necessary to enter CCD Grades Offered & Graduates/Completers data and navigate this survey in E*MAPS*. This guide will be updated if major system modifications affect user procedures and reviewed annually with each survey release.

Data entered into the E*MAPS* system are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data through ED*Facts* (OMB 1850-0925, expires 6/30/2025. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1850-0925.

ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs, and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis, and reporting functions at the federal, state, and local levels.

# CONTENTS

# 1.0   Introduction

The ED*Facts* Metadata and Process System (E*MAPS*) is a Web-based tool used to provide state lead agencies with an easy method of reporting and maintaining (1) data to meet federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected.

## 1.1   Technological Requirements

E*MAPS* will work in all browsers, but Chrome is recommended for the best performance.

*NOTE! EMAPS is unavailable Saturdays from 8:00 a.m. to 2:00 p.m. ET for regularly scheduled maintenance.*

## 1.2   Overview

This survey has been developed to collect data related to file specifications FS029 - Directory and FS039 - Grades Offered, to be used to determine which states should be subject to edits on the values ***Ungraded***, ***Grade 13***, or ***Adult Education*** in FS052 - Membership; the value ***Ungraded Teachers*** in FS059 - Staff Full-Time Equivalent (FTE); and the values ***Regular Diploma*** and ***Other High School Completion Credentials*** in FS040 - Graduates/Completers.

The ***Grades Offered*** tab collects a description of the state's student counts included in pre-kindergarten reporting. The ***Graduates/Completers*** tab collects whether the state recognizes Below 7 reporting, with an explanation required if Below 7 reporting is not recognized.

The U.S. Department of Education (ED) publishes the ungraded classes' data as part of the National Center for Education Statistics (NCES) Common Core of Data (CCD). This E*MAPS* survey collects information on the following:

Grades Offered

- Ungraded Students
- Grade 13
- Adult Education
- Prekindergarten Reporting

Graduates/Completers

- Regular High School Diploma
- Other High School Completer
- Below Grade 7 Reporting

Definitions for the above bulleted terms can be found under Section 8.0.

This survey shall be applicable to the 50 states, plus District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education (BIE), and Department of Defense (DoD).

*NEW!* Beginning with SY 2022-23, American Samoa, Guam, and Northern Marianas are required to submit this survey.

## 2.0   Frequently Asked Questions

Below is a list of frequently asked questions regarding this E*MAPS* CCD Grades Offered & Graduates/Completers Survey process. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (PSC) at ED*Facts*@ed.gov.

**What is the primary use of this information?**
These metadata responses will be used by ED when reviewing and using data submitted by your state to meet the annual data reporting requirements. Responses will be used to verify the accuracy of your data, as well as to decrease data issues identified in the CCD Data Management System (DMS). For example, if a state does not use Grade 13, the data are used to verify that CCD files submitted by grade levels do not include counts for Grade 13.

*NOTE!* The DMS may identify other issues with a state's data, but it will not be for information available in the survey responses.

**What reporting year will this data collection cover?**
*Grades Offered* tab covers data for SY 2022-23, and *Graduates/Completers* tab covers data for SY 2021-22.

**Who in my state has access to the CCD Grades Offered & Graduates/Completers Survey?**
Each state's CCD Non-Fiscal Coordinator has been granted access to the dashboard, to enter and submit data, and to view the HTML report of submitted data via the E*MAPS* CCD Grades Offered & Graduates/Completers Survey application for their own state. Each state's ED*Facts* Coordinator has been granted view access to the HTML reports of submitted metadata via the E*MAPS* CCD Grades Offered & Graduates/Completers Survey application for their own state.

**Can someone other than the CCD Non-Fiscal Coordinator provide this data for my state?**
No, the CCD Non-Fiscal Coordinator must provide the state's responses because ED and NCES have identified all CCD Non-Fiscal Coordinators as the state expert for this information. However, in some states, the ED*Facts* Coordinator also serves as the CCD Non-Fiscal Coordinator. If this applies to your state and the user currently has read-only access, contact PSC to modify the status to read/write access.

**Where can I view the results of the CCD Grades Offered & Graduates/Completers Survey if I am a read-only user?**
The results from the submitted survey can be viewed on the *Reports* tab once the survey has been submitted.

**What states are required to submit the CCD Grades Offered & Graduates/
Completers Survey via E*MAPS* for SY 20222-23?**
For the SY 2022-23 data collection, the CCD Grades Offered and
Graduates/Completers Survey will be submitted by all 50 states, District of Columbia,
Puerto Rico, U.S. Virgin Islands, BIE, and DoD.

*NEW!* Beginning with SY 2022-23, American Samoa, Guam, and Northern Marianas
are required to submit this survey.

**Where can I access the HTML report of the submitted survey?**
To view a copy of the submitted survey, users can access an HTML report from the
*Reports* tab on the survey dashboard. See section 7.0 for instructions.

*NOTE!* After accessing the HTML report, a copy of this survey can be printed and filed
away or saved to your desktop as a soft copy. Users are able to view the history of all
submitted CCD Grades Offered & Graduates/Completers Surveys. Draft versions will
not appear in the report repository.

**How is *Ungraded*, *Grade 13*, *Adult Education,* and *Other High School Completers*
defined?**
For this survey, Ungraded students are defined as students that have not been
assigned to a particular grade offered by the state. Grade 13 is a grade level in a
specific program related to earning post-secondary credit, a Career and Technical
Education (CTE) degree, or CTE certification that extends beyond the traditional four
grade high school structure. Adult Education are students who have dropped out and
returned to school or entered an adult education program. Other High School
Completers is defined as an individual who received a certificate of attendance or other
certificate of completion in lieu of a diploma. Other High School Completers do not
include equivalency diplomas, such as the General Equivalency Diploma (GED) or the
High School Equivalency Diploma (HSED). Recipients of equivalency diplomas, such as
a GED or HSED, are underline excluded from this survey.

**What are the criteria for High School Completers?**
The criteria for High School Completers are students who received a high school
diploma. A formal document certifying the successful completion of a prescribed
secondary school program of studies is required for the student to receive their high
school diploma. Included here are regular high school diplomas differentiated by type,
such as an academic diploma, a general diploma, or a vocational diploma.

*Revised!* **When does this survey collection close to states?**
The Grades Offered and Completers Survey will open on **January 1, 2023 and** will
close on **February 8, 2023**. This survey reopens on **February 9, 2023 and** closes on
**August 30, 2023**.

**After starting the survey, can I save the existing entries and come back later to
complete it?**

Yes. The survey is set up for a user to be able to save a working, non-finished copy as a draft which can be completed at a later time up until the survey has closed. A ***Save as Draft*** button will be displayed at the bottom of the data entry form page. When clicked, the page responses will be saved, and the dashboard page will be displayed. However, saving the survey of a draft <u>will not</u> generate an HTML report.

*NOTE!* If the survey is submitted multiple times, ED will use the latest submitted version of the survey for the collection.

**Is there a character limit for the survey comment boxes provided?**
Yes. The comment box field is a paragraph type format with a maximum size of 4,000 characters.

**When will automated emails be sent?**
Reminder emails are sent to states:
- 15 business days prior to survey close if they either did not start the survey or if they did not submit their data to the database.
- 3 business days prior to survey close as a reminder that initial survey submission or updates will be due in 3 days
- When the users submit the data.
- At the opening of the update period indicating if a resubmission is required
  - States not required to resubmit will be notified that they may adjust their information if desired.

**Whom do I contact for login problems or technical assistance with the E*MAPS* tool and survey?**
For login and technical assistance, please contact the Partner Support Center:

    Email: ED*Facts*@ed.gov
    Telephone: 877-457-3336 (877-HLP-EDEN)
    Federal Relay Service: 800-877-0996 (Voice/TTY) / federalrelay@sprint.com

PSC is open from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, excluding federal holidays.

*NOTE!* Users should also contact PSC for content and policy-related questions.

# 3.0 Accessing E*MAPS*

To log in to E*MAPS*, go to https://emaps.ed.gov/suite/. A Department of Education-approved warning banner will appear. Accept the terms of the consent to monitoring before accessing the application (see fig. 3.1).
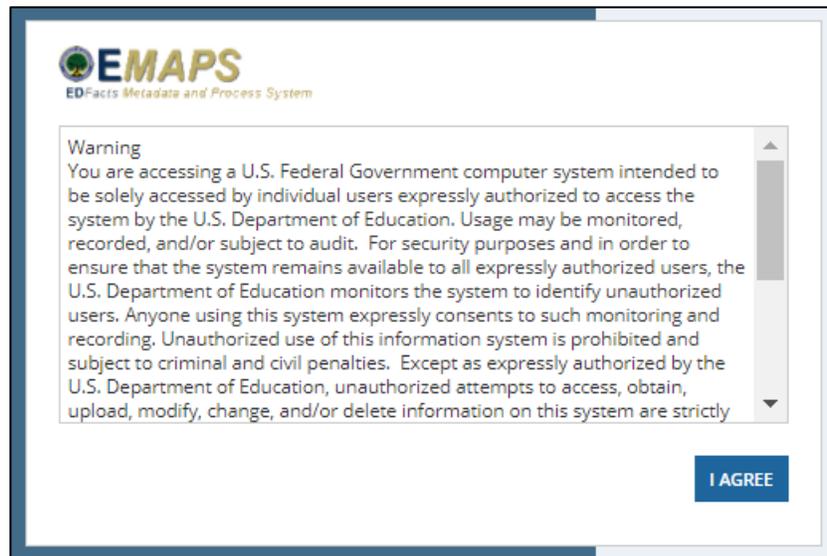


Figure 3.1 – Department of Education Warning Banner

Enter the assigned E*MAPS* username and password into the appropriate fields (see fig. 3.2). If experiencing issues logging into E*MAPS*, contact PSC (FAQs, Section 2). Both the E*MAPS* username and password are case sensitive.



Figure 3.2 – E*MAPS* Login Screen

To log out of E*MAP*S, select the ***Profile Icon*** in the top right-hand corner and select ***Sign Out*** (see fig. 3.3).



Figure 3.3 – E*MAPS* Logout screen

## 4.0 Accessing the CCD Grades Offered and Graduates/Completers Survey

Once logged into E*MAPS*, the ED*Facts* Landing page will display.

Click the **CCD Grades Offered and Graduates/Completers** link under the ED*Facts* section (see fig. 4.1).
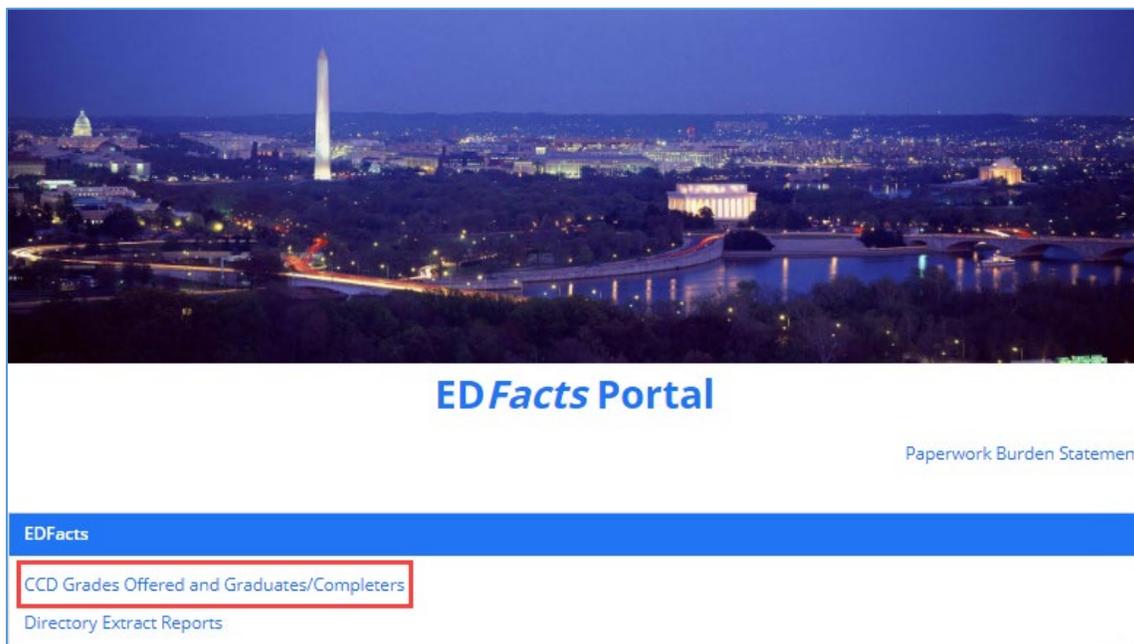


Figure 4.1 – ED*Facts* Portal Landing Page

**NOTE!** The Paperwork Burden Statement is available on the ED*Facts* Portal Landing page.

Select the **[state's name] CCD SY 2022-23** link to enter the CCD Grades Offered and Graduates/Completers Survey (see fig. 4.2).
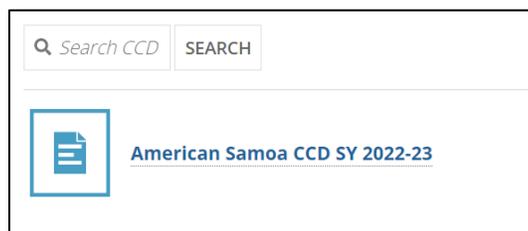


Figure 4.2 – CCD Grades Offered & Graduates/Completers Survey Access

The system will redirect to the *Summary* tab of the survey (see fig. 4.3) where the following will be available:

- Information about the Survey;
- Instructions for completing the survey; and
- Survey User Guide.
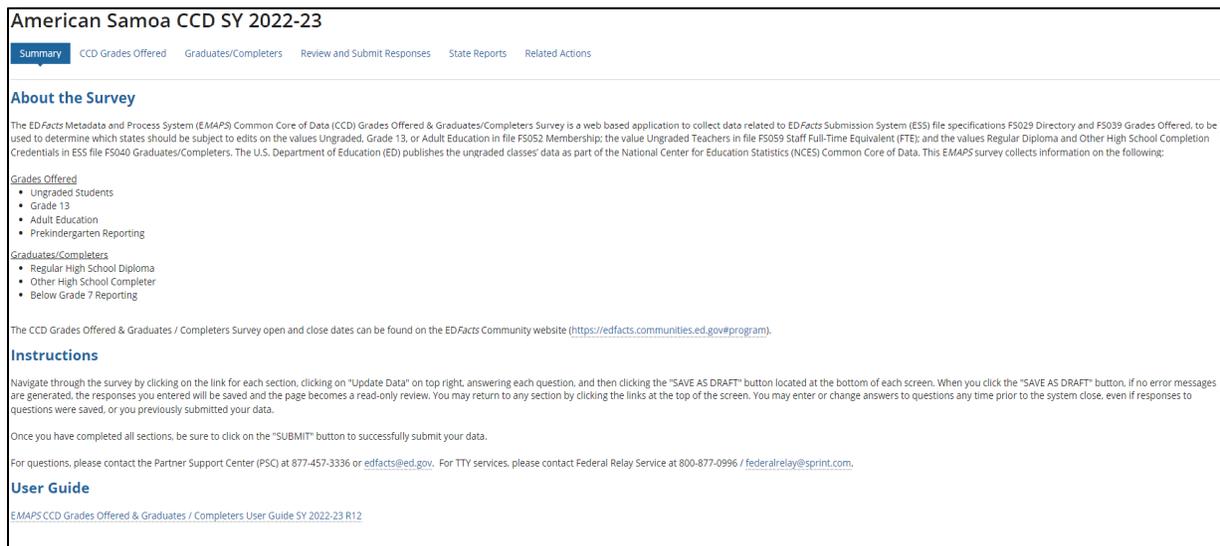


Figure 4.3 – Summary Page

To return to the ED*Facts* Portal at any time, choose *EDFacts Portal* from the dropdown menu in the top right corner (see fig. 4.4).
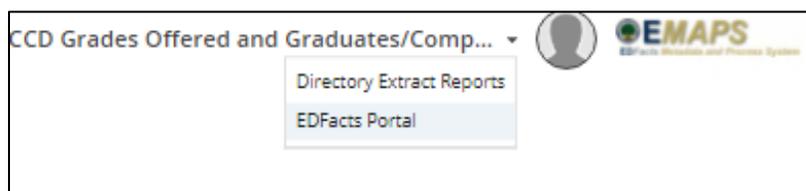


Figure 4.4 – Dropdown Menu

*NOTE!* A warning is generated by the system after 30 minutes of inactivity. To avoid losing data, click within the E*MAPS* survey form, or select *Continue* when the inactivity warning message is displayed.

# 5.0   Completing the CCD Grades Offered and Graduates/Completers Survey

The CCD Grades Offered and Graduates/Completers Survey navigation menu contains five tabs (see fig. 5.1). To navigate into a section, select its corresponding tab.



## American Samoa CCD SY 2022-23

Summary | CCD Grades Offered | Graduates/Completers | Review and Submit Responses | State Reports | Related Actions
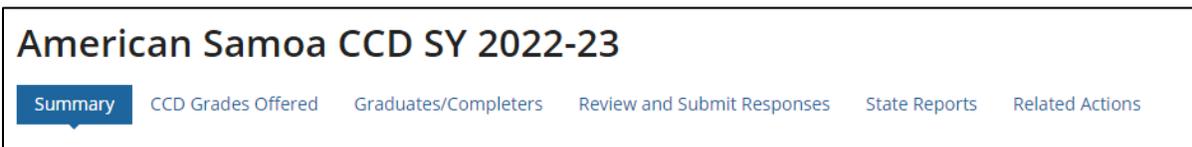
Figure 5.1 – Survey Tabs

*Summary:* Provides a summary of the CCD Grades Offered & Graduates/Completers Survey with a link to the CCD Grades Offered & Graduates/Completers User Guide.

*CCD Grades Offered:* This section allows users to respond to questions regarding Grades Offered Data.

*Graduates/Completers:* This section allows users to respond to questions regarding Graduates/Completers data.

*Review and Submit Responses:* This form is where CCD Non-Fiscal Coordinators review the warnings and edit checks or submit the survey to the database.

*State Reports:* Review the HTML reports for each CCD Grades Offered & Graduates/Completers Survey submitted by the state for each year the survey has been in E*MAPS*.

*Related Actions:* This tab contains **Update Data** link to edit the survey. Once the survey has been saved as a draft, a **Verify Data** button will appear to review the edit checks and submit the survey to the database.

## 5.1   General Navigation

This survey contains two sections in which data is to be entered:

> 1) CCD Grades Offered and
> 2) Graduates/Completers

The CCD Grades Offered and Graduates/Completers Survey navigation menu contains five tabs. To begin completing the survey, navigate into a section by selecting its corresponding tab and select **Update Data**. The questions first display in view-only mode.

*NOTE!* Asterisks next to questions indicate that a response is required.

## 5.2    CCD Grades Offered Tab

To begin completing the survey, select the **CCD Grades Offered** tab from the Summary page. To enter responses, select the **Update Data** button to enter the data (see fig. 5.2).



Figure 5.2 – CCD Grades Offered tab - Update Data

Data entry fields will display to allow manual responses, radio buttons will appear to respond **Yes** or **No** and the **Save as Draft** button will appear in the bottom right corner of the screen (see fig. 5.3). A section for additional information or comments can be found below the questions on the same page.
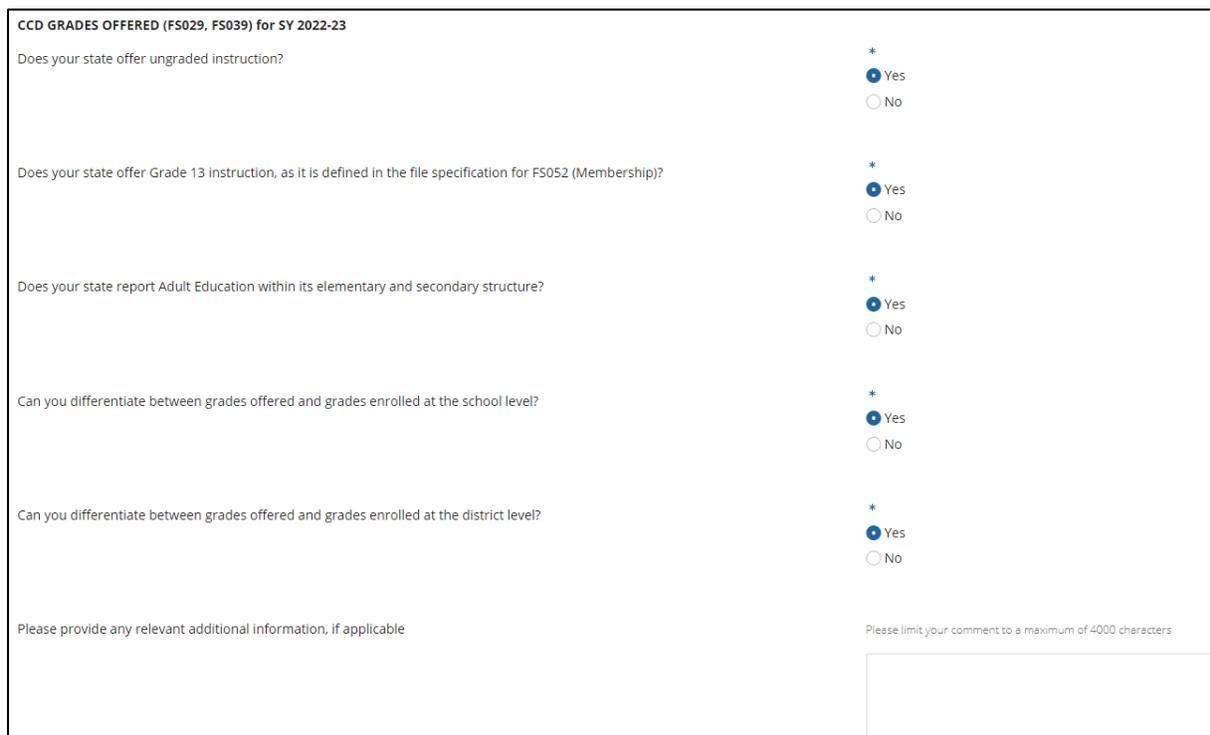


Figure 5.3 – CCD Grades Offered tab- Grades Offered (FS029, FS039) Questions

Questions in the CCD Grades Offered Section:
- Does your state offer ungraded instruction?
- Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)?
- Does your state report Adult Education within its elementary and secondary structure?

- Can you differentiate between grades offered and grades enrolled at the school level?
- Can you differentiate between grades offered and grades enrolled at the district level?
  - o This subsection allows for additional detail to be provided in the field titled "***Please provide any relevant additional information, if applicable.***



Figure 5.4 – CCD Grades Offered tab – Staff and Membership Questions

<u>Questions in the CCD Grades Offered Section:</u>

STAFF FTE (FS059)

- Are any teachers identified as teachers for ungraded classes?

MEMBERSHIP (FS052)

- Please describe the student counts included in prekindergarten reporting for your state in the box below.
- Do the counts include students enrolled in Headstart, children with disabilities, or State-funded preschool programs?
- If there are significant differences between the data reported at the school, LEA, and SEA level, please explain the reason for these differences.

***NOTE!*** If a user exits the survey without selecting the ***Save as Draft*** button, data <u>will not</u> save and the E*MAPS* survey session will end.

## 5.3   CCD Graduates/Completers Tab

Continue completing the survey by selecting the ***CCD Graduates/Completers*** tab from the Summary page. To enter responses, select the ***Update Data*** button to enter the data (see fig. 5.5).

Figure 5.5 – CCD Graduates/Completers tab - Update Data

Data entry fields will display to allow manual responses, radio buttons will appear to respond *Yes* or *No* and the *Save as Draft* button will appear in the bottom right corner of the screen (see fig. 5.6). A section for additional information or comments can be found below the questions on the same page.
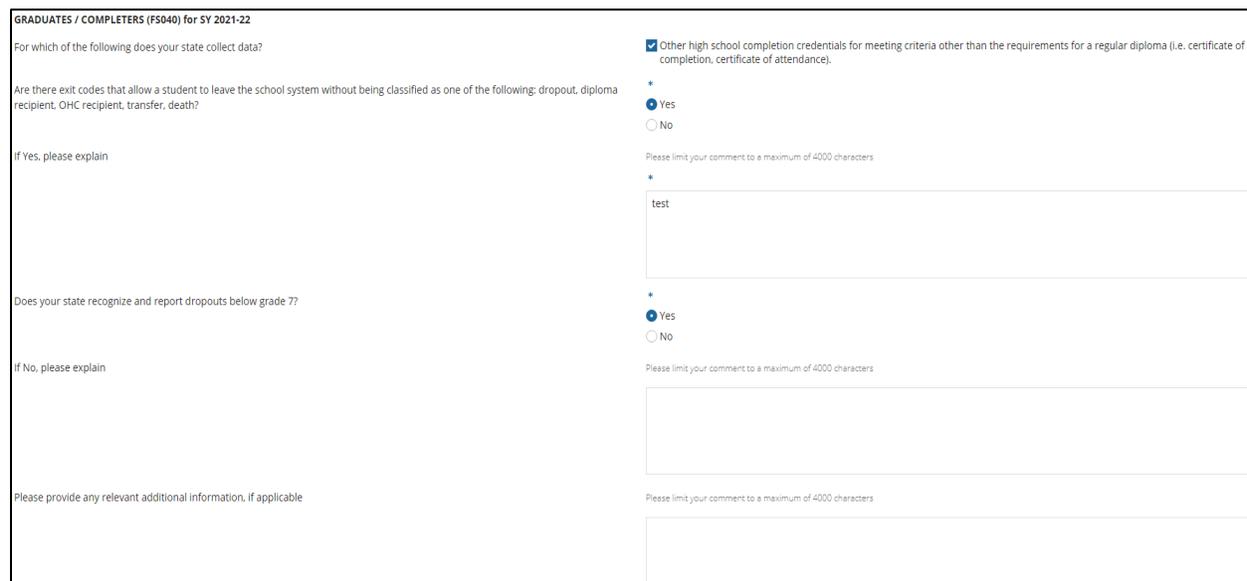


Figure 5.6 – Graduates/Completers Tab Questions

Questions in the Graduates/Completers Section:

- For which of the following does your state collect data?
    - ○ *NOTE!* **The question, for which of the following does your state collect data?, is a single checkbox.**
- Are there exit codes that allow a student to leave the school system without being classified as one of the following: dropout, diploma recipient, OHC recipient, transfer, death?
    - ○ **If Yes, please explain.**
- Does your state recognize and report dropouts below grade 7? If no, a field will populate in order to provide further detail.

*NOTE!* A comment box is provided at the end of each section to include additional information supplementing the questions asked in the survey. This comment box has a 4,000-character limit.

# 6.0   Review and Submit

Once all data entry sections have been completed and ***Save as Draft*** has been selected, select the ***Review and Submit*** tab on the Dashboard. Review the data for completeness and accuracy.

Neither the ***Submit*** button nor the additional comment box appear until the ***Verify Data*** button located at the top right-hand side of this section has been selected (see fig. 6.1).



Figure 6.1 – Verify Data Button

All responses will display on the screen in a review-only mode. Once all responses have been reviewed, select the ***Submit*** button in the bottom right corner of the page (see fig. 6.2).
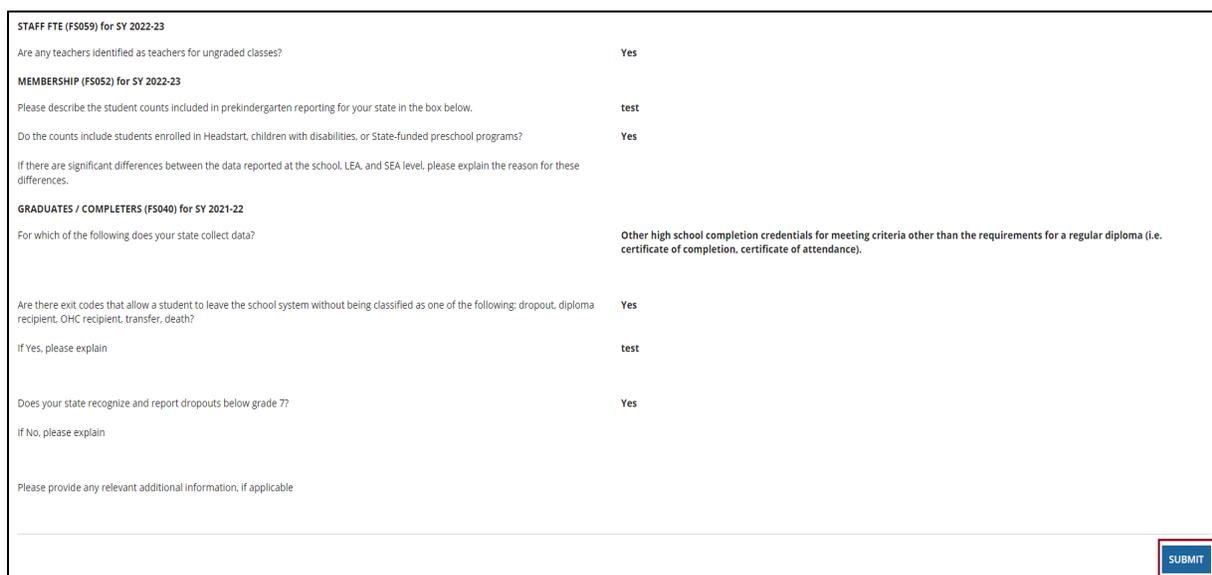


Figure 6.2 – Review and Submit tab – Submit button

If there are errors or mandatory questions not answered, the warning message *ERROR – Insufficient amount of data! Please answer ALL questions in order to submit your*

*responses* will be displayed in red font at the bottom of the Review and Submit Responses page (see fig. 6.3).
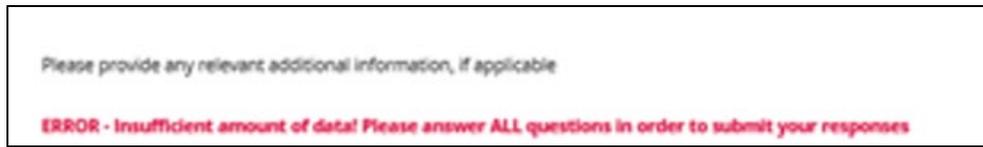


Figure 6.3– Error on Review and Submit tab

When the ***Submit*** button is selected, the system will save all survey responses to the database. The survey cannot be submitted to the database until all required fields have been provided. An email confirmation will be sent to the submitter's email account confirming this survey is complete and that the Department of Education has received it. An HTML report of the completed survey will also be attached to this email.

When resubmitting a survey, please note that a timestamp will be generated each time the survey is submitted even when there are no changes to the data entered.

# 7.0   Accessing State Reports

HTML reports can be accessed in one of two ways:
1. In the survey under the *State Reports* tab (see fig. 7.1); and
2. By navigating to the *Reports* tab in the E*MAPS* navigation menu.



American Samoa CCD SY 2022-23

Summary    CCD Grades Offered    Graduates/Completers    Review and Submit Responses    State Reports    Related Actions

| File Name | File Type | Creation Date | Submitter Name | Email |
|---|---|---|---|---|
| AMERICAN SAMOA - CCD SY 2022-23 SY 2021-22 | HTML | 11/25/2022 2:32 PM EST | Tester4, CCD | |

Figure 7.1 – State Reports tab

*NOTE!* The HTML report generates each time data are submitted to the database. The most recent submission will be the survey last submitted to the database and the collection ED uses for analysis.

Once a file is selected, the HTML report appears in a new tab of the internet browser (see fig. 7.2).



**EMAPS**
*EDFacts Metadata and Process System*

**AMERICAN SAMOA**

**CCD GRADES OFFERED & GRADUATES/COMPLETERS**

**CCD GRADES OFFERED (FS029, FS039) for SY 2022-23**

Does your state offer ungraded instruction?
Does your state offer Grade 13 instruction, as it is defined in the file specification for FS052 (Membership)?
Does your state report Adult Education within its elementary and secondary structure?
Can you differentiate between grades offered and grades enrolled at the school level?
Can you differentiate between grades offered and grades enrolled at the district level?

**Grades Offered Comment:**

Figure 7.2 – HTML Report

Save this report to the computer desktop using browser options or print the report as a hard copy.

# 8.0   Glossary of Data Elements

**Ungraded Students** – defined as students that have not been assigned to a particular grade offered by the state.

**Grade 13** – defined as a program offered in some states that enables students to earn post-secondary credits, a CTE degree, or CTE certification while still enrolled in the public elementary/secondary school system.

**Adult Education** – defined as instructional programs for students who have dropped out and returned to school or entered an adult education program.

**Regular High School Diplomas** – defined as a formal document certifying the successful completion of a prescribed secondary school program of studies. Included are regular high school diplomas differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.

**Other High School Completers** – defined as a certificate of attendance or other certificate of completion awarded in lieu of a diploma. Not included are equivalency diplomas, such as the GED or the HSED. Recipients of equivalency diplomas, such as a GED or HSED, are excluded from this survey.

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