



# Wyoming Department of Education

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## MEMORANDUM NO. 2013-080

**TO:** School District Superintendents  
Business Managers  
WISE Coordinators  
All WDE Collection Respondents

**FROM:** Susan Williams, Data Collection and Reporting Supervisor  
Information Management Unit

**DATE:** June 12, 2013

**SUBJECT:** New Web Upload Application

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### **TIME SENSITIVE**

**The Wyoming Department of Education (WDE) announces the replacement of the web upload application also known as the Collection Tracking System. The application will be replaced with Data Collection Suite (DCS) and can be accessed using the same "Data Submission Login" link, located on the Data Collection Suite – Forms Inventory page of the Fusion portal.**

#### **Conversion Time Line**

The WDE continuously seeks improved ways to collect data and decrease data burden on districts. The web upload application also known as the Collection Tracking System will be disabled on Wednesday, June 19, 2013 at 5:00 p.m. It is being replaced with a new data collection software application called Data Collection Suite (DCS). The web upload application will be shut down for one full day while WDE staff works to archive all prior data collection submissions. DCS will be enabled Thursday evening and will be available to districts the morning of Friday, June 21.

If you are the responder for an open collection and have already submitted, you do not need to resubmit in DCS unless a WDE data collection steward informs you that there are errors in your data. All submissions on the morning of June 21 and moving forward must be done in DCS.

Due dates for all collections remain the same.

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### **Fusion Rights**

This new application will allow the WDE to eliminate the WDE690 and instead control the rights for uploading web forms through the Wyoming Education Fusion portal roles. District collection respondents now will be able to access the system using their fusion login and password, and district Fusion Administrators will be able to control collection rights through Fusion user accounts. Roles for each individual collection will be created as in the example below:

<b>Role</b>	<b>Edit</b>	<b>Validate</b>	<b>Certify</b>	<b>Read Reports</b>
WDE633 Read	No	No	No	Yes if Applicable
WDE633 Edit	Yes	Yes	No	No
WDE633 Certify	No	No	Yes	No

The WDE Information Management team will work with districts to assign the rights to all collections prior to the initial introduction of each collection. District Fusion Administrators will be asked to maintain the credentials in the future. District Fusion Administrators are reminded that inactivating the user accounts for separated staff automatically removes all rights from Fusion user accounts and, therefore, a person's accessibility to DCS.

Attached is a spreadsheet that lists the first round of collections to be housed in DCS. If you would like the WDE to assign your user rights for these data collections, please fill out and return the attached form by Tuesday, June 18, 2013. If your Fusion Administrator would prefer to assign roles he/she may do so anytime after the 20.

Forms may be returned to Susan Williams at [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov).

### **Training**

Instead of a formalized training session the WDE will be creating a series of instructional videos that will be posted in DCS so users may watch them at their leisure.

Training videos can be accessed by logging into DCS using your Fusion login and password, select the "Support," link in the upper right corner of DCS to find links to submission training videos as well as a "Contact," link for the contact information for the Collections Administrator. For content questions please refer to the Data Collection Suite – Forms Inventory page for the contact information of each individual collection steward.

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**Collections Planned for Data Collection Suite Release 1:**

WDE100 – School Foundation Program Funding Worksheet  
WDE106 – District General Fund Cash Flow Report  
WDE170 – Cooperative Services Incentive Application  
WDE527 – Bridges Summary of Extended Day Programs  
WDE530 – McKinney-Vento Sub grant Report  
WDE568 – District Title I Part D Annual Program Review  
WDE588 – School Technology Survey  
WDE626 – Early Literacy Longitudinal Data  
WDE633 – Certified Staff Vacancy and Applicant Information  
WDE682 – School Choice and Supplemental Service Offered  
WDE714 – Post Secondary Enrollment Options Fiscal Information  
WDE729 – Required Graduation Credits

**Contact Information**

For questions regarding the functionality of DCS contact Liz Foster at [elizabeth.foster@wyo.gov](mailto:elizabeth.foster@wyo.gov) or 307-777-7009.

For questions regarding Fusion user rights contact Susan Williams at [susan.williams@wyo.gov](mailto:susan.williams@wyo.gov) 307-777-6252.

Attachment