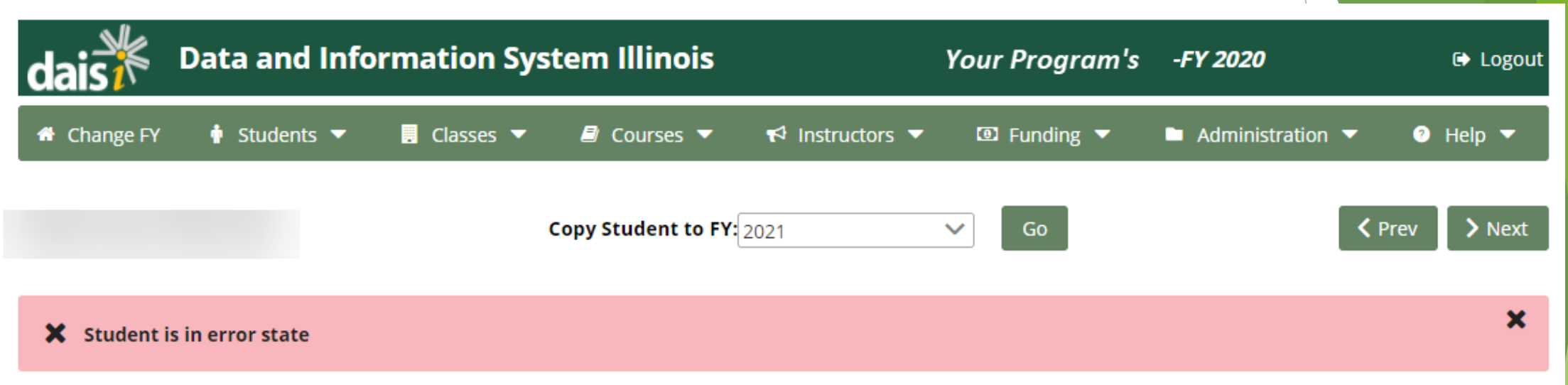
Identifying and Fixing Errors in DAISI

Agenda

- What are Errors? And why do they exist?
- Errors vs Warnings
- Identifying Errors
- Common Errors and How to Resolve Them

What are Errors? And Why do they Exist?



Errors are messages programmed into DAISI to help you identify erroneous or missing data and instances in which you've defied state or federal policy guidelines.

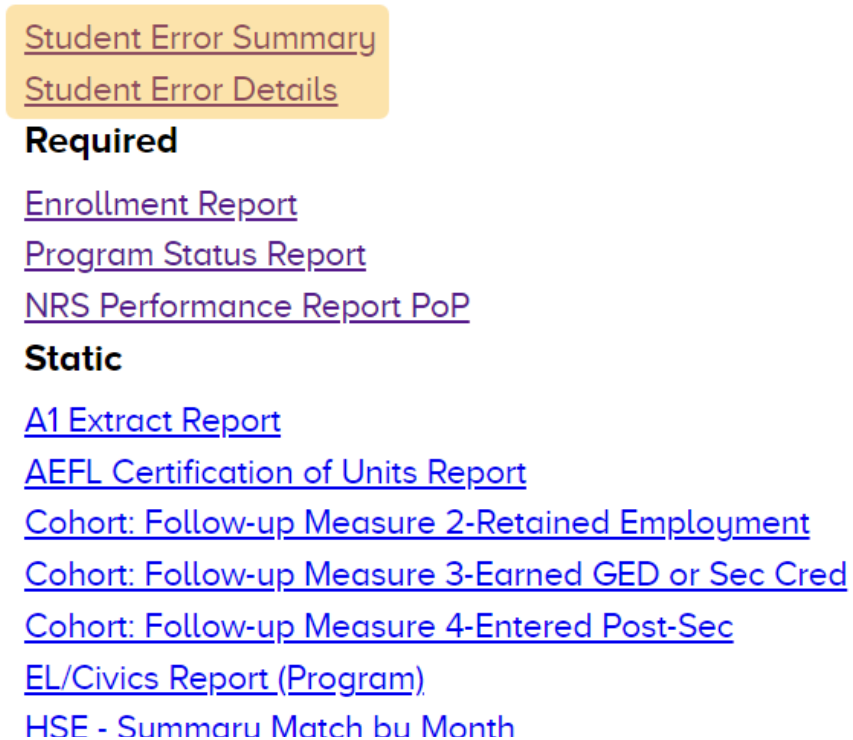
ERRORS

- Indicate erroneous or missing data or policy issues
- Always “fixable”
- Prevent students from being counted towards generation and performance reports
- Denoted by red banner or

WARNINGS

- Indicate erroneous or missing data or policy issues
- Sometimes not “fixable” (e.g., “warning.PreTest.NotDoneBy 3rdDay”)
- Always contain “warning” in text
- Denoted by gold banner or

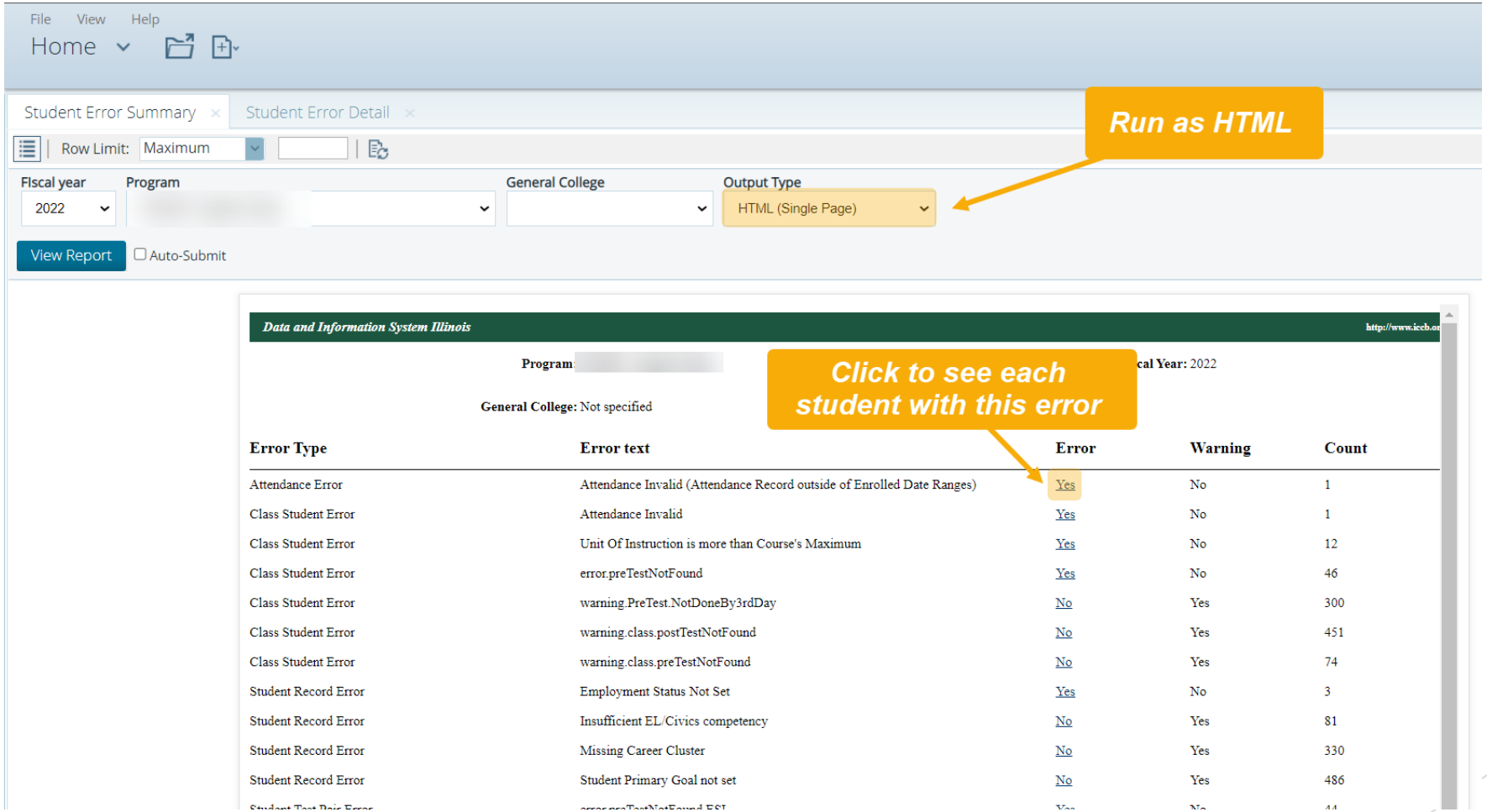
Identifying Errors



Error Reports

- Student Error Summary: Provides an overview of the number of errors in your system of each type
  - *Note: # of Errors ≠ # of Students in Error State*
- Student Error Details: Provides a list of all errors and warnings by student
  - More filtering options to target the kinds of errors you want to see

Student Error Summary



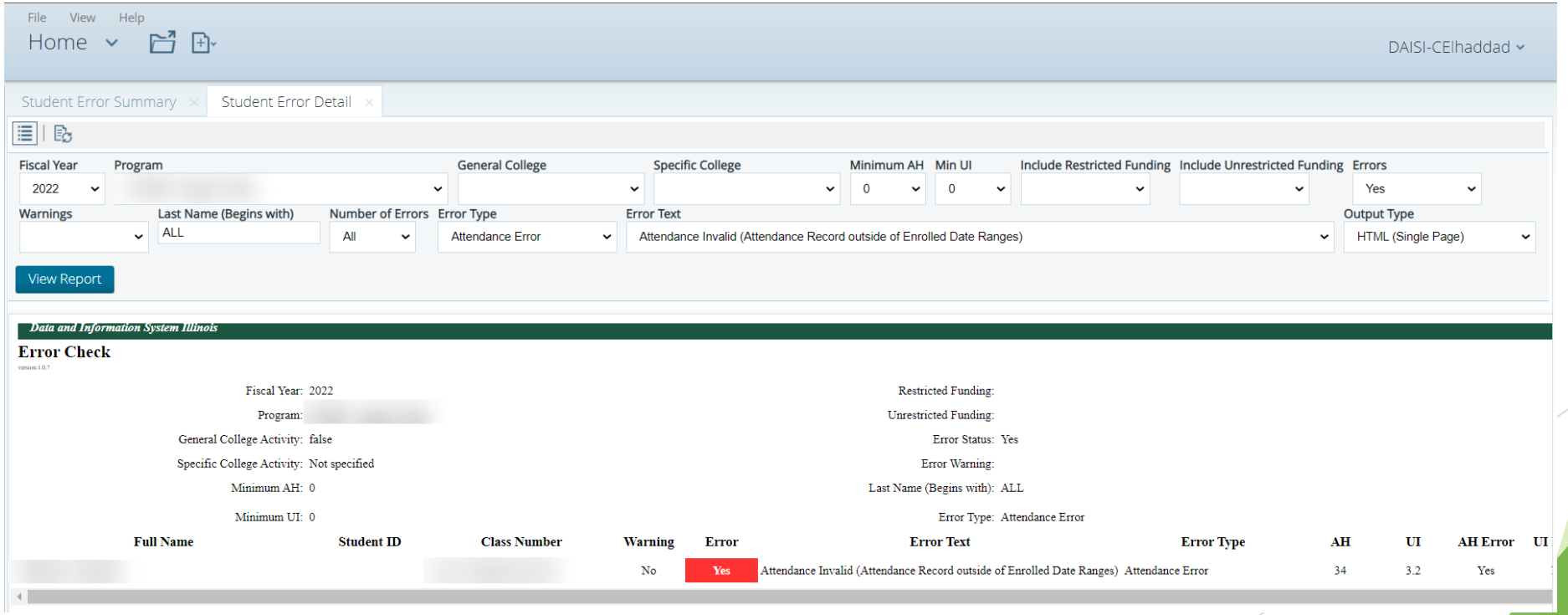
Error Type	Error text	Error	Warning	Count
Attendance Error	Attendance Invalid (Attendance Record outside of Enrolled Date Ranges)	Yes	No	1
Class Student Error	Attendance Invalid	Yes	No	1
Class Student Error	Unit Of Instruction is more than Course's Maximum	Yes	No	12
Class Student Error	error.preTestNotFound	Yes	No	46
Class Student Error	warning.PreTest.NotDoneBy3rdDay	No	Yes	300
Class Student Error	warning.class.postTestNotFound	No	Yes	451
Class Student Error	warning.class.preTestNotFound	No	Yes	74
Student Record Error	Employment Status Not Set	Yes	No	3
Student Record Error	Insufficient EL/Civics competency	No	Yes	81
Student Record Error	Missing Career Cluster	No	Yes	330
Student Record Error	Student Primary Goal not set	No	Yes	486

Student Error Details

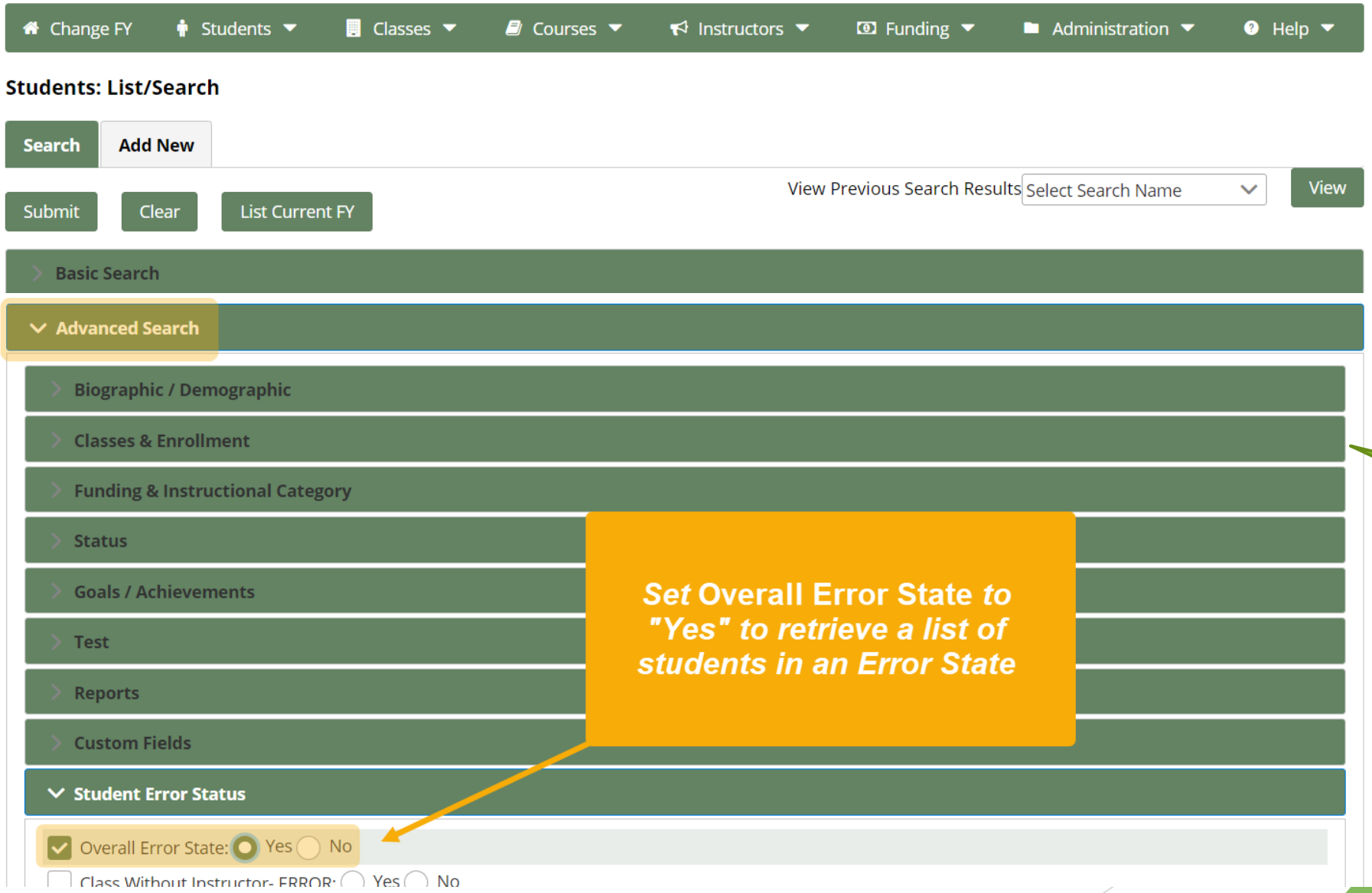
Pro Tips:

- Set *Minimum AH* to 12 and *Minimum UI* to 0.5 to see students who might be otherwise NRS-eligible
- Set *Errors* to "Yes" to see only Errors (and no Warnings)
- Set *Number of Errors* to "All"
- Set *Output Type* to Excel or PDF so you can keep track of errors you've fixed

It can take up to ***48 hrs*** for error corrections to be reflected in DAISI!



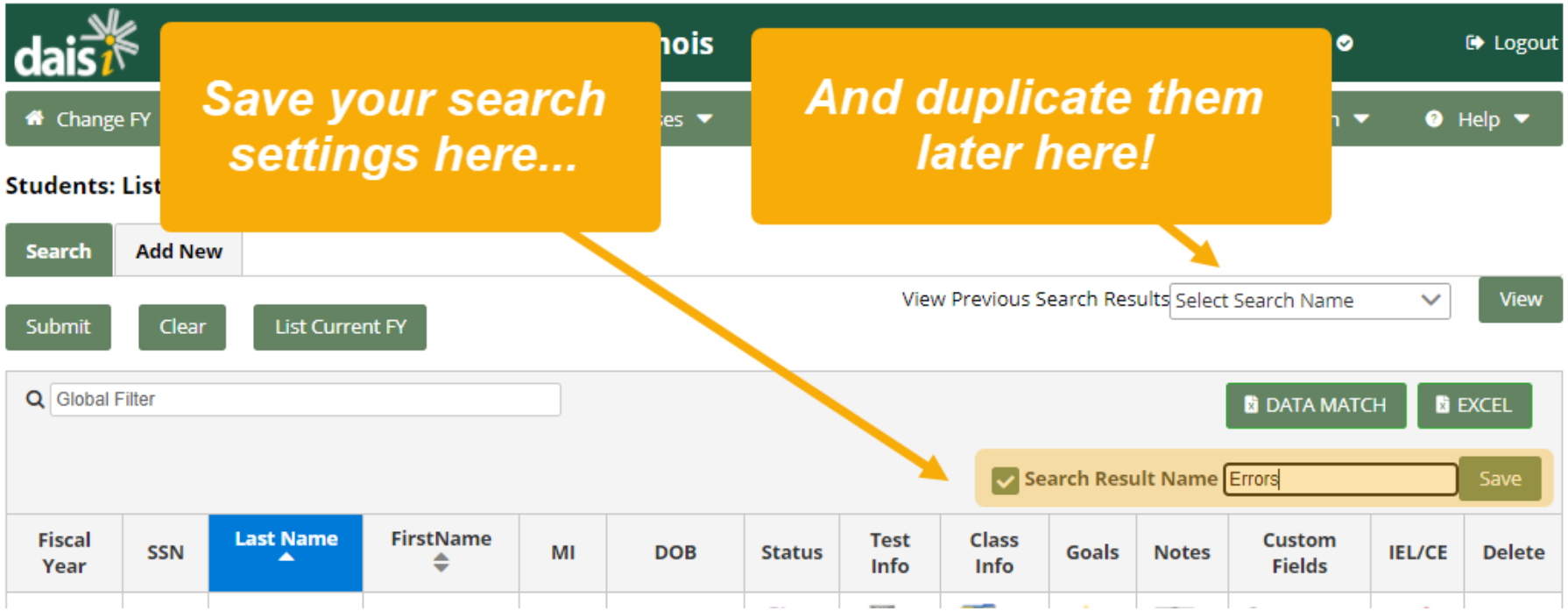
Student List/Search Feature



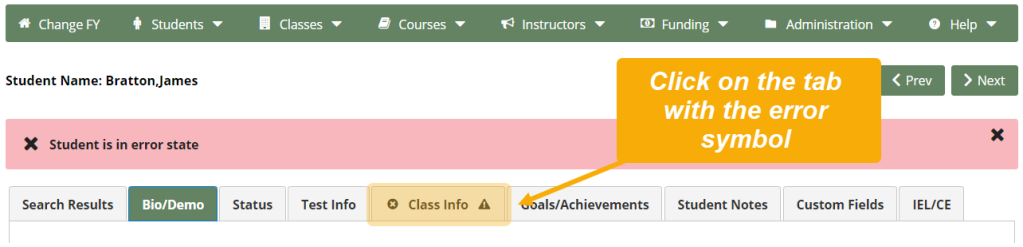
Set* Overall Error State *to "Yes" to retrieve a list of students in an Error State

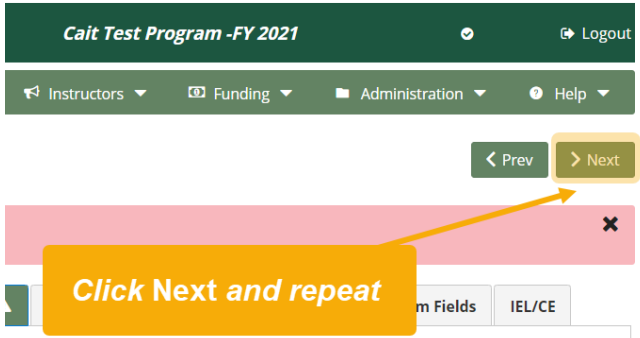
Add 12 or more AH to only see students who might otherwise appear on NRS Reports!

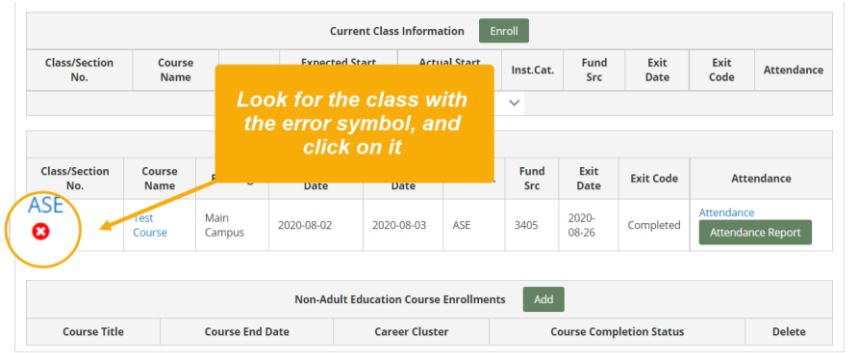
Pro Tip: Save Your Search Settings!



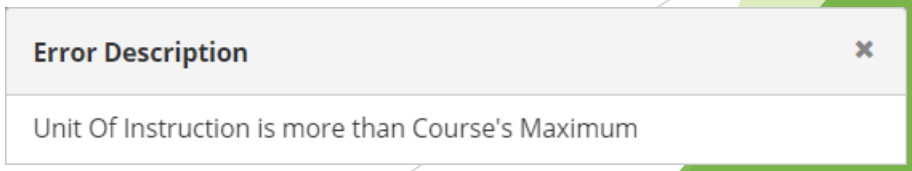
Follow the Error Icon!







Fix the error (and mark error tracker)



Common Errors and How to Resolve Them

Missing Pre-test

Error text: *error.preTestNotFound* or *error.preTestNotFound ESL*

What does this mean?

The student does not have a valid pre-test for ***all*** instructional categories in which they are enrolled.

Solutions:

- ✓ Administer an ICCB-approved assessment (or assessments) and record in DAISI
- ✓ Apply the 120-day rule to an existing test (if applicable)

Max UI Exceeded

***Error text**: Unit Of Instruction is more than Course's Maximum*

What does this mean?

The number of UI the student has accrued in the course is greater than the Max UI indicated on the course page.

$$\text{Max UI} = \frac{\#\ hrs\ per\ day \times \#\ days\ per\ week \times \#\ weeks}{15} \times (\#\ \text{course repeats} + 1)$$

Example:

Intensity and Duration (Hrs. per Day/Days per Week/Number of Weeks): 3 hrs/day, 2 days/week, 16 weeks

Population the Course is Expected to Serve:

Credit Hour Total: **Fixed:** **Units of Instruction Minimum:** **Units of Instruction Maximum:** **Times Course Can Be Repeated:** 3

$$\text{Max UI} = \frac{3 \times 2 \times 16}{15} \times (3 + 1)$$

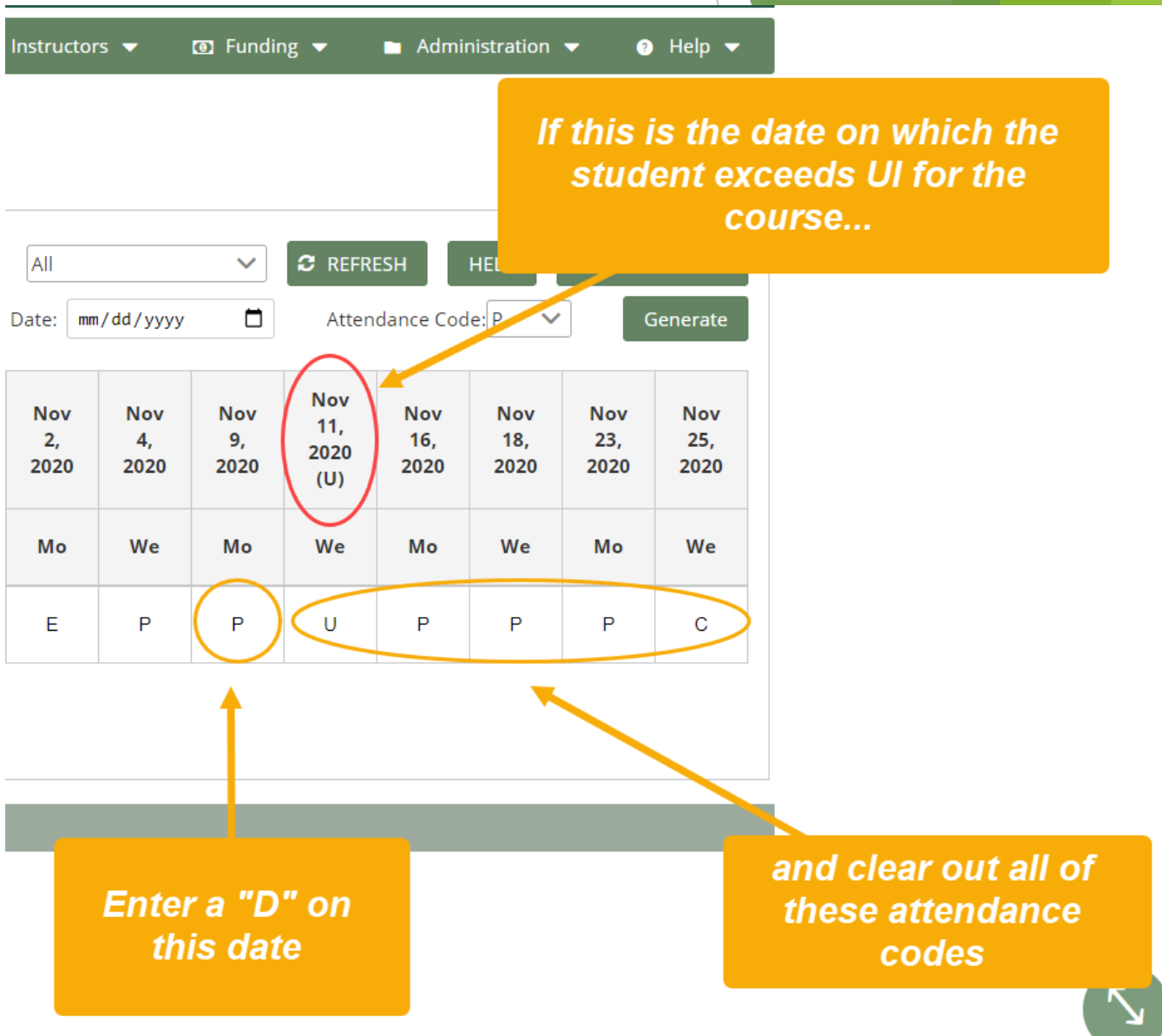
$$\text{Max UI} = \frac{96}{15} \times (4)$$

$$\text{Max UI} = 25.6$$

Max UI Exceeded (continued)

Solutions:

- ✓ Check the Max UI calculation. If it's incorrect (which is usually the case) edit the course details.
- ✓ Drop the student from the course



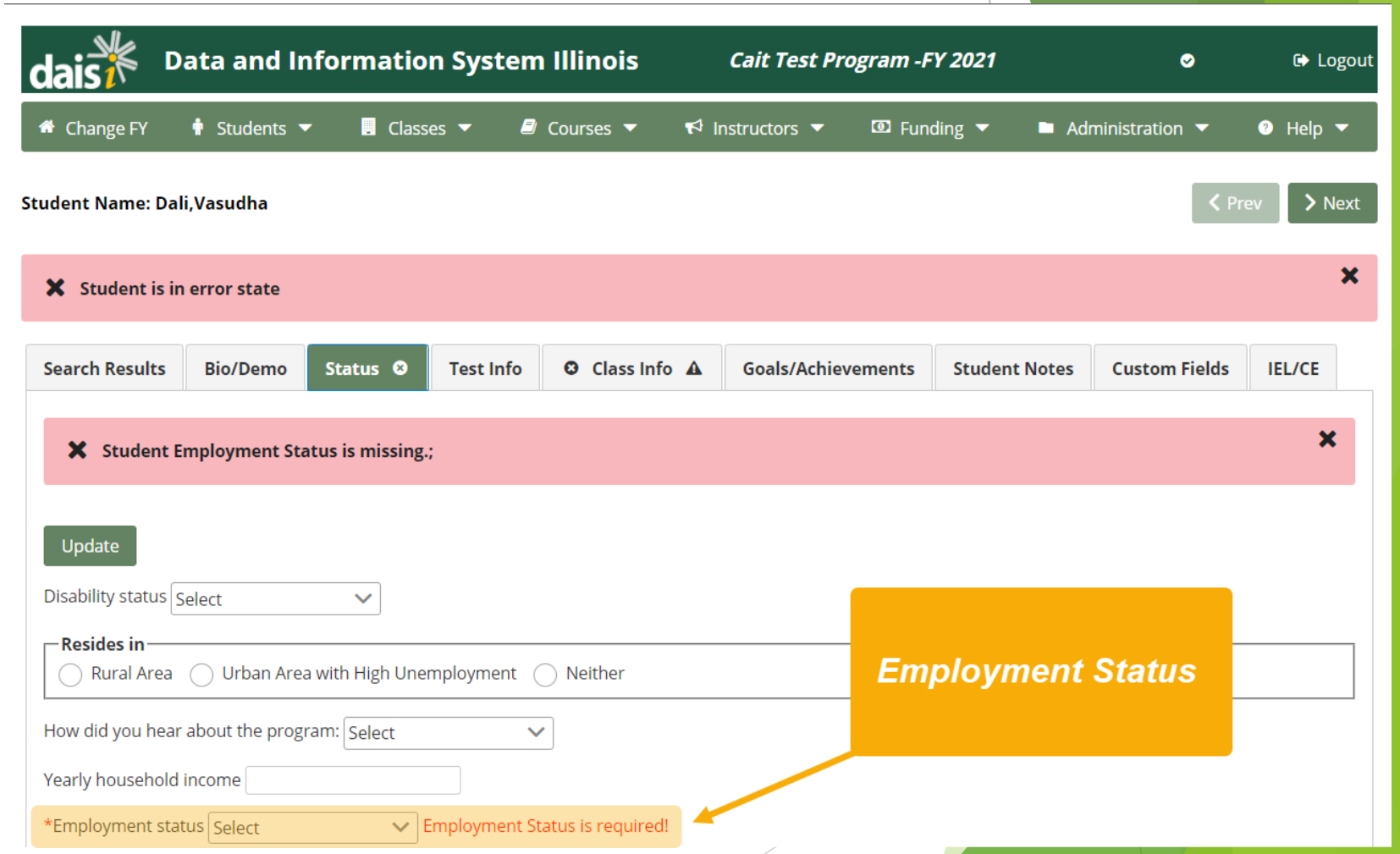
Missing Employment Status

Error text: *Employment Status Not Set*

What does this mean?

The student's record was saved without employment information

Solution: Complete the student's employment information on their Status page



Invalid Attendance

Error text: *Attendance Invalid (First Enrollment Record has unexpected Enrollment Type)*

What does this mean?

Attendance errors are tricky. A lot of different things can go wrong, and there is a set number of error messages, so sometimes, the error message doesn't perfectly describe the problem causing the error.

Usually, one of the following has occurred:

- × The class enrollment type (Regular, Fixed, Individualized) was changed after the course was created
- × The start date of the class was changed after the class was created

Solutions:

- ✓ Check to ensure the first attendance code in the (Regular) attendance grid is either E, ET, or AW
- ✓ Duplicate the class, transfer all the data from the old class to the new class, and delete the old class

Invalid Attendance

Error text: *Attendance Invalid (Attendance Record outside of Enrolled Date Ranges)*

What does this mean?

There is an attendance record either before the start date of the class or after the end date of the class. This usually happens when the start or end date of the class changes after someone has already entered data into the attendance grids.

Solution: Delete the out-of-range attendance record.

Invalid Attendance

Error text: *Attendance Invalid (Given Day Not Scheduled)*

What does this mean?

- The Given/Unscheduled code of the date does not match the attendance code entered (e.g., the user entered “U” on a “GH” day
- The Given/Unscheduled code of the date at the Administration level does not match the Given/Unscheduled code of the date at the class level (e.g., the class designates 12/25 as an Unscheduled Day while 12/25 is designated as a Given Holiday at the Administration level)

Solutions

- ✓ Change the attendance code or Given/Unscheduled Day designation so the two match
- ✓ Change the Given/Unscheduled Day designation at the class or institution level so the two match

Questions?

Resources

- DAISI 2.0 Online User Guide
  - Recordings and slides posted to Training page!
- DAISI Office Hours
- Regional Support