U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System (ESS)

E*MAPS* User Guide: Directory Extracts Reports

Release 3.0

October 2022

This technical guide was produced under U.S. Department of Education Contract No. 91990019A0008 with Applied Engineering Management Corporation. Brandon Scott served as the contracting officer's representative. No official endorsement by the U.S. Department of Education of any product, commodity, service or enterprise mentioned in this publication is intended or should be inferred.

October 2022

DOCUMENT CONTROL

DOCUMENT INFORMATION

Title:	E*MAPS* User Guide: Directory Extracts Reports
Issue Date:	October 2022
Security Level:	Unclassified – For Official Use Only

DOCUMENT HISTORY

Version Number	Date	Summary of Change
1.0		Version 1.0 – 2.0 of this document details the process of generating the Directory Extracts Reports in E*MAPS*.
3.0	October 2022	Updates in this release: • Removed references of SY 2019-20

PREFACE

The E*MAPS* Directory Extract Reports User Guide is intended to provide assistance to users of the ED*Facts* Metadata and Process System (E*MAPS*) application. This guide demonstrates the steps necessary to generate the reports of Directory data submitted and navigate E*MAPS*.

This guide will be updated if major system modifications affect user procedures and reviewed annually with each survey release.

ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality 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* works in all browsers, but Chrome is recommended for the best performance.

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

1.2 Overview

The E*MAPS* Directory Extract Reports are designed to replace the now retired ED*Facts* Reporting System (ERS) EDEN017 and EDEN028 Directory Extract Reports. These reports allow states to review their FS029 Directory and FS039 Grades Offered LEA and school-level data submitted through the ED*Facts* Submission System (ESS).

These reports can be run by the CCD Non-Fiscal Coordinators and the ED*Facts* Coordinators for all 50 states plus the District of Columbia, Puerto Rico, U.S. Virgin Islands, Bureau of Indian Education, outlying areas and freely associated states (American Samoa, Guam, Micronesia, Northern Marianas and Palau).

2.0   Frequently Asked Questions

The following is a list of frequently asked questions regarding the E*MAPS* Directory Extract Reports. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center at ED*Facts*@ed.gov.

What is the primary use of these reports?
These reports allow states to verify the accuracy of the data submitted in the Directory and Grades Offered files. The reports may also be used as a template or framework for the other files listing all the operational local education agencies (LEAs) and schools and to disseminate the NCES IDs of new LEAs and schools.

What reporting years will these reports cover?
The Directory Extract Reports display SY 2020-21 and SY 2021-22 data.

What data are in the Directory Extract Reports?
The data available in these reports are from the FS029 - Directory and FS039 - Grades Offered LEA- and school-level files.

***New!* Where can I view my state's SY 2022-23 data?**
The Directory and Grades offered data for SY 2022-23 will be incorporated into the data quality application, EDPass, which will be available in February 2023.

Who has access to the Directory Extract Reports for my state?
Each state's CCD Non-Fiscal Coordinator and ED*Facts* Coordinator have been granted access to generate and view the reports. Additionally, other E*MAPS* users in your state with access to ED*Facts* surveys and ED*Facts* Coordinator permissions (access to the State Submission Plan) have access to the reports.

Can someone else in my state have access to these reports?
Yes. If someone else in your state is better suited to review the data captured in the Directory Extract Reports, contact Partner Support Center (PSC) who can assist with providing an account.

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

Will the system send notifications for these reports?
No, automated email notifications will not be sent for the Directory Extract Reports.

Can I make corrections to the data in the reports?
Yes. To update the data displayed in a generated report, data files FS029 and/or FS039 must be resubmitted through ESS.

How often are the data in the reports updated?
Once a data file is submitted to the ED*Facts* Submission System (ESS) and receives a ***Transmittal OK*** status, the data can be viewed in a Directory Extract Report immediately. If a data file is resubmitted to ESS, the updated data will be available in a Directory Extract Report immediately.

3.0   Accessing E*MAPS*

To access the E*MAPS* login screen, 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).
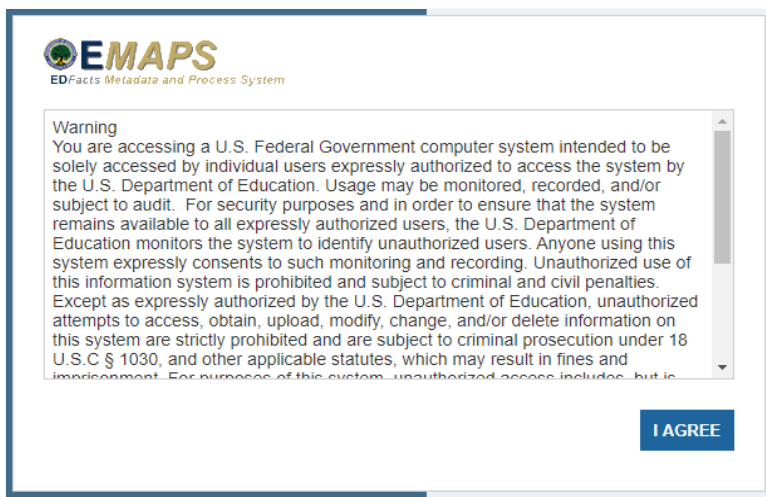

Figure 3.1 – Department of Education approved warning banner

NOTE! E*MAPS* works in all browsers, but Chrome is recommended for the best performance.

Enter the assigned E*MAPS* username and password into the appropriate fields (see fig. 3.2). If issues occur logging into E*MAPS*, please contact PSC (FAQ Section, 2.0).
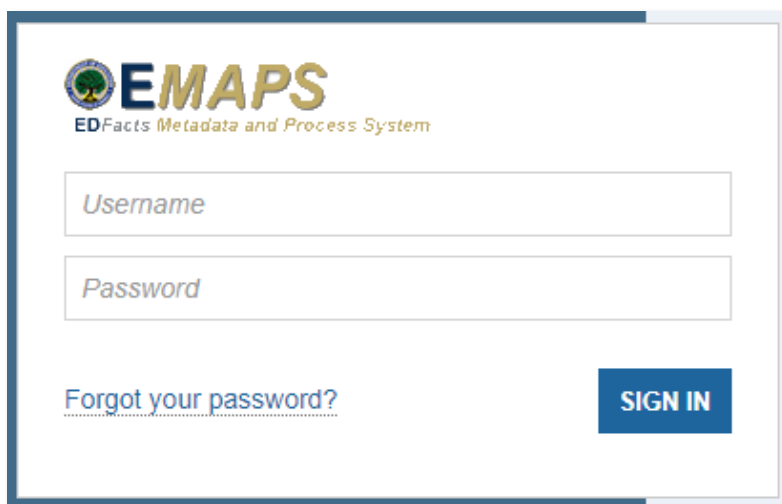

Figure 3.2 – E*MAPS* Login Screen

NOTE! Both the E*MAPS* username and password are case sensitive.

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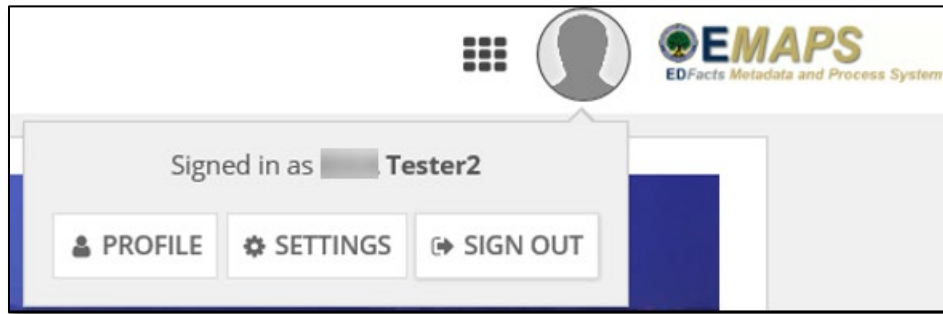

Figure 3.3 – E*MAPS* Logout Button

4.0   Accessing the Directory Extract Reports

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

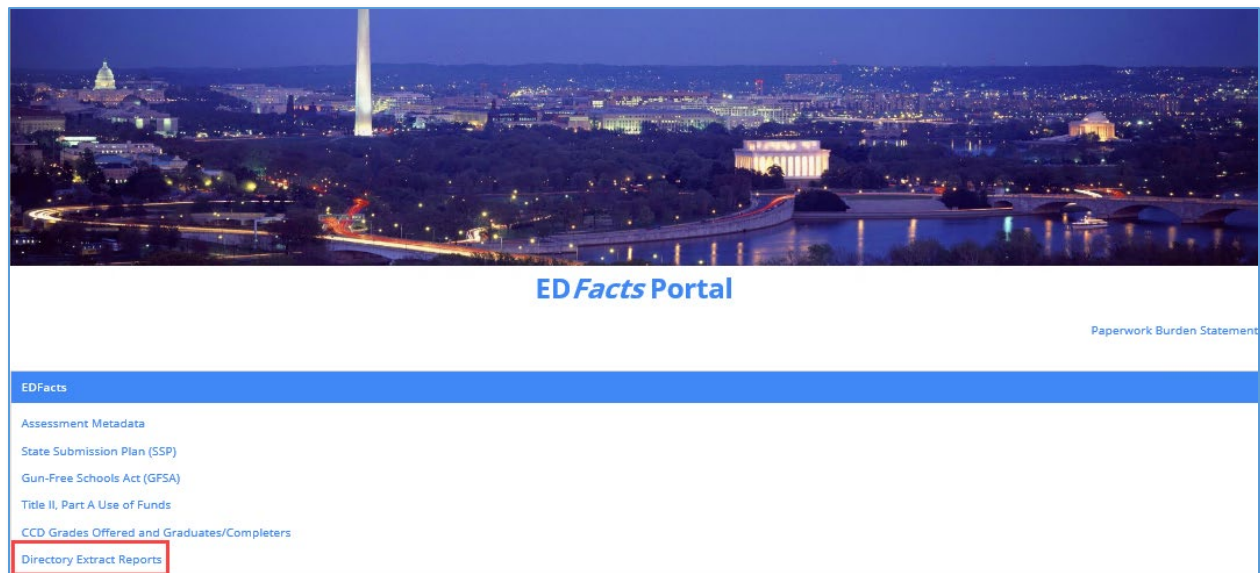Click the ***Directory Extract Reports*** link under the ED*Facts* section (see fig. 4.1).

Figure 4.1 – E*MAPS* ED*Facts* Portal Page

4.1   Directory Extract Reports Landing Page

The system automatically redirects to the Directory Extract Reports landing page (see fig. 4.2).

Figure 4.2 – Directory Extract Report Landing Page

NOTE! E*MAPS* will open the reports landing page in a new tab in the browser. The ED*Facts* Portal Page remains available in its own tab within the browser.

4.2   Generating a New Directory Extract Report

To generate a report, select the ***Generate Directory Extract Report*** link in the top right corner (see fig. 4.3).
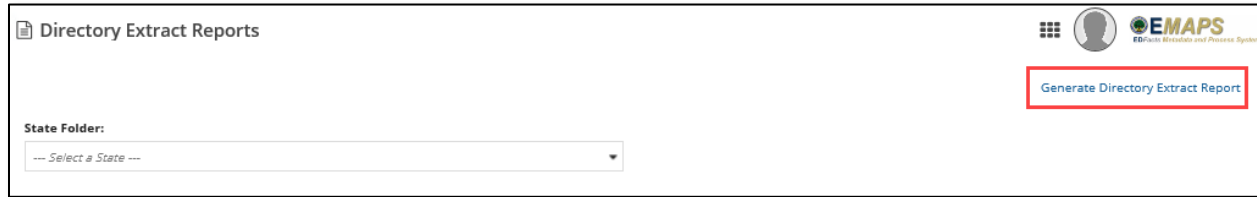

Figure 4.3 – Generate Directory Extract Report Link

Select your state from the first filter, select either ***LEA Directory and Grades Offered Extract*** or ***School Directory and Grades Offered Extract*** from the ***EU Level Folder*** filter. Select the school year from the ***School Year Folder*** filter. Click the ***GENERATE*** button (see fig. 4.4).
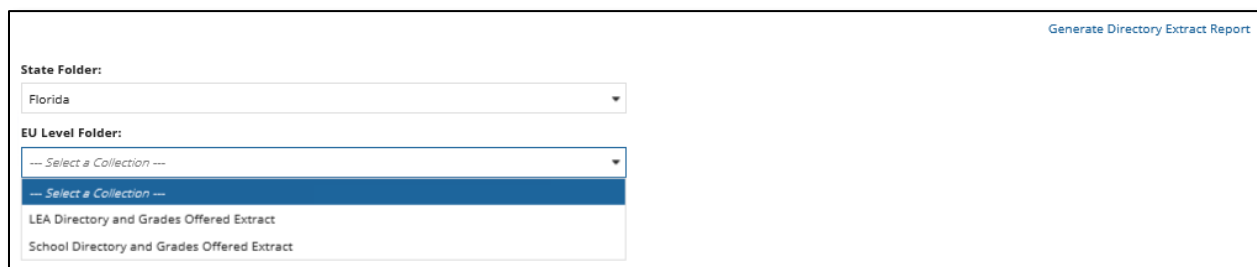

Figure 4.4 – Complete Filters and Click GENERATE Button

The generated report will be saved in the appropriate state / collection / school year folder. The system automatically redirects back to the ***Directory Extract Reports*** landing page (see fig. 4.2).

NOTE!   When a file is submitted or resubmitted to ESS and receives a ***Transmittal OK***, a report containing the data will be able to be generated immediately.

4.3   Viewing Directory Extract Reports

To view existing reports, select an option from each filter's dropdown menu. The filters individually appear on the screen in the order below as each filter is chosen.

- **State Folder –** Select your state
- **EU Level Folder –** Select *LEA Directory and Grades Offered Extract* or *School Directory and Grades Offered Extract*
- **School Year Folder** – Select 2020-21 or 2021-22

NEW!   The generated reports now contain the following columns to provide additional information for states:

LEA Columns:

- State Name
- LEA Educational Agency Type_Description
- SY Start LEA Operational Status_Description
- Updated LEA Operational Status_Description

School Columns:

- State Name
- School Type_Description
- SY Start School Operational Status_Description
- Updated School Operational Status_Description

Upon selecting the school year, a list of existing reports will appear with the most recent displaying first. Click the blue hyperlink to view the report; follow the browser's prompts to download and save the report (see fig. 4.5).

Figure 4.5 – Filters to Complete to View Generated report

NOTE! The ***Creation Date*** column is sortable. By clicking the column header, the reports will sort in ascending or descending order (the arrow will reflect either order).

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

www.ed.gov