



EzSteps for MOSIS III December Cycle Student Core

1. Click **EzStart**.
2. Go to WeBSIS District...District State Functions – MO...**WeBSIS MOSIS Reporting**.
3. Click **Create a New Submission File**.
4. On Select MOSIS File Submission Select **StuCore**.
5. On Reporting Date enter appropriate date.
6. On month select **December**.
7. Click **Save & Edit** and **Save & Edit** again.
8. Go to the Menu button and from the drop down select **MO State Information Mass Update**.
9. Select building that you would like to perform the mass update. If you want to update all buildings select the top right hand box and it will check all buildings.
10. Click **Perform Mass Update**.
11. Select **OK** on the popup box.
12. Select the appropriate file from the drop down box next to Calculating Date.
13. Click **Perform Mass Update**.
14. Once finished go to the menu button and select the file you are working on.
15. Click **Create/Update File Information**.
16. Click **Back** button.
17. Click **Perform Error Checking**.
18. Click **Back** button.
19. You are now able to view errors.
20. Select **View/Edit Errors**.
21. The system will return a View Errors Information list (student error report).
22. Click the **Search** button next to the magnifying glass.
23. Use the Error drop down menu selection to narrow your selection of errors by field.
24. You may print each of these error screens from the File...Print List (top left of the WeBSIS Screen) and distribute these error reports to the appropriate building personnel responsible for correcting that data.
25. **DATA CORRECTION PROCESS:** Go to the appropriate area to correct the errors. The primary area for this report will be Student Demographics (in particular the Enrollment tab on the right) but will not be limited to this area. (NOTE: Once you are within approximately 100 errors you may submit to the State for review.)

26. After corrections are complete select **Create/Update File Information** then click **Perform Error Checking** then **View/Edit Errors**. Make corrections..
27. Repeat this process until error report is clean or to a level that is acceptable by DESE.
28. Now you are ready to download the file and save it to your computer. Click Download File Submission. Save it to your computer. Go to DESE and upload this file.