

# **Definition Groups**

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Prerequisites | Tool Rights | Creating a New Definition Group | Publishing Definition Groups Down to Districts (State Edition Only) | Archiving Definition Groups | Next Steps

#### **PATH:** Data Integration Tools > Data Validation > Definition Groups

The Definition Groups tool allows users to build groups of definitions which are used to audit and report data within Definition Group Extracts.

Data Validation tools are only available in State Editions of Campus and in districts connected to a State Edition of Campus.

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Account	Settings					

Image 1: Definition Group Tool

### **Prerequisites**

• Create Definitions within the Definition Bank tool.

Definitions only need to be created if users want to report data on user-defined criteria. Definition groups can be made using Campus-supplied definitions which are populated automatically within the Definition Groups tool.

## **Tool Rights**



**PATH:** System Administration > User Security > Users > Tool Rights

User Account	User Groups	Tool Rights	Calendar Rights	Access Log
Save				
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		ataValidationRemoteR	n	
	)			

Image 2: Definition Group Tool Rights

The following table describes how tool rights work with the Definition Groups tool.

Data Validation Remote Run tool rights are described with the assumption that matching rights are given to the Definition Groups tool.

ΤοοΙ	R	W	А	D
Definition Groups	Users can view existing definition groups.	Users can view existing definition groups.	Users can create and modify definition groups.	Users can create, modify and delete definition groups.
Data Validation Remote Run	Users can view existing definition groups.	Users can view existing definition groups.	Users can create and modify definition groups.	Users can create, modify and delete definition groups.

## **Creating a New Definition Group**

Definition groups can be created at the state and district level. Groups created at the district level are only accessible to users within the district. Groups created at the state level can be published down to districts and are read-only.

Definition Groups					
+ New Save					
Data Va dation Groups Editor					
Name	State Published	Archived			
Test GB	S				
test macprouper	<b>S</b>				
Data Va Group Test	ø				
Data Validation Group Detail					Archived
*Name					
SPED Student Data		Pre	eview		
SPED Student Data         Description         Cutting and pasting from third party pro-         B       I         U       1 = 1         I       I	= = =   🍓 🥼   🛛	recommended.		] Source	
SPED Student Data Description Cutting and pasting from third party pro	= = =   🍓 🥼   🛛	recommended.		] Source	
SPED Student Data         Description         Cutting and pasting from third party pro-         B       I         U       1 = 1         I       I	= = =   🍓 🥼   🛛	recommended.		Source	
SPED Student Data  Description  Cutting and pasting from third party pro  B I U \$= \$= \$= \$= \$= \$\$  Enter a description of the definition o	= = =   🍓 🥼   🛛	recommended.		Source	
SPED Student Data  Description  Cutting and pasting from third party pro  I B I U  S Enter a description of the definition g  Tags	= = =   🍓 🥼   🛛	recommended.		Source	

Image 3: Creating a New Definition Group

To create a definition group:

ampus

- 1. Select the New icon. The Data Validation Group Detail editor will appear below (see Image 3.)
- 2. Enter the **Name** of the group. Select the blue **Preview** link to view how the name will appear within Definition Group Extracts.
- 3. Enter a **Description** of the group. For State Edition users this field is especially useful as it describes published groups at the district level.
- 4. Enter any **Tags** (optional). Tags are used to group related definition groups and make searching for related groups easier.
- 5. Select **Add Definition**. The Add Items editor will appear, allowing you to search for definitions to add. (see Image 4).

Definition	Sequence	Severity	Add Definition
Add Items			1
Search:			
Creation Source:			
Campus-Maintained			
Data Validation Tags	Select Tag(s)		
		]	
Search Reset			

Image 4: Searching for Definitions

To search for definitions to add:

- 1. **Search** for definitions based on the the name of the definition (while also taking into account the Creation Source selected).
- 2. Search for definitions based on the **Creation Source**.
  - **Campus-Maintained**: Definitions created by and maintained by Campus. These are automatically populated within Campus.
  - **User-Maintained**: Definitions created by Campus users within the Definition Bank tool.
- 3. **Select Tag(s)** to search for definitions based on the tags entered on definitions within the Definition Bank tool (while also taking into account the Creation Source selected).
- 4. Select the **Search** button. Search results will appear within the Add Items editor (see Image 5).

latchin	g Items Back to search	-
	Name	Definition Type
Add	Excluded calendars	Campus
Add	Grade Levels with no State Mapping	Campus
Add	Graduation records with cohort year missing	Campus
Add	Schools with no economically disadvantaged students	Campus
Add	Schools with no test scores	Campus
Add	Students missing a graduation record	Campus

Image 5: Adding Definitions to a Definition Group

Select the **Add** button next to each definition which should be added to the group. Once all definitions have been added, select the **Close** button. Added definitions will appear within the Definitions section (see Image 6).

Definitions Definition	Sequence	Severity Add Definition
Schools with no test scores Show Description   Preview	1	Information     Warning     Fatal
Students missing a graduation record Show Description   Preview	2	Information     Warning     Fatal
Students missing state IDs Show Description   Preview	3	Information     Warning     Fatal

Image 6: Added Definitions

Infinite Campus

Now that definitions have been added, you may modify the sequence in which they are reported within Definition Group Extracts by left-click, holding and dragging a definition above or below another definition (see Image 7).



Image 7: Moving Definitions to Change Sequence

Infinite Campus

You can also determine the severity of each definition by marking the **Information**, **Warning** or **Fatal** radio buttons. The severity selected determines how each definition severity is shown within Definition Group Extracts and is used to inform users of how critical a definition is considered (see Image 8).

Definitions Definition	Sequence	Severity Add	Definition
Schools with no test scores Show Description   Preview	1	<ul> <li>Information</li> <li>Warning</li> <li>Fatal</li> </ul>	×
Students missing a graduation record Show Description   Preview	2	<ul> <li>Information</li> <li>Warning</li> <li>Fatal</li> </ul>	×
Students missing state IDs Show Description   Preview	3	O Information O Warning O Fatal	×
Data Valio Outp Time: Mon Jul 22 11:58:34 CDT 2013		nfinite Camous	2
Summary			
Report	Occurrences	Severity	
Students missing a graduation record	1974	Info	
Schools with no test scores	166	Warning	
Students missing state IDs	2	Fatal	

Image 8: Determining Definition Severity



A Preview of the definition can be viewed by selecting the blue Preview link. The Preview will report based on the selections in the Campus Toolbar.

Once definitions have been selected, the sequence has been determined and severity has been assigned, select the **Save** icon. The definition group is now saved and can be used to report data within Definition Group Extracts.

State Edition users should now publish the definition group down to districts.

Below is an example of a saved definition group being reported within a Definition Group Extract (Image 9).

Definition Group Extract							
Demnition Group Extract							
The Definition Group Extract tool allows district users to select a va Definition Group Extract also allows a district user to select the data view their data in the state edition, via Batch Queue, to compare da	source to view their data. A us						
Data Validation Group LEP Student Group							
Group LEP Student Group Name:							
Description:							
Definitions: LEP Students LEP students with on end date m	issing an Instruction Accommod	ation					
Report Format	Ø	I	Data Validation Out	put - Google Chro	me	-	×
HTML 🗸		NAME AND ADDRESS OF A	realized therein	CONTRACTORS, 2011	TRACT VEHICLE F	A COLOR OF THE OWNER OWNER OWNER	
Report Data Source	ALTERNATI APPENDING						^
Local Dataset			Data Validat	ion Output		$\frown$	
Generate Report	Time: Fri Jul 19 14:28:	15			In	finite (Campus	>
Generale Report	CDT 2013					Campus	
	Summary						
	Report			Occurrences	Severity	/	
	LEP with end date Missing In	structional Accomm	ioda	10	Info		
	LEP with end	l date Mi	ssina Instri	uctional Ac	commo	a Back To Summar	,
	LEP with end	date Mi	ssing Instru	ictional Ac	commo	a Back To Summar	¥
			ssing Instru	student.lastName \$	COMMOO	Back To Summar	<u>V</u> lepKY.en <u>c</u>
	student.personID 🔶 stu	udent.stateID 🗢	-				
	student.personID 🔶 stu	udent.stateID 🗢	student.firstName 🔶	student.lastName 🔶		lepKY.endDate 🗢	lepKY.eng

Image 9: Reporting Definition Group Data

## Publishing Definition Groups Down to Districts (State Edition Only)

State Edition users can publish definition groups down to all DIS-link districts.

To publish a definition group, select the group from the Data Validation Groups Editor and select the Publish Group button (Image 10). A pop-up message will appear, confirming the publishing action.

finition Groups				
New 🗈 Save 🧕	Delete	<ul> <li>Publish Group</li> </ul>	←	
ata Validation Groups Editor		Published	Archived	
Data Val Group Test		<b>S</b>		
LEP Student Group				
	💿 The pa	ige at https://ies	e.infiniteca	mpus.co >
	Data Valid	lation Group has bee	n published t	o all districts.
				ОК

Image 10: Publishing a Definition Group

If the definition group contains an Ad hoc filter which has not been published down to districts, the group will not be allowed to be published down to districts and a warning message will appear indicating this issue (see Image 11).

Definition Groups			
🕂 New 🗈 Save 😣 De	lete 🗸 Publish Group		
Data Validation Groups Editor			
Name	Published Archived		
Data Val Group Test	✓	specific data or Ad hoc fil	ters
Unlocked IEP JOn		will not be allowed to be	e
LEP Student Group		published down to distric	ts.
Test Group			
Data Validation Group Detail			
*Name			Archived
*Name Test Group		Preview	Archived
Test Group This Data Validation Group contains de Description	finitions that are not available at the distr lucts, e.g., Microsoft Word, is not recomme	ict edition. This is not valid for publishing.	Archived
Test Group This Data Validation Group contains de Description Cutting and pasting from third party prod		ict edition. This is not valid for publishing. ended.	Archived

Image 11: Definition Group Unable to be Published Due to State-Specific Data

Once the definition group has been published down to districts, it will be available for use within Definition Group Extracts and will appear within the Definition Group tool with a check mark in the State Published column (see Image 12).

Definition Groups			
+ New			
Data Validation Groups Editor			
Name	Published	Archived	
Data Val Group Test	<b>S</b>		
LEP Student Group Test Group	<b>S</b>		Published in State Editi
rear oroup	<b>v</b>		T ubisiteu în state Eulu
Definition Groups			Į
Definition Groups			
_	State Publisher	. Archived	
New Data Validation Groups Editor	State Publisher	Archived	
New Data Validation Groups Editor Name	0	Archived	
New Data Validation Groups Editor Name Data Val Group Test		Archived	Available in District Edi
New Data Validation Groups Editor Name Data Val Group Test LEP Student Group	0	Archived	Available in District Edi

Image 12: Indication of a Published Definition in State and District Editions

# **Archiving Definition Groups**

To archive and make a definition group no longer available for use within Definition Group Extracts, select the group from the Data Validation Groups Editor, mark the **Archived** check box and select the **Save** icon (see Image 13).

Archiving does not remove the definition group from within Campus nor does it delete any historical data. Archiving only makes the definition group no longer available for use within the Definition Groups Extract.

Definition Groups			
🕂 New 🗈 Save 😣	Delete 🗸 Publish G	roup	
Data Validation Groups Editor			
Name	Published	Archived	
Test GB1	S		
test group 2	<b>S</b>		
Data Val Group Test	<b>S</b>		
Unlocked IEP			
LEP Student Group			
Test Group	ST		
Data Validation Group Detail			
*Name			Archive
Test Group		Preview	
Description		in and an annual dat	
Cutting and pasting from third party p	roducts, e.g., Microsoft Word	, is not recommended.	

Image 13: Archiving Definition Group

Archived definition groups will appear grayed out with an X in the archived column of the Data Validation Groups Editor (see Image 14).

Unpublished archived definition groups cannot be published down to districts.

Definition Groups		
New		
Data Validation Groups Editor		
Name	Published Ar	chived
Test GB1	<b>S</b>	
test group 2	<b>S</b>	
Data Val Group Test	<b>S</b>	
Unlocked IEP		
LEP Student Group		
Test Group	ر 🍼	(

Image 14: Example of an Archived Definition Group

## **Next Steps**

• Definition groups should be reported within the Definition Group Extract.