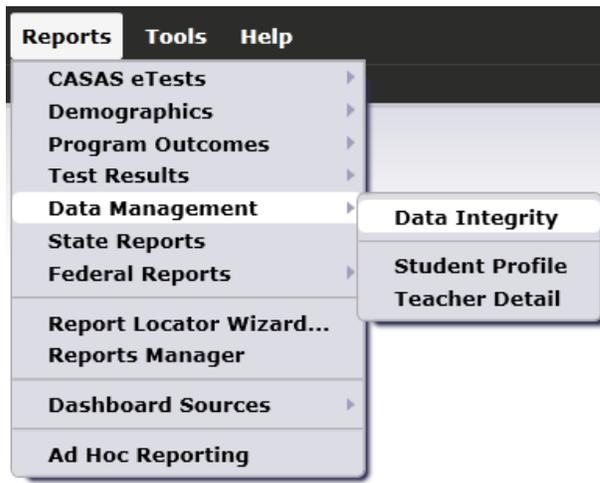


DIR Drill Down Options – Item #1

1. On the **Reports** menu, point to **Data Management**, and select **Data Integrity**.



2. On the setup window, click **Generate**.
3. Double-click the Item Count for DIR item 1, “Missing Birthdate.”

The screenshot shows the Data Integrity report interface. The CASAS logo is in the top left. The title is "Data Integrity" by Agency. The date and time are 10/09/2012 09:30:45. The page number is Page 1 of 2 DIR2. The Agency is 4908 - Rolling Hills Adult School. There is a Summary Information table and a main table with columns for Item Description, Item Count, and Item Percent. The Item Count for item 01 is highlighted with a red box and an arrow.

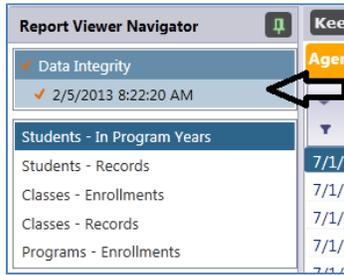
| Item Description | Item Count | Item Percent |
|--|------------|--------------|
| 01 Missing Birthdate or outside 16-110 | 1 | 0 |
| 02 Less than 12 Hours of Instruction | 46 | 14 |
| 02a Zero or Empty Hours of Instruction | 43 | 13 |
| 02b Total hours between 1-11 hours | 3 | 1 |
| 03 No Highest Year of School/Degree Earned | 34 | 10 |
| 03a No Highest Year of School | 32 | 10 |
| 03b No Highest Degree Earned | 6 | 2 |
| 03c Learners marked Degree or Diploma Earned but no Years of Schooling | 6 | 2 |
| 03d Degree earned marked as outside U.S., but not Highest Year of School | 13 | 4 |
| 04 No Gender | 1 | 0 |
| 05 No Race/Ethnicity | 5 | 2 |

4. This provides a list that identifies the students included in the Item Count (in this example, 1 student).

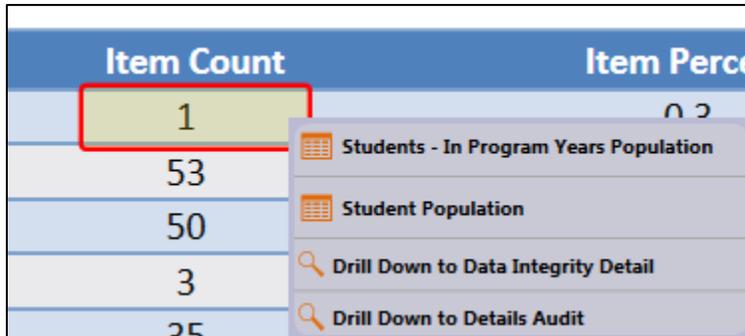
The screenshot shows a student list for item 01. The title is "Data Integrity on ...". The Agency is 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 01. The table has columns for Program year, Site, Student ID, Name, Age, and Gender.

| Program year | Site | Student ID | Name | Age | Gender |
|----------------------|------------------|------------|--------------|-----|--------|
| 7/1/2012 - 6/30/2013 | 1 - North Cam... | 298349872 | Autumn River | | Female |

- On the Navigator bar, click the Data Integrity Report selection at the top of the bar to return to the full report.

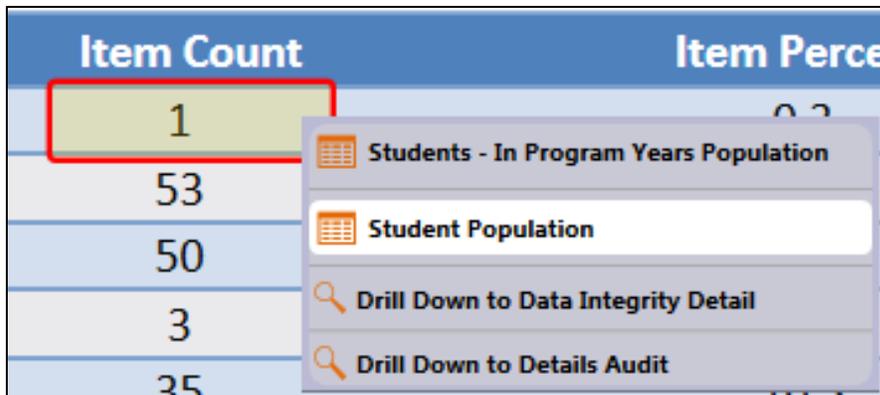


- Return to Item 1 on the report. Right-click the listed Item Count.



- Selecting **Students – In Program Years** drills down to the list identifying the students included in the listed Item Count. This is also what you access when left-clicking.
- Selecting **Student Population** drills down to the demographics lister. This option is available for all items that report learner demographics.
- Data Integrity Detail** provides a class level listing of selected DIR items. Right-clicking displays this report only for the students included in the selected item count. If you prefer to view this report for all learners, then generate this report from the TE menu by going to **Reports – Data Management – Data Integrity Detail**.
- Drill Down to Details Audit** generates a report displaying detailed data (one page per student) for each person included in the Item Count.

- Right-click on Item 1 and then click **Student Population**.



- Double-click Autumn River's record to open her Student Demographics Record.

9. Click the **Edit** icon under Status to open those fields for editing. Enter a birthdate and click **Save**.

🏠 Student Information

Agency/Site: [4908 / 1 - North Campus](#)

Student: 298349872 / Autumn River Birth Date:

Add Entry/Update Record

🏠 ✎ Identification

Student ID: Is Fake:

Title: First Name:

Gender: Birth Date:

SSN: Consent:

🏠 ✎ Education

Highest Year of School: School:

GED Scores:

🏠 ✎ Ethnicity, Race & Language

Ethnicity:

◀ April ▼ 2014 ▼ ▶

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

10. Re-Generate the Data Integrity Report. Note that the Item Count under 1 is now zero.

| | Item Description | Item Count |
|----|-------------------------------------|------------|
| 01 | Missing Birthdate or outside 16-110 | 0 |
| 02 | Less than 12 Hours of Instruction | 53 |