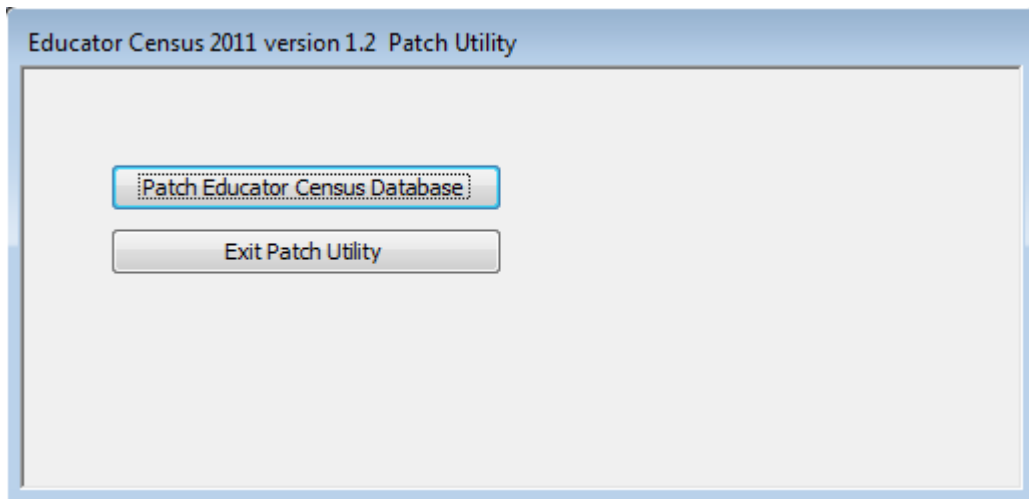


## Instructions for Applying Educator Census 2011 Patch

This Patch will correct two things:

1. Employees that were not a whole integer FTE, the report was incorrectly rounding the FTE amount for those individuals.
  2. Courses listed with multiple course categories, the reports were producing duplicate entries for those course(s) in reports such as Teacher with Associated Courses
- Go to the Department of Education website <http://education.vermont.gov/>.
  - On the left hand side, select the link for School Data and Reports. Scroll down and select Data Collection Materials and Training Information. This link will take you to a grid with information and resources for all our data collections.
  - Scroll down to the Educator Census data collection in the grid. Select the link labeled Educator Census v1.2 Patch Utility. A dialogue box will open asking you where you would like to save the Patch to. It is recommended that you save the Patch to the directory with your Educator Census application - **C:\EDCensus11\**.
  - Once the file has been saved to your computer, go to the location you saved the file in and open the Patch file. It will open the screen shown below:



- Choose the option **Patch Educator Census Database**. The program will then ask you which database you would like to patch. If you have used the default location for the Educator Census, the database will be located in **C:\EdCensus11\**. For example, the path for SU001 will be **C:\EdCensus2011\ EdCensus2011\_SU001.mdb**. If you are unsure of the path click on the Browse button.

- After you have selected the correct file to patch, click on the **Apply Patch** button.



- A Message will appear **The patch for Educator Census 2011 version 1.2 has been applied.** Click on **Close** and then **Exit Patch Utility**. When the patch has been applied to your Educator Census application, **Version 5.2 Updated and Patched February 2011** will appear at the bottom of the Main Menu of the Census application.