

Steps for Creating and Uploading Detention Center

- 1) **Download Detention Center Template, Tips Sheet, and Steps for Creating and Uploading Detention Center Data**
 - i) Located on the SIS Website – <https://www.isbe.net/Pages/Student-Information-System.aspx>
 - ii) In the Resources box (Left side of page) → SIS Excel Templates
 - iii) Save the files to a computer or server with a right Click and performing either a ‘Save As’ or ‘Save Target As’
 - (1) Save the Excel Template named → Detention_Center_Win (or Detention_Center_Mac) to your computer/server before opening it in Excel.
 - (2) Save the word document named → Tips for Completing Detention Center Template to your computer before opening it in Word.
 - (3) Save the word document named → Steps for Creating and Uploading Detention Center to your computer before opening it in Word.

- 2) **Authorized user must request the Detention Center.csv file from IWAS/SIS/Request File screen.**
 - i) Authorized user must login to IWAS
 - ii) Access SIS from System Listing
 - iii) Click Request File link within SIS
 - iv) Select the Detention Center option from the drop down. Press the *Request file button* to submit your request for your school/district’s file.

- 3) **Create the Detention Center.csv File Header in Row 1 Columns B, C, D & E**
 - i) Open the Detention_Center_Win (or Detention_Center_Mac) Template
 - ii) Enter the number of student records being submitted in Row 1/Column B.
 - iii) Enter the name of the file plus .csv in Row 1/Column C (Ex: Riverton HS.csv).

 - iv) *Note: This exact same name must be entered in the “SAVE AS” File name field when creating the CSV file later in the process.*

 - v) Enter the date the .csv file is to be uploaded to IWAS/SIS in Row 1 Column D in the mm/dd/yyyy format (Ex: 09/05/2020).
 - vi) Enter your Detention Center district/school 15-digit RCDTS code in Row 1 Column E.

 - vii) *Note: This is the RCDTS assigned to your IWAS account. This can be verified via your IWAS profile.*

- 4) **Enter the Detention Center Data in the Excel Template**
 - i) Starting with Row 3 enter all mandatory data (see the Tips Sheet for mandatory fields) and when available enter the optional data for each student record.
 - ii) Enter the student’s unique 9-digit State Student ID in Column A
 - (1) All student records must have the SID to update the appropriate record
 - (2) If the student does not have an assigned ISBE SIS SID, you must first complete and upload a Demographic Enrollment File first
 - (3) f applicable, enter your local SAP ID (up to 50 digits).

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- iii) Enter the student's Legal Last Name and Legal First Name
- iv) Use the date format – mm/dd/yyyy - for dates entered in the following fields:
 - (1) Birth Date, Service Start date, and Service End date
- 5) Enter the student's 15-digit Detention Center RCDTS code.
 - i) The Detention Center code will have the same first 11 district code digits and the last 4 digits may differ to identify the school building.
- 6) Enter the student's current Grade.
- 7) Enter the School Year of the Detention Center Record.
 - i) i.e. 2020
- 8) Enter 2-digit codes for the following data values:
 - a) Delete Record
- 9) Save the Detention Center Template as a Comma Separated Values (.csv) File**
 - i) First, save an Excel version (.xls extension) of the document as a backup with the student record details just entered and to use as a working document by saving an Excel version
 - ii) Then create a .csv file by navigating to the File menu and Click File → Save As
 - iii) In the File name box type the same file name you entered in the Header Row 1 Column C, excluding the '.csv' extension. (Ex: for Riverton.csv, only type Riverton)
 - iv) Look at the Save in: and either take note of where the file is being saved or change the location to another desired location. Keep the Save As type, Microsoft Excel Workbook click Save.
 - v) After saving the backup file, on the File menu click File → click Save As a second time.
 - vi) In the Save as type list, select CSV (Comma delimited) to add the .csv extension.
 - vii) Click *Save*.
 - viii) When notified via a pop-up message that the file may contain features not compatible with CSV, click **Yes** to keep the workbook in the current format.
 - ix) Close the Excel file.
 - (1) When prompted Do you want to save the changes made to the file click **No**.
 - (2) Note: There will be 2 types of files at the end of these actions: the Excel .xls template and the .csv file.
- 10) Upload the Detention Center.csv File via the IWAS/SIS/File Upload Screen**
 - i) Login into IWAS/SIS using appropriate role for uploading files – RCDT/ADMIN role
 - ii) Access SIS from System Listing
 - iii) Click the Upload/Download File link
 - iv) Click Browse to locate the CSV Detention Center File created and saved in Step 4 – (the name of the file should match the name entered in the Header Row 1 Column C). (Ex: Riverton.csv)
 - v) Click Open and the Upload File page displays the selected file
 - vi) Click the Upload button to complete the transmission to SIS.

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- vii) If you receive a message indicating your file has been uploaded successfully you are finished and should wait to receive an email indicating your file has been processed and is ready to be downloaded.
- viii) If you receive any file format errors during the upload process, you will want to go back to your Excel Template (.xls) version to make your changes and re-create a new CSV file.

(1) Note: Never make any changes in the CSV version or the formatting will be lost and will cause records to fail validation processes.

11) Download the Returned Detention Center.csv File via the IWAS/SIS/File Download Screen

- a) Login to IWAS
- b) Access SIS from System Listing.
- c) Click the Upload/Download File link.
- d) Locate the returned CSV Detention Center File uploaded in Step 5 – (the name of the file will match the name entered in the Header Row 1 Column C). (Ex: Riverton.csv)
- e) Save the file to your computer or server.

i) Note: DO NOT OPEN THE FILE AND SAVE THE FILE WHILE IT IS OPEN. Save the file before opening in Excel with a right Click and perform 'Save As' or 'Save Target As'.

12) Retrieve and Paste Data from the Returned .csv File to the Existing Detention Center Template (.xls)

- a) Open the CSV file downloaded and saved to your computer / server in Step 6
- b) Open the Detention Center template (.xls)
- c) Keep both the .csv file and the Excel template open
- d) Highlight the cells in the returned .csv file starting with Row 2 from Columns A through I and all the additional rows from Columns A through I that contain student data; *DO NOT* highlight the Result Codes and Result Messages in Columns J and K

i) Note: It is important not to highlight beyond Column I (in other words, do not highlight the result details, do not highlight blank space, do not highlight the entire row, do not highlight the row number on the far left).

- e) Select Edit → Copy
- f) Navigate to the Detention Center Template
- g) Click on the Row 3 Column A cell prior to pasting the data
- h) Select Edit → Paste Special
- i) When the pop-up box opens Select *Values* then Click *Ok*
- j) Make any necessary corrections in the Detention Center Template (.xls)

13) Review the Result Codes and the Result Messages in Columns U and V of the Returned .csv File, and if Corrections are Required Re-submit a New .csv File

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- a) Utilizing the Detention Center Excel template (.xls) make the necessary corrections to each student record that have the failed processing Result Codes and Result Messages in Columns J and K (Please see the Result Code and Message table in either the User Manual or the File Format document for error descriptions.)
 - i) Remember: Do Not make any changes in the CSV version or the formatting will be lost and will cause records to fail validation processes.
- b) Also, make changes if necessary to any identified inaccurate.
- c) When all errors are resolved and all the changes are complete, create a new .csv file following the SAVE AS process in Step 4.
- d) Repeat process until the records are returned with successful Result Codes and Messages.