

## Steps for Creating and Uploading Gifted and Accelerated

### 1. Download Gifted and Accelerated Template, Tips Sheet, and Steps for Creating and Uploading Gifted and Accelerated Data

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

### 2. Authorized user must request the Gifted and Accelerated.csv file from IWAS/SIS/Request File screen.

- a. Authorized user must login to IWAS
- b. Access SIS from System Listing
- c. Click Request File link within SIS
- d. Select the Gifted and Accelerated option from the drop down. Press the *Request file button* to submit your request for your school/district’s file.

### 3. Create the Gifted and Accelerated.csv File Header in Row 1 Columns B, C, D & E

- a. Open the Gifted and Accelerated Template
- b. Enter the number of student records being submitted in Row 1/Column B.
- c. Enter the name of the file plus .csv in Row 1/Column C (Ex: Riverton HS.csv).

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

- d. 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).
- e. Enter your district/school 15-digit RCDTS code in Row 1 Column E.

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

### 4. Enter the Gifted and Accelerated Data in the Excel Template

- a. 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.
- b. Enter the student’s unique 9-digit State Student ID in Column A
  - i) All student records must have the SID to update the appropriate record
  - ii) If the student does not have an assigned ISBE SIS SID, you must first complete and upload a Demographic Enrollment File first
- c. If applicable, enter your local SAP ID (up to 50 digits).
- d. Enter the student’s Legal Last Name and Legal First Name

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- e. Use the date format – mm/dd/yyyy - for dates entered in the following fields:
  - i) Birth Date
- f. Enter the student's 15-digit Home RCDTS code.
  - i) The Home School code will have the same first 11 district code digits and the last 4 digits may differ to identify the school building.
- g. Enter the School Year of the Gifted and Accelerated Record.
  - i) i.e. 2020
- h. Enter 2-digit codes for the following data values:
  - Accelerated Placement
  - Gifted Test

### 5. Save the Gifted and Accelerated Template as a Comma Separated Values (.csv) File

- a. 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
- b. Then create a .csv file by navigating to the File menu and Click File → Save As
- c. 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)
- d. 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.
- e. After saving the backup file, on the File menu click File → click Save As a second time.
- f. In the Save as type list, select CSV (Comma delimited) to add the .csv extension.
- g. Click *Save*.
- h. 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.
- i. Close the Excel file.
  - i) When prompted Do you want to save the changes made to the file click **No**.

*Note: There will be 2 types of files at the end of these actions: the Excel .xls template and the .csv file.*

### 6. Upload the Gifted and Accelerated.csv File via the IWAS/SIS/File Upload Screen

- a. Login into IWAS/SIS using appropriate role for uploading files – RCDT/ADMIN role
- b. Access SIS from System Listing
- c. Click the Upload/Download File link
- d. Click Browse to locate the CSV Gifted and Accelerated 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)
- e. Click Open and the Upload File page displays the selected file
- f. Click the Upload button to complete the transmission to SIS.
- g. 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.
- h. 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.

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

### 7. Download the Returned Gifted and Accelerated.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 Gifted and Accelerated 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.

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'.

### 8. Retrieve and Paste Data from the Returned .csv File to the Existing Gifted and Accelerated Template (.xls)

- a. Open the CSV file downloaded and saved to your computer / server in Step 6
- b. Open the Gifted and Accelerated 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

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 Gifted and Accelerated 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 Gifted and Accelerated Template (.xls)

### 9. 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

- a. Utilizing the Gifted and Accelerated 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.)

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- 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.