

## Steps for Creating and Uploading Adjusted Cohort Graduation Rate Data

- 1) **Download the Excel Template, Tips Sheet, and Steps for Creating and Uploading a Adjusted Cohort Graduation Rate data**
  - a. Located on the SIS Website – <https://www.isbe.net/Pages/Student-Information-System.aspx>
  - b. Listed in Resources Box (Left of the page) → SIS Excel Templates
  - c. Save the files to a local computer or server
    - i) Save the template to your computer/server before opening it in Excel. For example, right Click and perform ‘Save As’ or ‘Save Target As’.
    - ii) Save the word documents (Tip Sheet and Steps) to your computer before opening it in Word.
  - d. Excel Template is named → Adjusted\_Cohort\_Graduation\_WIN.xls
  - e. Excel Tips is named → Tips For Completing Adjusted Cohort Graduation Rate Data
  - f. Steps document is named → Steps for Creating and Uploading Adjusted Cohort Graduation Rate data.
  
- 2) **Create the Adjusted Cohort Graduation Rate File Header in Row 1/ Columns B, C, D & E**
  - a. Enter the number of student records being submitted in Row 1/Column B.
  - b. 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” pop up (Name and Type fields) when creating the CSV file later in the process.*
  - c. Enter the date the .csv file to be uploaded to IWAS/SIS in Row 1/Column D (Ex: 09/05/2008).
  - d. 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.*
  
- 3) **Enter the student’s demographic, and Adjusted Cohort Graduation Rate details in the Adjusted Cohort Graduation Rate excel template**
  - a. Starting with Row 3 enter all mandatory data (see Tip Sheet for mandatory fields) and, when available, any optional data for each student record.
  - b. Enter the 9 digit SIS Student Id number in Column A
  - c. Enter your local SAP Identifier (up to 50 digits) if applicable.
  - d. Enter the student’s Last Name and First Name
  - e. Enter the student's Birth date, use the date format – mm/dd/yyyy
  - f. 15 digit RCDTS codes
    - (1) The Home school RCDTS code
    - (2) The Serving school RCDTS code
  - g. Use the correct Code Values (See the Data Elements Document located on the SIS Website – <https://www.isbe.net/Pages/Student-Information-System.aspx> for code values) for the following data elements:
    - (1) A four digit First Year in 9th Grade
    - (2) A two digit Exit Type Code
  
- 4) **Save the Adjusted Cohort Graduation Rate Excel Template as a Comma Separated Values (.csv) file**

## Steps for Creating and Uploading Adjusted Cohort Graduation Rate Data

- a. Open the Adjusted Cohort Graduation Rate Excel Template or if you already have the spreadsheet open save the Excel version (.XLS extension) to keep the student record details just entered and keep a backup/working document.
- b. On the File menu click File → Save As
- c. In the File Name box type the same file name as you typed in 1-C excluding the '.csv'.
  - i) Example: If 1-C has Riverton.csv, type Riverton in the File Name box.
- 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 that the file may contain features not compatible with CSV click Yes to keep the workbook in the current format and finish saving the file.
- i. Close the Excel file.
  - i) When prompted to save your changes to the CSV file click *No*.

Note: There will be 2 files at the end of these actions: the excel template and a .csv file.

### 5) Upload the Adjusted Cohort Graduation Rate file via IWAS/SIS/File Upload screen

- a. Login into IWAS/SIS using appropriate role for uploading – RCDT/ADMIN role.
- b. Access SIS from System Listing
- c. Click Batch Files on the left hand side of SIS
- d. Click Upload/Download File link within SIS
- e. Click Browse to locate the CSV Adjusted\_Cohort\_Graduation\_WIN File named – (what you entered in 1-C).csv.
  - i) Example: Riverton.csv
- f. Click Open to return to the Upload File page
- g. Click the Upload button to complete the transmission to SIS.
- h. 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.
- i. If you receive any file format errors you will want to go back to your Excel Template (XLS) version to make your changes and then re-create a new CSV file.

Note: Never make any changes in the CSV version as the formatting will be lost causing records to fail.

### 6) Review the Result Codes and Result Messages in Columns J and K after the file is processed and returned to you.

- a. Login to IWAS.
- b. Access SIS from System Listing.
- c. Click Upload/Download File link within SIS.
- d. Locate the Adjusted Cohort Graduation Rate File named – (what you entered in 1-C).csv.
  - i) Example: Riverton.csv
- e. Save the file to your pc or a server

## Steps for Creating and Uploading Adjusted Cohort Graduation Rate Data

Note: DO NOT OPEN THE FILE AND THEN SAVE WHILE THE FILE IS OPEN. Save the file before opening in Excel. For example, right Click and perform 'Save As' or 'Save Target As'.

- f. Review the messages in Column J and K for any possible errors.
- 7) Make Changes if corrections are required and re-submit a new .csv file to IWAS/SIS.**
  - a. All corrections are made in the Adjusted Cohort Graduation Rate Excel template
  - b. Open the original Adjusted\_Cohort\_Graduation\_WIN template (.XLS) to make the corrections.
  - c. Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.
  - d. Correct all errors identified in Column J
  - e. When all changes are complete, create a new .csv file following the SAVE AS process.
  - f. Upload the file to IWAS/SIS/File Upload/Download screen.