Steps for Creating and Uploading College Course Assignment Data

1) **Download the College Course Assignment Excel Template, Tips Sheet, and Steps for Creating and Uploading a College Course Assignment 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 PDF documents (Tip Sheet and Steps) to your computer before opening it.
   d. Excel Template is named → College_Course_Assignment_Win
   e. Excel Tips is named → Tips For Completing College Course Assignment
   f. Steps document is named → Steps for Creating and Uploading a College Course Assignment data.
   g. A request file for College Course Assignment may only be requested if the data being requested has been previously entered.

2) **Authorized user must request the existing College Course Assignment.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 College Course Assignment option from the drop down. Press the *Request file button* to submit your request for your school/district's file.

3) **Create the College_Course_Assignment_Win.csv 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.

4) **Enter the Student's College Course Assignment details into the College Course Assignment Excel Template.**
   Starting with Row 3 enter all mandatory data (see Tip Sheet for mandatory fields) and, when available, any optional data for each student record.
   a. Enter the 9 digit SIS Student Id number
   b. Enter your local SAP Identifier (up to 50 digits) if applicable.
   c. Enter the student's Last Name, and First Name.
   d. Enter the student's Birth date, using the date format – mm/dd/yyyy.
   e. 15 digit RCDTS codes
      i) The HOME school code will have the same first 11 digits as the district code with different last 4 digits which identify the school building.

ii) The SERVING school may be the same as the Home (if the student attends their home school for educational services) or different (if the student attends another education entity for their educational services such as a Special Ed cooperative or a vocation education facility).
f. 4 digit school year (2019 represents the 2018-2019 school years).

Use the correct Code Values (See the Data Elements Document located on the SIS Website – www.isbe.net/sis for code values) for the following data elements:

g. Enter the Term (Semester)
h. Enter the State Course Code
i. Enter the Local Course ID (up to 50 digits) if applicable.
j. Enter the Local Course Title (up to 100 digits) if applicable.
k. Enter the Student Course Start Date, using the date format – mm/dd/yyyy.
l. Enter the Section Number, Alpha-numeric up to 10 digits.
m. Enter the 2 digit value for Course Level
n. Enter a numeric value for Course Credit (3 Decimals)
o. Enter the 2 digit value for Articulated Credit and Dual Credit
p. Enter a numeric value for Actual Attendance and Total Attendance
q. Enter the 2 digit value for Single Parents including Single Pregnant Women and Displaced Homemaker
r. Enter a numeric value for Enter the Course Numeric Grade(Term) and Maximum Numeric Grade (Term)
s. Enter the Student Course End Date, using the date format – mm/dd/yyyy.
t. Enter the 2 digit value for Course Final Letter Grade/Completion
u. Enter the 6 digit IPEDS number

5) **Save the College Course Assignment Excel Template as a Comma Separated Values (.csv) file**
   a. Open the College Course Assignment Excel Template or if you already have the spreadsheet open save the Excel version (.XLS extension) to 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.

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6) Upload the College_Course_Assignment_Win.csv 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 Upload/Download File link within SIS
   d. Click Browse to locate the CSV College Course Assignment File named – (what you entered in 1-C).csv.
      i) Example: Riverton.csv
   e. Click Open to return to the Upload File page
   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 are ready to be downloaded.
   h. 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.

7) Review the Result Codes and Result Messages in Columns AC and AD 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 College Course Assignment File named – (what you entered in 1-C).csv.
      i) Example: Riverton.csv
   e. Save the file to your pc or a server.
   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. Import data from the returned .csv file to the existing College Course Assignment Template.
      i) Open the CSV file that you downloaded (DO NOT SAVE IT)
      ii) Open the College Course Assignment template (XLS)
      iii) Keep both the source data spreadsheet and the Excel template open
      iv) Highlight the cells - Row 2/Column A through Column AB and all rows with student data
         (1) Make sure the Result Codes and Result Messages (AC and AD) are not copied to the template
         (2) Do not highlight beyond column AB (the result details or blank space following) or highlight the entire row (do not include the row number on the far left).
      v) Select Edit → Copy
      vi) Switch to College Course Assignment Excel Template
      vii) Click on cell Row 3/Column A prior to pasting the data
      viii) Select Edit → Paste Special
      ix) When the pop-up box opens Select *Values* and click *Ok*.

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8) Make Changes if corrections are required and re-submit a new .csv file to IWAS/SIS.
   a. All corrections to College Course Assignment data are made in the College Course Assignment Excel template
   b. Open the original College Course Assignment template 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 AC
   e. Correct or Change all inaccurate data
   f. When all changes are complete, create a new .csv file following the SAVE AS process.
   g. Upload the file to IWAS/SIS/File Upload/Download screen.