

## Steps for Creating and Uploading Early Childhood Outcomes Data

1. **Authorized user must request the Early Childhood Outcomes.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. Choose the *Early Childhood Outcomes* from the drop-down and select the Request File button to submit your request for your school/district's file, (i.e., Early\_Childhood\_Outcomes\_<11 digit RCDT code>.csv)

2. **Authorized User must download the Early Childhood Outcomes .CSV file from IWAS/SIS/Download File screen.**
  - a. Authorized user must login to IWAS
  - b. Access SIS from System Listing
  - c. Click Upload/Download File link within SIS
  - d. Locate the Early Childhood Outcomes File named – Early\_Childhood\_Outcomes\_<11 digit RCDT code>.csv.
    - i) Example: Early\_Childhood\_Outcomes\_01001001026.csv
  - e. Save the file to a local computer or server

*NOTE: DO NOT OPEN THE FILE AND THEN SAVE WHILE THE FILE IS OPEN. Save the file before opening in Excel. Some browsers allow a right Click and perform 'Save As' or 'Save Target As'. You will need to determine what your browser allows.*

3. **Download the Early Childhood Outcomes Excel Template, Tips Sheet, and Steps for Completing the Early Childhood Outcomes 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. Excel Template is named → Early Childhood Outcomes Template
  - d. Excel Tips is named → Tips for Completing ISBE Early Childhood Outcomes Template
  - e. Steps document is named → Steps for Creating and Uploading Early Childhood Outcomes Data
  - f. Save the files to a local computer or 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'.*

4. **Appropriate personnel must import the data to the Early Childhood Outcomes excel template.**
  - a. Open the .CSV Early Childhood Outcomes file (Early\_Childhood\_Outcomes\_<11 digit RCDT code>.csv) in excel (DO NOT SAVE IT).
  - b. Open the Early Childhood Outcomes excel template.
  - c. Keep both the source data spreadsheet and the template open.
    - i) Highlight the cells - Row 2/Column A through Column AE and all rows with student data.
  - d. Select Edit → Copy

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- e. Navigate to the Early Childhood Outcomes Excel Template
- f. Click on cell Row 3/Column A prior to pasting the data
- g. Select Edit → Paste Special
- h. When the pop-up box opens Select *Values* and click *Ok*.

### 5. Review the Data relocated to the Early Childhood Outcomes excel template.

### 6. Make Changes.

- a. All Early Childhood Outcomes data is to be submitted using the Early Childhood Outcomes excel template
- b. Do not make any changes to information in the .CSV format as the formatting will be lost and errors may result when submitted.
- c. Change inaccurate Early Childhood Outcomes data

### 7. Create the Early Childhood Outcomes.CSV File Header in Row 1/Columns B, C, D & E.

- a. Row 1/Column B is the number of student records being submitted
- b. Row 1/Column C is the File Name (NOTE: This name is used to create the .csv file)
- c. Row 1/Column D is the date the file is being submitted to IWAS/SIS
- d. Row 1/Column E is the 15 digit District RCDTS code  
*Note: This is the RCDTS assigned to your IWAS account. This can be verified via your IWAS profile. This is the one that ends in '0000'.*

### 8. Save the Early Childhood Outcomes Excel Template as a .CSV file.

- a. Open the Early Childhood Outcomes Excel Template; or if you already have the spreadsheet open, save it as Excel Workbook (.XLS extension).
- b. Save the document as a comma delimited file (.CSV).
- c. On the File menu click File → Save As
- d. In the File Name box type the same file name as you typed in 1-C excluding the “.CSV”.
- e. 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.
- f. After saving the backup file, on the File menu click File → click Save As a second time.
- g. In the Save As Type list, select CSV (Comma delimited) to add the .CSV extension.
- h. Click *Save*.
- i. When notified 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.
- j. 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*

### 9. Upload the .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

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- d. Click Browse to locate the .CSV Early Childhood Outcomes 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
- h. Download your file once it has been processed and is ready on your Upload/Download File screen.
- i. If you receive any file format errors upon upload you will want to go back to your Excel Template (XLS) version that you saved to make your changes and then re-create a new CSV file following the steps above.

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

*Note: There is no limitation on the number of times the Early Childhood Outcomes file may be uploaded within the School Year.*

### **10. Review the Result Codes and Result Messages located at the end of the student's individual records after the file is processed and returned to you to see if the record passed or failed. Reference the Result Codes on the File Format Layout Document located at <https://www.isbe.net/Pages/Student-Information-System.aspx>**

- a. Login to IWAS.
- b. Access SIS from System Listing.
- c. Click Upload/Download File link within SIS.
- d. Locate the Early Childhood Outcomes 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'.*

### **11. Make Changes if corrections are required and re-submit a new .csv file to IWAS/SIS.**

- a. All corrections are made in the Early Childhood Outcomes Excel template
- b. Open the original Early Childhood Outcomes 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 by an 'F' or 'I' in the result columns located at the end of each student record that are returned with the processed file from ISBE.
- e. Change 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.

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*Note: There is no limitation on the number of times the Early Childhood Outcomes file may be uploaded.*