

Tips for Completing ISBE SIS College Course Assignment Template

Always work in the Excel Template/file if a change to College Course Assignment data is needed.

Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.

Row 1 FILE HEADER

- 1-A File Type College Course Assignment (already filled-in)
- 1-B Total Number of Records Number of student records you entered below
- 1-C File Name including extension Name of your file (i.e., Courses_10072008_001.csv)
Note: 1-C file name must be same file name used for actual file name when you perform the 'save as' action.
- 1-D File Sent Date Date the file is being submitted via SIS to ISBE.
Note: Date format is mm/dd/yyyy (i.e., 10/20/2008)
- 1-E RCDTS Your 15 digit District RCDTS code
Note: Format is 000000000000000 – no spaces or hyphens between the digits.
Note: The RCDTS code must match that of your IWAS login ID. You can verify this number by looking at your profile in IWAS.

EXAMPLES:

College Course Assignment	500	50082104002_10072008_001.csv	10/07/2008	5008210400260000
College Course Assignment	1400	Courses_10072008_001.csv	10/10/2008	3903031040020000
College Course Assignment	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

Row 2 COLUMN NAMES (READ ONLY)

Row 3+ STUDENT RECORDS

Enter the appropriate College Course Assignment data for each student record to add or update the College Course Assignment. The descriptions and codes for these data elements can be found in the ISBE SIS Data Elements Document (<https://www.isbe.net/Pages/Student-Information-System.aspx>).

- Row #3 contains a sample row. **The sample data should be deleted and replaced with valid student details.**

Note: No commas may be included in any of the fields.

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Cell	Column Name	Value	M/O
3-A	SID	State-assigned SID	M
3-B	SAP ID	Local district student identifier	O
3-C	Legal Last Name	Examples: Jones; Smith-Jones; or St John	M
3-D	Legal First Name	Examples: Maryanne or Mary Ann	M
3-E	Birth Date	Date Format is mm/dd/yyyy Example: 09/20/2010	M
3-F	RCDTS for Home School	Identifies the student's home school (The 15 digit Region-County-District-Type-School) Example: 340491160262007	M
3-G	RCDTS for Serving School	Identifies the serving school (The 15 digit Region-County-District-Type-School) Example: 340491160262007	M
3-H	School Year	School Year for current Student Course Assignment. Example: 2011	M
3-I	Term (Semester)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-J	State Course Code	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-K	Local Course ID	Identifier for a Local Course	O
3-L	Local Course Title	Title of Local Course.	O

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3-M	Student Course Start Date	First day the student attended the Course	M
3-N	Section Number	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-O	Course Level	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-P	Course Credit	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-Q	Articulated Credit	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-R	Dual Credit	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-S	Course Setting	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-T	Actual Attendance (Classes)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	O
3-U	Total Attendance (Classes)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	O
3-V	Single Parent including Single Pregnant Woman (Reported for CTE Courses Only)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	O

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		indicators.aspx	
3-W	Displaced Homemaker (Reported for CTE Courses only)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	O
3-X	Course Numeric Grade (Term)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	O
3-Y	Maximum Numeric Grade (Term)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	O
3-Z	Student Course End Date	Date format is MM/DD/YYYY Example: 09/20/2010	M
3-AA	Course Final Letter Grade/Completion Status (Term)	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	M
3-AB	IPEDS Number	See SIS Course Assignments Data Elements for definition https://www.isbe.net/Pages/SISData-Elements-approved-codes-and-indicators.aspx	

ADDITIONAL TIPS

➤ **Copying Data into the Excel Template**

- Open the spreadsheet or document that contains the data you wish to copy.
- Only highlight the cells you wish to copy into the Excel Template. For example, highlight across from A2 to AB2 then down to A150 to AB150.
- Select Edit → Copy
- Open the Excel Template (Keep both the source data spreadsheet and the template open)
- Click on the first cell in the template (Cell A3 in the College Course Assignment template)

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- Select Edit → Paste Special
- When the pop-up box opens Select *Values* and click *Ok*. (this preserves the data formatting in the template)

- **Saving an Excel Template as a CSV**
 - Open the Excel template with the College Course Assignment data or if you already have the spreadsheet open, save the template as an Excel version type (.XLS extension).
 - On the File menu click File → Save As.
 - In the *File name:* box type the same file name exactly as it is Cell C1.
 - Look at the *Save in:* and either take note of where the file is being saved or change the location to another desired location and save the document.
 - After saving the backup file, on the File menu click File → click Save As a second time.
 - In the *Save as type:* list, select CSV (Comma delimited).
 - Click *Save*.
 - When prompted to keep the workbook in the current format, click *Yes* to finish saving the file.

- **Making changes to student information**
 - Always work in the Excel template/file when making any changes to the student data.
 - Do **not** make any changes to data in the CSV file. **The formatting will be lost and errors may result when submitted.**

- **Reviewing the Result Codes and Result Messages**
 - After you have downloaded the file from ISBE SIS, open the CSV file.
 - Review the Result Codes/ Messages at the end of each record to determine if the record processed successfully.
 - **If the record did not process successfully**, the other Result Codes/ Messages will indicate what actions are needed to correct the errors. *See the Batch Result Codes/ Messages Table in the File Format Document posted at <https://www.isbe.net/Pages/Student-Information-System.aspx> for details.*