Tips for Completing ISBE SIS Teacher Course Assignment Entry Excel Template

Always work in the Excel Template/file when making any changes to student information.

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	Teacher Course Assignment Entry (already filled-in)
1-B	Total Number of Records	Number of Teacher records you entered below
1-C		File Name including extension Name of your file (i.e., xxSchool_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., 10/07/2008)
1-E	RCDTS	Your 15 digit District RCDTS Teaching Location code *Note:* Format is 111111111111111 – 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:

Teacher Course Assignment Entry	500	50082104002_10072008_001.csv	10/07/2008	5008210400260000

Teacher Course Assignment Entry	1400	RivertonHighSchool_10072008_001.csv	10/10/2008	3903031040020000

Teacher Course Assignment Entry	241	ShadyHillsSD_001.csv	09/08/2008	3903031040020000

Row 2   **COLUMN NAMES** (READ Only)

Row 3+   **TEACHER RECORDS**

Enter the appropriate Teacher demographic and Teacher Course Assignment Entry data for each student being submitted to ISBE. 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).

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➢ The first row is a sample row. The sample data should be replaced.
➢ The following fields must only contain alpha characters with the exception of hyphens ("-") and spaces: ▪ Legal First Name,
  ▪ Legal Last Name,
➢ *Note:* No commas may be included in any of the fields.

Cell	Column Name	Value	M/O
3-A	IEIN	Illinois Educator Identifying Number	M
3-B	Local Teacher ID	Teacher ID number used by the school packages to identify a teacher in their local system.	O
3-C	Teacher Last Name	Teacher's Legal Last Name.	M
3-D	Teacher First Name	Teacher's Legal First Name.	M
3-E	Teacher Birth Date	Teacher's Date of Birth.	M
3-F	School Year	School year for which this enrollment is applicable.	M
3-G	Teacher Serving Location RCDTS	Region-County-District-Type-School code that uniquely identifies the school/program where a teacher is educating students.	M
3-H	Employer RCDTS	Region-County-District-Type-School code that uniquely identifies the employer of the teacher.	M
3-I	Term (Semester)	Identifies which term the class was presented. Examples: S1 – Semester 1 S2 – Semester 2 S3 – Semester Summer	M

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Cell	Column Name	Value	M/O
3-J	State Course Code	Consists of three parts, Subject Area, Course Identifier within that Subject Area, and a State generated alphanumeric identifier. For example, the course State General Math I is coded as 02002A000 — Subject Area Mathematics (02),Course Identifier (002) and State Identifier (A000).	M
3-K	Local Course ID	Identifier for a Local Course	O
3-L	Local Course Title	Title of Local course.	O
3-M	Section Number	Number of local section. No more than 10 characters in Length; Letters and numbers accepted.	M
3-N	Teacher Course Start Date	First day of attendance for the teacher.	M
3-O	EIS Position Code	See EIS Position Code Tab. The specific role of the teacher.	M
3-P	Teacher Commitment	Numeric value of the teacher's course commitment during the duration of the course, expressed in decimal form, where 1.00 represents a full-time commitment to the course. **NOTE:** 1) 1.0 Represent a 100 percent full time commitment to the course 2) .5 Represents a 50 percent commitment to the course	M
3-Q	Result Code	Result code returned by SIS after file submitted with corrections.	N/A
3-R	Result Message	Description of the Result code	N/A

ADDITIONAL TIPS

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- ➢ **Copying Data into the Excel Template**

  - ▪ Open the spreadsheet or document that contains the data you wish to copy.
  - ▪ Highlight the cells that you wish to copy into the Excel Template. For example, highlight A2 to P2 to A150 to P150.
  - ▪ Select Edit → Copy
  - ▪ Open the Excel Template (Keep both the source data spreadsheet and the template open)
  - ▪ Click on the cell that you wish to paste the data (Example A3)
  - ▪ Select Edit →Paste Special
  - ▪ When the pop-up box opens Select *Values* and click *Ok*.

- ➢ **Saving the Excel Template as a CSV**

  - ▪ Open the Excel Template or if you already have the spreadsheet open save the Excel version (.XLS extension).
  - ▪ On the File menu click File → Save As.
  - ▪ In the File Name box type the same file name as you typed in 1-C.
  - ▪ 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.
  - ▪ 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 student information.
  - ▪ Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.

- ➢ **Importing the Student IDs back into the Excel Template**

  - ▪ After you have downloaded the file from ISBE SIS open the CSV file.
  - ▪ Click on the first row of student data (Column A, Row 2 – A2).
  - ▪ Highlight the cells you wish to copy (Example A2 – P2 to A150 to P150). *Note:* You will not be able to copy the Result Code and Result Message back into the template as columns Q and R are locked in the template.
  - ▪ Select Edit → Copy
  - ▪ Open the Excel Template (Keep both the CSV file and the template open)
  - ▪ Click on the cell that you wish to paste the data (Example A3)
  - ▪ Select Edit →Paste Special
  - ▪ When the pop-up box opens Select *Values* and click *Ok*.