FILE UPLOADS

Richard Woods, Georgia's School Superintendent | **Georgia Department of Education** | *Educating Georgia's Future*

File Upload Agenda

- Student Information Software (SIS)

- GaDOE Portal

- Extract/Upload Process

District Student Information Software (SIS)

- All data is entered into the district's local SIS

- The district's SIS is provided by a vendor

- Support for the district's SIS is provided by the SIS vendor (Powerschool, Infinite Campus, Tyler Technologies, etc.)*

- You use an option in the SIS to create a file (*extract file*) that is uploaded to the collection application (FTE, SC, GUIDE, SR).

   * exception: PCG is supported by Data Collections

Data Collection Applications

- The GaDOE portal is a *secure website* that is accessed with a portal login ID and password.

- All district data being reported to the state is transmitted through the portal.

- The Help Desk and the Data Collection team support the data collection applications (software).

Doing an "UPLOAD"

❑ The first step in the upload process is to create the extract file from the local SIS. You need to know, from your vendor, how to create the extract and where to find it in a folder

❑ Once the extract file has been created, the file will need to be uploaded into the appropriate collection (SR, SC, FTE, CPI, etc.). You need your *portal* login ID and password to be set up to access the data collection applications.

❑ Using Student Record as an example, the following slides illustrate how to upload the extract file.

Extract File Upload Process

Extract File Upload

Student Record Main Menu

Go To Main Menu

Data have errors.

SR File Upload ← Select this link to upload a SR extract file

SR Validate Data

SR Delete Data By Record Type/By School

SR Add/Edit/Delete Data

Special Tools

SR Reports Menu

SR Primary Contacts

Manual Relief Request

SR Transmission List
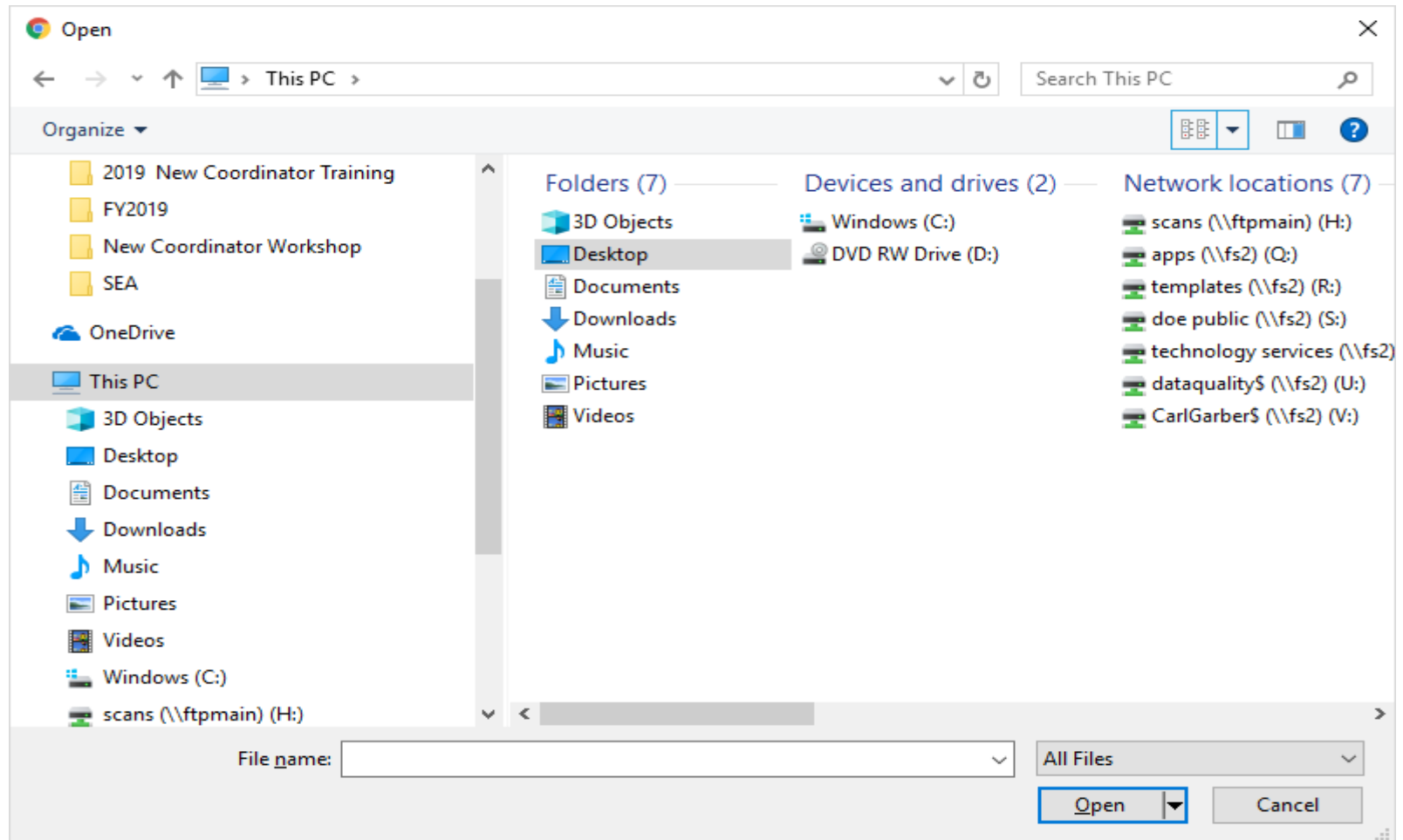
SR Transmission Status

Extract File Upload Process

Extract File Upload

- To upload a single file, first you must select a file containing relevant data in the appropriate format. Then, click the **Upload File** button.
- To upload multiple files, first you must check the **Multiple Files** check box. Second, for each file to be uploaded, you must specify the file then click the **Upload File** button. Finally, after specifying all of the files to be uploaded, you must click the **Upload All Files Now** button to verify that the list is ready for upload. This button displays when you specify the first file in the file list.
- In addition, you can remove any file from the file list by clicking the Remove button. This button displays to the right of each file in the file list.

File Path :   Choose File   No file chosen   Upload File

Multiple Files :   ☐

Back to SR Menu

Extract File Upload Process

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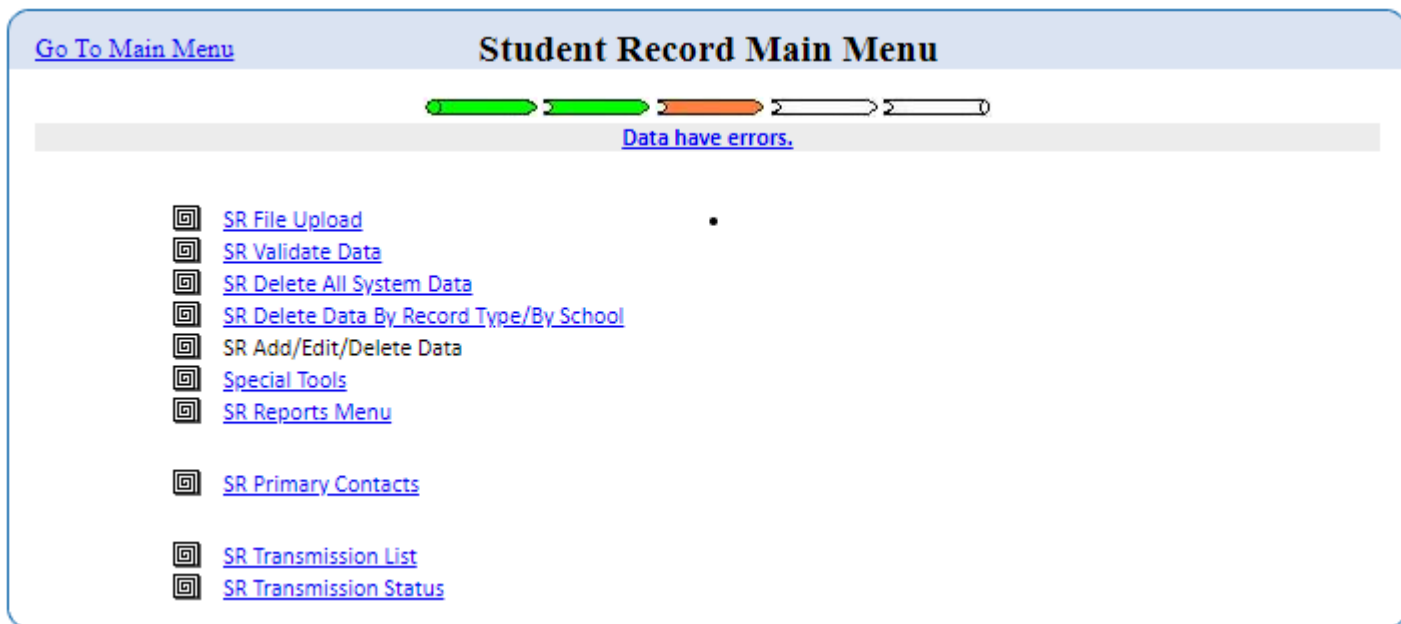
File Path : Choose File | 721_STUDENT_data.txt | Upload File

Multiple Files : ☐

Back to SR Menu

Extract File Upload Process

- Once the file has finished uploading, the status will typically say 'Data Have Errors'
- Click on 'Data Have Errors' to view the errors and begin making changes to resolve the errors

Extract File Upload Process

- In some instances, the file will not process and the message on the main menu will say, 'Process Failed, Due to Improper Data. Kindly Verify the Data and Upload Again'.
- In this case, please check for an email that will provide additional information that will explain why the file failed to process.

Extract File Upload Process

- The email will be sent to the email address of the person who was logged into the portal and uploaded the file.

- In the example below, the records on lines 1 – 6 received E040 because the **FISCAL YEAR** reported was '2017', which is invalid because the **FISCAL YEAR** was 2018.

The following file failed pre-validation and will not be processed. Please correct the following errors and upload the file again.

System Name:	Sample County - 999
File Name:	GA_Special_Education_Report_G01-2.txt
Date Uploaded:	5/17/2018 9:56:56 AM
File Size:	111916
Application:	SR
Fiscal Year and Fiscal Count:	2018-1

Check Sum Validation Error Summary			
Line no	Error Code	Description	Value
1	E040	FISCAL_YEAR	2017
2	E040	FISCAL_YEAR	2017
3	E040	FISCAL_YEAR	2017
4	E040	FISCAL_YEAR	2017
5	E040	FISCAL_YEAR	2017
6	E040	FISCAL_YEAR	2017