

Steps to Processing NSSRS Files

Version 3.0

November 15, 2012



Extract the appropriate template-formatted file from your student/staff information system or the NSSRS Desktop Database (Student, Student Snapshot, School Enrollment, Student Summary Attendance, Student Grades, Title I Programs, Programs Fact, Assessment Fact, Special Education Snapshot, or Post School Survey).

File Naming Conventions

- ##-####_STUDENT_YYYYMMDDHHMM.xxx
- ##-####_STUD_SNAPSHOT_YYYYMMDDHHMM.xxx
- ##-####_SCHOOL_ENROLL_YYYYMMDDHHMM.xxx
- ##-####_STUD_ATT_SUM_YYYYMMDDHHMM.xxx
- ##-####_STUD_GRADES_YYYYMMDDHHMM.xxx
- ##-####_TITLE1_PROGRAMS_YYYYMMDDHHMM.xxx
- ##-####_PROGRAMS_FACT_YYYYMMDDHHMM.xxx
- ##-####_ASSESSMENT_FACT_YYYYMMDDHHMM.xxx
- ##-####_SPECIAL_ED_SNAP_YYYYMMDDHHMM.xxx
- ##-####_POST_SCHOOL_SURVEY_YYYYMMDDHHMM.xxx

Where:

- ##-#### is your NDE-assigned district code
- YYYYMMDDHHMM is a date and time stamp (in military time), and
- .xxx is .csv (comma delimited), .tab (tab delimited) or .txt (fixed width)
- File names are not case sensitive

1. Log on to the NDE Portal website: <https://portal.education.ne.gov>
2. Click ‘Student and Staff (NSSRS)’.



3. Click ‘NSSRS Data Manager’.

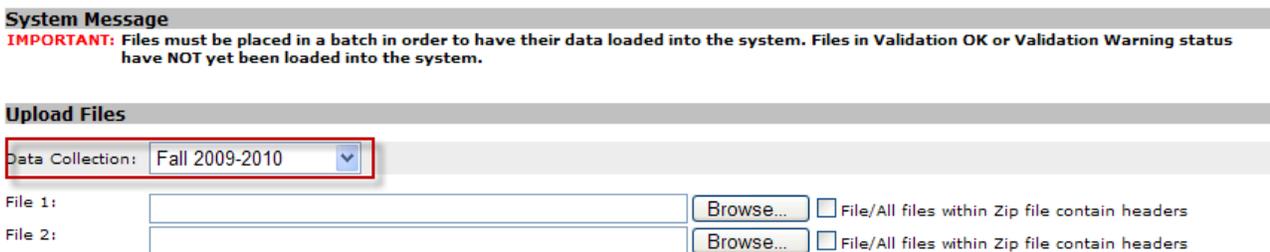
Status	Activation Code(s)	Name/Link
Available	Edit/Remove	NSSRS Data Manager
Available	Edit/Remove	NSSRS Secured Information Website
Available	Edit/Remove	NSSRS Validation
Available	Edit/Remove	Student Unique Identifier (Uniq-ID)

4. Click 'Upload'.



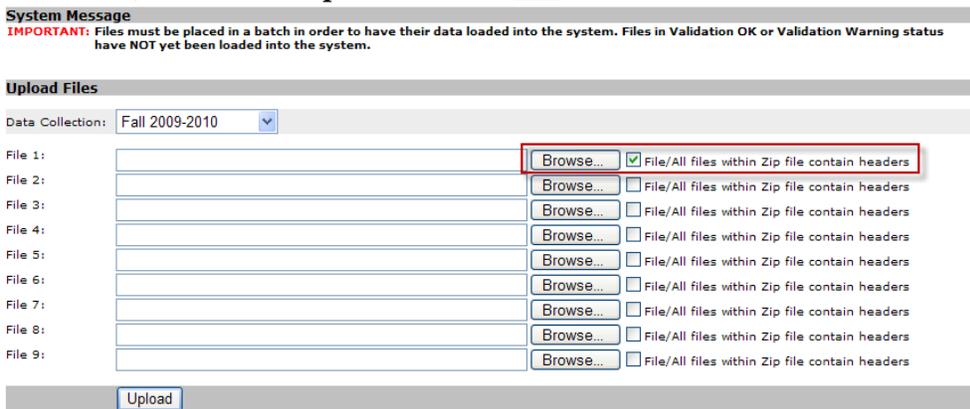
5. Select the Data Collection from the pull-down menu.

Note: there may be more than one Data Collection open at a time. Make sure you are selecting the correct collection to which you wish to upload to.

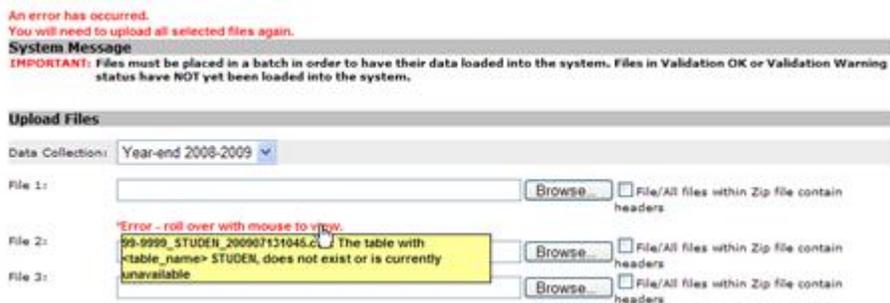


6. Click on the 'Browse' button to locate and select the file on your computer/network you wish to upload.
7. Check the box to the right of the 'Browse' button to indicate if your file/files contain headers. Once you have selected all the files you wish to upload
8. Click the 'Upload' button found at the bottom of the page.

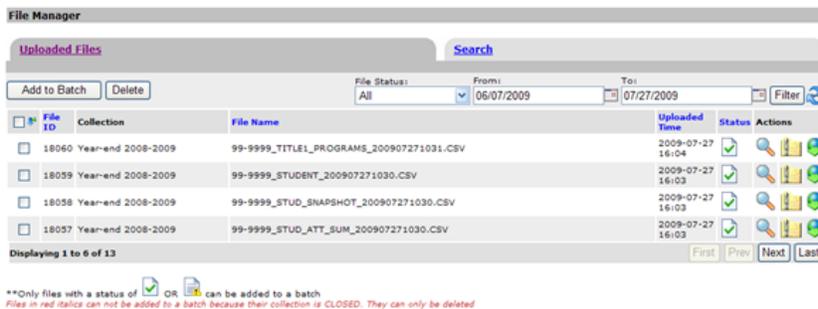
****WARNING** - if you click on the box to the right indicating your file has headers and it does not, the file will upload but will not include the first record.**



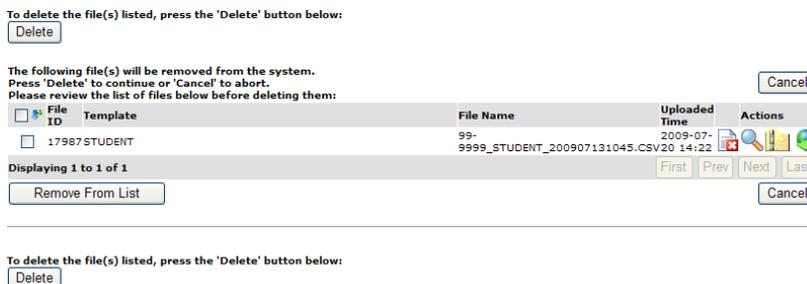
The following screen is what you will see if your 'File Upload' fails. At this point check your file name and upload again.



9. The file list appears with the ‘Status’ of the file(s) that is processing.
Note: there can be more than one page to a file list. See example below “Displaying 1 to 6 of 13”. You can navigate between the pages by using the ‘First’, ‘Prev’, ‘Next’, ‘Last’ buttons.



- a. You can delete files you do not want included in the by clicking the box to the left of the file name and then clicking the ‘Delete’ button. Clicking ‘Delete’ brings up a ‘Delete File(s)’ page. Make sure to check the box of the file you want to delete and click one of the ‘Delete’ buttons on the screen:



Key to Information Icons	
	Received. The file has been received by the State’s server and is waiting to be processed.
	Validation OK. This file is ready to add to batch.
	Validation Warning. This file has a warning in the File Details but can be added to a batch.
	Failed Validation. Click to view the file details to identify the errors. The errors will be highlighted in red. After correction, this file will have to be uploaded again
	Rejected. The file is blank and contains no records.
	View file details.
	Download the file.
	Download the file in a compressed file format.

- b. Only files with Status of ‘Validation OK’ and ‘Validation Warning’ can be added to a batch.
10. Click in the box of the individual files you’d like to select OR click in the box next to the to select all validated files. Clicking the box next to the again will deselect all selected files.
Note: If you select files from different pages in the file list you must click the ‘Add to Batch’ button on each page.

11. Once all files are selected click the ‘Add to Batch’ button at the top left of the page.

The screenshot shows the 'File Manager' interface with the 'Uploaded Files' tab selected. At the top left, there are buttons for 'Add to Batch' and 'Delete'. Below these are search filters for 'File Status' (set to 'All'), 'From' (06/07/2009), and 'To' (07/27/2009). A table lists four files with columns for File ID, Collection, File Name, Uploaded Time, Status, and Actions. All files have a status of 'OK' and a checkmark in the 'Status' column. Below the table, it says 'Displaying 1 to 6 of 13' and navigation buttons for 'First', 'Prev', 'Next', and 'Last'. A note at the bottom states: '**Only files with a status of [OK icon] OR [Error icon] can be added to a batch. Files in red italics can not be added to a batch because their collection is CLOSED. They can only be deleted.'

Click ‘View Batch’ at the top left of the page, next to the ‘Add to Batch’ button.
 a. The check mark is grayed out on the files that are selected for the batch.

This screenshot shows the 'File Manager' interface after clicking 'View Batch'. The 'View Batch' button is now visible next to 'Add to Batch'. In the table, the file with File ID 18059 has a grayed-out checkmark in the 'Status' column, indicating it is selected for the batch. The other files remain unchanged. The note at the bottom is the same as in the previous screenshot.

12. You have another chance to review the files in the batch before clicking the ‘Process Batch’ button.
 13. Add comments associated with this batch to help distinguish your batches contents, e.g. the name of the file at a minimum.
 a. You can also remove a file from a batch. This only removes it from the batch; it remains in File Manager.

The screenshot shows the 'View Batch' dialog box. It has a title bar 'View Batch' and a 'Cancel' button. The main text says: 'Add optional comments below or To create a batch with the 2 file(s) in the cart, press the 'Process Batch' button below:'. Below this is a 'Process Batch' button and another 'Cancel' button. A text area for 'Add comments associated with this batch (limited to 255 characters):' is present. Below that, it says 'Please review the list of files below before creating a batch:'. A table shows two files with columns for File ID, Template, Collection, File Name, Uploaded Time, Status**, and Actions. The first file (18059) has a status of '2009-07- Validation 27 16:03 OK' and a checkmark. Below the table, it says 'Displaying 1 to 2 of 2' and navigation buttons for 'First', 'Prev', 'Next', and 'Last'. At the bottom, there is a 'Remove From Batch' button and a 'Cancel' button.

14. Click on the 'Process Batch' button. It can be found at two locations on the page, i.e. top left or bottom left.
 - a. Clicking on either button will forward the files to the Batch Manager for processing.
 - b. 'Process Batch' will send you to 'Batch Manager' to review the 'Batch Status'.
 - c. To update the data status, click the 'Refresh Page' icon .

Batch Manager

Batches [Search](#)

Hide from list ** Date From: 06/08/2009 Date To: 07/28/2009 Batch Status: All Filter 

<input type="checkbox"/>	Batch ID	Batch Type	Comments	Modified Time	Batch Status	Data Status	Actions
<input type="checkbox"/>	10054	Data Load	Student . BB	2009-07-28 07:52	Ready To Process		
<input type="checkbox"/>	10036	Data Load	Student File containing 3 new students. ...	2009-07-24 10:59	Complete		
<input type="checkbox"/>	10035	Data Load	student	2009-07-20 14:08	Complete		
<input type="checkbox"/>	10016	Data Load	Test Student template for 99-9999 /gcart...	2009-07-13 10:54	Complete		
<input type="checkbox"/>	10012	Data Load	Testing Student Template. /gcarter 7/13...	2009-07-13 08:50	Complete		

Displaying 1 to 5 of 5 First Prev Next Last

****Hiding batches from the list does NOT delete the batches from the system.**

Key to Information Icons	
	Ready to Process. Wait or refresh page.
	Processing
	Failed Processing. Click on Actions  to View Batch details. (In most cases, 'Failed Processing' requires contacting the NDE Help Desk.)
	Error-Completed processing with errors in the files. Click on Actions  to View Batch details.
	Warning-Completed processing with a warning. Click on Actions  to View Batch details.
	Completed processing with no errors in files. Proceed to NSSRS Validation, Go to step 14.

15. If the 'Data Status' is Failed, Error or Warning, please click on 'Actions'  to View Batch details.

Batch Details

Batch ID: 10054 

Auto Batched: No

Last Modified: 2009-07-28

Batch Status: Complete

Data Status: 

Comments: Student BB [Edit Comments](#)

File ID	Collection	File Name	Uploaded Time	Batch Status	Data Status	Actions
18059	Year-end 2008-2009	99-9999_STUDENT_200907271030.CSV	2009-07-27	Plan Complete		

Displaying 1 to 2 of 2 First Prev Next Last

16. Click on ‘Actions’ Icon  again to view File Details.

General Information		Validation Information		ETL Information	
Filename:	99-9999_ISTUDENT_SNAPSHOT_200907271030.CSV				
Associated Template:	STAFF SNAPSHOT				
File ID:	18056				
Batch ID:	10054				
Uploaded Time:	2009-07-27 16:03				
Header Record Present:	Yes				
Delimiter:	,				
Batch Status:	Complete				
File Status:	Errors				
Uploaded By:	bfbaumfalk				
Uploaded Time:	2009-07-27 16:03				
Uploaded Via:	HTTP				
Last Modified By:	bfbaumfalk				
Last Modified Time:	2009-07-27 16:03				
Archived:	No				
Archived Time:					

Source File				
File Type	File Name	Records	Last Modified Date	View File Content
Source File	99-9999_ISTUDENT_SNAPSHOT_200907271030.CSV	1	2009-07-27 16:03	

- a. The File Details page is organized into 3 tabs: General Information, Validation Information, and ETL Information.
 - i. The General Information Tab contains information about the file and allows the user to download the source file by clicking on the ‘View File Content’ icon.
 - ii. ETL Information tab allows you to view the errors within the file.
 - iii. The Validation Information tab shows the current validation status.

Note: ERROR_SOURCEFILE_MSG and SP_(file name).log are not error files.

****WARNING**** - It is important to assess the number of records inserted and/or the number of records updated are the same quantity as you intended. If not, the file should be reviewed to determine the root cause for the failure to insert or update records.

It is possible to receive an indication that the batch is complete  (with no errors) but records have not been added or inserted.

General Information		Validation Information		ETL Information	
Status:	Plan Complete				
ETL Plan Start:	2009-07-28 07:52				
ETL Plan End:	2009-07-28 07:53				
Records Inserted:	0				
Records Updated:	0				

File Contents			
ETL Generated Files			
File	Records	Last Modified Date	View File Content
ALERT_VALID_VALUES	1	2009-07-28 07:53	
ERROR_SOURCEFILE_MSG	0	2009-07-28 07:53	
ERROR_VALID_VALUES	1	2009-07-28 07:53	

17. Clicking on 'View File Content' will provide you information about the error, which records, etc. (See list of Error File Descriptions below).

- a. To correct errors, your source data must be revised, and the file uploaded again, starting with step 1.
- b. For Warning Files you may or may not need to revise your source data and upload again.
- c. The error is identified by a capital X (Error_Valid_Values) or capital E (Alert_Valid_Values), is located to the left of the value in error.
(See list of Error File Descriptions below).

Filename: ERROR_VALID_VALUES
 Action: [Download File](#) 

File Preview

Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

Current Grade Level Not Found in Master Lookup Table	Gender Code	Gender Code Not Found in Master Lookup Table	Guardian Relationship	Guardian Relationship Not Found in Master Lookup Table	Student Lives With	Student Lives With Not Found in Master Lookup Table	Ethnic Code Short	Ethnic Code Short Not Found in Master Lookup Table	Native Language Code	Native Language Not Found in Master Lookup Table	Economic Status	Economic Status Not Found in Master Lookup Table	Cl
-	F	-		X		-	WH	-		-		-	

NSSRS Data Manager Error File Descriptions

When NSSRS Data Manager encounters data errors while processing batches it will:

1. Create error files,
2. Name the error files based on the error encountered, and
3. Place the source records with that error in the corresponding error file.

The table below lists common error files, the error encountered and possible causes.

Error File Name	Contains rejected records because:
ALERT_VALID_VALUES	Valid values were not provided for fields validated by Data Manager. The ALERT_VALID_VALUES file will display an “E” in each column indicating the required fields for which data was missing or invalid (data provided will appear in the column immediately to the left). There will be one row per record with a Valid Value error and each row will list all Valid Value errors. The ALERT_VALID_VALUES file is essentially the same as ERROR_VALID_VALUES, except it will display an “E” for errors and a “W” for warnings.
ERROR_BAD_DATES	One or more dates were not in the proper date format (YYYY-MM-DD) or were invalid dates.
ERROR_BAD_NUMBERS	A value supplied could not be converted to a number.
ERROR_DUPLICATES	More than one record within the source file had the same “logical key”. The logical key will vary by template as indicated by a (K) in the heading.
ERROR_KL_ASSESSMENT_ACHDET	An invalid Achievement Level Code [Assessment Response: Achievement Level (13)] was provided or an invalid combination of the following values was provided: <ul style="list-style-type: none"> • Standards [Assessment Reponse: Test Description (2)] • Subject/Grade [Assessment Response: Item Description (4)] • Standard Code [Assessment Response: Item Response Description (7)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_INFO	An invalid Standards [Assessment Response: Test Description (2)] was provided. (values are case-sensitive)
ERROR_KL_ASSESSMENT_ITEM	An invalid combination of the following values was provided:

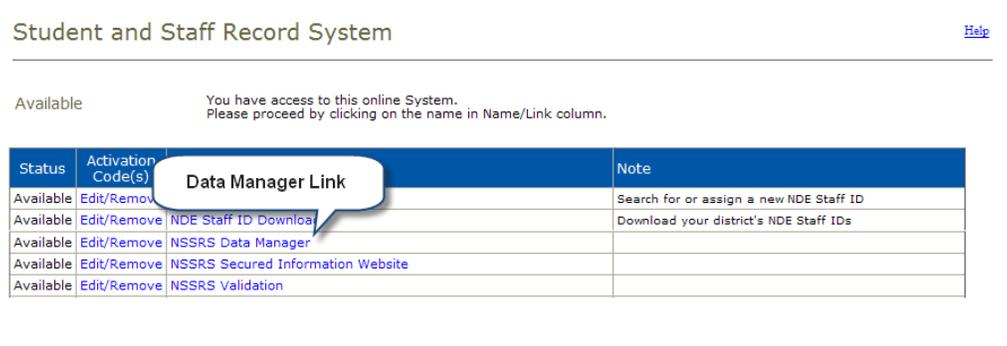
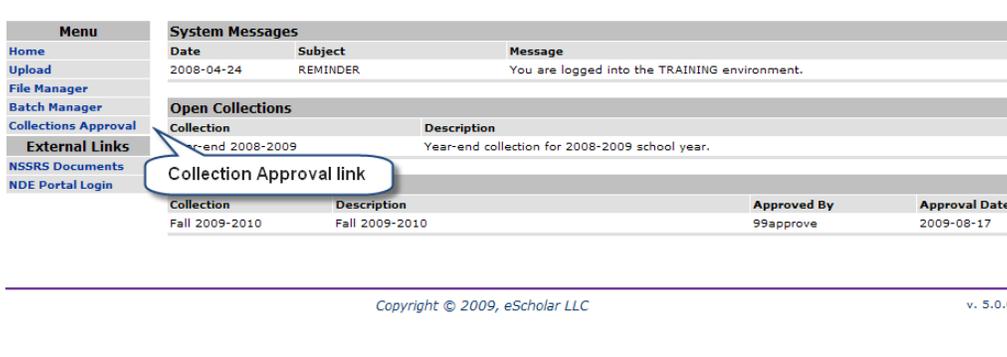
	<ul style="list-style-type: none"> Standards [Assessment Response:Test Description (2)] Subject/Grade [Assessment Response:Item Description (4)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_ITEMR	An invalid combination of the following values was provided: <ul style="list-style-type: none"> Standards [Assessment Reponse:Test Description (2)] Subject/Grade [Assessment Response:Item Description (4)] Standard Code [Assessment Response:Item Response Description (7)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_LANG	An invalid Standards [Assessment Reponse:Test Description (2)] was provided. (values are case-sensitive)
ERROR_KL_DISTRICT	An invalid District Code was provided. Ensure the format is ##-#### (hyphen must be provided)
Error File Name	Contains rejected records because:
ERROR_KL_ENROLL_CODES	An invalid Enrollment Code [School Enrollment:Enrollment Code (7)] was provided.
ERROR_KL_LOCATION	An invalid School Code was provided. Ensure the format is ### (leading zeros must be provided).
ERROR_KL_PERIOD	A date outside the current school year was provided.
ERROR_KL_STUDENT	A corresponding STUDENT template has not been processed for the specified NDE Student ID. [STUDENT SNAPSHOT, SCHOOL ENROLLMENT, PROGRAMS FACT, STUDENT SUMMARY ATTENDANCE, TITLE I PROGRAMS, ASSESSMENT FACT, ASSESSMENT RESPONSE or POST SCHOOL SURVEY]
ERROR_SOURCEFILE_DATA	This file contains the source file records containing miscellaneous errors encountered as described in the ERROR_SOURCEFILE_MSG file.
ERROR_SOURCEFILE_MSG	This file contains the descriptions of the miscellaneous errors encountered processing the records appearing in the ERROR_SOURCEFILE_DATA file.

<p>ERROR_VALID_VALUES</p>	<p>Valid values were not provided for required fields. The ERROR_VALID_VALUES file will place an “X” in each column indicating the required fields for which data was missing or invalid (data provided will appear in the column immediately to the left). There will be one row per record with a Valid Value error and each row will list all Valid Value errors.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%;">LEP Participation</th> <th style="width: 20%;">LEP Participation Not Found in Master Lookup Table</th> <th style="width: 20%;">Targeted Assistance</th> <th style="width: 20%;">Targeted Assistance Not Found in Master Lookup Table</th> <th style="width: 5%;">Sp Pr Co</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>-</td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>-</td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>-</td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td></td> <td>2</td> <td>-</td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> </tbody> </table> <p>The example above indicates “Targeted Assistance” is invalid because a value was not provided while a valid “LEP Participation” was provided.</p>		LEP Participation	LEP Participation Not Found in Master Lookup Table	Targeted Assistance	Targeted Assistance Not Found in Master Lookup Table	Sp Pr Co		2	-		X			2	-		X			2	-		X			2	-		X	
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	2	-		X																											

Filenames that begin with ‘ERROR_KL_’ can be translated as an ‘ERROR on a Key Lookup of the X provided’ where X is what appears at the end of the filename. For example, ‘ERROR_KL_DISTRICT’ indicates an ‘Error on a Key Lookup of the District Code provided. When Batches are Complete  (with no errors and the proper number of records inserted and/or updated), proceed to [NSSRS VALIDATION](#) to Review Validation and Verification Reports.

Once all required templates have been submitted and verified for the collection window, the district administrator may “Approve” the collection by following the steps below.

Collections Approval:

<p>1. Click on the Student and Staff (NSSRS) tab.</p>	 <p>The screenshot shows the Nebraska Department of Education Portal. At the top, there is a logo and the text 'NEBRASKA DEPARTMENT OF EDUCATION Portal'. Below that, a welcome message for Benjamin Baumfalk is displayed. A navigation menu contains several buttons, with 'NSSRS Tab' highlighted by a callout bubble. Other buttons include Home, Data Collections, GMS, My Profile, Forms, Viewer Links, Help, and Training Videos.</p>																								
<p>2. Click on the NSSRS Data Manager link.</p>	 <p>The screenshot shows the 'Student and Staff Record System' interface. A message states: 'Available You have access to this online System. Please proceed by clicking on the name in Name/Link column.' Below this is a table with columns for Status, Activation Code(s), Name/Link, and Note. A callout bubble points to the 'Data Manager Link' in the table.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Activation Code(s)</th> <th>Name/Link</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>Available</td> <td>Edit/Remove</td> <td>Data Manager Link</td> <td></td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NDE Staff ID Download</td> <td>Search for or assign a new NDE Staff ID</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Data Manager</td> <td>Download your district's NDE Staff IDs</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Secured Information Website</td> <td></td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Validation</td> <td></td> </tr> </tbody> </table>	Status	Activation Code(s)	Name/Link	Note	Available	Edit/Remove	Data Manager Link		Available	Edit/Remove	NDE Staff ID Download	Search for or assign a new NDE Staff ID	Available	Edit/Remove	NSSRS Data Manager	Download your district's NDE Staff IDs	Available	Edit/Remove	NSSRS Secured Information Website		Available	Edit/Remove	NSSRS Validation	
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<p>3. Click on Collections Approval under the Menu.</p>	 <p>The screenshot shows the 'Collections Approval' page. On the left is a 'Menu' with options like Home, Upload, File Manager, Batch Manager, Collections Approval, External Links, NSSRS Documents, and NDE Portal Login. A callout bubble points to 'Collections Approval link' in the menu. The main content area shows 'System Messages' and 'Open Collections'.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Subject</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>2008-04-24</td> <td>REMINDER</td> <td>You are logged into the TRAINING environment.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Collection</th> <th>Description</th> <th>Approved By</th> <th>Approval Date</th> </tr> </thead> <tbody> <tr> <td>Year-end 2008-2009</td> <td>Year-end collection for 2008-2009 school year.</td> <td>99approve</td> <td>2009-08-17</td> </tr> </tbody> </table>	Date	Subject	Message	2008-04-24	REMINDER	You are logged into the TRAINING environment.	Collection	Description	Approved By	Approval Date	Year-end 2008-2009	Year-end collection for 2008-2009 school year.	99approve	2009-08-17										
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<p>4. Click the Action button to approve the selected Collection</p>	 <p>The screenshot shows the 'District/Collection Approval' page. The 'Menu' on the left is the same as in the previous screenshot. The main content area shows a table with 'Collection' and 'Description' columns. A callout bubble points to an 'Action' button (a green checkmark icon) next to the 'Year-end 2008-2009' collection.</p> <table border="1"> <thead> <tr> <th>Collection</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Year-end 2008-2009</td> <td>Year-end collection for 2008-2009 school year.</td> <td>Action Button</td> </tr> </tbody> </table>	Collection	Description	Action	Year-end 2008-2009	Year-end collection for 2008-2009 school year.	Action Button																		
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