

Nebraska Student and Staff Record System
<http://www.education.ne.gov/nssrs>

NDE Staff ID

User Guide

Version 2.1.0 – April 19, 2012

NDE Staff ID User Guide
NDE Staff ID Import/Upload Batch File Layout
NDE Staff ID Export/Download File Layout
NDE Staff ID Download

2012-2013



NEBRASKA
DEPARTMENT OF
EDUCATION

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NDE Staff ID User Guide

This document is to help create a new or search for an existing NDE Staff ID for all staff reported in Staff Reporting. For a list of staff reported, see Appendix C of the Staff Instruction Manual.

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Log into NDE Staff ID Using the NDE Portal

NDE Staff ID is found under the “Student & Staff (NSSRS)” tab in the NDE Portal. You will need an activation code to be able to access the NDE Staff ID system. Activation codes are available from your District Administrator. They are found on his/her portal account under the ‘District Admin’ tab.

Nebraska Department of Education - Portal - Windows Internet Explorer

https://portal.education.ne.gov/Site/DesktopDefault.aspx?tabindex=38&tabid=41

NEBRASKA DEPARTMENT OF EDUCATION
Portal
Helpdesk (888) 285-0556
Welcome Matthew Dicke! (mdicke) | | Portal Home

Home Data Collections GIS **Student & Staff (NSSRS)** Collection Admin My Profile Forms NDE Staff Viewer Links Help Training Videos

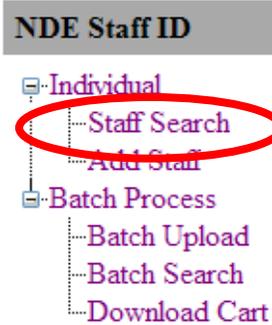
Student and Staff Record System

Available You have access to this online System.
Please proceed by clicking on the name in Name/Link column.

Status	Activation Code(s)	Name/Link	Note
Available	Edit/Remove	NDE Staff ID	
Available	Edit/Remove	NDE Staff ID Download	

Staff Search

1. To search for an individual staff person, click “**Staff Search**” from the navigation menu.



Three search options are available; search by name, gender, and birth date, search by SSN, and search by Staff ID.

2. Select a tab at the top to go to the desired search screen (shown below).

Staff Search

Search [SSN Search](#) [Staff ID Search](#)

First Name: Middle Name: Last Name:

Gender: Date of Birth: m / d / y (month / day / year)

*Required Fields

In the name fields, use an asterisk () for wildcards.*

Search Results
(There are no results. Please revise the search criteria.)

3. Enter the criteria and click “**Search**”.
- Note: The last name is required. Use an “*” (asterick) for wildcard searching.

Staff Search

Search [SSN Search](#) [Staff ID Search](#)

First Name: Middle Name: * Last Name:

Gender: Date of Birth: m / d / y (month / day / year)

*Required Fields Include Retired IDs

In the name fields, use an asterisk () for wildcards.*

Search Results (4)

Staff ID	Last Name	First Name	Middle Name	Gender	Birth Date	
5056874619	Teacher	Bob	A	M	4/30/1990	<input type="button" value="Details"/>
5107963875	Teacher	Bob	William	M	6/30/1988	<input type="button" value="Details"/>
7126880977	Teacher	Bob	Y	M	6/30/1981	<input type="button" value="Details"/>
7929937756	Teacher	Bob	Z	M	6/30/1977	<input type="button" value="Details"/>

In the example above, there are four results found with the first name starting with “b”, a last name of “teacher”.

Note: Generally it is best to start by performing a search with broad search criteria and then based on the results, narrow the search by including additional criteria or use an "*" (asterisk) for wildcard searching.

4. Click **"Details"** to view additional information such as previous names and staff history of the Staff ID record (shown below).

[Back to Staff Search](#)

Staff Search Details

Staff ID: 7324782064
 SSN: *****9378
 First Name: Bob
 Last Name: Teacher
 Middle Name: B
 Gender: M
 Birth Date: 4/30/1991

Previous Names				
Last Name	First Name	Middle Name	Last Updated	Last Updated By
PreviousName	Tom	B	4/30/1991	TCS

Staff History (Last 5 Staff Records)						
Datavear	AgencyID	Last Name	FirstName	District/School Name	City	Position
20072008	99-0000-000	Teacher	Tom	EXAMPLEVILLE ELEMENTARY SCHOOL	LINCOLN	TEACHER
20062007	99-0000-000	Teacher	Tom	EXAMPLEVILLE ELEMENTARY SCHOOL	LINCOLN	TEACHER
20052006	99-0000-000	Teacher	Tom	EXAMPLEVILLE ELEMENTARY SCHOOL	LINCOLN	TEACHER
20042005	99-0000-000	PreviousName	Tom	EXAMPLEVILLE ELEMENTARY SCHOOL	LINCOLN	TEACHER
20032004	99-0000-000	PreviousName	Tom	EXAMPLEVILLE ELEMENTARY SCHOOL	LINCOLN	TEACHER

Last Updated: 4/6/2007 7:56:56 AM
 Updated By: NDE_TCS

Enter Individual Staff

1. To enter an individual staff member, click **"Add Staff"** from the navigation menu.

Staff Add

Staff ID Data Entry

* First Name:

Middle Name:

* Last Name:

* Gender:

* Date of Birth: / / (month / day / year)

SSN: *(Optional - only used for Staff ID Search)*

Local ID: *(Optional - only used for Batch Download)*

Last Updated By:

*Required Field

Note: SSN is optional as it is used for matching already assigned Staff IDs.
Local ID is saved in the batch.

2. When complete, click **"Add / Search"**. If there are near matches found based on the entered criteria, the near matches will be displayed at bottom.

Staff Add

Staff ID Data Entry

* First Name:

Middle Name:

* Last Name:

* Gender:

* Date of Birth: / / (month / day / year)

SSN: *(Optional - only used for Staff ID Search)*

Local ID: *(Optional - only used for Batch Download)*

Last Updated By: Matthew Dicke (826)

*Required Field:

Near Matches

	Staff ID	SSN	Last Name	First Name	Middle Name	Gender	BirthDate	Score
<input type="button" value="Select"/>	564025699	214752479	Teacher	Bob	Z	M	6/30/1977	54
<input type="button" value="Select"/>	5952802423	591257517	Teacher	Bob	William	M	6/30/1988	52
<input type="button" value="Select"/>	1880790366	444229876	Teacher	Bob	Y	M	6/30/1981	50
<input type="button" value="Select"/>	3966128213	555123456	Teacher	Bob	A	M	4/30/1990	50

(Note: Select button will add the selected record to a new Batch)

The person is not listed above. I want to assign a new Staff ID...

3. If the person searched for is not listed, click **“Assign New Staff ID”** to add the record to a new batch. Click the **“Select”** button at the left to add this Staff ID record to a new batch. Both options will cause a new batch to be created with this single record.

Note: If you clicked on “Select”, skip to step #6.

4. If clicked **“Assign New Staff ID”**, the “Batch Search” page will be displayed and new batch will be shown with the status “Validated”. The record will then be processed for near matches (shown below). The submitted record is searched for possible Staff which already has been assigned a Staff ID.

Batch Search

Batch Status:

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
<input type="button" value="View"/>	4/13/2011	5 (individual)		1	Validated	(Looking for Near Matches...)

- When the processing is complete, the batch's status will be "Resolving_Near_Matches", and a button "**Assign IDs**" will appear.

Batch Search

Batch Status:

Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	4/13/2011	5 (individual)		1	Resolving_Near_Matches	Assign IDs

See "Resolving Near Matches" for the steps to resolve near match(es), create and new Staff ID, or cancel the Staff ID assignment.

- Once complete, the individual record can be downloaded, or the batch added to the download cart by clicking on the "**Download**" button. See "Downloading Export file" for further download instruction and options.

Batch Search

Batch Status:

Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	4/13/2011	5 (individual)		1	Finished	Download

How To Format the Batch File

See “NDE Staff ID Import/Upload Batch File Layout (page 26) for additional instructions regarding the batch file format.

The import/upload file must be in one of these formats:

- 1) A comma or tab separated file with extension .TXT
- 2) A comma separated file with extension .CSV
- 3) A tab separated file with extension .TAB

Record Layout:

Field Name	Data Type	Required	Notes/Format Details	Sample Data
SSN	VarChar(9)	No	Allowed formatting is with or without dashes.	555127890 (or) 555-12-7890 (or) (blank)
Local ID	Varchar(30)	No	Optional identifier	JDoe1
Last Name	Varchar(30)	Yes		Doe
First Name	Varchar(30)	Yes		John
Middle Name/Initial	Varchar(30)	No	Middle name or middle initial	R (or) Roger
Gender Code	Varchar(1)	Yes	Valid values: F- Female M-Male	M
Birth Date	Varchar(10)	Yes	Allowed formats: 'mm/dd/yyyy' or 'mm-dd-yyyy' or 'yyyy/mm/dd' or 'yyyy-mm-dd'	8/25/1993 (or) 1993-8-25

The input file may or may not have the first row contain column headings. Choose yes or no for “First row contains column headers?” when uploading a file. The fields must be in the proper order in the record layout, despite the order of column headers in your batch file.

Here is an example of how a comma separated batch file looks when opened in Windows Notepad:

```

SSN, LOCALID, LASTNAME, FIRSTNAME, MIDDLENAME, GENDER, BIRTHDATE
555127890, JDoe1, Doe, John, R, M, 8/25/1989
555161771, JDoe1, Doe, Jane, S, F, 7/13/1988
555119876, nabby, NewTeacher, Abby, B, F, 12/31/1910
591257517, BT1, Teacher, Bob, Y, M, 6/30/1988
444229876, , Teacher, Bobbie, A, F, 4/30/1990
654673175, 001, Principal, Jane, H, F, 1/1/1963
, JL, Librarian, John, J, M, 5/3/1981
, 002, Instructor, Bob, L, M, 4/2/1967
, tom, Teacher, Tom, , F, 4/30/2008

```

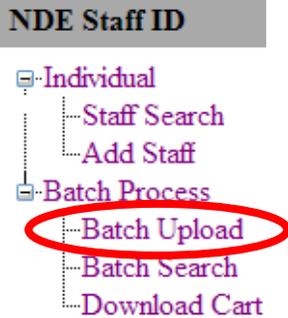
Here is the example when viewed in Microsoft Excel:

	A	B	C	D	E	F	G
1	SSN	LOCALID	LASTNAME	FIRSTNAME	MIDDLENAME	GENDER	BIRTHDATE
2	555127890	JDoe1	Doe	John	R	M	8/25/1989
3	555161771	JDoe1	Doe	Jane	S	F	7/13/1988
4	555119876	nabby	NewTeacher	Abby	B	F	12/31/1910
5	591257517	BT1	Teacher	Bob	Y	M	6/30/1988
6	444229876		Teacher	Bobbie	A	F	4/30/1990
7	654673175	1	Principal	Jane	H	F	1/1/1963
8		JL	Librarian	John	J	M	5/3/1981
9		2	Instructor	Bob	L	M	4/2/1967
10		tom	Teacher	Tom		F	4/30/2008
11							

How To Import/Upload Data With A Batch File

A batch file may contain one or more records. The records in the batch file will be processed for matching with an already assigned Staff ID, or be assigned a new Staff ID.

1. From the navigation menu, click on “**Batch Upload**”.



Batch Upload

The screenshot shows the 'Batch Upload' form. The form fields are: Template: NDE Staff ID Template (dropdown), Select a file to upload: (text input with a 'Browse...' button), First row contains column headers? Yes (dropdown), Note: If Yes, then the first row is ignored., File Delimiter: Comma Delimited (dropdown), Note: Applicable only when a TXT file is selected., Description: first try or other comment goes here (text input with up/down arrows), (optional) example: "first try". The 'Browse...' button and the 'Upload' button are circled in red.

Note: The only template is “NDE Staff ID Template.”

2. Click on “**Browse**” and navigate to the import/upload file and select “**Open**”.
3. The input file may or may not have the first row contain column headings. Choose yes or no for “First row contains column headers?”
4. If selected a file with extension TXT, the “File Delimiter” must be selected. The selection for file delimiter section is ignored if you have selected a file with extension CSV (comma separated) or with extension TAB (tab separated).
5. Enter a description of the file (optional).

6. Click **“Upload”**.
If the upload is successful, a confirmation screen (shown below) will be shown listing the records imported/upload. All batches are assigned a unique batch file number, which is shown here.
7. Click on the **“Continue and Validate Data”** button to check the data or make corrections to the data. If you wish to view the contents of the uploaded batch before validating the data, click on the **“View Batch**

Batch Upload

Continue and Validate Data

Added Record: Doe, John R (JDoe1)
Added Record: Doe, Jane S (JDoe1)
Added Record: NewTeacher, Abby B (nabby)
Added Record: Teacher, Bob Y (BT1)
Added Record: Teacher, Bobbie A ()
Added Record: Principal, Jane H (001)
Added Record: Librarian, John M (JL)
Added Record: Instructor, Bob M (002)
Added Record: Teacher, Tom (tom)

(Data imported into batch #1)

View Batch

Validating and Correcting the Batch File

If the batch file has validation errors, the “Batch Validate” screen will appear. If there are no validation errors, the system will automatically proceed to searching for near matches (See next step “Performing Search for Near Matches”)

All validation errors will be highlighted in red. These error(s) must be corrected before continuing to the next step.

1. To correct or edit a record, click the “**Edit**” button on the record to edit the data in the batch.

Batch Validate

4 records found with error. See below

View: 

Batch ID: 2

Status: Submitted

Description: file with missing data

Updated: 4/6/2011 1:50:40 PM

	Sequence	SSN	Local ID	Last Name	First Name	Middle Name	Gender	Birth Date
<input type="button" value="Edit"/>	1		101	Teacher	Tom	Something	M	1/1/1950
<input type="button" value="Edit"/>	2	555119876		Superintendent	Samantha	A	F	12/31/1910
<input type="button" value="Edit"/>	3	444229876	103		Librarian	Larry	M	6/30/1990
<input type="button" value="Edit"/>	4	123559091	104	Teacher	Emily	Claire		
<input type="button" value="Edit"/>	5	591-023-915	105	Teacher	Bob	4/2/1967		
<input type="button" value="Edit"/>	6	125-617178	106	Lastnameonly			F	4/30/2008

Updated By: 826

2. The invalid fields will be noted in red. Note: First Name, Last Name, Gender, and Date of Birth are required fields and must be formatted properly. See “NDE Staff ID Import/Upload Batch File Layout Quick Reference” for instructions regarding the batch file.

Batch Edit

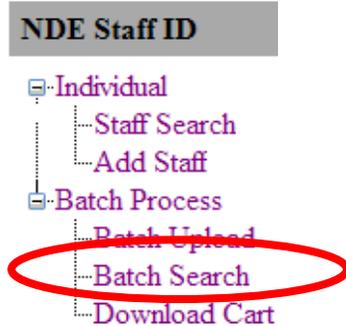
Batch ID:	2
Sequence:	5
SSN:	<input type="text" value="591-023-915"/> Not Valid
Local ID:	<input type="text" value="105"/>
First Name:	<input type="text" value="Bob"/>
Middle Name:	<input type="text" value="4/2/1967"/>
Last Name:	<input type="text" value="Teacher"/>
Gender:	<input type="text"/> Required
Date of Birth:	<input type="text"/> (month / day / year) Required

In the above example, the record contained an invalid SSN caused by the extra digit and the gender and date of birth were missing or not valid.

3. Once the correction has been made, click on **“Save”** to return to Batch Validation.
4. When all corrections have been made, the batch records are then automatically processed for near matches. (See next step “Performing Search for Near Matches”)

Performing Search For Near Matches

1. Click on “**Batch Search**” from the navigation menu.



All records in the batch will be searched for existing Staff ID assignments. This process may take a few seconds to several minutes depending on the size of the batch file and the batch file processing queue.

The records are currently being processed for near matches (shown below). The batch records are searched for possible staff already assigned a NDE Staff ID.

Batch Search

Batch Status:

Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	4/6/2011	1	first try or other comment goes here	9	Validated (Looking for Near Matches...)	

When the processing is complete, the batch’s status will be “Resolving_Near_Matches”, and a button “**Assign IDs**” will appear (shown below).

Batch Search

Batch Status:

Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	4/6/2011	1	first try or other comment goes here	9	Resolving_Near_Matches	Assign IDs

2. Select the “**Assign IDs**” button to proceed to the next step “Resolving near matches”.

Resolving Near Matches

To avoid duplicate Staff ID's assigned to the same staff person; this step searches the existing Staff ID assignments for matches based on the criteria provided. A record may have no or several near matches. If a record has at least one near match, the record is required to be resolved before proceeding to the next step. These instructions demonstrate resolving a near match.

Batch Assign IDs

6 record(s) found with possible matches.

1 record(s) resolved.

3 new Staff IDs will be assigned.

View: 

Batch ID: 1 Status: Resolving_Near_Matches

Description: first try or other comment goes here

Updated: 4/6/2011 1:49:25 PM

Sequence	Near Matches	Action	Staff ID	SSN	Last Name	First Name	Middle Name	Local ID
1	0		[create]	555127890	Doe	John	R	JDoe1
2	1	<input type="button" value="Change"/>	6011683654	555119876	NewTeacher	Abby	B	nabby
3	4	<input type="button" value="Resolve"/>		591257517	Teacher	Bob	William	BT1
4	2	<input type="button" value="Resolve"/>		444229876	Teacher	Bobbie	A	
5	1	<input type="button" value="Resolve"/>		654673175	Principal	Jane	H	001
6	0		[create]		Librarian	John	M	JL
7	2	<input type="button" value="Resolve"/>			Teacher	Tom		tom
8	2	<input type="button" value="Resolve"/>			Instructor	Bob	M	002
9	0		[create]	555161771	Doe	Jane	S	JDoe1

Updated By: Matthew Dicke (826)

Record(s) with no near matches will be assigned a new Staff ID. These record(s) are designated by the Staff ID column contains "[create]".

Record(s) requiring action to resolve will have a "**Resolve**" button. Click "**Resolve**" and resolve the record by selecting a near match Staff ID or assigning a new Staff ID.

The imported/uploaded staff records are displayed on the top, while any near matches are displayed on the bottom.

Batch Resolve Near Matches

Batch ID: 1

Sequence: 3

Staff Record to Review and Select								Edit Record
Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Local ID	
591257517	Teacher	Bob	William		M	6/30/1988	BT1	
<input type="radio"/> Assign Selected	<input type="radio"/> Compare Selected	<input type="radio"/> Create New ID		<input type="radio"/> Cancel Staff Record				
Near Matches / Duplicates Found								
	Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Score
<input type="radio"/>	5107963875	591257517	Teacher	Bob	W	M	6/30/1988	95
<input type="radio"/>	7126880977	*****9876	Teacher	Bob	Y	M	6/30/1981	64
<input type="radio"/>	7929937756	*****2479	Teacher	Bob	Z	M	6/30/1977	64
<input type="radio"/>	5056874619	*****9876	Teacher	Bob	A	M	4/30/1990	58
<input type="button" value="Back to Batch Assign IDs"/>								

The options to resolve near matches are:

1. **“Assign Selected”** – The selected near match record is the submitted staff person’s record. This will use this near match’s Staff ID for the current record and therefore will not create a new Staff ID. The Staff ID for the record will contain the selected near match’s Staff ID.

In the example shown below, one match has an identical SSN (shown in green) to the batch record. Choosing **“Assign Selected”** will use this Staff ID.

If **“Assign Selected”** is selected and the records differ, see “Staff Record Resolving”

Batch Resolve Near Matches

Batch ID: 1

Sequence: 3

Staff Record to Review and Select								Edit Record
Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Local ID	
591257517	Teacher	Bob	William		M	6/30/1988	BT1	
<input type="radio"/> Assign Selected	<input type="radio"/> Compare Selected	<input type="radio"/> Create New ID		<input type="radio"/> Cancel Staff Record				
Near Matches / Duplicates Found								
	Staff ID	SSN	Last Name	First Name	Middle Name	Gender	Birth Date	Score
<input type="radio"/>	5107963875	591257517	Teacher	Bob	W	M	6/30/1988	95
<input type="radio"/>	7126880977	*****9876	Teacher	Bob	Y	M	6/30/1981	64
<input type="radio"/>	7929937756	*****2479	Teacher	Bob	Z	M	6/30/1977	64
<input type="radio"/>	5056874619	*****9876	Teacher	Bob	A	M	4/30/1990	58
<input type="button" value="Back to Batch Assign IDs"/>								

2. **“Compare Selected”** – Compares the selected near match record against the imported/uploaded record (see below).

Batch Records Compare

Staff Record being reviewed.							
Batch ID:	1	Sequence:	3				
First Name:	Bob	Last Name:	Teacher	Middle Name:	William		
Gender:	M	Date Of Birth:	6/30/1988				
SSN:	591257517						
Near Match / Duplicate Staff [Staff ID: 5056874619] <input type="button" value="Assign this Staff ID"/>							
First Name:	Bob	Last Name:	Teacher	Middle Name:	A		
Gender:	M	Date Of Birth:	4/30/1990				
SSN:	*****9876						
Last Updated:	4/7/2011 10:38:38 AM		Last Updated By: Matthew Dicke (826)				
<i>Previous Names</i>							
<input type="button" value="Show Staff History"/>							
<input type="button" value="Back to Batch Resolve Near Matches"/>							

The imported/staff record is displayed at the top and the selected near match is displayed at the bottom. Fields that differ are highlighted in yellow.

Click **“Show Staff History”** for details of staff data collected by Nebraska Department of Education.

Click **“Assign this Staff ID”** to assign the near match’s Staff ID to the current batch file record.

If **“Assign this Staff ID”** or **“Assign Selected”** is selected and the records differ, see “Staff Record Resolving”

3. **“Create New ID”** – Mark this record for new Staff ID assignment. There are no near matches to the imported/uploaded staff record. The Staff ID for the record will contain “[create]”.

Sequence	Near Matches	Action	Staff ID	SSN	Last Name	First Name	Middle Name	Local ID
1	0		[create]	555127890	Doe	John	R	JDoe1

4. **“Cancel Staff Record”** – Mark this record to not assign a Staff ID. The Staff ID for the record will contain “[cancel]”. Note: The export file will contain “[cancel]” in the Staff ID field for this batch record.

Staff Record Resolving

If the selected near match's record differs from the district's staff record (or uploaded record) the "Staff Record Resolving" screen will appear. This step is to update the NDE Staff ID assignment record with the data supplied from the district's imported/uploaded batch file record.

Staff Record Resolving

NDE's Staff ID System Record Staff ID: 5107963875		District's Staff Record Batch ID: 1 Sequence: 3	
Staff ID:	5107963875	-->	(Staff ID field)
First Name:	Bob		Bob
Last Name:	Teacher		Teacher
Middle Name:	W	<--	William
Gender:	M		M
Date Of Birth:	6/30/1988		6/30/1988
SSN:	591257517		591257517
Last Updated:	4/7/2011 10:38:38 AM	<--	4/7/2011 11:29:20 AM
Last Updated By:	Matthew Dicke (826)	<--	Matthew Dicke (826)

~~Please confirm changes to NDE Staff ID record: Middle Name~~

Yes, use this ID and update Staff ID record | No, cancel and return to Batch Resolve

Fields that differ are highlighted in yellow. The NDE Staff ID system record is shown on the left, and the district's staff record is shown on the right.

The arrows between the fields indicate which field will be updated. In the above example, the Staff ID record will have the middle name changed to "William". This middle name is updated and is indicated with a left arrow. The district's staff record will have the Staff ID of "5107963875".

Note: Fields with a left arrow (<--) will result in a change to the NDE Staff ID assignment record with data from the district's staff record.

Note: Fields with a right arrow (-->) will result in a change to the district's staff record with data from the NDE Staff ID assignment record.

To confirm the assignment of the Staff ID record, select **"Yes, Continue and Update Staff ID record"**. Otherwise select **"No, Cancel and Return to Batch Resolve"**.

Batch Resolved

When all near matches are resolved, the “**Continue and Assign Staff IDs**” button will be enabled.

Batch Assign IDs

6 record(s) found with possible matches.

5 record(s) resolved.

4 new Staff IDs will be assigned.

View: 

Batch ID: 1 Status: Resolving_Near_Matches

Description: first try or other comment goes here

Updated: 4/6/2011 1:49:25 PM

Sequence	Near Matches	Action	Staff ID	SSN	Last Name	First Name	Middle Name	Local ID
1	0		[create]	555127890	Doe	John	R	JDoe1
2	1	<input type="button" value="Change"/>	6011683654	555119876	NewTeacher	Abby	B	nabby
3	4	<input type="button" value="Change"/>	5107963875	591257517	Teacher	Bob	William	BT1
4	2	<input type="button" value="Change"/>	5640144243	654673175	Principal	Jane	H	001
5	1	<input type="button" value="Change"/>	[cancel]	444229876	Teacher	Bobbie	A	
6	0		[create]		Librarian	John	M	JL
7	2	<input type="button" value="Change"/>	2134988331		Teacher	Tom	D	tom
8	2	<input type="button" value="Change"/>	[create]		Instructor	Bob	M	002
9	0		[create]	555161771	Doe	Jane	S	JDoe1

Updated By: Matthew Dicke (826)

In the above example, the records with Staff ID column of “[create]” will be assigned a new Staff ID. Records with “[cancel]” will not be assigned a Staff ID.

Records with a “Change” button indicate choice of action to resolve the record was made. This action can be changed by clicking on the “**Change**” button. See “Resolving Near Matches” for selecting an action.

Assign Staff IDs

The processing of assigning Staff IDs may take a few seconds to several minutes, depending on the size of the file and processing queue. (See below)

Batch Search

Batch Status:

Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	4/6/2011	1	first try or other comment goes here	9	Finished	(Assigning Staff IDs...)

When the processing is completed, the option to download the file will be shown. (See below)

Batch Search

Batch Status:

Any

	Date Uploaded	Batch ID	Description	Number of Records	Status	Next Action
View	4/6/2011	1	first try or other comment goes here	9	Finished	Download

1. Click "**Download**" to download the finished batch file. See the next step "Downloading Export File".

Downloading Export file

See “NDE Staff ID Export/Download File Layout” (page 29) for additional information.

The export/download file may be in three formats, designated by the file’s extension:

1. TXT file (select file delimiter of comma or tab)
2. CSV file (comma separated)
3. TAB file (tab separated)

Batch Download Add To Download Cart

Batch ID: 1 Status: Finished
Description: first try or other comment goes here
Updated: 4/12/2011 11:35:21 AM

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼
Include column headers? Yes ▼
Note: If Yes, then the first row contains column headers and data starts on second row.
TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼
Create Download File
Back to Batch Search

Column headers may be included in the download file by selecting “**Yes**” for “Include column headers?”.

Click “**Create Download File**” to create the download file.

Batch Download Add To Download Cart

Batch ID: 1 Status: Finished
Description: first try or other comment goes here
Updated: 4/12/2011 11:35:21 AM

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼
Include column headers? Yes ▼
Note: If Yes, then the first row contains column headers and data starts on second row.
TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼
Ready--> Right-Click **here** and choose 'Save Target As..' to save the file to disk.
[Download 99-0000-000_Batch1.TXT](#)
Back to Batch Search

Right-click the link and choose “**Save Target As..**” to save the file to disk. To view the file in the browser, click on the download link and select “**Open**”.

```
SSN, LOCALID, LASTNAME, FIRSTNAME, MIDDLENAME, GENDER, BIRTHDATE, NDE_STAFF_ID
555127890, JDoe1, Doe, John, R, M, 8/25/1989, 2141670547
555129876, nabby, NewTeacher, Abby, B, F, 12/31/1910, 6011683654
591257517, BT1, Teacher, Bob, William, M, 6/30/1988, 5107963875
654673175, 001, Principal, Jane, H, F, 1/1/1963, 5640144243
444229876, , Teacher, Bobbie, A, F, 4/30/1990, [cancel]
, JL, Librarian, John, M, M, 5/3/1981, 4413530334
, tom, Teacher, Tom, D, M, 4/30/1982, 2134988331
, 002, Instructor, Bob, M, M, 4/2/1967, 5962300889
555161771, JDoe1, Doe, Jane, S, F, 7/13/1998, 3645825102
```

The Download Cart can combine multiple batch files into a single download file. Select **“Add to Download Cart”** to add the current batch to the download cart. See **“Download Cart”** for more information.

Download Cart

The download cart allows multiple batches to be combined in a single download file. Batches must have the status of “Finished” before being added to the download cart. Finished batches can be added or removed from the download cart at any time.

1. Batches may be added to the download cart by clicking “**Add To Download Cart**” on the batch download screen

Batch Download

Batch ID: 11 Status: Finished
Description: corrected data
Updated: 12/3/2010 9:40:39 AM
Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▾
Include column headers? Yes ▾
Note: If Yes, then the first row contains column headers and data starts on second row.
TXT File Delimiter: (comma or tab delimited) Comma Delimited ▾

2. Select “**Download Cart**” from the navigation menu.

NDE Staff ID

- Individual
 - Staff Search
 - Add Staff
- Batch Process
 - Batch Upload
 - Batch Search
 - Download Cart**

3. From the Batch Download Cart screen, you can view any of the batches in the card, remove a batch from the cart, or remove all the batches in the cart.

Batch Download Cart

	Date Uploaded	Batch ID	Description	Number of Records	Status	
<input type="button" value="View"/>	12/3/2010	11	corrected data	6	Finished	<input type="button" value="Remove from Cart"/>

4. To download all the batches in the cart, click “**Download All Batches in Download Cart**”.

Batch Download Cart (Download All Batches in Cart)

Batch IDs: 1;4;

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼

Include column headers? Yes ▼

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼

Create Download File

Back to Download Cart

5. Click **“Create Download File”** to generate the single download file with all the batches.

Batch Download Cart (Download All Batches in Cart)

Batch IDs: 1;4;

Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID) ▼

Include column headers? Yes ▼

Note: If Yes, then the first row contains column headers and data starts on second row.

TXT File Delimiter: (comma or tab delimited) Comma Delimited ▼

Ready-->

Right-click **here** and choose 'Save Target As..' to save the file to disk.

[Download 99-0000-000 DownloadCart.TXT](#)

Back to Download Cart

6. Right-click the link and choose **“Save Target As..”** to save the file to disk. To view the file in the browser, click on the download link and select **“Open”**.

NDE Staff ID

Import/Upload Batch File Layout

Import/Upload Batch File Layout

This document will provide the layout of the batch files for uploading or importing into the NDE Staff ID system. Staff may be reported only once to be assigned a NDE Staff ID.

Staff First, Last, and Middle Name

The following guidelines should be followed regarding staff names:

- 1) The names provided should correspond to the name of the person's official name.
- 2) Remove parenthesis.
- 3) Remove all special characters (such as periods, commas, asterisks, exclamation points).

Filenames

Filenames may contain characters, periods, underscores, or hyphens. Spaces and other special characters are not permitted.

File Types and Extensions

Input files must be in one of these formats:

- 1) A comma or tab separated file with file extension of "TXT".
- 2) A comma separated file with file extension of "CSV".
- 3) A tab separated file with file extension of "TAB".

Delimiters

Fields must be delimited by a single tab or comma. The same delimiter must be used throughout the file.

Processing

The Staff ID System allows certain errors found within a Staff Batch File to be repaired by the "Edit" function. However, other problems will result in the entire file being rejected include, but not limited to:

- 1) The number of fields is not correct.
- 2) The file is not tab or comma delimited.
- 3) The file is larger than 5MB.
- 4) The file is taking too long to upload (website timeout error).

Record Layout

Please note: all fields are required except for SSN, Local ID, and Middle Name/Initial.

Field Name	Data Type	Required	Notes/Format Details	Sample Data
SSN	VarChar(9)	No	Allowed format is with or without dashes.	555127890 (or) 555-12-7890 (or) (blank)
Local ID	Varchar(30)	No	Optional identifier	JDoe1
Last Name	Varchar(30)	Yes		Doe
First Name	Varchar(30)	Yes		John
Middle Name/Initial	Varchar(30)	No	Middle name or middle initial	R (or) Roger
Gender Code	Varchar(1)	Yes	Valid values: F- Female M-Male	M
Birth Date	Varchar(10)	Yes	Allowed formats: 'mm/dd/yyyy' or 'mm-dd-yyyy' or 'yyyy/mm/dd' or 'yyyy-mm-dd'	8/25/1993 (or) 1993-8-25

The input file may or may not have the first row contain column headings. Choose yes or no for "First row contains column headers?" when uploading a file. The fields must be in the proper order in the record layout, despite the order of the column headers.

Note: SSN is not a required field. If SSN is provided, searching for near matches is improved and results in better accuracy.

NDE Staff ID

Export/Download File Layout

Export/Download File Layout

This document will provide the layout of the batch files downloaded or exported from the NDE Staff ID system.

The NDE Staff ID system allows the batch file to be downloaded at several points during the Staff ID assignment process. Therefore, a batch file may or may not have the NDE Staff ID column. However, the layout described here reflects the finished batch file when completing the NDE Staff ID assignment process.

Users can download one batch file at a time or multiple batches using the Download Cart. See NDE Staff ID User Manual for download instructions. Each batch file will have the same record layout.

File Types and Extensions

Exported or downloaded batch files will have a file extension of "TXT", "CSV", or "TAB".

The downloaded files may be opened in Microsoft Excel. Please note if the file is subsequently saved in Microsoft Excel, leading zeros may be missing or other fields may be reformatted depending on your settings in Microsoft Excel. Please refer to the instructions "Opening a .txt or .csv File With Microsoft Excel" available on Nebraska Department of Education's website at: <http://www.education.ne.gov/nssrs/>

Delimiters

Fields will be delimited by a single tab or comma. The type of file delimiter is chosen when downloading the batch file.

Record Layout

The file may or may not have the first row contain column headings. Choose yes or no for “Include column headers?” when downloading the batch file.

Field Name	Data Type	Null or Blank Allowed	Notes/Format Details	Sample Data
SSN	Varchar(9)	Yes	No dashes	555127890
LOCALID	Varchar(30)	Yes	Optional identifier	JDoe1
LASTNAME	Varchar(30)	No		Doe
FIRSTNAME	Varchar(30)	No		John
MIDDLENAME	Varchar(30)	Yes	Middle name or middle initial	R (or) Roger
GENDER	Varchar(1)	No	Valid values: F- Female M-Male	M
BIRTHDATE	Varchar(10)	No	'mm/dd/yyyy'	8/25/1993
NDE_STAFF_ID	Varchar(10)	No	10-digital number (or) [cancel] (see NDE Staff ID field below)	1234567890

Note: The exported or downloaded file record layout is similar to the import or upload file record layout, with the exception of the Staff ID is added as the last column.

NDE Staff ID field

There are different possible values of NDE Staff ID field, which is determined during the Staff ID assignment process:

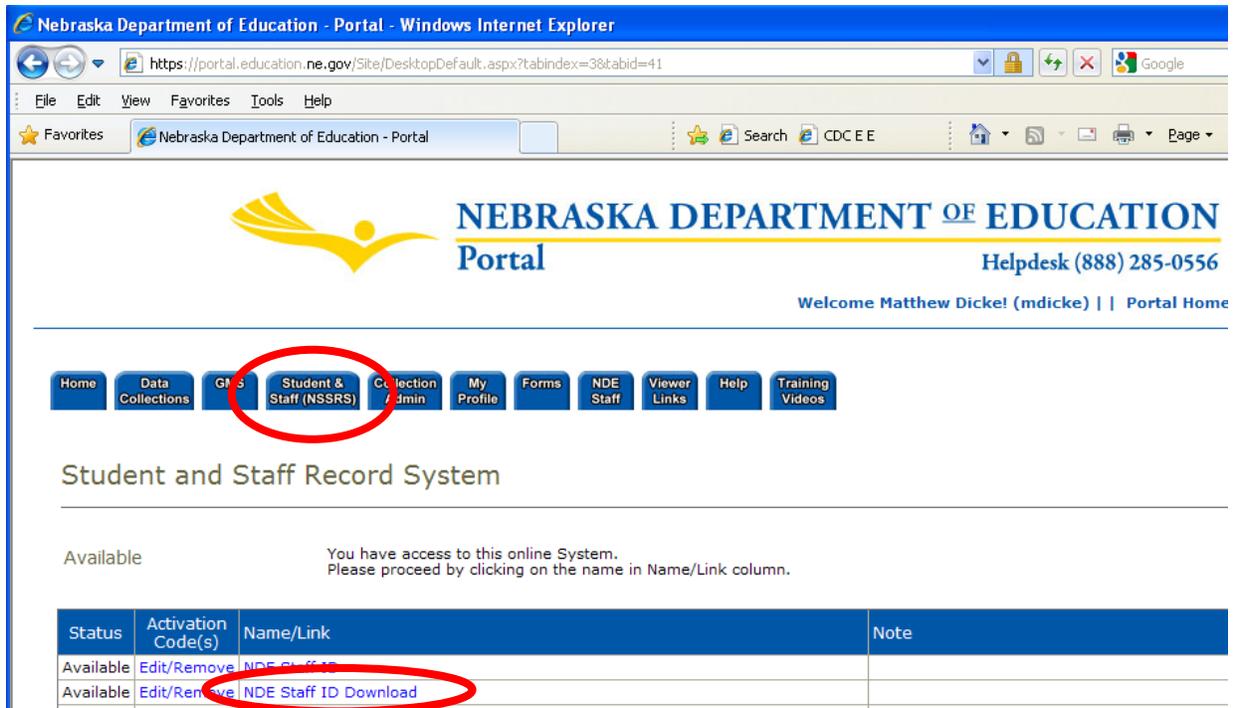
- 1) A new NDE Staff ID is assigned; therefore the NDE Staff ID field will contain a 10-digit number.
- 2) A existing NDE Staff ID is found for this staff person, therefore the NDE Staff ID field will contain a 10-digit number
- 3) The record was cancelled during the NDE Staff ID assignment process; therefore the field will contain “[cancel]”. This record was not assigned an NDE Staff ID.

NDE Staff ID Download

**How to Download
Download File Format**

Log into NDE Staff ID Download Using the NDE Portal

NDE Staff ID Download is found under the “Student & Staff (NSSRS)” tab in the NDE Portal. An NDE Portal activation code will be needed to be able to access the NDE Staff ID or the NDE Staff ID Download system. Activation codes are available from your District Administrator. They are found on his/her portal account under the “District Admin” tab.



The screenshot shows the Nebraska Department of Education Portal. The navigation menu includes: Home, Data Collections, GIS, **Student & Staff (NSSRS)**, Collection Admin, My Profile, Forms, NDE Staff, Viewer Links, Help, and Training Videos. The 'Student and Staff Record System' section is active, displaying a table of available systems. The 'NDE Staff ID Download' link is circled in red.

Status	Activation Code(s)	Name/Link	Note
Available	Edit/Remove	NDE Staff ID	
Available	Edit/Remove	NDE Staff ID Download	

How To Download

- 1) Once logged into the NDE Staff ID Download application, there are four options of downloadable files containing Staff ID. Any or all of these files can be downloaded. Choose one the files to be downloaded:

"Staff from NSSRS for the 2011-12 school year"

List of all staff submitted to NSSRS for the 20112012 school year.

- 2) Select the desired file template with file extension “TXT”, “CSV”, or “TAB”.
- 3) For “Include column headers?”, select “Yes” or “No” to include them in the download file

- 4) Select **“Comma Delimited”** or **“Tab Delimited”** for the file format.
- 5) Next, click **“Create Download File”**.

The screenshot shows the 'NDE Staff ID > Staff ID Download' page. The current login is 'Ginny Carter'. The page title is 'Staff from NSSRS for the 2011-2012 school year'. The main content area contains a form with the following fields and options:

- Choose File: Staff from NSSRS for the 2011-2012 school year
- Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID)
- Include column headers? Yes
- Note: If Yes, then the first row contains column headers and data starts on second row.
- TXT File Delimiter: (comma or tab delimited) Comma Delimited
- Create Download File

- 6) Once the download file has been created, a download link to the file will be visible. (See below)

The screenshot shows the 'NDE Staff ID > Staff ID Download' page. The current login is 'Ginny Carter'. The page title is 'Staff from NSSRS for the 2011-2012 school year'. The main content area contains a form with the following fields and options:

- Choose File: Staff from NSSRS for the 2011-2012 school year
- Template: TXT (*.txt) file - NDE StaffID Template (last column is Staff ID)
- Include column headers? Yes
- Note: If Yes, then the first row contains column headers and data starts on second row.
- TXT File Delimiter: (comma or tab delimited) Comma Delimited
- Ready--> Right-Click [here](#) and choose 'Save Target As..' to save the file to disk.
- [Download 99-0000-000 STAFF.TXT](#)

- 7) To view the file, click on the download link and select **“Open”**.
OR
Right-click the link and choose **“Save Target As..”** to save the file to disk.

Download File Format

Field Name	Data Type	Notes/Format Details	Sample Data
AGENCY ID	Varchar(11)	Dashes.	99-9999-000
LOCAL_STAFF_ID	Varchar(20)	Local Staff ID [Staff Snapshot: Alternate Staff ID (57)].	(blank) OR District/System Local Staff ID
LASTNAME	Varchar(30)		Doe
FIRSTNAME	Varchar(30)		John
MIDDLENAME	Varchar(30)	May be blank or middle initial only.	(blank) OR R OR Roger
GENDER	Varchar(1)	values: F- Female M-Male	M
BLANK FIELD	Varchar(10)	Blank	Blank
NDE_STAFF_ID	VarChar(10)	Assigned NDE Staff ID, 10-digit number.	1234567890

Note: The download file may have column headings, and can be comma delimited or tab delimited. These file format options are selected prior to creating the download file.

Note: The "LOCAL_STAFF_ID" field is the district/system's previously provided Local Staff ID [Staff Snapshot: Alternate Staff ID] from prior years. This is an optional field, and therefore may be blank.

Change Summary

Version 2.1.0 – April 19, 2012

1. Added NDE Staff ID Download - User Guide

Version 2.0 – February 23, 2012

1. All three (3) Staff ID documents merged into one document.
 - a. NDE Staff ID – User Guide
 - b. NDE Staff ID - Export/Download File Layout
 - c. NDE Staff ID – Import/Upload Batch File Layout
2. Discontinued NDE Staff ID Download – User Guide

Version 1.1 – NDE Staff ID Download - August 1, 2011

1. Changed the download file format to be similar to the NDE Staff ID Export/Download file layout. Refer to “NDE Staff ID Export/Download File Layout, Version 1.0 – April 22, 2011”.
 - a. Reordered the “LOCAL_STAFF_ID” to second field.
 - b. Added “MIDDLENAME” as the fifth field.

Version 1.0 – April 22, 2011
