



Synergy - Behavior Upload Guide

- This upload will enter Behavior data into Synergy on the Student Discipline screen.
- Complete the Behavior upload **after** the Student Enrollment upload has been successfully uploaded – students must first be enrolled before behavior data can be entered.

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File Preparation:

Option 1: use your local Student Information System such as Infinite Campus, Power School or Web2School to export a file. You will need to work with your local SIS for assistance in downloading the file from their system.

Option 2: Fill out the Behavior sample file which can be downloaded from here:

<https://www.maine.gov/doe/data-reporting/Student>


(Note: the sample file has example students that you will need to delete.)

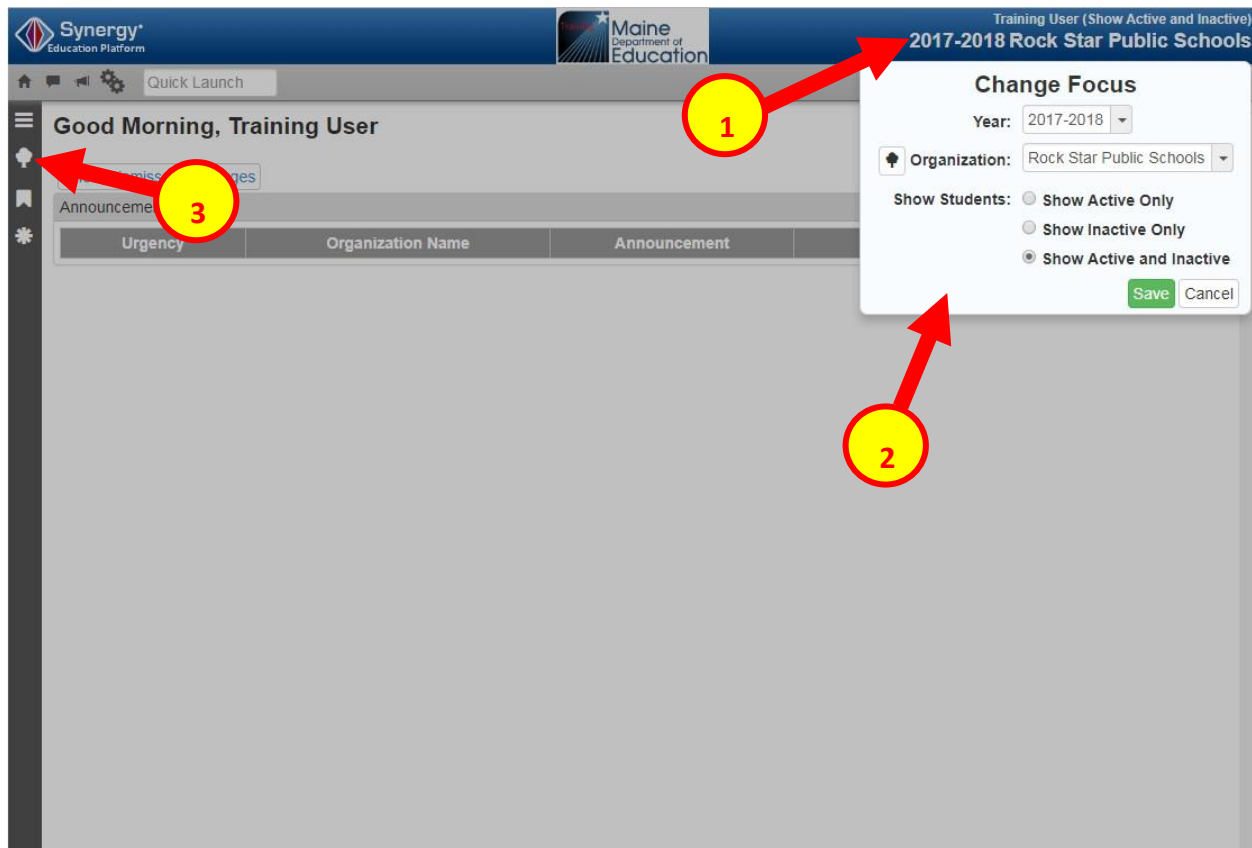
The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

The Behavior upload file must have the 10 required columns. The Behavior Upload requirements document lists the columns and the order they must be in. The Behavior Upload requirements document can be downloaded from here:

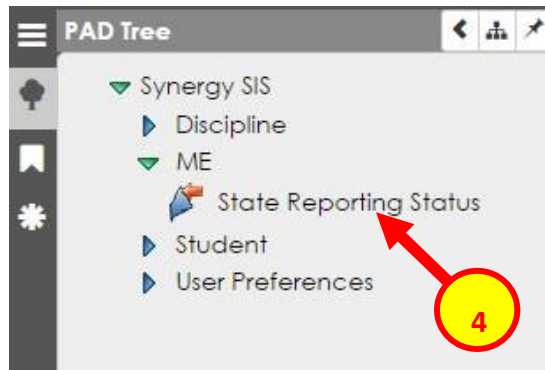
<https://www.maine.gov/doe/data-reporting/Student>

File Upload:

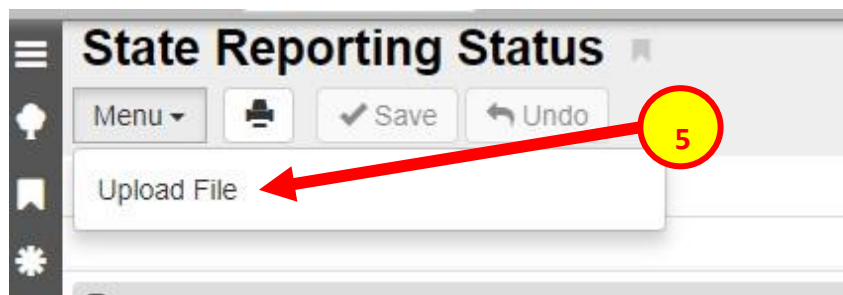
1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
Year: Select the current school year (the example picture shows 2017-2018)
Organization: Choose your district (the example picture shows Rock Star Public Schools)
Show Students: Show Active and Inactive
3. Click on the PAD Tree icon. 



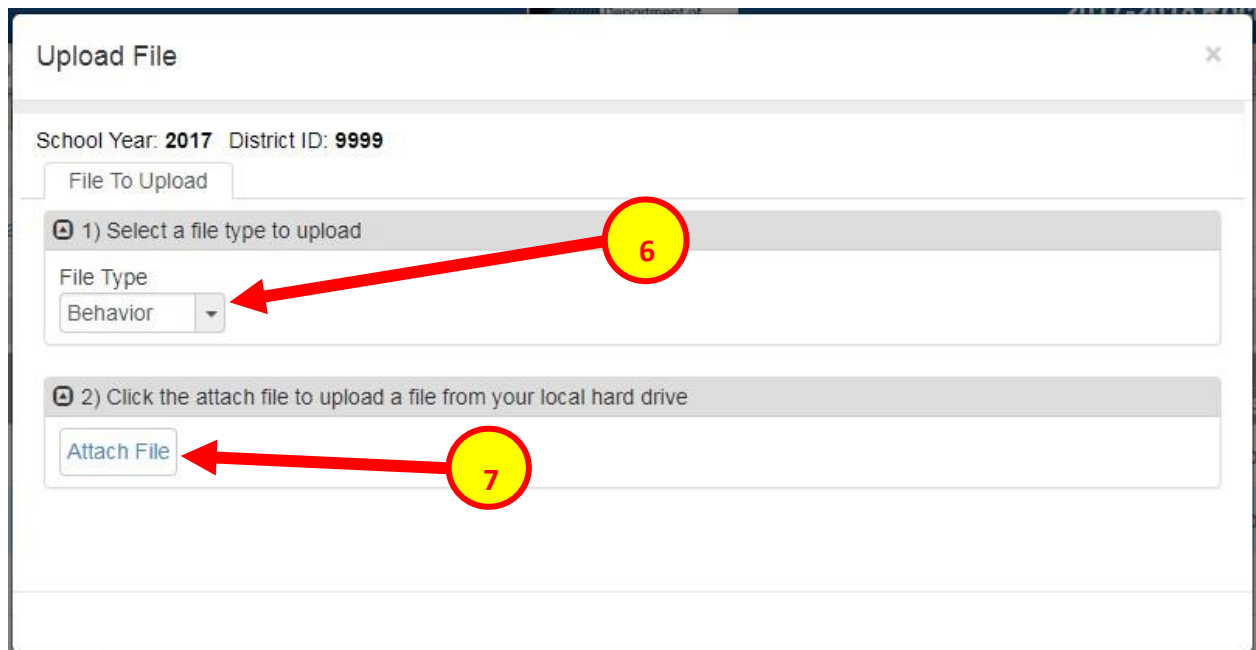
4. Click the arrow next to Synergy SIS to expand the section.
 - a. Click the arrow next to ME to expand the section.
 - b. Click State Reporting Status.



5. In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:



6. In the Upload File box, click the File Type drop down. Select **Behavior**.
7. Click the **Attach File** button.



8. In the File Upload box, click **Choose File**.
9. Locate your file and then click the **Upload** button.

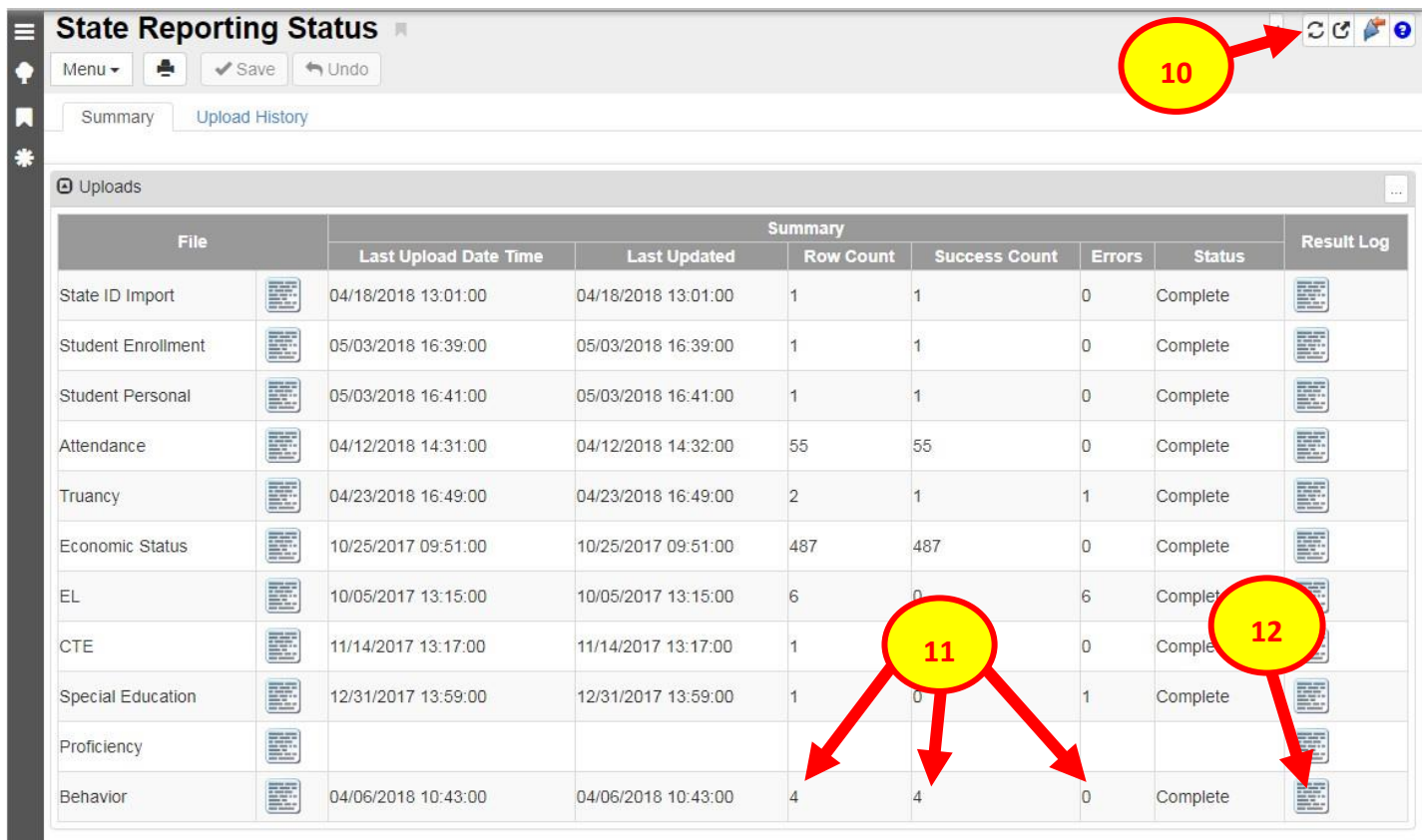


10. On the State Reporting Status page, click the refresh button in the top right.














11. The upload is complete when numbers appear in the Row Count, Success Count and Error columns. (You may need to click the refresh button multiple times).

12. Click on the **Result Log** to the right and download the file.



The screenshot shows the 'State Reporting Status' page. At the top right, there is a refresh button (labeled 10). Below the header, there are tabs for 'Summary' and 'Upload History'. The main content area is titled 'Uploads' and contains a table with columns: File, Last Upload Date Time, Last Updated, Row Count, Success Count, Errors, Status, and Result Log. The table lists various data uploads, including State ID Import, Student Enrollment, Student Personal, Attendance, Truancy, Economic Status, EL, CTE, Special Education, Proficiency, and Behavior. Red arrows point to the 'Row Count', 'Success Count', and 'Errors' columns for the 'Behavior' row (labeled 11) and to the 'Result Log' column for the 'Behavior' row (labeled 12).

File	Summary						Result Log
	Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	
State ID Import	04/18/2018 13:01:00	04/18/2018 13:01:00	1	1	0	Complete	
Student Enrollment	05/03/2018 16:39:00	05/03/2018 16:39:00	1	1	0	Complete	
Student Personal	05/03/2018 16:41:00	05/03/2018 16:41:00	1	1	0	Complete	
Attendance	04/12/2018 14:31:00	04/12/2018 14:32:00	55	55	0	Complete	
Truancy	04/23/2018 16:49:00	04/23/2018 16:49:00	2	1	1	Complete	
Economic Status	10/25/2017 09:51:00	10/25/2017 09:51:00	487	487	0	Complete	
EL	10/05/2017 13:15:00	10/05/2017 13:15:00	6	0	6	Complete	
CTE	11/14/2017 13:17:00	11/14/2017 13:17:00	1	0	0	Complete	
Special Education	12/31/2017 13:59:00	12/31/2017 13:59:00	1	0	1	Complete	
Proficiency							
Behavior	04/06/2018 10:43:00	04/06/2018 10:43:00	4	4	0	Complete	

Results:

If all Student Enrollment data was successfully uploaded, you will receive this message in the result log:

```
Behavior Import Error Log  
All Records completed successfully
```

If not all Student Enrollment data was uploaded, the result log will have 5 columns:

Row Number: corresponds to the row in the upload file that had the error.

SAU ID: is the SAU ID found in the upload file

School ID: the ID used in your local SIS

State Student Number: The student's State ID

Error: a message about why the data was not uploaded

The following Error messages indicate there was an issue processing the student's data:

ERROR	RESOLUTION
Incident Type is required	<p>Incident Type field is blank in the file OR Incident Type field in the file is not the correct code. A list of Incident Type codes can be found at this link: https://www.maine.gov/doe/data-reporting/Student</p>
Resolution Type is required	<p>Resolution Type field is blank in file OR Resolution Type field in the file is not the correct code. A list of Resolution Type codes can be found at this link: https://www.maine.gov/doe/data-reporting/Student OR Only the Other Consequences field has data. Other Consequences must be used in conjunction with a Resolution Type.</p>
Weapon Type is required	<p>The Weapon Type field is required to have data if the Incident Type is Weapons Possession</p>
Enrollment not found on 20180208.	<p>The Incident Date field in the file is a date that the student was not enrolled. Verify the dates of enrollment on the Student screen.</p>