

Synergy - CTE Credit Bearing Upload Guide

- This upload will enter CTE program data into Synergy on the Student CTE screen.
- Complete the CTE upload **after** the Student Enrollment upload has been successfully uploaded – students must have a primary enrollment and a concurrent enrollment at a CTE school prior to completing this upload.

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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 CTE sample file which can be downloaded from here:

https://www.maine.gov/doe/data/student/Synergy_upload.html

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

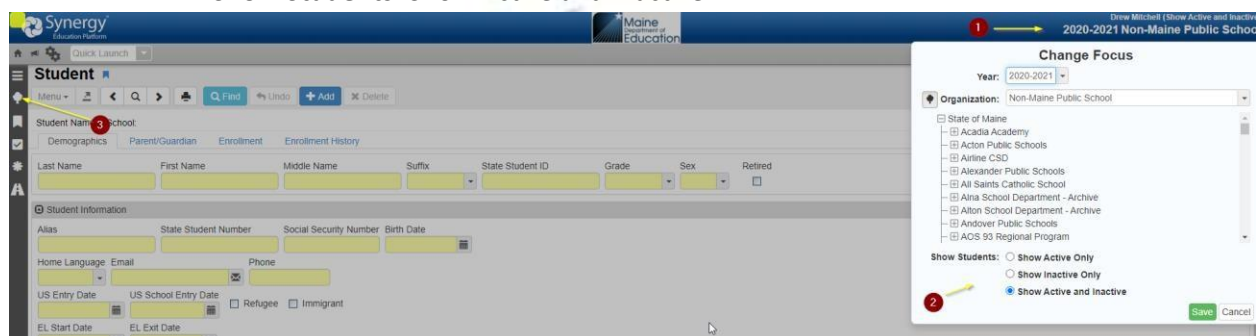
The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

The CTE Credit Bearing upload file must have the 9 required columns. The CTE Credit Bearing Upload requirements document lists the columns and the order they must be in. The CTE Upload requirements document can be downloaded here:

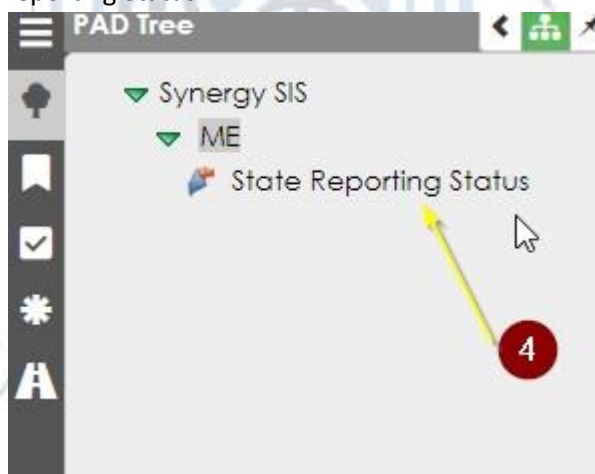
https://www.maine.gov/doe/data/student/Synergy_upload.html

File Upload:

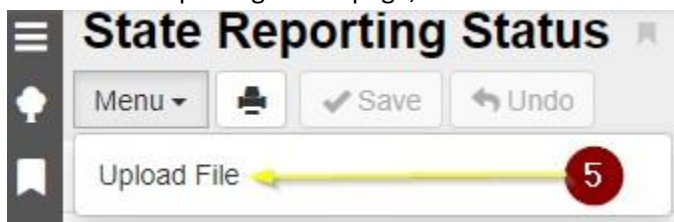
1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
Year: Select the current school year (the example picture shows 2020-2021)
Organization: Choose your district (the example picture shows Rock Star Public Schools)
Show Students: Show Active and Inactive



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**:



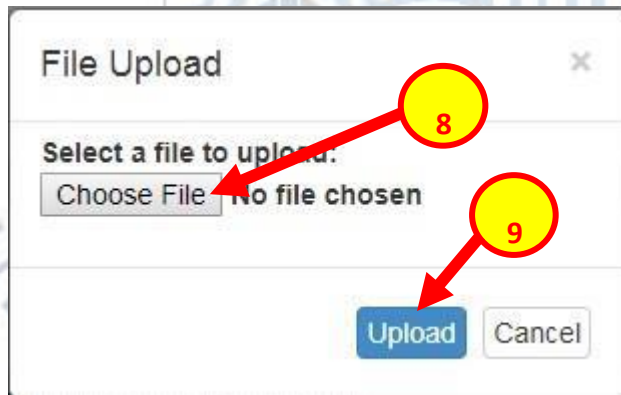
6. In the Upload File box, click the File Type drop down. Select **CTE**.

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.



times).

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



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

State Reporting Status

Menu Save Undo

Summary Upload History

Uploads

File	Last Upload Date Time	Last Updated	Summary Row Count	Success Count	Errors	Status	Result Log
State ID Import	12/15/2020 07:56:00	12/15/2020 07:56:00	3	3	0	Complete	
Student Enrollment	03/08/2021 08:34:00	03/08/2021 08:37:00	2163	2136	27	Complete	
Student Personal	02/23/2021 11:01:00	02/23/2021 11:04:00	1990	1781	209	Complete	
Tuancy	02/23/2021 11:00:00	02/23/2021 11:00:00	64	1319	3	Complete	
Economic Status	03/08/2021 08:38:00	03/08/2021 08:38:00	1411	93	93	Complete	
EL	03/08/2021 08:38:00	03/08/2021 08:38:00	28	25	3	Complete	
CTE Credit Bearing			2	0	2	Fatal Error	
CTE	04/01/2021 07:56:00	04/01/2021 07:56:00	0	0	0	Fatal Error	
Special Education	03/08/2021 08:38:00	03/08/2021 08:42:00	456	430	26	Complete	
Behavior	03/08/2021 08:37:00	03/08/2021 08:37:00	12	12	0	Complete	
Quarterly Attendance Import	01/12/2021 10:58:00	01/12/2021 10:59:00	214	212	2	Complete	
Student Exit							

Results:

If all CTE Credit Bearing data was successfully upload you will receive this message in the result file:

CTE Import Error Log
 All Records completed successfully

If not all CTE 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
Secondary enrollment not found at "Capital Area Technical Center"	There has not been a concurrent enrollment created for the student. The Student Enrollment upload must be completed before the CTE upload.
Unable to resolve CTE Code "43"	The CTE code in the upload file is incorrect. CTE codes can be found here: https://www.maine.gov/doe/data/student/Synergy_upload.html