

## Synergy - CTE 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.

### Contents

File Preparation:.....	1
File Upload:.....	2
Results:.....	5

### 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-reporting/Student>

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

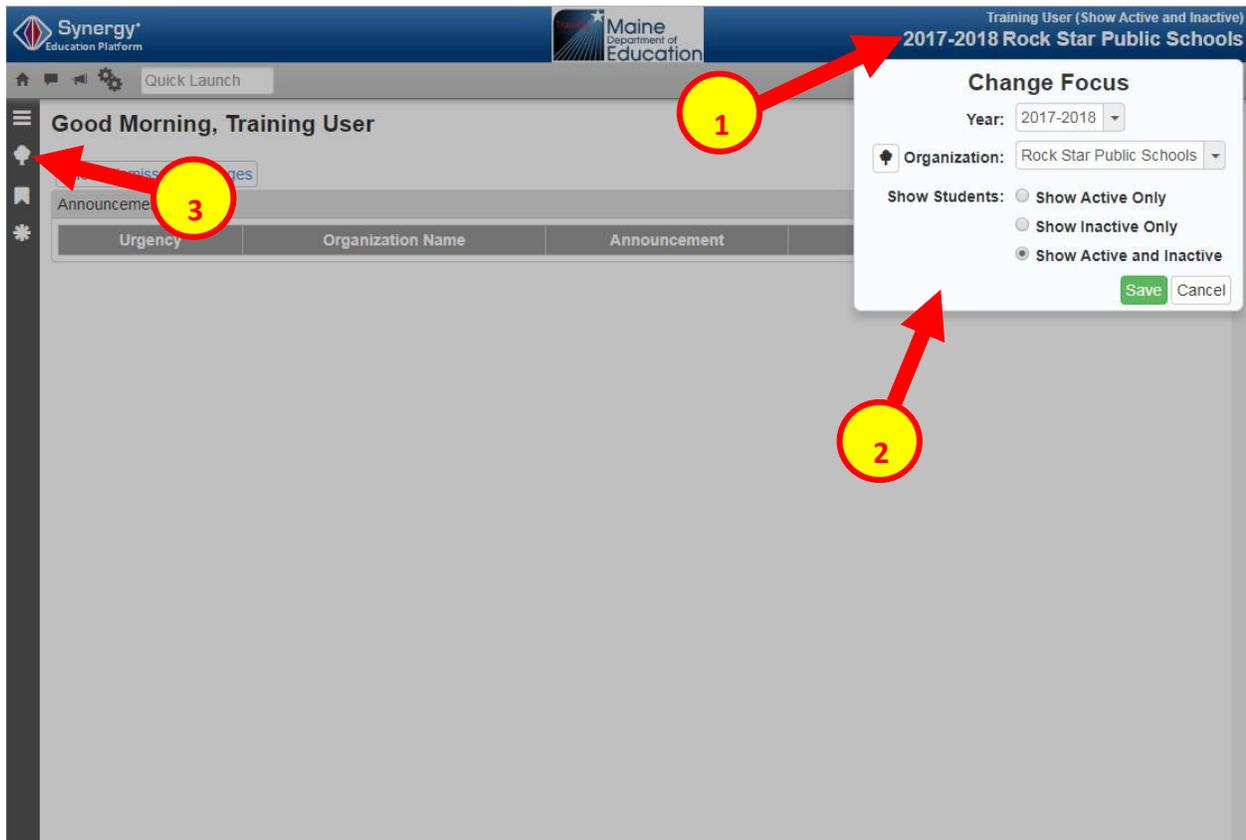
The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

The CTE upload file must have the 12 required columns. The CTE 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-reporting/Student>

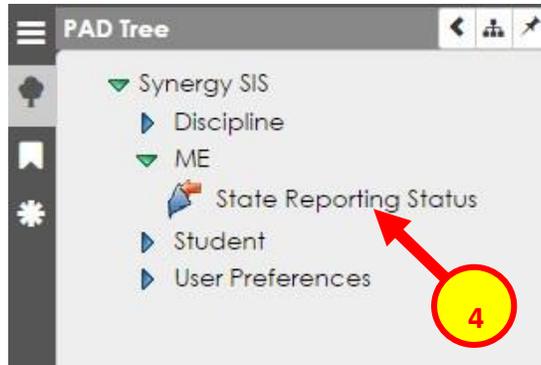
## File Upload:

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. 

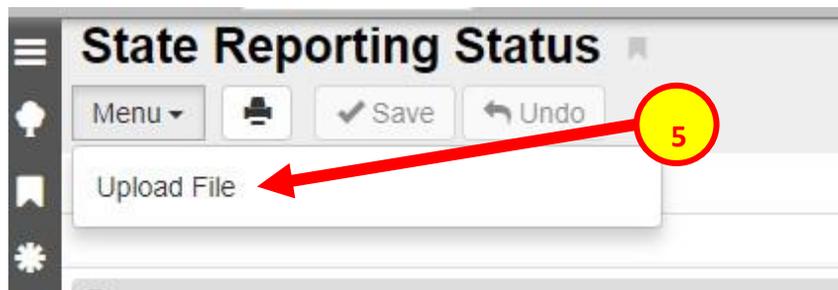


The screenshot shows the Synergy Education Platform interface. The top right corner displays the user's role as 'Training User (Show Active and Inactive)' and the current school year/district as '2017-2018 Rock Star Public Schools'. A 'Change Focus' dialog box is open, allowing the user to select the current school year (2017-2018), the organization (Rock Star Public Schools), and the student selection options (Show Active Only, Show Inactive Only, Show Active and Inactive). The 'Show Active and Inactive' option is selected. The 'Save' button is highlighted in green. Red arrows and yellow circles with numbers 1, 2, and 3 point to the school year/district name, the 'Save' button, and the PAD Tree icon respectively.

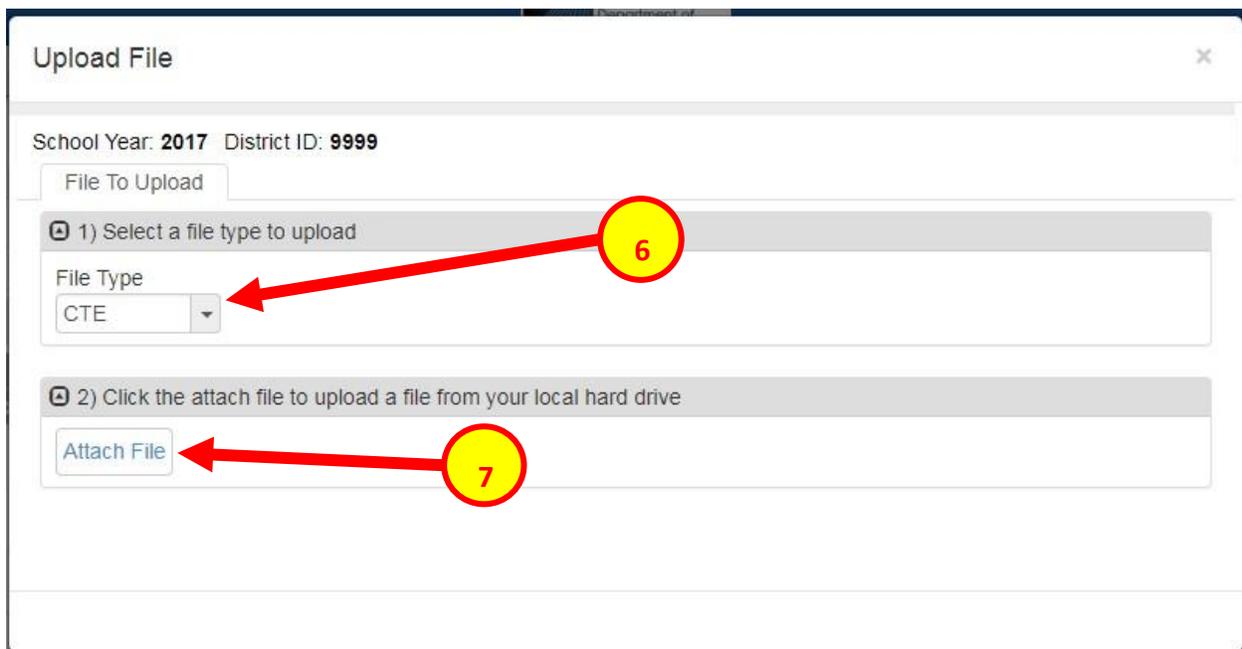
4. Click the arrow next to Synergy SIS to expand the section.
  - a. Click the arrow next to ME to expand the section.
  - b. Click State Reporting Status.



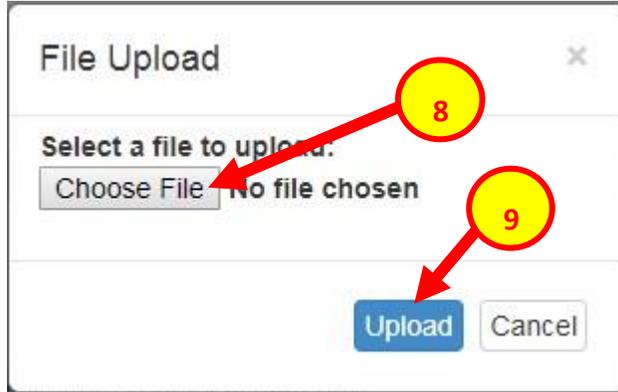
5. In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:



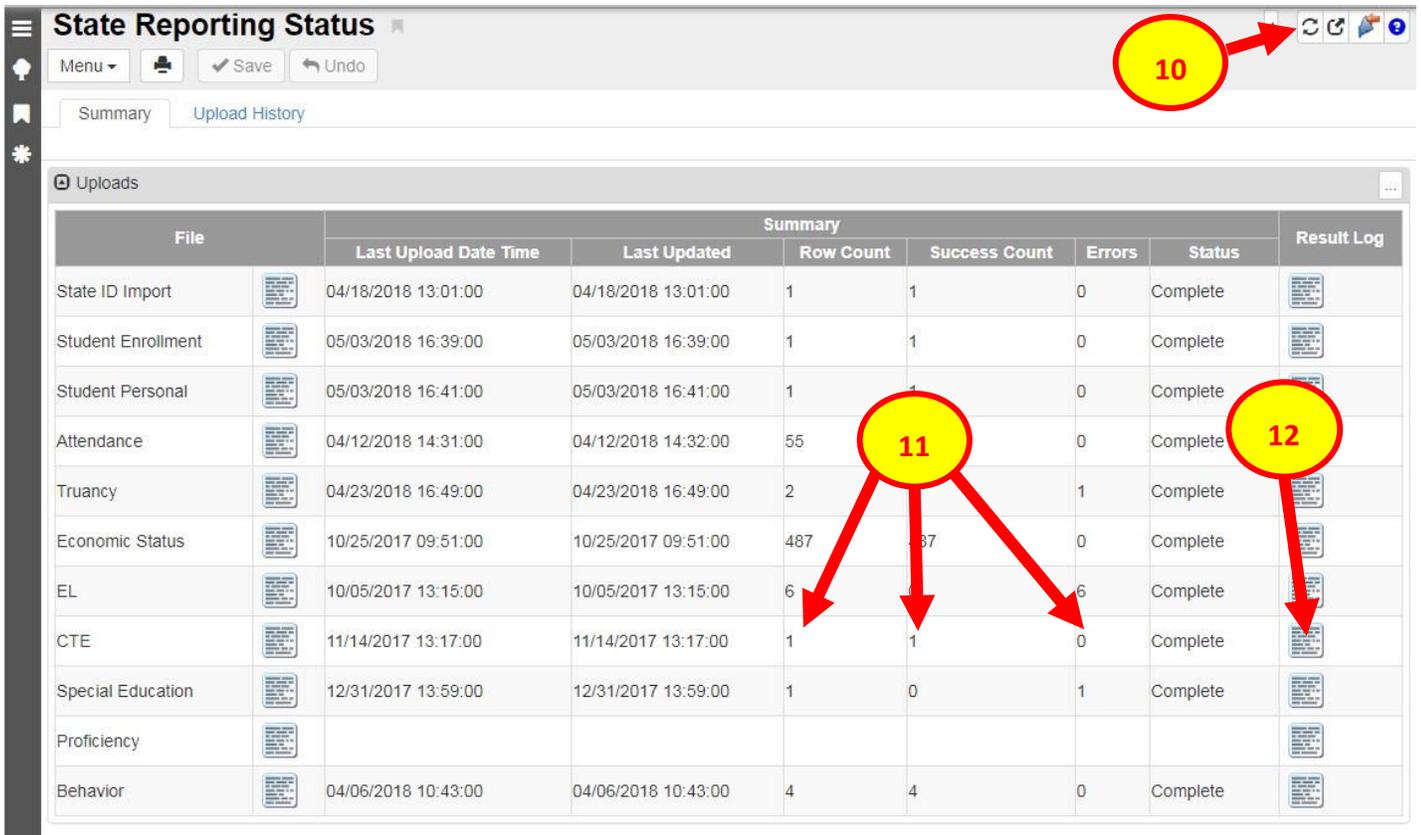
6. In the Upload File box, click the File Type drop down. Select **CTE**.  
7. Click the **Attach File** button.



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



- 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.



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	2	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	6	6	Complete		
CTE	11/14/2017 13:17:00	11/14/2017 13:17:00	1	1	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 CTE 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: <a href="https://www.maine.gov/doe/data/student/Synergy_upload.html">https://www.maine.gov/doe/data/student/Synergy_upload.html</a>