

## Synergy - EL Upload Guide

- This upload will enter the EL Start Date into Synergy on the Student screen.
- Complete the EL upload **after** the Student Enrollment upload has been successfully uploaded.
- Complete the EL upload **after** the Student Personal upload has been successfully uploaded – The US School Date and Home Language fields must be filled out on the Student Personal Upload file for the EL Upload to transfer correctly.

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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 EL 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.)

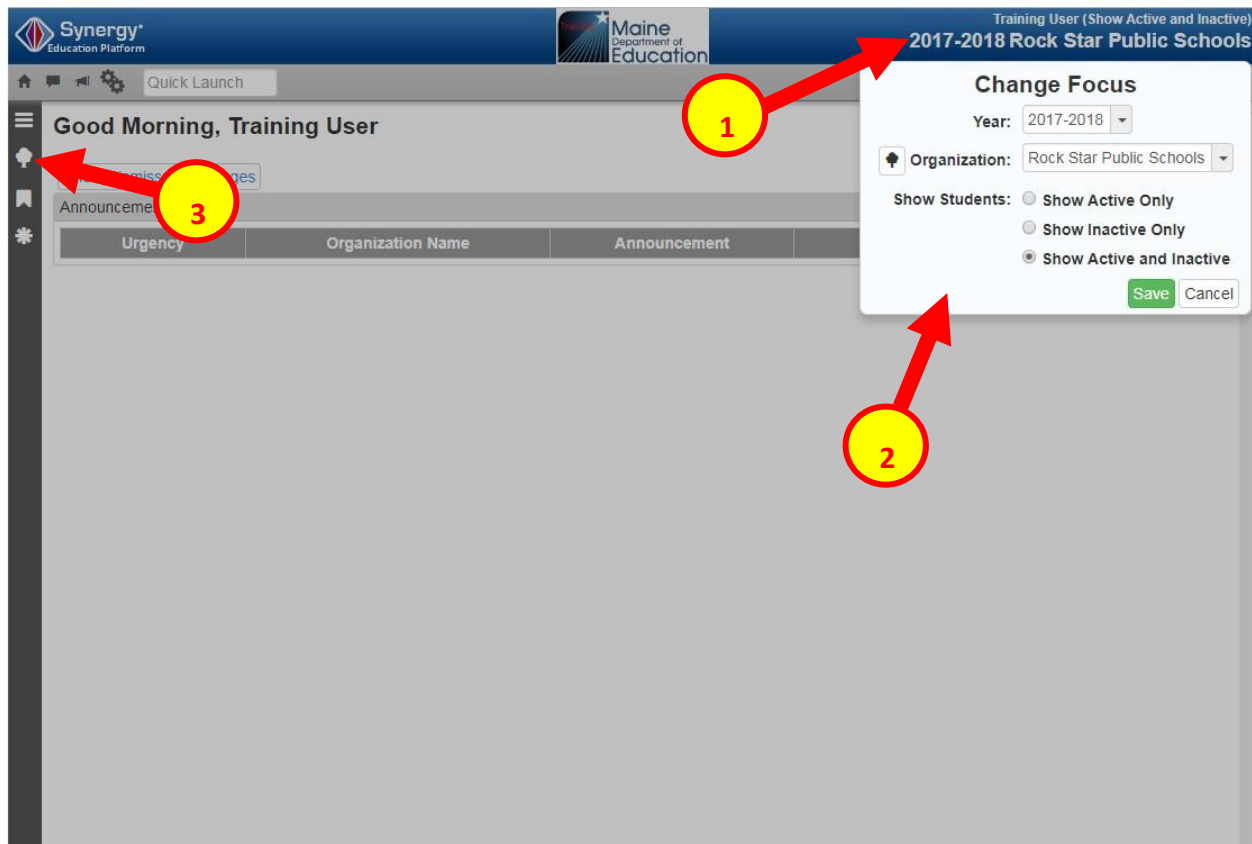
The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

The EL upload file must have the 5 required columns. The EL Upload requirements document lists the columns and the order they must be in. The EL Upload requirements document can be downloaded here:

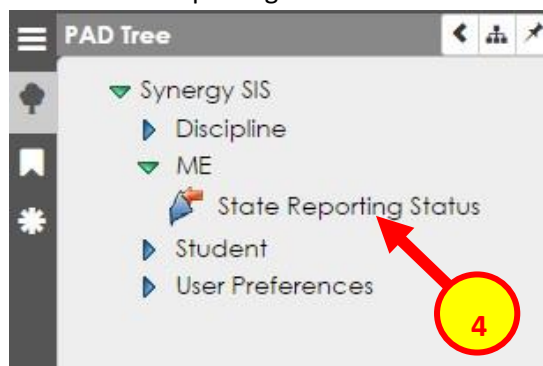
<https://www.maine.gov/doe/data-reporting/Student>

### File Upload:

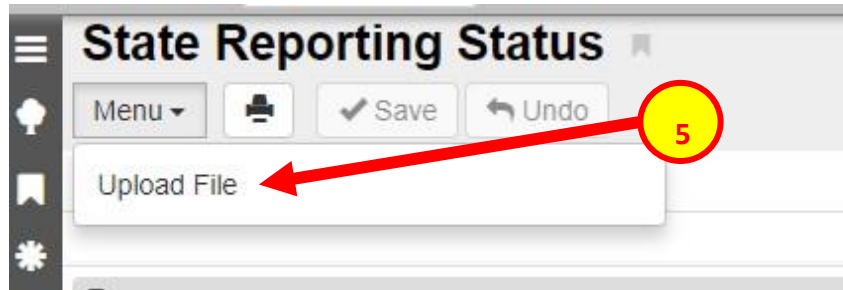
1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
  - Year:** Select the current school year (the example picture shows 2017-2018)
  - Organization:** Choose your district (the example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



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.



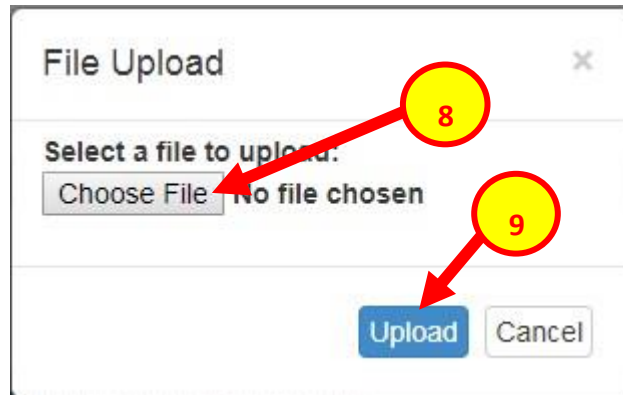
5. In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:



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

A screenshot of the 'Upload File' dialog box. At the top, it says 'Upload File' with a close button. Below that, it shows 'School Year: 2017' and 'District ID: 9999'. There is a tab labeled 'File To Upload'. Below the tab, there are two instructions: '1) Select a file type to upload' and '2) Click the attach file to upload a file from your local hard drive'. Under instruction 1, there is a 'File Type' dropdown menu with 'EL' selected. A red circle with the number 6 points to this dropdown. Under instruction 2, there is an 'Attach File' button. A red circle with the number 7 points to this button.

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

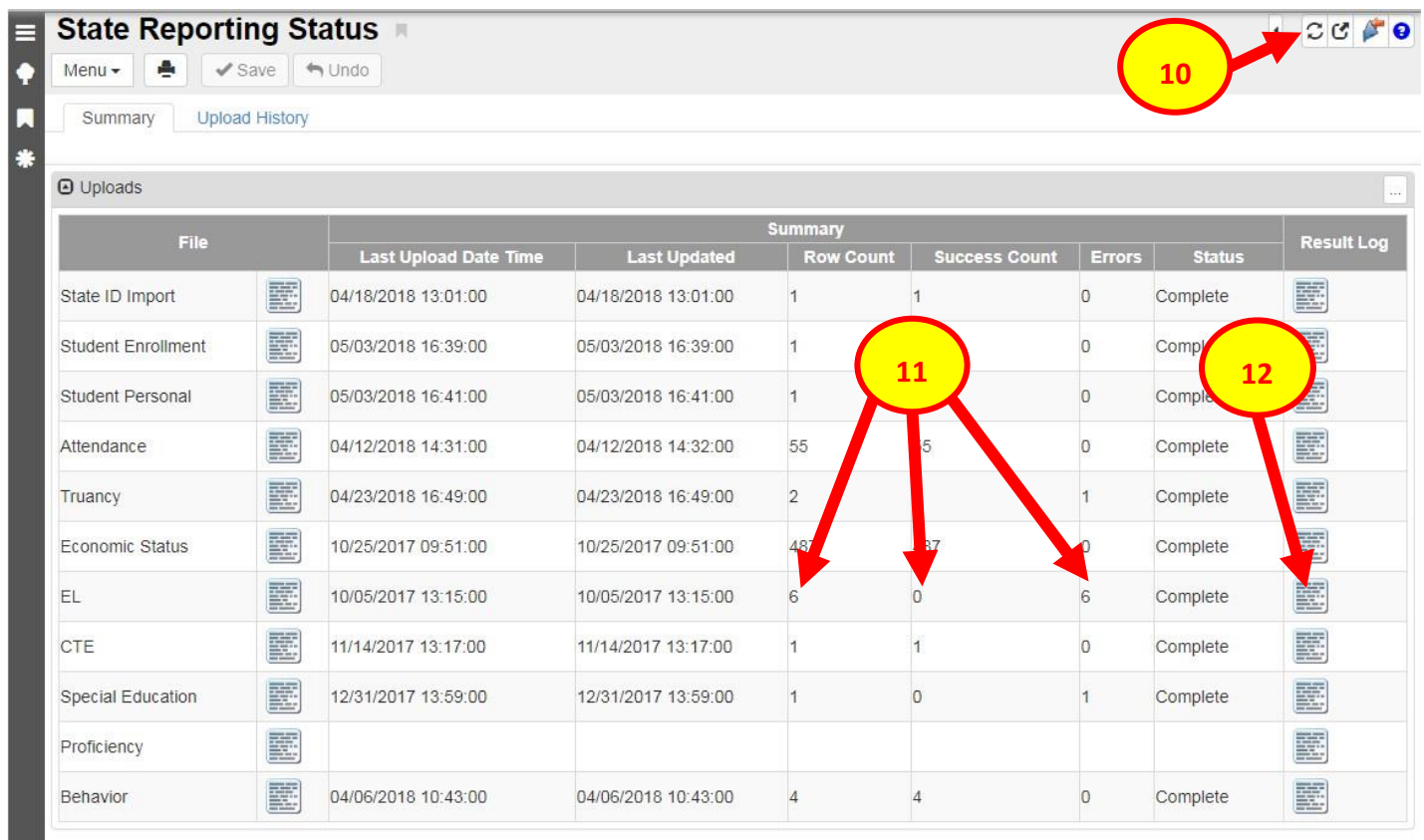


10. On the State Reporting Status page, click the refresh button in the top right.



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.


 A screenshot of the 'State Reporting Status' web application. The top header shows the title 'State Reporting Status' and a navigation menu with 'Menu', 'Save', and 'Undo'. On the right, there are icons for refresh, print, and help. A red circle with the number 10 points to the refresh icon. 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, Summary (which includes Row Count, Success Count, and Errors), Status, and Result Log. The table lists various data uploads such as 'State ID Import', 'Student Enrollment', 'Student Personal', 'Attendance', 'Truancy', 'Economic Status', 'EL', 'CTE', 'Special Education', 'Proficiency', and 'Behavior'. Red circles with numbers 11 and 12 are overlaid on the table. Circle 11 points to the 'Row Count', 'Success Count', and 'Errors' columns for the 'Economic Status' row. Circle 12 points to the 'Result Log' column for the 'Economic Status' row.
 

File	Last Upload Date Time	Last Updated	Summary			Status	Result Log
			Row Count	Success Count	Errors		
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		0	Complete	
Student Personal	05/03/2018 16:41:00	05/03/2018 16:41:00	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	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	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 EL data was successfully upload you will receive this message in the result file:**

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

**If not all EL data was uploaded, the result log will return errors. The 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
The SAU ID 28 does not match the user current focus SAU ID 14	The SAU ID in the file is incorrect. The SAU ID in the upload file should be of the SAU they are attending. SAU Codes can be found here: <a href="https://www.maine.gov/doe/data-reporting/SchoolsSAU">https://www.maine.gov/doe/data-reporting/SchoolsSAU</a>
US School Date must be populated through the Personal import file.	US School Date must be entered either through the Student Personal upload or manually added on the Student screen.
Start Date "20160106" must be on or after the US School Date "20160107"	The US School Date must be a date that is before the EL Start Date.