

MT Data Upload

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Districts that do not use Campus to manage their district data can use the State Edition Upload tool to upload files containing their district's student information to the State System. Files uploaded with the tool must conform to the File Specifications noted in the following information.

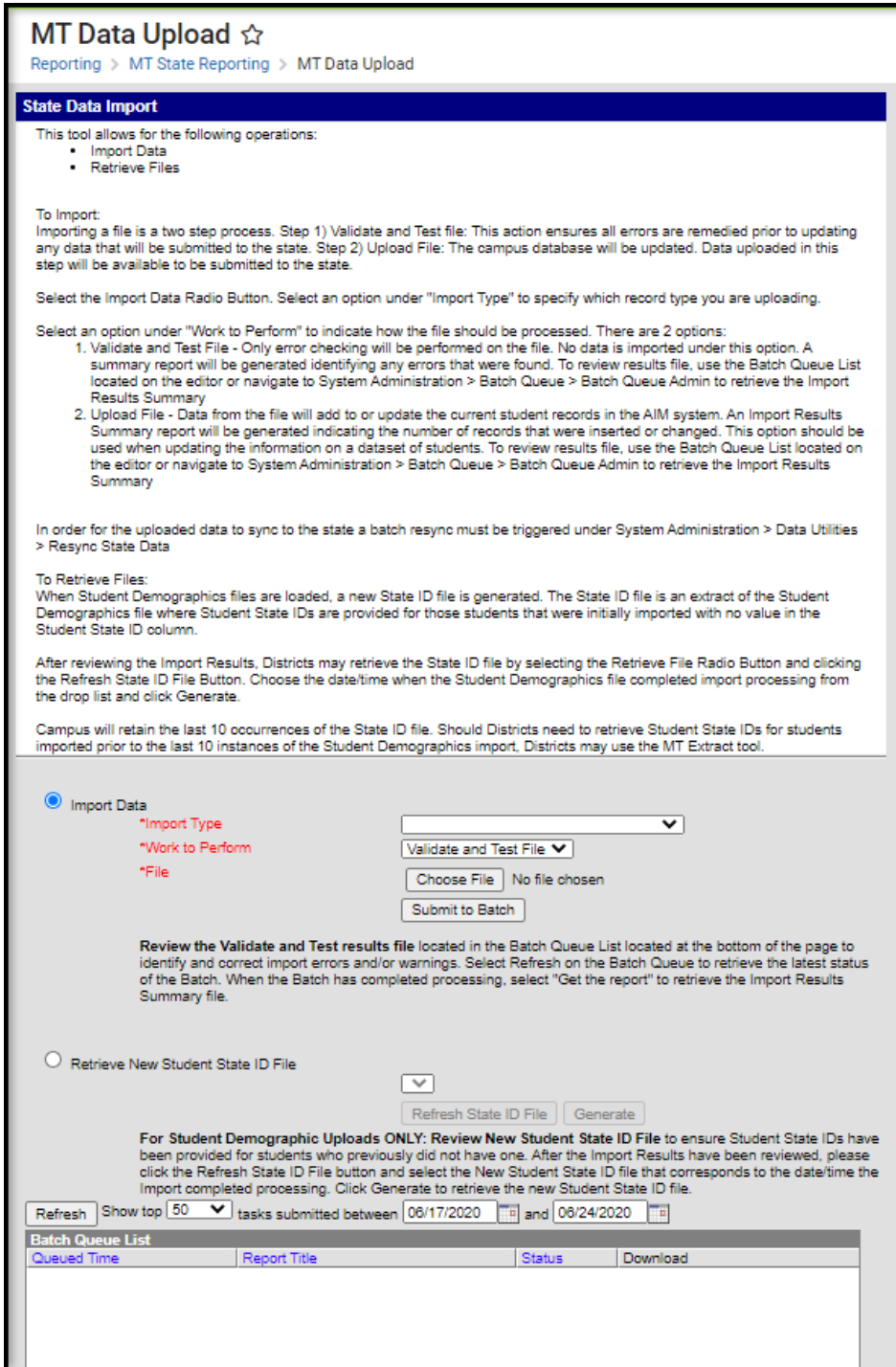


Image 1: Montana Upload Wizard

Prior to uploading a file, a calendar for the current year and all required grade levels for that calendar must be setup within the Montana State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted.

Additionally, the upload tool assumes that a School/Year has only one calendar and one schedule structure defined within the State Edition. If multiple calendars or schedule structures are created for that school/year, an error will display when an upload is attempted.

Upload Layouts

See the following pages for detailed information on the available upload layouts.

- [Student Demographics](#)
- [Student Enrollments](#)
- [Program Participation](#)
- [Career and Technical Education \(CTE\)](#)
- [Fall Enrollment Count](#)
- [Spring Enrollment Count](#)
- [Test Window Enrollment Count](#)
- [English Learner \(EL\)](#)
- [End of Year Attendance Totals](#)
- [Section 504 Participation](#)

Upload Wizard

The Upload Wizard provides three actions that can be selected. These actions are chosen in the **Work to Perform** dropdown list.

Action	Description
Validate and Test	In this mode the file will be uploaded and all data validation will be performed to ensure that the file conforms to the file specifications section. Additionally, a lookup will be performed on the District, School and Student Number to make sure the named District, School and Students actually exist. No data will change as a result of this action. A report will be generated listing errors and their corresponding line numbers and fields of error.
Upload File	<p>This mode will insert or update data for each record from the file that has no errors. If a row has an error, it will be displayed in the report generated after the upload completes.</p> <p>When inserting new data, such as at the beginning of a school year, each student record in the file will create a new enrollment record.</p> <p>When updating data that already exists, the enrollment start date will be used to match the enrollment that should be updated. If an enrollment with a matching start date is not found, a new enrollment will be created.</p> <p>When updating the dated enrollment fields Meal Status and Title 1, the dated record that will be changed is the one with an effective date matching the enrollment start date. If none can be found, a new record with that date is created.</p> <p>When updating the dated fields, SPED, Special Ed Program, Special Ed Category and Disability, the dated field will be matched to existing SPED data within the enrollment based on the Special Ed Start Date field. If a SPED record with that start date cannot be found, a new record is created with that Special Ed start date.</p>

Types of Imports

The following is a selection of imports that can be uploaded using the Upload Wizard. Each type will report a different Record Type, noted below.

Record Type	Import	Description
SD	Student Demographics	Imports student demographic data
EN	Enrollments	Imports student enrollment information
PP	Program Participation	Imports student participation in school programming
CT	Career and Technical Education	Imports career and technical education information
AF	Attendance - Fall Count	Imports attendance data for the Fall reporting period
AS	Attendance - Spring Count	Imports attendance data for the Spring reporting period
AT	Attendance - Test Window	Imports attendance data for the test window
AA	EOY Attendance Totals	Imports data on students who were enrolled for at least one day.
LP	EL	Imports EL-specific data en masse.

Uploading Files

1. Select the desired **Import Type** from the dropdown list.
2. Select the appropriate action as defined above in the **Work to Perform** dropdown list.
3. Locate the file to upload by selecting the **Browse** button in the File field.

The Validation Report is available in the Batch Queue once the file has completed the upload. Users can access the report by selecting the **Get Report** icon in the Batch Queue Detail editor .

4. Initiate upload of the file by selecting the **Submit to Batch** button. Selecting this will send the extract to the Batch Queue where it will generate in the background when the system is able to process the request.
5. Access the upload verification report by clicking the **Get the report** link in the Batch Queue List. Users can also access the report by heading to the [Batch Queue Admin](#) tool or by selecting the link within the Notifications message that appears once the extract is generated.

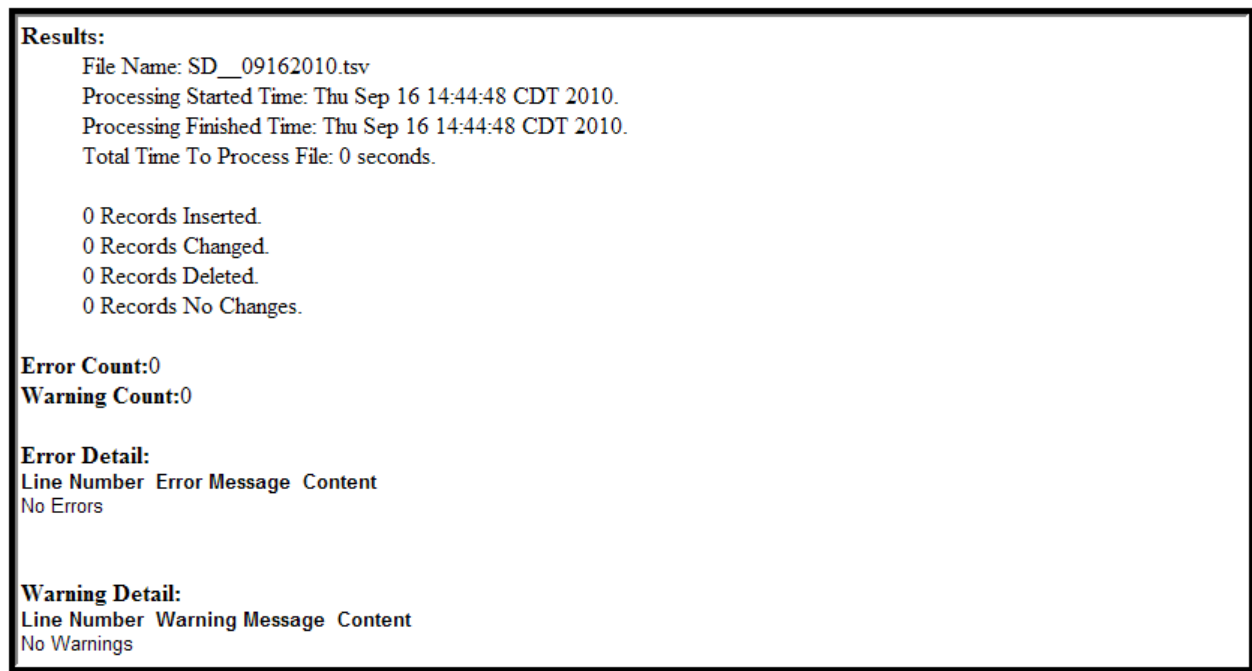


Image 2: Upload Confirmation

Retrieve New Student State ID File

When importing Student Demographic data, any students who were imported but did not have a Student State ID value within the import file were automatically given one during the import process. The **Retrieve New Student State ID File** option allows users to review these new Student State IDs for the last 10 Student Demographic imports. The **Refresh State ID File** button refreshes the Student State IDs drop list and allows users to retrieve the latest Student State ID files.

This option is only relevant to users importing Student Demographics files. If you are importing via any other Import Type, ignore this functionality as it does not pertain to your imported data.

For more information about this process, see the Retrieving New Student State ID Files section of the [Student Demographics Upload](#) article.

State Data Import

This tool allows for the following operations:

- Import Data
- Retrieve Files

To Import:
 Importing a file is a two step process. Step 1) Validate and Test file: This action ensures all errors are remedied prior to updating any data that will be submitted to the state. Step 2) Upload File: The campus database will be updated. Data uploaded in this step will be available to be submitted to the state.

Select the Import Data Radio Button. Select an option under "Import Type" to specify which record type you are uploading.

Select an option under "Work to Perform" to indicate how the file should be processed. There are 2 options:

1. Validate and Test File - Only error checking will be performed on the file. No data is imported under this option. A summary report will be generated identifying any errors that were found. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary
2. Upload File - Data from the file will add to or update the current student records in the AIM system. An Import Results Summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a dataset of students. To review results file, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary

In order for the uploaded data to sync to the state a batch resync must be triggered under System Administration > Data Utilities > Resync State Data

To Retrieve Files:
 When Student Demographics files are loaded, a new State ID file is generated. The State ID file is an extract of the Student Demographics file where Student State IDs are provided for those students that were initially imported with no value in the Student State ID column.

After reviewing the Import Results, Districts may retrieve the State ID file by selecting the Retrieve File Radio Button and clicking the Refresh State ID File Button. Choose the date/time when the Student Demographics file completed import processing from the drop list and click Generate.

Campus will retain the last 10 occurrences of the State ID file. Should Districts need to retrieve Student State IDs for students imported prior to the last 10 instances of the Student Demographics import, Districts may use the MT Extract tool.

Import Data

*Import Type

*Work to Perform

*File No file selected.

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

Retrieve New Student State ID File

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Image 3: Retrieve New Student State ID File