

Programs Import to Level 0



NYS-Level 0

Login to Level 0 and from the *Electronic Import* dropdown select *Program Fact*.

The screenshot shows the 'New York State Education Dept. - Level 0' interface. The 'Elect. Import' dropdown menu is open, and 'Program Fact' is highlighted. Other options include Demographics, Enrollment, Assessment, Assess/Acc/Mod, Course, Course/Instr/Assign, Day Calendar, Location M.P., SE Event, SE Snapshot, Staff/Stu/Course, Stu/Class/Entry/Exit, Stu/Class/Gr/Detail, Stu/Attend/Codes, Stu/Daily/Attend, Staff Snapshot, Staff Assignment, Staff Attend, Codes, and Staff Attendance. The background shows a navigation bar with 'Elect. Import', 'Manual Input', 'L1-Data Prep.', and 'Reports'. A 'View All Users' link is visible, and a 'School Year' dropdown is set to '2020-06-30'. A 'Data Domain' table is also visible on the right side of the interface.

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The screenshot shows the 'Program Fact Validation and Import' interface. It includes a 'Step 1 - Select Import file type:' section with a radio button for 'Comma Delimited Text' (1). A 'Step 2 - Check any category type(s) that you would like to import:' section has a 'Check All' button (2) and a grid of checkboxes for various categories. A 'Step 3 - Delete current Level 0 valid P.S. records for this district and school year?' section has a radio button for 'Delete All Valid P.S. records (selected categories only)' (3). A 'Step 4 - Import File Location:' section has a 'Choose File' button (4). A 'Step 5 - Click button to prepare file for validation:' section has a 'Prepare Import File' button (5). A 'Step 6 - Click button to validate data file:' section has a 'Validate Data' button (6). The interface also shows 'Import/Validation Messages:' at the bottom.

1. This button should be selected. If not, select it.
2. Select the correct category type(s) for the file being imported.
3. Select *Delete All Valid P.S. records (selected categories only)*.
4. Click *Browse* and select your correct Program Fact file for import.
5. Click *Prepare Import File*. This will verify you have selected the correct file and that it is in the correct format.
6. Click *Validate Data*. This will generate one of three possible

responses:

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- a. The file was uploaded and there are no errors.
- b. The file was uploaded and there are errors. Click on *View Error Report* to see them.

Step 5 - Click button to validate data file:

Import/Validation Messages:

Total Imported rows read: 214
Blank course code long records found: 0
Total Duplicate Key rows skipped: 0
Total Error count: 1. Click 'View Error Report' button below to see error list.
Total Error rows: 1
Total Valid rows saved: 0
Total Imported rows with no changes from previous loads: 213

- c. The file was imported but some records in that file were not imported. For example, duplicate records.