

Nebraska Student and Staff Record System
<http://www.education.ne.gov/nssrs>

Steps to Processing NSSRS Files

Version 5.0 – December 21, 2015



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Introduction

Extract the appropriate template-formatted file from your Student Information System (SIS) or the NSSRS Desktop Database (Assessment Fact, School Enrollment, Special Education Snapshot, Student, Student Grades, Student Snapshot, Student Summary Attendance, Post School Survey, Programs Fact and Title I Programs) for uploading into NSSRS Data Manager.

File Naming Conventions

```
##-####_assessment_fact_YYYYMMDDHHMM.xxx
##-####_school_enroll_YYYYMMDDHHMM.xxx
##-####_special_ed_snap_YYYYMMDDHHMM.xxx
##-####_student_YYYYMMDDHHMM.xxx
##-####_stud_grades_YYYYMMDDHHMM.xxx
##-####_stud_snapshot_YYYYMMDDHHMM.xxx
##-####_stud_att_sum_YYYYMMDDHHMM.xxx
##-####_post_school_survey_YYYYMMDDHHMM.xxx
##-####_programs_fact_YYYYMMDDHHMM.xxx
##-####_title1_programs_YYYYMMDDHHMM.xxx
```

Where:

##-#### is the NDE-assigned District Code

YYYYMMDD is a date and time stamp

.xxx is one of the following

.tab	Tab delimited
.csv	Comma delimited (comma separated values)
.txt	Fixed Width

File names are not case sensitive

Accessing the NDE Portal

In your web browser type in the following address: <http://portal.education.ne.gov>

Log into NSSRS Data Manager using the NDE Portal

NSSRS Data Manager is found under the **Student & Staff (NSSRS)** tab in the NDE Portal. An activation code is needed to be able to access the NSSRS Data Manager system. Activation codes are available from your District Administrator. They are found on his/her portal account under the **District Admin** tab.



Helpdesk (888) 285-0556

Welcome

| | Portal Home | [Site Help](#) | | Sign Out

HELPDESK REQUEST - Click here to SUBMIT



Status	Activation Code(s)	Name/Link
Available	Edit/Remove	NSSRS Data Manager
Available	Edit/Remove	NSSRS Secured Information Website
Available	Edit/Remove	NSSRS Validation
Available	Edit/Remove	Student Unique Identifier (Uniq-ID)

Home Page Overview

1. "Home" page in Data Manager shows open collections at this time.
2. Click on the Date Submission menu (2a), next click on the Upload Files (2b) from the dropdown menu.

3. Select the Data Collection from the drop-down menu. ***Note:** there may be more than one Data Collection open at a time. Make sure you are selecting the correct collection you wish to upload to.
4. Click on the "Choose File" button to locate and select the file on your computer/network you wish to upload.
5. Indicate if your file/files contain headers by checking the box to the right of the "Choose File". ****WARNING**** - if you click on the box to the right indicating your file has headers and it does not, the file will upload, but will not include the first record.
6. Once you have selected all the files you wish to upload click on the "Upload" button found at the bottom of the page.

File Upload Errors

Below is what you will see if your “File Upload” fails. In this example check your file name and upload again.

Upload Files

Data Collection: 2014-15 Year-End

File 1: File/All files within Zip file contain headers

*Error - roll over with mouse to view.

File 2: File/All files within Zip file contain headers

File 3: File/All files within Zip file contain headers

File 4: File/All files within Zip file contain headers

01-0018_Student_201411241028.csv: Invalid file name. The district code of file does not match your CURRENT DISTRICT. Please change the current district using the link on the right to upload this file.

File Status and Icons

1. In File Manager the file list appears with the “Status” of the file(s) that process. You will want to click on the Filter button to refresh the file status. The filter icon can be clicked onto several times until the status changes to “Validation Ok” or “Validation Failed”. See the table on page 4 for the “Key to Information Icons”.
2. There can be more than one page to a file list. To navigate between the pages use the First, Prev, Next and Last buttons.

UPLOADED FILES SEARCH

FILTER

FILE STATUS: All DATE FROM: 08/03/2015 DATE TO: 09/22/2015 FILTER

FILE ID	COLLECTION	FILE NAME	UPLOADED TIME	STATUS	ACTIONS
<input checked="" type="checkbox"/>	22032 2015-16 Fall	99-9999_SCHOOL_ENROLL_201408140236.CSV	2015-09-22 09:56		<input type="button" value="VIEW FILE DETAILS"/>

Displaying 1 - 1 of 1













FIRST PREV PAGE 1 OF 1 NEXT LAST

3. You can delete files you do not want included in the File Manager list by putting a check in the box to the left of the file you want to delete.
4. Then click on the “Delete” button at the bottom of the screen.
5. On the next screen you will be asked to confirm you want the file deleted. Make sure to click “Delete” again.

NOTE: If there was a file that did not upload to File Manager due to errors you can delete it. By deleting it you can upload the same file after correcting the errors without having to rename the file.

FILE LIST			
FILE ID	TEMPLATE	FILE NAME	UPLOADED TIME
22032	SCHOOL ENROLLMENT	99-9999_SCHOOL_ENROLL_201408140236.CSV	2015-09-22 09:56

Key to Information Icons

	Received. The file has been received by the State's server and is waiting to be processed.
	Validation Ok. The file is ready to add to a batch.
	Validation Failed. Click on the  to view the file details. The error will be highlighted in red. After correcting this file it will have to be uploaded again.
	View File Details.
	Error. There are some errors in the batch.
	Download the file in a compressed (zip) file format.
	Download the file.
	Filter. (Refresh Status)
	View File Content.
	Rejected. This file is blank and contains no records.
	Validation Warning. The file has completed validation, but some errors were found.

Review Errors in File Manager:

1. Click on the "View Errors" button in the Actions column to view the error(s).

FILE ID	COLLECTION	FILE NAME	UPLOADED TIME	STATUS	ACTIONS
22032	2015-16 Fall	99-9999_SCHOOL_ENROLL_201408140236.CSV	2015-09-22 09:56		<input type="button" value="VIEW ERRORS"/>

Displaying 1 - 1 of 1

[FIRST](#)
[PREV](#)
[PAGE 1 OF 1](#)
[NEXT](#)
[LAST](#)

2. Click on the “View Error File” button for the error.zip file.

[GENERAL INFORMATION](#) | [VALIDATION INFORMATION](#)

VALIDATION START TIME::	2015-09-22 09:56
VALIDATION END TIME:	2015-09-22 09:56
TOTAL VALIDATION TIME:	1.933 seconds
NUMBER OF APPLIED VALIDATIONS:	32
VALIDATION STATUS:	Failed Validation

FILE CONTENTS

File Type	File Name	Records	Last Modified Date	Actions
Source File	99-9999_SCHOOL_ENROLL_201408140236.CSV	1	2015-09-22 09:56	VIEW SOURCE FILE
File	Records in Error	Errors	Warnings	Actions
error.zip	1	1	0	VIEW ERROR FILE

2

[DONE](#)

File Preview

Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

TIP - If a record appears in the error file below but no field is highlighted in red, it is likely that the record failed validation due to a template field that is not accounted for in the delimited source file. Please check the source file to ensure that all template field positions are accounted for in the record.

SOURCE RECORD NUMBER	DISTRICT CODE	LOCATION CODE	SCHOOL YEAR DATE	STUDENT ID	SOCIAL SECURITY NUMBER	FAMILY NUMBER	LAST NAME SHORT	FIRST NAME SHORT	MIDDLE INITIAL	CURRENT GRADE LEVEL	OBSOLETE	OBSOLETE
1	99-9999	001	2015-06-30	1910148173					N	09		
2	99-9999	001	2015-06-30	2418832447					W	11		
3	99-9999	001	2015-06-30	2531115400					M	11		
4	99-9999	001	2015-06-30	2631489438					D	12		
5	99-9999	007	2015-06-30	2883571318					S	HP		
6	99-9999	001	2015-06-30	2973844313					R	13		
7	99-9999	008	2015-06-30	3171081772					R	05		

3

3. The fields that are highlighted in red are the records that need to be corrected. You can hover your mouse pointer over the red field to view the error message.

NOTE: Errors will need to be corrected in your source data (SIS) and the file uploaded again.

Adding Files to A Batch

1. Click in the box of the individual files you'd like to select or click in the box next to the to select all Validated files. Only files with status of "Validation OK" and "Validation Warning" can be added to a batch. Clicking on the box again will deselect all selected files.
2. Once all the files are selected click on the "Add to Batch" button at the bottom left of page.

UPLOADED FILES SEARCH

FILTER

FILE STATUS: All DATE FROM: 08/03/2015 DATE TO: 09/22/2015 FILTER

FILE ID	COLLECTION	FILE NAME	UPLOADED TIME	STATUS	ACTIONS
22033	2015-16 Fall	99-9999_SCHOOL_ENROLL_201408140236.CSV	2015-09-22 10:28	Validation OK	VIEW FILE DETAILS

Displaying 1 - 1 of 1

FIRST PREV PAGE 1 OF 1 NEXT LAST

DELETE ADD TO BATCH

Note: If you select files from different pages in the file list you must click the "Add to Batch" button on each page.

3. Click "View Batch"

UPLOADED FILES SEARCH

FILTER

FILE STATUS: All DATE FROM: 08/03/2015 DATE TO: 09/22/2015 FILTER

FILE ID	COLLECTION	FILE NAME	UPLOADED TIME	STATUS	ACTIONS
22033	2015-16 Fall	99-9999_SCHOOL_ENROLL_201408140236.CSV	2015-09-22 10:28	Validation OK	VIEW FILE DETAILS

Displaying 1 - 1 of 1

FIRST PREV PAGE 1 OF 1 NEXT LAST

DELETE VIEW BATCH ADD TO BATCH

4. You can also remove a file from a batch. This only removes it from the batch; it remains in File Manager.
5. Add comments associated with this batch/file in the comments section (optional)
6. Click on the "Process Batch" button to send the files to the Batch Manager for processing.

BATCH CART


Add comments associated with this batch (optional - limited to 255 characters):

Fall School Enrollment


FILES IN BATCH

FILE ID	TEMPLATE	COLLECTION	FILE NAME	UPLOADED TIME	STATUS**
22033	SCHOOL ENROLLMENT	2015-16 Fall	99-9999_SCHOOL_ENROLL_201408140236.CSV	2015-09-22 10:28	Validation OK

DONE REMOVE FROM BATCH PROCESS BATCH

7. Click on the Filter  button to refresh the status of the batch.
8. If the “Data Status” is Failed, Error or Warning, click on the “View Errors” button in the Actions column to view the batch details.
9. Then click on the “View Errors” button again to view the File details.
10. The file details page is organized into 3 tabs: General Information, Validation Information, and ETL Information.
 - a. The General Information tab contains information about the file and allows the user to download the source file clicking on the “View Source File” button.
 - b. The ETL information tab allows you to view the errors within the file.
 - c. The Validation Information tab shows the current validation status.

****WARNING**** It is important to assess the number of records inserted and/or the number of records updated are the same quantity as you intended. This information is found under the ETL Information tab. If not, the file should be reviewed to determine the root cause for the failure to insert or update records.



It is possible to receive an indication that the batch is complete  (with no errors), but records have not been added or inserted. This means the information in the file has not changed from the data previously uploaded and no changes were made.

GENERAL INFORMATION	VALIDATION INFORMATION	ETL INFORMATION	
ETL INFORMATION			
Status:	Plan Complete with Errors		
ETL Plan Start:	2015-09-22 10:43		
ETL Plan End:	2015-09-22 10:43		
FILE STATISTICS			
Rows Source No Change :	0		
Total Records Rejected :	1		
TABLE STATISTICS			
Records Inserted - SCHOOL_ENROLL :	0		
Rows Updated - SCHOOL_ENROLL :	0		
Rows Deleted - Delete Utility :	0		
ETL GENERATED FILES			
FILE	RECORDS	LAST MODIFIED DATE	ACTIONS
ERROR_KL_STUDENT_20150922.TAB	1	2015-09-22 10:43	VIEW FILE
ERROR_SOURCEFILE_MSG_20150922.LOG	0	2015-09-22 10:43	VIEW FILE
Load_SCHOLWHS.SCHOOL_ENROLL_LP.log	3	2015-09-22 10:43	VIEW FILE
Load_SCHOLWHS.SCHOOL_ENROLL_LP_PARAMS.txt	47	2015-09-22 10:43	VIEW FILE
DOWNLOAD ALL ETL GENERATED FILES			DONE

Review Errors in Batch Manager

1. Clicking on “View File” button will provide you information about the error, which records, etc. (See list of Error File Descriptions below).
 - a. To correct errors, your source data must be revised, and the records in error uploaded again.
 - b. For Warning Files, you may or may not need to revise your source data and upload again.
 - c. The error is identified by a capital X (Error_Valid_Values), capital E (Alert_Valid_Values).

Filename: ERROR_BAD_DATES_20140814.TAB










Action: Download File  

File Preview

Note: For performance reasons, only the first 100 rows of a file is displayed. To view the entire contents of larger files, you must download the file.

ct	Reporting Date	Reporting Date Period Level	Activity Date	School Year Limit	Current Date	Enrollment School Year Date	School Year Date Not ISO	School Year Date Not Same as School Year Limit	Reporting Date Not in Period Table	Activity Date Not ISO	Activity Date Not In Period Table	Activity Date > Current Date	Enrollment Date Not ISO	Enrollment Date Not In Period Table	Enrollment Date Not Within School Year Date
00	2015-06-30	Year	2014-08-15	2015-06-30	2014-08-14	2015-06-30	-	-	-	-	-	X	-	-	-

Key to Information Icons

	Ready to Process. Wait or refresh page.
	Processing
	Failed Processing. Click on Actions  to View Batch Details. (In most cases, “Failed Processing” requires contacting the NDE Help Desk.)
	Error-Completed processing with errors in the files. Click on Actions  to view Batch details.
	Warning-Completed processing with a warning. Click on Actions  to view Batch details.
	Completed processing with no errors in files. Proceed to NSSRS Validation.

NSSRS Data Manager Error File Descriptions

When NSSRS Data Manager encounters data errors while processing batches it will:


1. Create error files.
2. Name the error files based on the error encountered, and
3. Place the source records with that error in the corresponding error file.

The table below lists common error files, the error encountered and possible causes.





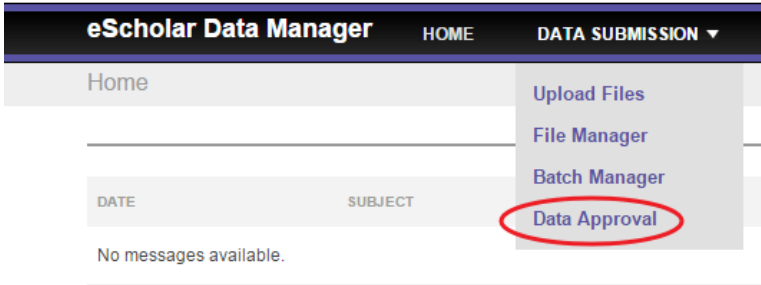
Error File Name	Contains rejected records because:
ALERT_VALID_VALUES	Valid values were not provided for fields validated by Data Manager. The ALERT_VALID_VALUES file will display an "E" in each column indicating the required fields for which data was missing or invalid (data provided will appear in the column immediately to the left). There will be one row per record with a Valid Value error and each row will list all Valid Value errors. The ALERT_VALID_VALUES file is essentially the same as ERROR_VALID_VALUES, except it will display an "E" for errors and a "W" for warnings.
ERROR_BAD_DATES	One or more dates were not in the proper date format (YYYY-MM-DD) or were invalid dates.
ERROR_BAD_NUMBERS	A value supplied could not be converted to a number.
ERROR_DUPLICATES	More than one record within the source file had the same "logical key". The logical key will vary by template as indicated by a (K) in the heading.
ERROR_KL_ASSESSMENT_ACHDET	An invalid Achievement Level Code [Assessment Response: Achievement Level (13)] was provided or an invalid combination of the following values was provided: <input type="checkbox"/> Standards [Assessment Reponse: Test Description (2)] <input type="checkbox"/> Subject/Grade [Assessment Response: Item Description (4)] <input type="checkbox"/> Standard Code [Assessment Response: Item Response Description (7)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_INFO	An invalid Standards [Assessment Response: Test Description (2)] was provided. (values are case-sensitive.

ERROR_KL_ASSESSEMENT_ITEM	An invalid combination of the following values was provided: <ul style="list-style-type: none"> Standards [Assessment Response:Test Description (2)] Subject/Grade [Assessment Response:Item Description (4)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_ITEMR	An invalid combination of the following values was provided: <ul style="list-style-type: none"> Standards [Assessment Reponse:Test Description (2)] Subject/Grade Assessment Response:Item Description (4)] Standard Code [Assessment Response:Item Response Description (7)] (values are case-sensitive)
ERROR_KL_ASSESSMENT_LANG	An invalid Standards [Assessment Response:Test Description (2)] was provided (values are case-sensitive)
ERROR_KL_DISTRICT	An invalid Standards [Assessment Response:Test Description (2)] was provided. (values are case-sensitive)
ERROR_KL_ENROLL_CODES	An invalid Enrollment Code [School Enrollment:Enrollment Code (7)] was provided.
ERROR_KL_LOCATION	An invalid School Code was provided. Ensure the format is ### (leading zeros must be provided).
ERROR_KL_PERIOD	A Date outside the current school year was provided.
ERROR_KL_STUDENT	A corresponding STUDENT template has not been processed for the specified NDE Student ID. [STUDENT SNAPSHOT, SCHOOL ENROLLMENT, PROGRAMS FACT, STUDENT SUMMARY ATTENDANCE, TITLE I PROGRAMS, ASSESSMENT FACT, or POST SCHOOL SURVEY]
ERROR_SOURCEFILE_DATA	This file contains the source file records containing miscellaneous errors encountered as described in the ERROR_SOURCEFILE_MSG file.
ERROR_SOURCEFILE_MSG	This file contains the descriptions of the miscellaneous errors encountered processing the records appearing in the ERROR_SOURCEFILE_DATA

	file.														
ERROR_VALID_VALUES	<p>Valid values were not provided for required fields. The ERROR_VALID_VALUES file will place an “X” in each column indicating the required fields for which data was missing or invalid (data provided will appear in the column immediately to the left). There will be one row per record with a Valid Value error and each row will list all Valid Value errors.</p> <table border="1"> <thead> <tr> <th>Reporting Date Not in Period Table</th> <th>Activity Date Not ISO</th> <th>Activity Date Not In Period Table</th> <th>Activity Date > Current Date</th> <th>Enrollment Date Not ISO</th> <th>Enrollment Date Not In Period Table</th> <th>Enrollment Date With Sch Year</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>-</td> <td>-</td> <td>X</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>The example above indicates “Activity Date” is invalid because a valid date was not provided.</p>	Reporting Date Not in Period Table	Activity Date Not ISO	Activity Date Not In Period Table	Activity Date > Current Date	Enrollment Date Not ISO	Enrollment Date Not In Period Table	Enrollment Date With Sch Year	-	-	-	X	-	-	-
Reporting Date Not in Period Table	Activity Date Not ISO	Activity Date Not In Period Table	Activity Date > Current Date	Enrollment Date Not ISO	Enrollment Date Not In Period Table	Enrollment Date With Sch Year									
-	-	-	X	-	-	-									

Filenames that begin with ‘ERROR_KL_’ can be translated as an ‘ERROR on a Key Lookup of the X provided’ where X is what appears at the end of the filename. For example, ‘ERROR_KL_DISTRICT’ indicates an ‘Error on a Key Lookup of the District Code provided. When Batches are Complete  (with no errors and the proper number of records inserted and/or updated), proceed to NSSRS VALIDATION to Review Validation and Verification Reports.

Data Manager Collections Approval

1. Click on the Student and Staff (NSSRS) tab																
2. Click on the NSSRS Data Manager link.	<table border="1"> <thead> <tr> <th>Status</th> <th>Activation Code(s)</th> <th>Name/Link</th> </tr> </thead> <tbody> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NDE Staff ID</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Data Manager </td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Secured Information Website</td> </tr> <tr> <td>Available</td> <td>Edit/Remove</td> <td>NSSRS Validation</td> </tr> </tbody> </table>	Status	Activation Code(s)	Name/Link	Available	Edit/Remove	NDE Staff ID	Available	Edit/Remove	NSSRS Data Manager 	Available	Edit/Remove	NSSRS Secured Information Website	Available	Edit/Remove	NSSRS Validation
Status	Activation Code(s)	Name/Link														
Available	Edit/Remove	NDE Staff ID														
Available	Edit/Remove	NSSRS Data Manager 														
Available	Edit/Remove	NSSRS Secured Information Website														
Available	Edit/Remove	NSSRS Validation														
3. Click on Data Approval under the Data Submission Menu																

4. Click the **Action** button to approve the selected Collection

Menu	District/Collection Approval	
Home	Once your data is marked as approved, you will no longer be able to upload or process any template files. This status will remain until the administrator resets the status.	
Upload		
File Manager		
Batch Manager		
Collections Approval		
External Links		
NSSRS Documents		
NDE Portal Login		

Collection	Description	Action
Year-end 2008-2009	Year-end collection for 2008-2009 school year.	

 Action Button