2015-16 Senate Bill 70 (SB 70) Web Application

The target audience for this user guide is individuals that utilize the CA SB70 web application interface to upload their import specification.

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IMPORT SPECIFICATION UPLOAD USER GUIDE

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1. INTRODUCTION

This user guide contains all essential information for the reader to understand the import specification upload functionality included in the 2015-16 version of the SB 70 web application.

1.1. PURPOSE

The purpose of the guide is to describe the functions and include supporting graphics to depict the user's interaction with the application.

1.2. SCOPE

The scope of the document is a high-level overview of the features that have been developed and deployed with this version of the software release. This document is not a comprehensive user manual. This document is not intended to supersede any of the processes, procedures and/or policies that are currently in place for the SB 70 web application.

1.3. SYSTEM REQUIREMETNTS

The web application is designed for use with the following web browsers:

- Microsoft Internet Explorer version 9.0 or higher

- Mozilla Firefox version 18.0 or higher

- Google Chrome version 24.0 or higher

- Apple Safari version 5.0 or higher

The computer should also meet the minimum system requirements provided by the manufacturer of the browser being used. The web application will perform best on computers with a high-speed Internet connection similar to Digital Subscriber Line (DSL), cable, or faster. It is not recommended for use with computers using a dial-up modem based Internet connection. **Note:** The import specifications **must** be a fixed field length text file and shall **not**

1.4. ACCESSABILITY REQUIREMETNTS

To access the SB 70 web application you **must** have a Web Grants user account. If you do **not** have a Web Grants user account contact your *School Administrator*. If your school does not have a *School Administrator* contact the CSAC Help Desk at 1-888-294-0148 or by email at: cscahelpdesk@csac.ca.gov to request an account.

Note: If additional users are necessary for the purpose of solely uploading SB 70 data then the access must be limited to the *SB 70 Data Reporting* screen.

2. SB 70 IMPORT SPECIFICAITON UPLOADING GUIDELINES

2.1. INTRODUCTION

To begin the process of uploading SB 70 data, type the following URL into the web browser address bar.

- https://webgrants.csac.ca.gov/common/logon.aspx

2.1.1. ASSUMPTIONS:

To complete the process of uploading SB 70 data the following assumptions have been made:

- The reporting individual has a valid Web Grants user account
- The reporting individual has access to the SB 70 menu
- The reporting individual has valid SB 70 Data to report
- The reporting individual has a valid SB 70 import specifications to upload

2.2. INSTRUCTIONS ON UPLOADING SB70 IMPORT SPECIFICATION(S):

1. Navigate to the Web Grants System login page.
   - This is the entry point through which all authorized users can access the Web Grants system.
2. Enter the *User Name* and *Password* and click the the *Sign-in* button.
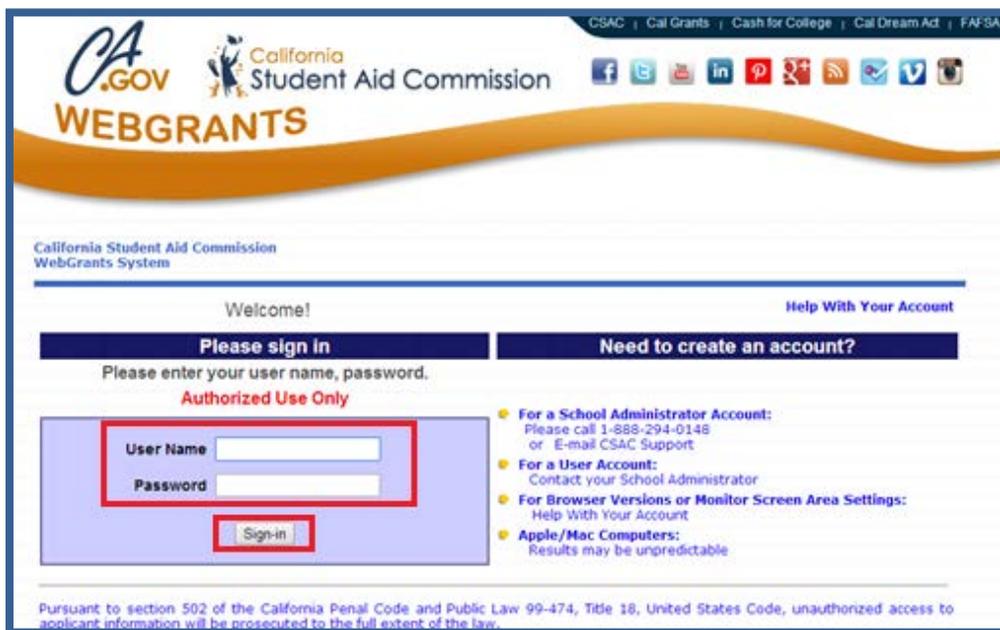
Screen 1 – Web Grants System – Login

3. The system will display the *CSAC Portal Menu* screen upon successfully authenticating the login credentials.
   - **Note:** Depending on the profile authorization there may be more options available in the CSAC Portal Menu.
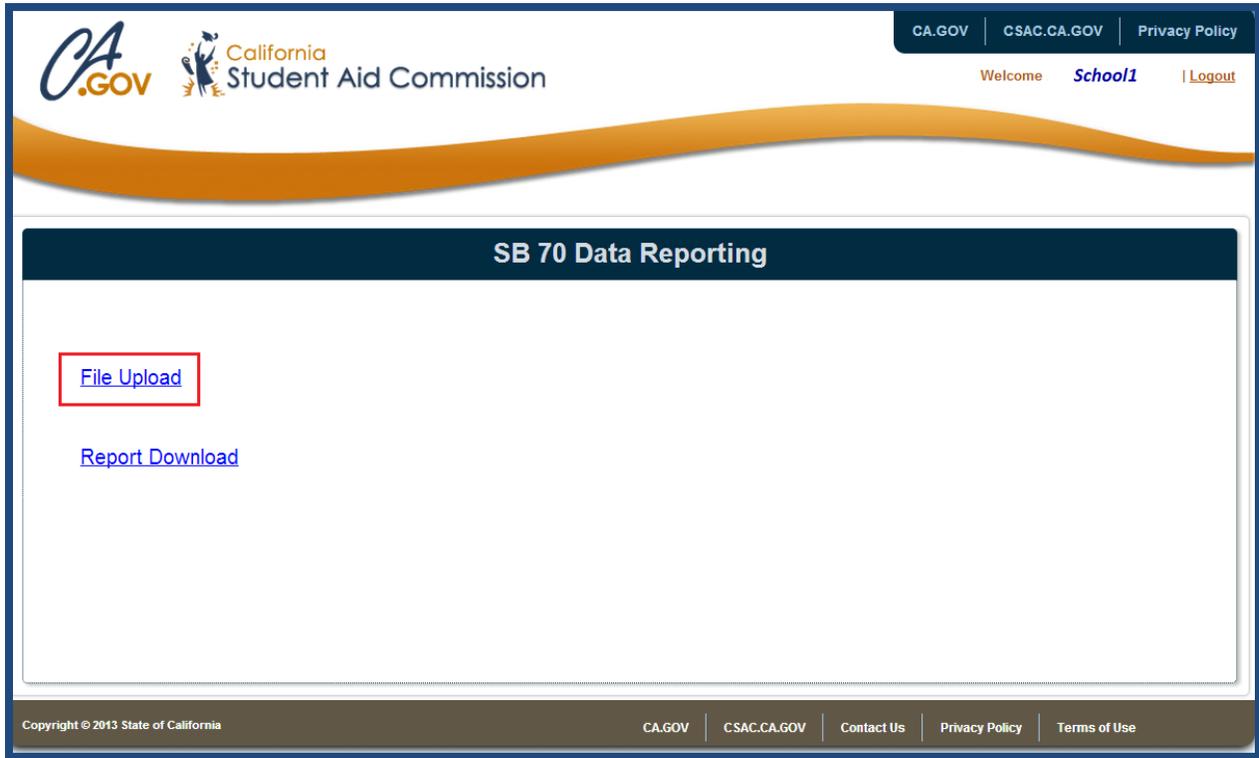4. Click the SB 70 menu option.
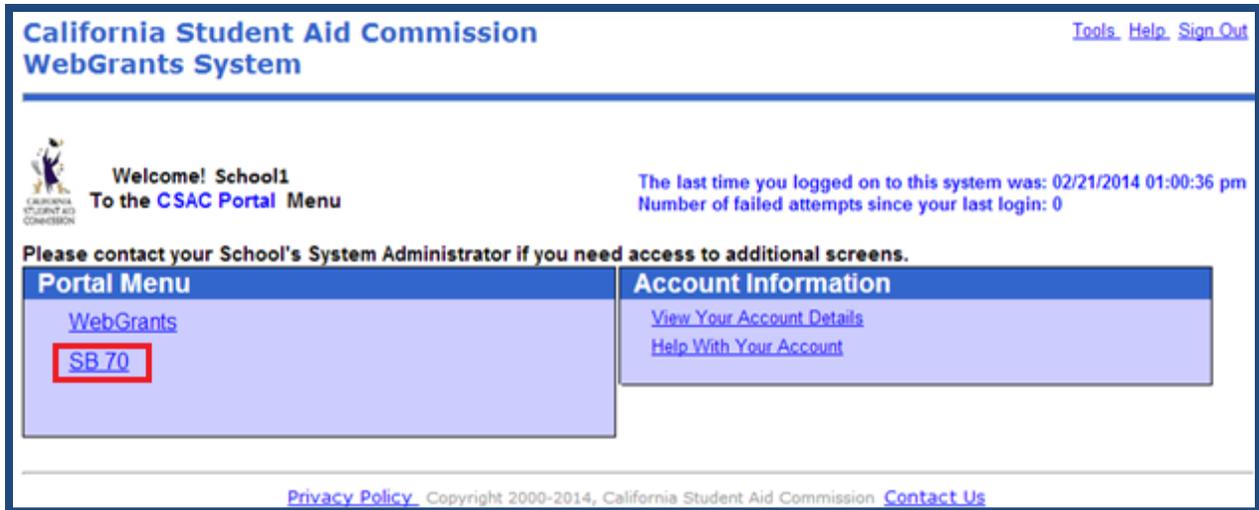
Screen 2 – Web Grants System – CSAC Portal Menu Screen

5. The system will display the *SB 70 Confirmation* dialogue box.
6. Click the *Yes* button.

Screen 3 – Web Grants System – SB 70 Confirmation Message

7. The system will display the *SB 70 Data Reporting* screen
8. Click the *File Upload* option.

9. The system will display the *SB 70 File Upload* screen

10. Enter the *School ID*, select the *Academic Year* and select the *File* to upload.

    - **Note:** Ensure that the file name complies with the specifications provided below. The file name shall not exceed 32 characters including the file type extension.

    - **Example:** SB70_EN_12345678_2015-16_F1.txt

Field Name	Length	Data Type	Description	Format
SB70	4	Char	Static Value	XXXX
File Type	2	Char	Static Value EN = Enrollment PE = Persistence GR = Graduation UN = Unitary	XX
School ID	8	Integer	OPEID - District or School Identifier	########
Academic Year	7	Integer	Academic Year	####-##
File Number	2	VarChar	File sequence number	F#

11. Click the *Upload* button.

SB 70 File Upload

- Enter the file path and name of your file (Use the BROWSE button to find your file).
- File type must be .txt.
- Click the Begin Upload button to start this operation.
- If the file validation fails, no data will be uploaded. Please correct errors and upload the entire file again.

School ID 12345678   Academic Year 2013 - 14   File Choose File SB70_EN_001234...013-14_F1.TXT   Upload

Screen 5 – SB 70 – File Upload Screen

12. If the file name does not comply with the *File Name* specifications the system will display an exception message.

13. Click the *OK* button.

14. The system will display the *SB 70 File Upload* screen.

15. Correct the *File Name* so that it complies with the specifications.

16. Enter the *School ID*, select the *Academic Year* and select the corrected *File* to upload.
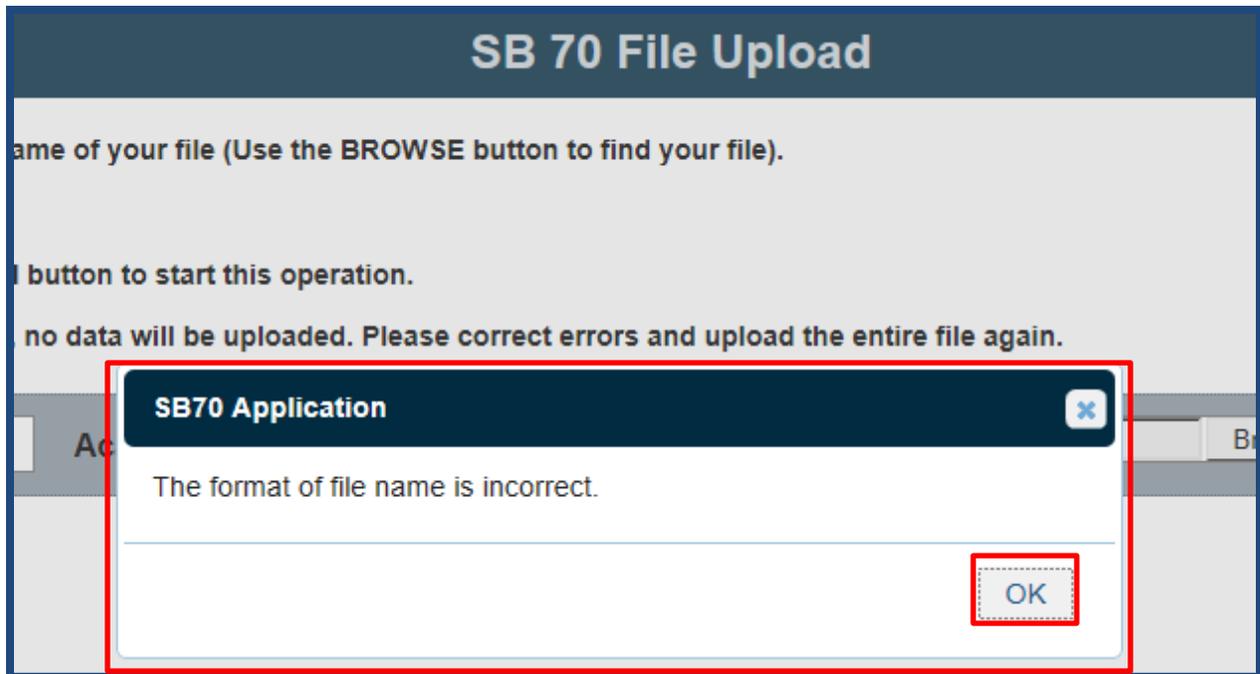
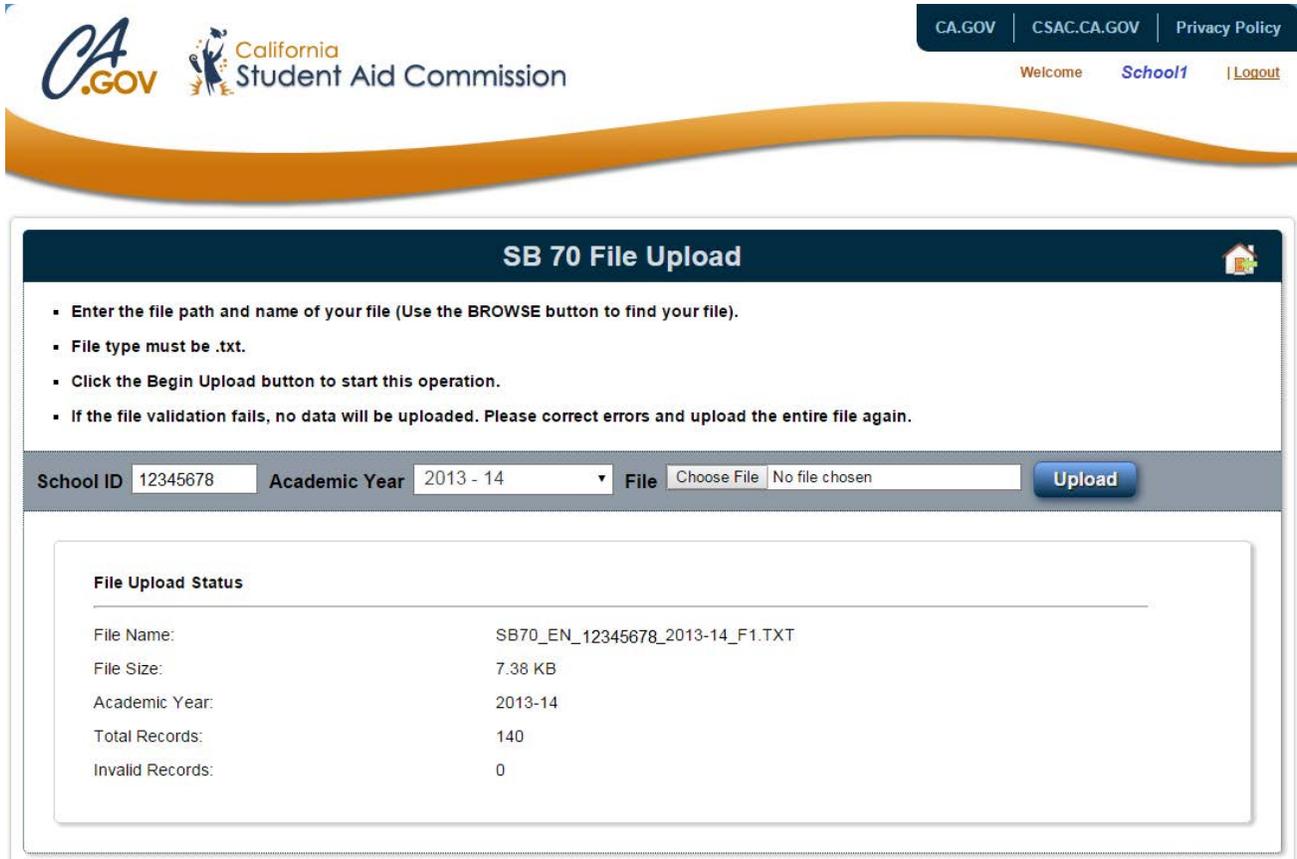**Screen 6 – SB 70 – File Upload – File Name Exception Message**

17. If the file type does not comply with file format requirements the system will display an exception message.

  - **Note:** The file format **must** be a **fixed field length text file**.

18. Click the *OK* button.

19. The system will display the *SB 70 File Upload* screen.

20. Correct the *File Format* so that it complies with the fixed field length text file requirement.

21. Enter the *School ID*, select the *Academic Year* and select the corrected *File* to upload.
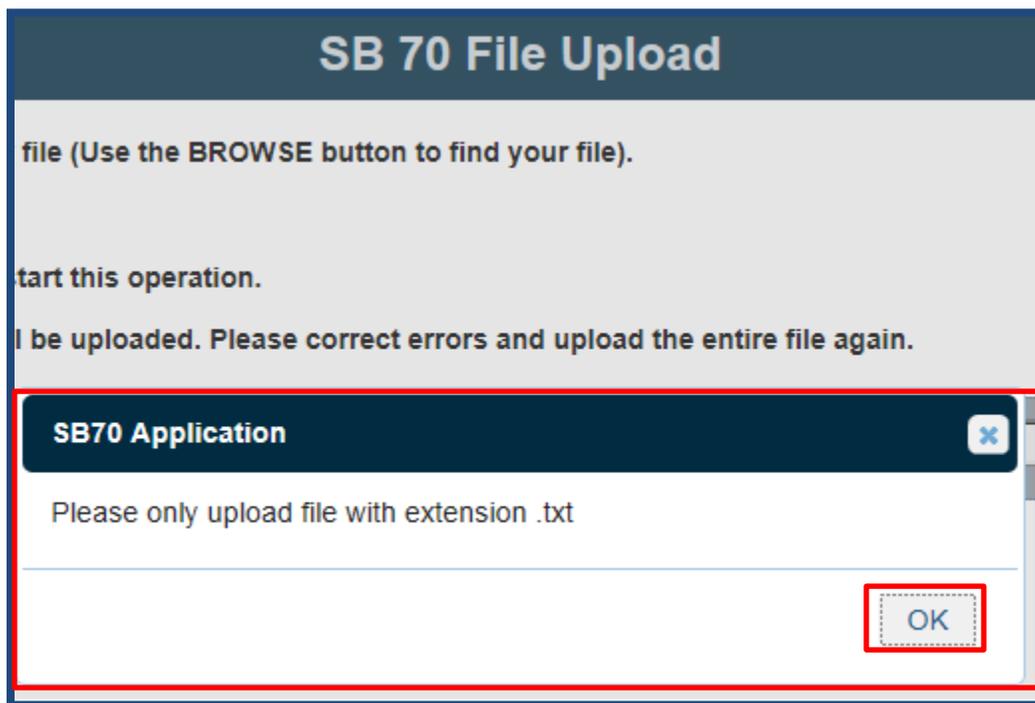
Screen 7 – SB 70 – File Upload – File Format Exception Message

22. If the file passes the *File Name and Format* validation the system will display the *SB70 Application Successful Upload* dialogue box.

23. Click the *OK* button.

Academic Year	2013 - 14	▼	File	Choose File	No file chosen

SB70 Application   ✖

File is successfully uploaded without any validation error.

OK

Screen 8 – SB 70 – File Upload – Successful Upload Message

24. The system will display the *File Upload Status* embedded panel which provides a high level overview of the file status.

- **Note:** There are no invalid records for this upload file.

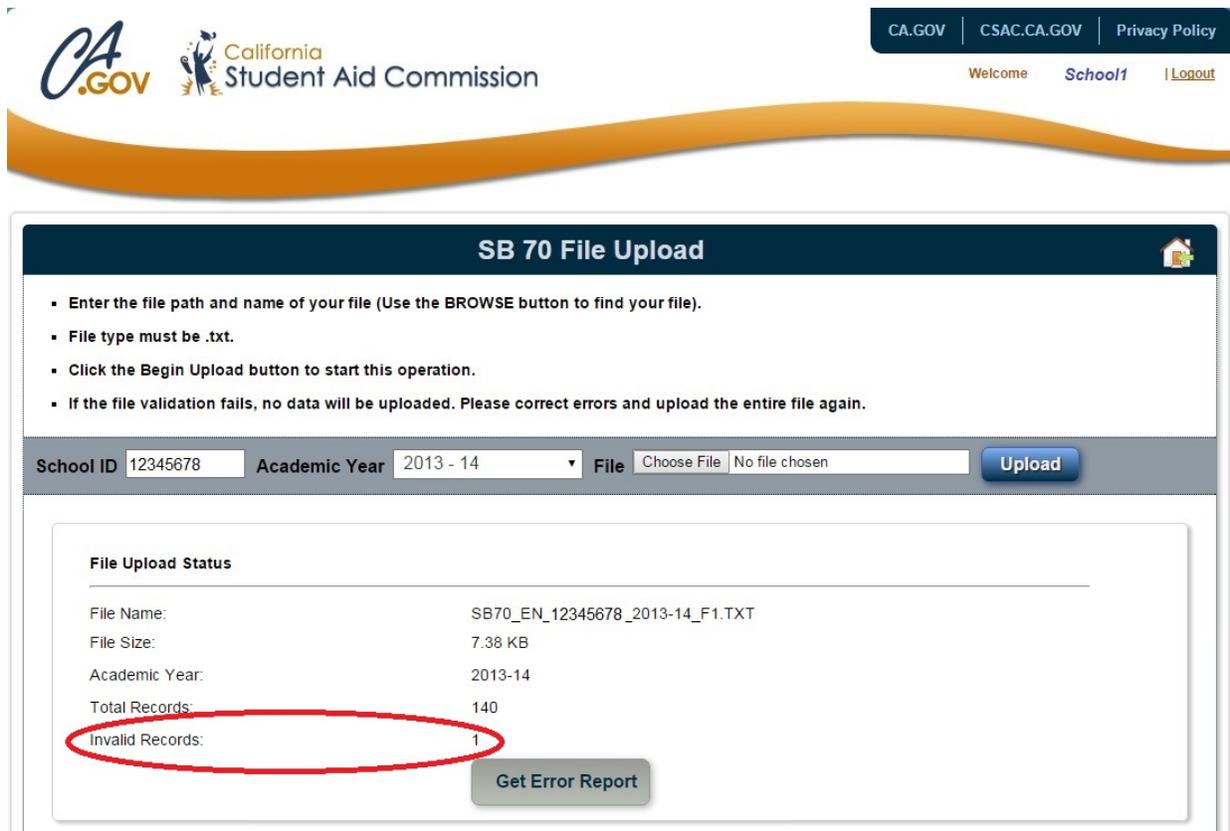25. If the file fails field level validation the system will reject the file and display an exception message.

- **Note:** If the file fails the field level validation the error(s) **must** be corrected and the **entire file** must be **uploaded** again.

26. Click the *OK* button.
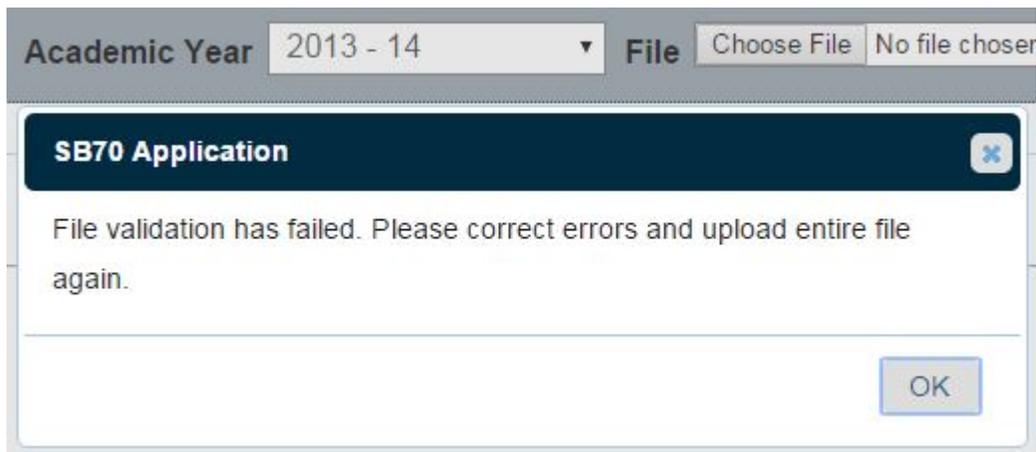
Screen 10 – SB 70 – File Upload – Validation Failure Exception Message

27. The system will display the *File Upload Status* embedded panel which provides a high level overview of the file status.

28. Review the file status detail.

    - **Note:** There are invalid records in this uploaded file.

29. The system will display the *Get Error Report* button

    - **Note:** The *Get Error Report* button will **only** display when there are invalid records.

Screen 11 – SB 70 – File Upload – File Upload Status – Invalid Records

30. If the *Get Error Report* button is displayed click it.

31. The system will open a separate browser window and display the *Validation Error Report* which provides the details of the errors.

32. Correct the invalid records in the file.

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SB70 Enrollment File - Validation Error Report

SCHOOL1 (12345678)   8/13/2015 1:37:21 PM

1 123456 2013-14 2013-14 1 1 1 2 03 000002 1
Line length error.

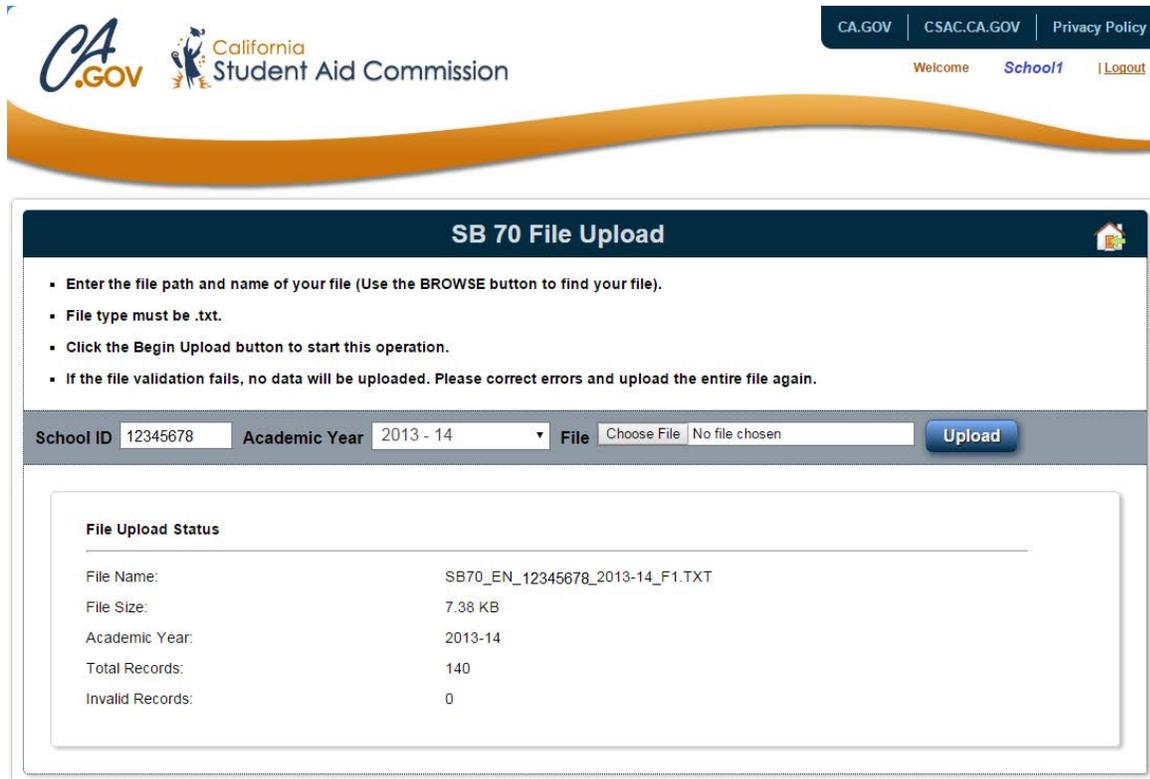**Screen 12 – SB 70 – File Upload – Validation Error Report**

33. Navigate back to the *SB 70 File Upload* screen.

34. Enter the *School ID*, select the *Academic Year* and select the corrected *File* to upload.

35. The system will display the *SB 70 Application Overwrite* message.

36. Click the *Yes* button.

- **Note:** By clicking the *Yes* button any previously uploaded file will be overwritten.

<div align="right">

Screen 13 – SB 70 – File Upload –Overwrite Message

</div>

37. The system will display the *File Upload Status* embedded panel which provides a high level overview of the file status.

- **Note:** The corrected file does not contain any invalid records.

Screen 14 – SB 70 – File Upload – File Upload Status Screen – without Invalid Records

3. REFERENCE INFORMATION

For further information visit the SB 70 Information webpage on the CSAC website.

http://www.csac.ca.gov/doc.asp?id=1427