State Scholar Program (SSP)

File Upload User Guide

Introduction to the File Upload Process

Schools may choose to submit 6th semester data for the State Scholar Program (SSP) electronically via the file upload process in the GAP Access portal. Using this method, schools can submit records for all their students at one time instead of doing individual student data entry online. The new file upload process is similar to the Excel file submission method used in the past, however it provides an easier, more secure way to submit the data. In addition, there are several new features in this version, including easy upload functionality, an error correction option, and enhanced communication to let users know the status of submitted files.

Note: You must create a 6th semester data file according to the State Scholar file specifications (<u>see page 16 of this guide</u>). All files must be created using Microsoft Excel 2003 and above. DO NOT PASSWORD PROTECT YOUR FILES.

To get started using the State Scholar File Upload option you must have a valid GAP Access user ID and password. Use those credentials to login to GAP Access.

After successfully logging in, hover over the Programs tab and select State Scholar Program in the menu to access the School screen.

School Screen

In order to begin processing for an academic year, school specific data must be entered. Enter the **6th Semester Class Size**, **Unweighted GPA** and answer the question **Does School Rank? Y (yes) or N (no)**

If your school ranks, only report the students' <u>unweighted rank</u>, **we do not need both rank and unweighted GPA.**

Obtaining Certificates of Achievement
All high schools will be responsible for printing the certificates for their State Scholars.

Option to include eligible students in early State Scholars processing cycle.
Early announcement of Scholars allows students to include the honorary designation of State Scholar on college admission and merit-based scholarship applications.

ISAC will send the school an e-mail when the Excel file has finished processing. Once the school has received that e-mail, the school may check the "**Run Selection Box**" to participate in the early announcement processing. By checking this box, you are agreeing to include your students in the early announcement processing.

Schools that **do not wish to include their students in the early announcement processing**, will be considered for State Scholar designation when the last announcement takes place at the end of the cycle.
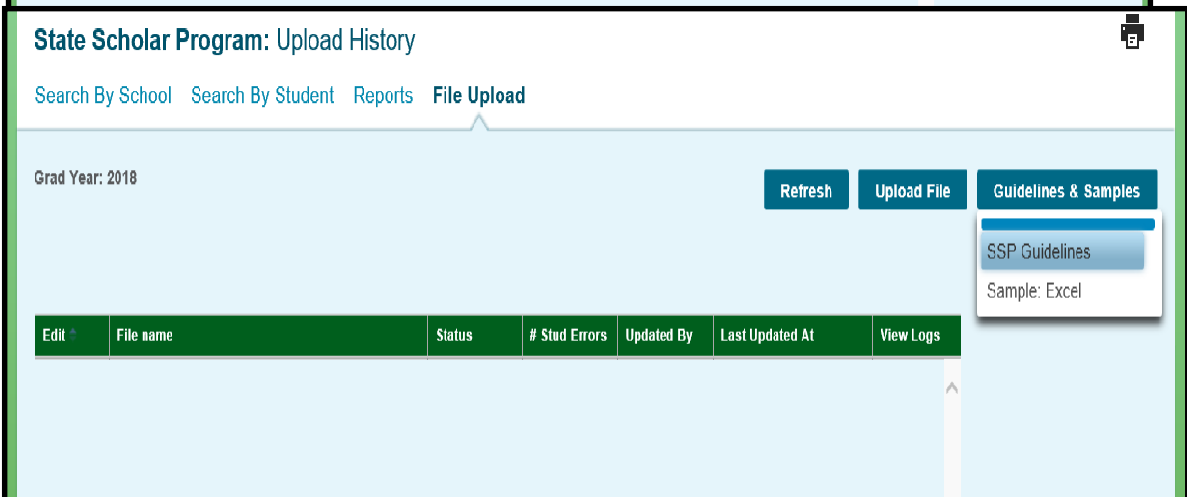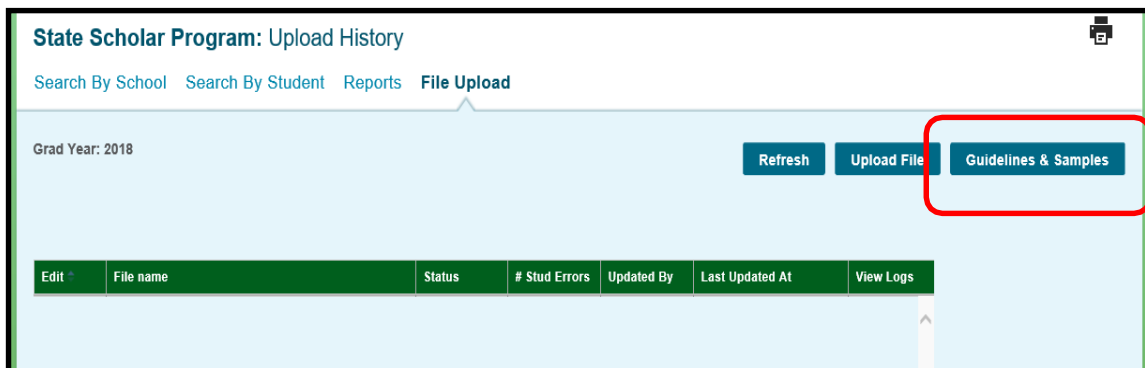
Guidelines and Samples

Next, click the File Upload button to proceed to the file upload processing screen.

The SSP Upload History screen provides several features to assist users. Starting from the right of the screen, Guidelines and Samples provides formatting information regarding the data to be submitted. Two options appear in a dropdown menu when the button is clicked.

- **SSP Guidelines** displays a file layout for the data, and
- **Sample** provides an Excel spreadsheet with the data fields in the appropriate order.

The SSP Guidelines and Sample screens are shown on the following page.

SSP Guidelines and Sample Pages

Guidelines Screen

The SSP Guidelines page displays a file layout of how data is to be populated on the Excel file. See the SSP File Specifications at isac.org for further details.

Sample Screen

The Sample screen provides an Excel spreadsheet with the column headings showing the data fields in the appropriate order. The user will need to ensure that the data meet the criteria in the file layout.

Excel suppresses lead zeros (**00**1755 is 1755 in Excel), so **make sure to format the columns to allow the lead zeros to appear.** See the "Troubleshooting" section in this guide for instructions on formatting columns.
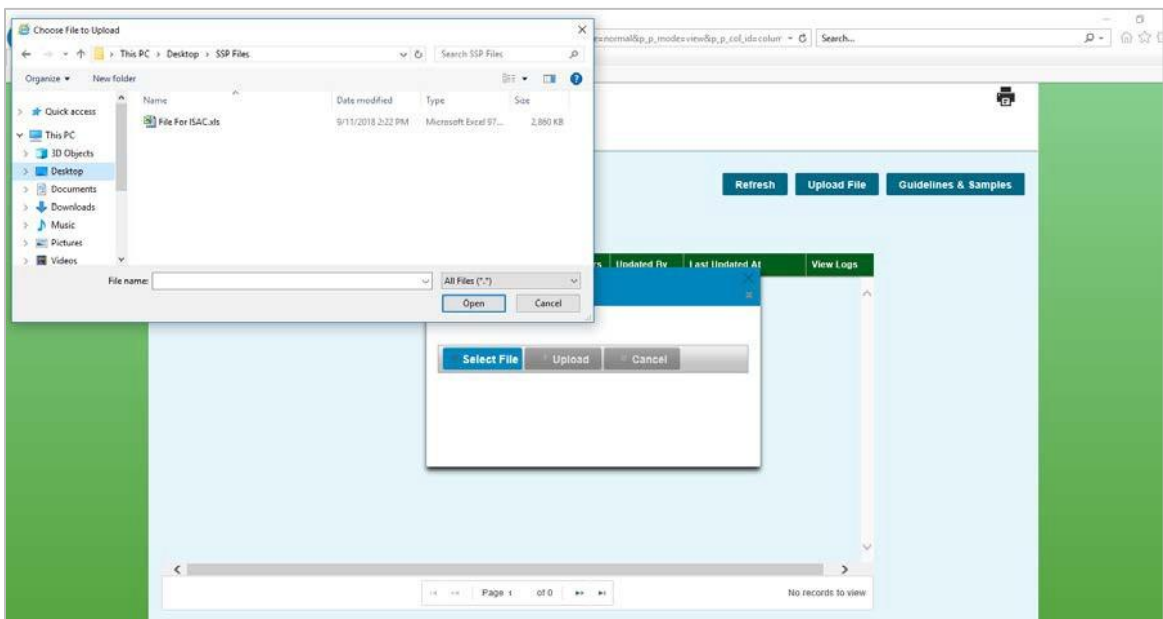
Uploading a File

To upload a file, Click the blue Upload File button next to Guidelines and Samples on the Upload History page. A dialog box will appear, prompting you to browse your computer to select a file to upload:

1. Click Select File.
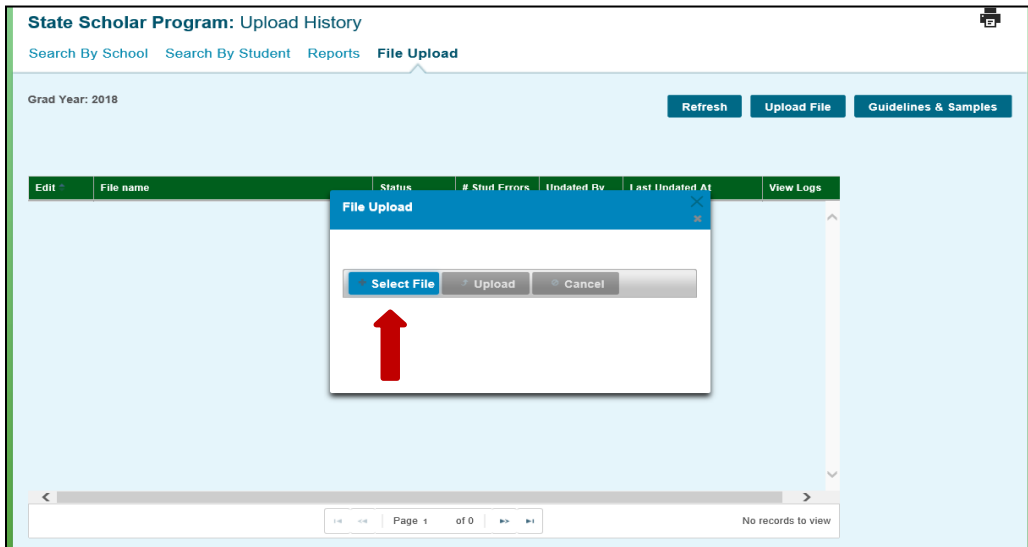
2. Browse your computer to find the file you wish to upload**.**

Uploading a File, Continued

3. Double Click on the desired file, to load it into the dialog box.
4. Make sure it is the file you want to use. If not, click Cancel.
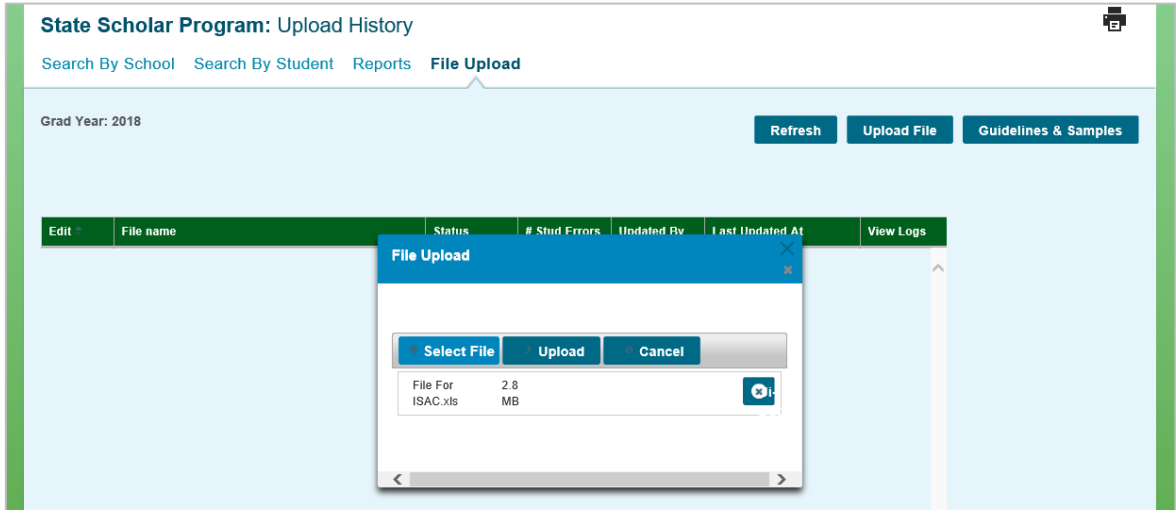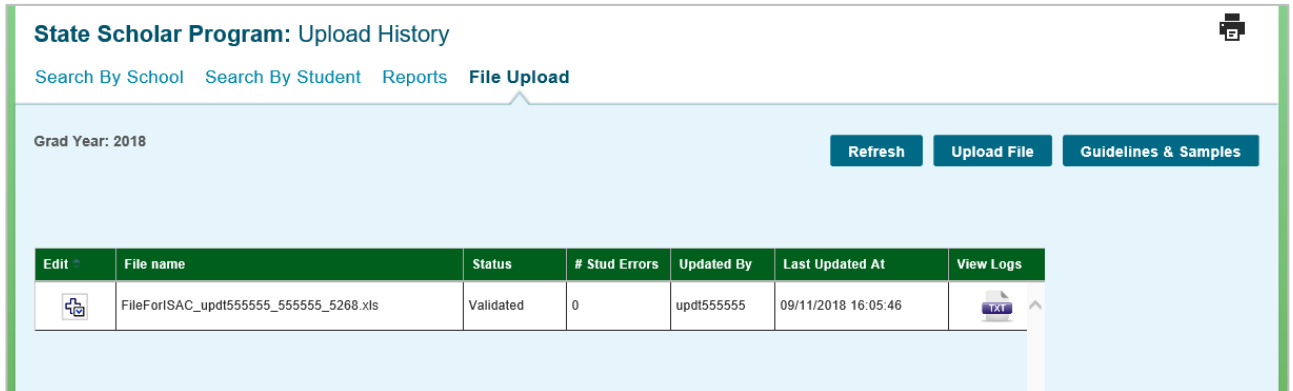
5. Click the Upload button. The file will upload and the validation process will begin.

6. The validation process will take more than a few minutes (5 minutes minimum) so wait a while then click the Refresh button to check if the validation is complete.

7. When the validation process is complete, the file – with its status – will appear in the history section of the screen. Notice, the filename will be modified after validation for ISAC processing.
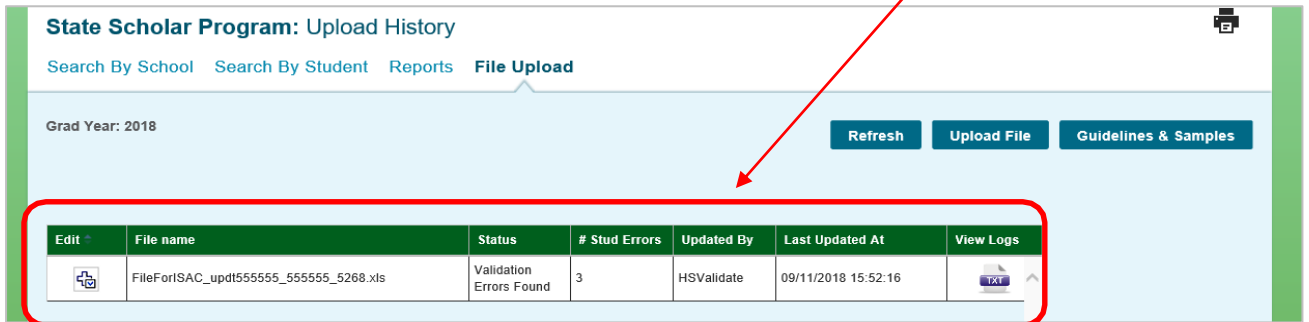
File Validation
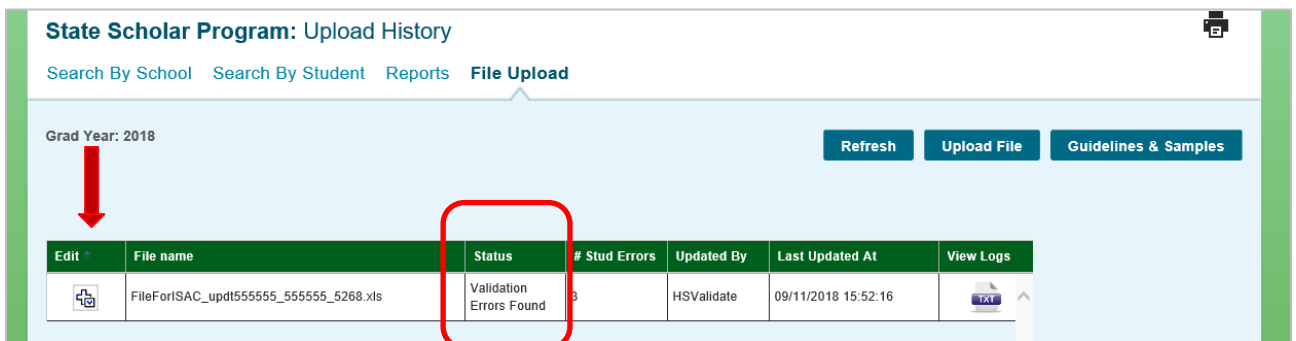
Once the file upload and validation are complete, the file can have two statuses, **Validated** (no errors) or **Validation Errors Found** (with errors). If the file status is **Validated**, no further action on it is required.

If the file status is **Validation Errors Found**, **you must take corrective action**. **The errors must be corrected before any students on the file are considered for State Scholar.** You may resolve the errors in one of two ways. First, you can correct the uploaded Excel file offline and resubmit the corrected file. Or, you can correct the data errors online using the **Edit function** found on the Upload History screen. Keep in mind, **if there are a large number of errors, it may be easier to correct the data in Excel and upload a second file**. See the Troubleshooting section at the end of this guide for a list of File Status Errors

View a Listing of Errors

An alternative way to view a listing of the errors for each record is to use the View Logs function. This report displays a list of each error for each row (student record).

To view the list, click the icon [TXT] under the View Logs column to display the list.

State Scholar Program: Upload History

Search By School   Search By Student   Reports   **File Upload**

Grad Year: 2018

[Refresh]   [Upload File]   [Guidelines & Samples]
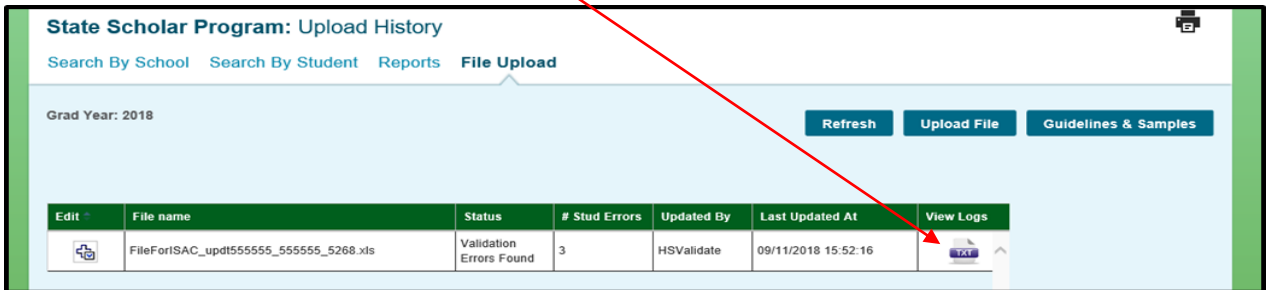
Edit	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs
	FileForISAC_updt555555_555555_5268.xls	Validation Errors Found	3	HSValidate	09/11/2018 15:52:16	[TXT]

File   Edit   Format   View   Help

School Name : ILLINOIS HIGH SCHOOL
File Name : FileForISAC_updt55555_55555_5267.xls

Validation Start Time: 2018-09-11 14:31:37.222
FileControlID: 5267
Requesting UserID: updt140002
Row 2: 6th Semester Rank Invalid
Row 2: 6th Semester Rank invalid for ranked school
Row 3: 6th Semester Rank Invalid
Row 3: 6th Semester Rank invalid for ranked school
Row 4: 6th Semester Rank Invalid
Row 4: 6th Semester Rank invalid for ranked school
Total number of records processed: 3
Number of rows that validated without error: 0
Number of rows that encountered validation errors: 3
Total Number of Errors: 6
Time processing completed: 2018-09-11 14:31:37.472

File Editing Online

State Scholar Program: Upload History Detail

[Back To History] [Display Only Error Records]

ILLINOIS HIGH SCHOOL

Year Selected
2018

Filename
FileForISAC_updt555555_555555_5268.xls

Row	EDIT	ERROR	State Assigned Student ID	Last Name	First Name	MI	DOB MM/DD/CCY	6th Sem Unw GPA	6th Sem Rank	Disqualify Code	Transfer Out Date MM/DD/CCYY	Transfer Out To HS Code	Ea 4t Cl
2	✏ 🗑	🔴		SMITH	JOHN		05/01/2000	003.600					
3	✏ 🗑	🔴		ROSE	RUBY		09/01/1999	004.000					

After clicking the Edit button (prior page), the edit screen (above) allows the user to update any records with errors. Initially, all the records in the file appear on the screen. Use the **Display Only Error Records** button to filter the list to show only records with errors. That button toggles between all the records and only error records. Other functional buttons include:

- **Error** – click the 🔴 icon to view the error details in a pop-up window that displays the error for the record.

- The **Edit** column allows the user to edit ✏ or delete 🗑 a record.

To edit a record:
1. Click the icon ✏ to open the editable data fields (scroll right to view them all).
2. Data enter the correct data into the appropriate fields – be sure to use the proper formatting as described in the SSP file specifications.
3. Click the icon 🔵 next to the edited record to save it. You must save each record individually before moving to the next record.

File Editing Online – Correcting or Adding a Record

Correcting a Record (for example, correcting the spelling of a name, or reporting that a student was designated as a State Scholar in error):

Once a high school's students **have been announced as State Scholars**, corrections to already-submitted data would need to be submitted as follows:

- Submit in writing to ISAC's School Services Department via a fax to 847-831-8549, an e-mail to isac.schoolservices@illinois.gov, or regular mail to ISAC's Deerfield address.

Adding a Record
If necessary, a record may be added to the list of students. To add a record, go to the bottom of the screen, underneath the scroll bar.

To add a record:

1. Click the + icon and an empty row will display below the last record.
2. Data enter the record in the empty row.
3. After data entry is complete, click the ▤ icon to save the record.
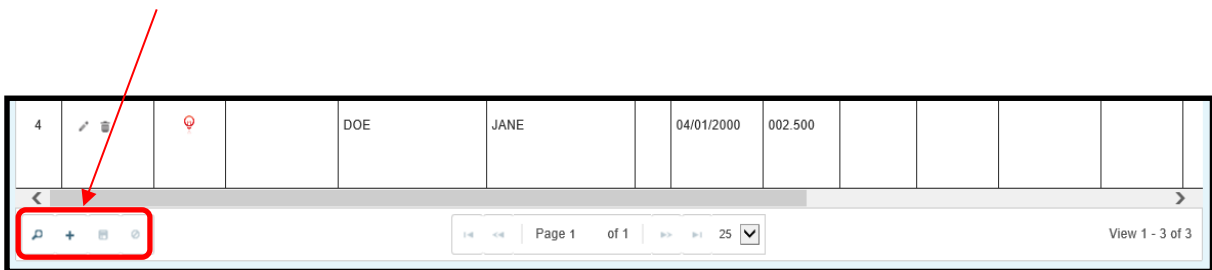
OTHER OPTIONS

Search

The 🔍 icon (far left on the function row) allows you to search the records by Row number, Last Name or First Name.

File Status Communication

Upon the completion of file validation (page 8 of this guide), if the file upload had errors, the school's SSP contact and principal will receive an email informing them of the file's status. **The errors must be corrected before any students on the file are considered for State Scholar.**

The email will be generated once a week until such time that an error free file is validated. The email will come from isac.schoolservices@illinois.gov and will have the subject line:

> "ACTION REQUIRED, SSP Sixth Semester Validation, School 14XXXX"

ISAC

Dear Colleague:

This communication is an important reminder, in regard to an Excel file, containing sixth semester data for the 2019-20 State Scholar Program (SSP), which was recently submitted to the Illinois Student Assistance Commission (ISAC) by your high school.

Results of Preliminary File Review:

The file that was submitted contained errors. ISAC is not able to process your student data until these errors have been corrected.

In order to ensure all of your students are included in the State Scholar selection process, you will need to make the necessary corrections.

Corrections can be submitted via GAP Access using either of the following options:

- upload a new (corrected) Excel file, **including data for the entire class**
- manually correct individual records from the submitted file online through the SSP Validation function
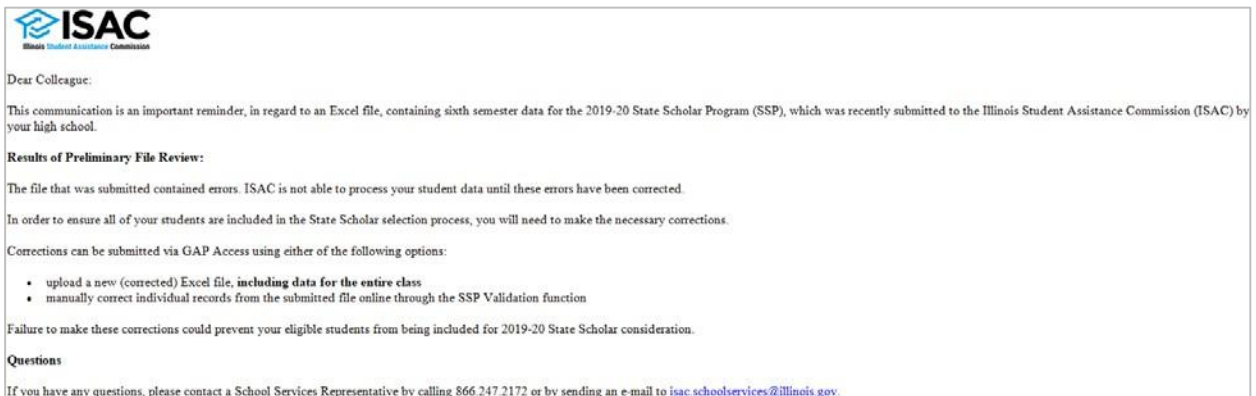
Failure to make these corrections could prevent your eligible students from being included for 2019-20 State Scholar consideration.

Questions
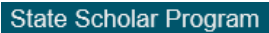
If you have any questions, please contact a School Services Representative by calling 866.247.2172 or by sending an e-mail to isac.schoolservices@illinois.gov.

When a file is validated without errors, an email will be sent to the school contact upon the completion of validation.

Please make sure both the Principal and Contact information on the **State Scholar Program: School** screen is correct and is updated when necessary. Otherwise, you will miss these critical emails.

ILLINOIS HIGH SCHOOL 555555

Address 123 STREET CITY, IL 55555	**Principal** PRINCIPAL SCHOOL
	Principal Phone
County	**Principal Email** Principal@School.edu
Phone	**School Contact** School contact
	Contact Phone
	Contact Email Contact@School.edu

Step-By-Step

1. Create a 6th semester data file according to the SSP specification and save that file to your computer or network.

2. Login to GAP Access.

3. Click the State Scholar Program button State Scholar Program under the Programs tab.

4. Enter school specific information if you have not already done so.

5. Verify school contact and principal information and update if necessary.

6. Click the File Upload **File Upload** tab.

7. Click the Select File button. **Select File**

8. Find the file to upload from your computer and double-click on it to copy it into the dialog box.

9. Click the Upload **Upload** button.

10. Allow time for the validation process. Click the Refresh **Refresh** button.

11. Correct any errors found after the validation process by either correcting the Excel file or data entering the corrections online using the Edit function.

12. Review any emails received and take any action necessary.

Resources

State Scholar Main Page on ISAC's Website
http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/index.html

State Scholar Program File Specifications
http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/roster-data/#option1

GAP Access (for setting up user IDs and passwords) and SSP User Guides
http://www.isac.org/gap-access/#guide

ISAC School Services Contact Information
Email: isac.schoolservices@illinois.gov
Phone: 866-247-2172

State Scholar Electronic Data Exchange
File Layout and Specifications

Overview

In order to electronically submit student 6th semester data for the State Scholar Program, schools will create an Excel spreadsheet containing the data and submit it to ISAC through the Gift Assistance Program Access (GAP Access) portal. The spreadsheet must be created using the file layout below. To submit the data, upload a completed and verified 6th semester Excel spreadsheet to ISAC via the State Scholar - File Upload option in GAP Access. You must have a valid GAP Access user name and password to log in to GAP Access.

1. The spreadsheet must be created using versions of Microsoft Excel 2003 and above.

2. Populate the spreadsheet with 6th semester data, following the guidance found on the SSP page at isac.org.

3. Be sure to "zero fill" fields where required. Excel suppresses lead zeros (**00**1755 = 1755 in Excel) so make sure to format the columns to allow the lead zeros to appear. See the State Scholar File Upload User Guide Troubleshooting section for instructions on formatting columns.

4. Alpha characters should be in all "CAPS" to accommodate proper printing of certificates.

5. A header row is not necessary (the titles "State Assigned ID, Last Name, First Name", etc.) however, if a header row (title row) is used, it must be designated a "header" in the Excel spreadsheet.

6. Excel provides a function to protect the spreadsheet and its cells so that others cannot change the data. **Do not protect the spreadsheet** or any of its cells; otherwise the file will not be able to be properly read and will be considered corrupted.

7. Schools will submit the file to ISAC via GAP Access.

State Scholar Electronic Data Exchange File Layout and Specifications

Required column: M = Mandatory, R = Highly Recommended; O = Optional

Column	Data Element	Description	Required	Length	Data Type	Valid Values/Format
A	State ID	Student State ID	O	9	Numeric	ISBE supplied 9-digit student identification number.
B	Last Name	Student's Last Name	**M**	35	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
C	First Name	Student's First Name	**M**	16	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
D	Middle Initial	Student's Middle Initial	O	1	Alpha	1 alpha
E	Date of Birth	Student's Date of Birth	**M**	10	Date	MM/DD/CCYY format. Valid Calendar Date.
F	6th Semester GPA	Student's **Unweighted Grade Point Average** as of the end of the 6th semester.	**R***	7	Numeric - **Zero Fill** Front & End, decimal in position 4.	7-digit number; 3 positions after a decimal. ≥ 0. Examples: 003.999, 004.250, 004.000, 099.891
G	6th Semester Rank	Student's Rank in Class as of the end of the 6th semester.	**R***	5	Numeric - Right Justify **Zero Fill**	5-digit number. Should be $\leq$ 6th Semester Class Size. Example: 1 = 00001
H	Disqualify Reason	Reason a student does not qualify for the SSP program.	M - If Applicable	1	Alpha	**E**: not a citizen or eligible non-citizen **F**: not a resident of IL as of end of 6th semester. **H**: not scheduled to graduate from HS by September of following year. **I**: already in college or graduated prior to start of the next academic year **O**: deceased Or **Blank**
I	Transfer Out Date	Date the student stopped attending your High School.	R - If Applicable	10	Date	MM/DD/CCYY format. Valid Calendar Date.
J	Transfer Out School Code	6-digit ACT code of the High School the student is moving to.	R - If Applicable	6	Numeric	Complete 6-digit number.
K	Early Grad Class Size	Number of students as of the end of the 3rd semester prior to student's graduation.	M - If Applicable	5	Numeric - Right Justify **Zero Fill**	Up to 5-digit number. Must be greater than 0. Example: 234 = 00234
L	Early Grad Rank	Student's Rank in Class as of the end of the 3rd semester prior to the student's graduation.	R - If Applicable	5	Numeric - Right Justify **Zero Fill**	Up to a 5-digit number. Should be $\leq$ 6th Semester Class Size. Example: 1 = 00001

R* = You must populate either field F or field G. Or, you may populate both. Populate the fields consistently for each student.

16

Troubleshooting

Common Issues

Incorrect formatting of 6th semester GPA and 6th semester Rank

6th semester GPA is a 7-digit field that includes a decimal point in the 4th position, with 3 positions after the decimal. Properly formatted the field should appear like this: 999.999. So, if your system carries only a 5-digit GPA (including the decimal), 3.549, you need to reformat that column on your spreadsheet to make it conform to the ISAC requirements. To do so you may use the following solution. There may be different or even easier methods to correct the data but this one will work.

1. First populate the spreadsheet with student data. It should look something like this:

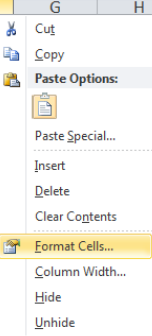|	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw C	6th Sem Ra	Disqualify (	Transfer Ot	Transfer Ot	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.549	5						
3		SMITH	SAMUEL		01/02/99	3.349	10						
4		HILL	LOVE		01/03/99	3.33	12						

2. To correct the formatting errors for the 6th semester GPA, Click on column F to highlight the entire column

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw C	6th Sem Ra	Disqualify (	Transfer Ot	Transfer Ot	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.549	5						
3		SMITH	SAMUEL		01/02/99	3.349	10						
4		HILL	LOVE		01/03/99	3.33	12						
5													

3. Right click to bring up the menu and select "Format cells..."

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name	MI	DOB MM/DD/CCYY	6th Sem Unw			ify (	Transfer Ot	Transfer Ot	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.54	Cut							
3		SMITH	SAMUEL		01/02/99	3.34	Copy							
4		HILL	LOVE		01/03/99	3.3	Paste Options:							
5													
6							Paste Special...							
7							Insert							
8							Delete							
9							Clear Contents							
10							Format Cells...							
11							Column Width...							
12							Hide							
13							Unhide							

Troubleshooting

4. Select "Custom" under the **Category** column, then in the **Type** field (initially, some words or numbers may appear in the field) type 000.000 and click OK
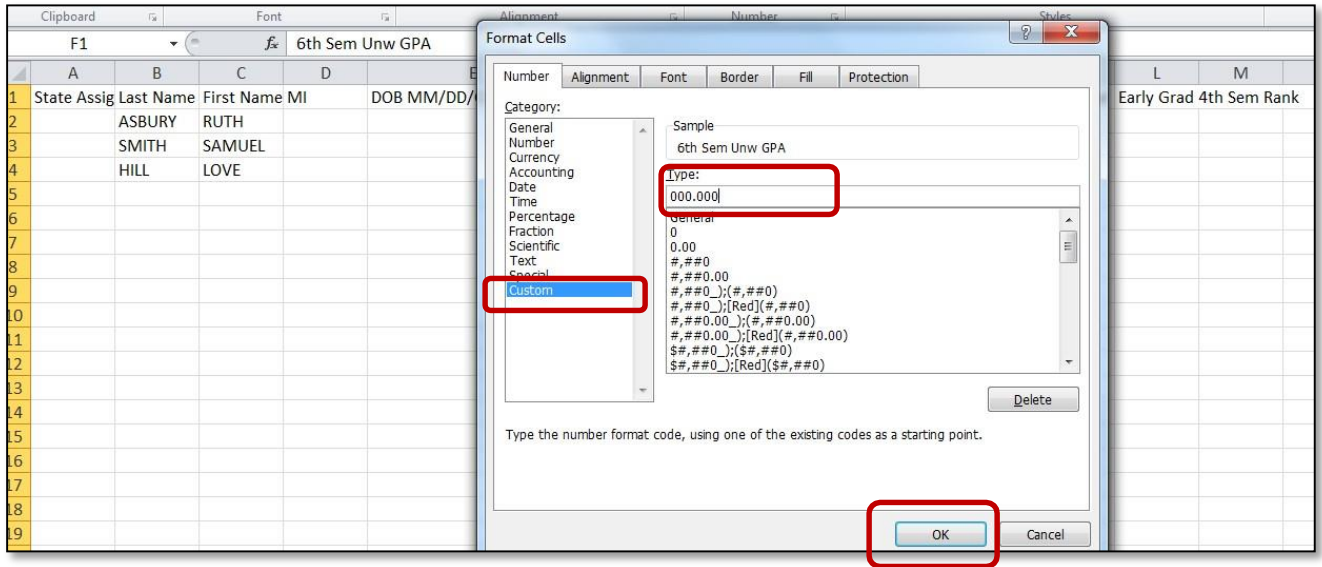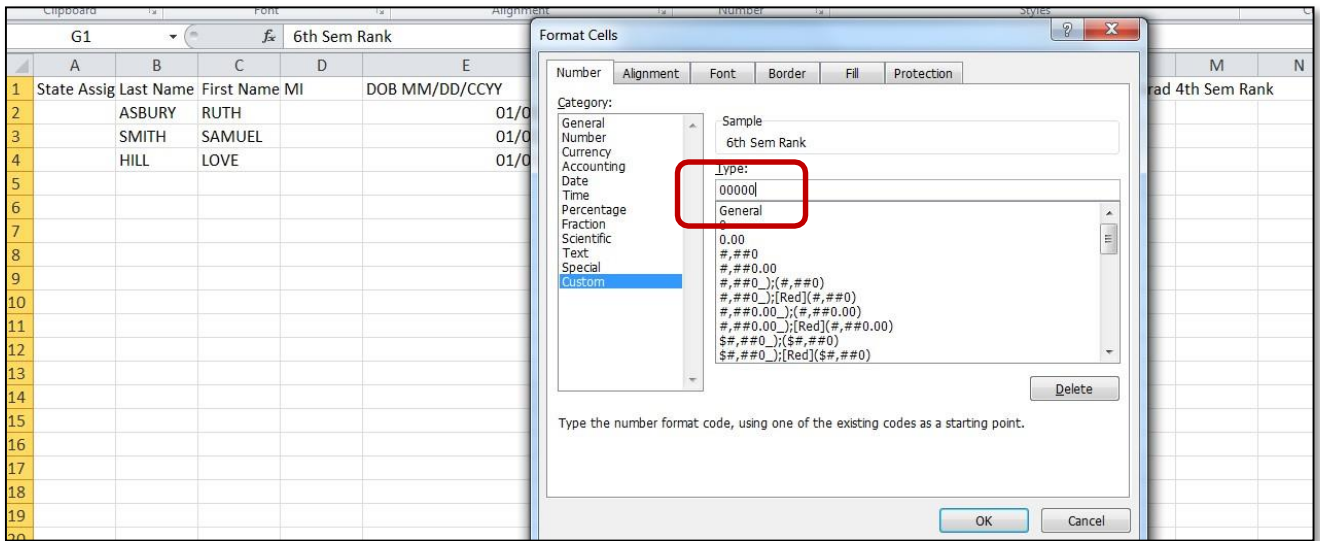

5. Now the 6th Semester GPA field is formatted according to the ISAC requirements.

Troubleshooting

To correct the formatting for the **6th semester rank**, follow the same general steps as those used for 6th semester GPA except:

- Highlight the **6th semester rank** column.
- Type 00000 in the **Type** field on the Format Cells screen.

After clicking OK, the 6th Semester Rank field will be formatted according to the ISAC requirements.

Troubleshooting

Validation Errors but no students in have errors.

Sometimes a message will appear Validation Errors Found, however none of the students have error messages next to them.

This error most frequently occurs when the number of records on the file is greater than the 6th Semester Class Size reported on the school screen (see page 3).

In this instance, check the report by clicking on the [TXT] icon to open the report to confirm the error.

The issue with the file is listed on the report.
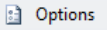
When this error occurs, check the school screen 6th Semester Class Size, update if necessary, and double check the number of student records on the file. Make sure the number of students on the file is less than or equal to the number in the 6th Semester Class Size.

Troubleshooting

Mac Users having problems formatting the date of birth field

If you are a Apple Mac user and the date of birth will not appear as required on your spreadsheet, try to follow prior to populating the date of birth field.

1. Open Excel
2. Click File [File] at the top of the worksheet
3. Select Options [Options] from the "File" menu
4. Select Advanced
5. Under the heading "When calculating this workbook" scroll down to find "Use 1904 date system."
6. Uncheck the box next to "Use 1904 date system."
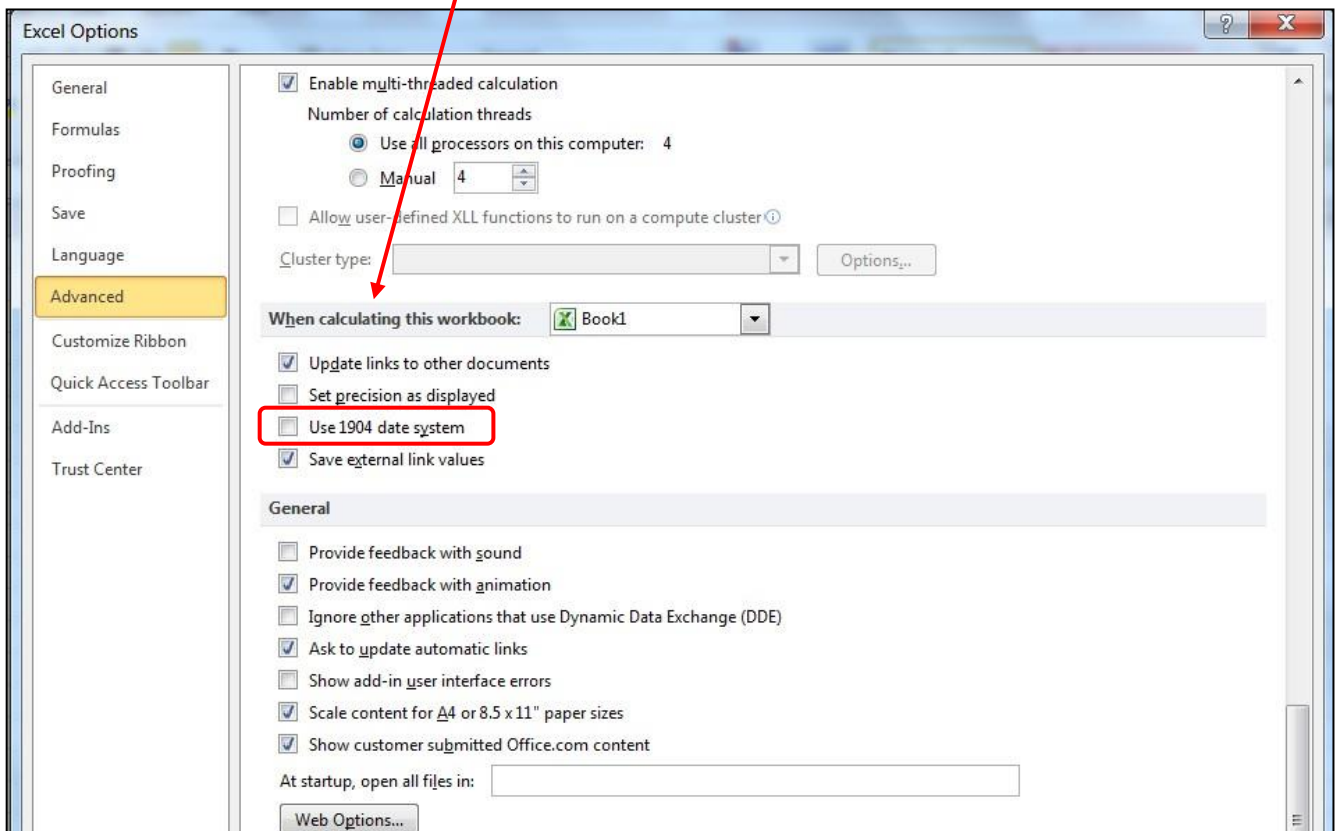
Troubleshooting

Incorrect formatting of the Date of Birth (DOB).

Date of Birth format specification is mm/dd/ccyy (month/date/centuryyear). You will need to format the DOB column on your spreadsheet to make it conform to the ISAC requirements.

1. Right click on the appropriate cell. Select **Format Cells….**
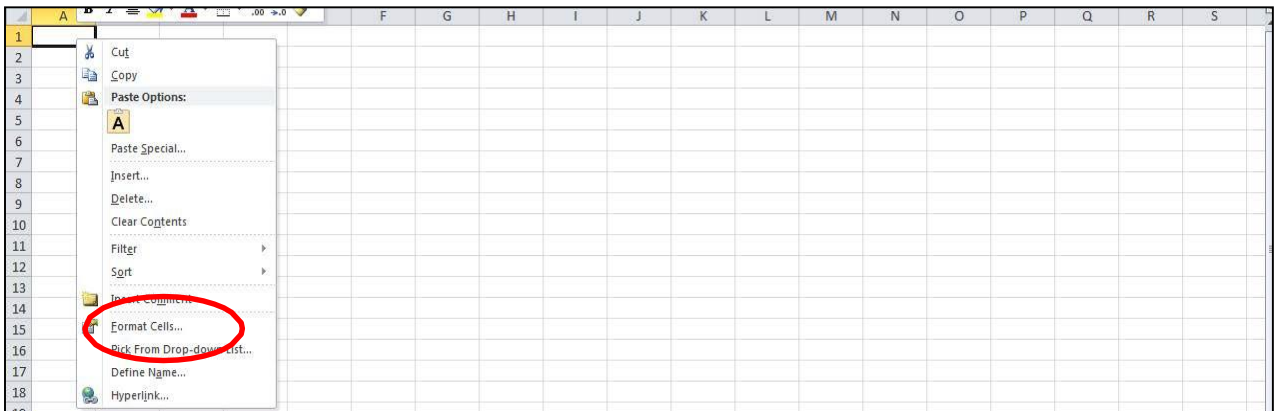
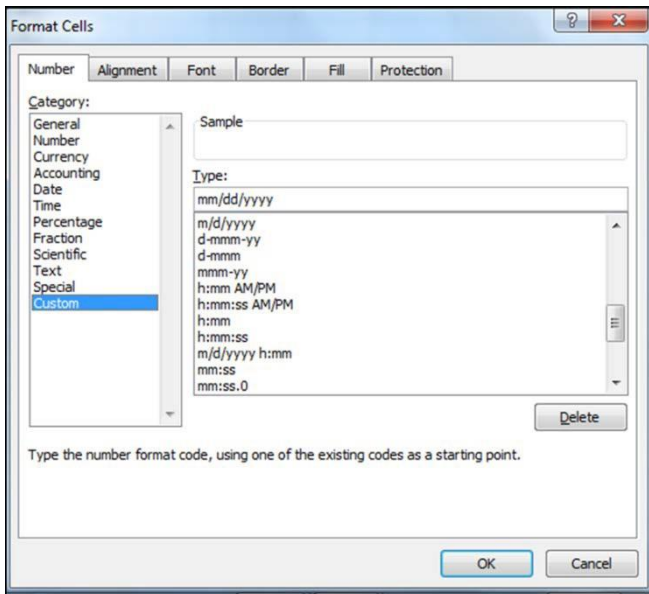2. Select **Date** and the ***3/14/2001** option under Type:
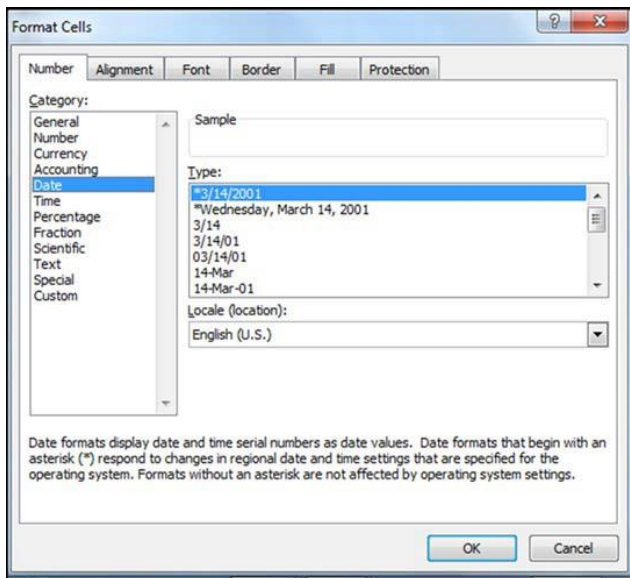
Troubleshooting
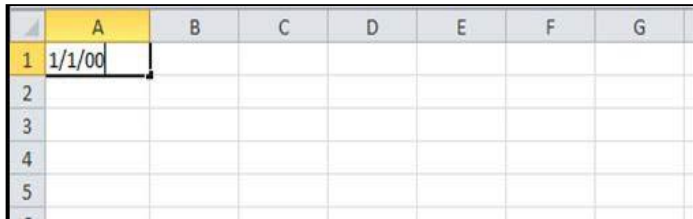
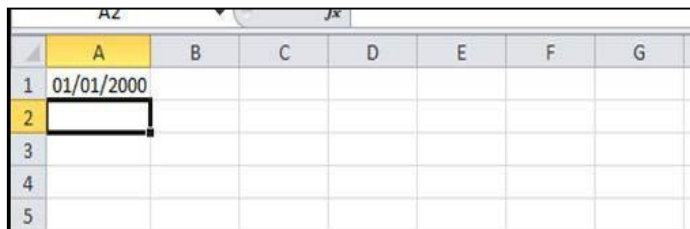3. Select **Custom** and **m/d/yyyy** under Type:
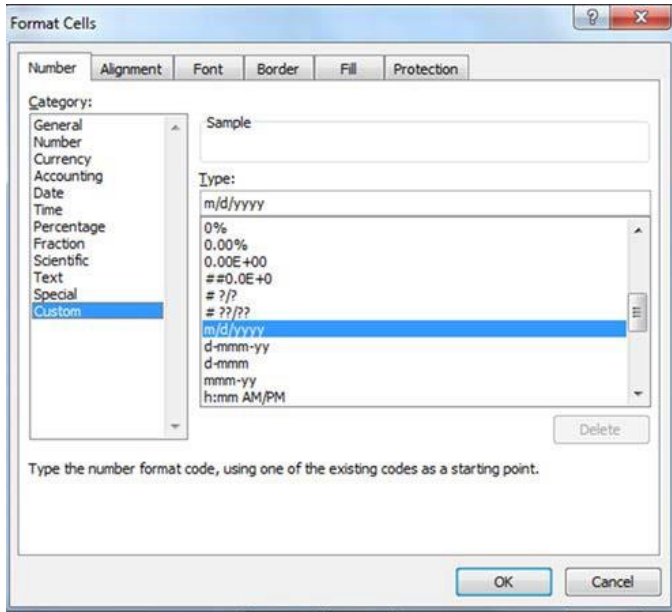
4. Type mm/dd/yyyy in the **Type** field Click OK

Troubleshooting

Your cell is now formatted in Date type - mm/dd/ccyy. You can now enter the date as 1/1/00 and it will convert to the formatted date type: 01/01/2000.

	A	B	C	D	E	F	G
1	1/1/00						
2							
3							
4							
5							

	A	B	C	D	E	F	G
1	01/01/2000						
2							
3							
4							
5							

Troubleshooting

File status errors that require a correction

Reminders:
- **BOTH** columns (rank and unweighted GPA) **MUST BE** formatted.
- Make sure the file is in the specified format.
- All files **MUST BE** created using Microsoft Excel 2003 and above.

- **Staging Error** – File could not be decrypted or recognized. A corrected file must be submitted.
  - While this is not the only reason for a file to fail for Staging Error, it is one of the possibilities. ISAC recommends using Microsoft Excel 2003 or above to create the file. If another software program is used to create the file (OpenOffice, Google Sheets, LibreOffice, WPS Office, etc.) the file will most likely fail for staging error.

- **File Password Protected** – Excel file is password protected. A corrected file must be submitted.

- **File Error** – File could not be uploaded. File is not in the ISAC required format (see Guidelines and Samples). A corrected file must be submitted.

- **Validation Errors Found** – Record format errors. Verify the data follows ISAC guidelines. A corrected file must be submitted.

Reports

Once ISAC announces the qualified Illinois high school students have been designated as State Scholars, users can generate a Portable Document Format (PDF) report of your institution's State Scholar Finalists and Non-Finalists.

In the State Scholar section, click on the Reports box on the State Scholar Program: School screen.

Reports

Click on Create New Report.

Click on the drop-down arrow and select the report of choice and then click on Request Report. The requested report detail will appear on the State Scholar: Reports: Eligibility Reports screen.