

Course Enrollment Upload Directions

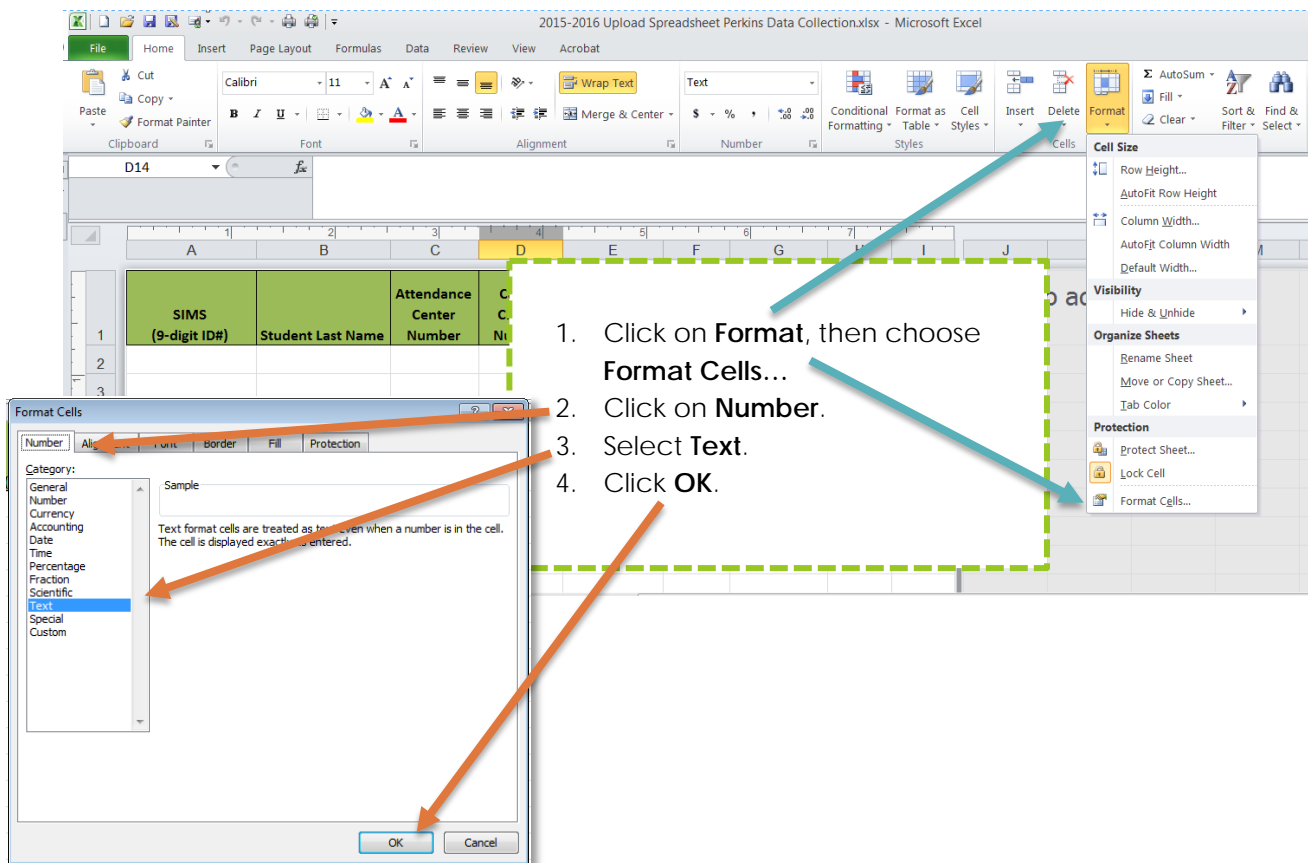
There are two scenarios in which districts would consider using the Course Enrollment Upload.

- 1) Districts that do not use Infinite Campus-District Edition and have a large number of students and/or courses in their CTE program(s). In partnership with the school's registrar and/or IT team, an Excel file(s) is uploaded to the Perkins Data system.
- 2) Non-transcripted courses (i.e. Middle School CTE courses) for a large number of students and/or courses in their CTE program(s). In partnership with the school's Infinite Campus person and/or IT team, an Excel file(s) is uploaded to the Perkins Data system.

Complete the Excel document entitled **Course Enrollment Upload** spreadsheet located at <http://doe.sd.gov/octe/data>.

It is highly recommended that you **complete a separate document for each approved CTE program** and upload one program/document at a time.

To ensure that zeroes are not omitted from SIMS and Attendance Center Numbers:



2015-2016 Upload Spreadsheet Perkins Data Collection.xlsx - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles

Cell Size: Row Height, AutoFit Row Height, Column Width, AutoFit Column Width, Default Width

Visibility: Hide & Unhide

Organize Sheets: Rename Sheet, Move or Copy Sheet, Tab Color

Protection: Protect Sheet, Lock Cell, Format Cells

Format Cells dialog box: Category: Number, Text, Special, Custom. Sample: Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

1. Click on **Format**, then choose **Format Cells...**
2. Click on **Number**.
3. Select **Text**.
4. Click **OK**.

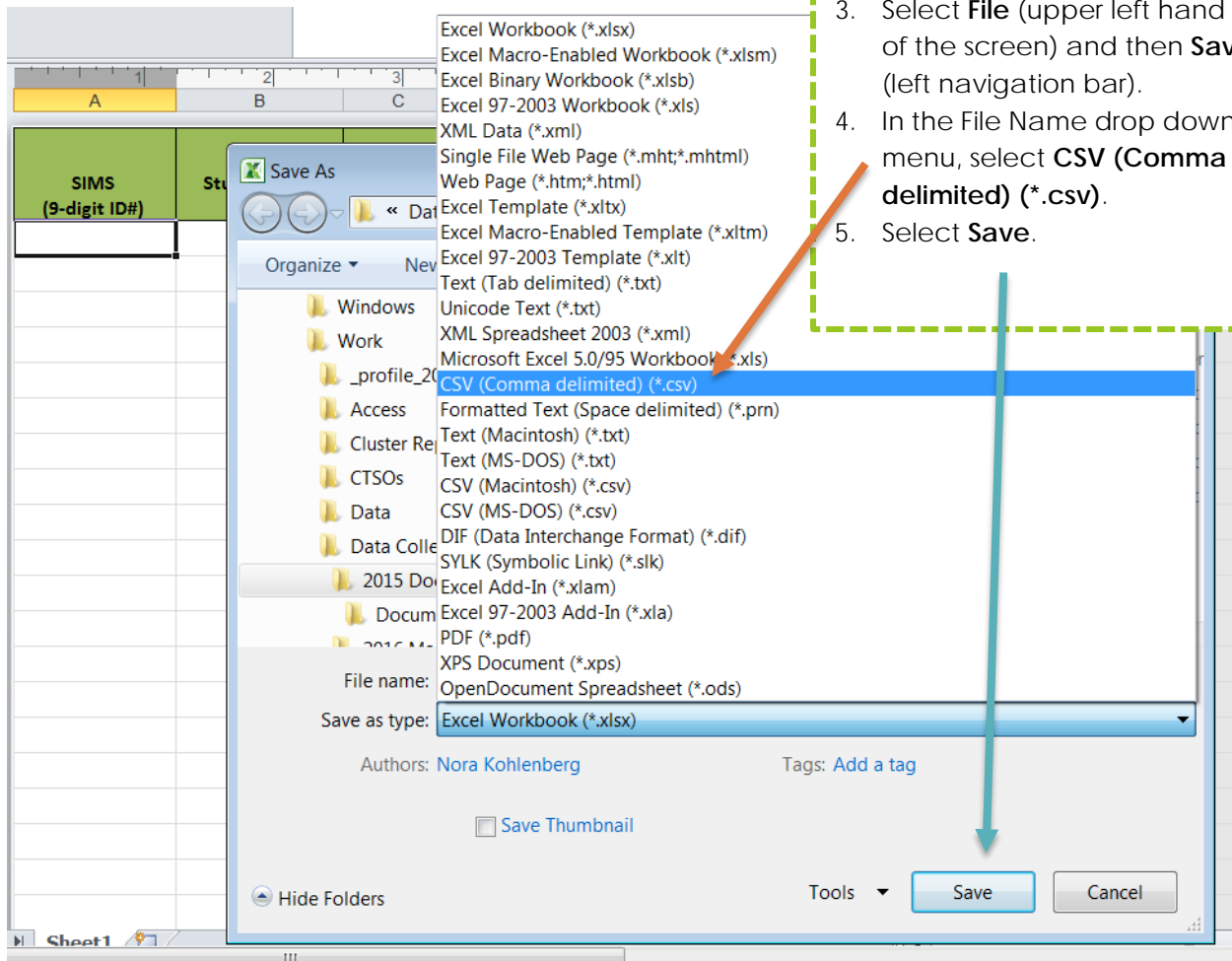
Below are the fields for the Upload Spreadsheet and the number of characters required for each column:

Column Heading	Number of Positions	Notes
SIMS	9 positions	9-digit student state ID number
Last Name	30 positions, maximum	
Attendance Center	2 positions	The last 2-digits of your School ID (ex. 01, 02, 03...)
Term	50 positions maximum	Can be semester or quarter (ex. 1, 2, 3, 4, Fall, Spring)
Class Assignment Code	5 positions	State Common Course codes for all CTE, academic and capstone courses can be found at http://doe.sd.gov/octe/commoncourse.aspx
Credits	6 total positions, maximum	2 decimal places, maximum
Placement	1 position	1 – Employment 2 – Military 3 – Less than 4-year postsecondary 4 – 4-year postsecondary 5 – Advanced training
Technical Skill Attainment (TSA)	6 total positions, maximum	2 decimal places, maximum
Single Parent	1 position	Y – Yes N – No

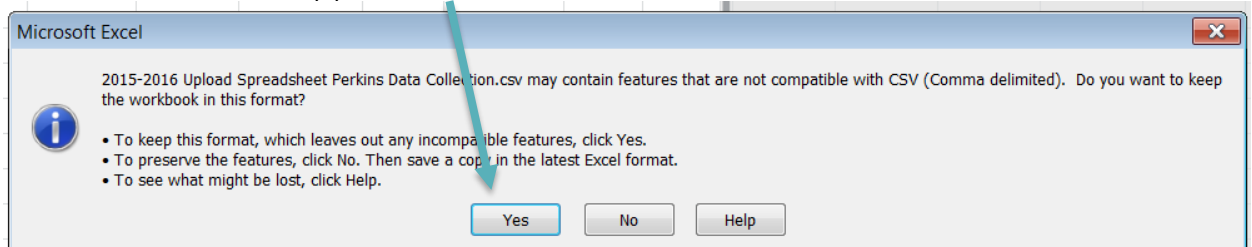
Saving the file(s):

Ensure all data are complete and accurate before going to the next step. **Do not go on until your spreadsheets are ready to upload.**

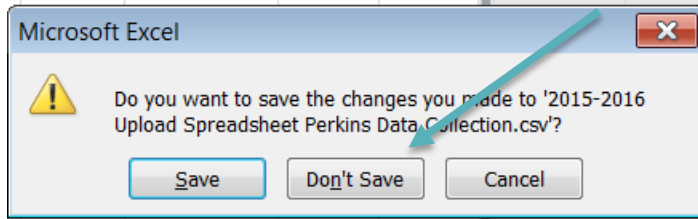
1. Leave the labels (row 1) in the Excel document.
2. Save the file as a "Comma delimited" file (.csv).



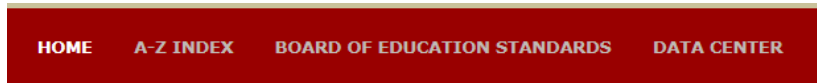
6. A screen like this will appear, click **Yes**.



- Close the file. A screen like this will appear. Click **Don't Save**.



Logging On to the Perkins Data Collection Site:



Perkins Web Portal

The Carl D. Perkins Act of 2006 requires states and their eligible local education agencies (LEAs) to continuously improve using information garnered from sources such as data and measures related to key areas of Perkins legislation. The Perkins Data Collection system at South Dakota to collect the data elements required by Perkins IV legislation. The data not only allow the Department of Education to meet its federal reporting requirements but also allow school districts and the department to use the information to inform program gaps to recognize and resolve performance gaps.

⇒ **LOG ON TO THE PERKINS DATA COLLECTION SYSTEM.**



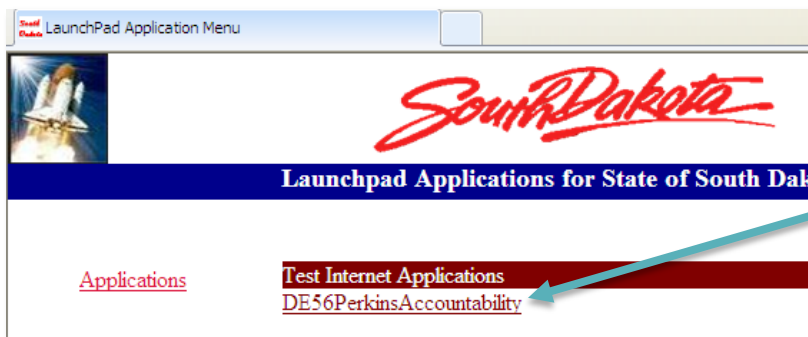
- Open an internet browser window in Internet Explorer, version 8 or higher, on a PC operating system. The Perkins Data System currently does not function on a Mac operating system or through the following browsers: Google Chrome, Mozilla Firefox or Safari.

- Go to <http://doe.sd.gov/octe/data>.

- Click on "LOG ON TO THE PERKINS DATA COLLECTION SYSTEM."



- Log in to Perkins Data Collection system using your school's Logon Name and Password. Each district has one logon name/password. Please contact the main Perkins contact in your district for this information. If no one has the logon name/password, contact the Division of Career and Technical Education (DCTE) at 605.773.3423.



- Select the Perkins Accountability link in the center of the page.

DE56PerkinsAccountability

[Actions](#)
[Reports](#)
[About](#)
[Close](#)

South Dakota

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DE56PerkinsAccountability
 Perkins Accountability System

13. Click on **Actions**.

14. Click on **Course Enrollment Upload**.

DE56PerkinsAccountability

Course Enrollment Upload

District

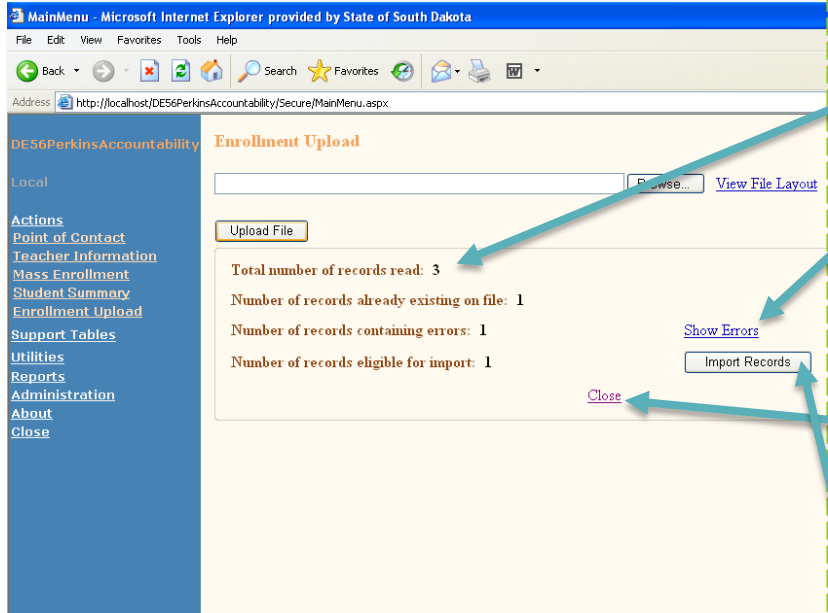
[Browse...](#) [View File Layout](#) [View Upload History](#)

[Upload File](#)

15. Click **Browse** and locate the first CSV file you would like to upload.

16. Once the file name is selected, click **Open**.

17. Click **Upload File**.



18. Review the information to see how many students can be uploaded or if there are errors with some students.

If there are errors, you can click on the **Show Errors** button.

At this click **Close** and clean up the errors first before importing.

19. To upload the data, click **Import Records**.

If the Import is successful, the screen will show **Import complete**. The last line tells you how many records have imported.

