

Placement Data Upload Directions

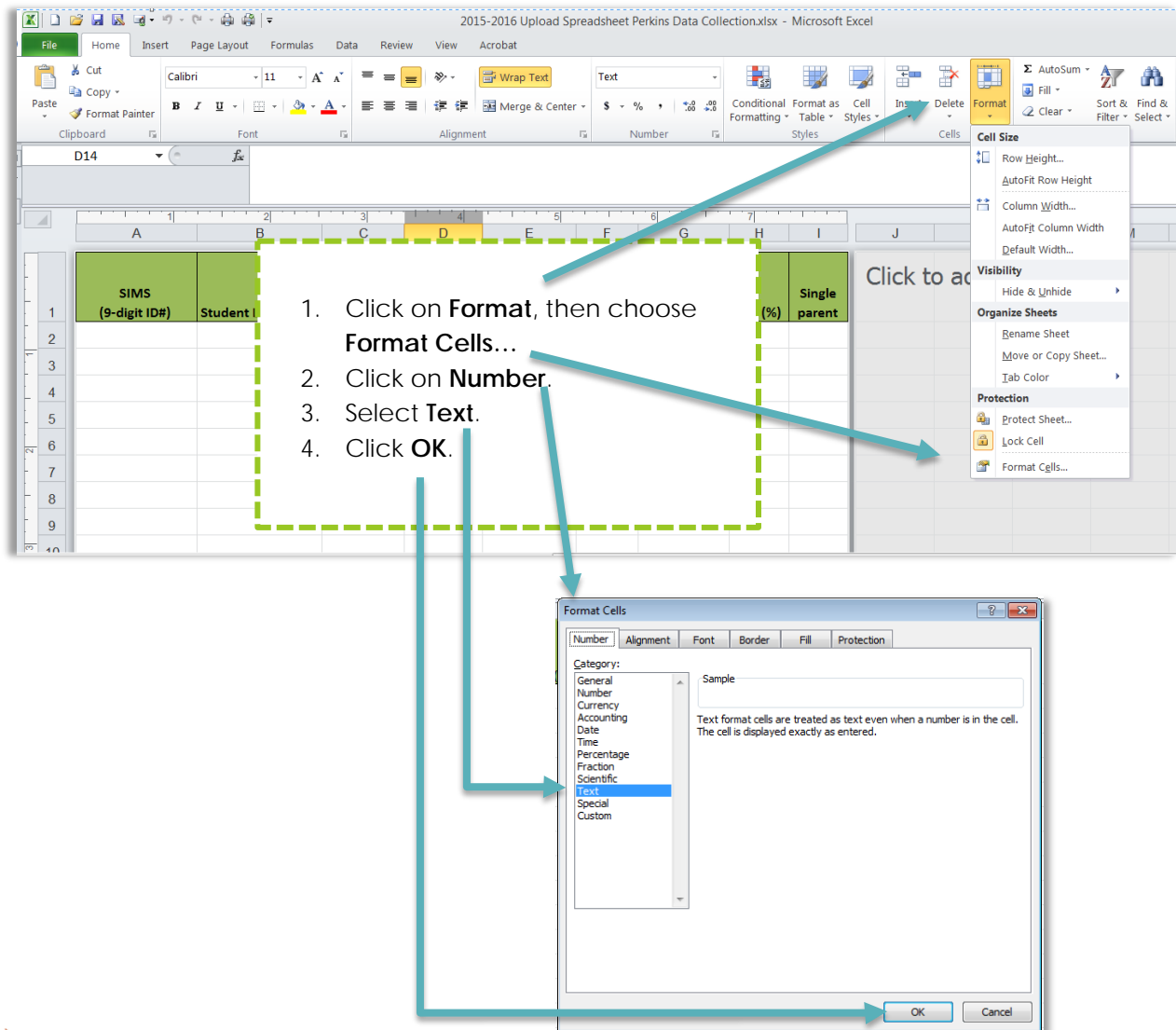
The Placement Upload application was created with the purpose to increase efficiency of placement data entry for districts with a large number of students.

IMPORTANT:

The placement accountability measure is calculated for students who have EXITED secondary education. This includes students who graduate early or have dropped out.

Complete the Excel document entitled Placement Upload Spreadsheet located at <http://doe.sd.gov/octe/data>. If the district has more than one high school attendance center, it is recommended to upload one attendance center at a time.

To ensure that zeroes are not omitted from SIMS:



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

1. Click on **Format**, then choose **Format Cells...**

2. Click on **Number**.

3. Select **Text**.

4. Click **OK**.

Click to activate cell

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text**
- Special
- Custom

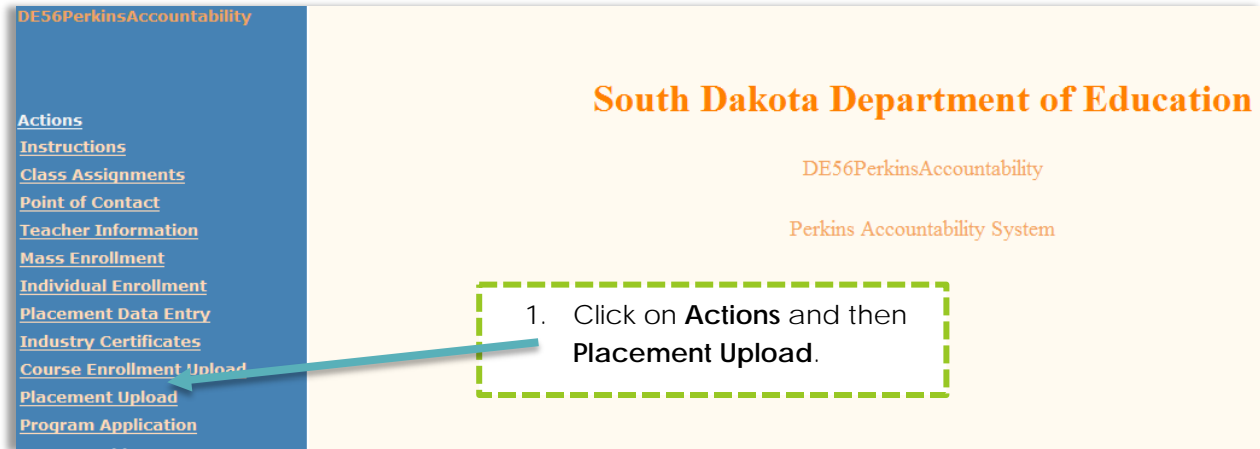
Sample

Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

OK Cancel

Placement Data Upload

After logging into the Perkins Data Collection system at <http://doe.sd.gov/octe/data>, enter student data via Placement Data Entry tool by following these directions:



South Dakota Department of Education

DE56PerkinsAccountability

Perkins Accountability System

1. Click on **Actions** and then **Placement Upload**.

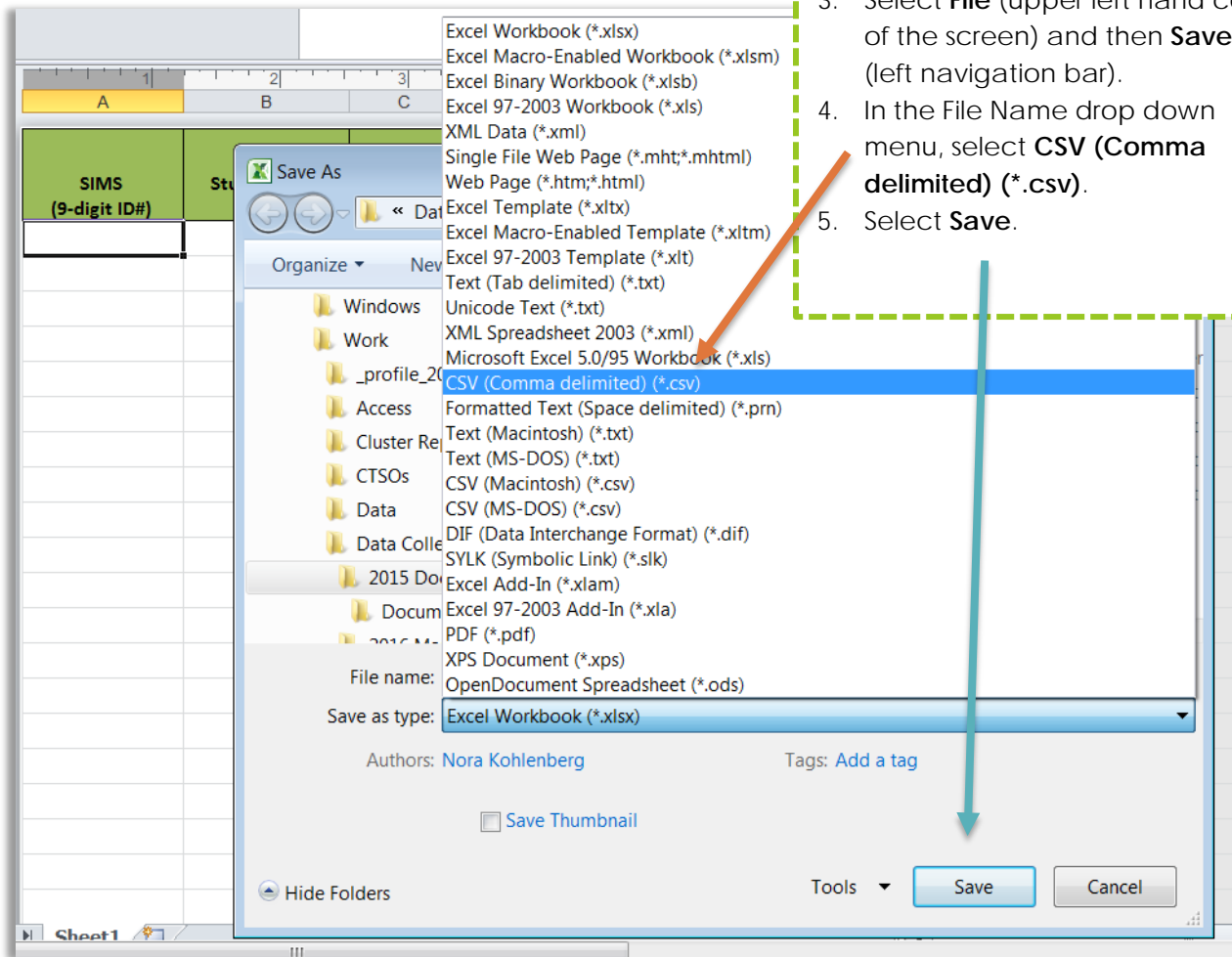
Below are the fields for the Placement Upload Spreadsheet and the character information for each column:

Column Heading	Number of Positions	Notes
SIMS	9 positions	9-digit student state ID number
Last Name	30 positions maximum	
Placement	1 position	1 – Employment 2 – Military 3 – Less than 4-year postsecondary 4 – 4-year postsecondary 5 – Advanced Training

Saving the file(s):

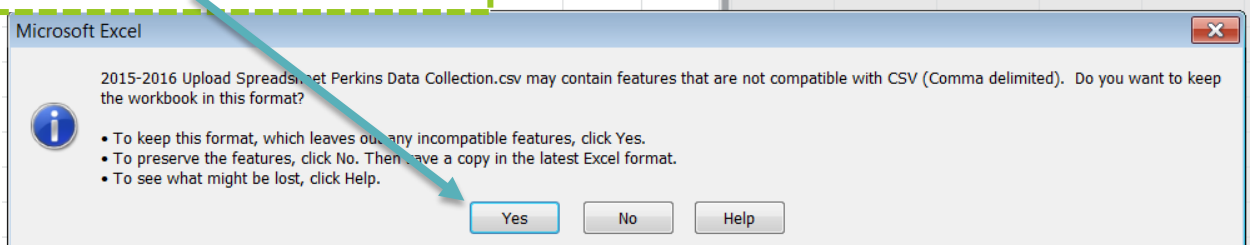
Ensure all data are complete and accurate before going to the next step. **Do not go on until your spreadsheets are ready to upload.**

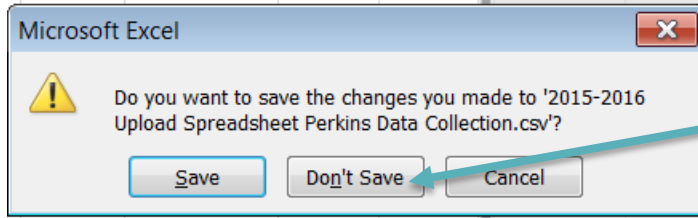
1. Leave the labels (row 1) in the Excel document.
2. Save the file as a "Comma delimited" file (.csv).



3. Select **File** (upper left hand corner of the screen) and then **Save As** (left navigation bar).
4. In the File Name drop down menu, select **CSV (Comma delimited) (*.csv)**.
5. Select **Save**.

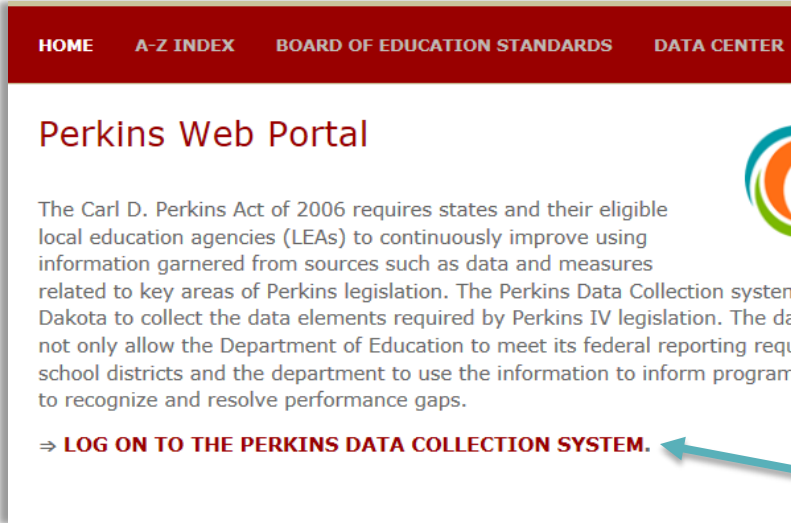
6. A screen like this will appear, click **Yes**.



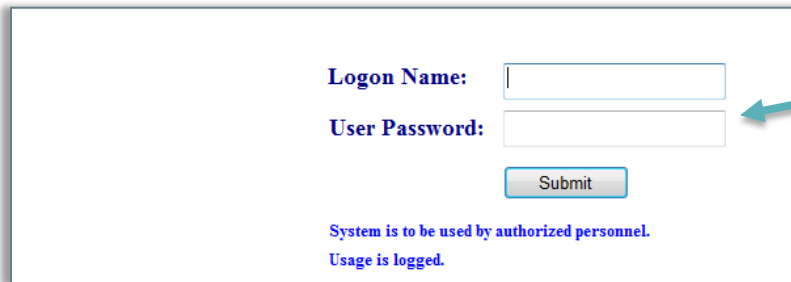


7. Close the file. A screen like this will appear. Click **Don't Save**.

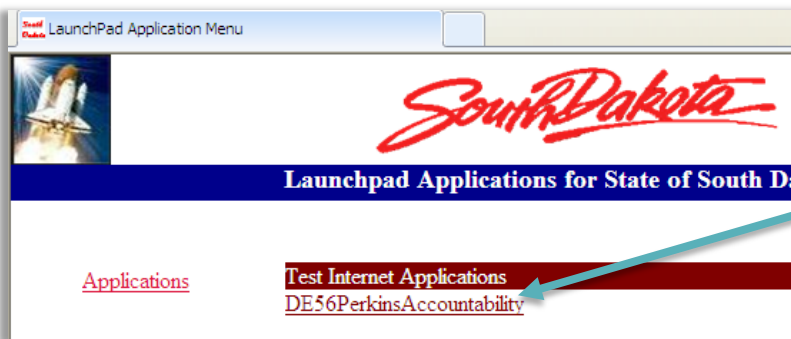
Logging On to the Perkins Data Collection Site:



8. 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.
9. Go to <http://doe.sd.gov/octe/data>.
10. Click on "LOG ON TO THE PERKINS DATA COLLECTION SYSTEM."



11. 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.



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

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13. Click on **Actions**.

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Perkins Accountability System

14. Click on **Placement Upload**.

DE56PerkinsAccountability **Placement Upload**

Test

District Com Palace District 88-8

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

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**.

Placement Upload

District

Browse

Total number of records read: 1
Number of records duplicated within file upload: 0
Number of records containing errors: 1

Please fix the following error(s). No placement records were updated.

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

19. The errors will need to be fixed before the file can be uploaded.

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

Placement Upload

District

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

Total number of records read: 8
Number of records duplicated within file upload: 0
Number of records containing errors: 0

Upload was successful.