Synergy - EL Upload Guide

- This upload will enter the EL Start Date into Synergy on the Student screen.
- Complete the EL upload **after** the Student Enrollment upload has been successfully uploaded.
- Complete the EL upload **after** the Student Personal upload has been successfully uploaded – The US School Date and Home Language fields must be filled out on the Student Personal Upload file for the EL Upload to transfer correctly.

Contents

File Preparation:

Option 1: use your local Student Information System such as Infinite Campus, Power School or Web2School to export a file. You will need to work with your local SIS for assistance in downloading the file from their system.

Option 2: Fill out the EL sample file which can be downloaded from here:

https://www.maine.gov/doe/data/student/Synergy_upload.html

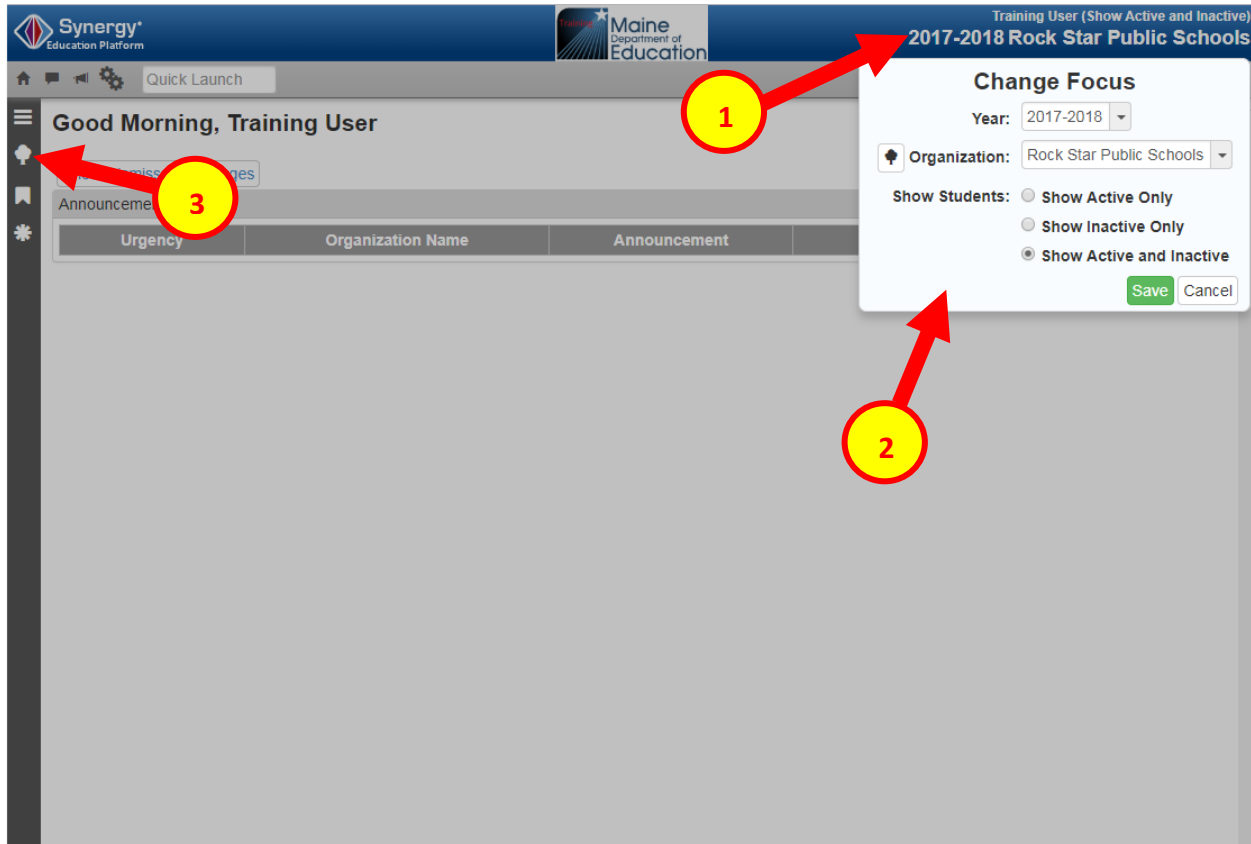(Note: the sample file has example students that you will need to delete.)

The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

The EL upload file must have the 5 required columns. The EL Upload requirements document lists the columns and the order they must be in. The EL Upload requirements document can be downloaded here:

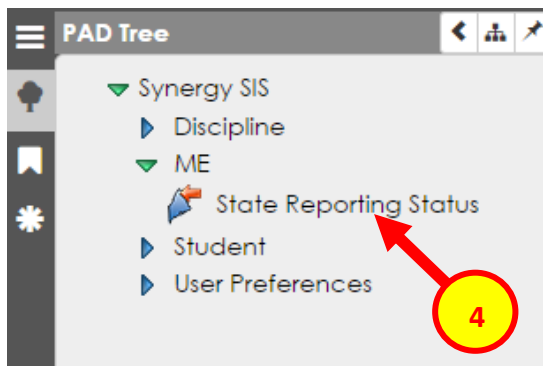https://www.maine.gov/doe/data/student/Synergy_upload.html

File Upload:

1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
   Year: Select the current school year (the example picture shows 2017-2018)
   Organization: Choose your district (the example picture shows Rock Star Public Schools)
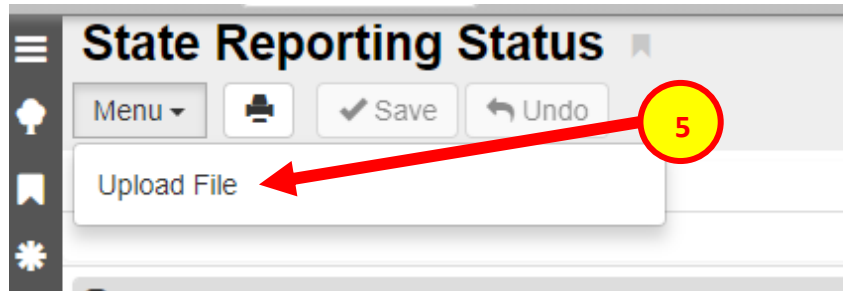   **Show Students**: Show Active and Inactive
3. Click on the PAD Tree icon.

4. Click the arrow next to Synergy SIS to expand the section.
   a. Click the arrow next to ME to expand the section.
   b. Click State Reporting Status.
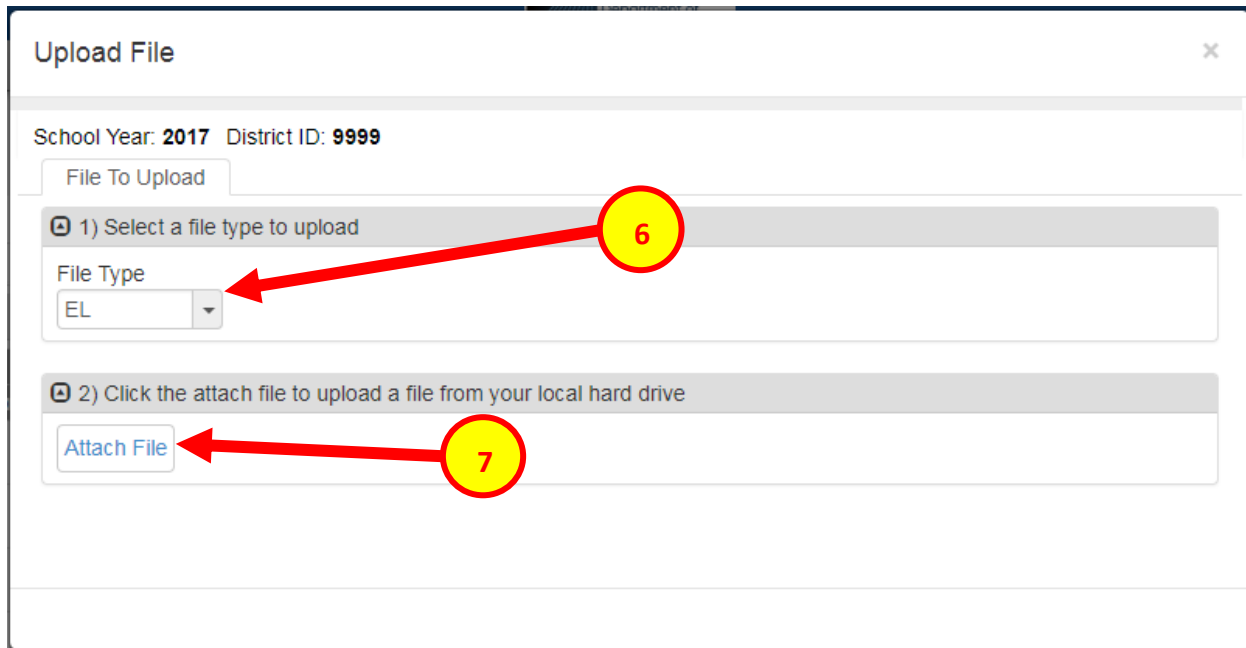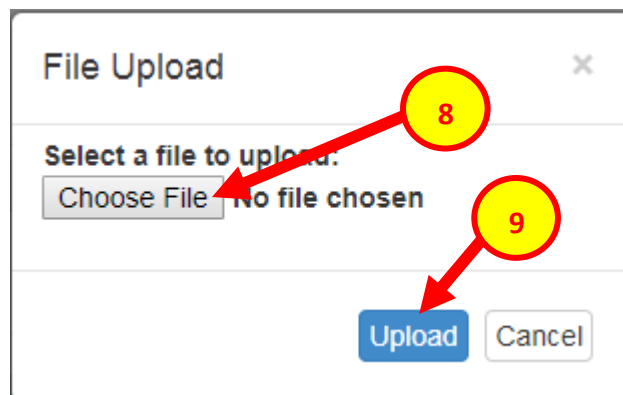
5. In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:
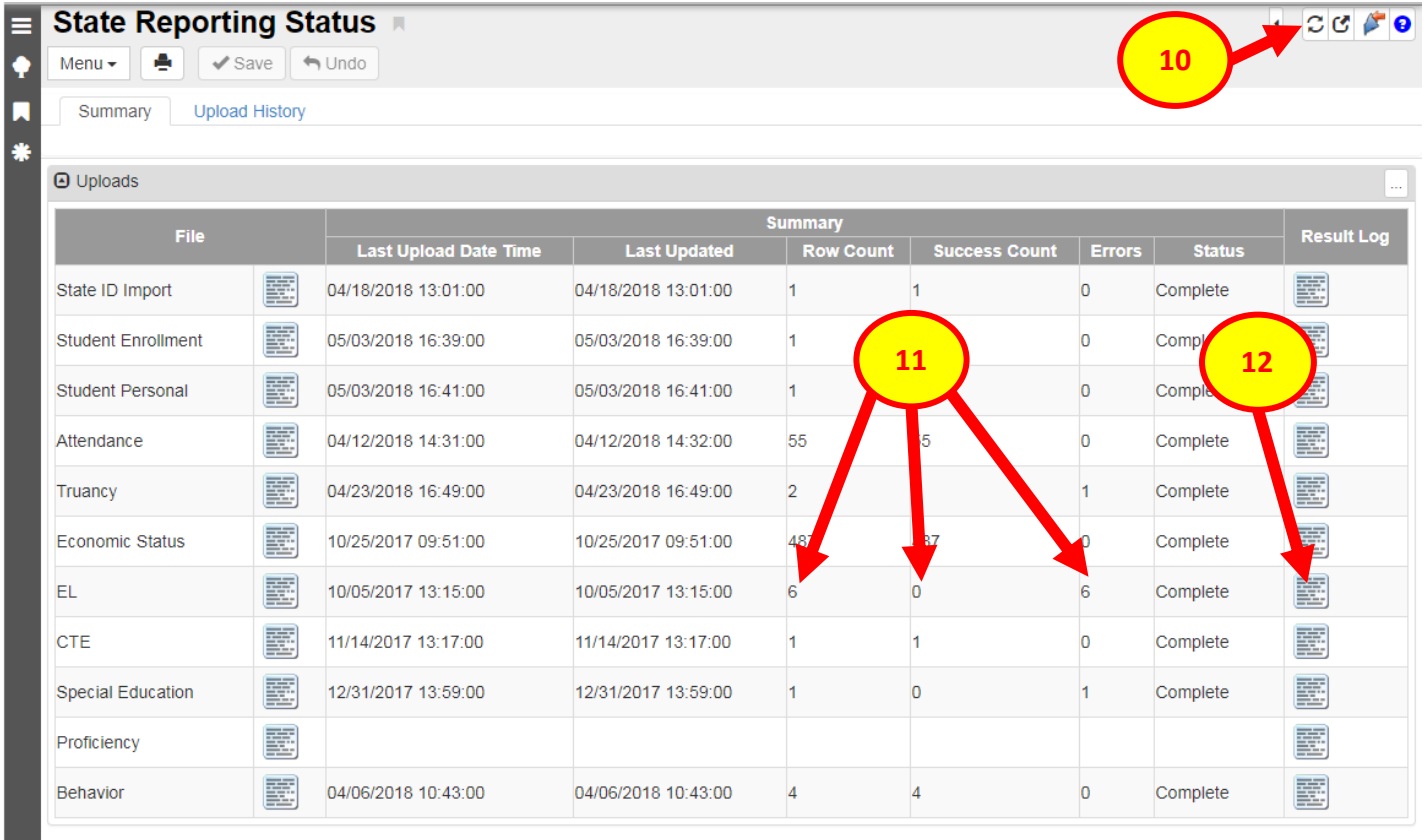

6. In the Upload File box, click the File Type drop down. Select **EL**.
7. Click the **Attach File** button.

8. In the File Upload box, click **Choose File**.
9. Locate your file and then click the **Upload** button.

10. On the State Reporting Status page, click the refresh button in the top right.
11. The upload is complete when numbers appear in the Row Count, Success Count and Error columns. (You may need to click the refresh button multiple times).
12. Click on the **Result Log** to the right and download the file.

State Reporting Status

Menu ▾ | ✔ Save | ↶ Undo

Summary | Upload History

⊟ Uploads

| File		Summary						Result Log
		Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	
State ID Import		04/18/2018 13:01:00	04/18/2018 13:01:00	1	1	0	Complete	
Student Enrollment		05/03/2018 16:39:00	05/03/2018 16:39:00	1		0	Compl	
Student Personal		05/03/2018 16:41:00	05/03/2018 16:41:00	1		0	Comple	
Attendance		04/12/2018 14:31:00	04/12/2018 14:32:00	55	5	0	Complete	
Truancy		04/23/2018 16:49:00	04/23/2018 16:49:00	2		1	Complete	
Economic Status		10/25/2017 09:51:00	10/25/2017 09:51:00	487	87	0	Complete	
EL		10/05/2017 13:15:00	10/05/2017 13:15:00	6	0	6	Complete	
CTE		11/14/2017 13:17:00	11/14/2017 13:17:00	1	1	0	Complete	
Special Education		12/31/2017 13:59:00	12/31/2017 13:59:00	1	0	1	Complete	
Proficiency								
Behavior		04/06/2018 10:43:00	04/06/2018 10:43:00	4	4	0	Complete	

Results:

If all EL data was successfully upload you will receive this message in the result file:

```
EL Import Error Log
All Records completed successfully
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If not all EL data was uploaded, the result log will return errors. The log will have 5 columns:

Row Number: corresponds to the row in the upload file that had the error.

SAU ID: is the SAU ID found in the upload file

School ID: the ID used in your local SIS

State Student Number: The student's State ID

Error: a message about why the data was not uploaded

The following Error messages indicate there was an issue processing the student's data:

ERROR	RESOLUTION
The SAU ID 28 does not match the user current focus SAU ID 14	The SAU ID in the file is incorrect. The SAU ID in the upload file should be of the SAU they are attending. SAU Codes can be found here: https://www.maine.gov/doe/data/student/Synergy_upload.html
US School Date must be populated through the Personal import file.	US School Date must be entered either through the Student Personal upload or manually added on the Student screen.
Start Date "20160106" must be on or after the US School Date "20160107"	The US School Date must be a date that is before the EL Start Date.