STUDENT UNIQUE IDENTIFIER (Uniq-ID)
Steps to assigning NDE Student ID's
http://www.education.ne.gov/nssrs

Version 7.0 - Updated December 23, 2013

This document is to help you assign NDE Student ID's to all of your students.
All students in Pre-Kindergarten – Grade 12 and Postsecondary students (Nebraska Community Colleges, State Colleges and University of Nebraska students) need a NDE Student ID.
This document provides information on the following topics.

1. **Log into the NDE Portal**
2. **How to Upload your information with a Batch File.**
3. **How to Create your Batch File.**
4. **Validating the data.**
5. **Verifying the status of the validation.**
6. **Reviewing the outcome of NDE Student ID assignment.**
7. **Downloading NDE Student IDs.**
8. **Enter Individual Student**
9. **Student Search**
10. **Batch Search**
11. **Extract and Download Batch**
12. **Download options from Download Cart**
13. **Adding Student Notes**
14. **Viewing Student Notes**
15. **Access Desktop Database**

All NDE Student IDs need to be updated each year with current school year information.
(School year, grade promotion, change in school code, etc.)

NOTE FOR POSTSECONDARY INSTITUTIONS: A **"Student Search"** should be done for an existing ID before assigning a new ID to a student.

NOTE: The purpose of the Uniq-ID system is to assign each student one, and only one, NDE Student ID. This system is not utilized for student reporting. It is a HUGE benefit to ALL users if student information is updated each school year; resolving near-matches is easier when school and grade information is current.

1. LOG INTO THE NDE PORTAL

- **Student Unique Identifier (Uniq-ID) is found under the "Student and Staff (NSSRS)" tab.**
- **You will need an activation code to be able to access the NDE Uniq-ID System. Activation codes are available from your District Administrator. They are found on his/her portal account under the "District Admin" tab.**

The NDE Uniq-ID System main page consists of two main sections:

- The left-hand MENU contains links that allow users to Upload Student Batch Files, Enter Individual Student, perform Student Searches, download various types of output files, and Exit the Application.
- The right-hand section provides the user with a list of all submissions to the NDE Uniq-ID System that have been uploaded via a batch file, entered online, or edited online. This list displays the current status of each batch and the next action to be performed on that batch. In addition, a button in the last column allows the user to continue where they left off in the NDE Student ID assignment process.

The "**State ID Home"** button provided on all screens within the application, redirects the user to the main page at any time.

If you have a file ready to upload, proceed to Step 2, "How to upload your information with a Batch File".

If you have an existing file you need to edit, see the "Steps to Open .txt or .csv File in Microsoft Excel" located on our website: www.education.ne.gov/nssrs/Resources.html under the "Quick Reference Guides". Files must be *imported* into Excel in order to retain the formatting.

If you need to create a file, continue on with Step 3, "How to create your Batch File".

2. HOW TO UPLOAD YOUR INFORMATION WITH A BATCH FILE Per the "NSSRS STUDENT BATCH FILE LAYOUT".

(Complete instructions are available on the NSSRS Website - http://www.education.ne.gov/nssrs)

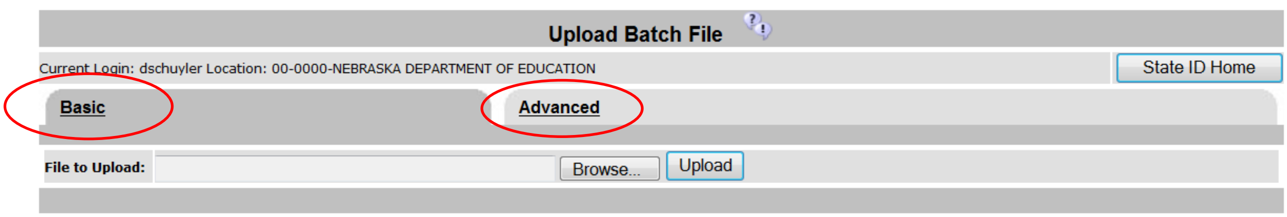
Upload Batch File: This feature allows a user to upload a Student Batch File into the NDE Uniq-ID System for the Uniq-ID assignment.

The **File Name** of the Student Batch File can be named whatever the user decides and can contain upper/lower case alphanumeric characters, underscores or hyphens. **Spaces and any other special characters are not allowed.**

NOTE: In eScholar's Version 6.0 (July 15, 2008), a change was made so that there is no longer a requirement that the filenames be different for each batch uploaded. This allows users to upload a batch file with the same name as any other previous upload.

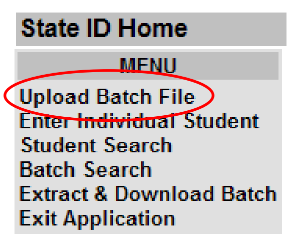
File should be saved as CSV (Comma delimited *.csv) as in Excel or Text (Tab Delimited *.txt) as in Notepad.

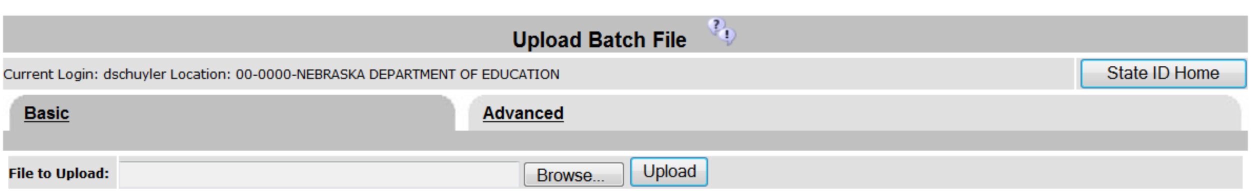
Upload Options - Basic or Advanced:



A. BASIC – File requires a Header Record, Detail Record, and a Trailer Record.

Click on the **"Upload Batch File"** link. It will default to the "**Basic"** tab.

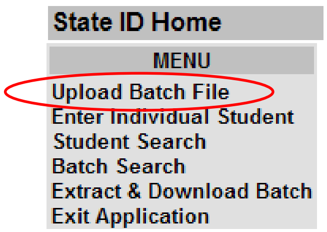




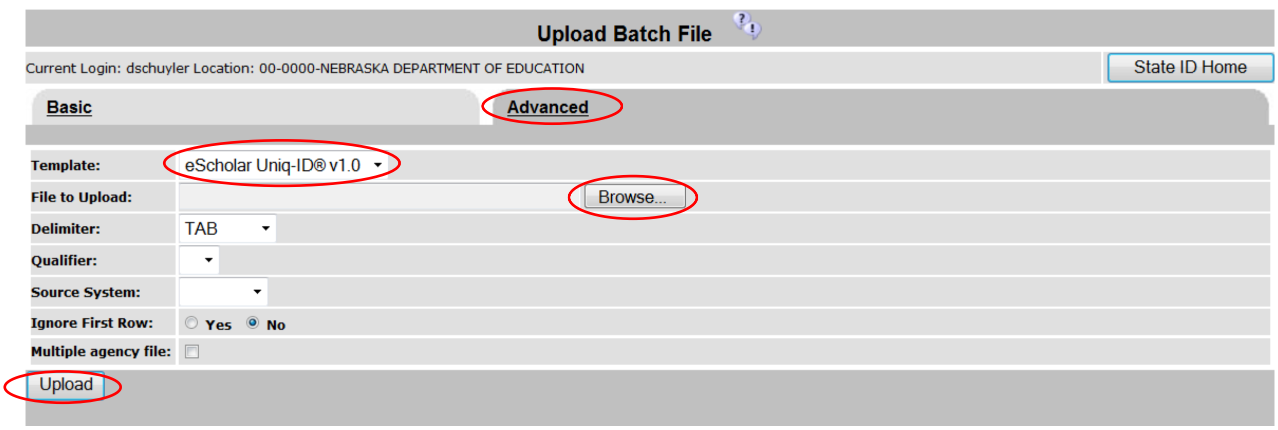
B. ADVANCED - File does NOT require a Header Record or a Trailer Record.
This option requires ONLY the Detail Record

This feature allows users to select specific upload options, such as field delimiter, field qualifier, and whether or not to ignore the first row. The **"Ignore First Row"** option would be used when the file includes a header/column row.

1. Click on the "**Upload Batch File"** link on the menu. Click on the "**Advanced"** tab.



2. Currently the only template available is the **"eScholar Uniq-ID"** template, and only the **v1.0** version is being used at this time.
3. Click on "**Browse"** to view your local computer system directory structure.



4. Browse and select the appropriate file from the local system and click the **"Open"** button.
5. Select the appropriate **"Field Delimiter"** for the file. The options are: Comma or Tab. (The delimiter should be **"Comma"** if the file is a **".csv"** or a **"Tab"** if the file is a **".txt"**.)
6. Select the appropriate "Field Qualifier" for the file. **LEAVE BLANK**
7. Select the appropriate "Ignore First Row" option for this file. The options are **"Yes"** or **"No"**.
   When **"Yes"** is selected, the first row in the input file will be ignored during the upload processing. (**"Yes"** should be selected if the file has a "header".)
   When **"No"** is selected, the first row will be included in the upload processing. (**"No"** should be selected if the file does not contain a "header".)
8. Click the "**Upload**" button.

3. HOW TO CREATE YOUR BATCH FILE

Header Record and Trailer Record are required for the Basic upload only.
Detail Record is required for Basic and Advanced upload.

A. The Header Record - The header record should always be the first record in the file and should contain the following fields:

Example Header: TH 08/28/2008 12:15:00 12345 delimiter=0X2C
(Delimiter would be 0X2C for comma delimited or 0X09 for tab delimited)

Field Name	Required	Data Type	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Always "TH"	TH
Extract Date	Yes	VarChar (10)	Must have a "mm/dd/yyyy" format	08/28/2008
Extract Time	Yes	VarChar (8)	Must have a "hh:mm:ss" format	12:15:00
Transmission ID	Yes	VarChar (10)	Any arbitrary number.	12345
Version	Yes	VarChar (10)	Always "1.0"	1.0
Delimited	Yes	VarChar (25)	Should be the character literal or the hex representation of the delimiter that is used in the detail records (either tab or comma).	For comma delimited, the character literal would be **"delimiter=0X2C"**. For tab delimited, the character literal would be **"delimiter=0X09"**.

B. The Trailer Record - The trailer record should always be the last record in the file and should contain the following fields:

Example Trailer: TT 12345 2516

Field Name	Required	Data Type	Notes/Format Details	Sample Data
Record Type	Yes	VarChar (2)	Always "TT"	TT
Transmission ID	Yes	VarChar (10)	Any arbitrary number. Should match the Transmission ID in the header record.	12345
Number of Records	Yes	VarChar (10)	Number of records in the file, included the "TH" and "TT""records. The value should be left aligned and not have any trailing spaces.	2516

The Header and Trailer record should be delimited by a single tab or space character between fields, or each field in a separate column in Excel.

C. Detail Record Layout - The Detail Record can be either tab or comma delimited. The header record should identify which type is being used.

The detail record should appear between the header and trailer records. These records should represent individual student data and should contain the following fields:

Detail Record Layout					
Field Name	**Required**	**Data Type**	**Used for matching?**	**Notes/Format Details**	**Sample Data**
Record Type	Yes	VarChar (2)	Not Applicable	Always "ID".	ID
Current School Code	Yes	VarChar (6)		School Code of school in which student is currently enrolled. (Must have leading zeros.)	001
Resident District Code	Yes	VarChar (8)		District Code of district in which student currently resides.	28-0001
Last Name	Yes	VarChar (60)	Yes		Doe
First Name	Yes	VarChar (60)	Yes		John
Middle Initial	No	VarChar (60)	Yes		M
Name Suffix	No	VarChar (10)	Yes		Jr
Gender	Yes	VarChar (6)	Yes	Valid Values: F – Female M – Male	M
Date of Birth	Yes	VarChar (10)	Yes	Required format: "mm/dd/yyyy"	01/30/1994

<table>
<tr><th colspan="6">Detail Record Layout</th></tr>
<tr><th>Field Name</th><th>Required</th><th>Data Type</th><th>Used for matching?</th><th>Notes/Format Details</th><th>Sample Data</th></tr>
<tr><td>Current Grade Level</td><td>Yes</td><td>VarChar (2)</td><td></td><td>Valid Values:
PK Prekindergarten
KG Kindergarten
01 Grade 1
02 Grade 2
03 Grade 3
04 Grade 4
05 Grade 5
06 Grade 6
07 Grade 7
08 Grade 8
09 Grade 9
10 Grade 10
11 Grade 11
12 Grade 12
PS Postsecondary
AE Adult Education</td><td>09</td></tr>
<tr><td>Local Student ID</td><td>Yes</td><td>VarChar (20)</td><td>Yes</td><td>ID used in the district student information system (SIS) to uniquely identify the student. This field provides a means to import student data from the Uniq-ID System back into the district SIS.</td><td>123467</td></tr>
<tr><td>Social Security Number</td><td>No</td><td>VarChar (11)</td><td>No</td><td>Optional.</td><td>(blank)</td></tr>
<tr><td>Race / Ethnicity</td><td>No</td><td>VarChar (4)</td><td>No</td><td>NOTE: Although the following values remain valid, NDE recommends leaving Race/Ethnicity blank on future submissions.

Valid Values:
blank
AM American Indian or Alaska Native
AS Asian
BL Black
HI Hispanic
WH White
PI Native Hawaiian or Other Pacific Islander</td><td>(blank)</td></tr>
<tr><td>NDE Student ID</td><td>No</td><td>VarChar (25)</td><td>Yes</td><td>Leave blank if this student has not yet been assigned an NDE Student ID. Once assigned, all subsequent submissions for this student should include the assigned NDE Student ID.</td><td>6789012345</td></tr>
</table>

Detail Record Layout					
Field Name	**Required**	**Data Type**	**Used for matching?**	**Notes/Format Details**	**Sample Data**
Current District of Record	Yes	VarChar (8)	Yes	District Code of district in which student is currently enrolled.	28-0001
Current School Year	Yes	VarChar (10)		Required format: a "yyyy". Use "ending" year of school year, for example "2011" for 2010-2011.	2011

Files can be created in Excel or Notepad. Be sure to use the proper naming conventions; no spaces or any other special characters. Format data as text to make sure leading zeros are not dropped. Here is an example of how your data file might look in Notepad:

sid_13_0009_0101_High_School_20050309_110158_ide_id[1].txt - Notepad

File Edit Format View Help

```
TH	03/09/2005	11:01:58	0071262134	1.0	delimiter=0x09
ID	0101	0009	FARMER	SABRA	L	F	08/14/1990	UK	106632359	106632359	H	7242697441	0009	2004
ID	0101	0009	VOSS	BRANDON		M	06/26/1992	07	106641963	106641963	W	1781992185	0009	2004
ID	0101	0009	LEONARD	NICHOLAS		P	F	10/16/1999	01	110397063	110397063	W	5098019508	0009	2004
ID	0101	0009	MOOTZ	MELANIE	R	F	10/02/1994	05	110406667	110406667	W	8319355737	0009	2004
ID	0101	0009	WOOD	DOROTHY		F	03/04/1993	07	110418271	110418271	W	9447215068	0009	2004
ID	0101	0009	BATTS	TIFFANY	N	F	02/09/1998	02	110427075	110427075	B	2418206394	0009	2004
ID	0101	0009	ADEPEGBA	ZAHIR		M	12/11/1989	10	110448283	110448283	H	5328743903	0009	2004
ID	0101	0009	MORIARITY	MICHAEL	D	M	09/22/1997	02	110466691	110466691	W	4117391488	0009	2004
ID	0101	0009	TRAVERS	KEITH	M	M	06/18/1992	08	110496703	110496703	W	1399846876	0009	2004
ID	0101	0009	RODOLPH	CURTIS		M	03/27/1996	04	110506307	110506307	H	1936997827	0009	2004
ID	0101	0009	MOOTZ	MELANIE	R	F	10/02/1994	05	110406667	110406667	W	7810604848	0009	2004
TT	0071262134	13
```

To format data as text to ensure leading zeros are not dropped, when creating the file in Excel, highlight the entire document and right click. In the dropdown menu, select "Format Cells" and then select "Text". Here is an example of how your data file might look in Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ID	01	13-0009	Farmer	Sabra	L		M	04/10/1989	11	7500		WH		13-0009	2014
2	ID	01	13-0009	Voss	Brandon			M	04/15/1990	10	10029		WH		13-0009	2014
3	ID	01	13-0009	Leonard	Nicholas			M	01/28/1990	11	8160		WH		13-0009	2014
4	ID	01	13-0009	Mootz	Melanie			F	07/27/1990	10	90160		WH		13-0009	2014
5	ID	01	13-0009	Wood	Dorothy			M	09/08/1989	11	7300		WH		13-0009	2014
6	ID	01	13-0009	Batts	Tiffany	N		M	11/07/2006	KG	90185		WH		13-0009	2014
7	ID	01	13-0009	Adepegba	Zahir			M	07/05/1986	12	7030		WH		13-0009	2014
8	ID	01	13-0009	Moriarity	Michael	D		F	08/09/2007	PK	10206		WH		13-0009	2014
9	ID	01	13-0009	Travers	Keith	M		M	11/25/2005	01	10046		AS		13-0009	2014
10	ID	01	13-0009	Rodolph	Curtis			F	12/15/1987	12	6280		WH		13-0009	2014
11	ID	01	13-0009	Mootz	Mellisa	R		F	11/13/1988	12	7221		WH		13-0009	2014
12																
13																

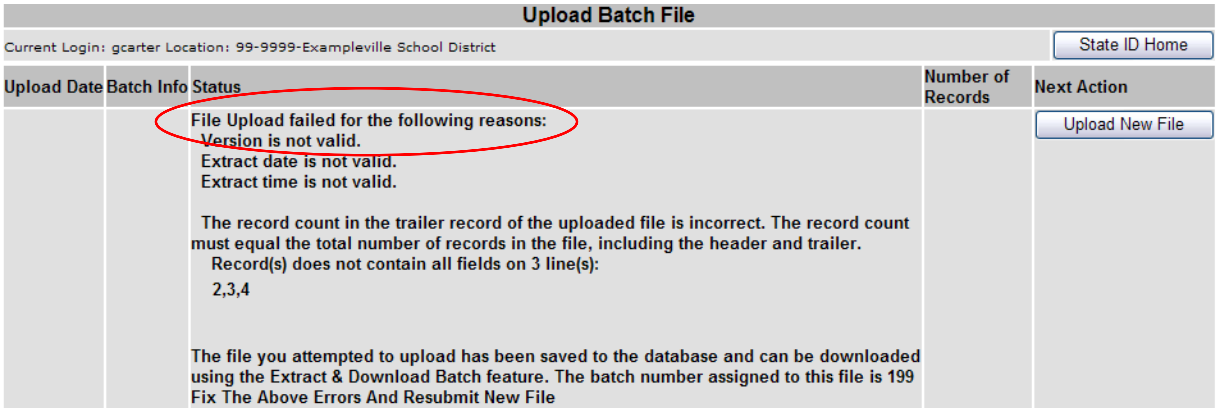
4. VALIDATING THE DATA

If the Student Batch File is uploaded successfully, you will see a page similar to the following:

Validate Data				
Current Login: gcarter Location: 99-9999-Exampleville School District				State ID Home
Upload Date	**Batch Info**	**Status**	**Record Count**	**Next Action**
09/16/2007	198	Data Validation is in progress.	In Progress	Check for completion later.

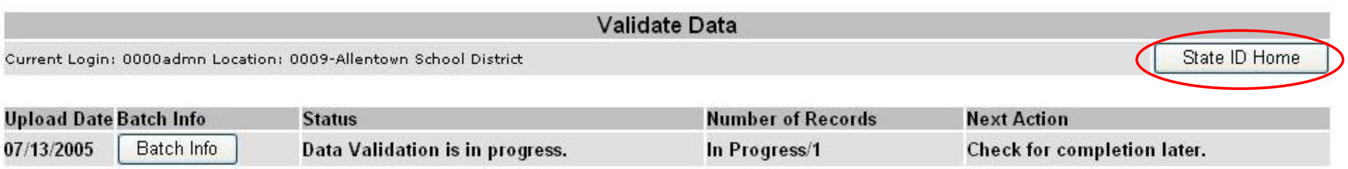
If the system encounters any errors while attempting to upload the Student Batch File, it will provide the user with a page displaying reasons why the file failed to upload in the Status column. You will need to go back to your source file to correct the errors and upload your file again.

NOTE: If the system is interrupted (e.g., connectivity is lost to the database) while it is doing search validation, the batch returns a message. The process can be restarted by clicking the **"Continue Validation"** button in the **"Next Action"** column. This may be the case even if all the records, according to their status, appear to have finished validation. In such an instance, the **"CONTINUE VALIDATION"** button should be clicked.



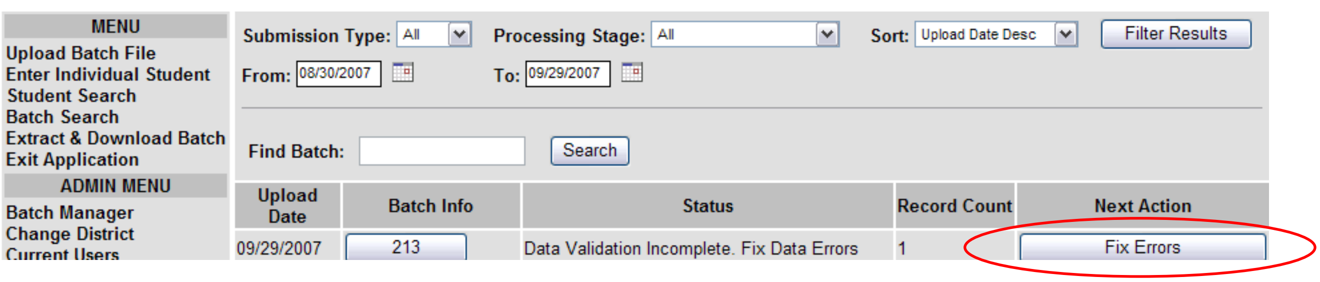
5. VERIFYING THE STATUS OF THE VALIDATION

After the file is uploaded the **"Status"** will show **"Data Validation is In Progress"** and the **"Next Action"** is to **"Check for completion later"**. Users can check if validation is complete by navigating to the application's main page and find the batch at issue. Click on **"State ID Home"** to return to State ID Home page.

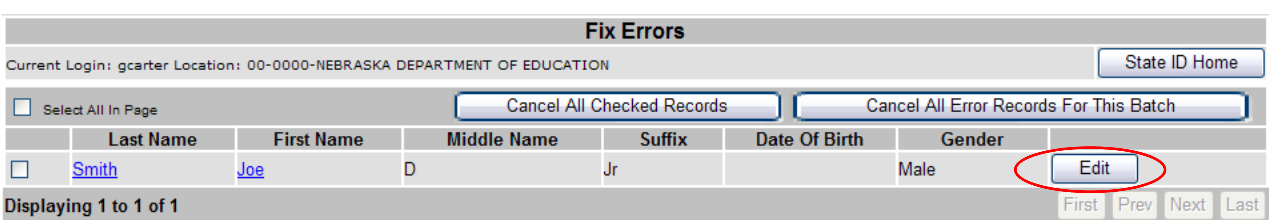


If you see **"Status"** as **"Data Validation Incomplete, Fix Data Errors"**, click on "**Fix Errors"** to review the error. All records that fail validation must be reviewed and fixed for the batch to be considered for NDE Student ID assignment. (You can also cancel any records and they will be removed from your batch.)

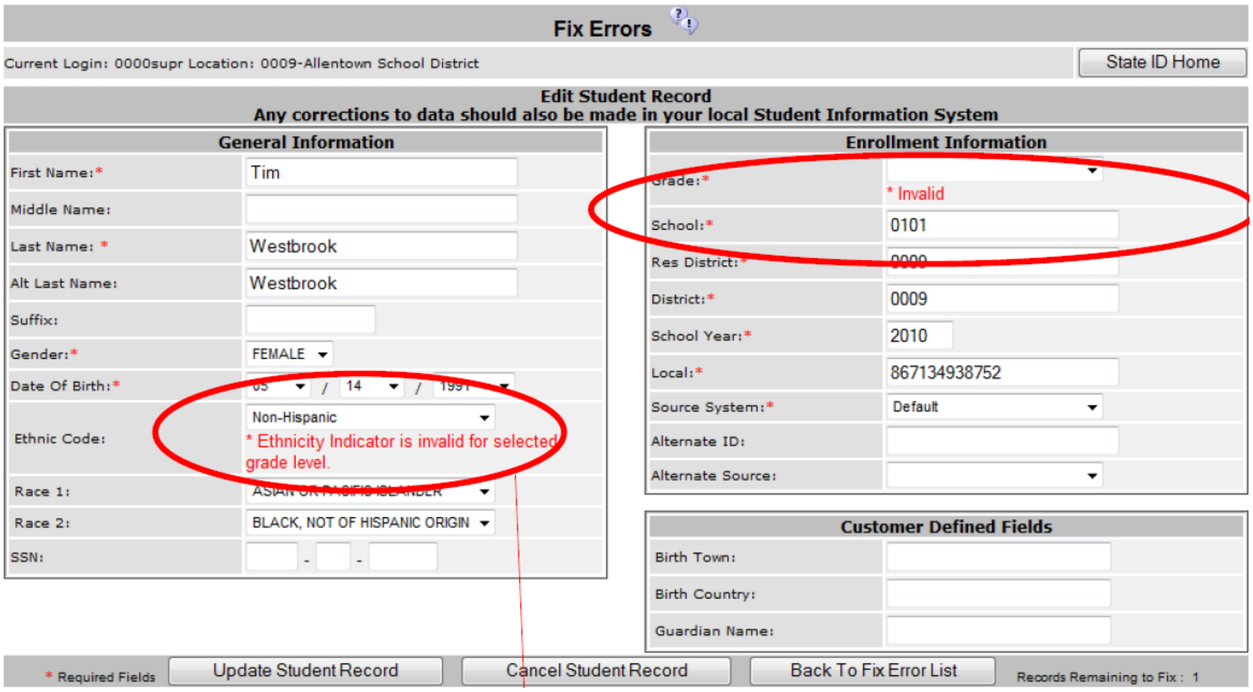
NOTE: If the record(s) is/are canceled, the student(s) has not been updated, and would need to be entered individually after researching.



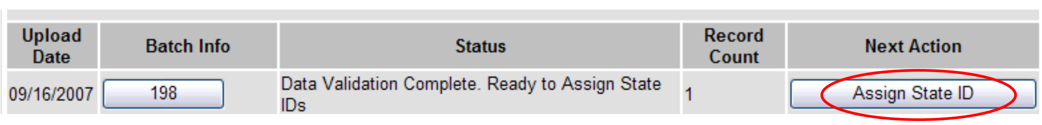
After clicking on **"Fix Errors"**, the next screen will display a list of students that have errors that need to be fixed. Click on the "**Edit"** button to choose the record to review to make the necessary corrections.



The application will notify you of the data errors by displaying a message directly below the field. Update the information on this screen and then click on "**Update Student Record**".

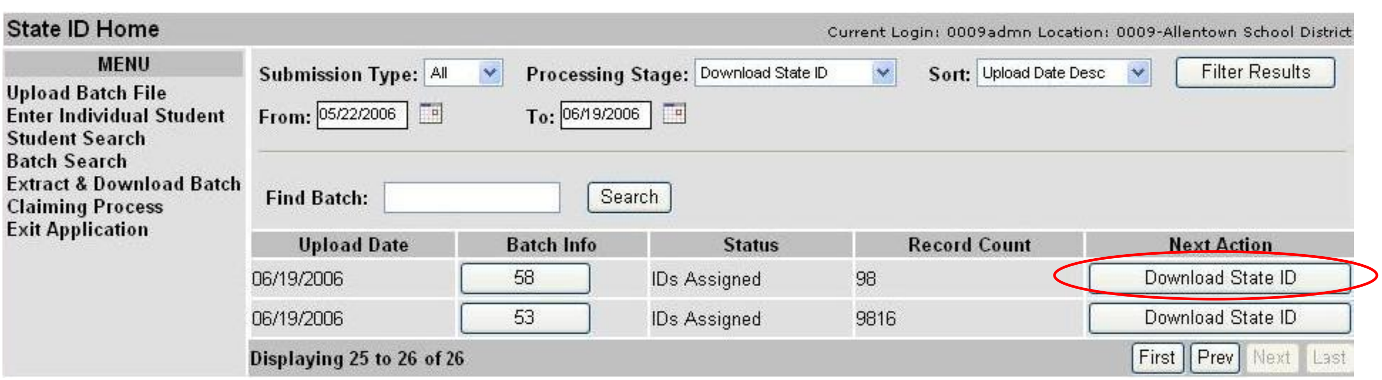


After all validation errors are addressed, either by fixing or canceling the student record, the screen below displays. NDE Student ID assignment can now be started. Click on "**Assign State ID".**

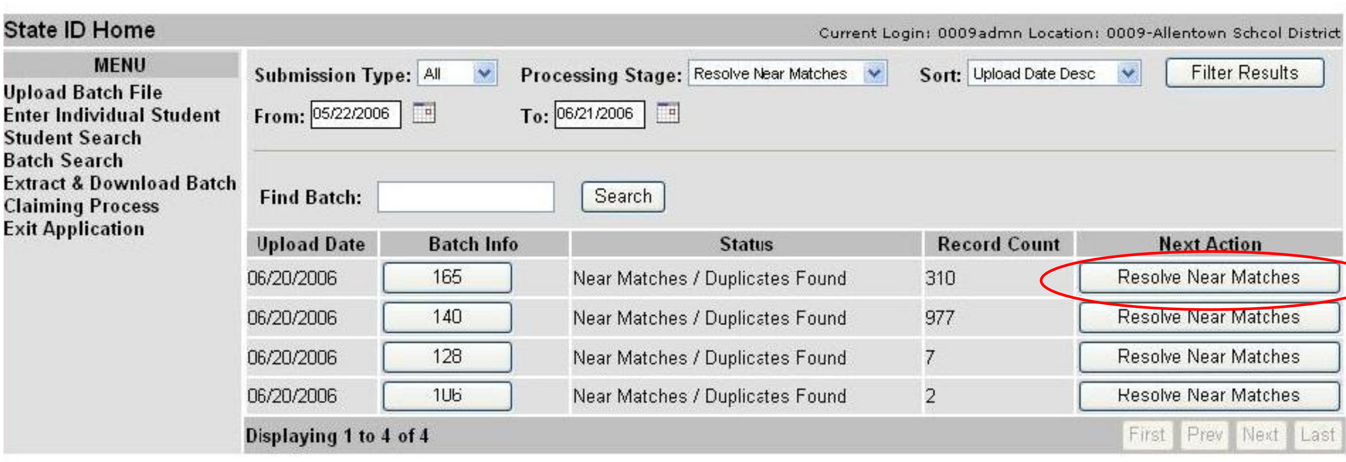


6. REVIEWING THE OUTCOME OF NDE STUDENT ID ASSIGNMENT

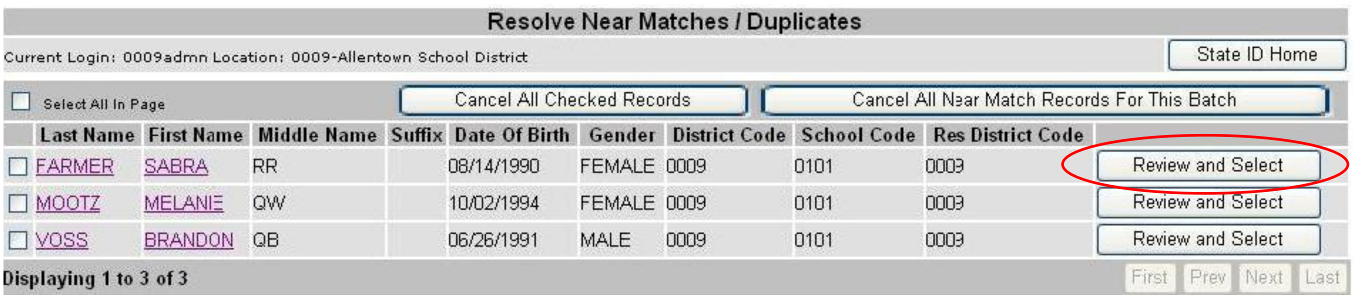
If the application does not find any Near Matches, the Status for the batch will be **"ID's Assigned"** and the **"Next Action"** will be **"Download State ID"**.



If the system finds students included in your file that match records already in the database, the **"Status"** for the batch will be **"Near Matches/Duplicates Found"** and an ID is not assigned. These records need to be *reviewed and resolved* by a human. The next action is to click on the **"Resolve Near Matches"** button.



A screen displaying all records in your batch that need to be resolved because **"Near Matches"** have been found will be shown.



All **"Near Match"** records *must be resolved* before you can continue to the next steps in the Student ID Assignment process.

If a user clicks the **"Review and Select"** button or one of the hyperlinks in the **"Last Name"** or **"First Name"** columns, the application will display the screen below. The top section displays the submitted student and the bottom section will display a list of matching students:

The purpose of the screen is to decide if the student under review is the same as one of the matching students **or if the student is a brand new student entering school for the first time or a student new to Nebraska**.

Click the hyperlinked **"Last Name"** or **"First Name"** to view the **"Compare Student Information"** page. The page, as shown below, displays the submitted student in the **"Student Record being reviewed"** column on the left and the matching student in the **"Master Student Record"** column on the right of the page.

All fields in which the information differs between two students are ***Italicized*** and ***highlighted in yellow***.

Compare Student Information

Current Login: 0000supr Location: 0009-Allentown School District — State ID Home

	Student Record being reviewed.	Master Student Record [State ID: 820-026-4602 - 89.0] Add Note
First Name:	*Daniel*	*Danny*
Last Name:	Santana	Santana
Middle Name:		
Suffix:		
Alt Last Name:	Chávez	Chávez
Date of Birth:	*12/08/1994*	*11/08/1994*
Gender:	FEMALE	FEMALE
SSN:	Not Present	Not Present
Ethnic Code:	Non-Hispanic	Non-Hispanic
Race 1:	AMERICAN INDIAN OR ALASKA NATIVE	AMERICAN INDIAN OR ALASKA NATIVE
Race 2:	BLACK, NOT OF HISPANIC ORIGIN	BLACK, NOT OF HISPANIC ORIGIN
District:	0009-Allentown School District	0009-Allentown School District
School:	0101-James Madison High School	0101-James Madison High School
Res District:	0009	0009
Grade:	03	03
School Year:	2010	2010
Source System:	Default	Default
Local:	335354575577	335354575577
State ID		*8200264602*
Alternate Id		
Alternate Source		
Birth Town		
Birth Country		
Guardian Name		
Serial #	1089	692
Created:	08/24/2010	07/19/2010
Last Updated	08/24/2010	07/19/2010
Comments	8200264602;	
Match Notes		
Update Master	Yes No	

Assign Selected | Create New ID | Cancel Record | Return to List of Near Matches

After reviewing the two students, click on "**Return to List of Near Matches"** to resolve**.** The following options are available:

1. If the student under review is the same one as the matching student, select the matching student using the radio button to the left and then click "**Assign Selected"**.
2. If the student under review is different from any of the matching students, click "**Create New ID".**
3. To cancel the record under review, click on the "**Cancel Record"** button. This removes the student from your batch file. **The student will need to be included in a future upload or added individually.**
4. Users can also navigate back to the list of near matches by clicking on **"Select Another Record".**

Resolve Near Matches / Duplicates

Current Login: 0009admn Location: 0009-Allentown School District — State ID Home

Student Record to Review and Select

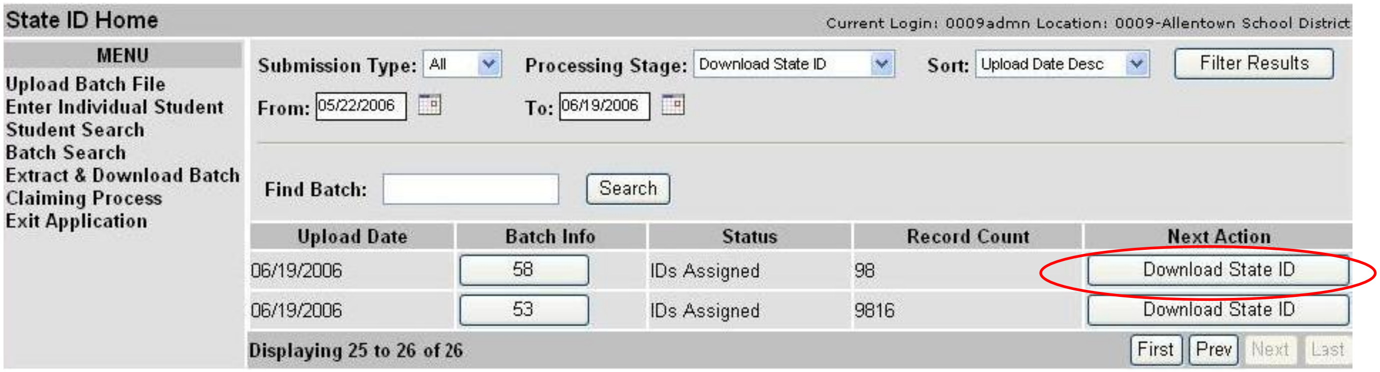
Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code
VOSS	BRANDON	QB		06/26/1991	MALE	0009	0101

Assign Selected | Create New ID | Cancel Record | Select Another Record

Near Matches / Duplicates Found

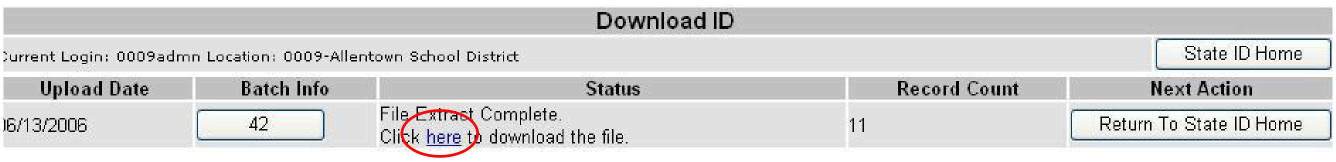
	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District Code	School Code	Match Probability
○	VOSS	BRANDON	WW		06/26/1991	MALE	0009	0101	0.587 [NEAR MATCH]

7. DOWNLOADING STUDENT IDs



Upon completion of near match resolution, the application displays the status of the batch as follows:
The user can now select "**Download State ID**" under "Next Action".

Users can download the IDs Assigned file by clicking the "**here**" link in the **"Status"** column. Doing so will open a File Download dialog box that enables users to either open the file or save it to their local computer.

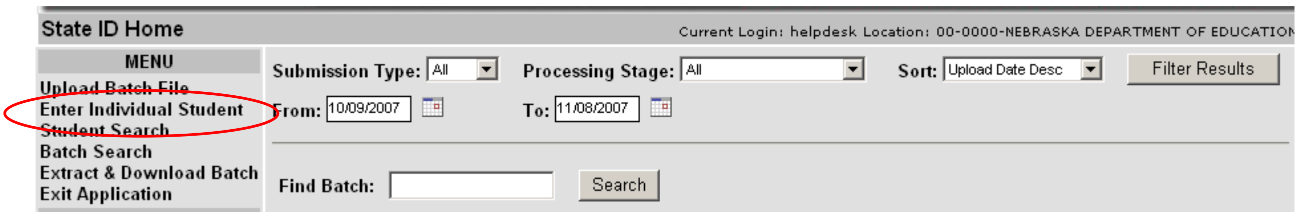


Note: The IDs Assigned file contains the NDE Student IDs for those students in the Student Batch File for whom an NDE Student ID was assigned. The file can be used to update a user's local Student Information System. *(If you are using the NDE's Access Desktop Database, see the NSSRS Desktop Database Quick Reference Guide for directions on importing this file back into the NDE Uniq-ID System. This Reference Guide can be found at: www.education.ne.gov/nssrs/documents).*

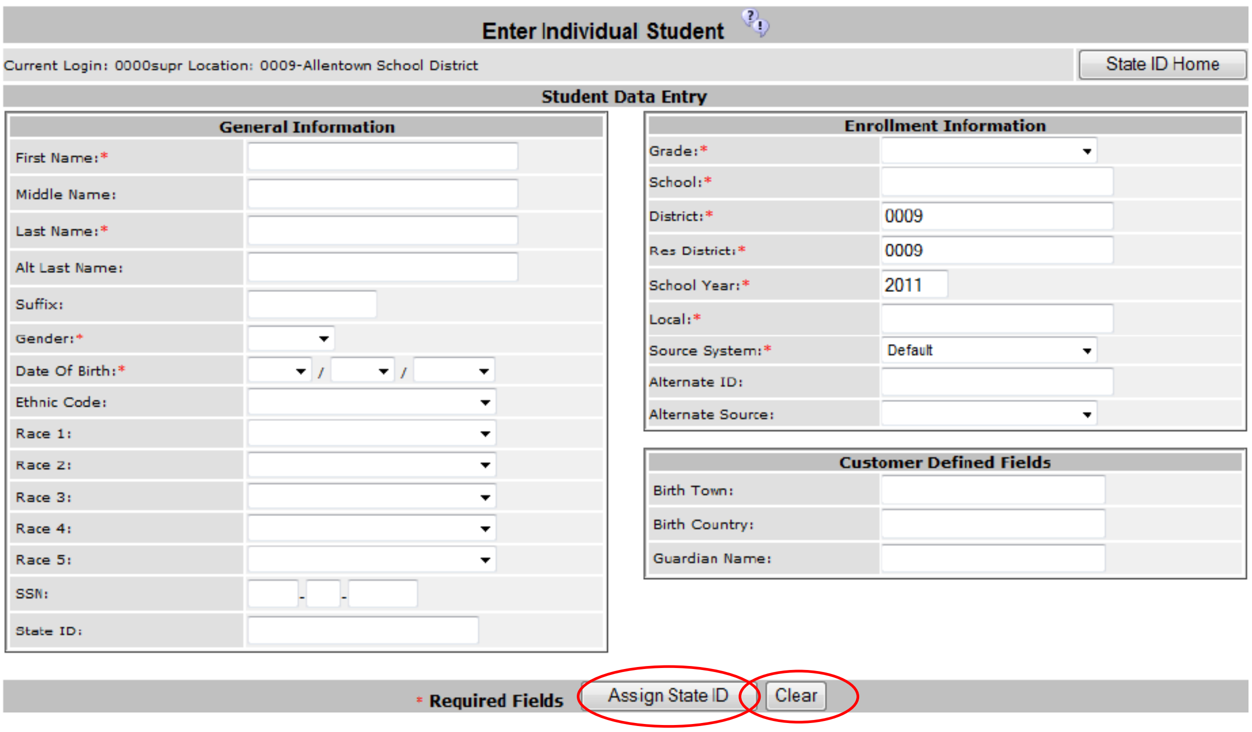
The format of the NDE Student IDs assigned file will be exactly the same as the Student Batch File and each student record will contain the NDE Student ID that was assigned to that student.
This completes the processing of a batch file for creating and downloading NDE Student IDs.

8. ENTER INDIVIDUAL STUDENT

Users can process a single student record for NDE Student ID Assignment by clicking the **"Enter Individual Student"** link in the Menu.

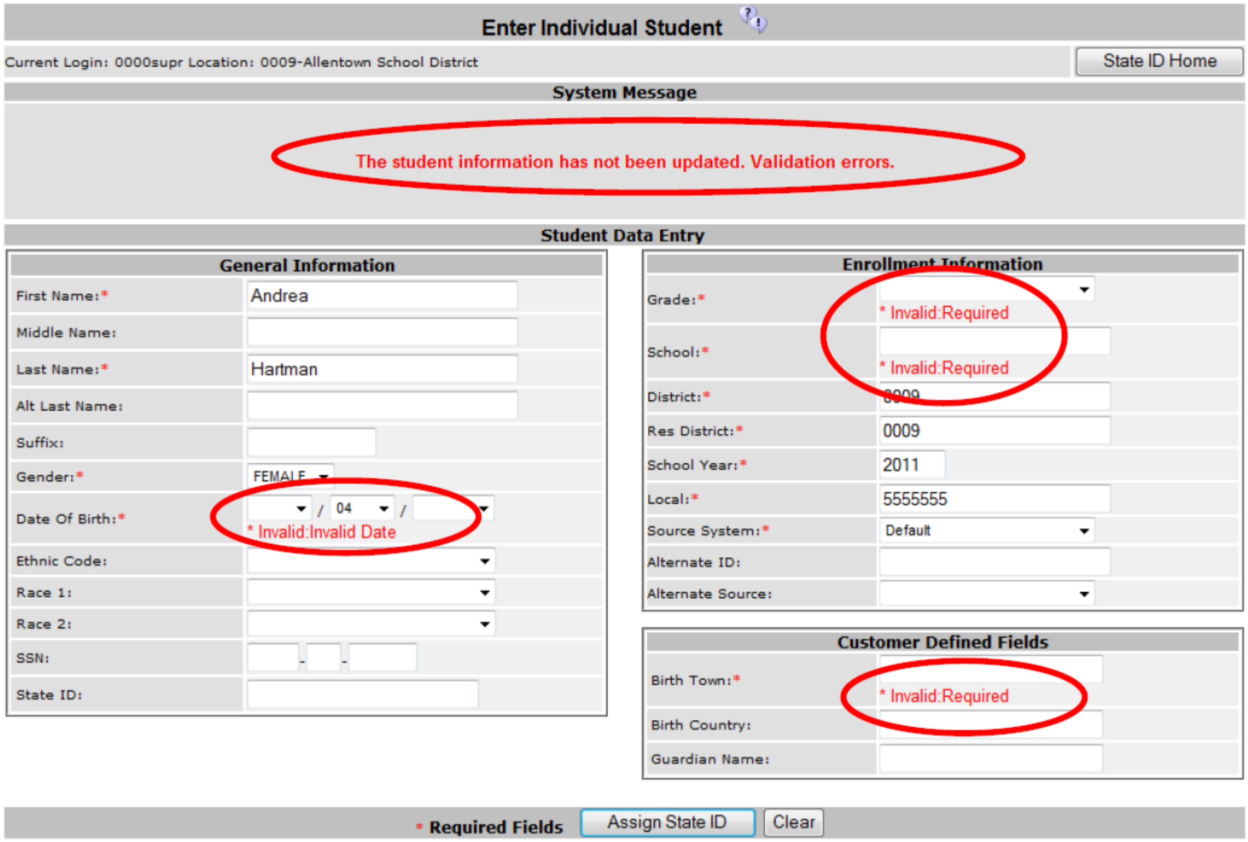


Below is the screen that is used for entering student information online:



All red asterisk (*) fields must be entered. The "**Clear"** button will remove all values from the fields. After entering the student's information, users can click **"Assign State ID"**. ***NOTE:*** The "**State ID**" field is not a required field, however, if you have the student(s) ID number, enter it in as well. This will help with updating the correct Unique ID and not accidently creating a new ID number.

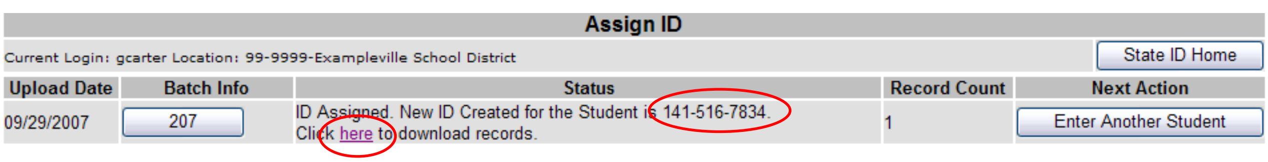
The application will validate all the data entered. If errors are found, the application will return a page similar to the following. The application will notify you of the data errors by displaying a message directly below the field. You will then need to correct the errors prior to assigning an NDE Student ID.



The NDE Uniq-ID System takes the student record through all the stages of the NDE Student ID Assignment Process, similar to the processing of a Student Batch File (see 4 - 6 above under). If the student record encounters any near matches, the application will display the relevant screen for resolution during the NDE Student ID assignment process.

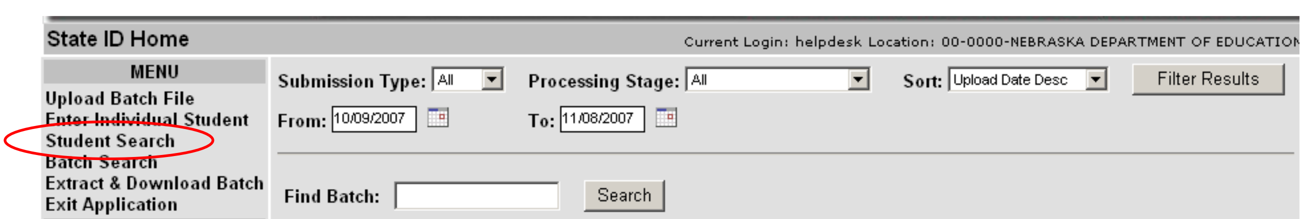
If no near matches are found, the system will take you to the **"Assign ID"** page and show that a new ID has been created for this student. If you have another student to enter, click on **"Enter Another Student"**.

The screen below will display after a successful online NDE Student ID assignment. Note that the NDE Student ID that has been assigned to the student is included in the **"Status"** column.



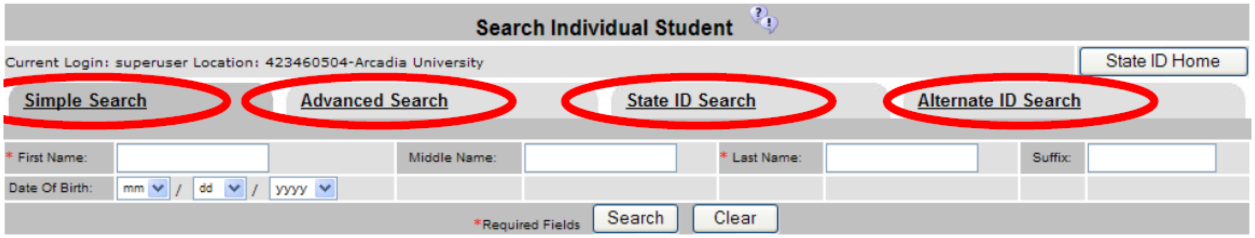
9. STUDENT SEARCH

Users can search for students online by clicking the **"Student Search"** link in the Menu.



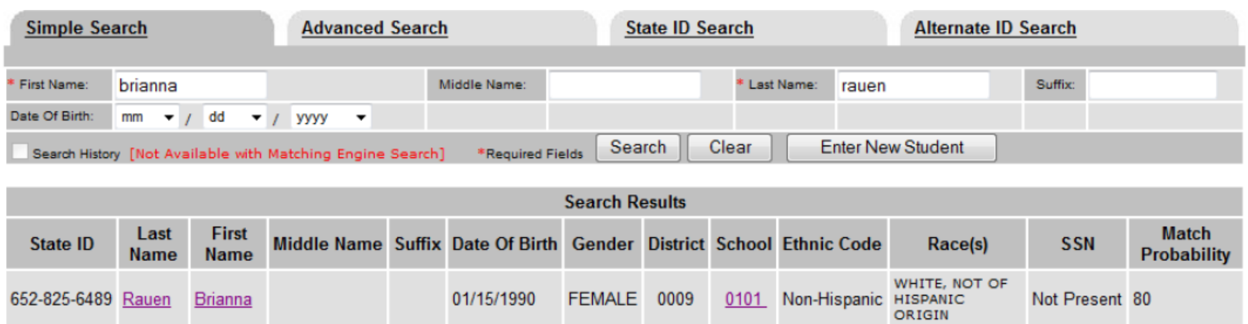
There are four types of searches:

1. ***Simple Search*** allows users to find students using basic demographics.
2. ***Advanced Search*** allows users to find students using any NDE Uniq-ID System field.
3. ***State ID-Search*** allows users to find students using a NDE Student ID.
4. ***Alternate ID Search*** allows users to find students by an Alternate ID or Local ID.



If no matches are found, the system displays feedback confirming the same. When one or more students are found, the application displays the matching records, along with the match probability. The closest match displays as the first result in the list.

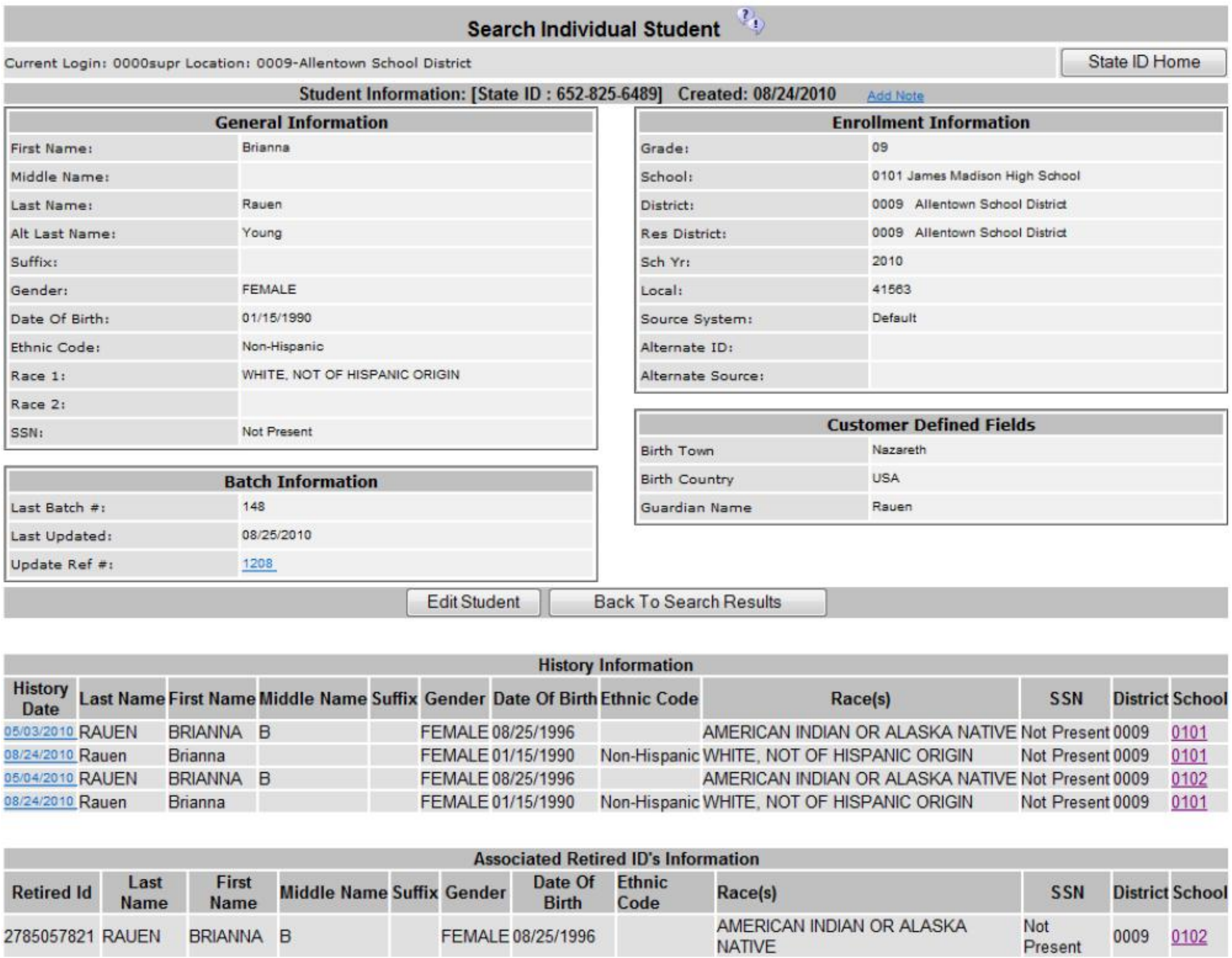
NOTE: eScholar recommends entering in as much data as possible in the Student Search to minimize the number of results displayed. However, if searching for a student you are fairly certain should have an ID already assigned, try searching multiple scenarios of the names in case of misspellings, alternate spellings, nicknames, etc.



State ID	Last Name	First Name	Middle Name	Suffix	Date Of Birth	Gender	District	School	Ethnic Code	Race(s)	SSN	Match Probability
652-825-6489	Rauen	Brianna			01/15/1990	FEMALE	0009	0101	Non-Hispanic	WHITE, NOT OF HISPANIC ORIGIN	Not Present	80

To see more detailed information about a student, users can click the hyperlink in the **"Last Name"** or the **"First Name"** column. Upon doing so, the application will display the **"Student Information"** page pictured on the next page.

NOTE: The **"Edit Student"** button will always display on the above page but may not always be enabled. The button is enabled only when the district that the student is assigned to is editing the record.



Search Individual Student

Current Login: 0000supr Location: 0009-Allentown School District | State ID Home

Student Information: [State ID : 652-825-6489] Created: 08/24/2010 Add Note

General Information	
First Name:	Brianna
Middle Name:	
Last Name:	Rauen
Alt Last Name:	Young
Suffix:	
Gender:	FEMALE
Date Of Birth:	01/15/1990
Ethnic Code:	Non-Hispanic
Race 1:	WHITE, NOT OF HISPANIC ORIGIN
Race 2:	
SSN:	Not Present

Enrollment Information	
Grade:	09
School:	0101 James Madison High School
District:	0009 Allentown School District
Res District:	0009 Allentown School District
Sch Yr:	2010
Local:	41563
Source System:	Default
Alternate ID:	
Alternate Source:	

Customer Defined Fields	
Birth Town	Nazareth
Birth Country	USA
Guardian Name	Rauen

Batch Information	
Last Batch #:	148
Last Updated:	08/25/2010
Update Ref #:	1208

Edit Student | Back To Search Results

History Information

History Date	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Ethnic Code	Race(s)	SSN	District	School
05/03/2010	RAUEN	BRIANNA	B		FEMALE	08/25/1996		AMERICAN INDIAN OR ALASKA NATIVE	Not Present	0009	0101
08/24/2010	Rauen	Brianna			FEMALE	01/15/1990	Non-Hispanic	WHITE, NOT OF HISPANIC ORIGIN	Not Present	0009	0101
05/04/2010	RAUEN	BRIANNA	B		FEMALE	08/25/1996		AMERICAN INDIAN OR ALASKA NATIVE	Not Present	0009	0102
08/24/2010	Rauen	Brianna			FEMALE	01/15/1990	Non-Hispanic	WHITE, NOT OF HISPANIC ORIGIN	Not Present	0009	0101

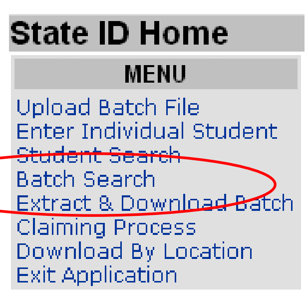
Associated Retired ID's Information

Retired Id	Last Name	First Name	Middle Name	Suffix	Gender	Date Of Birth	Ethnic Code	Race(s)	SSN	District	School
2785057821	RAUEN	BRIANNA	B		FEMALE	08/25/1996		AMERICAN INDIAN OR ALASKA NATIVE	Not Present	0009	0102

The above page will display the student's current information in the top section and the history information in the bottom section. A new section named **"Associated Retired IDs Information"** has been added to the bottom of the results page. If there are any IDs along with the student information that has been retired and associated to the ID under review, they will be displayed here.

10. BATCH SEARCH

Users can search for students with a batch file by clicking the "**Batch Search"** link in the Menu:


State ID Home
MENU
Upload Batch File
Enter Individual Student
Student Search
Batch Search
Extract & Download Batch
Claiming Process
Download By Location
Exit Application

This feature allows users to:

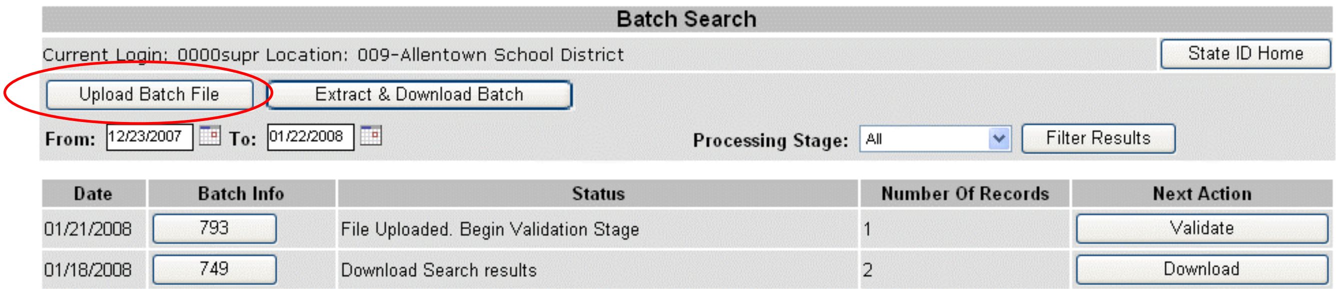
1. Search for students with a batch file and download results of the search.
2. View previous batch search results
3. Extract & Download a batch.

Some implementation may disable this feature for certain or all users. In such an instance, the link will not appear on the Menu.

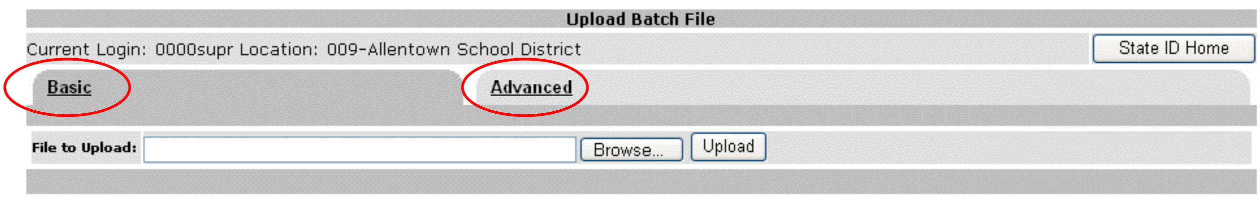
Searching for Students with a Batch File

The **"Batch Search"** feature requires that a file containing students is uploaded into the system. The format of the search file is exactly the same as the Student Batch File format. To search for students using a batch files, users should perform the following steps:

1. Click the **"Batch Search"** link on the Menu.
2. Click the **"Upload Batch File"** button.



3. Click on the appropriate upload tab: **"Basic" or "Advanced"**. This functions the same way as described in the **HOW TO UPLOAD YOUR INFORMATION WITH A BATCH FILE** section above.

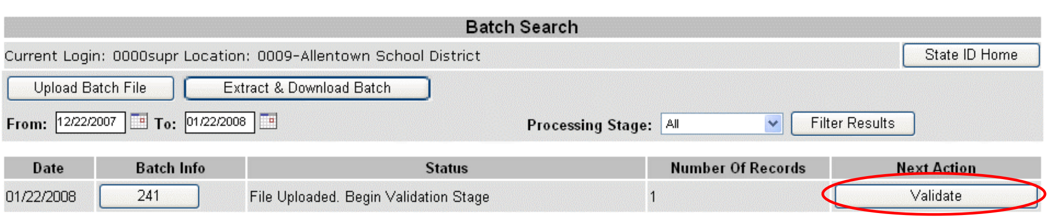


4. Browse for the file and complete the upload form as necessary.
5. Click the **"Upload"** button
   a. The system will analyze the file, similar to the process described in the **"File Upload"** section above and display any file errors.
   b. If a file error is found during the processing, the user should click the **"Upload New File"** button to submit a new file.

TIP: Batch searching has only two required fields: **Student Last Name** and **Student First Name**. However, if more information is provided, there is a better chance of the system finding a matching student. In addition, if a value for an optional field is provided, the application validates the format of that value. If the system determines that the format is not correct it auto-cancels the record.

6. The system will return to the **"Batch Search"** screen once the file validation has been performed. The **"Batch Information"** button will be listed on the page along with the **"Status"**, **"Number of Records"** and a **"Next Action"** button.

7. Click the **"Validate"** button to validate the data included in the batch search submission.



a. If any data errors are found during validation, the records containing the data errors are auto-canceled. Those records will not be included in the rest of the search process.
b. The records in the batch will also auto-cancel if they include the State ID.

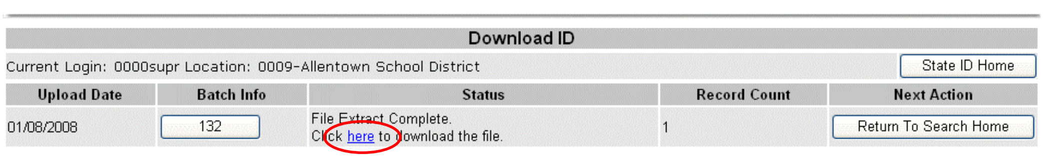
8. The system will return to the **"Batch Search"** screen displaying the status of the process.

9. Click the **"Search"** button to perform the search. If the **"Search"** button is not visible, click the **"Filter Results"** button to refresh the page.

10. The system will return to the Batch Search screen displaying the status of the process, along with the **"Batch Information"** button. The application will find one of the following for each record in a batch:
    a. No matching students – The **"State ID"** column will be blank for these types of records in the download file.
    b. A single matching student – The **"State ID"** column will contain the State ID of the matching student for these types of records in the downloaded file.
    c. Multiple matching students – The record will be auto-canceled and will not be listed in the download file.
    d. One or more near matching students – The record will be auto-canceled and will not be listed in the downloaded file.

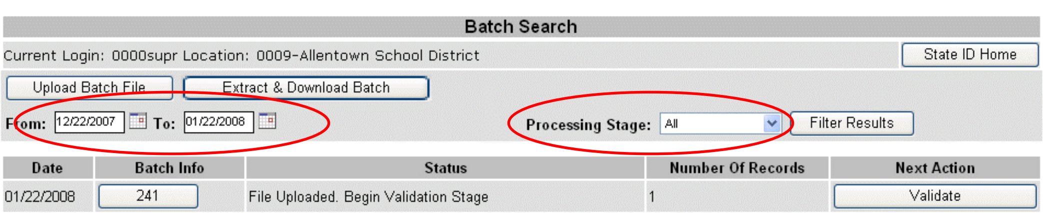
Note: During a search, the eScholar Uniq-ID® for Students system will auto-cancel any record having multiple matching students or at least one near matching student. However, all records auto-canceled during a batch search are available for download. Please see **"Extracting & Downloading Batch Search Files"** at the end of this section for further instructions.

11. Click the **"Download"** button to generate the file for download. If the **"Download"** button is not visible, click the **"Filter Results"** button to refresh the page.
12. Download the search results file by clicking the **"here"** link in the **"Status"** column. Doing so will open a File Download dialogue box that enables the user to either open the file or save it to the local computer.
13. The format of the downloaded file will be exactly the same as the **Student Batch File** and each student record will include the **State ID** that was assigned to that student.



Viewing Previous Batch Searches

All batch searches submitted by the user will be visible on the **"Batch Search"** home page. The page can be filtered by a specific date range or processing stage to narrow down the results list. To filter the results, users should select the appropriate date range and/or processing stage. Once the selections are made, the **"Filter Results"** button should be clicked.

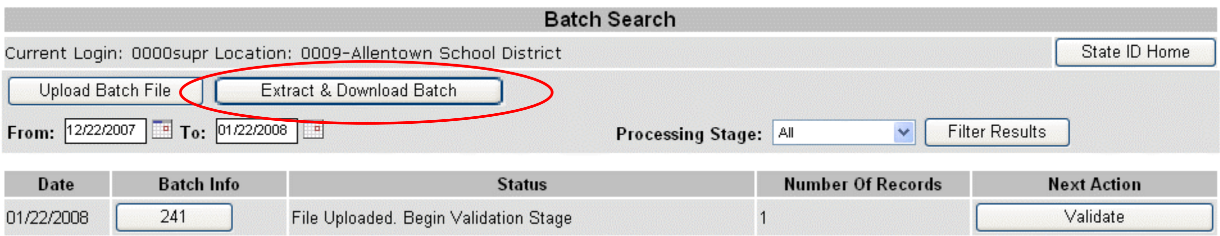


If more than ten batch searches have been submitted, navigation buttons will be available to access the additional pages.

Extracting & Downloading Batch Search Files

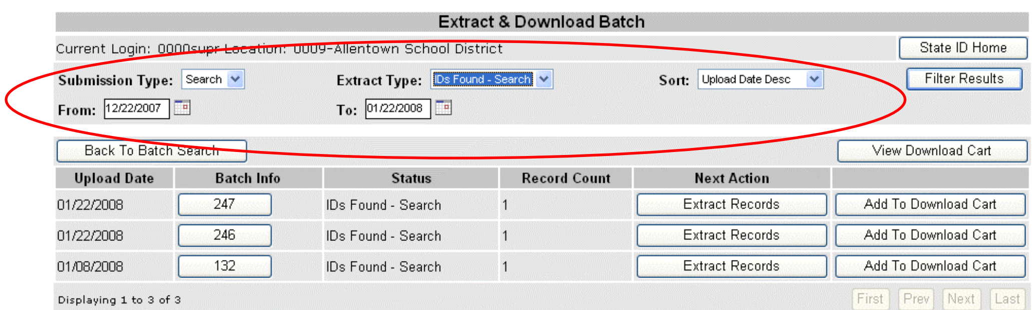
The **"Extract & Download"** component can be accessed from within the **"Batch Search"** component. The **Extract & Download** component is detailed further in the **Extract & Download** section below.

To perform an extract and download within the **"Batch Search"** component, users should click the **"Extract & Download"** button on the **"Batch Search"** page.



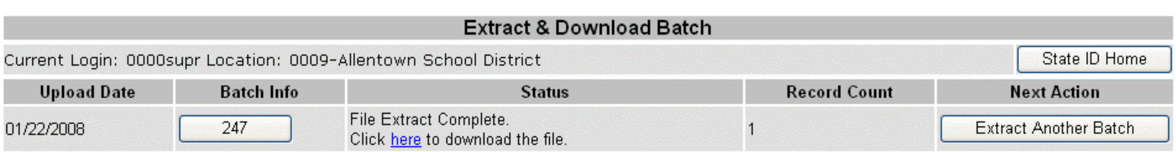
By accessing the **"Extract & Download"** component through the **"Batch Search"** component, the filters specific to the **Batch Search** will be available. These are:

1. *Submission Type*: The only option for this page will be Search
2. *Extract Type*: The options are IDs Found – Search, IDs Canceled – Search, or Rejected
3. *Sort:* Users can sort by Upload Date or Batch Number
4. *Batch Search Date:* Users can enter a specific date range to filter the results.



Once the appropriate filters are set, users must click the **"Filter Results"** button to apply the filter. The page will display the Batch Information button, Status, Record Count, an **"Extract Records"** button and an **"Add to Download Cart"** button.

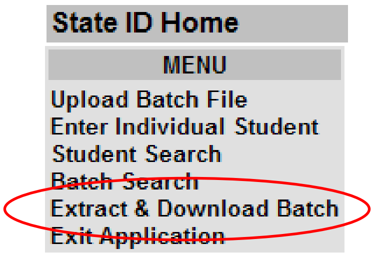
Users can download a file for a single batch by clicking **"Extract Records"** or combine multiple files together by using the **Download Cart** feature. When the **Extract Records** button is clicked, the system will display the file download page allowing the user to download the file.



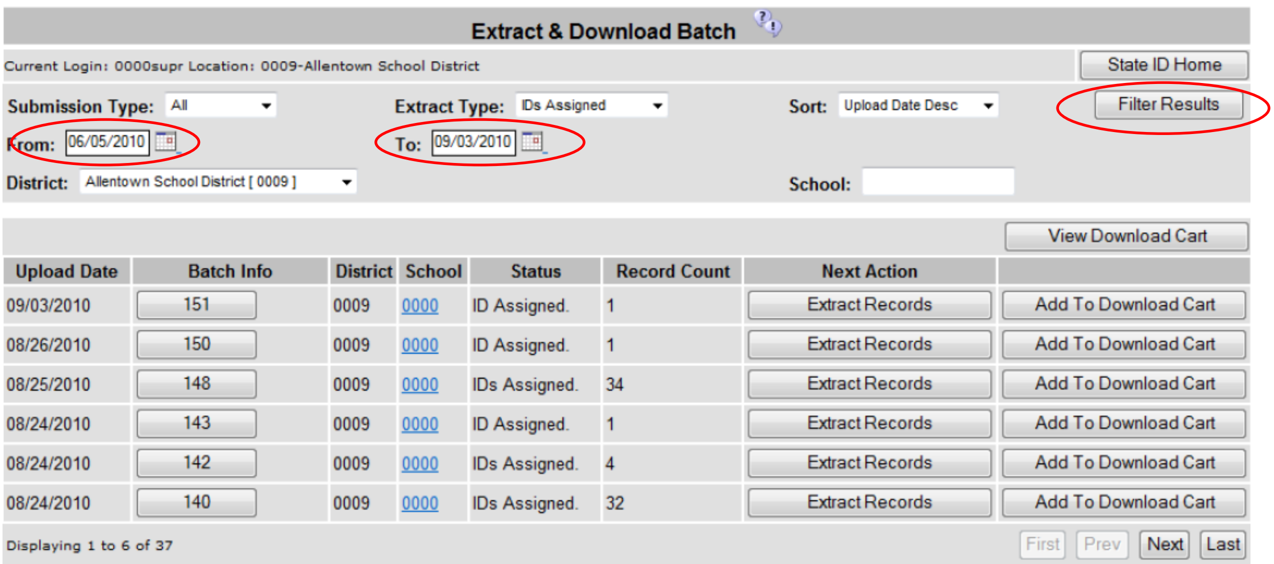
For more information on using the **Download Cart** please refer to the **"Extract & Download Batch"** section of this document.

11. EXTRACT AND DOWNLOAD BATCH

Users can download files related to the NDE Uniq-ID System by clicking the **"Extract & Download Batch"** link in the Menu.



Below is a view of the **"Extract & Download Batch"** screen.



Upload Date	Batch Info	District	School	Status	Record Count	Next Action	
09/03/2010	151	0009	0000	ID Assigned.	1	Extract Records	Add To Download Cart
08/26/2010	150	0009	0000	ID Assigned.	1	Extract Records	Add To Download Cart
08/25/2010	148	0009	0000	IDs Assigned.	34	Extract Records	Add To Download Cart
08/24/2010	143	0009	0000	ID Assigned.	1	Extract Records	Add To Download Cart
08/24/2010	142	0009	0000	IDs Assigned.	4	Extract Records	Add To Download Cart
08/24/2010	140	0009	0000	IDs Assigned.	32	Extract Records	Add To Download Cart

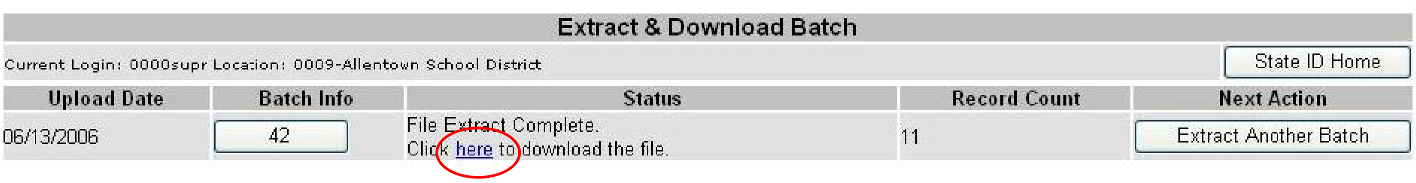
In order to show all submissions during the specific dates of your inquiry, change the **"From date"** and **"To date"** and then click on **"Filter Results"**.

Filtering the List of Downloads

All downloads in this module pertain to the **ID Assignment Process**. Below is a list of the seven types of downloads available, each are by batch:

1. IDs Assigned – includes all of the submission records with the assigned state identifiers for the batch.
2. Errors to Fix – includes all of the submission records in the error state along with an error message for the batch.
3. Near Matches – includes all of the submission records in the near match stage for the batch.
4. Canceled - includes all of the submission records which were canceled for the batch.
5. Rejected – includes all of the submission records which were rejected for the batch.
6. Fixed Records – includes all of the submission records in the batch that were fixed during the data validation
7. Near Match Details – includes all of the submission records in the near match stage along with any matched records in the batch.

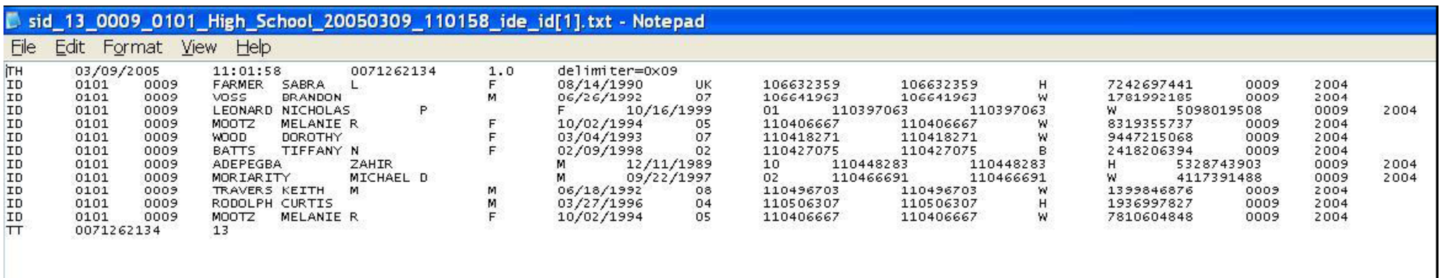
After selecting **"Extract Records"** to download, the **Extract & Download** screen similar to the following will display.



Users can click the **"here"** link in the **"Status"** section to download the file.

Once downloaded you can either open to view in a text editor or save the file to your computer.
The contents of the file are similar to the following.

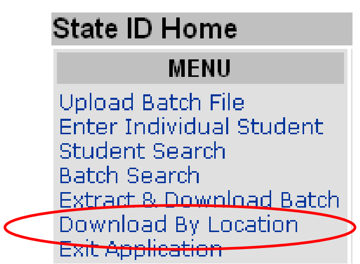
Here is where you will obtain the NDE Student ID number to use in other NDE collections and reports.



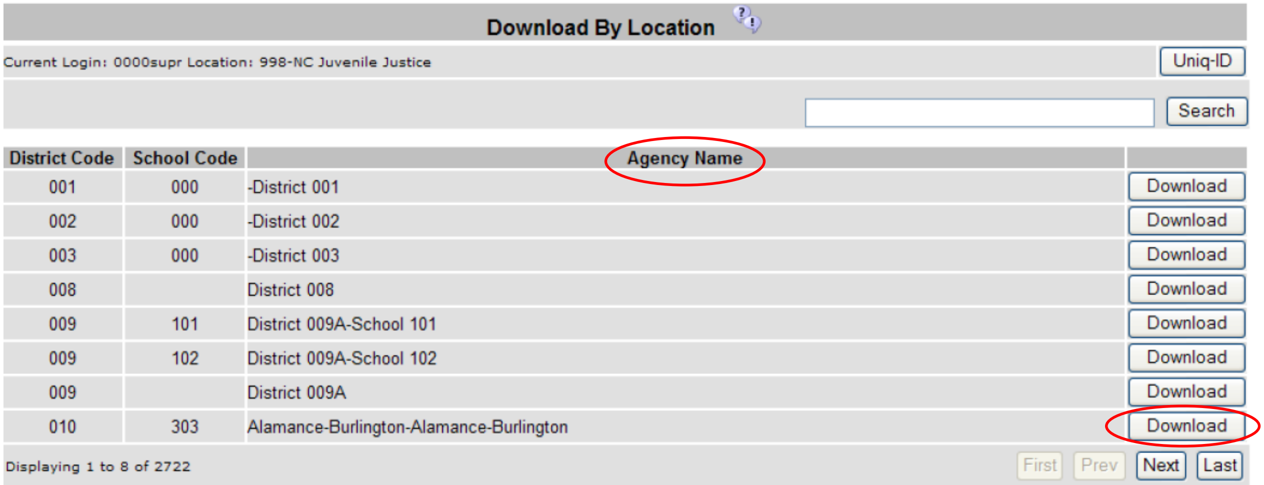
12. DOWNLOAD BY LOCATION

A Download by Location component allows users to download all of the students from a specific district or school, rather than by batch. This component is only available to authorized users and is restricted only to the locations the user has access to.

1. Select the **"Download by Location"** from the Menu:



2. The system will display a list of districts and locations/schools that the user has access to on the **Download By Location** details page. This page includes the **District Code**, **School Code**, **Agency Name**, a **Download** button and the ability to search locations. (The search feature allows users to search by the district code, school code or agency name.)



Download By Location

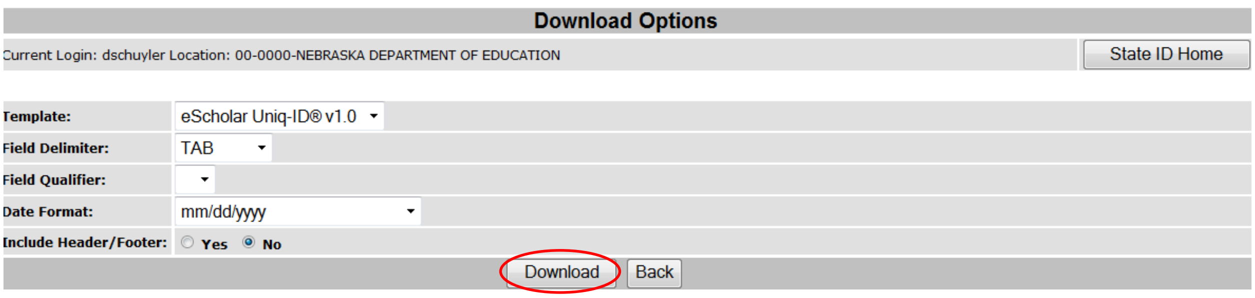
Current Login: 0000supr Location: 998-NC Juvenile Justice | Uniq-ID

Search

District Code	School Code	Agency Name	
001	000	-District 001	Download
002	000	-District 002	Download
003	000	-District 003	Download
008		District 008	Download
009	101	District 009A-School 101	Download
009	102	District 009A-School 102	Download
009		District 009A	Download
010	303	Alamance-Burlington-Alamance-Burlington	Download

Displaying 1 to 8 of 2722 First Prev Next Last

3. Click the **"Download"** button for the agency to be extracted
4. The system will display a **"Download Options"** screen.
5. No changes need to be made on the **"Download Options"** screen; click the **"Download"** button.



Download Options

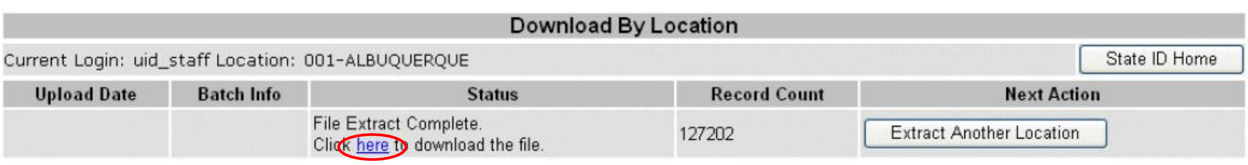
Current Login: dschuyler Location: 00-0000-NEBRASKA DEPARTMENT OF EDUCATION | State ID Home

Template:	eScholar Uniq-ID® v1.0
Field Delimiter:	TAB
Field Qualifier:	
Date Format:	mm/dd/yyyy
Include Header/Footer:	Yes No

Download Back

This downloaded file will include: All students, for ALL YEARS, that have ever been uploaded for this district/school.

6. The **"Download By Location"** download page will be displayed. Click the **"here"** link in the **"Status"** column.



Download By Location

Current Login: uid_staff Location: 001-ALBUQUERQUE | State ID Home

Upload Date	Batch Info	Status	Record Count	Next Action
		File Extract Complete. Click here to download the file.	127202	Extract Another Location

7. Click the **"Extract Another Location"** button to return to the **"Download By Location"** page or click the **"State ID Home"** button to return to the system home page.

13. ADDING STUDENT NOTES

The purpose of this feature is to allow authorized users to input notes and comments into a student record. The notes can be used to help clarify information about the student.
(Examples: Nickname or legal name of student, last name of parent if different from the name the student uses, etc.)

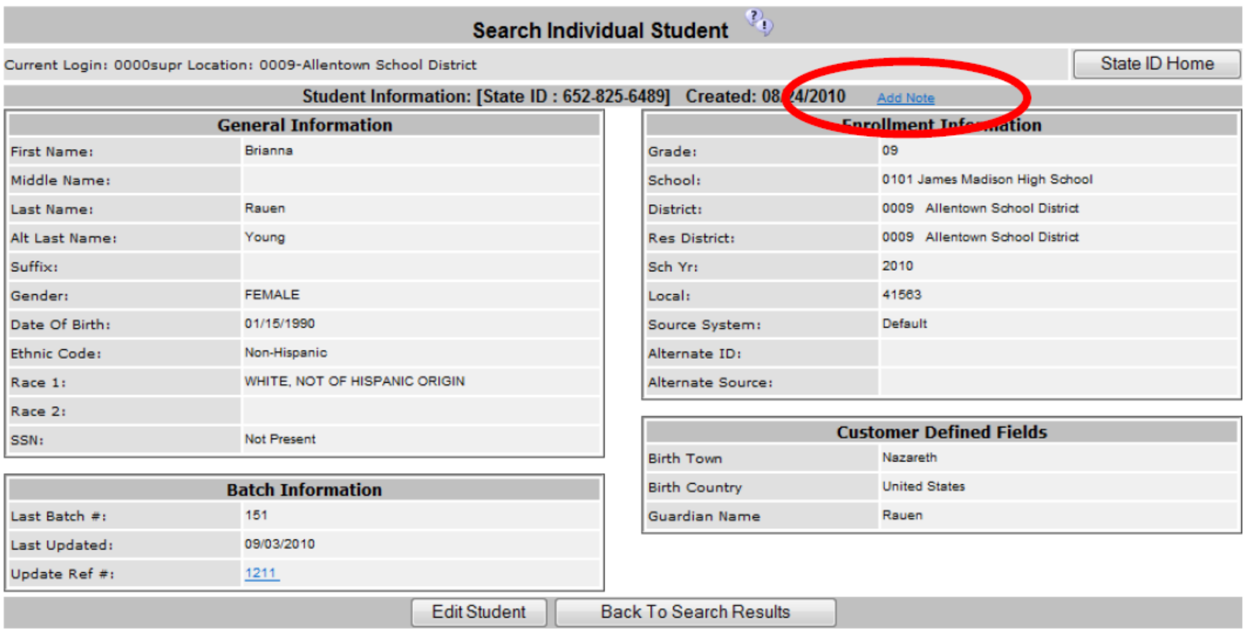
The **"Student Notes"** functionality will be available in the following areas of the application when enabled:

1. Search Individual Student Detail Results
2. Near Match Review

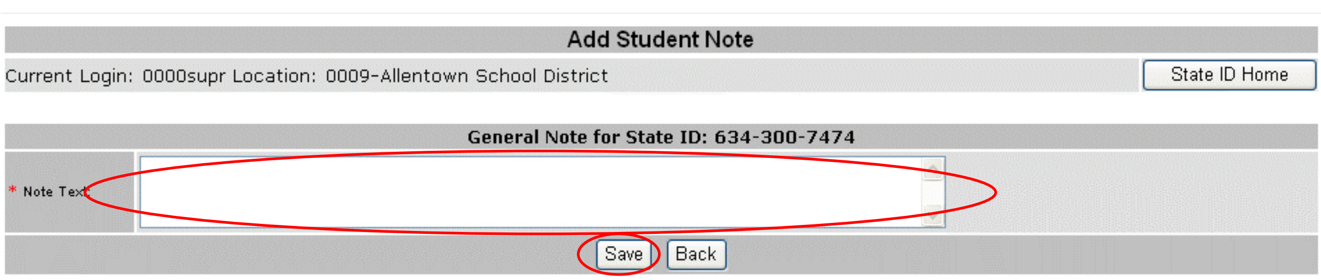
Note: The **"Student Notes"** are viewable by users with authorization. **Student Notes** can only be added and viewed. They cannot be updated or deleted.

To add **Student Notes** from the **"Student Search"** component, a user should perform the following steps:

1. Click on **"Student Search"** link on the Menu.
2. Search for a student as described above.
3. Click the hyperlinked **Last Name** or **First Name** to view the search details. Upon clicking the hyperlink, the **Student Search** information page will be displayed.



4. Click the **"Add Note"** link.
5. The **"Add Student Note"** page will be displayed. This page will allow users to enter up to 255 characters of text.

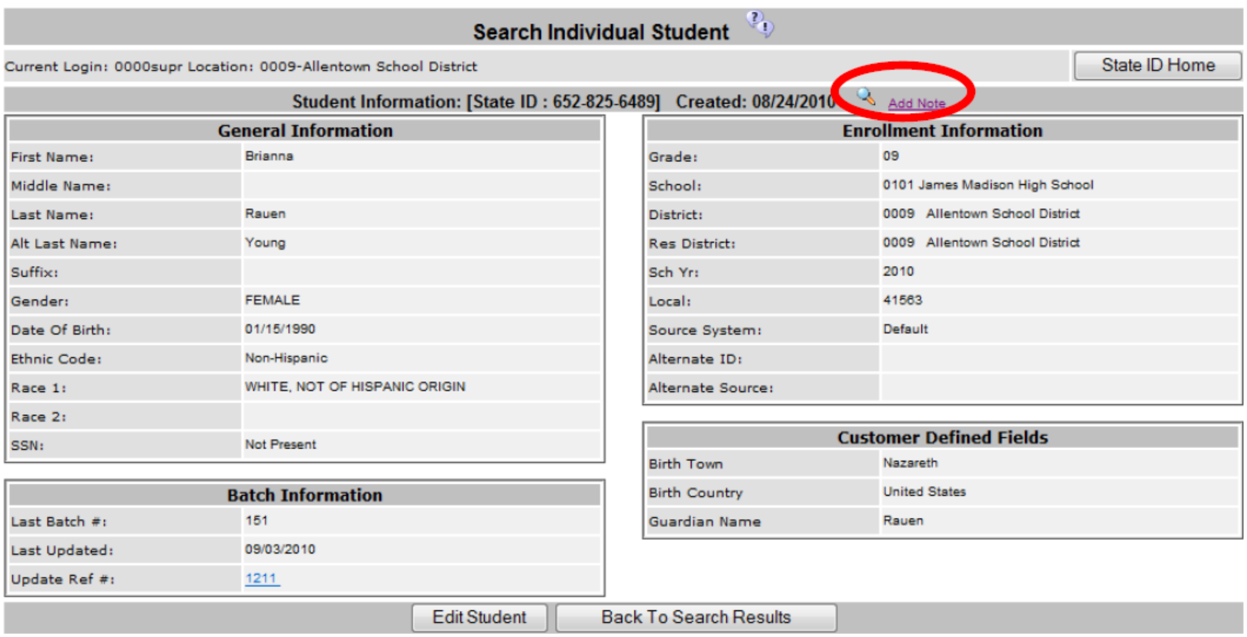


6. Enter Note Text.
7. Click the **"Save"** button.
8. A confirmation page will be displayed allowing the user to view the note that was added.
9. Click the **"State ID Home"** button to return to the system home page.

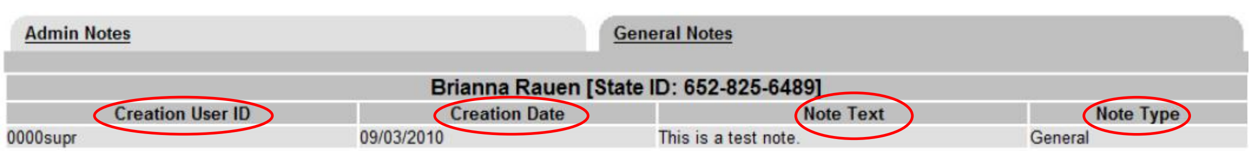
14. VIEWING STUDENT NOTES

Once a student note has been added to the system, it is viewable to authorized users.
To view a note, users should perform the following:

1. Click the **"Student Search"** link on the Menu.
2. Search for a student as described above.
3. Click the hyperlinked **Last Name** or **First Name** to view the search details, the **Student Search** information page will display.
4. If notes have been added, a magnifying glass icon will be displayed to the right of the Student Information and State ID in the top row of the details. 
5. Click on the magnifying glass icon to view the notes.



6. A new window will open displaying the available notes for the student. The system provides information on the user ID, creation date, the text of the note and the note type.



15. ACCESS DESKTOP DATABASE

If you are using the **"Access Desktop Database"**, provided by NDE, to assign NDE Student IDs, see the **NSSRS Desktop Database Quick Reference Guide** found on **www.education.ne.gov/nssrs/Resources.html**.