



## 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:..... 1

File Upload: ..... 2

Results:..... 5

### 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](https://www.maine.gov/doe/data/student/Synergy_upload.html)


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

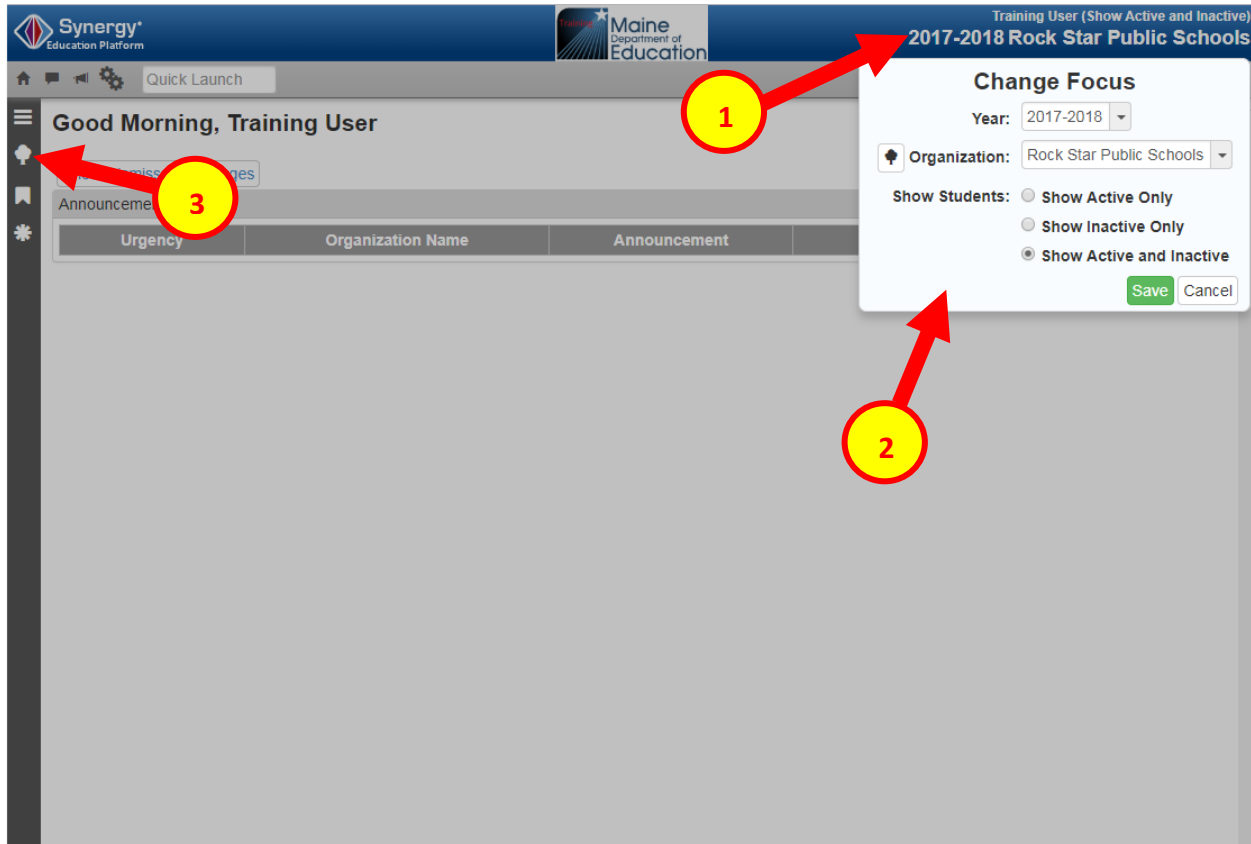
The upload file needs to be in either CSV or TXT format. You cannot upload an XLSX (excel) file. The sample file can be edited in excel but must be saved as a CSV.

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

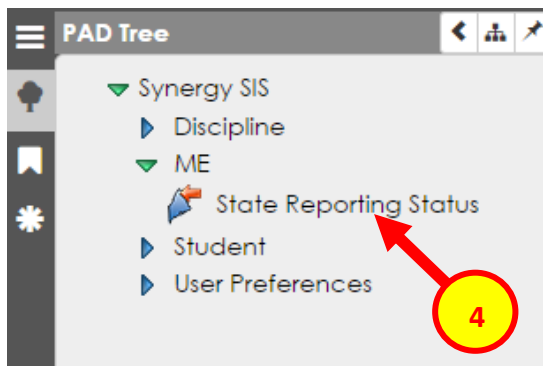
## File Upload:

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. 



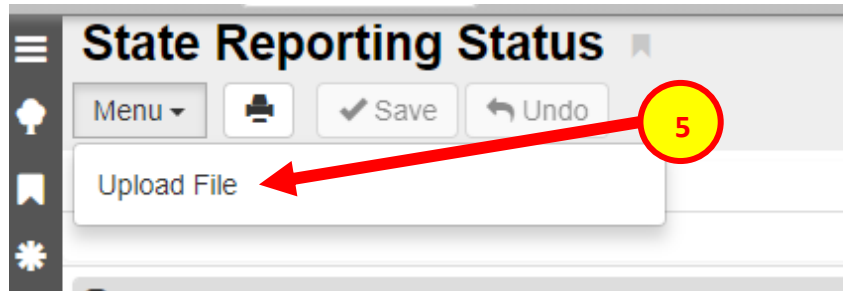
The screenshot shows the Synergy Education Platform interface. The top right corner displays the user's role as 'Training User (Show Active and Inactive)' and the current school year and district as '2017-2018 Rock Star Public Schools'. A 'Change Focus' dialog box is open, allowing users to adjust settings. The dialog box includes a 'Year' dropdown menu set to '2017-2018', an 'Organization' dropdown menu set to 'Rock Star Public Schools', and radio button options for 'Show Students': 'Show Active Only', 'Show Inactive Only', and 'Show Active and Inactive' (which is selected). A green 'Save' button and a grey 'Cancel' button are at the bottom of the dialog. Red arrows and yellow circles with numbers 1, 2, and 3 highlight the school name, the 'Save' button, and the PAD Tree icon in the left sidebar, respectively.

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.

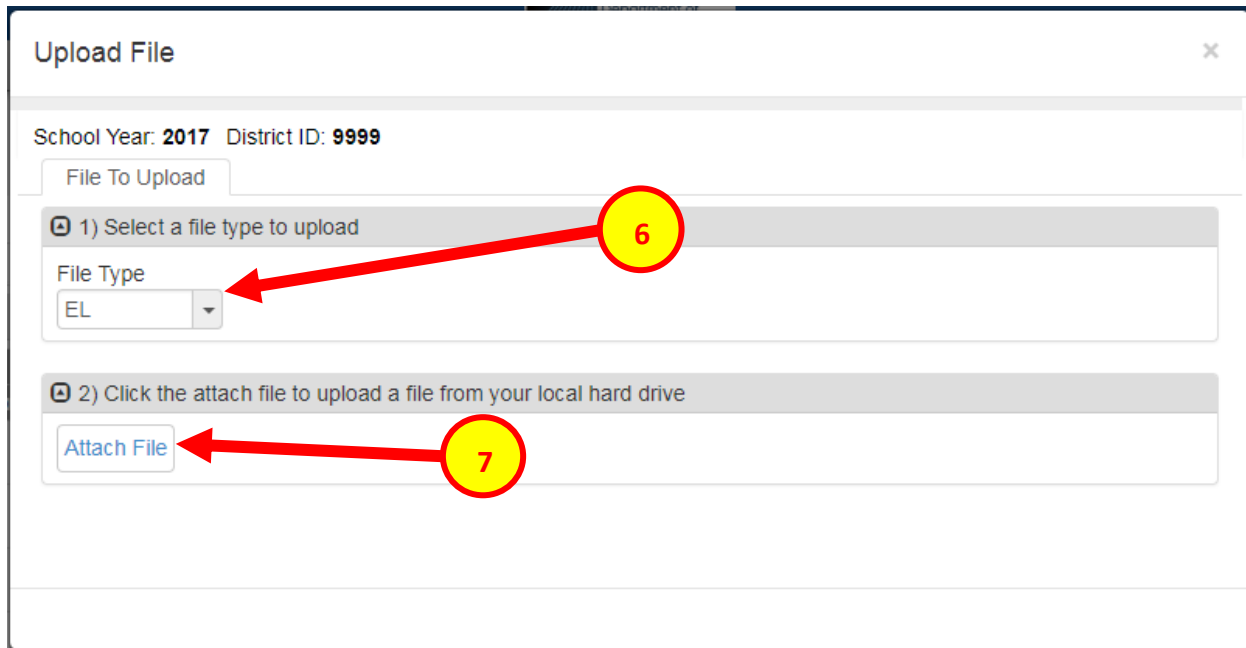


The screenshot shows the PAD Tree navigation menu. The menu is expanded, showing a tree structure with 'Synergy SIS' at the top, followed by 'Discipline', 'ME', 'State Reporting Status', 'Student', and 'User Preferences'. A red arrow and a yellow circle with the number 4 point to the 'State Reporting Status' item.

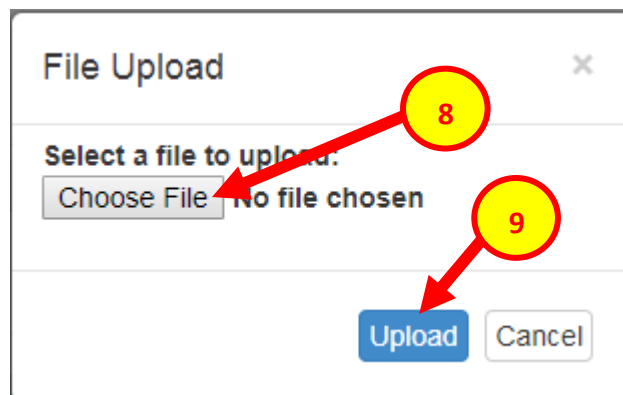
- In the State Reporting Status page, hover over the Menu drop down. Click **Upload File**:




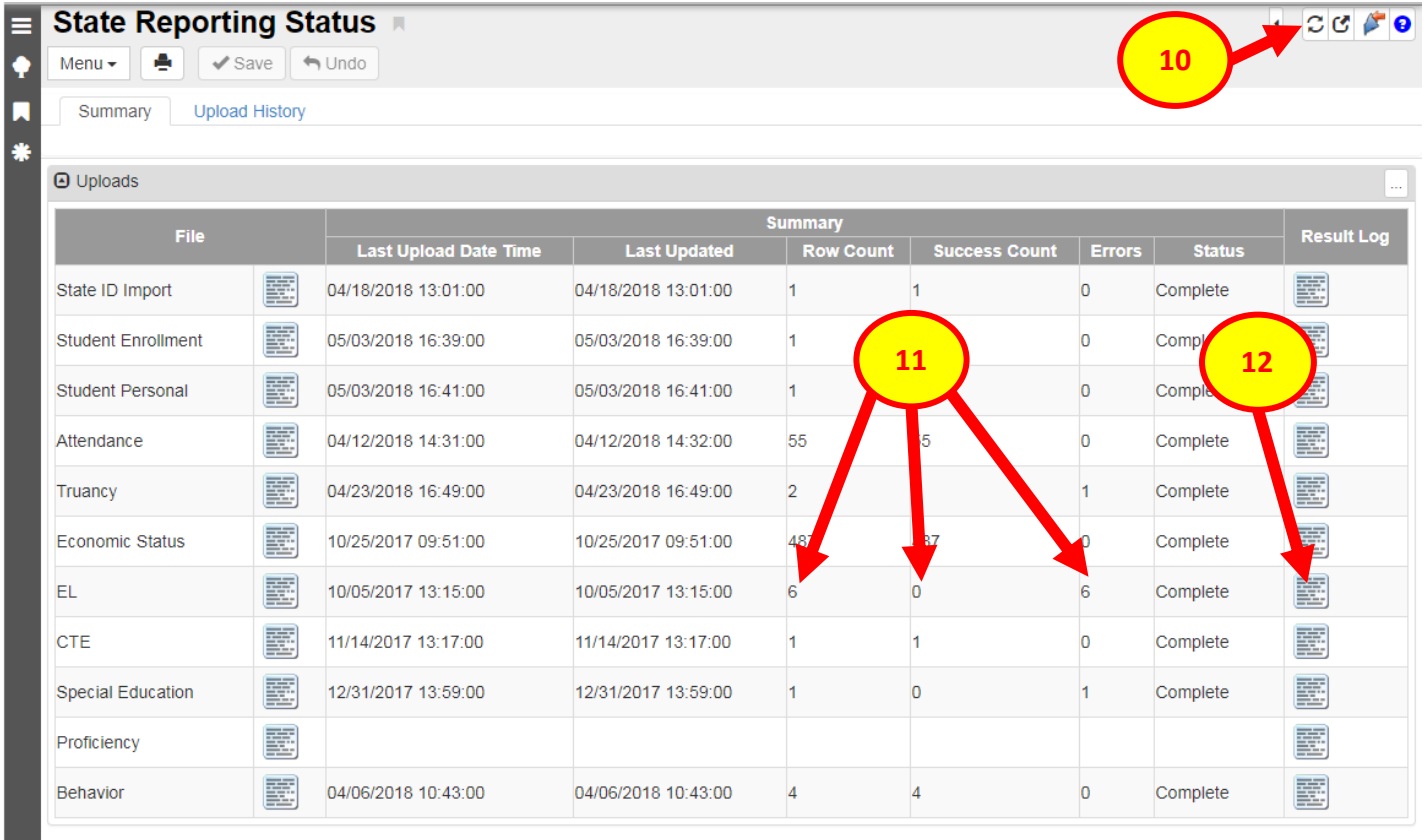
- In the Upload File box, click the File Type drop down. Select **EL**.
- Click the **Attach File** button.














- In the File Upload box, click **Choose File**.
- 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.



The screenshot shows the 'State Reporting Status' page. At the top right, a refresh button is circled in red and labeled '10'. Below the navigation tabs, the 'Uploads' section contains a table with columns for File, Last Upload Date Time, Last Updated, Summary (Row Count, Success Count, Errors), Status, and Result Log. A yellow circle labeled '11' is placed over the 'Summary' columns of the 'Student Enrollment' row, with red arrows pointing to the 'Row Count', 'Success Count', and 'Errors' cells. Another yellow circle labeled '12' is placed over the 'Result Log' column of the same row, with a red arrow pointing to the download icon.

File	Summary						
	Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	Result Log
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	1	0	Complete	
Student Personal	05/03/2018 16:41:00	05/03/2018 16:41:00	1	1	0	Complete	
Attendance	04/12/2018 14:31:00	04/12/2018 14:32:00	55	55	0	Complete	
Truancy	04/23/2018 16:49:00	04/23/2018 16:49:00	2	2	1	Complete	
Economic Status	10/25/2017 09:51:00	10/25/2017 09:51:00	487	487	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
```

**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: <a href="https://www.maine.gov/doe/data/student/Synergy_upload.html">https://www.maine.gov/doe/data/student/Synergy_upload.html</a>
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.