



User Guide:

**State Scholar Program (SSP)  
File Upload**

# Introduction to the File Upload Process

Schools may choose to submit 6<sup>th</sup> semester data for the State Scholar Program electronically via the file upload process in the GAP Access portal. Using this method, schools can submit records for all their students at one time instead of doing individual student data entry online. The new file upload process is similar to the Excel file submission method used in the past, however it provides an easier, more secure way to submit the data. In addition, there are several new features in this version including easy upload functionality, an error correction option and enhanced communication to let users know the status of submitted files.

**Note: You must create a 6<sup>th</sup> semester data file according to the State Scholar file specifications (see pages 16 and 17 of this manual). All files must be created using Microsoft Excel 2003 and above. DO NOT PASSWORD PROTECT YOUR FILES.**

To get started using the State Scholar File Upload option you must have a valid GAP Access user ID and password. Use those credentials to login to GAP Access.

After successfully logging in, hover over the Programs tab and click State Scholar Program in the menu to access the School screen.

The screenshot shows the GAP Access portal interface. At the top, the user is logged in as 'TEST1 USER' with the name 'Bruce Rasmussen, Governor, State of Illinois'. The navigation menu includes 'School', 'Administration', and 'Programs'. Under 'Programs', 'State Scholar Program' is highlighted with a red box. Below the menu, there are links for 'FAFSA Initiative' and 'FAFSA Upload'. The main content area displays a message: 'Please provide School Contact Details to make updates. To access the Eligibility List and enable the Graduation Year link, required fields must be Saved'. Below this is the school details for 'ILLINOIS HIGH SCHOOL 555555'. The details are organized into three columns: Address (123 STREET, CITY, IL 55555), County, and Phone; Principal (PRINCIPAL SMITH), Principal Phone, Principal Email, School Contact, Contact Phone, and Contact Email; and Approval (N), Closed, Demo Loaded (09/11/2018), CPS, and CITE. At the bottom, there is a table with columns: Grad Year, 6th Sem Class Size, Unweighted GPA Scale, Students Tested ACT / SAT, Roster Type Submitted, Roster Received, Does School Rank?, Students Submitted, State Scholars Selected, Certs Printed By, and Run Selection. The table shows one entry for the year 2019. The page also includes a filter box, an 'Entries displayed' dropdown set to 10, and a 'Showing 1-1 of 1 entries' indicator.

# School Screen

In order to begin processing for an academic year, school specific data must be entered. Enter the **6<sup>th</sup> Semester Class Size**, **Unweighted GPA** and answer the question **Does School Rank?** **Y** (yes) or **N** (no)

If your school ranks, only report the students unweighted rank, we do not need both rank and unweighted GPA.

**Messages** ISAC will share important program updates as they become available.

The screenshot shows the 'GAP ACCESS' interface for 'ILLINOIS HIGH SCHOOL 55555'. The 'Programs' tab is active, displaying 'State Scholar Program: Search By School: Results'. A red arrow points from the 'Messages' text to a yellow message box that says: 'Watch here for important messages. There is new information you need to review. Please click [here](#) for more information.'

Below the message box is a table with the following data:

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Certs Printed By	Run Selection
2018	4	004.000	2	S	09/13/2018	N	2		HSAC	<input type="checkbox"/>

At the bottom of the screen, there are buttons for 'Print Certificates' and 'Save'.

# School Screen

## Obtaining Certificates of Achievement

- Schools that do not choose to download and print their own certificates may instead wait for ISAC to mail printed Certificates of Achievement to the high school.
- **High schools that download their own certificates will *not* receive the ISAC-printed Certificates of Achievements in late November/early December.**

**Certs Printed By** field. This field will default to I- ISAC. If your school would like to print your students certificate, select S-School. **This option will only be available until early November.**

Make sure you click Save to save all entries.

Please provide School Contact Details to make updates.

To access the Eligibility List and enable the Graduation Year link, required fields must be Saved

### ILLINOIS HIGH SCHOOL 555555

<b>Address</b> 123 STREET CITY, IL 55555	<b>Principal</b> PRINCIPAL SMITH	<b>Approval</b> N
<b>County</b>	<b>Principal Phone</b>	<b>Closed</b> --
<b>Phone</b>	<b>Principal Email</b>	<b>Demo Loaded</b> 09/11/2018
	<b>School Contact</b>	<b>CPS</b> --
	<b>Contact Phone</b>	<b>CITE</b> --
	<b>Contact Email</b>	

Entries displayed: 10

Filter: [ ]

Grad Year	6th Sem Class Size	Unweighted GPA Scale	Students Tested ACT / SAT	Roster Type Submitted	Roster Received	Does School Rank?	Students Submitted	State Scholars Selected	Certs Printed By	Run Selection
2019	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	ISAC	<input type="checkbox"/>

Showing 1-1 of 1 entries

## Option to include eligible students in early State Scholars processing cycle.

Early announcement of Scholars allows students to include the honorary designation of State Scholar on college admission and merit-based scholarship applications.

ISAC will send the school an e-mail **when the Excel file has finished processing**. Once the school has received that e-mail, the school may check the **“Run Selection Box”** to participate in the early announcement processing. **By checking this box, you are agreeing to include your students in the early announcement processing.**

Schools that **do not wish to include their students in the early announcement processing**, will be considered for State Scholar designation when the last announcement takes place at the end of the cycle.

# Guidelines and Samples

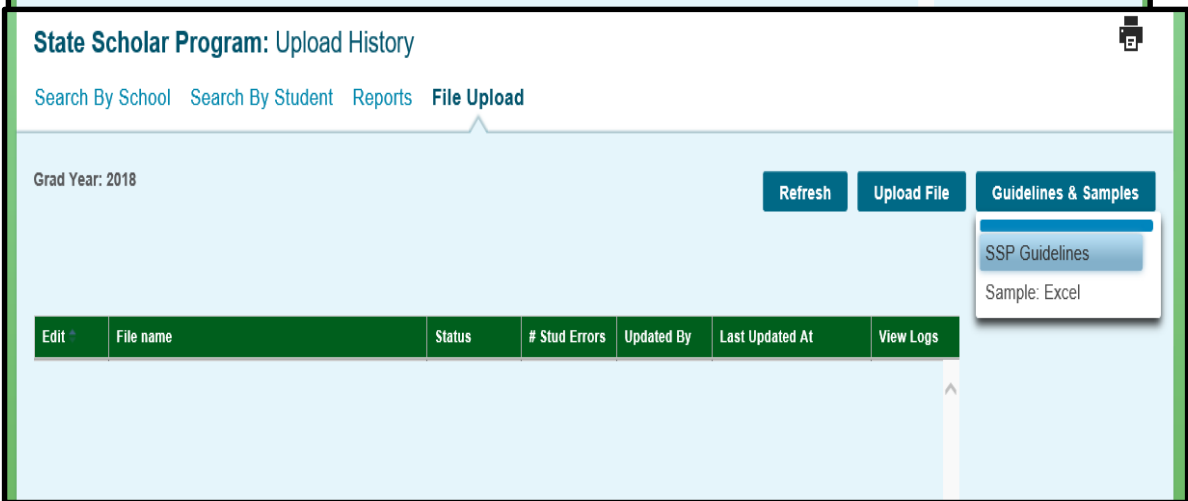
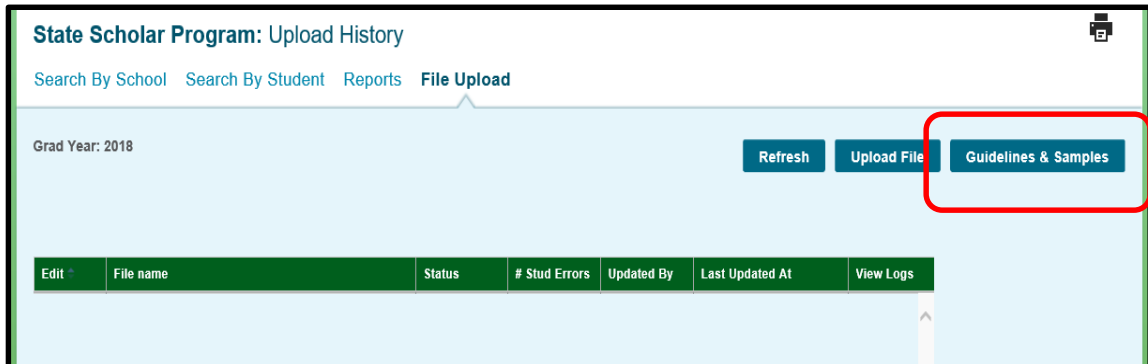
Next, click the File Upload button to proceed to the file upload processing screen.



The SSP Upload History screen provides several features to assist users. Starting from the right of the screen, Guidelines and Samples provides formatting information regarding the data to be submitted. Two options appear in a dropdown menu when the button is clicked.

- **SSP Guidelines** displays a file layout for the data and;
- **Sample** provides an Excel spreadsheet with the data fields in the appropriate order.

The SSP Guidelines and Sample screens are shown on the following page.



# SSP Guidelines and Sample Pages

## Guidelines Screen

The SSP Guidelines page displays a file layout of how data is to be populated on the Excel file. See the SSP File Specifications at [isac.org](http://isac.org) for further details.

**State Scholar Program: Upload History**

Search By School Search By Student Reports **File Upload**

Refresh Upload File Guidelines & Samples

Order	Length	Name
0001	50	State Assigned Student ID
0002	35	Last Name
0003	16	First Name
0004	1	MI
0005	10	DOB MM/DD/CCYY
0006	7	6th Sem Unw GPA
0007	5	6th Sem Rank
0008	1	Disqualification Code
0009	10	Transfer Out Date MM/DD/CCYY
0010	6	Transfer Out To HS Code
0011	5	Early Grad 4th Sem Class Size
0012	5	Early Grad 4th Sem Rank

Status	# Stud Errors	Updated By	Last Updated At	View Logs
--------	---------------	------------	-----------------	-----------

Page 1 of 0 No records to view

## Sample Screen

The Sample screen provides an Excel spreadsheet with the column headings showing the data fields in the appropriate order. The user will need to ensure that the data meet the criteria in the file layout.

Remember, Excel suppresses lead zeros (001755 is 1755 in Excel) so make sure to format the columns to allow the lead zeros to appear. See the “Troubleshooting” section in this guide for instructions on formatting columns.

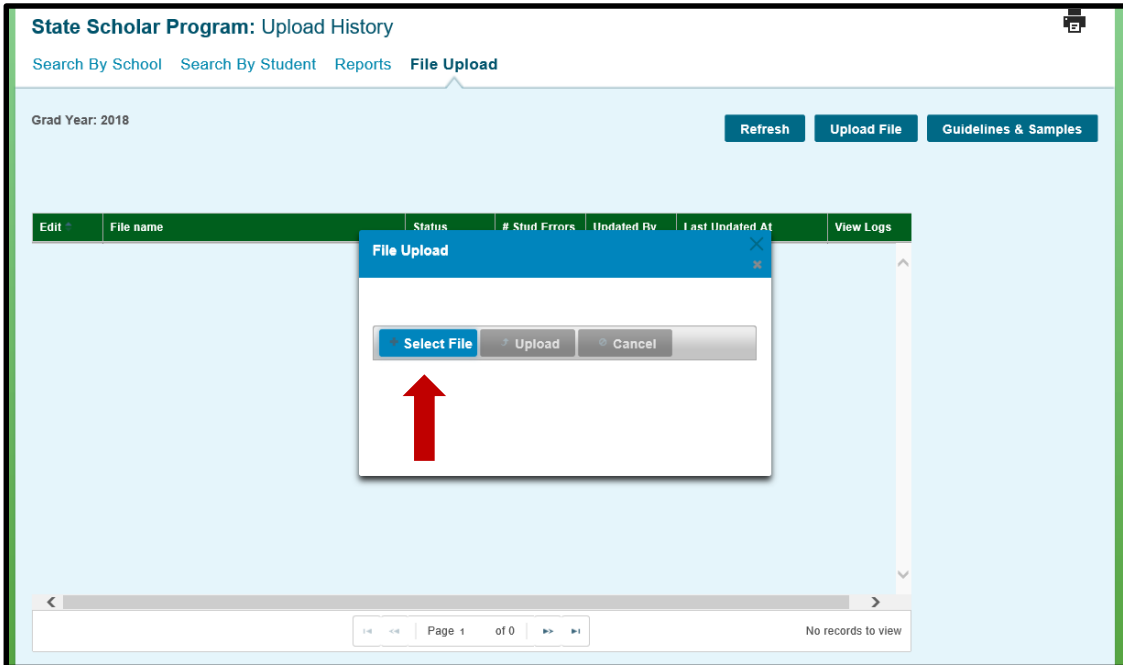
Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Student State ID	Student Last Name	Student First Name	Student MI	Student DOB	Student 6th Sem Unw GPA	Student 6th Sem Rank	Student Disqualification Code	Student Transfer Out Date	Student Transfer Out To HS Code	Student Early Grad 4th Sem Class Size	Student Early Grad 4th Sem Rank							
2																			
3																			
4																			
5																			
6																			

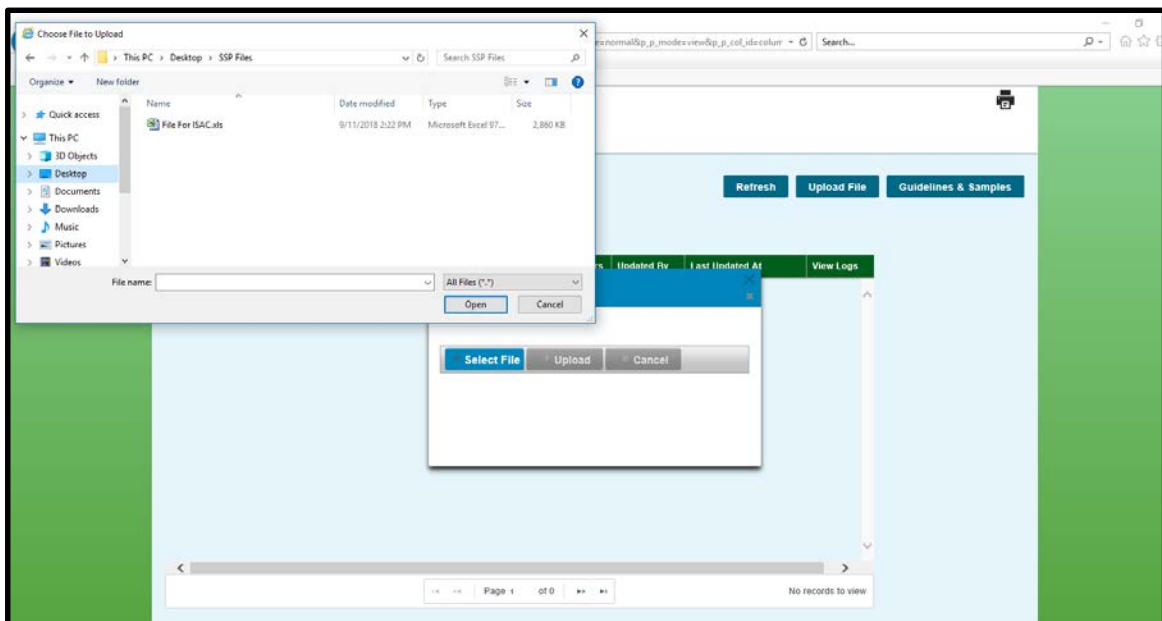
# Uploading a File

To upload a file, simply Click the blue Upload File button next to Guidelines and Samples on the Upload History page. Next a dialog box will appear, prompting you to browse your computer to select a file to upload:

1. Click Select File.

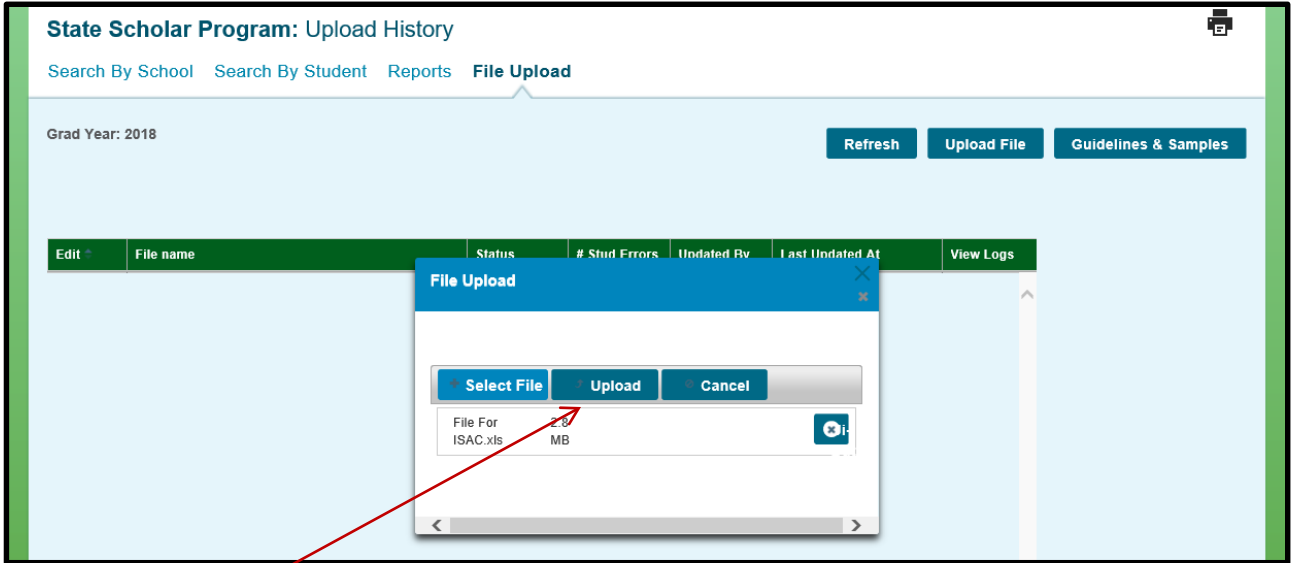


2. Browse your computer to find the file you wish to upload.

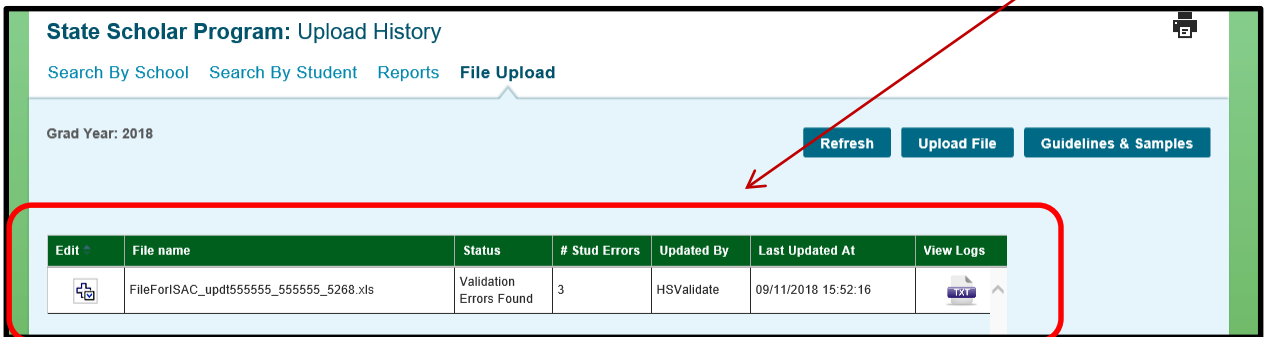


## Uploading a File - Continued

3. Double Click on the desired file, to load it into the dialog box.
4. Make sure it is the file you want to use. If not, click Cancel.



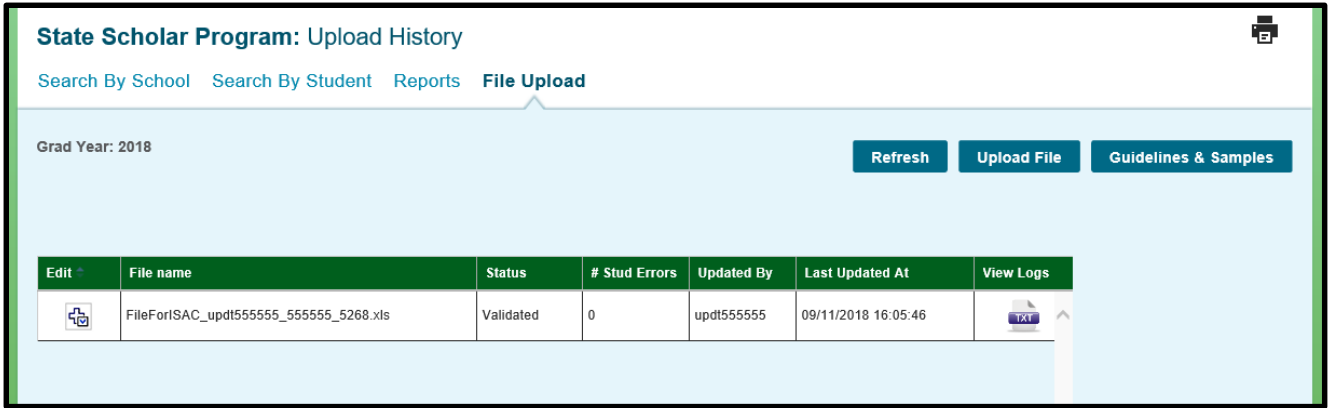
5. Click the Upload button. The file will upload and the validation process will begin.
6. The validation process will take more than a few minutes (5 minutes minimum) so wait a while then click the Refresh button to check if the validation is complete.
7. When the validation process is complete, the file – with its status – will appear in the history section of the screen. Notice, the filename will be modified after validation for ISAC processing.







# File Validation

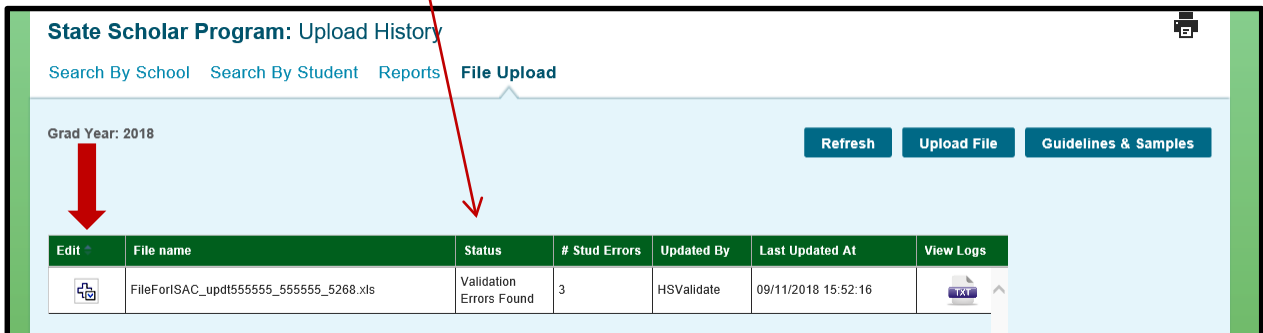
Once the file upload and validation are complete, the file can have two statuses, **Validated** (no errors) or **Validation Errors Found** (with errors). If the file status is **Validated**, no further action on it is required.





The screenshot shows the 'State Scholar Program: Upload History' interface. At the top, there are navigation links: 'Search By School', 'Search By Student', 'Reports', and 'File Upload'. Below this, the 'Grad Year: 2018' is displayed. On the right side, there are three buttons: 'Refresh', 'Upload File', and 'Guidelines & Samples'. The main content is a table with the following data:

Edit	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs
	FileForISAC_updt555555_555555_5268.xls	Validated	0	updt555555	09/11/2018 16:05:46	

If the file status is **Validated Errors Found**, you must take corrective action. The errors must be corrected before any students on the file are considered for State Scholar. You may resolve the errors one of two ways. First, you can correct the uploaded Excel file offline and resubmit the corrected file. Or, you can correct the data errors online using the **Edit function** found on the Upload History screen. Keep in mind, if there are a large number of errors, it may be easier to correct the data in Excel and upload a second file. See [Troubleshooting for list of File Status Errors](#)



The screenshot shows the 'State Scholar Program: Upload History' interface with the same navigation and buttons as the previous screenshot. The table now shows a file with validation errors:

Edit	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs
	FileForISAC_updt555555_555555_5268.xls	Validation Errors Found	3	HSValidate	09/11/2018 15:52:16	

Two red arrows point from the text above to the 'Edit' column and the 'View Logs' column of the table row.

# View a Listing of Errors

An alternative way to view a listing of the errors for each record is to use the View Logs function. This report displays a list of each error for each row (student record). To view the list, click the icon under the 'Logs' column to display the list.

Edit	File name	Status	# Stud Errors	Updated By	Last Updated At	View Logs
	FileForISAC_updt555555_555555_5268.xls	Validation Errors Found	3	HSValidate	09/11/2018 15:52:16	

File Edit Format View Help

School Name : ILLINOIS HIGH SCHOOL

File Name : FileForISAC\_updt555555\_555555\_5267.xls

Validation Start Time: 2018-09-11 14:31:37.222

FileControlID: 5267

Requesting UserID: updt140002

Row 2: 6th Semester Rank Invalid

Row 2: 6th Semester Rank invalid for ranked school

Row 3: 6th Semester Rank Invalid

Row 3: 6th Semester Rank invalid for ranked school

Row 4: 6th Semester Rank Invalid

Row 4: 6th Semester Rank invalid for ranked school

Total number of records processed: 3

Number of rows that validated without error: 0

Number of rows that encountered validation errors: 3

Total Number of Errors: 6

Time processing completed: 2018-09-11 14:31:37.472

# File Editing Online







## State Scholar Program: Upload History Detail

[Back To History](#) [Display Only Error Records](#)




### ILLINOIS HIGH SCHOOL

Year Selected  
2018



Filename  
FileFor1SAC\_updt555555\_555555\_5268.xls

Row	EDIT	ERROR	State Assigned Student ID	Last Name	First Name	MI	DOB MM/DD/CCY	6th Sem Unw GPA	6th Sem Rank	Disqualify Code	Transfer Out Date MM/DD/CCYY	Transfer Out To HS Code	Ed
2	 			SMITH	JOHN		05/01/2000	003.600					
3	 			ROSE	RUBY		09/01/1999	004.000					

After clicking the Edit button (prior page), the edit screen (above) allows the user to update any records with errors. Initially, all the records in the file appear on the screen. Use the **Display Only Error Records** button to filter the list to show only records with errors. That button toggles between all the records and only error records. Other functional buttons include:

- **Error** – click the  icon to view the error details in a pop-up window that displays the error for the record.
- The **Edit** column allows the user to edit  or delete  a record .

### To edit a record:

1. Click the  icon to open the editable data fields (scroll right to view them all).
2. Data enter the correct data into the appropriate fields – be sure to use the proper formatting as described in the SSP file specifications.
3. Click the  icon next to the edited record to save it. You must save each record individually before moving to the next record.

# File Editing Online – Correcting or Adding a Record

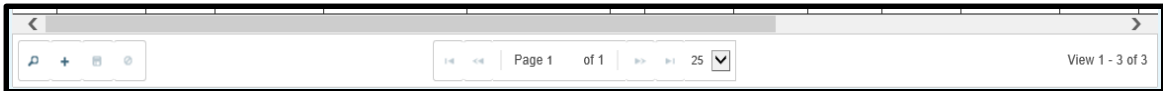
**Correcting a Record** (for example, correcting the spelling of a name, or reporting that a student was designated as a State Scholar in error):

Once a high school's students **have been announced as State Scholars**, corrections to already-submitted data would need to be submitted as follows:


- Submitted in writing to ISAC's School Services Department via a fax to 847.831.8549, an e-mail to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov), or regular mail to our Deerfield address.

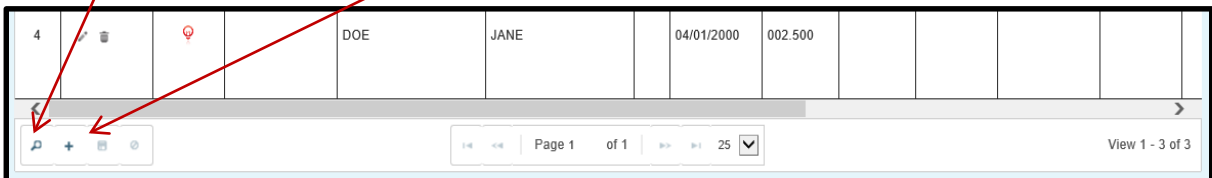
## Adding a Record

If necessary, a record may be added to the list of students. To add a record, go to the bottom of the screen, underneath the scroll bar.




### To add a record:

1. Click the + icon and an empty row will display below the last record.
2. Data enter the record in the empty row.
3. After data entry is complete, click the  icon to save the record.



## OTHER OPTIONS

### Search

The  icon (far left on the function row) allows you to search the records by Row number, Last Name or First Name.

# File Status Communication

Upon the completion of file validation (page 9 of this guide), if the file upload had errors, the school SSP contact and principal will receive an email informing them of the file's status. **The errors must be corrected before any students on the file are considered for State Scholar.** The email will be generated once a week until such time that an error free file is validated. The email will come from [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov) and will have the subject line:

“ACTION REQUIRED, SSP Sixth Semester Validation, School 14XXXX”



Dear Colleague:

This communication is an important reminder, in regard to an Excel file, containing sixth semester data for the 2019-20 State Scholar Program (SSP), which was recently submitted to the Illinois Student Assistance Commission (ISAC) by your high school.

**Results of Preliminary File Review:**

The file that was submitted contained errors. ISAC is not able to process your student data until these errors have been corrected.

In order to ensure all of your students are included in the State Scholar selection process, you will need to make the necessary corrections.

Corrections can be submitted via GAP Access using either of the following options:

- upload a new (corrected) Excel file, **including data for the entire class**
- manually correct individual records from the submitted file online through the SSP Validation function

Failure to make these corrections could prevent your eligible students from being included for 2019-20 State Scholar consideration.

**Questions**

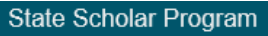




If you have any questions, please contact a School Services Representative by calling 866.247.2172 or by sending an e-mail to [isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov).

When a file is validated without errors, an email will be sent to the school contact upon the completion of validation.

Please make sure both the Principal and Contact information on the **State Scholar Program: School** screen is correct and is updated when necessary. Otherwise, you will miss these critical emails.

<b>ILLINOIS HIGH SCHOOL 555555</b>	
<b>Address</b> 123 STREET CITY, IL 55555	<b>Principal</b> PRINCIPAL SCHOOL
<b>County</b>	<b>Principal Phone</b>
<b>Phone</b>	<b>Principal Email</b> Principal@School.edu
	<b>School Contact</b> School contact
	<b>Contact Phone</b>
	<b>Contact Email</b> Contact@School.edu

## Step-By-Step

1. Create a 6<sup>th</sup> semester data file according to the SSP specification and save that file to your computer or network.
2. Login to GAP Access.
3. Click the State Scholar Program button  under the Programs tab.
4. Enter school specific information if you have not already done so.
5. Verify school contact and principal information and update if necessary.
6. Click the File Upload  tab.
7. Click the Select File  button.
8. Find the file to upload from your computer and double-click on it to copy it into the dialog box.
9. Click the Upload  button.
10. Allow time for the validation process. Click the Refresh  button.
11. Correct any errors found after the validation process by either correcting the Excel file or data entering the corrections online using the Edit function.
12. Review any emails received and take any action necessary.

## Resources

- **State Scholar Program File Specifications**

<http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/roster-data/#option1>

- **State Scholar Main Page on ISAC's Website**

<http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/index.html>

- **State Scholar Program (SSP) User Guide**

[http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/media/GAP\\_SSP\\_School\\_Procedures\\_101315.pdf](http://www.isac.org/isac-gift-assistance-programs/state-scholar-program/media/GAP_SSP_School_Procedures_101315.pdf)

- **GAP Access User Guides (for setting up user IDs and passwords)**

<http://www.isac.org/gap-access/#guide>

- **ISAC School Services**

[isac.schoolservices@illinois.gov](mailto:isac.schoolservices@illinois.gov); 866.247.2172

# State Scholar Electronic Data Exchange File Layout and Specifications

## Overview

In order to electronically submit student 6<sup>th</sup> semester data for the 2017-18 State Scholar Program, schools will create an Excel spreadsheet containing the data and submit it to ISAC through the Gift Assistance Program Access (GAP Access) portal. The spreadsheet must be created using the file layout below. To submit the data, upload a completed and verified 6<sup>th</sup> semester Excel spreadsheet to ISAC via the State Scholar - File Upload option in GAP Access. You must have a valid GAP Access user name and password to log in to GAP Access.

1. The spreadsheet must be created using versions of Microsoft Excel 2003 and above.
2. Populate the spreadsheet with 6<sup>th</sup> semester data, following the guidance found on the SSP page of [isac.org](http://isac.org).
3. Be sure to “zero fill” fields where required. Remember, Excel suppresses lead zeros (**001755 = 1755 in Excel**) so make sure to format the columns to allow the lead zeros to appear. See the State Scholar File Upload User Guide Troubleshooting section for instructions on formatting columns.
4. Alpha characters should be in all “CAPS” to accommodate proper printing of certificates.
5. A header row is not necessary (the titles “State Assigned ID, Last Name, First Name”, etc.) however, if a header row (title row) is used, it must be designated a “header” in the Excel spreadsheet.
6. Excel provides a function to protect the spreadsheet and its cells so that others cannot change the data. **Do not protect the spreadsheet** or any of its cells; otherwise the file will not be able to be properly read and will be considered corrupted.
7. Schools will submit the file to ISAC via GAP Access.



## State Scholar Electronic Data Exchange File Layout and Specifications

Column	Data Element	Description	Required	Length	Data Type	Valid Values / Format
A	State ID	Student State ID	O	9	Numeric	ISBE supplied 9-digit student identification number.
B	Last Name	Student's Last Name	M	35	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
C	First Name	Student's First Name	M	16	Alpha	1st position can't be blank, #, or special character. Should not include a comma in the data.
D	Middle Initial	Student's Middle Initial	O	1	Alpha	1 alpha
E	Date of Birth	Student's Date of Birth	M	10	Date	MM/DD/CCYY format. Valid Calendar Date.
F	6th Semester GPA	Student's <b>Unweighted Grade Point Average</b> as of the end of the 6th semester.	R*	7	Numeric - <b>Zero Fill</b> Front & End, decimal in position 4.	7 digit number; 3 positions after a decimal. $\geq 0$ . Examples: 003.999, 004.250, 004.000, 099.891
G	6th Semester Rank	Student's Rank in Class as of the end of the 6th semester.	R*	5	Numeric - Right Justify <b>Zero Fill</b>	5 digit number. Should be $\leq$ 6th Semester Class Size. Example: 1 = 00001
H	Disqualify Reason	Reason a student does not qualify for the HSSP programs.	M - If Applicable	1	Alpha	<b>E</b> : not a citizen or eligible non-citizen <b>F</b> : not a resident of IL as of end of 6th semester. <b>H</b> : not scheduled to graduate from HS by September of following year. <b>I</b> : already in college or graduated prior to start of next academic year <b>O</b> : deceased Or <b>Blank</b>
J	Transfer Out School Code	6 digit ACT code of the High School the student is moving to.	R - If Applicable	6	Numeric	Complete 6 digit number. Example: 001755
K	Early Grad Class Size	Number of students as of the end of the 3rd semester prior to student's graduation.	M - If Applicable	5	Numeric - Right Justify <b>Zero Fill</b>	Up to 5 digit number. Must be greater than 0. Example: 234 = 00234
L	Early Grad Rank	Student's Rank in Class as of the end of the 3rd semester prior to the student's graduation.	R - If Applicable	5	Numeric - Right Justify <b>Zero Fill</b>	Up to a 5 digit number. Should be $\leq$ 6th Semester Class Size. Example: 1 = 00001

# Troubleshooting

## Common Issues

### 1. Incorrect formatting of 6<sup>th</sup> semester GPA and 6<sup>th</sup> semester Rank

- 6<sup>th</sup> semester GPA is a 7-digit field that includes a decimal point in the 4<sup>th</sup> position, with 3 positions after the decimal. Properly formatted the field should appear like this: 999.999. So, if your system carries only a 5-digit GPA (including the decimal), 3.549, you need to reformat that column on your spreadsheet to make it conform to the ISAC requirements. To do so you may use the following solution. There may be different or even easier methods to correct the data but this one will work.

1. First populate the spreadsheet with student data. It should look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name MI	DOB MM/DD/CCYY		6th Sem Unw G	6th Sem R	Disqualify (	Transfer O	Transfer O	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.549	5						
3		SMITH	SAMUEL		01/02/99	3.349	10						
4		HILL	LOVE		01/03/99	3.33	12						

2. To correct the formatting errors for the 6<sup>th</sup> semester GPA,  
Click on column F to highlight the entire column

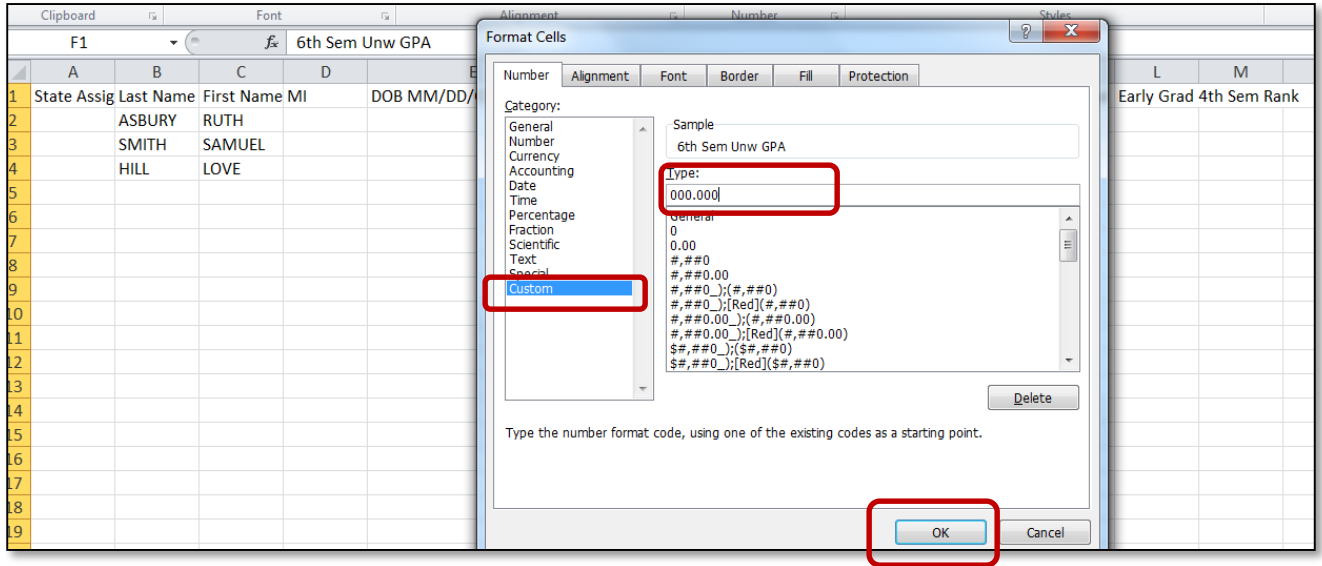
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name MI	DOB MM/DD/CCYY		6th Sem Unw G	6th Sem R	Disqualify (	Transfer O	Transfer O	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.549	5						
3		SMITH	SAMUEL		01/02/99	3.349	10						
4		HILL	LOVE		01/03/99	3.33	12						
5													

3. Right click to bring up the menu and select “Format cells...”

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	State Assig	Last Name	First Name MI	DOB MM/DD/CCYY		6th Sem Unw G	6th Sem R	Disqualify (	Transfer O	Transfer O	Early Grad	Early Grad	4th Sem Rank
2		ASBURY	RUTH		01/01/99	3.549	5						
3		SMITH	SAMUEL		01/02/99	3.349	10						
4		HILL	LOVE		01/03/99	3.33	12						
5													
6													
7													
8													
9													
10													
11													
12													
13													

# Troubleshooting

- Select “Custom” under the **Category** column, then in the **Type** field (initially, some words or numbers may appear in the field) type 000.000 and click OK

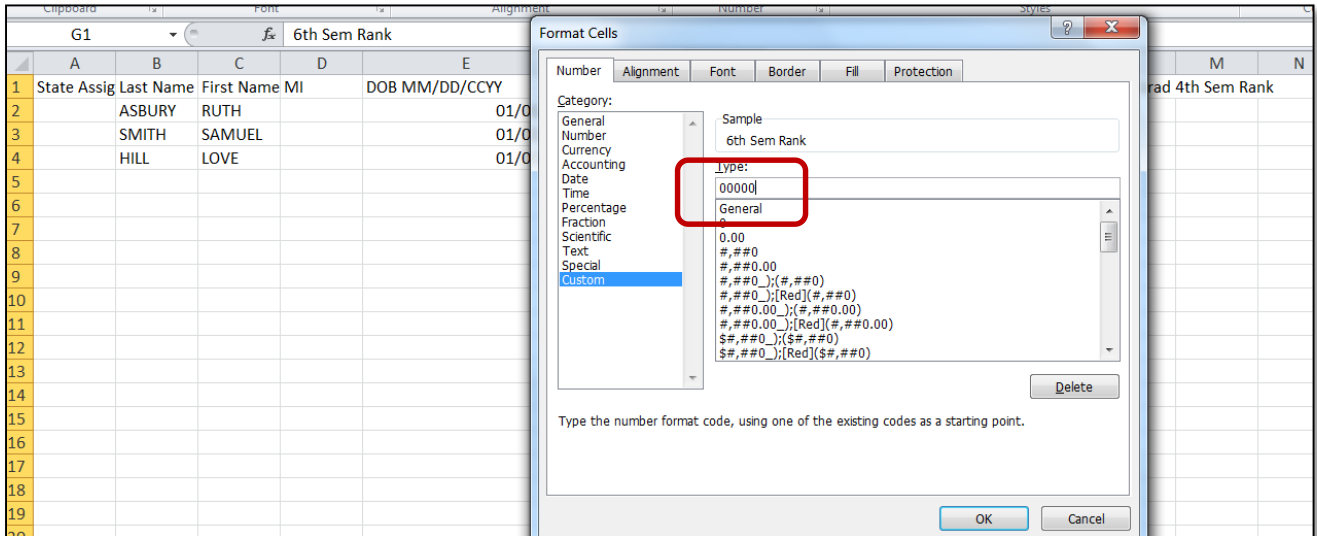


- Now the 6<sup>th</sup> Semester GPA field is formatted according to the ISAC requirements.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	State Assig	Last Name	First Name MI	DOB MM/DD/		6th Sem Unw	6th Sem Re	Disqualify	Transfer O	Transfer O	Early Grad	Early Grad	4th Sem Rank	
2		ASBURY	RUTH		01/01/99	003.549	5							
3		SMITH	SAMUEL		01/02/99	003.349	10							
4		HILL	LOVE		01/03/99	003.330	12							
5														

# Troubleshooting

- To correct the formatting for the **6<sup>th</sup> semester rank**, follow the same general steps as those used for 6<sup>th</sup> semester GPA except:
  - Highlight the **6<sup>th</sup> semester rank** column.
  - Type 00000 in the **Type** field on the Format Cells screen.




- After clicking OK, the 6th Semester Rank field will be formatted according to the ISAC requirements.

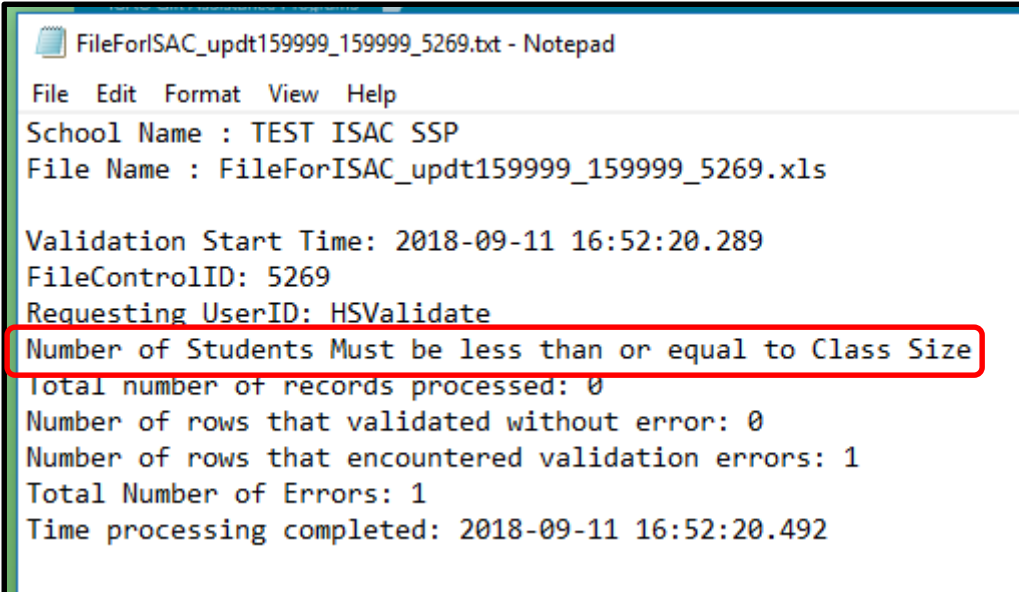
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	State Assig	Last Name	First Name MI	DOB MM/DD/CCYY	6th Sem Unw C	6th Sem R	Disqualify (	Transfer O	Transfer O	Early Grad	Early Grad	4th Sem Rank		
2		ASBURY	RUTH		01/01/99	003.549	00005							
3		SMITH	SAMUEL		01/02/99	003.349	00010							
4		HILL	LOVE		01/03/99	003.330	00012							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	State Assig	Last Name	First Name MI	DOB MM/DD/CCYY	6th Sem Unw C	6th Sem R	Disqualify (	Transfer O	Transfer O	Early Grad	Early Grad	4th Sem Rank		
2		ASBURY	RUTH		01/01/99	003.549	00005							
3		SMITH	SAMUEL		01/02/99	003.349	00010							
4		HILL	LOVE		01/03/99	003.330	00012							

# Troubleshooting

## 2. Validation Errors but no students in have errors.

- Sometimes a message will appear Validation Errors Found, however the none of the students have error messages next to them.
- This error most frequently occurs when the number of records on the file is greater than the 6<sup>th</sup> Semester Class Size reported on the school screen (see page 3).
- In this instance, check the report by clicking on the  icon to open the report to confirm the error.
- The issue with the file is listed on the report.



```
FileForISAC_updt159999_159999_5269.txt - Notepad
File Edit Format View Help
School Name : TEST ISAC SSP
File Name : FileForISAC_updt159999_159999_5269.xls


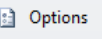
Validation Start Time: 2018-09-11 16:52:20.289
FileControlID: 5269
Requesting UserID: HSValidate
Number of Students Must be less than or equal to Class Size
Total number of records processed: 0
Number of rows that validated without error: 0
Number of rows that encountered validation errors: 1
Total Number of Errors: 1
Time processing completed: 2018-09-11 16:52:20.492
```

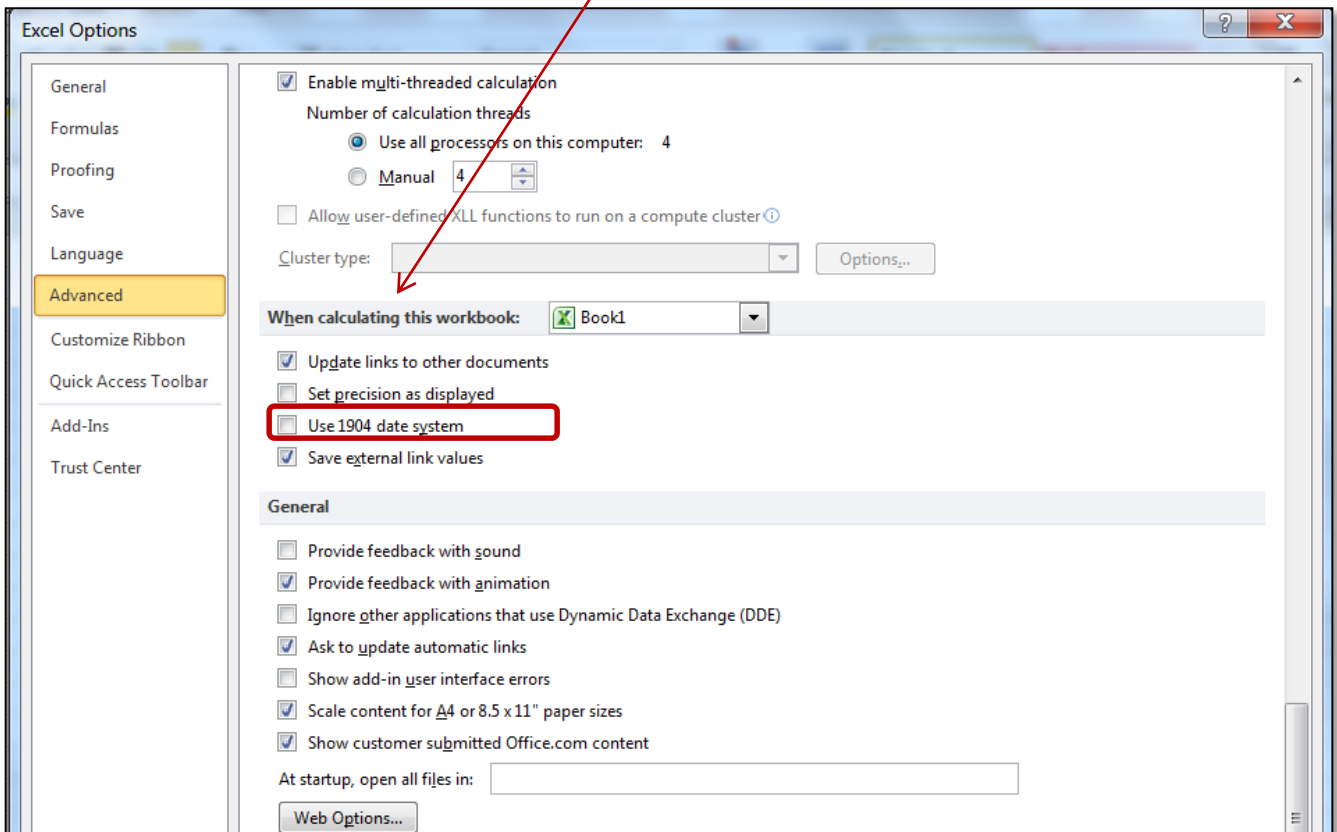
- When this error occurs, check the school screen 6<sup>th</sup> Semester Class Size, update if necessary, and double check the number of student records on the file. Make sure the number of students on the file is less than or equal to the number in the 6<sup>th</sup> Semester Class Size.

# Troubleshooting

## • 3. Mac Users having problems formatting the date of birth field

– If you are a Apple Mac user and the data of birth will not appear as required on your spreadsheet, try to following prior to populating the date of birth field.

1. Open Excel
2. Click File  at the top of the worksheet
3. Select Options  from the “File” menu
4. Select Advanced
5. Under the heading “When calculating this workbook” scroll down to find “Use 1904 date system.”
6. Uncheck the box next to “Use 1904 date system.”



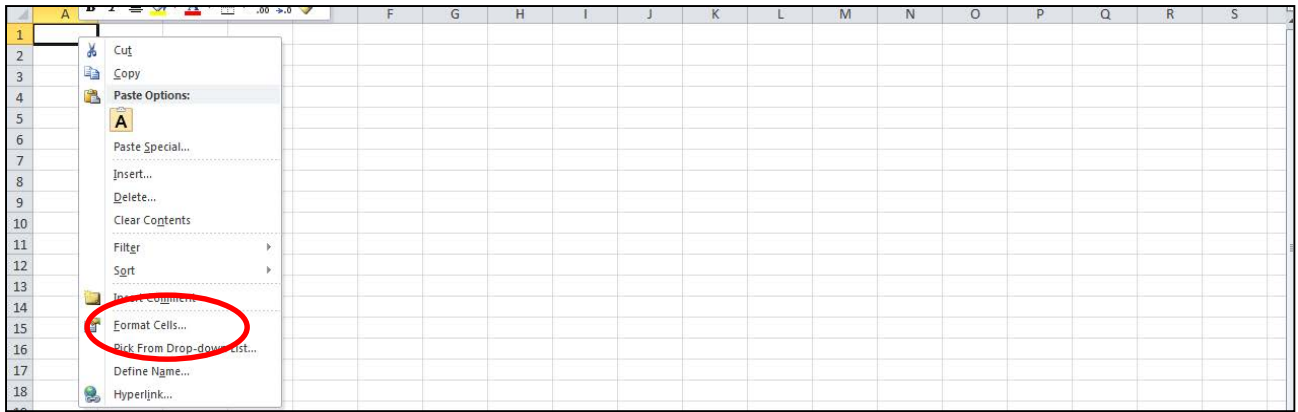
# Troubleshooting

## 4. Incorrect formatting of the Date of Birth (DOB).

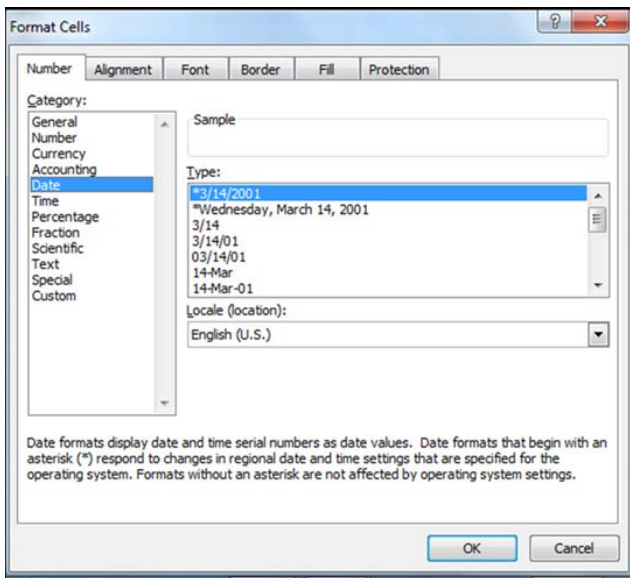
- Date of Birth format specification is mm/dd/ccyy (month/date/centuryyear). You will need to format the DOB column on your spreadsheet to make it conform to the ISAC requirements.

### 1. Right click on the appropriate cell.

### Select **Format Cells...**

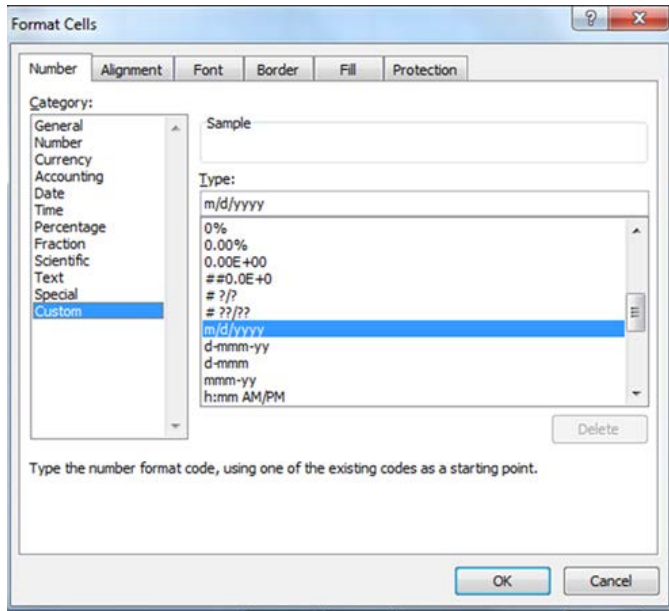


### 2. Select **Date** and the **\*3/14/2001** option under Type:



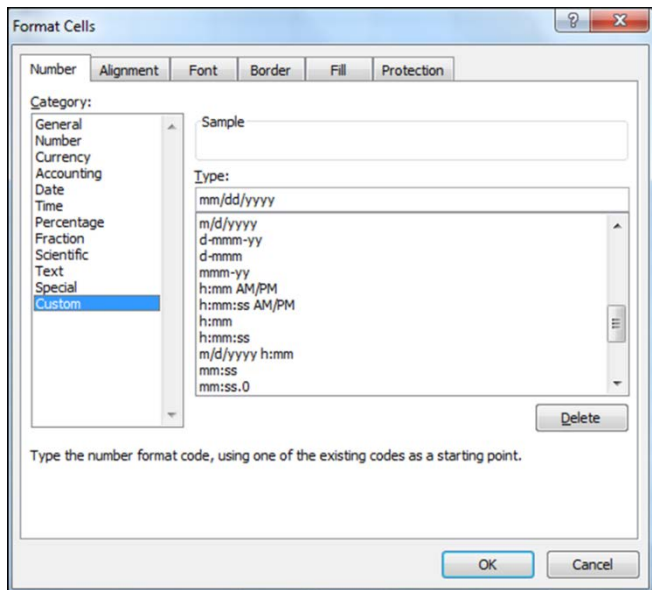
# Troubleshooting

3. Select **Custom** and **m/d/yyyy** under Type:



4. Type **mm/dd/yyyy** in the **Type** field

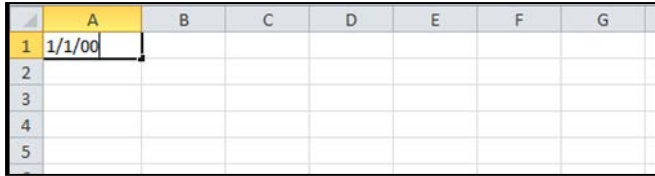
Click **OK**





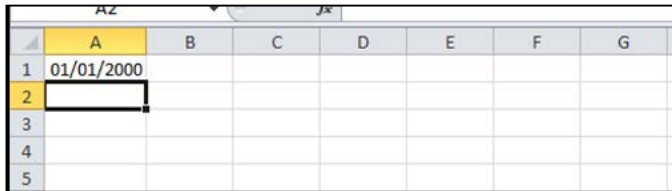
# Troubleshooting

- Your cell is now formatted in Date type - mm/dd/ccyy. You can now enter the date as 1/1/00 and it will convert to the formatted date type: 01/01/2000.



A screenshot of an Excel spreadsheet showing a grid with columns A through G and rows 1 through 5. The cell in row 1, column A is selected and contains the text '1/1/00'. The rest of the grid is empty.

	A	B	C	D	E	F	G
1	1/1/00						
2							
3							
4							
5							



A screenshot of an Excel spreadsheet showing a grid with columns A through G and rows 1 through 5. The cell in row 1, column A is selected and contains the text '01/01/2000'. The rest of the grid is empty.

	A	B	C	D	E	F	G
1	01/01/2000						
2							
3							
4							
5							

# Troubleshooting

## File status errors that require a correction

Reminder:

**BOTH** columns (rank and unweighted GPA) **MUST BE** formatted.

Make sure the file is in the specified format.

All files **MUST BE** created using Microsoft Excel 2003 and above.

- **Staging Error** – File could not be decrypted or recognized. A corrected file must be submitted.
  - While this is not the only reason for a file to fail for Staging Error, it is one of the possibilities. ISAC recommends using Microsoft Excel 2003 or above to create the file. If another software program is used to create the file (OpenOffice, Google Sheets, LibreOffice, WPS Office, etc.) the file will most likely fail for staging error.
- **File Password Protected** – Excel file is password protected. A corrected file must be submitted.
- **File Error** – File could not be uploaded. File is not in the ISAC required format (see Guidelines and Samples). A corrected file must be submitted.
- **Validation Errors Found** – Record format errors. Verify the data follows ISAC guidelines. A corrected file must be submitted.

# Reports

Once ISAC announces the qualified Illinois high school students have been designated as State Scholars, users can generate a Portable Document Format (PDF) report of your institution's State Scholar Finalists and Non-Finalists.

In the State Scholar section, click on the Reports box on the State Scholar Program: School screen.

The screenshot shows the GAPACCESS web interface. At the top, there's a navigation bar with 'School', 'Administration', and 'Programs'. Below that, the page title is 'State Scholar Program: Search By School: Results'. There are three tabs: 'Search By School', 'Search By Student', and 'Reports' (which is highlighted with a red box). A 'File Upload' link is also present. The main content area shows details for 'ILLINOIS HIGH SCHOOL 555555'. It includes sections for 'Address', 'Principal', 'Approval', and 'Demo Loaded'. At the bottom, there's a table with columns: 'Cred Year', '8th Sem Class Size', 'Unweighted GPA Scale', 'Students Invited AC1 / SA1', 'Master Type Submitted', 'Master Received', 'Does School Rank?', 'Students Submitted', 'State Scholars Selected', 'Cards Printed By', and 'Item Selection'. The table has one row of data for the year 2018. Below the table, it says 'Showing 1-1 of 1 entries'.

Cred Year	8th Sem Class Size	Unweighted GPA Scale	Students Invited AC1 / SA1	Master Type Submitted	Master Received	Does School Rank?	Students Submitted	State Scholars Selected	Cards Printed By	Item Selection
2018	4	004.000		X	09/11/2018	N	0	0	HSAC	<input type="checkbox"/>

# Reports

Click on Create New Report.

Search By School Search By Student **Reports** File Upload

### ILLINOIS HIGH SCHOOL 555555

**Address**  
123 STREET  
CITY, IL 55555

**County**

**Phone**

**Principal**  
PRINCIPAL SCHOOL

**Principal Phone**

**Principal Email**  
Principal@School.edu

**School Contact**  
School contact

**Contact Phone**

**Contact Email**  
Contact@School.edu

**Approval**  
N

**Closed**  
--

**Demo Loaded**  
09/11/2018

**CPS**  
--

**CITE**  
--

Update

Refresh

**Create New Report**

Filter

Status	Report Type	Date Run	File Size(kb)	Username
--------	-------------	----------	---------------	----------

Showing 1-1 of 1 entries

Click on the drop down arrow and select the report of choice and then click on Request Report. The requested report detail will appear on the State Scholar: Reports: Eligibility Reports screen.

### Select Report

SSP Finalists

Graduation Year

2018-2019

**Request Report**