



PublicConsultingGroup.com



NJSMART Web Portal Demonstration

2006-07





Agenda



- Overview of NJ SMART Portal

- 5 Steps for Uploading Files to NJ SMART
 - Step 1: Create .csv file for upload
 - Step 2: Upload files to the NJ SMART portal
 - Step 3: View and download error reports
 - Step 4: Submit corrections
 - Step 5: Send files to the NJ Department of Education

- Questions?



Key Facts



- All Districts and Charter Schools are required to submit student level data files
- Data files when released will be sent to the NJ DOE
- File Format is .csv



Important Information



- Help Line: 800-254-0295
- Help Email: NJSMART@pcgus.com
- Website: www.nj.gov/njded/njsmart



Overview of NJ SMART Portal

Home - Welcome to NJ SMART - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://localhost/districts/DataPOC/default.aspx> Go Links >>

NJ SMART Welcome to NJ SMART [? Help](#)

Home Uploading Data District Data Management Account Management Releasing Data Modify This Workspace ▾

Thank you for visiting the NJ SMART Data Portal. This portal is a secure data transfer site for districts to use when submitting NJ SMART data files to the NJ Department of Education.

The Menu Tabs across the top provide access to pages on the site that allow you to 1) upload data files; 2) correct errors in data files; and 3) release your files to the NJ Department of Education.

How to Use This Site

The NJ SMART Data Portal allows you to perform the following tasks:

- **Uploading Data Files** - Upload data files to the NJ SMART Data Warehouse.
- **District Data Management** - View and download error reports so that you can correct errors in your student information system. As you re-submit files with corrected data, you will see the improvement in the quality of your data via a bar graph.
- **Account Management** - Change basic information about your account including your display name, email address and password. Web User Administrators can create and manage their district's user accounts.
- **Releasing Data** - Submit your files to the NJ Department of Education, after uploading your data and correcting errors.
- **Help** - Download the NJ SMART Data Submission Guide, view Frequently Asked Questions, and get information on how to access our staffed NJ SMART Help Desk. **Access HELP by clicking on the HELP question mark symbol in the upper right hand corner of any page of this site.**

Account Name: msimmons Full Name: Michelle Simmons District ID: 5550

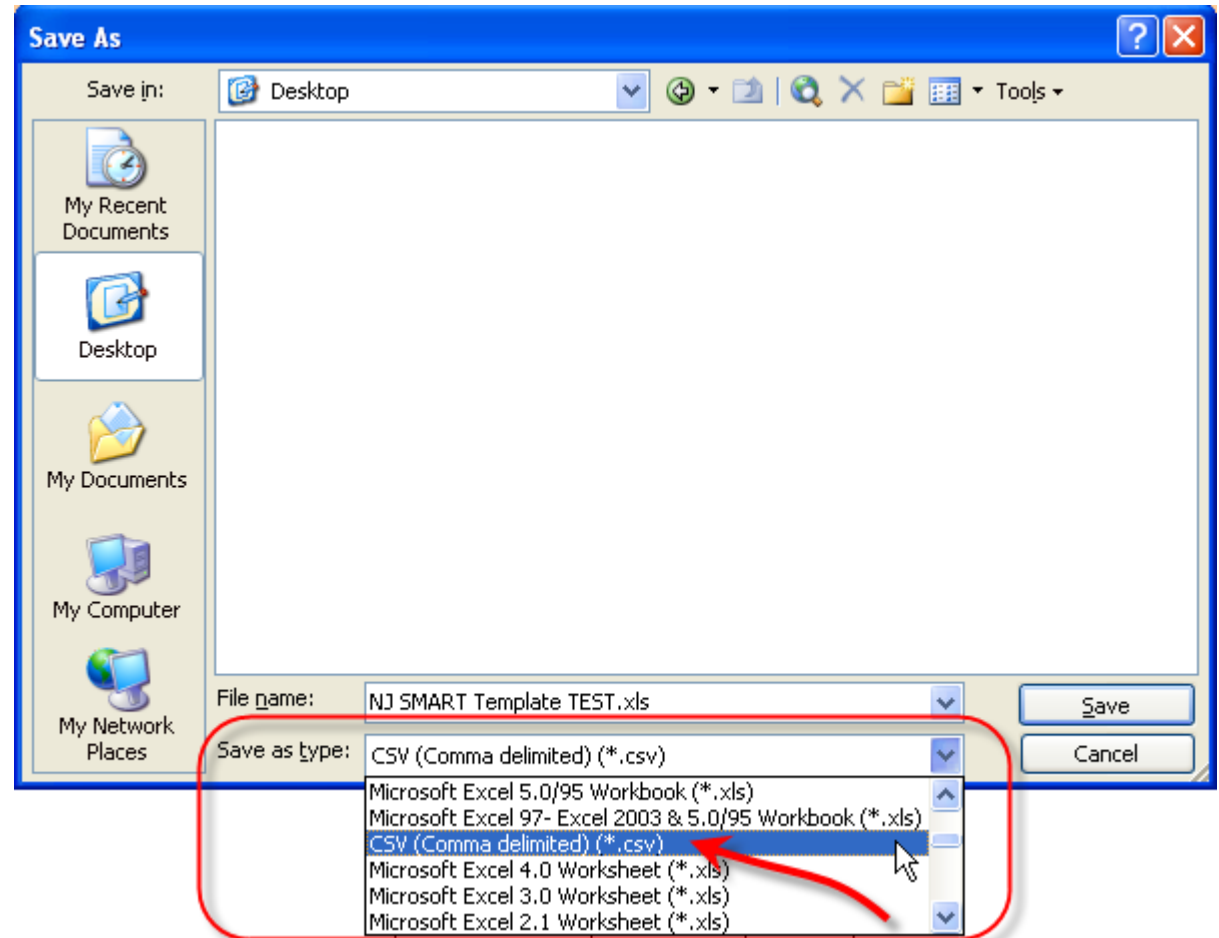
Done Local intranet

Start Home - Welcome to N... Home - Welcome to NJ S...



Step 1: Save an Excel file as a .csv file

- Click on the File menu at the top left corner of your Excel window
- Select the Save As option from the list
- Click the Save as type dropdown menu and select CSV format.
- Click the Save button and a dialogue box warning will display.
- Click **OK**. Another dialogue box will display.
- Click **Yes**. Close the file.





Step 2: Upload Files to the NJ SMART Portal

Welcome to NJ SMART - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost/districts/DataPOC/pages/Uploading%20Data.aspx

NJ SMART Welcome to NJ SMART [Help](#)

Home **Uploading Data** District Data Management Account Management Releasing Data [Modify This Workspace](#)

This is where you will upload your data files to the NJ SMART Data Warehouse. Your files will be placed in your district's "data store" while you review and correct errors before you release them as final to the NJ Department of Education.

Extract - Upload History

User Name	Upload Time Stamp	User IP	File Size	File Name (LEA)
VSDEV\msimmons	11/13/2006 12:10:35 AM	192.168.3.52	8999	NJ SMART District Data_SECOND.csv
VSDEV\msimmons	11/13/2006 12:09:25 AM	192.168.3.52	8999	NJ SMART District Data_SECOND.csv
VSDEV\msimmons	11/13/2006 12:07:52 AM	192.168.3.52	8839	NJ SMART District Data_FIRST.csv
VSDEV\msimmons	11/12/2006 11:50:06 PM	192.168.3.52	8839	NJ SMART District Data_FIRST.csv
VSDEV\msimmons	11/12/2006 11:46:35 PM	192.168.3.52	8839	NJ SMART District Data_FIRST.csv
VSDEV\msimmons	11/12/2006 11:45:20 PM	192.168.3.52	8839	NJ SMART District Data_FIRST.csv
VSDEV\msimmons	11/12/2006 7:50:14 PM	192.168.3.52	8999	NJ SMART District Data_SECOND.csv
VSDEV\msimmons	11/12/2006 7:47:33 PM	192.168.3.52	9005	NJ SMART District Data_SECOND.csv
VSDEV\msimmons	11/12/2006 7:46:25 PM	192.168.3.52	8809	NJ SMART District Data_SECOND_k8.csv
VSDEV\msimmons	11/12/2006 7:44:39 PM	192.168.3.52	9005	NJ SMART District Data_SECOND.csv
VSDEV\msimmons	11/12/2006 7:43:28 PM	192.168.3.52	8839	NJ SMART District Data_FIRST.csv
VSDEV\msimmons	11/12/2006 7:36:17 PM	192.168.3.52	8839	NJ SMART District Data_FIRST.csv
VSDEV\msimmons	11/12/2006 7:29:39 PM	192.168.3.52	9005	NJ SMART District Data_SECOND.csv
VSDEV\msimmons	11/12/2006 7:21:39 PM	192.168.3.52	9064	NJ SMART District Data_second.csv

Done Local intranet

Start Home - Welcome to NJ S... Welcome to NJ SMAR...



Step 2: Upload Files (cont)

Welcome to NJ SMART - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://localhost/districts/DataPOC/pages/Uploading%20Data.aspx Go Links

NJ SMART Welcome to NJ SMART [Help](#)

Home **Uploading Data** District Data Management Account Management Releasing Data [Modify This Workspace](#)

This is where you will upload your data files to the NJ SMART Data Warehouse. Your files will be placed in your district's "data store" while you review and correct errors before you release them as final to the NJ Department of Education.

Data File Upload

Use this panel to upload extract files to the server. Each file you upload will be stored and will be available for retrieval at a later date.

<input type="text" value="NJSMART - Dec 1 2006"/>	Select the Snapshot Date for the file you are uploading.
<input type="text"/>	Optional: Enter any comments that describe details about your file.

For K-6 and K-8 Districts ONLY. Click on the checkbox if you are a K-6 or a K-8 district and you are leaving the Year Of Graduation field NULL. NJ SMART will automatically calculate the expected year of high school graduation for your students and populate the Year of Graduation field in your file.

Click on the checkbox if you are submitting a **COMPLETE REPLACEMENT** file. This process will replace the current file for the Snapshot date and replace it with the file you are submitting. You **MUST** submit a **COMPLETE REPLACEMENT** file if you have deleted any student records.

Local intranet

Start Home - Welcome to NJ S... Welcome to NJ SMAR...



Step 3: View and Download Error Reports

Welcome to NJ SMART - Microsoft Internet Explorer

Address: http://localhost/distRICTS/DataPOC/pages/District%20Data%20Management.aspx

Select A File for Error Reporting

Select the data file for which you would like to see error reports: NJSMART - Dec 1 2006

Data Integrity: Exception History

Data Integrity: Error History

Test Date	Number of Exceptions
11/1/2	4
11/2/2	4
11/3/2	4
11/4/2	7
11/5/2	45
11/6/2	41
11/7/2	41
11/8/2	41
11/9/2	41
11/10/3	7
11/11/3	7
11/12/3	41

Data Integrity: Exception Summary

Rule Set	Last Tested	Information Notes	Warnings	Critical Errors
NJSMART - Dec 1 2006	11/13/2006 12:39:36 AM	0	0	41
NJSMART - Dec 1 2006	11/13/2006 12:10:53 AM	0	0	7

Types of Errors

- DateOfBirth must be in the YYYYMMDD format (12.2%)
- ProgramTypeCode must conform to NJ Student Data Handb...
- CityOfResidence must not be NULL, or empty (9.76%)
- DistrictEntryDate must conform to YYYYMMDD format (7.32%)
- SchoolYear must be numeric (7.32%)
- ReportingPeriodBeginDate must be in the YYYYMMDD form...
- ReportingPeriodEndDate must be in the YYYYMMDD format
- FirstName must not be NULL, or empty (7.32%)
- Gender must be M or F only (7.32%)
- YearOfGraduation must conform to YYYY format (4.88%)
- Status must be A or I only (4.88%)
- SchoolExitWithdrawalCode must not be NULL, or empty, for

Data Integrity: Errors BY STUDENT

Done

Start | Home - Welcome to NJ S... | Welcome to NJ SMAR... | Local intranet



Step 4: Submit Corrections

Welcome to NJ SMART - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://localhost/distriicts/DataPOC/pages/Uploading%20Data.aspx Go Links

NJ SMART Welcome to NJ SMART [Help](#)

Home **Uploading Data** District Data Management Account Management Releasing Data [Modify This Workspace](#)

This is where you will upload your data files to the NJ SMART Data Warehouse. Your files will be placed in your district's "data store" while you review and correct errors before you release them as final to the NJ Department of Education.

Data File Upload

Use this panel to upload extract files to the server. Each file you upload will be stored and will be available for retrieval at a later date.

<input type="text" value="NJSMART - Dec 1 2006"/>	Select the Snapshot Date for the file you are uploading.
<input type="text"/>	Optional: Enter any comments that describe details about your file.
<input type="checkbox"/> For K-6 and K-8 Districts ONLY. Click on the checkbox if you are a K-6 or a K-8 district and you are leaving the Year Of Graduation field NULL. NJ SMART will automatically calculate the expected year of high school graduation for your students and populate the Year of Graduation field in your file.	
<input type="checkbox"/> Click on the checkbox if you are submitting a COMPLETE REPLACEMENT file. This process will replace the current file for the Snapshot date and replace it with the file you are submitting. You MUST submit a COMPLETE REPLACEMENT file if you have deleted any student records.	
<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Upload File"/>

Local intranet

Start Home - Welcome to NJ S... Welcome to NJ SMAR...



Step 5: Send File to the NJ DOE

Welcome to NJ SMART - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <http://localhost/districts/DataPOC/pages/Releasing%20Data.aspx> Go Links

NJ SMART Welcome to NJ SMART

Home Uploading Data District Data Management Account Management **Releasing Data** Modify This Workspace

You have reached the final step to submitting your data file to the NJ Department of Education. If you have corrected the errors and are ready to release your file to the NJ DOE, you may select the file submission Snapshot date from the drop down menu and click Release Data. Your data file associated with that Snapshot date will then be released as final to the NJ DOE.

NJ SMART will automatically generate a copy of your data file for district use. An email will be sent to you with instructions for downloading the data file.

PLEASE NOTE: Once you have clicked the Release Data button, you will have until midnight to recall your data file. After midnight, the file will be released to the NJ DOE.

Release Data

NJSMART - Dec 1 2006 Select the type of the data being released.

Release Data

Done Local intranet

Start Home - Welcome to NJ S... Welcome to NJ SMAR...



- New Jersey Student Data Handbook and Data Submission Guide are posted on the NJ SMART website
- Website: www.nj.gov/njded/njsmart
- Help Email: NJSMART@pcgus.com
- Help Line: 800-254-0295