Professional Development File Import

In lieu of updating each teacher via the Professional Development page, a new upload option has been added. In order to successfully import professional development hours, the following steps must be completed correctly. All current records in LEA Profile will be replaced by the records in your uploaded file.

1) A new button has been added to the Professional Development screen, "Import Comma Delimited File". There is also a link to instructions for its use.

Home > Update	Data > LEA Profile > Profess	ional Development								
Professio (Teachers (T) are Admins (A) are a	rofessional Development [Hours Completed Within the Current School Year] sachers (1) are <i>classroom</i> teachers with 6-digit Job/Course Codes mins (A) are all <i>certified</i> employees with 4-digit Job Codes)									
Delete PD	Hours for all selected]	Export t	xport to Excel o Comma Delimited		Profes	Import Comma D	elimited File		
+ Add new	record 🔲 Save changes	cancel changes		Profesional Develop	oment			🧐 Refresh		
	First Name Last Name		SSN	SSN StateId H		Job Type	Date Last Modified			
	C==" "	M	B =1 P =1 * 4	•••• ••••02	219.50	А	07/22/2020	Delete PD Hours		
	All In	S7 • • •	9 86 , 8 , 8 , 8 , 7 ,	. – .* 1 74	201.50	т	07/21/2020	😂 Delete PD Hours		
	Be 19 19	PI [#] •	• •••••	• II II II ¹⁷	191.50	Т	09/22/2020	Delete PD Hours		

- 2) You may want to export your data via the "Export to Comma Delimited" button above.
- 3) The import file will be a comma delimited file. You may create this file in Microsoft Excel (or other spread sheet), but save it as a .CSV file format.

Documents > Professional Development Uploads v			🔎 Search Professional Developmen	nt Uploads
Name	Date modified	Туре		Size
LittleRockPDTestFile.csv	1/20/2021 2:52 PM	Micro	soft Excel Comma Separated Values File	40 KB
LittleRockPDTestFile.xlsx	12/10/2020 11:27 AM	Micro	soft Excel Worksheet	56 KB

- 4) For professional development, your file will have 4 columns:
 - a. District LEA
 - b. SSN of employee (you may omit leading zeros)
 - c. Number of professional development hours being recorded
 - d. Whether the employee is a Teacher, or Administrator

DO NOT USE COLUMN HEADERS. This will result in an error.

	А	В	С	D	Е
1	6001000	3	82.5	Т	
2	6001000	3 🖬 🖬 🕅	49.5	Т	
3	6001000	5 📷	45	Т	
4	6001000	5	80	Т	
5	6001000	8	63.5	Т	
6	6001000	1 💻	62	Т	
7	6001000	3= = =	67	Т	
8	6001000	3 💻	25	Т	
9	6001000	4.	89.5	Т	
10	6001000	4	70.5	Т	
11	6001000	4 -	58.5	Т	
12	6001000	4 • • • •	64.5	Α	
13	6001000	4=	34	Α	
14	6001000	5 💻	0	Т	
15	6001000	8	22	Α	
16	6001000	1	94.5	Т	
17	6001000	1	108.5	Т	

5) Clicking on the Import button will take you to the first page of the import process:

Division of Elementary and Secon Statewide Informat	dary Education (DESE	:)			
Home Resources	Update Data	Submit Data	Certified Reports	Salaries and FTE	Err
Import Data Upload Status	Home Imp	> Import Data > Imp ort LEA Pro	oort Data Dofile Data - Sta	art	
	Table File :	;	Professional Develop Browse	ment	
			⇒ Next		

6) You will need to click on the browse button to navigate to where you have saved your comma delimited Professional Development Hours file.

le Home Share View					
to Quick Copy Paste ccess	Move Copy to * Copy	● New item New folder	Properties • History	Select all Select none Invert selection	
Clipboard	Organize	New	Open	Select	
→ 👻 🛧 📙 → This PC → Local Dis	k (C:) > Documents > Professiona	al Development Uploads	~	ල ව Search Professional Developme	ent Uploads
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 	k (C:) > Documents > Professiona Name LittleRockPDTestFil LittleRockPDTestFil ProfessionalDevelo W Upload Button,jpg	al Development Uploads	Date modified 1/20/2021 2:52 PM 12/10/2020 11:27 AM 12/2/2020 1:54 PM 12/2/2020 1:53 PM	O Search Professional Development Type Microsoft Excel Comma Separated Values File Microsoft Excel Worksheet Microsoft Word Document InfanView JPG File Pile	ent Uploads Size 40 KB 56 KB 12 KB 38 KB

- 7) Clicking "Next" will upload and attempt to validate the input file.
- 8) If you have an error on your upload, you may get the following upload errors:
- a. A column containing a comma will confuse the upload, such as "Jones, Jr." in last name field. Change to Jones Jr. In this case, the Input Array is the line of data.



b. Wrong number of columns produces this error:

=		×
	Destination table column count doesn't match to file content columns. Please use valid file/table	
	ОК	

c. Extra blank lines at the bottom of the input file will produce the following error:

Server Error

An error occurred while processing your request.

This error has been logged.

If this is your first time seeing this page, try your request again.

Sorry for the inconvenience.

Use site navigation to proceed to a new page or go back to the previous page.

9) If your upload is successful, then the file will be inspected for errors of content.

A DESCRIPTION AND A	onic Data				
estination Table :					
rofessionalDevelop	ment				
lo of lines : 2285		File : LITTLEROCKF	DTESTFILE.CSV		
[unique_id]	[err_code]	[err_seq]	[err_msg1]	[err_msg2]	[err_msg3]
(SSN) 43 * 🖿	PD0060	1	Invalid Employee Job type. Must be 'A' or 'T'	Employee SSN : 4	Job Type = K
(SSN) 34 🞮 🖕 •	PD0070	1	Professional Development Hours must be numeric	Employee SSN :	Job Type = T
(SSN) A5464644	PD0040	1	Invalid SSN	SSN : A5464644	Job Type = T

- 10) If errors are displayed, you will need to correct your comma delimited file, and re-upload.
- 11) An error free file will result in the following pop-up:





13) Click the "Import" button in the lower right corner of the page:



14) One final warning that this is permanent and will replace all current records.



15) Once committed you will be returned to the Professional Development page where your imports have been further checked by the system.