

# Postsecondary Data Manager

## User Guide

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# Postsecondary Data Manager User Guide

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## Log into Postsecondary Data Manager Using the NDE Portal

The Postsecondary Data Manager is found under the “Student & Staff (NSSRS)” tab in the NDE Portal. An NDE Portal activation code will be needed to be able to access the system.

The screenshot shows the Nebraska Department of Education Portal. The navigation bar includes buttons for Home, Data Collections, GM, Student & Staff (NSSRS), Collection Admin, My Profile, Forms, NDE Staff, Viewer Links, Help, and Training Videos. The 'Student & Staff (NSSRS)' button is circled in red. Below this, the 'Student and Staff Record System' section is displayed. It includes a message: 'Available You have access to this online System. Please proceed by clicking on the name in Name/Link column.' Below the message is a table with the following data:

Status	Activation Code(s)	Name/Link
Available	<a href="#">Edit/Remove</a>	<a href="#">NDE Staff ID</a>
Available	<a href="#">Edit/Remove</a>	<a href="#">NDE Staff ID Download</a>
Available	<a href="#">Edit/Remove</a>	<a href="#">NSSRS Secured Information Website</a>
Available	<a href="#">Edit/Remove</a>	<a href="#">NSSRS Validation</a>
Internal	<a href="#">Edit/Remove</a>	<a href="#">Postsecondary Data Manager</a>
Internal	<a href="#">Edit/Remove</a>	<a href="#">Staff Reporting</a>

The 'Postsecondary Data Manager' link in the table is circled in red. Below the table, there is an 'Online' section with the text: 'Enter your code for access to a system by clicking on 'Add' under Request'.

## How To Upload Data

- 1) Select “Batches”.

The screenshot shows the navigation menu on the left with 'Batches' circled in red. The breadcrumb trail at the top reads 'Data Manager > Agency'. On the right, there is a box for 'Data Manager Documentation' with a link to the 'Postsecondary Data Manager User Guide'.

- 2) Choose “Create Batch” to create a new batch to upload files into.

The screenshot shows the 'Batch List' section with a 'Create Batch' button circled in red. The breadcrumb trail is 'Data Manager > Agency > Batches'. There are date range filters and a 'Filter by Collection' dropdown set to '(All)'. A message below the filters says '(There are no batches to display. Click 'Create Batch'.)'

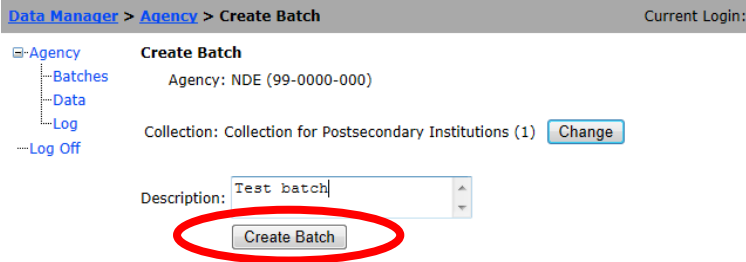
- 3) Change the collection to “Collection for Postsecondary Institutions”.

The screenshot shows the 'Create Batch' form with the 'Change' button circled in red. The breadcrumb trail is 'Data Manager > Agency > Create Batch'. The form includes fields for Agency (NDE (99-0000-000)), Collection (select a collection), and Description. A 'Create Batch' button is at the bottom.

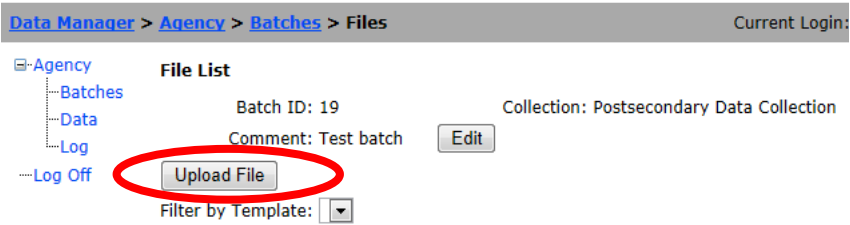
The screenshot shows a table of available collections. The 'Collection for Postsecondary Institutions' row is circled in red. Below the table is a 'Description' field and a 'Create Batch' button.

		Select Collection:			
	Description	OpenDate	ClosedDate	Enabled	Datayears
Select	Collection for Postsecondary Institutions			<input checked="" type="checkbox"/>	20102011
Select	Used for Testing only			<input checked="" type="checkbox"/>	20102011

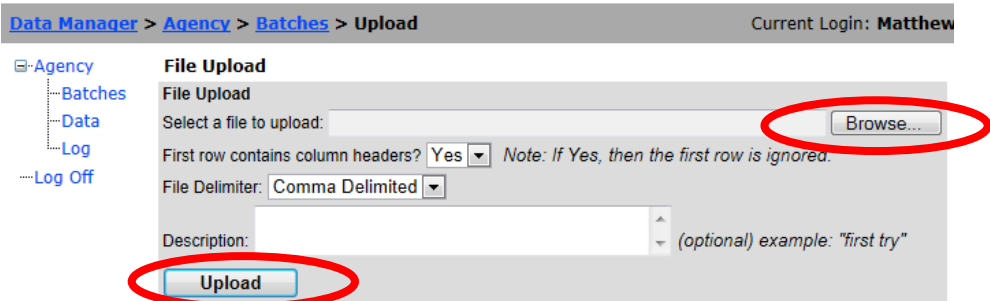
4) Enter an optional description, and choose **“Create Batch”**.



5) Choose **“Upload File”**.



6) Click the browse button and navigate to the file you wish to upload.



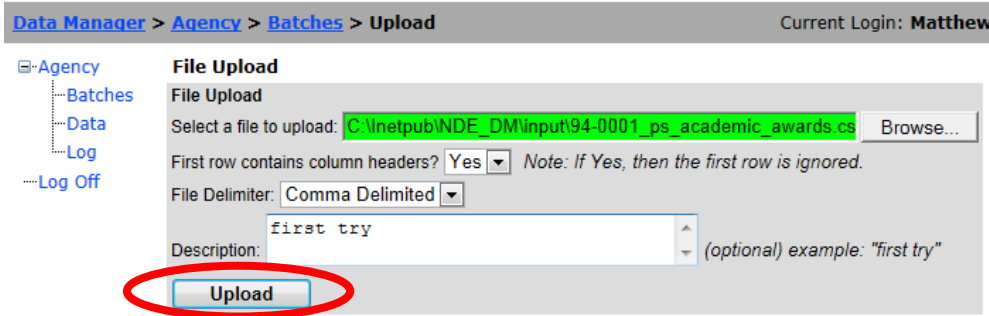
Note: filenames must be in the format:

“##-####\_template\_name\_YYYYMMDDHHMM.zzz”

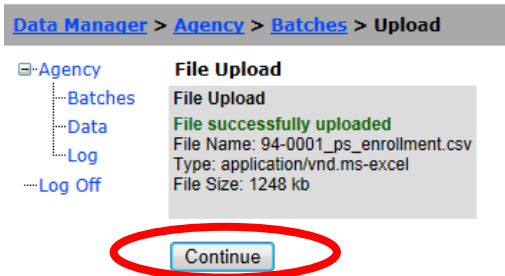
The “##-####” should be replaced with the district code, and “zzz” by CSV (comma separated), TXT, or TAB (tab separated).

File Specification	File Name
Postsecondary Enrollment	##-####_ps_enrollment_YYYYMMDDHHMM.zzz
Postsecondary Academic Awards	##-####_ps_academic_awards_YYYYMMDDHHMM.zzz

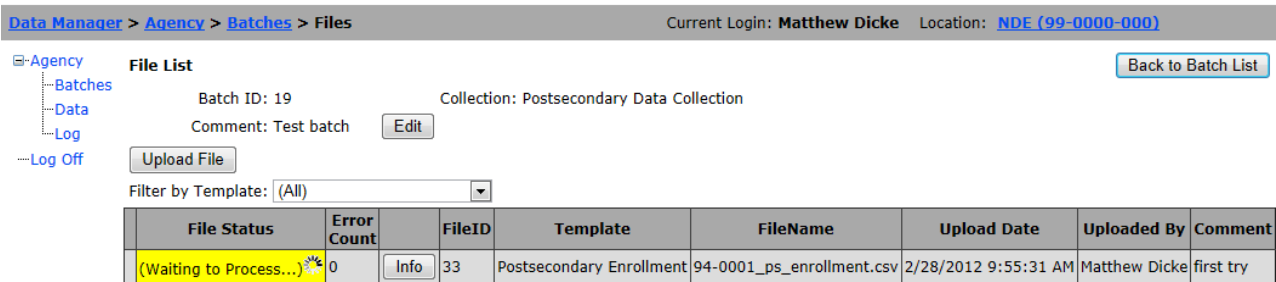
7) Enter an optional description and choose **“Upload”**.



8) If successful, a **“Continue”** button will be shown. Choose **“Continue”**.



9) The file list will display all files uploaded to the batch, and the status.



*Note: Shown above, the uploaded file above is waiting to be processed.*

10) Once the file is loaded, it is checked for file errors. The **“File Status”** will indicate whether errors are found, and the current step in processing the file. Below is a list of the possible File Statuses.

File Status	Description
Waiting to Process...	The file is pending being processed.
Loading...	The file is being loaded.
Loaded, Checking Data....	The file has been loaded successfully and the data is currently being checked for errors.
Loaded, No Errors	The file has been loaded and no errors have been found in the data.
Loaded, Has Errors	The file has been loaded and errors have been found in the data. Any errors must be resolved before the file can be applied.

Waiting to Apply Changes....	The file is pending the data being applied.
Applying Changes....	The file is currently being processed where the data is being applied.
Processed	The file has been processed and the data has been applied.
Waiting to Revert Changes	The file is pending the revert changes process. When completed, the File Status will be "Loaded, No Errors".
Failed	The file has failed being loaded or being processed.

## How To View and Fix Data Errors

- 1) Choose **“Batches”**, then **“Open”** the batch to view the list of files in the batch. If the file has errors, the File Status will indicate **“Loaded, Has Errors”**.

Data Manager > Agency > Batches > Files Current Login: Matthew Dicke Location: NDE (99-0000-000)

File List

Batch ID: 19 Collection: Postsecondary Data Collection  
 Comment: Test batch

Filter by Template: (All)

	File Status	Error Count		FileID	Template	FileName	Upload Date
<input type="button" value="Edit"/>	Loaded, Has Errors	21	<input type="button" value="Info"/> <input type="button" value="Recheck"/> <input type="button" value="Errors"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>	33	Postsecondary Enrollment	94-0001_ps_enrollment.csv	2/28/2012 9:55:31 AM
<input type="button" value="Edit"/>	Loaded, Has Errors	14	<input type="button" value="Info"/> <input type="button" value="Recheck"/> <input type="button" value="Errors"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>	34	Postsecondary Academic Awards	94-0001_ps_academic_awards.csv	2/28/2012 9:58:51 AM

- 2) Choose **“Edit”** to view the contents of the file.

Data Manager > Agency > Batches > Files > Edit Current Login: Matthew Dicke Location: NDE (99-0000-000)

File Editor

Filters  
 Filter Errors: All   
 Field Name Value

			Institution ID	NDE Student ID	Postsecondary Student ID	Academic Year Ending	Term	Last Name	First Name	Middle Name	Birthdate	Gender	Hispanic Indicator	Race 1 Code	Race 2 Code	Race 3 Code	Race 4 Code	Race 5 Code	S	Gr
<input type="button" value="Fix Error (4)"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	94-0001	987654321	jdoe1	2011	1	Doe	John	C	1987-12-31	M	2	WH						NE
<input type="button" value="Fix Error (5)"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	94-0001	1111111111	MissingGender	2011	1	Gender	Missing	B	1985-02-01		2	WH						NE
<input type="button" value="Fix Error (3)"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	94-0001	1111111112	BadGender	2011	1	Gender2	Incorrect	C	1986-12-31	N	2	WH						NE
<input type="button" value="Fix Error (2)"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	94-0001	2222222222	BadDOB	2011	1	DOB	Bad	E	1981-2-30	F	2	WH						NE
<input type="button" value="Fix Error (2)"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	94-0001	3333333333	ShortID	2011	1	SSN	Short	H	1980-01-01	M	1	WH						NE
<input type="button" value="Fix Error (2)"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	94-0001	444444444X	BadID	2011	1	SSN	Bad	D	1979-02-28	M	1	WH						NE
<input type="button" value="Fix Error (3)"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	94-000	5555555555	BadInstituteID	2011	1	InstituteID	Bad	M	12/31/1978	M	1	WH						NE

*Note: Fields in error are shown in red.*

- 3) To view only the errors, change the **“Filter Errors”** option to **“Only Errors”**
- 4) To delete a record, choose **“Delete”**.
- 5) To edit a record, choose **“Edit”**.

Data Manager > Agency > Batches > Files > Edit Current Login: Matthew Dicke Location: NDE (99-0000-000)

File Editor

Filters  
 Filter Errors: Errors Only   
 Field Name Value

				Institution ID	NDE Student ID	Postsecondary Student ID	Academic Year Ending	Term	Last Name
<input type="button" value="Fix Error (4)"/>	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>	94-0001	9876543210	jdoe1	2011	1	Doe

- 6) Change the desired fields, and when finished choose **“Update”**.
- 7) Alternatively, choose the **“Fix Error (x)”** to view a list of errors in the record.



Data Manager > Agency > Batches > Files > View Errors Current Login: Matthew Dicke Location: NDE (99-0000-000)

Agency **Error List** Back to File Editor

- Batches
- Data
- Log
- Log Off

Template: Postsecondary Enrollment  
File ID: 33

Row	Field Number	NDE Student ID	Postsecondary Student ID	Last Name	First Name	Field Name	Value	Error
1	1	987654321	jdoe1	Doe	John	Institution ID	<input type="text" value="94-000"/> <input type="button" value="Edit"/>	InstitutionID does not meet the minimum length of 7
1	2	987654321	jdoe1	Doe	John	NDE Student ID	<input type="text" value="987654321"/> <input type="button" value="Edit"/>	StudentID does not meet the minimum length of 10
1	5	987654321	jdoe1	Doe	John	Term	<input type="text" value="1"/> <input type="button" value="Edit"/>	Lookup Error: Term not found

8) Choose **“Edit”** to change the value, and then **“Upload”** or **“Cancel”**.

Data Manager > Agency > Batches > Files > View Errors Current Login: Matthew Dicke Location: NDE (99-0000-000)

Agency **Error List** Back to File Editor

- Batches
- Data
- Log
- Log Off

Template: Postsecondary Enrollment  
File ID: 33

Row	Field Number	NDE Student ID	Postsecondary Student ID	Last Name	First Name	Field Name	Value	Error
1	1	987654321	jdoe1	Doe	John	Institution ID	<input type="text" value="94-0001"/> <input type="button" value="Update"/> <input type="button" value="Cancel"/>	InstitutionID does not meet the minimum length of 7
1	2	987654321	jdoe1	Doe	John	NDE Student ID	<input type="text" value="987654321"/> <input type="button" value="Edit"/>	StudentID does not meet the minimum length of 10
1	5	987654321	jdoe1	Doe	John	Term	<input type="text" value="1"/> <input type="button" value="Edit"/>	Lookup Error: Term not found

## How To Apply Changes From A File

- 1) Once all errors have been resolved, an “Apply Changes” button will appear in the file list. The “File Status” will also indicate “Loaded, No Errors”.

The screenshot shows the 'Data Manager > Agency > Batches > Files' page. The 'File List' section displays two files with a status of 'Loaded, No Errors'. The 'Apply Changes' buttons for both files are circled in red. The interface includes a navigation menu on the left, a breadcrumb trail, and a top bar with the user's login and location.

	File Status	Error Count				FileID	Template	FileName	Upload Date
Edit	Loaded, No Errors	0	Info	Recheck	Download	33	Postsecondary Enrollment	94-0001_ps_enrollment.csv	2/28/2012 9:55:31 AM
Edit	Loaded, No Errors	0	Info	Recheck	Download	34	Postsecondary Academic Awards	94-0001_ps_academic_awards.csv	2/28/2012 9:58:51 AM

- 2) Choose “Apply Changes”. The File Status will indicate “Waiting to Apply Changes...”.

The screenshot shows the same 'Data Manager > Agency > Batches > Files' page. The 'File List' section now shows the two files with a status of '(Waiting To Apply Changes...)'. A 'Back to Batch List' button is visible in the top right corner.

	File Status	Error Count				FileID	Template	FileName	Upload Date	Uploaded By	Comment
	(Waiting To Apply Changes...)*	0	Info			33	Postsecondary Enrollment	94-0001_ps_enrollment.csv	2/28/2012 9:55:31 AM	Matthew Dicke	first try
	(Waiting To Apply Changes...)*	0	Info			34	Postsecondary Academic Awards	94-0001_ps_academic_awards.csv	2/28/2012 9:58:51 AM	Matthew Dicke	first try

- 3) Once the data has been applied, the File Status will indicate “Processed”.

The screenshot shows the 'Data Manager > Agency > Batches > Files' page. The 'File List' section now shows the two files with a status of 'Processed'. The 'Data' menu item in the left navigation menu is circled in red.

	File Status	Error Count				FileID	Template	FileName	Upload Date	Uploaded By	Comment
	Processed	0	Info	View	Revert Changes	33	Postsecondary Enrollment	94-0001_ps_enrollment.csv	2/28/2012 9:55:31 AM	Matthew Dicke	first try
	Processed	0	Info	View	Revert Changes	34	Postsecondary Academic Awards	94-0001_ps_academic_awards.csv	2/28/2012 9:58:51 AM	Matthew Dicke	first try

- 4) To view the applied changes, on the left menu choose “Data”

- 5) Choose a template by selecting “Change”.

The screenshot shows the 'Data Manager > Collection' page. The 'Select Template' section displays the current collection and template, with 'Change' buttons next to each. The 'Data' menu item in the left navigation menu is circled in red.

Collection: Collection for Postsecondary Institutions (1) [Change](#)

Current Template: (select a template) [Change](#)

6) The data will be displayed. Choose **Download Data** to download the records to a file.

Data Manager > Collection > Template Data Current Login: Matthew Dicke Location: NDE (99-0000-000)

Agency **Data Viewer**

- Batches
- Data
- Log
- Log Off

**Filters**

Field Name	Value
InstitutionID	94-0001

Institution ID	NDE Student ID	Postsecondary Student ID	Academic Year Ending	Term	Last Name	First Name	Middle Name	Birthdate	Gender	Hispanic Indicator	Race 1 Code	Race 2 Code	Race 3 Code	Race 4 Code	Race 5 Code	State of High School Graduation	Census Flag	1	1
94-0001	9876543210	jdoe1	2011	1	Doe	John	C	12/31/1987 12:00:00 AM	M	2	WH					NE	1	1	1
94-0001	1111111111	MissingGen	2011	1	Gender	Missing	B	2/1/1985 12:00:00 AM	F	2	WH					NE	1	1	1
94-0001	1111111112	BadGender	2011	1	Gender2	Incorrect	C	12/31/1986 12:00:00 AM	F	2	WH					NE	1	1	1
94-0001	2222222222	BadDOB	2011	1	DOB	Bad	E	2/28/1981 12:00:00 AM	F	2	WH					NE	1	1	1
94-0001	3333333333	ShortID	2011	1	SSN	Short	H	1/1/1980 12:00:00 AM	M	1	WH					NE	1	1	1
94-0001	4444444444	BadID	2011	1	SSN	Bad	D	2/28/1979 12:00:00 AM	M	1	WH					NE	1	1	1
94-0001	5555555555	BadInstitut	2011	1	InstituteID	Bad	M	12/31/1978 12:00:00 AM	M	1	WH					NE	1	1	1

## How To Revert Changes From A File

- 1) Once a file has been processed and the changes applied, the changes can be reverted. Essentially this moves the file from the output back into the Data Manager. From the “File List”, select “**Revert Changes**”.

Data Manager > Agency > Batches > Files Current Login: Matthew Dicke Location: NDE (99-0000-000)

Agency Batches Data Log Log Off

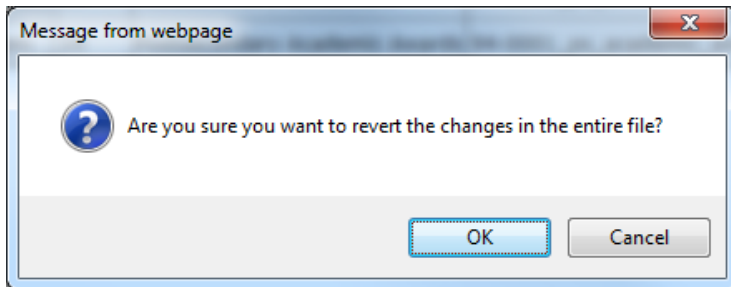
File List Back to Batch List

Batch ID: 19 Collection: Postsecondary Data Collection  
 Comment: Test batch

Filter by Template: (All)

File Status	Error Count	Info	View	Revert Changes	FileID	Template	FileName	Upload Date	Uploaded By	Comment
Processed	0	<input type="button" value="Info"/>	<input type="button" value="View"/>	<input type="button" value="Revert Changes"/>	33	Postsecondary Enrollment	94-0001_ps_enrollment.csv	2/28/2012 9:55:31 AM	Matthew Dicke	first try
Processed	0	<input type="button" value="Info"/>	<input type="button" value="View"/>	<input type="button" value="Revert Changes"/>	34	Postsecondary Academic Awards	94-0001_ps_academic_awards.csv	2/28/2012 9:58:51 AM	Matthew Dicke	first try

- 2) Click “**OK**” to continue to revert changes.



- 3) The File Status will indicate “Waiting to Revert Changes...”.

Data Manager > Agency > Batches > Files Current Login: Matthew Dicke Location: NDE (99-0000-000)

Agency Batches Data Log Log Off

File List Back to Batch List

Batch ID: 19 Collection: Postsecondary Data Collection  
 Comment: Test batch

Filter by Template: (All)

File Status	Error Count	Info	FileID	Template	FileName	Upload Date	Uploaded By	Comment
(Waiting To Revert Changes...)	0	<input type="button" value="Info"/>	33	Postsecondary Enrollment	94-0001_ps_enrollment.csv	2/28/2012 9:55:31 AM	Matthew Dicke	first try
(Waiting To Revert Changes...)	0	<input type="button" value="Info"/>	34	Postsecondary Academic Awards	94-0001_ps_academic_awards.csv	2/28/2012 9:58:51 AM	Matthew Dicke	first try

- 4) When complete, the File Status will indicate “Loaded, No Errors”.

Data Manager > Agency > Batches > Files Current Login: Matthew Dicke Location: NDE (99-0000-000)

Agency Batches Data Log Log Off

File List

Batch ID: 19 Collection: Postsecondary Data Collection  
 Comment: Test batch

Filter by Template: (All)

File Status	Error Count	Info	Recheck	Download	Apply Changes	Delete	FileID	Template	FileName	Upload Date
Loaded, No Errors	0	<input type="button" value="Info"/>	<input type="button" value="Recheck"/>	<input type="button" value="Download"/>	<input type="button" value="Apply Changes"/>	<input type="button" value="Delete"/>	33	Postsecondary Enrollment	94-0001_ps_enrollment.csv	2/28/2012 9:55:3
Loaded, No Errors	0	<input type="button" value="Info"/>	<input type="button" value="Recheck"/>	<input type="button" value="Download"/>	<input type="button" value="Apply Changes"/>	<input type="button" value="Delete"/>	34	Postsecondary Academic Awards	94-0001_ps_academic_awards.csv	2/28/2012 9:58:5

## Using Filters

- 1) Filters are used in the File Editor or the Data Viewer to specify criteria to display records. Errors can be filtered by choosing “All” or “Errors Only”. To add a custom filter, choose “**Add Filter**” from the Filter menu.

Data Manager > Agency > Batches > Files > Edit Current Login: Matthew Dicke

File Editor

Filters  
Filter Errors: All

Add Filter

		Institution ID	NDE Student ID	Postsecondary Student ID	Academic Year Ending	Term	Last Name	First Name	Middle Name
Edit	Delete	04-0001	0075542210	10001	2011	1	Doe	John	C

- 2) Select the field name from the list, and enter a value.

Data Manager > Agency > Batches > Files > Edit Current Login: Matthew Dicke Location: NDE (99-000)

File Editor

Filters  
Filter Errors: All

Add a new filter

Field Name: Institution ID

Value: **NDE Student ID**

Save

Add

		Postsecondary Student ID	Academic Year Ending	Term	Last Name	First Name	Middle Name	Birthdate	Gender	Birthdate
Edit		Joe1	2011	1	Doe	John	C	1987-12-31	M	2
Edit		MissingGen	2011	1	Gender	Missing	B	1985-02-01	F	2
Edit		adGender	2011	1	Gender2	Incorrect	C	1986-12-31	F	2
Edit		adDOB	2011	1	DOB	Bad	E	1981-02-28	F	2
Edit		hortID	2011	1	SSN	Short	H	1980-01-01	M	1
Edit		adID	2011	1	SSN	Bad	D	1979-02-28	M	1
Edit		adInstitut	2011	1	InstituteID	Bad	M	1978-12-31	M	1

3) Choose **“Save”** to apply the filter to the displayed records.

Data Manager > Agency > Batches > Files > Edit Current Login: Matthew Dicke Location: NDE (9

Agency  
Batches  
Data  
Log  
Log Off

**File Editor**

**Filters**  
Filter Errors: All  
Add a new filter  
Field Name: Postsecondary Student ID  
Value: 9876543210  
**Save** Cancel  
Add Delete All

		Institution ID	NDE Student ID	Postsecondary Student ID	Academic Year Ending	Term	Last Name	First Name	Middle Name	Birthdate	Ge

4) Multiple filters can be added by choose **“Add Filter”**. A filter can be deleted by choosing **“Delete”** from the Filters menu.

Data Manager > Agency > Batches > Files > Edit Current Login: Matthew Dicke Location: NDE (99-0000-000)

Agency  
Batches  
Data  
Log  
Log Off

**File Editor**

**Filters**  
Filter Errors: All  
**Add Filter**  
Field Name Value  
Edit NDE Student ID 9876543210 **Delete**  
Add Delete All

		Institution ID	NDE Student ID	Postsecondary Student ID	Academic Year Ending	Term	Last Name	First Name	Middle Name	Birthdate	Gender	Hispanic Indicator	Race 1 Code	Race 2 Code	Race 3 Code	Race 4 Code	Ra 5 Co
Edit	Delete	94-0001	9876543210	jdoe1	2011	1	Doe	John	C	1987-12-31	M	2	WH				