

Section 3 - How to Validate and Submit Data

Technology centers are responsible for validating and submitting their data by the established due dates via the Internet.

Although each school is required to submit data once each quarter, schools are not prohibited from submitting data more often throughout the quarter and are encouraged to do so.

In order to submit enrollment/class data, complete the following steps:

- Step 1: Create and save your state file(s) on your system as you normally have done in the past.
- Step 2: Logon to the Internet and go to <http://www.okcareertech.org/about/state-agency/divisions/imd>
- Step 3: Select **Technology Center**
- Step 4: Select either **Career Major or BIS**.
- Step 5: Select **Data Submission**.
- Step 6: Select **Validate and Upload Enrollment/Program Data**.
- Step 7: Select your school name from the drop down list.
- Step 8: Enter your schools' data password. NOTE: The "data" password is different from the password used to view reports. By using this password, each center will be able to view detailed student/class information that is confidential in nature. The data password will only be shared with the superintendent or data contact at each school from the IMD office. Do not share the data password with anyone at your school that does not have authority to review confidential information.
- Step 9: Select either the Fixed Format or Comma Delimited File Format type.
- Step 10: Select the type of data you will be verifying/submitted (BIS Class Data, BIS Student Data, or Pathway Student Data). When loading Pathway Student Data, select the quarter you are uploading.

NOTE: When submitting Business and Industry Services data, the Class file must be processed first. Otherwise, the enrollment file will not process.
- Step 11: Select the type of action you wish to perform.

Validate Only: This action will only check your data for errors. **It will not load your data.**

Validate & Load: This action will check your data for errors and **load** your data.

Note: If you validate only, you will need to complete the steps to Validate & Load once your data is correct.
- Step 12: Click the Select button.

Step 13: Enter the name of the file to be verified or use the browse button to locate the file. This will be the file you created in step 1.

Step 14: Click the **Upload File** button.

At this point, your file is being checked for errors. Please be patient – this step may take several minutes.

If you receive the following message, you will also see a listing of errors that have been identified. The errors must be corrected on your system and state files recreated. You can hit your Back button and continue through Steps 5 - 10 until all errors are corrected. For an explanation of error messages, see Appendix C.

Sorry, but your data did not pass our validation routines. Please correct your errors and repeat this process until all errors are corrected.

If you receive the following message, your records did not contain any errors. Remember, you must select Validate & Load in order to have the records loaded into our system. If you need to validate/submit another file, return to Step 5 and continue.

Congratulations! Your data has passed our validation routines. There are xxx records in this file.

A note about warnings: You may see a summary at the end of your report identifying the number of “warnings” encountered which identifies records in which a default code has been assigned for processing. An example would be if the educational level were blank, the default code of “99-Unknown” would be assigned to that student’s record. Even though the data will process with warnings identified, this is an opportunity for you to see that all records are complete with the correct information.