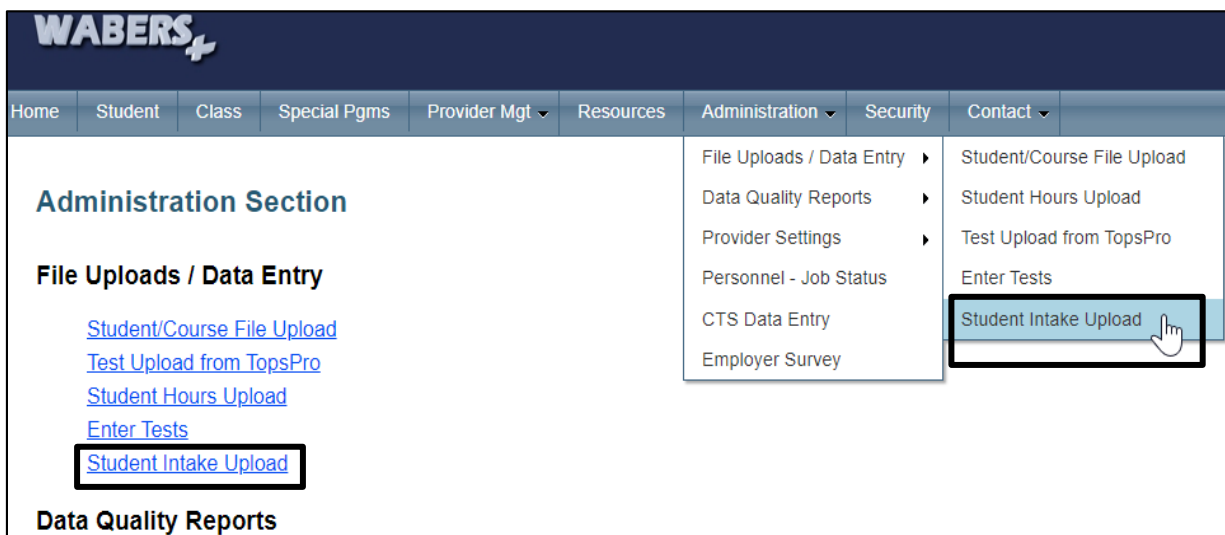


Student Intake File Upload Instructions

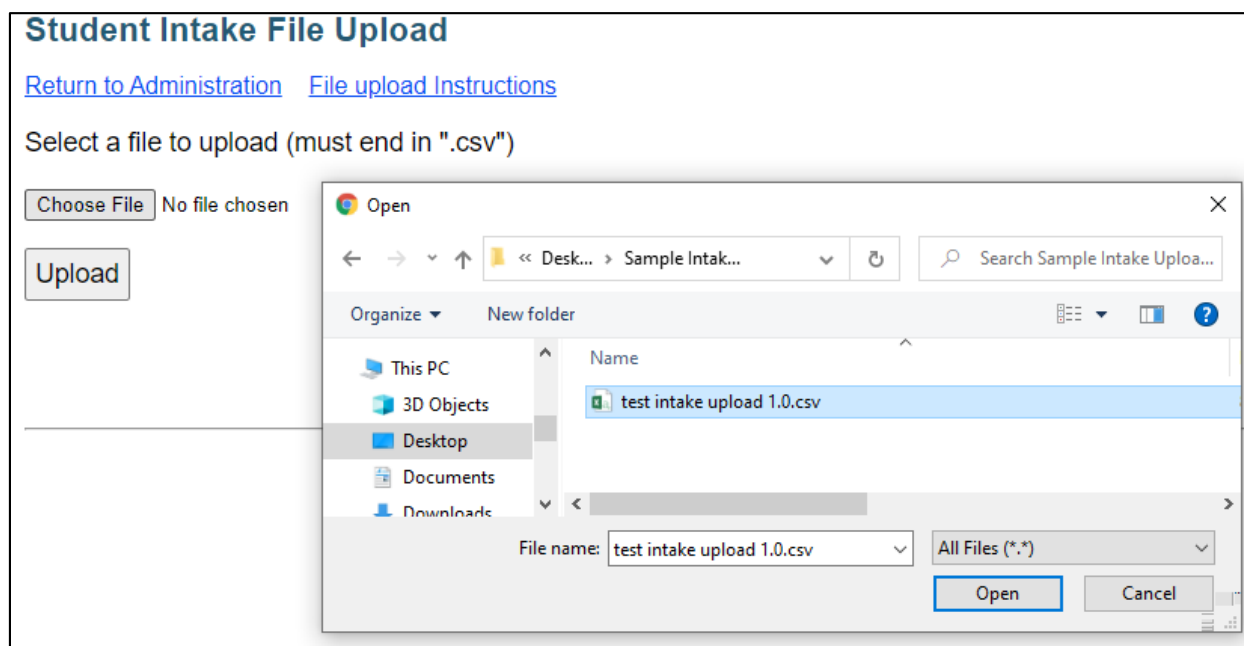
Intake data can be uploaded into WABERS+ from a .csv file. See formatting details at the end of this document. Contact your IT department for support in formatting the file correctly.

File Upload Instructions & Processing

1. Once you have created WABERS+ Intake records, make sure the file type is **.csv** (comma-separated values). Go to the Administration tab in WABERS+. Click on *Student Intake Upload*.



2. Click on the **Choose File** button and a file explorer window will open. Locate your (**.csv**) file and double click on it. It should now show in the box next to the **Choose File** button. Once the pathway to the file is displayed in the box, click the **Upload** button. This could take a few minutes.



When the upload is complete, a message will appear to let you know that your upload was successful.

File Processing

The WABERS+ application will process uploaded files by completing the following actions:

- Saving intake information to the latest student record (by period).
- Apply the student intake values for Employment and Schooling to the student record.
- Apply any marked Barriers to the student barriers section.

Note: Any data already set to a value will not change on subsequent uploads. Values that are entered are locked. Contact the WABERS+ Helpdesk if intake data needs to be changed.

TIP: When reviewing the upload file, open the .csv file with a text editor such as Notepad rather than opening the default application Excel. This will show you more information about the structure of the file, such as additional blank rows or extra commas. Opening in Excel filters these elements out, so you won't be able to see some problems.

Upload Errors

Errors will be returned immediately if:

- The EMPLID or SID on the attendance record is not in WABERS+.
- A student record has been exited and locked.
- Data type is not correct for that column (such as a text value in a numeric column).

Note: This is not an exhaustive list of possible error messages.

Student Intake File Upload

[Return to Administration](#) [File upload Instructions](#)

Select a file to upload (must end in ".csv")

No file chosen

- Row 1 - Student Record Not Found

If an error is connected to a single student record/row in the upload, the error will be displayed and the system will continue with the next record. Multiple errors can be displayed if they apply to several students

Intake Upload Reconciliation

Review a sample amount of student records to ensure the intake upload file was processed and applied correctly. Report any anomalies to the WABERS+ Helpdesk, wabers@sbctc.edu.

File format

Comma-Delimited Files (.CSV)

Important Format Notes:

- Fields may or may not be qualified by surrounding with double quotes. Each line ends with a Carriage Return <CR> and a Line Feed <LF>. This basically means a hard return at the end of each line so that the next record's data is on a new row.
- **Do not include a header row.**

Sample Format

ORGANIZATION, EMPLID/SID, HIGHEST LEVEL OF SCHOOLING, TYPE OF SCHOOLING, EMPLOYMENT STATUS, BARRIERS [each one comma separated<CR> <LF>

Sample Data

899,11122233344,3,1,U,1,1,1,1,1,1,1,1,1,2

899,999999999,5,2,E,0,1,0,0,0,1,0,1,0,0

Row Definitions

Data Field	Character Length	Description/Use/Data Value Requirements
Organization	3	A three-digit code used to identify each organization. College codes are numeric. Community Based Organization (CBO) codes are alpha.
EMPLID/SID	11	Identifier to reference specific student. A nine or eleven-character field used to uniquely identify a student in a Legacy system or PeopleSoft (ctcLink).
HIGHEST LEVEL OF SCHOOLING	1	Indicates the student’s highest level of schooling completed. Valid Codes: 0 = Unknown 1 = No Schooling 2 = Grades 1-5 3 = Grades 6-8, 4 = High School Diploma or alternate 5 = High School Equivalency (i.e. GED®) 6 = Some college, no degree 7 = College or professional degree 8 = Grades 9-12 (no diploma) 9 = Not reported
TYPE OF SCHOOLING	1	Indicates the type of school the student previously attended. Valid Codes: 1 = U.S. based schooling 2 = Non-U.S. based schooling
EMPLOYMENT STATUS	1	Employment status of student at intake into the program. Valid Codes: E = Employed U = Not Employed N = Not in labor force T = Employed but received notice
Displaced Homemaker	1	Valid Codes: 0 = No, 1 = Yes
Disability	1	Valid Codes: 0 = No, 1 = Yes
Justice Involved	1	Valid Codes: 0 = No, 1 = Yes
Long Term Unemployed	1	Valid Codes: 0 = No, 1 = Yes
Exhausting TANF	1	Valid Codes: 0 = No, 1 = Yes
Low-Income	1	Valid Codes: 0 = No, 1 = Yes
Foster Care	1	Valid Codes: 0 = No, 1 = Yes

Single Parent	1	Valid Codes: 0 = No, 1 = Yes
Homeless	1	Valid Codes: 0 = No, 1 = Yes
Migrant & Seasonal Farmworker	1	Valid Codes: 0= No 1 = Seasonal 2 = Migrant 3 = Dependent
CR/LF	NA	Carriage Return+ Line Feed line ending characters