

# CATE/i4see Web Application Walkthrough 2008

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This guide details the processes and steps for uploading Career and Technical Education information using the New Hampshire Department of Education's i4see web application.

## i4see Application Flow

The i4see web application provides a medium for sharing information. In our case we are working with Career and Technical Education information. Three record layouts specific to Career and Technical Education have been defined to facilitate that sharing.

The general steps to use the i4see web application include:

- gathering – obtaining your CATE information to upload into the i4see system
- formatting – formatting your CATE information to match predefined record layouts
- previewing – screening your formatted CATE information before upload
- uploading – sending your formatted CATE information as a batch within i4see
- verifying – an automated process within i4see that validates your CATE information
- editing – your ability to modify your CATE information online

It helps to know what kind of Career and Technical Education information that you need to **gather**, so we have prepared three data definitions that we call CATE record layouts. The record layouts are available on the NHDOE's website here: <https://ww4.ed.state.nh.us/datadictionary/collections.aspx>. These CATE record layouts detail the specific **formatting**, which includes the data elements, their names, purpose, data type, data length and whether the elements are optional or not. The record layouts include CATE Course, CATE BOY/MOY/EOY and CATE Student Course. The CATE Course record layout is used to define all of the programs and courses (classes) at your school for a given school year. The CATE BOY (Beginning of Year), MOY (Middle of Year) and EOY (End of Year) record layouts are used to identify your CATE students and their primary program. The CATE Student Course record layout is to join your CATE students to your programs and courses (classes). The Department will work with you through this process to understand, gather and format data files that match these record layouts.

Through the upload process, you will be able to **preview** the first 100 records of your data files to catch general issues with your CATE information. You can then alter your data file and preview again before **uploading**. The upload process will assign a batch id number to your data file. After your file uploads successfully, the web application will automatically submit your batch for validation.

The **verification** process will review each data element within your batch to identify problems with your CATE information. For example, Student identification numbers and date of birth will be validated against existing i4see student information. These two elements exist in the BOY/MOY/EOY and Student Course record layouts. Another verification example is with Program ID. Approved Program IDs will be provided for your school and will need to be

included within each of the CATE record layouts. During the verification process, each program id that you submit will be checked against your approved program id list.

A detailed listing of the verification failures for your CATE information allows you to review, **edit** (correct) and re-verify your batch in an iterative process. You can edit and verify until your batch passes the data checks. There will be cases where it will be easier to correct your CATE information within the original data file and upload that corrected file to the i4see system. In these cases, a new batch is assigned to the corrected upload and you can delete the batch that failed validation.

Login:

The NHDOE will create and assign a username and password for you to access this web application. Please remember to always protect and never share your login information. Once your user account has been assigned, you may follow this hyperlink <https://ww4.ed.state.nh.us/ESSWEB/> using Internet Explorer, Firefox or Safari to access the ESS web application. You will be prompted to enter your username and password. The ESS web application provides centralized authentication to the NHDOE's web applications.

ESS Login Page:

 **New Hampshire Department of Education** Education Statistics System

**Name and Affiliation is no longer being requested**

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**Please input your UserName and Password below:**

User Name:

Password:

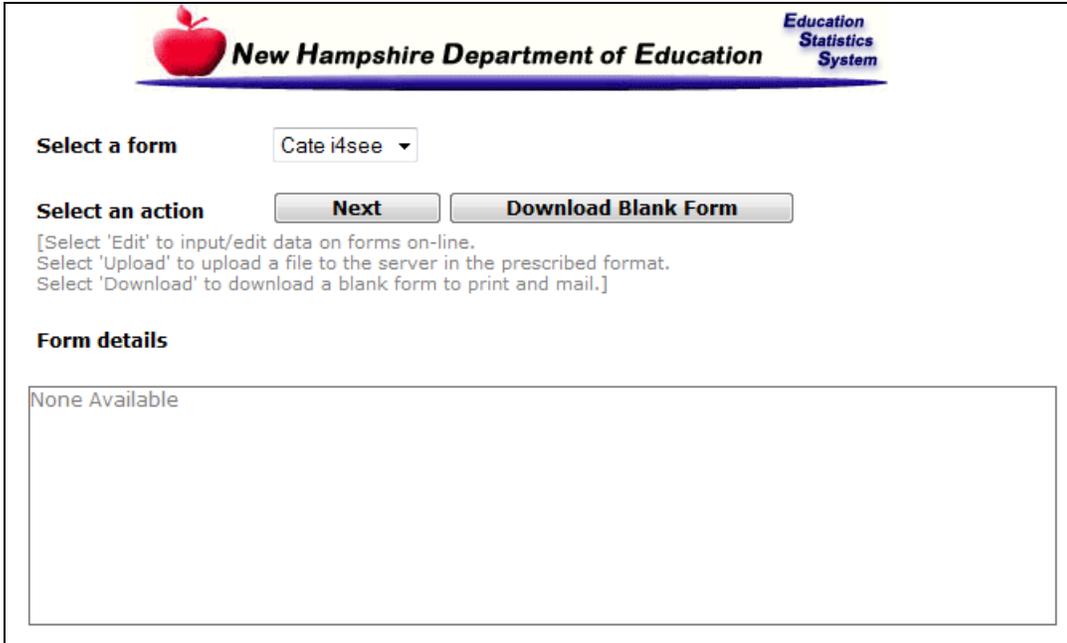
**Next ->>**

<https://ww4.ed.state.nh.us/ESSWeb/>

Enter your user credentials, then click or press Next ->>

After successfully authenticating your username and password, the ESS web application will display the Form Menu web page. This web page provides a list of applications/forms that you have permission to access. Initially, your user account will only have access to the Cate i4see system. Once the CATE web application is complete, that system will be available to you within the dropdown list on this page.

Select CATE i4see



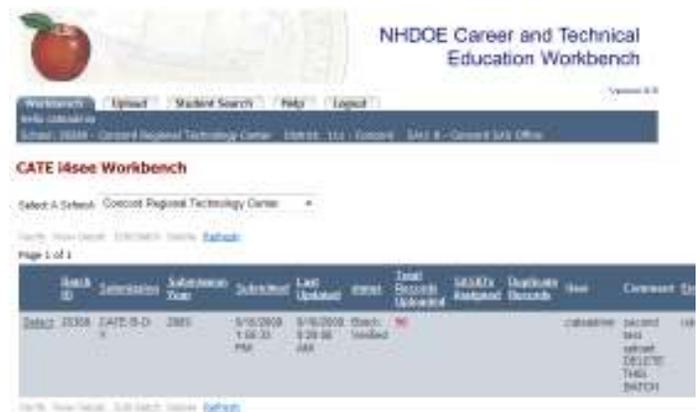
The screenshot shows the 'Form Menu' page of the Education Statistics System. At the top left is a red apple logo next to the text 'New Hampshire Department of Education'. At the top right is the 'Education Statistics System' logo. Below the header, there is a section titled 'Select a form' with a dropdown menu currently showing 'Cate i4see'. Underneath, the 'Select an action' section contains two buttons: 'Next' and 'Download Blank Form'. A small instructional text block below the buttons reads: '[Select 'Edit' to input/edit data on forms on-line. Select 'Upload' to upload a file to the server in the prescribed format. Select 'Download' to download a blank form to print and mail.]'. The 'Form details' section at the bottom contains a large empty rectangular box with the text 'None Available' at the top left.

Select 'CATE i4see' and press or click Next to access the i4see web application.

The i4see/CATE workbench loads within your browser and will display CATE submissions for your school. Initially, your workbench will be empty, but as you start uploading data through the web application the workbench will populate itself with information about your submissions. The menu items provide navigational links to this page as well as the Upload, Student Search, Help and Logout pages.

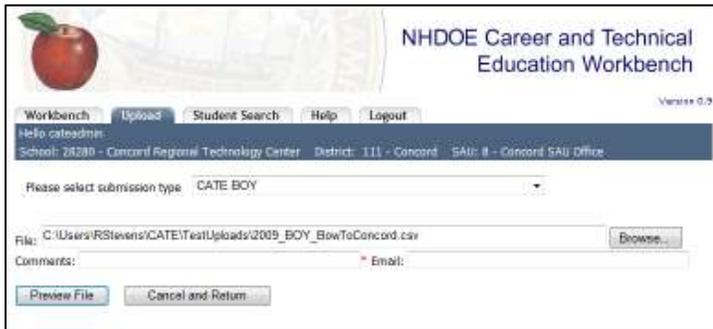
### i4see Workbench

The Workbench Tab provides users with the ability to view, verify, edit and delete CATE submissions for your school. Selecting a submission record, identified by Batch ID and alternatively called a 'batch', in the data grid enables/disables the page command buttons - Verify, View Detail, Edit Batch and Delete, based on the status of the selected submission. The Refresh button is always available and provides the ability to retrieve updated batch statuses.



The Verify button submits the selected batch to the i4see system for data validation, refreshing the page so the status of the batch is changed to 'Verifying...'. When a batch has a status of 'Batched Verified with Errors' the View Detail button displays the specific error list and error count for the batch. The Edit Batch button displays the batch records in a grid where you can modify or delete them. The Delete will delete the selected batch after you have verified that you really want to delete that batch.

## Upload



The Upload Tab provides controls to upload CATE submission files. The CATE submission file formats (attached) serve as contracts by which the web application can interpret and process your student, program and course information. The files must be in a comma separated value format.

(CSV: [http://en.wikipedia.org/wiki/Comma-separated\\_values](http://en.wikipedia.org/wiki/Comma-separated_values))

A dropdown list allows you to select a CATE submission type. Use the Browse button to navigate the file structure on your local computer and select a file that matches the submission type you selected. Click or press the Preview File button to upload and view the contents of the file that you selected. The page will display the first 100 rows of data from the file that you selected in a data grid structured to match the submission type that you selected. This preview helps you determine whether your data file matches the structure of the selected submission type.

After you have previewed the submission data you can press or click the Submit Data To DOE button. If the upload was successful and the format of your data file matches the format of the selected submission type, a batch number is assigned to your data file and the process of validating your data begins. An example validation might be to ensure that SASID and DOB combinations are valid.

If the upload fails, the upload screen will display an error message detailing the cause of the failure. Typically, failed uploads will be the result of data that does not match the structure of the specified submission type. A record of the failed upload is stored as a submitted batch with a status set to 'Upload Failed'. The Batch ID and the upload file are then available as resources should the need arise to investigate why a file upload failed.



State Assigned Student Identifier	Date of Birth	Sending School	Receiving School	Receiving School	Receiving School	Receiving School	School Year	Grade	Enrollment Status for Priority Program	
0000	2009	07	07	2735	8	111	2009	2009	10	1
0000	2009	07	07	2735	8	111	2009	2009	10	1
0000	2009	07	07	2735	8	111	2009	2009	10	1

## Student Search

The Student Search page provides text inputs to search for a student by First & Last Names and Date of Birth (each of which is required), as well as Town of Birth (optional). Pressing or clicking on the Search button initiates the search and presents the results within a grid. Each grid row has a SASID Info button that when pressed or clicked opens a panel to display the student's SASID and related information.

**SASID Information:** X

The SASID for student [REDACTED]  
 For additional information please contact the school or SAU  
 DOB: [REDACTED] City of Birth: [REDACTED]

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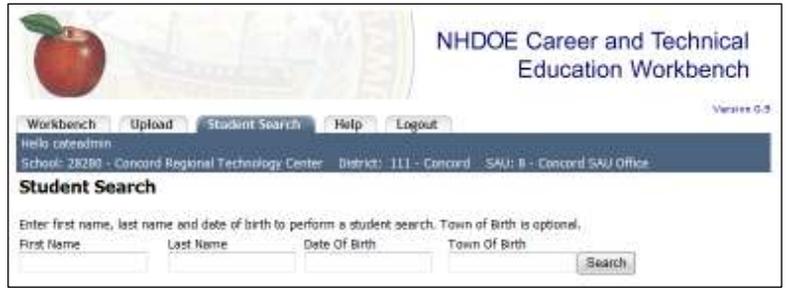
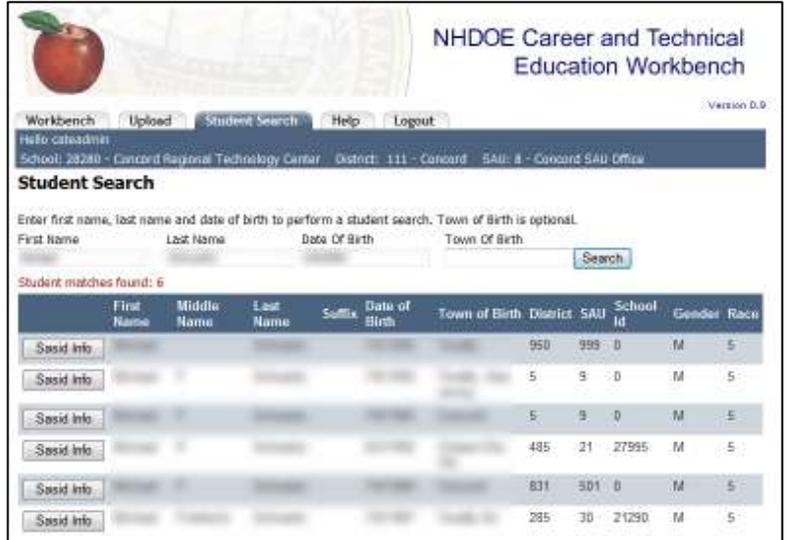
District Contact Email:  
 District Contact Name:

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SASID Requested by:

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School InformationSAU Information  
 School SAU Conway SAU Office  
 Phone# Phone#603-356-5533  
 Email

	First Name	Middle Name	Last Name	Suffix	Date of Birth	Town of Birth	District	SAU	School Id	Gender	Race
<a href="#">Sasid Info</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	950	995	0	M	5
<a href="#">Sasid Info</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5	9	0	M	5
<a href="#">Sasid Info</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	5	9	0	M	5
<a href="#">Sasid Info</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	485	21	27995	M	5
<a href="#">Sasid Info</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	831	501	0	M	5
<a href="#">Sasid Info</a>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	285	30	21290	M	5

## View Detail

The View Detail link button allows you to view an error list and error count for a batch that has a status set to 'Batch Verified with Errors'. On the View Detail page you can click a specific error link to view and edit (correct) the records within the batch that did not pass the verification process. These records are displayed in the Edit Data page, which is shown next.

Validation Error	Total	Severity
<a href="#">Click to view and edit records for this error</a>	1	Invalid Record, Please Correct
<a href="#">Click to view and edit records for this error</a>	1	Invalid Record, Please Correct
<a href="#">Click to view and edit records for this error</a>	1	Invalid Record, Please Correct
<a href="#">Click to view and edit records for this error</a>	1	Invalid Record, Please Correct
<a href="#">Click to view and edit records for this error</a>	1	Invalid Record, Please Correct

## Edit Batch

The Edit Batch button opens the Edit Data page which displays the selected batch records in a grid. Here you can add, edit (correct) or delete the records within that batch. This is helpful in correcting batch data when a batch that you have submitted has some minor verification problems. When a batch has a lot of data validation problems, it is sometimes easier to correct or regenerate the upload file and re-upload the data.

The grid will display up to 50 records per page. Grid pager link buttons at the top and bottom of the grid allow you to navigate between the pages of batch records. Clicking or pressing the Edit link button will open the corresponding record in edit mode, where Save and Cancel link buttons allow you to perform those actions. Clicking the Delete

Edit	Student's Name	State Assigned Student Identifier	Date of Birth	Sending School Admin Unit Number	Sending School District Number	Sending School Number	Receiving School Administrative Unit Number	Receiving District Number	Receiving School Number	School Year	Grade	Enrollment Status for Primary Program
<a href="#">Edit</a>				57	57	27375	8	111	28280	2009	10	1
<a href="#">Edit</a>				57	57	27375	8	111	28280	2009	10	1
<a href="#">Edit</a>				57	0	27375	8	111	28280	2009	10	1
<a href="#">Edit</a>				57	57	27375	8	111	28280	2009	10	1
<a href="#">Edit</a>				57	57	27375	8	111	28280	2009	10	1
<a href="#">Edit</a>				57	57	27375	8	111	28280	2009	10	1
<a href="#">Edit</a>				57	57	27375	8	111	28280	2009	10	1
<a href="#">Edit</a>				57	57	27375	8	111	28280	2009	10	1

link button will prompt you to acknowledge the deletion of the batch record. Clicking or pressing the Insert A New Record link button adds a new record to the batch and opens that record within the grid ready for your input. The Save and Cancel buttons perform the same action during insert as they do for edit. Once you are done editing batch records, you can then return to the Workbench, select the particular batch and initiate the verification process.

## Help

Initially, this walkthrough will be available online through the Help menu link and the help system specific to CATE will grow as time moves forward.