Subject: Course and Class Submissions

This data submission will include 2 files, Submission Course and Student Class. ***Submission Course should be uploaded first and corrected*** for errors before you upload Student Class. This is because Submission Course is used to check the validity and accuracy of Student Class.

These should be uploaded to i4see by you by going to http://www.ed.state.nh.us/education/datacollection/i4see.htm and clicking on ESS Workbench and then following the steps to login and upload your data.

The 1st File: This will include the courses which are available at your school and will be entered by submitting the **Submission Course file. If there are multiple class sections for a course such as Algebra I, then there should be two records in this course submission – 1 identified as section '1' and the other as section '2'. As another example, if a teacher is teaching multiple US History courses, then again each class should have it's own course – section 1, 2, 3, etc.** This file should not include any duplication. If you have an Algebra 1 section 1 class, that would be different from an Algebra 1 section 2 class. However, if either of those two are repeated, you will get a duplication error. In other words, it wants all your unique class sections for all courses being taught this year at your school, or that the students take elsewhere.

SauNbr	DistNbr	SchoolNbr	Educator ID	Course ID	Section ID	Begin Date	End Date	School Year	Term ID	Credits	Primary Grade ID	Room Nbr	Local Class Code	Local Class Name
Required	Required	Required	Required	Optional	Required	Required	Required	Required	Required	Required for High School Only	Optional	Optional	Required	Required
School Administrative Unit Number	District Number	School Number	Educators Teacher Certification Id as issued by the NHDOE	A list of valid courses can be found on the Dept of Ed's website.	A valid integer - e.g '1', '2', '3'	Beginning date of when the course was taught	Ending date of when the course was (or will be taught)	e.g. 2008 represents the 2007-2008 school year).	Term that the course was taught. valid course can be found on the Department of Education's website.	Number of credits for the course.	Primary grade e.g. 09, 10, 11, 12	Room number	Local class code	Local class name
88	110	23045	123456		1	8/29/06	6/19/2007	2007	1	1	09	6	45678	Algebra
17	110	23045	789345		2	8/29/2006	6/19/2007	2007	2	0.5	10	8	1234	Biology
16	110	23045	809987		1	8/29/2006	6/19/2007	2007	11	0.25	11	3	2245	French
1	110	23045	333242		2	8/29/2006	6/19/2007	2007	7	1	12	24	7865	Economics
56	110	23045	562872		3	8/29/2006	6/19/2007	2007	14	1	9	15	8976	English
25	110	23045	887612		4	8/29/2006	6/19/2007	2007	8	1	9	8	2412	Speech

Remember, visit the data dictionary at www.ed.state.nh.us/i4see to view the details and valid values for each of these fields.

The license number of the teacher teaching the class.

The combination of Year (e.g. 2007), Term (e.g. 1), Section (e.g. 1) and Local Class Code (e.g. 2245) must be unique. For example, section 1 of Intro to Alegbra taught in Fall of 2007.

A sample of this file in Excel can be found by going to:
http://www.ed.state.nh.us/education/datacollection/i4see.htm

Then scroll down until you see the table for **User Support Guides** and click on
the blue check for **Course and Class Submissions**

You can see a description of the elements (fields) that are required for this file
by going to:
https://ww4.ed.state.nh.us/datadictionary/

And clicking on **Submission Course.** This will explain all the elements and also
give you links for lists of acceptable entries to be used.

The 2nd file: This is the Student Class file where you list all the students that
took each of the courses defined in the 1st file. For each student, you will enter
the course along with the student and the grade he/she received.

	A	B	C	D	E	F	G	H	I	J
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	A	B	C	D	E	F	G	H	I	J
6	SASID	Date of Birth	SAU Number	District Number	School Number	Local Class Code	Course Grade	Section ID	School Year	Term ID
7	Required	Required	Required	Required	Required	Required	Optional	Required	Required	Required
8	State Assigned Student Identifier	Date of Birth m/d/yyyy	School Administrative Unit Number	District Number	School Number	Local class code	Grades Received for the course	A valid integer -- for example '1', '2', '3'	e.g. 2008 represents the 2007-2008 school year).	Term that the course was taught. valid course can be found on the Department of Education's website.
9	1234512323	2/12/1989	63	189	22580	45678	95	1	2007	1
10	1234653521	6/13/1991	44	391	23045	1234	88	2	2007	2
11	4393904042	4/15/1992	17	21	27135	2245	93	3	2007	11
12	4393904042	7/3/1988	58	28	27490	7865	92	4	2007	7
13	2342502031	5/2/1993	83	28	22130	8976	98	1	2007	14
14	2342502031	1/4/1990	16	28	22125	2412	90	1	2007	8
15										

The Local Class Code, School Year, Term and Section Id
should match the course submission. So this combination for
a given school would represent Intro to Algebra taught in Fall
of 2007 in section 1. This file then includes a record for each
SASID atteding that course.

Sheet1 / Sheet2 / Sheet3 /

Unknown Zone

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Then scroll down to you see the table for **User Support Guides** and click on the blue check for **Course and Class Submissions**

You can see a description of the elements (fields) that are required for this file by going to:
https://ww4.ed.state.nh.us/datadictionary/

and clicking on **Student Class.** This will explain all the elements and also give you links to any lists you need, like acceptable grades.

Please remember that the school year for this year (07-08) will be 2008 when submitting your data in the files.

Also, please note that this file no longer asks for the Course ID, but instead asks for the Local Class Code. (9/12/07 data dictionary update)

Please do not hesitate to contact i4seeHelp@ed.state.nh.us if you need more assistance.