

Summer Enrichment Data Collection Instructions

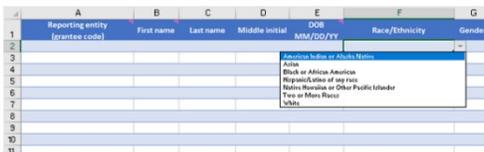
Overview

Reporting data is a simple, two-step process: 1) Complete the spreadsheet → 2) Transmit the data via Secure Upload

The spreadsheet consists of 15 columns of the following types:

- Mandatory
- Optional
- Informational

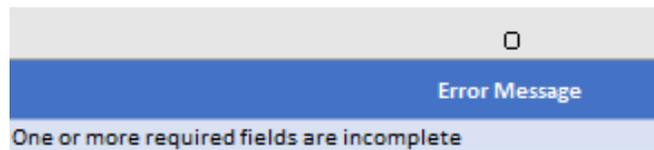
Some fields are open ended, while others have drop down lists:



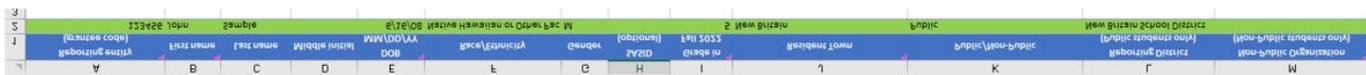
Data Collected

- | | |
|---|--|
| <ul style="list-style-type: none"> • Reporting entity (grantee code) – Drop down list • First name – Open ended • Last name – Open ended • Middle initial (optional) – Open ended • DOB (MM/DD/YY) – Open ended • Race/Ethnicity – Drop down list • Gender – Drop down list • SASID (optional) – Open ended | <ul style="list-style-type: none"> • Grade in Fall 2024 – Drop down list • Resident Town – Drop down list • Exposure Days - Open ended; must be a value from 1-90 • Public/Non-Public – Drop down list • Reporting District (Public students only) – Drop down list • Non-Public Organization (Non-Public students only) – Drop down list • Error Message (informational) – Informational |
|---|--|

If required data is missing, an alert will appear in the Error Message column:



If all required data has been input the row will turn green:



NOTE: You can upload a file even if all the data is not complete.

- Once data entry is complete save your file (File → Save As) using the following naming convention: XXXX_Name
 - XXXX = Your Application ID (listed in column A)
 - Name = The name of your site

Uploading the File

1. Go to <https://www.csde.state.ct.us>
 - username: sdectw\SmrEnrichUL
 - password: se22UL\$#
2. Select the **“Summer Enrichment File Upload”** link
3. The File Category will be defaulted to **“Summer Enrichment programs – Excel files ONLY.”**
4. Select your Summer Enrichment Site from the drop down box. Be sure to select the correct site. If your site is not listed, email your file to kimberly.johnson@ct.gov
5. Select **“Choose File”** and locate the file on your computer
6. Select **“Open”** from the pop-up window (not on screen shot below)
7. The Email Address will be pre-populated on the screen below. No changes are needed.
8. **Input the name of your site in the large textbox.**
9. Select **“Upload”**

The screenshot shows the 'Secure Upload' interface for the Demo School District. It includes a header with the CT.gov logo and the State of Connecticut seal. The main content area contains instructions: 'Uploading a file may take several minutes. Please click the Upload button only once. Do not close the browser while a file is uploading. A notification will appear when the upload is complete.' Below this are several form fields: 'File category' (set to 'Summer Enrichment programs - Excel files ONLY'), 'Summer Enrichment Site' (a dropdown menu), 'Select file for upload' (with a 'Choose File' button and 'No file chosen' text), a note about a 50 MB file size limit, an 'Upload' button, an email address field, and a 'Message to be sent to recipient' field. A large blue box highlights the message field with the text 'Include the name of your site here'. Blue arrows labeled 'STEP 3' through 'STEP 8' point to various elements: STEP 3 points to the file category dropdown, STEP 4 to the site dropdown, STEP 5 to the 'Choose File' button, STEP 7 to the email field, and STEP 8 to both the 'Upload' button and the highlighted message field.

The following message will be displayed:

The screenshot shows the 'Secure Upload Administrator' confirmation page. It features the same header as the previous form. The main content area displays the message 'Upload complete!' and a 'Return to Upload' button.

The upload process is now complete!

When your data has been completely reported and there are no further corrections to be made, email kimberly.johnson@ct.gov to confirm completion.

Deadlines:	
Preliminary Upload: Friday, August 2, 2024	Full Final Upload: Friday, September 20, 2024