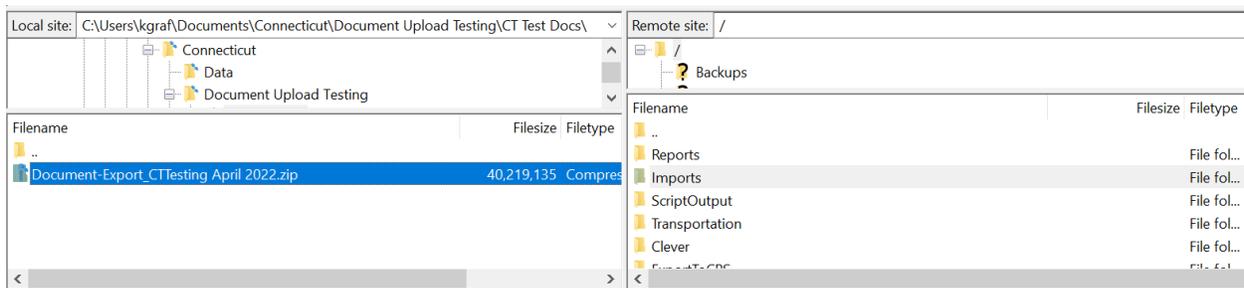


## District Administrators – Upload Batch Student Historical Documents:

This section will cover uploading student historical documents into the CT-SEDS system.

You will upload the zip archive files to the Secure FTP (SFTP) site that has been provided for you. You may use a variety of software to access an SFTP – the screen shots below are using FileZilla.

Locate the zip file on your computer and select the “Imports” Folder once you have connected to your SFTP site. You can right click on the file or files and click Upload. The system will copy the files over to the Imports folder. You can click on the Imports folder on the right to verify that the files have been transferred.



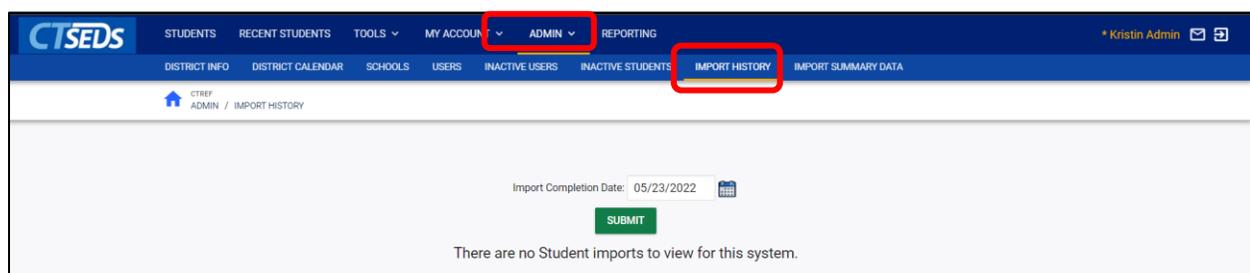
If you don't have access to the SFTP site, contact your district administrator to determine who has access.

The files will start import in the evening around 11pm and you can follow the directions below to view the results.

### To View the Import Results

See below on the steps for reviewing the results.

Go to Admin, District Info, Import History. Enter the date the import was completed and click on Submit.



Click on the Output File to view the results.

# Upload Batch Student Historical Documents



CT Training District  
ADMIN / IMPORT HISTORY

Import Completion Date: 06/13/2022

**SUBMIT**

Start Date	End Date	Import File Name	Output File
06/13/2022 04:45 PM	06/13/2022 04:46 PM	Document-Import Testing 02 02 2022.zip	StdUpdate-el-2022-06-13-16-44-46.txt.zip

This PC > Downloads

Name	Date modified	Type	Size
StdUpdate-pl-2022-05-23-22-02-18.txt (1)	6/13/2022 4:49 PM	Compressed (zipped) Folder	2 KB

Open the zip file and open the text file to review the results. It will open in Notepad.

This PC > Downloads > StdUpdate-pl-2022-05-23-22-02-18.txt (1)

Name	Type	Compressed size	Password pr...	Size	Ratio	Date modified
StdUpdate-pl-2022-05-23-22-02-18	Text Document	2 KB	No	20 KB	92%	5/23/2022 10:03 PM

There will be a line for each document in the file. The Student Code will be listed on the left along with the name of the files that were uploaded for the student.

If there were any students not in your district site, you will see "ERROR: No Student with Student Code #####" in School System [your district name]"

```
File Edit Format View Help
Running import(s) for [districtname]:
  Extracting .zip archive Document-Testing05232022.zip...
DOCUMENTS      => Document.txt

=====
importDocuments \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\[DistrictName]\Imports\import\Document.txt
=====
copying ...
1234567890    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\1234567890_IEP-36727_01052021.pdf
1234567890    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\1234567890_MeetingInvitation_01042021.pdf
1234567890    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\1234567890_01222021_AM follow up.doc
1234567890    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\1234567890_IEP-40448_03282022.pdf
2345678901    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\2345678901_11202020_Implementation Plan.docx
2345678901    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\2345678901_10152020_Implementation Plan.docx
2345678901    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\2345678901_05202020_Annual Review Report.docx
2345678901    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\2345678901_05192020_SW PPT note.docx
2345678901    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\2345678901_04102020_Schooling from Home.docx
2345678901    => \\navilp7rg03sa01.file.core.windows.net\rscm\Easyieppoolstore\Customers\districts\Imports\import\2345678901_12192019_Intake PPT Progress.docx
ERROR: No Student with StudentCode '1111111111' in School System 'district' (line 98)
ERROR: No Student with StudentCode '1111111111' in School System 'district' (line 99)
ERROR: No Student with StudentCode '1111111111' in School System 'district' (line 100)
ERROR: No Student with StudentCode '1111111111' in School System 'district' (line 101)
ERROR: No Student with StudentCode '2222222222' in School System 'district' (line 102)
ERROR: No Student with StudentCode '2222222222' in School System 'district' (line 106)
ERROR: No Student with StudentCode '2222222222' in School System 'district' (line 107)
ERROR: No Student with StudentCode '3333333333' in School System 'district' (line 108)
ERROR: No Student with StudentCode '3333333333' in School System 'district' (line 109)
ERROR: No Student with StudentCode '3333333333' in School System 'district' (line 110)
```

The bottom of the file contains a summary of the number of files imported and the number of files that weren't imported due to errors.

```
=====
Documents Import Summary
=====
Actual Number of Records:          109
Total Errors:                      13
Total Warnings:                    0
=====
Time Taken: 25.102 wallclock secs ( 7.64 usr + 0.72 sys = 8.36 CPU)
=====
```