



How to Load Student Files in Data Pipeline

Step by Step Guide

Before reading over this guide, please verify your access through Identity Management (IdM). Access to Data Pipeline is required through IdM to log into the system. If you have any questions, [visit the Identity Management website](#). Each collection requires different user rights. Please contact your Local Access Manager (LAM) to get user rights for the appropriate collection you are working on. Student Interchange data respondents must be assigned permissions to the Student Interchange (STD) described below.

Application	Collection	User Role	Access Level	Notes
Pipeline	Student Interchange	LEA User	Upload and edit records for the DEM, SSA, GG, ADJ files.	Required for Student Interchange data respondents.

Student Interchange Files

Interchange files are the source of the data used in many of CDE's data collections. This extracted information is combined into a new file layout reflecting the specified snapshot data elements. There are four files within the Student Interchange: Student Demographic (DEM), Student School Association (SSA), Graduation Guidelines (GG) and Adjustment (ADJ).

Student Demographic (DEM)

Every student must have one record on the DEM file. The demographic file captures attributes of a student while they are in a district that are true regardless of the student's enrollment in a specific school, grade, or program in the district. [Review the posted Student Demographic file layout on the Student Interchange website for specific definitions of data fields and codes that comprise this file.](#)

Student School Association (SSA)

Every student must have at least one record on the SSA file but may have multiple records based upon the student's enrollment history during the school year. The SSA file captures enrollment information about the school(s) a student attends in a district throughout the school year, including details specific to that enrollment record. [Review the posted Student School Association file layout on the Student Interchange website for specific definitions of data fields and codes that comprise this file.](#)

Graduation Guidelines (GG)

Students who are graduating high school must have reported graduation guidelines showing the met the minimum benchmark for at least one English measure and at least one Math measure at some point during their high school career. Records in this file should represent the graduation guidelines a student completed during the school year. Guideline completion can also be reported retroactively if that completion was omitted during the school year the student initially earned the guideline score or if completion was not reported by a previous district. When a student is reported as graduating with school exit type 90, 95, or 96 on the SSA file, GG data is joined to the record on SASID to verify the student has reported graduation guidelines measures meeting the minimum requirements in both English and Math. [Review the posted Graduation Guidelines file layout on the Student Interchange website for specific definitions of data fields and codes that comprise this file.](#)



Adjustment (ADJ)

The adjustment file is used to adjust the final exit status of a 7th-12th grade student in a prior school year when their final exit status impacts the current year AYG graduation cohort, the district has updated information about this student’s exit status, and the student did not attend the district in the current year. [Review the posted Adjustment file layout on the Student End of Year website for specific definitions of data fields and codes that comprise this file and directions for how/when to use this file.](#)

Logging into Data Pipeline

The steps below describe how to get logged into the Data Pipeline system.

1. [Click on the Identity Management link to bring you to the IDM main page.](#) This page is the main page to access CDE applications (including Data Pipeline).
2. Click on the Data Pipeline link.

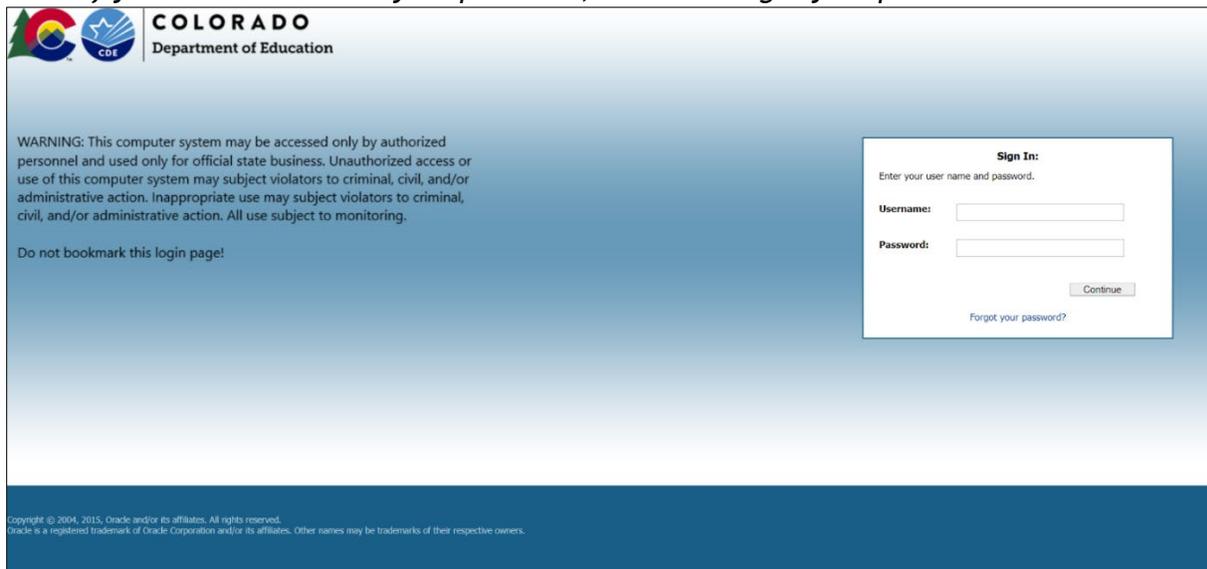
<h3>About CDE Identity Management (IdM)</h3> <p>CDE's Identity Management process streamlines the user login process for CDE data systems and enhances security to student-level data. It automates the user registration, approval, and password reset processes and provides districts and administrative units with the ability to maintain users via a Delegated Administration model.</p>	<h3>Questions</h3> <p>Use the password reset form, or for other questions, please contact:</p> <ol style="list-style-type: none">1. CDE Identity Manager: CDEIdM@cde.state.co.us
<h3>Applications</h3> <ul style="list-style-type: none">• CEDAR (Colorado Education Data Analysis and Reporting System)• Data Pipeline• EDIS (Educator Identification System)• ESSU Data Management System• EZREPORTS• Facility Schools Student Data System• GAINS• IDEA Budget and Expenditures System• LACES• RANDA (Colorado State Performance Management System)• RITS (Record Integration Tracking System)• SEEDC (Student Engagement Evaluation Data Collection)• SMART (Students Migrating Academically on the Right Track)• State Accountability Data Tool• Transportation: CDE 40• UIP (Unified Improvement Planning Online System)	

3. Click on ‘Log in to Data Pipeline’ button.

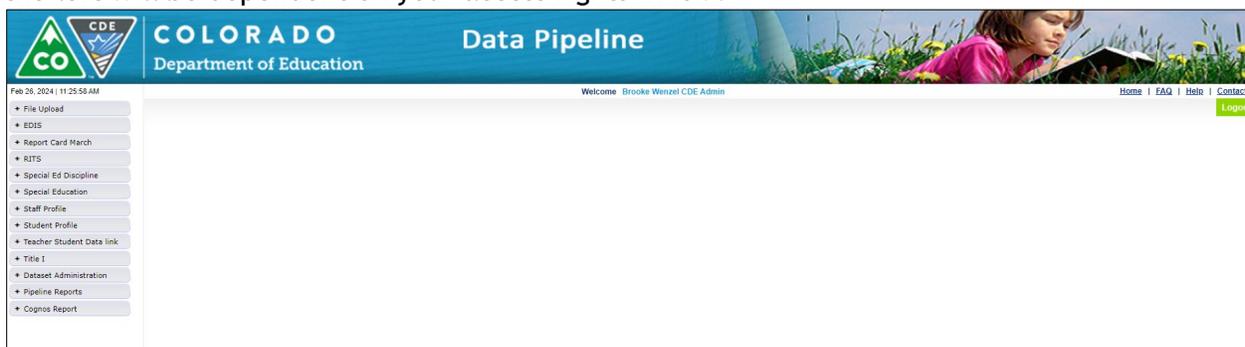
<h3>About Data Pipeline</h3> <p>Data Pipeline is a streamlined approach to efficiently move required education information from school districts to CDE. Data Pipeline reduces data redundancy, captures closer to real-time data, streamlines the data collection process and allows districts to exchange information on transferred students.</p> <p>Log in to Data Pipeline ←</p>
<h3>Resources</h3> <ul style="list-style-type: none">• Data Pipeline Home Page Overview and instructions to join the discussion forum• Data Pipeline Fact Sheet (PDF)• Data Pipeline Resources

- This will bring you to the login page. The username is your email. You should have received an email with your initial password. The system will prompt you to reset the password upon your initial login. Enter your username and password. Click the 'Continue' button.

Note: If you don't remember your password, use the 'Forgot your password?' link.



- After logging in, the system will display a screen like the one below. The menu items available on the left will be dependent on your access rights in IdM.



Uploading Student Interchange Files

The data file upload screen is where a LEA uploads the interchange files. LEAs may upload files multiple times throughout the year. Most interchange files are extracted from a LEA's student information system reflecting updates to data in the student information system on a new file extract. LEAs are encouraged to use a naming convention for interchange files saved on their local system that includes the upload date so they can track changes made to these files throughout the collection.

Upon completing the file upload steps listed below, a message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data Pipeline sends an email to data respondents once the file has been processed. This email will indicate the number of records uploaded into Data Pipeline and the number of errors related to this file upload. If you receive an email indicating a file upload error, double check the formatting of your file and try again. Alpha characters or symbols included in data fields that are numeric only is a common cause for file uploads to fail. This includes if an alpha character/symbol in a single data field for a single row of data.

1. Select *File Upload*
2. Select *Data File Upload*
3. Complete the Dropdown menus, indicating the specific file you are uploading.
 - a. Dataset: (e.g., Student Profile)
 - b. File Type: (e.g., Student Demographic, Student School Association, Graduation Guidelines, or Adjustments)
 - c. Tag: None (recommended if you are not sure how this function works)
 - d. School Year: Collection year (Note: Other years may be available, so please ensure you select the correct year)
 - e. Organization/LEA: Your district
 - f. File Name: Choose File → Select file from your computer.
 - i. .csv, .xls, .xlsx (.xlsx is preferred)
 - ii. Spaces are not allowed in the file name.
 - g. Upload Type = Append or Replace
 - i. Relace is recommended.
4. Select *Submit*

5. The system will process for a few minutes and then you should receive a green message above the prompt screen stating “The File Upload request has been successfully submitted. Batch ID for the submitted request is <fill in the blank>. An email will be sent after the processing is complete.”

Note: If a red message appears, please make sure the spreadsheet name does not have any spaces in the naming convention. If this is not the problem and you are still receiving an error, please contact CDE so we can help troubleshoot the problem.

6. The system is now processing the file. Data Pipeline will send you two emails once the file has been processed. The first email is a RITS validation email (checking student data against our Record Integration Tracking System (RITS)), and the second pertains to the error count in that file’s contents.

Note: If you do not see both emails, be sure to check your junk folder.