

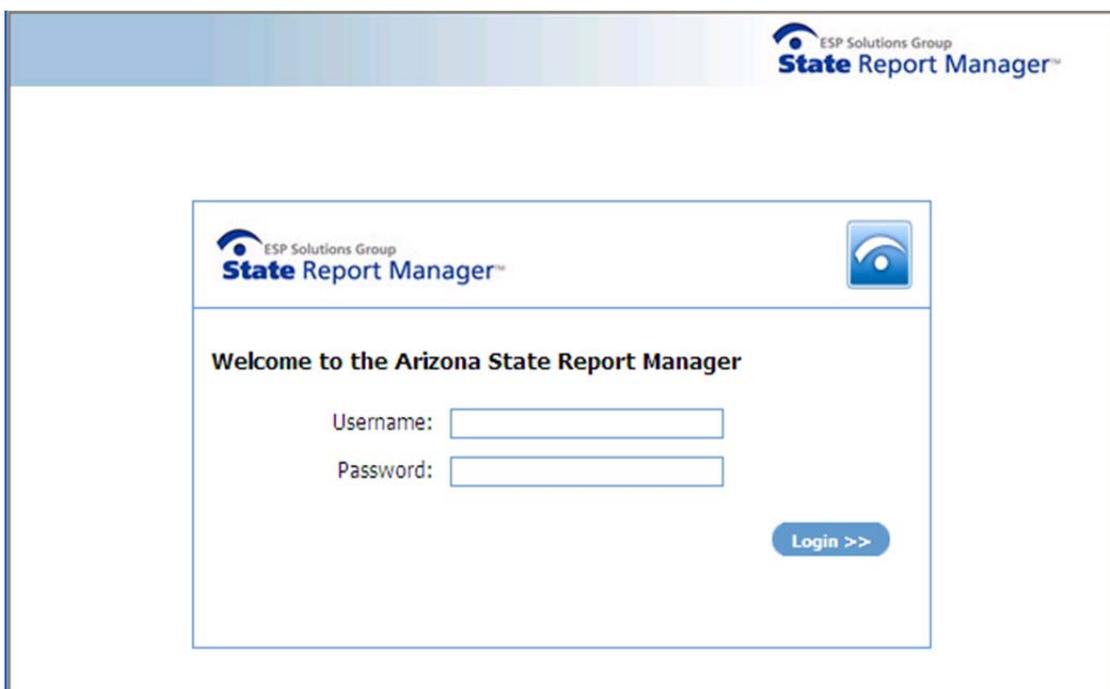
Student-Teacher-Connection Submission Process

Submission of two files - Course Sections and Student Course Enrollments - must be completed using the State Report Manager (SRM) web link: <https://www.azed.gov/srm>.

1. If you have not already been assigned a username and password, contact the stconnection@azed.gov to receive login information. Two levels of user can be assigned: Tier 1 and Tier 2. A Tier 1 user is generally the person who develops the submission files. The Tier 2 user is the person who may certify to the accuracy and completeness of the files. Every person who will be submitting or certifying a file must have a username and password. These people must be allowed to see confidential student information according to FERPA.
2. Extract your data from your local student information system (SIS). Your SIS Vendor should be prepared to help you develop your files.

Notes:

- **Make sure your files are in a Tab-delimited (.TXT) or Comma-separated (.CSV) format.**
 - **Make sure to replace the header in your files with the correct STC/SRM headers.**
3. Go to the STC/SRM website and type in your login information.



The screenshot shows the login interface for the State Report Manager. At the top right, the logo for ESP Solutions Group State Report Manager is displayed. The main content area features a smaller version of the logo and a welcome message: "Welcome to the Arizona State Report Manager". Below this, there are two input fields: "Username:" and "Password:". A blue "Login >>" button is positioned to the right of the password field.

- To obtain a copy of the Collection File Specification Document for the two files you must submit, click on STCConnection2012 on the screen that appears after you log-in.

To submit your data, click on the “Run a Trial” link under Trial Name.

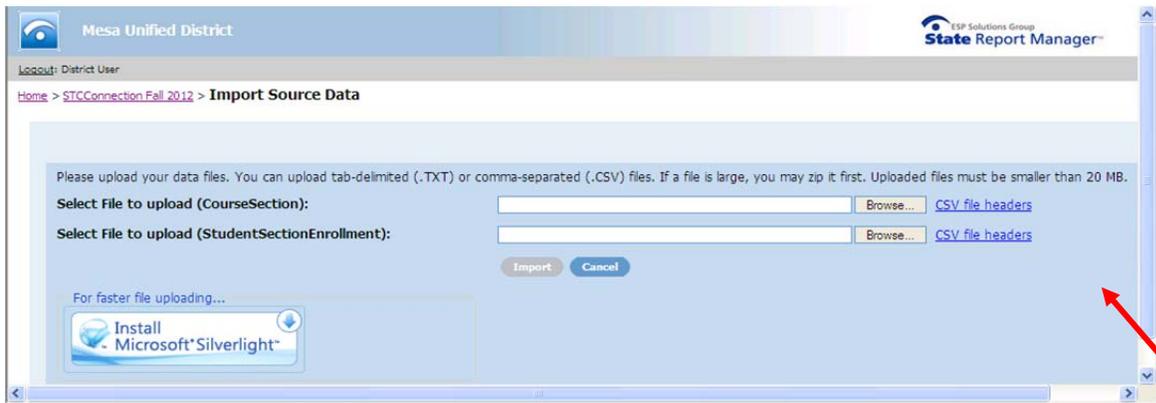
Note: Trial Name link will have a different name if a file has already been submitted, such as in the graphic below where it says “Latest Trial.”



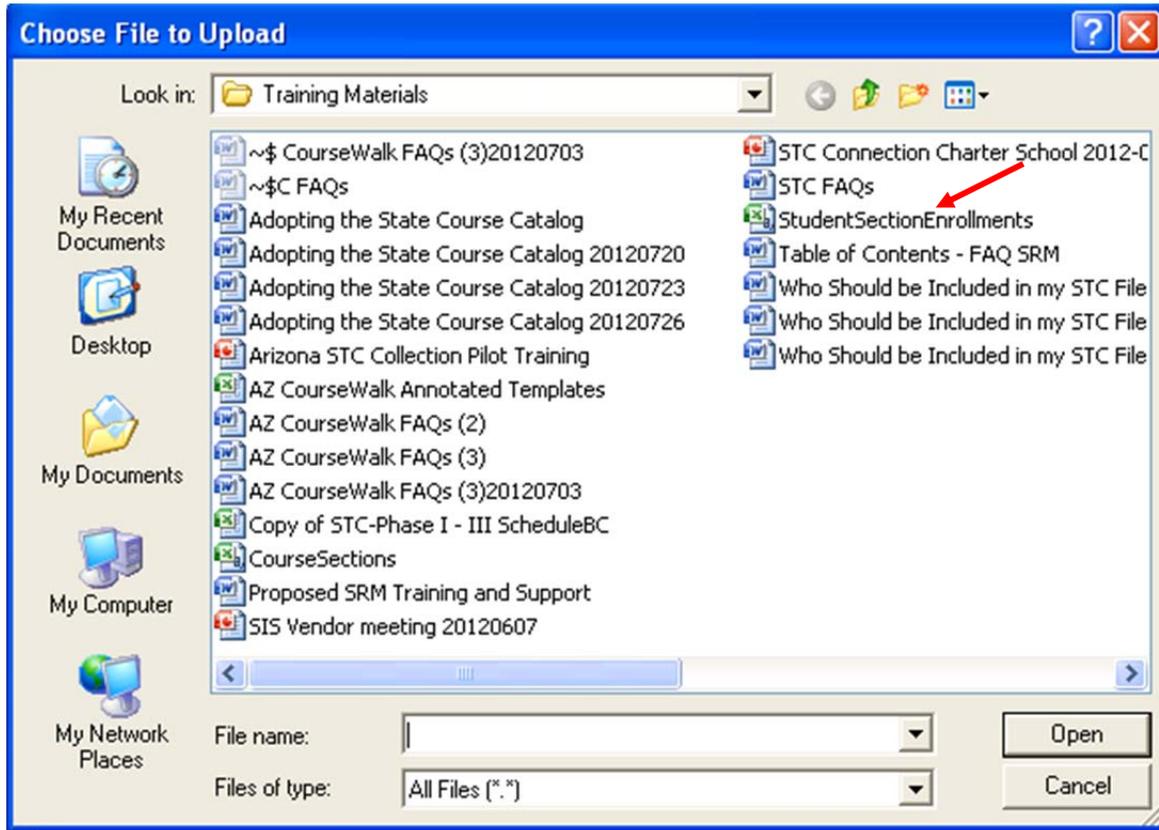
- On the next screen, click on “Browse” to upload the two district files – CourseSection and StudentSectionEnrollment.

Note:

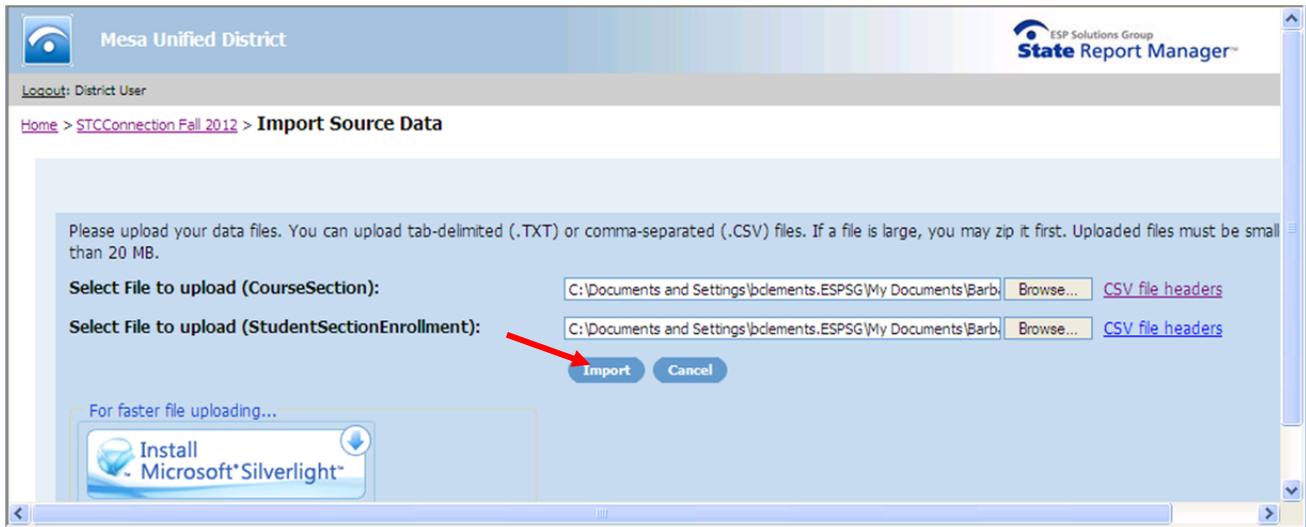
- To download file headers click on “CSV file headers” link. You will get an Excel file with the exact headers you must use. **Headers must match exactly in order for the system to properly check data.**
- If you use Excel to create your files (prior to converting them to CSV or TXT files), beware that Excel may truncate the 16 character Educator Stakeholder ID, if you are providing it in the CourseSections file. Make sure the complete number is provided in the CSV or TXT file you submit or your will get an Error.



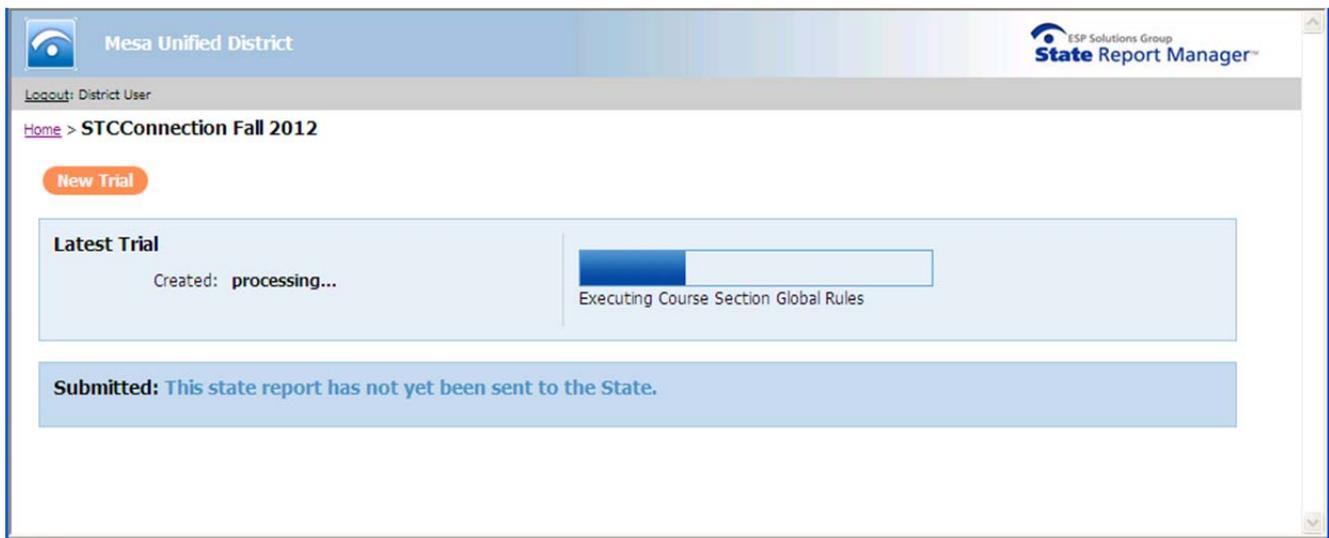
Find and select the file to upload then click “Open.”



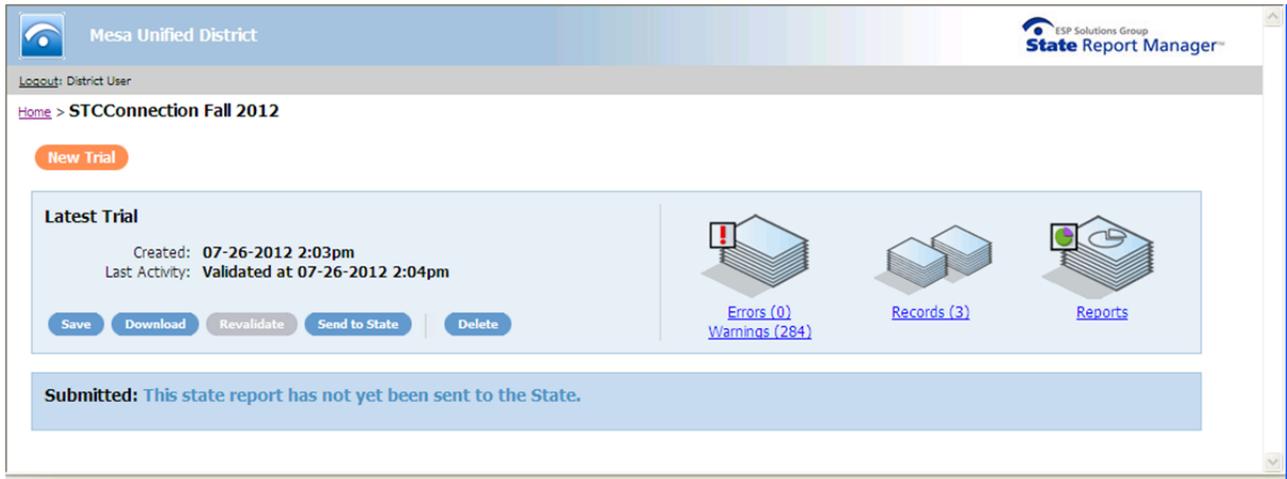
6. Once the correct data files are selected, click on “Import.”



This is the screen that will appear while the file validation is being done.

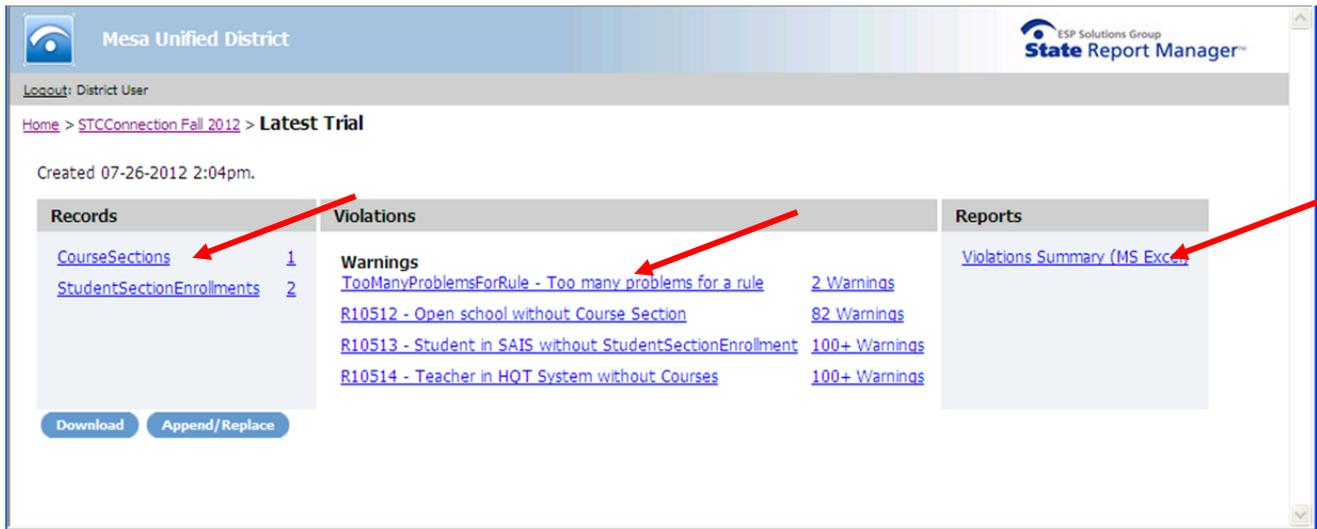


7. When the file upload and data checks are complete, a data summary will appear detailing the number of errors, warnings and total records submitted.



The data are now ready for review and correction.

Click on any of the links to get to this screen which will link you to reports that will show you what are the “Errors” or “Warnings.”



To see the records with the errors or warnings, click on CourseSections or StudentSectionEnrollments. The element on which there is an error or warning will be highlighted in yellow.

Mesa Unified District ESP Solutions Group
State Report Manager™

Logout: District User

Home > STCConnection Fall 2012 > Latest Trial > All StudentSectionEnrollments > StudentSectionEnrollment

[Edit](#)
[Delete](#)
[Delete & Revalidate](#)
[Next>](#)

Element	Value
LEAID	4235 - Mesa Unified District
SchoolId	4980 - Mesa High School
CourseId	AZ01002 - English/Language Arts II (10th grade)
CourseIdSystem	S - State Course Code
SchoolYear	2012 - School year 2011-2012
Session	Fall semester
TimetableDayIdentifier	t-tableId
ClassPeriod	per
T1LastName	Knoblock
T1FirstName	Linda
SectionIdentifier	section identifier
SAISID	670500
LocalStudentId	1234
LastName	Epps
FirstName	Damon

[CourseSections](#)

To see the list of errors, or warnings, click on the particular error or warning and you will see a screen like this one..

Mesa Unified District ESP Solutions Group
State Report Manager™

Logout: District User

Home > STCConnection Fall 2012 > Latest Trial > All StudentSectionEnrollments

Show: [All StudentSectionEnrollments](#)

Showing 1-2 of 2 | << << Page 1 of 1 Go >> >> | Rows per page: 10

[Show Search Fields](#) to search for items in the list.

<input type="checkbox"/>	Violations	SchoolId ▲	CourseId	Session	ClassPeriod	SectionIdentifier	SAISID	LocalStudentId
<input type="checkbox"/> View	0	4980	AZ01002	Fall semester	per	section identifier	670500	1234
<input type="checkbox"/> View	0	4980	AZ01002	Fall semester	per	section identifier	731843	1234

[Delete](#)
[Delete & Revalidate](#)
[Add a record](#)

To get an Excel report with the list of violations, click the “Violation Summary” link.

Please correct errors in the district’s source file and create a new extract file, or correct the errors in the original submission file.

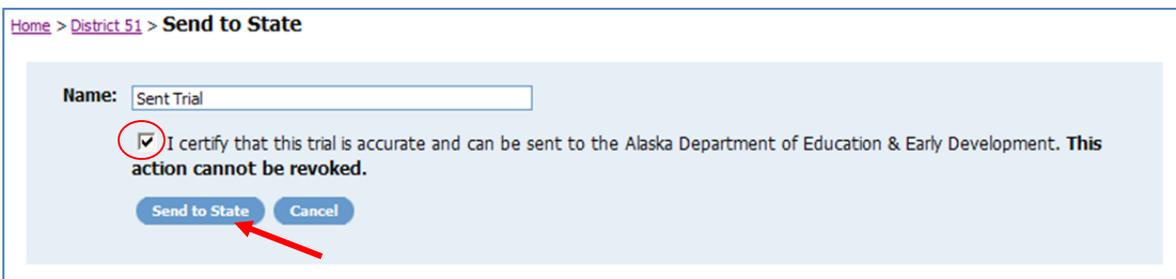
8. Once errors have been corrected in original files, resubmit the files by clicking on “New Trial” button. Repeat steps 5-8 again until there are no more errors.



9. Once there are no more errors, click on “Send to State” (button will now be highlighted).



10. Check the box to certify that data are accurate, name your files, and click on “Send to State”.



The district’s files are now completed.