RIDE.ri.gov
Rhode Island Department of Elementary and Secondary Education

RICATS Perkins Data Collection and Reporting

Secondary

Training Guide

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Student Data

- Extract your student data file from your Student Information System.
- Save the file in .XLS format.
- The file format is the same as in previous years and includes following data elements:

Column	Column Name	Description	Requirements	Notes
			Secondary School	
1	LastName	Student Last Name	Required	
2	FirstName	Student First Name	Required	
3	MiddleName	Student Middle Name	Optional	
4	SASID	SASID	Required	Required for Secondary Schools
5	SSN	SSN	Optional	Not Required for Secondary Schools
6	Course	Course Number	Required	MUST MATCH course numbers submitted at the beginning of the year.
7	Address	Address	Required	
8	Community	Resident Community	Required	Please see valid cities and towns
9	Zip	Zip Code	Required	Five-digit zip code only, no extensions, no trailing hyphen
10	Phone	Phone	Optional	
11	Email	Email	Optional	
12	Grade	Report Card Grade	Optional	This is the report card grade for the course.
13	TechAssess	Technical Assessment	Optional	Y or N If a Tech Assessment is used, please fill this in, else leave blank.
14	SingleParent	Single Parent	Required	Y or N {default to N if not collected}
15	DispHomemaker	Displaced HomeMaker	Required	Y or N {default to N if not collected}
16	SchoolCode	School Code	Required	Five-digit code, please include leading zero's

Sample File

◆ A sample file can be obtained from the help page on the RICATS site.

Login (slide 1)

◆ Login to the RICATS system with your ERIDE ID: https://www.eride.ri.gov/default_secure.asp

◆ Enter your User Login and Password and click **Login**.

Login (slide 2)

◆ Click on the RICATS v2.5 icon.

Preparing the Data

Before uploading your file check the following:

- The tab is named StudentDataFile

- Remove any extra tabes.

- All records have a Last Name

- All records have a First Name

- All records have a SASID

- All records have a valid city (see help page for valid values)

- All records have a valid grade (see help page for valid values)
  NOTE: Please do NOT include any courses that were not completed by the student.

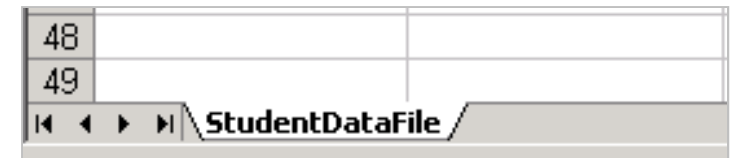- Check that all the course numbers in your file *EXACTLY MATCH* a course number in the system. 303 does not exactly match 303-1 or 303A
  This is the #1 issue.

48		
49		

StudentDataFile

	A	B	C
1	Student Last Name	Student First Name	Student Middle Initial
2			
3			

Checking Values (slide 1)
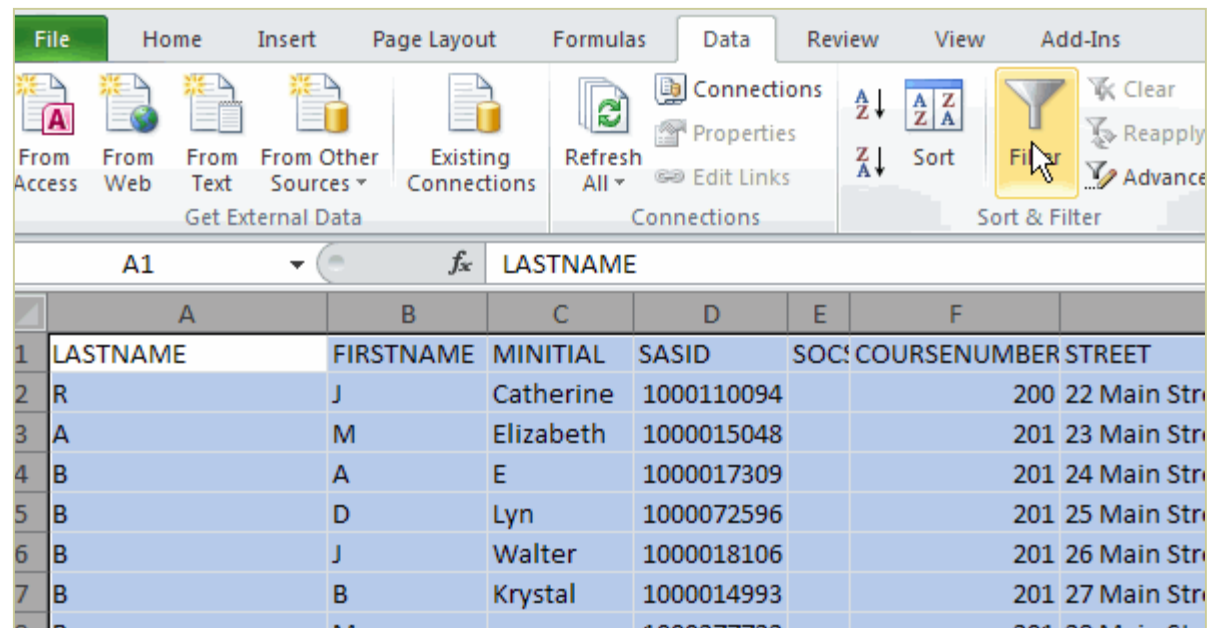
A trick to checking the values in your Excel spreadsheet:

- Click on the corner in the upper left hand side of the spreadsheet to select all cells.

- Click on the Data Tab in Excel 2007 or 2010.
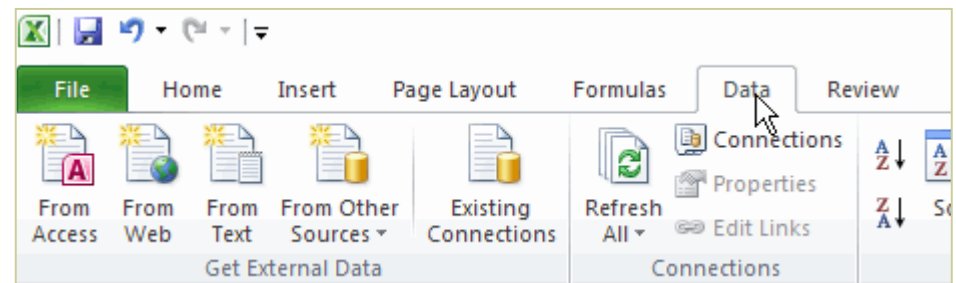
Checking Values (slide 2)

◆ Click Filter (make sure all records are still selected).
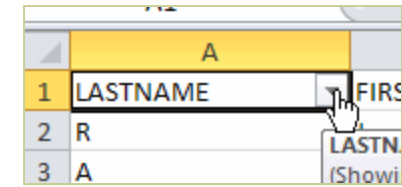
◆ You will see that all columns get a little dropdown arrow.
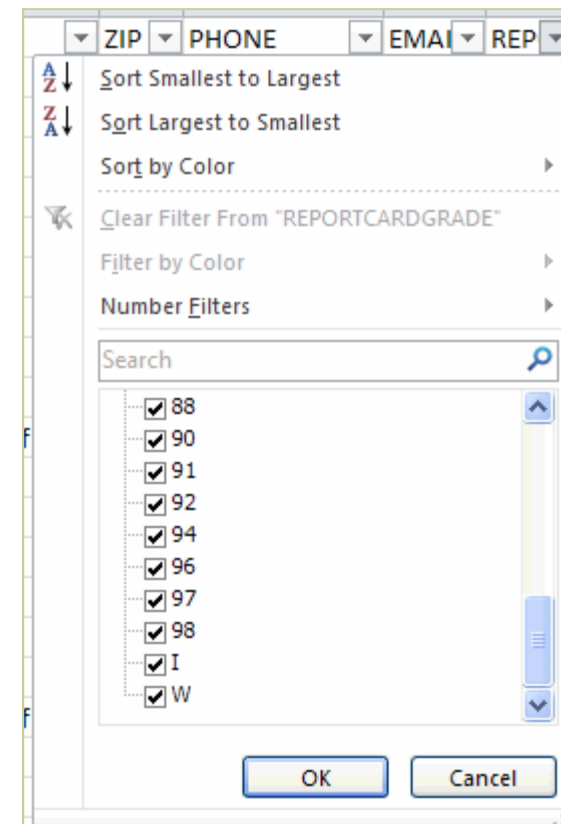
Checking Values (slide 3)

For the columns you are checking, pull down the dropdown arrow. This will show you the values in the column. For the columns that should not have blanks, go all the way to the bottom of the list. If there is an entry that says [blanks] then you will need to fix those records.

For the columns where you need to look at the list of values, like city or grade, the values will be shown in order. As an example, to the right is a listing for grades that includes records with grades of "I" and "W". These are not valid grades. If the student did not complete the course, then we do not want the record and it can be deleted from the file. If the student did complete the course, then a valid grade must be assigned to the record.
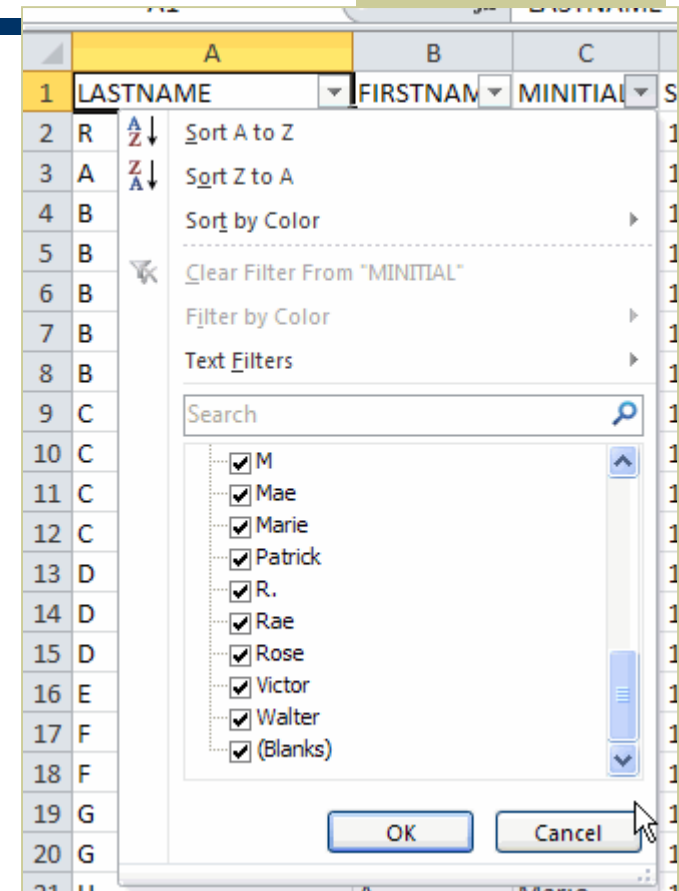
Checking Values (slide 4)

If there are blank cells, they will filter to the bottom.

Courses

For courses, the list of valid values is the course list that is in RICATS. You can see this by going to the Courses link. The page will show all the courses that RICATS has for your school.

If there are courses that need to be added, then you may add them by uploading an Excel spreadsheet with three columns that include your school code, the course number and the course name.

An example file for the course upload is available from the help page for your convenience (see next page for location).

Courses (continued)

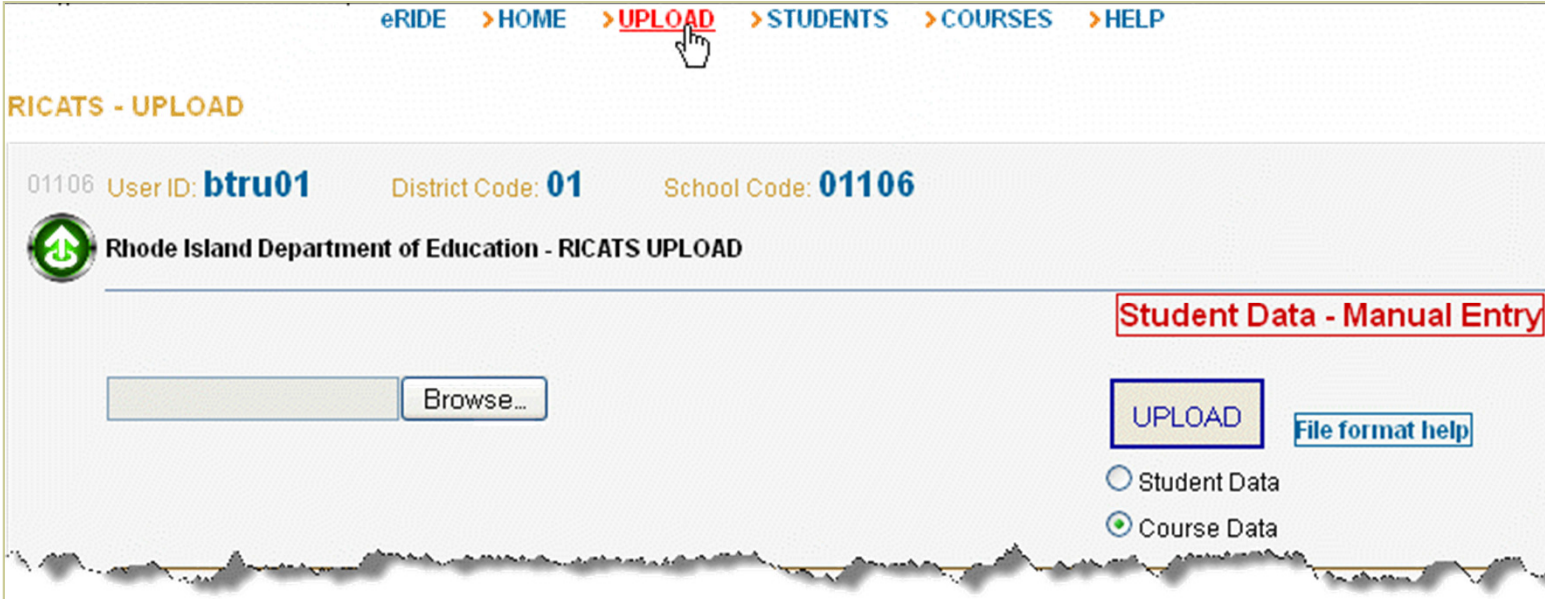An example file for the course upload is available from the help page for your convenience.

Course uploads will process immediately and the new courses will be available once processed. DO NOT UPLOAD YOUR STUDENT DATA FILE until you have verified your courses are in place. To check that your course upload was processed, wait ten minutes after you upload your course data then check your course list page.

Once you have uploaded your student data file, it will go into a queue to be processed during off-hours. This has been done to mitigate issues we had last year when the server was not available. You will receive an email in 48 hours that will inform you of the status of your submission.   The email will give you instructions on which records to fix and how to handle them.

Upload Courses

Once you have created your course file, you will click the Upload link at the top of the page. Choose your file using the Browse button as you normally would. Make sure that you choose the "Course Data" radio button before clicking on the UPLOAD button.

Upload Confirmation

Again, course data processing immediately (not in 24 hours as noted in the message below).

Updated Course Listing

You can see that the course was successfully uploaded by returning to your course list.

Edit	199	Advanced Placement English
Edit	199S1	AP English I
Edit	199S2	AP English I
Edit	202	AAA TEST
Edit	211	World History
Edit	211S1	World Hist II
Edit	211S2	World Hist II

Duplicate Course Records

If you upload the file a second time, or upload duplicate course numbers you will get a message stating that duplicate records were detected.

Upload Student Data

Once you have verified your values and uploaded any courses, you will now upload your student data file.

You will get a message stating that you have successfully uploaded your records.

If you upload a second file, you may get a message stating that there are some duplicates. In the example shown here, all records were duplicated the second time I uploaded the file.

Processing for student data records does NOT occur immediately, but will occur off-hours. The turnaround for your status email will more likely be 48 hours as we have added a procedural step to inspect the records before sending the email to you.

eRIDE > HOME > UPLOAD > STUDENTS > COURSES > HELP

RICATS - UPLOAD

01106 User ID: **btru01**   District Code: **01**   School Code: **01106**

Rhode Island Department of Education - RICATS UPLOAD

Student Data - Manual Entry

[   ] Browse…   UPLOAD   File format help

⦿ Student Data
○ Course Data

Your file contains 49 student records.

Our analysis has detected 49 duplicate record(s).

These 49 duplicate record(s) were not uploaded.

You will receive a confirmation email within 24 hours detailing your upload results.

Thank You

Please contact Rick Farnsworth for questions, comments or assistance.

Valid Cities and Towns

Valid Cities and Towns

Barrington	Bristol	Burrillville
Central Falls	Charlestown	Coventry
Cranston	Cumberland	East Greenwich
East Providence	Exeter	Foster
Glocester	Hopkinton	Jamestown
Johnston	Lincoln	Little Compton
Middletown	Narragansett	New Shoreham
Newport	North Kingstown	North Providence
North Smithfield	Other-CT	Other-MA
Other-NY	Pawtucket	Portsmouth
Providence	Richmond	Scituate
Smithfield	South Kingston	Tiverton
Unknown	Warren	Warwick
West Greenwich	West Warwick	Westerly
Woonsocket		

Valid Report Card Grades

GRADE	Acceptable Grades
A	A+ and A- also accepted
B	B+ and B- also accepted
C	C+ and C- also accepted
D	D+ and D- also accepted
E	Considered the same as F
F	Fail
P	Pass
0 through 125	This is a report card grade based on 100 basis points and allows for extra credit.

This is the Report Grade for the course, NOT the GPA.

No grades of withdrawal or incomplete are accepted. We are only interested in those courses that the student completed.

Grades that are received as "BLANK" are assumed to be PASSING.