

Uploading Student and Personnel Approval Files to I-Star

This document focuses on uploading batch files generated by an outside software client into I-Star. The first portion will focus on uploading your approval data into I-Star using the wizard interface built into the web application. In the final section you will find information for using the automated web service, as well as the file formats used by both the student and personnel approval import. If you wish to use this feature of I-Star, please communicate with the I-Star staff via istar@isbe.net before attempting to upload files.

First, in order to have access to the upload functions, you must login to I-Star and submit a security request for the following option(s):

Personnel Approvals / Claims Import (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Import Personnel Claims Full Access

Student Approvals / Claims Import (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Import Student Data Full Access

Once the request has been approved by your administrator, login back into I-Star and click '**Approvals and Claims**' on your landing page.

Go to the '**Student**' tab, then click '**Upload Files**'.

The screenshot shows the I-Star web application interface. At the top, there are navigation tabs: 'Students', 'Personnel', and 'Room and Board'. Below these, there are sub-tabs: 'Approvals', 'Claims', 'Reports', 'Programs', 'Upload Files', 'Student Lockout', and 'Case Load Definition'. The 'Upload Files' tab is selected. Below the sub-tabs, there is a table titled 'File(s) Uploaded (Add)'. The table has the following columns: 'File Submitted', 'Error File', 'Error Report', 'Description', 'MimeType', 'Date Uploaded', and 'Finished Processing'. There are two rows of data in the table.

File(s) Uploaded (Add)						
File Submitted	Error File	Error Report	Description	MimeType	Date Uploaded	Finished Processing
			Student Approval	text/plain	11/17/2015 3:42:37 PM	
			Student Approval	text/plain	10/21/2015 2:41:27 PM	10/21/2015 2:44:16 PM

Click '**+Add**'.

Click the appropriate boxes to correspond with the data you are sending:

Import Student Approval Step 1

You are importing a Student Approval File. Select a file from your local system and click Submit when you are ready. The approval will be uploaded immediately and you will not be able to cancel out after submitting.

School Year:

File Type:

Replacement File:

File Format:

Delimiter:

Data Character:


Skip First Row:

File: No file chosen

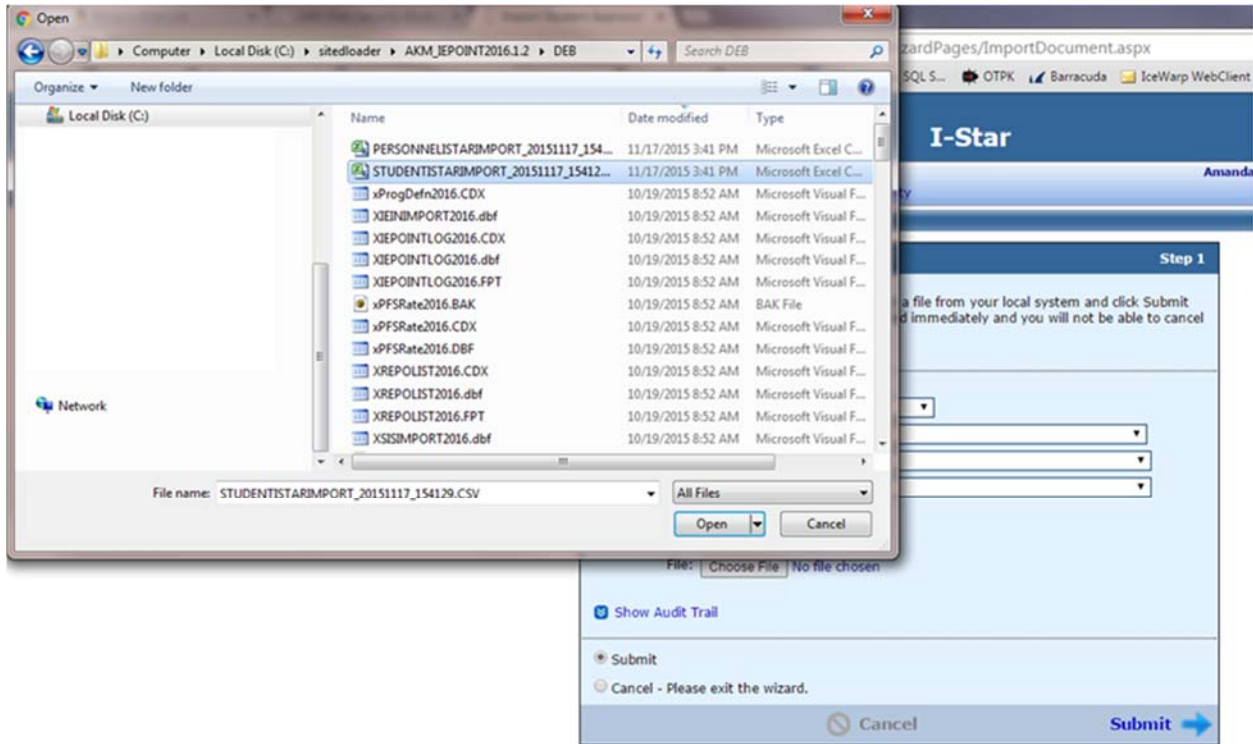
Show Audit Trail

Continue - Please continue the wizard.

Cancel - Please exit the wizard.



Click **'Chose File'** to browse for the file generated by your software package.



Find the Student Approval file you generated, then click **'Submit'**. It will return to the landing page and you should start receiving processing emails.

You can repeat the same process to import the Personnel Approval file.

Click the Personnel button in the menu.



Click **'File Upload'**, then **'Add'**.



Import Personnel Approval

Step 1

You are importing a Personnel Approval File. Select a file from your local system and click Submit when you are ready. The approval will be uploaded immediately and you will not be able to cancel out after submitting.

School Year:

File Type:

Replacement File:

File Format:

Delimiter:

Data Character:

Skip First Row:

File: No file chosen

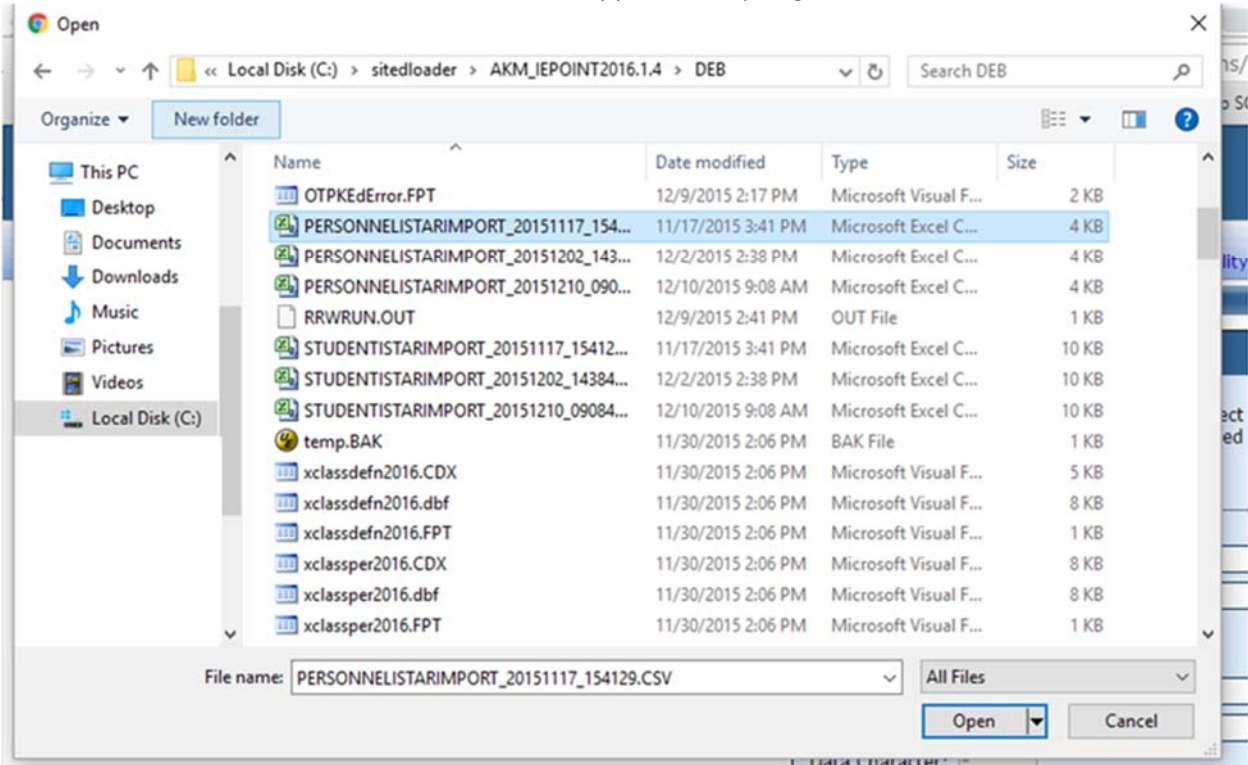
Show Audit Trail

Continue - Please continue the wizard.

Cancel - Please exit the wizard.



Click 'Choose File' and browse for the Personnel Approval file you generated, then click **Submit**.



Import Student Approval

Step 2

File uploaded successfully.

We received the file successfully. It will now be submitted for error checking. You should receive an email shortly about the disposition of the records at the email registered in IWAS.

- Submit
- Cancel - Please exit the wizard.

[← Previous](#)

[Cancel](#)

[Return →](#)

Uploading Files to I-Star via the DataTransfer Web Service

If you wish to automate the process to upload and import your data into I-Star, you can use the ISBE published DataTransfer web service. This process requires software development tools and could be built into your existing data tracking software.

As per the ISBE developer documentation, "Each user of the web service will need a unique Activation Key which identifies the user and the system the batch data is associated with. Generally the ISBE system you are working with will provide a method for you to create a production activation key."

In order to use the web service, you must contact <ISBE person> at <> to inform them of your intentions and get your Activation key.

As per the ISBE developer documentation: "The web service is hosted on a secure web server so all data transfers will be secure and encrypted so there is no need for external encryption or decryption of data. Recommended Google searches for details on programming around a web service:

- How to consume a webservice in [your programming language here]
- How to consume a webservice in c#
- How to consume a webservice in java
- How to consume a webservice in vb.net
- How to consume a webservice in php

Test/QA URL of the web service is:

<https://secqa1.isbe.net/ISBEDataTransferService/ISBEDataTransferService.asmx>

URL for WSDL: <https://secqa1.isbe.net/ISBEDataTransferService/ISBEDataTransferService.asmx?wsdl>

(To obtain an activation key for Test/QA check with your ISBE systems contact person)

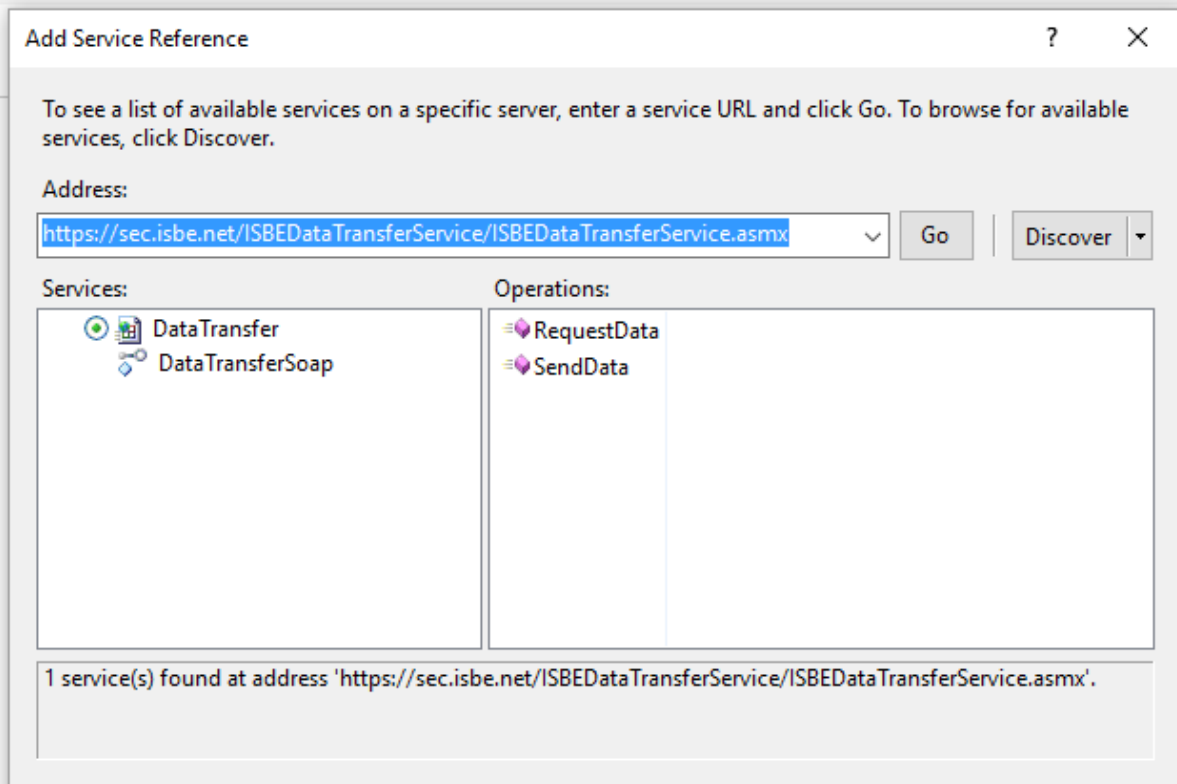
Production URL of the web service is:

<https://sec.isbe.net/ISBEDataTransferService/ISBEDataTransferService.asmx>

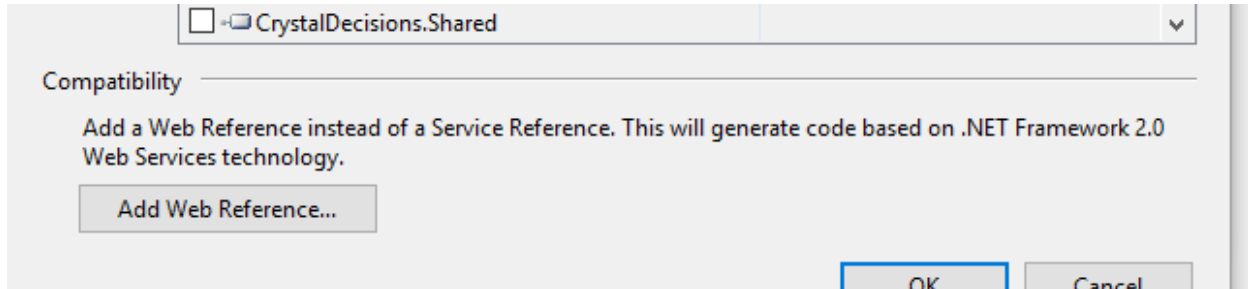
URL for WSDL: <https://sec.isbe.net/ISBEDataTransferService/ISBEDataTransferService.asmx?wsdl>

You will need to add this web service as a reference in you software project, then build a page/control to enact the methods. See the attached DataTransferDeveloper.pdf

In Visual Studio 2010, open the Add Service Reference dialog under the project menu:



Then click the 'Add Web Reference' button.



The I-Star web service is expecting a data file and a header.txt file contained in a ZIP. The format of the header.txt is as follows:

<GUID>
<Your IWAS User ID>
<Your RCDT Code>
<Your Email Address>
<School Year to Import into> e.g. 2017

The bulk of the work will involve generating a file from your data tracking software that matches the correct format. Once you have a data file and a header, call the DataTransfer web service SendData method and send the ZIP file as a stream. See the attached file formats for Student and Personnel Approval.