MINISTRY OF EDUCATION
Information Management Branch

Ontario School Information System (OnSIS)

User Guide: BATCH FILES

Release Two
For School Boards and School Authorities
November 2005 (Version 1.1)
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Purpose of the **OnSIS Application**

**Batch Files User Guide**

This guide has been developed as a resource to help users understand the Batch File process for the Ontario School Information System (OnSIS) application. The guide combines step-by-step instructions, along with a comprehensive look at each of the functions.

This guide is supplemented by the following Release Two documents and resources (the list includes this document):

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### OnSIS Presentations
- Business Overview
- Technical Application
- Security Overview
- Security Administration

### OnSIS User Guides
- First Time Users
- School Data Submission: Publicly Funded Elementary Schools (including School Authorities)
- School Data Submission: Publicly Funded Secondary Schools (including School Authorities)
- School Data Submission: Care, Treatment and Correctional Facilities
- Batch Files
- Signing-Off a Submission

### Other Reference Material
- Handbook
- Memos
- Security Guide for MISA Applications
- Security Forms
- E-learning Module Title Pages
- CD-ROM: Release 2 – E-learning
- CD-ROM: Release 2 – Student Data Resource Materials

Also available on the website are the OnSIS Mailbox and Helpdesk contact information. You are strongly encouraged to read this user guide and all supplemental documents in full, to ensure that you are aware of all aspects of OnSIS and related policies and procedures.
Ministry Support

Inquiries from schools and boards regarding the Ontario School Information System and related policies and procedures should be directed to:

Ontario School Information System (OnSIS) Group
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto, ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
Monday to Friday (excluding holidays)
8:30 am to 4:30 pm
Email: onsis_sison@edu.gov.on.ca
Fax: 416-212-2763
Extranet Web Site: http://onsisinfo.edu.gov.on.ca
Getting Started

Previous Module for First-time Users

This module of the user guide deals with the batch files. It is meant to supplement the appropriate School Data Submission User Guide for your school.

If you have not had previous OnSIS training, you should go through the following module first in order to acquire the skills that will be necessary to successfully use this module:

- **OnSIS User Guide: First Time Users**

This module can be downloaded from the OnSIS web site at:

http://onsisinfo.edu.gov.on.ca
Logging Into OnSIS

1. To log into OnSIS go to the following URL:

   https://www.gsa.gov.on.ca

2. Click English.

3. Enter your user name and password.

4. Under Education/Éducation, click OnSIS-EDU.

5. Click Enter.

6. Click Agree to the OnSIS Privacy Impact Assessment Page.

7. The OnSIS Home Page will be displayed including the blue function menu bar.

8. A user with access to more than one school will need to use the dropdown menu to select the school that is to be accessed.
Uploading Batch Files

Schools and boards that are using a student management system (SMS) will have to upload a batch file in order to go through the sign-off process.

1) Select the **Data Collection** option in blue menu bar. (Different users will see different functions on this menu.) The **School Data Submission** menu will appear.

   **Note:** Some users may not have access to the **Add/Update School Submission** option, and in these cases this option will not appear on the screen.

2) Click **Upload Batch File**. The following form will appear:

   **BATCH FILE UPLOAD FORM**

   Upload Message

   Recommended for files under ### megabytes. Works with most browser installations.

   Recommended for files over ### megabytes. Browser must have Java installed according to Ministry recommendations. See help or contact technical support for further information on Java installation.

   ![Upload File Form]

3) Click the appropriate radio button for the size of the file that you wish to upload.
4) Use the **Browse** button to find the file that you want to upload, click it, and then click **Open**.

5) Click **Submit File**. If the submit is successful, the follow message will be displayed. Otherwise, an error message will appear.

   **BATCH FILE UPLOAD RESULTS**

   File has been uploaded successfully
   big_sec_add_135_PR.xml

   ![Upload Another File button](image)

6) To upload another file, click **Upload another File**. Otherwise, click **Data Collection** to return to the **School Data Submission** menu.
Viewing/Downloading Batch Results

1) Click View/Download Batch File Results.

2) The Batch File Results List will appear as per the example below.

3) Look at the Status column. If the file has not been processed, wait a few moments and then refresh the screen, or return later.

<table>
<thead>
<tr>
<th>Filename</th>
<th>Date Submitted</th>
<th>Status</th>
<th>Delete Checkbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>night_add.xml</td>
<td>2005/06/28 15:51:32</td>
<td>Processed</td>
<td>□</td>
</tr>
<tr>
<td>SchoolUserUploadCT.xml</td>
<td>2005/06/29 10:00:50</td>
<td>In Error</td>
<td>□</td>
</tr>
<tr>
<td>SchoolUserUploadSecCT.xml</td>
<td>2005/06/29 15:56:08</td>
<td>In Error</td>
<td>□</td>
</tr>
<tr>
<td>SchoolUserUploadSecondary.xml</td>
<td>2005/06/29 15:37:04</td>
<td>Processed</td>
<td>□</td>
</tr>
<tr>
<td>SchoolUserUploadSecondary.xml</td>
<td>2005/06/29 09:46:18</td>
<td>Processed</td>
<td>□</td>
</tr>
</tbody>
</table>

Delete Checked Files

Note: If the SMS upload does not exactly match the specifications required by OnSIS the Status will be displayed as “In Error”. If this occurs, contact your SMS vendor.

4) Click the blue hyperlink for the file that is to be viewed. The Batch File Results Summary for that file will be displayed as per the following example.
5) To see a list of errors in a file that has been successfully uploaded, click Error Details at the bottom of the screen. In the following example, the student has an invalid OEN.

6) To print the error report, click Print at the bottom of the page.
7) To download the results, click **Download Report** at the bottom of the page. The following pop-up will appear.

![File Download dialog box](image)

8) Click **Save**. Another pop-up screen will be displayed providing the option of selecting where the file is to be saved.

9) Select where the file is to be saved and click **Save**. A message will be displayed stating that the download is complete. Click **Close** to return to the **Error Details** screen.

10) Click **Previous Page** at the bottom of the screen to return to the **Batch File Results Summary**

11) Click **Download** from this screen. The pop-up shown above will be displayed.
The following form is an example of what will be displayed if the file is opened.

```
- <SCHOOL_SUBMISSION>
  - <ACADEMIC_YEAR>2003-2004</ACADEMIC_YEAR>
  - <SUBMISSION_PERIOD_TYPE>DC-02</SUBMISSION_PERIOD_TYPE>
  - <SCHOOL>
    - <SCHOOL_NUMBER>905674</SCHOOL_NUMBER>
    - <CLEAR_PENDING_AREA>N</CLEAR_PENDING_AREA>
    - <CLASS>
      - <ACTION>ADD</ACTION>
      - <CLASS_CODE>DL101</CLASS_CODE>
      - <CLASS_START_DATE>2003/10/01</CLASS_START_DATE>
      - <CLASS_END_DATE>2003/10/31</CLASS_END_DATE>
      - <CLASS_TYPE>R</CLASS_TYPE>
      - <LANGUAGE_TYPE>E</LANGUAGE_TYPE>
      - <CLASSROOM_TYPE>1</CLASSROOM_TYPE>
      - <RESULT>F</RESULT>
    - <ERROR>
      - <FIELD_NAME>CLASS_START_DATE</FIELD_NAME>
      - <FIELD_VALUE>2003/10/01</FIELD_VALUE>
      - <E_MESSAGE>For new classes created, Class Start Date must be in the range of the submission cycle.</E_MESSAGE>
```

12) Make any necessary corrections, recreate the file, and upload it again.
Deleting Batch Files

1) Click View/Download Batch File Results from the School Data Submission menu.

2) For each file that is to be deleted check the box in the Delete Checkbox column beside that file.

3) Click Delete Checked Files. A confirmation popup will be displayed.

4) Click OK to delete the file(s). The Batch File Results List will be refreshed and redisplay without the deleted files.

5) Click Cancel to cancel the deletion of the file(s).

6) Click Data Collection in the blue menu bar to return to the School Data Submission screen.