



File Specifications:

In order for the server to process the upload file correctly, the file needs to be formatted correctly. The current specifications call for a tab-separated text file with these fields in the specified order:

Course-Id<tab>Course-Title<tab>Credit-Hours<tab>Contact-Hours<tab>Lecture-Hours<tab>Weight<tab>CIP-Code<tab>CLIP-Hours

- No header please!

If your institution can pull the data into this format directly from your database, it will be ideal even though you may need to involve your IT department in the beginning.

If your institution prepares the data in Excel, here's a short description on how to create the file needed for the upload:

1. Entering data in the order as specified above and repeated here:
Course-Id Course-Title Credit-Hours Contact-Hours Lecture-Hours Weight CIP-Code CLIP-Hours
2. Save the info you entered to an Excel file first, before we create a tab-delimited upload file.
3. Do –File –Save As and in the Save As type dropdown menu, select 'Text (tab delimited) (*.txt)'.
4. Click 'Save' and you will get a warning and you can OK that and Yes the next warning.
5. At this point, you should have the file you need for the upload. However, when you try to exit Excel, it will ask you to save again – this time you can say no since you already save the Excel file before you try to create the upload file.

Login Screen:

Official Nebraska Government Website

Nebraska's Coordinating Commission
for Postsecondary Education

Community College
Master Course List

CCPE

User Name :

Password :

Login

To change your password, please complete the following too!

New Password :

Enter it again :

At the login screen, you can type in your user name and password and log into the system. At the same time, if you want to change your password, which we encourage you to do, you can type in your new password in the 'New Password' text box and repeated it in the 'Enter it again' text box.

Click Login and you will be log into the system.

Institution's upload/edit screen:

The screenshot shows a web interface for uploading course lists. At the top, it says "Official Nebraska Government Website" and "Nebraska's Coordinating Commission for Postsecondary Education". To the right, it says "Community College Master Course List" and has a "CCPE" logo. Below this is a navigation bar with dropdown menus for "SURVEY" (set to "CC_CourseList"), "TASK" (set to "SrvyEdt"), and "INST" (set to "MCC"), along with a "ReDo" button. Below the navigation bar is a "Pick a data collection:" dropdown menu set to "2014 For CEO Mtng". Below that is a text area with the instruction "Here you can upload your files (One at a time):". There is a "Browse..." button, followed by the text "No file selected.", and an "Upload" button. Below the text area is a large empty rectangular box for displaying the uploaded file or processing message.

When the TASK dropdown displays 'SrvyEdt', you can upload your institution's course list. You begin by picking a data collection from the 'Pick a data collection' dropdown list – only data that is currently collected by the Coordinating Commission will show.

Using the 'Browse ...' button to select your file and click the 'Upload button' to finish the process.

Once uploaded, our server will check the file and report any errors it is capable of identifying. Please read the processing message and act appropriately.

Institution's file status screen:

Official Nebraska Government Website

Nebraska's Coordinating Commission
for Postsecondary Education

Community College
Master Course List

16 m. 49 s. before mandatory re-login.

SURVEY : TASK : INST :

PLEASE SELECT THE YEAR:

Year:

<u>File Id</u>	<u>Collection</u>	<u>Unique Name</u>	<u>Inst. File Name</u>	<u>Upload Time</u>	<u>Upload OK?</u>	<u>Approved?</u>
31001	13 - Retired (For CEO Mtng)	CrsLst_2013Ccc_DH1.TXT	DUNCAN.CRSCAT042514.TXT	4/28/2014 8:52:00 AM	true	Accepted
31006	23 - Retired (For CCPE Rvw)	CrsLst_2013Ccc_DH6.TXT	DUNCAN.CRSCAT.TXT	6/17/2014 1:30:00 PM	true	Accepted
31008	33 - Retired (Final List)	CrsLst_2013Ccc_DH8.TXT	DUNCAN.CRSCAT.TXT	7/14/2014 9:51:00 AM	true	Accepted

After you upload you file, you can check the status of the file by selecting FileStatus from the TASK dropdown. After that, you will need to select a year to see all the files you uploaded for that year. After CCPE reviews and accepts the file, the status in the 'Approved?' column will change to 'Accepted'.

* The red text above the SURVEY dropdown is to remind you when your session will be expired if there is no action from you – click the ReDo button will reset the timer.

* Click the blue underlined text will sort the list.