Data Conversion Dashboard

Last Modified on 05/14/2025 10:02 am CDT

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The Preview Tool allows new Campus users to review the health of their data during implementation in preparation for data conversion. Files are uploaded into the Data Conversion Dashboard, which checks the data for errors and allows the user to review those errors.
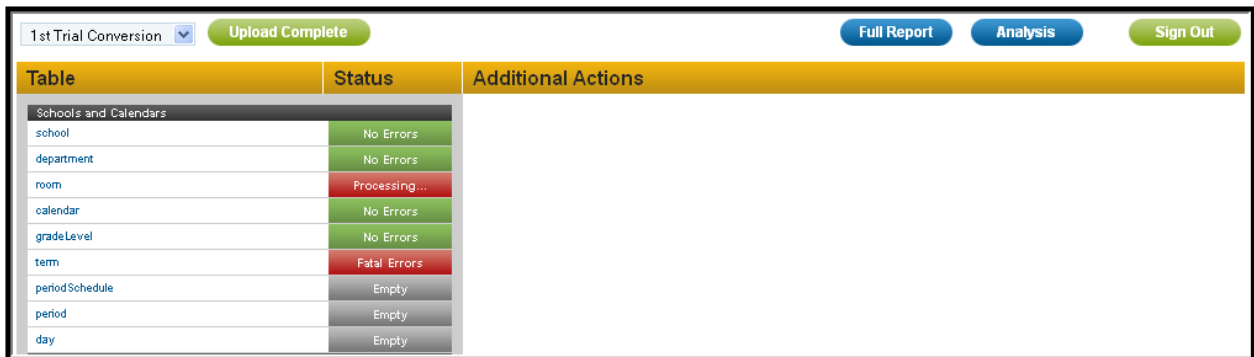

Image 1: Data Conversion Dashboard

Hover over the Table Name to view table-specific conversion instructions.

Uploading Files

To upload a file to a Table, click on the name of the table. A Load Table editor will appear to the right of the table list.
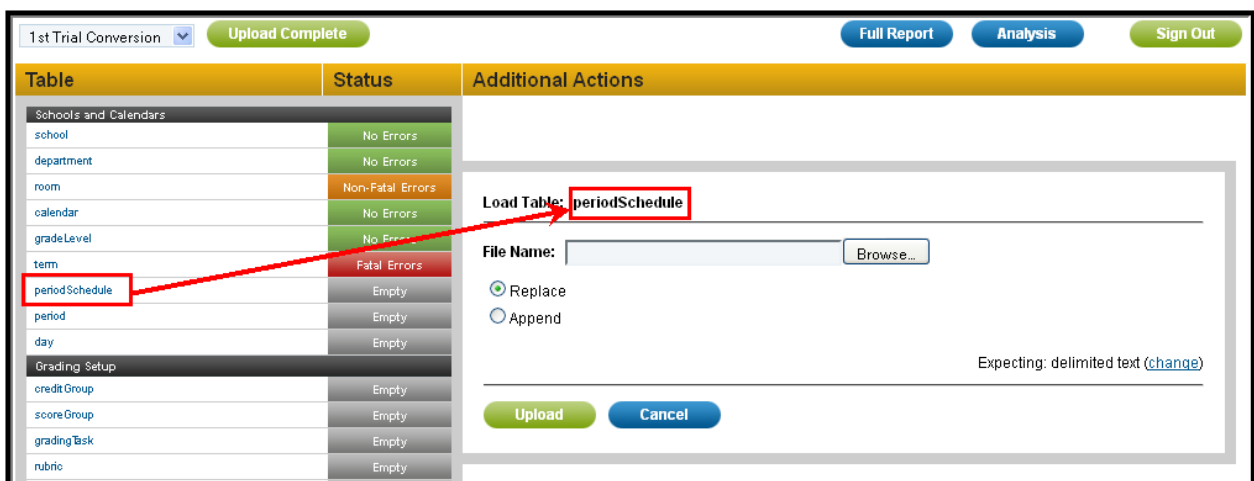

Image 2: Uploading a File

Click **Browse** to select a file to be uploaded. Indicate whether the file should **Replace** or **Append** existing information. The default setting uploads files in *delimited text* format. To modify the specifications of the file before it is uploaded, click **change** in the lower right corner of the Load

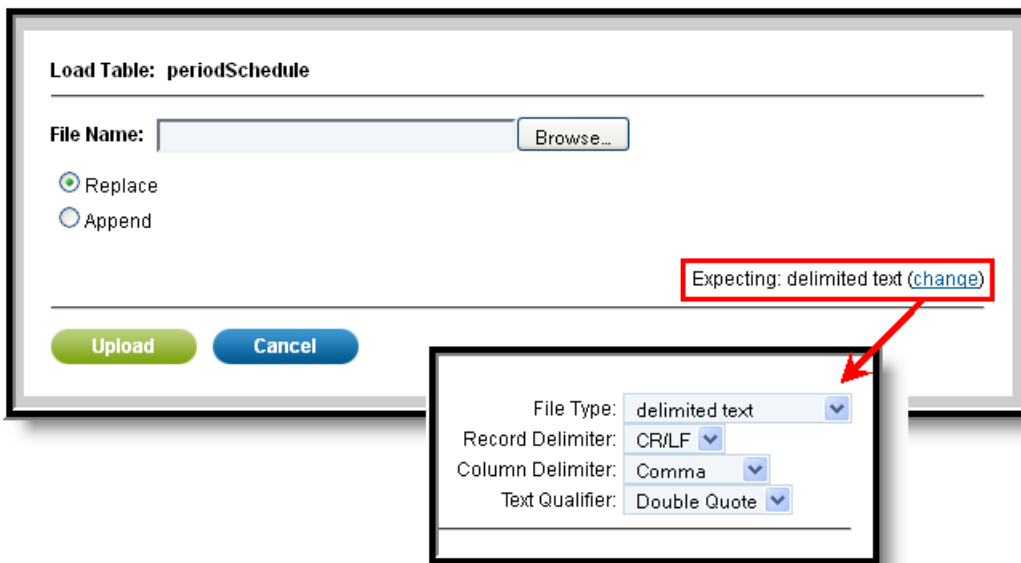Table editor. Select the appropriate file specifications.

Image 3: File Format Options

Subsequent and live uploads allow the option to copy the same file used in the previous upload. To copy the previous file, select the option in the top right corner of the upload window, as shown in the following image. The option to change the file specifications will remain in the lower right corner.
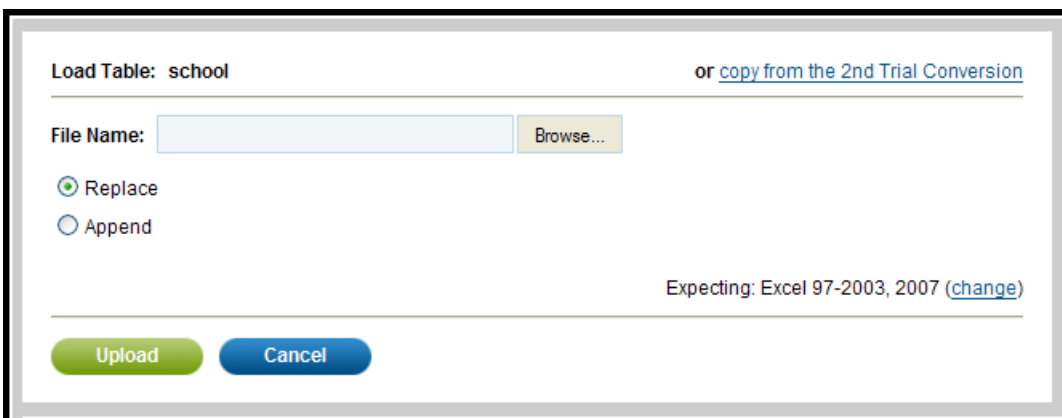

Image 4: Subsequent Upload Copy Options

Upload Order

Data should be uploaded into the tables in the order the tables appear because the data in some tables is reliant on others being converted first. For example, gradeLevel data cannot be uploaded before calendar data, as shown in the following image.

Image 5: Error as a Result of Upload Order

In this example, if a gradeLevel file is uploaded first, a Fatal Error will occur. However, once the calendar file is uploaded and the gradeLevel file is uploaded again, the status will reflect that of the uploaded file.

Status

Once a file has been uploaded, the **Status** column will reflect any errors in the file. Click the status to view a report describing any errors in the file.

Image 6: Upload Statuses

Non-Fatal Errors are errors such as issues with specific values or rows, as in the example shown in the following image in which a value exceeded the character limit of a field. Fatal Errors prevent the file from being uploaded, which occur, for example, when a required column is missing.

Image 7: Example of Non-Fatal Errors

Warnings indicate data will be lost in the conversion process, as in the example shown in the following image.

Image 8: Example of a Warning

Reporting Options

There are two options for generating reports describing the results of file uploads, a **Full Report** or an **Analysis**.

Full Report

Clicking the **Full Report** button will generate a report describing all the uploaded files and any errors found in those files. This report is a collection of the individual reports generated by clicking a table **Status**.

In this report and the individual status reports, the **Type** column describes the type of information provided in the **Message** column, such as "Informational," "File Rejected," or "Value Truncated."

A table summarizing all of the uploaded files will appear first, followed by sections describing each of the uploads individually.

Katie's Test District
09/08/2011 03:07:31 PM

Upload Report
All Tables

Uploaded Files

Table Name	File Name	Date/Time	File Status	Total Rows	Rows With No Errors	Rows Accepted With Errors	Rows Rejected	Weighted Result
school	school.csv	09/07/2011 01:43:57 PM	Accepted - No Errors	3	3	0	0	100.0%
department	department.csv	09/08/2011 12:01:10 PM	Accepted - No Errors	5	5	0	0	100.0%
room	room.csv	09/08/2011 12:01:26 PM	Accepted - Non-Fatal Errors	8	7	1	0	93.7%
calendar	calendar.csv	09/08/2011 11:55:15 AM	Accepted - No Errors	3	3	0	0	100.0%
gradeLevel	gradeLevel.csv	09/08/2011 11:52:36 AM	Accepted - No Errors	13	13	0	0	100.0%
term	periodSchedule.csv	09/08/2011 12:00:26 PM	Rejected - Fatal Errors					
periodSchedule	periodSchedule.csv	09/08/2011 12:32:04 PM	Accepted - No Errors	4	4	0	0	100.0%
period	period.csv	09/08/2011 12:43:59 PM	Accepted - No Errors	9	9	0	0	100.0%
creditGroup	creditGroup.csv	09/08/2011 12:44:51 PM	Accepted - No Errors	38	38	0	0	100.0%
student	student.csv	09/08/2011 12:50:47 PM	Accepted - Warnings	4	4	0	0	100.0%
enrollment	enrollment.csv	09/08/2011 12:51:00 PM	Accepted - Non-Fatal Errors	6	4	0	2	66.6%
			Totals	93	90	1	2	97.3%

Image 9: Full Report of File Uploads

Files with errors or warnings will appear as blue links, which will link to individual sections describing the errors in each upload.

The first table describes the number of errors found and when those errors caused the upload to reject a row of data. The percentage of rows accepted is calculated at the right.

Analysis Report

Clicking the **Analysis** button will generate a report describing incorrect or missing information in the data uploaded. The **Summary** section lists high level areas where data may be incorrect or missing. The Priority column describes the level of attention a district should have based on the item to which it refers. However, all errors should be reviewed before data conversion occurs.

Katie's Test District
09/08/2011 03:40:55 PM
Active School Year: 2012

Data Analysis
Standard Conversion Layouts

Infinite Campus

Summary

Symptom	Priority	Errors	Total	Error Rate
Students				
Current year students who have no state ID	High	0	4	0.00%
Students who have the same state ID	High	0	4	0.00%
Current year students who have no address	Medium	**4**	4	100.00%
Students who have the same name and birthdate	Medium	0	4	0.00%
Non current year students who have no state ID	Low	0	0	
Students who have no household key	Low	**4**	4	100.00%
Schedules				
Sections with starting period later than ending period	High	0	0	
Sections with starting term later than ending term	High	0	0	
Current year students who have no schedule	Medium	**4**	4	100.00%
Sections with no teacher	Medium	0	0	
Sections with no students	Low	0	0	
Sections with no schedule	Low	0	0	
Transcripts				
Unweighted GPA value higher than weighted	High	0	0	
Weighted GPA value higher than the max	High	0	0	
Score not found in score group	High	0	0	
Repeat course with credits earned or gpa weight	Medium	0	0	
Date Checks				
Term dates not within calendar dates	High	0	0	

Image 10: Data Analysis Report

Where errors exist, the **Symptom** field will be a blue link to a section detailing each instance of the error.

Image 11: Summary and Detail Section Example