

Student Transcript and Academic Record Repository (STARR)

High School e-Transcript Bulk Upload

User's Guide V1.2 2011

Questions about this document should be directed to CEPI at:

E-mail: CEPI@michigan.gov

Phone: 517-335-0505



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Overview

The American Recovery and Reinvestment Act of 2009 (ARRA) made available to the state of Michigan \$1.3 billion to support education, which was distributed to the public education system in our state. Each school district signed an assurance agreeing to comply with ARRA in order to receive its share of the \$1.3 billion. All ARRA subgrantees are required to comply with the America Competes Act (ACA). Section 6401 (e) (2) (D) (IV) of the ACA requires that the state collect student-level transcript information, including information on courses completed and grades earned. The Michigan e-Transcript Initiative is the means to collect these data.

When Michigan representatives agreed to accept the ARRA funds, they also agreed to four education assurances. One of these is that the state of Michigan will connect preschool through postsecondary education data (P-20) and then into the labor force to evaluate public education's effectiveness at preparing students for postsecondary education and the workforce. Connecting PK-12 to postsecondary education data requires that the state-assigned student Unique Identification Code (UIC), assigned and maintained by the Center for Educational Performance and Information (CEPI), be exchanged among institutions and used at all education levels. The Michigan e-Transcript Initiative is necessary to accomplish the UIC exchange. The UIC must be included on the transcript, enabling student tracking from secondary to postsecondary and then across disparate education datasets.

In order to fulfill these requirements, Michigan must collect and store student transcripts into a data repository for analysis. The repository is called the Student Transcript and Academic Record Repository (STARR). The collection of these data for high schools is known as the High School Student Transcript Data Collection via the Docufide Secure Transcript™ service.

Public high schools that process transcripts are encouraged to upload all ninth through 12th-graders' transcripts to CEPI via the Docufide Secure Transcript™ service. This user's guide, as well as a frequently asked questions (FAQ) document, appears on the CEPI e-Transcripts Webpage at: <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html>. Private high schools are also encouraged to participate to make the data connection more accurate.

The upload of all transcripts has a similar workflow to that of the day-to-day transcript sending process. In this instance, the student will not be making the request and instead of sending one or a few transcripts to Docufide, the user will select all ninth through 12th-graders' transcripts and send to Docufide. Docufide will route the transcripts to the STARR.

Required Transcript Fields

Before a public high school can upload transcript data for the STARR, every transcript must have a UIC, building code and district code. These codes were to be added to the student information system transcript output before sending test files to Docufide for creation of the school's parse template. CEPI requires these fields to perform the necessary ARRA reporting requirements. Beyond these three fields, no additional data elements are required to be placed onto the transcript beyond those that the school currently includes for the necessary data collection.

Notifications

CEPI will send a notification to each high school's district administrator and e-Transcript primary contact prior to the beginning and end of the upload period, reminding the user to complete the upload. Further notifications regarding the failure to complete an upload may also be sent.

Support

For questions pertaining to the High School Student Transcript Data Collection, e-mail CEPI customer support at CEPI@michigan.gov or call 517-335-0505, option 3. For questions pertaining to the Docufide software and uploading transcripts, please contact Docufide at <http://www.docufide.com/general/contactUs/> and click on the Docufide Sender Support link.

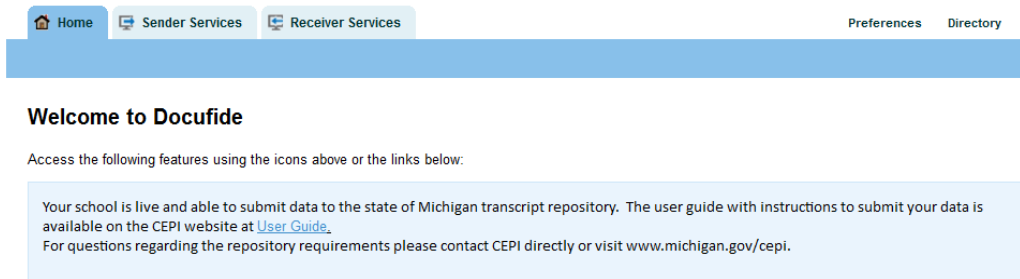
High School Student Transcript Data Collection

Able to Upload to Repository

Before performing the bulk upload of transcripts, first determine if your school is able to do so. Go to the e-Transcript Status Report on the CEPI Web site at: <http://www.michigan.gov/cepi/0,1607,7-113-54112---.00.html> and view the column labeled "Able to Upload to Repository."

- If a "No" appears in this column, check to see if your school is "Live" with the Docufide Secure Transcript service. To determine your school's status, view the column labeled "Status." If "Live" does not appear in this column, contact Docufide at <http://www.docufide.com/contact-us> to determine what steps your school still needs to complete.
- If a "No" appears in this column and the school is "Live," this means that your school cannot perform the bulk transcript upload at this time because Docufide has not finished the school's parse template. It is recommended that you contact Docufide at <http://www.docufide.com/contact-us> to inquire when your school's parse template will be complete. **If a "No" appears in this column, please do not upload transcripts to the State's repository.** Doing so will slow the system down and Docufide will have to manually remove these files. Please note that the "No" only refers to the school's ability to perform the bulk upload of transcripts which get routed to the State's transcript repository. If your school is "Live" with the Docufide service, you can still process day-to-day transcripts requested by your students.
- If a "Yes" appears in this column, your school is able to perform the bulk upload of transcripts. Some schools may only be able to upload one transcript at a time because of the way their student information systems (SISs) are configured. CEPI encourages you to work with your SIS vendor to fix this issue. If your school can only upload one transcript at a time, please upload what you can, starting with your 12th-graders' transcripts.

You can also determine your school's ability to perform the bulk upload of transcripts by logging onto the Docufide site. After logging in, the user will see the message below indicating the school is able to perform the bulk upload of transcripts.



The screenshot shows the Docufide user interface. At the top, there are navigation tabs: Home, Sender Services, Receiver Services, Preferences, and Directory. Below the tabs is a blue header bar. The main content area displays a "Welcome to Docufide" message. Below the message, there is a light blue box containing the following text: "Your school is live and able to submit data to the state of Michigan transcript repository. The user guide with instructions to submit your data is available on the CEPI website at [User Guide](#). For questions regarding the repository requirements please contact CEPI directly or visit www.michigan.gov/cepi."

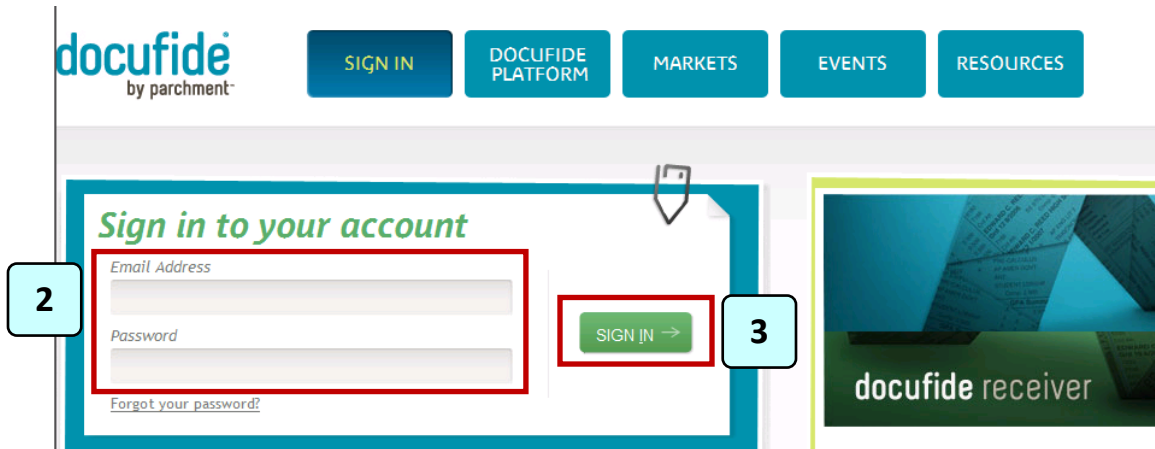
Secure Access

Prior to uploading transcripts for the High School Student Transcript Data Collection via the Docufide Secure Transcript™ service, a high school staff member must have secure access to the service. During the Docufide online registration process, a primary contact was identified and received secure access. That primary contact has the ability to add users within the system. It is the primary contact's responsibility to verify the users of the system and ensure that the individual(s) performing the transcript upload have secure access.

Add/Delete Users

The primary contact is to keep the list of authorized users current. To do this:

1. Go to the Docufide Web site at www.docufide.com.
2. Log into your Docufide Secure Transcript account with your e-mail address and password.
3. Click on the **Sign In** button.



4. From the Home tab, click on the **Manage Administrators** link.

Home | Sender Services | Receiver Services | Preferences | Directory

Welcome to Docufide

Access the following features using the icons above or the links below:

Sender Services – approve transcript requests and upload admission documents to Docufide for paperless processing.

- [Approve Transcript Requests](#) – Approve transcript requests for paperless processing.
- [Process Document Requests](#) – Submit admission documents online for paperless processing.
- [Submit Transcript Requests](#) – Initiate a transcript request.
- [Upload Admission Documents](#) – Upload admission documents for delivery to participating colleges in the Docufide network.
- [View Report](#) – Review transcripts and admission documents sent.

Receiver Services – receive transcripts and other documents electronically.

- [Select Documents to Download](#) – Select transcripts and other admission documents to download.
- [Download Zip Files](#) – Download and confirm previously selected transcripts and other admission documents.
- [View Reports](#) – Review transcripts and other admission documents received.

Directory – view contact information for Docufide member schools and colleges, and download profiles when available.

- [Search for Members](#) – Search for member schools and colleges.

Preferences – update user preferences, and add, view, or delete administrator access.

- [Manage School Profile](#) – Update your school information.
- [Manage Administrators](#) – Add, edit, or view administrators.
- [Manage Sender Preferences](#) – Set options for sending transcripts and other admission documents.

5. To add a user, click on the **Add Administrator** button.

Home | Sender Services | Receiver Services | Preferences | Directory

PROFILE | **MANAGE ADMINISTRATORS** | MANAGE SENDER PREFERENCES

Manage Administrators for Docufide Training High School

View, edit, or delete administrator access to Docufide.

- To edit an administrator's access, click the **Administrator Name** link.
- To remove administrators, select the checkboxes next to the administrator and click **Delete**.
- To add an administrator, click **Add Administrator**.

ADMINISTRATORS

<input type="checkbox"/>	Name	Position	Email Address	Roles
<input type="checkbox"/>	White Snow	Trainer	dftrain@docufide.com	<ul style="list-style-type: none"> General Administrator Primary Sender Site Administrator
<input type="checkbox"/>	Doe Jack	Backup	jackdoe@email.com	<ul style="list-style-type: none"> Backup Sender Backup Receiver Site Administrator
<input type="checkbox"/>	Techie Info		tech@test.com	<ul style="list-style-type: none"> Primary Receiver IT/Webmaster Site Administrator

Administrator

- Fill out the text boxes for the new administrator's name, position, phone number, e-mail address and role(s).

Administrator Profile

Enter the contact information and set the access privileges for the administrator.

* Required information

Personal Information

* First Name:

* Last Name:

Position:

* Phone number: Ext:

Fax Number:

If outside the US, provide your country code.

* Email Address:

* Confirm Email Address:

* Password:

* Confirm Password:

Your password must have at least five characters.

Roles & Responsibilities

Assign one or more roles to the administrator. For more information about each role, [view the Permission Matrix](#).

- To remove a user, select the box next to the user you wish to remove from the application.
- Click the **Delete Administrator** button.

Manage Administrators for Docufide Training High School

View, edit, or delete administrator access to Docufide.

- To edit an administrator's access, click the **Administrator Name** link.
- To remove administrators, select the checkboxes next to the administrator and click **Delete**.
- To add an administrator, click **Add Administrator**.

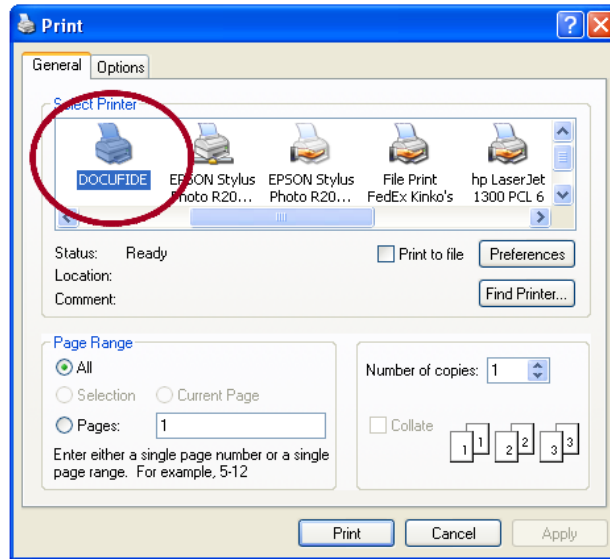
ADMINISTRATORS

<input type="checkbox"/>	Name	Position	Email Address	Roles
<input checked="" type="checkbox"/>	White Snow	Trainer	dftrain@docufide.com	<ul style="list-style-type: none"> General Administrator Primary Sender Site Administrator
<input type="checkbox"/>	Doe Jack	Backup	jackdoe@email.com	<ul style="list-style-type: none"> Backup Sender Backup Receiver Site Administrator
<input type="checkbox"/>	Techie Info		tech@test.com	<ul style="list-style-type: none"> Primary Receiver IT/Webmaster Site Administrator

Add Administrator

Transcript Upload

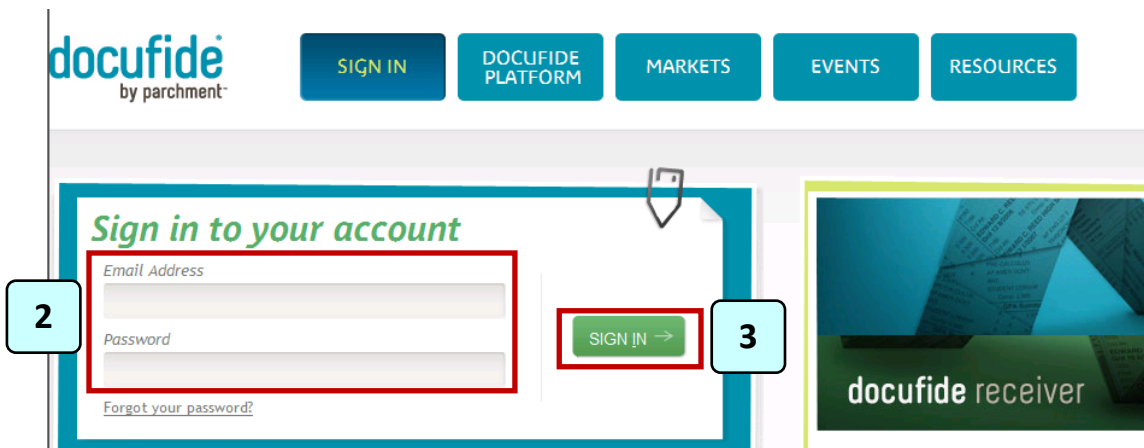
1. Select all currently enrolled students' transcripts for grades 9-12 from your local student information system.
2. Generate a batch transcript file.
3. "Print" the batch file to the Docufide printer to send the transcripts. If you need assistance, please view the online tutorial within the Docufide software from the Sender Services tab.



Transcript Upload Status

After sending the transcripts electronically to Docufide, check on the status of your upload. To do this:

1. Go to the Docufide Web site at www.docufide.com.
2. Log into your Docufide Secure Transcript account with your e-mail address and password.
3. Click on the **Sign In** button.



- 4. From the Home tab, click on the **Manage Sender Preferences** link.

The screenshot shows the Docufide Home page with a navigation bar at the top containing 'Home', 'Sender Services', 'Receiver Services', 'Preferences', and 'Directory'. Below the navigation bar, there are four main sections: 'Welcome to Docufide', 'Sender Services', 'Receiver Services', and 'Directory'. Each section lists various features and links. A red box highlights the 'Manage Sender Preferences' link under the 'Preferences' section, which is also indicated by a blue box with the number '4'.

Welcome to Docufide

Access the following features using the icons above or the links below:

Sender Services – approve transcript requests and upload admission documents to Docufide for paperless processing.

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Directory – view contact information for Docufide member schools and colleges, and download profiles when available.

- [Search for Members](#) Search for member schools and colleges.

Preferences – update user preferences, and add, view, or delete administrator access.

- [Manage School Profile](#) Update your school information.
- [Manage Administrators](#) Add, edit, or view administrators.
- [Manage Sender Preferences](#) Set options for sending transcripts and other admission documents.

- 5. Click on the **View Transcript Upload History** link.

Manage Sender Preferences

Edit your options for sending transcripts and other admission documents.

The screenshot shows the 'Manage Sender Preferences' page with tabs for 'General Settings', 'Student Settings', 'Queue Assignments', and 'Common App Settings'. The 'General Settings' tab is active. Below the tabs, there are several sections: 'Availability of Electronic Records', 'Transcript Upload Method - Automated Workflow', and 'View Transcript Upload History'. A red box highlights the 'View Transcript Upload History' link, which is also indicated by a blue box with the number '5'.

General Settings Student Settings Queue Assignments Common App Settings

Review and update the general Sender Services Preferences including:

- [Availability of Electronic Records](#)
- [Transcript Upload Method](#)
- [Grading Periods](#)
- [Electronic Destinations](#)

Availability of Electronic Records

Indicate the earliest year for which electronic records are available. Docufide cannot deliver transcripts for alumni who graduated or left your school before the selected year, but you will receive their transcript requests electronically.

* Electronic Records Begin:

Allow alumni before electronic records available to request transcripts for international addresses.

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Transcript Upload Method - Automated Workflow

Your school has activated Automated Workflow. With Automated Workflow you can periodically upload transcripts to Docufide whenever transcripts change, eliminating the need to upload transcripts each time transcript requests are approved.

[View Transcript Upload History](#)

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You may have to wait a few moments for the Transcript Upload History report to finish processing.



The Transcript Upload History report will be provided for your school. Please view all columns to determine the status of your uploaded file. *Note:* The user can only view an individual school's history report when logged into that particular school. **The bulk transcript upload is complete when the # Processed column matches that of the # Transcripts Uploaded column.**

Manage Sender Preferences					
Transcript Upload History					X Close Window
View the transcript upload history.					
TRANSCRIPT UPLOADS RECEIVED BY DOCUFIDE					
Upload Date	Grading Period Included	# Transcripts Uploaded	# Processed	# Processing	# Failed Processing
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	9	9	0	0
03/25/2011	Year, 2010 Posted on 06/16/2010	1280	1251	0	29
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	30	0	0	30
03/24/2011	Year, 2010 Posted on 06/16/2010	9	9	0	0
03/24/2011	Year, 2010 Posted on 06/16/2010	9	0	0	9

The Transcript Upload History report is separated into six columns, as indicated in Table 1:

Table 1

Column Name	Description
Upload Date	The date the transcripts were uploaded
Grading Period Included	The year and posted grading period to which the transcripts reflect
# Transcripts Uploaded	The total number of transcripts included in the upload
# Processed	The total number of transcripts processed and written to the STARR
# Processing	The total number of transcripts still processing
# Failed Processing	The total number of transcripts that have failed to process because the uploaded transcripts broke the parse template. The parse template can be broken if: <ul style="list-style-type: none"> The school added fields to the transcript and did not notify Docufide to make the change(s) to the parse template; or The school did not send a large range of test transcripts during the installation and testing phase to account for all fields that appear on the transcript

If the Transcript Upload History report indicates records have failed to process, no additional action is required by the school. However, as Docufide makes adjustments to update your school's parse template to match the format you sent, Docufide may encounter issues that need clarification from you. In that case, Docufide will contact you.

To securely sign out of your Docufile account:

- Click on the **X Close Window** button.

Manage Sender Preferences

Transcript Upload History

View the transcript upload history.

TRANSCRIPT UPLOADS RECEIVED BY DOCUFILE

Upload Date	Grading Period Included	# Transcripts Uploaded	# Processed	# Processing	# Failed Processing
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	9	9	0	0
03/25/2011	Year, 2010 Posted on 06/16/2010	1280	1251	0	29
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	10	0	0	10
03/25/2011	Year, 2010 Posted on 06/16/2010	30	0	0	30
03/24/2011	Year, 2010 Posted on 06/16/2010	9	9	0	0
03/24/2011	Year, 2010 Posted on 06/16/2010	9	0	0	9

- Click the **Sign Out** button.

ABOUT DOCUFILE CONTACT US HELP/FAQ WELCOME HIGH SCHOOL ADMIN, R...

docufile by parchment

Michigan e-transcript

Home Sender Services SREx Receiver Services Preferences Directory

PROFILE MANAGE ADMINISTRATORS **MANAGE SENDER PREFERENCES**

Manage Sender Preferences

Edit your options for sending transcripts and other admission documents.

General Settings Student Settings Queue Assignments Common App Settings

Review and update the general Sender Services Preferences including:

- [Availability of Electronic Records](#)
- [Transcript Upload Method](#)
- [Grading Periods](#)
- [Electronic Destinations](#)

Availability of Electronic Records
 Indicate the earliest year for which electronic records are available. Docufile cannot deliver transcripts for alumni who graduated or left your school before the selected year, but you will receive their transcript requests electronically.
 * Electronic Records Begin: 2005
 Allow alumni before electronic records available to request transcripts for international addresses.

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Transcript Upload Method - Session Upload Activated
 Your school has not selected Automated Workflow. When selected, Automated Workflow allows you to periodically upload transcripts to Docufile eliminating the need to upload transcripts each time transcript requests are approved. To activate Automated Workflow, please contact [Docufile Customer Service](#).

[View Transcript Upload History](#)

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