

FY2011 Student Educator Course Transcript Data Collection Pilot



File and Field Specifications

Due Date: September 30, 2011



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Table of Contents

Objective.....	1
What has changed in the data collection specifications?	1
Data File Requirements for Loading Courses.....	2
Data Layout: School Courses	2
Data File Requirements for Loading Student Transcripts	23
Data Layout: Student Transcripts	23
Appendix A: Instructions for the File Transfer Protocol	39

Objective

As described in a communication to superintendents in May of this year, the Vermont Department of Education (VT DOE) has provided an assurance to the federal government to collect student course taking in such a way to allow the linkage of students with teachers and to provide the state with student transcript information. VT DOE is now conducting a pilot of the collection of these data. This pilot collection and the subsequent testing of our established system for the collection and storage of these data will allow the VT DOE to meet the September 2011 assurance deadline.

What has changed in the data collection specifications?

60

There have been two changes to the data since our original communication about the data collection. These changes include:

- The addition of the field CourseSetting
- The manner of data transmission to VT DOE will be different from the original proposal. We initially planned to provide information to schools and receive data from schools using an Oracle application. The revised plan to facilitate this data collection pilot will be to setup a secure file transfer protocol (ftp) site from which schools can download the NCES course code catalog, a list of the educators working at the district and a list of students enrolled in your school, to verify student identifiers, and enrollment. Using the same ftp site, we will expect to receive two files from schools participating in the pilot – the school courses file and the student transcript file. The instructions for downloading the ftp software and uploading the files are in Appendix A.

Data File Requirements for Loading Courses

1. It must be comma delimited.
2. It must contain a row header using the values listed in the table below in the “Data Element Name” column and must be in the order listed below.
3. File name must start with your VT DOE assigned ID (i.e. PS001), ‘FY’ followed by the 2 digit fiscal year (FY11) and CRS. The extension for the file must be .csv. Example: PS001FY11CRS.csv.

Data Layout: School Courses

Field Number	Data Element Name	Field Type	Field Length
01	ORGID	String	6
02	LOCALCOURSEID	String	30
03	COURSECODE	String	5
04	COURSESECTION	String	10
05	COURSETERM	String	6
06	COURSECREDITAVAIL	Decimal	5
07	EDUCATOR1	Number	7
08	EDUCATORROLE1	String	2
09	EDUCATOR2	Number	7
10	EDUCATORROLE2	String	2
11	EDUCATOR3	Number	7
12	EDUCATORROLE3	String	2
13	EDUCATOR4	Number	7
14	EDUCATORROLE4	String	2
15	EDUCATOR5	Number	7
16	EDUCATORROLE5	String	2
17	FY	String	4
18	COURSELEVEL	String	2
19	COURSESETTING	String	2

School Courses

Field Number: 01

Data Element Name: ORGID

Field Type: String

Field Length: 5

Description: The VT Department of Education assigned ID for an organization providing direct instructional or educational services.

Valid Codes: You should know your school code. If you do not know your school code, please contact the VT DOE.

Example: PS132

Data Source: VT DOE

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a maximum length of five characters.

School Courses

Field Number: 02

Data Element Name: LOCALCOURSEID

Field Type: String

Field Length: 30

Description: A unique identifier assigned by the school to each of their offered courses in a school year.

Valid Codes: Any alphanumeric value is acceptable and every course offered throughout the entire school year must have a unique value.

Example: ENG123AT7

Data Source: Your Organization

Special Instructions:

1. This field is optional.
2. Special characters other than hyphen, period, underscore and space are not acceptable.
3. It must be alphanumeric with a maximum length of 30 characters.

School Courses

Field Number: 03

Data Element Name: COURSECODE

Field Type: String

Field Length: 5

Description: This is a subject area and a course identifier within the subject area.

Valid Codes: The 5-digit course code listed in the NCES course code list.

Example: 06315

Data Source: NCES Course Code Excel Spreadsheet or NCES SCED Course Code Booklet.

Special Instructions:

1. This field cannot be blank.
2. This field must contain a valid code as specified above or it will be rejected.
3. It must have leading zeros if the course code starts with zero.

School Courses

Field Number: 04

Data Element Name: COURSESECTION

Field Type: String

Field Length: 10

Description: LEAs define the acceptable values.

Valid Codes: The course section can be any alphanumeric value. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

Example: MATH101

Data Source: Your Organization

Special Instructions:

1. It must be alphanumeric with a maximum length of 10 characters.
2. This field must not be blank.
3. Special characters other than hyphen, period, underscore and space are not acceptable.
4. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

School Courses

Field Number: 05

Data Element Name: COURSETERM

Field Type: String

Field Length: 6

Description: The length of an individual course. For the purposes of reporting, the term sequence It must be provided in the value.

Example: QTR1

Data Source: VT DOE

Special Instructions:

1. This field cannot be blank.
2. It must be one of the valid codes listed in the table below and continuing to the next page. (If your organization uses additional course codes that are not listed, please call IT help desk to have them added to our data definition table.)

Valid Codes: Please refer to the code set below, supplied by VTDOE.

Term Code	Term Description
FULL	Full School Year
SEM1	First Semester
SEM2	Second Semester
TRI1	First Trimester
TRI2	Second Trimester
TRI3	Third Trimester
TRIX	Multiple Trimesters
TRIN	Multiple Non-consecutive Trimesters
QTR1	First Quarter
QTR2	Second Quarter
QTR3	Third Quarter
QTR4	Fourth Quarter
QTRX	Multiple Quarters
QTRN	Multiple Non-consecutive Quarters
QIN1	First Quinmester
QIN2	Second Quinmester
QIN3	Third Quinmester
QIN4	Fourth Quinmester

Term Code	Term Description
QIN5	Fifth Quinmester
QINX	Multiple Quinesters
QINN	Multiple Non-consecutive Quinesters
MINI1	Mini-term 1
MINI2	Mini-term 2
MINI3	Mini-term 3
MINI4	Mini-term 4
MINI5	Mini-term 5
MINI6	Mini-term 6
MINI7	Mini-term 7
MINI8	Mini-term 8
MINI9	Mini-term 9
MINI10	Mini-term 10
MINI11	Mini-term 11
MINI12	Mini-term 12
MINI13	Mini-term 13
MINI14	Mini-term 14
MINI15	Mini-term 15
MINIX	Multiple Mini-terms
MININ	Multiple Non-consecutive Mini-terms
SUMR	Summer Term
INTR	Intersession

School Courses

Field Number: 06

Data Element Name: COURSECREDITAVAIL

Field Type: Number - Decimal

Field Length: 6

Description: If course credits are not provided for this course, the "not applicable" code must be used.

Valid Codes: This can be a whole number or a decimal

Example: 1 or 1.5

Data Source: Numeric value assessed by the LEA.

Special Instructions:

1. This field must not be blank.
2. If the course offers no credit then you must enter in a zero (0) value.
3. It must be a decimal with length between 1 and 6 characters including the decimal point.
4. Value may contain up to 2 decimal places.

School Courses

Field Number: 07

Data Element Name: EDUCATOR1

Field Type: Number

Field Length: 7

Description: This is an educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT DOE

Example: 8010000

Data Source: Downloaded list of educators from the Student Educator Course Transcript Collection (S.E.C.T.) ftp site.

Special Instructions:

1. This field must not be blank.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator id.

School Courses

Field Number: 08

Data Element Name: EDUCATORROLE1

Field Type: String

Field Length: 2

Description: The role an educator plays in providing services to a student.

Example: 01

Data Source: Codes assigned by VT DOE

Special Instructions:

1. This field must not be blank.
2. Value must be 01 for Teacher of Record.
3. It must include leading zero in the value (i.e. 01 instead of 1).

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT DOE.

RoleCode	RoleDescription
01	Teacher of Record
02	Co-Teacher of Record
03	Other Contributing Professional

School Courses

Field Number: 09

Data Element Name: EDUCATOR2

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT DOE

Example: 801000

Data Source: Downloaded list of educators from the Student Educator Course Transcript Collection (S.E.C.T.) ftp site

Special Instructions:

1. This field is optional if there is only one educator responsible for the instruction of the course.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator id.

School Courses

Field Number: 10

Data Element Name: EDUCATORROLE2

Field Type: String

Field Length: 2

Description:The role an educator plays in providing services to a student.

Example: 01

Data Source: Codes assigned by VT DOE

Special Instructions:

1. This field must not be blank if the Educator2 field is not blank.
2. It must have leading zero in the value (i.e. 01 instead of 1).
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT DOE.

RoleCode	RoleDescription
01	Teacher of Record
02	Co-Teacher of Record
03	Other Contributing Professional

School Courses

Field Number: 11

Data Element Name: EDUCATOR3

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT DOE

Example: 8010000

Data Source: Downloaded list of educators from the Student Educator Course Transcript Collection (S.E.C.T.) ftp site

Special Instructions:

1. This field is optional.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator id.

School Courses

Field Number: 12

Data Element Name: EDUCATORROLE3

Field Type: String

Field Length: 2

Description:The role an educator plays in providing services to a student.

Example: 01

Data Source: Codes assigned by VT DOE

Special Instructions:

1. This field must not be blank if the Educator3 field is not blank.
2. It must have leading zero in the value (i.e. 01 instead of 1).
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT DOE.

RoleCode	RoleDescription
01	Teacher of Record
02	Co-Teacher of Record
03	Other Contributing Professional

School Courses

Field Number: 13

Data Element Name: EDUCATOR4

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT DOE

Example: 801000

Data Source: Downloaded list of educators from the Student Educator Course Transcript Collection (S.E.C.T.) ftp site

Special Instructions:

1. This field is optional.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator id.

School Courses

Field Number: 14

Data Element Name: EDUCATORROLE4

Field Type: String

Field Length: 2

Description: This is the educator 4's primary role in the instruction of the course.

Example: 01

Data Source: Codes assigned by VT DOE

Special Instructions:

1. This field must not be blank if the Educator4 field is not blank.
2. It must have leading zero in the value (i.e. 01 instead of 1).
3. It must be one of the valid codes listed in the type table.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT DOE.

RoleCode	RoleDescription
01	Teacher of Record
02	Co-Teacher of Record
03	Other Contributing Professional

School Courses

Field Number: 15

Data Element Name: EDUCATOR5

Field Type: Number

Field Length: 7

Description: This is the educator assigned to the course.

Valid Codes: The unique identifier assigned to the educator by the VT DOE

Example: 801000

Data Source: Downloaded list of educators from the Student Educator Course Transcript Collection (S.E.C.T.) ftp site

Special Instructions:

1. This field is optional.
2. It must be numeric, 7 Characters in length and must be included in the downloaded list of educators.
3. If educator is not on the downloaded list, call IT Help desk to receive their educator id.

School Courses

Field Number: 16

Data Element Name: EDUCATORROLE5

Field Type: Number

Field Length: 2

Description: This is the educator 5's primary role in the instruction of the course.

Example: 01

Data Source: Codes assigned by VT DOE

Special Instructions:

1. This field must not be blank if the Educator5 field is not blank.
2. It must have leading zero in the value (i.e. 01 instead of 1).
3. It must be one of the valid codes listed in the type table.

Valid Codes: Please refer to the Educator Role code set below, supplied by the VT DOE.

RoleCode	RoleDescription
01	Teacher of Record
02	Co-Teacher of Record
03	Other Contributing Professional

School Courses

Field Number: 17

Data Element Name: FY

Field Type: String

Field Length: 4

Description: This is the fiscal/school year that the course information is being reported for.

Valid Codes: FY plus the 2 digit fiscal year.

Example: FY11

Data Source:

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a length of 4 characters.
3. First two characters must be FY.

School Courses

Field Number: 18

Data Element Name: COURSELEVEL

Field Type: String

Field Length: 2

Description: An indication of the general natures and difficulty of instruction provided throughout a course.

Example: G = General

Data Source: VT DOE

Special Instructions:

1. This field must not be blank.
2. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the Course Level code set below, supplied by the VT DOE.

LevelCode	LevelDescription
A	Advanced: An advanced course designed for students who achieve a specified level of academic performance.
B	Basic or Remedial: A course focusing primarily on skills development. The course offered may focus on the improvement of a particular deficiency in content previously taught but not learned.
E	Enriched course: A course that augments the contents and/or rigor of a general course, but does not carry an honors distinction.
G	General: A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
H	Honors course: A course carrying an honors status according to educational requirements. These courses typically include additional content and/or a higher level of rigor than that found in general courses and they are formally designated as honors classes
P	Postsecondary: A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may earn college credits.
X	No Specified Rigor: The notion of rigor may not be appropriate for some courses at the elementary and middle levels; survey or interest courses that expose students to a variety of subjects are examples.

School Courses

Field Number: 19

Data Element Name: COURSESETTING

Field Type: String

Field Length: 2

Description: This is the location of the course that the student's course will primarily take place.

Example: ON = On Campus

Data Source: VT DOE

Special Instructions:

1. This field must not be blank.
2. It must be alpha with a maximum length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the code set below, supplied by VT DOE

SettingCode	SettingDescription
OF	Off Campus
ON	On Campus
TC	Technical Center
VR	Virtual

Data File Requirements for Loading Student Transcripts

1. It must be comma delimited.
2. It must contain a row header using the values listed below in the “Data Element Name” column and must be in the order listed below.
3. File name must start with your VT DOE assigned ID (i.e. PS001), the 4 digit fiscal year (FY11) and TRN. Example: PS001FY11TRN.csv.

Data Layout: Student Transcripts

Field Number	Data Element Name	Field Type	Field Length
01	PERMNUMBER	Number	7
02	ORGID	String	6
03	LOCALCOURSEID	String	30
04	COURSESTATUS	String	2
05	COURSECREDITEARNED	Decimal	6
06	COURSELETTERMARK	String	2
07	COURSENUMERICMARK	Decimal	6
08	FY	String	4
09	COURSELEVEL	String	1
10	COURSESETTING	String	2
11	COURSESECTION	String	10
12	COURSECODE	String	5
13	COURSETERM	String	6

Student Transcripts

Field Number: 01

Data Element Name: PERMNUMBER

Field Type: Number

Field Length: 7

Description: A statewide unique identifier assigned by VT DOE. This number is distinct for each student over time. (State Assigned Unique Student Identifier)

Valid Codes: You should know your students' DOE IDs. If you don't know a student's DOE ID number, please contact the VT DOE.

Example: 1234567

Data Source: VT DOE

Special Instructions:

1. This field must not be blank.
2. It must be numeric, 7 Characters in length and begin with the number 1.

Student Transcripts

Field Number: 02

Data Element Name: ORGID

Field Type: String

Field Length: 5

Description: The VT Dept of Education assigned ID for an organization providing direct instructional or educational services.

Valid Codes: You should know your school code. If you don't know your school code, please contact the VT DOE.

Example: PS132

Data Source: VT DOE

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a maximum length of 5 characters.

Student Transcripts

Field Number: 03

Data Element Name: LOCALCOURSEID

Field Type: String

Field Length: 30

Description: A unique identifier assigned by the school to each of their offered courses in a school year.

Valid Codes: Any alphanumeric value is acceptable and every course offered throughout the entire school year must have a unique value.

Example: ENG123AT7

Data Source: Your Organization

Special Instructions:

1. This field is optional.
2. Special characters other than hyphen, period, underscore and space are not acceptable.
3. It must be alphanumeric with a maximum length of 30 characters.
4. If this field is not blank, it must be included in the Schools Courses table and must correspond to associated record applicable course information.

Student Transcript

Field Number: 04

Data Element Name: COURSESTATUS

Field Type: String

Field Length: 2

Description: Indicates a student's status in each course in which they were enrolled.

Example: 03

Data Source: VT DOE

Special Instructions:

1. This field cannot be blank.
2. It must be alphanumeric with a length of 2 characters.
3. It must be one of the valid codes listed in the type table below.
4. It must include leading zeros.

Valid Codes: Please refer to the code set below, supplied by VT DOE.

Status Code	Status Description
01	Enrolled
02	Withdrawn
03	Completed
04	Incomplete
05	Excused

Student Transcript

Field Number: 05

Data Element Name: COURSECREDITEARNED

Field Type: Number - Decimal

Field Length: 6

Description: The number of credits awarded to a student who successfully meets the objectives of the course. Use the "not applicable" code if a course does not provide course credits.

Valid Codes: This can be a whole number or a decimal

Example: 1 or 1.5

Data Source: Numeric value assessed by the LEA.

Special Instructions:

1. This field must not be blank.
2. If the student received no credit or the course didn't offer credit, then you must enter in a zero (0) value.
3. It must be a decimal with a length between 1 and 6 characters including the decimal point.
4. May contain up to 2 decimal places.

Student Transcript

Field Number: 06

Data Element Name: COURSELETTERMARK

Field Type: String

Field Length: 2

Description: A meaningful alphabetical or categorical expression of performance of an individual. The results can be expressed in different ranges of passing marks (for example, ABC) and/or levels (for example, A+, A, A-) or categories (for example, Pass/Fail)

Example: 01

Data Source: VT DOE

Special Instructions:

1. This field cannot be blank. If only Numeric Mark are provided for a course use code(99).
2. It must be a number with a length of 2 characters.
3. It must have leading zero in the value (i.e. 01 instead of 1).
4. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the code set below, supplied by VT DOE

LetterMarkCode	LetterMarkDescription
01	A+
02	A
03	A-
04	B+
05	B
06	B-
07	C+
08	C
09	C-
10	D+
11	D
12	D-
13	F
14	Pass
15	Fail

LetterMarkCode	LetterMarkDescription
16	Failing (Very Poor Performance)
17	Minimally Acceptable (Lowest passing grade)
18	Acceptable (Meets some of the basic standards for the course)
19	Good (Meets standards for the assignment or course)
20	Outstanding (Meets the highest standards for the assignment of course)
21	Withdrawn
22	Withdrawn - Pass
23	Withdrawn - Fail
40	Incomplete
50	Excused
55	Mark is not required
66	Ungraded Course
77	Audited
88	Course in Progress
99	Numeric Mark (only) provided for this course

Student Transcript

Field Number: 07

Data Element Name: COURSENUMERICMARK

Field Type: Number - Decimal

Field Length: 6

Description: Values must indicate course mark on a 100-point (percentage) scale.

Valid Codes: Any numeric value

Example: 99.5, 50.0

Data Source: Your Organization

Special Instructions:

1. This field is optional.
2. It must be numeric with length between 1 and 6 characters including the decimal point.
3. Value may contain up to 2 decimal places.

Student Transcripts

Field Number: 08

Data Element Name: FY

Field Type: String

Field Length: 4

Description: This is the fiscal/school year that the course information is being reported for.

Valid Codes: FY plus the 2 digit fiscal year.

Example: FY11

Data Source:

Special Instructions:

1. This field must not be blank.
2. It must be alphanumeric with a length of 4 characters.
3. First two characters must be FY.

Student Transcripts

Field Number: 09

Data Element Name: COURSELEVEL

Field Type: String

Field Length: 2

Description: An indication of the general natures and difficulty of instruction provided throughout a course.

Example: G = General

Data Source: VT DOE

Special Instructions:

3. This field must not be blank.
4. It must be alphanumeric with a maximum length of 2 characters.
5. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the Course Level code set below, supplied by the VT DOE.

LevelCode	LevelDescription
A	Advanced: An advanced course designed for students who achieve a specified level of academic performance.
B	Basic or Remedial: A course focusing primarily on skills development. The course offered may focus on the improvement of a particular deficiency in content previously taught but not learned.
E	Enriched course: A course that augments the contents and/or rigor of a general course, but does not carry an honors distinction.
G	General: A course providing instruction that focuses primarily on general concepts appropriate for the grade level.
H	Honors course: A course carrying an honors status according to educational requirements. These courses typically include additional content and/or a higher level of rigor than that found in general courses and they are formally designated as honors classes
P	Postsecondary: A course, often taken at or in conjunction with a postsecondary institution, which contains instruction equivalent to a college-level course and for which a student may earn college credits.
X	No Specified Rigor: The notion of rigor may not be appropriate for some courses at the elementary and middle levels; survey or interest courses that expose students to a variety of subjects are examples.

Student Transcript

Field Number: 10

Data Element Name: COURSESETTING

Field Type: String

Field Length: 2

Description: This is the location of the course that the student's course will primarily take place.

Example: ON

Data Source: VT DOE

Special Instructions:

1. This field must not be blank.
2. It must be alpha with a maximum length of 2 characters.
3. It must be one of the valid codes listed in the type table below.

Valid Codes: Please refer to the code set below, supplied by VT DOE

SettingCode	SettingDescription
OF	Off Campus
ON	On Campus
TC	Technical Center
VR	Virtual

Student Transcript

Field Number: 11

Data Element Name: COURSESECTION

Field Type: String

Field Length: 10

Description: Acceptable Values are set by the LEA and must be an alphanumeric string of 10 characters or less.

Valid Codes: The course section can be anything alphanumeric up to 10 characters and cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

Example: MATH101

Data Source: Your Organization

Special Instructions:

1. It must be alphanumeric with a maximum length of 10 characters.
2. This field must not be blank.
3. Special characters other than hyphen, period, underscore and space are not acceptable.
4. It cannot be duplicated for the same course for the same term for the same setting even if the teachers are different.

Student Transcripts

Field Number: 12

Data Element Name: COURSECODE

Field Type: String

Field Length: 5

Description: A subject area and a course identifier within the subject area.

Valid Codes: The 5 digit course code listed in the NCES course code list.

Example: 06315

Data Source: NCES Course Code Excel Spreadsheet or NCES SCED Course Code Booklet.

Special Instructions:

1. This field cannot be blank.
2. This field must contain a valid code as specified above or it will be rejected.
3. It must have leading zeros if the course code starts with zero.

Student Transcript

Field Number: 13

Data Element Name: COURSETERM

Field Type: String

Field Length: 6

Description: The length of an individual course. For the purposes of reporting, the term sequence must be provided in the value.

Example: QTR1

Data Source: VT DOE

Special Instructions:

3. This field cannot be blank.
4. It must be one of the valid codes listed in the table below and continuing to the next page. (If your organization uses additional course codes that are not listed, please call IT help desk to have them added to our data definition table.)

Valid Codes: Please refer to the code set below, supplied by VTDOE.

Term Code	Term Description
FULL	Full School Year
SEM1	First Semester
SEM2	Second Semester
TRI1	First Trimester
TRI2	Second Trimester
TRI3	Third Trimester
TRIX	Multiple Trimesters
TRIN	Multiple Non-consecutive Trimesters
QTR1	First Quarter
QTR2	Second Quarter
QTR3	Third Quarter
QTR4	Fourth Quarter
QTRX	Multiple Quarters
QTRN	Multiple Non-consecutive Quarters
QIN1	First Quinmester
QIN2	Second Quinmester
QIN3	Third Quinmester
QIN4	Fourth Quinmester

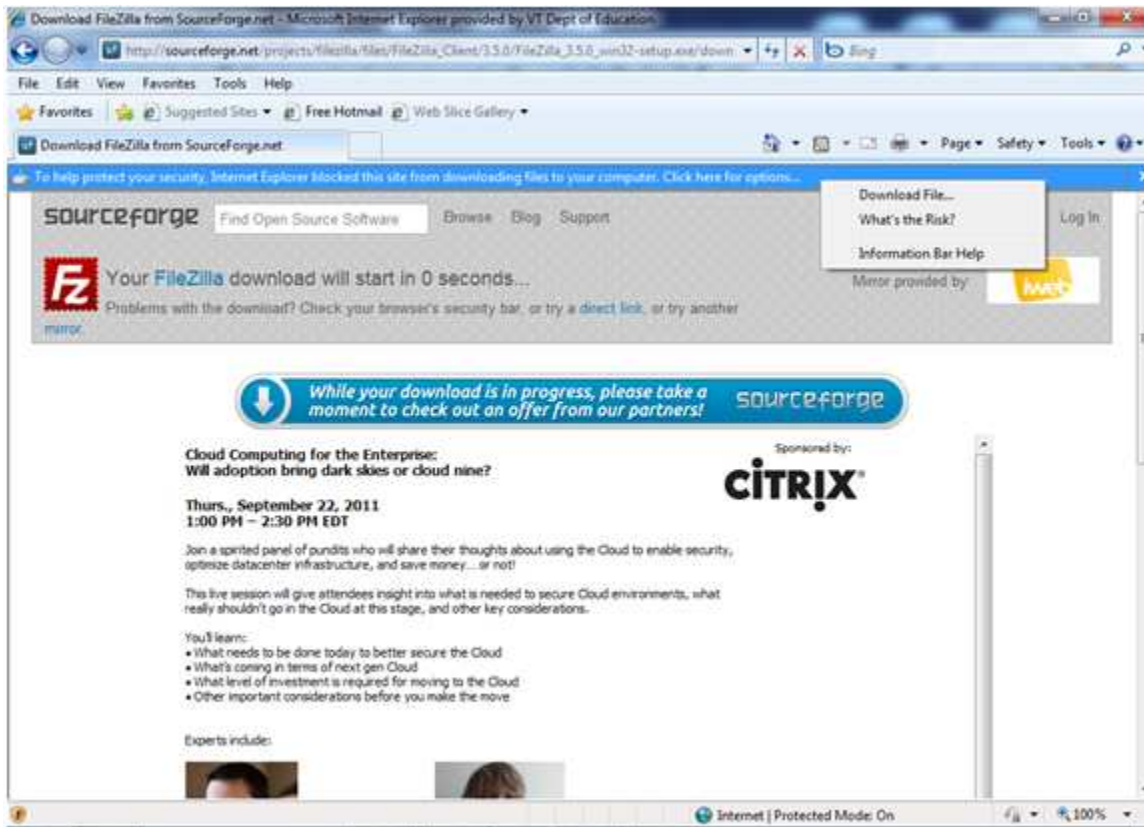
Term Code	Term Description
QIN5	Fifth Quinmester
QINX	Multiple Quinesters
QINN	Multiple Non-consecutive Quinesters
MINI1	Mini-term 1
MINI2	Mini-term 2
MINI3	Mini-term 3
MINI4	Mini-term 4
MINI5	Mini-term 5
MINI6	Mini-term 6
MINI7	Mini-term 7
MINI8	Mini-term 8
MINI9	Mini-term 9
MINI10	Mini-term 10
MINI11	Mini-term 11
MINI12	Mini-term 12
MINI13	Mini-term 13
MINI14	Mini-term 14
MINI15	Mini-term 15
MINIX	Multiple Mini-terms
MININ	Multiple Non-consecutive Mini-terms
SUMR	Summer Term
INTR	Intersession

Appendix A: Instructions for the File Transfer Protocol

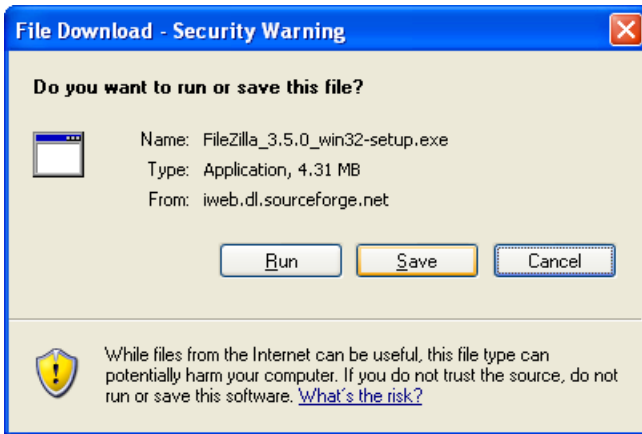
Download the FileZilla program at:

http://sourceforge.net/projects/filezilla/files/FileZilla_Client/3.5.1/FileZilla_3.5.1_win32-setup.exe/download

You will see the screen picture below. The download should start shortly, if it does not you can click on the “direct link” in the browser window. You might receive a security ribbon, click on options and download file.



When the file is ready to begin the download you will see the screen below.



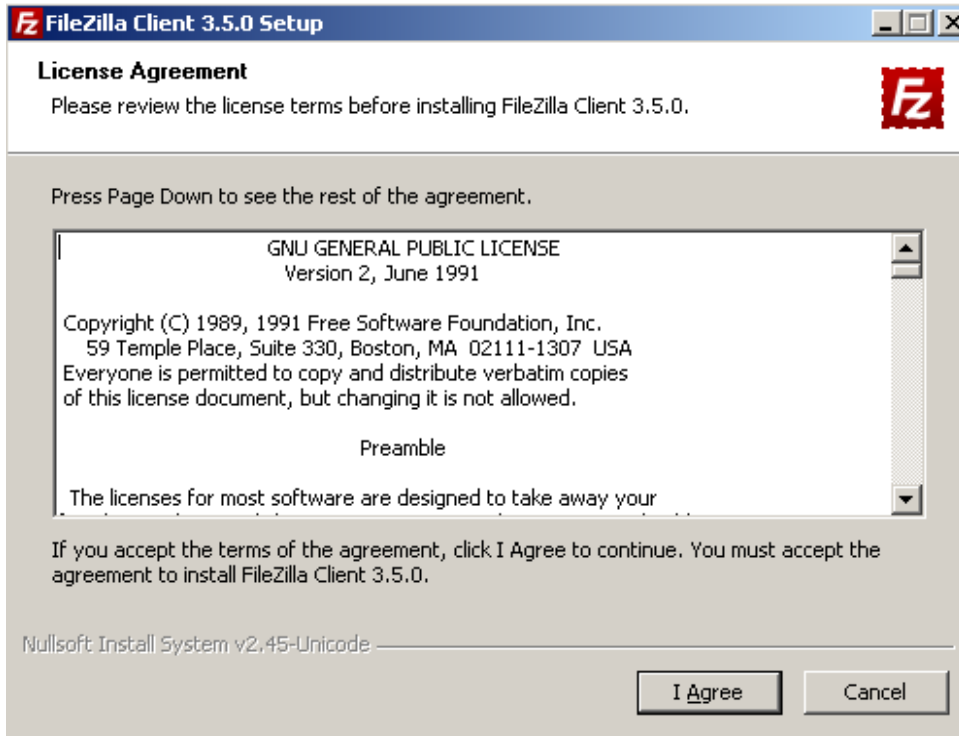
Click on Save. Save the file to your desktop or someplace that you can easily find it.

Once the download is complete go to your desktop or the location you saved the file to and double click the file you saved.

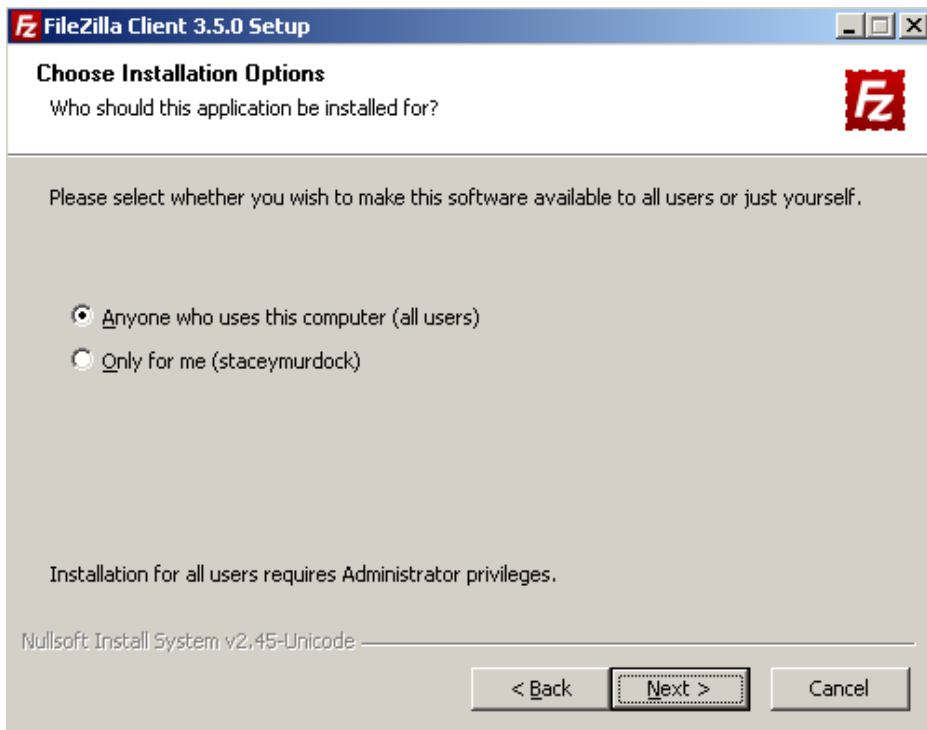
This security message will appear, choose the “Run” option.



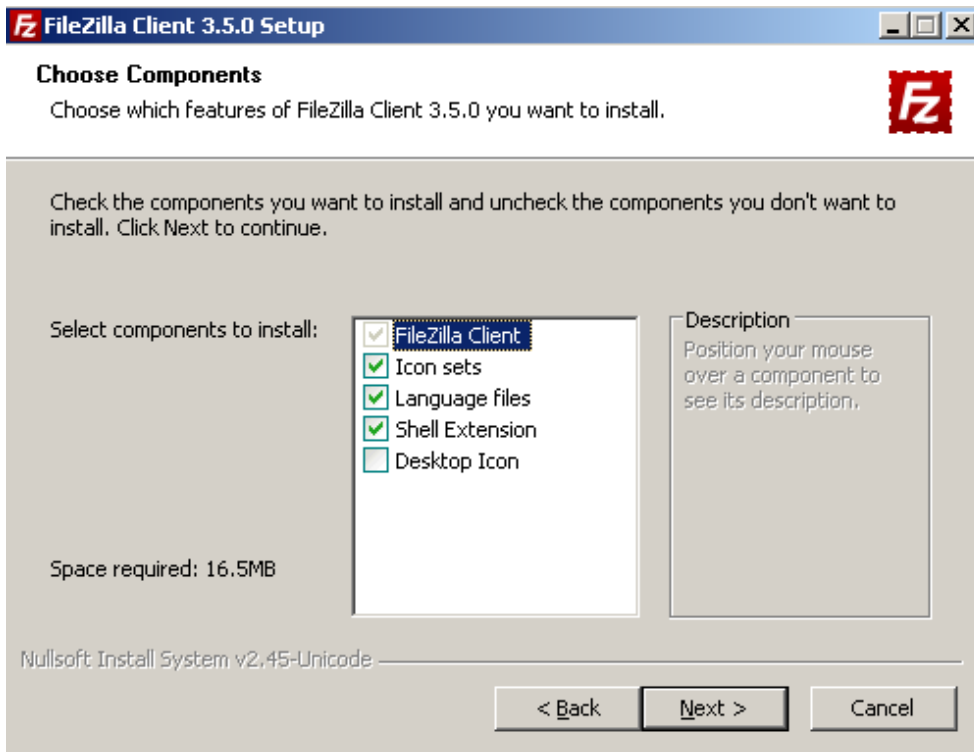
The program will then walk you through the rest of the setup for FileZilla.



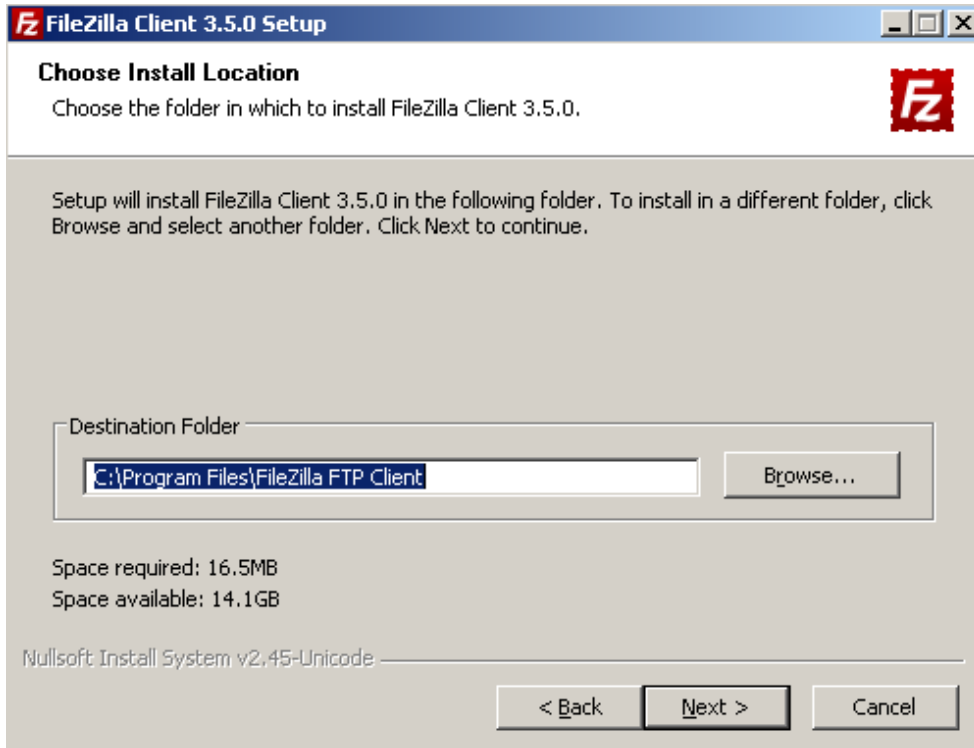
Click on I Agree button.



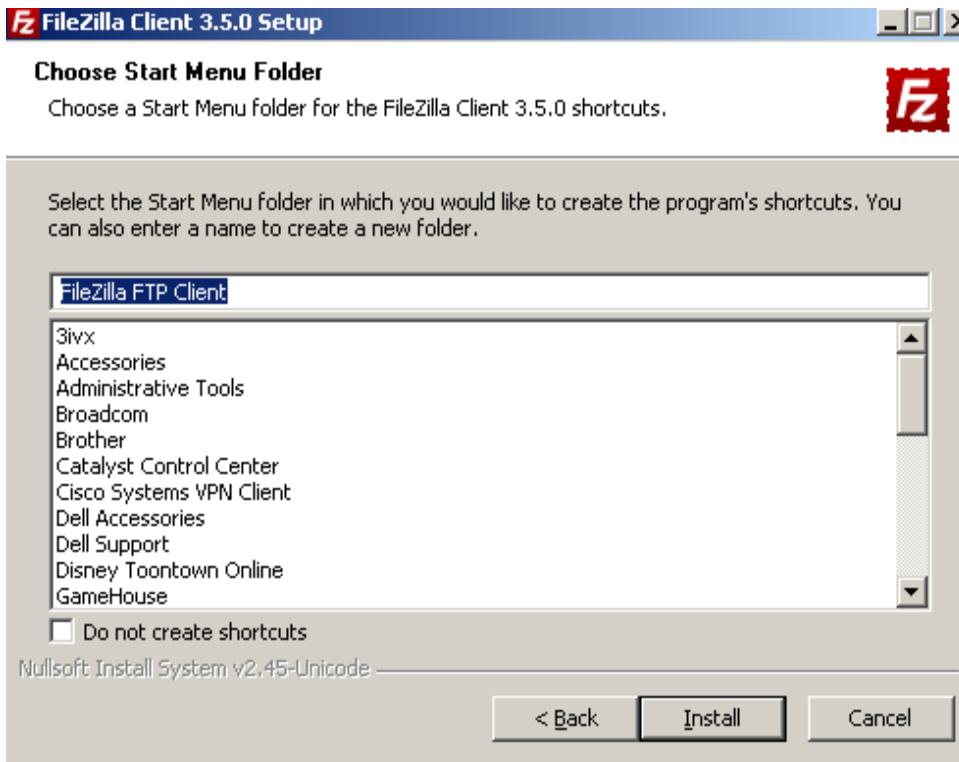
Select preference on users and click Next.



Click Next.

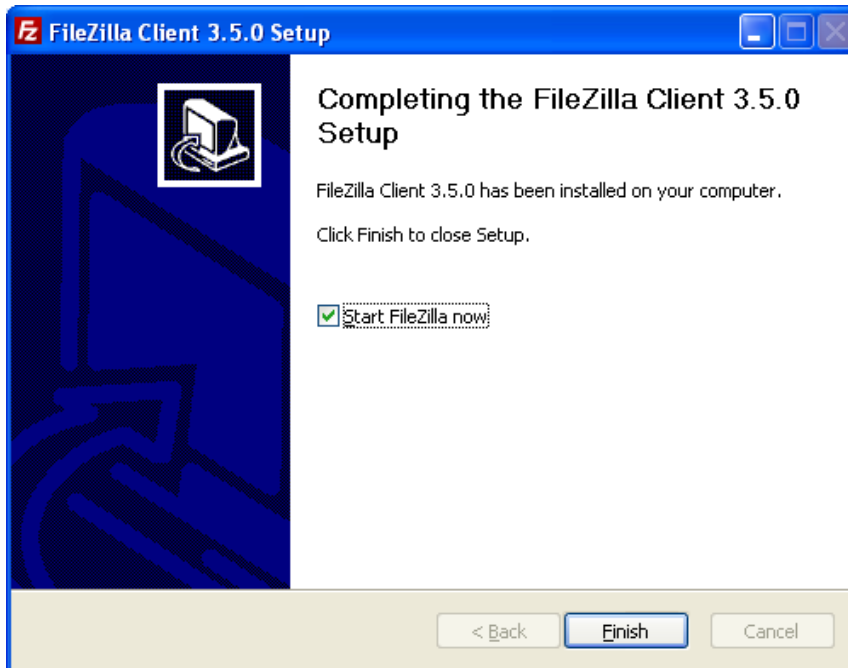


If you would like to install in a different file, click on the Browse button and select the destination. When ready click on Next.



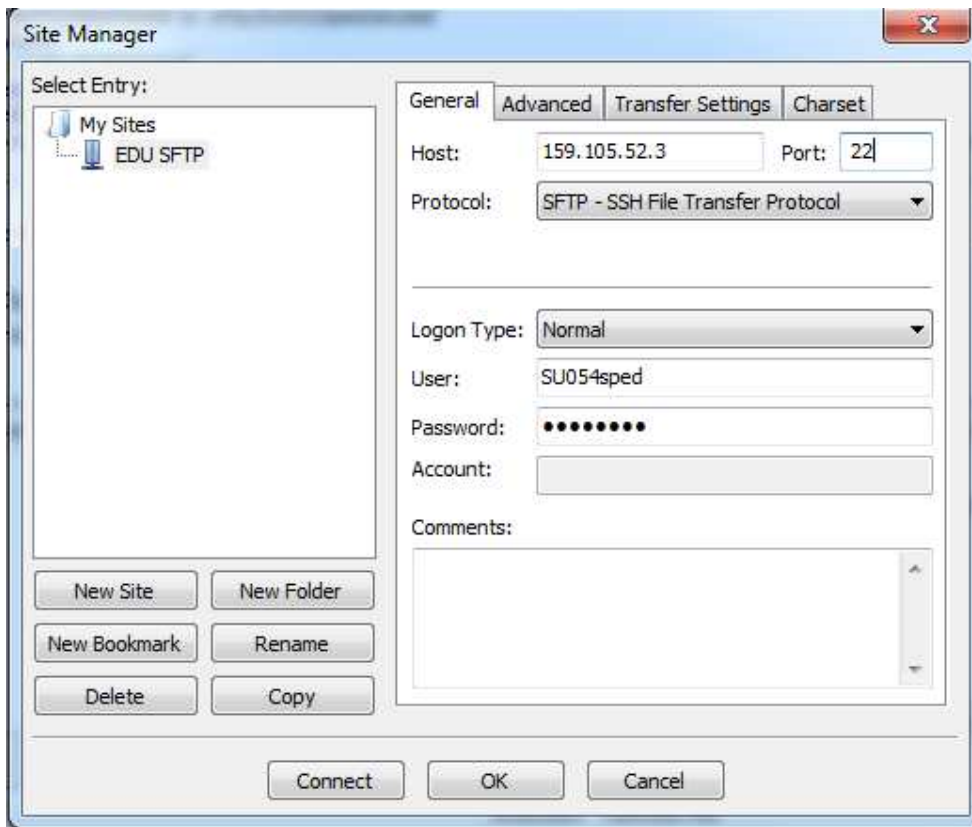
Click on Install.

Once the setup is complete you will receive this message.

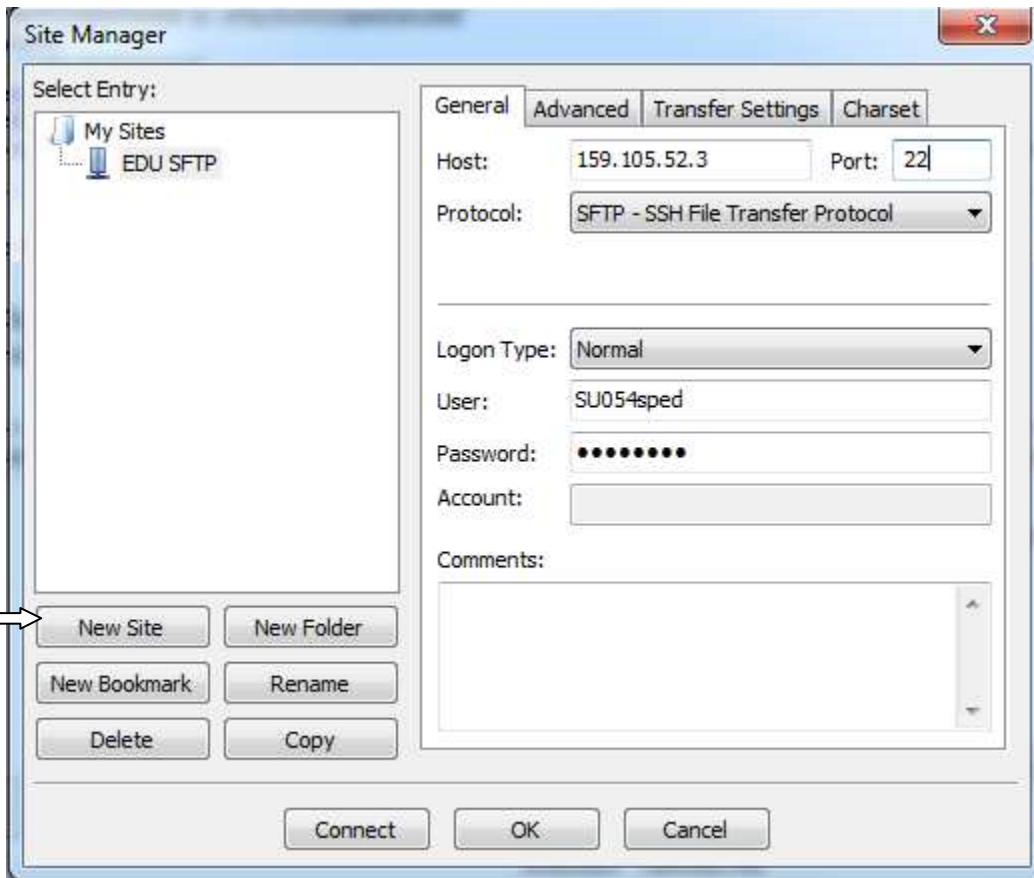


Click finish and FileZilla will open. (To open this program later, go to your Start Menu under All Programs one of the options will be FileZilla FTP Client).

Once the program opens, choose from the menu “File” and “Site Manager”.



On the right side, enter 159.105.52.3 in the Host box and 22 for the Port. Select SFTP – SSH File Transfer Protocol for Protocol. Select Normal for the Logon Type.

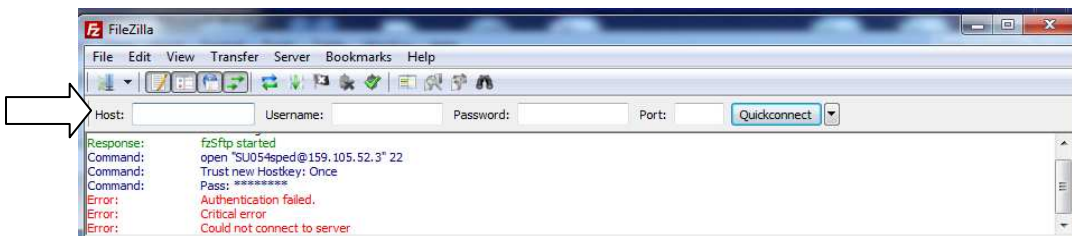


On the left side, under “Select Entry”, click on “New Site”. Click on Rename and type EDU SFTP.

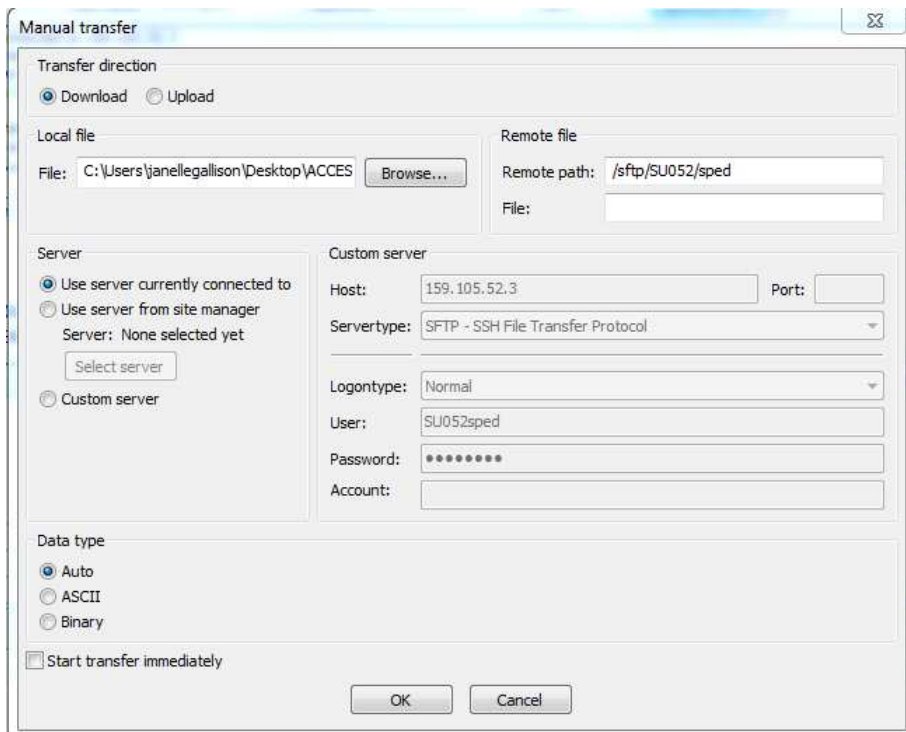
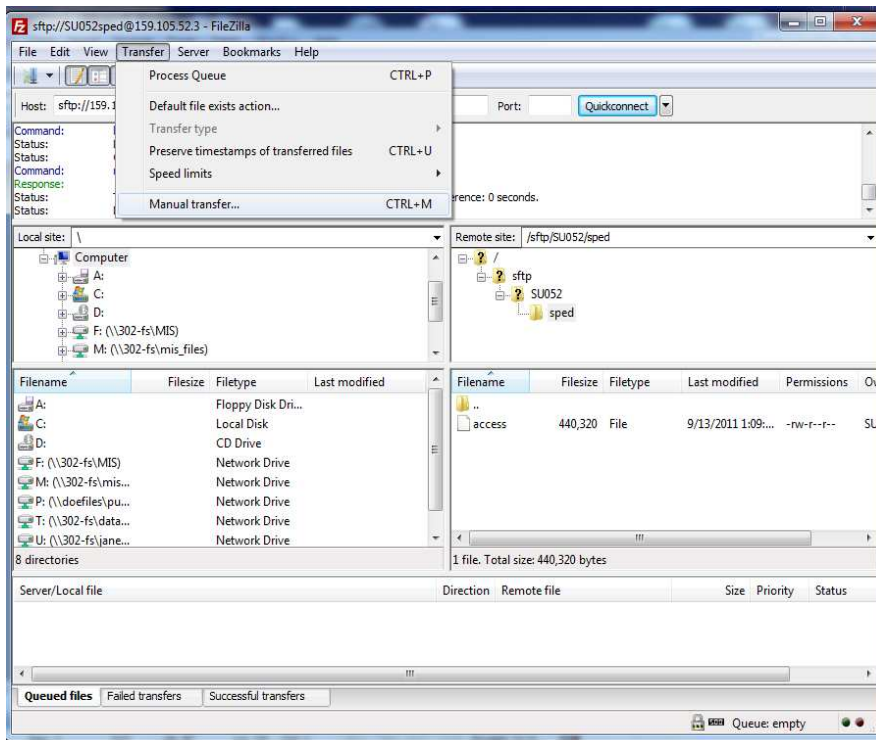
Your User and Password will be supplied to you via email by DOE.

Click on Connect button.

If you receive Error messages (they will be in red), type in the Host, Username, Password and Port and click on Quickconnect.



To transfer files to the DOE (Upload) or from the DOE (download), click on Transfer and select Manual transfer



Select the appropriate button to download or upload. Select the files to be transferred and click OK.