SADE Tips & Tricks

1. Editing your .csv file

If there are errors in your submission file, you should always try to fix those errors in your source system, and rerun the extract. However there may be situations where this is not possible, in that case, you may need to edit your .csv file before re-submitting it to SADE.

You may edit your .csv file with a number of different editors (the most commonly used being Microsoft Excel and Notepad). Your PC will have a default editor associated with .csv files and every time you double-click a .csv it will open in this default program. Excel will allow you to easily view the data in your extract. However, it will remove the leading-zeroes from the School Id field every time you open the file with Excel. Notepad does not make any unwanted changes to your data, but a large file will be more difficult to view and edit.
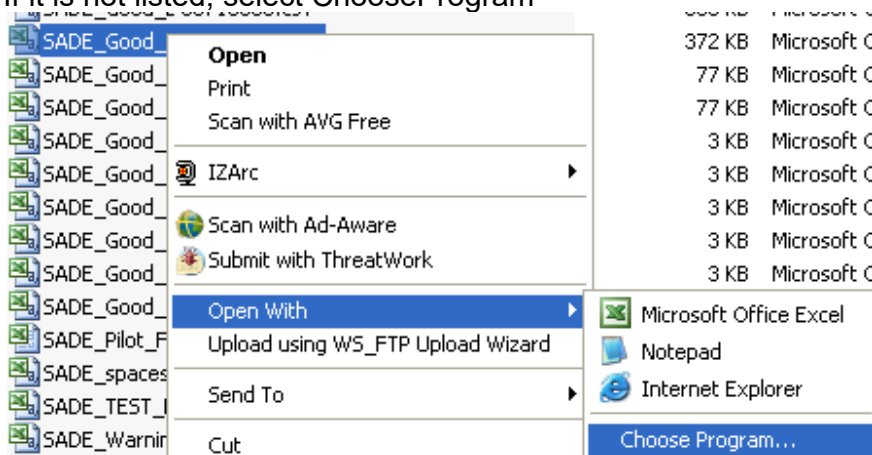
Regardless of the editor used, start with the following steps:

1. Try to resolve the error within your Source System. If that is not possible then,
2. Create the extract file.
3. Make a note of the changes you'll be making: you'll need to repeat these changes every time the affected data is included in an extract.
4. Continue with the instructions for the editor of your choice.

1.1.   Editing with Notepad

Follow these steps to open your file with Notepad if Excel is set as the default editor for .csv files on your computer:

  a. Right-click on a .csv file
  b. Highlight 'Open With'
  c. Select the desired editor from the list.
  d. If it is not listed, select ChooseProgram'

e. Select 'Notepad'.
f. Do NOT check the box 'Always use the selected program to open this kind of file', unless you want to change your default editor to be Notepad.
g. Click OK.

1.2.　　Editing with Excel

If Excel is your preferred editor, continue with the following steps:

1. Open up the .csv extract file using Excel
2. Make the required changes.
3. Save your changes
    a. When saving changes to a CSV file in excel you will be asked if you want to keep the workbook in the CSV format. Choose "Yes"
    b. When you close the file Excel will ask you if you want to save changes to the CSV file. Because you have already saved in the step above you can just choose "No" at this point.

1.3.　　Files Edited on a Macintosh Computer

If you have edited your SADE file on a Macintosh computer validation may fail due to file formatting differences. A known work around for this scenario is as follows:
1. Make your edits in Excel.
2. When you are ready to save your changes, perform a Save As and choose the "CSV (Windows)" option from the file format drop down menu.
3. Save and close the file. (This will strip the carriage return from your last record so you will need to perform the following steps to restore it.)
4. Open the file in a simple text editor (such as Text Edit).
5. Place your cursor at the very end of the very last record in your file.
6. Hit enter on your keyboard.
7. Save and close the file.

2. Checking if your submission is validated yet

As soon as you have submitted a file for validation, you will be returned to the home screen, where the validation results will be displayed after a certain length of time, depending on the file size. In order to display any changes to this screen, it needs to be refreshed.

The Home screen is refreshed every time you open this page. You can cause the screen to refresh by selecting View on your browser menu, and selecting Refresh. Alternatively, to quickly refresh the screen, press F5.

Validation times can vary; continue pressing F5 at intervals on the Home screen until the results are displayed.
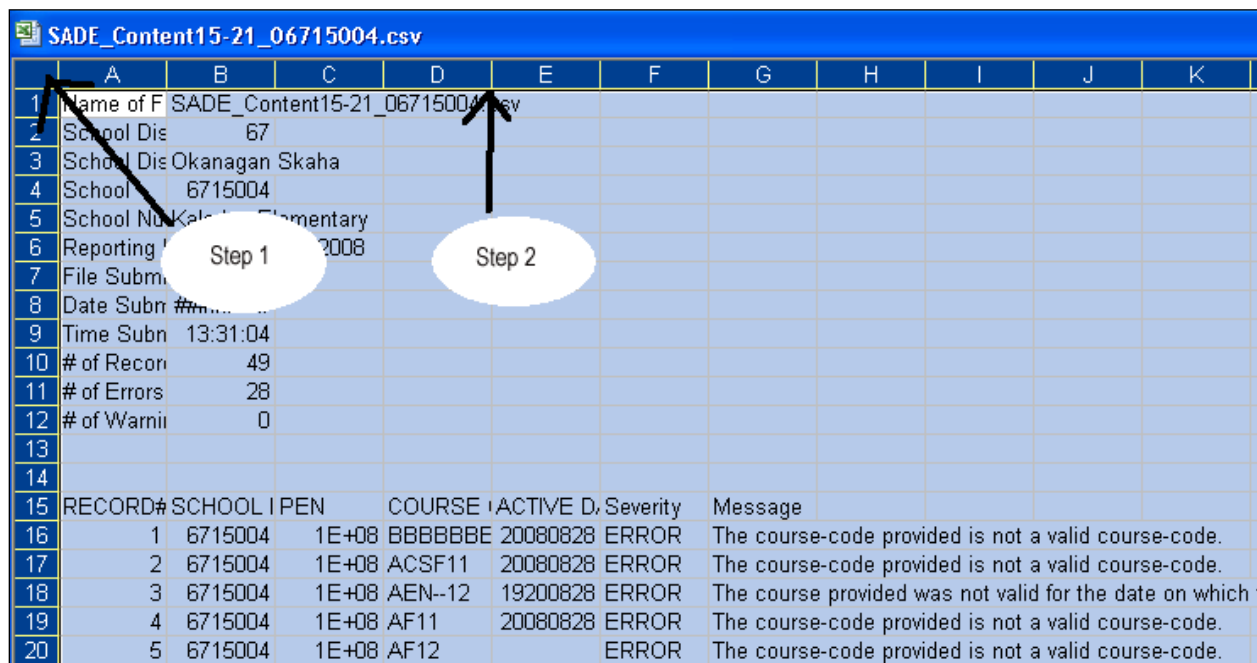
3. Viewing your error and warning file

When you press the View link on your home screen, the appropriate error and warning message file will be displayed using your default browser for .csv files. The following instructions pertain to the default browser being Excel.
Note: files that contain more that 100 warnings will generate an error. Files with errors cannot be released.

When the file first opens in Excel, all the columns are the same width, making the data hard to read. To quickly re-size all the columns,
1. Click on the blank square in the top left corner of your file (to the left of A, and right above 1).
2. Position your cursor on the line between any two column letters.
3. Double-click.   All the columns will be resized to be the appropriate width for the data contained within them.

4. Correct formatting of course codes

TRAX course codes (used to report grade 10 through 12 SADE data) are made up of a maximum of 5 alphabetic characters followed by 3 spaces to accommodate grade level. The Grade level portion of the code must always begin in the 6th position and spaces

must be used to pad the alphabetic portion of the code if it is less than 5 characters (e.g. "BMAN 11", "YFPSS12B", "EN   10").

MyEd BC course codes are made up of a maximum of 5 alphabetic characters followed by 2 spaces to accommodate grade level. The Grade level portion of the code must always begin in the 6th position and dashes must be used to pad the alphabetic portion of the code if it is less than 5 characters. Grade levels from 1 to 9 are padded with a leading zero unless they have a letter suffix. Kindergarten grade levels are padded with a leading dash (e.g. "MMA--08", "MCAPP09", "XSIEP9A", "MSC---K").