

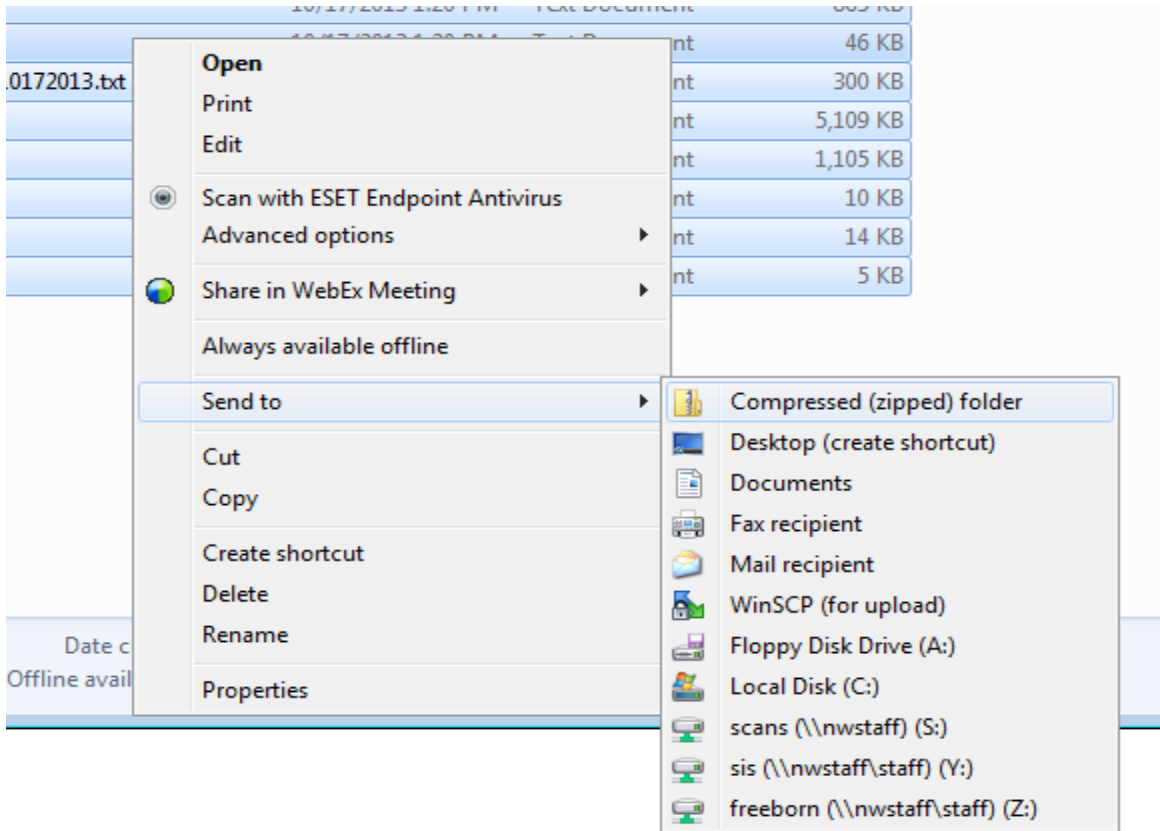
Uploading Zip files into the EMIS-R Data Collector

Run all of your individual state reports for the correct EMIS reporting period – IE: 14K or 14N then save them to a folder on your computer.

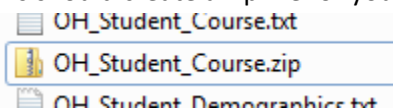
Next navigate to your folder then select all of your files:

GC_GradCore_10172013.txt	10/17/2013 1:19 PM	Text Document	3,377 KB
GJ_10172013.txt	10/17/2013 1:20 PM	Text Document	7 KB
Grade_Schedule_Record_10172013.txt	10/17/2013 1:19 PM	Text Document	3 KB
OH_Course_Master.txt	10/17/2013 1:19 PM	Text Document	264 KB
OH_CU_StaffCourse_10172013.txt	10/17/2013 1:20 PM	Text Document	162 KB
OH_FE_Stu_Spec_Ed_Grad_Req_10172013.txt	10/17/2013 1:20 PM	Text Document	1 KB
OH_FN_Student_Attributes_No_Date_10172013.txt	10/17/2013 1:20 PM	Text Document	625 KB
OH_FS_Student_Standing_10172013.txt	10/17/2013 1:20 PM	Text Document	865 KB
OH_GQ_Student_Program.txt	10/17/2013 1:20 PM	Text Document	46 KB
OH_Student_Attributes_Effective_Date_10172013.txt	10/17/2013 1:19 PM	Text Document	300 KB
OH_Student_Course.txt	10/17/2013 1:19 PM	Text Document	5,109 KB
OH_Student_Demographics.txt	10/17/2013 1:20 PM	Text Document	1,105 KB
OH_Student_SpecEd_10172013.txt	10/17/2013 1:20 PM	Text Document	10 KB
OH_StudentAssessment.txt	10/17/2013 1:20 PM	Text Document	14 KB
Organization_gen_Info_10172013.txt	10/17/2013 1:19 PM	Text Document	5 KB

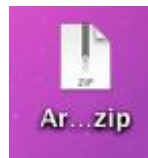
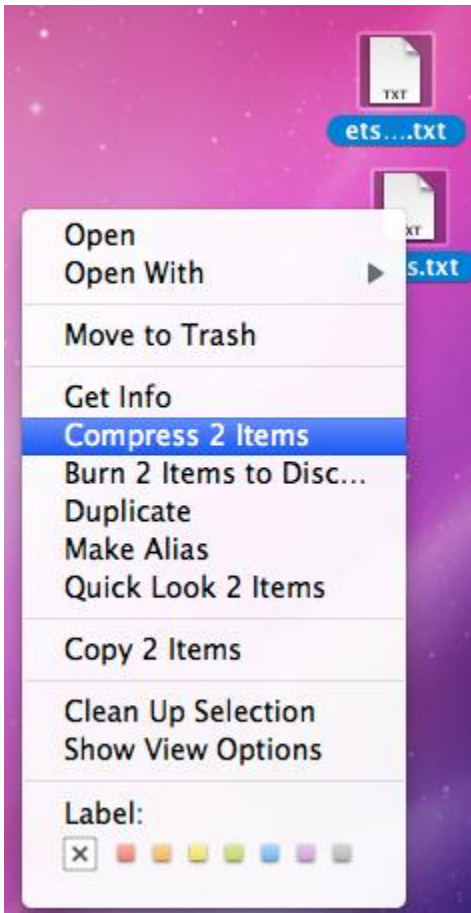
Then right click, select Send to then choose Compressed (zipped) folder



This should create a zip file for you:



To create a zip file on a MAC, navigate to your folder where you saved all of your PS EMIS files, then select all of your files, now to right click with a MAC, hold the Ctrl key or Control Key down then click, then choose Compress X Items (X is the number of files you selected that you want to zip) This should create a zip file for you:



Now you can log into the EMIS-R Data Collector, click on the Data Sources tab, then click on the Other Data Sources link, then click on Manage for the reporting period you want to upload your zip file for.

Collection Requests | Collection Status | Submissions | Progress | **Data Sources** | Agencies

Data Sources - Other Data Sources

Data Sources

[SIF Zones](#) | [Other Data Sources](#)

Other Data Sources

Data Collector gathers data from data sources (including SIF Zones). The following non-SIF data source(s) are defined data collection.

[Select All](#) | [Select None](#)

Defiance City—Files

Data Source	UNC	Status	Actions
<input type="checkbox"/> October	/data/SIFAgents/FlatFileUpload/Defiance/October	✓ Ready	Manage
<input type="checkbox"/> March	/data/SIFAgents/FlatFileUpload/Defiance/March	✓ Ready	Manage
<input type="checkbox"/> Yearend	/data/SIFAgents/FlatFileUpload/Defiance/Yearend	✓ Ready	Manage
<input type="checkbox"/> Financial	/data/SIFAgents/FlatFileUpload/Defiance/Financial	✓ Ready	Manage
<input type="checkbox"/> Graduate	/data/SIFAgents/FlatFileUpload/Defiance/Graduate	✓ Ready	Manage
<input type="checkbox"/> Forecast	/data/SIFAgents/FlatFileUpload/Defiance/Forecast	✓ Ready	Manage

Collection Requests | Collection Status | Submissions | Progress | **Data Sources** | Agencies | Settings

Data Sources - Other Data Sources > [Manage Files](#) > Upload File

File Upload

Other Data Sources — Yearend

Use the form below to upload files to the data source.

Upload

Data Source Name: Yearend

Target UNC Location: /data/SIFAgents/FlatFileUpload/Bryan/Yearend

File To Upload:

[Upload](#) | [Cancel](#)

Multiple File Upload Support

Uploading more than one file at a time is possible by zipping the files into a .zip archive and uploading the .zip archive file. When the server receives the zipped file, it will unzip the individual files within.