

MEMORANDUM

TO: Deans/Directors of Basic Skills
Assessment & Retention Specialists
System Administrators

FROM: Terrence Ann Shelwood
Gloria S. Johnson

SUBJECT: Literacy Education Information System (LEIS)
1998 Annual Literacy Data Report

DATE: July 29, 1998

The Annual Literacy Data Reports (ALDR) are due in the North Carolina Community College System Office by August 15, 1998. *Before you attempt to send your reports, make sure Service Call 1686 is installed.* This Service Call relates directly to the process of creating and transferring files from local colleges to the System Office. An “example of a successful file transfer from a UNIX site” has been included. To ship your report, please perform the instructions as follows.

PRIME Colleges

- The “**Create Annual Data Report Records**” program, menu sequence **5-1** in CC.LI, creates the literacy unit record data that it sends to the System Office. While building the data, a report listing errors and warnings will print. Errors *must* be corrected before you can send the data to the System Office. Warnings indicate possible problems that *may* need to be resolved prior to sending the data. Remember, students who did *not* register within 140 days of the end of the report period and who *do not* have a Separation and/or Achievement(s) indicating completion will count as “Separation Reason Unknown.”
- A report summarizing the unit record data will print when the program is through building the data. The report will be in the same format as last year. In addition, Performance Indicators will print with your ALDR for your review.

- The “**Ship Annual Data to DCC**” program, menu sequence **5-2** in CC.LI, sets a tag that transmits the literacy data to the System Office. Again, the tag cannot be set until all errors have been corrected.

UNIX Colleges

- The “**Create Annual Data Report Records**” program, menu sequence **5-1** in CC.LI, creates the literacy unit record data that it sends to the System Office. While building the data, a report listing errors and warnings will print. Errors **must** be corrected before you can send the data to the System Office. Warnings indicate possible problems that **may** need to be resolved prior to sending the data. Remember, students who did **not** register within 140 days of the end of the report period and who **do not** have a Separation and/or Achievement(s) indicating completion will count as “Separation Reason Unknown.”
- A report summarizing the unit record data will print when the program is through building the data. The report will be in the same format as last year. In addition, Performance Indicators will print with your ALDR for your review.
- The “**Ship Annual Data to DCC**” program, menu sequence **5-2** in CC.LI, selects your LI.ANNUAL.DATA file.

EXPLANATION -- Read Carefully

*Your LI.ANNUAL.DATA file will be selected. (In the attached example, 1856 records were selected.) An attempt will be made to delete the previous year’s transferred flat file. Since this is the first year you will use this program, there is no previous year’s file to delete. **Note!** No records will be deleted.*

Next, the system defaults will be cleared and your LI.ANNUAL.DATA file will again be selected. A utility program will then create a flat sequential file of the literacy data to be sent to the System Office. Once the flat file is created, a transfer utility program will append your college code to the name of the file and ask if you want to proceed (Y/N).

- Respond with “**Y**” to send the file. Respond with “**N**” to cancel the file transfer.

EXPLANATION -- Read Carefully

If you respond with "Y" to send the file, the ftp file transfer process will begin, and information will be displayed on your screen.

- Next, you will be asked, "Was the file transfer successful? (Y/N)" If the information displayed on your screen indicates that a connection to sco.ncdccc.cc.nc.us was made, the PORT command was successful, an ASCII mode data connection for your LI.ANNUAL.DATA.FLAT_#### was made, and the transfer is complete, then respond with "Y." Respond with "N" and notify your systems administrator if your transfer does not appear to be successful.
- Press **ENTER** to continue.
- Whether the transfer was successful or not, you will see a message on the screen asking you to ***"Please notify Gloria Johnson at the System Office that you have submitted the annual data file."*** Please use E-mail if it is available to notify Gloria of the status of your file transfer or to ask for help if needed. ***In addition, please include in the notification the total number of students served—this will enable us to verify your data.*** Gloria's E-mail address and phone number will be displayed on your screen. Enter **"OK"** to indicate that you have read the message on your screen. ***Note! To transfer the literacy data flat file a second time in the same year, you will need to notify Gloria first.***

A status report will be maintained on the system web page (www.ncccs.cc.nc.us) as reports are received. Reports not transferred by August 15 will be listed as late. If you need additional information or have questions concerning any of the processes, please call or E-mail:

Terry Shelwood
(919) 733-7051, Ext. 725
shelwdt@ncccs.cc.nc.us

or

Gloria Johnson
(919) 733-7051, Ext. 331
johnsong@ncccs.cc.nc.us

TAS
Attachment

pc: Presidents
Keith Brown
Randy Whitfield

CC-98-222
(Paper Copy)

EXAMPLE OF A SUCCESSFUL FILE TRANSFER FROM A UNIX SITE

=====

1856 records selected.

LI.ANNUAL.DATA.FLAT not found.

0 records deleted.

Cleared the system default SELECT list.

1856 records selected.

Convert an INFORMATION file to a flat sequential file

=====

This utility uses an active select list on the input file.

Converts an INFORMATION file to a delimited, flat, sequential file.

This utility works well for fairly small, uncomplicated files. A large file with lots of multivalued values would dictate a very long record length in the sequential output file. The utility DC.P.MV.TO.FLAT provides for unlimited values in an 80 column record. It is a better choice for complex files.

INFORMATION input file name
Directory to contains the flat file
Flat output file name
Field delimiter character (0 for no conversion)
Value delimiter character (0 for no conversion)
Subvl delimiter character (0 for no conversion)
ID as field 1? (Y/N)
Run it? (Y/N)
Records processed 1856

FILE TRANSFER

=====

You are attempting to transfer the file /u/CC.LI.DEV/LI.ANNUAL.DATA.FLAT

TO : sco.ncdcc.cc.nc.us
DIR: /pub/uploads
AS : LI.ANNUAL.DATA.FLAT_###

Since you are a Unix site, this will be done via FTP and

the transfer will take place now. It will NOT be queued for delivery later. If the file is large, this could take a long time.

Do you want to proceed? (Y/N) Y

Proceeding with ftp file transfer...

Connected to sco.ncdccc.cc.nc.us.

220 sco.ncccs.cc.nc.us FTP server (Version wu-2.4(4) Fri Jan 17 11:09:07 EST 1997) ready.

331 Guest login ok, send your complete e-mail address as password.

230-

230-

230-

230-Welcome to the North Carolina Community College System FTP Server

230-

230-

230-

230-

230-You are user 1 of 20 allowed

230-

230-Please read the file README

230- it was last modified on Wed Mar 26 17:37:34 1997 - 481 days ago

230 Guest login ok, access restrictions apply.

/u/CC.LI.DEV: No such file or directory

250 CWD command successful.

257 "/pub/uploads" is current directory.

200 Type set to A.

200 PORT command successful.

150 Opening ASCII mode data connection for LI.ANNUAL.DATA.FLAT_###.

226 Transfer complete.

local: LI.ANNUAL.DATA.FLAT remote: LI.ANNUAL.DATA.FLAT_###

480337 bytes sent in 16 seconds (30 Kbytes/s)

221 Goodbye.

Was the file transfer successful? (Y/N) Y

Operations for LI.ANNUAL.DATA.FLAT are complete complete.

Press ENTER to continue.

PLEASE NOTIFY GLORIA JOHNSON AT THE SYSTEM OFFICE
THAT YOU HAVE SUBMITTED THE ANNUAL DATA FILE.
(johnsong@ncccs.cc.nc.us or 919 733 7051 ext 331)
ENTER 'OK' TO CONTINUE? OK