Experimental Sites Reporting Tool

Template Upload Workbook

2/9/2017

Each institution participating in the Experimental Sites Initiative must report experiment-specific information to Federal Student Aid (FSA). This information will be collected through a web-based reporting tool within COD and from school responses to surveys.

This workbook was developed to assist institutions with the process for reporting student-level and experiment-specific information to FSA using the Experimental Sites Reporting Tool within COD.

In order to satisfy this requirement of participating in an experiment, participating institutions will upload an excel template within the ESI Reporting Tool in COD. A blank version of this excel template, identifying the required data elements is available within the ESI Reporting Tool in COD. To enable COD to obtain Pell Grant data expenditures for the Second Chance Pell and Dual Enrollment experiments, the first five columns of the template (columns A through E) are required. The template also contains additional columns that are applicable to all experiments and those columns do not need be completed until the end of the year reporting. Depending on the number of participants in an experiment, you may choose to enter the required information manually for each participant in the experiment, or you can work with your IT resources within your office to prepare the required information and import it into the ESI upload template.

Timely reporting is a requirement spelled out in your institution's amendment to its Program Participation Agreement and a key element in FSA's ability to properly track the amount of Pell Grant expenditures for some experiments and will be an integral part of collecting the information needed to analyze all experiments.

Step by step instructions are provided on the following pages to assist you with this required reporting process.

Second Chance Pell and Dual Enrollment Experiment participants:

Beginning January 31, 2017 institutions participating in the Second Chance Pell and Dual Enrollment experiments are required to submit a **monthly** Excel template that includes **all** participants under the experiment who completed a FAFSA to be considered for participation in the experiment. An institution will only complete the first five columns (columns A through E) of the ESI Excel template and upload the template no later than close-of-business (COB) on the last day of *each* month. This will assist FSA with monitoring Pell expenditures for both experiments.

The upload template will contain year-to-date information. Each month schools must add additional students who become part of the experimental group to their previously submitted template. COD will perform a data refresh during the first few days of each month, so it is critical that information is uploaded by the end of the preceding month. For example, the Excel template for the month of January 2017 must be uploaded no later than 11:59 p.m. on January 31, 2017 to ensure that COD can process the data and provide FSA with dashboard data on or around the 5th of February. If there are no changes or additions to participants since the prior month reporting, participating schools must still upload the
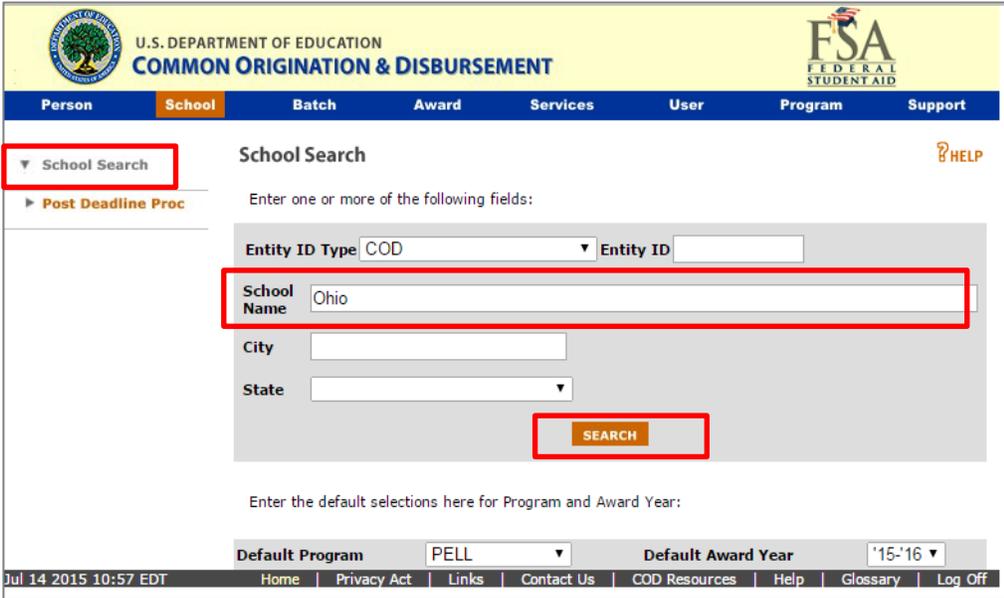
Excel template monthly. In the event there are no changes since the last month, the school would upload the same file uploaded during the prior month. **Reminder: only the first five columns (columns A through E) need to be completed on the template for the monthly reporting required under the Second Chance Pell and Dual Enrollment experiments.**.
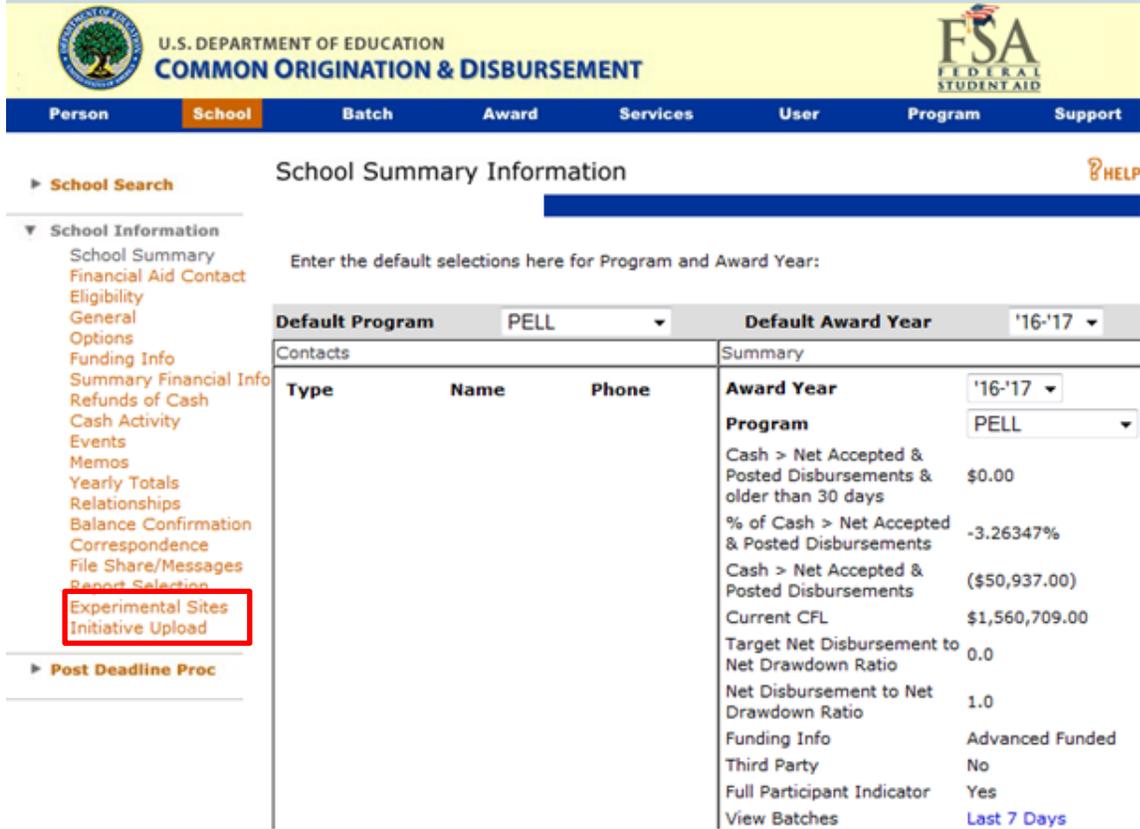
At the end of each award year, institutions participating in the Second Chance Pell and Dual Enrollment experiments must also upload a final Excel template that contains additional columns that are applicable to all experiments (Columns F through V) and additional columns (columns AD through AF for Dual Enrollment) and (Column AK for Second Chance Pell). The end of the year template must be completed and uploaded into the Reporting Tool by July 31 following the end of the award year (for example the end of the year reporting template for participants during the 2016-17 award year must be uploaded before 11:59pm on July 31, 2017).

 The Department will send a reminder when this final yearly upload is required.

Experimental Sites Initiative (ESI) Reporting Tool Workbook

Please refer to the following instructions for accessing and uploading the Template using the ESI Reporting Tool:

Step	Instructions
1.	Access the COD website using your FSA ID, password and token: https://cod.ed.gov U.S. DEPARTMENT OF EDUCATION **COMMON ORIGINATION & DISBURSEMENT** Person School Batch Award Services User Program Support **Welcome Soham Trivedi** **Welcome** to the **Common Origination & Disbursement Web Site** Financial Aid Administrators, other school officials, and servicers can use this web site to verify batch status, submit data requests, check account balances, and enter or change institution data records via the internet. To change your password: Change Password Jul 14 2015 10:15 EDT Home	Privacy Act	Links	Contact Us	COD Resources	Help	Glossary	Log Off
2.	Once logged into COD, select "School" from the menu bar at the top of the COD Homepage. Then select "School Search" from the left-hand menu. Enter the name of your institution, and click "search." U.S. DEPARTMENT OF EDUCATION **COMMON ORIGINATION & DISBURSEMENT** Person School Batch Award Services User Program Support ▼ School Search **School Search** ⑇HELP ▶ Post Deadline Proc Enter one or more of the following fields: Entity ID Type COD ▼ Entity ID School Name Ohio City State ▼ SEARCH Enter the default selections here for Program and Award Year: Default Program PELL ▼ Default Award Year '15-'16 ▼ Jul 14 2015 10:57 EDT Home	Privacy Act	Links	Contact Us	COD Resources	Help	Glossary	Log Off

3

Step	Instructions
3.	The School Summary Information screen will display. On the left side of the page under the drop down menu, click on "Experimental Site Upload" to access the ESI Upload Template.

Step	Instructions
4.	To download the template to report experiment-specific, student-level information, click the link on the right hand side of the screen that says "Download XLS Template." After the download is complete, the Excel file will be available on the bottom left of your screen. **Note: Do not alter the template format.** Use this template and without any changes to its format. This specific format of the template must be used in order for data to be processed correctly. The template is protected and users will not be able to delete columns.

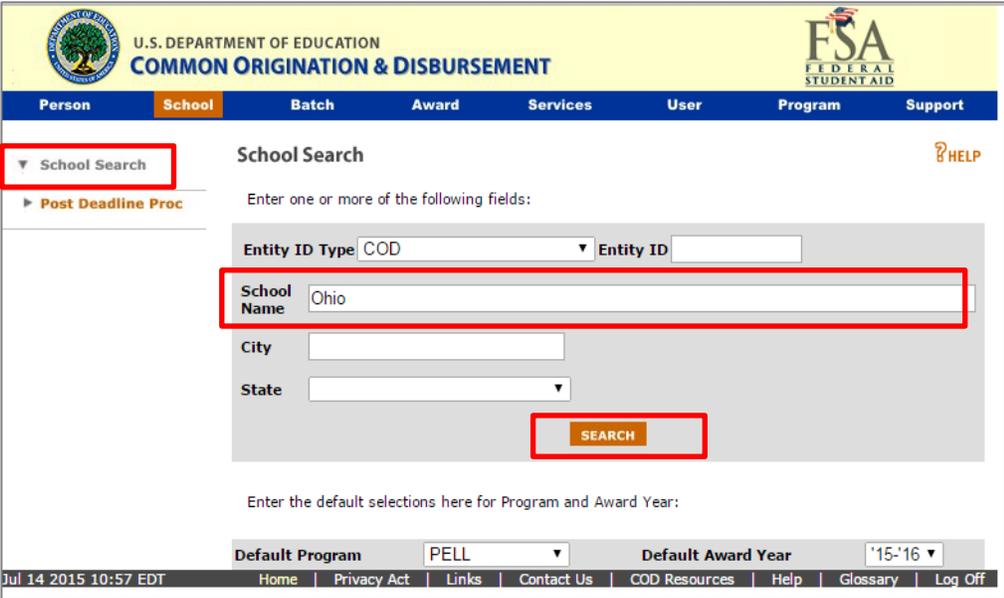| Step	Instructions
5.	After the download is complete, the downloaded Excel file (Experiment Upload) will be available on the bottom left of the screen. Click on the "Experiment Upload" downloaded file to open the Excel template. Once the file is downloaded, save the file to your computer. Remember the file name and location so that you can refer to the file when you are ready to enter your data and upload into the Reporting Tool.
6.	Once you have downloaded and saved the template, you can exit the Reporting Tool within COD. **Refer the instructions on the next page for assistance with completing the five required columns on the template.**
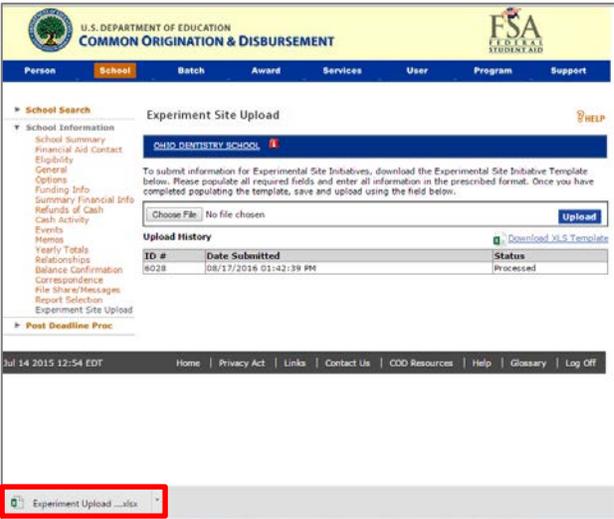
Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Instructions for completing each column on the ESI Reporting Tool Template

Column	Instructions
Column A Award Year	**Required for monthly reporting for Second Chance Pell and Dual Enrollment experiments.** Enter the four digits of the last year of the current award year (for 2016-17 award year enter 2017; for 2017-18 enter 2018, etc.)
Column B Experiment Number	**Required for monthly reporting for Second Chance Pell and Dual Enrollment experiments.** Enter the experiment number of the experiment in which the student participates **(see Appendix A)**
Column C OPE ID	**Required for monthly reporting for Second Chance Pell and Dual Enrollment experiments.** OPE ID – enter the eight digit OPE ID of your institution
Column D Student SSN	**Required for monthly reporting for Second Chance Pell and Dual Enrollment experiments.** Enter the Social Security Number (9 digits, no dashes) for each student
Column E Student DOB	**Required for monthly reporting for Second Chance Pell and Dual Enrollment experiments.** Enter the Date of Birth for each student in the proper format – 10 digits MM/DD/YYY

Once you have completed the first five columns on the template, save the file. Remember the name of the file and its location on your computer or network so that you can refer to the file when you are ready to upload the file into the ESI Reporting Tool within COD.

Note: For Second Chance Pell and Dual Enrollment experiment monthly reporting, only the first five columns (columns A through E) are required.

![Federal Student Aid - An OFFICE of the U.S. DEPARTMENT of EDUCATION]

Instructions for uploading the completed template into the ESI Reporting Tool within COD

Step	Instructions
1.	Access the COD website using your FSA ID, password and token: https://cod.ed.gov
2.	Once logged into COD, select "School" from the menu bar at the top of the COD Homepage. Then select "School Search" from the left-hand menu. Enter the name of your institution, and click "search."

Step	Instructions
3.	On the left hand side of the screen, under School Information, click on "Experimental Site Upload." In order to upload the completed excel template: 1. Click on "choose file" to locate the saved file. 2. Select the file, the file name should display. 3. Click "Upload" on the right side of the page.

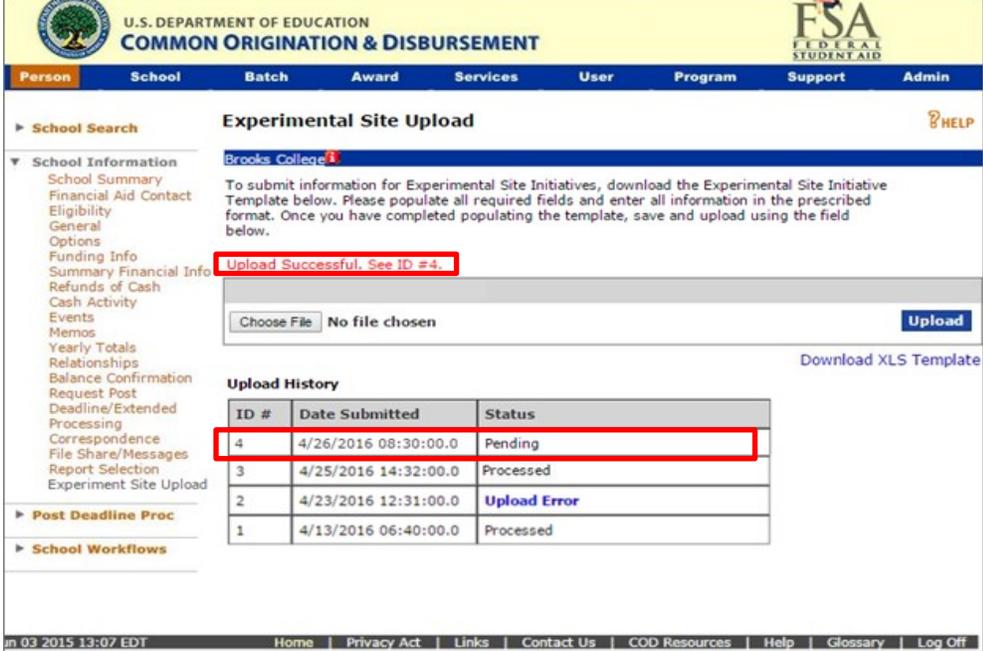| Step	Instructions
4.	Check to ensure the file was uploaded successfully. The 5 required columns (columns A through E) will go through a series of validation checks to ensure the data is acceptable for processing. Each file will also go through virus scanning. If a virus is detected the template will not upload into COD. An error message will display. It is rare that a file does not pass the virus scan. In the unlikely event that it does not, you will need to ensure that the file is not corrupt and reload the file.
5.	**Successful Upload.** If the upload is successful, the file will have an ID number associated with it and represents a successful upload took place.
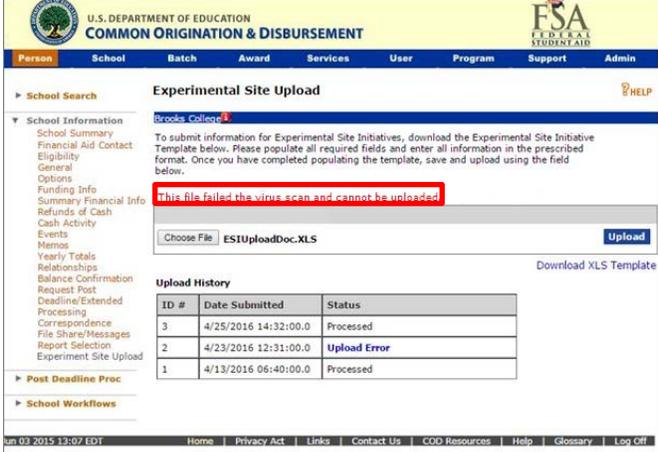
Federal **Student** Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Step 5 continued:

Step	Instructions
5.	When checking the status of your file upload on the Experimental Site Upload page, note that a successful upload will be referenced as "Pending" if the file passes the virus scan and then "Processed" after the uploaded template is validated with no errors. Successful validation occurs when the template data is in the correct format for each required field with valid entries. Once the file is marked "Processed" you have successfully uploaded your data using the Reporting Tool. Please note: If an Upload Error is displayed on the Upload History, correct errors and upload again. See Step 6 on the next for further instructions.
6.	**Files uploaded with an error status.** When the user uploads a file and it contains 'bad data' an "Upload Error" hyperlink message will display. Click on the hyperlink, and you will be redirected to a page which will display the errors (Experimental Site Upload Error Detail Page). Locate the errors, make the necessary corrections, and then reload the file. **Please refer to Step 7 for the specific errors that can occur.**

11

Step	Instructions
7.	**The Experimental Site Upload Error Detail Page.** Potential errors: o Invalid Award Year o Invalid School OPE ID – must contain eight characters o Invalid Experiment Number – see Appendix A o Invalid Student SSN – must contain nine digits and no dashes o Invalid Student DOB – must use MM/DD/YYYY Fix any errors identified and upload the file again. After successfully uploading the data, the file will be marked "Processed." **Schools should verify that the file uploaded is marked "Processed" to ensure that the reporting requirement has been met for the month in which the institution is reporting.**
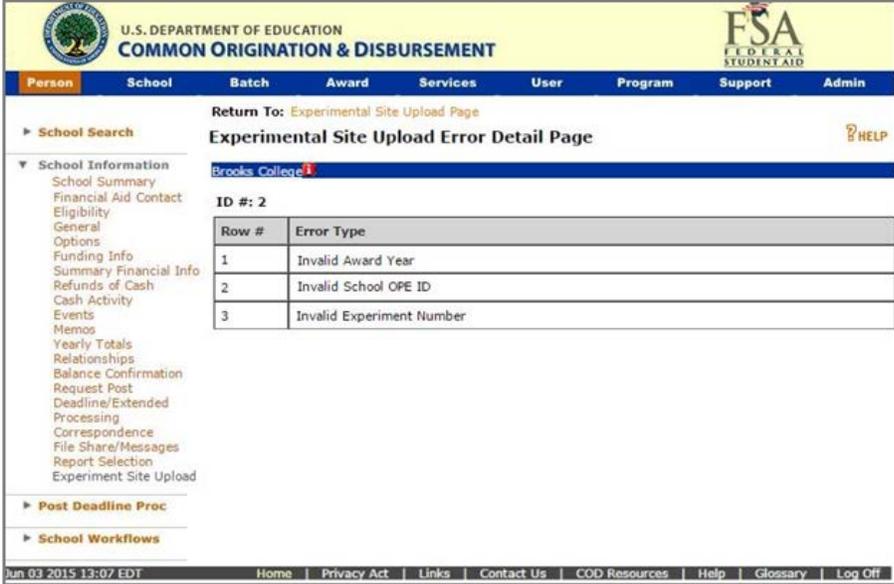
Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

Appendix A
Experiment Titles and Numbers

Experiment Number	Title of Experiment
27	Second Chance Pell
29	Dual Enrollment