

ASCENDER DataConnect (ADC): Level 1 Errors Guide

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Revised: In Progress

Use this guide to review Level 1 Errors in the ASCENDER DataConnect (ADC) tool. Level 1 Errors identify data that could not be successfully published to the Operational Data Store (ODS).

IMPORTANT: Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

Guides referenced in this document:
ASCENDER DataConnect (ADC): Schedule Recurring Runs

Before You Begin

Set-up Tip

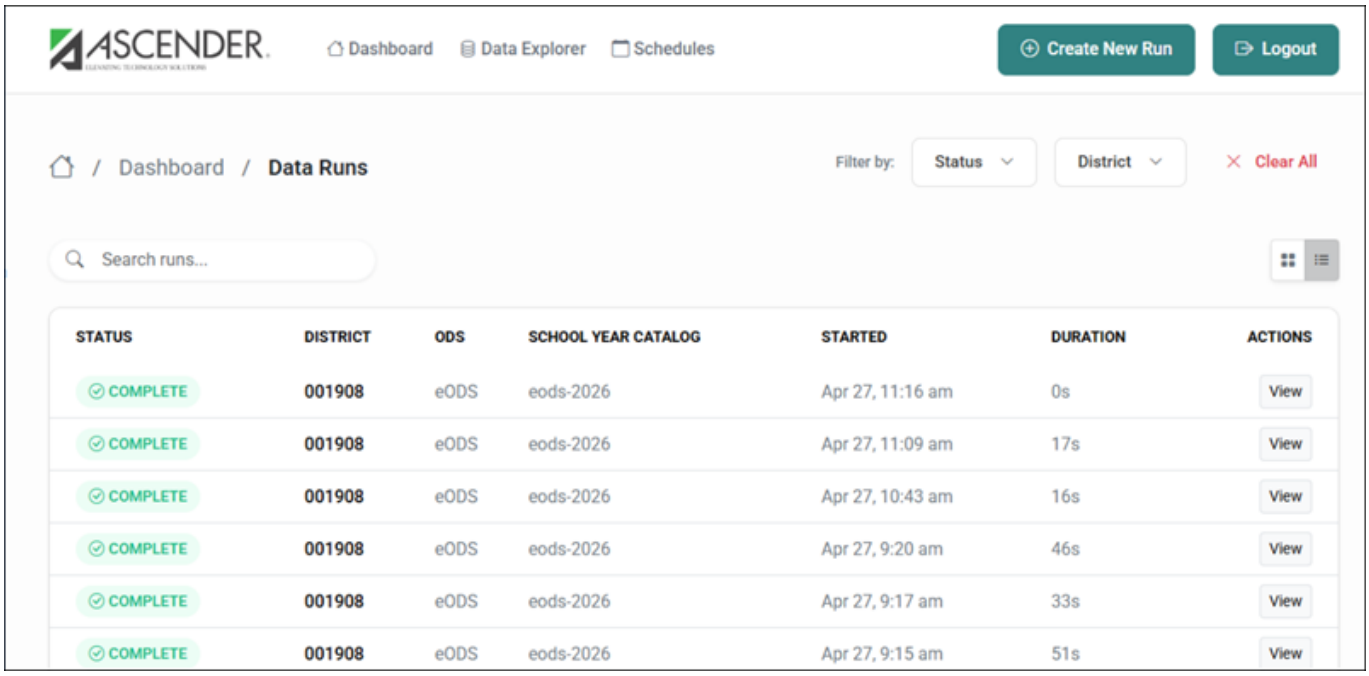
After logging in to the **Apps** dashboard, complete the following steps to help prevent dashboard timeouts:

❑ Open the **ASCENDER Enterprise**.
❑ Launch **ASCENDER DataConnect**.
❑ Keep both tabs open.

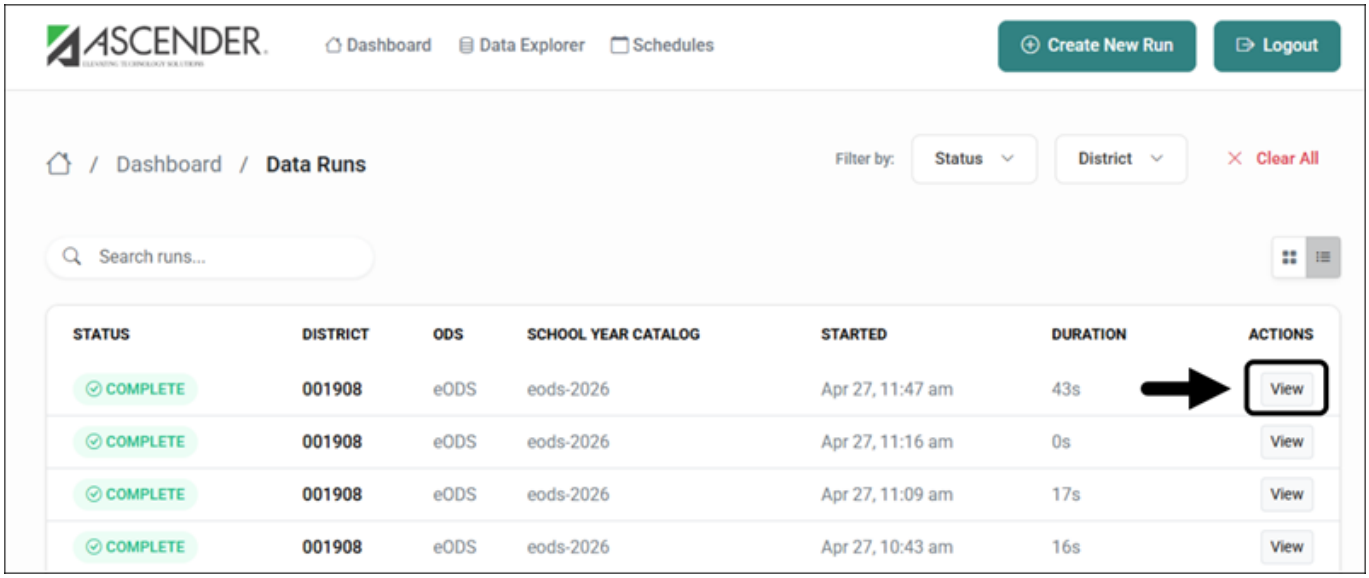
NOTE: Keeping both **ASCENDER Enterprise** and **ASCENDER DataConnect** open allows users to easily navigate between the two applications and helps prevent dashboard timeout issues.

Navigating to the Level 1 Errors in ADC

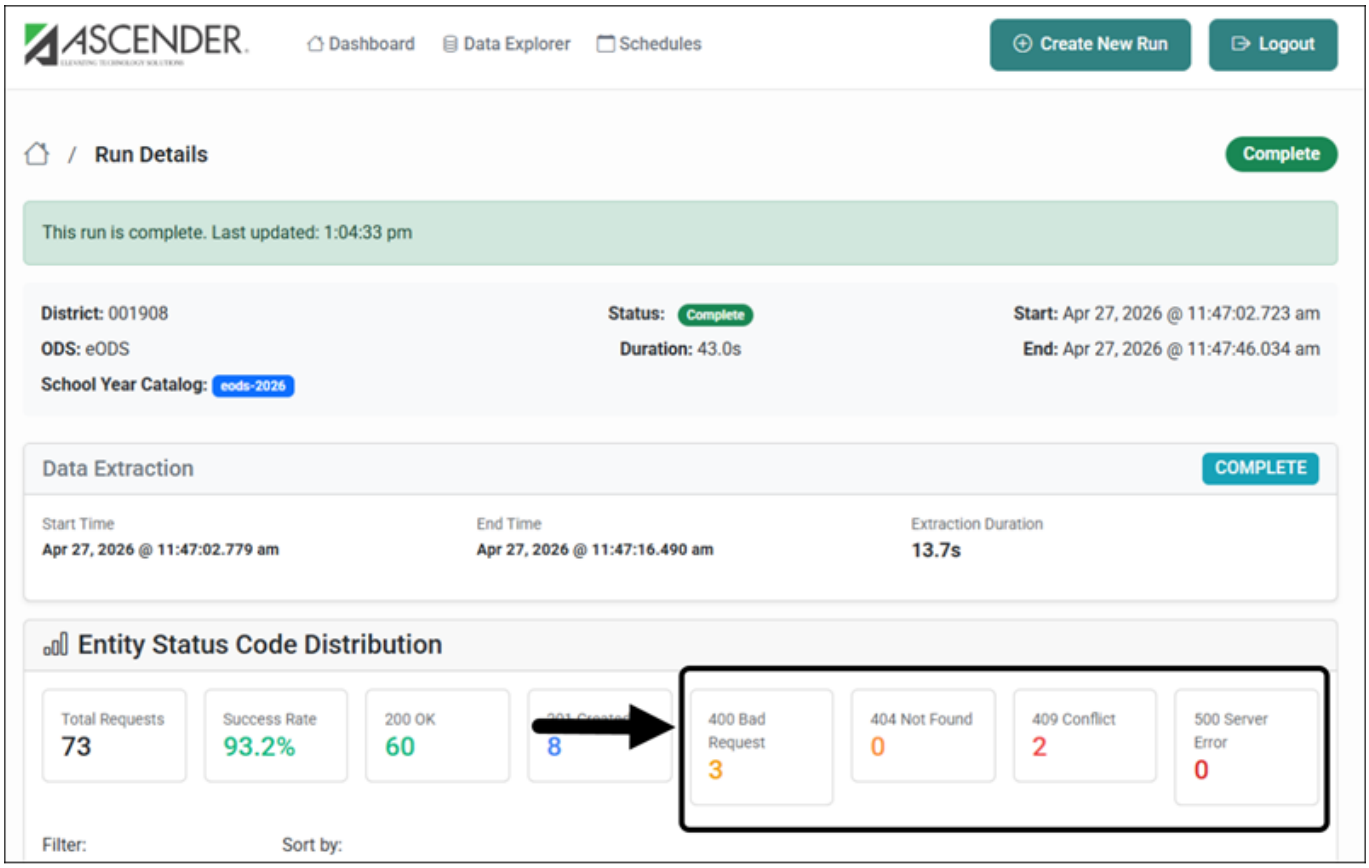
1. Access the ASCENDER DataConnect (ADC) tool.



2. From the Dashboard, click **View** in the Actions column for the most recent run.



3. View Level 1 Errors Run Details:



This page displays the number of **Level 1 Errors** identified during the run.
❑ Scroll down to the **Domain & Entities** section.

Errors can be reviewed using either of the following 2 methods:

- **Download the API Errors File (CSV)** to review the errors in a separate file.
- **Review the errors on screen** by scrolling through the **Domains and Entities** section.

Reviewing Level 1 Errors

Method 1: Download the API Errors File (CSV)

The **API Errors File (CSV)** provides a consolidated list of Level 1 Errors identified during the run.

1. Click **Download API Errors** to generate a CSV file to review errors in Excel.



2. Open the CSV file. The following formatting adjustments are recommended to improve readability:

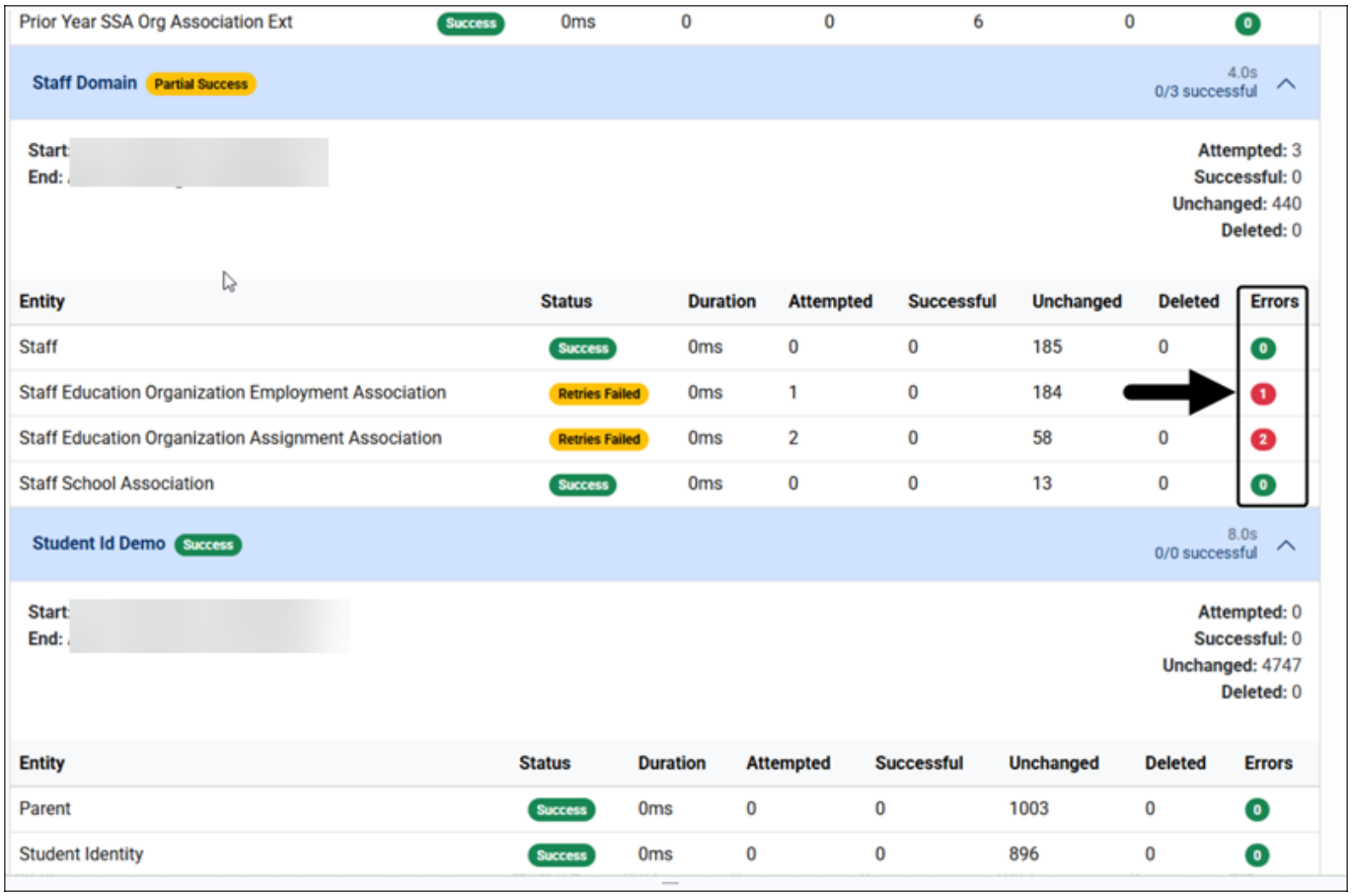
- Expand the column widths as needed to display the contents of each column.

- Apply **Wrap Text** to columns **F** and **G** to display the complete error information within each cell.

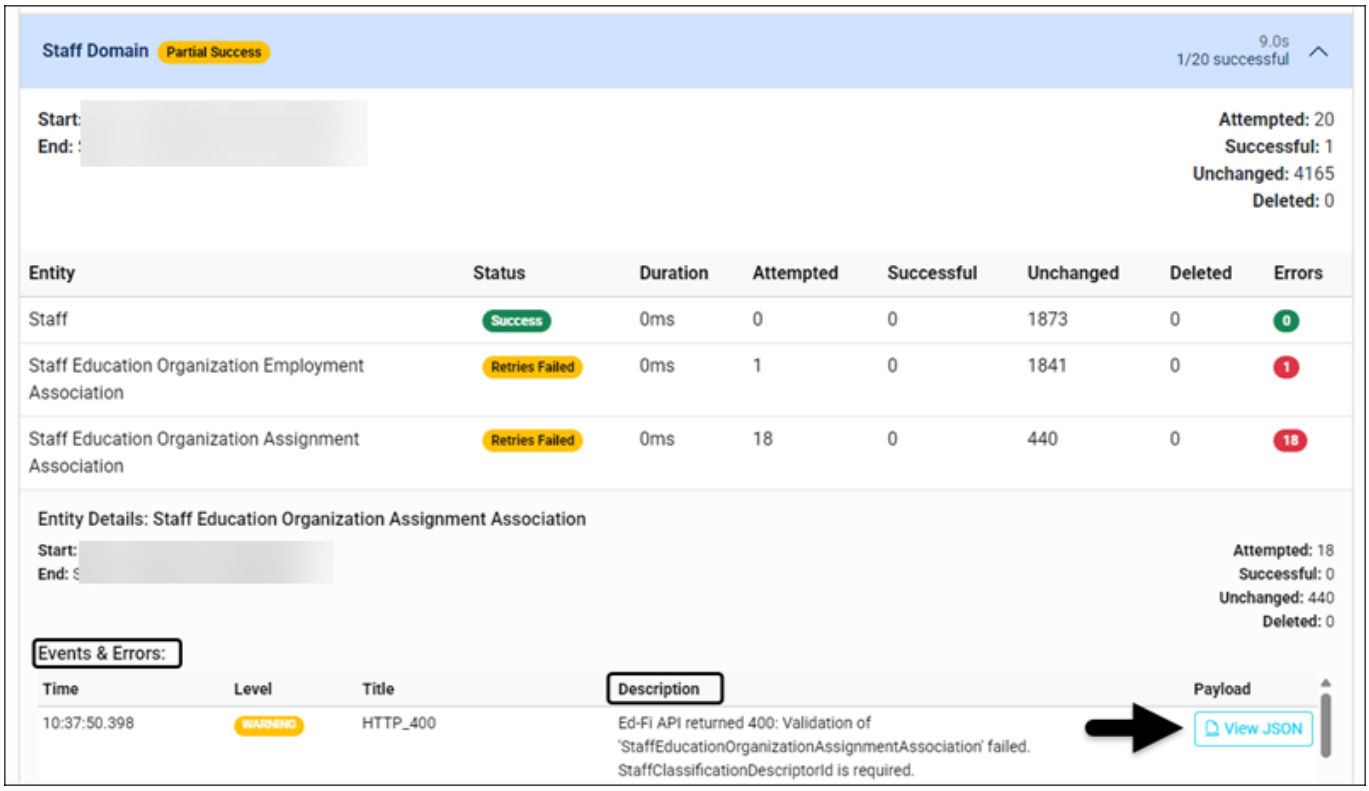
Method 2: Review the errors on screen

When reviewing errors on screen, each entity is displayed along with its error status.

1. Click the **Number** in the **Error** column to view more details.

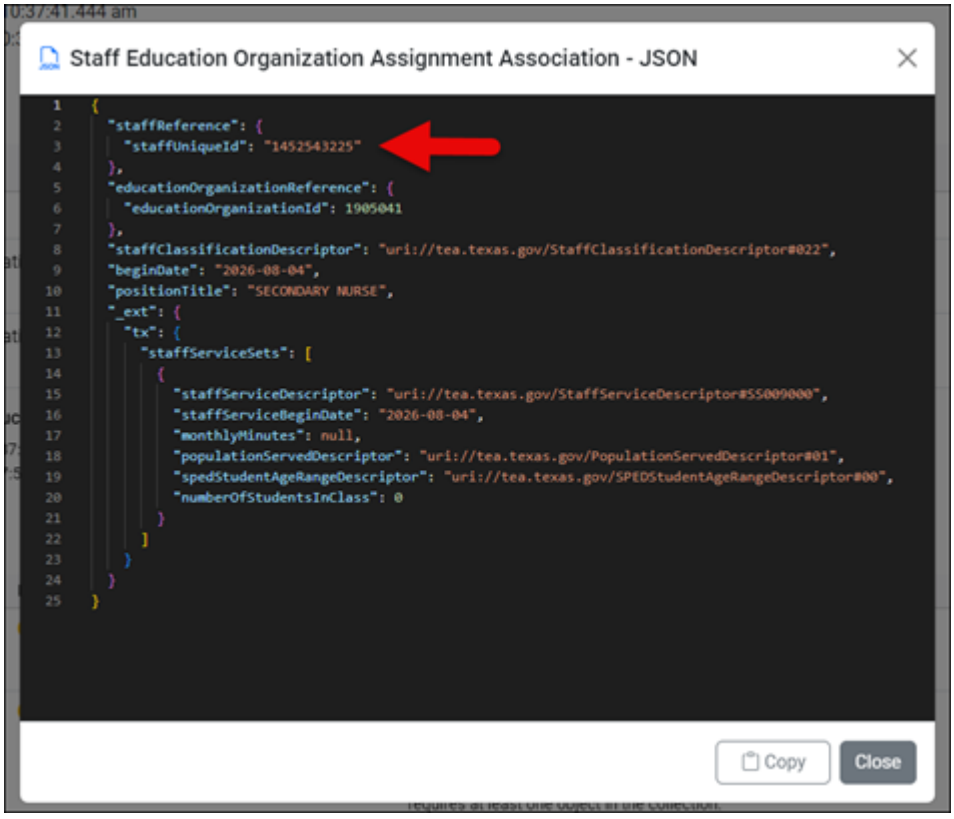


2. The entity expands, and under **Events and Errors** you will see the error description. Click **Expand JSON** to see what value was sent.



The information on the image below, along with the error details, can be used to identify:

- The issue that requires correction.
- The staff member associated with the error.



NOTE: Corrections must be made in the applicable **ASCENDER application** before submitting a

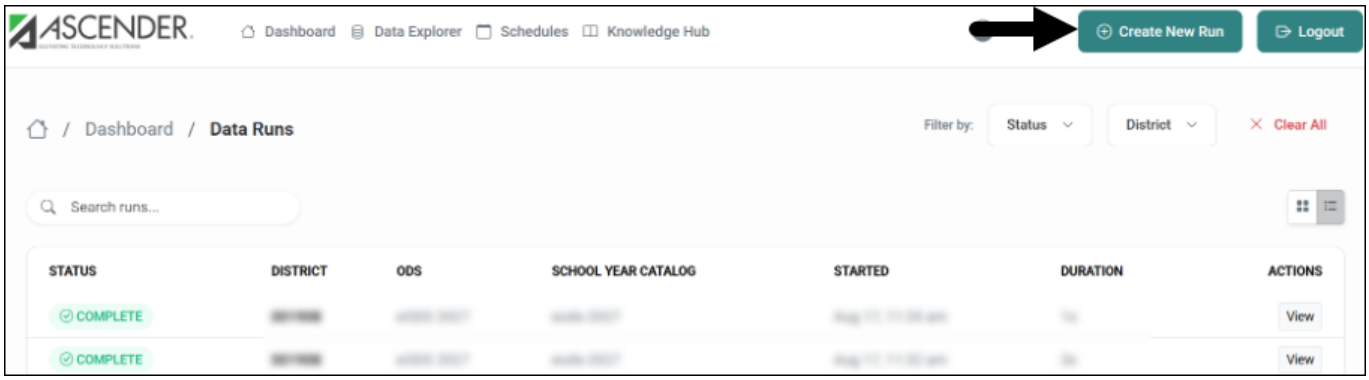
new run.

For example, if an employee's **Date of Birth** is incorrect, the information must be corrected in **Personnel** before sending a new run.

Create New Run

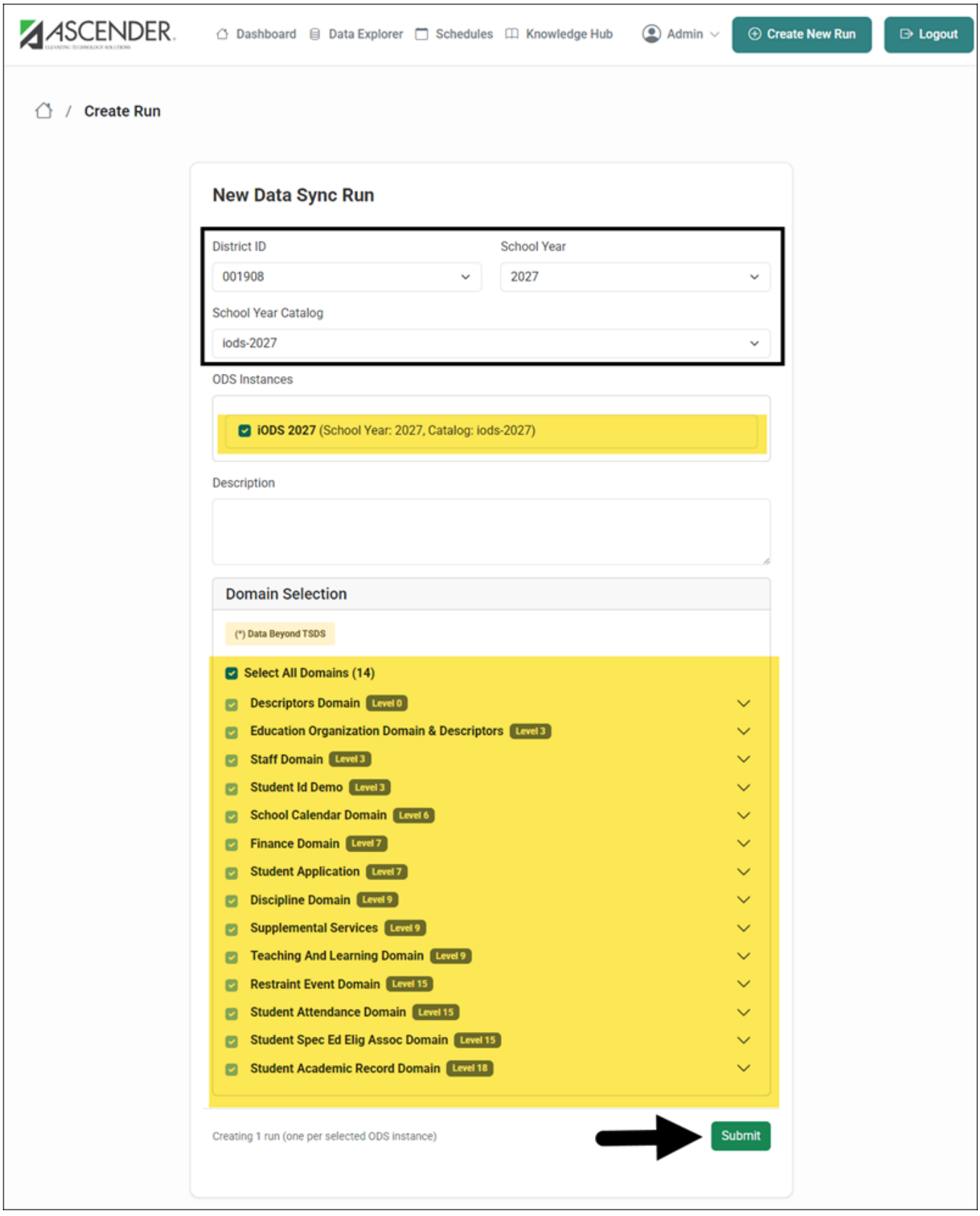
NOTE: If you would like to schedule a New Run, please use the Quick Guide: ASCENDER DataConnect (ADC) - Create Scheduled Runs.

1. Access the ASCENDER DataConnect (ADC) tool.



2. From the Dashboard, click **Create New Run**. The Create Run page opens.

❑ Complete the following fields for the New Data Sync Run:



- In the **District ID** field, click ⌄ to select the applicable county-district ID.
- In the **School Year** field, click ⌄ to select the applicable school year (2027).
- In the **School Year Catalog** field, click ⌄ to select the applicable catalog.
- Under **Domain Selection**:
  - Leave the defaulted **Select All Domains** checkbox selected.
  - Resolve any **Level 1 Errors** in domain dependency order until all applicable domains are

publishing successfully.

3. Click **Submit**.


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