

DATA UPLOADS

1. DATA TEMPLATES

There are several data sets that need to be uploaded and that are being used for eQuATIC. The data in a particular upload, can be used for several indicators. The complete overview of which data set is used for which indicator can be found in the indicators overview [link to document with indicators].

The data templates can be downloaded from the eQuATIC website [link to data templates] or you can download the templates directly from the tool via the local admin menu – data upload. Go to the relevant data upload and click the ‘export’ button.



LOCAL ADMIN ▾ LOCAL USER ▾

List of users
Data upload
Institution's scores

UPLOAD DATA FROM UNIVERSITEIT GENT

Academic year 2014-2015 ▾ Show uploads list

Student questionnaire SMS

Select file Upload Export

Student questionnaire SMP

Select file Upload Export

Outgoing student mobilities for placements: 0 Partner institutions: 0

2. PREPARING DATA UPLOAD

Data are uploaded through Excel files (.xls/.xlsx). The data upload can be prepared based on the information in the data templates. The column names should exactly match the names of the upload guidelines tab in the data template. For each field a data definition is given. Because of the standardization of institutions it is recommended to use the Erasmuscode and/or PIC (if available).

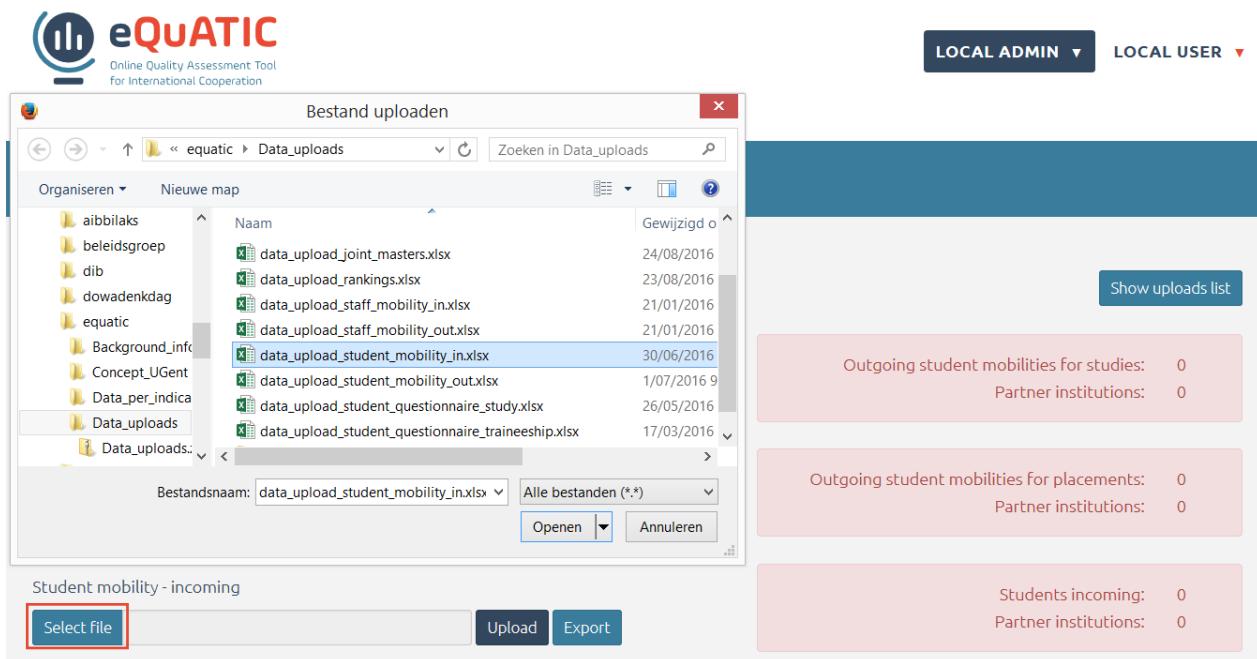
Student mobility - incoming

Field name	Mandatory (*)	Possible value	Data definition	Indicator
Sending Organisation PIC		numeric value, 9 characters	The PIC ("Participant Identification Code") of the institution. If the Erasmus Code is entered this field isn't required	Quality of students; Mobility rate
Sending Organisation Erasmus Code			The Erasmus Code of the institution that has been awarded with the Erasmus Charter for Higher Education. If a PIC is entered this field isn't required	Quality of students; Mobility rate
Sending Organisation Legal Name	* If no PIC or Erasmuscode		The official name of the institution/organisation	Quality of students; Mobility rate
Sending Organisation Country	* If no PIC or Erasmuscode	two characters	Two character ISO code for country	Quality of students; Mobility rate
Field of Education	*	numeric value, 4 characters	ISCED 2013 field of studies	Quality of students; Mobility rate
Start Date		DD-MM-YYYY	The date on which the mobility activity started	Quality of students
End date		DD-MM-YYYY	The date on which the mobility activity ended	Quality of students
Credits taken		numeric value	The number of credits the student takes during the mobility period	Quality of students
Credits successfully completed		numeric value	The number of credits students successfully complete during the mobility period	Quality of students

When uploading data, the tool will search for the column names as described in the data template. However you can upload data with more columns as long as you rename the relevant columns for eQuATIC and make sure all column names are present (even if you don't have data available for a certain header). This functionality makes it possible to reuse existing reporting templates that only need to be adapted at the level of the column names.

3. DATA UPLOADS

Data can be uploaded via the local admin menu – data upload. There are separate data uploads for each data set. Each upload is the source for one or more indicator scores. Use the ‘select file’ button to browse to the relevant upload template and open the file. Next, click on ‘upload’. The upload will now be processed (this can take several minutes).

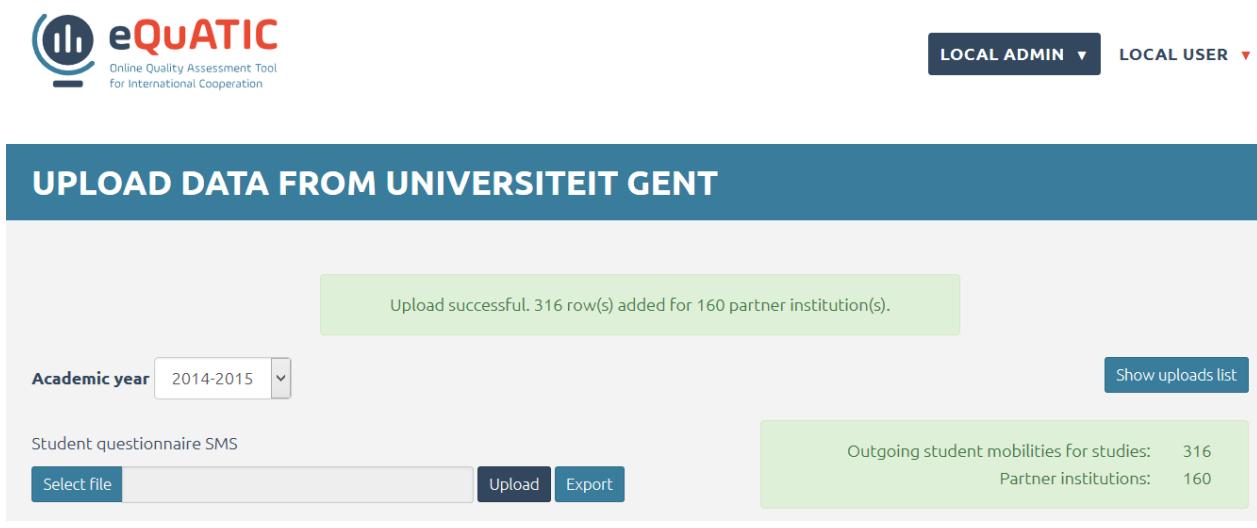


The screenshot shows the eQuATIC interface. On the left, a file selection dialog box titled 'Bestand uploaden' is open, showing a list of Excel files in the 'Data_uploads' folder. One file, 'data_upload_student_mobility_in.xlsx', is selected. On the right, the main dashboard displays summary statistics for student mobility and incoming students.

Category	Value	Value
Outgoing student mobilities for studies:	0	Partner institutions: 0
Outgoing student mobilities for placements:	0	Partner institutions: 0
Students incoming:	0	Partner institutions: 0

At the bottom left, there is a red box around the 'Select file' button in the 'Student mobility - incoming' section.

In the end you will receive a message about the upload. This might be an error message, or a message saying that institutions were not found (cfr. 3.4 Upload errors).



The screenshot shows the eQuATIC interface after a successful upload. A green box at the top indicates 'Upload successful. 316 row(s) added for 160 partner institution(s.)'. Below this, the 'Academic year' dropdown is set to '2014-2015'. On the right, summary statistics for outgoing student mobilities and incoming students are displayed.

Category	Value	Value
Outgoing student mobilities for studies:	316	Partner institutions: 160

At the bottom left, there is a red box around the 'Select file' button in the 'Student questionnaire SMS' section.

Always make sure you upload data for the right academic year!

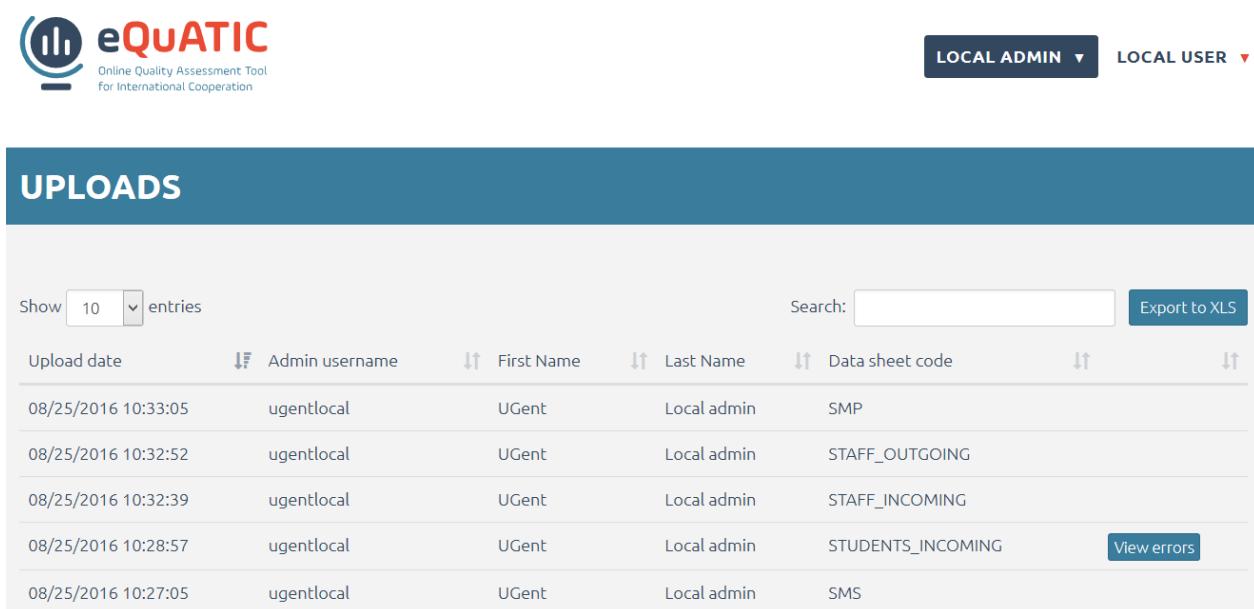
4. UPLOAD ERRORS

If the upload message contains an error, you can consult this via the 'show upload errors'.



The screenshot shows the 'UPLOAD DATA FROM UNIVERSITEIT GENT' page. A yellow box displays the message: 'Upload successful. 745 row(s) added for 258 partner institution(s). 67 row(s) invalid, 42 institution(s) not found.' Below this, there is a dropdown menu for 'Academic year' set to '2014-2015'. On the right, there is a blue button labeled 'Show upload errors' which is highlighted with a red box.

Errors can be consulted at any time via the 'upload lists functionality', where all upload attempts are saved and errors can be displayed.



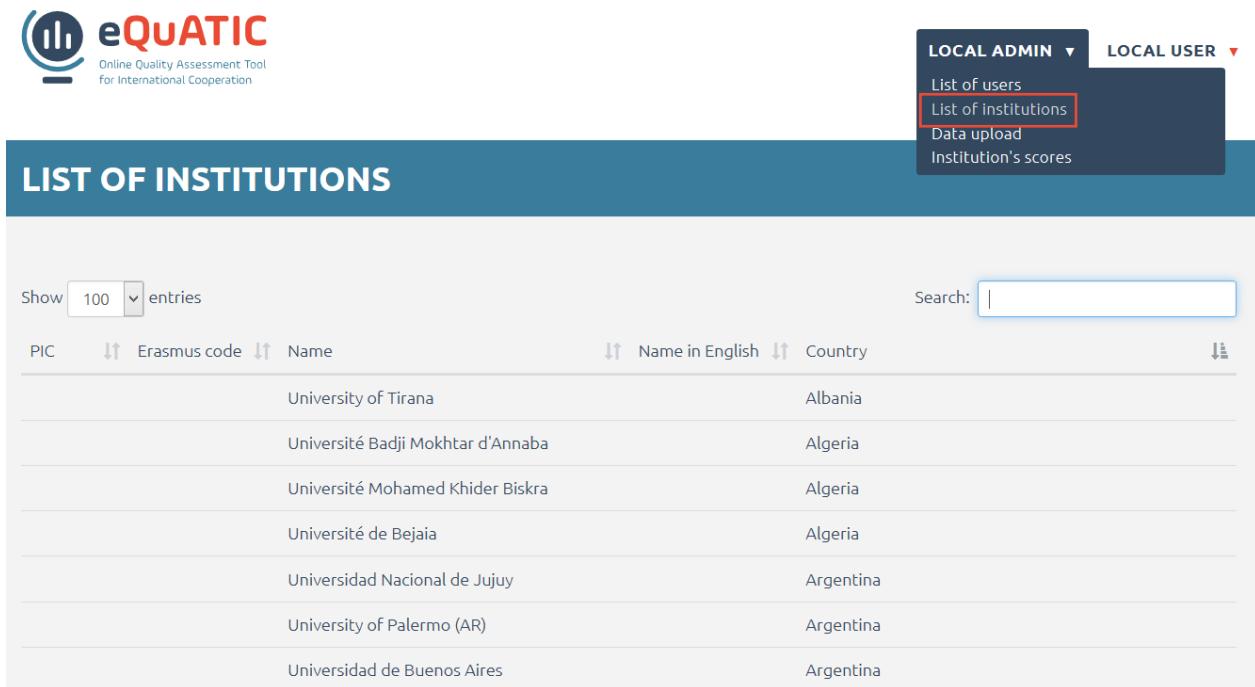
The screenshot shows the 'UPLOADS' list. The table has columns: Upload date, Admin username, First Name, Last Name, Data sheet code, and a 'View errors' link. The last row in the table has a 'View errors' link which is highlighted with a red box. The table includes pagination and search fields at the top.

Upload date	Admin username	First Name	Last Name	Data sheet code	
08/25/2016 10:33:05	ugentlocal	UGent	Local admin	SMP	
08/25/2016 10:32:52	ugentlocal	UGent	Local admin	STAFF_OUTGOING	
08/25/2016 10:32:39	ugentlocal	UGent	Local admin	STAFF_INCOMING	
08/25/2016 10:28:57	ugentlocal	UGent	Local admin	STUDENTS_INCOMING	View errors
08/25/2016 10:27:05	ugentlocal	UGent	Local admin	SMS	

While uploading data, the system will only take into account the first tab. If you receive an error message saying that the PIC column isn't present, this might hint to a file with different tabs.

4.1 Institution not found

The “institution not found error”, is the most common error. If there is no Erasmuscode or PIC, the name of the institution should exactly match with the name of the institution in the eQuATIC database. You can find the list of institutions in the *local admin menu – list of institutions*. Use the search box for searching specific institutions or institutions from a specific country.



PIC	Erasmus code	Name	Name in English	Country
		University of Tirana		Albania
		Université Badji Mokhtar d'Annaba		Algeria
		Université Mohamed Khider Biskra		Algeria
		Université de Bejaia		Algeria
		Universidad Nacional de Jujuy		Argentina
		University of Palermo (AR)		Argentina
		Universidad de Buenos Aires		Argentina

If an institution is not on the list, it should be added by the super administrator. The super administrator receives an automatic email for each institution that was not found. You can also send an email to Paul@eQuATIC.eu asking to add missing institutions. The super administrator will then add missing institutions or give instructions on the designation of the institutions. Please make sure to upload the whole data set if you correct any errors (cfr. 3.5 New upload of previously uploaded data set).

4.2 New upload of previously uploaded data set

If you re-upload a certain data set, the previously updated data will be overwritten. If you get upload errors, it is recommended to correct them and try to upload the complete data set again. If you want to add data to an already successfully uploaded data set, you can export the upload and add rows to this export.