

nslcutil.py

National Student Clearinghouse Enrollment Transmission checking program

NSLC_upload_step-by-step_Using_nslcutility.py

[flint](#), 11 February 2016 (created 11 February 2016)

Here are the steps for '11 February 2016'

Note:

no tags

This must be set up properly on the machine doing the work.

1. Download the "NSLC*.csv" file from SIS.
2. Convert the "NSLC*.csv" to "NSLC*.xlsx" using `bin/nslcutil.py -f NSLC*.csv NSLC*.xlsx`
3. Open with Microsoft Excell and remove the I row "degree concentration"
 - o Save result as csv with name "NSLC*.tab"
 - o set filter to separator is a tab
4. Check file using `bin/nslcutil.py -t NSLC*.tab`
5. Run `bin/nslcutil.py -a NSLC*.tab 2NSLC.tab --tab` to insert A1 header and T1 footer.
6. Run `bin/nslcutil.py -m 2NSLC.tab --tab` to send file to NSLC
7. Check [log file](#) record number
8. Mail Geeta let her know...
9. save `2NSLC.tab` to share and drive.

Finally be aware that with some further programming work this process can be further simplified and automated.