File Naming and FileZilla Quiz

1. **Which naming structure should be used when submitting a Student Demographic (SD) file to CSI?**

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| --- | --- |
| A. 2019 06 17 NLCS\_6266\_SD\_EOY.xlsx | B. 6914\_Pinnacle\_SD\_05232019.csv |
| C. 7278.RFMA.SD. csv | D. SMCS\_SD\_05172019.csv |

1. **Select the best location to place your SDA files for the recently completed school year?**

|  |  |
| --- | --- |
| A. /Submissions/SDA/SY 18-19/Error Reports | B. /Submissions/SDA/SY 17-18/Files to Run |
| C. /Submissions/SDA/SY 18-19/Files to Run | D./Submissions/EOY/SY 18-19/Files to Run |

1. **Which of the following may result in significantly more errors in your error report when we process your file?**

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| --- | --- |
| A. Placing file in the wrong folder | C. Opening the error report, making changes, and resaving  |
| B. Opening the csv file, making changes, and resaving  | D. Submitting new files without making any changes in your SIS |

1. **What is the best naming structure if your school submits multiple files in one day?**

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| --- | --- |
| A. 2035\_CPA\_SP\_12122019 | C.1795\_CSEC\_SA\_12142019v2 |
| B.2837\_ECA\_Staff\_AssignmentPM | D. All of the above |

1. **CSI has provided you a listing of issues to review and resolve based on your recent file submittal. Which area in FileZilla would you access the file?**

|  |  |
| --- | --- |
| A.  | C.  |
| B.  | D.  |

1. **What are the steps that should be taken to ensure CSI processes your new files in a timely manner?**

|  |  |
| --- | --- |
| A. Utilize the proper naming structure of extracted files with no spaces, school name/code, and date. | C. Notify the submissions inbox that new files are available to run and include path |
| B. Place files in the correct Files to Run folder for the current school year | D. All of the above\* |