

Updating the Textbook Lists through eRIDE (updated 2_2019)

eRIDE is an electronic submission process that is designed to draw data from a submission form and automatically populate them into a RIDE-managed database.

Step 1: Log on to eRIDE. If you do not have a user name or cannot remember your log-in information, please call Mario Goncalves at 222-8968 or email Mario.goncalves@ride.ri.gov. Non-technical questions about the textbook loan program may be directed to TextbookLoanProgram@ride.ri.gov.

Step 2: Click on the “Textbook List Upload” icon

Step 3: Read the instructions on the page titled “Welcome to the Textbook List Upload Site.” After you’ve read the instructions, click on the phrase “following these parameters”. This text is blue and is hyperlinked.

Step 4: Read the instructions on the page titled “Textbook Upload Record Layout.” After you’ve read the instructions, click on the link at the bottom of the page called “Click here to download a sample Excel document for data submission.” This will initiate the download of an excel file.

Step 5: Open the downloaded excel file. This file is both a sample and can be used for your textbook submission. Following the sample rows provided begin entering your district’s textbook information. The data conventions are provided below for your convenience. Delete the contents of the sample rows 2-14. **Do not delete row 1.** Enter “E-book” immediately following the textbook title to identify digital textbooks.

Table 1: Data Conventions: Restrictions & Requirements		
eRIDE column	Field Name	Data Type and Length
A	District Code	2 numbers (defined by RIDE)
B	ISBN #	10 numbers, no dashes or blanks
C	Title	255 letters or numbers
D	Author	25 letters
E	Publisher	255 letters
F	Publication Year	Numbers, insert blanks between years, ie: 1995 2004
G	Subject Code	1 Mathematics; 2 Science; 3 Foreign Language; 4 ELA, 5 History/Studies

Step 6: Save the excel file using a name that does not include spaces or special characters (like those above number keys on your keyboard). Do not change the name of the worksheet (the tabs at the bottom of the page), which should remain “sheet1”.

Step 7: Return to the eRIDE page titled “Welcome to the Textbook List Upload Site.” Click on the “browse” button and locate and upload the excel file you completed and saved.

Step 8: Verify your submission. Your file should show up on the list entitled "Your submissions". As long as your file appears in the **Your Submission** list, RIDE staff will be able to access your file. The column "Valid File" indicates whether the file successfully passed automated validation checks. This is provided as a warning only. If your file did not pass this check, it doesn't necessarily mean your file is unreadable. However, there is a chance you may be contacted to resubmit your file.