



***Aeries™* Student Information System**
Loading CAHSEE Test Result – Procedures
September 25, 2009

The **CAHSEE Test Results** form allows the School or District to load test results from the CAHSEE text file into the **usysFLDS** table within **Aeries**. After the students test data has been loaded the **usysFLDS** table will be compared to the **STU** table to find matches between the two tables.

After the match is performed, the school number, student number and permanent ID number from the **STU** table is added to the **usysFLDS** table. The CAHSEE test scores from the **usysFLDS** table can then update the **Testing** table with the student's scores using the **Update** button.

If a student has taken the Math test part 1 will be loaded or has taken the ELA test part 21 will be loaded. If the student passed Test Parts 1 or 21 with a scale score greater than or equal to 350 the raw score will equal 1. If the raw score equals 0 the student did not pass the test.

Along with the test scores the **Update** button will load any modifications used taking the test into the **TEX** table and will be loaded for Parts 1 and 21. If the student passed either test with a modification the **Test** form will now display an 8 in the **Raw Score** field.

The 8 in the Raw Score field indicates that this test is **Pending Approval** by the school or district. After the approval has been determined a school can now hand enter a 9 into the Raw Score field for parts 1 or 21 which will indicate that the student Requirements were Met.

The **CAHSEE Status Report** has been changed so that if an 8 has been entered into the Raw Score field the report will print Pending Approval. If a 9 has been entered the report will print Requirement Met.

The **Transcript** has been changed so that if a 9 has been entered into the Raw Score for parts 1 or 21, Req Met will now print on the Transcript under CAHSEE. It was determined for confidentiality purposes, if parts 1 or 21 contained an 8 for Pending Approval that Not Passed would print on the Transcript.



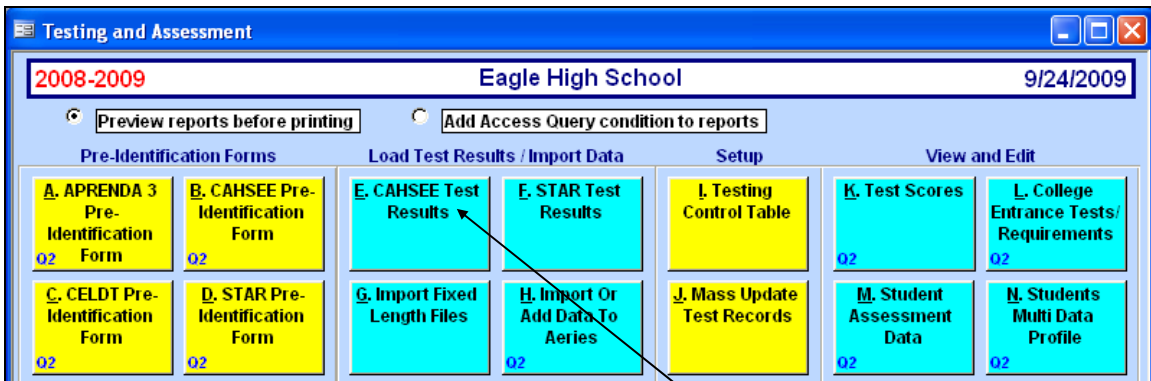
NOTE:

Both the District and Schools MUST be running on the most current version of Aeries™.

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as those that follow, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries™*. However, Eagle Software recognizes that each school and district using *Aeries™* has established their own unique guidelines and policies.

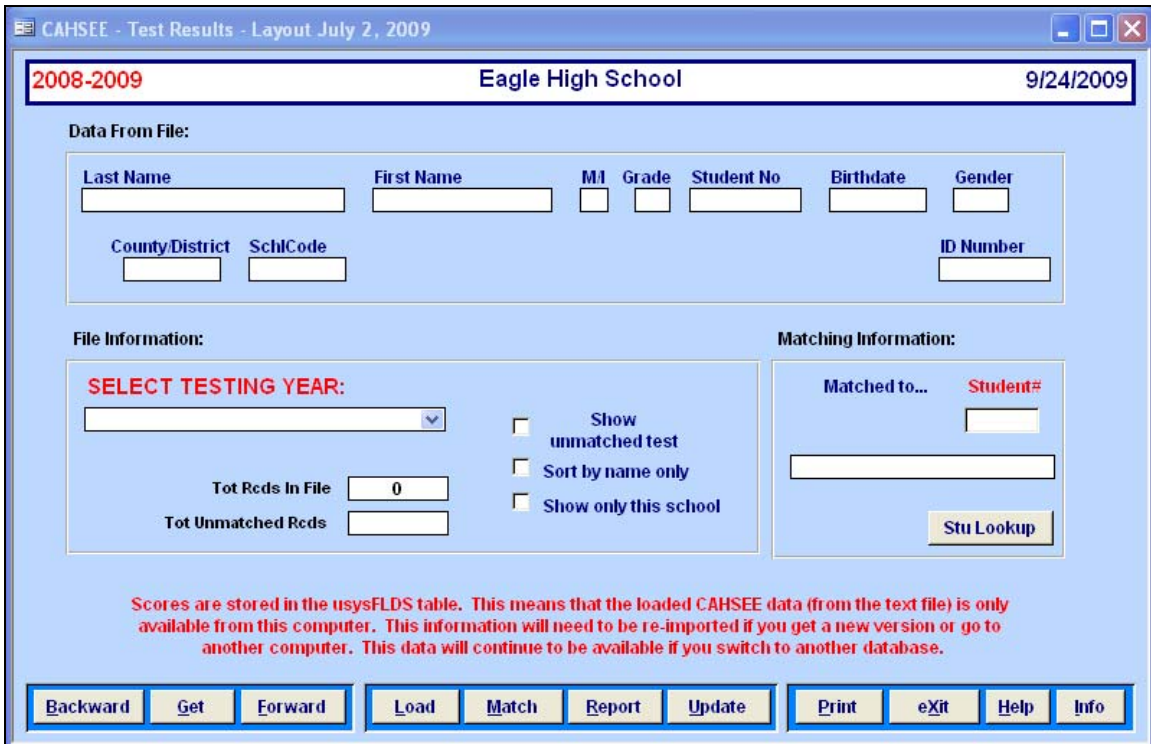
By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

CAHSEE TEST RESULTS To access the **CAHSEE Test Results** form, click the mouse on the **Testing and Assessment** button. The following form will display.

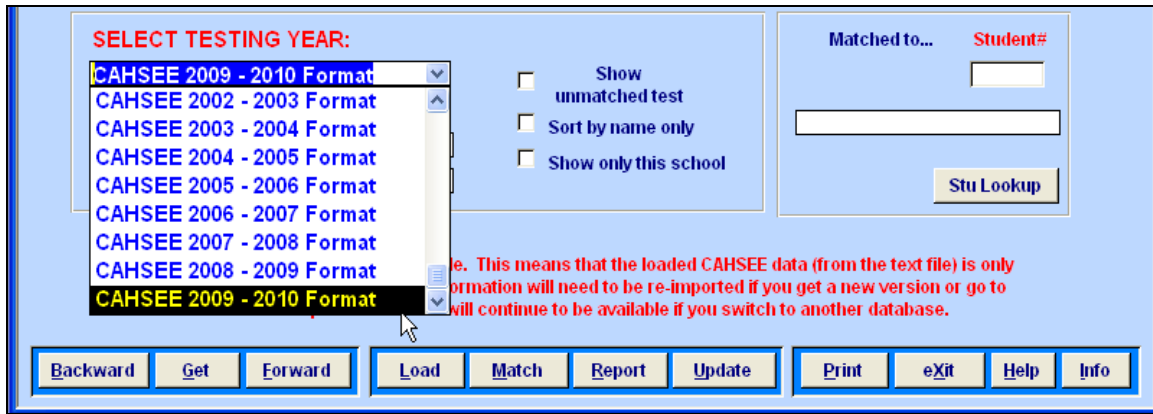


Click the mouse on the **CAHSEE Test Results** button. The **CAHSEE Test Results** form will display. The top of the form will display the CAHSEE Layout date.

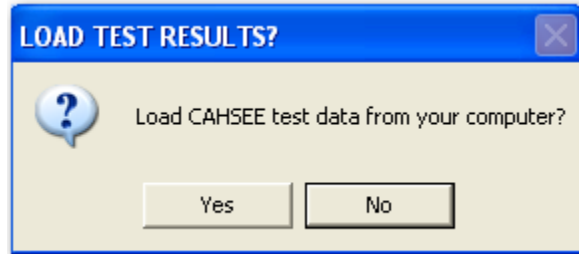
The **Load** button will utilize the test file to load the test scores and data into the **usysFLDS** table in the **Aeries™** database.



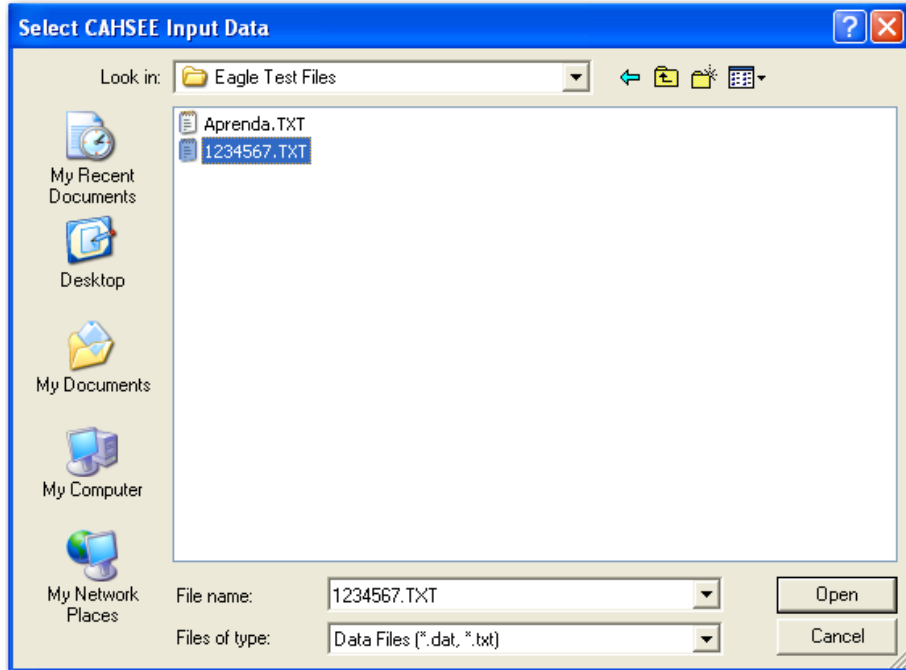
Click the mouse on the **Select Testing Year** drop down listing and select the layout to be used. Click the mouse on the **Load** button.



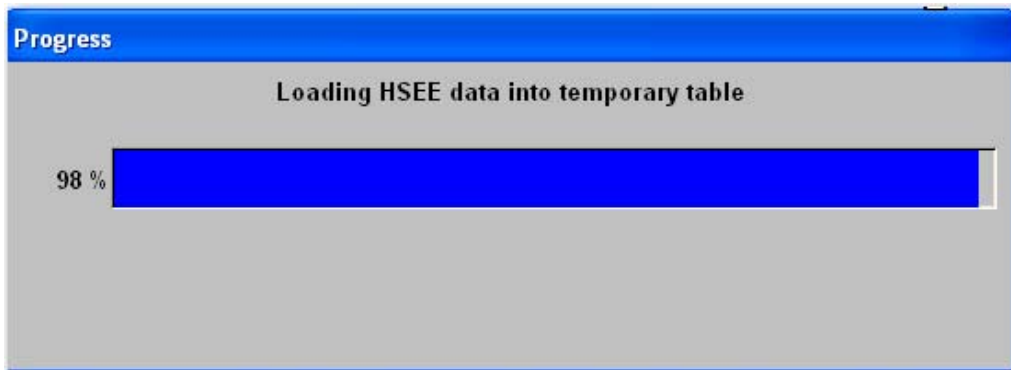
The following message will display. Click the mouse on the **Yes** button.



A file selection box will display. Click the mouse on the **CAHSEE** text file selected and the file name will automatically display in the **File Name** field. Click the mouse on the **Open** button.



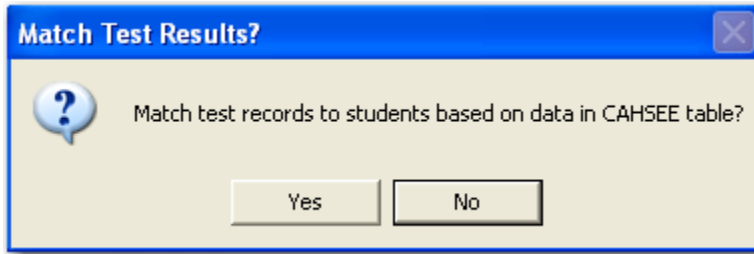
A progress bar will display indicating that the CAHSEE file is being loaded. A message will display when the load is complete.



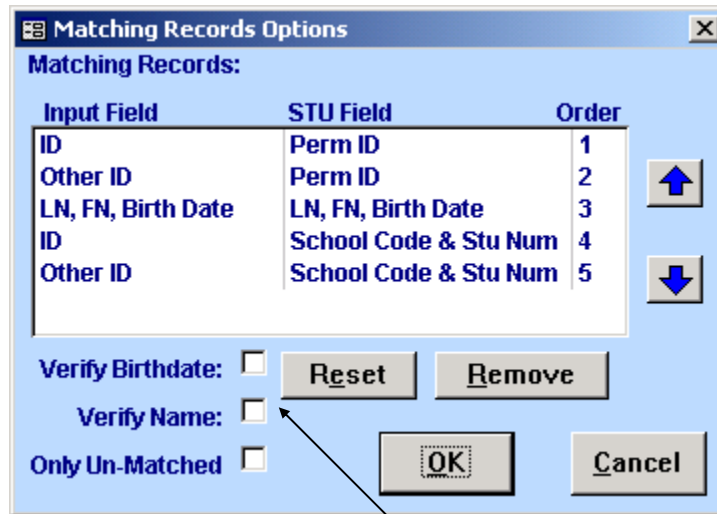
MATCH STUDENT DATA

Once the **usysFLDS** table is loaded with the test information the **Match** can be performed. This option will compare the **usysFLDS** table to the **STU** table. It will use various comparisons to locate the student in the **STU** table. If the student is located the student's permanent ID number, school number and student number will be copied into the **usysFLDS** table.

Click the mouse on the **Match** button. The following message will display. Click the mouse on the **Yes** button.

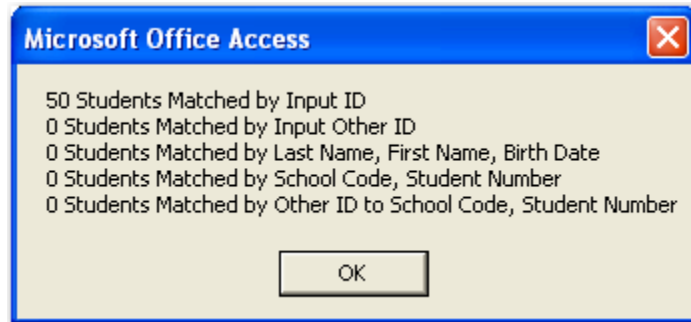


The following options will display in the order that the records will be matched. The order can be changed by hi-lighting the option and using the up or down **arrow keys** on the right.



The records can also be **verified** by birthdate and/or name and this process can also be run for **Only Un-matched** records by clicking the mouse on the **box** to the right. After all selections are made click the mouse on the **OK** button.

When the data match has completed the following message will display with the number of students matched. Click the mouse on the **OK** button.



The **CAHSEE Test Results** form will now display a **Student #**, **Student Name** and **Birthdate** for students located in the **STU** table.

A screenshot of the "CAHSEE - Test Results" application interface. The window title is "CAHSEE - Test Results - Layout July 2, 2009". The interface displays the following information:

- 2008-2009** (Year)
- Eagle High School** (School Name)
- 9/24/2009** (Date)
- Data From File:**
 - Last Name: ABBOTT
 - First Name: ALLAN
 - MI: M
 - Grade: 12
 - Student No: 0000055517
 - Birthdate: 01/03/1992
 - Gender: M
 - County/District: 3799999
 - SchlCode: 9999999
 - ID Number: (empty)
- File Information:**
 - SELECT TESTING YEAR:** CAHSEE 2009 - 2010 Format
 - Tot Rcds In File: 40
 - Tot Unmatched Rcds: 3
 - Options:
 - Show unmatched test
 - Sort by name only
 - Show only this school
- Matching Information:**
 - Matched to... Student#
 - 10907
 - Abbott, Allan - 1/3/1992
 - Stu Lookup button

At the bottom of the interface, there is a red warning message: "Scores are stored in the usysFLDS table. This means that the loaded CAHSEE data (from the text file) is only available from this computer. This information will need to be re-imported if you get a new version or go to another computer. This data will continue to be available if you switch to another database."

The bottom of the interface features a navigation bar with buttons: Backward, Get, Forward, Load, Match, Report, Update, Print, eXit, Help, Info.

To display only unmatched students click the mouse on the **Show Unmatched Test Records Only** and a black check mark will display.

The screenshot shows a software interface with two main sections: "File Information" and "Matching Information".

- File Information:** Includes a dropdown menu for "SELECT TESTING YEAR:" set to "CAHSEE 2009 - 2010 Format". Below it are two input fields: "Tot Rcds In File" with the value "40" and "Tot Unmatched Rcds" with the value "3".
- Matching Information:** Includes a field "Matched to..." with the value "Student#" and a small input field containing "0". Below this is a "Stu Lookup" button.

Between these sections are three checkboxes:

- Show unmatched test
- Sort by name only
- Show only this school

At the bottom of the interface is a row of buttons: Backward, Get, Forward, Load, Match, Report, Update, Print, eXit, Help, and Info.

A red text warning is present: "Scores are stored in the usysFLDS table. This means that the loaded CAHSEE data (from the text file) is only available from this computer. This information will need to be re-imported if you get a new version or go to another computer. This data will continue to be available if you switch to another database."

The students that could not be matched will display zeros in **red** in the **Student#** field.

DUPLICATE OR UNMATCHED STUDENTS

Due to possible data errors or students no longer enrolled some students may not match. Possible errors can also occur and two students can have duplicate student numbers.

Prior to running the **Update** function to update the **Testing** tables it is highly suggested that the CAHSEE Duplicate and Unmatched report be generated. This report can be used to try and locate the correct students. If located the correct **School** and **Student #** fields can be manually entered. This will ensure that the **Testing** tables will be updated with as many correct students as possible.

To generate the report click the mouse on the **Report** button. The following message will display to run the report for only duplicate records or to also include unmatched students in the report.

To run the report for **Duplicate** records only click the mouse on the **No** button. To include **Unmatched Students** click the mouse on the **Yes** button.

The dialog box has a blue title bar with the text "CAHSEE DUPLICATES & UNMATCHED" and a close button (X) on the right. The main area is white and contains the question "Include Unmatched Students?". At the bottom are two buttons: "Yes" and "No".

The following is an example of the **Duplicate HSEE Records** report that will include all students that were matched and have the same Student number.

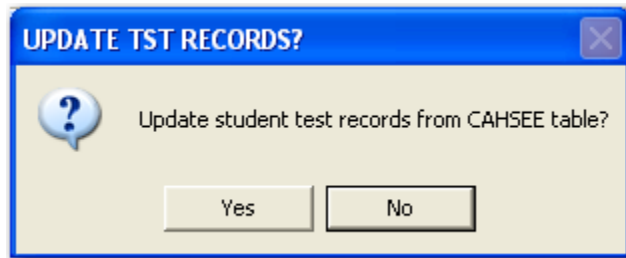
Eagle High School						9/24/2009
2008-2009		Duplicate HSEE Records				Page 1
Student#	Student Name	Grade	Sex	Perm ID#	BirthDate	
10907	ABBOTT, ALLAN	12	M	0000055517	01/03/1992	
10907	ABBOTT, HEIDI	12	F	0000046274	02/25/1992	

The following is an example of the **Duplicate & Unmatched HSEE Records** report that will also include students that were unmatched.

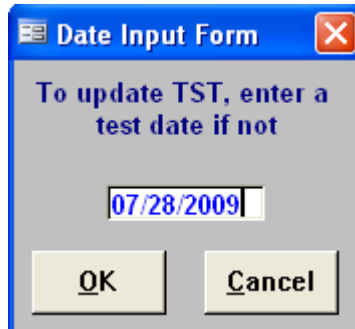
Eagle High School						9/24/2009
2008-2009		Duplicate & Unmatched HSEE Records				Page 1
Student#	Student Name	Grade	Sex	Perm ID#	BirthDate	
0	ANDERS, JULIA	12	F	0000042322	03/04/1991	
0	GONZALEZ, MICHAEL	12	M	0000059953	03/03/1992	
10907	ABBOTT, ALLAN	12	M	0000055517	01/03/1992	
10907	ABBOTT, HEIDI	12	F	0000046274	02/25/1992	

UPDATE TST TABLE

After the **usysFLDS** table is matched and students have been manually updated the data can be updated into the **Testing** tables. Click the mouse on the **Update** button. The following message will display. To update the scores click the mouse on the **Yes** button.



A **Date Input** box will display and will load a **Test Date** if located in the file. If no test date is available the current date will display. To change the date, enter the new date and click the mouse on the **OK** button.



The Update process will begin and the records will be loaded into the Testing tables. When the update process has completed a message will display with the number of records added to the table. If there were records already added for the date, test and part they will be updated and the number of records will be listed as dropped.



PUSH TEST RESULTS FROM THE DISTRICT

If the **TST** and **TEX** tables have been updated from the District database the results can be “pushed out” to the school sites from the **CAHSEE Test Results** form. For information on performing this procedure please see the document **Push Test Results District DB**.

INFO BUTTON

If the current layout does not display in the drop down the **INFO** button is utilized to provide you with to-the-minute information. This button is updated to let you know if we have received the layout, if program changes are currently being made or if they have been completed and posted. You can also verify the Aeries version updates to see if it has been released yet. If still in doubt, call Aeries support.

