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## Import AP Files August 26, 2011

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The **Import Fixed Length Files** form is designed to load the results of various test files for the current year and previous years into **Aeries™**. This form can be used by the District or School. The form may vary slightly but the procedures are the same.

The School or District version can be used to import the AP files and can select which record layout to be used when loading their AP test scores. After the test scores are loaded they will be stored in a local table.

**Remember that when you are using a local table it is not accessible from another machine.** Once the file is loaded if a new Aeries Version has been Updated the data in the local table will be deleted and the file will need to be re-loaded.

Once the data is loaded it will be compared to the **STU** table to find student matches. Remember that in the AP Files there are **NO** student numbers to perform the match. The only information to match on is the Student Name and Birthdate. Care must be taken when the match is performed and the students should be reviewed prior to the update to the **CTS** table.

After the match AP Record Analysis report should be generated to list unmatched, matched or all students. The permanent ID, school number and student number can then be located for unmatched students and can be manually updated. A report can be generated to provide you with the test and scores for all students.

When the matches between the two tables are as complete as possible the **CTS** table can then be updated using the **Update** button.



**NOTE:** It is the Districts responsibility to verify that the match has been performed correctly. The only information that is matched comes from the student filling out their own name for the College Board which gets used when the AP file is created.

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.

**AP FILES 2011** The AP Files for 2011 have changed. In prior years the file was a Fixed Length File that District's received on a disc from the College Board.

Starting this year the College Board is now having the Districts download their files. The files should be created as a comma delimited .CSV file.

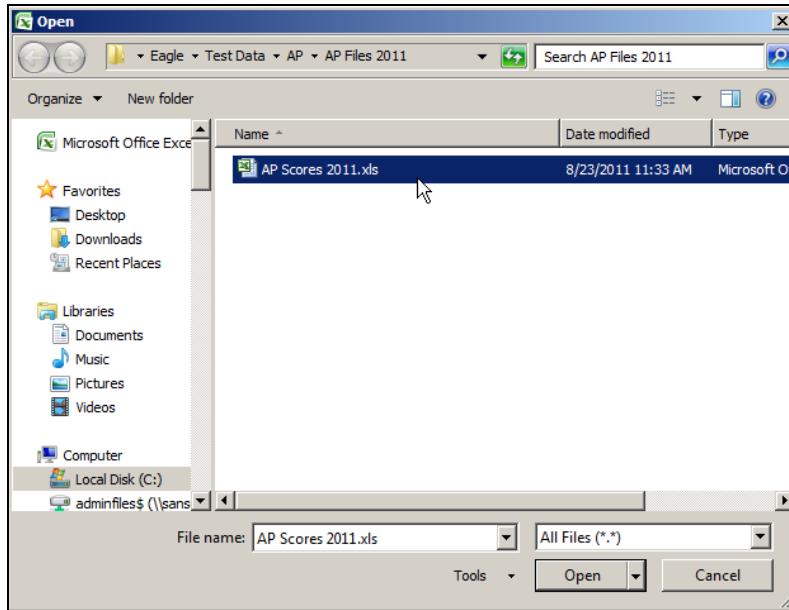
However Districts are having issues with the download process and have not been successful with saving the file as a .CSV. Currently they can only save it as an Excel file with the .XLS extension which cannot be imported into Aeries.

Some files have become corrupt which are causing errors when importing. However the file can be pulled into Excel and saved correctly as a .CSV file that will then allow you to import the file into the Import Fixed Length file program. The following are instructions on changing over your .XLS file to a comma delimited .CSV file.

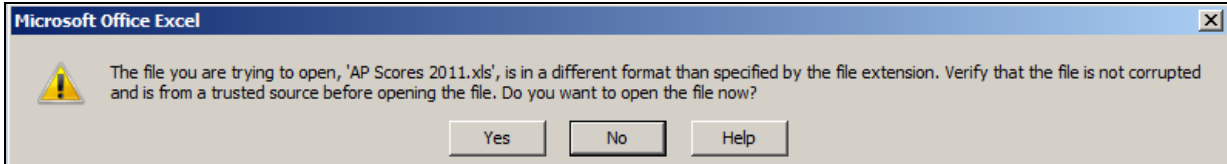
From **Excel** you must open the **.XLS** file.



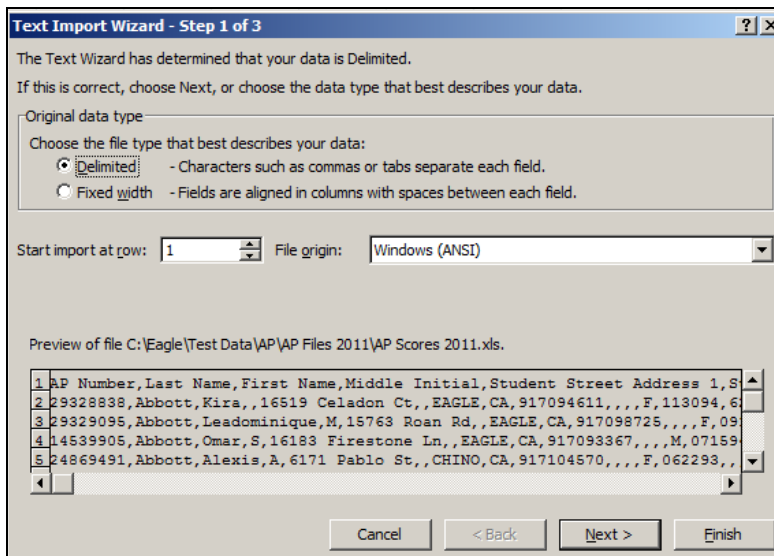
Double-Click the mouse on the .XLS file.



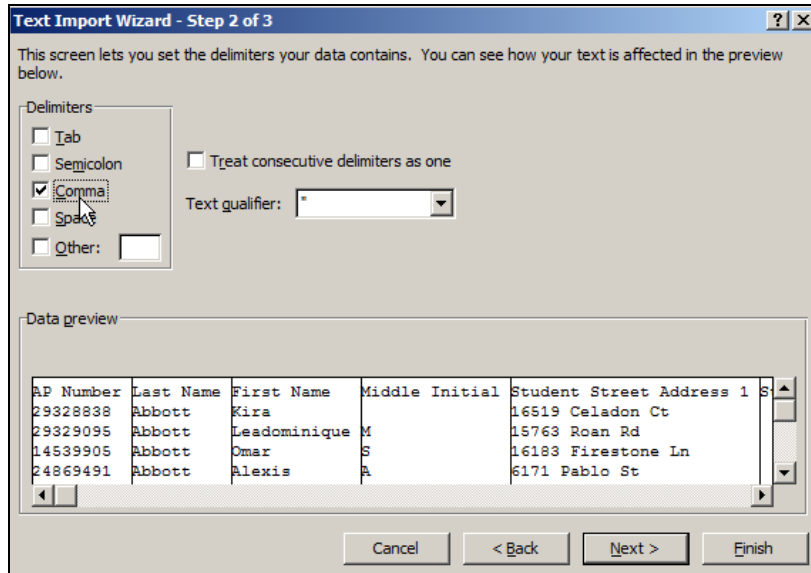
The following message will display indicating the file is in a different format. Click the mouse on the **Yes** button.



Select **Delimited** and click the mouse on **Next**.



De-select **Tab** and select **Comma** and click the mouse on **Next**.



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

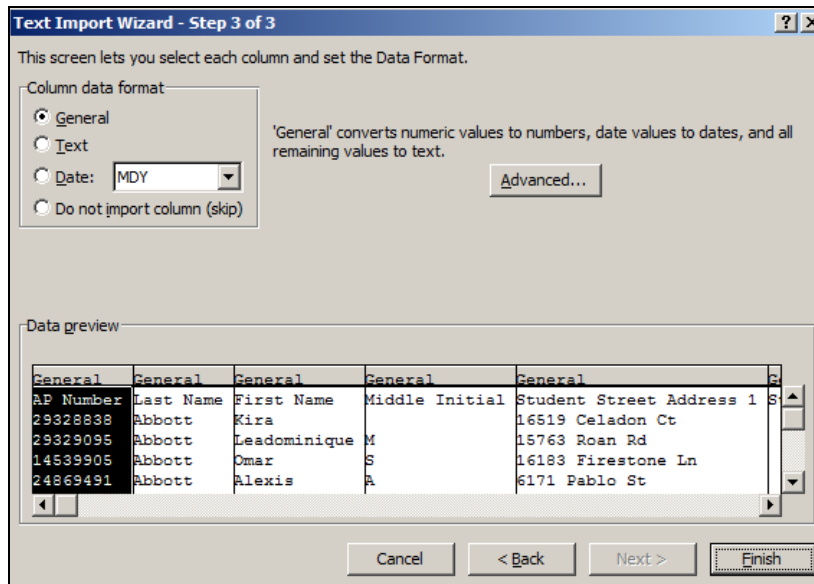
Text qualifier:

Data preview

AP Number	Last Name	First Name	Middle Initial	Student Street Address 1	S
29328838	Abbott	Kira		16519 Celadon Ct	
29329095	Abbott	Leadominique	M	15763 Roan Rd	
14539905	Abbott	Omar	S	16183 Firestone Ln	
24869491	Abbott	Alexis	A	6171 Pablo St	

Buttons: Cancel, < Back, Next >, Finish

Click the mouse on **Finish**.



This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date:
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

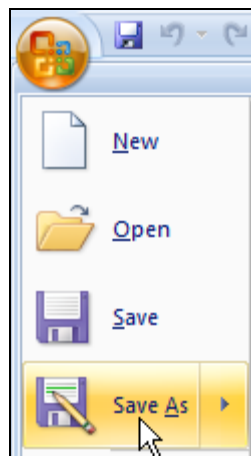
General	General	General	General	General	S
AP Number	Last Name	First Name	Middle Initial	Student Street Address 1	S
29328838	Abbott	Kira		16519 Celadon Ct	
29329095	Abbott	Leadominique	M	15763 Roan Rd	
14539905	Abbott	Omar	S	16183 Firestone Ln	
24869491	Abbott	Alexis	A	6171 Pablo St	

Buttons: Cancel, < Back, Next >, Finish

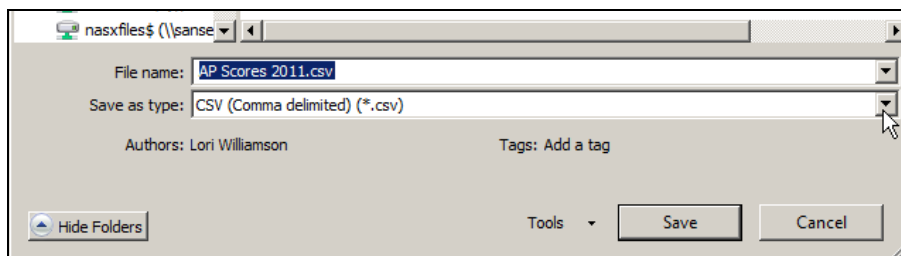
The file will now display in columns.

AP Number	Last Name	First Name	Middle Initial	Student ID	Student Address	Student City	Student State	Student Zip	Student Phone	Student Email	Student Gender	Date of Birth	Social Security Number	School ID	Education Expected	Ethnicity	Grade
29328838	Abbott	Kira		16519	Celadon Ct	EAGLE	CA	9.17E+08			F	113094	6.23E+08		6 U		9 Y
29329095	Abbott	Leadomin	M	15763	Roan Rd	EAGLE	CA	9.17E+08			F	91193			7 F11		2 N
14539905	Abbott	Omar	S	16183	Firestone Ln	EAGLE	CA	9.17E+08			M	71594			6 F12		5 Y
24869491	Abbott	Alexis	A	6171	Pablo St	CHINO	CA	9.17E+08			F	62293			7 F11		5 Y
26501547	Abbott	Andrew		13437	Prospector Ln	EAGLE	CA	9.17E+08			M	10794			6 F12		2 Y

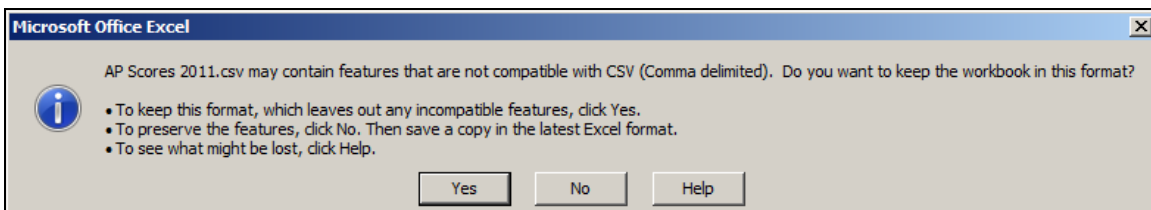
Click the mouse on **Save As**.



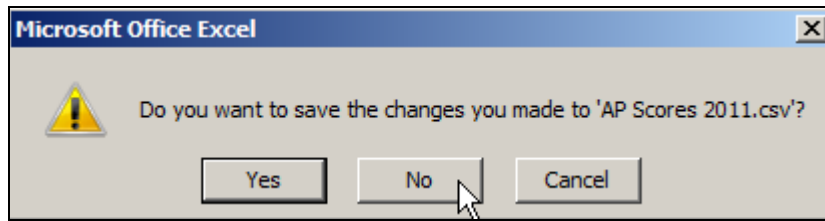
Type a **File Name** and **Save As Type** MUST be saved as **CSV (Comma Delimited) (\*.csv)**. Click the mouse on **Save**.



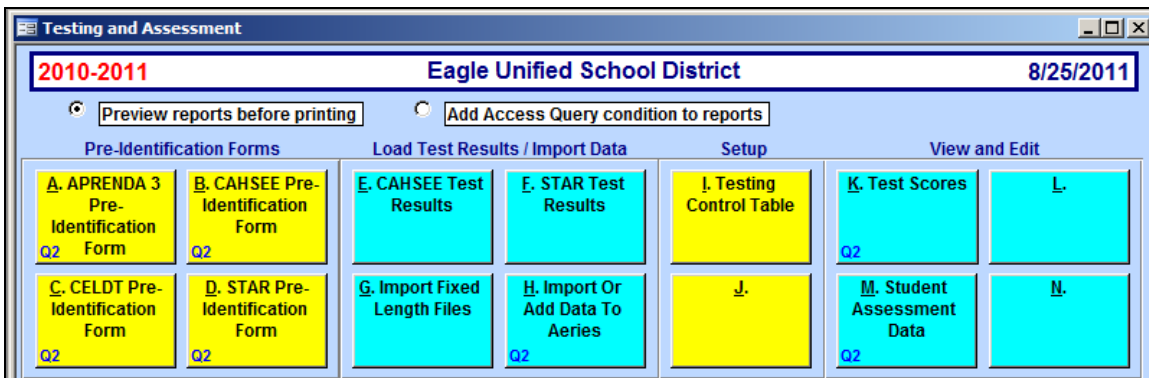
The following message will display. Click the mouse on **Yes**.



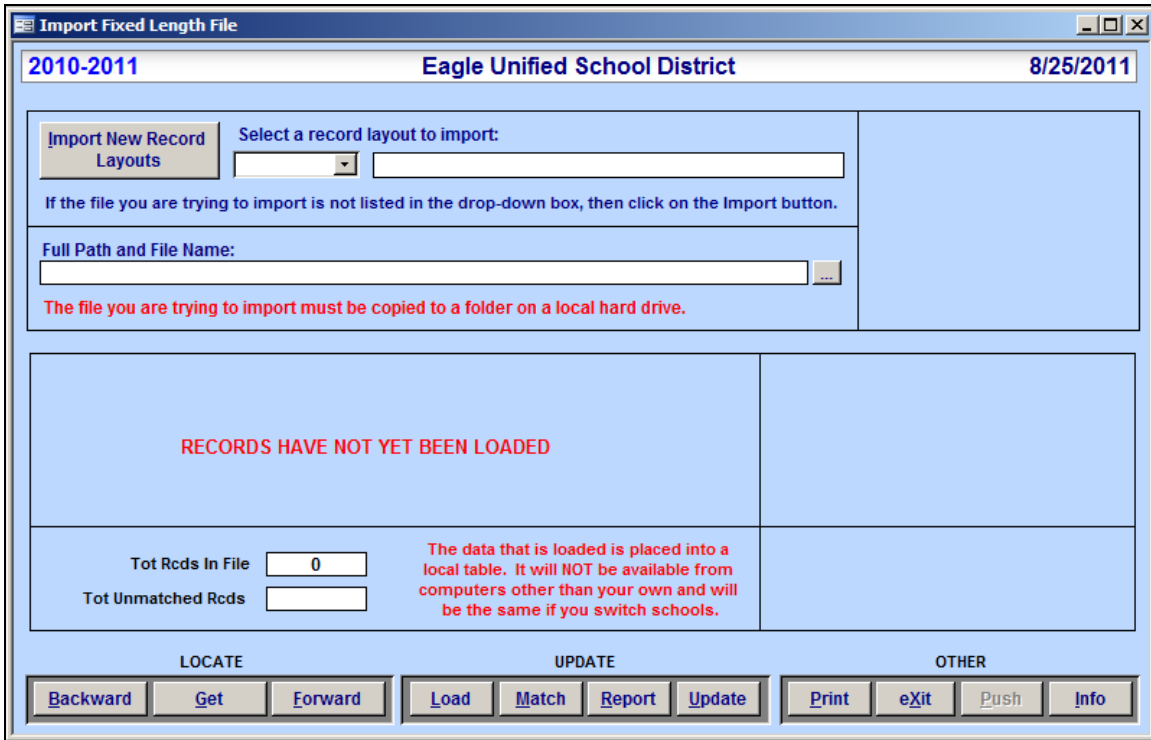
When the file is closed the following message will display. **YOU MUST click the mouse on the NO button.**



**IMPORT FIXED LENGTH FILES** To access the **Import Fixed Length Files** form, click the mouse on **Testing and Assessment**. Click the mouse on the **Import Fixed Length Files** button.

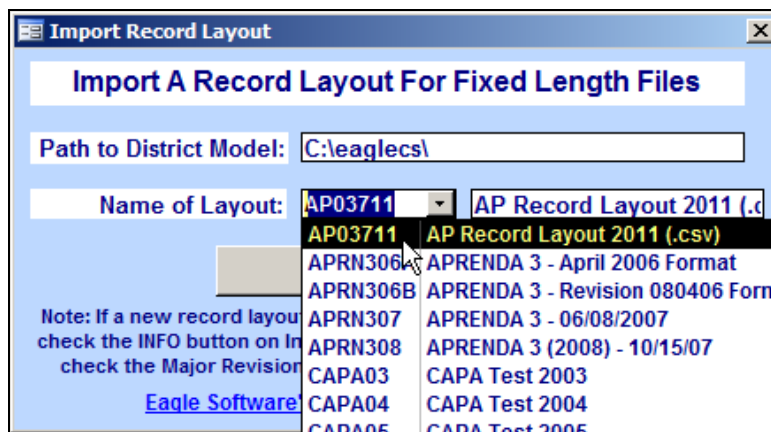


The **Import Fixed Length Files** form will display. The **Import New Record Layouts** button will access all record layouts available for various tests. If the record layout is not listed it is not available as of yet. To import a record layout click the mouse on the **Import New Record Layouts** button.

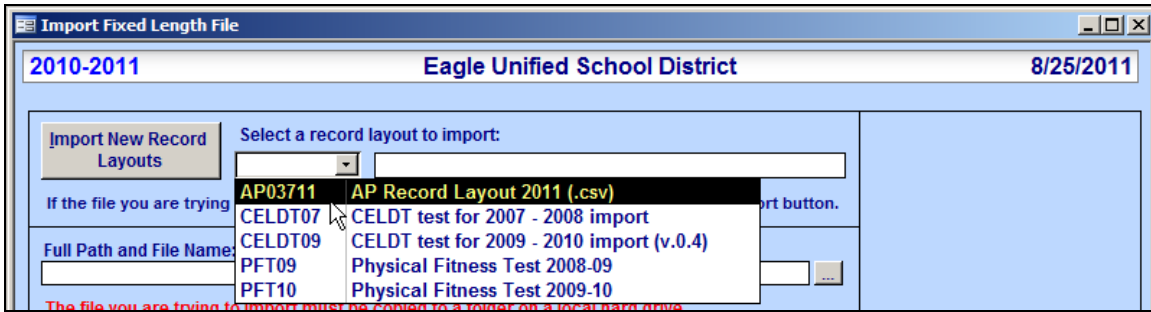


Click the mouse on the **Name of Layout** drop down and a list will display of record layouts available for importing. Select the AP record layout to import.

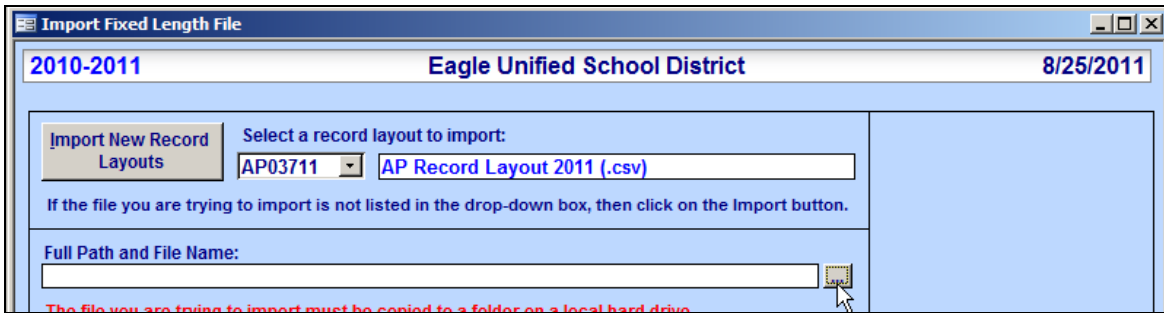
Click the mouse on the **Import** button. A message will display indicating that the record layout has been added. Click the mouse on the **Exit** button.



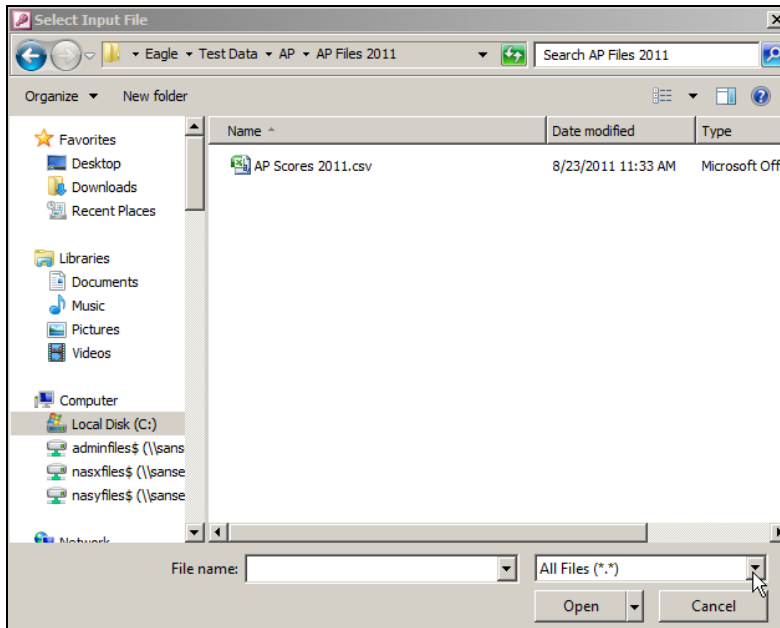
Once the record layout has been imported it can be selected from the **Select a Record Layout to Import** drop down list.



The location of the AP file to be imported must now be entered in the **Full Path and File Name** field. To locate the file click the mouse on the **File Selection** box to the right of the field.



The following file selection box will display. Click the mouse on the drop down at the bottom right corner to display **ALL Files**. When the files display **Double Click** the mouse on the file selected.



The path and file selected will display. Click the mouse on the **Load** button. The form will display the information for the first student located in the local table.

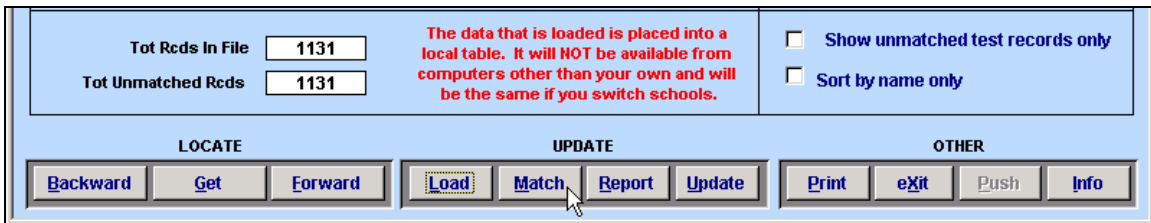
The AP test files do not contain a test date for any of the records loaded and will be assigned a default test date for each record when the **Update** process is done.

The **Matched To** information will display zeros in the **Student#** or **Perm ID** field for all students. The **Tot Rcds in File** and **Tot Unmatched Rcds** at the bottom of the form will display the number of records loaded into the local table.

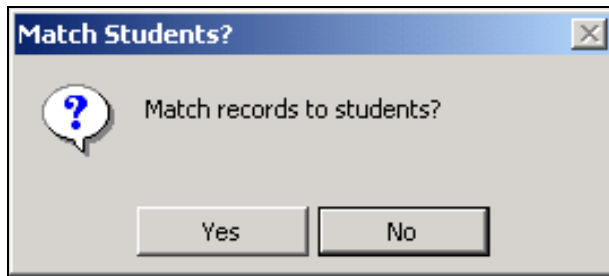
**MATCH TEST DATA**

After the test table is loaded the **Match** can be performed. This option will compare the local test table to the school database.

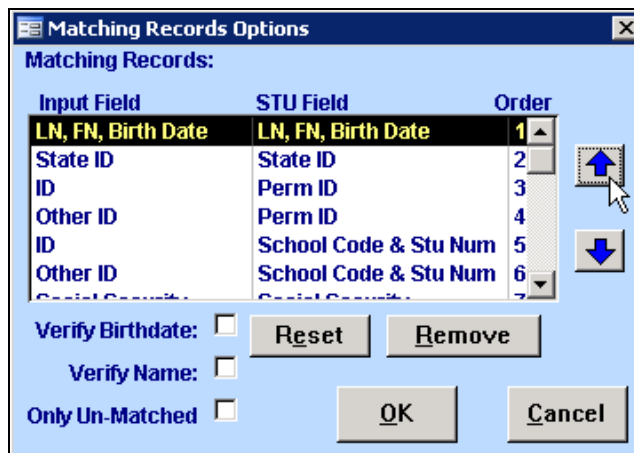
It will use the students name and birthdate to locate the student in the **STU** table. If the student is located the student’s permanent ID number or and student number will be copied into the local test table.



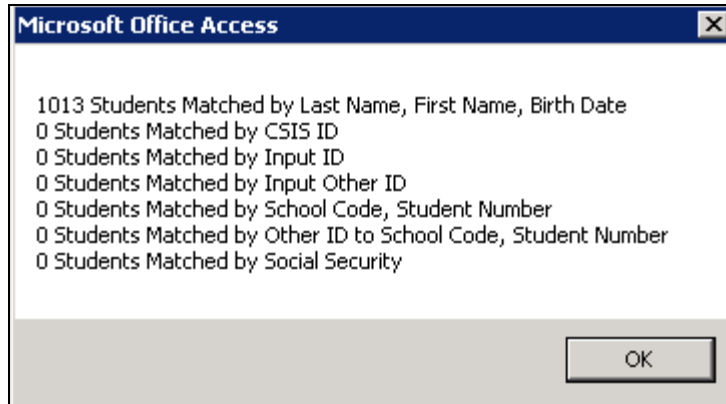
Click the mouse on the **Match** button and the following message will display. Click the mouse on the **Yes** button.



The following options will display in the order that the records will be matched. The order can be changed by hi-liting the input field and using the up or down **arrow keys** on the right. Select the **LN, FN, Birth Date** and move it to the top. Click the mouse on the **OK** button.



When the data match has completed a message will display. This message includes the number of students that were matched. Click the mouse on the **OK** button.



The **Import Fixed Length File** form will now display a **Student #** or **Perm ID #** for students located in the **STU** table. Unmatched students will display zeros in the **Student#** or **PermID** field.

A screenshot of the "Import Fixed Length File" form. The window title is "Import Fixed Length File". The header shows "2010-2011", "Eagle Unified School District", and "8/26/2011".

The form is divided into several sections:

- Import New Record Layouts:** Includes a button "Import New Record Layouts", a dropdown menu showing "AP03711", and a text field containing "AP Record Layout 2011 (.csv)". Below this is a note: "If the file you are trying to import is not listed in the drop-down box, then click on the Import button."
- Full Path and File Name:** A text field containing "C:\Eagle\Test Data\AP\AP Files 2011\AP Scores 2011.csv" and a browse button "...". Below this is a red warning: "The file you are trying to import must be copied to a folder on a local hard drive."
- Student Information:** Fields for ID Number, Student No, Last Name (Abbott), First Name (Alex), State ID, Grade, Birthdate (08/08/95), Gender (M), County/District, and SchCode.
- Matched to...:** Fields for Perm ID# (784164) with a "Student Lookup" button, and Sch Code (000) with an "Edit Sch Code" checkbox.
- Summary and Options:** Fields for "Tot Rcds In File" (1131) and "Tot Unmatched Rcds" (117). A red warning states: "The data that is loaded is placed into a local table. It will NOT be available from computers other than your own and will be the same if you switch schools." There are checkboxes for "Show unmatched test records only" and "Sort by name only".
- Navigation:** Buttons for "LOCATE" (Backward, Get, Forward), "UPDATE" (Load, Match, Report, Update), and "OTHER" (Print, eXit, Push, Info).

To display only unmatched students click the mouse on the **Show Unmatched Test Records Only** box. The only students displayed will be students containing zeroes in the **Student#** or **PermID** field.

To sort students by name click the mouse on the **Sort by Name Only** box. The data will now display in student name order.

To locate a student in the **STU** table to be matched to the student displayed click the mouse on the **Stu Lookup** button.

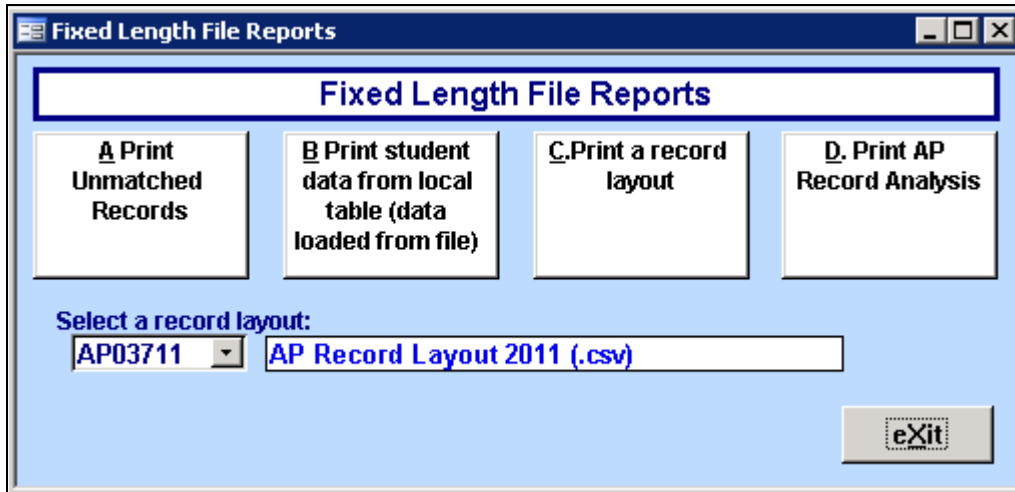
The following selection box will display. Enter part of the student name in the text field press **Enter**. If the student is located click the mouse on the student's name and click the mouse on the **OK** button. The **Student#** or **Perm ID** number will be loaded.

Student Name	Student ID	Sch	Student#	Grade	Sex	Birthdate	Tag	LangFlu	Prog
Aaron, Austin D	784164	33	16844	6	M	10/29/1999		E	
Aaron, Dylan L	880744	9	6570	3	M	4/15/2002		E	

**FIXED LENGTH FILE REPORTS**

Due to possible data errors or students no longer enrolled in the District some students may not match. Prior to running the **Update** function it is suggested that as many students as possible be matched. Reports are available to provide lists for research. With the AP Files it is vital that the students have matched correctly.

Click the mouse on the **Reports** button. The following form will display with the current **Record Layout** being utilized at the bottom.



The **Print Unmatched Records** report can be utilized to try and locate students in the **STU** table for manual entry. If a student is located the student number can be logged onto the report. The correct **School** and **Student#** fields can then be manually entered on the **Import Fixed Length File** form.

To print a listing of unmatched records click the mouse on the **Print Unmatched Records** button. A report will be generated with the students imported into the local table that currently do not have the **Student#** in the table.

<b>Eagle Unified School District</b>						8/26/2011
2010-2011		<b>Students With No Match</b>			Page 1	
<b>File: AP Record Layout 2011 (.csv)</b>						
<b>Stu ID from file</b>	<b>Match To</b>	<b>First Name</b>	<b>Last Name</b>	<b>Grade</b>	<b>Date of Birth</b>	<b>School Code</b>
_____		Anthony	Abbott		12/28/94	0
_____		Haidee	Abbott		04/11/93	0
_____		Jesse	Acosta		01/17/93	0

The **Print Student From the Local Table** report can generate a listing of all students loaded into the local table. To print a listing of students click the mouse on the **Print Student From the Local Table** button. A report will be generated with all students imported.

<b>Eagle Unified School District</b>						8/26/2011
2010-2011	<b>Data From Fixed File</b>				Page 1	
<b>File: AP Record Layout 2011 (.csv)</b>						
Stu ID from file	Stu ID	First Name	Last Name	Grade	Date of Birth	School Code
	0000784164	Alex	Abbott		08/08/95	0
	0000000000	Anthony	Abbott		12/28/94	0
	0000000000	Haidee	Abbott		04/11/93	0
	0000000000	Jesse	Acosta		01/17/93	0

The **Print Record Layout** report for the AP File does not provide any information due to the file being a .CSV file layout.

<b>Eagle Unified School District</b>						8/26/2011
2010-2011	<b>Record Layout for:</b>				Page 1	
<b>AP Record Layout 2011 (.csv)</b>						
Field Code	Size	Type	Description	Aeries Field		
F1	1	CHAR	Not needed for AP 2011			

The **Print AP Record Analysis** report can generate a listing of all students and the test records loaded from the AP File. It is suggested that this file be generated to verify the match process. It can also be printed out as a record of the test scores for unmatched students.

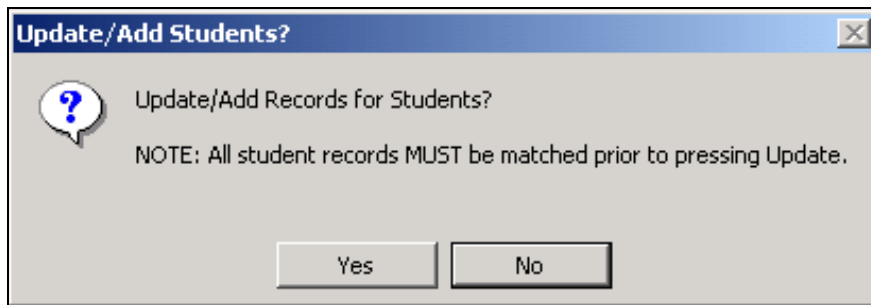
To print a listing of students click the mouse on the **Print AP Record Analysis** button. The following options will display. Select whether to only print unmatched, matched or all students. Click the mouse on the **OK** button.

A report will be generated with the students and their test data. The **Match ID** field will indicate the number located in the **STU** table that matched the student in the file. If all zeroes display this student could not be matched. The **Year**, **Exam ID** and **Score** will display the test information loaded.

<b>Eagle Unified School District</b>												8/26/2011	
2010-2011						<b>AP Record Analysis</b>						Page 1	
Match ID	Rec #	Student Name			Sex	Grd	BirthDate	SC	Student#				
0000784164	00001	<b>Abbott, Alex</b>			M		08/08/95	000	000000				
		Year	Exam	Score	Year	Exam	Score	Year	Exam	Score	Year	Exam	Score
		11	58	1									
0000000000	00002	<b>Abbott, Anthony</b>			M		12/28/94	000	011743				
		Year	Exam	Score	Year	Exam	Score	Year	Exam	Score	Year	Exam	Score
		11	58	1									

**UPDATE TEST TABLES**

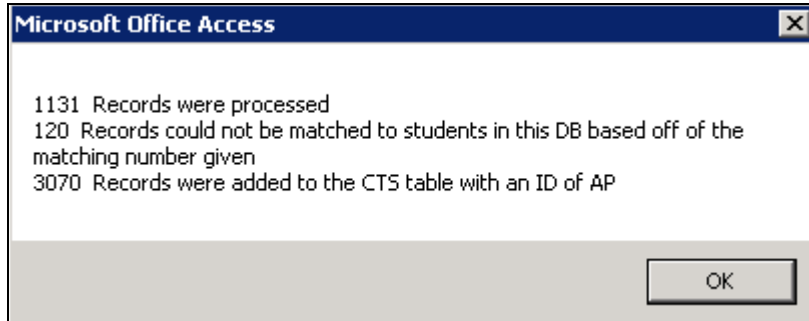
After the **local** table is matched and students have been manually updated, the data can then be loaded into the Aeries **Testing** tables. Click the mouse on the **Update** button and the following message will display. To update the scores into the **Testing** tables click the mouse on the **Yes**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



**REMEMBER:**

Prior to updating the test scores it is the School or Districts responsibility to verify and match the student's correctly to ensure the scores get loaded into the correct student record.

After the update is complete a message will display with total records processed, total records not matched and total new records added. Click the mouse on the **OK** button.

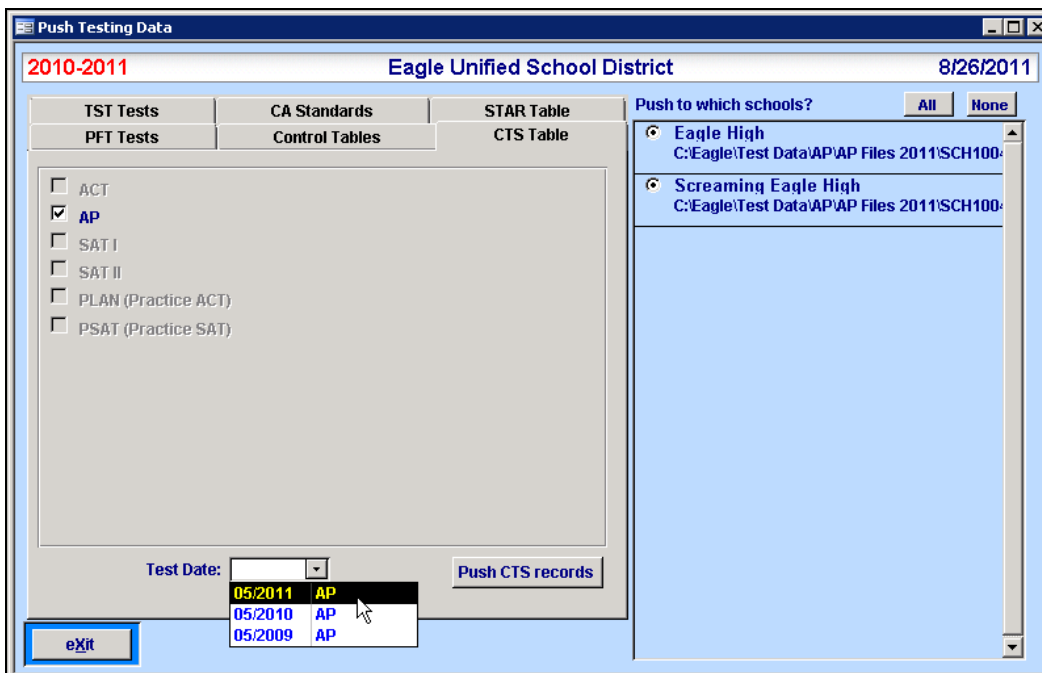


**CLIENT  
SERVER TEST  
DATA**

The Client Server does not utilize the **Push Testing Data** form and the Push button is grayed out. All Test data is automatically updated to the SQL Server when the Update button is utilized.

**DISTRICT -  
PUSH TEST  
RESULTS**

If the **Import Fixed Length File** process has been generated at the District the test scores and additional test data **MUST** be pushed back to the School databases.



For more information on performing this procedure please see the document **Push Test Results District DB**.