



Import PFT Files September 12, 2011

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 EDS and SJCOE Physical Fitness files and can select which record layout to be used when loading the 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. The match will be performed and will compare the CSIS ID or Permanent ID from the file to the STU table.

After the match is complete the **Print Unmatched Records** report should be generated to list unmatched students. The permanent ID, school number and student number can then be located for unmatched students and can be manually updated.

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



NOTE: It is the Districts responsibility to verify that the match has been performed correctly and prior to updating the PFT table.

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.

**PHYSICAL
FITNESS FILES**

There are two file layouts that are now available. One is from the SJCOE Testing Vendor and one is from the EDS Testing Vendor. The SJCOE Testing Vendor is the State testing vendor.

At the current time these are the only Testing Vendor layouts that will be available from the Import Fixed Length File program. There are differences in the two new file layouts available.

There are Districts that use Aeries to test and score their student in Physical Fitness and create their own file in the State Layout and they send the file to SJCOE.

There are other Districts that will instead use a Testing Vendor such as EDS and the testing vendor will also create the files for SJCOE along with their own files that they send to Districts. The following will give details about the differences in these files

- SJCOE receives Physical Fitness files from Districts as well as Testing Vendors for the State. They will create a file in the **2010-11 Physical Fitness Test - LEA Student Scored (PFT11SJC)** layout to send back to the District with the same test scores they received. They will also calculate whether or not a student passed each category of the Physical Fitness test and the Pass/Fail flag is loaded into this file. This file will **ONLY** include students that took the test that are in grades 5, 7 and 9. The file **WILL NOT** include students who were absent for the test or were in grade 10 and took the test.
- EDS creates two files for the District. A copy of the file is created that they send to SJCOE and is the same as our "Create Fitness Extract" file. This file will **ONLY** include test scores for students that took the test that are in grades 5, 7 and 9. The file **WILL NOT** include students in grade 10 that took the test.
- EDS also creates a file in the **EDS Fitness 2011 Score File Layout (PFT11EDS)**. This file is completely different than the one created for SJCOE. EDS has loaded the Physical Fitness test scores into this file for all students that took the test. They also calculate whether or not a student passed each category of the Physical Fitness test and the Pass/Fail flag is loaded. This file includes **ALL** students, not limiting to 5, 7, 9 grade students who took the test (i.e. also includes 10th graders and students who were absent on the test date).

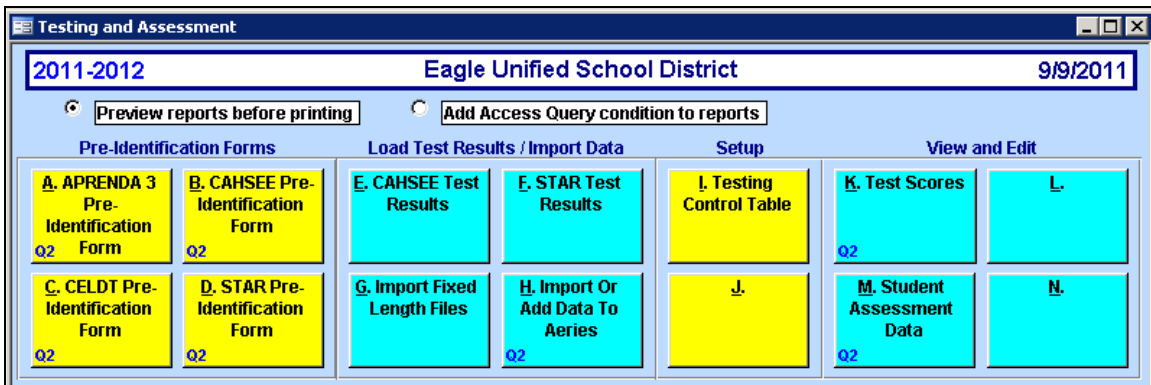
Some Districts can be very confused with these files. A District that used EDS receives 3 files and may not be sure the differences in these files. The question asked is “Which file should I load?”.

If a District uses EDS it is suggested that the EDS Fitness 2011 Score File be loaded. This file will contain ALL scores and Pass/Fail Flags for ALL students that took tests at the District.

If a District created their own files and sent them to SJCOE they will only get back one file and it will only contain test scores and the Pass/Fail flags for grades 5, 7 and 9. These districts will already have their scores in Aeries for grade 10 but the Pass/Fail flag will need to be hand calculated and added to the Physical Fitness form.

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.

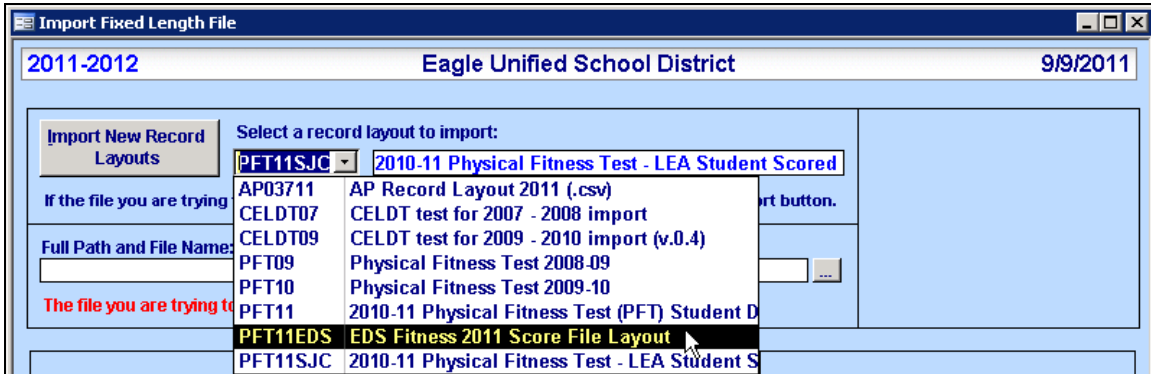


The **Import Fixed Length Files** form will display. The **Import New Record Layouts** button will access all record layouts available for various tests. If the record layout is not listed it is not available as of yet and must be imported. To import a record layout click the mouse on the **Import New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

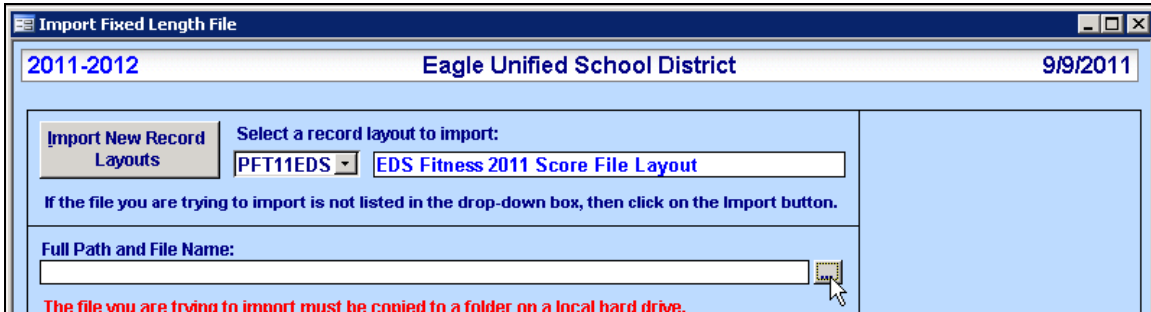
Click the mouse on the **Name of Layout** drop down and a list will display of record layouts available for importing. The two import files include the **PFT11EDS** or the **PFT11SJC** layouts. Select the **PFT** record layout to be imported.

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.

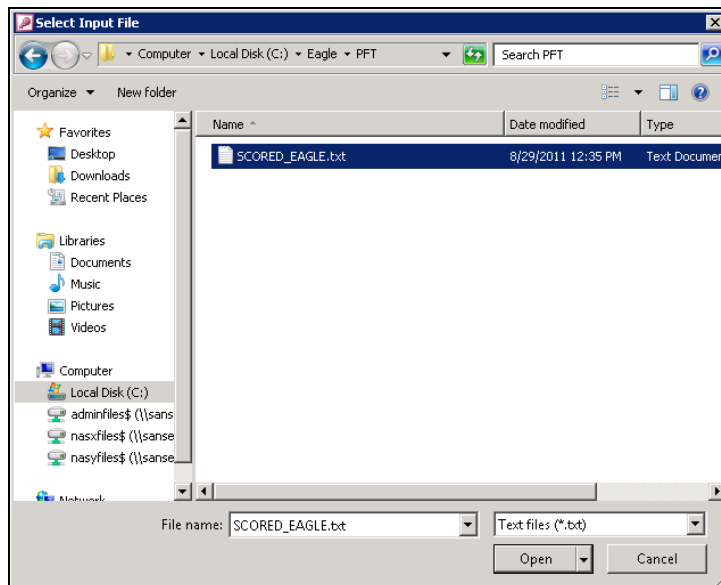
Once the record layout has been imported it can be selected from the **Select a Record Layout to Import** drop down list.



The location of the **Physical Fitness** 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.

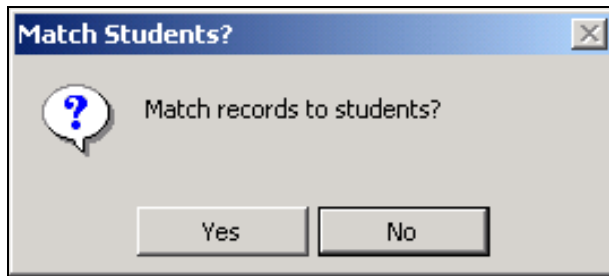
The **Matched To** information will display zeros in the **Student#** or **Perm ID** field for all students. The **Tot Rcds in File** and **Tot Unmatched Rcds** at the bottom of the form will display the number of records loaded into the local table.

MATCH TEST DATA TO STU

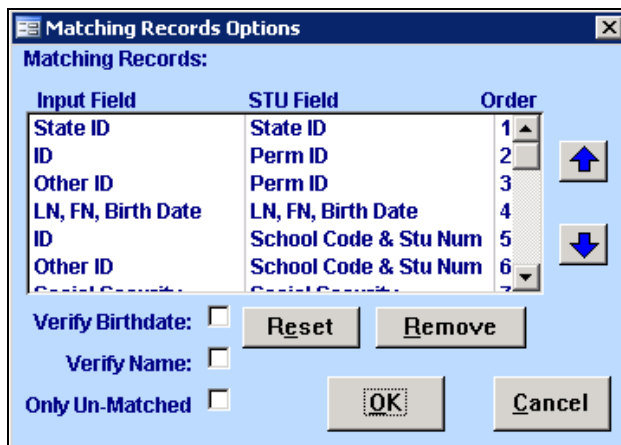
After the test table is loaded the **Match** can be performed. This option will compare the local test table to the **STU** table.

It will use the students CSIS ID and permanent ID 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.

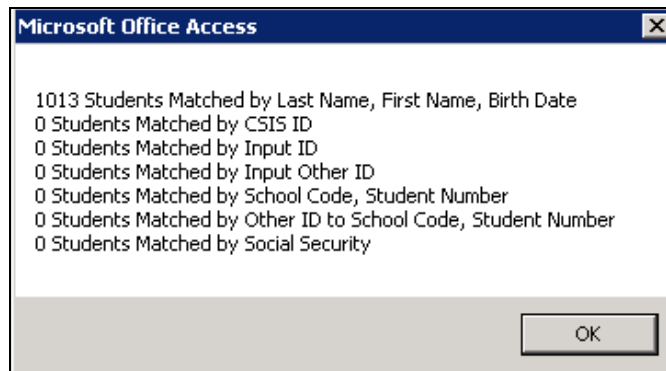
Click the mouse on the **Match** button and the following message will display. Click the mouse on the **Yes** button.



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.

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. These students can now be manually matched.

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.

Locate the correct student in the list below or type a partial last name to start. If you begin typing a number, it will automatically display in Student#, but the program will try to match it to the Student#, Student ID, or State ID. A specific number can also be entered in the Student ID# or State ID field and will only search the field selected.

Student List Customize List

Student ID State ID School Student# Filter

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.

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

Fixed Length File Reports

A Print Unmatched Records **B** Print student data from local table (data loaded from file) **C.** Print a record layout

Select a record layout:

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 **Student ID** 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 ID** in the table.

Eagle High School							9/12/2011
2011-2012		Students With No Match				Page 1	
File: EDS Fitness 2011 Score File Layout							
Stu ID from file	Match To	First Name	Last Name	Grade	Date of Birth	School Code	
0000678389	_____	ALLEN	ABBOTT	09	11/15/1995	41	
0000793724	_____	ROBERT	ABERRY	07	03/31/1998	31	
0004000205	_____	LOBYON	ABNEY	10	12/07/1994	44	

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.

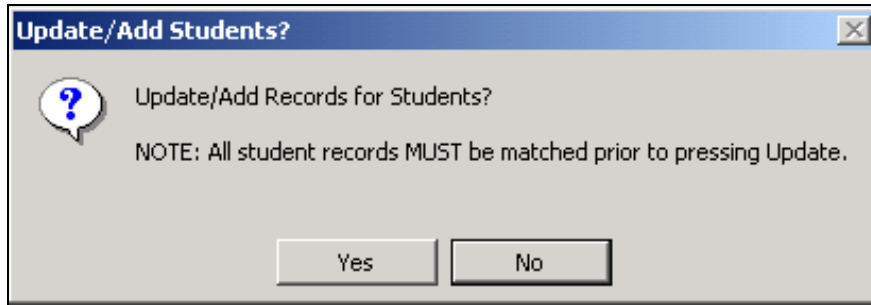
Eagle High School							9/12/2011
2011-2012		Data From Fixed File				Page 1	
File: EDS Fitness 2011 Score File Layout							
Stu ID from file	Stu#	First Name	Last Name	Grade	Date of Birth	School Code	
0000678389	000000	ALLEN	ABBOTT	09	11/15/1995	41	
0000663089	011736	CARL	ABBOTT	09	02/01/1996	40	
0000793724	000000	ROBERT	ABERRY	07	03/31/1998	31	

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

Eagle Unified School District					9/9/2011
2011-2012		Record Layout for:			Page 1
EDS Fitness 2011 Score File Layout					
Field Code	Size	Type	Description	Aeries Field	
F1	2	CHAR	County Code		
F2	5	CHAR	School District Code	CD	
F3	7	CHAR	School Code	SC	
F4	4	CHAR	Charter School Number		

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.



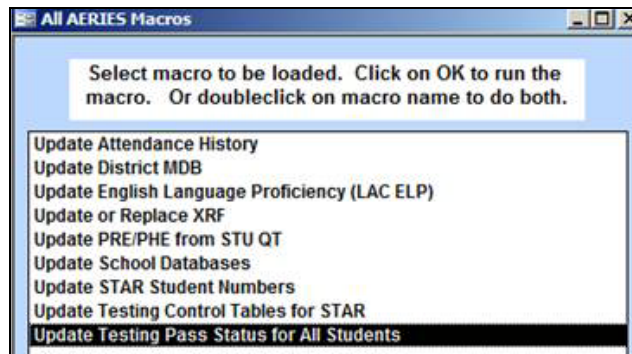
**CLIENT
SERVER TEST
DATA**

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.

However the **TPS** table **MUST** be updated with the Pass/Fail flags that are loaded into the **PFT** table. After the Update button is run this Macro must also be generated.

From **View All Macros** locate the **Update Testing Pass Status for All Students**. Select the Macro and click the mouse on the **OK** button.

The calculation will be performed using the **Pass/Fail flags** loaded from the **PFT** file. It will determine 5 out of 6 tests passed and will update the **TPS** table.

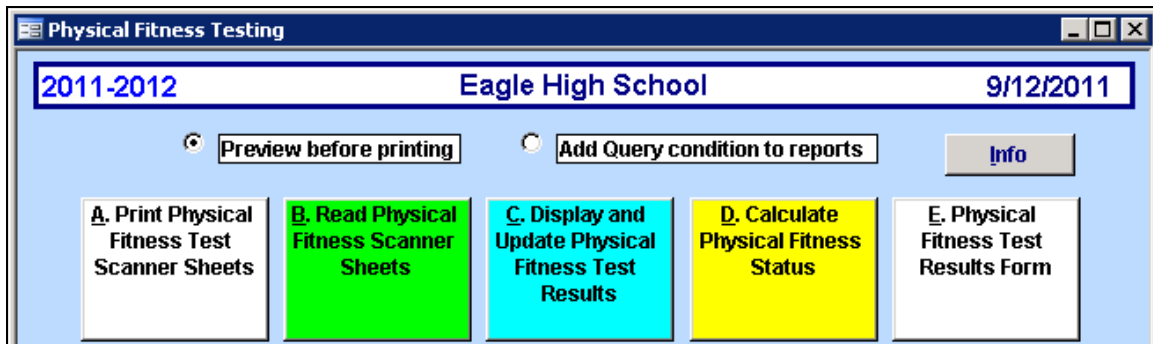


NOTE:

For the 2011-2012 school year:

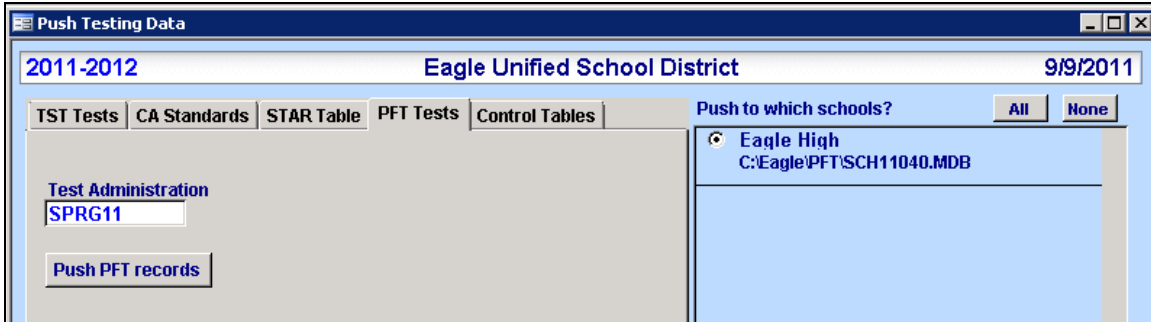
Prior to generating this Macro verify that the latest version contains the update to this Macro. As of 9/12/2011 the changes have NOT been completed.

This update can also be performed individually at each school site using the Calculate Physical Fitness Status button on the Physical Fitness Testing form



**DISTRICT -
PUSH TEST
RESULTS
(ACCESS ONLY)**

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. All schools setup in the Schools Option form will display on the right side of the form. The current Testing Administration will display. Click the mouse on the **Push PFT Records** button.



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

**UPDATE TPS
TABLE**

After the test results have been pushed over to the school databases the **TPS** table **MUST** be updated with the Pass/Fail flags that are loaded into the **PFT** table.

After the **Push** is complete the **Calculate Physical Fitness Status** button must be run from **each School** database.

From the **Physical Fitness Testing** form click the mouse on **Calculate Physical Fitness Status**. The calculation will be performed using the **Pass/Fail flags** loaded from the **PFT** file. It will determine 5 out of 6 tests passed and will update the **TPS** table.

