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***Aeries™* Student Information System**  
**Loading CAHSEE Test Result – Procedures**  
**February 11, 2011**

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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.



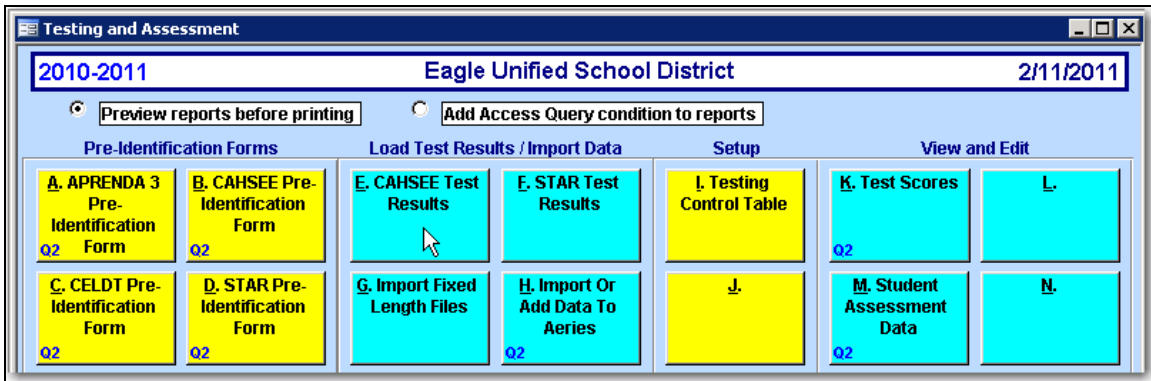
**NOTE:**

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

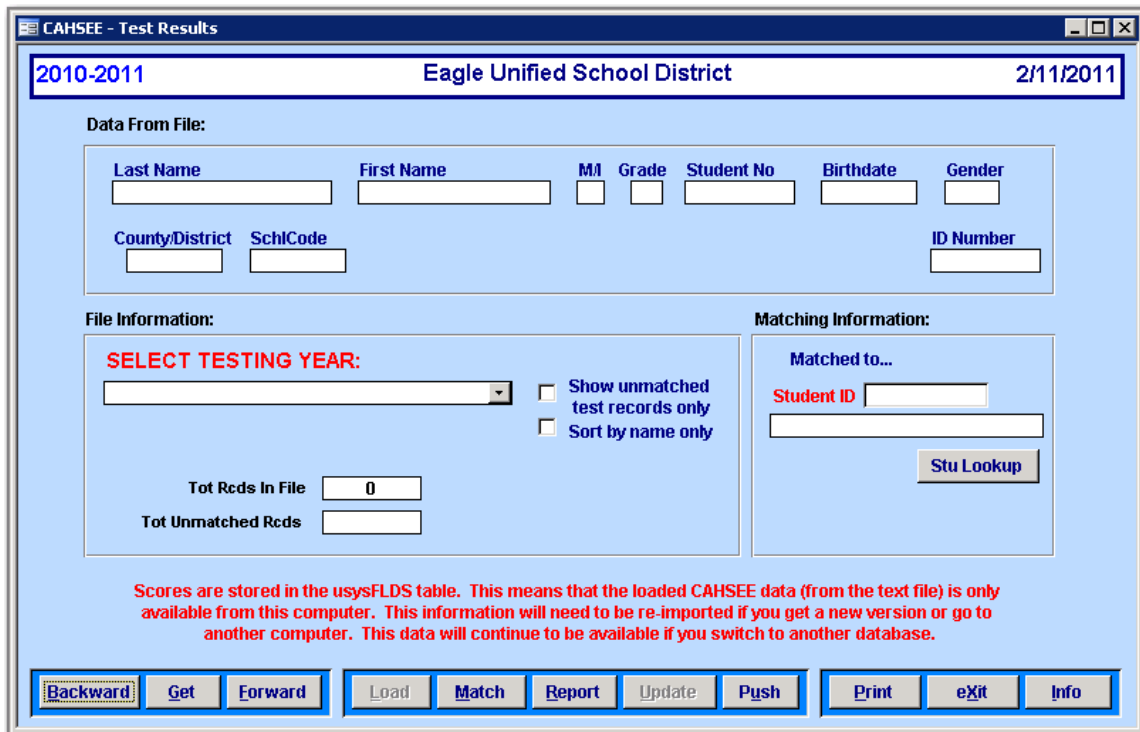
Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as those that follow, in an attempt to expedite the steps necessary to accomplish certain tasks within **Aeries™**. However, Eagle Software recognizes that each school and district using **Aeries™** 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 **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 screenshot shows a software interface with two main sections: 'File Information' and 'Matching Information'. In the 'File Information' section, there is a dropdown menu titled 'SELECT TESTING YEAR:' with a list of CAHSEE test formats. The top two options, 'CAHSEE Dec 2010 - May 2011 Format', are highlighted in yellow. To the right of the dropdown are two checkboxes: 'Show unmatched test records only' and 'Sort by name only'. Below these are two text input fields labeled 'Math Date' and 'ELA Date'. In the 'Matching Information' section, there is a 'Matched to...' label, a 'Student ID' text input field, and a 'Stu Lookup' button. At the bottom of the interface, there is a row of buttons: 'Backward', 'Get', 'Forward', 'Load', 'Match', 'Report', 'Update', 'Push', 'Print', 'eXit', and 'Info'. A red warning message is visible at the bottom of the 'File Information' section, stating: '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 top of the form will now display the CAHSEE Layout date.

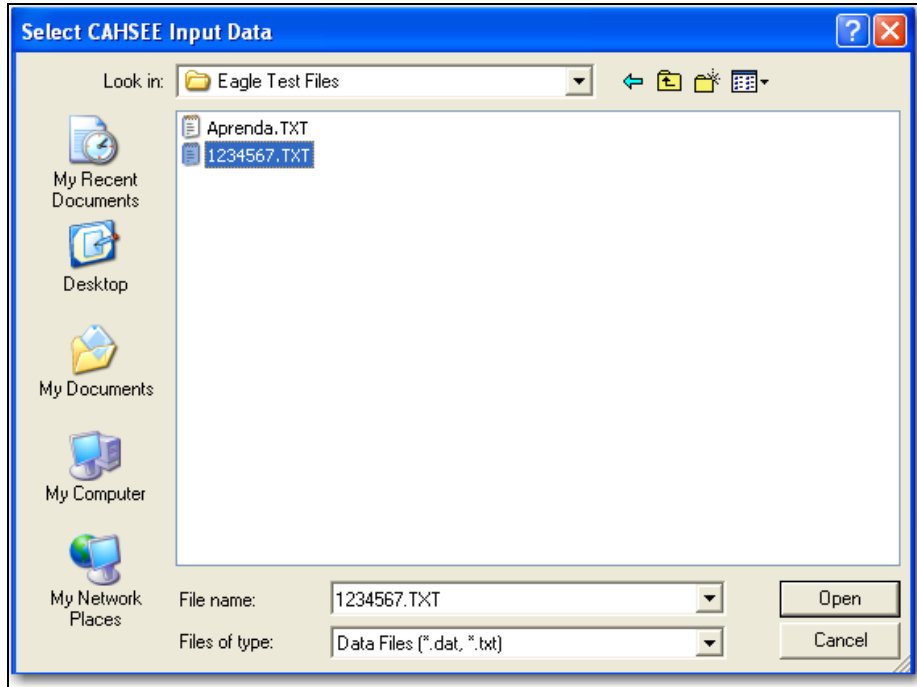
The screenshot shows a window titled 'CAHSEE Test Results - December 2010-11 - Layout January 6, 2011'. The window contains a table with three columns: '2010-2011', 'Eagle Unified School District', and '2/11/2011'.

**NOTE:** Due to a delay in the new test layout there are two layouts that will display for the 2010 year that includes the date ranges for these files.

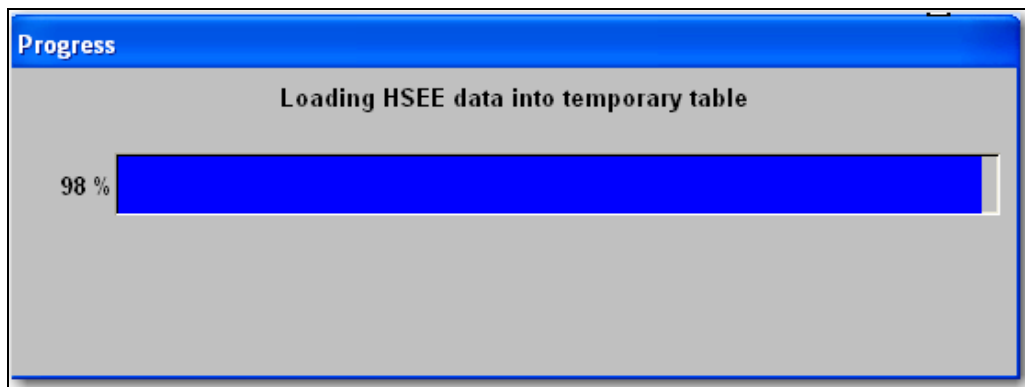
The following message will display. Click the mouse on the **Yes** button.

The screenshot shows a dialog box titled 'LOAD TEST RESULTS?'. The dialog box contains a question mark icon and the text 'Load CAHSEE test data from your computer?'. There are two buttons: 'Yes' and 'No'.

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.



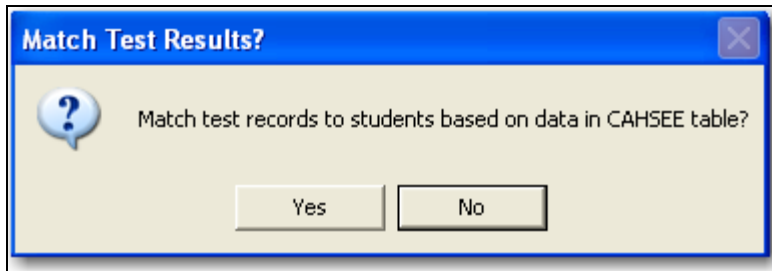
A progress bar will display indicating that the CAHSEE file is being loaded. A message will display when the load is complete.



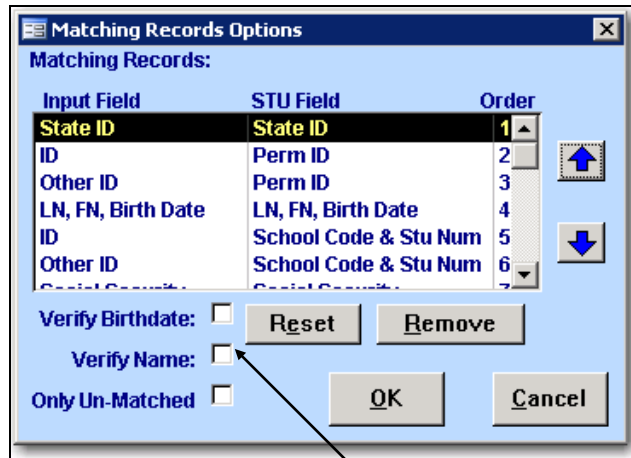
## MATCH STUDENT DATA

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.

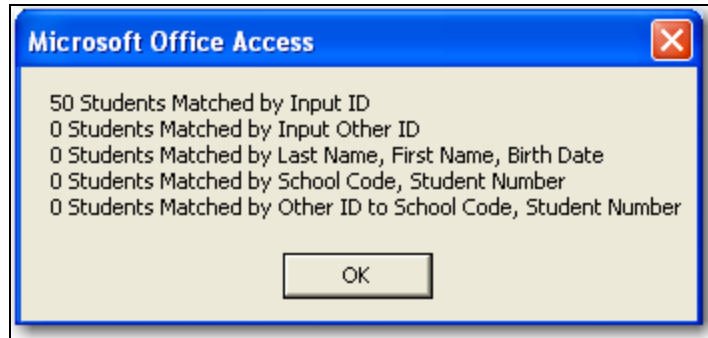


The following options will display in the order that the records will be matched. The order can be changed by hi-lighting the option and using the up or down **arrow keys** on the right. It is highly suggested that the State ID always be at the top.



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.

When the file is loaded the ELA and Math test dates located will be loaded for at test record. At the bottom of the form the earliest ELA and Math Test Dates located in the file will display. These dates will be used for ANY test record located in the file that has a blank or invalid date.

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:**
  - SELECT TESTING YEAR:** A dropdown menu is set to "CAHSEE Dec 2010 - May 2011 Format".
  - Checkboxes:  "Show unmatched test records only" and  "Sort by name only".
  - Fields: "Tot Rcds In File" (17) and "Tot Unmatched Rcds" (2).
  - Fields: "Math Date" (12/1/2010) and "ELA Date" (12/1/2010).
- Matching Information:**
  - Section: "Matched to..."
  - Field: "Student ID" with a red "0" and a text input field below it.
  - Button: "Stu Lookup".

Below the sections 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."

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

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). The main area is white and contains the question "Include Unmatched Students?". Below the question 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.

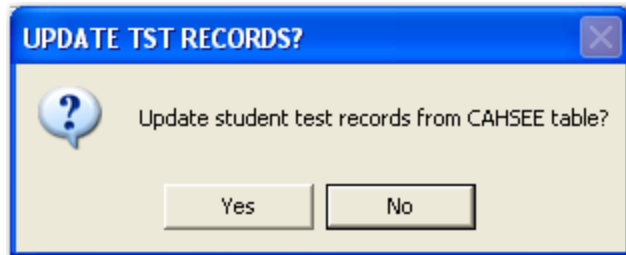
Eagle Unified School District						2/11/2011
2010-2011		Duplicate HSEE Records				Page 1
Perm ID#	Student Name	Grade	Sex	STU#	BirthDate	
8336	KELLY, JEFFREY	12	M	4471	10/06/1992	
8336	WILLIAMSON, REBECCA	12	F	4471	12/25/1992	

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

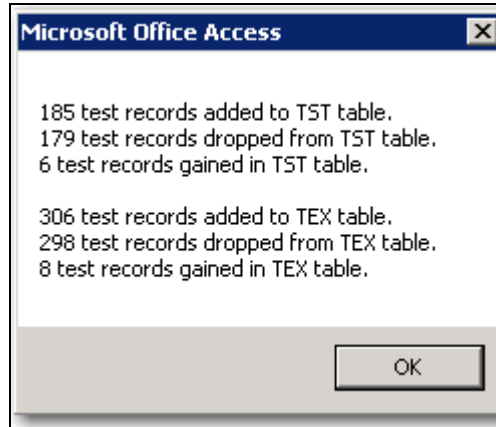
Eagle Unified School District						2/11/2011
2010-2011		Duplicate & Unmatched HSEE Records				Page 1
Perm ID#	Student Name	Grade	Sex	STU#	BirthDate	
0	ABBOTT, LUCAS	12	M	1462	6/11/1993	
8336	KELLY, JEFFREY	12	M	4471	10/06/1992	
8336	WILLIAMSON, REBECCA	12	F	4471	12/25/1992	

**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.



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**.

**This option is not utilized by Client Server.**

## 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.

