



Import Fixed Length Files – Procedures November 17, 2009

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. This form contains various record layouts available for importing data, for example:

- ACE
- ACT
- Aprenda 3
- CAPA
- CELDT
- GOV Program
- GSE
- PSAT
- SABE
- SAT
- Terra Nova

The School or District can select which record layout to use when loading their 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.** If a new Aeries Version has been Updated the data in the local table will need to be re-loaded.

Once the data is loaded it will be compared to the **STU** table to find student matches. When a match is performed, the school number, student number and permanent ID number from the **STU** table is added to the local table.

After the match a report can be generated to list all 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 local test table can then update the **Testing** tables with the student's scores using the **Update** button.



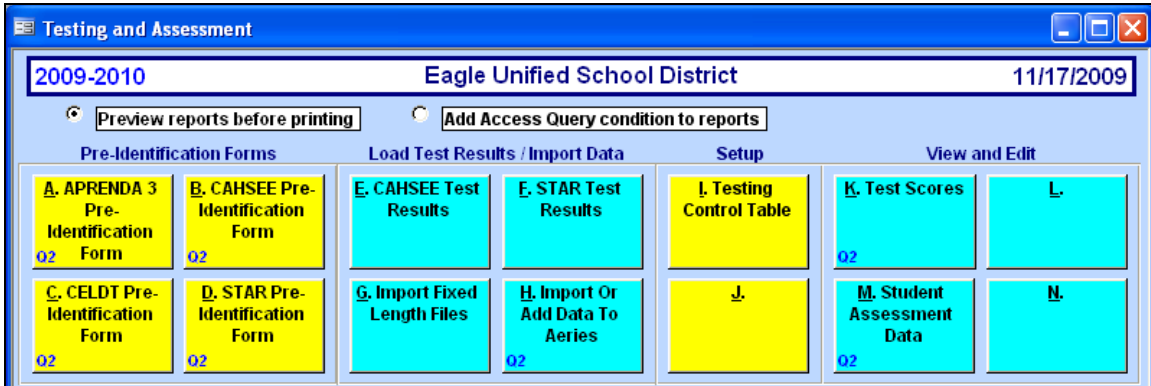
Please take note that the macro Load SAT Data is no longer available for importing SAT Data.

NOTE:

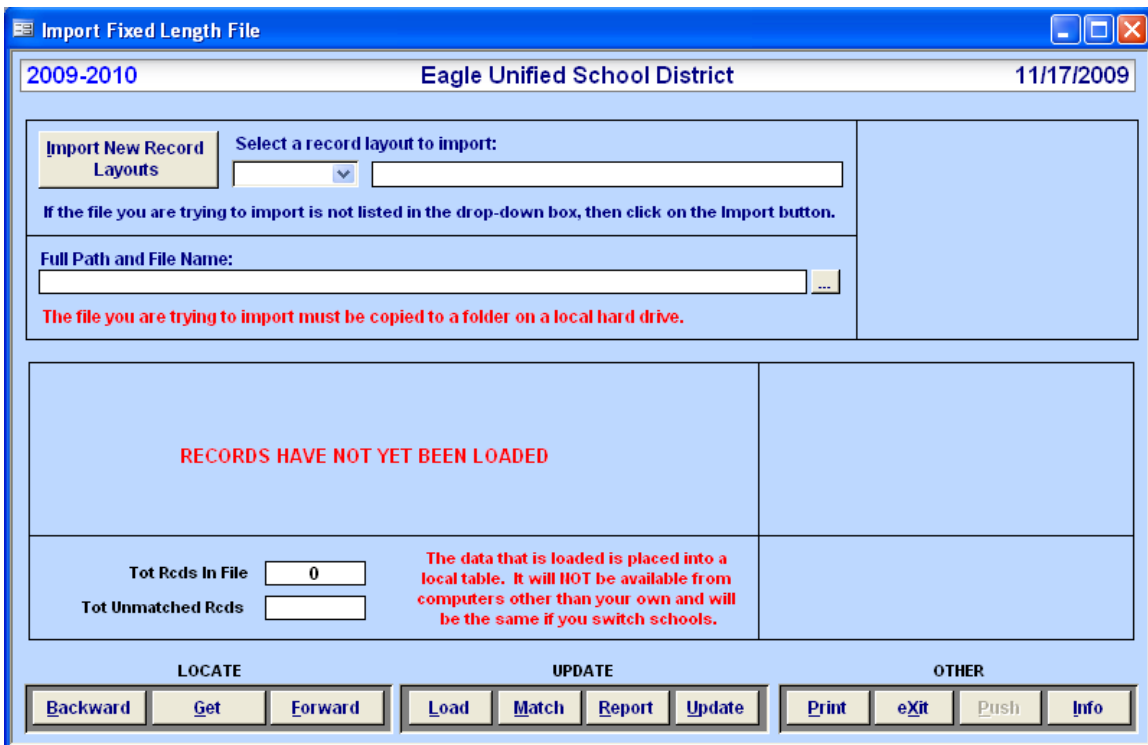
Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as those that follow, in an attempt to expedite the steps necessary to accomplish certain tasks within **Aeries™**. However, Eagle Software recognizes that each school and district using **Aeries™**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

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.



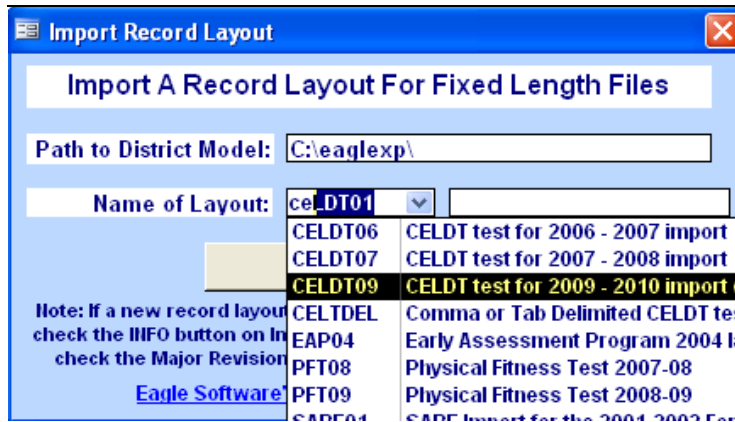
The **Import Fixed Length Files** form will display. The **Import New Record Layouts** button will access all record layouts available for various tests. If the record layout is not listed it is not available as of yet.



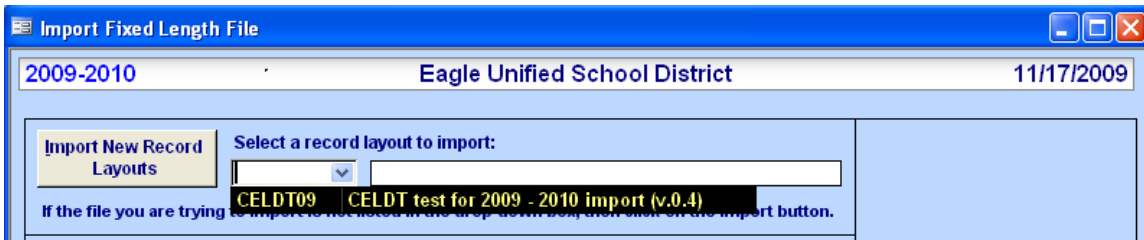
To import a record layout click the mouse on the **Import New Record Layouts** button.

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



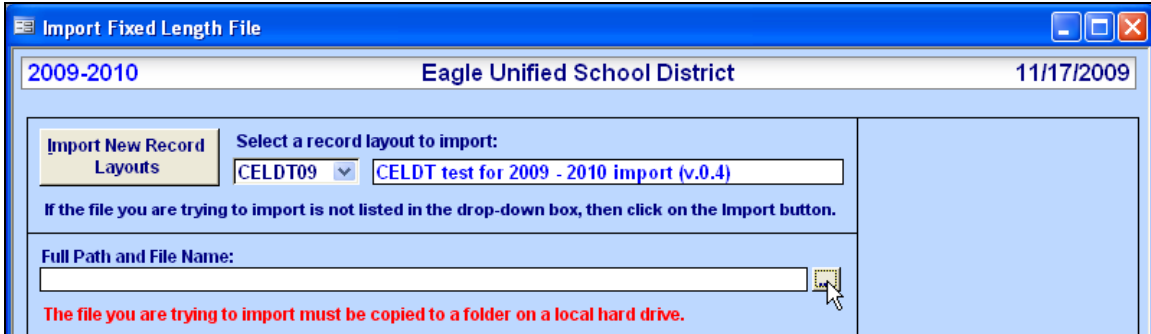
Once the record layout has been imported it can be selected from the **Select a Record Layout to Import** drop down list.



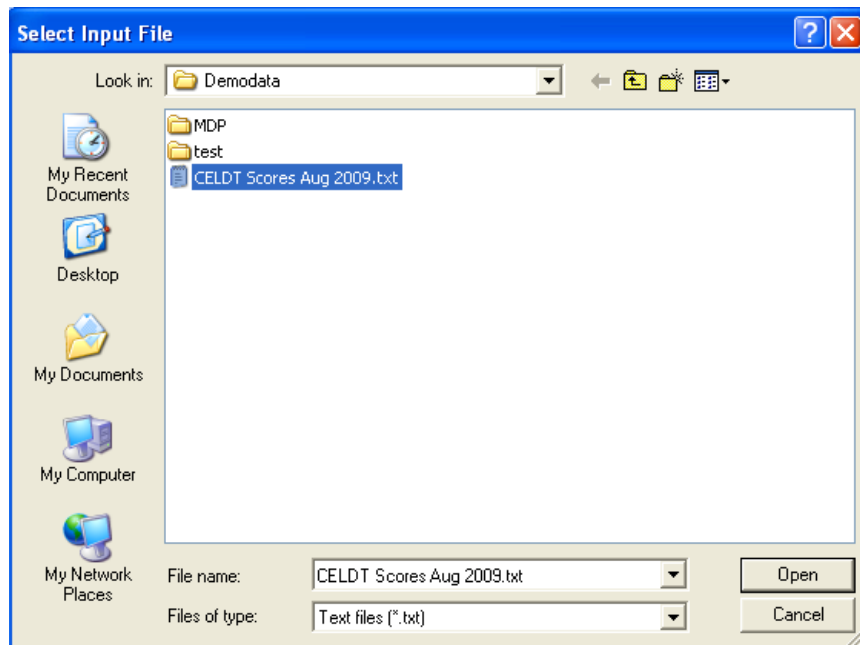
NOTE:

If the record layout is not listed it has not been imported.

The location of the 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 file selected and the file name will automatically display in the **File Name** field. Click the mouse on the **Open** button.



NOTE:

Please note that if the file extension is **.SCR**, for example **SAT.SCR**, you **MUST** rename the file extension to **.TXT**, for example **SAT.TXT**.

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.

Some 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.

DEFAULT TEST DATE

Starting in the 2009 school year the first time CELDT is imported the oldest test date located in the file will display in **Default Test Date**. This date will only be used as the test date for students in the file that do not have a testing date. All other students with a test date in the test record will have their exact test date loaded.

The default test date displayed will be saved. This date can also be changed and will be saved. If you change the default test date you **MUST** remember the default test date for the file loaded in case you need to reload this file after it has been updated into the **TST** table.

A **Test Admin** will also be assigned to this test load. The Test Admin will contain four digits with the first month of the default test date and the last two digits of the year.



NOTE:

It is **CRUCIAL** that you have the correct Default Test Date loaded prior to running the update process.

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.

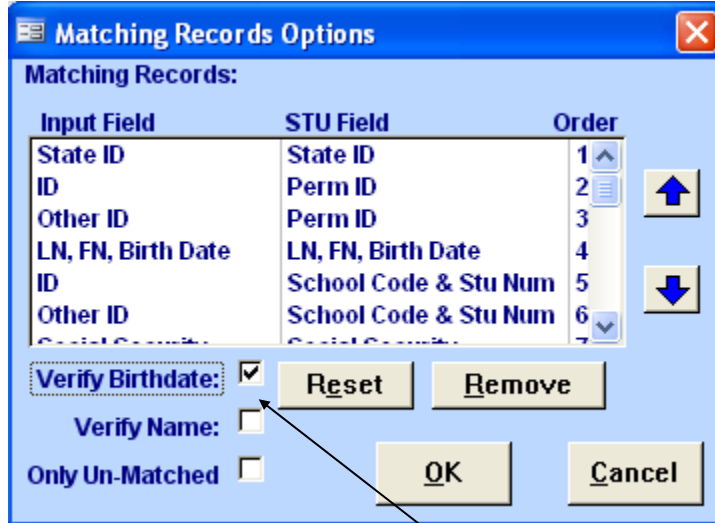
MATCH TEST DATA

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 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 local test table.

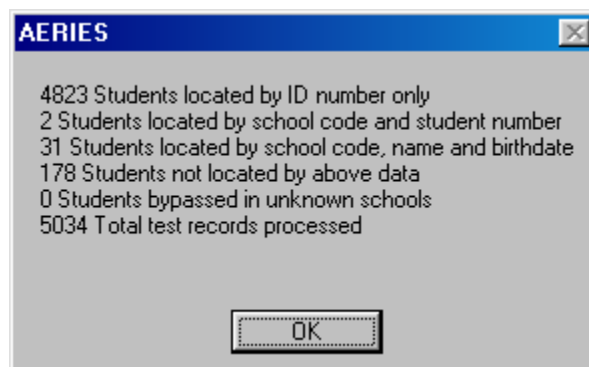
Click the mouse on the **Match** button and the following message will display. Click the mouse on the **Yes** button.

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.



It is suggested that the records **verified** by selecting the birthdate and/or name. This process can also be run for **Only Un-matched** records. After all selections are made 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 and the number of students that could not be located. The total number of test records processed will also display. 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 zeroes in the **Student#** or **PermID** field.

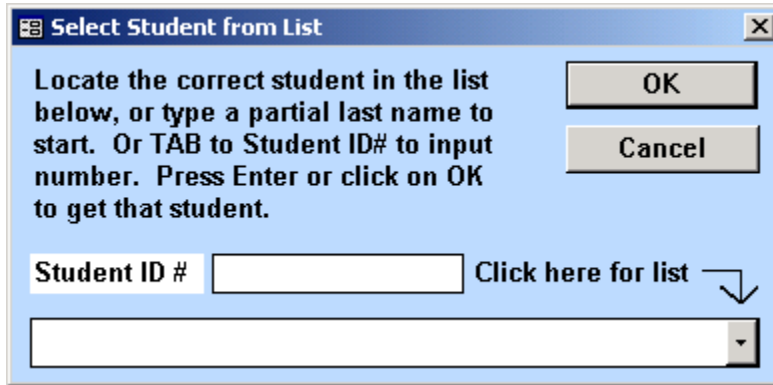
To display only unmatched students click the mouse on the **Show Unmatched Test Records Only** box. The only students displayed will be students containing zeroes in the **Student#** or **PermID** field.

To sort students by name click the mouse on the **Sort by Name Only** box. The data will now display in student name order. If the school version contains all schools an option is available to only display this school's students. Click the mouse on the **Show Only this School** box and only the students for this school will display.

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

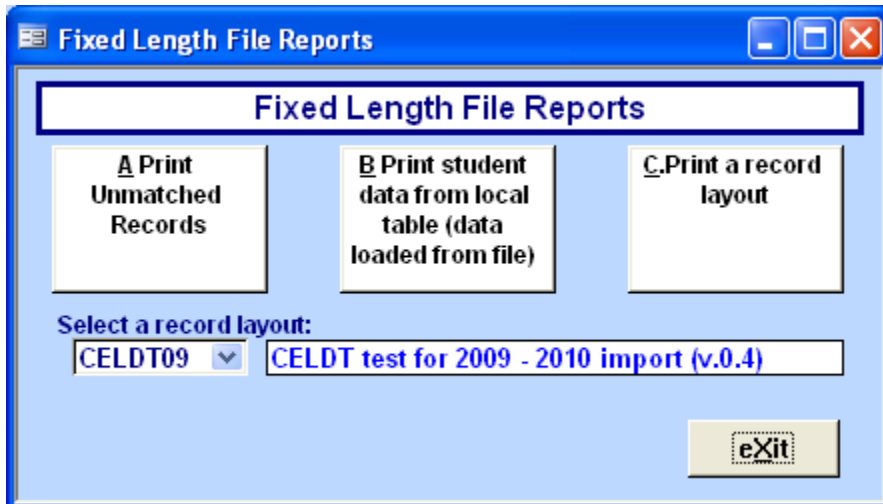
The following selection box will display. Enter part of the student name in the text field. Click the mouse on the **drop down** arrow. A list of students will display.

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.



**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.



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.

Eagle Unified School District						11/17/2009
2009-2010		Students With No Match				Page 1
File: CELDT test for 2009 - 2010 import (v.0.4)						
Stu ID from file	Match To	First Name	Last Name	Grade	Date of Birth	School Code
0099000132	_____	LAURA	ABBOTT	00	12/21/2003	0
0000062576	_____	MARY	ACOSTA	02	08/28/2002	0
0000061633	_____	HIEDI	ACUNA	02	07/24/2002	0
0005502672	_____	ANGEL	AGUILAR	00	11/04/2004	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.

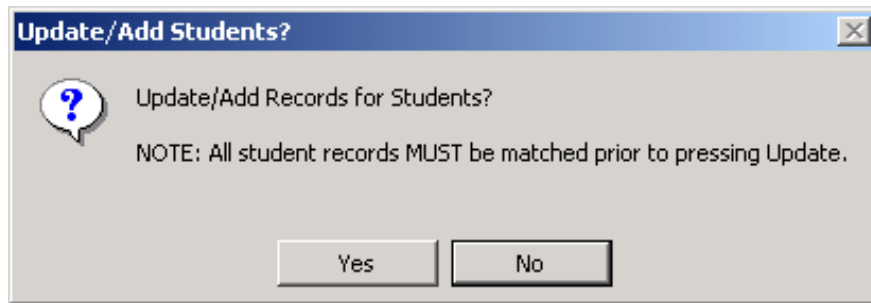
Eagle Unified School District						11/17/2009
2009-2010		Data From Fixed File				Page 1
File: CELDT test for 2009 - 2010 import (v.0.4)						
Stu ID from file	Stu ID	First Name	Last Name	Grade	Date of Birth	School Code
0099000132	0000000000	LAURA	ABBOTT	00	12/21/2003	0
0000062576	0000000000	MARY	ACOSTA	02	08/28/2002	0
0000061633	0000000000	HIEDI	ACUNA	02	07/24/2002	0

The **Print Record Layout** report can generate a listing of the fields and their descriptions for the file being utilized. To print a record layout, click the mouse on the **Print Record Layout** button and the following report will be generated.

Eagle Unified School District				11/17/2009
2009-2010		Record Layout for:		Page 1
CELDT test for 2009 - 2010 import (v.0.4)				
Field Code	Size	Type	Description	Aeries Field
F1	9	CHAR	Test Year	
F2	6	CHAR	Test Name	
F3	30	CHAR	District Name	
F4	2	CHAR	County Code	
F5	5	CHAR	District Code	
F6	30	CHAR	School Name	
F7	7	CHAR	School Code	SC
F8	4	CHAR	Charter Code	

UPDATE TEST TABLES

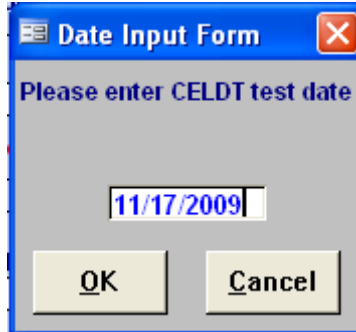
After the **local** table is matched and students have been manually updated, the data can then be loaded into the Aeries **Testing** tables. Click the mouse on the **Update** button and the following message will display. To update the scores into the **Testing** tables click the mouse on the **Yes**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

Some test loads do not have test dates in the test records. If there is **NO** test date located in any of the test records the following **Date Input** box will display with today's date as the default date.

A screenshot of a Windows-style dialog box titled "Date Input Form". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains the text "Please enter CELDT test date" in blue. Below this text is a text input field containing the date "11/17/2009". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Verify the default **Test Date** to be loaded for each test record and enter the date. Click the mouse on the **OK** button and the update process will begin.

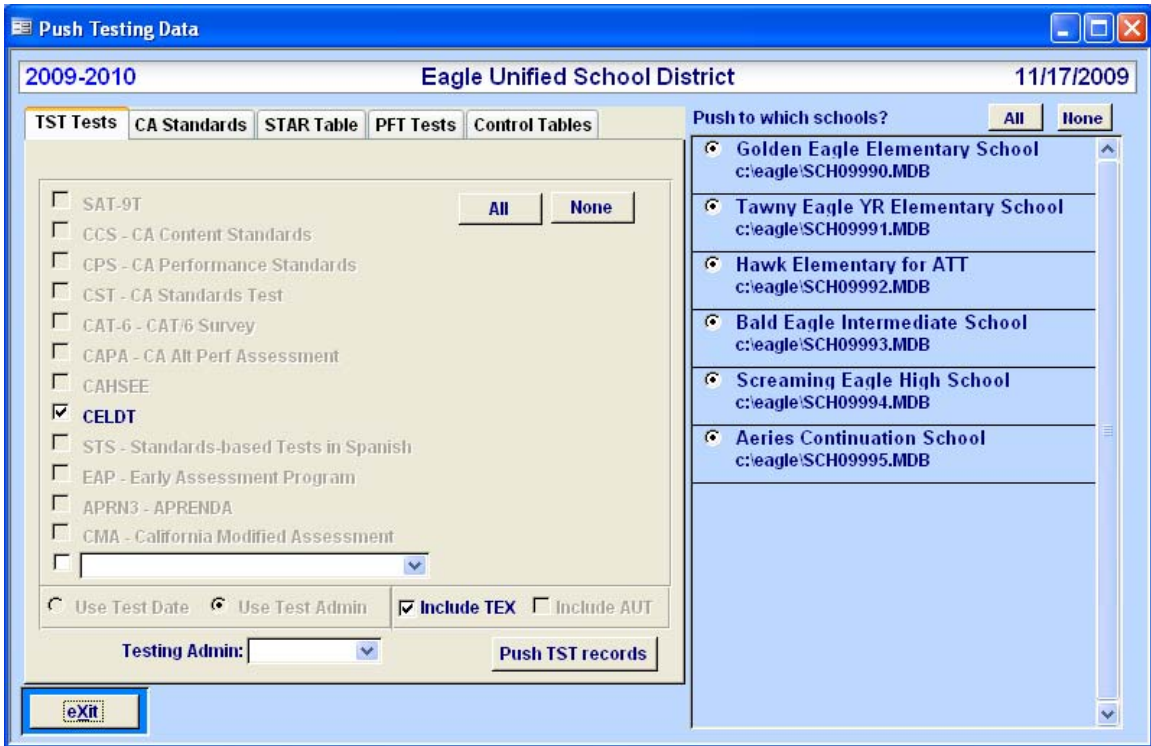
After the update is complete a message will display with total records processed, total records deleted that were previously added and total new records added. Click the mouse on the **OK** button.

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.

PLEASE NOTE - If a default **Test Admin** has been generated and displays on the **Import Fixed Length File** form you **MUST** know the name of the **Testing Admin** before pushing the test records out to the school databases.

After the Test tables have been updated the results can be “pushed out” to the school sites by clicking the mouse on the **Push** button.



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

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.