

# ReadyResults.net

2014

## Importing Student Information

For help, send email to:

[help@ReadyResults.net](mailto:help@ReadyResults.net)

or call:

877-456-1547

# Table of Contents

|  |    |
|--|----|
| Overview .....                         | 3  |
| File Requirements .....                | 3  |
| Steps for Importing a Data File .....  | 4  |
| Step 1—Select the File to Import ..... | 6  |
| Step 2—Select Layout .....             | 7  |
| Step 3—Field Mapping .....             | 7  |
| Step 4—District and School .....       | 9  |
| Step 5—Grade .....                     | 10 |
| Step 6—Map the Teacher Names .....     | 10 |
| Step 7—Special Codes .....             | 11 |
| Step 8—Match and Load.....             | 12 |
| Check the ReadyResults Database .....  | 13 |
| Related Documents.....                 | 15 |

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# Overview

The database in ReadyResults.net can accommodate such student information as teacher assignments and numerous demographics and enrollment data (e.g., AYP elements and enrollment in special programs). Such information is associated with the student records and stored separately from the test results. However, after teacher assignments and demographic-type information are entered in the ReadyResults database, you can filter and view any test results based on that information.

There are three ways to enter student information into the ReadyResults.net database:

- 1. Automatically, when tests are loaded.** When an electronic file with test data is loaded into ReadyResults, it will contain certain demographic elements for each student. Such elements will be student names, their grade levels, their schools, perhaps their teachers, and perhaps even AYP – type of information like Race, Gender, Limited English Proficiency, and Special Education status. Once the test data is loaded, you can immediately view test results that include filtering capabilities for any of the student elements that were part of the test files.
- 2. Direct online data entry.** There are manual, online interfaces where you can add and edit student information. These are useful in cases when:
  - You don't have electronic student records.
  - You imported an electronic file, but it is somewhat out of date.
  - There may be certain student characteristics that don't exist in electronic format.  
Examples could be types of interventions and duration of intervention.
  - Refer to the document “Managing Student Records Online” for more information on manually working with student records.
- 3. Import a data file containing student information.** This document describes the concept and steps involved in importing a file containing student information. The process is managed by someone familiar with your student management system. Once a compatible file is extracted from your student management system, a layout file is created within ReadyResults and can be used whenever you wish to update the ReadyResults database. You, the ReadyResults client, control this process.

---

## File Requirements

Use your Student Management System to create a file containing student information. The file must meet these requirements:

- ▶ The file must be a delimited data file such as a CSV file. (not Excel or Word)
- ▶ The file must include one record (**and only one record**) per student with at least the following fields. (This type of file is sufficient for a non-departmentalized school, where all main subjects are taught by a single teacher or a team of teachers.)
  - Student Last Name
  - Student First Name
  - Student Middle Initial (or full name)
  - Student ID
  - Student Grade
  - Student's Teacher\*

- Student's School

\* If there is only one Teacher name per student in the file, it should be either the classroom teacher, or a subject-specific teacher.

Here are some additional fields you may want to include in your data file:

School Code

Teacher ID

Date of Birth

Special Codes (these are the demographics that you have pre-defined in ReadyResults)

Student Alt ID (a student ID number other than the primary Student ID, e.g., a school-generated ID as opposed to the State ID)

Your file may look something like this (notice that the first line contains names for the columns, but this is not required):

```
School, Teacher, Grade, Student Last Name, Student First Name, Middle Initial, Student ID
North Elem,Mrs. Jones, 5,Smith,John,J,10004950
North Elem,Mr. Smith,5,Murphy,Jane,L,10000875
```

## Create a File with Multiple Teacher Types

If you have different teachers teaching different subjects, you may want to include the names of the various subject-level teachers in the file. If a subject-level teacher teaches multiple sections, include the course and section fields in the file. In that case, the first two records in your file may look like this, where the first record (shown in bold) has the field names:

```
School, Math Teacher, Math Course Code, Math Section, English Teacher, English Course, English Section, Grade, Student Last Name, Student First Name, Middle Initial, Student ID
Willows HS,Jones,MA09,01,Smith,EN09,02,09,Robert,Ginger,N,10456789
```

## Avoid Duplicate Records

Avoid entering duplicate records into the ReadyResults database. Duplicates records can occur if, for example, the school name in the incoming file does not match a school name already in ReadyResults, but they refer to the same school. One way to avoid this situation is to include the School Code in your incoming file that matches the School Code in ReadyResults.

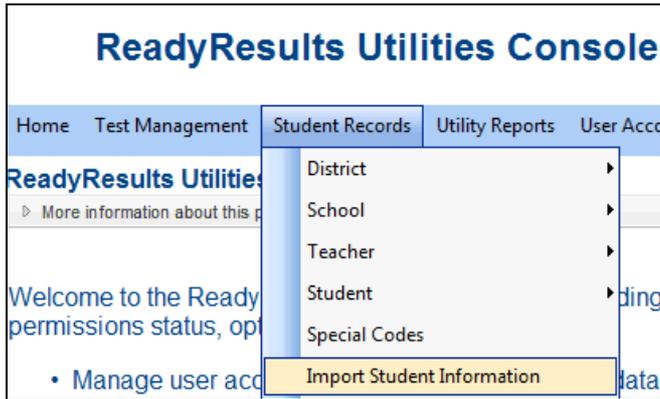
## Consider Including Teacher IDs

Another situation to consider is giving teacher-level permission to view data and concatenating the teacher name with a course and section. In that case, you will have multiple teacher names for the same person. If you include a Teacher's ID in the incoming file, you can create a user account with that ID in ReadyResults. That way, all the incoming data for that ID will be available to that user.

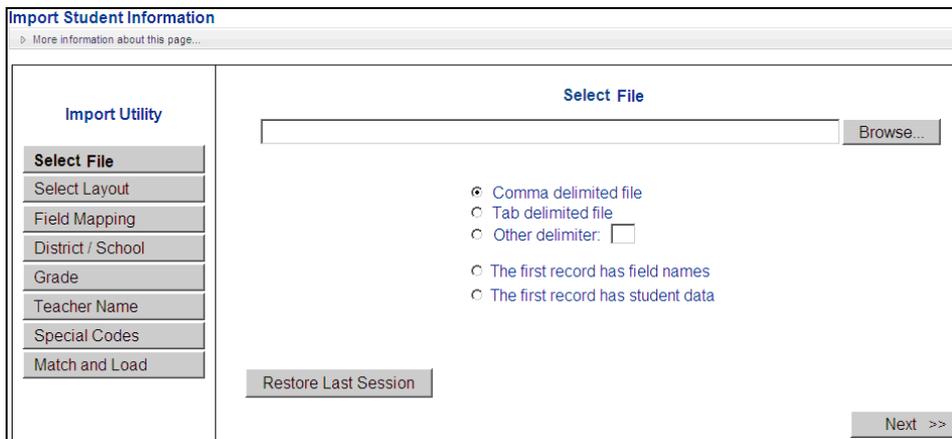
## Steps for Importing a Data File

To import a data file containing student information:

1. Click on **Utilities** to get to the ReadyResults Utilities Console.
2. Hover the cursor on the **Student Records** menu and click on **Import Student Information**. If this option does not appear, please contact support.



3. The first step of the Import Utility wizard appears.



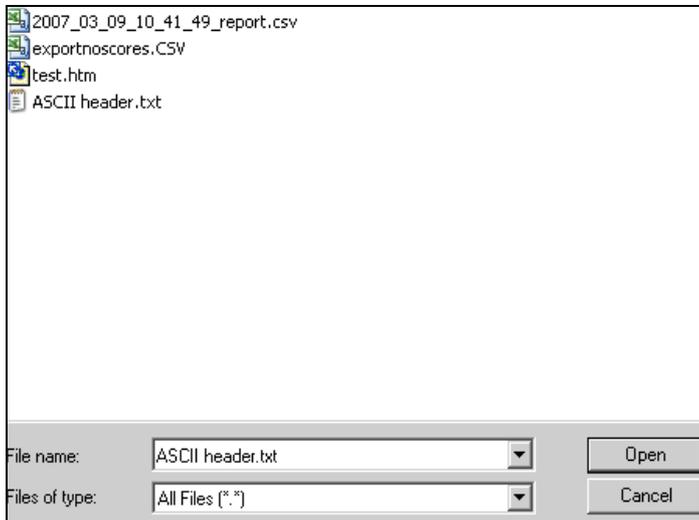
The wizard guides you through the steps. You can work on the pages in sequence, pressing **Next** to move forward. You can also click on a step name in the left column to jump directly forward or backward to that step.

**Note:** If this is not the first time you have imported a student information file, click **Restore Last Session** to select the file and file options that you chose the last time you imported. It takes you directly to the Field Mapping section.

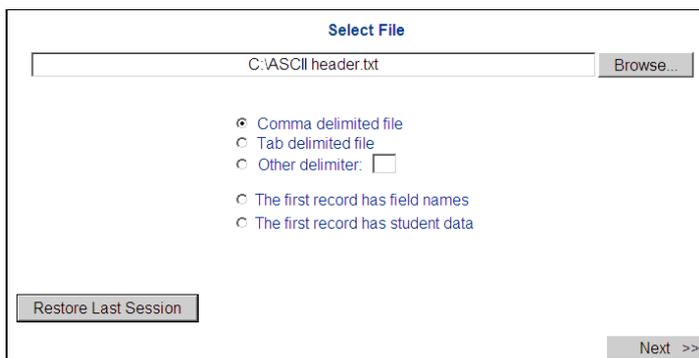
---

## Step 1—Select the File to Import

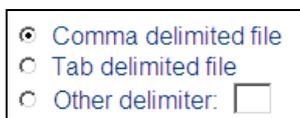
1. Click the **Browse** button to search for and select your data file.
2. When you locate the file, click **Open**.



3. At the Select File page, the path to your data file appears in the text box.



4. Choose the type of delimiter to indicate how the data columns in your file are separated.



5. If the first row in your data file is a header record with names/titles for each field/column, click “The first record has field names”; otherwise, click “The first record has data.”



6. Click **Next**. The Create or Select a Layout File section appears.

---

## Step 2—Select Layout

A “Layout File” contains the information on how to import and read your data file. It provides a “mapping” for ReadyResults to import the data from your file and load it into the ReadyResults database. Each time you import a data file, you need to create a Layout File or use one you created earlier.

**Create or Select a Layout File**

**Create a brand new layout file**  
Please give it a name:

**Use an existing layout**  
Please select the layout:  [Remove](#)  
Note: If you make any changes, they will be saved with this name.

**Start with an existing layout, but save with a new name**  
Please select the layout:   
Please enter the new name:

There are three options for a layout:

- ▶ **Create a brand new layout file.** Use this option if this is the first time you are importing a file into ReadyResults or if the format of the file is new to ReadyResults.
- ▶ **Use an existing layout.** Select this option if you have already created a layout AND the file you are importing has the exact same fields as the original one. *Note:* Whatever changes you make in the layout will be saved under the old name.
- ▶ **Start with an existing layout, but save it with a new name.** Use this option if you want to start with an old layout, but you want to make changes AND you want to keep the original layout as is.

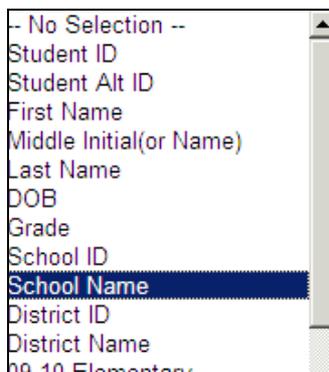
---

## Step 3—Field Mapping

Click **Next** and wait while ReadyResults loads the data file. The Map Fields to Data Column section appears.

| Map Fields to Data Columns |             |           |            |
|----------------------------|-------------|-----------|------------|
| Student ID                 | School Name | Last Name | First Name |
| ID                         | School      | L         | F          |
| 111                        | SchoolA     | LastNameH | FirstNameH |
| 222                        | SchoolA     | LastNameI | FirstNameI |
| 333                        | SchoolA     | LastNameJ | FirstNameJ |

The drop-down menu at the top of each column contains the ReadyResults field names. To map a column from your data file to a ReadyResults field, click on the drop-down arrow above a data column and choose a field name.



ReadyResults maps the fields in your data file with fields in the ReadyResults database, using selections you made in previous imports as a guide. Be careful to review any automatic mappings to make sure they are correct for that import. (See Step 8. Match and Load for directions on how to review mappings.)

**Note:** There must be a field in your data file mapped to Student ID. If it is not mapped automatically, be sure to map Student ID to a column in your data file.

Here is an example where the following fields were mapped: Grade (to the “Grade” column), the 10–11 English teacher type (to the “Grade 3 Teacher” column in the data file), and the Special Code (demographic) called SPED (to the “SpNeeds” column):

| Map Fields to Data Columns |                    |                 |         |
|----------------------------|--------------------|-----------------|---------|
| Grade                      | -- No Selection -- | 10-11 English   | SPED    |
| Grade                      | District           | Grade 3 Teacher | SpNeeds |
| 4                          | DistrictA          | TeacherAA       | 0       |
| 4                          | DistrictA          | TeacherAA       | 0       |
| 4                          | DistrictA          | TeacherAB       | 1       |

**Important:** You do not need to map all the fields in your data file. The steps and sections that follow give you some more options for assigning districts, schools, teachers, and Special Codes.

Click **Next** to proceed to the Select District and School section.

## Step 4—District and School

The district name is not often easily exported out of a student management system. This page in the wizard supports that situation. You do not have to map the district or school names on the Mapping page. Instead, you can either select the district name from a drop-down list, or you can key-enter the district name. If you do the latter, make sure that the name matches the one already in ReadyResults, unless it is new.

| Select District and School   |   |
|--|---|
| District   | School  |
| <input type="radio"/> Mapped from File<br><input type="radio"/> Use Specified District<br><input checked="" type="radio"/> Select from List<br><input type="text" value="District A"/> | <input type="radio"/> Mapped from File<br><input type="radio"/> Use Specified School<br><input checked="" type="radio"/> Select from List<br><input type="text" value="District A - School A"/> |

One of the following options must be selected in the District and School sections:

**Mapped from File**—If you have already mapped columns from your data file to District or School, this option is selected. If you mapped the district from the data file, ReadyResults requires you to also map the school name from the data file.

**Use Specified District or School**—To use one district or school name for all the records in your file, click this option and enter a district name or a school name. If you use this option for the school, keep in mind that all the records in the file will be added with the one specified school name. Unless you are

adding a brand new district or school, make sure that the name you enter here matches one that already exists in the ReadyResults database. If the name does not match exactly, new district and school names will be added.

**Select from List**—The drop-down lists show you the names of the districts and schools already in the ReadyResults database. In the example above, District A and School A were already in the database and those were selected from the drop-down list.

**Recommendation:** If you are updating existing student information, use the **Select from List** option for District. You can also do the same thing for the school name—if your incoming file only has one school. If there is more than one school in the incoming file, map it on the mapping page. Make sure that the spellings of the incoming school names match those already in the ReadyResults database.

Click **Next** to proceed to the Identify the Grade Level section.

---

## Step 5—Grade

Grade is a required field for importing a file. If the students in your incoming file are all in the same grade, you can choose a grade from the drop-down list. If your file has students from several grades, you need to have that field in your data file and you need to map it on the Field Mapping page.

Click **Next** to proceed to the Map the Teacher Names section.

---

## Step 6—Map the Teacher Names

All the Teacher Types that have been created/defined in ReadyResults appear on this Map the Teacher Names page.

| ID  | School  | L         | F          | Midc |
|-----|---------|-----------|------------|------|
| 111 | SchoolA | LastNameH | FirstNameH | Midc |
| 222 | SchoolA | LastNameL | FirstNameL | Midc |

09-10 Classroom

Mapped from File

Custom -- No Selection - - -- No Selection - -

10-11 Classroom

For example, in the screen shot above, three Teacher Types were in ReadyResults:

09–10 Classroom

10–11 Classroom

Click on the + sign to open the options for any Teacher Type you want to map.

You see that you have two choices:

**Mapped from File**—If you have already mapped a column from your data file to a Teacher Type, this option is selected. You may keep it as is or overwrite it.

**Custom**—The ReadyResults database can store more than 50 teachers for each student. Each teacher assignment takes up only one field. Because there are situations where you may want to report results by teacher, subject, and section, e.g., Ward-Alg1-101, you can map that information from several fields in your incoming file to one customized ReadyResults field.

1. If it is not already open, click on the + sign next the Teacher Type field you wish to update.

2. Click **Custom**.
3. Use the drop-down lists to identify the fields in your incoming file that need to be merged into one name.
4. Keep the hyphen (-) as the separator, or change to a different separator symbol.

For example, the following figure shows a custom name built for the Teacher Type called 08/09 Math Teacher.



The information from each incoming field is separated by a hyphen as shown. All these fields merge to construct one teacher name. This enables you to use a name in the form of Name-Subject-Section such as Ward-Alg1-101 or Ward-Alg2-201. This strategy creates a good number of teacher names, but when running reports, you can filter lists using part of the teacher name plus the \* as a wild card.

***If you do not want to update teachers:*** There are times when you may want to update student information other than teacher information. For example, you may want to add an Alternate Student ID to the ReadyResults database or some student demographics, such as Special Education status. In that case, you may not want to update teacher names at all. Before loading the data to ReadyResults, you may choose “No” for updating teacher assignments.

## Step 7—Special Codes

Skip this step if you are not importing student demographics (Race, Special Education, Free Lunch status, etc.).

### **About Special Codes**

To update student demographic information, please note the following:

- The ReadyResults term for demographics is “Special Codes.”
- Before you can map Special Codes, the Code names must already exist in the ReadyResults database. To add a new Special Codes field: Go to Utilities, hover over Student Records, and click on Special Codes. For more details, refer to the Help Document (accessible from the ReadyResults.net Welcome page on the left sidebar) titled, “Working with Special Codes.”
- ReadyResults recognizes two types of demographic fields: Numeric and Text (alpha). If the field is numeric, you only need to pre-define the field name. If the demographic is text, all possible values must be pre-defined in the ReadyResults database before the student records can be updated with the information.

### **Identify the Demographic Fields to Import on the Field Mapping Page (Step 3)**

If the demographic field has numeric values, like School Bus Number or Days Absent, you only need to tell ReadyResults which column in your incoming file matches a ReadyResults-defined Special Code. If the demographic field has text values, you also need to map each value on this “Step 7—Special Codes” page.

Here is an example:

1. There may be a Special Code in ReadyResults called “SPED” with two values such as “Yes Sped” and “Not SPED.”
2. You are importing a file that contains a column called “SpNeeds” that contains the information for the SPED Special Code. Your student management system populated the Special Education

column with a “0” if the student is not in a Special Needs program and “1” if the student is in a Special Needs program.

3. On the Field Mapping page, you mapped your field called “SpNeeds” to the ReadyResults Special Code called “SPED.”
4. When you arrive at the Special Codes page, ReadyResults reviews your entire file and lists all of the values you have for that field. You see these under the Your Entry section on the left. The Internal Definitions section will have drop-down lists next to each of your values. Match your values with the correct one from the ReadyResults drop-down list.

**Special Codes Mapping**

**Your Entry**  
Sex: Sex  
SPED: SpNeeds  
0  
1

**Internal Definitions**  
Not SPED  
Yes SPED

---

## Step 8—Match and Load

If you click **Next** on the Special Codes page (or if you click the **Match and Load** option on the left menu bar) ReadyResults validates your mapping. If there are no errors, you can preview how the data will be loaded. A preview screen shows the Match Summary Report.

**Match Summary Report** ([View Full Report](#))  
Processed 3 records total. Rejected 0 records.

|           | Added as new | Matched to existing |
|-----------|--------------|---------------------|
| Students  | 3            | 0                   |
| Teachers  | 0            | 3                   |
| Schools   | 0            | 1                   |
| Districts | 0            | 1                   |

During loading, update current location and grade level of existing students?  Yes  No

[Load to Database](#)

To verify the corresponding field values and load the information:

1. Click the **View Full Report** option to see the details. Things to look for:
  - ▶ Are District or School names going to be “added as new,” rather than matched to existing records?
  - ▶ Are there students who are being matched in error because their ID numbers are accidentally the same?
  - ▶ Are there students who should be matched but are not?

- Click the plus (+) signs to open up the details.

| ReadyResults.Net Detailed Match Report   |            |           |                 |       |     |     |  |
|--|------------|-----------|-----------------|-------|-----|-----|--|
| 3 records in the imported file.<br>3 records meet criteria for uploading.<br>0 records appear to have data issues. |            |           |                 |       |     |     |  |
| Districts  |            |           |                 |       |     |     |  |
| 0 districts will be added.<br>1 district was matched with an existing district.                                    |            |           |                 |       |     |     |  |
| Schools  |            |           |                 |       |     |     |  |
| 0 schools will be added.<br>1 school was matched with an existing school.  |            |           |                 |       |     |     |  |
| Teachers   |            |           |                 |       |     |     |  |
| 0 teachers will be added.<br>3 teachers were matched with an existing teacher.                                     |            |           |                 |       |     |     |  |
| Students   |            |           |                 |       |     |     |  |
| 3 students will be added.  |            |           |                 |       |     |     |  |
| 0 students were matched with an existing student record.   |            |           |                 |       |     |     |  |
| Row #  | First Name | Last Name | Added (3)<br>MI | Grade | ID  | DOB |  |
| 1  | Firstnameh | Lastnameh | Middlenameh     | 4     | 111 |     |  |
| 2  | Firstnamei | Lastnamei | Middlenamei     | 4     | 222 |     |  |
| 3  | Firstnamej | Lastnamej | Middlenamej     | 4     | 333 |     |  |

- You may also print the report. Click **Close** when finished.
- You have not yet loaded the file. If there is a problem, you can re-map the fields and/or revise your data file.
- If the information looks correct, choose **Yes** or **No** for the question: “During loading, update current location and grade level of existing students?” If you choose **Yes**, the Current Location will become the School Name imported with your data file, and the Grade will also change to the one imported with the data file. If you choose **No**, the Current Location and grade information for students already in the database will *not* be updated using the data in the imported file.
- Proceed by clicking on the **Load to Database** button. Once loaded, you get a final report.

| Data Was Loaded!                                    |              |                     |
|---|--------------|---------------------|
| Summary Report ( <a href="#">View Full Report</a> ) |              |                     |
| Processed 3 records total. Rejected 0 records.      |              |                     |
|   | Added as new | Matched to existing |
| <b>Students</b>                                     | <b>3</b>     | <b>0</b>            |
| <b>Teachers</b>                                     | <b>0</b>     | <b>3</b>            |
| <b>Schools</b>                                      | <b>0</b>     | <b>1</b>            |
| <b>Districts</b>                                    | <b>0</b>     | <b>1</b>            |

**Note:** It is not uncommon for the final Load report to be a little different from the first Match report. This can happen if, for example, inserting a record causes a conflict in the existing database, such as a duplicate ID number. But for the most part, the initial Match report will be a reliable predictor of how the data will be loaded to ReadyResults.

## Check the ReadyResults Database

When you are finished importing a student information file, you may want to confirm that the information in the ReadyResults database. Follow these steps to view student records:

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1. Go to **Utilities** and choose **Student Records** followed by **Student** and **Edit, Merge or Delete (District Level)**.
2. Use the Filter on Selected School option to filter on District, School, and Teacher Type.

**Find, Merge or Delete Student Records**

More information about this page...

Filters

**Filter** Filter On Selected School:

District: District A

School: School A

Teacher Type: 10-11 English

**Filter** Filter using matching string (e.g. jo\*,sa\* finds all starting with jo or sa):

Last name:

First name:

ID:

**Filter** Filter on Grade:

PK  K  1  2  3  4  5  6  7  8

9  10  11  12  13  14  15  HS  UG

3. In the Columns to Show options, select the information you want to see. For example, you may want to select a Special Code that you updated with the data file.

**Refresh Student List**

**Attributes**

Last Name

First Name

Middle Name

Grade

ID

**Special Code**

Accom/Non-Stand  Race (all)

Accom/Standard  Sex

Afr. Amer.  Special Ed.

Amer.Ind/Alask.  Lang-Polish

Asian  Lang-Portuguese

4. Click **Refresh Student List**. The list of students appears.

**Find, Merge or Delete Student Records**

More information about this page...

Filters

Columns to Show

| From                  | To                    | Last Name   | First Name | Middle Name | Grade | ID  | DOB | Teacher   | School   | District   | Race (all) |
|-----------------------|-----------------------|---|------------|-------------|-------|-----|-----|-----------|----------|------------|------------|
| <input type="radio"/> | <input type="radio"/> | <a href="#">Edit</a> <a href="#">Delete</a> Lastnameh | Firstnameh | Middlenameh | 4     | 111 |     | Teacheraa | School A | District A | White      |
| <input type="radio"/> | <input type="radio"/> | <a href="#">Edit</a> <a href="#">Delete</a> Lastnamei | Firstnamei | Middlenamei | 4     | 222 |     | Teacheraa | School A | District A | White      |
| <input type="radio"/> | <input type="radio"/> | <a href="#">Edit</a> <a href="#">Delete</a> Lastnamej | Firstnamej | Middlenamej | 4     | 333 |     | Teacherab | School A | District A | Asian      |

If you notice problems that were created with the Import Student Information process, you can change the file, or re-import it with a different mapping layout, which updates the student information again.

## Related Documents

- *Managing Student Records Online at the Building Level*—covers basic steps for manually editing a student record, adding students, and printing class rosters.
- *Managing Student Records and the Database Online at the District Level*—provides administrators with options for manually managing student records at a high level and for performing other administrative tasks.
- *Teacher Assignments*—covers adding Teacher Types or teacher names manually.
- *Special Codes*—describes how to create a Special Code and assign them manually to students.
- *Utility Reports*—describes how to create a Tests Taken Report and a Correlation Report.