

# ReadyResults.net

2014

## Special Codes

*For Administrators Only*

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## Overview

You can use the online interface options in the ReadyResults Utilities Console to work manually with Special Codes (student demographics) if your account has permission to do so. This document provides detailed information on:

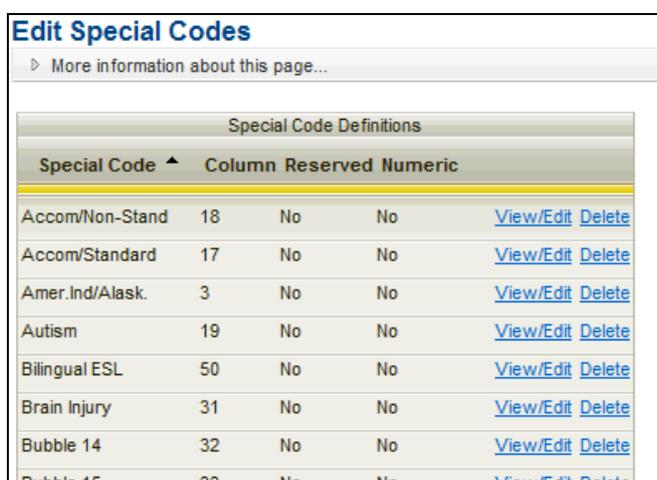
- Defining Special Codes
- Editing Special Codes
- Assigning Special Codes to students manually

You can also add Special Codes and assign them to students by importing an ASCII data file containing the Special Code assignment information. For details on doing that, refer to the document titled *Importing Student Information*.

## Defining/Editing Special Codes

As an administrator, you are allowed to create new Special Codes to reference demographics particular to your school or district. To define your own Special Code(s):

1. Choose **Utilities** from the top menu bar.
2. Hover the cursor over the **Student Records** menu and choose **Special Codes**. The **Edit Special Codes page** appears.



The screenshot shows the 'Edit Special Codes' page with a table titled 'Special Code Definitions'. The table has columns for 'Special Code', 'Column', 'Reserved', and 'Numeric'. Each row includes a 'View/Edit Delete' link.

Special Code	Column	Reserved	Numeric	
Accom/Non-Stand	18	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Accom/Standard	17	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Amer.Ind/Alask.	3	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Autism	19	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Bilingual ESL	50	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Brain Injury	31	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Bubble 14	32	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Bubble 15	33	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>

3. Locate a Special Code titled "Undefined" and has "No" in the **Reserved** column. This is an empty code field in which you can create your own Special Code.

- Click **View/Edit**. The field opens.

Value	Label
0	
1	
2	
3	
4	
5	
6	

- Enter a name for the Special Code in that field.
- If the Special Code you enter has any numeric value, click **Yes** next to **Numeric**. Otherwise, click **No** and enter values in the **Label** column of the **User Defined Values** table.

Value	Label
0	Full Year
1	Half Year
2	
3	
4	
5	
6	

- Click the **Update** link.

To make any changes to a Special Code that you created:

- Click **Utilities** and from the **Student Records** menu choose **Special Codes**.
- Click **View/Edit** next to the Special Code you want to edit.

Special Code	Column	Reserved	Numeric	
Accom/Non-Stand	18	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Accom/Standard	17	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Amer.Ind/Alask.	3	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Autism	19	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Bilingual ESL	50	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Brain Injury	31	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Bubble 14	32	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>
Bubble 15	33	No	No	<a href="#">View/Edit</a> <a href="#">Delete</a>

3. The Special Code field opens. Edit the name or values as needed.
4. Click the **Update** link located at the bottom of the open field.

**Note:** You cannot edit Special Codes that are marked “Yes” in the **Reserved** column. These are built-in Special Codes that cannot be changed, but you can look at the values allowed for them by clicking **View/Edit**.

## Assigning Special Codes

There are a few ways of assigning Special Codes to students.

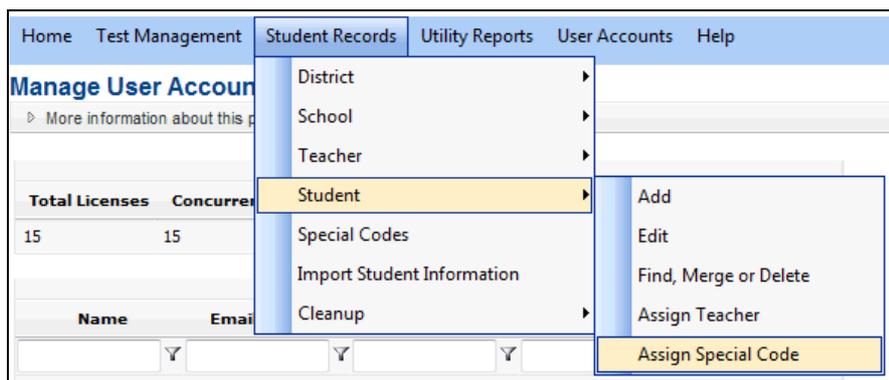
- **By adding students or editing student records.** When you add students to the database manually, the process includes the option to assign Special Codes to the students you are adding. You can also make or change Special Code assignments when you edit a student’s record. Refer to the document “Managing Student Records Online at the Building Level” for information on adding students and editing student records. If you are an administrator, you should also refer to *Managing Student Records Online at the Building Level* for more options.
- **By using the Assign Special Code option.** If you are an administrator assigning students to a teacher, you can assign several students to a particular teacher by using the **Assign Teacher** option.

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## Assigning a Group of Students to a Special Code

You can assign Special Codes (demographics) to students when adding or editing student records. If you are an administrator, you also can use the **Student-Assign Special Code** option to assign groups of students to a teacher.

1. Go to **Utilities**, click on the **Student Records** menu, choose **Student**, and then **Assign Special Code**.



2. Use the drop-down menus to select the current district, school, and grade of the students to whom you are assigning a Special Code.

**Assign Special Code**

▸ More information about this page...

**Step 1: Choose location of students**

District: A District ▼

School: School AAA ▼

Grade: 5 ▼

Next

3. Click **Next**. Select whatever Special Code you want to assign to the students using the drop-down menu. For example, if you had created a Special Code called “Race,” select it from the drop-down.

**Assign Special Code**

▸ More information about this page...

**Step 2: Select special code to which you want to assign students**

Special Code: Race ▼

Previous Next

4. Click **Next** and then choose the value of the Special Code you are assigning.

**Assign Special Code**

▸ More information about this page...

**Step 3: Select value for special code to which you want to assign students**

Race

- Afr. Amer.
- Asian
- Hispanic
- Nat. Amer.
- White
- Mixed
- Haw/Pac Islandr

Previous Next

5. Click **Next**. Click in the boxes next to the names of the specific students to whom you want to assign this Special Code.

**Assign Special Code**  
 > More information about this page...

**Step 4: Assign special code values to students**  
 District: A District School: School AAA Grade: 5  
 Students' [Race] code will be changed to [Asian]

Select All

Select	Last	First	Middle	ID	Grade	Current Location
<input checked="" type="checkbox"/>	LastNameA	FirstNameA		88888888	5	Teacher B
<input type="checkbox"/>	LastNameA	FirstNameA	A	1111111	5	Teacher B
<input type="checkbox"/>	LastNameB	FirstNameB	B	2222222	5	Teacher A
<input checked="" type="checkbox"/>	LastNameB	FirstNameB		99999999	5	Teacher B
<input type="checkbox"/>	LastNameC	FirstNameC	C	3333333	5	Teacher A
<input type="checkbox"/>	LastNameC	FirstNameC		77777777	5	Teacher B
<input type="checkbox"/>	LastNameD	FirstNameD		6666666	5	Teacher B
<input type="checkbox"/>	LastNameE	FirstNameE		5555555	5	Teacher B
<input type="checkbox"/>	LastNameG	FirstNameG		4444444	5	Teacher B
<input type="checkbox"/>	LastNameH	FirstNameH		3333333	5	Teacher B
<input type="checkbox"/>	LastNameI	FirstNameI		22222222	5	Teacher B
<input type="checkbox"/>	LastNameJ	FirstNameJ		11111111	5	Teacher B
<input type="checkbox"/>	LastNameK	FirstNameK		10101010	5	Teacher B

Previous Assign

- Click **Assign**, located at the bottom of the list of names. A summary page shows you the students you just assigned.

For more information on defining or editing Special Codes, refer to “Defining/Editing Special Codes” on page 1.

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## Special Codes on Reports

After you have assigned Special Codes to students, you can use the codes to customize reports. For example, you can create reports for certain students by filtering the report according to Special Codes. You can also display each student’s Special Code on a report. For more information on using Special Codes in a report, refer to the information on “The Special Code Filter Parameter” and “The Special Code Display Parameter” in the document, *Viewing, Printing, and Customizing Reports*.

## Related Documents

- *Managing Student Records Online at the Building Level*—covers basic steps for 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 managing student records at a high level and for performing other administrative tasks.
- *Importing Student Information*—describes how to add student information (including Special Code assignments) by importing an ASCII student information file.
- *Viewing, Printing, and Customizing Reports*—explains how to create and customize a report.