

# Data

# Imports/Exports

Documentation on exporting and importing data from and into applications.

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# Import DIBELS Demographics

This document provides instructions for exporting DIBELS specific demographic data from PowerSchool and importing that data into Acadience (DIBELS).

DIBELS demographic data includes:

- Ethnicity
- Race
- Gender
- English Learner
- Section 504
- Special Education
  - Primary disability
- Title I (Math and Reading)
- Accommodations - Required field but no data exported/imported

Required:

- Oracle SQL Developer with PowerSchool connection
- DIBELS\_Demographics.sql script

Data must be current in PowerSchool for it to be exported. Work with Pupil Accounting and Special Education departments to ensure PowerSchool is up-to-date.

## Export from PowerSchool

- Open the DIBELS\_Demographics.sql script in SQL Developer
- Run the script
- Spot check results
- Right click on data and select Export...
  - Format: Delimited
    - Delimiter: Tab
  - Left/Right Enclosure: none
  - File: Set path and filename (note: use .csv file extension)
  - Next and Finish

**Import into Acadience** *(Note: students must exist in Acadience for the current year)*

- Login to Acadience
- Select Import Data
- Select Import Demographics
- Select Choose File - Select previously exported file
- Select Upload Demographics
- If you are presented with that a student does not exist then remove those students from the import file and run it again.

# Import NWEA Programs

This document provides instructions for exporting NWEA specific program (demographic) data from PowerSchool and importing that data into NWEA.

NWEA Program data includes:

- Special Education
- Economically Disadvantaged
- Special Education
- At-Risk (Section 31a)
- Section 504
- Title I
- English Learner

Required:

- Oracle SQL Developer with PowerSchool connection
- NWEA\_Programs sql script
- NWEA\_Roster sql script

When Programs are imported into NWEA a roster file must be included that contains an entry for every student in the Programs file.

## Export from PowerSchool

### Roster File

- Open the NWEA\_Rosters2.sql file in SQL Developer
- Make sure the desired building set is uncommented in both the upper and lower query
- Adjust the TermID if necessary
- Run the query
- Right click and select Export
  - Format: csv
  - Left/Right Enclosure: none
  - File: Set path and filename (note: use .csv file extension)
  - Next and Finish

### Program File

- Open the NWEA\_Programs.sql script in SQL Developer
- Make sure the desired building set is uncommented in each Select statement

- Run the query
- Right click and select Export
  - Format: csv
  - Left/Right Enclosure: none
  - File: Set path and filename (note: use .csv file extension)
  - Next and Finish

## Format Roster File for Importing into NWEA

*Note: The roster file must be formatted correctly prior to importing into NWEA. The Programs file should export in the correct format.*

- Open the NWEA\_Roster file with Microsoft Excel.
- Copy and paste (not paste values) the data to the NWEA Roster\_File\_Template making sure you don't copy over the first line of the template file.
- Make the following changes:
  - Delete instruction rows (2-5)
  - Delete all columns after Student Email (W)
  - Format School State Code column (A) to 00000 - length 5 with leading zeros
  - Format Student State ID column (N) to 0000000000 - length 10 with leading zeros
  - Format Student DOB column (R) to mm/dd/yyyy
- Save the data as a CSV file
- Use this file for importing into NWEA
- Make sure not to save anything to the Template file (Exit without saving)

## Import into NWEA

- Login to NWEA
- Select Import Profiles/Rostering
- Select Start New Import
  - Roster Type: Standard
  - Term: Select the active term
  - Add/Update or Overwrite data for selected term: Standard
- Under Roster File use the Add button to select the modified roster file
- Under Program File use the Add button to select the exported programs file
- Select Choose File - Select previously exported file
- Click on Next
- Preview and Confirm File: Review and select Confirm
- The initial file check may take a couple minutes
- If you get a File Format Validated with Errors
  - Select Review Roster Errors

- Remove students from the Programs file that are not in the Rosters file
- Click on Start Over
  
- If you get a Data Validated with No Errors message
  - Select Review Import Summary
  - Select Post Valid Records

Note: You may get Data Validated with Errors. This scenario will allow you to correct some errors prior to posting records. In some cases you may need to adjust the sql query to better match fields. There are many other possibilities.

# Student Photo Imports

## Upload student photos for the following applications

- Destiny
- PowerSchool
- Meal Magic
- PolyPlot

## Destiny

Do for each building

- Create **Map** file named idlink.txt which contains "Student ID", "Student ID.jpg"
- Name Pictures **Student Number.jpg**
- Zip all pictures and Map file into a .zip file
- Login to Destiny and go to school
- Destiny - Admin - Upload Patron Pictures
- Select file and click on Upload Pictures button
- Verify upload in Job Manager

## PowerSchool

- Name pictures **Student Number.jpg**
- Include all pictures in .zip file
- Create **Map** File: Student Number, picture file name
- Login to PowerSchool Admin
- System Administration - Photo Management
- Import Pictures
- Select Zip File
- Select Map File
- Click on the Upload button

## Meal Magic

- Name Pictures **Student Number.jpg**
- Copy photos to tech share - \Pictures\MealMagic (*delete any existing pictures first*)
- Open **Task Manager** on **ccsfp**
- Enable **MM Upload Student Photos** task
- Run MM Upload Student Photos task *Note: may take several minutes*
- Disable MM Upload Student Photos task

Or, just send to Betty and she can do it