

 **how to** **Exporting Data**

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# Exporting Data



For some school districts, the district data warehouse is an important tool in evaluating test data. For this reason, Edusoft enables you to export student test data in a standard, tab-delimited text file that can be imported into a data warehouse. In addition, for districts that use the Excelsior Software's Gradebook, Edusoft enables you to export Teachers Tools test data for import into teachers' gradebooks.

When you schedule a data export job, you specify the dates, score types, and file size (this determines how much data is compressed into a single file). The data includes all new Benchmark scores (or Teacher Tools scores for Excelsior) for the time period you choose. When you export Benchmarks scores, you can choose any combination of overall, per-standard, question group, or item scores.

Edusoft Assessment Management System (Edusoft) creates your compressed export files, usually within 24 hours of your request and typically overnight. As soon as the export is complete, you can download the files and import them into your data warehouse. If you have entered an e-mail address on the Settings page, Edusoft will send you an e-mail. Your files remain on the server for 30 days after you export them.

These are the topics in this guide:

- *Exporting Benchmark data* on page 2
- *Exporting gradebook data* on page 5

## Exporting Benchmark data

When you export Benchmark data, Edusoft compiles all new scores of the type you select, for the period you select, into compressed text files. You can then download the files, decompress them, and load their contents into your data warehouse.

Each score appears in its own row. This is an example of one row of data from an export file:

Row type	Extract date	Test title	Administration date	Test ID	Student ID	Edusoft student ID	Student first and last name
<u>TS</u>	<u>2004-12-16</u>	<u>Grammar Diagnostic</u>	<u>2004-11-09</u>	<u>50001601868</u>	<u>742538</u>	<u>72129</u>	<u>Fred Weasley</u>
<u>4130000</u>	<u>Hogwarts High School</u>	<u>002</u>	<u>English II-P</u>	<u>Period 3</u>	<u>Minerva</u>	<u>McGonagall</u>	<u>11</u>
<u>23.00</u>	<u>Band 4</u>						<u>35.00000</u>
School code	School name	Teacher ID	Course	Period	Teacher first and last name	Grade	Total possible points
Points received	Performance band						

**Note:** This example shows all required fields, plus some additional optional fields.

## Scheduling a data export job

When you export Benchmark data, you select the dates, score types, and maximum file size. After a job is scheduled, you can review the schedule and cancel it if you wish.

**Tip:** If you enter an e-mail address on the Settings page, Edusoft can notify you when your job has been run.

To set up an Excelsior export, see [Exporting gradebook data](#) on page 5.

### To schedule a data export job:

- 1 Click the **Admin** tab. Click the **Data Export** link or icon.

The Export Data page lists any export jobs that have already been scheduled.

**Export Data**

**Schedule a new job:**

Name:

**Select content to export:**

All scores (Date range required)

Scores for [Specific Exams](#)

**Date Range:**

All

Specific

Start date:

End date:

**Score types:**

Total score

Include item scores

Question groups

Standards

**Export as:**

One file

One file per exam

Limit file size to  uncompressed

Larger exports will be split into multiple files.

ID	Job name	Job created on	Score types	Date range	Export frequency	Status
31400001080		12/21/2006	Total score, Individual items	12/01/2006 - 12/21/2006		Scheduled

**2** Type a name for the export file.

The name will help you to identify the export file in a list.

**3** If you can set up both Benchmarks and Excelsior exports, click **Benchmarks export**.

**4** Choose the content you want to export. If you want to choose scores for specific exams, click **Select Exams**, choose the ones you want to export, and click **Continue**.

You can choose all scores within a specific range of dates, or just the scores for specific exams.

**5** Choose a date range.

- Click **All** to choose all scores for specific exams.
- Click **Specific** and choose start and end dates for all scores between those dates.

The start and end dates can apply to all exams or just the exams you choose.

**6** Choose the types of data you want to export.

You can export total scores (including item scores) as well as scores for question groups and standards.

**7** Choose the file structure you want for the data export files.

You can export all data for the tests you choose in a single file, or you can export data for each exam in a separate file.

**8** Enter the maximum file size.

This is the maximum file size for data before it is compressed for export. The compressed export file will be significantly smaller. If the data you select is larger than your maximum file size, Edusoft divides the data into multiple files.

**9** Click **Start**.

Edusoft confirms the details and displays the status of your export request. Click **Cancel this job** if you don't want the job to be run as scheduled.

These are the details about the export job.

This is the current status of the export job.

**Export job ID# 314000001080**

Created on: 10/19/05  
 Created by: docadmin  
 Data date range: 10/1/05-10/19/05  
 Maximum file size: 1024 MB  
 Score types: Total score, Individual items  
 Included tests: Benchmark #1 Writing September 2005  
 Benchmark #2 Writing October 2005  
 Status: Scheduled as of 10/19/05 11:40:59 AM PDT  
 This job will run at the next available opportunity. Exports for all clients are run nightly and are scheduled in a first-come, first-served basis. If your profile contains an email address, you will receive an email when the job is complete, or you can check back on the Export Data main page.

[Cancel this job](#)

**10** Click **Back** to return to the Export Data page.

## Downloading exported data

A data export job creates one or more compressed (zipped) files that contain the data you requested. After your data export job finishes running Edusoft displays a link to the resulting files that allows you to download them. If you have entered an e-mail address in the Settings page, Edusoft also e-mails you when a job is completed.

### To download exported data:

**1** Click the **Exporting Data** tab. Click the **Data Export** link or icon.

When a job is finished running, its status changes from Scheduled to Completed.

Click a link to view the details and status of an export job.

ID	Job created on	Score types	Date range	Status
<a href="#">314000001080</a>	10/19/2005	Total score, Individual items	10/01/2005 - 10/19/2005	Completed

**Completed** means that the job has run successfully and the resulting files are ready to be downloaded.

**2** Click the link for a completed job.

The Export Data details page shows information about the job and displays links for each file created.

These are the details about the export job.

Click a link to download a file.

This is when the export was completed.

**Export job ID# 31400001080**

Created on: 10/19/05

Created by: docadmin

Data date range: 10/1/05-10/19/05

Maximum file size: 1024 MB

Score types: Total score, Individual items

Included tests: Benchmark #1 Writing September 2005  
Benchmark #2 Writing October 2005

Status: **Completed as of 10/19/05 12:06:16 PM PDT**  
Your files are available for download below. Files will be kept for 30 days from the date of completion.

[standards.701003691469.1.txt.gz](#) (10.00 MB before compression)

[standards.701003691469.2.txt.gz](#) (4.99 MB before compression)

- 3 Click the link for a file, choose a location, and click **Save**.

Files are available to be downloaded for 30 days after a job is completed.

## Exporting gradebook data

Exporting Teacher Tools data for import into Excelsior's gradebook is very similar to exporting data for a data warehouse. In this case, you select the dates, score types, and export frequency. After a job is scheduled, you can review the schedule and change the frequency if you wish. In most cases, you simply set up a recurring export to run at regular intervals—daily or weekly—throughout the school year.

### To export gradebook data:

- 1 Click the **Admin** tab. Click the **Data Export** link or icon.

The Export Data page lists any export jobs that have already been scheduled.

Click to export gradebook data.

Select a range of dates.

Choose the types of scores you want to export.

Select how often you want to export data.

**Export Data**

**Schedule a new job:**

Name:

**Select export type:**

Benchmarks export

Excelsior export

**Date Range:**

Start date:

End date:

**Score types:**

Total score

Standards

**Export frequency:**

One-time export

Recurring every  days

- 2 Type a name for the export file.

The name will help you to identify the export file in a list.

- 3 In the Select File Type area, click **Excelsior export**.
- 4 Choose start and end dates to export all scores between those dates.  
You might want to use the first and last days of the school year to make sure that you get all data.
- 5 Choose the types of data you want to export.  
You can export total scores as well as scores for standards.
- 6 Choose the export frequency.  
You can set up a one-time export or a recurring export.
- 7 Click **Start**.  
Edusoft confirms the details and displays the status of your export request.
- 8 Change the frequency if needed, and click **Change**. Click **Cancel this job** if you don't want the job to be run as scheduled.

**Export Data**  
< [Back](#)

These are the details about the export job.

This is the current status of the export job.

**Export job ID# 888006166425**

Job name: Excelsior Data from Edusoft  
 Export type: Excelsior export  
 Created on: 12/21/06  
 Created by: excelsior\_susan

Data date range: 12/1/06-12/21/06

Export frequency: Recurring every  days

Maximum file size: 10 MB  
 Score types: Total score, Standards  
 Included tests: All available.

Status: Scheduled as of 12/21/06 04:20:22 PM PST  
 This job will run at the next available opportunity. Exports for all clients are run nightly and are scheduled in a first-come, first-served basis. If your profile contains an email address, you will receive an email when the job is complete, or you can check back on the Export Data main page.

Choose a different frequency if necessary.

- 9 Click **Back** to return to the Export Data page.  
The newly scheduled export appears at the bottom of the page.

Click to review settings or change the frequency of the export.

ID	Job name	Job created on	Score types	Date range	Export frequency	Status
<a href="#">888006166425</a>	Excelsior Data from Edusoft	12/21/2006	Total score, Standards	12/01/2006 - 12/21/2006	Recurring every 1 days	Scheduled