 **how to** **Using the
Edusoft Data
Validator**

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Using the Edusoft Data Validator

Do your roster files suffer from duplicate IDs, badly formatted fields, or other maladies? If so, the Edusoft Data Validator can help.

The Data Validator is a desktop application that helps you find problems in your roster files before you send them to Edusoft, reducing roster turn-around time and ensuring accurate data in the Edusoft system. As an added benefit, the Data Validator can also help you maintain clean data within your SIS. Read this guide to learn how to how use the Edusoft Data Validator.

These are the topics in this guide:

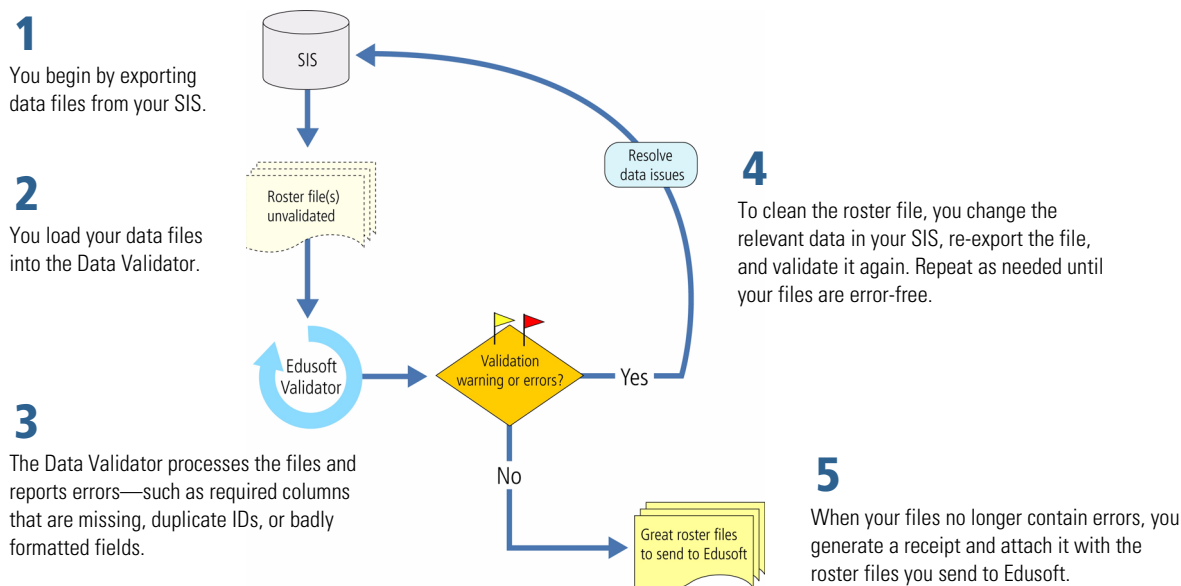
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About the Data Validator

The Data Validator is a desktop application that helps you find and correct problems in your roster files *before* you send them to Edusoft.

You start by exporting data files from your SIS as usual. But instead of submitting them to Edusoft and spending the next week on the phone with your Data Integration contact, you can validate your files first and correct any problems or anomalies in your SIS. The advantage of making the corrections in your SIS is that they are already in place for the next round of roster updates.

Here’s an overview of how the Edusoft Data Validator process works.



About validation checks

The Data Validator performs a variety of types of validation on your file(s) to ensure that roster files are as error-free as possible:

For this element	The Data Validator checks
File format	<ul style="list-style-type: none"> ■ Is the file tab-delimited or comma-delimited? ■ Are all of the required columns included?
Each line	<ul style="list-style-type: none"> ■ Does each line contain the expected number of fields?

For this element	The Data Validator checks
Required fields	<ul style="list-style-type: none"> ■ Are required fields present for students and teachers? <ul style="list-style-type: none"> ■ For students: Student code, Student last name, Student first name, Gender, Grade ■ For teachers: Teacher last name ■ If Period number or Period title is present, is Course title also present?
Field format	<ul style="list-style-type: none"> ■ Are there any illegal characters, such as double quotes (") or back quotes (`)? ■ Are there fields that will be truncated? <ul style="list-style-type: none"> ■ First name, middle name: truncated to 20 characters ■ Last name: truncated to 30 characters ■ Course name: truncated to 100 characters ■ Are there fields that are badly formatted? For example, a word where there should be a number, or a birthday that is not a date
Scheduling	<ul style="list-style-type: none"> ■ Are there students assigned to too many classes per period? You can specify the number of classes a student should be assigned to per period using the Preferences link. ■ Are there students assigned to too many classes per day? You can specify the number of classes a student should be assigned to per day using the Preferences link.
Student / teacher identification	<ul style="list-style-type: none"> ■ Are there two students with the same ID? The same SSN? Two teachers with the same ID? ■ Are there students or teachers who are very similar, with all but one field identical?

Note: In addition to reporting errors and warnings, the Data Validator tracks some statistics about your file and displays them in the Statistics tab of the results page. Statistics include the number of students, the number of teachers, and the number of students of each gender. You can use these statistics to verify that your roster update contains a complete set of students and teachers.

Launching the Data Validator

You install the Data Validator via the Edusoft Data Validator home page (www.edusoft.com/validator). Your Data Integration contact will have sent you the URL in an e-mail that introduces the Data Validator.

Before you install the Data Validator, make sure that your system meets these minimum requirements:

- Windows XP or Windows 2000
- Internet Explorer 6.x
- 512 Mb RAM recommended
- Java 2 Runtime Environment (JRE) 1.4.2 with Java Web Start

Note: You must have administrative permissions on the computer so that you can install the JRE (if necessary). If you have a different version of the JRE installed, you must still install version 1.4.2.

To launch the Data Validator:

- 1 Go to the URL supplied by your Data Integration contact.
The link you see depends on whether you have the Java Runtime Environment (JRE) installed. If you do have it installed, you see a link for launching the Data Validator. If the JRE is not installed, you see a link for installing it.
- 2 Click the **Launch the Data Validator** link or the **Install the Java Runtime Environment** link.
- 3 Follow the instructions on your screen.

Setting up the Data Validator

The first time you run the Data Validator after installing it, the Data Validator prompts you for some setup information. You can specify where to store the Data Validator files as well as information about your district. Data Validator files include log files and receipts. They are organized by year and term.

The scheduling information you enter helps the Data Validator flag only scheduling issues that really are problems. For example, if students in your district can legitimately be assigned to two classes during the same period—perhaps because of honors pull-out courses or science labs—set that value to 2. This eliminates warning messages for each student enrolled in two courses in a single period.

To set up the Data Validator:

- 1 Start the Data Validator.

If you selected Desktop Integration while installing the Data Validator, you can click the **Edusoft Roster File Validator** icon on your desktop or choose **Edusoft Roster File Validator** from your Start menu.

Tip: You can also start the Data Validator from the Data Validator home page:
www.edusoft.com/validator

The first time you run the Data Validator, the initial setup information screen appears.

Enter your name:
 First:
 Last:

Choose where to store Validator files:

Log files and receipt files will be stored here, organized by year and term.

- 2 Enter your first and last names. Click **Browse** and choose a location to store your Data Validator files.

- 3 Click **Next**.

The District Preferences screen appears.

District Name:
 (You can add more districts later if needed.)

Maximum periods a student can be in per day:
 Maximum courses a student can enroll in per period:

Period numbering
 First period: Last period:

- 4 Enter your district name, the maximum number of periods in a day, and the maximum number of courses a student can be enrolled in during each period.

The Data Validator uses this information to validate student enrollment data. If you are unsure of the correct information, leave the default settings. You can return later and change them if needed.

- 5 Enter the first and last period numbers. Click **Next**.

The next step is to choose the first file for validation. See *Choosing a file to validate*, next.

Choosing a file to validate

Depending on how you export your roster data, your roster update may be spread across multiple files. If so, you start by choosing one file, designating its file structure, and then adding other files that are part of the same update.

Note: Be sure to validate all of the files in a single roster update at one time so the Data Validator can check for duplicate IDs across all files. However, the Data Validator has a limit of 150MB for processing at any one time.

To choose a file to validate:

- 1 In the Choose a roster file screen, click **Browse** to locate the first roster file.

The screenshot shows the Edusoft Data Validator application window. At the top, there is a header with the Edusoft logo and the title 'Data Validator', along with menu options for 'Preferences', 'Help', and 'Quit'. Below the header, the main area is titled 'Choose a roster file to validate:'. It features a text input field and a 'Browse...' button. A note below the input field states: 'For information on Edusoft file requirements, refer to the documentation you received from your Edusoft Data Integration contact.' Underneath, the 'Select roster attributes' section contains three dropdown menus: 'District' (set to 'Edusoft Public School District'), 'School Year' (set to '2004-05'), and 'Course Term' (set to 'School Year'). A 'Create new district...' button is located to the right of the District dropdown. Callout lines from the text on the right side of the image point to the 'Preferences' menu, the 'Browse...' button, the 'Create new district...' button, and the 'District' dropdown menu.

- 2 If you have multiple districts, choose a district for this roster update.
- 3 To set up another district, click **Create New District**, enter the district preferences, and click **Next**.

See *Setting up the Data Validator* on page 4 for more information.

- 4 Choose the school year and the course term.

Make sure that the course term you choose coincides with the terms you use for your rosters in Edusoft.

- 5 Click **Next**.

The next step is to define your file structure. See *Designating the file structure*, next.

Designating the file structure

In order to process your roster file accurately, the Data Validator needs to know which columns to expect. The first time you run the Data Validator, you designate the columns by selecting the column headings. You can save your choices for future use.

<p>Required columns</p> <ul style="list-style-type: none"> ■ State student ID, district student ID, or school student ID Note: State and/or district ID is highly recommended 	<ul style="list-style-type: none"> ■ Student first name ■ Student last name ■ Student gender ■ Teacher last name ■ Grade
<p>Optional columns</p> <ul style="list-style-type: none"> ■ School code ■ Student social security number ■ Student date of birth ■ Student middle name ■ Teacher code ■ Teacher first name (highly recommended) ■ Teacher middle name 	<ul style="list-style-type: none"> ■ Period title (for alphanumeric periods) or Period number (for numeric periods) ■ Course title Note: If you specify a period title or number, you must also include a course title column.
<p>Columns to ignore</p> <ul style="list-style-type: none"> ■ Any columns that contain ethnicity or educational program information 	

To designate the file structure:

- 1 In the Roster File Structure screen, choose whether your file is tab-delimited or comma-delimited.

Roster file structure

File format: (new) Save... Delete

File queue: C:\Validator\Edusoft\Secondary Roster.txt

Column separator: Tab-delimited Comma-delimited

First line is a header row

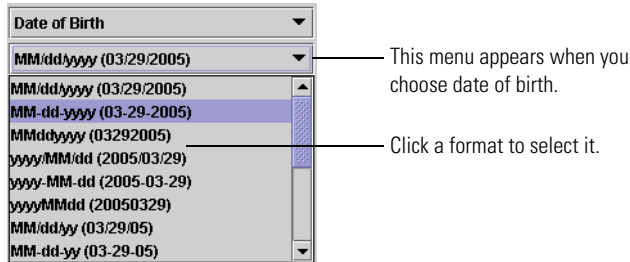
Set column headings:

School Code	District Student Code	Student Last Name	Student First Name
SchoolDistrictID	StudentDistrictID	StudentLastName	StudentFirst
6057236	131059	Randhawa	Jasraj
6057236	131059	Randhawa	Jasraj
6057236	131059	Randhawa	Jasraj
6057236	131059	Randhawa	Jasraj
6057236	131059	Randhawa	Jasraj
6057236	131059	Randhawa	Jasraj
6057244	133737	Aaronysh	Aaronysh
6057244	133737	Aaronysh	Aaronysh

Choose next file > Begin Validation >>

- 2 If the first row contains column headers, turn on the **First line is a header row** setting.
- 3 For each column, choose a heading. For columns that contain ethnicity or educational program information, choose **Ignore**.

Tip: Use the Tab key to move quickly between columns, and then use the Up and Down arrow keys to choose column headings.
- 4 If you select date of birth, choose the exact format of the date of birth.



- 5 To save the format, click **Save** and indicate a file name and location. You can also save changes to an existing format.

Tip: Click **Delete** to delete a format that you no longer need.

The next step is to add any other files that are part of the same roster update. See [Adding another file for validation](#), next.

- 6 If you have no more files to add, click **Begin Validation**. See [Viewing Data Validator results and fixing problems](#) on page 9.

Adding another file for validation

If your roster update is divided into several files, it's a good idea to add them all to the Data Validator file queue before validating. This allows the Data Validator to check for duplicate IDs and other problems across your entire set of files.

All files must be from the same district and school year. They may, however, be from different terms. For example, if your middle schools are currently in Semester 1 and your high schools are in Trimester 2, you can specify the different terms for each file.

To add another file for validation:

- 1 In the Roster File Structure screen, click **Choose Next File**.



- 2 Locate the next file you want to add and designate the file structure.
- 3 When you've finished adding files, click **Begin Validation**.

See *Viewing Data Validator results and fixing problems*, next

Viewing Data Validator results and fixing problems

As soon as validation is complete, the Data Validator displays results divided into three categories: red flags, yellow flags, and statistics.

- Red flags are serious errors that are likely to cause problems in Edusoft. For example, duplicate IDs or rows that are missing required fields.
- Yellow flags are errors and warnings that are less serious but may still affect the overall cleanliness of your data. For example, a student who is assigned to an unexpected number of courses during a single period causes a yellow flag error, as does a badly formatted non-required field (such as social security number).
- Statistics include items such as the number of students per school, and can help you verify that you have included a complete set of students in your roster update.

For each red flag or yellow flag error, the Data Validator displays a summary, a possible solution, and a snapshot of the data that caused the error. In this example, the Data Validator displays a two-level table that shows students who are registered for more than one class in a given period.

Students assigned to too many classes during the same period: 32 (50% of 64 Students)

Possible solution: Please ensure that the extract from your SIS is an extract from just one term. **NOTE:** Some schools intentionally assign students to more than one class during the same period. If this is the case, you can specify how many classes a student should be enrolled in during a single period via the Validator Preferences.

State Student Code	District Student Code	School Student Code	Student Last Name	Student First Name	Student Middle Name	Date of Birth	Gender	Grade	Social Security Number
	School Code	Teacher Code	Teacher Last Name	Teacher First Name	Teacher Middle Name	Course Title	Period Number	Period Title	
437711629			STANLEY	KYLE	JURAN	3/8/9	M	8	
017020	433692571		HENDERSON	MICHAEL		S.E.MATH	1		
017020	435153190		DAVIS	ELLA		RES. SOC.STUD.	1		

Gray headings apply to the gray rows.

Red indicates the problem fields.

The student is Kyle Stanley.

Kyle is registered for both Mr. Henderson's first period Math class and Ms. Davis' first period Social Studies class.

After you have reviewed all the errors and warnings generated for your roster files, the next step is to correct the problems in your SIS and export a new set of files for validation. The advantage of making changes in the SIS, rather than in the roster file, is that you have the benefit of the change not just now, but also for future roster updates.

To view Data Validator results:

- 1 In the Validation results screen, click a tab to view red flags, yellow flags, or statistics.

Validation Results Your data qualifies as "Standard." Your first step in reaching "Premium" is to correct all of the red flag errors below.

Red Flags | **Yellow Flags** | **Statistics** This is the overall rating for the files you just validated.

Red flags are serious problems. Having any red flags most likely means that your data will not qualify as "Premium."

Red Flags for 2005.06.03-17.06.07
Generated for Documentation Admin

Summary - Single file validation Click to view the details for an error.
[Teachers who are identical except for Teacher Code](#) : 6 (2% of 275 Teachers)

[to top](#) | [next error](#) Click to view the next error.

Teachers who are identical except for Teacher Code : 6 (2% of 275 Teachers)
Possible solution: Please verify that each of these teachers are actually different people. After making any necessary changes in your SIS, re-export the data and run the Validator again.

Teacher Code	Teacher Last Name	Teacher First Name	Teacher Middle Name
104587	GABELKO	D	
108283	GABELKO	D	
108572	WILLIAMS	M	
116294	WILLIAMS	M	
109951	WILSON	M	
115463	WILSON	M	

These two teachers are identical except for their teacher codes.

Click to start the validation process again with a new set of files.

<Edusoft Roster Files\Edusoft_Validator\Edusoft Public School District\2004-05\logs\2005.06.03-17.06.07_red.html>
This is the location where the file has been saved.

< Start Over Next >

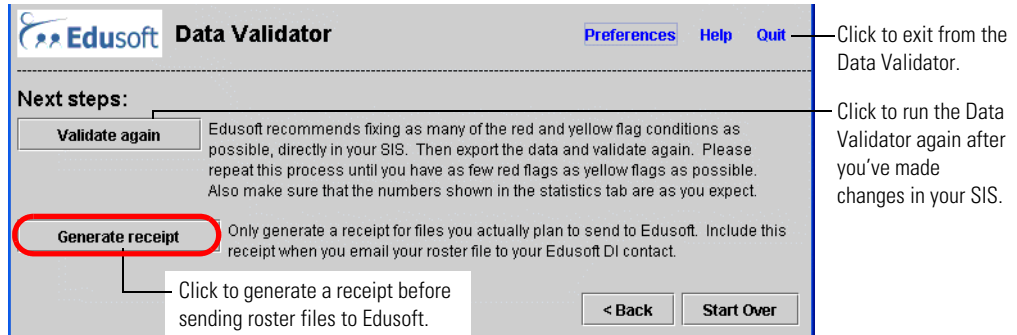
- 2 Review each of the errors and suggested solutions. To view the details for an error, click the error summary. To view additional errors, click **Next error**.
- 3 Make the necessary changes to your SIS and export a new set of data files. Click **Start Over** to select and validate the new files.

Generating a receipt

When you are satisfied with the roster files you can generate a receipt to attach with the roster files you send to your Edusoft Data Integration contact. Generating a receipt bundles the Data Validator log files together into a .zip file for easy transmission to Edusoft. The .zip file does not contain the roster files.

To generate a receipt:

- 1 In the Validation results screen, click **Next**. In the Next Steps screen, click **Generate Receipt**.



The Data Validator creates a .zip file that consists of the Data Validator log files and places it in the Data Validator directory for that year. The file name contains a timestamp, for example, 2005.06.08-10.00.36_receipt.zip.

- 2 When you're ready to submit files to Edusoft, attach the receipt file to the e-mail you send to your Data Integration contact.
- 3 Click the **Quit** link to exit from the Data Validator.

Getting more information

You can find more information about the file format requirements in the Data Requirements document you received from your Edusoft Data Integration contact. If you have questions about the Data Validator or need more information, please contact your Edusoft Data Integration contact.



Be sure to contact your Edusoft Data Integration contact. The Edusoft Help Desk does not have information about the Data Validator.

