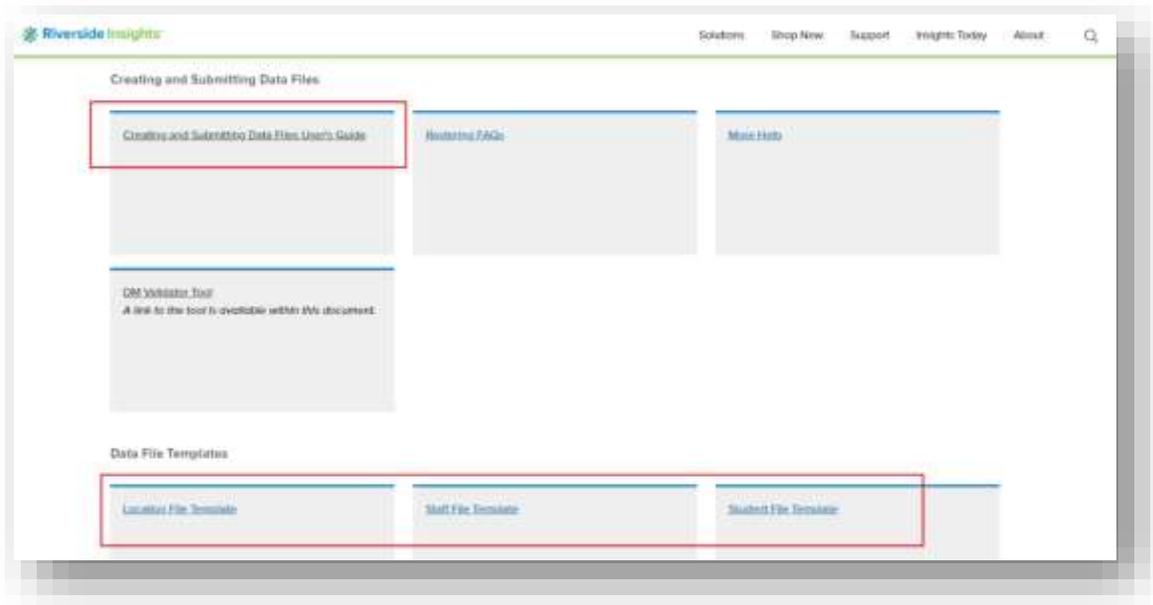


Texas Reclassification: Rostering via Data Files

Overview

- Location File
- Staff File
- Student File
- sFTP server

Get Help with Rostering by visiting <https://www.riversideinsights.com/solutions/data-manager?tab=2> and clicking on the Creating and Submitting Data File Guide or accessing the Data File templates.



1. The first file to be created is the “Location” file which includes the list of campuses and classes in your district. Please complete the following columns:

- **District / Area**, list your district name in this column
- **School / Building**, identify each campus that is testing for reclassification
- **Class** will be EITHER Grade 1, Grade 2, Grade 11, or Grade 12
- **Grade** will be the numeric grade value

All other fields can be left blank. These steps should be repeated for each Campus/Class/Grade to be tested. Remember to include the header record in your Location file.

	A	B	C	D	E	F	G	H	I	J
1	District/Area *	School/Building	School/Building Code	Class	Grade	Code	Address	City	State	Zip Code
2	Riverside City Schools	Riverside Elementary		Grade 1	1					
3	Riverside City Schools	Riverside Elementary		Grade 2	2					
4	Riverside City Schools	Riverside High School		Grade 11	11					
5	Riverside City Schools	Riverside High School		Grade 12	12					

2. Before adding Staff users, please review the list of roles and the permissions granted to the various user types.

Account Holder: The Account Holder is the primary contact and has the ability to perform all *DataManager* tasks. The account holder is already in the *DataManager* system and does not need to be added to the staff file. *1 per district, already in the system*

Administrator (A): The Administrator has the ability to perform most *DataManager* tasks for his/her location level and below; however, Administrators cannot manage account notifications or licenses or export testing activity details. *This person could manually add-in students after the roster file is loaded*

Teacher (T):The role of Teacher has the ability to create test session, administer online tests, and view reports

Proctor (P):The Proctor has the ability to administer online tests.*The proctor is very similar to the Teacher (T) role but they cannot see student test results*

Digital Resource & Reporting Access (R): This role has the ability to access the Digital Resources page and the Reporting application.*This role can only view student test results.*

[Link: Understanding Roles and Permissions](#)

3. This is an example of a Staff file. Staff are linked to a Campus and Class.

- *Fields* indicated with an asterisk are required. A district **Email Address** is required so the system can send each user a link to setup their own Password, so leave the Password field blank.
- Each “user” must also be assigned a specific **Role** in *DataManager*, such as an (A) Administrator, (T) Teacher or (P) Proctor. All users accessing the system should be made an **Active User** with a “Y”.
- If a staff member needs to view reporting for different students in different grade levels and/or classes, they must be listed multiple times in the Staff File.
- To give a user school level access, leave the class field blank (example: Michael Horton and Lindsey Barton). In other words, they can see all of the classes at that school.
- To give a user district level access, leave the school field blank (example: Amy Matthews and Susan Miller).They can see all of the schools and students.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	District/Area	School/Building	School/Building Code	Class	Grade	Code	First Name *	Last Name *	Middle Name	Gender	E-Mail Address *	Password	Roles *(A-Ad	Active User *
2	Riverside City Schools	Riverside Elementary		Grade 1			John	Anderson			landerson@rcs.org		T	
3	Riverside City Schools	Riverside Elementary		Grade 2			Elena	Garcia			egarcia@rcs.org		T	
4	Riverside City Schools	Riverside Elementary					Lindsey	Barton			lbarton@rcs.org		T	
5	Riverside City Schools	Riverside Elementary					Helen	Davis			hdavis@rcs.org		T	
6	Riverside City Schools	Riverside High School		Grade 11			Kathryn	Garrett			kgarrett@rcs.org		T	
7	Riverside City Schools	Riverside High School		Grade 12			David	Henderson			dhenderson@rcs.org		T	
8	Riverside City Schools	Riverside High School					Michael	Horton			mhorton@rcs.org		T	
9	Riverside City Schools						Susan	Miller			smiller@rcs.org		R	
10	Riverside City Schools						Amy	Matthews			amathews@rcs.org		A	

4. This is an example of the Student file. Please note that the naming convention for **District/Area, School Building and Class** should match the previous files, so duplicates aren't created. Fill in all required fields, indicated by an asterisk. The Student **First, Last and Middle Name** fields only allow alpha characters, so remember to convert things like hyphens and apostrophes to a blank or space. The **Student ID** field allows up to 10 characters and should be unique. Students must only have one record in the file.

Remember to use the data templates as a guide for completing your roster data. Hover your mouse over each header name to see further details about the field requirements.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	District/Area *	School/Building *	School/Building Code	Class * Code	First Name *	Last Name *	Middle Name	Unique Student ID *	Date of Birth *	Gender *	Grade *	Active User	Additional ID Number	Ethnicity-Race
2	Riverside City S	Riverside Elementary		Grade 1	Ahmad	Al-Kahlout		104432	02/03/2013	M	1			
3	Riverside City S	Riverside Elementary		Grade 1	Allison	Carter		105642	05/03/2013	F	1			
4	Riverside City S	Riverside Elementary		Grade 1	Carlos	Hernandez		108783	12/01/2013	M	1			
5	Riverside City S	Riverside Elementary		Grade 1	Kim	Yuan		104584	08/01/2013	F	1			
6	Riverside City S	Riverside Elementary		Grade 1	Jayon	Miller		107879	04/23/2013	M	1			
7	Riverside City S	Riverside Elementary		Grade 1	Marcus	Washington		106342	05/22/2013	M	1			
8	Riverside City S	Riverside Elementary		Grade 1	Ava	Franklin		109800	05/03/2013	F	1			
9	Riverside City S	Riverside Elementary		Grade 1	Lila	Thomas		105222	01/01/2013	F	1			
10	Riverside City S	Riverside Elementary		Grade 2	Matthew	Wyatt		103242	02/04/2012	M	2			
11	Riverside City S	Riverside Elementary		Grade 2	Carmen	Ahane		102636	05/01/2012	F	2			
12	Riverside City S	Riverside Elementary		Grade 2	Kelley	Nichillan		103282	12/01/2012	F	2			
13	Riverside City S	Riverside Elementary		Grade 2	Isabella	Martinez		107838	08/01/2012	F	2			
14	Riverside City S	Riverside Elementary		Grade 2	Sophia	Turner		108457	04/23/2012	F	2			
15	Riverside City S	Riverside Elementary		Grade 2	Talia	Berry		104430	05/22/2012	F	2			
16	Riverside City S	Riverside Elementary		Grade 2	Daniel	Xu		103630	05/03/2012	M	2			
17	Riverside City S	Riverside High School		Grade 11	Mohamed	Al Kaabi		108780	04/07/2003	M	11			
18	Riverside City S	Riverside High School		Grade 11	Sarah	Davis		104561	09/16/2004	F	11			
19	Riverside City S	Riverside High School		Grade 11	Tajuan	Mitchell		107872	07/05/2003	M	11			
20	Riverside City S	Riverside High School		Grade 11	Ishrem	Taylor		106549	05/22/2003	M	11			
21	Riverside City S	Riverside High School		Grade 11	Tyrome	Jones		109902	08/01/2003	M	11			

5. The Student file has optional Supplemental Codes which track **Ethnicity, Race** and Educational **Program Codes** for Students. Use these designations if your Reports require this disaggregation. More information can be found on Supplemental coding in the Resources section on the right menu of DataManager.

- Disaggregate Student Data
 - ethnicity / race
 - program participation (e.g. Title I, Gifted)
- Obtain special score reports
 - create list reports by class section
 - Document aspects of the test
 - accommodations / modifications used during test

[Supplemental Coding Guide.pdf](#)

Explains how to plan and implement the manual coding of *Iowa Assessments Form E and Form F, Cognitive Abilities Test (CogAT) Form 7, and Logramos Third Edition* answer documents to collect information needed for data analysis or reporting purposes; also applies to schools that use plain-paper answer documents printed from *DataManager* to determine what coding should be included in the student data file that is imported into *DataManager*.

6. Data Rostering Best Practices

The data templates and user guide for rostering are located at the DataManager Tech Page

- Use the data templates to create your files and remember to keep the header record
- Submit data files in .csv format (comma separated files)
- Student IDs must be unique and consistent across multiple years of data
- Fields shared across the Location, Staff/User and Student file need to match exactly
- The Account Holder does not need to be listed in the User/Staff file, as they have an account already
- If someone is added as the Digital Resource role, they can only be changed to a different role manually
- Do not use 'null' and asterisks in the place of blanks on the files
- There is no need for a system dump of information (e.g. PE or Band classes)
- Be mindful of the max character length and invalid characters within each column
- Daily rosters are not supported; we recommend submitting a roster update 7 days prior to your test window and then following testing



Check your files prior to submitting them for processing. Errors can cause a delay in the upload timeline.

7. This is the sFTP website for transmitting your data rpcftp.rpclearning.com. You will receive information to access your sFTP site via email.



8. When submitting roster file(s), click on the **datamanager** folder name. Once you are in the folder, **browse** to the files you want to transmit and then hit **Upload**. Once you see the files in the folder your upload was successful. Riverside receives a notification when new file(s) are posted to these folders. We will retrieve your file(s) and notify you of receipt via email and email you again when processing is complete.

