DATA MANAGER

Quick Guide

Houghton Mifflin Harcourt

Student File Setup:

Guidelines for Setting up Students

Guidelines for setting up Students in Riverside *DataManager*

This document was prepared to assist you in using the Student Data File Template to set up student information in *DataManager*. Field requirements and descriptions are provided on the following pages.

DataManager is able to import ASCII comma-delimited (.csv) files.

Data from an Excel Spreadsheet data can be saved in .csv format using the "Save as" function in Excel.
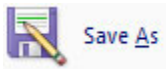
Save As

When prompted, **enter a file name** for the student file in the space provided, **select CSV (Comma delimited)(*.csv)** from the "Save as type:" menu, and then **click Save**.

Here are data field requirements for the template:

Field	Data Type	Required?	Max. Length	Valid Values / Examples
District/Area *	Alphanumeric	Yes	30	A-Z, 0-9 Blanks, and special characters (see the list at the end of this table) are acceptable
School/Building *	Alphanumeric	Yes	30	A-Z, 0-9 Blanks, and special characters (see the list at the end of this table) are acceptable
School/Building Code	Alphanumeric	No	15	A-Z, 0-9 Blanks, dashes and period are acceptable. Displayed in the hierarchy within parenthesis. May be used to avoid duplicates (See examples at the end of this document).
Class *	Alphanumeric	Yes	30	A-Z, 0-9 Blanks, and special characters (see the list at the end of this table) are acceptable). Class names must be unique to each class (See example at the end of this document).
Code	Alphanumeric	No	5	A-Z, 0-9 Blanks, dashes and period are acceptable. Displayed in the hierarchy within parenthesis. May be used to avoid duplicates (See examples at the end of this document).
First Name *	Alpha	Yes	20	All alpha characters
Last Name *	Alpha	Yes	20	All alpha characters
Middle Name	Alpha	No	20	All alpha characters
Unique Student ID *	Alphanumeric	Yes	10	A-Z, 0-9 Blanks or dashes acceptable
Date of Birth *	Numeric	Yes	10	MM/DD/YYYY
Gender *	Alpha	Yes	1	Only 'M' or 'F' or 'U'
Grade *	Numeric	Yes	2	0 - 13

Special Characters allowed for District/Area, School/Building, and Class are:

" # & ' ( ) + ; @ \ < > - _ / .

Field	Data Type	Required?	Max. Length	Valid Values / Examples
Active User	Alpha	No	1	'Y' or 'N' only; blank defaults to 'Y'
Additional ID Number	Alphanumeric	No	10	A-Z, 0-9; blanks and dashes acceptable
Ethnicity-Hispanic or Latino	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Race-American Indian or Alaska Native	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Race-Asian	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Race-Black or African American	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Race-Native Hawaiian or Other Pacific Islander	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Race-White	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'

Field	Data Type	Required?	Max. Length	Valid Values / Examples
Program-Free/Reduced-Price Lunch	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-ELL	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-Migrant Student	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-Section 504	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-Gifted Talented	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-Title I Language	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-IEP	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-SE	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-Title I Math	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-Other 1	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Program-Other 2	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Braille	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'

Field	Data Type	Required?	Max. Length	Valid Values / Examples
Office Use-Z	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-1	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-2	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-3	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-4	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-5	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-6	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-7	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-8	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-9	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-10	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-11	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-12	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-V	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-Q	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Office Use-N	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'

Field	Data Type	Required?	Max. Length	Valid Values / Examples
Test Admin-A	Numeric	No	1	0 through 9 or Blank
Test Admin-B	Numeric	No	1	0 through 9 or Blank
Test Admin-C	Numeric	No	1	0 through 9 or Blank
Test Admin-D	Numeric	No	1	0 through 9 or Blank
Test Admin-E	Numeric	No	1	0 through 9 or Blank
Test Admin-F	Numeric	No	1	0 through 9 or Blank
Test Admin-G	Numeric	No	2	0 through 99 or Blank
Test Admin-H	Numeric	No	2	0 through 99 or Blank
Test Admin-I	Numeric	No	2	0 through 99 or Blank
Test Admin-J	Numeric	No	2	0 through 99 or Blank
Test Admin-K	Numeric	No	2	0 through 99 or Blank
Test Admin-L	Numeric	No	2	0 through 99 or Blank
Test Admin-M	Numeric	No	2	0 through 99 or Blank
Test Admin-N	Numeric	No	1	0 through 9 or Blank

Field	Data Type	Required?	Max. Length/Format	Valid Values / Examples
Admin code-A	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-B	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-C	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-D	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-E	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-F	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-G	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-H	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-I	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-J	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-K	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-L	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-M	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-N	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-O	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-P	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-Q	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-R	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-S	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'
Admin code-T	Alpha	No	1	'Y' or 'N' only; blank defaults to 'N'

For detailed information on the use of different student coding options, please reference the *Supplemental Coding Guide* located in the digital resources section of *DataManager*.

Suggestions for eliminating non-unique school/building and class names:

DataManager requires that school/building and class names are unique so that test results can be accurately reported. If you have two or more schools or classes with the same name, you can use the **School/Building Code** and **Code** fields to uniquely identify each location.

For example, if you have two different schools with the same name, which is often the case when schools have common names, then use the **School/Building Code** field to make each class unique as shown below:

       School/Building Name: Washington Elementary   School/Building Code: 001
       School/Building Name: Washington Elementary   School/Building Code: 002

School/Building names will be checked for uniqueness using a combination of "School/Building Name + School/Building Code ".

Similarly, if you have four different classes with the same name, which is often the case when teachers have common names, then use the **Grade** and **Code** fields to make each class unique as shown below:

       Class Name: Smith J   Grade: 2   Code: 001
       Class Name: Smith J   Grade: 2   Code: 002
       Class Name: Smith J   Grade: 2   Code: 003
       Class Name: Smith J   Grade: 3   Code: 003

Class names will be checked for uniqueness using a combination of "Class+Grade+Code". Each Class+Grade+Code entry in the Location file must be unique.

Additional considerations for setting up students:

- Unique Student IDs are required across your school system. The Student ID is a critical data element that enables the matching of student results and longitudinal reporting of test results over time. Student IDs are also important for ensuring prompt turnaround of score reports following test administration. If school buildings within your system are each submitting their own student data files, it is recommended that a system-level test coordinator or system-level administrator check the files to ensure that Student IDs are not duplicated across schools. If a student ID is not unique, *DataManager* will process that student as an update as opposed to a new student, and the first imported student will be overwritten with the second student's information. Once imported, Student IDs will only be displayed in score reports. They will not be visible on plain-paper answer documents.

- Student location information fields (e.g., District/Area, School/Building, Class) provide the data for matching a student to a location in the Location Data File. When entering student location information in the student data file, ensure that each location provided matches a location that has already been imported into *DataManager*.

- A student's Class, Grade, and Code in the Student Data File must match the Class, Grade, and Code for a location in the Location Data File. This ensures that students are properly assigned to a class with a matching grade level in *DataManager* and helps prevent against a student accidentally being scored with an incorrect grade designation.

- Gender is the only *required* field that can be used to filter score reports. If additional data disaggregation is needed, the optional **Program, Race, and Ethnicity** fields should be completed for each student. For even more reporting flexibility, you can use the **Test Admin** and **Admin Code** fields to create unique coding attributes that will be available as filters for score reports.