



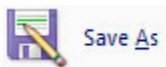
## **Location File Setup: Guidelines for Setting up Locations**

## Guidelines for setting up Locations in Riverside *DataManager*

This document was prepared to assist you in using the Location Data File Template to set up your location information in *DataManager*. A sample Location Data File Template is provided below, followed by field requirements and descriptions.

*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.



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**.

The image shows a screenshot of the 'Save As' dialog box in Excel. The 'File name:' field contains '2012 Student Import File.csv'. The 'Save as type:' dropdown menu is set to 'CSV (Comma delimited) (\*.csv)'. A 'Save' button is located at the bottom right. Three yellow arrows point to the 'File name:' field, the 'Save as type:' dropdown, and the 'Save' button, respectively.

File name:	2012 Student Import File.csv	←
Save as type:	CSV (Comma delimited) (*.csv)	←
		Save ←

Here is what the template looks like:

District/ Area	School/ Building	School/ Building Code	Class	Grade	Class Code	Address	City	State	Zip Code

Here are the requirements for the fields:

Field	Data Type	Required? *	Max. Length	Valid Values / Examples
<b>District / Area*</b>	Alphanumeric	Yes	30	A-Z, 0-9 Blanks, and special characters (see the list at the end of this table) are acceptable
<b>School/Building *</b>	Alphanumeric	Yes	30	A-Z, 0-9 Blanks, and special characters (see the list at the end of this table) are acceptable
<b>School/Building Code</b>	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).
<b>Class*</b>	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).
<b>Grade*</b>	Numeric	Yes	2	00 to 13
<b>Code</b>	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).
<b>Address</b>	Alphanumeric	No	40	A-Z, 0-9 Blanks, dashes and all special chars acceptable
<b>City</b>	Alphanumeric	No	20	A-Z, 0-9 Blanks or dashes acceptable
<b>State</b>	Alpha	No	2	'IA' 'IL' or 'CA' etc.
<b>Zip Code</b>	Numeric	No	10	Five Numeric or Five Numeric plus '-' and Four numeric (e.g.12345-6789).

\*Required fields for location files may vary based on your school system's specific account

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

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

**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.

The District, School/Building, and Class Name fields must be identical on all three data files (Location, Staff/User, and Student).

### **Additional considerations for setting up locations:**

- Location setup is only required if you are a Platinum Data Package customer using plain-paper answer documents or testing online. If you are a Basic Data Package or Data Plus Package customer using Riverside's central scoring service you do not need to set up locations. Instead, you will use Grade/Class and Building "Header Sheets" to create locations.
- Location setup should reflect the hierarchical organization of your school system and the relationships between classes and school buildings within the school system. Location setup includes six levels that can be used to set up your school system's hierarchy. With most testing programs, only three levels—district, building, and class—will be needed. Additional levels may be used for regional testing programs with school groups, archdiocesan testing programs that include a number of dioceses, or state-level testing programs.
- Summary reports with group averages are provided for each location. When setting up locations, consider how you would like your score reports organized. Ensure that wherever summary reports with group averages are needed, these locations are included in the location setup file.
- Class-level locations are required, but do not need to correspond to a single classroom teacher assignment. The Class Name field may be used to reflect a homeroom assignment (e.g., Mrs. Anderson) or a course period (e.g., Mrs. Anderson Math P1, Mrs. Anderson Math P2, etc.). In some cases, reporting test results for a classroom teacher may not be necessary, such as district-wide screening for participation in gifted and talented programs or high school testing. You may instead elect to use the Class Name field to set up class-level locations as a whole grade, such as "Grade 10."
- Classes must include a grade-level assignment. Teachers responsible for testing students in more than one grade should be listed in setup files for each grade they teach (e.g., Mrs. Anderson G4, Mrs. Anderson G5). To help organize your locations throughout *DataManager*, you should add the grade designation in with the name of the class itself as well as the grade column in the import file.
- Users assigned to a location are able to view data for that location and any locations organized below that location in the hierarchy. For example, a building principal may only view reports only for his or her school building, the classes within his or her school building, and the students within his or her school building. Likewise, a classroom teacher may view reports only for his or her classroom and the students within his or her classroom.
- Plain-paper answer documents are printed for the group of students who will take the test. Each answer document lists the names of all students in the group, and each student marks the circle next to his/her name in the list. If you are using plain-paper answer documents, consider how students will be grouped when the test is administered. For example, if the test will be administered during a homeroom period, the name of the homeroom teacher should be included as a class in setup files so students from the same homeroom can be grouped.

	A	B	C	D	E	F
1	District/Area *	School/Building	School/Building Code	Class	Grade	Code
2	Sample District	Sample School	001	Smith,J.	2	001

If students will be administered the test in a given course period, each teacher, course period, and grade-level combination should be included as a class in setup files.

	A	B	C	D	E	F
1	District/Area *	School/Building	School/Building Code	Class	Grade	Code
2	Sample District	Sample School	001	Smith,J. Math p1	7	001
3	Sample District	Sample School	001	Smith,J. Math p2	7	002
4	Sample District	Sample School	001	Smith,J. Math p3	7	003
5	Sample District	Sample School	001	Smith,J. Math p4	8	004
6	Sample District	Sample School	001	Smith,J. Math p5	8	005
7	Sample District	Sample School	001	Smith,J. Math p6	8	006

Conversely, online testing sessions may accommodate students from any number of different classes, provided they are being administered the same test level. Students that will be administered an online test should be grouped into the same school for geographical considerations, but students from different classes may be included in the same online testing session.