

New York Student Lite Export Using web2school (2005-2006)

Wicked Good Software has developed tools to help our New York customers fulfill the requirements of the Student Lite export for the State Data Warehouse. We have developed a series of State Categories and State User Defined fields to accommodate fields that did not previously exist in web2school. In addition we have created a special export template to pull data out of web2school in the state accepted formats. This document briefly outlines the process of providing data to the state. Users must do the following:

- Make sure you are using web2school version 1.60.9 or higher
- Import the category file e-mailed to you by WGS
- Assign category data to all of your students
- Import the special template file e-mailed to you by WGS.
- Export the data for the state

Checking The web2school Version

Step

- 1 In web2school click on the **Help Menu**.
- 2 Select **About web2school**. The program displays the version number of the server and the client. Make sure these numbers are at least at version 1.60.9.
- 3 If they are not, go to www.web2school.com to the Downloads page and install the latest updates. If you need assistance installing the update, contact our tech support line at 1-800-237-5530.

Importing the State Category File

Step

- 1 You will receive 1 file via e-mail called NYCats.txt. This contains the category setup for the NY export.
- 2 Save the file to a folder on your hard drive.
- 3 Go into web2school and make sure you are in the 2005-2006 school year.
- 4 Select **Management-Data Management-Import-Import State Category**. Browse all the way to the NYCats.txt file and select it. Click **OK**.
- 5 Click **Yes** on the import warning to display a browse window. Browse to the folder where the zip files are stored. Select the folder but do not open it and click **OK**.
- 6 When the import is complete, select **Setup-State Data Elements-Category**. Click **Get List** and you should have three categories (Grade Level, Post Graduate Activity and Status). Close that window.
- 7 Select **Setup-State Data Elements-User Defined**. Click **Get List**. You should have twenty-one user defined fields.

NOTE: Not all of these fields are required at this time.

Assigning Category Data To Students

Category data can be assigned globally to all students in your database, to students in a particular year of graduation or to a list of students. The steps below explain that process.

Mass Assign State Descriptive Categories

Step

- 1 Go into web2school and make sure you are in the 2005-2006 school year.
- 2 Select **Tools-Global-State Data Elements-Assign Category**.
- 3 On the Assign Category window in the **Select ID** field, select the first category (i.e. Grade Level). In the Select Sub-ID field, select the first Grade Level to be assigned.
- 4 In the **Student Option** section under **Assign Data To** select the appropriate group of students. If you are assigning Grade Level you would typically choose Year of Graduation, for other categories you may prefer to choose school.
- 5 If you choose Year of Graduation, type the appropriate year of graduation in the Enter Year of Graduation field. Click Assign.
- 6 Continue updating categories until all students have been assigned.

Mass Assign State User-Defined Categories

Step

- 1 Go into web2school and make sure you are in the 2005-2006 school year.
- 2 Select **Tools-Global-State Data Elements-Assign User Defined**.
- 3 On the **Assign User-Defined** window select the first **User Defined Category** to be assigned. In the **Enter Data for Category** field, type the data to be entered for the selected students.
- 4 In the **Student Option** section under **Assign Data To** select the appropriate group of students.
- 5 If you choose Year of Graduation, type the appropriate year of graduation in the Enter Year of Graduation field. Click Apply.
- 6 Continue updating categories until all students have been assigned.

Modify Categories For A Single Student

Step

- 1 Go into web2school and make sure you are in the 2005-2006 school year.
- 2 Select **Administration-State Utility**. Search for the appropriate student and double-click on his name.
- 3 On the Student Information window you can modify a category by clicking on it and selecting a the appropriate sub-category from the pop-up list.
- 4 To modify a User Defined field, click on the User Defined tab. Click in the Data field next to the appropriate category and type the data needed.

Importing the NY Template

Step

- 1 You will receive 1 file via e-mail called CustomV01.zip. This contains the template to export data for the state.
- 2 Save this file to a folder on your hard drive. Do not unzip it.
- 3 Go into web2school and make sure you are in the 2005-2006 school year.
- 4 Select **Management-Data Management-Import-Import Custom Templates**. On the import window make sure that **Append Data** is selected. Click the Get Path button to browse to the file you saved on your hard drive.
- 5 Click on CustomV01.zip to select it and click **OK**. Click **OK** on the import window to import the template.

Exporting Data For The State

Step

- 1 In web2school select **Management-Data Management-Export-Custom Export-Advanced Custom Export**.
- 2 On the **Export** window click **Get List**. Click once on **NY-Student Lite Extract V7** to select it.
- 6 Click on the **Export** button at the top of the window. Click in the File Name field and give the export file a name. This file will automatically be saved to the hard drive of your computer in the web2school\desktop folder.
- 7 Do not click Include Header. That is not required for this export.
- 8 Click Filter to select the group of students that should be included in this export. In the Status field, the program defaults to All Students. It is recommended that you set this to Active so that inactive students are not exported.

NOTE: Currently this export sends out all students unless you change the Filter to Active. If you have students who have withdrawn who must be part of this export, you must either set them back to Active or create a regular Descriptive Category indicating students who should or should not be exported. Then, you would export based on that category instead of based on Active/Inactive.

- 9 Click the **Export** button on the filter window to export students.

NOTE: Opening the export file in Excel alters the format of the data fields. If you open the file in Excel to verify that the data is there, do not save it. We recommend re-exporting and uploading a file that has never been opened by Excel to ensure data integrity.

Data Fields In This Export

Not all fields listed by the state are required at this time. The table below lists the every field and where web2school stores each one. Fields in gray are not required at all but must be part of the export so that the export has the correct number of columns. You do not need to assign any data to students for those fields. Contact your Data Warehouse representative for a list of required fields.

#	Field Name	Where It Is In w2s	Notes
1	DISTRICT CODE	State User Defined field	"NY" and first 6 characters of Beds Code
2	LOCATION CODE	State User Defined field	This is the school building or organization where the student primarily attends school or to which the district has assigned the student for regular daily attendance
3	SCHOOL YEAR	State User Defined field YYYY-MM-DD (ex. 2006-06-30)	The school year (reported as the June 30 date) that encompasses the data being collected/reported.
4	STUDENT ID	Student's web2school System ID	Currently we take the web2school system ID and add zeros to make it a 9 digit number. If you do not have unique system IDs across your District, you may need to use a different field for this information. You could use the District ID field if your students have a 9 digit district ID.
5	LAST NAME	Student Info window	Record only the student's last name, including any hyphenated portion of the name. If you enter a suffix on the student information window, we will include it with the student last name.
6	FIRST NAME	Student Info window	
7	MIDDLE INITIAL	Student Info Window	If you have the student's full middle name, do not change it. We will only export the first letter of the middle name.
8	CURRENT GRADE LEVEL	State Category	
9	HOMEROOM	Student Info window Homeroom Field	Note that web2school allows 10 character homerooms. The state accepts only 6 characters for homeroom. We will take the first six characters in the homeroom field.
10	BIRTHDATE	Student Info window – General Tab	The export template will reformat this date in the YYYY-MM-DD format required.
11	GENDER	Student Info window	
12	ETHNIC CODE	Student Info window – General Tab	This export will not look at previously entered Race categories on the Categories Tab. You must enter ethnicity for all students or your export will be rejected.
13	HOME LANGUAGE CODE	State User Defined field	Use the codes defined by the state. Language routinely spoken in the student's home. Leave blank for English.
14	CHALLENGE TYPE	NO LONGER BEING USED	Fields are not being used but must remain part of the export as place holders. Just ignore them.
15	LEVEL OF INTEGRATION	NO LONGER BEING USED	
16	LEP PARTICIPATION	NO LONGER BEING USED	
17	DURATION OF LEP	State User Defined field	Number of consecutive years a student has received LEP services.
18	POST GRADUATE ACTIVITY	State Category	Postgraduate activity planned by the student.
19	STATUS	State Category	Active or Inactive
20	LAST STATUS DATE	State User Defined	YYYY-MM-DD format For students who have withdrawn, but were enrolled during this school year, enter their withdrawal date. For students who have been enrolled during this school year, we will supply the default date of 2006-06-30

#	Field Name	Where It Is In w2s	Notes
21	POVERTY CODE	NO LONGER BEING USED	Fields are not being used but must remain part of the export as place holders. Just ignore them.
22	POPULATION CODE	NO LONGER BEING USED	
23	MOBILITY CODE	NO LONGER BEING USED	
24	DIPLOMA TYPE CODE	State User Defined field	Type of credential received by the student. Make sure to enter the appropriate 3 digit code
25	PROGRAM SERVICES CODE	NO LONGER BEING USED	Field is not being used but must remain part of the export as place holder. Just ignore.
26	DATE OF ENTRY GRADE 9	State User Defined YYYY-MM-DD (Grade 9 – 12 only)	Year, month, and day on which the student first entered grade 9 anywhere.
27	SERVICE PROVIDER	State User Defined field	Building or location that the student came from.
28	INOCULATION DATE	State User Defined field	Date the student was first vaccinated for Polio.
29	ADDRESS 1	Guardian 1 Physical Address	
30	ADDRESS 2	Guardian 1 Physical Address	
31	CITY	Guardian 1 Physical Address	
32	STATE	Guardian 1 Physical Address	
33	ZIP CODE	Guardian 1 Physical Address	
34	HOME PHONE	Guardian 1 First Phone Number Format should be: "NNN-NNN-NNNN" e.g. 315-555-1212	If the first phone number for Guardian 1 is not the Home phone number, please contact technical support so that we can help you alter the export template.
35	GUARDIAN NAME	Guardian 1 First Name and Last Name	
36	ALTERNATE GUARDIAN	Guardian 2 First Name and Last Name	
37	PLACE OF BIRTH	Student Info window – General Tab	The program merges the City and State and Country of birth fields into one field for export.
38	DATE OF INITIAL ENTRY TO US	State User Defined field	Must be in the YYYY-MM-DD format. Indicates date the student immigrated to the US.
39	YEARS IN US SCHOOLS	State User Defined field	
40	COUNTRY OF ORIGIN	State User Defined field	Use 3 letter abbreviations provided by the state. Enter only if student is an immigrant (i.e. not born in the US)