



# DATA IMPORT GUIDELINES AND RECOMMENDATIONS FOR STARTING THE NEW SCHOOL YEAR

## *What does the data import do?*

The data import will:

- Add new or update existing districts and/or schools listed in the file.
- Add new or update existing teachers listed in the file, if students included.
- Add new or update existing students listed in the file. To update the existing students, the unique identifier in the AIMSweb system must match what is in the import file.
- Create a transfer request for students moving from one school to another within the account, **ONLY** if the Unique Identifier in the AIMSweb system matches the Unique Identifier in the import file.
- Change existing student demographic data in the AIMSweb system to reflect what is in the import file (NOTE: This will change demographic data for the student only and current score included in the import file, past score demographics can be change through the AIMSweb system).
- Add students to the classes as listed in the import file (students may be listed in multiple classes if the **Classname** is distinct for each row within in the file).

**Note:** AIMSweb recommends that you graduate all schools, starting with the school serving the highest grade, prior to importing data.

## *What is the timeline for the data import?*

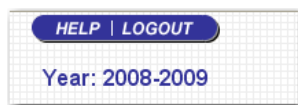
Imports with the status of Ready will be processed nightly. The import status will be updated to Completed after the data is imported.

## *What are the recommendations for starting the new school year?*

Each fall returning users must take certain steps to organize account data for the new school year. Data imports will bypass the need for these steps. If you are not organizing your data via the data import option, complete the steps below to prepare for the new school year.

### 1. **Verify the school year is current.**

When you login to your account, the school year is displayed in the top right corner of the page, next to the help and logout buttons.



Verify the school year is current. If it is not, contact the AIMSweb sales department at (866) 313-6194.

### 2. **Graduate schools.**

Graduate each school, beginning with the school serving the highest grades. For example, if your district comprises a high school, middle school, and elementary school, you would graduate the high



school first. Then, continue with the graduation of the middle school and finish with the elementary school. This prevents promoting students twice or leaving students in the wrong grade. After the graduation process, you will be prompted to transfer students to current or unlisted schools.

**Note:** AIMSweb recommends that you appoint one manager within your account or district to graduate the schools. This will prevent possible issues with schools being graduated more than once. The graduation process should only be performed once at the beginning of each new school year.

### Graduate Students

- a. Log into your manager account.
- b. Click the **Manage** tab.
- c. Click the **Districts** link in the **Navigation** menu to open the **Manage Districts** window.
- d. Click **Select** in the **Action** column next to the district containing the schools to graduate.
- e. Click the **Graduate** link next to the school serving the highest grades in your district. This will advance every student within the school one grade level.
- f. After clicking the **Graduate** link, you will be asked to confirm the advancement.
- g. Click **OK** to continue the graduation.

**Note:** Retained students will need to have their 'current grades' edited after the graduation process is complete. See step **3. Retain Students** for more information.

- h. After each student has been advanced one grade level, the students who are in the highest grade served within the school need to be transferred to another school. After clicking the **Graduate** link, the [Transfer Students](#) window opens.
- i. Transfer the students to complete the graduation process.

### Transfer Students

- a. During the graduation process, the **Transfer Students** window appears.

If graduating the school serving the highest grade, select the **Unlisted-School** from the **Transfer To** drop down.

If graduating the other schools in the account, select the school that they will be attending from the **Transfer To** drop down.

- b. Select the grade for the students leaving the school from the **Grade After Transfer** drop down.
- c. Check the boxes next to each student.



- d. Click the **Transfer** button.
- e. On the next screen, verify the information is correct.

**Note:** If the selected school or grade is incorrect, select the correct information from the corresponding drop down menus.

- f. Click the **Save & Next** button to open the **Transfer Summary** window.

**Note:** Click **Print** to print the transfer slips. We strongly recommend that you print the transfer slips when transferring students to the unlisted school. You will need this number to transfer the students back into your school. Once printed, you still need to complete the transfer process.

- g. Click the **Finish** button to open the **Confirmation** window.
- h. Click the **OK** button to complete the transfer student process. The transfer process is not complete until you click the **OK** button.

### 3. Retain students.

Students who have been retained for that school year must have his/her grade manually lowered within AIMSweb.

#### Retain Students

- a. Click the **Manage** tab.
- b. Click the **Students** link in the **Navigation** menu.
- c. Search for the student you wish to retain by entering information in the **Add a Student** window.
- d. Click **Search**.
- e. Click the **student's name** in the student list to open his/her information in the **Edit Student** window.
- f. Click the **Lower Grade** button on the bottom of the window to open the **Confirmation** window.
- g. Click the **OK** button to lower the student's grade. Repeat this process for all students are need to be retained.

### 4. Import data.

Now you are ready to import your student data. The data import process may add or update districts, schools, teachers, classes, and students. There are several steps with the verification and validation of your data. **Once the data is uploaded, it will be available in your account the next day.** You may only load data within your level of access. For example, a District Manager may only load data for the schools within his/her district. For faster verification, follow the specifications listed in this document. If importing DIBELS data, please refer to **Special Instructions for DIBELS Data Imports** in the next section of this document.



## Importing Data

- a. Click the **Manage** tab.
- b. Click the **Data Imports** link in the **Navigation** menu to open the **Data Imports** window.
- c. Click the **New Import** button to open the **New Import** window.
- d. When finished reading the information on this window, click the **Continue** button.
- e. Click the **Browse** button to locate your data import file.
- f. **Note:** The only accepted file format is **.TXT**. If your file is not in this format, you will receive an error message. The **File Type** is always Standard.
- g. Click the **Continue** button.
- h. Click **Continue** to open the **File Structure** window.

**Note:** If your file matches the data specification for AIMSweb, you will continue from here. If your file has incorrect column names, you will need to map them prior to continuing.

- i. Select information from the **Data Specification Columns** drop down. Once a column has been mapped, it will not appear as an option for the other columns in the drop down. **Always select skip for the Customer ID column.** Click the **Continue** button. Follow the onscreen instructions until the import process is complete.

## *Special Instructions for DIBELS data imports*

Once the file is ready for importing, transmit the file to AIMSweb. Please include the school year for which you wish this data to be imported as well as your contact information. If there are any specific questions, contact support at 866-313-6194 or send an email to [aimsweb support@pearson.com](mailto:aimsweb support@pearson.com)

AIMSweb can process data from the following sources:

- files attached to email (we recommend ZIP encrypted files) to [aimswebdata@pearson.com](mailto:aimswebdata@pearson.com).
- files uploaded to local FTP sites. AIMSweb personnel can retrieve the files.
- Password-protected media (e.g., CD, DVD, etc.) sent to our physical address.

**NOTE:** It is important that you do not make any changes to the account between sending the data file and receiving an import confirmation. It is recommended that all names be mixed case (ex. John Adam Smith). If you do not know specific information, leave the cell blank - do not use NULL. Use the same Unique Identifiers that were used previously or students will be duplicated. If you need to change or add a Unique Identifier, please contact us.

DIBELS data may take 5-7 business days. Files received after 12.00pm CST are considered received on the following business day. If the account is expired, the data will not be imported. You will receive a confirmation email when the data is received, as well as when the data is imported. If there are any problems with your data import file that prevents it from being uploaded (i.e. District Name doesn't match what is in your account), you will receive notification either via email or phone.



## What are the guidelines for the data file?

1. The following file format is accepted: tab-delimited TXT.
2. Each column header must be distinct and match the column names **EXACTLY** for data that will be included in the import. **Do not abbreviate column headers.**
3. Do not use macros or references to any external sheets or formulas.
4. Ensure there are no hidden columns in your file.
5. Ensure there are no extra or blank columns and/or rows.

## Will AIMSweb be compatible with Student Information Systems (SIF)?

The addition of a SIF agent to AIMSweb will enable automatic synchronization of student information into AIMSweb from a SIF-enabled student information system, such as Pearson's PowerSchool or Chancery. This feature will allow you to easily view up-to-date classroom and student information within AIMSweb as well as free you from time-consuming data input and classroom management

## What are the column and data specifications for the import file?

Each data column is distinct and is either required or optional and column headers must be exact (no spaces). Listed below are example of what the column headers should look like and the specification for each. If your data does not conform to the specifications, the data **will not** be imported. Please do not use macros.

Required Columns	Specifications(s)	Field-Level Notes
DistrictName	The name of your district(s)	Must match your account exactly or the import will create a new district in your account
SchoolName	The name of your school(s)	Must match your account exactly or the import will create a new school in your account
StudentFirstName	The first name of the student	
StudentLastName	The last name of the student	
UniquelIdentifier	Unique identifier for the student	Different for each student, but this number must match what exists in your AIMSweb account. If it doesn't match, the import will create a duplicate student. Also, it is important to ensure that when using Excel, any leading zeros are not dropped in the file. For example, 0097 is not listed as 097.
Grade	P3-12 (P3 = Preschool age 3, P4 = Preschool age 4, P5 = Preschool age 5, K= Kindergarten)	

**Optional Fields:** All fields labeled optional are not required to be sent. However, if data is not supplied for some of these optional fields, you cannot report on them. **For example:** If you would like to report by Service Code, you must supply that information. Optional fields may be added later via the interface, but it is better handled initially with a data import.

Optional Columns	Specifications(s)	Field-Level Notes
TeacherFirstName	First name of the teacher	Only required if adding students to class rosters or scores
TeacherMiddleName	Middle name of the teacher	



<b>TeacherLastName</b>	Last name of the teacher	Only Required if adding students to class rosters or scores
<b>TeacherTitle</b>	Title of the teacher	
<b>TeacherPhone</b>	Phone number of the teacher	The format is: 000-000-0000 x0000
<b>TeacherEmail</b>	Email of the teacher	
<b>ClassName</b>	The name of the class	Defaults to homeroom in AIMSweb.
<b>StudentMiddleName</b>	Middle name of the student	
<b>StudentEmail</b>	Email address of the student's parent/guardian	
<b>Enrollment Grade</b>	P3-12 (P3 = Preschool age 3, P4 = Preschool age 4, P5 = Preschool age 5, K= Kindergarten)	Grade of student when enrolled with the district.
<b>Gender</b>	M/F or Male, Female, Unknown	Defaults to unknown in AIMSweb.
<b>DOB</b>	mm/dd/yyyy	0/00/0000 is not valid
<b>MealStatus</b>	Free, Reduced, None or F/R/N	Defaults to none in AIMSweb.
<b>ServiceCode</b>	General Ed, Title I, Special Ed	Defaults to General Ed in AIMSweb.
<b>Ethnicity</b>	African American, American Indian, Asian, Filipino, Hispanic, Pacific Islander, Multiple/No Response, Unknown, White	Defaults to unknown in AIMSweb.
<b>IDEIA</b>	Yes or No	Defaults to no in AIMSweb.
<b>ESL</b>	Yes or No	Defaults to no in AIMSweb.
<b>Section504</b>	Yes or No	Defaults to no in AIMSweb.
<b>GiftedTalented</b>	Yes or No	Defaults to no in AIMSweb.
<b>BehavioralDisorder</b>	Yes or No	Defaults to no in AIMSweb.
<b>Correctional</b>	Yes or No	Defaults to no in AIMSweb.
<b>SummerSchool</b>	Yes or No	Defaults to no in AIMSweb.
<b>AfterSchool</b>	Yes or No	Defaults to no in AIMSweb.
<b>Mobility</b>	Yes or No	Defaults to no in AIMSweb.
<b>RFEP</b>	Yes or No	Defaults to no in AIMSweb.
<b>IEPGoal</b>	Yes or No	Defaults to no in AIMSweb.
<b>InterventionLevel</b>	Intervention Level 1, Intervention Level 2, Intervention Level 3	Defaults to no entry in AIMSweb.
<b>FederalDisabilityCategories</b>	Autism, Deaf/Blindness, Emotional Disturbance, Hearing Impairment/Deafness, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech Language Impairment, Traumatic Brain Injury, Visual Impairment/Blindness, Young Child with a Developmental Delay	Defaults to no entry in AIMSweb.



**NOTE:** Demographics are associated with the student, their scores, and specific General Outcome Measures (GOMs). It is possible for demographic information to be different for each of these.

- a. Student Level – list demographics without a GOM General Outcome Measure or a score
- b. Level – list demographics with a specific measure in the GOM column
- c. Score Level – list demographics with a specific measure and score.

Score data may also be supplied to us from the following columns. Only one of each column may be present. To import scores for multiple measures, please list students on multiple rows.

Column Header	Specification(s)
GOM	General Outcome Measure (see below for abbreviations)
SchoolYear	yyyy (Fall year of the data ex. 2002 for the 2002-2003 school year)
Fall/September	The score for fall or September
Fall/September2	The errors for fall or September
October	The score for October of year
October2	The errors for October of year
November	The score for November of year
November2	The errors for November of year
December	The score for December of year
December2	The errors for December of year
Winter/January	The score for winter of January of year and next year
Winter/January2	The errors for winter January of year and next year
February	The score for February of the next year
February2	The errors for February of the next year
March	The score for March of the next year
March2	The errors for March of the next year
April	The score for April of the next year
April2	The errors for April of the next year
Spring/May	The score for the spring or May of the next year
Spring/May2	The errors for the spring or May of the next year

### ***What are the General Outcome Measure abbreviations?***

GOM Abbreviations	GOM Name
ISF	Initial Sound Fluency
LNF	Letter Naming Fluency
LSF	Letter Sound Fluency
PSF	Phonemic Segmentation Fluency
NWF	Nonsense Word Fluency
OCM	Oral Counting
NIM	Number Identification
QDM	Quantity Discrimination
MNM	Missing Number
R-CBM	Reading – Standard Benchmark Passages
R-Path	Reading – Standard Common Passages
MAZE	MAZE



GOM Abbreviations	GOM Name
R-Span	Reading- Spanish Curriculum Based Measurement
M-CBM	Math Computation
M-CBM2	Math Computation 2
M-CBMAP	Math Computation (Answer and Process)
S-CBM	Spelling
WE-WSC	Written Expression – Words Spelled Correct
WE-CWS	Written Expression – Correct Writing Sequences
WE-TWW	Written Expression – Total Words Written
RTF	Retell Fluency
WUF	Word Use Fluency
DORF	DIBELS – Oral Reading Fluency Need copyright
M-LNF	MIDE Letter Naming Fluency



### *How do I import current student data when I have previous data already in the account?*

1. Transfer all students with whom you will no longer be working into the “Unlisted School” by following these directions:
  - a. Log into your AIMSweb account as a manager.
  - b. Select the manage tab.
  - c. Click on **Students** in the menu to access the Student List.
  - d. Select a grade in the **Current Grade** field.
  - e. Click the **Search** button.
  - f. Select **All** in the drop down list in the **Students** column heading in the **Student List**.
  - g. Check the boxes in front of the students who are no longer in the school.
  - h. Click the **Transfer** button.
  - i. Check the boxes for all the students.
  - j. Select **Unlisted School** in the **Transfer to** field.
  - k. Leave the **Grade After Transfer**.
  - l. Click the **Transfer** button.
  - m. Verify that the information is correct and click the **Save & Next** button.
  - n. Click the **Print** button to print Transfer slips.

Note: The student transfer slips are the only way to retrieve a student if that student returns to your school.
  - o. Once Transfer slips have been printed, click the **Finish** button.
  - p. Click **OK** to the message that appears.
  - q. Repeat process for all grades.
2. If your students have Unique Identifiers in the AIMSweb system, verify that you are using the same Unique Identifiers in your import file.
3. Verify that you have named all the districts and schools in your import file **EXACTLY** the same as what appears in the AIMSweb system to avoid duplicating districts and schools.



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4. Verify that teacher first and last names appear **EXACTLY** the same in the AIMSweb system as they do in your import file to avoid creating duplicates.
  5. If you do not have Unique Identifiers in the AIMSweb System, be sure that the student first and last names match **EXACTLY** between the import file and the AIMSweb system.
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