BDI-2 Data Export Process

Indicator 7 Preschool

Outcomes Data

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

To verify your district data, analyze data, and cleanup your data you can follow the export process below.

How to Export Data:

1. Sign in to the data manager and go to Import/Export.

2. Hover over Import/Export to bring up menu and select "Export."

3. Select the type of report you want to export. To get student assessment information and demographics you will select "Student and Assessment Summary."

4. Select the district, school, or class you want to pull data from.

Selected Organization:*

- SDECO
  - SD State Test Site
    - DOE School - Test site
      - 619 Coordinator test site

5. Choose the range of dates you want to pull. Data is pulled for fiscal year for state reports which is July 1 through June 30.

Export Beginning Date*

7/1/2014

Export Ending Date*

5/22/2015

Select Program Note Criteria:

Criteria 1:

Criteria 2:

6. Enter your email address so you receive notifications that the report is being gathered and when the report is available. Then select "Schedule Export."

Export File Format

Select File Delimiter

- ⦿ Tab
- ◯ Comma
- ◯ Xml

E-mail:* Enter Your Email Address ×

Schedule Export

You will be taken to the "Schedule Queue" page where you will see your request at the bottom of the list. It will be listed as "Not started yet" while the program is running your report.

You will also receive an automatic email to the email address you entered that looks like the email below.

Confirmation of Scheduled Export

RPCBDI2Support@hmhpub.com
Sent: Fri 05/22/2015 9:43 AM
To: Trujillo, Wendy

Thank you for requesting an export from the *Battelle Developmental Inventory*™, Second Edition (BDI-2™) *Data Manager*. Exported files may take up to 24 hours to process. Once the export is complete, you will receive another e-mail indicating that your file is ready for viewing and downloading. This file will be available for 2 weeks. Included below is the list of filters you used to create the export file. If you have any questions or concerns, please contact Riverside Software Support team at rpcbdi2support@hmhpub.com.

Filters:

Job ID: 22385

Description: Export - Student and Assessment Summary

Organization Name: SD State Test Site

From Date: 07/01/2014

To Date: 05/22/2015

Delimiter: Tab

Program Note Criteria 1:

And/Or Operator:

Program Note Criteria 2:

When the report is ready to view, you will receive another email.

Scheduled Export is Now Available

RPCBDI2Support@hmhpub.com

Sent: Fri 05/22/2015 9:59 AM

To: Trujillo, Wendy

Your exported file from the *Battelle Developmental Inventory*™, Second Edition (BDI-2™)
Data Manager is now available for viewing and downloading in the Scheduled Queue, located
under the Import/Export tab. This file will be available for 2 weeks, so please plan accordingly.
If you have any questions or concerns, please contact Riverside Software Support team at
rpcbdi2support@hmhpub.com.

How to Access the Report:

(If you don't close screen you can refresh the page when the report is available).

1. Hover over the Import/Export from the meny select "Schedule Queue."


2. Find your report at the bottom of the list. Select the button.

19364	11/19/2014	11/19/2014	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19364.zip	Finished	
19924	01/07/2015	01/07/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19924.zip	Finished	
19932	01/08/2015	01/08/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB19932.zip	Finished	
21372	03/25/2015	03/25/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21372.zip	Finished	
21385	03/27/2015	03/27/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB21385.zip	Finished	
22385	05/22/2015	05/22/2015	Export - Student and Assessment Summary	StudentAssessmentSum_JOB22385.zip	Finished	

3. You will get a pop-up with the option to save. You will need to save the file to your computer.
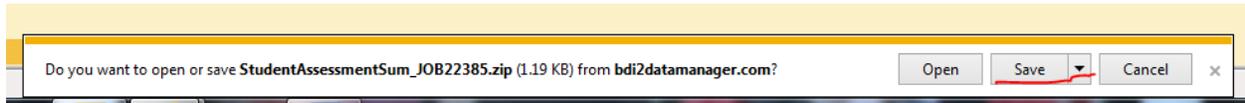
Once you have saved you will get a folder that looks like this. You will then need to extract the file.
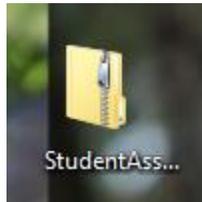
How to Extract:

1. Right click on the exported file and select "Extract All."
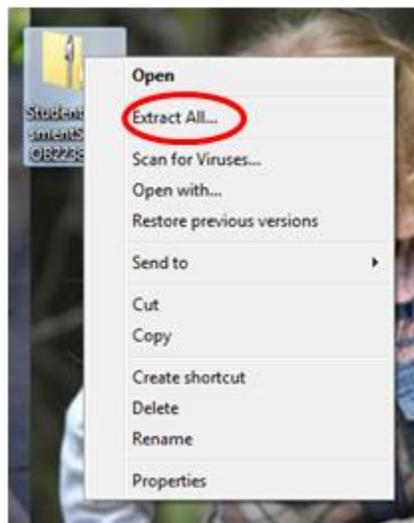
2. You will get a new pop-up to select where you want to save the new file, choose where you want to save. You may want to rename the file so you can distinguish between the extracted file and the exported file. Select Extract when you have the file name and location set.
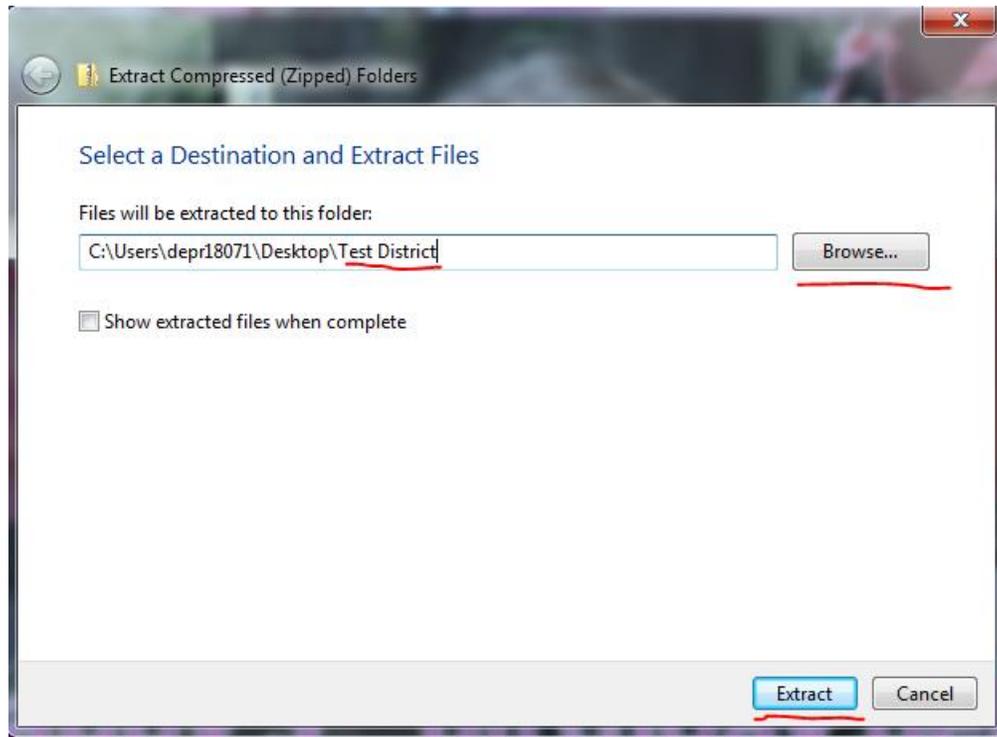
3. The new file will show up in the location you chose. Open the file.
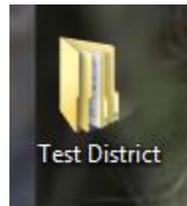
4. Open the file several times to get to the document needed. Below is the series of icons you will see as you open the files.

This is the final file with the data you need.

Name

StudentAssessmentSum_JOB22385.txt
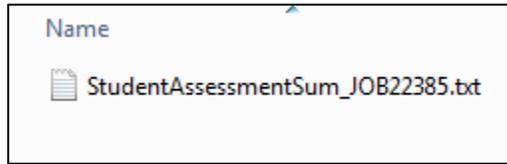
5. Open the StudentAssessmentSum text file to get data that looks like the image below. In order to view and manage the data you will need to copy and paste the data into an excel file.

StudentAssessmentSum_JOB22385.txt - Notepad

File Edit Format View Help

```
ChildId StudentID       firstName      lastName      dateofBirth      oldEthnicityID  oldEthnicityText
isHispanic      isAmericanIndian      isAsian isAfricanAmerican      isPacificIslander      iswhite
isRaceNotSelected      disabilityID      disabilityText  languageID      languageText      genderID      genderText
assessmentID      assessmentTypeID      assessmentTypeText      firstTestDate  LastUpdateDate  programNote
programNote2      programNote3      programNote4      programNote5      scoreTypeText   isERF   AdaptiveRawScore
```

How to Transfer Data to Excel:

1. Menu bar go to "Edit" and "Select all"
2. Menu bar go to "Edit" and "Copy"
3. Open Excel File
4. Select first cell and choose "Paste" from menu at the top.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ChildId	StudentID	firstName	lastName	dateOfBir	oldEthnici	oldEthnici	isHispanic	isAmerica	isAsian	isAfricanA	isPacificIs	isWhite	isRaceNot
2														
3														

5. Delete the columns you do not need.

These are the columns I use when I am looking at duplicates and program notes.

C	D	E	W	Z	AA
firstName	lastName	dateOfBir	assessmentTypeText	programNote	programNote2

IB	IC	ID
School	District	State

Additional Information:

District Reports:

If you would like a copy of student specific information from the APR reports that are available, please email Elizabeth.Jehangiri@state.sd.us.

Program Notes:

This notifies the state of the district's "purpose of the testing" and helps track data. Districts must enter one of the following BDI-2 program notes for each child.

- *Part C Entry* (student is eligible for b-3 services)
- *Part C Exit* (student is exiting b-3 services and not eligible for 3-5)
- *Transition* (student is aging out of Part C and determined eligible for Part B)
- *Part B Entry* (student is eligible for 3-5 and was not previously in b-3)
- *Part B Exit* (student is exiting the 3-5 program or turning 6)
- *NA* (student not initially determined eligible for Special Education or assessment was given for purposes other than that required by the State Performance Plan)

Program notes must be entered exactly as stated above in order for the program, which analyzes the data, to recognize and accurately read the information.

For information please contact Elizabeth Jehangiri by email Elizabeth.Jehangiri@state.sd.us or phone (605)773-3678.