5 Click the **Close** box next to the school year you are closing.

6 Click the **Finish** button to close the year.

OR

7 Click the **Cancel** button to return to the **Main menu**.

Data Consolidation

(For CD-ROM Users Only)

The following instructions apply to individuals with **District Administrator** and/or **Site Administrator** level access. Individuals with **Teacher** level access do not have access to the **ADMIN/SETUP** portion of the software and cannot perform these functions.

Use the data consolidation feature to combine classroom and/or site data. This feature will transfer data from multiple computers into a single computer for the purposes of producing reports for the entire district.

Information that is exported to another computer will overwrite any existing information for the same site or classroom that exists on the destination computer.

IMPORTANT NOTE: The export process will save your classroom data onto floppy disk(s), a USB jump drive or a CD-Rom (must have R/W software). To ensure that data is saved properly, please use blank disks. Most classrooms will require only one floppy disk for exporting data.

Consolidating Data (Export)

To export data for consolidation:

1 Click the **ADMIN/SETUP** button on the **Main menu**.

2 Click the **UTILITIES/SETUP** tab.

3 Click the sixth option, **Data Consolidation**. The **Consolidation Tool** dialog box will appear.

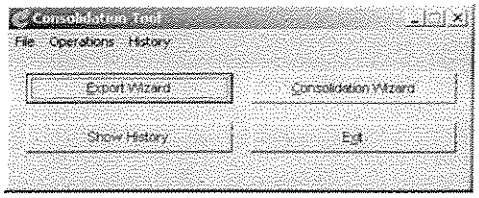

Figure 4-60. Consolidation Tool dialog box.

4 Click the **Export Wizard** button. The **Export Selection** dialog box will appear.

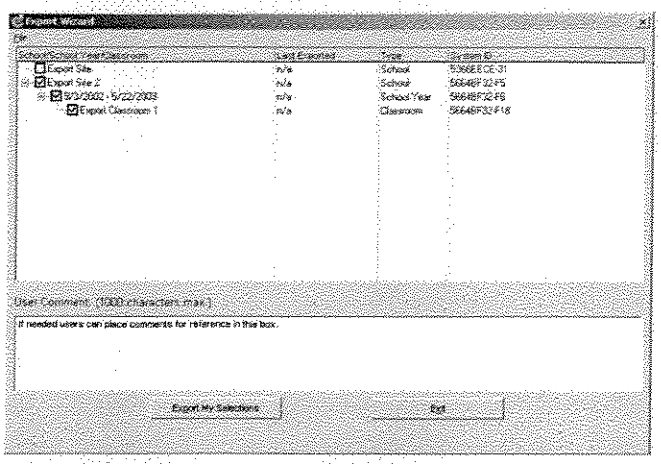

Figure 4-61. Export Selection dialog box.

Note: The **Export Selection** dialog box displays the information to be exported. This dialog box displays the School/School Year/Classroom information, as well as the date of the last export, the type of information (i.e., School, School Year, or Classroom), and a System ID that the software uses to identify the information. To view the classrooms at a school, click the **"+"** to the left of the school.

5 Select the site and classrooms that you want to export by clicking the appropriate boxes.

Note: Selecting a site will automatically select all classroom and associated school years for that site.

6 Add user comments by clicking in the **User Comment Box** and entering additional information about the export process. The system will automatically include information related to the date and time that the information is exported.

7 Click the **Export My Selections** button to begin exporting data. The **Confirm Selection** dialog box will appear.

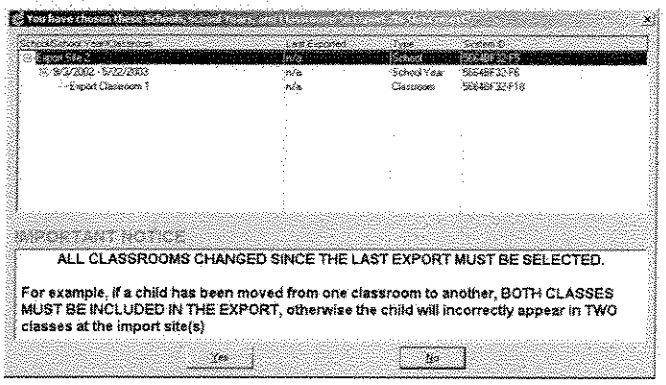

Figure 4-62. Confirm Selection dialog box.

IMPORTANT NOTE: All classrooms changed since the last export must be selected. For example, if a child has been moved from one classroom to another, BOTH CLASSES MUST BE INCLUDED IN THE EXPORT; otherwise, the child will incorrectly appear in two classes on the destination computer.

- If the selections are correct, click the **Yes** button.
  OR
- Click the **No** button to return to the **Export Selection** dialog box.

8 The system will prompt you to save the file on a floppy disk in drive A. Insert a blank floppy disk into the drive. To save your data in a different location, click the drop-down arrow in the **Save in** box and select the desired destination location.

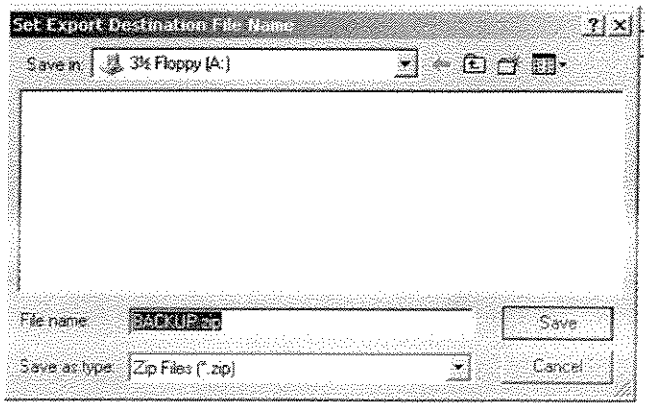

Figure 4-63. Export File Name dialog box.

Note: By default, the file will be named BACKUP.zip. It is recommended that you change the default file name to the name of your site. You should also write the name of the school site or classroom on the diskette label.

9 Click the **Save** button. The **Progress Information** indicator will show the progress of the export.

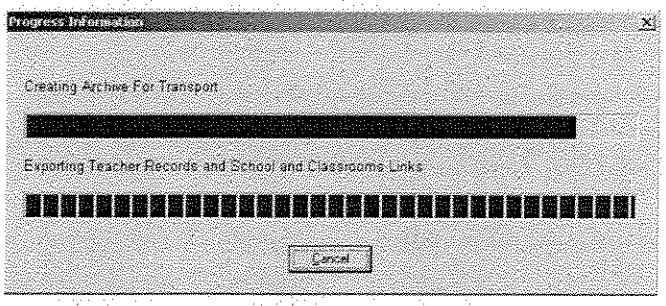

Figure 4-64. Progress Information indicator.

10 When the export process is complete the **Export Complete** confirmation message will appear.

Figure 4-65. Export Complete confirmation message.

11 Click the **OK** button. You will be returned to the **Consolidation Tool** dialog box.

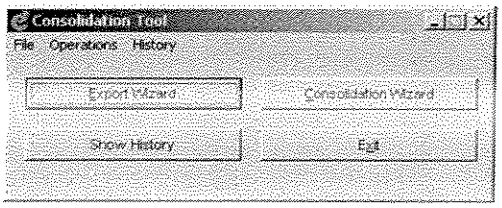

Figure 4-66. Consolidation Tool dialog box.

12 Click the **Exit** button to return to the **Administration/Setup Functions** screen.