

BDI-2 Data Export Process

Indicator 7 Preschool Outcomes Data



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

How to Export Data:

1. Sign into 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. This could take a little time.



5. Choose the range of dates you want to pull. Data is pulled for the fiscal year for state reports which is July 1 through June 30 or the current date. The district can pull data from 4 years to ensure correct Program Notes are entered for students entering and exiting Part C and Part B 619.

The screenshot shows two date selection fields. The first field is labeled "Export Beginning Date*" and contains the date "7/1/2020". The second field is labeled "Export Ending Date*" and contains the date "6/9/2021". Both fields have a calendar icon to their right.

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

The screenshot shows the "Export File Format" section. It includes a heading "Export File Format" and a sub-heading "Select File Delimiter". Below this, there are three radio button options: "Tab" (selected), "Comma", and "Xml". At the bottom, there is an "E-mail:*" field with the placeholder text "Enter Your Email Address" and a close button "x". Below the email field is a "Schedule Export" button.

- 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. See the picture below.

49538	05/26/2021	05/26/2021	Export - Student and Assessment Summary	StudentAssessmentSum_JOB49538.zip	Finished	
49570	06/01/2021	06/01/2021	Export - Student and Assessment Summary	StudentAssessmentSum_JOB49570.zip	Finished	
49639	06/09/2021		Export - Student and Assessment Summary		Not Started	

- You will also receive an automatic email that looks like the email below letting you know the report is being generated.

From: techsupport@bdi.riverside-insights.com <techsupport@bdi.riverside-insights.com>
Sent: Wednesday, May 26, 2021 11:32 AM
To: Willert, Debra <Debra.Willert@state.sd.us>
Subject: [EXT] Confirmation of Scheduled Export

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 techsupport@riversideinsights.com.

Filters:

Job ID: 49538

Description: Export - Student and Assessment Summary

Organization Name: [REDACTED]

From Date: 01/01/2018

To Date: 05/26/2021

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.

From: techSupport@bdi.riverside-insights.com <techSupport@bdi.riverside-insights.com>
Sent: Wednesday, May 26, 2021 11:35 AM
To: Willert, Debra <Debra.Willert@state.sd.us>
Subject: [EXT] Scheduled Export is Now Available

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 techsupport@riversideinsights.com.

How to Access the Report:

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

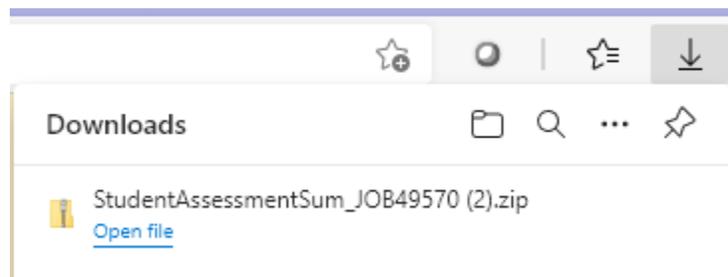
1. If you do close the screen, when you reopen the BDI2 hover over the Import/Export from the menu and select "Scheduled Queue." See picture below.



2. Find the new report at the bottom of the list. Select the  download arrow.

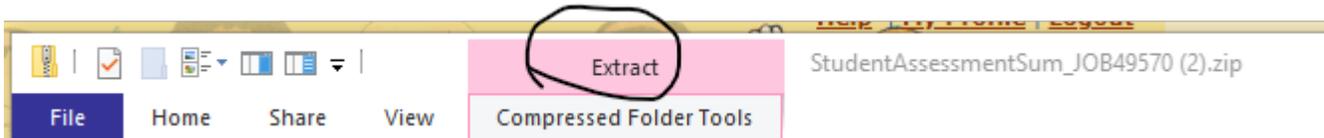
49538	05/26/2021	05/26/2021	Export - Student and Assessment Summary	StudentAssessmentSum_JOB49538.zip	Finished	
49570	06/01/2021	06/01/2021	Export - Student and Assessment Summary	StudentAssessmentSum_JOB49570.zip	Finished	
49639	06/09/2021	06/09/2021	Export - Student and Assessment Summary	StudentAssessmentSum_JOB49639.zip	Finished	

3. You will get an alert from Downloads to open the file. This could be at the top right of your screen or at the bottom left of your screen. See picture below. Note: This may be different depending on the version you are using and the browser.
4. Click on "Open File".

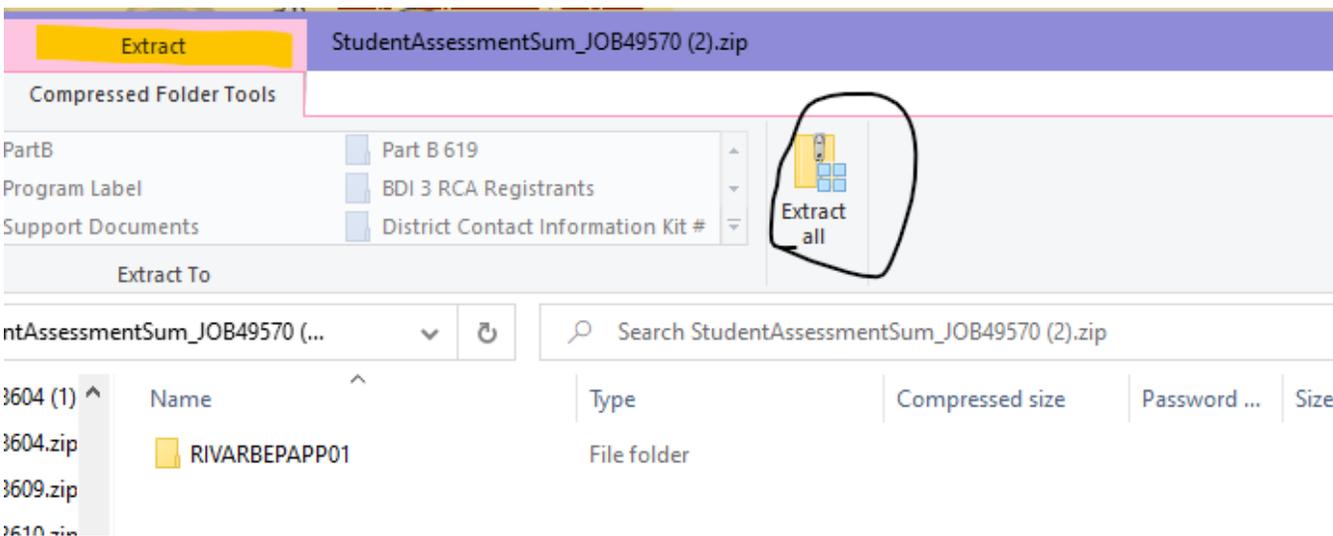


How to Extract the File.

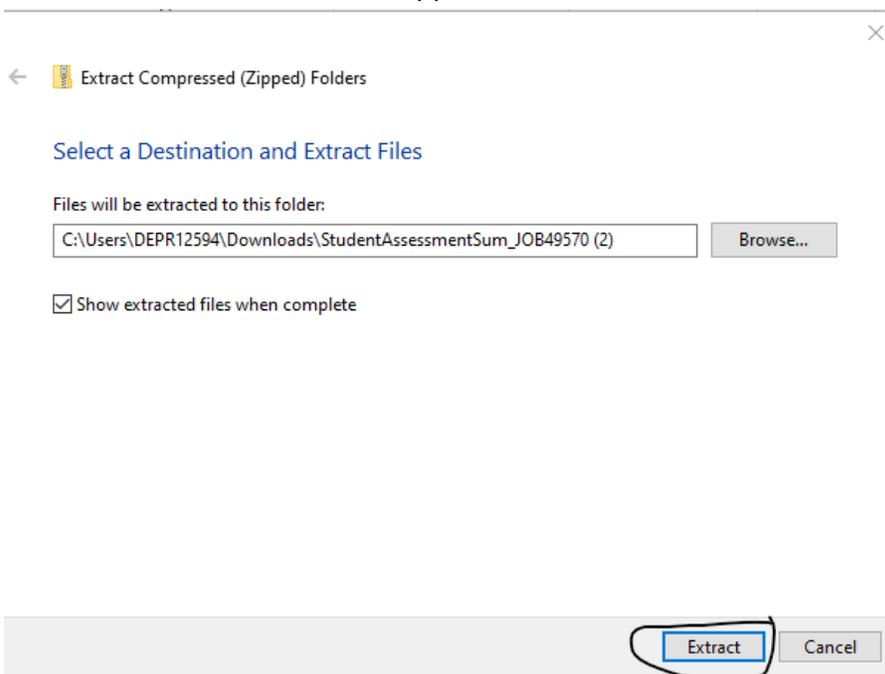
1. A screen will appear like the one below. Make sure you click on Compressed Folder Tools, so the Extract is opened if it doesn't automatically open to the screen shown below.



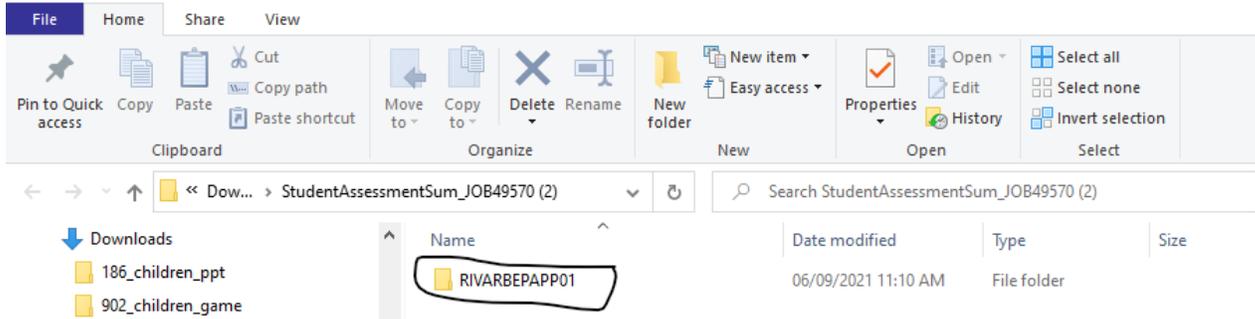
2. Click on the folder titled Extract all. Circled in black below.



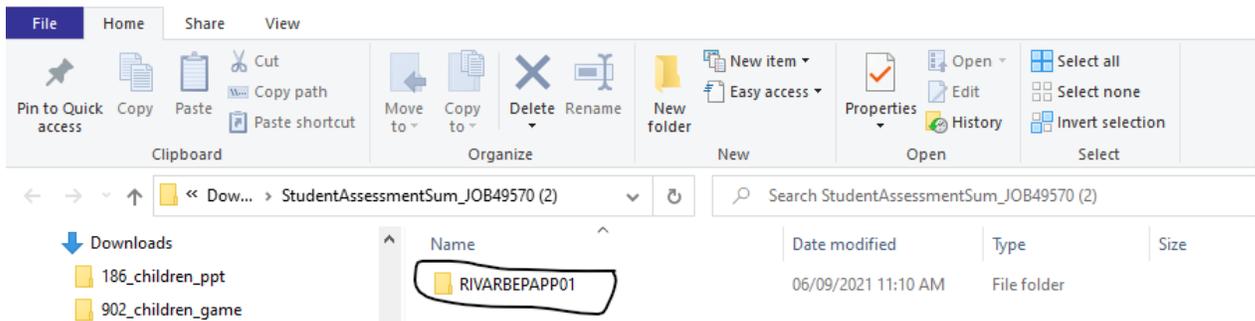
3. A screen as shown below will appear. Click on Extract button as shown circled in black below.



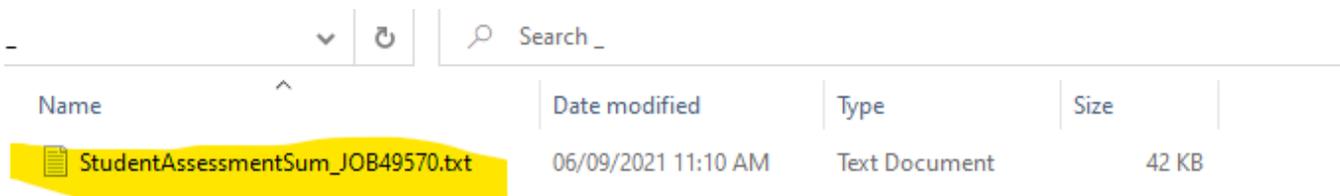
4. A new screen will appear. See picture below.



5. Double click on the folder that looks like the folder below which is circled in black. Another folder will appear; double click on it. Another folder will appear; double click on it. You will need to do this a total of 5 times or until the folder opens that looks like the picture highlighted in yellow below.

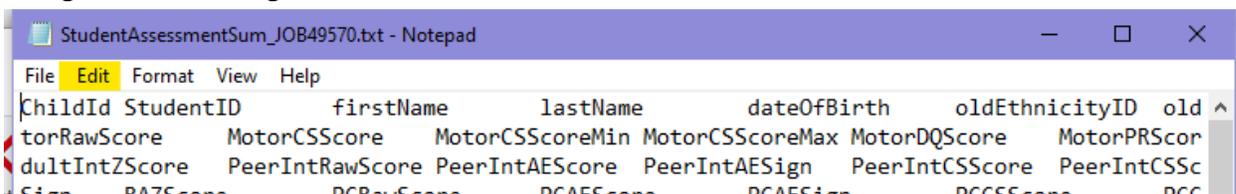


6. Below is a picture of the final file containing the needed data.



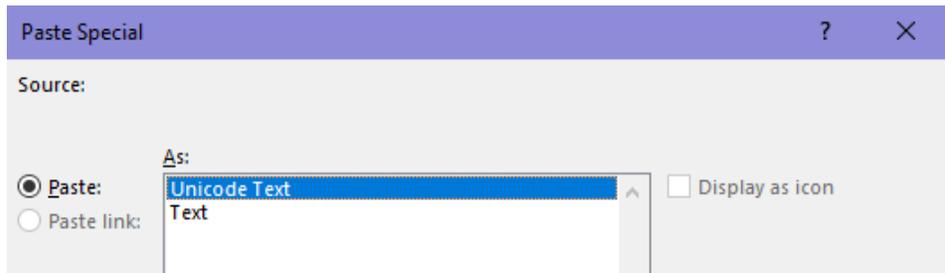
How to Transfer Data to Excel:

1. Open the StudentAssessmentSum text file to get data that looks like the image below. To view and manage the data you will need to copy and paste the data into an excel file.
 - a. Using the menu bar go to “Edit” and “Select all”



- b. Using the Menu bar go to “Edit” and “Copy”.
 - c. Now you’ll need to open an Excel spreadsheet.

- d. Within the Excel spreadsheet, select the first cell and choose “Paste” from the menu at the top OR right click on the first cell and choose “Paste Special”. A box may appear like the one shown below. Click “OK” at the bottom of the box.



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

- e. The student information will appear in the spreadsheet like the one shown above.
 f. Delete or hide the columns you do not need.
 g. Below is a picture of the columns you will need to ensure data is accurate for Indicator 7.

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

IB	IC	ID
School	District	State

2. Date points:
- The student’s name and date of birth should be verified.
 - The assessment type should be a “Full Assessment”.
 - The Program Note should have an entry such as Part C Entry, Part B Entry Transition, etc.
 - If a Program Note is entered incorrectly or left blank, please correct this within the BDI2 Data Manager.
 - A student make have more than one Program Note in which case verify the correct Program Note is entered for each evaluation.

Additional Information:

District Reports:

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

Program Notes:

Merge Selection	First Date	Retest	Norm	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	8/24/2018	-	BDI-2 NU	Complete Assessment	X	X	X	X	X	-	Program Note	

Program Notes notify 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. Program notes must be entered exactly as shown in under the Options column. The best way to ensure proper entry is to use the drop-down box.

Part B (Ages 3–5) Data Point Options	
Options	Definitions
Part B Entry	The assessment represents the child's status on ENTRY into the preschool Special Education program.
Part B Exit	The assessment represents the child's status on EXIT from the preschool Special Education program.
Transition	The child is aging out of Part C and determined eligible for Part B.
0: Ineligible OR Parents Decline	The child was determined ineligible for services and will not be receiving services through the preschool Special Education program - OR – The child is eligible , and parents decline services .
1: Other—Not for Child Outcomes	The assessment was conducted for a purpose unrelated to providing entry or exit data for the South Dakota Child Outcomes Measurement Reporting. Example: The assessment was conducted as a part of ongoing progress monitoring.

For information please contact Debra Willert by email debra.willert@state.sd.us or phone (605)773-2594.