

# Introduction to: Data Export Wizard

April 2021



# Data Export Wizard

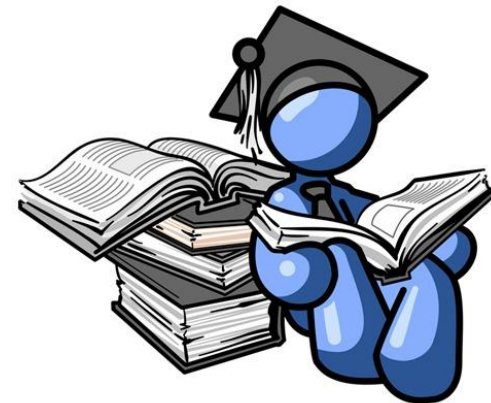
- Overview
- Getting Started
- Data Source
- Student Selection
- Data Export Choices
- Creating Export File
- Stored Configurations
- Field Selection Overview
- Basic Civil Rights Totals Export



# Data Export Wizard

## Overview

The Data Export Wizard provides the ability for administrators and data managers to export data from the ClassMate database and from the archive database. The data is exported into an excel file that can be used to create charts, graphs, or other data analysis reports.



# Data Export Wizard

## Getting Started

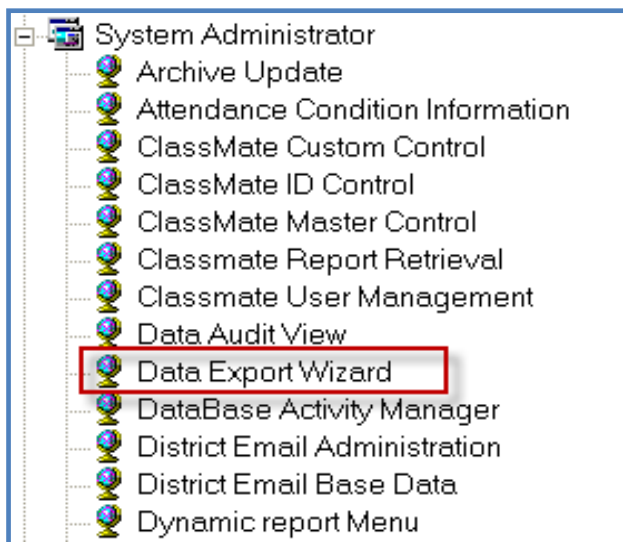
### Traditional CTC/BOCES:

Double Click **Modules** > Double click **System Administrator** > Click **Data Export Wizard**

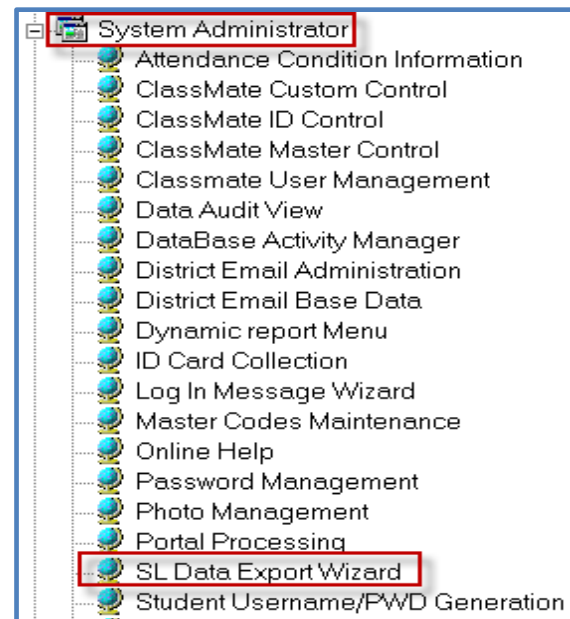
### Shared Location Site (CTC/Alt Ed/ Special Ed):

Double Click **Modules** > Double click **System Administrator** > Click **SL Data Export Wizard**

### Traditional CTC/BOCES



### Shared Location Site



# Data Export Wizard

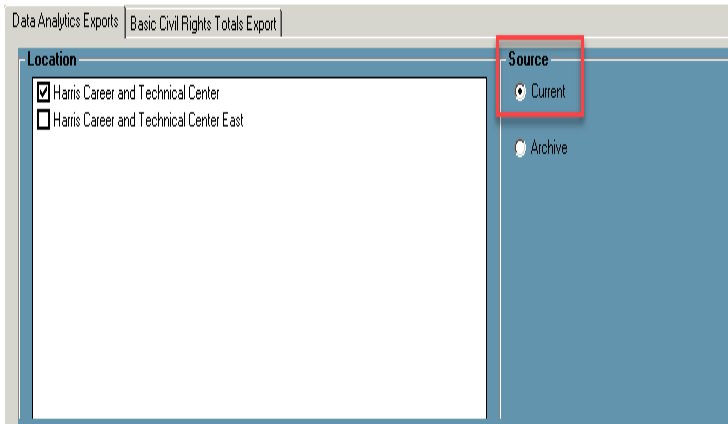
## Data Source

In the Data Export Wizard module users can select to export data from the Current Database (ClassMate) or the Archive (Previous years) Database.

When exporting from Archive you will need to select a Calendar Year (example: 200910).

Also if you want to export multiple archive calendar years you must run each calendar year separately (one by one) and then combine the data in Excel.

### Source: Current ClassMate DB



Data Analytics Exports | Basic Civil Rights Totals Export

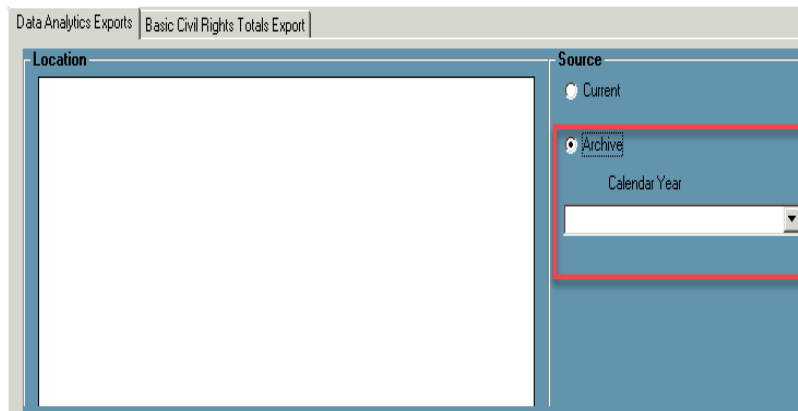
**Location**

- Harris Career and Technical Center
- Harris Career and Technical Center East

**Source**

- Current
- Archive

### Source: Archive (Previous Years) DB



Data Analytics Exports | Basic Civil Rights Totals Export

**Location**

**Source**

- Current
- Archive

Calendar Year

[Dropdown menu]



# Data Export Wizard

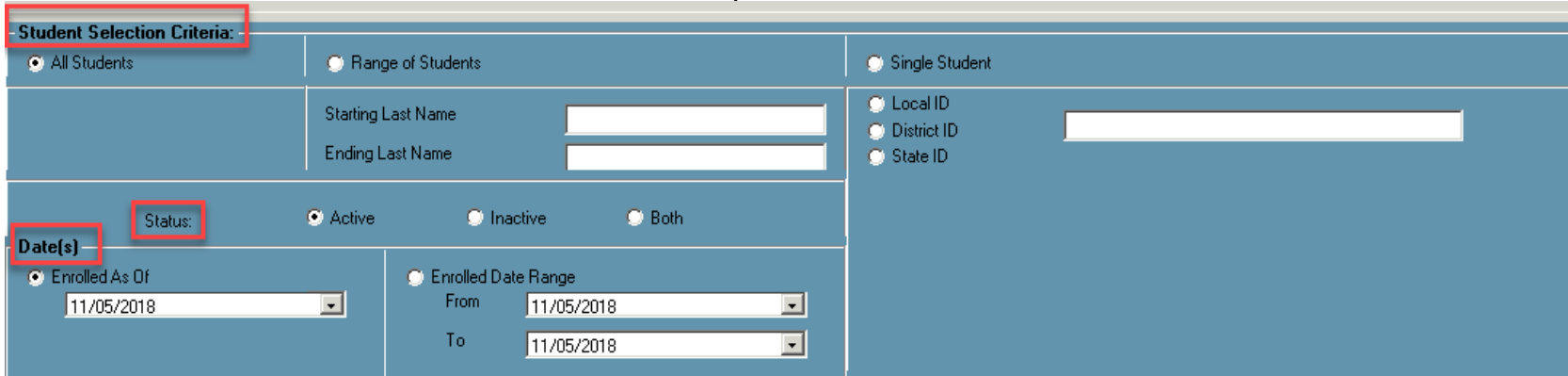
## Student Selection

After selecting which Source you want to pull data from you will then want to select which students to include in the export from the **Student Selection Criteria**. The student options are All Students, Range of Students, or Single Student.

Next select the **Status** of the students you want to export. By selecting Active you will export only currently enrolled students who are currently enrolled as of the date you select in the As of Box. Selecting Inactive will export only withdrawn students. Selecting Both will export active and inactive students.

**Date(s)** Enrolled as Of will default to the current date or you can make a date selection by using the drop down. You can also selected an Enrolled Date Range by choosing a From Date and To Date from the drop downs provided.

Next select the data items to include in the export.






# Data Export Wizard

## Data Export Choices

There are various items that can be selected to export into Excel for use in data analysis. The screenshot below lists the choices currently available for export utilizing the Data Export Wizard module.

You can use the **Green** Check Mark to Check/Uncheck All Fields to make selections easier

**NOTE:** ClassMate does not recommend selecting and exporting ALL fields at once as this could cause system delays due to size of data being compiled and exported

Select Items to include in export:			Multi-Exports:
<input type="checkbox"/> Student ID	<input type="checkbox"/> Free/Reduced Lunch Status	<input type="checkbox"/> CTE Course Title	<input type="checkbox"/> NOCTI Scores
<input type="checkbox"/> District ID	<input type="checkbox"/> English Language Status	<input type="checkbox"/> Session	<input type="checkbox"/> PSSA Scores
<input type="checkbox"/> State Secure ID	<input type="checkbox"/> Disadvantaged	<input type="checkbox"/> CTE Class ID	<input type="checkbox"/> Miscellaneous Assessments
<input type="checkbox"/> First Name	<input type="checkbox"/> At Risk	<input type="checkbox"/> CTE Instructor	<input type="checkbox"/> Industry Certifications (Itemized)
<input type="checkbox"/> Initial	<input type="checkbox"/> Alternative Ed	<input type="checkbox"/> CTE Final Grade	<input type="checkbox"/> Referrals (Itemized)
<input type="checkbox"/> Last Name	<input type="checkbox"/> Special Education	<input type="checkbox"/> Task Grades %	<input type="checkbox"/> Duty Scores
<input type="checkbox"/> Suffix	<input type="checkbox"/> 504 Plan	<input type="checkbox"/> Program Length	<input type="checkbox"/> MP Grades
<input type="checkbox"/> Address	<input type="checkbox"/> Non Traditional	<input type="checkbox"/> Delivery Method	<input type="checkbox"/> Academic Course Title(s)
<input type="checkbox"/> Phone Numbers	<input type="checkbox"/> Military Guardian	<input type="checkbox"/> Industry Certification	<input type="checkbox"/> Supplemental Course Title(s)
<input type="checkbox"/> Email Address	<input type="checkbox"/> Homeless	<input type="checkbox"/> Total # of Referrals	<input type="checkbox"/> Contacts
<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Disabled/IEP Student	<input type="checkbox"/> # Suspensions	
<input type="checkbox"/> Student Type	<input type="checkbox"/> Primary Disability	<input type="checkbox"/> Attendance Percentage	
<input type="checkbox"/> Gender	<input type="checkbox"/> IEP On-File	<input type="checkbox"/> # Absences	
<input type="checkbox"/> Ethnicity	<input type="checkbox"/> IEP Start Date	<input type="checkbox"/> # Tardies	
<input type="checkbox"/> Birth Date	<input type="checkbox"/> IEP End Date	<input type="checkbox"/> Career Objective	
<input type="checkbox"/> Grade Level	<input type="checkbox"/> Location	<input type="checkbox"/> Career Pathway	
<input type="checkbox"/> Skill Year	<input type="checkbox"/> Sending District - Attending	<input type="checkbox"/> Target Industry Certification	
<input type="checkbox"/> Year of Graduation	<input type="checkbox"/> Sending School - Attending	<input type="checkbox"/> Withdrawal Date (if applicable)	
<input type="checkbox"/> Original Enrollment Date	<input type="checkbox"/> Residing District		
<input type="checkbox"/> Coop Indicator	<input type="checkbox"/> Residing School		
<input type="checkbox"/> Tech Prep Indicator	<input type="checkbox"/> Funding District		
		<input checked="" type="checkbox"/> Check/Uncheck All Fields	

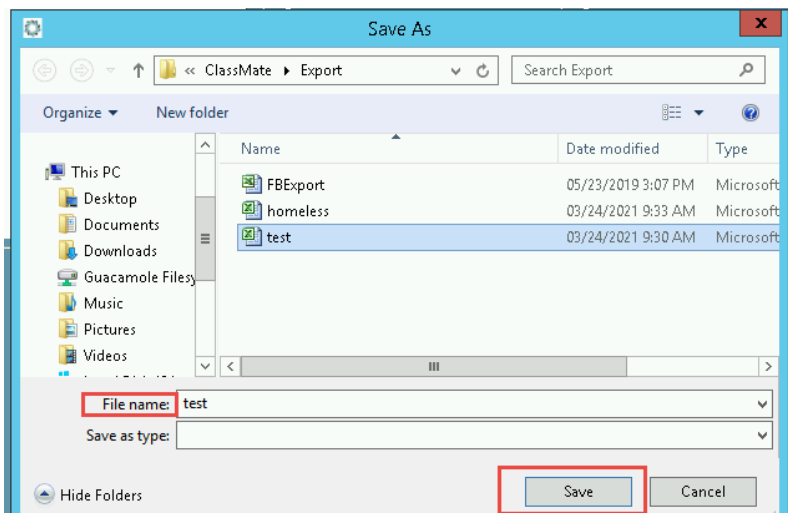


# Data Export Wizard

## Creating Export File

After making all student and data export choices you will want to:

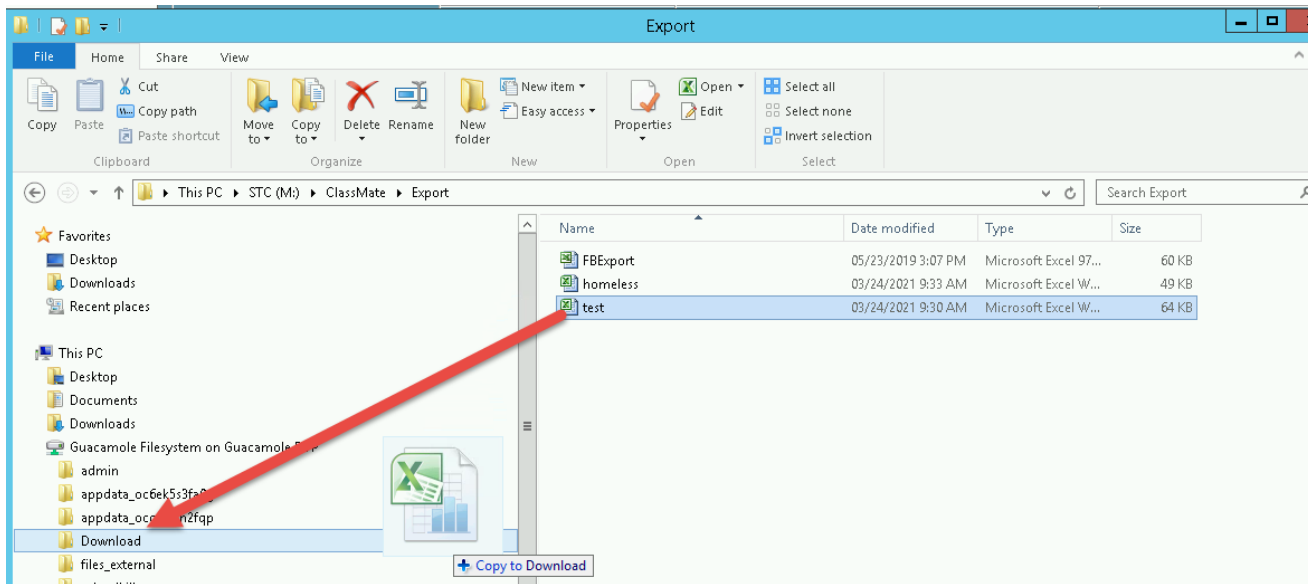
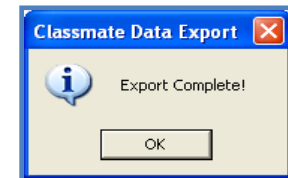
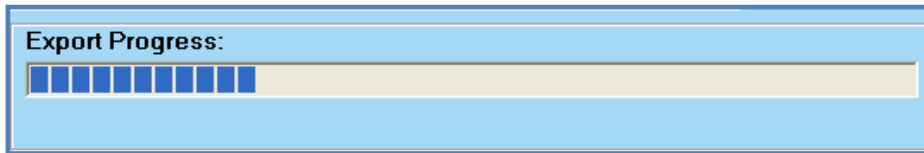
1. Select the grade level(s) to include in your export.
2. Then check the box that says Write Column Headers.
3. Click the Browse button to bring up the Save As Window.
4. When the Save As window appears select where you want to save your file. In the file name box enter a name for your export. Click the Save button to export to M:\ClassMate\Export folder
5. After clicking the Save button you will be returned to the Data Export Wizard module. Click the Go button on the toolbar to begin the export process.





## Creating Export File and Downloading

At the bottom of the Data Export Wizard Module you will see an Export Progress bar that shows the progress of the export. Once the export is complete you will get a Export Complete message. Click Ok.



Once you click OK you are now able to navigate to your M:\ClassMate\Export folder and download the file by opening the G on Guacamole on the File Explorer tree and clicking on the file and dragging and dropping the file ONTO the Download folder. This will automatically download the file to your local drive.

Once downloaded, you can open the file and utilize the data to create charts, graphs, or perform other data analytical functions.

# Data Export Wizard

## Stored Configurations

At the bottom of the Data Export Wizard Module you will see a Stored Configuration window. If the export you are creating is something you will generate again you have the ability to save the export field choices you selected as a Stored Configuration.

This will allow you to return to the Data Export Wizard module again, select the configuration, and create a new file, you will not have to reselect the fields to export.

An example of a Stored Configuration that you may create is using fields: Student ID, District ID, First Name, Initial, Last Name, Free/Reduced Lunch Status, Sending District, and Sending School to create a file for checking Free/Reduced Lunch Statuses with your sending schools.



# Data Export Wizard

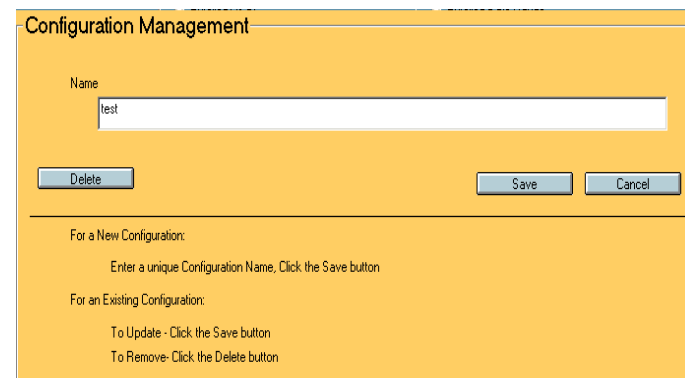
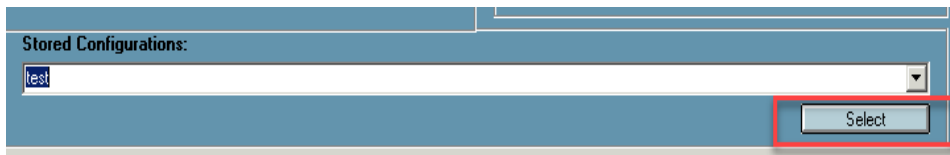
## Stored Configurations

To create a Stored Configuration:

1. Select your Data fields
2. Select your Grade Levels
3. Check the Write Column Headers box if you want headers to appear in your Excel file
4. Click the Browse button to name your file & select a location
5. Under Stored Configurations click the Blue Select button
6. Enter a Name for the Stored Configuration
7. Click the Blue Save Button
8. Click OK when the Configuration Data Saved window appears
9. Click the Go button on the toolbar to begin the export process.

You can then use the drop down under **Stored Configurations** at any time to select and regenerate your data extract selections without having to reselect items to include.

If at any time you no longer need a Stored Configuration you can also select from the drop down and click the Delete button to remove from the drop down entirely.

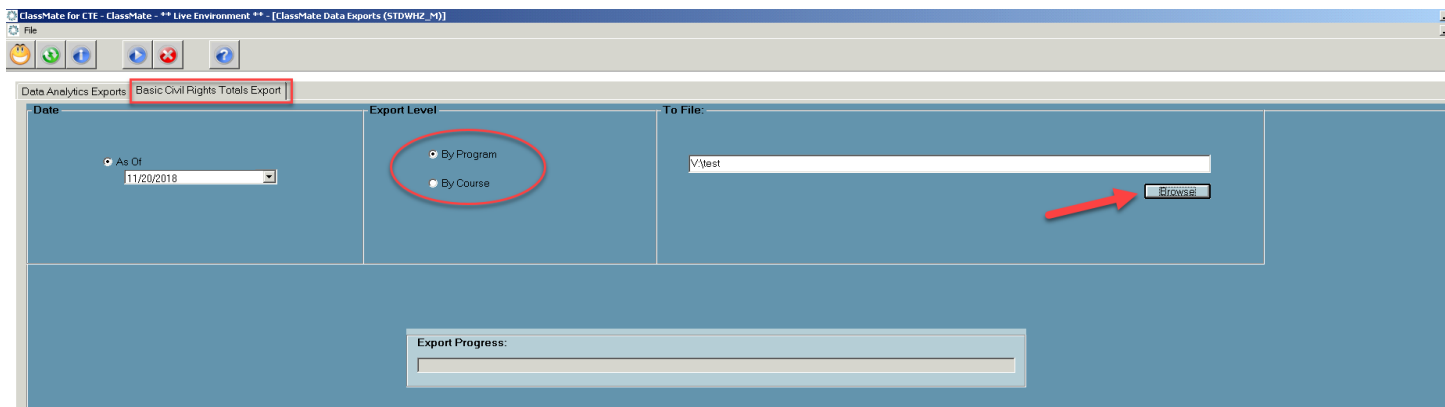


# Data Export Wizard

## Basic Civil Rights Export

This will allow you to export by Program or Course, depending on your selection students Civil Rights totals ONLY.

The actual Civil Rights Data Consolidation module to be used for reporting is found under the State Reporting category – the tab in Data Export Wizard is only for exporting totals for reference.




	A	B	C	D	E	Race							Special Populations							
						F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	Program Name	CIP	Total Students	Male	Female	White	Black	Hispanic	Asian	American Indian/Alaskan Native	Native Hawaiian or Other Pacific Islander	Multi-Racial	Males with IEPs	Females with IEPs	Economically Disadvantaged	Foster	Singel Parents	LEP Students	Migrant Students	
3	Administrative Office Technology	520401	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A
4	Automotive Body Repairer	470603	36	32	4	25	4	6	0	0	1	0	18	1	21	0	0	0	0	N/A
5	Automotive Mechanic	470604	63	60	3	56	2	5	0	0	0	0	17	0	29	0	0	0	0	N/A
6	Bldg/Property Maint/Mgr.	460401	18	17	1	12	6	0	0	0	0	0	13	0	13	0	0	0	0	N/A
7	Carpenter	460004	27	26	1	27	5	4	0	0	1	0	24	0	40	0	0	0	0	N/A

## Field Selection Overview

The table below provides most module names where the selected field data can be viewed. This list is not all inclusive.

Field Name	Module Name
<b>Student ID</b>	Student Master Information
<b>District ID</b>	Student Master Information
<b>State Secure ID</b>	Student Master Information
<b>First Name</b>	Student Master Information
<b>Initial</b>	Student Master Information
<b>Last Name</b>	Student Master Information
<b>Suffix</b>	Student Master Information
<b>Address</b>	Student Master Information
<b>Phone Numbers</b>	Student Master Information
<b>Email Address</b>	Student Master Information
<b>Primary Contact</b>	Student Contact Information
<b>Student Type</b>	Student Master Information
<b>Gender</b>	Student Master Information
<b>Ethnicity</b>	Student Master Information
<b>Birth Date</b>	Student Master Information
<b>Grade Level</b>	Student Master Information
<b>Skill Year</b>	Student Master Information
<b>Year of Graduation</b>	Student Master Information
<b>Original Enrollment Date</b>	Student Master Information
<b>Coop Indicator</b>	Student Master Information
<b>Tech Prep Indicator</b>	Student Master Information
<b>Free/Reduced Lunch Status</b>	Student Special Pop Management
<b>English Language Status</b>	Student Special Pop Management
<b>Disadvantaged</b>	Student Special Pop Management
<b>At Risk</b>	Student Special Pop Management
<b>Alternative Ed</b>	Student Special Pop Management
<b>Special Education</b>	Student Special Pop Management
<b>504 Plan</b>	Student Special Pop Management
<b>Non Traditional</b>	Student Special Pop Management
<b>Military Guardian</b>	Student Master Information
<b>Homeless</b>	PIMS/SIRS Student Information



## Field Selection Overview

Field Name	Module Name
Disabled/IEP Student	Student Special Pop Management
IEP On File	Student Special Pop Management
IEP Start Date	Student Special Pop Management
IEP End Date	Student Special Pop Management
<b>Location</b>	Student Master Information
<b>Sending District – Attending</b>	Student Master Information
<b>Sending School – Attending</b>	Student Master Information
<b>Residing District</b>	Student Master Information
<b>Residing School</b>	Student Master Information
<b>Funding District</b>	Student Master Information
<b>CTE Course Title</b>	Student Scheduling
<b>Session</b>	Student Scheduling
<b>CTE Class ID</b>	Student Scheduling
<b>CTE Instructor</b>	Student Scheduling
<b>CTE Final Grade</b>	Admin Grades by Student
<b>Task Grades %</b>	Pulls data based off # of tasks graded (ex: Admin Tasks Grades by Student & # of tasks in curriculum located in Curriculum Management)
<b>Program Length</b>	Instructional Course Offerings
<b>Delivery Method</b>	Instructional Course Offerings
<b>Industry Certification</b>	Course Cert. Student Completion
<b>Total # of Referrals</b>	Pulls data based off referrals in Discipline Referrals
<b># Suspensions</b>	Pulls data based off Suspensions in Discipline Suspension Information
<b>Attendance Percentage</b>	Pulls data based off Attendance in Attendance by Student
<b># Absences</b>	Pulls data based off Attendance in Attendance by Student
<b># Tardies</b>	Pulls data based off Attendance in Attendance by Student
<b>Career Objective</b>	Student Master Information
<b>Career Pathway</b>	Student Master Information
<b>Target Industry Certification</b>	Student Master Information
<b>Withdrawal Date (if applicable)</b>	Student Scheduling

**\*\*NOTE\*\* Do Not Select All Fields for All Students or the export may fail due to volume limitations.**





## Field Selection Overview

### Multi-Exports

When selecting any of the Multi-Exports you will have 2 files that export to your M:\ClassMate\Export folder

Field Name	Module Name
NOCTI Scores	NOCTI - Administration View
PSSA Scores (PA ONLY)	State/Industry Assessment or PSSA Admin View
Regents Assessments (NY ONLY)	State/Industry Assessment
Miscellaneous Assessments	State/Industry Assessment
Industry Certifications (Itemized)	Course Cert. Student Completion
Referrals (Itemized)	Admin Discipline Referrals & Suspension Information
Duty Scores	Admin Task Grades by Class
MP Grades	Admin Grades by Student
Academic Course Title(s)	Student Scheduling
Supplemental Course Title(s)	Student Scheduling
Contacts	

**\*\*NOTE\*\*** Do Not Select All Fields for All Students or the export may fail due to volume limitations.



# ClassMate

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Questions? Contact us!

*ClassMate HelpDesk*

*855-984-1228*

*[support.classmate.net](http://support.classmate.net)*

