

## **Mass Loading Student Gifted Data by Gifted Type (area)**

Student Gifted Data can be mass-imported in PowerSchool for a selected group of students. Checkboxes for Screening, Assessment, Service and Identification can be mass-checked using the Data Import Manager.

Each student has one gifted record that is current. PowerSchool starting with FY16 does store historical gifted data. As part of the State EMIS EOY process – you can clear this out at the end of the year if you so desire. See Below for what should be cleared from one year to the next.

From EMIS Manual section 2.10:

### **Annual Versus Cumulative Data in the Student Gifted Education (GG) Record**

Only the identification data is cumulative; all other data elements reflect only those activities that took place during the current school year. State policy is that once a student is identified in an area of giftedness, he/she is always identified in that area of giftedness. Therefore, the seven identification “Yes/No” elements and their corresponding date elements should be carried forward from one school year to the next. All other Student Gifted Education (GG) Record elements (screened, assessed, and served) should default to “No” at the start of a school year, regardless of their values during the prior school year.

With the above information being stated – when you go to mass update the current gifted records for your students, if any are already identified and have the identified date – they already have a gifted record or records for that particular area or areas, so you need to be aware of this when importing your data.

\*\* The following information can also be found in the Ohio State Reporting Guide from Pearson.\*\*

### **Legend – Gifted Type Codes**

- A = Visual/Performing Arts
- C = Creative Thinking Ability
- D = Superior Cognitive Ability
- H = Social Studies
- M= Mathematics
- R = Reading
- S = Science

## Identify Students to be Updated

1 To identify the students to update, preselect the students in PowerSchool

## Creating File(s) to Import

2 Do a Quick Export for the selected students and save the file.

Our Example will be to select all grade two students then update them to be screened in Math

With your second graders in your collection – click on special function on the left menu, then Importing & Exporting then Quick Export (You will export out the lastfirst field and make sure you also click export DCID)

## Quick Export

Export the 129 selected students

lastfirst

**Field Delimiter** Tab

**Record Delimiter** CR

"Surround Fields"  Column titles on 1st row

Export DCID

[Fields](#)

3 Determine if any gifted records exist in the Gifted table for selected students for a specific Gifted Type (example is for Reading) (See legend on page one)

From the left menu choose Special Functions, then Importing & Exporting then Data Export Manager

Category choose Database Extensions

Export From choose S\_OH\_STU\_GIFTED\_C (DO NOT CHOOSE - S\_OH\_STU\_GIFTED\_SNAP\_C OR S\_OH\_STU\_GIFTED\_TMP\_C)

Select ALL fields from the STUDENTS.S\_OH\_STU\_GIFTED\_C Table

1. ID
2. StudentsDCID
3. Assessment
4. Identification
5. Identification\_Yr\_Mon
6. Screening
7. Service
8. Type

Select the following field from the STUDENTS Table (scroll down to find that to check)

1. LastFirst

Click 'Next'

Select Columns to Export

The screenshot shows the 'Select Columns to Export' window. At the top, 'Category' is set to 'Database Extensions' and 'Export From' is set to 'S\_OH\_STU\_GIFTED\_C'. Below this, there is a list of columns with checkboxes. The 'STUDENTS' section is expanded, and 'STUDENTS.LastFirst' is selected and circled in red. A 'Next' button is visible at the bottom right.

Column Name	Field Name
<input checked="" type="checkbox"/> STUDENTS.S_OH_STU_GIFTED_C	
<input checked="" type="checkbox"/> ID	
<input checked="" type="checkbox"/> StudentsDCID	
<input checked="" type="checkbox"/> Assessment	
<input checked="" type="checkbox"/> Identification	
<input checked="" type="checkbox"/> Identification_Yr_Mon	
<input checked="" type="checkbox"/> Screening	
<input checked="" type="checkbox"/> Service	
<input checked="" type="checkbox"/> Type	
<input type="checkbox"/> STUDENTS	
<input type="checkbox"/> ID	
<input type="checkbox"/> dcid	
<input type="checkbox"/> STUDENTS.Assessment	S_OH_STU_GIFTED_C.Assessment
<input type="checkbox"/> STUDENTS.Identification	S_OH_STU_GIFTED_C.Identification
<input type="checkbox"/> STUDENTS.Identification_Yr_Mon	S_OH_STU_GIFTED_C.Identification_Yr_Mon
<input type="checkbox"/> STUDENTS.Screening	S_OH_STU_GIFTED_C.Screening
<input type="checkbox"/> STUDENTS.Service	S_OH_STU_GIFTED_C.Service
<input type="checkbox"/> STUDENTS.Type	S_OH_STU_GIFTED_C.Type
<b>Students</b>	
<input checked="" type="checkbox"/> STUDENTS.LastFirst	STUDENTS.LastFirst

## Select/Edit Records from S\_OH\_STU\_GIFTED\_C:

Built In Filters – If the “Use current student selection: X box is checked, uncheck if students have not been preselected. If students have been preselected, leave box checked, if appropriate.

Column Filter – Select Type and enter the Type code value to be updated (see page one for codes)

Select/Edit Records from S\_OH\_STU\_GIFTED\_C

**Built In Filters** ▾

Students to include  Use current student selection: 129

**Column Filters** ▾

Filter by Value +

type = R

Export All Rows  Export Filtered Rows Clear Show Records

**Field Definitions**

Get field definitions for the selected records: Get Data Dictionary Field Definitions

◀ Prev Next ▶

‘Export Filtered Rows’ should be selected

Select ‘Show Records’ – If no records exist, exit the export process and go to Step 11. If records exist, continue to the next Step.

NOTE we had one existing record

Edit All Filtered Records

1 of 136 items

Actions	id	studentsdcid	assessment	identification	identification_yr_mon	screening	service	type
	3010753	5416				true		R

Click ‘Next’

Export Summary and Output Options - Ensure items are identified as noted on screenshot below and click ‘Export’ – Save the file, as it will be needed in a following Step.

Export Summary and Output Options

**Export Summary**

Records to Export: 1

**Export Format**

Export File Name: S\_OH\_STU\_GIFTED\_C\_export.txt

Line Delimiter: CR

Field Delimiter: Tab

Character Set: Windows Ansi

**Export Options**

Include Column Headers:

Surround "field values" in Quotes:

◀ Prev Save Template Export ▶

## Combining the Quick Export file and the Gifted file

4 Open Gifted export file with EXCEL

5 Cut the following column, S\_OH\_STU\_GIFTED\_C.StudentsDCID, select column STUDENTS.LastFirst , right click, and select Insert Cut Cells. The column headings should now appear as follows:

S_OH_STU_GIFTED_C.ID	S_OH_STU_GIFTED_C.Assessment	S_OH_STU_GIFTED_C.Identification	S_OH_STU_GIFTED_C.Identification_Yr_Mon	S_OH_STU_GIFTED_C.Screening	S_OH_STU_GIFTED_C.Service	S_OH_STU_GIFTED_C.Type	S_OH_STU_GIFTED_C.Student sDCID	STUDENTS.LastFirst
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6 Open Quick Export file and copy the data to the EXCEL document in the columns noted in the prior Step.

7 Sort the file using either the student name or DCID to find duplicate student names or DCIDs. If a student has TWO rows either delete the row with no data entered in the S\_OH\_STU\_GIFTED\_C.ID column or simply do not populate the row without data in the S\_OH\_STU\_GIFTED\_C.ID column. Be sure to make sure the S\_OH\_STU\_GIFTED\_C.Type column is also blank. **YOU CAN ONLY HAVE ONE ROW PER S\_OH\_STU\_GIFTED\_C.Type. IF A ROW ALREADY HAS A S\_OH\_STU\_GIFTED\_C.ID, THAT ROW MUST BE UPDATED.** The rows without a S\_OH\_STU\_GIFTED\_C.ID are from the Quick Export file.

(Now is a good time to use some of your excel training – you can use conditional formatting to find and highlight your duplicate records)

H
S_OH_STU_GIFTED_C.StudentsDCID
5416
5416
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8 Populate the columns requiring a checkbox with '1' to denote students were screened and/or assessed and/or identified. If *Identified* is being updated be sure to include the date (YYYYMM), as well.

9 Populate the Type column with the gifted type (again for the purposes of this example, 'R' for Reading was used.) for new rows.

10 Once completed, save file as CSV (comma delimited)(\*.csv) and continue with Step 12.

S_OH_STU_GIFTED_C.ID	S_OH_STU_GIFTED_C.Assessment	S_OH_STU_GIFTED_C.Identification	S_OH_STU_GIFTED_C.Identification_Yr_Mon	S_OH_STU_GIFTED_C.Screening	S_OH_STU_GIFTED_C.Service	S_OH_STU_GIFTED_C.Type	S_OH_STU_GIFTED_C.Student sDCID
				1		R	2992
				1		R	3953
2774098		1	201503		1	R	6341
							6341
				1		R	6274
				1		R	5958
				1		R	6350
				1		R	5903
				1		R	5906

Existing Record

Duplicate Row - Leave Blank

11 If the Gifted table export did not produce any gifted records for the gifted type = R, follow these steps:

Open Quick Export file in EXCEL or copy the text file data to an EXCEL worksheet.

Rename column header, STUDENTS.DCID with S\_OH\_STU\_GIFTED\_C.ID

Add the following column headers:

S\_OH\_STU\_GIFTED\_C.Assessment

S\_OH\_STU\_GIFTED\_C.Identification

S\_OH\_STU\_GIFTED\_C.Identification\_Yr\_Mon

S\_OH\_STU\_GIFTED\_C.Screening

S\_OH\_STU\_GIFTED\_C.Service

S\_OH\_STU\_GIFTED\_C.Type

Populate the columns requiring a checkbox with '1' to denote students were screened and/or assessed and/or identified. If *Identified* is being updated be sure to include the date (YYYYMM), as well.

Populate the Type column with the gifted type (again for the purposes of this example, 'R' for Reading was used.)

S_OH_STU_GIFTED_C.ID	S_OH_STU_GIFTED_C.Assessment	S_OH_STU_GIFTED_C.Identification	S_OH_STU_GIFTED_C.Identification_Yr_Mon	S_OH_STU_GIFTED_C.Screening	S_OH_STU_GIFTED_C.Service	S_OH_STU_GIFTED_C.Type	S_OH_STU_GIFTED_C.DCID
	1			1		R	5902
				1		R	6334
				1		R	8705
	1	1	201610	1		R	6402
	1			1		R	5955
	1			1		R	5956
	1			1		R	12282
	1			1		R	10763
	1			1		R	5957
				1		R	6812
				1		R	11417
				1		R	6337
				1		R	10604

Once completed, save file as *CSV (comma delimited)(\* .csv)* and continue with Step 12.

## Importing the .CSV file – Updating Current Year Student Gifted Records

12 Click on special function on the left menu, then Importing & Exporting then Data Import Manager

13 Select Source and Target

Source: Browse for the CSV file to be imported

Import Into: S\_OH\_STU\_GIFTED\_C

Field Delimiter: Comma

Character Set: Windows Ansi

### Data Import Manager

#### Select Source and Target

Source:  GG\_Screening\_Test\_Import.csv

Import Into: S\_OH\_STU\_GIFTED\_C

Field Delimiter: Comma Character Set: Windows Ansi

14 Click 'Next'

15 Verify mapping – LastFirst will be blank (not shown in screenshot)

#### Map Columns

Import File Column	PowerSchool Field
S_OH_STU_GIFTED_C.ID	S_OH_STU_GIFTED_C.ID
S_OH_STU_GIFTED_C.Assessment	S_OH_STU_GIFTED_C.Assessment
S_OH_STU_GIFTED_C.Identification	S_OH_STU_GIFTED_C.Identification
S_OH_STU_GIFTED_C.Identification_Yr_Mon	S_OH_STU_GIFTED_C.Identification_Yr_Mon
S_OH_STU_GIFTED_C.Screening	S_OH_STU_GIFTED_C.Screening
S_OH_STU_GIFTED_C.Service	S_OH_STU_GIFTED_C.Service
S_OH_STU_GIFTED_C.Type	S_OH_STU_GIFTED_C.Type
S_OH_STU_GIFTED_C.StudentsDCID	S_OH_STU_GIFTED_C.StudentsDCID

16. Click 'Next'

17. Select Options – Select as noted on the Screenshot below and click 'Import'. (Refresh screen to see import results)

#### Select Options

Check to exclude the first row (contains headers).

If a record in the import file matches an existing record in the database, how would you like that record processed?

Do not process record

Update existing record

Check to confirm that records should be deleted if blank rows exist in the import file. All columns in a table must be present in the import file.

18. Verify the import populated the current year records.