

This document is intended to be a guide for those districts in South Dakota using the full DDNCampus product.

The South Dakota Legislature enacted Senate Bill 16 in 2002. This bill directs all public school district to provide to the Board of Regents by November 1 of each year, a mailing list of students in grades 7-12. The sole use of these addresses is for mailing college preparation information. (www.sdcollegeprep.info).

For those districts using DDNCampus this document explains the step by step process for exporting the requested data from DDNCampus via the Data Export Wizard.

If you have questions regarding the SDCollegePrep project please email submit@sdcollegeprep.info or call 605-773-3455.

If you have questions regarding the use of DDNCampus and the Data Export Wizard please contact one of the two authorized Campus Support Contacts within your district and they can direct your questions to Campus Support.

Process

The following steps will be detailed in the body of this document:

1. Navigating to the Data Export Wizard;
2. Creating the export template;
3. Exporting the data in a tab delimited format; and
4. Review and manipulation in Excel.

Special Notes for DDNCampus Users

There are a couple of items that will need to be reviewed prior to exporting the information to ensure the proper data is provided to the Board of Regents.

1. The SIMS ID is going to be pulled from the enrollment.student_num column which is used as the student number in DDNCampus. Most districts have converted over to using the SIMS ID / SIMS Number as the student number. If this has not been done, please contact support@infinitecampus.com to have these numbers automatically converted.
2. The DEW selection criteria treats grade levels as alpha characters (has to support KG, PK, etc.) and as such does not allow a range of grade levels to be chosen in the same export. Therefore the export template created will be run for each grade level requested by the Board of Regents for grades 07-12.

Data Required

The following data elements are required for submission:

1. SIMS ID Number
2. First Name
3. Middle Initial
4. Last Name
5. Address Line 1

6. Address Line 2
7. City
8. State
9. Zip
10. Current Grade Level

The BOR has adopted the same definitions for these data elements as set by the SD Department of Education.

These can be submitted in either Excel or as a .txt file in either a comma or tab delimited format.

It is recommended that the information is exported from the Data Export Wizard (DEW) as a **tab delimited** text file.

E-mail completed Excel files to the SD Board of Regents, submit@sdcollegeprep.info.

Window
Information
Gathering Information


1. From the **Index**, expand the **AdHoc Reporting** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Select the **Filter Designer** tool within the **AdHoc Reporting** folder.
3. Before beginning this process, verify mailing address information and flags are marked appropriately so that the correct information displays.

Selecting Data Elements


1. In the **Create New Filter** section, select the first option, *Create a new filter using the Query Wizard*.
2. Under **Filter Data Type**, select the first option of *Student*.
3. Click the **Next** button. This will display an **AdHoc Query Wizard** screen where data elements are selected.
4. Enter a name for this query that will easily explain why it is needed. This makes it easier when selecting the query for export.
5. Select the following elements from the list of options:

Demographics:

student.studentNumber
student.firstName
student.middleName
student.lastName

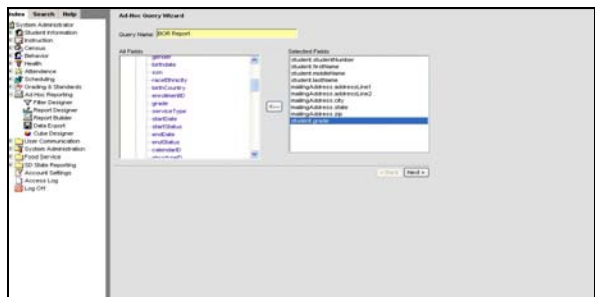
Census:

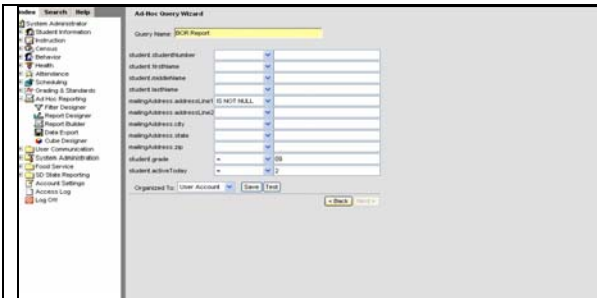
mailingAddress.addressLine1
mailingAddress.addressLine2
mailingAddress.city
mailingAddress.state
mailingAddress.zip

Demographics:

student.grade
student.activeToday

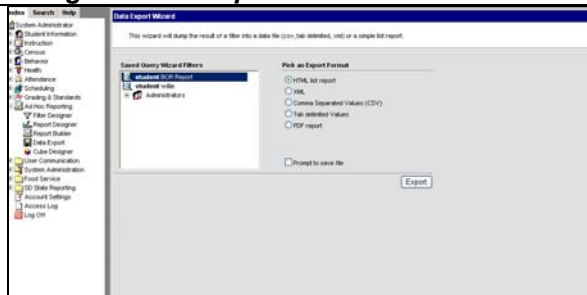
6. Click the **Next** button. The next screen allows the filtering of data to only pull certain objects.





7. For the selection of *mailingAddress.addressLine 1*, select from the dropdown list the **IS NOT NULL** option. This will eliminate any students from the list that have no mailing address in the system.
8. For the *student.grade* option, select the equal sign from the dropdown list. In the field to the right of that, enter the grade level of the students to be returned on the report. This is the value that will be changed for each grade level that needs to be exported.
9. For the *student.activeToday* option, select the equal option from the dropdown list and enter a *1* in the field to the right. This means the student must be currently enrolled.
10. Click the **Save** button. This saves the data elements so that it can be retrieved quickly. There is also an option to test the settings of the data to verify that information will be returned. Once the report is saved, it will be available for edit on the main screen of the Filter Designer.

Using the Data Export Wizard



1. From the **Index**, expand the **AdHoc Reporting** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
2. Select the **Data Export** tool within the **AdHoc Reporting** folder.
3. Select the saved BOR report query wizard by highlighting it in the Saved list of queries.
4. Select the **Comma Delimited (CSV)** option for the **Export Format**.
5. Click the **Export** button. The data will appear in an excel spreadsheet.

To verify information before exporting the report to the spreadsheet, select the HTML export format. This will allow for a quick review of the data.

- Review is the student count at the top of the window. This number should closely match or be exact to the total number of students enrolled in to the returned grade level.
- Review a sample of the results against data to ensure the address information is displaying correctly for the selected students.

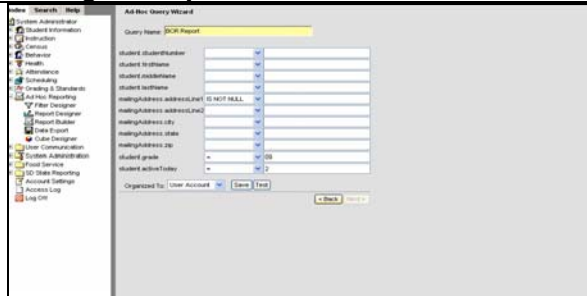
Working in Excel

student	studentNumber	student middleName	mailingAddress addressLine2	mailingAdt	student	gr	student	activeToday
24277315								
23489264								
23489264								
23489466								
24619295								
26173406								
22977466								
26524326								
42462125								
26164273								
26091142								
26171865								
27962666								
25232666								
26541547								
25232666								
26203666								
21920218								
22123418								
24463114								
22156249								
24663609								
23066651								
23066651								
26462211								
44427348								
47893740								
31393441								
20671905								
20671905								
50103503								
23000006								
23084003								
21622626								
23697000								

Click the Save button and select the location for the file so it will be easy to find. It is recommended that the naming of the file include District Name, District Number and the Grade Level that has been exported. Also, it is recommended that the extension be changed from the default of .tab to .txt so it can easily be opened in Excel.

If using Excel, opening the file from within Excel will automatically start the Text Import Wizard. Make sure that when opening the file the student_num column is identified as a text column otherwise the leading “0” will be lost as Excel defaults it to numeric or General which means it assumes it’s numeric.

When done, save the work and close the spreadsheet.

Editing the Report for Other Grade Levels


Select the saved report again from the Filter Designer area and click the **Edit** button. Continue to the filter criteria screen and modify the grade level listed.

The reports for each grade level can be saved as separate reports simply by clicking the Save Report button after making the grade level changes.