Galileo® K-12 Online

Information About:
Galileo® Data Importation (GDI) Program

Introduction

These instructions will guide you through the process of submitting your data to ATI for upload into the Galileo® database under the Galileo® Data Importation (GDI) program. Once your district's initial data is submitted to ATI, allow two business days for data verification. Data verification involves checking for inclusion of all required elements and ensuring that all data is in acceptable format.

- If problems are encountered during verification, you will be notified so corrections can be made and the data resubmitted.
- Once the file(s) pass verification, allow five business days for processing and quality assurance (QA) prior to release of your data.
- Updates to your Galileo® enrollment data may be submitted on a monthly basis
  - Districts requiring faster turnaround or more than monthly updates to their Galileo® student data may be eligible for No-Evaluation Importation (see page 10 for more information)

Prior to program year setup, ATI staff will work with you to set a standard for your data. This standard will help streamline the data importation process and shorten the timeline between data submission and data release for district use during subsequent uploads.

The *Data Upload Planner* (see page 7) will contain any information related to your importation. The *Data Upload Planner* will also generate emails when the status of your district's upload changes.

1. **The steps to submit your data for importation are:**
   - District/charter school personnel prepare the data for import. Galileo® K-12 Online is capable of accepting data exported from any student information system (SIS) database that can export to a delimited text file. Simply use your SIS product's export feature to create the file containing records of the student's demographic information and enrollment. *See page 2 for guidelines to follow when preparing the export file. Page 5 contains additional important points to consider when creating data for importation into the Galileo® database.*

   - Login to Galileo® and complete the *Data Upload Planner*. The *Data Upload Planner* is a feature of Galileo® K-12 Online that enables districts/charter schools to send data to ATI and indicate the date

all district data will be submitted to ATI. This will notify ATI of your desired import, and you may then use the *Data Upload Planner* to check the status of your importation as it progresses. Atop the upload planner page is the "Email Notification List" which can be used to control who receives emails regarding updates to the data upload plan. *See page 7 for instructions on how to use the Data Upload Planner.*

Guidelines for Preparing Galileo® Online Import Files

All files should be submitted in field-delimited or Microsoft Excel format with no text delimiters. Below is a description of the supported data record formats. Refer to footnotes for important information about optional fields.

Element	Data Type (Field Length)	Required	Description
Student Information Section: This section provides the personal, user and demographic information for a student			
StudentID	String (4-25)	Yes	Unique identifier for the student.
StateID	String (1-50)	Yes	State-unique student identifier (e.g., Arizona SAIS ID)
StudentFirstName	String (1-40)	Yes	First Name
StudentLastName	String (2-40)	Yes	Last Name
BirthDate	Date	Yes	Birth Date in a valid format (mm/dd/yy or mm/dd/yyyy)
Ethnicity	String (1-40)	Recommended[1]	Student's Ethnicity
GradeLevel	String (1-2)	Yes	Student's Grade
Gender	String (1-6)	Yes	Student's Gender
PrimaryLanguage	String (1-40)	Recommended[1]	The primary language spoken by the student
SpecialEducation	String (1-40)	Recommended[1]	Special Ed. Status
TitleI	String (1-40)	Recommended[1]	Title 1 status
EnglishLanguage Proficiency	String (1-40)	Recommended[1]	Student's proficiency with English
StudentUsername	String (4-40)	Optional[2]	Desired Username for the student user account in Galileo associated with this action
StudentPassword	String (6-30)	Optional[2]	Desired Password for the student user account in Galileo associated with this action

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Element	Data Type (Field Length)	Required	Description
Enrollment Information Section: Contains enrollment information for a student. There must be enrollment information for at least one class. A new line should be generated for each additional class in which the student is enrolled or for each class from which the student should be dropped. That line should repeat the student demographic information.			
SchoolID	String (2-25)	Yes	Unique Identifier for the student's school
SchoolName	String (1-40)	Yes	Name of the school
TermCode	String (1-12)	Yes	Identifier for the term of year this enrollment falls within (e.g. YR, Fall, or Q1)
CourseCode	String (1-25)	Yes	Unique Identifier for the course in which students are enrolled - classes are grouped by a shared CourseCode (e.g. Algebra 2, 1st Period with Smith and Algebra 2, 3rd Period with Jones have CourseCode MA1222) For elementary schools the CourseCode is typically the grade level
CourseName	String (3-30)	Yes	Name of the Course – in the above example, "Algebra 2" would be the CourseName
CourseGradeLevel	String (1-40)	Yes	Grade level specification for Course - multiple grade levels are separated with a pipe ("|")
SectionID	String (3-25)	Yes	Unique Identifier for the class section in which the student is enrolled - in some Student Information Systems section ID or class ID may be used for this purpose
EnrollmentAction	String (1)	Yes	Indicates if student should be enrolled in the designated class (value = 0) or dropped (Value = 1)
DateEnrolled	Date	Optional	Enrollment date in a valid format (mm/dd/yy or mm/dd/yyyy) - if not specified, date of the import will be used
DateDropped	Date	Optional	Drop date in a valid format (mm/dd/yy or mm/dd/yyyy) - if not specified, date of the import will be used
TeacherID	String (1-40)	Yes	Unique identifier for the teacher associated with this enrollment action – required if submitting any teacher information
TeacherFirstName	String (1-30)	Yes[3]	First name for the teacher associated with this enrollment action
TeacherLastName	String (2-30)	Yes[3]	Last name for the teacher associated with this enrollment action
TeacherEmail	String (1-40)	Yes[3]	Teacher's email that will appear in the Student Center
TeacherUserName	String (4-40)	Yes[3]	Desired Username for the class level user account in Galileo associated with this action
TeacherPassword	String (6-30)	Yes[3]	Desired Galileo password for the above class level user

[1] Required to filter Galileo reports based on this demographic information.

[2] Required to auto-generate Galileo student user accounts within the system.

[3] Required to auto-generate Galileo class-level user accounts, associate accounts with the appropriate classes and facilitate self-service password recovery.

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1. Sample:

We have created a recommended formatting setup that districts can choose to utilize in order to enable faster turn-around time on their upload. This is **not** required, and as long as the fields are all received properly we can still work to upload your file as quickly as possible. It is important to note that any optional or recommended fields, listed on page 2 and page 3 of this document, can be omitted from this format but the column itself must still remain intact and blank. For example, the student password field is not required and can be left blank, but the existence of a blank column 12 is important to enable the faster processing time. On the same note, any extra extended optional fields that may need to be included in this file need only be placed at the far right side of the excel sheet, in columns 29 – 40. A header column for these extended fields is strongly recommended. Column 29 is left blank intentionally, for ATI's purposes. Here is the formatting example:

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Student ID	State ID	First Name	Last Name	Birthdate	Ethnicity	Student Gr	Gender	Primary La	SPED	Username	Password	School ID	School Name
123456	26237831	Jerry	Russell	########	African Am	10	M	English	1	Jerry16594	165947JR	1	Galileo Institute
123457	26882024	Gyasi	Barnwell	12/2/2000	White	10	F	Spanish	0	Gyasi16412	164126GB	1	Galileo Institute
123458	37998899	Brendan	Lacanette	5/14/2001	Hispanic	10	M	English	0	Brendan16	164855BL	1	Galileo Institute
123454	26162522	Mike	Malin	8/2/2001	Native Am	10	M	English	1	Mike17167	171677MM	1	Galileo Institute
123433	28832645	Paisely	Smith	9/10/2002	White	8	F	English	0	Paisely169	169655PS	1	Galileo Institute
122111	28334781	Christine	Salamante:	########	White	8	F	English	0	Christine16	169520CS	1	Galileo Institute
124111	26164540	Anthony	Gonzales	7/26/2001	Hispanic	9	M	Spanish	0	Anthony16	166094AG	1	Galileo Institute

Continued:

15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Term Code	Course Coc	Course Nar	Course Gra	Section ID	Add/Drop	Enter Date	Leave Date	Teacher ID	Staff F Nan	Staff L Nan	Staff Usern	Staff Password		Title 1
YR	3002	English 2	9	4003	0	6/6/2016		1689	Jeff	Nowbath	Jeff.Nowba	swordfish		1
YR	3002	English 2	9	33	0	6/6/2016		3610	Kendrick	Alpachio	Kendrick.A	reaper1		0
YR	4010	Algebra 2	9	4019	0	6/13/2016		1876	Lindsey	Rhoades	Lindsey.Rh	cherrios74		0
YR	4009	Algebra 2	9	2010	0	6/6/2016		3221	Miranda	Robertson	Miranda.R	dwarvesrule		0
S1	3036	Reading 1	9	11	1	6/6/2016	6/23/2016	4168	Julie	Topkek	Julie.Topke	waterpark10		1
S1	3036	Reading 1	9	4	1	6/6/2016	6/23/2016	1892	Christy	Farley	Christy.Far	123openup123		1
S2	4531	Biology 1	9	4033	1	6/13/2016	6/23/2016	3366	Stephen	Newman	Stephen.N	lookinside!		

We've also included this same formatting in text form, which can be copied and pasted to an excel document or opened as a CSV for easier viewing:

Student ID,State ID,First Name,Last Name,Birthdate,Ethnicity,Student Grade,Gender,Primary Language,SPED,Username,Password,School ID,School Name,Term Code,Course Code,Course Name,Course Grade,Section ID,Add/Drop,Enter Date,Leave Date,Teacher ID,Staff F Name,Staff L Name,Staff Username,Staff Password,,Title 1
123456,262344331,Jerry,Russell,11/30/2000,African American,10,M,English,1,Jerry165947,165947JR,070514205,Galileo Institute,YR,3002,English 2,9,4003,0,06/06/2016,,1689,Jeff,Nowbath,Jeff.Nowbath,swordfish,,1
123457,2632423,Gyasi,Barnwell,12/02/2000,White,10,F,Spanish,0,Gyasi164126,164126GB,070514205,Galileo Institute,YR,3002,English 2,9,33,0,06/06/2016,,3610,Kendrick,Alpachio,Kendrick.Alpachio,reaper1,,0

NOTE: If your SIS does not export some of these fields, such as Primary Language or Enter/Leave Dates, the column must still exist in order to utilize this faster loading process. If one is missing, please add a column with "Insert" in your spreadsheet to ensure that all columns match and align with the example provided.

2. Initial vs. Subsequent Uploads:

- **Initial Uploads**

Initial uploads are intended to complete the setup of the site and to perform initial entry/enrollment of students. The file should include all classes, all associated teachers, and any required information to set up class-level usernames and passwords if desired. All desired demographic data *should* be included, but may be added later in a separate file or in subsequent upload. *Students and classes should not be entered by hand prior to this phase.*

- **Subsequent Uploads**

Subsequent uploads may be used to add, drop, and edit student records. Any information included in these files will update the class information already online and may add courses to new terms (e.g., spring semester). It is recommended that only changes to student data that have occurred since the last upload be submitted at this time. Any desired class level changes (e.g., assigning a different teacher to a SectionID) may be effected during subsequent upload as well. Note that subsequent uploads cannot be used to "replace" the data currently in Galileo®.

Important Points to Consider

1. Be sure to include **all** required elements in your export (see table beginning on page 2).

2. When sending import files that contain add and drop records, it is important to consider that these files are loaded separately. By default the add records are loaded first, followed by the drop records. You may request that the drop records be loaded prior to the add records in the *Data Upload Planner* comment box.

3. Student demographic information in addition to the optional elements listed on page 2 may be imported from the district SIS, once the appropriate field has been added to the desired student form.

4. Elements listed as 'optional' in the table on page 2 are optional *within the Galileo® database.* Refer to table footnotes to understand the impact of not including each optional element in your import.
   - If not included, certain demographic information may be imported at a later date. Contact ATI for further information if you wish to provide this information separately.

5. A CourseCode may only have one CourseName; however, a CourseName *may* be used for more than one CourseCode.

6. Certain fields must contain unique values within the district. These are:
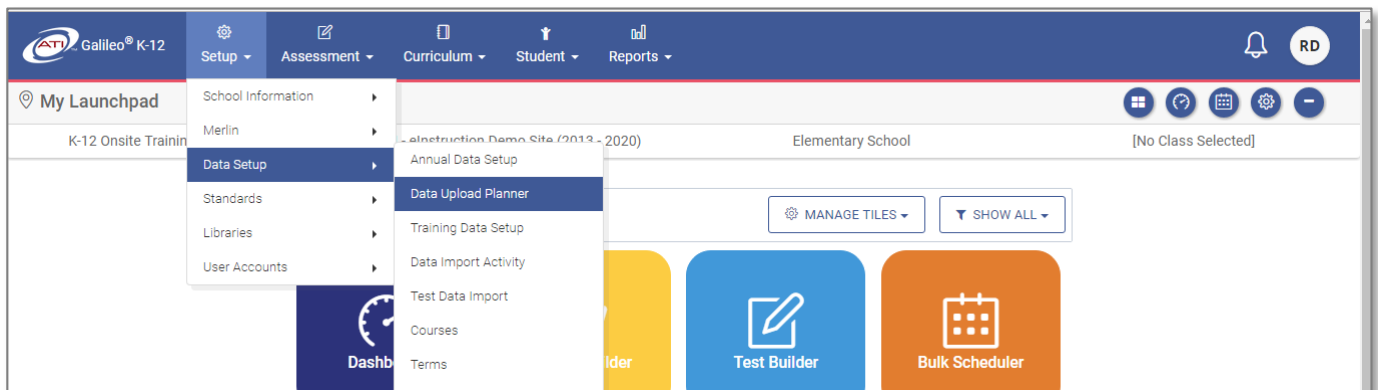
- SchoolID
- CourseCode
- SectionID
- StudentID
- Student UserName (see item 6)
- TeacherID
- Teacher UserName (see item 6)

7. TeacherUserName and StudentUsername are two fields which must be unique *within the entire Galileo® system*. One way to ensure unique values is to use the TeacherEmail as the UserName. Other elements may also be combined (e.g., TeacherUserName = TeacherID + TeacherLastName). Passwords may be generated using a similar technique.
   - If a duplicate TeacherUserName is encountered during upload, the requested UserName will be appended in one-up numerical fashion (e.g., JJones would be JJones1)
   - If a duplicate StudentUserName is encountered, the following rules are used:
     o For alphabetic UserNames (e.g., JJones) the TeacherUserName rule is applied
     o For numeric UserNames, the StudentLastName is appended to the requested UserName

8. Adhere to the following rules when creating passwords for your users:
   - Must be at least six characters.
   - Cannot match the UserName.
   - Cannot match the user's first or last name.
   - Cannot contain the characters ', --, *, #, or %.
   - Cannot be the word "password."
   - Choose a password that contains a mixture of letters and numbers.

9. The TeacherPassword may be uploaded using the same value as TeacherUserName, only if the TeacherUsername is an actual email address. This will require teachers to change their password upon first login to Galileo® K-12 Online, allowing teachers to create a familiar password.

10. A class section (SectionID) should be thought of as a unique set of students, meeting with a particular teacher, at a set time, to cover a specific subject.

11. Individual StudentIDs must be the same between *Program Years* for assessment data to remain associated with the student record. If StudentIDs are changed in your SIS, please contact ATI for assistance.

12. If the SectionID within a district SIS is not unique district-wide, it may meet uniqueness requirements for Galileo® K-12 Online by using a combination of the elements SectionID and CourseCode and/or SchoolCode.

13. Use of teacher-related information (e.g. FirstName, LastName, or TeacherID) in the SectionID field is prohibited – this will result in class duplication if any changes are made in the name field, or if teacher associations are changed during the *Program Year*.

14. Districts are encouraged to simplify administration by effecting data changes through the importation process, rather than had-entering changes into Galileo® K-12 Online. Hand-entered changes in Galileo® must also be entered into the SIS prior to submitting subsequent upload data or they will be reversed during the upload process.

15. Class sections, teachers, students, and courses that are entered manually require an associated ID that will be used consistently. Manual entries with missing or incorrect IDs will cause duplications when data is uploaded.

16. The use of "all caps" data in name fields (e.g., student, teacher, or course) is discouraged.

17. New upload data should not be submitted while another upload is being processed by ATI. Any new data submissions will be delayed until current upload is complete unless the District informs ATI staff that the new data is to correct/replace a current upload.

18. *Data Upload Planner* entries are in reverse chronological order (most recent entries showing first in the list). All comments are marked with staff name and date of entry.

Using the Data Upload Planner

1. Sign in to Galileo® K-12 Online using your current username/password.

2. When you first log in, click on the "*Setup*" drop-down in the blue menu bar at the top of the page.

3. Hover over "*Data Setup*" and click on "*Data Upload Planner*"

4. Select "*Create a New Plan.*"

5. On the Active Uploads tab, New Upload section, enter the planned file submit date.

6. Fill in the blanks for the number of schools, classes, teachers and students to be included in this upload. This is the *total* number, not an individual number for each school or class.

# of schools:	1	# of classes:	3	# of teachers:	4	# of students:	5

NOTE: These fields do not *have* to be accurate, and are more of a way of us performing an extra check for you to ensure data matches what you intended. If you are confident in your data and do not wish to count these elements, feel free to include "0" for each field.

7. Use the Upload File(s) portion of the page to submit files to ATI. Click the "*Select*" button to browse for the file. Click the "*Add*" button to submit multiple files. Click the checkbox next to the file and click "*Delete*" to remove a selected file. Alternatively, click the "*Remove*" button to remove one file at a time.
    *   There is a five file limit per transfer. If more than five are required please zip the files into one folder and submit that or submit five files and submit the remainder, at most five at a time, using the *Data Upload Planner* after selecting "*Save Upload Plan.*"
    *   There is a 100MB limit per transfer. Please zip any files that exceed 100MB. If more than one file totals more than 100MB, please complete multiple transfers that do not exceed 100MB.

Upload File(s)

| ☐ | [   ] | Select | ×Remove |

Add   Delete

8. Enter any comments about the upload in the text area.

Save New Upload Plan

9. Click the "*Save Upload Plan*" button. This will save the upload plan, generate a status email for ATI, and submit any files that were selected.

10. At any time during your upload verification/processing, simply sign back into the *Data Upload Planner* to see the current status as well as any comments entered by ATI staff. Remember, emails will also be generated when information is added to your *Data Upload Planner*.

Comprehensive File with AutoDrop

ATI has released a new feature to work with the upload process called "*Comprehensive file with Autodrop*". The "*Comprehensive file with Autodrop*" feature can be used to replace the current enrollment in Galileo® Online K-12 with the most up-to-date enrollment. There are a few things you want to make sure of before enabling this setting in the *Data Upload Planner*.

1. The data must follow the required format of the regular upload files.
2. The data must be of full enrollment. I.e.; All current students should be in the file.
3. Students not listed in the file will be removed from any classes they were once in.
4. It is not necessary to include dropped students, since they will be removed automatically.
5. To enable, click the checkbox next to the *Planned File Submit Date* illustrated below.

No-Evaluation Importation

Districts desiring frequent data updates may be eligible for No-Evaluation Importation (NEI). Under NEI, data may be submitted as often as daily. Updates may be entered into Galileo® K-12 Online within 24 hours of receipt. To be eligible for NEI, data provided must meet the following requirements in addition to those listed above:

- Three full QA checks must be passed at the beginning of each program year:
    - One additional QA check will be passed at all term changes within a program year.
    - QA must be passed without any file manipulation or resubmission.
- The district will perform all necessary changes to any file prior to submitting to ATI.
- Data submitted will contain only enrollment changes that have occurred since the last file submission – this requirement is due to the increased amount of time required to process a full enrollment file.
    - Districts desiring NEI but unable to meet this requirement may still be eligible to update on a weekly basis, with a 36-hour turnaround.

Important Points for Districts Participating in Instructional Effectiveness Initiatives

Many districts will be using Galileo® K-12 Online to support local implementation of educator effectiveness initiatives, also known as instructional effectiveness (IE). The common themes undergirding IE initiatives are ensuring that:

1. All students have effective teachers in the classroom and effective leaders in their schools;

2. All teachers and school leaders have access to high-quality professional development, best practices, and standards-based, data-driven systems to promote effective, systemic decision-making leading to increased student mastery of standards; and

3. Local effectiveness initiatives have clear expectations and are supported by multiple, fair, transparent, timely, rigorous, reliable and valid methods of assessing student, teacher, and principal performance.

Districts participating in IE initiatives will want to consider some additional factors in providing GDI files. These recommendations include:

1. Ensure classes for **all** teachers and subjects being evaluated are included in the file(s).
    - Prior to IE initiatives, many districts were providing core subjects (mathematics, English language arts, and science). IE initiatives may require the addition of non-core subjects (e.g. history, arts, and physical education).

- Assistance ensuring all necessary courses are included will be provided by ATI Field Services Coordinators and IE Assessment Coordinators.
- Ensuring email addresses of the appropriate district assessment staff are entered into the district's *Data Upload Planner* (see page 7) will also aid communication in this process. Assessment staff emails should be entered in addition to district technical staff already entered.

2. Ensure rosters are accurate throughout the year. This can be accomplished most effectively through No-Evaluation Importation (see page 9).
   - Accurate rosters will allow district staff to run IE- and intervention-related reports (e.g. *Categorical Growth*, *Intervention Alert*, etc.) to measure progress throughout the program year.

3. To further ensure reporting accuracy, a tool is being added to Galileo® K-12 Online allowing districts to remove specific students from IE reports for a particular teacher. Students will be left on the teacher's class roster, but be excluded from reporting. This tool will be most effective when a student is enrolled with a particular teacher but is taught one or more specific subjects by a different teacher.

4. Complete population of **all** demographic fields that may be used for IE report filtering should be kept accurate through GDI throughout the year. In the event that it is not, this will need to be done prior to delivery of IE posttests in the spring. Importation of this data may be accomplished through a non-enrollment import. Contact ATI for more information about non-enrollment importation.

5. Ensure teacher and student IDs are kept consistent within all files and duplication risks have been addressed effectively.

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