

K-12 Data Importation Instructions

These instructions will guide you through the process of submitting your data to ATI for upload into the Galileo database. 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 re-submitted.
- Once the file(s) pass verification, allow five business days for processing and QA prior to release of your data.
- Updates to your Galileo enrollment data may be submitted on a monthly basis
 - Districts requiring faster turn-around or more than monthly updates to their Galileo student data may be eligible for No-Eval Importation (see page 7 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 6) 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.

The steps to submit your data for importation are:

1. **District/Charter School personnel prepares the data for import.** Galileo 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 4 contains additional important points to consider when creating data for importation into the Galileo database.*
2. **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. *See page 6 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
StudentID	String (4-25)	Yes	Unique identifier for the student.
Student Demographic Information Section:			
<i>This section provides the demographic information for a student.</i>			
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)	Optional ¹	Student's Ethnicity
GradeLevel	String (1-2)	Yes	Student's Grade
Gender	String (1-6)	Yes	Student's Gender
PrimaryLanguage	String (1-40)	Optional ¹	The primary language spoken by the student
SpecialEducation	String (1-40)	Optional ¹	Special Ed. Status
TitleI	String (1-40)	Optional ¹	Title 1 status
EnglishLanguage Proficiency	String (1-40)	Optional 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 (6-20)	Optional ²	Desired Password for the student user account in Galileo associated with this action
Element	Data Type (Field Length)	Required	Description
Enrollment Information Section: <i>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.</i>			
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, 3 rd Period with Jones have CourseCode MA1222) <i>For elementary schools the CourseCode is typically the grade level</i>
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)	Optional ³	Unique identifier for the teacher associated with this enrollment action - <i>required if submitting any teacher information</i>

Element	Data Type (Field Length)	Required	Description
TeacherFirstName	String (1-30)	Optional ³	First name for the teacher associated with this enrollment action
TeacherLastName	String (2-30)	Optional ³	Last name for the teacher associated with this enrollment action
TeacherEmail	String (1-40)	Optional	Teacher's email that will appear in the Student Center
TeacherUserName	String (4-40)	Optional ³	Desired Username for the class level user account in Galileo associated with this action
TeacherPassword	String (6-20)	Optional 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 and associate accounts with the appropriate classes.

Samples:

These two samples show what a file may look like with either single- or multiple-enrolled students. As with any delimited file, one line consists of a single record (or header row) – line breaks have been added to these samples to fit this document's format.

For a student with one enrollment:

StudentID,StateID,FirstName,LastName,BirthDate,GradeLevel,Gender,StudentUserName,StudentPassword,SchoolID,SchoolName,
TermCode,CourseCode,CourseName,CourseGradeLevel,SectionID,EnrollmentAction,DateEnrolled,DateDropped,TeacherID,
TeacherFirstName,TeacherLastName,TeacherEmail,TeacherUserName,TeacherPassword
String,String,String,String,Date,String,String,String,String,String,String,String,String,String,String,String,Date,Date,String,
String,String,String,String
3103329,778933,Frederick,King,07/02/91,10,M,3103329,07/02/91,00454,Alanson High School,Fall,MA02,Algebra
2,10|11,MA02-1,0,08/22/08,,AHS110,
Sydney,Green,sgreen@alanson.k12.state.edu,sgreen@alanson.k12.state.edu,GreenAHS110

For a student with multiple enrollments:

StudentID,StateID,FirstName,LastName,BirthDate,GradeLevel,Gender,StudentUserName,StudentPassword,SchoolID,SchoolName,
TermCode,CourseCode,CourseName,CourseGradeLevel,SectionID,EnrollmentAction,DateEnrolled,DateDropped,TeacherID,
TeacherFirstName,TeacherLastName,TeacherEmail,TeacherUserName,TeacherPassword
String,String,String,String,Date,String,String,String,String,String,String,String,String,String,String,String,Date,Date,String,
String,String,String,String
3103329,778933,Frederick,King,07/02/91,10,M,3103329,07/02/91,00454,Alanson High School,Fall,MA02,Algebra
2,10|11,MA02-1,0,08/22/08,,AHS110,
Sydney,Green,sgreen@alanson.k12.state.edu,sgreen@alanson.k12.state.edu,GreenAHS110
3103329,778933,Frederick,King,08/02/91,10,M,3103329,07/02/91,00454,Alanson High School,Fall,ENG01,English
1,9|10,ENG01-3,0,08/22/08,,AHS142,
Jennifer,Jones,jjones@alanson.k12.state.edu,jjones@alanson.k12.state.edu,JonesAHS142

Initial vs. Subsequent 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 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.

Important Points to Consider:

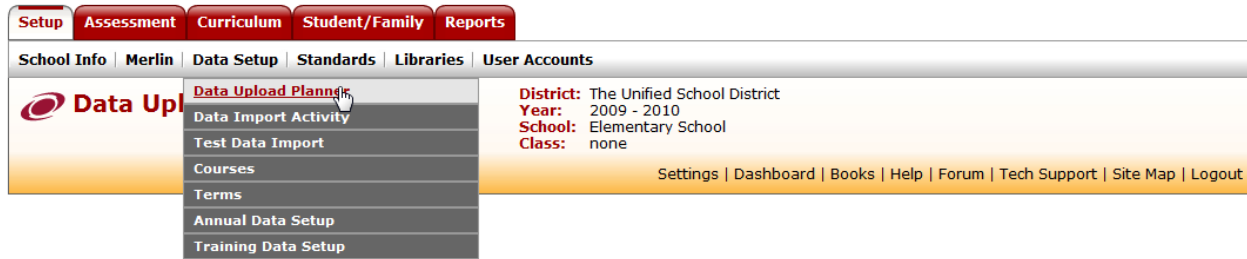
1. Be sure to include **all** required elements in your export (see table on page 2).
2. Student demographic information in addition to the optional elements listed on page 2 may be imported from the district SIS, once the appropriate field has been added to the desired student form.
3. Elements listed 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.
4. A CourseCode may only have one CourseName; however, a CourseName *may* be used for more than one CourseCode.
5. 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)
6. 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:
 - For alphabetic UserNames (e.g., JJones) the TeacherUserName rule is applied
 - For numeric UserNames, the StudentLastName is appended to the requested UserName
7. 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.



8. The TeacherPassword may be uploaded using the same value as TeacherUserName. This will require teachers to change their password upon first login to Galileo K-12 Online, allowing teachers to create a familiar password.
9. 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.
10. 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.
11. 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, CourseCode and/or SchoolCode.
12. Use of teacher-related information (e.g. FirstName, LastName, or TeacherID) in *any* ID field (e.g., SectionID) is prohibited – this results in duplicate classes if any changes are made in the name field, or if teacher associations are changed during the *Program Year*.
13. Districts are encouraged to simplify administration by effecting data changes through the importation process, rather than hand-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.
14. 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.
15. The use of “all caps” data in name fields (e.g., student, teacher, or course) is discouraged.
16. 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.
17. *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

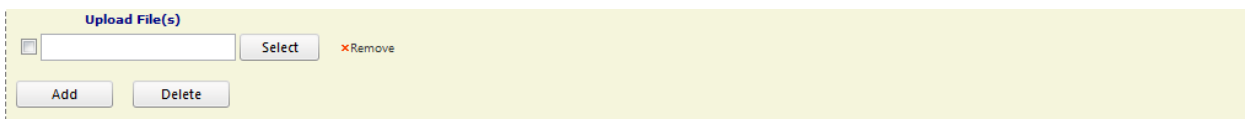
1. Sign in to Galileo K-12 Online using your current username/password.
2. When you first log in, click on the “Setup” link in the red menu bar at the top of the page.
3. Click on the “Data Upload Planner” link under **Data Setup** in the gray menu bar.



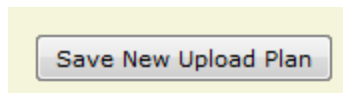
4. Select “Create a New Plan.”
5. On the Active Uploads tab, New Upload section, enter the planned file submit date.
6. Fill in the blanks for the number of schools, classes, teachers and students to be included in this upload. This is the *total* number, not an individual number for each school or class.

of schools: # of classes: # of teachers: # of students:

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 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.



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





- 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.

Active Uploads

There are no pending uploads for your district.

[▶ Create a new upload plan](#)

New Upload

Planned File Submit Date: 2/23/2012

IMPORTANT: enter the following information about your data file. This helps us ensure the accuracy of your data. The number of schools is particularly important. It's okay to use rough estimates for the other values.

of schools: # of classes: # of teachers: # of students: Max class size:

Upload File(s)

Comments

- 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 whenever information is added to your upload planner.

No-Eval Importation

Districts desiring frequent data updates may be eligible for No-Eval Importation (NEI). Using 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
 - Districts desiring NEI but are unable to meet this requirement may still be eligible to update on a weekly basis, with a 36-hour turnaround.