# 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 agency'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 any issues with the file(s) are encountered during verification, you will be notified so corrections can be made and the data resubmitted.
- Once the file(s) pass verification, allow <u>five</u> (for a total of seven) business days for processing and quality assurance (QA) prior to release of your data for use in Galileo.

Prior to program year setup, ATI staff will be available to assist you with any questions you may have regarding file setup and course arrangement. Once a standard is set for how files and courses will be structured, the upload can be submitted. This standard will help streamline the data importation process and shorten the time between data submission and upload completion during subsequent uploads.

The *Data Upload Planner* (see page 9) will contain any information related to your file import. The *Data Upload Planner* will also generate emails when the status of your agency's upload is updated.

1. **The steps to submit your data for importation are:**
   - Verify the accuracy of existing data. Students, staff members, and classes all have unique identifiers (which can be numbers, letters, or both) that are used during the import process. If these identifiers are not filled in properly, then issues can arise. It is crucial to ensure that these are not left blank. *Please note, if your agency has the Child/Family tab instead of the Merlin tab you will only be able to verify students, not staff or classes. If this is the case, please call ATI Technical Support at 1.877.358.7616.*

   - Agency personnel prepare the data for import. Galileo Online can accept 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 child's demographic information and enrollment. *Page 7 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 Online that allows the agency to securely upload an enrollment file to ATI. After submitting the file, you will receive automated confirmation that the file was uploaded, and later a personal confirmation of file retrieval from an ATI employee the following business day. *See page 9 for instructions on how to use the Data Upload Planner.*

## Guidelines for Preparing Galileo Online Import Files

The primary method of verifying the accuracy of existing data is to use the Form Information report found on the Reports tab. Click on *Reports* at the top of any Galileo screen and then under the *Administration Reports* header you will find the *Form Information* link. The primary *Form Types* we are concerned with are Child, Class, and Staff. As you proceed through verifying each of these form types, pay close attention to the settings for each page to ensure the accuracy of the data you are gathering.

Choose the Child form type. *Center* should be "All Centers". The *Form* dropdown should be set to "General Information". *Enrollment Status* should be set to "All Enrolled (Center and Class)". *Find Missing Data* should be checked, and *as of this date* should be set to today. Press *Find Data*.

| Form Type | Child |
|---|---|
| Center | [All Centers] |
| Class | [Select a class] |
| Form | General Information |
| Enrollment Status | All Enrolled (Center and Class) |

☐ **Treat boolean (checkbox) items under same heading as a single item**
☐ **Break out option choices into separate items**
☐ **Only show items where information is missing**

◉ Find missing data
◯ Find entered data

| Find Data | As Of This Date | 2/16/2018 |

The results may take longer to show depending on the number of students in your agency. Once the results appear locate the row labeled student ID and then click on the binoculars to the right (shown below).

**Data for A Preview Agency (form: General Information)**

🖨 **Print Report**

| Form Field | # Without Data | |
|---|---|---|
| General Info | | |
| Student ID | 283 | 🔍 |
| First Name | 0 | |
| Last Name | 0 | |

This list is all the children in your agency that do not have a Student ID. Clicking on the child's name will take you to their demographics page where you can enter a student ID. This ID should match what is in the file you will be sending us.

**Form** General Child Info ▼

| | |
|---|---|
| **Child ID** | |
| **First Name** | Audrey |
| **Last Name** | Acorn |
| **Middle Name** | |
| **SSN** | |
| **Birth Date** | January ▼ 1 ▼ 2009 ▼ |
| **Gender** | Female ▼ |

Save

Once you have finished entering the Student IDs, we will now verify the classes in a much similar fashion. Navigate back to the *Form Information* page and choose "Class" from the *Form Types* dropdown. *Center* should be "All Centers". The *Form* dropdown should be set to "ClassID". *Find Missing Data* should be checked, and *as of this date* should be set to today. Press *Find Data*. Click on the binoculars to the right for the row labeled "Class ID", and you will be taken to a list of all the classes that do not have an ID entered. The ID here must match what is sent to us in your file. If your Student Information System does not keep Class IDs, this can be the same name as the class itself, **if the class names are unique among your entire agency**.

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Lastly, we are going to check your staff members. We will once again navigate back to the *Form Information* page, and this time the *Form Types* dropdown should be set to "Staff". *Center* should be "All Centers". The *Form* dropdown should be set to "TeacherID. *Find Missing Data* should be checked, and *as of this date* should be set to today. Press *Find Data*. Once the results load, click on the binoculars to the right of the column that reads Teacher ID. This list is all staff members in the agency without an ID. In order for the classes to be assigned to these teachers, they must have an ID listed. This ID must also match what is in your file.

All files should be submitted as an Excel File or a text file with a delimiter (commas, tabs, colons, etc.). Below is a description of the expected columns we would see in a file. *Element* details what information we expect to be in the column. Typically, the wording listed in the *Element* column matches the headers in the file sent to us. *Limitations* details what restrictions apply to this column of data. *Required* indicates whether the field must be in the file or can be excluded from it. *Description* is used to give more details about the column.

| Element | Limitations | Required | Description |
|---|---|---|---|
| **Child Demographic Information Section:** This section provides the demographic information for a child | | | |
| ChildID | 4-25 characters (char) | Yes | Unique identifier for the child. |
| ChildFirstName | 1-40 char | Yes | First Name |
| ChildLastName | 2-40 char | Yes | Last Name |
| BirthDate | Date format | Yes | Birth Date in a valid format (mm/dd/yy or mm/dd/yyyy) |
| Gender | 1-6 char | Yes | Child's Gender |
| GradeLevel | 2 char (ES/HS/PS) | Optional | Child's Grade (Early Head Start (ES), Head Start (HS) or Preschool (PS)) – defaults to 'Preschool' if not provided |
| Ethnicity | 1-40 char | Optional | Child's Ethnicity |
| PrimaryLanguage | 1-40 char | Optional | The primary language spoken by the child |
| SpecialEducation | 1-40 char | Optional | Special education status |
| EnglishLanguage Proficiency | 1-40 char | Optional | Child's proficiency with English |
| ParentUsername | 4-40 char | Optional | Desired Username for the parent(s) of the Galileo child record associated with this enrollment action |
| ParentPassword | 6-20 char | Optional | Desired Password for the parent(s) of the Galileo child record associated with this enrollment action |

The Items listed above from Ethnicity to English Language Proficiency are needed in order to filter reports based on those demographics. For example, you cannot filter a report by Ethnicity if we do not enter what ethnicity the child is into the system. A file upload is the best way to ensure that all this data is entered correctly.

Parent Username and password are needed in order for the parent to sign into Galileo and view their child's progress.

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| Element | Limitations | Required | Description |
|---|---|---|---|
| **Enrollment Information Section:** Contains enrollment information for a child. There must be enrollment information for at least one class. A new line should be generated for each additional class in which the child is enrolled or for each class from which the child should be dropped. That line should repeat the child demographic information. | | | |
| CenterID | 2-25 characters (char) | Yes | Unique Identifier for the center |
| CenterName | 1-40 char | Yes | Name of the center |
| ClassName | 3-20 char | Yes | Name of the class |
| ClassID | 3-25 char | Yes | Unique Identifier for the class in which the child is enrolled |
| EnrollmentAction | 1 char | Yes | Indicates if a child should be enrolled in the designated class (value = 0) or dropped (value = 1) |
| DateEnrolled | Date format | 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 format | 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 | 1-40 char | Optional | Unique identifier for the teacher associated with this enrollment |
| TeacherFirstName | 1-30 char | Optional | First name for the teacher associated with this enrollment |
| TeacherLastName | 2-30 char | Optional | Last name for the teacher associated with this enrollment |
| TeacherEmail | 1-40 char | Optional | Teacher's email |
| TeacherUserName | 4-40 char | Optional | Desired Username for the class level user account in Galileo associated with this action |
| TeacherPassword | 6-20 char | Optional | Desired Galileo password for the above class level user |

Everything from TeacherID down is optional, but if a staff member should be assigned to this class, all the data is required. If there is no staff member assigned to the class yet, everything from TeacherID down should be left blank.

## 1. Samples:

This sample shows what a file may look like. As with any delimited file, one line consists of a single record (or header row) – line breaks have been added to this sample to fit this document's format.

ChildID,FirstName, LastName, BirthDate, GradeLevel, Gender, ParentUserName, ParentPassword, CenterID, CenterName, ClassName, ClassID, EnrollmentAction, DateEnrolled, TeacherID, TeacherFirstName, TeacherLastName, TeacherEmail, TeacherUserName, TeacherPassword
3103329, Frederick,Jones,07/02/04,Preschool,M,FredJonesSR, FreddiesDad, 00432, Barely Bares Preschool, PreschoolII, 03424,1,08/21/08, 034, Melissa, Johnson, mjohnson@barelybears.org, mjohnson@barelybears.org, BBMJ0343

*Sample in Excel chart format*

| Child ID | FirstName | LastName | BirthDate | GradeLevel | Gender | ParentUserName | ParentPassword | CenterID | CenterName |
|---|---|---|---|---|---|---|---|---|---|
| 3103329 | Fredrick | Jones | 7/2/2018 | Preschool | M | FredJonesSR | FreddiesDad | 432 | BarleyBears Preschool |

*Sample continued*

| ClassName | ClassID | Enrollment | DateEnrolled | TeacherID | TeacherFirstName | TeacherLastName | TeacherEmail | TeacherUserName | TeacherPassword |
|---|---|---|---|---|---|---|---|---|---|
| Preschool II | 3424 | 0 | 9/5/2017 | 34 | Melissa | Johnson | mjohnson@barle | mjohnson@barleyb | BBMJ034 |

## 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 all children. 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. *Children and classes should not be entered by hand prior to this phase, as it will conflict with information included with the upload.*

- ### Subsequent Uploads

Subsequent uploads may be used to add, drop, and edit child records. Any information included in these files will update the class information already online. It is recommended that only changes to child data that have occurred since the last upload be submitted at this time. Any desired class level changes (e.g., changed name) may be affected during subsequent upload as well. Any changes made to the data in Galileo Pre-K Online since the initial upload should be included in the subsequent upload file or the current records will be replaced.

## Important Points to Consider

1. Be sure to include **all** required fields in your export (see table beginning on page 4).

2. Child demographic information (in addition to the optional elements listed on page 4) may be imported from the agency SIS, once the appropriate field has been added to the desired child form.

3. Child demographic information (in addition to the optional elements listed on page 4) may be imported from the agency SIS, once the appropriate field has been added to the desired child form.

4. Elements listed as 'optional' in the table on page 4 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. Certain fields must contain unique values within the agency. These are:
   - CenterID
   - ClassID
   - ChildID
   - TeacherID
   - ParentUserName (see item 5)
   - TeacherUserName (see item 5)

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

7. Adhere to the following rules when creating passwords for your instructors and children:
   - 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."
   - For best results, choose a password that contains a mixture of letters and numbers.

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8. The TeacherUserName may be uploaded using the same value as TeacherPassword. This will require teachers to change their password upon first login to Galileo Pre-K Online, allowing teachers to create a familiar password.

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

10. Use of teacher-related information (e.g. FirstName, LastName, or TeacherID) in *any* ID field (e.g., ClassID) is prohibited – this results in duplicate classes if any changes are made in the name field, or if teachers are reassigned to different courses mid-*Program Year*.

11. Agencies are encouraged to simplify administration by effecting data changes through the importation process, rather than hand-entering changes into Galileo Pre-K 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.

12. Class sections, teachers, and children 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 by ATI.

13. The use of "all caps" data in name fields (e.g., child, teacher, or class) is discouraged.

14. 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 agency informs ATI staff that the new data is intended to correct/replace a current upload.

15. *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.

16. Pre-K classes should be separated by section/teacher only. There is no need to enroll Pre-K children in subject-based classes if taught by the same instructor.

17. Please be sure to save the file that is to be uploaded as a ".txt" or ".csv," as saving in the Excel format can remove leading zeros, which creates issues with data consistency between uploads.

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## Using the Data Upload Planner

1.  Sign in to Galileo Pre-K 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.
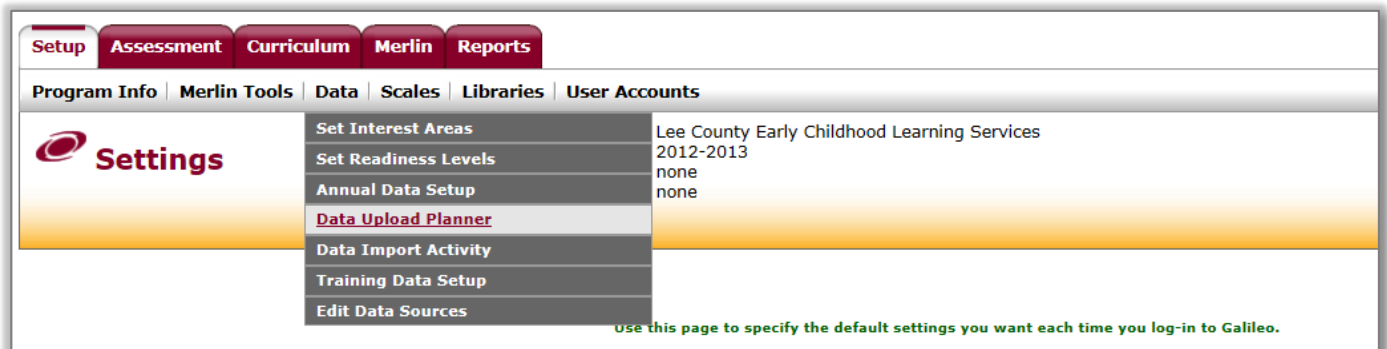


4.  Select "*Create a New Plan."*

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 children to be included in this upload. This is the *total* number, not an individual number for each school or class.



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.

8. Enter any comments about the upload in the text area (such as the request to overwrite staff usernames with a new format provided in the file, or that file only contains information for one center in a program).



9. Click the "*Save Upload Plan*" button.

10. Once your upload has been submitted to ATI, sign back in to the page and enter the Actual File Submit Date. This will notify ATI staff that the data is now ready for verification.



11. 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 or there is a change in your upload status.