

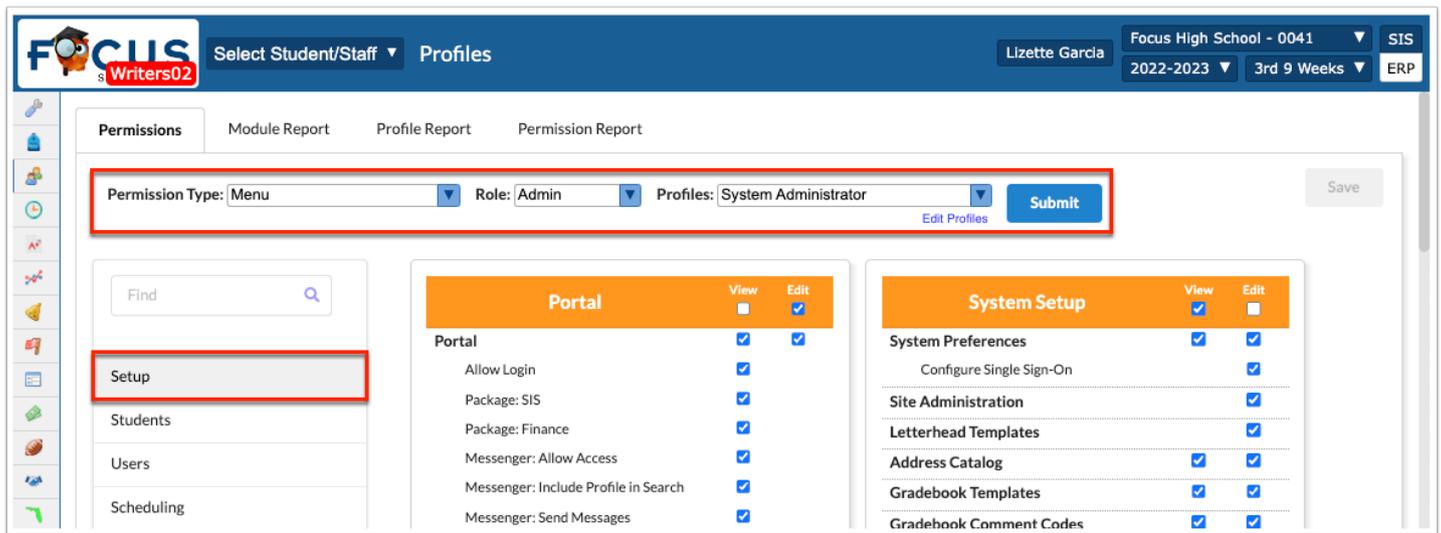
Imports

The Imports screen includes the Imports tab, which allows users to upload a file from the computer or from the local server, select the correct format, and from different tools. The Student Match Files tab allows users to review student matches started and complete the process. The Student Match import tool is used to find student_ids for the students in an uploaded file. The Reports tab, which allows users to review a report of imports processed including date, time, import tool, file, etc. The Settings tab allows users to review and enable Import Tool Settings, review and set Conversion Fields, create and edit file mapping “Templates,” and view and create File Parsers.

 The Imports screen replaces the following screens: Match Students - Admin Panel, Match Students - School Panel, AP Test Parser, Import Tools, and Importer. Note: There is a transition plan in place for these screen replacements. At this time, these screens have not been removed from Focus. Districts should contact their support team (Project Coordinator or Account Executive) for details on how to transition from the original screens to the new Imports screen.

Imports Profile Permissions

1. In the **Users** menu, click [Profiles](#).
2. Select **Menu** from the **Permission Type** pull-down.
3. Select **Admin** from the **Role** pull-down.
4. Select the applicable **Profiles** from the corresponding pull-down.
5. Click **Submit**.
6. Click the **Setup** tab.



7. In the **Imports** section, select the applicable check boxes for **Imports** permissions. The profile permissions available include:

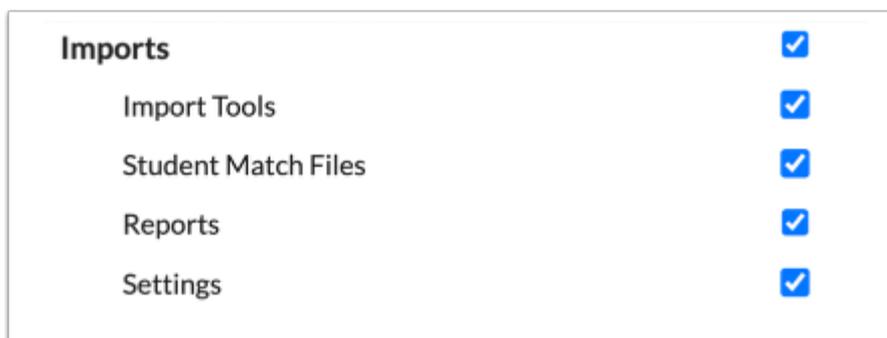
Imports: Select the **View** check box to allow users to view information and create new import processes.

Import Tools: Select the **View** check box to allow users to conduct imports using the Import Tools tab.

Student Match Files: Select the **View** check box to allow users to utilize the Student Match Files tab and conduct student matching processes.

Reports: Select the **View** check box to allow users to view and run import Reports from the corresponding tab.

Settings: Select the **View** check box to allow users to view and enable specific Settings in order to determine how imports are organized and processed from the corresponding tab.



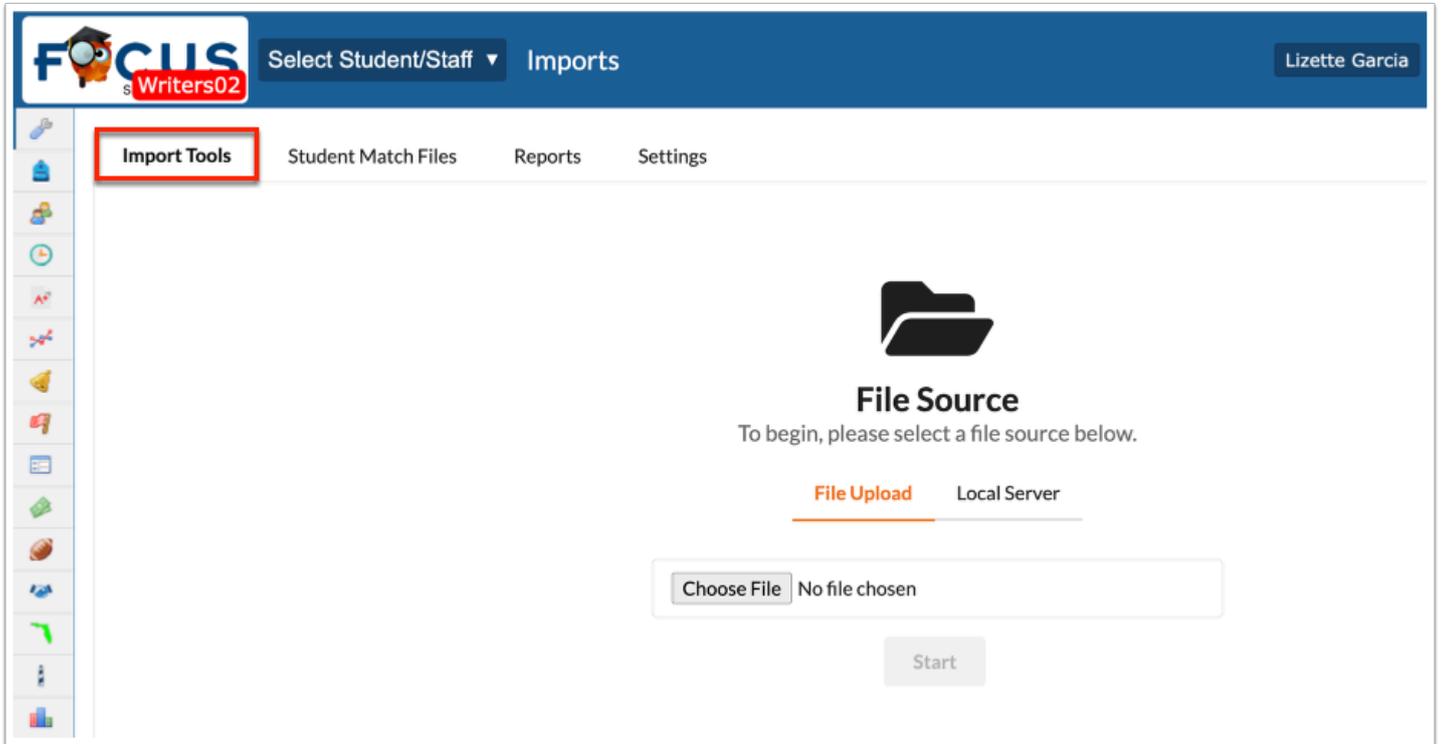
8. Click **Save**.

Imports Navigation

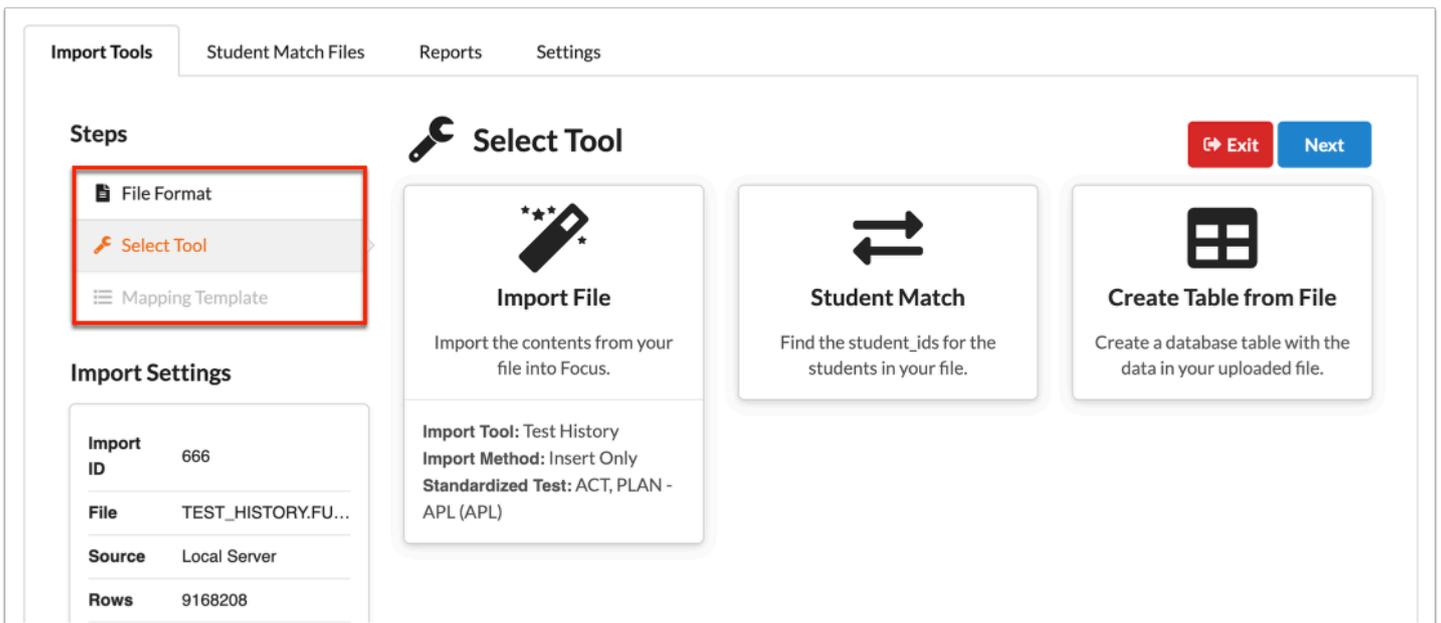
Click the **Import Tools** tab to import a file. From this tab you can find the following features:

- File Source
- Pending Imports
- Import Steps and Settings
- Import File, Student Match, and Create Table from File options

See [Import Tools \(Importing a File\)](#) for more details.

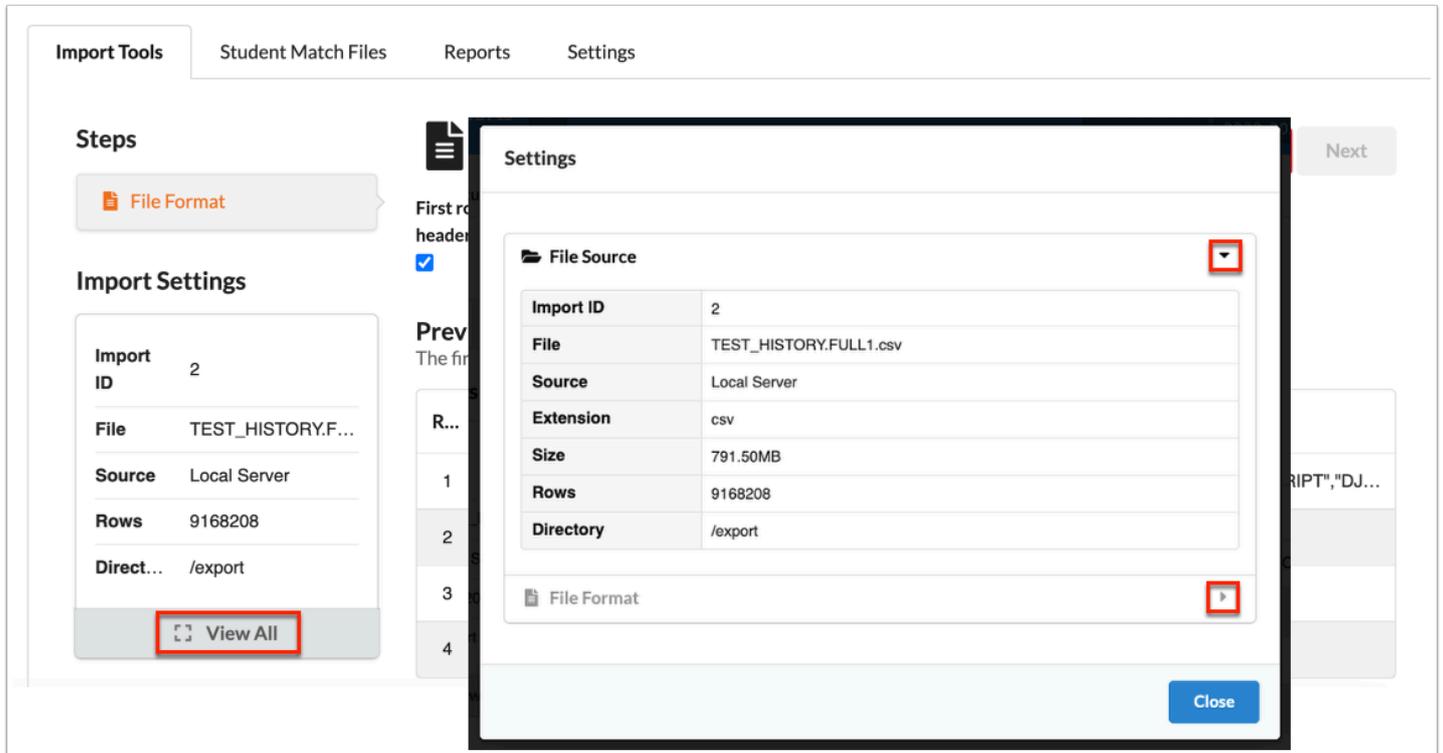


At any point during the import process on the Import Tools tab, click any of the applicable tabs in the **Steps** section to change or review information in a different step.



At any point during the import process on the Import Tools tab, you can review **Import Settings** which displays the Import ID, File, Source, Rows, Directory, etc. For additional information, click **View All**.

- a. Click the arrows to open and close headers containing information.
- b. Click **Close** once your review is complete to close the Settings pop-up window.



A **Preview** of the imported file is present during the File Format step during the import process on the Import Tools tab.

To display a Preview once this step is complete, click **View All** in the **Import Settings** section, as described above.

Import Tools Student Match Files Reports Settings

Steps

File Format

First row contains headers Format Comma Delim...

Import Settings

Import ID 2

File TEST_HISTORY.F...

Source Local Server

Rows 9168208

Direct... /export

View All

Preview

The first few rows of the file are shown below:

R...	
1	"STU_ID","TEST_ID","ADMINISTRATION_DATE","SYEAR","GRADELEVEL","LEP_INFO","TRANSCRIPT","DJ...
2	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","NP","69"
3	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","SS","23"
4	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","94","NP","57"

Exit Next

During the import process on the Import Tools tab, click **Exit** to exit and save the import process. If exited, you can come back at another time and finish the import.

Import Tools Student Match Files Reports Settings

Steps

File Format

First row contains headers Format Comma Delim...

Import Settings

Import ID 2

File TEST_HISTORY.F...

Source Local Server

Rows 9168208

Direct... /export

View All

Preview

The first few rows of the file are shown below:

R...	
1	"STU_ID","TEST_ID","ADMINISTRATION_DATE","SYEAR","GRADELEVEL","LEP_INFO","TRANSCRIPT","DJ...
2	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","NP","69"
3	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","SS","23"
4	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","94","NP","57"

Exit Next

All imports are saved in the **Pending Imports** section of the **Import Tools** tab.

Import Tools Student Match Files Reports Settings

File Source

To begin, please select a file source below.

File Upload
Local Server

Choose File No file chosen

Start

Pending Imports

1 Records Export Filter: OFF

Import ID	Date	Time	File Source	File Name	Directory	Format	Continue From	Last Updated		
2	03/22/2023	02:03pm	Local Server	TEST_HISTORY:FULL1.csv	/export	N/A	File Format	03/22/2023 02:03pm	Cancel	Continue

a. Click **Continue** to continue the import process. See [Import Tools \(Importing a File\)](#) for information on the appropriate steps.

b. Click **Cancel** to cancel and delete the import.

Click the **Student Match Files** tab to find student_ids for the students in an uploaded file. A Student Match import must first be conducted from the Import Tools tab before users can view the process from this tab.

See [Student Match Files](#) for detailed information.

FOCUS Select Student/Staff Imports Lizette Garcia Focus High School - 0041 SIS
 Writers02 2022-2023 3rd 9 Weeks ERP

Import Tools **Student Match Files** Reports Settings

Files

2 Records Export Filter: OFF

Import ID	File Name	File Source	Directory	Matched	Unmatched	Total	By School	Percent Complete	
671	Englisg 3.txt	Uploaded from Computer	N/A	24	0	24	✓	100%	Match Remaining Students
670	Advanced Report (1).txt	Uploaded from Computer	N/A	75	673	748	✓	10%	Match Remaining Students

Click the **Reports** tab to review a report of imports processed including date, time, import tool, file, etc.

See [Reports](#) for detailed information.

FOCUS Writers02 Select Student/Staff Imports Lizette Garcia Focus High School - 0041 2022-2023 3rd 9 Weeks SIS ERP

Import Tools Student Match Files **Reports** Settings

Report Imports History

Prev Page: 1 / 45 Next 663 Records Export Filter: OFF

Import ID	Date	Time	Import Tool	File	Format	Mapping T	
672	03/31/2023	09:54am	Test History	ACCESS_FL_WIDA_Data_Validation_Layout-2018-19_04092019.csv	Comma Delimited	N/A	View Statistics
671	03/30/2023	02:30pm	N/A	Englisg 3.txt	Tab Delimited	N/A	
670	03/30/2023	12:43pm	N/A	Advanced Report (1).txt	Tab Delimited	N/A	
669	03/30/2023	12:39pm	N/A	TEST_HISTORY.FULL1.csv	Comma Delimited	N/A	
668	03/30/2023	12:38pm	N/A	FN.DX99.FTP.DA_2023-02-01.txt	Pipe Delimited (Single)	N/A	
667	03/30/2023	12:37pm	N/A	assets not updated.csv	Comma Delimited	N/A	
666	03/28/2023	03:55pm	Test History	TEST_HISTORY.FULL1.csv	Comma Delimited	N/A	View Statistics
664	07/27/2020	11:45pm	N/A	/var/www/html/uploaded-assets/export/students/student_account_balances.csv	Comma Delimited	LUNCH AC	

Click the **Settings** tab to enable and review Import Tool Settings, review and set Conversion Fields, view, edit, and create Templates for mapping fields, and view and create new File Parsers.

See [Settings](#) for detailed information.

FOCUS Writers02 Select Student/Staff Imports Lizette Garcia Focus High School - 0041 2022-2023 3rd 9 Weeks SIS ERP

Import Tools Student Match Files Reports **Settings**

Import Tool Settings Conversion Fields Templates File Parsers

Tool Categories

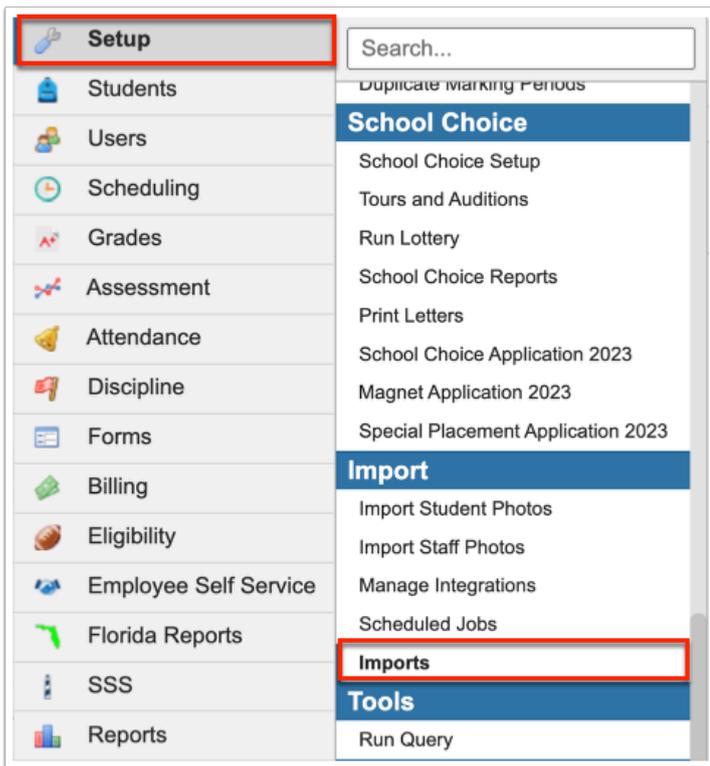
- Data Preparation Tools
- Student Information Tools

Available Tools

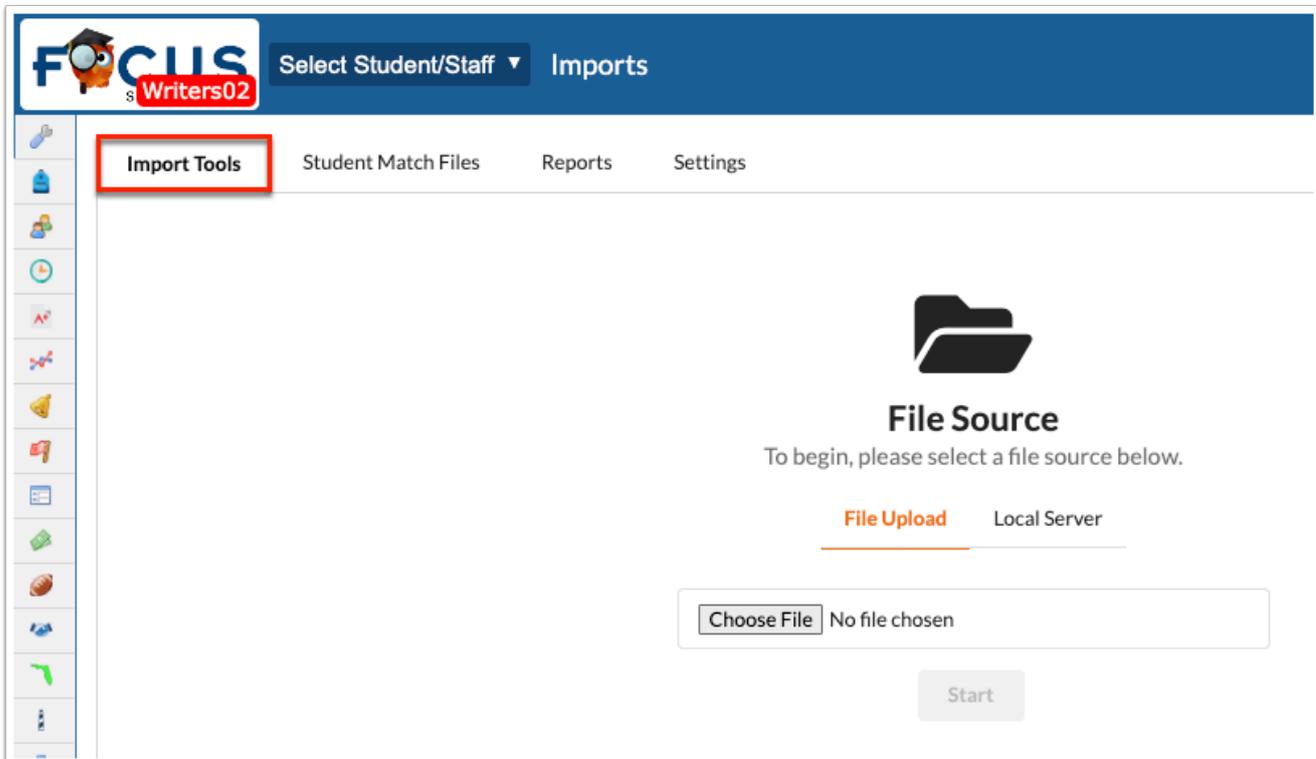
File Converter (Fixed Width to CSV) Create a comma-separated values (.csv) file from a fixed width text file.	<input checked="" type="checkbox"/>	Settings
Create Table from File Insert file data into a temporary table for further processing.	<input checked="" type="checkbox"/>	Settings
Student Match Append student id(s) to a file with test scores.	<input type="checkbox"/>	Settings
File Parser Reformat a file to be imported using any import tool.	<input checked="" type="checkbox"/>	Settings

Import Tools (Importing a File)

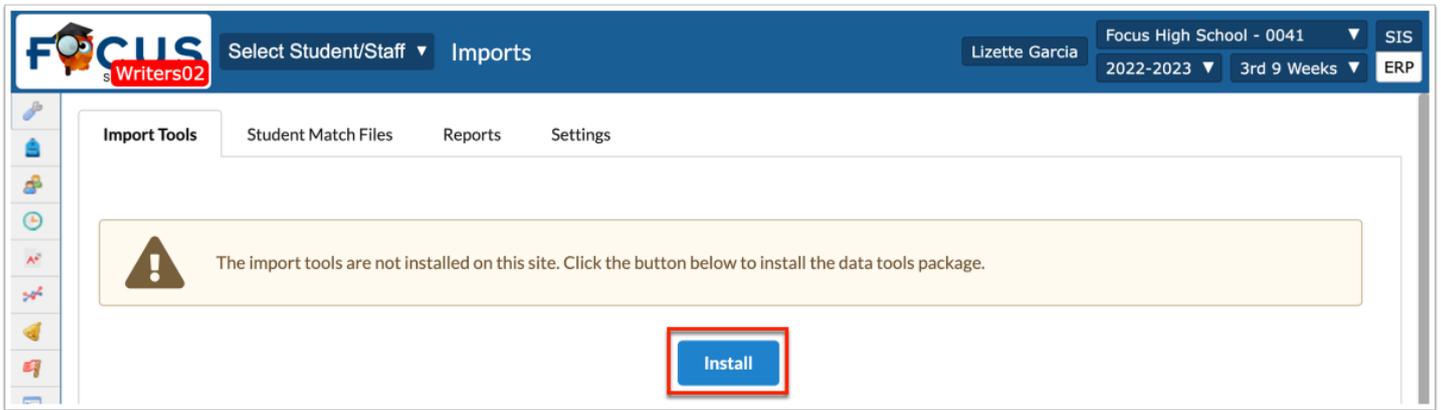
1. In the **Setup** menu, click **Imports**.



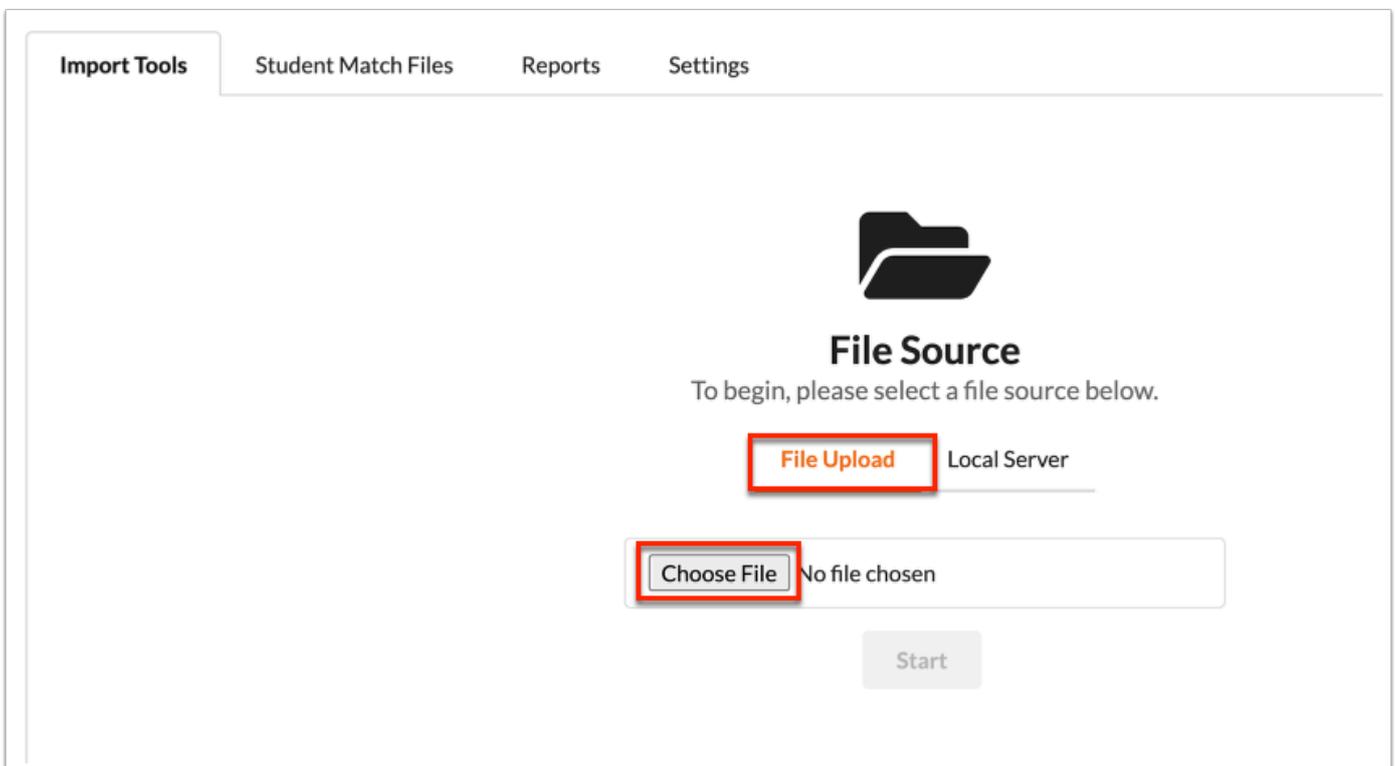
2. The Imports screen defaults to the **Import Tools** tab.



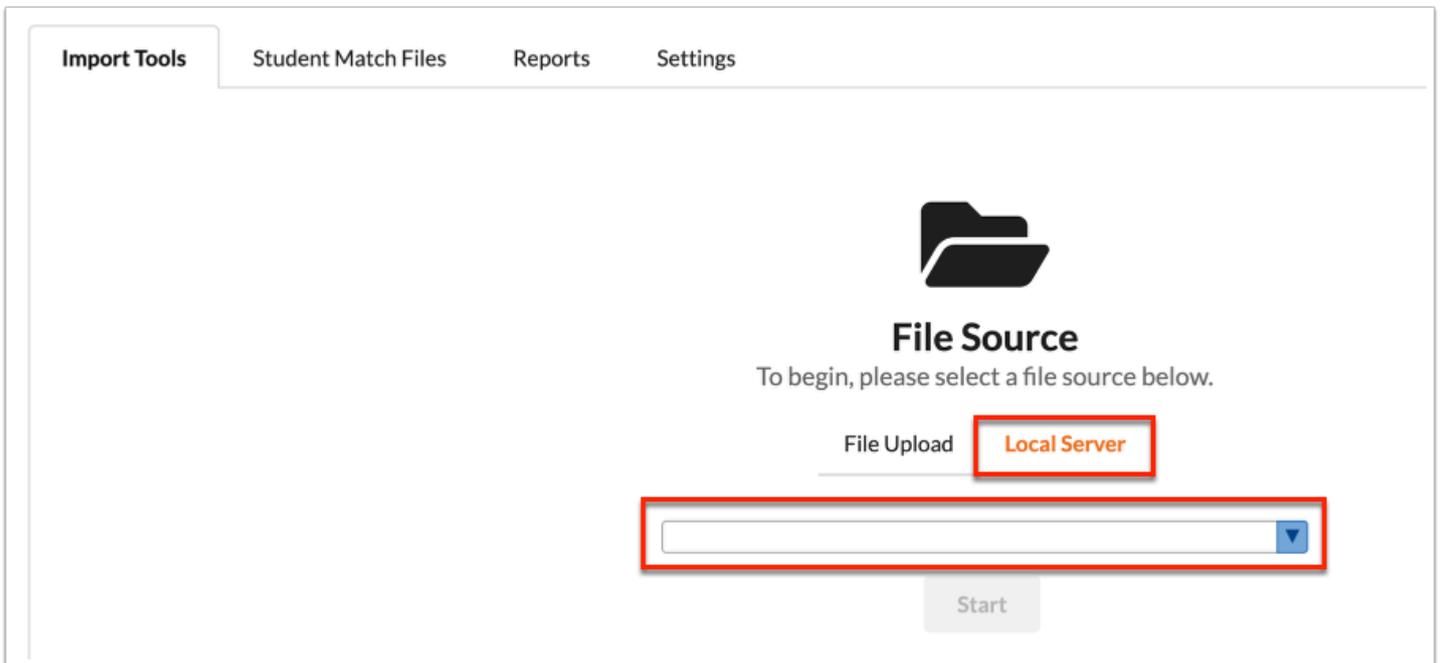
3. Click **Install** to install import tools on your site. This is required upon using Imports for the first time and will not be required again.



4a. From the **File Upload** tab, click **Choose File** to select a file from your computer.

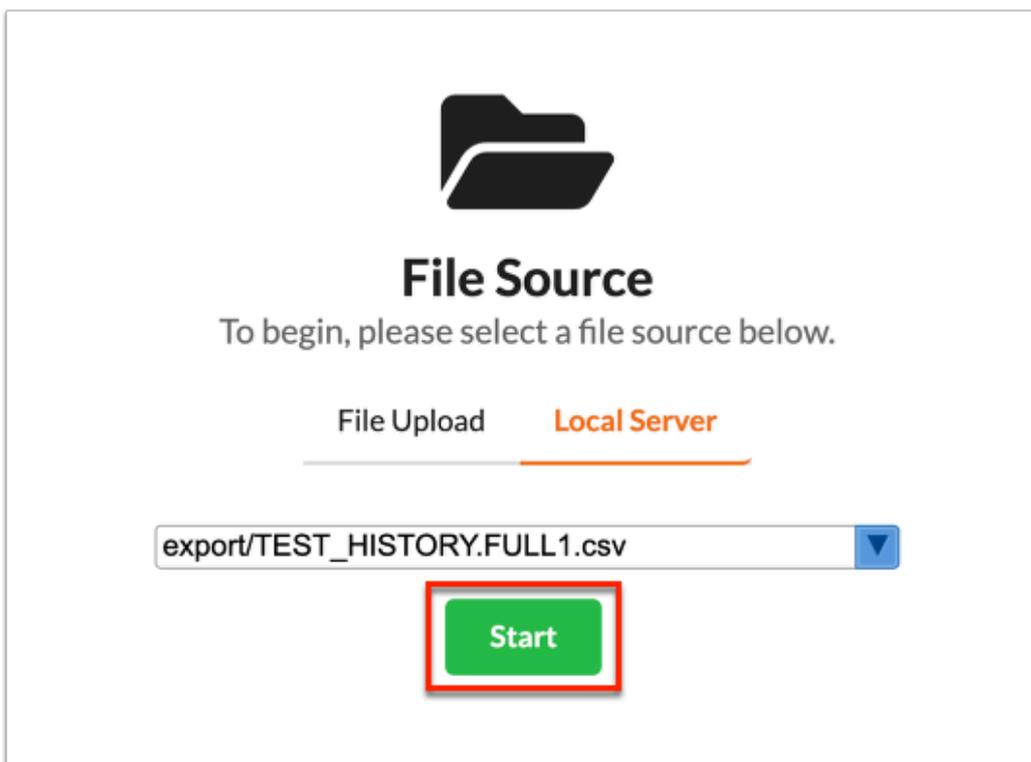


4b. Click **Local Server** to select a file from the server, then select the file from the provided pull-down.



💡 It is important that the file selected be in one of the acceptable formats: CSV, Tab-Delimited, Pipe-Delimited, or Fixed Width.

5. Click **Start**.



6. If the file selected contains a header, select the **First row contains headers** check box.

Review the **Preview** section to determine if your file contains a header.

Import Tools | Student Match Files | Reports | Settings

Steps

- File Format

Import Settings

Import ID	2
File	TEST_HISTORY.F...
Source	Local Server
Rows	9168208
Direct...	/export

[View All](#)

File Format

First row contains headers

Format

Preview

The first few rows of the file are shown below:

R...	
1	"STU_ID","TEST_ID","ADMINISTRATION_DATE","SYEAR","GRADELEVEL","LEP_INFO","TRANSCRIPT","DJ...
2	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","NP","69"
3	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","SS","23"
4	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","94","NP","57"

7. Select the **Format** of the file selected from the provided pull-down. Options include Comma Delimited, Fixed Width, Pipe Delimited (Single), and Tab Delimited.

Import Tools | Student Match Files | Reports | Settings

Steps

- File Format

Import Settings

Import ID	2
File	TEST_HISTORY.F...
Source	Local Server
Rows	9168208
Direct...	/export

[View All](#)

File Format

First row contains headers

Format

Preview

The first few rows of the file are shown below:

R...	
1	"STU_ID","TEST_ID","ADMINISTRATION_DATE","SYEAR","GRADELEVEL","LEP_INFO","TRANSCRIPT","DJ...
2	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","NP","69"
3	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","98","SS","23"
4	"3500179901","ACT","2010-06-12","2009","11","","1","","","35","000","","94","NP","57"

Comma Delimited: A type of data format in which each piece of data is separated by a comma; usually a CSV (Comma Separated Values) file. For example,

</>Name, School, Grade</>

Fixed Width: A type of fixed width text file that is arranged in rows and columns with one entry per row. Each column has a fixed width, specified in characters. No delimiters are used to separate the fields in the file.

Pipe Delimited (Single): A type of data format in which each piece of data is separated by a pipe: |. Usually a TXT file. For example,

```
</>Name | School | Grade</>
```

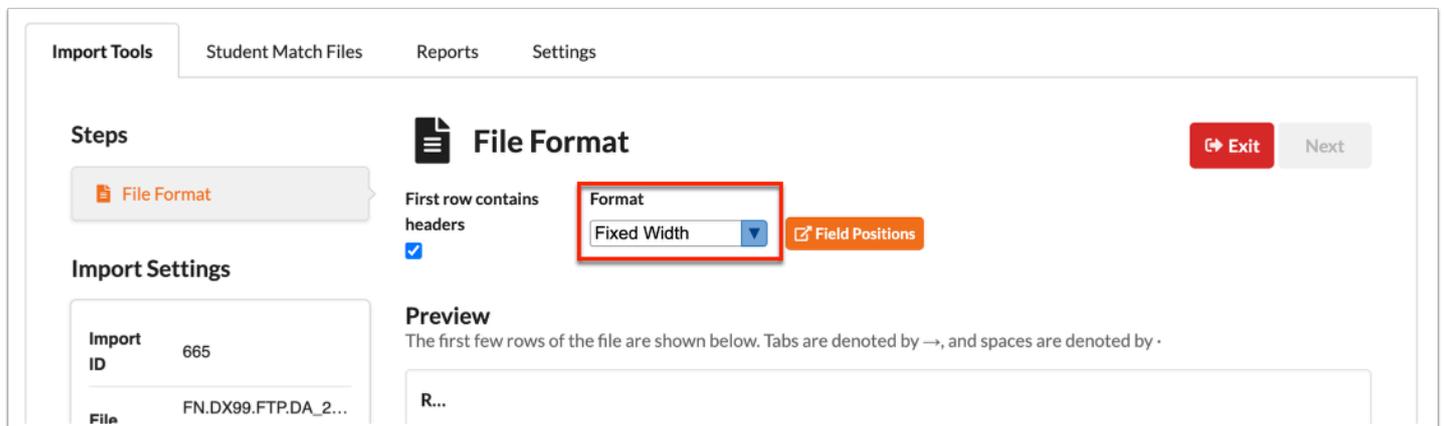
Tab Delimited: A type of data format in which rows are represented by the lines in the file and columns are created by separating the values on each line by a tab (long space character); usually a TXT file. For example,

```
</>Name      School      Grade</>
```

File Converter: Fixed Width to CSV

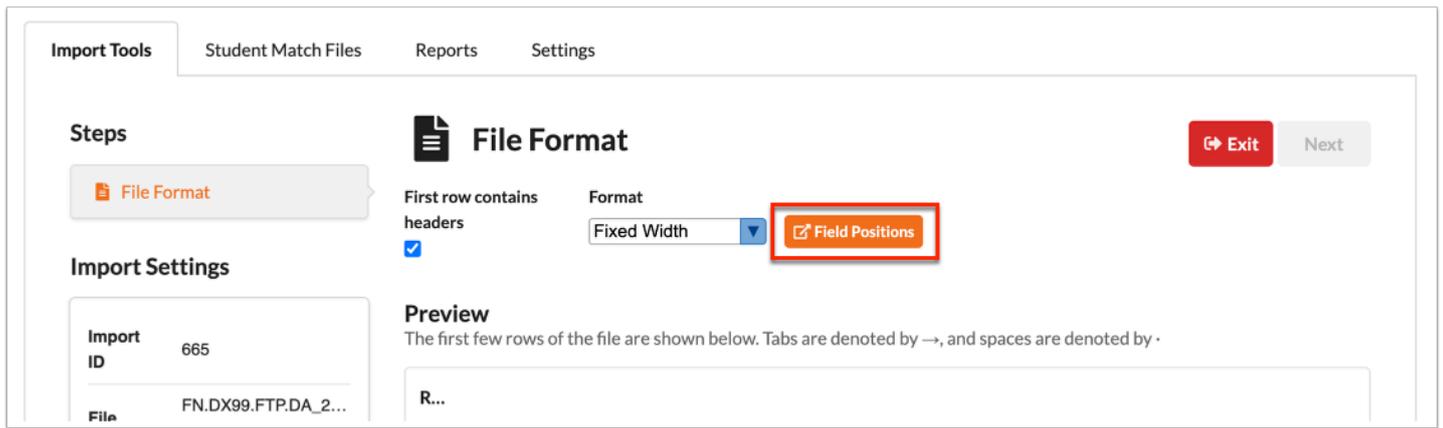
Selecting Fixed Width as the Format will convert an uploaded fixed-width file into a customized and downloadable CSV file.

1. Select **Fixed Width** from the **Format** pull-down.

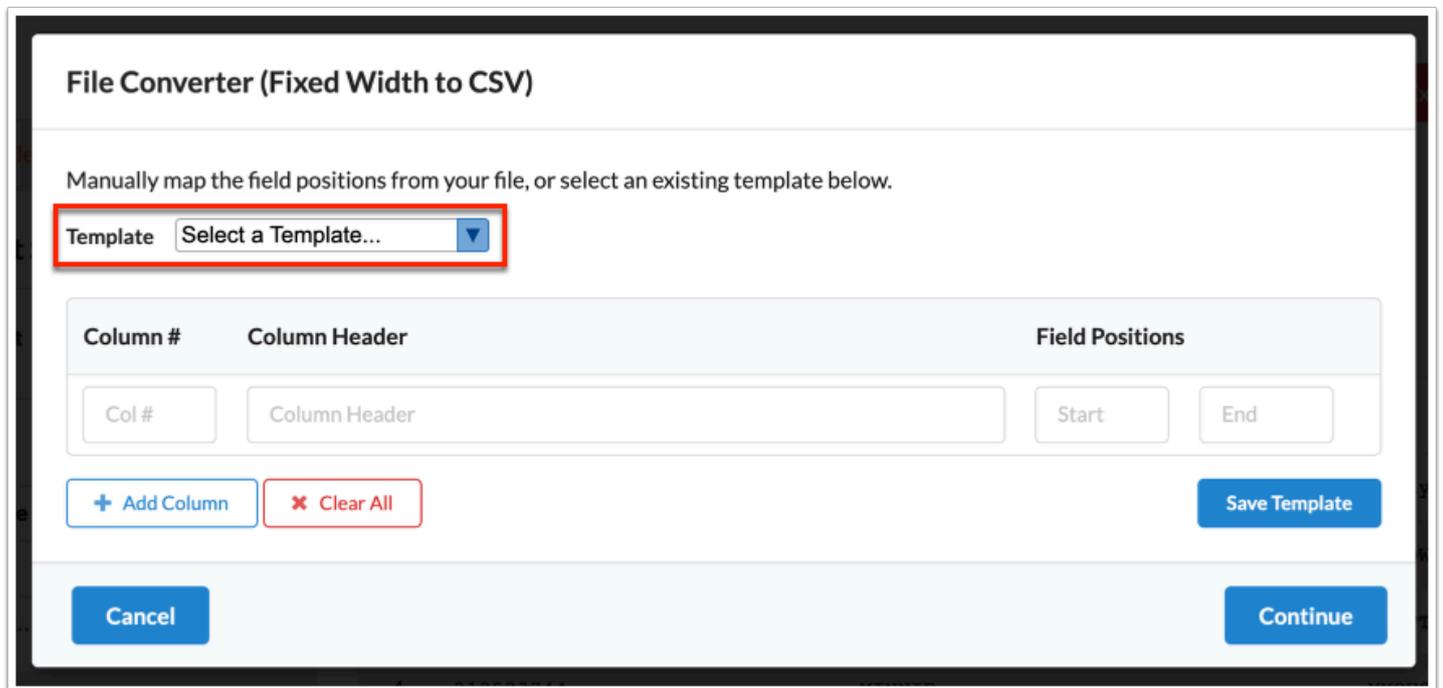


The screenshot shows a web interface for file conversion. At the top, there are tabs for 'Import Tools', 'Student Match Files', 'Reports', and 'Settings'. The 'Import Tools' tab is active. On the left, there is a 'Steps' section with a 'File Format' step highlighted. Below that is an 'Import Settings' section with fields for 'Import ID' (665) and 'File' (FN.DX99.FTP.DA_2...). The main area is titled 'File Format' and contains a 'Format' dropdown menu set to 'Fixed Width', which is highlighted with a red box. To the right of the dropdown is a 'Field Positions' button. There are 'Exit' and 'Next' buttons in the top right corner. A 'Preview' section at the bottom shows a text area with 'R...' and a note: 'The first few rows of the file are shown below. Tabs are denoted by →, and spaces are denoted by ·'.

2. Click **Field Positions** to customize the column delimitation.



3. To use an existing template to map the fields, select the applicable **Template** from the pull-down.



4. To manually map the fields, enter the **Column #** in the provided text box.

The **Column #** refers to the data element position described in the file layout. For example, if the school year is the 3rd data element which spans from position 10 to position 13, then column # should be 3, start position would be 10, and end position would be 13. The column header can be any text the you enter with a 60-character limit.

5. Enter the **Column Header** in the provided text box. Each column should always have its matching header title.

6. You can customize the column delimitation by typing in the **Start** and **End** positions of the columns.

File Converter (Fixed Width to CSV)

Manually map the field positions from your file, or select an existing template below.

Template

Column #	Column Header	Field Positions	
1	Test Name	Start	End

i The Column #, Column Header, Start and End dates are all required fields.

7. Click **+Add Column** to add more field position (data element) definitions that strictly exist in the file. Column numbers can be skipped if certain data elements are not required for the import.

File Converter (Fixed Width to CSV)

Manually map the field positions from your file, or select an existing template below.

Template

Column #	Column Header	Field Positions	
1	Test Name	Start	End

a. In the added row, enter the **Column #**, **Column Header**, and **Start** and **End** positions.

File Converter (Fixed Width to CSV)

Manually map the field positions from your file, or select an existing template below.

Template

Column #	Column Header	Field Positions	
<input type="text" value="1"/>	<input type="text" value="Test Name"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
<input type="text" value="2"/>	<input type="text" value="Test Score"/>	<input type="text" value="4"/>	<input type="text" value="5"/> <input type="text" value="-"/>
<input type="text" value="Col #"/>	<input type="text" value="Column Header"/>	<input type="text" value="Start"/>	<input type="text" value="End"/> <input type="text" value="-"/>

b. Click **Clear All** to clear all Mapped Field text boxes and start over.

File Converter (Fixed Width to CSV)

Manually map the field positions from your file, or select an existing template below.

Template

Column #	Column Header	Field Positions	
<input type="text" value="1"/>	<input type="text" value="Test Name"/>	<input type="text" value="Start"/>	<input type="text" value="End"/>

c. Click the **delete** button to remove the added column.

File Converter (Fixed Width to CSV)

Manually map the field positions from your file, or select an existing template below.

Template

Column #	Column Header	Field Positions	
<input type="text" value="1"/>	<input type="text" value="Test Name"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
<input type="text" value="2"/>	<input type="text" value="Test Score"/>	<input type="text" value="4"/>	<input type="text" value="5"/> -
<input type="text" value="3"/>	<input type="text" value="Column Header"/>	<input type="text" value="Start"/>	<input type="text" value="End"/> -

8. Click **Save Template** to save this as a template for future use.

a. Enter the **Template Name** and click **Save**.

File Converter (Fixed Width to CSV)

Manually map the field positions from your file, or select an existing template below.

Template

Save Mapping Template

Template Name

Column #	Column Header	Field Positions	
<input type="text" value="1"/>	<input type="text" value="Test Name"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
<input type="text" value="2"/>	<input type="text" value="Test Score"/>	<input type="text" value="4"/>	<input type="text" value="5"/> -
<input type="text" value="3"/>	<input type="text" value="Column Header"/>	<input type="text" value="Start"/>	<input type="text" value="End"/> -

9. Click **Continue**.

File Converter (Fixed Width to CSV)

Manually map the field positions from your file, or select an existing template below.

Template

Column #	Column Header	Field Positions	
<input type="text" value="1"/>	<input type="text" value="Test Name"/>	<input type="text" value="1"/>	<input type="text" value="3"/>
<input type="text" value="2"/>	<input type="text" value="Test Score"/>	<input type="text" value="4"/>	<input type="text" value="5"/> -

8. Click **Next** to continue the import.

Import Tools | Student Match Files | Reports | Settings

Steps

- File Format

File Format

First row contains headers

Format

Import Settings

Import ID	2
File	TEST_HISTORY.F...
Source	Local Server
Rows	9168208
Direct...	/export

Preview

The first few rows of the file are shown below:

R...	
1	"STU_ID","TEST_ID","ADMINISTRATION_DATE","SYEAR","GRADELEVEL","LEP_INFO","TRANSCRIPT","DJ...
2	"3500179901","ACT","2010-06-12","2009","11","","","1","35","000","","98","NP","69"
3	"3500179901","ACT","2010-06-12","2009","11","","","1","35","000","","98","SS","23"
4	"3500179901","ACT","2010-06-12","2009","11","","","1","35","000","","94","NP","57"

9. Select the applicable tool.

a. Click **Import File** to import the contents from the uploaded file into Focus. See [Import Tools: Import File](#) for more information.

b. Click **Student Match** to find student_ids for the students in the uploaded file. See [Import Tools: Student Match](#) for more information.

c. Click **Create Table from File** to create a database table using the data from the uploaded file. See [Import Tools: Create Table from File](#) for more information.

The screenshot shows the 'Import Tools' interface. At the top, there are navigation tabs: 'Import Tools', 'Student Match Files', 'Reports', and 'Settings'. Below the navigation, there is a 'Steps' sidebar on the left with two items: 'File Format' and 'Select Tool' (which is highlighted). Under 'Import Settings', there is a table with the following data:

Import ID	2
File	TEST_HISTORY.FUL...
Source	Local Server
Rows	9168208
Directory	/export

Below the table is a 'View All' button. The main content area is titled 'Select Tool' and contains three tool cards:

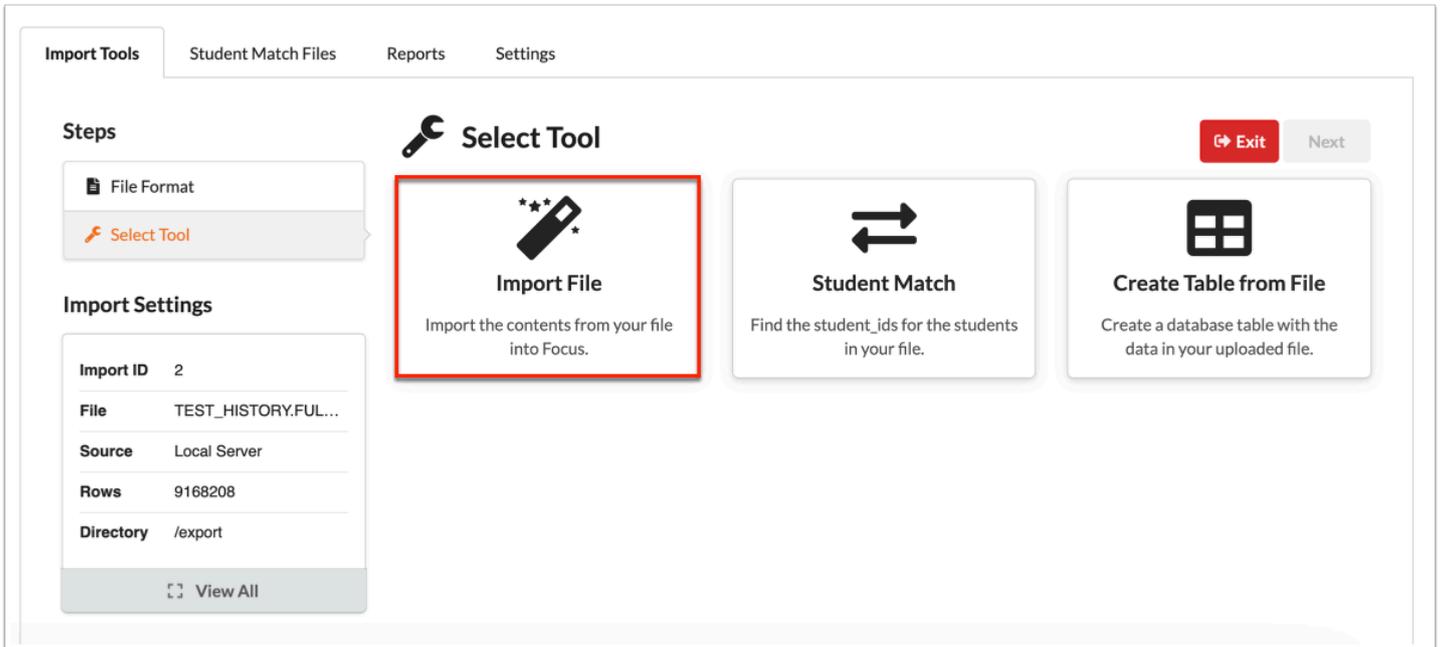
- Import File**: Import the contents from your file into Focus.
- Student Match**: Find the student_ids for the students in your file.
- Create Table from File**: Create a database table with the data in your uploaded file.

At the top right of the main content area, there are 'Exit' and 'Next' buttons.

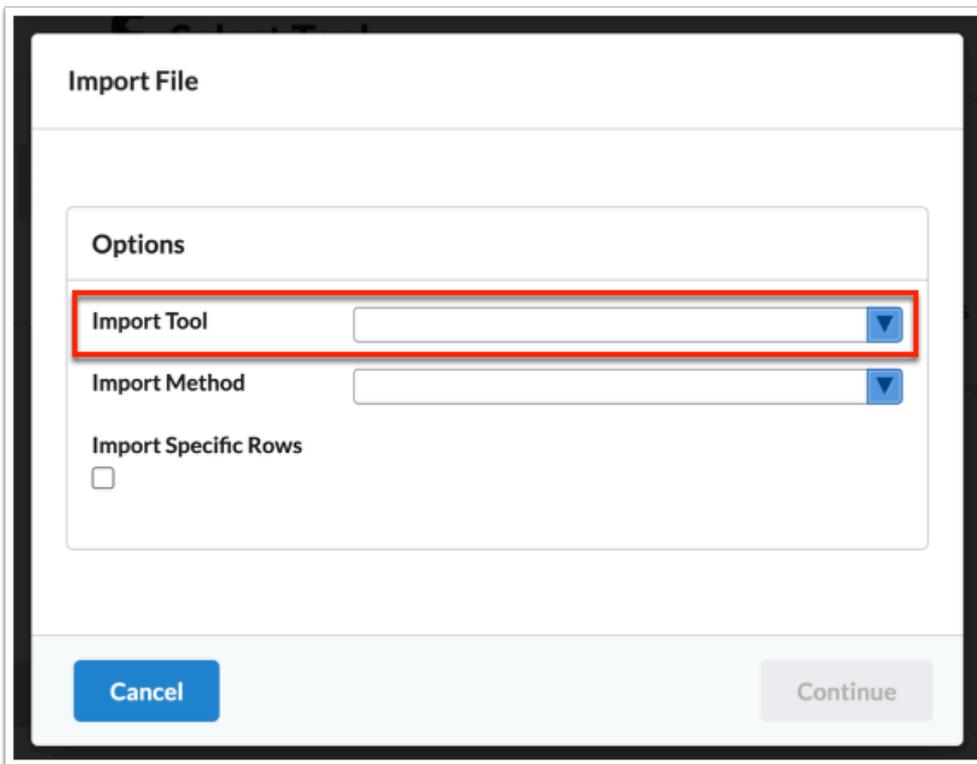
💡 There is no order in which the import tools must be utilized. For example, a test history file that needs matching can be matched first and then have the import tool settings assigned, or vice versa, meaning the file can be matched first or last.

Import Tools: Import File

1. Follow the steps described in [Import Tools \(Importing a File\)](#).
2. Click **Import File**.



3. Select an **Import Tool** from the provided pull-down.



4. Select the correct **Import Method** from the provided pull-down. Options include Delete and Insert, Insert Only, Update Only, and Update or Insert.

Import File

Options

Import Tool Test History ▼

Import Method Delete and Insert ▼

Standardized Test ▼

Scores Layout Score Types are split from Test Part columns ▼

Import Specific Rows

- a. Delete and Insert:** Deletes existing records, then inserts new ones.
- b. Insert Only:** Insert all file records that do not exist in the database.
- c. Update Only:** Updates existing records using file data.
- d. Update or Insert:** First updates existing records, then inserts new ones.

i The Imported column of a table will contain the following values to represent the import method that was used:

D: Delete and Insert

I: Insert Only

U: Update Only

P: Update or Insert

💡 All of these methods will take the specific tool's import keys as reference to determine what it's going to do with the existing data that's in the database.

Depending on the selected and applicable Import Tool, additional pull-downs may display, such as **Standardized Test** and **Score Layout** for **Test History**.

See [Import Tool Requirements](#) for more information about all the available Import Tools, including Test History.

The screenshot shows the 'Import File' dialog box with the following configuration:

- Options:**
 - Import Tool: Test History
 - Import Method: Insert Only
 - Standardized Test: (empty)
 - Parse File:
 - Scores Layout: Score Types are split from Test Part col...
 - Import Specific Rows:
- Conversion Fields:**
 - part_id
 - subject_code

Buttons: Cancel, Continue

5. Select the **Parse File** check box to standardize the file format of any test score file and make the process of importing test scores more efficient.

Import File

Options

Import Tool: Test History

Import Method: Insert Only

Standardized Test:

Parse File: Access for ELLs (AFE)

Scores Layout: Score Types are split from Test Part col...

Import Specific Rows:

Conversion Fields

part_id

Cancel Continue

a. Select the applicable parsed file from the pull-down.

i Parsers need to be created via Imports > Settings > [File Parsers](#) before they appear in the pull-down. If a parser is not available, you should review the parser settings.

6. Select the **Import Specific Rows** check box to import specific rows of the file.

a. Enter the number span in the Starting Row and Ending Row text boxes. For example, enter 10-20 in the text box to insert only rows 10-20.

Import File

Options

Import Tool	Test History	▼
Import Method	Delete and Insert	▼
Standardized Test	Advanced Placement Test - APT	▼
Scores Layout	Test Part & Score Types are combined into o...	▼

Import Specific Rows	Starting Row	Ending Row
<input checked="" type="checkbox"/>	10	20

Import Keys and **Conversion Fields** are dependent on the Import Tool selected. In this case, Test History.

See [Import Tool Requirements](#) for information about the import keys and conversion fields applicable to all import tools, including Test History.

See [Conversion Fields](#) for information about the set up of conversion fields applicable to all tools, including Test History.

i The Import Keys section displays if the **Allow Import Key Override** setting has been enabled for the selected import tool via Imports > Settings > [Import Tool Settings](#) > [Student Information Tools](#).

The Conversion Fields section displays for conversion fields that have more than one conversion option determined via Imports > Settings > [Conversion Fields](#).

Import File

Import Keys

test_history_administrations
administration_date, student_id, test_id

test_history_scores
administration_id, part_id, test_id

Conversion Fields

part_id
subject_code

student_id
student_id

Cancel Continue

7. Click **Continue**.

Import File

Options

Import Tool: Test History

Import Method: Delete and Insert

Standardized Test: Advanced Placement Test - APT

Scores Layout: Test Part & Score Types are combined into ...

Import Specific Rows: Starting Row: 10 Ending Row: 20

Conversion Fields

part_id
subject_code

Cancel Continue

8. Click **Next**.

Import Tools | Student Match Files | Reports | Settings

Steps

- File Format
- Select Tool

Import Settings

Import ID: 3
 File: TEST_HISTORY.FUL...
 Source: Local Server
 Rows: 9168208
 Directory: /export
 Test: Advanced Placement Test - APT

Select Tool

- Import File**
 Import the contents from your file into Focus.
 Import Tool: Test History
 Import Method: Delete and Insert
 Standardized Test: Advanced Placement Test - APT (APT)
- Student Match**
 Find the student_ids for the students in your file.
- Create Table from File**
 Create a database table with the data in your uploaded file.

Exit | **Next**

9. To use an existing template to map the fields, select the applicable **Template** from the pull-down.

Import Tools | Student Match Files | Reports | Settings

Steps

- File Format
- Select Tool
- Mapping Template

Import Settings

Import ID: 3
 File: TEST_HISTORY.FUL...
 Source: Local Server
 Rows: 9168208
 Directory: /export
 Test: Advanced Placement Test - APT

Mapping Template

Manually map the fields from your file, or select an existing template below.

Template:

Column Order	File Column	Mapped Field	Override
1	stu_id	<input type="text"/>	<input type="checkbox"/>
2	test_id	<input type="text"/>	<input type="checkbox"/>
3	administration_date	administration_date	<input type="checkbox"/>
4	syear	syear	<input type="checkbox"/>
5	gradelevel	gradelevel	<input type="checkbox"/>

Exit | **Validate**

i The Template pull-down populates from Settings > [Templates](#).

10. Map the fields in the file to the corresponding columns in the destination table. Fields are automatically mapped when the column header matches the field title. To map the rest of the

file fields, select the **Mapped Field** from the pull-down next to each field. If you do not want to import a field, leave the pull-down blank.

Mapping Template Exit Validate

Manually map the fields from your file, or select an existing template below.

Template

Column Order	File Column	Mapped Field	Override
1	stu_id	<input type="text" value="student_id"/>	<input type="checkbox"/>
2	test_id	<input type="text"/>	<input type="checkbox"/>
3	administration_date	<input type="text" value="administration_date"/>	<input type="checkbox"/>
4	syear	<input type="text" value="syear"/>	<input type="checkbox"/>
5	gradelevel	<input type="text" value="gradelevel"/>	<input type="checkbox"/>
6	lep_info	<input type="text" value="lep_info"/>	<input type="checkbox"/>

11. If you need to map a different field from the once automatically matched, click the **Override** toggle, then enter a new column value in the provided text box.

Mapping Template Exit Validate

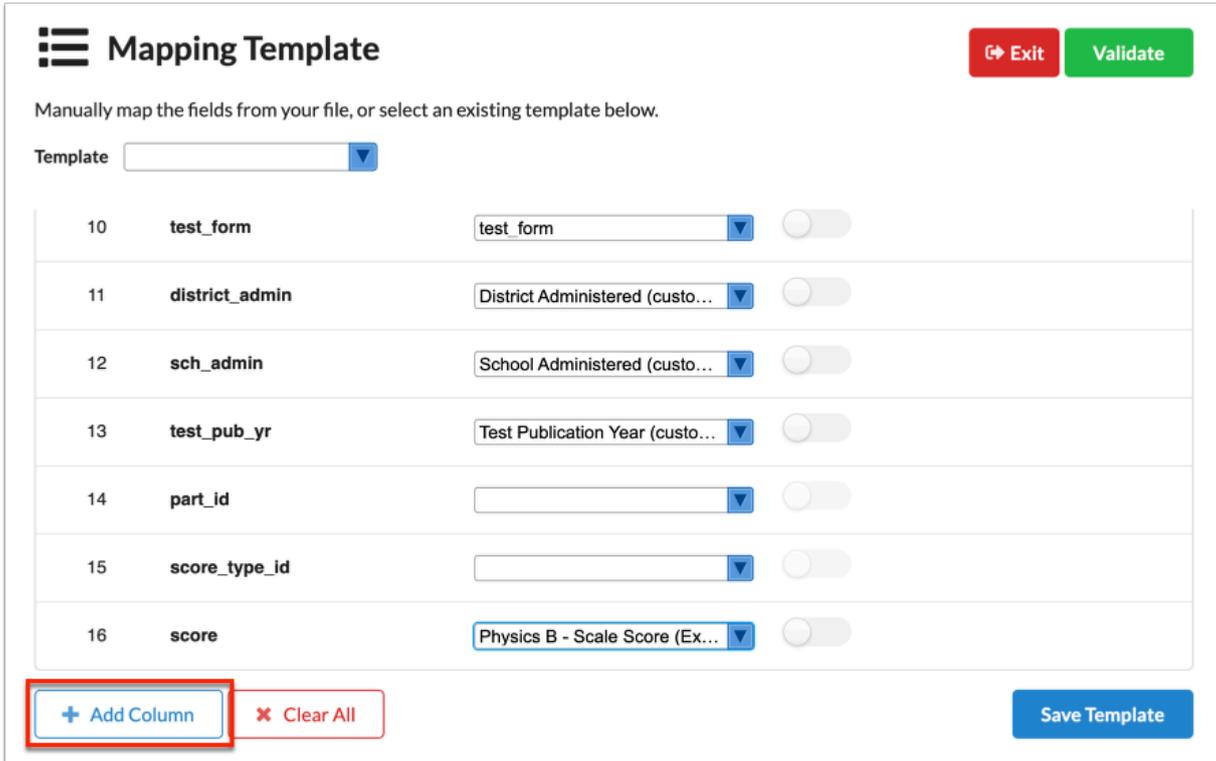
Manually map the fields from your file, or select an existing template below.

Template

Column Order	File Column	Mapped Field	Override
1	stu_id	<input type="text" value="student_id"/>	<input type="checkbox"/>
2	test_id	<input type="text"/>	<input type="checkbox"/>
3	administration_date	<input type="text" value="administration_date"/>	<input checked="" type="checkbox"/> <input type="text" value="Enter a new column val"/>
4	syear	<input type="text" value="syear"/>	<input type="checkbox"/>
5	gradelevel	<input type="text" value="gradelevel"/>	<input type="checkbox"/>

 This override value replaces any value provided in the original import file for the selected column and for all records.

12. To default a value into a table column for a field that does not exist in the file, click **+ Add Column**.



Mapping Template Exit Validate

Manually map the fields from your file, or select an existing template below.

Template

10	test_form	<input type="text" value="test_form"/>	<input type="checkbox"/>
11	district_admin	<input type="text" value="District Administered (custo..."/>	<input type="checkbox"/>
12	sch_admin	<input type="text" value="School Administered (custo..."/>	<input type="checkbox"/>
13	test_pub_yr	<input type="text" value="Test Publication Year (custo..."/>	<input type="checkbox"/>
14	part_id	<input type="text"/>	<input type="checkbox"/>
15	score_type_id	<input type="text"/>	<input type="checkbox"/>
16	score	<input type="text" value="Physics B - Scale Score (Ex..."/>	<input type="checkbox"/>

+ Add Column ✘ Clear All Save Template

a. In the added row, select the destination table column from the **Mapped Field** pull-down. The **Override** toggle is automatically enabled. Enter the value that will default into the table column in the provided text box.

11	district_admin	District Administered (custo... ▼	<input type="checkbox"/>
12	sch_admin	School Administered (custo... ▼	<input type="checkbox"/>
13	test_pub_yr	Test Publication Year (custo... ▼	<input type="checkbox"/>
14	part_id	<input type="text"/> ▼	<input type="checkbox"/>
15	score_type_id	<input type="text"/> ▼	<input type="checkbox"/>
16	score	Physics B - Scale Score (Ex... ▼	<input type="checkbox"/>
17	Default_17	program_number ▼	<input checked="" type="checkbox"/> <input type="text" value="Enter a new column val"/> -

b. Add any additional defaulted fields as needed. There is no limit to the number of defaulted fields that can be added. To delete a defaulted field, click the **delete** button (red minus sign).

11	district_admin	District Administered (custo... ▼	<input type="checkbox"/>
12	sch_admin	School Administered (custo... ▼	<input type="checkbox"/>
13	test_pub_yr	Test Publication Year (custo... ▼	<input type="checkbox"/>
14	part_id	<input type="text"/> ▼	<input type="checkbox"/>
15	score_type_id	<input type="text"/> ▼	<input type="checkbox"/>
16	score	Physics B - Scale Score (Ex... ▼	<input type="checkbox"/>
17	Default_17	program_number ▼	<input checked="" type="checkbox"/> <input type="text" value="Enter a new column val"/> <input checked="" type="button" value="-"/>

 Only defaulted fields can be deleted in the mapping process.

Click **Clear All** to clear all Mapped Field pull-downs and start over.

Mapping Template Exit Validate

Manually map the fields from your file, or select an existing template below.

Template

11	district_admin	<input type="text"/>	<input type="checkbox"/>
12	sch_admin	<input type="text"/>	<input type="checkbox"/>
13	test_pub_yr	<input type="text"/>	<input type="checkbox"/>
14	part_id	<input type="text"/>	<input type="checkbox"/>
15	score_type_id	<input type="text"/>	<input type="checkbox"/>
16	score	<input type="text"/>	<input type="checkbox"/>
17	Default_17	<input type="text"/>	<input type="checkbox"/>

+ Add Column ✖ Clear All Save Template

13. To save the map as a template for future use, click **Save Template**.

Mapping Template Exit Validate

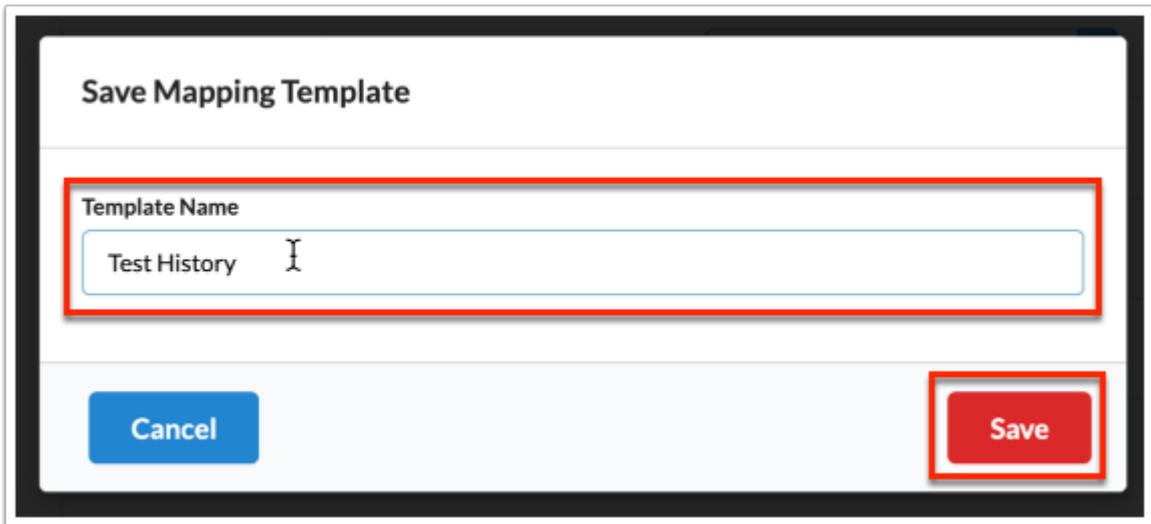
Manually map the fields from your file, or select an existing template below.

Template

10	test_form	test_form	<input type="checkbox"/>
11	district_admin	District Administered (custo...	<input type="checkbox"/>
12	sch_admin	School Administered (custo...	<input type="checkbox"/>
13	test_pub_yr	Test Publication Year (custo...	<input type="checkbox"/>
14	part_id	<input type="text"/>	<input type="checkbox"/>
15	score_type_id	<input type="text"/>	<input type="checkbox"/>
16	score	Physics B - Scale Score (Ex...	<input type="checkbox"/>

+ Add Column ✖ Clear All Save Template

a. In the pop-up window, enter a **Template Name** and click **Save**.



i A confirmation message displays when the entered title matches the name of an existing template title (case-sensitive).

14. Click Validate.

Mapping Template

Manually map the fields from your file, or select an existing template below.

Template: Test History

Column Order	File Column	Mapped Field	Override
1	stu_id	student_id	<input type="checkbox"/>
2	test_id	test_form	<input type="checkbox"/>
3	administration_date	administration_date	<input type="checkbox"/>
4	syear	syear	<input type="checkbox"/>
5	gradelevel	gradelevel	<input type="checkbox"/>

15. Review total Valid Rows and Invalid Rows including Validation Errors you must address before complete the import process.

Import Tools | Student Match Files | Reports | Settings

Steps

- File Format
- Select Tool
- Mapping Template
- Validation**

Import Settings

Import ID: 673
 File: ACCESS_FL_WIDA_Dat... 2018-19_04092019.csv
 Source: Local Server
 Rows: 6

Validation Exit Import

	test_history_administrations	test_history_scores
Total Rows	5	5
Valid Rows	3 (60.00%)	3 (60.00%)
Invalid Rows	2 (40.00%)	2 (40.00%)

Validation Errors
 There are data validation errors in your import. Please view the results below.

test_history_administrations

Error	Records Affected
▶ Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

a. To review additional information about the validation errors, click the orange arrow.

Validation Errors
 There are data validation errors in your import. Please view the results below.

test_history_administrations

Error	Records Affected
▶ Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying FL0000000000004 FL0000000000005	2

test_history_scores

Error	Records Affected
▶ Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

The Invalid Rows data is displayed at the bottom of the Validation screen where you can carefully review all the information from the file.

test_history_scores

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

FL000000000004 FL000000000005

[Download Error File](#)

2 Records Filter: OFF

ROW_ID	UNIQUE_DRC_STUDENT_ID	REPORTED_RECORD	STATE_NAME_ABBREVIATION	DISTRICT_NAME	DISTRICT_NUMBER	SCH
4	9856215	1	AL	District Name	99	Focu
5	9856215	1	AL	District Name	99	Focu

Click **Download Error File** to download a file of all listed errors and data to your computer.

test_history_scores

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

FL000000000004 FL000000000005

[Download Error File](#)

2 Records Filter: OFF

ROW_ID	UNIQUE_DRC_STUDENT_ID	REPORTED_RECORD	STATE_NAME_ABBREVIATION	DISTRICT_NAME	DISTRICT_NUMBER	SCH
4	9856215	1	AL	District Name	99	Focu
5	9856215	1	AL	District Name	99	Focu

16. Once validation is complete, click **Import**.

Validation [Exit](#) [Import](#)

	test_history_administrations	test_history_scores
Total Rows	5	5
Valid Rows	3 (60.00%)	3 (60.00%)
Invalid Rows	2 (40.00%)	2 (40.00%)

Validation Errors
There are data validation errors in your import. Please view the results below.

test_history_administrations

Error	Records Affected

Review the process status, such as Process Complete, and the Total of Rows added, number of Valid Rows, Number of Invalid Rows, number of records Inserted, etc. Note: The information displayed here may differ depending on the steps followed above.

Import Tools | Student Match Files | Reports | Settings



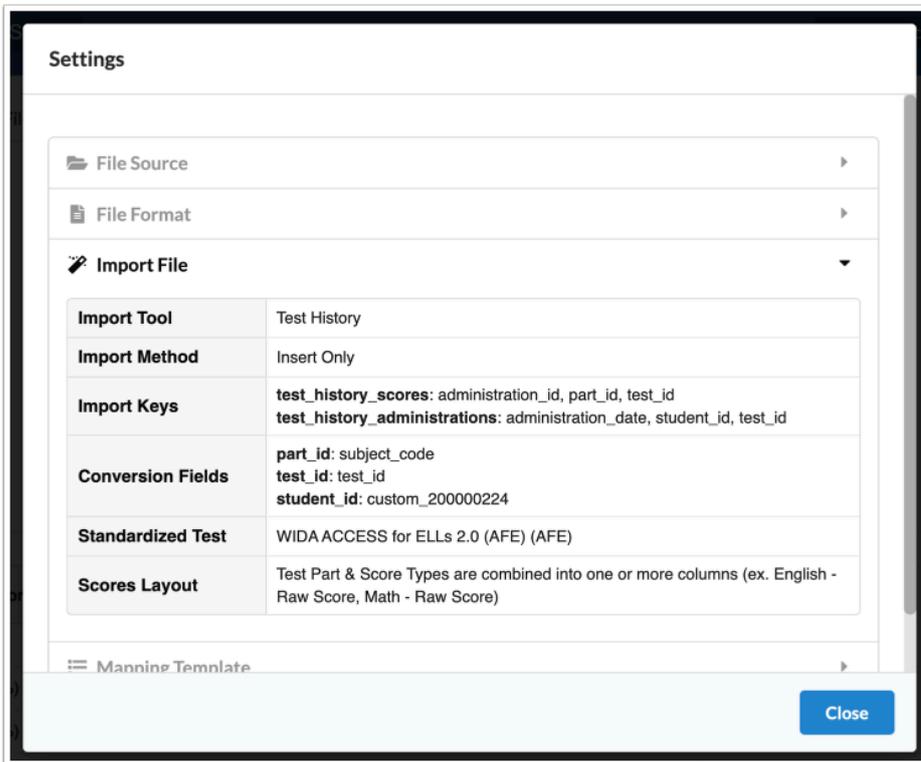
Process Complete
Import process was run successfully!

[View Settings](#) [Exit](#)

 **Import File**

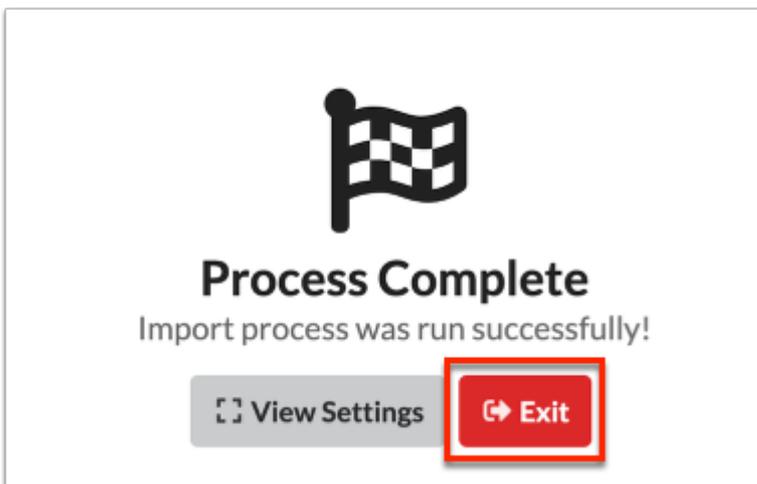
	test_history_administrations	test_history_scores
Total Rows	5	5
Valid Rows	3 (60.00%)	3 (60.00%)
Invalid Rows	2 (40.00%)	2 (40.00%)
Inserted	3	12

17. Click **View Settings** to review the details of the imported data.



- a. Click the arrows to open and close headers containing information.
- b. Click **Close** once your review is complete to close the Settings pop-up window.

18. Click **Exit** to return to the main Imports screen.



Import Tools: Student Match

The Student Match import tool is used to find student_ids for the students in the uploaded file.

1. Follow the steps described in [Import Tools \(Importing a File\)](#).

2. Click **Student Match**.

The screenshot shows the 'Import Tools' interface with the following components:

- Navigation:** 'Import Tools' (active), 'Student Match Files', 'Reports', 'Settings'.
- Steps:** 'File Format', 'Select Tool' (highlighted), 'Exit', 'Next'.
- Import Settings:**

Import ID	2
File	TEST_HISTORY.FUL...
Source	Local Server
Rows	9168208
Directory	/export

View All
- Select Tool:**
 - Import File:** Import the contents from your file into Focus.
 - Student Match:** Find the student_ids for the students in your file. (This tool is highlighted with a red border.)
 - Create Table from File:** Create a database table with the data in your uploaded file.

Reminder: Student Match can run alongside an Import, such as Test History.

3. In the pop-up window, map the columns from your file to the required match columns. Select the applicable **File Column** from each pull-down for the Match Column.

Student Match

Map the columns from your file to the required match columns below, and select the date format of the birth date in the file.

Match Column	File Column	
First Name	<input type="text" value="first"/>	
Last Name	<input type="text" value="last"/>	
Birth Date	<input type="text" value="birthdate"/>	Format <input type="text" value="MM/DD/YYYY"/>
School	<input type="text" value="school"/>	<i>Optional: Set this value to allow access to unmatched students by School.</i>

4. Click **Run**.

Student Match

Map the columns from your file to the required match columns below, and select the date format of the birth date in the file.

Match Column	File Column	
First Name	<input type="text" value="first"/>	
Last Name	<input type="text" value="last"/>	
Birth Date	<input type="text" value="birthdate"/>	Format <input type="text" value="MM/DD/YYYY"/>
School	<input type="text" value="school"/>	<i>Optional: Set this value to allow access to unmatched students by School.</i>

Review the students matched. The percentage bar shows how many students have been matched automatically. The Unmatched Students section displays all the students who were not automatically matched.

Student Match Results

95%

23 of 24 Matched

Unmatched Students

1 Records [Export](#)   [Filter: OFF](#)

First Name ▲▼	Last Name ▲▼	Birth Date ▲▼	School ▲▼	Student ID ▲▼
Kenna	Abregan		Focus High School - 0041	Search...

[Continue](#)

5. Click **Search** to conduct a student search and match a student manually.

Student Match Results

95%

23 of 24 Matched

Unmatched Students

1 Records [Export](#)   [Filter: OFF](#)

First Name ▲▼	Last Name ▲▼	Birth Date ▲▼	School ▲▼	Student ID ▲▼
Kenna	Abregan		Focus High School - 0041	Search...

[Continue](#)

a. Scroll through the listed students until you find the correct student, then click the **Student** name to manually match them.

OR

Click **Search Screen** to conduct a student search.

Photo	Student	Student ID	Grade
	Abe, Charlie Noel	055879	10
	Abott, Charlie Christopher	082221	09
	Abregan, Kenna Joy	061843	10
	Acevedo, Diem Donna	023057	09
	Acevedo, Emerald Vonn	056443	12
	Acosta, Dexter D	086685	10

b. If conducting a student search from the Search Screen, enter student information in the **Student** text box and click **Search**. See [Searching for Students](#) for detailed information.

Imports

sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Imports/Imports.php&choose_student=true&incl...

Search Screen Simple List Customized List

748 Students Search

Student Search

Student

Student Group

Search All Schools

Include Inactive Students

[More Search Options](#)

c. Click the **Student** name to manually match the student.

Imports

sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Imports/Imports.php&modfunc=&search_modfu...

Search Screen Simple List Customized List

Student: kenna

1 Student  Search 

Photo	Student	Student ID	Grade
	<u>Abregan, Kenna Joy</u>  	061843	10

Once manually matched, the **Student ID** column is populated with the student's ID number in place of the Search link.

Student Match Results

 95%

23 of 24 Matched

Unmatched Students

1 Records [Export](#)   [Filter: OFF](#)

First Name	Last Name	Birth Date	School	Student ID
Kenna	Abregan		Focus High School - 0041	<u>061843</u>

[Continue](#)

6. Click **Continue** to finish the process.

Student Match Results

95%

23 of 24 Matched

Unmatched Students

1 Records Export Filter: OFF

First Name ▲	Last Name ▼	Birth Date ▲	School ▼	Student ID ▼
Kenna	Abregan		Focus High School - 0041	0061843

Continue

Once complete, you'll see the percentage of students match in the Student Match tool section.

🔧

Select Tool

Exit
Next

✎

Import File

Import the contents from your file into Focus.

↔

Student Match

Find the student_ids for the students in your file.

✓ 100% MATCHED
 Matched By School

📄

Create Table from File

Create a database table with the data in your uploaded file.

Any Student Matches conducted here display on the [Student Match Files](#) tab, where you can review student matching processes and continue matching students, as needed.

FOCUS Writers02 | Select Student/Staff | Imports | Lizette Garcia | Focus High School - 0041 | SIS | 2022-2023 | 3rd 9 Weeks | ERP

Import Tools | **Student Match Files** | Reports | Settings

Files

2 Records | Export | Filter: OFF

Import ID	File Name	File Source	Directory	Matched	Unmatched	Total	By School	Percent Complete	
671	Englisl 3.txt	Uploaded from Computer	N/A	24	0	24	✓	100%	Match Remaining Students
670	Advanced Report (1).txt	Uploaded from Computer	N/A	75	673	748	✓	10%	Match Remaining Students

! Re-running the Student Match during the import will clear all the previously matched data. Any incomplete matches for any given file that are not completed during the import process should always be completed from the [Student Match Files](#) tab instead to retain all progress made. When completed in the tab, you can then go back and finish the import.

7. Click **Next**.

Import Tools | Student Match Files | Reports | Settings

Steps

- File Format
- Select Tool**

Import Settings

Import ID	671
File	Englisl 3.txt
Source	Uploaded from Computer
Rows	25

View All

Select Tool

Import File

Import the contents from your file into Focus.

Student Match

Find the student_ids for the students in your file.

✓ 100% MATCHED
Matched By School

Create Table from File

Create a database table with the data in your uploaded file.

Exit | **Next**

Review the process status, such as Process Complete, and the Total of Rows added, number and percentage of student Matched and Unmatched.

Import Tools Student Match Files Reports Settings



Process Complete

Import process was run successfully!

[View Settings](#) [Exit](#)

↔ Student Match

Total Rows	24
Matched	23 (95%)
Unmatched	1 (4%)

8. Click **View Settings** to review the details of the imported data.

Settings

- File Source
- File Format
- ↔ Student Match
 - Date Format: MM/DD/YYYY
 - Fields: last,school,first,birthdate
 - Percent Matched: 100%

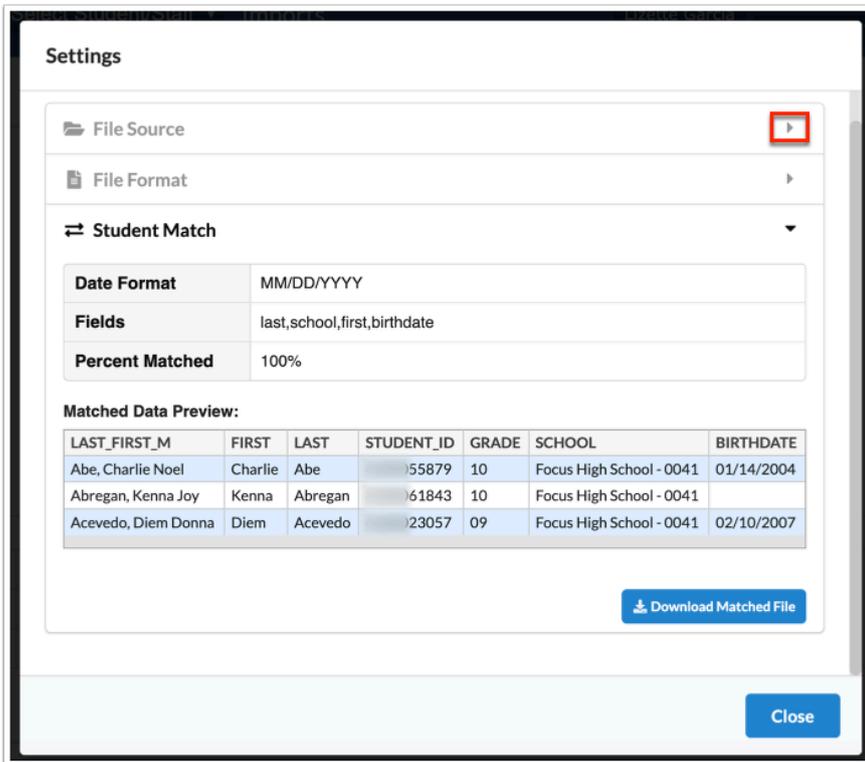
Matched Data Preview:

LAST_FIRST_M	FIRST	LAST	STUDENT_ID	GRADE	SCHOOL	BIRTHDATE
Abe, Charlie Noel	Charlie	Abe	55879	10	Focus High School - 0041	01/14/2004
Abregan, Kenna Joy	Kenna	Abregan	61843	10	Focus High School - 0041	
Acevedo, Diem Donna	Diem	Acevedo	23057	09	Focus High School - 0041	02/10/2007

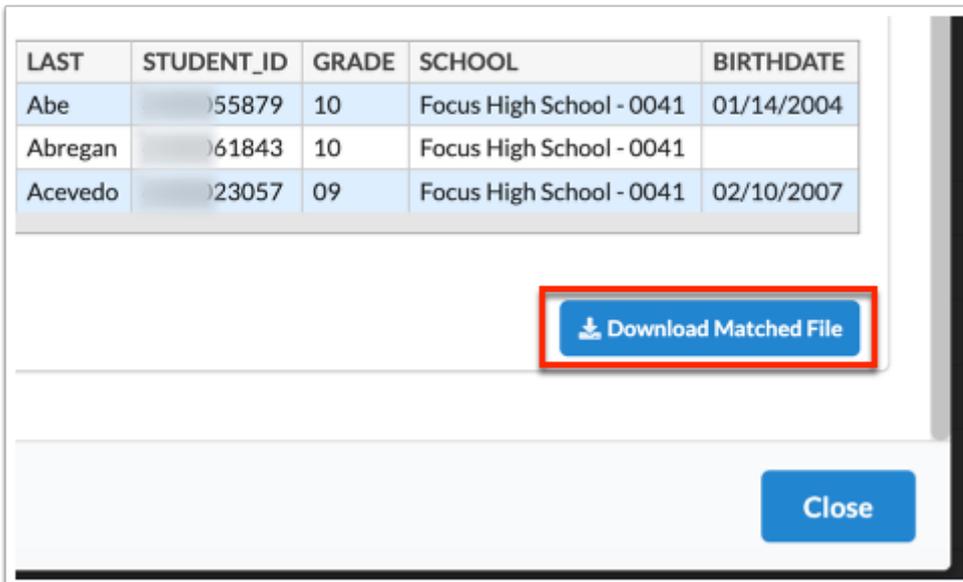
[Download Matched File](#)

[Close](#)

a. Click the arrows to open and close headers containing information.



b. Click **Download Matched File** to download a copy of the matched records.



c. Click **Close** once your review is complete to close the Settings pop-up window.

9. Click **Exit** to return to the main Imports screen.

Import Tools Student Match Files Reports Settings



Process Complete
Import process was run successfully!

[View Settings](#) [Exit](#)

↔ Student Match

Total Rows	24
Matched	23 (95%)
Unmatched	1 (4%)

Import Tools: Create Table from File

1. Follow the steps described in [Import Tools \(Importing a File\)](#).
2. Click **Create Table from File**.

Import Tools Student Match Files Reports Settings

Steps

File Format
Select Tool

Import Settings

Import ID 2
File TEST_HISTORY,FUL...
Source Local Server
Rows 9168208
Directory /export
[View All](#)

 **Select Tool**


Import File
Import the contents from your file into Focus.


Student Match
Find the student_ids for the students in your file.


Create Table from File
Create a database table with the data in your uploaded file.

[Exit](#) [Next](#)

3. Enter a custom title for the table in the **Table Name** text box.

Create Table from File

Table Name

test_history_03_2023 _temp

Cancel Continue

4. Click **Continue**.

i All temporary tables will be given the suffix `_temp`. Entering a name that already exists displays confirmation message.

5. Click **Next**.

Import Tools Student Match Files Reports Settings

Steps

- File Format
- Select Tool
- Create Table from File

Import Settings

Import ID	2
File	TEST_HISTORY.FUL...
Source	Local Server
Rows	9168208
Directory	/export

View All

Select Tool

Import File
Import the contents from your file into Focus.

Student Match
Find the student_ids for the students in your file.

Create Table from File
Create a database table with the data in your uploaded file.

Table Name:
_test_history_03_2023_temp

Exit Next

6. Once complete, a message displays that the Import process was run successfully! Click **Exit** to return to the main Import Tools screen or click **View Settings** to review information pertaining to the import.

Import Tools Student Match Files Reports Settings



Process Complete
Import process was run successfully!

[View Settings](#) [Exit](#)

 Create Table from File

Table Name	_test_history_03_2023_temp
Total Rows	9168207

Import Tool Requirements

Test History

Standardized Test

 Select a Standardized Test is optional. Focus accepts a blank value.

1. Following the steps described in [Import Tools: Import File](#), in the Import File pop-up window, select **Test History** from the **Import Tool** pull-down.
2. Select the applicable **Standardized Test** from the pull-down for which you are importing data.

Import File

Options

Import Tool ▼ Test History

Import Method ▼ Insert Only

Standardized Test ▼ WIDA ACCESS for ELLs 2.0 (AFE)

Parse File

Scores Layout ▼ Test Part & Score Types are combined into ...

Import Specific Rows

The listed standardized tests pulls from tests set up via Assessment > [Standardized Tests](#).

Scores Layout Description

There are currently three different options for importing test scores into Focus and the one that should be used will depend on how your source file is structured.

Standard

This type of file structure allows you to include a column for Test ID, Part ID, Score Type ID, and Score Value. There aren't any known providers that work with this structure but you may rearrange your file to this format as an alternative. You will have multiple rows for the same student and test administration.

Click the file/link below to download the THL Importer file layout.

 [Test History Standard Layout.xlsx](#)

File header example:

```
|Student_ID|Admin_date|Test_ID|Part_ID|Score_type_ID|Score|
```

Score Types are split from Test Part columns

There's just one set of score columns but also one column for Test ID and one column for Test Part to identify the part those scores belong to for the test. You will have multiple rows for the same student and test administration. Score Types are split from Test Part columns.

This structure is also used in the Florida EOC tests, for example, but without a Test ID column, it needs to be run with method #1 described above.

File header example:

```
|Student_ID|Admin_date|Test_ID|Part_ID|Raw_Score|Scale_Score|National_perce
```

Test Part & Score Types are combined into one or more columns

In general, this is how third-party systems will generate their scores extracts. You'll have multiple sets of score columns where each set represents a specific test part. In this type of structure you won't have a column in the file with the Part Code ID. It should also have one record per student and test administration date.

Layouts are provided by the third-party system.

File header example:

```
|Student_ID|Admin_date|Eng-SS|Eng-RS|Eng-NP|Math-SS|Math-RS|Math-NP|Sci-SS|
```

Scores Layout Application

1. Following the steps described in [Import Tools: Import File](#), in the Import File pop-up window, select **Test History** from the **Import Tool** pull-down.
2. Select the **Scores Layout** from the provided pull-down. To determine the layout needed, see [Scores Layout Description](#).

Import File

Options

Import Tool

Import Method

Standardized Test

Parse File

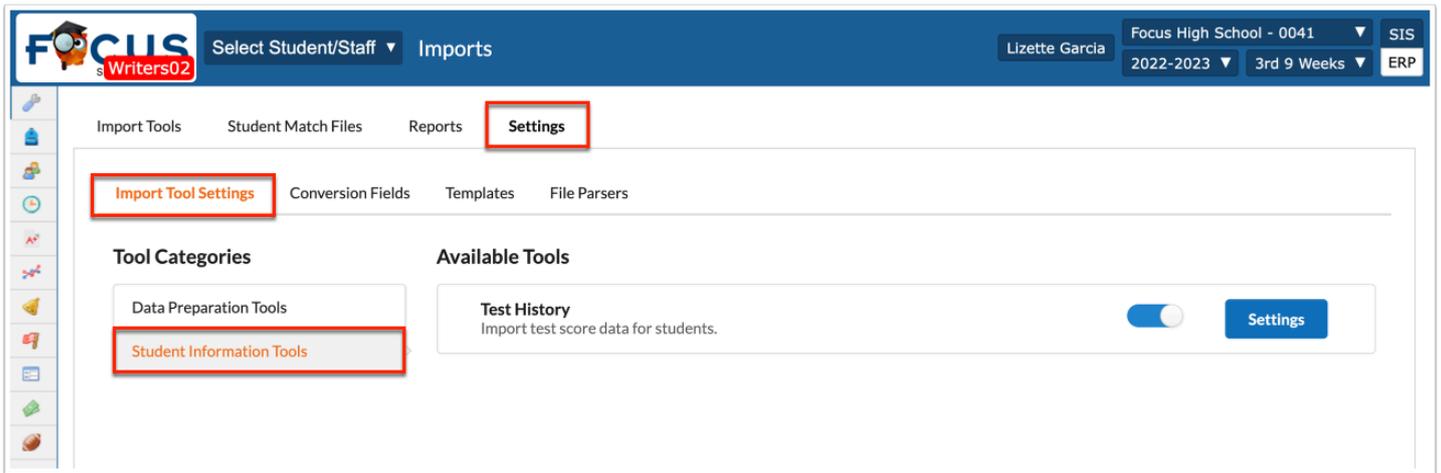
Scores Layout

Import Specific Rows

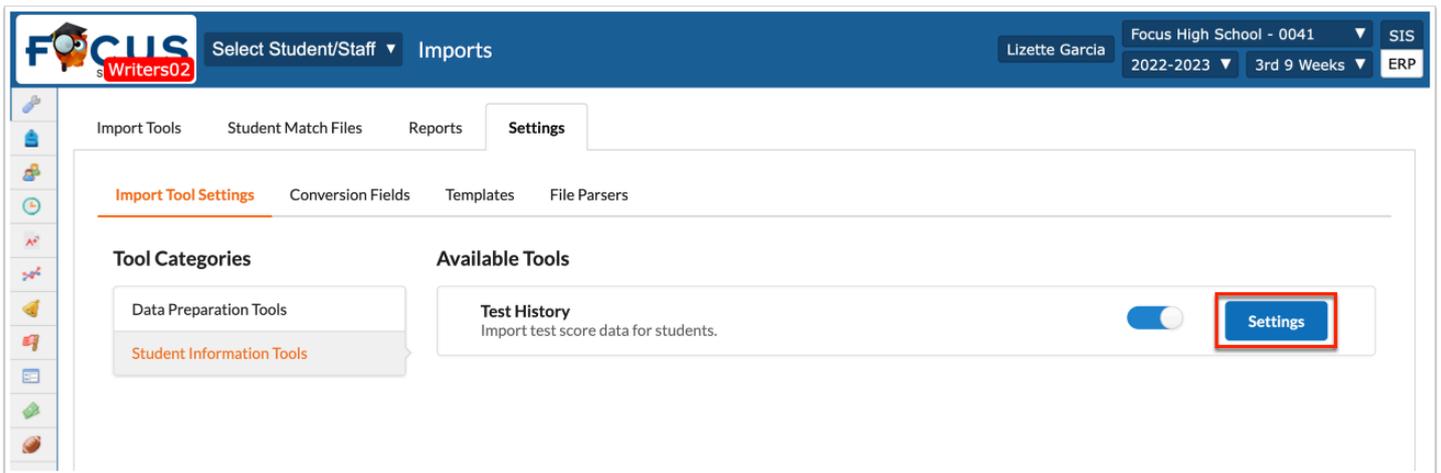
i Any score layout option can and should be selected depending on how the file is formatted. When a Standardized Test is not selected (field is left blank) only two options are available (Split and Standard); however, only when a test is selected will all 3 options become available. At which point, "Combined" is the default option, which can still be changed to a different option when needed.

Import Key Fields Setup

1. Import Keys can be reviewed and edited via Imports > [Settings](#) tab > [Import Tool Settings](#) tab > [Student Information Tools](#) tab.



2. Click **Settings** for Test History.



3. Focus' default import keys are selected by default. Click the provided pull-down for **test_history_administrators** and/or **test_history_scores** to change the selections made.

Test History

Import test score data for students.

Import Keys

test_history_administrations
 ↻

test_history_scores
 ↻

General Settings

Allow Import Key Override

Mapping Templates

2 Records Export Filter: OFF

Title	Created By	Date Created	Last Updated	Status
Test History	Lizette Garcia	03/23/2023	03/23/2023	Active
WIDA ACCESS	Charles Sharpe	03/31/2023	03/31/2023	Active

Cancel
Save

💡 Click the circular arrow to clear your selections made and revert back to the Focus defaults.

Test History

Import test score data for students.

Import Keys

test_history_administrations
 ↻

test_history_scores
 ↻

See [Settings](#) > [Import Tools Settings](#) > [Student Information Tools](#) for more information.

Import Key Application

1. Following the steps described in [Import Tools: Import File](#), in the Import File pop-up window, select **Test History** from the **Import Tool** pull-down.

The Import Keys selected are either the Focus defaults or the selections made in setup as described in [Import Key Fields Setup](#).

2. Click the provided pull-down for **test_history_administrators** and/or **test_history_scores** to change the selections made.

The screenshot shows the 'Import File' window with the following settings:

- Parse File:**
- Scores Layout:** Score Types are split from Test Part columns
- Import Specific Rows:**
- Import Keys:**
 - test_history_administrations:** administration_date, student_id, test_id
 - test_history_scores:** administration_id, part_id, test_id

i The Import Keys section displays if the **Allow Import Key Override** setting has been enabled for the selected import tool via Imports > Settings > [Import Tool Settings](#) > [Student Information Tools](#).

💡 Click the circular arrow to clear your selections made and revert back to the defaults assigned in setup.

Import Keys

test_history_administrations
District Administered (custom_1), gradelevel, student_id, tes... ▼ ↻

test_history_scores
administration_id, part_id, test_id ▼ ↻

Conversion Fields

Conversion Fields determine how the import process converts a value, such as the `part_id`: ENG to a value Focus can understand and place, such as 237. Therefore, if `subject_code` is selected as the default conversion field for `part_id`, Focus will know to convert the subject code into the part ID.

i Conversion Fields are set up via Imports > Settings > Conversion Fields. See [Conversion Fields](#) for more information.

The Default conversion fields are as follows:

For `part_id`, the default is `subject_code`.

For `student_id`, the default is `student_id`.

1. Following the steps described in [Import Tools: Import File](#), in the Import File pop-up window, select **Test History** from the **Import Tool** pull-down.

The Conversion Fields selected are either the Focus defaults or the selections made in setup as described in [Conversion Fields](#).

2. Click the provided pull-down for **part_id** and/or **student_id** to change the selections made.

Import File

Import Keys

test_history_administrations
administration_date, student_id, test_id

test_history_scores
administration_id, part_id, test_id

Conversion Fields

part_id
subject_code

student_id
student_id

Cancel Continue

💡 Click the circular arrow to clear your selections made and revert back to the defaults assigned in setup.

Conversion Fields

part_id
short_name

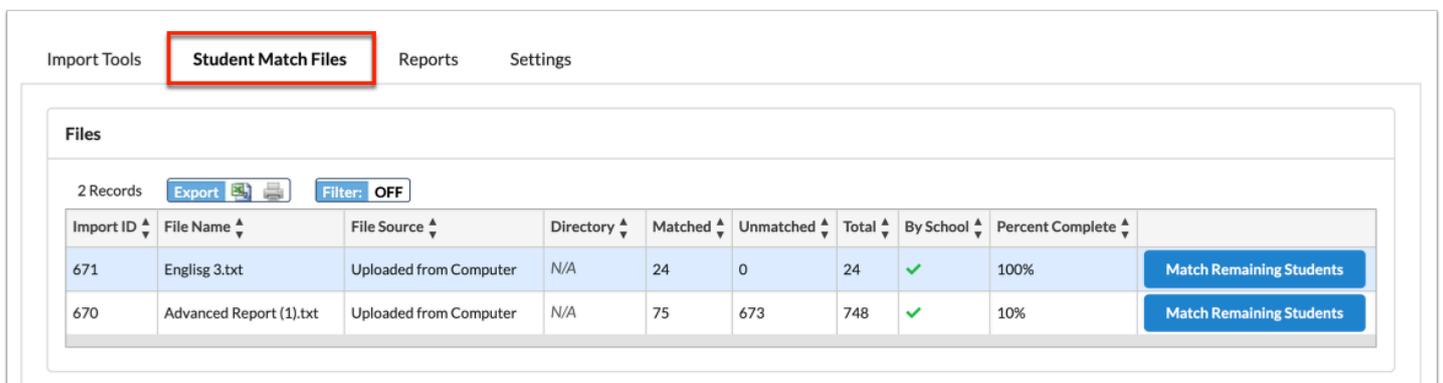
student_id
student_id

Student Match Files

The Student Match Files tab allows users to review student matches started and complete the process. A Student Match import must first be conducted before users can view the process from this tab. The Student Match import tool is used to find student_ids for the students in an uploaded file.

i Only files where the Student Match process has been initiated as part of the Import steps in the Import Tools tab will display here. When an import has been completed, that Import ID will no longer be displayed in this tab.

1. Follow the steps described in [Import Tools \(Importing a File\)](#).
2. Follow the steps described in [Import Tools: Student Match](#).
3. Click the **Student Match Files** tab.



The screenshot shows the 'Student Match Files' tab selected in a navigation menu. Below the menu, there is a 'Files' section with a table of 2 records. The table has columns for Import ID, File Name, File Source, Directory, Matched, Unmatched, Total, By School, and Percent Complete. Each record has a 'Match Remaining Students' button.

Import ID	File Name	File Source	Directory	Matched	Unmatched	Total	By School	Percent Complete	
671	Englisc 3.txt	Uploaded from Computer	N/A	24	0	24	✓	100%	Match Remaining Students
670	Advanced Report (1).txt	Uploaded from Computer	N/A	75	673	748	✓	10%	Match Remaining Students

Here you will find information about the student match import including the Import ID, File Name, File Source, Directory (if applicable), records Matched, records Unmatched, Total records, if matched By School, and the Percent Complete.

4. Click **Match Remaining Students** to manually match the remaining students and complete the process.

FOCUS Writers02 Select Student/Staff Imports Lizette Garcia Focus High School - 0041 SIS 2022-2023 3rd 9 Weeks ERP

Import Tools Student Match Files Reports Settings

Files

1 Records Export Filter: OFF

Import ID	File Name	File Source	Directory	Matched	Unmatched	Total	By School	Percent Complete
670	Advanced Report (1).txt	Uploaded from Computer	N/A	66	682	748	✓	8%

Match Remaining Students

The percentage bar shows how many students have been matched automatically. The Unmatched Students section displays all the students who were not automatically matched.

Match Remaining Students

8% 66 of 748 Matched

Unmatched Students

Prev Page: 1 682 Records Export

7 / 7 Next Filter: OFF

First Name	Last Name	Birth Date	School	Student ID
	Atencio		Focus High School - 0041	Search...
	Atencio		Focus High School - 0041	Search...
	Bahena		Focus High School - 0041	Search...
	Baker		Focus High School - 0041	Search...
	Baker		Focus High School - 0041	Search...
	Baker		Focus High School - 0041	Search...
	Baldwin		Focus High School - 0041	Search...
	Ballesteros		Focus High School - 0041	Search...
	Banuelos		Focus High School - 0041	Search...
	Banuelos		Focus High School - 0041	Search...

Cancel Done

5. Click **Search** to conduct a student search and match a student manually.

Match Remaining Students

8% 66 of 748 Matched

Unmatched Students

Page: 1 682 Records [Export](#)

Filter: OFF

First Name	Last Name	Birth Date	School	Student ID
	Atencio		Focus High School - 0041	Search...
	Atencio		Focus High School - 0041	Search...
	Bahena		Focus High School - 0041	Search...
	Baker		Focus High School - 0041	Search...
	Baker		Focus High School - 0041	Search...
	Baker		Focus High School - 0041	Search...
	Baldwin		Focus High School - 0041	Search...
	Ballesteros		Focus High School - 0041	Search...
	Banuelos		Focus High School - 0041	Search...
	Banuelos		Focus High School - 0041	Search...

[Cancel](#) [Done](#)

a. Scroll through the listed students until you find the correct student, then click the **Student** name to manually match them.

OR

Click **Search Screen** to conduct a student search.

Imports

sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Imports/Imports.php&choose_student=true&incl...

[Search Screen](#) [Simple List](#) [Customized List](#)

748 Students

Photo	Student	Student ID	Grade
	Abe, Charlie Noel	055879	10
	Abott, Charlie Christopher	082221	09
	Abregan, Kenna Joy	061843	10
	Acevedo, Diem Donna	023057	09
	Acevedo, Emerald Vonn	056443	12
	Acosta, Dexter D	086685	10

b. If conducting a student search from the Search Screen, enter student information in the **Student** text box and click **Search**. See [Searching for Students](#) for detailed information.

The screenshot shows a web browser window titled "Imports" with the URL `sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Imports/Imports.php&choose_student=true&incl...`. The page has three tabs: "Search Screen" (selected), "Simple List", and "Customized List". Below the tabs is a "Student Search" section. It contains a "Student" text box with the value "kenna", a "Student Group" dropdown menu, and two checkboxes: "Search All Schools" and "Include Inactive Students". A "More Search Options" link is also present. At the bottom right of the search section, there are "Search" and "Reset" buttons, both highlighted with red boxes.

c. Click the **Student** name to manually match the student.

The screenshot shows the same "Imports" page after a search. The URL is `sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Imports/Imports.php&modfunc=&search_modfu...`. The "Student: kenna" text is displayed above the results. There is a "1 Student" header with a document icon and a "Search" button. Below is a table with the following data:

Photo	Student	Student ID	Grade
	Abregan, Kenna Joy  	061843	10

Once manually matched, the **Student ID** column is populated with the student's ID number in place of the Search link.

Unmatched Students

< Prev Page: 1 694 Records Export

/ 7 Next > Filter: OFF

First Name	Last Name	Birth Date	School	Student ID
Kenna	Abregan		Focus High School - 0041	0061843
	Arana		Focus High School - 0041	Search...
	Aranda		Focus High School - 0041	Search...
	Arellano		Focus High School - 0041	Search...
	Arellano		Focus High School - 0041	Search...
	Arellano		Focus High School - 0041	Search...

6. When finished, click **Done**.

Match Remaining Students

8% 66 of 748 Matched

Unmatched Students

< Prev Page: 1 682 Records Export

/ 7 Next > Filter: OFF

First Name	Last Name	Birth Date	School	Student ID
	Atencio		Focus High School - 0041	060190
	Atencio		Focus High School - 0041	062979
	Bahena		Focus High School - 0041	086055
	Baker		Focus High School - 0041	060028
	Baker		Focus High School - 0041	083102
	Baker		Focus High School - 0041	061975
	Baldwin		Focus High School - 0041	060995
	Ballesteros		Focus High School - 0041	059242
	Banuelos		Focus High School - 0041	061982
	Banuelos		Focus High School - 0041	Search...

Cancel Done

Back on the Student Match Files tab, the information is updated, so it now shows the Percent Complete is 10%.

Focus ERP - Imports

Select Student/Staff | Imports | Lizette Garcia | Focus High School - 0041 | SIS | 2022-2023 | 3rd 9 Weeks | ERP

Import Tools | Student Match Files | Reports | Settings

Files

1 Records | Export | Filter: OFF

Import ID	File Name	File Source	Directory	Matched	Unmatched	Total	By School	Percent Complete	
670	Advanced Report (1).txt	Uploaded from Computer	N/A	75	673	748	✓	10%	Match Remaining Students

Reports

The Reports tab allows users to review a report of imports processed including date, time, import tool, file, etc.

1. In the **Setup** menu, click **Imports**.

Setup

- Students
- Users
- Scheduling
- Grades
- Assessment
- Attendance
- Discipline
- Forms
- Billing
- Eligibility
- Employee Self Service
- Florida Reports
- SSS
- Reports

Search...

Duplicate marking Periods

School Choice

- School Choice Setup
- Tours and Auditions
- Run Lottery
- School Choice Reports
- Print Letters
- School Choice Application 2023
- Magnet Application 2023
- Special Placement Application 2023

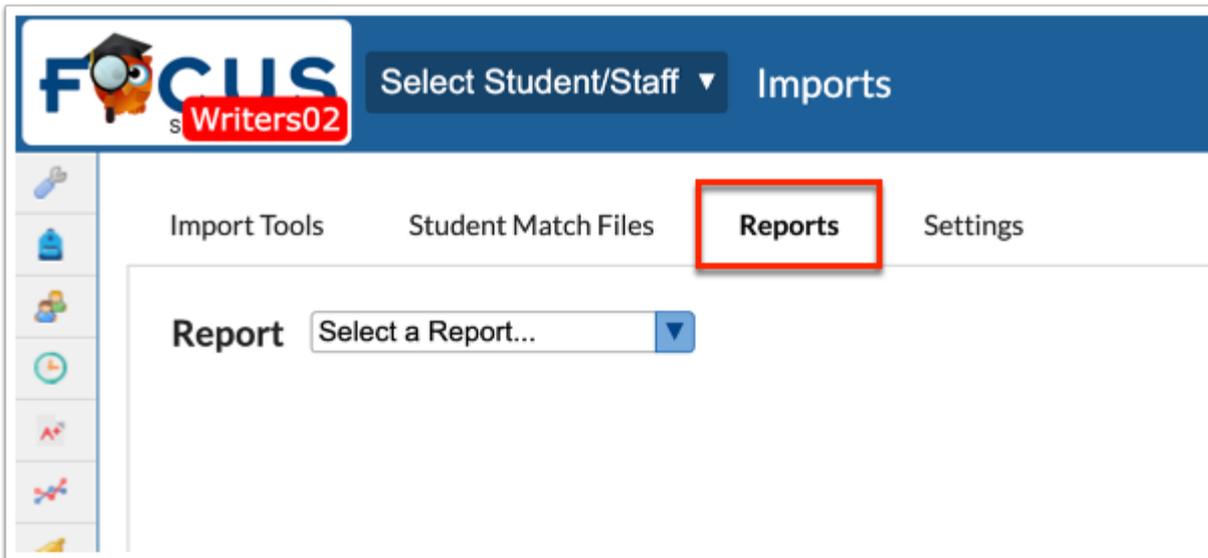
Import

- Import Student Photos
- Import Staff Photos
- Manage Integrations
- Scheduled Jobs
- Imports**

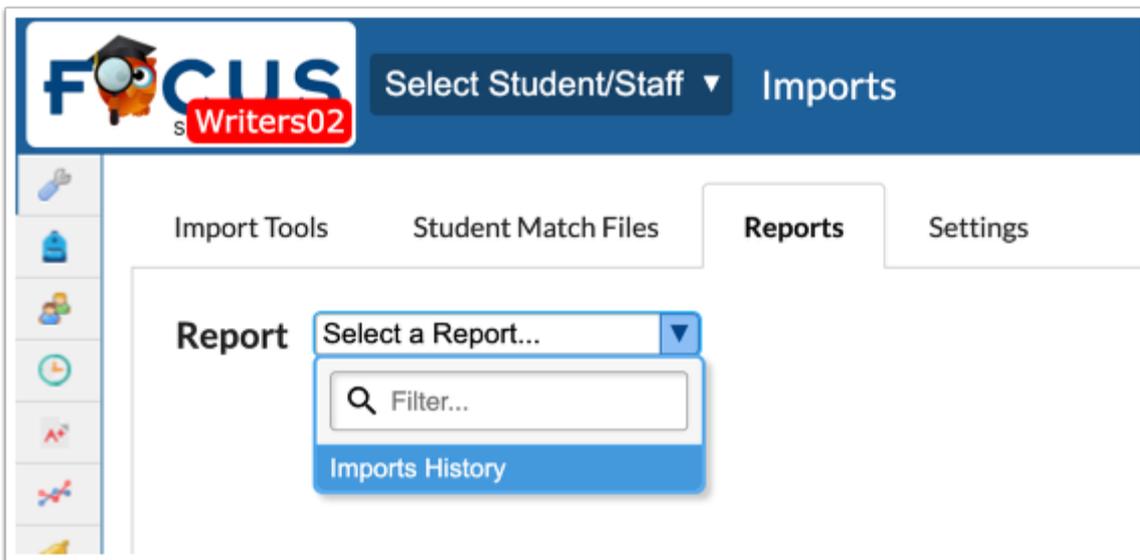
Tools

- Run Query

2. Click the **Reports** tab.



3. From the **Report** pull-down, select **Imports History**.



The report displays the Import ID, Date, Time, Import Tool, File, Format, Mapping Template, and the Import Method.

Import Tools Student Match Files **Reports** Settings

Report Imports History

Page: 1 / 45 662 Records Export Filter: OFF

Import ID	Date	Time	Import Tool	File	Format	Mapping Template	Import Method	
671	03/30/2023	02:30pm	N/A	Englsg 3.txt	Tab Delimited	N/A	N/A	
670	03/30/2023	12:43pm	N/A	Advanced Report (1).txt	Tab Delimited	N/A	N/A	
669	03/30/2023	12:39pm	N/A	TEST_HISTORY.FULL1.csv	Comma Delimited	N/A	N/A	
668	03/30/2023	12:38pm	N/A	FN.DX99.FTP.DA_2023-02-01.txt	Pipe Delimited (Single)	N/A	N/A	
667	03/30/2023	12:37pm	N/A	assets not updated.csv	Comma Delimited	N/A	N/A	
666	03/28/2023	03:55pm	Test History	TEST_HISTORY.FULL1.csv	Comma Delimited	N/A	Insert Only	View Statistics
664	07/27/2020	11:45pm	N/A	/var/www/html/uploaded-assets/export/students/student_account_balances.csv	Comma Delimited	LUNCH ACCT BALANCE	Update or Insert	
663	07/26/2020	11:45pm	N/A	/var/www/html/uploaded-assets/export/students/student_account_balances.csv	Comma Delimited	LUNCH ACCT BALANCE	Update or Insert	
662	07/25/2020	11:46pm	N/A	/var/www/html/uploaded-assets/export/students/student_account_balances.csv	Comma Delimited	LUNCH ACCT BALANCE	Update or Insert	
661	07/24/2020	11:46pm	N/A	/var/www/html/uploaded-assets/export/students/student_account_balances.csv	Comma Delimited	LUNCH ACCT BALANCE	Update or Insert	

4. Click **View Statistics** to review any data errors and additional information about the import.

Import Tools Student Match Files **Reports** Settings

Report Imports History

Page: 1 / 45 662 Records Export Filter: OFF

Import ID	Date	Time	Import Tool	File	Format	Mapping Template	Import Method	
671	03/30/2023	02:30pm	N/A	Englsg 3.txt	Tab Delimited	N/A	N/A	
670	03/30/2023	12:43pm	N/A	Advanced Report (1).txt	Tab Delimited	N/A	N/A	
669	03/30/2023	12:39pm	N/A	TEST_HISTORY.FULL1.csv	Comma Delimited	N/A	N/A	
668	03/30/2023	12:38pm	N/A	FN.DX99.FTP.DA_2023-02-01.txt	Pipe Delimited (Single)	N/A	N/A	
667	03/30/2023	12:37pm	N/A	assets not updated.csv	Comma Delimited	N/A	N/A	
666	03/28/2023	03:55pm	Test History	TEST_HISTORY.FULL1.csv	Comma Delimited	N/A	Insert Only	View Statistics
664	07/27/2020	11:45pm	N/A	/var/www/html/uploaded-assets/export/students/student_account_balances.csv	Comma Delimited	LUNCH ACCT BALANCE	Update or Insert	
663	07/26/2020	11:45pm	N/A	/var/www/html/uploaded-assets/export/students/student_account_balances.csv	Comma Delimited	LUNCH ACCT BALANCE	Update or Insert	

i View Statistics displays when an import process has reached the validation step or when an import process has been successfully completed.

In the Import Statistics pop-up window, you can review listed errors.

Import Statistics

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

FL000000000004 FL000000000005

test_history_scores

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

2 Records Filter: OFF

ROW_ID	UNIQUE_DRC_STUDENT_ID	REPORTED_RECORD	STATE_NAME_ABBREVIATION	DISTRICT
4	9856215	1	AL	District N
5	9856215	1	AL	District N

[Close](#)

a. Click the red arrows to open details about the errors listed.

Import Statistics

test_history_administrations

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

FL000000000004 FL000000000005

test_history_scores

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

b. Click **Download Error File** to download a file of all listed errors and data to your computer.

Import Statistics

Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying 2

FL000000000004 FL000000000005

test_history_scores

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

2 Records **Filter: OFF**

ROW_ID	UNIQUE_DRC_STUDENT_ID	REPORTED_RECORD	STATE_NAME_ABBREVIATION	DISTRIC
4	9856215	1	AL	District N
5	9856215	1	AL	District N

[Download Error File](#)

[Close](#)

c. Click **Close** to close the pop-up window.

Import Statistics

Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying 2

FL000000000004 FL000000000005

test_history_scores

Error	Records Affected
Value sent for STATE_STUDENT_ID (student_id) is not a valid character varying	2

2 Records **Filter: OFF**

ROW_ID	UNIQUE_DRC_STUDENT_ID	REPORTED_RECORD	STATE_NAME_ABBREVIATION	DISTRIC
4	9856215	1	AL	District N
5	9856215	1	AL	District N

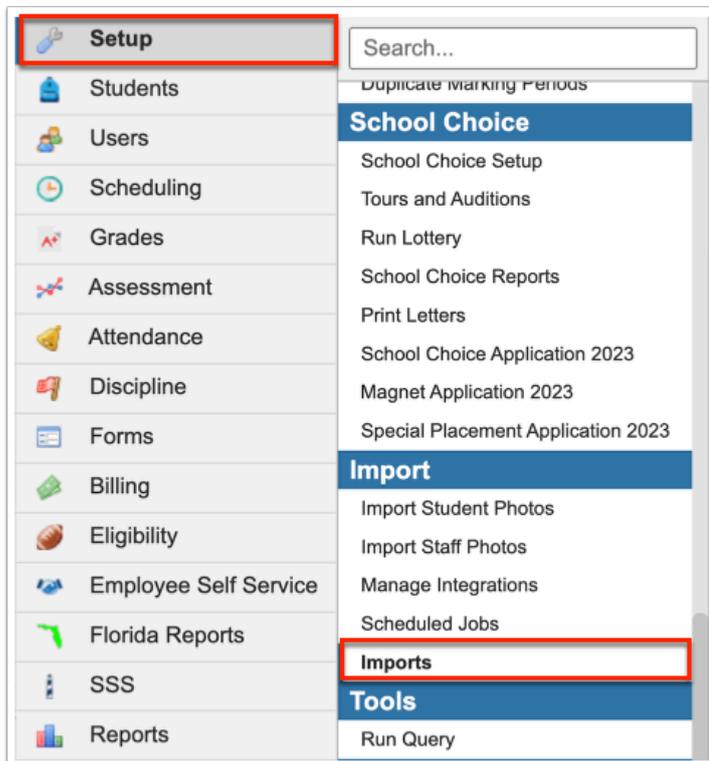
[Download Error File](#)

[Close](#)

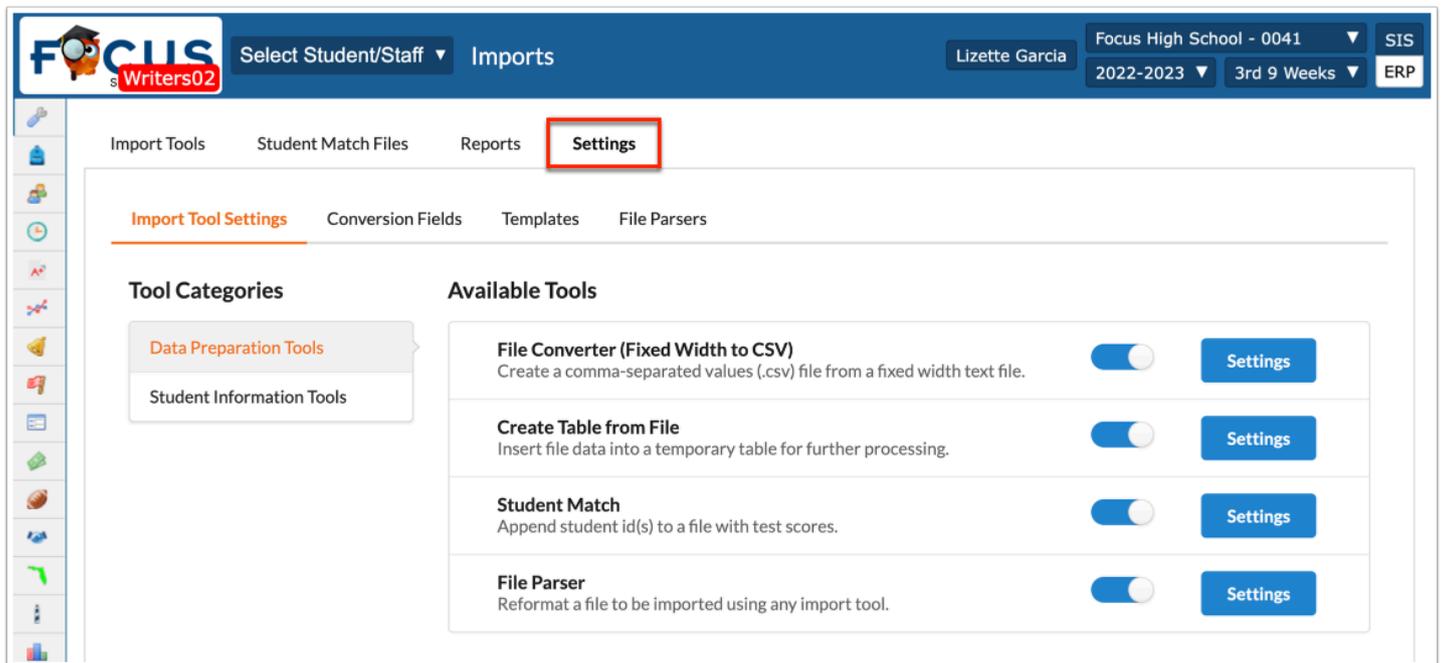
Settings

The Settings tab allows users to enable and review Import Tool Settings, review and set Conversion Fields, view, edit, and create Templates for mapping fields, and view and create new File Parsers.

1. In the **Setup** menu, click **Imports**.



2. Click the **Settings** tab.



Choose from the following tabs:

[Import Tool Settings](#): The Import Tool Settings tab houses the Data Preparation Tools tab and the Student Information Tools tab, which allows users to enable and edit the following settings: File Converter (Fixed Width to CSV), Create Table From File, Student Match, File Parser, and Test History.

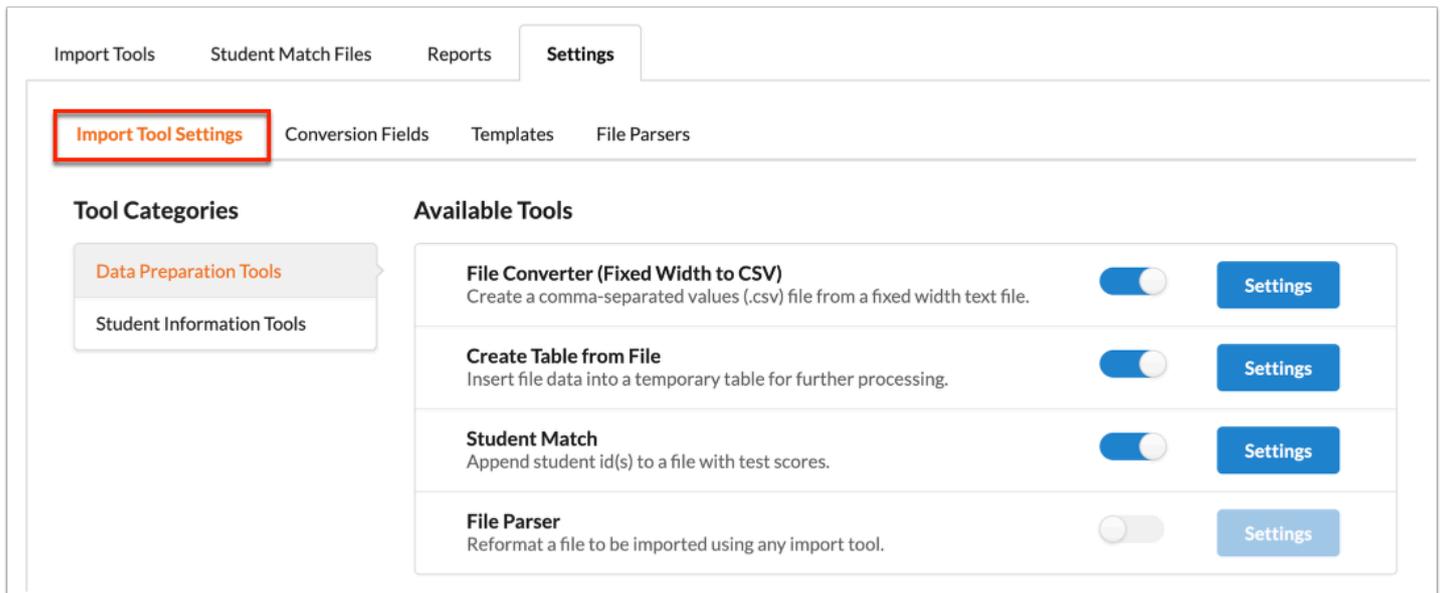
[Conversion Fields](#): The Conversion Fields tab allows users to determine the Identifier Column, Key Conversion Fields, the Import Tools for which the conversion applies, and whether the selections should act as a default.

[Templates](#): The Templates tab displays existing mapping templates that were created and saved or installed and allows users to edit existing templates or install new templates. Templates are used to automatically map out fields from an uploaded file.

[File Parsers](#): The File Parsers tab allow users to create new parsers by storing the necessary SQL code as well as edit SQL code for existing file parsers.

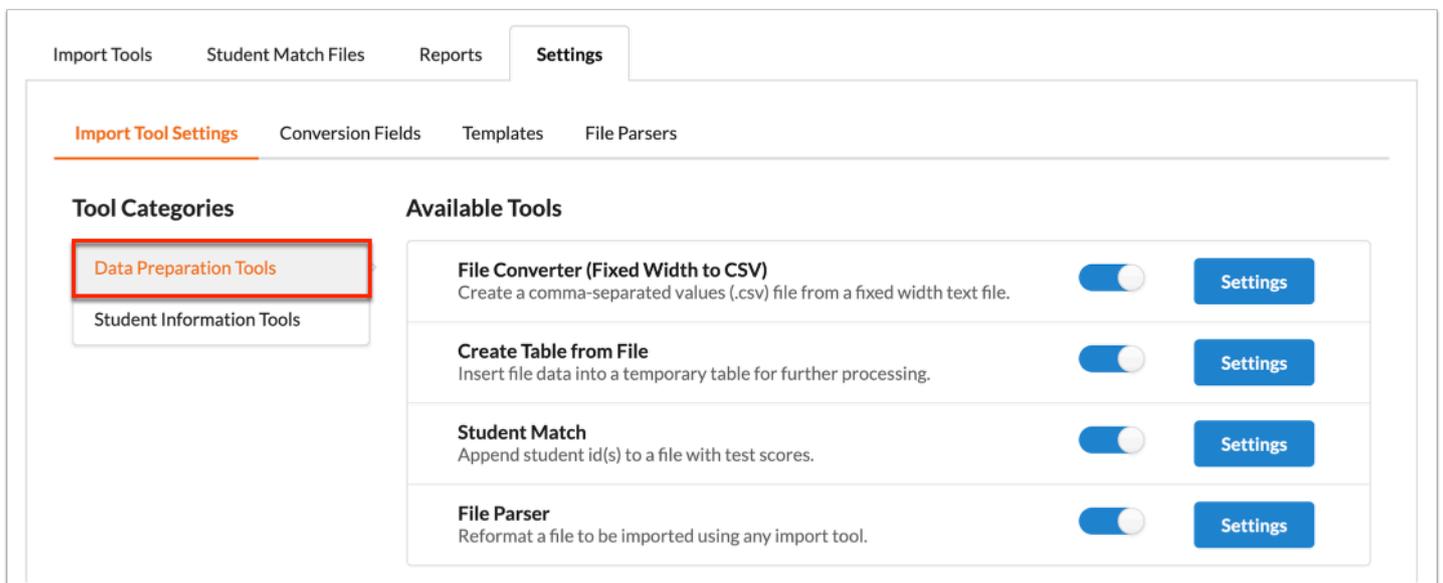
Import Tools Settings

The Settings tab defaults to the **Import Tool Settings** tab, which allows users to customize settings for import tools.



Data Preparation Tools

1. Click the **Data Preparation Tools** category to edit settings for the file converter, student match, file parser, etc.



2. Click the toggle to enable the **File Converter (Fixed Width to CSV)** setting to format fixed-width files during an import.

i See [File Converter: Fixed Width to CSV](#) for more details on this process once set up is complete.

a. Click **Settings** to view information about the directory and enable general settings.

Import Tool Settings Conversion Fields Templates File Parsers

Tool Categories

- Data Preparation Tools
- Student Information Tools

Available Tools

File Converter (Fixed Width to CSV) Create a comma-separated values (.csv) file from a fixed width text file.	<input checked="" type="checkbox"/>	<input type="button" value="Settings"/>
Create Table from File Insert file data into a temporary table for further processing.	<input checked="" type="checkbox"/>	<input type="button" value="Settings"/>
Student Match Append student id(s) to a file with test scores.	<input checked="" type="checkbox"/>	<input type="button" value="Settings"/>
File Parser Reformat a file to be imported using any import tool.	<input type="checkbox"/>	<input type="button" value="Settings"/>

i. In the File Converter (Fixed Width to CSV) pop-up window, review the Save Directory and click the **Automatically generate converted file** toggle to automatically generate a CSV file from a fixed width file. Note: You will still be able to manually generate and download a CSV formatted version of the file in the Import Settings of the import job that has fixed width as the selected file format.

File Converter (Fixed Width to CSV)

Create a comma-separated values (.csv) file from a fixed width text file.

Save Directory

/export/OWL/sis/output_files

General Settings

Automatically generate converted file

ii. Click **Save** to apply changes.

3. Click the toggle to enable the **Create Table from File** setting to insert file data into a temporary table for further processing.

See [Import Tools: Create Table from File](#) for detailed information about the process once set up is complete.

a. Click **Settings** to view information about the directory and enable general settings.

Import Tool Settings Conversion Fields Templates File Parsers

Tool Categories

- Data Preparation Tools
- Student Information Tools

Available Tools

<p>File Converter (Fixed Width to CSV) Create a comma-separated values (.csv) file from a fixed width text file.</p>	<input checked="" type="checkbox"/>	Settings
<p>Create Table from File Insert file data into a temporary table for further processing.</p>	<input type="checkbox"/>	Settings
<p>Student Match Append student id(s) to a file with test scores.</p>	<input checked="" type="checkbox"/>	Settings
<p>File Parser Reformat a file to be imported using any import tool.</p>	<input type="checkbox"/>	Settings

i. In the Create Table from File pop-up window, review the Sample Table Name and click the **Use district short_name as table prefix** toggle to use the district short_name as the table prefix.

Create Table from File
Insert file data into a temporary table for further processing.

Sample Table Name:

General Settings

Use district short_name as table prefix

[Cancel](#) [Save](#)

Create Table from File
Insert file data into a temporary table for further processing.

Sample Table Name:

General Settings

Use district short_name as table prefix

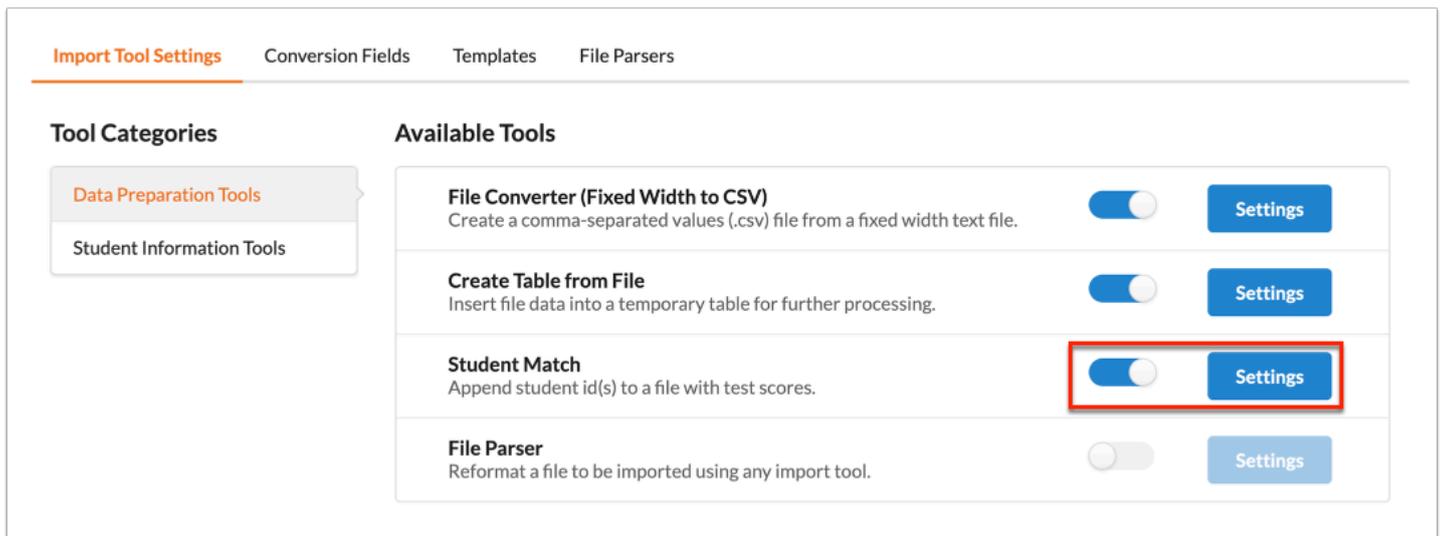
[Cancel](#) [Save](#)

ii. Click **Save** to apply changes.

4. Click the toggle to enable the **Student Match** setting to append student IDs to a file with test scores.

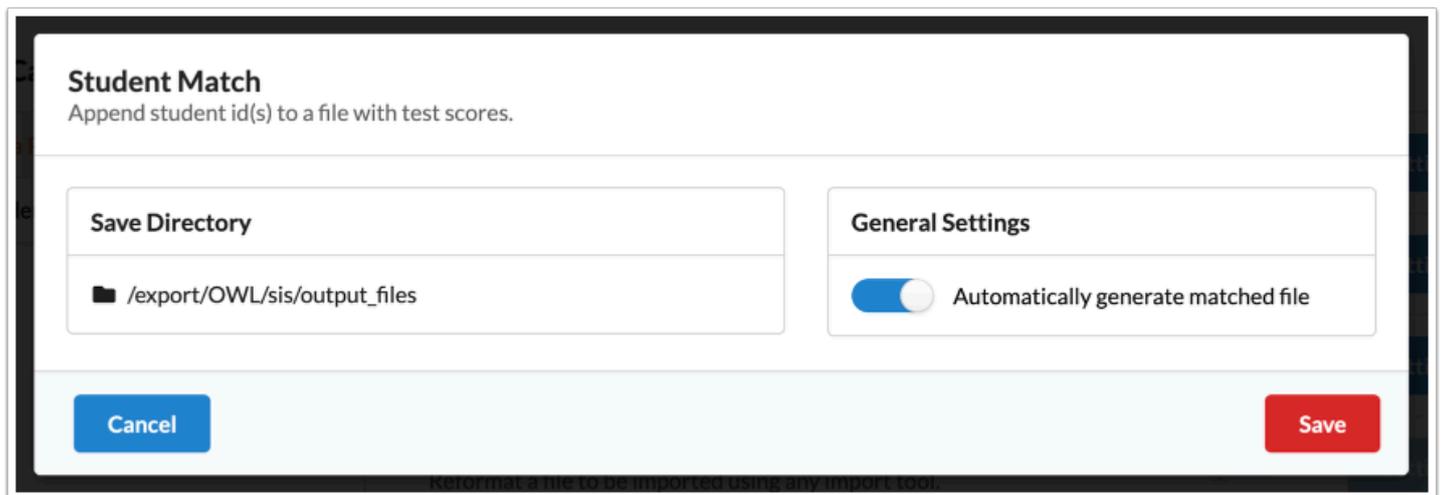
i See [Student Match Files](#) and [Import Tools: Student Match](#) for more details on this process once set up is complete.

a. Click **Settings** to view information about the directory and enable general settings.



The screenshot shows the 'Import Tool Settings' page with tabs for 'Conversion Fields', 'Templates', and 'File Parsers'. Under 'Tool Categories', 'Data Preparation Tools' is selected. In the 'Available Tools' list, the 'Student Match' tool is highlighted with a red box. Its description is 'Append student id(s) to a file with test scores.' The toggle switch is turned on, and the 'Settings' button is visible.

i. In the Student Match pop-up window, review the Save Directory and click the **Automatically generate matched file** toggle to automatically generate a matched student file.



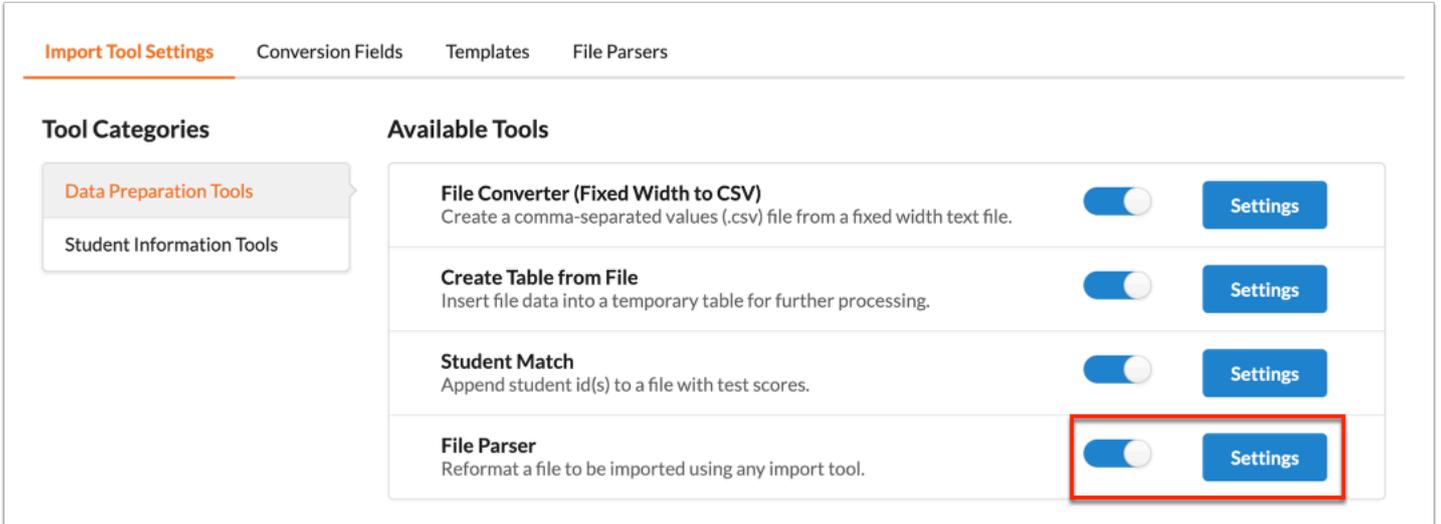
The screenshot shows the 'Student Match' pop-up window. It has a title 'Student Match' and a subtitle 'Append student id(s) to a file with test scores.' There are two main sections: 'Save Directory' with a text input field containing '/export/OWL/sis/output_files', and 'General Settings' with a toggle switch for 'Automatically generate matched file' which is turned on. At the bottom, there are 'Cancel' and 'Save' buttons.

ii. Click **Save** to apply changes.

5. Click the toggle to enable the **File Parser** setting to reformat files to be imported using any import tool.

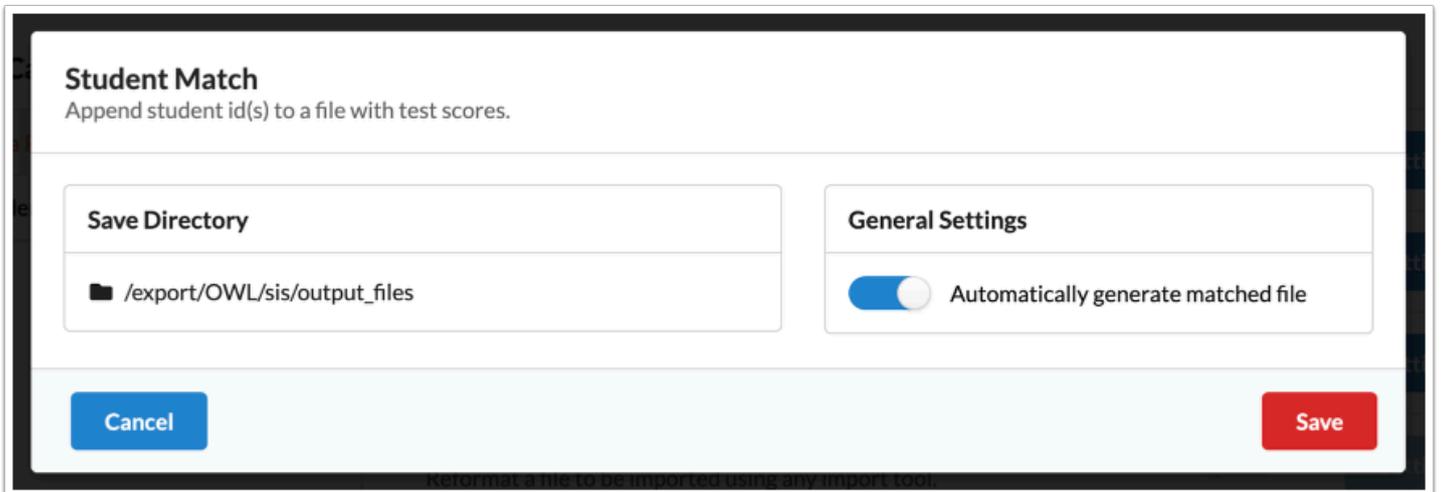
 See [Import Tools: Import File](#) for more details on this feature once set up is complete.

a. Click **Settings** to view information about the directory and enable general settings.



The screenshot shows the 'Import Tool Settings' page with tabs for 'Conversion Fields', 'Templates', and 'File Parsers'. Under 'Tool Categories', 'Data Preparation Tools' is selected. The 'Available Tools' section lists four tools: 'File Converter (Fixed Width to CSV)', 'Create Table from File', 'Student Match', and 'File Parser'. Each tool has a toggle switch and a 'Settings' button. The 'File Parser' tool's toggle switch and 'Settings' button are highlighted with a red box.

ii. In the File Parser pop-up window, review the Save Directory and click the **Automatically generate parsed file** toggle to automatically generate a parsed file.



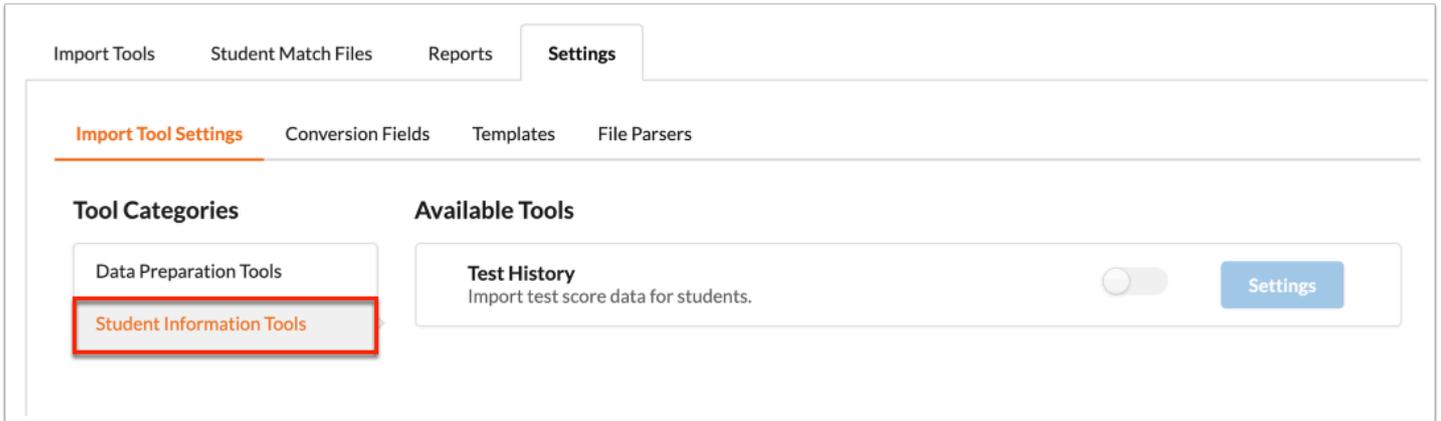
The screenshot shows the 'Student Match' pop-up window. It has a title 'Student Match' and a subtitle 'Append student id(s) to a file with test scores.' There are two main sections: 'Save Directory' and 'General Settings'. The 'Save Directory' section shows a folder icon and the path '/export/OWL/sis/output_files'. The 'General Settings' section has a toggle switch for 'Automatically generate matched file' which is turned on. At the bottom, there are 'Cancel' and 'Save' buttons.

ii. Click **Save** to apply changes.

Student Information Tools

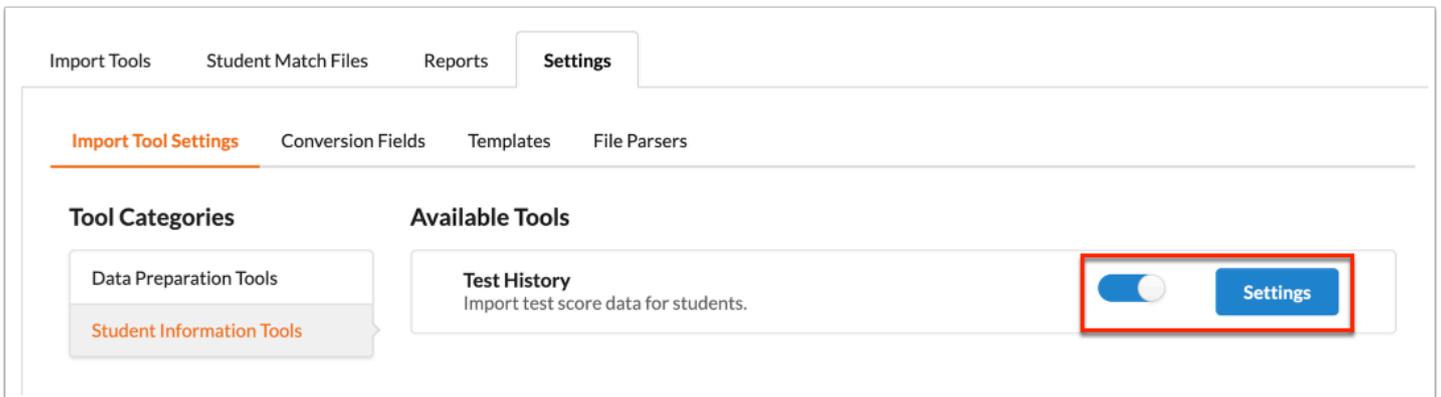
 See [Test History](#) and [Import Tools: Import File](#) for detailed information about the process once set up is complete.

1. Click the **Student Information Tools** category to edit settings for test history.



2. Click the toggle to enable the **Test History** setting to import test scores data for students.

a. Click **Settings** to review and edit import keys, enable general settings, and review mapping templates.



i. Select the **Import Keys** from the provided pull-downs. Select as many import keys as needed.

Test History
Import test score data for students.

Import Keys

test_history_administrations

administration_date, student_id, test_id

Filter...

Exact [Check all](#) [Clear](#)

- administration_date
- District Administered (custom_1)
- djii_info
- fas_assignment_id
- gradelevel
- id
- lep_info
- program_number
- School Administered (custom_2)
- student_id

General Settings

Allow Import Key Override

id	Last Updated	Status
	03/23/2023	Active

ii. Click the **Allow Import Key Override** toggle to allow yourself and users to override the selected import keys.

Test History
Import test score data for students.

Import Keys

test_history_administrations

administration_date, student_id, test_id

test_history_scores

administration_id, part_id, test_id

General Settings

Allow Import Key Override

Mapping Templates

1 Records [Export](#) [Filter: OFF](#)

Title	Created By	Date Created	Last Updated	Status
Test History	Lizette Garcia	03/23/2023	03/23/2023	Active

If any Mapping Templates have been saved, they are displayed in the corresponding section including the Title, Created By, Date Created, Last Updated, and Status.

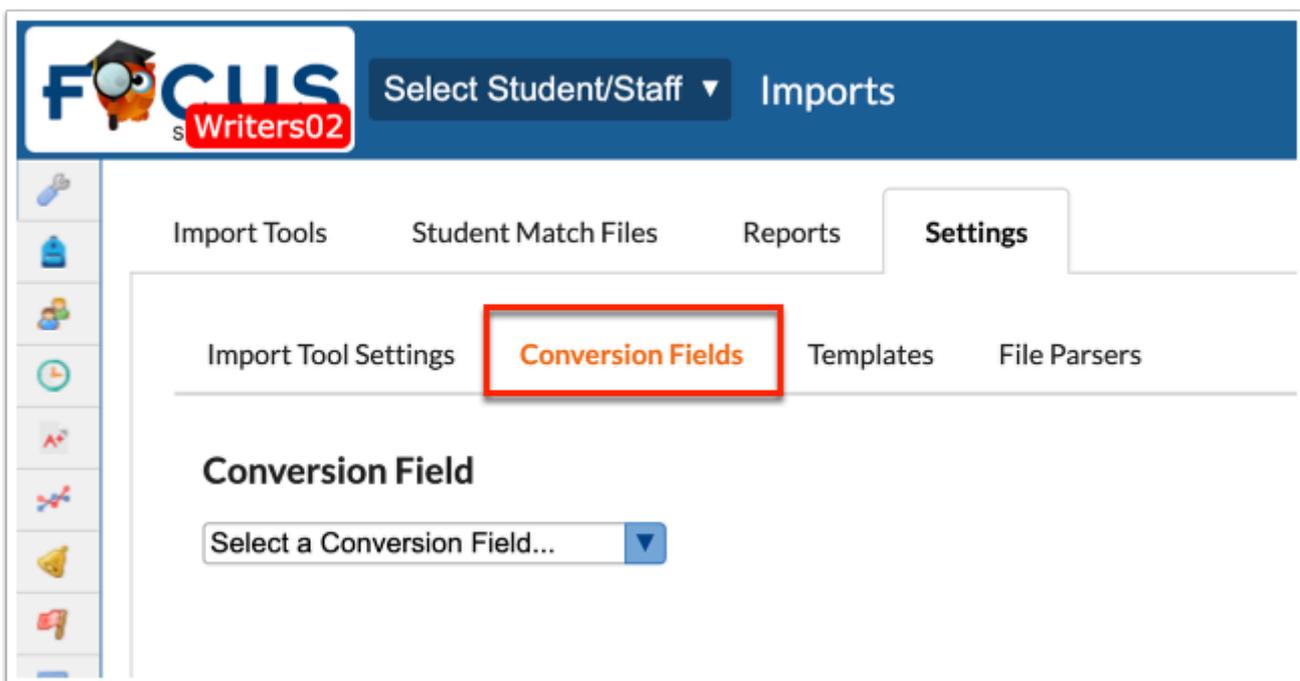
iii. Click **Save** to apply changes.

Conversion Fields

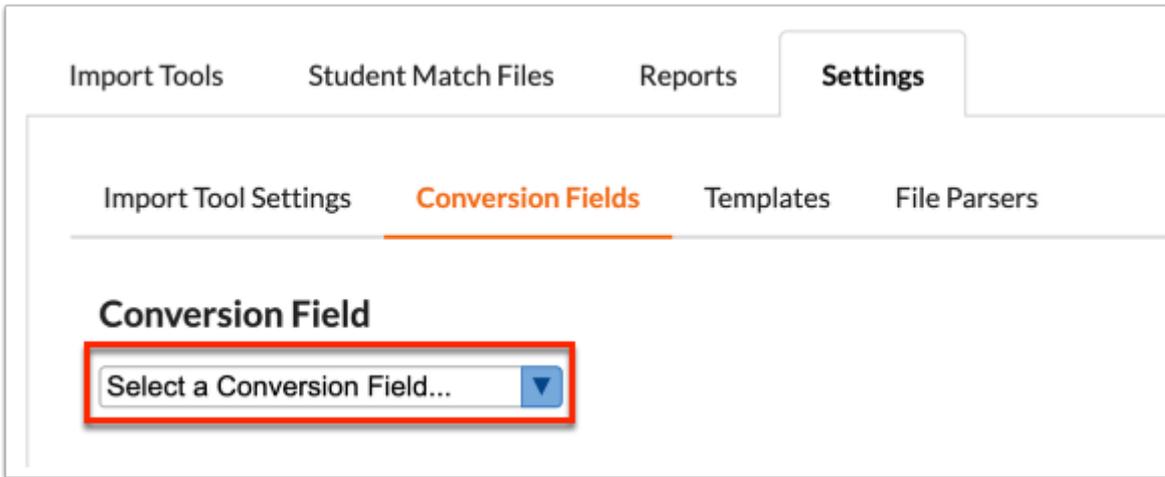
Conversion Fields determine how the import process converts a value, such as the part_id: ENG to a value Focus can understand and place, such as 237. Therefore, if subject_code is selected as the default conversion field for part_id, Focus will know to convert the subject code into the part ID.

The Conversion Fields tab allows users to determine the Identifier Column, Key Conversion Fields, the Import Tools for which the conversion applies, and whether the selections should act as a default.

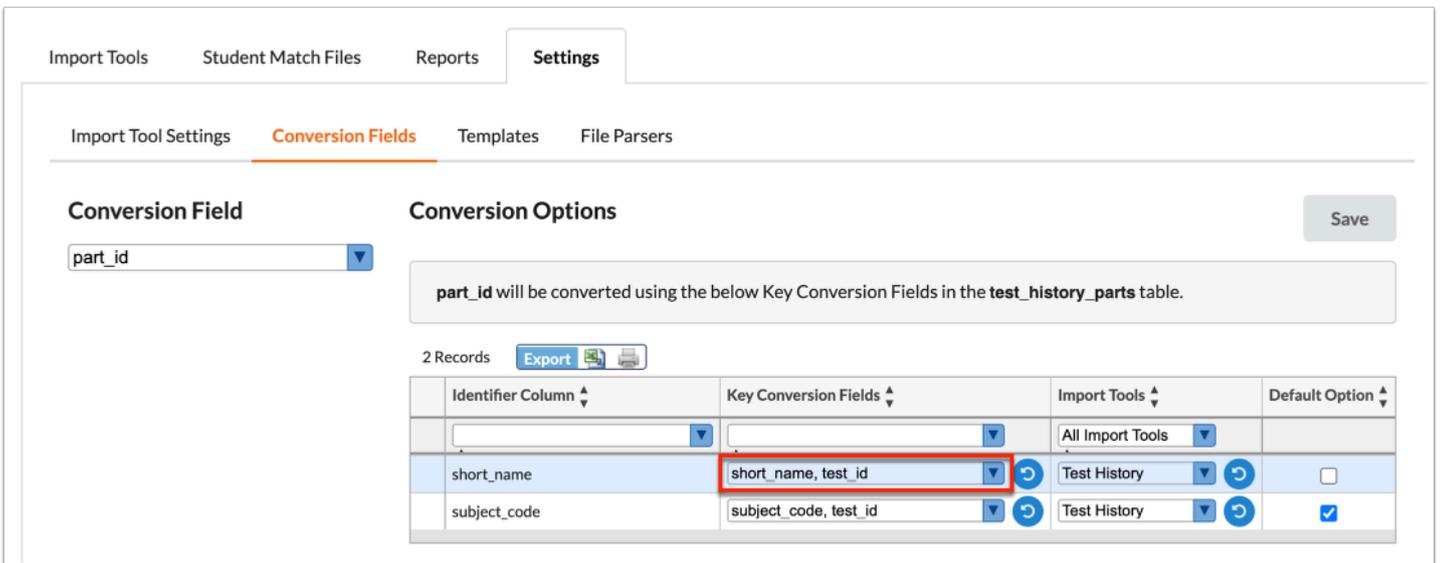
1. Click the **Conversion Fields** tab.



2. Select the **Conversion Field** from the provided pull-down



3. Click the **Key Conversion Fields** pull-down to change the selections made for existing conversions.



a. Once a change has been conducted, click **Save** to apply changes.

Import Tools Student Match Files Reports **Settings**

Import Tool Settings **Conversion Fields** Templates File Parsers

Conversion Field

Conversion Options Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

2 Records Export

Identifier Column	Key Conversion Fields	Import Tools	Default Option
<input type="text"/>	<input type="text"/>	All Import Tools	
short_name	short_name, sort_order, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

 To revert back to Focus default selections, click the circular arrow.

Conversion Options Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

2 Records Export

Identifier Column	Key Conversion Fields	Import Tools	Default Option
<input type="text"/>	<input type="text"/>	All Import Tools	
short_name	short_name, test_id ↺	Test History ↺	<input type="checkbox"/>
subject_code	subject_code, test_id ↺	Test History ↺	<input checked="" type="checkbox"/>

4. Click the **Import Tools** pull-down to change the selections made for existing conversions.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the test_history_parts table.

2 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
		All Import Tools	
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id		

Filter...

Exact Check all Clear

Test History

Student Information Tools

Match all

a. Once a change has been conducted, click **Save** to apply changes.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the test_history_parts table.

2 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
		All Import Tools	
short_name	short_name, test_id	All Import Tools	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

 To revert back to Focus default selections, click the circular arrow.

Conversion Options Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

2 Records Export

Identifier Column	Key Conversion Fields	Import Tools	Default Option
<input type="text"/>	<input type="text"/>	All Import Tools	
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

5. Select the **Default Option** check box to make the conversion the default. Note: When you select the check box for one conversion, the other option(s) are automatically cleared (unselected). Only one conversion can be set as a default.

Conversion Options Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

2 Records Export

Identifier Column	Key Conversion Fields	Import Tools	Default Option
<input type="text"/>	<input type="text"/>	All Import Tools	
short_name	short_name, test_id	Test History	<input checked="" type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input type="checkbox"/>

a. Click **Save** to apply changes.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the test_history_parts table.

2 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
		All Import Tools	
short_name	short_name, test_id	Test History	<input checked="" type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input type="checkbox"/>

6. To add a new conversion, select the **Identifier Column** from the pull-down.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the test_history_parts table.

2 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
subject	subject	All Import Tools	
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

 Every conversion option needs to at least include the **Identifier Column** as part of the key conversion.

7. Select the applicable **Key Conversion Fields** from the pull-down.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

2 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
subject	subject	All Import Tools	
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

8. Select the applicable **Import Tools** from the pull-down.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

2 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
subject	subject	All Import Tools	
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

9. Press the **Enter** key to save the conversion or click **Save**.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

2 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
subject	subject	All Import Tools	
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

10. Select the **Default Option** check box to make the conversion the default.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

3 Records

Export  

Identifier Column	Key Conversion Fields	Import Tools	Default Option
		All Import Tools	
 subject	subject	All Import Tools	<input type="checkbox"/>
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

11. Click the **delete** button to delete the conversion.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the **test_history_parts** table.

3 Records

Export 

Identifier Column	Key Conversion Fields	Import Tools	Default Option
		All Import Tools	
 subject	subject	All Import Tools	<input type="checkbox"/>
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

 The built-in Focus conversions cannot be deleted, but manually added conversions can be deleted.

a. In the confirmation pop-up window, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel

OK

b. Click **Save**.

Conversion Options

Save

part_id will be converted using the below Key Conversion Fields in the test_history_parts table.

3 Records

Export

Identifier Column	Key Conversion Fields	Import Tools	Default Option
		All Import Tools	
subject	subject	All Import Tools	<input type="checkbox"/>
short_name	short_name, test_id	Test History	<input type="checkbox"/>
subject_code	subject_code, test_id	Test History	<input checked="" type="checkbox"/>

Templates

The Templates tab displays existing mapping templates that were created and saved or installed and allows users to edit existing templates or install new templates. Templates are used to automatically map out fields from an uploaded file.

Existing Templates

1. Click the **Templates** tab.

Import Tools Student Match Files Reports **Settings**

Import Tool Settings Conversion Fields **Templates** File Parsers

Manage Templates

View All
Install

Available Templates

2 Records Export Filter: OFF

Title	Type	Linked Import Tool	Date Created	Last Updated	Active	
WIDA ACCESS	Delimited	Test History	03/31/2023	03/31/2023	<input checked="" type="checkbox"/>	Edit
Test History	Delimited	Test History	03/23/2023	03/23/2023	<input checked="" type="checkbox"/>	Edit

2. The **View All** tab is selected by default, which allows you to view all Available Templates.

Import Tools Student Match Files Reports **Settings**

Import Tool Settings Conversion Fields **Templates** File Parsers

Manage Templates

[View All](#)

Install

Available Templates

2 Records [Export](#) [Filter: OFF](#)

Title	Type	Linked Import Tool	Date Created	Last Updated	Active	
WIDA ACCESS	Delimited	Test History	03/31/2023	03/31/2023	<input type="checkbox"/>	Edit
Test History	Delimited	Test History	03/23/2023	03/23/2023	<input type="checkbox"/>	Edit

Review the Title, Type, Linked Import Tool, Date Created, Last Updated, and whether the template is Active.

3. If needed, click the **Active** toggle to deactivate the template, which ensures no one can use until it is reactivated. This is a good alternative to deleting templates.

Available Templates

2 Records [Export](#) [Filter: OFF](#)

Title	Type	Linked Import Tool	Date Created	Last Updated	Active	
WIDA ACCESS	Delimited	Test History	03/31/2023	03/31/2023	<input type="checkbox"/>	Edit
Test History	Delimited	Test History	03/23/2023	03/23/2023	<input checked="" type="checkbox"/>	Edit

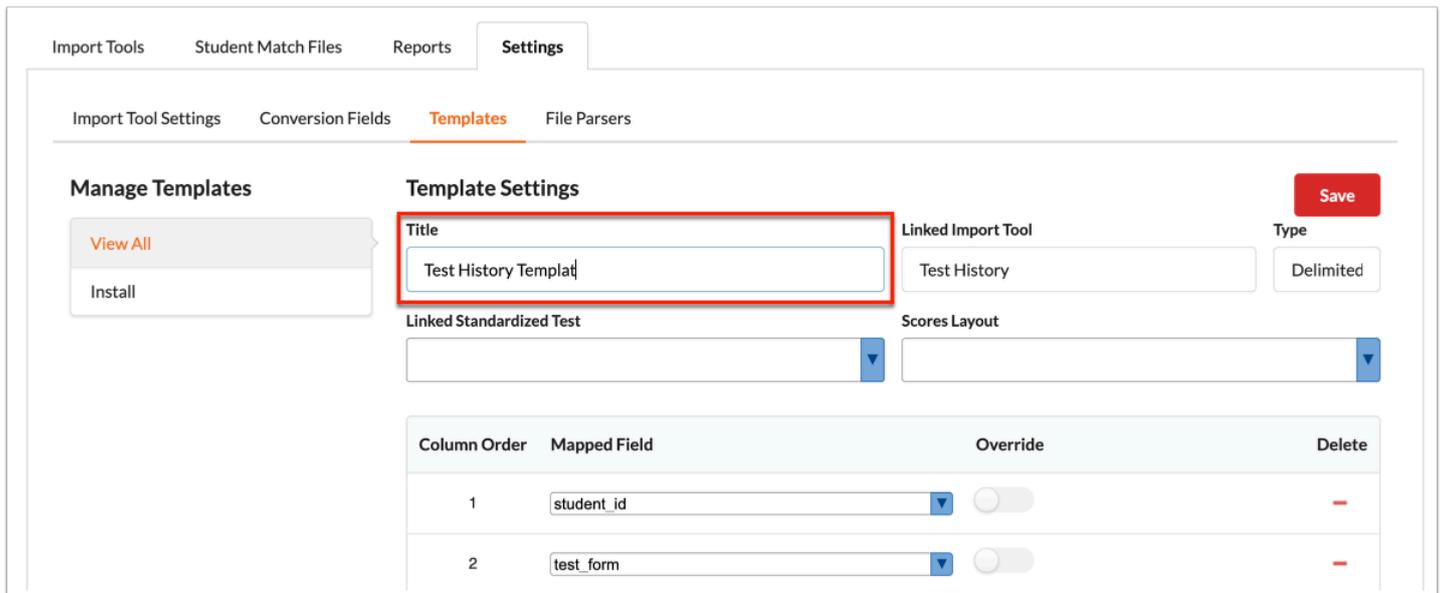
4. Click **Edit** to edit the template including the title, mapped fields, and more.

Available Templates

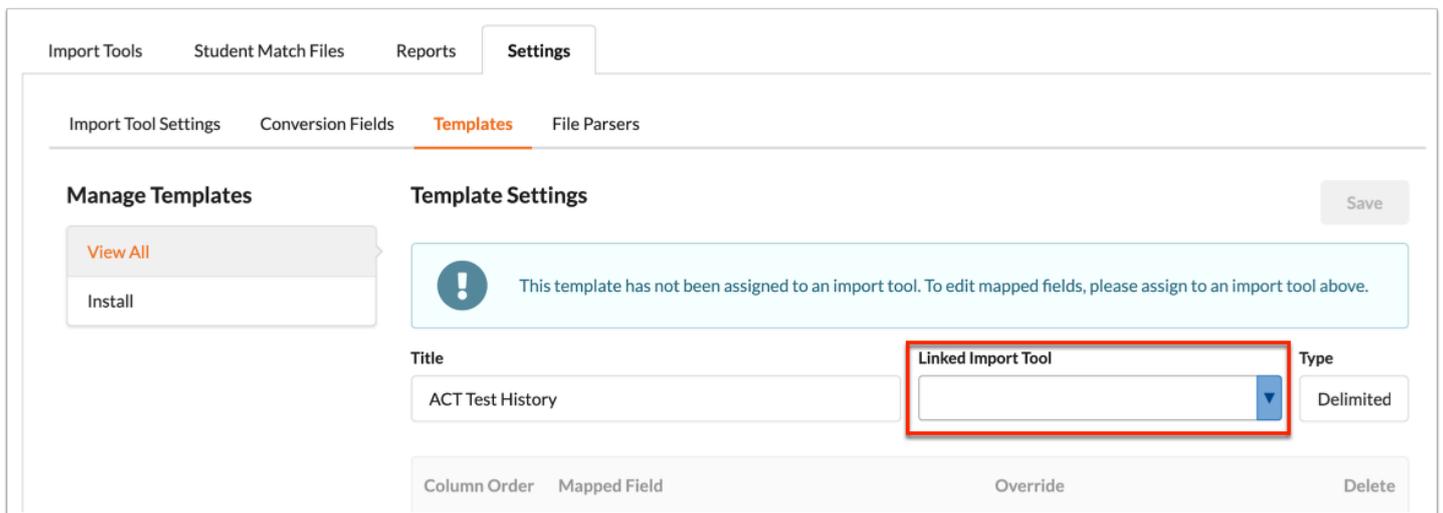
2 Records [Export](#) [Filter: OFF](#)

Title	Type	Linked Import Tool	Date Created	Last Updated	Active	
WIDA ACCESS	Delimited	Test History	03/31/2023	03/31/2023	<input type="checkbox"/>	Edit
Test History	Delimited	Test History	03/23/2023	03/23/2023	<input checked="" type="checkbox"/>	Edit

5. Click the **Title** text box to edit the template title.



6. You can select a **Linked Import Tool** from the pull-down if one has not already been assigned. For example, if you recently installed a template, it will not have a Linked Import Tool assigned to it.



7. Additional pull-downs may display depending in the Linked Import Tool selected upon creating the Template, such as Linked Standardized Test and Scores Layout for the Test History import tool. See [Import Tool Requirements](#) for information about each Import Tools and their requirements.

Import Tool Settings Conversion Fields **Templates** File Parsers

Manage Templates

View All
Install

Template Settings Save

Title: Test History Templat Linked Import Tool: Test History Type: Delimited

Linked Standardized Test: Scores Layout:

Column Order Mapped Field

Column Order	Mapped Field
1	student_id

Filter...
 Score Types are split from Test Part columns
 Standard
 Test Part & Score Types are combined into one or more columns

Review the data already mapped including the Column Order to the Mapped Field and users' ability to Override the default mapped field and select their own.

Column Order	Mapped Field	Override	Delete
1	student_id	<input type="checkbox"/>	-
2	test_form	<input type="checkbox"/>	-
3	administration_date	<input type="checkbox"/>	-
4	syear	<input type="checkbox"/>	-
5	gradelevel	<input type="checkbox"/>	-

8. Click the **Mapped Field** pull-down to change the destination table column, as needed.

Column Order	Mapped Field	Override	Delete
1	administration_id	<input type="checkbox"/>	-
2	fas_assignment_id	<input type="checkbox"/>	-
3	id	<input type="checkbox"/>	-
4	lep_info	<input type="checkbox"/>	-
5	part_id	<input type="checkbox"/>	-
6	program_number	<input type="checkbox"/>	-
7	score	<input type="checkbox"/>	-
8	score_type_id	<input type="checkbox"/>	-
9	session_id	<input type="checkbox"/>	-
10	Filter...	<input type="checkbox"/>	-
11	lep_info	<input type="checkbox"/>	-

9. Click the **Override** toggle to map a different field from the one automatically matched here; click the Override toggle, then enter a new default value in the provided text box.

Column Order	Mapped Field	Override	Delete
1	student_id	<input type="checkbox"/>	-
2	test_form	<input type="checkbox"/>	-
3	administration_date	<input type="checkbox"/>	-
4	syear	<input type="checkbox"/>	-
5	gradelevel	<input type="checkbox"/>	-
6	lep_info	<input checked="" type="checkbox"/> lep_data	-

10. Click the **delete** button to delete any mapped fields from the template.

Template Settings

Save

Title	Linked Import Tool	Type
<input type="text" value="Test History"/>	<input type="text" value="Test History"/>	<input type="text" value="Delimited"/>
Linked Standardized Test	Scores Layout	
<input type="text"/>	<input type="text"/>	

8	<input type="text" value="djj_info"/>	<input type="checkbox"/>	-
9	<input type="text" value="test_level"/>	<input type="checkbox"/>	-
10	<input type="text"/>	<input type="checkbox"/>	-
11	<input type="text" value="District Administered (custom_1)"/>	<input type="checkbox"/>	-
12	<input type="text" value="School Administered (custom_2)"/>	<input type="checkbox"/>	-
13	<input type="text" value="Test Publication Year (custom_3)"/>	<input type="checkbox"/>	-

! Deleting a mapped field will move all other fields up. For example, if column 10 is deleted, column 11 and the mapped field now become column 10. If you have deleted a column and mapped field by mistake, do not Save the changes to the template.

Modifying the order of the columns can disrupt the import that uses the template. The template columns should always match the order of the file you are trying to import.

Template Settings

Save

Title	Linked Import Tool	Type
<input style="width: 95%;" type="text" value="Test History"/>	<input style="width: 95%;" type="text" value="Test History"/>	<input style="width: 95%;" type="text" value="Delimited"/>
Linked Standardized Test	Scores Layout	
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	

8	<input style="width: 95%;" type="text" value="djj_info"/>	<input type="checkbox"/>	-
9	<input style="width: 95%;" type="text" value="test_level"/>	<input type="checkbox"/>	-
10	<input style="width: 95%;" type="text" value="District Administered (custom_1)"/>	<input type="checkbox"/>	-
11	<input style="width: 95%;" type="text" value="School Administered (custom_2)"/>	<input type="checkbox"/>	-
12	<input style="width: 95%;" type="text" value="Test Publication Year (custom_3)"/>	<input type="checkbox"/>	-
13	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	-

11. To default a value into a table column for a field that does not exist in the file, click **+ Add Column**.

Linked Standardized Test	Scores Layout
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

9	<input style="width: 95%;" type="text" value="test_level"/>	<input type="checkbox"/>	-
10	<input style="width: 95%;" type="text" value="District Administered (custom_1)"/>	<input type="checkbox"/>	-
11	<input style="width: 95%;" type="text" value="School Administered (custom_2)"/>	<input type="checkbox"/>	-
12	<input style="width: 95%;" type="text" value="Test Publication Year (custom_3)"/>	<input type="checkbox"/>	-
13	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>	-

+ Add Column

Copy to Clipboard

- a.** In the added row, select the destination table column from the **Mapped Field** pull-down.
- b.** Click the **Override** toggle to map a different field from the one automatically matched here; click the Override toggle, then enter the default value in the provided text box.

9	test_level	<input type="checkbox"/>	-
10	District Administered (custom_1)	<input type="checkbox"/>	-
11	School Administered (custom_2)	<input type="checkbox"/>	-
12	Test Publication Year (custom_3)	<input type="checkbox"/>	-
13		<input type="checkbox"/>	-
14	test_code	<input checked="" type="checkbox"/>	-

Enter a new column value...

[+ Add Column](#) [Copy to Clipboard](#)

12. Click **Save** to apply changes.

Import Tools Student Match Files Reports **Settings**

Import Tool Settings Conversion Fields **Templates** File Parsers

Manage Templates

[View All](#)
[Install](#)

Template Settings

Title: Test History Template

Linked Import Tool: Test History

Linked Standardized Test: [Dropdown]

Scores Layout: [Dropdown]

Type: Delimite

Save

Column Order	Mapped Field	Override	Delete
1	student_id	<input type="checkbox"/>	-
2	test_form	<input type="checkbox"/>	-
3	administration_date	<input type="checkbox"/>	-

13. Click **Copy to Clipboard** to create a copy of an existing template with the code here. Once copied and pasted in the Code section from the [Install](#) tab, you can modify the code to fit your needs. This is a useful tool when needing to copy a template from one environment to another.

Template Settings

[Save](#)

Title **Linked Import Tool** **Type**

Linked Standardized Test **Scores Layout**

10	<input type="text"/>	<input type="checkbox"/>	-
11	<input type="text" value="District Administered (custom_1)"/>	<input type="checkbox"/>	-
12	<input type="text" value="School Administered (custom_2)"/>	<input type="checkbox"/>	-
13	<input type="text" value="Test Publication Year (custom_3)"/>	<input type="checkbox"/>	-
14	<input type="text"/>	<input type="checkbox"/>	-

[+ Add Column](#) [Copy to Clipboard](#)

Installing New Templates

The Templates tab allows users to create new templates, which contains the ability to set up a new template and insert copied SQL code from an existing template. Once the template is created and SQL data is posted, users can edit and modify the data to fit their needs.

1. Click the **Templates** tab.

Import Tools Student Match Files Reports **Settings**

Import Tool Settings Conversion Fields **Templates** File Parsers

Manage Templates

[View All](#)
[Install](#)

Available Templates

2 Records [Export](#) [Filter: OFF](#)

Title	Type	Linked Import Tool	Date Created	Last Updated	Active	
WIDA ACCESS	Delimited	Test History	03/31/2023	03/31/2023	<input checked="" type="checkbox"/>	Edit
Test History	Delimited	Test History	03/23/2023	03/23/2023	<input checked="" type="checkbox"/>	Edit

2. Click the **Install** tab.

The screenshot shows the 'Settings' page with the 'Templates' tab selected. Under 'Manage Templates', the 'Install' button is highlighted with a red box. The 'Install Template' form has a 'Title' field containing 'Template Title' and a 'Code' field with the placeholder text 'Paste JSON string here...'. A 'Save' button is visible in the top right corner.

3. Enter the template title in the **Title** text box.

The screenshot shows the 'Settings' page with the 'Templates' tab selected. Under 'Manage Templates', the 'Install' button is highlighted with a red box. The 'Install Template' form has a 'Title' field containing 'ACT Test History' and a 'Code' field with the placeholder text 'Paste JSON string here...'. A 'Save' button is visible in the top right corner.

4. Enter the JSON string **Code** from an existing template in the provided text box.

Install Template

Save

Title

ACT Test History

Code

```
{ "mapped_fields": [ { "column": "student_id", "table": "test_history_administrations", "test_history_scores": "test_form", "table": "test_history_administrations" }, { "column": "administration_date", "table": "test_history_administrations" }, { "column": "syear", "table": "test_history_administrations" }, { "column": "gradelevel", "table": "test_history_administrations" }, { "column": "lep_info", "table": "test_history_administrations" }, { "column": "transcript", "table": "test_history_administrations" }, { "column": "djj_info", "table": "test_history_administrations" }, { "column": "test_level", "table": "test_history_administrations" }, { "column": null, "table": null }, { "column": "custom_1", "table": "test_history_administrations" }, { "column": "custom_2", "table": "test_history_administrations" }, { "column": "custom_3", "table": "test_history_administrations" }, { "column": null, "table": null }, { "column": null, "table": null }, { "column": null, "table": null } ] }
```

a. Click the **Paste** icon to paste from the clipboard.

Code

Paste JSON string here...



Paste

Code

```
{ "mapped_fields": [{"column": "student_id", "table":
[ "test_history_administrations", "test_history_scores" ]}, {"column": "test_form", "table":
[ "test_history_administrations" ]}, {"column": "administration_date", "table":
[ "test_history_administrations" ]}, {"column": "syear", "table":
[ "test_history_administrations" ]}, {"column": "gradelevel", "table":
[ "test_history_administrations" ]}, {"column": "lep_info", "table":
[ "test_history_administrations" ]}, {"column": "transcript", "table":
[ "test_history_administrations" ]}, {"column": "djj_info", "table":
[ "test_history_administrations" ]}, {"column": "test_level", "table":
[ "test_history_administrations" ]}, {"column": null, "table": null}, {"column": "custom_1", "table":
[ "test_history_administrations" ]}, {"column": "custom_2", "table":
[ "test_history_administrations" ]}, {"column": "custom_3", "table":
[ "test_history_administrations" ]}, {"column": null, "table": null}, {"column": null, "table": null},
{"column": null, "table": null}]}}
```



b. Click the **Format JSON** icon to format the entered code to a JSON appropriate format.

Code

```
{ "mapped_fields": [{"column": "student_id", "table":
[ "test_history_administrations", "test_history_scores" ]}, {"column": "test_form", "table":
[ "test_history_administrations" ]}, {"column": "administration_date", "table":
[ "test_history_administrations" ]}, {"column": "syear", "table":
[ "test_history_administrations" ]}, {"column": "gradelevel", "table":
[ "test_history_administrations" ]}, {"column": "lep_info", "table":
[ "test_history_administrations" ]}, {"column": "transcript", "table":
[ "test_history_administrations" ]}, {"column": "djj_info", "table":
[ "test_history_administrations" ]}, {"column": "test_level", "table":
[ "test_history_administrations" ]}, {"column": null, "table": null}, {"column": "custom_1", "table":
[ "test_history_administrations" ]}, {"column": "custom_2", "table":
[ "test_history_administrations" ]}, {"column": "custom_3", "table":
[ "test_history_administrations" ]}, {"column": null, "table": null}, {"column": null, "table": null},
{"column": null, "table": null}]}}
```



Format JSON

Code

```
{
  "mapped_fields": [
    {
      "column": "student_id",
      "table": [
        "test_history_administrations",
        "test_history_scores"
      ]
    },
    {
      "column": "test_form",
      "table": [
        "test_history_administrations"
      ]
    }
  ]
}
```



c. Click the **Clear** icon to delete all entered or pasted code from the text box.

Code

```
{"mapped_fields":[{"column":"student_id","table":
["test_history_administrations","test_history_scores"]},{"column":"test_form","table":
["test_history_administrations"]},{"column":"administration_date","table":
["test_history_administrations"]},{"column":"syear","table":
["test_history_administrations"]},{"column":"gradelevel","table":
["test_history_administrations"]},{"column":"lep_info","table":
["test_history_administrations"]},{"column":"transcript","table":
["test_history_administrations"]},{"column":"dj_info","table":
["test_history_administrations"]},{"column":"test_level","table":
["test_history_administrations"]},{"column":null,"table":null},{"column":"custom_1","table":
["test_history_administrations"]},{"column":"custom_2","table":
["test_history_administrations"]},{"column":"custom_3","table":
["test_history_administrations"]},{"column":null,"table":null},{"column":null,"table":null},
{"column":null,"table":null}]}
```



Clear

5. Click **Save**.

Install Template

Save

Title

Code

```
{
  "mapped_fields": [
    {
      "column": "student_id",
      "table": [
        "test_history_administrations",
        "test_history_scores"
      ]
    },
    {
      "column": "test_form",
      "table": [
        "test_history_administrations"
      ]
    }
  ]
}
```

File Menu Close

Once saved, the new template displays in the [View All](#) tab for you to modify. You'll need to link the template to an import tool in order for the template to be available for use during an import.

File Parsers

The File Parsers tab allow users to create new parsers by storing the necessary SQL code as well as edit SQL code for existing file parsers.

Existing File Parsers

1. Click the **File Parsers** tab.

Import Tools Student Match Files Reports **Settings**

Import Tool Settings Conversion Fields Templates **File Parsers**

Manage Parsers

View All
Create New

Available Parsers

12 Records Export Filter: OFF

Title	Linked Import Tool	Date Created	Last Updated	Active	
Alternate Access for ELLs	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
American College Test (ACT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Access for ELLs (AFE)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Advanced Placement Test (APT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Florida EOC Assessments (NGS) SCIENCE	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit

2. The **View All** tab is selected by default, which allows you to view all Available Parsers.

Import Tools Student Match Files Reports **Settings**

Import Tool Settings Conversion Fields Templates **File Parsers**

Manage Parsers

View All
Create New

Available Parsers

12 Records Export Filter: OFF

Title	Linked Import Tool	Date Created	Last Updated	Active	
Alternate Access for ELLs	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
American College Test (ACT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Access for ELLs (AFE)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Advanced Placement Test (APT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Florida EOC Assessments (NGS) SCIENCE	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit

Review the Title, Linked Import Tool, Date Created, Last Updated, and whether the parser is Active.

Available Parsers

12 Records Export Filter: OFF

Title	Linked Import Tool	Date Created	Last Updated	Active	
Alternate Access for ELLs	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
American College Test (ACT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Access for ELLs (AFE)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Advanced Placement Test (APT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Florida EOC Assessments (NGS) SCIENCE	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Florida Standards Alternate Assessment (FSAA) Performance Task (FA1)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit

3. If needed, click the **Active** toggle to deactivate the parser, which ensures no one can use until it is reactivated. This is a good alternative to deleting parsers.

Available Parsers

12 Records Export Filter: OFF

Title	Linked Import Tool	Date Created	Last Updated	Active	
Alternate Access for ELLs	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
American College Test (ACT)	Test History	03/28/2023	03/28/2023	<input type="checkbox"/>	Edit
Access for ELLs (AFE)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Advanced Placement Test (APT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Florida EOC Assessments (NGS) SCIENCE	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit

4. Click **Edit** to edit the parser including the title, linked import tool, the code, and more.

Available Parsers

12 Records Export Filter: OFF

Title	Linked Import Tool	Date Created	Last Updated	Active	
Alternate Access for ELLs	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
American College Test (ACT)	Test History	03/28/2023	03/28/2023	<input type="checkbox"/>	Edit
Access for ELLs (AFE)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Advanced Placement Test (APT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Florida EOC Assessments (NGS) SCIENCE	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit

5. Click the **Title** text box to edit the parser title.

File Parser Settings

Save

Title

Alternate Access for ELL

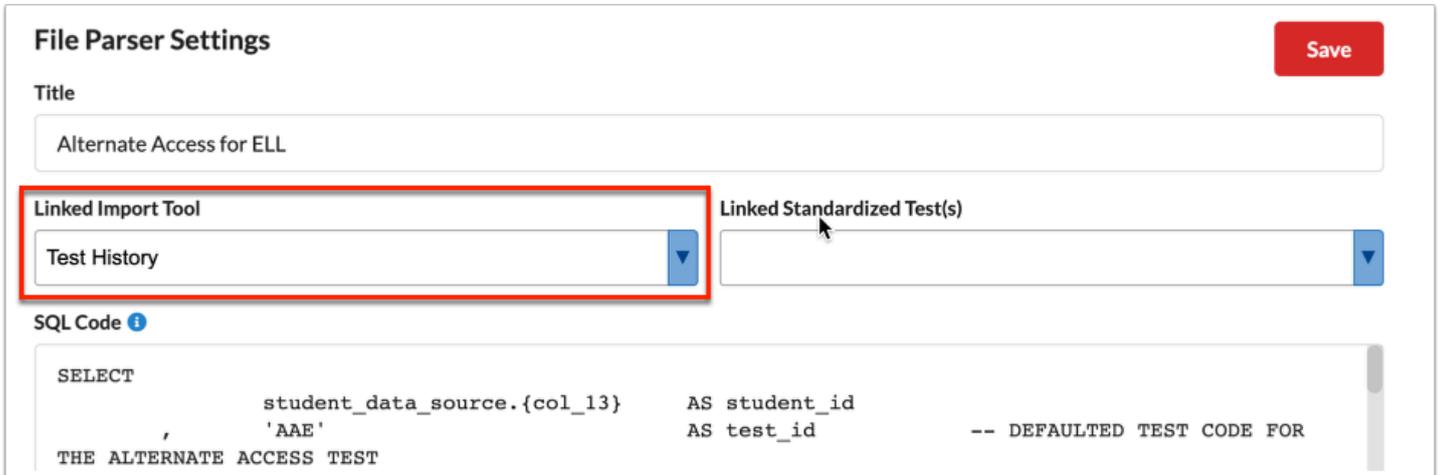
Linked Import Tool: Test History

Linked Standardized Test(s):

SQL Code

```
SELECT
    student_data_source.{col_13} AS student_id
    , 'AAE' AS test_id
    , CONCAT(
        THE ALTERNATE ACCESS TEST
        ,
        -- DEFAULTED TEST CODE FOR
```

6. Click the **Linked Import Tool** pull-down to change the selection made and apply a different import tool.

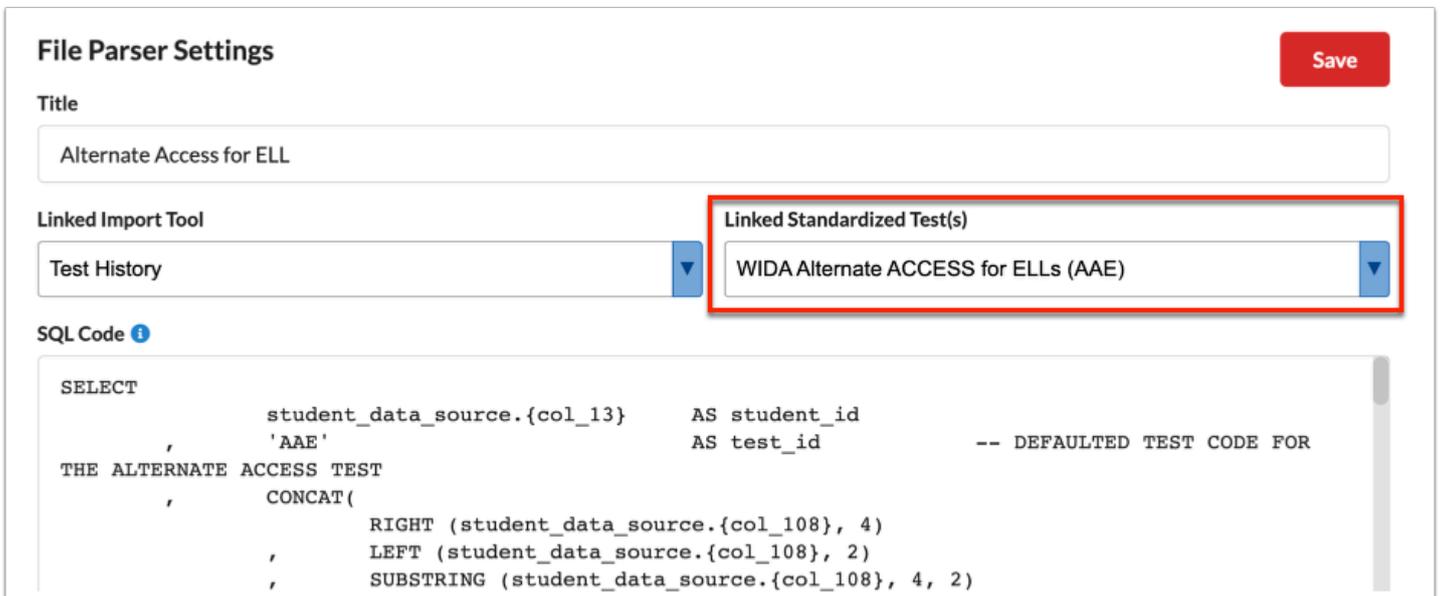


The screenshot shows the 'File Parser Settings' form. The 'Title' field contains 'Alternate Access for ELL'. The 'Linked Import Tool' dropdown is highlighted with a red box and shows 'Test History' selected. The 'Linked Standardized Test(s)' dropdown is empty. The 'SQL Code' field contains the following text:

```
SELECT
    student_data_source.{col_13} AS student_id
    , 'AAE' AS test_id -- DEFAULTED TEST CODE FOR
    THE ALTERNATE ACCESS TEST
```

7. Additional pull-downs may display depending in the Linked Import Tool selected, such as Linked Standardized Test for the Test History import tool. See [Import Tool Requirements](#) for information about each Import Tools and their requirements.

This is helpful when you have multiple test history file parsers as they can now be organized by the individual test. This feature filters the options available when selecting the settings for an import.



The screenshot shows the 'File Parser Settings' form. The 'Title' field contains 'Alternate Access for ELL'. The 'Linked Import Tool' dropdown shows 'Test History'. The 'Linked Standardized Test(s)' dropdown is highlighted with a red box and shows 'WIDA Alternate ACCESS for ELLs (AAE)' selected. The 'SQL Code' field contains the following text:

```
SELECT
    student_data_source.{col_13} AS student_id
    , 'AAE' AS test_id -- DEFAULTED TEST CODE FOR
    THE ALTERNATE ACCESS TEST
    , CONCAT(
        RIGHT (student_data_source.{col_108}, 4)
        , LEFT (student_data_source.{col_108}, 2)
        , SUBSTRING (student_data_source.{col_108}, 4, 2)
```

8. Edit the **SQL Code**, as needed.

SQL Code

```

SELECT
    student_data_source.{col_13} AS student_id
    , 'AAE' AS test_id -- DEFAULTED TEST CODE FOR
THE ALTERNATE ACCESS TEST
    , CONCAT(
        RIGHT (student_data_source.{col_108}, 4)
        , LEFT (student_data_source.{col_108}, 2)
        , SUBSTRING (student_data_source.{col_108}, 4, 2)
    ) AS administration_date -- DATE REFORMATTED TO YYYYMMDD
    , NULL AS syear -- ELEMENT NOT AVAILABLE IN FILE
    , student_data_source.{col_15} AS gradelevel
    , NULL AS lep_info -- ELEMENT NOT AVAILABLE IN FILE
    , NULL AS transcript -- ELEMENT NOT AVAILABLE IN FILE
    , NULL AS dj_info -- ELEMENT NOT AVAILABLE IN FILE
    , NULL AS test_level -- ELEMENT NOT AVAILABLE IN FILE
    , student_data_source.{col_59} AS test_form
    , student_data_source.{col_5} AS custom_1 -- district administered
    , student_data_source.{col_7} AS custom_2 -- school administered
    , NULL AS custom_3 -- test pub year -- ELEMENT NOT

```

9. Edit or enter **Notes** in the provided text box, as needed.

Notes

```

AUTHOR          : FOCUS
TITLE           : "ALTERNATE ACCESS FOR ELLs (AAE)"
TEST CODE       : "AAE"
SCORE TYPE(S) PROVIDED : "SS" (SCALE SCORE) , "PL" (PROFICIENCY LEVEL)

```

10. Click **Save** to apply changes.

File Parser Settings**Save**

Title

Alternate Access for ELL

Linked Import Tool

Test History

Linked Standardized Test(s)

WIDA Alternate ACCESS for ELLs (AAE)

SQL Code

```

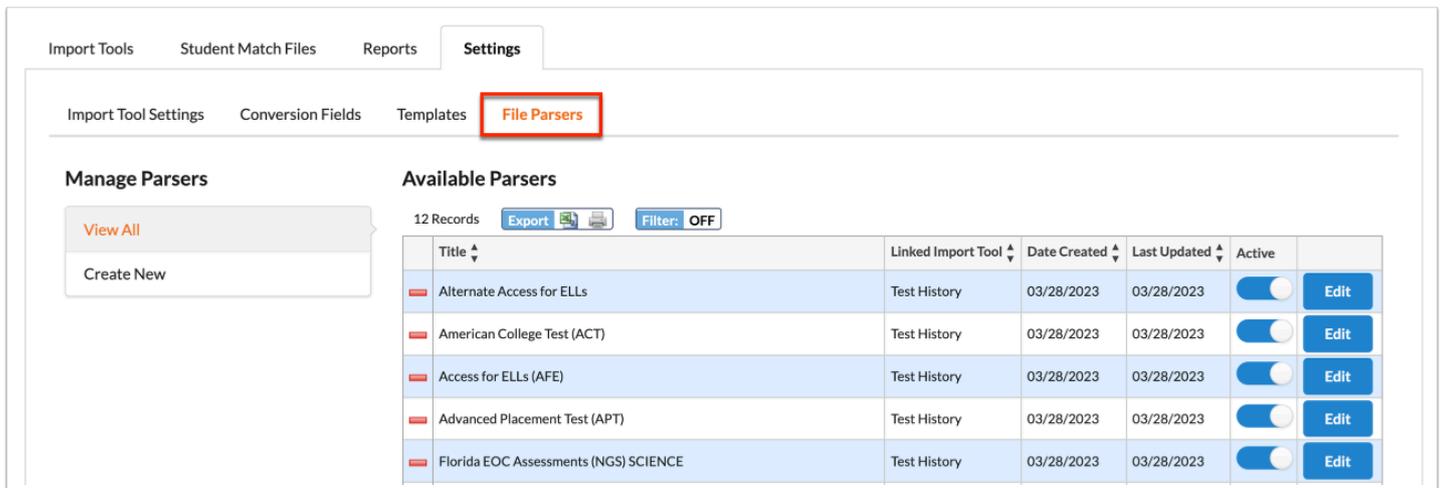
SELECT
    student_data_source.{col_13} AS student_id
    , 'AAE' AS test_id -- DEFAULTED TEST CODE FOR
THE ALTERNATE ACCESS TEST
    , CONCAT(
        RIGHT (student_data_source.{col_108}, 4)
        , LEFT (student_data_source.{col_108}, 2)
        , SUBSTRING (student_data_source.{col_108}, 4, 2)
    )

```

Creating New File Parsers

The File Parsers tab allows users to create new file parsers, which contains the ability to set up a new file parser and insert copied SQL code from an existing file parser. Once the parser is created and SQL data is posted, users can edit and modify the data to fit their needs.

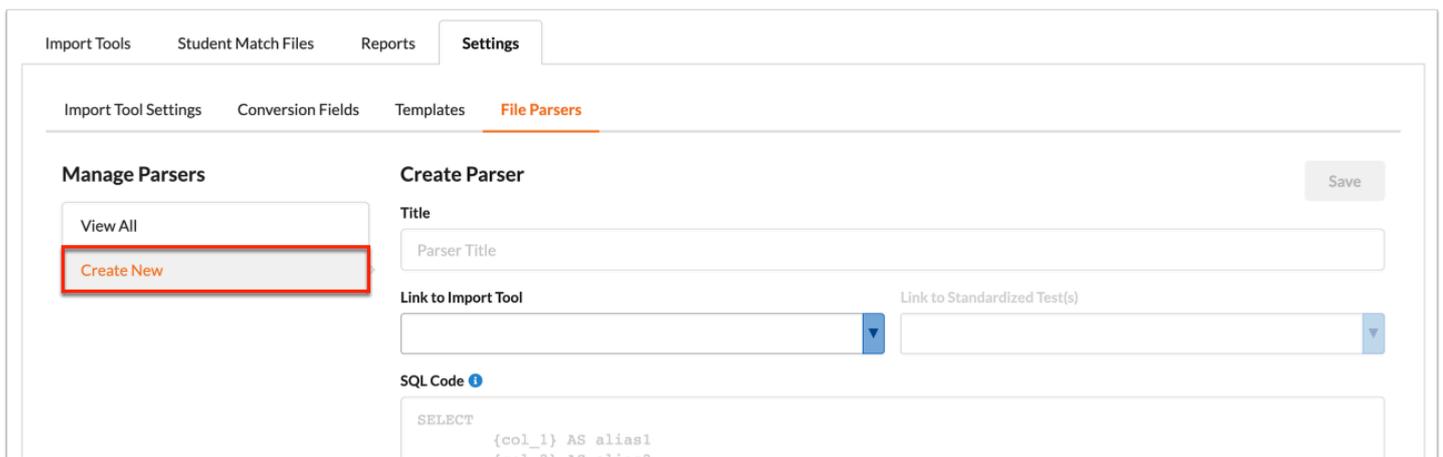
1. Click the **File Parsers** tab.



The screenshot shows the 'Settings' tab selected in the top navigation bar. Under 'Settings', the 'File Parsers' sub-tab is highlighted with a red box. Below this, the 'Manage Parsers' section has a 'Create New' button highlighted with a red box. To the right, the 'Available Parsers' section displays a table with 12 records. The table has columns for Title, Linked Import Tool, Date Created, Last Updated, Active, and Edit. The 'Active' column contains toggle switches, and the 'Edit' column contains 'Edit' buttons.

Title	Linked Import Tool	Date Created	Last Updated	Active	Edit
Alternate Access for ELLs	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
American College Test (ACT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Access for ELLs (AFE)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Advanced Placement Test (APT)	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit
Florida EOC Assessments (NGS) SCIENCE	Test History	03/28/2023	03/28/2023	<input checked="" type="checkbox"/>	Edit

2. Click the **Create New** tab.



The screenshot shows the 'Create Parser' form in the 'File Parsers' tab. The 'Create New' button in the 'Manage Parsers' section is highlighted with a red box. The form includes a 'Title' field with the placeholder 'Parser Title', a 'Link to Import Tool' dropdown menu, a 'Link to Standardized Test(s)' dropdown menu, and an 'SQL Code' field with a placeholder SQL query: `SELECT {col_1} AS alias1`. A 'Save' button is located in the top right corner of the form.

3. Enter the **Title** in the provided text box.

Create Parser Save

Title

ACT File Parser

Link to Import Tool Link to Standardized Test(s)

SQL Code ⓘ

SELECT

4. Select the **Linked Import Tool** from the corresponding pull-down.

Create Parser Save

Title

ACT File Parser

Link to Import Tool Link to Standardized Test(s)

Test History

SQL Code ⓘ

```
SELECT
    {col_1} AS alias1
,    {col_2} AS alias2
```

5. Additional pull-downs may display depending in the Linked Import Tool selected, such as Linked Standardized Test for the Test History import tool. See [Import Tool Requirements](#) for information about each Import Tools and their requirements.

Create Parser Save

Title

ACT File Parser

Link to Import Tool Link to Standardized Test(s)

Test History ACT, PLAN - APL, American College Testing Program - ACT

SQL Code ⓘ

```
SELECT
    {col_1} AS alias1
```

6. Enter the **SQL Code** in the provided text box.

Title

Link to Import Tool **Link to Standardized Test(s)**

SQL Code ⓘ

```

WITH scores_source AS (
  -- English SS
  SELECT
    __row_id
    , 'D4' AS part_id
    , 'SS' AS score_type_id
    , {col_47} AS score
  FROM
    {source_file}

  UNION ALL

  -- Mathematics SS
  SELECT
    __row_id
    , 'D5' AS part_id
    , 'SS' AS score_type_id
    , {col_48} AS score
  FROM

```

7. Enter **Notes** in the provided text box, as needed.

Notes

Author: Lizette Garcia (Admin)
 Date: 04/04/2023
 Test History: ACT

8. Click **Save**.

Create Parser **Save**

Title

Link to Import Tool **Link to Standardized Test(s)**

SQL Code ⓘ

```

WITH scores_source AS (
  -- English SS
  SELECT
    __row_id
    , 'D4' AS part_id
    , 'SS' AS score_type_id
    , {col_47} AS score
  FROM

```