

How to use Data Export in DATAMANAGER





- Select **Reports** in *DataManager*
- From the drop-down menu, select **Classic**
 - If you do not have this option, continue to the next step



open Reso

testing program

- Choose the Create a Report tab
- Choose the Assessment and the Test Admin Date of interest

DataManager	di			Hello Andrew Blanco Resources Help Sign out
Overview	Assessments	✓ Proctoring/Scanning ✓	Reports ~	Administration ~
REPORTS CENTER	R			Add Reporting Key
Crea	te a Report	Saved Criteria	R	eport Library
Report Criteria for	Training System Change			
ASSESSMENT	CogAT Assessments			⊘
TEST ADMIN DATE	08/30/2012 - CogAT Fall 2012			0
REPORT TYPE	Group Profile			•
GRADE/LEVEL	Grade K / Level 5/6			

- Select Data Export under Report Type
- A Data Export is specific to an Assessment and a single Test Administration Date. It can include multiple grades, classes and buildings, or it can be limited to a subset or single grade, building, and/or class.



- The following example will create a custom data export
 - Select Custom Data Fields under Export Template
 - As an alternative, you may select Standard Data
 Export (default) to match the Data on CD format

Crea	te a Report	Saved Criteria	Report Library	
Report Criteria for	Training System Change			
ASSESSMENT	CogAT Assessments		\diamond	
TEST ADMIN DATE	08/30/2012 - CogAT Fall 2012		⊘	
REPORT TYPE	Data Export		⊘	
GRADE	1 selected			
EXPORT TEMPLATE	Custom Data Fields (select below)	8	
EXPORT FORMAT	Standard	elow)		
EXPORT HEADINGS	No		⊘	
CUSTOM DATA FIELDS	None selected Change			
BUILDING	All		O	

- Select an Export Format
 - Choosing Tab-, Comma-, or Pipe-Delimited allows you to export headings (recommended for ease of use)
 - This example uses ASCII Comma-Delimited

Report Criteri	a for	Training	System	Change
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ASSESSMENT	CogAT Assessments	\bigcirc
TEST ADMIN DATE	08/30/2012 - CogAT Fall 2012	\bigcirc
REPORT TYPE	Data Export	⊘
GRADE	1 selected	⊘
EXPORT TEMPLATE	Custom Pitar Hous (sela 1 below)	⊘
EXPORT FORMAT	ASCII Comma-Delimited (.txt file)	٢
EVERETUEADING	ASCII Fixed-Width (.txt file)	
EXPORT HEADINGS	ASCII Tab-Delimited (.txt file)	
CUSTOM DATA FIELD	✓ ASCII Comma-Delimited (.txt file)	
BUILDING	XSCII Pipe-Delimited (.txt file)	

If using a delimited Export Format (either Tab, Comma, or Pipe), select Yes to Export Headings



Click on Change next to Custom Data Fields (None Selected) to open the data field menu

Report Criteria for	Training System Change	
ASSESSMENT	CogAT Assessments	⊘
TEST ADMIN DATE	08/30/2012 - CogAT Fall 2012	⊘
REPORT TYPE	Data Export	⊘
GRADE	1 selected	⊘
EXPORT TEMPLATE	Custom Data Fields (select below)	\bigcirc
EXPORT FORMAT	ASCII Comma-Delimited (.txt file)	⊘
EXPORT HEADINGS	Yes	⊘
CUSTOM DATA FIELDS	None selected Change	
BUILDING	All	•

Reset Criteria

Save Criteria

Run Report in Background

- The Custom Data Fields menu includes:
 - Hierarchy
 - Demographics
 - Test Information

- Supplemental Coding
- Scores
- Skill Domain Classification

CUSTOM DATA FIELDS			
vailable	Add to Selected	Selected	
Select all	Deselect all	DATA FIELD LABEL	VALUE LENGTH
Hierarchy	~		
Demographics	~		
Test Information	~		
Supplemental Coding	~		
Scores	~		

Click on the v symbol after each item to expand the menu



- Hierarchy includes information about System, District, Building, Class, and Grade
- Click on each item to be included in the Data Export
- Then click Add to Selected

CUSTOM DATA FIELDS	6		
Available	Add to Selected Se	ected	
Select all	Deselect all	DATA FIELD LABEL	VALUE LENGTH
Hierarchy	^		
State Name			
Region Name			
Region Code			
System Name			
System Code			
District Name			
District Code			
Building Name			
Building Code			
Class Name			
Class Code			
Class Grade			
Domographico			

- The items added to the Data Export will populate the box on the right
- Items may be removed from this list if selected in error

	Add to Selected	Selected	
	Deselect all	DATAFIELD LABEL	VALUE LENGY
archy	^		
ate Name		System Name	30
egion Name			
legion Code		District Name	30
ystem Name			
ystem Code			
istrict Name		Building Name	30
istrict Code			
uilding Name		Class Name	30
uilding Code			
lass Name			
lass Code		Class Grade	2
lass Grade			
nographics			

OM DATA FIELDS

- Demographics includes student information such as Last Name, First Name, ID, Gender, Date of Birth, Age, and Ethnicity String (if coded)
- Click on each item to be included in the Data Export
- Then click Add to Selected

Available	Add to Selected	Selected			
Select all	Deselect all		DATA FIELD LABEL	VALUE LEN	GTH
Hierarchy	~				
Demographics	^		System Name	30	Remove
Student Last Name					
Student First Name			District Name	30	Remove
Student Name/Middle Initial					
			Building Name	30	Pemove
Student ID				50	Remove
Secondary Student ID					_
Gender			Class Name	30	Remove
✓ Date of Birth					
Age in Months			Class Grade	2	Remove
Age in Years/Months					
Ethnicity String					

- Test Information includes fields such as Test, Date Tested, Mode of Administration, Battery, Level, Form, and Norm Year
- Click on each item to be included in the Data Export
- Then click Add to Selected
- CUSTOM DATA FIELDS

wailable	Add to Selected	Selected			
Select all	Deselect all	DAT	A FIELD LABEL	VALUE LENG	TH
Hierarchy Demographics	~	s	ystem Name	30	Rem
Test Information Test	^)istrict Name	30	Rem
Date Tested Mode of Administration Battery		В	Building Name	30	Rem
Level		C C	lass Name	30	Rem
 Norm Year Quartermonth Semester 		c	lass Grade	2	Rem
Office Use Subtest Exclusio	n		tudent Last Name	20	Pom

- Supplemental Coding includes any custom coding used in roster files for test administration
- These fields can be used for data disaggregation if coded and added to the Data Export

Available	Add to Selected
Select all	Deselect a
Hierarchy	~
Demographics	~
Test Information	~
Supplemental Coding	^
Code Character String (A-T)	
Test Administrator Use A Valu	ue
Test Administrator Use B Val	ue
Test Administrator Use C Val	ue
Test Administrator Use D Val	ue
Test Administrator Use E Val	ue
Test Administrator Use F Val	ue
Test Administrator Use G Val	ue
Test Administrator Use H Val	ue

Selected	Selected	
eselect all	DATA FIELD LABEL	VALUE LENGTH
\checkmark		
\sim	System Name	30 Remove
~		
^	District Name	30 Remove
	Building Name	30 Remove
	Class Name	30 Remove
	Class Grade	2 Remove

- **Scores** includes all score information such as raw and scaled scores, percentile ranks and stanines, confidence intervals, and item responses
- Click on each item to be included in the Data Export
- Then click Add to Selected

Available	Add to Selected	Selected		
Select all	Deserect all		DATA FIELD LABEL	VALUE LENGTH
Hierarchy	~			
Demographics	~		System Name	30 Remove
Test Information	~			
Supplemental Coding	~	8	District Name	30 Remove
Scores	^			
Number Attempted (NA)			Building Name	30 Remove
Completion Criteria (CC)				
Raw Score (RS)				
Universal Scale Score (USS)			Class Name	30 Remove
Standard Age Score (SAS)	- C.			
Grade Percentile Rank (GPR)	/		Class Grade	2 Remove
Age Percentile Rank (APR)				
Grade Stanine (GS)			Student Last Name	20 Вотока
Age Stanine (AS)			Student Last Marile	20 Remove

- Skill Domain Classification (not available for CogAT) offers three different options for viewing percent correct by domain
- Click on each item to be included in the Data Export
- Then click Add to Selected

	alacted	Selected	
	elected	Selected	
Select all	electall		DATA FIELD LABEL
Hierarchy	\sim		
Demographics	\sim		System Name
Test Information	~		
Supplemental Coding	~		District Name
Scores	~		
Skill Domain Classification	^	1	Building Name
Iowa Domain Percent Correct			
CCS Domain Percent Correct			Class Name
Correct	an		
			Class Grade

- After selecting and adding all desired fields in Hierarchy, Demographics, Test Information, Supplemental Coding, and Scores, review the fields populating the right-hand box to make any additions or deletions
- Click Apply (or Remove All to start over)

Available	Add to Selected
Select all	Deselect all
Hierarchy	~
Demographics	~
Test Information	~
Supplemental Coding	~
Scores	~

 DATA FIELD LABEL	VALUE LENGTH
System Name	30 Remove
District Name	30 Remove
Building Name	30 Remove
Class Name	30 Remove
Class Grade	2 Remove
Student Last Name	20 Remove
Student First Name	20 Remove
Student ID	11 Remove

Cancel

- Check the report criteria:
 - Correct **Test** and **Test Administration Date**?
 - All desired **Grade**(s) included?
 - Correct **Export Template** and **Export Format** selected?
 - Yes to Export Headings?
 - **Custom Data Fields** correctly populated?
- Save Criteria to save the report specifications if you may use the same Data Export again in the future

ASSESSMENT	CogAT Assessments	•						
TEST ADMIN DATE	08/30/2012 - CogAT Fall 2012							
REPORT TYPE	Data Export							
GRADE	1 selected							
EXPORT TEMPLATE	Custom Data Fields (select below)	⊘						
EXPORT FORMAT	ASCII Comma-Delimited (.txt file)							
EXPORT HEADINGS	Yes							
CUSTOM DATA FIELDS								
BUILDING	All	⊘						
Reset Criteria	Save Criteria	Run Report in Background						

• Click Run Report in Background to run the Data Export

SMENT	CogAT Assessments	\diamond
DMIN DATE	08/30/2012 - CogAT Fall 2012	\bigcirc
T TYPE	Data Export	♥
	1 selected	⊘
T TEMPI ATE	Custom Data Fields (select below)	
T FORMAT	ASCII Comma-Delimited (txt file)	
M DATA FIELDS	Hierarchy Demographics Test Information Change	
١G	All	⊘
set Criteria	Save Criteria	Run Report in Background

- You will be prompted to name your Data Export
 - It can be named whatever you like.
- Click OK to submit

CogAT Assessments				
08/30/2012 - CogAT Fall 2012				
Data Export			<u></u>	
1 selected	Specify a Report Name			
	REPORT NAME			
	Data Export			
	Data Export			
Custom Data Fields (select be				
	Cancel	ОК		
ASCII Comma-Delimited (.txt f				
, , , , , , , , , , , , , , , , , , ,				
Yes				
Historathy Domographics Tast Inform	action Change			
nierarchy Demographics rest mom				
All				

- Check the **Report Library** tab for the progress on your Data Exports
- Large Data Exports, such as those containing data for thousands of students across many grades and/or buildings, will take longer to run

Create a Report	Saved Crit	eria	Report Library
eleted reports are available for 5 days. Print or dov	vnload important reports before they are de	eleted.	
orts			
ename	Result	Date	Actions
Data Export	RUNNING	10/15/2021 10:12:32 AM	1

- When the Data Export is ready, the Result column will change to COMPLETED next to the filename
- Click on the completed Data Export to open it for download

1.55 In Size of Proceeding and Proceedings on the Proceeding State of Proceedings 22	Saved Crite	eria	Report Library
eted reports are available for 5 days. Print or dow	nload important reports before they are de	leted	
rts			
	Result	Date	Actions
Data Export	COMPLETED	10/15/2021 10:12:32 AM	1

The Data Export provides a link for downloading and a list of the fields included

REPORT VIEWER Print Edit This Report Close Data Export Cognitive Abilities Test™ (CogAT®) System: Training System State: DM System: Training System State: DM System: Training System Data Export is available to download by clicking the link below: Data Export is available to download by clicking the link below:											
Data Export Export Format : ASCII Comma-Delimited (1xt file)											
Export Format : ASCII Comma-Delimited (.txt file) Grade : 0											
Field	Field Name		Length								
1	Order Number		30								
2	Test		8								
3	State Name		30								
4	Region Name		30								
5	Region Code		15								
6	System Name		30								
7	System Code		15								
8	District Name		30								
9	District Code		15								
10	Building Name		30								
11	Building Code		15								
12	Class Name		30								
13	Class Code		15								
14	Class Grade		2								
15	Date Tested		8								
16	Student Last Name		20								
17	Student First Name		20								

• When you click on the Data Export link, the Data Export will download to your computer as a .txt file

REPORT VIEWER		Print Edit This Report Close									
Data Export Cognitive Abilities Test™	(CogAT®)										
Test Date:8/30/2012	System: Training System										
Norms: Fall 2011	State: DM										
Data Export is available to download by clicking the link below:											
	_	Data Export									
	Expor	Format : Dictricomma-Delimited (.txt file)									
		Glade. U									
Field	Field Name	Length									
1	Order Number	30									
2	Test	8									
3	State Name	30									
4	Region Name	30									
5	Region Code	15									
6	System Name	30									
7	System Code	15									
8	District Name	30									
9	District Code	15									
10	Building Name	30									
11	Building Crae	15									
12	Class came	30									
10	7 ass Code	15									
15											
14	Class Grade	2									

Data Export.txt

- To open your Data Export, start by opening Excel
- Choose File, Open and choose your downloads folder

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- The file menu defaults to Excel files
 - .txt files are not visible in the folder

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• Toggle to select **All Files (*.*)**

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Secent Places	Fayette county combined data export 041718.xlsx	4/19/2018 7:56 PM	Microsoft Exce XML Files (*.xml)
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le Computer	CCAT_PL_17.xlsx	11/14/2017 10:32	Microsoft Exce Add-Ins (*.xlam;*.xla;*.xll)
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A			OpenDocument Spreadsheet (*.ods)
File <u>n</u> ar	ne:		✓ All Excel Files (*.xl*;*.xlsx;*.xl. ▼
			Too <u>l</u> s ▼ <u>O</u> pen ▼ Cancel

- Now the Data Export .txt file is visible
- Click on the file name and open the .txt file in Excel



- The Text Import Wizard will open automatically
- The Wizard defaults to Fixed-width file type

Text Import Wizard - Step 1 of 3	? ×
The Text Wizard has determined that your data is Fixed Width.	
If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that best describes your data:	
Delimited Characters such as commas or tabs separate each field.	
Fixed width Fields are aligned in columns with spaces between each field.	
Start import at row: 1 File origin: 437 : OEM United States	-
Proving of file C:\Usars\driven\Downloads\Data Export 28-Nov-18 t110220 bt	
Preview of the C. (Users (an very bownloads) bata Export_28-100-16_t110550.txt.	
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempte	ed (NA) 24,
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempte 2, 79, 73, 69, , , , , , , , , , , , , , , , , ,	ed (NA) 24,
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempted 24, 33, 72, 71, 71, 71, 71, 71, 71, 71, 71, 71, 71	ed (NA) 24, , , , 65, , , , 73, , , , 21,
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempted 2 ,79,73,69, 3 ,72,71,71, 4 ,42,55,42, 5 ,29,35,29,	ed (NA) 24, , , , 65, , , , 73, , , , 21, , , , 33,
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempted 2 ,79,73,69, , , , , , , , , , , , , , , , , , ,	ed (NA) 24, , , , 65, , , , 73, , , , 21, , , , 33,
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempted 2 ,79,73,69, , , , , , , , , , , , , , , , , , ,	ed (NA) 24, , , , 65, , , , 73, , , , 21, , , , 33, 55.
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempted 2 ,79,73,69, , , , , , , , , , , , , , , , , , ,	ed (NA) 24, , , , 65, , , , 73, , , , 21, , , , 33,
1 NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempted 2 ,79,73,69, , , , , , , , , , , , , , , , , , ,	ed (NA) 24, , , , 65, , , , 73, , , , 21, , , , 33,

 Click to selected **Delimited** if the Data Export was created with a Delimited file type

Click Next

Text Import Wizard - Step 1 of 3	x
The Text Wizard has determined that your data is Fixed Width.	
If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that best describes your data:	
Delimited Characters such as commas or tabs separate each field.	
\bigcirc Fixed <u>w</u> idth Fields are aligned in columns with spaces between each field.	
Start import at row: 1 File origin: 437 : OEM United States	•
Preview of file C:\Users\driverv\Downloads\Data Export_28-Nov-18_t110330.txt.	
1 NAV 21 Number Attempted (NAV 22 Number Attempted (NAV 22 Number Attempted (NAV 2	
2,79,73,69, , , , , , , , , , , , , , , , , , ,	5, =
3,72,71,71, , , , , , , , , , , , , , , , ,	з,
4, 42, 55, 42, , , , , , , , , , , , , , , , , ,	1,
5,29,35,29, , , , , , , , , , , , , , , , , , ,	3' -
	•
Cancel < Back <u>N</u> ext > <u>F</u> ini	sh

• The Wizard defaults to a Tab delimited file type

Text Import Wizard - Step 2 of 3	J
This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.	
Delimiters I ab Semicolon Comma Space Other:	
Data <u>p</u> review	
NA) 21, Number Attempted (NA) 22, Number Attempted (NA) 23, Number Attempted (NA) 24, Nu ,79,73,69, , , , , , , , , , , , , , , , , , ,	
Cancel < <u>B</u> ack <u>E</u> inish	

- Select the correct delimiter for your Data Export file type; this example is Comma-delimited
- Unselect any incorrect defaults, and click Next

Text Import Wizard - Step	p 2 of 3	x
This screen lets you set the	e delimiters your data contains. You can see how your text is affected in the preview below.	
Delimiters Tab Semicolon Ocomma Space Other:	Text gualifier:	
Gender Date of B M 02222011 F 02222011 M 11252010 F 05192011 F 03122011	Birth Age in Years/Months Date Tested Battery Level Form Norm Year 0708 10172018 C 08 7 11 0708 10172018 C 08 7 11 0711 10172018 C 08 7 11 0705 10172018 C 08 7 11 0707 10172018 C 08 7 11 • Cancel < Back Next > Einish	

Click Finish to open the file in Excel and see the exported data

Text Import Wizard - Step 3 c	of 3	-		-		2	x
This screen lets you select each Column data format <u>G</u>eneral <u>T</u>ext <u>D</u>ate: MDY Do not import column (ski) 	 column and set the Data For 'General' converts no values to text. p) 	ormat. umeric values to	numbers, d <u>A</u> dvanced	late value	s to dates,	and all r	emaining
GeneralGeneral	General	General	General	Genera	GenerGen	eral	Ge
Gender Date of Birth	Age in Years/Months	Date Tested	Battery	Level H	Form Nori	n Year	Nu 🔺
M 02222011	0708	10172018	с	08 7	7 11		53 =
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- Save your new Excel file in an Excel file format (.xls, .xlsx, etc) ٠
- If a delimited file type was used for the Data Export and Yes • checked on Column Headings, each column will be labeled

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- Click on row 1 which contains the column headings
- Click Format and select Format Cells

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- Select the Alignment tab and click the box for Wrap Text
- Click OK

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- Most **Score** fields allow 30 columns for each score type
- CogAT uses only the first 7 of columns of each type, always in the same order: V, Q, N, VQ, VN, QN, and VQN
- The available scores differ by level for the *lowa Assessments* consult the Data Export File Format documentation
- Empty columns can be deleted or hidden



• The Data Export File Format documentation is housed in **Digital Resources** in *DataManager*



• Select the *DataManager* from the drop-down menu



DataManager System Administration User Guide.pdf

- Scroll down to Data Export File Format Documents
- Data Export File Format documentation is available for the Standard Export and Custom Export
- Choose the Balanced Assessment File Format for CogAT and the Iowa Assessments

A Data Export File Format Documents

Standard Export – Balanced Assessment File Format.xls Provides the Riverside Standard Export Template file format used in data exports of *Iowa Assessments* Forms E, F, & G and *Cognitive Abilities Test (CogAT)* Forms 7 & 8 assessment results.

Standard Export – *Riverside® Interim Assessments* File Format.xls Provides the Riverside Standard Export Template file format used in data exports of *Riverside Interim Assessments* results.

Standard Export – Logramos File Format.xls Provides the Riverside Standard Export Template file format used in data exports of Logramos results.

Custom Export – Balanced Assessment File Format.xls Provides the Riverside Custom Export Template file format used in data exports of *Iowa Assessments* Forms E, F & G and *Cognitive Abilities Test (CogAT)* Forms 7 & 8 assessment results.

Custom Export – *Riverside*® *Interim Assessments* File Format.xls Provides the Riverside Custom Export Template file format used in data exports of *Riverside Interim Assessments* results.

Custom Export – Logramos File Format.xls Provides the Riverside Custom Export Template file format used in data exports of Logramos results.