

## Exporting Data from ACCUPLACER into Student Information Systems



## Agenda

- Overview
- Benefits
- Planning for Implementation
- Options Compared
- Score Web Service
- Fast Reporting



## Overview



## Overview

A 2-part process:

1. Setting up ACCUPLACER
2. Developing the programming for the campus Student Information System



## Overview

- Data export extracts test scores and other information from ACCUPLACER
- Multiple options available for data export
- Import routines must be developed to take data exported from ACCUPLACER and load it into your SIS.
- This process can be used successfully with a variety of Student Information Systems including Banner, Datatel, Jenzabar, Peoplesoft, and others.
- This presentation discusses how to extract data from ACCUPLACER but does not discuss the process of configuring a student information system.



## Benefits



## Benefits of Data Export Making Your Case for Automating

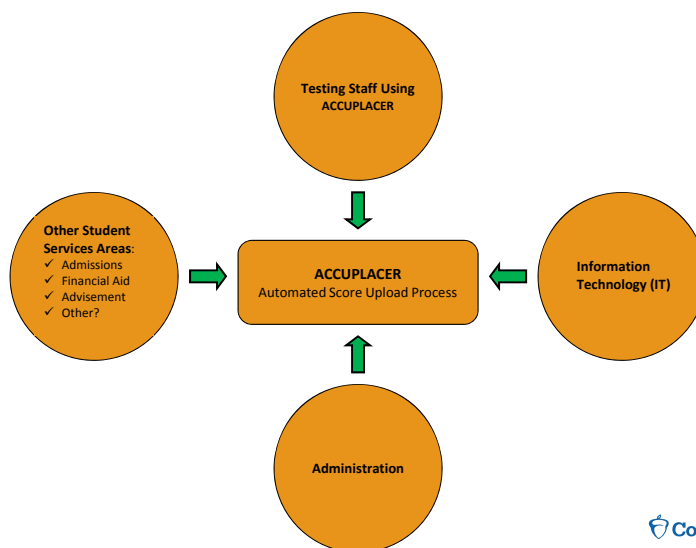
- ▶ Testing staff can direct time used for entering scores to more productive activities helping students.
- ▶ Test score and placement input errors will be minimized.
- ▶ Score input will be more efficient and timely so students can be advised and registered more quickly.
- ▶ Fits with institution's goals to provide better services without delaying students or causing them to make extra visits. One stop concept.
- ▶ Scores are readily available to Admissions, Advisement, Financial Aid, Special Services, etc.
- ▶ Uploading test scores may provide better support for institutional policies such as prerequisite enforcement and other mandates.



## Planning



## The Implementation Process Who is Involved?



## Important to Know

- How is ACCUPLACER set up to meet the needs of your institution?
  - Background questions
  - Branching profiles
  - Placement rules
  - Use of external data in placement
- Which data and reports are used? By whom? Purpose?
- Can you explain the ACCUPLACER system to the IT staff?
- What options are available for data export?
- What does an exported file look like?

## Considerations

For testing staff, IT staff, and other student services areas:

- When do student services staff and students need to access ACCUPLACER results in the student system? Upon completion? Daily? Weekly?
- How are test results used in the overall student registration process?
- Can students register online? Is this a factor that impacts your timeframe for uploading ACCUPLACER results?
- What information would you like displayed and where?
- What can your IT department provide based upon their resources and the capacity of your institution's student system?
- Other institution specific issues?



## Options for Data Export



## Data Export Options

### Option 1: Score Web Service

The score service client retrieves data from ACCUPLACER and places it in a specified location.

- An individual file is created for each student at the conclusion of their testing experience.
- This is the preferred method of data export.

### Option 2: Fast Reporting

ACCUPLACER sends data to a specific location upon completion of each student's testing

- Automated File Download
- Email
- Custom Reports for Automatic Download

Note that Fast Reporting depends on the Netscape Plugin API. Google is ending support for this plugin by September 2015. You will need to use Internet Explorer, Firefox, or Safari for testing and Fast Reporting ...or... use the Score Web Service.



## Options Compared

Feature/Characteristic	Fast Reporting	Score Web Service
Data formats supported	Comma, pipe, or semicolon delimited as well as a Windows format	Comma, pipe, or semicolon delimited, XML, and Windows format
Java Dependency *	Yes	No
Client Software	Must be set up on each testing computer	Must be set up on just one computer which can be located anywhere on campus
Testing Configuration	Test settings activating Fast Reporting must be used in every Branching Profile	All data for the entire institution is transferred automatically
Frequency of download	Ongoing upon test completion	Configurable from 5 minutes to 31 days
Automation	Data must be merged from individual download locations	All data is available in one specified folder location

\* Note that Google Chrome is discontinuing support of the Netscape Plugin API which is required to run Fast Reporting. You should plan on using the Score Web Score or testing with Internet Explorer, Firefox, or Safari.



## Score Web Service

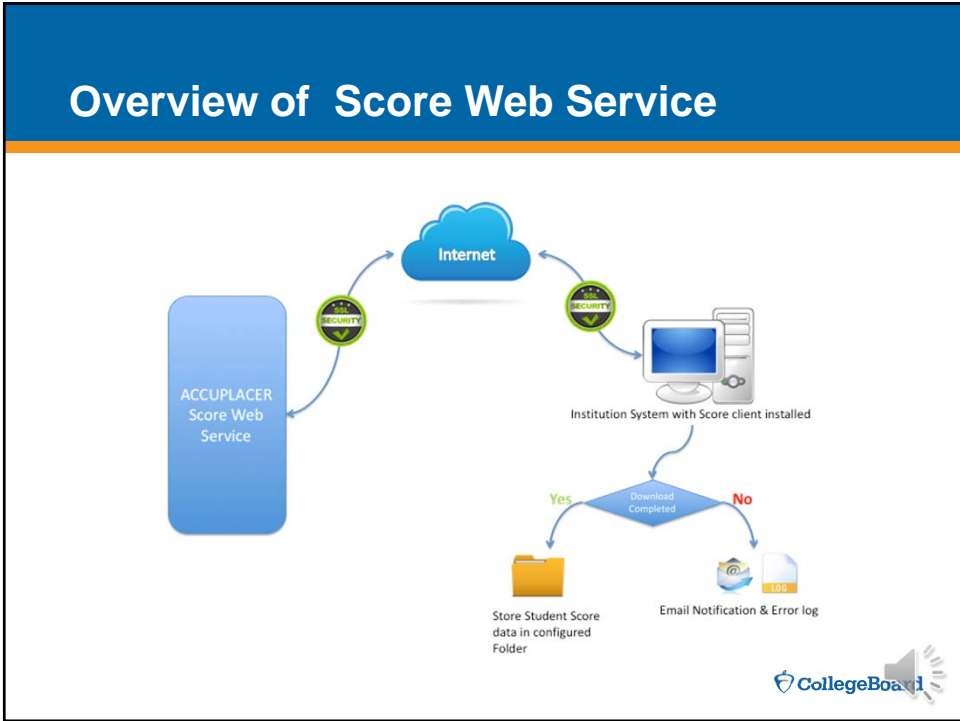


## Score Web Service

- Preferred method of data export.
- More advanced, flexible, and secure than Fast Reporting.
- Standalone software installed on a single machine to extract data from ACCUPLACER .
- Available for Windows, Mac, and Linux.
- Data is downloaded in a variety of formats including Comma, Semicolon, and Pipe Delimited, XML, and Windows Format
- Downloads can be scheduled and include all data created since the previous download.
- Data can be exported at the testing site or institution levels.







## Setting Up the Score Web Service

- Download the appropriate client from ACCUPLACER
- Note the User Manual is available download.

Resource Name
Windows Client
Mac Client
Linux Client
Web Service Client - Score User Manual

# Installation

Enter appropriate ACCUPLACER credentials, then click Register.

To extract site level data, use a Site Manager login. For institution level data, use an IA credential.

Complete setup by choosing:

1. The directory to receive scores.
2. The time interval for downloads.
3. The email address to receive failure notifications.
4. The desired file format for downloads.

The Download Scores button can be used to download any available scores. Note that this will not download scores generated prior to installing the Web Service Client.



# Fast Reporting

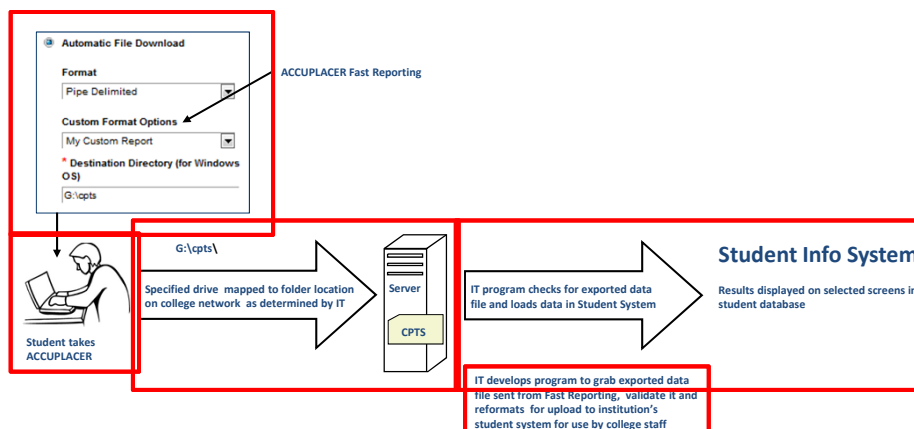


## Fast Reporting

- Good option for testing smaller numbers of students on a limited number of machines.
- Software must be downloaded and installed on each machine before testing.
- Java is required and must be kept up-to-date. **As noted earlier, support for Java in the Chrome browser is ending shortly.**
- Data is transferred once the student has finished all tests in their Branching Profile.
- Transfer options:
  - Automatic file download
  - Automatic email



## Overview of Fast Reporting



## Examples of Default Delimited File Formats

Format selected when setting up file export in Fast Reporting

Pipe delimited	575435 45678 Student Sample A York 23456 4562345678  19580101 20071119 1 7 -3 0 -3 -3 -3 -3 3 0 1 Reading Comprehension 26.83017 2.43 0.1 Sentence Skills 31.388552 5.76 1.0 Elementary Algebra 21.97339 2.28 3.8962233 Arithmetic 20.377947 4.71 0.818099 ..... 02314 99006 ..... 69215 69223 Sample.Student@College.edu ENC 0010 REA 0001 .....
Comma delimited	575435,45678,Student,Sample,A,123 Accuplacer Way, New York,New York,23456,4562345678,,19580101,20071119,1,7,-3,0,-3,-3,-3,-3,-3,0,1,Reading Comprehension,26.83017,2.43,0.1,Sentence Skills,31.388552,5.76,1.0,Elementary Algebra,21.97339,2.28,3.8962233,Arithmetic,20.377947,4.71,0.818099,.....,102314,99006,.....,69215,69223,Sample.Student@College.edu,ENC 0010,REA 0001,.....
Semi-colon delimited	575435;45678;Student;Sample;A;123 Accuplacer Way;;New York;New York;23456;4562345678;;;19580101;20071119;1;7;-3;0;-3;-3;-3;-3;-3;0;1;Reading Comprehension;26.83017;2.43;0.1;Sentence Skills;31.388552;5.76;1.0;Elementary Algebra;21.97339;2.28;3.8962233;Arithmetic;20.377947;4.71;0.818099;.....;102314;99006;.....;69215;69223;Sample.Student@College.edu;ENC 0010;REA 0001;.....
Windows format (fixed width)	45678 Student Sample A 1958010120071119 17 0 01



## Setting Up Fast Reporting

- Fast Reporting is activated by creating or editing a Test Setting
- Must be done for every Branching Profile in use

Edit Test Setting

\* Test Setting Name  
New Test Setting

>

➤ Score Report Settings

➤ **Fast Reporting Settings**

➤ Tool Settings

➤ Student Profile Settings

➤ Learning Path Settings



## Setting Up Fast Reporting HK1

**Fast Reporting Settings**

- [Default Delimited File Definitions](#)
- [View Fast Reporting and Data Download Instructions \(PDF\)](#)
- [View instructions on setting up your local computer for Automatic Download](#)
- [Set-up your local computer](#)
- [Information Icon To enable Fast Reporting to multiple email addresses, separate each email with a semi-colon.](#)

**Turn Off**       Automatic Email       Automatic File Download

**Format**

Pipe Delimited

**Custom Format Options**

Default Delimited File

**Email Address**

**Format**

Pipe Delimited

**Custom Format Options**

Default Delimited File

**Mode**

Hyper-text Link

**Destination Directory (for Windows OS)**

C:\Download

**Destination Directory (for Macintosh OS)**

/root/user/Download

## Setting Options for Fast Reporting

Click the radio button to choose your preferred method of score delivery: Automatic Email or Automatic File Download.

Turn Off     
  Automatic Email     
  Automatic File Download

**The Format menu provides choices on the character you will use to separate fields from each other.**

**Format**

- Select One-
- Select One-
- Comma Delimited
- Pipe Delimited
- Semicolon Delimited
- Windows Format

**Email Address**

\_\_\_\_\_

**If using Automatic Email, enter the Email Address designated to receive ACCUPLACER scores.**

**Custom Format options allow you to choose the data fields to export.**

**Custom Format Options**

- Default Delimited File
- Default Delimited File
- Select One-
- Maine Sample Custom Report
- Monroe CC

**Mode**

Automatic Download


**Destination Directory (for Windows OS)**

C:\Download

**Destination Directory (for Macintosh OS)**

/root/user/Download

**If using Automatic File Download, choose Automatic Download as the Mode, then enter the path to the desired directory on your campus network.**



## Slide 25

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**HK1** Re-record to change the number of files at the top of the screen. Also...slow down.  
Henry, Keith, 4/2/2015

## Custom Report Export An Example

Load a Query  
My Custom Report

\* Report Description  
 Custom

Step 1 - Select Fields

Step 1: Select fields to be included in the report.

Field Categories  
 Test Scores

Available Fields

- \*\*\* CSP (XP/2003)
- \*\*\* CSP Basic (Vista/2007)
- \*\*\* CSP Basic (Windows7/2010)
- \*\*\* CSP Basic (Windows8/2013)
- \*\*\* CSP Basic (XP/2003)
- Diagnostic Arithmetic
- Diagnostic Elementary Algebra
- Diagnostic Reading Comprehension

Selected Fields

- Exnum
- Student ID
- Last Name
- First Name
- Birth Date
- Test Date
- \*\*\* WritePlacer

7384777|234567|C|Jimmy|08/19/1947|09/05/2011|4|31|27|20|23| |

## Using Custom Reports An Example

Custom Reports

This report is processed offline and results will be made available via the Report Queue.

Saved Query Delete this Query

Load a Query  
My Custom Report

**Automatic File Download**

Format  
 Pipe Delimited

Custom Format Options  
My Custom Report




Mode  
 Hyper-text Link

Destination Directory (for Windows OS)  
 C:\Download

Destination Directory (for Macintosh OS)  
 /root/user/Download

**After creating and saving a custom report, it becomes available as a choice for either the Automatic Email or Automatic File Download options in Fast Reporting.**

## Recommended for Review

-  Resources
-  Order Tests
-  Help & Information

Launch ACCUPLACER from Your Portal
Getting Started with ACCUPLACER
ACCUPLACER Program Manual
Resources for Students
Ability to Benefit (ATB) Testing
ACCUPLACER Training Videos
Research Library
News and Information
Fast Reporting and Data Download
Web Service Client Setup

### ACCUPLACER


#### Fast Reporting and Data Download Instructions

You can enter ACCUPLACER® test results into your institution's Student Information System three ways:

- 1. Manually:** Staff can manually enter test scores and other data by keying the data directly into the appropriate screens of your institution's Student Information System. The disadvantage of this method is that it is both time consuming and prone to entry errors.
- 2. Fast Reporting:** ACCUPLACER's Fast Reporting feature is the most efficient method for uploading ACCUPLACER test results to your system. Fast Reporting enables you to automatically download test results after completion of an ACCUPLACER test administration through the use of the **Automatic Email** or the **Automatic File Download** option. Once you decide the format and student data you want to upload, your IT staff will have to provide the programming required to retrieve the data and load it to your Student Information System.
- 3. Custom Reports:** To implement a more automated upload process, you can work with your institution's IT team. Each department has a role in this process. Using their programming skills, your IT staff can access and upload ACCUPLACER data in real time, as students complete the ACCUPLACER assessment. Alternatively, you can develop a process for uploading ACCUPLACER data at regularly scheduled times, from reports that you develop using the ACCUPLACER Custom Reporting feature.

In the following pages you will learn how to set up the Fast Reporting and Custom Reports features to establish a time-specific batch upload process. Both of these processes will require communication

# Conclusion





## Responsibilities for Implementing Automated Score Upload Process

### Testing Staff

- ▶ Sets up ACCUPLACER Fast Reporting feature to enable immediate upload of individual test results.
- ▶ Consults with other student services areas to determine what information is needed, when it is needed, where data should go in your institution's student system, and how scores will be used within the system (registration, admissions, financial aid, advising, etc.)
- ▶ Consults with IT staff to determine data report format and timeframe for uploading information to student system
- ▶ Designs custom ACCUPLACER report (if used)
- ▶ Tests and retests score upload system and provides feedback to IT for problems, corrections, changes
- ▶ After implementation reconciles Student Error Report provided by IT so that these results can be entered into your institution's student information system

### IT Technical Staff

- ▶ Determines with Testing Staff and other Student Services what data to export from ACCUPLACER
- ▶ Decides which option, Fast Reporting or the Web Score Service, is most appropriate given the technology infrastructure and student information system on campus
- ▶ Sets up central data location for exported student file and maps drive of testing computers to this Destination Directory within college's network
- ▶ Writes programs to format and upload student ACCUPLACER results to institution's student system
- ▶ Consults with testing staff and other student services areas to determine where ACCUPLACER results are displayed in institution's student system (PeopleSoft, Banner, Datatel, etc)
- ▶ Sets up system to identify student ACCUPLACER results that do not upload to student system and provides error report for testing staff to reconcile




## Summary

- Automating the transfer of ACCUPLACER test scores and other data offers many benefits for both staff and students.
- Setting up the delivery of scores is only the first part of the process.
- Next is configuring the campus SIS to pick up data and display it properly.
- Ongoing discussion and collaboration among IT, Testing, and other stakeholders is important to success.
- Finally, training staff and faculty on accessing test results is essential.




# User Resources



## Resources Inside ACCUPLACER

- ▶ Getting Started with ACCUPLACER
- ▶ ACCUPLACER User's Guide
- ▶ ACCUPLACER Program Manual

Resources	
Resources	
Resource Name	
Knowledge Base	
<u>ACCUPLACER User's Guide</u>	
COMPANION Administrator's Manual	
Join ACCUPLACER Electronic Discussion Group	
Launch ACCUPLACER from Your Portal	
<u>Getting Started with ACCUPLACER</u>	
<u>ACCUPLACER Program Manual</u>	
Resources for Students	
Ability to Benefit (ATB) Testing	
ACCUPLACER Training Videos	
Research Library	
News and Information	



## ACCUPLACER Implementation Resources Online

<http://accuplacer.collegeboard.org/professionals/accuplacer-resources>

- ▶ Multiple Weighted Measures
  - ▶ Introduction
  - ▶ White Paper
  - ▶ Setting Multiple Weighted Measures Up in ACCUPLACER
- ▶ Intervention Tools
  - ▶ Executive Summaries
  - ▶ Individual Case Studies
  - ▶ Software-based and non-software based intervention
  - ▶ Best Practices Guide
- ▶ Student Preparation Tools
  - ▶ Sample Questions
  - ▶ Web Study App
- ▶ Validity Studies
  - ▶ Overview
  - ▶ Handbook
  - ▶ Sample Report



## Professional Development Resources

<http://accuplacer.collegeboard.org/professionals/professional-development>

- ▶ Live webcasts held on a monthly schedule
- ▶ Recorded sessions on a variety of topics
- ▶ ACCUPLACER Account Setup presentation
  - ▶ Setup process overview
  - ▶ Step by step instructions
  - ▶ Links to video demonstrations



## ACCUPLACER Outreach and Support Teams

### The Outreach Team

- ▶ Senior Assessment Managers
- ▶ Provide service to institutions at the campus, system, and state levels
- ▶ Consultation, training, professional development, and advocacy
- ▶ On campus, face-to-face service
- ▶ Virtual service via webcast and phone

### ACCUPLACER Support

- ▶ Staff dedicated to troubleshooting, problem solving, Q/A
- ▶ Available 12 hours/day – 6 days/week
- ▶ Phone: 866-607-5223
- ▶ Email: [info@accuplacer.org](mailto:info@accuplacer.org)
- ▶ Live chat

