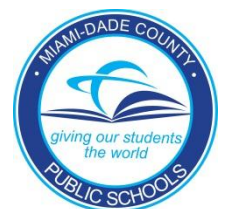


Miami-Dade County Public Schools

Student File Download Manager

User Guide 2013



Student File Download Manager

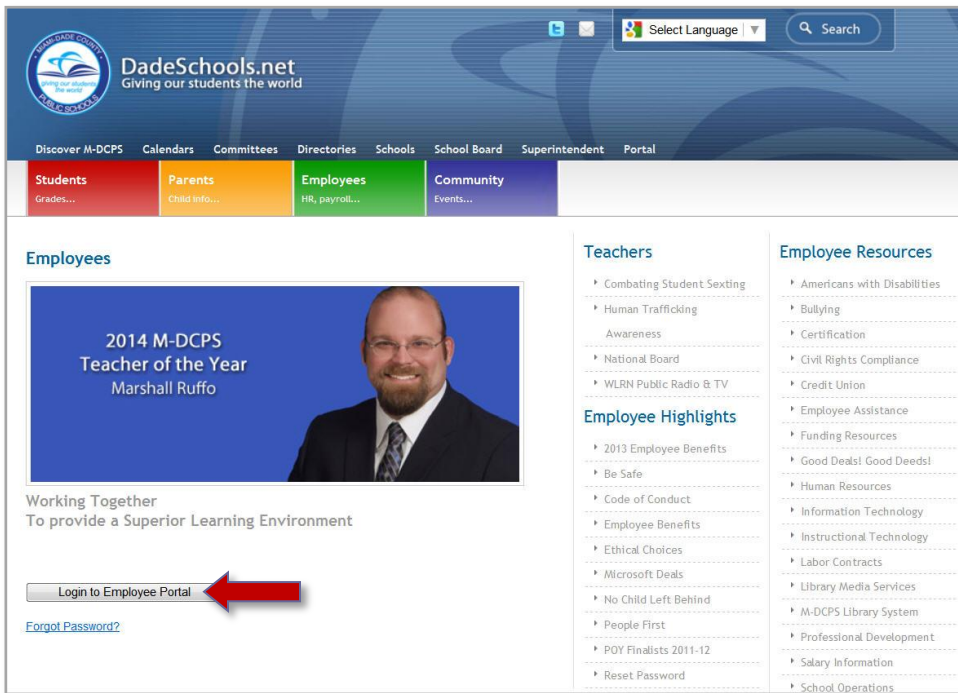
Introduction

Student File Download Manager (FDM) web application allows users to download student data from a wide variety of categories. This application developed by Information Technology Services, has made it easy for schools and administrators to select and merge student data from different sources: Demographic, Academic, Schedule, Testing, etc.

Additionally, FDM application includes a set of prepared files with specific fields designed for some departments and programs; Accelerated Reader, Test Chairs, CELLA sub scores. By using FDM, users are able to study, report, and trend student information and facilitate decisions process.

Accessing the File Download Manager

From the DadeSchools.net, log in to the Employee Portal.



- ▼ Click **Login to Employee Portal**

The Portal Log in screen will display.

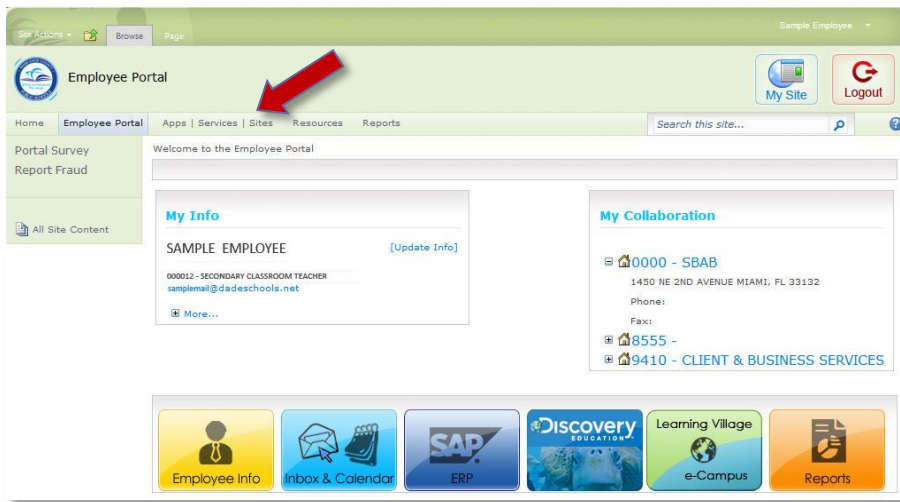
- ▼ Type your user name
- ▼ Type your password
- ▼ Click **LOGIN**

The Employee Portal page will display.

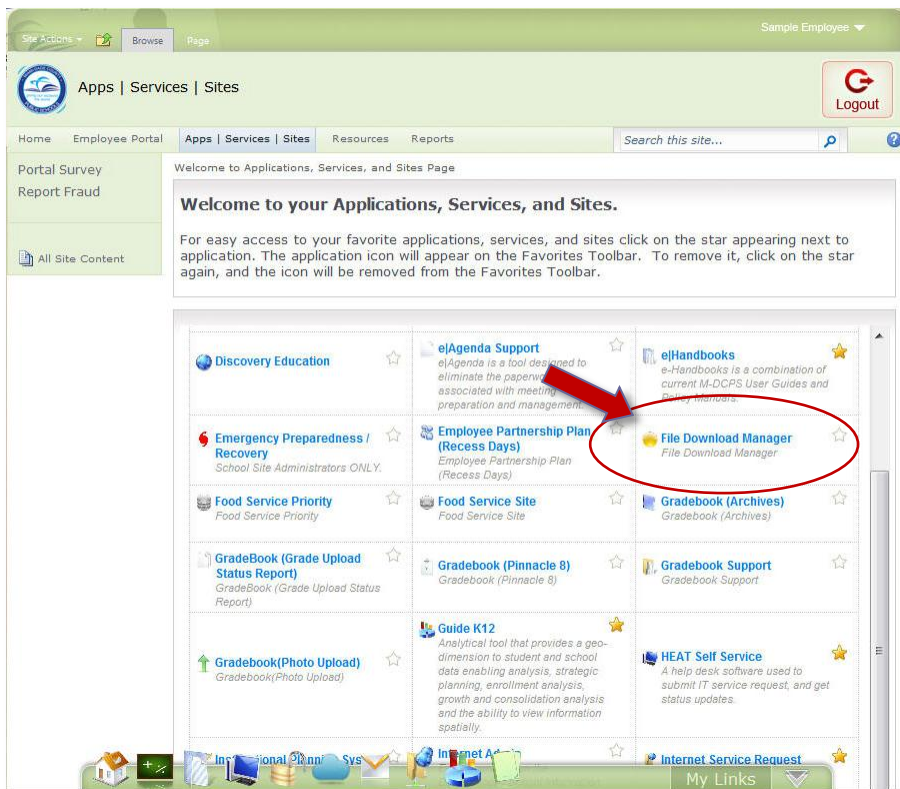


Student File Download Manager

From the Employee Portal,



▼ Click **Apps | Services | Sites** tab



▼ Click **File Download Manager**

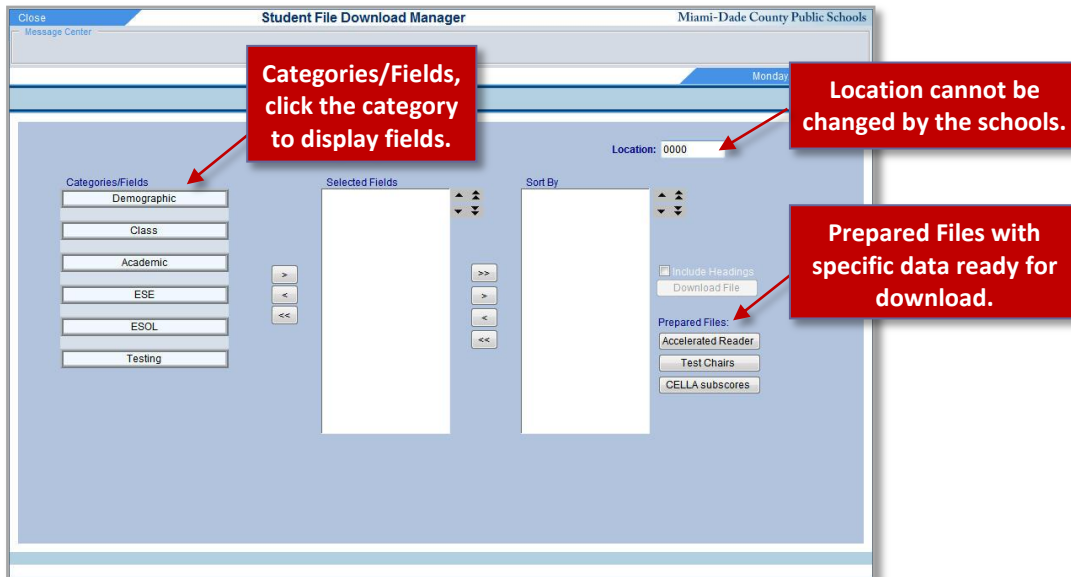
The **Student File Download Manager** application will display.

Note: You must have WFDM authorization to access the File Download Manager.

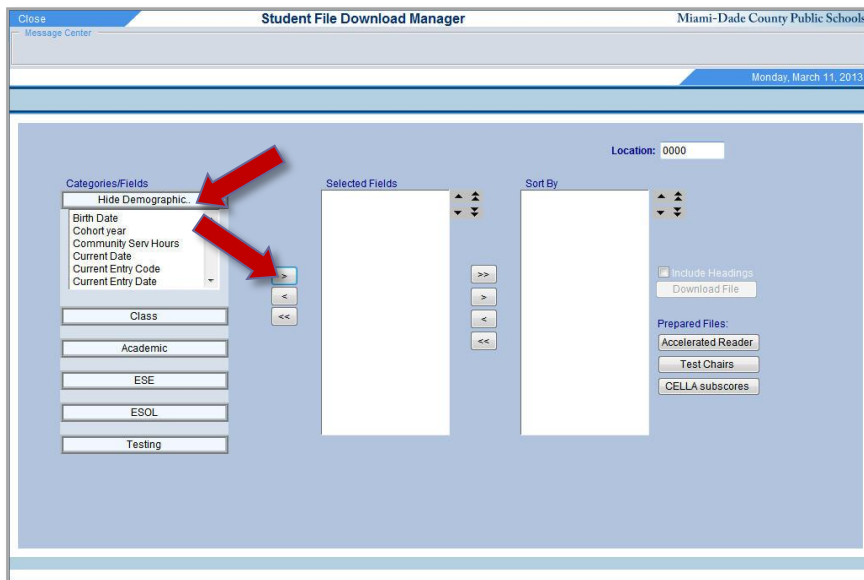
Student File Download Manager


Using the Student File Download Manager

The **Student File Download Manager** allows users to download student data from different categories, *Demographic*, *Class*, *Academic*, *ESE*, *ESOL*, and *Testing* in Excel format. Additionally, there are *Prepared Files* with specific data ready for download. These files are the *Accelerated Reader*, *Test Chairs*, and *CELLA subscores*.



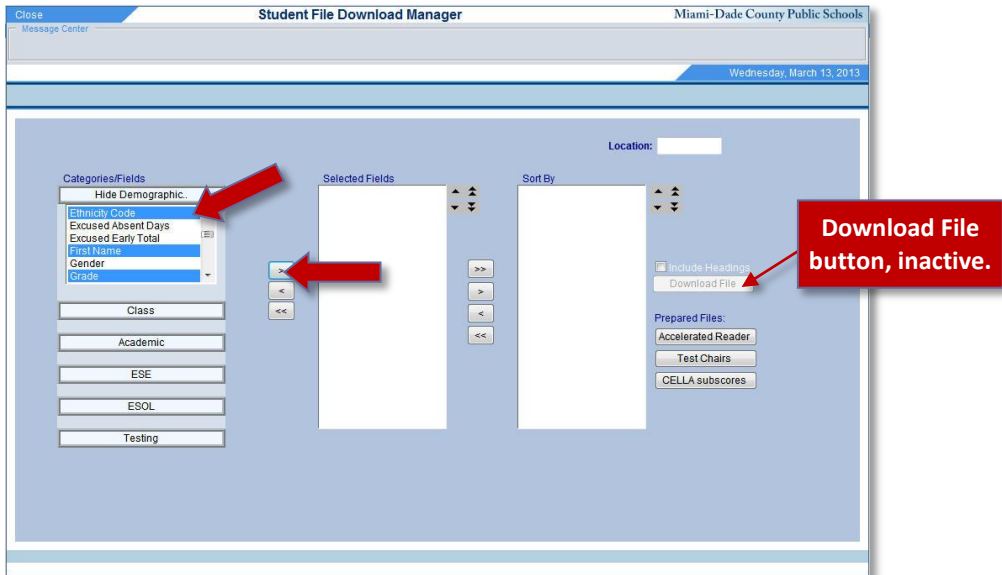
From the Categories/Fields drop-down list, select the fields to download. You can select one field at a time or multiple fields within a category.



- ▼ **Click** on the desired **Category** to open it
- ▼ **Click** the desired **Field** to highlight it
- ▼ **Click** on  button to add the field to the **Selected Fields** window

Student File Download Manager

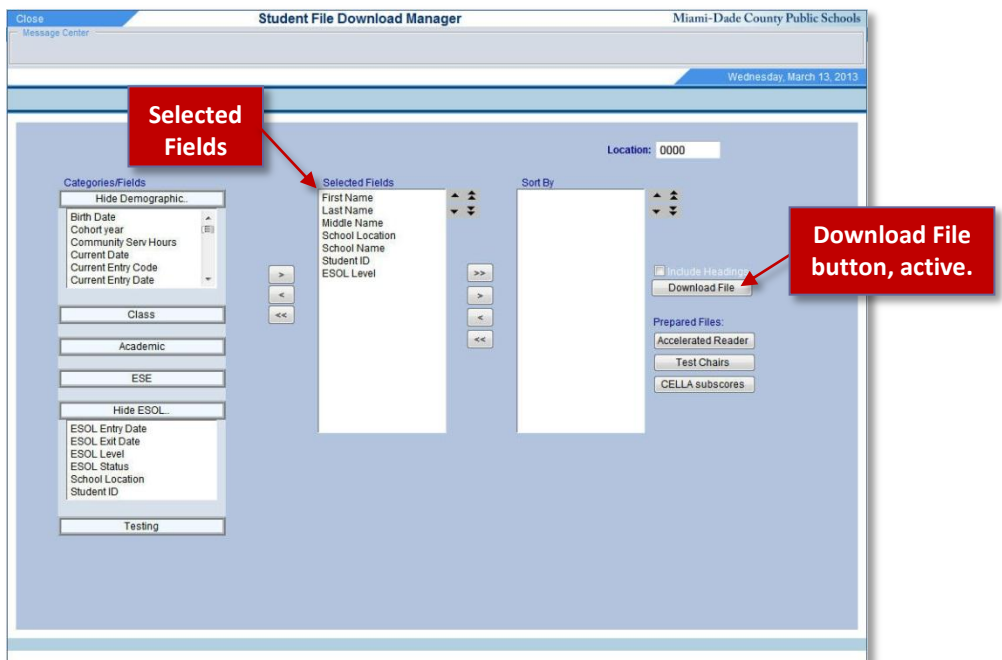
To select multiple fields, within a category, hold down the Ctrl key and click on the field or hold down the Shift key to select consecutive fields.




After highlighting the fields, you want to download,

▼ **Click** on  button to add the selected fields

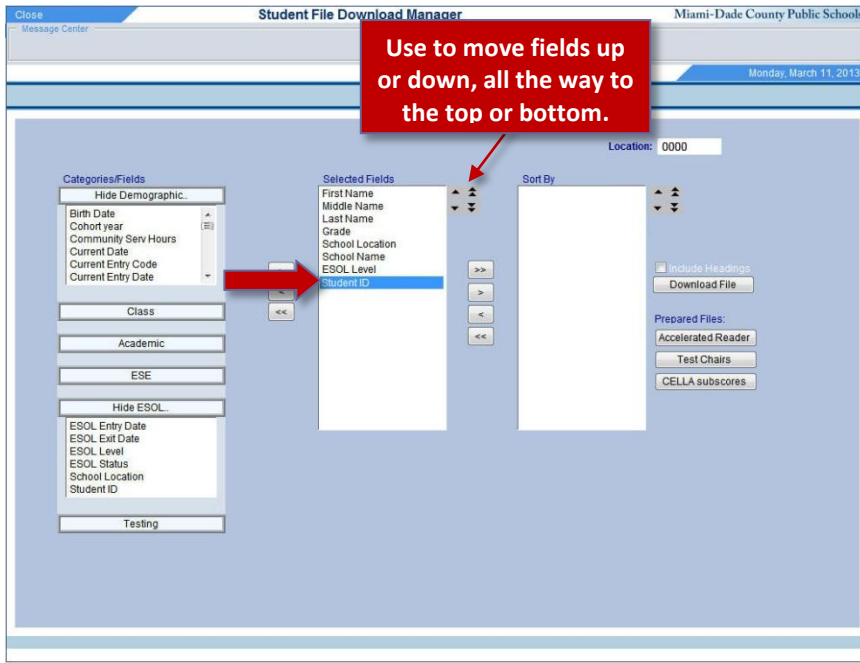
The fields will display in the **Selected Fields** window. Repeat these steps, to select fields from another category. Note that the **Download File** button is now active.



To remove a field from the **Selected Fields** window, highlight it and click the  button to remove it.

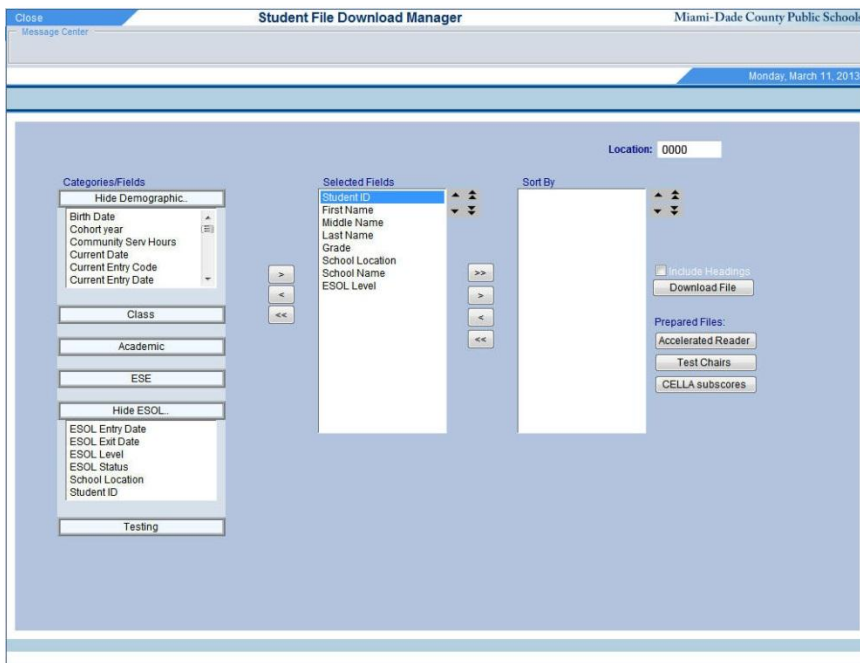
Student File Download Manager

You can rearrange the order of the selected fields, to the order in which you would like the report to be generated.



- ▼ **Click** the field to highlight it
- ▼ **Click** ▲ up or ▼ down arrows to move one level at a time
- ▼ **Click** ▲ top or ▼ bottom arrows to move the field to the top or bottom of the list *[in this example Student ID was moved to the top of the list]*

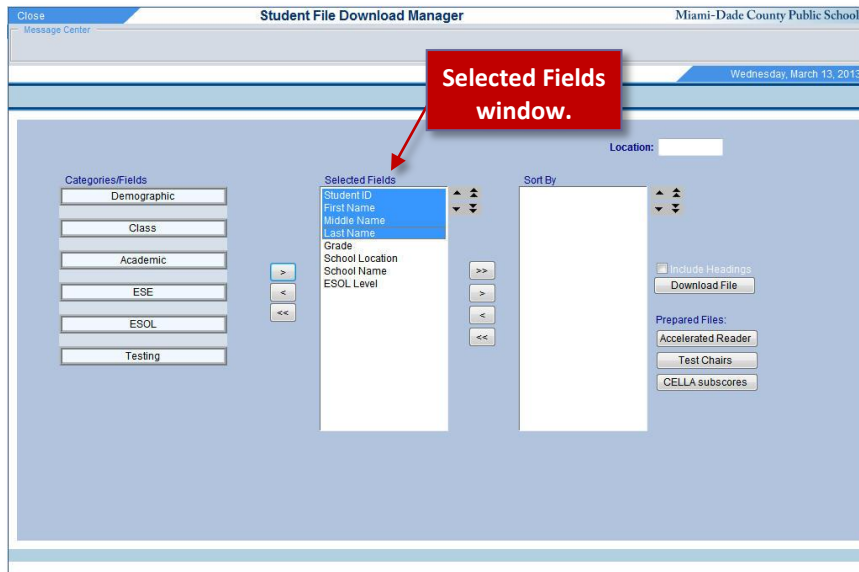
The **Selected Fields** window should look like this.




Student File Download Manager

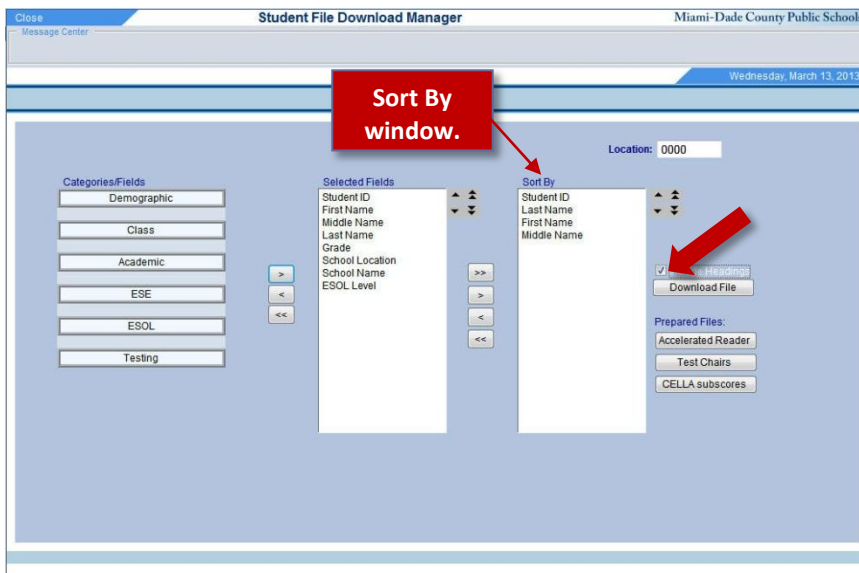
After rearranging the order of the selected fields, you can specify a sort order for the data to be downloaded. [Example, by Student ID, by Last Name, by Location Number, etc.]

To specify a sort order, from the **Selected Fields** window,



- ▼ **Click** on one of the fields to highlight it (*hold down the Ctrl key to select multiple fields*)
- ▼ **Click**  button to move the field(s) into the **Sort By** window

The selected fields will move to the **Sort By** window.

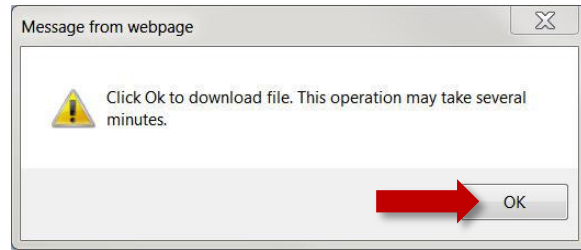


- ▼ **Click** on the **Include Headings** box to add headers to the columns
- ▼ **Click** **Download File** button

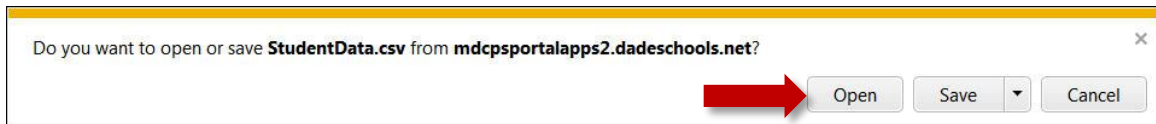
Student File Download Manager

The following message will display,

▼ **Click OK**



The message “Do you want to open or save StudentData.csv” will display.



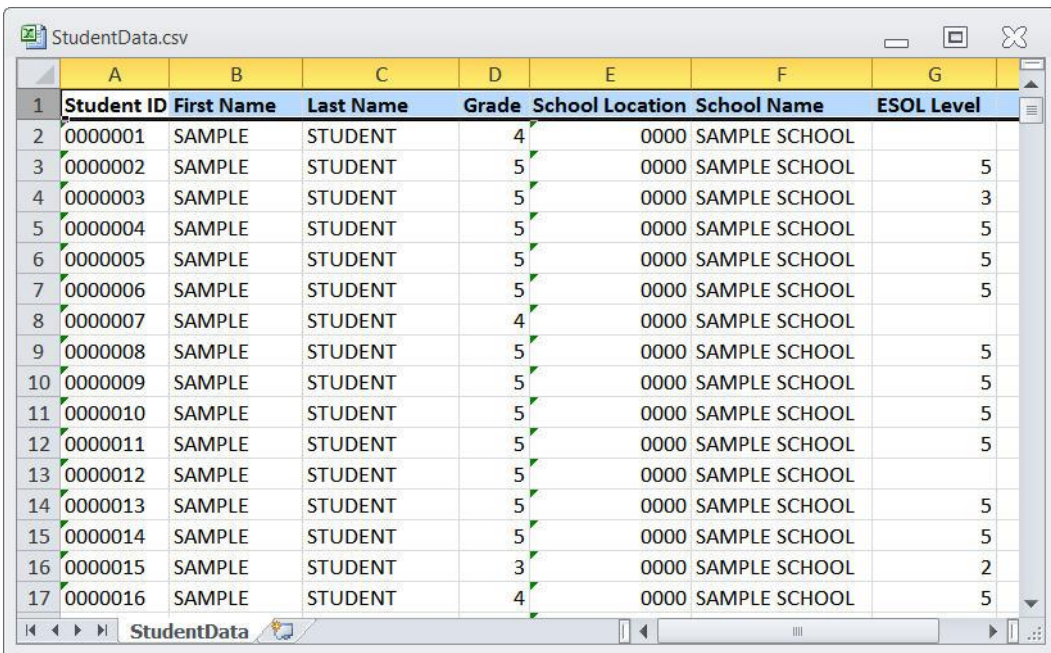
You may open the file or save it to your computer. If you select the Save option, the **File name** will default to **StudentData.csv**. The **csv** (Comma Separated Variable-length) can be opened with **Notepad** if desired; but the **Save as type:** will default to a compatible program in your computer. You may change the name to your own by typing a new name on the **File name:** field.

- If you select **Open:** File will open in Excel format
- Save:** File will save under Downloads folder in Excel format
- Save As:** You can assign a new name to the file, add file extension (.txt) to open in Notepad and decide where to save the file.

To open the file,

▼ **Click Open**

Student data will open in Excel format. You might need to adjust the columns to display the data properly.



	A	B	C	D	E	F	G
1	Student ID	First Name	Last Name	Grade	School Location	School Name	ESOL Level
2	0000001	SAMPLE	STUDENT	4	0000	SAMPLE SCHOOL	
3	0000002	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
4	0000003	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	3
5	0000004	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
6	0000005	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
7	0000006	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
8	0000007	SAMPLE	STUDENT	4	0000	SAMPLE SCHOOL	
9	0000008	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
10	0000009	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
11	0000010	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
12	0000011	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
13	0000012	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	
14	0000013	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
15	0000014	SAMPLE	STUDENT	5	0000	SAMPLE SCHOOL	5
16	0000015	SAMPLE	STUDENT	3	0000	SAMPLE SCHOOL	2
17	0000016	SAMPLE	STUDENT	4	0000	SAMPLE SCHOOL	5

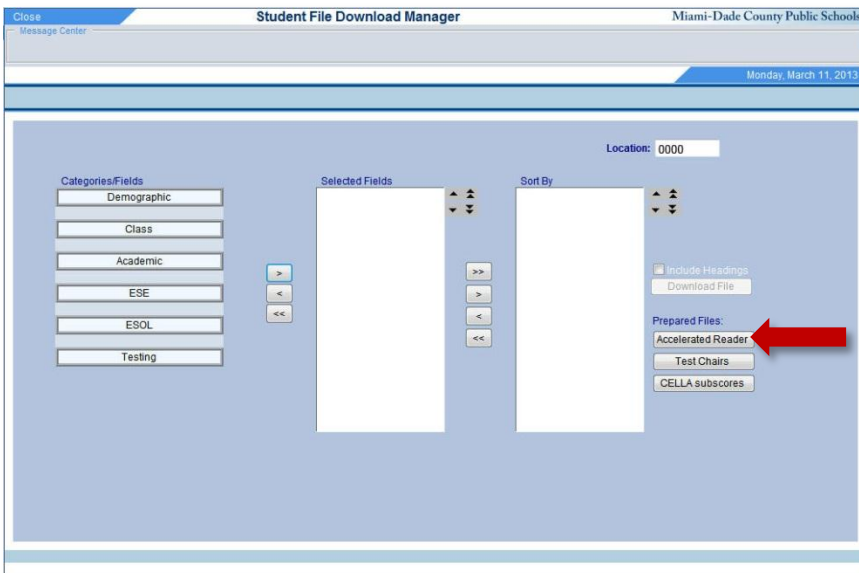
Student File Download Manager

Downloading the Accelerated Reader – Test Chairs – CELLA subscores Files

The following files have been prepared with specific fields designed for some departments and programs; **Accelerated Reader**, **Test Chairs**, and **CELLA subscores**.

Note: There are some district level locations that can select a school location number to download data. If the location number is incorrect or the field is left blank, the message “Please enter a valid location code” will be displayed. Schools cannot change the school location number. They can only download their own school data.

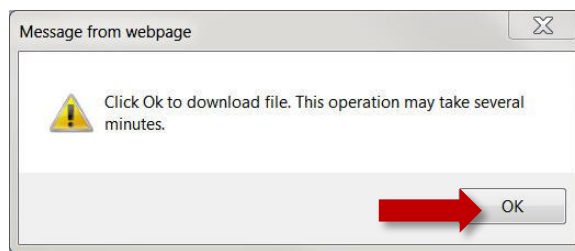
To download any of the **Prepared Files**,



- ▼ **Click** on the name of the file you wish to download (*Accelerated Reader was used in this example*)

The following message will display,

- ▼ **Click** **OK**



The message “Do you want to open or save StudentData.csv” will display.

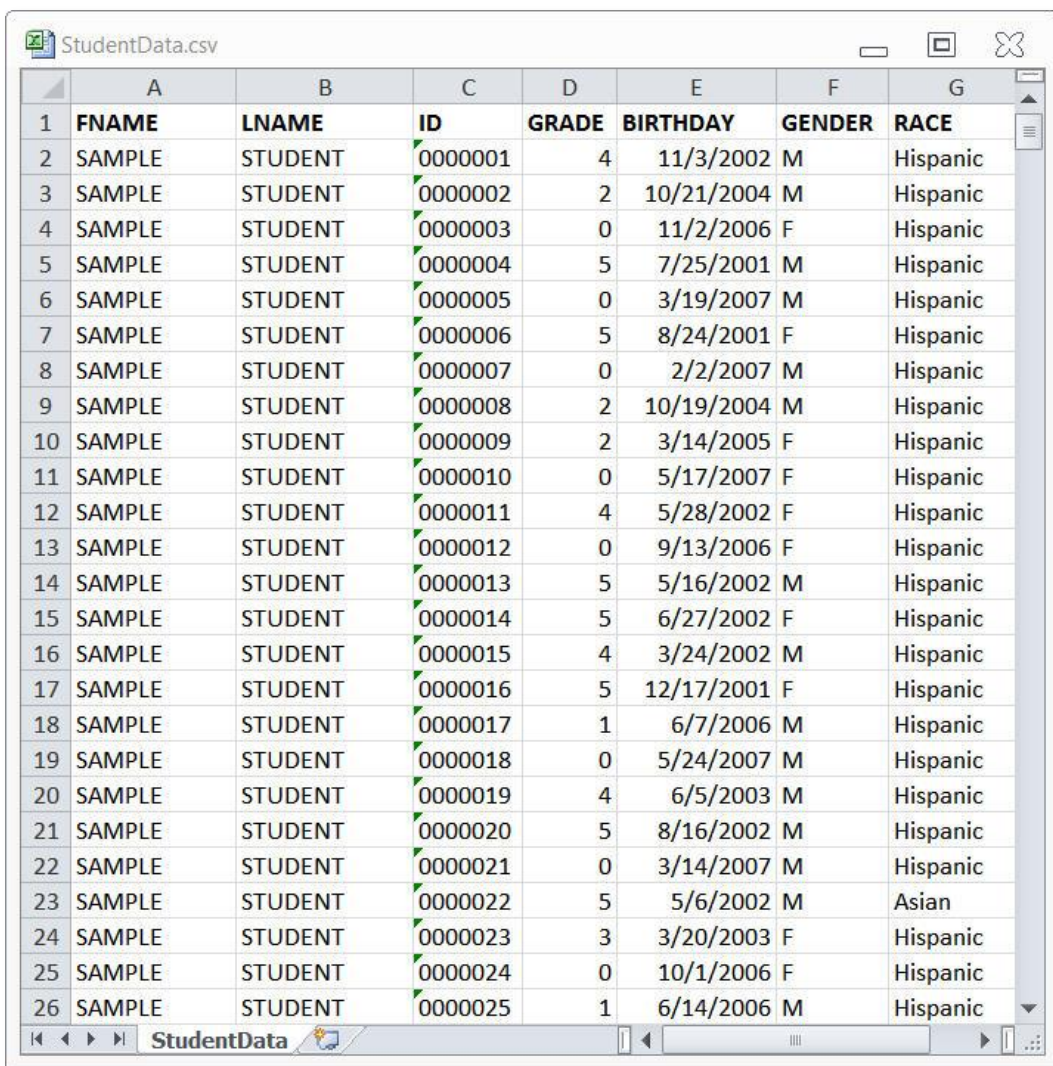


- ▼ **Click** **Open**

Student File Download Manager

If you select the **Save** option, the **File name** will default to **StudentData.csv**. The **csv** (Comma Separated Variable-length) can be opened with **Notepad** if desired; but the **Save as type:** will default to Excel or a compatible program in your computer. You may change the name to your own by typing a new name on the **File name:** field.

Sample of the **Accelerated Reader** report.



	A	B	C	D	E	F	G
1	FNAME	LNAME	ID	GRADE	BIRTHDAY	GENDER	RACE
2	SAMPLE	STUDENT	0000001	4	11/3/2002	M	Hispanic
3	SAMPLE	STUDENT	0000002	2	10/21/2004	M	Hispanic
4	SAMPLE	STUDENT	0000003	0	11/2/2006	F	Hispanic
5	SAMPLE	STUDENT	0000004	5	7/25/2001	M	Hispanic
6	SAMPLE	STUDENT	0000005	0	3/19/2007	M	Hispanic
7	SAMPLE	STUDENT	0000006	5	8/24/2001	F	Hispanic
8	SAMPLE	STUDENT	0000007	0	2/2/2007	M	Hispanic
9	SAMPLE	STUDENT	0000008	2	10/19/2004	M	Hispanic
10	SAMPLE	STUDENT	0000009	2	3/14/2005	F	Hispanic
11	SAMPLE	STUDENT	0000010	0	5/17/2007	F	Hispanic
12	SAMPLE	STUDENT	0000011	4	5/28/2002	F	Hispanic
13	SAMPLE	STUDENT	0000012	0	9/13/2006	F	Hispanic
14	SAMPLE	STUDENT	0000013	5	5/16/2002	M	Hispanic
15	SAMPLE	STUDENT	0000014	5	6/27/2002	F	Hispanic
16	SAMPLE	STUDENT	0000015	4	3/24/2002	M	Hispanic
17	SAMPLE	STUDENT	0000016	5	12/17/2001	F	Hispanic
18	SAMPLE	STUDENT	0000017	1	6/7/2006	M	Hispanic
19	SAMPLE	STUDENT	0000018	0	5/24/2007	M	Hispanic
20	SAMPLE	STUDENT	0000019	4	6/5/2003	M	Hispanic
21	SAMPLE	STUDENT	0000020	5	8/16/2002	M	Hispanic
22	SAMPLE	STUDENT	0000021	0	3/14/2007	M	Hispanic
23	SAMPLE	STUDENT	0000022	5	5/6/2002	M	Asian
24	SAMPLE	STUDENT	0000023	3	3/20/2003	F	Hispanic
25	SAMPLE	STUDENT	0000024	0	10/1/2006	F	Hispanic
26	SAMPLE	STUDENT	0000025	1	6/14/2006	M	Hispanic

Student File Download Manager

Protecting the Use of Data

The *Family Educational Rights and Privacy Act (FERPA)* protects the accuracy and privacy of information contained in student's educational records.

The attached "Tip Sheet" of information is to provide guidance to *Miami-Dade County Public School* personnel responsible for addressing requests and release of information regarding student educational records.

The *Student Educational Records Manual*, provides guidance to those who create, maintain, review, or request access to student educational records. This document can be accessed as an E-handbook at:

<http://ehandbooks.dadeschools.net/policies/91.pdf>

Whom to Contact for Assistance

If you need further assistance after reading the instructions in this User Guide, complete a **Self Service** incident at <http://selfservice.dadeschools.net>.



If you have questions regarding student educational records and the release of directory information, please call the **Division of Student Services** at 305-995-7338.

Student File Download Manager

Tip Sheet (page 1)

TIP SHEET		
Student Educational Records Areas of Responsibility		
School-Site	Division of Student/Career Services	Records Management
Principal serves as the custodian of all cumulative records and other information relative to students.	Staff provides direction to schools for the maintenance of student records. State Board of Education Rule 6A-1.0955. School Board Rule 6Gx13-5B-1.07 Student Educational Records	Staff provides a suitable environment for storing records.
Principal ensures that cumulative records are placed in a secure location accessible to authorized personnel only.	The Division distributes annually the procedures for maintenance of cumulative folders. School Board Rule 6Gx13-5B-1.07	
Principal ensures that only authorized employees of Miami-Dade County Public Schools access student records, which are maintained electronically.		
Principal ensure that student records are transferred following established guidelines. Board Rule 6Gx13-5B-1.07 Student Educational Records pg. 4-6		Staff maintains retention guideline for the District and distributes information through the General Records Schedule and Disposition for Schools and Administrators.
Principal provides annual notification to parents and eligible students of their rights regarding student educational records and release of directory information. Family Educational Rights and Privacy Act (FERPA)	Staff responds to questions regarding the legitimacy of requests for release of personally identifiable information.	
Principal is responsible for establishing procedures for the periodic review of personal data on each student and amending the material when appropriate.		

Student File Download Manager

Tip Sheet (page 2)

School-Site	Division of Student/Career Services	Records Management
School provides parents and eligible students annual notification of their right to inspect and review student educational records. (FERPA)	Administrative Director serves as the District's final designated official in reviewing information regarding challenges to the contents of student educational records and in determining if records should be corrected, deleted, or expunged.	
School staff assist parents and eligible students with the interpretation of student educational records/transcripts.	Staff assists school site staff in the interpretation of student educational records/transcripts.	Staff delivers to school/worksites records needed for retrieval.
Principal complies with Court Order or Subpoenas as per the Student Educational Records procedures. (pg. 11-13)		Staff conducts records retention searches.
Principal serves as the first point of contact for parents' hearings to challenge the contents of student records.		
Principal ensures that school staff complies with documentation procedures related to student educational records. FM 1867 – Permission for Release Records FM 5234 - Waiver of Rights to Access FM 0298 - Records of Access Card FM 6479 - Directory Information Opt-Out Form		
		Staff assists schools/work sites in developing records tracking systems.
		Staff transports records for destruction/disposal.