Miami-Dade County Public Schools

Student File Download Manager

User Guide 2013





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.



From the Employee Portal,

States Browse	Page	Sample Employee +
Employee Po	rtal	My Site
Home Employee Portal	Apps Services Sites Resources Reports	Search this site P
Portal Survey Report Fraud	Welcome to the Employee Portal	
All Site Content	My Info	My Collaboration
	GRANTLE ENVELUTEE [GRANT END] 000012-SECONDARY CLASSROOM TEACHER samplemal@cetchols.net @ More	\$\begin{aligned} \begin{aligned} \begin{aligned} 1450 Ne 2ND AVENUE MIAMI, FL 33132 Phones Fax: \end{aligned}
		 ■ ▲8555 - ■ ▲9410 - CLIENT & BUSINESS SERVICES
	Employee Info	Contraction Clearning Village

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.

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*.

Close Student File Download Manager	Miami-Dade County Public Schools
Categories/Fields, click the category to display fields.	Location cannot be changed by the schools.
Categories/Fields Sort By Demographic * * Class * * Academic > ESE < < ESOL Testing	 Control of File Prepared Files with specific data ready for download. Prepared File 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.

ose lessage Center	Miami-Dade County Public Sch		
			Monday, March 11, 2
			Location: 0000
CategoriesFields Hide Demographic. Bith Date Cohort year Son Hours Ourrent Entry Code Current Entry Code Class Academic ESE ESOL	Selected Fields	Sort By	A CELLA subscores
Testing			

- ▼ 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

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.

		Wednesday, March 13, 2013	
Categories/Fields Selected Fields Hide Demographic. Excused Early Total Grander Grander Grander Catas Class ESE ESOL	Soft By	Location:	ad File nactiv
Testing			

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.

Selected Fields academic Class Academic Class Academic E8E Hide ESOL ESOL Evel ESOL ESOL ESOL <th>onter</th> <th>ident File Download Man</th> <th>ager</th> <th>Miami-Dade Co Wedne</th> <th>sday, March 13, 2013</th> <th></th>	onter	ident File Download Man	ager	Miami-Dade Co Wedne	sday, March 13, 2013	
	Selected Jick Constant Selection Sel	Selected Fields First Name Last Name School Location School Name Student ID ESOL Level	* 1 * 3 * 3 * 4	Location: 0000 Location: 0000 1By Countoad File Prepare File Accelerate Reader Test Chairs CELLA subscores	Download File button, active.	

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

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

	Student File Download M	anager	Miami-Dade County Public
Center -	Use or d	e to move fiel lown, all the v	ds up vay to
			Location: 0000
Categories/Fields	Selected Fields	Sort By	
Hide Demographic.	First Name	▲ ±	* ±
Birth Date Cohort year Community Serv Hours Current Date Current Entry Code Current Entry Date	Middle Name Last Name Grade School Location School Name ESOL Level Student ID	• •	Findude Headings Download File
Class			
Cid55		<u> </u>	Prepared Files:
Academic		<<	Accelerated Reader
ESE			Test Chairs CELLA subscores
Hide ESOL.			
ESOL Entry Date ESOL Exit Date ESOL Level ESOL Status School Location Student ID			
Testing			
lesting			

- ▼ 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.

Center	tudent File Download Manager	Mami-Dade County Publ
		Monday, Marc
		Location: 0000
Categories/Fields	Selected Fields	Sort By
Hide Demographic.	First Name Middle Name Last Name Grade School Location	÷.
Current Entry Code	> School Name >>	Include Headings
	< ESOL Level >	Download File
Class		
		Prepared Files:
Academic	<<	Accelerated Reader
		Test Chairs
ESE		CELLA autorora
		CELEX Subscores
Hide ESOL.		
ESOL Entry Date ESOL Exit Date ESOL Level ESOL Status School Location Student ID		
Testing		

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,

Selec	cted Fields Wednesday, March 13, 201
Categories/Fields Demographic Class Class Categories/Fields Subservice Class Categories/Fields Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice Subservice	Location: Sort By Counting of the strings Download Files Prepared Files: Accelerated Reader Test Chairs CELLA subscores

- ▼ 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.

Close Mossage Center	Student File Download Man Sort E windo	ager By W.	Wednesday, March 13, 20
Categories/Fields Demographic Class Academic ESE ESOL Testing	Student ID First Name Middle Name Last Name Grade School Location School Location School Location ESOL Level	Sortey Student ID Last Name First Name Middle Name	e e e e e e e e e e e e e e

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



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 : F	File will open in Excel format
Save: F	File will save under Downloads folder in Excel format
Save As: Y	You can assign a new name to the file, add file extension (.txt) to
0	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.

1	A	В	С	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

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. <u>Schools cannot change the school location number</u>. They can only download their own school data.

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

Close Message Center	Student File Download Man	ager	Miami-Dade County Public Schools
Closs Message Center Categories/Fields Demographic Class Class Academic ESE ESOL Testing	Student File Download Man	ager * ‡ * ¥ >> <	Miami-Dade County Public Schools Monday, March 11, 2013 Location: 0000 A A V V Proper of Files: Accelerate Reader Test Chairs CELLA subscores

▼ 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.cvs" will display.



▼ Click Open

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
--	--------	--------	-------------	--------	--------

1	A	В	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

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 <u>http://selfservice.dadeschools.net</u>.





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.

Tip Sheet (page 1)

TIP SHEET	Student Educational Records Areas of Responsibility	ol-Site Division of Student/Career Services Records Management	the custodian of all Staff provides direction to schools for the maintenance of student records. State Staff provides a suitable environment for storing records. and other Board of Education Rule 6A-1.0955. storing records. school Board Rule 6Cx13-5B-1.07 storing records. Student Educational Records storing records.	at cumulative The Division distributes annually the in a secure location procedures for maintenance of cumulative rized personnel folders. School Board Rule 6Gx13-5B-1.07	at only authorized ii-Dade County ess student records, ed electronically.	at student records Staff maintains retention guideline for the Ning established bistrict and distributes information through the General Records Schedule and Cational Records and Administrators.	annual notification to Staff responds to questions regarding the students of their legitimacy of requests for release of dent educational personally identifiable information.	ible for establishing periodic review of ach student and rial when
		School-Site	Principal serves as the custodian of all cumulative records and other information relative to students.	Principal ensures that cumulative records are placed in a secure location accessible to authorized personnel only.	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 6Cx13-5B- 1.07 Student Educational Records pg. 4-6	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)	Principal is responsible for establishing procedures for the periodic review of personal data on each student and amending the material when appropriate.

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.