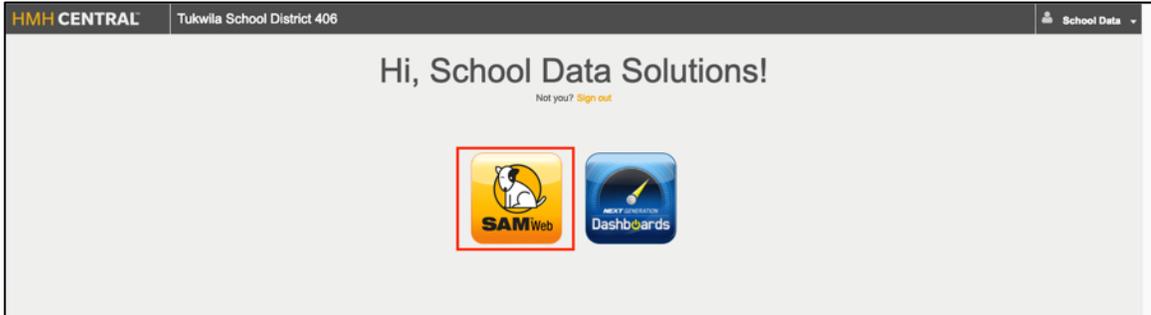


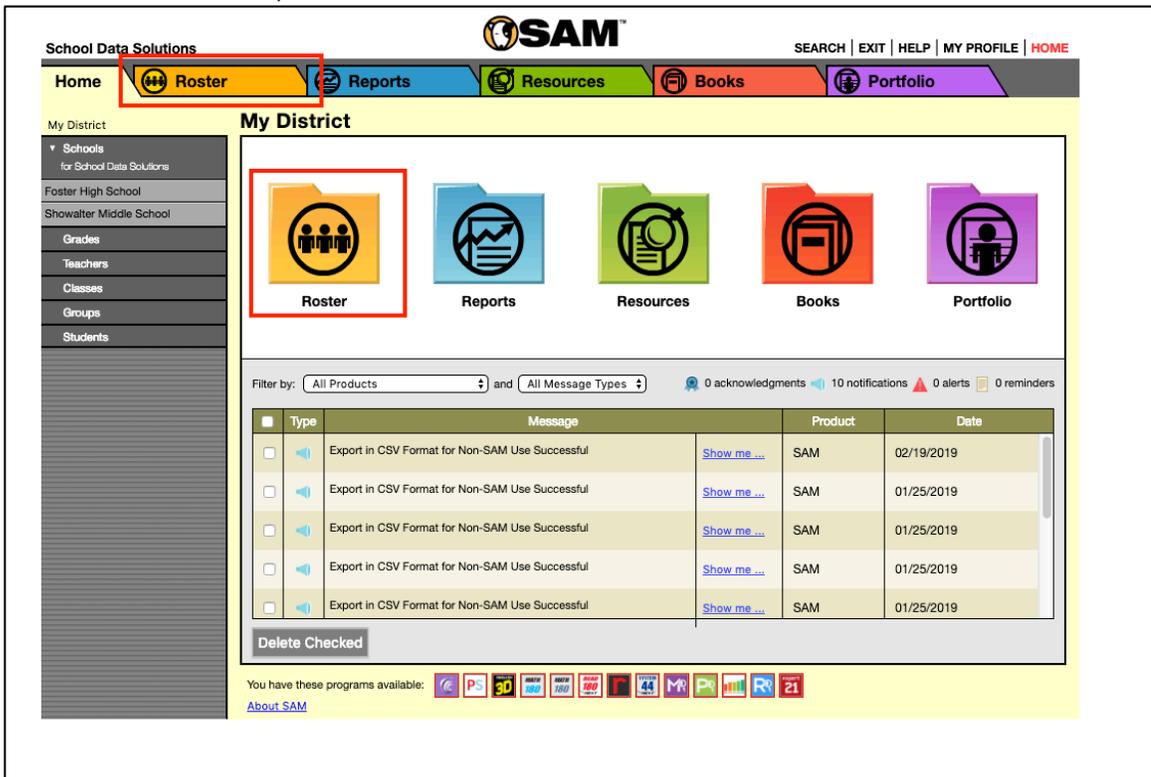
Export Process

Step 1: Login to district specific Scholastic site.

Step 2: Click on SAMWeb



Step 3: On the SAM terminal, click the **Roster** tab.



Step 4: From the **Advanced Settings** menu, click the **Export** link to launch the **Export Wizard**. The **Export Wizard** launches in a new browser page.

My District

Profile for Tukwila School District 406

Contact Name: Ibrahim, Nurryyah
 Title: District Assessment Specialist
 Email: ibrahimn@tukwila.wednet.edu
 Phone Number: 206-901-8018
 Number of Students: 1124

Usage Summary [Print Version](#)

School	Common Core Code X Course I	Common Core Code X Course II	Common Core Code X Course III	Progress Space	English 3D Course B Volume 1	English 3D Course B Volume 2
Foster High School	0	0	0	0	0	0
Showalter Middle School	0	0	0	0	41	0
District totals	0	0	0	0	41	0

Programs

Program	Settings	Grading Tools	Portfolio	Certificates
Common Core Code X				
Progress Space	Settings	Grading Tools		
English 3D			Portfolio	
MATH 180 Course I	Settings		Portfolio	
MATH 180 Course II	Settings		Portfolio	
READ 180 Next Generation	Settings	Assignments	Portfolio	Certificates

Advanced Settings

- [Manage Student Licenses](#)
- [Manage Teacher Licenses](#)
- [Import](#)
- [Import Teachers](#)
- [Import Admins](#)
- [Export](#)

Step 5: In the Export Wizard, select Export CSV Roster Data and then click Next in the bottom right-hand corner.

Exporting Data Out of SAM.

There are several different formats for exported files. Use the radio buttons below to select one of the options for your files.

I would like to ...

Aggregate Data

Create a copy of roster and student performance data for inclusion in school- or district-wide aggregated reports.

Transfer Data

Remove a student from the SAM installation for transfer to another one.

Export CSV Roster Data

Copy roster and performance data into a comma-separated value file (*.csv) for use in another program.

Export Reading Inventory Lexile Data

Copy selected students' Reading Inventory Lexile scores for use in another SAM installation.

Export Reading Inventory Data Analysis File

Copy encrypted Reading Inventory data for analysis by Houghton Mifflin Harcourt.

Export Math Inventory Data

Generate a Math Inventory data file for use on another server.

Step 6: On the Select Students screen select the school(s) of interest. Then under Select Teacher select the teacher(s) or All Teachers. Finally, click Next.

Select Students.

You have chosen to copy roster data from this SAM installation in comma-separated value format (*.csv) for use in another program.

Use the menus below to select a group of students and click Next to proceed. You may narrow your selection by selecting individual students on the next screen.

<input checked="" type="checkbox"/>	Name ↓	School Number	School Type
<input checked="" type="checkbox"/>	Foster High School		
<input checked="" type="checkbox"/>	Showalter Middle School		

Select Teacher

✓ --Please Select

All Teachers

A

B

B

B

B

C

D

E

F

F

K

M

M

N

S

S

S

S

T

T

T

U

W

Step 7: On the Select Classes screen select the classes of interest.

Select Classes.

Use the menus below to select a group of classes and click Next to proceed.

<input checked="" type="checkbox"/>	Name ↓
<input checked="" type="checkbox"/>	ELA10112 02S1
<input checked="" type="checkbox"/>	ELA10222 02S2
<input checked="" type="checkbox"/>	ELA20101A03S1
<input checked="" type="checkbox"/>	ELA20101B01S1
<input checked="" type="checkbox"/>	ELA20201A01S2
<input checked="" type="checkbox"/>	ELA20201B03S2
<input checked="" type="checkbox"/>	ELB10113 03S1

Step 8: On the Confirm Selection screen, click Next on the bottom right-hand corner.

Step 9: On the Time Period Selection screen, select the start and end dates of the testing window of interest. Click the Next button.

Step 10: On the Program Selection screen, you will select the information of interest (SRI in this case) using the screenshot below as a guide. We will remove columns that are not needed when the export is complete. Click the Export button toward the bottom right-hand part of the screen.

Program Selection.

Click the boxes to select which HMH programs to include in the export. The data points that will be exported are displayed in parentheses next to the program. Click the "+" button next to the program to view and select or deselect individual points. For a detailed description of the data points, see the SAM Data Dictionary at the HMH Education Product Support website (www.scholastic.com/sam/productsupport).

IMPORTANT: Exporting data while SAM or student applications are in use may return inaccurate data. When exporting, please ensure that no users are connected to this server. Exporting during off-hours is highly recommended.

- English 3D(0)
- Expert 21(0)
- MATH 180 Course I(0)
- MATH 180 Course II(0)
- Math Inventory(0)
- Progress Space(0)
- READ 180 Next Generation(0)
- Reading Counts!(0)
- SAM Server(10)
 - USER_NAME
 - USER_ID
 - SIS_ID
 - FIRST_NAME
 - LAST_NAME
 - MIDDLE_NAME
 - BIRTH_DATE
 - GRADE
 - DISTRICT_ID
 - DISTRICT_NAME
 - SCHOOL_ID
 - SCHOOL_NUMBER
 - SCHOOL_NAME
 - CLASS_NAME
 - CLASS_ID
 - LEXILE_SCORE
 - LEXILE_MOD_DATE
 - IS_ENABLED
 - EXTERNAL_ID

Step 11: Close the browser to return to the SAM page. A notification appears in the **Message Center** on the **Home** page when the export file is ready. Exporting a large file can take a significant amount of time.

The screenshot shows the SAM Home page with a navigation bar at the top containing 'Home', 'Roster', 'Reports', 'Resources', 'Books', and 'Portfolio'. Below the navigation bar is a 'My District' section with icons for Roster, Reports, Resources, Books, and Portfolio. A red box highlights the Message Center area, which includes a filter bar and a table of messages. The table has columns for Type, Message, Product, and Date. The first row is highlighted, and the 'Show me ...' link is visible.

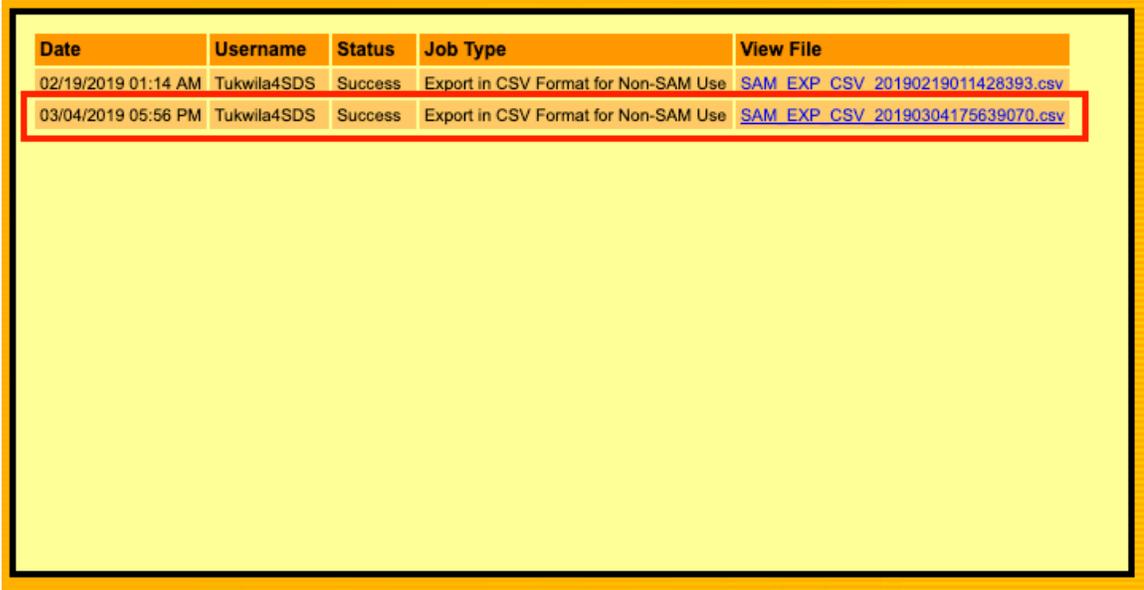
Type	Message	Product	Date
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	03/04/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	02/19/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	01/25/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	01/25/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	01/25/2019

Step 12: In the Message Center screen, look for the file you just requested the export for and click the “Show me ...” link.

This is a close-up view of the Message Center table. A red box highlights the first row, which contains the message 'Export in CSV Format for Non-SAM Use Successful' and the 'Show me ...' link. The table has columns for Type, Message, Product, and Date.

Type	Message	Product	Date
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	03/04/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	02/19/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	01/25/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	01/25/2019
<input type="checkbox"/>	Export in CSV Format for Non-SAM Use Successful	SAM	01/25/2019

Step 13: On the screen that pops up, click on the link for the desired file.



Date	Username	Status	Job Type	View File
02/19/2019 01:14 AM	Tukwila4SDS	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_20190219011428393.csv
03/04/2019 05:56 PM	Tukwila4SDS	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_20190304175639070.csv

Step 14: Save the file using standard naming convention but adding Unparsed at the end to indicate that this is the original file.

Parsing Process

Step 1: Make a backup of the unparsed file. Then open the unparsed file. Delete the UserName and UserID columns.

Step 2: Insert a few blank columns. We need to get the SIS_ID column to be in the format of "Other ID". Rename the SIS_ID column with "orig" at the end to retain the original data if needed. Some of the IDs will not of the "s" in front so we will need to review the list to correct that first. We will now get the OtherID by using the **RIGHT** Excel function to pull the last 7 characters of the Other ID. Fill the formula down. Copy the column and then "Paste Values" in the next blank column. You can now delete the formula column and any unneeded blank columns.

Step 3: Delete the Birth Date and School Name columns. Autofilter the spreadsheet. Go to the SRI Test Date 1 Column. Filter to pull only the blanks. Delete these rows. We will need to identify students who took the test twice and use the highest score. Delete the columns from Lexile Score over to, but not including, the SRI Test Date 1 column. Delete all columns afterward beginning with SRI Test Date 2 column. Save the file.

Step 4: Parse the score file by grade level, which is required for the manual load process.