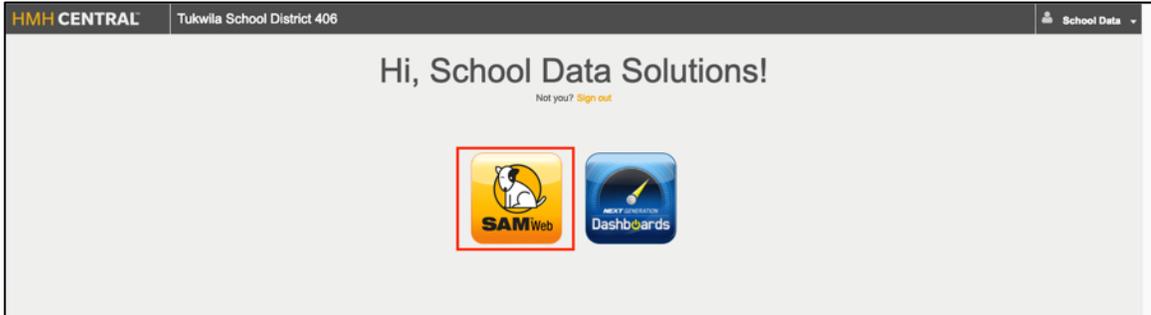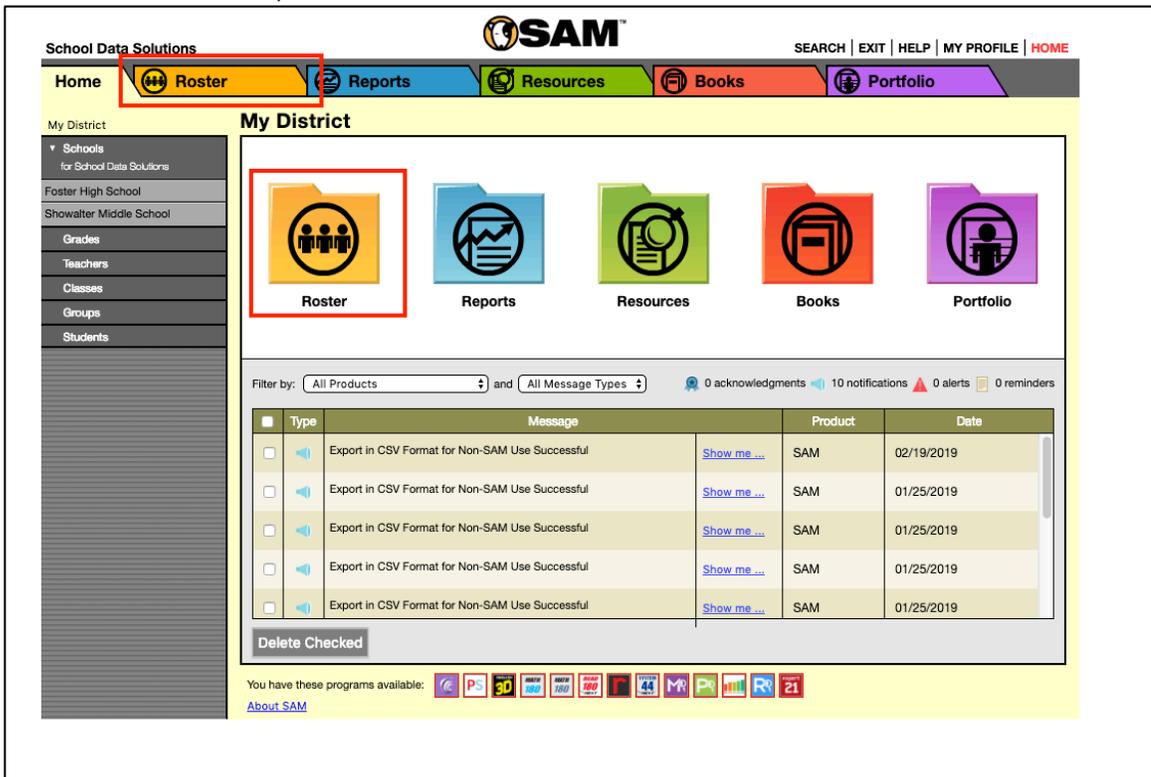## Export Process

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.

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

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.

✓	Name ↓	School Number	School Type
✓	Foster High School		
✓	Showalter Middle School		

Select Teacher

✓ --Please Select
All Teachers
A
B
B
B   EN
B
C
D
E
F
F   Y
K   ER
M
M   E
N
S
S
S   A
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.

☑	Name ↓
☑	ELA10112 02S1
☑	ELA10222 02S2
☑	ELA20101A03S1
☑	ELA20101B01S1
☑	ELA20201A01S2
☑	ELA20201B03S2
☑	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.

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

Step 13: On the screen that pops up, click on the link for the desired file.
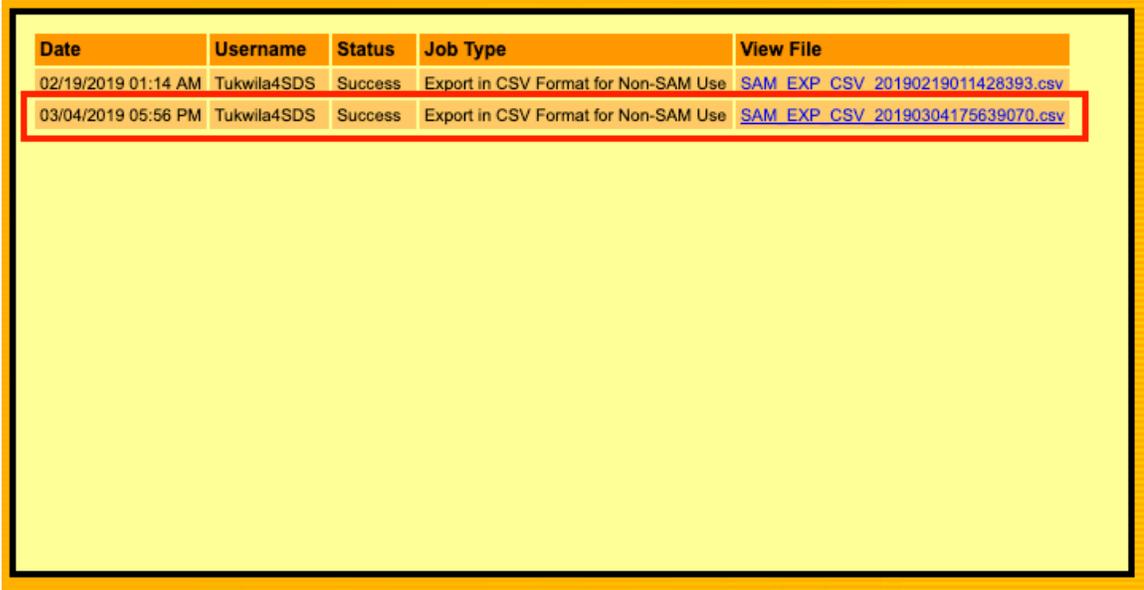
Date	Username	Status	Job Type	View File
02/19/2019 01:14 AM	Tukwila4SDS	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_20190219011428393.csv
03/04/2019 05:56 PM	Tukwila4SDS	Success	Export in CSV Format for Non-SAM Use	SAM_EXP_CSV_20190304175639070.csv

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.