

Online STAAR/TAKS EOC Extract

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This utility extracts student data to create a precoding file for the online STAAR EOC (end-of-course) tests and TAKS tests. The file is submitted to National Computer Systems (NCS). The utility extracts data for grade levels 5-12.

The extracted test course code is based on the service ID and the student's **9th Grd Dt Entry** field on Registration > Maintenance > Student Enrollment > Demo2, which must be after 07/01/2011.

Students with a blank or invalid 9th grade entry date are excluded from the extract. These students are listed on an error report if the following conditions exist:

- 9th grade entry date that is not applicable to test selected:
  - **Type of Test** = *TAKS* and 9th grade entry date on or after 07/01/2011.
  - **Type of Test** = *EOC* and 9th grade entry date prior to 07/01/2011 for current 10th, 11th, or 12th grade student.
- A qualifying course did not meet requirements for the selected semester. Either the student will not complete the course during the semester selected, or the course sequence code is not applicable to the semester selected.

For a current year 9th grade students with a blank or invalid 9th grade entry date, a warning is written to the report but these students are included in extract because a 9th grade student qualifies as EOC.

Required fields for STAAR/TAKS extracts

Extracted service IDs by subject

For STAAR EOC:

Algebra 1 (A1)	03100500 03103230
Biology (BI)	03010200
English 1 (E1)	03220100 03200600
English 2 (E2)	03220200 03200700
US History (US)	03340100

For STAAR-Alternate 2:

A1	03100507
BI	03010207
E1	03220107 03200607
E2	03220207 03200707
US	03340107

Determining students to extract for the STAAR EOC and STAAR Alternate 2

Both STAAR Alternate 2 and STAAR EOC use the service ID field in the district master schedule to determine if course qualifies for inclusion in the precode file.

If the student is actively enrolled in more than one course that qualifies for inclusion in the precode file for the same EOC subject, the precode file only includes the first course according to course entry date, course number, and section number to avoid duplicate records.

For STAAR Alternate 2:

On Test Scores > Maintenance > Individual Maintenance > Precode:

- *T-STAAR Alt 2* must be selected for the appropriate subject area under **Precoding STAAR Status**.
- The **STAAR/TAKS** field under **Information** must be set to *STAAR*.

The semester in which the student is taking the course does not matter.

To create STAAR Alternate 2 EOC records, you must run the STAAR/TAKS Precoding Extract utility with the **STAAR Alternate 2** option selected. These records are not created from Online STAAR/TAKS EOC Extract.

NOTE:

- For STAAR 3-8 Alternate 2, the student does not need the service IDs listed above, but *T-STAAR Alt 2* must be selected for the appropriate subject on the PRECODE page.
- When save the precode file, ensure that the **Save as type** field is set to *All Files*, not *Text*. Otherwise, the file will have extension '.csv.txt' which will not work.
- The **Algebra II** and **English III** options are displayed on this utility page because these tests were scheduled to be administered on a volunteer basis May 10-11, 2016. The ETS editor does not accept these courses (A2 and E3), so do not select them for the precode file that will be submitted to ETS prior to school year 2017. These options are only used to create a report and file for identifying the students who qualified for these exams prior to school year 2016-2017.

NOTE:Opening the precode file in Excel can cause leading zeros to be stripped and missing columns. To open the Excel file in order to add the header, follow these steps:

1. In Excel, open the file header template provided by the vendor.
2. At the top of the page, click the DATA tab.
3. Locate and click **From Text**. A browser window opens.
4. In the drop down in the bottom right, if .csv is not included in the file types, Change from *Text Files* to *All files*.
5. Navigate to and select the csv file created by the utility (ex: P183902.csv). The Text Import Wizard opens:
    1. Select **Delimited** and click **Next**.
    2. Select **Comma** under **Delimiters** and click **Next**.
    3. Select the first column under **Data Preview**, scroll to the last column, press and hold the SHIFT button while clicking the last column. This selects all columns.
    4. Select **Text** under **Column data format**, and click **Finish**.
    5. Under **Where do you want to put the data**, keep **Existing worksheet** selected but change value to =A2 to keep the header row created as part of the csv file. Click **Ok**.
    6. The top row will be the header provided by Pearson, the second row will be the headers created as part of the csv precode file from TXEIS.
    7. To save with the header, go to File > Save As. Save with the file name P18902 and **Save as Type** CSV (Comma delimited). If you receive a pop-up message indicating “Some features in your workbook might be lost if you save it as CSV (Comma delimited), click **Yes**.

Extract data:

Type of Test	Select the test type.

Semester Selection	Select the semester for which to extract data. **Fall:** Two-semester campus - Students are extracted if: • One-semester course taught semester 1, and course sequence code is blank, 0, 2, 5, or 9*. Four-semester campus - Students are extracted if one of the following criteria is met: • One semester course taught semester 1, and course sequence code is blank, 0, 2, 5, or 9*. • One semester course taught semester 2, and course sequence code is blank, 0, 2, 5, or 9*. • Two semester course taught semesters 1 and 2, student is enrolled during semester 2, and course sequence code is blank, 2, 5, or 9*. **Spring:** Two-semester campus - Students are extracted if one of the following criteria is met: • One semester course taught semester 2, and course sequence code is blank, 0, 1, 4, or 8*. • Two semester course taught semesters 1 and 2, student is enrolled during semester 2, and course sequence code is blank, 1, 4, or 8*. Four-semester campus - Students are extracted if one of the following criteria is met: • One-semester course taught semester 3, and course sequence code is blank, 0, 2, 5, or 9*. • One-semester course taught semester 4, and course sequence code is blank, 0, 2, 5, or 9*. • Two-semester course, meeting time has semester code 5 or 6, student is taking the course during semester 3, and course sequence code is blank, 1, 4, or 8*. • Two-semester course, meeting time has semester code 9, C, or A, student is taking the course during semester 4, and course sequence code is blank, 1, 4, or 8*. • Three-semester course, meeting time has semester code 7, student is taking the course during semester 3, and course sequence code is blank, 3, or 7*. • Three-semester course, meeting time has semester code B, D, or E, student is taking the course during semester 4, and course sequence code is blank, 3, or 7*. • Four-semester course, meeting time has semester code F, student is taking the course during semester 4, and course sequence code is blank or 6*. * Course sequence codes 0, 2, 5, and 9 indicate either a one semester course or the final semester of a multi-semester course). Course sequence codes 2, 5, and 9 indicate the final semester of a multi-semester course. Course sequence codes 0, 1, 4, and 8 indicate either a one-semester course or the next-to-last semester of a multi-semester course. Course sequence codes 1, 4, and 8 indicate the next-to-last semester of a multi-semester course. Course sequence codes 3 and 7 indicate the first third of a three-semester course, or the second fourth of a four-semester course. Course sequence code 6 indicate the first fourth of a four-semester course. A blank course sequence code indicates that the course is not taught out of sequence. Students are only extracted if they are enrolled during the semester in which the course is taught, unless otherwise noted.

Campus ID (Leave Blank For All)	Select the campus for which to create the extract, or leave blank to extract data from all campuses.
Cumulative	Select to enable users to extract the contents of the cumulative table to a file in a .csv format, which will be used to submit various precoding test information to the vendor. Before executing the Cumulative option, the campus/district must execute the individual tests since the Cumulative file is built from the execution of the individual tests. For example, if only EOC is executed, the Cumulative will only contain EOC precoded students. If all tests from Grade Reporting > Utilities > STAAR/TAKS Precoding Extract are executed, the Cumulative will contain precoded students for all tests even though they were not executed from this screen. Executing the Cumulative option without executing any of the individual tests, will result in an error message, “No data to extract”. Selecting the Cumulative option, will disable the Courses to Extract and Test Format options. This is normal behavior since the Cumulative option is simply extracting what was written to the table by running the individual tests. Currently, there is no way to clear the Cumulative extract. The district/campus can re-run an individual test to overwrite the contents of the cumulative for that test. The Cumulative option also resides in Grade Reporting > Utilities > Online STAAR/TAKS Precoding Extract and the precoded students extract is identical to the Cumulative option on this screen.
Course(s) To Extract	Select **All** to extract all listed courses, or select specific courses for the selected test.
Test Format	Indicate if the test format is paper or online: Select **All** if the tests for all courses will be administered online. Or, select the field for the specific courses for which the test will be administered online. Leave blank if the test will be administered on paper. • If the Emergent Bilingual (EB) version of a STAAR EOC test is administered or one or more **Accommodations** are selected for the subject on Test Scores > Maintenance > Individual Maintenance > Precode, the format is automatically set to *Online* in the precode file even if *Paper* is selected. • As of Spring 2013, the STAAR L test version is only administered online.

❑ Click **Run Extract**.

- You are prompted to save the file.
- A message is displayed when the extract is completed and indicates if errors were encountered. Click **OK**.
- You are prompted to print the extract report. Click **Yes**. View, save, or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click  to save and print the report in PDF format.
  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Print Error List	Click to view the error list if errors were encountered. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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