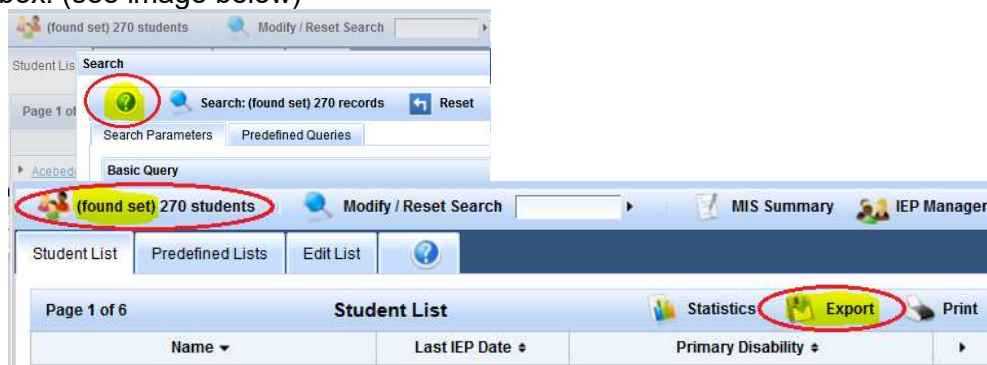


The export page is located under Tools menu > Data Export. All users who have administrative access have access to this feature as well as General Users (if SELPA authorizes this level of access to their General Users). One can also get to the Export page from the List area. If you click on the Export button at top right side of the List page, you will have the fields currently visible in your list made available automatically in the Export. Saving a list can also be used to save a set of fields to export.

1. To export records the first thing you will need to do is to create a 'Found Set' of the records (unless you want your entire set/District/School/Caseload to be included in the export). To create a "found set" click on the "Search" button, enter your search criteria, then click search to list. For more information on how to use the Search page look for the Blue Question Mark button of that located in the upper left corner of the Search dialog box. (see image below)



2. Current/Historical:
Choose set of records to export from. The default is your 'current' data set 'on the surface'.

Current/Historical MIS Status

You can also choose subsets of the current found set such as submitted, not submitted, complete, incomplete or warnings. These correspond to the state of the record on the MIS Summary page. Changing the MIS Status will change your 'found set' of records to be a subset corresponding to the status chosen. Incomplete= Records having missing information or errors on the MIS Summary page, Warnings= Records having only warnings on the MIS Summary page, Complete= Records having no errors or warnings on the MIS Summary page, or Submitted= only those records that have been also submitted for the current Reporting Cycle and Not Submitted are those who haven't.

Current/Historical MIS Status
 State Code Format Code Label Code and Label

All

Incomplete

Warnings

Complete

Submitted

Not Submitted

You can also choose to export a Historic set of submitted data by changing 'Current records' to 'CASEMIS Archived Data'. When this is selected you can then choose from which set of historic CASEMIS submitted records you want to export. There are two periods of CASEMIS submissions in a year, June and December.

Current/Historical CASEMIS Archived Data Report Date 12/1/2013

Please select one...

6/30/2014

12/1/2013

6/30/2013

12/1/2012

6/30/2012

12/1/2011

6/30/2011

3. Select State Code or Label format. Most CASEMIS fields have codes associated with them and other fields don't. 'Label' is the default setting, but you may also choose 'Code' only or 'Code and Label'.

Labels/Codes Code Label Code and Label

4. Select a Data Set. Data Sets are separate and must be exported separately, we have combined some elements of 'Student data' into the other sets for your convenience.

Data Set

Student Data

Student Services

Student Services (Merged)

Discipline

Disciplines (All)

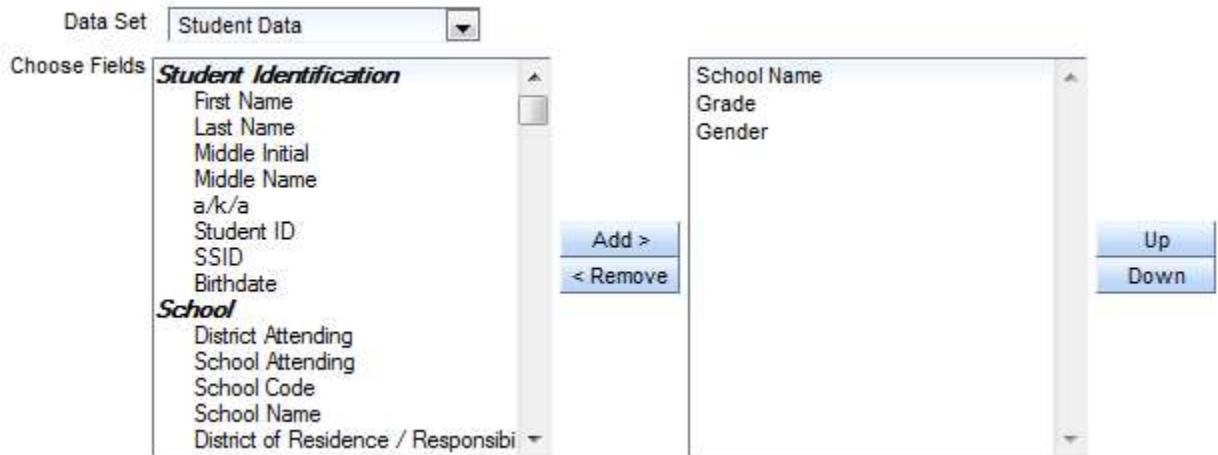
DRDP

Contacts

You can export various tables such as Discipline, DRDP, Contacts, etc. You will see that when you chose a different Data Set that the field set that you can choose from under the 'Choose Fields' column will change to the fields associated with that Data Set (table).

5. Choose Fields:

The column on the left contains all the fields in the data set that are available for downloading. The column on the right contains the fields that have been selected from the left column that will be part of the export. To move a field from the left column to the right column just double click on the desired field, or click on the field and click the 'Add' button. To change the order of how the fields will be exported (top to bottom) you can click/highlight the field (on the right) and then click the "Up" and "Down" button to move it's position in the export order desired.



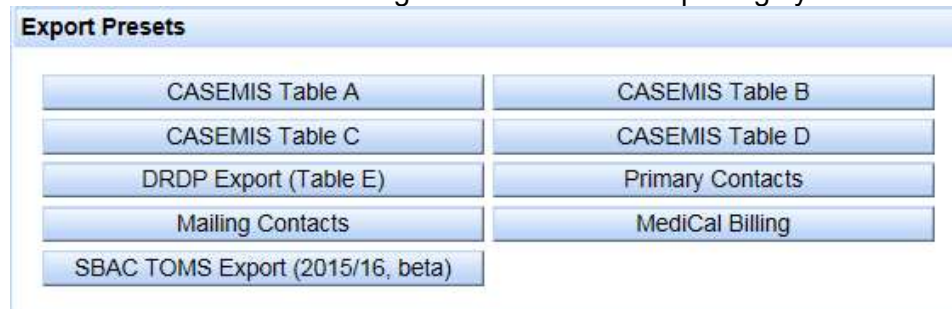
- Description for Saved File:
Give the exported file a brief description.

Description for saved file

- File Format:
There are three different formats you can choose from: Excel (default), CSV, and DBF. CSV has customizable options useful for exports for SIS needs.
- [Start Process – Generate Export] button
This will start the export. Depending on the size of the export it may take a little time. The export will be saved for downloading at the very bottom of the Export Data screen under 'My Finished Exports.'

Export Presets:

These are predefined data set and field choices used for CASEMIS exports, mailing contacts, TOMS, MediCal Billing info. The CASEMIS and DRDP buttons will change your found set to be those records eligible for the current reporting cycle.



My Finished Exports:

Your exports are accessible at the bottom of the Export Data page. You will see a list of all your current and historic exports. If you plan to no longer use the export, we suggest

that you delete them by clicking the red 'X' to the right of the column. To download the export, just click the 'Download' link.

Note: If your export finishes and you don't see the link below, click on 'Refresh' or refresh your browser window, by clicking F5.

My Finished Exports						
Completed exports may be deleted from this area after one month. If you wish to save the files permanently, please download them to your computer.						
					Download Saved Export Files	Refresh
Filename	Description	Created		Delete		