



Guidelines for Data Import



Proven Solutions for Education

Guidelines for Data Import

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Guidelines for Data Import to Tk20

Introduction

Your institution has purchased the Tk20 system. This system will help the College collect data on student and college performance. In order for the system to function properly, Tk20 will need you to provide us with information from the student information system a few times per semester as determined by your College of Education. The document that follows explains exactly what data the Tk20 system will need from the student information system.

Data from the Student Information System (SIS)

Mechanism for Import

Tk20 will provide a utility to import the data.

Data Format for Import

The first line on each file will define the attribute corresponding to each column. Each attribute will be delimited by the pipe character “|” All attributes, regardless of the presence of data in them, will have the pipe character to delineate the attribute.*

Example of Format

In each data file, the first line defines the column heading, and all subsequent lines contain the data.

```
FirstName | MiddleName | LastName | PID | Title | Gender | Ethnicity
Tewanna | L | Clemons | 253799499 | Ms. | F | African American
Camille | L | Wooten | 252799598 | Ms. | F | Caucasian
Marcie | | Collins | 998775882 | Ms. | F | Asian Grace
```

*Note: In the last record in the above example, note that the pipe demarking the middle name field still exists, even though the middle name for that record is not provided.

General Guidelines for Extracts

- An asterisk (*) next to an item in a list indicates required data. Certain functions of CampusTools HigherEd cannot operate without the required data.
- We have tried to identify the most common attributes the might want to track in Tk20 for every report. Other than the required attributes that are identified by *, all the other attributes are optional. More the attributes you provide in the extracts better will be your reporting capabilities based off of those attributes.
- Titles of the column headings can be anything you need. For example you can call First name attributes as First or Firstname or First Name etc. There is no requirement on capitalization or any formatting on the column headings.
- You can include additional attributes that may not be covered in the attribute specifications in your extracts if your college wishes to store and track that information in Tk20. In order to provide additional attributes, they can reside in the same report for which additional information is provided. As long as there is a column heading for the attribute and the data in each row satisfies formatting requirements, we should be able to load that into Tk20.
- If any of the data provided contains codes, then information about the codes can be provided separately. For example, if in the test codes are provided for test scores, a separate file can be provided that indicates what each test code stands for. Alternatively an additional column in the test score report can be provided that lists the description for each code.
- Under each data category for which we need a file, we have included the desired file name and an example. Naming the files correctly will make it easier for us to use the data immediately. In general, name the file using the word provided, followed by an underscore, followed by the date in yyymmdd format.
- The date for the filename is the date the file is uploaded onto the server.
- For example: Transcripts_20031125.CSV
- Extract files can have any extensions or can even be without any extension as long as the data is in the pipe delimited format

Explanation of the Unique Identifier

The “unique identifier” is an element that can uniquely identify a record within a set of records. The unique identifier is vital for Tk20 to be able to import the data into CampusTools HigherEd. It ensures that each record in a file is unique. It is also imperative that the same unique identifier is used for the record each time the file is provided for dataload. It is also required that the same form of unique identifier be used for referencing the record.

For example: If each student record is identified by Campus ID in the student file, then the student schedule file that lists all the courses that the students have registered for should also uniquely identify each student by Campus ID only.

When Tk20 Dataload utility loads the file, it processes the file line by line. During the process, it searches for the identifier in the system. If it finds a record with that unique ID it updates the remaining attribute information for that record. If it doesn't find a record with that unique ID, it creates a new record with that ID and imports all the other attributes provided in the file.

Example:

FirstName | MiddleName | LastName | PID | Title | Gender | Ethnicity
Tewanna | L | Clemons | 253799499 | Ms. | F | African American
Camille | L | Wooten | 252799598 | Ms. | F | Caucasian
Marcie | | Collins | 998775882 | Ms. | F | Asian Grace

For example, when the data is loaded from the above file the dataload utility checks if a record with ID 253799499 exists in the system. If it finds that record then it updates other attributes for that record. If it doesn't find one, then it creates a new record with ID 253799499 and imports other attributes.

Report 1 – Student Data

The following list contains the information that we need about each student in the College of Education.

File Name: Student_20031123

1. First Name*
2. Middle Name
3. Last Name*
4. **Username*** (*Required only if Tk20 system is integrated with Single Sign on or Directory authentication for student authentication in Tk20. In that case, this username needs to match the single sign on username*)
5. Student Identification Number* (Unique Identifier)
6. Email
7. Date of Birth
8. Major code
9. Major name
10. Program code
11. Program name
12. Minor
13. GPA
14. Classification: (for example Junior or senior or sophomore etc.)
15. Student level (Graduate or undergraduate)
16. Status: Fulltime/Parttime
17. Ethnicity
18. Gender
19. Religious Affiliation
20. Phone Number

Example:

First Name | Middle Name | Last Name | Student ID Number | Gender | Ethnicity | Program code|
Program

Tewanna | L | Clemons | 253799499 | F | Black | ECED| Early Childhood

Camille | L | Wooten | 252799598 | F | White | ELED| Elementary Ed

Marcie | H | Collins | 998775882 | F | Hispanic | GERMFLD| K-12 German Ed

Grace | B | Wooten | 249883726 | F | Hispanic | ELED| Early Childhood Ed

Report 2 – Course Data

Please provide the following information for every course (this includes courses inside and outside of the College of Education).

File Name: Course_20031125

1. CourseID* (Unique Identifier)
2. Course Title*
3. Course Number*
4. Course subject
5. Section Number*
6. Credit Hours
7. Term code*
8. Term name
9. Term Start Date
10. Term End Date
11. Meeting Days
12. Course Begin Date
13. Course End Date
14. Course Begin Time (Military format if possible)
15. Course End Time (Military format if possible)
16. Campus
17. Building
18. Room

Example:

CourseID| Course Number | Term code| Term name | Course Title | section | Credit Hours | Begin Time| End Time | Meeting Days| Campus|Building|Room

11321SP05| ARCH3131 | SP05| Spring 2005 | World Archeology |01| 3 | 0930 | 1045 |
|TRS|MAIN|BLD209|203

11322SP05| ANTH3331 | SP05| Spring 2005 | Cultural Anthropology |01| 3 | 1230 | 1345 |
MWF|WEST|BLD210|102

45344SP05| GEO3131 | SP05 |Spring 2005 | World Geography |02| 3 | 0930 | 1045 |
TR|WEST|LEE HALL|300

33441SP05| PE3332 | SP05| Spring 2005 | Cultural Anthropology II |02| 3 | 1230 | 1345 |T
|MAIN|BLD 300|201

Report 3 – Faculty Data

Please provide the following information for all faculty members.

File Name: Faculty_20031125

1. Faculty Identification Number* (Unique Identifier)
2. First Name*
3. Middle Name
4. Last Name*
5. **Username*** (*Required only if Tk20 system is integrated with Single Sign on or Directory authentication for faculty authentication in Tk20. In that case, this username needs to match the single sign on username*)
6. Gender
7. Ethnicity
8. Title (Example – Professor, Assistant Professor, etc.)
9. Classification (fulltime, adjunct, etc.)

Example:

First Name | Middle Name | Last Name | Faculty ID Number | Gender | Ethnicity
Catherine | Cummings | Woody | 010320447 | F | White (NonHispanic Origin)
Marjorie | Pitman | Briggs | 109407848 | F | White (NonHispanic Origin)
Catherine | Jones | James | 229883792 | F | White (NonHispanic Origin)
Kim | Pitman | Thomas | 668557362 | F | White (NonHispanic Origin)

Report 4 – Student Course Schedule

This file will contain the course schedule for the entire student population. For each student identified by the course schedule, the CourseID will identify the courses in which the student is registered. For a student registered for 6 courses, the student's ID number will be repeated 6 times in this file.

File Name: StudentSchedule_20031125

1. Student Identification Number*
2. CourseID*

Example:

Student ID Number	CourseID
253799499	11321SP05
253799499	11322SP05
249883726	45344SP05
249883726	33441SP05

Report 5 – Faculty Course Schedule

This file will contain the teaching schedule for all faculty members. For each faculty member identified, the CourseID will identify the section that the faculty member is teaching. For a faculty member teaching 6 courses, the faculty ID number will be repeated 6 times in this file.

File Name: FacultySchedule_20031125

1. Faculty Identification Number*
2. CourseID*

Example:

Faculty ID Number | CourseID

010320447 | 11321SP05

109407848 | 11322SP05

109407848 | 45344SP05

668557362 | 33441SP05

Report 6 – Contact Information

Please provide the following contact information for each student and faculty member in the College of Education. The ID number should be used to associate the contact information to each person. For persons that have more than one set of contact information, the file should contain multiple entries.

File Name: Contact_20031125

1. Student Identification Number*
2. Address Line 1*
3. Address Line 2
4. City*
5. State*
6. Zip Code*
7. Address Type: Primary, Local, Permanent, P.O. Box, etc.
8. Telephone Number

Example:

ID Number	Address Line 1	Address 2	City	State	Zip code	Address Type	Area Code	Telephone
252632222	173 Brinson Street		Rocky Ford	GA	30455	HOME	912	8634237
252632222	PO BOX 74		Rocky Ford	GA	30455	PO	912	8636003
992840293	873 Dalton Street		Rocky Ford	GA	30455	HOME	912	8634237
992840293	PO BOX 92		Rocky Ford	GA	30455	PO	912	8636003
125792222	218 North 12th Avenue		Rocky Ford	GA	30455	HOME	912	8634237
783632222	PO BOX 23		Rocky Ford	GA	30455	PO	912	8636003

Report 7 – Transcripts

Please provide transcripts with the following information for each student in the College of Education. Align each transcript with the corresponding student's ID number.

File Name: Transcripts_20031125

1. Student Identification Number*
2. Course Name
3. Course Number*
4. Term code*
5. Term description
6. Grade
7. GPA
8. Credits
9. Section

Example:

Student ID Number	Course Name	Term code	Term name	Course Number	Section	Credit Hours	Grade
252632222	World History	SP04	Spring 2004	HIS305	01	3	B
765987367	American Literature since 1940	FA 04	Fall 2004	ENGL315	02	3	B
345974567	Introduction to Philosophy	FA04	Fall 2004	PHL301	01	3	A
397764502	College Algebra	FA04	Fall 2004	MATH305	03	3	A

Report 8 – Test Information

Please provide the following test information for each student in the College of Education. If a student has multiple test scores, you will need to repeat his or her student ID number for each test score.

File Name: Test_20031125

1. Student Identification Number*
2. Test Date* – Please indicate the date taken for all tests. This will help us display a test history (yyyymmdd format).
3. Test Name – If your university uses additional test types, you may include them
4. Test Code* (*For example SAT, GRE, TOEFL, ACT, MAT, GMAT, TWE, GSAT, PRAXIS I, PRAXIS II etc*)
5. Test Score *

Example:

Student ID Number | Test Code | Test Score | Test Date

252632222 | ADMS | 2109 | 19961120

252632222 | CPEE | 79 | 19980304

Files to be updated After the Add-Drop Period

After the final date of add-drop period has passed, you will need to send Tk20 updated versions of the following files in case any of this data has changed since the time you provided these files to Tk20 for that semester:

1. Report 1 – Student Data
2. Report 2 – Course Data
3. Report 3 – Faculty Data
4. Report 4 – Student Schedules
5. Report 5 – Faculty Schedules

The first three files can be provided in its entirety. For Report 4 and Report 5, we will need only the changes since these files were provided the last time for that semester. For the Student Schedules and Faculty Schedules files, an additional column can be added that indicates whether the record is for course addition or for course drop.

Example:

Student ID Number | Course ID | Activity Type

100000000 | 2000 | A

100000000 | 2001 | D

The above example indicates that a student with Student ID number 100000000 was enrolled for a course with Course ID 2000 and dropped a course with Course ID 2001.

Frequency of Data Updates into Tk20

Based on our experience with working with several institutions of varying sizes, we typically load the data 3 times a semester

1. In the beginning of the semester
2. After the Add/Drop period
3. At the end of the semester

If it's necessary to refresh the data into your Tk20 system more frequently, Tk20 will be able to work with you to load those reports. We do request that you send us only the changes (deltas) from the previous files for all the reports, in case data needs to be updated more frequently into your Tk20 system.

How to Deposit Data Files

1. Login to CampusTools HigherEd using your username & password. The URL, username, and password will be provided to you by your Tk20 Product Designee.
2. Click on the Document Room Tab.
3. Click on Configuration Documents on the side menu.
4. Click the plus sign to the left of the folder titled “Tk20 Documents and Configuration Data.”
5. Click the green plus sign to the right of the SIS data folder to upload a file.
6. Choose “Computer File” from the drop down menu.
7. Browse for the file and give it a title.
8. Click Upload.
9. Repeat for additional files.