



HigherEd™

# Field Experience Guidelines for Data Import



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and reporting solution**

# Field Experience Guidelines for Data Import

## **Technical Support and Product Information**

tk20.com

## **Tk20 Corporate Headquarters**

12357-A Riata Trace Parkway, Suite 120  
Austin, Texas 78727

USA

Tel: 512-401-2000

To comment on this document, send an email to [products@tk20.com](mailto:products@tk20.com).

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## Guidelines for Data Import to Tk20

### Introduction

The College of Education at your university has purchased the Tk20 system. This system will help the College collect data on student and college performance. In order to collect field experience data and create field placements in Tk20, the Field Experience Office will need to provide us with information regarding cooperating sites and cooperating teachers. The document that follows explains exactly what data the Tk20 system will need from the Field Experience Office.

#### *Data from the Field Experience Office*

#### *Mechanism for Import*

Tk20 will provide a file in the Document room to deposit your Field Experience Files.

#### *Data Format for Import*

The first row on each file will define the attribute corresponding to each column. Each attribute will be separated into individual columns.

#### *Example of Format*

In each data file, the first row defines the column headings, and all subsequent lines contain the data.

DistrictID	District Name	School ID	School name	Address line 1	Address line 2	City	State	zip	School Type
001	Concordia	S01	Bailey High School	1171 Westover blvd		Atlanta	GA	55023	public

#### *General Guidelines for Import*

- An asterisk (\*) next to an item in a list indicates required data. Certain functions of CampusTools HigherEd cannot operate without the required data.
- If any of the data provided contains codes, then information about the codes can be provided separately. For example, if in the Cooperating Sites data, codes are provided for type of school, a separate file should indicate what each site type code stands for. Alternatively an additional column in the same file can be provided that lists the description for each code
- 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.
- 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 yyyyymmdd format.

- The date for the filename is the date the file is uploaded onto the server.
- For example: Sites\_20031125.xls

## Report: Cooperating Sites

*File Name: Sites\_20031125.xls*

1. School district code
2. School district name\*
3. School ID
4. School Name\*
5. School Address line 1
6. School Address line 2
7. City
8. State
9. Zip code
10. School type (For example. public, private etc)

Example:

DistrictID	District Name	School ID	School name	Address line 1	Address line 2	City	State	zip	School Type
001	Concordia	S01	Bailey High School	1171 Westover blvd		Atlanta	GA	55023	public

## Report: Cooperating Teachers

*File Name: Teachers\_20031125.xls*

- 1 First Name\*
- 2 Middle Name
- 3 Last Name\*
- 4 Personal Identification Number
- 5 Email
- 6 School name\*
- 7 School ID
- 8 District name\*
- 9 District ID

Example:

First	Middle	Last	PID	Email	School name	School ID	District name	District ID
Kim	S	Pittman	333333333	kpittman@akd.edu	McNeil High School	8	Leander School District	S01

## Report: Student Placements

\*This file will need to be modified if student placements do not consist of one cooperating teacher and one university supervisor. Please contact your product designee.

*File Name: Placements\_20031125.xls*

1. Student Identification Number\*
2. Student First Name\*
3. Student Middle Name
4. Student Last Name\*
5. Term name
6. Course Number
7. Course Title
8. Section Number
9. Cooperating Teacher First name\*
10. Cooperating Teacher Last name\*
11. Cooperating Teacher Identification Number
12. Site name\*
13. Site code
14. District name\*
15. District code
16. University Supervisor Identification Number\*
17. University Supervisor First name\*
18. University Supervisor Last name\*

Example:

PID	First	Middle	Last	Term name	Course Number	Course Title	Section
333333333	Kim	S	Pittman	FALL 2008	EDU 580	Advanced teacher Education	001

Coop first	Coop last	Site	District	US ID	US First	US Last
John	Smith	McNeil High School	Leander School District	234234112	Alvin	Powell

## 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 Field Experience 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.