



Data Export

SAM users may export student roster and performance data (*.csv or *.xml files) for use in other software programs, such as Microsoft Excel or a student information system (SIS).

Only a SAM user with administrative permissions may perform this function.

To export data for use in a different application:

1. Click the **Roster** tab to show the **Profile** screen.
2. Click the **Export** link from the **Advanced Settings** menu in the lower right corner of the screen to open the Export Wizard in a new browser window.
3. Click the radio button to select **Export CSV Roster Data** and click **Next** to open the Select Students screen.



SCHOLASTIC SAM

This wizard will guide you through the process of exporting a file....

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 pull-down menus to select a group of students and click Next to proceed. You may narrow your selection by selecting individual students on the next screen.

Select School --Please Select

Select Teacher --Please Select

Select Classes --Please Select

Cancel < Back Next >

4. Use the pull-down menu to select the school, teacher, and classes for which the data will be exported. Click **Next** to continue. The **Filter Selection** screen will display.



This wizard will guide you through the process of exporting a file....

Filter Selection.

Use the check boxes below to specify individual students. Click Next to proceed.

Click on column headings to sort.

| <input type="checkbox"/> | Last Name ↓ | First Name | Grade | Student ID |
|-------------------------------------|-------------|------------|-------|------------|
| <input checked="" type="checkbox"/> | Baumberg | Andrew | 6 | 2617891332 |
| <input type="checkbox"/> | Brunswicke | Kelly | 6 | 9546715241 |
| <input checked="" type="checkbox"/> | Burr | Sara | 6 | 3678785564 |
| <input type="checkbox"/> | Bush | Nadya | 6 | 5545721999 |
| <input checked="" type="checkbox"/> | Chandler | Tiffany | 6 | 5784463503 |
| <input checked="" type="checkbox"/> | Chernopisky | Kevin | 6 | 5280185279 |
| <input type="checkbox"/> | Corwin | Henry | 6 | 1711076545 |
| <input checked="" type="checkbox"/> | Darvahli | Jagdev | 6 | 0124112478 |
| <input checked="" type="checkbox"/> | Dubcek | Eduard | 6 | 2149737842 |
| <input checked="" type="checkbox"/> | Ducevic | Nevla | 6 | 8895155437 |

Cancel

< Back

Next >

5. Click the check boxes to select the students to transfer out of this SAM installation (Reminder: These students are not being transferred out of SAM completely; a copy of their data is being exported). Click **Next** to continue. The Confirm Selection screen will appear.
6. To change choices, use the **Back** button to return to the Filter Selection screen. If satisfied with the choices, click **Next** to open the **Time Period Selection** screen.

A screenshot of the SAM software's 'Time Period Selection' wizard. The window has a yellow header with the 'SCHOLASTIC SAM' logo. On the left, a vertical orange bar contains the text: 'This wizard will guide you through the process of exporting a file...'. The main content area is white and contains the following text: 'Time Period Selection', 'Use the pull-down menus to select a SAM time period or enter in custom start and end dates in the fields below. If a SAM time period is selected, any values entered in the custom start and end date fields will be ignored.', 'Click Back to change your export selection.', 'Click Next when you have made your selections.', 'Select a SAM Time Period', a pull-down menu showing '-- Select an option --', 'OR', 'Select a start Date (mm/dd/yyyy)', a text input field, 'Select an end Date (mm/dd/yyyy)', and another text input field. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

Time Period Selection

Use the pull-down menus to select a SAM time period or enter in custom start and end dates in the fields below. If a SAM time period is selected, any values entered in the custom start and end date fields will be ignored.

Click Back to change your export selection.

Click Next when you have made your selections.

Select a SAM Time Period

-- Select an option --

OR

Select a start Date (mm/dd/yyyy)

Select an end Date (mm/dd/yyyy)

Cancel < Back Next >

7. Use the pull-down menu to select an existing time period or enter a start date and an end date. Click **Next** to open the Program Selection screen.



This wizard will guide you through the process of exporting a file....

Program Selection.

SAM will export roster data for each student you have selected. Use the check boxes below to specify which program-specific performance data to include.

Click on column headings to sort.

| | |
|-------------------------------------|------------------------------|
| <input type="checkbox"/> | Name ↓ |
| <input type="checkbox"/> | READ 180 |
| <input type="checkbox"/> | rSkills Tests |
| <input checked="" type="checkbox"/> | Scholastic Reading Counts! |
| <input checked="" type="checkbox"/> | Scholastic Reading Inventory |

Warning : Exporting data when SAM is in use by other users may cause partial data generation and result in a failed import or inaccurate data. When exporting, please ensure that no users are connected to this server throughout the process. Off-hours use is recommended.

Cancel
< Back
Export >

8. Click the boxes to select which Scholastic programs to export data from, then click **Export**. The Processing Request screen opens and the export request will begin to process. Close the browser window to return to SAM.

A notification will appear in the **Message Center** on the Home Page when the export file is ready. Exporting a large file may take some time.

Save this exported file to retrieve it for later use. Click the link in the **Message Center** to open the **Show Me** window. From this window the file may be saved to a specific location or to portable media, such as a flash drive or CD-ROM.