

## Importing Student Records

Teaching Strategies wants to make it as easy as possible to export student records from your Student Information System (SIS) and import them into *MyTeachingStrategies*™. This document provides the background you'll need about this process and the file format for importing student records into *MyTeachingStrategies*™.

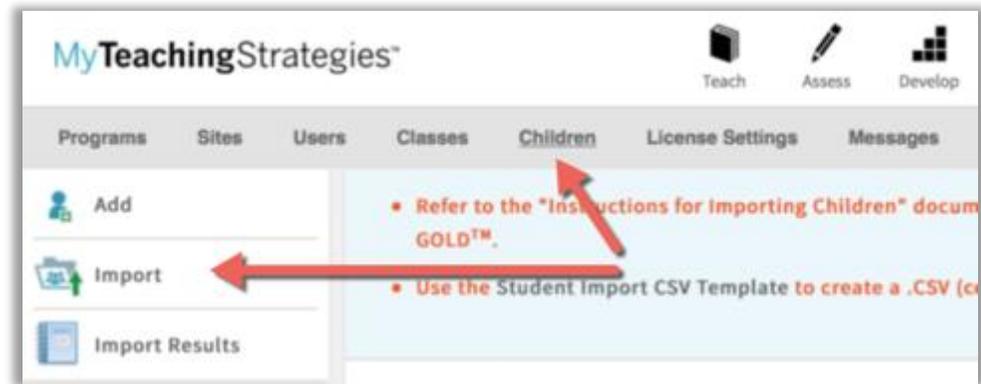
### Import Process: Adding New Student Records

*NOTE: Your Programs, Sites, Teachers, and Classes will need to be set up before you complete a student import.*

1. Access *GOLD*® at <http://www.teachingstrategies.com/> with your *GOLD*® username and password.
2. Select your profile icon in the upper right-hand corner of your screen
3. Select ADMINISTRATION from the drop down menu.

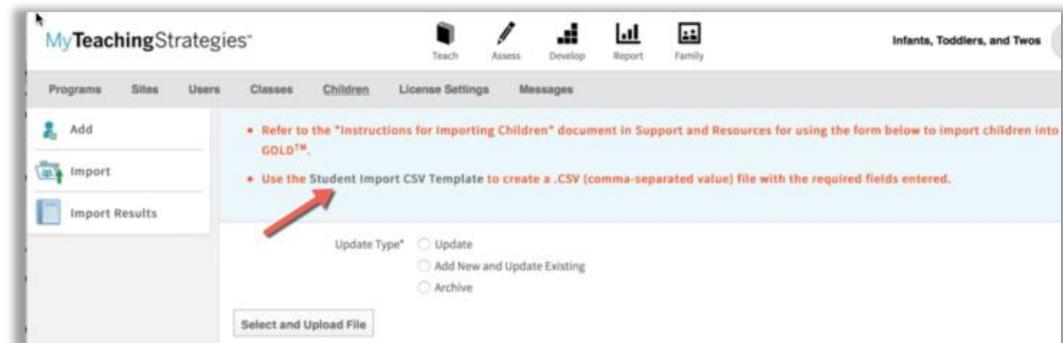
The screenshot displays the MyTeachingStrategies user interface. At the top left is the logo "MyTeachingStrategies™". To the right are navigation icons for Teach, Assess, Develop, Report, and Family. A large blue banner in the center says "Welcome, Tim!". Below this is a "QUICK LINKS" section with three buttons: "View Documentation Status", "View Assessment Status", and "View Snapshot". On the right side, a user profile for "Tim Reed" is shown, including "Messages (0)", "Manage My Profile", "Manage My Files", "Administration" (highlighted with an orange box), "Register for Practice Environment", and "Log in to Practice Environment". A "LOG OUT" button is at the bottom of the profile menu. At the bottom left, a "MESSAGES" section shows "06 / 19 What's New in MyTeachingStrategies®". At the bottom right, a section titled "FROM THE TEACHING STRATEGIES TEAM" features a photo of two children.

4. From the sub-navigation, select CHILDREN.
5. Select IMPORT from the left-hand navigation.

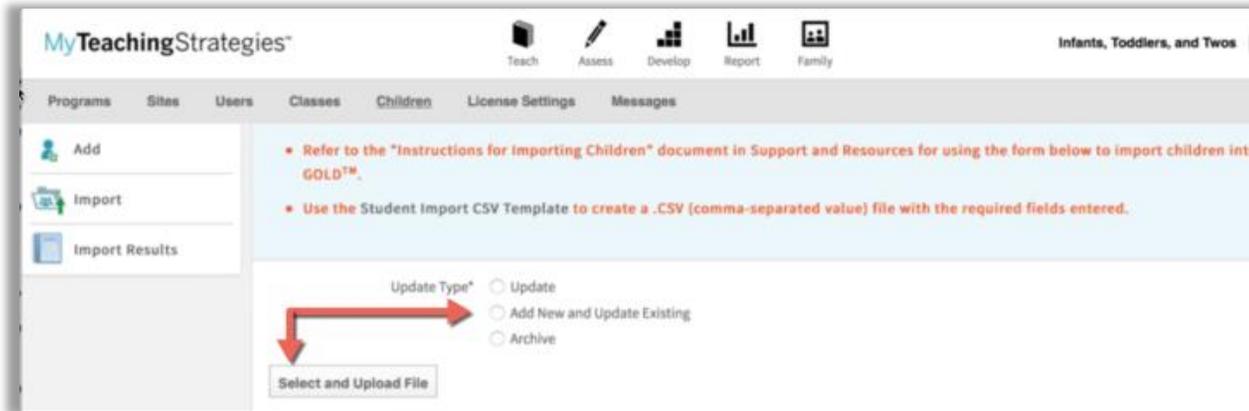


6. Using your Student Information System (SIS) or Child Management System (CMS), export student records for all students who will be assessed in GOLD® via MyTeachingStrategies™. The result of this export needs to match the layout in the GOLD® STUDENT IMPORT TEMPLATE.

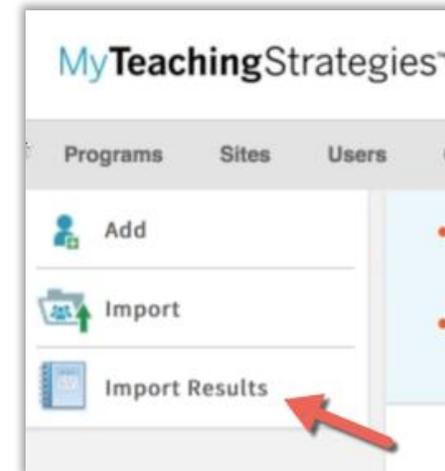
For a link to download the **Student Import CSV Template**, see the Import page. *NOTE: If the CSV file submitted does not match the format of the Student Import Template, GOLD® will not be able to import the student records.*



- Once you have finished entering child information in to the Student Import Template, return to the import page, select the **UPDATE TYPE** that you wish to perform, and click the **SELECT AND UPLOAD FILE** button.



- To view the results of the import, return to the Administration area, select **CHILDREN** from the sub-navigation, and select **IMPORT RESULTS** from the left-hand navigation.



## Import Process – Tips and Tricks

- The SourceChildID is a required field within the Student Import Template. Use the unique child identifier from your Student Information System (SIS) or Child Management System (CMS) to populate the SourceChildID.
  - **If you have existing children in GOLD<sup>®</sup> from previous years:** To avoid duplicate records, it is important to include the GOLD<sup>®</sup> childID for those existing children in the import template alongside the SourceChildID.
  - To view your program's existing childIDs, a list can be generated or downloaded directly from the Manage Children site (Return to the Administration area and select [CHILDREN](#)).
  - **Warning: If you do not include the GOLD<sup>®</sup> childID for children already in GOLD<sup>®</sup>, their records will be duplicated upon import.**
- The GOLD<sup>®</sup> classID is generated when a class is created in GOLD<sup>®</sup>. There is a unique classID in GOLD<sup>®</sup> for each class. You must enter these unique classIDs for each class. To view your program's classIDs, go to the Classes sub-navigation. If you want to export a list of classes with their IDs, scroll to the bottom of the list of classes and click the Export Table link. *NOTE: Student records cannot be imported if the template does not include a valid classID.*

## Import Process: Updating Existing Student Records

- For student records that were created previously with the Student Import tool, **all** columns must be present to successfully update the existing record but each row only needs to contain the SourceChildID and the information you wish to update.
- For student records that that were NOT created with the Student Import tool (for example, you set up each student record separately in GOLD<sup>®</sup> online using the 'Add New Child' function, or they were existing from last year), all columns are still required but each row only needs to contain the GOLD<sup>®</sup> ChildID, your license's SourceChildID, and the information you wish to update.

**Questions?**

If you have any questions about the import process, please contact Technical Support at 1-866-736-5913 or [techsupport@teachingstrategies.com](mailto:techsupport@teachingstrategies.com).

**Creating the CSV File (Student Import Template) with the Required Fields**

*Please note: The columns highlighted in **BLUE** are required fields for adding new student records to GOLD<sup>®</sup>. If these fields are left blank or have invalid values, the import will not be processed. You may also reorder the columns within the template, but it must contain the required fields.*

Field Name	Max Length	Required	Input Type	Example	Notes
birthdate	10	Yes	Numeric	01/10/2010	Valid format can be either MM/DD/YY or MM/DD/YYYY.
raceID	2	Yes	Numeric	1	See the detailed list of Race values below (please enter one numerical ID).
ethID	2	Yes	Numeric	1	See the detailed list of Ethnicity values below (please enter one numerical ID).
lastName	20	Yes	Alpha	Smith	Last Name of the student
firstName	20	Yes	Alpha	John	First Name of the student
spanishObj_fl	1	Yes	Numeric	1	Identify if this child is being assessed on Spanish Language and Literacy. Valid Format (please enter only one digit): <ul style="list-style-type: none"> <li>• 0 = No</li> <li>• 1 = Yes</li> </ul>
firstDayInProgram	10	Yes	Numeric	09/15/2014	Valid format can be either MM/DD/YY or MM/DD/YYYY.
colorID	1	Yes	Numeric	4	Valid Values : <ul style="list-style-type: none"> <li>• Blank = IT2 (leave blank, the Student Import Tool will calculate value)</li> <li>• 4 = Preschool 3 class/grade (Green)</li> <li>• 5 = Pre-K class/grade (Blue)</li> <li>• 6 = Kindergarten (Purple)</li> <li>• 7 = 1<sup>st</sup> Grade (Pink)</li> <li>• 8 = 2<sup>nd</sup> Grade (Silver)</li> <li>• 9 = 3<sup>rd</sup> Grade (Brown)</li> </ul>

Field Name	Max Length	Required	Input Type	Example	Notes
genderID	6	Yes	Numeric	1	Valid Values <ul style="list-style-type: none"> <li>• 0 = Data Not Captured</li> <li>• 1 = Male</li> <li>• 2 = Female</li> <li>• 3 = Non-Binary</li> <li>• 4 = Prefer not to Say</li> </ul>
sourceChildID	36	Yes*	Alpha-Numeric	987654321	Use the unique child identifier from your Student Information System (SIS) or Child Management System (CMS). * This field is <b>required</b> when adding new student records and updating existing student records.
classID	50	Yes	Numeric	123456	The classID is generated when a class is created in GOLD. There is a unique classID in GOLD for each class. You must enter these unique classIDs for each class. To view your program’s classIDs, a list can be generated or downloaded directly from the Student Import page (Administration Tab->Manage Children->Student Import-> Notes on using the Import Tool). To <b>transfer students</b> to another class, follow the process for updating existing records, and include the new classID for each student record.
languageID	3	Yes	Numeric	1	See the detailed list of Language values below (please enter one numerical ID).
middleInitial	1	No	Alpha	D	Middle Initial of the student

Field Name	Max Length	Required	Input Type	Example	Notes
childID	36	No*	Numeric	123456	<p>The childID is generated when a child record is created in GOLD. A unique childID is automatically assigned in GOLD for each child record. Keep in mind that the childID is different from the child identifier field or the district studentID fields (see below).</p> <p>* This field is <b>required</b> when updating existing child records that do <i>not</i> have a sourceChildID. To avoid duplicate records, it is important to include the childID for existing children. To view your program’s existing childIDs, a list can be generated or downloaded directly from the Manage Children site (Administration Tab-&gt;Manage Children-&gt;Children). ). If you do not see the childID column on the Children page, check to make sure the childID column has been included as a column to display by going to the Change View dropdown at the top right hand of the page.</p>
nickname	20	No	Alpha	Johnny	Nickname of the student (if any)
identifier	20	No	Alpha-Numeric	12345	The identifier field is an optional field defined by your program. Many programs choose to use this field to help them connect children's records that are located in multiple systems.
studentID	20	No	Alpha-Numeric	987654321	The studentID field is an optional field that is defined by your program. It can be used to connect children’s records that are located in multiple systems.
freeLunch_fl	1	No	Numeric	0	<p>Valid Values (please enter only one digit):</p> <ul style="list-style-type: none"> <li>• 0 or Blank = No</li> <li>• 1 = Yes</li> </ul>
IEPID	1	No	Numeric	1	<p>Value Values: (please enter only one digit):</p> <ul style="list-style-type: none"> <li>• 0 = No</li> <li>• 1 = Yes</li> </ul> <p><i>If OSEP is not enabled for your account, GOLD will disregard this field. This is only applicable to Preschool, PreK, and Kindergarten classes.</i></p>

Field Name	Max Length	Required	Input Type	Example	Notes
partBEntryDate	10	Yes, if IEPID is Yes	Numeric	09/15/2014	Valid format: MM/DD/YY or MM/DD/YYYY <i>Only applies if IEPID = 1 (Yes). If OSEP is not enabled for your account, GOLD will disregard this field.</i>
partBEntryToolID	3	Yes, if IEPID is Yes	Numeric	100	Identify what Part B Entry Tool the child used (please enter one digit or the entire name of the tool as it appears below): <ul style="list-style-type: none"> <li>• 2 = Ages &amp; Stages Questionnaire (ASQ)</li> <li>• 3 = AEPS</li> <li>• 4 = Batelle Developmental Inventory, 2nd ed. (BDI-2)</li> <li>• 5 = High/Scope Child Observation Record (COR)</li> <li>• 6 = Hawaii Early Learning Profile (HELP)</li> <li>• 7 = Work Sampling System</li> <li>• 8 = Brigance</li> <li>• 9 = Carolina Curriculum</li> <li>• 10 = Learning Accomplishment Profile-Revised (LAP-R)</li> <li>• 11 = Other</li> <li>• 12 = Speech Language Pathology Only</li> <li>• 100 = Teaching Strategies GOLD</li> </ul>
IFSPID	1	No	Numeric	1	Valid Values (please enter only one digit): <ul style="list-style-type: none"> <li>• 0 = No</li> <li>• 1 = Yes</li> </ul> <i>If OSEP is not enabled for your account, GOLD will disregard this field. This is only applicable to Infants, Toddlers, and Twos classes.</i>
partCEntryDate	10	Yes, if IFSPID is Yes	Numeric	09/15/2014	Valid format: MM/DD/YY or MM/DD/YYYY <i>Only applies if IFSPID = 1 (Yes). If OSEP is not enabled for your account, GOLD will disregard this field.</i>

Field Name	Max Length	Required	Input Type	Example	Notes
partCEntryToolID	3	Yes, if IFSPID is Yes	Numeric	2	<p>Identify what Part B Entry Tool the child used (please enter one digit or the entire name of the tool as it appears below):</p> <ul style="list-style-type: none"> <li>• 2 = Ages &amp; Stages Questionnaire (ASQ)</li> <li>• 3 = AEPS</li> <li>• 4 = Early Learning Accomplishment Profile (E-LAP)</li> <li>• 5 = Brigance</li> <li>• 6 = Carolina Curriculum</li> <li>• 7 = Batelle Developmental Inventory, 2nd ed. (BDI-2)</li> <li>• 8 = High/Scope Child Observation Record (COR)</li> <li>• 9 = Hawaii Early Learning Profile (HELP)</li> <li>• 10 = The Ounce Scale</li> <li>• 11 = Other</li> <li>• 100 = Teaching Strategies GOLD</li> </ul>
customResponse1	35	No	Alpha-Numeric		The Custom Questions are defined for each GOLD customer. Please check with your License Administrator for valid values for the custom questions.
customResponse2	35	No	Alpha-Numeric		See note above.
customResponse3	35	No	Alpha-Numeric		See note above.
customResponse4	35	No	Alpha-Numeric		See note above.
customResponse5	35	No	Alpha-Numeric		See note above.

**APPENDIX: Language, Ethnicity, and Race Numerical IDs**

**Language**

ID	Value	ID	Value	ID	Value	ID	Value
0	Unknown	26	Bulgarian	50	Jamaican Creole	74	Persian
1	English	27	Burmese	51	Japanese	75	Pima
2	Spanish	28	Cajun	52	Kannada	77	Portuguese
3	Other	29	Chamorro	53	Kickapoo	78	Romanian
5	Chinese (all dialects)	30	Cherokee	54	Korean	80	Samoan
6	French	31	Croatian	55	Kru, Ibo, Yoruba	81	Serbian
7	German	32	Cushite	56	Kurdish	82	Serbocroatian
8	Tagalog	33	Czech	57	Laotian	83	Sinhalese
9	Vietnamese	34	Danish	58	Lettish	84	Slovak
10	Italian						South/Central America
		35	Dutch	59	Lithuanian	85	Indian
11	Russian	36	Finnish	60	Macedonian	86	Swahili
12	Polish	37	Formosan	61	Malay	87	Swedish
13	Arabic	38	French Creole	62	Malayalam	88	Syriac
15	African	39	Greek	63	Mande	89	Tamil
16	Afrikaans	40	Gujarathi	64	Marathi	90	Telugu
17	Albanian	41	Hawaiian	65	Mon-Khmer, Cambodian	91	Thai
18	Aleut-Eskimo Languages	42	Hebrew	66	Navajo	92	Tongan
19	American Indian	43	Hindi	67	Nepali	93	Turkish
20	Amharic	44	Hocano	68	Norwegian	94	Ukrainian
21	Apache	45	Hopi	69	Pakistan N.E.C.	95	Urdu
22	Armenian	46	Hungarian	70	Punjabi	96	Yiddish
23	Bantu	47	India N.E.C.	71	Pashto	97	Somali
24	Bengali	48	Indonesian	72	Patois		
25	Bisayan	49	Irish Gaelic	73	Pennsylvania Dutch		

**Ethnicity**

EthID	Value
1	Not Spanish/Hispanic/Latino
2	Mexican
3	Puerto Rican
4	Cuban
5	Dominican
6	Costa Rican
7	Guatemalan
8	Honduran
9	Nicaraguan
10	Panamanian
11	Salvadoran
12	Other Central American
13	Argentinean
14	Bolivian
15	Chilean
16	Colombian
17	Ecuadorian
18	Peruvian
19	Uruguayan
20	Venezuelan
21	Other South American
22	Spaniard
23	Unknown Hispanic
24	Other Hispanic
25	Unknown

**Race**

RaceID	Value	RaceID	Value
1	White	26	Other Polynesian
2	Black or African American	27	Other Asian
3	Asian Indian	28	Hawaiian
4	Bangladeshi	29	Samoan
5	Bhutanese	30	Tahitian
6	Burmese	31	Tongan
7	Cambodian	32	Polynesian
8	Chinese	33	Tokelauan
9	Taiwanese	34	Guamanian
10	Filipino	35	Chamorro
11	Hmong	36	Other Pacific Islander
12	Indonesian	37	American Indian or Alaska Native
13	Japanese	38	Some Other Race
14	Korean	39	White and Black or African American
15	Laotian	40	White and Asian
16	Malaysian	41	Black or African American and Asian
17	Okinawan	42	All other combinations
18	Pakastani	43	Unknown
19	Sri Lankan	44	Two or More Races
20	Thai	45	Asian
21	Vietnamese		