

“Tip Sheet” Performing Common Tasks with Administrator’s Plus and GradeQuick
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TIP # DB05

“Importing field data from an EXTERNAL file” (for Administrator’s Plus users)

Scenario: You have standardized testing data that you want to import into fields in Administrator’s Plus. First, open the test data file in EXCEL. Make sure that you have 1 field of data that is the “KEY” field...the Administrator’s Plus system or unique ID#, or perhaps the student’s Social Security #. This ID# MUST exist in BOTH Administrator’s Plus and the import file.

- A) In EXCEL, each column is a field in Administrator’s Plus.
 - 1) Still in EXCEL, click on FILE – SAVE AS
 - 2) At the bottom, click on file type and choose TAB DELIMITED
 - 3) Then, give the file a name (make it simple) ex. Data.txt
 - 4) You’ll get a message from EXCEL that some formatting make not work well by saving it this way, ignore it and click on OK
 - 5) Then choose YES (if asked)
 - 6) Then FILE and EXIT
 - 7) Choose NO (you’ve already saved it)
 - 8) This will create an ASCII file for import by Administrator’s Plus. Each line in the file represents a single student. Each field is separated by a TAB.
 - 9) The 1st line may also show you which fields are in the file.

- B) Now go to Administrator’s Plus
 - 1) Do a school year backup (see TIP #BU1)
 - 2) Click on DATABASE – ADDRESS
 - 3) Click on F2 OTHER
 - 4) Choose Import fields from ASCII file (Administrator’s Plus refers to any import file as an ASCII file)
 - 5) Click on YES
 - 6) Click on YES
 - 7) If the file you’re importing from is just students in 1 grade, choose that grade, otherwise choose ALL GRADES
 - 8) Now you are going to “MAP” the fields being imported to fields in Administrator’s Plus.
 - i) In Administrator’s Plus, click inside “ASCII FIELD #2” and the list of Administrator’s Plus fields pops up.
 - ii) Determine what data is the 2nd field in the ASCII file and pick the Administrator’s Plus field that will hold it.
 - iii) Repeat for each field in the ASCII file.
 - iv) Click on F10 ACCEPT
 - 9) Set Spec #1 to ADMINISTRATOR’S PLUS ID NUMBER
 - 10) Set Spec #2 to 1 (that is the field in the ascii file that holds the id number)
 - 11) Set Spec #3 to point to the actual ascii file. (ex. C:\data.txt)
 - 12) Set Spec #4 to 1 if the 1st line in you ASCII file has the column header names. If not, set this spec to “0”
 - 13) Set Spec #5 to NO
 - 14) Click on FINISH
 - 15) The data should now begin to load into Administrator’s Plus.