
Spring 2008

STIData Import-Export

User Manual

The logo consists of the letters 'STI' in a bold, dark red, sans-serif font. The 'S' is significantly larger than the 'T' and 'I', which are of equal size and positioned to its right.

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on March 18, 2008. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Introduction

Overview

STIData Import/Export, part of STI's line of accessory products, is designed to export STIOffice data into non-STI school software products for cafeterias, libraries, or classrooms.

Products Supported

Cafeteria Applications

Cafeteria programs currently supported include:

- CAFS
- McAler
- SNAPS
- Horizon-Boss
- SpeedCheck
- Café Terminal
- Wordware
- Schoolhouse
- WinSnap
- Mearl
- PCS
- MCS
- ProLunch
- Meal Tracker
- Accuseries

Library Applications

Library programs currently supported include:

- Winnebago
- Follett
- Surpass

- Molli
- Book Systems
- Columbia
- Athena

Classroom Applications

Classroom applications currently supported include:

- C+A-RE
- Teacher's Pal
- GradeQuick
- Accelerated Reader
- Grade Machine
- InteGrade
- Testmate Clarity

Generic grade and period attendance import (see “Generic Student Import File Layout

This file layout is comma-delimited ASCII:

- Student Number, First Name, Middle Name, Last Name, Address Line 1, Address Line 2, City, State (2 character abbreviation), Zip Code, Phone (format must be ###-###-#### or ###-####), Race (must match a Race Code in STIOffice), Gender (M or F), DOB (format must be MM/DD/YYYY), SSN (format must be ###-##-####), Birthplace, Birth Country (must match a Country Code in STIOffice).
- Generic Grade Import File Layout” on page 11).

Other Applications

- Parent notification programs include School Call, Phone Master and School Messenger.
- There are also exports for Fitness Tracker, Textbook Rental, TERMS and TES financial software; an import and export for Versatrans; an export for Bus Boss; an import for Edulog; a generic locker import; an import for LockerPro; an import for SCAATAP; an import for user files; a test import for CRT (for MS users); an import for Pontem software; WorkspaceK12; and a student import for STIOffice.
- An export is available for ConnectEDU* (see below).

STI is eager to assist our customers in meeting their software needs. For information about adding a product to STIData Import/Export, or for answers to question not covered in this document, e-mail chusting@sti-k12.com.

ConnectEDU Setup and Output Files

Three items are required for setup:

- Base GPA (usually 4.0)
- Difficulty level for Honors courses (can be left blank)
- Difficulty for AP courses (can be left blank)

Two files will be created and placed in the school's data directory:

- EduStudent.csv (students)
- EduTranscript.csv (transcripts)

Installation

Requirements

STIData Import-Export 10.1 must be run with STIOffice version 10.0 or later.

Installing STIData Import/Export

To install the application, download the installation file, **IXI.EXE**, from STI's Web site, www.sti-k12.com, and perform the following steps:

- Select **Run** from the Windows Start Menu and run **IXI.EXE**. Alternately, the user may locate the *IXI.EXE* file and double-click on it.
- If prompted to choose the STIOffice data directory, enter the appropriate location and click **OK**. For example, type *f:\ssts2*, with *f* representing the drive letter assigned to the file server which contains STIOffice data.
- A shortcut to STIData Import/Export will be added to the **Start** menu under **STI Applications**.

Running the Application

Setting Up

The first time the export feature is run, the user will be asked for the name of the file to export. Check the *Save Filename for Next Export* box to place this information in an INI file (**XI.INI**, located in the *Windows* directory of the local drive). The application will not prompt for the file name again.

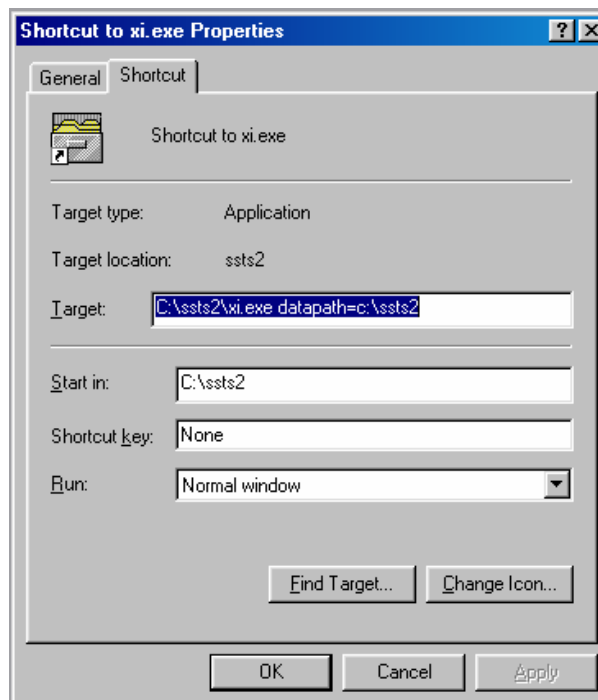
After STIData Import/Export has been installed, the shortcut is set to run automatically for the product indicated during installation. This may be changed, or performed manually if the installation procedure did not include the product prompt, by typing text in the format of */abc* on the *Target Line* of the shortcut. This additional text is known as a *target line switch*.

For a list of valid target line switches, see “Valid Target Line Switches” on page 7.

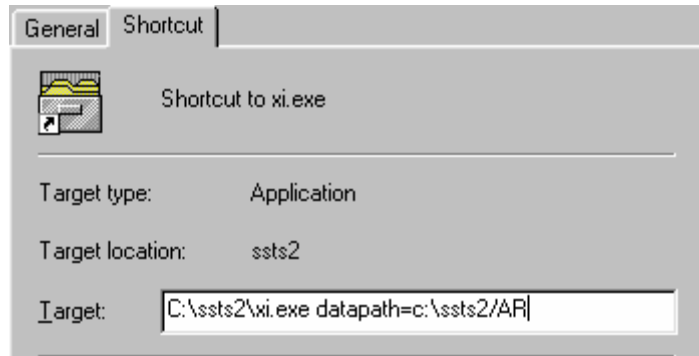
The target line switch may also be used to run different procedures for different products.

Following is a step-by-step example of adding a target line switch:

- Click the **Start** button in the Windows taskbar and select *STI Applications*.
- Move the mouse cursor to the shortcut for STIData Import Export and right-click it. Select **Properties**. The following menu will appear:



- The target line is highlighted in blue. To add the switch, click on the end of the text, directly after the datapath. Make sure the text is no longer highlighted by clicking a couple of times, if necessary.
- Type a switch, such as */AR* to indicate *Accelerated Reader*. The target line would now read as follows:



- Click **Apply**, then click **OK** to save the modification.
- To run the application with different shortcuts for different products, the user may create multiple shortcuts.

Using a Menu for Exporting Data

To run STIData Import/Export with a menu, which will require the user to select the file to export each time the procedure is run, simply remove the target line switch (which would include all the */AR* text in the example given previously), including the forward slash) from the target line.

Valid Target Line Switches

Target Lines Recognized by STIData Import/Export

The table below lists all target line switches that will be recognized by STIData Import/Export. Remember to include the forward slash when typing the switch.

| | | | |
|--|--|--|--|
| /CAFS – CAFS | /MCALEER – Mcaleer Café | /SNAP – Snaps | /SMART – Accuseries |
| /SURPASS – Surpass/2 | /ATHENA – Athena (prior to version 8.1) | /WIN – Winnebago | /21WIN – Winnebago 2.1 |
| /CARE – C+A-RE | /FOLLETT - Follett | /TESTMATE - Testmate Clarity | /ATH81 – Athena (version 8.1 or later) |
| /AR – Accelerated Reader | /HORIZON – Horizon Boss | /KYRUS_IMPORT – Import eligibility from Kyrus | /BOSS_IMPORT – Import eligibility from Boss |
| /MOLLI – Molli | /SPEEDCHECK – SpeedCheck | /COMALEX – Café Terminal | /BOOKSYS – Book Systems |
| /FITNESS – Fitness Tracker | /COL – Columbia Library | /PER – Performance Series (EdVision) | /TES – TES software |
| /VERSA_IMPORT – Import buses and tcodes from Versatrans | /SCHOOL_MESS ENGER – School Messenger for today’s date | /JEFFCO_LIBRAR Y – Jefferson County library | /SPS_AT – Generic Attendance Import |
| /WORDWARE – Wordware | /DBS_IMPORT – Import eligibility from Data Business Systems | /VERSA_EXPORT – Export to Versatrans | /SCHOOLHOUSE_E XPORT – Export to SchoolHouse |
| /SCHOOLHOUSE_I MPORT – Import from SchoolHouse | /WSNAP_EXPOR T – Export to WinSnap | /INTEGRADEIMP ORT – Import of grades from InteGrade | /MEARL_IMPORT – Import of Lunch Eligibility from Mearl |
| /EDULOG_IMPORT – Import of Buses from Edulog | /PCS – Export to PCS | /SCAATAP – Export to SCAATAP | /BBOSS – Export to Bus Boss |

| | | | |
|---|-------------------------|--|---|
| /WSNAP_IMPORT – Import Eligibility from WinSnap | /MCS – MCS Export | /ATH8x – Athena (version 8.1 or later) | /TERMS_AT – TERMS Attendance export |
| /MTR – Meal Tracker | /SMSCHOOL – SmartSchool | /PONTEM – Pontem Software | /WORKSPACEK12 – WorkSpaceK12 (Naviance) |
| /PHNOE_MASTER – Phone Master Attendance | | | |

File Layouts

STIOffice Field Information

This section lists the file layouts to be used with STIOffice.

Athena (8.0 Only)

The layouts below are fixed-length ASCII with no delimiters.

| STIOffice field | Starting Position | Length |
|-----------------|-------------------|--------|
| Student Number | 1 | 20 |
| Unused | 21 | 40 |
| Last Name | 61 | 30 |
| First Name | 91 | 30 |
| Unused | 121 | 30 |
| Address line 1 | 151 | 40 |
| Address line 2 | 191 | 40 |
| Unused | 231 | 40 |
| Unused | 271 | 40 |
| City | 311 | 40 |
| State | 351 | 20 |
| Zip | 371 | 20 |
| Phone | 391 | 20 |
| Unused | 411 | 20 |
| Unused | 431 | 40 |
| Unused | 471 | 40 |
| Unused | 511 | 40 |

| | | |
|------------|-----|----|
| Unused | 551 | 40 |
| Unused | 591 | 40 |
| Unused | 611 | 20 |
| Unused | 631 | 20 |
| Unused | 651 | 20 |
| Unused | 671 | 20 |
| Grade | 691 | 10 |
| Home Room | 701 | 10 |
| HR Teacher | 711 | 10 |

Winnebago

Note: Winnebago 2.1 is identical, with the exception of the *City* field, which is 16 characters.

| Winnebago Field | STIOffice Field | Starting Position | Length |
|-----------------|-----------------|-------------------|--------|
| Patron Type | Grade | 1 | 3 |
| User Defined 1 | SSN | 4 | 28 |
| User Defined 2 | Phone | 32 | 28 |
| User Defined 3 | DOB | 60 | 28 |
| Last Name | Last Name | 88 | 24 |
| First Name | First Name | 112 | 16 |
| Address | Address 1 | 128 | 32 |
| City* | City | 160 | 10 |
| State | State | 170 | 8 |
| Postal Code | Zip | 178 | 10 |
| Expiration Date | Unused | 188 | 8 |
| Usage | Unused | 196 | 5 |

| | | | |
|------------------|-----------------|-----|----|
| Patron Number | Student Number | 201 | 30 |
| Location code | Unused | 231 | 4 |
| Date Added | Date Export Run | 235 | 8 |
| Date Last Edited | Date Export Run | 243 | 8 |

*16 char in Winnebago 2.1 export

Generic Student Import File Layout

This file layout is comma-delimited ASCII:

- Student Number, First Name, Middle Name, Last Name, Address Line 1, Address Line 2, City, State (2 character abbreviation), Zip Code, Phone (format must be ###-###-#### or ###-####), Race (must match a Race Code in STIOffice), Gender (M or F), DOB (format must be MM/DD/YYYY), SSN (format must be ###-##-####), Birthplace, Birth Country (must match a Country Code in STIOffice).

Generic Grade Import File Layout

This file layout is comma-delimited ASCII:

- School Number, Student Number, Grading Period, Term, Period, Course Number (9999.99), Score 1, Score 2, Score 3, Score 4, Score 5, Score 6, Score 7, Score 8, Number of Absences, Number of Tardies.

Generic Locker Import File Layout

This file layout is comma-delimited ASCII:

- Line Number, Locker Number, Combination 1, Combination 2, Combination 3, Combination 4, Combination 5.

User File Import File Layout

This file layout is comma-delimited ASCII:

- STIOffice Student Number, Field 1, Field 2, Field 3 (the file may contain as few as 1 and as many as 3 fields).

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