

Uploading COMPASS Data to Your Student Information System (COMPASS Internet and Windows Versions) Updated 2/2/09

A. Moving Data from the COMPASS System to Your Campus Student Information System:

There are two parts to the process of moving data from the COMPASS system to your campus computerized Student Information System (SIS) or to other locations (for department or institutional research purposes, etc.). The information below is intended to assist COMPASS sites as they work on this process.

Part 1: Accessing Data from Within the COMPASS System:

The Single Student Record (SSR) has been developed as part of the COMPASS system, for use in the process of moving a copy of COMPASS results for each individual to the campus SIS or to other campus computer systems.

NOTE: See Section B of this document for more details regarding the locations of key information items within the COMPASS SSR (ID information, test scores, answers to demographic questions, etc.). To download and print copies of the current COMPASS Single Student Record (SSR) Layout, go to www.act.org/compass and click on the link labeled SSR File Layout.

The COMPASS program includes built-in options for the user for the purpose of generating SSRs on **either an immediate basis** for each individual at the conclusion of testing **and/or on a delayed basis** for a group of individuals that meet the parameters specified by the institution. The delayed generation of SSRs for a group of individuals also offers an option for concatenating a group of individual SSR files into a single file (with or without comma delimits), identified as a Multiple Student Record (MSR) in the COMPASS documentation.

- a. **Creating Immediate SSRs Automatically for Each Individual at Conclusion of Testing:** To cause COMPASS to automatically generate the SSR record as soon as each student has completed testing, the Internet system user must turn on the "Create a Single Student Record (SSR)" function (and the "Auto Upload" function if you plan to use this feature) when you build (or edit) your Test Packages (called "Administration Modes" in the Windows version). These steps are accomplished through the "Test Setup" menu, "Test Packages," "Edit" sections in the Internet version (through "Customize," "Administration Modes," "Edit" in Windows version).

Two methods for automatically creating the SSRs on a one-by-one basis and making them available immediately after testing are offered within the COMPASS system. Both of these options are activated as part of the process of creating a Test Package (Internet version) or an Administration Mode (Windows version).

- i. **Create and Store SSRs to a Designated File Location for Use in a Batch Upload Process:** This option creates and stores the SSRs in a designated location. Your "upload" staff member is then able to "grab and move" the resulting SSR records whenever they determine it is time to do so.

In the Internet version, you specify the file location you prefer for collecting these SSRs as part of the process of setting up your Test Centers (go to the "Sites" tab in the Internet Version, click on "Edit" for the Test Center of interest, scroll to the end of the page to review or add the preferred location for storing SSRs). In the Windows version, the SSRs are stored in a subdirectory under COMPASS called ISSR.

- ii. **Auto Upload Option:** This option allows your computer staff to specify a set of computer commands (such as an executable file) which COMPASS will attach to each SSR and execute as soon as testing is completed for an individual. The process can automatically move each record and activate additional steps your staff wants to occur, without requiring additional operator intervention. When coupled with a local program for integrating test data into the campus SIS, use of the COMPASS Auto Upload approach can result in test results being inserted into the campus SIS record within seconds after the completion of testing for each student. This function is often valuable as part of environments where students are able to register immediately after testing is completed and automated prerequisite checks are in place for course selection and registration.

The Auto Upload function provides one line (77 characters) on which to write a command that will be executed whenever the administration mode is completed. This function can execute a program, a batch file, or a series of steps that can be listed on one line. Usually, sites will use this line to designate a batch file or FTP commands which upload a Single Student Record (SSR) to a campus-wide database and delete the record when the transfer has been successfully completed.

If the character "@" is used in the command on this line, COMPASS will replace it with the name of the SSR that has just been produced. For example, entering "COMPUPLD@" would run the "COMPUPLD" batch file and would pass the name of the SSR to that batch file.

- b. **Creating SSRs Manually for Groups of Individuals Sometime after Conclusion of Testing:** This option in the COMPASS system allows the user to generate SSRs for each tested individual in a specified group (a particular time period, in a specific program of study, etc.), storing the file of SSRs to a specific location specified by the user.

To use this approach, the Internet system user can go to the "Sessions" tab, scroll down to the "Create Multiple SSRs" option, and use the "Sessions Selection" procedures to locate the records of interest and create an SSR for each record selected. This process also offers an option for concatenating a group of individual SSR files into a single file (with or without comma delimits), identified as an MSR in the COMPASS documentation. The Windows user can access this option through the "Reports" menu (create SSR report).

For more information, click on the "?" symbol at the upper right corner of each screen in the COMPASS Internet system (click on the "Help" button in the Windows version), click on "Index" and then look up "Uploading Student Records (including Auto Uploading Commands and Uploading an SSR" (or "Single Student Record") and "MSR-Multiple Student Record."

Part 2: Matching COMPASS SSRs with Host Records in Your Campus Student Information System (such as Datatel, Colleague, PeopleSoft, SCT Banner, Local Systems, etc.)

Your computer staff must write a computer program (or obtain a program from your SIS provider or talk with colleges with similar systems who have already done this) to read the COMPASS SSR, match the SSR to the host student record in your SIS (usually based on student ID/social security number, name, etc.), pick out the data pieces (test scores, demographic information, student plans, etc.) your college wishes to transfer from COMPASS to your campus SIS, and insert those pieces into the host record in your campus SIS record for that student.

Your staff must also work out a way to resolve "mismatches" in the (expected) event that some students have entered their student ID information incorrectly (either correct the ID # in COMPASS by using the "edit" function and generating another SSR, and/or in the campus SIS file).

B. Details and Data Layout for the COMPASS Single Student Record:

To download and print copies of the current COMPASS Single Student Record (SSR) Layout, go to www.act.org/compass and click on the link labeled SSR File Layout.

NOTE: The Single Student Record (SSR) layouts are highly similar for the Windows and Internet Versions of COMPASS. The following statements identify the differences between the Windows version SSR layout and the Internet version SSR layout:

- a. *The SSR record length has been increased from 1800 (Windows) to 2000 (Internet), with the number 1800 or 2000 inserted in positions 1-4 to distinguish the two formats.*
- b. *The Student ID field has been increased in length from 11 characters in the Windows version (locations 54-64; parallels the format of a social security number, with a dash in location 4 and location 7) to up to 20 characters in the Internet version (moved to location 1800-1819 in the Internet version).*
- c. *The Student Phone Number field has been lengthened from 12 to 20 characters in the Internet version and moved from locations 146-157 in the Windows version to locations 1820-1839 in the Internet version.*
- d. *The Test Center ID code, Licensed Site ID code, and System ID code (each 12 digits wide) have been added in the Internet version of the SSR in locations beginning at 1840, 1852, and 1864, respectively.*
- e. *An e-Write Type indicator has been added at position 758-759 of the Internet version of the SSR to identify which type of e-Write service the student completed (01 = e-Write 2-8; 02 = e-Write 2-12; 03 = ESL e-Write 2-12).*
- f. *A table showing the two different sets of State/Province Code Numbers used in the COMPASS Internet version SSR and the COMPASS Windows version SSR is shown at the end of the SSR File Layout.*
- g. *All other variables (demographic items, test scores, etc.) remain in the same locations in the Internet SSR as they were in the Windows SSR. All information is right adjusted in each field.*

Below are some of the key items that may need to be accessed in typical “test score” data transfer applications (in the layout itself, all items in the COMPASS SSR record are listed and each item is accompanied by a brief description).

Item	Start Position	Width
Record Length	1	4
Windows SSR = 1800		
Internet SSR = 2000		
Last name	65	15
First name	80	9
Middle initial	89	1
Student ID/SS # (Internet)	1800 (Internet)	20

NOTE: In Windows Version, Student ID is located at start position of 54, with width of 11

Birth date	90	8
e-Mail address	360	40
Phone number (Internet)	1820	20

NOTE: In Windows Version, Phone number is located at start position of 146, with width of 12

Item	Start Position	Width
Math starting domain	403	1
0 = Prealgebra		
1 = Algebra		
2 = College Algebra		
3 = Geometry		
4 = Trigonometry		

NOTE: This identifies the “starting” or initial math test completed by the student; based on the student’s test performance and the routing rules for math testing selected by the college, the student either stops with this test (which would then mean that this test is also the “placement domain”) or the student goes on to take a second math test at a higher or lower level.

Math placement domain	408	1
0 = Prealgebra		
1 = Algebra		
2 = College Algebra		
3 = Geometry		
4 = Trigonometry		

NOTE: This identifies which Math placement domain test score was used by the software to select the placement message to be printed on the student report. Because an individual student may complete one or more of the 5 different Math placement domain tests, the Math placement domain value must be used to identify which Math placement score (see below for locations of individual Math placement test scores) was used by COMPASS (in combination with the placement cut scores and related placement messages identified by the institution) to select the Math placement recommendation message that will be printed on the COMPASS report for each particular student.

Math placement score		
Prealgebra	419	3
Algebra	433	3
College Algebra	447	3
Geometry	461	3
Trigonometry	475	3
Reading placement score	614	3
Writing skills placement score	814	3
ESL reading score	715	3
ESL grammar/usage score	905	3
ESL listening score	1012	3
e-Write type indicator	758	2
e-Write scores and information	760-795	8 pieces of information specific to e-Write

Other key sections of the SSR include:

Additional demographic items (address, etc., depending on which items were "turned on" by the college for gathering responses from students): locations 98-209.

Self-reported high school/college courses/grades: locations 210-241

Help Requested items: locations 242-258

Local Demographic items (up to 30 multiple choice): locations 259-288 (up to 10 4-character response): locations 289-328

Miscellaneous items (seat time, post-test, etc.): locations 329-358

Release of Data Permission: locations 516-517

Math diagnostics test scores: locations 560-589

Reading diagnostics test scores: locations 634-646; Reader profile items: locations 649-663

Writing skills diagnostics test scores: locations 828-851

Local measure scores: locations 1113-1640

ESL demographic items: locations 1651-1792

You will also see references to Time/latency (time in seconds spent on a particular test) and Multi-measure scores (resulting from combining several variables, such as Writing Skills score and high school grade in English, for example, as the source for selecting placement messages).

NOTE: The above information provides a quick overview of the main sections of the COMPASS Single Student Record (SSR). **To download a PDF and print copies of the complete listing of variables and their locations in the current COMPASS Single Student Record (SSR) Layout, go to www.act.org/compass** and click on the link labeled SSR File Layout.

For additional questions on any of these pieces related to transferring COMPASS data to a local SIS, please feel free to call COMPASS Technical Support at 800/645-1992; the ACT staff there will be pleased to be of assistance to you.