

COMPASS[®]



User Guide

Module 9: Moving Single Student Record (SSR) Data from COMPASS to Microsoft Excel

Module 9 provides information on how to move Single Student Record (SSR) files into a Microsoft Excel file.

Individual SSR files contain demographic information and test scores.

A multiple SSR file (MSR) or a Comma Separated Values (CSV) file help institutions consolidate data from groups of students and then export the data into a campus information system or into Excel or Access.

A campus can create student session reports based on a specified date range and selected test centers. The selected COMPASS data, test sessions, and scores can be imported into an external database that is established for the institution.

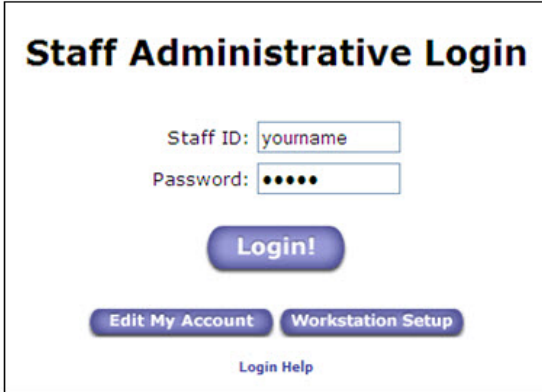
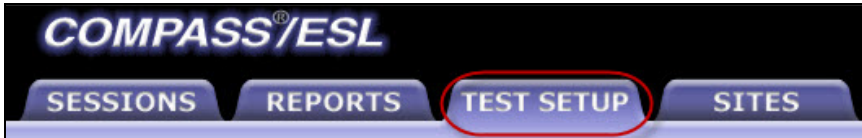
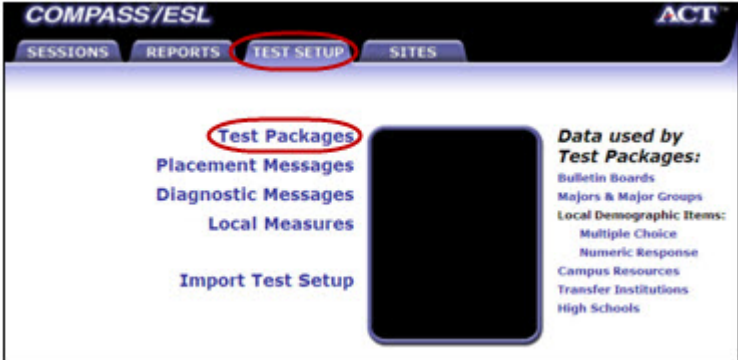
NOTE: Verify that the **Create SSR** box is enabled in the test administration mode setup screen before proceeding. If the **Create SSR** box is not enabled, the SSR file must be created manually using the **REPORTS** tab.

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Part I Verifying the Create SSR Box is Enabled

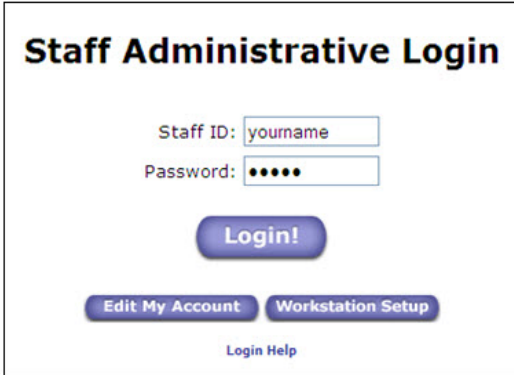

Complete the following to verify that the Create SSR box is enabled.

Step	Action
1	<p>Log into COMPASS: Type Staff ID and Password. Click Login!</p>  <p><i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab open.</p>
2	<p>Click the TEST SETUP tab.</p> 
3	<p>Click Test Packages.</p>  <p><i>Result:</i> The Test Packages for screen displays.</p>

Step	Action
4	<p>Select a Test Package from the Test Packages for list. Click Edit.</p>  <p><i>Result.</i> The Setup Test Package screen displays.</p>
5	<p>Select the Create a Single Student Record (SSR) file (often used for uploading to a central database) checkbox.</p> 
6	<p>Click OK.</p> <p>NOTE: The Test Package can produce SSR files if this box is selected.</p>

Part II Creating SSR, MSR or CSV Files

Complete the following to create SSR, MSR or CSV Files.

Step	Action
1	<p>Log into COMPASS: Type Staff ID and Password. Click Login!</p>  <p><i>Result:</i> The COMPASS/ESL screen displays with the SESSIONS tab open.</p>
2	<p>Click the Create SSR, MSR or CSV files for use with Microsoft Excel® or Microsoft Access® link.</p>  <p><i>Result:</i> The Create SSR, MSR or CSV Files screen displays in the REPORTS tab.</p>

Step	Action
3	<p>Click the Date Range drop-down boxes and click the starting and ending dates.</p> <div data-bbox="420 396 956 550" style="border: 1px solid black; padding: 5px;"> <p>1. Specify Dates: Date Range: Nov 12 2010 to Nov 12 2010</p> </div>
4	<p>Select the Specify Test Centers checkbox(es) to select the test center(s) to include in the report.</p> <div data-bbox="420 703 1099 1031" style="border: 1px solid black; padding: 5px;"> <p>2. Specify Test Centers: Test Centers: philcampus041208 Testing One:</p> <ul style="list-style-type: none"> <input type="checkbox"/> philcenter041208_1 <input type="checkbox"/> philcenter041208_2 <input type="checkbox"/> EDI Testing Center <input type="checkbox"/> Cindy Test Center <input type="checkbox"/> Remote Testing <p><small>(Results will be combined if multiple sites are selected)</small></p> </div>

Step	Action
5	<p>Click one of the following to select a save option:</p> <ul style="list-style-type: none"> • Concatenate SSRs into one MSR file: The save dialog opens. Specify the name and location to save your file. The file extension is .msr. <p>NOTE: If you click Insert carriage return after each SSR, a carriage return is placed between each record.</p> <ul style="list-style-type: none"> • Create each SSR as a unique file: If a default was not selected during the initial test center setup using the default wizard, the file(s) save(s) in the root of your hard drive C:\. Each file name is the session number with the .ssr file extension. • Concatenate SSRs into one CSV file: This option does not include all the information that is contained in an SSR. When you generate a CSV file, a new window opens and displays the progress of your file. At the prompt, save your file. Specify the location and change the name of the file. Retain the .csv file extension. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>3. Specify Type of File for Output:</p> <p><input checked="" type="radio"/> Concatenate SSRs into one MSR file</p> <p><input type="checkbox"/> Insert carriage return after each SSR</p> <p><input type="radio"/> Create each SSR as a unique file</p> <p><input type="radio"/> Concatenate SSRs into one CSV file</p> </div>
6	<p>Click Create SSRs to generate your SSR file(s).</p>

Part III Details and Data Layout for the COMPASS Single Student Record

To download and print copies of the current COMPASS SSR Layout, go to www.act.org/compass/tech/techpages/InternetSSR.html.

Click the [Single-Student Record \(SSR\) File Layout](#) link.

The layout specifies the meaning of the codes built into COMPASS. Print the screens for future reference, if desired.

NOTE: All of the fields are right-justified, including the text.