



Scholastic ONline Information System
for the Web

SAT Importer

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The College Board® can provide the Scholastic Aptitude Test (SAT) results as a file. You use the SONISWEB® SAT functions to import the SAT file and place the results in a person's existing record, or SONISWEB® will create a new prospective student ("prospect") record with SAT results recorded.

This text shows you how to use the SONISWEB® SAT functions. You need to make arrangements with the College Board® and get instructions from them to have the SAT file sent to you.

March 2006

The logo for RJM Systems, Inc. It features the letters "RJM" in a stylized, blue, serif font, with the "R" and "J" overlapping. To the right of "RJM" is the text "Systems, Inc." in a blue, italicized, serif font.

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NEW IN THIS EDITION

- This edition is for SONISWEB® version 2.0.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function Lists1 - Partial3, page 3.
- Figure 13 Login Displays and Figure 14 Typical SONISWEB® Page, page 10.

NAVIGATING THE FUNCTIONS

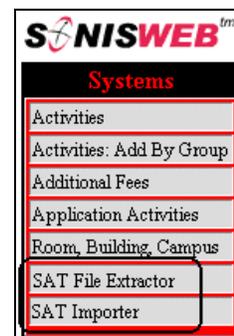


• Figure 1 Toolbar¹ for those with User-ID access

Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user are defined by:

1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Deans, etc. One profile covers all the people in each staff category.
2. The **individual limits** specified for you when you were issued a User-ID and Password. A typical limit is preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.



• Figure 2 Function Lists¹ - Partial

After clicking **Systems** in Figure 1 you get the selections shown in Figure 2.

Diagnosing and Fixing Problems

See the text "Messages, Errors, and Diagnosis".

Setting Your Browser for Proper Function and Security

Internet Explorer² (IE), FirefoxTM, Netscape[®], and Opera Web browsers have an "auto-complete" or password-form save feature that is handy for individual computers but defeats privacy on shared computers like those in computer labs and libraries. See the text "Browser Settings" to set your browser for security, good performance, and to prevent your getting old data.

¹ You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

² Only Internet Explorer (IE) version 5.5 or later is supported for administrative use.

IMPORTING SAT RECORDS FROM A FILE

This is a three step process:

1. Get the file from the College Board® and make it accessible to SONISWEB® as a portable disk, CD ROM, or file in a folder³.
2. Use SAT File Extractor to save the records in a raw SQL table⁴.
3. If you did not store the records as part of SAT File Extractor, you can store them later using SAT Importer. It matches the Social Security numbers in the College Board® file to the “SSN” field (see page 8) in your existing records. If no match is found, new prospective (“prospect”) student records are created.

Getting the File from the College Board®

Contact the College Board® to arrange the sending of the SAT file for your school. More information can be obtained from:

The College Board
45 Columbus Avenue
New York, NY 10023-6992
(212) 713-8000

You can also check their Web sites:

<http://www.collegeboard.com/>

<http://www.collegeboard.com/highered/ra/sat/sat.html>

Importing the SAT File

Caution: back up your database before running any SAT function. If you get a corrupt SAT file you may corrupt your SONISWEB® database! See “Junk in the Import - Invalid SAT File” on page 7.

All of the SAT functions are under **Systems**. You must be authorized in your role-based security profile to access these functions. See your SONISWEB® administrator if you lack the access you need.

1. Log in to SONISWEB® as an administrator (see “Getting Started - Log in and the use of Tabs, Button and Fields”, page 10).
2. From the toolbar at the top of the display (Figure 1) click **Systems**.
3. The SAT functions are shown in Figure 2.

³ The terms “folder” and “directory” are equivalent in this text.

⁴ SONISWEB® does not use all of the SAT data but you can. See “Other Uses of the Extracted SAT File” on page 9.

4. Once the SAT file is accessible, click [SAT File Extractor](#) in Figure 2. You get Figure 3.

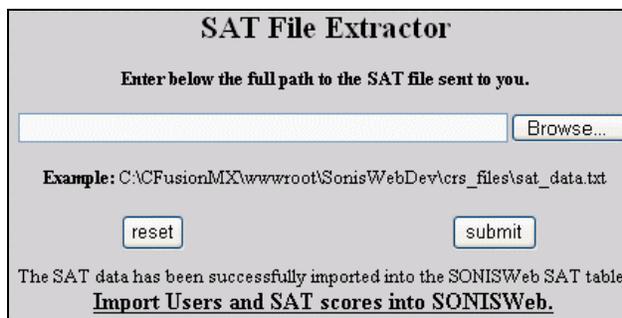
5. In Figure 3, enter the full file path to the SAT file you received from the College Board®. You can also use the browse button to find the SAT file.



• Figure 3 SAT File Extractor

6. With the file name in Figure 3 click the Submit button. There may be a pause as the data are retrieved, then you get Figure 4.

7. Figure 4 is a confirmation. The most common error is that the file was not found.



• Figure 4 SAT File Extractor Confirmation

8. Now you have a choice:

- Click⁵ the underlined [Import Users...](#) phrase at the bottom of Figure 4 to run [SAT Importer](#) now. That stores the SAT scores in the students' records immediately.

or

- Wait before storing the records by not clicking the underlined phrase. You can store the records later as shown in “Storing the SAT Records” below.

Storing the SAT Records

Before you start, make sure all your students, applicants, and prospective students have the “SSN” field filled out in their Biographic record (see page 8). Otherwise you may get duplicate “prospect” records added because no social security match could be found.

If you did not store the records following the import on page 4, you store them here.

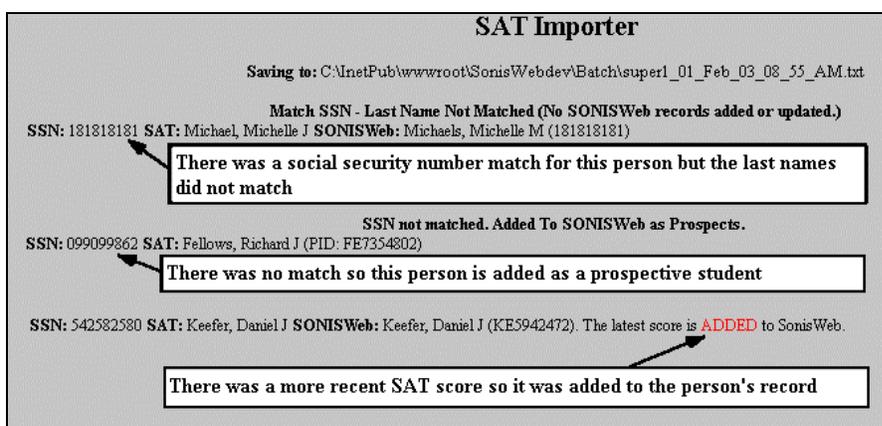
1. From the toolbar at the top of the display click [Systems](#).
2. Click [SAT Importer](#) in Figure 2. That yields Figure 5.

⁵ See the caution on SSN fields on page 4 before clicking this phrase.



• Figure 5 SAT Importer Confirmation

Figure 5 confirms the storing of the records. SONISWEB® stores the list shown in Figure 5 as the file. The name of the file is shown at the top of Figure 5. You can access that file as described in “Viewing and Printing the Import List” on page 8.



• Figure 6 Interpreting the SAT Importer Results

Figure 6 interprets Figure 5. It shows what SONISWEB® did with the records. What is not reported in Figure 5 are the records with a perfect match. They were simply stored in the persons’ records.

If you notice some prospective students being added in Figure 5 but suspect they are already in your records, you may be seeing the results of errors in your records. Most likely you failed to enter SSN fields in the Biographic records (see page 8). See “Person Duplicated as a Prospective Student” below for guidance.

Errors from SAT Importing

No Social Security Number (SSN) Match

As shown in Figure 5 (and interpreted in Figure 6) divergent spelling of a last name can be an error indication. You need to check the name. Either correct the name in the person’s Biographic record⁶, or get the College Board® SAT information and enter it manually into the Tests: ACT/SAT record for the person.

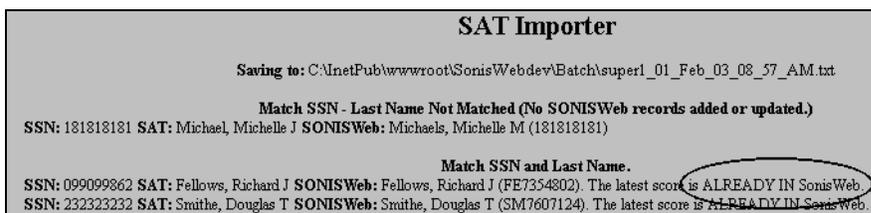
⁶ See the SONISWEB® text “Students, Faculty, Applicant and Alumni/ae Record-keeping” for information on people-records.

Person Duplicated as a Prospective Student

If you notice some prospective students being added in Figure 5 but suspect they are already in your records, you may be seeing the results of errors in your records. Most likely you failed to enter SSN fields in the Biographic records (see page 8). You should:

1. Look up these persons by last name.
2. If there are already records for these persons, delete the new prospect records that SAT import created.
3. Enter proper SSN fields in the Biographic records (see page 8) for these persons, then run the import process on page 5 again.

Already Imported - Duplicate

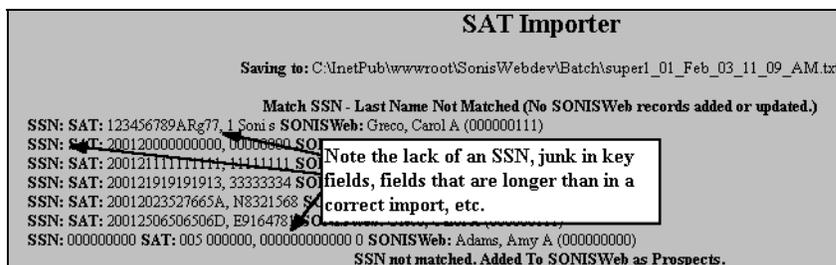


• Figure 7 Duplicate Import

Figure 7 shows what happens when record storage is attempted but it has already been done. This is usually an error but no harm is done since SAT Importer does not replace the SAT scores.

If you corrected the spelling of a name in the SONISWEB® records so it matches the College Board® file – see Figure 5 – running SAT Importer again will store the records of those not recorded the first time.

Junk in the Import - Invalid SAT File



• Figure 8 Junk in the Import

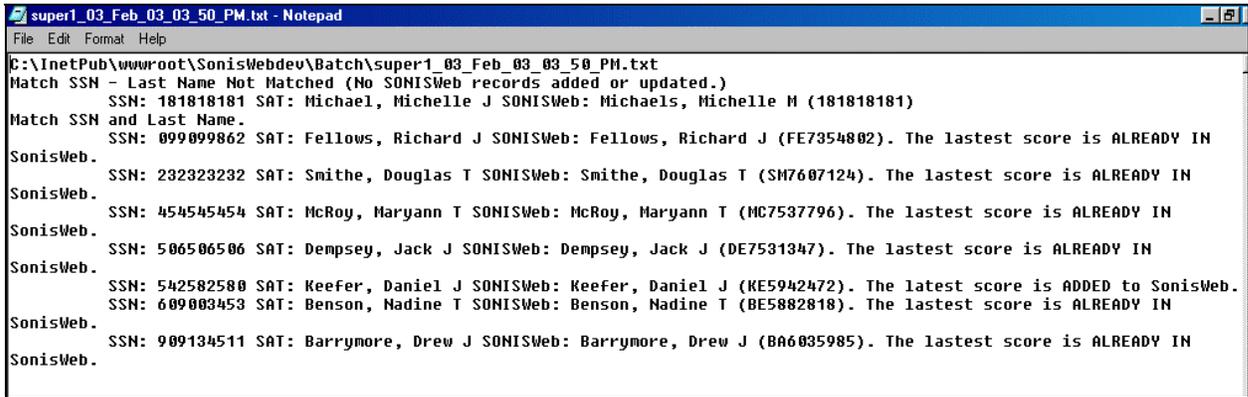
Figure 8 shows what can happen if the imported file is not a SAT file. If you see a display like this, check the file to make sure you selected a valid SAT file in Figure 3. You must have a valid SAT file and provide the full path name in Figure 3.

Check your database. Attempts to import an invalid or corrupt SAT file can corrupt your SONISWEB® database. It creates prospective student records but the corrupt SAT data results in incomplete records. Typically the functions **Name**, **Address**, etc. will not work cor-

rectly. As a precaution, you can simply restore the database with the backup you made based on the warning on page 4.

Viewing and Printing the Import List

The list you see in Figure 5 is saved in the simple text file named in that figure.



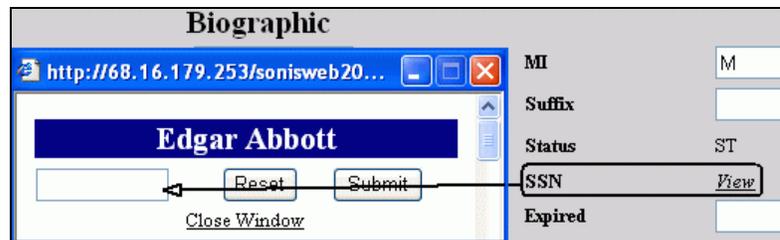
• Figure 9 List of Imported Records

Figure 9 illustrates the file. Using an editor like Notepad, you can view and print the list.

THE SOCIAL SECURITY NUMBER IN RECORDS

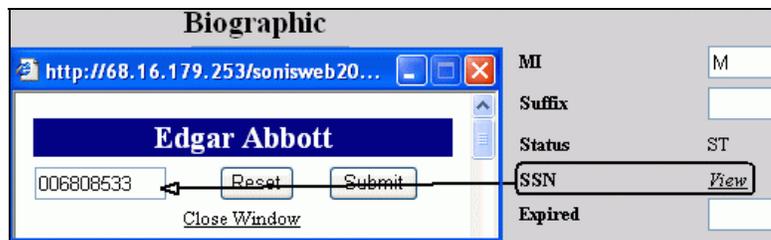
The social security number is the U.S. federal Social Security number. It must be in the SSN field of each person’s biographic record. That is where SONISWEB® looks for a match.

SSN must be exactly nine digits with no hyphens or other punctuation. A description of the biographic record is in the SONISWEB® text “Students, Faculty, Applicant and Alumni/ae Record-keeping”.



• Figure 10 Biographic Record without SSN

There is no Social Security number in the SSN field of Figure 10. SONISWEB® cannot match this person to any records in the importing process.



• Figure 11 Biographic Record with an SSN

In Figure 11 there is an SSN that SONISWEB® can use in import matching.

OTHER USES OF THE EXTRACTED SAT FILE

During extraction, SONISWEB® formats all the SAT data into a proper SQL database table as shown in Figure 12. SONISWEB® does not need or use all of the data in the extracted SAT table.

college_code	last	first	mi	sex	birthdate	ssn	num_street	city	blank1	state	blank2	zip	blank3	srcr
380099	Kefer	Daniel	J	1	071950	542582580	5305 Fortunes Rid	Durham		NC		27713		DURCO
111111	Barrymore	Drew	J	2	081950	909134511	3871 Fortunes Rid	Oswego		OR		97206		DURCO

• Figure 12 SAT Extraction Database Table

If you wish to use these SAT records for analysis or other purposes, you can write your own applications to access the SONISWEB® SAT table.

GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

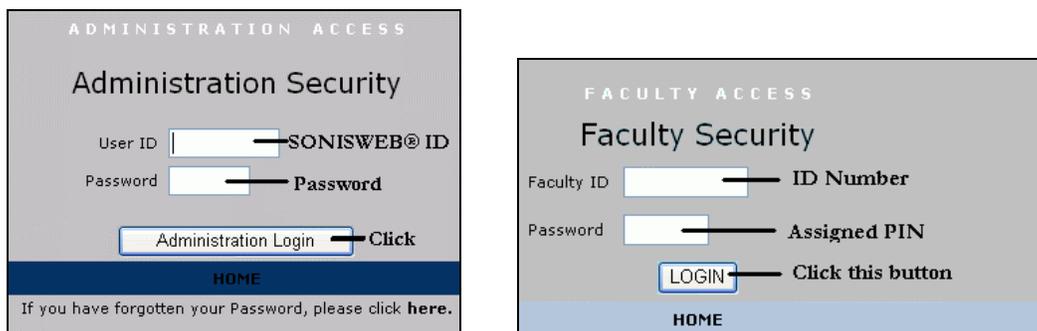
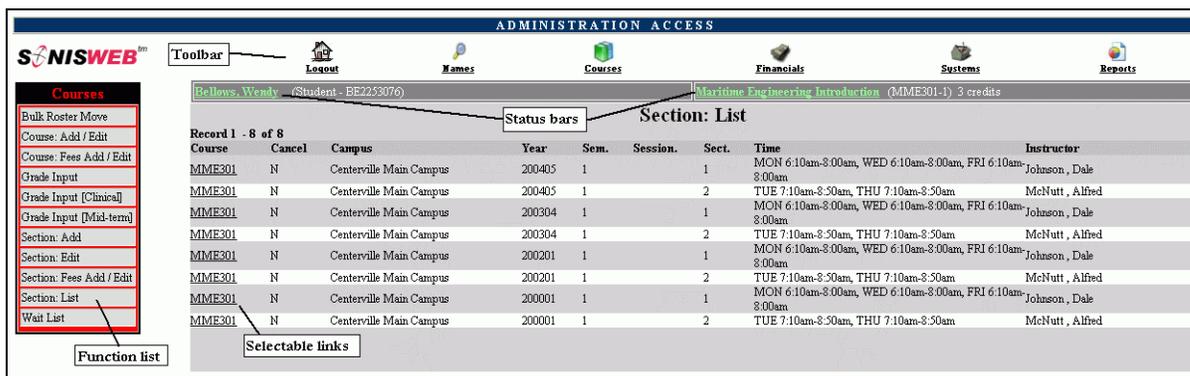


Figure 13 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 13.



• Figure 14 Typical SONISWEB® Page

Figure 14 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only **Course: Add/Edit** for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list on the left, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the “person” or the “course” you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 14 click an underlined **Selectable Link** and you go to that record.

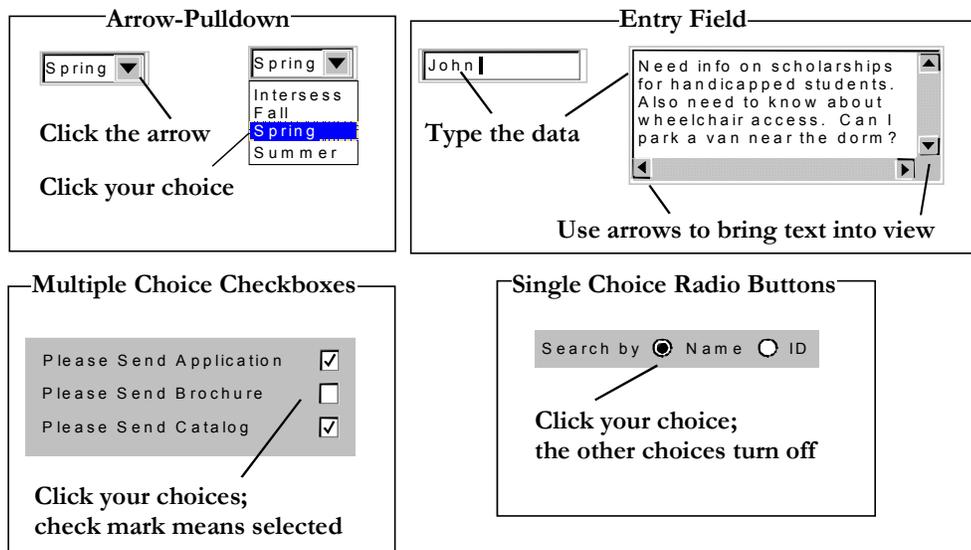


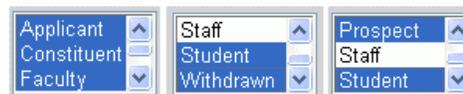
Figure 15 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 15. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 16.



• Figure 16 Selecting Multiple Choices

To pick two or more that are not adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 16.