cli engage

How to Export Data Using the XML File Download

This how-to guide is for school districts and charter schools to export child progress monitoring data from CLI Engage to upload to the Early Childhood Data System (ECDS), part of the Texas Student Data System (TSDS). CLI Engage's XML data export tool was developed and tested with the Texas Education Agency to facilitate efficient exporting from CLI Engage and uploading to TEA.

The XML File Download tool can be used to export child assessment data from the CIRCLE Progress Monitoring System and Texas Kindergarten Entry Assessment.

- The tool **ignores** data created under any **Demo** School
- The tool **pulls scores only** for Students with a **valid 10-digit TSDS ID**
  - Students with missing, invalid, or duplicate TSDS ID are not included on the XML files but are included on the **ID file**
  - Once this conflicts are resolved, a new XML report can be process for submission
- The tool pulls scores for **both Active and Inactive** Students

ECDS PreK and Kindergarten submissions are due on different dates for the 2019-20 school year:

- Kindergarten data submissions are due **Thursday, January 30, 2020**
- PreK data submissions are due **Thursday, June 18, 2020**
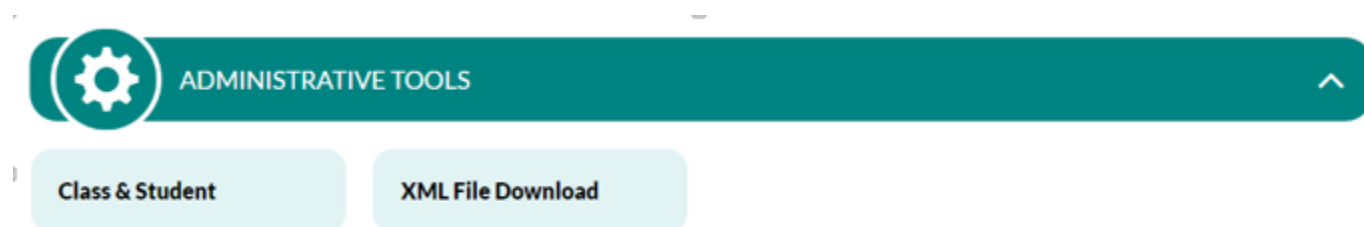
Read Our FAQs for additional information.

Instructions:

Step 1
Before using the XML File Download tool on CLI Engage, we strongly recommend confirming that TSDS IDs were uploaded for all students. Refer to this how-to guide for more information: Student TSDS ID Verification Information

Step 2
Login to CLI Engage and scroll down to the administrative section on the dashboard and click the button for the "XML File Download" button.

Note: Community/district administrators and specialists, school specialists, and principals can access this tool. Access can be granted to others upon request. Please submit a help ticket for assistance.

Step 3
Your school district or charter school may have used the CIRCLE Progress Monitoring System and/or the Texas Kindergarten Entry Assessment this year. Also, teachers may have assessed children in more than one language. If so, you will export child progress monitoring data from each assessment tool and each language

separately. Follow the same steps to export results for either assessment and/or language, as needed.

CIRCLE Progress Monitoring PreK XML Details:

- The tool pulls only **BOY** (Wave 1) and **EOY** [Wave 3 (most districts/charters) or Wave 4 (only if using 4 assessment waves)] scores
  - Wave 2 scores are ignored and cannot be included
  - If your district chose to collect child progress monitoring data for four waves, wave 4 scores will be included for EOY rather than wave 3
  - CLI **recommends** to export data **after completing EOY**
- The XML files for CPM only include data for Students with Grade Level entered as **PK**
  - Students with EE or KG grade level will be excluded from reports

Texas Kindergarten Entry Assessment XML Details:

- The tool pulls only **Wave 1** scores
  - Wave 2 and Wave 3 are optional and not reported
- The XML files **only include Student information** for Students **with Wave 1 scores**
  - Students who were enrolled after Wave 1 or were not tested for any of the selected measures during Wave 1 are not included
- The XML files for TX-KEA only include data for Students with Grade Level entered as **KG**
  - Students with EE or PK grade level will be excluded from reports

Step
Step 4

Your school district or charter school may have assessed children in more than one language. If so, you will export child progress monitoring data from each language separately. Follow the same steps to export results for either language. Select "CIRCLE Progress Monitoring English."

Assessment > XML File Download

CIRCLE Progress
Monitoring
English

CIRCLE Progress
Monitoring
Spanish

Step 5

Select Community or District.

Community/District: | None selected ▾
Measures: | ☑ CLI TEST COMMUNITY

Step 6

Select Measures. Most school districts/charter schools will select all measures in this dropdown.

Review the required and recommended measures for ECDS uploads for CIRCLE Progress Monitoring and TX-KEA for information on the domains and measures that will be required for the current school year.

Select Schools. To generate a report for all schools in your district, "Select all." DO NOT select your "Demo School."

Select Wave 1 or Wave 3 (these were formerly both checked off) – we have updated this step so that you can generate the reports separately. We recommend you run & submit Wave 1, then after that is successful, you run & submit Wave 3:

Waves: ☐Wave 1 ☐Wave 3

Use the DOB range fields (optional) to limit the data exported into your XML report for students within a certain age group, calculated as of 9/1/19. The table below details the high and low age limits to include in the DOB range fields, if desired.

DOB Range: [Start date]   [End date]

Start Date: High Age Limit	End Date: Low Age Limit	Age Group: As of 9/1/19
Leave blank	Leave blank	All ages
Leave blank	09/01/2016	3.0 and older
Leave blank	03/01/2016	3.5 and older
Leave blank	09/01/2015	4.0 and older
09/01/2016	Leave blank	3.0 and younger
03/01/2016	Leave blank	3.5 and younger
09/01/2015	Leave blank	4.0 and younger
09/01/2013	09/01/2016	3.0 to 6.0
09/01/2013	03/01/2016	3.5 to 6.0
09/01/2013	09/01/2015	4.0 to 6.0

Step

Click "Generate Report."

XML File Download > CIRCLE Progress Monitoring - English

| Community/District: | CLI TEST COMMUNITY ▾ | School: | 4 selected ▾ |
| Measures: | 6 selected ▾ | | Generate Report |

Step 9

After a few minutes refresh the page. The Status column will change from "Pending" to "Succeed," and the Action column will either show 2 icons or "No Data."

Status	Action
Succeed	🔵 ID

If you see "No Data" under the "Action" column, your students don't have TSDS IDs listed in CLI Engage. The XML export tool will only export scores for students with TSDS IDs.

Status	Action
Succeed	No Data

Please see the how-to guides linked at the bottom of the page to update TSDS IDs for your students.

Step 10

If you see icons under "Action," review the "Missing TSDS ID Report." This report shows the Students with an invalid 10-digit

TSDS ID. Students with an invalid TSDS ID will not be exported from CLI Engage and NOT included in the exported XML file. If needed, update students' TSDS IDs in CLI Engage and repeat all steps to download an updated XML file before submitting to TEA. For more information, please see related resources at the bottom of the page.

File Name	Community	School	Downloaded By	Downloaded On	Status	Action
CLI TEST COMMUNITY_English_201706230911.zip	CLI TEST COMMUNITY	Test School 1, Test School 2, Test School 3, Test School 4	User Name	07/06/2017	Succeed	Download Miss

Note: CLI Engage will not confirm the validity of the TSDS ID with TSDS, only confirm that students' have a 10-digit number in the field for "TSDS ID." School districts/charter schools should confirm that students' TSDS IDs were uploaded correctly to CLI Engage.

Step 11

Once the Student TSDS IDs are updated, click to "Download XML File" and submit to TEA. The XML files will export into a zipped folder. As a reminder, this XML export tool was designed to export child progress monitoring data from CLI Engage in the correct format for uploads to ECDS. Therefore, there is no need for district/charter staff to manipulate these files to conform to TEA's requirements. If you have questions about TEA's ECDS portal, please contact TEA directly (ecds@tea.texas.gov).

Step 12

Repeat the process (steps 4-11), if needed, to export student results in Spanish for CIRCLE Progress Monitoring, or student results in TX-KEA for either language.

Assessment > XML File Download

Step 13

For assistance using the XML File Download on CLI Engage, please submit a help ticket: www.texasschoolready.org/help.

For **Policy questions** regarding assessments can be sent to: ecds@tea.texas.gov

For ECDS uploading technical issues, submit a **TIMS ticket** at: https://tealprod.tea.state.tx.us/TSDS/Support

Step 14

If you receive an error message from TEA, here are important points about the way the XML files are produced in Engage:

- The XML report includes data for both **Active and Inactive Students** but not **Deleted** Students.

- The XML report includes data **only for Students with a valid, 10-digit TSDS ID.**
- The XML reports for CIRCLE PM PreK include data **only for Students with Grade level set as PK; EE and KG are not included.**

The XML report uses the Student **Assessment Language** value (which can be changed at the Student page, or with Class Roster Management, or Student BUP, or Single Roster) and the **Exclusion** status on the assessment view to include or not Students and their scores.

Assessment Language

- The XML English files will contain data for Students set to both **English** and **En and Sp**
- The XML Spanish files will contain data for Students set to both **Spanish** and **En and Sp**

Exclusion

When the measure is Excluded, nothing is reported for that Student.

If **Math or Social Emotional Behaviors** need to be excluded, **all of their sub-measures need to be excluded;** if one measure is not, the -999 score will be reported.

Measures not Administered

If there is no score on a measure, the XML file will have a score of -999 which, for TEA, means "Not Administered".

Since the XML files must have the Administration Date for all scores, the system provides the date stamped in the database when the Teacher clicked "Submit" after completing each measure for each child, or when Offline scores were synced.

In the case of a -999 score, the database does not have any date; the XML process has to produce a date with different rules for each Wave:

- **Wave 1:** Missing scores are reported as -999 with the **Created On Date**, the date when the Student was created in Engage.

Some Districts may find fatal errors when submitting their reports to ECDS. Some of those fatal errors are conflicts between the Assessment Administration Date and the enrollment date on TEA's side.

I.e., a Student enrolled in the District on 8/25/19, was created in Engage on 9/1/19, and was assessed on 9/20/19 for Wave 1 except for one measure, let's say Math, and left the District on 1/8/20. In this case, 4 scores for Wave 1 will be reported with the 9/20/19 date and Math will be reported as -999 on 9/1/19. This submission will not produce fatal errors because on TEA's side the Student the Student belonged to the District on 9/1/19 and 9/20/19.

The recommendation is to run XML reports for Wave 1 only, identify possible data conflicts, submit to ECDS and fix the date-related errors by:

- Changing the Assessment Language
- Changing the Student Grade Level

- Excluding the measures with no scores
- Altering the TSDS ID (by adding the prefix "Out_" to the existing TSDS ID, i.e., This will be an invalid TSDS ID and the Student will be placed on the ID file).

Each solution will depend on the number of errors to fix and Districts should consider if there is a valid reason to do such modifications. If the Student was not enrolled in the District during their assessment window for Wave 1, it is perfectly valid to Exclude the measures or alter the TSDS ID to prevent those records being included on the XML files. Similarly, if a Student's Special Education plan, known as IEP, indicates that the student should not be assessed, it is perfectly valid to do the same.

Once Wave 1 data has been submitted successfully, restore the original values (Grade Level or TSDS ID)

A **Student Results Export** report with the following measures, for both, English and Spanish, one Wave at a time, will be very useful:

1. Rapid Letter Naming
2. Rapid Vocabulary
3. Math
4. Social Emotional Behaviors
5. Early Writing Skills

If you need guidance with the solutions listed above, please submit a Help Ticket and our Client Support Team will assist further.

Related Resources

Required Measures for ECDS for the current school year:

- CIRCLE Progress Monitoring: Recommended Measures for ECDS
- Texas Kindergarten Entry Assessment: Required Measures for ECDS

Additional How-to Guides:

- Student TSDS ID Verification Information
- Using the Student Bulk Upload Process on CLI Engage to upload students' TSDS IDs

Webinar & FAQs:

- Download the frequently asked questions related to the XML File Download and ECDS (updated 12-2-19)
- Visit our Webinars & Trainings to view the recorded webinar on the XML File Download tool

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