

# NJTRAx Data Export/Import Process

NJTRAx is an interactive site that tracks readiness for PARCC online assessment. In addition to entering the data directly into NJTRAx, districts can upload their datasets for Enrollment, School Rooms, and Devices directly into the system. The data preparation and data upload process is outlined below.

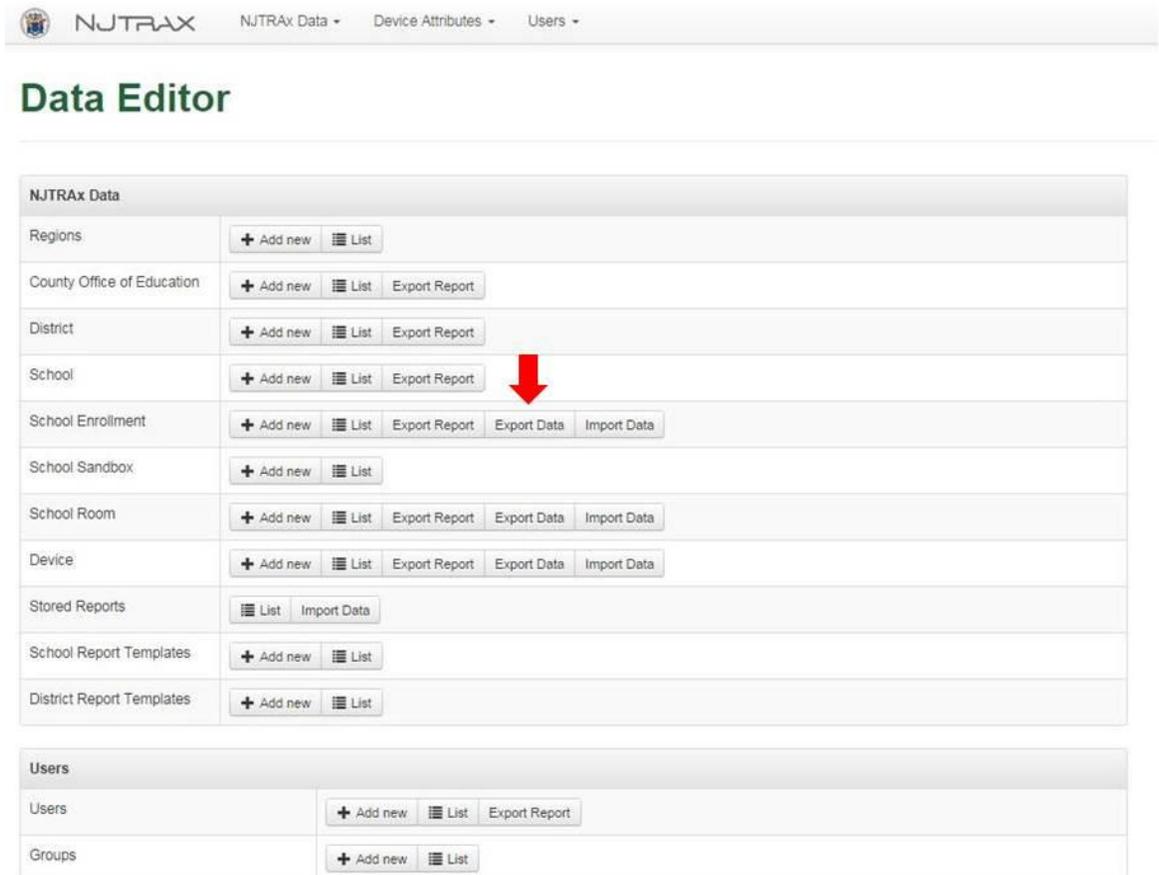
If you have any problems, please email [parcctr@doe.state.nj.us](mailto:parcctr@doe.state.nj.us).

**Step 1:** Login to NJTRAx. Update and submit district level data in NJTRAx.

**Step 2:** Login to NJTRAx to export files for Enrollment, School Rooms, and Devices. If your county has a leading zero (i.e., your county code is 01 – 09), then please use the process in Appendix D to maintain leading zeros.

**Step 3:** Process for Exporting/Importing Enrollment Data:

1. On the NJTRAx Data Dashboard click on the School Enrollment Export Data button. That will provide you with a CSV file in the format required for the Import, and includes all enrollment data currently in NJTRAx for all your schools. NOTE: If you are an authorized user for multiple districts, all your associated districts/schools will be included in the file.



2. Update your ENROLLMENT file with your current data for each school. (One record per school.) The data fields for Enrollment are listed below. A full data description table for Enrollment is included in Appendix A.

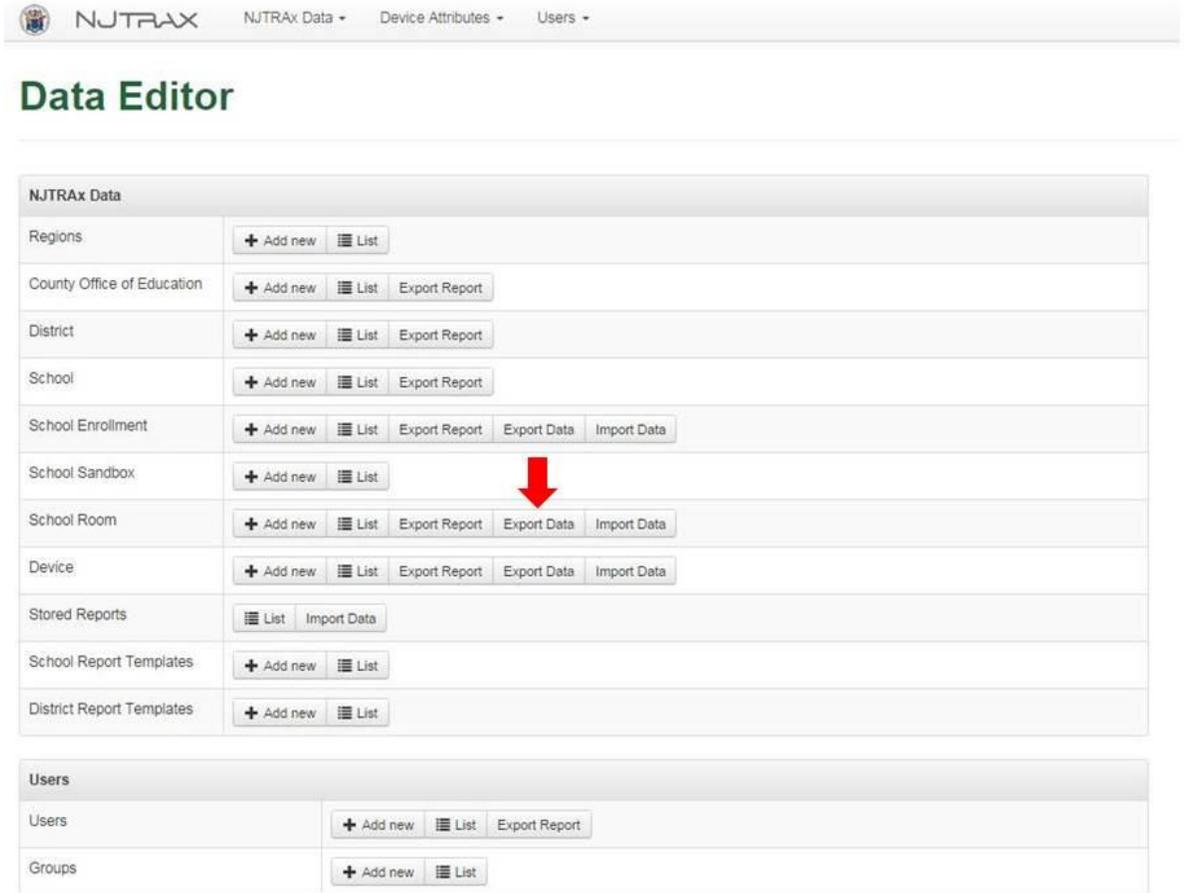
Enrollment Import Fields
Grade*
School_ID*
Enrollment*
Is_Testred*
One_to_One*
BYOD*

3. Review your file to be sure all fields are formatted correctly (especially the School\_ID and District\_ID), which must be text fields with 9 digit school codes and 6 digit district codes.
4. Save your final file with correct Field Formats as a CSV file. Then, without opening\*\* the CSV file, click on the import data button to import the file into NJTRAx from the Dashboard. The import action allows you to update and/or append your data file, school enrollments that match an existing grade and school ID will be updated and school enrollments that do not match an existing grade and school ID will be appended as new enrollments.

\*\*NOTE: Opening it will change your School\_ID text file into numeric and potentially lose the leading zeros on the school code.

**Step 4:** Process for Exporting/Importing School Room Data:

1. On the NJTRAx Data Dashboard click on the School Room Export Data button. That will provide you with a CSV file in the format required for the Import, and includes all School Room data currently in NJTRAx for all your schools. NOTE: If you are an authorized user for multiple districts, all your associated districts/schools will be included in the file.



2. Make a decision as to whether you will be appending new SCHOOL ROOM data, or replacing all SCHOOL ROOM data in your district. Update your SCHOOL ROOM file accordingly with your current data for each school. (One record per SCHOOL ROOM.) The data fields for the SCHOOL ROOM export/import are listed below. A full data description table for these data is included in Appendix B.

SCHOOL ROOM Export/Import Fields (* Asterisk fields are required) See Appendix B for data descriptions.
Name*
School_ID*
Has_Printer
Available WAPs*
WAP Capacity*

Testing_Sessions_Per_Day*
Device_Capacity*
Assessment Environment*

3. Review your file to be sure all fields are formatted correctly (especially the School\_ID, which must be a text field, with correct 9 digit school codes).
4. Save your final file with correct Field Formats as a CSV file. Then, without opening\*\* the file, click on the import data button to import the file into NJTRAx from the Dashboard. The import action allows you to update and/or append your data file, school rooms that match an existing room name and school ID will be updated and school rooms that do not match an existing room name and school ID will be appended as new rooms.

\*\*NOTE: Opening it will change your School\_ID text file into numeric and potentially lose the leading zeros on the school code.

**Step 5:** Process for Exporting/Importing Device Data:

1. On the NJTRAx Data Dashboard click on the DEVICE Export Data button. That will provide you with a CSV file in the format required for the Import, and includes all DEVICE data currently in NJTRAx for all your schools. NOTE: If you are an authorized user for multiple districts, all your associated districts/schools will be included in the file.

The screenshot shows the NJTRAx Data Editor interface. At the top, there is a navigation bar with the NJTRAX logo and three dropdown menus: 'NJTRAx Data', 'Device Attributes', and 'Users'. Below this is the 'Data Editor' section, which contains a table of categories. The 'Device' row is highlighted, and a red arrow points to the 'Export Data' button. Below the 'Data Editor' is the 'Users' section, which contains a table of categories with buttons for '+ Add new', 'List', and 'Export Report'.

2. Make a decision as to whether you will be appending new DEVICE data, or replacing all DEVICE data district wide. Then, update your DEVICE file accordingly, (one record per device/set of devices.) The data fields for the DEVICE export/import are listed below. A full data description table for these data is included in Appendix C.

DEVICE Export/Import Fields (* Asterisk fields are required.) See Appendix C for data descriptions.
Name*
School_ID*
Location*
Device_Type*
Number*
For_Testing*

OS*
Processor*
Memory*
Screen*
Resolution*
Network_Connection*
Has_Wireless
Purchase_Date
Web_Browser
Has_Keyboard
For_Digital_Learning*

3. Review your file to be sure all fields are formatted correctly (especially the School\_ID, which must be a text field, with correct 9 digit school codes).
4. Save your final file with correct Field Formats as a CSV file. Then, without opening\*\* the file, click on the import data button to import the file into NJTRAx from the Dashboard. The import action allows you to append the data in your file to the current NJTRAx data.

\*\*NOTE: Opening it will change your School\_ID text file into numeric and potentially lose the leading zeros on the school code.

## Appendix A: Data Descriptions for Enrollment

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples	TRT Alignment (from School Organization File)
Grade*	The grade represented in the record entered.	Enter a numeric $\geq 0$ AND $\leq 12$	Numeric	Grade indicated in EnrollmentCount
School_ID*	The School Code. A nine digital code. First 2 digits are the county code. Next 4 digits are the unique district code. Last three digits are the school code. Note: If county code is single digit, a zero must precede that digit. Example: Atlantic County code is zero, a school in that county might have a district ID of 019999444.	Must have 9 digits.	Text (Text field is used to retain leading zero in single digit county codes).	Local Organization Code (School)
Enrollment*	Current enrollment for this grade in the school	Enter the number of students for each grade record	Numeric	Enrollment Count for each grade record entered
Is_Tested*	Indicate if this group of students will be tested	Indicate Yes/No		Not in TRT
One_to_One*	Indicate if this record of students has 1:1 computing.	Indicate Yes/No		Not in TRT
BYOD*	Indicate if this record of students has BYOD computing.	Indicate Yes/No		Not in TRT

## Appendix B: Data Descriptions for School Rooms (Testing Locations)

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples	TRT Alignment
Name*	Name of School Room where testing will take place (e.g., Media Center, Mobile Cart #2, Room 106, etc.).		Text Field	Location
School_ID*	The School Code. A nine digital code. First 2 digits are the county code. Next 4 digits are the unique district code. Last three digits are the school code. Note: If county code is single digit, a zero must precede that digit. Example: Atlantic County code is zero, a school in that county might have a district ID of 019999444.	Must have 9 digits.	Text Field (Text field is used to retain leading zero in single digit county codes).	Local Organization Code (School)
Has_Printer	Does this room have a printer?	Indicate Yes or No	Text Yes/No	
Available WAPs*	Number of Wire Access Points (WAPs) that serve this location.	A WAP should not be listed in multiple testing locations.	Numeric Field - Entry must be $\geq 0$ - May leave blank if only Wired Devices are used for testing.	NOTE: WAPs were not aligned to school room locations in the TRT.
WAP Capacity*	The number of wireless devices that each of the WAPs in this room, on average, can accommodate.	If the room has two or more WAPs of different capacity, the capacity entered here	Numeric Field - Any entry must be $\geq 0$ - Default is 30	Not asked in the TRT.

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples	TRT Alignment
		should be the mean capacity for this room's WAPs.		
Testing_Sessions_Per_Day*	The number of testing sessions per day.	Set at 2 per day per PARCC specifications.	Numeric Field - Any entry must be >=0 - Default is 2	Not asked in the TRT.
Device_Capacity*		The maximum number of devices that can be assigned to this school room for testing.	Numeric Field - Any entry must be >=0	Not asked in the TRT.
Assessment Environment*	Environment suitable for Assessment	Dropdown Appropriate = Current environment appropriate for assessment Adaptable = Moveable to environment appropriate for assessment Inappropriate = Current environment NOT appropriate for assessment and, NOT sufficiently mobile to move to one		Assessment Environment

## Appendix C: Data Descriptions for Devices

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples	TRT Alignment
Name*	Name of device	Brand and Model	Text e.g. Dell Latitude 620	Name
School_ID*	The district/school code used to uniquely identify this organization.	Enter the local code of your school. Should be 9 digits (first 2 digits = county, next 4 digits = district, final 3 digits = school code).	Text (Text field will retain leading zero in single digit county codes).	Local Organization Code (School)
Location*	School Room where device is located	Enter the name of the school room where the device is located	Text e.g. Room 600 Lab	Location
Device_Type*	Type of device	Desktop	Drop down list	Device Type
		Laptop		
		Netbook		
		Tablet		
		Thin Client/VDI		
		Chromebook		
		Unknown		
		Other		
Number*	Number of devices of this type at this location	Enter the number of devices of this type at this location	Numeric, Integer >=0	Count of Devices
For_Testing*	Is this device or group of devices used for testing?	Indicate Yes or No	Text Yes/No	
OS*	Operating System of the Device	Android 3.x	Drop down list	Operating System
		Android 4.x		
		Android Other		
		Google Chrome v18 or less		
		Google Chrome v19 and greater		
		Google Chrome V32 or less		
		Google Chrome v33 or greater		
		iOS 4.x		
		iOS 5.x		
		iOS 6.x		
		iOS 7.x		
		iOS Other		
		Linux Fedora v1 - 5		
		Linux Mint		
		Linux Other		
Linux SUSE				
Linux Ubuntu v9-12				

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples	TRT Alignment
		Mac OS X 10.1 - 10.4.3 Mac OS X 10.4.4 Mac OS X 10.5 Mac OS X 10.6 Mac OS X 10.7 Mac OS X 10.8 Mac OS X 10.9 Mac Other Other OS/Unknown Windows 7 Windows 8 Windows 8.1 Windows Other Windows Server 2003 Windows Server 2008 Windows Vista Windows XP SP2 or less Windows XP SP3 or greater		
Processor*	Processor of the Device	AMD Athlon AMD Athlon II X2 AMD Fusion (HSA) AMD Neo/Neo X2 AMD Phenom I AMD Phenom II X2/X3/X4 AMD Phenom II X6 AMD Sempron AMD Turion II Apple A5 ARM v4 ARM v5 ARM v6 ARM v7 Intel Atom Intel Celeron Intel Centrino Intel Core 2 Duo Intel Core 2 Quad Intel Core i3/i5 Intel Core i7 Intel Core Solo/Duo Intel Pentium	Drop down list	Processor

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples	TRT Alignment
		Intel Pentium Dual Core Intel Xeon E3 Intel Xeon E5 Intel Xeon E7 PowerPC Snapdragon S1 Snapdragon S2 Snapdragon S3 Snapdragon S4 Unknown Other		
Memory*	Memory of the Device	< 128MB 128MB 256MB 512MB (Non-Macintosh) 512MB-All Mac desk&laptop 1GB 2GB 3GB 4GB 5GB 6GB 7GB 8GB > 8GB Unknown	Drop down list	Memory
Screen*	Monitor or display size of the screen	< 7in 7 - 9.4in 9.5 - 12.95 in 13 - 16.9in 17 - 19.9in 20 - 24.9in 25 - 27in > 27in Unknown	Dropdown  Note: Monitor size is measured as the diagonal measurement from corner to corner. Please check the manufacturers' rated screen size for this value.	Monitor / Display Size
Resolution*	Screen resolution of the Device	< 800x600 800x600 1024x576 1024x600 1024x768 1280x800	Drop down list	Screen Resolution

Field Name (Asterisk = Required)	Description	Rules	Type/Comments / Examples	TRT Alignment
		1280x1024 1366x768 1440x900 1600x900 1600x1200 1680x1050 1920x1080 1920x1200 2048x1536 > 2560x1600 Unknown		
Network_Connection*	How is the device connected to the network?	Wired Wireless 3G Other	Drop down list	
Has_Wireless*	Is this device (or cluster of devices) capable of connecting wirelessly?	Indicate Yes or No	Text (Yes/No)	Wireless
Purchase_Date	Date of purchase for searching to replace	Enter the date of purchase for searching to replace	Date Text (Month/Day/Year) (e.g., 10/03/2013)	
Web_Browser	Browser of the Device that will be used for online testing	Internet Explorer 6 Internet Explorer 7 Internet Explorer 8 Internet Explorer 9 Internet Explorer 10 Firefox 3.6 or older Firefox 4+ Google Chrome Safari Other		Browser
Has_Keyboard	An indicator as to whether the device (including tablet) has a keyboard attached.	Yes = Keyboard attached. No= No Keyboard attached.	PARCC is currently recommending that all devices (including tablets) have keyboards attached to save screen space.	
For_Digital_Learning*	Is this device or group of devices used for digital learning?	Indicate Yes or No	Text Yes/No	

## Appendix D: Keep leading zeros in NJ District and School codes

When importing data into NJTRAx, the school and district codes for those in counties with codes from 01 – 09 include a leading zeros. This is a number code—codes that look like numbers, but that aren't intended to be used in formulas. In order to retain the leading zeros in the school and district codes, those fields should be defined as text fields.

When you import or paste numbers codes like these into your workbook, Excel interprets them as numbers and applies a general or number format to them. As a consequence, any leading zeros are removed from the number codes, which is not what you want. In this section, you'll learn how to retain leading zeros in number codes.

### Why Excel removes leading zeros

Number codes get into your Excel workbook in many ways. You might simply type them in, or copy and paste them from another program. Or, you might open a text file, or import data from a data source, such as an Access database. In many cases, Excel converts these number codes to a general or a number format. The default behavior of those formats is to remove any leading zeros and, depending on the length of the number, use scientific notation. Excel treats a number code as just another number, but you know that it's a number code, and that the leading zeros need to stay put.

Number code	Fictitious example	Default behaviors (varies with cell width)
NJ School Code (9 digits)	019999444	19999444
NJ District Code (6 digits)	019999	19999

### Exporting and importing without losing the leading zeros in NJTRAx

As noted above, when you import or paste number codes into Excel, the program interprets them as numbers and applies a general or number format to them. It is important to maintain those leading zeros in the school code. The school code must be consistent as it serves as a link in the relational database between your DEVICE FILE, your SCHOOL ROOM file, and your SCHOOL ORGANIZATION file.

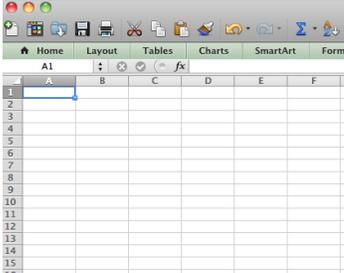
When you export your DEVICE EXPORT FILE for your district, it is exported as a CSV file that includes the leading zeros in the SCHOOL\_ID field. However, if you open it in Excel, it will become a numeric field. To prevent that from happening, download the Device Export Data, but do not open the file. Instead, use Text Import Wizard in excel ((On the **Data** tab, in the **Get External Data** group, click **From Text**) to import the data from that file into a new Excel file. As you do so, follow the directions in the Text Import Wizard and in Step 3, it will enable you to select the column of data that contains the School\_ID and explicitly choose a TEXT column data format.

See below for a step by step process. The process will need to be used for the ENROLLMENT DATA EXPORT/IMPORT, THE SCHOOL ROOM EXPORT/IMPORT, and the DEVICE EXPORT/IMPORT. (The screen shots are from Macintosh Excel and may look a little different in Windows.)

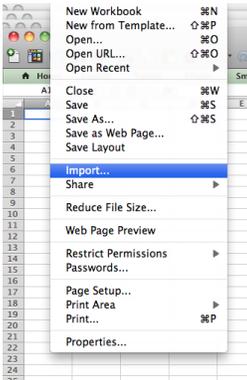
## Process to ensure leading Zeros are retained.

Step 1: Export and save your DEVICE EXPORT FILE. Do not open it.

Step 2: Open a blank Excel file. Place your cursor in cell A1.

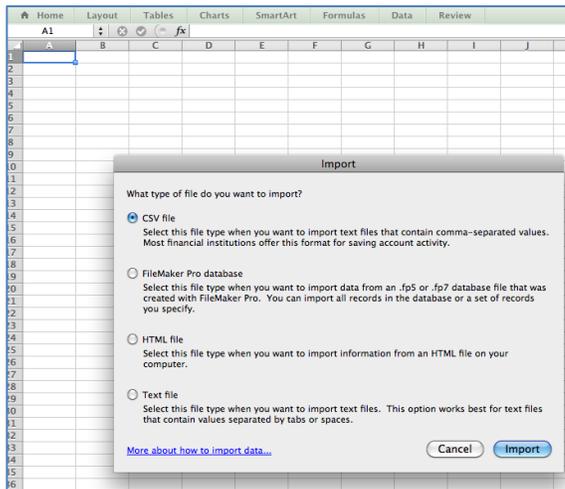


Step 3. Using the FILE menu, select import.

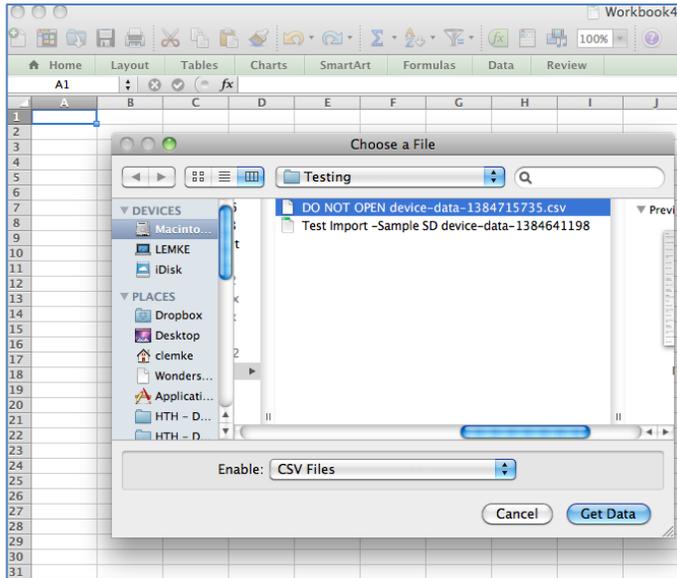


Step 4. Follow the sequence in the Wizard that opened up when you selected import.

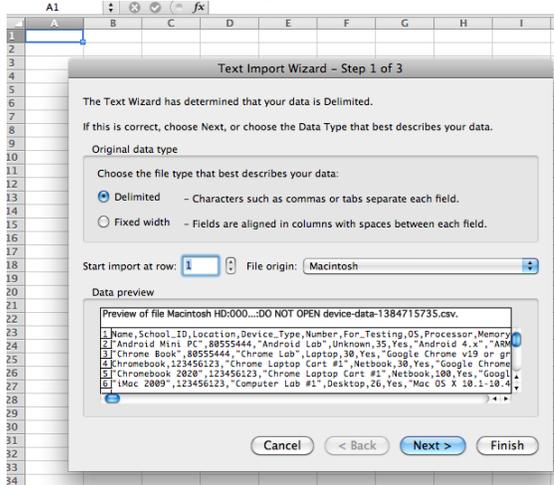
a. Select CSV as the file format for the imported file and click import



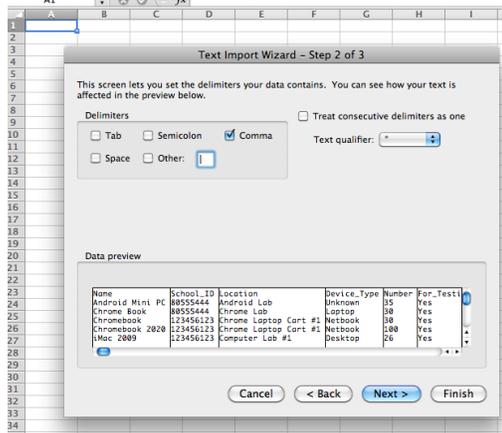
- b. Browse your computer and select the saved DEVICE IMPORT DATA file you got from NJTRAX and Click GET DATA button. For example: my exported file is called, " DO NOT OPEN...." A



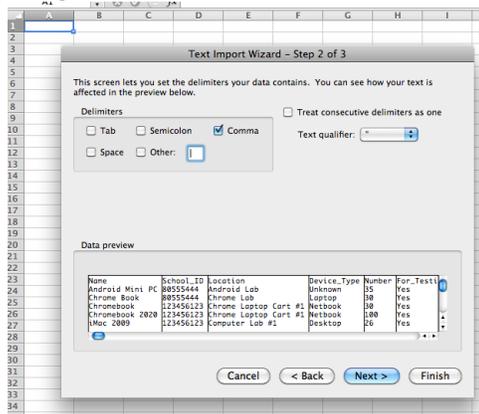
- c. Choose Delimited length for the fields:



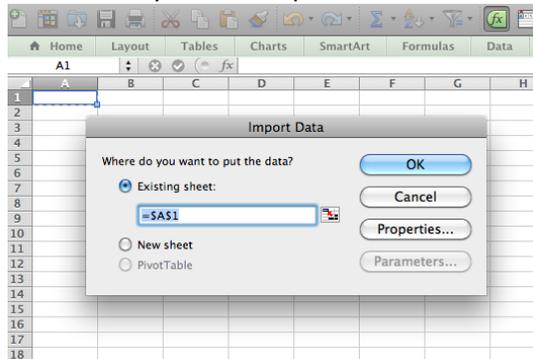
d. Select commas as separators



e. And finally, scroll over to the School\_ID Column (and if appropriate, the District\_ID column) and designate as TEXT field.



f. Then Identify \$A\$1 as a placement for the import to begin.



**STEP 5:** Update the file, save it as a CSV file, and then, without opening it again, import it into NJTRAX from the Data Dashboard.

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