

Step 2 Extracting Demographic Records for Preprinting Regents Test Answer Sheets

Demographic records can be extracted from eSchoolPlus so that they can be used for preprinting test answer sheets for the SCRIC Regents Scoring Service. To begin the procedure, first you will need to determine which courses/sections in your master schedule will be used to create the information to produce an answer sheet for each student taking each Regents Exam. Regent's courses can be scheduled and the students can be enrolled in these courses, or the students can be entered by using the Mark Entry screen in Mark Reporting.

To determine which courses have Regents marks associated with them, run the COGNOS Report called Master Schedule-RC/GPA/Honor/Subj Area Settings with Mark, Avg, Bld, Subj Area & GPA Type Selections. This report can be found in the Mark Reporting Reports > Master Schedule Reports folder. Select your Regents mark type in the mark type prompt so that only courses that issue the Regents mark will be printed.

To run the Regents Extracts:

- Log into eSchoolPlus COGNOS Reports
- Click on the Mark Reporting Reports folder
- Click on the Extracts folder

If you have scheduled your Regents courses in the student's schedules, click on the extract called Regents Test ASAP Extract-Schd(Excel then .prn)-AL-BR02.

If you have not scheduled the Regents courses, but entered the students in the Mark Reporting Center under Student Mark Entry, click on the extract called Regents Test ASAP Extract-MR(Excel then .prn)-AL-BR02.

The screens for both extracts are exactly the same but you must select the correct one based on how your district records Regents marks.

<input type="checkbox"/>	Name
<input type="checkbox"/>	Old
<input type="checkbox"/>	GPA/Rank Extract(Excel Format)-AL
<input type="checkbox"/>	Historical Regents Exam Grades Extract(Excel Format)-AL
<input type="checkbox"/>	Honor Roll Averages for All Marking Periods(Excel Format)-AL
<input type="checkbox"/>	IPR/RC Combined Mark List(Excel Format)-AL
<input type="checkbox"/>	Master Schedule-RC/GPA/Honor/Subj Area Settings(Excel Format)-AL
<input type="checkbox"/>	Regents Test ASAP Extract-MR(Excel then .prn)-AL-BR02
<input type="checkbox"/>	Regents Test ASAP Extract-Schd(Excel then .prn)-AL-BR02
<input type="checkbox"/>	Student Credit Extract - Credits Earned or in Progress(Excel Format)-AL

- The following extract prompts will display:

Select Scheduling Building:

* BEST CENTRAL HIGH SCH
CENTRAL BAPTIST CHRISTIAN

Select Enrollment Building

(s): * BEST CENTRAL HIGH SCH
CENTRAL BAPTIST CHRISTIAN

Test Season:

* Spring (June)

Select all Deselect all

Note: Test Season above is used only to limit list of Regents which appear in Regents selection dropdowns below.

Specify Course-Sections to Extract. If All Sections, Use Course-ALL.

If No Sections, Use none-none.

Select Associated NYS Regents:

* 0312-ALL	* Regents Common Core Algebra I - Jun	▼	* none-none
* 0312-ALL	* Regents Integrated Algebra - Jun	▼	* none-none
* none-none	* none	▼	* none-none
* none-none	* none	▼	* none-none
* none-none	* none	▼	* none-none
* none-none	* none	▼	* none-none
* none-none	* none	▼	* none-none
* none-none	* none	▼	* none-none
* none-none	* none	▼	* none-none
* none-none	* none	▼	* none-none

Receiving Course-Section for Scan Results Import (Optional)

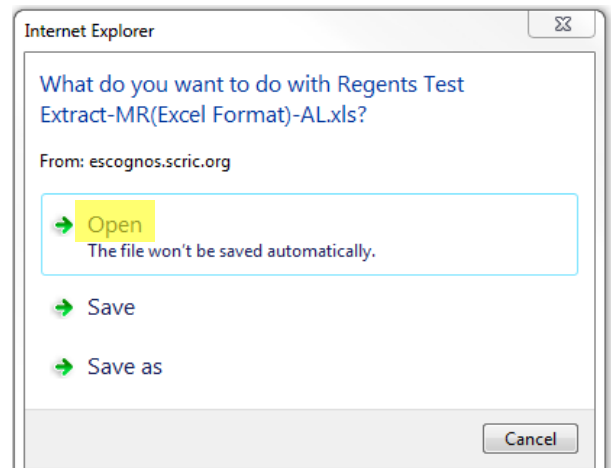
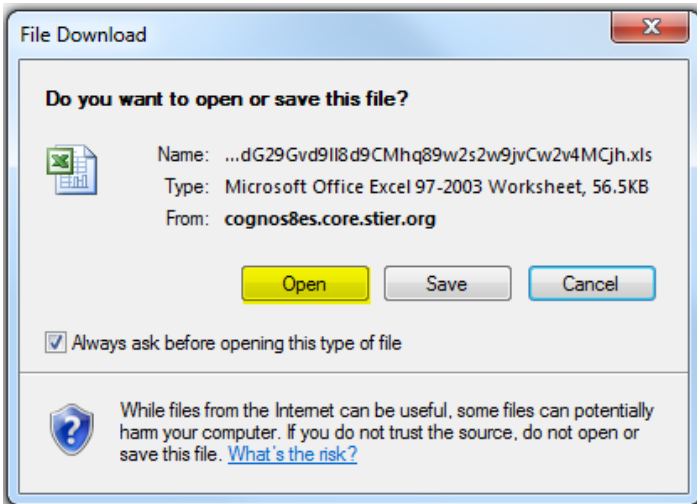
Note: Only Specify If Receiving Course is Different Than Original Course.

Important Note:

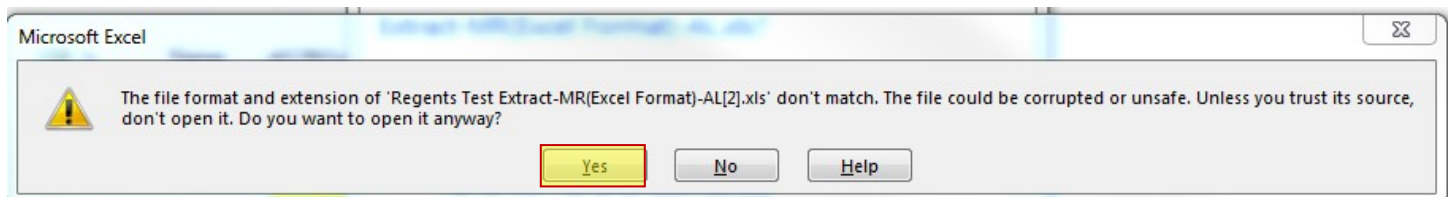
If you have to specify more course-sections than can fit on screen above, you will have to run the extract more than once, changing the course-sections you select each time it is run.

- Select the building (Scheduling Building) the students' Regents courses are in.
- Select the buildings (Enrollment Buildings) you want to extract the demographic records from.
- Select the test season (Summer (Aug), Winter (Jan), Spring (June)).

- Enter the courses, and sections as well as the Regents exams they apply to, to include in the extract. You must enter them in the following format: course-section (0122-8). If you want to extract all sections of the course, type course-ALL (0122-ALL). If you are entering less than ten courses and sections, leave none-none as the course and section in the prompts that don't contain actual course and section numbers.
- In the Description column, select the NYS Regents exam title that the course is associated with.
- The last column, entitled Receiving Course-Section should only be changed if you want to import the Regents scores from Regents processing into eSchoolPLUS for printing on report cards into a course and section that is different from the course and section you specified in the first column.
- Enter all Regents courses on this screen so that one file will be created containing all students for all tests if possible. If the screen does not provide enough room, another file can be created by running the extract a second time.
- Click Finish to run the extract
- When the extract completes, you will be prompted to Open or Save the output. Select Open.



- The following message may display. Click Yes.



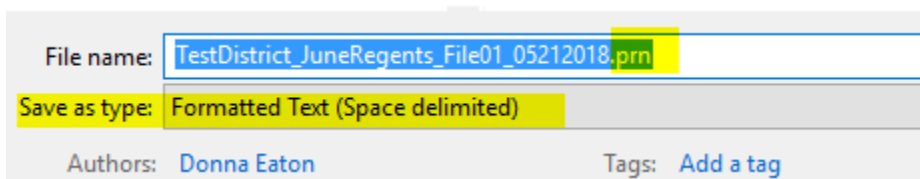
OR

- If prompted, “Enable Editing”
- When the worksheet opens, click File and Save As
- Navigate to the folder you wish to save your document to.

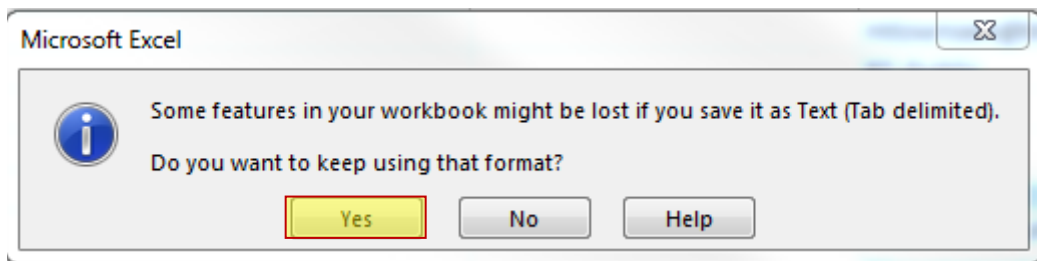
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- In order to view the excel file information “Save as” an Excel Workbook before (or after) you save as the .prn Formatted Text (Space delimited) version. There isn’t a way to save them as an Excel Workbook once they are saved as a prn. The Cognos report would need to re-run to save the file as Excel Workbook.
- Select **Formatted Text (Space delimited) (*.prn)** for the format of the file and use the following naming convention when saving the extract file. You must add the extension **.prn**

Example: DistrictName_ Month Regents_File#_Date file Created.prn



- A prompt will display asking you whether you want to keep the workbook in formatted text format. Select Yes.



- Email your file to sirshelp@btboces.org. Please indicate the number of files you are sending. It would be very helpful if all files could be attached in one email.