

**Important Things to Remember:**

1. Backup on a regular basis especially before importing data
2. GIFT will currently read all the test scores as they come delivered from the testing companies, with the exception of NWEA MAP.) It's important that you get a COPY of the original data file. NO EDITING should have been done with the data file.
3. Update demographics regularly – especially when an assessment is being given. This will reduce the number of mismatches when the data is imported at a later date.
4. Check the c2five.com for updated instructions, news, and program updates.
5. You do not have to load every new program updates. Currently, each update will have all the previous updates.
6. T=True=Y=Yes
7. F=False=N=No
8. Numeric fields with a blank are equivalent to Zero
9. True/False fields that are blank are equivalent to False
10. GIFT must be closed when installing any updates.
11. GIFT updates default to extracting/installing to the C Drive and the TestData subdirectory. If your GIFT program resides in another location and/or another subdirectory, remember to make the changes on the “extract” location of “C:\Testdata\”.
12. <esc> or 0 typically takes you back to the previous screen.
13. When hand entering scores, enter the scores over a blank score box, if not available, then enter over the oldest scores, press Check-Update, latest score will automatically move up, the older score or blank score will move down.
14. The “Flag” feature is used to tag students from various schools and/or grades for reports. Flag is a True/False field. You may mass clear “Flag” (set to False under 4. Maintenance, 7. Tools, 2. Reset/Mass Update.
15. The “WildCard” feature is used to tag students from various schools and/or grades for reports. Unlike “FLAG”, “WildCard” can have up to 2 Case-Sensitive characters. You may mass clear all or specific “WildCards” under 4. Maintenance, 7. Tools, 2. Reset/Mass Update.
16. Students with No Last Name or with both Student ID and Student ID numbers equal to Zero will be automatically deleted on reindexing.
17. The Update button will check all test scores for eligibility and flip/flop test scores according to their dates.
18. GIFT checks for eligibility first for 96% (Total Aptitude/Composite), then 2/3 from Dimensions A and B, then Dimensions A and C, then Dimensions B and C.
19. All non-GT students are checked for eligibility when test scores are mass imported
20. The key to running reports is first pick the Status then choose the appropriate Category. The Category MUST match up with the Status. If the Status begins with Gifted (or GT for short), the Category must begin with “Gifted”. If the Status begins with Met-A, the Category must begin with “Met-A”.
21. STAR eligibility may change during the school year.
22. GPA must be derived from the final grades from the previous school year, starting at the end of Grade 6. The GPA must be a “true” 4.0 scale using only ELA, Math, Science, and Social Studies and, if available, Foreign Language grades. The UGS in PowerSchool can not be used to obtain GPA for GT eligibility.

## Importing/Loading Test Scores

Loading PASS is not any different than loading the other test scores (exception being MAP). So, if you can do PASS, you can do the rest. These instructions will address how to import PASS from the 2012 administration. First, get a copy of the original downloaded PASS data file. (FYI - GIFT will currently read all the test scores as they come delivered from the testing companies, with the exception of NWEA MAP.) It will be a "text" file with an extension of CSV (PASS only). It's important you get a copy of the original file. You do not have to do any editing. (Other tests will have extensions of TXT or Dat). After you have the file, you are ready to import.

(I recommend doing a demographic import before loading test scores)

From the GIFT Main Menu

### 3. Import/Export

#### 1. Test Import

#### 5. PASS

#### 1. PASS 2012

(If this was a different test, you choose that test "path".)

Typically, you would take the defaults for the dates, but adjust as needed.

The first date is when the test was administered.

The second date is an approximate date when the student (if newly qualified) will first receive G&T instruction.

The question of serving depends if you will serve them (if newly qualified) this year.

If you will not serve the newly identified G&T students the current school year, make sure the Serving response is No.

Click continue.

Point the open box to the CSV file and import it in. (If the open box states a file type of DBF, then you will not be able to import in the file – You have a DBF error. You will need to "hard close" GIFT, and run the Fix DBF error.) When you have found the file and chose to import, the data will appear on the screen.

Verify the information on the screen "looks" correct. First names in the First Name column. Last names in the Last Name columns. etc. Blanks are ok.

After looking at the data, press <esc> or <Ctrl>+W ("Control" Key and the "W" Key together) to exit the view.

A confirmation screen appears, if the data looked good, enter a Y and press enter. Anything else will cancel the import.

If importing, a please wait screen will appear while the data imports.

At the end of the import, most of the time a mismatch report will appear, print this out. (choose the printer icon on the report page)

The mismatch report displays students that GIFT do not import in their scores. (FYI, the school and grade displayed on the mismatch report is the school and grade the student was in during testing)

You have to "manually" add the data in on the students appearing on the Mismatch Report. (After adding in this data, you are finished)

To attempt to find the students, do the following..

From the GIFT Main Menu...

#### 1. Data/Students

Accept the defaults on the filtering criteria and click continue.

On the Student page, click on the Find button

Type in the first few letters of the student's last name and press enter

A list of students with those letters will appear, scroll through the list until you find your student.

If you do not find your student, proceed to the next student

If you find your student, highlight the student and press escape. (double clicking will not work - ough!)

Once the student is on the screen, enter the test data, grade level when tested, and testing date. After you have entered the data, click on the "Update" button on the lower left area of the student screen. This will check to see if the student is GT or meeting 1 of the criteria for GT.

Do this for each of the students on the mismatch report. Some students may not appear in GIFT. Those students could have come and gone between GIFT imports or they may be a home school student.

#### Part B: Loading NWEA MAP in GIFT

1. The NWEA data file is received as a unicode text file and currently GIFT is not set to read a unicode text file; however, the data file can easily be converted to a "regular" text file.

2. To convert the file, open the MAP data file with either Notepad or Wordpad. (Both of these programs come with Windows.)

3A. NotePad Instructions: After you have the file open, click on File, then Save As.

The Save dialogue box appears, on the middle selection, it should state Save as Type: Text Documents (\*.txt) on the bottom selection, it should state Encoding: ANSI. If these two lines do not state this, change the lines appropriately, then click on save. You have just converted the file to regular' text. Close NotePad and go to step 4.

3B. WordPad Instructions: After you have the file open, click on File, then Save As.

The Save dialogue box appears, On the bottom selection, it should state Save as Type: Text Document. If not, change the line to state Text Document then click on save. It is now converted to a regular text file. Close WordPad and go to step 4.

4. In GIFT, go to 3. Import/Export, 1. Test Import, 4. MAP, then click on the appropriate MAP Administration (Fall, Winter, or Spring). Proceed like other tests.

#### Abbreviations:

GT-PC = Gifted via Previous Criteria

GT-96 = Gifted via 96 percentile score in Aptitude

GT-AB = Gifted via qualifying scores in Dimension A and Dimension B

GT-AC = Gifted via qualifying data in Dimension A and Dimension C

GT-BC = Gifted via qualifying data in Dimension B and Dimension C

Met-A = Met Dimension A (student has a "qualifying" Aptitude score)

Met-B = Met Dimension B (student has a "qualifying" Achievement score)

Met-C = Met Dimension C (student has a "qualifying" Performance score or GPA)

STAR = Student is currently eligible for STAR Assessment

Met-B (Need A) = Student met Dimension B as above but has NO Aptitude attempts on record

Met-B (Need 2A) = Student met Dimension B as above but has less than 2 Aptitude attempts on record

## Form A

### Recommendations before doing Form A

1. Do a PowerSchool Demographic Update
2. Import in any Assessment scores (i.e. STAR, Spring MAP, etc.)
3. Update and/or add Academic Referral information (as needed)
4. Update and/or add Artistic Information (as needed)

### Form A Instructions:

1. Under 2. Reports, choose 3. Form A (SDE End of Year)
2. Put a Y next to each grade level screened in your district. Typically, all grade levels are screened. Click Continue
3. The screened numbers are displayed. Adjust if needed. Be sure the Date Range states 07/01/20xx-06/30/20yy. (xx-yy is the current school year) GIFT will be "looking" for information in the date range displayed. Click Continue
4. The first pages of Form A appear on screen. Check/verify your numbers. To move to the next page, click on the Arrow Icon pointing to the right.  
To print, click on the Printer Icon.  
To close if not printing, click on the "door" Icon or the "X". You will need to print the "cover" page, sign, and FAX to Rick Blanchard at the SDE.
5. The next pages of Form A appear on screen. Check/verify your numbers. Move and/or print through the pages as described above.
6. When exiting the "second" set of pages, a "Excel" type file will be created on your hard drive. By default, it is called xx-xxforma20yy.xls.  
(xx-xx is the "district number" of your district, yy is the current year) It is not recommended to rename this file.  
This is the data file you should give to your DTC to be sent to the SDE.  
GIFT DOES NOT SEND this file to the SDE. If you cancel the save, GIFT will crash.
7. You may repeat these steps (1-6) as often as needed until you are "satisfied" with your data.
8. When you are "finished" with Form A, it is recommended to do a Backup and then do the End of Year Procedure.

### STAR - Performance Task Recommendations/Instructions

#### Recommendations to do before doing the STAR - Performance Task Export

1. Do a backup
2. Do a demographic update
3. Import in any outstanding test scores
4. Find students which need an Aptitude score to go to STAR - Performance Task. (These are students that have 0 Aptitude attempts recorded in GIFT). Students need a minimum of 1 Aptitude Attempt (and a qualifying score) to qualify for STAR - Performance Task.  
From the GIFT Main Menu, 2. Reports, 1. Academic, 2. Student Rosters  
Change Status to "Met-B (Need A)", Change Category to "Met-B with ANY", Change the grade levels to 2 through 5, and Change the School to "Not Left District (All Schools)". Run this report. These students either need to be administered an Aptitude test or a previous Aptitude test score needs to be entered for the student.
5. Enter in the new or found Aptitude scores.

#### Export and Submission of STAR Performance Task data

##### From the GIFT Main Menu

### 3. Import/Export

#### 7. Performance Task (STAR) Roster

The Performance Task Roster Menu appears with reminders, enter a "T" or "Y" to continue. The data starts to compile. At first "save" dialog box, click on the Save button. It is not recommended to change this file name (see STARxx-yy-yy.txt below). This is the file you will submit to Carolinian Consultancy. A second "save" dialog box appears, click on the Save button. It is okay to overwrite if asked. This file is an Excel type file which has the guardian information for each STAR student. This file may be used for notifying the guardians that the student will be taking the STAR Performance Task. After the file is saved, the roster appears. PRINT this roster. This is the list of students which are scheduled to take Performance Task. The last sheet gives you your totals. After submission of data, Carolinian Consultancy will send a count back which should match this page. After printing the roster, the confirmation screen appears, reminding you which file to submit to Carolinian Consultancy. Submit the data file to Carolinian Consultancy. Attach the STARxx-yy-yy.txt file to an email and send to c2@c2five.com or gifthelp@gmail.com. Where xx is the year and yy-yy is the district id. Carolinian Consultancy should give you a confirmation email with a count within a day or two.

You may rerun the steps as often as needed (new scores, new students, etc..) and, if needed, re-submit the data file before the data submission deadline.

Backup your Data  
From the GIFT Main Menu

4. Maintenance
1. Backup/Restore
1. Backup

Accept the defaults to do a quick backup

For a better backup, save the backup to another location. (Network Drive, USB stick, ....)

Adding a previous Gifted student.

1. Do a demographic import, then find the student OR (but NOT recommended) if a demographic import can not be done, a manual add will be needed. You WILL NEED to know your district's student's current Student ID number before entering the information. On a manual add, click the Add button on the student screen and enter the student's demographic information.
2. Change the Gifted status as per the student's "previous" profile sheet. Adjust the Serving status as needed. Put the Gifted Date that the "previous" profile sheet states as the Gifted date. (This date is typically not the date the student enrolled in your district.)
3. For Academic Gifted (but Not GT-PC), click on the Qual Data button and add the complete qualifying data in their respective areas. For Artistic Gifted, click on the Info button for the respective Artistic field and complete the information as provided.

End of Year (EOY) Instructions  
(Closing the "books" on the current school year)  
From the GIFT Main Menu

4. Maintenance
3. End of Year

Follow the instructions on the screen for the End of Year procedure.

First, It will create a backup called "YE-20xx" where xx is the current year. It will then manipulate student grade levels, move some students into the Left District School and increase the Form A year by 1. When it is finished, the next GIFT year is ready. Any new information entered will be recorded for the next school year of 20xx-20xx+1.

The Form A on the Main GIFT screen will now state 20xx+1

Correcting the "Table/DBF" Error encountered on importing  
From the Main Menu of GIFT... 4. Maintenance, 7. Tools, 8. Fix DBF Error. The screen may flash after selection.

After selecting 8, go back and try your import again.

Updating GIFT

Make sure GIFT is closed and Backup, Backup, Backup.....

Just download the GIFT update by clicking on it. FireFox users may need to hold down the "shift" key when clicking. Click on SAVE and save it (preferably to your Windows desktop). (The file icon should appear to have a big Z in it when saved, if not add an .exe (dot e x e) to the end of the file and the Z should appear). Run the file after saving and GIFT is closed. It defaults to the C:\TestData subdirectory, change the location if needed, then click on Extract. It is OK to overwrite if asked. Press any key and close the DOS box when prompted. Start GIFT, it should state it is the current version downloaded. It is okay to delete the file you downloaded once you have installed the update.