

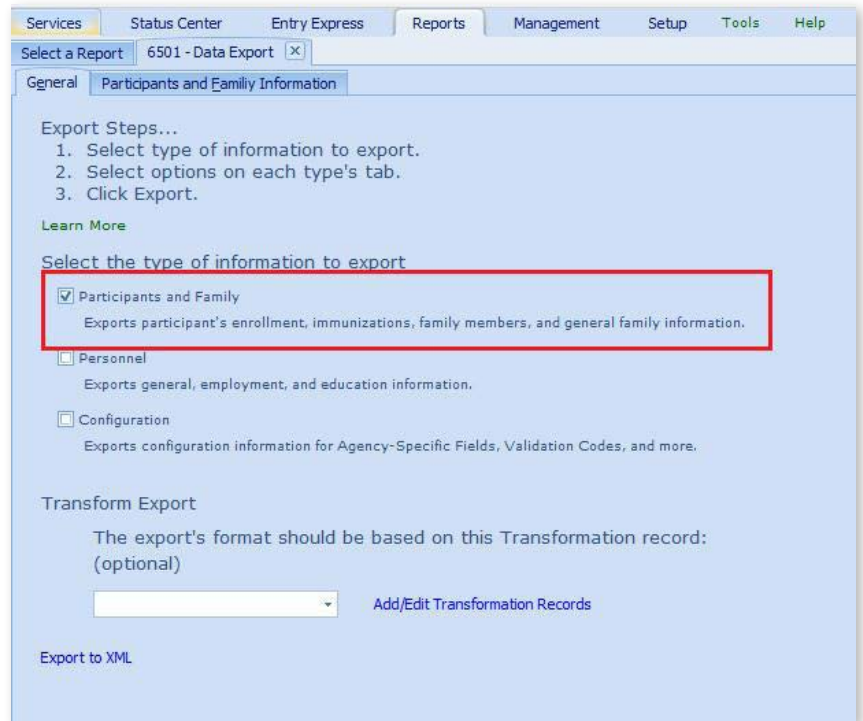
ChildPlus® Import Instructions into Work Sampling Online

Rev 2 | July 2014

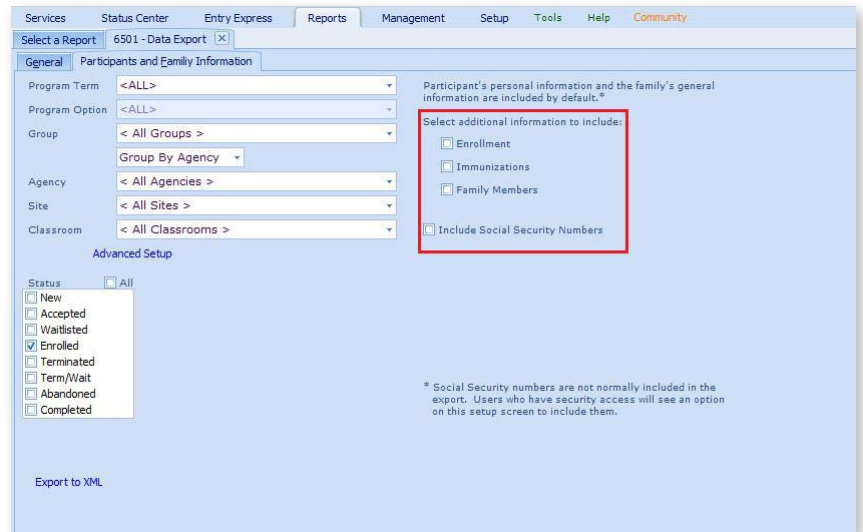


Steps 1 through Step 3 are performed within ChildPlus's import/export interface. Contact ChildPlus Support at support@childplus.com or call 800.888.6674 if you need assistance.

1. Select the 6501 report in ChildPlus.net and choose the Participants and Family option:



2. Click on the Participants and Family Information tab and **uncheck** all of the additional information to include choices:

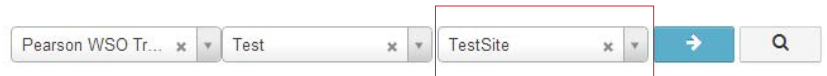


3. Choose the appropriate program and click on the Export to XML. File will be created.

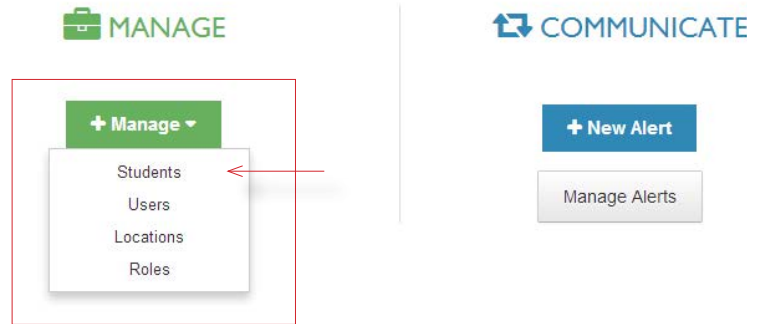
The remaining steps are performed within Work Sampling Online. Contact Pearson Technical Support at support@schoolsucces.net or call 800.874.0914 if you need assistance.

4. In Work Sampling Online, verify that your Admin email is correct, as the validation responses to the import will be sent to the email address from the system.

5. In Work Sampling Online, select the site from the dropdown where you want the students from the ChildPlus xml file to be imported.



6. Select “Manage Students” and then select ChildPlus Import. Select the file to import (must be an .xml file). Once the .xml file is selected, the name of the file will appear to the right of “Choose file”.



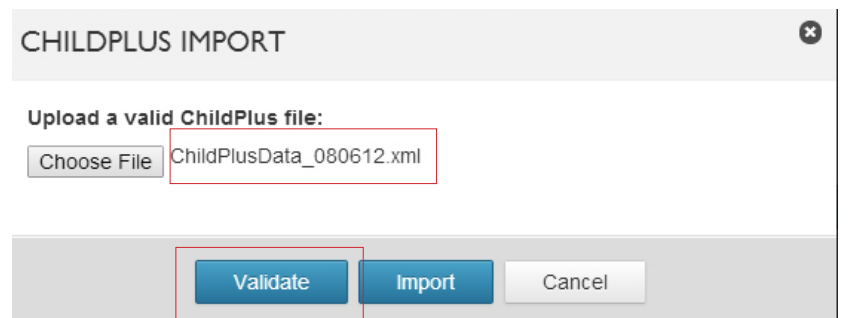
7. Select Validate. The file will be validated. An email will be sent to the Administrator with the results. Check your email for the results.

Note: Validation consists of the following:

1. Is the File Format correct?
2. Do the field names in the xml file match the field names in Work Sampling?

Note: If an xml file is selected that has an invalid file structure/format, the message “Select a valid file” will be displayed after selecting “Validate File”.

Note: Validation does not check the student data within Work Sampling.



8. Check your email for the validation email response.
The following will be displayed in the email:

• **File Name:**

- a. This will be the name of the xml file that was selected to be validated

• **Total # of Records:**

- a. This will be the # of student records in the xml file

• **Percentage Valid:**

- a. If all student records in the xml file passed validation, this will be 100.00%
- b. If student records within the xml file did not pass validation, this will NOT be at 100.00%

• **Percentage Invalid:**

- a. If all student records in the xml file passed validation, this will be at 0.00%
- b. If student records within the xml file did not pass validation, this will NOT be at 0.00%

- Validation Details: Each student in the file will have the following information displayed:

a. **Student Name: xxx**

b. **Status:**

- i. if the student record passed validation, “Valid” will be displayed
- ii. if the student record did not pass validation, “Invalid” will be displayed

c. **Message:**

- i. If the student record passed validation, “Valid Data” will be displayed
- ii. If the student record did not pass validation, “Invalid Data” will be displayed

ChildPlus Validation Results Inbox x



noreply@pearson.com <noreply@pearson.com>
to me ▾

File Name: ChildPlusData_080612.xml

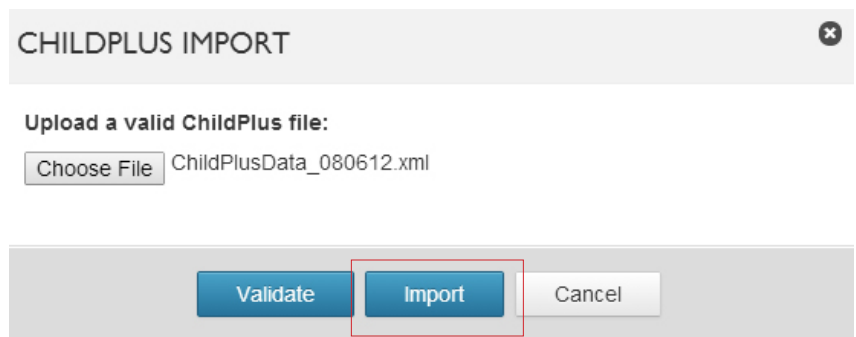
Total # of Records: 142

Percentage Valid: 100.00%

Percentage Invalid: 0.00%

Validation Details:

9. When all student records in the xml file pass validation, reselect the ChildPlus Import and the import file and select Import.



10. When the import is complete, an email will be sent to the Administrator with the results. Check your email for the results.

11. Check your email for the import status:



12. CD uring the import process, if the student is found to be located in a different site than where the import is being performed, the following message will be noted in the “Status” portion of the email: “No Action”. The “Message” will display: Found this Student in other site so ignored.

Note: If this message is noted, the student was not imported.

13. Once the import is complete, the students have now been assigned to a “site”. The students now must be moved to their appropriate classes within Work Sampling Online.

Note: The Child Plus ID # will be placed in ID #2 in Work Sampling Online. This field/# should NOT be edited. If the ID # is changed, additional imports for this student will result in a new student record being created.

Note: If a student ID # in ChildPlus is updated, the student ID # in Work Sampling must also be manually updated.

Note: Any changes in Work Sampling Online will not be reflected in ChildPlus.

ChildPlus Import Results Inbox x



noreply@pearson.com <noreply@pearson.com>
to me ▾

File Name: ChildPlusData_080612.xml

Total # of Records: 142

Percentage Valid: 0.70%

Percentage Invalid: 0.00%

Validation Details:

Status: No Action

Message: Found this Student in other site so Ignored

Import Rules:

- 1. Student First Name: Create or update**
- 2. Student Last Name: Create or update**
- 3. Gender:**
 - a. Male = 1 or 2; Female = other choice (defined by user in Work Sampling)
 - b. If blank in the ChildPlus .xml file, field will be blank in Work Sampling
 - c. If not 1 or 2 in the ChildPlus .xml file, the field will be blank in Work Sampling
- 4. Date of Birth:**
 - a. If valid date, create or update
 - b. If invalid date, the field will be blank in Work Sampling
- 5. Ethnicity:** Label must match exactly between ChildPlus and Work Sampling for value to be imported.
- 6. Language:** Label must match exactly between ChildPlus and Work Sampling for value to be imported.
- 7. Grade:** The ChildPlus .xml file does not contain a “grade”. HS3 (Head Start 3) will be used as the default.
- 8. Student ID #:** ID #2 in Work Sampling will be populated with the ChildPlus Student ID #.

Contact Technical Support at support@schoolsuccess.net or 800.874.0914 for assistance.

800.627.7271 |  PsychCorp | PearsonClinical.com

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