



# Exporting Data for Gains Analysis From SAM Version 2.4

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Gains analysis is a custom presentation for your district that highlights student gains across your district's SAM implementation. In order to have a gains analysis performed, you need to send the exported SAM data to the Gains Analysis team as a CSV file.

Sending data for a gains analysis is a two-step process: first, export the SAM data to a CSV file; then send the file by posting it to the Gains Analysis FTP site.

## **Important Support for Gains Analysis Exports**

Be sure to contact **Technical Support at 1-800-283-5974** and mention that you are calling for **Gains (Growth) Analysis export** support to receive assistance free of charge before submitting the Gains Analysis Export file.



## Exporting Student Data From SAM

To export student data from SAM:

**Usage Summary**

School	Common Core Code X Course I	Common Core Code X Course II	Common Core Code X Course III	Do The Math Modules	Do The Math Now!	Fraction Nation	FASTT Math	FASTT Math Next Generation	MATH 180 Course I	MATH 180 Course II	READ 180 NC Stage A	READ 180 NC Stage B	READ 180 NC Stage C
124 School	0	0	0	1	0	1	0	0	25	13	0	0	0
1614Jeff API Schoo...	0	0	0	0	0	0	0	0	0	0	0	0	0
234	0	0	0	0	0	0	0	0	0	0	0	0	0
Action 2 REL-DEV	1	0	0	1	1	1	1	1	1	1	1	1	1
<b>District totals</b>	<b>7</b>	<b>25</b>	<b>3</b>	<b>37</b>	<b>35</b>	<b>36</b>	<b>30</b>	<b>13</b>	<b>101</b>	<b>52</b>	<b>22</b>	<b>49</b>	<b>14</b>

**Advanced Settings**

- Manage Student Licenses
- Manage Teacher Licenses
- Import
- Import Teachers
- Import Admins
- Export**
- Manage Inactive Accounts

1. Log in to SAM as an administrator.
2. Click the Roster tab to open the district's Profile.
3. Click **Export** in the Advanced Settings section to open the Export Wizard.



**Exporting Data Out of SAM.**

There are several different formats for exported files. Use the radio buttons below to select one of the options for your files.

I would like to ...

**Aggregate Data**

Create a copy of roster and student performance data for inclusion in school- or district-wide aggregated reports.

**Transfer Data**

Remove a student from the SAM installation for transfer to another one.

**Export CSV Roster Data**

Copy roster and performance data into a comma-separated value file (.CSV) for use in another program.

**Export SRI Lexile Data**

Copy selected students' SRI Lexile scores for use in another SAM installation.

**Export SRI Data Analysis File**

Copy encrypted SRI data for analysis by Schoastic.

Cancel Next >

Select **Export CSV Roster Data** Button.

Click **Next**.

4. In the Export Wizard, select **Export CSV Roster Data** and click **Next**.

**Select Students.**

You have chosen to copy roster data from this SAM installation in comma-separated value format (.CSV) for use in another program.

Use the menus below to select a group of students and click Next to proceed. You may narrow your selection by selecting individual students on the next screen.

Name	School Number	School Type
<input checked="" type="checkbox"/> Quincy School		

Select Teacher:  All Teachers, Greene, Sarah

Cancel < Back Next >

Click the checkbox to select all schools.

5. Specify the export enrollment data. For Gains Analysis exports, select all schools by clicking the checkbox at the top of the column, and select all teachers by using the pull-down menus and clicking **All Teachers**. Click **Next**.



This wizard will guide you through the process of exporting a file...

**Select Classes.**

Use the menus below to select a group of classes and click Next to proceed.

<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	5-501

Cancel < Back Next >

Click the checkbox to select all classes.

- Select all classes by clicking the checkbox at the top of the class list. Click **Next** to continue.

This wizard will guide you through the process of exporting a file...

**Filter Selection.**

Use the check boxes below to specify individual students. Click Next to proceed.

Click on column headings to sort.

<input checked="" type="checkbox"/>	Last Name	First Name	Grade	Student ID
<input checked="" type="checkbox"/>	Chu	Amey	5	101
<input checked="" type="checkbox"/>	Collins	Chris	5	101
<input checked="" type="checkbox"/>	Evans	Jamal	5	103
<input checked="" type="checkbox"/>	Felix	Tony	5	104
<input checked="" type="checkbox"/>	Garcia	Matt	5	105
<input checked="" type="checkbox"/>	Nolan	Olivia Rose	5	106

Cancel < Back Next >

- Make sure no filters applied to the selection by confirming that all students are selected. If all students are not selected, click the checkbox at the top of the student list. Click **Next** to continue.

If all schools or classes are selected in steps 5 or 6, the student screen does not appear and users go directly to step 8 without any individual student records listed.



This wizard will guide you through the process of reporting a file....

**SAM**

### Confirm Selection

A copy of the selected student(s)' Roster data will be prepared into a file.  
To change your student selection, click Back.  
To exit the Export process entirely, click Cancel.

	Last Name	First Name	Grade	Student ID
<input checked="" type="checkbox"/>	Chu	Amy	5	101
<input checked="" type="checkbox"/>	Collins	Chris	5	001
<input checked="" type="checkbox"/>	Evans	Jamial	5	103
<input checked="" type="checkbox"/>	Felix	Tonya	5	104
<input checked="" type="checkbox"/>	Garcia	Matt	5	105
<input checked="" type="checkbox"/>	Nolan	Olivia Rose	5	106

- Review the information on the Confirmation Screen. To change selections, click **Back**, or click **Next** to continue the export.

This wizard will guide you through the process of exporting a file....

### Time Period Selection

Use the pull-down menus to select a SAM time period or enter in cur in the fields below. If a SAM time period is selected, any values ente and end date fields will be ignored.

Click Back to change your export selection.  
Click Next when you have made your selections.

**Select a SAM Time Period**

▼ -- Select an option --

- All Dates
- Quincy School school year
- Quincy School grading period 1

**Select an end Date (mm/dd/yyyy)**

- Set the export date range, then click **Next** to continue.

**IMPORTANT:** All programs (except *Fraction Nation*<sup>®</sup>, *FASTT Math*<sup>®</sup> Enterprise Edition, and *FASTT Math*<sup>®</sup> Next Generation) require a Start Date and End Date from the current school year. The first day of school to the current date or last date of classes is typically recommended. For *Fraction Nation*, *FASTT Math* Enterprise Edition, and *FASTT Math* Next Generation, select **All Dates** from the **Select a SAM Time Period** pull-down menu. Contact Technical Support at 1-800-283-5974 with questions regarding the proper selection of date ranges for each program. Use the correct time period selection method or the Gains Analysis will be negated and the file will have to be resubmitted.



This wizard will guide you through the process of exporting a file....

### Program Selection.

Click the boxes to select which Scholastic programs to include in the export. The data points that will be exported are displayed in parentheses next to the program. Click the "+" button next to the program to view and select or deselect individual points. For a detailed description of the data points, see the SAM Data Dictionary at the Scholastic Education Product Support website ([www.scholastic.com/sam/productsupport](http://www.scholastic.com/sam/productsupport)).

**IMPORTANT:** Exporting data while SAM or student applications are in use may return inaccurate data. When exporting, please ensure that no users are connected to this server. Exporting during off-hours is highly recommended.

- Do The Math(140)
- Expert 21(39)
- FASTT Math Next Generation(62)
- FASTT Math(46)
- Fraction Nation(150)
- MATH 180 Course I(101)
- MATH 180 Course II(101)
- Math Inventory(228)
- READ 180 Enterprise Edition(24)
- READ 180 Next Generation(28)
- Reading Counts!(6)
- SAM Server(56)** ←
- System 44 Next Generation(25)
- System 44(22)
- The Phonics Inventory(89)
- The Reading Inventory(172)
- iRead(49)
- rSkills Tests Enterprise Edition(169)
- rSkills Tests: College & Career(124)

**Total number of Datapoints 1631**

**Note:** You have chosen to export more than 256 data points. Some versions of Microsoft Excel limit the number of columns displayed to 256; additional columns will not be displayed.

**SAM Server MUST be checked.**

10. If your district is using SAM version 2.0 or later, you **MUST** select **SAM Server** in the program selection of every export. **ALL export data will be invalid without this selection.** Select other programs per the guide below. When programs are selected, click **Export**.

If SAM returns an error message about column limitations, this is meant to inform users that the file is too big for Microsoft Excel 2003. It has no effect on the Gains Analysis and can be ignored. Continue with the export.



Below is a complete list of the programs to select for various gains analyses. Note that in the case of renamed programs, the previous name is listed in parentheses.

To Perform a Gains Analysis on:	Select These Programs:
<b>Any and all programs</b>	<b>SAM Server</b>
<i>READ 180</i> Next Generation	<i>READ 180</i> Next Generation <i>The Reading Inventory</i> (SRI College & Career) <i>Reading Counts!</i> ( <i>Scholastic Reading Counts!</i> ) <i>rSkills</i> College & Career
<i>System 44</i> Next Generation	<i>System 44</i> Next Generation <i>The Phonics Inventory</i> ( <i>Scholastic Phonics Inventory</i> ) <i>The Reading Inventory</i> (SRI College & Career)
<i>READ 180</i> Enterprise Edition	<i>READ 180</i> Enterprise Edition <i>The Reading Inventory</i> (SRI College & Career) <i>Reading Counts!</i> ( <i>Scholastic Reading Counts!</i> ) <i>rSkills</i> Tests Enterprise Edition
<i>System 44</i> Enterprise Edition	<i>System 44 Enterprise Edition</i> <i>The Phonics Inventory</i> ( <i>Scholastic Phonics Inventory</i> ) <i>The Reading Inventory</i> (SRI College & Career)
<i>iRead</i>	<i>iRead</i> <i>The Phonics Inventory</i> ( <i>Scholastic Phonics Inventory</i> ) <i>The Reading Inventory</i> (SRI College & Career)
<i>MATH 180</i>	<i>MATH 180</i> <i>The Math Inventory</i> (SMI College & Career)
<i>The Math Inventory</i> (SMI College & Career)	<i>The Math Inventory</i> (SMI College & Career)
<i>Do The Math</i>	<i>Do The Math</i> <i>Do The Math Now!</i> <i>The Math Inventory</i> (SMI College & Career)
<i>FASTT Math</i> Next Generation	<i>FASTT Math</i> Next Generation (Select All Dates during export.)
<i>FASTT Math</i> Enterprise Edition	<i>FASTT Math</i> Enterprise Edition (Select All Dates during export.)
<i>Fraction Nation</i>	<i>Fraction Nation</i> (Select All Dates during export.)

**Note that if exporting a large database, the export could take anywhere from several minutes to more than an hour.** During this time the Program Selection Screen will remain visible. Users may close their browser and exit SAM without stopping the import process.

Contact Technical Support at 1-800-283-5974 with any questions about selecting programs for the Gains Analysis export prior to exporting data.



Sarah Greene **SAM** SEARCH | EXIT | HELP | MY PROFILE | HOME

Home Roster Reports Resources Books Portfolio

My District

Schools  
Grades  
Teachers  
Classes  
Groups  
Students

**My District**

Roster Reports Resources Books Portfolio

Filter by: All Products and All Message Types

<input type="checkbox"/>	Type	Message	Product	Date
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me</a>	SAM 01/13/16
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me...</a>	SAM 12/30/15
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me...</a>	SAM 12/30/15
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me...</a>	SAM 12/30/15
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me...</a>	SAM 12/30/15
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me...</a>	SAM 12/30/15
<input type="checkbox"/>		Export in CSV Format for Non-SAM Use Successful	<a href="#">Show me...</a>	SAM 12/30/15

Delete Checked 0 acknowledgements 149 notifications 0 alerts 0 reminders

You have these programs available:

About SAM

Show Me link

- When the export is completed, a message appears in the SAM Message Center saying the export was successful. Click **Show Me** to open the message.

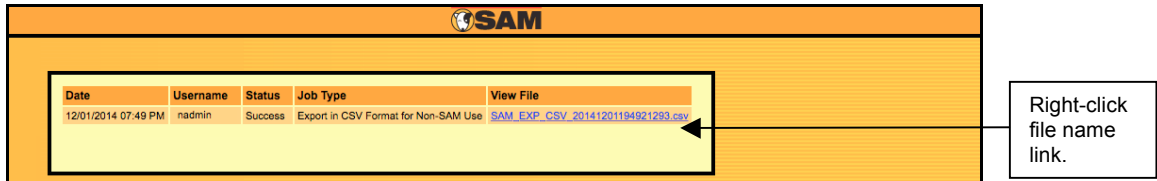




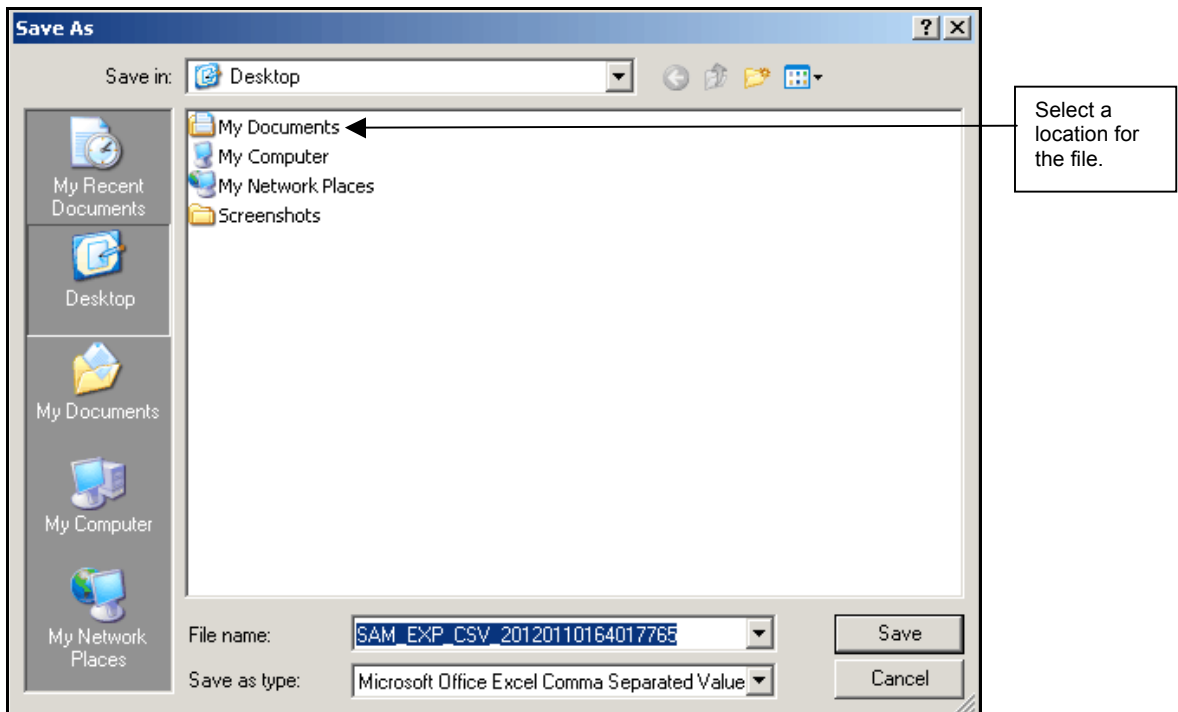
## Posting the Data Export File Using Windows

Once the CSV export file is ready, it can be sent to HMH by posting it to the HMH FTP site.

To download and post the file using Windows:



1. Clicking the **Show Me** link from the SAM Home Screen opens the screen above. From the file list, right-click the blue link containing the file name, then click **Save Link As (Save Target As in Internet Explorer)** from the menu.

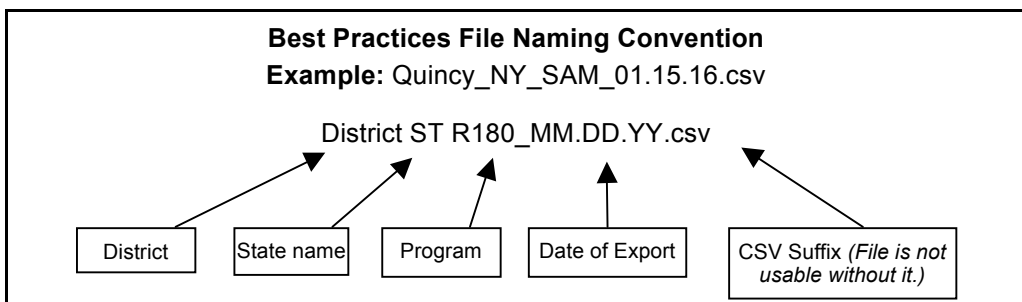


2. Choose a location to save the file to, then save the file on your computer.

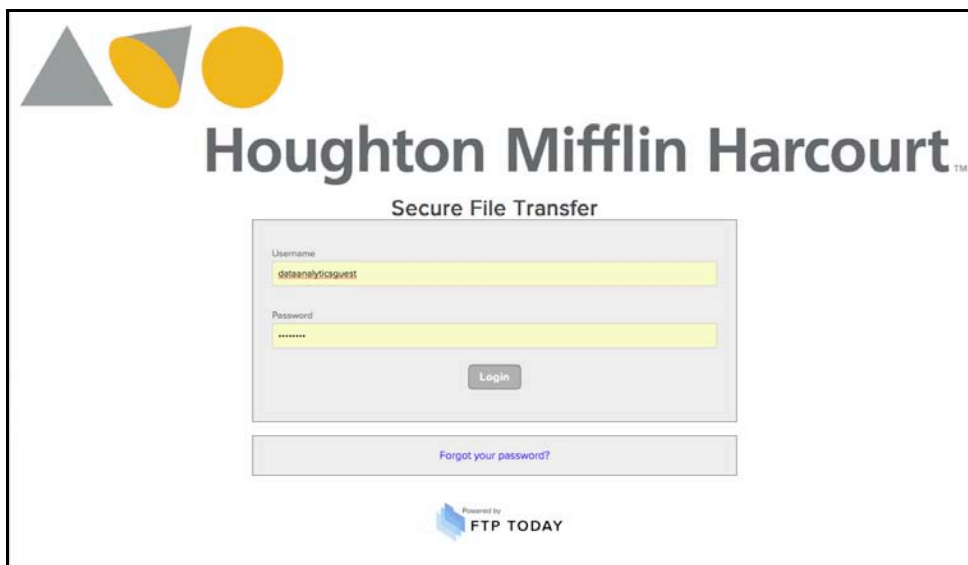
**A Note for Internet Explorer Users:** When saving the file, the default setting in Explorer is to save the file in HTML. HTML files are unusable for gains analyses. Be sure to manually select **Comma Selected Values** from the pull-down menu in the **Save as Type** field. (Google Chrome, Firefox, and Safari will save the file as a CSV file by default.)



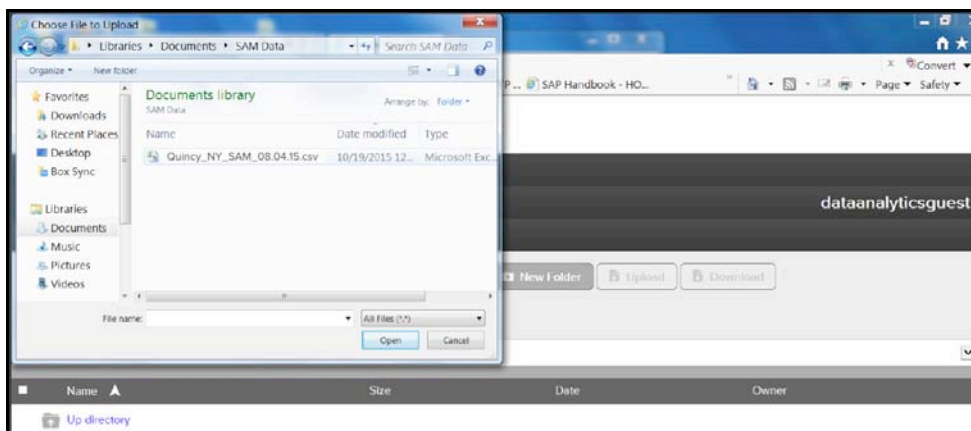
3. Rename the file using the Best Practices File Naming Convention in the box below. It is important that the file have the district, state, date of export, and (if your district has multiple SAM Servers) the server name. To rename the file in Windows, click the file name, then click it a second time to highlight the name, or right-click the file name and select **Rename** from the menu. Use the diagram below as a guide to renaming the file.



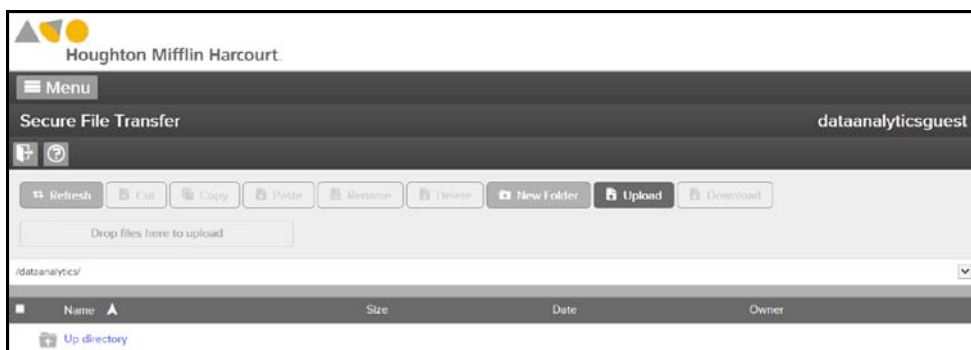
**IMPORTANT:** Be sure to include the CSV suffix on the file extension when renaming the file, and to make a note of where the file has been saved on the computer.



4. Open a new browser window in the computer's browser program and enter the Gains Analysis FTP site URL in the address bar: <https://hmf.ftptoday.com>. Use the generic username and password.
  - Username: dataanalyticsguest
  - Password: P@5sword



- To upload the file, click Upload and select the file from the directory widow. Click **Open**.

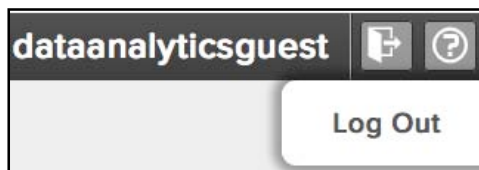


- You can also upload the file by dragging it to the **Drag Files Here To Upload** field.

File	Size	Progress	Elapsed	Uploaded	Rate	Remaining
✓ Quincy_NY_SAM_08.04.15.xlsx	591366	Done	00:00:01	577.5 KiB	577.5 KiB/s	00:00:00

- The file will appear at the bottom of the screen.

- When the file is uploaded, log out by clicking the logout icon and clicking **Log Out**.



- Notify the Gains Analysis team via email that data is available. In the body of the email it is best to include your school district, what data the file contains, and your contact info in case there are any questions about the data file. Notify:

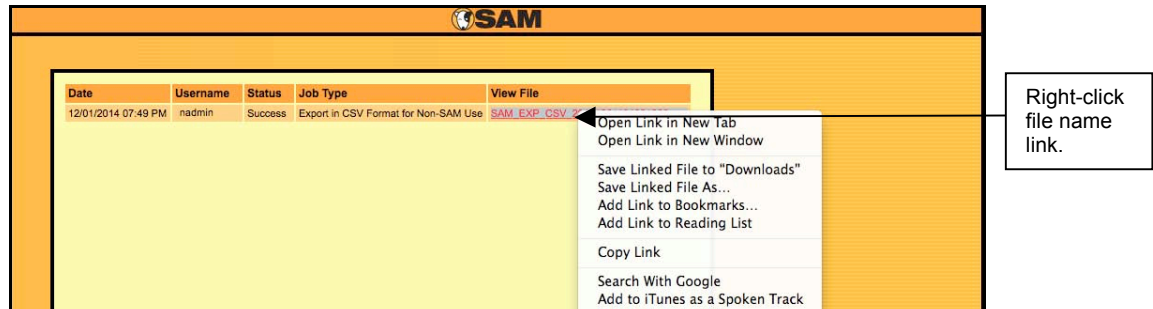
- Education Services Account Executive for your district
- Gains Analysis Team ([Kira.Wyland@hnhco.com](mailto:Kira.Wyland@hnhco.com))

- Do not email the file to the Gains Analysis team.

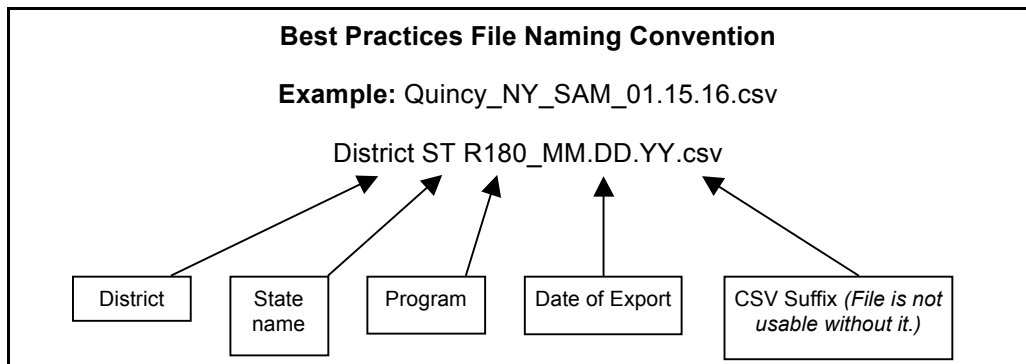


## Posting the Data Export File Using Mac OS X

To download and post the file using Mac OS X:



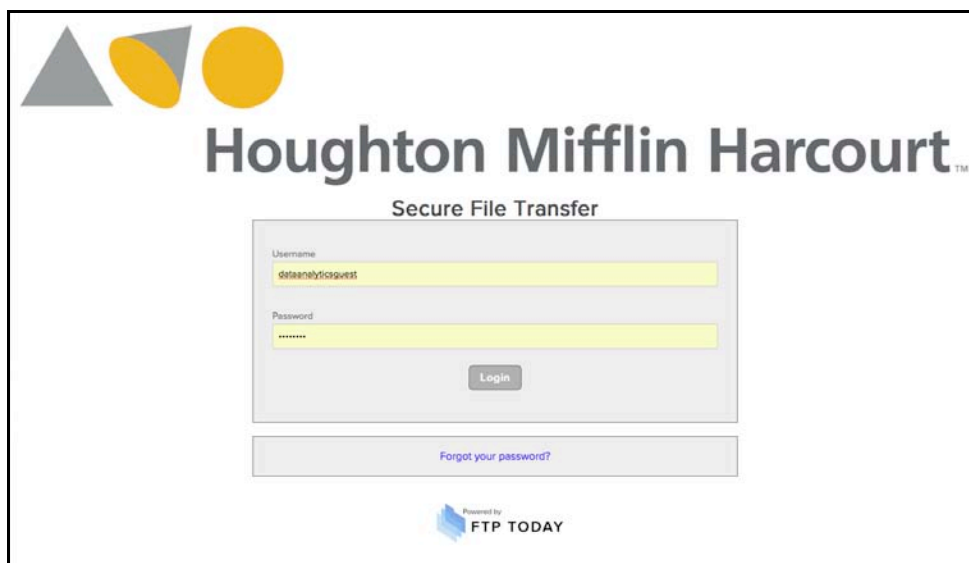
1. Clicking the **Show Me** link from the SAM Home Screen opens the screen above. From the file list, right-click the link containing the file name. This saves the file to the computer's Downloads folder.
2. Rename the file using the Best Practices File Naming convention in the box below. It is important that the file have the district, state, date of export, and (if your district has multiple SAM Servers) the server name. To rename the file in Mac OS X, find the file in the Downloads folder (usually found in Macintosh HD\Users\[user name]\Downloads). Click the file name, then click it a second time to highlight it. Type in the new file name, using the diagram below as a guide to renaming it.



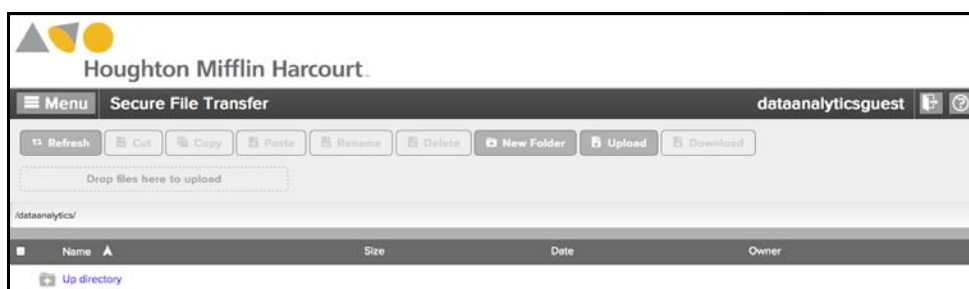
**IMPORTANT:** Be sure to include the CSV suffix on the file extension when renaming the file, and to make a note of where the file has been saved on the computer.



3. If a dialog box asking about the extension appears, click the **Use .csv** button.



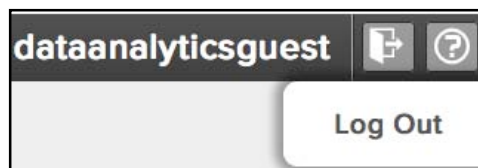
4. Open a new browser window in the computer's browser program and enter the Gains Analysis FTP site URL in the address bar: <https://hmf.ftptoday.com>. Use the generic username and password.
  - Username: dataanalyticsguest
  - Password: P@5sword



5. To upload the file, click Upload and select the file from the directory window. Click **Choose**. You can also upload the file by dragging it to the **Drag Files Here To Upload** field.

File	Size	Progress	Elapsed	Uploaded	Rate	Remaining
✓ Quincy_NY_SAM_08.04.15.xlsx	591366	Done	00:00:01	577.5 KiB	577.5 KiB/s	00:00:00

6. The file will appear at the bottom of the screen.
7. When the file is uploaded, log out by clicking the logout icon and clicking **Log Out**.





8. After the file is uploaded and appears on the screen, notify the Gains Analysis team via email that data is available. In the body of the email it is best to include your school district, what data the file contains, and your contact info in case there are any questions about the data file. Notify:
  - Education Services Account Executive for your district
  - Gains Analysis Team ([Kira.Wyland@hnhco.com](mailto:Kira.Wyland@hnhco.com))
9. Do not email the file to the Gains Analysis team.



## Frequently Asked Questions

### Which students are included in the analysis data?

Unlike SAM Reports, which only include data for students enrolled in the particular program, exports include all active student records in SAM.

Students may not be enrolled in any programs at the time of data export but may have sufficient software use to indicate that they participated in the program during the export time frame. Standard Gains Analyses include all students who have met a minimum software usage benchmark during the time period covered by the export window. This benchmark varies from program to program.

Be sure to inform your account executive and data analytics manager if including data from active but unenrolled students conflicts with the district's implementation practices. This data can be excluded from the Gains Analysis upon request.

### What about students who are no longer in the district?

If a student is no longer enrolled in a school in the district, moving their student Profile to Inactive Accounts rather than simply unenrolling the student from all programs is recommended. For more information on enrolling and unenrolling students, as well as moving student Profiles from Active to Inactive Accounts, see [Enrolling and Managing Students Using Student Achievement Manager](#) at the SAM product support website: [www.hmhco.com/sam/productsupport](http://www.hmhco.com/sam/productsupport).

## Technical Support

For questions during the exporting or posting process or for troubleshooting assistance, contact Technical Support at 1-800-283-5974 or at [Kira.Wyland@hnhco.com](mailto:Kira.Wyland@hnhco.com). Be sure to mention that you are calling for **Gains (Growth) Analysis Export** support to receive assistance free of charge.