

Data Loader

Administrative users can use the **Data Loader** tool to bulk load data such as key program data, test scores, and more.

Data Loader

Steps *To use the Data Loader:*

1. Log in as administrative user and navigate to **Settings > Data Loader**.
2. Select the desired **Import Type**. Each import type falls into one of these categories:
 - Key Program Data (KPD)
 - Test Scores
 - Other
3. If you don't yet have a file prepped for import, download the **Template** for the specified import type. Each template will provide a CSV file that includes the necessary and optional columns that should be included when bulk loading the data.
 - If you download a template, you can open the CSV in a spreadsheet (such as Excel or Google Sheets), populate the spreadsheet with the data you would like to import, save the file as a CSV, and use that file for the import.
4. Once you have a prepped file to load, after selecting the corresponding import type, click **Choose File** and select a file from your device to upload.
5. Before starting the import, click the blue **Preview** button. If there are any errors that will cause the import to fail or warnings that will cause specific lines in the import to fail, you will see an **Errors** or **Warnings** table.
6. Update and fix any issues as necessary. If there are no errors or warnings, you will only see an **Info** table with a summary of the changes to be made.
 - You may need to make updates to the file, save your changes, and re-upload the updated file on the **Data Loader** page.
7. Once you are ready to load the data, click **Start Import**.

Key Program Data

During implementation, districts may decided to load key program data from their prior system into SameGoal, which can:

- Create "stub" documents in SameGoal.
- "Badge" students as participating in Special Programs.
- Set annual review and triennial reevaluation deadlines.

Test Scores


The **Scores** loader gives admin the ability to bulk load standardized test scores, which then live on a student's **Details** tab under **Test Results** and can be automatically populated into documents in SameGoal.

Supported test score formats include:

- Scores: CogAT (CSV format) - Vendor-provided format
- Scores: NWEA MAP (CSV format) - Vendor-provided "combined" data file format
- Scores: SIGS Home Rating Scales (CSV format) - Vendor-provided format
- Scores: SIGS School Rating Scales (CSV format) - Vendor-provided format
- Scores: STAAR (CSV format) - TIDE format, includes support for:
 - STAAR Alternate 2 Grades 3-8
 - STAAR Alternate 2 EOC Assessments
- Scores: STAAR EOC Assessments (fixed format) - TIDE format
- Scores: STAAR Grades 3-8 (fixed format) - TIDE format
- Scores: TELPAS (CSV format) - TIDE format
- Scores: TELPAS (TSV format) - TIDE format
- Scores: TELPAS (fixed format) - TIDE format
- Scores: TELPAS Alternate (fixed format) - TIDE format
- Scores: preLAS/LAS Links (CSV format) - LAS Links® 1st Edition Student Data File Layout
- Scores: preLAS/LAS Links (fixed format) - LAS Links® 1st Edition Student Data File Layout

Files in the **TIDE format** indicated above expect .txt test score files downloaded from Test Information Distribution Engine (TIDE) in their native format as published by TEA in Data File Formats. These assessments are supported for the following school years:

- 2024-25 SY
- 2023-24 SY
- 2022-23 SY

 **Tip** Older test scores that follow a similar format may successfully import, but are technically beyond our support window.

Other

Admin users can use the **Other: EB Pending Reclassification** data loader in order to bulk update **LPAC Annual Review** documents for students who are pending reclassification. When this data loader is run, it will update existing documents with new **Next Year's Placement** information.

To learn more, please see the Pending Reclassification support page.

Additionally, the **Other: IEP Goals & Objectives** data loader can be used to populate stub IEPs with goal and objective information.

To learn more, please see the Bulk Load Special Education Data support page.