



# Data Submission Guidelines

## CELA Report Suite

This document outlines the optional and required data you will need to submit to Classroom Vision Technology in order for your CELA Report Suite set of reports to be generated for your district.



## REQUIRED DOCUMENTATION AND DATA

The following documentation is what you will need to submit to Classroom Vision Technology in order for your set of *CELA Report Suite* reports to be generated.

- ✓ The raw data file (“GRT”) containing the CELA results for your district. This file must be downloaded directly from CTB/McGraw-Hill.
- ✓ The GRT definition file that describes how the data in your raw file is stored. This document can be obtained from you CTB/McGraw-Hill account representative.

## OPTIONAL DATA

Classroom Vision Technology gives you the opportunity to submit a “group roster” file that we will use to generate your reports. The purpose of the “group roster” file is to allow districts to re-roster students so the reports are generated by the class rosters you have today. This is an excellent option for districts who would like to distribute their reports to the current set of teachers and administrators for each student instead of the teacher or school the student was in last year.

The “group roster” file can be a Microsoft Excel document, or a Tab or Comma delimited file. The file layout for this document is outlined below.

Column	Data Element	Comments
1	Student ID	This should be the student State Assigned Student ID (SASID)
2	Group Name	This can be a text field that uniquely identifies each group.

Appendix A contains a sample file layout of a “group roster” file.

## APPENDIX A

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Below is a sample “group roster” file. Notice that a student can be in the file more than one time. If a student is in the file more than one time, that student will have reports generated for each of those groups. In the below example, student 333333333 would have reports in the “Jefferson Middle School” group, as well as the “7<sup>th</sup> Grade ESL” group.

111111111, “Ms. Smith – 1<sup>st</sup> Grade”

222222222, “Mr. Jones – 5<sup>th</sup> Grade”

111111111, “Washington Elementary”

333333333, “Jefferson Middle School”

333333333, “7<sup>th</sup> Grade ESL”

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*If you have questions on how you can best utilize this feature please contact [joe@classroomvision.com](mailto:joe@classroomvision.com) or [brian@classroomvision.com](mailto:brian@classroomvision.com)*