

CompassLearning Import Client Technical Q&A

Q: What is the CompassLearning Import Client?

A: The Import Client is a standalone application that can be used to import your school or district enrollment data into Odyssey manually or automatically, without the aid of the Odyssey Management interface.

Q: Can we use the Import Client with Odyssey Hosted?

A: The Import Client can be used with either Hosted or Enterprise models. Specific instructions apply to each.

Q: Where must the Import Client reside?

A: The Import Client application itself can reside on any file server or workstation that can connect locally or remotely to your Odyssey URL (Hosted or Enterprise). Supported operating systems are: Windows Server® 2003 or Windows Server® 2008 on a file server and Windows® XP on a workstation (Macintosh® systems are not supported).

Q: What data can the Import Client import into Odyssey?

A: The Import Client can import a variety of student enrollment data, as well as teacher-specific access information that educators can later view, edit, and utilize within the Odyssey Management interface.

Q: What data format is required by the Import Client?

A: The Import Client requires that the teacher and student source data be in comma-separated-value (csv) text format. The values and headers within the csv file must match Odyssey-specific criteria.

Q: How are the student and teacher data values identified within the import files?

A: Users must import teacher and student data separately, using unique, individual files. During the installation process, our Installation Coordination Group (ICG) will provide a template file and assist you with the initial data import to ensure you are comfortable with the format. If you would like these template files sooner, please contact your Account Executive. Each student and teacher template includes a checklist that defines the required Odyssey-specific format for each value.

Q: What student data values can or must be imported using the Import Client?

A: Location or Lab Number, User Name, Password, and Grade are required fields. First Name, Last Name, Student ID, and Gender are strongly recommended (since, for example, Odyssey requires IDs for student transfers). Users can identify and import an abundance of other demographic data, including, but not limited to, race, free lunch, and special needs classifications. Users also can import certain class roster data.

Q: What teacher data values can or must be imported using the Import Client?

A: Location or Lab Number, User Name, Password, First Name and Last Name are required fields. Users also can apply additional fields that address Odyssey teacher permissions to control specific operations, such as creating or editing class rosters, editing school or district assignments, and adding or deleting students.

Q: Can the Import Client process our entire school or district population every night?

A: Yes. You can schedule the Import Client to process your import file(s) automatically at a specific time, and it will detect whether your source file has changed since the last update. It compares imported student data to the existing Odyssey student data. The Import Client then adds the processed student data as new; uses it to update existing records; or, if it detects a location change within the district for a student, transfers data to the new school. Users can add teachers as new or update current teacher records, as well.

Q: Once the Import Client transfers a student, is data from the student's previous school still accessible?

A: Yes. The student's data remains intact and transfers with him or her to the new school.

Q: How does the Import Client affect Odyssey's end-of-year (EOY) procedure, and vice versa?

A: The Import Client will update the students' grade levels, as reflected by the data provided by your school or district's source import file. As this data may fluctuate over summer and toward the beginning of the new school year, CompassLearning recommends suspending the Import Client application prior to Odyssey EOY procedures. After verification and reconciliation of all Odyssey EOY actions, as well as student promotions and retentions within your school or district system, we recommend you reactivate the Import Client and resume its normal operations.

Q: Our District uses Northwest Evaluation Association (NWEA) data to supplement our students' diagnostic and placement needs. Can the Import Client import and utilize the NWEA data?

A: Yes. The Import Client includes an External Assessment System (EAS) feature that users can configure to work with data provided by the NWEA Data Agent. CompassLearning is an NWEA partner and continues to maintain compatibility between the NWEA Data Agent and the Import Client. The NWEA data file is in .xml format.

Q: Can the Import Client share information with our Student Information System (SIS)?

A: The Import Client can import student and teacher information using the CompassLearning-defined file format. Most SIS software can export information to a csv file using the format required by the Import Client. When that is not possible, a simple intermediary process can be developed to translate a file from the format exported by the SIS software to the format required by the Import Client.



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