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**CCGI Extract**  
**April 21, 2015**

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**\*\* = New or updated information**

The **Create CCGI Extract** form allows a School to extract data from **Aeries™** that includes student history, test data and demographics. This information is then sent as electronic transcripts for the California College Guidance Initiative.

This program is available in School Aeries. The extracts include students in grades 6 through 12 and can be created several times per school year.

**NOTE:**

- **An Authentication Key MUST be assigned to your school by UC prior to creating this file**
- **A College Board code or ATP code must be assigned to your school**
- **It is suggested that you review this year's CCGI/XAP Electronic Transcript record layout and verify required data prior to creating the file**
- **Parental Authorization MUST be received and flagged in a field in STU, SUP or AUT tables prior to generating the CCGI extract in order for students to have any data loaded to their CalColleges.edu portfolio**
- **State Standard 3-character ethnicity codes MUST be used**
- **Verify ALL schools used in Course History are setup in the Course History Institutions form (CHI table)**
- **Verify that grades have been rolled into history**
- **If College Entrance Test scores are sent correct test codes MUST be set up and loaded into College Entrance Tests form**
- **Recalculate the Cumulative GPA's and class rankings**
- **Setup correct Term Codes on the CCGI form**
- **A KEEP or SKIP statement can be used in Aeries query to limit the students included in this process**
- **After the file is created copy the file to BACKUP**
- **An ID and password are required to access and load your file on the CCGI secure FTP.**
- **Upload the text file to the CCGI FTP web site. Please contact CCGI for more information**

**Security**

Users that will be creating the CCGI extract will need at least read permission to the following tables:

- STU** – Student Data
- SUP** – Supplemental
- SEC** - Section
- AUT** – Authorizations
- HIS** – Course History
- CHI** – Course History Institutions
- TST** – Testing Data
- CTS** – College Test Scores
- LOC** – Location Data
- PGM** – Special Programs

## Create CCGI Extract Form

From **View All Forms** double click the mouse on the **Create CCGI Extract** option. The **Create CCGI Extract** form will display. This form has been created to enter the data required by CCGI that is not stored within the Aeries database.

The data on this form will be extracted by the program along with additional data from different tables and will be used to create an export data file. It is crucial **Recompute GPA / Ranks** is processed from this form prior to creating the temporary table.

The CCGI extract will honor a **KEEP** or **SKIP** statement run in Aeries Query to limit the students that will be included in the extract. A message will come up at the top of the form notifying you that some records are being skipped.

## Entering Additional Required Data

The Create CCGI Extract form must be filled in completely before the data can be processed. The following is a description of each field:

**District Prefix** – enter the prefix for the district that has been agreed upon between CCGI/XAP and the district. This value will be used when naming the file, which will be in the format **districtprefix\_CCGI\_CCYYMMDD.csv**. For example: abcd\_CCGI\_20150223.csv.

**Path to Data File** - This field must contain the path where the extract file will be stored. To change the path, type the path name in the field or click the mouse on the box to the right. A **Browse** selection box will display to select a path.

**Authentication Key** – an alpha-numeric key that is assigned to each school that participates in the electronic submission process. It is used in conjunction with the ATP Code to authenticate the extract during the import process. This is a required field along with the **ATP Code**.

**Is this a Magnet School?** – If this is a **Magnet School** click the mouse on the check box to the left. In the field displayed enter the **Magnet School Name**

**Recompute GPA/Ranks** - Click the mouse on the **Recompute GPA/Ranks** button and a selection box will display. Select the GPA to be recalculated and click the mouse on the **OK** button. When complete the GPA that was used in the recalculation will display.

Extracting this GPA:  
Weighted Academic GPA

**Include Work in Progress?** – select this option to include the current classes as Work in Progress transcript records. **NOTE:** When displaying Work in Progress, only **Include** the terms for the current marking period in the **Your Terms - Classes** setup. (For example, if the **CCGI Extract** is run during the 3<sup>rd</sup> quarter and students have classes for quarters 3, 4, Spring and Year then 3, S and Y would be included.)

**Include test scores?** – select this option to include the CAHSEE, EAP and other College Test Scores (ACT, AP, SAT Reasoning, and SAT Subject) records in the extract.

**School Fax #** - enter the school's fax number including the area code.

**Schools ATP Code** – the American Testing Program code, also sometimes known as a High School Code, SAT Code, or CEEB Code. This code uniquely identifies the school. For more

information on ATP codes contact the College Board Code Control Department, or ACT. This is a required field along with the **Authentication Key**.

**Administrative** contact information– enter the contact information of the individual administratively responsible for ensuring that the submission is completed by the deadline. This person could also be contacted for academic questions about the submission.

**Technical** contact information – enter the contact information of the individual responsible for maintaining Aeries at the school site or at the District level. This person may be contacted if there are data extraction or validation errors.

**Starting and ending Months and Calendar Type** - Enter the **Starting and Ending Months** for the **Current School Year**. Click the mouse on the **Calendar Type** drop down. Select the calendar type for the current school year. Press **Tab**. Complete the same procedure for the **Last School Year**, **2 School Years Ago** and **3 School Years Ago** fields.

**Expected Graduation Date** – the date that the student graduated, or is expected to graduate, from high school. The Create CCGI Extract will first check the student's Completion Date (STU.DG) and Expected Graduation Date (STU.EGD) if both of these fields are blank, then it will use the date entered on the form as the student's Graduation Date.

**STU or SUP field that indicates parental consent** – all students that are in the extract will have accounts created on CalColleges.edu, but only students with Parental Consent = "Y" will have any transcript, testing or ethnic data loaded to their portfolio.

In the **Table** field select either the **STU, SUP or AUT** table where the flag is stored and press **Tab**. Enter the **Field** name where the student has been flagged for parent consent and press **Tab**. In the **Value** field enter the value selected indicating parent consent has been received.

**Number of credits that equates to one full year** – enter the number of credits that would equate to one full year of instruction for a course.

**Your terms** - all terms will display that have been set up in the **Transcript Definitions** form. All terms **MUST** be compared to the UC terms and matched.

**NOTE: The ONLY terms that MUST be matched are the terms currently used in the HIS table. For example, if the only terms used are Terms 0 – 3 then Terms 4 – 8 are not used leave them blank.**

Click the mouse on the drop down to select the term that matches **Your Term**. For example, **Term 3 is Summer under Your Terms but would be marked as SS1 – 1st summer term in a Semester calendar. All terms MUST be compared to the UC terms and matched correctly.**

Your terms	
Term 1	Fall
Term 2	Spring
Term 3	Summer
Term 4	Summer
Term 5	Summer
Term 6	Summer
Term 7	Summer
Term 8	Summer
Term 0	Summer

ase select the UC term that match

ary table. Info

Dropdown menu options:

- QS1 1st summer term in a Quarter calendar
- QS2 2nd summer term in a Quarter calendar
- T1 1st term in a Trimester calendar
- T2 2nd term in a Trimester calendar
- T3 3rd term in a Trimester calendar
- TS1 1st summer term in a Trimester calendar
- TS2 2nd summer term in a Trimester calendar
- S1 1st term in a Semester calendar
- S2 2nd term in a Semester calendar
- SS1 1st summer term in a Semester calendar
- SS2 2nd summer term in a Semester calendar

## Create the Data File

After all data has been entered click the mouse on the **Export** tab. At the top of the form there is a text box to add any **Comments to CCGI**

Comments to CCGI  
Test scores have been included but did not include the last SAT

Create Temporary Table → Verify Students → Create Export File

NOTE: You must fill out all of the information on this form in order to create the temporary table. You must also use the state standard 3 character ethnic codes

Info eXit

After all information has been entered click the mouse on the **Create Temporary Table** button. A progress bar will display while data is being loaded. A message will display when the table has been created.

## Verify Students

After the temporary table has been created it is important that the students to be extracted are displayed and verified. Click the mouse on the **Verify Students** button or the **Verify Students to Extract** tab.

The following form will display.

Select Rec	ID Number	Last Name	First Name	Soc Sec	Birth Date	Sch Code
<input checked="" type="checkbox"/>	99400001	Abbott	Allan		11/11/1996	994
<input checked="" type="checkbox"/>	99400002	Abdelnour	Alice		4/13/2000	994
<input checked="" type="checkbox"/>	99400003	Abdo	Alice		7/21/2000	994
<input checked="" type="checkbox"/>	99400004	Abdo	Arnold		12/24/1998	994
<input checked="" type="checkbox"/>	99400005	Abea	Ayrianna		9/5/1997	994
<input checked="" type="checkbox"/>	99400006	Abejon	Tanya		2/26/1999	994
<input checked="" type="checkbox"/>	99400007	Abesamis	Siobhan		9/2/1997	994
<input checked="" type="checkbox"/>	99400008	Abesamis	Tatiana		11/16/1999	994
<input checked="" type="checkbox"/>	99400009	Abney	Jessica		6/23/1997	994
<input checked="" type="checkbox"/>	99400012	Abrego	Alice		12/1/2000	994
<input checked="" type="checkbox"/>	99400015	Aceves	Steven		9/1/1996	994
<input checked="" type="checkbox"/>	99400016	Acharya	Josiah		9/27/1998	994
<input checked="" type="checkbox"/>	99400017	Ackermann	Kathrin		1/2/1999	994
<input checked="" type="checkbox"/>	99400018	Acosta	Annessa		4/30/1999	994
<input checked="" type="checkbox"/>	99400020	Acuna	Allan		7/29/1999	994
<input checked="" type="checkbox"/>	99400021	Acuna	Darlene		3/2/1999	994
<input checked="" type="checkbox"/>	99400022	Acuna	Phillip		8/18/1996	994
<input checked="" type="checkbox"/>	99400023	Adame	Nambia		12/23/1997	994
<input checked="" type="checkbox"/>	99400024	Adragna	Stefanie		1/22/1999	994

Record: 4 of 1945 No Filter Search

NOTE: You must fill out all of the information on this form in order to create the temporary table. You must also use the state standard 3 character ethnic codes

Info eXit

By default all students are selected to be included in the CCGI Extract. The **Select None** button at the bottom of the form can be used to de-select all students. The **Select All** button can be used to re-select all of the students.

<input checked="" type="checkbox"/>	99400022	Acuna	Philip		8/18/1996	994		
<input checked="" type="checkbox"/>	99400023	Adame	Nambia		12/23/1997	994		
<input checked="" type="checkbox"/>	99400024	Adragna	Stefanie		1/22/1999	994		

Select All    Select None

Record: 1 of 1945    No Filter    Search

The record count at the bottom of the form displays the total number of student records in the Verify Students form.

Individual student records can be de-selected or selected by clicking in the **Select Rec** box to the left of the student's name. Records that display a check-mark will be included in the extract.

Select Rec	ID Number	Last Name	First Name	Soc Sec	Birth Date	Sch Code
<input checked="" type="checkbox"/>	99400001	Abbott	Allan		11/11/1996	994
<input checked="" type="checkbox"/>	99400002	Abdelnour	Alice		4/13/2000	994
<input checked="" type="checkbox"/>	99400003	Abdo	Alice		7/21/2000	994
<input type="checkbox"/>	99400004	Abdo	Arnold		12/24/1998	994
<input checked="" type="checkbox"/>	99400005	Abea	Ayrianna		9/5/1997	994
<input checked="" type="checkbox"/>	99400006	Abejon	Tanya		2/26/1999	994

After all selections have been made click the mouse on the **Export** tab at the top of the screen.

## Create Export File

It is crucial that the data loaded into this file, which includes basic demographic information, transcripts, college test scores, and ethnicity information, be accurate.

**NOTE: ALL School Codes used in course history MUST be set up in the Course History Institutions form or this file will not be created correctly.**

After all information has been entered and the students have been verified click the mouse on the **Create Export File** button from the **Export** tab.

Basic Info    **Export**    Verify Students to Extract

Comments to CCGI

Create Temporary Table → Verify Students → Create Export File

When the **Create Export File** has been created a message will display indicating the name of the file and directory where the file is located. Click the mouse on the **OK** button.

After the Export file has been created the file can then be uploaded through the secure FTP site provided by CCGI. **An ID and password are required from CCGI to gain access to their secure FTP site.**

**NOTE: Please contact Michael Burton, Director of Technology for CCGI, at [mburton@californiacolleges.org](mailto:mburton@californiacolleges.org) with any questions regarding uploading the CCGI extract.**