## **Riverside Score**

Battelle Development Inventory – 3<sup>rd</sup> Edition

### Quick Reference Guide Exporting BDI-2 Staff and Children and Importing into BDI-3

Export

Select File to export:

Assessment Domains

Assessment Details

Level I - Root

Assessment Observations

Student and Assessment Si Migration Export

Selected Organization:\* Level I - Root [2]

Organiza Staf

Student

ligration Export, the Student and Assessment S

hile they are generating as it will cause additional delay

This guide shows you how to export child and staff records from BDI-2 and import them into BDI-3. The process is the same for both staff and children, except for the location where the files are imported.

#### Export data from BDI-2:

page opens



immary, the Assessment Domains export, and the A cheduled exports. Upon request, these exports will be added to the queue and will be processed in the order they are received. This may

Export File Format

Select File Delimite

Export File

Tab Ocomma

O BDI-3

Important Information

All other exports are generated on demand and can take up to 20 minutes. Do not close your Internet browser or rereguest these

ake up to 24 hours and will be available in the Scheduled Queue, located under the Import/Export tab.

Click Import/Export on the menu and click Export. The Export 2

Log into bdi2datamanager.com.

- Under Select File to export: select Staff or Students. 3
- Under Select Organization, select the level from which 4 you want to export.
- Under Select File Delimiter, select BDI-3.
- Click the Export File button. 6

A .csv Excel sheet is downloaded to the Download folder of your device. The file is already in the format necessary to be imported into BDI-3 with all necessary columns populated except for Location.

#### Add locations to the exported file

- Open the spreadsheet you exported from BDI-2. (It is in the Download folder. You can save it to another location if you like.)
- Type the location for each row in the **Location** column. 2

Note: The location name entered must be the name of a location set up in BDI-3.

Save the CSV file. 3

#### Import into BDI-3

Riverside

Insights

Note: If you have not already, set-up your locations.

Sign in to riversidescore.com.

- Open the Import Children or Import Staff page.
  - Click Child Administration and select Import Child Roster.
  - Click Staff Administration and sele Import Staff Roster.
- 3 Under the Upload File heading on the page, click the Browse button and locate the .csv file you just saved.

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2	Child		Two	M	1/1/2020			
-	Demo		Student 1	M	*****			
3								
3								

Download Child Import Template	Upload File
Cick the buffor below to download the template for importing children. Once downloaded, populate the template and save it as a .CSV file.	Citck the Browse button below to locate the Child import file you wish to uptoat
"Only .CSV files are accepted for upload.	FILENAME
For Template field and data requirements, click here.	Select a file to upload Browse
Download	Upload

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# **Quick Reference Guide** Exporting BDI-2 Staff and Children and Importing into BDI-3

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Date	Type	
4/8/2020 4:11 PM	File folder	
7/20/2020 10:08 AM	Microsoft Excel C	Upload File
6/23/2020 12:19 PM	Microsoft Excel C	Click the Browse button below to locate the Child Import file you wish to upload.
4/24/2020 10:59 AM	Microsoft Excel C	
4/6/2020 4:29 PM	Microsoft Excel C	FILE NAME
		Select a file to upload Browse
~ Microsoft	Excel Comma Separa 🗸	
Open	Cancel	Upload
	Dute 4/8/2020 4:11 PM 7/20/2020 10:19 PM 4/23/2020 10:19 PM 4/2/2020 10:19 PM 4/8/2020 4:29 PM	Cute Type 4/0/2020 411 PM File folder 7/20/2020 1008 AM Microsoft Excel C 6/23/2020 109 PM Microsoft Excel C 4/0/2020 10.99 AM Microsoft Excel C 4/0/2020 10.99 AM Microsoft Excel C Microsoft Excel C Microsoft Excel C

Select the file and click **Open**. The **FILE NAME** box populates with the name of your data file, and the **Upload** button below becomes active.

**5** Click the **Upload** button. The file is imported. All records without errors are uploaded.

- Under **Statistics**, information on start and end time of the import, the number of records, and the number of successes and errors is listed.
- If there are errors, specific information on errors, including line numbers, error types, and how to fix the errors, appears in a **File Error** section.

Statistics				
	Started Time: 06/23/2020 12:20:11 pm	Total records in this File: 3		
	Ended Time: 06/23/2020 12:20:15 pm	Number of Unreadable records in this File (If any field Contains ','): 0 Number of records with errors in this File: 2		
	Successfully Uploaded: 1			
	Successfully Updated: 0	Number of records with success in this File: 1		
Invalid Data; Line 2 Line 4 Line 4 Line 4 Line 4 Line 4	Please correct the errors and re-upload the data. error – You do not have access to the Location(s) Senn. Please c error – A Y or N must be specified for the Child Editing permission error – A Y or N must be specified for the Data Export permission error – A Y or N must be specified for the Manage Staff permissio error – A Y or N must be specified for the Manage Allocations per error – A Y or N must be specified for the Manage Organization p	ontact your administrator for permissions and reupload the file. . Please correct this line and reupload the file. . Please correct this line and reupload the file. mission. Please correct this line and reupload the file. ermission. Please correct this line and reupload the file. Print Errors		

6 If necessary, correct errors and repeat steps 3 – 5.

