

P16 Research Data Export Directions

Merced COE Contacts

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Access the P16 SharePoint folder for your district by entering this link in a browser window:

<http://p16data.mcoe.org/>

When prompted enter your district's P16 username and password (note: you must add **mercedcoe** in front of your username as in this example: **mercedcoeP16username**). Upload data files to your district folder – you will only be able to upload to your district's folder. If you need assistance, please contact John or Michelle.

File Export Directions

- 1) **Middle Schools (includes all schools with 8th graders)** will upload to their district P16 SharePoint folder an Excel sheet containing all **2009-2010 8th graders** and include the following fields:
 - a. Last name,
 - b. First name,
 - c. CSIS student ID (state),
 - d. Name of the math course taken in 2009-2010,
 - e. Fall and Spring semester math grades (percentages and letter grades),
 - f. MDTP taken in 2010 (if administered at the site),
 - g. MDTP raw score (if applicable),
 - h. 8th grade math teacher's math course recommendation for 2010-2011 (if documented),
 - i. Overall 8th grade GPA,
 - j. Any internal math benchmarks that were administered during the school year 2009-2010 and entered into school database (raw score and proficiency level) (if the site does have an internal benchmark can they provide a brief description – including the name of the benchmark(s) and how often it is administered).
- 2) **High schools** will upload to their district P16 SharePoint folder an Excel spreadsheet containing all 2010-2011 9th graders and include the following fields:
 - a. Last name,
 - b. First name,
 - c. CSIS student ID (state),
 - d. Name of the Fall 2010-2011 math course
 - e. Fall semester grade received in math course for 2010-2011
- 3) **Each district** will need to upload the CST text pad file
- 4) **Each** district containing a high school will need to submit the CAHSEE text pad file

File Export Due Dates:

Middle Schools – Upload to be completed by December 1, 2010

High Schools – Upload to be completed by January 14, 2011