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WHAT DATA DOES GU COLLECT?

GEAR UP (GU) collects data on the following topics:

- Student Demographics
- Student Services
- Student Academics
- Student Post-Secondary Enrollment
- Parent Services
- Educator Services

WHY DO WE COLLECT IT?

There are multiple reasons GEAR UP collects this information. First is to comply with the federal grant in completing an annual performance review. Second is to gain insights on how to improve GU spending and services. Finally, GU utilizes the data to tell a story of the successes and challenges of the program to leaders and the public.
STUDENT DATA
Add Students (Batch)

There are two ways to upload new student data "batch" and "spreadsheet". You will need the following student information to complete this section. New students must be added by September 30:

- Student ID*
- Grade*
- DOB*
- Last Name*
- First Name*,
- Middle Name, (OK to leave blank)
- Suffix, (OK to leave blank)

Step 1:
Prepare your Excel document. Each data point above must have its own column and exact spelling as shown in yellow.

Step 2:
Select the batch student upload from the drop down menu

Step 3:
Select your school and the date of enrollment (first date available on the calendar)

Note* You can upload as many students as you want using this method.
STUDENT DATA
Add Students (Batch) Cont.

**Step 4:**
Copy/Paste your student data from Excel into the blank space outlined in blue. Be sure to copy your column headers.

**Step 5:**
Click on the red "read pasted" button.

**Step 6:**
Correct errors (highlighted in red) in your upload. Columns and cells must match exactly.

**Step 7:**
Once all errors are corrected click the red "upload button."

Tip: You must copy and paste each column listed even if you don't have data in the cells below that column heading.

Tip: Your matched student data will appear here for upload.

Note* Your columns might appear misaligned like in Step 4. This is ok if you copied directly from excel. Do not change the data once it is pasted.
STUDENT DATA
Add Student Demographic (Batch)

You will need the following student data to complete this section. Again you will upload data using an Excel document.

- **Student ID***
- **Gender***
- **Race***
- **Ethnicity***

**Step 1:** Prepare your Excel document. Each data point above must have its own column and exact spelling as shown in yellow.

**Step 2:** Under Students select "add students demographics (batch)".

**Step 3:** Under "set parameters" select your school and "tab delimited".

**Step 4:** Column headers are shown in red. You can use abbreviations in your Excel workbook

*See Step 1 for an example and read the instructions*
STUDENT DATA
Add Student Demographic (Batch) Cont.

Step 5:
Copy/Paste your data into the text box making sure to include Column headers. Click validate.

Step 6:
Check for errors highlighted in red and correct. Completed data will appear under "records ok".

Step 7:
Data that has all of the correct info will appear here. Once all students are shown click upload.

Tip: It is helpful to create 2 tabs in excel. One for your basic student info and one for their demographic info. The common variable between the two data sets is the student ID.
STUDENT DATA
Add Students (Spreadsheet)

You will need the following student info to complete this section. All information is entered manually.

- Student ID*
- School
- Grade*
- DOB*
- Last Name*
- First Name*
- Middle Name
- Suffix
- Gender*
- Race*
- Ethnicity*

**Step 1:**
Select the spreadsheet student upload from the drop down menu.

**Step 2:**
Select the number of students you want to add (max 10) and click submit.

**Step 3:**
Enter student data manually into each space. An **“** is a required field. You can click on the red **X** to delete a row. After all info is added click submit.
STUDENT DATA

Transferring Students

Step 1: To transfer a student first find them by using their name or ID in the search or find list student function.

Step 2: Under the student summary click on "Transfer/Inactive Student"

Step 3: Select to transfer the student to another GEAR UP school or to Inactive.

Step 4: If you chose to transfer to a GEAR UP school select the student's new school.

Hint: You help other liaisons by transferring students to their school.
STUDENT DATA
Tranferring Students

Step 5: If you placed the student as Inactive choose a reason from the drop down menu.

Step 6: Select the date of transfer. If the student started the year at your school choose the earliest date from the calendar.

Step 7: Write any additional notes about the transfer and click "Initiate Transfer".

Step 8: Look for the transfer details in the Transfer Records. You can also view their previous transfers.

Note: Transferring students should be done on a monthly basis.
STUDENT DATA

Upload Student Academic Data

You will need the following first-semester student data to complete this section. The section becomes available on January 15. All data must be uploaded by February 28.

- Student ID*
- Course Enrollment (math, science, english)
- First Semester Course Grade (A, B, C, D, F)
- Course Difficulty (Basic, General, Honors/Advanced)

Step 1: In the top navigation bar under students select "Upload Courses"

Tip: You can only enroll students in a single course at a time so organize your data by courses and the students taking them.

Step 2: This is the upload page. Make sure "Enrollment" is selected along with "Tab delimited". Click on "instructions" to learn more.

Step 3: Column headers are shown in red. Use these in Excel or rename them.
STUDENT DATA

Upload Student Academic Data

**Step 4:** Courses recognized by the GEARS database are listed under "course description". As shown in red, you can rename them to match what they are called at your school. For example, if your Excel uses “Alg 2” as the name for PreAlgebra in the Required Field for Course, then enter Alg 2 next to Algebra 2.

**Step 5:** Again you will want to set up your excel workbook to mirror the data entry in GEARS. Notice you will have 3 courses to upload per student.

**Step 6:** After you map your names and columns, copy and paste your headers and data into the space. Click "validate data".

**Step 7:** Check for errors highlighted in red. After all data is correct click “upload”.

Tip: You may wish to set break up academic tabs based on grade since they will likely be in the same classes.
STUDENT DATA

Upload Student Completion Data

You will need the following student data to complete this section. All academic data must be uploaded by June 15.

- Student ID*
- Courses Enrolled (math, science, english)
- Course Completion (yes, no)

**Step 1:** Select the Upload Courses from the drop down menu.

**Step 2:** Select "completion" by clicking on the button. This section does not open until May.

**Step 3:** Column headers are shown in red. Use these in Excel or rename them.

**Step 4:** Courses recognized by the database are listed under "Course Description". You can rename them to match what they are called at your school. The optional value must match the name you gave these courses in the Upload Student Academic Data section in February.
### Step 5: Again you will want to set up your excel workbook to mirror the data entry in GEARS. You must enter a completion status for each course the student is enrolled in.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student ID</td>
<td>Course</td>
</tr>
<tr>
<td>2</td>
<td>32451346</td>
<td>Algebra 1</td>
</tr>
</tbody>
</table>

### Step 6: After you map your names and columns, copy and paste your headers and data into the space. Click "validate data".

### Step 7: Check for errors highlighted in red. After all data is correct click "upload".

### Step 3 Paste Data & Validate

Paste data with column headings in 1st row:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Course</td>
<td>Completion</td>
</tr>
<tr>
<td>32451346</td>
<td>Algebra 1</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

### Step 4 Upload & Review

**ERRORS LIST: (0)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Seme</th>
<th>Course Difficulty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RECORDS OK: (0)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Seme</th>
<th>Course Difficulty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You will need the following student data to complete this section. **Data in red must be uploaded by February 28.**
**Data in black must be uploaded by June 15**

- **Free Reduced Lunch**
- **LEP**
- **IEP**
- **Unexcused Absences**
- **AP Enrollment/Completion**
- **GPA**
- **Graduate to next grade**
- **On Track (to graduate)**

**Step 1:** Select the Upload Selected Fields from the Student drop down menu.

**Step 2:** On the left you will find each data field. You can only upload one at a time. Use the Student ID as the common denominator during each upload. The fields blocked out in gray are not available for entry until the stated date. **Note:** Homeless and foster care designations are optional. Check in back of this booklet for definitions.

**Step 3:** Select a data field from the options. Select "tab delimited".

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**Data Field:**
- **Free or Reduced Lunch**
- **LEP**
- **IEP**
- **Homeless**
- **Foster Care**
- **Days Absent** (Available: 01/01/2021)
- **AP Enrollment** (Available: 01/01/2021)
- **IB Enrollment** (Available: 01/01/2021)
- **AP Completion** (Available: 05/01/2021)
- **IB Completion** (Available: 05/01/2021)
- **GPA** (Available: 05/01/2021)
- **On Track** (Available: 05/01/2021)
- **MUS Prep Schol** (Available: 05/01/2021)
STUDENT DATA
Upload Selected Fields Data

Step 4: The column names are highlighted in red. You can either rename them to match the column names in your Excel file OR

Step 5: Match your Excel file column names with the selected data field name in GEARS. Rows show the acceptable values for each data field

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>FRL</td>
<td>IEP</td>
<td>LEP</td>
<td>Homeless</td>
<td>Foster Care</td>
<td>Days Absent</td>
<td>GPA</td>
</tr>
<tr>
<td>32451346</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>8</td>
<td>3.4</td>
</tr>
</tbody>
</table>

Step 6: Copy and Paste from your Excel file. Click Validate Data.

Step 7: Correct all error messages highlighted in red such as incorrect column headers or invalid data in your Excel file. Repaste your data and click Upload. GEARS will then show you the number of students completed and those still missing this data field.

Step 8: Repeat steps 3-7 for all students and all data fields. Remember you can paste as many students for each data field as you like. Additional instructions are found in red letters.
STUDENT DATA
Upload Dual Enrollment

You will need the following student data to complete this section. Dual enrollment data must be uploaded by June 15

- Dual Enrollment Course Name
- Institution
- Number of credits Earned

**Step 1:** To add student enrollment data select Find/List student and click on their Student ID.

**Step 2:** On the lower left side the student summary page click on "current year student data".

**Step 3:** Scroll down on the student page. Click on "view dual enrollment courses". Select "Yes/No" from the dropdown.

**Step 4:** Type in the course name.

**Step 5:** Select the Institution from the dropdown.

**Step 6:** Select the number of credits earned by the student in the course. Click "Add".
FAMILY DATA
Adding Family Members

Each time you add a new student you should add their parent or guardian information: Relationship to student, first and last name

Step 1:
Find the parent page under the student summary page by clicking on the Student ID.

Step 2:
Select the relationship of the parent to the student.

Step 3:
Enter the parent or guardian's first and last name. Click submit.
STAFF DATA
Adding New Staff

You will need the following information to complete the staff section. Add any school staff involved with GEAR UP at your school. New staff must be uploaded by September 30.

- First Name
- Last Name
- State Educator ID (not required)
- Position

Step 1: At the top navigation bar under "Admin" click on "Add Staff"

Step 2: Enter the staff’s first/last name and state educator ID. If you do not have the SEID enter "0".

Step 3: Select their position and school. Click submit.
STAFF DATA
Transferring Staff

Step 1: To delete staff go to "Admin" in the navigation bar. Select "List Staff"

Step 2: Select a previous year and your school from the options.

Step 3: Under the "Copy to Current Year" column select the staff you want to transfer.

Step 4: Click "Move selected to current year" to move all staff selected to the current year.
STAFF DATA
Deleting Staff

Step 1: To delete staff go to "Admin" in the navigation bar. Select "List Staff".

Step 2: On this page click on the red "x" in the row of the staff you want to delete.

Step 3: On this page read the disclaimer in red then click on the red "✔" to delete staff. If you no longer wish to delete click on the ✗ to exit.
ALL DATA

Student Data Status and Download

This is a quick trick to download Student IDs for use in creating Excel files.

Step 1: Click on "student data status & download"

Step 2: On the reports page, select the year and grades you want incorporated in your report.

Step 3: Select the Student ID as the common denominator for all fields.

Step 4: Click download. The file will download as an excel.csv. You can use this list of Student IDs to create Excel files to use in other data uploads.
ALL DATA
Terms and Definitions

- **Student ID** - Unique State issued identifier. How student demographics and services are categorized in GEARS.
- **Gender** - Male/Female.
- **Race** - American Indian, Asian, Black, White, 2 races.
- **Ethnicity** - Hispanic or non-hispanic.
- **Courses** - Core subjects: Math, English, and science.
- **Semester Grade** - Grades from the fall semester.
- **Course Difficulty** - Is the course considered basic (below level), general (at level), or advanced (above level).
- **FRL** - Free & Reduced Lunch status of student.
- **IEP** - Individualized Education Plan status of student.
- **GPA** - Student's end of year Grade Point Average.
- **Days Absent** - Student's first-semester unexcused absences.
- **On Track** - Is the student on track to graduate high school per your school's requirements (yes/no).
- **Promote Next** - Has the student completed coursework sufficient to move up to the next grade (yes/no). No means they were held back a grade.
- **Homeless/Foster** - Is the student identified as homeless or foster? This is optional.
- **AP Enrollment** - Student's enrolled in AP courses.
- **Dual Enrollment** - Students can take courses in high school for college credit. Course credits/completion.
- **PSE** - Students who have enrolled in a post-secondary institution.
- **GEARS** - The database where all program data is uploaded and downloaded from. Homebase.
- **Column Names** - The headers used in your Excel file and in GEARS to compare and match uploaded data.
- **Data Field** - Used to refer to a column in a database or a field in a data entry form. Ex: Course Grade – A
- **Data Error Message** - You will receive this message when your column headers or other data does not match with acceptable in GEARS.