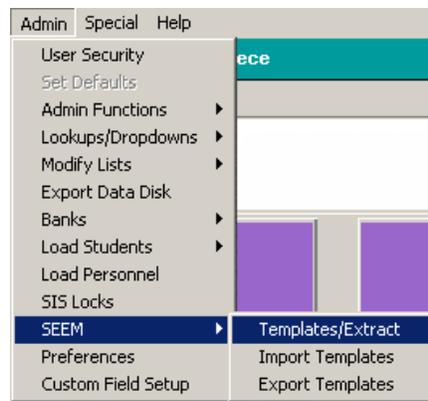


# Running the Special Education Extraction

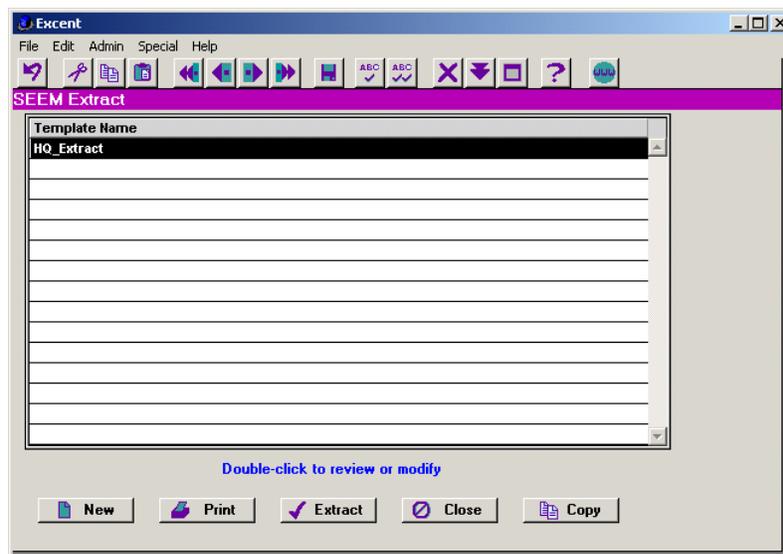
**NOTE:** Remember you must first run the extraction in Excent to ensure you have extracted the most recent SPED data. If you do not run the extraction first, you run the risk of attaching files from a previous extraction to the email message. Files that are not current will be rejected.

The first step is to create a folder on your C: drive named C:\SPECIAL. Then create the Special Education extraction file from Excent.

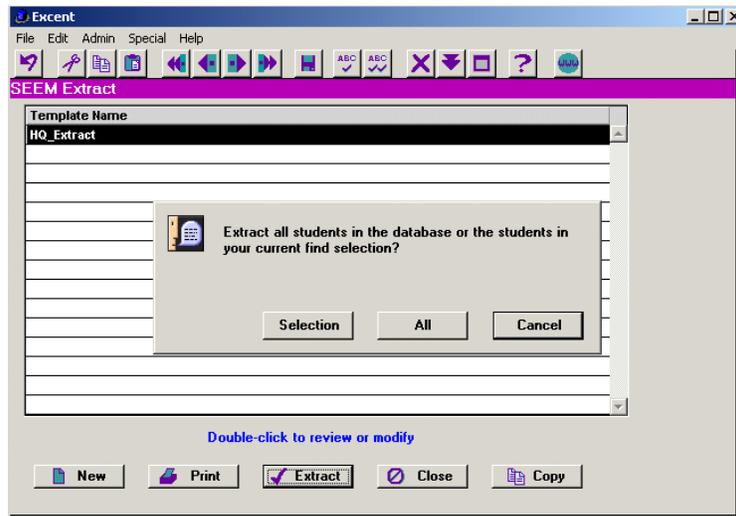
1. Start Excent making sure that you log on using a user ID and password that has rights to the SEEM module under Admin. If, when you drop down the list under Admin, SEEM is dim and cannot be selected, contact the principal or AT/ET responsible for assigning rights. They will either have to run the extraction or modify rights so the designated SPED personnel can run the extraction.
2. From the main Excent screen click on Admin, then from the drop down list click on SEEM and finally from the list that appears to the right, choose Templates/Extract.



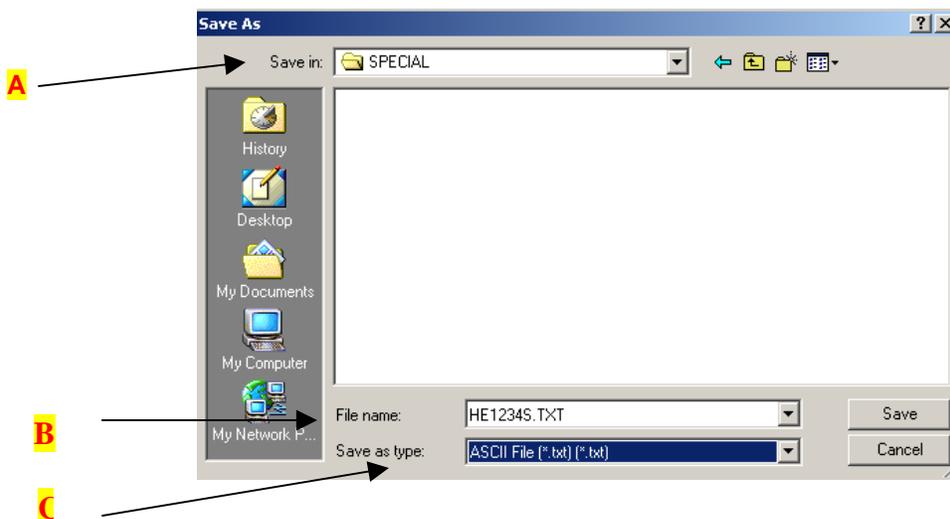
3. This brings up the window showing the different templates that have been defined. Select the template HQ\_Extract by highlighting it.



- Once the template has been highlighted, click on the middle button at the bottom (Extract). This brings up the selection window (as shown below) from which you click the "All" option. If the All option does not appear, contact your principal or AT/ET for assistance as your rights for access to all students was not set when setting your user security rights.



- You will now be presented with the SAVE AS window. **This is a critical step in which you must do exactly as indicated.** Deviations, creativity, etc. will give problems and your data will most likely be unusable and thus require you to do the process again.
- In the upper box (A in the figure below) to the right of "Save In" identify the C:\SPECIAL folder where you will save the file. Once a folder is identified, the middle part will show you the different files in that folder. **Remember this folder as you will need it when you attach the files to the email message in a later step.**
- In the bottom portion, the first box (B in the figure below) to the right of "File Name" you will see **.TXT** (a dot followed by the letters TXT). In this box you type the approved file name for your school. **The approved name is your school's DoDAAC followed by the letter S then a period followed by the letters TXT (there are no spaces).** If your school's DoDAAC is HE1234, the file name entered here would be **HE1234S.TXT** as shown in the figure below. This is mandatory. Do not be **creative** or **leave out anything** (e.g. the S) as only files which **exactly** match the requirement are useable by the district/area/headquarters special education program (SPEDMAN2). **Reminder: once the files are created, do not rename them for any reason. If you named the first file correctly, then the computer will name the other three files correctly. If the names are wrong, rerun the process using the correct name this time. Additionally, do not zip them into a package. Attach all four files as independent attachments. It is important to know that the DoDAAC is what identifies which school the file came from and thus a wrong DoDAAC means we do not know that you sent your files.**



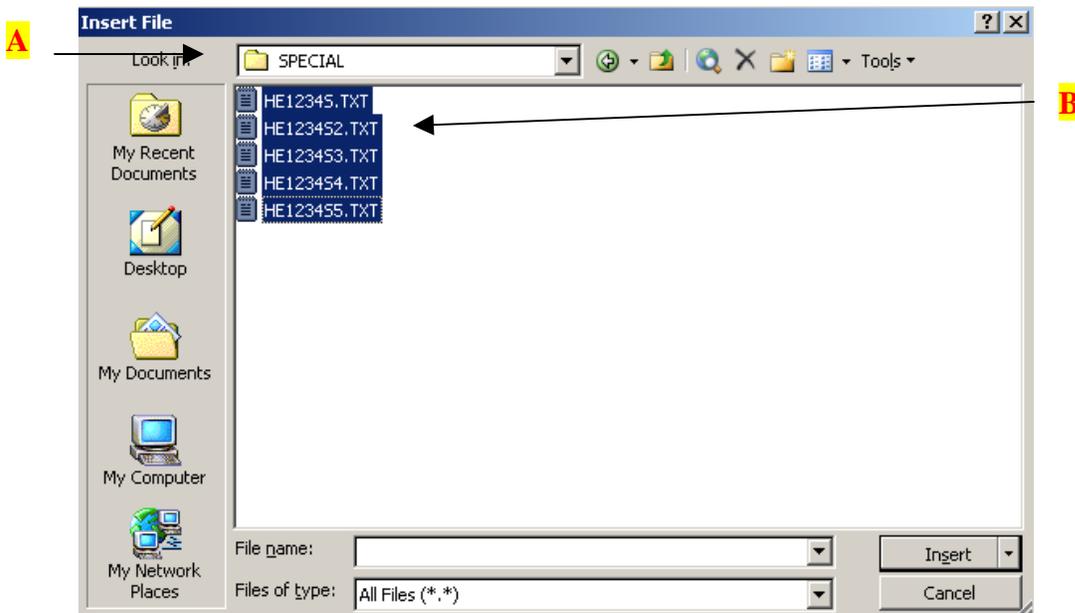
8. The bottom box (C in the figure on the previous page) to the right of “Save as type” should be left as is.
9. Click the “Save” button and a small window will appear showing the number of students being exported and the progress of the extraction. Between each process (file being created) you will see a quick refresh and then the progress bar will again appear. This will happen for each of the five files.
10. When the process is complete, you are returned to the main Excent screen.

The next step in the process is to send to files as an attachment to an email message.

1. Open Microsoft Outlook (Exchange) and create a new message. Address this message to ODS ENROLLMENT and to your district SMS ET.

Bavaria – Cherie Coon  
 Isles – Brian McGee  
 Heidelberg – Tom Perreault  
 Kaiserslautern – Maria Lock  
 Mediterranean – Richard Duncan

2. For the subject line, type anything appropriate. **Note: if you need to provide any text with the message, then please include an appropriate person as one of the addressee as messages in the ODS ENROLLMENT mailbox are not individually opened and read. They are simply flagged as read, the attachments starting with HE saved to a specified location, and the message archived. That is all done automatically which is why files MUST be named correctly.**
3. Once the message is created, click on the paper clip to attach files or select **Insert - File...** from the file menu. The “Insert File” window (as shown in the figure below) will appear.
4. In the upper box (A in the figure below), locate the folder identified in step 6 above when you saved the files. Once the location is identified, the window will show all files in that location, highlight the five files (B in the figure below) beginning with your school’s DoDAAC as you named these files in step 7 above.



5. Once the files have been highlighted, click on the **Insert** button to add them to the message, and then send the message.