



BDI-2 Data Manager Reports

The purpose of this document is to provide instructions for running two types of reports in the BDI-2 Data Manager software by Riverside Publishing Company. The reports obtained from the BDI-2 Data Manager website can be used to determine if testing guidelines were met for Indicator 7 of the State Performance Plan/Annual Performance Report. That is, special education students that are ages 3-5 on December 1 have been tested in the fall and spring, with at least 6 months between the testing.

Reports in the BDI-2 Data Manager may be generated in PDF or Excel format. Both contain the same information. The PDF file is user-friendly and easy to read. The Excel format is recommended for those who have experience with Excel and would like to sort or perform other operations on the data. Below are instructions for both types of reports.

Access the BDI-2 Data Manager Website at <https://www.bdi2datamanager.com/default.aspx> and login.

Battelle 
Developmental
Inventory
2nd edition

Please provide your login credentials

Login ID:

Password:

[Forgot my password](#)

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To run a report in PDF format, select the Group Reports option from the menu.



Select your district name (it must be highlighted), select Screener Roster Report, and click Go to Report Criteria.



Enter the date range (For a school year, enter July 1st to June 30th), select a standard deviation, enter your email address, and click Schedule Report.

Battelle Developmental Inventory 2nd edition

Home | Hierarchy Organization | Staff Administration | Child Administration | **Reports** | Import/Export

Fields with * are required fields

Screening Roster Report for Aberdeen 4820

Select Assessments Date Range [Date Format: mm/dd/yyyy]*

From: 7/1/2009 To: 6/30/2010

Select Standard Deviations

All Domains and RS total: -2.0 -1.5 -1.0

E-mail: * ddonovan@mde.k12.ms.us

Schedule Report Cancel

You will receive an email when the report is complete. To retrieve the report, go to the Scheduled Queue page in the Import/Export menu. When the report is ready, click the blue down arrow to download the report. The report will be in a .zip file. You will need a program that opens .zip files, such as WinZip, to open the report.

Battelle Developmental Inventory 2nd edition

Home | Hierarchy Organization | Staff Administration | Child Administration | Reports | **Import/Export**

Report has been scheduled

Scheduled Queue

This screen shows the status of scheduled imports, exports, and scheduled reports.
To view previously selected filters or download the file, click on the appropriate icons in the Actions column.

Action Icons: Delete: Filters: Download: Roster Students:

Job ID	Date Created	Date Completed	Description	File Name	Status	Actions
303	06/01/2010	06/01/2010	Group Report-Screener Roster	GR_19_303.zip	Finished	
820	09/07/2010	09/07/2010	Group Report-Screener Roster	GR_19_820.zip	Finished	
977	09/17/2010		Group Report-Screener Roster		Not Started	

Click the down arrow to open file.

Example of PDF Report:



Roster Report
Aberdeen 4820 Summary Report
Date: 9/17/2010

Results Based on -1.5 Standard Deviation

Student Name: ██████████		Child ID: ██████████				
Gender: ██████████		Date of Birth: ██████████				
School/Site: Aberdeen 4820		Classroom: Aberdeen Sch Dist Aberdeen Elem				
Age in Months: █████ months		Assessment Date: 10/28/2009				
Domain	Adaptive	Personal-Social	Communication	Motor	Cognitive	BDI-2 Total
Raw Score	28	28	24	26	25	129
Pass/Refer	Pass	Pass	Pass	Pass	Pass	Pass
Total AE						39

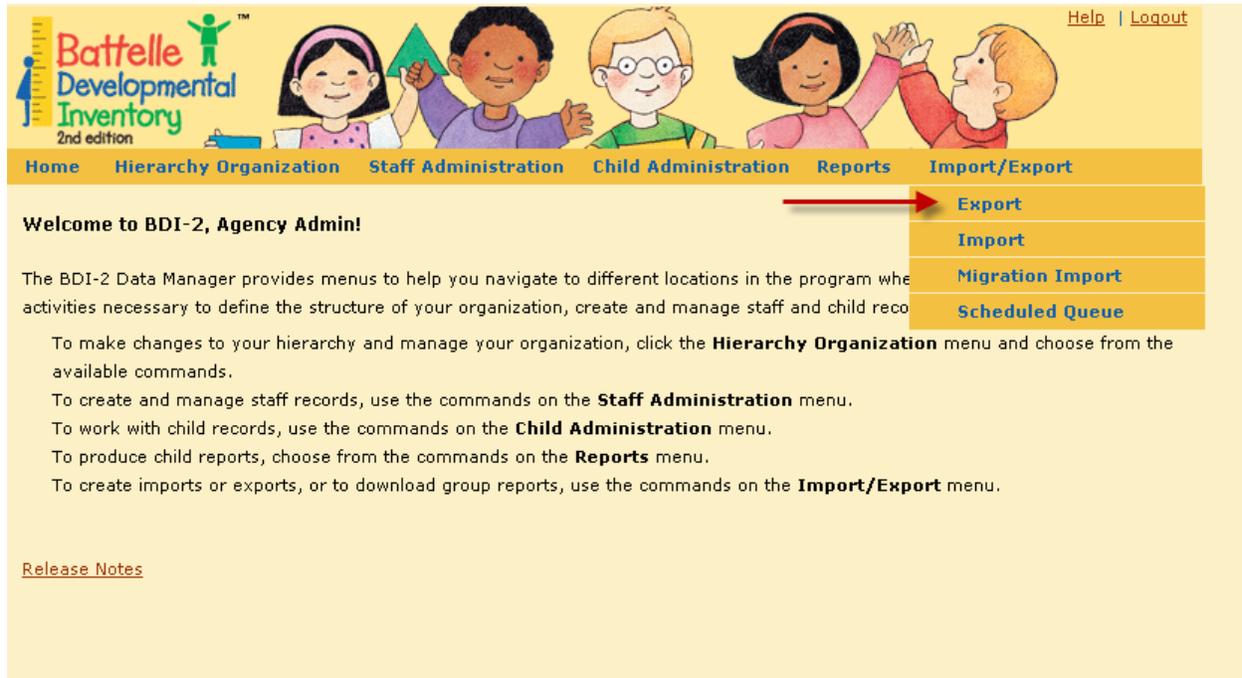
Student Name: ██████████		Child ID: ██████████				
Gender: ██████████		Date of Birth: ██████████				
School/Site: Aberdeen 4820		Classroom: Aberdeen Sch Dist Aberdeen Elem				
Age in Months: █████ months		Assessment Date: 4/26/2010				
Domain	Adaptive	Personal-Social	Communication	Motor	Cognitive	BDI-2 Total
Raw Score	28	27	25	31	25	134
Pass/Refer	Pass	Refer	Pass	Pass	Pass	Pass
Total AE						42

Student Name: ██████████		Child ID: ██████████				
Gender: ██████████		Date of Birth: ██████████				
School/Site: Aberdeen 4820		Classroom: Aberdeen Sch Dist Aberdeen Elem				
Age in Months: █████ months		Assessment Date: 10/27/2009				
Domain	Adaptive	Personal-Social	Communication	Motor	Cognitive	BDI-2 Total
Raw Score	28	34	28	29	25	140
Pass/Refer	Pass	Pass	Pass	Pass	Pass	Pass
Total AE						45

Results based on Battelle Developmental Inventory, Second Edition (BDI-2) Screening Test.
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Students that were tested in both fall and spring will be listed twice on the report. The Assessment date is listed for both tests, which you may review to determine if the tests were given at least 6 months apart.

To run a report in Excel format (.csv file), select Export from the Import/Export menu.



[Help](#) | [Logout](#)

[Home](#) [Hierarchy Organization](#) [Staff Administration](#) [Child Administration](#) [Reports](#) [Import/Export](#)

Welcome to BDI-2, Agency Admin!

The BDI-2 Data Manager provides menus to help you navigate to different locations in the program where activities necessary to define the structure of your organization, create and manage staff and child records.

- To make changes to your hierarchy and manage your organization, click the **Hierarchy Organization** menu and choose from the available commands.
- To create and manage staff records, use the commands on the **Staff Administration** menu.
- To work with child records, use the commands on the **Child Administration** menu.
- To produce child reports, choose from the commands on the **Reports** menu.
- To create imports or exports, or to download group reports, use the commands on the **Import/Export** menu.

[Release Notes](#)

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Select Assessment Summary for the type of file, select the District name (name must be highlighted), select Comma as the File Delimiter, enter the beginning and end dates (July 1st to June 30th for a school year), and click Export File. Your file will be generated immediately.

Export
Fields with * are required fields

Important Information!

The Migration Export, the Student and Assessment Summary, the Assessment Domains export, and the Assessment Details export are scheduled exports. Upon request, these exports will be added to the queue and will be processed in the order they are received. This may take up to 24 hours and will be available in the Scheduled Queue, located under the **Import/Export** tab.

All other exports are generated on demand and can take up to 20 minutes. Do not close your Internet browser or rerequest these exports while they are generating as it will cause additional delay.

Select File to export:*

- Organizations
- Staff
- Students
- Assessment Summary**
- Assessment Domains
- Assessment Details
- Assessment Observations
- Student and Assessment Summary
- Migration Export

Export File Format

Select File Delimiter

- Tab
- Comma**
- Xml

Export File

Selected Organization:* Aberdeen 4820 [74] ✓

Click Here

- MAPS
- Aberdeen 4820**
- Alcorn County 0200
- Amite County School District 0300
- Amory 4821

Export Beginning Date*
7/1/2009

Export Ending Date*
6/30/2010

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Open or Save the File with Excel. You will see a list of students and their assessment data. If a student was tested in the fall and spring, they will be listed twice.

childName	StudentID	studentAssessmentID	assessmentID	studentExternalID	assessmentTypeID	assessmentTypeText	firstTestDate	Last Update Date	totalDQScore	totalPRScore	totalNces	totalTScore	totalZScore
[REDACTED]	1	210810	2	[REDACTED]	2	2 Screener	#####	#####					
[REDACTED]	1	281461	2	[REDACTED]	2	2 Screener	#####	#####					
[REDACTED]	1	212495	2	[REDACTED]	2	2 Screener	#####	#####					
[REDACTED]	1	210816	2	[REDACTED]	2	2 Screener	#####	#####					
[REDACTED]	1	278186	2	[REDACTED]	2	2 Screener	#####	#####					
[REDACTED]	1	212504	2	[REDACTED]	2	2 Screener	#####	#####					
[REDACTED]	1	282310	2	[REDACTED]	2	2 Screener	#####	#####					

The firstTestDate column in the Excel file is the Assessment Date. These two dates should be at least 6 months apart.

childName	StudentID	studentAssessmentID	assessmentID	studentExternalID	assessmentTypeID	assessmentTypeText	firstTestDate	Last Update Date	totalDQScore	totalPRScore	totalNces	totalTScore	totalZScore
Ja [REDACTED]	[REDACTED]	210810	2	[REDACTED]	2	2 Screener	10/26/2009	10/26/2009					
Ja [REDACTED]	[REDACTED]	281461	2	[REDACTED]	2	2 Screener	4/27/2010	4/27/2010					
Ti [REDACTED]	[REDACTED]	212495	2	[REDACTED]	2	2 Screener	10/29/2009	10/29/2009					
Ja [REDACTED]	[REDACTED]	210816	2	[REDACTED]	2	2 Screener	10/23/2009	10/26/2009					
Ja [REDACTED]	[REDACTED]	278186	2	[REDACTED]	2	2 Screener	4/22/2010	4/22/2010					
Ro [REDACTED]	[REDACTED]	212504	2	[REDACTED]	2	2 Screener	10/28/2009	10/29/2009					
Ro [REDACTED]	[REDACTED]	282310	2	[REDACTED]	2	2 Screener	4/28/2010	4/28/2010					
Le [REDACTED]	[REDACTED]	211812	2	[REDACTED]	2	2 Screener	10/28/2009	10/28/2009					

If you have any questions, contact:

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