Assessment Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
6/2/22	Perform Assessment Imports	Table – Import Name of ODDEX File – delete reference to OGT
	Review Test Data and Manually Enter If Necessary	Delete reference to OGT
4/20/22	View Assessment Standards	Updated screenshot
4/18/22	Perform Assessment Imports	Add note regarding the ACT FY21+ import
10/12/21	Perform Assessment Imports	Review and update
7/23/21	Entire document	Review and update
6/15/21	Perform Assessment Imports

Enter Other Assessments | Update table regarding DPR Growth (NWEA) and DPR Growth (STAR) and add notes about DPR Growth (STAR) and OST.

DPR Growth - Able to enter 4-digit score |
| 4/1/21 | Perform Assessment Imports | Rename Redesigned ACT (New Format as of 09/2016) to ACT FY21+
Rename Redesigned SAT (New Format as of 10/2015) to SAT Import
Remove SAT (Old Format)
Add note regarding SAT Import accepting SEX or GENDER for column I |

Table of Contents

Assessment*:* Follow these steps to review, add, and edit student assessment data. StudentInformation gives the district the ability to create electronic files for the testing company for producing pre-identification labels used during the student testing. StudentInformation also allows districts to import test results from testing companies and then copy that same data from StudentInformation to EMIS for your EMIS reporting requirements. District personnel also have the ability to view testing data by grade level, building, courses, teacher, etc. and use that data to analyze results and needs of the students and district. Test results can be integrated on the transcripts for school use, if desired.

StudentInformation provides optional reports that can be processed to validate the data. You can refer to the Analytics Hub / Report Designer.   In the documentation (WebHelp or SA Portal), under the Reporting application, a Report List provides a list of reports available by module and includes a description for each.

Unless otherwise noted, see Assessment Guide for details.

☐ **Run Pre-Ident For Riverside ITBS Export** – For pre-identification labels for the Riverside ITBS Pre-Identification Export, select Pre-Ident For Riverside ITBS Export. Select the appropriate building, grade level, building name and applicable layout.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export - Pre-Ident For Riverside ITBS Export dropdown

See Import/Export Guide for details.

☐ **Run Pre-Ident For Pearson Educational Measurement Export** – For pre-identification labels for the Pearson Educational Measurement Export, select Pre-Ident For Pearson Educational Measurement Export. Select the appropriate building, grades for students to include, as well as whether contract vocational students, JVS students, and CVI home schooled students should be included. If you wish to run a Pre-Ident export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident For Pearson Educational Measurement Export dropdown

See Import/Export Guide for details.

Pre-Ident For Pearson Educational Measurement Export	Please Select a Pre-Identification Export ▾

Galion * ☐

☐ Galion Middle School	☐ Galion Intermediate	☐ Galion Primary
☐ Galion High School		

Include the following grades * ☐

☐ 12th Grade   ☐ 13th Grade

Include the following types of students

☐ Contract Vocational - In   ☐ Contract Vocational - Out   ☐ JVS   ☐ Include CVI home school information   ☐ Include JVS home school information

Select an Ad-Hoc Membership
-- No Membership Selected -- ▾
☐ Private and Public

Only these students:
Comma separated Student Numbers

File Options: * ○ Download ○ Email

Export   Reset

☐ **Run Pre-Ident For OELPA Export** – For pre-identification labels for the OELPA Export, select Pre-Ident For OELPA Export. Select the appropriate building, grades for students to include, as well as whether contract vocational students, JVS students, and CVI home schooled students should be included. Also, specify if the test will be taken by Paper or Online.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident for OELPA Export dropdown

See Import/Export Guide for details.

Note: The files now display **blanks** instead of **N** in all test eligibility columns.

Note: The files are now formatted as .csv files instead of .txt files.

☐ **Run Pre-Ident For OLSAT Export** – For pre-identification labels for the OLSAT Export, select Pre-Ident For OLSAT Export. Select the appropriate building and grades for students to include. If you wish to run a Pre-Ident export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident for OLSAT Export dropdown

See Import/Export Guide for details.

Pre-Ident For OLSAT Export		Please Select a Pre-Identification Export ▾
Galion * ☐		
☐ Galion Middle School	☐ Galion Intermediate	☐ Galion Primary
☐ Galion High School		

Include the following grades* ☐

☐ IN	☐ PS	☐ KG
☐ 01	☐ 02	☐ 03
☐ 04	☐ 05	☐ 06
☐ 07	☐ 08	☐ 09
☐ 10	☐ 11	☐ 12
☐ 13	☐ 23	☐ GR
☐ UG	☐ **	☐ DR

Only these students

Comma seperated Student Ids

File Options:* ⚪Download ⚪Email

Export   Reset

☐ **Run Pre-Ident For KRA Export** – For pre-identification labels for the KRA Export, select Pre-Ident For KRA Export. Select the appropriate building and KRA Pre-ID Type to Export. There are 3 pre-identification exports for the KRA. They are (1) student; (2) teacher; and (3) enrollment.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export - Pre-Ident For KRA Export dropdown

See Pre-Ident for KRA Procedural Checklist or Import/Export Guide for details.

PreIdent For Kra Export   Please Select a Pre-Identification Export ▾

Galion *☐

☐ Galion Middle School   ☐ Galion Intermediate   ☐ Galion Primary
☐ Galion High School

Choose KRA Pre-Id Type to Export

[dropdown] *

File Options:* ○Download ○Email

Export   Reset

☐ **Run Pre-Ident For Next Generation Assessment Export** - Previously known as Pre-Ident For AASWD and OCBA 3-8 Export. For pre-identification labels for the Next Generation Assessment Export, select Pre-Ident For Next Generation Assessment Export. Select the appropriate building and the assessments for each grade. If you wish, you can select an ad-hoc membership for the AASCD which can be run at the same time as the NGA. The export can be a combined file or you can select separate files for the AASCD and NGA. If you wish to run the export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Note: The file will exclude students who do not have an SSID or a Non-Public SSID. If a non-public district is in context, and some students have not been assigned a Non-Public SSID, a message displays to click on the Student Name to go to the Edit Student Profile screen to add/edit the Non-Public SSID field on the Additional tab.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident For Next Generation Assessment Export dropdown

See Pre-Ident for Next Generation and End of Course Exports Procedural Checklist or Import/Export Guide for details.

Note: The files are now formatted as .csv files instead of .txt files.

StudentInformation includes students in the export based on their enrollment in course sections matching the following criteria:

Tested Subject Area	EMIS Subject Code	IS HS Credit
HS Physical Science	132220, 132900	Y
HS American History	150810, 152300	Y
HS American Government	150300, 015590, 150308	Y
HS Biology	132230	Y
HS ELA1 and ELA2	05XXXX, 06XXXX	Y
K-3 ELA	050152	N
3-4 ELA	050153, 050154	N
5-6 ELA	050154	N
7-8 ELA	050156	N
K-3 Math	110003	N
4-6 Math	110150	N
7-8 Math	110175	N
7 Advanced Math	110060	N
8 Advanced Math	110065	N
K-3 Social Studies	151209	N
4-6 Social Studies	151210	N
7-8 Social Studies	151201	N
K-3 Science	132110	N
4-6 Science	132120	N
7-8 Science	132130	N
Math1, Math2, Algebra, Geometry	11XXXX	Y

Pre-Ident For Next Generation Assessment Export

Please Select a Pre-Identification Export ▾

Galion * ☐

☐ Galion Middle School   ☐ Galion Intermediate   ☐ Galion Primary
☐ Galion High School

Include the Following Assessments

☐ **3rd Grade**
  ☐ English Language Arts   ☐ Mathematics

☐ **4th Grade**
  ☐ English Language Arts   ☐ Mathematics

☐ **5th Grade**
  ☐ English Language Arts   ☐ Mathematics   ☐ Science

☐ **6th Grade**
  ☐ English Language Arts   ☐ Mathematics

☐ **7th Grade**
  ☐ English Language Arts   ☐ Mathematics

☐ **8th Grade**
  ☐ English Language Arts   ☐ Mathematics   ☐ Science

Select an Ad-Hoc Membership for AASCD   Only these students:

-- No AASCD Membership Selected - ▼   Comma separated Student Numbers
☐ Private and Public

AASCD Test Mode* ○ Online ○ Paper ○ Supplemental
(Test mode required for students taking an Alternate Assessment)

File Options:* ○ Download ○ Email   ☐ Create Separate File for AASCD

ⓘ 05/08/2020 📅 * Export   Reset

☐ **Run Pre-Ident For End of Course Exam Export –** Previously known as Pre-Ident For AASWD and OCBA HS Export. For pre-identification labels for the End of Course Exam Export, select Pre-Ident For End of Course Exam Export. Select the appropriate building and the assessments. Select whether contract vocational students, JVS students, and CVI home schooled students should be included. If you wish, you can select an ad-hoc membership for the AASCD. The export can be a combined file or you can select separate files for the AASCD and EOC. If you wish to run the export for only specific students, you can enter their Student IDs, separated by commas, in the text box to only return those students in the export.

Note: The files are now formatted as .csv files instead of .txt files.

Note: The file will exclude students who do not have an SSID or a Non-Public SSID. If a non-public district is in context, and some students have not been assigned a Non-Public SSID, a message displays to click on the Student Name to go to the Edit Student Profile screen to add/edit the Non-Public SSID field on the Additional tab.

Navigation: StudentInformation – Management – Import/Export – Pre-Identification Export – Pre-Ident For End of Course Exam Export dropdown

See Pre-Ident for Next Generation and End of Course Exports Procedural Checklist or Import/Export Guide for details.

StudentInformation includes students in the export based on their enrollment in course sections matching the following criteria:

Tested Subject Area	EMIS Subject Code	IS HS Credit
HS Physical Science	132220, 132900	Y
HS American History	150810, 152300	Y
HS American Government	150300, 015590, 150308	Y
HS Biology	132230	Y
HS ELA1 and ELA2	05XXXX, 06XXXX	Y
K-3 ELA	050152	N
3-4 ELA	050153, 050154	N
5-6 ELA	050154	N
7-8 ELA	050156	N
K-3 Math	110003	N
4-6 Math	110150	N
7-8 Math	110175	N
7 Advanced Math	110060	N
8 Advanced Math	110065	N
K-3 Social Studies	151209	N
4-6 Social Studies	151210	N
7-8 Social Studies	151201	N
K-3 Science	132110	N
4-6 Science	132120	N
7-8 Science	132130	N
Math1, Math2, Algebra, Geometry	11XXXX	Y

Pre-Ident For End of Course Exam Export

<div style="text-align:right">Please Select a Pre-Identification Export ▼</div>

Select Schools and Course Sections to Include in the Export

☐ Galion Middle School

| English Language Arts 1 ⊘ | Mathematics 1 ⊘ | Algebra 1 ⊘ | American History ⊘ | Physical Science ⊘ |
| English Language Arts 2 ⊘ | Mathematics 2 ⊘ | Geometry 1 ⊘ | American Government ⊘ | Biology ⊘ |

☐ Galion Intermediate

| English Language Arts 1 ⊘ | Mathematics 1 ⊘ | Algebra 1 ⊘ | American History ⊘ | Physical Science ⊘ |
| English Language Arts 2 ⊘ | Mathematics 2 ⊘ | Geometry 1 ⊘ | American Government ⊘ | Biology ⊘ |

☐ Galion Primary

| English Language Arts 1 ⊘ | Mathematics 1 ⊘ | Algebra 1 ⊘ | American History ⊘ | Physical Science ⊘ |
| English Language Arts 2 ⊘ | Mathematics 2 ⊘ | Geometry 1 ⊘ | American Government ⊘ | Biology ⊘ |

☐ Galion High School

| English Language Arts 1 ⊘ | Mathematics 1 ⊘ | Algebra 1 ⊘ | American History ⊘ | Physical Science ⊘ |
| English Language Arts 2 ⊘ | Mathematics 2 ⊘ | Geometry 1 ⊘ | American Government ⊘ | Biology ⊘ |

Include the Following Types of Students

☐ Contract Vocational - In   ☐ Contract Vocational - Out   ☐ JVS

☐ Include CVI home school information   ☐ Include JVS home school information

Select an Ad-Hoc Membership for AASCD

-- No AASCD Membership Selected ▼

☐ *Private and Public*

Only these students:

Comma separated Student Numbers

AASCD Test Mode Selection ⓘ

| **ELA Test Mode:** ○ Online ○ Paper ○ Supplemental | **Social Studies Test Mode:** ○ Online ○ Paper ○ Supplemental |
| **Math Test Mode:** ○ Online ○ Paper ○ Supplemental | **Science Test Mode:** ○ Online ○ Paper ○ Supplemental |

File Options: * ○ Download ○ Email   ☐ Create Separate File for AASCD   **Overall Test Taken:** ○ Paper ◉ Online ⓘ

ⓘ 04/24/2020 📅 * [Export] [Reset]

☐ **Run Terra Nova Export** – For a Terra Nova export file, create Terra Nova export configurations for each school before exporting for the district.

Navigation: StudentInformation – Management – Import/Export – Terra Nova Export

See Import/Export Guide for details.

NOTE: To include the district IRN in the export file, enter the district IRN in the Special Code field under the formatting options on the submission page.

☐ **Enter WebXam Assessment Coordinator Records** – For a WebXam Export file, enter WebXam Assessment Coordinator Records for each CTE Program of Concentration to be assigned to a default Assessment Coordinator in each district.

Navigation: StudentInformation – SIS – Assessment – WebXam Assessment Coordinator Records

☐ **View Assessment Standards** – View the Assessment Standards table to view scores and passing criteria. This table is view-only and maintained per ODE standards.

Navigation: StudentInformation – SIS – Assessment – Standards

Assessment Standards

From this screen, you can view the assessment standards.

Choose Assessment OGT ⌄

Fiscal Year ▼	Test Type	Test Part	Scaled Score Standard	Alternate	Min Score	Max Score	Passing	Transcript Desc	Report Card Desc
2023	OGT	Math	Limited	☑	286.00	488.00	☐		Failed
2023	OGT	Math	Basic	☑	489.00	499.00	☐		Failed
2023	OGT	Math	Proficient	☑	500.00	524.00	☑	Passed	Passed
2023	OGT	Math	Accomplished	☑	525.00	538.00	☑	Passed	Passed
2023	OGT	Math	Advanced	☑	539.00	718.00	☑	Passed	Passed
2023	OGT	Reading	Limited	☑	310.00	484.00	☐		Failed
2023	OGT	Reading	Basic	☑	485.00	499.00	☐		Failed
2023	OGT	Reading	Proficient	☑	500.00	524.00	☑	Passed	Passed
2023	OGT	Reading	Accomplished	☑	525.00	541.00	☑	Passed	Passed
2023	OGT	Reading	Advanced	☑	542.00	694.00	☑	Passed	Passed
2023	OGT	Science	Limited	☑	0.00	429.00	☐		Failed
2023	OGT	Science	Basic	☑	430.00	499.00	☐		Failed
2023	OGT	Science	Proficient	☑	500.00	524.00	☑	Passed	Passed

☐ **Perform Assessment Imports**– (District-only) This program moves results into StudentInformation from vendor files.

Navigation: StudentInformation – SIS – Assessment – Assessment Imports

Import Name	Assessment Type	Status	File Layout Required
ACT FY21+ (AC)	ACT	Current	.csv
ACT Roster View FY20	ACT	Not Used **FOR FY20 RESULTS**	.csv
ACT WorkKeys Vendor File	ACT WorkKeys	Current	.csv
ACT WorkKeys Import from Template	ACT WorkKeys	Current	.csv
AP Exam (AP)	AP Exams	Current	.csv
Assessment Extract	Assessment Import File (various assessments)	Current	.csv
DPR Growth (NWEA) (GD)	Aka DPR Growth, DORP or NWEA Assessment (MAP) No longer reported to ODE EMIS	Current	.csv Combo File Format
DPR Growth (STAR)	DPR Growth STAR	Current	.csv
KRA (GO)	KRA	Current	.csv
OCTCA (GY)	WebXam; CTE Student Assessment; OCTCA	Current as of 18.2.0 Release **NOT USED FOR FY20 RESULTS**	.csv
ODDEX File	ACT, AP Exam, PS ELA, CTE Technical (OCTCA), DPR Growth, End of Course, Industry Credential, International Baccalaureate, KRA, NGA, OELPA, SAT, PS COS, Student Achievement (grades 3-8 alternate assessment),	Current	.txt

	WorkKeys		
OELPA (GF)	OELPA	Current	.txt
OELPS	OELPS fka ELPA21 Screener (This assessment is not reported to EMIS but can be loaded to StudentInformation)	Current	.csv
OST	Next Generation Assessment, End of Course Assessment, Alternate Assessments (AASCD)	Current	.txt
PLAN	PLAN (pre-ACT) Scores; This import was for the PLAN which is now the Pre-ACT, and has not been updated for the pre-ACT values	Not Used	.txt
PSAT/NMSQT	Preliminary SAT/National Merit Scholarship Qualifying Test	Current	.xlsx
PS COS (GM)	Preschool COS	Current	.csv
PS ELA (GB)	Preschool ELA	Current	.csv
SAT Import (SA)	SAT	Current	.csv

Regarding Accommodations, for the Next Generation Assessments and End of Course Imports:

ACCOM Value to Load	Test Type (STR or ALT)	(153) LEP Value	(156) 504 Plan Value	(157) IEP	(161) Accom ELA **or**	((162) Accom MAT **or**	(163) Accom SS **or**	(164) Accom Sci
Y1	STR	N	Y	N	Y	Y	Y	Y
Y2	STR	N	N	Y	Y	Y	Y	Y
Y3	STR	Y	N	N	Y	Y	Y	Y
NO*	STR	Y	N	Y	Y	Y	Y	Y
NO*	STR	Y	Y	Y	Y	Y	Y	Y
NO*	STR	N	Y	Y	Y	Y	Y	Y
NO*	STR	Y	Y	N	Y	Y	Y	Y
NO	STR	N	N	N	N	N	N	N
NO	STR	Y	N	N	N	N	N	N
NO	STR	N	Y	N	N	N	N	N
NO	STR	N	N	Y	N	N	N	N
NO	ALT							

*If the student has more than one accommodations value flagged in the LEP, 504 or IEP columns, then we cannot determine which Accommodations value to use. A warning message should be displayed on the Assessment Errors load page indicating that more than one accommodations value was flagged so accommodations could not be determined.

Assessment Import matches based on the following:
- o Match on SSID and Birthdate and district
- o Match on SSID and LastName and district
- o Match on EMISId and Birthdate and district
- o Match on EMISId and LastName and district
- o Match on StudentNumber and Birthdate and district
- o Match on StudentNumber and LastName and district
- o Match on first name and last name and birthdate and district

ACT records are matched to students in StudentInformation if ALL of the following data matches:

- Legal Last and First Name (Student Last and First Name used if no match is found)
- Gender
- Birthdate

ACT assessment records are updated according to the following rules:

- If the student has no previous ACT record for the test date, a test record is created and all scores are imported.
- If the student has a previous ACT record for the test test, existing scores are updated with the scores from the import file, new scores are added, or existing scores not found in the import file are not updated.

ACT assessment records are day date specific so multiple tests can be reported in the same month.

NOTE: The v.21.3 release will update the import process for the ACT FY21+ to include updates to the values for specific fields. The Vendor layout indicates that StRnk should be the value in the CR and CS column headers, but instead the files are being sent with Strnk. **Users will need to update the CR and CS column headers that contain Strnk_ to StRnk_ to import the results file.**

OCTCA records are matched to students in StudentInformation if ALL of the following data matches:

- EMIS ID AND District IRN
OR
- District IRN AND Legal Last, First, and Middle Name (Student Last, First, and Middle Name used if no match is found)

OCTCA assessment records are updated with scores from the import file.

OCTCA assessment records for students who have a **CTE Technical Score** of **A, P**, or **N**, the **Score Not Reported** value is imported as **X – Score Not Reported-grad cdt for dual cred. score=grad pts earned**.

ODDEX File Imports

When utilizing files that have been obtained from ODDEX to import using the ODDEX file option, remember the following:

1. ODDEX will permit you to obtain records using either the SSID or the EMIS ID. Be aware that the import into StudentInformation will NOT import files with the EMIS ID. It MUST be the SSID.
2. The import file contains and matches on the student's SSID (from tblStudentEMISFS).
3. If the record in the import file does not have an SSID that matches in the district, the record will not import.
4. The Test Date on the record in the import file will be the Test Date imported.
5. Records from multiple years will import to the appropriate school year.
6. ACT record has a 'day date'; day dates of 00 will default day value to 01.
7. Records already in the Assessment Maintenance page will be overwritten if the import contains a record with the same date.

Note: The Assessment Import does not handle records from the testing company that have an incorrect District IRN.

If no match is found using any of these, then the assessment record will be displayed on the Assessment Import Management – "Records imported-but not yet assigned to a student in StudentInformation" tab which is detailed later in this document.

Once the import file has been uploaded, the View Import Management and View Import History buttons display.

The View Import Management button lets you view the results of the file import.
The View Import History button lets you view the details of each import of the specified file.

SAT Import now accepts a column header of SEX or GENDER for column I to accommodate both new and old vendor files from FY20.
Effective in release 20.4.

AP Exam Import now accepts a column header of Grade Level or Education Level for column Q.
Effective in release 20.5.

DPR Growth (STAR) import is now available and matches students based on the following:
- SSID, Birthdate
- SSID, Last Name
Effective in release 20.5.

DPR Growth (STAR) now uses the Activity Completed Date in column AD as the student's test date (mm/dd/yyyy). It also uses the Activity Type value to determine whether the results are for English (R) or Math (M).

OST import now accept import files that contains the AASCD results for the following FY21 assessments:
- Grades 3 – 8 Mathematics
- Grades 3 – 8 English Language Arts

☐ **Review Assessment Import Management -** When the Assessment Import is unable to match a student record from the vendor file to a student in StudentInformation, the records will appear on the Assessment Import Management – **Unmatched Records** tab as shown below. Clicking the search icon allows you to search for the student in StudentInformation, and link the unassigned assessment record to the appropriate existing student record (*e.g.*, if the student's EMIS ID in StudentInformation changed since pre-identification, or the student changed buildings and/or grades).

Clicking the **trash can** icon allows you to delete records from the **Unmatched Records** tab.

Navigation: StudentInformation – SIS – Assessment – Assessment Import Management

☐ **Review Assessment Import History** – The Assessment Import History page includes a list of all files imported by the Assessment Import, plus the number of records processed, the user, and the date of the import for troubleshooting. Clicking on the **magnifying glass** icon will show the detailed import file information and record counts by building, test type, and test part.

Navigation: StudentInformation – SIS – Assessment – Assessment Import History

Assessment Import History

From this screen, you can view history on assessment import records that have a building accessible through the school and school year in context.

User: [▼] [Filter]

	Assessment Type	File Name	Total Test Records	Unmatched Test Records	Matched Test Records	Errors	User	Date
🔍	PS ELA	Fall - FY 20 Reports_160322_1578583265_LearningProgression-GalionCity.csv	828	0	828	0		01/09/2020 11:37 AM
🔍	OST	Galion Fall ELA 2019 Scores.txt	279	0	279	0		12/18/2019 02:56 PM
🔍	KRA	Reports_156512_1574452485_SSR-GalionCity.csv	1116	0	1116	0		11/22/2019 02:57 PM
🔍	OST	Galion Summer 2019 OCBA Assmt.txt	24	0	24	0		11/06/2019 08:16 AM

Assessment Import History

From this screen, you can view history on assessment import records that have a building accessible through the school and school year in context.

File Name: Fall - FY 20 Reports_160322_1578583265_LearningProgression-GalionCity.csv
User:
Date: Thursday, January 9, 2020

Building IRN	School	Test	Part	Records	Imported	Not yet assigned to student	Errors
008201	Primary Elementary School	All	All	1	1	0	0
		ELA	AEE	1	1	0	0
		ELA	COMM	1	1	0	0
		ELA	COOP	1	1	0	0
		ELA	CSM	1	1	0	0
		ELA	NBSN	1	1	0	0
		ELA	PCT	1	1	0	0
		ELA	PHA	1	1	0	0
		ELA	RWA	1	1	0	0
		ELA	SFIP	1	1	0	0
		ELA	VOC	1	1	0	0

☐ **Assessment Extract –** The Assessment Extract lets the district extract test results from multiple assessments for one or more students into a single file to be transferred to another district. The files can be imported into the district through the **Assessment Imports** screen.

You can filter **Students** by Student Numbers, separated by commas, or by Ad Hoc Memberships. You can also filter **Non-Specific Students** by Status, Grade Levels, or Schools.
Note: If you filter by Students, the Non-Specific Students section is disabled. As well, if you filter by Non-Specified Students, the Students section is disabled.

The **Assessment** filter allows you to select one or more items from the drop-down list or enter text to search for specific items.

☐ **Review Test Data and Manually Enter if Necessary –** View and change a selected student's test records. If a student needs a test record manually added directly into StudentInformation, use the **Add** button on the appropriate screen to add the record.

KRA (GO)

Navigation: StudentInformation – SIS – Student – Assessment – KRA

PLAN

Navigation: StudentInformation – SIS – Student – Assessment - PLAN

ACT (AC)

Navigation: StudentInformation – SIS – Student – Assessment - ACT

PSAT/NMSQT

Navigation: StudentInformation – SIS – Student – Assessment – PSAT/NMSQT

SAT (SA)

Navigation: StudentInformation – SIS – Student – Assessment – SAT Reasoning Test

Navigation: StudentInformation – SIS – Student – Assessment – SAT Subject Tests

AP Exams (AP)

Navigation: StudentInformation – SIS – Student – Assessment – AP Exams

☐ **Enter Other Assessments** – There are additional tests that require manual entry, as the Assessment Import is not yet capable of importing data for these tests: Preschool COS (GM - Childhood Outcome Summary), Preschool ELA (GB - Early Learning Assessment), Student Acceleration (FB), International Baccalaureate (IB), WorkKeys (WK), CTE Industry Credential (GW), Next Generation Assessment Grades 3-8 (GN), End of Course Exam (GE), and DPR Growth (GD).

Preschool COS (GM)

Navigation: StudentInformation – SIS – Student – Assessment – Preschool COS

Preschool ELA (GB)

Navigation: StudentInformation – SIS – Student – Assessment – Preschool ELA

Student Acceleration (FB)

Navigation: StudentInformation – SIS – Student – Assessment – Student Acceleration (FB)

International Baccalaureate (IB)

Navigation: StudentInformation – SIS – Student – Assessment – International Baccalaureate (IB)

WorkKeys (WK)

Navigation: StudentInformation – SIS – Student – Assessment – WorkKeys

CTE Industry Credential (GW)

Navigation: StudentInformation – SIS – Student – Assessment – CTE Industry Credential

Next Generation Assessment Grades 3-8 (GN)

Navigation: StudentInformation – SIS – Student – Assessment – Next Generation Assessment Grades 3-8

End of Course Exam (GE)

Navigation: StudentInformation – SIS – Student – Assessment – End of Course Exam

DPR Growth (MAP) (GD)

Navigation: StudentInformation – SIS – Student – Assessment – DPR Growth
A 4-digit numeric score (0-9999) can now be entered.

☐ **Enter Accelerated Records** – A record should be added via the Accelerated Student screen for accelerated students taking a higher level Next Generation assessment. This must be done for the pre-identification export to pull the student for the correct assessment.

Navigation: StudentInformation – SIS – Student – Assessment – Accelerated Student

☐ **Student Assessment List** – The Student Assessment List will allow the user to display, edit, and add all student assessment records.

Navigation: StudentInformation – SIS – Student – Assessment – Student Assessment List

☐ **COS Report** – The COS (Preschool Childhood Outcome Summary) report lists the Preschool COS Assessment records for a student or group of selected students.

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – COS

☐ **Ohio Graduation Test (OGT) Report** – The OGT Report lists OGT records for a student or group of selected students.

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – Ohio Graduation Test (OGT)

☐ **Standardized Test Detail Report** – The Standardized Test Detail report lists AP, ACT, PLAN, PSAT, SAT, and SAT2 records for a student or group of selected students.

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – Standardized Test Detail

NOTE: There are also other Assessment reports available in the Analytics Hub / Report Designer section.