ProgressBook StudentInformation Assessment Guide

StudentInformation

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(This document is current for v21.2.0 or later.)

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Assessment Guide* have been made.

Product Version	Heading	Page	Reason
21.2.0	*"OGT (Ohio Graduation Test)"*	68	Added note that for High School Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of **WRI- Writing** for a **Test Date** of 7/01/21 or later.
21.2.0	*"Student Achievement"*	82	Added note that for Grade 3-8 Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of **WRI - Writing** or **SSC - Social Studies/Citizenship** for a **Test Date** of 7/01/21 or later.
21.1.0	*"Overview"*	1	Updated text to remove references to assessments no longer presented as menu options.
21.1.0	*"Assessment Extract"*	11	Removed the following from the list of assessments available for export: **KRA-L**, **OTELA**, **Preschool ASQ/SE**, **Preschool GGG,** and **Student Proficiency**.
21.1.0	*"Assessment Imports"*	14	Updated screenshot to reflect current options in the drop-down list of the **Assessment Test Type** field.
21.1.0	*"Student Assessment Menu"*	34	Removed information on the following assessments: **KRA-L**, **OTELA**, **Preschool ASQ/SE**, **Preschool GGG,** and **Student Proficiency**.
21.1.0	*"Assessment Reports"*	91	Removed information on **ASQ/SE** and **PROH**.
21.0.0	*"KRAL (Kindergarten Readiness Assessment - Literacy) Report"*	107	Removed section.
21.0.0	*"OTELA (Ohio Test of English Language Acquisition) Report"*	113	Removed section.
N/A	*"Assessment Maintenance"*	29	Updated screenshot and text to reflect current user interface.
20.5.1	*"Assessment Imports"*	14	Combined the assessment import matching criteria for **DPR Growth (NWEA)** and **DPR Growth (STAR)**.
20.5.0	*"Assessment Imports"*	14	Updated screenshot and text to reflect that the **DPR Growth** import has been renamed **DPR Growth (NWEA)** and that the **DPR Growth (STAR)** option is now available. The assessment import matching criteria has been added for **DPR Growth (STAR)**.
20.5.0	*"Add DPR Growth Results"*	48	Updated text to indicate that the **Score** field accepts 0-9999.
20.4.0	*"Assessment Imports"*	14	Updated screenshots and text to reflect that **Redesigned ACT (New Format as of 09/2016)** has been renamed **ACT FY21+** and that **Redesigned SAT (New Format as of 10/2015)** has been renamed **SAT Import**. Updated screenshot to reflect new alphabetical sort order in the **Assessment Type** drop-down list.

Product Version	Heading	Page	Reason
20.4.0	*"ACT Imports"*	16	Updated assessment import matching criteria details.
20.4.0	*"DPR Growth (NWEA) or (STAR) Imports"*	17	Updated assessment import matching criteria details.
20.4.0	*"SAT Imports"*	20	Added note regarding acceptance of either **SEX** or **GENDER** column header for column I.
N/A	*"Add End-of-Course Exam Results"*	51	Updated text to include the **Score Not Reported** option of **X - Student received Graduation credit due to dual credit course completion**.
20.1.0	*"Assessment Imports"*	14	Updated screenshot to reflect the new **ACT Roster View FY20** assessment import option. Added matching record information.
20.0.0	*"Assessment Imports"*	14	Updated screenshot to reflect the new **OCTCA FY20 Only** assessment import option.
20.0.0	*"ODDEX File Imports"*	17	Updated list of supported assessments.
19.5.0	*"Assessment Imports"*	14	Updated screenshot and text to reflect the new **ODDEX File** import.
19.5.0	*"Industry Credential Update"*	27	Updated screenshots and text to reflect the new **Required Test Type** drop-down list.
19.5.0	*"CTE Industry Credential"*	42	Updated screenshots and text to reflect the addition of the **Required Test Type** drop-down list and column header.

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Overview

The following information is described in this section:

- *"Understanding the Assessment Module"*
- *"Assessment Outline and Flow"*

Understanding the Assessment Module

The Assessment module is a set of tools to maintain the assessment data, reports to provide the details on the assessment records and an assessment import managing system to assist the user in loading results returned from assessment vendors as well as tools to determine who needs to sit for a particular part of a test.

Assessment Outline and Flow

1. Assessment – General
    a. **Who Needs It** – View students who have not passed a specific test type and test part that is required for graduation.
    b. **Standards** – View the assessment standards used to determine scaled score standards.
    c. **Assessment Extract** – Extract student assessment results into a single file to be transferred to another district.
    d. **Assessment Imports** – Import OGT, CTE, Standardized Assessment, and Assessment Extract results into StudentInformation.
    e. **Assessment Import Management** – View a listing of assessment records that contain errors and could not be automatically associated to a student. These records need to be fixed, deleted, or associated with a specific student.
    f. **Assessment Import History** – View the job run history of Assessment Import loads.
    g. **Accelerated List** – View a listing of assessment students with accelerated tests.
    h. **WebXam Assessment Coordinator Records** – Allows each CTE Program of Concentration to be assigned to a default Assessment Coordinator in each district. These records are then used to create records for the WebXam Export.
2. Student Assessment Menu
    a. **Accelerated Student** – View and change a specific student's accelerated records prior to Pre-Ident for OAA.

    Note: *These accelerated records are only used by the Pre-Ident process and are not reported to EMIS.****Student Proficiency*** *– View and change a specific student's proficiency test records.*

    b. **ACT** – View and change a specific student's ACT records.
    c. **AP Exams** – View and change a specific student's AP exam records.

d. **CTE Industry Assessment** – View and change a specific student's CTE industry assessment record.

e. **CTE Industry Credential** – View and change a specific student's CTE industry credential record.

f. **CTE Student Assessment (OCTCA)** – View or change a specific student's CTE student assessment (OCTCA) record.

g. **DPR Growth** – View and change a specific student's DPR Growth record.

h. **End of Course Exam** – View and change a specific student's End of Course Exam record.

i. **International Baccalaureate (IB)** – View and change a specific student's International Baccalaureate (IB) record.

j. **KRA** – View and change a specific student's KRA record.

k. **Next Generation Assessment Grades 3-8** – View and change a specific student's Next Generation Assessment Grades 3-8 record.

l. **OELPA** – View and change a specific student's OELPA record.

m. **OELPS (ELPA2 Screener)** – View and change a specific student's OELPS (ELPA2 Screener) record.

n. **OGT** – View and change a specific student's OGT (Ohio Graduation Test) record.

o. **PLAN (pre-ACT)** – View and change a specific student's PLAN test records.

p. **Preschool COS** – View and change a specific student's preschool COS record.

q. **Preschool ELA** – View and change a specific student's preschool ELA record.

r. **PSAT/NMSQT** – View and change a specific student's PSAT/NMSQT test records.

s. **SAT Reasoning Test** – View and change a specific student's SAT reasoning test records.

t. **SAT Subject Tests** – View and change a specific student's SAT subject test records.

u. **Student Achievement** – View, edit, and add a specific student's achievement records.

v. **Student Assessment List** – View and change all student assessment records.

w. **WorkKeys** – View and change a specific student's WorkKeys record.

3. Assessment Reports

a. **Achievement Detail** – This report lists students' detailed 3rd through 8th grade achievement information.

b. **ECO** – This report lists student's detailed preschool ECO (Early Childhood Outcome) information.

c. **Misc to AAT Conversion** – This process will convert existing assessment data on the Misc screens to the assessment test screens.

d. **OGT** – This report lists student's detailed OGT (Ohio Graduation Test) information.

e. **Preschool** – This report lists student's detailed Preschool GGG assessment information.

f. **Standardized Test Detail** – This report lists student's Standardized Test Detail (ACT, SAT, etc.) information.

Assessment – General

The following information is described in this topic:

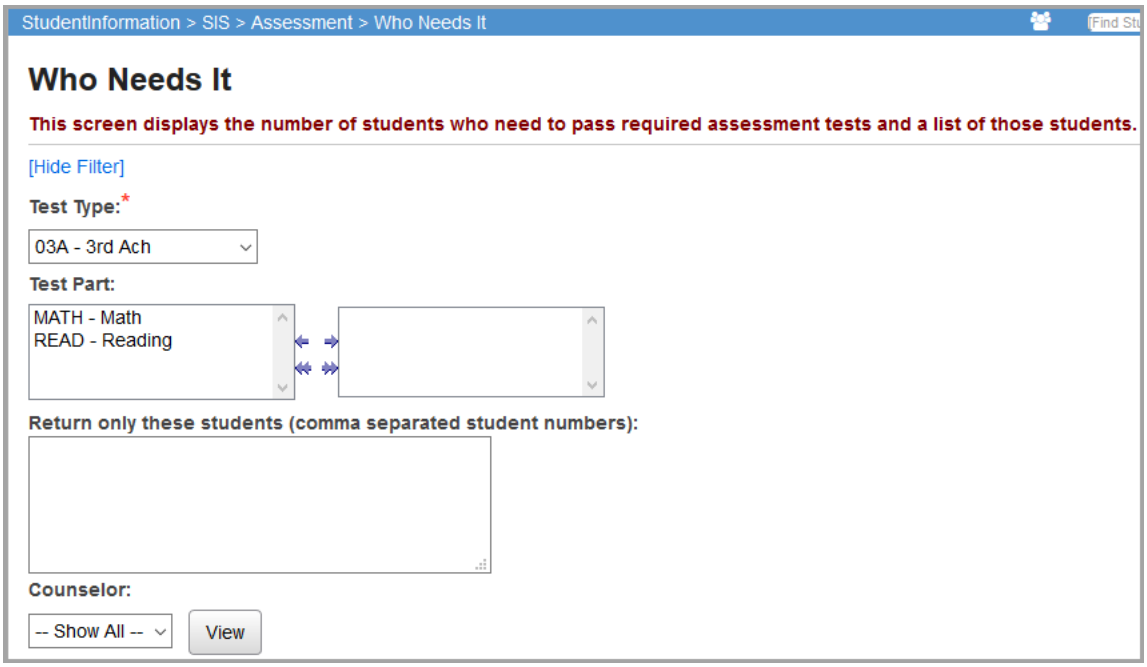
- *"Who Needs It"*
- *"Standards"*
- *"Assessment Extract"*
- *"Assessment Imports"*
- *"Assessment Import Management"*
- *"Assessment Import History"*
- *"Industry Credential Update"*
- *"Assessment Maintenance"*
- *"Accelerated List"*
- *"WebXam Assessment Coordinator Records"*

Who Needs It

Navigation: StudentInformation > SIS > Assessment > Who Needs It

The **Who Needs It** screen gives districts the ability to quickly determine how many students need to pass a specific Ohio Achievement Assessment (OAA) or the Ohio Graduation Test (OGT). The **Who Needs It** screen lists all students who have not passed the selected test type and part and are eligible for testing. By filtering (students passing, students not passing, and students missing), you can view detailed results and export them to a .txt file.

Example – 3rd Through 8th Grade Achievement



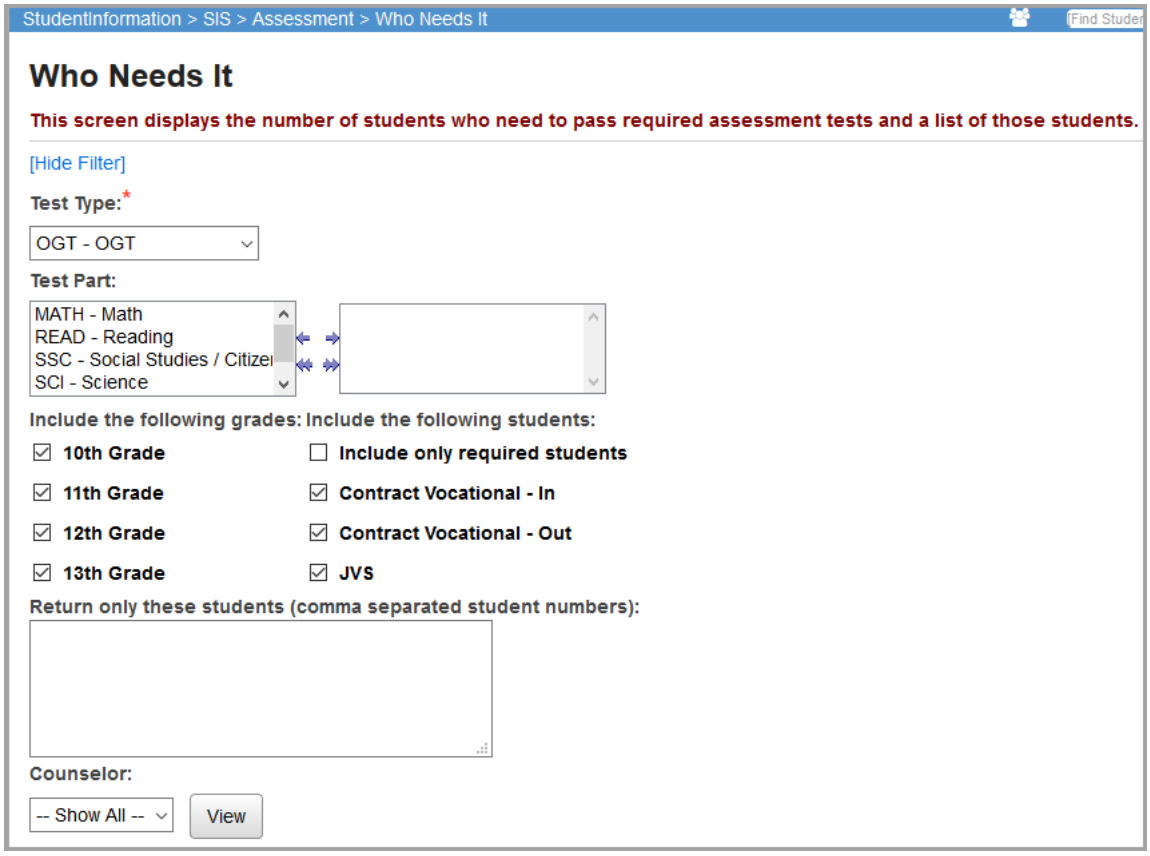
Test Type (required) – Choose from 3rd through 8th Grade Achievement or the Ohio Graduation Test (OGT).

Test Part (optional) – If no test parts are selected, the display returns all test parts specific to the test type chosen; you can also filter your results by selecting one or more test parts.

Return only these students (comma separated student numbers) (optional) – To return on specific students, enter student numbers separated by commas; if no student numbers are selected, all students matching the other filters are returned.

Counselor (optional) – To filter by students assigned to a specific counselor, select the counselor from the drop-down list. Only students assigned to the specified counselor in the school and school year in context are returned. To show students assigned to all counselors, select **Show All**.

Example – Ohio Graduation Test (OGT)



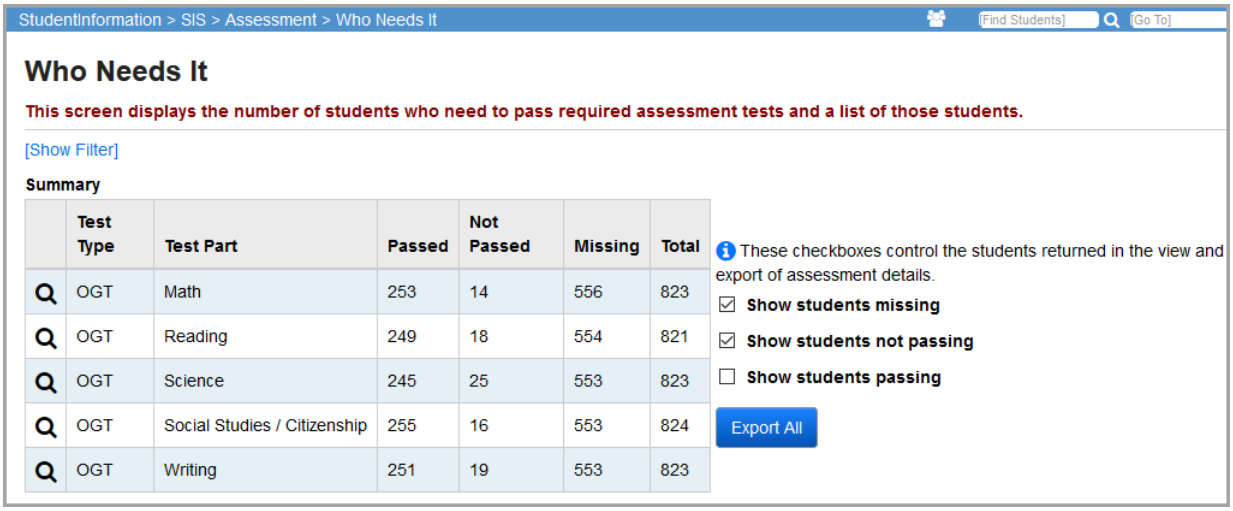
In addition to the filters described above for achievement tests, the **Who Needs It** screen for OGT tasks has 2 additional filters.

Include the following grades (optional) – Select one or more grades by which you wish to filter; if no grades are selected, all grade levels (10-13) are returned

Include the following students (optional) – Select one or more student types by which you wish to filter; if no student types are selected, no students represented by the student types are returned. If you select the **Include only required students** checkbox, the **Passed** column and the **Show students passing** checkbox do not display on the results screen

Click **View** to display the **Who Needs It Summary** results on the screen.

Test Type/Test Part Summary



Click **Show Filter** to show the filters specified for this summary. This menu option toggles between **Show Filter** and **Hide Filter**.

Each test type and test part selected is listed in a summary.

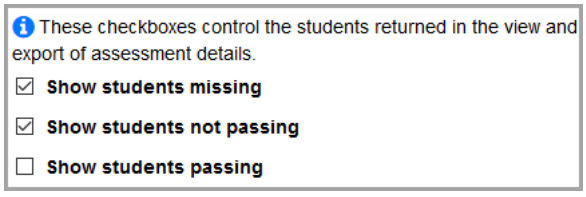
Passed – The number of students selected whose maximum score on the test type/test part is passing.

Not Passed – The number of students selected whose maximum score on the test type/test part is failing.

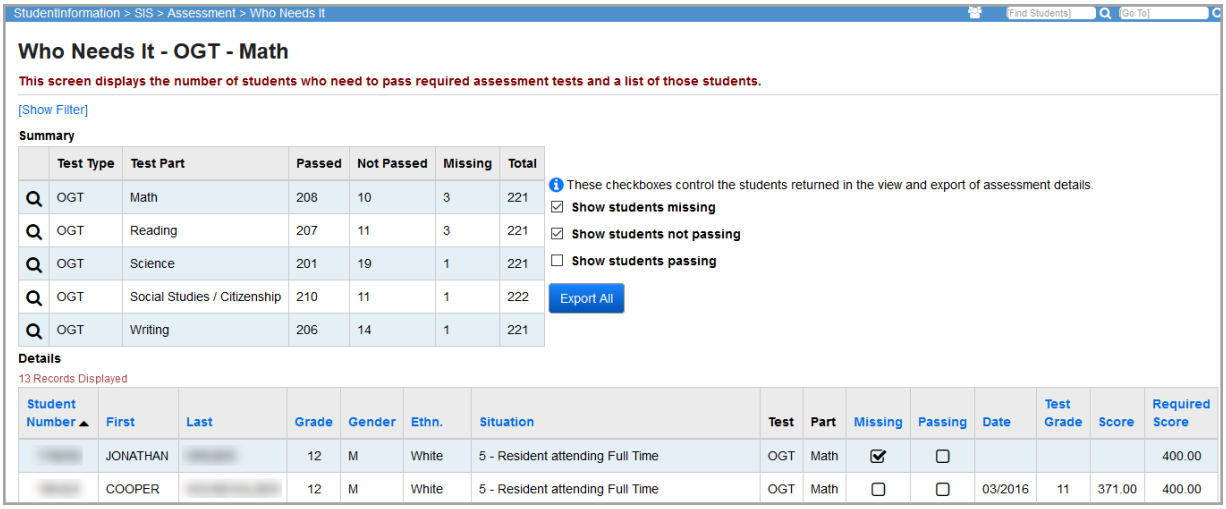
Missing – The number of students selected that do not have an assessment record for the specified test type/test part.

Total – The total number of students selected for this specific test type/test part (Passed + Not Passed + Missing).

🔍 – Click to view the list of students that make up the total number of students for a specific test type/test part. Select the appropriate checkboxes to control the students returned in the **Student Details Grid** (refer to *"Student Details Grid"*). To refresh your student details grid, simply click 🔍 after making your student selections.



Student Details Grid



Sorting – You may sort the student details grid by any column (**Student Number**, **First** (name), **Last** (name), **Grade**, **Gender**, **Ethnicity**, **Situation**, **Missing**, **Passing**, **Date**, **Test Grade**, **Scaled Score**, **Required Score**) in ascending or descending order by clicking on the column header. The default sort is by **Student Number**.

The student details grid lists the following for each student:

Student Number – The student ID number.

First/Last – The name of the student from the student's profile.

Grade – The current grade level of the student from the student's profile.

Gender – The gender of the student (M or F) from the student's profile.

Ethnicity – The ethnicity of the student from the student's profile.

Situation – The EMIS situation of the student from the student's profile.

Test – The selected test type.

Part – The selected test part.

Missing – A check mark displays if the student is missing this specific test type/test part.

Passing – A check mark displays if the student has passed this specific test type/test part.

Date – The date when this student took the last occurrence of the specified test type/test part.

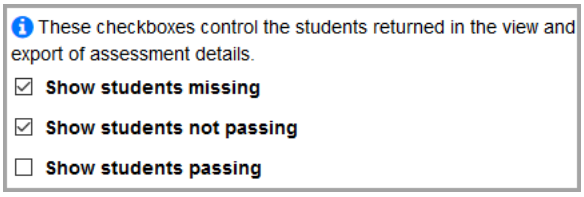
Test Grade – The grade of this student when taking the last occurrence of the specified test type/test part.

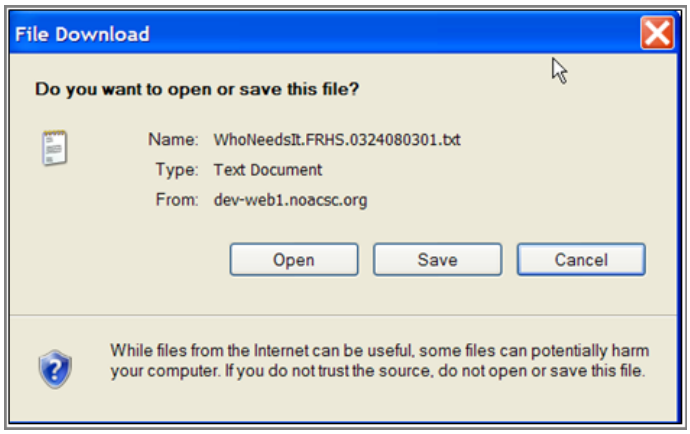
Scaled Score – The scaled score of this student when taking the last occurrence of the specific test type/test part.

Required Score – The required score of this student when taking the last occurrence of the required test type/test part. This may be different depending on whether the student has taken an ALT (alternate) test or a STR (standard) test.

Export All Option

Click **Export All** to export the selected students to a Fixed Format file. Select the appropriate checkboxes to control the students returned in the export file.





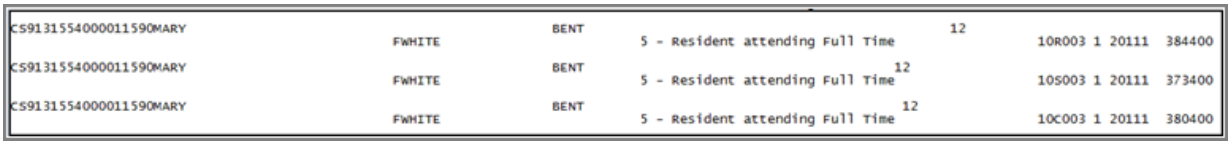
Click **Save** to save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout is as follows with the starting point of that field and the length.

- State student ID SSID – 1, 9
- Student ID – 10, 9
- Student name (First Name, Middle Initial, Last Name) – 19, 100
- Current grade – 119, 2
- Gender – 223, 1
- Ethnicity description – 224, 30
- EMIS situation ID and description – 254
- Test type (ex 10 for OGT) – 304, 2
- Test part code – 306, 1
- Missing – 307, 1 (0 = not missing, 1 = missing)
- Passing – 308, 1 (0 = not passing, 1 = passing)
- Test date – 309, 8
- Test grade – 318, 2
- Best scaled score – 320, 3
- Required score – 323, 3

Sample Output

The following figure shows part of an example **Export All** file.

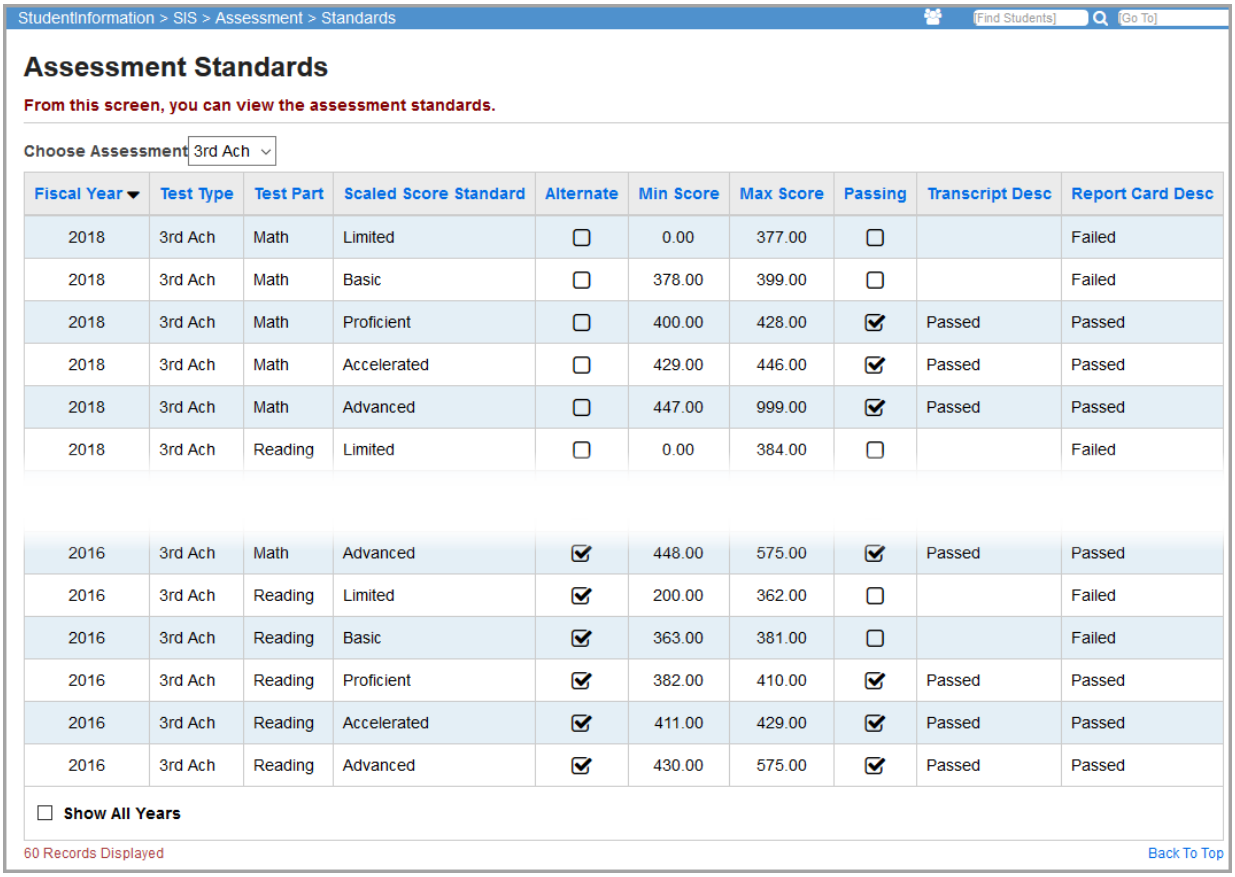


```
CS9131554000011590MARY                                                                                                                  12
                                                FWHITE                  BENT                 5 - Resident attending Full Time                    10R003 1 20111  384400
CS9131554000011590MARY                                                                                                                  12
                                                FWHITE                  BENT                 5 - Resident attending Full Time                    10S003 1 20111  373400
CS9131554000011590MARY                                                                                                                  12
                                                FWHITE                  BENT                 5 - Resident attending Full Time                    10C003 1 20111  380400
```

Standards

Navigation: StudentInformation > SIS > Assessment > Standards

The Assessment **Standards** screen is a view-only table maintained by Software Answers for all ITCs. The determination of what is passing or not is set by ODE and is defined in the Assessment **Standards** screen. This screen provides the passing/failing descriptions for all assessments based on **Scaled Score Standards**.



StudentInformation > SIS > Assessment > Standards [Find Students] [Go To]

Assessment Standards

From this screen, you can view the assessment standards.

Choose Assessment 3rd Ach

Fiscal Year	Test Type	Test Part	Scaled Score Standard	Alternate	Min Score	Max Score	Passing	Transcript Desc	Report Card Desc
2018	3rd Ach	Math	Limited	☐	0.00	377.00	☐		Failed
2018	3rd Ach	Math	Basic	☐	378.00	399.00	☐		Failed
2018	3rd Ach	Math	Proficient	☐	400.00	428.00	☑	Passed	Passed
2018	3rd Ach	Math	Accelerated	☐	429.00	446.00	☑	Passed	Passed
2018	3rd Ach	Math	Advanced	☐	447.00	999.00	☑	Passed	Passed
2018	3rd Ach	Reading	Limited	☐	0.00	384.00	☐		Failed
2016	3rd Ach	Math	Advanced	☑	448.00	575.00	☑	Passed	Passed
2016	3rd Ach	Reading	Limited	☑	200.00	362.00	☐		Failed
2016	3rd Ach	Reading	Basic	☑	363.00	381.00	☐		Failed
2016	3rd Ach	Reading	Proficient	☑	382.00	410.00	☑	Passed	Passed
2016	3rd Ach	Reading	Accelerated	☑	411.00	429.00	☑	Passed	Passed
2016	3rd Ach	Reading	Advanced	☑	430.00	575.00	☑	Passed	Passed

☐ **Show All Years**

60 Records Displayed Back To Top

Choose Assessment – Use the drop-down list to limit the assessment test type displayed; if left blank, all test types display.

Sorting – You may sort by any column (**Fiscal Year**, **Test Type**, **Test Part**, **Scaled Score Standard**, **Alternate**, **Min Score**, **Max Score**, **Passing**, **Transcript Desc**, **Report Card Desc**) in ascending or descending order by clicking on the column header.

Fiscal Year – The test year to which this standard applies.

Test Type – The test type to which this standard applies (4th Prof, 6th Prof, 9th Prof, 3rd Ach, OGT, etc. for example).

Test Part – Citizenship, Math, Reading, Science, or Writing.

Scaled Score Standard – Description of this standard.

Alternate – A check mark indicates this is an Alternate Assessment Standard.

Min Score – The minimum score for this standard.

Max Score – The maximum score for this standard.

Passing – A check mark indicates this is a passing score when calculating passing percentages.

Transcript Desc – Description of this standard to be printed on transcripts; only passing test results and scores are printed on transcripts.

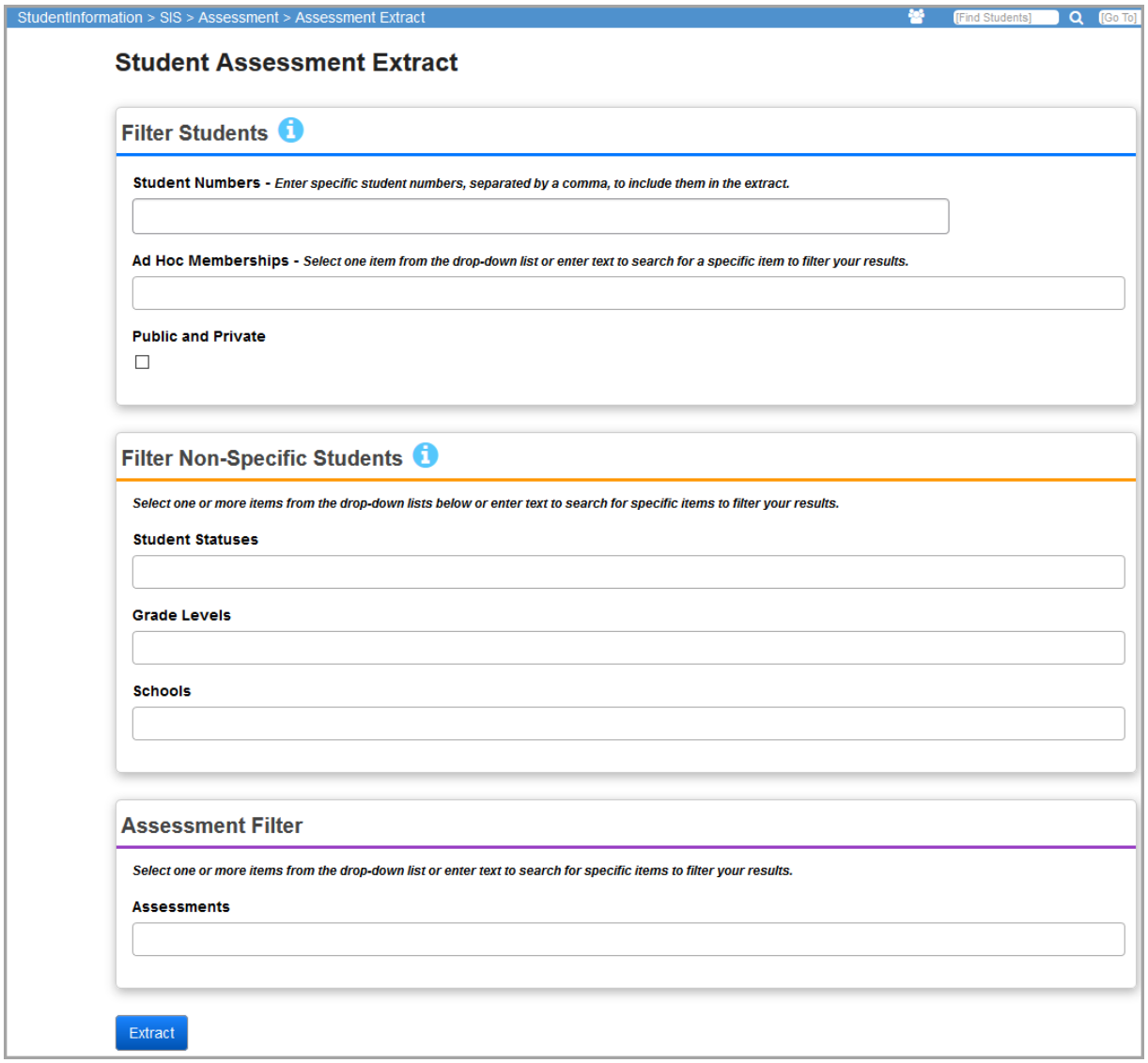
Report Card Desc – Description of this standard to be printed on report cards.

Show All Years – If this checkbox is selected, standards for all years display; if deselected, only the current year's standards display.

Assessment Extract

Navigation: StudentInformation > SIS > Assessment > Assessment Extract

This feature lets districts 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 a district through the **Assessment Imports** screen.



Filter Students

You can enter specific student numbers or ad hoc memberships to filter your results by specific students.

> ***Note:*** *If you use any fields in the* ***Filter Students*** *section, the* ***Filter Non-Specific Students*** *section is disabled.*

Student Numbers – Enter specific student numbers, separated by a comma, to include them in the extract file.

Ad Hoc Memberships – Select one membership from the drop-down list or enter text to search for a specific membership by which to filter your results.

Public and Private – Select this checkbox to display public ad hoc memberships in the **Ad Hoc Memberships** drop-down list and search results.

Filter Non-Specific Students

You can select or search for one or more student status(es), grade level(s), and school(s) to filter your results by groups of students.

> ***Note:*** *If you use any fields in the* ***Filter Non-Specific Students*** *section, the* ***Filter Students*** *section is disabled.*

Student Statuses – Select one or more student statuses from the drop-down list or enter text to search for specific student statuses by which to filter your results.

Grade Levels – Select one or more grade levels from the drop-down list or enter text to search for specific grade levels by which to filter your results.

> ***Note:*** *If you select a grade level, the extract identifies students of that grade level based on the year in context.*

Schools – Select one or more schools from the drop-down list or enter text to search for specific schools by which to filter your results.

Assessments

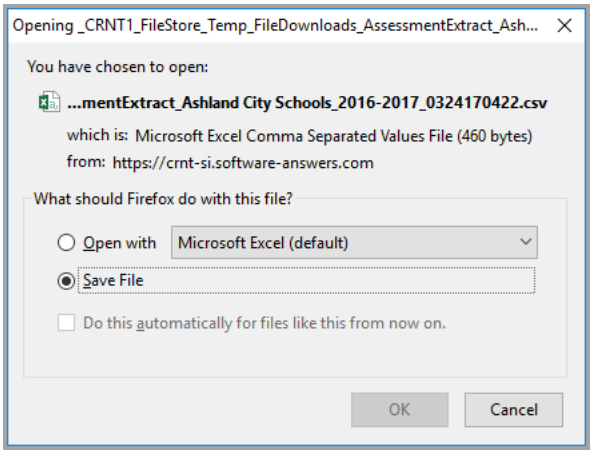
You can select or search for one or more assessments to include in the extract.

Assessments – Select one or more items from the drop-down list or enter text to search for specific filters. The assessments available for export are as follows:

- CTE Industry Assessment
- DPR Growth
- ELPA21 Screener
- End of Course Assessments
- International Baccalaureate
- KRA
- Next Generation Assessments
- OCTCA
- OELPA
- OGT
- Preschool ECO
- Preschool ELA
- Student Achievement
- WorkKeys

Create the Extract

1. Once you have entered all your preferred filters, click **Extract** to start the process. You may need to wait a few moments for the report to complete.
2. A pop-up window opens, prompting you to save the completed .csv file or open it with Excel.



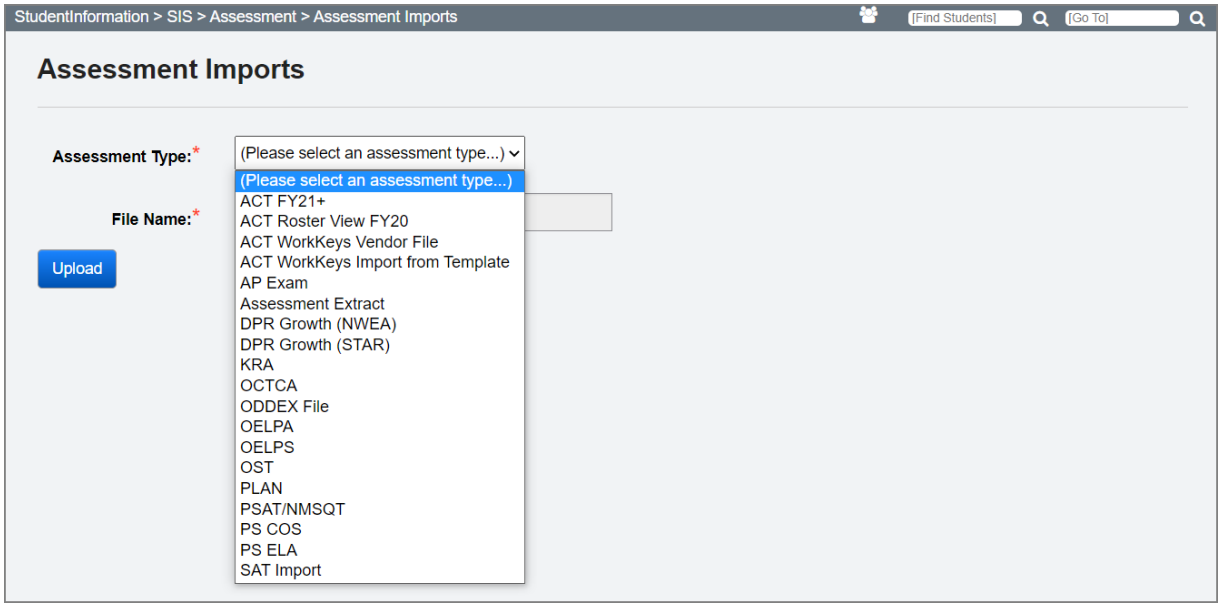
3. The file can now be imported into a different district on the **Assessment Import** screen (see *"Assessment Imports"*).

Assessment Imports

Navigation: StudentInformation > SIS > Assessment > Assessment Imports

This feature imports assessment results into StudentInformation from vendor files or other districts.

Note: *This screen is available only at the district level.*



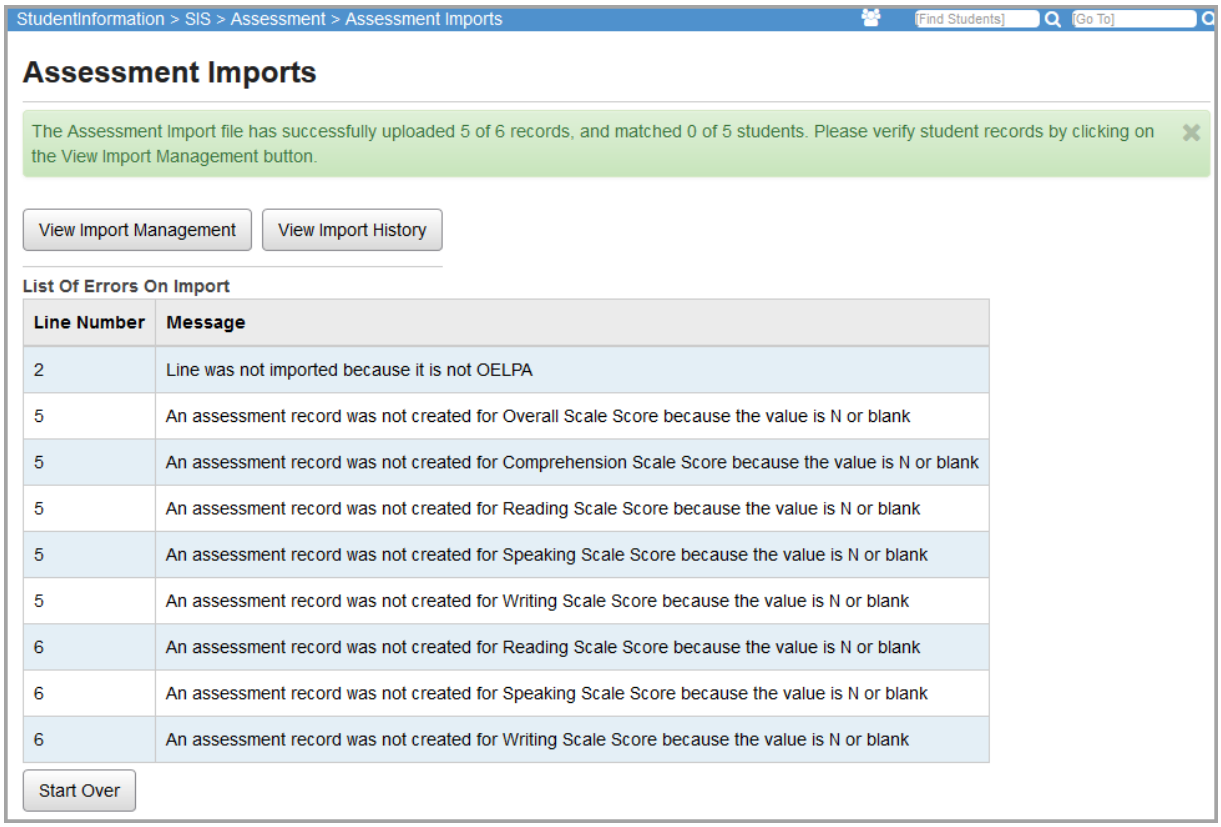
Assessment Type – Use the drop-down list to select the type of assessment being imported.

Test Date (required) – The date the assessment was administered; this field is available for KRA, OCTCA, and OELPA imports only.

Browse – Browse to the vendor file; this file can contain assessment results for a single building, single district, or entire ITC.

Note: *OST files must be in .txt format.*

Upload – Click to upload the selected vendor file into StudentInformation. Uploading the file may take a few minutes depending on the number of student records in the import file. Once the upload is complete, a message details how many records were successfully uploaded and requests student records be verified by clicking **View Import Management**.



View Import Management – Proceed to the Assessment Import Management screen to view the results of the file import. Refer to *"Assessment Import Management"* for details.

View Import History – Proceed to the Assessment Import History screen to view detailed information on each assessment import. Refer to *"Assessment Import History"* for details.

Assessment Import tries to match the students in StudentInformation with the results from the import file. Assessment Imports uses the following criteria to match students. In all matching sets, the search must include a single student or StudentInformation will not assign the record to a student. To import most assessment records, one of the following sets of data is required to match to a student:

- SSID and Birthdate and district
- SSID and LastName and district
- StudentNumber and Birthdate and district
- StudentNumber and LastName and district
- FirstName and LastName and Birthdate and district (NEW in 9.0.2)

Note: *If the student is not found according to the criteria listed above, then the testing records are displayed in the* ***Unmatched Records*** *tab of the* ***Assessment Import Management*** *screen. The district user can use the* ***Unmatched Records*** *tab to search for a student in the district and then assign a student to the unassigned record. Refer to "Assessment Import Management" for additional details.*

See additional rules for specific assessments below:

- *"ACT Imports"*
- *"ACT WorkKeys Import from Template"*
- *"AP Exam Imports"*
- *"DPR Growth (NWEA) or (STAR) Imports"*
- *"KRA Imports"*
- *"OCTCA Imports"*
- *"ODDEX File Imports"*
- *"OELPA Imports"*
- *"OELPS Imports"*
- *"OST Imports"*
- *"PLAN Imports"*
- *"Preschool ELA Imports"*
- *"Preschool COS Imports"*
- *"SAT Imports"*

ACT Imports

To import **ACT Roster View FY20** assessment records, the following data must match to a student:

- First Name
- Last Name
- Birthdate

To import **ACT FY21+** assessment records, the following data must match to a student:

- SSID or Local ID
- Last Name, First Name, Gender, Birthdate
- Legal Last Name, Legal First Name, 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 date:
  - New scores are added.
  - Existing scores not found in the import file are not updated.

ACT WorkKeys Import from Template

To import **ACT WorkKeys** assessment records using the manual entry *template file*, the following data must match to a student:

- SSID and district
- Last Name, First Name, and district

AP Exam Imports

To import AP Exam assessment records, the following data must match to a student:

- First Name, Last Name, Birthdate

DPR Growth (NWEA) or (STAR) Imports

To import DPR Growth (NWEA) or (STAR) assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate
- SSID, Last Name

KRA Imports

To import KRA assessment records, the following data must match to a student:

- State Student ID
- EMIS ID
- School IRN
- District IRN

OCTCA Imports

To import OCTCA assessment records, the following data must match to a student:

- EMIS ID *and* District ID

  OR

- District ID *and* Legal Last, First and Middle (if available) Names. Student Last, First and Middle (if available) Names are used if no legal name match is found.

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

> ***Note:*** *When importing summary records, the* ***Test Date*** *field you select always imports as 01/01/YYYY of the year you selected. Summary scores always import as* ***A/P/N/I****.*
>
> ***Note:*** *When importing subject records, the* ***Test Date*** *field is ignored and records import as MM/01/YYYY based on the month and year in the import file. Subject scores always import as their numeric value.*

ODDEX File Imports

To import ODDEX files, only the SSID must match with a student.

The **ODDEX File** import supports the following assessments:

- ACT
- AP Exam
- DPR Growth
- End-of-course exams
- Grade 3-8 Alternate Assessment
- Industry Credential
- International Baccalaureate (IB)

- KRA
- Next Generation Assessment Grades 3-8
- OCTCA (CTE Industry)
- OELPA
- OGT Alternate Assessment
- Preschool COS
- Preschool ELA
- SAT
- WorkKeys

OELPA Imports

To import OELPA assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate, District IRN
- SSID, Last Name, District IRN
- Student Number, Birthdate, District IRN
- Student Number, Last Name, District IRN
- First Name, Last Name, Birthdate, District IRN

OELPA assessment records are imported according to the following rules:

- The import file may contain records other than OELPA, but the other records are not imported.
- The date of the assessment is set during the import process. The date must be in the range of January 1st to March 31st.
- If a score field is blank or does not have a number, no value is imported.
- No accommodation values are imported.
- JVS student scores imported will have assessment matched to their student record at their Home School.

OELPS Imports

To import OELPS assessment records, one of the following data combinations must match to a student:

- SSID, student must exist in district in context
- Student Number, student must exist in district in context

OST Imports

To import OST assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate, District IRN
- SSID, Last Name, District IRN
- Student Number, Birthdate, District IRN
- Student Number, Last Name, District IRN
- First Name, Last Name, Birthdate, District IRN

PLAN Imports

To import PLAN assessment records, the following data must match to a student:

- Legal Last Name and First Name (Student Last Name and First Name will be used if legal names do not match)
- Gender
- Birthdate

PLAN assessment records are updated according to the following rules:

- If the student has no previous PLAN record for the test date, a test record is created and all scores are imported.
- If the student has a previous PLAN record for the test date:
  - Existing scores are updated with scores from the import file.
  - New scores are added.
  - Existing scores not found in the import file are not updated.

  Note: *The Assessment Import feature cannot handle records provided by testing companies that contain incorrect district IRNs.*

  Note: *For FY11 and beyond, checks for Composite Performance Level and Comprehensive Domain Score were removed from the OTELA Import.*

  Note: *OGT records cannot be imported into JVS school districts.*

Preschool ELA Imports

To import Preschool ELA assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate, District IRN
- SSID, Last Name, District IRN
- EMIS ID, Birthdate, and District IRN
- EMIS ID, Last Name, and District IRN
- Student Number, Birthdate, and District IRN
- Student Number, Last Name, and District IRN
- First Name, Last Name, Birthdate, and District IRN

Preschool COS Imports

To import Preschool COS assessment records, one of the following data combinations must match to a student:

- SSID
- Student Number, Last Name, first 3 letters of First Name

SAT Imports

To import SAT assessment records, the following data must match to a student:

- District IRN in context (student must be in that district)
- Last Name or Legal Last Name
- First Name or Legal First Name
- Gender
- Birthdate

Note: *The* ***Score Not Reported*** *field for all SAT imports defaults to* *******. If you wish to have a different value for this field, you must manually edit the value after the import is complete.*

Note: *The import accepts either the* ***SEX*** *or* ***GENDER*** *column header for column I.*

Assessment Import Management

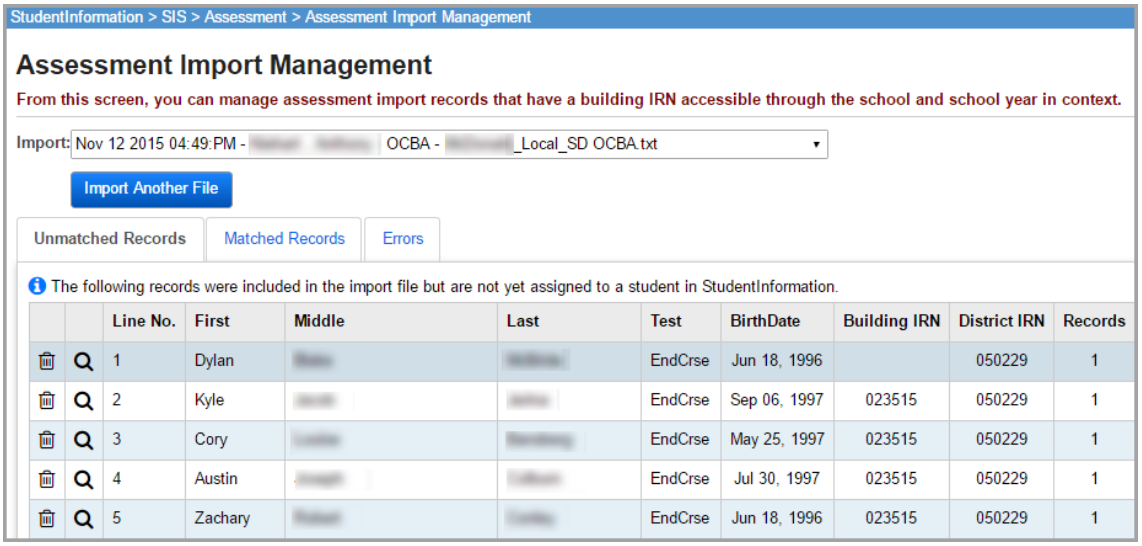
Navigation: StudentInformation > SIS > Assessment > Assessment Import Management

The Assessment Import Management screen shows the results of each Assessment Import in 3 separate tabs:

- **Unmatched Records** – Records imported but not yet assigned to a student.
- **Matched Records** – Records imported and assigned to a student.
- **Errors** – Records that were not imported because of stated errors.

If the appropriate import file does not display in the Import field, click **Import Another File** to return to the Assessment Imports screen to import the desired file.

> ***Note:*** *If the school in context is a district, then errors for students in all buildings within the district in context display for all imports. If the school in context is an ITC, then errors for students in all buildings in the ITC will only be displayed for imports performed in StudentInformation versions 11.3 or earlier.*

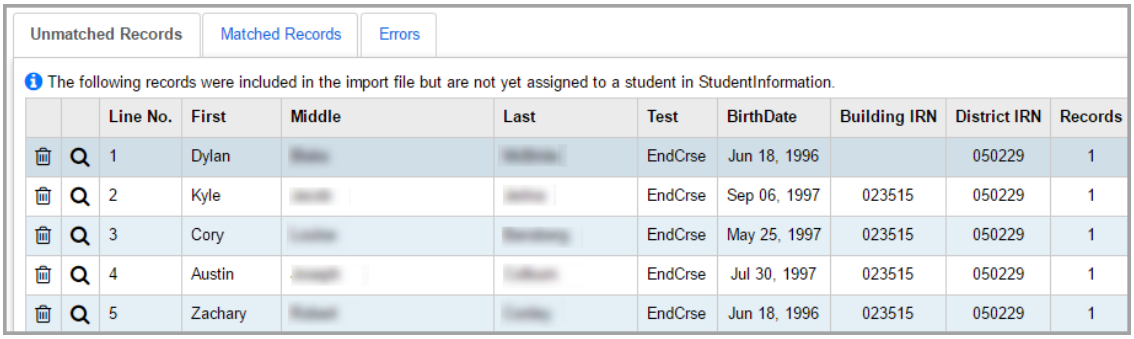


Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records
1	Dylan	[redacted]	[redacted]	EndCrse	Jun 18, 1996		050229	1
2	Kyle	[redacted]	[redacted]	EndCrse	Sep 06, 1997	023515	050229	1
3	Cory	[redacted]	[redacted]	EndCrse	May 25, 1997	023515	050229	1
4	Austin	[redacted]	[redacted]	EndCrse	Jul 30, 1997	023515	050229	1
5	Zachary	[redacted]	[redacted]	EndCrse	Jun 18, 1996	023515	050229	1

Unmatched Records Tab

This tab shows assessment records from the testing company that could not be automatically associated to a student. These unassigned records may have occurred because there was a mismatch of data. Refer to *"Assessment Imports"* for the matching criteria.

> ***Note:*** *The column headings and data input fields shown on this tab depend on the type of assessment selected in the Input field.*

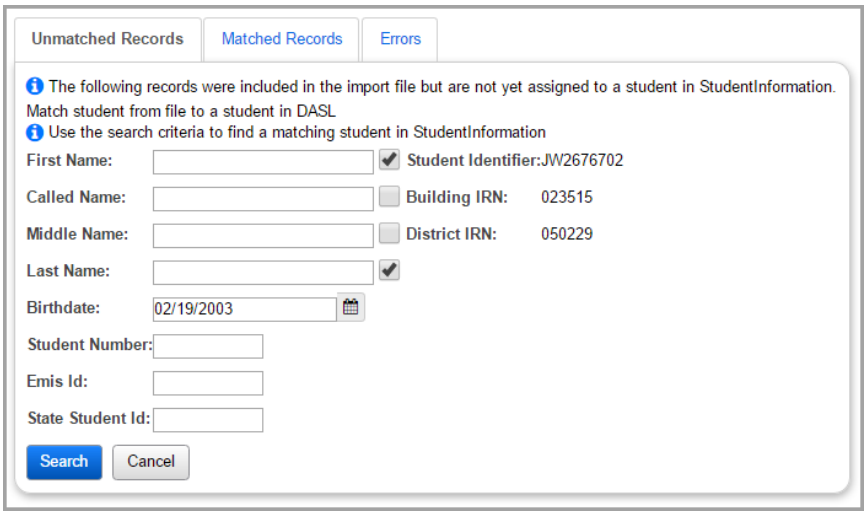


		Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records
		1	Dylan			EndCrse	Jun 18, 1996		050229	1
		2	Kyle			EndCrse	Sep 06, 1997	023515	050229	1
		3	Cory			EndCrse	May 25, 1997	023515	050229	1
		4	Austin			EndCrse	Jul 30, 1997	023515	050229	1
		5	Zachary			EndCrse	Jun 18, 1996	023515	050229	1

Assigning records

The unassigned records displayed on this tab can be assigned to the appropriate students without having to retype the data. The majority of load errors are caused by mismatches in ID/SSN/name.

Click 🔍 beside the student you are working on to view details of this unassigned record and to manually assign the record to a student in StudentInformation.



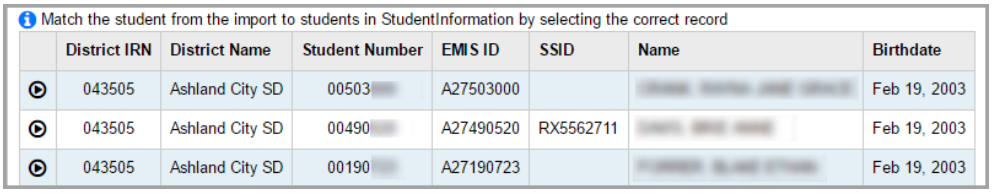
Match student from file to a student in StudentInformation (Search Criteria)

It is recommended that you first search using the defaults to locate a student match. If necessary, change or enhance the search criteria to locate the correct student.

Partial name searches can be used by checking the Wild Card Search box after the First Name, Called Name, Middle Name, and/or Last Name.

Cancel – Do not execute the Search.

Search – Search for a student match. Matching students in the district are displayed at the bottom of the screen. A student may have taken the test in one building, but by the time the results are received and loaded, the student may be at another building in the district. This is especially true of summer testing. Searching for the StudentInformation student to which a record belongs is school year independent


Match the student from the import to students in StudentInformation by selecting the correct record

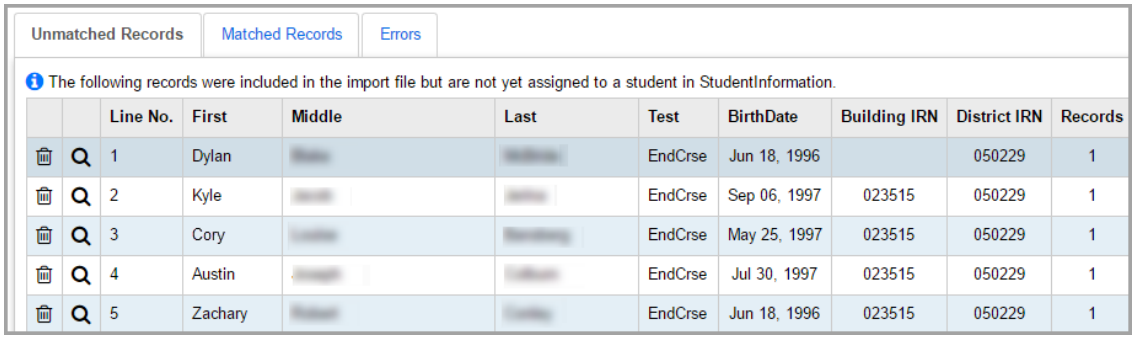
	District IRN	District Name	Student Number	EMIS ID	SSID	Name	Birthdate
⊙	043505	Ashland City SD	00503	A27503000			Feb 19, 2003
⊙	043505	Ashland City SD	00490	A27490520	RX5562711		Feb 19, 2003
⊙	043505	Ashland City SD	00190	A27190723			Feb 19, 2003

⊙ – Assign the testing data to this student. Click this icon if the results should be loaded into this student's assessment record. You will receive a confirmation message (Import Record Successfully Assigned to a StudentInformation Student). The record is moved from the Unmatched Records tab to the Matched Records tab.

> ***Caution:****All other testing records can be manually corrected or added for new students coming in to the districts. This is covered in "Student Assessment Menu" of this document.*

Deleting Unassigned Records

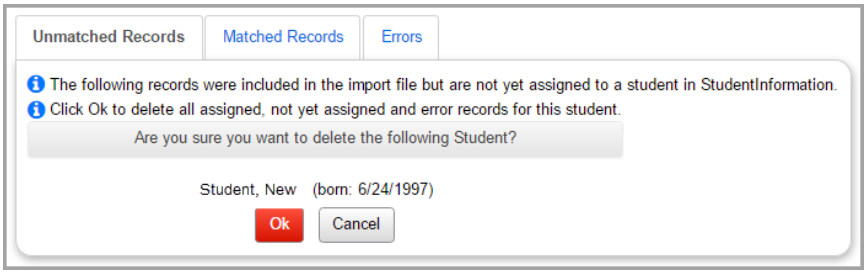
If there are unassigned records that should not be loaded, particularly records from previous years, they can be deleted from the **Assessment Import Management** screen **Unmatched Records** tab.


Unmatched Records | Matched Records | Errors

The following records were included in the import file but are not yet assigned to a student in StudentInformation.

		Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records
🗑	🔍	1	Dylan			EndCrse	Jun 18, 1996		050229	1
🗑	🔍	2	Kyle			EndCrse	Sep 06, 1997	023515	050229	1
🗑	🔍	3	Cory			EndCrse	May 25, 1997	023515	050229	1
🗑	🔍	4	Austin			EndCrse	Jul 30, 1997	023515	050229	1
🗑	🔍	5	Zachary			EndCrse	Jun 18, 1996	023515	050229	1

🗑 – Delete the unassigned record for this student.

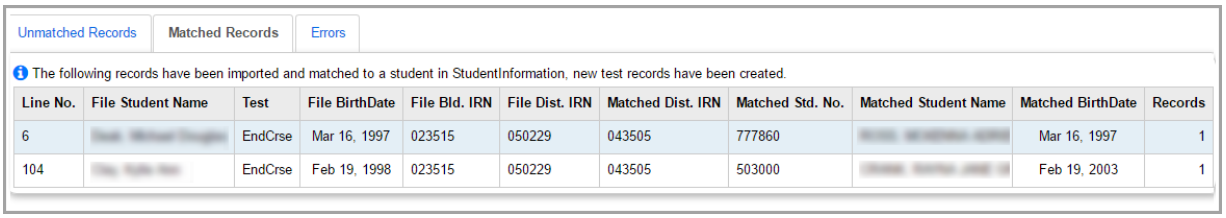


Click **OK** to continue with the delete. Click **Cancel** to not delete this record.

Matched Records Tab

This tab shows assessment records from the import file that were successfully matched to a student in StudentInformation.

> ***Note:*** *The column headings shown on this tab depend on the type of assessment selected in the Input field.*



Line No.	File Student Name	Test	File BirthDate	File Bld. IRN	File Dist. IRN	Matched Dist. IRN	Matched Std. No.	Matched Student Name	Matched BirthDate	Records
6	[redacted]	EndCrse	Mar 16, 1997	023515	050229	043505	777860	[redacted]	Mar 16, 1997	1
104	[redacted]	EndCrse	Feb 19, 1998	023515	050229	043505	503000	[redacted]	Feb 19, 2003	1

Line No. – Line number of the record in the import file.

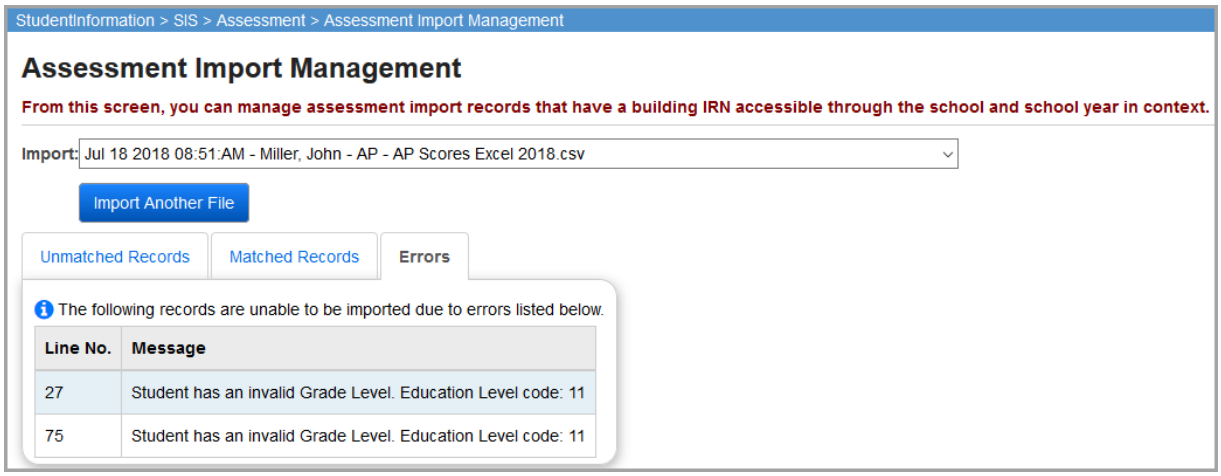
Column headings containing the word File list data obtained from the import file. Columns with headings containing the word Matched list data from the student's record that matched data in the import file.

Records – Total number of assessment records matched.

Errors Tab

Any assessment import errors display on the **Assessment Import Management** screen **Errors** tab.

> ***Note:*** *The column headings shown on this tab depend on the type of assessment selected in the Input field.*



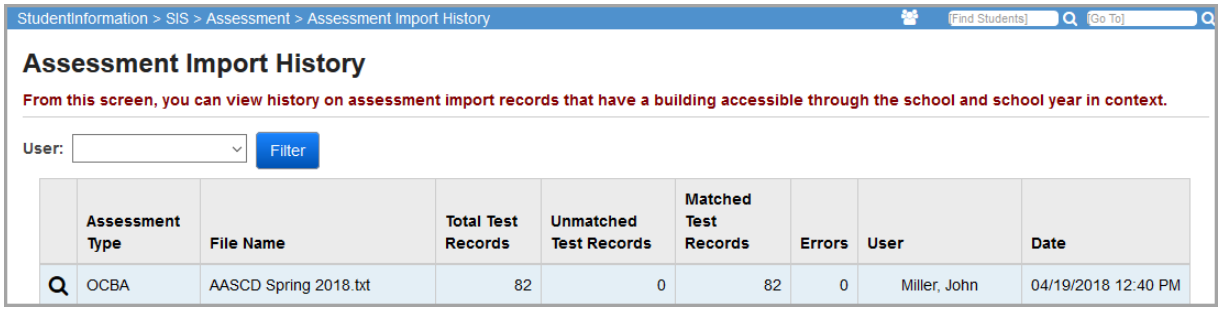
Line No – Line number of the record in the import file.

Message – Error message. These will typically be field error messages (the **Testing Date** field is not a valid date or the English Score is missing, for example).

Assessment Import History

Navigation: StudentInformation > SIS > Assessment > Assessment Import History

This screen is only viewable with the appropriate permissions. This screen displays summary and detailed information on each assessment import.



User (optional) – Use the drop-down list to limit the assessment import history grid to a specified user.

Filter – Filter and return assessment import history only for the user specified.

Assessment Type – Type of assessment uploaded via the **Assessment Imports** screen.

File Name – The name of the file uploaded via the **Assessment Imports** screen.

Total Test Records – Total number of test records in the vendor assessment file.

Unmatched Test Records – Total number of test records not yet assigned to a student. These records must be reviewed on the **Assessment Import Management** screen **Unmatched Records** tab.

Matched Test Records – Total number of test records matched to a student and imported into StudentInformation. These records can be reviewed on the **Assessment Import Management** screen **Matched Records** tab.

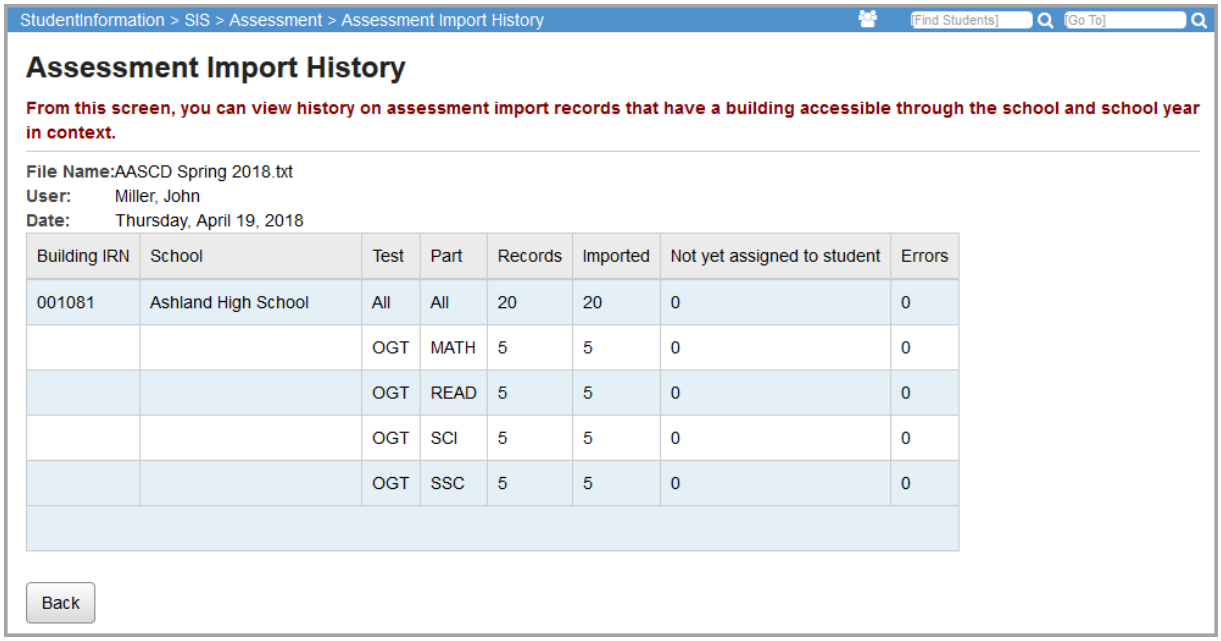
Errors – Total number of test records with errors. These records will need reviewed in the **Assessment Import Management** screen **Errors** tab.

User – The user who submitted this assessment import.

Date – The date that this assessment import was executed.

Assessment Import View Details

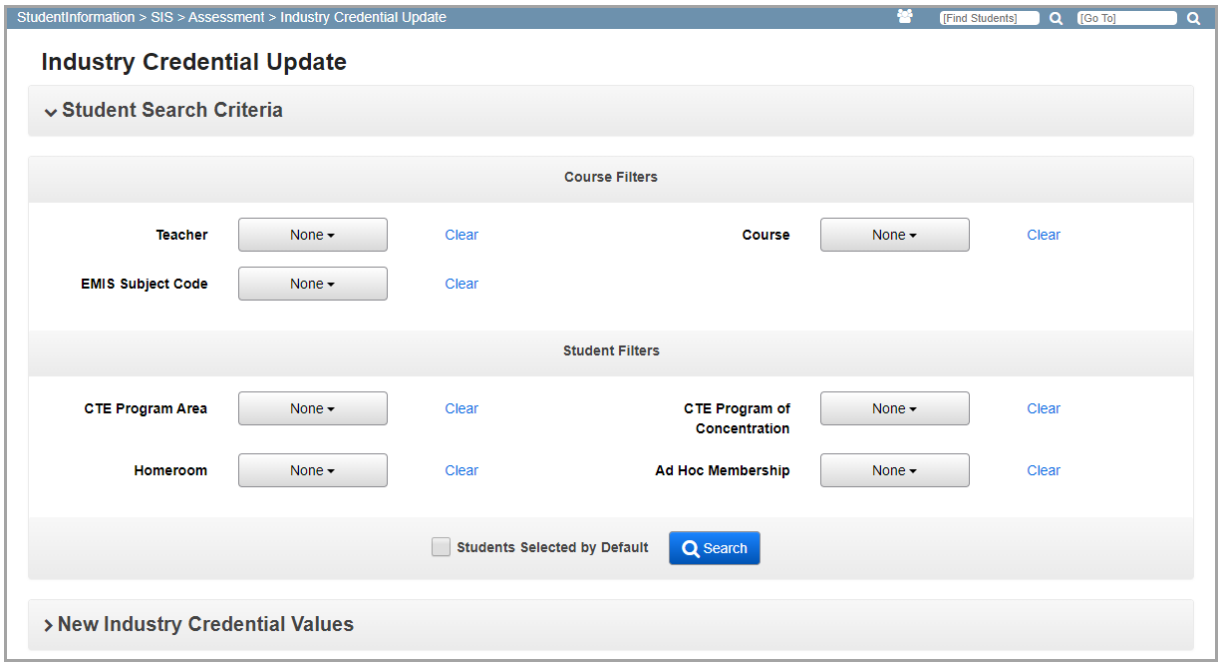
– Click this icon to view details of the specified assessment import. Details of the specified assessment import are displayed and record counts are displayed by **Building IRN**, **School**, **Test**, **Part**, **Records**, **Imported**, **Not yet assigned to Student**, and **Errors**.



Back – Click to return to the **Assessment Import History** listing screen.

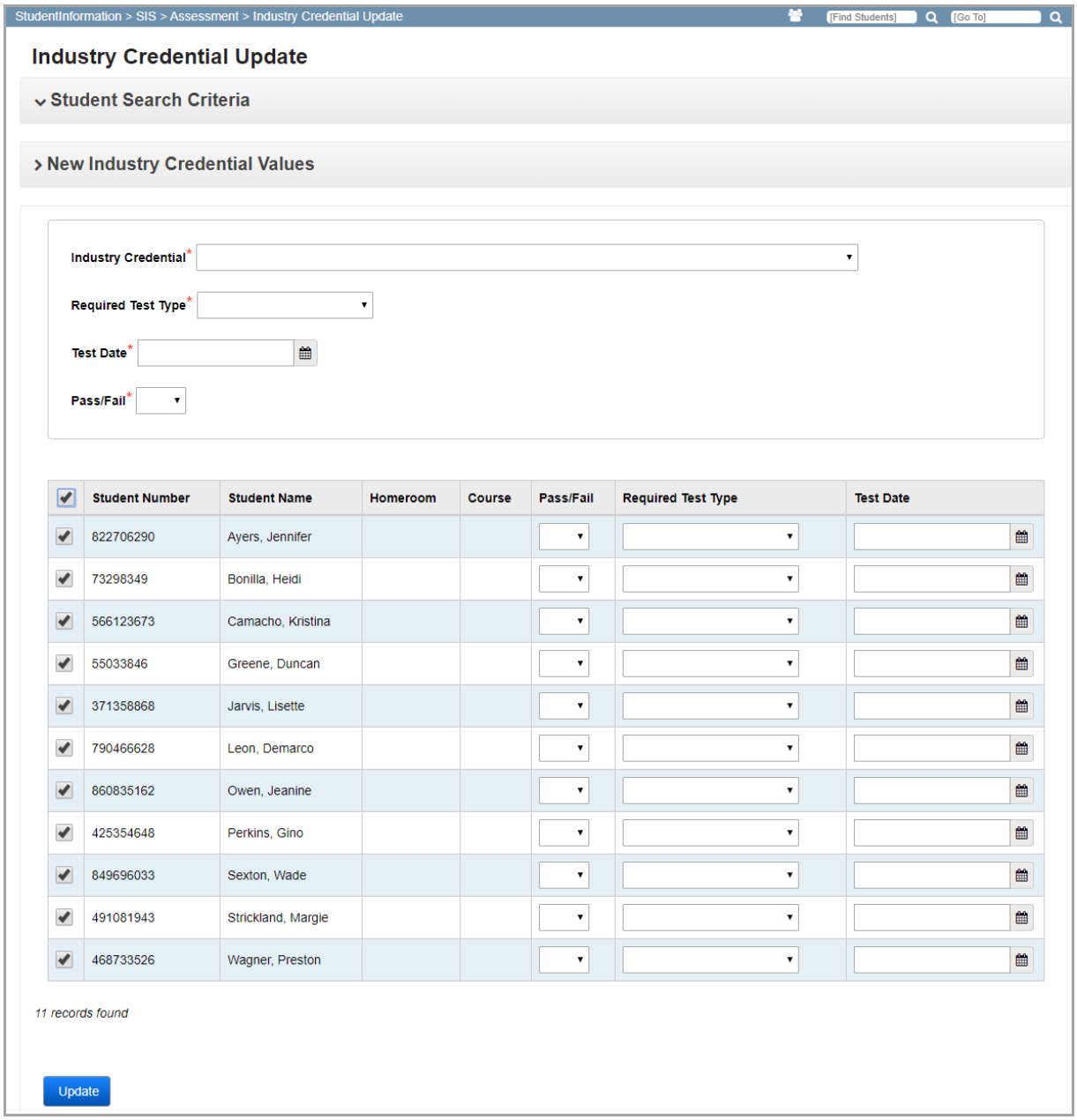
Industry Credential Update

The **Industry Credential Update** screen lets you search for students using the search criteria available and then bulk add industry credential records for selected students.



1. In the **Student Search Criteria** section, select the applicable course or student filters to find the students for which you want to add records.
2. (Optional) Select the **Student Selected by Default** checkbox if you want to pre-select all students in the search results for adding records. Otherwise, you can individually select the students for which you wish to add records.
3. Click **Search**.

The **New Industry Credential Values** section displays with the search results in a grid at the bottom of the screen.



4. (Optional) If you did not select the **Student Selected by Default** checkbox prior to searching, you can individually select the students for which you wish to add records or select the checkbox at the top left of the grid to select all students.
5. In the **Industry Credential** drop-down list, select the industry credential record you wish to add for the selected students.
6. In the **Required Test Type** drop-down list, select the test type.
   - If the records are for FY19 or earlier (07/01/2019), select **STR - Standard**.
   - If the records are for FY20 and forward, select **IPD - Cost Paid by LEA** or **INP - Cost NOT Paid by LEA**.
7. In the **Test Date** field, select the date on which the test was taken.

8. In the **Pass/Fail** drop-down list, select whether the records are **Pass** or **Fail** for the selected students.
9. (Optional) If there are students whose assessment scores are different than the selection in the **Pass/Fail** drop-down list, in the **Assessment Score** column, in the row of the student(s), select the differing value(s).
10. (Optional) If there are students whose test type is different than the selection in the **Required Test Type** drop-down list, in the **Required Test Type** column, in the row of the student(s), select the test type.
11. (Optional) If there are students who took the test on a different date than the selection in the **Test Date** field, in the **Assessment Date** column, in the row of the student(s), select the date of their test(s).
12. Click **Update**.

    The records are added for the selected students and you receive a confirmation message.

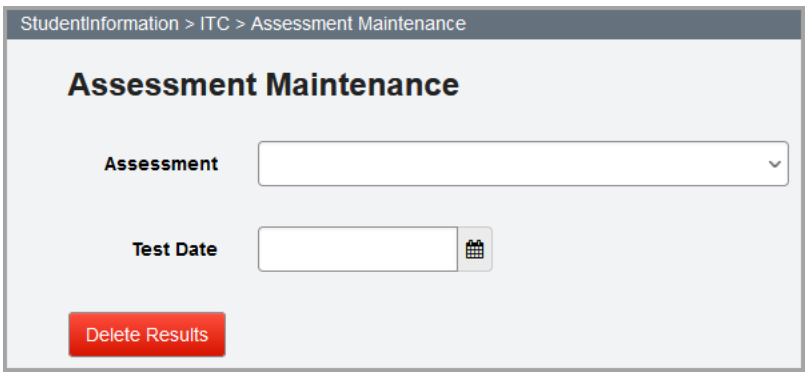
Assessment Maintenance

Navigation: StudentInformation > ITC > Assessment Maintenance

The **Assessment Maintenance** screen lets you delete results created by assessment imports. The record of the import is not deleted and is still available on the **Assessment Import History** screen and the **Assessment Import Management** screen.

1. In the **Assessment** drop-down list, select the assessment whose import results you want to delete.
2. In the **Test Date** field, select the test date that applies to the assessment records you want to delete. For assessments that do not have a test date, enter xx for the test year accordingly:
    - End-of-course assessments
        - Fall Block – 12/1/xx
        - Spring – 4/1/xx
        - Sprint Block –
    - Next Generation assessments
        - Fall Block – 11/1/xx
        - Spring – 4/1/xx
        - Spring Block – 5/1/xx
        - Summer – 7/1/xx

3. Click **Delete Imported Results**.



A message displays the number of results to be deleted and verifies that you wish to do so.

4. Click **Delete**.

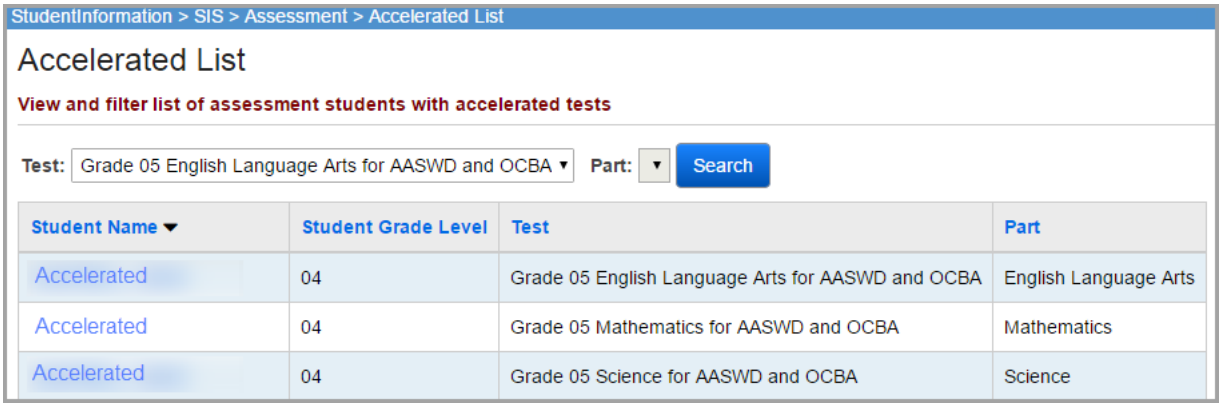
The assessment results are deleted.

Accelerated List

Navigation: StudentInformation > SIS > Assessment- Accelerated List

The **Accelerated List** screen shows a list of all students with accelerated records used in the Pre-Identification process for the filtered test and test part.

> ***Note:*** *The accelerated records used for the Pre-Identification process are for OST and achievement tests and are not reported to EMIS.*



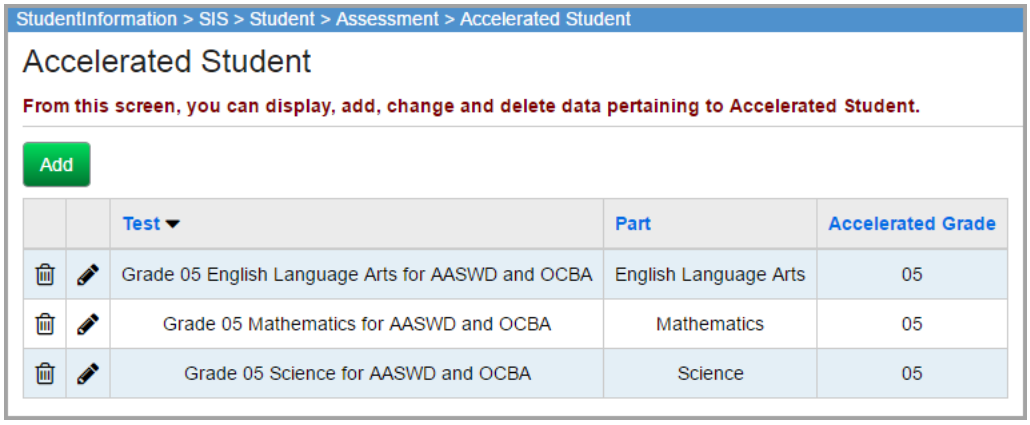
Test – You can filter by a particular test or leave blank to not filter on test.

Part – You can filter by a particular test part (you must select a test before you can select a part) or leave blank to not filter on part.

Click **Search** to display the list of students matching the chosen test and part filters.

Sorting – You may sort by any column (**Student Name**, **Student Grade Level**, **Test**, **Part**) in ascending or descending order by clicking the column header.

Click the student's name to go to that specific accelerated record.

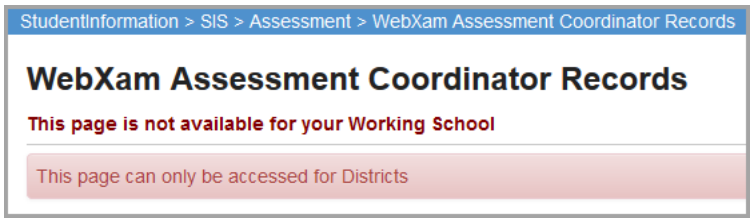


WebXam Assessment Coordinator Records

Navigation: StudentInformation > SIS > Assessment- WebXam Assessment Coordinator Records

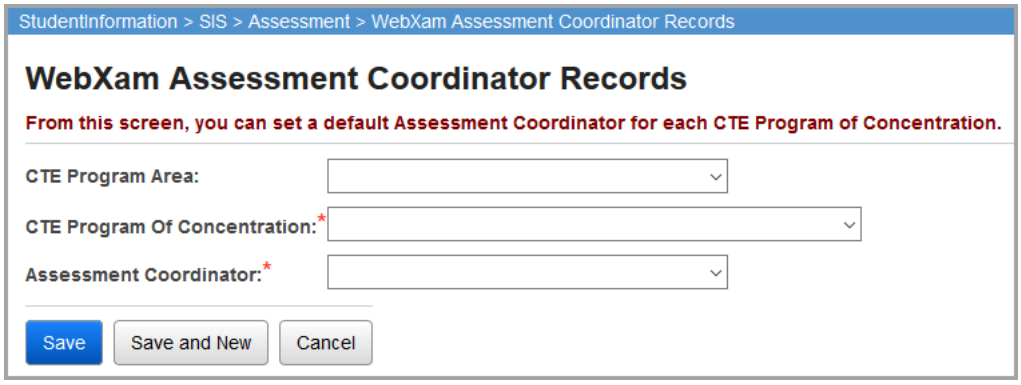
The **WebXam Assessment Coordinator Records** screen allows for each CTE program of concentration to be assigned to a default assessment coordinator in each district. These records are then used to create records for the WebXam Export.

The **WebXam Assessment Coordinator Records** screen is only available for districts. You will receive the message below if you do not have a district in context.



This screen has standard add record, edit record, and delete record controls.

Add WebXam Assessment Coordinator Records



CTE Program Area (required) – Select a program area for the CTE Program of Concentration element.

CTE Program of Concentration (required) – Select an element that designates the program of concentration for a CTE concentrator. The list of available values in the CTE Program of Concentration drop-down list is dependent on the value selected for the CTE Program Area field.

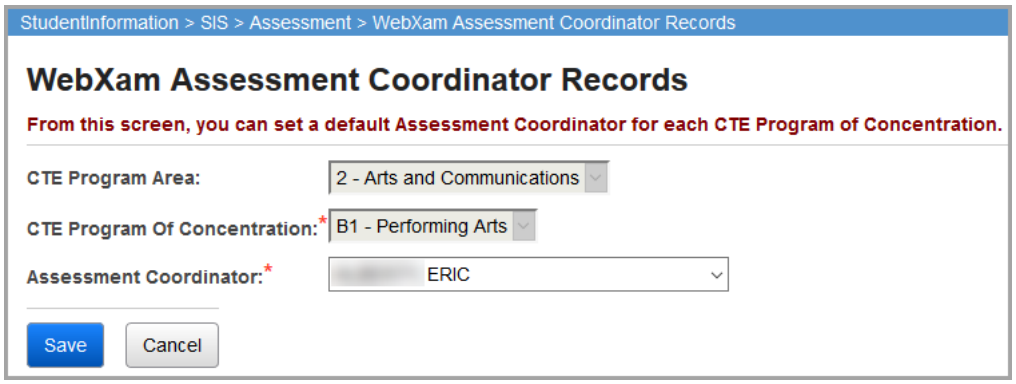
Assessment Coordinator (required) – Select from the list of staff.

Save – Click to save the current WebXam assessment coordinator record and returns to the WebXam Assessment Coordinator Records screen where you will see the updated information.

Save and New – Click to save the current WebXam assessment coordinator record and displays a new blank record to enter subsequent records. A message displays stating that the record was successfully saved.

Cancel – Click to clear out data already entered.

Edit WebXam Assessment Coordinator Records



When editing a WebXam assessment coordinator record, the **CTE Program Area** and CTE **Program of Concentration** fields are not available. Only the **Assessment Coordinator** field is editable. If the CTE Program Area and CTE Program of Concentration fields need editing, delete the record (click 🗑), and add a new record.

Assessment Coordinator (required) – Select a different person from the list of staff.

Save – Click to save the current WebXam assessment coordinator record and returns you to **WebXam Assessment Coordinator Records** screen where you will see the updated information.

Cancel – Click to clears out data already entered.

> ***Note:*** *The WebXam Export is located under the Import/Export menu in following path: Management > Import/Export. Refer to the* ProgressBook StudentInformation Import Export Guide *for further information.*

Student Assessment Menu

The following information is described in this topic:

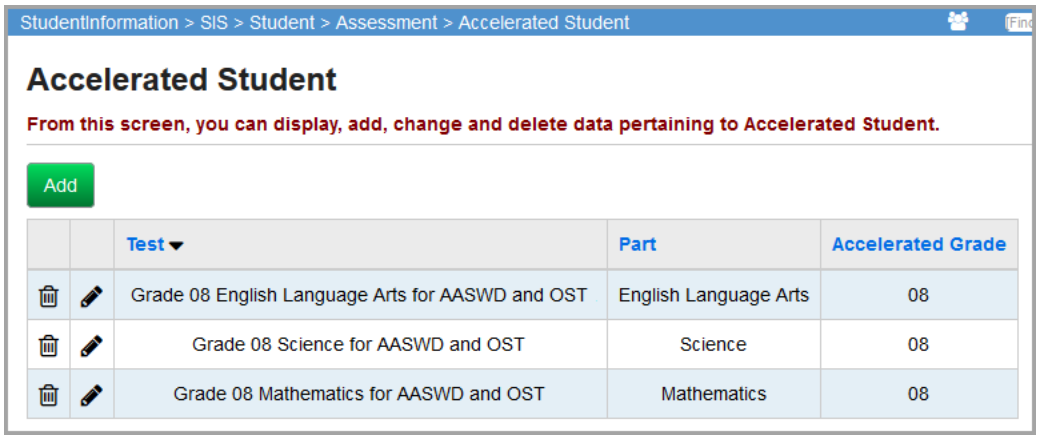
- *"Accelerated Student (for use with Pre-ID only)"*
- *"ACT"*
- *"AP Exams"*
- *"CTE Industry Assessment"*
- *"CTE Industry Credential"*
- *"CTE Student Assessment (OCTCA)"*
- *"DPR Growth"*
- *"End-of-Course Exam"*
- *"International Baccalaureate (IB)"*
- *"KRA"*
- *"Next Generation Assessment Grades 3-8"*
- *"OELPA"*
- *"OELPS (ELPA21 Screener) Assessment"*
- *"OGT (Ohio Graduation Test)"*
- *"PLAN (Pre-ACT)"*
- *"Preschool COS"*
- *"Preschool ELA"*
- *"PSAT/NMSQT"*
- *"SAT Reasoning Test"*
- *"SAT Subject Tests"*
- *"Student Achievement"*
- *"Student Assessment List"*
- *"WorkKeys"*

Accelerated Student (for use with Pre-ID only)

Navigation: StudentInformation > SIS > Student > Assessment > Accelerated Student

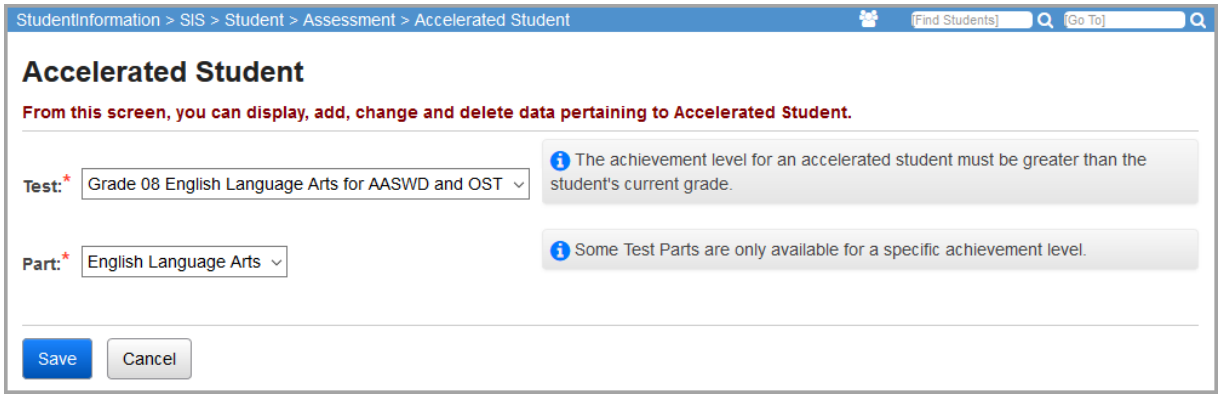
An accelerated record must be added for each test part in which the student is accelerated. To add a record for a student, search for the student for whom you wish to add a record and then select **Accelerated Student** on the **Student Assessment Menu**. In order for the Pre-Identification file to include a student testing at an accelerated level, a record needs to be added for each test part in which the student is testing as accelerated.

> ***Note:*** *The records added on the* ***Accelerated Student*** *screen are used only for the purpose of creating the Pre-Identification labels for accelerated students taking parts of the OST only. The information entered on this screen is not reported to EMIS.*



This screen has standard add record, edit record, and delete record controls.

Add/Edit Accelerated



Test (required) – The drop-down list contains available tests for grade levels higher than the current grade level. An accelerated test record may only be entered for a grade level test greater than the student's current grade level.

Part (required) – The drop-down list contains test parts that are available for a student to take for the selected test.

> ***Caution:*** *It is possible that a student will be reported to EMIS for an accelerated test part for a test that does not exist (i.e. 9th grade Math). Since no test materials will be ordered for this student, these records do not need to be on the Pre-Ident file. These types of records should be added directly to the Achievement Test records screen for the appropriate grade level test and part. Refer to* ProgressBook StudentInformation EMIS Guide *for guidelines on how to report these types of test records.*

ACT

You can view and maintain a student's ACT assessment data. Refer to the appropriate topic:

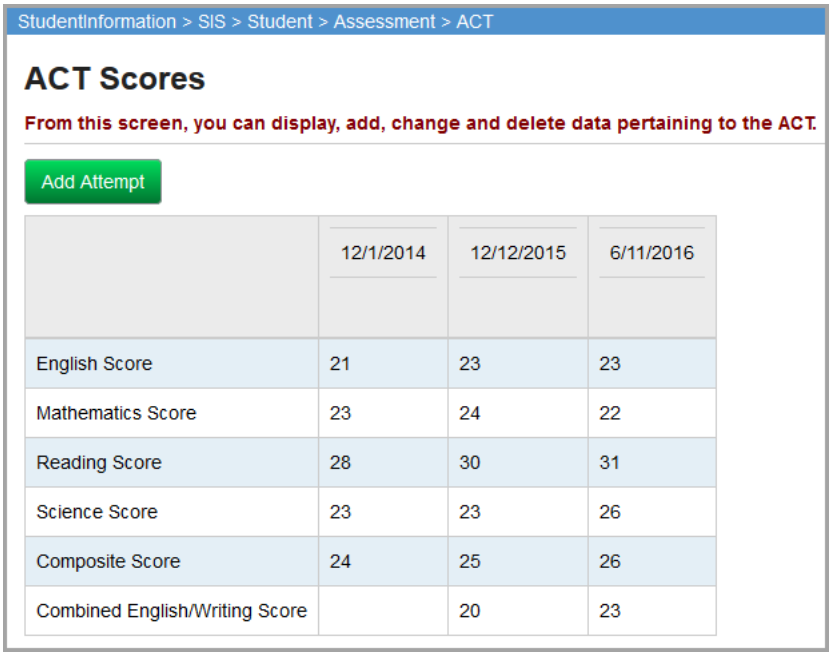
- *"View ACT Scores"*
- *"Add ACT Scores"*

View ACT Scores

Navigation: StudentInformation > SIS > Student > Assessment > ACT

You can view and maintain a student's ACT assessment data when you have the student in context on the **ACT** screen.

> ***Note:*** *To delete a record, in the column header of the assessment date, click* 🗑. *To edit an existing record, click* ? *and make the needed changes. (For field descriptions, see "Add ACT Scores.")*



	12/1/2014	12/12/2015	6/11/2016
English Score	21	23	23
Mathematics Score	23	24	22
Reading Score	28	30	31
Science Score	23	23	26
Composite Score	24	25	26
Combined English/Writing Score		20	23

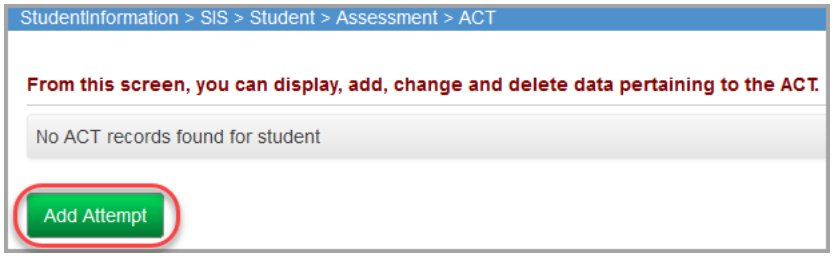
Add ACT Scores

Navigation: StudentInformation > SIS > Student > Assessment > ACT

You can add ACT assessment records for a student.

> ***Note:*** *You can add multiple test occurrences, but they must have different testing dates. Multiple ACT records can be added for the same month. The FA transfer file recognizes multiple ACT assessments for a student for the same month/year and creates only one transfer file for that month/year, choosing the highest score for each area of assessment.*

1. With a student in context on the **ACT** screen, click **Add Attempt**.



   An entry screen displays.

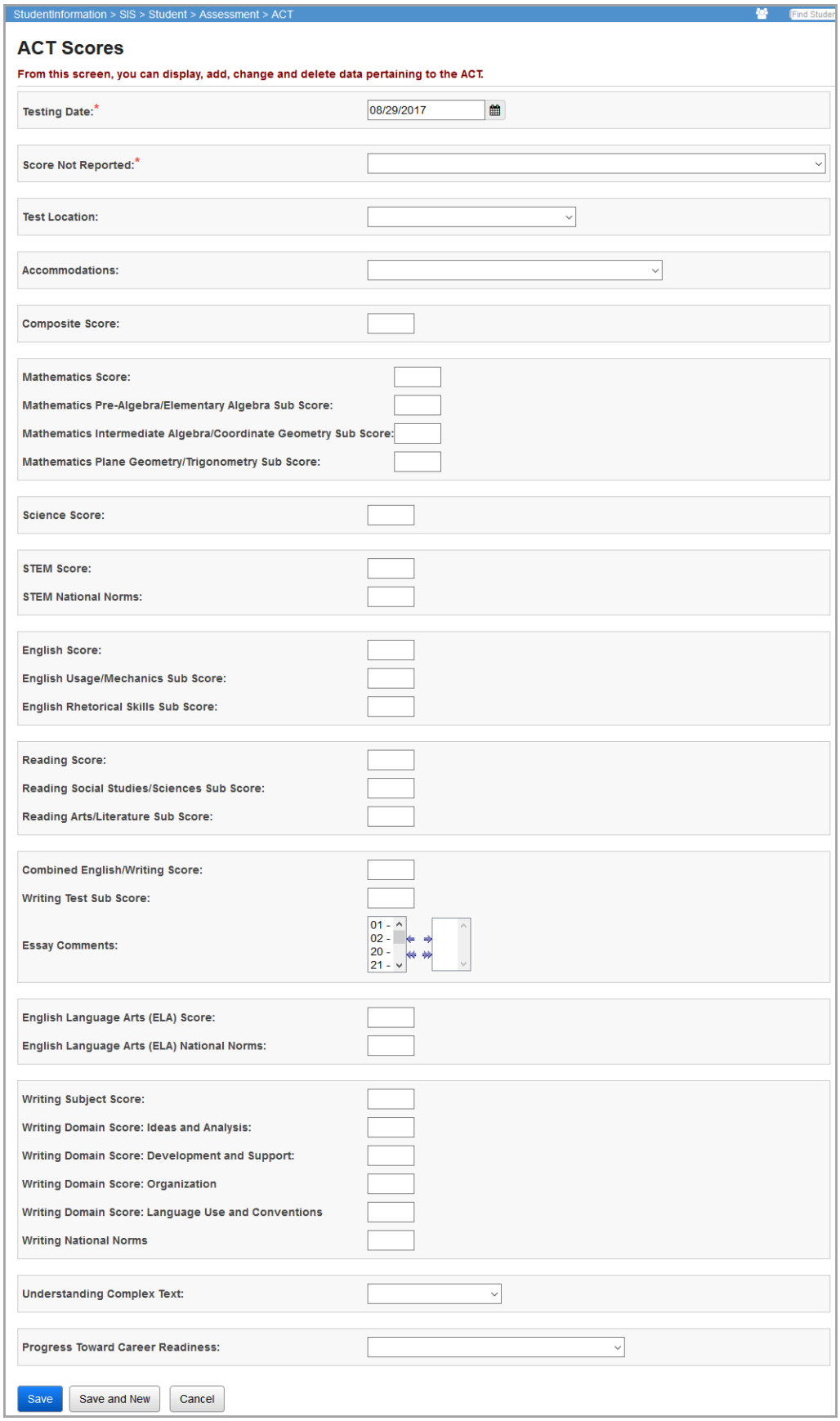
2. In the **Testing Date** field, enter or select the date the test was administered in mm/dd/yyyy format.

   > ***Note:*** *The **Score Not Reported**, **Test Location**, and **Accommodations** fields only apply and display for records with a **Testing Date** in FY17 or later.*

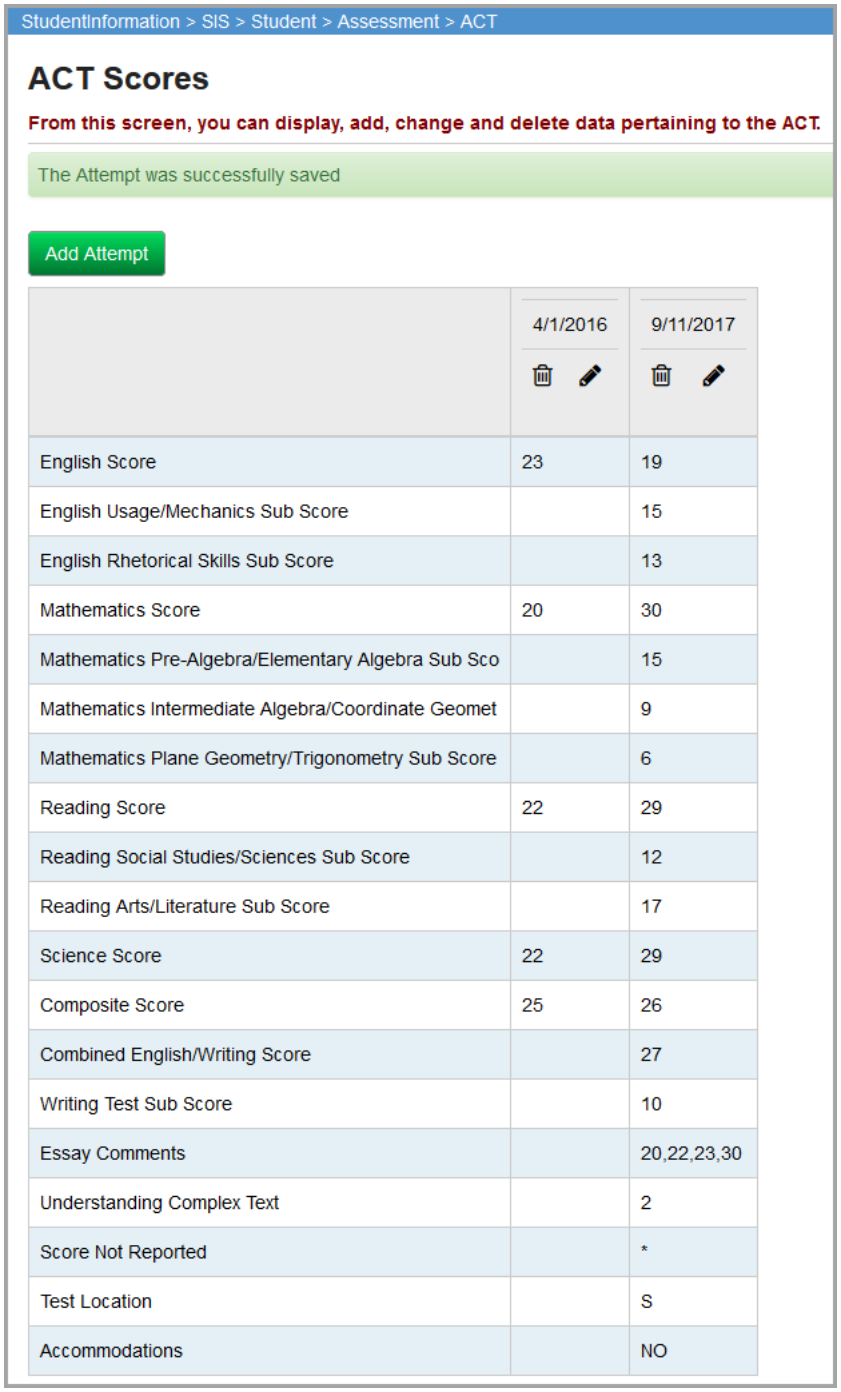
3. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

   > ***Note:*** *If the student took the test, select *** - Option Not Applicable, Student took Test**.*

4. In the **Test Location** drop-down list, select whether the student took a statewide or independent test.
5. In the **Accommodations** drop-down list, select **NO - Student did not take the test with accommodations**.
6. For each test part that the student completed, enter the student's score and sub scores.
7. (Optional) Select the **Essay Comments** applicable to this ACT test.
8. Click **Save**. Or, to add scores for another date, click **Save and New**.


StudentInformation > SIS > Student > Assessment > ACT
Find Studer
ACT Scores
From this screen, you can display, add, change and delete data pertaining to the ACT.
Testing Date:*
08/29/2017
Score Not Reported:*
Test Location:
Accommodations:
Composite Score:
Mathematics Score:
Mathematics Pre-Algebra/Elementary Algebra Sub Score:
Mathematics Intermediate Algebra/Coordinate Geometry Sub Score:
Mathematics Plane Geometry/Trigonometry Sub Score:
Science Score:
STEM Score:
STEM National Norms:
English Score:
English Usage/Mechanics Sub Score:
English Rhetorical Skills Sub Score:
Reading Score:
Reading Social Studies/Sciences Sub Score:
Reading Arts/Literature Sub Score:
Combined English/Writing Score:
Writing Test Sub Score:
Essay Comments:
01 -
02 -
20 -
21 -
English Language Arts (ELA) Score:
English Language Arts (ELA) National Norms:
Writing Subject Score:
Writing Domain Score: Ideas and Analysis:
Writing Domain Score: Development and Support:
Writing Domain Score: Organization
Writing Domain Score: Language Use and Conventions
Writing National Norms
Understanding Complex Text:
Progress Toward Career Readiness:
Save
Save and New
Cancel

A confirmation message displays, and the added scores display.

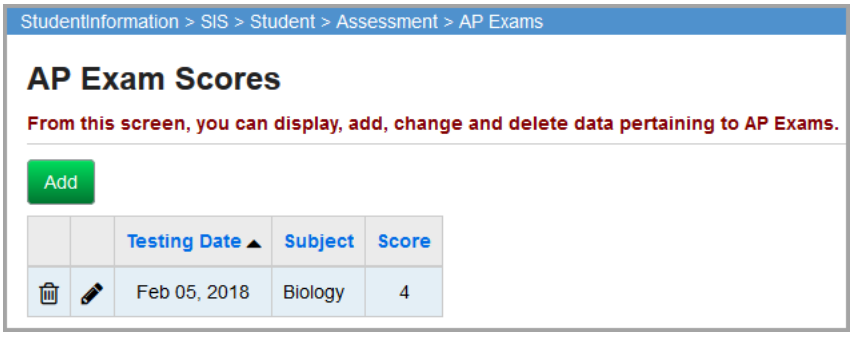


	4/1/2016	9/11/2017
English Score	23	19
English Usage/Mechanics Sub Score		15
English Rhetorical Skills Sub Score		13
Mathematics Score	20	30
Mathematics Pre-Algebra/Elementary Algebra Sub Sco		15
Mathematics Intermediate Algebra/Coordinate Geomet		9
Mathematics Plane Geometry/Trigonometry Sub Score		6
Reading Score	22	29
Reading Social Studies/Sciences Sub Score		12
Reading Arts/Literature Sub Score		17
Science Score	22	29
Composite Score	25	26
Combined English/Writing Score		27
Writing Test Sub Score		10
Essay Comments		20,22,23,30
Understanding Complex Text		2
Score Not Reported		*
Test Location		S
Accommodations		NO

AP Exams

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

To view a student's AP Exam data, select the student and then select **AP Exams** below **Assessment**.

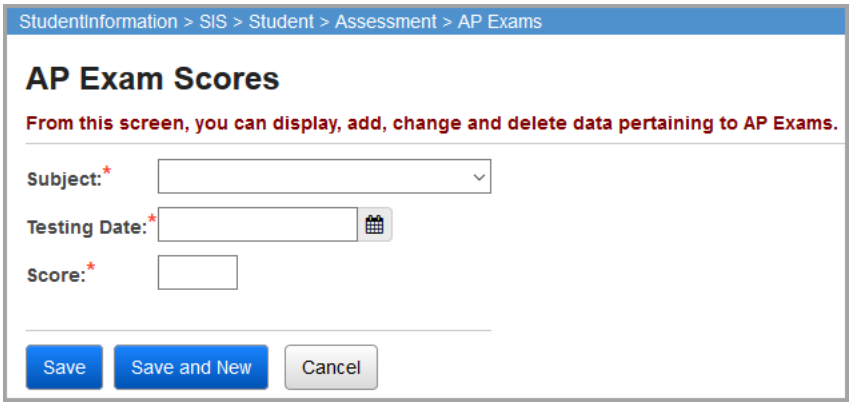


This screen has standard add record, edit record and delete record controls.

Sorting – You may sort by any column (Testing Date, Subject, Score) in ascending or descending order by clicking on the column header

Add – Select to add a new AP Exam record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit AP Exam Scores



Subject (required) – Select the AP Exams subject from the drop-down list.

Testing Date (required) – Enter the date that the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

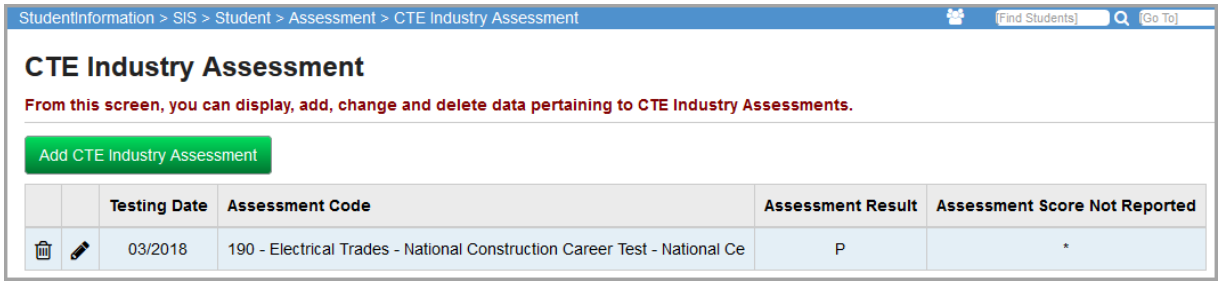
Score (required) – Enter the AP Exam score for this student.

CTE Industry Assessment

Navigation: StudentInformation > SIS > Student > Assessment > CTE Industry Assessment

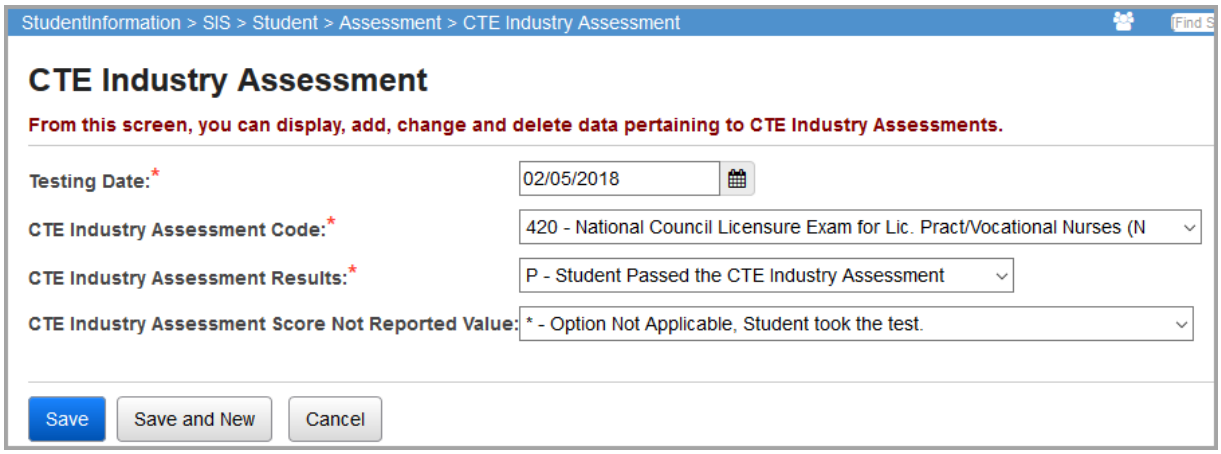
To view a student's CTE industry assessment data, select the student and then select **CTE Industry Assessment** below **Assessment**.

Industry assessments are technical assessments developed by industry associations or state licensing agencies. A CTE industry assessment record (GU) is to be reported for all students who have been reported as a CTE concentrator and who took an industry assessment that is listed as an option for the industry assessment element. All CTE industry assessment records transferred using the **Transfer – Student Assessment (FA)** feature are given a test date of January 1. Refer to the *ODE EMIS Manual* for additional details.



Add CTE Industry Assessment – Add a new CTE Industry Assessment record for this student.

Add/Edit CTE Industry Assessment



Testing Date (required) – Enter the date the test was administered in the mm/yyyy format or use the calendar to select the date.

CTE Industry Assessment Code (required) – Indicates the CTE Industry Assessment the student took. The drop-down list populates based on EMIS code table GU060 options that are reported in Period N.

CTE Industry Assessment Results (required) – Indicates whether or not the student passed the CTE Industry Assessment. The drop-down list populates based on EMIS code table GU070.

> ***Note:*** *If the student was required to take the test but did not take the test, in the* ***CTE Industry Assessment Results*** *drop-down list, select* ****** - Not applicable, student did not test****. Then, in the* ***CTE Industry Assessment Score Not Reported Value*** *drop-down list, select either* ***V – CTE student was not given a Technical or Industry Assessment*** *or* ***T – CTE student is taking an industry assessment, to be reported in March (D)****.*

CTE Industry Assessment Score Not Reported Value – Indicates the reason the student does not have a score to report for this assessment.

CTE Industry Credential

You can view and maintain a student's CTE Industry Credential data. Refer to the appropriate topic:

- *"View CTE Industry Credentials"*
- *"Add CTE Industry Credentials"*

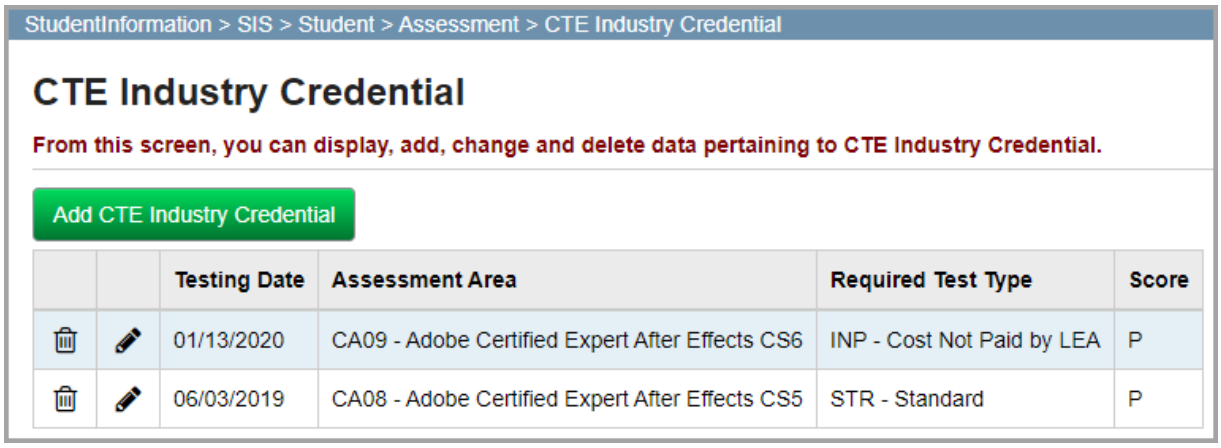
> ***Note:*** *You can add industry credential records for more than one student at a time on the "Industry Credential Update" screen.*

View CTE Industry Credentials

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

You can view and maintain a student's CTE Industry Credential data when you have the student in context on the **CTE Industry Credential** screen.

> ***Note:*** *To delete a record, in the row of the testing date, click* 🗑*. To edit an existing record, click* ✎ *and make the needed changes. (For field descriptions, see "Add CTE Industry Credentials.")*



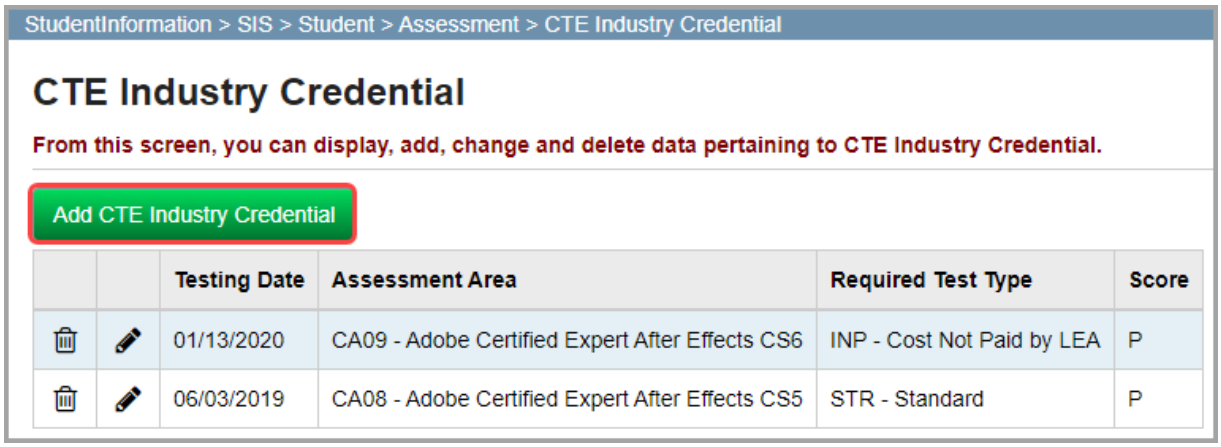
Add CTE Industry Credentials

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

You can add CTE Industry Credential records for a student.

> ***Note:*** *You can add industry credential records for more than one student at a time on the "Industry Credential Update" screen.*

1. With a student in context on the **CTE Industry Credential** screen, click **Add CTE Industry Credential**.



   The add/edit version of the screen displays.

2. In the **Testing Date** field, enter or select the date the test was administered in dd/mm/yyyy format.
3. In the **Assessment Area** drop-down list, select the CTE Industry Credential area in which the student was assessed.

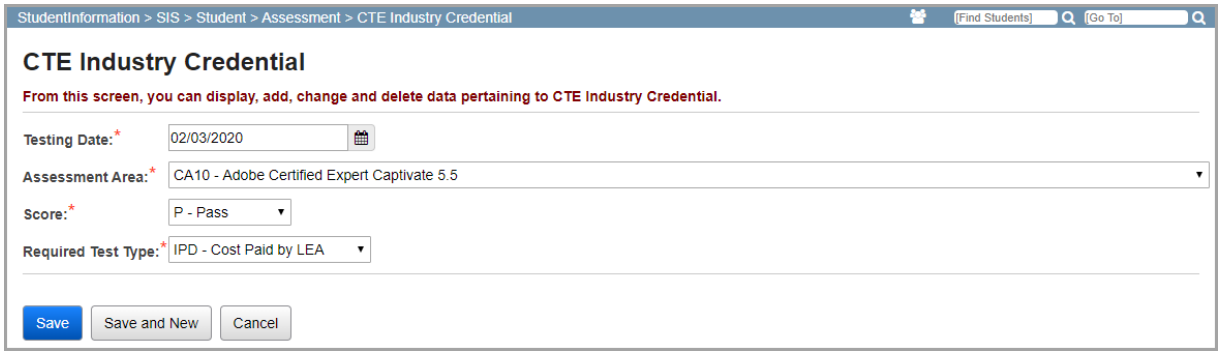
   > ***Note:*** *The drop-down list is populated from EMIS data and is school year dependent.*

4. In the **Score** field, select **P - Pass** to indicate that the student passed the industry credential; otherwise, select **N - Fail**.

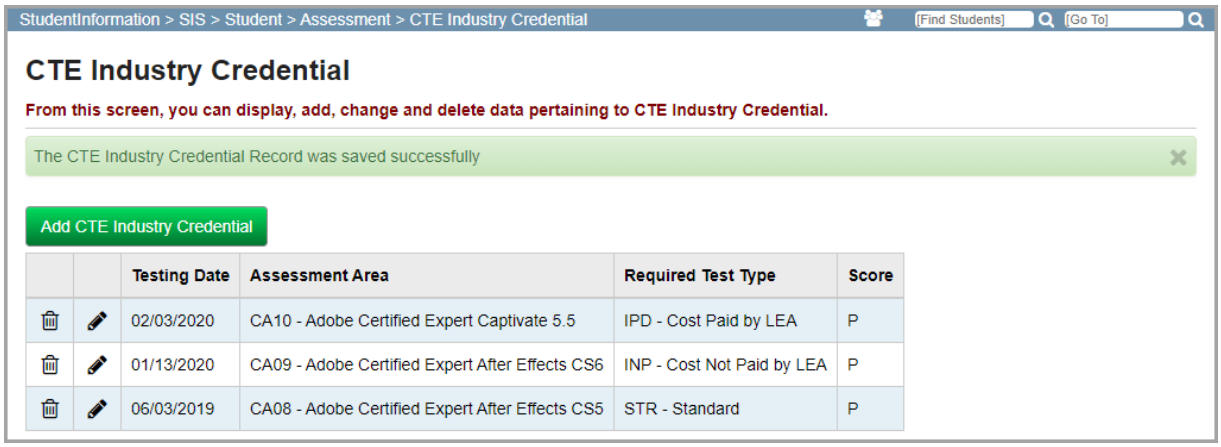
   > ***Note:*** *From FY18 and forward, *** is no longer a valid score for reporting to ODE.*

5. In the **Required Test Type** drop-down list, select the applicable test type.
   - If the record is for FY19 or earlier (07/01/2019), select **STR - Standard**.
   - If the record is for FY20 and forward, select **IPD - Cost Paid by LEA** or **INP - Cost NOT Paid by LEA**.

6. Click **Save**. Or, to enter a record for another date, click **Save and New**.



A confirmation message displays, and the added credential displays.



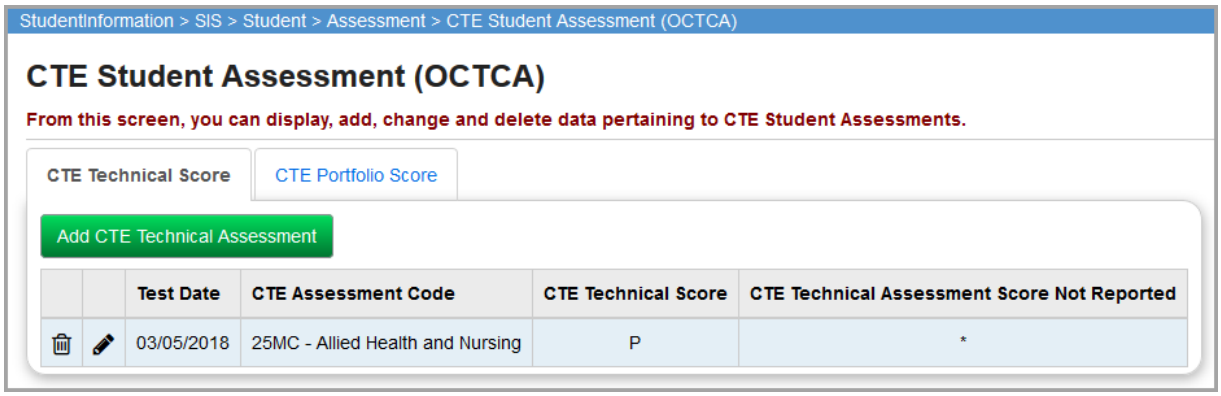
CTE Student Assessment (OCTCA)

Navigation: StudentInformation > SIS > Student > Assessment > CTE Student Assessment (OCTCA)

When you have a student in context, you can view the student's CTE Student Assessment data on the **CTE Student Assessment (OCTCA)** screen.

The State Board of Education has approved career-technical performance measures that require school districts to assess students in workforce development programs with a CTE Technical Assessment. One record per student should be reported for each student who takes the CTE Technical Assessment Test or Career Paths for the Teaching Professions Portfolio Assessment. All CTE Student Assessment records transferred using the **Transfer – Student Assessment (FA)** process are given a test date of January 1. Refer to the *ODE EMIS Manual* for additional details.

The **CTE Student Assessment (OCTCA)** screen contains the **CTE Technical Score** and **CTE Portfolio Score** tabs.

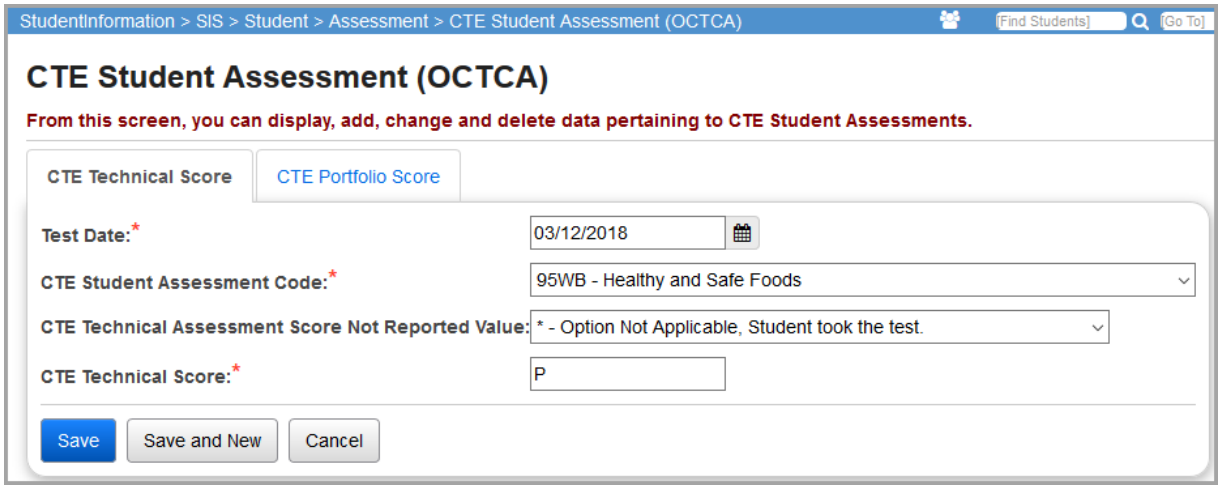


Add the CTE Technical Score

Use the **CTE Technical Score** tab on the **CTE Student Assessment (OCTCA)** screen to enter the CTE technical score for the student.

1. On the **CTE Technical Score** tab on the **CTE Student Assessment (OCTCA) screen**, click **Add CTE Technical Assessment**.

   The tab displays the fields for entering the technical assessment score.



2. In the **Test Date** field, enter the date the student took the CTE technical assessment.
3. In the **CTE Student Assessment Code** drop-down list, select the type of CTE technical assessment the student took.
4. (Optional) If the student does not have a score to report, in the **CTE Technical Assessment Score Not Reported Value** drop-down list, select the reason.
5. In the **CTE Technical Score** field, enter one of the following:
   - **N** – Student is not proficient
   - **P** – Student is proficient
   - **A** – Student is advanced

- **I** – Student participated in the assessment but has not completed enough modules for a score
- ******* – Student was not given a technical or industry assessment (**CTE Technical Assessment Score Not Reported Value** is **V - CTE student was not given a Technical or Industry Assessment**)

Note: *Scores from assessments taken prior to FY15 may contain a numeric value.*

6. Click **Save** to save the record and return to viewing the technical scores on the **CTE Technical Score** tab, or click **Save and New** to enter the score for another CTE technical assessment.

   The following message displays: “The achievement record was successfully saved.”

Edit the CTE Technical Score

1. On the **CTE Technical Score** tab on the **CTE Student Assessment (OCTCA)** screen, click the edit icon in the row of the assessment you want to modify.

   The tab displays the fields for entering the technical test score.

2. You can perform any of the following tasks:
   - Modify the date the student took the CTE technical assessment in the **Test Date** field.
   - Modify the type of CTE Student Assessment Code in the **CTE Student Assessment Code** drop-down list.
   - Modify the score assigned to the student’s performance in the **CTE Technical Score** field.
3. Click **Save**.

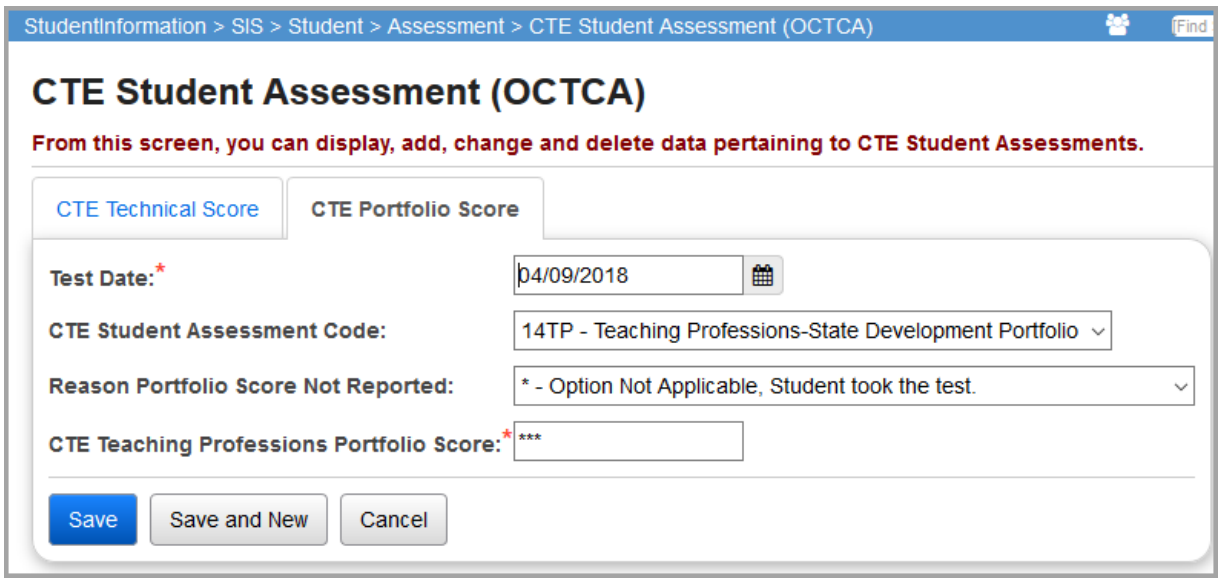
   The following message displays: “The achievement record was successfully saved.”

Add the CTE Portfolio Score

The **CTE Portfolio Score** tab on the **CTE Student Assessment (OCTCA)** screen enables you to enter the score for students enrolled in the 090011 Career Paths for the Teaching Professions course.

1. On the **CTE Student Assessment (OCTCA)** screen, click the **CTE Portfolio Score** tab.
2. Click **Add CTE Portfolio Assessment**.

The tab displays the fields for entering the CTE portfolio assessment score.



3. In the **Test Date** field, enter the date the student took the CTE Teaching Professions Portfolio assessment.

   Note: *For the CTE portfolio score, the* ***CTE Student Assessment Code*** *drop-down list is always 14TP - Teaching Professions Portfolio Score. This drop-down list contains no other options.*

4. (Optional) If the student does not have a score to report, in the **Reason Portfolio Score Not Reported** drop-down list, select the reason.
5. In the **CTE Teaching Professions Portfolio Score** field, enter one of the following:
   - **N** – Student is not proficient
   - **P** – Student is proficient
   - **A** – Student is advanced
   - **I** – Student participated in the assessment but has not completed enough modules for a score
   - ******* – Student was not given a technical or industry assessment (**Reason Portfolio Score Not Reported Value** is **V - CTE student was not given a Technical or Industry Assessment**)

   Note: *Scores from assessments taken prior to FY15 may contain a numeric value.*

6. Click **Save** to save the record and return to viewing the portfolio scores on the **CTE Portfolio Score** tab, or click **Save and New** to enter the score for another CTE portfolio assessment.

   The following message displays: “The achievement record was successfully saved.”

Edit the CTE Portfolio Score

1. On the **CTE Portfolio Score** tab on the **CTE Student Assessment (OCTCA)** screen, click the edit icon in the row of the assessment you want to modify.

The tab displays the fields for entering the CTE portfolio score.

2. You can perform any of the following tasks:
   - Modify the date the student took the CTE portfolio assessment in the **Test Date** field.
   - Modify the reason the CTE portfolio score was not reported for the assessment in the **Reason Portfolio Score Not Reported** drop-down list.
   - Modify the actual score assigned to the student's performance in the **CTE Teaching Professions Portfolio Score** field.
3. Click **Save**.

   The following message displays: "The achievement record was successfully saved."

DPR Growth

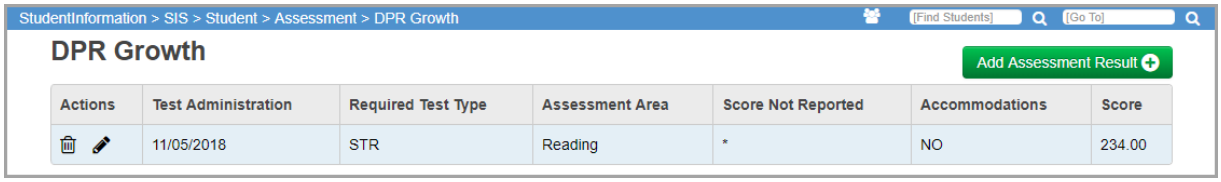
You can view and maintain a student's DPR Growth results. Refer to the appropriate topic:

- *"View DPR Growth Results"*
- *"Add DPR Growth Results"*

View DPR Growth Results

Navigation: StudentInformation > SIS > Student > Assessment > DPR Growth

You can view and maintain a student's DPR Growth results when you have the student in context on the **DPR Growth** screen.



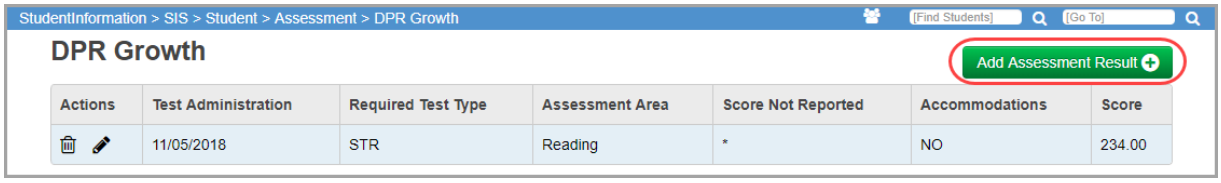
Note: *To delete a result, in the row of the result, click* 🗑. *To edit an existing result, click* ✎ *and make the needed changes. You cannot modify the* ***Assessment Area****. (For field descriptions, see "Add DPR Growth Results.")*

Add DPR Growth Results

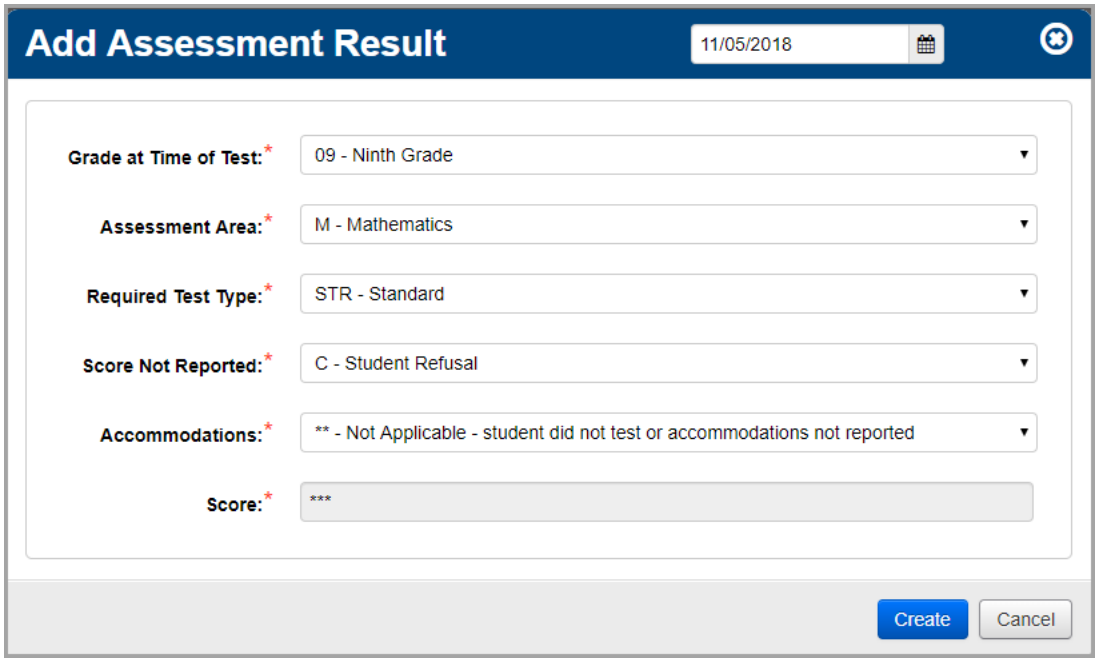
Navigation: StudentInformation > SIS > Student > Assessment > DPR Growth

You can add DPR Growth results for a student.

1. With a student in context on the **DPR Growth** screen, click **Add Assessment Result**.



The **Add Assessment Result** window opens.



2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
3. Select the correct **Grade at Time of Test**, **Assessment Area**, and **Required Test Type**.

   Note: *Currently, the only available* ***Required Test Type*** *option is* ***STR - Standard****.*

4. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

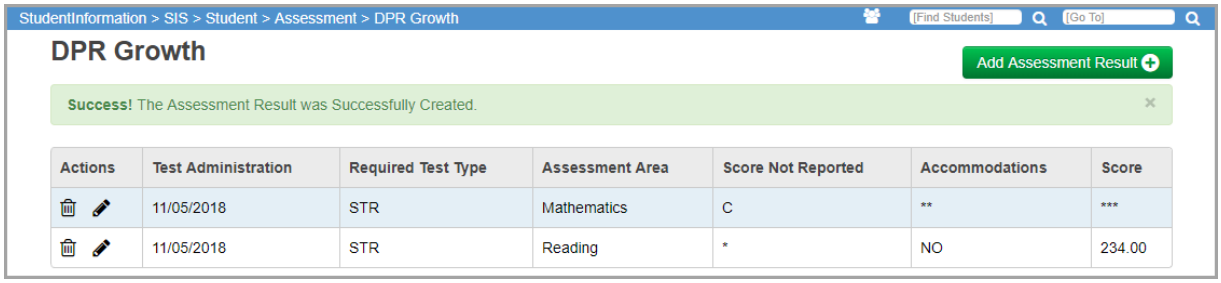
   Note: *If the student took the test, leave the default value of* **** - Option Not Applicable, Student took Test****.*

5. If the student took the test and received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

   Note: *If the student took the test without accommodations, leave the default value of* ***NO - Student did not receive accommodations on the STR test or took ALT****.*

6. If the student took the test, in the **Score** field, enter the student's score (from 0-9999).
7. Click **Create**.

A confirmation message displays with the added results in the grid.



End-of-Course Exam

You can view and maintain a student's end-of-course exam results. Refer to the appropriate topic:

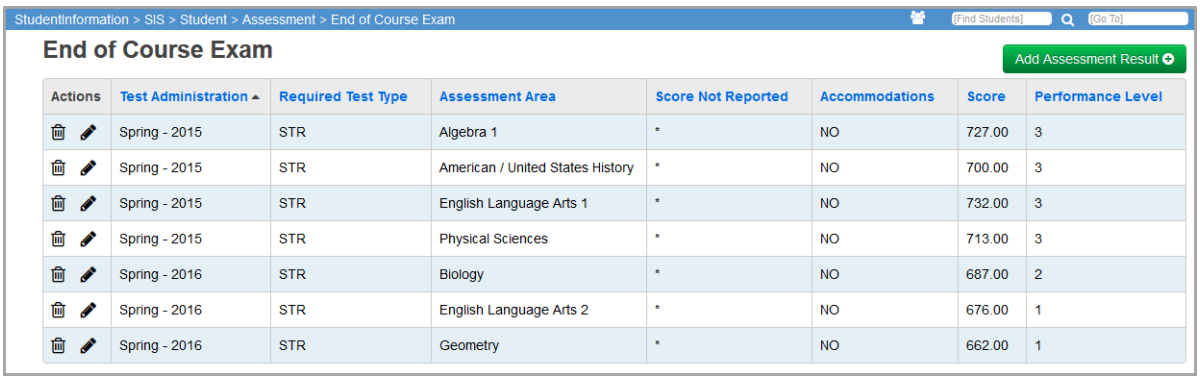
- *"View End-of-Course Exam Results"*
- *"Add End-of-Course Exam Results"*

View End-of-Course Exam Results

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

You can view and maintain a student's end-of-course exam results when you have the student in context on the **End of Course Exam** screen.

> ***Note:*** *To delete a result, in the row of the result, click* 🗑 *. To edit an existing result, click* ✎ *and make the needed changes. You cannot modify the* ***Assessment Area****. (For field descriptions, see "Add Next Generation Assessment Results.")*



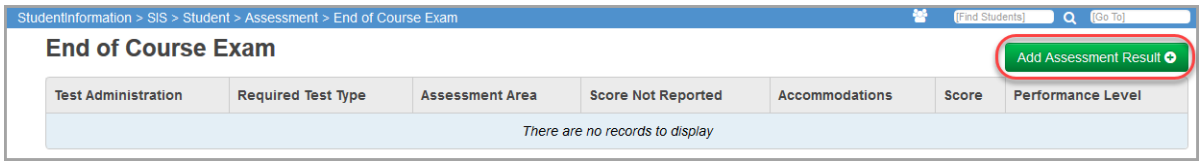
> ***Note:*** *By default, the* end-of-course exam *grid sorts records by* ***Test Administration*** *date (oldest to newest) and then by* ***Assessment Area*** *(alphabetical). To sort the data in any column, click on the column header.*

Add End-of-Course Exam Results

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

You can add end-of-course exam results for a student.

1. With a student in context on the **End of Course Exam** screen, click **Add Assessment Result**.



   The **Add Assessment Result** window opens.

2. Select the correct **Period of Test**, **Fiscal Year of Test**, **Building of Test**, **Grade at Time of Test**, **Required Test Type**, and **Assessment Area**.

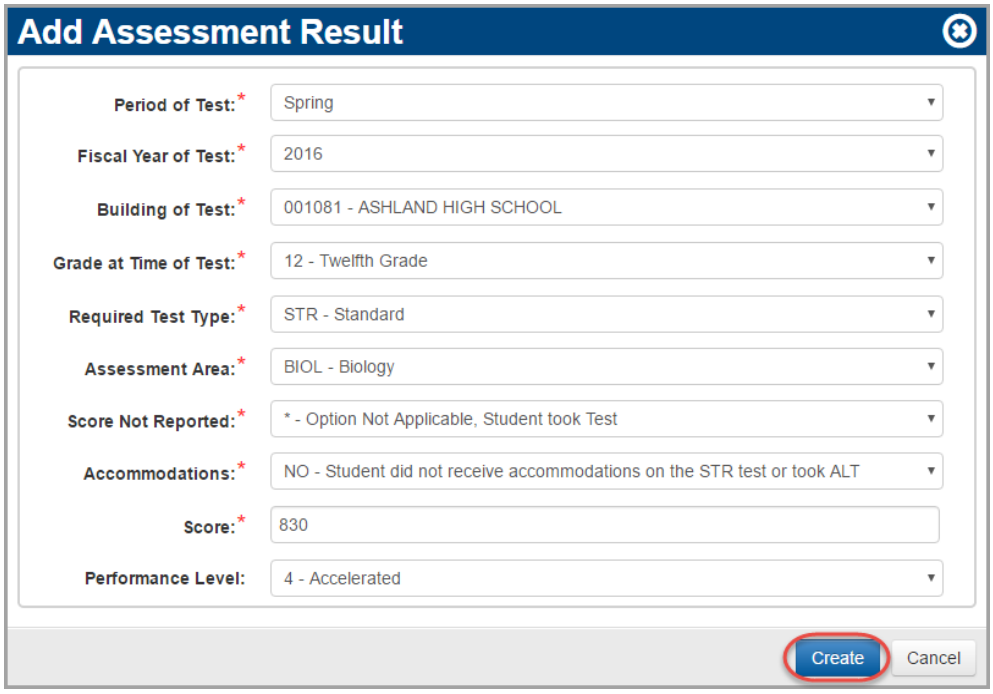
   Note: *End-of-course assessments with a* ***Required Test Type*** *of* ***ALT - Alternate*** *do not count toward graduation points.*

3. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.
   - If the student took the test, leave the default value of *** - Option Not Applicable, Student took Test**.
   - If you select **A/B/C/D/E/F/G/H/I/J/M**, the corresponding letter selection displays with the corresponding end-of-course assessment record on the **State Assessment Pathway** screen for graduation points. See the *ProgressBook StudentInformation Graduation Points Guide*.
   - If you select **2 - Student Received Grad Cred. for Alt Non-Pub EOC**, the **Performance Level** value displays on the **State Assessment Pathways** screen and counts toward the student's progress. See the *ProgressBook StudentInformation Graduation Points Guide*.
   - If you select **W - Student received Graduation credit prior to assessment availability**, the student is still credited graduation points based on their selected **Performance Level** for the end-of-course assessment on the Grad Points **State Assessment Pathway** screen. See the *ProgressBook StudentInformation Graduation Points Guide*.
   - If you select **X - Student received Graduation credit due to dual credit course completion**, the student is credited graduation points based on their selected **Performance Level** for the end-of-course assessment on the Grad Points **State Assessment Pathway** screen. See the *ProgressBook StudentInformation Graduation Points Guide*.
   - To prorate a student for an end-of-course assessment, select **Y - Student transferred in with course already completed**. The student is prorated for the end-of-course assessment and the student's graduation requirements are automatically adjusted accordingly on the Graduation Points **State Assessment Pathway** screen. See the *ProgressBook StudentInformation Graduation Points Guide*.

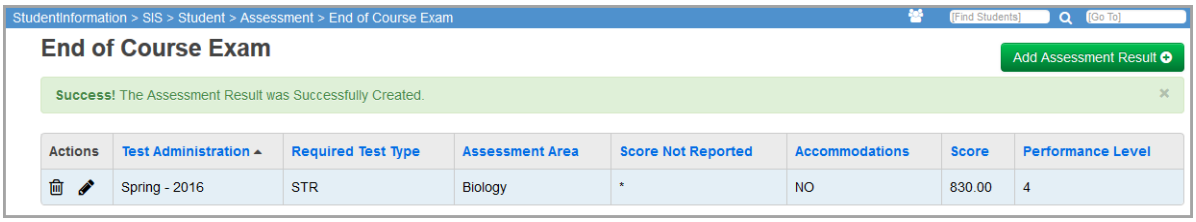
4. If the student took the test and received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

   ***Note:** If the student took the test without accommodations, leave the default value of **NO - Student did not receive accommodations on the STR test or took ALT**.*

5. Complete the **Score** field as follows:
   - If the student took the test, enter the student's score (from 0-999).
   - If the student did not take the test or if the score is not being reported, you may need to enter the score value or ***.
6. In the **Performance Level** drop-down list, select the appropriate value.
7. Click **Create**.



A confirmation message displays, and the added result displays.



International Baccalaureate (IB)

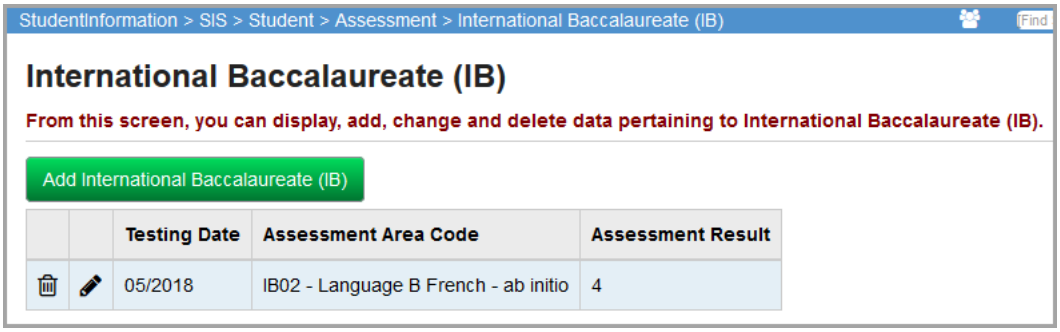
You can maintain student scores on the International Baccalaureate (IB) assessment. Refer to the appropriate section as follows:

- *"View IB Scores"*
- *"Add IB Scores"*
- *"Edit IB Scores"*
- *"Delete IB Scores"*

View IB Scores

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

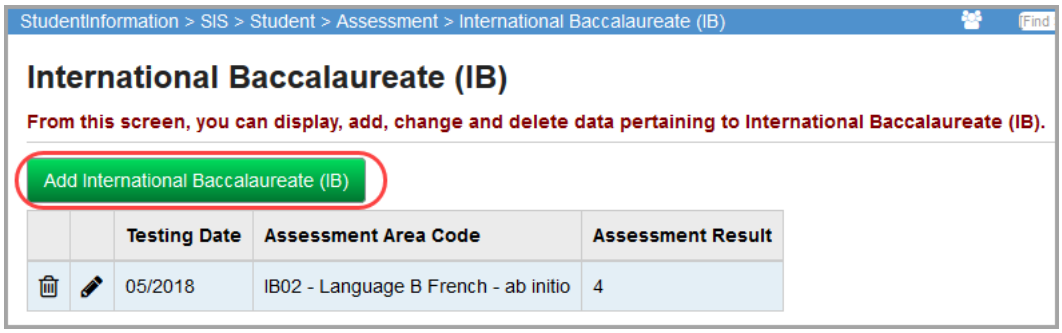
With a student in context on the **International Baccalaureate (IB)** screen, review the student's International Baccalaureate assessment data.



Add IB Scores

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

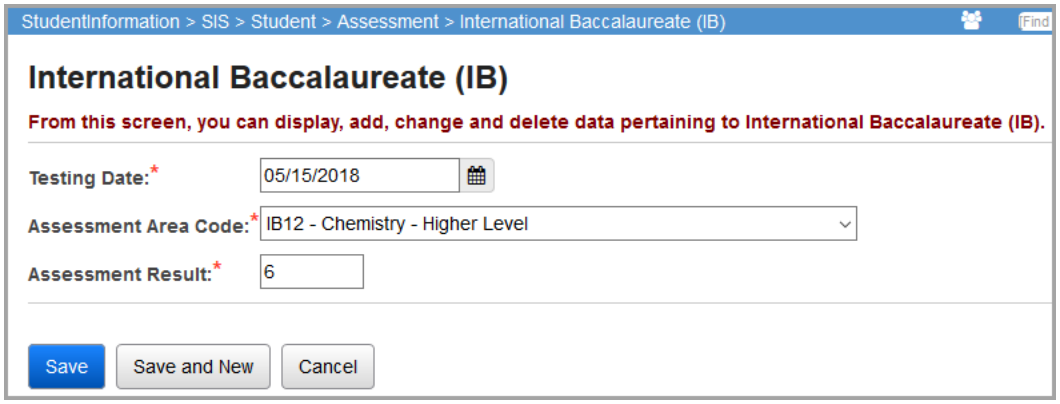
1. On the **International Baccalaureate (IB)** screen, click **Add International Baccalaureate (IB)**.



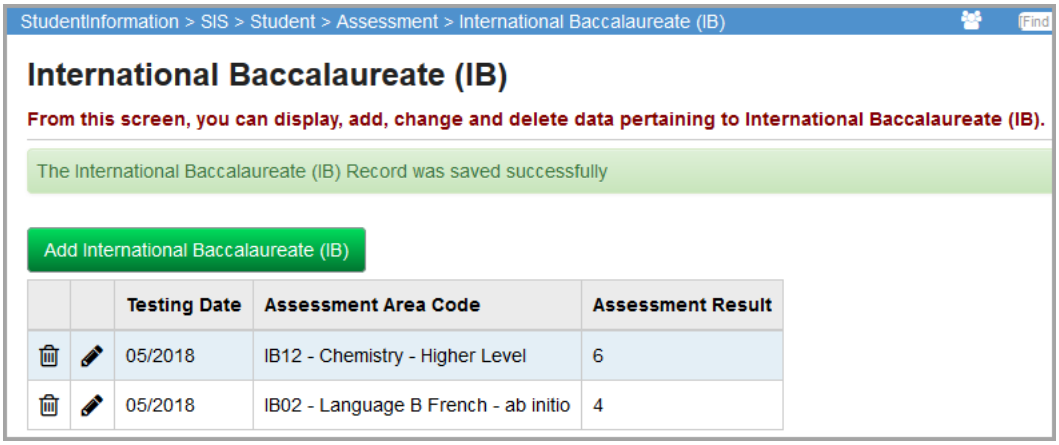
   The add/edit version of the screen displays.

2. In the **Testing Date** field, enter or select the date the student took the assessment. (Valid testing dates are in November and May.)

3. In the **Assessment Area Code** drop-down list, select the test or subject area covered by the assessment.
4. In the **Assessment Result** field, enter the student's score on the assessment. (Valid scores are 1-7.)
5. Click **Save**. Or, to continue adding IB scores, click **Save and New**.



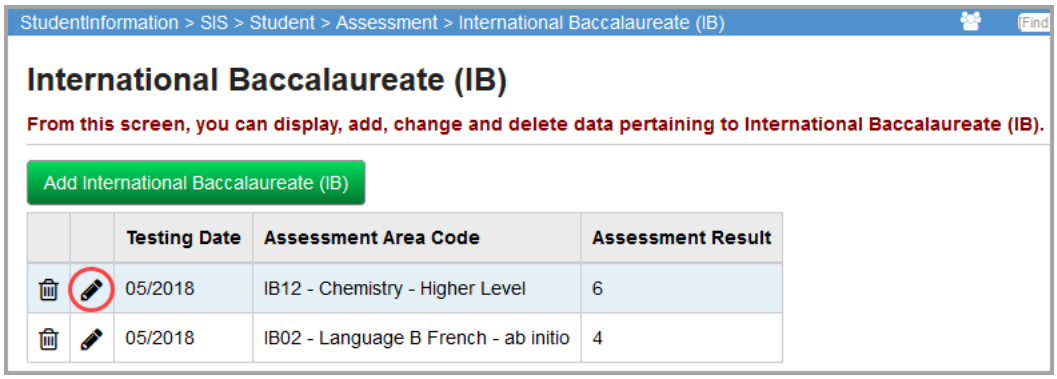
A confirmation message displays, and the new IB score displays in the list.



Edit IB Scores

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

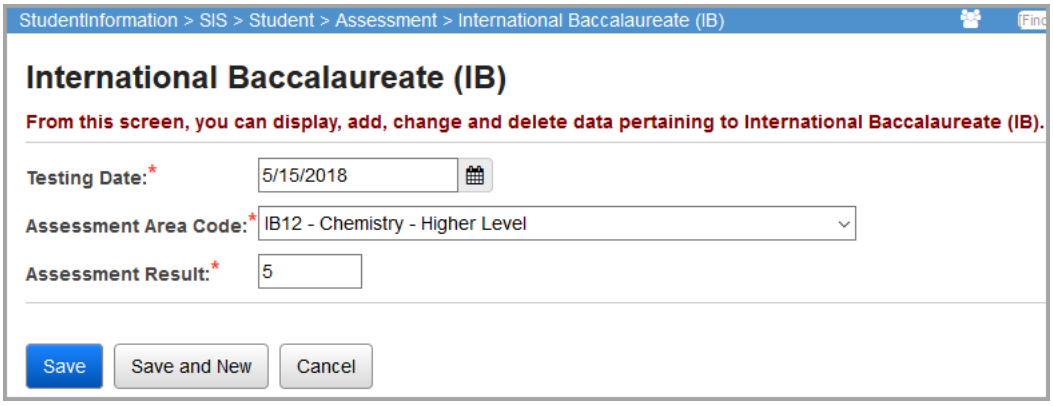
1. On the **International Baccalaureate (IB)** screen, in the row of the IB score you want to edit, click ✎.



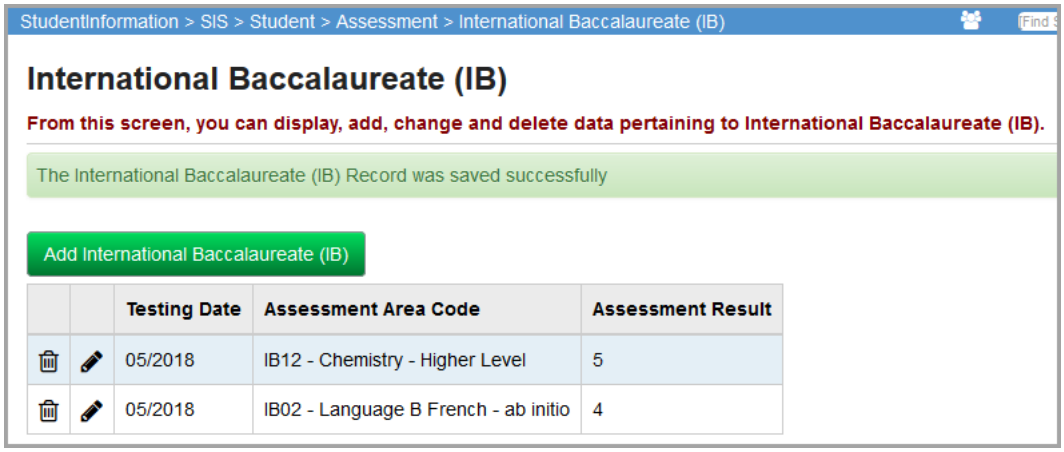
   The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

   Note: *For more information about the fields on this screen, see "Add IB Scores."*



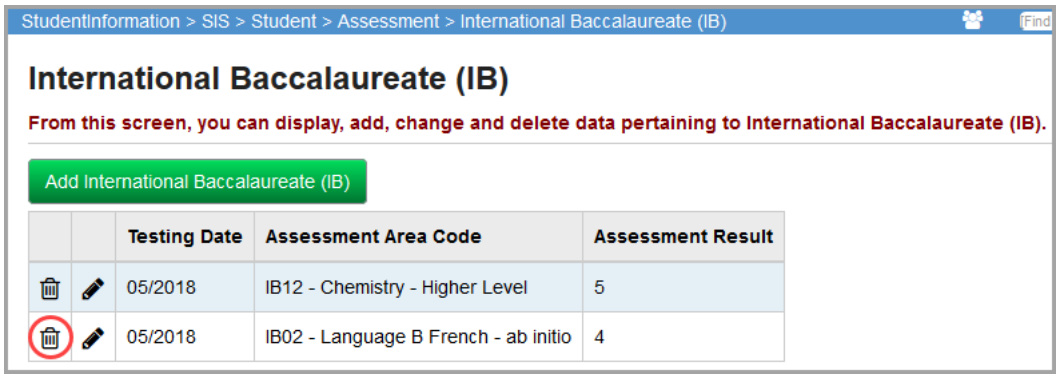
   A confirmation message displays, and the edited IB score displays in the list.



Delete IB Scores

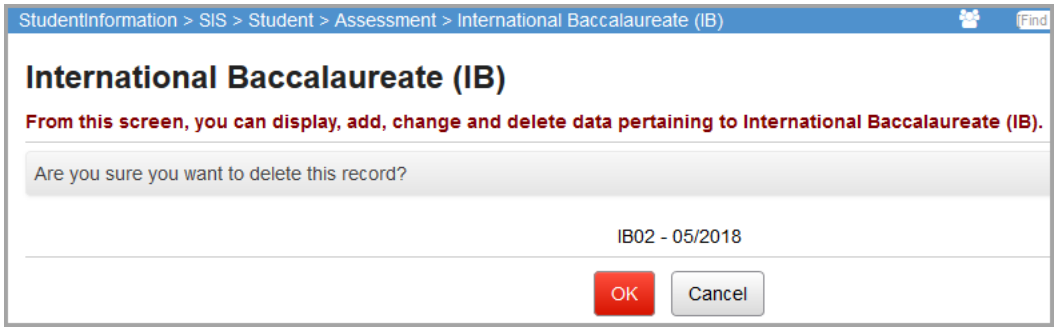
Navigation: StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

1. On the **International Baccalaureate (IB)** screen, in the row of the IB score you want to delete, click 🗑.

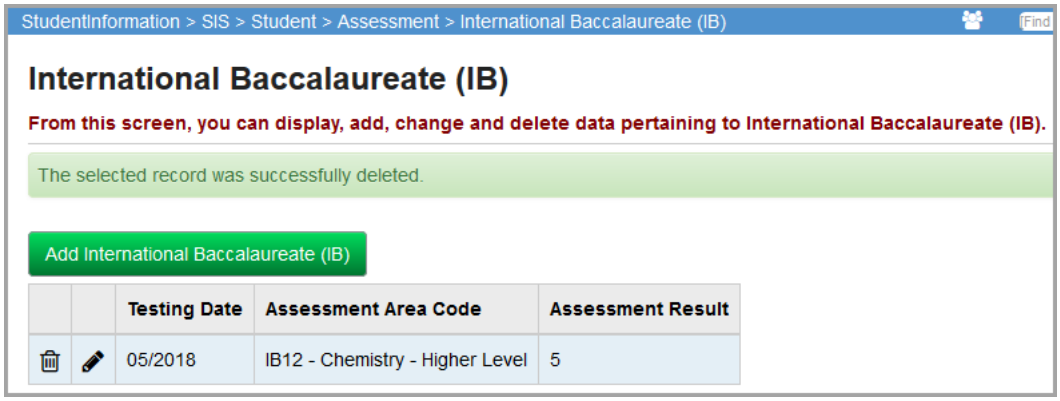


A message displays, asking if you are sure you want to delete the IB score.

2. Click **OK**.



A confirmation message displays, and the IB score no longer displays in the list.



KRA

You can view and maintain a student's KRA (Kindergarten Readiness Assessment) results. Refer to the appropriate topic:

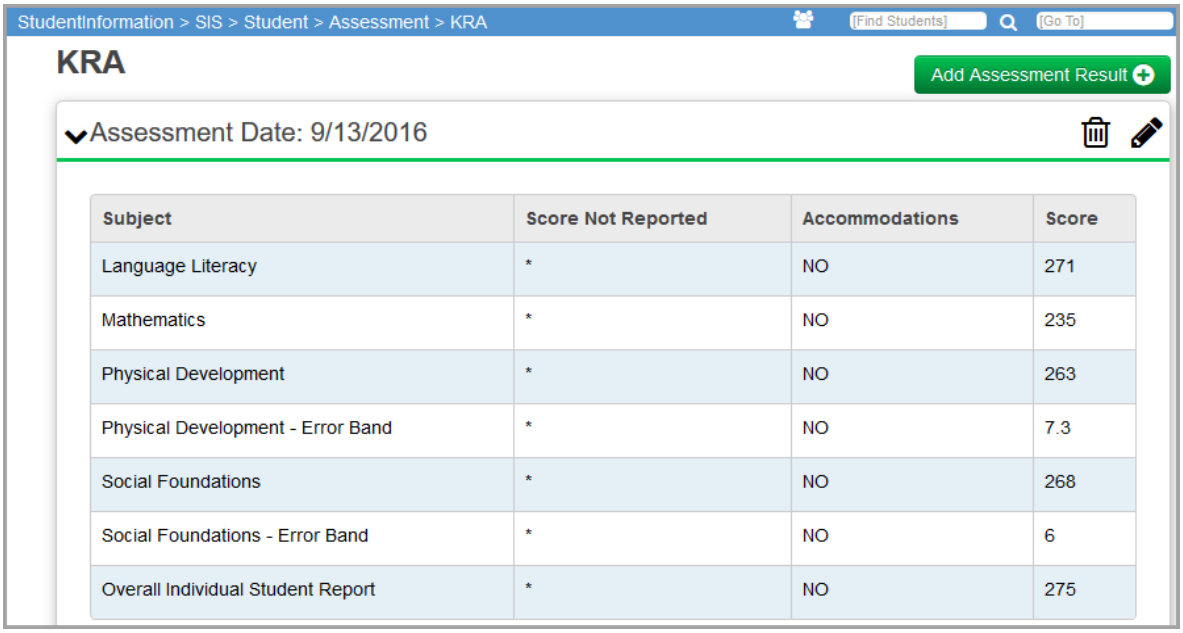
- *"View KRA Results"*
- *"Add KRA Results"*

View KRA Results

Navigation: StudentInformation > SIS > Student > Assessment > KRA

You can view and maintain a student's KRA (Kindergarten Readiness Assessment) results when you have the student in context on the **KRA** screen.

> ***Note:*** *To delete a result, click ?. To edit an existing result, click ? and make the needed changes. (For field descriptions, see "Add KRA Results.")*



Subject	Score Not Reported	Accommodations	Score
Language Literacy	*	NO	271
Mathematics	*	NO	235
Physical Development	*	NO	263
Physical Development - Error Band	*	NO	7.3
Social Foundations	*	NO	268
Social Foundations - Error Band	*	NO	6
Overall Individual Student Report	*	NO	275

Add KRA Results

Navigation: StudentInformation > SIS > Student > Assessment > KRA

You can add KRA results for a student.

> ***Note:*** *You can add multiple test occurrences, but they must have different testing dates.*

> ***Note:*** *When you have FY2016-2017 or any FY forward in context, KRA (GO) transfer files do not include Error Band scores even if they exist for a student.*

1. With a student in context on the **KRA** screen, click **Add Assessment Result**.

   An entry window opens.

2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
3. For each test part, complete the following information:
   a. If the student received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

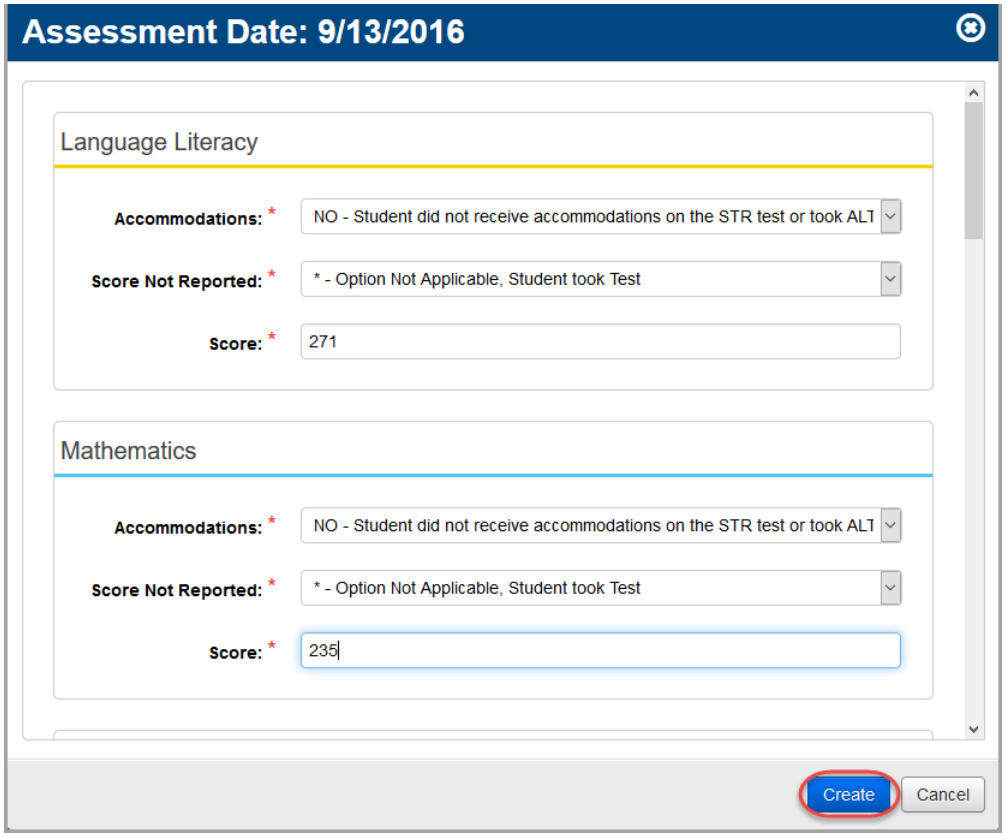
      Note: *If the student took the test without accommodations, or if the student took an alternate test, leave the default value of* ***NO - Student did not receive accommodations on the STR test or took ALT****.*

   b. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

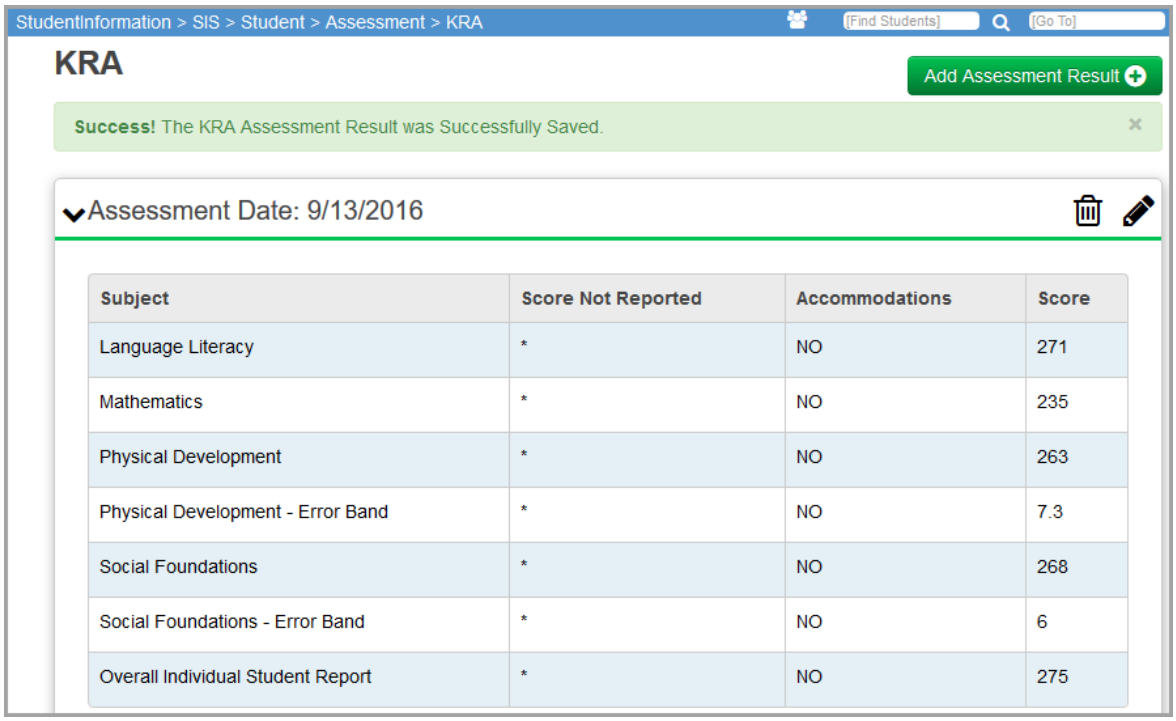
      Note: *If the student took the test, leave the default value of* **** - Option Not Applicable, Student took Test****.*

   c. If the student took the test, in the **Score** field, enter the student's score (from 0-999).

4. Click **Create**.



A confirmation message displays, and the added result displays.



Subject	Score Not Reported	Accommodations	Score
Language Literacy	*	NO	271
Mathematics	*	NO	235
Physical Development	*	NO	263
Physical Development - Error Band	*	NO	7.3
Social Foundations	*	NO	268
Social Foundations - Error Band	*	NO	6
Overall Individual Student Report	*	NO	275

Next Generation Assessment Grades 3-8

You can view and maintain a student's Next Generation Assessment results. Refer to the appropriate topic:

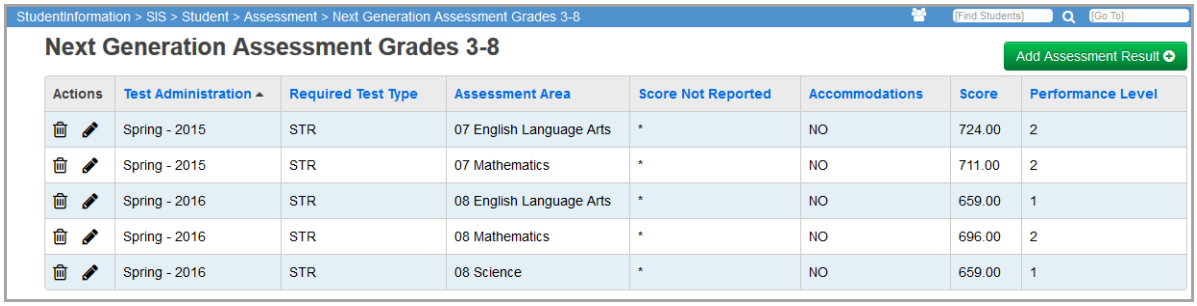
- *"View Next Generation Assessment Results"*
- *"Add Next Generation Assessment Results"*

View Next Generation Assessment Results

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

You can view and maintain a student's Next Generation Assessment results when you have the student in context on the **Next Generation Assessment Grades 3-8** screen.

> ***Note:*** *To delete a result, in the row of the result, click . To edit an existing result, click and make the needed changes. You cannot modify the* ***Assessment Area****. (For field descriptions, see "Add Next Generation Assessment Results.")*



Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
	Spring - 2015	STR	07 English Language Arts	*	NO	724.00	2
	Spring - 2015	STR	07 Mathematics	*	NO	711.00	2
	Spring - 2016	STR	08 English Language Arts	*	NO	659.00	1
	Spring - 2016	STR	08 Mathematics	*	NO	696.00	2
	Spring - 2016	STR	08 Science	*	NO	659.00	1

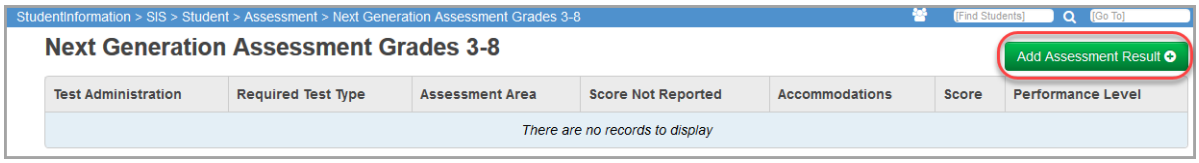
> ***Note:*** *By default, the Next Generation Assessment Grades 3-8 grid sorts records by* ***Test Administration*** *date (oldest to newest) and then by* ***Assessment Area*** *(alphabetical).To sort the data in any column, click on the column header.*

Add Next Generation Assessment Results

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

You can add Next Generation Assessment results for a student.

1. With a student in context on the **Next Generation Assessment Grades 3-8** screen, click **Add Assessment Result**.



The **Add Assessment Result** window opens.

2. Select the correct **Period of Test**, **Fiscal Year of Test**, **Building of Test**, **Grade at Time of Test**, **Assessment Area**, and **Required Test Type**.

   Note: *If you select* ***03REA - Grade 3 Reading Promotion*** *in the* ***Assessment Area*** *drop-down list, an optional field,* ***Grade 3 Reading Promotion Status****, displays at the bottom of the screen. Third Grade Reading Promotion Status also displays on the* ***FN-Attributes*** *tab of the* ***Edit Student Profile*** *screen*

3. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

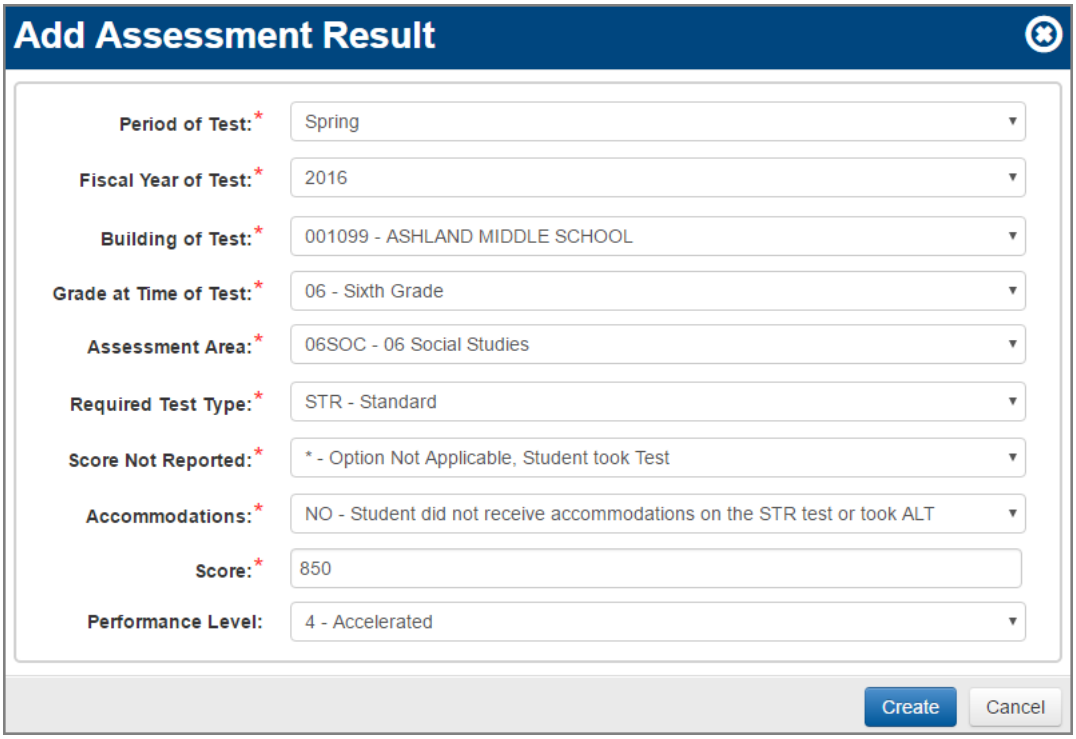
   Note: *If the student took the test, leave the default value of* **** - Option Not Applicable, Student took Test****.*

4. If the student took the test and received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

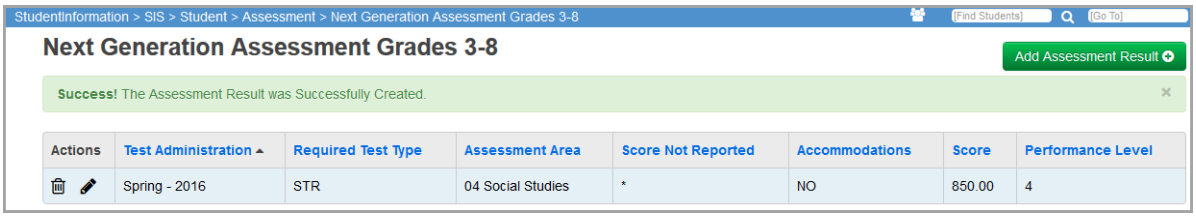
   Note: *If the student took the test without accommodations, or if the student took an alternate test, leave the default value of* ***NO - Student did not receive accommodations on the STR test or took ALT****.*

5. If the student took the test, in the **Score** field, enter the student's score (from 0-999).

6. (Optional) In the **Performance Level** drop-down list, select the appropriate value.
7. Click **Create**.



A confirmation message displays, and the added result displays.



OELPA

You can view and maintain a student's OELPA results. Refer to the appropriate topic:

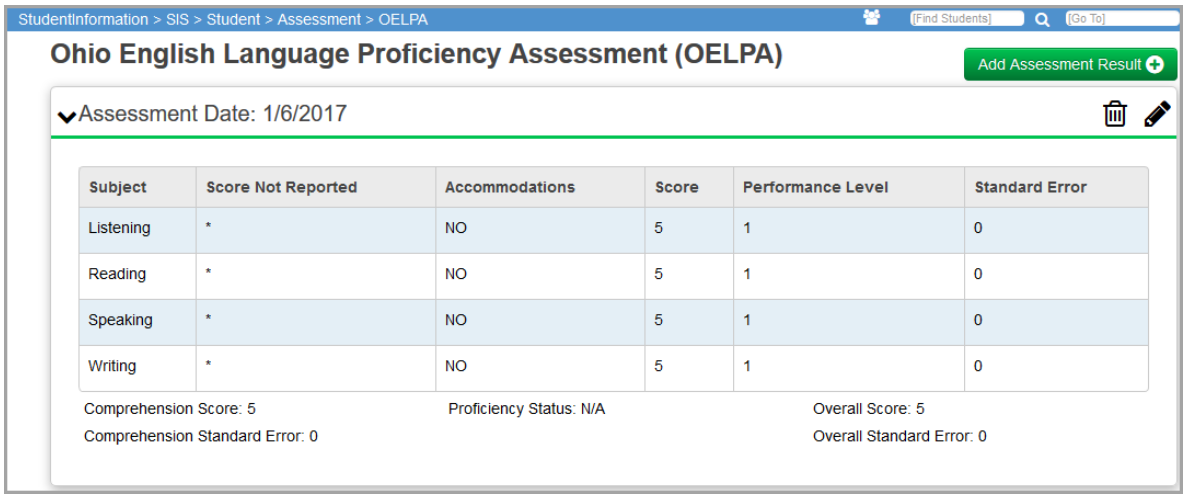
- *"View OELPA Results"*
- *"Add OELPA Results"*

View OELPA Results

Navigation: StudentInformation > SIS > Student > Assessment > OELPA

You can view and maintain a student's OELPA results when you have the student in context on the **Ohio English Language Proficiency Assessment (OELPA)** screen.

> ***Note:*** *To delete a result, on the top right corner of an assessment grid, click* . *To edit an existing result, click* *and make the needed changes. (For field descriptions, see "Add OELPA Results.")*

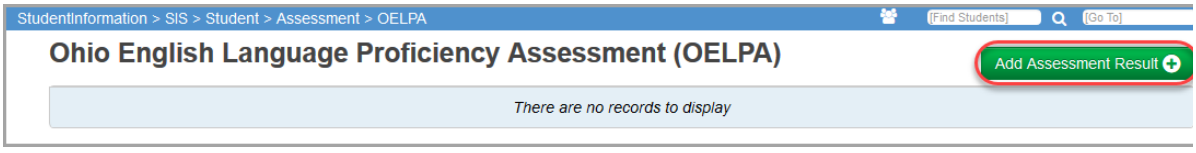


Add OELPA Results

Navigation: StudentInformation > SIS > Student > Assessment > OELPA

You can add OELPA results for a student.

1. With a student in context on the **Ohio English Language Proficiency Assessment (OELPA)** screen, click **Add Assessment Result**.



The **Ohio English Language Proficiency Assessment (OELPA) - Create** screen displays.

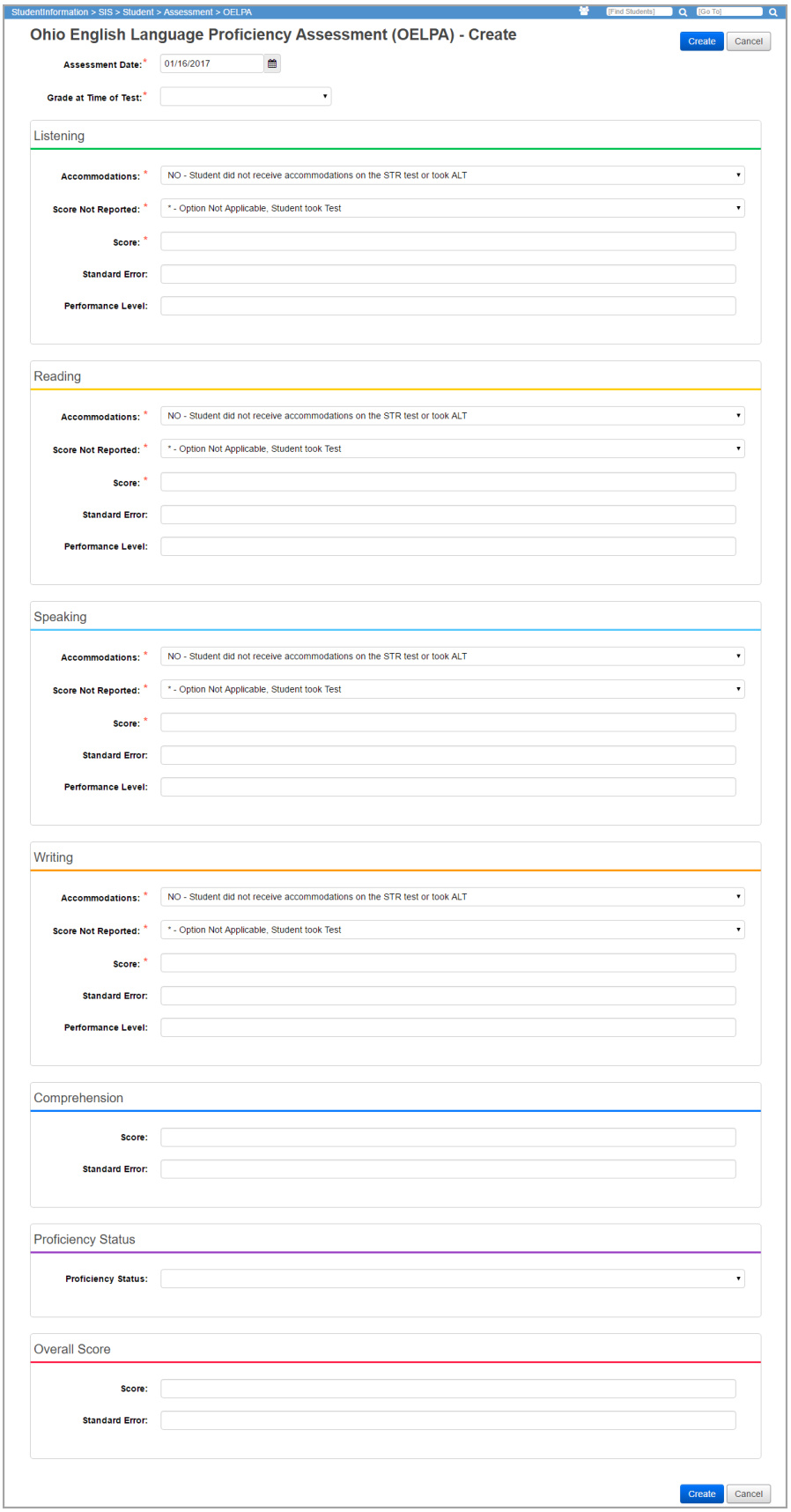
2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
3. In the **Grade at Time of Test** drop-down list, select the grade of the student at the time they took the test.
4. For **Listening**, **Reading**, **Speaking**, and **Writing**, complete the following information:
   a. If the student received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

      Note: *If the student took the test without accommodations, or if the student took an alternate test, leave the default value of* ***NO - Student did not receive accommodations on the STR test or took ALT****.*

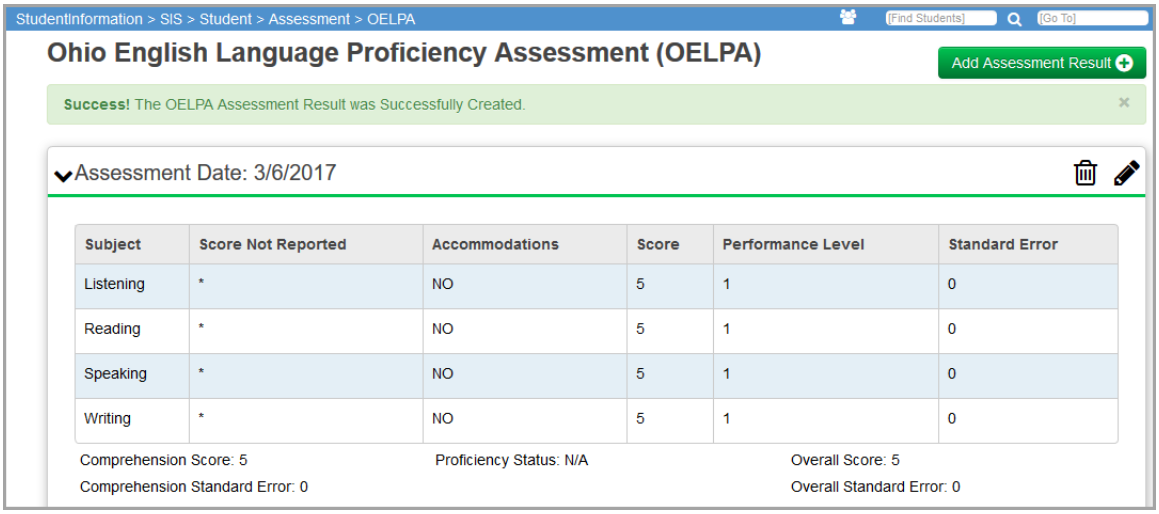
   b. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

      Note: *If the student took the test, leave the default value of* **** - Option Not Applicable, Student took Test****.*

   c. If the student took the test, in the **Score** field, enter the student's score (from 0-999).
   d. If provided in the report, enter the **Standard Error**.
   e. In the **Performance Level** field, enter the student's numeric performance level (from 1-5).
5. For **Comprehension**, enter the student's **Score** and report **Standard Error**.
6. For **Proficiency Status**, select the student's overall performance level status from the drop-down list.
7. For **Overall Score**, enter the student's overall **Score** and report **Standard Error.**
8. Click **Create**.


StudentInformation > SIS > Student > Assessment > OELPA
[Find Students]
[Go To]
Ohio English Language Proficiency Assessment (OELPA) - Create
Create
Cancel
Assessment Date:*
01/16/2017
Grade at Time of Test:*
Listening
Accommodations:*
NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:*
* - Option Not Applicable, Student took Test
Score:*
Standard Error:
Performance Level:
Reading
Accommodations:*
NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:*
* - Option Not Applicable, Student took Test
Score:*
Standard Error:
Performance Level:
Speaking
Accommodations:*
NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:*
* - Option Not Applicable, Student took Test
Score:*
Standard Error:
Performance Level:
Writing
Accommodations:*
NO - Student did not receive accommodations on the STR test or took ALT
Score Not Reported:*
* - Option Not Applicable, Student took Test
Score:*
Standard Error:
Performance Level:
Comprehension
Score:
Standard Error:
Proficiency Status
Proficiency Status:
Overall Score
Score:
Standard Error:
Create
Cancel

A confirmation message displays, and the added result displays.



OELPS (ELPA21 Screener) Assessment

You can view and maintain a student's OELPS (ELPA21 screener) assessment results. Refer to the appropriate topic:

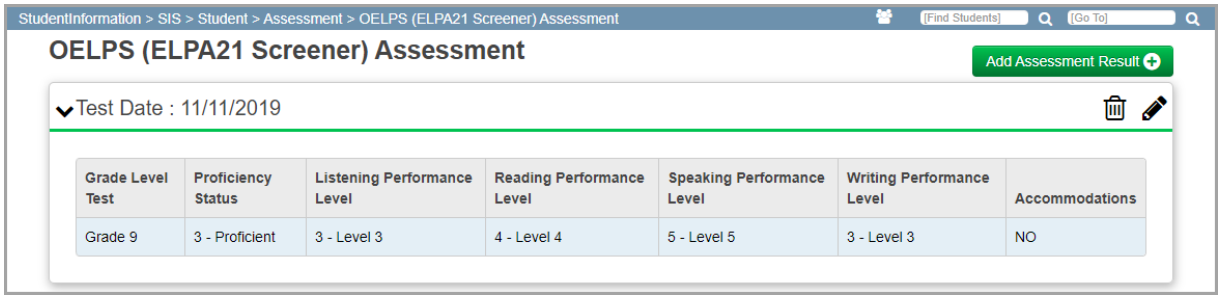
- *"View OELPS (ELPA21 Screener) Results"*
- *"Add OELPS (ELPA21 Screener) Results"*

View OELPS (ELPA21 Screener) Results

Navigation: StudentInformation > SIS > Student > Assessment > OELPS (ELPA21 Screener) Assessment

You can view and maintain a student's OELPS (ELPA21 screener) assessment results when you have the student in context on the **OELPS (ELPA21 Screener) Assessment** screen.

Note: *To delete a result, in the row of the result, click* . *To edit an existing result, click* *and make the needed changes.*

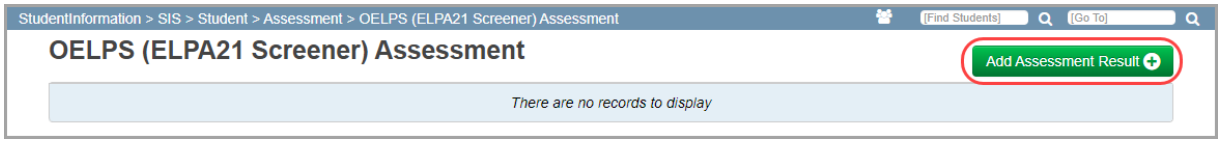


Add OELPS (ELPA21 Screener) Results

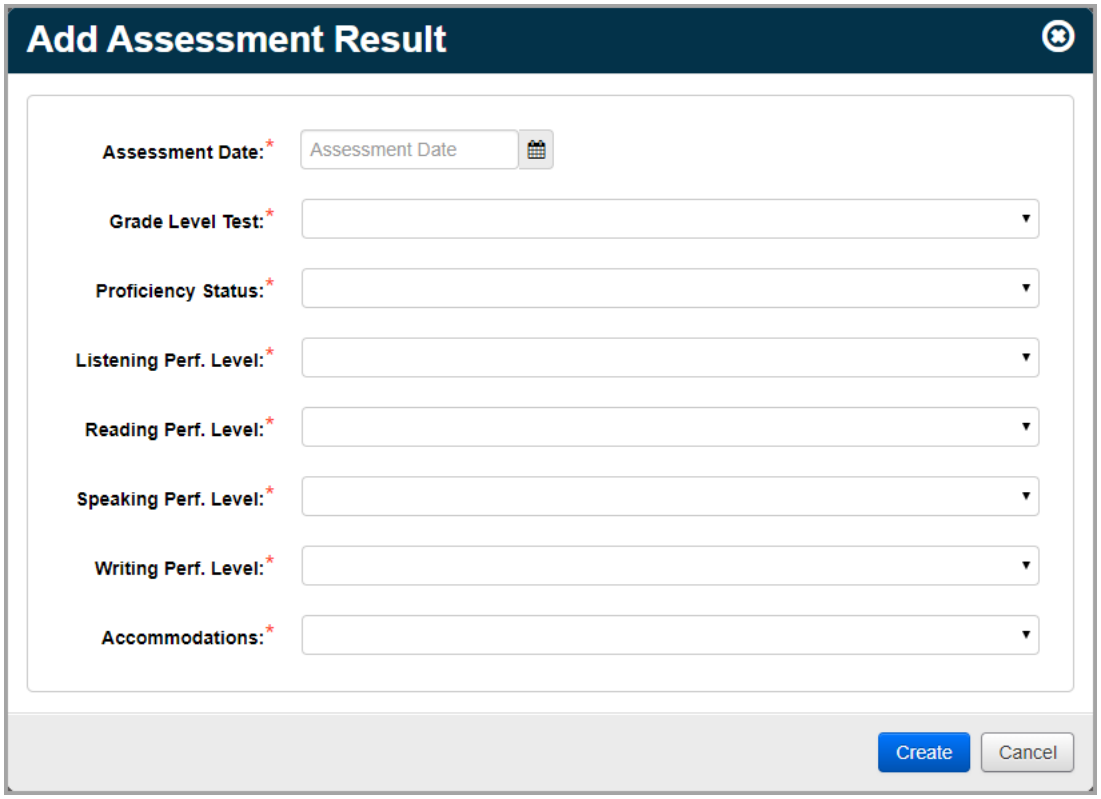
Navigation: StudentInformation > SIS > Student > Assessment > OELPS (ELPA21 Screener) Assessment

You can add OELPS (ELPA21 Screener) assessment results for a student.

1. With a student in context on the **OELPS (ELPA21 Screener) Assessment** screen, click **Add Assessment Result**.

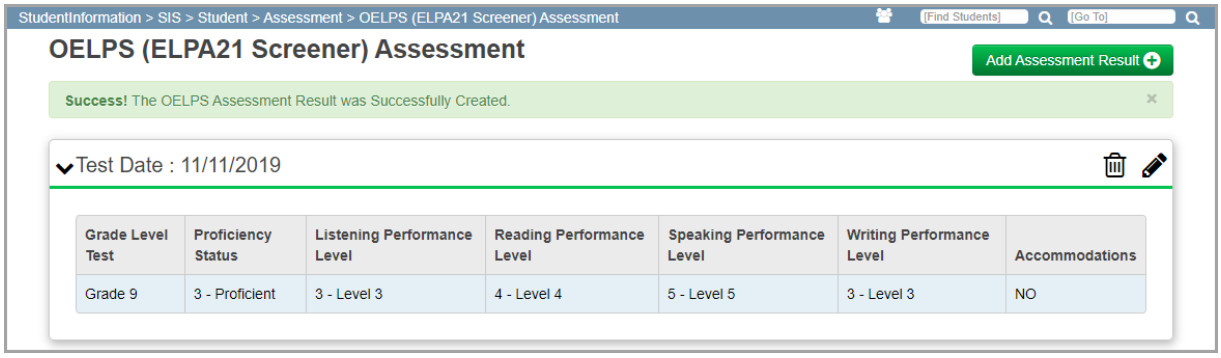


   The **Add Assessment Result** window opens.



2. In the **Assessment Date** field, enter or select (by clicking) the date on which the assessment was taken.
3. In the **Grade Level Test** drop-down list, select the grade level of the test that the student took.
4. In the **Proficiency Status**, **Listening Perf. Level**, **Reading Perf. Level**, **Speaking Perf. Level**, and **Writing Perf. Level** drop-down lists, select the student's performance level.
5. In the **Accommodations** drop-down list, select whether the student took the test with accommodations.
6. Click **Create**.

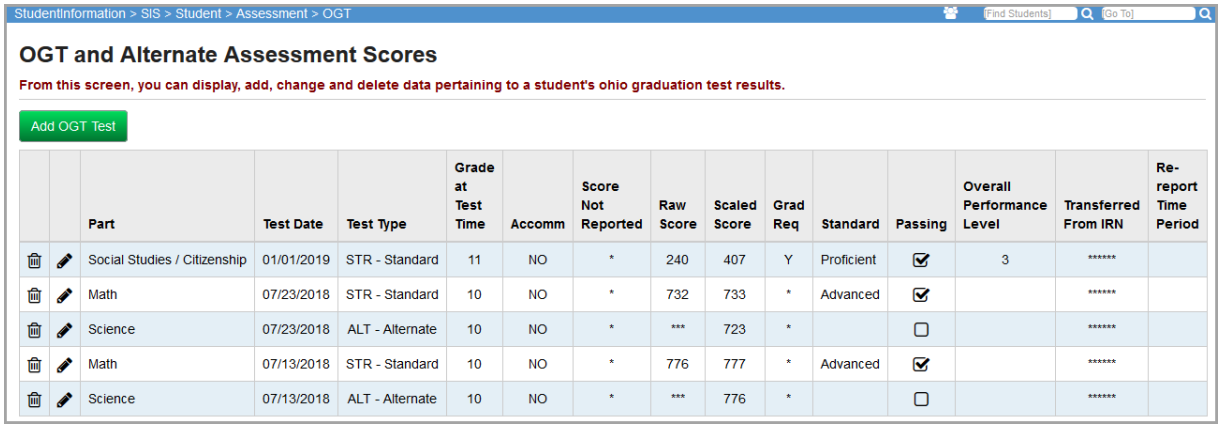
A confirmation message and the assessment results display.



OGT (Ohio Graduation Test)

Navigation: StudentInformation > SIS > Student > Assessment > OGT

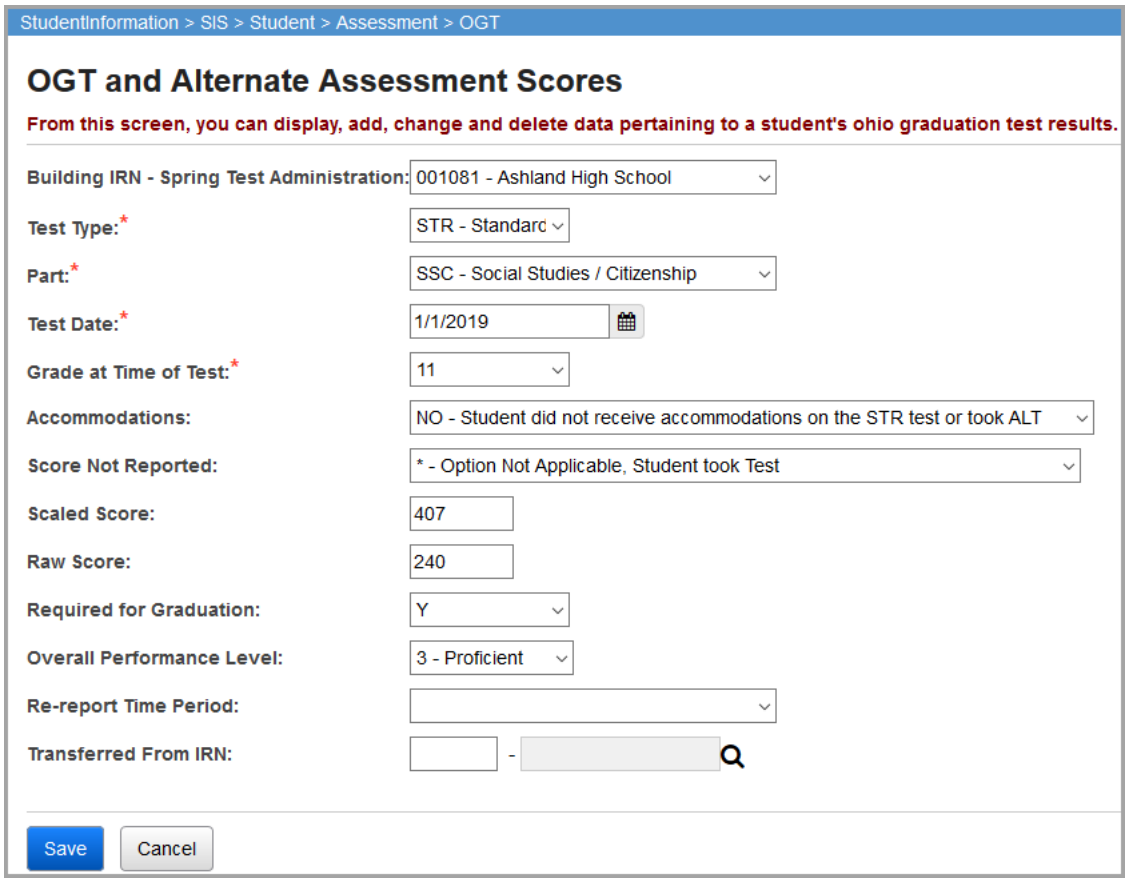
All portions of the OGT (Ohio Graduation Test) were administered to all 10th grade students in Ohio schools from FY06 through FY14. Each 10th grade student for which your district is responsible for testing needs an OGT record for each of the 5 subject areas. Starting in FY19, any new OGT assessment results must be entered manually on the **OGT Assessment Maintenance** screen. To view a student's OGT data, select a student and then select **OGT** on the **Assessment** menu.



This screen has standard add record, edit record, and delete record controls.

> ***Note:*** *From FY10 and forward, this screen loads records based on the fiscal year in context and not by test date.*

Add/Edit Ohio Graduation Test



Building IRN - Spring Test Administration (optional) – Select the building in which the student was enrolled during the test administration. Defaults to the IRN of your current working school.

Test Type (required) – Select the format of the subject test the student was administered.

> ***Note:*** *Select a* ***Test Type*** *of* ***ALT - Alternate*** *to have the assessment count toward AASCD (Alternate Assessment for Students with Significant Cognitive Disabilities) for graduation points (see the* ProgressBook StudentInformation Graduation Points and Eligibility Guide *for more information.)*

Part (required) – Choose from **MATH - Math**, **READ - Reading**, **SCI - Science**, **SSC - Social Studies / Citizenship,** and **WRI - Writing**.

> ***Note:*** *For High School Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of* ***WRI - Writing*** *for a* ***Test Date*** *of 7/01/21 or later.*

Test Date (required) – Enter or select the date the test was or should have been administered.

Grade at Time of Test (required) – Select the grade level of the student at the time this particular test was administered.

Accommodations (optional) – If the student received accommodations during administration of the test, select the type of accommodations.

Score Not Reported (optional) – In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

Scaled Score (optional) – Enter the scaled score as reported in the vendor file.

> ***Note:*** *For an alternate assessment to count toward AASCD (Alternate Assessment for Students with Significant Cognitive Disabilities) for graduation points, the student must receive a* ***Scaled Score*** *that results in a* ***Standard*** *of* ***Proficient*** *or higher (see the* ProgressBook StudentInformation Graduation Points and Eligibility Guide *for more information.)*

Raw Score (optional) – Enter the number of points assigned to the student's performance on the test subject.

Required for Graduation (optional) – Select if the student must meet the passing standard of this subject test in order to graduate.

Overall Performance Level (optional) – Select the appropriate value (for FY19 and forward).

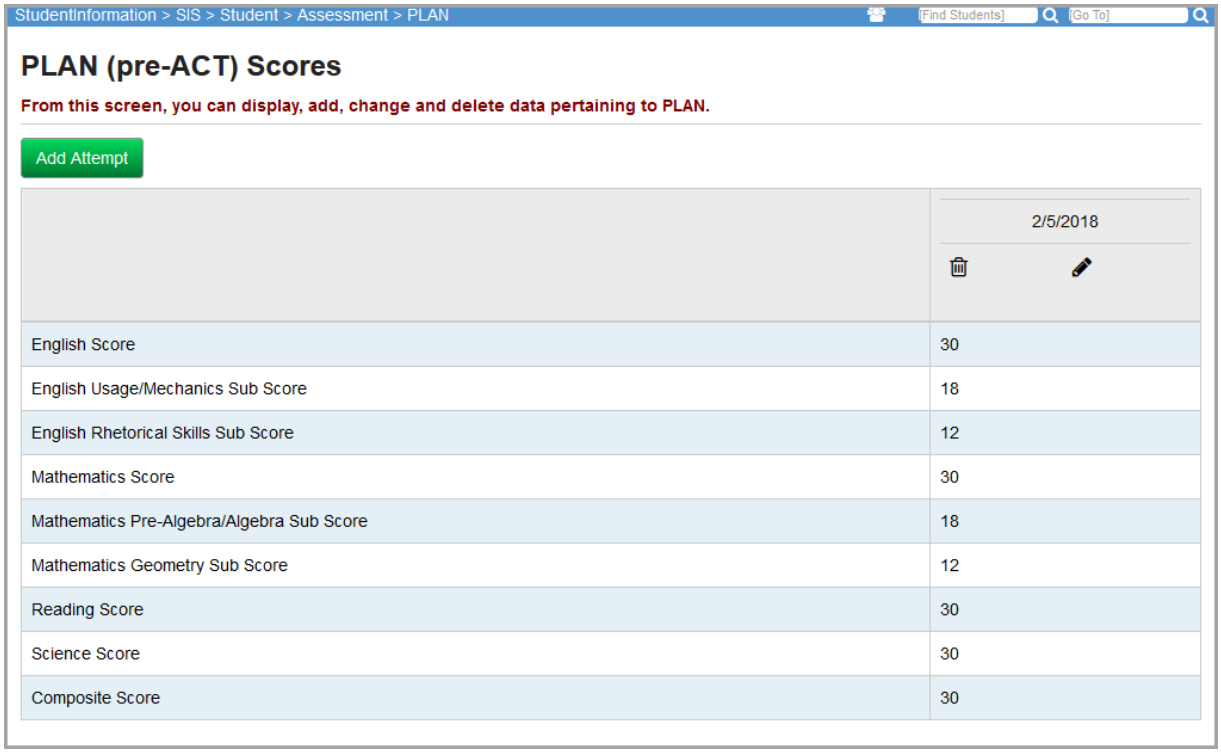
Re-report Time Period (optional) – Select if the OGT EMIS transfer should include this record for re-reporting for the fiscal year in Period G.

Transferred From IRN (optional) – Indicates the Building IRN of the school at which this OGT test was taken. This field is read-only for transferred students but is editable for manually entered OGT test results.

PLAN (Pre-ACT)

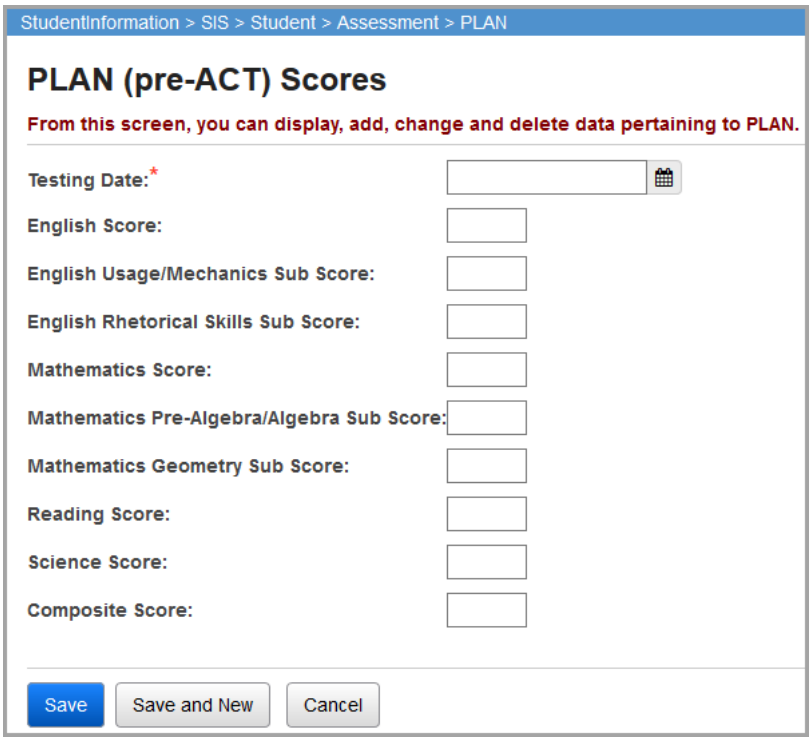
Navigation: StudentInformation > SIS > Student > Assessment > PLAN

To view a student's PLAN (pre-ACT) data, select the student and then select **PLAN** below **Assessment**.



Add Attempt – Click to add a new PLAN record. Multiple test occurrences can be added but they must have different testing dates.

Add/Edit PLAN (Pre-ACT) Exam Scores



Testing Date (required) – Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

PLAN Scores and Sub Scores (optional) – Enter the PLAN scores and sub scores for this student. All scores are optional.

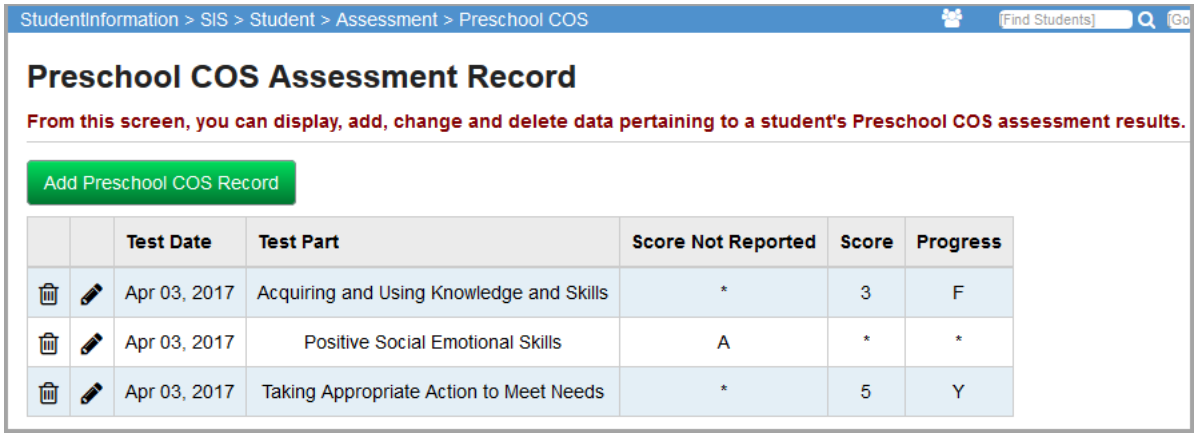
Valid scores:

Main Score = 1 – 36
Subset Scores = 1 – 18

Preschool COS

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

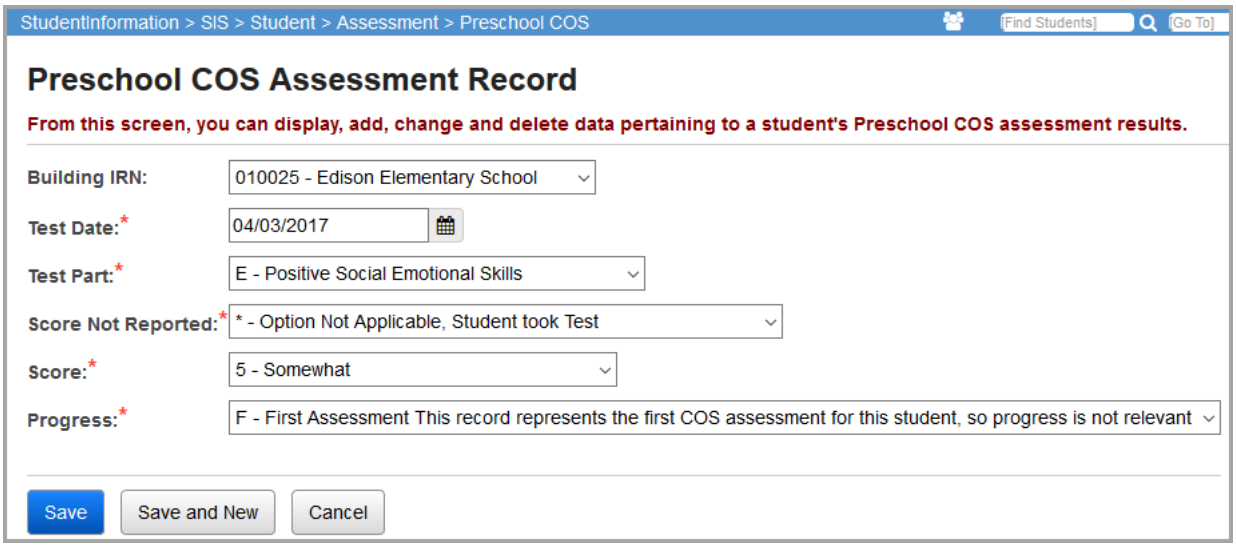
To view a student's Preschool COS (Childhood Outcome Summary) data, select the student and select **Preschool COS** below **Assessment**.



This screen has standard add record, edit record, and delete record controls.

Add Preschool COS Record – Click to add a new Preschool COS record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit Preschool COS Assessment Records



- **Building IRN** (required) – Choose the building IRN where the student was enrolled during the test administration. The field will default to the student's primary building IRN.
- **Test Date** (required) – Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.
- **Test Part** (required) – Choose one of the three COS test parts.

- **Score Not Reported** – Any reason a student may not have taken the test part. Refer to the *ODE EMIS Guide* for a list of valid values.
- **Score** – Level of age appropriate functioning exhibited by the child.
- **Progress** – Whether the child has shown any new skills or behaviors since the last outcomes summary.

Preschool ELA

You can view and maintain a student's Preschool ELA results. Refer to the appropriate topic:

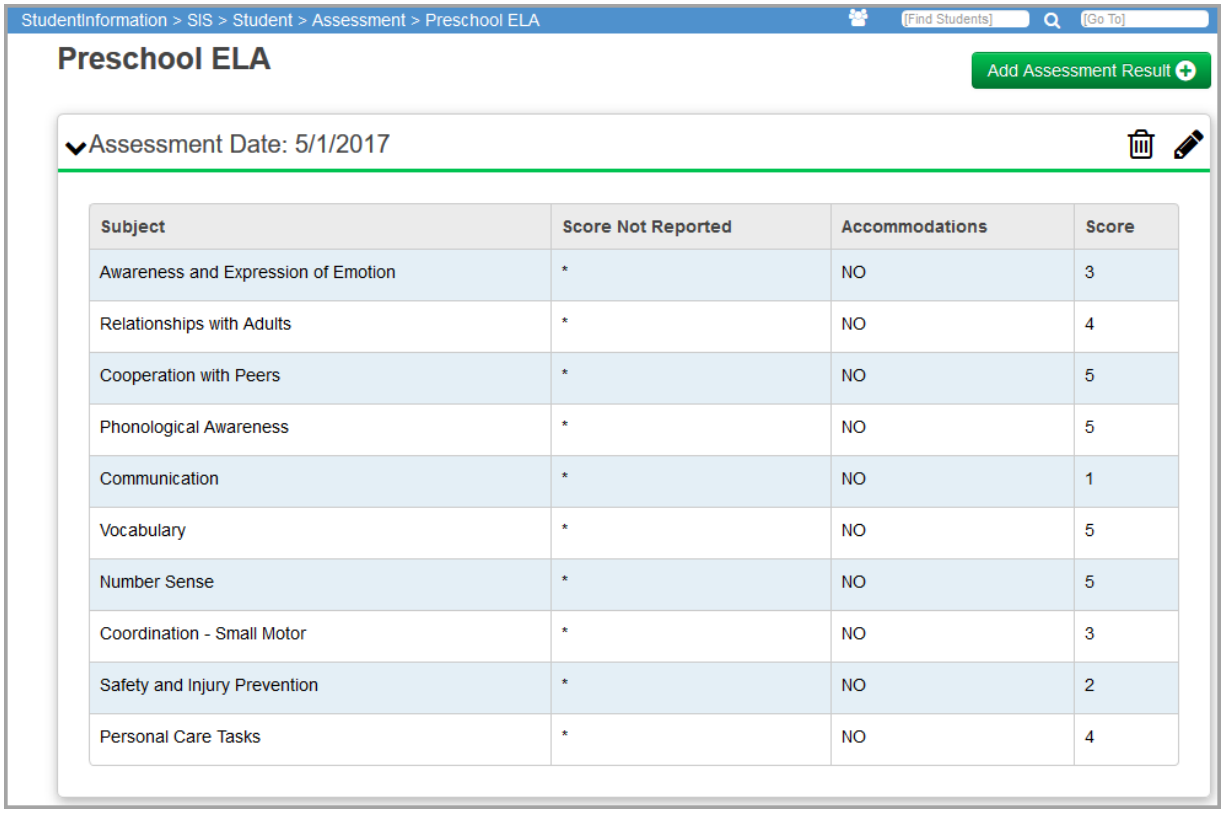
- *"View Preschool ELA Results"*
- *"Add Preschool ELA Results"*

View Preschool ELA Results

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

You can view and maintain a student's Preschool ELA results when you have the student in context on the **Preschool ELA** screen.

> ***Note:*** *To delete a result, in the row of the assessment date, click . To edit an existing result, click and make the needed changes. (For field descriptions, see "Add Preschool ELA Results.")*



Subject	Score Not Reported	Accommodations	Score
Awareness and Expression of Emotion	*	NO	3
Relationships with Adults	*	NO	4
Cooperation with Peers	*	NO	5
Phonological Awareness	*	NO	5
Communication	*	NO	1
Vocabulary	*	NO	5
Number Sense	*	NO	5
Coordination - Small Motor	*	NO	3
Safety and Injury Prevention	*	NO	2
Personal Care Tasks	*	NO	4

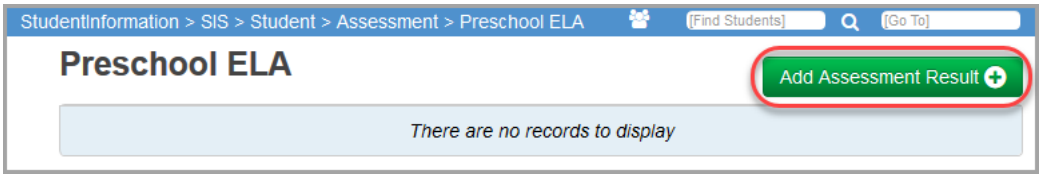
Add Preschool ELA Results

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

You can add Preschool ELA results for a student.

> ***Note:*** *You can add multiple test occurrences, but they must have different testing dates.*

1. With a student in context on the **Preschool ELA** screen, click **Add Assessment Result**.



   An entry window opens.

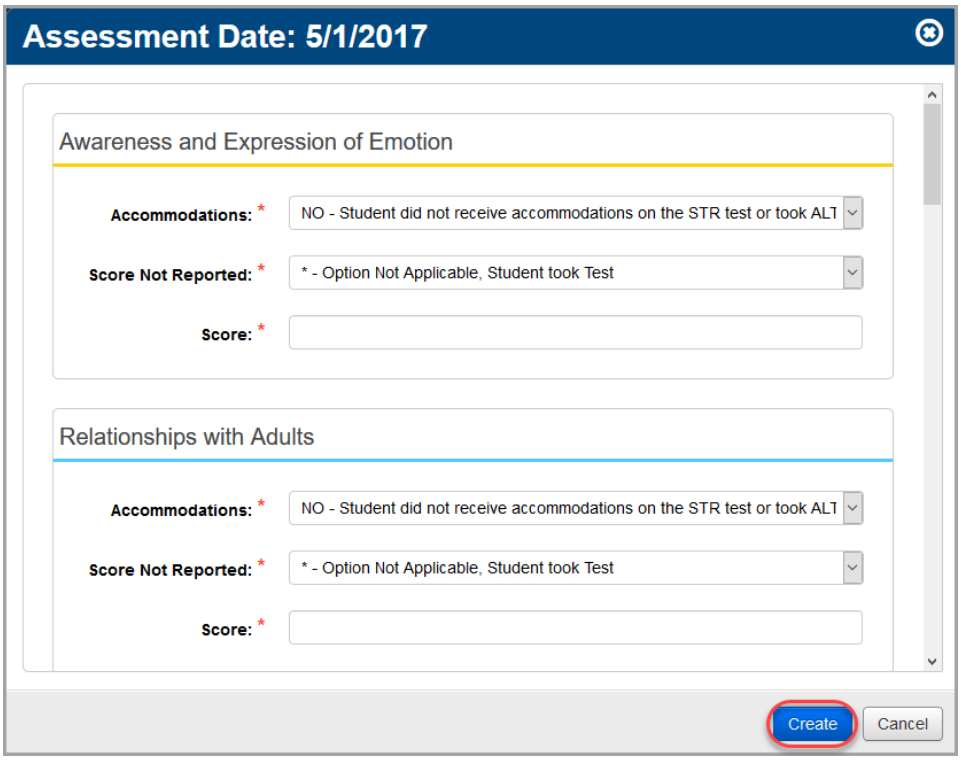
2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
3. For each test part, complete the following information:
   a. If the student received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

   Note: *If the student took the test without accommodations, or if the student took an alternate test, leave the default value of* ***NO - Student did not receive accommodations on the STR test or took ALT****.*

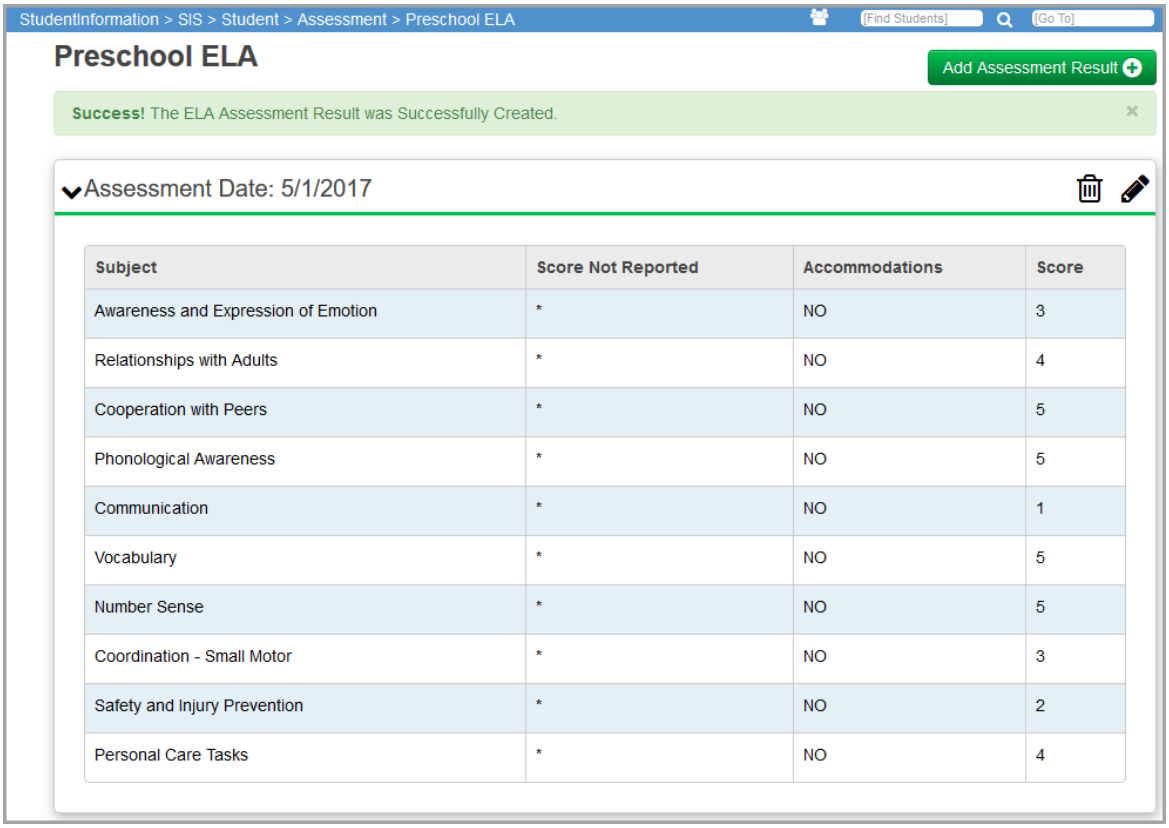
   b. In the **Score Not Reported** drop-down list, select the appropriate value as follows:
      - If the student took the test, and the score is reportable, leave the default value of *** - Option Not Applicable, Student took Test**.
      - If the student took the test, but the score is not reportable, select **S - Non-Scorable Assessment**.
      - If the student did not take the test, select the reason.

   c. If the student took the test, and the score is reportable, in the **Score** field, enter the student's score (from 0-99).

4. Click **Create**.



A confirmation message and the added result display.

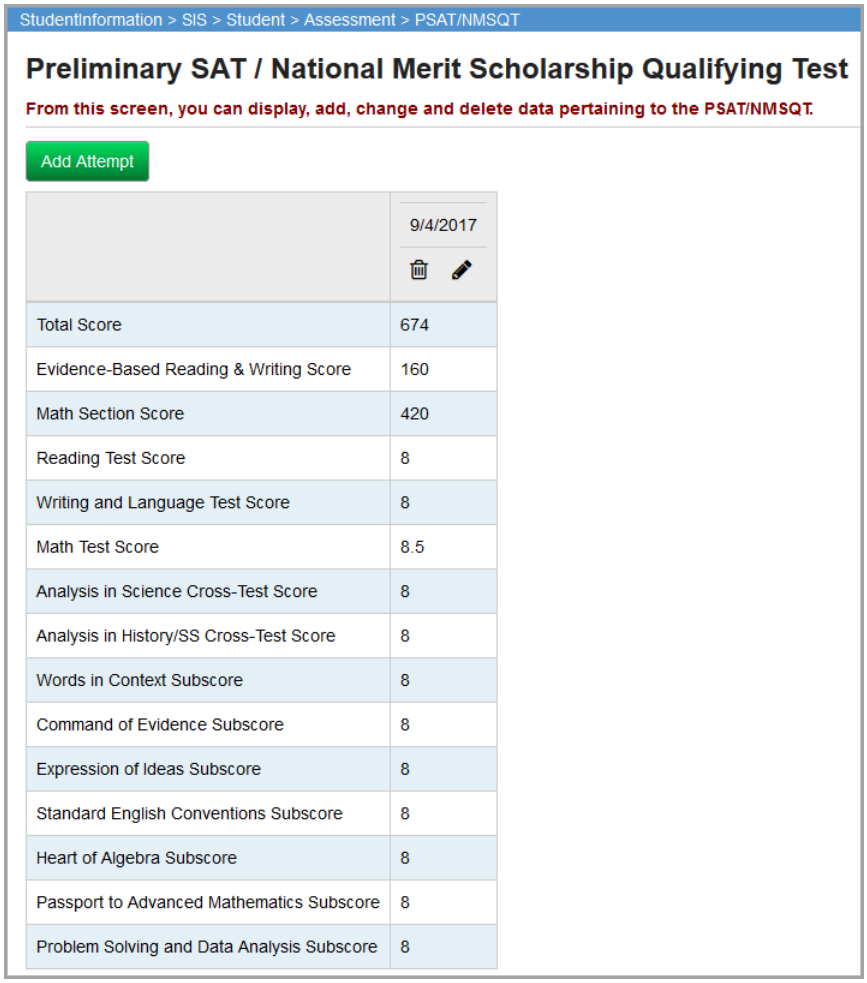


Subject	Score Not Reported	Accommodations	Score
Awareness and Expression of Emotion	*	NO	3
Relationships with Adults	*	NO	4
Cooperation with Peers	*	NO	5
Phonological Awareness	*	NO	5
Communication	*	NO	1
Vocabulary	*	NO	5
Number Sense	*	NO	5
Coordination - Small Motor	*	NO	3
Safety and Injury Prevention	*	NO	2
Personal Care Tasks	*	NO	4

PSAT/NMSQT

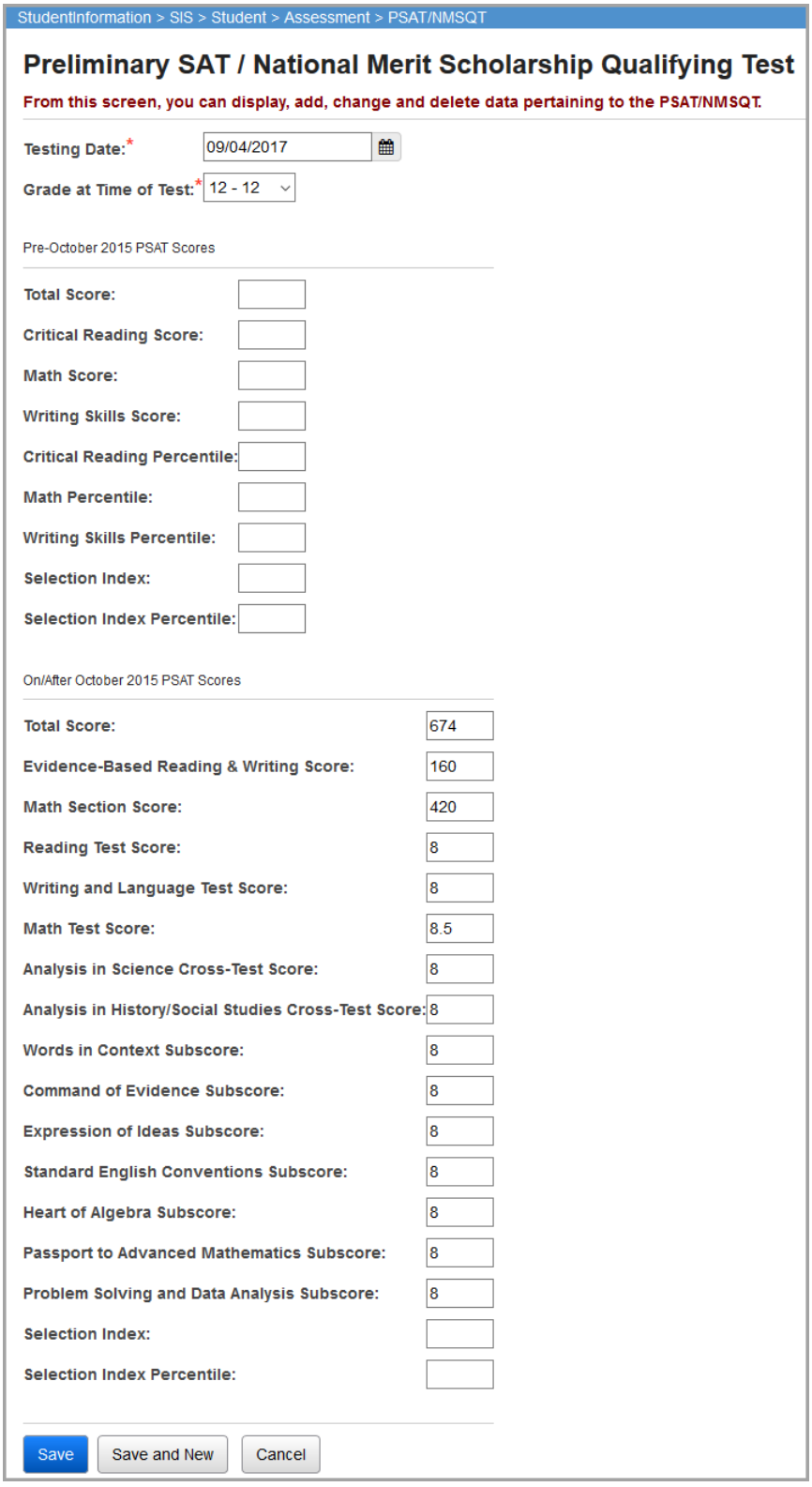
Navigation: StudentInformation > SIS > Student > Assessment > PSAT/NMSQT

To view a student's PSAT/NMSQT data, select the student and then select **PSAT/NMSQT** below **Assessment**.



Add Attempt – Click to add a new PSAT/NMSQT record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit PSAT/NMSQT



Testing Date (required) – Enter the date that the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

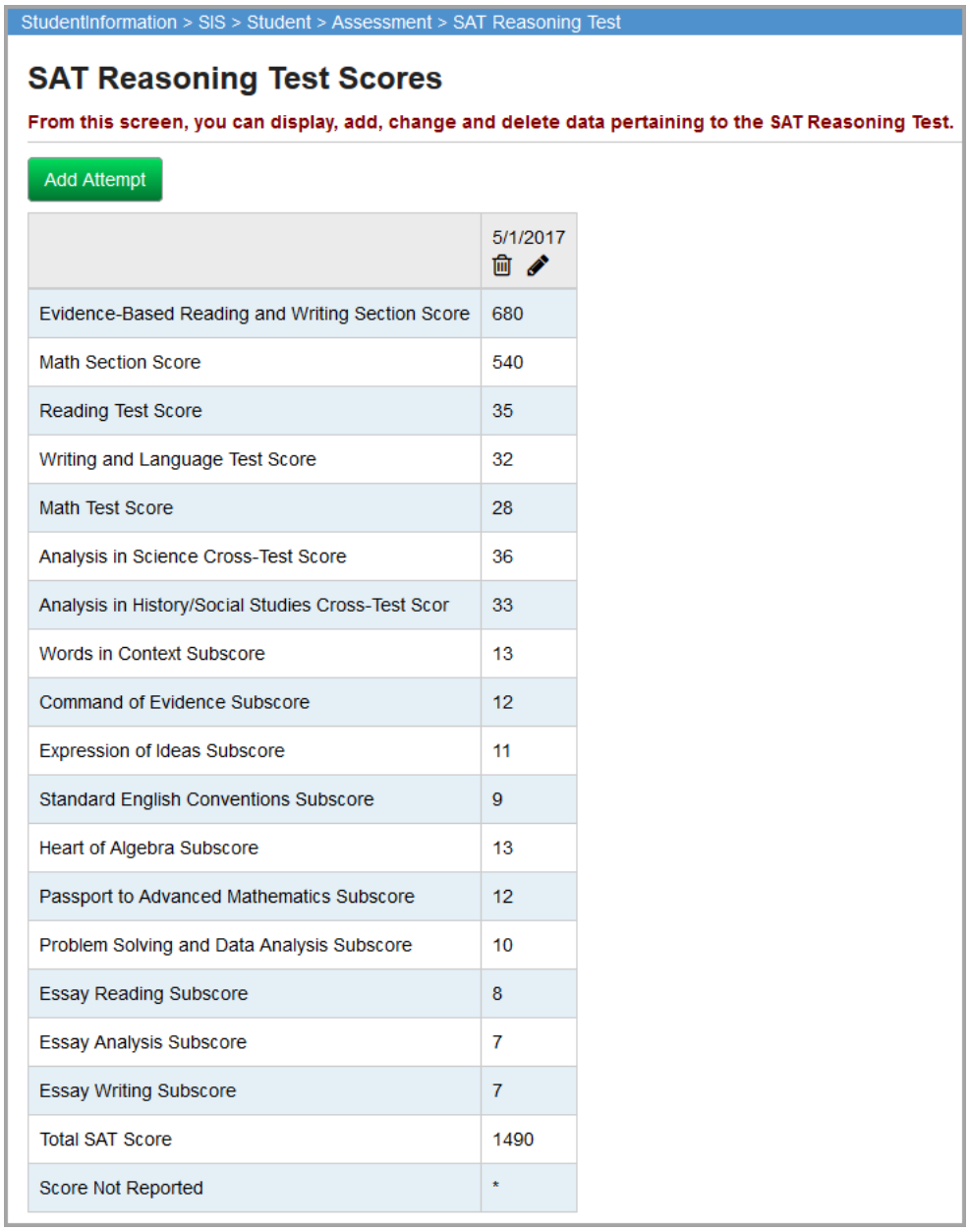
Grade at Time of Test (required) – Select grade from drop-down list.

Pre-October 2015 PSAT Scores or **On/After October 2015 PSAT Scores** (optional) – Enter the PSAT/NMSQT scores, percentiles, and index for this student. All scores are optional.

SAT Reasoning Test

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

To view a student's SAT Reasoning Test data, select the student, and then select **SAT Reasoning Test** on the **Student Assessment Menu**.



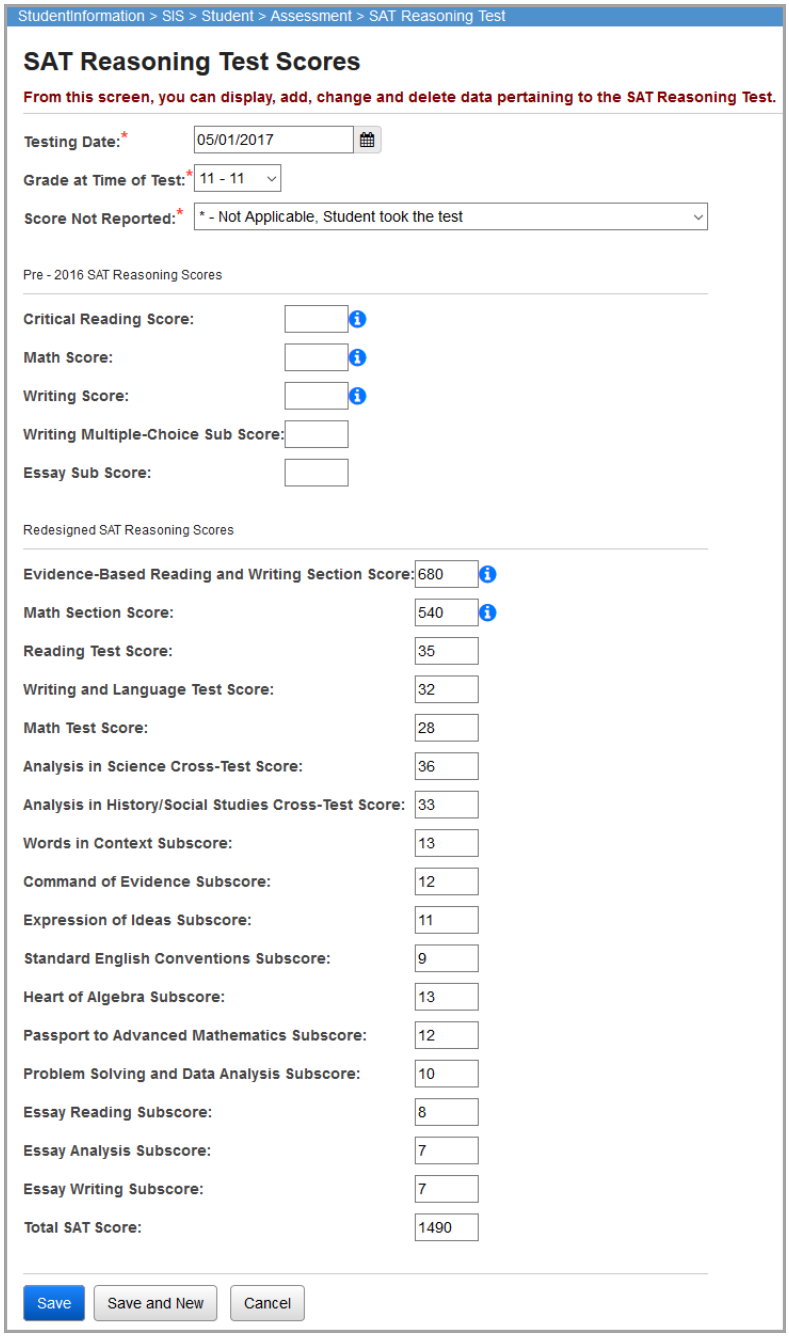
	5/1/2017
Evidence-Based Reading and Writing Section Score	680
Math Section Score	540
Reading Test Score	35
Writing and Language Test Score	32
Math Test Score	28
Analysis in Science Cross-Test Score	36
Analysis in History/Social Studies Cross-Test Scor	33
Words in Context Subscore	13
Command of Evidence Subscore	12
Expression of Ideas Subscore	11
Standard English Conventions Subscore	9
Heart of Algebra Subscore	13
Passport to Advanced Mathematics Subscore	12
Problem Solving and Data Analysis Subscore	10
Essay Reading Subscore	8
Essay Analysis Subscore	7
Essay Writing Subscore	7
Total SAT Score	1490
Score Not Reported	*

This screen has standard edit and delete record controls.

Add Attempt – Click to add a new **SAT Reasoning Test** record.

Add/Edit SAT Reasoning Test Scores

As of fiscal year 2016, the **SAT Reasoning Test Scores** screen has two sections. The upper section is for recording SAT Reasoning scores prior to 2016. The lower section is for recording scores from 2016 and later for the Redesigned SAT Reasoning test.



- **Testing Date** (required) – Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.
- **Grade at Time of Test** (required) – Select grade from drop-down list.

- **Score Not Reported** (required) – If the student took the test, select *** - Option Not Applicable, Student took Test**. If the student did not take the test, select the applicable reason.

  ***Note:** The **Score Not Reported** field only applies and displays for records with a **Testing Date** in FY17 or later.*

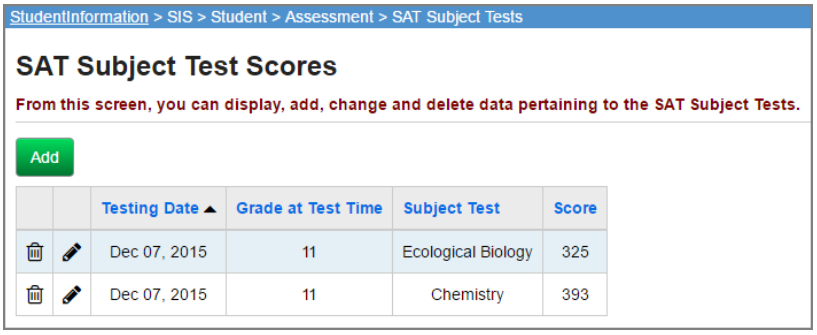
- **Pre-2016 SAT Reasoning Test Scores and Sub Scores**, or **Redesigned SAT Reasoning Test Scores and Sub Scores** – Enter the SAT Reasoning Test scores and sub scores for this student. All scores are optional.

Hover your cursor over to see the code reported to EMIS for the assessment score.

SAT Subject Tests

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

To view a student's SAT Subject Test data, select the student and then select **SAT Subject Tests** on the **Student Assessment Menu**.

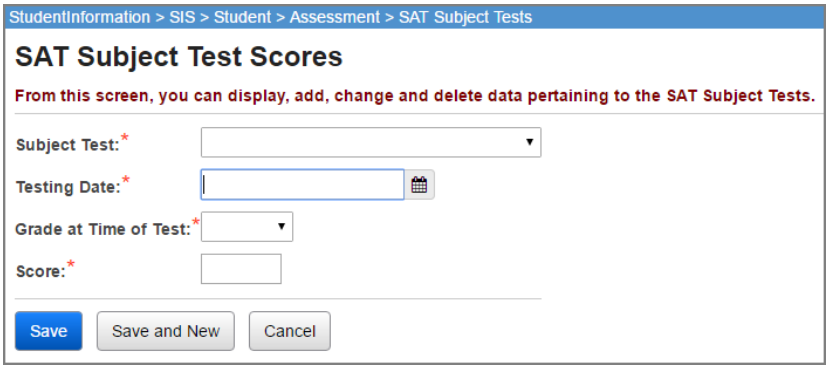


This screen has standard add record, edit record, and delete record controls.

Sorting – You may sort by any column (Testing Date, Grade at Test Time, Subject Test, Score) in ascending or descending order by clicking on the column header

Add – Click to add a new SAT Subject Test record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit SAT Subject Test Scores



Subject Test (required) – Select the SAT Subject Test from the drop-down list.

Testing Date (required) – Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

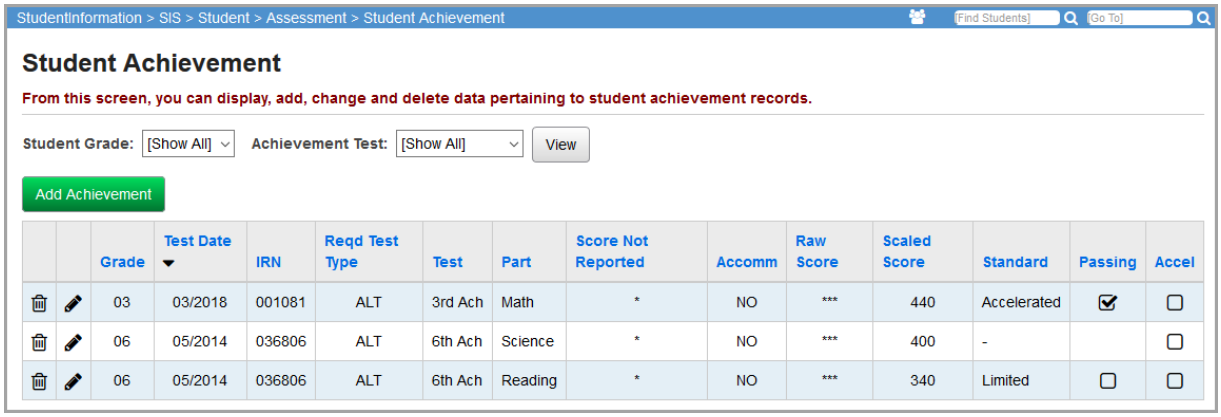
Grade at Time of Test (required) – Select grade from drop-down list.

Score (required) – Enter the SAT Subject Test score for this student.

Student Achievement

Navigation: StudentInformation > SIS > Student > Assessment > Student Achievement

Student Achievement is a single screen to view, edit, and delete all alternate student achievement records (currently 3rd-8th grade). The **Student Achievement** screen includes grade of the student when the test was taken as well as the test grade level (i.e., 3rd-8th grade achievement).



		Grade	Test Date	IRN	Reqd Test Type	Test	Part	Score Not Reported	Accomm	Raw Score	Scaled Score	Standard	Passing	Accel
		03	03/2018	001081	ALT	3rd Ach	Math	*	NO	***	440	Accelerated	☑	☐
		06	05/2014	036806	ALT	6th Ach	Science	*	NO	***	400	-		☐
		06	05/2014	036806	ALT	6th Ach	Reading	*	NO	***	340	Limited	☐	☐

This screen has standard add record, edit record, and delete record controls.

Sorting – You can sort by any column (**Grade**, **Test Date**, **IRN**, **Reqd Test Type**, **Test**, **Part**, **Score Not Reported**, **Accomm**, **Raw Score**, **Scaled Score**, **Standard**, **Passing**, and **Accel**) in ascending or descending order by clicking on the column header. The records are initially sorted in the following order: student grade (desc), reporting period/school year (desc), reporting period sort order (desc), test date (desc), test (desc), test part (desc).

Student Grade – Select the default, **[Show All]**, or select a specific student grade for filtering. Student grades range from KG – 8 to accommodate accelerated student test results (for example, if a 1st grader takes the 3rd grade achievement).

Achievement Test – Select the default, **[Show All]**, or select a specific achievement test for filtering. Achievement tests range from 3rd – 12th to accommodate accelerated student test results. An example would be if an 8th grader does not take the 8th grade achievement because he would have taken the 10th grade achievement (which does not exist).

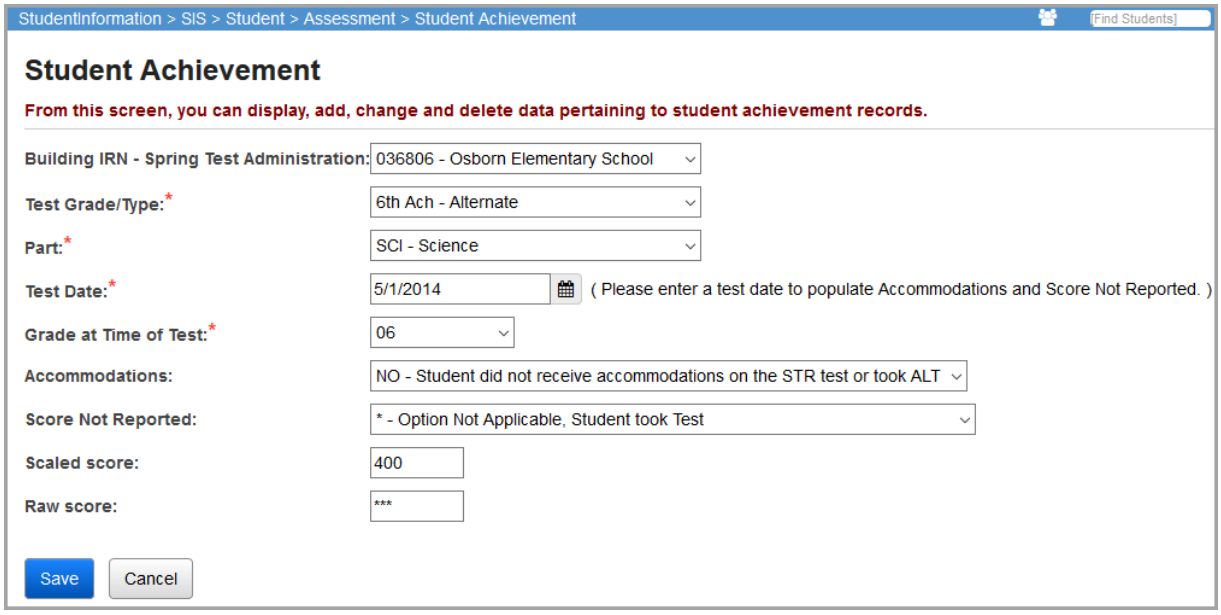
Passing – A check mark displays when a student's test score falls on or after the passing test score for the subject area.

Accel – A check mark displays when a student tests at a higher grade level OAA than the student's current grade level. For example, StudentInformation displays a check mark for a 6th grade student who takes a 7th grade Achievement test.

View – Click to view student achievement records matching the above filter criteria. The achievement grid for the student in context will be populated.

Add/Edit Student Achievement

Add Achievement – Click to add new achievement records for this student.



Building IRN - Spring Test Administration (optional) – Formerly the March Building Administration IRN, this field indicates the IRN of the building within the district in which the student was enrolled during the spring test administration of the math test, with exceptions for accelerated students. The IRN must be a valid IRN within the district. If the student was not enrolled in the district at the time of the spring math testing, the value ****** is reported. This field defaults to the current context building IRN.

Test Grade/Type (required) – The achievement test/type taken by the student (8th Ach for example). The range is 3rd – 12th to accommodate for accelerated student achievement results. The test grade/type must be selected before the part can be selected.

Part (required) – The achievement test part taken by the student (math, reading, writing, science, or social studies). The test grade/type must be selected before the part can be selected.

> ***Note:*** *For Grade 3-8 Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of* ***WRI - Writing*** *or* ***SSC - Social Studies/Citizenship*** *for a* ***Test Date*** *of 7/01/21 or later.*

Test Date (required) – The date (mm/yyyy) when the student took this administration of the achievement test.

Grade at Time of Test (required) – The grade level of the student at the time the test was administered for the test score report.

Accommodations (optional) – Identifies accommodations the student received while taking the standard format of the test.

Score Not Reported (optional) – Identifies the reason the student did not take a required test. This field defaults to *. Refer to the *ODE EMIS Guide* for a list of valid values.

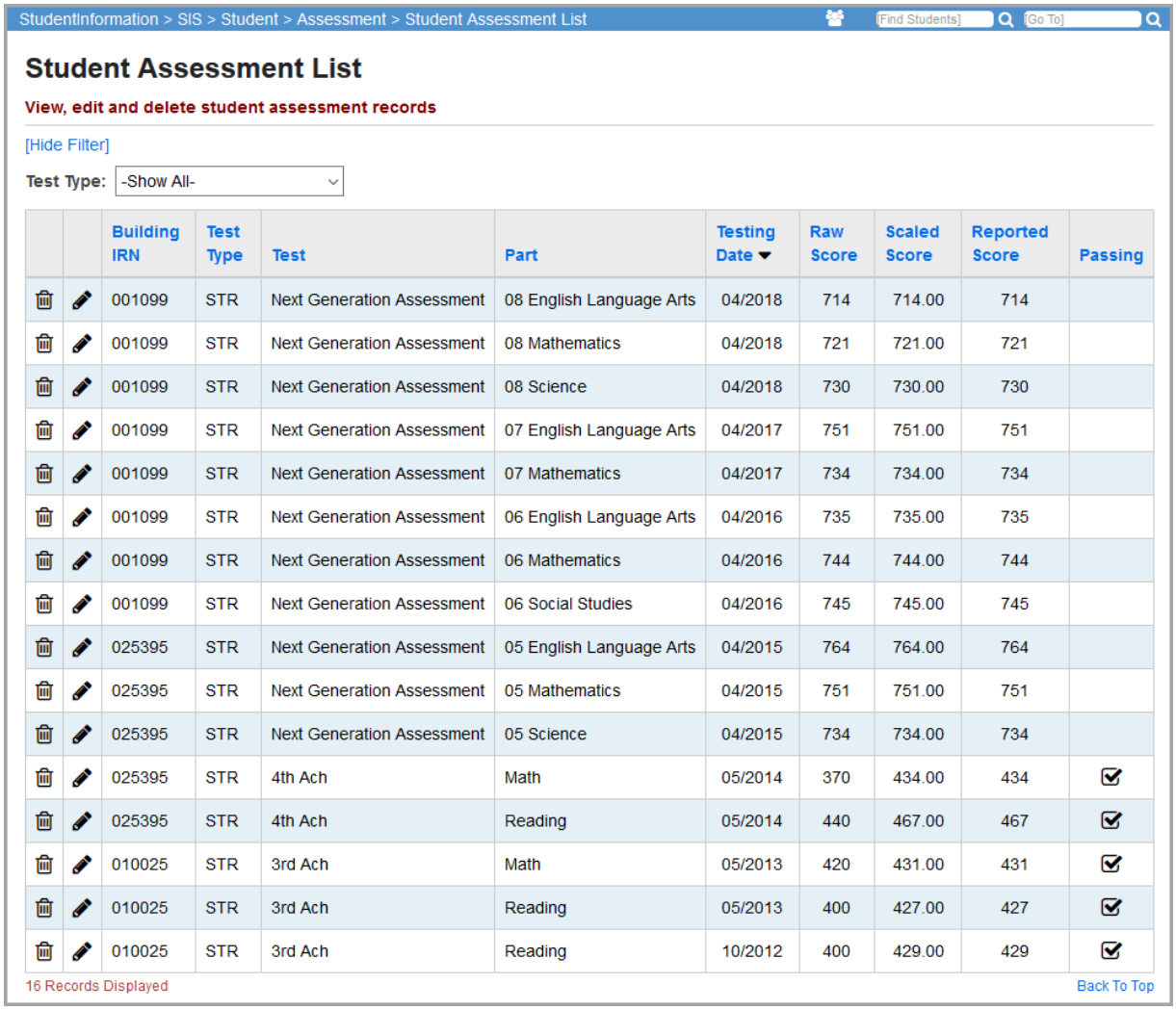
Scaled Score (optional) – The scaled score achieved by the student for the test being reported. The **Scaled Score** field always displays. When test type is set to alternate, the scaled score must be entered as ***.

Raw Score (optional) – The raw score achieved by the student for the test being reported.

Student Assessment List

Navigation: StudentInformation > SIS > Student > Assessment > Student Assessment List

The **Student Assessment List** screen allows users to view, edit, add, and delete all student assessment records. Users can filter by test type or view all test types.



		Building IRN	Test Type	Test	Part	Testing Date	Raw Score	Scaled Score	Reported Score	Passing
		001099	STR	Next Generation Assessment	08 English Language Arts	04/2018	714	714.00	714	
		001099	STR	Next Generation Assessment	08 Mathematics	04/2018	721	721.00	721	
		001099	STR	Next Generation Assessment	08 Science	04/2018	730	730.00	730	
		001099	STR	Next Generation Assessment	07 English Language Arts	04/2017	751	751.00	751	
		001099	STR	Next Generation Assessment	07 Mathematics	04/2017	734	734.00	734	
		001099	STR	Next Generation Assessment	06 English Language Arts	04/2016	735	735.00	735	
		001099	STR	Next Generation Assessment	06 Mathematics	04/2016	744	744.00	744	
		001099	STR	Next Generation Assessment	06 Social Studies	04/2016	745	745.00	745	
		025395	STR	Next Generation Assessment	05 English Language Arts	04/2015	764	764.00	764	
		025395	STR	Next Generation Assessment	05 Mathematics	04/2015	751	751.00	751	
		025395	STR	Next Generation Assessment	05 Science	04/2015	734	734.00	734	
		025395	STR	4th Ach	Math	05/2014	370	434.00	434	☑
		025395	STR	4th Ach	Reading	05/2014	440	467.00	467	☑
		010025	STR	3rd Ach	Math	05/2013	420	431.00	431	☑
		010025	STR	3rd Ach	Reading	05/2013	400	427.00	427	☑
		010025	STR	3rd Ach	Reading	10/2012	400	429.00	429	☑

This screen has standard edit and delete record controls.

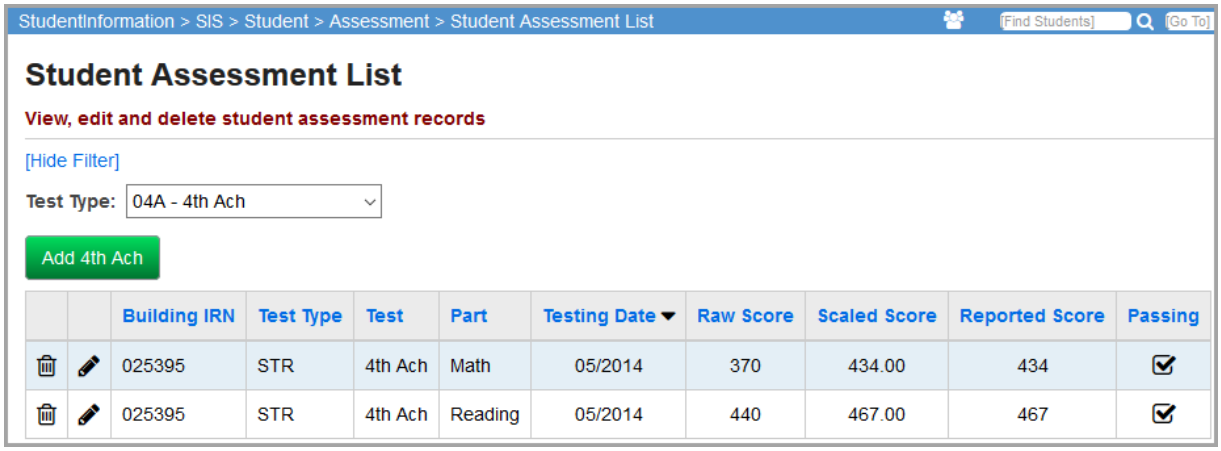
Hide Filter – Click to hide the **Test Type** filter; toggles between **Hide Filter** and **Show Filter**.

Test Type – Select **-Show All-** to display all assessment types for that student or select a specific assessment type in the drop-down list.

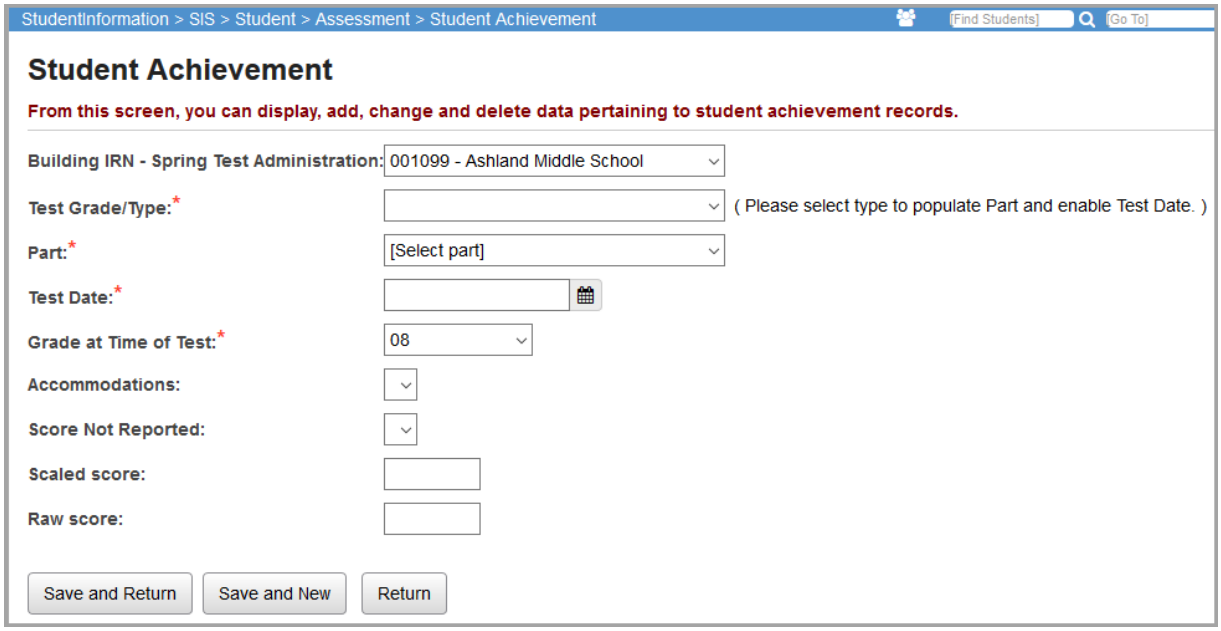
The Student Assessment List grid displays the following information:

- **Building IRN** – The building IRN on the assessment record.
- **Test Type** – STR (standard) or ALT (alternate).
- **Test** – Test taken.
- **Part** – Test part taken.
- **Testing Date** – The date the test was taken.

- **Raw Score** – The raw score on the assessment record.
- **Scaled Score** – The scaled score on the assessment record.
- **Reported Score** – The reported score on the assessment record.
- **Passing** – Displays a check mark if the student passed the specified assessment.



When filtering by a specific test type, an Add button appears for the filtered test type. Click the Add button (in this case **Add 4th Ach**) to go to the appropriate assessment maintenance screen where you can add a new assessment record for the filtered test type.



Enter the assessment information as needed.

Save and Return – Click to save the new assessment record and return to the **Student Assessment List** screen.

Save and New – Click to save the new assessment record and bring up the maintenance screen again so another new record can be added.

Return – Click to return to the **Student Assessment List** screen without saving a new assessment record.

WorkKeys

You can view and maintain a student's WorkKeys results. Refer to the appropriate topic:

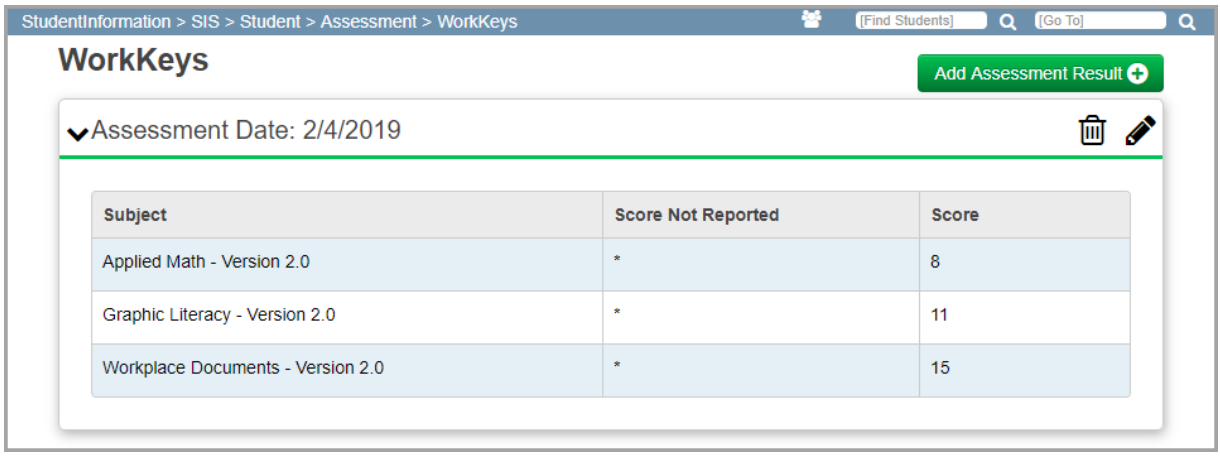
- *"View WorkKeys Results"*
- *"Add WorkKeys Results"*

View WorkKeys Results

Navigation: StudentInformation > SIS > Student > Assessment > WorkKeys

You can view and maintain a student's WorkKeys results when you have the student in context on the **WorkKeys** screen.

> ***Note:*** *To delete a result, in the row of the assessment date, click . To edit an existing result, click and make the needed changes. (For field descriptions, see "Add WorkKeys Results.")*



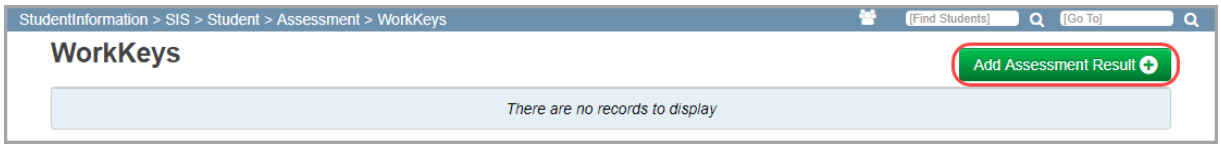
Add WorkKeys Results

Navigation: StudentInformation > SIS > Student > Assessment > WorkKeys

You can add WorkKeys results for a student.

> ***Note:*** *You can add multiple test occurrences, but they must have different testing dates.*

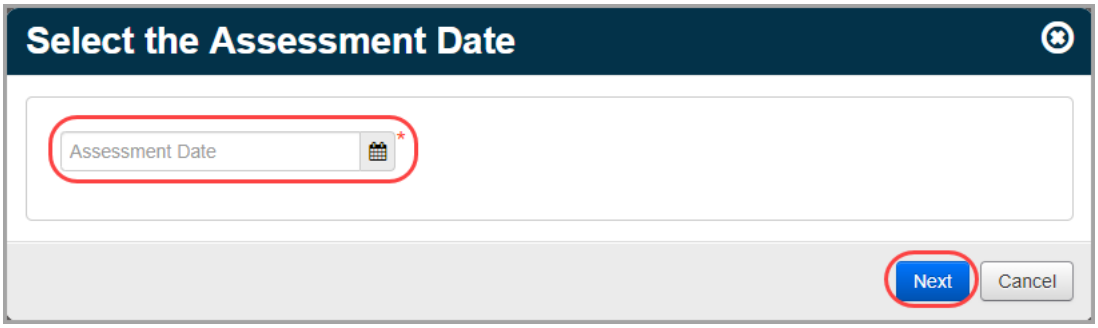
1. With a student in context on the **WorkKeys** screen, click **Add Assessment Result**.



The **Select the Assessment Date** window opens.

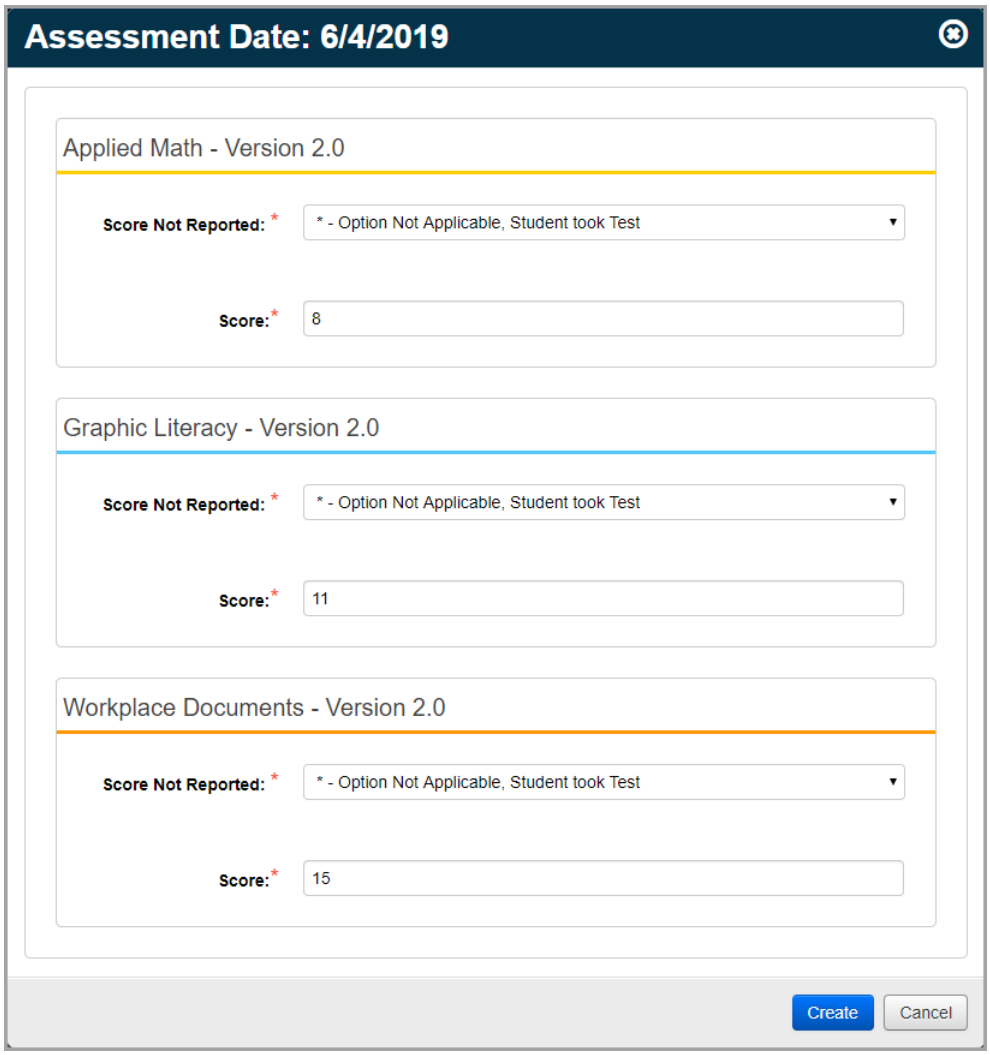
2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.

   Note: *If you select a date prior to 06/01/2017, the Version 1 assessment fields display. If you select a date of 06/01/2017 or later, the* ***Select the Assessment Version*** *window displays. Select* ***Version 1*** *or* ***Version 2*** *from the drop-down list; the corresponding assessment fields display.*

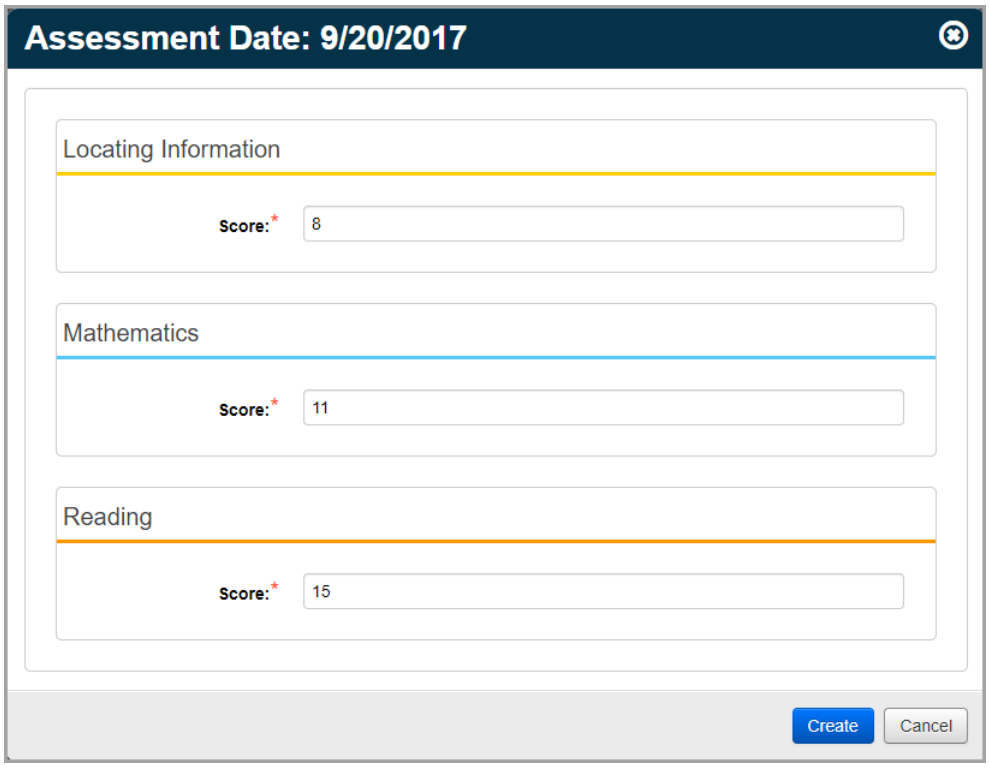


3. For each test part, in the **Score** field, enter the student's score (from 0-999). You are required to only enter at least one score.
4. (Version 2 only) Select the **Score Not Reported** reason, if applicable. This field defaults to *** - Option Not Applicable, Student took Test**.
5. Click **Create**.

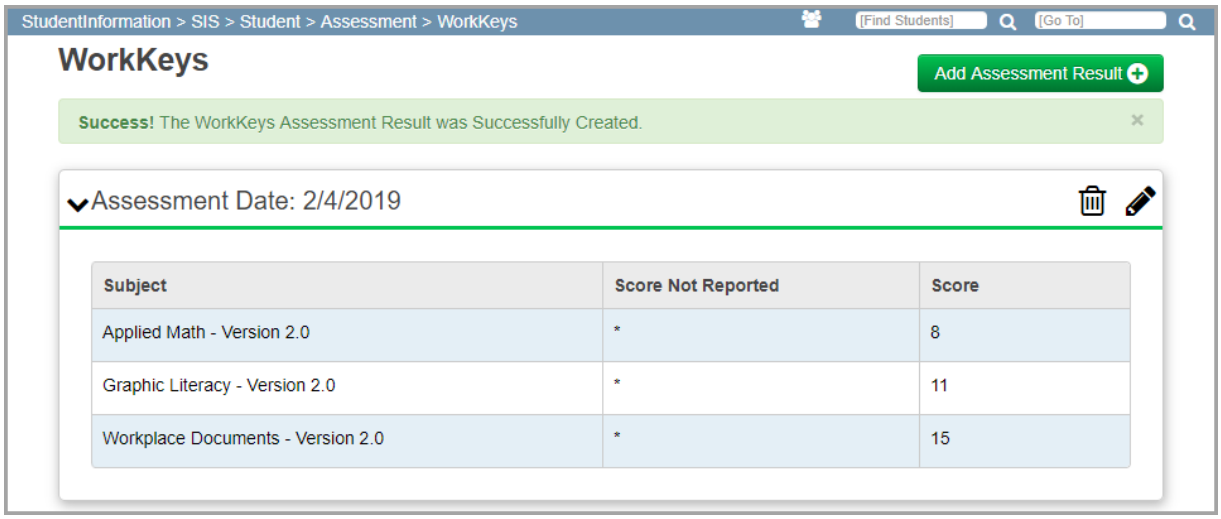
WorkKeys Version 2 Assessment Fields



WorkKeys Version 1 Assessment Fields



A confirmation message and the added result display.



Assessment Reports

The Assessment Reports module displays the details of the assessment records for the selected students. Each student that matches the student filter criteria is returned in the report. Each assessment record that matches the assessment filter criteria is returned in the report.

It is possible that a student does not have any assessment records. If the option to include students with no assessment records is chosen, these students are returned on the report so that users can see that a student is missing an assessment record.

The assessment detail report can be run for a single school or for all schools in the district. Students returned are those with an annual record for the school and school year in context. When a district is in context, students with an annual record in any of the district's selected schools are returned.

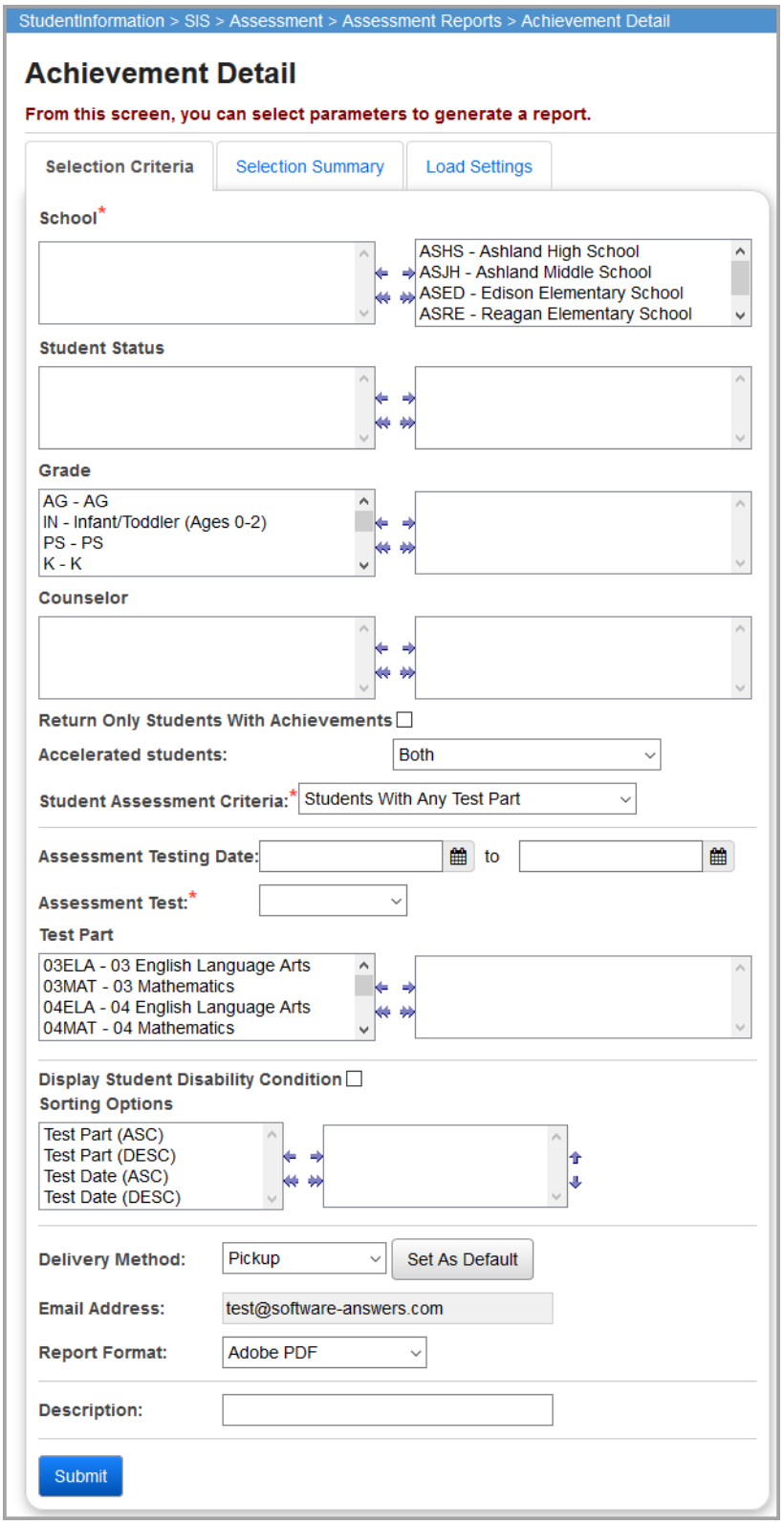
Please refer to *ProgressBook StudentInformation Getting Started Guide* for more detailed information about running and viewing reports.

The following information in described in this topic:

- *”Achievement Detail Report”*
- *“COS (Preschool Childhood Outcome Summary) Report”*
- *”Ohio Graduation Test (OGT) Report”*
- *”Preschool Report”*
- *”Standardized Test Detail Report”*

Achievement Detail Report

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > Achievement Detail



School (required) – You can filter by selecting specific Schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report returns all students regardless of status. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report returns all students regardless of grade. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report s returns all students regardless of assigned counselor. You can also filter by selecting specific counselors for your report.

Return Only Students With Achievements (optional) – When checked, only students that have at least one achievement record that matches the achievement filter criteria are returned in the report.

Accelerated students (optional) – Choose whether to display accelerated students on the report. Options are Both (default), Accelerated students only, or Non-accelerated students only.

Student Assessment Criteria (required) – Select the criteria for displaying students on the report based on the selected test parts. Choose from the following:

- Students With Any Test Part
- Students Passing All Test Parts
- Students Passing Any Test Part
- Students Failing/Missing All Test Parts
- Students Failing/Missing Any Test

This works in conjunction with the test part filter (refer to the following description). If the user selects three of the test parts in the test part filter and “Students passing All Test parts” in the Student Assessment Criteria, then only students that have a passing score in the three selected test parts are returned on the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select achievement tests taken during that date range.

Assessment Test (required) – Select the specific achievement test that you wish to filter and display on the report.

Test Part (optional) – If no test parts are selected, the report will select all test parts. You can also filter by selecting specific test parts for your report. The Test Part dual listbox is populated based on the assessment test (in this case achievement test) selected.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

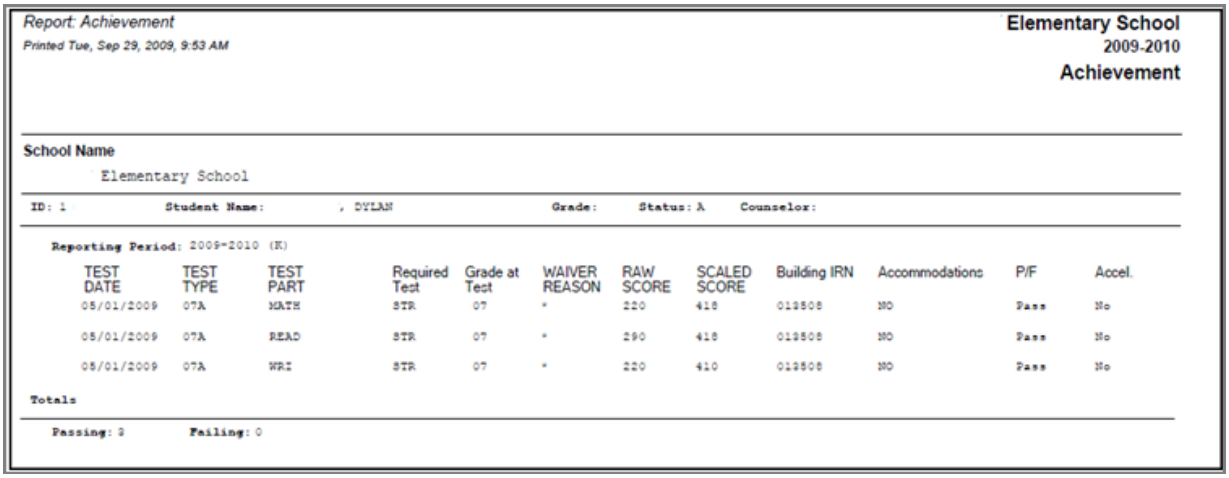
Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example Achievement Detail report file.



Report: Achievement
Printed Tue, Sep 29, 2009, 9:53 AM

Elementary School
2009-2010
Achievement

School Name
Elementary School

ID: 1 **Student Name:** , DYLAN **Grade:** **Status:** A **Counselor:**

Reporting Period: 2009-2010 (K)

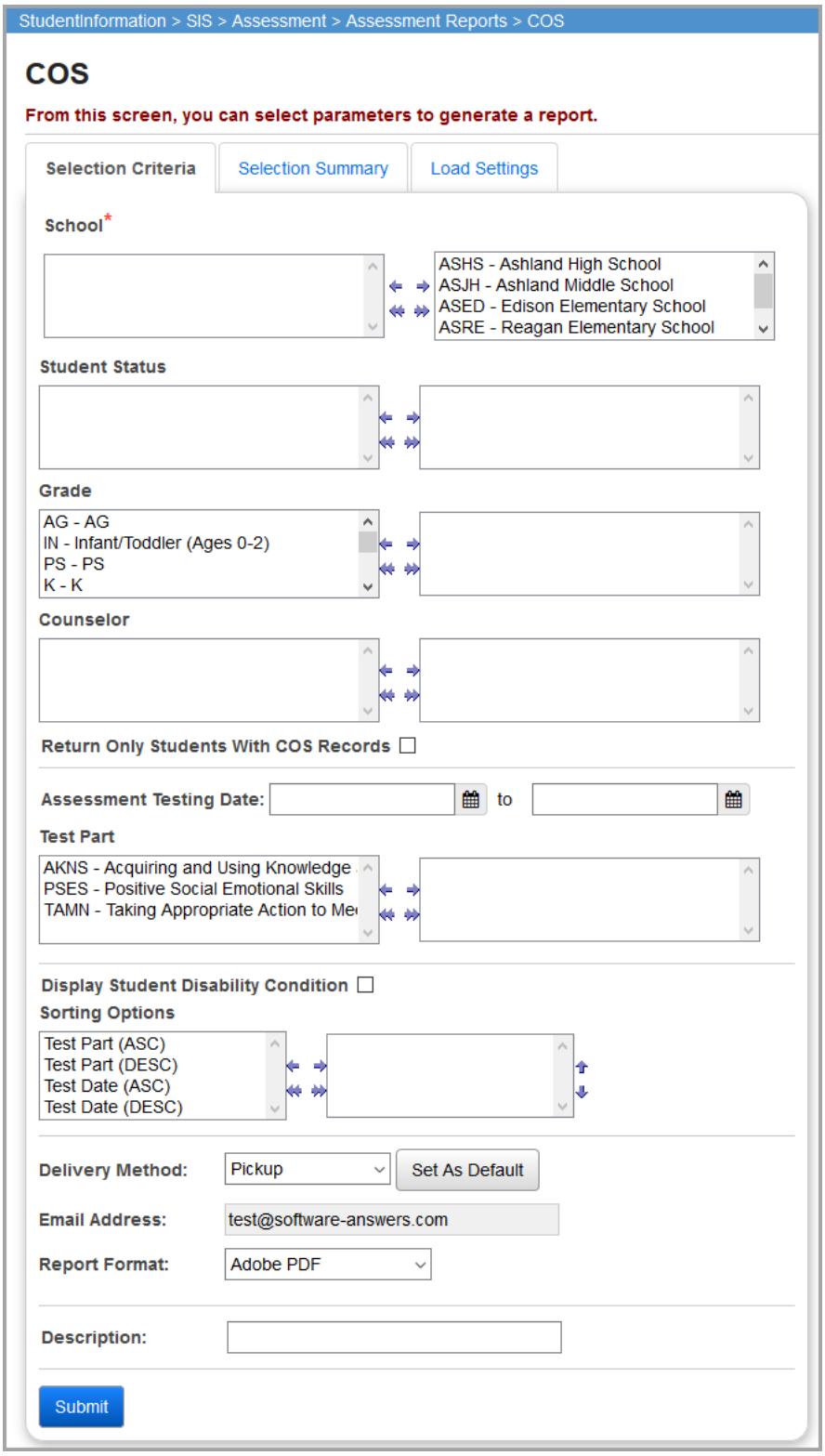
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	WAIVER REASON	RAW SCORE	SCALED SCORE	Building IRN	Accommodations	P/F	Accel.
05/01/2009	07A	MATH	STR	07	*	220	416	012508	NO	Pass	No
05/01/2009	07A	READ	STR	07	*	290	416	012508	NO	Pass	No
05/01/2009	07A	WRI	STR	07	*	220	410	012508	NO	Pass	No

Totals

Passing: 3 **Failing:** 0

COS (Preschool Childhood Outcome Summary) Report

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > COS



School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With ECO Records (optional) – Select this checkbox to include only students that have at least one COS record that matches the COS filter criteria in the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select COS assessments taken during that date range.

Test Part (optional) – If no test parts are selected, the report selects all test parts for the COS. You can also filter by selecting specific COS test parts for your report.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

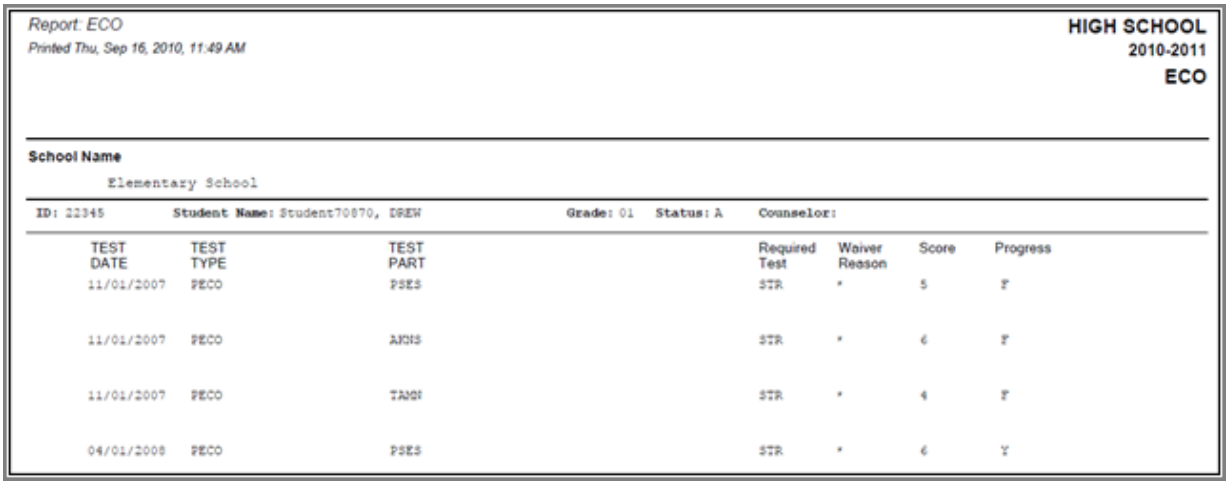
Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example COS report file.



Report: ECO
Printed Thu, Sep 16, 2010, 11:49 AM

HIGH SCHOOL
2010-2011
ECO

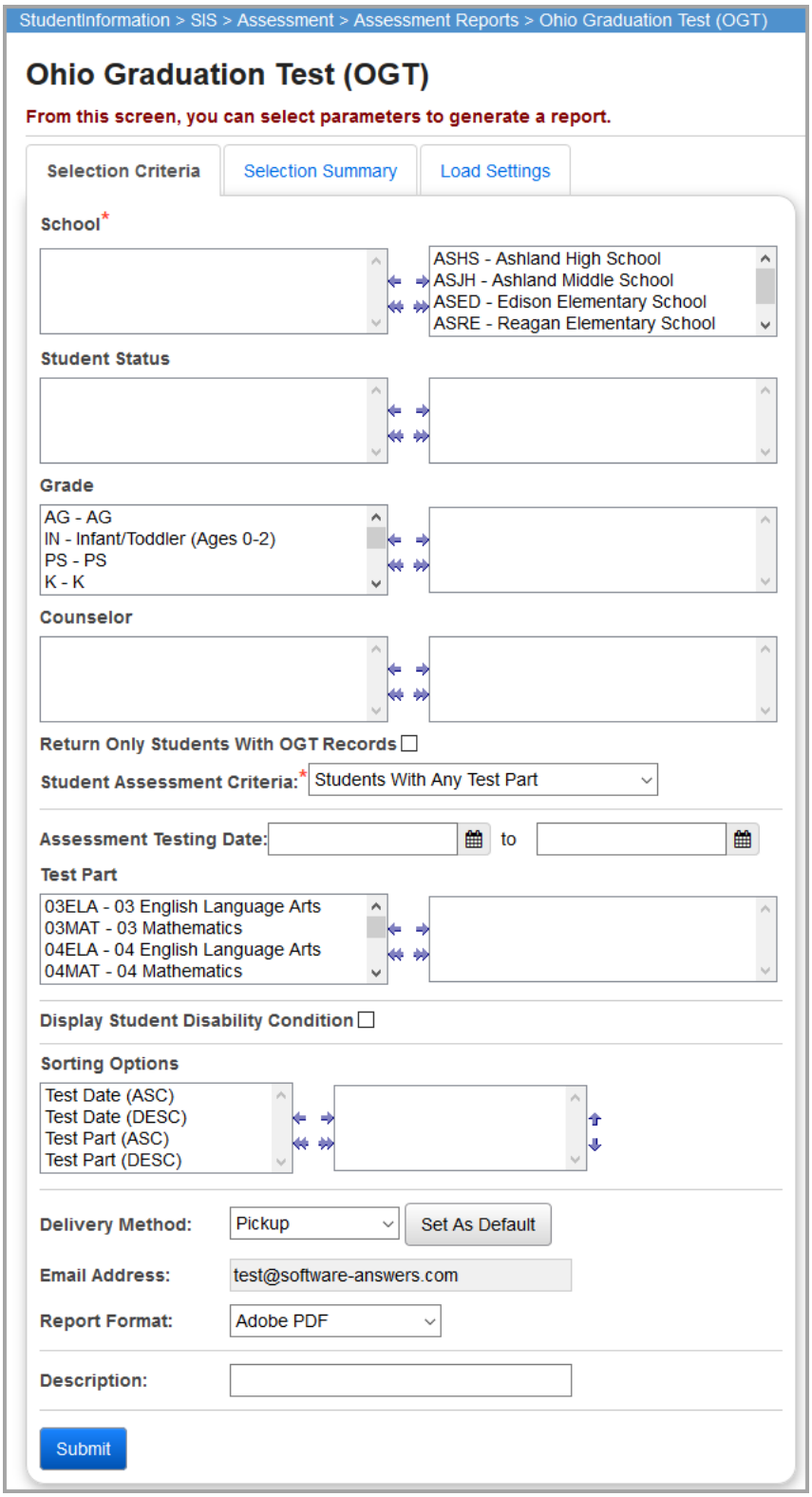
School Name
Elementary School

ID: 22345 **Student Name:** Student70870, DREW **Grade:** 01 **Status:** A **Counselor:**

TEST DATE	TEST TYPE	TEST PART	Required Test	Waiver Reason	Score	Progress
11/01/2007	PECO	PSES	STR	*	5	F
11/01/2007	PECO	AKHS	STR	*	6	F
11/01/2007	PECO	TAKS	STR	*	4	F
04/01/2008	PECO	PSES	STR	*	6	Y

Ohio Graduation Test (OGT) Report

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



School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With OGT Records (optional) – Select this checkbox to include only students that have at least one OGT record that matches the OGT filter criteria in the report.

Student Assessment Criteria (required) – Select the criteria for displaying students on the report based on the selected test parts. Choose from the following:

- Students With Any Test Part
- Students Passing All Test Parts
- Students Passing Any Test Part
- Students Failing/Missing All Test Parts
- Students Failing/Missing Any Test

This works in conjunction with the Test Part filter (refer to the following description). If the user selects three of the test parts in the Test Part filter and “Students passing All Test parts” in the Student Assessment Criteria, then only students that have a passing score in the three selected test parts are returned on the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select OGT assessments taken during that date range.

Test Part (optional) – If no test parts are selected, the report selects all test parts for the OGT. You can also filter by selecting specific OGT test parts for your report.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

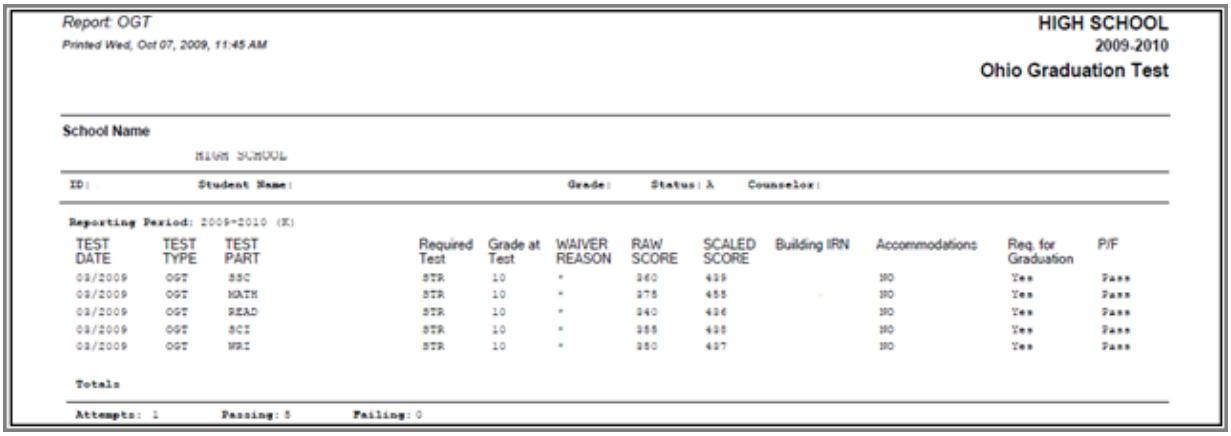
Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example OGT report file.



Report: OGT
Printed Wed, Oct 07, 2009, 11:45 AM

HIGH SCHOOL
2009-2010
Ohio Graduation Test

School Name
HIGH SCHOOL

ID: **Student Name:** **Grade:** **Status:** A **Counselor:**

Reporting Period: 2009-2010 (K)

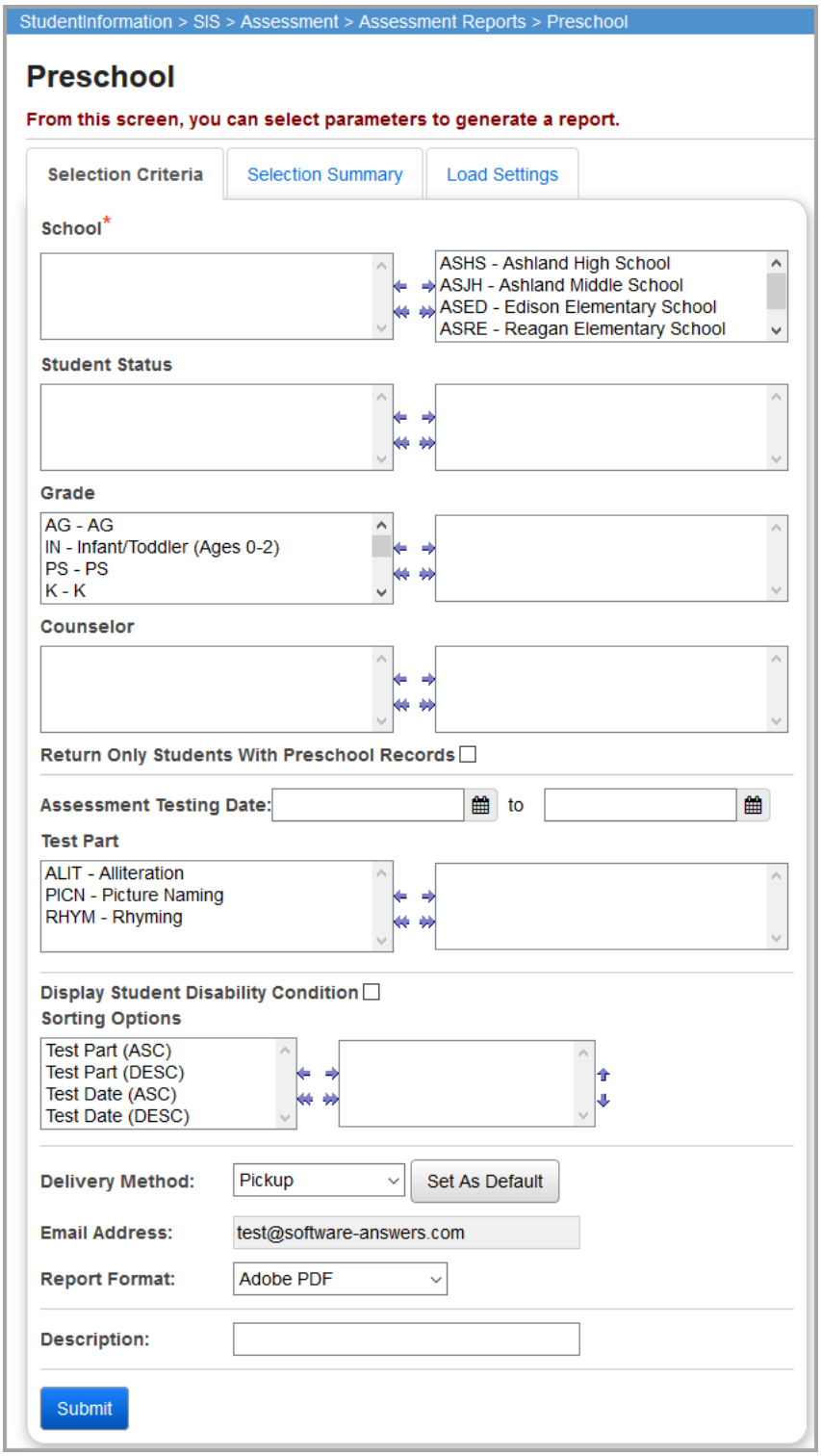
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	WAIVER REASON	RAW SCORE	SCALED SCORE	Building IRN	Accommodations	Req. for Graduation	P/F
03/2009	OGT	SSC	STR	10	*	360	439		NO	Yes	Pass
03/2009	OGT	MATH	STR	10	*	375	455		NO	Yes	Pass
03/2009	OGT	READ	STR	10	*	340	436		NO	Yes	Pass
03/2009	OGT	SCI	STR	10	*	355	438		NO	Yes	Pass
03/2009	OGT	WRI	STR	10	*	350	427		NO	Yes	Pass

Totals

Attempts: 1 **Passing:** 5 **Failing:** 0

Preschool Report

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > Preschool



School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With Preschool Records (optional) – Select this checkbox to include only students that have at least one Preschool record that matches the Preschool filter criteria in the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select Preschool assessments taken during that date range.

Test Part (optional) – If no test parts are selected, the report selects all test parts for the Preschool assessment. You can also filter by selecting specific Preschool test parts for your report.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile)on the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

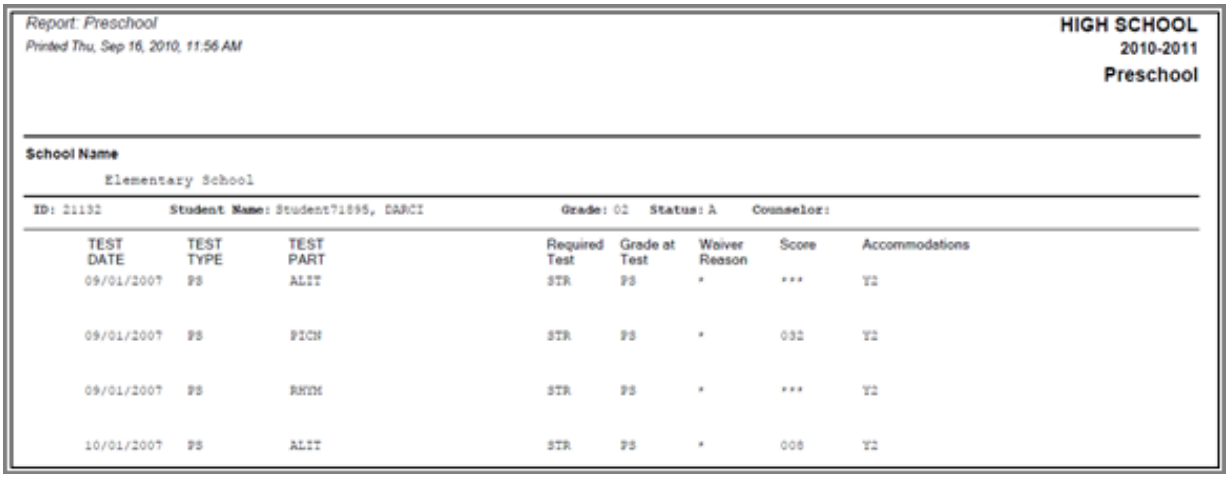
Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example Preschool report file.



Report: Preschool
Printed Thu, Sep 16, 2010, 11:56 AM

HIGH SCHOOL
2010-2011
Preschool

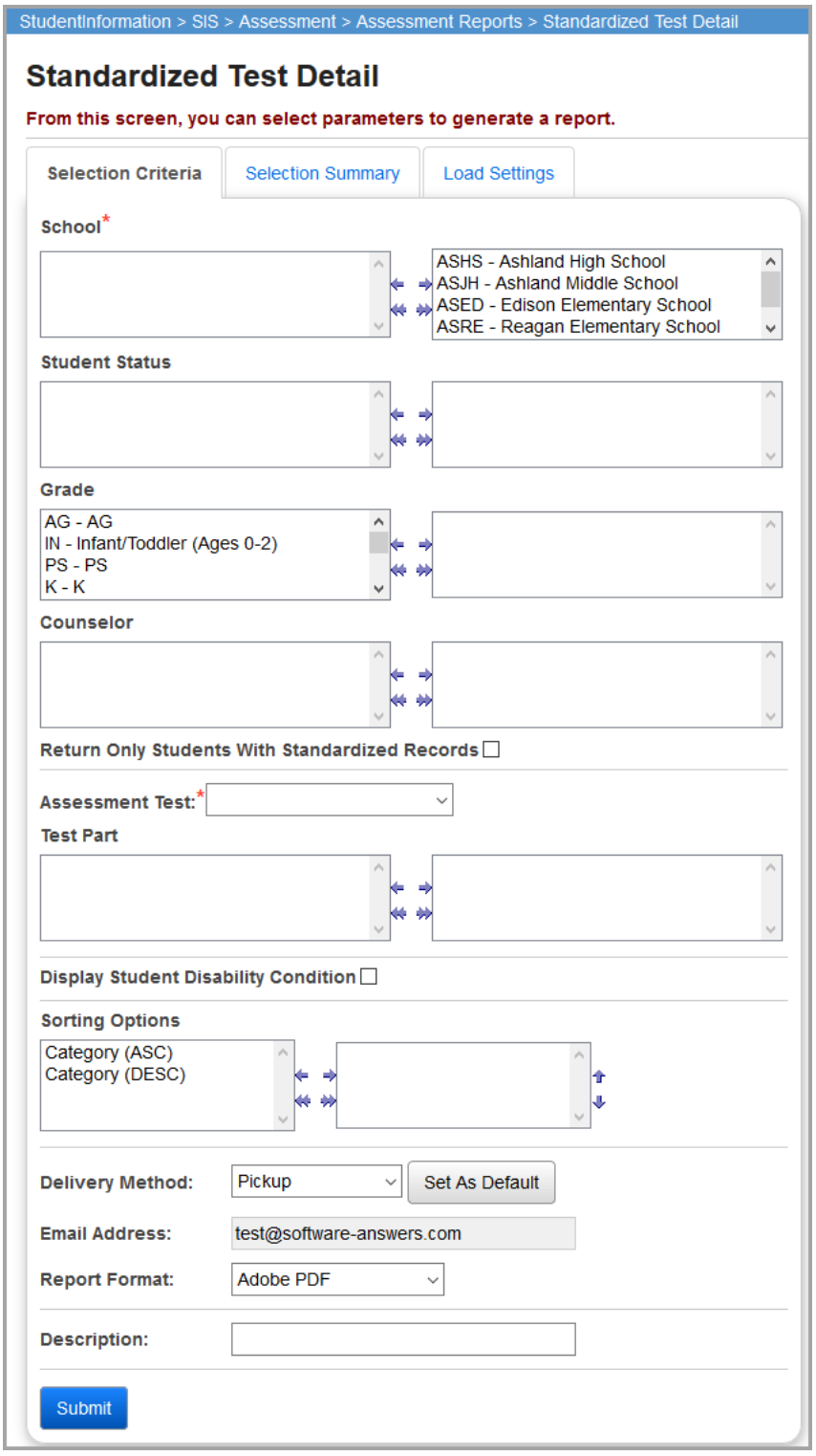
School Name
Elementary School

ID: 21132 **Student Name:** Student71895, DARCI **Grade:** 02 **Status:** A **Counselor:**

TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	Waiver Reason	Score	Accommodations
09/01/2007	PS	ALIT	STR	PS	*	***	Y2
09/01/2007	PS	PICN	STR	PS	*	032	Y2
09/01/2007	PS	RHYM	STR	PS	*	***	Y2
10/01/2007	PS	ALIT	STR	PS	*	008	Y2

Standardized Test Detail Report

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



> ***Note:*** *The Standardized Test Detail report shows the information on the ACT, AP, PLAN, PSAT, SAT, and SAT2 tests. The report uses the records in the Assessment module, not from the Miscellaneous (MISC) Data module. MISC Data will not print on this report. Only Assessment data will print on this report.*

School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With Standardized Records (optional) – Select this checkbox to include only students that have at least one Standardized record that matches the Standardized filter criteria in the report.

Assessment Test (required) – Select the specific Standardized Test that you wish to filter and display on the report. Options include: ACT, AP, PLAN, PSAT, SAT, and SAT2.

Test Part (optional) – If no test parts are selected, the report selects all test parts. You can also filter by selecting specific test parts for your report. The Test Part dual listbox populates based on the Assessment Test (in this case Standardized Test) selected.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

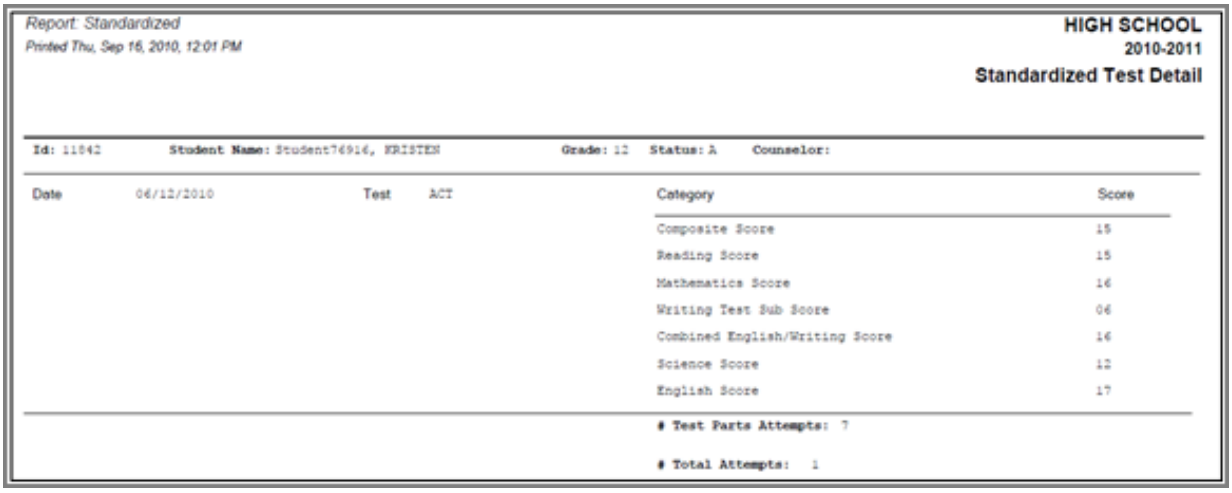
Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example Standardized Test Detail report file.



Report: Standardized
Printed Thu, Sep 16, 2010, 12:01 PM

HIGH SCHOOL
2010-2011
Standardized Test Detail

Id: 11842 **Student Name:** Student74914, KRISTEN **Grade:** 12 **Status:** A **Counselor:**

Date 06/12/2010 Test ACT

Category	Score
Composite Score	15
Reading Score	15
Mathematics Score	16
Writing Test Sub Score	06
Combined English/Writing Score	16
Science Score	12
English Score	17

 # Test Parts Attempts: 7

 # Total Attempts: 1