



Assessment Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
8/27/18	Perform Assessment Imports	Add PSAT and create table
5/17/17	Perform Assessment Imports	Added note about Alternate Assessments
12/1/16	Review Test Data and Manually Enter if Necessary Enter Other Assessments	Added 2 letter character EMIS codes
11/11/16	Run PreIdent for End of Course Exam Export PreIdent for Next Generation Assessment Export PreIdent for OELPA Export Perform Assessment Imports Entire document	16.1.2 Updates – previously known as PreIdent for AASWD and OCBA HS Export – now .csv files Previously known as PreIdent for AASWD and OCBA 3-8 Export – now .csv files Now .csv files Add 2 letter character EMIS codes Misc updates
4/26/16	Review Test Data and Manually Enter if Necessary	15.3.3 Updates – updated screenshot newer format
3/15/16	Enter Other Assessments Perform Assessment Imports	15.2.8 Updates – updated screenshot showing Performance Level added to End of Course Exam Updated screenshot showing Performance Level and new assessment 03REA – Grade 3 Reading Promotion added to Next Generation Assessment Grades 3-8 Add notes about OCBA
1/29/16	Run Pre-Ident for AASWD and OCBA for Grades 3-8 Export Run Pre-Ident for AASWD and OCBA HS Export	15.2.6 Updates – add Note about Non-Public schools and the Non-Public SSID

1/14/16	Run Pre-Identification Exports Perform Assessment Imports	15.2.4 Updates – added Pre-ID for OELPA Assessment type of DORP was added to the Assessment Imports screen
12/21/15	Entire document	Update as needed
10/15/15	Run Proficiency Test Records	Removed
10/15/15	Run Preschool Detail Report	Removed
10/15/15	Run OTELA Detail Report	Removed
10/15/15	Run KRAL Detail Report	Removed
10/15/15	Enter Other Assessments	Removed Kra-L, Preschool GGG and OTELA
10/15/15	Entire Document	Updated Screenshots as needed
10/15/15	Run Pre-Identification Exports	Added: AASWD and OCBA for Grades 3-8; and AASWD and OCBA for High School
10/15/15	Run Pre-Identification Exports	Removed the following: Achievement, OGT, OTELA, Ohio Online Field Test, PARCC Student Registration (Math & ELA), PARCC Science, Social Studies and Ohio Alternate Assessment (AASWD and OCBA)
8/3/15	Enter Other Assessments	Removed KRAL, OTELA, PS GGG and added PS ELA
8/3/15	Perform Assessment Imports	Updated import file layout type for KRA
7/10/15	Enter Other Assessments Enter Additional Assessment Tests Perform Assessment Imports	14.9.1 Updates – Add WorkKeys Updated screenshot of the ACT ACT – remove reference to Social Security Number from matching rules
5/22/15	Perform Assessment Imports Review Test Data and Manually Enter if Necessary Enter Other Assessments	14.9.0 Updates – Add KRA to the list of test results that can be imported into SI from vendor files Add section about KRA records Add section about Preschool

		ELA
2/19/15	Perform Assessment Imports Review Assessment Import Management Review Assessment Import History	14.7.0 Updates – update screenshots – mention of Brerprof removed

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Assessment: Follow these steps to review, add, and edit student assessment data. StudentInformation gives the district the ability to create electronic files for the testing company for producing pre-identification labels used during the student testing. StudentInformation allows districts to import test results from testing companies and then copy that same data from StudentInformation to EMIS for your EMIS reporting requirements. StudentInformation provides optional reports that can be processed to validate the data as well as reports to inquire which students are still in need of fulfilling their testing requirements (“Who Needs It”). DSL & REPO reports that have been used in the past will be incorporated into the various reports within StudentInformation. Proficiency, Achievement , and OGT test results can be integrated on the transcripts for school use if desired. We expect the EOC results to be available on the transcripts at a later date. District personnel also have the ability to view testing data by grade level, building, courses, teacher, etc. and use that data to analyze results and needs of the students and district.

Unless otherwise noted, see Assessment End User Documentation for details

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

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

See Import/Export End User Documentation for details

Pre-Ident For Riverside ITBS Export

Please Select a Pre-Identification Export ▾

Delphos City SD

☐ DELPHOS JEFFERSON MIDDLE SCHOOL☐ DELPHOS JEFFERSON HIGH SCHOOL☐ DELPHOS FRANKLIN ELEMENTARY SCHOOL☒ DELPHOS LANDECK ELEMENTARY SCHOOL

Pre-Ident Export

Grade Level: *1st Grade ▾

Building Name: *Building Name

Layout: ☒ Long ☐ Short

Logramos (ITBS) Form: ▾

Logramos (ITBS) Level: ▾

CogAT Form: ▾

CogAT Level: ▾

File Options: *☒ Download ☐ Email

Export

Reset

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

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

See Import/Export End User Documentation for details

Pre-Ident For Pearson Educational Measurement Export

Please Select a Pre-Identification Export ▾

Delphos City SD ▾

☐ DELPHOS JEFFERSON MIDDLE SCHOOL ☒ DELPHOS JEFFERSON HIGH SCHOOL ☐ DELPHOS FRANKLIN ELEMENTARY SCHOOL
☐ DELPHOS LANDECK ELEMENTARY SCHOOL

Include the following grades ☒

☒ 10th Grade ☒ 11th Grade ☒ 12th Grade ☒ 13th Grade

Include the following types of students

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

☐ Include only required students

Return only these students

Comma seperated Student Ids

File Options: ☒ Download ☐ Email

Export

Reset

- ☐ **Run Pre-Ident For OELPA Export** – Effective FY16, the Pre-Ident for OELPA Export replaced the Pre-Ident for OTELA Export. For pre-identification labels for the OELPA Export, select Pre-Ident For OELPA Export. Select the appropriate building, grades for students to include, as well as whether contracted vocational students, JVS students, and CVI home schooled students should be included. Also, specify if the test will be taken by Paper or Online.

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

See Import/Export End User Documentation for details

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

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

Pre-Ident for OELPA Export

Please Select a Pre-Identification Export ▾

Ottawa-Glandorf Local SD ▾

☐ OTTAWA-GLANDORF HIGH SCHOOL☐ Titan TIKES Preschool☐ Glandorf Elementary School☐ OTTAWA ELEMENTARY SCHOOL

Include the following grades ▾

☐ 01 - First Grade☐ 02 - Second Grade☐ 03 - Third Grade☐ 04 - Fourth Grade☐ 05 - Fifth Grade☐ 06 - Sixth Grade☐ 07 - Seventh Grade☐ 08 - Eighth Grade☐ 09 - Ninth Grade☐ 10 - Tenth Grade☐ 11 - Eleventh Grade☐ 12 - Twelfth Grade☐ KG - Kindergarten

Include the following types of students

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

File Options: *☐ Download☐ Email

Test Taken: *☐ Paper☐ Online

Export

Reset

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

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

See Import/Export End User Documentation for details

Pre-Ident For OLSAT Export

Please Select a Pre-Identification Export ▾

Delphos City SD ▾

☐ DELPHOS JEFFERSON MIDDLE SCHOOL☐ DELPHOS JEFFERSON HIGH SCHOOL☐ DELPHOS FRANKLIN ELEMENTARY SCHOOL☐ DELPHOS LANDECK ELEMENTARY SCHOOL

Include the following grades ▾

☐ PS☐ 02☐ 05☐ 08☐ 11☐ UG☐ 31☐ DR

☐ KG☐ 03☐ 06☐ 09☐ 12☐ 23☐ IN

☐ 01☐ 04☐ 07☐ 10☐ GR☐ 13☐ **

Only these students

Comma seperated Student Ids

File Options: ☒ Download ☐ Email

Export

Reset

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

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

See Import/Export End User Documentation for details

The screenshot shows a web form titled "Preident For Kra Export". At the top right, there is a blue button labeled "Please Select a Pre-Identification Export ▾". Below the title, there is a section for selecting a school district, currently showing "Delphos City SD" with a dropdown arrow. Under this, there are four checkboxes for specific schools: "DELPHOS JEFFERSON MIDDLE SCHOOL", "DELPHOS JEFFERSON HIGH SCHOOL", "DELPHOS FRANKLIN ELEMENTARY SCHOOL", and "DELPHOS LANDECK ELEMENTARY SCHOOL". The next section is titled "Choose KRA Pre-Id Type to Export" and contains a dropdown menu with three options: "Student", "Teacher", and "Enrollment". Below this is a "File Options:" section with two radio buttons: "Download" and "Email". At the bottom right, there are two buttons: "Export" and "Reset".

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

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

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

See Import/Export End User Documentation for details

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

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

Tested Subject Area	EMIS Subject Code	IS HS Credit
HS Physical Science	132220, 132900	Y
HS American History	150810, 152300	Y
HS American Government	150300, 015590, 150308	Y

HS Biology	132230	Y
HS ELA1 and ELA2	05XXXX, 06XXXX	Y
K-3 ELA	050152	N
3-4 ELA	050153, 050154	N
5-6 ELA	050154	N
7-8 ELA	050156	N
K-3 Math	110003	N
4-6 Math	110150	N
7-8 Math	110175	N
7 Advanced Math	110060	N
8 Advanced Math	110065	N
K-3 Social Studies	151209	N
4-6 Social Studies	151210	N
7-8 Social Studies	151201	N
K-3 Science	132110	N
4-6 Science	132120	N
7-8 Science	132130	N
Math1, Math2, Algebra, Geometry	11XXXX	Y

Pre-Ident For Next Generation Assessment Export

Please Select a Pre-Identification Export ▾

Batavia Local SD * ☐

☐ Batavia High School
☐ Batavia Middle School
☐ Batavia Elementary

Include the Following Assessments

☐ 3rd Grade

☐ English Language Arts
☐ Mathematics

☐ 4th Grade

☐ English Language Arts
☐ Mathematics
☐ Social Studies

☐ 5th Grade

☐ English Language Arts
☐ Mathematics
☐ Science

☐ 6th Grade

☐ English Language Arts
☐ Mathematics
☐ Social Studies

☐ 7th Grade

☐ English Language Arts
☐ Mathematics

☐ 8th Grade

☐ English Language Arts
☐ Mathematics
☐ Science

Select an Ad-Hoc Membership for AASCD

-- No AASCD Membership Selected -- ▾
☐ Private and Public

Only these students:

Comma separated Student Numbers

File Options: * ☐ Download ☐ Email

☐ Create Separate File for AASCD

05/12/2017

Export

Reset

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

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

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

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

See Import/Export End User Documentation for details

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

Tested Subject Area	EMIS Subject Code	IS HS Credit
HS Physical Science	132220, 132900	Y
HS American History	150810, 152300	Y
HS American Government	150300, 015590, 150308	Y

HS Biology	132230	Y
HS ELA1 and ELA2	05XXXX, 06XXXX	Y
K-3 ELA	050152	N
3-4 ELA	050153, 050154	N
5-6 ELA	050154	N
7-8 ELA	050156	N
K-3 Math	110003	N
4-6 Math	110150	N
7-8 Math	110175	N
7 Advanced Math	110060	N
8 Advanced Math	110065	N
K-3 Social Studies	151209	N
4-6 Social Studies	151210	N
7-8 Social Studies	151201	N
K-3 Science	132110	N
4-6 Science	132120	N
7-8 Science	132130	N
Math1, Math2, Algebra, Geometry	11XXXX	Y

Pre-Ident For End of Course Exam Export

Please Select a Pre-Identification Export ▾

Select Schools and Course Sections to Include in the Export

☐ Batavia High School

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

☐ Batavia Middle School

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

☐ Batavia Elementary

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

Include the Following Types of Students

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

Select an Ad-Hoc Membership for AASCD

-- No AASCD Membership Selected - ▾
☐ Private and Public

Only these students:

Comma separated Student Numbers

File Options:

Download
Email
☐ Create Separate File for AASCD

Overall Test Taken:

Paper
Online

05/12/2017

Export
Reset

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

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

See Import/Export End User Documentation for details

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

Terra Nova Export

From this screen, you can export a Terra Nova pre-identification file

i Choose the school and student statuses to include in the extract.

School:

[Select school] ▼

Available Student Statuses

Selected

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
AUT - Autism Scholarship Program

i Select the grade level formatting options for the extract file.

i Formatting options for the Terra Nova

Grade Level: * [Select grade] ▼

Achievement Test Level: * [Select] ▼

Test Form: * CAT/5 ▼

Test Id: * CAT/5 Survey ▼

Sort Order: UNSORTED ▼

Testing Date: * 

Teacher: ☒ Homeroom Teacher ☐ Homeroom Name ☐ Period Teacher

Student Number: ☒ SSID ☐ SSN ☐ EMIS Id

Special Code:

Inview: ▼

Scorable Booklet: ☐

ByPass Bubbling of Name: ☐

Performance Assessment: ☐

Writing Assessment: ☐

i Formatting options for the Terra Nova 2nd Edition

AA IEP: ☐

AA 504: ☐

AA LEP: ☐

BB RLA: ▼

BB MA: ▼

BB SC: ▼

BB SS: ▼

BB Inview: ▼

BB Algebra: ▼

i Formatting options for the Terra Nova 3rd Edition Barcode Label Layout

Program IEP: ☐

Program 504: ☐

Program LEP: ☐

Accom R: ▼

Accom L: ▼

Accom MA: ▼

Accom SC: ▼

Accom SS: ▼

Accom InView: ▼

Save

Save & New

Cancel




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

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

WebXam Assessment Coordinator Records

From this screen, you can set a default Assessment Coordinator for each CTE Program of Concentration.

Add Assessment Coordinator Record

		CTE Program of Concentration	Assessment Coordinator
		A0 - Agribusiness and Production Systems	

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

Navigation: StudentInformation – SIS – Assessment – Standards									
Assessment Standards									
From this screen, you can view the assessment standards.									
Choose Assessment: OGT									
Fiscal Year ▼	Test Type	Test Part	Scaled Score Standard	Alternate	Min Score	Max Score	Passing	Transcript Desc	Report Card Desc
2018	OGT	Math	Limited	<input type="checkbox"/>	0.00	383.00	<input type="checkbox"/>		Failed
2018	OGT	Math	Basic	<input type="checkbox"/>	384.00	399.00	<input type="checkbox"/>		Failed
2018	OGT	Math	Proficient	<input type="checkbox"/>	400.00	424.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Math	Accelerated	<input type="checkbox"/>	425.00	443.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Math	Advanced	<input type="checkbox"/>	444.00	999.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Reading	Limited	<input type="checkbox"/>	0.00	382.00	<input type="checkbox"/>		Failed
2018	OGT	Reading	Basic	<input type="checkbox"/>	383.00	399.00	<input type="checkbox"/>		Failed
2018	OGT	Reading	Proficient	<input type="checkbox"/>	400.00	428.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Reading	Accelerated	<input type="checkbox"/>	429.00	447.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Reading	Advanced	<input type="checkbox"/>	448.00	999.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Science	Limited	<input type="checkbox"/>	0.00	370.00	<input type="checkbox"/>		Failed
2018	OGT	Science	Basic	<input type="checkbox"/>	371.00	399.00	<input type="checkbox"/>		Failed
2018	OGT	Science	Proficient	<input type="checkbox"/>	400.00	424.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	OGT	Science	Accelerated	<input type="checkbox"/>	425.00	444.00	<input checked="" type="checkbox"/>	Passed	Passed

- ☐ **Review “Who Needs It” Data** – View students who have not passed the OGT. The data can be viewed on-line or exported.

Navigation: StudentInformation – SIS – Assessment – Who Needs It

Who Needs It

This screen displays the number of students who need to pass required assessment tests and a list of those students.

[\[Hide Filter\]](#)

Test Type:*

OGT - OGT

Test Part:

MATH - Math
 READ - Reading
 SSC - Social Studies / Citizenship
 SCI - Science

Include the following grades:

☐ 10th Grade
☐ 11th Grade
☒ 12th Grade
☐ 13th Grade

Include the following students:

☐ Include only required students
☐ Contract Vocational - In
☐ Contract Vocational - Out
☒ JVS

Return only these students (comma separated student numbers):

Counselor:

-- Show All --

[View](#)

Who Needs It - OGT - Math

This screen displays the number of students who need to pass required assessment tests and a list of those students.

[\[Show Filter\]](#)

Test Type	Test Part	Passed	Not Passed	Missing	Total
OGT	Math	125	15	6	146
OGT	Reading	127	13	6	146
OGT	Science	117	23	6	146
OGT	Social Studies / Citizenship	121	19	6	146
OGT	Writing	121	19	6	146

These checkboxes control the students returned in the view and export of assessment details.

☒ Show students missing
☒ Show students not passing
☐ Show students passing

[Export All](#)

Details

21 Records Displayed

Student Number	First	Last	Grade	Gender	Ethn.	Situation	Test	Part	Missing	Passing	Date	Test Grade	Score	Required Score
000010			12	M	WHITE/NONHISPAN	5 - Resident attending Full Time	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	03/2016	11	372.00	400.00
000010			12	F	WHITE/NONHISPAN	5 - Resident attending Full Time	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	10/2015	11		400.00
000010			12	M	WHITE/NONHISPAN	10 - Resident, attends a JVS PT	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	03/2016	11	394.00	400.00
000016			12	F	WHITE/NONHISPAN	463 - Non-Res. Non-Preschool Student Attending an ESC Full or Part Time	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	02/2014	10	200.00	406.00
000016			12	M	WHITE/NONHISPAN	5 - Resident attending Full Time	OGT	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>				400.00

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

Notes: Imported OCBA test data now includes results for non-public school students. StudentInformation matches test data to the student's Non-Public SSID. Alternate Assessments are imported using the OCBA import upload.

Assessment Type	Import to Use	Format Required
ACT (old format) - AC	Not Used	
AP Exam - AP	AP Exam	.csv
Assessment Extract	Assessment Import File (various assessments)	.csv
DORP	DORP or NWEA Assessment (MAP)	.csv combo file format
KRA - GO	KRA	.csv
OAA - GA	Not Used	
OAA Alternate - GA	Not Used	
OCBA	Next Generation Assessment – GN and End of Course – GE - Alternate Assessments (AASCD)	.txt
OCTCA - GY	WebXam, CTE Student Assessment, OCTCA	.csv
OELPA - GF	OELPA	.txt
OGT - GX	OGT	.txt
OGT Alternate - GX	Not Used	
OTELA	Not Used	
PARCC	Not Used	
PLAN	PLAN (pre-ACT) Scores	.txt
PSAT/NMSQT	Preliminary	.xlsx

	SAT/National Merit Scholarship Qualifying Test	
Preschool ELA - GB	Preschool ELA	.csv
Redesigned ACT – AC (New format as of 09/2016)	ACT	.txt
Redesigned SAT - SA (New format as of 10/2015)	SAT	.csv
SAT (Old Format) - SA	Not Used	

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

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

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

load page indicating that more than one accommodations value was flagged so accommodations could not be determined.

Regarding Accommodations, for the PARCC Import, we looked at columns AX (LEP), AY (504) and AZ (IEP).

If all 3 columns are blank, they receive no accommodations.

If AZ contained a Y, they receive Y2.

If AY contained a Y, they receive Y1.

If AX contained a Y, they receive Y3.

If AY and AZ both contained a Y, they receive a Y2 and there should be message to indicate they need to check accommodations.

If AX and AY both contained a Y, they receive No.

If all three contained a Y, they receive No.

Assessment Import matches based on the following:

- Match on SSID and Birthdate and district
- Match on SSID and LastName and district
- Match on EMISId and Birthdate and district
- Match on EMISId and LastName and district
- Match on StudentNumber and Birthdate and district
- Match on StudentNumber and LastName and district
- Match on first name and last name and birthdate and district (NEW in 9.0.2)

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

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

ACT assessment records are updated according to the following rules:

- If the student has no previous ACT record for the test date, a test record is created and all scores are imported.

- If the student has a previous ACT record for the test test, existing scores are updated with the scores from the import file, new scores are added, or existing scores not found in the import file are not updated.

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

- EMIS ID AND District IRN

OR

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

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

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

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

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 test, existing scores are updated with the scores from the import file, new scores are added, or existing scores not found in the import file are not updated.

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

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

Navigation: StudentInformation – SIS – Assessment – Assessment Imports

Assessment Imports

Assessment Type:*

(Please select an assessment type...) ▼

File Name:*

Browse

Upload

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

The View Import Management button lets you view the results of the file import.

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

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

Navigation: StudentInformation – SIS – Assessment – Assessment Import Management

Assessment Import Management







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

Import: Jun 29 2016 07:49 AM - OCBA - Spring 2016 3-8 OH State Tests.txt

Import Another File

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				EndCrse	May 27, 1999	001701	046300	1
 	2				EndCrse	Oct 24, 2000	001701	046300	1
 	3				EndCrse	Oct 24, 2000	001701	046300	1

Assessment Import Management

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

Import: Jun 29 2016 07:49:AM - [redacted] - OCBA - [redacted] Spring 2016 3-8 OH State Tests.txt ▼

[Import Another File](#)

[Unmatched Records](#) [Matched Records](#) [Errors](#)

i The following records were included in the import file but are not yet assigned to a student in StudentInformation.
Match student from file to a student in Student Information
i Use the search criteria to find a matching student in StudentInformation

First Name: [redacted] x ☒ Student Identifier: AD9445200

Called Name: [redacted] ☐ Building IRN: 001701

Middle Name: [redacted] ☐ District IRN: 046300

Last Name: [redacted] ☒

Birthdate: 5/27/ [redacted]

Student Number: [redacted]

Emis Id: [redacted]

State Student Id: [redacted]

[Search](#) [Cancel](#)

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

Navigation: StudentInformation – SIS – Assessment – Assessment Import History

Assessment Import History								
From this screen, you can view history on assessment import records that have a building accessible through the school and school year in context.								
User:	▼	Filter						
	Assessment Type	File Name	Total Test Records	Unmatched Test Records	Matched Test Records	Errors	User	Date
	OCBA	[redacted] Spring 2016 3-8 OH State Tests.txt	2059	2059	0	0	[redacted]	06/29/2016 07:47 AM
	OGT	[redacted] FY16 Summer OGT.txt	6	0	6	0	[redacted]	08/10/2016 09:25 AM
	OCBA	[redacted] Spring 2016 3-8 OH State Tests.txt	2059	2059	0	0	[redacted]	06/29/2016 07:49 AM
	OCBA	[redacted] Spring 2016 3-8 OH State Tests.txt	4010	4010	0	0	[redacted]	06/29/2016 07:38 AM

Assessment Import History

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

File Name: Spring 2016 3-8 OH State Tests.txt

User:



Date: Wednesday, June 29, 2016

Building IRN	School	Test	Part	Records	Imported	Not yet assigned to student	Errors
001693	Elementary School	All	All	66	0	66	0
		NextGen	03ELA	11	0	11	0
		NextGen	03MAT	11	0	11	0
		NextGen	03REA	11	0	11	0
		NextGen	04ELA	11	0	11	0
		NextGen	04MAT	11	0	11	0
		NextGen	04SOC	11	0	11	0
001701	High School	All	All	1088	0	1088	0
		EndCrse	ALG1	119	0	119	0
		EndCrse	BIOL	228	0	228	0
		EndCrse	ELA1	172	0	172	0
		EndCrse	ELA2	163	0	163	0
		EndCrse	GEOM	133	0	133	0

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

KRA (GO)

Navigation: StudentInformation – SIS – Student – Assessment – KRA






KRA				Add Assessment Result
Assessment Date: 9/1/2015				 
Subject	Score Not Reported	Accommodations	Score	
Language Literacy	*	NO	275	
Language Literacy - Error Band	*	NO	6.48	
Mathematics	*	NO	263	
Mathematics - Error Band	*	NO	5.16	
Physical Development	*	NO	266	
Physical Development - Error Band	*	NO	9.24	
Social Foundations	*	NO	273	
Social Foundations - Error Band	*	NO	6.96	
Overall Individual Student Report	*	NO	269	

OGT (GX)

Navigation: StudentInformation – SIS – Student – Assessment – OGT

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Add OGT Test

	Part	Test Date	Test Type	Grade at Test Time	Accomm	Score Not Reported	Raw Score	Scaled Score	Grad Req	Standard	Passing	Mar Admin IRN	Transferred From IRN	Re-report Time Period
	Math	03/2015	STR - Standard	10	NO	*	345	441	Y	Accelerated	<input checked="" type="checkbox"/>	001701	*****	
	Reading	03/2015	STR - Standard	10	NO	*	265	418	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	
	Science	03/2015	STR - Standard	10	NO	*	235	400	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	
	Social Studies / Citizenship	03/2015	STR - Standard	10	NO	*	255	412	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	
	Writing	03/2015	STR - Standard	10	NO	*	320	418	Y	Proficient	<input checked="" type="checkbox"/>	001701	*****	



PLAN

Navigation: StudentInformation – SIS – Student – Assessment - PLAN

PLAN (pre-ACT) Scores

From this screen, you can display, add, change and delete data pertaining to PLAN.

Add Attempt





	11/7/2015
	 
English Score	20
Mathematics Score	20
Reading Score	20
Science Score	20
Composite Score	20

ACT (AC)

Navigation: StudentInformation – SIS – Student – Assessment - ACT

From this screen, you can display, add, change and delete data pertaining to the ACT.

Add Attempt

	10/2015	04/2016
	 	 
English Score	14	13
Mathematics Score	16	17
Reading Score	14	19
Science Score	19	23
Composite Score	16	18



PSAT/NMSQT

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

Preliminary SAT / National Merit Scholarship Qualifying Test

From this screen, you can display, add, change and delete data pertaining to the PSAT/NMSQT.

Add Attempt

		Test Date	Category / Score	
		Nov 07, 2015	Critical Reading Score	70
			Critical Reading Percentile	80
			Math Score	70
			Math Percentile	80
			Writing Skills Score	70
			Writing Skills Percentile	80



SAT (SA)

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

SAT Reasoning Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Reasoning Test.

Add Attempt

	11/7/2015
	 
Critical Reading Score	700
Math Score	700
Writing Score	700
Writing Multiple-Choice Sub Score	70
Essay Sub Score	10
Evidence-Based Reading and Writing Section Score	700
Math Section Score	700
Reading Test Score	30
Writing and Language Test Score	30
Math Test Score	30
Analysis in Science Cross-Test Score	30
Analysis in History/Social Studies Cross-Test Score	30
Total SAT Score	700

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

SAT Subject Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Subject Tests.

Add

		Testing Date ▲	Grade at Test Time	Subject Test	Score
		Nov 07, 2015	11	Writing	700

AP Exams

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

AP Exam Scores

From this screen, you can display, add, change and delete data pertaining to AP Exams.

Add

		Testing Date ▲	Subject	Score
		Oct 01, 2016	Calculus AB	4

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




Preschool ECO (GM)

Navigation: StudentInformation – SIS – Student – Assessment – Preschool ECO (will be known as Preschool COS)

Preschool ECO Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool ECO assessment results.

Add Preschool ECO Record

	Test Date	Test Part	Score Not Reported	Score	Progress
	Sep 05, 2015	Acquiring and Using Knowledge and Skills	*	5	Y
	Sep 05, 2015	Positive Social Emotional Skills	*	5	Y
	Sep 05, 2015	Taking Appropriate Action to Meet Needs	*	5	Y

Preschool ELA (GB)

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

Preschool ELA

Add Assessment Result

Assessment Date: 12/1/2015

Subject	Score Not Reported	Accommodations	Score
Awareness and Expression Emotion	*	NO	4.00
Cooperation with Peers	*	NO	4.00
Phonics and Letter Recognition	*	NO	4.00
Communication	*	NO	4.00
Emergent Writing	*	NO	4.00
Classification	*	NO	4.00
Coordination-Small Motor	*	NO	4.00
Safety and Injury Prevention	*	NO	4.00
Personal Care Tasks	*	NO	4.00



Student Acceleration (FB)

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

Student Acceleration (FB)

From this page, you can display, add, change and delete student acceleration records.

Add a Student Acceleration record

		District IRN	Assessment Area	Level Count	Assessment Flag	Assessment Accountability IRN
		046300	M - Mathematics	1	Y	*****



International Baccalaureate (IB)

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

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Add International Baccalaureate (IB)

		Testing Date	Assessment Area Code	Assessment Result
		05/2016	IB10 - Biology - Higher Level	6

WorkKeys (WK)

Navigation: StudentInformation – SIS – Student – Assessment – WorkKeys

WorkKeys

Add Assessment Result

Assessment Date: 12/1/2015

Subject	Score
Reading	206
Mathematics	241
Locating Information	199



CTE Industry Credential (GW)

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

CTE Industry Credential









From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

Add CTE Industry Credential

		Testing Date	Assessment Area	Score
		10/2016	CA28 - Air Conditioning Contractors of America (ACCA) HVAC Universal	***

Next Generation Assessment Grades 3-8 (GN)

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

Next Generation Assessment Grades 3-8							Add Assessment Result
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
 	Spring - 2015	STR	08 Science	*	NO	711.00	3
 	Spring - 2015	STR	08 English Language Arts	*	NO	761.00	4
 	Spring - 2016	STR	Grade 3 Reading Promotion	*	NO	750.00	N/A
 	Spring - 2015	STR	08 Mathematics	*	NO	731.00	3



End of Course Exam (GE)

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

End of Course Exam							Add Assessment Result
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
 	Fall Block - 2016	STR	Algebra 1	*	NO	80.00	3

DORP Growth (MAP) (GD)

Navigation: StudentInformation – SIS – Student – Assessment – DORP Growth (MAP)

DORP Growth (MAP)							Add Assessment Result
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	
 	10/1/2016	STR	Mathematics	*	NO	4.00	



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

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

Accelerated Student












From this screen, you can display, add, change and delete data pertaining to Accelerated Student.

Add

		Test ▼	Part	Accelerated Grade
		Grade 05 Mathematics for AASWD and OCBA	Mathematics	05

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

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

Student Assessment List									
View, edit and delete student assessment records									
[Hide Filter]									
Test Type: Show All									
	Building IRN	Test Type	Test	Part	Testing Date	Raw Score	Scaled Score	Reported Score	Passing
		STR	CTE Industry	HVAC National Construction Career Test - National	10/2016	P			
	001701	STR	Industry Credential	Air Conditioning Contractors of America (ACCA) HVAC Universal	10/2016	***			
		STR	OCTCA	Heating, Ventilation, Air-Conditioning and Refrige	10/2016	070			
		STR	OCTCA	Teaching Professions - Portfolio Score	10/2016	***			
	001701	STR	International Baccalaureate	Biology - Higher Level	05/2016	6			
	001701	STR	End of Course Assessment	Biology	04/2016	732	732.00	732	
	001701	STR	End of Course Assessment	English Language Arts 1	04/2016	736	736.00	736	
	001701	STR	End of Course Assessment	Geometry	04/2016	681	681.00	681	
	124859	STR	End of Course Assessment	Algebra 1	04/2015	755	755.00	755	
	124859	STR	Next Generation Assessment	08 English Language Arts	04/2015	778	778.00	778	
	124859	STR	Next Generation Assessment	08 Science	04/2015	757	757.00	757	

- ☐ **Run ECO Detail Report** – The ECO Report lists ECO records for a student or group of selected students. It will be known as the Preschool COS report.

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – ECO (will be known as Preschool COS report)

ECO

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

School*

←

→

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↔

E128 - Batavia Elementary
E127 - Batavia High School
E129 - Batavia Middle School

Student Status

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
BDD - BDD Unit

↑

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↔

↔

Grade

PST - PST
01 - 01
02 - 02
03 - 03

↑

↓

↔

↔

Counselor

CLARK, RONALD
HAWKINS, BILL
GILL, SHEILA
GREER, ELLEN

↑

↓

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↔

Return Only Students With ECO Records

☐

Assessment Testing Date:

📅

to

📅

Test Part

AKNS - Acquiring and Using Knowledge and
PSES - Positive Social Emotional Skills
TAMN - Taking Appropriate Action to Meet

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Display Student Disability Condition

☐

Sorting Options

Test Part (ASC)
Test Part (DESC)
Test Date (ASC)
Test Date (DESC)

←

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Delivery Method:

Pickup

▼

Set As Default

Email Address:

amy.recker@mcoecn.org

Report Format:

Adobe PDF

▼

Description:

Submit

SI ©

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Ver.18.1.0

- ☐ **Run OGT Detail Report** – The OGT Report lists OGT records for a student or group of selected students.

Navigation: Student Information – SIS – Assessment – Assessment Reports – OGT

Ohio Graduation Test (OGT)

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

School*

E128 - Batavia Elementary
E127 - Batavia High School
E129 - Batavia Middle School

Student Status

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
BDD - BDD Unit

Grade

PST - PST
01 - 01
02 - 02
03 - 03

Counselor

Return Only Students With OGT Records

Student Assessment Criteria:

Students With Any Test Part

Assessment Testing Date:

to

Test Part

03ELA - 03 English Language Arts
03MAT - 03 Mathematics
04ELA - 04 English Language Arts
04MAT - 04 Mathematics

Display Student Disability Condition

Sorting Options

Test Date (ASC)
Test Date (DESC)
Test Part (ASC)
Test Part (DESC)

Delivery Method:

Pickup

Set As Default

Email Address:

amy.recker@mcoecn.org

Report Format:

Adobe PDF

Description:

Submit

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

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

Standardized Test Detail

From this screen, you can select parameters to generate a report.

Selection Criteria

Selection Summary

Load Settings

School*

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↔

E128 - Batavia Elementary
E127 - Batavia High School
E129 - Batavia Middle School

Student Status

A - BLSD active resident student
AOU - Agreement of Understanding
AUT - Autism Scholarship Participant
BDD - BDD Unit

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Grade

PST - PST
01 - 01
02 - 02
03 - 03

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Counselor

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Return Only Students With Standardized Records

Assessment Test:*

Test Part

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→

↔

Display Student Disability Condition

Sorting Options

Category (ASC)
Category (DESC)

←

→

↔

↑

↓

Delivery Method:

Pickup

Set As Default

Email Address:

amy.recker@mcoecn.org

Report Format:

Adobe PDF

Description:

Submit

SI ©

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NOTE: There are also other Assessment reports available in the Ad Hoc Reports section.