



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 Preldent for End of Course Exam Export Preldent for Next Generation Assessment Export	16.1.2 Updates – previously known as Preldent for AASWD and OCBA HS Export – now .csv files Previously known as Preldent for AASWD and OCBA 3-8 Export – now .csv files
	Preldent for OELPA Export Perform Assessment Imports Entire document	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	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
	Perform Assessment Imports	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

SI © Assessment 1 of 40 Rev.8/27/2018 Ver.18.1.0

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	Review Test Data and Manually Enter if Necessary	14.9.0 Updates – Add KRA to the list of test results that can imported into SI from vendor files Add section about KRA records
	Enter Other Assessments	Add section about Preschool

SI © Assessment 2 of 40 Rev.8/27/2018 Ver.18.1.0

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

SI © Assessment 3 of 40 Rev.8/27/2018 Ver.18.1.0

Table of Contents

Run Pre-Ident For Riverside ITBS Export	6
Run Pre-Ident For Pearson Educational Measurement Export (OGT)	7
Run Pre-Ident For OELPA Export	8
Run Pre-Ident For OLSAT Export	9
Run Pre-Ident For KRA Export	10
Run Pre-Ident for Next Generation Assessment Export	11
Run Pre-Ident For End of Course Exam Export	13
Run Terra Nova Export	15
Enter WebXam Assessment Coordinator Records	17
View Assessment Standards	18
Review "Who Needs It" Data	19
Perform Assessment Imports	20
Review Assessment Import Management	25
Review Assessment Import History	26
Review Test Data and Manually Enter if Necessary	28
Enter Other Assessments	32
Enter Accelerated Records	35
Student Assessment List	36
Run ECO Detail Report	37
Run OGT Detail Report	38
Run Standardized Test Detail Report	39

Ver.18.1.0

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.

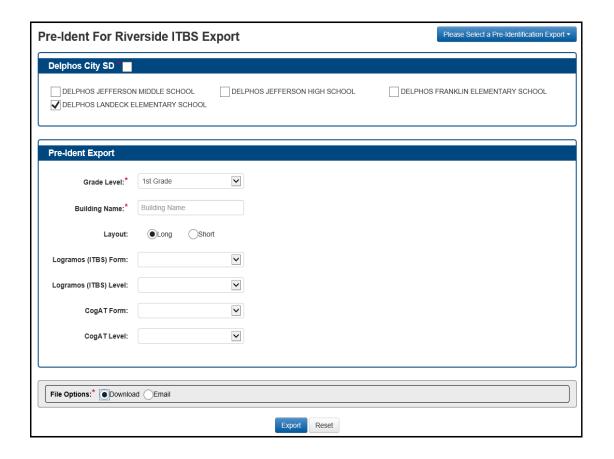
Unless otherwise noted, see Assessment End User Documentation for details

SI © Assessment 5 of 40 Rev.8/27/2018 Ver.18.1.0

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



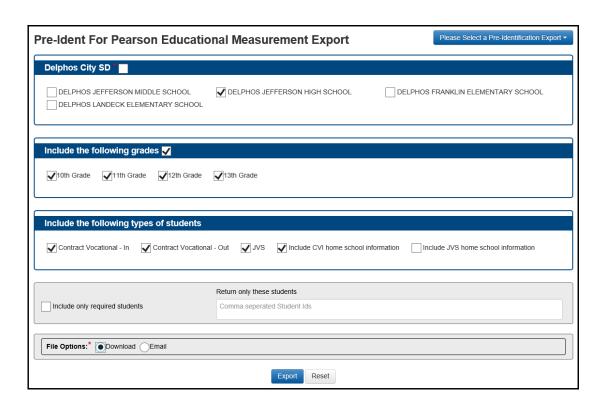
SI © Assessment 6 of 40 Rev.8/27/2018 Ver.18.1.0

☐ 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



SI © Assessment 7 of 40 Rev.8/27/2018 Ver.18.1.0

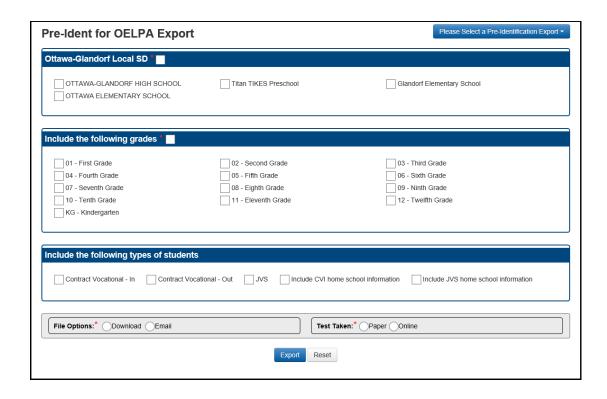
Run Pre-Ident For OELPA Export – Effective FY16, the Pre-Ident for OELPA Export replaced the Pre-Ident for OTELA Export. For pre-identification labels for the OELPA Export, select Pre-Ident For OELPA Export. Select the appropriate building, grades for students to include, as well as whether contracted 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.



SI © Assessment 8 of 40 Rev.8/27/2018 Ver.18.1.0

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

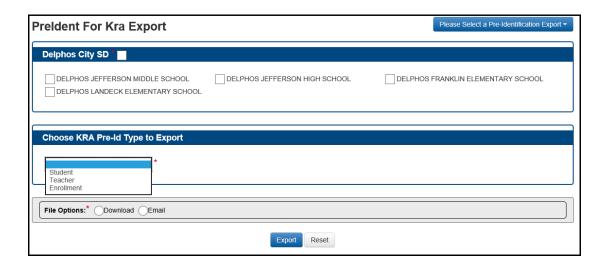
Pre-Ident For OLSAT Export		Please Select a Pre-Identification Export ▼
Delphos City SD		
DELPHOS JEFFERSON MIDDLE SCHOOL DELPHOS LANDECK ELEMENTARY SCHOOL	DELPHOS JEFFERSON HIGH SCHOOL	DELPHOS FRANKLIN ELEMENTARY SCHOOL
Include the following grades		
PS 02 05 08 11 UG 31 DR	KG 03 06 09 12 23 IN	01 04 07 10 GR 13
Only these students		
Comma seperated Student Ids		
File Options:* Download Email		
	Export Reset	

SI © Assessment 9 of 40 Rev.8/27/2018 Ver.18.1.0

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



SI © Assessment 10 of 40 Rev.8/27/2018 Ver.18.1.0

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

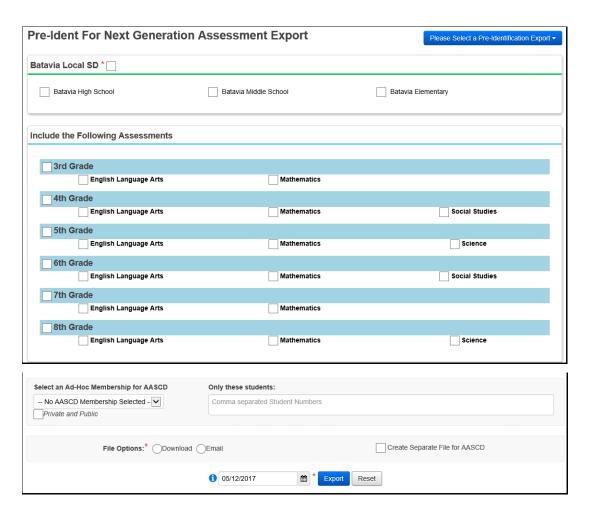
Note: The files are now formatted as .csv files instead of .txt files.

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	Υ
HS American History	150810, 152300	Υ
HS American Government	150300, 015590,	Υ
	150308	

SI © Assessment 11 of 40 Rev.8/27/2018 Ver.18.1.0

HS Biology	132230	Υ
HS ELA1 and ELA2	05XXXX, 06XXXX	Υ
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	Υ



SI © Assessment 12 of 40 Rev.8/27/2018 Ver.18.1.0

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

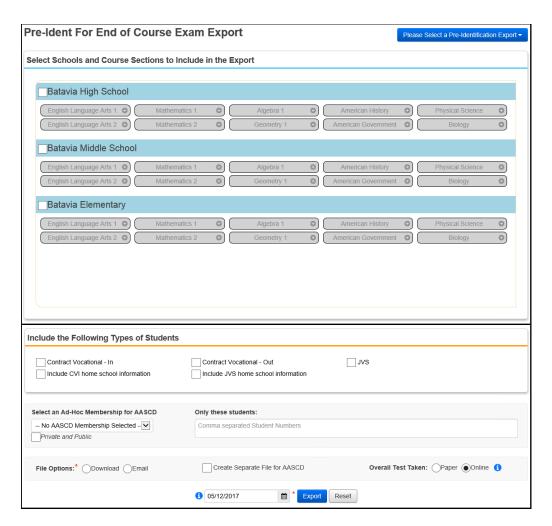
See Import/Export End User Documentation for details

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	Υ
HS American History	150810, 152300	Υ
HS American Government	150300, 015590,	Υ
	150308	

SI © Assessment 13 of 40 Rev.8/27/2018 Ver.18.1.0

HS Biology	132230	Υ
HS ELA1 and ELA2	05XXXX, 06XXXX	Υ
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	Υ



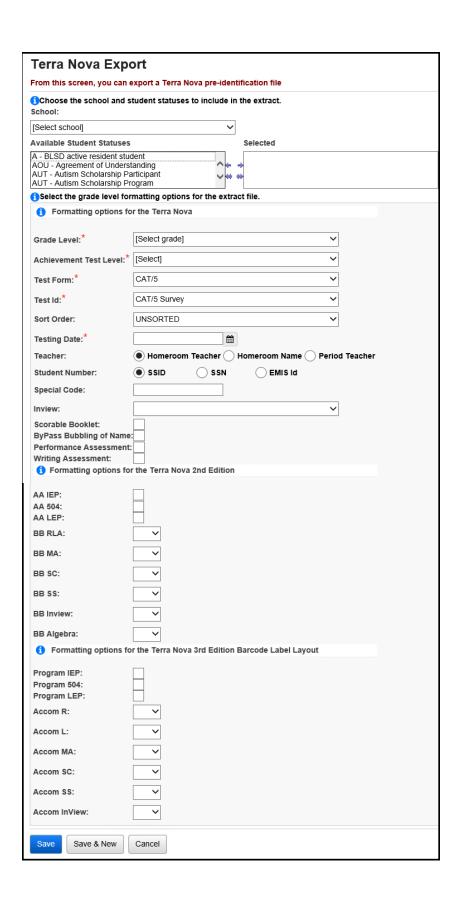
SI © Assessment 14 of 40 Rev.8/27/2018 Ver.18.1.0

 ☐ 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.

SI © Assessment 15 of 40 Rev.8/27/2018 Ver.18.1.0



SI © Assessment 16 of 40 Rev.8/27/2018 Ver.18.1.0

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 Assessment Coordinator

SI © Assessment 17 of 40 Rev.8/27/2018 Ver.18.1.0

☐ 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.

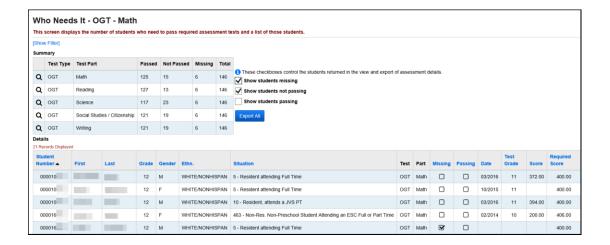
Navigat	ion:	StudentInfo	rmation – S	IS – /	Asses	smen	t – S	tandard	S
Assessm	ent Sta	ndards							
From this scree	n, you can vi	ew the assessment standar	ds.						
Choose Assess	mentOGT	~							
Fiscal Year ▼	Test Type	Test Part	Scaled Score Standard	Alternate	Min Score	Max Score	Passing	Transcript Desc	Report Card Desc
2018	OGT	Math	Limited		0.00	383.00			Failed
2018	OGT	Math	Basic		384.00	399.00			Failed
2018	OGT	Math	Proficient		400.00	424.00	丞	Passed	Passed
2018	OGT	Math	Accelerated		425.00	443.00	☑	Passed	Passed
2018	OGT	Math	Advanced		444.00	999.00	☑	Passed	Passed
2018	OGT	Reading	Limited		0.00	382.00			Failed
2018	OGT	Reading	Basic		383.00	399.00			Failed
2018	OGT	Reading	Proficient		400.00	428.00	∀	Passed	Passed
2018	OGT	Reading	Accelerated		429.00	447.00	$ \mathbf{Z} $	Passed	Passed
2018	OGT	Reading	Advanced		448.00	999.00	∀	Passed	Passed
2018	OGT	Science	Limited		0.00	370.00			Failed
2018	OGT	Science	Basic		371.00	399.00			Failed
2018	OGT	Science	Proficient		400.00	424.00		Passed	Passed
2018	OGT	Science	Accelerated		425.00	444.00	⋖	Passed	Passed

SI © Assessment 18 of 40 Rev.8/27/2018 Ver.18.1.0

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 / Citizel SCI - Science →
Include the following grades: Include the following students:
10th Grade Include only required students
11th Grade Contract Vocational - In
✓ 12th Grade Contract Vocational - Out
13th Grade JVS
Return only these students (comma separated student numbers):
Counselor:
Show All View



SI © Assessment 19 of 40 Rev.8/27/2018 Ver.18.1.0

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	.CSV
	(various assessments)	
DORP	DORP or NWEA	.csv combo file format
	Assessment (MAP)	
KRA - GO	KRA	.CSV
OAA - GA	Not Used	
OAA Alternate - GA	Not Used	
OCBA	Next Generation	.txt
	Assessment – GN and	
	End of Course – GE -	
	Alternate Assessments	
	(AASCD)	
OCTCA - GY	WebXam, CTE Student	.CSV
	Assessment, OCTCA	
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

SI © Assessment 20 of 40 Rev.8/27/2018 Ver.18.1.0

	SAT/National Merit Scholarship Qualifying Test	
Preschool ELA - GB	Preschool ELA	.CSV
Redesigned ACT – AC	ACT	.txt
(New format as of		
09/2016)		
Redesigned SAT - SA	SAT	.CSV
(New format as of		
10/2015)		
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	Υ	N	Υ	Υ	Υ	Υ
Y2	STR	N	N	Υ	Υ	Υ	Υ	Υ
Y3	STR	Υ	N	N	Υ	Υ	Υ	Υ
NO*	STR	Υ	N	Υ	Υ	Υ	Υ	Υ
NO*	STR	Υ	Υ	Υ	Υ	Υ	Υ	Υ
NO*	STR	N	Υ	Υ	Υ	Υ	Υ	Υ
NO*	STR	Υ	Υ	N	Υ	Υ	Υ	Υ
NO	STR	N	N	N	N	N	N	N
NO	STR	Υ	N	N	N	N	N	N
NO	STR	N	Υ	N	N	N	N	N
NO	STR	N	N	Υ	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

SI © Assessment 21 of 40 Rev.8/27/2018 Ver.18.1.0

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.

SI © Assessment 22 of 40 Rev.8/27/2018 Ver.18.1.0

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:

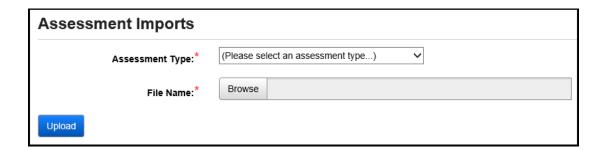
- If the student has no previous PLAN record for the test date, a test record is created and all scores are imported.
- If the student has a previous PLAN record for the test test, existing scores are updated with the scores from the import file, new scores are added, or existing scores not found in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

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

SI © Assessment 23 of 40 Rev.8/27/2018 Ver.18.1.0

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



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

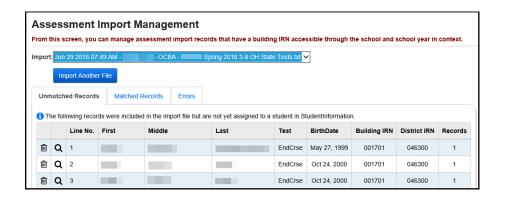
The View Import Management button lets you view the results of the file import.

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

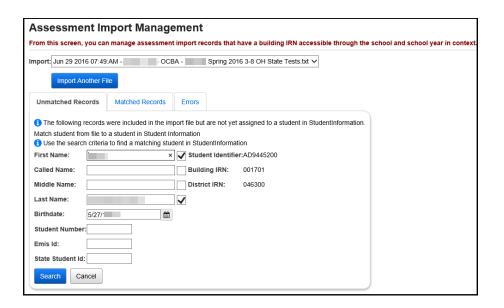
SI © Assessment 24 of 40 Rev.8/27/2018 Ver.18.1.0

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

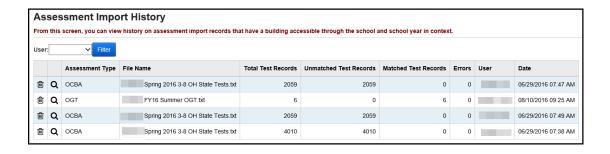


SI © Assessment 25 of 40 Rev.8/27/2018 Ver.18.1.0



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



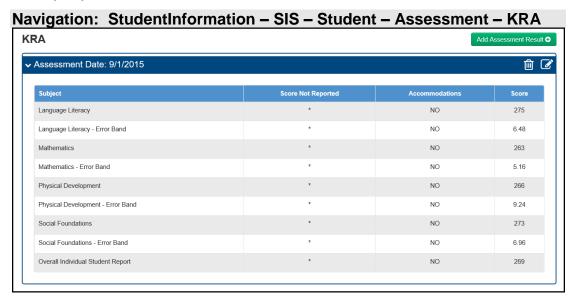
SI © Assessment 26 of 40 Rev.8/27/2018 Ver.18.1.0

Assessn	nent Import Histo	ory					
From this scre	en, you can view history on	assessme	nt import	records th	at have a b	uilding accessible through t	he scho
File Name: User: Date: Wed	Spring 2016 3-8 OH State	e Tests.txt					
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

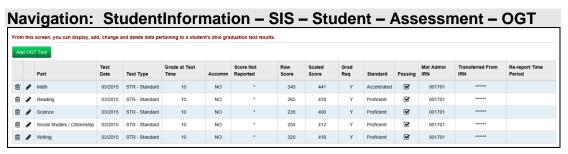
SI © Assessment 27 of 40 Rev.8/27/2018 Ver.18.1.0

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)

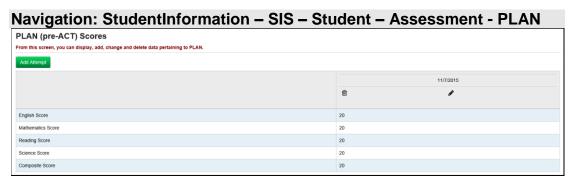


OGT (GX)

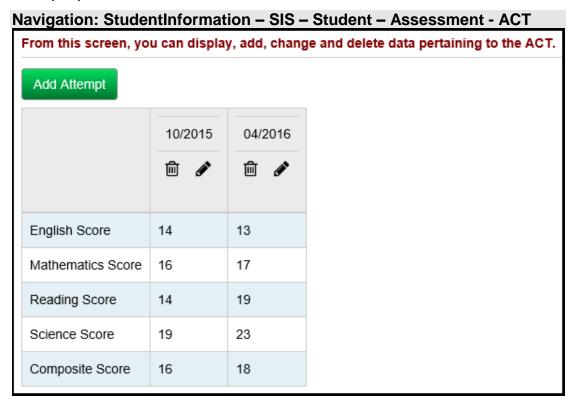


SI © Assessment 28 of 40 Rev.8/27/2018 Ver.18.1.0

PLAN

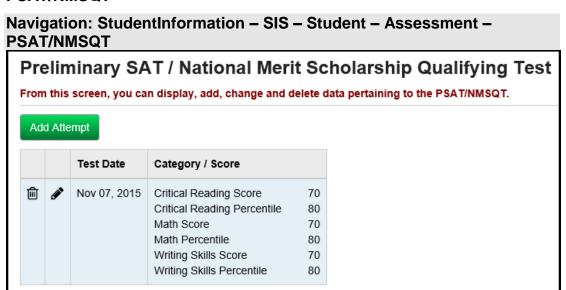


ACT (AC)



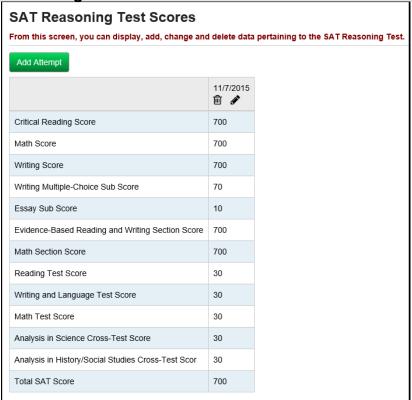
SI © Assessment 29 of 40 Rev.8/27/2018 Ver.18.1.0

PSAT/NMSQT



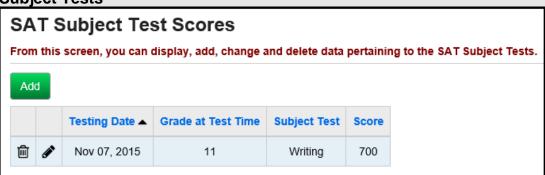
SAT (SA)

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



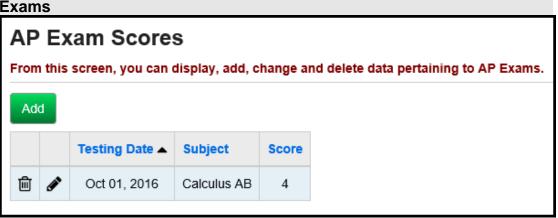
SI © Assessment 30 of 40 Rev.8/27/2018 Ver.18.1.0

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



AP Exams

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



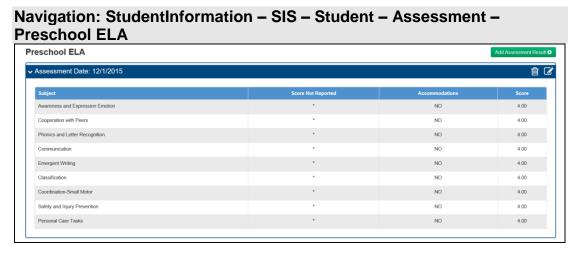
SI © Assessment 31 of 40 Rev.8/27/2018 Ver.18.1.0

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)

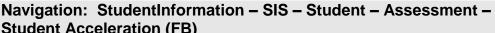
	avigation: StudentInformation – SIS – Student – Assessment - reschool ECO (will be known as Preschool COS)							
	Preschool ECO Assessment Record							
	From this screen, you can display, add, change and delete data pertaining to a student's Preschool ECO assessment Add Preschool ECO Record							
		Test Date	Test Part	Score Not Reported	Score	Progress		
ı	S	Sep 05, 2015	Acquiring and Using Knowledge and Skills	*	5	Y		
ŵ	S	Sep 05, 2015	Positive Social Emotional Skills	*	5	Υ		
ŵ	ø	Sep 05, 2015	Taking Appropriate Action to Meet Needs	*	5	Υ		

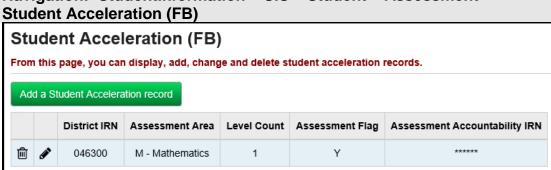
Preschool ELA (GB)



SI © Assessment 32 of 40 Rev.8/27/2018 Ver.18.1.0

Student Acceleration (FB)



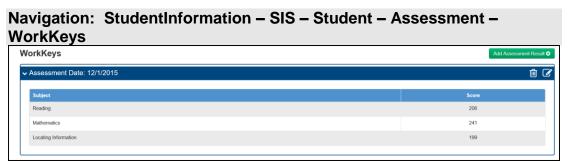


International Baccalaureate (IB)

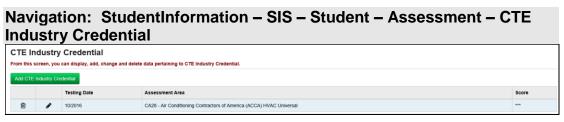
Navigation: StudentInformation - SIS - Student - Assessment -International Baccalaureate (IB) International Baccalaureate (IB) Testing Date Assessment Area Code

IB10 - Biology - Higher Level

WorkKeys (WK)



CTE Industry Credential (GW)



SI © Assessment 33 of 40 Rev.8/27/2018 Ver.18.1.0

Next Generation Assessment Grades 3-8 (GN)

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

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

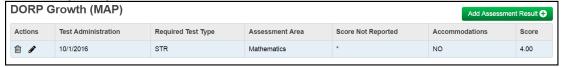
End of Course Exam (GE)

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



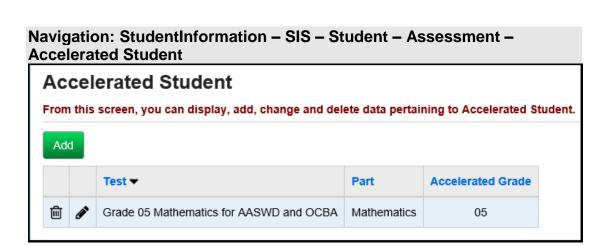
DORP Growth (MAP) (GD)

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



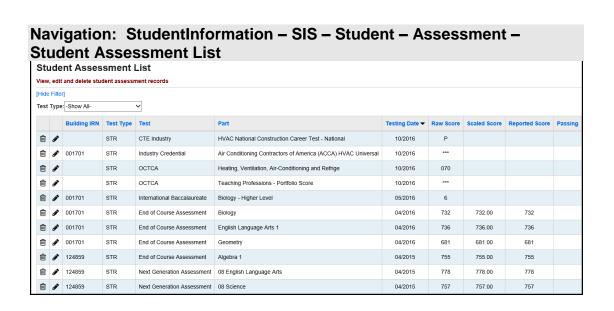
SI © Assessment 34 of 40 Rev.8/27/2018 Ver.18.1.0

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.



SI © Assessment 35 of 40 Rev.8/27/2018 Ver.18.1.0

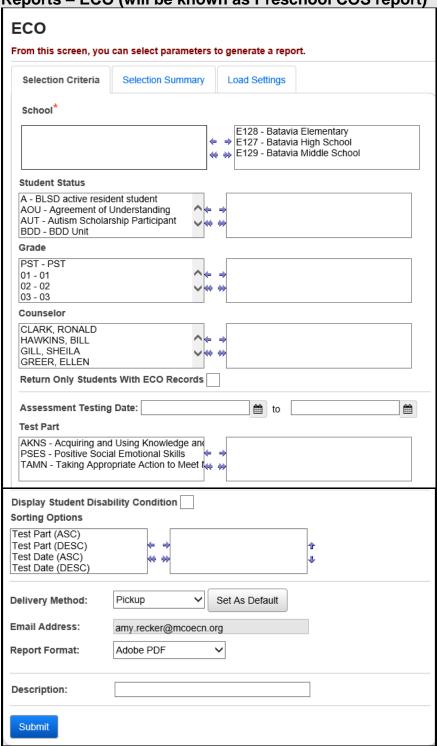
Student Assessment List – The Student Assessment List will allow the user to display, edit, and add all student assessment records.



SI © Assessment 36 of 40 Rev.8/27/2018 Ver.18.1.0

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.

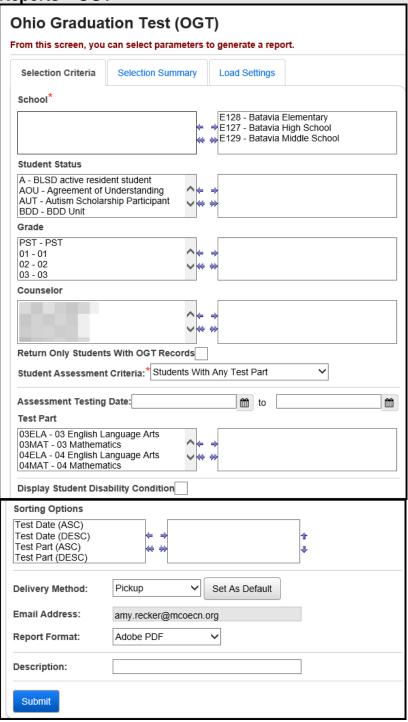
Navigation: StudentInformation – SIS – Assessment – Assessment Reports – ECO (will be known as Preschool COS report)



SI © Assessment 37 of 40 Rev.8/27/2018 Ver.18.1.0

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

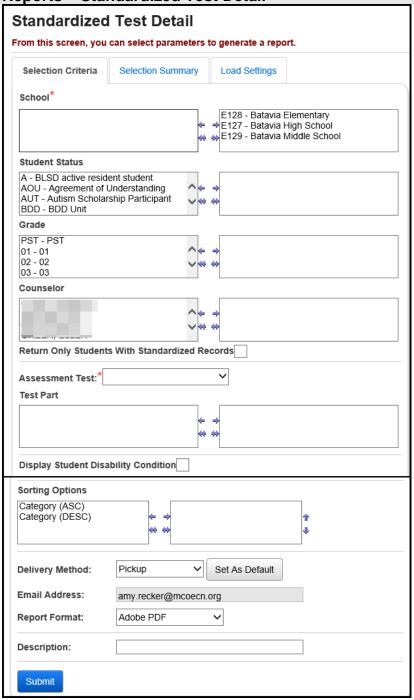
Navigation: StudentInformation – SIS – Assessment – Assessment Reports – OGT



SI © Assessment 38 of 40 Rev.8/27/2018 Ver.18.1.0

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



SI © Assessment 39 of 40 Rev.8/27/2018 Ver.18.1.0

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

SI © Assessment 40 of 40 Rev.8/27/2018 Ver.18.1.0