Pre-identification export for Next Generation and End of Course Exams

Change Log

Date	Section Number/Name	Change Description
10/24/18	Various	Updated for FY19
1/5/17	Various	Updated screenshots as needed
1/5/17	Create an Ad-Hoc membership group for Students Retaking the EOC who are not currently enrolled in a tested course	Added instructions to create an ad-hoc membership for students retaking the EOC
1/5/17	Running the Pre-ident for EOC Assessment Export	Run Date option
1/5/17	Running the Pre-ident for NGA Assessment Export	Run Date option
1/5/17	What's New!	16.2.1 updates
1/5/17	Running the Pre-Ident for End of Course Exams Export	Added information pertaining to students who are retaking the exam, but not currently in a tested course

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Pre-Identification Reminders!

- Ability to use an Ad-Hoc Membership for students retaking the EOC exam who are not currently enrolled in a tested course
- The Courses that display in the Selection Window for each End of Course subject are based on the selected End of Course Assessment Value on the Courses screen EMIS tab. Districts only need to update those courses that are outside of those subject codes.
- Ability to select an End Date (for both EOC and NGA) to include students enrolled through a specific date.
- The output for each export is a CSV format. This means the file may be manually updated prior to uploading to TIDE.
- A Blank option for Test Eligibility & Mode. When the field value contains a blank, no information will be uploaded for that test subject. This will prevent you from overlaying information you've already uploaded for a particular subject.
- The option to choose Paper or Online for the test mode is available by subject so you may choose a different mode for each subject.
- For the Next Generation Assessments, the Course selection pop-ups only include those courses where the subject codes for the course is in the table below.
- The Course term popup is now easier to use and contains instructional text at the top of the box.

Pre-id Export Criteria

Students will be included in the Pre-ID file based on their enrollment in course sections matching the following criteria:

Tested Subject Area	EMIS Subject Code	IS HS Credit
End of Course Exams		
HS Physical Science	132220	Y
HS American History	150810, 152300	Y
HS American Government	150300,0159950, 150308	Y
HS Biology	132230, 132330	Y
HS ELA1	050160	Y
HS ELA2	050170	
Algebra I	110065, 110301, 110480	Y
Geometry	111200, 110490	Y
Integrated Math I	110065, 110010	Y
Integrated Math II	110020, 110490	Y
Next Generation Assessments		
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

Students must also have a percent of time greater than zero or a percent of time equal to zero and Sent to Reason 1 = ES, JV, MR, PS, OS, PI, CI, NI.

If a student is in more than one course section for the subject selected, only one record will be submitted for the student.

The Pre-ID also includes the ability to specify an ad-hoc membership for students taking an alternate assessment. When included, there is an additional option to create one file or separate files for OST and AASCD assessments. When both

files are created at the same time, students in the AASCD file will be excluded from the OST file.

Add an Acceleration Record for any student that will be taking an Accelerated Test Part for any grade level higher than their current grade

StudentInformation > SIS > Student > Assessment > Accelerated Student

Accelerated Records may be entered for any student taking a Next Generation Assessment test part in a higher grade level than their current grade. To add a record for a student, first search for the student you wish to add a record for. A record will need to be added for each test part the student is accelerated in.

Test – The dropdown will contain any available tests which are for grade levels higher than the student's 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 – The dropdown will contain those parts which are available for a student to take for the selected test.

Note - It is possible that a student will be reported to EMIS for an accelerated test part for a test that doesn't 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 Next Generation Assessment records page for the appropriate grade level test and part.

Create an Ad-Hoc membership group for Alternate Assessment students (optional, only needed when creating the AASCD file)

Students taking an alternate assessment may be submitted in the same file as students taking standard assessments or a separate file may be created. Before running the export, you'll need to create an ad-hoc membership group containing a list of students taking the alternate assessment you wish to include in the Pre-ID file.

1. At the district level, navigate to: ***StudentInformation » My Account » Ad Hoc Memberships.***

2. Click on **Add New Ad-Hoc Membership**.

3. Add a Membership name that identifies the groups you're building.

4. Use the appropriate Search Mode.

Search Mode: ● Search Criteria ○ Student IDs ○ Use Existing Memberships

| General Info | Additional Info | Miscellaneous Info | Course Section Info | Assessment Info |

Last Name: [   ] □   Middle Name: [   ] □

First Name: [   ] □   Called Name: [   ] □

Social Security: [   ]   Birthdate: [   ] 📅

Ethnicity: [▼]   Gender: [▼]

Street: [   ] □   City: [   ] □

State: [▼]   Zip Code: [   ]

□ Students Selected by Default   [Search]

5. From the list of students generated by the search criteria, check the box beside each student you wish to include in the Ad-Hoc Membership group.

6. At the bottom of the list, click **Add Selected Students** to add them to the membership group.

7. Repeat steps 4-6 for each additional group of students you wish to add to the list.

8. Click **Save** to save the ad-hoc membership group.

Running the Pre-Ident for Next Generation Assessment Export

The Pre-Ident option must be processed at the district level. Navigate to:

StudentInformation > Management > Import/Export > Pre-Identification Export.

From the dropdown, select the Pre-Ident for Next Generation Assessment Export.

Pre-Ident For Next Generation Assessment Export · Please Select a Pre-Identification Export ▾

Clear Fork *☐

☑ Clear Fork Middle School	☐ Clear Fork High School	☑ Butler Elementary School
☑ Bellville Elementary School		

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

🛈 01/11/2019 📅 * [Export] [Reset]

1. Select the schools containing students to be included. Selecting the checkbox by the district name will select all schools. If you wish to include only certain schools, check the box by the school name.

Clear Fork *☐

☑ Clear Fork Middle School	☐ Clear Fork High School	☑ Butler Elementary School
☑ Bellville Elementary School		

2. In the next section, select the grade level subjects to include in the file. Select the Paper or Online option for each grade level/testing area combination being submitted. If a subject is not chosen for a grade level, the test eligibility indicator in the Pre-ID file for that subject will be blank. This will prevent any subsequent file uploads from wiping out options already in the TIDE system for a student in that particular assessment area. For example, for 3rd grade, if you chose to create a file for the English Language Arts Assessment but not Mathematics, the indicator for Mathematics would be blank. Then if you ran a second file for Mathematics and didn't select English Language Arts, the indicator for English Language Arts would be blank. To TIDE, a blank means no update for that subject.

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**

Select Paper or Online for each subject

    ☑ English Language A~~~ ○ Paper ● Online   ☑ **Mathematics** ○ Paper ● Online

☐ **4th Grade**

    ☐ **English Language Arts**   ☐ **Mathematics**   ☐ **Social Studies**

3. For students who are taking an alternate assessment, use an ad-hoc membership group to indicate the students who should be flagged in the file for AASCD. All other subject indicators will be set to N.

Select an Ad-Hoc Membership for AASCD

[-- No AASCD Membership Selected -- ▾]

☐ *Private and Public*

4. If you wish to run a file only containing specific students rather than all students in a grade level, use the 'Only these students' option to enter a comma separated list of students you wish to include in the file.

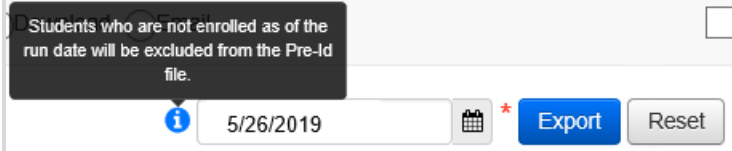**Only these students:**

[Comma separated Student Ids]

5. Select the File Option you wish to use, download will create a file you can save and upload. The Email option will mail the completed file as an attachment to you.

File Options:* ○ Download ○ Email

6. Separate File for AASCD: Check if you wish to create separate files for the Next Generation file and AASCD.

☐ Create Separate File for AASCD

7. There is a Run Date field at the bottom of the page next to the Export option. If you wish to include students that enrolled after the selected date, this field can be updated to a later date to include those students.

Students who are not enrolled as of the run date will be excluded from the Pre-Id file.

ℹ   5/26/2019   📅 *   Export   Reset

8. Click Export. You will be presented with the option to open the file or save it. If you choose open, the file will open in Excel by default.

9. Save the file.

If you choose to open the file in Excel, formatting changes may occur on fields such as the leading zeroes for IRNs and Grade Levels and the YYYY-MM-DD format for birthdates. Make sure before saving those fields, the columns are formatted as Text and the values have leading zeroes, and that the birthdate is in the correct format. If the file isn't opened and only saved, the leading zero values and the birthdate formatting will remain intact.
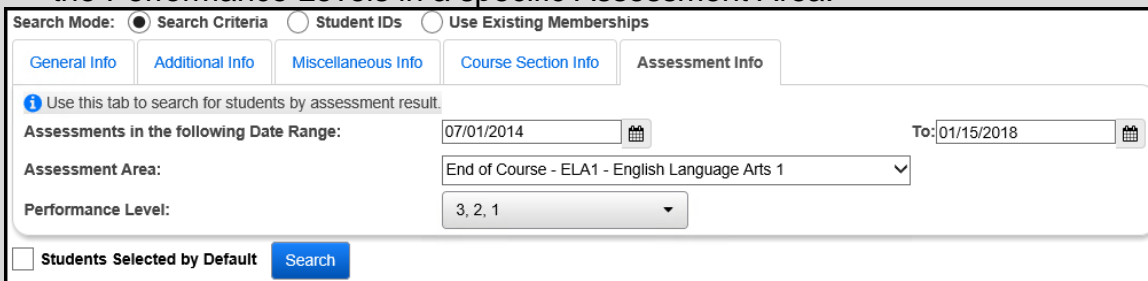
Note: The file will exclude students who do not have an SSID or a Non-Public SSID. If a non-public district is in context, and some students have not been assigned a Non-Public SSID, a message displays to click on the Student Name to go to the Edit Student Profile screen to add/edit the Non-Public SSID field on the Additional tab.

Create an Ad-Hoc membership group for students retaking the EOC who are not currently enrolled in a tested course (optional, only needed when including students to be retested)

Students retaking an EOC exam should be submitted in the same file as students taking standard assessments. Before running the export, you'll need to create an ad-hoc membership group for each subject area that students are retaking the EOC that you wish to include in the Pre-ID file.

1. At the district level, navigate to: ***StudentInformation » My Account » Ad Hoc Memberships.***

2. Click on **Add New Ad-Hoc Membership**.

3. Add a Membership name that identifies the group you are building.

4. Using the Assessment Info tab, you can identify students to be retested by the Performance Levels in a specific Assessment Area.

Search Mode: ● Search Criteria ○ Student IDs ○ Use Existing Memberships

| General Info | Additional Info | Miscellaneous Info | Course Section Info | **Assessment Info** |

ℹ️ Use this tab to search for students by assessment result.

Assessments in the following Date Range: 07/01/2014 To: 01/15/2018

Assessment Area: End of Course - ELA1 - English Language Arts 1

Performance Level: 3, 2, 1

☐ Students Selected by Default   **Search**

5. When using the Assessment Info tab, you can enter a date range to search for students who have specific Performance Level(s) on a particular assessment area as displayed in the screenshot above. Using the date range you can search for the current year only, or you can enter the earliest possible date students may have tested through the current date to select students that may have tested in previous years as well as the current year. You can select one Performance Level or multiple Performance Levels.

6. From the list of students generated by the search criteria, check the box beside each student you wish to include in the ad-hoc membership group.

7. At the bottom of the list, click the **Add Selected Students** button to add them to the membership group.

8. Click **Save** to save the ad-hoc membership group.

9. Repeat steps 2-7 for each assessment area ad-hoc membership you wish to create for students retaking the EOC.

Running the Pre-Ident for End of Course Exams Export

The End of Course Exam Export creates the Pre-Ident files for students taking the End of Course Exams. For this option, you will have the opportunity to choose the subjects you wish to test for each building. Within each subject selected, you will select course sections by course term to include in the export. Course Sections are included based on the selected End of Course Assessment Value on the Courses screen EMIS tab.

The Pre-Ident option must be processed at the district level. Navigate to: StudentInformation > Management > Import/Export > Pre-Identification Export. From the dropdown, select the Pre-Ident for End of Course Exam Export.

If separate files are created for each subject at different times of the year, the test eligibility mode for subjects not selected will be set to blank in the file to prevent overlaying previous data uploaded to TIDE.

To create a file:

1. With the district in context, select the schools containing students to be included. Selecting the checkbox by the district name will select all schools. If you wish to include only certain schools, check the box by the school name.

2. Once a school has been selected, this enables the subject areas within the school to be selected. Click on the subject area you wish to begin making selections.

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 ✏ Online | Mathematics 1 ➕ | Algebra 1 ➕ | American History ➕ | Physical Science ➕ |
| English Language Arts 2 ➕ | Mathematics 2 ➕ | Geometry 1 ➕ | American Government ➕ | Biology ➕ |

Click the Plus symbol to open up the choices for this subject

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 ➕ |

3. Once selected, an option to include an ad-hoc membership of students retaking the EOC but not currently in the course can be selected to include in the export, 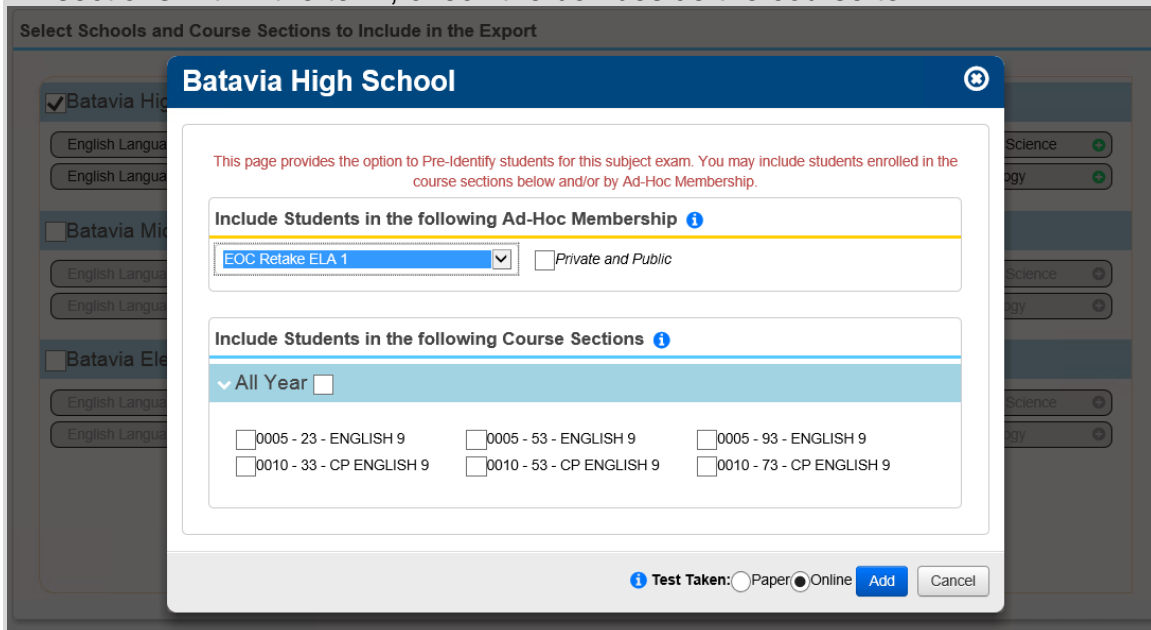and a list of course terms and course sections for the subject area within the term will display in a pop-up. If you wish to include all course sections within the term, check the box beside the course term.

Select Schools and Course Sections to Include in the Export

Batavia High School   ⊗

This page provides the option to Pre-Identify students for this subject exam. You may include students enrolled in the course sections below and/or by Ad-Hoc Membership.

Include Students in the following Ad-Hoc Membership ℹ️

EOC Retake ELA 1 ▾   ☐ *Private and Public*

Include Students in the following Course Sections ℹ️

⌄ All Year ☐

| ☐ 0005 - 23 - ENGLISH 9 | ☐ 0005 - 53 - ENGLISH 9 | ☐ 0005 - 93 - ENGLISH 9 |
| ☐ 0010 - 33 - CP ENGLISH 9 | ☐ 0010 - 53 - CP ENGLISH 9 | ☐ 0010 - 73 - CP ENGLISH 9 |

ℹ️ Test Taken: ○ Paper ⦿ Online **Add** Cancel

4. Once your selections have been made, click the Add Button to save your selections.

5. If you wish to only select specific courses within a term, leave the course term box unchecked and then check the box beside each course section to include:

Batavia High School ⊗

This page provides the option to Pre-Identify students for this subject exam. You may include students enrolled in the course sections below and/or by Ad-Hoc Membership.

Include Students in the following Ad-Hoc Membership ❶

No Membership Selected ▾	☐ Private and Public

Include Students in the following Course Sections ❶

⌄ All Year ☑

☑ 0117 - 13 - GOVERNMENT	☑ 0117 - 93 - GOVERNMENT	☑ 0120 - 23 - CP GOVERNM…
☑ 0120 - 43 - CP GOVERNM…	☑ 0120 - 53 - CP GOVERNM…	☑ 0120 - 73 - CP GOVERNM…
☑ CRGOV - 93 - Credit Reco…	☑ DDSS12 - 1 - Social Studie…	☑ DDSS12 - 2 - Social Studie…

⌄ Semester 1 ☐

☑ 0109 - 11 - WORLD GEOG…	☑ 0116 - 61 - POLITICAL TR…	☐ 0116 - 71 - POLITICAL TR…
☐ 0116 - 99 - POLITICAL TR…	☐ ChGOVT - 31 - CCPC Am…	☐ I/AMPOL - 1 - CCP Intro A…

⌄ Semester 2 ☐

☐ 0109 - 32 - WORLD GEOG…	☐ 0116 - 12 - POLITICAL TR…	☐ 0116 - 52 - POLITICAL TR…

❶ Test Taken: ○ Paper ● Online [Add] [Cancel]

6. Once your selections have been added, choose another subject area to add or proceed to the next section. You can tell which areas were selected by the color change and the Test Mode displayed below the subject name.

☑ Batavia High School

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

7. The next section provides the ability to include certain types of students in your file that may be attending from another district or are your residents attending elsewhere but you wish to include them in your file. Check those

options that apply to include students attending elsewhere as Contract Vocational - In, Contract Vocational – Out, JVS or ESC Students in your file:

Include the Following Types of Students

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

<u>Contract Vocational Students - IN</u> – Students who are non-residents of your district attending as a contract vocational student.

<u>Contract Vocational Students – OUT</u> – Students who are residents of your district attending another district as a contract vocational student.

If the district is testing these students and wishes to have the results returned to their district, then include these students in your file.

If the district that is creating the file is a JVS, make sure to check the 'Include home school information' checkbox so that all home school IRNs and names will be included in the records.

<u>Include CVI home school Information (optional)</u>
Hint for non-home schools: If you're not the resident district and you want the information sent back to the home school AND you've checked to include 'Contract Vocational – In' students, you will need to check the 'Include CVI Home School Information' checkbox.

Hint for Home Schools: If you are the Home School, do not check the 'Include CVI Home School Information'.

<u>Include JVS Home School Information (optional)</u>
Hint for non-home schools: If you're not the resident district and you want the information sent back to the home school AND you've checked to include 'JVS' students, you will need to check 'Include JVS Home School Information'.

Hint for Home Schools: If you are the home school, do not check the 'Include JVS Home School information'

8. For students who are taking an alternate assessment, use an ad-hoc membership group of the students you wish to include. If you're using the ad-hoc membership option, select the ad-hoc membership group you created in the first section.

Select an Ad-Hoc Membership for AASCD

-- No AASCD Membership Selected -- ▼
☐ *Private and Public*

9. To run a file containing only specific students rather than all students in a grade level, use the 'Only these students' option to enter a comma separated list of students you wish to include in the file.

Only these students:

Comma separated Student Numbers

10. Select the File Option you wish to use, the download will create a file you can save and upload. The Email option will mail the completed file as an attachment to you.

File Options:* ○Download ○Email

11. Create Separate File for AASCD: Check only if you wish to create a separate file for the AASCD and the OST file.

☐ Create Separate File for AASCD

12. If you've selected to include JVS students attending the JVS full time, the Overall Test Taken Options will be used for those students to indicate whether they are taking a paper or Online Assessment. The Test mode chosen for individual subjects doesn't apply to these students. If you're not including JVS students in your file, then you don't' need to worry about this option.

Overall Test Taken: ○Paper ⦿Online ⓘ

13. There is a Run Date field at the bottom of the page next to the Export option. If you wish to include students that enrolled after the selected date, this field can be updated to a later date to include those students.

Students who are not enrolled as of the run date will be excluded from the Pre-Id file.

ⓘ 5/26/2019 📅 * Export Reset

14. Click Export. You will be presented with the option to open the file or save it. If you choose open, the file will open in Excel by default.

15. Save the file.

If you choose to open the file in Excel, formatting changes may occur on fields such as the leading zeroes for IRNs and Grade Levels and the YYYY-MM-DD format for birthdates. Make sure before saving those fields, the columns are formatted as Text and the values have leading zeroes, and that the birthdate is in the correct format. If the file isn't opened and only saved, the leading zero values and the birthdate formatting will remain intact.

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.

Upload files to the Testing Company

Follow the instructions provided by the vendor to upload your completed file.