ProgressBook
StudentInformation

Creating Pre-identification Files for PS ELA Assessments

Change Log

Date	Section Number/Name	Change Description
10/22/18	Task 3. Run the Pre-identification Export Reports	Removed the 'Note'; updated screenshots
8/23/17		Initial document creation

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The PS ELA Pre-identification exports are a series of Ad Hoc reports that create the three files necessary to upload data to the Online Assessment Vendor.

Before beginning the process of creating the files, Preschool students must be scheduled in a class. There must also be a finalized Schedule Result set designated on StudentInformation Options.

There are three files required to be uploaded before any results may be entered for students:

- **Student.CSV** – a file containing Preschool students who will be assessed and their demographic information
- **Erollment.CSV** – a file containing the same preschool students as in Student.CSV but also containing their class enrollment information
- **Teacher.CSV** – a file containing information on the teachers of the Preschool classes included in the enrollment.csv file

The PS ELA Pre-Ident reports will include the following students and teachers in the file based on the following criteria:

- Any student in Preschool with a status code matching the selected code AND
- Student is enrolled in at least one PS class
- Teachers associated with the course sections PS students are assigned to

The teacher information requires all teachers to have a Staff Credential IDs and teacher email address on their StudentInformation Staff record for inclusion on the reports.   It is important that schools make sure that student schedules are up-to-date before they create the files.

The following checklist will provide you with instructions on how to complete the process of creating the Pre-Identification files for the PS ELA Assessment.

☐ **Task 1. Run the report 'Students With no SSID' to verify that all students have an SSID.**

> StudentInformation > SIS > School > Student Reports > Student With No SSID (SSID)

All students to be included on the Pre-identification files must have an SSID. Students without an SSID will appear on the Student.csv file but with a blank for the SSID. The record will be rejected when uploading the file to the testing company.

☐ **Task 2. Verify all Preschool teachers have an email address and a Credential ID (State Staff ID) on their staff record**


The **Teacher** and **Enrollment** exports include the following fields from the Teacher Staff Record:

- Teacher First Name
- Teacher Last Name
- Teacher Email Address (Teacher export only)
- Credential ID (State Staff ID)

☐ **Task 3. Run the Pre-identification Export reports**

The Pre-Identification Export reports may be run with either the district in context, if you have multiple buildings to include, or the building in context if all Preschool students are in the same building.

The person running the reports must also have access to the Assessments folder in Ad Hoc Reports.
Navigate to StudentInformation > Local > Ad Hoc Reports
Expand the Assessment Folder
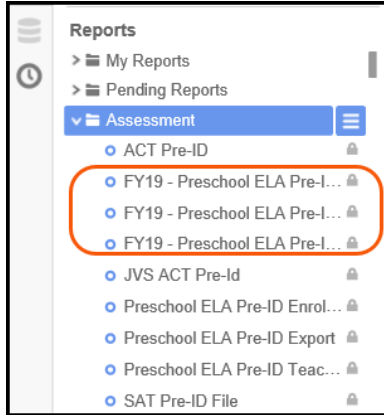
Running the FY19 Preschool ELA Pre-ID Export to create the Student.CSV file

a. Click on the FY19 Preschool ELA Pre-ID report to highlight it and then click on the ⊙ icon at the top of the page to run the report. The following filters will appear. You must select at least one value for each filter:

Filter By	Condition	Value
StudentDemographicCore.SchoolYear	Equal To	2018-2019
StudentDemographicCore.SchoolName	Is One Of	Bellville Elementary School, Butler Elementary School
StudentDemographicCore.StatusName	Is Not One Of	
StudentEmisFD.StateEquivalentGradeLevel	Equal To	PS
StudentEmisFD.IsCurrentRecord	Equal To	Y

StudentDemographicCore.SchoolYear	Select the school year you wish to include enrolled students
StudentDemographicCore.SchoolName	Select the School or Schools if more than one school in your district has preschool students
StudentDemographicCore.StatusName	Select the student status code descriptions that would be assigned to the PS students. Multiple statuses may be selected
StudentEMISFD.StateEquivalentGradeLevel	Select the building grade level(s) that represent your building's PS students
StudentEMISFD.IsCurrentRecord	**This filter displays but is not selectable. It is already set for you**

b. Once you have the filters filled in, click OK. The report will be generated and will open on the page as a PDF.

c.   To save the file as a CSV file, click ⬆ . Two options will be displayed. Choose the CSV option ⬚ to export the report as a CSV file.

d.   A prompt will appear at the bottom of the page to Open or Save the file. If you choose Open, the file will be opened in Excel. If you open the file, please keep in mind that the district_ID field and School_id fields will be formated as numeric, you'll need to change the format back to Text format and mass update the column to include the leading zeroes.

e.   Check for students with missing values, especially SSID. If you have the ID, you can just update the spreadsheet.

f.   Save the file as a .CSV file

Running the FY19 Preschool ELA Pre-ID Teacher File Report to create the Teacher.CSV File

a.   Click on the FY19 Preschool ELA Pre-ID Teacher File report to highlight it and then click on the ⊙ icon at the top of the page to run the report. The following filters will appear. You must select at least one value for each filter:

Filter By	Condition			Value		
StudentCourseInfo_PreID.SchoolYear	Equal To	▼	⚙	2018-2019	🖥	▼
StudentCourseInfo_PreID.SchoolName	Equal To	▼	⚙	Bellville Elementary School		▼
StudentCourseInfo_PreID.GradeLevel	Equal To	▼	⚙	PS		▼
StudentCourseInfo_PreID.StatusName	Not Equal To	▼	⚙			▼

StudentCourseInfo.SchoolYear	Select the school year you wish to include PS teachers
StudentCourseInfo.SchoolName	Select the School or Schools if more than one school in your district has preschool students
StudentCourseInfo.StatusName	Select the student status code descriptions that would be assigned to the PS students. Multiple statuses may be selected
StudentCourseInfo.Grade	Select the building grade level(s) that represent your building's PS students

b.   Once you have the filters filled in, click OK. The report will be generated and will open on the page as a PDF.

c.   To save the file as a CSV file, click ⬆ . Two options will be displayed. Choose the CSV option ⬚ to export the report as a CSV file.

d.   A prompt will appear at the bottom of the page to Open or Save the file. If you choose Open, the file will be opened in Excel. If you open the file, **please keep in mind that the district_ID field and School_id fields will be formated as numeric**, **you'll need to change the format back to Text format and mass update the column to include the leading zeroes**.

e. Check for Teachers with missing Credential ID's or email addresses. The email address will be used to create the teacher's account.

f. Save the file as a .CSV file.

Running the FY19 Preschool ELA Pre-ID Enrollment File Report to create the Enrollment.CSV file

Note: Students must be assigned to a course section and the master schedule finalized before running this report.

a. Click on the FY19 Preschool ELA Pre-ID Teacher File report to highlight it and then click on the ⊙ icon at the top of the page to run the report. The following filters will appear. You must select at least one value for each filter:

Filter By	Condition			Value	
StudentCourseInfo_PreID.SchoolYear	Equal To	▼	⚙	2018-2019	▼
StudentCourseInfo_PreID.SchoolName	Equal To	▼	⚙	Bellville Elementary School	▼
StudentCourseInfo_PreID.GradeLevel	Equal To	▼	⚙	PS	▼
			⚙		▼
StudentCourseInfo_PreID.StatusName	Is Not One Of	▼		⌄	
					▼

StudentCourseInfo.SchoolYear	Select the school year you wish to include PS teachers
StudentCourseInfo.SchoolName	Select the School or Schools if more than one school in your district has preschool students
StudentCourseInfo.StatusName	Select the student status code descriptions that would be assigned to the PS students. Multiple statuses may be selected
StudentCourseInfo.Grade	Select the building grade level(s) that represent your building's PS students

b. Once you have the filters filled in, click OK. The report will be generated and will open on the page as a PDF.

c. To save the file as a CSV file, click ⬏ . Two options will be displayed. Choose the CSV option ⌗ to export the report as a CSV file.

d. A prompt will appear at the bottom of the page to Open or Save the file. If you choose Open**, the file will be opened in Excel. If you open the file, please keep in mind that the district_ID field and School_id fields will be formated as numeric, you'll need to change the format back to Text format and mass update the column to include the leading zeroes.**

e. Save the file as a .CSV file

☐ **Task 4. Transfer/upload the file to the appropriate vendor per their instructions**

To upload your files to the vendor, visit https://ohio.kready.org/login to log into the system.

For additional information, please visit http://education.ohio.gov/Topics/Early-Learning/Kindergarten/Early-Learning-Assessment