



Assessment – Misc to AAT Conversion Processing Quick Reference

IMPORTANT! NON-SUPPORTED FUNCTIONALITY: The MISC to AAT Conversion is no longer supported by DASL State Support and Development. The MISC to AAT Conversion is still available in DASL and can be used as is. However, no changes or corrections will be made should there be any issues.

Assessment – Misc to AAT Conversion: Follow these steps to convert assessment data stored in the Miscellaneous Data Groups to the new Additional Assessment Test pages. After the Misc to AAT Conversion, the scores will then be accessible through Assessment screens and reports, and available on the other reports such as transcripts and report cards.



IMPORTANT: DO NOT CONVERT if you are still using non-custom transcript formats.

Non-custom transcript formats only use data from Miscellaneous Data Groups, and this conversion process removes data from the Miscellaneous Data Groups being converted. The new custom transcript formatter uses data from the individual Additional Assessment Test pages or from the Miscellaneous Data Groups. If you are unsure which transcript formatter you use, or want to know when you will be converting to the custom transcript formatter, ask your ITC personnel.

Unless otherwise noted, see Assessment End User Documentation for details. However, since this process is only performed once, and new Additional Assessment Test information should be entered on the new screens rather than Miscellaneous Data Groups, the Misc to AAT conversion screen itself is not detailed in the End User Guide documentation.

☐ **Set Up Misc Groups/Definitions – Inactivate Unused Definitions**

(optional) – While the Misc to AAT conversion procedure is simple when the Misc Group only includes a few Definitions, many schools' Misc Groups contain many Definitions which aren't being used. If you have Misc Definitions within a group which are not being used (no "Used By" listings), inactivate those to prevent confusion.

Navigation: Home – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

☐ **Set Up Misc Groups/Definitions – Rename Duplicate Definitions**

(optional) – While the Misc to AAT conversion procedure is simple when each Misc Group only includes a single testing attempt, many schools' Misc Groups contain Definitions for multiple attempts within the same Group. If you have Misc Definitions for multiple test attempts within a single group, rename each field something unique, so you can select the correct information when converting.

Navigation: Home – Management – School Administration – Miscellaneous Data Groups – Miscellaneous Data Definitions

- ☐ **Select Test Type** – Navigate to the Misc to AAT conversion page and select the test for which you wish to convert results data. If you do not see this page in your SIS – Assessment menu or the sidebar, your ITC has not enabled this feature yet.

Navigation: Home – SIS – Assessment – Misc to AAT

- ☐ **Select Misc Group(s)** – Once a test is selected, you will see the conversion screen. Select the Misc Group which contains data for the selected test (this will set all data fields to the same Misc Group). Note that you can, if necessary, change individual fields to different Misc Groups, but under most circumstances, all data for one test will be in a single Misc Group. **NOTE:** Only select **ONE** test attempt at a time. If your Misc Data Group contains multiple test attempts, only select one at a time, then re-run the conversion for each additional attempt.

Navigation: Home – SIS – Assessment – Misc to AAT – Assessment Type selected – Misc Group selected in any Misc Group field

- ☐ **Select Misc Data Definitions and Convert** – Once a Misc Group is selected, select a Misc Data Definition for each data field in the list. Once all fields are set, click the “Convert Data from Misc to AAT” button to bring this data into the DASL Assessment module, where it will display on the appropriate Additional Assessment Test page. You will see a confirmation message, and can continue entering additional conversions for the same Assessment (or another, selected from the drop-down). The Cancel button will clear data and allow you to re-select an Assessment Type.

Navigation: Home – SIS – Assessment – Misc to AAT – Assessment Type selected – Misc Group selected in any Misc Group field – Misc Data Definitions selected

- ☐ **Misc to AAT Report** – A report will be generated that has 3 sections – Validation, Data Differences, and Summary – depending on the Misc to AAT Conversion options chosen.

- ☐ **Confirm Conversion** – Navigate to the appropriate Additional Assessment Test page, and review the data to confirm that the conversion worked for the appropriate students.

Navigation: Home – SIS – Student – Assessment – (appropriate Additional Assessment Test page)