



Resolving Unmatched Students

Note: Unmatched students can be resolved only by users who have been assigned the DataMap - Assessment Admin role in StudentInformation.

Navigation: DataMap > Admin > Manage Assessment Scores

When you import assessment scores from a file or from a provider’s website, DataMap may not be able to match all student scores to students in StudentInformation (e.g., DataMap may not be able to match a student whose name is shortened in a file or on a provider’s website due to excessive character length).

- 1 On the **Manage Assessment Scores** screen, in the row of the assessment score record for which you want to match students, hover your cursor until icons display. Then, click

Name	Type	Test Date	School Year	Last Updated	Student Records
Cognitive Abilities Test Form 8 (CogAT 8)	Third Party	11/01/2020	2020-2021	10/01/2020 (4:03 PM)	69
Ohio's State Tests (OST)	State	11/01/2019	2019-2020	02/19/2020 (11:01 AM)	216
Ohio's State Tests (OST)	State	12/01/2019	2019-2020	02/19/2020 (11:01 AM)	324

The **Manage Unmatched Students** screen displays a list of unmatched students for the selected assessment score record.

Note: You can also access the **Manage Unmatched Students** screen when the **Import Status** message displays on the **Import Assessment Scores** screen.

Import Status:

175 records are imported successfully!

5 records failed due to failure in matching students in Student Information System

[Match Students](#)

- 2 On the **Manage Unmatched Students** screen, hover your cursor in the row of the student you want to match. Then, click

Go to [Manage Assessment Scores](#)

Import File (Cogat Form 8 - Tab Delimited - Example School District - 2020-2021.txt) For CogAT Form 8 given on 11/1/2020. Date Imported: 10/01/2020 (04:03:38 PM)

Line No.	First Name	Last Name	Birth Date	State Student ID	Student Number	EMIS ID
1	Martin	Anderson	01/01/2001	xxxxxx	xxxxxx	xxxxxx
2	Walter	Azziz	01/01/2003	xxxxxx	xxxxxx	xxxxxx
9	Daniel	Bell	01/03/2012	xxxxxx	xxxxxx	xxxxxx

**see reverse side for more information*

3 (Optional) On the **Match Student** window that opens, enter or select information in any of the following fields to narrow your search results (some of these fields may autopopulate):

- **Student First Name**
- **Student Last Name**
- **Student Birth Date**
- **Student Number**
- **Student State ID**
- **EMIS ID**

4 (Optional) Select the **Do not restrict student matching by school year** checkbox to ensure that students are matched using all available assessment data even if a student was not enrolled in the district and does not have history in StudentInformation for the school year in context,

5 Click **Find**.

The screenshot shows the 'Match Student' window with the following fields and values:

Student First Name	Student Last Name	Student Birth Date
Martin	Anderson-Pavlovovski	01/01/2001
Student Number	State Student ID	EMIS ID
123456		

Below the fields is a checkbox labeled "Do not restrict student matching by school year." which is checked. A "Find" button is located to the right of the fields. A table at the bottom of the window has the following columns: First Name, Last Name, Birth Date, Student Number, State Student ID, and EMIS ID.

DataMap searches for the student in StudentInformation. The search results (if any) display at the bottom of the **Match Student** window.

6 Hover your cursor in the row of the correct student, and then click ✓.

The screenshot shows the 'Match Student' window with the same search criteria as the previous image. The table at the bottom now contains one row of results:

First Name	Last Name	Birth Date	Student Number	State Student ID	EMIS ID
Martin	Anderson-Pavlovovski	01/01/2001	123456	xxxxxx	xxxxxx

A mouse cursor is hovering over the checkmark icon in the rightmost column of the first row of the table.

The selected student's assessment data imports, and the student's name no longer displays on the **Manage Unmatched Students** screen.