ProgressBook StudentInformation

Pre-ID for PS ELA Assessments

Change Log

Date	Section Number/Name	Change Description
8/20/21		Updates for FY22

Table of Contents

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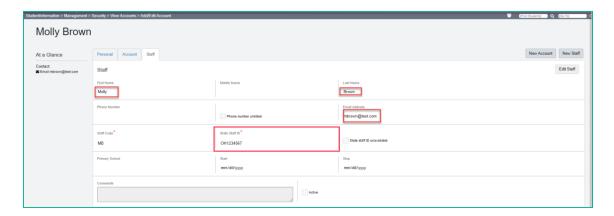
The following checklist will provide you with instructions on how to complete the process of creating the Pre-Identification files for the PS ELA Assessment.

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.
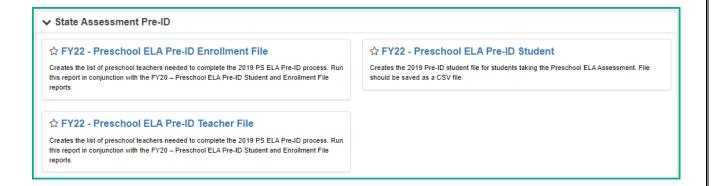

The **Teacher** and **Enrollment** exports include the following fields from the Teacher Staff Record:

- 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. Click on the paper icon in the upper right corner to pull up the Analytics Hub and expand the Assessment category. Under State Assessment Pre-ID, you will see FY22 - Preschool ELA Pre-ID Enrollment File, FY22 – Preschool ELA Pre-ID Student and FY22 – Preschool ELA Teacher File.

State Assessment Pre-ID

☆ FY22 - Preschool ELA Pre-ID Enrollment File

Creates the list of preschool teachers needed to complete the 2019 PS ELA Pre-ID process. Run this report in conjunction with the FY20 – Preschool ELA Pre-ID Student and Enrollment File reports.

☆ FY22 - Preschool ELA Pre-ID Student

Creates the 2019 Pre-ID student file for students taking the Preschool ELA Assessment. File should be saved as a CSV file.

☆ FY22 - Preschool ELA Pre-ID Teacher File

Creates the list of preschool teachers needed to complete the 2019 PS ELA Pre-ID process. Run this report in conjunction with the FY20 – Preschool ELA Pre-ID Student and Enrollment File reports.

Running the FY22 Preschool ELA Pre-ID Export to create the Student.CSV file

a. Click on the FY22 - Preschool ELA Pre-ID Student export. The following filters will appear. You must select at least one value for each filter:

Filter By	Condition	Value
School Year	Equal To ▼	2021-2022 ▼
School Name	Is One Of ▼	▼
Status Name	Is One Of ▼	▼
State Equivalent Grade Level	Equal To ▼	PS ▼
FD Is Current Record	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 **Okay**. The report will be generated.
c. To save the file as a CSV file, click the Export Excel dropdown. Two options will be displayed. Choose the Export 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 and you will 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 SSID, you can just update the spreadsheet.
f. Save the file as a .CSV file.

Running the FY22 Preschool ELA Pre-ID Export to create the Teacher.CSV file

a. Click on the FY22 - Preschool ELA Pre-ID Teacher File export. The following filters will appear. You must select at least one value for each filter:

Filter By	Condition		Value		
School Year	Equal To	▼	2021-2022	▦	▼
School Name	Is One Of	▼			▼
Grade Level	Equal To	▼			▼
Status Name	Is One Of	▼			▼

StudentCourseInfo_PreID_v2.SchoolYear	Select the school year you wish to include PS teachers
StudentCourseInfo_PreID_v2.SchoolName	Select the school or schools if more than one school in your district has preschool students
StudentCourseInfo_PreID_v2.GradeLevel	Select the building grade level(s) that represent your building's PS students
StudentCourseInfo_PreID_v2.StatusName	Select the student status code descriptions that would be assigned to the PS students. Multiple statuses may be selected

b. Once you have the filters filled in, click **Okay**. The report will be generated.

c. To save the file as a CSV file, click the Export PDF dropdown. Three options will be displayed. Choose the Export 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 and you will 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 IDs 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 FY22 Preschool ELA Pre-ID Export 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 FY22 - Preschool ELA Pre-ID Enrollment File export. The following filters will appear. You must select at least one value for each filter:

Filter By	Condition		Value		
School Year	Equal To	▼	2021-2022	▦	▼
School Name	Is One Of	▼			▼
Grade Level	Equal To	▼			▼
Status Name	Is One Of	▼			▼

StudentCourseInfo_PreID_v2.SchoolYear	Select the school year you wish to include PS teachers
StudentCourseInfo_PreID_v2.SchoolName	Select the school or schools if more than one school in your district has preschool students
StudentCourseInfo_PreID_v2.GradeLevel	Select the building grade level(s) that represent your building's PS students
StudentCourseInfo_PreID_v2.StatusName	Select the student status code descriptions that would be assigned to the PS students. Multiple statuses may be selected

b. Once you have the filters filled in, click **Okay**. The report will be generated.
c. To save the file as a CSV file, click the Export PDF dropdown. Three options will be displayed. Choose the Export 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 and you will 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