ProgressBook StudentInformation Assessment Guide



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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Assessment Guide* have been made.

Product Version	Heading	Page	Reason
21.2.0	"OGT (Ohio Graduation Test)"	68	Added note that for High School Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of WRI- Writing for a Test Date of 7/01/21 or later.
21.2.0	"Student Achievement"	82	Added note that for Grade 3-8 Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of WRI - Writing or SSC - Social Studies/Citizenship for a Test Date of 7/01/21 or later.
21.1.0	"Overview"	1	Updated text to remove references to assessments no longer presented as menu options.
21.1.0	"Assessment Extract"	11	Removed the following from the list of assessments available for export: KRA-L, OTELA, Preschool ASQ/SE, Preschool GGG, and Student Proficiency.
21.1.0	"Assessment Imports"	14	Updated screenshot to reflect current options in the drop-down list of the Assessment Test Type field.
21.1.0	"Student Assessment Menu"	34	Removed information on the following assessments: KRA-L, OTELA, Preschool ASQ/SE, Preschool GGG, and Student Proficiency.
21.1.0	"Assessment Reports"	91	Removed information on ASQ/SE and PROH.
21.0.0	"KRAL (Kindergarten Readiness Assessment - Literacy) Report"	107	Removed section.
21.0.0	"OTELA (Ohio Test of English Language Acquisition) Report"	113	Removed section.
N/A	"Assessment Maintenance"	29	Updated screenshot and text to reflect current user interface.
20.5.1	"Assessment Imports"	14	Combined the assessment import matching criteria for DPR Growth (NWEA) and DPR Growth (STAR) .
20.5.0	"Assessment Imports"	14	Updated screenshot and text to reflect that the DPR Growth import has been renamed DPR Growth (NWEA) and that the DPR Growth (STAR) option is now available. The assessment import matching criteria has been added for DPR Growth (STAR).
20.5.0	"Add DPR Growth Results"	48	Updated text to indicate that the Score field accepts 0-9999.
20.4.0	"Assessment Imports"	14	Updated screenshots and text to reflect that Redesigned ACT (New Format as of 09/2016) has been renamed ACT FY21+ and that Redesigned SAT (New Format as of 10/2015) has been renamed SAT Import. Updated screenshot to reflect new alphabetical sort order in the Assessment Type drop-down list

sort order in the Assessment Type drop-down list.

Change Log

Product Version	Heading	Page	Reason
20.4.0	"ACT Imports"	16	Updated assessment import matching criteria details.
20.4.0	"DPR Growth (NWEA) or (STAR) Imports"	17	Updated assessment import matching criteria details.
20.4.0	"SAT Imports"	20	Added note regarding acceptance of either SEX or GENDER column header for column I.
N/A	"Add End-of-Course Exam Results"	51	Updated text to include the Score Not Reported option of X - Student received Graduation credit due to dual credit course completion.
20.1.0	"Assessment Imports"	14	Updated screenshot to reflect the new ACT Roster View FY20 assessment import option. Added matching record information.
20.0.0	"Assessment Imports"	14	Updated screenshot to reflect the new OCTCA FY20 Only assessment import option.
20.0.0	"ODDEX File Imports"	17	Updated list of supported assessments.
19.5.0	"Assessment Imports"	14	Updated screenshot and text to reflect the new ODDEX File import.
19.5.0	"Industry Credential Update"	27	Updated screenshots and text to reflect the new Required Test Type drop-down list.
19.5.0	"CTE Industry Credential"	42	Updated screenshots and text to reflect the addition of the Required Test Type drop-down list and column header.

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Overview

The following information is described in this section:

- "Understanding the Assessment Module"
- "Assessment Outline and Flow"

Understanding the Assessment Module

The Assessment module is a set of tools to maintain the assessment data, reports to provide the details on the assessment records and an assessment import managing system to assist the user in loading results returned from assessment vendors as well as tools to determine who needs to sit for a particular part of a test.

Assessment Outline and Flow

- 1. Assessment General
 - a. Who Needs It View students who have not passed a specific test type and test part that is required for graduation.
 - b. **Standards** View the assessment standards used to determine scaled score standards.
 - c. **Assessment Extract** Extract student assessment results into a single file to be transferred to another district.
 - d. **Assessment Imports** Import OGT, CTE, Standardized Assessment, and Assessment Extract results into StudentInformation.
 - e. **Assessment Import Management** View a listing of assessment records that contain errors and could not be automatically associated to a student. These records need to be fixed, deleted, or associated with a specific student.
 - f. Assessment Import History View the job run history of Assessment Import loads.
 - g. Accelerated List View a listing of assessment students with accelerated tests.
 - MebXam Assessment Coordinator Records Allows each CTE Program of Concentration to be assigned to a default Assessment Coordinator in each district. These records are then used to create records for the WebXam Export.
- 2. Student Assessment Menu
 - a. **Accelerated Student** View and change a specific student's accelerated records prior to Pre-Ident for OAA.

Note: These accelerated records are only used by the Pre-Ident process and are not reported to EMIS.**Student Proficiency** – View and change a specific student's proficiency test records.

- b. ACT View and change a specific student's ACT records.
- c. **AP Exams** View and change a specific student's AP exam records.

- d. **CTE Industry Assessment** View and change a specific student's CTE industry assessment record.
- e. **CTE Industry Credential** View and change a specific student's CTE industry credential record.
- f. **CTE Student Assessment (OCTCA)** View or change a specific student's CTE student assessment (OCTCA) record.
- g. **DPR Growth** View and change a specific student's DPR Growth record.
- h. **End of Course Exam** View and change a specific student's End of Course Exam record.
- i. **International Baccalaureate (IB)** View and change a specific student's International Baccalaureate (IB) record.
- j. **KRA** View and change a specific student's KRA record.
- k. **Next Generation Assessment Grades 3-8** View and change a specific student's Next Generation Assessment Grades 3-8 record.
- I. **OELPA** View and change a specific student's OELPA record.
- m. **OELPS (ELPA2 Screener)** View and change a specific student's OELPS (ELPA2 Screener) record.
- n. **OGT** View and change a specific student's OGT (Ohio Graduation Test) record.
- o. **PLAN (pre-ACT)** View and change a specific student's PLAN test records.
- p. **Preschool COS** View and change a specific student's preschool COS record.
- q. **Preschool ELA** View and change a specific student's preschool ELA record.
- r. **PSAT/NMSQT** View and change a specific student's PSAT/NMSQT test records.
- s. **SAT Reasoning Test** View and change a specific student's SAT reasoning test records.
- t. **SAT Subject Tests** View and change a specific student's SAT subject test records.
- u. **Student Achievement** View, edit, and add a specific student's achievement records.
- v. Student Assessment List View and change all student assessment records.
- w. WorkKeys View and change a specific student's WorkKeys record.
- 3. Assessment Reports
 - a. **Achievement Detail** This report lists students' detailed 3rd through 8th grade achievement information.
 - b. **ECO** This report lists student's detailed preschool ECO (Early Childhood Outcome) information.
 - c. **Misc to AAT Conversion** This process will convert existing assessment data on the Misc screens to the assessment test screens.
 - d. **OGT** This report lists student's detailed OGT (Ohio Graduation Test) information.
 - e. **Preschool** This report lists student's detailed Preschool GGG assessment information.
 - f. **Standardized Test Detail** This report lists student's Standardized Test Detail (ACT, SAT, etc.) information.

Assessment – General

Assessment – General

The following information is described in this topic:

- "Who Needs It"
- "Standards"
- "Assessment Extract"
- "Assessment Imports"
- "Assessment Import Management"
- "Assessment Import History"
- "Industry Credential Update"
- "Assessment Maintenance"
- "Accelerated List"
- "WebXam Assessment Coordinator Records"

Who Needs It

Navigation: StudentInformation > SIS > Assessment > Who Needs It

The **Who Needs It** screen gives districts the ability to quickly determine how many students need to pass a specific Ohio Achievement Assessment (OAA) or the Ohio Graduation Test (OGT). The **Who Needs It** screen lists all students who have not passed the selected test type and part and are eligible for testing. By filtering (students passing, students not passing, and students missing), you can view detailed results and export them to a .txt file.

Example – 3rd Through 8th Grade Achievement

StudentInformation > SIS > Assessment > Who Needs It	뿉	Find
Who Needs It		
This screen displays the number of students who need to pass required assessment tests and a list of t	hose sti	Jden
[Hide Filter]		
Test Type:*		
03A - 3rd Ach v		
Test Part:		
MATH - Math READ - Reading		
Return only these students (comma separated student numbers):		
Show All View		

Test Type (required) – Choose from 3rd through 8th Grade Achievement or the Ohio Graduation Test (OGT).

Test Part (optional) – If no test parts are selected, the display returns all test parts specific to the test type chosen; you can also filter your results by selecting one or more test parts.

Return only these students (comma separated student numbers) (optional) – To return on specific students, enter student numbers separated by commas; if no student numbers are selected, all students matching the other filters are returned.

Counselor (optional) – To filter by students assigned to a specific counselor, select the counselor from the drop-down list. Only students assigned to the specified counselor in the school and school year in context are returned. To show students assigned to all counselors, select **Show All**.

Example – Ohio Graduation Test (OGT)

StudentInformation > SIS >	> Assessment > Who Needs It 🕴 [Find Stude
Who Needs It	
This screen displays th	e number of students who need to pass required assessment tests and a list of those students.
[Hide Filter]	
Test Type:*	
OGT - OGT	~
Test Part:	
MATH - Math READ - Reading SSC - Social Studies / Ci SCI - Science	tizel
Include the following g	rades: Include the following students:
🗹 10th Grade	Include only required students
11th Grade	Contract Vocational - In
🗹 12th Grade	Contract Vocational - Out
🗹 13th Grade	ZVL ∑
Return only these stud	ents (comma separated student numbers):
Counselor:	
Show All View	

In addition to the filters described above for achievement tests, the **Who Needs It** screen for OGT tasks has 2 additional filters.

Include the following grades (optional) – Select one or more grades by which you wish to filter; if no grades are selected, all grade levels (10-13) are returned

Include the following students (optional) – Select one or more student types by which you wish to filter; if no student types are selected, no students represented by the student types are returned. If you select the **Include only required students** checkbox, the **Passed** column and the **Show students passing** checkbox do not display on the results screen

Click View to display the Who Needs It Summary results on the screen.

Test Type/Test Part Summary

	io Nee						
Sho	v Filter]	isplays the number of stude	nts who h	eed to pass	required a	55855M	ent tests and a list of those students.
sum	mary Test Type	Test Part	Passed	Not Passed	Missing	Total	() These checkboxes control the students returned in the view ar
Q	OGT	Math	253	14	556	823	export of assessment details. Show students missing
Q	OGT	Reading	249	18	554	821	 ✓ Show students not passing
Q	OGT	Science	245	25	553	823	□ Show students passing
Q	OGT	Social Studies / Citizenship	255	16	553	824	Export All
Q	OGT	Writing	251	19	553	823	

Click **Show Filter** to show the filters specified for this summary. This menu option toggles between **Show Filter** and **Hide Filter**.

Each test type and test part selected is listed in a summary.

Passed – The number of students selected whose maximum score on the test type/test part is passing.

Not Passed – The number of students selected whose maximum score on the test type/test part is failing.

Missing – The number of students selected that do not have an assessment record for the specified test type/test part.

Total – The total number of students selected for this specific test type/test part (Passed + Not Passed + Missing).

Q – Click to view the list of students that make up the total number of students for a specific test type/test part. Select the appropriate checkboxes to control the students returned in the **Student**

Details Grid (refer to *"Student Details Grid"*). To refresh your student details grid, simply click **Q** after making your student selections.

These checkboxes control the students returned in	the view and
export of assessment details.	
☑ Show students missing	
☑ Show students not passing	
□ Show students passing	

Student Details Grid

	v Filter]															
Sumi	nary Test Typ	e Test Pa	rt	Passed	Not Pass	ed Missi	ng Total									
Q	OGT	Math		208	10	3	221	These checkboxes control the stud Show students missing	dents re	turned i	in the view a	and export o	of assessme	ent details	i.	
Q	OGT	Reading	J	207	11	3	221	Show students not passing								
Q	OGT	Science		201	19	1	221	Show students passing								
Q	OGT	Social S	tudies / Citizenship	210	11	1	222	Export All								
Q	OGT	Writing		206	14	1	221									
etai 3 Re	ils cords Displ	aved														
	dent nber 🔺	First	Last	Grade	Gender	Ethn.	Situation		Test	Part	Missing	Passing	Date	Test Grade	Score	Requir Score
	-	JONATHAN	-	12	м	White	5 - Resider	t attending Full Time	OGT	Math						400.0
		COOPER		12	м	White	C. Desider	t attending Full Time	OGT	Math			03/2016	11	371.00	400.0

Sorting – You may sort the student details grid by any column (Student Number, First (name), Last (name), Grade, Gender, Ethnicity, Situation, Missing, Passing, Date, Test Grade, Scaled Score, Required Score) in ascending or descending order by clicking on the column header. The default sort is by Student Number.

The student details grid lists the following for each student:

Student Number - The student ID number.

First/Last – The name of the student from the student's profile.

Grade – The current grade level of the student from the student's profile.

Gender – The gender of the student (M or F) from the student's profile.

Ethnicity – The ethnicity of the student from the student's profile.

Situation – The EMIS situation of the student from the student's profile.

Test – The selected test type.

Part – The selected test part.

Missing – A check mark displays if the student is missing this specific test type/test part.

Passing – A check mark displays if the student has passed this specific test type/test part.

Date – The date when this student took the last occurrence of the specified test type/test part.

Test Grade – The grade of this student when taking the last occurrence of the specified test type/test part.

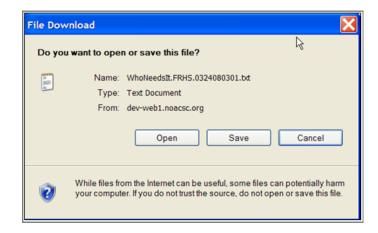
Scaled Score – The scaled score of this student when taking the last occurrence of the specific test type/test part.

Required Score – The required score of this student when taking the last occurrence of the required test type/test part. This may be different depending on whether the student has taken an ALT (alternate) test or a STR (standard) test.

Export All Option

Click **Export All** to export the selected students to a Fixed Format file. Select the appropriate checkboxes to control the students returned in the export file.

1 These checkboxes control the students returned in the view and export of assessment details.
☑ Show students missing
☑ Show students not passing
□ Show students passing



Click **Save** to save this file to your hard drive or network drive.

The file is fixed width, left justified, with spaces for padding. The file layout is as follows with the starting point of that field and the length.

- State student ID SSID 1, 9
- Student ID 10, 9
- Student name (First Name, Middle Initial, Last Name) 19, 100
- Current grade 119, 2
- Gender 223, 1
- Ethnicity description 224, 30
- EMIS situation ID and description 254
- Test type (ex 10 for OGT) 304, 2
- Test part code 306, 1
- Missing 307, 1 (0 = not missing, 1 = missing)
- Passing 308, 1 (0 = not passing, 1 = passing)
- Test date 309, 8
- Test grade 318, 2
- Best scaled score 320, 3
- Required score 323, 3

Sample Output

The following figure shows part of an example Export All file.

C59131554000011590MARY	FWHITE	BENT	5 - Resident attending Full Time	12	10R003 1 20111	384400
C59131554000011590MARY	FWHITE	BENT	12 5 - Resident attending Full Time		105003 1 20111	373400
C59131554000011590MARY	FWHITE	BENT	5 - Resident attending Full Time		100003 1 20111	380400

Standards

Navigation: StudentInformation > SIS > Assessment > Standards

The Assessment **Standards** screen is a view-only table maintained by Software Answers for all ITCs. The determination of what is passing or not is set by ODE and is defined in the Assessment **Standards** screen. This screen provides the passing/failing descriptions for all assessments based on **Scaled Score Standards**.

rom this scree	en, you can v	view the ass	sessment standards.						
hoose Assess	ment 3rd Ac	h ~							
Fiscal Year 🔻	Test Type	Test Part	Scaled Score Standard	Alternate	Min Score	Max Score	Passing	Transcript Desc	Report Card Des
2018	3rd Ach	Math	Limited		0.00	377.00			Failed
2018	3rd Ach	Math	Basic		378.00	399.00			Failed
2018	3rd Ach	Math	Proficient		400.00	428.00		Passed	Passed
2018	3rd Ach	Math	Accelerated		429.00	446.00		Passed	Passed
2018	3rd Ach	Math	Advanced		447.00	999.00		Passed	Passed
2018	3rd Ach	Reading	Limited		0.00	384.00			Failed
2016	3rd Ach	Math	Advanced		448.00	575.00		Passed	Passed
2016	3rd Ach	Reading	Limited		200.00	362.00			Failed
2016	3rd Ach	Reading	Basic		363.00	381.00			Failed
2016	3rd Ach	Reading	Proficient		382.00	410.00		Passed	Passed
2016	3rd Ach	Reading	Accelerated		411.00	429.00		Passed	Passed
2016	3rd Ach	Reading	Advanced		430.00	575.00		Passed	Passed

Choose Assessment – Use the drop-down list to limit the assessment test type displayed; if left blank, all test types display.

Sorting – You may sort by any column (Fiscal Year, Test Type, Test Part, Scaled Score Standard, Alternate, Min Score, Max Score, Passing, Transcript Desc, Report Card Desc) in ascending or descending order by clicking on the column header.

Fiscal Year – The test year to which this standard applies.

Test Type – The test type to which this standard applies (4th Prof, 6th Prof, 9th Prof, 3rd Ach, OGT, etc. for example).

Test Part – Citizenship, Math, Reading, Science, or Writing.

Scaled Score Standard – Description of this standard.

Alternate – A check mark indicates this is an Alternate Assessment Standard.

Min Score – The minimum score for this standard.

Max Score – The maximum score for this standard.

Passing – A check mark indicates this is a passing score when calculating passing percentages.

Transcript Desc – Description of this standard to be printed on transcripts; only passing test results and scores are printed on transcripts.

Report Card Desc – Description of this standard to be printed on report cards.

Show All Years – If this checkbox is selected, standards for all years display; if deselected, only the current year's standards display.

Assessment Extract

Navigation: StudentInformation > SIS > Assessment > Assessment Extract

This feature lets districts extract test results from multiple assessments for one or more students into a single file to be transferred to another district. The files can be imported into a district through the **Assessment Imports** screen.

	_	[Find Students]
Student Assessment Extract		
Filter Students 1		
Student Numbers - Enter specific student numbers, separated by a comma, to include them in the extract.		
Ad Hoc Memberships - Select one item from the drop-down list or enter text to search for a specific item to	filter your results.	
	-	
Public and Private		
Filter Non-Specific Students 🚺		
Select one or more items from the drop-down lists below or enter text to search for specific items to filter your r Student Statuses	esults.	
Grade Levels		
Grade Levels Schools		
Schools		
Schools Assessment Filter		
Schools Assessment Filter Select one or more items from the drop-down list or enter text to search for specific items to filter your results.		

Filter Students

You can enter specific student numbers or ad hoc memberships to filter your results by specific students.

Note: If you use any fields in the *Filter Students* section, the *Filter Non-Specific Students* section is disabled.

Student Numbers – Enter specific student numbers, separated by a comma, to include them in the extract file.

Ad Hoc Memberships – Select one membership from the drop-down list or enter text to search for a specific membership by which to filter your results.

Public and Private – Select this checkbox to display public ad hoc memberships in the **Ad Hoc Memberships** drop-down list and search results.

Filter Non-Specific Students

You can select or search for one or more student status(es), grade level(s), and school(s) to filter your results by groups of students.

Note: If you use any fields in the *Filter Non-Specific Students* section, the *Filter Students* section is disabled.

Student Statuses – Select one or more student statuses from the drop-down list or enter text to search for specific student statuses by which to filter your results.

Grade Levels – Select one or more grade levels from the drop-down list or enter text to search for specific grade levels by which to filter your results.

Note: If you select a grade level, the extract identifies students of that grade level based on the year in context.

Schools – Select one or more schools from the drop-down list or enter text to search for specific schools by which to filter your results.

Assessments

You can select or search for one or more assessments to include in the extract.

Assessments – Select one or more items from the drop-down list or enter text to search for specific filters. The assessments available for export are as follows:

- CTE Industry Assessment
- DPR Growth
- ELPA21 Screener
- End of Course Assessments
- International Baccalaureate
- KRA
- Next Generation Assessments
- OCTCA
- OELPA
- OGT
- Preschool ECO
- Preschool ELA
- Student Achievement
- WorkKeys

Assessment – General

Create the Extract

- 1. Once you have entered all your preferred filters, click **Extract** to start the process. You may need to wait a few moments for the report to complete.
- 2. A pop-up window opens, prompting you to save the completed .csv file or open it with Excel.

Opening _CRNT1_FileS	tore_Temp_FileDownloads_AssessmentExtract_Ash	×
You have chosen to	open:	
🔊mentExtrac	t_Ashland City Schools_2016-2017_0324170422.csv	
which is: Micro	osoft Excel Comma Separated Values File (460 bytes)	
from: https://o	crnt-si.software-answers.com	
What should Firefor	do with this file?	
O Open with	Microsoft Excel (default) $$	
Save File		
Do this <u>a</u> uto	matically for files like this from now on.	
	OK Cancel	

3. The file can now be imported into a different district on the **Assessment Import** screen (see "Assessment Imports").

Assessment Imports

Navigation: StudentInformation > SIS > Assessment > Assessment Imports

This feature imports assessment results into StudentInformation from vendor files or other districts.

identInformation > SIS > A	ssessment > Assessment Imports	쓭	[Find Students]	Q [Go To]	0
Assessment Ir	nports				
Assessment Type:*	(Please select an assessment type) ✓ (Please select an assessment type)				
File Name:*	ACT FY21+ ACT Roster View FY20 ACT WorkKeys Vendor File ACT WorkKeys Import from Template AP Exam Assessment Extract DPR Growth (NWEA) DPR Growth (STAR) KRA OCTCA ODEX File OELPA OELPS OST PLAN PSAT/NMSQT PS COS PS ELA SAT Import				

Note: This screen is available only at the district level.

Assessment Type – Use the drop-down list to select the type of assessment being imported.

Test Date (required) – The date the assessment was administered; this field is available for KRA, OCTCA, and OELPA imports only.

Browse – Browse to the vendor file; this file can contain assessment results for a single building, single district, or entire ITC.

Note: OST files must be in .txt format.

Upload – Click to upload the selected vendor file into StudentInformation. Uploading the file may take a few minutes depending on the number of student records in the import file. Once the upload is complete, a message details how many records were successfully uploaded and requests student records be verified by clicking **View Import Management**.

The Assessmer	ent Imports at Import file has successfully uploaded 5 of 6 records, and matched 0 of 5 students. Please verify student r Management button.	ecords by clicking on
View Import Ma		
Line Number	Message	
2	Line was not imported because it is not OELPA	
5	An assessment record was not created for Overall Scale Score because the value is N or blank	
5	An assessment record was not created for Comprehension Scale Score because the value is N or blank	
5	An assessment record was not created for Reading Scale Score because the value is N or blank	
5	An assessment record was not created for Speaking Scale Score because the value is N or blank	
5	An assessment record was not created for Writing Scale Score because the value is N or blank	
6	An assessment record was not created for Reading Scale Score because the value is N or blank	
6	An assessment record was not created for Speaking Scale Score because the value is N or blank	
5	An assessment record was not created for Writing Scale Score because the value is N or blank	

View Import Management – Proceed to the Assessment Import Management screen to view the results of the file import. Refer to *"Assessment Import Management"* for details.

View Import History – Proceed to the Assessment Import History screen to view detailed information on each assessment import. Refer to *"Assessment Import History"* for details.

Assessment Import tries to match the students in StudentInformation with the results from the import file. Assessment Imports uses the following criteria to match students. In all matching sets, the search must include a single student or StudentInformation will not assign the record to a student. To import most assessment records, one of the following sets of data is required to match to a student:

- SSID and Birthdate and district
- SSID and LastName and district
- StudentNumber and Birthdate and district
- StudentNumber and LastName and district
- FirstName and LastName and Birthdate and district (NEW in 9.0.2)

Note: If the student is not found according to the criteria listed above, then the testing records are displayed in the **Unmatched Records** tab of the **Assessment Import Management** screen. The district user can use the **Unmatched Records** tab to search for a student in the district and then assign a student to the unassigned record. Refer to "Assessment Import Management" for additional details.

See additional rules for specific assessments below:

- "ACT Imports"
- "ACT WorkKeys Import from Template"
- "AP Exam Imports"
- "DPR Growth (NWEA) or (STAR) Imports"
- "KRA Imports"
- "OCTCA Imports"
- "ODDEX File Imports"
- "OELPA Imports"
- "OELPS Imports"
- "OST Imports"
- "PLAN Imports"
- "Preschool ELA Imports"
- "Preschool COS Imports"
- "SAT Imports"

ACT Imports

To import **ACT Roster View FY20** assessment records, the following data must match to a student:

- First Name
- Last Name
- Birthdate

To import **ACT FY21+** assessment records, the following data must match to a student:

- SSID or Local ID
- Last Name, First Name, Gender, Birthdate
- Legal Last Name, Legal First Name, Gender, Birthdate

ACT assessment records are updated according to the following rules:

- If the student has no previous ACT record for the test date, a test record is created and all scores are imported.
- If the student has a previous ACT record for the test date:
 - New scores are added.
 - Existing scores not found in the import file are not updated.

ACT WorkKeys Import from Template

To import **ACT WorkKeys** assessment records using the manual entry *template file*, the following data must match to a student:

- SSID and district
- Last Name, First Name, and district

AP Exam Imports

To import AP Exam assessment records, the following data must match to a student:

• First Name, Last Name, Birthdate

DPR Growth (NWEA) or (STAR) Imports

To import DPR Growth (NWEA) or (STAR) assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate
- SSID, Last Name

KRA Imports

To import KRA assessment records, the following data must match to a student:

- State Student ID
- EMIS ID
- School IRN
- District IRN

OCTCA Imports

To import OCTCA assessment records, the following data must match to a student:

- EMIS ID and District ID
 OR
- District ID *and* Legal Last, First and Middle (if available) Names. Student Last, First and Middle (if available) Names are used if no legal name match is found.

OCTCA assessment records are updated with scores from the import file.

Note: When importing summary records, the **Test Date** field you select always imports as 01/01/YYYY of the year you selected. Summary scores always import as **A/P/N/I**.

Note: When importing subject records, the **Test Date** field is ignored and records import as MM/01/YYYY based on the month and year in the import file. Subject scores always import as their numeric value.

ODDEX File Imports

To import ODDEX files, only the SSID must match with a student.

The **ODDEX File** import supports the following assessments:

- ACT
- AP Exam
- DPR Growth
- End-of-course exams
- Grade 3-8 Alternate Assessment
- Industry Credential
- International Baccalaureate (IB)

- KRA
- Next Generation Assessment Grades 3-8
- OCTCA (CTE Industry)
- OELPA
- OGT Alternate Assessment
- Preschool COS
- Preschool ELA
- SAT
- WorkKeys

OELPA Imports

To import OELPA assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate, District IRN
- SSID, Last Name, District IRN
- Student Number, Birthdate, District IRN
- Student Number, Last Name, District IRN
- First Name, Last Name, Birthdate, District IRN

OELPA assessment records are imported according to the following rules:

- The import file may contain records other than OELPA, but the other records are not imported.
- The date of the assessment is set during the import process. The date must be in the range of January 1st to March 31st.
- If a score field is blank or does not have a number, no value is imported.
- No accommodation values are imported.
- JVS student scores imported will have assessment matched to their student record at their Home School.

OELPS Imports

To import OELPS assessment records, one of the following data combinations must match to a student:

- SSID, student must exist in district in context
- Student Number, student must exist in district in context

OST Imports

To import OST assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate, District IRN
- SSID, Last Name, District IRN
- Student Number, Birthdate, District IRN
- Student Number, Last Name, District IRN
- First Name, Last Name, Birthdate, District IRN

Assessment – General

PLAN Imports

To import PLAN assessment records, the following data must match to a student:

- Legal Last Name and First Name (Student Last Name and First Name will be used if legal names do not match)
- Gender
- Birthdate

PLAN assessment records are updated according to the following rules:

- If the student has no previous PLAN record for the test date, a test record is created and all scores are imported.
- If the student has a previous PLAN record for the test date:
 - Existing scores are updated with scores from the import file.
 - New scores are added.
 - Existing scores not found in the import file are not updated.

Note: The Assessment Import feature cannot handle records provided by testing companies that contain incorrect district IRNs.

Note: For FY11 and beyond, checks for Composite Performance Level and Comprehensive Domain Score were removed from the OTELA Import.

Note: OGT records cannot be imported into JVS school districts.

Preschool ELA Imports

To import Preschool ELA assessment records, one of the following data combinations must match to a student:

- SSID, Birthdate, District IRN
- SSID, Last Name, District IRN
- EMIS ID, Birthdate, and District IRN
- EMIS ID, Last Name, and District IRN
- Student Number, Birthdate, and District IRN
- Student Number, Last Name, and District IRN
- First Name, Last Name, Birthdate, and District IRN

Preschool COS Imports

To import Preschool COS assessment records, one of the following data combinations must match to a student:

- SSID
- Student Number, Last Name, first 3 letters of First Name

SAT Imports

To import SAT assessment records, the following data must match to a student:

- District IRN in context (student must be in that district)
- Last Name or Legal Last Name
- First Name or Legal First Name
- Gender
- Birthdate

Note: The **Score Not Reported** field for all SAT imports defaults to *. If you wish to have a different value for this field, you must manually edit the value after the import is complete.

Note: The import accepts either the **SEX** or **GENDER** column header for column *I*.

Assessment Import Management

Navigation: StudentInformation > SIS > Assessment > Assessment Import Management

The Assessment Import Management screen shows the results of each Assessment Import in 3 separate tabs:

- **Unmatched Records** Records imported but not yet assigned to a student.
- Matched Records Records imported and assigned to a student.
- Errors Records that were not imported because of stated errors.

Assessment – General

If the appropriate import file does not display in the Import field, click **Import Another File** to return to the Assessment Imports screen to import the desired file.

Note: If the school in context is a district, then errors for students in all buildings within the district in context display for all imports. If the school in context is an ITC, then errors for students in all buildings in the ITC will only be displayed for imports performed in StudentInformation versions 11.3 or earlier.

om t		40.0045.04	40-DM		ICBA - Loca					
pon	. NOV	12 2015 04	.49. PIVI -	0	CDALOCA	_SD OCBA.txt	•			
	Im	port Anothe	r File							
Unn	natch	ed Records	Matche	d Records En	TOIS					
Т	ne fol	lowing recor	ds were inclu	ded in the import	file but are not vet ass	gned to a student in St	udentInformation	•		
- ···				aca in the import	nie bat ale net jet ace	gnea te a stadont in et	adominionnation			
		Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Record
Ŵ	Q	Line No.	First Dylan	Middle	Last	Test EndCrse	BirthDate Jun 18, 1996	Building IRN	District IRN 050229	Record
_	Q Q			Middle	Last			Building IRN 023515		
_ 	•	1	Dylan	Middle	Last	EndCrse	Jun 18, 1996		050229	
	Q	1 2	Dylan Kyle	Middle	Last	EndCrse EndCrse	Jun 18, 1996 Sep 06, 1997	023515	050229 050229	

Unmatched Records Tab

This tab shows assessment records from the testing company that could not be automatically associated to a student. These unassigned records may have occurred because there was a mismatch of data. Refer to *"Assessment Imports"* for the matching criteria.

Note: The column headings and data input fields shown on this tab depend on the type of assessment selected in the Input field.

Uni	Jnmatched Records Matched Records Errors												
() T	The following records were included in the import file but are not yet assigned to a student in StudentInformation.												
		Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Record			
圃	Q	1	Dylan	Batta	mmm.	EndCrse	Jun 18, 1996		050229	1			
Ŵ	Q	2	Kyle	100.00		EndCrse	Sep 06, 1997	023515	050229	1			
匬	Q	3	Cory	Louise	Bendling	EndCrse	May 25, 1997	023515	050229	1			
Ŵ	Q	4	Austin	(insection)	1000	EndCrse	Jul 30, 1997	023515	050229	1			
Ŵ	Q	5	Zachary	Report	Carling	EndCrse	Jun 18, 1996	023515	050229	1			

Assigning records

The unassigned records displayed on this tab can be assigned to the appropriate students without having to retype the data. The majority of load errors are caused by mismatches in ID/SSN/name.

Click **Q** beside the student you are working on to view details of this unassigned record and to manually assign the record to a student in StudentInformation.

Unmatched Records	Matched Records	Errors	
 The following records Match student from file to Use the search criteria 	a student in DASL		t assigned to a student in StudentInformation.
First Name:		Student Identif	ier:JW2676702
Called Name:		Building IRN:	023515
Middle Name:		District IRN:	050229
Last Name:		~	
Birthdate: 02/19/2	2003		
Student Number:			
Emis Id:			
State Student Id:			
Search Cancel			

Match student from file to a student in StudentInformation (Search Criteria)

It is recommended that you first search using the defaults to locate a student match. If necessary, change or enhance the search criteria to locate the correct student.

Partial name searches can be used by checking the Wild Card Search box after the First Name, Called Name, Middle Name, and/or Last Name.

Cancel – Do not execute the Search.

Search – Search for a student match. Matching students in the district are displayed at the bottom of the screen. A student may have taken the test in one building, but by the time the results are received and loaded, the student may be at another building in the district. This is especially true of summer testing. Searching for the StudentInformation student to which a record belongs is school year independent

📵 M	atch the studen	t from the import to	students in Studen	tInformation b	y selecting the	correct record	
	District IRN	District Name	Student Number	EMIS ID	SSID	Name	Birthdate
⊛	043505	Ashland City SD	00503	A27503000		close terms and shoch	Feb 19, 2003
€	043505	Ashland City SD	00490	A27490520	RX5562711	CANT. MILL AND	Feb 19, 2003
⊛	043505	Ashland City SD	00190	A27190723		FORES & ALC L'AND	Feb 19, 2003

• Assign the testing data to this student. Click this icon if the results should be loaded into this student's assessment record. You will receive a confirmation message (Import Record Successfully Assigned to a StudentInformation Student). The record is moved from the Unmatched Records tab to the Matched Records tab.

Caution:All other testing records can be manually corrected or added for new students coming in to the districts. This is covered in "Student Assessment Menu" of this document.

Deleting Unassigned Records

If there are unassigned records that should not be loaded, particularly records from previous years, they can be deleted from the **Assessment Import Management** screen **Unmatched Records** tab.

Un	match	ed Records	Matched	Records	Errors								
0	The following records were included in the import file but are not yet assigned to a student in StudentInformation.												
		Line No.	First	Middle		Last	Test	BirthDate	Building IRN	District IRN	Record		
Ē	Q	1	Dylan	max.		mmm.	EndCrse	Jun 18, 1996		050229	1		
Ŵ	Q	2	Kyle	-		and the second	EndCrse	Sep 06, 1997	023515	050229	1		
Ŵ	Q	3	Cory	Looks.		The other p	EndCrse	May 25, 1997	023515	050229	1		
Ŵ	Q	4	Austin	(in section)		Collector	EndCrse	Jul 30, 1997	023515	050229	1		
Ŵ	Q	5	Zachary	Report		Carlley	EndCrse	Jun 18, 1996	023515	050229	1		

m – Delete the unassigned record for this student.

Unmatched Records	Matched Records	Errors		
 The following records Click Ok to delete all a 				in StudentInformation.
	ure you want to delete			
:	Student, New (born:	6/24/1997)		
	OkCar	icel		

Click OK to continue with the delete. Click Cancel to not delete this record.

Matched Records Tab

This tab shows assessment records from the import file that were successfully matched to a student in StudentInformation.

Note: The column headings shown on this tab depend on the type of assessment selected in the Input field.

Unmatched Records Matched Records		Errors								
1 The follo	The following records have been imported and matched to a student in StudentInformation, new test records have been created.									
Line No.	File Student Name	Test	File BirthDate	File Bld. IRN	File Dist. IRN	Matched Dist. IRN	Matched Std. No.	Matched Student Name	Matched BirthDate	Records
6	Int. Brist Togs	EndCrse	Mar 16, 1997	023515	050229	043505	777860	NUMBER OF STREET, STRE	Mar 16, 1997	1
104	The Refer from	EndCrse	Feb 19, 1998	023515	050229	043505	503000	man terms and it	Feb 19, 2003	1
		1		1	1	I	I		I	1

Line No. – Line number of the record in the import file.

Column headings containing the word File list data obtained from the import file. Columns with headings containing the word Matched list data from the student's record that matched data in the import file.

Records – Total number of assessment records matched.

Errors Tab

Any assessment import errors display on the **Assessment Import Management** screen **Errors** tab.

Note: The column headings shown on this tab depend on the type of assessment selected in the Input field.

	ation > SIS > Assessment > Assessment Import Management ment Import Management
From this so	creen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.
Import: Jul 1	8 2018 08:51:AM - Miller, John - AP - AP Scores Excel 2018.csv ~
Imp	ort Another File
Unmatched	I Records Matched Records Errors
1 The follo	owing records are unable to be imported due to errors listed below.
Line No.	Message
27	Student has an invalid Grade Level. Education Level code: 11
75	Student has an invalid Grade Level. Education Level code: 11

Line No - Line number of the record in the import file.

Message – Error message. These will typically be field error messages (the **Testing Date** field is not a valid date or the English Score is missing, for example).

Assessment Import History

Navigation: StudentInformation > SIS > Assessment > Assessment Import History

This screen is only viewable with the appropriate permissions. This screen displays summary and detailed information on each assessment import.

ludeni	Information > SIS :	> Assessment > Assessment Im	port History				😤 (Fir	id Students] Q	[Go To]
lss	essment l	mport History							
rom t	his screen, you	can view history on assessn	nent import recor	ds that have a bu	ilding accessib	le throug	jh the school a	ind school year	in context.
ser:		~ Filter							
501.									
					Matched				
	Assessment Type	File Name	Total Test Records	Unmatched Test Records	Test Records	Errors	User	Date	
	Assessment Type	File Name				Errors	User	Date	

User (optional) – Use the drop-down list to limit the assessment import history grid to a specified user.

Filter – Filter and return assessment import history only for the user specified.

Assessment Type – Type of assessment uploaded via the Assessment Imports screen.

File Name – The name of the file uploaded via the Assessment Imports screen.

Total Test Records - Total number of test records in the vendor assessment file.

Unmatched Test Records – Total number of test records not yet assigned to a student. These records must be reviewed on the **Assessment Import Management** screen **Unmatched Records** tab.

Matched Test Records – Total number of test records matched to a student and imported into StudentInformation. These records can be reviewed on the **Assessment Import Management** screen **Matched Records** tab.

Errors – Total number of test records with errors. These records will need reviewed in the **Assessment Import Management** screen **Errors** tab.

User - The user who submitted this assessment import.

Date – The date that this assessment import was executed.

Assessment Import View Details

Q – Click this icon to view details of the specified assessment import. Details of the specified assessment import are displayed and record counts are displayed by **Building IRN**, **School**, **Test, Part, Records, Imported, Not yet assigned to Student**, and **Errors**.

StudentInforma	tion > SIS > Assessment > As	sessme	nt Import	History		쓭	[Find Stu	udents] O	Go To]	<u></u>
Assessr	nent Import Hist	ory								
From this scr in context.	een, you can view history	on ass	essmen	t import re	cords that	have a building accessible	through	n the schoo	ol and schoo	ol year
User: Mil	SCD Spring 2018.txt Ier, John ursday, April 19, 2018									
Building IRN	School	Test	Part	Records	Imported	Not yet assigned to student	Errors			
001081	Ashland High School	All	All	20	20	0	0			
		OGT	MATH	5	5	0	0			
		OGT	READ	5	5	0	0			
		OGT	SCI	5	5	0	0			
		OGT	SSC	5	5	0	0			
Back										

Back – Click to return to the Assessment Import History listing screen.

Industry Credential Update

The **Industry Credential Update** screen lets you search for students using the search criteria available and then bulk add industry credential records for selected students.

StudentInformation > SIS > Asses	ssment > Industry Credential	Update		쓭	[Find Students] Q	[Go To] Q
Industry Creden	tial Update					
✓ Student Search C	Criteria					
			Course Filters			
Teacher	None -	Clear	Course	None -	Clear	
EMIS Subject Code	None -	Clear				
			Student Filters			
CTE Program Area	None -	Clear	CTE Program of Concentration	None -	Clear	
Homeroom	None -	Clear	Ad Hoc Membership	None -	Clear	
		Students	Selected by Default Q Search			
> New Industry Cre	dential Values					

- 1. In the **Student Search Criteria** section, select the applicable course or student filters to find the students for which you want to add records.
- 2. (Optional) Select the **Student Selected by Default** checkbox if you want to pre-select all students in the search results for adding records. Otherwise, you can individually select the students for which you wish to add records.
- 3. Click Search.

The **New Industry Credential Values** section displays with the search results in a grid at the bottom of the screen.

	mation > SIS > Assessm	ent > Industry Credential	Update				🕈 (Fi	nd Students] Q [Go To]	
dus	try Credentia	I Update							
Stud	lent Search Crit	eria							
	la ducta considerat	-4:-1.1/-1							
vew	Industry Crede	ntial values							
Ind	lustry Credential*							•	
Red	quired Test Type*		T						
Tes	st Date [*]	*							
Pas	ss/Fail [*] ▼								
_									
_	Student Number	Student Name	Homeroom	Course	Pass/Fail	Required Test Type		Test Date	
	822706290	Ayers, Jennifer					•		
√	73298349	Bonilla, Heidi			· ·		•		*
√	566123673	Camacho, Kristina			T		•		Ê
					•				
1	55033846	Greene, Duncan					•		#
	55033846 371358868	Greene, Duncan Jarvis, Lisette			•		•		
 Image: A start of the start of	371358868	Jarvis, Lisette			· · · · · · · · · · · · · · · · · · ·		•		
 <	371358868 790466628	Jarvis, Lisette Leon, Demarco					•		
	371358868 790466628 860835162	Jarvis, Lisette Leon, Demarco Owen, Jeanine					•		
	371358868 790466628 860835162 425354648	Jarvis, Lisette Leon, Demarco Owen, Jeanine Perkins, Gino					· · · · · · · · · · · · · · · · · · ·		
	371358868 790466628 860835162 425354648 849696033	Jarvis, Lisette Leon, Demarco Owen, Jeanine Perkins, Gino Sexton, Wade					• • • •		

- 4. (Optional) If you did not select the **Student Selected by Default** checkbox prior to searching, you can individually select the students for which you wish to add records or select the checkbox at the top left of the grid to select all students.
- 5. In the **Industry Credential** drop-down list, select the industry credential record you wish to add for the selected students.
- 6. In the **Required Test Type** drop-down list, select the test type.
 - If the records are for FY19 or earlier (07/01/2019), select **STR Standard**.
 - If the records are for FY20 and forward, select IPD Cost Paid by LEA or INP Cost NOT Paid by LEA.
- 7. In the **Test Date** field, select the date on which the test was taken.

- 8. In the **Pass/Fail** drop-down list, select whether the records are **Pass** or **Fail** for the selected students.
- 9. (Optional) If there are students whose assessment scores are different than the selection in the **Pass/Fail** drop-down list, in the **Assessment Score** column, in the row of the student(s), select the differing value(s).
- 10. (Optional) If there are students whose test type is different than the selection in the **Required Test Type** drop-down list, in the **Required Test Type** column, in the row of the student(s), select the test type.
- 11. (Optional) If there are students who took the test on a different date than the selection in the **Test Date** field, in the **Assessment Date** column, in the row of the student(s), select the date of their test(s).
- 12. Click Update.

The records are added for the selected students and you receive a confirmation message.

Assessment Maintenance

Navigation: StudentInformation > ITC > Assessment Maintenance

The **Assessment Maintenance** screen lets you delete results created by assessment imports. The record of the import is not deleted and is still available on the **Assessment Import History** screen and the **Assessment Import Management** screen.

- 1. In the **Assessment** drop-down list, select the assessment whose import results you want to delete.
- 2. In the **Test Date** field, select the test date that applies to the assessment records you want to delete. For assessments that do not have a test date, enter xx for the test year accordingly:
 - End-of-course assessments
 - Fall Block 12/1/xx
 - Spring 4/1/xx
 - Sprint Block –
 - Next Generation assessments
 - Fall Block 11/1/xx
 - Spring 4/1/xx
 - Spring Block 5/1/xx
 - Summer 7/1/xx

3. Click Delete Imported Results.

StudentInformation > ITC >	Assessment Maintenance					
Assessment Maintenance						
Assessment	~					
Test Date						
Delete Results						

A message displays the number of results to be deleted and verifies that you wish to do so.

4. Click Delete.

The assessment results are deleted.

Accelerated List

Navigation: StudentInformation > SIS > Assessment- Accelerated List

The **Accelerated List** screen shows a list of all students with accelerated records used in the Pre-Identification process for the filtered test and test part.

Note: The accelerated records used for the Pre-Identification process are for OST and achievement tests and are not reported to EMIS.

StudentInformation > SIS > Assessment > Accelerated List								
Accelerated List								
View and filter list of assessment students with accelerated tests								
Test: Grade 05 English Langu	Test: Grade 05 English Language Arts for AASWD and OCBA Part: Search							
Student Name 🕶	Student Grade Level	Test	Part					
Accelerated	04	Grade 05 English Language Arts for AASWD and OCBA	English Language Arts					
Accelerated	04	Grade 05 Mathematics for AASWD and OCBA	Mathematics					
Accelerated	04	Grade 05 Science for AASWD and OCBA	Science					

Test – You can filter by a particular test or leave blank to not filter on test.

Part – You can filter by a particular test part (you must select a test before you can select a part) or leave blank to not filter on part.

Click **Search** to display the list of students matching the chosen test and part filters.

Sorting – You may sort by any column (**Student Name**, **Student Grade Level**, **Test**, **Part**) in ascending or descending order by clicking the column header.

Click the student's name to go to that specific accelerated record.

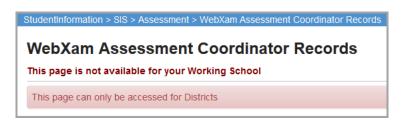
StudentInformation > SIS > Student > Assessment > Accelerated Student Accelerated Student From this screen, you can display, add, change and delete data pertaining to Accelerated Student.						
Add Test → Part Accelerated Grade						
Ŵ	ø	Grade 05 English Language Arts for AASWD and OCBA	English Language Arts	05		
Ŵ	ø	Grade 05 Mathematics for AASWD and OCBA	Mathematics	05		
圃		Grade 05 Science for AASWD and OCBA	Science	05		

WebXam Assessment Coordinator Records

Navigation: StudentInformation > SIS > Assessment- WebXam Assessment Coordinator Records

The **WebXam Assessment Coordinator Records** screen allows for each CTE program of concentration to be assigned to a default assessment coordinator in each district. These records are then used to create records for the WebXam Export.

The **WebXam Assessment Coordinator Records** screen is only available for districts. You will receive the message below if you do not have a district in context.



This screen has standard add record, edit record, and delete record controls.



Add WebXam Assessment Coordinator Records

StudentInformation > SIS > Assessment > WebXam Assessment Coordinator Records					
WebXam Assessment Coordinator Records					
From this screen, you can set a de	fault Assessment Coordinator for each CTE Program of Concentration.				
CTE Program Area:	~				
CTE Program Of Concentration:*	~				
Assessment Coordinator:*	~				
Save Save and New Cancel					

CTE Program Area (required) – Select a program area for the CTE Program of Concentration element.

CTE Program of Concentration (required) – Select an element that designates the program of concentration for a CTE concentrator. The list of available values in the CTE Program of Concentration drop-down list is dependent on the value selected for the CTE Program Area field.

Assessment Coordinator (required) - Select from the list of staff.

Save – Click to save the current WebXam assessment coordinator record and returns to the WebXam Assessment Coordinator Records screen where you will see the updated information.

Save and New – Click to save the current WebXam assessment coordinator record and displays a new blank record to enter subsequent records. A message displays stating that the record was successfully saved.

Cancel – Click to clear out data already entered.

Edit WebXam Assessment Coordinator Records

StudentInformation > SIS > Assessment > WebXam Assessment Coordinator Records					
WebXam Assessment Coordinator Records					
CTE Program Area: 2 - Arts and Communications					
CTE Program Of Concentration:* B1 - Performing Arts 🤟					
Assessment Coordinator:* ERIC ~					
Save Cancel					

When editing a WebXam assessment coordinator record, the **CTE Program Area** and CTE **Program of Concentration** fields are not available. Only the **Assessment Coordinator** field is editable. If the CTE Program Area and CTE Program of Concentration fields need editing, delete

the record (click $\overline{\mathbf{m}}$), and add a new record.

Assessment Coordinator (required) – Select a different person from the list of staff.

Assessment – General

Save – Click to save the current WebXam assessment coordinator record and returns you to **WebXam Assessment Coordinator Records** screen where you will see the updated information.

Cancel – Click to clears out data already entered.

Note: The WebXam Export is located under the Import/Export menu in following path: Management > Import/Export. Refer to the ProgressBook StudentInformation Import Export Guide for further information.

Student Assessment Menu

The following information is described in this topic:

- "Accelerated Student (for use with Pre-ID only)"
- *"ACT"*
- "AP Exams"
- "CTE Industry Assessment"
- "CTE Industry Credential"
- "CTE Student Assessment (OCTCA)"
- "DPR Growth"
- "End-of-Course Exam"
- "International Baccalaureate (IB)"
- "KRA"
- "Next Generation Assessment Grades 3-8"
- *"OELPA"*
- "OELPS (ELPA21 Screener) Assessment"
- "OGT (Ohio Graduation Test)"
- "PLAN (Pre-ACT)"
- "Preschool COS"
- "Preschool ELA"
- "PSAT/NMSQT"
- "SAT Reasoning Test"
- "SAT Subject Tests"
- "Student Achievement"
- "Student Assessment List"
- "WorkKeys"

Accelerated Student (for use with Pre-ID only)

Navigation: StudentInformation > SIS > Student > Assessment > Accelerated Student

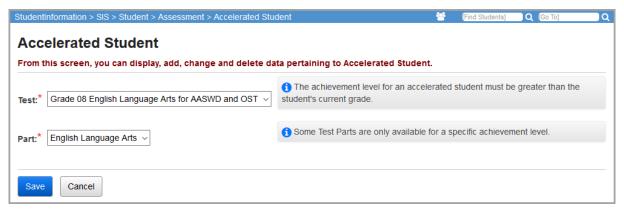
An accelerated record must be added for each test part in which the student is accelerated. To add a record for a student, search for the student for whom you wish to add a record and then select **Accelerated Student** on the **Student Assessment Menu**. In order for the Pre-Identification file to include a student testing at an accelerated level, a record needs to be added for each test part in which the student is testing as accelerated.

Note: The records added on the **Accelerated Student** screen are used only for the purpose of creating the Pre-Identification labels for accelerated students taking parts of the OST only. The information entered on this screen is not reported to EMIS.

StudentInformation > SIS > Student > Assessment > Accelerated Student							
Accelerated Student							
Fron	n this	screen, you can display, add, change and delete dat	a pertaining to Accelera	ated Student.			
Ad	Add						
		Test -	Part	Accelerated Grade			
匬	ø	Grade 08 English Language Arts for AASWD and OST	English Language Arts	08			
Ŵ	ø	Grade 08 Science for AASWD and OST	Science	08			
匬	ø	Grade 08 Mathematics for AASWD and OST	Mathematics	08			

This screen has standard add record, edit record, and delete record controls.

Add/Edit Accelerated



Test (required) – The drop-down list contains available tests for grade levels higher than the 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 (required) – The drop-down list contains test parts that are available for a student to take for the selected test.

Caution: It is possible that a student will be reported to EMIS for an accelerated test part for a test that does not 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 Achievement Test records screen for the appropriate grade level test and part. Refer to ProgressBook StudentInformation EMIS Guide for guidelines on how to report these types of test records.

ACT

You can view and maintain a student's ACT assessment data. Refer to the appropriate topic:

- "View ACT Scores"
- "Add ACT Scores"

View ACT Scores

Navigation: StudentInformation > SIS > Student > Assessment > ACT

You can view and maintain a student's ACT assessment data when you have the student in context on the **ACT** screen.

Note: To delete a record, in the column header of the assessment date, click To edit an existing record, click ? and make the needed changes. (For field descriptions, see "Add ACT Scores.")

udentInformation > SIS > Student	> Assessment >	> ACT				
ACT Scores						
From this screen, you can display, add, change and delete data pertaining to the AC						
Add Attempt						
	12/1/2014	12/12/2015	6/11/2016			
English Score	21	23	23			
Mathematics Score	23	24	22			
Reading Score	28	30	31			
Science Score	23	23	26			
Composite Score	24	25	26			
Combined English/Writing Score		20	23			

Student Assessment Menu

Add ACT Scores

Navigation: StudentInformation > SIS > Student > Assessment > ACT

You can add ACT assessment records for a student.

Note: You can add multiple test occurrences, but they must have different testing dates. Multiple ACT records can be added for the same month. The FA transfer file recognizes multiple ACT assessments for a student for the same month/year and creates only one transfer file for that month/year, choosing the highest score for each area of assessment.

1. With a student in context on the **ACT** screen, click **Add Attempt**.

StudentInformation	> SIS > Student > Assessment > ACT
From this screer	n, you can display, add, change and delete data pertaining to the ACT.
No ACT records f	ound for student
Add Attempt	

An entry screen displays.

2. In the **Testing Date** field, enter or select the date the test was administered in mm/dd/yyyy format.

Note: The Score Not Reported, Test Location, and Accommodations fields only apply and display for records with a Testing Date in FY17 or later.

3. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

Note: If the student took the test, select * - Option Not Applicable, Student took Test.

- 4. In the **Test Location** drop-down list, select whether the student took a statewide or independent test.
- 5. In the Accommodations drop-down list, select **NO Student did not take the test with** accommodations.
- 6. For each test part that the student completed, enter the student's score and sub scores.
- 7. (Optional) Select the Essay Comments applicable to this ACT test.
- 8. Click **Save**. Or, to add scores for another date, click **Save and New**.

StudentInformation > SIS > Student > Assessment > ACT		😤 (Find St
ACT Scores From this screen, you can display, add, change and delete d	lata pertaining to the ACT	
Testing Date:*	08/29/2017	
Score Not Reported:*		
Test Location:	~ ·	
Accommodations:	~ ·	
Composite Score:		
composite score.		
Mathematics Score:		
Mathematics Pre-Algebra/Elementary Algebra Sub Score:		
Mathematics Intermediate Algebra/Coordinate Geometry Su	Ib Score:	
Mathematics Plane Geometry/Trigonometry Sub Score:		
Science Score:		
STEM Score:		
STEM National Norms:		
English Score:		
English Usage/Mechanics Sub Score: English Rhetorical Skills Sub Score:		
Reading Score:		
Reading Social Studies/Sciences Sub Score:		
Reading Arts/Literature Sub Score:		
Combined English/Writing Score:		
Writing Test Sub Score:		
-	01 - ^	
Essay Comments:	02 - ← → 20 - ← → 21 - ← →	
English Language Arts (ELA) Score:		
English Language Arts (ELA) National Norms:		
Writing Subject Score:		
Writing Domain Score: Ideas and Analysis:		
Writing Domain Score: Development and Support:		
Writing Domain Score: Organization		
Writing Domain Score: Language Use and Conventions		
Writing National Norms		
Understanding Complex Text:	~	
Progress Toward Career Readiness:	×	
	·	
Save Save and New Cancel		

Student Assessment Menu

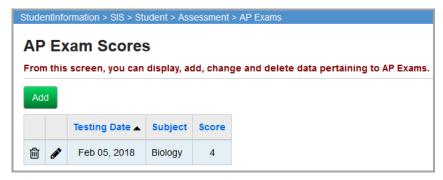
A confirmation message displays, and the added scores display.

	rom this screen, you can display, add, change and delete data pertaining to the					
he Attempt was successfully saved						
Add Attempt						
	4/1/2016	9/11/2017				
	ŵ 🖋	ŵ 🌶				
English Score	23	19				
English Usage/Mechanics Sub Score		15				
English Rhetorical Skills Sub Score		13				
Nathematics Score	20	30				
Nathematics Pre-Algebra/Elementary Algebra Sub Sco		15				
Nathematics Intermediate Algebra/Coordinate Geomet		9				
Nathematics Plane Geometry/Trigonometry Sub Score		6				
Reading Score	22	29				
Reading Social Studies/Sciences Sub Score		12				
Reading Arts/Literature Sub Score		17				
Science Score	22	29				
Composite Score	25	26				
Combined English/Writing Score		27				
Nriting Test Sub Score		10				
Essay Comments		20,22,23,30				
Inderstanding Complex Text		2				
Score Not Reported		*				
Test Location		S				
Accommodations		NO				

AP Exams

Navigation: StudentInformation > SIS > Student > Assessment > AP Exams

To view a student's AP Exam data, select the student and then select **AP Exams** below **Assessment**.



This screen has standard add record, edit record and delete record controls.

Sorting – You may sort by any column (Testing Date, Subject, Score) in ascending or descending order by clicking on the column header

Add – Select to add a new AP Exam record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit AP Exam Scores

AP Exa	m Scores				
From this s	reen, you can displ	ay, add, cha	nge and delete	data pertaining to AP E	xam
Subject:*			~		
Testing Dat	e:*	Ê			
Score:*					
Save	Save and New	ancel			

Subject (required) - Select the AP Exams subject from the drop-down list.

Testing Date (required) – Enter the date that the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

Score (required) – Enter the AP Exam score for this student.

CTE Industry Assessment

Navigation: StudentInformation > SIS > Student > Assessment > CTE Industry Assessment

To view a student's CTE industry assessment data, select the student and then select CTE Industry Assessment below Assessment.

Industry assessments are technical assessments developed by industry associations or state licensing agencies. A CTE industry assessment record (GU) is to be reported for all students who have been reported as a CTE concentrator and who took an industry assessment that is listed as an option for the industry assessment element. All CTE industry assessment records transferred using the **Transfer – Student Assessment (FA)** feature are given a test date of January 1. Refer to the *ODE EMIS Manual* for additional details.

Stud	entinf	ormation > SIS >	Student > Assessment > CTE Industry Assessment		쌸	[Find Students]	Q [Go To]	
I	CTE Industry Assessment From this screen, you can display, add, change and delete data pertaining to CTE Industry Assessments.							
A	dd CT	E Industry Asses	sment					
		Testing Date	Assessment Code	Assessment Result	Asses	sment Score I	Not Reported	
Ŵ	ø	03/2018	190 - Electrical Trades - National Construction Career Test - National Ce	Ρ		*		

Add CTE Industry Assessment – Add a new CTE Industry Assessment record for this student.

Add/Edit CTE Industry Assessment

StudentInformation > SIS > Student > Assessment > CTE	Industry Assessment	[Find S
CTE Industry Assessment		
From this screen, you can display, add, change and	delete data pertaining to CTE Industry Assessments.	
Testing Date:*	02/05/2018	
CTE Industry Assessment Code:*	420 - National Council Licensure Exam for Lic. Pract/Vocational Nurses (N	~
CTE Industry Assessment Results:*	P - Student Passed the CTE Industry Assessment	
CTE Industry Assessment Score Not Reported Valu	e: * - Option Not Applicable, Student took the test.	\sim
Save Save and New Cancel		

Testing Date (required) – Enter the date the test was administered in the mm/yyyy format or use the calendar to select the date.

CTE Industry Assessment Code (required) – Indicates the CTE Industry Assessment the student took. The drop-down list populates based on EMIS code table GU060 options that are reported in Period N.

CTE Industry Assessment Results (required) – Indicates whether or not the student passed the CTE Industry Assessment. The drop-down list populates based on EMIS code table GU070.

Note: If the student was required to take the test but did not take the test, in the **CTE Industry Assessment Results** drop-down list, select ******* - **Not applicable**, **student did not test**. Then, in the **CTE Industry Assessment Score Not Reported Value** drop-down list, select either V – **CTE student was not given a Technical or Industry Assessment** or **T** – **CTE student is taking an industry assessment, to be reported in March (D)**.

CTE Industry Assessment Score Not Reported Value – Indicates the reason the student does not have a score to report for this assessment.

CTE Industry Credential

You can view and maintain a student's CTE Industry Credential data. Refer to the appropriate topic:

- "View CTE Industry Credentials"
- "Add CTE Industry Credentials"

Note: You can add industry credential records for more than one student at a time on the "Industry Credential Update" screen.

View CTE Industry Credentials

Navigation: StudentInformation > SIS > Student > Assessment > CTE Industry Credential

You can view and maintain a student's CTE Industry Credential data when you have the student in context on the **CTE Industry Credential** screen.

Note: To delete a record, in the row of the testing date, click $\widehat{\mathbf{I}}$. To edit an

existing record, click *and make the needed changes.* (For field descriptions, see "Add CTE Industry Credentials.")

CTE	E In this so	dustry Cr	display, add, change and delete data pertaining	to CTE Industry Credential.	
		Testing Date	Assessment Area	Required Test Type	Score
Ŵ	ø	01/13/2020	CA09 - Adobe Certified Expert After Effects CS6	INP - Cost Not Paid by LEA	Ρ
Ŵ	ø	06/03/2019	CA08 - Adobe Certified Expert After Effects CS5	STR - Standard	Ρ

Add CTE Industry Credentials

Navigation: StudentInformation > SIS > Student > Assessment > CTE Industry Credential

You can add CTE Industry Credential records for a student.

Note: You can add industry credential records for more than one student at a time on the "Industry Credential Update" screen.

1. With a student in context on the CTE Industry Credential screen, click Add CTE Industry Credential.

CTE	E In(dustry Cr	display, add, change and delete data pertaining	to CTE Industry Credential.	
		Testing Date	Assessment Area	Required Test Type	Score
圓	ø	01/13/2020	CA09 - Adobe Certified Expert After Effects CS6	INP - Cost Not Paid by LEA	Р
圓	ø	06/03/2019	CA08 - Adobe Certified Expert After Effects CS5	STR - Standard	Ρ

The add/edit version of the screen displays.

- 2. In the **Testing Date** field, enter or select the date the test was administered in dd/mm/yyyy format.
- 3. In the **Assessment Area** drop-down list, select the CTE Industry Credential area in which the student was assessed.

Note: The drop-down list is populated from EMIS data and is school year dependent.

4. In the **Score** field, select **P** - **Pass** to indicate that the student passed the industry credential; otherwise, select **N** - **Fail**.

Note: From FY18 and forward, *** is no longer a valid score for reporting to ODE.

- 5. In the **Required Test Type** drop-down list, select the applicable test type.
 - If the record is for FY19 or earlier (07/01/2019), select STR Standard.
 - If the record is for FY20 and forward, select IPD Cost Paid by LEA or INP Cost NOT Paid by LEA.

6. Click Save. Or, to enter a record for another date, click Save and New.

StudentInformation > SIS > Student > A	ssessment > CTE Industry Credential	쓭	[Find Students]	Q [Go To] Q
CTE Industry Credent	tial			
From this screen, you can display, a	dd, change and delete data pertaining to CTE Industry	Credential.		
Testing Date:* 02/03/2020				
Assessment Area:* CA10 - Adobe C	Certified Expert Captivate 5.5			•
Score:* P - Pass	•			
Required Test Type:* IPD - Cost Paid	by LEA 🔻			
Save Save and New Cance	21			

A confirmation message displays, and the added credential displays.

udem	tInform	nation > SIS > St	udent > Assessment > CTE Industry Credential		쌸	[Find Students]	Q [Go To]	
:TE	E In	dustry Cr	edential					
			display, add, change and delete data pertaining	to CTE Industry Credential.				
The C	TEIn	dustry Credentia	I Record was saved successfully					~
ne c	21 E III	dusiry credenila	I Record was saved successionly					~ ~
Add	CTE I	ndustry Credenti	al					
Add	CTE I	ndustry Credenti Testing Date	al Assessment Area	Required Test Type	Score			
				Required Test Type	Score			
Add 1 1 1 1 1 1 1 1 1 1 1 1 1		Testing Date	Assessment Area					

CTE Student Assessment (OCTCA)

Navigation: StudentInformation > SIS > Student > Assessment > CTE Student Assessment (OCTCA)

When you have a student in context, you can view the student's CTE Student Assessment data on the **CTE Student Assessment (OCTCA)** screen.

The State Board of Education has approved career-technical performance measures that require school districts to assess students in workforce development programs with a CTE Technical Assessment. One record per student should be reported for each student who takes the CTE Technical Assessment Test or Career Paths for the Teaching Professions Portfolio Assessment. All CTE Student Assessment records transferred using the **Transfer – Student Assessment** (FA) process are given a test date of January 1. Refer to the *ODE EMIS Manual* for additional details.

The CTE Student Assessment (OCTCA) screen contains the CTE Technical Score and CTE Portfolio Score tabs.

			Student > Assessment > CTE Stude		
			an display, add, change and dele	,	TE Student Assessments.
СТЕ	E Tecl	nnical Score	CTE Portfolio Score		
Ad	Id CTI	E Technical As	sessment		
		Test Date	CTE Assessment Code	CTE Technical Score	CTE Technical Assessment Score Not Reported
圃		03/05/2018	25MC - Allied Health and Nursing	Р	*

Add the CTE Technical Score

Use the **CTE Technical Score** tab on the **CTE Student Assessment (OCTCA)** screen to enter the CTE technical score for the student.

1. On the CTE Technical Score tab on the CTE Student Assessment (OCTCA) screen, click Add CTE Technical Assessment.

The tab displays the fields for entering the technical assessment score.

StudentInformation > SIS > S	Student > Assessment > CTE	Student Assessment (OCTC	A)	崉	[Find Students]	🗋 🔍 (Go To
	SSESSMENT (OCT n display, add, change and		CTE Student Assess	sments.		
CTE Technical Score	CTE Portfolio Score					
Test Date:*		03/12/2018	#			
CTE Student Assessme	nt Code: [*]	95WB - Healthy and S	afe Foods			~
CTE Technical Assessm	ent Score Not Reported Va	alue: * - Option Not Applicab	le, Student took the te	st.	~	
CTE Technical Score:*		Ρ]			
Save Save and New	<i>N</i> Cancel					

- 2. In the **Test Date** field, enter the date the student took the CTE technical assessment.
- 3. In the **CTE Student Assessment Code** drop-down list, select the type of CTE technical assessment the student took.
- 4. (Optional) If the student does not have a score to report, in the **CTE Technical Assessment Score Not Reported Value** drop-down list, select the reason.
- 5. In the CTE Technical Score field, enter one of the following:
 - N Student is not proficient
 - **P** Student is proficient
 - A Student is advanced

- I Student participated in the assessment but has not completed enough modules for a score
- *** Student was not given a technical or industry assessment (CTE Technical Assessment Score Not Reported Value is V - CTE student was not given a Technical or Industry Assessment)

Note: Scores from assessments taken prior to FY15 may contain a numeric value.

 Click Save to save the record and return to viewing the technical scores on the CTE Technical Score tab, or click Save and New to enter the score for another CTE technical assessment.

The following message displays: "The achievement record was successfully saved."

Edit the CTE Technical Score

1. On the **CTE Technical Score** tab on the **CTE Student Assessment (OCTCA)** screen, click the edit icon in the row of the assessment you want to modify.

The tab displays the fields for entering the technical test score.

- 2. You can perform any of the following tasks:
 - Modify the date the student took the CTE technical assessment in the Test Date field.
 - Modify the type of CTE Student Assessment Code in the **CTE Student Assessment Code** drop-down list.
 - Modify the score assigned to the student's performance in the **CTE Technical Score** field.
- 3. Click Save.

The following message displays: "The achievement record was successfully saved."

Add the CTE Portfolio Score

The **CTE Portfolio Score** tab on the **CTE Student Assessment (OCTCA)** screen enables you to enter the score for students enrolled in the 090011 Career Paths for the Teaching Professions course.

- 1. On the CTE Student Assessment (OCTCA) screen, click the CTE Portfolio Score tab.
- 2. Click Add CTE Portfolio Assessment.

The tab displays the fields for entering the CTE portfolio assessment score.

StudentInformation > SIS > Student > Assessment	> CTE Student Assessment (OCTCA)	[Find
CTE Student Assessment (OCTCA) ge and delete data pertaining to CTE Student Assessments.	
CTE Technical Score CTE Portfolio Score	e	
Test Date:*	04/09/2018	
CTE Student Assessment Code:	14TP - Teaching Professions-State Development Portfolio $\ \lor$	
Reason Portfolio Score Not Reported:	* - Option Not Applicable, Student took the test.	~
CTE Teaching Professions Portfolio Score:*	r ***	
Save Save and New Cancel		

3. In the **Test Date** field, enter the date the student took the CTE Teaching Professions Portfolio assessment.

Note: For the CTE portfolio score, the **CTE Student Assessment Code** drop-down list is always 14TP - Teaching Professions Portfolio Score. This drop-down list contains no other options.

- 4. (Optional) If the student does not have a score to report, in the **Reason Portfolio Score Not Reported** drop-down list, select the reason.
- 5. In the CTE Teaching Professions Portfolio Score field, enter one of the following:
 - N Student is not proficient
 - **P** Student is proficient
 - **A** Student is advanced
 - I Student participated in the assessment but has not completed enough modules for a score
 - *** Student was not given a technical or industry assessment (Reason Portfolio Score Not Reported Value is V - CTE student was not given a Technical or Industry Assessment)

Note: Scores from assessments taken prior to FY15 may contain a numeric value.

 Click Save to save the record and return to viewing the portfolio scores on the CTE Portfolio Score tab, or click Save and New to enter the score for another CTE portfolio assessment.

The following message displays: "The achievement record was successfully saved."

Edit the CTE Portfolio Score

1. On the **CTE Portfolio Score** tab on the **CTE Student Assessment (OCTCA)** screen, click the edit icon in the row of the assessment you want to modify.

The tab displays the fields for entering the CTE portfolio score.

- 2. You can perform any of the following tasks:
 - Modify the date the student took the CTE portfolio assessment in the Test Date field.
 - Modify the reason the CTE portfolio score was not reported for the assessment in the **Reason Portfolio Score Not Reported** drop-down list.
 - Modify the actual score assigned to the student's performance in the **CTE Teaching Professions Portfolio Score** field.
- 3. Click Save.

The following message displays: "The achievement record was successfully saved."

DPR Growth

You can view and maintain a student's DPR Growth results. Refer to the appropriate topic:

- "View DPR Growth Results"
- "Add DPR Growth Results"

View DPR Growth Results

Navigation: StudentInformation > SIS > Student > Assessment > DPR Growth

You can view and maintain a student's DPR Growth results when you have the student in context on the **DPR Growth** screen.

dentInformati	on > SIS > Student > Assess	ment > DPR Growth		쓭	[Find Students] Q	Go To]
DPR G	rowth				Add Assessme	ent Result 🕂
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score
ŵ 🌶	11/05/2018	STR	Reading	*	NO	234.00

Note: To delete a result, in the row of the result, click 🔟 . To edit an existing

result, click *and make the needed changes.* You cannot modify the **Assessment Area**. (For field descriptions, see "Add DPR Growth Results.")

Add DPR Growth Results

Navigation: StudentInformation > SIS > Student > Assessment > DPR Growth

You can add DPR Growth results for a student.

1. With a student in context on the **DPR Growth** screen, click **Add Assessment Result**.

dentInformatio	on > SIS > Student > Assess	ment > DPR Growth		쓭	[Find Students] Q	Go To]
DPR G	rowth				Add Assessme	ent Result 🕂
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score
ŵ 🌶	11/05/2018	STR	Reading	*	NO	234.00

The Add Assessment Result window opens.

dd Assessme	nt Result	
Grade at Time of Test: [*]	09 - Ninth Grade	•
Assessment Area:*	M - Mathematics	¥
Required Test Type:*	STR - Standard	¥
Score Not Reported:*	C - Student Refusal	¥
Accommodations:*	** - Not Applicable - student did not test or accommodations not reported	¥
Score:*	***	
	Сгеа	te Canc

- 2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
- 3. Select the correct Grade at Time of Test, Assessment Area, and Required Test Type.

Note: Currently, the only available **Required Test Type** option is **STR - Standard**.

4. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

Note: If the student took the test, leave the default value of * - **Option Not Applicable, Student took Test**.

5. If the student took the test and received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

Note: If the student took the test without accommodations, leave the default value of **NO - Student did not receive accommodations on the STR test or took ALT**.

- 6. If the student took the test, in the **Score** field, enter the student's score (from 0-9999).
- 7. Click Create.

A confirmation message displays with the added results in the grid.

entInformatio	on > SIS > Student > Assess	ment > DPR Growth		*	[Find Students] Q [Go To]
DPR G	rowth				Add Assessme	ent Result 🕂
Success!	The Assessment Result was	Successfully Created.				×
Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score
Actions	Test Administration	Required Test Type STR	Assessment Area Mathematics	Score Not Reported	Accommodations	Score

End-of-Course Exam

You can view and maintain a student's end-of-course exam results. Refer to the appropriate topic:

- "View End-of-Course Exam Results"
- "Add End-of-Course Exam Results"

View End-of-Course Exam Results

Navigation: StudentInformation > SIS > Student > Assessment > End of Course Exam

You can view and maintain a student's end-of-course exam results when you have the student in context on the **End of Course Exam** screen.

Note: To delete a result, in the row of the result, click $\overline{\mathbb{I}}$. To edit an existing

result, click *and make the needed changes.* You cannot modify the **Assessment Area**. (For field descriptions, see "Add Next Generation Assessment Results.")

End of Course Exam									
Actions	Test Administration +	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Leve		
ŵ 🖋	Spring - 2015	STR	Algebra 1	*	NO	727.00	3		
ŵ 🖋	Spring - 2015	STR	American / United States History	*	NO	700.00	3		
ŵ 🖋	Spring - 2015	STR	English Language Arts 1	*	NO	732.00	3		
ŵ 🖋	Spring - 2015	STR	Physical Sciences	*	NO	713.00	3		
ŵ 🖋	Spring - 2016	STR	Biology	*	NO	687.00	2		
ŵ 🖋	Spring - 2016	STR	English Language Arts 2	*	NO	676.00	1		
ŵ 🖋	Spring - 2016	STR	Geometry	*	NO	662.00	1		

Note: By default, the end-of-course exam grid sorts records by **Test Administration** date (oldest to newest) and then by **Assessment Area** (alphabetical). To sort the data in any column, click on the column header.

Add End-of-Course Exam Results

Navigation: StudentInformation > SIS > Student > Assessment > End of Course Exam

You can add end-of-course exam results for a student.

1. With a student in context on the End of Course Exam screen, click Add Assessment Result.

Stu	Studentinformation > SIS > Student > Assessment > End of Course Exam									
	End of Course E		Add Assessment Result 📀							
	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level			
	There are no records to display									

The Add Assessment Result window opens.

2. Select the correct **Period of Test**, **Fiscal Year of Test**, **Building of Test**, **Grade at Time of Test**, **Required Test Type**, and **Assessment Area**.

Note: End-of-course assessments with a **Required Test Type** of **ALT - Alternate** do not count toward graduation points.

- 3. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.
 - If the student took the test, leave the default value of * Option Not Applicable, Student took Test.
 - If you select A/B/C/D/E/F/G/H/I/J/M, the corresponding letter selection displays with the corresponding end-of-course assessment record on the State Assessment Pathway screen for graduation points. See the *ProgressBook StudentInformation Graduation Points Guide*.
 - If you select **2** Student Received Grad Cred. for Alt Non-Pub EOC, the **Performance Level** value displays on the State Assessment Pathways screen and counts toward the student's progress. See the *ProgressBook StudentInformation Graduation Points Guide*.
 - If you select W Student received Graduation credit prior to assessment availability, the student is still credited graduation points based on their selected Performance Level for the end-of-course assessment on the Grad Points State Assessment Pathway screen. See the ProgressBook StudentInformation Graduation Points Guide.
 - If you select X Student received Graduation credit due to dual credit course completion, the student is credited graduation points based on their selected Performance Level for the end-of-course assessment on the Grad Points State Assessment Pathway screen. See the ProgressBook StudentInformation Graduation Points Guide.
 - To prorate a student for an end-of-course assessment, select Y Student transferred in with course already completed. The student is prorated for the end-of-course assessment and the student's graduation requirements are automatically adjusted accordingly on the Graduation Points State Assessment Pathway screen. See the ProgressBook StudentInformation Graduation Points Guide.

4. If the student took the test and received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

Note: If the student took the test without accommodations, leave the default value of **NO - Student did not receive accommodations on the STR test or took ALT**.

- 5. Complete the **Score** field as follows:
 - If the student took the test, enter the student's score (from 0-999).
 - If the student did not take the test or if the score is not being reported, you may need to enter the score value or ***.
- 6. In the **Performance Level** drop-down list, select the appropriate value.
- 7. Click Create.

nt Result	(
Spring	¥
2016	T
001081 - ASHLAND HIGH SCHOOL	v
12 - Twelfth Grade	•
STR - Standard	¥
BIOL - Biology	•
* - Option Not Applicable, Student took Test	T
NO - Student did not receive accommodations on the STR test or took ALT	Ŧ
830	
4 - Accelerated	Ŧ
	Spring 2016 001081 - ASHLAND HIGH SCHOOL 12 - Twelfth Grade STR - Standard BIOL - Biology * - Option Not Applicable, Student took Test NO - Student did not receive accommodations on the STR test or took ALT 830

A confirmation message displays, and the added result displays.

ientinformati	entinformation > SIS > Student > Assessment > End of Course Exam 😤 🛛 🚰								
End of Course Exam Add Assessment Result •									
Success	Success! The Assessment Result was Successfully Created.								
Actions	Test Administration -	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level		
ŵ 🖋	Spring - 2016	STR	Biology	*	NO	830.00	4		

International Baccalaureate (IB)

You can maintain student scores on the International Baccalaureate (IB) assessment. Refer to the appropriate section as follows:

- "View IB Scores"
- "Add IB Scores"
- "Edit IB Scores"
- "Delete IB Scores"

View IB Scores

Navigation: StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

With a student in context on the **International Baccalaureate (IB)** screen, review the student's International Baccalaureate assessment data.

Stude	entinfo	ormation > SIS > 3	Student > Assessment > International B	accalaureate (IB)	쓭	[Find :				
Int	International Baccalaureate (IB)									
	From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).									
Ad	Id Inte	rnational Baccala	aureate (IB)							
		Testing Date	Assessment Area Code	Assessment Result						
匬	ø	05/2018	IB02 - Language B French - ab initio	4						

Add IB Scores

Navigation: StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

1. On the International Baccalaureate (IB) screen, click Add International Baccalaureate (IB).

Studentinformation > SIS > Student > Assessment > International Baccalaureate (IB) International Baccalaureate (IB) From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (I Add International Baccalaureate (IB) Testing Data Assessment Assa Code Assessment Bacult Assassment Assa Code Assassment Bacult Assassment Baccalaureate (IB) Testing Data Assassment Assa Code Assassment Baccalaureate (IB) Testing Data Assassment Assa Code Assassment Baccalaureate (IB) Assassment Baccalaureate (IB) Testing Data Assassment Assa Code Assassment Baccalaureate (IB) Assassment Bacc							
		Testing Date	Assessment Area Code	Assessment Result			
Ŵ	<i>.</i>	05/2018	IB02 - Language B French - ab initio	4			

The add/edit version of the screen displays.

2. In the **Testing Date** field, enter or select the date the student took the assessment. (Valid testing dates are in November and May.)

- 3. In the **Assessment Area Code** drop-down list, select the test or subject area covered by the assessment.
- 4. In the **Assessment Result** field, enter the student's score on the assessment. (Valid scores are 1-7.)
- 5. Click Save. Or, to continue adding IB scores, click Save and New.

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)	쌸	[Find
International Baccalaureate (IB)		
From this screen, you can display, add, change and delete data pertaining to International Bacca	laureate	(IB).
Testing Date: [★] 05/15/2018		
Assessment Area Code:* IB12 - Chemistry - Higher Level ~		
Assessment Result:* 6		
Save Save and New Cancel		

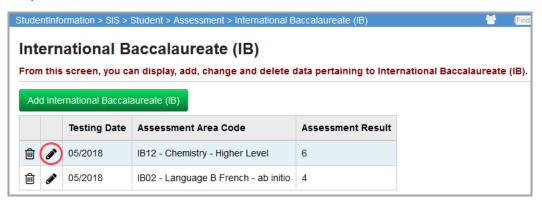
A confirmation message displays, and the new IB score displays in the list.

Stude	StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)									
	International Baccalaureate (IB) From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB									
The	The International Baccalaureate (IB) Record was saved successfully									
_										
Ad	d Inte	rnational Baccal	aureate (IB)							
		Testing Date	Assessment Area Code	Assessment Result						
Ŵ	ø	05/2018	IB12 - Chemistry - Higher Level	6						
圃	ø	05/2018	IB02 - Language B French - ab initio	4						

Edit IB Scores

Navigation: StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

1. On the International Baccalaureate (IB) screen, in the row of the IB score you want to edit, click *?*.



The add/edit version of the screen displays.

2. Make any desired changes, and click **Save**.

Note: For more information about the fields on this screen, see "Add IB Scores."

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)	쌸	(Find								
International Baccalaureate (IB)										
From this screen, you can display, add, change and delete data pertaining to International Bacca	alaureate	(IB).								
Testing Date:* 5/15/2018										
Assessment Area Code:* IB12 - Chemistry - Higher Level ~										
Assessment Result:* 5										
Save Save and New Cancel										

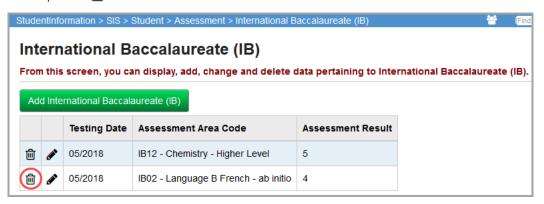
A confirmation message displays, and the edited IB score displays in the list.

tudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)							
nt	ern	ational B	accalaureate (IB)				
ron	n this	screen, you ca	an display, add, change and delete o	lata pertaining to Inte	rnational Baccalaureate (IB		
The	Inter	national Baccala	ureate (IB) Record was saved successf	ully			
Ad	d Inte	rnational Baccal	aureate (IB)				
		Testing Date	Assessment Area Code	Assessment Result			
圃	ø	05/2018	IB12 - Chemistry - Higher Level	5			

Delete IB Scores

Navigation: StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)

1. On the International Baccalaureate (IB) screen, in the row of the IB score you want to delete, click 👜.



A message displays, asking if you are sure you want to delete the IB score.

2. Click OK.

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)	쓭	[Find
International Baccalaureate (IB)		
From this screen, you can display, add, change and delete data pertaining to International Baccalau	ireate	(IB).
Are you sure you want to delete this record?		
IB02 - 05/2018		
OK Cancel		

A confirmation message displays, and the IB score no longer displays in the list.

Stude	StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB)									
Int	International Baccalaureate (IB)									
From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB										
The	sele	cted record was	successfully deleted.							
Ad	d Inte	rnational Baccala	aureate (IB)							
		Testing Date	Assessment Area Code	Assessment Result						
圃	*	05/2018	IB12 - Chemistry - Higher Level	5						

KRA

You can view and maintain a student's KRA (Kindergarten Readiness Assessment) results. Refer to the appropriate topic:

- "View KRA Results"
- "Add KRA Results"

View KRA Results

Navigation: StudentInformation > SIS > Student > Assessment > KRA

You can view and maintain a student's KRA (Kindergarten Readiness Assessment) results when you have the student in context on the **KRA** screen.

Note: To delete a result, click ?. To edit an existing result, click ? and make the needed changes. (For field descriptions, see "Add KRA Results.")

A		Add Ass	essment Re
Assessment Date: 9/13/2016			ť
Subject	Score Not Reported	Accommodations	Score
Language Literacy	*	NO	271
Mathematics	*	NO	235
Physical Development	*	NO	263
Physical Development - Error Band	*	NO	7.3
Social Foundations	*	NO	268
Social Foundations - Error Band	*	NO	6
Overall Individual Student Report	*	NO	275

Add KRA Results

Navigation: StudentInformation > SIS > Student > Assessment > KRA

You can add KRA results for a student.

Note: You can add multiple test occurrences, but they must have different testing dates.

Note: When you have FY2016-2017 or any FY forward in context, KRA (GO) transfer files do not include Error Band scores even if they exist for a student.

1. With a student in context on the KRA screen, click Add Assessment Result.

StudentInformation > SIS > Student > Assessment > KRA	쑙	[Find Students]	Q [Go To]
KRA		Add	Assessment Result 🕂
There are no rec	ords to di	splay	

An entry window opens.

- 2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
- 3. For each test part, complete the following information:
 - a. If the student received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

Note: If the student took the test without accommodations, or if the student took an alternate test, leave the default value of **NO - Student did not receive accommodations on the STR test or took ALT**.

b. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

Note: If the student took the test, leave the default value of * - **Option Not Applicable, Student took Test**.

c. If the student took the test, in the **Score** field, enter the student's score (from 0-999).

4. Click Create.

sessment Date	: 9/13/2016	
Language Literacy		
Accommodations: *	NO - Student did not receive accommodations on the STR test or took ALT \checkmark	
Score Not Reported: *	* - Option Not Applicable, Student took Test	
Score: *	271	
Mathematics Accommodations: *	NO - Student did not receive accommodations on the STR test or took ALT \checkmark	
Score Not Reported: *	* - Option Not Applicable, Student took Test	
Score Not Reported: *	Coption Not Applicable, Student took lest	

A confirmation message displays, and the added result displays.

(RA		Add Ass	essment Resu
Success! The KRA Assessment Result was Su	uccessfully Saved.		
Assessment Date: 9/13/2016			圓
Subject	Score Not Reported	Accommodations	Score
Language Literacy	*	NO	271
Mathematics	*	NO	235
Physical Development	*	NO	263
Physical Development - Error Band	*	NO	7.3
Social Foundations	*	NO	268
Social Foundations - Error Band	*	NO	6

Next Generation Assessment Grades 3-8

You can view and maintain a student's Next Generation Assessment results. Refer to the appropriate topic:

- "View Next Generation Assessment Results"
- "Add Next Generation Assessment Results"

View Next Generation Assessment Results

Navigation: StudentInformation > SIS > Student > Assessment > Next Generation Assessment Grades 3-8

You can view and maintain a student's Next Generation Assessment results when you have the student in context on the **Next Generation Assessment Grades 3-8** screen.

Note: To delete a result, in the row of the result, click 🔟 . To edit an existing

result, click *and make the needed changes.* You cannot modify the **Assessment Area**. (For field descriptions, see "Add Next Generation Assessment Results.")

Vext G	Generation Ass	essment Grade	es 3-8				Add Assessment Result
Actions	Test Administration 🔺	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
ŵ 🖋	Spring - 2015	STR	07 English Language Arts	*	NO	724.00	2
ŵ 🖋	Spring - 2015	STR	07 Mathematics	*	NO	711.00	2
ŵ 🖋	Spring - 2016	STR	08 English Language Arts	*	NO	659.00	1
ŵ 🖋	Spring - 2016	STR	08 Mathematics	*	NO	696.00	2
ŵ 🖋	Spring - 2016	STR	08 Science	*	NO	659.00	1

Note: By default, the Next Generation Assessment Grades 3-8 grid sorts records by **Test Administration** date (oldest to newest) and then by **Assessment Area** (alphabetical). To sort the data in any column, click on the column header.

Add Next Generation Assessment Results

Navigation: StudentInformation > SIS > Student > Assessment > Next Generation Assessment Grades 3-8

You can add Next Generation Assessment results for a student.

1. With a student in context on the **Next Generation Assessment Grades 3-8** screen, click **Add Assessment Result**.

Stud	entInformation > SIS > Studen	t > Assessment > Next Genera	ation Assessment Grades 3-8	3	*	[Find Stud	ents] Q (Go To)
	Next Generation	Assessment Gr	ades 3-8			(Add Assessment Result 📀
	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
			There are	e no records to display			

The Add Assessment Result window opens.

2. Select the correct **Period of Test**, **Fiscal Year of Test**, **Building of Test**, **Grade at Time of Test**, **Assessment Area**, and **Required Test Type**.

Note: If you select **03REA - Grade 3 Reading Promotion** in the **Assessment Area** drop-down list, an optional field, **Grade 3 Reading Promotion Status**, displays at the bottom of the screen. Third Grade Reading Promotion Status also displays on the **FN-Attributes** tab of the **Edit Student Profile** screen

3. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

Note: If the student took the test, leave the default value of * - **Option Not Applicable, Student took Test**.

4. If the student took the test and received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

Note: If the student took the test without accommodations, or if the student took an alternate test, leave the default value of **NO - Student did not receive accommodations on the STR test or took ALT**.

5. If the student took the test, in the **Score** field, enter the student's score (from 0-999).

- 6. (Optional) In the **Performance Level** drop-down list, select the appropriate value.
- 7. Click Create.

dd Assessme	nt Result	(
Period of Test:*	Spring	T
Fiscal Year of Test:*	2016	Ŧ
Building of Test:*	001099 - ASHLAND MIDDLE SCHOOL	¥
Grade at Time of Test:*	06 - Sixth Grade	•
Assessment Area:*	06SOC - 06 Social Studies	¥
Required Test Type:*	STR - Standard	Ŧ
Score Not Reported:*	* - Option Not Applicable, Student took Test	Ŧ
Accommodations:*	NO - Student did not receive accommodations on the STR test or took ALT	Ŧ
Score:*	850	
Performance Level:	4 - Accelerated	¥

A confirmation message displays, and the added result displays.

tentinformati	ion > SIS > Student > Asses:	sment > Next Generation Ass	sessment Grades 3-8		*	[Find Student	ts] Q (Go To)
Next G	Seneration Asse	essment Grades	s 3-8				Add Assessment Result 🕈
Success	! The Assessment Result wa	as Successfully Created.					×
Actions	Test Administration 🔺	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
ŵ 🌶	Spring - 2016	STR	04 Social Studies	*	NO	850.00	4

OELPA

You can view and maintain a student's OELPA results. Refer to the appropriate topic:

- "View OELPA Results"
- "Add OELPA Results"

View OELPA Results

Navigation: StudentInformation > SIS > Student > Assessment > OELPA

You can view and maintain a student's OELPA results when you have the student in context on the **Ohio English Language Proficiency Assessment (OELPA)** screen.

Note: To delete a result, on the top right corner of an assessment grid, click 🔟 . To edit an existing result, click 🖋 and make the needed changes. (For field descriptions, see "Add OELPA Results.")

Assessme	ent Date: 1/6/2017				ť
Subject	Score Not Reported	Accommodations	Score	Performance Level	Standard Error
Listening	*	NO	5	1	0
Reading	*	NO	5	1	0
Speaking	*	NO	5	1	0
	*	NO	5		0

Add OELPA Results

Navigation: StudentInformation > SIS > Student > Assessment > OELPA

You can add OELPA results for a student.

1. With a student in context on the Ohio English Language Proficiency Assessment (OELPA) screen, click Add Assessment Result.

Stud	IentInformation > SIS > Student > Assessment > OELPA	쓭	[Find Students] Q [Go To]
	Ohio English Language Proficiency Assessment (OELPA)		Add Assessment Result 🛨
	There are no records to display		

The **Ohio English Language Proficiency Assessment (OELPA) - Create** screen displays.

- 2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
- 3. In the **Grade at Time of Test** drop-down list, select the grade of the student at the time they took the test.
- 4. For Listening, Reading, Speaking, and Writing, complete the following information:
 - a. If the student received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

Note: If the student took the test without accommodations, or if the student took an alternate test, leave the default value of **NO - Student did not receive accommodations on the STR test or took ALT**.

b. In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

Note: If the student took the test, leave the default value of * - **Option Not Applicable, Student took Test**.

- c. If the student took the test, in the **Score** field, enter the student's score (from 0-999).
- d. If provided in the report, enter the Standard Error.
- e. In the **Performance Level** field, enter the student's numeric performance level (from 1-5).
- 5. For Comprehension, enter the student's Score and report Standard Error.
- 6. For **Proficiency Status**, select the student's overall performance level status from the drop-down list.
- 7. For Overall Score, enter the student's overall Score and report Standard Error.
- 8. Click Create.

Ohio English Lar	iguage Proficiency Assessment (OELPA) - Create	Create Cano
Assessment Date:*	01/16/2017	
Grade at Time of Test:*	•	
Listening		
Accommodations: *	NO - Student did not receive accommodations on the STR test or took ALT	٣
Score Not Reported: *	* - Option Not Applicable, Student took Test	•
Score: *		
Standard Error:		
Performance Level:		
Reading		
rtoadnig		
Accommodations: *	NO - Student did not receive accommodations on the STR test or took ALT	۲
Score Not Reported: *	* - Option Not Applicable, Student took Test	•
Score: *		
Standard Error:		
Performance Level:		
Speaking		
opouning		
Accommodations: *	NO - Student did not receive accommodations on the STR test or took ALT	T
Score Not Reported: *	* - Option Not Applicable, Student took Test	T
acore not reported.		
Score: *		
Standard Error:		
Performance Level:		
renomance Level.		
Writing		
-		
Accommodations: *	NO - Student did not receive accommodations on the STR test or took ALT	¥
Score Not Reported: *	* - Option Not Applicable, Student took Test	•
Score: *		
Standard Error:		
Performance Level:		
Comprehension		
Score:		
Score: Standard Error:		
Standard Error: Proficiency Status		
Standard Error:		
Standard Error: Proficiency Status		
Standard Error: Proficiency Status Proficiency Status:		· · · ·
Standard Error: Proficiency Status		· · ·
Standard Error: Proficiency Status Proficiency Status: Overall Score		· · · · · · · · · · · · · · · · · · ·
Standard Error: Proficiency Status Proficiency Status: Overall Score Score:		· · · · · · · · · · · · · · · · · · ·
Standard Error: Proficiency Status Proficiency Status: Overall Score		· · · · · · · · · · · · · · · · · · ·

A confirmation message displays, and the added result displays.

hio Eng	lish Language Pro	ficiency Assessm	ent (OEl	LPA)	Add Assessment Res
Success! The	OELPA Assessment Result was S	uccessfully Created.			
Assessme	ent Date: 3/6/2017				<u></u>
Subject	Score Not Reported	Accommodations	Score	Performance Level	Standard Error
Listening	*	NO	5	1	0
Reading	*	NO	5	1	0
Speaking	*	NO	5	1	0
Writing	*	NO	5	1	0
Comprehens	ion Score: 5 ion Standard Error: 0	Proficiency Status: N/A		Overall Score: Overall Standa	-

OELPS (ELPA21 Screener) Assessment

You can view and maintain a student's OELPS (ELPA21 screener) assessment results. Refer to the appropriate topic:

- "View OELPS (ELPA21 Screener) Results"
- "Add OELPS (ELPA21 Screener) Results"

View OELPS (ELPA21 Screener) Results

Navigation: StudentInformation > SIS > Student > Assessment > OELPS (ELPA21 Screener) Assessment

You can view and maintain a student's OELPS (ELPA21 screener) assessment results when you have the student in context on the **OELPS (ELPA21 Screener) Assessment** screen.

Note: To delete a result, in the row of the result, click 🔟 . To edit an existing

result, click 🖋 and make the needed changes.

	FAZIOU	eener) Assessm	lent		Ad	id Assessment Resul
lest Date :	11/11/2019					圓
Grade Level Test	Proficiency Status	Listening Performance Level	Reading Performance Level	Speaking Performance Level	Writing Performance Level	Accommodations

Add OELPS (ELPA21 Screener) Results

Navigation: StudentInformation > SIS > Student > Assessment > OELPS (ELPA21 Screener) Assessment

You can add OELPS (ELPA21 Screener) assessment results for a student.

1. With a student in context on the OELPS (ELPA21 Screener) Assessment screen, click Add Assessment Result.

StudentInformation > SIS > Student > Assessment > OELPS (ELPA21 Screener) Assessment	*	[Find Students]	Q [Go To]	<u> </u>
OELPS (ELPA21 Screener) Assessment		Add	Assessment Result	0
There are no records to display				

The Add Assessment Result window opens.

Id Assessment Result				
Assessment Date:*	Assessment Date			
Grade Level Test:*		T		
Proficiency Status:*		T		
Listening Perf. Level:*		٣		
Reading Perf. Level:*		٣		
Speaking Perf. Level:*		T		
Writing Perf. Level:*		T		
Accommodations:*		T		

- 2. In the **Assessment Date** field, enter or select (by clicking **#**) the date on which the assessment was taken.
- 3. In the **Grade Level Test** drop-down list, select the grade level of the test that the student took.
- 4. In the **Proficiency Status**, **Listening Perf. Level**, **Reading Perf. Level**, **Speaking Perf. Level**, and **Writing Perf. Level** drop-down lists, select the student's performance level.
- 5. In the **Accommodations** drop-down list, select whether the student took the test with accommodations.
- 6. Click Create.

A confirmation message and the assessment results display.

ELPS (E	LPA21 Scr	eener) Assessm	ient		Ad	ld Assessment Result
Success! The C	ELPS Assessment	Result was Successfully Crea	ated.			
•Test Date	11/11/2019					ណា
	: 11/11/2019					圓
 Test Date Grade Level Test 	Proficiency Status	Listening Performance Level	Reading Performance Level	Speaking Performance Level	Writing Performance Level	Accommodations

OGT (Ohio Graduation Test)

Navigation: StudentInformation > SIS > Student > Assessment > OGT

All portions of the OGT (Ohio Graduation Test) were administered to all 10th grade students in Ohio schools from FY06 through FY14. Each 10th grade student for which your district is responsible for testing needs an OGT record for each of the 5 subject areas. Starting in FY19, any new OGT assessment results must be entered manually on the **OGT Assessment Maintenance** screen. To view a student's OGT data, select a student and then select **OGT** on the **Assessment** menu.

		and Alternate As										2	[Find Students]	Q [Go To]	
		screen, you can display, a	dd, change a	nd delete data pe	ertaining	to a stude	nt's ohio gra	duation	test resu	ilts.					
Ad	JOG	Part	Test Date	Test Type	Grade at Test Time	Accomm	Score Not Reported	Raw Score	Scaled Score	Grad Req	Standard	Passing	Overall Performance Level	Transferred From IRN	Re- repor Time Perior
匬	ø	Social Studies / Citizenship	01/01/2019	STR - Standard	11	NO	*	240	407	Y	Proficient		3	*****	
匬	ø	Math	07/23/2018	STR - Standard	10	NO	*	732	733	*	Advanced			*****	
匬	<i>(</i>	Science	07/23/2018	ALT - Alternate	10	NO	*	***	723	*				*****	
Ŵ	<i>ø</i> *	Math	07/13/2018	STR - Standard	10	NO	*	776	777	*	Advanced			******	
圇	<i>"</i>	Science	07/13/2018	ALT - Alternate	10	NO	*	***	776	*		0		*****	

This screen has standard add record, edit record, and delete record controls.

Note: From FY10 and forward, this screen loads records based on the fiscal year in context and not by test date.

Add/Edit Ohio Graduation Test

StudentInformation > SIS > Student > Assess	ment > OGT
OGT and Alternate Asse	ssment Scores
From this screen, you can display, add,	change and delete data pertaining to a student's ohio graduation test results.
Building IRN - Spring Test Administration	n: 001081 - Ashland High School v
Test Type:*	STR - Standard ~
Part:*	SSC - Social Studies / Citizenship ~
Test Date:*	1/1/2019
Grade at Time of Test:*	11 ~
Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT $\qquad \lor$
Score Not Reported:	* - Option Not Applicable, Student took Test v
Scaled Score:	407
Raw Score:	240
Required for Graduation:	Y ~
Overall Performance Level:	3 - Proficient v
Re-report Time Period:	~
Transferred From IRN:	Q
Save Cancel	

Building IRN - Spring Test Administration (optional) – Select the building in which the student was enrolled during the test administration. Defaults to the IRN of your current working school.

Test Type (required) – Select the format of the subject test the student was administered.

Note: Select a **Test Type** of **ALT - Alternate** to have the assessment count toward AASCD (Alternate Assessment for Students with Significant Cognitive Disabilities) for graduation points (see the ProgressBook StudentInformation Graduation Points and Eligibility Guide for more information.)

Part (required) – Choose from MATH - Math, READ - Reading, SCI - Science, SSC - Social Studies / Citizenship, and WRI - Writing.

Note: For High School Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of **WRI - Writing** for a **Test Date** of 7/01/21 or later.

Test Date (required) – Enter or select the date the test was or should have been administered.

Grade at Time of Test (required) – Select the grade level of the student at the time this particular test was administered.

Accommodations (optional) – If the student received accommodations during administration of the test, select the type of accommodations.

Score Not Reported (optional) – In the **Score Not Reported** drop-down list, if the student did not take the test, select the reason.

Scaled Score (optional) – Enter the scaled score as reported in the vendor file.

Note: For an alternate assessment to count toward AASCD (Alternate Assessment for Students with Significant Cognitive Disabilities) for graduation points, the student must receive a **Scaled Score** that results in a **Standard** of **Proficient** or higher (see the ProgressBook StudentInformation Graduation Points and Eligibility Guide for more information.)

Raw Score (optional) – Enter the number of points assigned to the student's performance on the test subject.

Required for Graduation (optional) – Select if the student must meet the passing standard of this subject test in order to graduate.

Overall Performance Level (optional) – Select the appropriate value (for FY19 and forward).

Re-report Time Period (optional) – Select if the OGT EMIS transfer should include this record for re-reporting for the fiscal year in Period G.

Transferred From IRN (optional) – Indicates the Building IRN of the school at which this OGT test was taken. This field is read-only for transferred students but is editable for manually entered OGT test results.

PLAN (Pre-ACT)

Navigation: StudentInformation > SIS > Student > Assessment > PLAN

To view a student's PLAN (pre-ACT) data, select the student and then select **PLAN** below **Assessment**.

dentinformation > SIS > Student > Assessment > PLAN	25	[Find Students]	Q [Go To]	
PLAN (pre-ACT) Scores rom this screen, you can display, add, change and delete data pertaining to PLAN.				
Add Attempt				
			2/5/2018	
		圃	ø	
English Score		30		
English Usage/Mechanics Sub Score		18		
English Rhetorical Skills Sub Score		12		
Mathematics Score		30		
Mathematics Pre-Algebra/Algebra Sub Score		18		
Mathematics Geometry Sub Score		12		
Reading Score		30		
Science Score		30		
Composite Score		30		

Add Attempt – Click to add a new PLAN record. Multiple test occurrences can be added but they must have different testing dates.

Add/Edit PLAN (Pre-ACT) Exam Scores

StudentInformation > SIS > Student > Assessment	t > PLAN
PLAN (pre-ACT) Scores From this screen, you can display, add, char	nge and delete data pertaining to PLAN.
Testing Date:*	
English Score:	
English Usage/Mechanics Sub Score:	
English Rhetorical Skills Sub Score:	
Mathematics Score:	
Mathematics Pre-Algebra/Algebra Sub Score	e:
Mathematics Geometry Sub Score:	
Reading Score:	
Science Score:	
Composite Score:	
Save Save and New Cancel	

Testing Date (required) – Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

PLAN Scores and Sub Scores (optional) – Enter the PLAN scores and sub scores for this student. All scores are optional.

Valid scores:

Main Score = 1 - 36Subset Scores = 1 - 18

Preschool COS

Navigation: StudentInformation > SIS > Student > Assessment > Preschool COS

To view a student's Preschool COS (Childhood Outcome Summary) data, select the student and select **Preschool COS** below **Assessment**.

Presc rom this	hool CO	Student > Assessment > Preschool COS S Assessment Record an display, add, change and delete data cord	pertaining to a studen	t's Presc	볼 (ā hool COS a:
	Test Date	Test Part	Score Not Reported	Score	Progress
ŵ 🏈	Apr 03, 2017	Acquiring and Using Knowledge and Skills	*	3	F
ŵ 🌶	Apr 03, 2017	Positive Social Emotional Skills	A	*	*
ŵ 🌶	Apr 03, 2017	Taking Appropriate Action to Meet Needs	*	5	Y

This screen has standard add record, edit record, and delete record controls.

Add Preschool COS Record – Click to add a new Preschool COS record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit Preschool COS Assessment Records

StudentInformation > SI	S > Student > Assessment > Preschool COS)]
	OS Assessment Record u can display, add, change and delete data pertaining to a student's Preschool COS assessment results.	
Building IRN:	010025 - Edison Elementary School V	
Test Date:*	04/03/2017	
Test Part:*	E - Positive Social Emotional Skills	
Score Not Reported:	* - Option Not Applicable, Student took Test ~	
Score:*	5 - Somewhat v	
Progress:*	F - First Assessment This record represents the first COS assessment for this student, so progress is not relevant	~
Save Save and	New Cancel	

- **Building IRN** (required) Choose the building IRN where the student was enrolled during the test administration. The field will default to the student's primary building IRN.
- **Test Date** (required) Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.
- **Test Part** (required) Choose one of the three COS test parts.

- **Score Not Reported** Any reason a student may not have taken the test part. Refer to the *ODE EMIS Guide* for a list of valid values.
- Score Level of age appropriate functioning exhibited by the child.
- **Progress** Whether the child has shown any new skills or behaviors since the last outcomes summary.

Preschool ELA

You can view and maintain a student's Preschool ELA results. Refer to the appropriate topic:

- "View Preschool ELA Results"
- "Add Preschool ELA Results"

View Preschool ELA Results

Navigation: StudentInformation > SIS > Student > Assessment > Preschool ELA

You can view and maintain a student's Preschool ELA results when you have the student in context on the **Preschool ELA** screen.

Note: To delete a result, in the row of the assessment date, click 🔟 . To edit an existing result, click 🖋 and make the needed changes. (For field descriptions, see "Add Preschool ELA Results.")

Assessment Date: 5/1/2017					
Subject	Score Not Reported	Accommodations	Score		
Awareness and Expression of Emotion	*	NO	3		
Relationships with Adults	*	NO	4		
Cooperation with Peers	*	NO	5		
Phonological Awareness	*	NO	5		
Communication	*	NO	1		
Vocabulary	*	NO	5		
Number Sense	*	NO	5		
Coordination - Small Motor	*	NO	3		
Safety and Injury Prevention	*	NO	2		
Personal Care Tasks	*	NO	4		

Add Preschool ELA Results

Navigation: StudentInformation > SIS > Student > Assessment > Preschool ELA

You can add Preschool ELA results for a student.

Note: You can add multiple test occurrences, but they must have different testing dates.

1. With a student in context on the **Preschool ELA** screen, click **Add Assessment Result**.

StudentInformation > SIS > Student > Assessment > Preschool ELA	쓭	[Find Students] Q [Go To]
Preschool ELA		Add Assessment Result +
There are no record	to displa	y

An entry window opens.

- 2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.
- 3. For each test part, complete the following information:
 - a. If the student received accommodations during administration of the test, in the **Accommodations** drop-down list, select the type of accommodations.

Note: If the student took the test without accommodations, or if the student took an alternate test, leave the default value of **NO - Student did not receive accommodations on the STR test or took ALT**.

- b. In the **Score Not Reported** drop-down list, select the appropriate value as follows:
 - If the student took the test, and the score is reportable, leave the default value of
 * Option Not Applicable, Student took Test.
 - If the student took the test, but the score is not reportable, select S - Non-Scorable Assessment.
 - If the student did not take the test, select the reason.
- c. If the student took the test, and the score is reportable, in the **Score** field, enter the student's score (from 0-99).

4. Click Create.

Awareness and Expre	ssion of Emotion
Accommodations: *	$$\operatorname{NO}$$ - Student did not receive accommodations on the STR test or took ALT \checkmark
Score Not Reported: *	* - Option Not Applicable, Student took Test
Score: *	lite
	ults NO - Student did not receive accommodations on the STR test or took ALT
Relationships with Ad	

A confirmation message and the added result display.

eschool ELA		Add A	ssessment Re
uccess! The ELA Assessment Result was Success	fully Created.		
Assessment Date: 5/1/2017			ť
Subject	Score Not Reported	Accommodations	Score
Awareness and Expression of Emotion	*	NO	3
Relationships with Adults	*	NO	4
Cooperation with Peers	*	NO	5
Phonological Awareness	*	NO	5
Communication	*	NO	1
Vocabulary	*	NO	5
Number Sense	*	NO	5
Coordination - Small Motor	*	NO	3
Safety and Injury Prevention	*	NO	2
Personal Care Tasks	*	NO	4

PSAT/NMSQT

Navigation: StudentInformation > SIS > Student > Assessment > PSAT/NMSQT

To view a student's PSAT/NMSQT data, select the student and then select **PSAT/NMSQT** below **Assessment**.

udentInformation > SIS > Student > Assessmen	t > PSAT/NMS
Preliminary SAT / National	
	nge and dele
Add Attempt	
	9/4/2017
	ŵ 🖋
Total Score	674
Evidence-Based Reading & Writing Score	160
Math Section Score	420
Reading Test Score	8
Writing and Language Test Score	8
Math Test Score	8.5
Analysis in Science Cross-Test Score	8
Analysis in History/SS Cross-Test Score	8
Words in Context Subscore	8
Command of Evidence Subscore	8
Expression of Ideas Subscore	8
Standard English Conventions Subscore	8
Heart of Algebra Subscore	8
Passport to Advanced Mathematics Subscore	8
Problem Solving and Data Analysis Subscore	8

Add Attempt – Click to add a new PSAT/NMSQT record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit PSAT/NMSQT

StudentInformation > SIS > Student > Assessment > PS/	AT/NMSQT
Preliminary SAT / National Mer	it Scholarship Qualifying Test
From this screen, you can display, add, change an	d delete data pertaining to the PSAT/NMSQT.
Testing Date:* 09/04/2017	
Grade at Time of Test: * 12 - 12 🗸	
Pre-October 2015 PSAT Scores	
Total Score:	
Critical Reading Score:	
Math Score:	
Writing Skills Score:	
Critical Reading Percentile:	
Math Percentile:	
Writing Skills Percentile:	
Selection Index:	
Selection Index Percentile:	
On/After October 2015 PSAT Scores	
Total Score:	674
Evidence-Based Reading & Writing Score:	160
Math Section Score:	420
Reading Test Score:	8
Writing and Language Test Score:	8
Math Test Score:	8.5
Analysis in Science Cross-Test Score:	8
Analysis in History/Social Studies Cross-Test Scor	e:8
Words in Context Subscore:	8
Command of Evidence Subscore:	8
Expression of Ideas Subscore:	8
Standard English Conventions Subscore:	8
Heart of Algebra Subscore:	8
Passport to Advanced Mathematics Subscore:	8
Problem Solving and Data Analysis Subscore:	8
Selection Index:	
Selection Index Percentile:	
Save Save and New Cancel	

Testing Date (required) – Enter the date that the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

Grade at Time of Test (required) – Select grade from drop-down list.

Pre-October 2015 PSAT Scores or **On/After October 2015 PSAT Scores** (optional) – Enter the PSAT/NMSQT scores, percentiles, and index for this student. All scores are optional.

SAT Reasoning Test

Navigation: StudentInformation > SIS > Student > Assessment > SAT Reasoning Test

To view a student's SAT Reasoning Test data, select the student, and then select **SAT Reasoning Test** on the **Student Assessment Menu**.

SAT Reasoning Test Scores	
rom this screen, you can display, add, change ar	nd delete d
Add Attempt	
	5/1/2017 🛍 🖋
Evidence-Based Reading and Writing Section Score	680
Math Section Score	540
Reading Test Score	35
Writing and Language Test Score	32
Math Test Score	28
Analysis in Science Cross-Test Score	36
Analysis in History/Social Studies Cross-Test Scor	33
Words in Context Subscore	13
Command of Evidence Subscore	12
Expression of Ideas Subscore	11
Standard English Conventions Subscore	9
Heart of Algebra Subscore	13
Passport to Advanced Mathematics Subscore	12
Problem Solving and Data Analysis Subscore	10
Essay Reading Subscore	8
Essay Analysis Subscore	7
Essay Writing Subscore	7
Total SAT Score	1490
Score Not Reported	*

This screen has standard edit and delete record controls.

Add Attempt - Click to add a new SAT Reasoning Test record.

Add/Edit SAT Reasoning Test Scores

As of fiscal year 2016, the **SAT Reasoning Test Scores** screen has two sections. The upper section is for recording SAT Reasoning scores prior to 2016. The lower section is for recording scores from 2016 and later for the Redesigned SAT Reasoning test.

Testing Date:* 05/01/2017	
Grade at Time of Test:* 11 - 11 v	
Score Not Reported:* *- Not Applicable, Student took	the test
re - 2016 SAT Reasoning Scores	
Critical Reading Score:	
Nath Score:	
Vriting Score:	
Vriting Multiple-Choice Sub Score:	
Essay Sub Score:	
Redesigned SAT Reasoning Scores	
vidence-Based Reading and Writing Section Score	:680 (1)
Math Section Score:	540
Reading Test Score:	35
- Vriting and Language Test Score:	32
Nath Test Score:	28
analysis in Science Cross-Test Score:	36
nalysis in History/Social Studies Cross-Test Score:	33
Vords in Context Subscore:	13
command of Evidence Subscore:	12
expression of Ideas Subscore:	11
standard English Conventions Subscore:	9
leart of Algebra Subscore:	13
assport to Advanced Mathematics Subscore:	12
Problem Solving and Data Analysis Subscore:	10
ssay Reading Subscore:	8
ssay Analysis Subscore:	7
ssay Writing Subscore:	7
īotal SAT Score:	1490

- **Testing Date** (required) Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.
- Grade at Time of Test (required) Select grade from drop-down list.

Student Assessment Menu

 Score Not Reported (required) – If the student took the test, select * - Option Not Applicable, Student took Test. If the student did not take the test, select the applicable reason.

Note: The *Score Not Reported* field only applies and displays for records with a *Testing Date* in FY17 or later.

• Pre-2016 SAT Reasoning Test Scores and Sub Scores, or Redesigned SAT Reasoning Test Scores and Sub Scores – Enter the SAT Reasoning Test scores and sub scores for this student. All scores are optional.

Hover your cursor over **1** to see the code reported to EMIS for the assessment score.

SAT Subject Tests

Navigation: StudentInformation > SIS > Student > Assessment > SAT Subject Tests

To view a student's SAT Subject Test data, select the student and then select **SAT Subject Tests** on the **Student Assessment Menu**.

SA	udentInformation > SIS > Student > Assessment > SAT Subject Tests SAT Subject Test Scores from this screen, you can display, add, change and delete data pertaining to the SAT Subject Test								
Ado						1			
		Testing Date 🔺	Grade at Test Time	Subject Test	Score				
Ŵ	ø	Dec 07, 2015	11	Ecological Biology	325				
ŵ	ø	Dec 07, 2015	11	Chemistry	393				

This screen has standard add record, edit record, and delete record controls.

Sorting – You may sort by any column (Testing Date, Grade at Test Time, Subject Test, Score) in ascending or descending order by clicking on the column header

Add – Click to add a new SAT Subject Test record. Multiple test occurrences can be added, but they must have different testing dates.

Add/Edit SAT Subject Test Scores

StudentInformation > SIS > Student > Assessment > SAT Subject Tes	sts
SAT Subject Test Scores	
From this screen, you can display, add, change and delete dat	a pertaining to the SAT Subject Tests.
Subject Test:*	¥
Testing Date:*	
Grade at Time of Test: [★]	
Score:*	
Save Save and New Cancel	

Subject Test (required) - Select the SAT Subject Test from the drop-down list.

Testing Date (required) – Enter the date the test was administered in the mm/dd/yyyy format or use the calendar to select the date.

Grade at Time of Test (required) - Select grade from drop-down list.

Score (required) – Enter the SAT Subject Test score for this student.

Student Achievement

Navigation: StudentInformation > SIS > Student > Assessment > Student Achievement

Student Achievement is a single screen to view, edit, and delete all alternate student achievement records (currently 3rd-8th grade). The **Student Achievement** screen includes grade of the student when the test was taken as well as the test grade level (i.e., 3rd-8th grade achievement).

itu	ıde	nt Ac	hievem	ent										
			you can disp Show All] ~		-	elete data	pertaining	g to student achiev	ement reco	rds.				
Ado	d Ach	ievement												
		Grade	Test Date	IRN	Reqd Test	Test	Part	Score Not Reported	Accomm	Raw Score	Scaled	Standard	Passing	Acce
Î	ø	Grade 03		IRN 001081	Reqd Test Type ALT	Test 3rd Ach	Part Math	Score Not Reported	Accomm	Raw Score	Scaled Score 440	Standard Accelerated	Passing	Acce
_	<i>6</i> *		•		Туре			Reported		Score	Score		-	

This screen has standard add record, edit record, and delete record controls.

Sorting – You can sort by any column (Grade, Test Date, IRN, Reqd Test Type, Test, Part, Score Not Reported, Accomm, Raw Score, Scaled Score, Standard, Passing, and Accel) in ascending or descending order by clicking on the column header. The records are initially sorted in the following order: student grade (desc), reporting period/school year (desc), reporting period sort order (desc), test date (desc), test (desc), test part (desc).

Student Assessment Menu

Student Grade – Select the default, **[Show All]**, or select a specific student grade for filtering. Student grades range from KG – 8 to accommodate accelerated student test results (for example, if a 1st grader takes the 3rd grade achievement).

Achievement Test – Select the default, **[Show All]**, or select a specific achievement test for filtering. Achievement tests range from 3rd – 12th to accommodate accelerated student test results. An example would be if an 8th grader does not take the 8th grade achievement because he would have taken the 10th grade achievement (which does not exist).

Passing – A check mark displays when a student's test score falls on or after the passing test score for the subject area.

Accel – A check mark displays when a student tests at a higher grade level OAA than the student's current grade level. For example, StudentInformation displays a check mark for a 6th grade student who takes a 7th grade Achievement test.

View – Click to view student achievement records matching the above filter criteria. The achievement grid for the student in context will be populated.

Add/Edit Student Achievement

Add Achievement – Click to add new achievement records for this student.

StudentInformation > SIS > Student > Assess	ment > Student Achievement	[Find Students]
Student Achievement		
From this screen, you can display, add,	change and delete data pertaining to student achievement records.	
Building IRN - Spring Test Administration	n: 036806 - Osborn Elementary School 🛛 🗸	
Test Grade/Type:*	6th Ach - Alternate	
Part:*	SCI - Science v	
Test Date:*	5/1/2014 (Please enter a test date to populate Accommodations and S	Score Not Reported.)
Grade at Time of Test:*	06 ~	
Accommodations:	NO - Student did not receive accommodations on the STR test or took ALT ${\scriptstyle\checkmark}$	
Score Not Reported:	* - Option Not Applicable, Student took Test $\qquad \checkmark$	
Scaled score:	400	
Raw score:	***	
Save		

Building IRN - Spring Test Administration (optional) – Formerly the March Building Administration IRN, this field indicates the IRN of the building within the district in which the student was enrolled during the spring test administration of the math test, with exceptions for accelerated students. The IRN must be a valid IRN within the district. If the student was not enrolled in the district at the time of the spring math testing, the value ***** is reported. This field defaults to the current context building IRN.

Test Grade/Type (required) – The achievement test/type taken by the student (8th Ach for example). The range is 3rd – 12th to accommodate for accelerated student achievement results. The test grade/type must be selected before the part can be selected.

Part (required) – The achievement test part taken by the student (math, reading, writing, science, or social studies). The test grade/type must be selected before the part can be selected.

Note: For Grade 3-8 Alternate Assessments, you cannot add a new record or edit an existing record for the assessment part of **WRI - Writing** or **SSC - Social Studies/Citizenship** for a **Test Date** of 7/01/21 or later.

Test Date (required) – The date (mm/yyyy) when the student took this administration of the achievement test.

Grade at Time of Test (required) – The grade level of the student at the time the test was administered for the test score report.

Accommodations (optional) – Identifies accommodations the student received while taking the standard format of the test.

Score Not Reported (optional) – Identifies the reason the student did not take a required test. This field defaults to *. Refer to the *ODE EMIS Guide* for a list of valid values.

Scaled Score (optional) – The scaled score achieved by the student for the test being reported. The **Scaled Score** field always displays. When test type is set to alternate, the scaled score must be entered as ***.

Raw Score (optional) – The raw score achieved by the student for the test being reported.

Student Assessment List

Navigation: StudentInformation > SIS > Student > Assessment > Student Assessment List

The **Student Assessment List** screen allows users to view, edit, add, and delete all student assessment records. Users can filter by test type or view all test types.

				ent > Assessment > Student Ass	essment List		8	[Find Students]	Q [Go To]		
				ent List							
lide	ide Filter]										
est	Туре	-Show All-		~							
		Building IRN	Test Type	Test	Part	Testing Date ▼	Raw Score	Scaled Score	Reported Score	Passing	
Ŵ	ø	001099	STR	Next Generation Assessment	08 English Language Arts	04/2018	714	714.00	714		
Ŵ	*	001099	STR	Next Generation Assessment	08 Mathematics	04/2018	721	721.00	721		
Ŵ	۶	001099	STR	Next Generation Assessment	08 Science	04/2018	730	730.00	730		
Ŵ	B	001099	STR	Next Generation Assessment	07 English Language Arts	04/2017	751	751.00	751		
Ŵ	<i>(</i>	001099	STR	Next Generation Assessment	07 Mathematics	04/2017	734	734.00	734		
Ŵ	ø	001099	STR	Next Generation Assessment	06 English Language Arts	04/2016	735	735.00	735		
Ŵ	ø	001099	STR	Next Generation Assessment	06 Mathematics	04/2016	744	744.00	744		
Ŵ	e	001099	STR	Next Generation Assessment	06 Social Studies	04/2016	745	745.00	745		
Ŵ	ø	025395	STR	Next Generation Assessment	05 English Language Arts	04/2015	764	764.00	764		
Ŵ	*	025395	STR	Next Generation Assessment	05 Mathematics	04/2015	751	751.00	751		
Ŵ	e	025395	STR	Next Generation Assessment	05 Science	04/2015	734	734.00	734		
Ŵ	*	025395	STR	4th Ach	Math	05/2014	370	434.00	434	S	
Ŵ	e	025395	STR	4th Ach	Reading	05/2014	440	467.00	467	V	
Ŵ	*	010025	STR	3rd Ach	Math	05/2013	420	431.00	431	S	
Ŵ	e	010025	STR	3rd Ach	Reading	05/2013	400	427.00	427	S	
Ŵ	e	010025	STR	3rd Ach	Reading	10/2012	400	429.00	429	S	

This screen has standard edit and delete record controls.

Hide Filter – Click to hide the Test Type filter; toggles between Hide Filter and Show Filter.

Test Type – Select **-Show All-** to display all assessment types for that student or select a specific assessment type in the drop-down list.

The Student Assessment List grid displays the following information:

- **Building IRN** The building IRN on the assessment record.
- Test Type STR (standard) or ALT (alternate).
- Test Test taken.
- **Part** Test part taken.
- **Testing Date** The date the test was taken.

- Raw Score The raw score on the assessment record.
- Scaled Score The scaled score on the assessment record.
- Reported Score The reported score on the assessment record.
- Passing Displays a check mark if the student passed the specified assessment.

Stu	lentinf	ormation > SIS >	Student > As	sessment	Student A	ssessment List			[Find Students]	Q [Go To]
S	ude	ent Asses	sment	List						
Vie	w, edi	t and delete stu	udent asses	sment red	cords					
[Hic	le Filte	er]								
Те	st Type	e: 04A - 4th Ach	I	\sim						
4	dd 4th	Ach								
		Building IRN	Test Type	Test	Part	Testing Date 🕶	Raw Score	Scaled Score	Reported Score	Passing
t	Ø	025395	STR	4th Ach	Math	05/2014	370	434.00	434	S
l	ø	025395	STR	4th Ach	Reading	05/2014	440	467.00	467	۲

When filtering by a specific test type, an Add button appears for the filtered test type. Click the Add button (in this case **Add 4th Ach**) to go to the appropriate assessment maintenance screen where you can add a new assessment record for the filtered test type.

StudentInformation > SIS > Student >	Assessment > Student Achievement		쌸	[Find Students]	Q [Go To]
Student Achievemer	ıt				
From this screen, you can display	, add, change and delete data pertaining to	stude	ent achievement reco	ords.	
Building IRN - Spring Test Adminis	stration: 001099 - Ashland Middle School	~			
Test Grade/Type:*		~ ((Please select type to p	opulate Part and	d enable Test Date.)
Part:*	[Select part]	\sim			
Test Date:*					
Grade at Time of Test:*	08 ~				
Accommodations:	\sim				
Score Not Reported:	\checkmark				
Scaled score:					
Raw score:					
Save and Return Save and Ne	w				

Enter the assessment information as needed.

Save and Return – Click to save the new assessment record and return to the **Student Assessment List** screen.

Save and New – Click to save the new assessment record and bring up the maintenance screen again so another new record can be added.

Return – Click to return to the **Student Assessment List** screen without saving a new assessment record.

WorkKeys

You can view and maintain a student's WorkKeys results. Refer to the appropriate topic:

- "View WorkKeys Results"
- "Add WorkKeys Results"

View WorkKeys Results

Navigation: StudentInformation > SIS > Student > Assessment > WorkKeys

You can view and maintain a student's WorkKeys results when you have the student in context on the **WorkKeys** screen.

Note: To delete a result, in the row of the assessment date, click in . To edit an existing result, click *a* and make the needed changes. (For field descriptions, see "Add WorkKeys Results.")

	/orkKeys		Add Assessment Resu	lt 🔁
~	Assessment Date: 2/4/2019		圓	ø
	Subject	Score Not Reported	Score	
	Applied Math - Version 2.0	*	8	
	Graphic Literacy - Version 2.0	*	11	
	Workplace Documents - Version 2.0	×	15	

Add WorkKeys Results

Navigation: StudentInformation > SIS > Student > Assessment > WorkKeys

You can add WorkKeys results for a student.

Note: You can add multiple test occurrences, but they must have different testing dates.

1. With a student in context on the WorkKeys screen, click Add Assessment Result.

Stud	dentInformation > SIS > Student > Assessment > WorkKeys	쌸	[Find Students]	[Go To]	<u> </u>
	WorkKeys		Add Asse	ssment Result (Ð
	There are no records to display				

The Select the Assessment Date window opens.

2. In the **Assessment Date** field, enter or select the date the test was administered in mm/dd/yyyy format.

Note: If you select a date prior to 06/01/2017, the Version 1 assessment fields display. If you select a date of 06/01/2017 or later, the **Select the Assessment Version** window displays. Select **Version 1** or **Version 2** from the drop-down list; the corresponding assessment fields display.

Select the Assessment Date	8
Assessment Date	
	Next Cancel

- 3. For each test part, in the **Score** field, enter the student's score (from 0-999). You are required to only enter at least one score.
- 4. (Version 2 only) Select the **Score Not Reported** reason, if applicable. This field defaults to * **Option Not Applicable, Student took Test**.
- 5. Click Create.

ssessment Date	e: 6/4/2019	(
Applied Math - Versio	n 2.0	
Score Not Reported: *	* - Option Not Applicable, Student took Test	
Score:*	8	
Graphic Literacy - Ver	sion 2.0	
Score Not Reported: *	* - Option Not Applicable, Student took Test	
Score:*	11	
Workplace Document	s - Version 2.0	
Score Not Reported: *	* - Option Not Applicable, Student took Test	
Score:*	15	
	Create	ance

WorkKeys Version 2 Assessment Fields

ssessment Date	: 9/20/2017	8
Locating Information		
Score:*	8	
Mathematics		
Score:*	11	
Reading		
Score:*	15	
	Create	ancel

WorkKeys Version 1 Assessment Fields

A confirmation message and the added result display.

Student	nformation > SIS > Student > Assessment > WorkKeys	*	[Find Students] Q [Go To]	
W	orkKeys		Add Assessment Re	sult 🛨
s	uccess! The WorkKeys Assessment Result was Successfully Cr	eated.		×
~	Assessment Date: 2/4/2019		۵	Ì 🖋
	Subject	Score Not Reported	Score	
	Applied Math - Version 2.0	*	8	
	Graphic Literacy - Version 2.0	*	11	
	Workplace Documents - Version 2.0	*	15	

Assessment Reports

The Assessment Reports module displays the details of the assessment records for the selected students. Each student that matches the student filter criteria is returned in the report. Each assessment record that matches the assessment filter criteria is returned in the report.

It is possible that a student does not have any assessment records. If the option to include students with no assessment records is chosen, these students are returned on the report so that users can see that a student is missing an assessment record.

The assessment detail report can be run for a single school or for all schools in the district. Students returned are those with an annual record for the school and school year in context. When a district is in context, students with an annual record in any of the district's selected schools are returned.

Please refer to *ProgressBook StudentInformation Getting Started Guide* for more detailed information about running and viewing reports.

The following information in described in this topic:

- "Achievement Detail Report"
- "COS (Preschool Childhood Outcome Summary) Report"
- "Ohio Graduation Test (OGT) Report"
- "Preschool Report"
- "Standardized Test Detail Report"

Achievement Detail Report

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > Achieven	nent
Detail	

com this screen, you can select parameters to generate a report. Selection Criteria Selection Summary Load Settings School* ASHS - Ashiand High School ASED - Edison Elementary School ASEE - Reagan Elementary School ASE - Reagan Elementary School Student Status Counselor Return Only Students With Achievements Accelerated students: Both Student Assessment Criteria: *Students With Any Test Part Assessment Test: Student Assessment Criteria: *Students With Any Test Part OBELA - 03 English Language Arts OdMAT - 03 Mathematics OdMAT - 04 Mathematics Display Student Disability Condition String Options Test Part (ASC) Test Part (ASC	School* School* School* School* School* Student Status Grade AG - AG IN - Infant/Toddler (Ages 0-2) PS - PS K - K Counselor Counselor Student Assessment Criteria:* Students: Both Counselor Student Assessment Criteria:* Student Statue With Achievements Accelerated students: Both Student Assessment Criteria:* Student Assessment Test:* Test Part Student Disability Condition Sorting Options Fest Part (ASC) Test Date (ASC) Fest Date (udentInformation > SIS > .	Assessment > Assessment Reports > Achievement Detail
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	Submit	Submit	

Assessment Reports

School (required) – You can filter by selecting specific Schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report returns all students regardless of status. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report returns all students regardless of grade. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report s returns all students regardless of assigned counselor. You can also filter by selecting specific counselors for your report.

Return Only Students With Achievements (optional) – When checked, only students that have at least one achievement record that matches the achievement filter criteria are returned in the report.

Accelerated students (optional) – Choose whether to display accelerated students on the report. Options are Both (default), Accelerated students only, or Non-accelerated students only.

Student Assessment Criteria (required) – Select the criteria for displaying students on the report based on the selected test parts. Choose from the following:

- Students With Any Test Part
- Students Passing All Test Parts
- Students Passing Any Test Part
- Students Failing/Missing All Test Parts
- Students Failing/Missing Any Test

This works in conjunction with the test part filter (refer to the following description). If the user selects three of the test parts in the test part filter and "Students passing All Test parts" in the Student Assessment Criteria, then only students that have a passing score in the three selected test parts are returned on the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select achievement tests taken during that date range.

Assessment Test (required) – Select the specific achievement test that you wish to filter and display on the report.

Test Part (optional) – If no test parts are selected, the report will select all test parts. You can also filter by selecting specific test parts for your report. The Test Part dual listbox is populated based on the assessment test (in this case achievement test) selected.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) - Select how you want to receive the report:

- Pickup Retrieve the report on the Batch/Report Management window.
- Email Notification Receive an email with a link to the report when the report is ready to view.
- Email Delivery Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the Batch/Report Management screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example Achievement Detail report file.

	chievemen Sep 29, 2009											ntary Schoo 2009-201 Achievemen
ichool Na	me Elementa	ry School	1									
ID: 1	1	tudent Na	ne:)	DYLAN		Grade:	Statu	:λ Cou	nselor:			
Report	ting Perio	4: 2009-20	10 (K)									
	EST ATE	TEST TYPE	TEST PART	Required Test	Grade at Test	WAIVER REASON	RAW SCORE	SCALED SCORE	Building IRN	Accommodations	P/F	Accel.
0.5	5/01/2009	07A	MATH	STR	07	•	220	418	013508	110	Pass	No
0.5	5/01/2009	073	READ	STR	07		290	418	013508	100	2455	No
05	3/01/2009	073	WRI	STR	07		220	410	013508	200	Pass	No
Totals												
Passir	agr: 3	Failing	r: 0									

COS (Preschool Childhood Outcome Summary) Report

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > COS

om this screen, you	I can select parameters to generate a report.	
Selection Criteria	Selection Summary Load Settings	
School [*]		
	ASHS - Ashland High School ← → ASJH - Ashland Middle School ← → ASED - Edison Elementary School ASRE - Reagan Elementary School	^
Student Status		
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Grade		
AG - AG IN - Infant/Toddler (Ag PS - PS K - K	ges 0-2)	< >
Counselor		
	~	\sim
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Return Only Studen	ts With COS Records	~
Assessment Testing		v 1
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School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With ECO Records (optional) – Select this checkbox to include only students that have at least one COS record that matches the COS filter criteria in the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select COS assessments taken during that date range.

Test Part (optional) – If no test parts are selected, the report selects all test parts for the COS. You can also filter by selecting specific COS test parts for your report.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – Select how you want to receive the report:

- Pickup Retrieve the report on the Batch/Report Management window.
- **Email Notification** Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the Batch/Report Management screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example COS report file.

Report: ECO Printed Thu, Sep 16, 20	10, 11:49 AM								HIGH SCHOOL 2010-2011 ECO
School Name Element ID: 22345	ary School Student Name: Stu	Hent70870, DREW	Grade: 01	Status: A	Counselor				
TEST	TEST	TEST	0100101	Statustik	Required	Waiver	Score	Progress	
DATE 11/01/2007	TYPE PECO	PART			Test STR	Reason *	5	r	
11/01/2007	9200	2013			STR		¢	r	
11/01/2007	PECO	1400			STR		4	r	
04/01/2008	9200	PSES			STR		¢	¥	

Ohio Graduation Test (OGT) Report

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > Ohio Graduation Test (OGT)

	S > Assessment > Assessment Reports > Ohio Graduation Test (O	<u> </u>
hio Graduat	tion Test (OGT)	
	a can select parameters to generate a report.	
Selection Criteria	Selection Summary Load Settings	
	Edd Octaings	
School [*]	AQUO, Ashland Uinh Oshaol	
	ASHS - Ashland High School	î
	ASED - Edison Elementary School ASRE - Reagan Elementary School	¥
Student Status		
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AG - AG IN - Infant/Toddler (Ag	ges 0-2)	^
PS-PS K-K		
Counselor	•	
		^
	* *	
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Peturn Only Student		
-	ts With OGT Records	
-	ts With OGT Records t Criteria:* Students With Any Test Part	
Student Assessmen Assessment Testing	t Criteria:* Students With Any Test Part	*
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Assessment Reports

School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With OGT Records (optional) – Select this checkbox to include only students that have at least one OGT record that matches the OGT filter criteria in the report.

Student Assessment Criteria (required) – Select the criteria for displaying students on the report based on the selected test parts. Choose from the following:

- Students With Any Test Part
- Students Passing All Test Parts
- Students Passing Any Test Part
- Students Failing/Missing All Test Parts
- Students Failing/Missing Any Test

This works in conjunction with the Test Part filter (refer to the following description). If the user selects three of the test parts in the Test Part filter and "Students passing All Test parts" in the Student Assessment Criteria, then only students that have a passing score in the three selected test parts are returned on the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select OGT assessments taken during that date range.

Test Part (optional) – If no test parts are selected, the report selects all test parts for the OGT. You can also filter by selecting specific OGT test parts for your report.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) - Select how you want to receive the report:

- Pickup Retrieve the report on the Batch/Report Management window.
- **Email Notification** Receive an email with a link to the report when the report is ready to view.
- Email Delivery Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) – Displays on the Batch/Report Management screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example OGT report file.

Report: OG Printed Wed, C		11:45 AM								HIGH Dhio Gradu	SCHOO 2009-201 ation Tes
School Nam		GH SCHOOL									
ID: .		udent Name			Grade:	Statu	s: λ Co	unselor			
Reporting	Period: 20	009-2010 (M)									
TEST DATE	TEST TYPE	TEST PART	Requir Test	ed Grade at Test	WAIVER REASON	RAW SCORE	SCALED SCORE	Building IRN	Accommodations	Reg. for Graduation	P/F
03/2009	OGT	55C	STR	10		260	439		390	Yes	74.00
03/2009	OGT	HATH	STR	10	-	378	455		190	Yes	Pass
02/2009	OGT	READ	STR	10	-	340	426		390	Yes	74.00
03/2009	097	aci	STR	10		255	420		200	Yes	2400
03/2009	OGT	WRI	STR	10		850	427		19D	Yes	7488
Totals											

Preschool Report

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > Preschool

reschool		
om this screen, you	can select parameters to generate a report.	
Selection Criteria	Selection Summary Load Settings	
School [*]		
	ASHS - Ashland High School	^
	⇐ ⇒ ASJH - Ashland Middle School ↔ → ASED - Edison Elementary School	
	ASRE - Reagan Elementary School	~
Student Status		
		_
	✓ ♥ ♥	~
Grade		
AG - AG IN - Infant/Toddler (Ag		^
PS - PS		
К-К	~	\vee
Counselor		÷
	~ →	
	** **	
	✓	\sim
Return Only Student	ts With Preschool Records	~
		*
Return Only Student Assessment Testing Test Part		
Assessment Testing Test Part ALIT - Alliteration	Date: to f	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming	Date: to f	
Assessment Testing Test Part ALIT - Alliteration	Date: to f	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming	Date: to f	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming	Date: to f	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC)	Date:	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC) Test Part (DESC) Test Date (ASC)	Date: to f	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC) Test Part (DESC)	Date:	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC) Test Part (DESC) Test Date (ASC)	Date:	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC) Test Part (DESC) Test Date (ASC) Test Date (DESC)	Date:	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC) Test Part (DESC) Test Date (ASC) Test Date (DESC) Delivery Method:	Date: to fi	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC) Test Part (DESC) Test Date (ASC) Test Date (DESC) Delivery Method: Email Address:	Date: to fi	
Assessment Testing Test Part ALIT - Alliteration PICN - Picture Naming RHYM - Rhyming Display Student Disa Sorting Options Test Part (ASC) Test Part (DESC) Test Date (ASC) Test Date (DESC) Delivery Method: Email Address: Report Format:	Date: to fi	

School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With Preschool Records (optional) – Select this checkbox to include only students that have at least one Preschool record that matches the Preschool filter criteria in the report.

Assessment Testing Date (optional) – Enter in a beginning and ending date to select Preschool assessments taken during that date range.

Test Part (optional) – If no test parts are selected, the report selects all test parts for the Preschool assessment. You can also filter by selecting specific Preschool test parts for your report.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile)on the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) - Select how you want to receive the report:

- Pickup Retrieve the report on the Batch/Report Management window.
- Email Notification Receive an email with a link to the report when the report is ready to view.
- Email Delivery Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format (required) – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) - Displays on the Batch/Report Management screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example Preschool report file.

Report: Preschool Printed Thu, Sep 16, 2010, 11:56 AM								HIGH SCHOOL 2010-2011 Preschool
School Name								
	ary School Student Name	: Student71895, DARCI	Grade:	02 State	is: A Co	unselor:		
TEST	TEST TYPE	TEST PART	Required Test	Grade at Test	Waiver Reason	Score	Accommodations	
09/01/2007	98	ALIT	STR	P3	,	•••	Y2	
09/01/2007	25	PICN	STR	93		032	Y2	
09/01/2007	25	RHIM	STR	23			Υ2	
10/01/2007	25	ALIT	STR	25		008	72	

Standardized Test Detail Report

Selection Criteria	Selection Summary Load Settings
School*	
	ASHS - Ashland High School ASJH - Ashland Middle School ASED - Edison Elementary School ASRE - Reagan Elementary School
Student Status	None Reagan Elementary ochoor
Grade	
AG - AG IN - Infant/Toddler (A PS - PS K - K	ıges 0-2)
Counselor	
	~ → ↔ ⇒
Return Only Studer	nts With Standardized Records
Return Only Studer Assessment Test:* Test Part	hts With Standardized Records
Assessment Test:*	
Assessment Test:*	
Assessment Test:* Test Part Display Student Dis	
Assessment Test:* Test Part Display Student Dis Sorting Options Category (ASC)	
Assessment Test:* Test Part Display Student Dis Sorting Options Category (ASC) Category (DESC)	sability Condition
Assessment Test:* Test Part Display Student Dis Sorting Options Category (ASC) Category (DESC) Delivery Method:	sability Condition

Navigation: StudentInformation > SIS > Assessment > Assessment Reports > Standardized Test Detail

Assessment Reports

Note: The Standardized Test Detail report shows the information on the ACT, AP, PLAN, PSAT, SAT, and SAT2 tests. The report uses the records in the Assessment module, not from the Miscellaneous (MISC) Data module. MISC Data will not print on this report. Only Assessment data will print on this report.

School (required) – You can filter by selecting specific schools for your report. At least one school must be selected.

Student Status (optional) – If no student statuses are selected, the report selects all student statuses. You can also filter by selecting specific student statuses for your report.

Grade (optional) – If no grades are selected, the report selects all grades. You can also filter by selecting specific grades for your report.

Counselor (optional) – If no counselors are selected, the report selects all counselors. You can also filter by selecting specific counselors for your report.

Return Only Students With Standardized Records (optional) – Select this checkbox to include only students that have at least one Standardized record that matches the Standardized filter criteria in the report.

Assessment Test (required) – Select the specific Standardized Test that you wish to filter and display on the report. Options include: ACT, AP, PLAN, PSAT, SAT, and SAT2.

Test Part (optional) – If no test parts are selected, the report selects all test parts. You can also filter by selecting specific test parts for your report. The Test Part dual listbox populates based on the Assessment Test (in this case Standardized Test) selected.

Display Student Disability Condition (optional) – Select this checkbox to display each student's disability condition (from the student profile) in the report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) - Select how you want to receive the report:

- Pickup Retrieve the report on the Batch/Report Management window.
- **Email Notification** Receive an email with a link to the report when the report is ready to view.
- Email Delivery Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet, or HTML output.

Description (optional) - Displays on the Batch/Report Management screen.

Submit – Click to submit this report to the Batch/Report Management application. Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Sample Output

The following figure shows part of an example Standardized Test Detail report file.

Report: Stan Printed Thu, Se	dardizəd p 16, 2010, 12:01 PM				HIGH SCHOOL 2010-2011 Standardized Test Detail
Id: 11042	Student Name: St	udent76916, MRISTER	Grade: 12 St	atus: A Counselor:	
Date	06/12/2010	Test ACT	c	ategory	Score
			c	omposite Score	15
			9	eading Score	15
			н	athematics Score	16
			8	riting Test Sub Score	06
			c	ombined English/Writing Score	16
			5	cience Score	12
			z	nglish Score	17
				Test Parts Attempts: 7	
				Total Attempts: 1	