



# Assessment File Uploads

**Testing Pre-Prints** 

December, 2011

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# **Assessment Preprint Screen Filtering Options**

Filtering options were added so that when you save the file, you will no longer have to name it. The file will automatically be named based on the options selected.

The exception to this is if you have to create another file with the same name on the same day it will not change the sequence identifier, you will have to do this manually.

CBT\_030\_SPRCBT\_LA0303\_20120301\_01.TXT

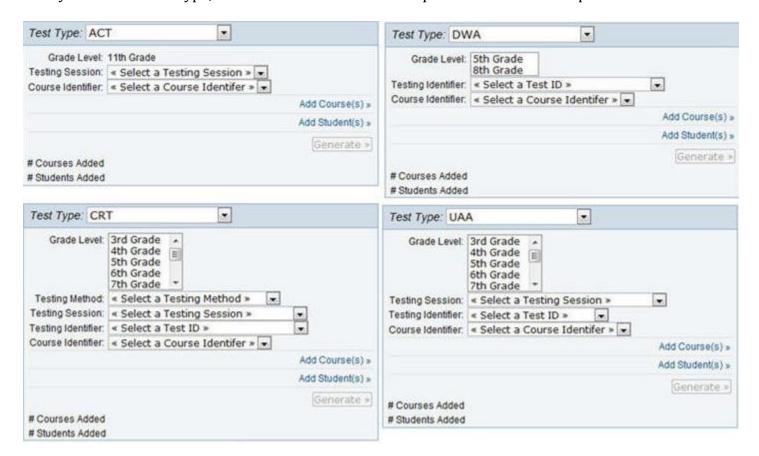
## Track(s)

Track(s) are the names of the Schools. This will default to All Tracks since most of the time when creating Assessment Preprint files it is for all Schools within your district. Most Charters have only one track (school).

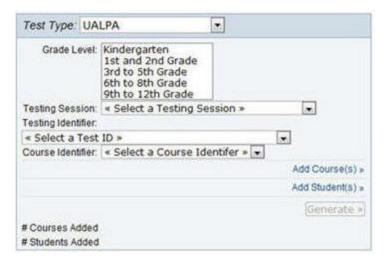
# **Test Type**

This is what type of Assessment is to be given.

Once you select a Test Type, notice that the screens come up with different filter options.







#### **Grade Level**

In the drop down select the grade level(s) that apply. If you do not see a filter option with a drop down, that is because there is only one choice for Grade Level.

# **Testing Method**

Testing Method is either (PRE) Paper Pencil or (CBT) Computer Based Testing.

In the drop down select the testing method that applies. If you do not see a filter option with a drop down, that is because there is only one choice for Testing Method.

#### **Testing Session**

Testing Session is based on the time of year the test is given.

In the drop down select the testing session that applies. If you do not see a filter option with a drop down, that is because there is only one choice for Testing Session.

## **Testing Identifier**

Testing Identifier is the name of the test.

In the drop down select the testing identifier that applies. If you do not see a filter option with a drop down, that is because there is only one choice for Testing Identifier.

#### **Course Identifier**

Course Identifier is referred to as the 9+2

Course = 9 / Section = 2

CACTUS = 9 / Period = 2

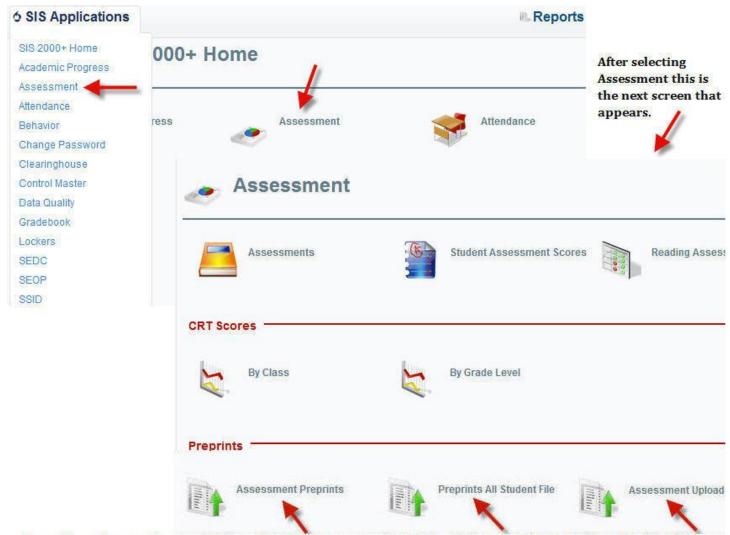
CACTUS = 9 / Cycle Day = 1 / Period = 1

When creating files by grade level only, the Course Identifier that is put in the file will be the first class that has attendance taken.

If you have anything other than numeric characters in the course code the system will automatically change them to a zero. This is because the testing system will only accept numbers for this field.

# **Assessment File Uploads**

From the home page hover over SIS Applications until you see the drop down, then click on Assessment or if you have Assessment set on the home page click on that.



You will see three options under Preprints, (1) Assessment Preprints; click on this to create Preprint files. (2) Preprints All Student File; click on this to create All Student Files. (3) Assessment Upload; click on this and it will take you to the Testing Website (cs.schools.utah.gov/assessment/Login) page.

When selecting Assessment Preprints, this screen will come up and you will begin to create your Preprint files.

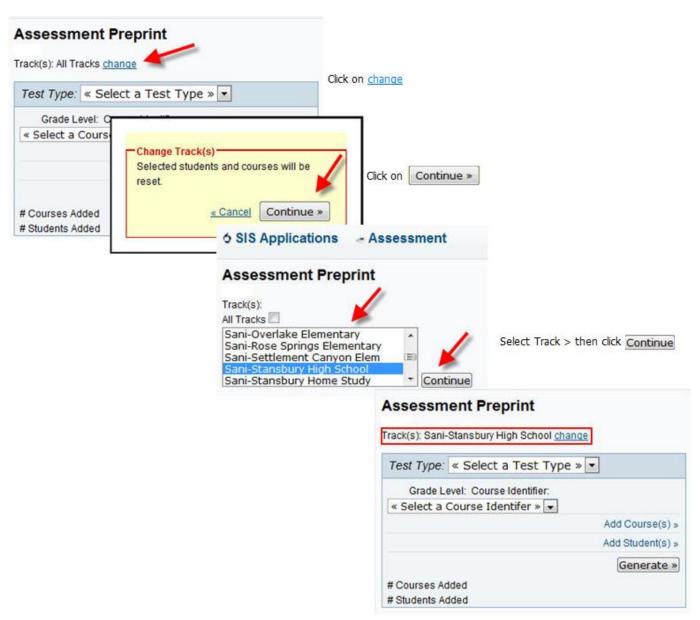




# **Assessment File Upload (Example)**

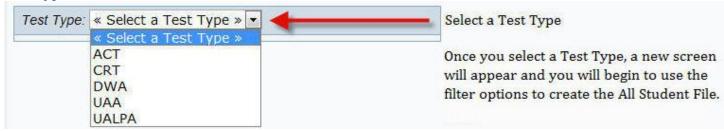
## Track(s)

Defaults to All Tracks, if you need to change do the following:



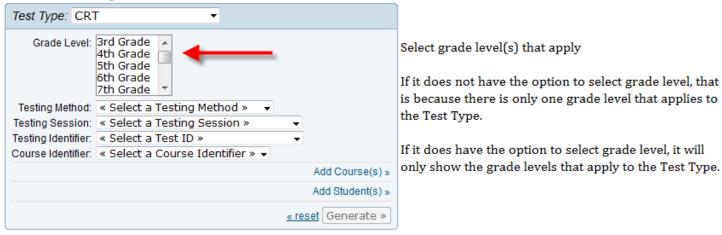
If you are selecting grade only and not adding any course(s) when creating a file, students that are dual enrolled and the primary school for enrollment is not the first class that attendance is taken in, you would want to click on change by All Tracks and only select the schools that you want to pull into the file.

#### **Test Type**

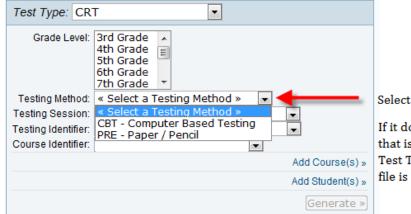


#### **Grade Level**

When generating a file by grade level only (no course(s) added), ALL students from the grade level selected will be put in the file.



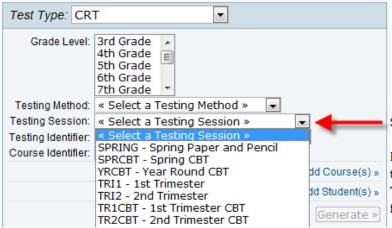
#### **Testing Method**



Select a Testing Method

If it does not have the option to select Testing Method, that is because there is only one that applies to the Test Type, and will be generated in the name when the file is saved.

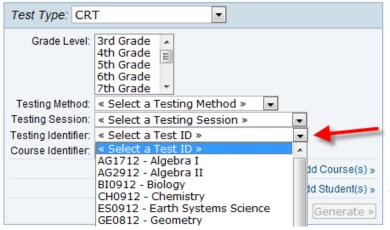
#### **Testing Session**



Select a Testing Session

If it does not have the option to select Testing Session, that is because there is only one that applies to the Test Type, and will be generated in the name when the file is saved.

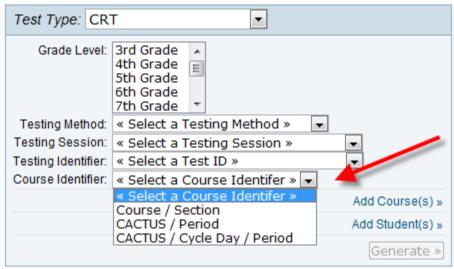
#### **Testing Identifier**



Select a Testing Identifier

If it does not have the option to select Testing Identifier, that is because there is only one that applies to the Test Type, and will be generated in the name when the file is saved.

#### **Course Identifier**



Select a Course Identifier

Course Identifier is referred to as the 9+2

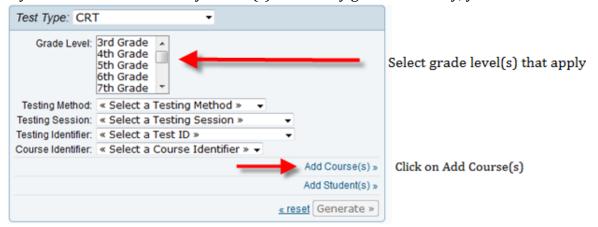
Course = 9 / Section = 2 CACTUS = 9 / Period = 2 CACTUS = 9 / Cycle Day = 1 / Period = 1

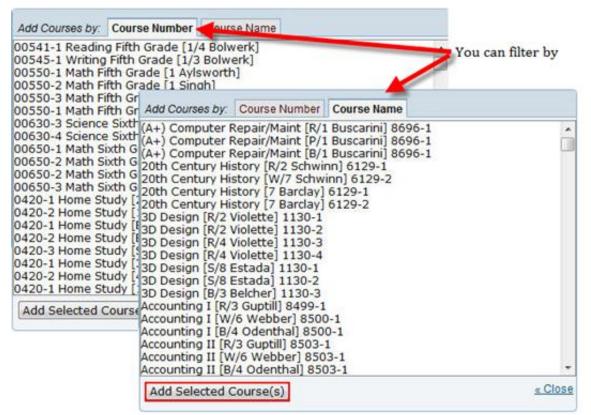
The Course Identifier (9+2) that is used when creating files by grade level only, will be by the first class that has attendance taken.

If you have anything other than numeric characters in the course code the system will automatically change them to zero. This is because the testing system will only accept numbers for this field.

# Add Course(s)

If you want to create a file by course(s) and not by grade level only, you would do the following:





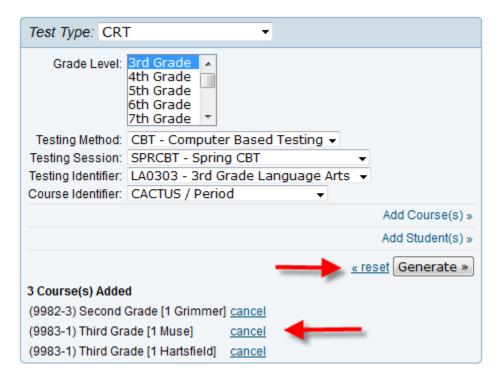
If filtering by Course Number or Name, click anywhere inside the box and start typing the first few numbers or letters and it will search for them.

Select which course(s) you want, then click on Add Selected Course(s).

After you click on Add Selected Course(s), they will appear on the screen in the bottom left hand corner.

If you added one that you do not want, you can remove it by clicking on cancel next to the name.

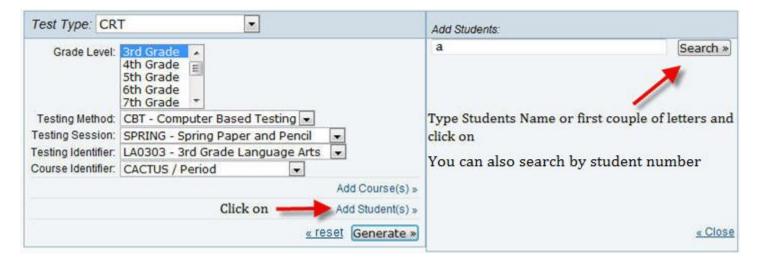
If you have added a lot of courses and you do not want to remove them one at a time, click on reset and then start selecting the options again.



If the course(s) that you have selected have grade levels other than the grade level selected, it will only put selected grade level students in the file.

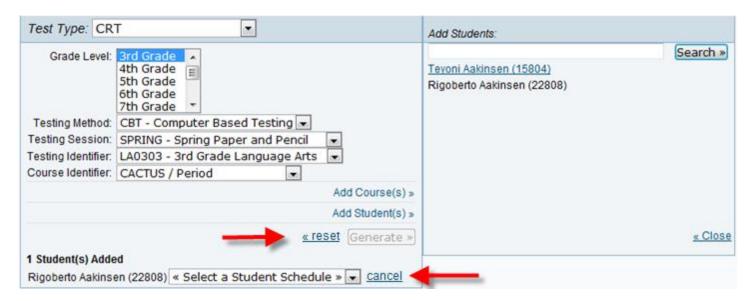
#### Add Student(s)

If you would like to Add Student(s) you would do the following:



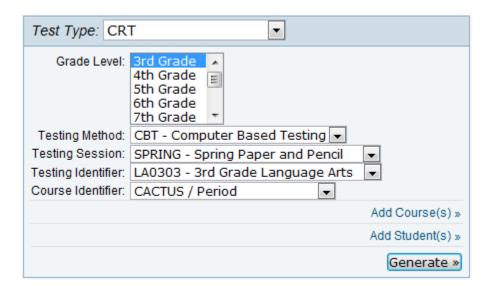


Once you have selected the student(s), the name(s) will appear on the bottom left side of screen with a drop down box with the students' schedule. Select the class that applies to the Testing Identifier you selected.



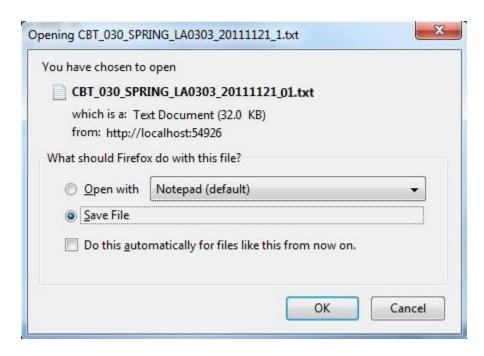
Click on cancel to remove the Student or click on reset to start over.

The Generate button will be grayed out until all options are selected; when all options have been selected click on Generate.

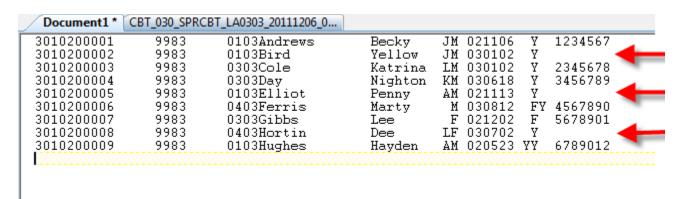




Depending on the Browser that you are using, the screen below or something similar will appear and you would save the file. A good practice is to have a folder on one of your drives named Assessment Uploads and save the files in that folder.



Below is an example of an opened file that was created, there are blank fields where the SSID #'s should be. To save yourself a step in the process, you would want to make the corrections in SIS before uploading the file to the Testing Website.

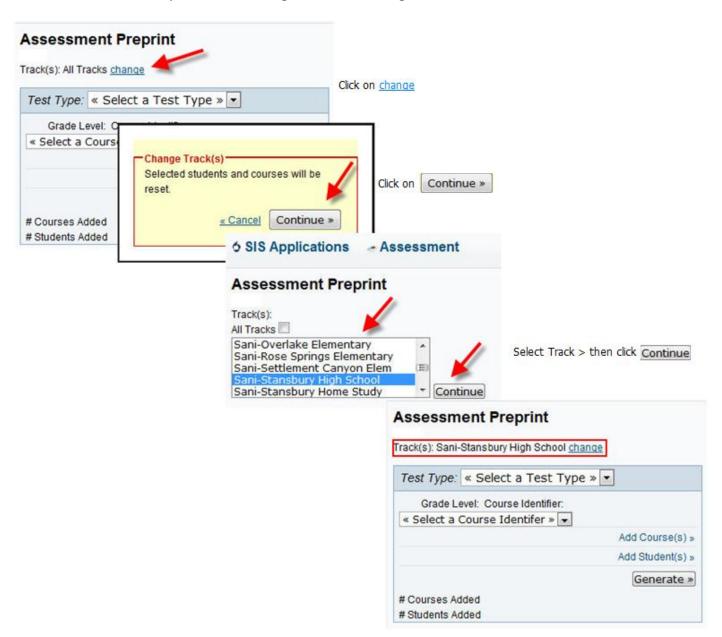


# All Student File Upload (Example)

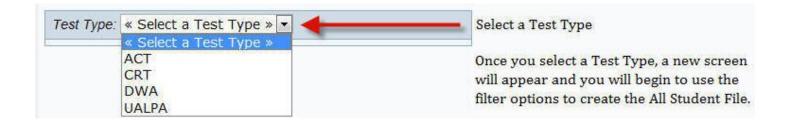
# Track(s)

Typically when creating All Student Files you would use All Tracks.

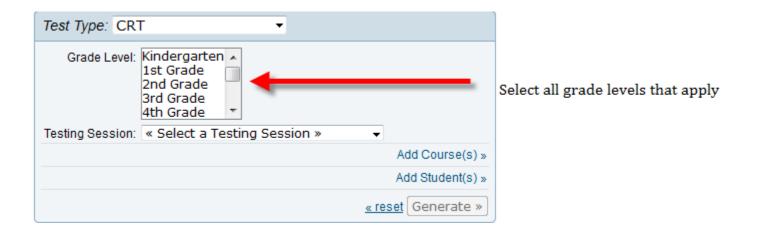
Defaults to All Tracks, if you need to change do the following:



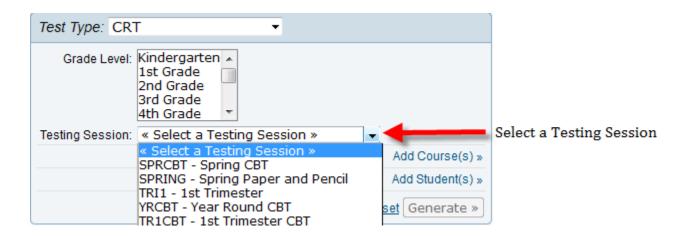
# **Test Type**



#### **Grade Level**

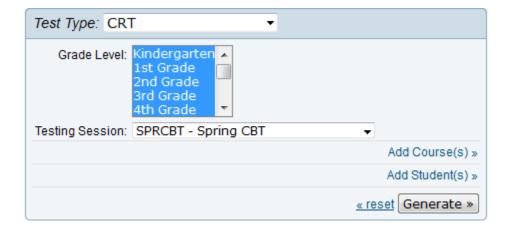


# **Testing Session**

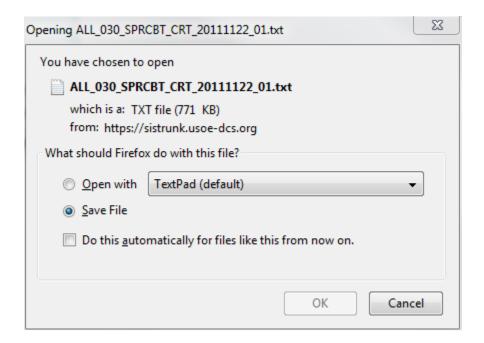




The Generate button will be grayed out until all options are selected; when all options have been selected click on Generate.



Depending on the Browser that you are using, the screen below or something similar will appear and you would save the file. A good practice is to have a folder on one of your drives named Assessment Uploads and save the file in that folder.





Below is an example of an opened file that was created, there are blank fields where the SSID #'s should be. To save yourself a step in the process, you would want to make the corrections in SIS before uploading the file to the Testing Website.

3010200001	03Andrews	Becky	JM	021106	Y	1234567	-
3010200002	03Bird	Yellow	JM	030102	Y		•
3010200003	03Cole	Katrina	LM	030102	Y	2345678	•
3010200004	03Dav	Nighton	KM	030618	Y	3456789	-
3010200005	03Elliot	Penny	AM	021113	Y		•
3010200006	03Ferris	Marty	M	030812	FY	4567890	
3010200007	03Gibbs	Lee	F	021202	F	5678901	
3010200008	03Hortin	Dee	LF	030702	Y		4
3010200009	03Hughes	Havden	AM	020523	YY	6789012	