



ProgressBook StudentInformation Assessment Guide



ProgressBook[®]
StudentInformation

Ohio

ProgressBook StudentInformation Assessment Guide

(This document is current for v18.5.0 or later.)

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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
18.5.0	<i>"Assessment Import History"</i>	25	Updated screen shot to reflect removal of delete icon and removed assessment import history deletion steps.
18.4.0	<i>"Assessment Maintenance"</i>	25	Added section.
18.4.0	Entire Guide	N/A	Updated images and text to reflect change from OCBA to OST.
18.3.0	<i>"OGT (Ohio Graduation Test)"</i>	62	Updated image to reflect new user interface.
18.2.0	<i>"Assessment Imports"</i>	15	Added note regarding OCTCA summary and subject records.
18.2.0	Entire Guide	N/A	Updated images and text to reflect new user Interface.
18.1.0	<i>"CTE Student Assessment (OCTCA)"</i>	40	Updated images to reflect new user interface.
N/A	<i>"Add ACT Scores"</i>	33	Updated text to indicate that the Accommodations field has only one selection available.

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Overview

The following information is described in this section:

- ["Assessment Overview"](#)
- ["Understanding the Assessment Module"](#)
- ["Assessment Outline and Flow"](#)

Assessment Overview

Districts need the ability to add, update, delete, view, and track all of the students' testing results. Those tests currently include Ohio Graduation Test (OGT) and a variety of grade level Achievement tests. These testing requirements may change from year to year, depending on the state requirements. Achievement testing is likely to change from year to year. StudentInformation not only addresses testing concerns for the current school year, but also accommodates changes and additions to future testing requirements. StudentInformation is the primary repository for all testing results for the buildings/districts. All testing data maintenance is done in StudentInformation and then moved to EMIS for EMIS reporting requirements.

StudentInformation gives the district the ability to create electronic files for the testing company for producing pre-identification labels used during the student testing. StudentInformation allows districts to import test results from testing companies and then copy that same data from StudentInformation to EMIS for your EMIS reporting requirements. StudentInformation provides optional reports that can be processed to validate the data as well as reports to inquire which students still need to fulfill their testing requirements (refer to ["Who Needs It"](#)). DSL & REPO reports used in the past are incorporated into the various reports within StudentInformation. Achievement test results can then be integrated on the report cards and transcripts for school use if desired. District personnel also have the ability to view testing data by grade level, building, courses, teacher, etc. and use that data to analyze results and needs of the students and district.

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, OTELA, 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.
 - h. **WebXam 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. **OGT** – View and change a specific student's OGT (Ohio Graduation Test) test 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. **DORP** – View and change a specific student's DORP 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. **KRA-L** – View and change a specific student's KRA-L record from fiscal year 2015 and earlier.

Note: KRA-L was discontinued after fiscal year 2015.
 - l. **Next Generation Assessment Grades 3-8** – View and change a specific student's Next Generation Assessment Grades 3-8 record.
 - m. **OELPA** – View and change a specific student's OELPA record.
 - n. **OGT** – View and change a specific student's OGT (Ohio Graduation Test) record.

- o. **OTELA** – View and change a specific student's OTELA record.
 - p. **PLAN (pre-ACT)** – View and change a specific student's PLAN test records.
 - q. **Preschool ASQ/SE** – View and change a specific student's preschool ASQ/SE record.
 - r. **Preschool COS** – View and change a specific student's preschool COS record.
 - s. **Preschool ELA** – View and change a specific student's preschool ELA record.
 - t. **Preschool GGG** – View and change a specific student's preschool GGG record.
 - u. **PSAT/NMSQT** – View and change a specific student's PSAT/NMSQT test records.
 - v. **SAT Reasoning Test** – View and change a specific student's SAT reasoning test records.
 - w. **SAT Subject Tests** – View and change a specific student's SAT subject test records.
 - x. **Student Achievement** – View, edit, and add a specific student's achievement records.
 - y. **Student Assessment List** – View and change all student assessment records.
 - z. **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. **ASQ/SE** – This report lists student's detailed preschool ASQ/SE information.
 - c. **ECO** – This report lists student's detailed preschool ECO (Early Childhood Outcome) information.
 - d. **KRAL** – This report lists student's detailed KRA-L (Kindergarten Readiness Assessment - Literacy) information.
 - e. **Misc to AAT Conversion** – This process will convert existing assessment data on the Misc screens to the assessment test screens.
 - f. **OGT** – This report lists student's detailed OGT (Ohio Graduation Test) information.
 - g. **OTELA** – This report lists student's detailed OTELA (Ohio Test of English Acquisition) information.
 - h. **Preschool** – This report lists student's detailed Preschool GGG assessment information.
 - i. **PROH** – This report lists student's proficiency test records.
 - j. **Standardized Test Detail** – This report lists student's Standardized Test Detail (ACT, SAT, etc.) information.

Assessment – General

The following information is described in this topic:

- [“Who Needs It”](#)
- [“Standards”](#)
- [“Assessment Extract”](#)
- [“Assessment Imports”](#)
- [“Assessment Import Management”](#)
- [“Assessment Import History”](#)
- [“Assessment Maintenance”](#)
- [“Navigation: StudentInformation – ITC – Assessment Maintenance”](#)
- [“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

The screenshot shows a web application window titled "StudentInformation > SIS > Assessment > Who Needs It". The main heading is "Who Needs It". Below the heading is a red instruction: "This screen displays the number of students who need to pass required assessment tests and a list of those students." There is a "[Hide Filter]" link. The "Test Type:" field is a dropdown menu with "03A - 3rd Ach" selected. The "Test Part:" field is a multi-select list with "MATH - Math" and "READ - Reading" selected. Below this is a text input field labeled "Return only these students (comma separated student numbers):" which is currently empty. At the bottom, there is a "Counselor:" field with a dropdown menu showing "-- Show All --" and a "View" button.

- **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

Who Needs It

This screen displays the 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 / CITIZE
SCI - Science

Include the following grades: **Include the following students:**

10th Grade Include only required students

11th Grade Contract Vocational - In

12th Grade Contract Vocational - Out

13th Grade JVS

Return only these students (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 two 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** check box, the **Passed** column and the **Show students passing** check box 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

StudentInformation > SIS > Assessment > Who Needs It

Who Needs It

This screen displays the number of students who need to pass required assessment tests and a list of those students.

[Show Filter]

Summary

	Test Type	Test Part	Passed	Not Passed	Missing	Total	
Q	OGT	Math	253	14	556	823	ⓘ These checkboxes control the students returned in the view and export of assessment details. <input checked="" type="checkbox"/> Show students missing <input checked="" type="checkbox"/> Show students not passing <input type="checkbox"/> Show students passing <input type="button" value="Export All"/>
Q	OGT	Reading	249	18	554	821	
Q	OGT	Science	245	25	553	823	
Q	OGT	Social Studies / Citizenship	255	16	553	824	
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 check boxes 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

StudentInformation > SIS > Assessment > Who Needs It

Who Needs It - OGT - Math

This screen displays the number of students who need to pass required assessment tests and a list of those students.

[Show Filter]

Summary

	Test Type	Test Part	Passed	Not Passed	Missing	Total
Q	OGT	Math	208	10	3	221
Q	OGT	Reading	207	11	3	221
Q	OGT	Science	201	19	1	221
Q	OGT	Social Studies / Citizenship	210	11	1	222
Q	OGT	Writing	206	14	1	221

These checkboxes control the students returned in the view and export of assessment details.

Show students missing

Show students not passing

Show students passing

Export All

Details

13 Records Displayed

Student Number	First	Last	Grade	Gender	Ethn.	Situation	Test	Part	Missing	Passing	Date	Test Grade	Score	Required Score
	JONATHAN		12	M	White	5 - Resident attending Full Time	OGT	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>				400.00
	COOPER		12	M	White	5 - Resident attending Full Time	OGT	Math	<input type="checkbox"/>	<input type="checkbox"/>	03/2016	11	371.00	400.00


- **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

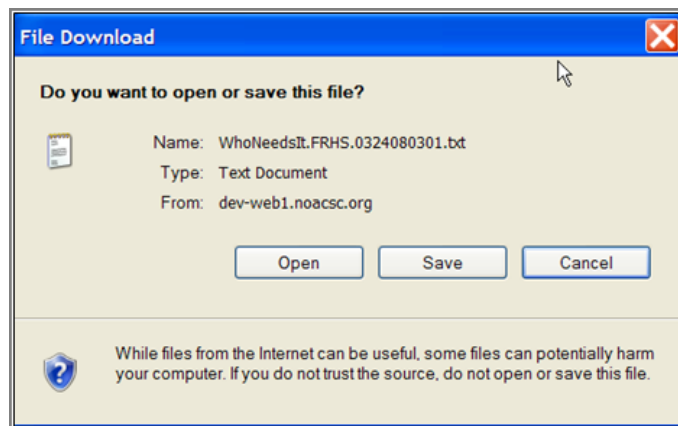
Click **Export All** to export the selected students to a Fixed Format file. Select the appropriate check boxes to control the students returned in the export file.

 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.

CS9131554000011590MARY	FWHITE	BENT	5 - Resident attending Full Time	12	10R003 1 20111	384400
CS9131554000011590MARY	FWHITE	BENT	5 - Resident attending Full Time	12	10S003 1 20111	373400
CS9131554000011590MARY	FWHITE	BENT	5 - Resident attending Full Time	12	10C003 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**.

StudentInformation > SIS > Assessment > Standards

Find Students [] [Go To]

Assessment Standards

From this screen, you can view the assessment standards.

Choose Assessment: 3rd Ach

Fiscal Year	Test Type	Test Part	Scaled Score Standard	Alternate	Min Score	Max Score	Passing	Transcript Desc	Report Card Desc
2018	3rd Ach	Math	Limited	<input type="checkbox"/>	0.00	377.00	<input type="checkbox"/>		Failed
2018	3rd Ach	Math	Basic	<input type="checkbox"/>	378.00	399.00	<input type="checkbox"/>		Failed
2018	3rd Ach	Math	Proficient	<input type="checkbox"/>	400.00	428.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	3rd Ach	Math	Accelerated	<input type="checkbox"/>	429.00	446.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	3rd Ach	Math	Advanced	<input type="checkbox"/>	447.00	999.00	<input checked="" type="checkbox"/>	Passed	Passed
2018	3rd Ach	Reading	Limited	<input type="checkbox"/>	0.00	384.00	<input type="checkbox"/>		Failed
2016	3rd Ach	Math	Advanced	<input checked="" type="checkbox"/>	448.00	575.00	<input checked="" type="checkbox"/>	Passed	Passed
2016	3rd Ach	Reading	Limited	<input checked="" type="checkbox"/>	200.00	362.00	<input type="checkbox"/>		Failed
2016	3rd Ach	Reading	Basic	<input checked="" type="checkbox"/>	363.00	381.00	<input type="checkbox"/>		Failed
2016	3rd Ach	Reading	Proficient	<input checked="" type="checkbox"/>	382.00	410.00	<input checked="" type="checkbox"/>	Passed	Passed
2016	3rd Ach	Reading	Accelerated	<input checked="" type="checkbox"/>	411.00	429.00	<input checked="" type="checkbox"/>	Passed	Passed
2016	3rd Ach	Reading	Advanced	<input checked="" type="checkbox"/>	430.00	575.00	<input checked="" type="checkbox"/>	Passed	Passed

Show All Years

60 Records Displayed Back To Top

- **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 check box is selected, standards for all years display; if de-selected, 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.

StudentInformation > SIS > Assessment > Assessment Extract

Student Assessment Extract

Filter Students ⓘ

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 results.

Student Statuses

Grade Levels

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.

Assessments

Extract

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 check box 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

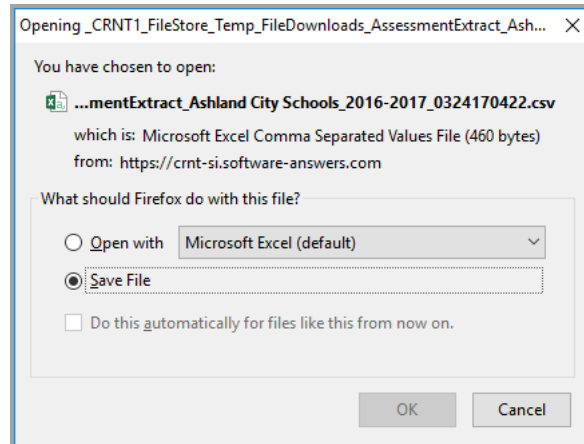
Assessments

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
 - DORP
 - End of Course Assessments
 - International Baccalaureate
 - KRA
 - KRA-L
 - Next Generation Assessments
 - OCTCA
 - OELPA
 - OGT
 - OTELA
 - Preschool ASQ/SE
 - Preschool ECO
 - Preschool ELA
 - Preschool GGG
 - Student Achievement
 - Student Proficiency
 - WorkKeys

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.



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.

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

StudentInformation > SIS > Assessment > Assessment Imports

Assessment Imports

Assessment Type:* (Please select an assessment type...)

File Name:*

- (Please select an assessment type...)
- ACT (Old Format)
- AP Exam
- Assessment Extract
- DORP
- KRA
- OAA
- OAA & OGT Alternate
- OCTCA
- OELPA
- OGT
- OST
- OTELA
- PARCC
- PLAN
- PSAT/NMSQT
- PS ELA
- Redesigned ACT (New Format as of 09/2016)
- Redesigned SAT (New Format as of 10/2015)
- SAT (Old Format)

- **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**.

StudentInformation > SIS > Assessment > Assessment Imports

Assessment Imports

The Assessment Import file has successfully uploaded 5 of 6 records, and matched 0 of 5 students. Please verify student records by clicking on the View Import Management button. ✕

List Of Errors On Import

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
6	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

To import **ACT (Old Format)** 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

To import **Redesigned ACT (New Format as of 09/2016)** 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
- SSID or Local ID

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.

AP Exam Imports

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

- First Name, Last Name, Birthdate

DORP Imports

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

- SSID, Birthdate
- SSID, Last Name
- EMIS ID, Birthdate
- EMIS ID, 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.

OELPA

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.

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

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

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

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.*

Assessment Import Management

Navigation: StudentInformation – SIS – Assessment – Assessment Import Management

The Assessment Import Management screen shows the results of each Assessment Import in three 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.

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.

StudentInformation > SIS > Assessment > Assessment Import Management

Assessment Import Management

From this screen, you can manage assessment import records that have a building IRN accessible through the school and school year in context.

Import: Nov 12 2015 04:49:PM - OCBA - Local_SD OCBA.txt

[Import Another File](#)

Unmatched Records | Matched Records | Errors

i 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	Records
	1	Dylan			EndCrse	Jun 18, 1996		050229	1
	2	Kyle			EndCrse	Sep 06, 1997	023515	050229	1
	3	Cory			EndCrse	May 25, 1997	023515	050229	1
	4	Austin			EndCrse	Jul 30, 1997	023515	050229	1
	5	Zachary			EndCrse	Jun 18, 1996	023515	050229	1

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.

Unmatched Records		Matched Records	Errors							
<p>i The following records were included in the import file but are not yet assigned to a student in StudentInformation.</p>										
	Line No.	First	Middle	Last	Test	BirthDate	Building IRN	District IRN	Records	
		1	Dylan		EndCrse	Jun 18, 1996		050229	1	
		2	Kyle		EndCrse	Sep 06, 1997	023515	050229	1	
		3	Cory		EndCrse	May 25, 1997	023515	050229	1	
		4	Austin		EndCrse	Jul 30, 1997	023515	050229	1	
		5	Zachary		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 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
<p>i The following records were included in the import file but are not yet assigned to a student in StudentInformation. Match student from file to a student in DASL</p> <p>i Use the search criteria to find a matching student in StudentInformation</p>			
First Name:	<input type="text"/>	<input checked="" type="checkbox"/>	Student Identifier: JW2676702
Called Name:	<input type="text"/>	<input type="checkbox"/>	Building IRN: 023515
Middle Name:	<input type="text"/>	<input type="checkbox"/>	District IRN: 050229
Last Name:	<input type="text"/>	<input checked="" type="checkbox"/>	
Birthdate:	<input type="text" value="02/19/2003"/>		
Student Number:	<input type="text"/>		
Emis Id:	<input type="text"/>		
State Student Id:	<input type="text"/>		
<input type="button" value="Search"/> <input type="button" value="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

Match the student from the import to students in StudentInformation by selecting the correct record							
	District IRN	District Name	Student Number	EMIS ID	SSID	Name	Birthdate
	043505	Ashland City SD	00503	A27503000		[REDACTED]	Feb 19, 2003
	043505	Ashland City SD	00490	A27490520	RX5562711	[REDACTED]	Feb 19, 2003
	043505	Ashland City SD	00190	A27190723		[REDACTED]	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.

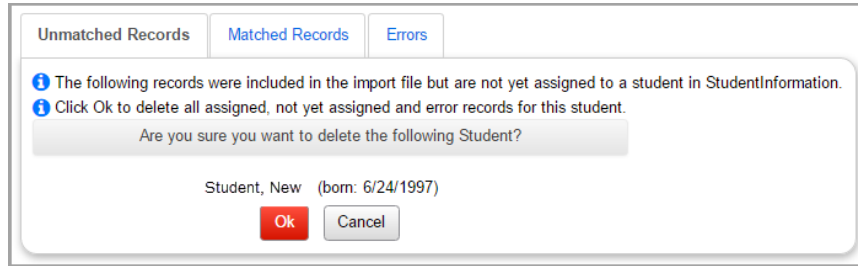
Caution: All other testing records can be manually corrected or added for new students coming in to the districts. This is covered in “[Student Assessment Menu](#)” of this document.

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.

Unmatched Records		Matched Records	Errors							
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	Records	
	Q 1	Dylan	[REDACTED]	[REDACTED]	EndCrse	Jun 18, 1996		050229	1	
	Q 2	Kyle	[REDACTED]	[REDACTED]	EndCrse	Sep 06, 1997	023515	050229	1	
	Q 3	Cory	[REDACTED]	[REDACTED]	EndCrse	May 25, 1997	023515	050229	1	
	Q 4	Austin	[REDACTED]	[REDACTED]	EndCrse	Jul 30, 1997	023515	050229	1	
	Q 5	Zachary	[REDACTED]	[REDACTED]	EndCrse	Jun 18, 1996	023515	050229	1	

- – Delete the unassigned record for this student.



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.

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	[REDACTED]	EndCrse	Mar 16, 1997	023515	050229	043505	777860	[REDACTED]	Mar 16, 1997	1
104	[REDACTED]	EndCrse	Feb 19, 1998	023515	050229	043505	503000	[REDACTED]	Feb 19, 2003	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.

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.

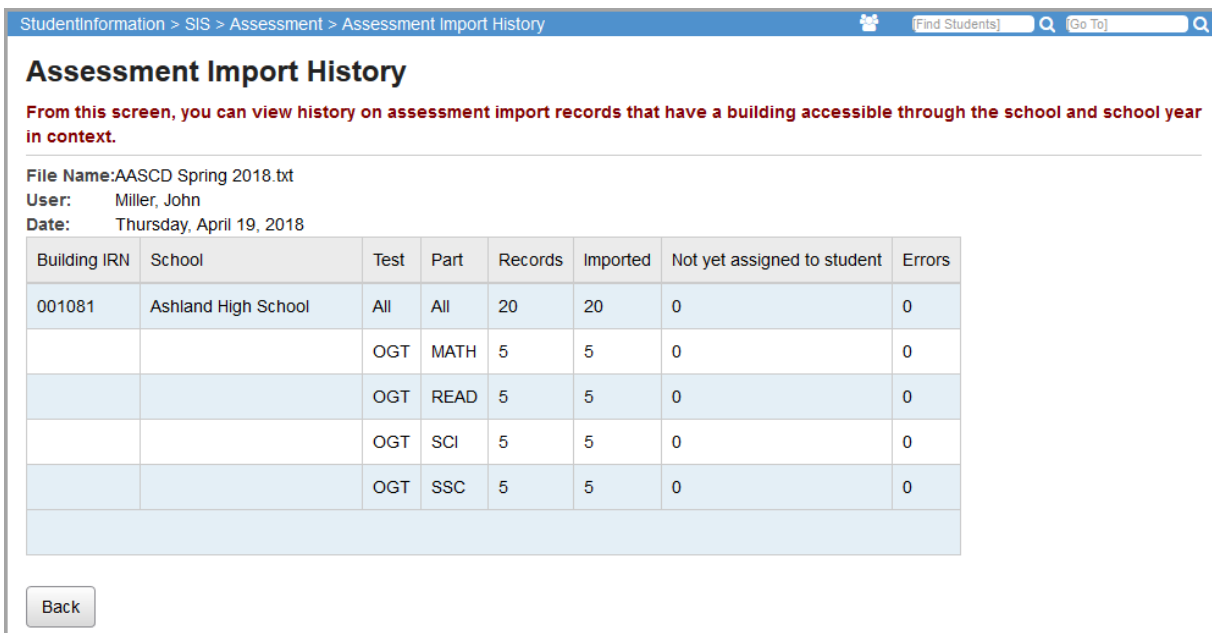
Assessment Type	File Name	Total Test Records	Unmatched Test Records	Matched Test Records	Errors	User	Date
OCBA	AASCD Spring 2018.txt	82	0	82	0	Miller, John	04/19/2018 12:40 PM

- **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

-  – 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**.



StudentInformation > SIS > Assessment > Assessment Import History

Assessment Import History

From this screen, you can view history on assessment import records that have a building accessible through the school and school year in context.

File Name:AASCD Spring 2018.txt
User: Miller, John
Date: Thursday, 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.

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 **Select an import...** drop-down list, select the import whose results you want to delete.

2. Click **Delete Imported Results**.

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

3. 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.

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
 	Grade 05 English Language Arts for AASWD and OCBA	English Language Arts	05
 	Grade 05 Mathematics for AASWD and OCBA	Mathematics	05
 	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.

StudentInformation > SIS > Assessment > WebXam Assessment Coordinator Records

WebXam Assessment Coordinator Records

This page is not available for your Working School

This page can only be accessed for Districts

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

StudentInformation > SIS > Assessment > WebXam Assessment Coordinator Records

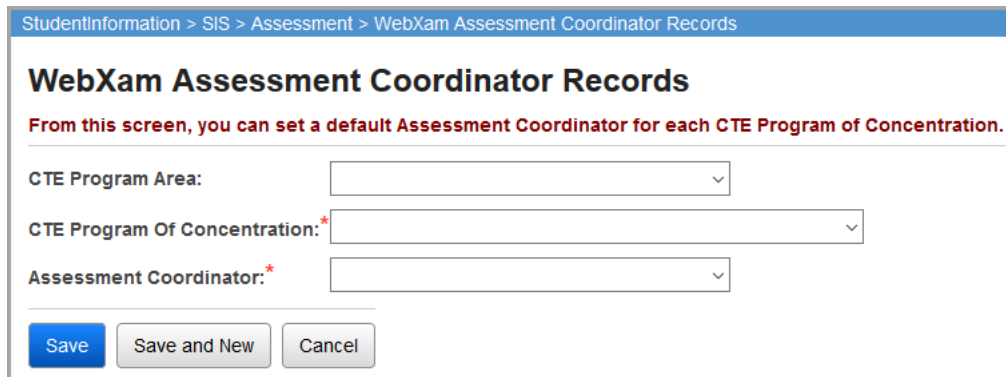
WebXam Assessment Coordinator Records

From this screen, you can set a default Assessment Coordinator for each CTE Program of Concentration.

[Add Assessment Coordinator Record](#)

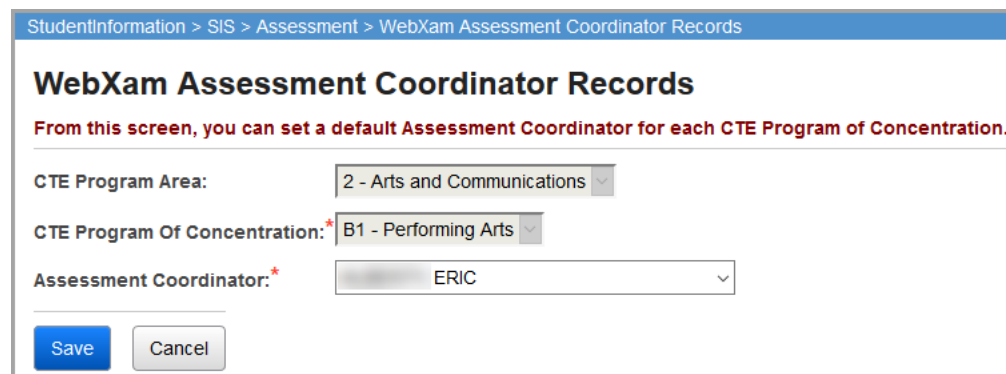
	CTE Program of Concentration	Assessment Coordinator
 	B1 - Performing Arts	ERIC


Add WebXam Assessment Coordinator Records



- **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



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 ) and add a new record.

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

- **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 ProgressBook StudentInformation Import Export Guide for further information.*

Student Assessment Menu

The following information is described in this topic:

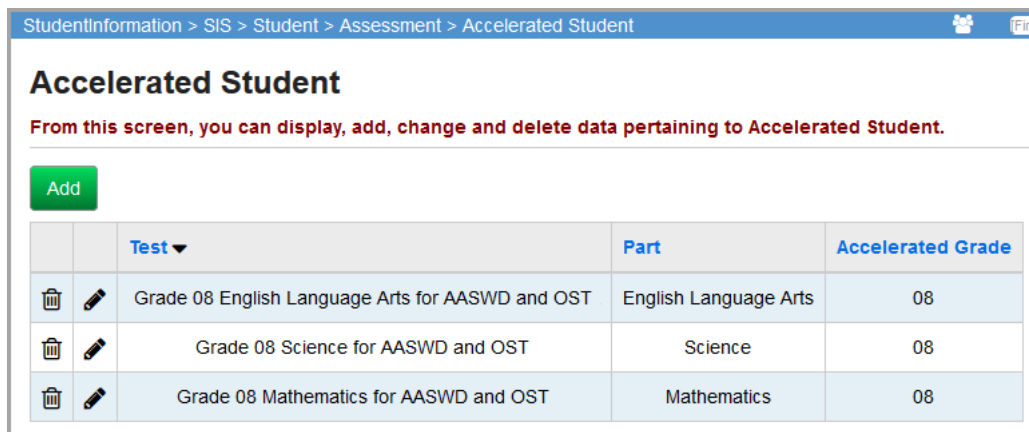
- *“Accelerated Student (for use with Pre-ID only)”*
- *“ACT”*
- *“AP Exams”*
- *“CTE Industry Assessment”*
- *“CTE Industry Credential”*
- *“CTE Student Assessment (OCTCA)”*
- *“DORP”*
- *“End of Course Exam”*
- *“International Baccalaureate (IB)”*
- *“KRA”*
- *“KRA-L”*
- *“Next Generation Assessment Grades 3-8”*
- *“OELPA”*
- *“OGT (Ohio Graduation Test)”*
- *“OTELA”*
- *“PLAN (Pre-ACT)”*
- *“Preschool ASQ/SE”*
- *“Preschool COS”*
- *“Preschool ELA”*
- *“Preschool GGG”*
- *“PSAT/NMSQT”*
- *“SAT Reasoning Test”*
- *“SAT Subject Tests”*
- *“Student Achievement”*
- *“Student Assessment List”*
- *“Student Proficiency”*
- *“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.

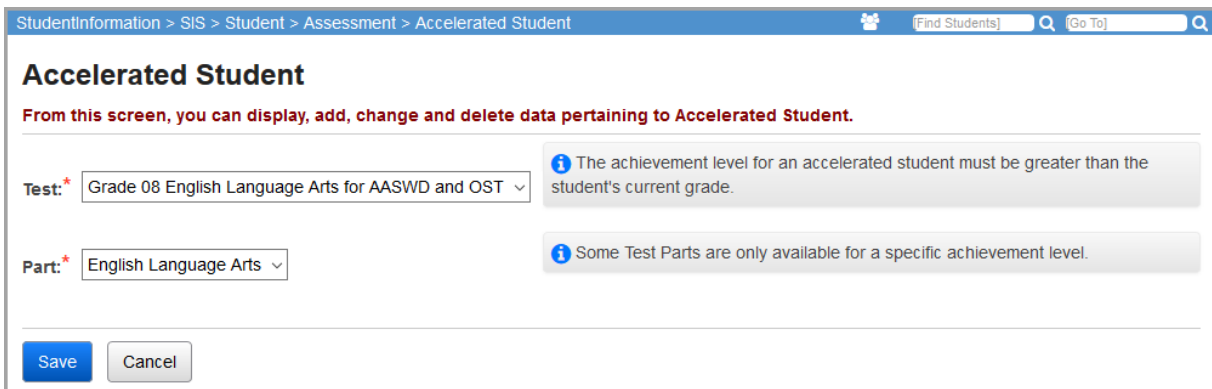


The screenshot shows the 'Accelerated Student' screen with a breadcrumb trail: StudentInformation > SIS > Student > Assessment > Accelerated Student. Below the title is a green 'Add' button and a table with columns: Test, Part, and Accelerated Grade. The table contains three rows of data.

	Test	Part	Accelerated Grade
 	Grade 08 English Language Arts for AASWD and OST	English Language Arts	08
 	Grade 08 Science for AASWD and OST	Science	08
 	Grade 08 Mathematics for AASWD and OST	Mathematics	08

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

Add/Edit Accelerated



The screenshot shows the 'Add/Edit Accelerated Student' form. It includes a breadcrumb trail: StudentInformation > SIS > Student > Assessment > Accelerated Student. Below the title is a search bar with 'Find Students' and a 'Go To' field. The form has two required fields: 'Test' (a dropdown menu) and 'Part' (a dropdown menu). There are two informational messages: 'The achievement level for an accelerated student must be greater than the student's current grade.' and 'Some Test Parts are only available for a specific achievement level.' At the bottom are 'Save' and 'Cancel' buttons.

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.”](#))

StudentInformation > SIS > Student > Assessment > ACT

ACT Scores

From this screen, you can display, add, change and delete data pertaining to the ACT.

[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

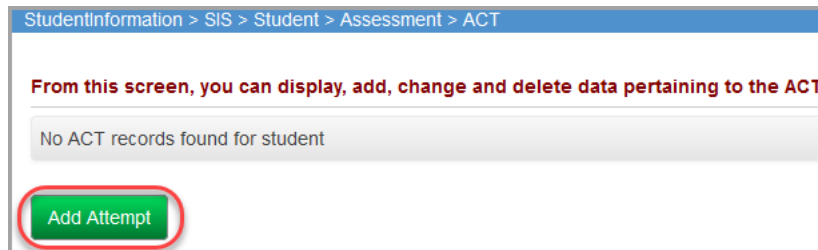
Add ACT Scores

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**.



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 Student

ACT Scores

From this screen, you can display, add, change and delete data pertaining to the ACT.

Testing Date:*	08/29/2017
Score Not Reported:*	<input type="text"/>
Test Location:	<input type="text"/>
Accommodations:	<input type="text"/>
Composite Score:	<input type="text"/>
Mathematics Score:	<input type="text"/>
Mathematics Pre-Algebra/Elementary Algebra Sub Score:	<input type="text"/>
Mathematics Intermediate Algebra/Coordinate Geometry Sub Score:	<input type="text"/>
Mathematics Plane Geometry/Trigonometry Sub Score:	<input type="text"/>
Science Score:	<input type="text"/>
STEM Score:	<input type="text"/>
STEM National Norms:	<input type="text"/>
English Score:	<input type="text"/>
English Usage/Mechanics Sub Score:	<input type="text"/>
English Rhetorical Skills Sub Score:	<input type="text"/>
Reading Score:	<input type="text"/>
Reading Social Studies/Sciences Sub Score:	<input type="text"/>
Reading Arts/Literature Sub Score:	<input type="text"/>
Combined English/Writing Score:	<input type="text"/>
Writing Test Sub Score:	<input type="text"/>
Essay Comments:	<div style="border: 1px solid gray; padding: 2px;">01 - ^ 02 - ^ 20 - ^ 21 - v</div>
English Language Arts (ELA) Score:	<input type="text"/>
English Language Arts (ELA) National Norms:	<input type="text"/>
Writing Subject Score:	<input type="text"/>
Writing Domain Score: Ideas and Analysis:	<input type="text"/>
Writing Domain Score: Development and Support:	<input type="text"/>
Writing Domain Score: Organization:	<input type="text"/>
Writing Domain Score: Language Use and Conventions:	<input type="text"/>
Writing National Norms:	<input type="text"/>
Understanding Complex Text:	<input type="text"/>
Progress Toward Career Readiness:	<input type="text"/>

A confirmation message displays, and the added scores display.





StudentInformation > SIS > Student > Assessment > ACT

ACT Scores

From this screen, you can display, add, change and delete data pertaining to the ACT.

The Attempt was successfully saved

[Add Attempt](#)

	4/1/2016	9/11/2017
	 	 
English Score	23	19
English Usage/Mechanics Sub Score		15
English Rhetorical Skills Sub Score		13
Mathematics Score	20	30
Mathematics Pre-Algebra/Elementary Algebra Sub Sco		15
Mathematics Intermediate Algebra/Coordinate Geomet		9
Mathematics 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
Writing Test Sub Score		10
Essay Comments		20,22,23,30
Understanding 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** under **Assessment**.

StudentInformation > SIS > Student > Assessment > AP Exams

AP Exam Scores

From this screen, you can display, add, change and delete data pertaining to AP Exams.

[Add](#)

		Testing Date ▲	Subject	Score
		Feb 05, 2018	Biology	4

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

StudentInformation > SIS > Student > Assessment > AP Exams

AP Exam Scores

From this screen, you can display, add, change and delete data pertaining to AP Exams.

Subject:*

Testing Date:*

Score:*

[Save](#) [Save and New](#) [Cancel](#)

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 under 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.

The screenshot shows a web interface for 'CTE Industry Assessment'. At the top, there is a breadcrumb trail: 'StudentInformation > SIS > Student > Assessment > CTE Industry Assessment'. Below the title, a green button says 'Add CTE Industry Assessment'. A table displays one record with the following data:

	Testing Date	Assessment Code	Assessment Result	Assessment Score Not Reported
	03/2018	190 - Electrical Trades - National Construction Career Test - National Ce	P	*

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

Add/Edit CTE Industry Assessment

The screenshot shows the 'Add/Edit CTE Industry Assessment' form. It includes the following fields:

- Testing Date:** 02/05/2018 (with a calendar icon)
- 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 Value:** * - Option Not Applicable, Student took the test.

At the bottom, there are three buttons: 'Save', 'Save and New', and '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:

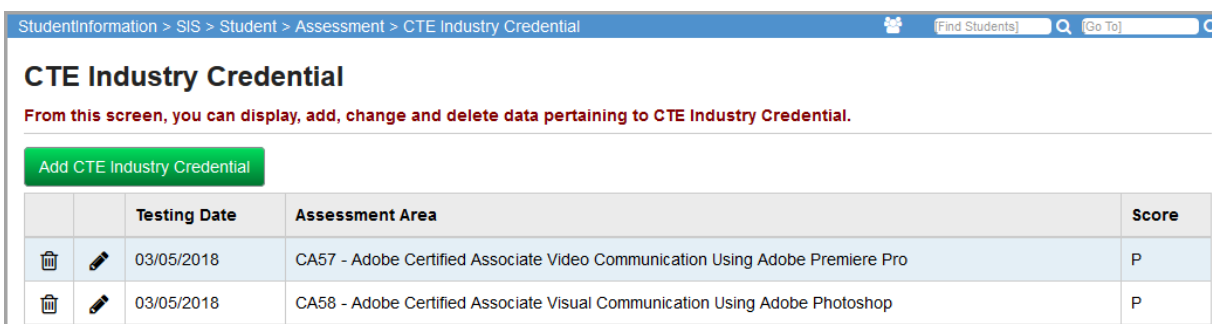
- [“View CTE Industry Credentials”](#)
- [“Add CTE Industry Credentials”](#)





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 . To edit an existing record, click  and make the needed changes. (For field descriptions, see [“Add CTE Industry Credentials.”](#))



	Testing Date	Assessment Area	Score
 	03/05/2018	CA57 - Adobe Certified Associate Video Communication Using Adobe Premiere Pro	P
 	03/05/2018	CA58 - Adobe Certified Associate Visual Communication Using Adobe Photoshop	P

Add CTE Industry Credentials

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

You can add CTE Industry Credential records for a student.

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

StudentInformation > SIS > Student > Assessment > CTE Industry Credential

CTE Industry Credential

From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

Add CTE Industry Credential

	Testing Date	Assessment Area	Score	
		03/05/2018	CA57 - Adobe Certified Associate Video Communication Using Adobe Premiere Pro	P
		03/05/2018	CA58 - Adobe Certified Associate Visual Communication Using Adobe Photoshop	P

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

StudentInformation > SIS > Student > Assessment > CTE Industry Credential

CTE Industry Credential

From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

Testing Date: * 03/05/2018

Assessment Area: * CA25 - Adobe Certified Expert Photoshop CS6

Score: * P - Pass

Save **Save and New** **Cancel**

A confirmation message displays, and the added credential displays.

StudentInformation > SIS > Student > Assessment > CTE Industry Credential

CTE Industry Credential

From this screen, you can display, add, change and delete data pertaining to CTE Industry Credential.

The CTE Industry Credential Record was saved successfully

Add CTE Industry Credential

	Testing Date	Assessment Area	Score
	03/05/2018	CA57 - Adobe Certified Associate Video Communication Using Adobe Premiere Pro	P
	03/05/2018	CA58 - Adobe Certified Associate Visual Communication Using Adobe Photoshop	P
	03/05/2018	CA25 - Adobe Certified Expert Photoshop CS6	P

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.

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

CTE Student Assessment (OCTCA)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score CTE Portfolio Score

Add CTE Technical Assessment

	Test Date	CTE Assessment Code	CTE Technical Score	CTE Technical Assessment Score Not Reported
	03/05/2018	25MC - Allied Health and Nursing	P	*

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 > Student > Assessment > CTE Student Assessment (OCTCA) [Find Students] [Go To]

CTE Student Assessment (OCTCA)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score | CTE Portfolio Score

Test Date:* 03/12/2018

CTE Student Assessment Code:* 95WB - Healthy and Safe Foods

CTE Technical Assessment Score Not Reported Value: * - Option Not Applicable, Student took the test.

CTE Technical Score:* P

Save Save and New 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.

6. 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)

From this screen, you can display, add, change and delete data pertaining to CTE Student Assessments.

CTE Technical Score CTE Portfolio Score

Test Date:* 04/09/2018

CTE Student Assessment Code: 14TP - Teaching Professions-State Development Portfolio

Reason Portfolio Score Not Reported: *- Option Not Applicable, Student took the test.

CTE Teaching Professions Portfolio Score:* ***

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.

6. 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."

DORP



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

- ["View DORP Results"](#)
- ["Add DORP Results"](#)

View DORP Results

Navigation: StudentInformation – SIS – Student – Assessment – DORP Growth (MAP)

You can view and maintain a student's DORP results when you have the student in context on the **DORP Growth (MAP)** 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 DORP Results."](#))

StudentInformation > SIS > Student > Assessment > DORP Growth (MAP)

DORP Growth (MAP)

[Add Assessment Result](#)

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score
	11/14/2014	STR	Reading	*	NO	234.00

Add DORP Results

Navigation: StudentInformation – SIS – Student – Assessment – DORP Growth (MAP)

You can add DORP results for a student.

1. With a student in context on the **DORP Growth (MAP)** screen, click **Add Assessment Result**.

StudentInformation > SIS > Student > Assessment > DORP Growth (MAP)

DORP Growth (MAP)

[Add Assessment Result](#)

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score
	11/14/2014	STR	Reading	*	NO	234.00

The **Add Assessment Result** window opens.

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 0-999).

- Click **Create**.

A confirmation message displays, and the added result displays.

StudentInformation > SIS > Student > Assessment > DORP Growth (MAP)

DORP Growth (MAP) Add Assessment Result +

Success! The Assessment Result was Successfully Created. x

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score
	11/17/2015	STR	Mathematics	C	**	***
	11/14/2015	STR	Reading	*	NO	234.00

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 . 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.](#)”)

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
	Spring - 2015	STR	Algebra 1	*	NO	727.00	3
	Spring - 2015	STR	American / United States History	*	NO	700.00	3
	Spring - 2015	STR	English Language Arts 1	*	NO	732.00	3
	Spring - 2015	STR	Physical Sciences	*	NO	713.00	3
	Spring - 2016	STR	Biology	*	NO	687.00	2
	Spring - 2016	STR	English Language Arts 2	*	NO	676.00	1
	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**.

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 & Eligibility 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 & Eligibility 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 & Eligibility 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 & Eligibility 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**.

Add Assessment Result ⚙

Period of Test:*

Fiscal Year of Test:*

Building of Test:*

Grade at Time of Test:*

Required Test Type:*

Assessment Area:*

Score Not Reported:*

Accommodations:*

Score:*

Performance Level:

A confirmation message displays, and the added result displays.

StudentInformation > SIS > Student > Assessment > End of Course Exam
[Find Students] [Go To]

End of Course Exam

Success! The Assessment Result was Successfully Created.

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
<input type="button" value="🗑"/> <input type="button" value="✎"/>	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.

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB) Find

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Add International Baccalaureate (IB)

	Testing Date	Assessment Area Code	Assessment Result
	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) Find

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).


Add International Baccalaureate (IB)

	Testing Date	Assessment Area Code	Assessment Result
	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.)

- Click **Save**. Or, to continue adding IB scores, click **Save and New**.

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).

Testing Date:* 

Assessment Area Code:*

Assessment Result:*





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

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 International Baccalaureate (IB) Record was saved successfully

	Testing Date	Assessment Area Code	Assessment Result
 	05/2018	IB12 - Chemistry - Higher Level	6
 	05/2018	IB02 - Language B French - ab initio	4

Edit IB Scores





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

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

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).

	Testing Date	Assessment Area Code	Assessment Result
 	05/2018	IB12 - Chemistry - Higher Level	6
 	05/2018	IB02 - Language B French - ab initio	4

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)

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Testing Date:*

Assessment Area Code:*

Assessment Result:*

Save Save and New Cancel

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

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 International Baccalaureate (IB) Record was saved successfully

Add International Baccalaureate (IB)

		Testing Date	Assessment Area Code	Assessment Result
		05/2018	IB12 - Chemistry - Higher Level	5
		05/2018	IB02 - Language B French - ab initio	4

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 .

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).

Add International Baccalaureate (IB)

		Testing Date	Assessment Area Code	Assessment Result
		05/2018	IB12 - Chemistry - Higher Level	5
		05/2018	IB02 - Language B French - ab initio	4

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) Find

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

Are you sure you want to delete this record?

IB02 - 05/2018

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

StudentInformation > SIS > Student > Assessment > International Baccalaureate (IB) Find

International Baccalaureate (IB)

From this screen, you can display, add, change and delete data pertaining to International Baccalaureate (IB).

The selected record was successfully deleted.

Add International Baccalaureate (IB)

	Testing Date	Assessment Area Code	Assessment Result
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	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:

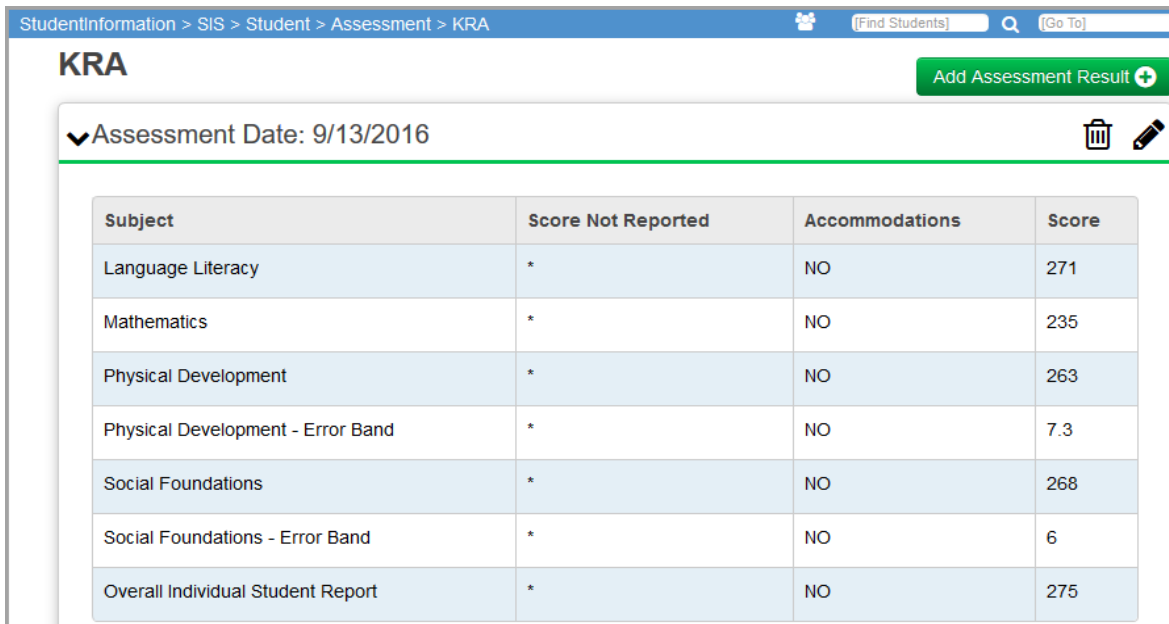
- [“View KRA Results”](#)
- [“Add KRA Results”](#)

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.”)



The screenshot shows the KRA results interface. At the top, there is a breadcrumb trail: StudentInformation > SIS > Student > Assessment > KRA. Below this is a search bar with "[Find Students]" and a "[Go To]" button. The main heading is "KRA" with a green "Add Assessment Result +" button. Below the heading, it says "Assessment Date: 9/13/2016" with a dropdown arrow, a trash icon, and a pencil icon. The main content is a table with the following data:

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

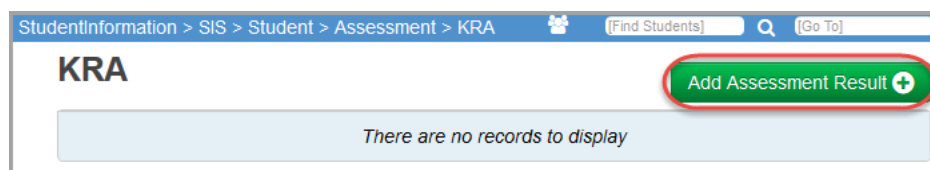
Navigation: StudentInformation – SIS – Student – Assessment – KRA

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**.



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**.

Assessment Date: 9/13/2016
⊛

Language Literacy

Accommodations: *

Score Not Reported: *

Score: *

Mathematics

Accommodations: *

Score Not Reported: *

Score: *

A confirmation message displays, and the added result displays.

StudentInformation > SIS > Student > Assessment > KRA

KRA Add Assessment Result +

Success! The KRA Assessment Result was Successfully Saved. ×

Assessment Date: 9/13/2016 🗑️ ✎️

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

KRA-L

Navigation: StudentInformation – SIS – Student – Assessment – KRA-L

Note: KRA-L was discontinued after fiscal year 2015. You can view and change a student's KRA-L record from fiscal year 2015 and earlier.

StudentInformation > SIS > Student > Assessment > KRA-L

Kindergarten Readiness Assessment - Literacy Record

From this screen, you can display, add, change and delete data pertaining to a student's KRA-L results.

Add KRA-L Record

	Test Part	Test Date	Accomm	Score Not Reported	Total Score
🗑️ ✎️	Reading	08/2011	NO	*	022

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

Add KRA-L Record – Click to add a new KRA-L record. Multiple test occurrences can be added but they must have different testing dates.

Add/Edit KRA-L Exam Scores

StudentInformation > SIS > Student > Assessment > KRA-L

Kindergarten Readiness Assessment - Literacy Record

From this screen, you can display, add, change and delete data pertaining to a student's KRA-L results.

Test Date:* (Please enter a test date to populate fields.)

Accommodations: ▾

Score Not Reported: ▾

Total Score:*

Test Date – Enter the date when the test was administered in mm/yyyy format or use the calendar to select the date.

Accommodations – List of accommodation choices for students.

Score Not Reported – List of possible reasons for not taking the test. Refer to the *ODE EMIS Guide* for a list of the valid values.

Total Score – Total score for the assessment. Refer to the *ODE EMIS Guide* for a list of the valid values.

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.”](#))

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

Next Generation Assessment Grades 3-8 Add Assessment Result +

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
	Spring - 2015	STR	07 English Language Arts	*	NO	724.00	2
	Spring - 2015	STR	07 Mathematics	*	NO	711.00	2
	Spring - 2016	STR	08 English Language Arts	*	NO	659.00	1
	Spring - 2016	STR	08 Mathematics	*	NO	696.00	2
	Spring - 2016	STR	08 Science	*	NO	659.00	1

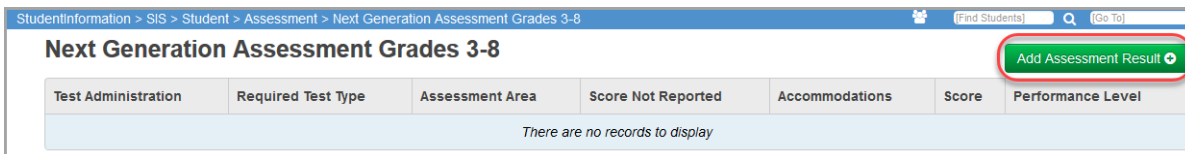
Note: By default, the Next Generation Assessment Grades 3-8 grid sorts records by **Test Administration** date (oldest to newest) and then by **Assessment Area** (alphabetical). To sort the data in any column, click on the column header.

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**.



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**.

- 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**.

- If the student took the test, in the **Score** field, enter the student's score (from 0-999).
- (Optional) In the **Performance Level** drop-down list, select the appropriate value.
- Click **Create**.

Add Assessment Result ✖

Period of Test: *	Spring
Fiscal Year of Test: *	2016
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
Score Not Reported: *	* - Option Not Applicable, Student took Test
Accommodations: *	NO - Student did not receive accommodations on the STR test or took ALT
Score: *	850
Performance Level:	4 - Accelerated

Create
Cancel

A confirmation message displays, and the added result displays.

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

Next Generation Assessment Grades 3-8
Add Assessment Result

Success! The Assessment Result was Successfully Created.
✖

Actions	Test Administration	Required Test Type	Assessment Area	Score Not Reported	Accommodations	Score	Performance Level
✏	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:

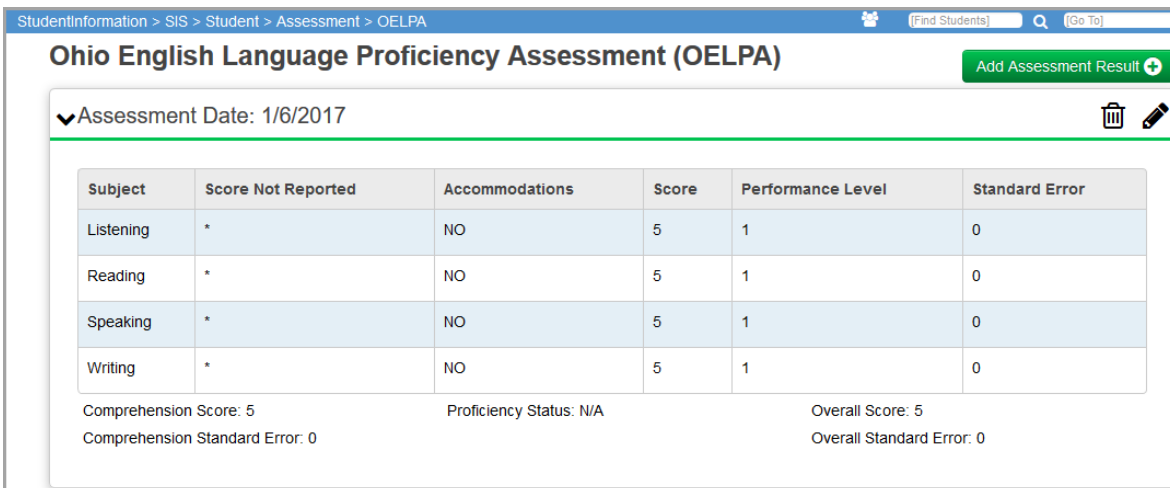
- [“View OELPA Results”](#)
- [“Add OELPA Results”](#)

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.”](#))



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

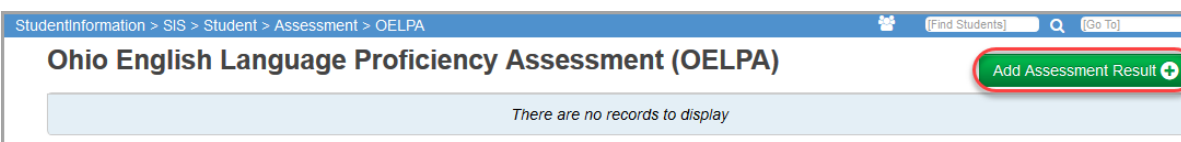
Comprehension Score: 5 Proficiency Status: N/A Overall Score: 5
Comprehension Standard Error: 0 Overall Standard Error: 0

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**.



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**.

StudentInformation > SIS > Student > Assessment > OELPA

Ohio English Language Proficiency Assessment (OELPA) - Create

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

Score Not Reported: * - Option Not Applicable, Student took Test

Score:

Standard Error:

Performance Level:

Reading

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:

Speaking

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:

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:

Standard Error:

Proficiency Status

Proficiency Status:

Overall Score

Score:

Standard Error:

A confirmation message displays, and the added result displays.

StudentInformation > SIS > Student > Assessment > OELPA

Ohio English Language Proficiency Assessment (OELPA) Add Assessment Result +

Success! The OELPA Assessment Result was Successfully Created.

Assessment Date: 3/6/2017

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

Comprehension Score: 5 Proficiency Status: N/A Overall Score: 5
 Comprehension Standard Error: 0 Overall Standard Error: 0

OGT (Ohio Graduation Test)

Navigation: StudentInformation – SIS – Student – Assessment – OGT

All portions of the OGT (Ohio Graduation Test) are 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 five subject areas. The OGT data is loaded by districts (or ITCs) from the appropriate files received from the testing company as per the district's instruction. To view a student's OGT data, select a student and then select **OGT** on the **Assessment** menu.

StudentInformation > SIS > Student > Assessment > OGT

From this screen, you can display, add, change and delete data pertaining to a student's ohio graduation test results.

Add OGT Test

Part	Test Date	Test Type	Grade at Test Time	Accomm	Score Not Reported	Raw Score	Scaled Score	Grad Req	Standard	Passing	Mar Admin IRN	Transferred From IRN	Re-report Time Period
Math	03/01/2015	STR - Standard	10	NO	*	355	444	Y	Advanced	<input checked="" type="checkbox"/>	001081	*****	
Reading	03/01/2015	STR - Standard	10	NO	*	290	424	Y	Proficient	<input checked="" type="checkbox"/>	001081	*****	
Science	03/01/2015	STR - Standard	10	NO	*	300	418	Y	Proficient	<input checked="" type="checkbox"/>	001081	*****	
Social Studies / Citizenship	03/01/2015	STR - Standard	10	NO	*	240	407	Y	Proficient	<input checked="" type="checkbox"/>	001081	*****	
Writing	03/01/2015	STR - Standard	10	NO	*	340	425	Y	Proficient	<input checked="" type="checkbox"/>	001081	*****	

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 > Assessment > OGT

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: 001081 - Ashland High School

Test Type*: STR - Standard

Part*: MATH - Math

Test Date*: 03/13/2017

Grade at Time of Test*: 11

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Scaled Score: 800

Raw Score: 800

Required for Graduation: Y

Re-report Time Period:

Transferred From IRN: -

Save Save and New 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: **WRI - Writing** is not required for alternate assessments.

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.

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.

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.

OTELA

Navigation: StudentInformation – SIS – Student – Assessment – OTELA

To view a student's OTELA data, select the student and then select **OTELA** under **Assessment**.

	Test Date	Grade	Reading			Writing			Listening			Speaking			Comp	Prod Level	Prod Scaled	Compos / Perf	
			Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score	Acc	Score Not Reported	Score					
		08/2018	09	NO	*	440	NO	*	560	NO	*	950	NO	*	367	302	2	110	2

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

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

Add/Edit OTELA Exam Scores

StudentInformation > SIS > Student > Assessment > OTELA [Find Students] [Go To]

Ohio Test of English Language Acquisition

From this screen, you can display, add, change and delete data pertaining to a student's OTELA assessment results.

Required Test Type: STR

Test Date:* 08/06/2018

Grade Level at Time of Test:* 09 - Ninth Grade

Reading Scaled

Accommodations:* NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported:* - Option Not Applicable, Student took Test

Score: 440

Writing Scaled

Accommodations:* NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported:* - Option Not Applicable, Student took Test

Score: 560

Listening Scaled

Accommodations:* NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported:* - Option Not Applicable, Student took Test

Score: 950

Speaking Scaled

Accommodations:* NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported:* - Option Not Applicable, Student took Test

Score: 367

Comprehension Scaled Score: 302 **Note:** Acceptable values are (000-999), ***, INV.

Production Performance Level: 2 **Note:** Acceptable values are 1-5, or enter * for Not Applicable.

Production Scaled Score: 110 **Note:** Acceptable values are (000-999).

Composite Performance Level: 2 **Note:** Acceptable values are 1-5, "I", or enter * for Not Applicable.

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

Grade Level at Time of Test (required) – Current grade level of student at time of test.

Accommodations (required) – Type of accommodations provided to student during this test administration.

Score Not Reported – Applicable reasons for a student not taking the test. If there is a **Score Not Reported** value, scores are not required. Refer to the *ODE EMIS Guide* for a list of valid values.

Score – The student’s scaled score for the reading, writing, listening, or speaking test parts. The valid values are 000-999 or *** if not applicable.

Comprehension Scaled Score – The scaled score for the assessment. Refer to the *ODE EMIS Guide* for further information. The valid values are 000-999, INV, or *** if not applicable.

Some scaled score concerns unique to OTELA are:

- OTELA exam scores are saved successfully when a **Score Not Reported** value other than * is entered for the reading, writing, listening or speaking test, and the score for that test is set to ***. Each of the test parts—reading, writing, listening, and speaking—must have values for the **Score Not Reported** and **Score** fields to save the OTELA record.
- An error is generated when OTELA exam scores are saved if a **Score Not Reported** value other than * is entered and all scaled scores are set to a valid number.

Production Performance Level – The calculated level based on the relationship between the student’s speaking and writing performance level scores. The valid values are 1-5 or * if not applicable.

Production Scaled Score – The student’s scaled score value returned in the results from the vendor. The valid values are 000-999.

Composite Performance Level – Composite performance level score. The valid values are 1-5, I, or * if not applicable.

After you click **Save**, you receive a confirmation message.

The **Transfer – Student Assessment (FA)** feature generates one record for each entered scaled score. Records generated for valid scaled scores contain the score and a **Score Not Reported** value of *. Records generated for *** scaled scores contain the scaled score of *** and a **Score Not Reported** value other than *.

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** under **Assessment**.

PLAN (pre-ACT) Scores

From this screen, you can display, add, change and delete data pertaining to PLAN.

Add Attempt

	2/5/2018
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 > PLAN

PLAN (pre-ACT) Scores

From this screen, you can display, add, change 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:

Mathematics Geometry Sub Score:

Reading Score:

Science Score:

Composite Score:

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 – 36

Subset Scores = 1 – 18



Preschool ASQ/SE

Navigation: StudentInformation – SIS – Student – Assessment – Preschool ASQ/SE

StudentInformation > SIS > Student > Assessment > Preschool ASQ/SE  

Preschool ASQ/SE Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool ASQ/SE assessment results.

	Test Date	Test Level	Score Not Reported	Score
 	Feb 05, 2018	05	*	400

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

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

Add/Edit Preschool ASQ/SE Scores

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

Test Level – Select the level of test given to the student.

Score Not Reported – Any reason a student may not have taken a test part. Refer to the *ODE EMIS Guide* for a list of valid values.

Score – A value from 000 to 495. If the score is not applicable because the student did not take the test, enter ***.

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** under **Assessment**.

	Test Date	Test Part	Score Not Reported	Score	Progress
	Apr 03, 2017	Acquiring and Using Knowledge and Skills	*	3	F
	Apr 03, 2017	Positive Social Emotional Skills	A	*	*
	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 > SIS > Student > Assessment > Preschool COS

Preschool COS Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool COS assessment results.

Building IRN: 010025 - Edison Elementary School

Test Date*: 04/03/2017

Test Part*: E - Positive Social Emotional Skills

Score Not Reported*: * - Option Not Applicable, Student took Test

Score*: 5 - Somewhat

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:

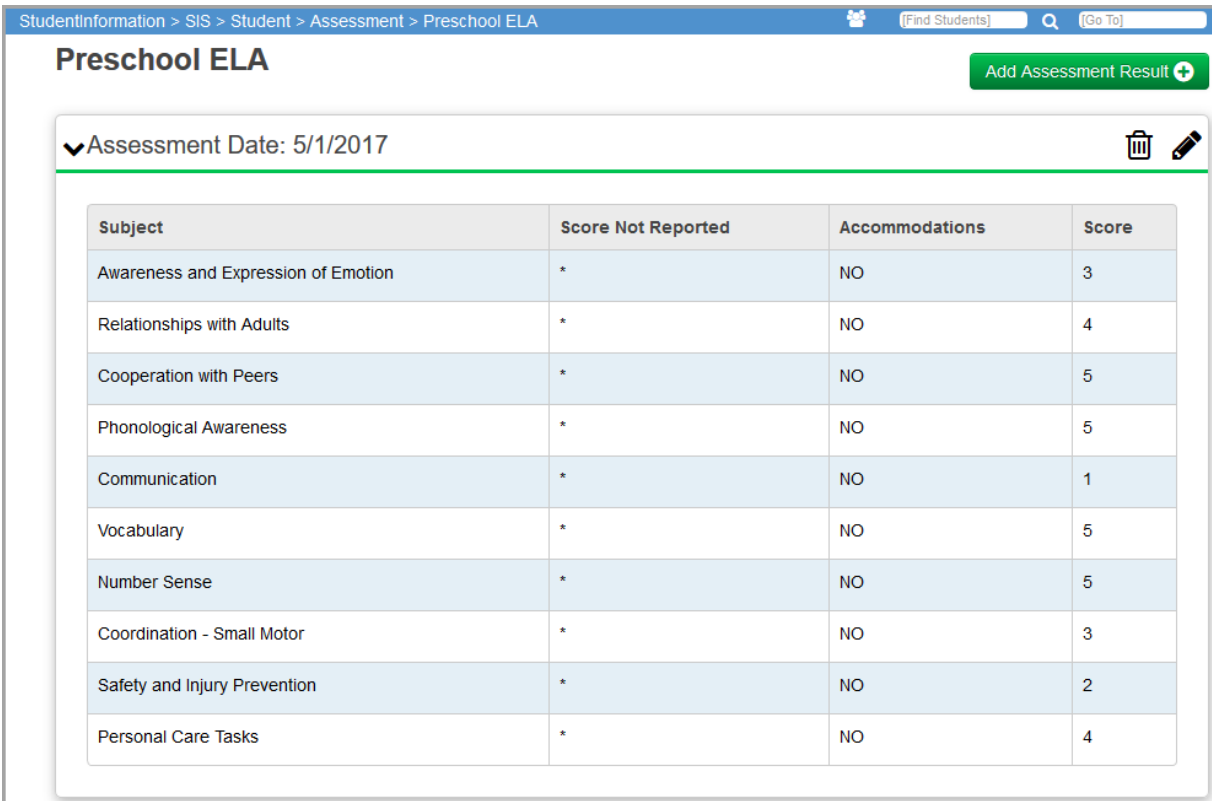
- [“View Preschool ELA Results”](#)
- [“Add Preschool ELA Results”](#)

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.”)



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

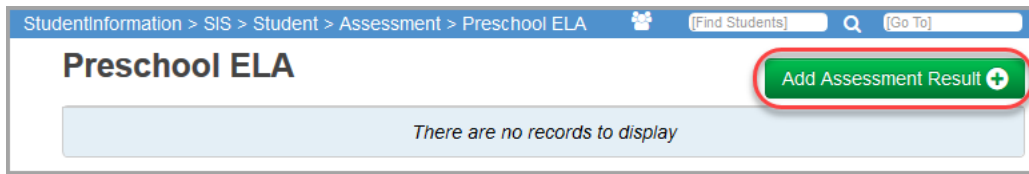
Add Preschool ELA Results

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**.



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**.

Assessment Date: 5/1/2017

Awareness and Expression of Emotion

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score: *

Relationships with Adults

Accommodations: * NO - Student did not receive accommodations on the STR test or took ALT

Score Not Reported: * - Option Not Applicable, Student took Test

Score: *

Create **Cancel**

A confirmation message and the added result display.

StudentInformation > SIS > Student > Assessment > Preschool ELA

Preschool ELA Add Assessment Result +

Success! The ELA Assessment Result was Successfully Created.

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

Preschool GGG

Navigation: StudentInformation – SIS – Student – Assessment – Preschool GGG

Note: Preschool GGG Assessments are no longer reported to EMIS after FY15.



To view a student's Preschool GGG data, select the student and then select **Preschool GGG** under **Assessment**.

StudentInformation > SIS > Student > Assessment > Preschool GGG

Preschool GGG Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool GGG assessment results.

Add Preschool GGG Record

		Picture Naming			Rhyming			Alliteration			
	Test Date	Accomm	Score Not Reported	Score	Accomm	Score Not Reported	Score	Accomm	Score Not Reported	Score	
		02/2018	NO	*	070	NO	U	***	NO	*	030

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

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


Add/Edit Preschool GGG Scores

StudentInformation > SIS > Student > Assessment > Preschool GGG [Find Students] Q [Gd]

Preschool GGG Assessment Record

From this screen, you can display, add, change and delete data pertaining to a student's Preschool GGG assessment results.

Test Grade Level: PS

Test Date: * 

Picture Naming

Accommodations: ▾

Score Not Reported: * - Option Not Applicable, Student took Test ▾

Score:

Rhyming

Accommodations: ▾

Score Not Reported: U - Unable to answer sample items ▾

Score:

Alliteration

Accommodations: ▾

Score Not Reported: * - Option Not Applicable, Student took Test ▾

Score:

Test Date – Enter the date the test was administered in the mm/yyyy format or use the calendar to select the date.

For each testing area, complete the following fields:

- **Accommodations** – Select whether or not the student received accommodations for the test. If you select one of the values in the Score Not Reported field, the Accommodations field value changes to “** - Not Applicable, student did not take or accommodations not reported.”
- **Score Not Reported** – Reason for a student not taking the test, if applicable. If you select **U – Unable to answer sample items** and you enter a value in the **Picture Naming Score**, **Rhyming Score**, or **Alliterative Score** fields, StudentInformation only creates a GB record with a reason of U for the score with the value of ***.
- **Score** – Enter the student’s score for the test using the following valid scores:
 - **Picture Naming** – A value from 000 to 096.
 - **Rhyming** – A value from 000 to 048.
 - **Alliterative** – A value from 000 to 040.

If the score is not applicable because the student did not take the test, enter ***. When you select a reason in the Score Not Reported field for a test, the Score field for that test defaults to ***.

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** under **Assessment**.

StudentInformation > SIS > Student > Assessment > PSAT/NMSQT

Preliminary SAT / National Merit Scholarship Qualifying Test

From this screen, you can display, add, change and delete data pertaining to the PSAT/NMSQT.

[Add Attempt](#)

	9/4/2017
	 
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 > PSAT/NMSQT

Preliminary SAT / National Merit Scholarship Qualifying Test

From this screen, you can display, add, change and delete data pertaining to the PSAT/NMSQT.

Testing Date:*

Grade at Time of Test:*

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:

Evidence-Based Reading & Writing Score:

Math Section Score:

Reading Test Score:

Writing and Language Test Score:

Math Test Score:

Analysis in Science Cross-Test Score:

Analysis in History/Social Studies Cross-Test Score:

Words in Context Subscore:

Command of Evidence Subscore:

Expression of Ideas Subscore:

Standard English Conventions Subscore:

Heart of Algebra Subscore:

Passport to Advanced Mathematics Subscore:

Problem Solving and Data Analysis Subscore:

Selection Index:

Selection Index Percentile:

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**.

StudentInformation > SIS > Student > Assessment > SAT Reasoning Test

SAT Reasoning Test Scores

From this screen, you can display, add, change and delete data pertaining to the SAT Reasoning Test.

[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 Score	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.

StudentInformation > SIS > Student > Assessment > SAT Reasoning Test

SAT Reasoning Test Scores


From this screen, you can display, add, change and delete data pertaining to the SAT Reasoning Test.


Testing Date:* 


Grade at Time of Test:*

Score Not Reported:*

Pre - 2016 SAT Reasoning Scores

Critical Reading Score: 


Math Score: 


Writing Score: 

Writing Multiple-Choice Sub Score:

Essay Sub Score:

Redesigned SAT Reasoning Scores

Evidence-Based Reading and Writing Section Score: 

Math Section Score: 

Reading Test Score:

Writing and Language Test Score:

Math Test Score:

Analysis in Science Cross-Test Score:

Analysis in History/Social Studies Cross-Test Score:

Words in Context Subscore:

Command of Evidence Subscore:

Expression of Ideas Subscore:

Standard English Conventions Subscore:

Heart of Algebra Subscore:

Passport to Advanced Mathematics Subscore:

Problem Solving and Data Analysis Subscore:

Essay Reading Subscore:

Essay Analysis Subscore:

Essay Writing Subscore:


Total SAT Score:

- **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 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  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**.

StudentInformation > 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 Tests.

[Add](#)

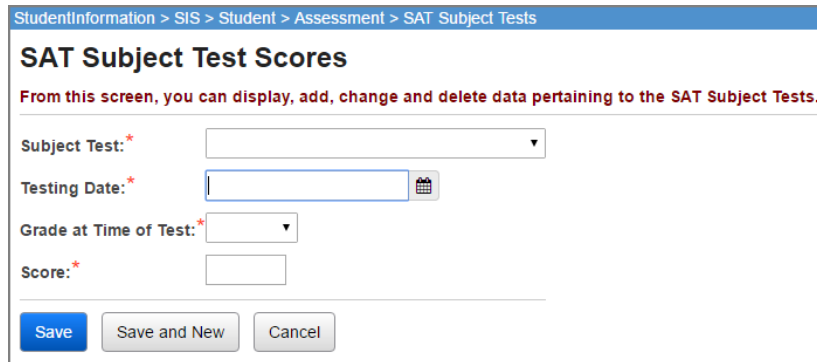
		Testing Date ▲	Grade at Test Time	Subject Test	Score
		Dec 07, 2015	11	Ecological Biology	325
		Dec 07, 2015	11	Chemistry	393

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



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.

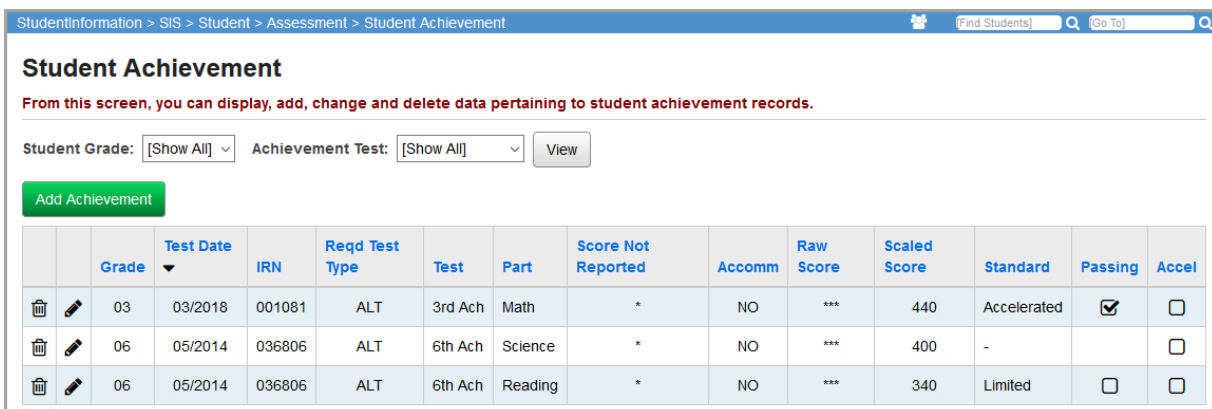
Grade at Time of Test (required) – Select grade from drop-down list.

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).



	Grade	Test Date	IRN	Reqd Test Type	Test	Part	Score Not Reported	Accomm	Raw Score	Scaled Score	Standard	Passing	Accel
	03	03/2018	001081	ALT	3rd Ach	Math	*	NO	***	440	Accelerated	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	06	05/2014	036806	ALT	6th Ach	Science	*	NO	***	400	-	<input type="checkbox"/>	<input type="checkbox"/>
	06	05/2014	036806	ALT	6th Ach	Reading	*	NO	***	340	Limited	<input type="checkbox"/>	<input type="checkbox"/>

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 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 > Assessment > 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: 036806 - Osborn Elementary School ▾

Test Grade/Type:* 6th Ach - Alternate ▾

Part:* SCI - Science ▾

Test Date:* 5/1/2014 (Please enter a test date to populate Accommodations and Score Not Reported.)

Grade at Time of Test:* 06 ▾

Accommodations: NO - Student did not receive accommodations on the STR test or took ALT ▾

Score Not Reported: * - Option Not Applicable, Student took Test ▾

Scaled score: 400

Raw score: ***

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.

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.

StudentInformation > SIS > Student > Assessment > Student Assessment List

Student Assessment List
View, edit and delete student assessment records

[Hide Filter]

Test Type:

		Building IRN	Test Type	Test	Part	Testing Date ▼	Raw Score	Scaled Score	Reported Score	Passing
		001099	STR	Next Generation Assessment	08 English Language Arts	04/2018	714	714.00	714	
		001099	STR	Next Generation Assessment	08 Mathematics	04/2018	721	721.00	721	
		001099	STR	Next Generation Assessment	08 Science	04/2018	730	730.00	730	
		001099	STR	Next Generation Assessment	07 English Language Arts	04/2017	751	751.00	751	
		001099	STR	Next Generation Assessment	07 Mathematics	04/2017	734	734.00	734	
		001099	STR	Next Generation Assessment	06 English Language Arts	04/2016	735	735.00	735	
		001099	STR	Next Generation Assessment	06 Mathematics	04/2016	744	744.00	744	
		001099	STR	Next Generation Assessment	06 Social Studies	04/2016	745	745.00	745	
		025395	STR	Next Generation Assessment	05 English Language Arts	04/2015	764	764.00	764	
		025395	STR	Next Generation Assessment	05 Mathematics	04/2015	751	751.00	751	
		025395	STR	Next Generation Assessment	05 Science	04/2015	734	734.00	734	
		025395	STR	4th Ach	Math	05/2014	370	434.00	434	<input checked="" type="checkbox"/>
		025395	STR	4th Ach	Reading	05/2014	440	467.00	467	<input checked="" type="checkbox"/>
		010025	STR	3rd Ach	Math	05/2013	420	431.00	431	<input checked="" type="checkbox"/>
		010025	STR	3rd Ach	Reading	05/2013	400	427.00	427	<input checked="" type="checkbox"/>
		010025	STR	3rd Ach	Reading	10/2012	400	429.00	429	<input checked="" type="checkbox"/>

16 Records Displayed [Back To Top](#)

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.

Student Assessment Menu

- **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.

		Building IRN	Test Type	Test	Part	Testing Date ▼	Raw Score	Scaled Score	Reported Score	Passing
		025395	STR	4th Ach	Math	05/2014	370	434.00	434	<input checked="" type="checkbox"/>
		025395	STR	4th Ach	Reading	05/2014	440	467.00	467	<input checked="" type="checkbox"/>

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.

Building IRN - Spring Test Administration: 001099 - Ashland Middle School

Test Grade/Type*: (Please select type to populate Part and enable Test Date.)

Part*: [Select part]

Test Date*: [calendar icon]

Grade at Time of Test*: 08

Accommodations: [dropdown]

Score Not Reported: [dropdown]

Scaled score: [input]

Raw score: [input]

Save and Return Save and New Return

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.

Student Proficiency

Navigation: StudentInformationStudentInformation – SIS – Student – Assessment – Student Proficiency

To view a student's proficiency data, select a student and then select **Student Proficiency** under **Assessment**.

StudentInformation > SIS > Student > Assessment > Student Proficiency

Student Proficiency

From this screen, you can display, add, change and delete data pertaining to Student Proficiency Tests.

[Hide Filter]

Proficiency Test: [Show All] ▼

	Test	Part	Test Date ▼	Req Test Type	Grade	Accomm	Scaled Score	Reason Test Not Taken	Attempts	Grad Req	Mar Admin IRN
	4th Prof	Science	03/2005	STR	04	NO	203	*	1	*	
	4th Prof	Math	03/2005	STR	04	NO	218	*	1	*	
	4th Prof	Social Studies / Citizenship	03/2005	STR	04	NO	225	*	1	*	

Proficiency Test (required) – Select from the drop-down list to show all proficiency test results or just the results for 4th, 6th, 9th or 12th grades.

Sorting – You can sort by any column (**Test**, **Part**, **Test Date**, **Req Test Type**, **Grade**, **Accomm**, **Scaled Score**, **Reason Test Not Taken**, **Attempts**, **Grad Req**, **Mar Admin IRN**) in ascending or descending order by clicking on the column header.

View Student Proficiency Test Details

StudentInformation > SIS > Student > Assessment > Student Proficiency

Student Proficiency

From this screen, you can display, add, change and delete data pertaining to Student Proficiency Tests.

Test: 4th Prof

Part: Science

Required test type: STR - Standard (regular)

Test Date: * 3/1/2005

Grade at Time of Test: * 04 (*) ▼

Accommodations: * NO - No ▼

Scaled Score: 203

Reason Test Not Taken: * - Not Applicable ▼

Attempts: 1

Required for Graduation: * * ▼

March Administration Building IRN:

Cancel

Test – Grade level proficiency test.

Part – **Social Science/Citizenship, Math, Reading, Science, or Writing.**

Required Test Type – Format of the proficiency the student took.

Test Date (required) – Month and year the test was administered or should have been administered (mm/yyyy).

Grade at Time of Test – Grade level of the student at the time this particular test was administered.

Accommodations – Any accommodations taken with the STR test format.

**	Not applicable
NO	No accommodations
Y1	Yes, 504
Y2	Yes, IEP
Y3	Yes, IEP (only valid during March administration)

Scaled Score – Scaled score achieved on this test subject.

**	Student did not take the test
0 – 499	Scaled test score – regular test

Reason Test Not Taken – Reason the subject test was not taken.

Attempts – Number of test attempts (including the current attempt) for the subject test reported.

Required for Graduation – If the student is required to meet the passing standard of this subject test in order to graduate.

March Administration Building IRN – Building IRN where the student was enrolled during the test administration.

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 . To edit an existing result, click  and make the needed changes. (For field descriptions, see [“Add WorkKeys Results.”](#))

Subject	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**.

An entry 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 automatically 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.

3. For each test part, in the **Score** field, enter the student's score (from 0-999). You are only required to enter at least one score.

4. Click **Create**.

WorkKeys Version 1 Assessment Fields

Assessment Date: 4/3/2017

Locating Information

Score:* 10

Mathematics

Score:* 12

Reading

Score:* 7

Create Cancel

WorkKeys Version 2 Assessment Fields

Assessment Date: 7/3/2017

Applied Math - Version 2.0

Score:* 8

Graphic Literacy - Version 2.0

Score:* 11

Workplace Documents - Version 2.0

Score:* 15

Create Cancel

A confirmation message and the added result display.

The screenshot shows a web interface for WorkKeys. At the top, there is a breadcrumb trail: StudentInformation > SIS > Student > Assessment > WorkKeys. To the right of the breadcrumb is a search bar with the text "[Find Students]" and a magnifying glass icon, followed by a "[Go To]" button. Below the breadcrumb is the "WorkKeys" logo. To the right of the logo is a green button labeled "Add Assessment Result" with a plus sign icon. Below the logo and button is a green success message: "Success! The WorkKeys Assessment Result was Successfully Created." with a close icon (x). Below the message is a section header "Assessment Date: 7/3/2017" with a dropdown arrow on the left and trash and edit icons on the right. Below the header is a table with two columns: "Subject" and "Score".

Subject	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 is described in this topic:

- ["Achievement Detail Report"](#)
- ["ASQ/SE \(Preschool\) Report"](#)
- ["COS \(Preschool Childhood Outcome Summary\) Report"](#)
- ["KRAL \(Kindergarten Readiness Assessment - Literacy\) Report"](#)
- ["Misc to AAT Conversion"](#)
- ["Ohio Graduation Test \(OGT\) Report"](#)
- ["OTELA \(Ohio Test of English Language Acquisition\) Report"](#)
- ["Preschool Report"](#)
- ["PROH Report"](#)
- ["Standardized Test Detail Report"](#)

Achievement Detail Report

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – Achievement Detail

StudentInformation > SIS > Assessment > Assessment Reports > Achievement Detail

Achievement Detail

From 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
 ASER - Edison Elementary School
 ASRE - Reagan Elementary School

Student Status

Grade

AG - AG
 IN - Infant/Toddler (Ages 0-2)
 PS - PS
 K - K

Counselor

Return Only Students With Achievements

Accelerated students: Both

Student Assessment Criteria: * Students With Any Test Part

Assessment Testing Date: [] to []

Assessment Test: *

Test Part

03ELA - 03 English Language Arts
 03MAT - 03 Mathematics
 04ELA - 04 English Language Arts
 04MAT - 04 Mathematics

Display Student Disability Condition

Sorting Options

Test Part (ASC)
 Test Part (DESC)
 Test Date (ASC)
 Test Date (DESC)

Delivery Method: Pickup Set As Default

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description: []

Submit

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 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 check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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.

Report: Achievement		Elementary School									
Printed Tue, Sep 29, 2009, 9:53 AM		2009-2010									
		Achievement									
School Name											
Elementary School											
ID:	Student Name:	Grade:	Status:	Counselor:							
1	J. DYLAN		A								
Reporting Period: 2009-2010 (R)											
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	WAIVER REASON	RAW SCORE	SCALED SCORE	Building IRN	Accommodations	PIF	Accel.
05/01/2009	07A	MATH	STR	07	*	220	418	012808	NO	Pass	No
05/01/2009	07A	READ	STR	07	*	290	418	012808	NO	Pass	No
05/01/2009	07A	WR2	STR	07	*	220	410	012808	NO	Pass	No
Totals											
Passing: 3		Failing: 0									

ASQ/SE (Preschool) Report

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – ASQ/SE

StudentInformation > SIS > Assessment > Assessment Reports > ASQ/SE

ASQ/SE

From 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 (Ages 0-2)
 PS - PS
 K - K

Counselor

Return Only Students With ASQ/SE Records

Assessment Testing Date: to

Display Student Disability Condition

Sorting Options

Test Part (ASC)
 Test Part (DESC)
 Test Date (ASC)
 Test Date (DESC)

Delivery Method: Pickup

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description:

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 ASQ/SE Records (optional) – Select this check box to only include students that have at least one ASQ/SE record that matches the ASQ/SE filter criteria in the report.

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

Display Student Disability Condition (optional) – Select this check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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 ASQ/SE report file.

Report: ASQSE							HIGH SCHOOL
Printed Thu, Sep 16, 2010, 11:45 AM							2010-2011
							ASQSE
School Name							
Elementary School							
ID: 22345	Student Name: Student70870, DREW			Grade: 01	Status: A	Counselor:	
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	Waiver Reason	Score	
10/01/2007	PA3Q	SCOR	STR	04	*	000	
04/01/2008	PA3Q	SCOR	STR	05	*	000	
ID: 23159	Student Name: Student69874, LOGAN			Grade: 02	Status: B	Counselor:	
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	Waiver Reason	Score	
10/01/2009	PA3Q	SCOR	STR	05	*	035	

COS (Preschool Childhood Outcome Summary) Report

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – COS

StudentInformation > SIS > Assessment > Assessment Reports > COS

COS

From 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 (Ages 0-2)
 PS - PS
 K - K

Counselor

Return Only Students With COS Records

Assessment Testing Date: to

Test Part

AKNS - Acquiring and Using Knowledge
 PSES - Positive Social Emotional Skills
 TAMN - Taking Appropriate Action to Me

Display Student Disability Condition

Sorting Options

Test Part (ASC)
 Test Part (DESC)
 Test Date (ASC)
 Test Date (DESC)

Delivery Method: Pickup

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description:

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 check box 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 check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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		HIGH SCHOOL	
Printed Thu, Sep 16, 2010, 11:49 AM		2010-2011	
		ECO	
School Name			
Elementary School			
ID: 22345	Student Name: Student70870, DREN	Grade: 01	Status: A
TEST DATE	TEST TYPE	TEST PART	Counselor:
11/01/2007	PECO	PSES	Required Test: STR, Waiver Reason: *, Score: 5, Progress: F
11/01/2007	PECO	AJOS	Required Test: STR, Waiver Reason: *, Score: 6, Progress: F
11/01/2007	PECO	TADS	Required Test: STR, Waiver Reason: *, Score: 4, Progress: F
04/01/2008	PECO	PSES	Required Test: STR, Waiver Reason: *, Score: 6, Progress: Y

KRAL (Kindergarten Readiness Assessment - Literacy) Report

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – KRAL

StudentInformation > SIS > Assessment > Assessment Reports > KRAL

KRAL

From 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 (Ages 0-2)
 PS - PS
 K - K

⇐ ⇨
⇐ ⇨
⇐ ⇨

Counselor

⇐ ⇨
⇐ ⇨
⇐ ⇨

Return Only Students With KRAL Records

Assessment Testing Date: to

Display Student Disability Condition

Sorting Options

Test Date (ASC)
 Test Date (DESC)

⇐ ⇨
⇐ ⇨
⇐ ⇨

↑
↓

Delivery Method: Pickup Set As Default

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description:

Submit

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 KRAL Records (optional) – Select this check box to include only students that have at least one KRAL record that matches the KRAL filter criteria in the report.

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

Display Student Disability Condition (optional) – Select this check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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 KRAL report file.

Report: KRAL							HIGH SCHOOL
Printed Thu, Sep 16, 2010, 11:51 AM							2010-2011
							KRA-L
School Name							
Elementary School							
ID: 22516	Student Name: Student70923, CAITLYN			Grade: 01	Status: B	Counselor:	
TEST DATE	TEST TYPE	TEST PART	Required Test	Waiver Reason	Total Score	Accommodations	
09/01/2009	KRAL	READ	STR	*	018	N0	
ID: 22364	Student Name: Student70851, ZOEY			Grade: 01	Status: A	Counselor:	
TEST DATE	TEST TYPE	TEST PART	Required Test	Waiver Reason	Total Score	Accommodations	
09/01/2009	KRAL	READ	STR	*	024	N0	

Misc to AAT Conversion

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – Misc to AAT Conversion

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

Please refer to the *Assessment - Misc to AAT Conversion Procedural Checklist* for details on this process.

Ohio Graduation Test (OGT) Report

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

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

Ohio Graduation Test (OGT)

From 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 (Ages 0-2)
 PS - PS
 K - K

Counselor

Return Only Students With OGT Records

Student Assessment Criteria: * Students With Any Test Part

Assessment Testing Date: [] to []

Test Part

03ELA - 03 English Language Arts
 03MAT - 03 Mathematics
 04ELA - 04 English Language Arts
 04MAT - 04 Mathematics

Display Student Disability Condition

Sorting Options

Test Date (ASC)
 Test Date (DESC)
 Test Part (ASC)
 Test Part (DESC)

Delivery Method: Pickup Set As Default

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description: []

Submit

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 check box 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 check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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: OGT		HIGH SCHOOL									
Printed Wed, Oct 07, 2009, 11:45 AM		2009-2010									
		Ohio Graduation Test									
School Name											
HIGH SCHOOL											
ID:	Student Name:	Grade:	Status: A	Counselor:							
Reporting Period: 2009-2010 (K)											
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	WAIVER REASON	RAW SCORE	SCALED SCORE	Building IRN	Accommodations	Req. for Graduation	P/F
09/2009	OGT	SSC	STR	10	*	360	439		30	Yes	Pass
09/2009	OGT	MATH	STR	10	*	375	455		30	Yes	Pass
09/2009	OGT	READ	STR	10	*	340	436		30	Yes	Pass
09/2009	OGT	SCI	STR	10	*	355	428		30	Yes	Pass
09/2009	OGT	WRI	STR	10	*	350	427		30	Yes	Pass
Totals											
Attempts: 1 Passing: 5 Failing: 0											

OTELA (Ohio Test of English Language Acquisition) Report

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – OTELA

[StudentInformation](#) > [SIS](#) > [Assessment](#) > [Assessment Reports](#) > [OTELA](#)

OTELA

From 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
 ASER - Edison Elementary School
 ASRE - Reagan Elementary School

Student Status

⇌ ⇌ ⇌

Grade

AG - AG
 IN - Infant/Toddler (Ages 0-2)
 PS - PS
 K - K

⇌ ⇌ ⇌

Counselor

⇌ ⇌ ⇌

Return Only Students With OTELA Records

Assessment Testing Date: to

Test Part

TDOM - Composite Domain
 OELC - Comprehension
 CDOM - Comprehension Domain
 OELL - Listening

⇌ ⇌ ⇌

Display Student Disability Condition

Sorting Options

Test Part (ASC)
 Test Part (DESC)
 Test Date (ASC)
 Test Date (DESC)

⇌ ⇌ ⇌

Delivery Method: Pickup Set As Default

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description:

Submit

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 OTELA Records (optional) – Select this check box to include only students that have at least one OTELA record that matches the OTELA filter criteria in the report.

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

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

Display Student Disability Condition (optional) – Select this check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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 OTELA report file.

Report: OTELA Printed Wed, Dec 05, 2012, 3:12 PM			TAFT ELEMENTARY SCHOOL 2012-2013 OTELA					
School Name								
TAFT ELEMENTARY SCHOOL								
ID: 190702	Student Name: LAMBERT, STEPHEN		Grade: 03	Status: A	Counselor:			
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	Waiver Reason	Scaled Score	Accommodations	
12/01/2012	OTEL	CDOM	STR	03	A	450	NO	
12/01/2012	OTEL	FDOM	STR	03	A	3	NO	
12/01/2012	OTEL	LDOM	STR	03	A	***	**	
12/01/2012	OTEL	PDOS	STR	03	A	300	NO	
12/01/2012	OTEL	PDOM	STR	03	A	2	NO	
12/01/2012	OTEL	RDOM	STR	03	*	550	NO	
12/01/2012	OTEL	SDOM	STR	03	I	***	**	
12/01/2012	OTEL	WDOM	STR	03	*	830	NO	

Preschool Report

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – Preschool

StudentInformation > SIS > Assessment > Assessment Reports > Preschool

Preschool

From 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 (Ages 0-2)
 PS - PS
 K - K

Counselor

Return Only Students With Preschool Records

Assessment Testing Date: to

Test Part

ALIT - Alliteration
 PICN - Picture Naming
 RHYM - Rhyming

Display Student Disability Condition

Sorting Options

Test Part (ASC)
 Test Part (DESC)
 Test Date (ASC)
 Test Date (DESC)

Delivery Method: Pickup

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description:

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 check box 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 check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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									
Elementary School									
ID:	Student Name:	Grade:	Status:	Counselor:					
21132	Student71695, DARCI	02	A						
TEST DATE	TEST TYPE	TEST PART	Required Test	Grade at Test	Waiver Reason	Score	Accommodations		
09/01/2007	PS	ALIT	STR	PS	*	***	Y2		
09/01/2007	PS	PICH	STR	PS	*	032	Y2		
09/01/2007	PS	RNDM	STR	PS	*	***	Y2		
10/01/2007	PS	ALIT	STR	PS	*	008	Y2		

PROH Report

Navigation: StudentInformation – SIS – Assessment – Assessment Reports – PROH

StudentInformation > SIS > Assessment > Assessment Reports > PROH

PROH

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Test Grade

04P - 4th Prof ↔ []
06P - 6th Prof ↔ []
09P - 9th Prof ↔ []
12P - 12th Prof ↔ []

Test Part

03ELA - 03 English Language Arts ↔ []
03MAT - 03 Mathematics ↔ []
04ELA - 04 English Language Arts ↔ []
04MAT - 04 Mathematics ↔ []

Student Status

[] ↔ []

Exempt Status

[] ↔ []

Grade

[] ↔ []

Program

[] ↔ []

Membership Group

[] ↔ []

Membership

[] ↔ []

Pass/Fail: []

Gender: []

Sorting Options

Test Part (ASC) ↔ []
Test Part (DESC) ↔ []
Grade (DESC) ↔ []

Delivery Method: Pickup Set As Default

Email Address: test@software-answers.com

Report Format: Adobe PDF

Description: []

Submit

This report lists the students' proficiency test records.

Ad-Hoc Membership (optional) – Select an ad-hoc membership from the drop-down list if you wish to only include students associated with the membership for this run of the report. Select the **Public And Private** check box to see memberships created by other users in your drop-down list. Selecting an ad-hoc membership group limits the report to the students associated with that membership group. All other criteria are ignored.

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

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.

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.

Exempt Status (optional) – If no exempt statuses are selected, the report selects all exempt statuses. You can also filter by selecting specific exempt 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.

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

Membership Group (optional) – If no membership groups are selected, the report selects all membership groups. You can also filter by selecting specific membership groups for your report.

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

Pass/Fail (optional) – Choose all (blank), **Pass**, or **Fail** to limit results.

Gender (optional) – Choose all (blank), **Male**, or **Female** to limit results.

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

Delivery Method (required) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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 PROH report file.

REPORT: DASL - PROH			HIGH SCHOOL						RUN AT 11:58 AM 9/16/2010				
PROH REPORT										PAGE 1 OF 27			
ID	GR	STUDENT NAME	TEST TYPE	P/F	TEST DATE	ATTEMPTS	TEST GRADE	SCALED SCORE	TEST PART	WALVER REASON	ST	PR	GR
13837	10	Student74078, JASON	04P	P	03/01/2005	1	04	230	M	*	A		M
13837	10	Student74078, JASON	04P	P	03/01/2005	1	04	250	C	*	A		M
13837	10	Student74078, JASON	04P	P	03/01/2005	1	04	238	S	*	A		M

Standardized Test Detail Report

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

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

Standardized Test Detail

From 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 (Ages 0-2)
- PS - PS
- K - K

Counselor

Return Only Students With Standardized Records

Assessment Test:*

Test Part

Display Student Disability Condition

Sorting Options

- Category (ASC)
- Category (DESC)

Delivery Method:

Email Address:

Report Format:

Description:

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 check box 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 check box 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) – Refer to the *ProgressBook StudentInformation Getting Started Guide* for further details.

Email Address (auto populated from your StudentInformation profile)

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: Standardized		HIGH SCHOOL			
Printed Thu, Sep 16, 2010, 12:01 PM		2010-2011			
		Standardized Test Detail			
Id: 11042	Student Name: Student76916, FRISTEN	Grade: 12	Status: A	Counselor:	
Date	06/12/2010	Test	ACT	Category	Score
				Composite Score	15
				Reading Score	15
				Mathematics Score	16
				Writing Test Sub Score	06
				Combined English/Writing Score	16
				Science Score	12
				English Score	17
				# Test Parts Attempts: 7	
				# Total Attempts: 1	