Importing FA (EMIS) Test Scores:

Prior to using these directions to import into the FA tab for EMIS – you should check to see if the assessment you are wanting to load is already a part of the (FA) Student Assessment Record Import process, if available do not use the following directions/process.

PS path – District -> Data Import Syatems -> (FA) Student Assessment Records Import

The import file must be saved as a tab-delimited text file, and all columns/fields need to be formatted as TEXT (to preserve leading zeroes in columns).

Note: If your district already has assessment results loaded into Test Results option in PowerSchool – review Appendix A first.

Formatting the Import File: Column Headings for Field Names:

foreignKey is the PowerSchool ID number of the student (from the student's table)

Test_Type – value in column should be a valid EMIS test type you wish to import

Test_Date – should be the test date – value should be something like 201209 (notice it is not mmddyyyy format) – note – this may be changing for FY17/18 at sometime to contain the day.

Required_Test_Type - value in column should be a valid EMIS Required Test Type you wish to import

Test_Grade_Level - value in column should be a valid EMIS grade level for the test you wish to import

Student_Grade_Level – value in column should be a valid EMIS grade level for the student you wish to import

Score – value in column should be a valid EMIS Score for the test you are importing

Score_Not_Reported - value in column should be a valid EMIS Score Not Reported o for the test you are importing (most likely one *)

Type_of_Accommodation - value in column should be a valid EMIS Type of Accommodation for the test you are importing (most likely **)

Assessment_Area – value in column should be a valid EMIS Assessment Area for the test you wish to import

user_defined_text – value in column is anything you want to distinguish the test you are loading – Exampe: Fall2016ACT or a date or something that you can supply your ITC with in a case where you need to remove the test records after you imported them

Example of column headings of the Text (tab delimited) file to be imported

	A	B	C	D	E	F	G	H	I	J	K
1	foreignKey	Test_Type	Test_Date	Required_Test_Type	Test_Grade_Level	Student_Grade_Level	Score	Score_Not_Reported	Type_of_Accommodation	Assessment_Area	user_defined_text
2	10151	AC	201703	STR	**	**	19	*	**	ENG	March2017ACT
3	10151	AC	201703	STR	**	**	20	*	**	M	March2017ACT
4	10151	AC	201703	STR	**	**	22	*	**	W	March2017ACT
5	10151	AC	201703	STR	**	**	24	*	**	S	March2017ACT
6	10151	AC	201703	STR	**	**	26	*	**	R	March2017ACT

(The above example is an ACT import for one student)

To Import the FA Records into PowerSchool:

Start Page > Special Functions > Importing/Exporting > Quick Import

Select the OH_Student_Assessment table

Field Delimiter: TAB

End of Line Marker: CR

Character Set: Select 'Windows ANSI' if you are using a PC; for a MAC, accept the default 'MAC Roman'

Browse and select the import file.

Check the box "Suggest Field Map"

Option	Value
Table:	OH_Student_Assessment
Field delimiter:	Tab
End-of-line marker:	CR
Character Set:	Windows ANSI
File to import:	Browse... ACT_FA_Sample_Import.txt
Suggest field map	☑
School	District Office

Click "Import"

Check box to Exclude First Row then check your mappings and click "Submit"

Col#	From your file	----->	To PowerSchool
1.	foreignKey	----->	foreignKey ▾
2.	Test_Type	----->	test_type ▾
3.	Test_Date	----->	test_date ▾
4.	Required_Test_Type	----->	required_test_type ▾
5.	Test_Grade_Level	----->	test_grade_level ▾
6.	Student_Grade_Level	----->	student_grade_level ▾
7.	Score	----->	score ▾
8.	Score_Not_Reported	----->	score_not_reported ▾
9.	Type_of_Accommodation	----->	type_of_accommodation ▾
10.	Assessment_Area	----->	assessment_area ▾
11.	user_defined_text	----->	user_defined_text ▾

☑	Check to exclude first row

Results should indicate Imported

1. : Imported.
2. : Imported.
3. : Imported.
4. : Imported.
5. : Imported.

Verify student records were imported properly from your file

(FA) Student Assessment Record

Select a Test to View: Show All ▾ New

Test	Test Grade Level	Test Date	Test Area	Score	Accommodation
AC	**	201703	ENG	19	**
AC	**	201703	M	20	**
AC	**	201703	W	22	**
AC	**	201703	S	24	**
AC	**	201703	R	26	**

Always check the FA section of the EMIS manual and your student software for the available valid options for each assessment. Below is subject to change and should always be verified prior to importing:

Legend	
Test_TYPE	
AC - ACT	
AP - Advanced Placement	
GY - CTE Assessment (Webxam)	
GW - CTE Industry Credential	
GB - ELA (Formerly GGG)	
GM - COS (Formerly ECO)	
GE - End of COUrse	
IB - International Baccalaureate	
GO - KRA (Fromerly KRAL)	
GN - NGA	
GD - NWEA (Dropout Recovery Schools)	
GA - OAA	
GX - OGT	
GF - OELPA (Formerly OTELA)	
SA - SAT	
WK - Workkeys	

	A	B	C	D	E	F	G	H	I	J	K
	foreignKey	Test_Type	Test_Date	Required_Test_Type	Test_Grade_Level	Student_Grade_Level	Score	Score_Not_Reported	Type_of_Accommodation	Assessment_Area	user_defined_text
	123456	GO	First day of school - Nov 1	STR	KG	KG	***000-029	*,A,etc...	**,NO,Y1,Y3	LL,M,PD,SF,OISR	
	123456	GM	1st day of school through Dec 1 and Jan - June	STR	PS	PS	***001-007 and For EPRG, KPRG, TPRG F,N,Y	*,A,etc...	**	E,K,T,EPRG,KPRG,TPRG	COS_FY17_Fall
	123456	GB	Fall - OCT - Dec Spring Apr - June	STR	PS	PS	*,A-D, 1-5	*,A,etc...	**,NO,Y1,Y3	AEE,COMM,COOP,CSM,NBSN,PCT,PLR,RWA,SFIP,VOC	
	123456	GY	Always Januray of year score is reported	STR	**	**	***,A,N,P,I	*	**	4 digit code	webxam_fyXX
	123456	GW	Always Januray of year score is reported	STR	**	**	***	*	**	4 digit code	
	123456	GX	YYYYMM	STR,ALT	10	10,11,12,13 (07,(	***000-999	*,A,etc...	**,NO,Y1,Y2,Y3	R,W,M,C,S	
	123456	AC	YYYYMM	STR	**	**	001-036	*	**	R,W,ENG,S,M	
	123456	AP	YYYYMM	STR	**	**	001-005	*	**	4 digit code AP01-AP34	AP_Fyxx or date
	123456	IB	YYYYMM	STR	**	**	001-007	*	**	4 Digit Code IB00-IB84	IB__Fyxx or date
	123456	SA	YYYYMM	STR	**	**	200-800	*	**	R,S,M,W	
	123456	WK	Actual Month and year of administration	STR	**	**	***	*	**	LCIF,M,R	

APPENDIX A

ACT/SAT EMIS Reporting From Test Results

If your district already has assessment data entered for ACT/SAT tests loaded into the Tests Results Screen or from your custom screen in PS, you can use DDE to export those records out of PS so that you can manipulate that file for loading into the FA tab for EMIS reporting. You must report these tests as they will be measures on your districts LRC from ODE.

Note – this documentation is based on the scores entered into the PS the Tests Results Screen – you can substitute the table and fields for your custom fields.

In PS – select your High School building from the drop down, then from the left menu select System, then select Direct Database Export (DDE)

Current Table: StudentTestScore (89)

Current Records in Selection: 2375

List View   Table View   Export Records   Match Selection   Table View Setup

Select all 2375 records in this table

Select the correct Table as listed above and then click on Select all xxx records in this table, then select Export Records.

Type the following fields into the export box and then click submit to export the tests out of PS.

Export the 7233 selected records (Table: StudentTestScore)

```
[88]name
[1]last_Name
[1]first_Name
[1]student_Number
Testscoreid
Numscore
[87]test_Date
```
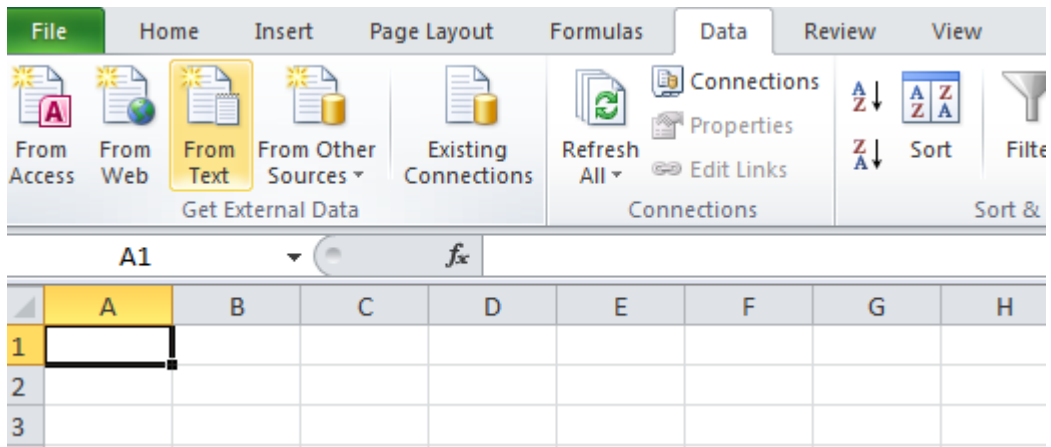
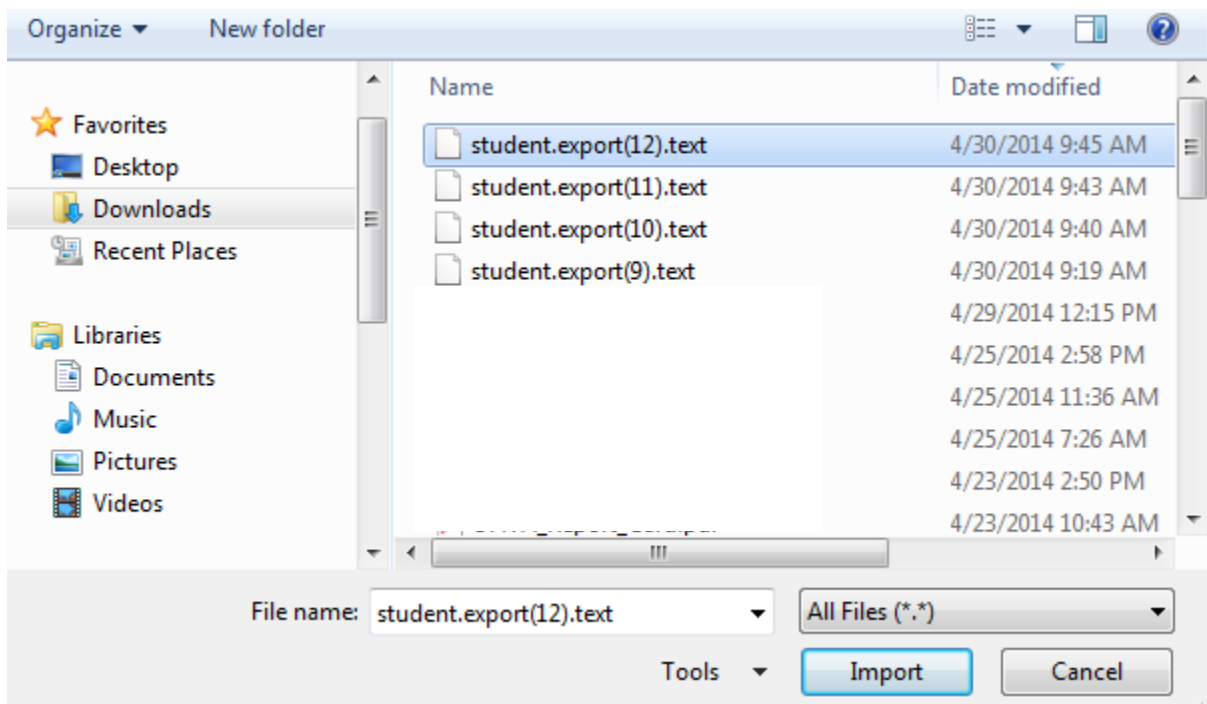|	
Field Delimiter	Tab
Record Delimiter	CR
☐ "Surround fields"	☑ Column titles on 1st row
☐ Export DCID	

Next open Excel and then import this file into Excel as TEXT – to preserve any leading zeros in the dates and so on. Click the Data option on the menu then click From Text icon
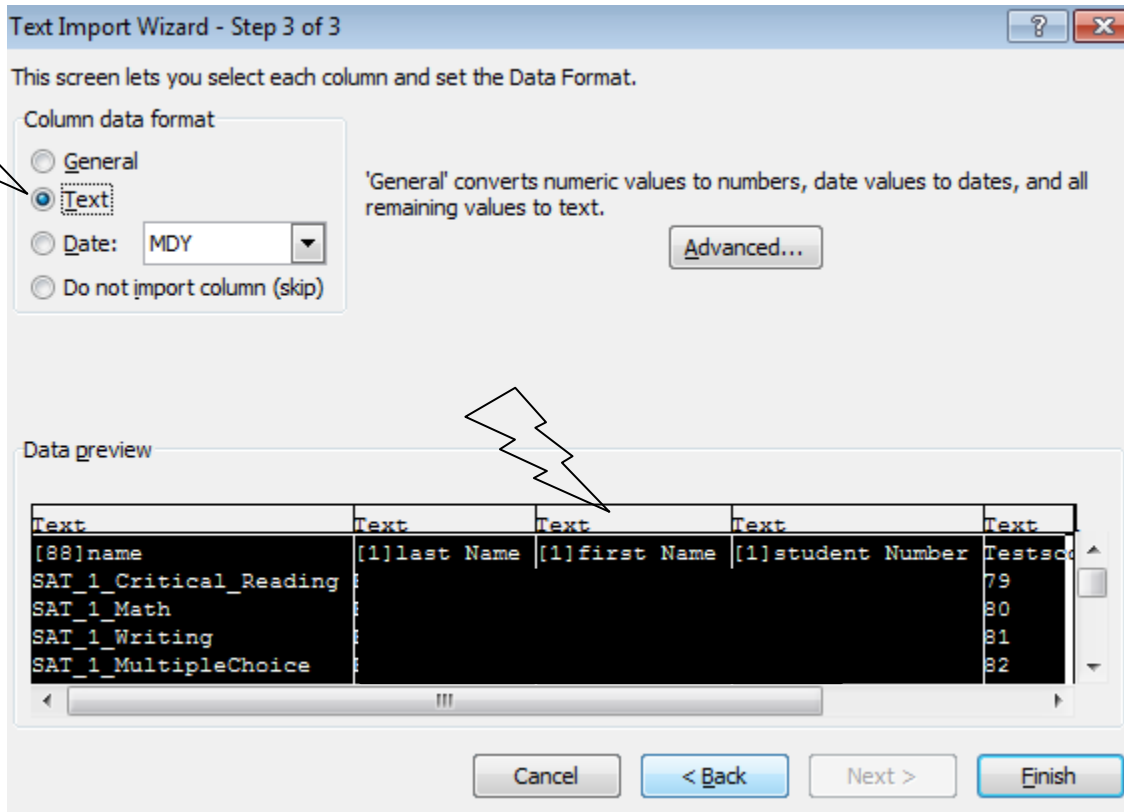
Find your file text then click Import

For step one – click Next

For step two - click Next (providing you chose Tab during your export from PS – otherwise updated to your choice when you created your file)

For step three – Make sure you import the data as Text for all columns of data and not General

Once in Excel – you will need to sort and filter your data and delete out any tests (PLAN, PSAT…)and test dates for any students who you do not have to report for the current fiscal year.

You will also need to create a second export file out of PowerSchool to capture the student DCID number for importing assessments. You can use DDE or Quick Export for this process. We will use Quick Export, so click back to the start page – then select your HS students, then go to the Quick Export Group Function

Quick Export
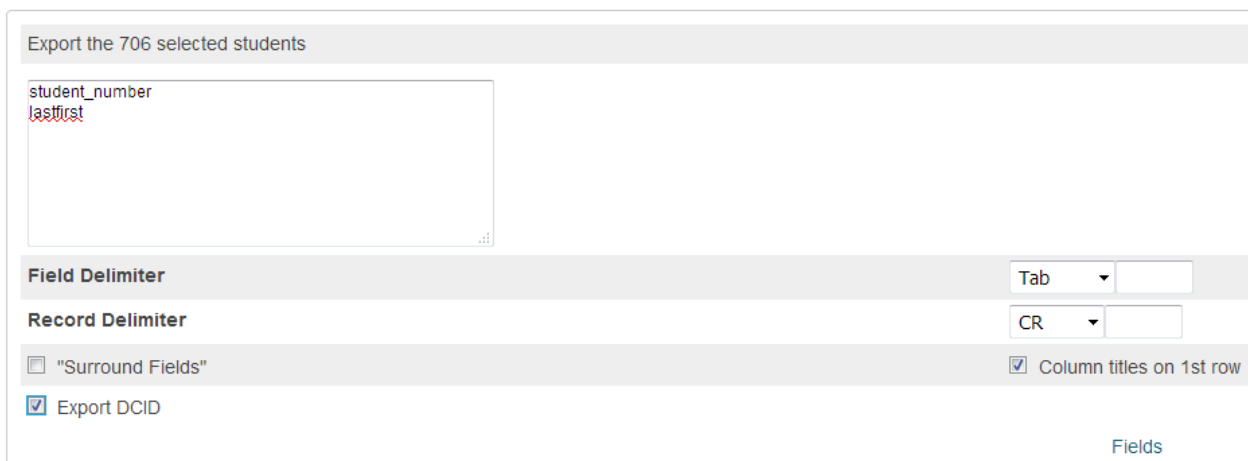
Once you have both of your exports (cleaned up test results and students) opened in Excel you will need to use the VLOOKUP function in Excel to get the students DCID

number from your student export onto your test results file for use with the foreignKey column.

Note – for the ACT – you will likely delete all Composite and Eng/Writ data – you only need to report Reading, Writing, English, Science and Math (R,W,ENG,S,M)

To get your ACT scores into three digit scores – you can use the =TEXT(xx,"000") function – replace xx with a your proper cell number make sure your new column for the three digit score is formatted as a number prior to using the function.

Remember you'll save your excel file as a spreadsheet then save it as a TXT tab file for importing into PS.

Sample file:

Assessment_Area	forgienKey	Score1	score	Test_Date	Test_Type	Required_Test_Type	Test_Grade_Level	Student_Grade_Level	Score_Not_Reported	Type_of_Accommodation
ENG	598756	17	017	201310	AC	STR	**	**	*	**
M	598756	23	023	201310	AC	STR	**	**	*	**
R	598756	12	012	201310	AC	STR	**	**	*	**
S	598756	21	021	201310	AC	STR	**	**	*	**
W	598756	8	008	201310	AC	STR	**	**	*	**
ENG	598756	17	017	201402	AC	STR	**	**	*	**
M	598756	21	021	201402	AC	STR	**	**	*	**
R	598756	17	017	201402	AC	STR	**	**	*	**
S	598756	19	019	201402	AC	STR	**	**	*	**
R	598672	710	710	201305	SA	STR	**	**	*	**
M	598672	630	630	201305	SA	STR	**	**	*	**
W	598672	670	670	201305	SA	STR	**	**	*	**

In the above screen shot – Score1 column is not loaded.

foreignKey is the student's DCID number that you exported and you can remove the student number column from your export – we only exported this so you can later pull up the student if you wish to.

At this point you should be able to follow the document for importing assessments into PowerSchool to help you further clean-up the data for importing.

Return to page one - **Formatting the Import File:**