<div align="center">**Post Migration**</div>

<div align="center">**Importing FA (EMIS) Test Scores:**</div>

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.

<u>Formatting the Import File: Column Headings for Field Names:</u>

Download Post_Migration_Template_ACT.xlsx file for template.

(After updating template – remove two sample records in red)

This process is similar to the gifted importing – you must be careful when importing so you do not create duplicate assessment records.

S_OH_STU_ASSESSMENT_C.ID – Leave blank

S_OH_STU_ASSESSMENT_C.StudentsDCID – students DCID (From the students table)

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

S_OH_STU_ASSESSMENT_C.exclude_from_fa – do you want to exclude from EMIS – 0 (zero) is a no and a 1 is a Yes

S_OH_STU_ASSESSMENT_C.foreignKey – students ID number of the student (from the student's table – teacher comments number)

S_OH_STU_ASSESSMENT_C.foreignKey_alpha – Leave blank

S_OH_STU_ASSESSMENT_C.import_id – a number for your import – example 20618 could be for Feb 6, 2018

S_OH_STU_ASSESSMENT_C.performance_level – if assessment has a performance level – enter a valid value – sample record – is an ACT record – no performance level – so leave blank)

S_OH_STU_ASSESSMENT_C.promotion_status_yn – Leave blank

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

S_OH_STU_ASSESSMENT_C.schoolID – Can be left blank

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

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

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

S_OH_STU_ASSESSMENT_C.test_date – should be the test date – value should be something like 201209 (notice it is not mmddyyyy format)

S_OH_STU_ASSESSMENT_C.test_day – can be left blank unless assessment record is needed due to student taking assessment twice in same month

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

S_OH_STU_ASSESSMENT_C.test_type – value in column should be a valid EMIS test type you wish to import

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

S_OH_STU_ASSESSMENT_C.unique_ID – Leave blank

To Import the FA Records into PowerSchool:

Start Page > Special Functions > Importing/Exporting > Data Import Manager

Data Import Manager

Select Source and Target
Source: [Browse...] Post_Migration_Template_ACT.txt
Import Into: S_OH_STU_ASSESSMENT_C ▾
Field Delimiter: Tab ▾   **Character Set:** Windows Ansi ▾
[Next ›]

Browse for your import file

Import Into – select S_OH_STU_ASSESSMENT_C

Field Delimiter: TAB

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

Click Next

Data Import Manager

Select Source and Target *[Post_Migration_Template_ACT.txt --> S_OH_STU_ASSESSMENT_C]*

Map Columns

[Select Template]

Import File Column	PowerSchool Field
S_OH_STU_ASSESSMENT_C.ID	S_OH_STU_ASSESSMENT_C.ID ▾
S_OH_STU_ASSESSMENT_C.StudentsDCID	S_OH_STU_ASSESSMENT_C.StudentsDCID ▾
S_OH_STU_ASSESSMENT_C.assessment_area	S_OH_STU_ASSESSMENT_C.assessment_area ▾
S_OH_STU_ASSESSMENT_C.exclude_from_fa	S_OH_STU_ASSESSMENT_C.exclude_from_fa ▾
S_OH_STU_ASSESSMENT_C.foreignKey	S_OH_STU_ASSESSMENT_C.foreignKey ▾
S_OH_STU_ASSESSMENT_C.foreignKey_alpha	S_OH_STU_ASSESSMENT_C.foreignKey_alpha ▾
S_OH_STU_ASSESSMENT_C.import_id	S_OH_STU_ASSESSMENT_C.import_id ▾
S_OH_STU_ASSESSMENT_C.performance_level	S_OH_STU_ASSESSMENT_C.performance_level ▾

[Save Template]

[‹ Prev]   [Next ›]

If you included all of the fields/columns from the template in your file – they should all be mapped properly – you can then click next

Data Import Manager

Select Source and Target *[cathy_dataimportmanager_ACT.txt --> S_OH_STU_ASSESSMENT_C]*

Map Columns

Select Options

Check to exclude the first row (contains headers).	☑
If a record in the import file matches an existing record in the database, how would you like that record processed?	○ Do not process record ⦿ Update existing record
Check to confirm that records should be deleted if blank rows exist in the import file. All columns in a table must be present in the import file.	☑

[‹ Prev]   [Import ›]

Follow the above options and click import You can then see if any records failed to import and what ones did import (it will skip the header row)

Import Results: Post_Migration_Template_ACT.txt --> S_OH_STU_ASSESSMENT_C

Processed 3 out of 3 records

Failed: 0

Row # ⌃	Reason

⏮ ◀ Page 1   of 0 ▶ ▶ 50 ▾   No records to view

Imported: 3

Row # ⌃	Result
1	Skipped
2	Insert
3	Insert

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	Performance Level	Import Id	EMIS Excluded
AC	**	201706	M	23	**		20618	
AC	**	201706	R	33	**		20618	

Always check the FA section of the EMIS manual and your student software for the available valid options for each assessment.

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)

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. You can replace [1]student_number with [1]ID for use with post migration directions.

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
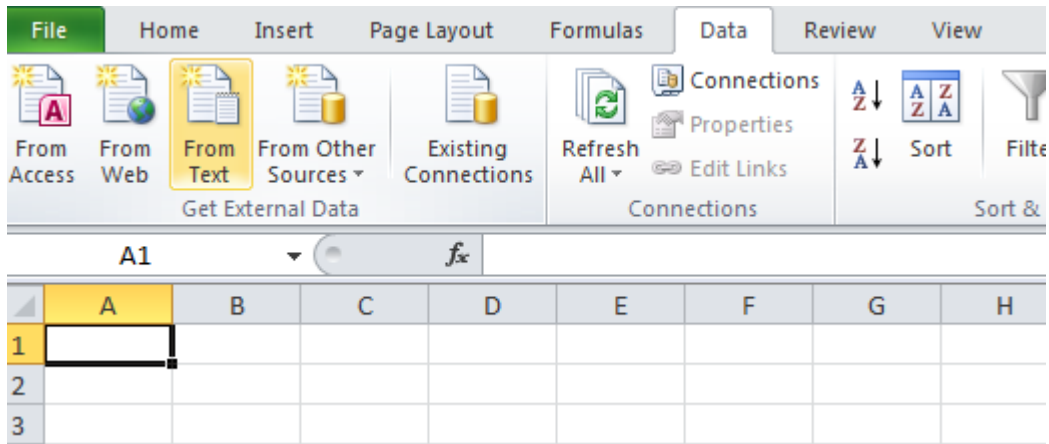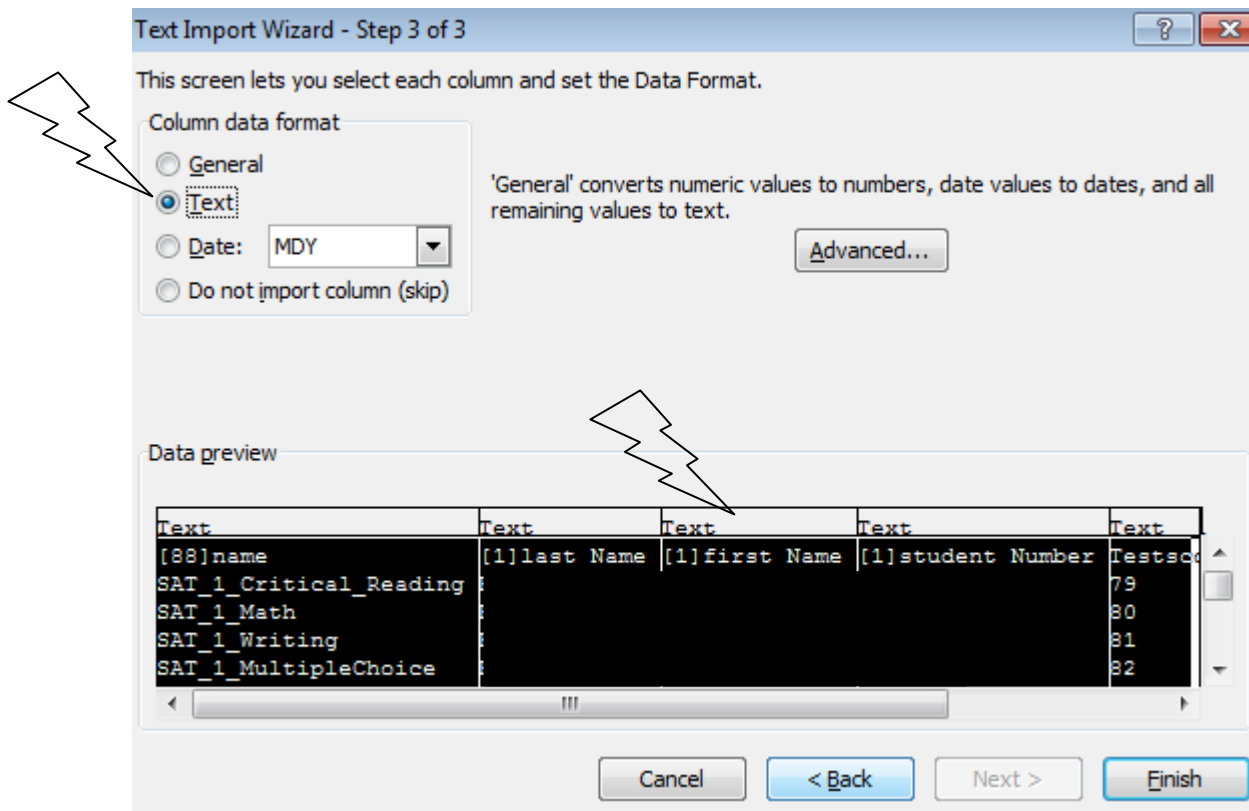

Find your file text then click Import
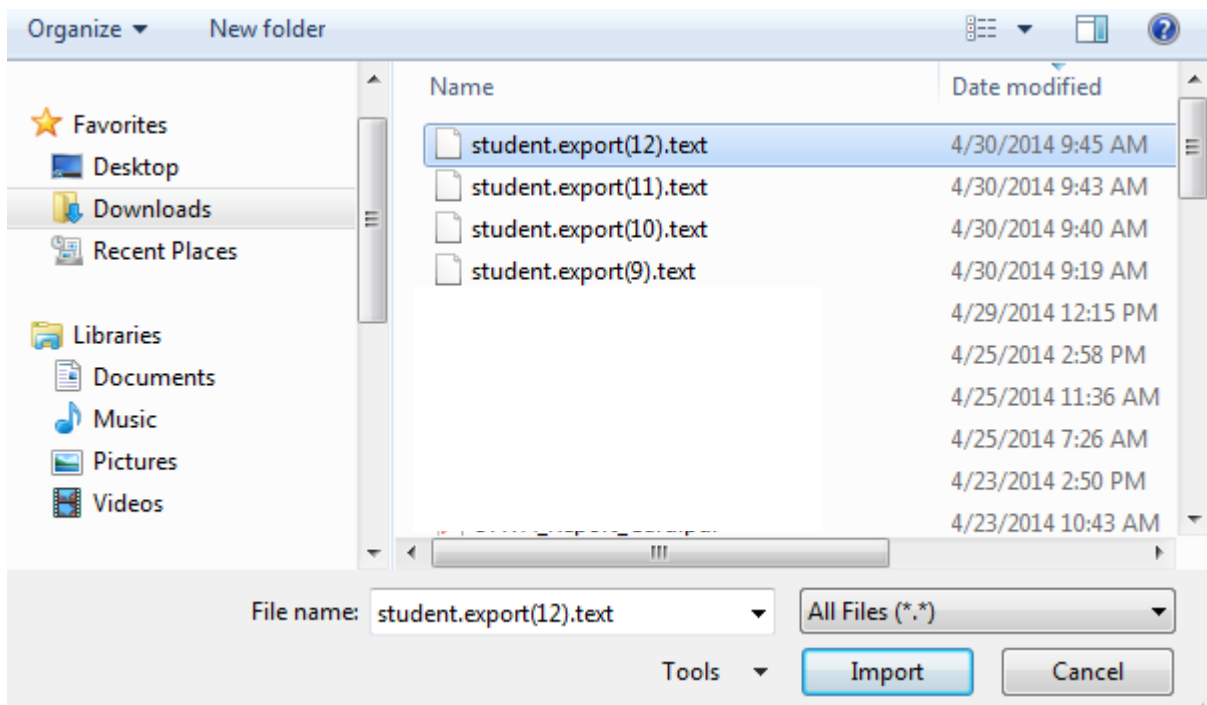
For step one – click Next
For step two - click Next (providing you chose Tab during your export from PS – otherwise updated to your choice when you created your file)

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.

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.

Once you have cleaned up the test results data – you will need to format the file using the sample post migration document we have posted and the columns needed to import are described back on page one and two of this document.

https://wiki.nwoca.org/download/attachments/4063514/FY18%20Post_migration_te mplate_FA_ACT%20sample.xlsx?version=1&modificationDate=1527681373000&api =v2

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:**