



Assessment File Uploads

Testing Pre-Prints

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Assessment Preprint Screen Filtering Options

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

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

CBT_030_SPRCBT_LA0303_20120301_01.TXT

Track(s)

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

Test Type

This is what type of Assessment is to be given.

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

The image displays four screenshots of the Assessment Preprint interface, each showing a different Test Type selected in the dropdown menu. The interface includes various filtering options and buttons for adding courses and students.

- Test Type: ACT**: Shows Grade Level: 11th Grade, Testing Session: < Select a Testing Session >, and Course Identifier: < Select a Course Identifier >. Buttons include Add Course(s) >, Add Student(s) >, and Generate >.
- Test Type: DWA**: Shows Grade Level: 5th Grade, 8th Grade, Testing Identifier: < Select a Test ID >, and Course Identifier: < Select a Course Identifier >. Buttons include Add Course(s) >, Add Student(s) >, and Generate >.
- Test Type: CRT**: Shows Grade Level: 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, Testing Method: < Select a Testing Method >, Testing Session: < Select a Testing Session >, Testing Identifier: < Select a Test ID >, and Course Identifier: < Select a Course Identifier >. Buttons include Add Course(s) >, Add Student(s) >, and Generate >.
- Test Type: UAA**: Shows Grade Level: 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, Testing Session: < Select a Testing Session >, Testing Identifier: < Select a Test ID >, and Course Identifier: < Select a Course Identifier >. Buttons include Add Course(s) >, Add Student(s) >, and Generate >.

Grade Level

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

Testing Method

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

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

Testing Session

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

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

Testing Identifier

Testing Identifier is the name of the test.

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

Course Identifier

Course Identifier is referred to as the 9+2

Course = 9 / Section = 2

CACTUS = 9 / Period = 2

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

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

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

Assessment File Uploads

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

SIS Applications | Reports

- SIS 2000+ Home
- Academic Progress
- Assessment**
- Attendance
- Behavior
- Change Password
- Clearinghouse
- Control Master
- Data Quality
- Gradebook
- Lockers
- SEDC
- SEOP
- SSID

000+ Home

Assessment | Attendance

Assessment

Assessments | Student Assessment Scores | Reading Asses

CRT Scores

By Class | By Grade Level

Preprints

Assessment Preprints | Preprints All Student File | Assessment Upload

After selecting Assessment this is the next screen that appears.

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

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

SIS Applications | Assessment | Reports | Help

Assessment Preprint
Track(s): All Tracks [change](#)

Test Type: < Select a Test Type >

Assessment File Upload (Example)

Track(s)

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

Assessment Preprint
Track(s): All Tracks [change](#)

Click on [change](#)

Test Type: « Select a Test Type »

Grade Level: O
« Select a Course

Courses Added
Students Added

Change Track(s)
Selected students and courses will be reset.

« Cancel Continue »

Click on Continue »

SIS Applications - Assessment

Assessment Preprint
Track(s):
All Tracks

Sani-Overlake Elementary
Sani-Rose Springs Elementary
Sani-Settlement Canyon Elem
Sani-Stansbury High School
Sani-Stansbury Home Study

Continue

Select Track > then click Continue

Assessment Preprint
Track(s): Sani-Stansbury High School [change](#)

Test Type: « Select a Test Type »

Grade Level: Course Identifier:
« Select a Course Identifier »

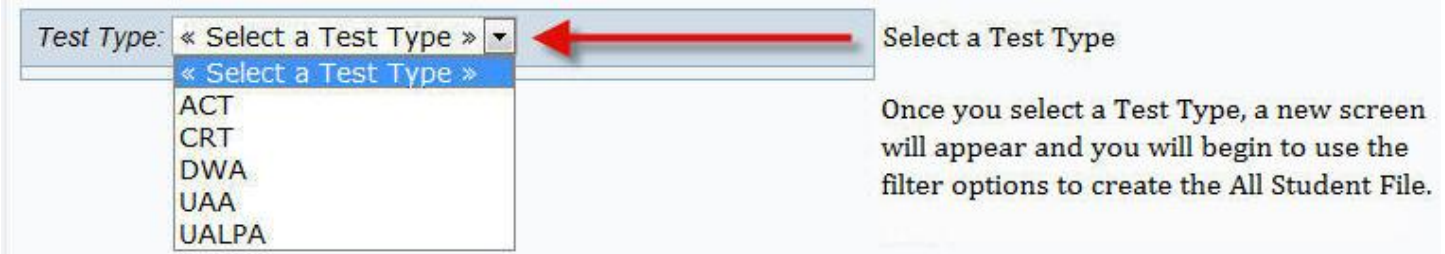
Add Course(s) »
Add Student(s) »

Generate »

Courses Added
Students Added

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

Test Type



Test Type: < Select a Test Type > ▼

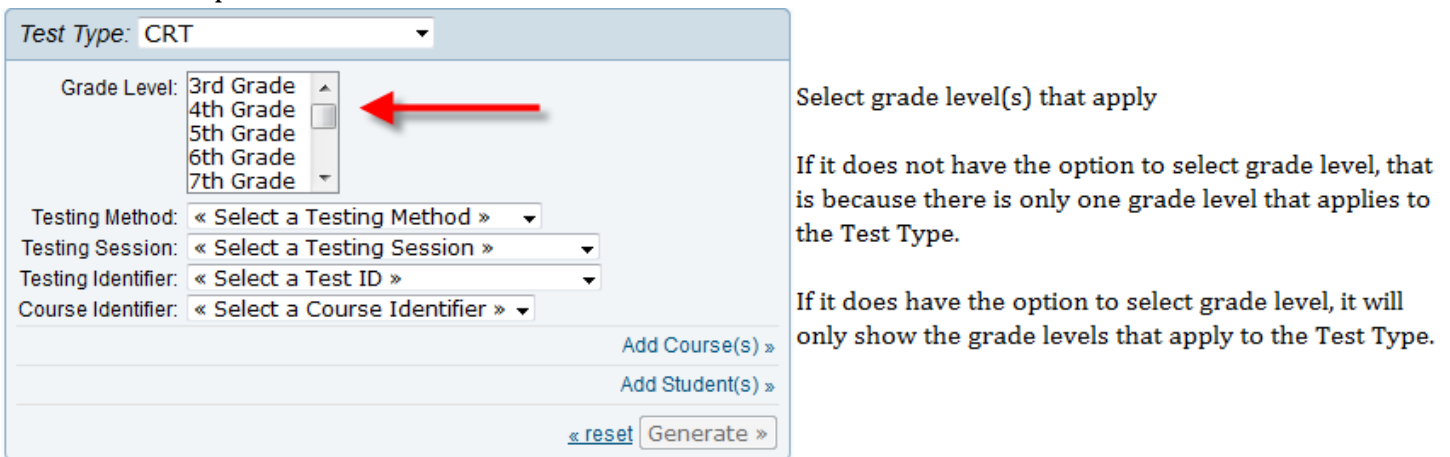
- < Select a Test Type >
- ACT
- CRT
- DWA
- UAA
- UALPA

Select a Test Type

Once you select a Test Type, a new screen will appear and you will begin to use the filter options to create the All Student File.

Grade Level

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



Test Type: CRT

Grade Level: 3rd Grade ▲
4th Grade ◻ ←
5th Grade ▼
6th Grade
7th Grade

Testing Method: < Select a Testing Method > ▼

Testing Session: < Select a Testing Session > ▼

Testing Identifier: < Select a Test ID > ▼

Course Identifier: < Select a Course Identifier > ▼

Add Course(s) »

Add Student(s) »

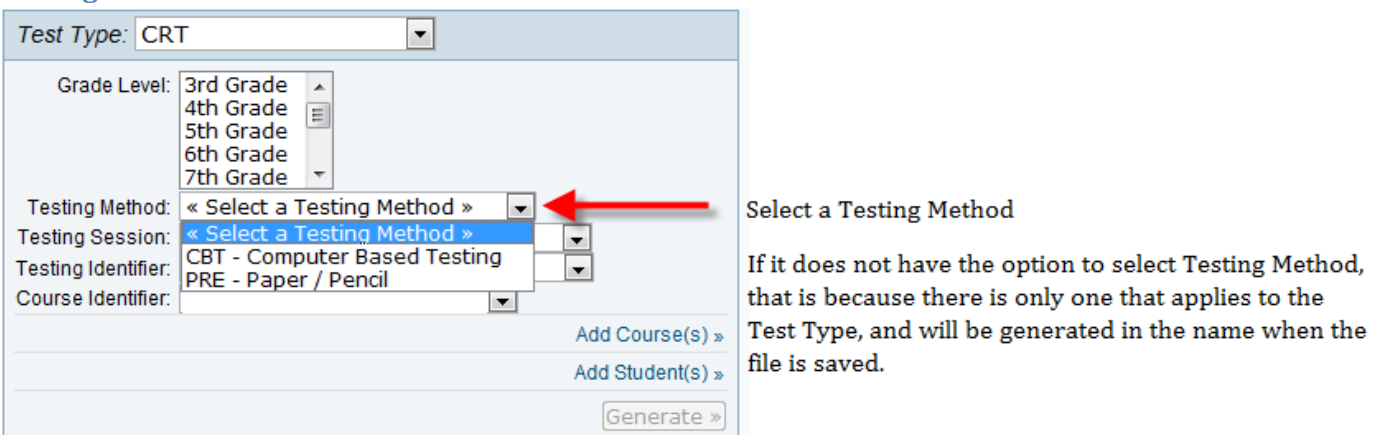
< reset Generate »

Select grade level(s) that apply

If it does not have the option to select grade level, that is because there is only one grade level that applies to the Test Type.

If it does have the option to select grade level, it will only show the grade levels that apply to the Test Type.

Testing Method



Test Type: CRT

Grade Level: 3rd Grade ▲
4th Grade ◻
5th Grade ◻
6th Grade ▼
7th Grade

Testing Method: < Select a Testing Method > ▼ ←

Testing Session: < Select a Testing Method > ▼

Testing Identifier: CBT - Computer Based Testing ◻

Course Identifier: PRE - Paper / Pencil ◻

Add Course(s) »

Add Student(s) »

Generate »

Select a Testing Method

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

Testing Session

Test Type: CRT

Grade Level: 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade

Testing Method: « Select a Testing Method »

Testing Session: « Select a Testing Session »

Testing Identifier: « Select a Testing Session »

Course Identifier: SPRING - Spring Paper and Pencil, SPRCBT - Spring CBT, YRCBT - Year Round CBT, TRI1 - 1st Trimester, TRI2 - 2nd Trimester, TR1CBT - 1st Trimester CBT, TR2CBT - 2nd Trimester CBT

Add Course(s) »
Add Student(s) »
Generate »

Select a Testing Session

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

Testing Identifier

Test Type: CRT

Grade Level: 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade

Testing Method: « Select a Testing Method »

Testing Session: « Select a Testing Session »

Testing Identifier: « Select a Test ID »

Course Identifier: « Select a Test ID »

AG1712 - Algebra I, AG2912 - Algebra II, BI0912 - Biology, CH0912 - Chemistry, ES0912 - Earth Systems Science, GE0812 - Geometry

Add Course(s) »
Add Student(s) »
Generate »

Select a Testing Identifier

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

Course Identifier

Test Type: CRT

Grade Level: 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade

Testing Method: « Select a Testing Method »

Testing Session: « Select a Testing Session »

Testing Identifier: « Select a Test ID »

Course Identifier: « Select a Course Identifier »

« Select a Course Identifier »
Course / Section
CACTUS / Period
CACTUS / Cycle Day / Period

Add Course(s) »
Add Student(s) »
Generate »

Select a Course Identifier

Course Identifier is referred to as the 9+2

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

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

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

Add Course(s)

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

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

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

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

SIS 2000+ Assessment File Uploads

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

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

The screenshot shows a configuration window for an assessment. At the top, 'Test Type' is set to 'CRT'. Below this, 'Grade Level' is a scrollable list with '3rd Grade' selected. Other dropdowns include 'Testing Method: CBT - Computer Based Testing', 'Testing Session: SPRCBT - Spring CBT', 'Testing Identifier: LA0303 - 3rd Grade Language Arts', and 'Course Identifier: CACTUS / Period'. There are buttons for 'Add Course(s)', 'Add Student(s)', and 'Generate'. A 'reset' link is also present. At the bottom, a section titled '3 Course(s) Added' lists three entries, each with a 'cancel' link: '(9982-3) Second Grade [1 Grimmer]', '(9983-1) Third Grade [1 Muse]', and '(9983-1) Third Grade [1 Hartsfield]'. Red arrows point to the 'reset' link and the 'cancel' link for the 'Muse' course.

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

Add Student(s)

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

This screenshot shows the 'Add Students' interface. On the left, the configuration options are identical to the previous screenshot. A red arrow points to the 'Add Student(s)' button. On the right, there is a search input field containing the letter 'a' and a 'Search' button. Below the search field, instructions read: 'Type Students Name or first couple of letters and click on' and 'You can also search by student number'. A 'Close' link is at the bottom right. A red arrow points to the 'Search' button.

SIS 2000+ Assessment File Uploads

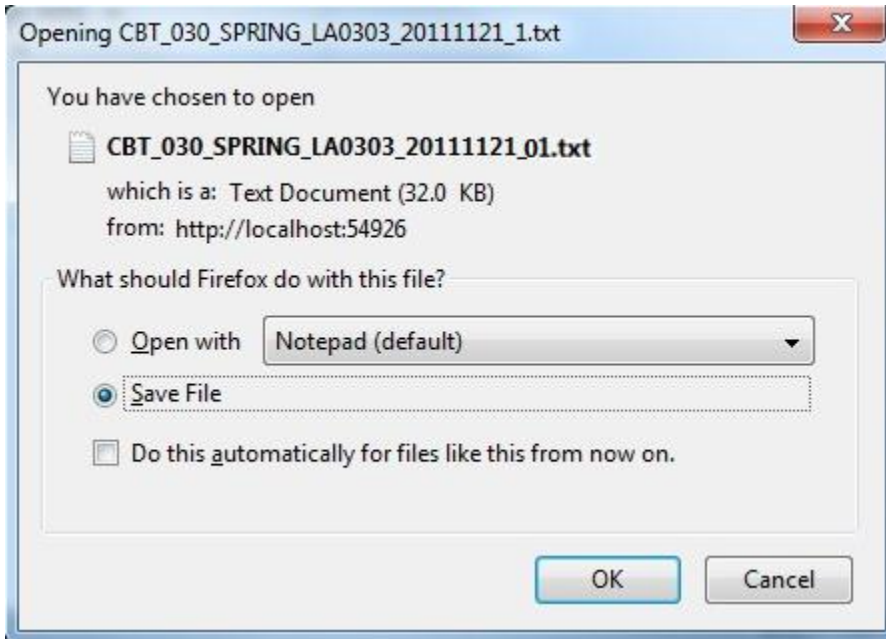
Once you have selected the student(s), the name(s) will appear on the bottom left side of screen with a drop down box with the students' schedule. Select the class that applies to the Testing Identifier you selected.

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

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

SIS 2000+ Assessment File Uploads

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



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

Document1 * CBT_030_SPRC..._20111206_0...							
3010200001	9983	0103	Andrews	Becky	JM	021106	Y 1234567
3010200002	9983	0103	Bird	Yellow	JM	030102	Y
3010200003	9983	0303	Cole	Katrina	LM	030102	Y 2345678
3010200004	9983	0303	Day	Nighton	KM	030618	Y 3456789
3010200005	9983	0103	Elliot	Penny	AM	021113	Y
3010200006	9983	0403	Ferris	Marty	M	030812	FY 4567890
3010200007	9983	0303	Gibbs	Lee	F	021202	F 5678901
3010200008	9983	0403	Hortin	Dee	LF	030702	Y
3010200009	9983	0103	Hughes	Hayden	AM	020523	YY 6789012

All Student File Upload (Example)

Track(s)


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

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

The image shows three sequential screenshots of the 'Assessment Preprint' web interface, illustrating the process of changing tracks:

- Top Screenshot:** Shows the 'Assessment Preprint' header. The 'Track(s): All Tracks' text has a red arrow pointing to a blue 'change' link. Below it is a 'Test Type' dropdown menu. A yellow callout box with a red border and arrow points to a 'Continue' button, with the text 'Change Track(s) Selected students and courses will be reset.' and 'Click on Continue >'. The breadcrumb 'SIS Applications > Assessment' is visible.
- Middle Screenshot:** Shows the 'Track(s):' section with a list of schools: Sani-Overlake Elementary, Sani-Rose Springs Elementary, Sani-Settlement Canyon Elem, Sani-Stansbury High School (highlighted in blue), and Sani-Stansbury Home Study. A red arrow points to the 'Sani-Stansbury High School' entry, and another red arrow points to the 'Continue' button. The text 'Select Track > then click Continue' is to the right.
- Bottom Screenshot:** Shows the 'Assessment Preprint' header with 'Track(s): Sani-Stansbury High School' and a red box around the 'change' link. Below are the 'Test Type' dropdown, 'Grade Level: Course Identifier:' dropdown, 'Add Course(s) >', 'Add Student(s) >', and 'Generate >' buttons. At the bottom, it shows '# Courses Added' and '# Students Added'.

Test Type


Test Type: « Select a Test Type » ▾  Select a Test Type

« Select a Test Type »
ACT
CRT
DWA
UALPA

Once you select a Test Type, a new screen will appear and you will begin to use the filter options to create the All Student File.

Grade Level

Test Type: CRT ▾

Grade Level: Kindergarten ▲
1st Grade
2nd Grade
3rd Grade
4th Grade ▼  Select all grade levels that apply

Testing Session: « Select a Testing Session » ▾


Add Course(s) »
Add Student(s) »

« reset Generate »

Testing Session

Test Type: CRT ▾

Grade Level: Kindergarten ▲
1st Grade
2nd Grade
3rd Grade
4th Grade ▼

Testing Session: « Select a Testing Session » ▾  Select a Testing Session

« Select a Testing Session »
SPRCBT - Spring CBT
SPRING - Spring Paper and Pencil
TRI1 - 1st Trimester
YRCBT - Year Round CBT
TR1CBT - 1st Trimester CBT

Add Course(s) »
Add Student(s) »

« reset Generate »

SIS 2000+ Assessment File Uploads

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

Test Type: CRT

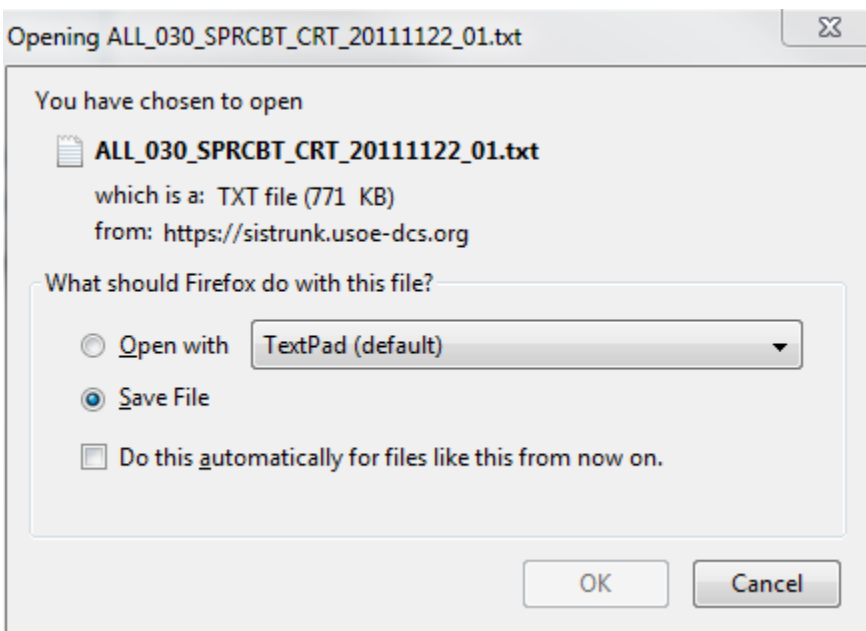
Grade Level: Kindergarten
1st Grade
2nd Grade
3rd Grade
4th Grade

Testing Session: SPRCBT - Spring CBT

Add Course(s) »
Add Student(s) »

« reset Generate »

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



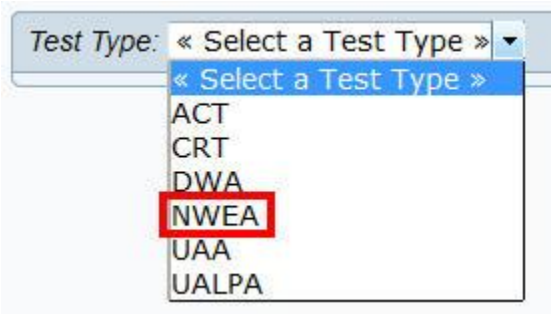
SIS 2000+ Assessment File Uploads

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

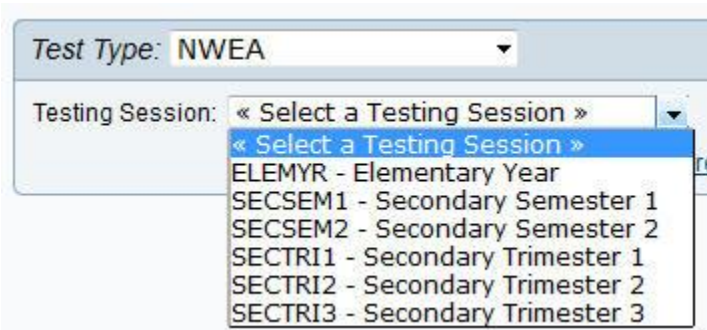
3010200001	03Andrews	Becky	JM	021106	Y	1234567	
3010200002	03Bird	Yellow	JM	030102	Y		
3010200003	03Cole	Katrina	LM	030102	Y	2345678	
3010200004	03Day	Nighton	KM	030618	Y	3456789	
3010200005	03Elliot	Penny	AM	021113	Y		
3010200006	03Ferris	Marty	M	030812	FY	4567890	
3010200007	03Gibbs	Lee	F	021202	F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

NWEA (Example)

Select NWEA Test Type

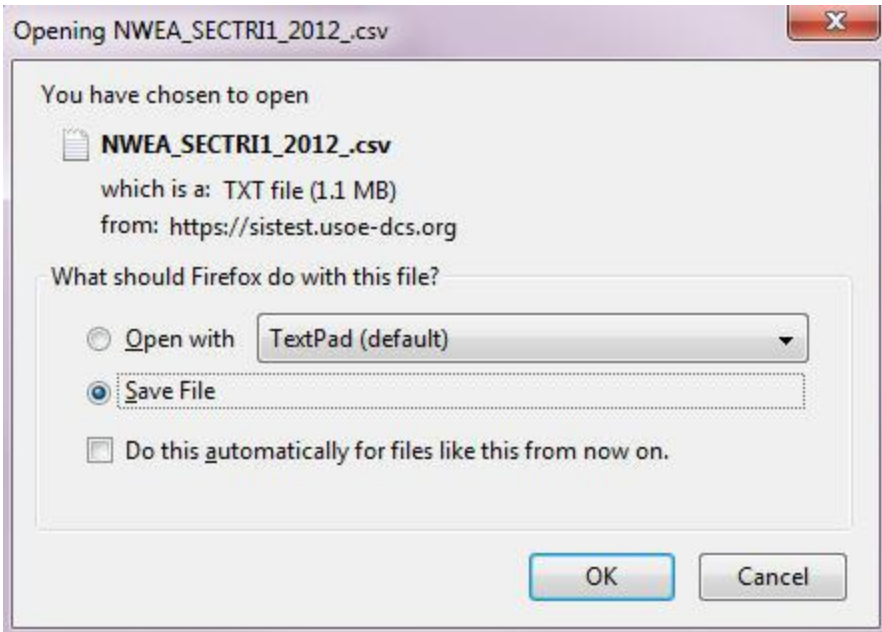


Select a Testing Session



Click on Generate

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



NWEA files that are created are CSV files not TXT. So, to manipulate the data, you will need to open with Excel and then name your fields.

Create a file for each session you need to send to NWEA, once that is done you may combine the files into one. There are some fields within the file that we could not pull any data for, make changes necessary to complete the file. There are six header fields at the end of the file that we added, if you do not need them delete them before sending the file to NWEA.

	A	B	C	D	E	F	G	H
1	Term Narr	Beginning Instructional Date	Total Nur	Testing W	Testing W	School Na	School Nu	Previous T
2	YS	11/2/2009	180			Sani-Tooe	101	
3	YS	11/24/2009	180			Sani-Tooe	101	
4	YS	11/24/2009	180			Sani-Tooe	101	
5	YS	11/25/2009	180			Sani-Tooe	101	
6	YS	8/24/2009	180			Sani-Tooe	101	
7	YS	9/28/2009	180			Sani-Tooe	101	
8	YS	8/24/2009	180			Sani-Tooe	101	
9	YS	9/8/2009	180			Sani-Tooe	101	

SIS 2000+ Assessment File Uploads

Column	Data Field	Required?	Format Notes (Field Limitations) <i>Examples</i>	Field Description & Supplemental Notes
A	Term Name	Yes	Alpha/Numeric (11 character limit) Spring 2011	Supply the appropriate testing term for all students. Dates for default NWEA Terms: Fall: 8/15 – 11/30 Winter: 12/1 – 2/28 Spring: 3/1 – 6/15 Summer: 6/16 – 8/14 Note that the winter term begins in the previous calendar year; e.g., Winter 2011 begins 12/1/2010.
B	Beginning Instructional Date	Yes	Date in M/D/YYYY format (10 character limit) 8/27/2010	Supply the first day of the school year (not the first day of the current term).
C	Total Number of Instructional Days	Yes	Numeric (1-366 days) 180	Supply the total number of days in the school year (not the total number of days in the current term).
D	Testing Window Start Date	Yes	Date in M/D/YYYY format (10 character limit) 3/1/2011	Supply the date each school will begin testing. The date may be different for each school; however, it must be the same for all students at that school. Testing window dates cannot overlap with another term's testing window.
E	Testing Window End Date	Yes	Date in M/D/YYYY format (10 character limit) 3/15/2011	Supply the date each school will end testing. The date may be different for each school; however, it must be the same for all students at that school. Testing window dates cannot overlap with another term's testing window. The test window can be adjusted before, during, or after testing using the Test Term Progress function on the Reports Site.
F	School Name	Yes	Alpha/Numeric (65 character limit) <i>Lincoln Middle School</i>	Supply the full name of the school. We recommend not using abbreviations, such as LMS for Lincoln Middle School. If the school name changes, please call Tech Support for assistance and/or indicate this in the <i>Notes</i> field of the Upload Roster page.
G	School Number	Yes	Alpha/Numeric (5 character limit) 1001	Supply the school number. Each school must have a School Number that is unique within the district. This number is used to uniquely identify the school within your district in the NWEA database. Because the school number alone is used to enroll students to their school, it is imperative that you keep school name and school number combinations consistent from term to term to ensure students are enrolled to the correct school.
H	Previous Teacher ID	No - unless changing teacher's ID	Alpha/Numeric (32 character limit) 1009736 LC730	Supply the teacher's ID as it appeared in the previous testing term with NWEA. Because each teacher's Reports Site login is generated during the CRF enrollment process, this field enables the district to change a teacher's ID while preserving the existing teacher login to the Reports Site. Note that the Previous Teacher ID does not reflect the student's previous teacher; rather, it is used to indicate the previous ID used by the same individual teacher. This field is required only if changing a teacher's ID; leave blank if you are not changing the teacher's ID. This field is only required during the term in which the change occurs. This column can be left blank, but the column header must be in the Class Roster File you submit to NWEA.
I	Teacher ID	Yes	Alpha/Numeric (32 character limit) 1009736 HS730 123-55639	Supply the teacher's ID. The Teacher ID appears at the top of all class reports. This field is used in conjunction with Teacher Last Name, Class Name, and Class Period Name to designate reporting groups. It is also used in conjunction with Teacher Last Name and Teacher First Name to generate a login to the Reports Site. Each teacher should have only one ID for each school, and the ID must be unique within the district. Teachers with classes at more than one school should have a unique ID for each school. A common practice to ensure uniqueness within the district is to prepend the school number to the Teacher ID, e.g., 123-55639.

SIS 2000+ Assessment File Uploads

J	Teacher Last Name	Yes	Alpha/Numeric (20 character limit) <i>Smith</i>	<p>Supply the last name of each teacher. The Teacher Last Name appears at the top of all class reports.</p> <p>This field is used in conjunction with Teacher ID, Class Name, and Class Period Name to designate reporting groups.</p> <p>The Teacher Last Name cannot be numeric only; the field must contain at least one alpha character.</p>
K	Teacher First Name	Yes	Alpha/Numeric (20 character limit) <i>Sarah</i>	<p>Supply the first name of each teacher. The Teacher First Name appears at the top of all class reports.</p> <p>The Teacher First Name cannot be numeric only; the field must contain at least one alpha character.</p>
L	Teacher Middle Initial	No	Alpha (1 character limit) <i>M</i>	<p>Supply the teacher's middle initial. If supplied, the Teacher Middle Initial appears at the top of all class reports.</p> <p>Do not include punctuation.</p> <p>This column can be left blank, but the column header must be in the Class Roster File you submit to NWEA.</p>
M	Class Name	No (if blank, defaults to "Class")	Alpha/Numeric (35 character limit) <i>Room 222 Section 4A</i>	<p>Supply the name of the class the district wants on the class report. A generic Class Name (e.g., "Class") can be used for full-day classes such as primary school classes.</p> <p>This field is used in conjunction with Teacher ID, Teacher Last Name, and Class Period Name to designate reporting groups.</p> <p>This column can be left blank, but the column header must be in the Class Roster File you submit to NWEA. If blank, the Class Name will default to "Class."</p> <p><i>There is no limit to the number of students in each class; however, the Instructional Resources Class by RIT report cannot be created for classes larger than 50 students.</i></p>
N	Class Period Name	No (if blank, defaults to "1")	Alpha/Numeric (35 character limit) <i>Period 3 Group 1 Homeroom</i>	<p>Supply the class period for all students per class. A generic Class Period Name (e.g., "1" or "All") can be used for full-day classes such as primary school classes.</p> <p>This field is used in conjunction with Teacher ID, Teacher Last Name, and Class Name to designate reporting groups.</p> <p>This column can be left blank, but the column header must be in the Class Roster File you submit to NWEA. If blank, the Class Name will default to "1."</p> <p><i>There is no limit to the number of students in each class; however, the Instructional Resources Class by RIT report cannot be created for classes larger than 50 students.</i></p>
O	Class Subject Name	<p>- Yes - Required only for teachers who will receive paper-pencil answer sheets.</p> <p>Field should remain blank for MAP students or teachers who need reports but do not need answer sheets.</p>	<p>Alpha/Numeric (65 character limit) "PP-GENMATH" "PP-GENMATH_READ"</p> <p>Click here to go to the Paper-Pencil Subject Codes tab for a list of approved codes, formatting notes, and examples.</p>	<p>This field is used to provide answer sheets to the teachers of students who take paper-pencil tests. This field is required for paper-pencil students, but it must remain blank for MAP students and for paper-pencil teachers who need reports but do not need answer sheets.</p> <p>For paper-pencil students, supply the appropriate paper-pencil subject code from the approved list. The teacher associated with this student will then receive the student's answer sheet for the indicated subject(s). See the <i>Paper-Pencil Subject Codes</i> tab of this spreadsheet for more information on approved codes and formatting.</p> <p>For each student who is taking a paper-pencil test, only one answer sheet per subject will be generated. Each student can have only one paper-pencil subject code for each subject area. All of a student's subjects can be assigned to one teacher, or individual subjects can be assigned to different teachers.</p> <p>If your district is not administering paper-pencil tests, this column must be left blank, but the column header must be in the Class Roster File you submit to NWEA.</p>
P	Previous Student ID	No - unless changing student's ID.	Alpha/Numeric (32 character limit) <i>19002163</i>	<p>Supply the student's ID as it appeared in the previous testing term with NWEA. In order to show a student's testing history on reports, NWEA must be able to uniquely identify each student within a district. This field enables districts to change a student's ID without duplicating the student, maintain the link to the student's testing history in the NWEA database, and preserve the data integrity of the NWEA database.</p> <p>This field is required only if changing student IDs for students who have previously tested with your district. Leave this field blank if you are not changing the student's ID, or if this is the student's first testing term with NWEA.</p> <p>This field is only required during the term in which the change occurs.</p>

SIS 2000+ Assessment File Uploads

<u>Q</u>	Student ID	Yes	Alpha/Numeric (32 character limit) <i>10902163</i> Student IDs for paper-pencil tests are limited to 10 digits and MUST be numeric.	Supply the student's ID. The Student ID, in combination with the student name, allows the NWEA database to uniquely identify returning students within a district and maintain the link to their testing histories. Each student must have one unique ID within the entire district. For data integrity purposes, we recommend not reusing student IDs of students who have left your district. Students should retain the same ID for the duration of their testing career with NWEA in order to obtain historical data on reports. If the student ID changes, the Previous Student ID (Column P) should be used to provide the old ID. Student IDs for those students taking paper-pencil tests must be no longer than 10 digits and must be numeric only ; alpha characters are not allowed. Student IDs for those taking MAP (computerized) tests may be either numeric, alphabetic, or a combination.
<u>R</u>	Student Last Name	Yes	Alpha/Numeric (20 character limit) <i>Johnson</i>	Supply each student's last name. The student's name will appear on reports as input in the CRF.
<u>S</u>	Student First Name	Yes	Alpha/Numeric (20 character limit) <i>Michael</i>	Supply each student's first name. The student's name will appear on reports as input in the CRF. Do not include middle initials in this column.
<u>T</u>	Student Middle Initial	Optional	Alpha (1 character limit) <i>R</i>	Supply the student's middle initial. If supplied, the student's middle initial will appear on reports as input in the CRF. Do not include punctuation. This column can be left blank, but the column header must be in the Class Roster File you submit to NWEA.
<u>U</u>	Student Date of Birth	Yes	Date in M/D/YYYY format (10 character limit) <i>9/25/2001</i>	Supply the date of birth for each student. This field is used to help uniquely identify students.
<u>V</u>	Student Gender	Yes	Alpha (1 character limit) <i>M or F</i>	Supply the gender for each student. This field allows summary reports to be disaggregated by gender. Use only F for female or M for male.
<u>W</u>	Student Grade	Yes	Numeric (2 character limit) <i>3</i>	Supply the grade for each student. Use grades 1 through 14 only. Grade 13 is used to designate kindergarten and grade 14 for pre-kindergarten. Leading zeroes should be avoided.
<u>X</u>	Student Ethnic Group Name	No	Alpha/Numeric (35 character limit) <i>Native American</i> <i>White</i>	Supply a code or written description of each student's ethnic group. If using numeric codes instead of written descriptions, also include a translation of your district's codes in the Notes field of the Upload Roster page, e.g., 1 = Caucasian, 2 = African American, 3 = Hispanic, etc. This field allows summary reports to be disaggregated by ethnic group. This column can be left blank, but the column header must be in the Class Roster File you submit to NWEA.
<u>Y</u>	Student Language Preference Name	No	Alpha/Numeric (35 character limit) <i>English</i> <i>Spanish</i>	Student Language is a non-reportable field and is not available in any of NWEA's reports, but may be included in the Class Roster File if desired. This column can be left blank, but the column header must be in the Class Roster File you submit to NWEA.
<u>Z</u>	Subject Code	No		Header field added by USOE, not needed for NWEA
<u>AA</u>	SSID	No		Header field added by USOE, not needed for NWEA
<u>AB</u>	Race Code	No		Header field added by USOE, not needed for NWEA
<u>AC</u>	Economically Disadvantaged	No		Header field added by USOE, not needed for NWEA
<u>AD</u>	Disability	No		Header field added by USOE, not needed for NWEA
<u>AE</u>	English Proficiency	No		Header field added by USOE, not needed for NWEA