

ACT/SAT EMIS Reporting

You must first take your existing ACT/SAT tests loaded into the Tests Results Screen or from your custom screen in PS and using DDE 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, then click submit to export the tests out of PS.

Export the 2375 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

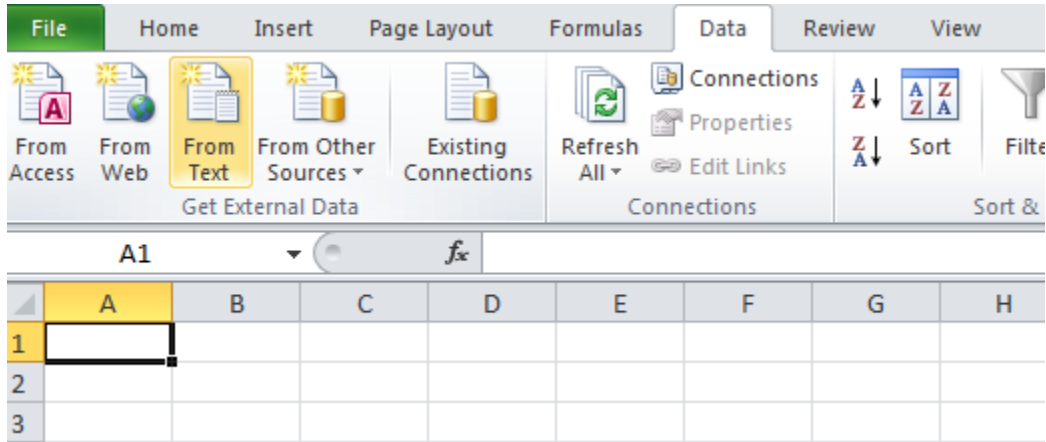
Export DCID

Optional: Sort Field Name	Direction
	> ▼
	> ▼
	> ▼

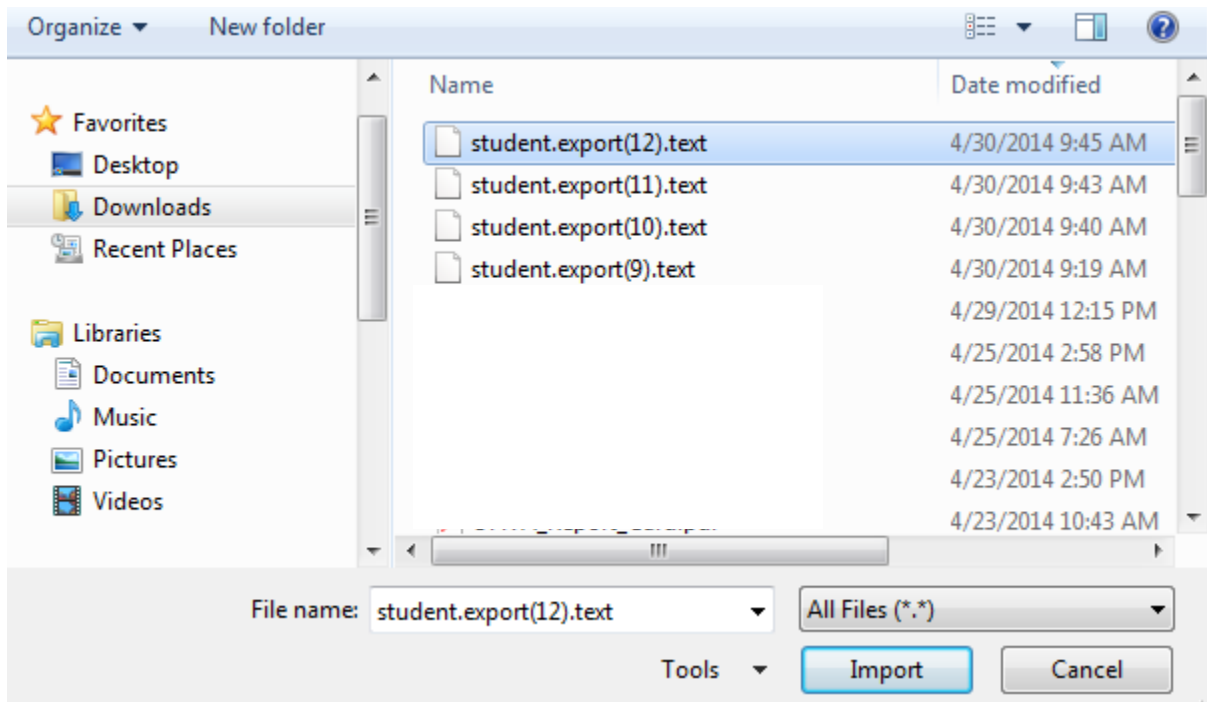
[Back to Direct Database Export Main Screen](#)

Submit

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



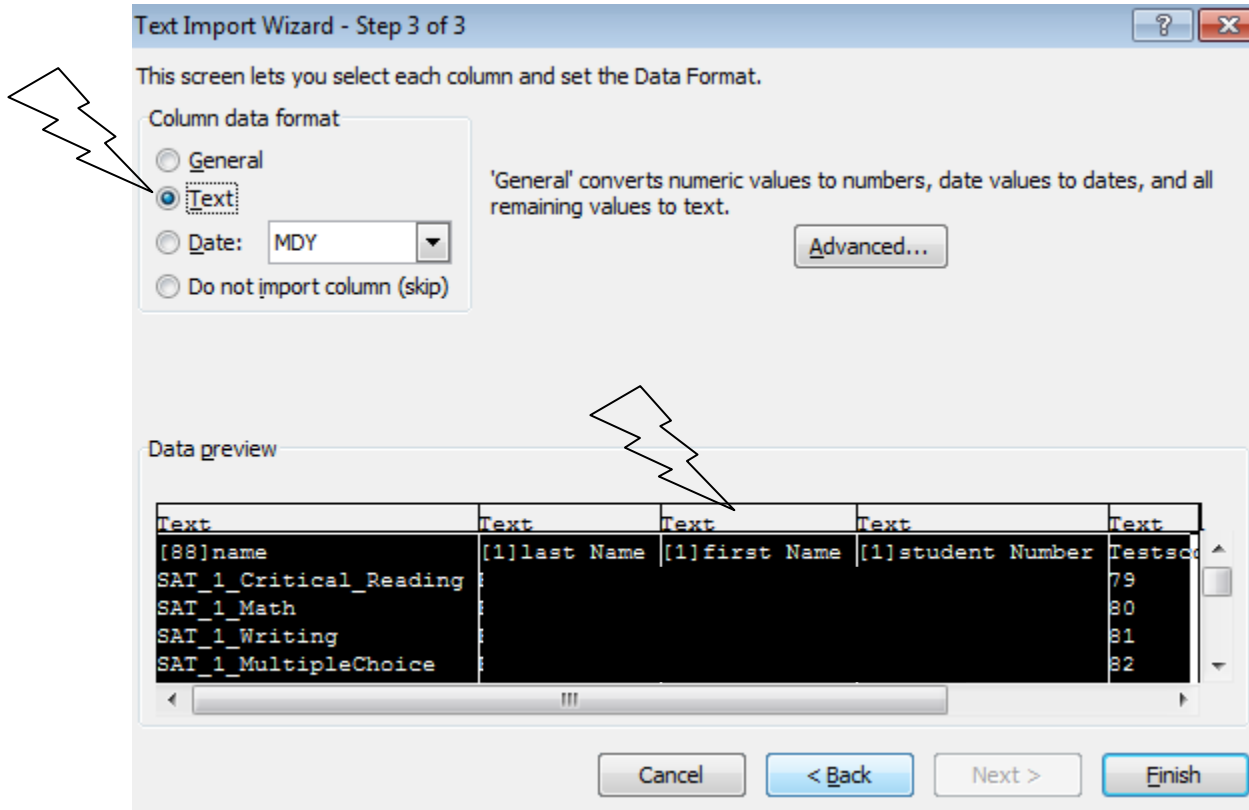
Find your file text then click Import



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 can 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. 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.

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_Ty pe	Test_Gra de_Level	Student_ Grade_Le vel	Score_No t_Report ed	Type_of_ Accomm odation
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.