

Post Migration

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 Systems -> (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:

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: Post_Migration_Template_ACT.txt

Import Into: S_OH_STU_ASSESSMENT_C

Field Delimiter: Tab Character Set: Windows Ansi

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

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

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.

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

Export the 7233 selected records (Table: StudentTestScore)

▼

[88]name
[1]last_Name
[1]first_Name
[1]student_Number
Testscoreid
Numscore
[87]test_Date



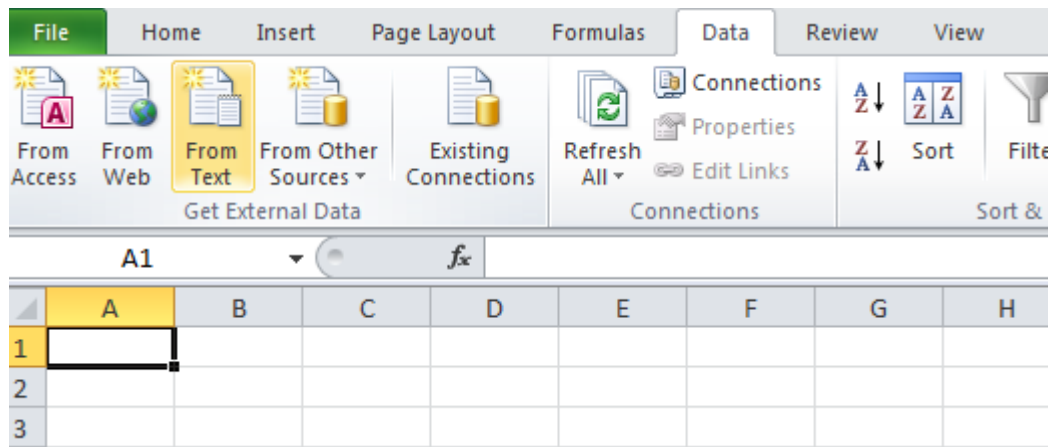
Field Delimiter: Tab ▼

Record Delimiter: CR ▼

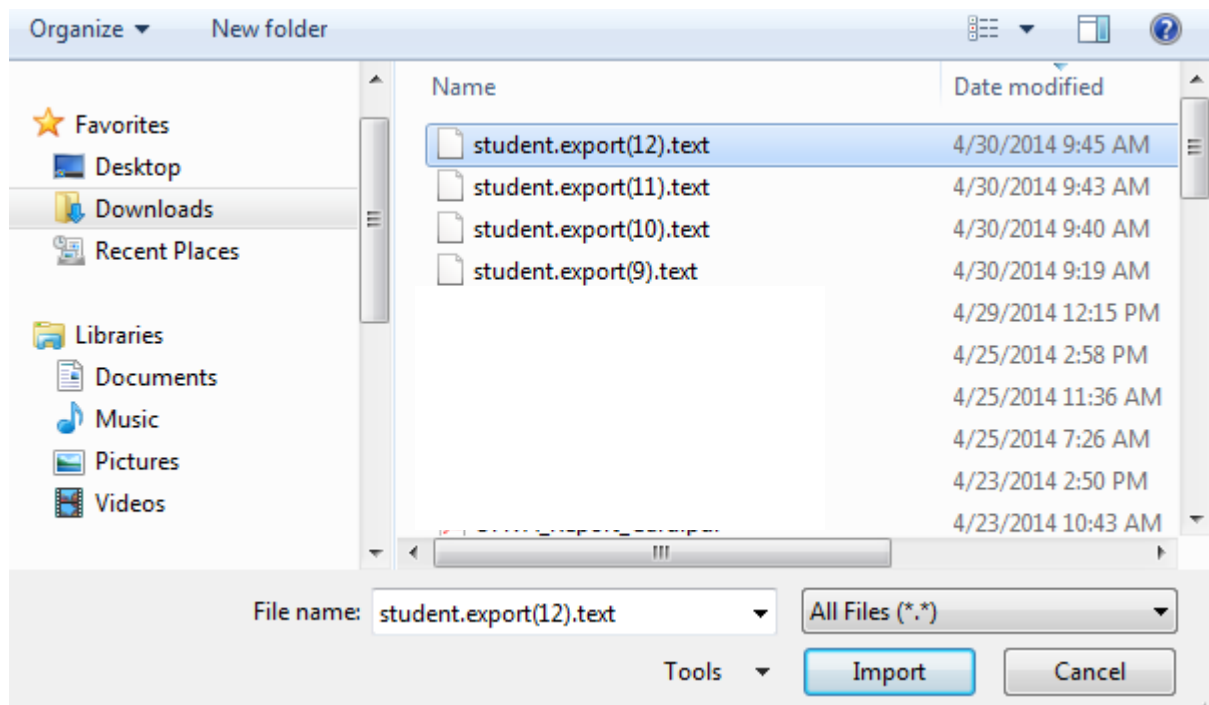
"Surround fields" Column titles on 1st row

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



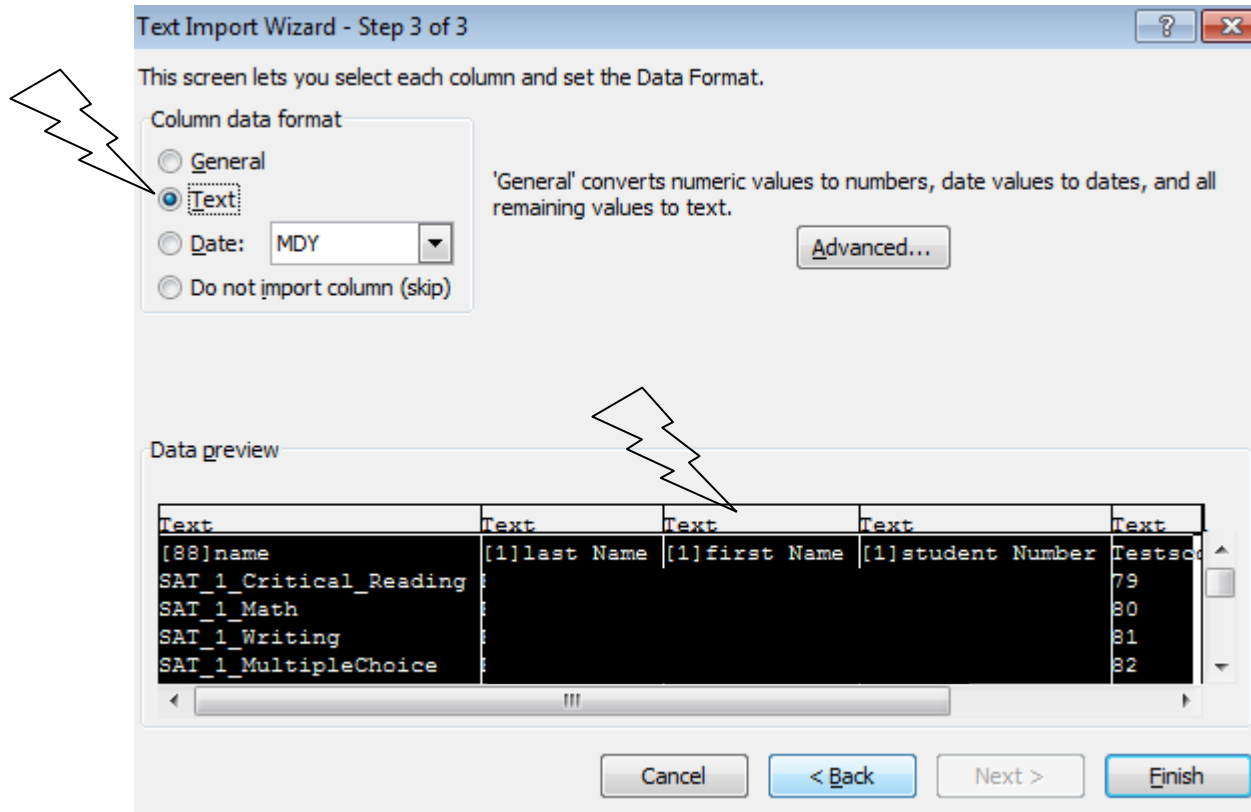
Find your file text then click Import



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

Export the 706 selected students

student_number
lastfirst

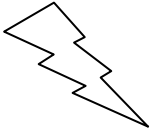
Field Delimiter: Tab

Record Delimiter: CR

"Surround Fields" Column titles on 1st row

Export DCID

Fields



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_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:**