

Up loading of Alternative Assessment Information Using Report 8

Because of the small number of students involved in alternative assessments all of the students in all of the courses will be combined into one spreadsheet. This will require manually entering data for many of the fields to be reported. We will take advantage of some of the formatting in Report 8.

Open a new “Report 8” spreadsheet

REPORT TAB—Items below need to be completed before export.

- Yellow cell C9
- C9 Enter your district’s NDE-assigned District Code, including the hyphen (e.g. “99-9999”).
- C11 does not need to be filled in because different courses will be used.
- C13 does not need to be filled in because different grade levels will be used
- C15 does not need to be filled in because different buildings will be used.

Enter student’s names and unique ID

- Determine how many scores will need to be completed for each student. For example a student in grade 4 will have 1 math, 3 reading, and 1 science for a total of 5 assessments. See page 25 in the Assessment Template Instruction Manual for names and number of assessments.
- If a 5 assessments need to be reported, begin in cell B23 and record the student’s name 5 times. This would fill cells B23-B27. Record the student’s unique ID number 5 times in column D.
- No scores or standards will be recorded at this time. They will be recorded individually later.
- Make sure to fill in the columns
 - BX--Was student present for the entire year in building?
 - BY--Was student present for the entire year in district?
 - Because these are “alternative assessments” the correct answer for receiving accommodations and modifications is NO. Leave columns BZ and CA blank.
- Cell CE15 must contain 1.
- Repeat the same procedure for each student that needs to be reported. Enter the name the required number of times in column B

FACT TAB Template Page 1 Assessment Templates Instruction Manual

1. Click on the “fact” tab
2. Column A should show the school ID
3. **When typing the data in these columns make sure that the format (capitols, periods, and spaces is exactly the way shown below)**
4. Column B enter “STARS Alternate”
5. Column C the school year “2008-06-03” should appear.
6. Column D needs to reflect the subject and grade level for example (see page 5 Assessment Template Manual)
 - a. Mathematics 04
 - b. Reading 04
 - c. Science 04
7. Column E the test date “2008-06-30” should appear
8. Column F the unique ID number should appear
9. Column G needs to contain the assigned school building number 001 or 002 or 003 etc

Updated May 14, 2008

10. Column O needs to reflect the assessment status
 - a. 1 assessed
 - b. 2 not assessed
 - c. 3 medical wavier
 - d. 4 parent wavier
11. Column AH Testing Modification should contain a “2” no modification because this is an alternative assessment
12. Column AP Full Academic Year District should be correct
13. Column AQ Testing Accommodation should a “2” no accommodations because this is an alternative assessment
14. Column AU Full Academic Year Building should be correct
15. Repeat these steps for each of the courses that the student is taking and for each subject. Each student needs to have a record for each subject, reading, math and science. Because some subjects, such as reading have more than one standard to report, the extra rows need to be deleted. Click on the row number to the left hand side, select “edit” and “delete”. This will delete the row.
16. If more than 31 students are being uploaded, the “FACT” sheet needs to be extended. To copy the formulas
 - a. Click in cell (1,32), press shift and click on cell (41,32), this will high light all the cells in this row.
 - b. Move the cursor to the lower right had corner of the cell, when you are exactly at the corner the cursor will change to a “+”. Click and drag the cursor down until formulas have been filled for all of your students.
 - c. All of your students should now be displayed on the “FACT” tab.
17. Rows that do not contain names need to be deleted.
 - a. Go to the last student
 - b. Select the row below the last student, click on that row number, go to row 400, press shift and click on row 400, all of the rows without names will be high lighted.
 - c. Select “Edit” and delete. The rows will be deleted.
18. Select File | Save As...
19. Change the “Save as type” to “CSV (Comma delimited) (*.csv)”.
 - a. Change the File Name to:
 - i. **##-####_assessment_fact_YYYYMMDDHHMM.csv**
 - b. Where:
 - c. ##-#### is your NDE-assigned District Code (including the hyphen), and
 - d. NOTE: Underscores () must be included.
 - e. YYYYMMDDHHMM is a date/time stamp (e.g. 200805190101).
 - i. HHMM can be used to name the file for example
 - ii. 0601 could be 6th grade math, 0602 could be 6th reading
 - iii. Four numbers must be used and it must be a possible time 3512 would not work.
20. Select “OK”.
21. If prompted “The selected file type does not support workbooks that contain multiple sheets” then select “OK” to save only the active sheet.
22. If prompted that your file “...may contain features that are not compatible with CSV (Comma delimited)” then select “Yes” to keep this format.
23. Next go to the NDE Portal and “Upload” into the NSSRS system.

ASSESSMENT TEMPLATES Page 8 Assessment Templates Instruction Manual

1. Click on the “NRT” tab
2. Column A should show the school ID
3. **When typing the data in these columns make sure that the format (capitols, periods, and spaces is exactly the way shown below)**
4. Column B enter “STARS Alternate”
5. Column C the school year “2008-06-03” should appear.
6. Column D needs to reflect the subject and grade level for example (see page 5 Assessment Template Manual)
 - a. Mathematics 04
 - b. Reading 04
 - c. Science 04
7. Column E the test date “2008-06-30” should appear
8. Column F the unique ID number should appear
9. Column G needs to contain the standard number. This can be found on page 25 Assessment Template Manual. It will look like this
 - a. NE.M.4.1
 - b. NE.R.4.1
 - c. NE.R.4.2 etc
10. Column L needs to contain the assigned school number 001 or 002 or 003 etc
11. Column M needs to reflect the performance level
 - a. 4 advanced
 - b. 3 proficient
 - c. 2 progressing
 - d. 1 beginning
 - e. N not assessed
 - f. M moved
12. Rows that do not contain names need to be deleted.
 - a. Go to the last student
 - b. Select the row below the last student, click on that row number, go to row 400, press shift and click on row 400, all of the rows without names will be high lighted.
 - c. Select “Edit” and delete. The rows will be deleted.
13. Select File | Save As...
14. Change the “Save as type” to “CSV (Comma delimited) (*.csv)”.
 - a. Change the File Name to:
 - i. ##-####_assessment_resp_YYYYMMDDHHMM.csv
 - b. Where:
 - c. ##-#### is your NDE-assigned District Code (including the hyphen), and
 - d. NOTE: Underscores () must be included.
 - e. YYYYMMDDHHMM is a date/time stamp (e.g. 200805190101).
 - i. HHMM can be used to name the file for example
 - ii. 0601 could be 6th grade math, 0602 could be 6th reading
 - iii. Four numbers must be used and it must be a possible time 3512 would not work.
15. Select “OK”.
16. If prompted “The selected file type does not support workbooks that contain multiple sheets” then select “OK” to save only the active sheet.
17. If prompted that your file “...may contain features that are not compatible with CSV (Comma delimited)” then select “Yes” to keep this format.
18. Next go to the NDE Portal and “Upload” into the NSSRS system.

Here is another method to upload data into NSSRS

FYI, some "Blank Template-formatted Files" have been posted on the NSSRS Documents page with the text below. Assessment Fact and Assessment Response templates are currently available with the others "coming soon." The files are Microsoft Excel and contain the file structures for each NSSRS template.

Please note that if used to prepare data for submission to NSSRS, the contents must first be saved to a comma-delimited (.csv) or tab-delimited (.tab) file.

Also, please understand that these are not intended to be a replacement for the NSSRS Desktop Database, which provides much more functionality in areas such as drop-down lists, etc.