

Up loading of Student Assessment Information From Report 8

Make sure that students new to the district have been uploaded to NDE through the NSSRS system so that these students are “assigned” to your district.

REPORT TAB—Need to be completed before export.

- Yellow cells C9, C11, C13, C15
- C9 Enter your district’s NDE-assigned District Code, including the hyphen (e.g. “99-9999”).
- C11 Enter the Subject being reported (e.g. Mathematics, Reading, or Science).
 - NOTE: Mathematics must be spelled out – do not use simply “Math” and begin with a capital letter
- C13 Enter the grade level, must be in format of 03, 04,
- C15 Enter the NDE-assigned School Number for the standards being reported (e.g. “001”, “002”, “003”, etc.)

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?

BZ--Did the student receive accommodations on more than 50% of the assessments?

CA--Did the student receive modifications on more than 50% of the assessments?

Cell CE15 must contain the number of assessments given for this standard.

Performance levels will be determined by scores entered in the column (for example columns F, H, J, L, N..... **If the cell is left blank the student will be recorded as “N” not assessed. If the student has moved you will need to enter “M” in the “Level” column.**

Providing Names of Assessment

This name must go in cells F22, H22, J22, (gold colored cells in row 22)

Example: NE.4.1.1

See pages 22 for STAR and page 27 for AYP names in Assessment Templates Instruction Manual

FACT TAB Template Page 1 Assessment Templates Instruction Manual

Must be entered manually on the “Fact Tab” if they apply

- Column O Medical waiver (3) or parent waiver (4) see page 6 Assessment Templates Instruction Manual
- Column AH Student received Out of Grade Level assessments on more than 50% (3) see page 6 Assessment Templates Instruction Manual

ASSESSMENT TEMPLATES Page 8 Assessment Templates Instruction Manual

Exporting Assessment Fact

1. Select the "FACT" tab from Report 8.
2. 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.
3. 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.
4. Select File | Save As...
5. 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.
6. Select "OK".
7. If prompted "The selected file type does not support workbooks that contain multiple sheets" then select "OK" to save only the active sheet.
8. If prompted that your file "...may contain features that are not compatible with CSV (Comma delimited)" then select "Yes" to keep this format.

Exporting Assessment Response

1. Select the tab that contains levels for students that need to be exported. This may be the "STD1" sheet if the "NRT1" sheet is being used for norm referenced scores.
2. 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 highlighted.
 - c. Select "Edit" and delete. The rows will be deleted.
3. Select the STD1 tab.
4. Select File | Save As...
5. Change the "Save as type" to "CSV (Comma delimited) (*.csv)".
6. Change the File Name to:
 - a. ##-####_assessment_resp_YYYYMMDDHHMM.csv
 - b. Where:
 - c. ##-#### is your NDE-assigned District Code (including the hyphen), and
 - d. YYYYMMDDHHMM is a date/time stamp (e.g. 200705190101).
 - e. NOTE: Underscores (_) must be included.
7. Select "OK".
8. If prompted "The selected file type does not support workbooks that contain multiple sheets" then select "OK" to save only the active sheet.
9. If prompted that your file "...may contain features that are not compatible with CSV (Comma delimited)" then select "Yes" to keep this format.
10. If prompted to save the workbook then select "No".
11. Repeat for each standard being reported by selecting "STD2", "STD3", etc.

Alternative Assessment Directions Are Being Developed at This Time.