

Step-by-Step Guide for PARCC End-of-Year (EOY) Administration Setup

Overview and Purpose

Prior to the EOY test window, District and School Test Coordinators need to ensure that the EOY administration of PearsonAccess^{Next} (PAN) reflects any changes made to Student Registration Files (SRFs) and Personal Needs Profiles (PNPs) since the initial data import. This document describes how to export the SRF and PNP files from Spring 2015 PBA Administration, add PBA test session names into the Assessment Session Location field of the SRF, and import both files into the Spring 2015 EOY Administration. After following the steps outlined in this document, all PBA student test registrations, accommodations, and test sessions will be duplicated in the EOY.

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A video of this process is available through the following link under Post Test Cleanup:
<http://www.cde.state.co.us/assessment/newassess-parcc>. If possible, it is suggested that you play the video while following the guidance in this document so that you can see each step in the process.

I. Export PBA Data

A. Export Student Registration File (SRF)

Step 1: Log-in to PearsonAccess^{next} (PAN) and set the administration to PARCC OP Spring PBA 2015. Navigate to **Setup→Import / Export Data→Select Tasks→Import / Export Data→Start**.

Step 2: On the **Import/Export Data** screen, select **Student Registration Export** under the **Type** drop down menu. Make sure “assign”, “testing”, and “attempt” are all present under **Test Status Filter**. Select **Process**.

PearsonAccess^{next} PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 MORIARTY DIST OFFICE (NM-081)

Import / Export Data

1 Import / Export Data

Type*
Student Registration Export

Test Status Filter
☒ assign ☒ testing ☒ attempt

☐ Include tests with Void PBA/EOY Score Code

Process Cancel

Step 3: Refresh the **View File Details** screen until all of the records are exported. Select **Download File** and save the .csv file to a local directory.

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View File Details

1 Import / Export Data 2 View File Details

Files (1)

Student Registration Export 2015-03-27T17:21:51.140+0000.csv
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Details

Complete
File is ready for download

File Information

Type Student Registration Export	Organization MORIARTY DIST OFFICE (NM-081)
Request Date 2015-03-27 12:21 PM	User gabriel.martinez3@state.nm.us
Total Records 3,580	Download File
Successful Records 3,580	

B. Export PNP File

Step 4: Repeat steps 2 and 3 above, but select **Personal Needs Profile Export** under the **Type** pulldown menu.

C. Export Session Roster Operational Report

Step 5: Navigate to **Reports**→**Operational Reports**, check **Online Testing**, and select Session Roster.

PearsonAccess^{next} PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015 ▾

Home Setup Testing Reports Support

Operational Reports

Report Categories

- ☐ Organizations
- ☐ Students & Registrations
- ☒ Online Testing
- ☐ Orders & Shipment Tracking

Online Testing

- Session Counts**
The number of sessions for organizations doing online testing.
- Session Roster**
List all of the students for all sessions.

Step 6: On the Session Roster screen, select **Download CSV**, and save the file to a local directory. There is an option to choose specific schools and/or tests from **Session Organization** and **Test** pulldowns. Leave these blank to pull all schools and tests.

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Home Setup Testing Reports Support

Operational Reports

Session Roster

List all of the students for all sessions.

Report Parameters

Test Administration
PARCC > 2014 - 2015 > PARCC Op Spring PBA 2015

Organization
MORIARTY DIST OFFICE (NM-081)

Session Organization

Test

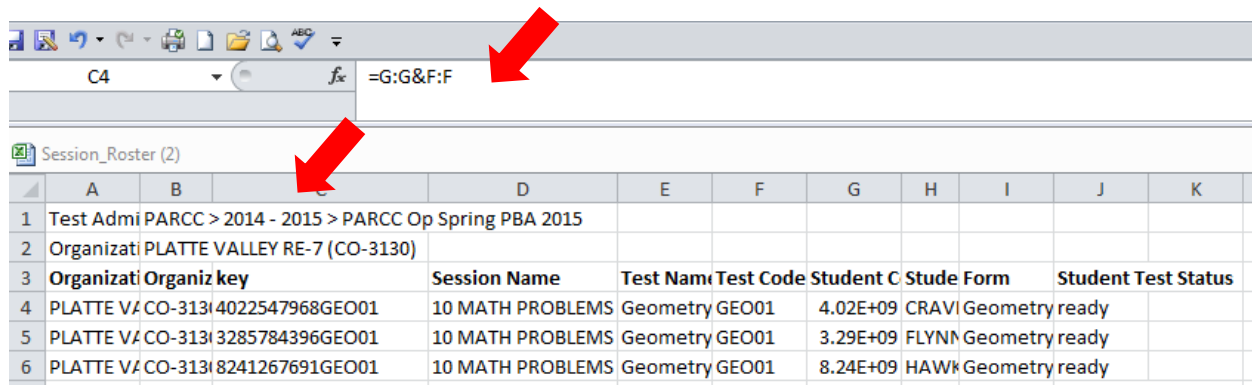
II. Merge Test Sessions into Student Registration File

A. Add SRF Test Code to Session Roster Report

- Step 7: Open both the Session Roster and the SRF in Excel (do not import as text). Remove any duplicate student tests (i.e., tests where student did/did not receive an accommodation) from the Session Roster and the SRF. **Duplicate student tests should also be removed in the PNP.**
- Step 8: (Optional) Make both the SRF and Session Roster files visible on the screen (use View > Arrange All > Horizontal or Vertical > OK).

B. Create Key to Match Records between the Session Roster and SRF

- Step 9: Insert a new “Key” column before the **Session Name** column in the Session Roster report **and** in the SRF file label Column AZ as “Key”. Populate the “Key” field with a concatenation of the Student ID and Test Code columns, using the “&” formula. (Specific guidance found below the screenshot.)



	A	B	C	D	E	F	G	H	I	J	K
1	Test Admi	PARCC > 2014 - 2015 > PARCC Op	Spring PBA 2015								
2	Organizati	PLATTE VALLEY RE-7 (CO-3130)									
3	Organizati	Organiz key	Session Name	Test Name	Test Code	Student C	Stude Form	Student Test Status			
4	PLATTE V/	CO-313/4022547968GEO01	10 MATH PROBLEMS	Geometry	GEO01	4.02E+09	CRAVI	Geometry ready			
5	PLATTE V/	CO-313/3285784396GEO01	10 MATH PROBLEMS	Geometry	GEO01	3.29E+09	FLYNN	Geometry ready			
6	PLATTE V/	CO-313/8241267691GEO01	10 MATH PROBLEMS	Geometry	GEO01	8.24E+09	HAWK	Geometry ready			

- Session Roster report: Insert a column (right click, Insert) in Column C (will become the new Column C). Label the new column “Key” (placement is important as it will assist you in a later step). The “Key” is a concatenation of Column F (Test Code) and Column G (Student Code)
 - Type “=”
 - Highlight Column G (Student Code)
 - Type “&”
 - Highlight Column F (Test Code)
 - The formula bar will read =G:G&F:F
 - Place your cursor in the cell and hold it over the bottom right corner of the cell, double click or drag it to the end of the file to fill the entire column.
- Student Registration File: Label Column AZ as “Key”. Here, the “Key” is a concatenation of Column F (State Student Identifier) and Column AN (Test Code).

- Type “=” in the cell below the word “Key”
- Highlight Column F (State Student Identifier)
- Type “&”
- Highlight Column AN (Test Code)
- The formula bar will read = F:F&AN:AN
- Place cursor over the bottom right corner of the cell, double click or drag it to the end of the file to fill the entire column.

C. Merge Session Names from Session Roster into SRF

Step 10: Populate Column AJ (Assessment Session Location) of the SRF with a VLOOKUP formula that matches values in the Key columns of the Session Roster and the SRF, and returns the **Session Name**. Formula will be =VLOOKUP(AZ:AZ,'Session_Roster (2).csv'!\$C:\$D,2,FALSE). Directions:

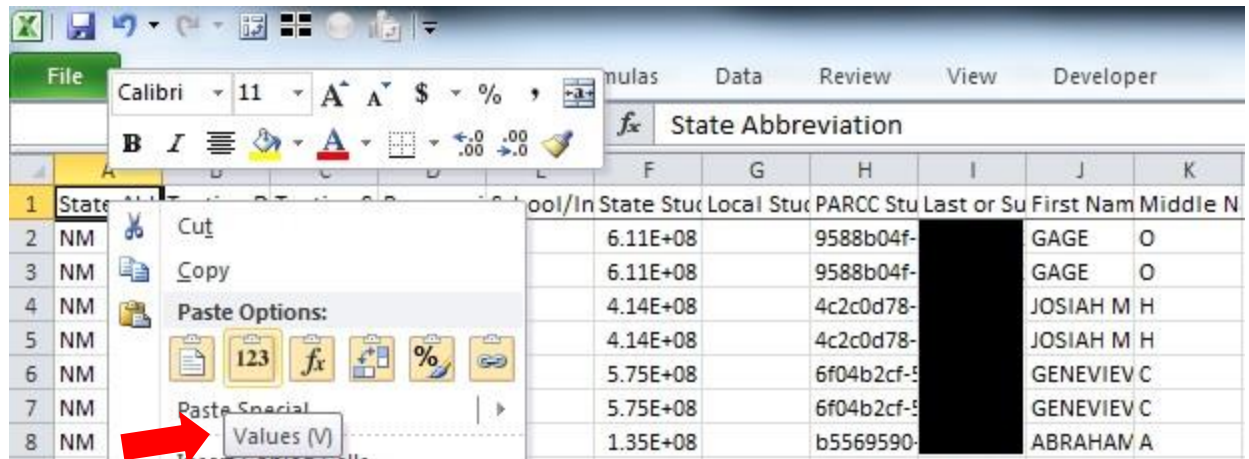
- Type “=VLOOKUP” in the cell below the cell labeled “Assessment Session Location”
- Highlight Column AZ (Key), then add a comma
- Highlight Columns C and D from the Session Roster report, then add a comma. This will appear as “'Session_Roster (2).csv'!\$C:\$D” (These are the Key and Session Name columns.)
- Type “2”, then add a comma. This is the column with the name that will be used (Session Name in Column D)
- Click on Exact Match – False, and close the parenthesis

	A	B	C	D	E	F	G	H	I		AJ
3	Organizat	Organizat Key		Session Name	Test	Student Code	Student N Form	Stude		1	Assessment Session Location
4	ROUTE 66 NM-081-0 3999	ELA04	CARVER ELA 4TH	Grade 4 ELA/Literacy	3999	BARELA, N	Grade 04	comp		2	TILLIAN ELA 5TH TR
5	ROUTE 66 NM-081-0 7423	ELA04	CARVER ELA 4TH	Grade 4 ELA/Literacy	7423	BERGLUNI	Grade 04	comp		3	TILLIAN MATH ALL 5TH
6	ROUTE 66 NM-081-0 8327	ELA04	CARVER ELA 4TH	Grade 4 ELA/Literacy	8327	CHAVEZ, L	Grade 04	comp		4	STARR ELA 5TH

The VLOOKUP formula entered in Column AJ of the SRF (on the right in the above screenshot), will populate as the **Session Name** from Column D of the Session Roster (on left in the above screenshot) based on matching values in the Key columns created in Step 9.

Note: A different procedure to accomplish the merging of PBA Session names from the Session Roster into the SRF can be performed in another application besides Excel (e.g. Microsoft Access).

Step 11: Select and copy all text (Ctrl+A, then Ctrl+C) in the SRF, click on cell A1 and paste (Ctrl+V) the copied text back into the spreadsheet as “values only” by selecting the ‘123’ Paste Options button. This removes formulas in preparation for import into PAN. (see the following screenshot)



Step 12: In the SRF, delete Column AZ.

D. Finalize SRF for Import into EOY Administration of PAN

Step 13: Review values in Column AJ and make updates for EOY, as necessary. For example, students who were moved to makeup sessions for PBA might need to be put back into their original session for EOY.

Step 14: Fix formatting to restore leading zeroes to Columns B, C, and O (Testing District, Testing School, and Grade Level) and change Column L, Birthdate, to YYYY-MM-DD format.

- Columns B (Testing District) and C (Testing School) each need to be four digits. If either of your codes has less than four digits (due to Excel dropping leading zeroes), restore them by selecting both columns, right-click and select Format Cells > Custom, and enter "0000" beneath Type. Select OK.
- Column O, Grade Level, requires two digits for import. Correct by selecting the column, right-clicking, and selecting Format Cells > Custom, and enter "00" beneath Type. Select OK.
- Column L, Birthdate, requires year, month, day for import. Select Column L, right-click and select Format Cells > Custom, and enter "yyyy-mm-dd" beneath Type. Select OK.

III. Import Data into EOY

A. Import Student Registration File

Step 15: Log back in to PAN and set the administration to **PARCC OP Spring EOY 2015**. Navigate to **Setup→Import / Export Data→Select Tasks→Import / Export Data→Start**.



- Step 16: Download a Student Registration Export file (this is the EOY SRF), then upload the EOY SRF (without opening it) back into PAN by selecting Student Registration Delete under the Type drop down menu. Select Process. This will clear out the current data.

PearsonAccess^{next}

Import / Export Data

1 Import / Export Data

Type*

Student Registration Delete

Source File

Choose File No file chosen

Process Cancel

- Step 17: On the Import/Export Data screen, select Student Registration Import under the Type drop down menu. Do not check the box for “Don’t modify student tests.” Browse to the SRF you exported from PBA (this is the PBA SRF with the merged Session Names from the PBA Session Roster). Select Process.

PearsonAccess^{next}

Import / Export Data

1 Import / Export Data

Type*

Student Registration Import

☐ Don't modify student tests

Note: This import modifies students, stu

Source File

Browse...

Process Cancel

- Step 18: As in Step 2, refresh the View File Details screen until all records are imported.
- Step 19: If applicable, fix errors in Excel and re-import the file until all records are successful.

B. Import Personal Needs Profile

- Step 20: Import PBA PNP file into Excel as text to verify that duplicate student tests have been removed from the PBA PNP file.

Step 21: Log back in to PAN and set the administration to **PARCC OP Spring EOY 2015**. Navigate to **Setup→Import / Export Data→Select Tasks→Import / Export Data→Start**.

Step 22: Import the PBA PNP by selecting Personal Needs Profile Import under the Type drop down menu. Choose the file you previously updated and select Process.

Step 23: As in Step 2, refresh the View File Details screen until all records are imported.

Step 24: If applicable, fix errors in Excel and re-import the file until all records are successful.

Contact Stephanie Boyd with any questions about the processes described in this document.

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