

Steps for Correcting 2006 Assessment Data

1. Superintendent must download the Assessment Correction .csv file from IWAS/SIS/Download File screen.

- a. Superintendent must login to IWAS
- b. Access SIS from System Listing
- c. Click Download File link within SIS
- d. Locate the Assessment Correction File named –
AssesCorrFromISBE_RCDTS.csv.
 - i) Example: AssesCorrFromISBE_ 010010010260000.csv
- e. Save the file to a local computer or server

NOTE: DO NOT OPEN THE FILE AND THEN SAVE WHILE THE FILE IS OPEN. Save the file before opening in Excel. For example, right Click and perform 'Save As' or 'Save Target As'.

2. If necessary, Superintendent must provide the Assessment Correction .csv file to additional support staff.

3. Download the Assessment Correction Excel Template, Tips Sheet, and Steps for Correcting Assessment Data

- a. Located on the SIS Website – www.isbe.net/sis
- b. Under Hot Links → Excel Templates
- c. Excel Template is named → 2006 Assessment Correction
- d. Excel Tips is named → Tips for Completing ISBE 2006 Assessment Correction Template
- e. Steps document is name → Steps for Correcting 2006 Assessment Data
- f. Save the files to a local computer or server

NOTE: DO NOT OPEN THE FILE AND THEN SAVE WHILE THE FILE IS OPEN. Save the file before opening in Excel. For example, right Click and perform 'Save As' or 'Save Target As'.

4. Appropriate personnel must import the data to the Assessment Correction excel template

- a. Open the CSV Assessment Correction file (AssesCorrfromISBE_RCDTS.csv) in excel (DO NOT SAVE IT).
- b. Open the Assessment Corrections excel template.
- c. Keep both the source data spreadsheet and the template open.
- d. Highlight the cells - Row 2/Column A through Column AJ and all rows with student data.
 - i) Make sure the Result Codes and Result Messages (AI and AJ) are copied to the template.
 - ii) Do not highlight beyond column AJ or highlight the entire row.
- e. Select Edit → Copy
- f. Navigate to the Assessment Corrections Excel Template
- g. Click on cell Row 3/Column A prior to pasting the data
- h. Select Edit → Paste Special
- i. When the pop-up box opens Select *Values* and click *Ok*.

Steps for Correcting 2006 Assessment Data

5. **Review the Assessment Data relocated to the Assessment Correction excel template**
6. **Make Changes**
 - a. All corrections are made in the Assessment Correction excel template
 - b. Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.
 - c. Correct all errors identified by an 'F' or 'I' in Column AI
 - d. Change inaccurate data such as program indicators, grade levels, gender codes etc.
 - e. Actions to update (U), inactivate (I) or add (A) a record must be entered in Column A for each record.
 - f. When a record is marked as 'I' (inactivate), Column B - Reason for Exemption must have an entry or the action to that record will fail.
Note: Do not add students to this file for other grade levels.
7. **Create the Assessment Correction .csv File Header in Row 1/Columns B, C, D & E**
 - a. Row 1/Column B is the number of student records being submitted
 - b. Row 1/Column C is the File Name (NOTE: This name is used to create the .csv file)
 - c. Row 1/Column D is the date the file is being submitted to IWAS/SIS
 - d. Row 1/Column E is the 15 digit District/School's RCDTS code
Note: This is the RCDTS assigned to your IWAS account. This can be verified via your IWAS profile.
8. **Save the Assessment Correction Excel Template as a .csv file**
 - a. Open the Assessment Corrections Excel Template or if you already have the spreadsheet open save the Excel version (.XLS extension)
 - b. On the File menu click File → Save As
 - c. In the File Name box type the same file name as you typed in 1-C excluding the '.csv'.
 - d. In the Save As Type list, select CSV (Comma delimited) to add the .csv extension.
 - e. Click *Save*.
 - f. When notified that the file may contain features not compatible with CSV click *Yes* to keep the workbook in the current format and finish saving the file.
 - g. Close the Excel file.
 - i) When prompted to save your changes to the CSV file click *No*.*Note: There will be 2 files at the end of these actions: the excel template and a .csv file*
9. **Upload the .csv file via IWAS/SIS/File Upload screen**
 - a. Login into IWAS/SIS using appropriate role for uploading – RCDT/ADMIN role.
 - b. Access SIS from System Listing

Steps for Correcting 2006 Assessment Data

- c. Click Upload File link within SIS
- d. Click Browse to locate the CSV Student Demographics - Enrollment File named – (what you entered in 1-C).csv.
 - i) Example: Riverton.csv
- e. Click Open to return to the Upload File page
- f. Click the Upload button to complete the transmission to SIS.
- g. If you receive a message indicating your file has been uploaded successfully you are finished and should wait to receive an email indicating your file has been processed and is ready to be downloaded.
- h. If you receive any file format errors you will want to go back to your Excel Template (XLS) version to make your changes and then re-create a new CSV file.

Note: Never make any changes in the CSV version as the formatting will be lost causing records to fail.

Note: There is no limitation on the number of times the Assessment Correction file may be uploaded within the assessment correction period.

10. Review the Result Codes and Result Messages in Columns AI and AJ after the file is processed and returned to you.

- a. Login to IWAS.
- b. Access SIS from System Listing.
- c. Click Download File link within SIS.
- d. Locate the Assessment Correction File named – (what you entered in 1-C).csv.
 - i) Example: Riverton.csv
- e. Save the file to a local computer or server.

Note: DO NOT OPEN THE FILE AND THEN SAVE WHILE THE FILE IS OPEN. Save the file before opening in Excel. For example, right Click and perform 'Save As' or 'Save Target As'.

11. Make Changes if corrections are required and re-submit a new .csv file to IWAS/SIS.

- a. All corrections are made in the 2006 Assessment Correction Excel template
- b. Open the original 2006 Assessment Correction template to make the corrections.
- c. Do not make any changes to information in the CSV format as the formatting will be lost and errors may result when submitted.
- d. Correct all errors identified by an 'F' or 'I' in Column AJ
- e. Change inaccurate data such as program indicators, grade levels, RCDTS codes, etc.
- f. When all changes are complete, create a new .csv file following the SAVE AS process.
- g. Upload the file to IWAS/SIS/File Upload screen.

Note: There is no limitation on the number of times the Student Demographic - Enrollment file may be uploaded.