

# Ed360: How to Create and Upload MAP Assessment Data

## Step 1: Get Data from NWEA

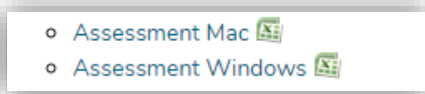
**Summary:** Request and download data from [NWEA](#)

- [NWEA download instructions](#)
- Use the export type *Combined*, which will provide a single CSV file with all assessment results for school / district.
- You should end up with a file named ComboStudentAssessment.csv.

## Step 2: Prepare Data for Upload to Ed360 – File Header

**Summary:** Using the template provided by ISBE, enter your data into the header.

- Go to the [Ed360 homepage](#). Under the Resources header, open the appropriate assessment template.



- In the first row of the template, replace sample data with appropriate data:
  - Student count [B1] – number of data records in Map extract
  - Filename [C1] - name used to save this file – include extension (.txt)
  - Current date [D1] - format MM/DD/YYYY
  - Home RCDTS [E1] - RCDTS for the District\*

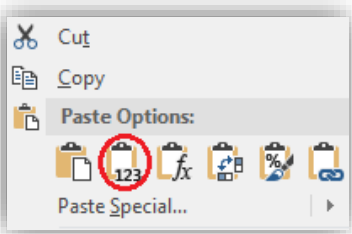
	A	B	C	D	E
1	MAP Assessment	1	test_MAP_01.txt	7/11/2018	'500821890220000

**\*Note:** The RCDTS field [E1] must be formatted as a text field. You can precede the RCDTS value with an apostrophe ('50082189022000) to force this format.

## Step 3: Prepare File for Upload to Ed360 – File Body

**Summary:** Using the template provided by ISBE, copy your students' MAP data results into body of template.

- Open test result file (ComboStudentAssessment.csv) in Excel.
- In the template, delete the sample data in row 3.
- Copy/paste test result data into template body (cell A3). When you paste, be sure to paste only the values – not the formatting.

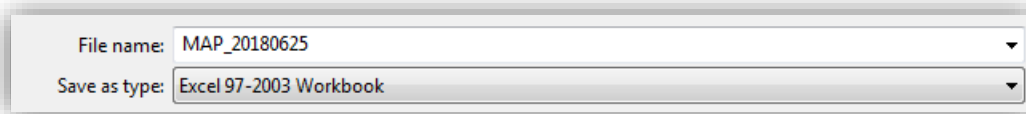


**Note:** Column G contains the Student IDs that the district provided to NWEA when administering the test. In order to be used by Ed360, this column must reflect the students' SIS IDs used by ISBE.

#### Step 4: Save Files Locally

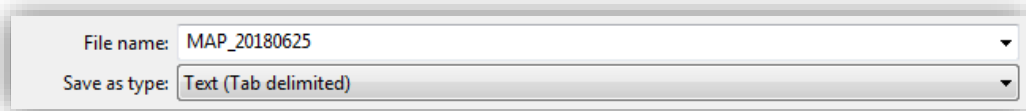
**Summary:** Save the result of step 2 into two local files – a working Excel file and a text file to be uploaded to ISBE.

- Save your template file locally as an Excel file (.xls or .xlsx).



File name: MAP\_20180625  
Save as type: Excel 97-2003 Workbook

- Also, save your file as Text (Tab Delimited) .txt file using the same name provided in cell C1.



File name: MAP\_20180625  
Save as type: Text (Tab delimited)

#### Step 5: Upload MAP Data

**Summary:** Using IWAS, you will upload your MAP data to SIS via the text file. The data in the file will be validated and placed in the SIS queue for processing and further data validation.

- Login into IWAS with district administrator privileges.
- Choose SIS from Systems Listing.
- Click *Upload/Download Filethanks*
- Browse to locate the tab delimited text file you created earlier. Click Open.
- Click *Upload* button.
- File will be uploaded and validated.
  - If file format is invalid, you will be notified on-screen and asked to make corrections.
  - Using the same process as before, you can then make corrections to the Excel file, save, and upload again.
  - If upload is successful, it will be placed in queue for SIS to process file.

#### Step 6: Review, Modify and Upload Again

**Summary:** Upon successful upload, your text file will be validated against student data. A detailed response will be provided.

- The SIS upload process will validate uploaded data against SIS data.\*\*
- An email notification will be sent to let you know that the results are ready for your review.
- Download your results file and review columns EH and EI. These columns contain the results and error messages for each record processed.
- Using the same process as before, you can then make corrections to the Excel file, save, and upload again.
- Do not include the results messages (columns EH and EI) in the subsequent uploads.

**\*\*Note:** Student local assessment scores are not retained in SIS. The data provided by the district is validated, moved and then deleted from ISBE's database.