

Steps for Creating and Uploading MAP Assessment Data

1) Get the MAP Data from the MAP Vendor

- a. Export the MAP data to a CSV file.
- b. Save the file to a local computer or server as an .xls file.
 - i) Save the file to your computer/server before opening it in Excel. For example, right Click and perform 'Save As' or 'Save Target As'.

2) Create the MAP Assessment Data File Header in Row 1/ Columns B, C, D & E

- a. Open the XLS file you saved in step 1.
- b. Insert a new row at the top of the file.
- c. Enter the following information in the new row (row 1):
 - i) 1-A: "MAP Assessment"
 - ii) 1-B: Total number of student records.
 - iii) 1-C: Enter the name of the file plus .txt (Ex: Riverton.txt).
Note: This exact same name must be entered in the "SAVE AS" pop up (Name and Type fields) when creating the CSV file later in the process.
 - iv) 1-D: Date the .txt file is being submitted to IWAS/SIS (Ex: 09/05/2008).
 - v) 1-E: Your district/school 15 digit RCDTS code.
Note: This is the RCDTS assigned to your IWAS account. This can be verified via your IWAS profile.

d. Examples:

MAP Assessment	500	50082104002_10072008_001.txt	10/07/2017	5008210400260000
MAP Assessment	1400	RivertonHighSchool_10072008_001.txt	10/10/2017	3903031040020000
MAP Assessment	241	ShadyHillsSD_001.txt	09/08/2017	3903031040020000

3) Add a column for RCDTS Code at the end of the file and Update Student Id

- a. In column EG, at the end of the file, enter "RCDTS" in row 2 (the header row).
- b. Enter the appropriate RCDTS code for each row of data.
- c. If column G is not the SIS ID, update that column with the SIS ID.

4) Save the MAP Assessment Data File as a Tab Delimited Text (.txt) file

- a. Open the MAP Assessment data file or if you already have the spreadsheet open save the Excel version (.XLS extension) to keep the student record details just entered and keep a backup/working document.
- 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 '.txt'.
 - i) Example: If 1-C has Riverton.txt, type Riverton in the File Name box.
- d. Look at the *Save in:* and either take note of where the file is being saved or change the location to another desired location. Keep the Save As type, Microsoft Excel Workbook. Click Save.
- e. After saving the backup file, on the File menu click File → click Save As a second time.
- f. In the Save As Type List, select Text (Tab delimited) to add the .txt extension.
- g. Click Save.
- h. When notified via a pop up that the file may contain features not compatible with TXT click Yes to keep the workbook in the current format and finish saving the file.
- i. Close the Excel file.

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- i) When prompted to save your changes to the TXT file click *No*.

Note: There will be 2 files at the end of these actions: the excel template and a .txt file.

5) Upload the MAP Assessment 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
- c. Click Upload/Download File link within SIS
- d. Click Browse to locate the TXT MAP Assessment File named – (what you entered in 1-C).txt.
 - i) Example: Riverton.txt
- 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 (XLS) version to make your changes and then re-create a new TXT file.

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

6) Review the Result Codes and Result Messages in Columns EH and EI after the file is processed and returned to you.

- a. Login to IWAS.
- b. Access SIS from System Listing.
- c. Click Upload/Download File link within SIS.
- d. Locate the MAP Assessment File named – (what you entered in 1-C).txt.
 - i) Example: Riverton.txt
- e. Save the file to your pc or a 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'.

- f. Import data from the returned .txt file to the existing MAP Assessment .xls file
 - i) Open the TXT file that you downloaded (DO NOT SAVE IT)
 - ii) Open the MAP Assessment .XLS file
 - iii) Keep both the source data spreadsheet and the Excel file open
 - iv) Highlight the cells in the TXT file - Row 2/Column A through Column D and all rows with MAP Assessment data
 - (1) Make sure the Result Codes and Result Messages (EH and EI) are not copied to the template
 - (2) Do not highlight beyond column EG (the result details or blank space following) or highlight the entire row (do not include the row number on the far left).
 - v) Select Edit → Copy
 - vi) Navigate to the MAP Assessment Excel file
 - vii) Click on cell Row 3/Column A prior to pasting the data

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- viii) Select Edit → Paste Special
- ix) When the pop-up box opens Select *Values* and click *Ok*.

- 7) Make Changes if corrections are required and re-submit a new .txt file to IWAS/SIS.**
- a. All corrections are made in the MAP Assessment Excel file
 - b. Open the original MAP Assessment .XLS file 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 in Column EH
 - e. When all changes are complete, create a new .txt file following the SAVE AS process.
 - f. Upload the file to IWAS/SIS/File Upload/Download screen.