Steps for Creating and Uploading ACCESS Assessment Correction Data

1. **Authorized user must request the ACCESS Assessment Correction .csv file from IWAS/SIS/Request File screen.**
   a. Authorized user must login to IWAS
   b. Access SIS from System Listing
   c. Click Request File link within SIS
   d. Select the ACCESS Assessment Correction option from the drop down.. Press the *Request for Assessment Correction* button to submit your request for your school/district's file.

2. **Authorized User must download the ACCESS Assessment Correction .csv file from IWAS/SIS/Download File screen.**
   a. Authorized user must login to IWAS
   b. Access SIS from System Listing
   c. Click Download File link within SIS
   d. Locate the ACCESS Assessment Correction File named – ISBE_ACCESS _Corr_<11 digit RCDT code>.csv.
      i) Example: ISBE__ACCESS _Corr_01001001026.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. Some browsers allow a right Click and perform 'Save As' or 'Save Target As'. You will need to determine what your browser allows.

3. **Download the ACCESS Assessment Correction Excel Template, Tips Sheet, and Steps for Correcting ACCESS Data.**
   a. Located on the SIS Website – https://www.isbe.net/Pages/Student-Information-System.aspx
   b. In the Resources box (Left side of page) → click on SIS Excel Templates
   c. Excel Template is named → ACCESS Assessment Correction Template
   d. Excel Tips is named → Tips for Completing ISBE ACCESS Assessment Correction Template
   e. Steps document is named → Steps for Correcting and Uploading ACCESS 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 ACCESS Assessment Correction excel template.**
   a. Open the CSV ACCESS Assessment Correction file (ISBE_Asses_Corr_<11 digit RCDT code>.csv) in excel (DO NOT SAVE IT).
   b. Open the ACCESS Assessment Corrections excel template.
   c. Keep both the source data spreadsheet and the template open.

Steps for Creating and Uploading ACCESS Assessment Correction Data

d. Highlight the cells - Row 2/Column A through Column S and all rows with student data.
   i) Make sure the Result Codes and Result Messages (T and U) are not copied into the template.
   ii) Do not highlight beyond column S or highlight the entire row.
e. Select Edit → Copy
f. Navigate to the ACCESS 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*.

5. **Review the ACCESS Assessment Data relocated to the ACCESS Assessment Correction excel template.**

6. **Make Changes.**
   a. All corrections need to be made in the ACCESS 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 T. The result message follows in Column U.
   d. Change inaccurate data such as program indicators, grade levels, gender codes etc.
   e. Column A should be marked "01" if the student tested and "02" if the student did not test.
   f. When a record is marked as '02' (Student did not test), Column B - Reason for Not Testing must have an entry or the action to that record will fail. The only time a reason code in Column B is entered is when a student did not test.

   Note: Do not add students to this file for other grade levels.

7. **Create the ACCESS 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. This item must include the .csv extension)
   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 ACCESS Assessment Correction Excel Template as a .csv file.**
   a. Open the ACCESS Assessment Corrections Excel Template, or if you already have the spreadsheet open, save the Excel version (.XLS extension).
   b. Save the document as a comma delimited file (.csv).

Steps for Creating and Uploading ACCESS Assessment Correction Data

   c. On the File menu click File → Save As
   d. In the File Name box type the same file name as you typed in 1-C excluding the '.csv".
   e. 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.
   f. After saving the backup file, on the File menu click File → click Save As a second time.
   g. In the Save As Type list, select CSV (Comma delimited).
   h. Click *Save*.
   i. 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.
   j. 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
   c. Click Upload/Download 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
   h. Download your file once it has been processed and is ready on your Upload/Download File screen.
   i. If you receive any file format errors you will want to go back to your Excel Template (XLS) version that you saved 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 T and U after the file is processed and returned to you.**
   a. Login to IWAS.
   b. Access SIS from System Listing.

Steps for Creating and Uploading ACCESS Assessment Correction Data

    c. Click Upload/Download File link within SIS.

    d. Locate the ACCESS Assessment Correction File named – (what you entered in 1-C).csv.

        i) Example: Riverton.csv

    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'.

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

    a. All corrections are made in the ACCESS Assessment Correction <u>Excel template</u>

    b. Open the original ACCESS 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 S

    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.