

# **Importing Test Scores into PowerSchool**

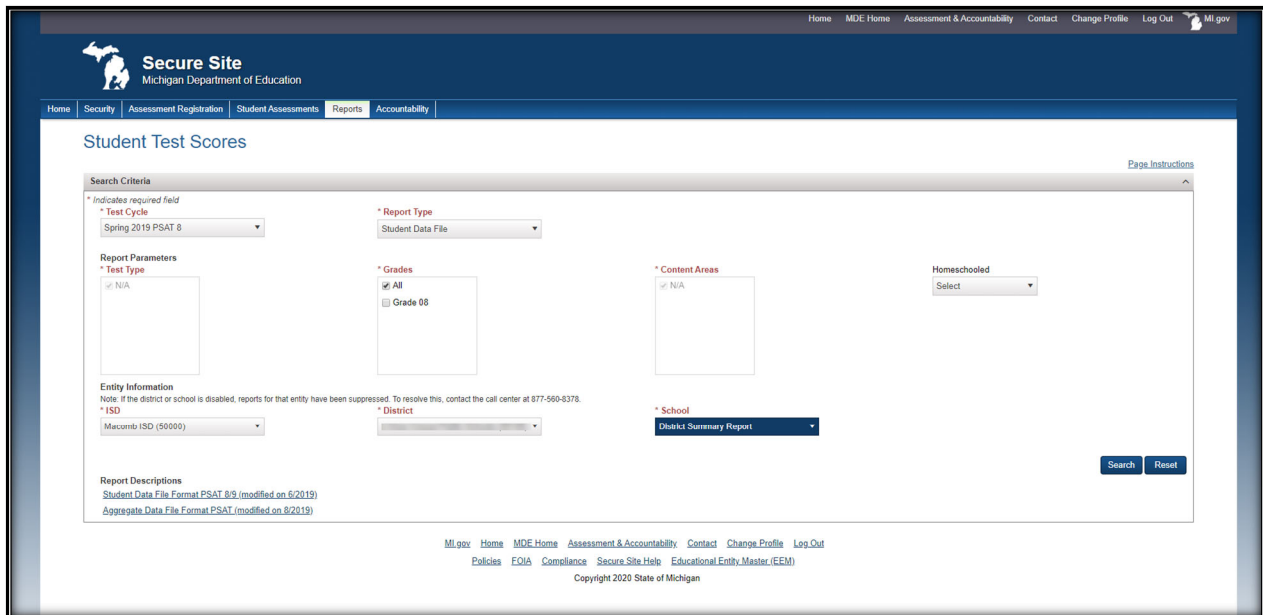
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# Pulling your data from BAA

- Log on to the secure BAA website at: <https://baa.state.mi.us/BAASecure/Login>
- Click on Reports
- Choose Student Test Scores
- Test Cycle: Choose appropriate test
- Report Type: Student Data File
- School: Choose District Summary Report



# Tests Scores in PowerSchool

## CHECK WHAT YOU HAVE IN POWERSCHOOL FIRST!!!

First, in order to import test scores into PowerSchool, you will need to verify what tests are already setup in PowerSchool and what tests you need to create.

WHY? If you have your test set up in PS, you will want to verify that you have the correct fields. If not, add the necessary fields that you are missing.

If you do not have your test setup in PS, you will want to follow the directions below to add a new test and test fields.

### Reminder:

- Moving columns and manipulating header rows, etc. could result in data pulling incorrectly.
- Do not change or delete existing fields due to historical data.

How to check to see what tests you already have in PowerSchool:

*District Office > District > Tests*

Please see the screenshot below for an **example** of what tests this particular district has setup in their PowerSchool.

Name	Test Type	Description	Edit Scores
ACT	National		Edit Scores
ASVAB	National		Edit Scores
ELPA	State	ELPA Assessment	Edit Scores
ELPAscr	State	ELPA Assessment Scores	Edit Scores
EXPLORE	State	ACT EXPLORE WITH WRITING TEST	Edit Scores
MEAP	State		Edit Scores
MME	National		Edit Scores
MSTEP	State		Edit Scores
Other 1	National		Edit Scores
Other 2	National		Edit Scores
Plan	National		Edit Scores
PSAT 10	National		Edit Scores
PSAT 8	National		Edit Scores
PSAT 9	National		Edit Scores
SAT	National		Edit Scores
SAT II	State	SAT Subject Tests (I-V) with Essay	Edit Scores
W-APT	National	WIDA Assessment Placement Test	Edit Scores
WIDA	State	WIDA Assessment ELA	Edit Scores
Work Keys	National		Edit Scores

Note: This list of test applies to all schools using this PowerSchool server.

Please see the screenshot below for specifics about a test. (Example: ACT)

When you click on an existing test's **Edit Scores**, you will be able to see the fields that you will be importing into and that will house the Test Results.

Name	Test Type	Description	Edit Scores
ACT	National		<a href="#">Edit Scores</a>

**Test Results: ACT**

[New](#)

Score Name	Description	Sort Order
ACT_Composite		<input type="text" value="1"/>
ACT_Math		<input type="text" value="2"/>
ACT_Science		<input type="text" value="3"/>
ACT_Reading		<input type="text" value="4"/>
ACT_Writing		<input type="text" value="5"/>
ACT_English		<input type="text" value="6"/>
ACT_Eng_Writing		<input type="text" value="7"/>

## New Tests: (How to create them)

- District Office
- District
- Tests
- New
- Name – key in the name of the test
- Type – choose the type of test
- Description if you choose to use one
- Submit

## Fields for Test: (How to create them)

- Find the test you just created
- Click on Edit Scores
- Click new to add field name (See below [pages 5-7] for set up for particular test fields).

## Set Up for Test Scores:

**Test Results: PSAT8**

[New](#)

Score Name	Description	Sort Order
PSAT8_TotalScore		<input type="text" value="1"/>
PSAT8_Evidence-BasedR&WSectionScore		<input type="text" value="2"/>
PSAT8_MathSectionScore		<input type="text" value="3"/>

[Submit](#)

**Test Results: PSAT9**

[New](#)

Score Name	Description	Sort Order
PSAT9_TotalScore		<input type="text" value="1"/>
PSAT9_Evidence-BasedR&WSectionScore		<input type="text" value="2"/>
PSAT9_MathSectionScore		<input type="text" value="3"/>

[Submit](#)

**Test Results: PSAT10**

[New](#)

Score Name	Description	Sort Order
PSAT10_TotalScore		<input type="text" value="1"/>
PSAT10_EvidenceBasedR&WSectionScore		<input type="text" value="2"/>
PSAT10_MathSectionScore		<input type="text" value="3"/>

[Submit](#)

**Test Results: SAT**

[New](#)

Score Name	Description	Sort Order
SAT_Total_Score		<input type="text" value="1"/>
SAT_EB_Read_Write		<input type="text" value="2"/>
SAT_Math		<input type="text" value="3"/>
SAT_Reading		<input type="text" value="4"/>
SAT_Writing		<input type="text" value="5"/>
SAT_Math_Test		<input type="text" value="6"/>
SAT_Analysis_In_Science_Cross_Test		<input type="text" value="7"/>
SAT_Analysis_In_History_Cross_Test		<input type="text" value="8"/>
SAT_Reading_Essay		<input type="text" value="9"/>
SAT_Essay_Analysis		<input type="text" value="10"/>
SAT_Writing_Essay		<input type="text" value="11"/>

[Submit](#)

**Test Results: MSTEP**

[New](#)

Score Name	Description	Sort Order
MSTEP_ELA		<input type="text" value="1"/>
MSTEP_Math		<input type="text" value="2"/>
MSTEP_Science		<input type="text" value="3"/>
MSTEP_Social Studies		<input type="text" value="4"/>

[Submit](#)

**Test Results: MI-Access**

[New](#)

Score Name	Description	Sort Order
ELA_Type_Alpha		<input type="text" value="1"/>
ELA		<input type="text" value="2"/>
ELA_Form		<input type="text" value="3"/>
ELA_Comp1		<input type="text" value="4"/>
ELA_Comp2		<input type="text" value="5"/>
ELA_Comp3		<input type="text" value="6"/>
ELA_Ideas		<input type="text" value="7"/>
Math_Type_Alpha		<input type="text" value="8"/>
Math		<input type="text" value="9"/>
Math		<input type="text" value="10"/>
Math_Form		<input type="text" value="11"/>
Reading_Type_Alpha		<input type="text" value="12"/>
Reading		<input type="text" value="13"/>
Reading_Form		<input type="text" value="14"/>
Science_Type_Alpha		<input type="text" value="15"/>
Science		<input type="text" value="16"/>
Science_Form		<input type="text" value="17"/>
Writing_Type_Alpha		<input type="text" value="18"/>
Writing		<input type="text" value="19"/>
Writing_Form		<input type="text" value="20"/>
Writing_Ideas		<input type="text" value="21"/>
Writing_Com		<input type="text" value="22"/>

**Test Results: WK**

[New](#)

Score Name	Description	Sort Order
WK_Math		<input type="text" value="1"/>
WK_Reading		<input type="text" value="2"/>
WK_Locating_Info		<input type="text" value="3"/>
WK_GraphicLiteracy		<input type="text" value="4"/>
WK_WorkplaceDocuments		<input type="text" value="5"/>

[Submit](#)

GEN2

**Test Results: WIDA**

[New](#)

Score Name	Description	Sort Order
WIDA_Cluster	WIDA Cluster	<input type="text" value="1"/>
WIDA_Cluster_Online		<input type="text" value="2"/>
WIDA_Tier	WIDA Tier	<input type="text" value="3"/>
WIDA_Tier_Online		<input type="text" value="4"/>
WIDA_Listening	Number of Correct Answers	<input type="text" value="5"/>
WIDA_Speaking	Test Total Number of Boxes Marked "Exceeds" or "Meets"	<input type="text" value="6"/>
WIDA_Reading	Number of Correct Answers	<input type="text" value="7"/>
WIDA_Writing	Writing Test Proficiency Level	<input type="text" value="8"/>
WIDA_Comprehension	Comprehension	<input type="text" value="9"/>
WIDA_Oral	Oral	<input type="text" value="10"/>
WIDA_Literacy	Literacy proficiency level	<input type="text" value="11"/>
WIDA_Overall_PL	Overall combined proficiency level	<input type="text" value="12"/>
WIDA_C_Overall_HighLow	WIDA_C_Overall_HighLow	<input type="text" value="13"/>
WIDA_C_Listening_HighLow	WIDA_C_Listening_HighLow	<input type="text" value="14"/>
WIDA_C_Speaking_HighLow	WIDA_C_Speaking_HighLow	<input type="text" value="15"/>
WIDA_C_Reading_HighLow	WIDA_C_Reading_HighLow	<input type="text" value="16"/>
WIDA_C_Writing_HighLow	WIDA_C_Writing_HighLow	<input type="text" value="17"/>
WIDA_C_Comp_HighLow	WIDA_C_Comp_HighLow	<input type="text" value="18"/>
WIDA_C_Oral_HighLow	WIDA_C_Oral_HighLow	<input type="text" value="19"/>
WIDA_C_Literacy_HighLow	WIDA_C_Literacy_HighLow	<input type="text" value="20"/>

[Submit](#)

**Test Results: NWEA**

[New](#)

Score Name	Description	Sort Order
NWEA_LanguageUsage_RIT		<input type="text" value="1"/>
NWEA_Math_RIT		<input type="text" value="2"/>
NWEA_Reading_RIT		<input type="text" value="3"/>
NWEA_Science_RIT		<input type="text" value="4"/>

[Submit](#)



## Quick Import File Creator

Download the Quick Import File Creator for test scores from your FTP site. The file is the PowerSchool folder and it named QuickImportFileCreator\_Version4.1.zzz

If the file does not have a .zip extension please rename to .zip. Please note where you downloaded the file to, you should then right click on the .zip file and click EXTRACT ALL. It will then create a QuickImport Tool folder where you saved the file. Open the QuickImportTool folder and you will see a file title QuickImportFileCreator.ex\_, you must change the .ex\_ to .exe. When you have changed it, click on the QuickImportFileCreator.exe file to open the tool.

This program will create a tab delimited file that you can use to import into PowerSchool for test scores.

**Reminder:** You **must** make sure that you have the test that you are going to be importing into is created in PS before running this process!!! (See page 3-7)

**Please Note in your test files:** When the file is generated at BAA, it loads the current date. You **must** change or add this date to the test date column (your Curriculum or Testing Director can supply this date). The date must be a valid date in the **school** calendar. The program does import this field as blank.

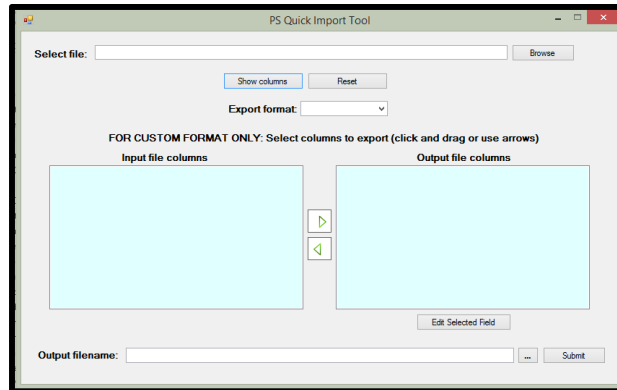
If a student's name has an apostrophe at the end of the name, you must remove it in order to run the file. The apostrophe at the end of a name will disrupt the processing of the file.

## Running the program

Fill in the following fields in the import tool:

1. **Selected File: IMPORTANT!!! Make sure to select your file first. It must be a .csv file.** This is the file that contains the test results – you can use the browse button to locate the file. Also, click in the file and highlight the whole document, right click in the document and format the cells to text.
2. **Export format:** This will automatically pull pre-selected columns for the following tests: NWEA, MSTEP, **Workkeys** and WIDA (testing). Please see the list of fields included in each test at the end of these directions.
3. **The output filename:** This will automatically give it a name like your select file, but you can name it anything you would like as long as it is a .xt file. You can click on ... to browse to a particular location to save the file.
4. Once everything is filled out, click submit.
5. To start new test file, click on the reset button.
6. You need to go into the file and update the test date to the correct testing date.

7. You need to spot check your student numbers to make sure they are correct. In testing, we noticed that for some reason the student number in the BAA file was incorrect.



## PS Quick Import

**Please Note:** You **must** be in District Office and the correct **test year/term that your test date occurred**. Also, the test date must be a day in-session within your **school** calendar. It is suggested that you import into your sandbox before trying it on your live side to make sure the scores are importing correctly,.

- Special Functions
- Import & Exporting
- Quick Import
- Table – Test Results
- File to import: Browse to the file you created above which is must be a text file.
- Import
- If you already have this test set up and your columns are different than from what is listed here you will need to map according to the fields you have listed.

### Quick Import

Option	Value
Table:	<span style="border: 1px solid #ccc; padding: 2px;">Select a table</span> ▼
Field delimiter:	Tab ▼ <input style="width: 80px;" type="text"/>
End-of-line marker:	CR ▼ <input style="width: 80px;" type="text"/>
Character Set:	Mac Roman ▼
File to import:	<input style="width: 150px;" type="text"/> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse...</span>
Suggest field map	<input checked="" type="checkbox"/>
School	District Office

- Select the test you will be importing into
- Submit

### Select Test

Test: ACT ▼

**List of Tests:**

- |           |        |
|-----------|--------|
| ACT       | PSAT8  |
| ELPA      | PSAT9  |
| ELPAscr   | PSAT10 |
| EXPL      | SAT    |
| MEAP      | SATII  |
| Mi-Access | W-APT  |

**List of Tests:**

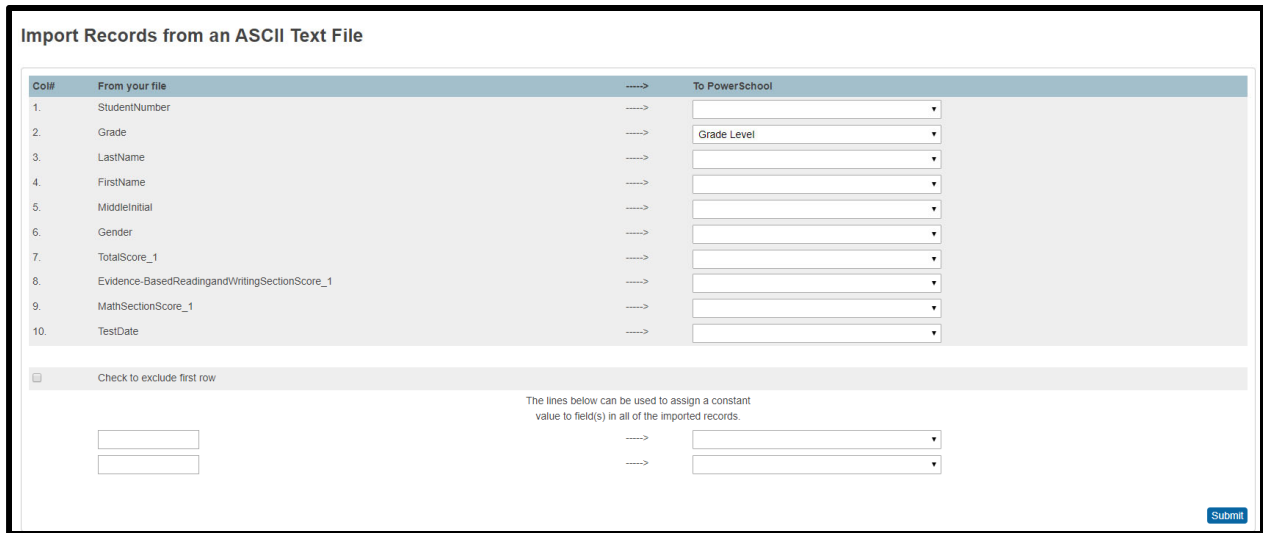
MME	WIDA
PLAN	WK
PSAT	NWEA

Check with your district test score file to obtain the correct fields for export within the program.

**Mapping Fields**

The fields will not map, so you will need to map the fields to the correct PS fields.

Remember that when we originally set up this testing import that the NUMBER = PERFORMANCE LEVEL (ONLY ONE DIGIT) AND ALPHA = SCALED SCORE (COULD BE THREE OR FOUR).



The Quick Import Tool does import PSAT8, 9 or 10 scores. The last page of this document describes how you can import and manipulate this file if you on your own if you choose. You must set up a text delimited import file to import the test scores. There are directions below on how to create a PSAT8, 9 or 10 import file.

The following are examples of the mapping fields for each test. You can map or not map fields as needed:

**PSAT8, 9 and 10 (Please note: The ? in the To PowerSchool column corresponds to the grade of the test (8, 9, 10))**

From your file		To PowerSchool
STUDENT NUMBER	----->	Student Number
GRADE LEVEL	----->	Grade Level
TOTALScore_1	----->	PSAT?_TotalScore Num
Evidence-BasedReadingandWritingSectionScore_1	----->	PSAT?_Evidence-BasedR&WSectionScore Num
MathSectionScore_1	----->	PSAT?_MathSelectionScore Num
TestDate	----->	Test Date

## SAT

From your file		To PowerSchool
TestDate	----->	Test Date
GRADE LEVEL	----->	Grade Level
STUDENT NUMBER	----->	Student Number
SAT_Total Num_1	----->	SAT_Total_Score Num
SAT_EB_Read_Write Num_1	----->	SAT_EB_Read-Write Num
SAT_Math Num_1	----->	SAT_Math Num
SAT_Reading Num_1	----->	SAT_Reading Num
SAT_Writing Num_1	----->	SAT_Writing Num
SAT_Math_Test Num_1	----->	SAT_Math_Test Num
SAT_Analysis_In_Science_Cross_Test Num_1	----->	SAT_Analysis_in_Science_Cross_Test Num
SAT_Analysis_In_History_Cross_Test Num_1	----->	SAT_Analysis_in_History_Cross_Test Num
SAT_Reading_Essay Num_1	----->	SAT_Reading_Essay Num
SAT_Essay_Analysis Num_1	----->	SAT_Essay_Analysis Num
SAT_Writing_Essay Num_1	----->	SAT_Writing_Essay Num

## MSTEP

Five files will appear in your test data folder. You want to work with the .txt file that only has .txt as the file type which has the test date in the first column.

From your file		To PowerSchool
Test Date	----->	TestDate
Grade Level	----->	GRADE LEVEL
Student Number	----->	STUDENT NUMBER
EL-SS_1	----->	MSTEP_ELA Alpha
MA-SS_1	----->	MSTEP_Math Alpha
SC-SS_1	----->	MSTEP_Science Alpha
SS-SS_1	----->	MSTEP_Social Studies Alpha
EL-PL_1	----->	MSTEP_ELA Num
MA-PL_1	----->	MSTEP_Math Num
SC-PL_1	----->	MSTEP_Science Num
SS-PL_1	----->	MSTEP_Social Studies Num

## MI-Access

Five files will appear in your test data folder. You want to work with the .txt file that only has .txt as the file type which has the test date in the first column.

From your file		To PowerSchool
TestDate	----->	Test Date
Grade	----->	Grade Level
StudentIDNumber	----->	Student Number
EL-SS_1	----->	MI-Access_ELA Alpha
MA-SS_1	----->	MI-Access_Math Alpha
SC-SS_1	----->	MI-Access Science Alpha
SS-SS_1	----->	MI-Access Social_Studies Alpha
EL-PL_1	----->	MI-Access-ELA Num
MA-PL_1	----->	MI-Access Math Num
SC-PL_1	----->	MI-Access_Science Num
SS-PL_1	----->	MI-Access_Social_Studies Num

## Work Keys

From your file		To PowerSchool
TestDate	----->	Test Date
GRADE LEVEL	----->	Grade Level
STUDENT NUMBER	----->	Student Number
WK_Math Num_1	----->	WK_Math Num
WK_Math Alpha_1	----->	WK_Math Alpha
WK_Graphic Literacy Num_1	----->	WK_GraphicLiteracy Num
WK_Graphic Literacy Alpha_1	----->	WK_GraphicLiteracy Alpha
WK_WorkplaceDocuments Num_1	----->	WK_Workplacedocuments Num
WK_WorkplaceDocuments Alpha_1	----->	Wk_Workplacedocuments Alpha

# WIDA

From your file		To PowerSchool
STUDENT NUMBER	----->	Student Number
GRADE LEVEL	----->	Grade Level
WIDA_Overall_PL Alpha_1	----->	WIDA_Overall_PL Alpha
WIDA_Overall_PL Num_1	----->	WIDA_Overall_PL Num
WIDA_Comprehension Alpha_1	----->	WIDA_Comprehension Alpha
WIDA_Comprehension Num_1	----->	WIDA_Comprehension Num
WIDA_Oral Alpha_1	----->	WIDA_Oral Alpha
WIDA_Oral Num_1	----->	WIDA_Oral Num
WIDA_Literacy Alpha_1	----->	WIDA_Literacy Alpha
WIDA_Literacy Num_1	----->	WIDA_Literacy Num
WIDA_Listening Alpha_1	----->	WIDA_Listening Alpha
WIDA_Listening Num_1	----->	WIDA_Listening Num
WIDA_Speaking Alpha_1	----->	WIDA_Speaking Alpha
WIDA_Speaking Num_1	----->	WIDA_Speaking Num
WIDA_Reading Alpha_1	----->	WIDA_Reading Alpha
WIDA_Reading Num_1	----->	WIDA_Reading Num
WIDA_Writing Alpha_1	----->	WIDA_Writing Alpha
WIDA_Writing Num_1	----->	WIDA_Writing Num
WIDA_Cluster_Online_1	----->	WIDA_Cluster_Online Num
WIDA_C_Listening_HighLow Alpha_1	----->	WIDA_C_Listening_HighLow Num
WIDA_C_Listening_HighLow Num_1	----->	WIDA_C_Listening_HighLow Alpha
WIDA_C_Speaking_HighLow Alpha_1	----->	WIDA_C_Speaking_HighLow Num
WIDA_C_Speaking_HighLow Num_1	----->	WIDA_C_Speaking_HighLow Alpha
WIDA_C_Reading_HighLow Alpha_1	----->	WIDA_C_Reading_HighLow Alpha
WIDA_C_Reading_HighLow Num_1	----->	WIDA_C_Reading_HighLow Num
WIDA_C_Writing_HighLow Alpha_1	----->	WIDA_C_Writing_HighLow Alpha
WIDA_C_Writing_HighLow Num_1	----->	WIDA_C_Writing_HighLow Num
WIDA_C_Comp_HighLow Alpha_1	----->	WIDA_C_Comp_HighLow Alpha
WIDA_C_Comp_HighLow Num_1	----->	WIDA_C_Comp_HighLow Num
WIDA_C_Oral_HighLow Alpha_1	----->	WIDA_C_Oral_HighLow Alpha
WIDA_C_Oral_HighLow Num_1	----->	WIDA_C_Oral_HighLow Num
WIDA_C_Literacy_HighLow Alpha_1	----->	WIDA_C_Literacy_HighLow Alpha
WIDA_C_Literacy_HighLow Num_1	----->	WIDA_C_Literacy_HighLow Num
WIDA_C_Overall_HighLow Alpha_1	----->	WIDA_C_Overall_HighLow Alpha
WIDA_C_Overall_HighLow Num_1	----->	WIDA_C_Overall_HighLow Num
TestDate	----->	Test Date

## NWEA

**Need the data export scheduler file so that it includes grade.**

From your file		To PowerSchool
TestDate	----->	Test Date
StudentID	----->	Student_Number
Grade	----->	Grade_Level
Language Usage_1	----->	NWEA_LanguageUsage_RIT Num
Mathematics_1	----->	NWEA_Math_RIT Num
Reading_1	----->	NWEA_Reading_RIT Num
Science_1	----->	NWEA_Science_RIT Num

- Check to exclude the first row
- Submit

After the import is complete, check your student test results page to see if the import worked.



## **Create a PSAT8, 9 or 10 import file in Excel**

You will need to revise the downloaded PSAT8, 9 or 10 file that you download from the BAA.

There are only specific columns that you will need to use, which are:

- StudentNumber
- Grade
- LastName
- FirstName
- MiddleInitial
- Gender
- TotalScore\_1
- Evidence-BasedReadingandWritingSectionScore\_1
- MathSectionScore\_1
- TestDate

You can delete the other columns from your file. Please note that the column headings do not include \_1. You will have to add the \_1 to the score titles in order to get them to import. (This is a requirement of PowerSchool)

	A	B	C	D	E	F	G	H	I	J
1	StudentNumber	Grade	LastName	FirstName	MiddleInitial	Gender	TotalScore_1	Evidence-BasedReadingandWritingSectionScore_1	MathSectionScore_1	TestDate
2							1010	530	480	04/10/2019
3							650	280	370	04/10/2019
4							850	420	430	04/10/2019
5							650	290	360	04/10/2019
6							700	340	360	04/10/2019
7							630	310	320	04/10/2019
8							870	410	460	04/10/2019
9							760	370	390	04/10/2019

**IMPORTANT!!!** The test import **does not overwrite, IT DUPLICATES!!!**



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We're the Macomb Intermediate School District. We exist to provide our clients quality service, high caliber support and cutting edge leadership.

Our primary clients are the 21 school districts of Macomb County. They are our most important customers--indeed, our reason for being.

Within these districts we focus our efforts on school staff. We work to increase their skills and capabilities so their students can experience more effective educational programs.

We also serve students with disabilities. In fact, we are committed to working directly with youngsters with disabilities who reside in Macomb County's school districts.

And we are involved with the educational community across the country. Many of our staff members are deeply involved in state and national programs. Many are working with colleges and universities. Still others are exchanging information with their professional colleagues. All these activities have a single purpose: to identify and develop techniques and programs which improve learning opportunities in Macomb County.

This is the professional focus which makes the Macomb Intermediate School District one of America's premier regional education agencies.

The MISD is an equal opportunity employer. It is the policy of the MISD that no person on the basis of race, creed, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the MISD is responsible.

The MISD will provide, upon request with advance notice, appropriate auxiliary aids and services necessary to afford a qualified individual with a disability equal opportunity to participate in the services, programs and activities conducted by the MISD. To request auxiliary aids or services, contact Rosetta Mullen, 586/228-3309. MISD Text Telephone (TTY) 586/286-8040.