

- **NEOnet can load your file or work with you individually to load your file. We just ask that contact us via studenthelp@neonet.org**
- **NEOnet cannot mass remove what you uploaded, it would have to be escalated to State Support**



Ask yourself...

- Did you hand enter ANY scores?
- Do you have all year courses that were split into two separate course codes? Example student takes Geometry all year, but their schedule has GEOM-A Semester 1 and GEOM-B Semester 2

End of Course Grade Substitution Report Process

Purpose

The purpose of this report is to provide a file that can be imported into StudentInformation to create end-of-course exam records for students based on their marks earned in courses taken in the prior school year. Courses considered for this report are those in which students earned high school credit in the second half of the school year and that have the end-of-course subject area specified on the course record. The mark received in the course is converted to a point value that is imported into StudentInformation as an end-of-course exam record.

Before Running the Report

To ensure that the data is as accurate and complete as possible, complete the following updates:

1. Ensure that the **Is High School Credit** checkbox is selected for all courses that earned high school credit in the prior school year.
2. Ensure that any course in which a student would take a corresponding end-of-course exam upon completion of the course has an **End of Course Assessment Area** selected on the course record **EMIS** tab. (This field should already have been updated to create pre-id files last year.)
3. Students who completed a course eligible for end-of-course credit have a final mark in the course.

The End of Course Grade Substitution Report Does the Following:

1. The report includes students enrolled in the current school year who also were enrolled last year *and* completed a course.
2. The report includes students who were enrolled last school year but are *not* enrolled in the current school year and completed a course. When the assessment file is imported, these students display on the **Assessment Management** screen **Unmatched** tab. No further action is needed for these students; however, the district they moved to may request this information.
3. Because the records represent exams that would have been taken in the spring, the report includes a record for each student who completed a course in the second semester or at the end of the school year during which the student was expected to take an exam.
4. The mark the student received for the course is converted to a point value for the **Score** value and **Performance Level** value. Marks are converted based on the following grading scale:

A = 5 points
B = 4 points
C, P, S = 3 points
D = 2 points
F, N, U = 1 point

If a school used any other mark to indicate the student earned credit for the course, the letter grade received is included in the row of the report for the student. Schools then need to filter

records based on marks and change the point value for any row in which the mark does not display points.

Note: You can use filters in Excel to locate students whose records need to be updated.

5. All rows in the report have a **Test Date** of **5/01/2020** and a **Score Not Reported** value of "W." Accommodations are set to ** for all rows. Since students did not actually attempt the exam, no other accommodations value should be used.

The Report Does Not Do Any of the Following:

1. The report does not average marks received in a first semester course with a course in the second semester. For example, a school has only semester courses, and all-year courses are split into 2 separate course sections. For these courses, the end-of-course subject area is the same for both. The final mark received only in the second semester is included in the report.
2. If a student planned to retake an exam in the second half of the year but did not take a corresponding course during that time, the file does not contain a row for a retake attempt. We have no way of knowing which students had planned to retake the exam. You can add these students to the Excel file prior to importing the assessments if needed.
3. If a student failed a second semester course in the 2018-2019 school year and repeated the course in the second semester of the 2019-2020 school year, only the mark received in the 2019-2020 attempt is used to create the end-of-course exam records. No data from 2018-2019 is considered.
4. Courses taken only in the first semester, first & second trimester, etc., are not included in the report. Only courses completed by the end of the school year are included.

Running the End of Course Substitution Report

1. When running the report, make sure you have the correct district and the **2020-2021 school year** in context.
2. Navigate to the **Analytics Hub** screen and expand the **Assessment** folder.
3. Within the **State Assessment Pre-ID** sub-folder, click the **End of Course Grade Substitution Report**.
In the **Filters** window that opens, the **School Name** and **Course Term** filters display. **Be Patient with the screen**
4. For the **School Name** filter, in the **Value** column, click ▼ to view a list of available school names. The report may take a while to generate the list as it goes through a pre-process filtering of schools for which students earned credit last year. Once the schools display, select all schools in the list. **Should you have both MS and HS in the dropdown?**
5. For the **Course Term** filter, in the **Value** column, click ▼ to display a list of available course terms that have a stop date that matches the end of the school year last year. Select all course terms in the list.
Note: If a course term has the same name in more than one building, the name displays only once in the list.
6. Click **Okay**.
Once completed, the report displays on the screen.

7. Click **Export Excel** to download the report as an Excel file. Review the file?!
8. *Make any updates needed to the Excel file. Once all updates are made, save the file as .csv.*
9. *Open the CSV file in Excel and use the **Remove Duplicates** function in Excel, matching on the **StateStudentID**, **AssessmentPartyName**, and **ReportedScore** columns. If a student took the same course (based on the **EMIS Subject Code**) multiple times and received the same grade, the values are the same in both records. If one of a student's records has a higher score, keep the record with the higher score and delete the record with the lower score.* It is NEOnets recommendation to not use the **Remove Duplicates** field right away. Load your file in TRAIN and review any duplicates



TRAIN

<https://train-si.neonet.org>

Importing the Assessment File

1. With the correct district in context for the **2019-2020** school year, navigate to **StudentInformation > SIS > Assessment > Assessment Imports**.
2. In the **Assessment Type** drop-down list, select **Assessment Extract**.
3. Click **File Name** and locate the file you wish to import (it must be in CSV format).
4. Click **Upload**.
5. Once the import is complete, navigate to the **Assessment Import Management** screen to view the results of your import. **Review the Errors tab!**
This tab will produce any duplicate records for you to review
If there are zero errors, proceed with loading in LIVE.
If there are errors, review your .csv file or choose to hand enter those records

If you already hand entered scores and would like to also upload a file:

- The AH report uses Test Date of **5/1/2020**. That date relates to **Spring Block** and will upload as Spring Block
 - ODE states they will accept Spring or Spring Block
- When you hand entered scores did you use Spring or Spring Block?
 - If you used Spring, and uploaded the file you will have a duplicate record for Spring Block.
 - You could mass update your .csv file to use the Test date of **4/1/2020** and it will overwrite your **Spring** records (and not create a 2nd Spring Block)

If you split your all year courses into two semester course codes:

Because the records represent exams that would have been taken in the spring, the report includes a record for each student who completed a course in the second semester or at the end of the school year during which the student was expected to take an exam.

The report does not average marks received in a first semester course with a course in the second semester. For example, a school has only semester courses, and all-year courses are split into 2 separate course sections. For these courses, the end-of-course subject area is the same for both. The final mark received only in the second semester is included in the report.

You could still use the .csv file and layout as a base. Manually average the Sem 1 and Sem 2 classes together, manually update the file, and make sure it is saved .csv. **Three columns would need to be uploaded. Column ScaledScore, Reported Score, and SubPartScore1