

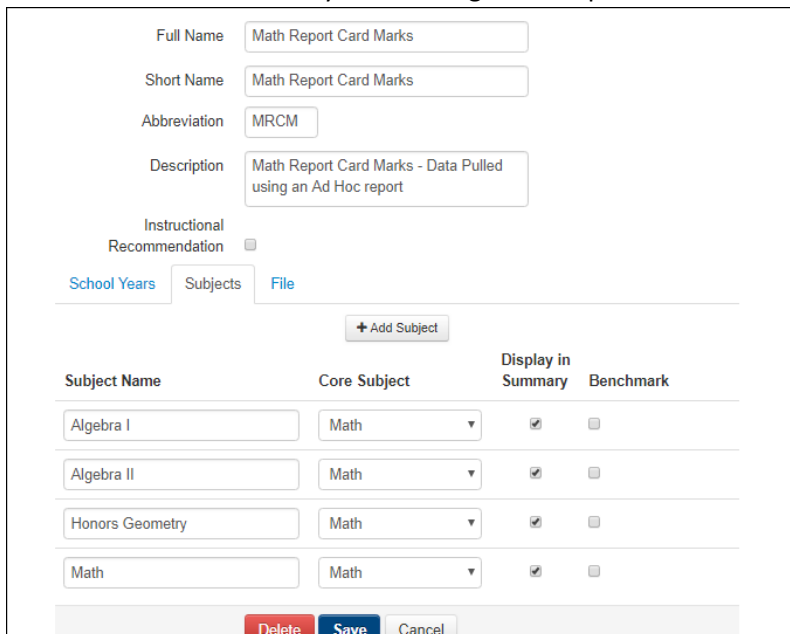
How to Create a District Assessment for Report Card Marks

- This will allow School Districts to store Report Card Marks as a Data Point. The data will be viewable from the Student Roadmap historically, not just the current year marks on the Multiple Measures.

Data Points History									
									Subject
<div style="float: right;"> 4 Selected <ul style="list-style-type: none"> <input type="checkbox"/> Other <input type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies <input type="checkbox"/> Speaking <input type="checkbox"/> World Languages <input type="checkbox"/> Writing </div>									
Math									
MAP									
Math Marks									
	2018-2019	2017-2018			2016-2017				
	Oct	May	Mar	Dec	Oct	May	Mar	Dec	
Math	F	C-	C-	C-	C	D	D-	A-	
Reading									
KRA-L									
MAP									
Reading Marks									
	2018-2019	2017-2018			2016-2017				
	Oct	May	Mar	Dec	Oct	May	Mar	Dec	
Reading	C-	B-	C-	D	D	C-	C-	A	
Writing	F	C+	D	B-	C-	B-	D+	D-	
Science									
Science Marks									
	2018-2019	2017-2018			2016-2017				
	Oct	May	Mar	Dec	Oct	May	Mar	Dec	
Science	C	B-	C+	D+	D	C-	D-	B	
Social Studies									
Social Studies Marks									
	2018-2019	2017-2018			2016-2017				
	Oct	May	Mar	Dec	Oct	May	Mar	Dec	
Social Studies	D-	D+	C	D	F	A-	C	D-	

- Items to be considered:
 - Which marks to store?
 - HS/MS?
 - Elective Marks?
 - Core Subject?

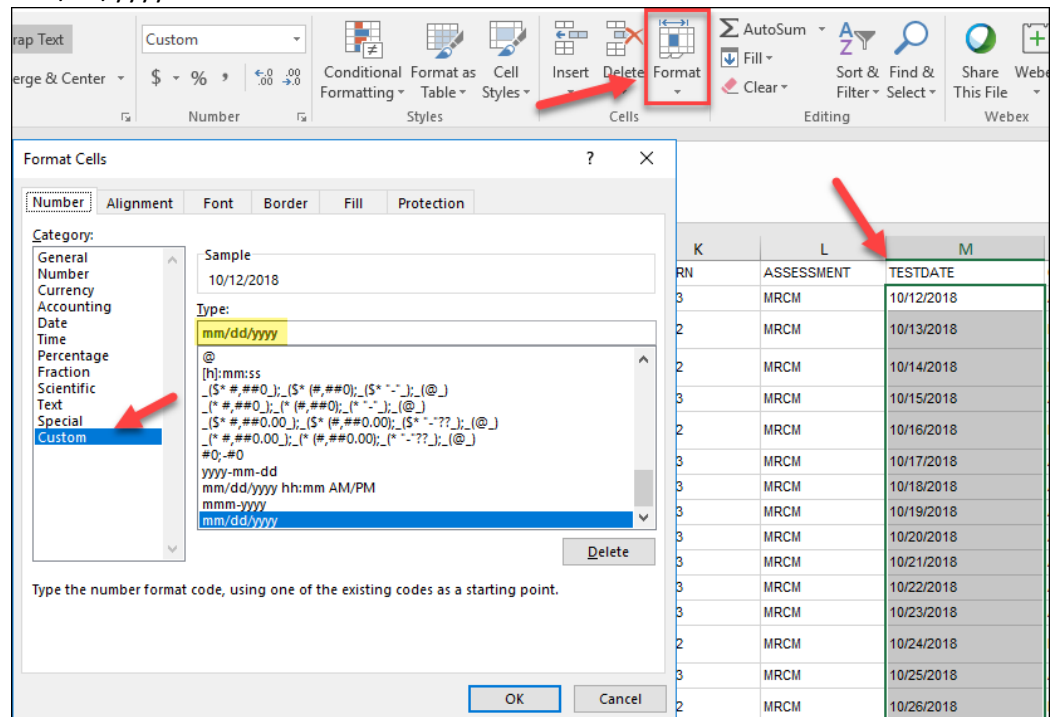
1. In DataMap - Create a District Assessment for each subject
 - i. Note: This file will be used to copy headings for the Ad Hoc report.
 - ii. Create files such as:
 1. Math Report Card Marks, Reading Report Card Marks, Science Report Card Marks, etc..
- b. Determine the Assessment Areas/Subjects for the District Assessment
 - i. Reading Report Card Marks
 1. Reading
 2. Writing
 3. Lang Arts
 - ii. Math Report Card Marks
 1. Math
 2. Algebra
 3. Honors Algebra
 4. AP Algebra
 5. Geometry
- c. Create the file for the School District
 - i. Remember all you are using the Template file for is the headings and the assessment column.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	LNAME	FNAME	MI	STUD_ID	DSID	SSID	BDATE	GRADE	GENDER	DIST_NAM	DIST_IRN	ASSESSM	TESTDAT	Algebra I	Algebra II	Honors Ge	Math
2	Allen	Orby		E0621200	6212002	ZC027222	02/05/2011	3	M	Blue Elen	300621	MRCM					
3	Anderson	Journey		E0621100	6211001	ZC011001	01/11/2011	3	F	Blue Elen	300621	MRCM					
4	Bailey	Willow		E0621500	6215004	ZC060286	10/31/2011	3	F	Blue Elen	300621	MRCM					
5	Baker	Pell		E0620700	6207003	ZC037143	12/08/2011	3	M	Blue Elen	300621	MRCM					
6	Barnes	Amara		E0620400	6204006	ZC079087	05/29/2011	3	F	Blue Elen	300621	MRCM					

2. Create the Ad Hoc report to pull the student Marks
3. Navigate to StudentInformation > Local > Ad Hoc Reports
4. Upload the template Ad Hoc Marks report
5. Open the Ad Hoc Marks report in Edit mode
 - a. Note: The report uses the following categories: StudentDemographicCore and StudentMarks

- b. Modify the SchoolName filter to select all the buildings for the district
- c. Modify the CourseName filter to pull in the Courses for the Marks you wish to store in DataMap
- d. Modify the following columns on the Ad Hoc report
 - i. ASSESSMENT
 - 1. Enter the Assessment Name from the District Assessment Template. In this example it would be MRCM highlighted in green
 - ii. TESTDATE
 - 1. If pulling QTR Marks – use RTermStopDate
 - 2. If pulling Final Marks – use CTermStopDate
 - iii. Modify the Headings for the Subjects on the Ad Hoc report to match the Headings from the District Assessment Template highlighted in yellow. Add columns as needed to the Ad Hoc report.
 - iv. Modify the formula for each subject to pull in the appropriate mark for each CourseName
 - v. Save the Report
- e. Run the report
 - i. Note: Report may also be scheduled to run after each marking period and delivered.
- f. Download the Report to excel and open
 - i. Format the Test Date column to MM/DD/YYYY format
 - 1. Click Format
 - 2. Click Custom
 - 3. Mm/dd/yyyy



	K	L	M
RN		ASSESSMENT	TESTDATE
3		MRCM	10/12/2018
2		MRCM	10/13/2018
2		MRCM	10/14/2018
3		MRCM	10/15/2018
2		MRCM	10/16/2018
3		MRCM	10/17/2018
3		MRCM	10/18/2018
3		MRCM	10/19/2018
3		MRCM	10/20/2018
3		MRCM	10/21/2018
3		MRCM	10/22/2018
3		MRCM	10/23/2018
2		MRCM	10/24/2018
3		MRCM	10/25/2018
2		MRCM	10/26/2018

- 4.
 - ii. Save the File as an **ODS** file (OpenDocument Spreadsheet)

- g. Navigate to DataMap to load the assessment file
- h. Admin > Import Assessment Scores

- i. Source = **District**
- ii. Assessment = **Report Card Marks**
- iii. School Year = **School Year of the data**
- iv. Choose File = browse to where you stored the file
- v. Click **Import**

Source:

Assessment:

School Year:
 Do not restrict student matching by school year. ?

Period:

File: 1819_Math_QTR1.ods

vi.