

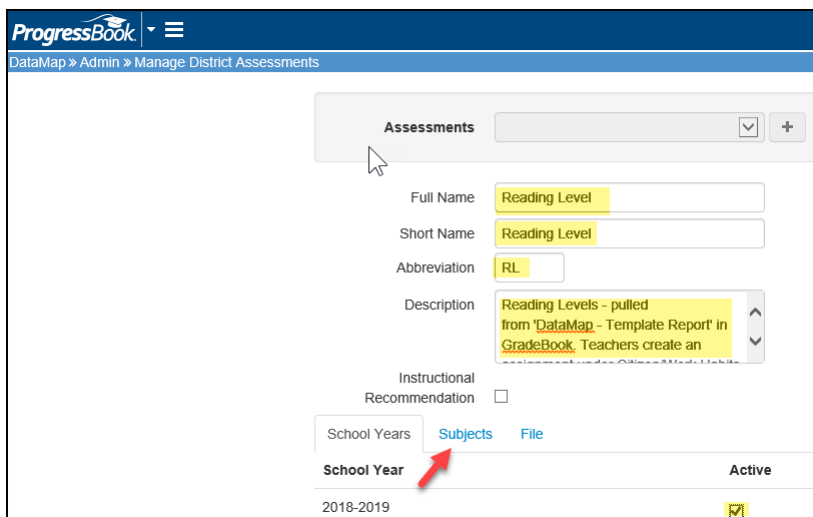
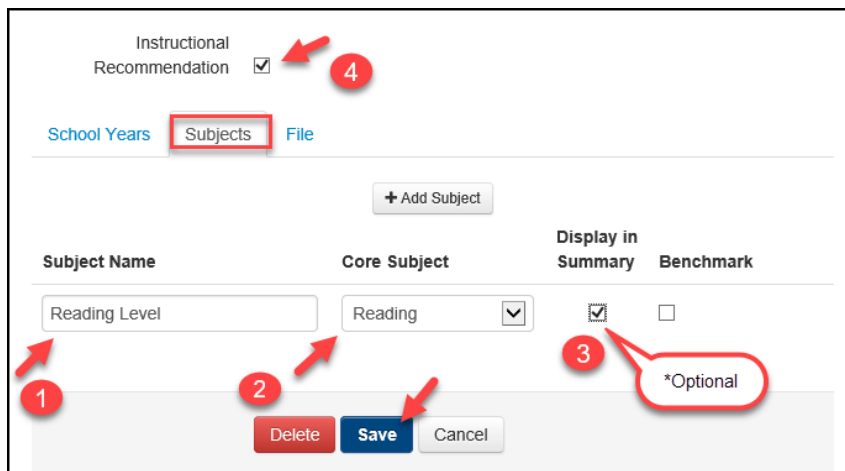
How to Create a District Assessment from GradeBook

DataMap

Step 1 – Create District Assessment

Note: This only needs to be completed one time

1. Navigate to Manage District Assessments
 - a. Menu > Admin > Manage District Assessments
 - b. Click + (Add District Assessment)
 - c. Enter Name > **Reading Levels**
 - d. Enter Short Name > **Reading Levels**
 - e. Enter Abbreviation > **RL**
 - f. Enter Description > **Instructions for you**
 1. The instructions do not display anywhere except on this page
 - g. Select School Year(s) > Current Year
 - h. Click **Subjects** tab
 1. Under Subject Name > **Reading Level**
 2. Core Subject > **Reading**
 3. Display in Summary > ***Optional** May check or leave unchecked
 - a. Check if you wish for the Reading Level to display on the School Year Summary on the Student Roadmap
 4. Click **Instructional Recommendation**
 - i. Click **Save**

GradeBook

Step 2 – Create Reading Level as an Alpha Mark Type in GradeBook

Note: This only needs to be completed one time

2. Mark Types – Create new Mark Type “Reading Levels” as a Listbox (Uses List? = Y)

ProgressBook | Mark Types | Home | GradeBook | Principal | Guidance | Clerical | Curriculum | Food | Attendance | PA | Sign Out

Welcome Janet Hayes

	Name	GUI	Uses List?	Admin Only?		Del?
	A-F	Listbox	Y	Y	View Marks	n/a
	Checkmark for Report Cards	Checkbox	Y	Y	View Marks	n/a
	Comment	Comment	N	Y		n/a
	Percent	Numeric Textbox	N	Y		n/a
	Points	Numeric Textbox	N	N		n/a
	Reading Levels	Listbox	Y	N	View Marks	<input type="checkbox"/>

1. Click **View Marks** to update with the valid Reading Levels for teachers to select

Mark Type: Reading Levels

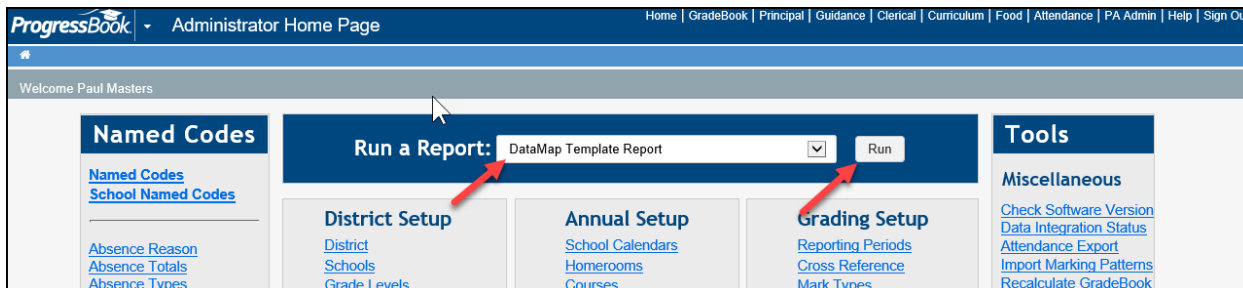
	Mark	Description	Points*	ID	Del?
	A	A			<input type="checkbox"/>
	B	B			<input type="checkbox"/>
	C	C			<input type="checkbox"/>
	D	D			<input type="checkbox"/>
	E	E			<input type="checkbox"/>
	F	F			<input type="checkbox"/>
	G	G			<input type="checkbox"/>
	H	H			<input type="checkbox"/>
	I	I			<input type="checkbox"/>
	J	J			<input type="checkbox"/>
	✓	✓			<input type="checkbox"/>

[Save](#)

Step 3 – Create District Assessment file from GradeBook

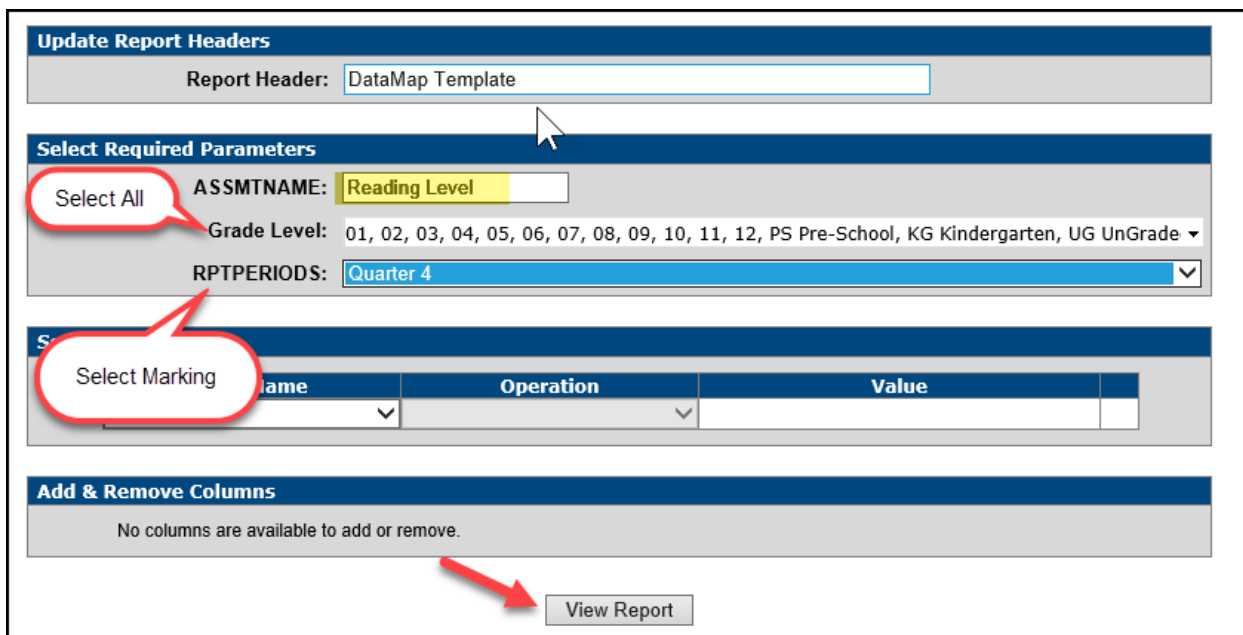
3. Run Report – DataMap Template Report

a. Ensure all teachers have created the assignment for their student’s Reading Levels



b. Enter the following information:

1. ASSMTNAME = **Reading Level**
 - a. Name of Assignment created by the teachers
2. Grade Level = **Select All**
3. RPTPERIODS = Select the **Marking Period**
4. Click **View Report**



5. The report contains the columns needed for the District Assessment for DataMap

6. Export file

- a. Format = **Excel**
- b. Click **Export**

ProgressBook | Report Viewer

GradeBook > DataMap Template Report

Show Setup
Save Setup As...
View Report

ASSMTNAME
 Grade Level

RPTPERIODS

1 of 1
Excel ▼ Export

LNAME	FNAME	MI	STUD_ID	OSID	SSID	BDATE
Allen	Orby		E01712002	1712002	NT0272227	2/5/2
Anderson	Journey		E01711001	1711001	NT0110011	1/11/2
Brown	Garrett		E01705001	1705001	NT0051005	10/2/2
Garcia	Ivar		E01703002	1703002	NT0180618	9/10/2
Hall	Joyce		E01711002	1711002	NT0260026	1/26/2

- c. Open File
- d. Save As:
 - i. File Name
 - 1. Name that is meaningful to you
 - 2. Ex: 1819_Q1_ReadingLevels
 - ii. File Type
 - 1. .ods (Open Source Document)
 - 2. We will load this file in DataMap, after making a few modifications

Step 4 – Modify .ods file from GradeBook

4. Login to DataMap. Navigate to **Admin > Manage District Assessments**
 - a. Click **File** tab
 - b. Create a file. We are just creating a file to ensure the headings and one column is correct in the .ods file from GradeBook
5. Open both .ods files
 - a. GradeBook file and file from DataMap
6. **GradeBook** File - modify the GradeBook file, as this is the file we will load in DataMap
 - a. **TESTDATE** > modify the Test Date to be the same for all students
 - b. **Assessment** Column > Copy the Assessment Column from DataMap to the GradeBook file
 - c. **Percentage** Column > Delete
 - d. **Instructional Recommendation** Column > verify information is correct
 1. This is from the Assignment Comments in GradeBook
 2. The column may also be blank if you do not wish to have information in this column
7. **Save** the .ods file from GradeBook

The screenshot shows two Excel spreadsheets. The top spreadsheet, 'DataMap Template Report [Read-Only] - Excel', has columns D through P. Red boxes highlight 'Verify TestDate' (arrow 1) and 'Delete Percentage Column' (arrow 3). The bottom spreadsheet, 'Reading Levels - 2018-06-12-09-01-59 [Read-Only] - Excel', has columns A through P. Red boxes highlight 'Copy Assessment Column to GradeBook file' (arrow 2) and '#VALUE!' (arrow 4).

STUD_ID	DSID	SSID	BDATE	GRADE	GENDER	DIST_NAME	DIST_IRN	TESTDATE	ASSESSMENT	Mark	Percentage	Instructional_Recommendation
E01712002	1712002	NT0272227	2/5/2008'05		M		300172	6/11/2018	VCDA	D		At Grade Level
E01711001	1711001	NT0110011	1/11/2008'05		F		300172	6/11/2018	VCDA	C	#VALUE!	
E01705001	1705001	NT0051005	10/2/2008'05		M		300172	6/11/2018	VCDA	C	#VALUE!	

LNAME	FNAME	MI	STUD_ID	DSID	SSID	BDATE	GRADE	GENDER	DIST_NAME	DIST_IRN	ASSESSM	TESTDATE	Reading Level	Instructional_Recommendation
Acevedo	Jo		E01711061	1711060	NT896010	04/10/2008'10		F	NEONet High	300173	RL			
Adams	Sherwin		E0170107	1701070	NT036024	08/29/2008'10		M	NEONet High	300173	RL			
Aguirre	Mae		E0170805	1708056	NT833163	06/25/2008'10		F	NEONet High	300173	RL			
Albert	Tyndell		E0171406	1714060	NT899270	05/27/2008'10		F	NEONet High	300173	RL			

Step 5 – Load the file in DataMap

- a. Navigate to DataMap **Admin > Import Assessment Scores**
8. Select Source > **District**
9. Select Assessment > **Reading Levels**
10. Select **School Year** > of the file you are loading
11. Testing **Period** > Leave as Other
12. File > **Choose File.**
 - a. Browse to where you stored the file
13. Click **Import**