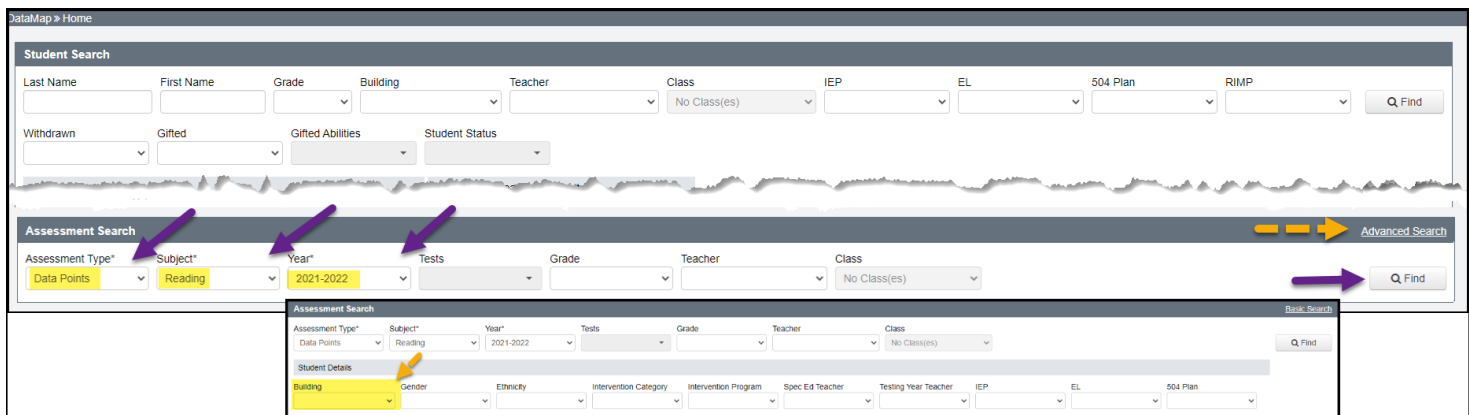


How to identify Students that have been assessed

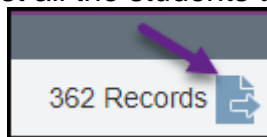
If a district is using the RIMP process in DataMap, the ProgressBook Suite now has the ability to update the Not-On-Track status from DataMap to StudentInformation for EMIS reporting. However, all students that have been Assessed need to be updated to either On-Track or Not-On-Track for EMIS Reporting.

Use this process to first, set all the students that have been assessed to On-Track, then you will use the **DataMap EMIS Import** to updated the Not-On-Track students from DataMap that are on a RIMP

1. Navigate to DataMap
2. Use the Data Point Assessment Search to Identify Students that have been assessed
 - a. **Assessment Search**
 - i. Assessment **Data Points**
 - ii. Subject **Reading**
 - iii. Year **(current school year)**
 - iv. Click **Advanced Search**
 - v. Select *The building with the students that need to be updated*
 1. *Note: If your building has students other than KG-3rd you will need to also select Grade and repeat this process for each grade.*



- b. This will list all the students that have a test assessment for the school year selected




- i. Click

1. To export to excel
2. *Note: If your building has more than one assessment. After opening the excel sheet you may need to remove the columns with the assessment data other than the assessment used for the Third Grade Reading Guarantee and sort the columns to ensure your list only contains the students that have been assessed with the TGRG assessment.*

3. Navigate to StudentInformation

- a. Select **Student Ids in excel to comma separated**


*This is on the Home Page of StudentInformation in the **Announcements** section*

Announcements 

All Buildings

[DASL KBA DASL Knowledge Base Articles: Aligning your labels; Wrong Grade Level in Course History; and Adding a Long Term Substitute Teacher](#)

[Ad Hoc Report Listing Ad Hoc Report Listing](#)

[Student Ids in excel to comma separated](#)  1. When using Student ID Entry to create your Ad Hoc Membership use this website to take a list of student ID's and make them comma separated: <https://convert.town/column-to-comma-separated-list>

- b. Copy the student id's from the excel file to convert to comma separated
- c. Copy the comma separated value
 - i. *Note: Must be at the Building level. If you have multiple elementary buildings will need to repeat for each building.*
- d. Create an Ad Hoc Membership
 - i. My Account > Ad Hoc Membership
 1. Click **Add New Ad-Hoc Membership**
 2. Enter **Membership Name** for the Ad Hoc group
 3. Click **Student IDs** (radio button)
 4. Paste comma separated student ids
 5. Click **Search**
 6. Click **Add Selected Students** (bottom of the page)
 7. Click **Save**
- e. Run the Student Bulk Profile Update to update all students to 'On-Track'
 - i. Management > Ad-Hoc Updates > Student Profile Bulk Update
 1. Select **Ad-Hoc Membership** just created
 2. Click **Next**
 3. Click **Next**
 4. Click **Next**
 5. Click **Next** (should be on the **FN-Attributes-No Date** tab)
 6. Select **AO-Assessed, On Track** under **Reading Diagnostic Result Code**
 7. Click **Next**
 8. Click **Next**
 9. Click **Submit**
4. Now update the Not-on-Track student from DataMap
 - a. EMIS > DataMap EMIS Import
 - i. Select Import type **On Track Statuses**
 - ii. Click **Preview Import**
 - iii. Select **All Students**
 - iv. Click **Import Selected** (bottom of the page)
 - v. Click **Back** – to update RIMP Program Memberships
 - vi. Select **Program Codes**
 - vii. Click **Preview Import**
 - viii. Select **All Students**
 - ix. Click **Import Selected** (bottom of the page)