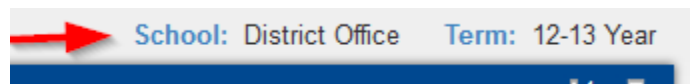For the AASWD for OAA & OGT please follow these instructions first, before continuing to the next part.

1. Grade range: change from 35 or 68 to the appropriate two character grade (i.e. 03,04,05, etc.); for OGT it should stay as GR
2. Date:
   a. Month - change month from 12 to 05 for OAA; for OGT change from 12 to 03
   b. Year – change year from 2013 to 2014 for both OAA & OGT; only need to change the 3 to a 4
3. Test –
   a. OAA - change Spr14AASCD to SPR14OATA_ for OAA – **capitalize SPROATA** and the underscore represents a space – don't enter an underscore; add a space at the end; basically you need to make sure the next field lines up properly (red circled)– otherwise it will NOT upload properly; also make sure you type OAT and not OAA – or it will bomb out
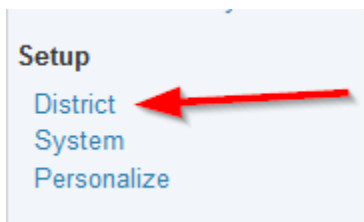   b. OGT - change Spr14AASCD to SPR14OGTA_ for OGT – **capitalize SPROGTA** and then add a space at the end

Open PowerSchool

At the District Level

Click on District under Setup

Click on Data Import System under Ohio State Information

Ohio State Information	Description
Building/District Information	General Information Report(s) Setup
Career-Technical Class Correlations	Career-Technical Education Correlated Class Record (CV) Setup
Local Classroom Code Mappings	Mapped Local Classroom Code Record (CM) Setup
Data Import System	Ohio Data Imports

Click (FA) Student Assessment Record Import

Ohio Data Import System

Ohio Data Imports		
Special Programs Import	1.1	Import Student Programs into the SPEnrollments Table.
(FA) Student Assessment Record Import	1.2	Import statewide assessment results into State/Province - OH page FA tab for OGT, OAA, & OTELA

Browse for your file and select 'Yes' in the 'Update Accommodation' dropdown

Student Assessment (FA) Import

Directions For Import

This import is designed to import student assessment results obtained from the Ohio Online Assessment Reporting System found at https://reports.success-ode-state-oh-us.info/Login.aspx for these Ohio statewide assessments:

- OGT (Ohio Graduation Test)
- OAA (Ohio Achievement Test)
- OTELA (Ohio Test English Language Acquisition)
- AASWD (Alternate Assessments Students with Disabilities) OGT
- AASWD (Alternate Assessments Students with Disabilities) OAA

When selecting Yes for "update accommodations", the import will

- record an accommodation value of Yes, IEP (Y2) for every subject test where the import file indicates both a Y for special education and a Y for accommodation.
- record an accommodation value of Yes, LEP (Y3) for every subject test where the import file indicates both a Y for LEP and a Y for accommodations.
- Users who wish to hand key these values should choose "NO" for "update accommodations"
- Where the import file is alternate assessment records, the import will default all accommodations to "NO".

Results are imported to: Student > State/Province – OH > FA tab.

Import A File

File to Import: [Browse...] No file selected.   Update Accommodation: [Must Choose ▼] (Always choose "NO" for Alternate Assessment (AASWD) files)   [Validate File]

Click Validate File

[Validate File]

Next you will get a page that will show you how many Valid and Invalid Records were found

If there are Invalid Records, click on (Show Invalid) to capture them to investigate further as to why they are invalid. Many times it is the SSID number that needs to be changed. If there are only a few students, these scores can be hand-entered. If not, the students that loaded need to be removed from the original file, the invalid students fixed and then loaded to the FA tab.

Next click 'Save' to load Valid Records Found

Lastly, the CSV (Excel) files validate on Student Number.
The Fixed Width (EMIS) files validate on SSID.