

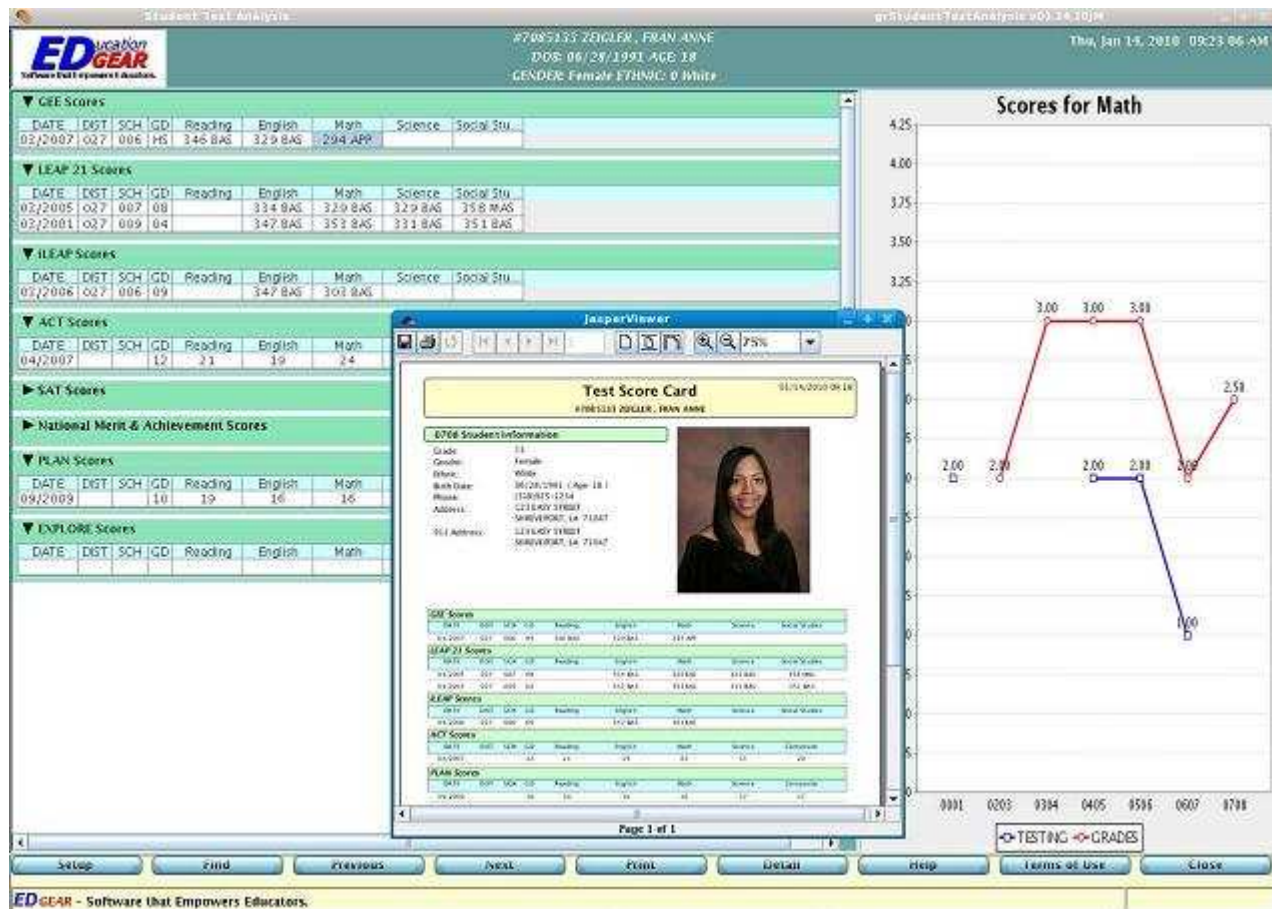
Tammy SENECA - [Fwd: Importing electronic ACT, PLAN and EXPLORE scores from theACT]

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Date: 1/26/2010 1:26:17 PM
Subject: [Fwd: Importing electronic ACT, PLAN and EXPLORE scores from theACT]
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Coordinators,

Importing electronic ACT, PLAN and EXPLORE scores from the ACT corporation to JPAMS. Contact your district test coordinator to get the electronic files from ACT and follow the instructions below to import your scores. The big benefit you will get from this is use with our student test score program that allows teachers/counselors to view the individual students in their classes and how they performed without having to wait for the big test binder and have to search through it. The Test score viewer also allows comparisons between production grades and standardized test scores by year. Instructions are below the image.



Here is the link to ACT's website for contacts: <http://www.act.org/contacts/field.html>

The General Information contact is listed as:

ACT
P.O. Box 168
Iowa City, Iowa 52243-0168
319-337-1365

ACT PLAN

Customer Services (68)
 PO Box 1008
 Iowa City, Iowa 52243-1008
 319-337-1029

ACT EXPLORER

Customer Services (68)
 PO Box 1008
 Iowa City, Iowa 52243-1008
 319-337-1892

To import these fixed length files into JPAMS, access the Maintenance Dashboard. Click RUN on Item #31 "Import LEAP/GEE Test Scores".

Move your mouse cursor inside of the yellow path location box and single-click to display a file chooser dialog. Navigate to the directory where the fixed length files are located and select the desired length file to import. Should you attempt to import the same data file twice, the utility will simply update the existing matching records and not duplicate them. Once the desired length file is selected, the full path to the file will be displayed in the yellow path location box. Next, click the OK button located on the bottom button bar. A confirmation dialog will appear - choose OK to begin the import process or Cancel to abort.

Upon it's completion, a dialog will display the total records created, updated, and number of records loaded with errors. Unless the length data is incorrect, these records with errors are usually records with an SSAN that could not be matched to a student's SSAN in the Student Master database. These records are loaded into JPAMS and the next screen to appear is a printable table listing the file row number and the student's ssan, first & last name. You can open the length file in Microsoft Excel and scroll down to the row number with the error to see more of the data in the record.

Simply repeat the above for each of your length files both current and historical.

In summary, to import test scores, do the following:

1. Get the csv or fixed length file of test scores for the different tests from your testing supervisor.
2. Store copies of the test files on your computer.
3. In Jpams, go to Maintenance, then program #31, Import LEAP/GEE Test Scores
4. Identify the location of the file to upload, then click OK or Process.

To check results, in Grades Command Center, click Transcripts, then Leap/Gee Test Scores Editor.

You can watch a short "how-to" viewlet on importing, though it is fairly simple.

<http://www.edexec.com/docs/transcripts.html>

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