

# Using the My School Data Assessment Upload Wizard

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# Assessment Basics

## Terminology

### Assessment Category

This describes a group of related Assessment Types based on their source. Examples:

- WSA
- DIBELS
- MAP
- EasyCBM
- STAR
- District

### Assessment Type

This describes a group of related Assessment Names and is a sub-group of “Categories”.

#### Category: WSA

- HSPE
- MSP
- PORT

#### Category: DIBELS

- DIBELS Next
- DIBELS 6<sup>th</sup> Generation

### Assessment Name

This describes the specific Assessment. It may or may not indicate the Subject or Type.

- Incoming Freshman Math Evaluation
- District English Placement
- Reading – MSP
- Mathematics – MSP

### Test Administration or Assessment “Term”

This describes the time of year the Assessment was administered. Note that different assessments may have terms that are specific to that assessment and are different than others. For example:

Assessment Type: MSP

- Fall
- Winter
- Spring

Assessment Type: DIBELS

- Beginning
- Middle
- End

### Overall / Strands / Questions

- Overall: The Overall or “Parent” Assessment
- Strand: Sub-test or element of the overall assessment.
- Question: Elements of a strand or Overall assessment

## Data File Content and Format

- An Assessment file **must** be saved in Tab-Delimited format with the file extension of “.TXT”
- Required Fields. Each upload file must contain this minimum data
  - Student ID: This can be:
    - SSID
    - District Student ID (Skyward Student ID)
    - Student ID (Skyward “Other” ID)
  - Student Score(s): This can be the Score or Raw Score.
- Very Helpful, but not required, fields:
  - Student Name: This can be in the form of:
    - First, Middle, Last Name
    - First and Last Name
    - Student Full Name (all parts combined in one field)
  - Performance Levels
    - Assigning Performance Levels to student scores in the upload file is a good way to avoid any confusion when building Performance Level’s in the wizard
- Other items that can be in the upload file or added at the time of running the wizard
  - Assessment Name
  - Assessment Term
  - Assessment Subject
- It is not necessary to remove columns of data that are extraneous. These can be ignored in mapping if desired.
- It is not necessary to change the order of the columns in the upload file
- A file can have multiple tests or multiple grade levels as long as columns are present which can identify these

# Uploading a MAP or STAR Assessment

## Step 1: Choose a File

Use this procedure to upload files for a MAP or STAR Assessment. These two Assessment Categories have been pre-defined in the system, so it is not necessary to do any extra file mapping beyond how the file comes from NWEA or the Renaissance Learning websites. For MAP assessments, be sure to upload both the StudentsBySchool and the AssessmentResults files.

### To Upload a File:

1. From the MSD Portal, click “Dashboards”
2. Click the “Assessment Maintenance” button
3. Click, or make sure the “Upload” tab is clicked, to bring up the Upload Assessment Dashboard
4. Click “Select a file” and browse for the file you want to upload. **NOTE:** The file must be in a “Tab-Delimited” format. (See Figure 1)
5. Click the “Existing Assessment Category” Radio Button
6. Click either the “MAP” or “STAR” Radio button

Upload   Data Maintenance

Upload Assessment File

Welcome to the Assessment Upload Wizard!

There are 3 types of uploads available:

- Predefined Assessments for nightly load such as MAP, STAR, SBAC
- District Assessments using **WSIPC templates**
- District Assessments using wizard assistance

Select a file

99888\_Assessments\_ResultsWeb...

Is this a new or an existing Assessment Type (MAP, STAR, etc)?

☒ Existing Assessment Category

☐ MAP   ☐ STAR

☐ District Assessment using template provided by WSIPC

☐ District Assessment

Assessment Type:

FIGURE 1 - UPLOADING A MAP OR STAR ASSESSMENT

7. When done, click the button “Upload File Now”



**REMINDER:** If you are uploading data files for MAP assessments, you must do this twice; once for the StudentsBySchool file and once for the AssessmentResults file.

# Using the District Assessment Using Template Button

You can use this Radio Button to upload in one of two ways:

- You can upload an assessment file using a specific template for the data file. Before using this option, contact your Service Center or the WSIPC Data Solutions team for more information.
- You can use this procedure to upload any Tab-Delimited data file to the WSIPC Data Solutions team rather than sending it by email. Sending Data Files by email may violate FERPA standards. Contact the WSIPC Data Solutions team prior to sending the file for naming conventions.

## To Upload a File:

1. From the MSD Portal, click “Dashboards”
2. Click the “Assessment Maintenance” button
3. Click, or make sure the “Upload” tab is clicked, to bring up the Upload Assessment Dashboard
4. Click “Select a file” and browse for the file you want to upload. **NOTE:** The file must be in a “Tab-Delimited” format. (See Figure 2)
5. Click the “Existing Assessment Category” Radio Button
6. Click either the “MAP” or “STAR” Radio button

The screenshot shows the 'Upload Assessment File' wizard. At the top, there are tabs for 'Upload' and 'Data Maintenance'. The 'Upload' tab is active. Below the tabs, the title 'Upload Assessment File' is displayed. The main content area has a blue background with white text. It says 'Welcome to the Assessment Upload Wizard!' and lists three types of uploads: 'Predefined Assessments for nightly load such as MAP, STAR, SBAC', 'District Assessments using WSIPC templates' (highlighted with a blue box), and 'District Assessments using wizard assistance'. Below this list, there is a red box around a 'Select a file' button. Underneath the button, a file named '99888\_MyDistrictAssessment.txt' is shown with a file icon. At the bottom, there is a section titled 'Is this a new or an existing Assessment Type (MAP, STAR, etc)?' with three radio button options: 'Existing Assessment Category', 'MAP', and 'STAR'. A red box highlights the 'District Assessment using template provided by WSIPC' option. Below the radio buttons, there is a 'District Assessment' option and an 'Assessment Type' dropdown menu.

FIGURE 2 - UPLOADING A DATA FILE

7. When done, click the button “Upload File Now”



# Uploading a New Assessment

Use this procedure for District Assessments whether or not they have uploaded or defined before. The wizard will walk you through five steps of uploading.

## Before You Start - Check for Understanding

This is a critical step before you begin the whole process. If you're not an expert on the assessment, you should at least be able to answer these questions before you proceed with uploading in order to avoid wasting time and resources having to undo an upload that is incorrect. If you do not have the understanding or information, you should consult with someone who does.

- Does the Assessment use Performance Levels?
  - If so, are the Performance Levels in the data file
    - If not, should they be added in the data file prior to using the Wizard, or should they be calculated with the wizard?
    - What are the cut scores for determining the Levels?
- Do I know the Assessment Type, Subject, Term, Year?
- Do I understand the data I'm seeing in the data file and can I identify the assessments, their scores and other data in the file? Do I know how it should look when it's uploaded?
- Do I have the proper Student Identifiers for all students in the data file?

**TIP: *If you are attempting an upload for the first time you should try uploading a very small number of records the first time. It is much easier to clean up 2 or 3 records, than hundreds. You can go back and add the rest of the records after verifying.***

## Step 1: Choose a File

This step allows you to choose a file to upload for a District assessment.

### To Choose a File:

1. From the MSD Portal, click "Dashboards"
2. Click the "Assessment Maintenance" button
3. Click, or make sure the "Upload" tab is clicked, to bring up the Upload Assessment Dashboard
4. Click "Select a file" and browse for the file you want to upload. **NOTE:** The file must be in a "Tab-Delimited" format. (See Figure 3)
5. Click the "District Assessment" Radio Button
6. Enter the Assessment Type. You can click on the field arrow and scroll down the list to select a type from the dropdown box, or you can type in something new in the field.



Upload      Data Maintenance

### Upload Assessment File

Welcome to the Assessment Upload Wizard!

There are 3 types of uploads available:

- Predefined Assessments for nightly load such as MAP, STAR, SBAC
- District Assessments using [WSIPC templates](#)
- District Assessments using wizard assistance

**Select a file**

2013-14 Fall Calculus Pre-Test 1 B...

Is this a new or an existing Assessment Type (MAP, STAR, etc)?

☐ Existing Assessment Category

☐ MAP   ☐ STAR

☐ District Assessment using template provided by WSIPC

☒ District Assessment

Assessment Type: Benchmark Assessment

FIGURE 3 - SELECTING A FILE FOR UPLOAD

7. When done, click the button “Open Assessment Upload Wizard” at the bottom-right of the screen

**Open Assessment Upload Wizard**

## Step 2: Map Columns

This step will guide you through the process of associating elements in your data file to elements needed for uploading an assessment. You can map many types of assessments: a simple one, one that has strands or questions, one with multiple grade levels or even multiple assessments.

### Screen Elements:

- **Assessment Text Boxes:** Located at the top of the screen. Used for entering information about the assessment that is not mapped in the grid below. Depending on the data elements in your file, some of these fields may be in the Mapping Grid instead. (See Figure 4)
- **Mapping Grid: (Figure 5)**
  - **File Column Name:** Each column in your upload file is shown here as its own row. If your data file has heading for a column, this field will be blank for that row
  - **Sample Data Columns:** Three columns to show you a sample of the data in your upload file
  - **Map to Assessment Item:** The place where you link your data elements to the ones used in My School Data
  - **Group:** Used to link, or group, assessment elements together. For example, when you want to group each strand with its score.

1: Choose a file	2: Map columns	3: Crosswalk Assessment Names	4: Performance levels	5: Review Data
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Assessment Upload Wizard - Step 2

In this step you will need to map the file column to a My School Data field.

Click in the **Map to Assessment Item** column to choose your fields from the dropdown selections.  
 If you have more than one **Assessment Score** per data row, remember to select a group number for each assessment name/score combination  
 If your file does not contain all required elements, fill in the text boxes at the top of the grid to define these values.

Assessment Type:  Assessment Name:  Assessment Term:  School Year:

Subject:

FIGURE 4 - ASSESSMENT TEXT BOXES

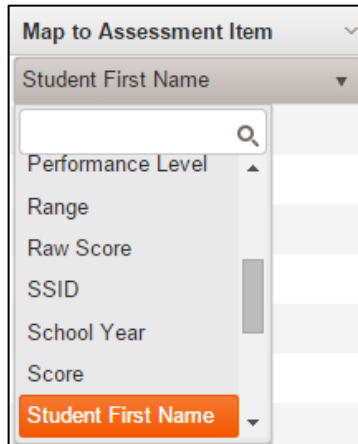
File Column Name	Sample Data #1	Sample Data #2	Sample Data #3	Map to Assessment Item	Group
Student First Name	Blythe	Allyn	Clarisa	Student First Name	
Student Last Name	Pickforscr	Quertermousscr	Annsr	Student Last Name	
Student Identifier	10775	8613	6295	Student Id	
School	Entity 441	Entity 441	Entity 441		
Grade	12	12	12	Grade Level	
Main Test Name	Spring Calculus Test	Spring Calculus Test	Spring Calculus Test	Assessment Name	
Main Test Score	50	45	91	Score	
Main Perf Lvl	L1	L1	L4	Performance Level	
SubTest Name 1	Integrals Subtest	Integrals Subtest	Integrals Subtest	Assessment Name	1
SubTest Score 1	0	1	1	Score	1
SubTest Perf Lvl 1	Fail	Pass	Pass	Performance Level	1
SubTest Name 2	Derivatives Subtest	Derivatives Subtest	Derivatives Subtest	Assessment Name	2
SubTest Score 2	0	0	0	Score	2
SubTest Perf Lvl 2	Fail	Fail	Fail	Performance Level	2
SubTest Name 3	Areas and volumes Subtest	Areas and volumes Subtest	Areas and volumes Subtest	Assessment Name	3
SubTest Score 3	0	1	1	Score	3

Back to Step 1 Go to Step 3

FIGURE 5 - MAPPING GRID

### To Map Columns:

1. Look at the column marked “Map to Assessment Item” and see what has been pre-mapped by the system already. The system will try to map as much as it can.
2. Where an item needs to be mapped or changed, click on the cell of the item that needs changing in the column marked “Map to Assessment Item” and use the dropdown list to select the My School Data assessment element you want to change to. See the list of mappable fields below for explanations of each one.



- Mappable Fields in the Dropdown List:
  - i. **Assessment/Score:** A column that has both the Assessment Name (top cell) and then a list of scores in the column below
  - ii. **Assessment Name:** This will appear on all charts and reports
  - iii. **District Student ID:** The Skyward Student ID
  - iv. **Grade Level:** The grade level the student was in when the assessment was taken
  - v. **Growth:** A column to show Growth. This can also be used for alternate purposes if desired, but not renamed.
  - vi. **Percentile:** A column to show the student’s Percentile Score. This can also be used for alternate purposes if desired, but not renamed.
  - vii. **Performance Level:** The score qualifier – usually with some kind of text. Assessments are not required to have Performance Levels.
  - viii. **Range:** The range of scores for an assessment. This can also be used for alternate purposes if desired, but not renamed.
  - ix. **Raw Score:** The student’s Raw Score (if the assessment contains one)
  - x. **SSID:** The Statewide Student Identifier
  - xi. **School Year:** This is the School Year the assessment was taken
  - xii. **Score:** The score the student achieved on the test. This may be an adjusted Raw Score if the assessment contains one.
  - xiii. **Student First Name:** Student’s First Name
  - xiv. **Student Full Name:** This can be First and Last, or First, Middle, Last
  - xv. **Student ID:** The Skyward “Other” ID
  - xvi. **Student Last Name:** Student’s Last Name
  - xvii. **Student Middle Name:** Student’s Middle Name
  - xviii. **Subject:** The subject of the Assessment

- xix. **Term:** The time of year the assessment was given (e.g., Fall, Spring, Beginning, Middle, etc.)
  - xx. **Term / School Year:** A column that has both the Assessment Term and School Year combined in one column
3. Enter information in the Assessment Textboxes (located above the mapping grid) that do not already have data in them.
- a. Assessment Type: Taken from Step 1 and cannot be changed on this screen.
  - b. Assessment Name: Enter the Name of the Assessment. It should be succinct, but descriptive.
  - c. Assessment Term: Enter when the assessment was given. (e.g. “Yearly”, “Fall”, “January”, “Beginning”, etc.)
  - d. School Year: The year the assessment was given. It can be in the format of “2013-2014”, or “13-14” or “2014”.
  - e. Subject: The Subject of the assessment.

**Notes:**

- *In some cases, as items are mapped, the Assessment Textbox (above) will disappear for items that are duplicated. (e.g. Assessment Term)*
  - *In some cases, the Assessment Textboxes will pop-up choices in a dropdown list as you type in characters. You can select those values if desired. If you type in text, watch for spelling errors.*
4. Assign a group number to columns that are particular to just one assessment even if there is only one assessment in the upload file. (See Figure 5) Click the dropdown box in the Group column and select the group number. There is a limit of ten groups per input file.

The following fields should have a group number:

- Assessment Name
  - Assessment Score
  - Assessment Raw Score
  - Performance Level
  - Assessment Range
  - Assessment Percentile
5. When all mapping is done and all Textboxes are filled in, review all items to make sure they are correct.
6. When done, click “Go to Step 3” button in the lower right corner of the screen. If any data is missing, if there are other mapping errors, or if groups were missed, you will receive one of the pop-up messages in Figure 6 below and be returned to Tab # 2 after you click “Ok”.

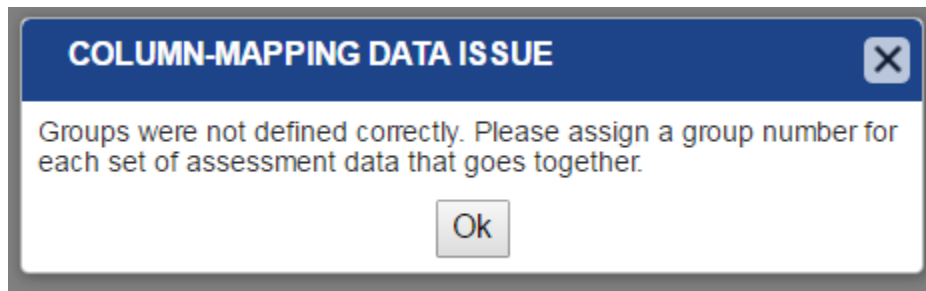
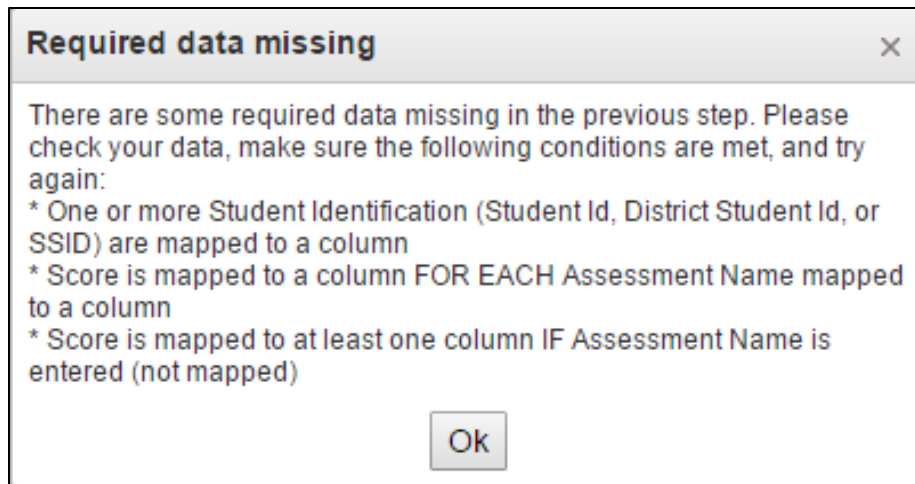


FIGURE 6 - WARNING MESSAGES

Other Notes:

- There may be fields in your input file that don't have a matching MSD assessment field. It is not necessary to map all columns in your input file. Only fields that are in the dropdown list can be mapped. In our example, School is not a field that can be mapped, nor is it required.
- If there are fields that are automatically mapped but are not needed, they can be un-mapped by clicking on the dropdown box and selecting the blank choice at the top of the list.
- A field in your input file may be mapped to only one corresponding My School Data assessment field.

### Step 3: Crosswalk Assessment Names

In some cases, your assessment may have strands or questions that are related to a “Parent” assessment. This step allows you to link those sub-units together. In other circumstances, you may want to add an assessment to one previously uploaded. This screen will allow you to do that as well. Finally, if the new assessment you’re uploading has Performance Levels that match a previously uploaded assessment, you can “map” the new assessment to the Performance Levels of a previous one and save yourself some work.

To Add a New Assessment Name: *(see Figure 7)*

1. The value “Add New Assessment” will default in. If this is what you want to use, verify the names and Overall/Strand/Question selections are correct.
2. Click the “Go to Step 4” button

1. Choose a file	2. Map columns	3. Crosswalk Assessment Names	4. Performance levels	5. Review Data
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Assessment Upload Wizard - Step 3

Data Validation:  
Some of your assessment names do not exist in the data warehouse. Please indicate if they need to be entered as new or map to an existing assessment.

Assessment Names (from upload file)	Action	Existing Assessment to Map	Overall/Strand/Que...	Related To (* = New assessments)
Spring Calculus Test	Add new assessment		Overall	
Integrals Subtest	Add new assessment		Overall	
Derivatives Subtest	Add new assessment		Overall	
Areas and volumes Subtest	Add new assessment		Overall	

Back to Step 2

FIGURE 7 - ADDING NEW SINGLE ASSESSMENTS

To Link Strands or Questions to an Assessment: *(see Figure 8)*

1. Verify the assessment names are correct
2. Click the cell in the “Overall/Strand/Question” column for the assessment line you want to change and click the down arrow that appears that appears in the cell. This will open a dropbox of choices.
3. Select “Strand” or “Question” in the dropbox
4. If you selected “Strand”, click the corresponding cell in the “Related To” column to open the dropbox of assessment names and select the correct Overall, or “Parent”, Assessment from the list  
 - or -  
 If you selected “Question”, click the corresponding cell in the “Related To” column to open the dropbox of assessment names and select the correct item from the list
5. Repeat as necessary for all assessment lines you need to link
6. When done, click the “Go to Step 4” button

1: Choose a file	2: Map columns	3: Crosswalk Assessment Names	4: Performance levels	5: Review Data
Assessment Upload Wizard - Step 3				
Data Validation: Some of your assessment names do not exist in the data warehouse. Please indicate if they need to be entered as new or map to an existing assessment.				
Assessment Names (from upload file)	Action	Existing Assessment to Map	Overall/Strand/Que...	Related To (" = New assessments)
Spring Calculus Test	Add new assessment		Overall	
Integrals Subtest	Add new assessment		Strand	*Spring Calculus Test
Derivatives Subtest	Add new assessment		Strand	*Spring Calculus Test
Areas and volumes Subtest	Add new assessment		Strand	*Spring Calculus Test
<a href="#">Back to Step 2</a>				

FIGURE 8 - ADDING A NEW ASSESSMENT WITH STRANDS



To Map a New Assessment to an Existing Assessment (for Performance Levels): *(See Figure 9)*

1. Click the cell in the “Action” column for the assessment line you want to change and click the down arrow that appears in the cell. This will open a dropbox of actions.
2. Select “Map to Existing Assessment” in the dropbox
3. Click the cell in the “Existing Assessment to Map” on the assessment you want to change to open a dropdown box of existing assessment names.
4. Find and select the existing assessment name to map this new one to for Performance Levels
5. If the line is for a Strand or Question, change the value in the “Overall/Strand/Question” column for this line and choose the assessment in the “Related To” column (as in Step # 4 above)
6. Repeat as necessary for all assessments lines you need to map
7. When done, click the “Go to Step 4” button

1: Choose a file	2: Map columns	3: Crosswalk Assessment Names	4: Performance levels	5: Review Data
Assessment Upload Wizard - Step 3				
Data Validation: Some of your assessment names do not exist in the data warehouse. Please indicate if they need to be entered as new or map to an existing assessment.				
Assessment Names (from upload file)	Action	Existing Assessment to Map	Overall/Strand/Que...	
Spring Calculus Test	Map to existing assessment	Fall Benchmark 1	Overall	
Integrals Subtest	Map to existing assessment	Fall Benchmark 1	Overall	
Derivatives Subtest	Map to existing assessment	Fall Benchmark 1	Overall	
Areas and volumes Subtest	Map to existing assessment	Fall Benchmark 1	Overall	
<a href="#">Back to Step 2</a>				

FIGURE 9 - MAPPING AN ASSESSMENT TO AN EXISTING ASSESSMENT FOR PERFORMANCE LEVELS

## Step 4: Performance Levels

Many assessments use Performance Levels. These are a coded system for generalizing performance into categories such as “Meets Standards”, or “Needs Intensive Support”, or “L1”. These are usually color coded so they can be easily reviewed. In other cases, there are no Performance levels – just a raw score. Both circumstances can be valid.

Often times the Grade Level is important to the Performance Level; a score of 50 might be a “Meets Standards” for one 4<sup>th</sup> graders, but would be a “Doesn’t Meet Standards” for a 5<sup>th</sup> Grader. In some cases a score of “50” on a Fall Assessment might be “Meets Standards”, but later that year, winter or spring, that same score would qualify as a “Does Not Meet Standards”. You can see how Performance Levels can be very sensitive to a number of factors and therefore it’s important to understand what is used and to make them correct.

This step allows you to set the Performance Levels for the assessment(s) you are uploading if appropriate. You can make changes to any Performance Levels that are already mapped, or add additional Performance Levels.

**NOTE: *If your assessment doesn’t use Performance Levels, this screen can be skipped altogether.*** If you are skipping this screen, click the “Skip” button to go to Step # 5.

### Adding New Performance Levels:

If you need to add Performance Levels because none were auto-mapped, or if one is missing, use the “Adding New Performance Level” step below:

To Enter a New Performance Level:

1. Click the button “Add New Performance Level Record”
2. In the “New Assessment Names” column, click the field to open the dropdown box
3. Select an Assessment Name defined in Step 3
4. In the Grade Level cell, type in the grade level for this Performance Level, or use the up and down arrows in cell to select one.
5. In the Performance Level cell, type in a Performance Level description. This is a free-form field, so watch your spelling
6. In the “Low Score” cell, type in the lowest qualifying score (inclusive) for that Performance Level
7. In the “High Score” cell, type in the highest qualifying score (inclusive) for that Performance Level
8. In the “Color” cell, click the field to open the dropdown box of color values. Select one for this Performance Level.

9. In the “Display” cell, click the field to open the dropdown box. Select the Display Order value that fits this Performance Level. (an Ordinal Number) The Display value tells the system in which order to display the Performance Levels on MSD charts.

**NOTE:**

- *The lowest ordinal value is shown at the bottom of a horizontal bar or line chart or at the far left of vertical bar chart.*
- *The highest ordinal value is shown at the top of a horizontal bar or line chart or at the far right on vertical bar chart.*

10. Repeat these steps to add as many new Performance Levels needed for all possible combinations.
11. When all Performance Levels have been added, click the button labeled “ACCEPT Performance Levels”. You will be moved to Step # 5.

**Changing or adding to Performance Levels:**

In some cases, you might want to change one of the values of a Performance Level, or you need to add scores, colors and Ordinals for Performance Levels that were auto-mapped. If so, use the “Changing Performance Level” steps below for the values that need changing.

To Change a Performance Level:

1. Click the “Grade Level” cell. Type in a new value, or use the up or down arrows to change the value.
2. Click the “Performance Level” cell and type in a new value. This is free-form text field, so watch your spelling and capitalization.
3. Click the “Low Score” cell and type in a new value for the lowest qualifying score (inclusive) for that Performance Level
4. Click the “High Score” cell and type in a new value for the highest qualifying score (inclusive) for that Performance Level
5. In the “Color” cell, click the field to open the dropdown box of color values. Select a new value for this Performance Level.
6. In the “Display” cell, click the field to open the dropdown box. Select a new value for the Display Order for this Performance Level. (an Ordinal Number) The Display value tells the system in which order to display the Performance Levels.

**NOTE:**

- *The lowest ordinal value is shown at the bottom of a horizontal bar or line chart or at the far left of vertical bar chart.*
- *The highest ordinal value is shown at the top of a horizontal bar or line chart or at the far right on vertical bar chart.*

7. Repeat these steps to change as many new Performance Levels as needed.
8. When all Performance Levels needing change have been completed, click the button labeled “ACCEPT Performance Levels”. You will be moved to Step # 5.

**Other Notes:**

- If you’re adding or changing many Performance Level records, we recommend you have a list of the Performance Levels values written down ahead of time to avoid errors.
- The Performance Level mapping grid has filtering and sorting capabilities like other grids in My School Data. Using these options may help you review the data easier.
- Watch for holes in performance level scores. If you end on “49” and start the next one on “51”, scores of “50” will not have a performance level. Also, keep in mind situations where you might have a decimal in the score.
- Be mindful about skipping over defining a Performance Level for an assessment just because there is no data in that Level for this assessment. If you upload this assessment the next time, there might be.

## Step 5: Review Data

This Step gives you an opportunity to check the data in the assessment you are trying to upload before committing it to processing. If any of it does not look right, you can go back to previous steps and to make corrections, or close the browser tab and start over from the beginning; nothing is saved. The screen will show up to 5,000 records to review. You can use the standard grid filters and sorting to more easily review the data.

1. Review the data you're about to import to make sure it's mapped correctly.
2. If all the data is correct, click the "Start Processing" button at the bottom-right of the screen
3. When the file has been uploaded, the message "File has been submitted for Processing" will appear
4. Click "Ok" and you will be returned to Step # 1 in case you want to do another upload
5. If you don't want to do another upload, click the "Dashboards" button to close the tab to return to the main My School Data dashboards.

### NOTES:

- If you accidentally upload a file that contains the exact same data as was previously loaded, no duplicates will be created. Contact your Service Center or the WSIPC Data Team for questions.
- Do not load "corrections" (e.g. changed scores) through this Upload Wizard – you will not overwrite the existing data and you will create duplicate rows (old score and new score). Instead, use the Assessment Maintenance dashboard to correct existing assessment data. If you have questions, or if the number of changes is large, contact your Regional Information Service Center first; District Service Centers should contact the WSIPC Data Team.