

PART TWO

District Data Manager

Protocols for Uploading
Batch Files

Getting Started...



- Make sure the District Coordinator requested and obtained administrator privileges for the District Data Manager (DDM) at all district schools.
- District Coordinators should have:
 1. Created a Teacher account for DDM via the Add a Teacher feature.
 2. Sent an e-mail to AWSchoolTest requesting Administrative privileges for the DDM at all district schools.
 3. Received confirmation from AWSchoolTest that the privileges were granted. It may take up to one week for this process to be completed.

AWSchoolTest Data Organized by School

Batch Uploads need to be completed for each school.

- Go to: www.AWSchoolTest.com
- Log in and you will be on the *My School* page. Select the link for either [Upload Teachers] or [Upload/Enroll Students].
- Directions and Templates for uploading large numbers of teachers and students can be found on those webpages.

In addition, the following protocol may be helpful.

- Create CSV files for Uploading
 - Teacher file for each school
 - Student file for each school
- Requirements are found on Slides 4-7.
- A Summary of the Suggested Protocol Steps is on Slide 13.

Create Teacher CSV Files

Complete the following fields:

- a. *Teacher email address (This field is the only field required for all teachers.)
- b. *Teacher first name
- c. *Teacher middle initial
- d. *Teacher last name
- e. *Teacher Username, which should be the same as teacher email address, but no longer than 20 characters.
 1. AWSchoolTest requires that teacher usernames be unique.
 2. When creating a file to use for the Upload Teachers function, the @ sign does not need to be deleted from the e-mail addresses. (When using the Add a Teacher feature, the @ sign needs to be deleted.)
 3. Username should readily allow for a match-merge
- f. *Teacher gender

**** Indicates field information needed for student upload files.***

Batch Upload

Tips for Teacher Files

- You do not need to assign a password.
- If a teacher account is successfully uploaded, AWSchoolTest system will automatically assign the password for each teacher and then the teacher can reset by clicking on “Forgot username/password?” link on Login page.
- If the teacher record is not successfully uploaded, an error notice will appear.
- The notice indicates how many records were successfully uploaded, the number of records with errors, and whether AWSchoolTest fixed the errors or you need to fix them.

Batch Upload Student Files

- DDM creates Student File for each school with one record for each student containing the following fields:
 - a. Teacher ID (See previous info)
 - b. **Student First Name
 - c. **Student Middle Name
 - d. **Student Last Name
 - e. **Student Gender
 - f. **Student Date of Birth (MM/DD/YYYY)
 - g. **Student Grade

NOTE
Format for Date
(Excel default)

Merge Files to Create Student Upload File

- DDM merges Student File with Teacher File and creates a Student Upload File containing ** fields and the Teacher Username.
- DDM creates one Student Upload File for each school in CSV format with column headers.

Upload Teacher File

- DDM partitions Teacher File into one file for each school and retains the * fields in csv format with column headers
- DDM logs into AWSchoolTest
- DDM selects a school
- DDM selects link [\[Upload Teachers\]](#) and performs batch upload of Teacher CSV file for that school

[\[My Class\]](#) [\[My School\]](#)
[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)
[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

Teachers must be
uploaded before students



Check Teacher Listing for My School

- DDM selects the school and inspects My School listing of teachers to review the completed upload

[\[My Class\]](#) [\[My School\]](#)
[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)
[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

My School

Full Name	Username	Administration Actions
Dewey, Jane (Admin)	dj31416	[students] [Test Assignment History] [Edit] [Remove]
Doenn, Nadia	npdoenn@yahox.edu	[students] [Test Assignment History] [Edit] [Remove]
Ortiz, Martin	zzpkms1-mpo1	[students] [Test Assignment History] [Edit] [Remove]
Sanchez, Maria	zzpkms1-mms1	[students] [Test Assignment History] [Edit] [Remove]
Smith, Jane (Admin)	jsmithjhs	[students] [Test Assignment History] [Edit] [Remove]
Smith, Kay (Admin)	kxsmithjhs	[students] [Test Assignment History] [Edit] [Remove]
Woenn, Maria	mmdoen@yahox.edu	[students] [Test Assignment History] [Edit] [Remove]
Zirkle, Rosslyn (Admin)	zzpkms1-admin	[students] [Test Assignment History] [Edit] [Remove]

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Upload Students

- DDM selects [\[Upload/Enroll Students\]](#) and performs batch upload of Student CSV file for that school.

[\[My Class\]](#) [\[My School\]](#)

[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)

[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

My School



Check Teacher Listing for My School

- After student upload, DDM randomly selects a sample of teachers from the My School listing to check upload of student listing

[\[My Class\]](#) [\[My School\]](#)

[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)

[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

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Repeat Process for Another School...

- DDM selects [My School] and selects different school and repeats the steps for uploading teachers and students for each school.

Select School



[My Class] [My School]

You are an administrator for 2 school(s). Select a school below to manage it.

-- Select a School --

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School Based Batch Upload Summary

- DDM creates a school-based Teacher File from district files with one record for each teacher
- DDM creates school-based Student File with one record for each student
- DDM merges Student File with Teacher File and creates a Student Upload File
- DDM partitions Teacher File into one file for each school.
- DDM logs into AWSchoolTest
- DDM selects a school
- DDM selects [\[Upload Teachers\]](#) and performs batch upload of Teacher CSV file for that school
- DDM inspects My School listing for completed upload
- DDM selects [\[Upload/Enroll Students\]](#) and performs batch upload of Student CSV file for that school
- Inspects and Repeats for other schools