

PowerSchool Test Score Import

The test score files received from the ACT, MEAP, MME, and STAR testing organizations are converted to a tab delimited file. The tab delimited file is then imported into PowerSchool using the quick import function for test scores.

In SASI a conversion program was written to convert each Test file type received. A general purpose PowerSchool import utility program is used to convert the test score files into the proper format. The benefit to this approach is only one program supports all the test score import files. Checking for invalid file formats submitted, and test score data validation, is dependent on the user reviewing the input data and setup before and after running the conversion program.

PowerSchool Import File Utility Program

The PowerSchool import file utility program is used to convert the test scores before being imported into PowerSchool.

A pre-defined set of parameter files have been prepared by the MISD for importing test scores for the ACT, ACT-Explore, ACT-Plan, MEAP, MME, MME-ACT, MME-Work key, and STAR.

The PowerSchool Import Utility program has four input file parameters:

1. Input file name for the conversion. This is the test score file received from the testing organization. The file can be a delimited format (comma, semi-colon, tab, space, or other) or a text file with fixed format records.
2. Output file name is created for input to PowerSchool.
3. Optional input parameter file, containing the file conversion parameters. The special Test score parameter files are supplied by the MISD for each school year.
4. Optional database connection file used to open the PowerSchool database to find a student number.

PowerSchool Import File Utility

PowerSchool Import File Utility 1.00

Convert fixed format files (TXT) and delimited files (CSV) into tab delimited files for importing into PowerSchool.

Input file name: C:\2009 Spring MME Armada.csv **Browse**

Output file name: C:\armMME.TXT **Browse**

Optional input files...

Import parameter file name: C:\TestScoreParams\MME_2010.TXT **Browse**

PS connection file directory name: C:\AttendanceWork\ **Browse**

Convert delimited file format (CSV) Convert fixed file format (TXT)

Next

Import test score parameter file names for 2010 include:

- ACT_2010 – ACT fixed format text file
- ELPA_2010 – ELPA CSV file format
- ELPAscr_2010 – ELPA screener CSV format
- EXPL_2010 – ACT Explore fixed format text file
- MEAP_2010 – MEAP CSV format file
- MI-Access_2010 MI-Access CSV format file
- MME_2010 – MME CSV format file
- MME_ACT_2010 – MME / ACT test scores, CSV format file
- MME_WK_2010 – MME / Work key, CSV format file
- PLAN_2010 – ACT Plan fixed format text file
- SNE_2010 – SNE CSV format file
- STAR_2010 – STAR CSV format file

When the proper test score parameter file is chosen the conversion parameter field names and values are loaded in the PowerSchool Import utility.

The conversion utility support two major input file types:

- Delimited text files (CSV, tab, semi colon, space, and other)
- Fixed format text files

Import test file formats are found on the FTP directory:

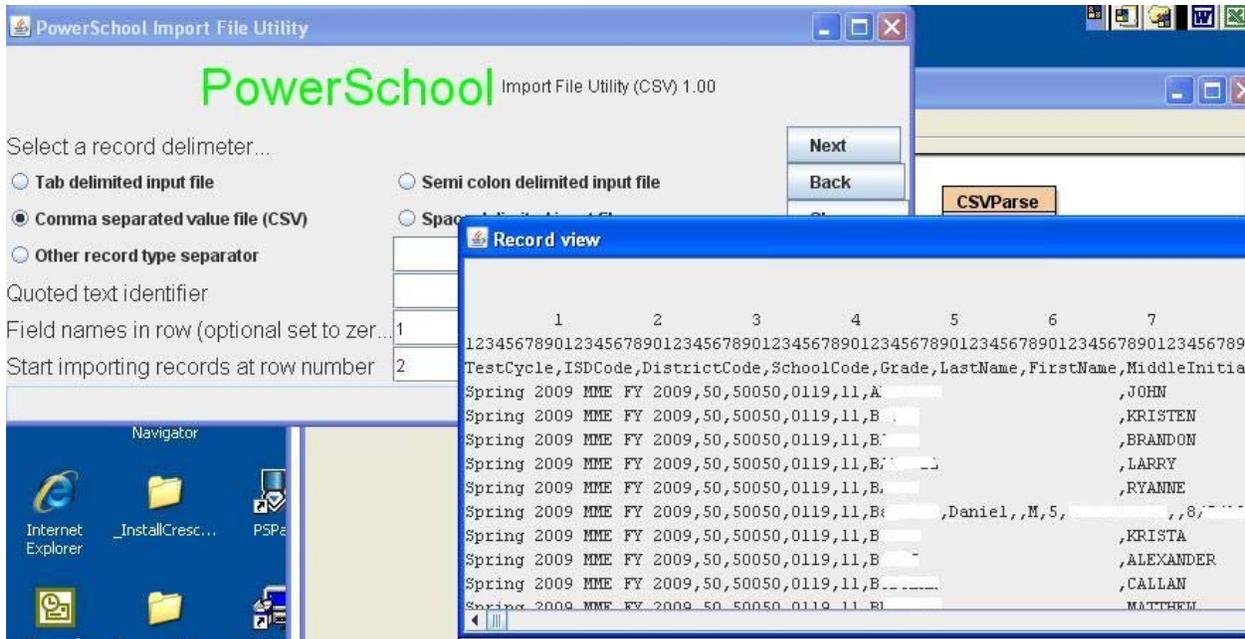
<ftp://aftp.misd.net/PowerSchool/PS%20Outside%20programs/TestScoreImportParams/>

It is best to copy the current import format to your desk top, before doing the import. This insures you have the latest version with any corrections made.

Tests received for new school year

If you do not see the import parameter file for the current school year, then e-mail dthunder@misd.net with your new test file data and import file documentation. Any new test file changes can be corrected by importing into PowerSchool.

The test score input file can be viewed, checking for the correct file type by pressing the “Show” button. The example below shows the MME input file which is in CSV format (comma delimited). Notice the field names on the first line with the data, separated by commas, for each student test score record.

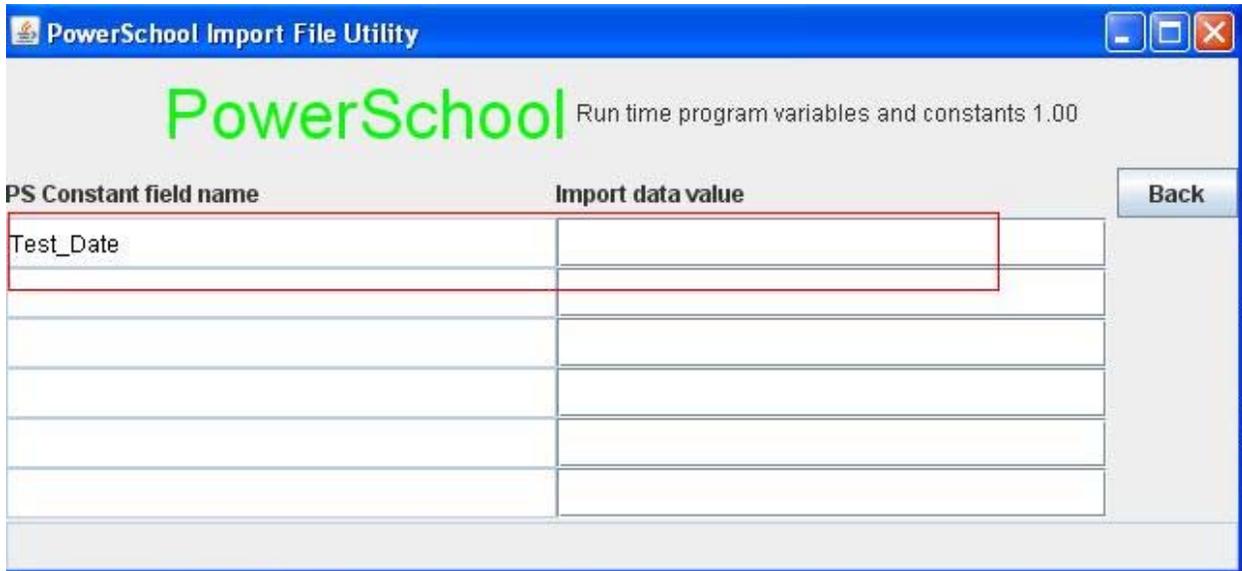


Run Time Parameters and Constants

Press the “Run Opts” button to enter run time program parameters created in the output file. In the example below, the test date is entered for the date the students took the MME examination. The program checks run time parameters are entered before running the conversion.

It is very important that you do not duplicate student test score using the same test date.

Test dates must be entered as MM/DD/YYYY with leading zeros. Example: 02/02/2010



The screenshot shows a window titled "PowerSchool Import File Utility" with a blue header bar. Below the header, the "PowerSchool" logo is displayed in green, followed by the text "Run time program variables and constants 1.00". The main area contains a table with two columns: "PS Constant field name" and "Import data value". The first row of the table has "Test_Date" in the first column and an empty text box in the second column. A red rectangular box highlights the "Test_Date" cell and its corresponding input field. To the right of the table is a "Back" button. The table has five rows in total, with the first row containing data and the others being empty.

PS Constant field name	Import data value
Test_Date	<input type="text"/>
	<input type="text"/>

Delimited Text File and Fixed Format Input Parameters

Depending on the input file type the conversion utility selects fields converted, identified by the PowerSchool field name. The program displays a sample record with the data values, field names, and data conversion routine.

The program only extracts the fields specified with a PowerSchool field name.

Verify the field names, the data values, and the PowerSchool field names match up before running the conversion program.

The Student_Number and Test_Date fields are required for PowerSchool to import records into the test scores file. The Grade_Level the student took the test is optional.

Delimited Text File sample for MME

Column name	Sample value	PS Field name
TESTCYCLE	Spring 2009 MME FY 2009	
ISDCODE	50	
DISTRICTCODE	50050	
SCHOOLCODE	0119	
GRADE	11	Grade_Level
LASTNAME	A	
FIRSTNAME	JOHN	
MIDDLEINITIAL	M	
GENDER	M	
ETHNICITY	5	
UIC		
STUDENTNUMBER		Student_Number
BIRTHDATE	8/1	

Fixed Format Text file sample for PLAN

From column	To column	Sample data	PS Field name	Conversion routine
44	68	J.....	Last_name_skip	LastFirstDOB
69	74	S.....	First_name_skip	
110	117	199.....	DOB_skip	ccyymmdd
130	131	10	Grade_Level	
132	139	20100202	Test_Date	ccyymmdd
150	151	11	PLAN_English_alpha	
152	153	09	PLAN_Math_alpha	
154	155	--	PLAN_Reading_alpha	
156	157	--	PLAN_Science_alpha	
158	159	--	PLAN_Composite_alpha	

Connection to PowerSchool to obtain the student number

Some test files do not have the PowerSchool student number. The program has the capability to find the student number using:

1. The student last name, first name, and birthday.
2. The student UIC code.
3. The student original student id from SASI

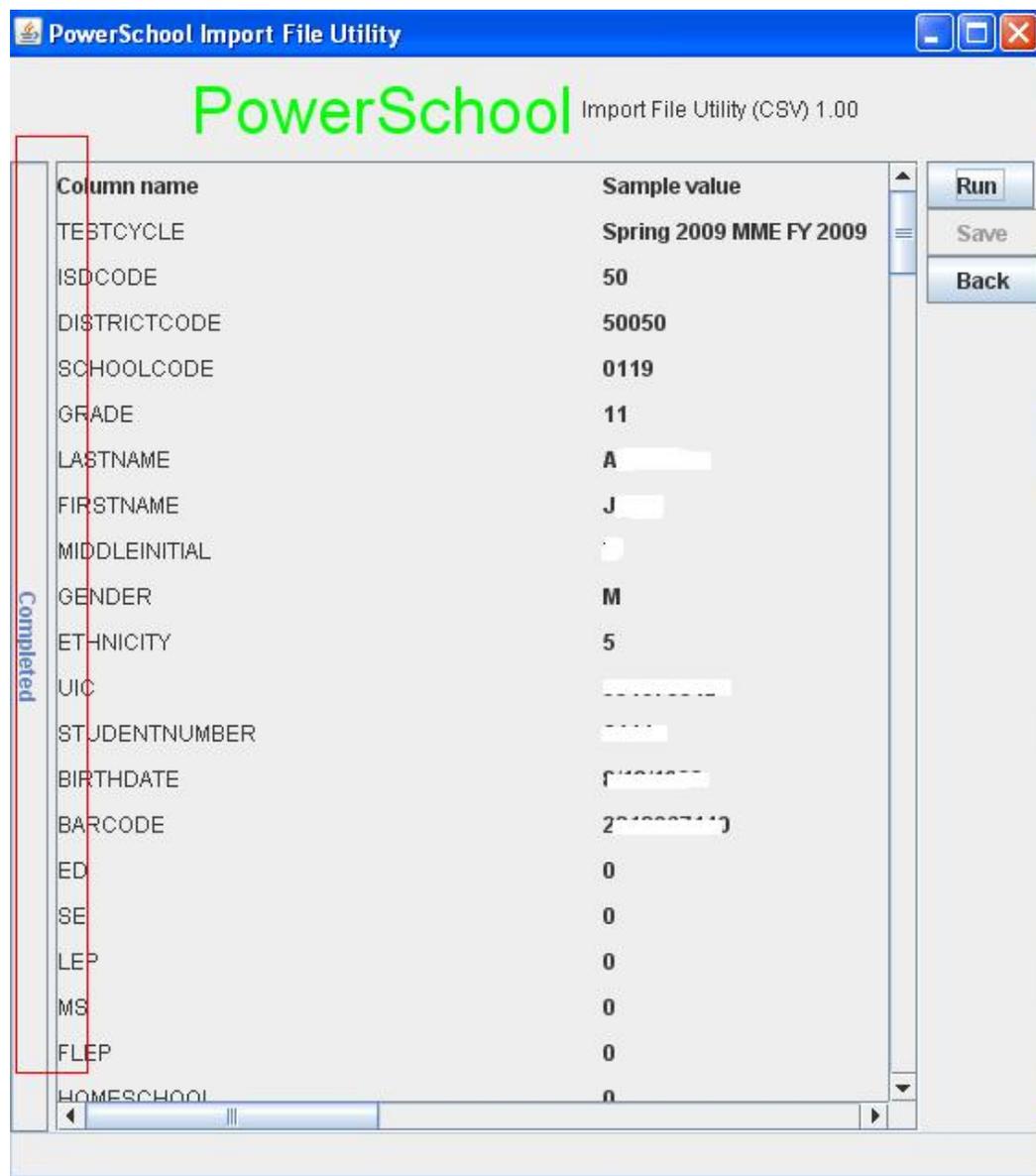
If a single active student is found, then the program assigns the student number.

If zero active students are found, with a single inactive student, then the program assigns the student number for the inactive student.

Running the Conversion Program

Press the Run button. The program will verify the input parameters and check that the PS Oracle database connection is working. If the setup parameters are valid, then the program will display the run status using a status bar, found on the left hand side of the form. When the status bar shows “Completed”, then the output file is created.

It suggested that you review the output file using Notepad or Excel, before using the file to import into PowerSchool. You may find some conversion problems or missing student numbers, requiring manual correction, before doing the PowerSchool import.



Conversion File Verification

The conversion file is created in tab delimited format for PowerSchool (no text delimiter). The file may be opened using Excel or Notepad.

Items to check for before loading the file into PowerSchool:

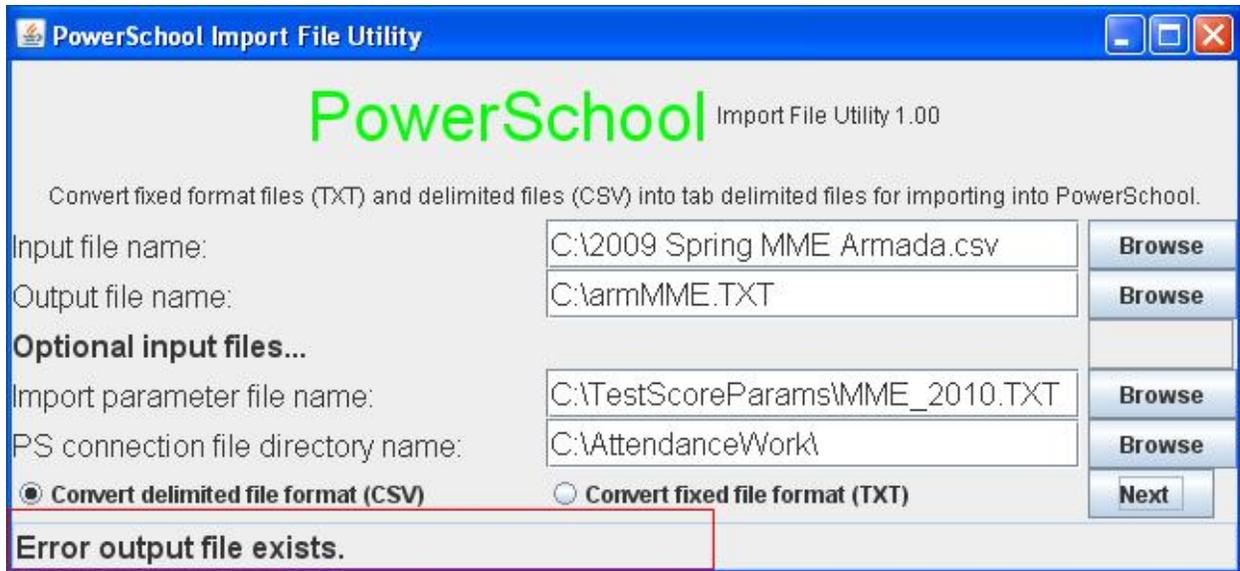
1. Check the Student_Number for no values, “not found”, “dup UIC”, “dup students”, and “dup Orig_Student_ID” values, identifying the student number could not be found or the identification is not unique. In some cases the input test file may be missing the student number.
2. Review the Test_Date , insuring the date is correct and in MM/DD/CCYY format.
3. Verify the Grade_Level values are valid.
4. The test level scores are imported into the numeric field and must have numeric values.

If you make changes to the file then do not erase the tab delimiter. Excel will change the format of the data when saving the file, which can cause problems.

	A	B	C	D	O
1	Grade_Level	Student_Number	MME_Math_alpha	MME_Math_num	Test_Date
2	11	01111	1092	3	02/01/2009
3	11	01111	1113	2	02/01/2009
4	11	01111	1110	2	02/01/2009
5	11	01111	1098	3	02/01/2009
6	11	01111	1091	3	02/01/2009
7	11	01111	1107	2	02/01/2009
8	11	01111	1119	2	02/01/2009
9	11	01111	1124	2	02/01/2009
10	11	1000000000	1112	2	02/01/2009
11	11	1000000000	1089	3	02/01/2009
12	11	1000000000	1120	2	02/01/2009
13	11	1750000000	1132	1	02/01/2009
14	11	01070	1079	4	02/01/2009
15	11	01090	1110	2	02/01/2009
16	11	1000000000	950	4	02/01/2009
17	11	50000	1098	3	02/01/2009
18	11	1750000000	1114	2	02/01/2009
19	11	01100	1070	4	02/01/2009
20	11	01110	1096	3	02/01/2009
21	11	01110	1099	3	02/01/2009
22	11	1000000000	1094	3	02/01/2009
23	11	1000000000	1070	4	02/01/2009
24	11	1750000000	1050	4	02/01/2009
25	11	1750000000	1060	4	02/01/2009
26	11	1750000000	1110	2	02/01/2009
27	11	1750000000	1086	4	02/01/2009

Error Messages

Error messages are displayed on the bottom line of each form. The program will not allow the next step to continue until the input is correct.



The screenshot shows the 'PowerSchool Import File Utility' window. The title bar reads 'PowerSchool Import File Utility'. The main window has a blue header with the 'PowerSchool' logo in green and 'Import File Utility 1.00' in black. Below the header, it says 'Convert fixed format files (TXT) and delimited files (CSV) into tab delimited files for importing into PowerSchool.' The form contains several input fields: 'Input file name:' with 'C:\2009 Spring MME Armada.csv', 'Output file name:' with 'C:\armMME.TXT', 'Optional input files...' section with 'Import parameter file name:' set to 'C:\TestScoreParams\MME_2010.TXT' and 'PS connection file directory name:' set to 'C:\AttendanceWork\'. There are radio buttons for 'Convert delimited file format (CSV)' (selected) and 'Convert fixed file format (TXT)'. A 'Next' button is visible. At the bottom, a red-bordered box contains the error message: 'Error output file exists.'

Error opening input file.

The input file is not found or is presently in use by another program.

Error input file not entered.

The input file name must be entered to convert the data.

Error input file not found.

The input file specified is not found on the specified file directory and path.

Error conversion parameter file not found.

The specified conversion parameter file is not found on the specified file directory and path.

Error Oracle database connection file not found.

The Oracle connection is file named "PS.TXT" is not found in the specified file directory and path.

Error output file name not entered.

The output file name must be entered to convert the data.

Error output file exists.

The specified output file already exists. The program will not over-write the file, insuring you do not lose valuable data. Either delete this file name or enter a different output file name that does not exist.

Error cannot open the PS Oracle database connection

The connection string found in the file "PS.TXT" is either invalid or the network connection to the Oracle database server is not available.

Error Run Option parameters need to be entered.

The program has run option program variables and constants which have not been entered. Press the "Run Opts" button to view and enter run time parameters.

Error no PowerSchool CSV field names entered.

No PowerSchool field names have been entered for the delimited file conversion.

Error no PowerSchool field names entered.

No PowerSchool fields names have been entered for the fixed format record file conversion.

Error the PS connection is required to find the student number.

The UIC, OrigStuId, or LastFistDOB conversion option is set and the PS database connection file has not been specified to query the database for the student number

Error field name invalid from/to column value.

In the fixed format conversion From or To value is not numeric, or the To value is less than the From value.

Error Other delimiter value not entered.

The other delimiter option is specified without an entry in the other data parameter.

Error invalid start row number or name row number entered.

The start row number or name row number must be numeric.

Error invalid start row number 1..9999

The starting row number must be greater than zero (0).

Error invalid start row number entered.

The start row number or name row number must be numeric.

Error field name row number is expected to be from 1 to 20.

The field name row number must be zero (no field names), or a value of 1 to 20 is expected for this option to be valid.

Test Score Input Parameter file Summary Sheet

The following work sheet has been prepared to summarize the test file conversion requirements.

Test name	Input parameter file name	Input file type	Run time parameter required	PowerSchool connection required
ACT	ACT_2010.TXT	Fixed format (TXT)		Yes to lookup student number by last, first, and birthday
ACT Explore	EXPL_2010.TXT	Fixed format (TXT)		Yes to lookup student number by last, first, and birthday
ACT Plan	PLAN_2010.TXT	Fixed format (TXT)		Yes to lookup student number by last, first, and birthday
MEAP	MEAP_2010.TXT	CSV, Quoted text = No	Test_Date given in mm/dd/yyyy format**	
MME	MME_2010.TXT	CSV, Quoted text = No	Test_Date given in mm/dd/yyyy format**	
MME ACT*	MME_ACT_2010.TXT	CSV, Quoted text = No	Test_Date given in mm/dd/yyyy format**	
MME work keys	MME_WK_2010.TXT	CSV, Quoted text = No	Test Date given in mm/dd/yyyy format**	
STAR	STAR_2010.TXT	CSV, Quoted text = No		
ELPA	ELPA_2010.TXT	CSV Quoted text = No	Test Date given in mm/dd/yyyy format**	

***Note: Do not run the ACT import from the MME if you receive the ACT file. The ACT file from the ACT testing organization contains the ACT test scores taken for the students MME exam given by the State.**

****Note: It is very important that you do not duplicate student test score using the same test date.**