



PLATO eduTest Assessment

Data Upload

Frequently Asked Questions

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General Data Entry Questions

What are the data upload options?

- Manual Data Entry: PLATO eduTest Assessment provides flexible features to allow you and your teachers to type in student names and passwords and place them in the correct classroom. Once information is typed into the system, roster information can be moved, added, or deleted as necessary throughout the year.
- Initial Data Upload: An initial electronic upload can be accomplished for your school or district. This option works best for districts or schools who keep student information in an electronic format and who have the technical capabilities, like a database programmer, to extract and manipulate electronic user information. Before implementation of an electronic upload, your PLATO AIM will provide information to your database programmer, curriculum specialists, and other district personnel about your timeline, goals, and resource capabilities.
- Continuous Data Upload: Customers may enquire about PLATO Data Management & Analytics to maintain a continuous feed of their SIS data into PLATO eduTest Assessment.

If a district purchases The PLATO Network and PLATO eduTest Assessment, will they have to complete two uploads?

- Customers may complete one upload for both products ensuring the login names are consistent between the products.

If a district has purchased The PLATO Network and PLATO eduTest Assessment, will they have the same user name and password?

- Customers who have multiple PLATO products will initially have the same user name and login for those products only if completing either an Initial Data Upload or Continuous Data Upload.
- Following an Initial Data Upload, if a customer changes, moves, or deletes a user ID or password in one of the PLATO products, it will not be reflected in the other products without logging in separately to that other product and making the same manual change.
- Following a purchase of PLATO Data Management & Analytics, customers cannot make any changes to their user IDs and passwords within the PLATO products. All changes should be made in the district's SIS.

If a district is renewing and would like to utilize one of the data upload options, what happens to the data already in their system?

- The user IDs and passwords will be updated to reflect the new upload. If the old user ID and new user ID is the same, all information currently in the system will be attached to the user.
- For PLATO eduTest Assessment, the user IDs will be updated to reflect the new upload. If the old user ID is the same as the new user ID, all information will remain in the system attached to the same user. If you would like the data to follow the individual student throughout multiple years, you must use the same user IDs. If customers have different user IDs than currently in the system, test results for the users will not be aggregated.
- For The PLATO Network including PLATO Reading Center and PLATO Achieve Now Online, if you complete a data upload after you have already set up the system, all information in the system will be lost. (i.e. file cabinet, progress test, reports).

- **Is the login URL the same for all PLATO products?**
 - Although the user name and password will be the same for their PLATO products if a data upload is utilized, customers will still have to log in to separate URLs to get to the products. Customers using PLATO eduTest Assessment products log in to www.edutest.com. Customers using The PLATO Network, PLATO Reading Center and PLATO Achieve Now Online log in to www.lightspan.com.

For The PLATO Network, how do customers set up names and passwords for families when they conduct a data upload?

- When completing either data upload option, user IDs will be submitted to the PLATO database either via a flat file upload or through the district's SIS.

Manual Entry Questions

If a district chooses to manually enter user information, will PLATO staff help input IDs into the system?

- No.

Who should customers call for information on entering user IDs and classrooms in the system?

- Information on manually entering users is located within the PLATO Support Services Knowledgebase.
 - PLATO eduTest Assessment: <http://support.plato.com/27612>
 - The PLATO Network: <http://support.plato.com/27611>

Initial Data Upload Questions

For the Initial Data Upload option, what are the file and customer requirements?

- Customers using the Initial Data Upload option will complete an electronic upload once during the school year. School districts should have a database programmer who can extract and manipulate electronic user files before deciding to implement an initial data upload. Customers should be prepared to provide student, teacher, and administrator information in the file format required to complete the upload.

Who will help districts understand the file formats and submitting them to the PLATO database?

- Information on file formats is located within the PLATO Support Services Knowledgebase
 - <http://support.plato.com/downloads/assessment/edutest/eduTestDataUploadRequirements.pdf>

If a district has completed an initial upload at the beginning of the year and would like to complete another one in the middle of the year, is it possible?

- Yes.

Continuous Data Upload and Management Questions

For Continuous Data Upload and Management, what are the file and customer requirements?

- Please ask your PLATO Account Manager to provide you with additional information on PLATO Data Management & Analytics.

For Continuous Data Upload and Management, if a district does not have a designated user name and password in the SIS, what is the solution?

- PLATO eduTest can auto-generate a user name and password for each person, based on the first initial, last name and two digits at the end. PLATO eduTest assigns a randomly generated password from a bank of 10 predefined words. To create a password, it chooses one of the words at random, and adds two digits at the end.