

Initial Data Entry

Initial data entry allows you to submit user and classroom data through a web interface. This information is then uploaded into the PLATO eduTest Assessment database. Maintenance of this data is performed manually.

Types of Entry

The initial data entry process provides you with two options for uploading user and classroom roster information. You can choose one of the following options:

- full upload—upload all users, classrooms, and classroom associations
- partial upload—upload just users and/or classrooms and complete the associations manually

Full Upload

The full upload provides you with the opportunity to provide all users, classrooms, and user to classroom relationships to completely populate your database. Once the upload has been completed and if the accuracy of your data is acceptable, your school community will be ready to begin using eduTest. Following the upload, you will need to create and implement a maintenance plan to address any student mobility needs, as any changes will need to be made manually within the database.

Full uploads are a great option for school districts that have

- access to a relational database and the personnel to prepare all three required data files taken from that system
- all classroom roster information already present in their central database system

Partial Upload

A partial upload enables you to load portions of the required information in an electronic format, and then manually enter the remaining information.

This option is beneficial for districts with

- limited technology resources to complete a relationship file
- classroom rosters that have not yet been finalized

Requirements and Considerations

For a data upload to be successful, there are requirements and considerations that need to be reviewed and met.

Preparing Your Files

The purpose of this section is to outline the transfer of data from your Student Information System (SIS) to eduTest. It is assumed that the reader understands common database management terms and has the skill set to create files via a database query. You will need to create up to three files in the CSV format. This section offers a possible starting point to begin your data transfer process.

Depending upon the type of upload you are completing, you will prepare some or all of the files detailed in the next section. The accuracy of these files is essential for the upload to be successful. Please review this document carefully prior to gathering the required information. If you have any questions about the information contained in this manual or need suggestions for any of the required fields, please contact your PLATO Account Implementation Manager (AIM) directly. This will prevent additional work on your part.

In the File Requirements and Format section below, the specific fields and values for each file are described. Please keep in mind the following:

- SISIDs must be unique across your entire district. This includes teachers as well as students.
- Logins, if supplied, must also be unique across the district.
- Your AIM will provide the information for the entity ID field and the district ID field, which will be necessary to name your files properly.

Once the above data records have been made unique, it is recommended that a teacher be assigned to every classroom.

The File Requirements and Format section describes the required and recommended fields and acceptable values for each.

Requirements Recap

As you construct your files, please note the following:

- For a full upload, all three files must be completed.
- For a partial upload, you will complete the user and/or classroom file. You will not prepare the relationship file.
- The upload process will abort with the presence of duplicates of any of the following fields:
 - SISID
 - Classroom ID
 - Classroom description if contained within the same school

Naming Conventions

When creating your files to import into your PLATO products, using a consistent naming convention is recommended. For example, what will you use for the student login? The login should be something that can be easily remembered by students, since they will use this information to gain access to eduTest. In addition, classroom descriptions must be clearly understood by teachers in order to be effective. While it may make sense to the technical personnel to use the district-assigned course ID as the classroom description, that code may change during the year, may not be familiar to the classroom teachers, or may cause confusion. The technical and curriculum teams should meet prior to creating the required upload files to be sure that the naming conventions selected work for both database and classroom considerations. A chart of suggested naming conventions is included below for planning purposes.

Field Name	Requirements	Suggested Convention	Example
Administrative and Instructor Login	<ul style="list-style-type: none"> Alphanumeric characters only No spaces, lower case only Minimum of 6 characters Maximum of 25 characters Must be unique within district 	<ul style="list-style-type: none"> E-mail user ID Employee ID First initial, last name, and four digits 	jsmith 862253 jsmith3459
Administrative and Instructor Password	<ul style="list-style-type: none"> Alphanumeric characters only Case sensitive No spaces Minimum of 6 characters Maximum of 15 characters 	<ul style="list-style-type: none"> School mascot Employee ID number 	Cougars 862253
Student Login	<ul style="list-style-type: none"> Alphanumeric characters only No spaces Minimum of 6 characters Maximum of 25 characters Must be unique throughout the district 	<ul style="list-style-type: none"> Student ID number Student lunch number First initial, last name, and four digits 	9674356 5682 mjones5237
Student Password	<ul style="list-style-type: none"> Alphanumeric characters only Case sensitive (recommend lowercase) No spaces Minimum of 6 characters Maximum of 15 characters 	<ul style="list-style-type: none"> School mascot Initials plus room number 	Cougars jbs304
Classroom Description	<ul style="list-style-type: none"> Alphanumeric characters and all punctuation marks Spaces allowed Maximum of 40 characters Must be unique within school 	<ul style="list-style-type: none"> Teacher's last name-grade-room number Teacher's last name-subject-period-section 	Doe-3rd grade-Rm 103 Doe-Math-period 4-section 402

File Requirements and Format

The following tables provide the detailed file format and required fields for a PLATO data upload. Below each table are related notes and important considerations. Please review these carefully. Any deviation from these tables will prohibit your files from being uploaded. If you have questions about the information provided in this section, please contact your Account Implementation Manager immediately.

As mentioned earlier, there are three files required to complete your full data upload.

1. <yourDistrictID>_user.csv (e.g., SAND001_user.csv) – required for a partial upload
2. <yourDistrictID>_classroom.csv (e.g., SAND001_classroom.csv)
3. <yourDistrictID>_user_classroom.csv (e.g., SAND001_user_classroom.csv)

User File

The user file provides a list of all students and teachers. This is the building block for your database. Note: Administrative roles in PLATO eduTest Assessment not included below must be manually entered.

File Name: <DistrictID>_User.csv			
Field	Type	Size	Description and/or Accepted Values
SISID	String	64	SIS ID - External Key. Required for updates and classroom relation. Field size is defined in SIS Source. Must uniquely identify a student or staff member in the district.
SchoolID	String	32	SIS School ID. Must uniquely identify a school in the district. Use "NA" for district-level users. This may be the same as the EntityID described below, but is designed to be meaningful to the client for reports.
EntityID	String	32	PLATO Entity ID. Uniquely identifies the organization in PLATO's system, e.g., <DistrictID>-001, <DistrictID>-002. This mapping must be provided to schools by PLATO. DistrictID must be of the form ABCD123, four characters and three digits. <i>Note:</i> If the user's role is a district-level role, i.e., DA District Admin or DS District Staff, the EntityID should be <DistrictID>-000. District-level users should not be associated with any classrooms.
Login	String	25	Login ID - must be unique within district. This is the user friendly (ksmith) name the user will log in to the system with. Minimum number of characters is six. If omitted, this field is auto-generated using the first initial + first five characters of the last name + two or three random digits. If the result of a login is less than six characters, "a"+"b"+"c"... are added until the login reaches six characters. Examples: "bmills01", "jro17a". See the naming conventions on page 5 for more requirements.
Password	String	15	Password. Minimum characters is six. If omitted, this field is auto-generated using one of the following words, plus a random three-digit number: "educate", "explore," "great," "inspire," "learn," "motivate," "read," "school," "success," or "teach." Examples: "educate111", "explore355". See the naming conventions on page 5 for more requirements.
Prefix	String	32	Mr Mrs Ms Miss Dr
Grade	String	32	-1 0 1 2 3 4 5 6 7 8 9 10 11 12 NA <i>Note:</i> -1 = PreK and 0 = Kindergarten
FirstName	String	25	
MiddleName	String	25	
LastName	String	25	
Role	String	2	DA – eduTest District Report Viewer] SA – eduTest School Report Viewer T – eduTest Instructor S – eduTest Student
*MigrantID	String	32	Govt. issued migrant ID. *Required if student is a migrant student and MID is available in SIS system.
Email	String	128	E.g., username@domain.com
DOB	String	32	E.g., 11-15-1994
AssociatedUser	String	64; 64; 64	SEMICOLON DELIMITED list of associated SISIDs. All SISIDs in this list must be students and the role of this user must be F – family. The maximum size of each SISID in the list is 64. Please do not use commas as delimiters.

Considerations:

- The first line of this file **must** contain the following header:
sisid,schoolid,entityid,login,password,prefix,grade,firstname, middlename,lastname,role,migrantid,email,dob,associateduser
- Fields in bold in the chart above are required.
- Data is not case sensitive.

- Recommended fields include login and password. If these are not provided, the system will create them. An example of an auto-generated login is jsmith39. An example of an auto-generated password is educate385.
- The entity ID will be provided to you by your Account Implementation Manager.
- When adding district administrators, be sure to include NA in the school ID field, and the entity ID is in the format <DistrictID>-000.
- When adding school administrators, the school ID should correspond to the school where that administrator is assigned.
- The migrant ID is a government-issued migrant ID number for students of migrant workers.
- Creating the file with a Macintosh compatible computer is not recommended. A Mac compatible CSV file contains invalid characters that will cause your upload to fail.

Classroom File

This file provides a listing of each classroom or learning group within your district.

File Name: <DistrictID>_Classroom.csv			
Field	Type	Size	Description and/or Accepted Values
ClassroomID	String	64	External Key To SIS Source System ClassroomID field or other district-level unique identifier for a classroom. Required for updates and user relation. Must uniquely identify a class in the district. Field size is defined in SIS source. See the naming conventions on page 5 for more requirements.
SchoolID	String	32	See description for SchoolID in the user file above.
EntityID	String	32	See description for EntityID in the user file above.
Description	String	40	Classroom name. Must be unique within the school.
Grade	String	4	-1 0 1 2 3 4 5 6 7 8 9 10 11 12 NA <i>Note:</i> -1 = PreK and 0 = Kindergarten
SchoolYear	String	4	2004 (represents 2003–2004 school year)
Period	String	64	1 2 3 4 5 6 7 8 9 10 11 12 NA

Considerations:

- The first line of this file **must** contain the following header: **classroomid,schoolid,entityid,description,grade,schoolyear,period**
- Each classroom ID must be unique throughout the district.
- Each classroom description must be unique across the school.
- To be able to effectively search for classrooms within PLATO eduTest Assessment, you must enter a valid grade for each classroom. If no grade is provided or if the grade is -1, 0, or 1, the classroom will be categorized as “other” and will be inaccessible for test scheduling until you manually change the grade designation for each classroom.
- Fields in bold in the chart above are required.
- Creating the file with a Macintosh compatible computer is not recommended. A Mac compatible CSV file contains invalid characters that will cause your upload to fail.

User to Classroom Relationship File

This file links the users to each of the classrooms. If you are completing a full upload, this is a critical file and should be reviewed multiple times for accuracy.

File Name: <DistrictID>_User_Classroom.csv			
Field	Type	Size	Description and/or Accepted Values
SISID	String	64	See SISID field above.
ClassroomID	String	64	See ClassroomID above.

Considerations:

- The first line of this file **must** contain the following header: **sisid,classroomid**
- Fields in bold in the chart above are required.
- For every SISID in the relationship file, there must be a corresponding SISID in the user file.
- For every classroom ID in the relationship file, there must be a corresponding classroom ID in the classroom file.
- Include only teachers and students in the relationship file.
- Teachers may only be assigned to only one school. They cannot be assigned to multiple schools automatically. Once the upload is complete, teachers can be manually assigned to multiple schools.
- Creating the file with a Macintosh compatible computer is not recommended. A Mac compatible CSV file contains invalid characters that will cause your upload to fail.