



ASCENDER Test Scores - Import Assessments

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This process involves retrieving a file from Cambium Assessment, Inc. (CAI) and uploading it into the ASCENDER Test Scores application. Importing assessment scores into the ASCENDER Test Scores application has the major benefit of subsequently displaying this data on AARs, Personal Graduation Plans, and in TReX files. These few simple steps provide assessment data in all necessary applications.

Prerequisites

- You must have credentials to log into Cambium and have ordered assessment reports.
- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the ASCENDER Student Overview guide.
- For more detailed information about individual fields, please see the online Help in the ASCENDER Student system.

Quick Checklist

- Download files from Cambium.
- Import the files into the ASCENDER Test Scores application.

Import Assessments into Test Scores

You are able to import test scores from XXX using the Import Test Scores utility.

Download Files From Cambium

Access and download your Texas assessment files from Cambium.

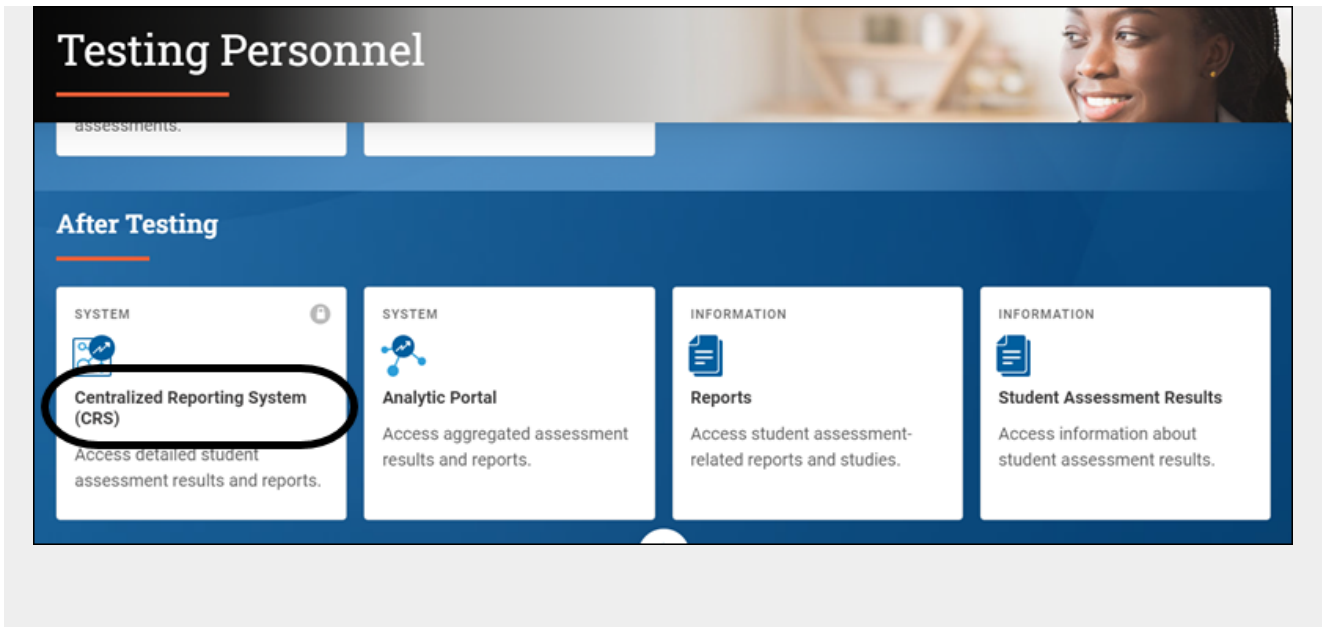
- Go to [texasassessment.gov](https://www.texasassessment.gov) and from the top menu, click on **Testing Personnel**.

The screenshot shows the TEA Texas Assessment website. At the top, there is a navigation bar with links for Home, Students and Families, Testing Personnel, Assessment Programs, and Resources. A red arrow points to the 'Testing Personnel' link. The 'En español' button is highlighted in red. Below the navigation bar is the TEA logo and the text 'TEXAS ASSESSMENT' and 'VISIT TXSCHOOLS.GOV'. The main heading is 'Learn More About Texas Assessments'. Below this is a section titled 'View Your Child's Test Results' which contains a 'Family Portal' login form. The form includes a 'Unique Student Access Code' field, a 'Date of Birth' section with dropdowns for Month, Day, and Year, and a 'Sign On' button. There are also links for 'More Login Information' and 'More Support'. At the bottom, there is a 'Browse by User' section with links for 'Students and Families', 'Testing Personnel', and 'Educators'.

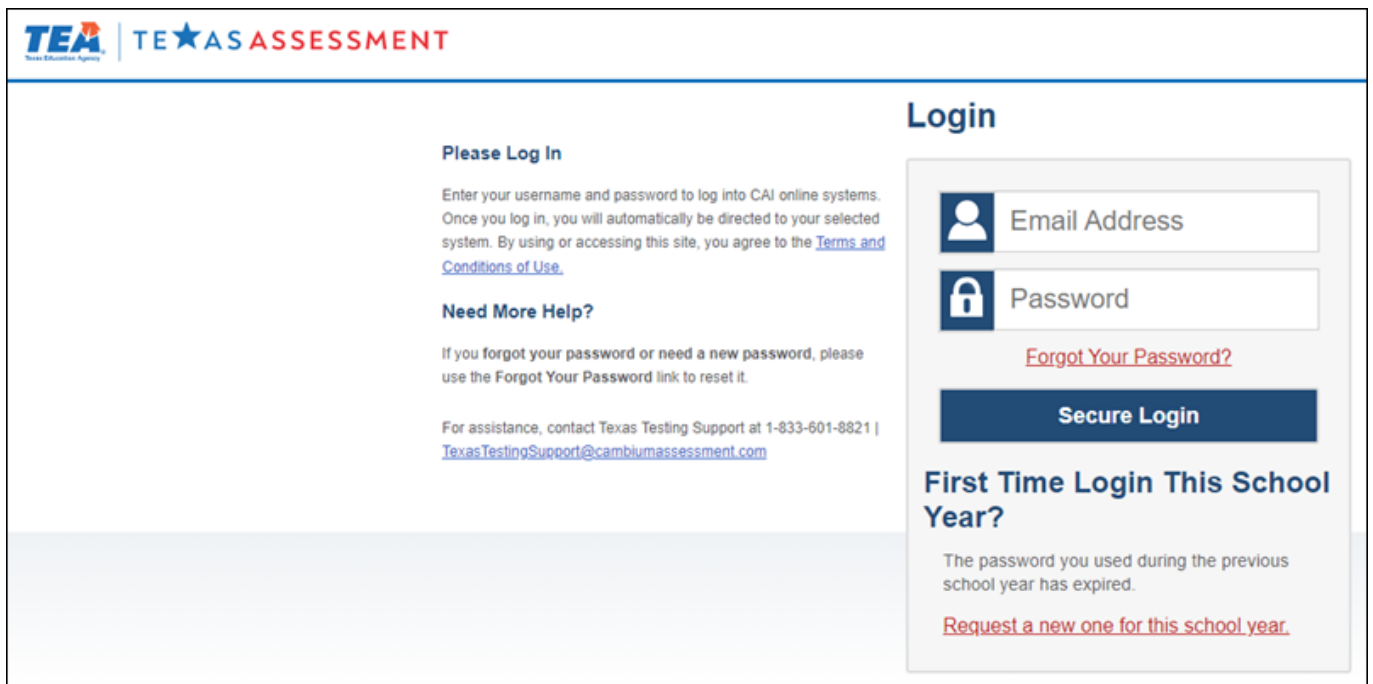
NOTE: Depending on how you want to receive the assessment file, select *Prepare for Testing > Test Information Distribution Engine (TIDE)*.

The screenshot shows the 'Testing Personnel' dashboard. The main heading is 'Testing Personnel'. Below this is a section titled 'Prepare for Testing' which contains four cards. The first card is 'Test Information Distribution Engine (TIDE)' and is circled in black. The second card is 'Learning Management System'. The third card is 'Practice and Released Tests'. The fourth card is 'Texas Formative Assessment Resource (TFAR)'. Each card has a brief description of its function.

or, select *After Testing > Centralized Reporting System (CRS)*



Log in with your user ID and password.

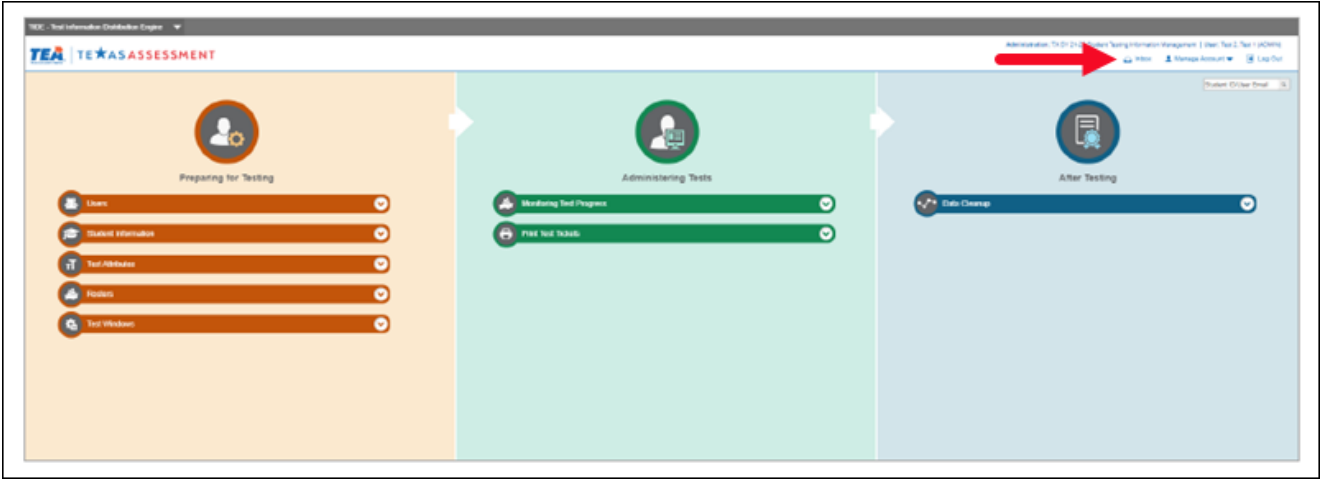


You will be directed to the dashboard for the application you selected.

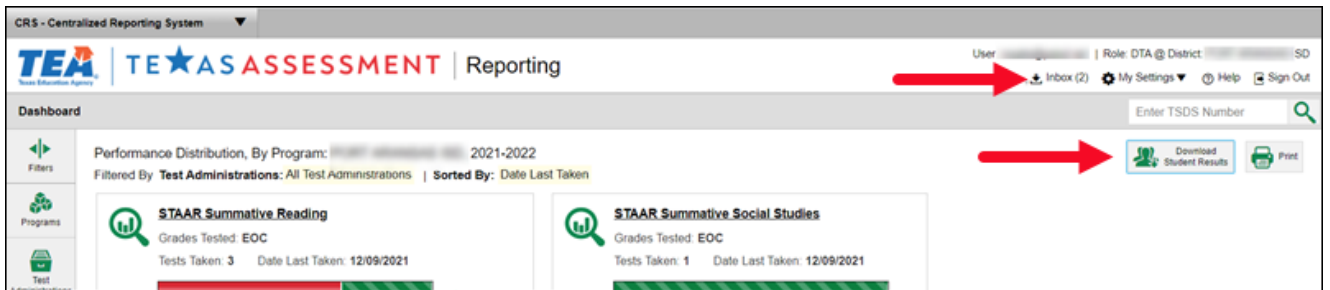
The file for importing test results into ASCENDER and other third party systems will automatically be generated by Cambium and will be sent to the District Test Coordinator's Inbox within Cambium. Users are not able to create the file ASCENDER needs for import. It must be created for the district by Cambium.

Click on the **Inbox** to acquire test score files.

TIDE:

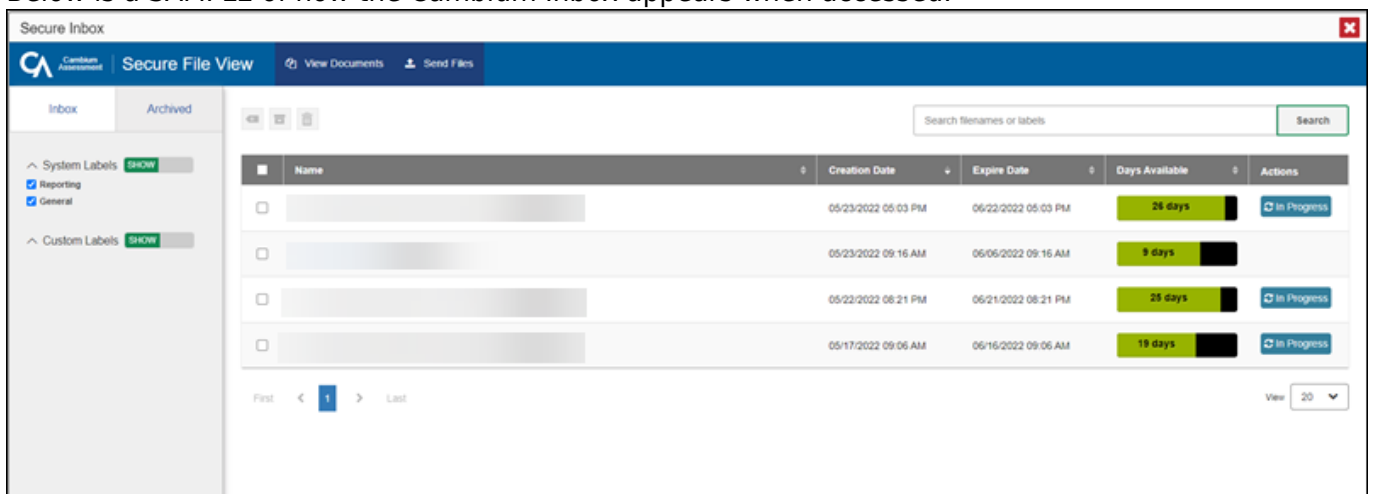


CRS:



NOTE: Do not click on the **Download Student Results** button as this will not produce the correct file format required by TEA.

Below is a SAMPLE of how the Cambium Inbox appears when accessed.



Import the File Into the ASCENDER Test Scores Application

The Import Test Scores utility in the ASCENDER Test Scores application allows you to import your DAT assessment files.

Test Scores > Utilities > Import Test Scores

Select the type of test you would like to import.

Import

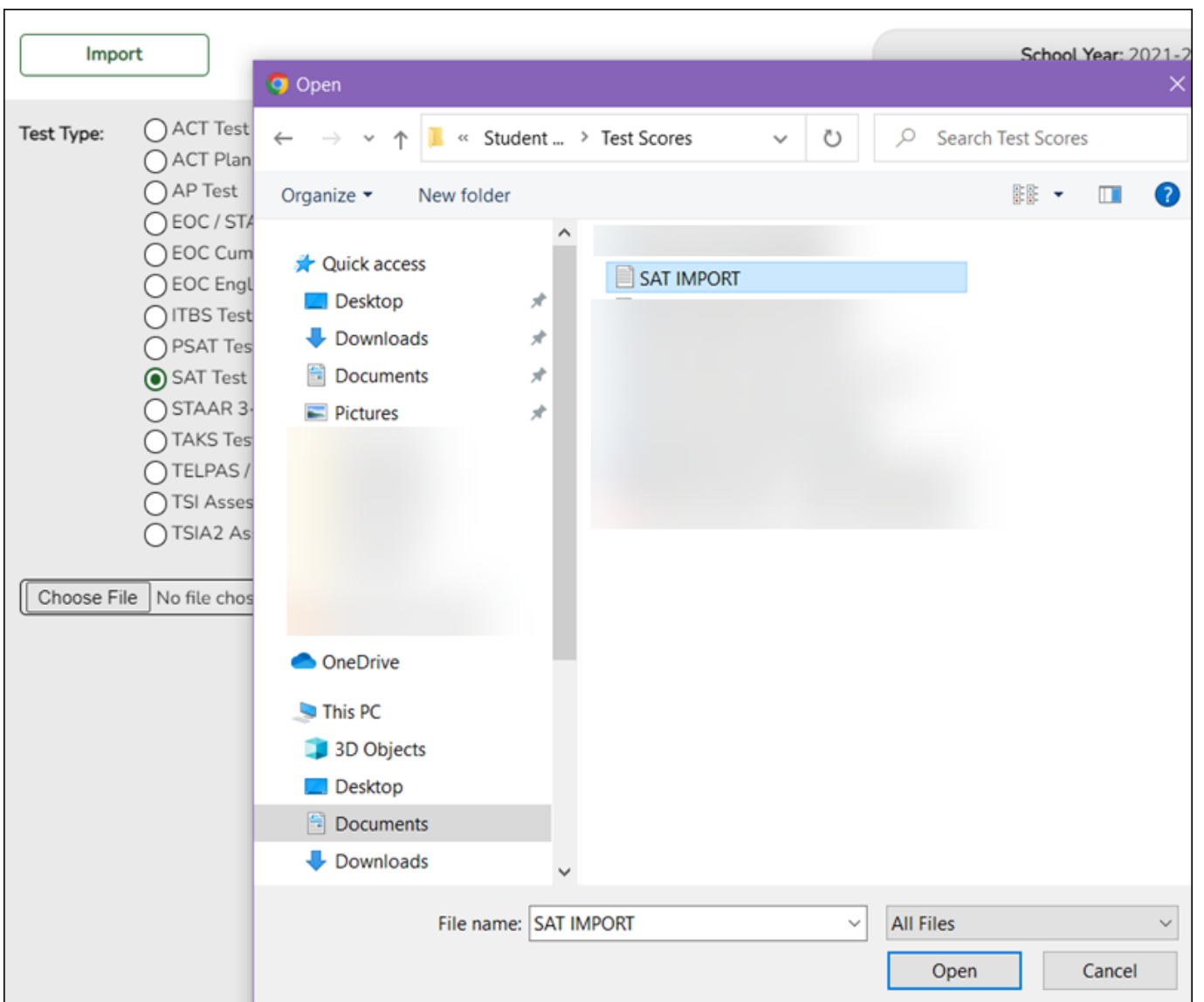
Test Type:

- ACT Test
- ACT Plan Test
- AP Test
- EOC / STAAR Alternate 2 EOC Test
- EOC Cumulative Hist Test
- EOC English Trans Test
- ITBS Test
- PSAT Test
- SAT Test
- STAAR 3-8 / STAAR Alternate 2 3-8 Test
- TAKS Test
- TELPAS / TELPAS Alternate Test
- TSI Assessment
- TSIA2 Assessment

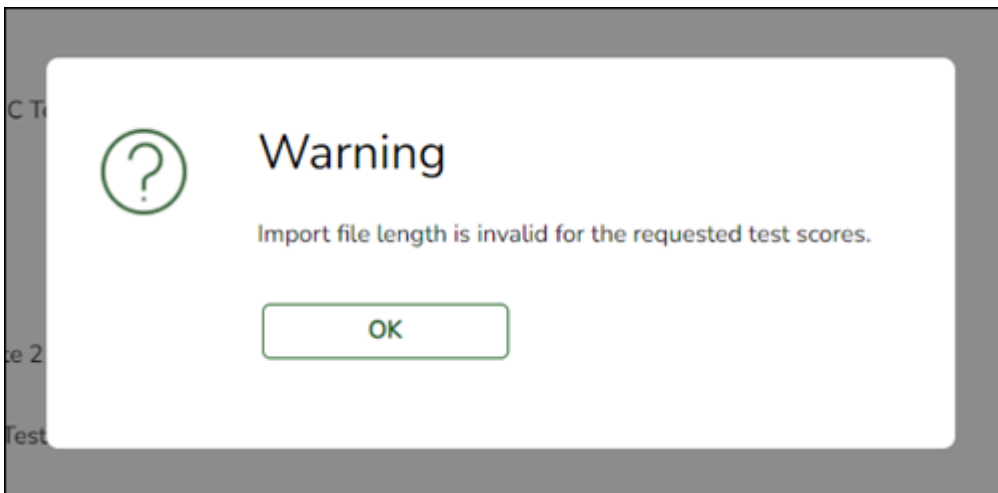
Choose File

No file chosen

Click **Choose File**, locate your file, and open it.



Click **Import**.
If there are errors, a message is displayed.



Click **OK**.

Click **Show Error Rpt** to view the error report.

You can open and save the report as a CSV or PDF file.

If there are no errors, a message is displayed.

The assessment scores that did not have errors are imported and you can view them on Maintenance > Individual Maintenance by student.



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