

# **ASCENDER Test Scores - Import Assessments**

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# **ASCENDER Test Scores - Import Assessments**

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.

 $\Box$  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.

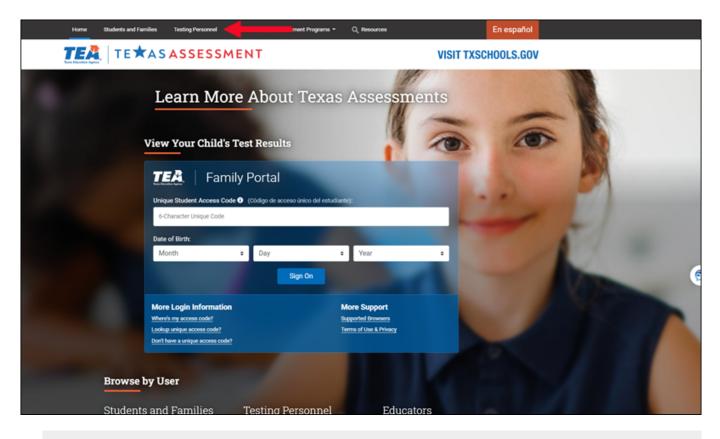
### **Import Assessments into Test Scores**

The District Test Coordinator is able to import test scores from Cambium using the Import Test Scores utility.

### **Download Files From Cambium**

Access and download your Texas assessment files from Cambium.

Go to *texasassessment.gov* and from the top menu, click on **Testing Personnel**.



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

Testing Person	inel		Carlo	?
Prepare for Testing	SYSTEM The second seco	TINFORMATION We want the second seco	SYSTEM Texas Formative Assess Resource (TFAR) Create items, build tests a share content with others	and

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

Student

Testing Person	inel					
After Testing	SYSTEM	INFORMATION	INFORMATION			
Centralized Reporting System (CRS) Access detailed student assessment results and reports.	Analytic Portal Access aggregated assessment results and reports.	Reports Access student assessment- related reports and studies.	Student Assessment Results Access information about student assessment results.			

□ Log in with your user ID and password.

TEXAS ASSESSMENT	
Please Log In Enter your username and Once you log in, you will a system. By using or accer <u>Conditions of Use</u> . Need More Help? If you forgot your passw use the Forgot Your Passw	password to log into CAI online systems.         automatically be directed to your selected         using this site, you agree to the Terms and         ord or need a new password, please         sword link to reset it.         exas Testing Support at 1-833-601-8821
TexasTestingSupport@ca	First Time Login This School Year?
	The password you used during the previous school year has expired. Request a new one for this school year.

 $\Box$  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.

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#### CRS:

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CRS - Centra	lized Reporting System 🔻		
TE	TE 🕇 A S A S S E S S M E N T   R	eporting	User   Role: DTA @ District: SD
Dashboard			Enter TSDS Number
Fitters		21-2022 : Date Last Taken	Download Student Results Pret
Programs Test	Grades Tested: EOC Grades Tested: EOC Tests Taken: 3 Date Last Taken: 12/09/2021	Grades Tested: EOC Tests Taken: 1 Date Last Taken: 12	-
Test	Tests Taken: 3 Date Last Taken: 12/09/2021	Tests Taken: 1 Date Last Taken: 12	109/2021

**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 by the District Test Coordinator.

Secure Inbox												×
Canthan   Sec	cure File View	View Documents	▲ Send Files									
Inbox	Archived	· = =				Se	earch 1	lenames or labels				Search
		Name			0	Creation Date	٠	Expire Date	۰	Days Available	٠	Actions
General		0				05/23/2022 05:03 PM		06/22/2022 05:03 PM		26 days		C In Progress
	NW .	0				05/23/2022 09:16 AM		06/06/2022 09:16 AM		9 days		
		0				05/22/2022 08:21 PM		06/21/2022 08:21 PM		25 days		C in Progress
		0				05/17/2022 09:06 AM		06/16/2022 09:06 AM		19 days		C in Progress
		First < 1 🗲 La	t.									Vew 20 🗸

File names in the District Testing Coordinator's Cambium Inbox will vary:

• For example, for EOC Spring testing results: 1522\_EOC\_CCCDDD\_ANYWHERE IS\_V01.txt

• For example, for TELPAS results: CCCDDD\_000\_DISTRICT\_REPORT\_21\_TELPAS\_Student\_Data.txt

### Import the File Into the ASCENDER Test Scores Application

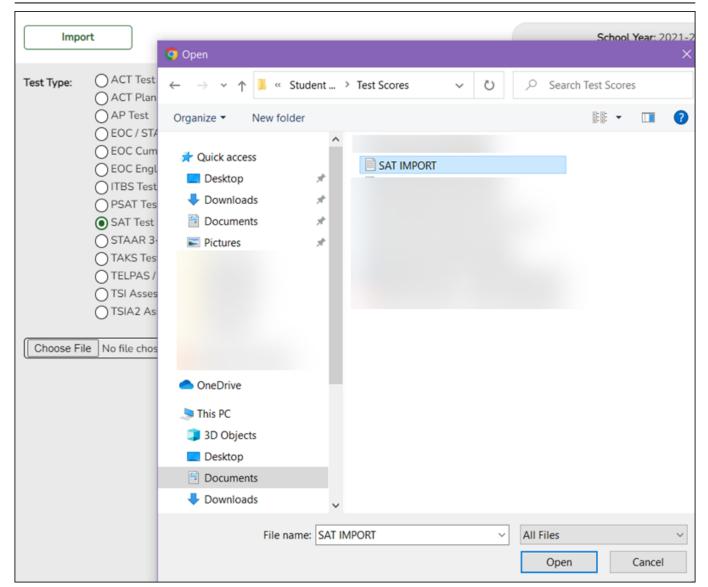
The Import Test Scores utility in the ASCENDER Test Scores application allows you to import your DAT assessment files.

#### Test Scores > Utilities > Import Test Scores

□ Select the type of test you would like to import.

Impo	ort
Test Type:	<ul> <li>ACT Test</li> <li>ACT Plan Test</li> <li>AP Test</li> <li>EOC / STAAR Alternate 2 EOC Test</li> <li>EOC Cumulative Hist Test</li> <li>EOC English Trans Test</li> <li>ITBS Test</li> <li>PSAT Test</li> <li>STAAR 3-8 / STAAR Alternate 2 3-8 Test</li> <li>TAKS Test</li> <li>TELPAS / TELPAS Alternate Test</li> <li>TSI Assessment</li> <li>TSIA2 Assessment</li> </ul>
Choose Fil	le No file chosen

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



#### Click Import.

If there are errors, a message is displayed.

ст (?)	Warning Import file length is invalid for the requested test scores.
te 2 Test	ОК

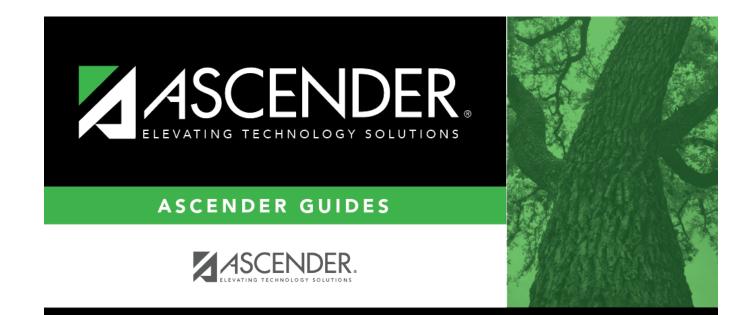
#### Click **OK**.

□ 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.



# **Back Cover**