



ASCENDER Test Scores - Import Assessments

Table of Contents

ASCENDER Test Scores - Import Assessments 1

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.
- ☐ 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.

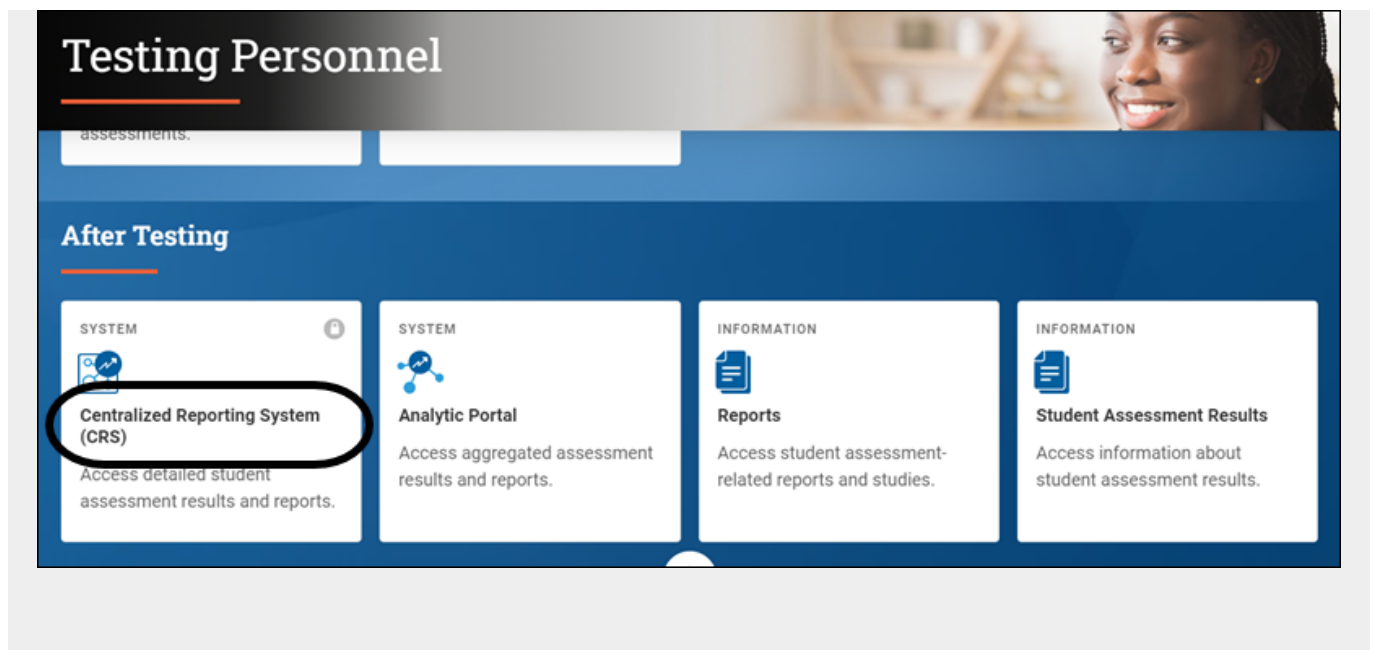
- ☐ Go to *texasassessment.gov* and from the top menu, click on **Testing Personnel**.

The screenshot shows the TEA Texas Assessment website. The navigation bar includes links for Home, Students and Families, Testing Personnel, Assessment Programs, and Resources. A red arrow points to the Testing Personnel link. The language selector is set to 'En español'. The main heading is 'Learn More About Texas Assessments'. Below it, the 'View Your Child's Test Results' section features a 'Family Portal' login form. The form includes a 'Unique Student Access Code' field (labeled '6-Character Unique Code'), a 'Date of Birth' section with dropdowns for Month, Day, and Year, and a 'Sign On' button. Links for 'More Login Information' and 'More Support' are also present. At the bottom, a 'Browse by User' section lists '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' page. The 'Prepare for Testing' section is highlighted with a star icon. It contains four cards: 1. 'Test Information Distribution Engine (TIDE)' (SYSTEM) - Manage students and users for testing and reporting, order test materials, and track student participation. 2. 'Learning Management System' (SYSTEM) - Access trainings on the Texas Assessment Program. 3. 'Practice and Released Tests' (INFORMATION) - Access practice and released tests to become familiar with question types and the online testing environment. 4. 'Texas Formative Assessment Resource (TFAR)' (SYSTEM) - Create items, build tests and share content with others.

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



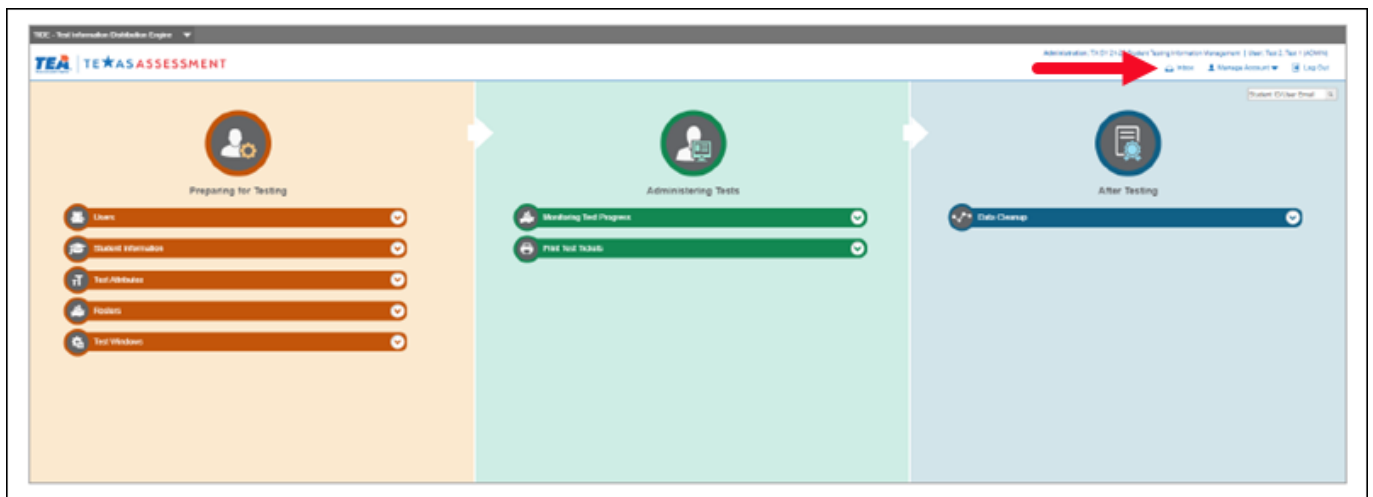
☐ Log in with your user ID and password.

The screenshot shows the login page for the Texas Education Agency (TEA) Texas Assessment. The page includes the following sections:

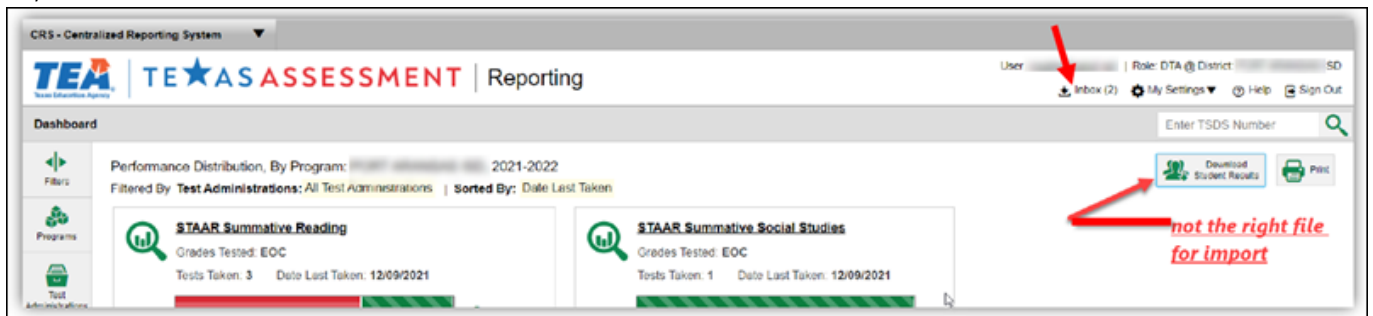
- TEA | TEXAS ASSESSMENT** (Logo and Title)
- Login** (Section Header)
- Please Log In**: Enter your username and password to log into CAI online systems. Once you log in, you will automatically be directed to your selected system. By using or accessing this site, you agree to the [Terms and Conditions of Use](#).
- Need More Help?**: If you forgot your password or need a new password, please use the [Forgot Your Password](#) link to reset it.
- For assistance, contact Texas Testing Support at 1-833-601-8821 | TexasTestingSupport@cambiumassessment.com**
- Login Form**:
 - Email Address** (Input field)
 - Password** (Input field)
 - [Forgot Your Password?](#) (Link)
 - Secure Login** (Button)
- 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.](#) (Link)

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

TIDE



or, CRS

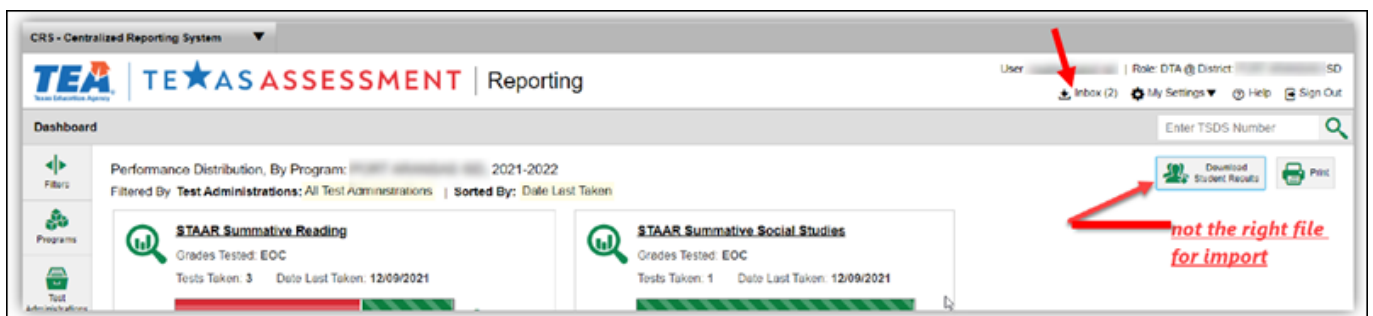


The **XXXX SCREEN NAME TBD** screen will appear.

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.

❑ Click on the **Inbox** to acquire test score files. (The screenshot below is from CRS - Centralized Reporting System.)

NOTE: Do not click on the **Download Student Results** button as this will not produce the correct file format required by TEA. Users are not able to create the file ASCENDER needs for import. It must be created for the district by Cambium.



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

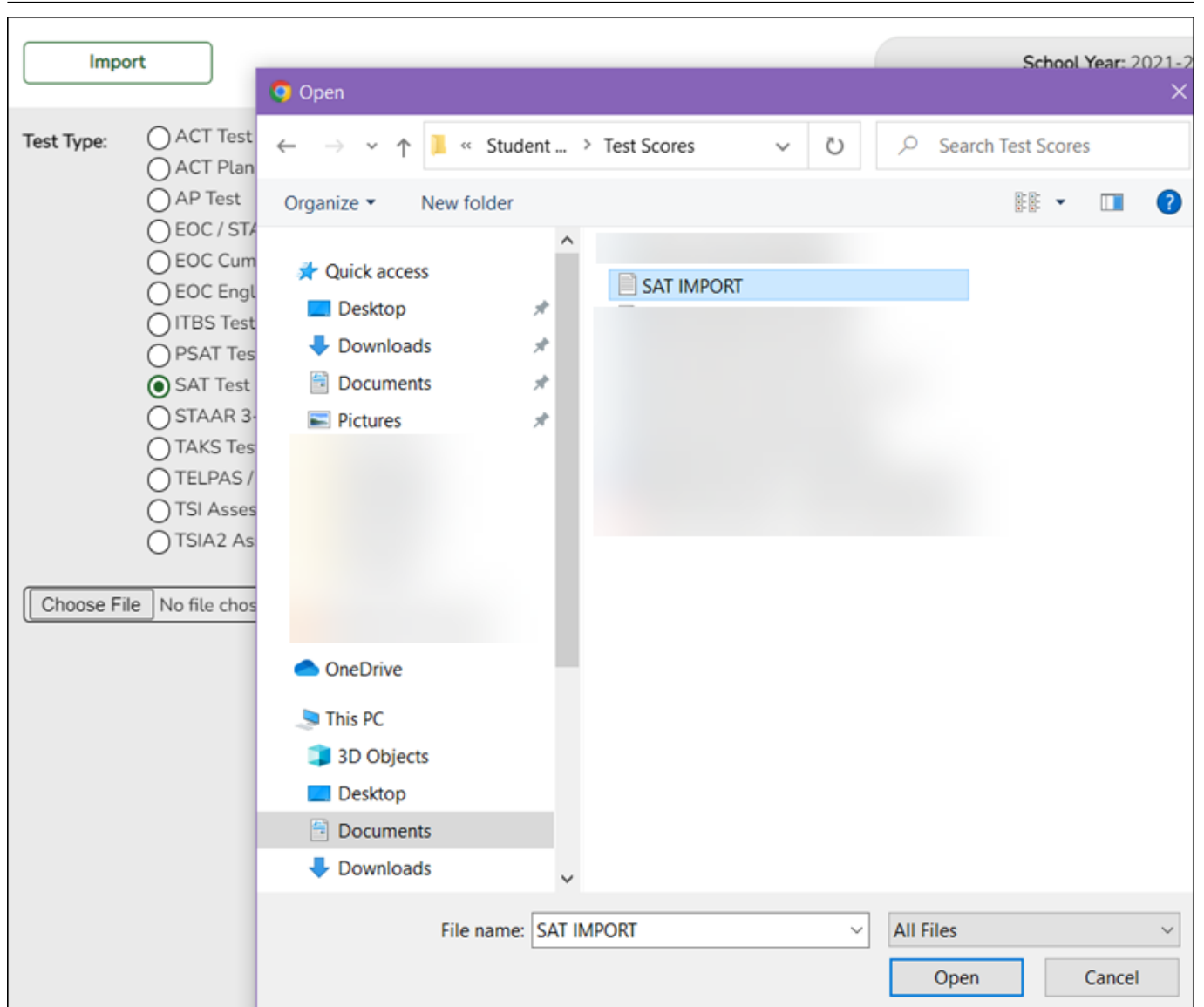
☐ TSI Assessment

☐ TSIA2 Assessment

Choose File

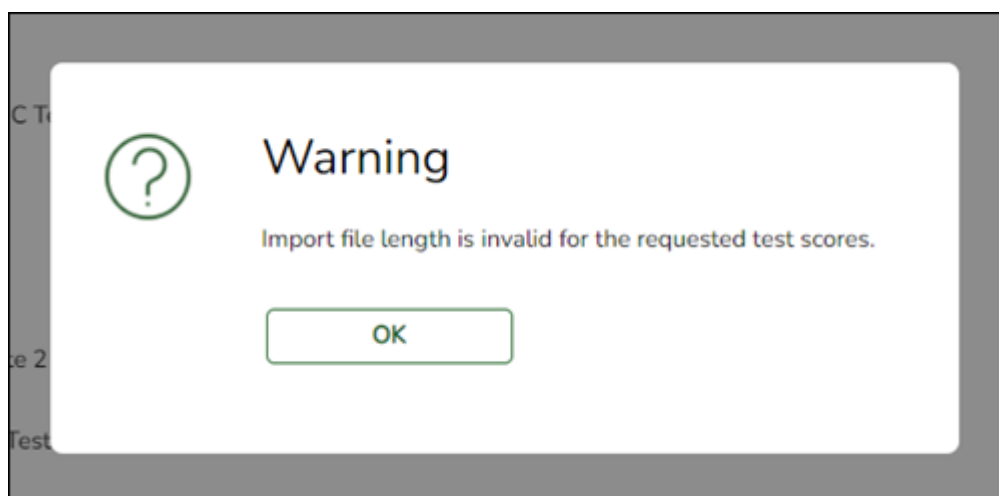
No file chosen

☐ 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.



Back Cover