

End User Guide
Uploading ACER Data



TrackOne

S T U D I O

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to helpdesk@trackonestudio.com.

Logging In

The screenshot shows the 'Demonstration School Learning Analytics Suite' interface. On the left is a dark blue navigation sidebar with a globe icon at the top. The sidebar has a '1' callout next to the 'Administration' link. Below it are 'Home', 'Result Entry', 'Bulk Upload' (with a '2' callout), 'Assessment Entry', 'OP Entry', 'Review Result Data', 'External Assessment', 'Analytics Setup', 'Subject Setup', 'Report Setup', and 'General Setup'. The main content area is titled 'Upload Assessment' and has a '(TrackOneAdmin) (Sign Out)' link in the top right. It contains three dropdown menus: 'Provider' (set to 'ACER'), 'Assessment' (set to 'ACER-PAT-Maths Year 6'), and 'Year' (set to '2019'), with a '3' callout. Below these is an 'Assessment File' input field containing 'Example ACER File Year 6 2019.csv' and a 'Browse...' button, with a '4' callout. A 'Date Sat' field is also present. The 'Assessment Upload Options' section has three radio buttons: 'Match on Student Id' (selected, with a '5' callout), 'Match on Name', and 'Match on Student Id and name'. There are also checkboxes for 'Hide Unselected Columns' and 'Skip saving row if row has previously been saved successfully in the current session'. At the bottom are 'Load Results' and 'Validate and Save Results' buttons, with a '6' callout.

1. Select **Admin** from the top of the left-hand task panel.
2. Select **Result Entry**, followed by **Bulk Upload**.
3. Select the Provider and Assessment Item. Then select the Calendar Year and Term in which the test was taken.
4. Click **Browse**, then select the relevant Excel file.

Note: The file type must be CSV.

5. Choose the basis on which you wish to match the students in the spreadsheet to those in the Suite. TrackOne Studio recommends matching on Student ID if possible, though if the spreadsheet does not contain Student IDs, select **Match on Name**.
6. Click **Load Results**.

3

Load Results Validate and Save Results

✓ Results uploaded successfully.

1

File Details

2

Ignore	Details	col 1	col 2	col 3	col 4	col 5	col 6	col 7
<input checked="" type="checkbox"/>		Student Id	Family Name	Given Names	-- Select --	Results: Raw Score	Results: Scale Score	Results: Stanine
<input checked="" type="checkbox"/>		Unique ID	Family name	Given name	Completed	Score	Scale	Stanine
<input type="checkbox"/>	Matched On: Poppy Braiden (S296792), Yr:6	S296792	Braiden	Poppy	13/11/2019 9:16	12	118	3
<input type="checkbox"/>	Matched On: Luke Browning (S537398), Yr:6	S537398	Browning	Luke	12/11/2019 10:15	24	135.8	6
<input type="checkbox"/>	Matched On: Mia Bussell (S948257), Yr:6	S948257	Bussell	Mia	11/11/2019 12:23	10	114.7	3
<input type="checkbox"/>	Matched On: Leon Creer (S577497), Yr:6	S577497	Creer	Leon	11/11/2019 12:45	29	145.4	8

1. The spreadsheet will now have loaded. Match the column headings in the spreadsheet to the column headings in the drop-downs. For example:

Drop-Down Column Heading:	Match This To...
Family Name	The spreadsheet column containing the student's surname
Given Name	The spreadsheet column containing the student's first name
Student ID	The spreadsheet column containing the student's ID number
Results: PAT-M Raw Score	The spreadsheet column containing the raw score
Results: PAT-M Scale Score	The spreadsheet column containing the scale score
Results: PAT-M Stanine	The spreadsheet column containing the stanine
Results: PAT-M Percentile	The spreadsheet column containing the percentile
Metadata: PAT-M Test Number	The spreadsheet column containing the test number
Metadata: PAT-M Normative Reference Year	The spreadsheet column containing the normative reference year

2. If there are any blank rows/rows to be ignored, tick **Ignore** using the far left-hand column. For instance, as shown in the example above, the row containing the headings (Unique ID, Family Name, Given Name, etc.) can be ignored. This is because these headings have already been selected from the drop-downs, which will see that they are included in the upload.

3. Click **Validate and Save Results**.

Load Results **Validate and Save Results**

✓ Results uploaded successfully. **1**

File Details

Ignore	Result	Details	col 1	col 2	col 3	col 4	col 5	col 6	col 7
			Student Id	Family Name	Given Names	-- Select --	Results: Raw Score	Results: Scale Score	Results: Stanine
<input checked="" type="checkbox"/>			Unique ID	Family name	Given name	Completed	Score	Scale	Stanine
<input type="checkbox"/>	✓	Matched On: Poppy Braiden (S296792), Yr.6	S296792	Braiden	Poppy	13/11/2019 9:16	12	118	3
<input type="checkbox"/>	✓	Matched On: Luke Browning (S537398), Yr.6	S537398	Browning	Luke	12/11/2019 10:15	24	135.8	6

1. If the spreadsheet has uploaded successfully, a green tick icon will appear (underneath the **Validate and Save Results** button).

Load Results **Validate and Save Results**

⚠ Unable to load all result rows. Please review errors listed in table below. **2**

File Details

Ignore	Result	Details	col 1	col 2	col 3	col 4	col 5
			Student Id	Family Name	Given Names	-- Select --	Results: Raw Score
<input checked="" type="checkbox"/>			Unique ID	Family name	Given name	Completed	Score
<input type="checkbox"/>	✓	Matched On: Poppy Braiden (S296792), Yr.6	S296792	Braiden	Poppy	13/11/2019 9:16	12
<input type="checkbox"/>	⚠	No match found. <input type="radio"/> Manual Student Id		Browning	Luke	12/11/2019 10:15	24
<input type="checkbox"/>	✓	Matched On: Mia Bussell (S948257), Yr.6	S948257	Bussell	Mia	11/11/2019 12:23	10
<input type="checkbox"/>	✓	Matched On: Leon Creer (S577497), Yr.6	S577497	Creer	Leon	11/11/2019 12:45	29

3

2. If the spreadsheet has not uploaded successfully, a red error message will appear under the **Validate and Save Results** button. This often occurs where the Suite has failed to recognise a student (often because of a typo in the student ID number).

3. Scroll down to find the student (the same red error icon will appear next to their name).

Unable to load all result rows. Please review errors listed in table below

File Details							
Ignore	Result	Details	col 1 Student Id	col 2 Family Name	col 3 Given Names	col 4 -- Select --	col 5 Results: Raw Score
<input checked="" type="checkbox"/>			Unique ID	Family name	Given name	Completed	Score
<input type="checkbox"/>	✓	Matched On: Poppy Braiden (S296792), Yr:6	S296792	Braiden	Poppy	13/11/2019 9:16	12
<input type="checkbox"/>	! (red)	No match found. <input type="radio"/> Manual Student Id	<input type="text" value="S537398"/>	Browning	Luke	12/11/2019 10:15	24
<input type="checkbox"/>	✓	Matched On: Mia Bussell (S948257), Yr:6	S948257	Bussell	Mia	11/11/2019 12:23	10
<input type="checkbox"/>	✓	Matched On: Leon Creer (S577497), Yr:6	S577497	Creer	Leon	11/11/2019 12:45	29

4. The Suite will require the user to enter the correct student ID. In the blank field provided, enter the ID, then click the **Manual Student ID** option.

HINT: It can be useful to keep a separate tab open to search for correct student ID numbers. Open a new tab and click **Analytics** at the top of the left-hand task bar.

Then click **Student Results** → **School Results**.

From here, use the search area to locate the student (shown below).

Locate student

Student Code:

Family Name:

Given Name:

Current Students

	Student Id	Yr	Surname	Given Names	Dol
➡	S415679	9	Browning	Florence	Current
➡	S116247	8	Browning	Rose	Current
➡	S969852	7	Browning	Ivy	Current
➡	S537398	6	Browning	Luke	Current

5. Click **Validate and Save Results**. The green tick should now appear to indicate that the spreadsheet has been uploaded successfully.