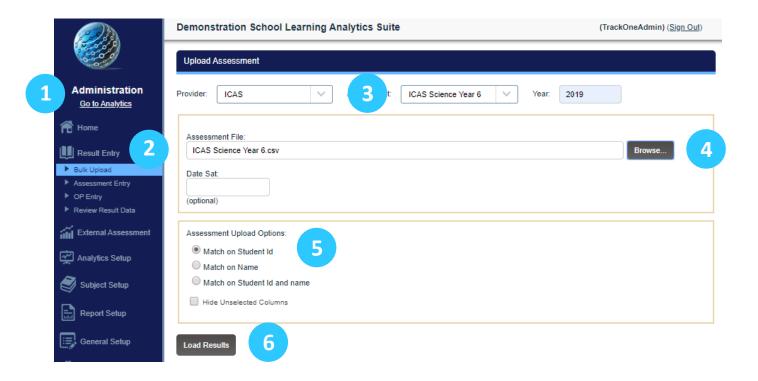
End User Guide

Uploading ICAS Data



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.

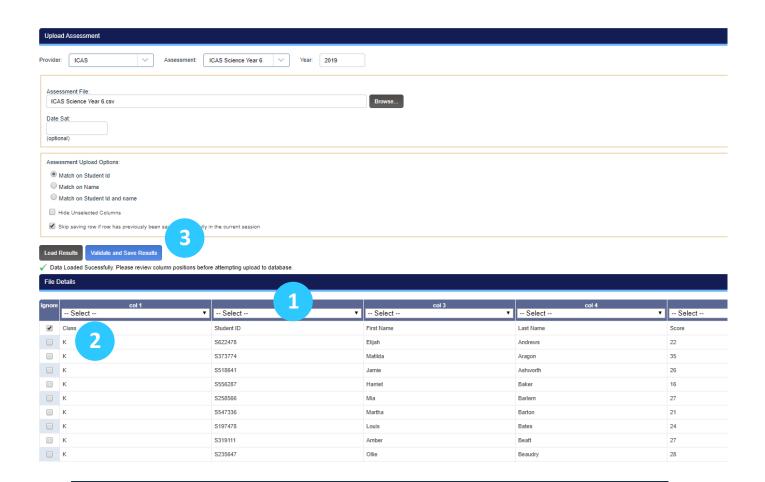
Uploading ICAS Data



- 1. Select **Administration** 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 (if needed).
- 4. Click Browse, then select the relevant Excel file.

Note: The file type must be CSV.

- 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.



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

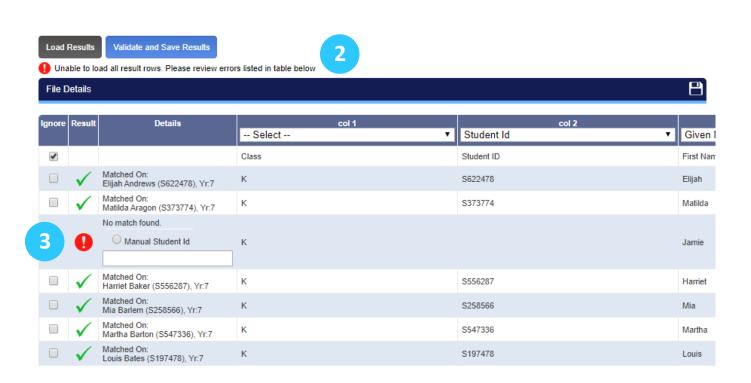
Drop-Down Column Heading:	Match This To	
Family Name	The spreadsheet column containing the student's surname	
Given Name	The spreadsheet column containing the student's first name	
Student ID	The spreadsheet column containing the student's ID number	
Results: ICAS Science Raw Score	The spreadsheet column containing the raw score	
Results: ICAS Science Award	The spreadsheet column containing the award	
Results: ICAS Science School Percentile	The spreadsheet column containing the school percentile	
Results: ICAS Science AU Percentile	The spreadsheet column containing the AU percentile	

- 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.

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



- 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).





Load Results

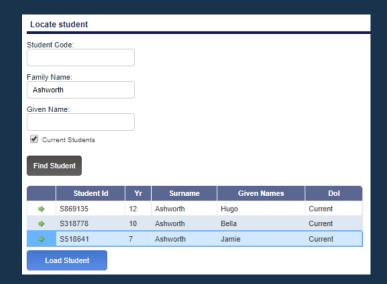
Unable to load all result rows. Please review errors listed in table below

i no Details						
Ignore	Result	Details	col 1 Select ▼	col 2 Student Id ▼	Given I	
•			Class	Student ID	First Nam	
	✓	Matched On: Elijah Andrews (S622478), Yr:7	К	S622478	Elijah	
	\checkmark	Matched On: Matilda Aragon (S373774), Yr:7	κ	S373774	Matilda	
		No match found.				
	0	Manual Student Id			Jamie	
	\checkmark	Matched On: Harriet Baker (S556287), Yr:7	к	S556287	Harriet	
	\checkmark	Matched On: Mia Barlem (S258566), Yr:7	к	S258566	Mia	
	\checkmark	Matched On: Martha Barton (S547336), Yr:7	к	S547336	Martha	
	\checkmark	Matched On: Louis Bates (S197478), Yr:7	К	S197478	Louis	

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.

<u>HINT:</u> 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).



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