



State Test Import Utility

User's Guide

For PLATO Web Learning Network and
PLATO Web Learning Network – Client Hosted

Version 1.0.5

Inspired solutions for teaching and learning.™

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General Information

Purpose The State Test Import Utility creates activity assignments for students in areas in which they need improvement. These assignments are aligned to the PLATO® Web Learning Network/PLATO® Web Learning Network-Client Hosted courseware.

Features and benefits The State Test Import Utility includes the following features and benefits:

- Performs months of work in minutes
 - Uses a simple point and click interface
 - Reads and interprets complex TEA raw data files
 - Seamlessly updates tests and test files
 - Seamlessly modifies structural changes to the state standards
 - Updates the state standards per the addition of new grades and/or subjects
 - Supports multiple tests within an academic year
-

System requirements You must meet the following system requirements to run the State Test Import Utility:

- Windows® 2000, XP, or Vista operating system
 - 55 MB of hard disk space
 - Video adapter (256 colors)
 - PLATO Web Learning Network-Client Hosted version 4.0.2 or higher, if applicable
-

Continued on next page

General Information, Continued

Prerequisites

Along with the system requirements, your system must meet the following prerequisites to successfully run the State Test Import Utility:

- TAKS Confidential Student Result Files from TEA and the Testing Contractor must be on site for installation of the utility. This data is sent to each district on CD-ROM at no charge by the test contractor after results are released. As of this year, the data can also now be downloaded by school administrators with the proper access at <http://k12testing.tx.ncspearson.com/index.html>. If downloaded, the data must be saved to a CD for use with the utility.
- All relevant courseware must be installed. For courseware requirements see the learning path coverage documents included in portable document format (pdf), located in the Documentation folder on the State Test Import Utility CD.
- PLATO Web Learning Network-Client Hosted customers need to have state standard learning paths installed before running the State Test Import Utility.
- All students for whom you want to create assignments must exist in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted. State Test Import Utility creates an exception file for students who do not exist in the PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted systems. We strongly recommend that you batch enroll all students before running the State Test Import Utility.
Note: Only 300 records can import at a time during batch enroll. CHPWLN Batch enroll can be done at any time, PWLN after 4:30 pm Central Time
- The State-Assigned Student Identification number (SASID)** of each student for whom you want to create assignments must be entered in the State Assigned ID field in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted.
- The administrator should perform a roster review to avoid duplicate student state login IDs. If a new login is required, either delete the existing login or edit the existing login to delete the state ID. The state ID is in the State Assigned ID field.

** The SASID is also known as the Public Education Information Management System number (PEIMS)

How it Works

Grades and content areas covered

The State Test Import Utility applies to the following grades and content areas:

- Reading, Grades 3 through 9
 - Writing, Grades 4 and 7
 - English/Language Arts, Grades 10 and 11
 - Math, Grades 3 through 11
 - Science, Grades 5, 8, 10, and 11
 - Social Studies, Grades 8, 10, and 11
-

Activity assignment

The State Test Import Utility assigns activities in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted based on the following criteria:

- Students are assigned learning paths by relevant grade and subject combination
 - For each student and for each relevant grade and subject combination, the total of questions scored correctly is calculated by objective. If the student score is greater than or equal to 75% of the total possible score, the objective is exempted from assignment.
 - Activities that students have already mastered or completed in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted retain their prior status.
-

Installing and Running the Utility

Before Continuing to Install

Make sure you have

- the 2008 TAKS data file ready
 - the Groups and Group Coordinator Setup on PWLN
-

State Test Import Utility Installation Instructions for PLATO Web Learning Network

To install the State Test Import utility, follow the steps below:

1. Insert the State Test Import Utility Installation CD-ROM into your CD-ROM drive on a PLATO Web Learning Network workstation.

Result

The program autoruns. If the program does not autorun, browse to and double-click the **SETUP.EXE**.

2. Select Yes if you want to view the State Test Import Utility User's Guide. Click **No** to install the utility.

Result

If you selected Yes, the User's Guide displays in portable document format (pdf). If you selected No, go to step 3.

3. Follow the installation prompts.

Note

Setup launches the Java™ 2 Runtime Environment license agreement and installation. If this is already installed on the workstation you do not need to reinstall it.

Note

If you are running Windows Vista a security message may pop up with a message Unknown Publisher. Click to Run.

Introduction

Once you install the State Test Import Utility, you are ready to run it. For more information about installing the utility, see the CD insert provided with the State Test Import Utility Installation CD in your kit.

Continued on next page

Installing and Running the Utility, Continued

Before you begin

We recommend that you meet all prerequisites detailed in this document before running the State Test Import Utility

Note

If you will be using or creating *.csv files, we strongly recommend using the **CSV Space Remover**, located in the Utilities folder of the State Test Import Utility CD. Microsoft[®] Excel adds extra spaces to columns and cells that will disrupt the State Test Import Utility installation.

Tip

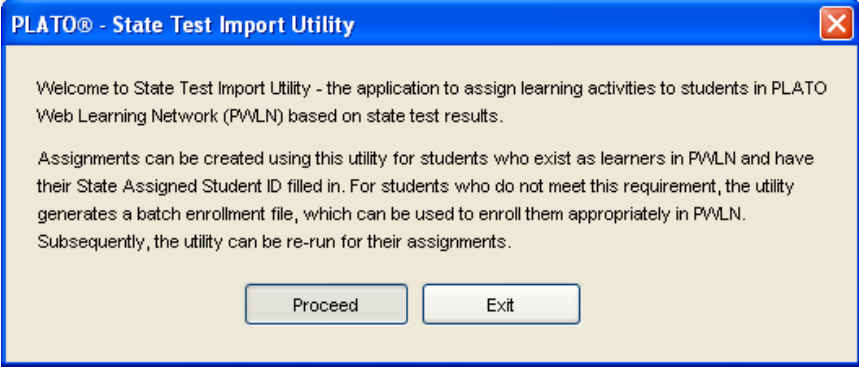
For users who must filter or subdivide the raw data file provided by the state due to multiple accounts or large numbers of students, we have included a **File Filter Utility**, located in the Utilities folder of the State Test Import Utility CD.

Duration

The time it takes to import student test results using the utility depends on the number of students you import. We recommend performing the import process at the end of the day when it is more likely users are not logged in to the system.

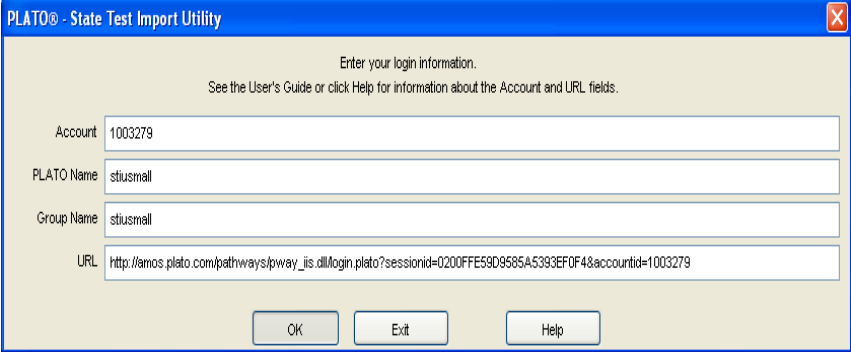
How to Run the Utility

How to run the utility To run the State Test Import Utility, follow the steps below.

Step	Action						
1	<p>From the Start menu, select Programs > PLATO State Test Import Utility > PLATO Web Learning Network PLATO State Test Import Utility option, or double-click the State Test Import Utility shortcut icon on your desktop. Click OK when the State Test Import Utility copyright screen displays.</p> <p>Result The Welcome screen displays as shown below:</p> 						
2	<p>Refer to the table below to determine your next step.</p> <table border="1" data-bbox="613 1287 1433 1549"> <thead> <tr> <th data-bbox="613 1287 1024 1331">If...</th> <th data-bbox="1024 1287 1433 1331">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 1331 1024 1478">you have not met the prerequisites,</td> <td data-bbox="1024 1331 1433 1478">select the Exit button and review the Prerequisites section on page 2 of this document</td> </tr> <tr> <td data-bbox="613 1478 1024 1549">you meet the prerequisites</td> <td data-bbox="1024 1478 1433 1549">select the Proceed button. Go to step 3.</td> </tr> </tbody> </table>	If...	Then...	you have not met the prerequisites,	select the Exit button and review the Prerequisites section on page 2 of this document	you meet the prerequisites	select the Proceed button. Go to step 3.
If...	Then...						
you have not met the prerequisites,	select the Exit button and review the Prerequisites section on page 2 of this document						
you meet the prerequisites	select the Proceed button. Go to step 3.						

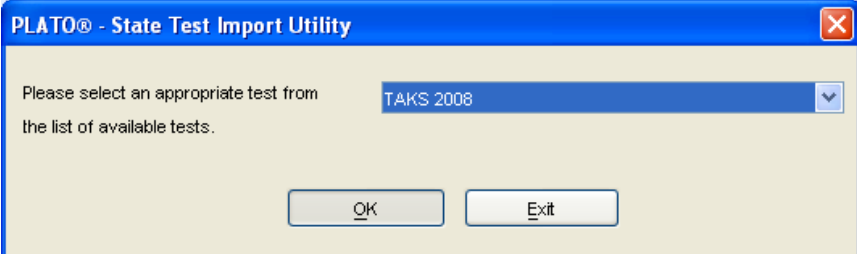
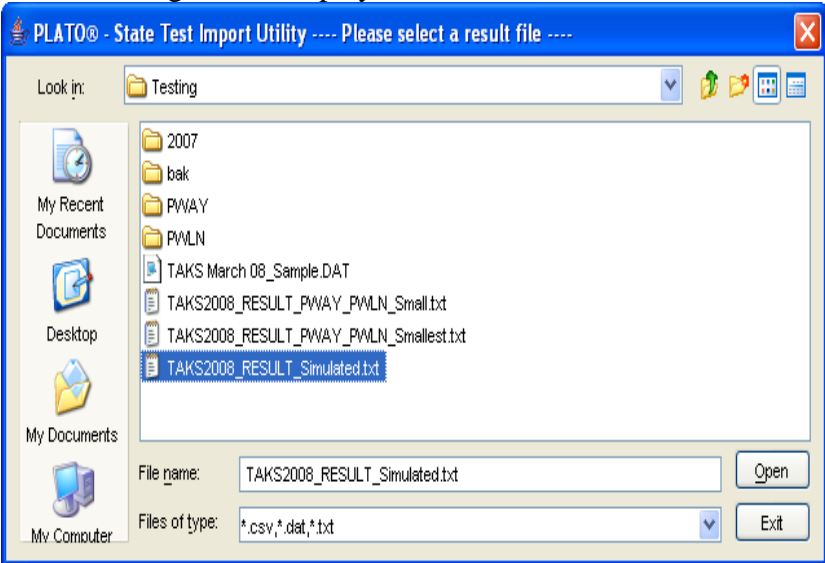
Continued on next page

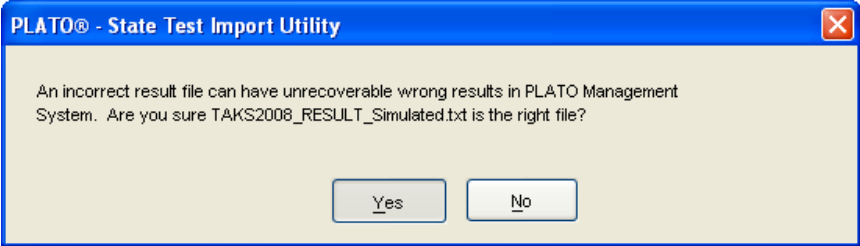
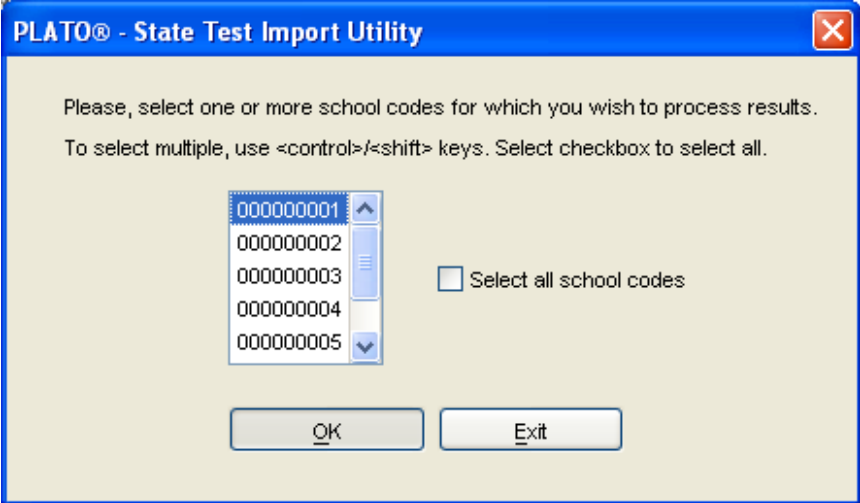
How to run the utility, Continued

Step	Action
3	<p>Enter the account number.</p>  <p>Note The typical account number contains the two-digit PLATO Datacenter ID followed by a dash and the actual account number, such as 41-12345. For the State Test Import Utility, enter only the account number, such as 12345. Do not include dashes.</p>
4	<p>Enter the administrator-level PLATO Name</p> <p>Note The PLATO Name is the name of the person running this utility. The PLATO Name must have administrative rights for the Group Name being used and must also be a member of the group.</p>
5	<p>Enter the Group Name</p> <p>Note The Group Name is the name of the group containing the learners whose State Test Results are being imported.</p>
6	<p>Enter the URL of your account's login page.</p> <p>Note To find the URL for your account, open a browser to your account's login page, and copy and paste the URL displayed in the browser's address field into the State Test Import Utility's URL field.</p>

Continued on next page

How to run the utility, Continued

Step	Action
7	<p>Select the appropriate test from the drop-down list.</p> 
8	<p>Select OK.</p> <p>Result The following screen displays.</p>  <p>Note By default, files with a *.csv, *.dat, and *.txt extension are supported. If you have a TEA raw data file with an extension other than these three default extensions, select the Files of Type drop-down list and select the All Files option.</p>
9	Using the file locator that appears, browse to the directory that contains the TEA raw data file.
10	Select the file that contains state test results.

<p>11</p>	<p>Select the Open button.</p> <p>Result The following screen displays.</p>  <p>Note It is important to select the correct TEA raw data file to prevent undesirable and unrecoverable results in PLATO Pathways. This is especially true if the file you select is not the correct one, but has the same results format as the selected test.</p>		
<p>12</p>	<p>Select Yes.</p> <p>Result A screen similar to the following displays. School Code Selection</p>  <p>Note The State Test Import Utility supports multiple TAKS applications at the same time depending on the time of the year (e.g., 2008 Spring original and 2008 retests). This screen is used to limit the processing of the state result file for specific school codes. These school codes are matched with the County-District-Campus Number locations 9-17 in the TEA raw data file (for an example of this file see page 13). All records that are not in the list of school codes you supplied are excluded from processing.</p>		
<p>13</p>	<p>Refer to the table below to determine your next step.</p> <table border="1" data-bbox="613 1858 1435 1892"> <thead> <tr> <th data-bbox="613 1858 1024 1892">If...</th> <th data-bbox="1024 1858 1435 1892">Then...</th> </tr> </thead> </table>	If...	Then...
If...	Then...		

	<p>the TEA raw data file only contains the school codes that are relevant to your needs,</p>	<p>select the Select all school codes checkbox and click OK. Go to step 14.</p>
	<p>the TEA raw data file contains school codes that are <i>not</i> relevant to your needs,</p>	<p>De-select the Select all school codes checkbox and select the needed school codes. Click OK and go to step 14.</p>
<p>14</p>	<p>Result A screen similar to the following displays. Select the appropriate grade or set of grades.</p> <div data-bbox="597 674 1451 1171" data-label="Image"> </div> <p>Note Select grade from the list of grades available. To select more than one grade, hold down the <Ctrl/Shift> keys to select the grades.</p>	

Continued on next page

How to run the utility, Continued

Step	Action						
15	<p data-bbox="591 392 1263 426">Refer to the table below to determine your next step.</p> <table border="1" data-bbox="618 464 1440 758"> <thead> <tr> <th data-bbox="618 464 1029 499">If...</th> <th data-bbox="1029 464 1440 499">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="618 499 1029 611">the TEA raw data file only contains the grades that are relevant to your needs,</td> <td data-bbox="1029 499 1440 611">select the Select all Grades codes checkbox and click OK. Go to step 16.</td> </tr> <tr> <td data-bbox="618 611 1029 758">the TEA raw data file contains grades that are <i>not</i> relevant to your needs,</td> <td data-bbox="1029 611 1440 758">De-select the Select all Grades checkbox and select the needed grades. Click OK and go to step 16.</td> </tr> </tbody> </table>	If...	Then...	the TEA raw data file only contains the grades that are relevant to your needs,	select the Select all Grades codes checkbox and click OK. Go to step 16.	the TEA raw data file contains grades that are <i>not</i> relevant to your needs,	De-select the Select all Grades checkbox and select the needed grades. Click OK and go to step 16.
If...	Then...						
the TEA raw data file only contains the grades that are relevant to your needs,	select the Select all Grades codes checkbox and click OK. Go to step 16.						
the TEA raw data file contains grades that are <i>not</i> relevant to your needs,	De-select the Select all Grades checkbox and select the needed grades. Click OK and go to step 16.						

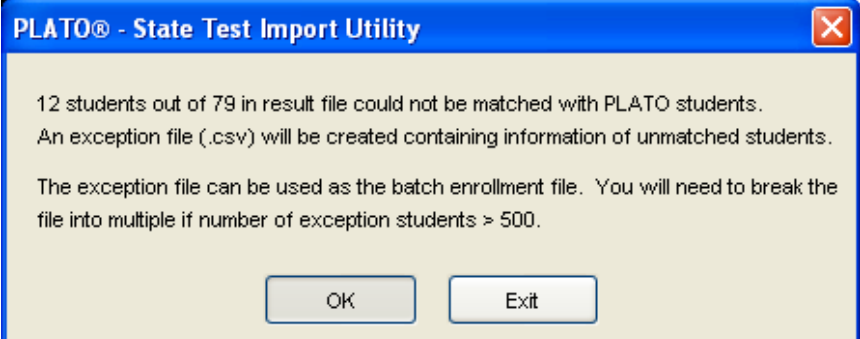
Continued on next page

How to run the utility, Continued

Step	Action
16	<p data-bbox="594 426 662 457">Note</p> <p data-bbox="594 464 1414 531">In addition to ensuring the selected file is correct, the State Test Import Utility checks the result file against the test you selected.</p> <p data-bbox="594 573 699 604">Results</p> <p data-bbox="594 611 1414 711">The utility processes the state test results and updates PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted accordingly.</p>

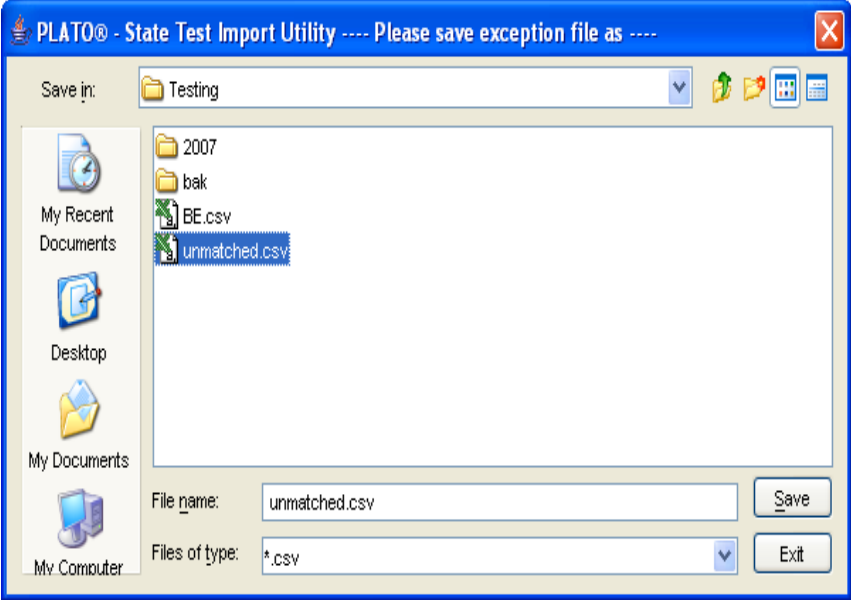
Continued on next page

How to run the utility, Continued

Step	Action						
17	<p data-bbox="592 352 1263 388">Refer to the table below to determine your next step.</p> <table border="1" data-bbox="613 422 1435 867"> <thead> <tr> <th data-bbox="613 422 1024 464">If...</th> <th data-bbox="1024 422 1435 464">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="613 464 1024 646">you successfully updated PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted,</td> <td data-bbox="1024 464 1435 646">go to step 22.</td> </tr> <tr> <td data-bbox="613 646 1024 867">you receive a message that students could not be matched in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted,</td> <td data-bbox="1024 646 1435 867">go to step 18.</td> </tr> </tbody> </table>	If...	Then...	you successfully updated PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted,	go to step 22.	you receive a message that students could not be matched in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted,	go to step 18.
If...	Then...						
you successfully updated PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted,	go to step 22.						
you receive a message that students could not be matched in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted,	go to step 18.						
18	<p data-bbox="592 911 1451 1270">A screen similar to the one below displays only when there is a partial match between the result file and the PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted User List. This is the result of failure to perform a batch enrollment prior to running the State Test Import Utility. You can either exit the system and perform a batch enrollment before restarting the State Test Import Utility, or you can select OK to produce a file that will contain information about students in the result file that could not be matched in the PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted User List.</p> 						

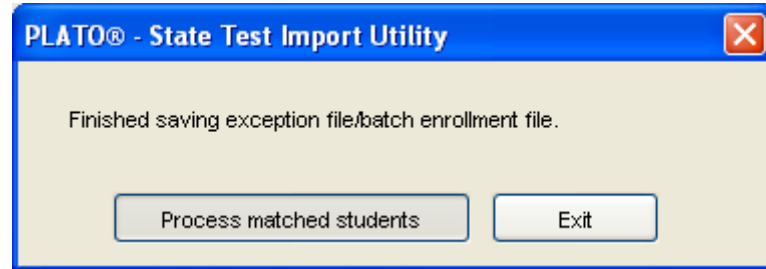
Continued on next page

How to run the utility, Continued

Step	Action
19	<p>Select OK to create an exception file.</p> <p>Result The following screen displays.</p> 
20	<p>Enter a name for the exception file and select the Save button.</p> <p>Tip Save the file as a *.csv file. The exception file can be used as the batch enrollment file.</p> <p>Note If you do not have a batch enroll file and require instructions on how to convert the exception file to a batch enroll file, please consult Appendix A at the end of this document.</p>

21

Select the **Process matched students** button.

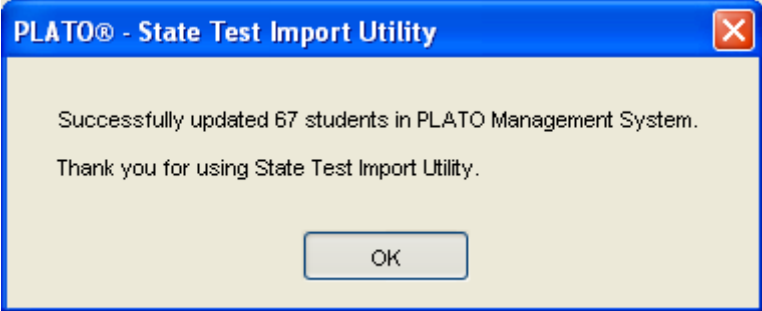


Note

If you run the State Test Import Utility later, the students that were processed earlier will be processed again.

Continued on next page

How to run the utility, Continued

Step	Action
22	<p>Wait for the process to complete. This may take some time.</p> <p>Result The student activity assignments update and the following screen displays, indicating that all students have been successfully updated in PLATO Management System.</p> 
23	Select OK to close the utility.

Examples

TEA raw data file example

The file below is a portion of an actual TEA raw data file format that you used in step 11.

Exception file example

If you saved the exception file as outlined in step 19, the file should look like the example below if you open it in a worksheet application such as Microsoft® Office Excel. Use this file to help facilitate matching students in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted to the TEA raw data file.

	A	B	C	D	E	F
1	schoolcode	lastname	firstname	middlename	grade	sasisd
2	101902126	STUDENT	AARON	S	9	10000234
3	101902041	STUDENT	ABBY	A	7	10000235

Continued on next page

Examples, Continued

Learner Assignments example

After you run the utility, learner assignments display status information similar to the example below in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted.

◀ back

PLATO Web Learning Network
Learner Edition

Assignments

- ▣ [home](#)
- ▶ [assignments](#)
- ▣ [reports](#)
- ▣ [learner guide](#)
- ▣ [help](#)
- ▣ [log out](#)

⬆ (go up one level)

📁 Contents of: TAKS 3rd Grade Reading 2006

Status Legend: locked mastered exempt
 not started in progress completed

status	TAKS 3rd Grade Reading 2006
★○	📁 Objective_1 : Culturally Diverse Texts
★○	📁 Objective_2 : Literary Elements
○	📁 Objective_3 : Reading Strategies
○	📁 Objective_4 : Critical Thinking Skills

[Click here](#) if you are having problems running courseware.

v4.20.3-60
 Client-Hosted
 Build 5.0 20060215
 Version: 4.20.3.62

Troubleshooting

Introduction

This section lists the following types of errors that the State Test Import Utility produces and also describes how you should handle the errors:

- Running the State Test Import Utility using PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted
 - Learning path
 - PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted Administrator
 - Missing users in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted
 - TEA raw data file
 - Accessing file
 - Disk space
 - Miscellaneous
-

Learning path for PLATO Web Learning Network-Client Hosted

- *No activities found*
 - Appropriate state standards learning paths are not installed on PLATO Web Learning Network. Install appropriate, published versions of state standards learning paths.
 - *Unpublished activity found. Please remove old learning path(s) and make sure that the published learning path(s) are installed*
-

System Administrator

- *User %SIGNONNAME% doesn't have management system administrator rights*
 - Use a user ID that has administrator rights in PLATO Web Learning Network .
-

Continued on next page

Troubleshooting, Continued

Missing users

- *No user ID for user: %SIGNONNAME%*
 - The user ID you supplied does not exist in PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted. Supply the correct user ID.
 - *Unable to access User Record for user: %SIGNONNAME%*
 - Do not remove any student record from PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted while State Test Import Utility is running.
 - If you have removed a student record while running the utility and have received this error, quit and re-run the utility.
-

TEA raw data file

The following errors are produced when the format of the selected TEA raw data file does not match the test you elected:

- *Result File Format Error – Invalid Header*
- *Result File Format Error – Number of columns too few*
- *Result File Format Error – Number of columns too many*
- *Result File Format Error – Result file is of wrong year*

The following error is produced when the selected result file is corrupt:

- *StateResult file <file> is not a file, or cannot read!*

The following error is produced when there is no student to process in the TEA raw data file:

- *No students to process...*
 - Verify you specified the correct school codes.
-

Accessing file

The following error is produced when the user specifies a file that is already opened by another application:

- *Error in processing – java.io.FileNotFoundException: %File% (The process cannot access the file because it is being used by another process).*

The following error displays when State Test Import Utility cannot read or write a file due to permissions:

- *Error in processing – java.io.FileNotFoundException: %File% (Access is denied).*
-

Continued on next page

Troubleshooting, Continued

- Disk space** The following errors occur when there is not enough disk space in the system:
- *Insufficient free disk space.*
 - *Error in processing – java.io.IOException: There is not enough space on the disk.*
 - Increase disk space by removing unnecessary files or by adding more disk space.
-

- Miscellaneous errors** The following errors are extremely rare and may be caused by corruption of State Test Import Utility application program and/or data files. You may need to reinstall the utility. Contact PLATO Support Services if you receive any of these errors:

- *Missing control file*
- *Missing UserFirstName for %SIGNONNAME%*
- *Missing UserLastName for %SIGNONNAME%*
- *Missing tag: %TAG% at index %INDEXNUMBER%*
- *Can't find XML file*
- *XML file is empty*
- *Missing end comment tag*
- *Open bracket inside a tag name: %TAG%*
- *Interlaced tags: Closed %TAG% while %TAG% is still open*
- *Close tag before open: %TAG%*
- *Extra close bracket: %OFFENDING_TEXT%*
- *Missing closing tag(s): %LIST_OF_TAGNAMES%*
- *Internal data error*
- *Internal data error: data not loaded*

Appendix A

Converting an exception file to a batch enroll file

The exception file generated by the State Test Import Utility contains student names not already present in the PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted system. The basis for determining whether or not a student exists in the system is not the student name, but whether or not their 9-digit State-Assigned Student Identification number (SASID) is associated with their account. The exception file should be in comma-delimited (*.csv) format. Name the file and include the *.csv extension. Before you can continue with the State Test Import Utility installation, you should perform a batch enrollment. Follow the steps below.

Step	Action																												
1	<p>The exception file generated by the State Test Import Utility looks similar to this:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>schoolcode</td> <td>lastname</td> <td>firstname</td> <td>middlename</td> <td>grade</td> <td>sasid</td> </tr> <tr> <td>2</td> <td>111222333</td> <td>JONES</td> <td>RYAN</td> <td>D</td> <td>3</td> <td>333444555</td> </tr> <tr> <td>3</td> <td>111222333</td> <td>PARKER</td> <td>JAMIE</td> <td>S</td> <td>3</td> <td>333444555</td> </tr> </tbody> </table> <p>You will need to eliminate unnecessary data from the exception file to convert it to a batch enroll file for PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted.</p> <p>Delete all columns in the exception file except those containing lastname, firstname, and sasid.</p>		A	B	C	D	E	F	1	schoolcode	lastname	firstname	middlename	grade	sasid	2	111222333	JONES	RYAN	D	3	333444555	3	111222333	PARKER	JAMIE	S	3	333444555
	A	B	C	D	E	F																							
1	schoolcode	lastname	firstname	middlename	grade	sasid																							
2	111222333	JONES	RYAN	D	3	333444555																							
3	111222333	PARKER	JAMIE	S	3	333444555																							
2	<p>The file should now look similar to the image below.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>lastname</td> <td>firstname</td> <td>sasid</td> </tr> <tr> <td>2</td> <td>JONES</td> <td>RYAN</td> <td>333444555</td> </tr> <tr> <td>3</td> <td>PARKER</td> <td>JAMIE</td> <td>333444555</td> </tr> </tbody> </table>		A	B	C	1	lastname	firstname	sasid	2	JONES	RYAN	333444555	3	PARKER	JAMIE	333444555												
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1	lastname	firstname	sasid																										
2	JONES	RYAN	333444555																										
3	PARKER	JAMIE	333444555																										

Continued on next page

Appendix A, Continued

Step	Action																								
3	<p>Go to the next available column.</p> <ol style="list-style-type: none"> In the first available cell, enter the heading “temp1.” In the first cell of the next column to the right, enter the heading “temp2.” Enter this formula in the cell directly below the heading “temp1”: =trim(A2) Click on the lower right corner of the cell to apply the formula to the rest of the column. <p>Your table should now look similar to the image below.</p> <table border="1" data-bbox="597 680 1409 816"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>lastname</td> <td>firstname</td> <td>sasid</td> <td>temp1</td> <td>temp2</td> </tr> <tr> <td>2</td> <td>JONES</td> <td>RYAN</td> <td>333444555</td> <td>=TRIM(A2)</td> <td></td> </tr> <tr> <td>3</td> <td>PARKER</td> <td>JAMIE</td> <td>333444555</td> <td></td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	1	lastname	firstname	sasid	temp1	temp2	2	JONES	RYAN	333444555	=TRIM(A2)		3	PARKER	JAMIE	333444555		
	A	B	C	D	E																				
1	lastname	firstname	sasid	temp1	temp2																				
2	JONES	RYAN	333444555	=TRIM(A2)																					
3	PARKER	JAMIE	333444555																						
4	<p>Move to the column labeled temp2 and enter this formula in the first available cell: =trim(B2). Click on the lower right corner of the cell to apply the formula to the rest of the column, as in step 3. As in the image below, column E will be populated with the first name as column D is populated with the last name:</p> <table border="1" data-bbox="597 1003 1451 1146"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>lastname</td> <td>firstname</td> <td>sasid</td> <td>temp1</td> <td>temp2</td> </tr> <tr> <td>2</td> <td>JONES</td> <td>RYAN</td> <td>333444555</td> <td>JONES</td> <td>=TRIM(B2)</td> </tr> <tr> <td>3</td> <td>PARKER</td> <td>JAMIE</td> <td>333444555</td> <td>PARKER</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	1	lastname	firstname	sasid	temp1	temp2	2	JONES	RYAN	333444555	JONES	=TRIM(B2)	3	PARKER	JAMIE	333444555	PARKER	
	A	B	C	D	E																				
1	lastname	firstname	sasid	temp1	temp2																				
2	JONES	RYAN	333444555	JONES	=TRIM(B2)																				
3	PARKER	JAMIE	333444555	PARKER																					
5	<p>After you have made these changes, save the file. Select Yes to keep the format. Then, close the file, but select No to save changes. Re-open the file to proceed.</p>																								

Continued on next page

Appendix A, Continued

Step	Action																												
6	To create a formula to combine the two temp fields (temp1 and temp2) to produce the PLATO Name (sign-on name) for the batch enrollees, move to the next column and enter “platoname” in the first cell.																												
7	<p>In the cell below the “platoname” heading, enter this formula: =CONCATENATE(E2,””,D2) with no spaces separating the characters in parentheses. This will create a PLATO Name with the naming convention of “firstname lastname.”</p> <p>Your table should look similar to the image below.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>lastname</td> <td>firstname</td> <td>sasid</td> <td>temp1</td> <td>temp2</td> <td>platoname</td> </tr> <tr> <td>2</td> <td>JONES</td> <td>RYAN</td> <td>333444555</td> <td>JONES</td> <td>RYAN</td> <td>=CONCATENATE(E2,"",D2)</td> </tr> <tr> <td>3</td> <td>PARKER</td> <td>JAMIE</td> <td>333444555</td> <td>PARKER</td> <td>JAMIE</td> <td></td> </tr> </tbody> </table>		A	B	C	D	E	F	1	lastname	firstname	sasid	temp1	temp2	platoname	2	JONES	RYAN	333444555	JONES	RYAN	=CONCATENATE(E2,"",D2)	3	PARKER	JAMIE	333444555	PARKER	JAMIE	
	A	B	C	D	E	F																							
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3	PARKER	JAMIE	333444555	PARKER	JAMIE																								
8	<p>When the preceding steps have been completed successfully, your table should resemble the image below.</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>lastname</td> <td>firstname</td> <td>sasid</td> <td>temp1</td> <td>temp2</td> <td>platoname</td> </tr> <tr> <td>2</td> <td>JONES</td> <td>RYAN</td> <td>333444555</td> <td>JONES</td> <td>RYAN</td> <td>RYAN JONES</td> </tr> <tr> <td>3</td> <td>PARKER</td> <td>JAMIE</td> <td>333444555</td> <td>PARKER</td> <td>JAMIE</td> <td>JAMIE PARKER</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	lastname	firstname	sasid	temp1	temp2	platoname	2	JONES	RYAN	333444555	JONES	RYAN	RYAN JONES	3	PARKER	JAMIE	333444555	PARKER	JAMIE	JAMIE PARKER
	A	B	C	D	E	F																							
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9	After you have made these changes, save the file. Select Yes to keep the format. Then, close the file, but select No to save changes, and then re-open the file to proceed. It is important to save the file in this manner to preserve the necessary alterations.																												

Continued on next page

Appendix A, Continued

Step	Action																												
10	Delete the columns containing the original “lastname” and “firstname” data. In the images above, these columns are A and B.																												
11	Rename the temp1 column “lastname.” Rename the temp2 column “firstname.”																												
12	<p>A password heading is a requirement for batch enrolling learners into PLATO Web Learning Network/PLATO Web Learning Network-Client Hosted. In the next available column to the right of the “platoname” column, enter the heading “password.” Leave the rest of the cells in this column blank.</p> <p>Your batch enroll file should resemble the image below.</p> <table border="1" data-bbox="597 716 1453 840"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>sasid</td> <td>lastname</td> <td>firstname</td> <td>platoname</td> <td>password</td> </tr> <tr> <td>2</td> <td>333444555</td> <td>JONES</td> <td>RYAN</td> <td>RYAN JONES</td> <td></td> </tr> <tr> <td>3</td> <td>333444555</td> <td>PARKER</td> <td>JAMIE</td> <td>JAMIE PARKER</td> <td></td> </tr> </tbody> </table> <p>Important Learners will not automatically have a password. When they log in for the first time, they should only enter their PLATO Name and Group Name. They should not enter a password. When they select Send on the login screen, they will be prompted to create their password. It is recommended that you leave all password values in the batch enroll file blank.</p> <p>Note Batch Enrollment has a maximum limit of 500 users per batch/upload. If your batch enroll file exceeds the 500 user limit, you will need to arrange for multiple uploads by creating separate *.csv files for each upload and remember that each upload file must contain the appropriate column headings. We recommend using the CSV Space Remover utility provided on the State Test Import Utility CD to help remove random spaces that are known to occur in Microsoft® Excel files.</p>						A	B	C	D	E	1	sasid	lastname	firstname	platoname	password	2	333444555	JONES	RYAN	RYAN JONES		3	333444555	PARKER	JAMIE	JAMIE PARKER	
	A	B	C	D	E																								
1	sasid	lastname	firstname	platoname	password																								
2	333444555	JONES	RYAN	RYAN JONES																									
3	333444555	PARKER	JAMIE	JAMIE PARKER																									
13	When you have completed the steps above, run the State Test Import Utility again. It should now match all students. Select OK to complete the State Test Import Utility.																												

Continued on next page

Appendix A, Continued

A note on batch enrollment

The batch enrollment page of PWLN displays five fields that must be appropriately filled for successful batch enrollment. Each field corresponds to a column name in your *.csv file:

PLATO Name: platoname

Password: password

First Name: firstname

Last Name: lastname

State-Assigned ID: sasid



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State Test Import Utility User's Guide Version 1.0.5