



# **State Test Import Utility User's Guide**

for PLATO Pathways Learning Management System

**Version 1.0.5**

Inspired solutions for teaching and learning.™

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## General Information

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**Purpose** The State Test Import Utility creates activity assignments for students in areas in which they need improvement. These assignments are aligned to PLATO® courseware.

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

- Performs months of work in minutes
- Utilizes a simple point and click interface
- Reads and interprets complex TEA raw data files
- Seamlessly updates tests and test files and integrates the latest information
- 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
- Supports processing only for pertinent schools (where multiple schools share a single PLATO Pathways Learning Management System)

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**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 Pathways Learning Management System version 4.1 or higher
- 

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## System requirements, Continued

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### 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.
- Published state standards learning paths must be installed before using the State Test Import Utility software. Delete all obsolete state standards learning paths.
- All students for whom you want to create assignments must exist as learners in PLATO Pathways.
- The Public Education Information Management System number (PEIMS)\* of each student for whom you want to create assignments must be entered in the Nickname field in PLATO Pathways. The State Test Import Utility creates a list of the students for whom the student ID is needed.
- The administrator should perform a roster review to avoid duplicate student login IDs. If a new login is required, either delete the existing login or edit the existing login to delete the student ID. The student ID is in the Nickname field.
- PLATO Pathways must not be in use while running the State Test Import 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.

\*Also known as the State-Assigned Student Identification number (SASID)

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### Important

The State Test Import Utility does not recognize special characters (ñ, ü, etc.) and will produce errors if special characters are present in user sign-on names, last names, etc. Before installing the State Test Import Utility, we recommend carefully inspecting user names and sign-on names for the presence of special characters and replacing any occurrences with standard characters.

## How it Works

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### **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 Pathways 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. Otherwise, the objective is assigned to the student for more practice.
  - Activities that students have already mastered or completed in PLATO Pathways retain their prior status.
-

## Installing and Running the Utility

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### Before Continuing to Install

#### Make sure you have

- the 2008 TAKS data file ready
- 

### State Test Import Utility Installation Instructions

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 Pathways workstation.

#### Result

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

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

#### Result

If you clicked Yes, the user guide displays in portable document format (pdf). If you clicked 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.

4. Sign on to PLATO Pathways as an administrator.
5. Remove any existing TAKS 2008 alignments installed on the system.
6. Install the following new alignment located on the State Test Import Utility Installation CD-ROM: TAKS2008\_PWAY.pkg.

#### Note

This \*.pkg file includes all 27 TAKS alignments. You must install all 27 alignments for the utility to work properly.

7. See page 17 of the User's Guide for instructions on how to install the TAKS2008\_PWAY.pkg file.
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## Installing and Running the Utility, Continued

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**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.

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**Before you begin**

- We recommend that you meet all prerequisites detailed in this document before using the State Test Import Utility.
- For information on how to install learning paths using the TAKS2008\_PW.pkg file, refer to Appendix A on page 17 of this document.

**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.

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**Duration**

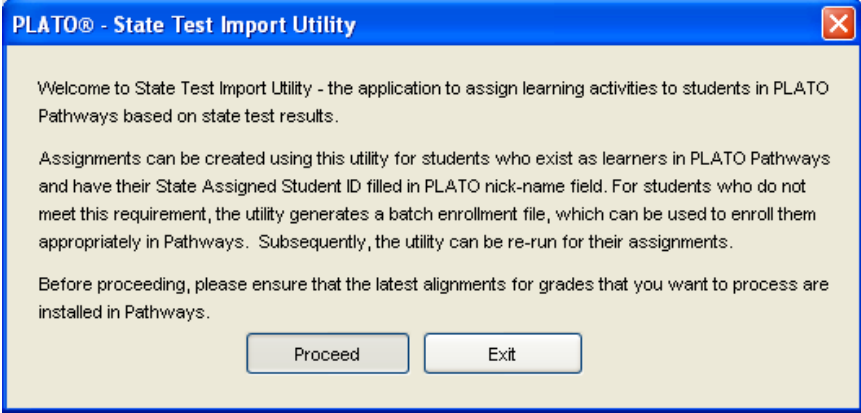
The time it takes to import student test results using the utility depends on the number of students you import. We recommend performing the import process at the end of the day when it is more likely users are not logged in to the system.

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## 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 <b>Programs &gt; PLATO Pathways &gt; PLATO State Test Import Utility</b>.</p> <p><b>Result</b> The Welcome screen displays as shown below:</p> 

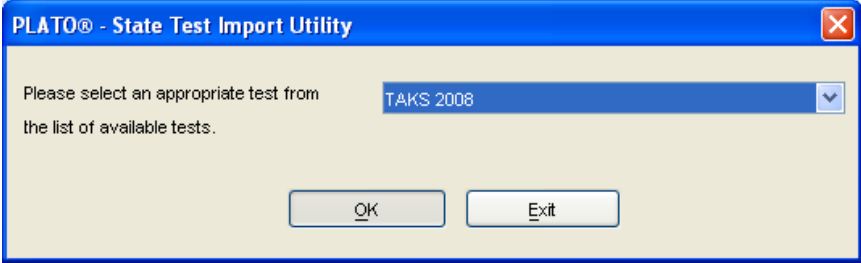
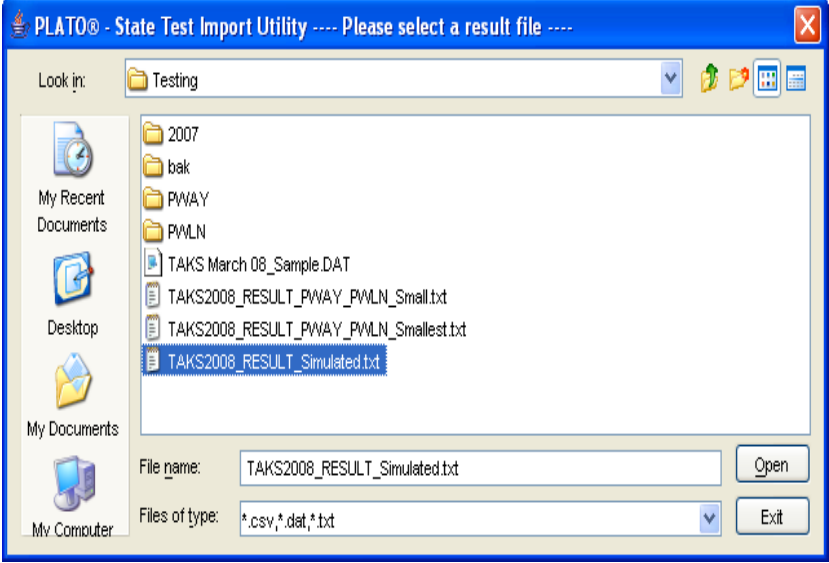
*Continued on next page*

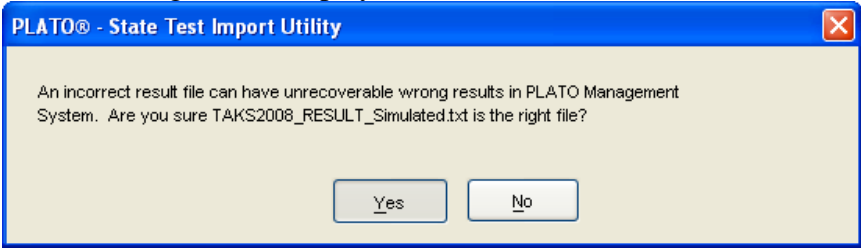
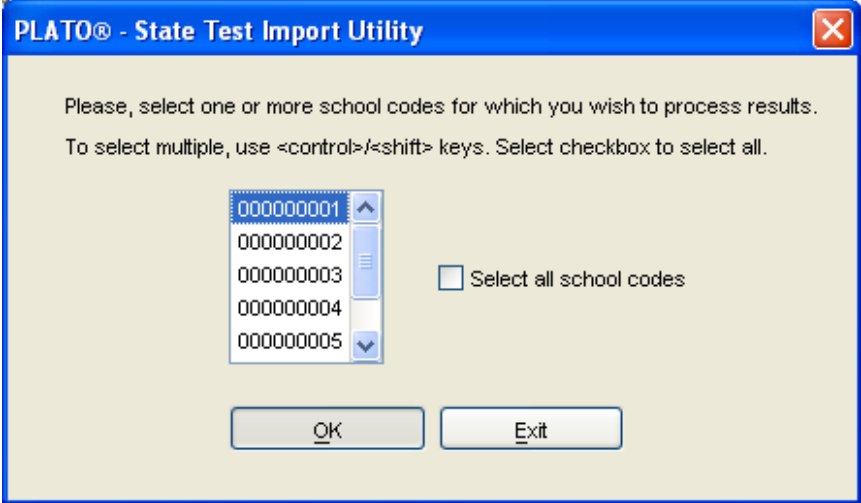
## How to run the utility, Continued

Step	Action						
2	<p data-bbox="542 352 1214 386">Refer to the table below to determine your next step.</p> <table border="1" data-bbox="565 420 1386 684"> <thead> <tr> <th data-bbox="568 424 977 457">If...</th> <th data-bbox="977 424 1383 457">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="568 457 977 609">you have not met the prerequisites,</td> <td data-bbox="977 457 1383 609">select the <b>Exit</b> button and review the <b>Prerequisites</b> section on page 2 of this document</td> </tr> <tr> <td data-bbox="568 609 977 680">you meet the prerequisites</td> <td data-bbox="977 609 1383 680">select the <b>Proceed</b> button. Go to step 3.</td> </tr> </tbody> </table> 	If...	Then...	you have not met the prerequisites,	select the <b>Exit</b> button and review the <b>Prerequisites</b> section on page 2 of this document	you meet the prerequisites	select the <b>Proceed</b> button. Go to step 3.
If...	Then...						
you have not met the prerequisites,	select the <b>Exit</b> button and review the <b>Prerequisites</b> section on page 2 of this document						
you meet the prerequisites	select the <b>Proceed</b> button. Go to step 3.						
3	Enter your login information and select <b>OK</b> .						

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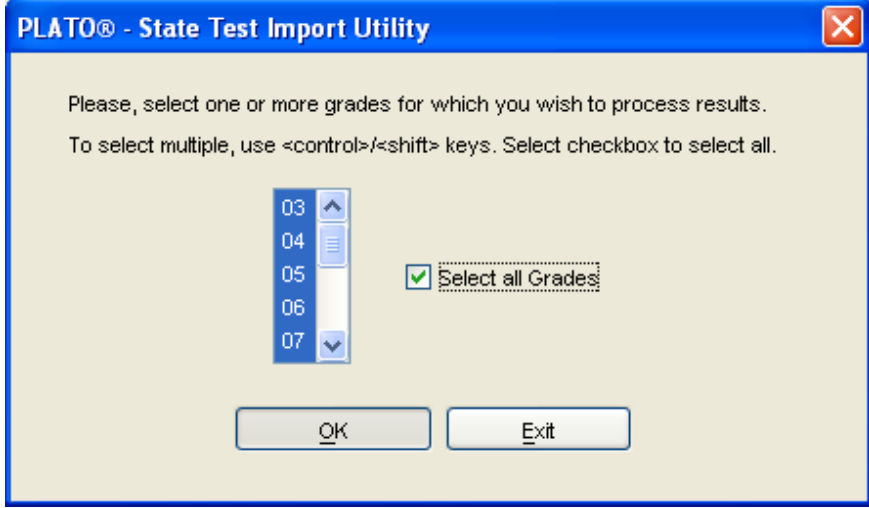
## How to Run the Utility, Continued

Step	Action
4	<p>Select the appropriate test from the drop-down list.</p> 
5	<p>Select <b>OK</b>.</p> <p><b>Result</b> The following screen displays.</p>  <p><b>Note</b> 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>
6	Using the file locator that appears, browse to the directory that contains the TEA raw data file.
7	Select the file that contains state test results.

<p>8</p>	<p>Select the <b>Open</b> button.</p> <p><b>Result</b> The following screen displays.</p>  <p><b>Note</b> 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>9</p>	<p>Select <b>Yes</b>.</p> <p><b>Result</b> A screen similar to the following displays.</p>  <p><b>Note</b> The State Test Import Utility supports multiple TAKS applications at the same time depending on the time of 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 11). All records that are not in the list of school codes you supplied are excluded from processing.</p>

*Continued on next page*

## How to Run the Utility, Continued

Step	Action						
10	<p data-bbox="542 390 1214 422">Refer to the table below to determine your next step.</p> <table border="1" data-bbox="565 457 1386 793"> <thead> <tr> <th data-bbox="574 464 980 495">If...</th> <th data-bbox="980 464 1380 495">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 495 980 611">the TEA raw data file only contains the school codes that are relevant to your needs,</td> <td data-bbox="980 495 1380 611">select the <b>Select all school codes</b> checkbox and click OK. Go to step 11.</td> </tr> <tr> <td data-bbox="574 611 980 793">the TEA raw data file contains school codes that are <i>not</i> relevant to your needs,</td> <td data-bbox="980 611 1380 793">De-select the <b>Select all school codes</b> checkbox and select the needed school codes. Click OK and go to step 11.</td> </tr> </tbody> </table>	If...	Then...	the TEA raw data file only contains the school codes that are relevant to your needs,	select the <b>Select all school codes</b> checkbox and click OK. Go to step 11.	the TEA raw data file contains school codes that are <i>not</i> relevant to your needs,	De-select the <b>Select all school codes</b> checkbox and select the needed school codes. Click OK and go to step 11.
If...	Then...						
the TEA raw data file only contains the school codes that are relevant to your needs,	select the <b>Select all school codes</b> checkbox and click OK. Go to step 11.						
the TEA raw data file contains school codes that are <i>not</i> relevant to your needs,	De-select the <b>Select all school codes</b> checkbox and select the needed school codes. Click OK and go to step 11.						
11	<p data-bbox="542 804 634 835"><b>Result</b></p> <p data-bbox="542 842 1084 873">A screen similar to the following displays.</p> <p data-bbox="542 909 1110 940">Select the appropriate grade or set of grades.</p> 						
	<table border="1" data-bbox="574 1493 1386 1787"> <thead> <tr> <th data-bbox="574 1499 980 1530">If...</th> <th data-bbox="980 1499 1380 1530">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="574 1530 980 1646">the TEA raw data file only contains the grades that are relevant to your needs,</td> <td data-bbox="980 1530 1380 1646">select the <b>Select all Grades codes</b> checkbox and click OK. Go to step 12.</td> </tr> <tr> <td data-bbox="574 1646 980 1787">the TEA raw data file contains grades that are <i>not</i> relevant to your needs,</td> <td data-bbox="980 1646 1380 1787">De-select the <b>Select all Grades</b> checkbox and select the needed grades. Click OK and go to step 12.</td> </tr> </tbody> </table>	If...	Then...	the TEA raw data file only contains the grades that are relevant to your needs,	select the <b>Select all Grades codes</b> checkbox and click OK. Go to step 12.	the TEA raw data file contains grades that are <i>not</i> relevant to your needs,	De-select the <b>Select all Grades</b> checkbox and select the needed grades. Click OK and go to step 12.
If...	Then...						
the TEA raw data file only contains the grades that are relevant to your needs,	select the <b>Select all Grades codes</b> checkbox and click OK. Go to step 12.						
the TEA raw data file contains grades that are <i>not</i> relevant to your needs,	De-select the <b>Select all Grades</b> checkbox and select the needed grades. Click OK and go to step 12.						

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## How to Run the Utility, Continued

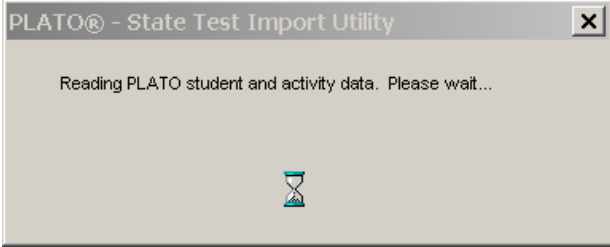
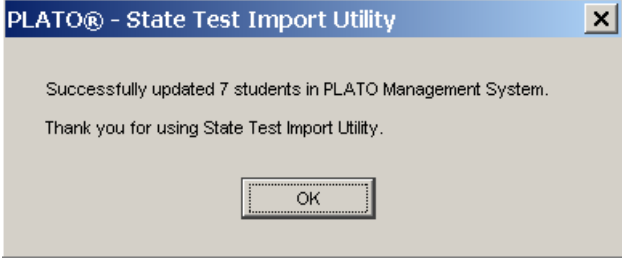
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Step	Action
12	<p data-bbox="548 390 695 422">Select <b>OK</b>.</p> <p data-bbox="548 464 1372 569"><b>Note</b> In addition to ensuring the selected file is correct, the State Test Import Utility checks the result file against the test you selected.</p> <p data-bbox="548 611 1339 711"><b>Result</b> The utility processes the state test results and updates PLATO Pathways accordingly.</p>

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## How to Run the Utility, Continued

Step	Action						
13	<p>Refer to the table below to determine your next step.</p> <table border="1" data-bbox="565 457 1388 793"> <thead> <tr> <th data-bbox="565 457 979 499">If...</th> <th data-bbox="979 457 1388 499">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 499 979 573">you successfully updated PLATO Pathways,</td> <td data-bbox="979 499 1388 573">go to step 14.</td> </tr> <tr> <td data-bbox="565 573 979 793">you receive a message that students could not be matched in PLATO Pathways,</td> <td data-bbox="979 573 1388 793">see Appendix B on page 18 of this document, “<b>Converting an exception file to a batch enroll file</b>” and follow the steps. Then return to step 14 of this section.</td> </tr> </tbody> </table>	If...	Then...	you successfully updated PLATO Pathways,	go to step 14.	you receive a message that students could not be matched in PLATO Pathways,	see Appendix B on page 18 of this document, “ <b>Converting an exception file to a batch enroll file</b> ” and follow the steps. Then return to step 14 of this section.
If...	Then...						
you successfully updated PLATO Pathways,	go to step 14.						
you receive a message that students could not be matched in PLATO Pathways,	see Appendix B on page 18 of this document, “ <b>Converting an exception file to a batch enroll file</b> ” and follow the steps. Then return to step 14 of this section.						
14	<p>Select the <b>Process matched students</b> button.</p> <p><b>Note</b> If you run the State Import Utility later, the students that were processed earlier will be processed again.</p>						
15	<p>Wait for the process to upload the students. This may take some time.</p>  <p><b>Result</b> The student activity assignments update and the following screen displays.</p> 						
16	<p>Select <b>OK</b> to close the utility.</p>						

*Continued on next page*

## Examples

### TEA raw data file

The file below is a portion of an actual TEA raw data file format that you used in step 8.

### Exception file

If you saved the exception file, 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 Pathways to the TEA raw data file.

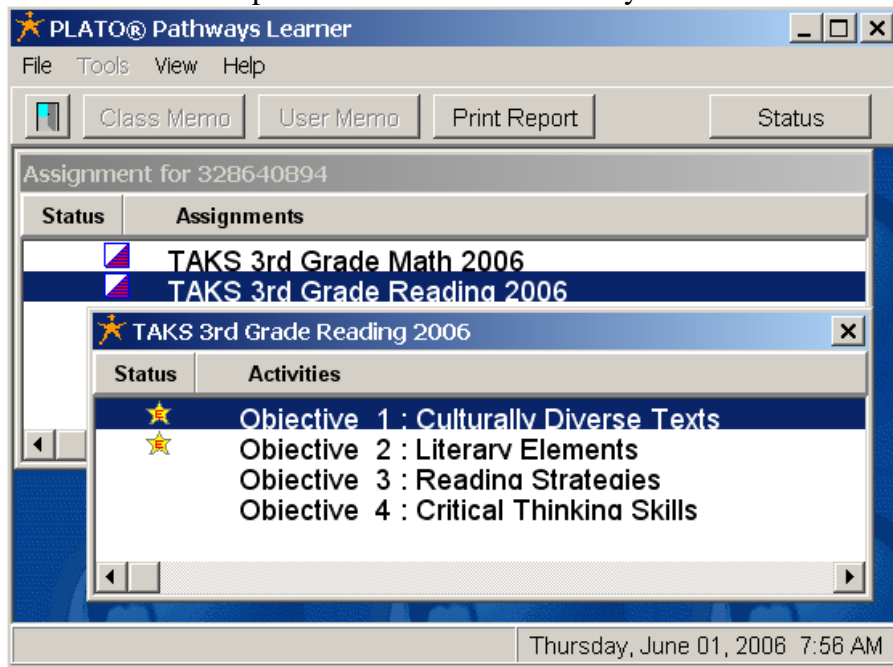
	A	B	C	D	E	F
1	schoolcode	lastname	firstname	middlename	grade	PEIMS
2	101902126	STUDENT	AARON	S	9	100000234
3	666777888	STUDENT	ABBY	A	7	100000235

*Continued on next page*

## Examples, Continued

**Learner  
Assignments in  
PLATO  
Pathways  
example**

After you run the utility, learner assignments display status information similar to the example below in PLATO Pathways.



## Troubleshooting

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**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:

- Installation and setup
  - Running the State Test Import Utility using PLATO Pathways
  - Learning Path
  - PLATO Pathways Administrator
  - Missing users in PLATO Pathways
  - TEA raw data file
  - Accessing file
  - Disk space
  - Miscellaneous
- 

**Installation and setup**

- *The State Test Import Utility program must not be launched directly*
    - Use the Start > Programs menu to launch the State Test Import Utility application
  - *Missing State Test Import Utility program file*
    - State Test Import Utility did not install correctly. Re-install the State Test Import Utility or contact PLATO Support Services.
  - *Missing Configuration File. The file <file> could not be found. Verify that PLATO Pathways has been installed on this workstation and try again.*
    - Make sure that PLATO Pathways is installed on the machine,  
or
    - Installation is not correct. Re-install or contact PLATO Support Services.
  - *Unable to launch the BatchEnroll program: %PATH\FILE%*
    - Make sure that PLATO Pathways is installed correctly. Re-install or contact PLATO Support Services.
- 

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## Troubleshooting, Continued

### Running of State Test Import Utility using PLATO Pathways

- *Unable to lock PLATO Pathways system*
    - Make sure that PLATO Pathways is not in use
    - If PLATO Pathways is not in use and you still get this error, PLATO Pathways lock files are in an incorrect state. Remove lock files or contact PLATO Support Services.
  - *Some users are logged on to PLATO Pathways. Make sure all users are logged out of PLATO Pathways and then run this program again.*
- 

### Learning Path

- *No activities found*
    - Appropriate state standards learning paths are not installed on PLATO Pathways. 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.*
- 

### PLATO Pathways Administrator

- *User %SIGNONNAME% doesn't have PLATO Pathways administrator rights*
    - Use a user ID that has administrator rights in PLATO Pathways.
    - Supply correct password.
  - *Please re-enter password*
    - Type password again
  - *Invalid password for user %SIGNONNAME%.*
    - Supply correct password.
- 

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## Troubleshooting, Continued

### Missing users in PLATO Pathways

- *No user ID for user: %SIGNONNAME%*
  - The user ID you supplied does not exist in PLATO Pathways. Supply the correct user ID.
- *Unable to access User Record for user: %SIGNONNAME%*
  - Do not remove any student record from PLATO Pathways 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 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).*

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## 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 %SIGNNONNAME%*
  - *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

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### Install TAKS2008\_PW.pkg File

<b>How to install *.pkg files</b>	To install the TAKS2008_PW.pkg file located on the State Test Import Utility CD, follow the steps below.
-----------------------------------	--

<b>Step</b>	<b>Action</b>
1	Insert the State Test Import Utility CD into your CD-ROM drive.
2	Sign on to PLATO Pathways as administrator.
3	Navigate to <b>System Management</b> and open the <b>Courseware</b> tab.
4	Click the Install Courseware button.
5	Browse to the TAKS2008_PW.pkg file located on the State Test Import Utility CD.
6	Click <b>Open</b>  <b>Result</b> The TAKS2008_PW.pkg file will be installed.

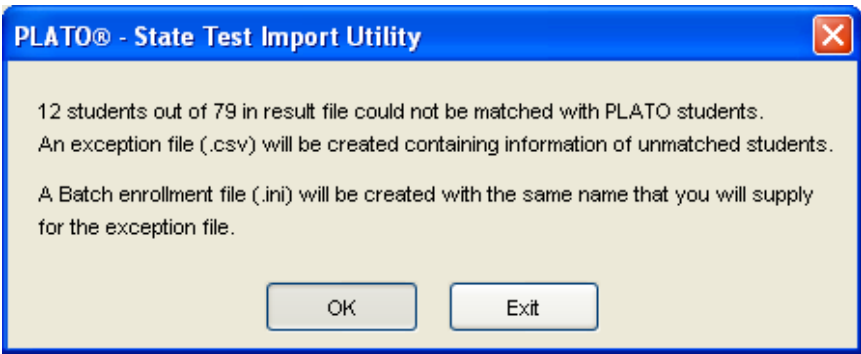
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## Appendix B

### Converting an exception file to a batch enroll file

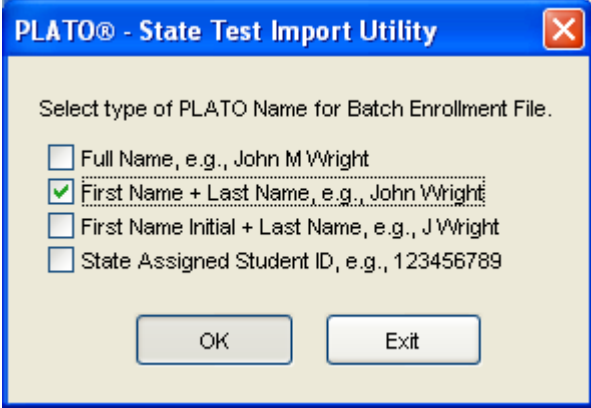
#### Convert an Exception File to a Batch Enroll File

The Public Education Information Management System number (PEIMS), also known as the State-Assigned Student Identification number (SASID), which should be placed in the Nickname field of a student's Pathways properties, in this case determines whether a student exists in the system. In cases where the student accounts do not have their PEIMS numbers associated with their account properties, an exception file will be generated. This exception file will need to be converted to a batch enroll file before you can proceed with the installation. Follow the steps below.

1	<p>A screen similar to the one below displays only when there is a partial match between the result file and the PLATO Pathways User List.</p> 
---	--

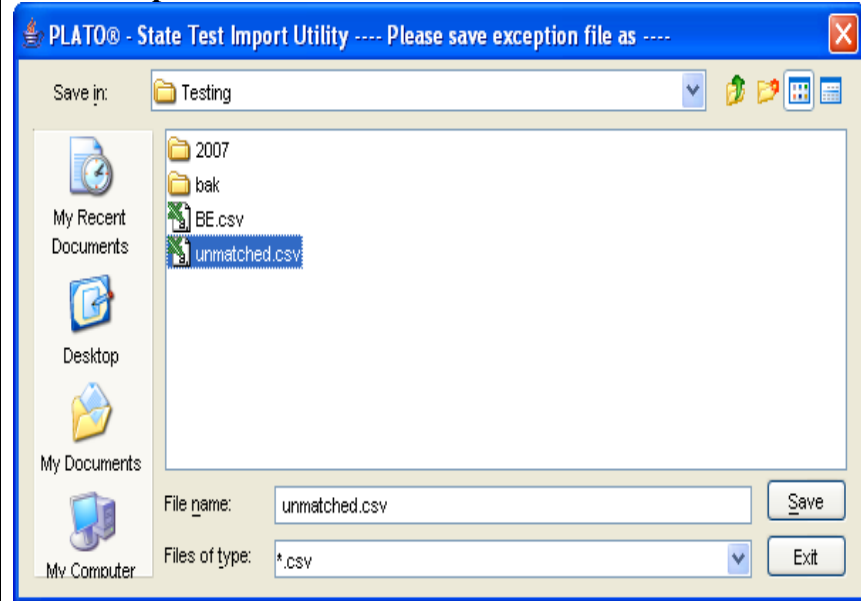
*Continued on next page*

## Appendix B, continued

Step	Action
2	Select <b>OK</b> to create an exception file.
3	<p data-bbox="548 537 1179 573"><b>PLATO Name Selection for Batch Enrollment</b></p>  <p data-bbox="548 1056 1338 1087">Select the display type of the <b>PLATO Name</b>, then Click <b>OK</b>.</p>

4.

### Save Exception File Screen



Enter a name for the exception file and save it in a comma-delimited (\*.csv) format to a memorable location.

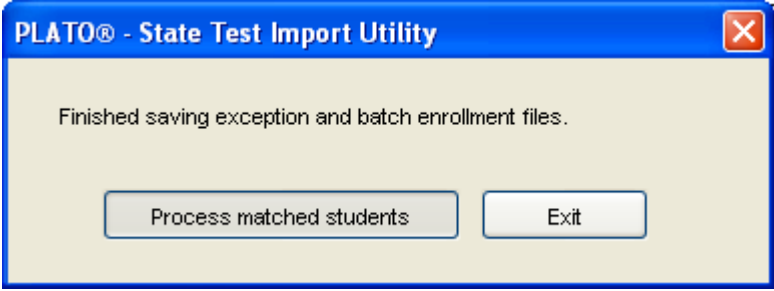
Example: **hotSpringsMS.csv**.

**A Batch enrollment file (.ini) will be created with the same name that you supply for the exception file.**

#### **Result**

The following screen displays confirming the creation of the exception file. Select **Exit**.

*Continued on next page*

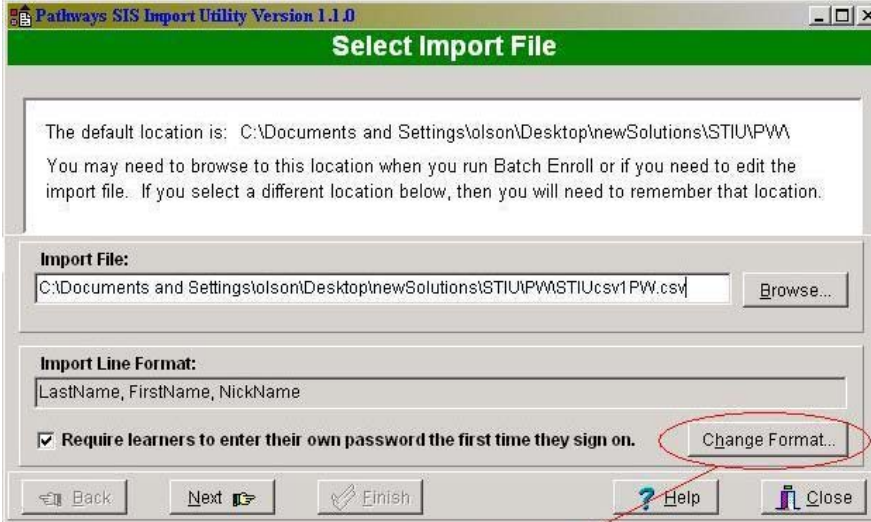
Step	Action
5.	<p data-bbox="548 268 974 304"><b>Finished Saving Exception File</b></p>  <p data-bbox="548 667 1393 737">Click <b>Process matched students</b> to continue, or click <b>Exit</b> to end session.</p>

## Appendix B, Continued

Step	Action																												
6	<p>Locate the exception file (*.csv), which looks 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>schoolcode</td> <td>lastname</td> <td>firstname</td> <td>middlename</td> <td>grade</td> <td>PEIMS number</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>666777888</td> </tr> </tbody> </table>		A	B	C	D	E	F	1	schoolcode	lastname	firstname	middlename	grade	PEIMS number	2	111222333	JONES	RYAN	D	3	333444555	3	111222333	PARKER	JAMIE	S	3	666777888
	A	B	C	D	E	F																							
1	schoolcode	lastname	firstname	middlename	grade	PEIMS number																							
2	111222333	JONES	RYAN	D	3	333444555																							
3	111222333	PARKER	JAMIE	S	3	666777888																							
7	<p>Create a copy of the exception file (Edit &gt; Select All &gt; Copy) and open a blank Microsoft® Office Excel file, where you can paste the copied file (Edit &gt; Paste).</p> <p><b>Note</b> Save the new file as <b>exceptRev1.csv</b> to the same location as the initial exception (*.csv) file.</p>																												
8	<p>Using the <b>exceptRev1.csv</b> file, delete all columns <b>except</b> those containing <b>lastname</b>, <b>firstname</b>, and <b>PEIMS</b> number.</p>																												
9	<p>Delete the first cell in each remaining column.</p> <p><b>Result</b> The file should look like this:</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>JONES</td> <td>RYAN</td> <td>333444555</td> </tr> <tr> <td>2</td> <td>PARKER</td> <td>JAMIE</td> <td>333444555</td> </tr> </tbody> </table> <p><b>Save</b> the file. Select <b>Yes</b> to keep the format, but select <b>No</b> to save changes. There is no need to re-open the file at this point.</p>		A	B	C	1	JONES	RYAN	333444555	2	PARKER	JAMIE	333444555																
	A	B	C																										
1	JONES	RYAN	333444555																										
2	PARKER	JAMIE	333444555																										
10	<p>To complete the conversion of the exception file to a batch enroll file, you must install and use the SIS Import Utility from the following location:  <a href="http://support.plato.com/downloads/accountability/pathways/downloads/SISIMPRT.zip">http://support.plato.com/downloads/accountability/pathways/downloads/SISIMPRT.zip</a></p>																												
11	<p>Unzip and install the utility on a Pathways workstation. It will not work if used directly on the server.</p>																												

*Continued on next page*

Appendix B, Continued

12	<p>Launch the SIS Import Utility. You will see a screen similar to the image below.</p>  <p>1. Click on "Change Format" and set the Import Line Format as shown above. 2. Browse to the CSV file. 3. Place a check in the box to require passwords.</p>
13	<p>Click on "Change Format" and set the Import Line Format as shown in the image above.</p> <p><b>Note</b> The Import Line Format must appear in the same order as the order of column-labels in the exception file. (Ex: LastName, FirstName, NickName). "NickName" refers to the position of the column containing the PEIMS number data.</p>
14	Browse to the .csv file
15	Place a check in the box to require learners to enter their own passwords.

Continued on next page

## Appendix B, Continued

Step	Action
16	<p>Select <b>Next</b>, then <b>Next</b> again, then select <b>Finish</b>. The SIS Import Utility will create a *.INI file, which is the batch enroll file you will use to import learners into Pathways.</p> <p><b>Important</b> The SIS Import Utility does not assign learner passwords. When they log in for the first time, they should not attempt to enter a password. They will then be prompted to create their password, <b>however</b>, if you wish to set passwords as part of the batch enrollment process, you must set these values in the next available column of the exception file and also include this addition in the Import Line Format of the SIS Import Utility (example: LastName, FirstName, NickName, Password).</p> <p><b>A Note on Naming Conventions</b> If errors occur during the batch enroll process, it is most likely a result of duplicate signon names. The SIS Import Utility automatically generates signon names using the learner's first initial and last name.</p>
17	Run the Pathways batch enroll program by logging on to Pathways as the administrator.
18	Select <b>System Management</b> and open the <b>Maintenance</b> tab.
19	Select <b>Batch Enroll</b> .
20	Browse to the location of your batch enroll input file created in step 14 and select <b>Next</b> .

*Continued on next page*

## Appendix B, Continued

21	<p>Refer to the table below to determine your next step.</p> <table border="1" data-bbox="570 422 1390 758"> <thead> <tr> <th data-bbox="570 422 980 464"><b>If...</b></th> <th data-bbox="980 422 1390 464"><b>Then...</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="570 464 980 537">you want to skip users with existing sign-on names,</td> <td data-bbox="980 464 1390 537">select <b>Next</b> and proceed to step 20.</td> </tr> <tr> <td data-bbox="570 537 980 646">you want to stop processing the input file in the event of an error,</td> <td data-bbox="980 537 1390 646">select <b>Finish</b>.</td> </tr> <tr> <td data-bbox="570 646 980 758">you do <b>not</b> want to stop processing the input file in the event of an error,</td> <td data-bbox="980 646 1390 758">select <b>Yes</b>, then select <b>Finish</b>. Proceed to step 20.</td> </tr> </tbody> </table>	<b>If...</b>	<b>Then...</b>	you want to skip users with existing sign-on names,	select <b>Next</b> and proceed to step 20.	you want to stop processing the input file in the event of an error,	select <b>Finish</b> .	you do <b>not</b> want to stop processing the input file in the event of an error,	select <b>Yes</b> , then select <b>Finish</b> . Proceed to step 20.
<b>If...</b>	<b>Then...</b>								
you want to skip users with existing sign-on names,	select <b>Next</b> and proceed to step 20.								
you want to stop processing the input file in the event of an error,	select <b>Finish</b> .								
you do <b>not</b> want to stop processing the input file in the event of an error,	select <b>Yes</b> , then select <b>Finish</b> . Proceed to step 20.								
22	<p>After you have completed the batch enroll, run the State Test Import Utility again. The utility will now process all learners found in the TEA raw data file.</p>								



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State Test Import Utility User's Guide Version 1.0.5