

# **INTERVENTION PLANNING AND ASSESSMENT SYSTEM (IPAS) Version 2**

## **ADMINISTRATIVE USERS' GUIDE**

**TTSD OrRTI  
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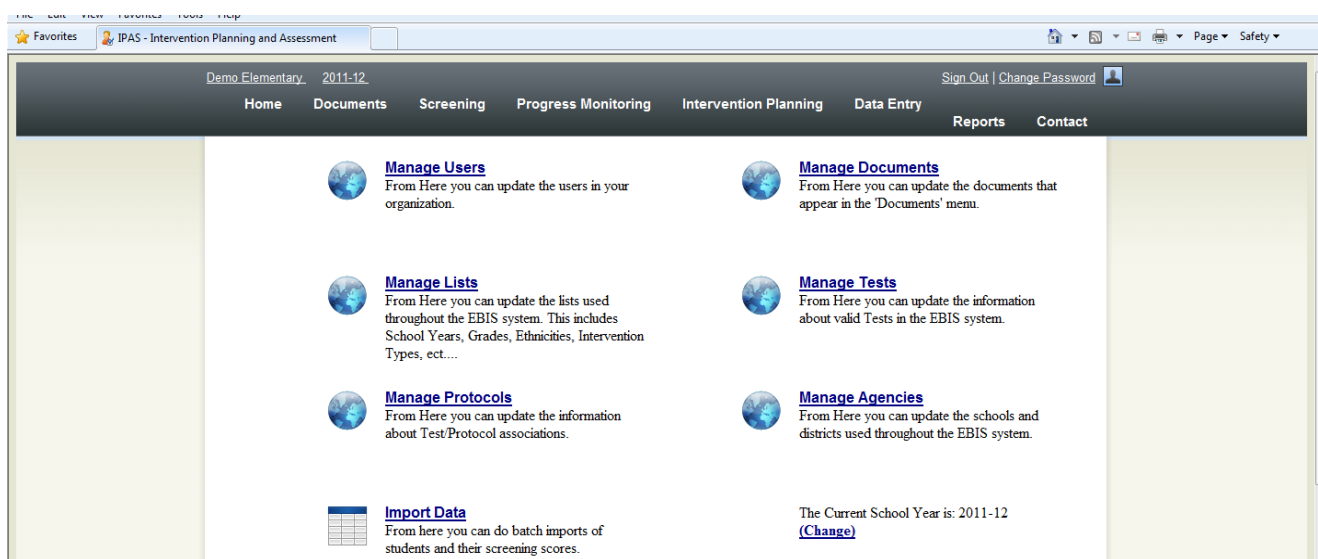
## Introduction

Administrative and super users of the Intervention Planning and Assessment System (IPAS) version 2 are given access to a section of the system that no other users are granted. On the Home menu page is the menu option System Administration. This option allows district-wide IPAS administrators to manage the data and lists that other school and district users access to record student progress monitoring data in IPAS. The System Administration menu option of IPAS contains seven selections:

- Manage Users,
- Manage Documents,
- Manage Lists,
- Manage Tests,
- Manage Protocols,
- Manage Agencies, and
- Import Data

Manage agencies is only used when new school districts begin to use IPAS, so is not detailed here. A final option on the System Administration page in IPAS is the option to change the school year displayed. The System Administration page is shown in Figure 1.

Figure 1. IPAS System Administration Page



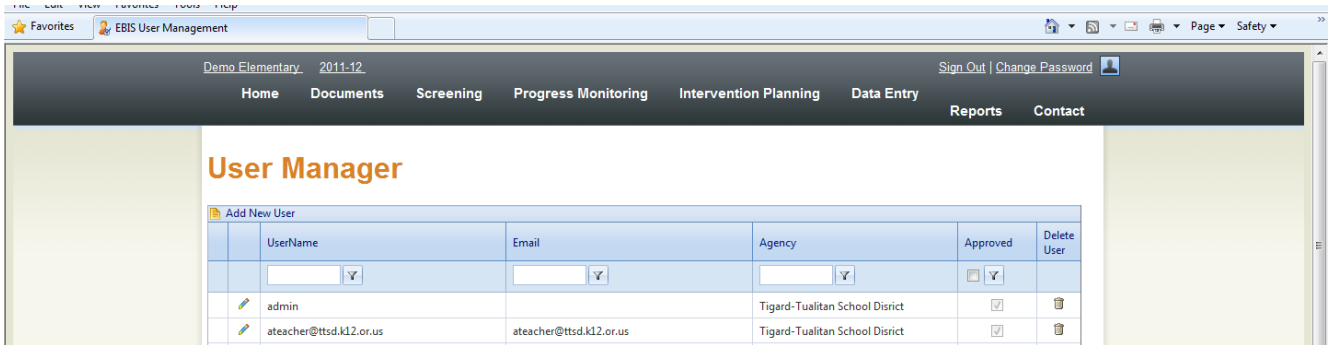
This document outlines both the administrative options in IPAS, as well as the procedures and steps to follow to manage the lists and information that users access in IPAS. Each option is selected by clicking on the underlined link on the screen.

## Manage Users

IPAS was originally developed for use at the Tigard-Tualatin School District (TTSD). The TTSD instance of IPAS draws its user list from the TTSD Active Directory. Therefore TTSD IPAS administrators will not need to use the Manage Users option under the System Administration menu.

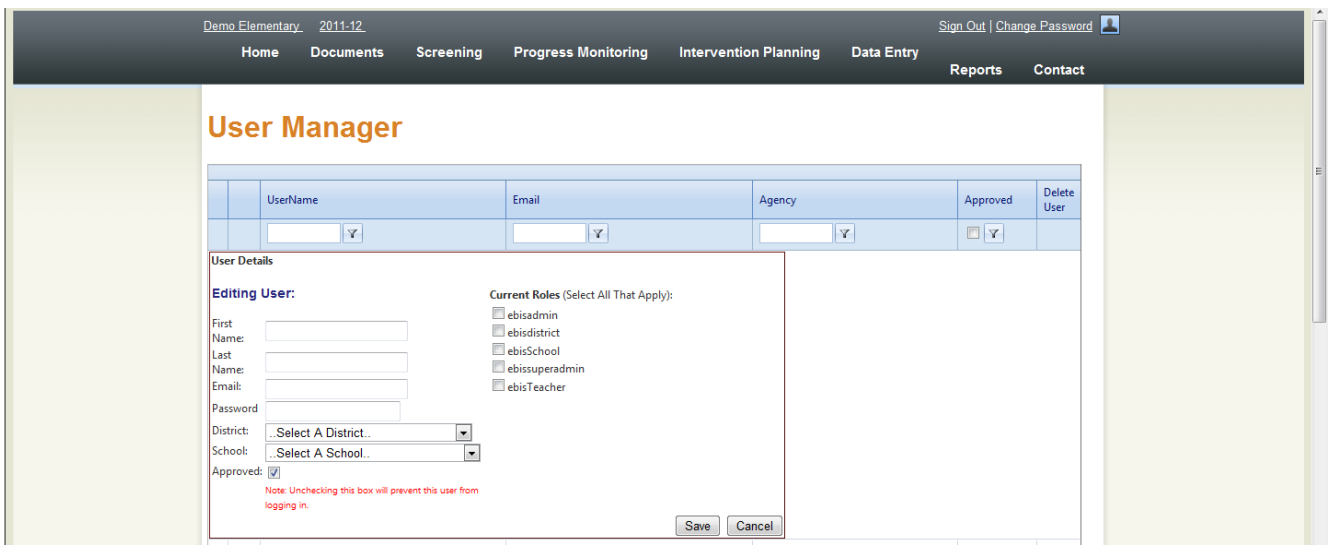
Users from other school districts, however, need a way of adding users to the system without using the Active Directory. The Manage Users Admin menu option was developed to accommodate this need. The Manage Users screen is shown in Figure 2.

Figure 2. Manage Users Screen



Select the Add New User Link to add a user to the IPAS system. The resulting screen is shown in Figure 3.

Figure 3. Add New User Detail



The IPAS Administrator for the district can then add a user’s first and last names, e-mail address, and assign a password. The school selection box allows the administrator to assign a user to an individual school. This will be applicable for the ebisSchool and ebisTeacher roles shown at the right of the screen. If an administrator is assigning a new user to the ebisadmin or ebisdistrict roles, this box should be left unchanged. The approved box should be left checked as all new users are assigned. It is an option on this screen so that administrators can cancel log in rights for users who may leave the district.

The current roles options are defined as follows:

- ebisadmin – assigns a user the rights to read from and write to the data set across all schools in the district; in addition, the user has rights to alter all information contained under the System Administration menu;

- ebisdistrict – assigns a user the rights to read from and write to the data set across all schools in the district;
- ebisSchool – assigns a user the rights to read from and write to the data set only for the school to which they are assigned; and
- ebisTeacher – assigns a user the rights to read from and write to the data set only for the school and the grade to which they are assigned.

Once all of the data is properly entered, select Save to create the new user in the district’s instance of IPAS. Select Cancel to exit the screen without saving.

## Manage Documents

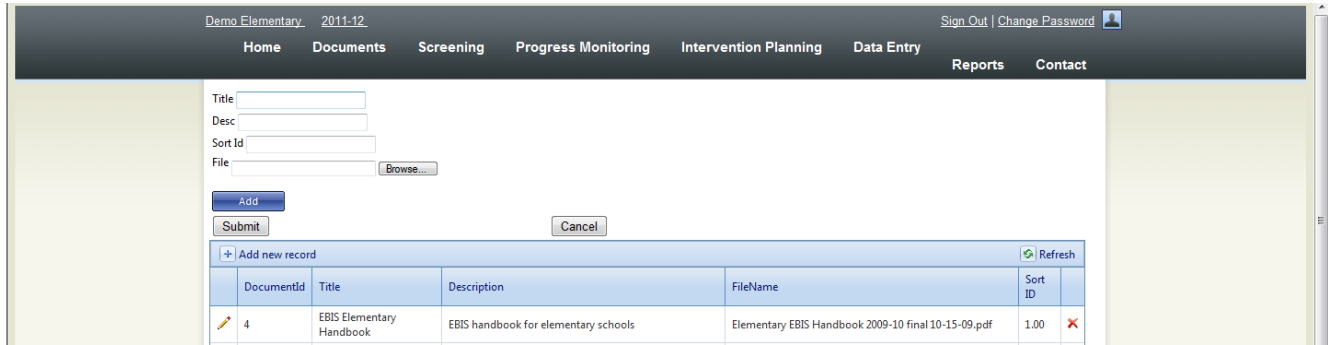
This option allows administrative users to add or update documents (forms, guidance, etc.) to the IPAS system. The documents added here are not student level documents, but instead are the documents that system users access from the Document selection on the main IPAS menu. Figure 4 shows the Add Documents screen. Select Add new record link to add documents to the system.

Figure 4. Add Documents

DocumentId	Title	Description	FileName	Sort ID
4	EBIS Elementary Handbook	EBIS handbook for elementary schools	Elementary EBIS Handbook 2009-10 final 10-15-09.pdf	1.00
11	EBIS Secondary Handbook	EBIS Secondary handbook, Revised 10.28.09	Secondary EBIS Handbook 10 28 09 pdf_044fb.pdf	2.00
5	Definition of IPAS Test Measures	List of IPAS measures, with scales and benchmarks	Definitions_of_IPAS_Test_Measures_09-24-09_eb3ff.doc	3.00
1	IPAS Users' Guide	Complete IPAS User's Guide	IPAS User's Guide_v1-5_09-24-09.doc	4.00
10	IPAS Frequently Asked Questions	A list of questions and answers	IPAS FAQs_01346.doc	5.00
2	IPAS Quick Reference Guide	2 page "cheat sheet" of IPAS commands	IPAS_Quick_Reference_Guide_v2003.doc	6.00
3	IPAS Short Reference Guide	1 page "cheat sheet" of IPAS commands	IPAS_Short_Reference_Guide_v1_09-24-09.doc	7.00
8	MAZE Norms	MAZE Norms, AIMSweb, 2010	AIMSweb Maze norms. 2010.htm	8.00
9	Missing Numbers Norms	Missing Numbers Norms, AIMSweb, 2007	TEN (Missing Number) Norms, 2001-2007 Aggregate. Word 03_a23ad.doc	9.00
7	Math Computation Norms	Math Computation Norms, AIMSweb, 2007	Math Computation Norms, 2001-2007 Aggregate.Word 03_4a4d1.doc	10.00
12	ORF Growth Rates	Hasbrouk & Tindal's ORF data, 2004	Hasbrouk & Tindal oralreadingfluency norms.2005_1c627.pdf	11.00
13	Fuchs and Fuchs Math Norms	Norms for Fuchs and Fuchs Math Computation and Concepts and Applications Assessments	Fuchs-and-Fuchs Math Benchmarks_23934.pdf	12.00

The resulting screen is shown in Figure 5. IPAS requires a document title, description and sort ID (which determines the order that the documents will be displayed on the menu list) be entered for each document added. Click the Browse button and use your computer’s file management system to locate the document to be added. Click the Add button to add the new document to the system menu. Click the Cancel button to exit without saving.

Figure 5. Add Documents Detail



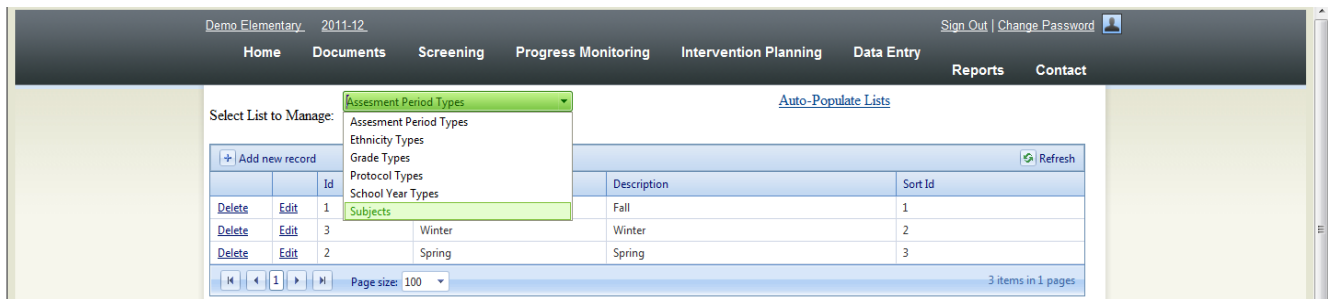
## Manage Lists

This option allows the administrative user to access and modify all of the basic data lists in IPAS, including:

- Assessment Period Types,
- Ethnicity Types,
- Grade Types,
- Protocol Types,
- School Year Types, and
- Subjects.

These lists are accessed from a drop-down list, as shown in Figure 6.

Figure 6. Manage Lists



As each list is selected, the values for that list are displayed. Each list screen contains the same options. First new items can be added to the list by selecting the Add New Record button at the top of the list. Each existing record may also be changed or deleted. Select the delete link to delete a list item. Select the Edit link to edit or make any changes to a list item. Editing list items is discussed below under the individual list section. Generally, items on these lists should be added, changed or updated before items on the remaining administrative lists.

The Auto-Populate link on the upper right of the screen allows districts just beginning to use IPAS to load all of the lists as they exist in the TTSD IPAS instance. This may help new districts as it saves time in hand-entering all of the list data.

### *Assessment Period Types*

The current Assessment Period Types are shown in Figure 7. At this time TTSD has decided to use 3 Assessment Periods, Fall, Winter, and Spring. Fall generally runs from the first day of the September

through the end of November, Winter from December through the end of February, and Spring from March through the end of the year.

Figure 7. Assessment Period Type List

Select List to Manage: Assessment Period Types [Auto-Populate Lists](#)

+ Add new record <span style="float: right;">Refresh</span>					
		Id	Period	Description	Sort Id
Delete	Edit	1	Fall	Fall	1
Delete	Edit	3	Winter	Winter	2
Delete	Edit	2	Spring	Spring	3

Page size: 100 3 items in 1 pages

The three period default is based on the fact that academic (reading and math) screening assessments are generally conducted three times a year. For assessments that are not conducted on a particular schedule (particularly behavior assessments) just select the current assessment period from the pick lists when the student is entered into the system.

### *Ethnicity Types*

The Ethnicity Types are shown in Figure 8. These ethnicity types have been selected to coincide with the values as stored in eSIS. It is not expected that they will change beyond the necessary updates in response to current race/ethnicity changes.

Figure 8. Ethnicity Type List

Select List to Manage: Ethnicity Types [Auto-Populate Lists](#)

+ Add new record <span style="float: right;">Refresh</span>					
		Id	Ethnicity	Description	Sort Id
Delete	Edit	2	American Indian/Alaskan Native	American Indian/Alaskan Native	1
Delete	Edit	4	Asian	Asian	2
Delete	Edit	6	Black (Not of Hispanic Origin)	Black (Not of Hispanic Origin)	3
Delete	Edit	7	Hispanic	Hispanic	4
Delete	Edit	10	Other	Other	5
Delete	Edit	15	White (Not of Hispanic Origin)	White (Not of Hispanic Origin)	6
Delete	Edit	5	Asian / Pacific Islander	Asian / Pacific Islander	7
Delete	Edit	11	Pacific Islander	Pacific Islander	8
Delete	Edit	13	Unknown / Unspecified	Unknown / Unspecified	9
Delete	Edit	14	White	White	10
Delete	Edit	8	Multi-Race	Multi-Race	11
Delete	Edit	12	Reassign Race	Reassign Race	12
Delete	Edit	1	African American	African American	13
Delete	Edit	3	AmerIndian/Alaskan Native	AmerIndian/Alaskan Native	14
Delete	Edit	9	Native Hawaiian/Other Pacific Islander	Native Hawaiian/Other Pacific Islander	15

Page size: 100 15 items in 1 pages

### *Grade Types*

The Grade Type list is shown in Figure 9. All grades from K through 12 are included in the list. For kindergarten, all of the values for the different types of kindergarten attendance, K, KA, KP, KF, K1, and K2 are included in the list. These values are included to be compatible with values downloaded from eSIS for various assessments. IPAS groups all of these values into a kindergarten list when records are displayed in the School Student List.

Figure 9. Grade Type List

Select List to Manage: Grade Types [Auto-Populate Lists](#)

+ Add new record					Refresh
	Id	Grade	Description	Sort Id	
Delete	Edit	15	PK	Pre-Kindergarten	1
Delete	Edit	13	K	Kindergarten	2
Delete	Edit	1	1	1st Grade	8
Delete	Edit	5	2	2nd Grade	9
Delete	Edit	6	3	3rd Grade	10
Delete	Edit	7	4	4th Grade	11
Delete	Edit	8	5	5th Grade	12
Delete	Edit	9	6	6th Grade	13
Delete	Edit	10	7	7th Grade	14
Delete	Edit	11	8	8th Grade	15
Delete	Edit	12	9	9th Grade	16
Delete	Edit	2	10	10th Grade	17
Delete	Edit	3	11	11th Grade	18
Delete	Edit	4	12	12th Grade	19
Delete	Edit	14	other	Other	20

Page size: 100 15 items in 1 pages

*Protocol Types*

A partial list of intervention protocols is shown in Figure 10. The list contains a total of 49 entries currently. These protocols are listed on the Intervention Profile tab when new interventions are added for a student. They are also displayed when an intervention is added for a student from the Screening and Identification page, or when an intervention is added or edited from the Progress Monitoring & Data Analysis page. Again, new protocols are added by selecting the Add new record link at the top of the page.

Figure 10. Protocol Types

Select List to Manage: Protocol Types [Auto-Populate Lists](#)

+ Add new record					Refresh
	Id	Protocol	Description	Sort Id	
Delete	Edit	1	MacMillan		0
Delete	Edit	2	MacMillan & Fast Track		0
Delete	Edit	3	SFA		0
Delete	Edit	4	Reading Mastery		0
Delete	Edit	5	Ladders to Literacy		0
Delete	Edit	6	PA in Young Children		0
Delete	Edit	7	Road to the Code		0
Delete	Edit	8	Earobics		0
Delete	Edit	9	Daisy Castle		0
Delete	Edit	10	Triumphs		0
Delete	Edit	11	Read Naturally		0
Delete	Edit	12	SFA Tutoring		0
Delete	Edit	13	Phonics for Reading		0
Delete	Edit	14	STARS		0
Delete	Edit	15	Reading Success		0
Delete	Edit	16	Six-Minute Solutions		0
Delete	Edit	17	REWARDS		0
Delete	Edit	18	ERI		0
Delete	Edit	19	Language for Learning		0
Delete	Edit	20	Fast Track Phonics		0
Delete	Edit	21	Horizons		0
Delete	Edit	22	Language for Thinking		0

### School Year Types

School Year Types are shown in Figure 11. This list needs to be updated once a year, prior to the start of a school year, to include the new year.

Figure 11. School Year Type List

		Id	School Year	Description	Sort Id	Is Current
Delete	Edit	1	2005-06	2005-06	1	<input type="checkbox"/>
Delete	Edit	2	2006-07	2006-07	2	<input type="checkbox"/>
Delete	Edit	3	2007-08	2007-08	3	<input type="checkbox"/>
Delete	Edit	4	2008-09	2008-09	4	<input type="checkbox"/>
Delete	Edit	5	2009-10	2009-10	5	<input type="checkbox"/>
Delete	Edit	21	2010-11	2010-11	6	<input type="checkbox"/>
Delete	Edit	22	2011-12	2011-12	7	<input checked="" type="checkbox"/>

### Subjects

Subjects are the overall major groupings for assessment types in IPAS. They are included as part of the description of Assessment Group Types noted above. The current subject types included in IPAS are shown in Figure 12.

Figure 12. Subjects List

		Id	Subject Name	Description	Sort Id
Delete	Edit	1	Behavior	Behavior	1
Delete	Edit	2	IDEL	IDEL	2
Delete	Edit	3	Math	Math	3
Delete	Edit	4	Reading	Reading	4
Delete	Edit	5	Written Language	Written Language	5

### Manage Tests

After the base lists for IPAS are updated and current, new tests or assessments can be added to the system. These tests reflect any and all measures that are or can be tracked and progress monitored using IPAS. Initially, IPAS was developed to monitor academic progress in reading, writing, and math using assessments like DIBELS, Maze, and CBM Math. Behavior assessments have been added, in order to assist specialists and to assist in state reporting.

A partial list of tests included in IPAS is shown in Figure 13. Note that tests are included in this list for 2011-2012. To modify tests from other years, first change the school year shown in the upper left of the screen, then the tests shown in this list will reflect the school year selected. Each year, this list must be updated prior to the start of the year. Updating the list both allows any benchmark value to

Figure 13. Manage Tests in IPAS

Demo Elementary 2011-12							
Home Documents Screening Progress Monitoring Intervention Planning Data Entry Reports Contact							
Add New Test							
	Edit	Subject	Name	Description	School Year	Active	Delete Section
>		Behavior	%PB	Percent positive behavior for elementary behavior team	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	%PB-GYR	Positive Behaviors GYR for Elementary Behavior Team	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	Counseling Behavior Goal #1	First of two behavior goals set in individual or group counseling sessions, on a scale of 100	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	Educational Access	Amount of Time Daily the Student Participates in Instruction, calculated as a percent of time available in 1/2 hour increments	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	First Steps Goal #1	The first of 2 possible goals identified for a given student. The goal will vary, but all goals will be monitored on a scale of 1-10	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	First Steps Goal #2	The second of 2 possible goals identified for a given student. The goal will vary, but all goals will be monitored on a scale of 1-10	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	First Steps Screening	The screening test for First Steps, by which a student is compared to DIBELS scores to assess risk.	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	SRT: Participation	Student's grade for participation, attitude, and performance, in Social Responsibility Training on a scale of 1-10	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	ST: Effective Strategy Use	Strategic Tutoring: Self/Teacher rating of how effectively the student is using strategies, on a scale of 1-10	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	TO Data	Time Out Data for Elementary Behavior Team	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	Weekly Attendance Hours	Hours attended, total possible 30, subtract 1.5 for each period missed, 1.5 for each ODR, 0.5 each tardy	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		IDEL	FLO	Fluidez en la Lectura	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		IDEL	FLO-Accuracy	The percentage of words read correctly (Words read correctly divided by correct + incorrect words)	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		IDEL	FNL	Fluidez en Nombrar Letras	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		IDEL	FPS-TSL	Fluidez en las Palabras sin Sentido	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		IDEL	FSF-TLP	Fluidez en la Segmentacion de Fonemas	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

be updated, and allows the benchmark end date to be set to the new year. The benchmark end date is used in the plotting of the Intervention Score Plot, so must be correct for the current year.

To add a new test to IPAS, select the Add New Test Link at the top of the page. IPAS will open a blank record containing all of the columns required for each test. Tests are linked to a particular subject, so this data must be entered correctly. As shown in Figure 14, the Subject and School Year are drop-down pick lists, Name and Description are free-form text fields, and the Active test indicator is a check box. Click Insert to save the new test, or Cancel to exit without saving.

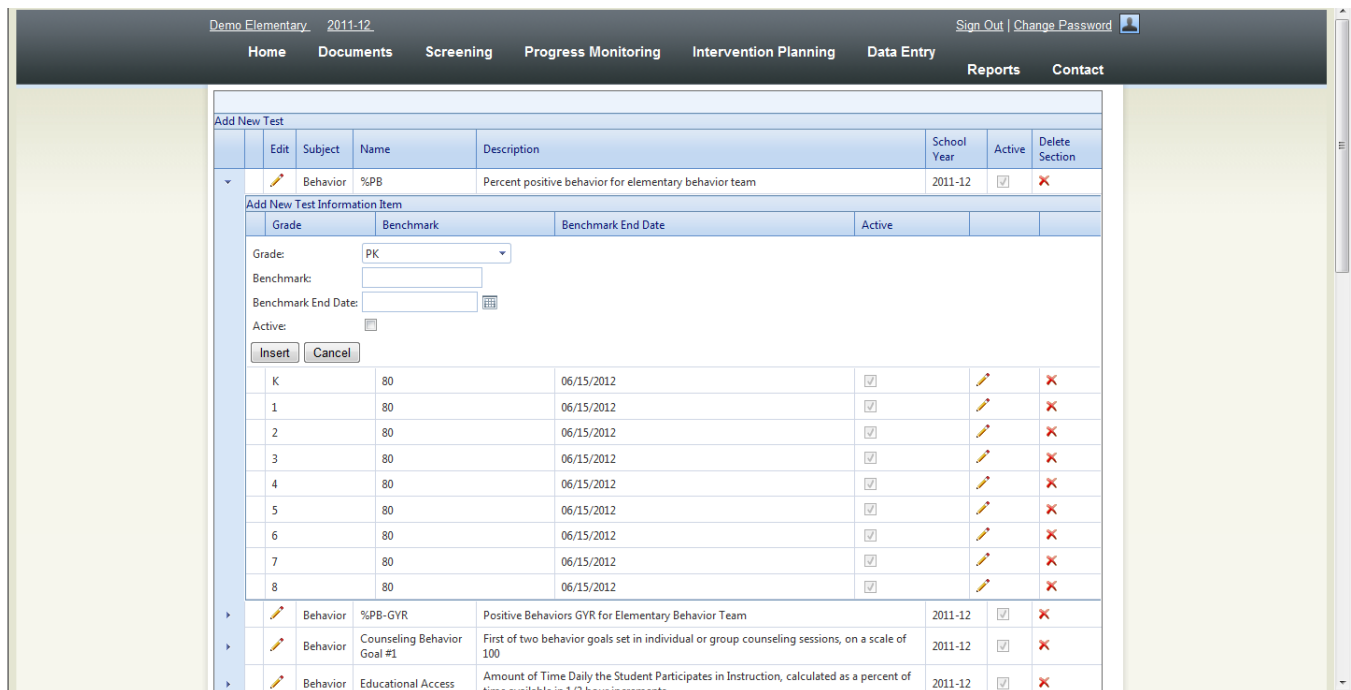
Figure 14. Adding a New Test

Demo Elementary 2011-12							
Home Documents Screening Progress Monitoring Intervention Planning Data Entry Reports Contact							
Add New Test							
	Edit	Subject	Name	Description	School Year	Active	Delete Section
		Subject:	Behavior				
		Name:	<input type="text"/>				
		Description:	<input type="text"/>				
		School Year:	2005-06				
		Active:	<input type="checkbox"/>				
		<input type="button" value="Insert"/> <input type="button" value="Cancel"/>					
>		Behavior	%PB	Percent positive behavior for elementary behavior team	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	%PB-GYR	Positive Behaviors GYR for Elementary Behavior Team	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	Counseling Behavior Goal #1	First of two behavior goals set in individual or group counseling sessions, on a scale of 100	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	Educational Access	Amount of Time Daily the Student Participates in Instruction, calculated as a percent of time available in 1/2 hour increments	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	First Steps Goal #1	The first of 2 possible goals identified for a given student. The goal will vary, but all goals will be monitored on a scale of 1-10	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	First Steps Goal #2	The second of 2 possible goals identified for a given student. The goal will vary, but all goals will be monitored on a scale of 1-10	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	First Steps Screening	The screening test for First Steps, by which a student is compared to DIBELS scores to assess risk.	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
>		Behavior	SRT: Participation	Student's grade for participation, attitude, and performance, in Social Responsibility Training on a scale of 1-10	2011-12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Editing existing tests is performed by clicking on the small pencil icon to the left of each test group name, and modifying information as appropriate. Test records are edited to deactivate them at the start of a new school year. If a test is no longer used in the district, it can be deleted from the list by clicking on the small trash can icon to the right of each test record.

Each test must be associated with a grade and the benchmark score for that grade. This is done by first clicking on the blue arrow to the left of each test record. This accesses the Test Information for each test, and is the place where tests are associated with grades and benchmarks. In the same way new tests are added, a new test association is added by selecting the Add New Test Information Item link at the top of the box. As shown in Figure 15, this opens a record allowing the addition of a test association. Again, in the same manner as adding tests, add the required information, including checking the box to make the test Active, and select Insert to save a record. Records must be added for all grades for which the test will be used. As in all cases, selecting Cancel will exit the data entry box without saving a new record.

Figure 15. Add a New Test Association



## Manage Protocols

In addition to tests, intervention protocols are included in IPAS. The protocol names and their descriptions are entered under Manage Lists, as described above. The Manage Protocols option in IPAS allows each protocol to be associated with the grade in which it might be used, as shown in Figure 16. On this page, protocols are grouped by subject, from the subjects list in Manage Lists. Through this link each protocol is associated with an assessment.

New protocols are added by selecting the Add New Protocol Association link, as shown in Figure 17. Select the tier for the intervention and the protocol for that subject and grade, then select Insert to add the record. As always, Cancel exits without saving the record.

Figure 16. Manage Protocols

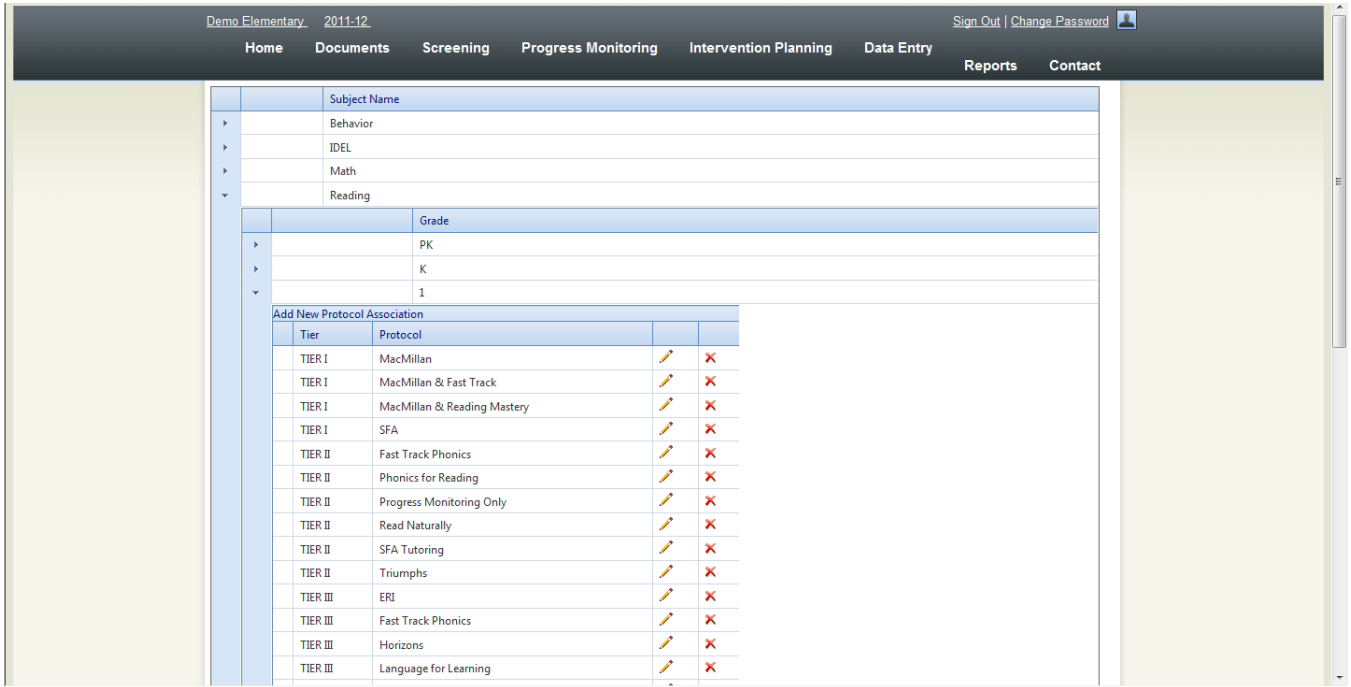
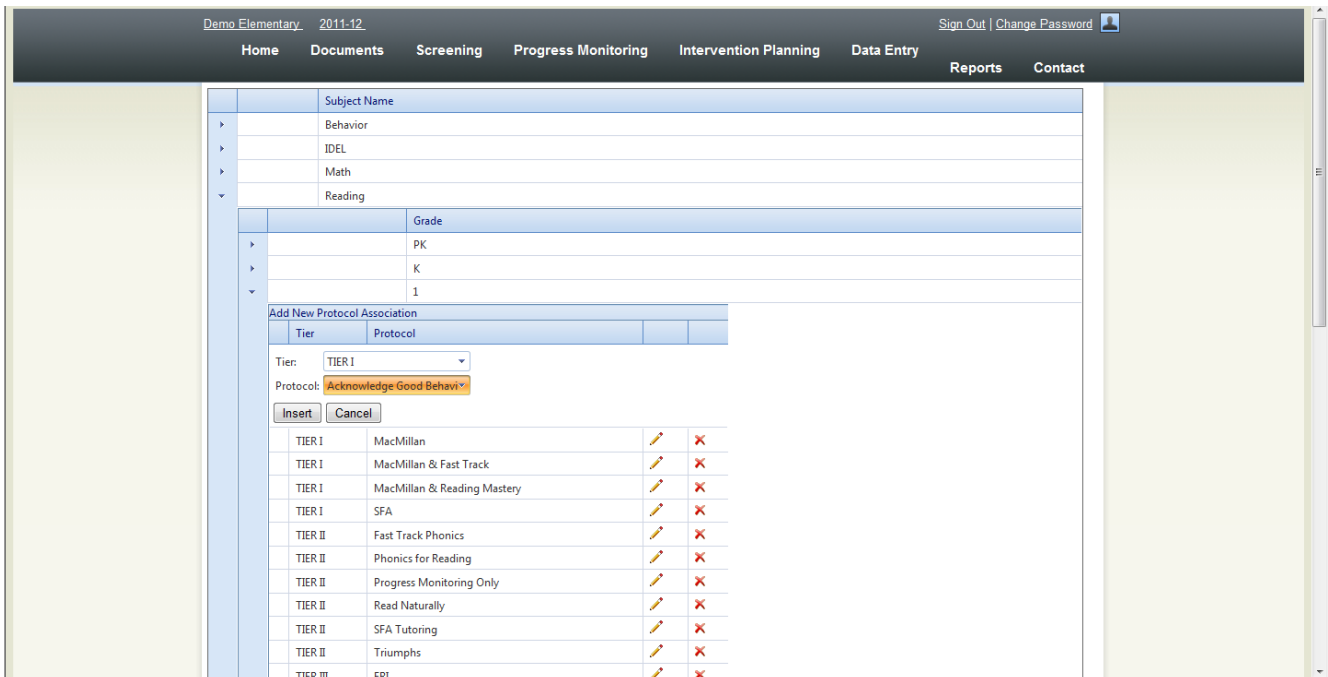


Figure 17. Add New Protocol Association

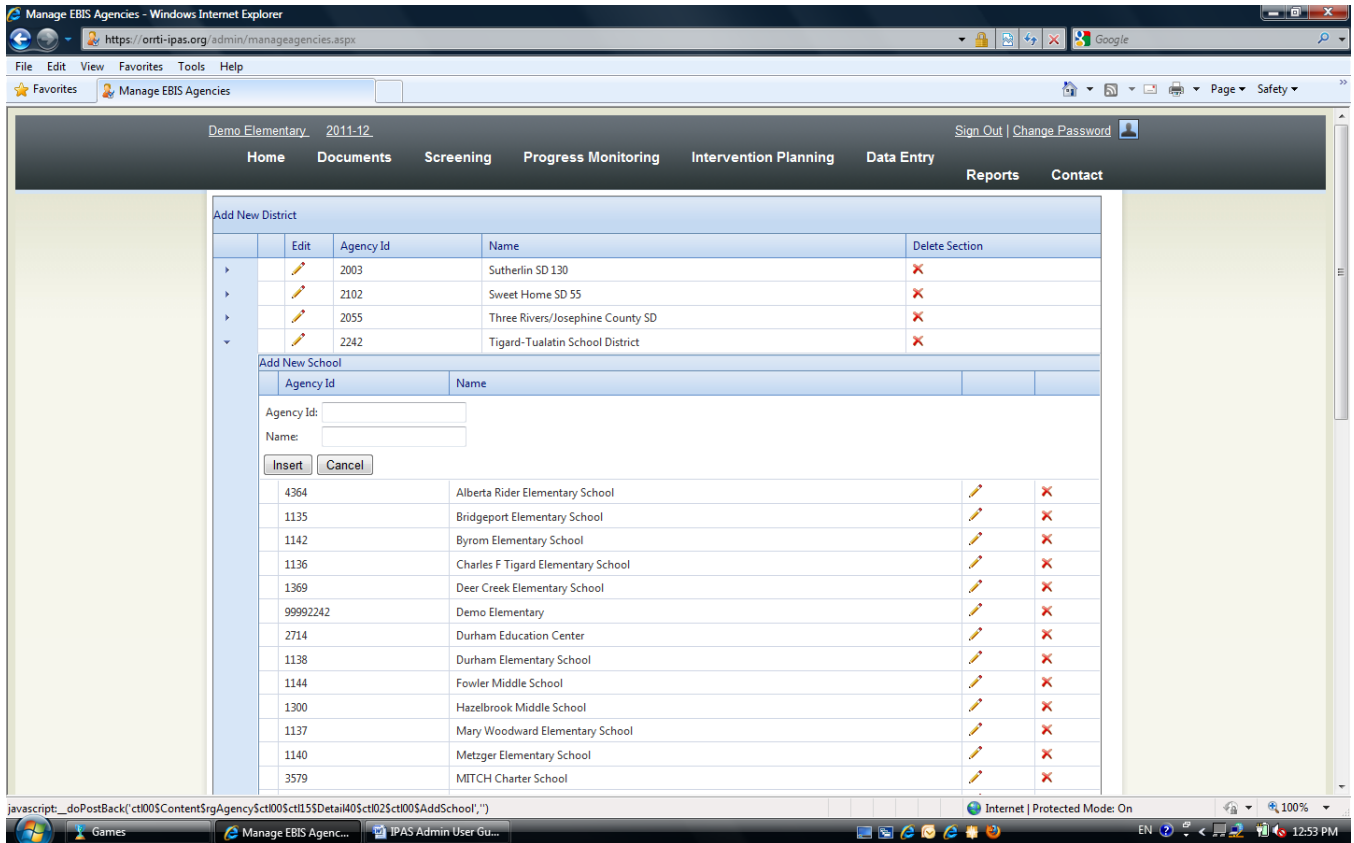


By subject, for each grade, enter all applicable protocols for all tiers. As has been true throughout IPAS, to edit an existing record, select the pencil icon. Select the trash can icon to delete a record.

## Manage Agencies

As IPAS is intended to be used across multiple school districts, the Manage Agencies option under the System Administration menu option allows administrative users to add and manage the districts using the system. The Manage Agencies screen is shown in Figure 18.

Figure 18. Manage Agencies



As in the rest of the IPAS system, select Add New District to add a new school district to the IPAS system. Note that the Agency ID is the state 4-digit institution code. Again, click on the pencil icon to edit an existing record, or the trash can icon to delete a record. Click on the blue arrow to add all of the schools associated with a district. Select Add New School to add these schools, including the 4-digit state identification code.

## List Maintenance Process

In addition to the detailed procedures outlined above, there is an overall process for maintaining lists in IPAS. Particularly, information should be added in a specific order, so that connections are properly made in the IPAS data set. This process includes:

- Enter all information under the Manage Lists option before using Manage Tests or Manage Protocols,
- Enter protocol associations in Manage Protocols before entering test associations in Manage Tests.

## Import Data

While IPAS is designed to allow users to enter screening score data for groups of students under the Data Entry menu, there may be times when it is more time efficient to create a data set outside of IPAS, then upload that data set in bulk. Data downloaded from DIBELS are already in electronic format, and it may be faster to create a data file for upload into IPAS. IPAS is designed with bulk data entry for screening scores as an administrative user function. IPAS will upload data from an Excel file that has a fixed set of columns. Some of these columns contain data that is mandatory to IPAS, some are optional.

The Import Data page in IPAS contains a link that will download a blank Excel file that contains all of the columns needed to create a batch upload file. The data included in the Excel file, with the Excel column name in parentheses, is:

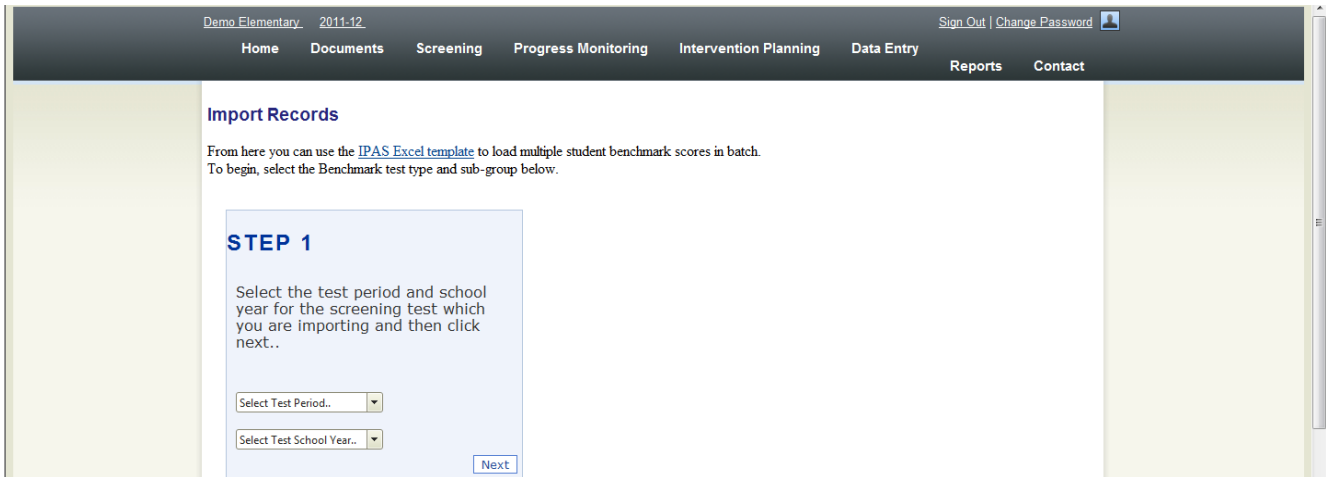
- Student eSIS ID (StudentId) - required
- Student last name (LastName) - required
- Student first name (FirstName) - required
- The state 4-digit institution code for the school the student attends (SchoolID) -required
- Student grade (Grade) - required
- The test name for the screening scores, as listed in Manage Lists in IPAS (TestName) - required
- The score the student received on the test (TestScore) - required
- The date the screening test was taken (TestDate) - required, often recorded as the last date of the testing window for the sake of consistency and convenience, in date format, mm/dd/yyyy
- Student eSIS ID or alternate ID (DistrictStudent ID) - required
- Student Ethnicity (Ethnicity) - optional, but must be exactly one of the race/ethnicity values included in IPAS under Manage Lists
- The student's teacher (Teacher) - optional, can be either their primary teacher or the group specialist teacher for the student
- Student birthdate (Birthdate) - optional, in date format mm/dd/yyyy
- Student Gender (Gender) - optional, values are M/F
- DIBELS Instructional Recommendation (Instructional-Recommendation) -optional, exactly what is downloaded from DIBELS if included
- Student's Intervention Teacher (InterventionTeacher) - optional
- DIBELS risk status (RiskStatus) - optional, exactly what is downloaded from DIBELS if included
- Student special ed status (SPED) - optional, a Y/N flag indicating whether the student is in special ed
- English language learner status (ELL) - optional, a Y/N flag indicating whether a student is in an ELL class
- Secondary Literacy Program status (SLP) - optional, a Y/N flag indicating whether a student is in a secondary literacy class
- Talented and gifted status (TAG) - optional, a Y/N flag indicating whether a student is in TAG
- (SpL) - optional, a Y/N flag indicating whether a student is
- (AltEd) - optional, a Y/N flag indicating whether a student is

Much of this data structure was designed to be downloaded directly from DIBELS. The remainder can often be downloaded from eSIS for a student list. If a bulk upload file is created, it is vital that the order of these columns in the Excel spreadsheet is not changed. Also, the formatting and data type

descriptions above (i.e., date format or Y/N flag, etc.) must be used. If they are not, the file will not be compatible and cannot be uploaded into IPAS.

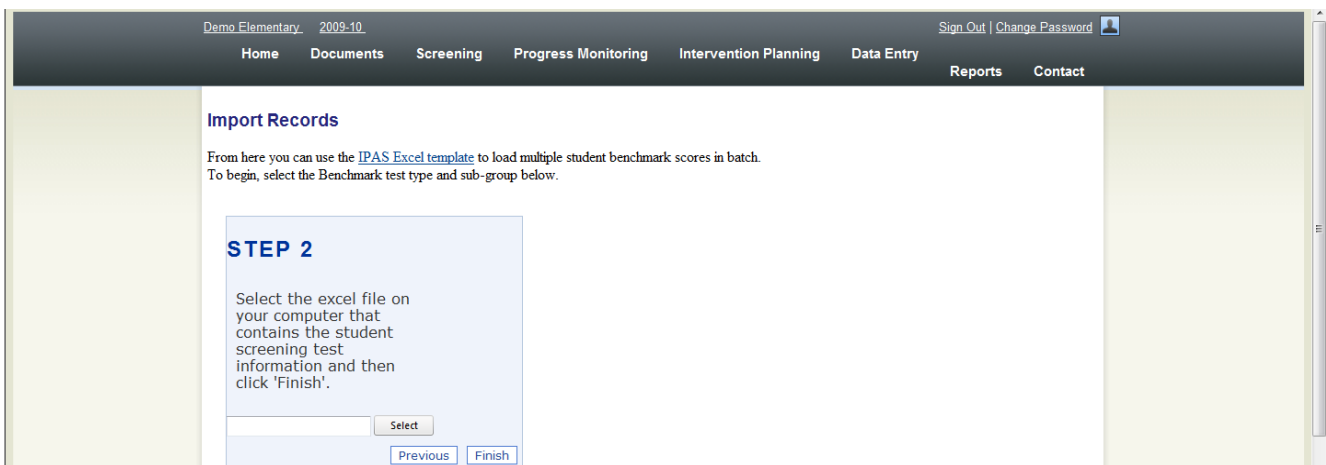
Once the screening score batch upload data file has been created, select Import Data on the IPAS System Administration page. The Import Data page is shown in Figure 19.

Figure 19. Import Data



The first step in uploading the data file is to select the screening score test period and school year from the drop-down menus provided. Click Next. Step 2 is to select the Excel file created from your stored drive, as shown in Figure 20.

Figure 20. Step 2 of Data Import



Click the select button and use the computer browser to locate and select the file for upload. Click Previous to return to the previous page and change the test period or school year. Once the data file is selected, click Finish to upload the file.

IPAS provides useful error messages if your data file does not load, or particularly if some of the data does not load. You can use these messages to correct the input file and reload it. Any student records that uploaded the first time correctly will simply be identified as duplicates and not loaded a second time. If the errors in the file are not clear from the messages in IPAS call the contacts for further help.