

## ODDEX Bulk Export for importing assessments into PowerSchool

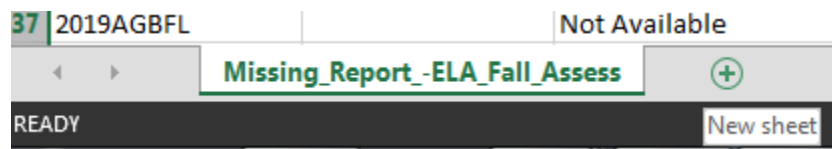
If you have missing assessment records on your preview report you can use that missing preview report to check those students in ODDEX for assessments that may have been previously reported by another entity. Or, you can create your own CSV file for the bulk export – just create a CSV with the SSID/s in Column A that you wish to use to export existing ODDEX assessments.

Keep in mind – that the file that comes out of ODDEX for you contains the SSID in the file and that you may need to update that if you are not a PowerSchool district.

Taking your missing assessment preview report from the data collector – use your EMIS Alliance training to open up the missing preview report in Excel and highlight/select the SSID column. Then right click and select copy to copy that column of data.

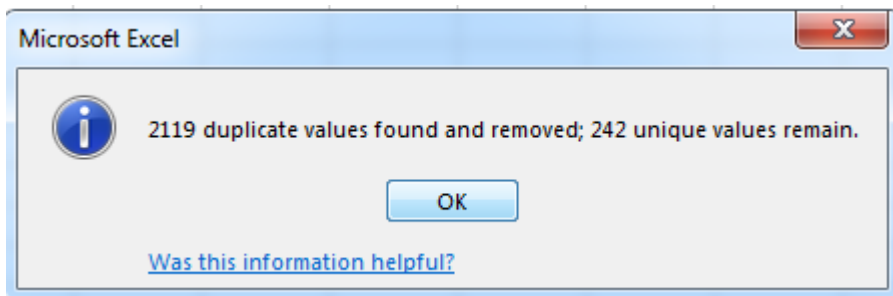
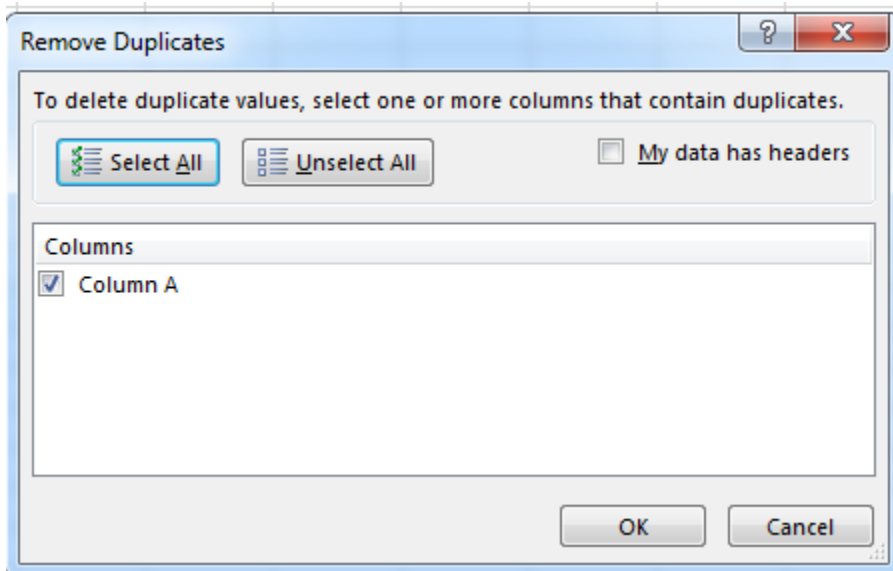
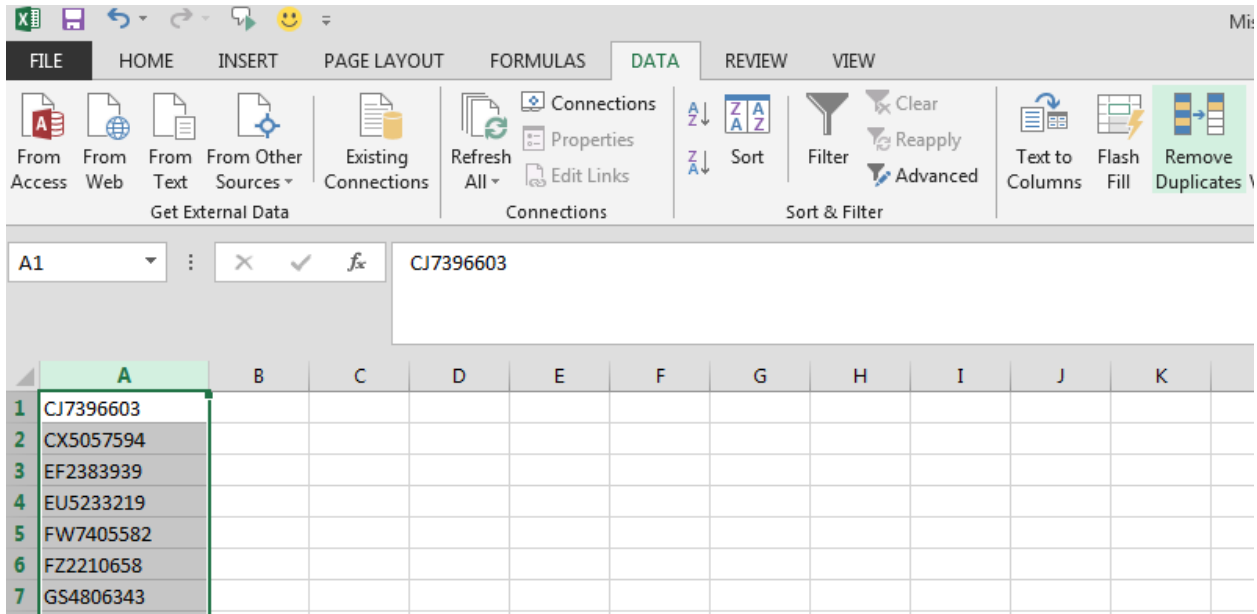
	B	C	D	E	F	G	H	I	J	K	
1	Collection Request	Attending Bldg IRN	EMIS Student ID Number	State Student ID	Last Name	First Name	Middle Name	Assessment Type	Assessment Area Code	Assessment Area Code Description	Test t
2	2019AGBFL		Not Available	CJ7396603	Not Available	Not Available	Not Available	GB	AEE	Awareness and expression of emotion	PS
3	2019AGBFL		Not Available	CX5057594	Not Available	Not Available	Not Available	GB	AEE	Awareness and expression of emotion	PS
4	2019AGBFL		Not Available	EF2383939	Not Available	Not Available	Not Available	GB	AEE	Awareness and expression of emotion	PS
5	2019AGBFL		Not Available	EU5233219	Not Available	Not Available	Not Available	GB	AEE	Awareness and expression of emotion	PS
6	2019AGBFL		Not Available	FW7405582	Not Available	Not Available	Not Available	GB	AEE	Awareness and expression of emotion	PS
7	2019AGBFL		Not Available	FZ2210658	Not Available	Not Available	Not Available	GB	AEE	Awareness and expression of emotion	PS

Then in the lower left hand corner of your excel window – click the + sign to create a new worksheet



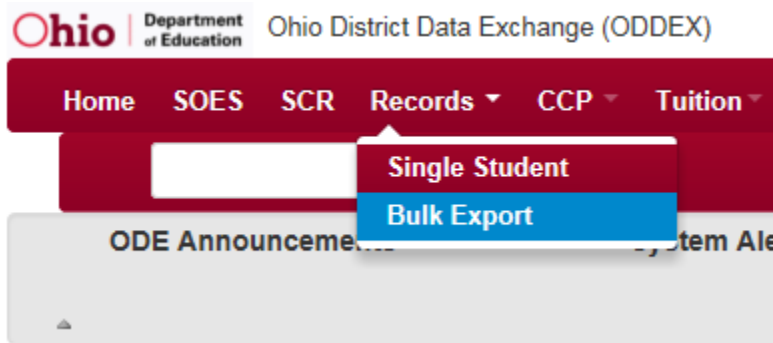
Then in column A row 1 – paste your SSID's. Remove/delete the header row so you are left with just column A with the SSID's in it.

Highlight/select column A again, then go up to the data option, then click Remove Duplicates, click OK, then OK again.



You now have your group of missing students SSID from your preview report – go ahead and save this worksheet as a CSV file.

Log into ODDEX, then select Bulk Export from the Records menu.



You can then select your assessment records you wish to search for and extract from ODDEX. In my example I am looking for existing (previously reported) GB assessments (Preschool assessments) for the current year. Notice I selected GB for Assessment Type and I also entered in both dates for Test Taken Between.

## Assessment Extract

Assessment Type: GB - Early Learning Assessment  
Test Grade Level: [Dropdown]  
Assessment Group: [Dropdown] Clear

Subject: [Dropdown]  
Test Taken Between: From: 07/01/2018 To: 02/28/2019

C:\Users\freeborn\Downl... Browse...

Upload

After you have made your selections if any, then click on the Browse button and select your CSV worksheet you just saved with the SSID's in Column A, then click the Upload button. This will then cause ODDEX to search for assessment records for those SSID's and extract them into a file for you to use.

Go ahead and Save this file onto your computer – no need to open it if you are a PowerSchool user wanting to load the records into PowerSchool FA tab.

Do you want to open or save FA [redacted] 20190219085314-extract.txt from ssdt-ohio.org?

Open Save Cancel ×

Log into PowerSchool, select District from the Left menu, then scroll down and Click Data Import Systems, then click (FA) Student Assessment Record Import. Choose ODDEX and then answer the next set of questions appropriately for your import and then select Browse and locate your file you just saved from ODDEX and proceed as you normally would with importing FA records and then Verifying the records imported by checking your FA tab for the students.

### Import A File

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Select a test type:	<input type="text" value="ODDEX"/>
Exclude From EMIS Reporting:	<input type="text" value="No"/> Choose whether to exclude imported assessments from EMIS Reporting
Import Graduation Tests Only:	<input type="text" value="No"/> Choose whether to import only graduation tests
Ignore First Line:	<input type="text" value="No"/> Choose whether to ignore the first line of the file being imported
File to Import:	<input type="button" value="Browse..."/> No file selected.