

eSIS Metro Partnership

eSIS Quick Reference Guide

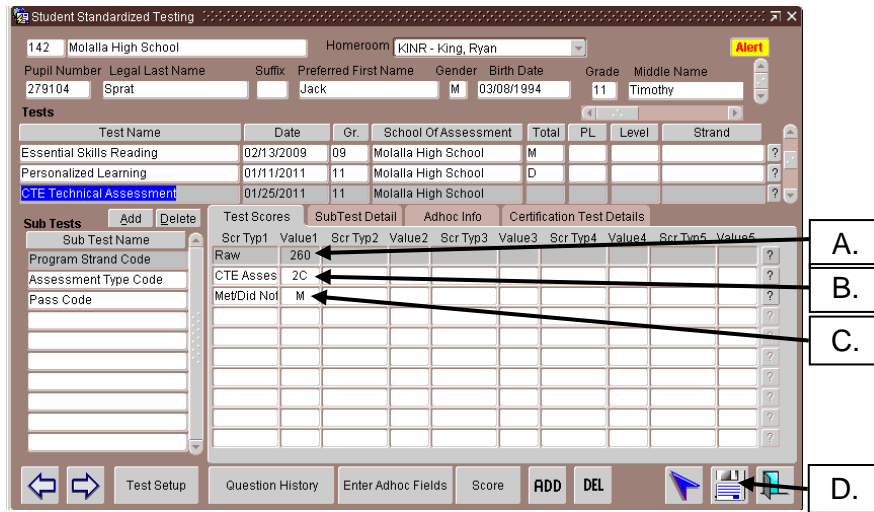
Entering CTE Technical Assessment Scores

CTE Technical Assessment scores are reported to the Oregon Department of Education in the CTE (Career-Technical Education) collection. This document describes how to enter these scores into eSIS to enable this reporting. This can be done for one student manually, or for multiple students through an upload.


METHOD A	Manually enter one student's CTE Technical Assessment score.
Step A1	With the student visible on the main eSIS screen, go to Main Menu > Change Student > Standardized Testing > Student Test Scoring. This brings up the Student Standardized Testing screen. Every test the student has taken will appear on this screen, including OAKS tests. **Do not modify or delete any existing records.**
Step A2	<p>A. Click the small Add button in between the Tests and Sub Tests sections of the screen. The Add Test window will appear.</p> <p>B. Test: Click the ? button to bring up a list of tests. Highlight "CTE Technical Assessment" and click Ok.</p> <p>C. Assessment Date: Enter the date on which the student took the test.</p> <p>D. Grade: Enter the grade the student was in when she or he took the test.</p> <p>E. School: Defaults to the user's school. If this is not where the student took the test, click the ? button to bring up a list of schools. Highlight the correct school and click OK.</p> <p>F. When all four fields are correctly filled in on the Add Test window, click Ok.</p>
Step A3	A new row for CTE Technical Assessment will now appear in the Tests section of the Student Standardized Testing screen. With this new row highlighted, enter the test information in the Sub Tests section:

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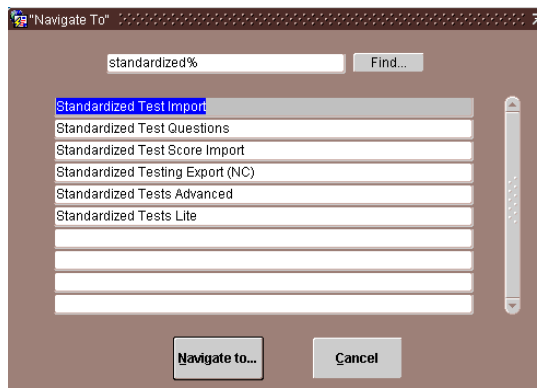
- A. Enter the 3-digit **Program Strand Code** in the Value1 field of the first Sub Test row. See pages 4–5 of this document for a list of valid codes.
- B. Enter the 2-character **Assessment Type Code** in the Value1 field of the second Sub Test row. See page 6 of this document for a list of valid codes.
- C. Enter the 1-character **Pass Code** in the Value1 field of the third Sub Test row. See page 6 of this document for a list of valid codes.
- D. Click the **Save** icon.



METHOD B Load multiple students' CTE Technical Assessment scores at one time. This requires that you prepare an upload file of students' scores in a pre-defined format (see page 7 of this document).

Step B1 From the main eSIS screen, click the blue **Navigate** arrow. 

Step B2 Type "standardized%" in the text field at the top and click **Find....**
Highlight "Standardized Test Import" in the list and click **Navigate To....**



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Step B3

- A. Select “**CTE Technical Assessment**” from the first dropdown.
- B. Select “**School Id Column**” from the second dropdown.
- C. Use the **Browse** button to find the CTE Technical Assessment .txt file that you want to load. See page 7 of this document for a description of the file format.
- D. Click **Create**. The load process may take several minutes. eSIS will display a confirmation when it’s complete.
- E. When you click out of the confirmation window, the load will be logged in the top row of the table. If needed, click the Errors button to see a description of any errors that were encountered during the load. You can fix the errors in your file and reload the fixed records as needed.

The screenshot shows the 'Standardized Test Import' window. At the top, it says 'This tool will allow you to create eSIS Student Standardized Testing records based upon an input file supplied by one of the supported national testing services.'

Fields and buttons are labeled as follows:

- A.** Points to the 'National Standard / Generic Test to Import' dropdown menu, which is set to 'CTE Technical Assessment'.
- B.** Points to the 'Column Used to Store the Ministry/State School Code' dropdown menu, which is set to 'School Id Column'.
- C.** Points to the 'Browse...' button next to the 'Input File For National Standardized / Generic Test' field.
- D.** Points to the 'Create' button at the bottom right of the window.
- E.** Points to the 'Errors' button in the table's 'Errors' column.

Create Date	Status	Input File	Lines Read	Errors
11/24/2010	Completed	C:\Documents and Settings\mkim\Desktop\CTETest.txt	1	0
11/24/2010	Completed	C:\Documents and Settings\mkim\Desktop\CTETest.txt	1	0
				Errors
				Errors
				Errors
				Errors
				Errors
				Errors

Buttons at the bottom: Multi Tests, View The Temp Table, Load The Input File Into A Table, Create Adhoc Definition, Backout, Create.

Once the load is complete, you will see each student’s scores in the Student Standardized Testing screen as shown in the screen shot for step A3 above.

Valid Program Strand Codes

Note: Only some of these codes will be used by your district/school.

Code	Description
100	Arts, Information & Communications - Graphics Design
101	Arts, Information & Communications - Performing & Media Art
110	Arts, Information & Communications - Theater Arts
120	Arts, Information & Communications - Audiovisual Communications
130	Arts, Information & Communications - Communication Journalism
140	Arts, Information & Communications - Design & Applied Arts
141	Arts, Information & Communications - Interior Design
180	Arts, Information & Communications - Diversified Occupations
190	Arts, Information & Communications - Other Professional Technical
191	Arts, Information & Communications - Other Professional Technical
199	Arts, Information & Communications - Individualized Voc. Edu. Program
200	Business and Management - Marketing
205	Business and Management - Sports Marketing
210	Business and Management - Food Service
211	Business and Management - ProStart/Food Service
220	Business and Management - Accounting/Financial Systems
230	Business and Management - Office Systems
240	Business and Management - Hospitality, Tourism, Recreation
250	Business and Management - Business Admin & Mgmt Gen
260	Business and Management - Information Technology
280	Business and Management - Diversified Occupations
290	Business and Management - Other Professional Technical
291	Business and Management - Other Professional Technical
292	Business and Management - Other Professional Technical
293	Business and Management - Other Professional Technical
299	Business and Management - Individualized Voc. Edu. Program
300	Health Services - Health
310	Health Services - Dental
380	Health Services - Diversified Occupations
390	Health Services - Other Professional Technical
391	Health Services - Other Professional Technical
399	Health Services - Individualized Voc. Edu. Program
400	Human Resources - Child Care
410	Human Resources - Early Childhood Education
420	Human Resources - Service Occupations
430	Human Resources - Family & Consumer Sciences
440	Human Resources - Criminal Justice
480	Human Resources - Diversified Occupations
490	Human Resources - Other Professional Technical
491	Human Resources - Other Professional Technical
492	Human Resources - Other Professional Technical
499	Human Resources - Individualized Voc. Edu. Program
500	Industrial & Engineering Systems - Transportation Technology
501	Industrial & Engineering Systems - Diesel Mechanics
510	Industrial & Engineering Systems - Construction Technology
511	Industrial & Engineering Systems - Cabinetmaking
520	Industrial & Engineering Systems - Electronics Technology
521	Industrial & Engineering Systems - Computer Technology

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Code	Description
522	Industrial & Engineering Systems - Software Engineering
530	Industrial & Engineering Systems - Manufacturing Technology
531	Industrial & Engineering Systems - Computer Integrated Mfg.
532	Industrial & Engineering Systems - Welding
540	Industrial & Engineering Systems - Integrated Technology
550	Industrial & Engineering Systems - Engineering Technology
560	Industrial & Engineering Systems - Maintenance & Repairer
570	Industrial & Engineering Systems - Drafting
580	Industrial & Engineering Systems - Diversified Occupations
590	Industrial & Engineering Systems - Other Professional Technical
591	Industrial & Engineering Systems - Other Professional Technical
592	Industrial & Engineering Systems - Other Professional Technical
593	Industrial & Engineering Systems - Other Professional Technical
594	Industrial & Engineering Systems - Other Professional Technical
599	Industrial & Engineering Systems - Individualized Voc. Edu. Program
600	Ag, Food & Natural Resource Systems - Agriculture
610	Ag, Food & Natural Resource Systems - Horticulture
620	Ag, Food & Natural Resource Systems - Forestry/Natural Resources
630	Ag, Food & Natural Resource Systems - Integrated Environmental Tech
680	Ag, Food & Natural Resource Systems - Diversified Occupations
690	Ag, Food & Natural Resource Systems - Other Professional Technical
691	Ag, Food & Natural Resource Systems - Other Professional Technical
699	Ag, Food & Natural Resource Systems - Individualized Voc. Edu. Program
900	Other General Studies - Other General Studies

Valid Assessment Type Codes

Code	Type	Description
00	Not Applicable	No available assessment or student not assessed
1A	Performance assessment with industry-recognized certificate or license	One or more tasks or work samples are evaluated using a standard rubric. Development and scoring is controlled by a national or state organization that awards industry-recognized credentials for demonstrated proficiency.
1B	Performance assessment developed and scored externally (no certificate or license)	One or more tasks or work samples are evaluated using a standard rubric. Development and scoring is controlled by a national or state assessment provider that does not award an industry-recognized credential for demonstrated proficiency.
1C	Performance assessment developed and scored locally	One or more tasks or work samples are evaluated using a standard rubric. Development and scoring is controlled by a regional or local agency or organization.
2A	Test with industry-recognized certificate or license	A standardized test or set of tests that are developed and scored by a national or state organization that awards an industry-recognized credential for demonstrated proficiency.
2B	Test developed and scored externally (no certificate or license)	A standardized test or tests that are developed and scored by a national or state assessment provider that does not award an industry-recognized credential for demonstrated proficiency.
2C	Test developed and scored locally	A standardized test or tests that are developed and scored by a regional or local agency or organization.
3A	Portfolio with industry-recognized certificate or license	A collection of evidence which may include performance assessments and tests. The portfolio is assessed using a standard rubric developed and controlled by a national or state organization that awards an industry-recognized credential for demonstrated proficiency.
3B	Portfolio scored externally (no certificate or license)	A collection of evidence which may include performance assessments and tests. The portfolio is assessed using a standard rubric developed and controlled by a national or state assessment provider that does not award an industry-recognized credential for proficiency.
3C	Portfolio scored locally	A collection of evidence which may include performance assessments and tests. The portfolio criteria development and evaluation is conducted by a local or regional agency or organization.
9A	Other technical skill assessment	The technical skill assessment does not fit into any other category.

Valid Pass Codes

Code	Description
M	Met
D	Did Not Meet

All codes are subject to change.

ODE webpages: <https://district.ode.state.or.us/apps/info/DataClctnDetail.aspx?id=120>
<http://www.ode.state.or.us/search/page/?id=1656>

CTE Technical Assessment Import File Format

The file **must be in **fixed-length** .txt format.

Field Name	Start Position	End Position	Length	Example	Notes
Pupil Number	1	9	9	123456	Student's Pupil Number from eSIS
SSID	10	19	10	12345678	Student's SSID
Legal Last Name	20	49	30	Smith	Student's Legal Last Name exactly as it appears in eSIS
Legal First Name	50	79	30	Jane	Student's Legal First Name exactly as it appears in eSIS
Grade	80	81	2	11	Student's grade at the time of the assessment (must be a grade set up in the specified school)
Birth Date	82	89	8	02281994	Student's birth date in MMDDYYYY format
Gender	90	90	1	F	Student's gender (M or F)
School	91	94	4	912	eSIS School ID denoting where the test was taken
Assessment Date	95	102	8	03102011	Date the student took the test in MMDDYYYY format
Program Strand	103	105	3	120	ODE CTE Program Strand code
Assessment Type	106	107	2	1A	ODE CTE Assessment Type code
Pass Code	108	108	1	M	Student's test score: "M" or "D"