

Quick Start Guide

For Loading Assessment Results to Ed-Fi

What is the *Quick Start Guide for Loading Assessment Results to Ed-Fi*?

South Carolina school districts can leverage dashboards and reports displayed in GPS Administrator Navigator and Teacher Navigator (formerly known as Podium and Rally) to gain insights from assessment data, but the data must first exist in a district’s Ed-Fi environment before it can be surfaced in these tools.

This document delineates the steps for loading assessment data into district Ed-Fi environments.

These steps are for current and future assessments and do not apply to legacy data submitted on or before December 17, 2024.

Sourcing Assessment Data for Ed-Fi

The chart below shows how assessment data will be sourced for loading to Ed-Fi. Files for assessments in the left-hand column will need to be provided by districts if they wish to load data to their Ed-Fi environments. Districts do not need to provide files for assessments in the right-hand column, because these will be sourced by the South Carolina Department of Education (SCDE); in rare cases, it is possible that districts might submit a small file with a minimal number of records for assessments in the right-hand column, such as for making a correction if necessary.

District data files will be the source <i>(post December 17, 2024)</i>	SCDE data files will be the source <i>(post December 17, 2024)</i>
ACT	CogAT
ACT WorkKeys	EOCEP
AP	IOWA
ASVAB	i-Ready
Cambridge	MAP Growth
DIAL 3-4	Performance Task Assessments (PTA)
DIBELS 8	SC READY
DIBELS NEXT	SC-Alt
Dominie	STAR
Fastbridge Math	WIDA ACCESS
Fastbridge Reading	WIDA Alternate ACCESS
Fountas & Pinnell	SC Career-Readiness
GOLD	
IB	
KRA	
MAP Fluency	

District data files will be the source (post December 17, 2024)	SCDE data files will be the source (post December 17, 2024)
Mastery View Predictive Assessments (CASE Benchmark)	
myIGDIS	
PreACT	
PSAT	
SAT	
STAMP	

Steps for Loading Assessment Results Data to Ed-Fi

File Loading Enabled

Districts may upload assessment files at any time for any assessment. Collection windows during which file loading is enabled for a given assessment may vary. If you are unsure if your assessment file has been loaded, please check to see if it is in the list of “Active Assessments for Sharefile” located here on the [Education Analytics page for South Carolina Assessment Loading Progress](#) (a district Assessment Proxy or designated staff member will need to log in to view the page).

Location Access and Navigation

Each district will have a folder for each relevant assessment within the secure application located at <https://edanalytics.sharefile.com/>. Assessment Proxies will have access to these folders for their district. Prior to taking the steps below for loading data, the district Assessment Proxy will need to identify the district staff who will access this application. If a district staff member other than the Proxy needs to obtain access, the Proxy may reach out to Education Analytics with a ticket through the following portal: <https://edanalytics.atlassian.net/helpcenter/products-and-services/>. A list of Assessment Proxies will be provided on the following SCDE web page: <https://ed.sc.gov/data/assessment-loading-to-ed-fi/>

Note: Education Analytics will only be able to add users for this purpose if a district Assessment Proxy makes the request.

Access to the application and folder can be verified by doing the following:

- Go to <https://edanalytics.sharefile.com/>
- Locate the folder titled /South Carolina - EA Products/[district name]
- If the designated staff cannot access or see the folder, the district Assessment Proxy should send a description of the issue to Education Analytics through the following portal: <https://edanalytics.atlassian.net/helpcenter/products-and-services/>.

Step 1: Preparation

- Acquire the student assessment results from the vendor.

- Sample file headers will be made available on the SCDE website for reference (<https://ed.sc.gov/data/assessment-loading-to-ed-fi/>). These may be helpful to districts who elect to verify the vendor file format in advance. Note that only CSV files will be imported.
- NOTE:
 - Specific assessments, like ASVAB, don't have a student identifier from the vendor. In the sample file, there is a column on the far right that has been added called student_unique_id which should be populated with SUNS for each student.
 - For successful Ed-Fi loading to occur automatically, the entire header provided in the sample layout must be present, so it may be necessary to add columns manually to your file before adding it to Sharefile to ensure success. In most cases, null or blank values should not cause an error (i.e., columns that were not returned to the district in the vendor file and that had to be added only for loading/ingestion purposes).
 - Additional columns that are not included in the sample layout will not cause an error, but they will be ignored in the loading process.

Step 2: Loading

- Log into the secure file sharing application (<https://edanalytics.sharefile.com/>) and locate the folder for the assessment, as well as the folder within it for the appropriate school year.
 - **Note:** If you wish to be notified when error files are generated, scroll down and check the box with text the following text: "Email me when a file is uploaded to this folder."
- Upload the CSV that you have saved:

Once the correct folder has been selected, click the purple '+' and upload your assessment file. Remember that only CSVs will be usable for this process.

Step 3: Data Ingestion and Review

- Once the CSV file is processed, it will be deleted automatically from the application.
- At this point, the district may review the results and student ID mismatch errors so that these can be resolved. Records with student ID mismatches will output to an error file specific to each assessment and year. The following steps can now be taken if desired:
 - a. Download the file from the errors folder and review the column(s) containing the student ID. The ID to update will depend on which ID was found to have the highest match rate; EA is working on an enhancement to tell users which ID to use.
 - Note: Use the latest file available if multiple mismatch error files exist.

- b. Upload the file following the process in Step 2, and it will process as described in Step 3.
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Contact Information

Office of Information Technology

General questions: Wendy Stephens (wstephens@ed.sc.gov)

Education Analytics

File-specific questions: EA Ticketing System portal -

<https://edanalytics.atlassian.net/helpcenter/products-and-services/>