

Test Label Information Upload

ADE extracts SAIS data for the standardized test labels. Schools have the option of uploading a Test Group field that ADE will use to sort the label data. This information is not required. Without it, test labels come sorted alpha by grade. Schools who want their labels sorted in some other manner, such as by Homeroom should enter data in the Test Group field and upload it to SAIS.

The Test Group field may be found on the Government tab or on a Student Demographics Custom tab such as "ADE Std Test Info". It is a text field, so will accept numbers, letters, or special characters. Enter text manually student by student, or better yet, use a Global Update to mass add the data. Instructions are below.

Field	Value	Code
Test Gp Code		
Started this Yr	No	
ELL Level(15)		
ELL Years(16)		
504		
Uses Braille	No	

The other fields on this tab are no longer collected by ADE. Data entered in them may be used internally such as for User Defined Reports.

If using Global Update to mass enter data, make a backup prior to starting the process!

Go to Student/Global Update. Select the Test Group field, typically called Test Gp Code. Click the Group button and select the first Homeroom in the list. You will repeat this process for each homeroom. Next, click on Students and Select All.

Global Updates

Select a Field: Special Enrollment Code, Started this Yr, State, State Of Birth, Street, Submit Absences, Submit SAIS Membership, Submit SAIS Personal In, **Test Gp Code**, Track, Tribal Name, Tuition Payer, Unlisted, Unusual Medical, Uses Braille, Uses Large Print

Group: Elem 0506

Students

Single Value (selected) Multiple Values

Group Manager

System: 1st - Budo (selected)

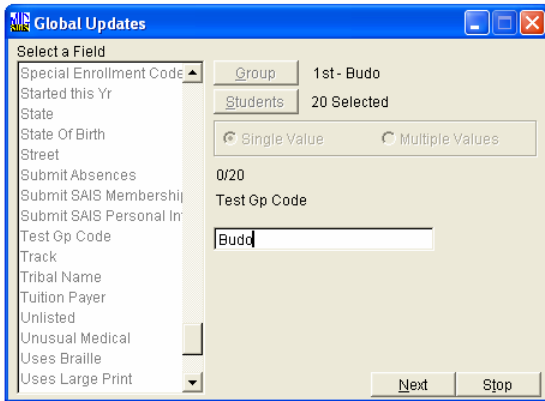
Track: 2nd - Selby, 3rd - Whittinger, 4th & 5th - Jones, 4th - Trask, 5th - Villani, 6th - Alvarado, K- Martinez, Pike

Select Cancel

Be sure to highlight the correct field first!

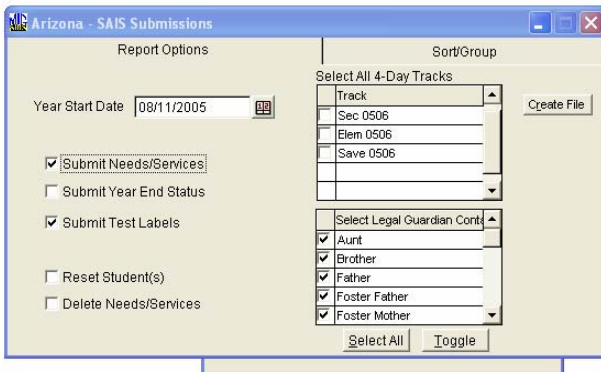
Click on Group, and use the Homeroom button. Select the first class in the list.

With Single Value selected, click on Proceed. Type in the name of the teacher or some other unique identifier. If more than one teacher has the same last name, but sure to enter an initial or grade level.



Click on Next. Verify the update information is correct, if so, respond to both warning prompts with Yes. Repeat the process by clicking on Group, selecting the next Homeroom in the list, selecting the students, etc.

When you are ready to send the data in a SAIS submission, mark the Submit Test Labels checkbox on the Create Submission screen. (Note, you should always mark the Submit Needs/Services box when doing a submission. It is OK to mark both boxes!)



SAIS ID	Test Label	Status	Group Name
AK (200955)	Test Label	A	Group Name required
AK (200956)	Test Label	A	Group Name required
AK (200957)	Test Label	A	Group Name required
AK (200958)	Test Label	A	Group Name required
AK (200959)	Test Label	A	Group Name required
AK (200960)	Test Label	A	Group Name required
AK (200961)	Test Label	A	Group Name required
AK (200962)	Test Label	A	Group Name required
AK (200963)	Test Label	A	Group Name required
AK (200964)	Test Label	A	Group Name required
AK (200965)	Test Label	A	Group Name required
AK (200966)	Test Label	A	Group Name required
AK (200967)	Test Label	A	Group Name required
AK (200968)	Test Label	A	Group Name required
AK (200969)	Test Label	A	Group Name required
AK (200970)	Test Label	A	Group Name required
AK (200971)	Test Label	A	Group Name required
AK (200972)	Test Label	A	Group Name required
AK (200973)	Test Label	A	Group Name required
AK (200974)	Test Label	A	Group Name required
AK (200975)	Test Label	A	Group Name required
AK (200976)	Test Label	A	Group Name required
AK (200977)	Test Label	A	Group Name required
AK (200978)	Test Label	A	Group Name required
AK (200979)	Test Label	A	Group Name required
AK (200980)	Test Label	A	Group Name required
AK (200981)	Test Label	A	Group Name required
AK (200982)	Test Label	A	Group Name required
AK (200983)	Test Label	A	Group Name required
AK (200984)	Test Label	A	Group Name required
AK (200985)	Test Label	A	Group Name required
AK (200986)	Test Label	A	Group Name required
AK (200987)	Test Label	A	Group Name required
AK (200988)	Test Label	A	Group Name required
AK (200989)	Test Label	A	Group Name required
AK (200990)	Test Label	A	Group Name required
AK (200991)	Test Label	A	Group Name required
AK (200992)	Test Label	A	Group Name required
AK (200993)	Test Label	A	Group Name required
AK (200994)	Test Label	A	Group Name required
AK (200995)	Test Label	A	Group Name required
AK (200996)	Test Label	A	Group Name required
AK (200997)	Test Label	A	Group Name required
AK (200998)	Test Label	A	Group Name required
AK (200999)	Test Label	A	Group Name required

Inactive (withdrawn) students will not get a test label and do not need information in the Test Group field. These students will be listed on the SAIS submission error report as not having test label data. It is not an error, SIRS is simply letting you know which students don't have data.

Students without a SAIS ID will also be listed as having an error. SIRS cannot send test label data without a SAIS ID.

Test label data can be sent more than once.