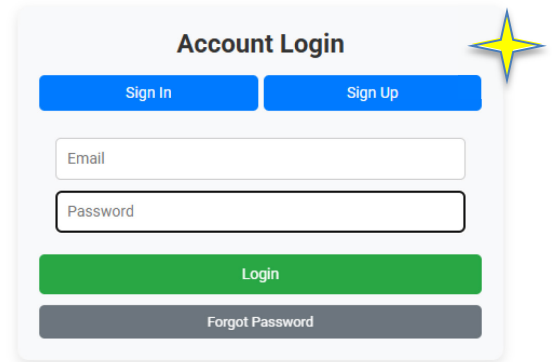


SRSN Data Guidebook

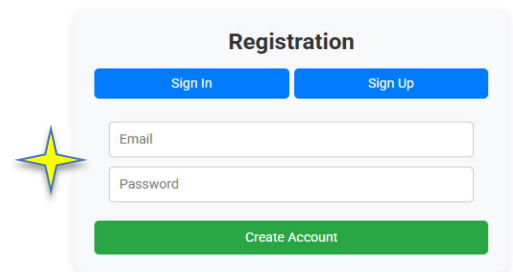
Upload Website Instructions

1. Go to <https://main.d2c452ydvq51y.amplifyapp.com/>
2. Click 'Sign Up' on your first login.



The 'Account Login' form features a title 'Account Login' at the top right. Below the title are two blue buttons: 'Sign In' and 'Sign Up'. Under these buttons are two input fields: 'Email' and 'Password'. Below the input fields is a green 'Login' button and a grey 'Forgot Password' button. A yellow star icon is positioned to the right of the 'Sign Up' button.

3. Enter your email and create a password for your account.
4. Click 'Create Account.'

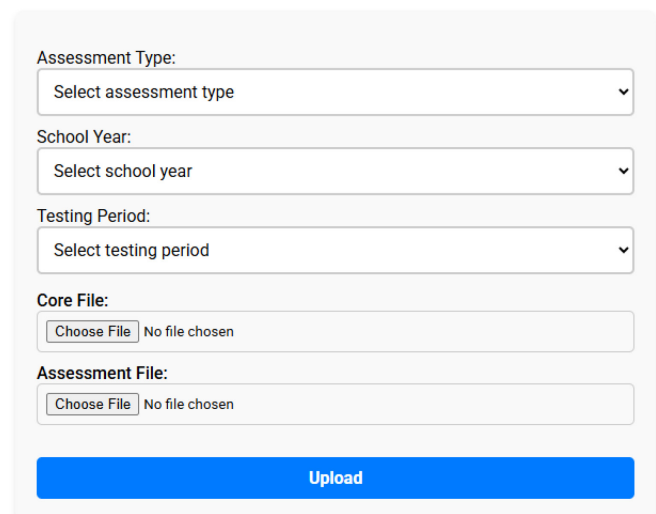


The 'Registration' form features a title 'Registration' at the top right. Below the title are two blue buttons: 'Sign In' and 'Sign Up'. Under these buttons are two input fields: 'Email' and 'Password'. Below the input fields is a green 'Create Account' button. A yellow star icon is positioned to the left of the 'Create Account' button.

5. You'll be redirected back to the login page. If your information does not show up on the login screen, enter your email and newly created password, then click 'Login.'

Submitting Your Data

- Select Assessment Type.
- Select School Year.
- Select Testing Period.
- Upload the Core File using 'Choose File.'
 - Ensure your Core File meets the requirements listed below.



The 'Data Submission' form contains several dropdown menus and file upload sections. It starts with 'Assessment Type:' followed by a dropdown menu with 'Select assessment type'. Below that is 'School Year:' followed by a dropdown menu with 'Select school year'. Then 'Testing Period:' followed by a dropdown menu with 'Select testing period'. Below these are two sections: 'Core File:' and 'Assessment File:'. Each section has a 'Choose File' button and the text 'No file chosen'. At the bottom of the form is a large blue 'Upload' button.

Core File Requirements

Each data submission must include a Core File with student demographic data submitted before the assessment file. The file structure is modeled on the MO DESE required CORE file. Only the following variables will be used for aggregation and identification. Please remove any additional columns. The relevant columns should have this order.

COLUMN NAME	COLUMN LOCATION
CurrentSchoolYear	A
ReportingDistrictCode	B
ReportingSchoolCode	C
StudentID	D
StudentGradeLevel	E
Gender	F
RaceEthnicity	G
LunchStatus	H
ELLLanguage	I
LEPELL	J
IEPDisability	K

NOTE: For assessments with separate ELA and MATH submissions, ensure that your StudentID matches across the ELA, MATH, and CORE files. You must submit the same CORE file before each portion of the assessment.

NOTE: District and school code information will be used to identify each district and school. Codes are drawn from the DESE School Codes:

- <https://dese.mo.gov/media/pdf/2022-dese-school-codes>
- <https://dese.mo.gov/media/pdf/2023-dese-school-codes>
- <https://dese.mo.gov/media/pdf/2024-dese-school-codes>

Once the CORE file is uploaded, continue with the assessment file(s).
Specific instructions for your district assessment are provided in the next section.



i-Ready – Math and ELA

Assessment File Format Overview

The i-Ready Diagnostic file for each portion of the assessment must be exported directly from the i-Ready platform and saved as a CSV file. **Each file must retain the required column structure exactly as listed below.** The data system will clean non-essential columns, but column names and positions must be preserved.

Submit separate files for Math and ELA (if both are used). Each assessment file must be preceded by the same Core File submission. StudentID must match exactly across all files.

i-Ready – Math Assessment File Format

COLUMN NAME	COLUMN LOCATION
StudentID	A
Academic Year	C
Overall Relative Placement	AA
Percentile	AB
Diagnostic Gain	AS
Annual Typical Growth Measure	AT

i-Ready – ELA Assessment File Format

COLUMN NAME	COLUMN LOCATION
StudentID	A
Academic Year	C
Overall Relative Placement	AA
Percentile	AB
Diagnostic Gain	BA
Annual Typical Growth Measure	BB

