

CORE K12 EDUCATION'S ASSESSMENT CENTER VERSION 2.0

INFOIMPORT GUIDE

INTRODUCTION

Welcome to CORE K12 Education's Services Assessment Center Formative Assessment Platform.

Assessment Center, now in its second generation, supports numerous use-model and administration options meeting a diverse set of formative assessment goals. Assessment Center represents an evolutionary design built on a decade of custom formative assessment experience with some of the largest public and private educational organizations in the country.

The following sections outline how user (students, teachers and administrators) and organization (classes, schools, regions/areas/local districts, and districts) information and data are transferred from client systems (SIS, CMS, HR) into Assessment Center so that program assignment, hierarchy, naming, and reporting goals are met.

ASSESSMENT CENTER INFOIMPORT

A. What will the import do?

The InfoImport application imports into Assessment Center user and organization data (including class data) from two .txt templates that will be provided

B. How will it work?

Here is a summary of how the import process will work:

- a. After your Program has been set up by CORE K12 Education (CORE K12), a Secure FTP (SFTP) site will be set up for you for transferring files to CORE K12. There are two types of import files:
 - i. Superset files will represent **all** data in Assessment Center for a Program. This includes all organizations, classes and users.
 - ii. Incremental files allow for the addition and update to a subset of organizations or users. This is often used in the event that an SIS system is out of sync with the current classroom rosters.
- b. In most cases, the Superset files will be used as the primary data source so that Assessment Center's data will reflect the most complete and updated information in the districts SIS/CMS systems.

IMPORTANT: Please be aware that if a user is not in a follow-up Superset file that the user and all associated data will be removed from the Program. However, if that user appears again in a future Superset file, the user and the associated data will be returned to the Program. If an entire organization is removed from a Superset file, then that organization and any users associated with it will also be removed from the Program, until the organization appears again in a future Superset file.

- c. The use of Incremental files will be used periodically to manage updates in instances when only small additions of changes are to be made to the program.
- d. Clients upload the files to the appropriate SFTP folder site

IMPORTANT: Please note again that the files will need to be provided in a tab delimited .txt format with the appropriate fields completed as indicated in the rest of this document.

- e. CORE K12's system will run initial validations and then the Project Management Team will verify the data and upload the data templates. If the file cannot be processed, you will be notified so that the errors can be corrected.

C. What are the file formats?

- CORE K12 clients should name their Org/User files using the following convention: Org_ProgramName_<date or version>.txt and User_ProgramName_<date or version>.txt
- Subjects associated with a class will be provided as a comma separated list under the under the Subject Column of the Org file.

D. What do the files look like and what are the data requirements for each field?

Below are samples and a snapshot of the data requirements for the two formats for the import files:

- The Organization File (Org File)
 - This is a list of all the organizations (Regions, Districts, Schools, etc.) that are to be included in the Program.
 - This file will also include all the classes that are needed for the administration of the Program.
 - The org file **MUST** contain headers for all columns though not all of these columns need to be populated with data. The user can set up as many as 20 additional columns of client specific data.
- The User File (User File)
 - This is a list of all the users (administrators, Teachers, and Students) that are to be included in the Program.
 - The user file **MUST** contain headers for all columns though not all of these columns need to be populated with data. The user can set up as many as 30 additional columns of client specific data.

E. How is CORE K12 notified of the data delivery?

Below is the step that districts must take to ensure that their data is processed by CORE K12:

- Email K12support@corek12.com with the following information:
 - InfoImport requested for:
 - District Name
 - Contact Name
 - Contact Phone

Sending this information creates a ticket for the data to be picked up, and a confirmation email with a ticket number will be sent to the district contact.

Notes: InfoImport files MUST be in a tab delimited text format for importing, however, they are displayed below in a spreadsheet format for clarity.

The files displayed below show only the required column headers. Client specific headers will be added to the right of the last required header.

Example: Org file with no classes

level6id	level5id	level4id	level3id	level2id	level1id	theirCID	orgName	orgType	subject	grade	course	address	city	state	zip	status
			500				ASC Schools	Region								1
			500	20			East District	District								1
			500	20	12		Newport ES	School				2998 Fairfield Pike	Anytown	NY	11111	1
			500	20	13		Bailey ES	School				12 School Rd	Anytown	NY	11111	1
			500	20	15		County MS	School				1100 Glen Rd	Anytown	NY	11111	1
			500	30			West District	District								1
			500	30	15		Dresden MS	School				169 Briarwood St	Anytown	NY	11111	1
			500	30	27		Coles ES	School				75 Schools Dr	Anytown	NY	11111	1
			500	80			North District	District								1
			500	80	20		East Side ES	School				56 McMinnville Rd	Anytown	NY	11111	1
			500	80	30		Short School	School				988 Short Rd	Anytown	NY	11111	1
			500	80	35		West Side HS	School				37 Murfree Rd	Anytown	NY	11111	1
			500	80	45		Woodland HS	School				83 Cummings St	Anytown	NY	11111	1

Org file notes (no classes):

- The headers in the tab delimited text import file (level6ID, level5Id, etc.) MUST match exactly with those shown in the example above.
- The file name MUST start with “org_”.
- The org file MUST have headers for 6 levels but there does not need to be data in any levels not used in the program.
- The highest level will have the level identifier (level3ID in the example above) populated and none of the lower levels populated. The levels below the highest will have their level identifier populated and all the higher levels.
- The “orgType” designations (Region, District, and School in the above example) are determined during the setup of the ASC Program and MUST be populated.
- The “orgName” field MUST be populated.
- Address, city, state, and zip are optional.
- The status field should be a “1” for an active organization and MUST be populated.

Example: Org file with classes

level6Id	level5Id	level4Id	level3Id	level2Id	level1Id	theirCID	orgName	orgType	subject	grade	Course	address	city	state	zip	Status
			500				ASC Schools	Region								1
			500	20			East District	District								1
			500	20	12		Newport ES	School				98 Fair Rd	Anytown	NY	11111	1
			500	20	13		Bailey ES	School				12 Bailey Rd	Anytown	NY	11111	1
			500	20	12	10Anderson	10Anderson	Class	ELA,MATH	5						1
			500	20	12	11Tomelin	11Tomelin	Class	ELA,MATH	5						1
			500	20	12	12Biddle	12Biddle	Class	ELA,MATH	5						1
			500	20	12	13Flinker	13Flinker	Class	ELA,MATH	5						1
			500	20	13	11122201	11122201	Class	ELA	8	Eng 8					1
			500	20	13	11122202	11122202	Class	ELA	8	Eng 8					1
			500	20	13	33344401	33344401	Class	MATH	8	Math 8					1
			500	20	13	33344402	33344402	Class	MATH	8	Math 8					1
			500	20	13	11133301	11133301	Class	ELA	8	Eng 8					1
			500	20	13	11133302	11133302	Class	ELA	8	Eng 8					1
			500	20	13	33355501	33355501	Class	MATH	8	Math 8					1
			500	20	13	33355502	33355502	Class	MATH	8	Math 8					1
			500	20	13	55566603	55566603	Class	MATH	8	Alg 1					1

Org file notes (with classes):

- The headers in the tab delimited text import file (level6ID, level5Id, etc.) MUST match exactly with those shown in the example above.
- The file name MUST start with “org_”.
- The org file MUST have headers for 6 levels but there does not need to be data in any levels not used in the program.
- The highest level will have the level identifier (level3ID in the example above) populated and none of the lower levels populated. The levels below the highest will have their level identifier populated and all the higher levels.
- The “orgType” designations (Region, District, and School in the above example) are determined during the setup of the ASC Program and MUST be populated.
- The “orgName” field MUST be populated and can be any alpha numeric character combination.
- Address, city, state, and zip are optional.
- The status field should be a “1” for an active organization and MUST be populated.
- Classes MUST have all levels populated and MUST match the levels for one of the schools.
- Classes MUST have the “theirCID” field populated and can be any alpha numeric character combination. It can also contain Dashes (-), Underscores (_), Periods (.), and Forward Slashes (/).
- Classes MUST have the “subject” field populated.
- The only allowable values for the “subject field are Math, ELA, Language Arts, Social Studies, and Science.
- Classes MUST have the “grade” field populated. This must be a number (13 corresponds to kindergarten).
- The “course” field is optional and can be any alpha numeric character combination.

Example: User File

level6Id	level5Id	level4Id	level3Id	level2Id	level1Id	theirUID	userType	firstName	lastName	gender	dob	grade	theirCID	email	Password
			500	20	12	akim22	Admin	Amy	Kim	F					
			500	30	13	ljones14	Admin	Lakesha	Jones	F					
			500	20	12	aanderson2	Teacher	Amy	Anderson	F			10nderson		
			500	30	12	bbiddle2	Teacher	Bob	Biddle	M			12Biddle		
			500	30	13	ccloney2	Teacher	Clyde	Clooney	M			11122201,11133302		
			500	30	12	fflinker2	Teacher	Fred	Flinker	M			13Flinker		
			500	30	13	jjones2	Teacher	Jane	Jones	F			33344400,33344402		
			500	20	13	mmeese2	Teacher	Mary	Meese	F			11122202,11122200		
			500	30	13	ssinger2	Teacher	Sara	Singer	F			33355501,33355500		
			500	20	12	ttomelin2	Teacher	Todd	Tomelin	M			11Tomelin		
			500	20	12	1381608	Student	Anna	Goodwin	F	05/06/1998	5	10nderson		
			500	20	12	1381609	Student	Bailee	Intermill	F	08/11/1996	5	10nderson		
			500	20	12	1381610	Student	Desiree	Intermill	F	02/23/1998	5	10nderson		
			500	20	12	1381611	Student	Brandon	Johnson	M	04/09/1997	5	10nderson		
			500	30	13	1381695	Student	Jaskiran	Barke	F	11/08/1994	8	11122201,33344400		
			500	30	13	1381696	Student	Tarek	Rush	M	01/13/1995	8	11122201,33344400		
			500	30	13	1381697	Student	Valeria	Jeter	F	06/29/1995	8	11122201,33344400		
			500	30	13	1381698	Student	Veronica	Salman	F	02/03/1994	8	11122201,33344400		
			500	30	13	1381699	Student	Cody	Hong	M	10/09/1996	8	11122201,33344400		

User file notes:

- The headers in the tab delimited text import file (level6ID, level5Id, etc.) MUST match exactly with those shown in the example above.
- The file name MUST start with “user_”.
- The org file MUST have headers for 6 levels but there does not need to be data in any levels not used in the program.
- For the User file all levels used by the client MUST be populated.
- The “level(s)”, “theirUID”, “userType”, “firstName”, “lastName”, “gender”, and “grade” fields MUST be populated.
- The only allowed values for the “userType” field are Admin, Teacher, or Student.
- The only allowed values for the “gender” field are M or F.
- The “dob” field must be in the format MM/DD/YYYY (“/” is required).
- The only allowed values for the “grade” field are integers and MUST be from 1 – 13 (13 corresponds to kindergarten).
- If the “theirCID” field contains multiple values, the values MUST be separated by a comma. The values can be any alpha numeric character combination. It can also contain Dashes (-), Underscores (_), Periods (.), and Forward Slashes (/).
- The “theirUID” should not be the user’s social security number.

Org File Data Dictionary

Field Name	Description	Example	Data Type	Field Length	Spaces Allowed	Special Characters Allowed	Field Parameters (Required)
Level6ID (State/ City/ Area)	Level 6 ID (State/City/Area) which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex. 1 : Sample SD Ex. 2 : 29 Ex. 3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 6 level tree, this will be required for Level6 and below orgs
Level5ID (State/ City/ Area)	Level 5 ID (State/City/Area) which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex. 1 : Sample SD Ex. 2 : 29 Ex. 3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 5 level tree, this will be required for Level5 and below orgs
Level4ID (State/ City/ Area)	Level 4 ID (State/City/Area) which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex. 1 : Sample SD Ex. 2 : 29 Ex. 3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 4 level tree, this will be required for Level4 and below orgs
Level3ID (Region)	Region ID which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex. 1 : Sample SD Ex. 2 : 29 Ex. 3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 3 level tree, this will be required for Level3 and below orgs
Level2ID (District)	District ID which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex. 1 : Sample SD Ex. 2 : 29 Ex. 3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 2 level tree, this will be required for Level2 and below orgs
Level1ID (School)	School ID which will be called upon as a reference point for importing users and classes in the Assessment Center.	Ex. 1 : Sample SD Ex. 2 : 29 Ex. 3: CA5546	String	64	No	No	Required. All programs must have the Level1 designated as the school level
TheirCID	ID(s) of the classes associated to teachers and students.	Ex. 1 : 301MATH Ex. 2 : 010001070 Ex. 3 : 11103887	String	64	No	Some	Required if OrgType= Class. Can contain only letters, numbers, spaces Dashes (-), Underscores (_), Periods (.), and Forward Slashes (/).
OrgName	The name of the organization that will appear on the front end of Assessment Center.	Ex. 1: Sample Elementary School Ex. 2: Centerville School District	String	64	Yes	Yes	Required

Org File Data Dictionary

Field Name	Description	Example	Data Type	Field Length	Spaces Allowed	Special Characters Allowed	Field Parameters (Required)
OrgType	Indicates the type of organization.	Ex. 1: School Ex. 2: Class	String	32	No	No	Required "Class" for classes; "School" for schools For higher level org types, use the label from the ACME settings
Subject	Subject labels set up by Program	Math ELA Science Language Arts History/Social Science	String	255	No	Yes	Comma separated list of subjects; Must match subject in ASC; "," is allowed. Only "Math", "Science", "Language Arts", "ELA", and "History/Social Science" are allowed values.
Grade	Grade Level	Ex. 1: 5	String	2	No	No	Numeric value (1 through 13) 13 being K
Course	Course labels set up by Program	Ex. 1: Math Grade 4	String	255	Yes	No	Comma separated list of course codes; Should match courses defined for the program in ACME
Address	Address of the organization.	Ex. 1: 1515 Whistling Swan Lane	String	64	Yes	Yes	
City	City of the organization	Ex. 1: Chicago	String	64	Yes	Yes	
State	State of the organization	Ex. 1: Florida	String	2	No	No	
Zip	Zip code of the organization.	Ex. 1: 90210	String	10	No	No	
Status	0' or '1'	Ex. 1: 0	Boolean	1	No	No	
Organization characteristics columns	Up to 20 custom fields supported for characteristics like	Ex. 1: Magnet Ex. 2: Track Ex. 3: Summer Program	String	30	Yes	No	Values should match codes specified while setting up the characteristics in ACME

NOTE: Variable levels or organization can be customized to fit the Program's structure.

NOTE: In all fields where the entire character length is not being used, do not provide blank values in the front of data; Left-align text.

User File Data Dictionary

Field Name	Description	Example	Data Type	Field Length	Spaces Allowed	Special Characters Allowed	Field Parameters (Required)
Level6ID (State/ City/Area)	Level 6 ID (State/City/Area) which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex.1 : Sample SD Ex.2 : 29 Ex.3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 6 level tree, this will be required for Level6 and below orgs
Level5ID (State/ City/Area)	Level 5 ID (State/City/Area) which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex.1 : Sample SD Ex.2 : 29 Ex.3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 5 level tree, this will be required for Level5 and below orgs
Level4ID (State/ City/Area)	Level 4 ID (State/City/Area) which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex.1 : Sample SD Ex.2 : 29 Ex.3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 4 level tree, this will be required for Level4 and below orgs
Level3ID (Region)	Region ID which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex.1 : Sample SD Ex.2 : 29 Ex.3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 3 level tree, this will be required for Level3 and below orgs
Level2ID (District)	District ID which will be called upon as a reference point for importing users and classes in Assessment Center.	Ex.1 : Sample SD Ex.2 : 29 Ex.3: CA5546	String	64	No	No	Required depending on the number of levels in the org tree and the level of the context org Example: In a 2 level tree, this will be required for Level2 and below orgs
Level1ID (School)	School ID which will be called upon as a reference point for importing users and classes in the Assessment Center.	Ex.1 : Sample SD Ex.2 : 29 Ex.3: CA5546	String	64	No	No	Required. All programs must have the Level1 designated as the school level

Field Name	Description	Example	Data Type	Field Length	Spaces Allowed	Special Characters Allowed	Field Parameters (Required)
TheirUID	User ID which will be called upon as a reference when determining whether user exists in ASC. NEVER USE A SSN	Ex. 1: 123456ABC	String	64	No	No	Required; Numeric check based on ACME settings; specific character length enforcement based on ACME settings. If user created assessments are to be carried over from one school year to another then this value must remain the same from year to year.
UserType	Describes the type of account the user will have	Ex. 1: Admin Ex. 2: Student Ex. 3: Teacher	String	32	No	No	Required; UserType= 'Admin' or 'Teacher' or 'Student'
FirstName	User's First Name	Ex. 1: Betty Ex. 2: Joe	String	100	No	No	Required for students and admins; teachers can be imported without first names based on ACME settings
LastName	User's Last Name	Ex. 1: Bloggs Ex. 2 : Johnson	String	100	No	Yes	Required Field, cannot be blank
Gender	User's Gender	Ex. 1: M Ex. 2: F	String	1	No	No	Gender= 'M' or 'F'
DOB	Date of Birth	Ex. 1: 09/06/1984	Date	10	No	Some	Required for Students based on ACME settings; '/' is required in the dob column
Grade	Student's Grade Level	Ex. 1: 5	String	2	No	No	Numeric value (1 through 13) 13 being K ; Blank for Teachers and Admin
TheirCID	ID(s) of the classes associated to teachers and students	Ex. 1: 301MATH Ex. 2: 125001000107 Ex. 3: 1103887	String	2048	Yes	Some	Comma separated list of TheirCID; required for students based on ACME settings. Can contain only letters, numbers, spaces Dashes (-), Underscores (_), Periods (.), and Forward Slashes (/).
Email	User's email address	Ex. 1: lbeuch@review.com	String	100	No	No	Required for Teachers and Administrators only based on ACME settings; a@b.c format; "-" is allowed in the email column
Password	User password determined by Partner	Ex. 1: 5102	String	100	No	No	Required if ACME setting is to use custom username/password
Student characteristics column	Up to 30 custom fields supported for characteristics like Ethnicity, LEP, Bi-lingual	Ex. 1: Y/N Ex. 2: 100,200 Ex. 3: 0,1	String	100	Yes	No	Values should match codes specified while setting up the characteristics in ACME

NOTE: Variable levels or organization can be customized to fit the Program's structure.

NOTE: In all fields where the entire character length is not being used, do not provide blank values in the front of data; Left align text.