

Assessment Data Review

In order to properly match Assessment data with CTEIS data, the UIC from both records must match. Unfortunately, this is often not the case. This document will take you through the Assessment Data Reviews process.

You can now review your assessment data and make sure that your students have the correct UIC. The Assessment Data Review process will match the Student's UIC in the Assessment data with the Student's UIC in CTEIS. If a match is not found, then that record will be marked with a check mark. This will allow you to correct the student's UIC either by making a change on the screen itself or by exporting the marked records to an Excel file. Once you make the changes to the Excel file, you may import the Excel file to verify the data. Alternatively, you could also make the UIC change on the screen itself. In both cases, the records are verified and if a match is found then the CTEIS UIC, CTEIS First Name, and CTEIS Last Name fields will be populated.

When: Assessment data reviews are done in **Fall**.

Who: Users with the Fiscal Agency Level 5 role do assessment data reviews.

CEPD Administrators who ensure that the Assessment Data Review is done.

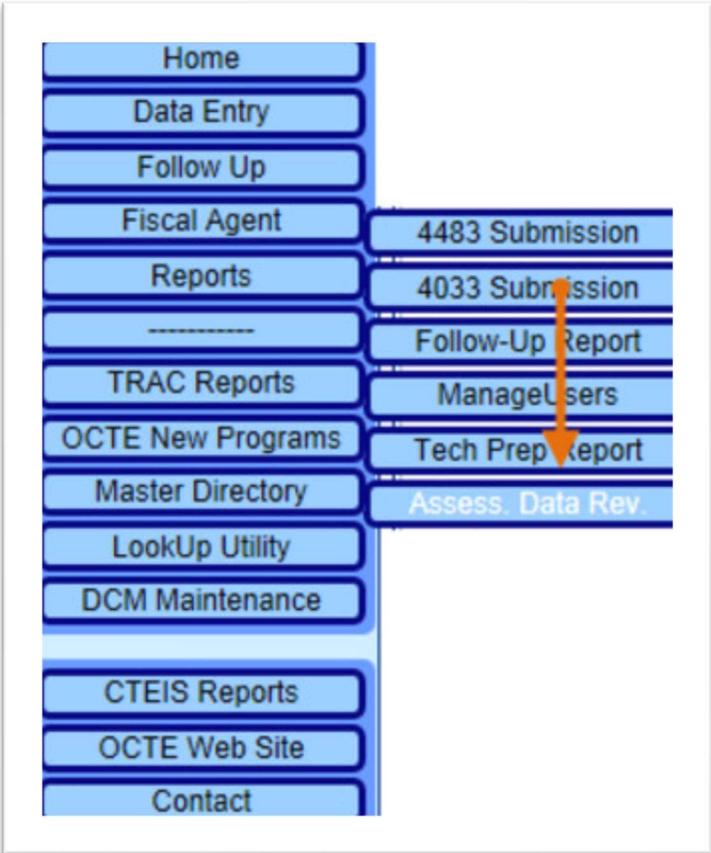
Access Assessment Data Reviews

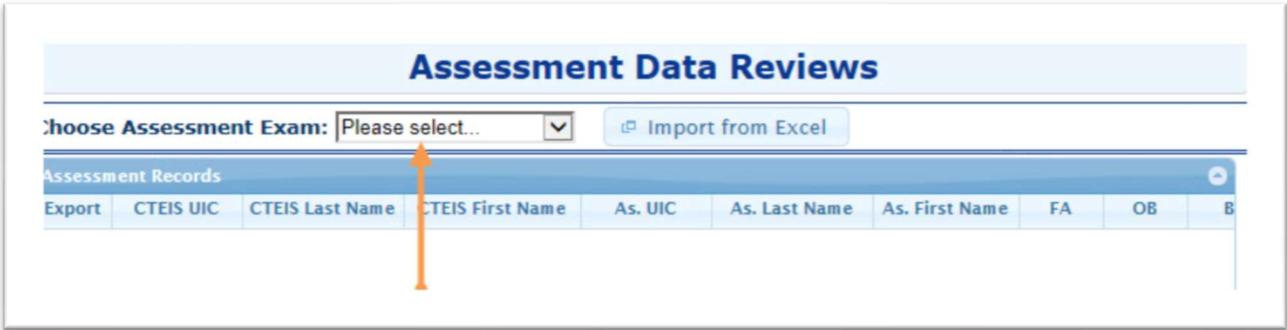
Log into CTEIS at www.cteis.com using your MEIS Username and Password.

- 1) Select **Fiscal Agent** from the Main menu.

User must be set up to access the Fiscal Agent menu.

- 2) Select **Assess. Data Rev.** from the pop-out menu. The Assessment Data Reviews page appears.





Steps for Assessment Data Review

To review data by exam there are two options:

- Manual review
- Export records

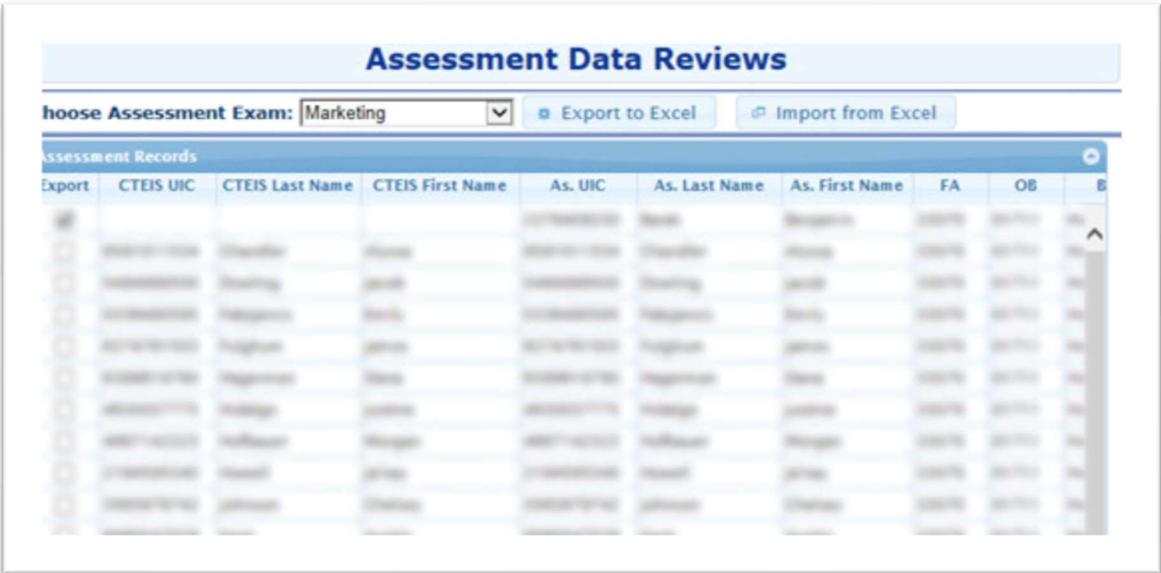
Data in the screens is intentionally obfuscated to protect sensitive information.

Let's start with the first option of Manual review.

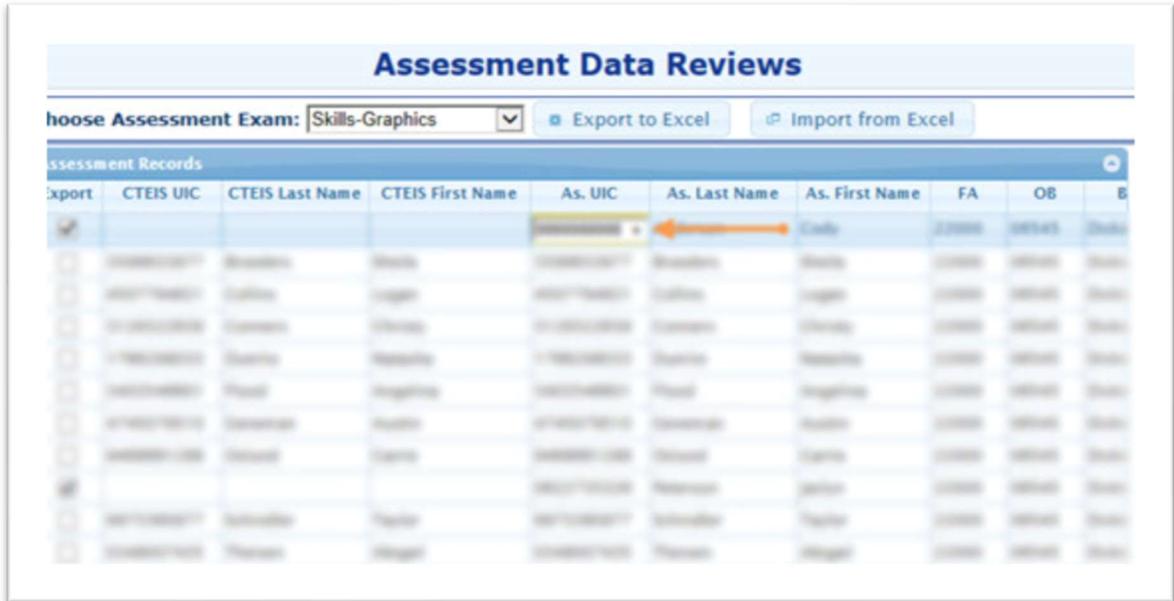
Manual Review

To do a manual review follow the steps:

- 1) Select an assessment from the **Choose Assessment Exam** drop-down list. The screen populates with the students' records, from your district, who have taken that exam.



In our example, we selected "Marketing" from the **Choose Assessment Exam** drop-down list. The assessments records appear. In the Assessment Records grid, the first record has a Check mark. The Check mark indicates that the **As.UIC** (UIC from the Assessment record) does not have a matching CTEIS UIC (UIC currently in CTEIS). Fix the **As.UIC** for that record so it will match the CTEIS UIC. This is also useful if you notice the assessment record has the wrong UIC based upon a name comparison.



The only field that is editable on this page is the **As.UIC** field. There are two scenarios in case of unmatched UICs:

Example1:

CTEISUIC	CTEISLast Name	CTEISFirst Name	As. UIC	As.Last Name	As.First Name
-	-	-	XXXXXXXX	mmmmmm	mmmmmm

In this case, the UIC from the Assessment record does not match any record in CTEIS. You need to locate and enter the appropriate UIC so that it will find a match in CTEIS.

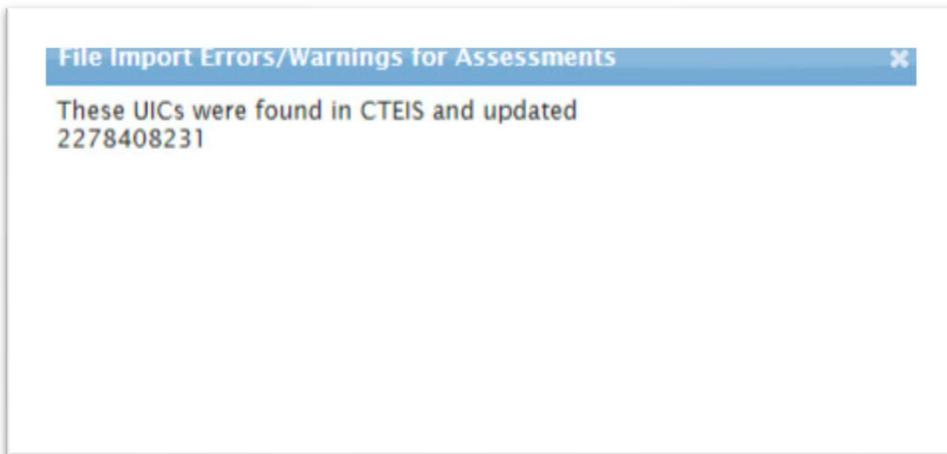
Example2:

CTEISUIC	CTEISLast Name	CTEISFirst Name	As. UIC	As.Last Name	As.First Name
XXXXXXXX	zzzzzzzzzz	zzzzzzzzzz	XXXXXXXX	mmmmmm	mmmmmm

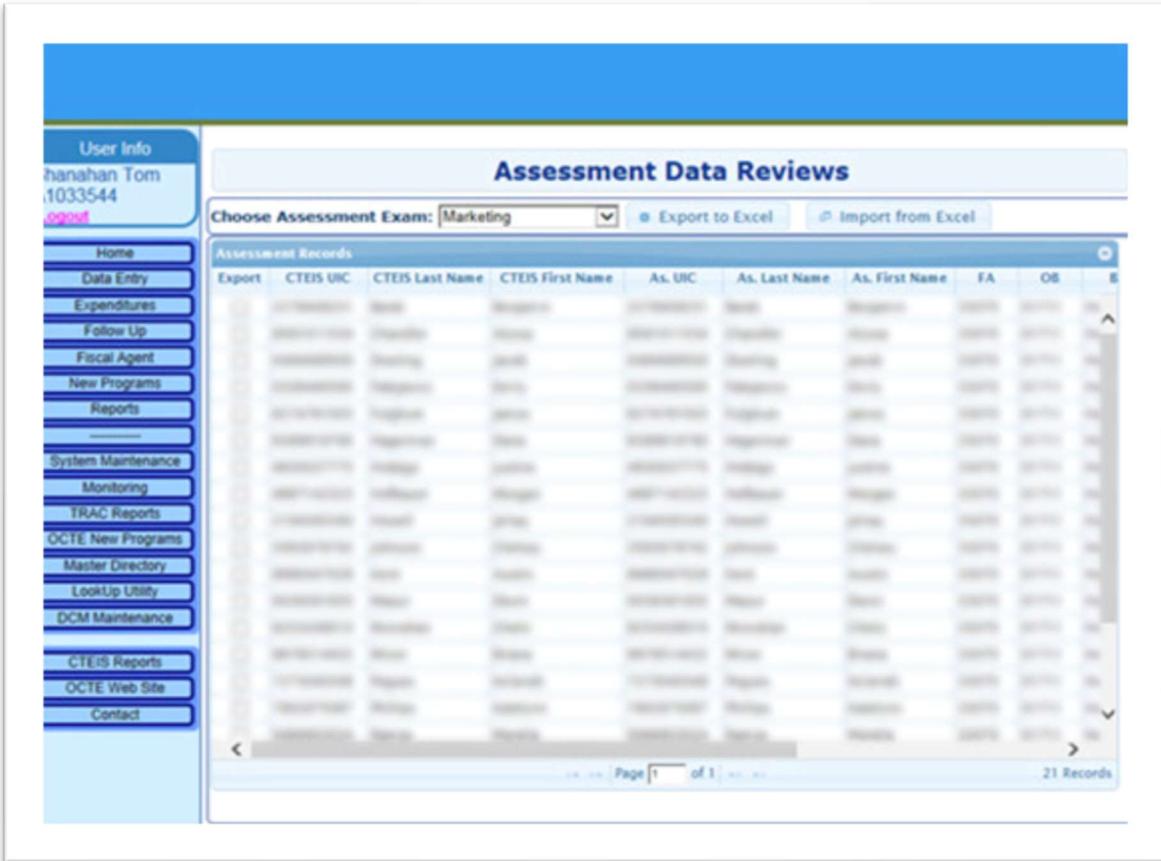
In this case, the UIC's match but the names do not. This implies that the **As.UIC** is incorrect. Please research and find the appropriate UIC for this student so their name matches that in CTEIS.

Assessment Data Reviews									
Choose Assessment Exam: Marketing									
Export to Excel Import from Excel									
Assessment Records									
Export	CTEIS UIC	CTEIS Last Name	CTEIS First Name	As. UIC	As. Last Name	As. First Name	FA	OB	B
<input type="checkbox"/>	2278408231	Smith	John	2278408231	Smith	John	2019	2020	2021
<input type="checkbox"/>	2278408231	Smith	John	2278408231	Smith	John	2019	2020	2021
<input type="checkbox"/>	2278408231	Smith	John	2278408231	Smith	John	2019	2020	2021
<input type="checkbox"/>	2278408231	Smith	John	2278408231	Smith	John	2019	2020	2021

- 2) Correct the **AS.UIC**. After changing the **AS.UIC** you must click outside the field or use the enter key to save the record. A message window appears showing that one record is updated.



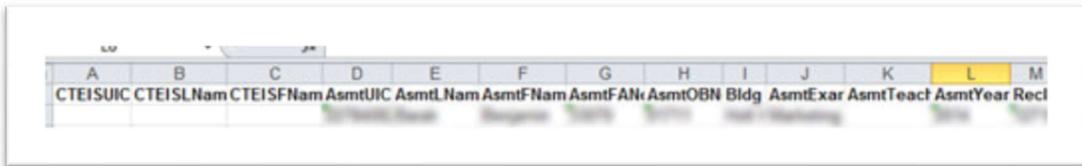
- 3) Review your updates. Now if you select the "Marketing" option from the **Choose Assessment Exam** drop-down list, you will see that the CTEIS values are filled in for the first record. This indicates that the UIC is now correct for the record and a match was found. Similarly, you can verify all your assessment data and correct any UIC errors, if found.



Export Records

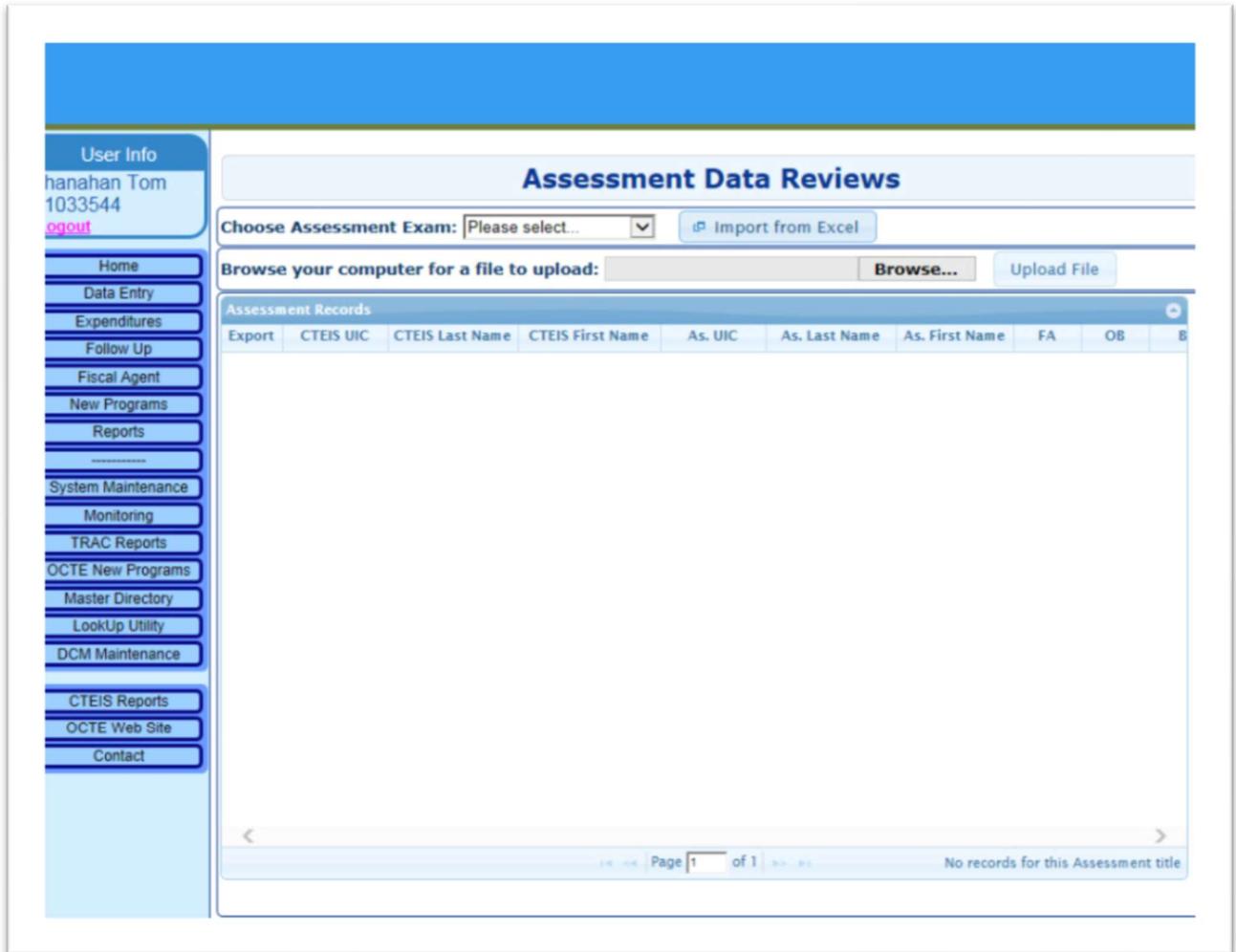
To review assessment data by exporting records follow the steps:

- 1) Select an assessment from the **Choose Assessment Exam** drop-down list. For details, refer to the previous section: [Manual Review](#).
You may use the Check box to mark records that you want to export.
- 2) Click the **Export to Excel** button, you will get an option to open an Excel file which will contain the marked records (with an unmatched UIC). Save this file to your computer and edit the **AsmtUIC** column (in the Excel file) as necessary. Refer to the Excel file example given below.



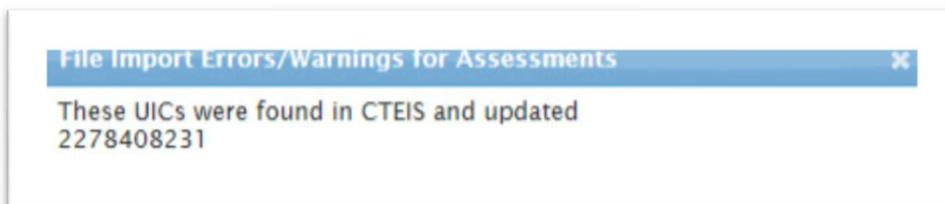
*The only field that can be edited in this record, in the Excel file, is the **AsmtUIC**. The **ReclD** must not be altered because that is the key to join this record back on the import.*

- 3) After editing the Excel file, you can import and update the records. Click on the **Import from Excel** button. A **Browse** button appears that allows you to explore your computer for the saved file.



After you browse for and save the file, click the **Upload File** button. This process will import your records and display the records.

Once the upload is complete, a message appears indicating that one record is updated.



Review your updates. For details on how to review updates refer to the section: [Manual Review](#) in this document

Submitting Assessment Data

To submit the assessment data review, follow these steps:

- 1) Ensure that all UIC's have been corrected (or are correct) for each of the programs in your Fiscal Agency

The screenshot displays the 'Assessment Data Reviews' interface. At the top, there is a header 'Assessment Data Reviews'. Below it, the 'Select Fiscal Agency' is set to '25000-Genesee ISD'. The 'Choose Assessment Exam' dropdown is set to 'Please select...'. There is an 'Import from Excel' button. A link for 'Assessment Data Review Manual' is visible. Below this is a table titled 'Assessment Records'. The table has the following columns: 'Export', 'CTEIS UIC', 'CTEIS Last Name', 'CTEIS First Name', 'As. UIC', 'As. Last Name', 'As. First Name', 'FA', 'OB', and 'B'. The table is currently empty. At the bottom of the table, there is a pagination control showing 'Page 0 of'. Below the table, there is a text prompt: 'Please indicate when your review has been completed.' followed by a 'MARK REVIEWED' button.

- 2) Click the **MARK REVIEWED** button at the bottom of the page (The button then will change to *REVIEWED*)

Please note that the CEPD Administrators will be able to see all Fiscal Agencies that have assessment data either reviewed or to be reviewed.

Assessment Review Status

Fiscal No. ↕	Fiscal Name	Report Status	Status Date
25080	Carman-Ainsworth Community Schools		
25150	Clio Area School District		
25140	Davison Community Schools		
25100	Fenton Area Public Schools		
25010	Flint City School District		
25120	Flushing Community Schools		
25000	Genesee ISD		
25050	Goodrich Area Schools		
25030	Grand Blanc Community Schools		
25110	Kearsley Community Schools		
25200	Lake Fenton Community Schools		
25260	Montrose Community Schools		
25040	Mt. Morris Consolidated Schools		
25210	Westwood Heights Schools		