Georgia Milestones and DRC BEACON File Import FAQs for Districts
October 31, 2022

Questions Pertaining to All Import Files

Q: Can you provide a brief overview of these import files?
A: See the table below.

<table>
<thead>
<tr>
<th>Layout</th>
<th>Purpose</th>
<th>File Format</th>
<th>Submission Location on DRC INSIGHT</th>
<th>Applicable Assessment(s)</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch User Upload File</td>
<td>First step in defining who gets access to the DRC INSIGHT Portal.</td>
<td>.csv</td>
<td>Manage Users and Permissions -&gt; User Management</td>
<td>Georgia Milestones, BEACON</td>
<td>Yes, unless manually added.</td>
</tr>
<tr>
<td>Accommodations Import File</td>
<td>Provides student accommodation information and informs test form assignment.</td>
<td>.csv</td>
<td>Import Data -&gt; Import Management</td>
<td>Georgia Milestones, BEACON</td>
<td>No</td>
</tr>
<tr>
<td>Multiple Student Upload (MSU)</td>
<td>Provides student demographic information. Creates registrations (formerly test sessions) for Georgia Milestones.</td>
<td>.csv</td>
<td>Import Data -&gt; Import Management</td>
<td>Georgia Milestones, BEACON</td>
<td>Yes</td>
</tr>
<tr>
<td>Roster Import File</td>
<td>Establishes roster/student groups for reporting in BEACON and Georgia Milestones.</td>
<td>.csv</td>
<td>Import Data -&gt; Import Management</td>
<td>Georgia Milestones, BEACON</td>
<td>Required for teacher reporting functionality. Otherwise, not required.</td>
</tr>
</tbody>
</table>
Q: Does my Student Information System (SIS) have the capability of automatically extracting these import files?
A: GaDOE has provided the file layouts and guidance documentation to SIS vendors who operate within Georgia and has asked that they develop automated scripts to export the Batch User, MSU, and Roster import files. To determine whether these automated scripts are currently available, please contact your SIS vendor. During summer 2022, the Assessment team collaborated with the Special Education Services and Support team to create exports for the Accommodations Import file from the GO-IEP system. This functionality will be available to districts by late October 2022.

Q: May districts load a single file that contains the data from all schools, or is it limited to submitting one school at a time?
A: For each of these imports, the district may load a single file that contains the data from all schools.

Q: What time of year can the district upload these files? How often can districts upload these files?
A: Districts can upload these files throughout the school year in coordination with local testing windows. DRC applies the most current information to the Georgia Milestones and BEACON assessments.

Q: Do these files need to be uploaded in order?
A: Yes. The Batch User file must be uploaded first, followed by the MSU (second) and Roster file (last). If these three files are not uploaded in this order, you will receive error messages. If districts choose to upload all four files, we recommend uploading them in this order: Batch User, Accommodations Import, MSU, and Roster.

Q: Can all three required files be uploaded one after the other, or is wait time required?
A: The **Batch User file** is uploaded first, and the **MSU** may be uploaded immediately afterwards without waiting. However, districts will need to wait for the Batch User data file to fully populate in the INSIGHT system **prior** to uploading the **Roster Import file**. The Batch User data populates daily at 11:00am, 1:00pm, 3:00pm, and 5:00pm EST. For example, if you upload your Batch User file at 10:15am, you will need to wait for the next run time (11:00am) to pass; before uploading your Roster Import file. If you do not wait for the Batch User data to populate and you attempt to upload the Roster file, you will receive the error message “A Teacher with the ‘Teacher ID (Email)’ value does not exist in the selected ‘School’.”

Q: Where can I get more information on transmitting these files to the DRC INSIGHT portal?
A: Detailed information about transmitting these files can be found in the most recent Pre-Admin and Test Setup Webinar located in the PL **Catalog**.
Questions Pertaining to Specific File Layouts

Q: In the Batch User file, who should be included in the “Role” (Field #5)?
A: Due to the various levels of permissions that will be assigned to users, we recommend:
- “District” = District/System Test Coordinators
- “District Technology Coordinator” = District/System Technology Directors
- “School” = Principals, Assistant Principals, and School Test Coordinators
- “School Technology Coordinator” = School Technology Directors
- “Teacher” = Any teacher who is assigned to a student for an ELA, Math, and/or ESOL course for DRC BEACON or can include all tested content (ELA, Math, Sci, Soc) as well as upper grades (9-12) for Georgia Milestones. In Georgia, course numbers have two digits in front of the decimal point and seven digits after the decimal point. The two-digit whole number to the LEFT of the decimal designates the main subject area field. For example: 23.XXXXXXX (ELA), 27.XXXXXXX (Math), or 55.XXXXXXX (ESOL).

Q: For the Batch User file, may personal email addresses be used?
A: No, only district-assigned email addresses should be included in the Batch User file. Districts should **not** include personal email addresses, such as Gmail or Yahoo accounts, for users.

Q: For the Batch User file, to whom do we assign the “EPM” and “State” roles (Field #5)?
A: Districts should **not** assign anyone to “EPM” or “State” roles, as these are only used for GaDOE and assessment vendor staff members.

Q: For the Batch User file, if a person is assigned a “District” role (Field #5), does that person also receive school- and teacher-level permissions, or do we need to include a record for each role they may have?
A: If a person is assigned a district-level role, they automatically receive the school- and teacher-level permissions. You do **not** need to create multiple records for that individual. Similarly, if a person is assigned a school-level role, they automatically receive the teacher-level permissions.

Q: For the Batch User file, if a person assigned a role (Field #5) works at multiple schools, how should that be handled?
A: To permission a user – including a teacher – who works at multiple schools:
1. Include that user **one time** in the Batch User file, for **only one** of the schools where they work. It does not matter which of the user’s schools you choose for this step.
2. Upload the Batch User file in the “Upload Multiple Users” tab.
3. After successfully uploading the Batch User file, go to the “Edit User” tab.
4. Find the user who works at multiple schools and click on the “View/Edit” button next to their information. This button appears as a paper and pencil.
5. In the new window, select “Add.”

6. In the new window, fill in all fields, including the teacher’s additional school. Move the appropriate permissions into the box on the right.

7. Save your changes.
8. If the user works at three or more schools, repeat Steps 4-7 until all their schools have been added.

**Q:** For the **Accommodations Import file**, can we upload it after we upload the MSU file?

**A:** Yes, you will not receive an error if you upload the MSU file prior to uploading the Accommodations import file. However, because the MSU file is the driver for creating registrations (previously called test sessions), uploading the Accommodations Import file first will allow the INSIGHT system to use and populate accommodation information when automatically creating registrations. This may make checking that test accommodations have been properly assigned to your students easier. Uploading in this order also ensures that test tickets accurately reflect the accommodations received by each student.

**Q:** For the **Accommodations Import file**, can we include all students with IEP, EL/TPC, and section 504 plans in a single file?

**A:** Yes, students with IEP, EL/TPC, section 504 plans can be included in one import file or three separate import files. Districts may also use a combination approach for getting accommodations into DRC INSIGHT. For example, a district may import an accommodation file for their IEP students and manually enter student accommodations for their EL/TPC and 504 students.

**Q:** For the **Accommodations Import file**, what is the difference between the options **Update/Replace** and **Append**?

**A:** **Update/Replace** will replace all accommodation values previously imported. **Append** will add new values to the previously imported values.

**Q:** For the **Accommodations Import file**, if a student needs an ELA accommodation and a Math accommodation should they be included twice in the file?

**A:** Yes, a different entry (row) is included for each student/content area combination. Thus, a student who needs an ELA accommodation and a Math accommodation will have two entries in the file. Likewise, a student who needs an ELA accommodation, but not a Math accommodation will have one entry in the file.

**Q:** For the **Accommodations Import file**, I have a student that needs multiple ELA accommodations. Should they be included twice in the file?

**A:** No, a different entry (row) is only included for each student/content area combination. A student who needs multiple accommodations for a single content area will have only one entry (row) in the file, but they will have as many sets of accommodations as needed listed in Field #7, separated by pipe (|). See the next FAQ or the file layout for examples.

**Q:** For the **Accommodations Import file** Field #7, is it necessary to include the accommodation, type, and what the accommodation is based on?

**A:** Yes, for each entry, three pieces of information are needed: The accommodation, the type of accommodation, and what the accommodation is based on. These are separated by pipe (|) in Field #7. For example, if a student needs the human reader standard accommodation
Q: For the **Accommodations Import file**, will students be updated in INSIGHT if errors occur on their entry during the file upload?
A: No, student entries with errors will not populate in DRC INSIGHT. Only error-free student entries will populate in DRC INSIGHT. The errored entries will be flagged in an error report and districts will need to either fix them in the import file and reupload the file, or manually enter these records into DRC INSIGHT.

Q: For the **Accommodations Import file**, can we use the same file to upload accommodations for Georgia Milestones and BEACON?
A: Yes, the file layouts for the Accommodation import are the same for Georgia Milestones and BEACON. Note that some accommodations that are allowed in Georgia Milestones are not allowed in BEACON. Districts can check the layout for the **Acceptable Values** for Field #7 to see which accommodations are allowed for each program. Entries with values in Field #7 that are not acceptable for BEACON will be ignored.

Q: For the **MSU file**, do we need to include the leading zero that is found in some instances of the four-digit “School Code” (Field #2)?
A: Yes, please retain the leading zero, when applicable. [Note: You will not see the leading zero if you reopen the .csv file, but DRC will see it when they read it in.]

Q: In the **Roster Import file**, what is the “State Student ID” (Field A)?
A: The “State Student ID” is the student’s 10-digit Georgia Test Identifier, the “GTID.” [Note. Do not pad the GTID with characters to reach the maximum length (15) shown in the Roster Import Layout.]

Q: In the **Roster Import file**, what is the “Roster Name” (Field G)?
A: DRC will use this field to create rosters, allowing teachers to easily assign assessments (registrations, previously called test sessions) and view results for BEACON. For Georgia Milestones, the Roster import file allows teachers and other permissioned users to view student results by roster group in Interactive Reporting.

Q: In the **Roster Import file**, what naming convention should be used for the “Roster Name” (Field G)?
A: We recommend the Roster Name be unique enough to distinguish each grouping necessary for reporting. Two examples are below:
- Teacher Last Name + space + Teacher First Initial + hyphen + Content Area ("ELA" if the course code starts with “23,” "Mathematics" if the course code starts with “27,” and “ESOL" if the course code starts with “55")
  *Example:* Smith J-ELA
- You can also add the registration in the naming convention.
  *Example:* Smith J-ELA-Period1
Q: In the Roster Import file, if the student is assigned to more than one content area (or more than one teacher within a content area), should the rule be to (a) extract each content area/teacher for the student or (b) extract a particular content area/teacher for the student?
A: The rule should be to (a) extract each content area (or teacher within a content area) for the student. Therefore, a single student may appear multiple times in the Roster import file. For example, if a student has two ELA teachers, one math teacher, and one ESOL teacher, the student will be listed four times in the data file (once for each teacher) and, as a result, all four teachers will be permissioned to assign BEACON assessments to this student and view their results for BEACON or Georgia Milestones.

Q: Who do I contact if I have additional questions?
A: For assistance with the process of uploading these files to DRC INSIGHT, please contact the Assessment Specialist assigned to your district or the Georgia DRC Help Desk: gahelpdesk@datarecognitioncorp.com / 866-282-2249.

Questions Pertaining to BEACON

Q: When a user logs into the DRC INSIGHT portal and navigates to the BEACON section, where do they go to add teacher users?
A: Teachers must always be added in the User Management section; this may be done manually or by including them in the Batch User file. Districts should not manually add or upload any data in the Teacher Management section.

Q: When a user logs into the INSIGHT portal and navigates to the BEACON section, there are two other available file layouts: the Multiple Teacher Upload layout (in the Teacher Management section) and the Multiple Test Session Upload layout (in the Test Management section). Do these data files need to be uploaded as well?
A: No, districts are not required to upload these two files.

- Teachers are already included in the Batch User file; therefore, districts should disregard the Multiple Teacher Upload layout.
- Districts do have the option of uploading the Multiple Test Session file, as structured in the Multiple Test Session Upload layout. However, it is recommended that test sessions be managed manually to allow full flexibility in determining which BEACON assessments will best support instruction and student learning.