Multiple Student Upload, Batch User, and Roster File Layouts
(Georgia Milestones & DRC BEACON Assessments)
FAQs for Districts
March 9, 2022

Questions Pertaining to All Three Data File Layouts

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

<table>
<thead>
<tr>
<th>Layout</th>
<th>Purpose</th>
<th>File Format</th>
<th>Submission</th>
<th>Applicable Assessment(s)</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch User</td>
<td>Facilitates <strong>user</strong> access to the DRC INSIGHT portal and assigns appropriate permissions.</td>
<td>.csv</td>
<td>Uploaded to DRC INSIGHT portal</td>
<td>Georgia Milestones, BEACON</td>
<td>Yes, unless users are manually added</td>
</tr>
<tr>
<td>Multiple Student Upload (MSU)</td>
<td>Provides <strong>student</strong> demographic information. Creates test sessions in Georgia Milestones.</td>
<td>.csv</td>
<td>Uploaded to DRC INSIGHT portal</td>
<td>Georgia Milestones, BEACON</td>
<td>Yes, unless students are manually added</td>
</tr>
<tr>
<td>Roster (Student Groups)</td>
<td>Establishes <strong>groups/classes</strong> for test sessions and reporting in BEACON. Establishes <strong>groups/classes</strong> for teacher reporting in Georgia Milestones.</td>
<td>.csv</td>
<td>Uploaded to DRC INSIGHT portal</td>
<td>Georgia Milestones, BEACON</td>
<td>Yes, unless groups are manually added</td>
</tr>
</tbody>
</table>

Q: Does my Student Information System (SIS) have the capability of automatically extracting these data 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 these
Detailed information about transmitting these files can be found in the most recent Pre-Admin and Test Setup Webinar located on the Georgia Milestones Training Resources page.

Q: Is it possible to load a district file that contains the data from all schools, or is it limited to submitting one school at a time?
A: For each of these three data files, the district needs to be able to load a single file that contains the data from all of the schools. (The Multiple Student User file contains the system and school codes, and the assessment vendor will link the other two files to the Multiple Student User file via students’ unique GTID numbers and teachers’ email addresses.)

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. This will allow DRC to apply the most up-to-date student demographic data to the Georgia Milestones and BEACON assessments.

Q: Do these data files need to be uploaded in any particular order?
A: Yes, these data files must be uploaded to INSIGHT in a particular order; otherwise, you will receive error messages. The order for uploading the required data files is:
1. the Batch User data file,
2. the MSU data file, and
3. the Roster data file.

Q: Can all three required data files be uploaded one after the other, or is wait time required?
A: The Batch User data file is uploaded first, and the MSU data file 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 portal prior to uploading the Roster data file. The Batch User data populates daily at 11:00 a.m., 1:00 p.m., 3:00 p.m., and 5:00 p.m. EST. Therefore, for example, if you upload your Batch User data file at 10:15 a.m., you will need to wait for the next run time (11:00 a.m.) to pass; then, you may upload your Roster data file. If you do not wait for the Batch User data to populate and you attempt to upload the Roster data 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 on the Georgia Milestones Training Resources page.
Questions Pertaining to Specific Data File Layouts

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

Q: For the Batch user data 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 data 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, (s)he automatically receives 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, (s)he automatically receives the teacher-level permissions.

Q: For the Batch User data 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 upload file, for only one of the schools at which (s)he works. 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 his/her information. This button appears as a paper and pencil.

5. In the new window, select “Add.”
6. In the new window, fill in all of the 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 of his/her schools have been added.

Q: For the MSU data 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 data 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.”

Q: In the Roster data file, what is the “Roster Name” (Field G)?
A: DRC will use this field to create student groups/classes, allowing teachers to easily assign assessments (test sessions) and view results in BEACON. For Georgia Milestones, the Multiple Student Upload is used to assign assessments (test sessions). Teachers view their
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student results in the interactive platform by Roster Name. Other users can opt to view their student results by test session name or by Roster Name (starting in Spring 2022).

Q: In the Roster data file, what naming convention should be used for the “Roster Name” (Field G)?  
A: We recommend:  
   • 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 session in the naming convention.  
   Example: Smith J-ELA-Period1

Q: In the Roster data 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 data 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 the results for BEACON or Georgia Milestones.

Q: Who do I contact if I have additional questions?  
A: For assistance with the process of uploading your MSU file to the DRC INSIGHT portal, 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 INSIGHT portal and navigates to the BEACON section, there are two places where a teacher could be added: Teacher Management and User Management. Which of these should be used?  
A: Teachers must always be added in the User Management section; this may be done manually or by including them in the **Batch User data 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 data files.  
   • Teachers are already included in the **Batch User data file**; therefore, districts should disregard the Multiple Teacher Upload layout.
• Districts do have the option of uploading the Multiple Test Session data 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.