Pre-ID, Multiple Student Upload, Batch User, and Student Groups File Layouts (Georgia Milestones & DRC BEACON Assessments) FAQs for Georgia Districts Updated on August 25, 2020

Questions Pertaining to Multiple Data File Layouts

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

Layout	Purpose	File Format	Submission	Applicable Assessment(s)	Required?	Timing
Pre-ID	Provides **student** demographic information	.txt	Submitted to GaDOE Data Collections	Georgia Milestones	Yes, unless the MSU layout is submitted	Submission during specific windows, as determined by GaDOE Data Collections
Multiple Student Upload (MSU)	Provides **student** demographic information	.csv	Uploaded to DRC INSIGHT portal	Georgia Milestones	Yes, unless the Pre-ID layout is submitted	Upload available throughout the school year
				BEACON	Yes	
Batch User	Facilitates **user** access to the DRC INSIGHT portal and assigns appropriate permissions	.csv	Uploaded to DRC INSIGHT portal	Georgia Milestones & BEACON	Yes, unless users are being manually added	Upload available throughout the school year
Student Groups	Establishes **groups/classes** for convenient assignment of assessments and reporting of results	.csv	Uploaded to DRC INSIGHT portal	BEACON	Yes, if the optional BEACON assessment is being administered	Upload available throughout the school year

Q: What are the differences between the **Pre-ID data file** and the **MSU data file?**

A: Although the aesthetics of the Pre-ID layout and the MSU layout are different, the data fields and valid values of these fields are the same (i.e. the two exported data files are equivalent). The only difference between the two data files is that the Pre-ID file must be submitted to GaDOE Data Collections in .txt format, while the MSU file must be uploaded to the DRC INSIGHT portal in .csv format. (Please be advised that Pre-ID data files in .txt format will not be accepted for use with BEACON.)

Q: Which data file should a district export: the **Pre-ID data file** or the **MSU data file**?

A: Districts electing to use the optional BEACON assessment resource must upload the MSU data file to the INSIGHT portal. For Georgia Milestones, districts may choose which of these two files they prefer. We encourage districts to transition to the MSU process if they have not already done so, as 2020-21 will be the final year for Pre-ID file submission for Georgia Milestones. Beginning in 2021-22, all districts will be expected to upload an MSU file to the INSIGHT portal for both the EOC and the EOG assessments.

Q: Which file format should be used when exporting these data files?

A: Districts that opt to submit the **Pre-ID data file** to GaDOE Data Collections should export their file in .txt format. Districts opting to upload the **MSU data file** to the INSIGHT portal should export their file in .csv format. The **Batch User data file** and the **Student Groups data file** should both be exported in .csv format as well.

Q: Should double quotation marks be used in these files?

A: Please do not use double quotes in the .csv files; just use comma-separated values.

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: The **Batch User data file** and the **MSU data file** may include data from the entire district. (However, if preferred, districts/schools may upload one file for each school.) Conversely, the **Student Groups data file** must be uploaded one school at a time. DRC is currently investigating whether, in the interest of efficiency, this requirement may be changed.

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 data files. To determine whether these automated scripts are currently available, please contact your SIS vendor.

Q: BEACON is set to launch in Georgia on September 8, 2020. Will districts be able to upload data files to INSIGHT for BEACON prior to that date?

A: No, file uploads for BEACON may not begin prior to September 8, 2020.

Q: What time of year will districts need to export these files? How often will districts need to be able to export these files?

A: The **Pre-ID data file** must be submitted within the window established by GaDOE Data Collections (see below for specific dates). For the **MSU data file**, **Batch User data file**, and **Student Groups data file**, districts may upload these files to the INSIGHT portal throughout the year.

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 **Student Groups 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 **Student Groups 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 Student Groups data file. If you do not wait for the Batch User data to populate and you attempt to upload the Student Groups data file, you will receive the error message "A Teacher with the 'Teacher ID (Email)' value does not exist in the selected 'School.'"

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 <u>not</u> required to upload these two data files.

- Teachers are already included in the **Batch User data file**; therefore, districts may 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.

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Questions Pertaining to Specific Data File Layouts

Q: What are the windows for submitting the **Pre-ID data file** to GaDOE Data Collections?

A: The Pre-ID submission windows are shown in the table below. Please be reminded that (1) the 2020-21 school year is the last year that Pre-ID files will be accepted and (2) Pre-ID files in .txt format will not be accepted for use with BEACON.

Cycle	Assessment	Start Date	End Date
2	Winter EOC	Thursday, September 3, 2020	Thursday, September 17, 2020
3	Spring EOC/EOG	Thursday, January 7, 2021	Thursday, January 21, 2021

Q: What should a district do if they miss the GaDOE **Pre-ID data file** submission window?

A: Export the Pre-ID file in .csv format, which makes it an MSU file. Then, following the MSU upload procedures, upload the file to the INSIGHT portal.

Q: For the **Pre-ID data file** and 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 **Batch User data file**, who should be included in the "Role" (Field #5)?

A: Due to the various levels of permissioning 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. 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. We recommend including any teacher assigned to a student for a course of 23.XXXXXXX (ELA), 27.XXXXXXX (Math), or 55.XXXXXXX (ESOL). [Note: Teachers will be permissioned for BEACON, but not for Georgia Milestones, in 2020-21.]

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 DRC staff members.

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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 permissioning, 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: Please include multiple records for this person, one for each school at which (s)he works. Similarly, if a person works at multiple districts, each district will need to include that person in their Batch User file.

Q: In the **Student Groups data file**, what is the "State Student ID" (Field #1)?

A: The "State Student ID" is the student's 10-digit Georgia Test Identifier, the "GTID."

Q: In the **Student Groups data file**, what is the "Student Group Name" (Field #7)?

A: DRC will use this field to create student groups/classes, allowing teachers to easily assign BEACON assessments and view the results.

Q: In the **Student Groups data file**, what naming convention should be used for the "Student Group Name" (Field #7)?

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

Q: In the **Student Groups 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 Student Groups 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.

Q: Who do I contact if I have additional questions?

A: If you have questions about the contents or extraction of these data files, please contact Theresa Dell-Ross (Theresa.Dell-Ross@doe.k12.ga.us). If you have questions about the submission process, please contact the Assessment Specialist assigned to your district.