

End User Guide  
**Uploading ICAS Data**



# TrackOne

S T U D I O

If you require further expansion or assistance at any point in the document, please do not hesitate to contact TrackOne Studio Support through the Help Desk by sending an email to [helpdesk@trackonestudio.com](mailto:helpdesk@trackonestudio.com).

## Uploading ICAS Data

The screenshot displays the 'Demonstration School Learning Analytics Suite' interface. The left-hand navigation menu is highlighted with a blue circle '1' next to 'Administration'. Under 'Administration', 'Go to Analytics' is visible. Below this, 'Home', 'Result Entry', and 'Bulk Upload' are listed. 'Bulk Upload' is highlighted with a blue circle '2'. Under 'Bulk Upload', 'Assessment Entry', 'OP Entry', and 'Review Result Data' are listed. The main content area is titled 'Upload Assessment'. It features a 'Provider:' dropdown menu with 'ICAS' selected, highlighted with a blue circle '3'. Next to it is an 'Assessment Item:' dropdown menu with 'ICAS Science Year 6' selected, also highlighted with a blue circle '3'. To the right is a 'Year:' input field with '2019' entered. Below these is a section for 'Assessment File:' with a text input field containing 'ICAS Science Year 6.csv' and a 'Browse...' button highlighted with a blue circle '4'. Below this is a 'Date Sat:' input field with '(optional)' text. The 'Assessment Upload Options:' section contains three radio buttons: 'Match on Student Id' (selected, highlighted with a blue circle '5'), 'Match on Name', and 'Match on Student Id and name'. There is also a checkbox for 'Hide Unselected Columns'. At the bottom left of the main content area is a 'Load Results' button highlighted with a blue circle '6'. The top right of the interface shows '(TrackOneAdmin) (Sign Out)'.

1. Select **Administration** from the top of the left-hand task panel.
2. Select **Result Entry**, followed by **Bulk Upload**.
3. Select the Provider and Assessment Item. Then select the Calendar Year and Term in which the test was taken (if needed).
4. Click **Browse**, then select the relevant Excel file.

**Note:** The file type must be CSV.

5. Choose the basis on which you wish to match the students in the spreadsheet to those in the Suite. TrackOne Studio recommends matching on Student ID if possible, though if the spreadsheet does not contain Student IDs, select **Match on Name**.
6. Click **Load Results**.

## Upload Assessment

Provider:  Assessment:  Year:

Assessment File:

Date Sat:  
  
(optional)

Assessment Upload Options:

- Match on Student Id
- Match on Name
- Match on Student Id and name
- Hide Unselected Columns
- Skip saving row if row has previously been saved successfully in the current session

✓ Data Loaded Successfully. Please review column positions before attempting upload to database.

File Details

Ignore	col 1	col 2	col 3	col 4	col 5
<input checked="" type="checkbox"/>	Class	Student ID	First Name	Last Name	Score
<input type="checkbox"/>	K	S622478	Elijah	Andrews	22
<input type="checkbox"/>	K	S373774	Matilda	Aragon	35
<input type="checkbox"/>	K	S518641	Jamie	Ashworth	26
<input type="checkbox"/>	K	S56287	Harriet	Baker	16
<input type="checkbox"/>	K	S258566	Mia	Barlem	27
<input type="checkbox"/>	K	S547336	Martha	Barton	21
<input type="checkbox"/>	K	S197478	Louis	Bates	24
<input type="checkbox"/>	K	S319111	Amber	Beatt	27
<input type="checkbox"/>	K	S235647	Ollie	Beaudry	28

1. The spreadsheet will now have loaded. Match the column headings in the spreadsheet to the column headings in the drop-downs. For example:

Drop-Down Column Heading:	Match This To...
Family Name	The spreadsheet column containing the student's surname
Given Name	The spreadsheet column containing the student's first name
Student ID	The spreadsheet column containing the student's ID number
Results: ICAS Science Raw Score	The spreadsheet column containing the raw score
Results: ICAS Science Award	The spreadsheet column containing the award
Results: ICAS Science School Percentile	The spreadsheet column containing the school percentile
Results: ICAS Science AU Percentile	The spreadsheet column containing the AU percentile

2. If there are any blank rows/rows to be ignored, tick **Ignore** using the far left-hand column. For instance, as shown in the example above, the row containing the headings (Unique ID, Family Name, Given Name, etc.) can be ignored. This is because these headings have already been selected from the drop-downs, which will see that they are included in the upload.

3. Click **Validate and Save Results**.

1. If the spreadsheet has uploaded successfully, a green tick icon will appear (underneath the **Validate and Save Results** button).

✓ Results uploaded successfully. **1**

**File Details**

Ignore	Result	Details	col 1	col 2	Given Names
<input checked="" type="checkbox"/>			-- Select --	Student Id	
			Class	Student ID	First Name
<input type="checkbox"/>	✓	Matched On: Elijah Andrews (S622478), Yr:7	K	S622478	Elijah
<input type="checkbox"/>	✓	Matched On: Matilda Aragon (S373774), Yr:7	K	S373774	Matilda

2. If the spreadsheet has not uploaded successfully, a red error message will appear under the **Validate and Save Results** button. This often occurs where the Suite has failed to recognise a student (often because of a typo in the student ID number).
3. Scroll down to find the student (the same red error icon will appear next to their name).

! Unable to load all result rows. Please review errors listed in table below. **2**

**File Details**

Ignore	Result	Details	col 1	col 2	Given I
<input checked="" type="checkbox"/>			-- Select --	Student Id	Given I
			Class	Student ID	First Nam
<input type="checkbox"/>	✓	Matched On: Elijah Andrews (S622478), Yr:7	K	S622478	Elijah
<input type="checkbox"/>	✓	Matched On: Matilda Aragon (S373774), Yr:7	K	S373774	Matilda
<b>3</b>	!	No match found. <input type="radio"/> Manual Student Id	K		Jamie
<input type="checkbox"/>	✓	Matched On: Harriet Baker (S556287), Yr:7	K	S556287	Harriet
<input type="checkbox"/>	✓	Matched On: Mia Barlem (S258566), Yr:7	K	S258566	Mia
<input type="checkbox"/>	✓	Matched On: Martha Barton (S547336), Yr:7	K	S547336	Martha
<input type="checkbox"/>	✓	Matched On: Louis Bates (S197478), Yr:7	K	S197478	Louis

5

Load Results

Validate and Save Results

! Unable to load all result rows. Please review errors listed in table below

File Details



Ignore	Result	Details	col 1	col 2	Given I
<input checked="" type="checkbox"/>			-- Select --	Student Id	
<input checked="" type="checkbox"/>			Class	Student ID	First Nam
<input type="checkbox"/>	✓	Matched On: Elijah Andrews (S622478), Yr:7	K	S622478	Elijah
<input type="checkbox"/>	✓	Matched On: Matilda Aragon (S373774), Yr:7	K	S373774	Matilda
<input type="checkbox"/>	!	No match found. <input type="radio"/> Manual Student Id			Jamie
<input type="checkbox"/>	✓	Matched On: Harriet Baker (S556287), Yr:7	K	S556287	Harriet
<input type="checkbox"/>	✓	Matched On: Mia Barlem (S258566), Yr:7	K	S258566	Mia
<input type="checkbox"/>	✓	Matched On: Martha Barton (S547336), Yr:7	K	S547336	Martha
<input type="checkbox"/>	✓	Matched On: Louis Bates (S197478), Yr:7	K	S197478	Louis

4. The Suite will require the user to enter the correct student ID. In the blank field provided, enter the ID, then click the **Manual Student ID** option.

**HINT:** It can be useful to keep a separate tab open to search for correct student ID numbers. Open a new tab and click **Analytics** at the top of the left-hand task bar. Then click **Student Results** → **School Results**.

From here, use the search area to locate the student (shown below).

**Locate student**

Student Code:

Family Name:

Given Name:

Current Students

**Find Student**

	Student Id	Yr	Surname	Given Names	DoI
↕	S869135	12	Ashworth	Hugo	Current
↕	S318778	10	Ashworth	Bella	Current
↕	S518641	7	Ashworth	Jamie	Current

**Load Student**

5. Click **Validate and Save Results**. The green tick should now appear to indicate that the spreadsheet has been uploaded successfully.