End User Guide

Uploading NAPLAN 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.
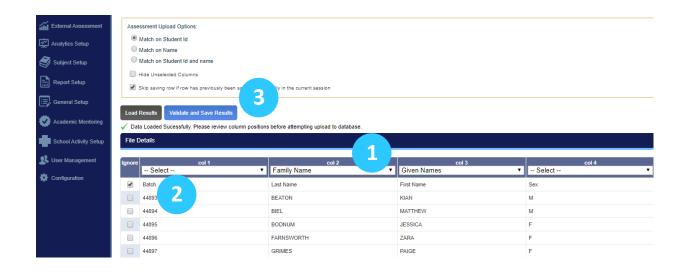
Uploading NAPLAN Data

1. Select **Admin** 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.

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**.

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
Spelling Band	The spreadsheet column containing the spelling band
Spelling Score	The spreadsheet column containing the spelling score
Spelling Participation	The spreadsheet column containing the spelling participation status

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)

| Load Results | Validate and Save Results |

✓ Results uploaded successfully.

File Details

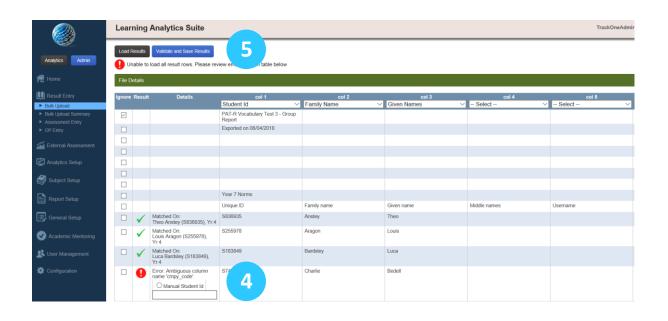| Ignore	Result	Details	col 1 -- Select --	col 2 Family Name	col 3 Given Names
☑			Batch	Last Name	First Name
☐	✓	Matched On: Kian Beaton (S529178), Yr:9	44893	BEATON	KIAN
☐	✓	Matched On: Matthew Biel (S881557), Yr:9	44894	BIEL	MATTHEW
☐	✓	Matched On: Jessica Bodnum (S957264), Yr:9	44895	BODNUM	JESSICA

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

(2)

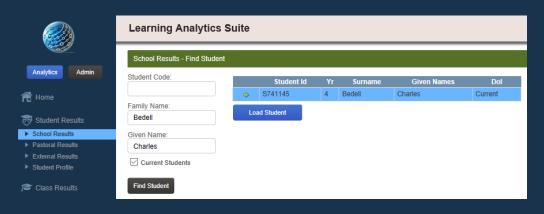| Load Results | Validate and Save Results |

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

File Details

Ignore	Result	Details	col 1 -- Select --	col 2 Family Name	col 3 Given Names
☑			Batch	Last Name	First Name
☐	✓	Matched On: Kian Beaton (S529178), Yr:9	44893	BEATON	KIAN
☐	✓	Matched On: Matthew Biel (S881557), Yr:9	44894	BIEL	MATTHEW
☐	✓	Matched On: Jessica Bodnum (S957264), Yr:9	44895	BODNUM	JESSICA
(3) ☐	❗	No match found. ○ Manual Student Id [ ]	44896	FARNSWORTH	ZARA
☐	✓	Matched On: Paige Grimes (S371533), Yr:9	44897	GRIMES	PAIGE

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).

Learning Analytics Suite

Load Results | Validate and Save Results | **5**

⚠ Unable to load all result rows. Please review error in table below

File Details

Ignore	Result	Details	col 1 Student Id	col 2 Family Name	col 3 Given Names	col 4 -- Select --	col 5 -- Select --
☑			PAT-R Vocabulary Test 3 - Group Report				
☐			Exported on 06/04/2018				
☐							
☐							
☐							
☐							
☐			Year 7 Norms				
☐			Unique ID	Family name	Given name	Middle names	Username
☐	✓	Matched On: Theo Anstey (S836935), Yr:4	S836935	Anstey	Theo		
☐	✓	Matched On: Louis Aragon (S255978), Yr:4	S255978	Aragon	Louis		
☐	✓	Matched On: Luca Bardsley (S183849), Yr:4	S183849	Bardsley	Luca		
☐	⛔	Error: Ambiguous column name 'cmpy_code'. ◯ Manual Student Id	S74... **4**	Charlie	Bedell		

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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).

Learning Analytics Suite

School Results - Find Student

Student Code:
[   ]

Family Name:
[Bedell]

Given Name:
[Charles]

☑ Current Students

[Find Student]

	Student Id	Yr	Surname	Given Names	DoI
→	S741145	4	Bedell	Charles	Current

[Load Student]

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