

Precode Training

assessments@sde.ok.gov

405-521-3341

Precode Updates 2016-2017

- One precode Application for all state tests.
- Precode information may be updated until **January 17, 2017 @11:59 p.m.**
- Student labels will be sent to schools with testing materials.
 - 2nd run of student labels for **Paper/Pencil testing (only)** from March 13, 2017, SIS information
 - 2nd run labels will be provided for students with a change in information from the initial precode.
- IEP/504 status, OAAP, Large Print, Paper/Pencil, and Braille will be populated directly from EdPlan.

Precode Updates 2016-2017

- The following fields must be certified in precode as accurate by districts:
 - STN
 - First, Last Name
 - Birthdate
 - ELL status
 - IEP/504 status (EdPlan must be correct)
 - Braille
 - Large/Print
 - Paper/Pencil
 - Accommodations requiring paper/pencil tests for ELL students will require an additional orders process through Measured Progress. Students will be precoded as Online testers.
 - OAAP
 - Grade

Precode Logic

- Grade level testing: students will be precoded based upon their enrolled grade. There will be no out-of-grade level testing.
- Grade 10 Testing
 - Any student enrolled in 10th grade at anytime from the beginning of school until precode will be expected to take the Grade 10 tests.
 - Students moving from 9th grade to 10th grade on or before September 30, 2016 will be expected to take the Grade 10 tests.
- US History (course specific)
 - If a student is enrolled in US History (OCAS codes 5410 or 5415) prior to the January 17 certification date, the student will be included in precode for high school US History.

Precode Exemptions

- ELL 1st year exemptions for the ELA assessment will populate automatically.
 - The student cannot have been enrolled in OK prior to the last day of the previous year's assessment window.
 - The student must be enrolled with an entry code of 1838, 1839, or 1840.
 - The student must be receiving ELL services and accommodations listed in his/her LIEP or equivalent.
 - The student must not have assessment records from a previous year.
 - **Additional ELL 1st Year Exemptions may be requested through the Testing Status Application.**
- Students who have a previous Biology EOI score (Unsatisfactory, Limited Knowledge, Proficient, or Advanced) will be Exempt from the Grade 10 Science test. This information will be pulled from MyData in the WAVE.

Demographic Overlay File & Report

- The demographic overlay report will be submitted to the vendor one week after the testing window closes.
 - Districts must certify the Demographic Overlay report by **May 2, 2017 @ 11:59 p.m.**
 - **Future** Training will be provided regarding the Demographic Overlay Report.
- Demographic information should be correct in the WAVE at all times:
 - Gender, IEP/504, ELL, ELL 1st/2nd year proficient, Migrant, Title X (homeless)
 - Economically Disadvantaged
 - Ethnicity/Race
 - Military
 - Foster
 - Most Recent Exit Date
 - OCAS codes for students assigned to a particular teacher for the class reports.
 - **This will eliminate the need to do Class Header/Identification sheets in the future. In an abundance of caution this year, we are asking that districts complete the Class Header/Identification sheets for all Paper/Pencil testing.**

Data File Layout

| Fields | Valid Values or Valid Range | Required |
|-------------------|--|----------|
| DistrictCode | (A-Z, a-z, 0-9) formatted 99A999, e.g. 581089, include leading zeros , blank spaces not allowed | Yes |
| SiteCode | (0-9) formatted 999, blank spaces not allowed | Yes |
| StateStudentID | (0-9), blank spaces not allowed | Yes |
| DistrictStudentID | (A-Z, a-z, 0-9), blank spaces not allowed | Yes |
| Last Name | (A-Z, a-z, embedded blanks, apostrophe, dash, period) | Yes |
| First Name | (A-Z, a-z, embedded blanks, apostrophe, dash, period) | Yes |
| Birth Date | Format: yyyy-MM-dd | Yes |
| Grade | Values: 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 | Yes |
| ELL | No Yes | Yes |
| Section504 | No Yes | Yes |
| Large Print | No Yes | Yes |
| Braille | No Yes | Yes |
| IEP | No Yes | Yes |

Data File Layout

| | | |
|--------------|--|-----|
| ELA | <p>Not Applicable OSTP/Online OSTP/Paper OAAP ELL/Exempt</p> <ul style="list-style-type: none"> • The student cannot have been enrolled in OK prior to the last day of the previous year's assessment window. • The student must be enrolled with an entry code of 1838, 1839, or 1840. • The student must be receiving ELL services and accommodations listed in his/her LIEP or equivalent • Additional ELL 1st Year Exemptions may be requested through the Testing Status Application. | Yes |
| Math | <p>Not Applicable OSTP/Online OSTP/Paper OAAP</p> | Yes |
| Science | <p>Not Applicable OSTP/Online OSTP/Paper OAAP Biology I EOI Exempt (Previous Biology EOI Score)</p> | Yes |
| U.S. History | <p>Not Applicable OSTP/Online OSTP/Paper OAAP</p> | Yes |

The Road to Precode



- Home / Applications
- About This Site
- Helpful Links
- Sign In

Your SSO2 session has expired. You must sign in again to continue using the system.

Welcome to the new Single Sign On system. If you have an existing username and password for the previous Single Sign On system you may use that here. If you do not have an account you may create one now using the link below.

If you are having trouble signing in please click the link below to recover your username or password. If you need assistance please contact the OSF Help Desk at (405) 521-2444 or at (866) 521-2444.

Username: leea.mote

Password:

Sign In

Sign-in

Are you a new user? Click here to create an account.

Username problems? Click here to recover your username.

Password problems? Click here to recover your password.

Single Sign On 2

Welcome Training Example - Sign Out

Home / Applications

Your Account

About This Site

Links And Docs

Sign Out

Home / Applications

Applications

The Wave's portal.

- Precode

Select anywhere in this box

These are your current applications

(29I099) Example District

SSO → The Wave → Reporting tab → State Reporting Certification



State Reporting Certification Landing Page

County/District Code:

03I026 - ATOKA / CANEY



| Report Link | Report Status | District Status |
|--|---------------|-----------------|
| <u>Comprehensive Exit Report</u> | Open | Not Started |
| <u>First Quarter Statistical Report</u> | Open | Open |
|  <u>Precode</u> | Open | Not Started |

Precode Application Status



District & Site Certification/Confirmation

Precode

State Reporting Home Page

County/District Code:

09I027 - CANADIAN / YUKON

Select Site Select a school site to review by clicking on the site name.

Certify

Decertify

The Certify button will be enabled for the District Superintendent when all Site Statuses are indicated as Confirmed.

| Site Name | Site Status | |
|-----------------------|-------------|-----------------|
| CENTRAL ES (105) | Not Started | Confirm Release |
| INDEPENDENCE ES (140) | Not Started | Confirm Release |
| LAKEVIEW ES (145) | Not Started | Confirm Release |

Precode First Glimpse

General Instructions

This file is for view only purposes. If there are any discrepancies in this report, the changes must be made in the district's Student Information System and/or EdPlan.

Precode

State Reporting Page

Site Selector

Prepopulated Data

Final Report

Find Missing Students

Reporting Tools

Final Report

Select Site: YUKON HS (705)

Confirm

Release

Initial Data

Overlay Data

Site Status: Not Started

Refresh



| School ID | STN | Local ID | Last Name | First Name | Birth Date | Grade | ELL | 504 Prg | Large Print | Braille | IEP | ELA | Math | Science | US History |
|-----------|-----|----------|-----------|------------|------------|-------|-----|---------|-------------|---------|-----|-----|------|---------|------------|
|-----------|-----|----------|-----------|------------|------------|-------|-----|---------|-------------|---------|-----|-----|------|---------|------------|

Precode Header Row for the Final Report

Final Report



Select Site:

Confirm

Release

Initial Data Overlay Data

Site Status: **Not Started**

 Refresh |  

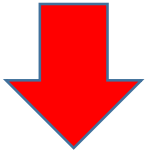
| School ID | STN | Local ID | Last Name | First Name | Birth Date | Grade | ELL | 504 Prg | Large Print | Braille | IEP | ELA | Math | Science | US History |
|-----------|-----|----------|-----------|------------|------------|-------|-----|---------|-------------|---------|-----|-----|------|---------|------------|
|-----------|-----|----------|-----------|------------|------------|-------|-----|---------|-------------|---------|-----|-----|------|---------|------------|

Precode Export Options

Final Report

Select Site: Initial Data Overlay Data
Site Status: **Not Started**

Export in .CSV or .XLXS



Microsoft Excel

The file format and extension of 'FinalReport (5).xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it anyway?


Precode Landing Page → Find Missing Students

Precode

State Reporting Home Page

[Site Selector](#) [Prepopulated Data](#) [Final Report](#) [Find Missing Students](#) [Reporting Tools](#)

Final Report



Find Missing Students

Select Site:

Site Status: **Not Started**

| School ID | STN | Local ID | Last Name | First Name | Middle Name | Birth Date | Gender | Grade | ELL | ELL 1st Yr Prof | ELL 2nd Yr Prof | 504 Prg | Large Print | Braille | IEP | Migrant | Title X | Economic Disadvantaged | Hispanic/Latino | A |
|-----------|-----|----------|-----------|------------|-------------|------------|--------|-------|-----|-----------------|-----------------|---------|-------------|---------|-----|---------|---------|------------------------|-----------------|---|
| | | | | | | | | 09 | No | No | No | No | No | No | Yes | No | No | Yes | No | N |
| | | | | | | | | 10 | No | No | No | No | No | No | No | No | No | Yes | No | N |

Find Missing Students → Scroll to the furthest right columns

| | Data Validation Wizard | STN Wizard | Ownership Wizard |
|--|------------------------|------------|------------------|
| | Has Issues | No Issues | Has Issues |
| | Has Issues | No Issues | Has Issues |

Training Materials

| Title | Category |
|--|----------|
| 2016 Wave Training Presentation | ppt |
| 2016 Wave Training-Covering the Basics | |

