ALAMO
COLLEGES
DISTRICT

St. Philip's College
Testing Center

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HS Sites Auto Upload Process
for TSI Assessment Scores as of April 15, 2021

St. Philip's College and the other Alamo Colleges can now upload high school TSI scores into the Banner system using csv files that are produced by the high school or ISD's ACCUPLACER Institution Administrator (IA). The report will be run after the school tests any group of students. The report will include the following information in this order:

1. Site ID #
2. Last Name
3. First Name
4. Student ID (must be Banner)
5. Birthdate
6. Test Start
7. TSI WritePlacer 2017
8. TSI Mathematics Placement
9. TSI Reading Placement
10. TSI Writing Placement
11. ABE Mathematics Diagnostics
12. ABE Reading Diagnostics
13. ABE Writing Diagnostics
14. TSIA2 WritePlacer
15. TSIA2 Mathematics CR
16. TSIA2 ELAR CR
17. TSIA2 Mathematics Diagnostic
18. TSIA2 ELAR Diagnostic
19. Supplemental Student ID

Scores without Banner ID numbers will be rejected. Please note **schools that do not use Banner ID numbers to test may run the csv report and include the Supplemental Student ID block prior to emailing the roster to St. Philip's College.**

The roster should be emailed to your St. Philip's College point of contact (i.e. DC liaison, etc.) and the St. Philip's College Testing Center which will submit the roster to the Alamo Colleges District IT department. The data is uploaded daily at midnight. The Testing Center's email address is spc-testcenter@alamo.edu.

A. Downloading from Accuplacer Site

1. Log on as Institution Administrator or Institution Reporter if you are submitting a csv for multiple test sites. Log on as Site Manager or Site Reporter if you are submitting a csv for a single test site. After you log on, you should look at the top, right corner of the page. It should show your username, institution, and title.

2. Click **Reports** which will be in the left column of your home screen. Then choose **Roster Reports** and then **Score Roster Report**.

3. Click **Load a Saved Query**. If you see **a report with Alamo Colleges or SPC**, you can choose that and **verify that you have updated the selected fields with the current writing branch profile "**TSIA2 WritePlacer**" and** click **Submit**. (If this is your first attempt at running the report, you

shouldreview the report to ensure the Banner ID and current WritePlacer will be reported). This will producea roster of every student who tested within the past 30 days. Print this roster and edit (if needed) to include Banner ID numbers. If you don't have a saved query, go to step 4.

4. Click **Find Student by Search Filter**. Choose **<ALL>** in the Branching, Score, and Site filter boxes. This ensures that all tests are reported. Do not separate tests by program since this is a batch load. Make sure that **Test Start Date** is checked and the **Filter by Test Date** is for the last 30 days.

5. Click **Select Fields for Report.** Under **Field Categories**, you will first choose **Basic Information**. In the **Available Fields** box you will highlight **Site ID, Last Name, First Name, Student ID, Birth Date, Test Start** and move each over to **Selected Fields.** It is important that the information is in the order as listed.

6. Click **Field Categories** again and this time choose **Test Scores.** In the **Available Fields** box, you will choose **TSI WritePlacer 2017**, **TSIMathematics Placement, TSI Reading Placement, TSI Writing Placement, ABE Mathematics Diagnostics, ABE Reading Diagnostics, ABE Writing Diagnostics, TSIA2 WritePlacer, TSIA2 Math CR, TSIA2 ELAR CR, TSIA2 Math Diagnostic, TSIA2 ELAR Diagnostic** and move each over to **Selected Fields.** It is important that the information is in the order as listed.

   Note: Branching Profiles may be different, depending on the institution.

7. Click **Field Categories** again and choose **Basic Information**. Select **Supplemental Student ID** and move over to Selected Fields.

8. Click **Download File Format Settings**. You will choose Yes for **Include header in output file?** Date format should be MM/DD/YYYY. Text Delimited is **Pipe**. File Formats is **Windows** and Download Format is **CSV.**

B. Creating a CSV Report

1. Under **Save Query**, you will choose **Create New Query** and type in **St. Philip's College CSV Report** and **Save**.

2. Click **Submit**. You will see a message that says, "Score Roster Report is being generated." When the report is ready, you will see a download message. Click download and the file will pop up. If you see a message that says, "The report is taking too long," just click on **Report Queue** and you can see the status. Once it says "Completed" you can then click the download icon under **Action** and the csv file will pop up.

3. Check the student ID numbers and make corrections as needed to ensure all scores submitted to the SPC have Banner ID numbers attached. It is a good practice for the IA or SM to change the Student Profile in ACCUPLACER to reflect the Banner ID for all future reports.

C. Uploading the CSV Report

1. Save the csv file but **do not change the name of the file** and email the file to your Alamo Colleges Test Center contact. In order for the file to be accepted the default file name should look like this **Score_Roster_04_15_2021_17_13_24_bpadillaspc.csv**. The csv reports should be emailed to St. Philip's College Testing Center at this address spc-testcenter@alamo.edu.

   Note: Although many steps are needed to set up the query, you only have to do this once. When thequery is saved, all you have to do is choose the query, click submit, save the file, and then email.