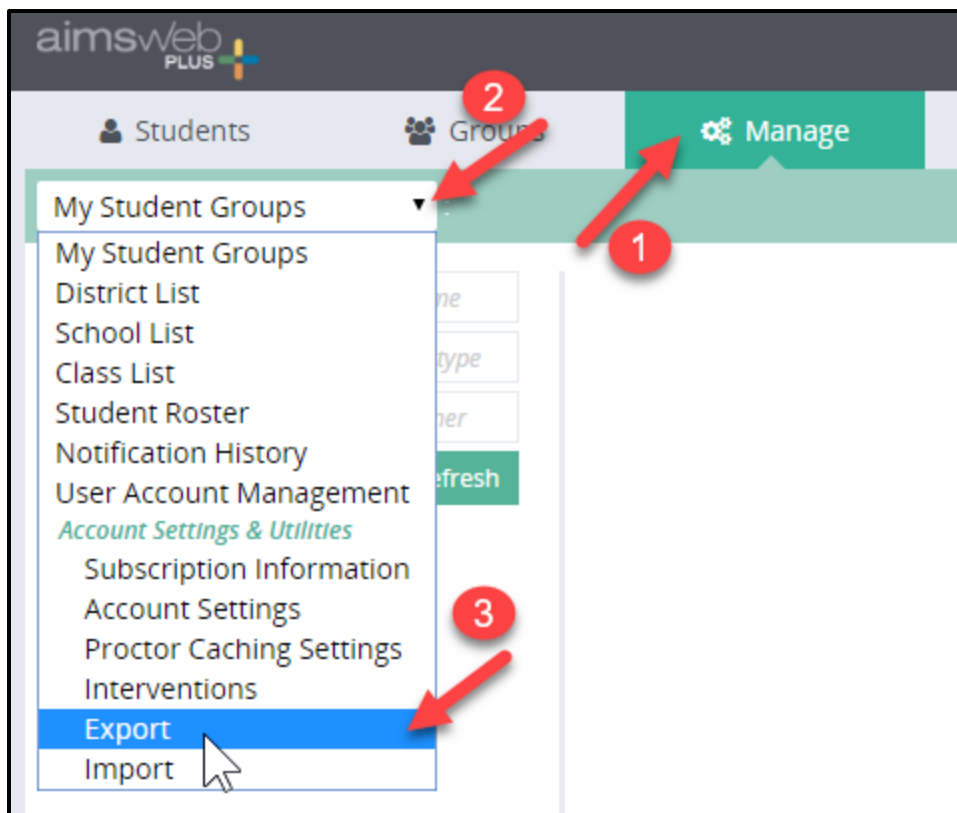


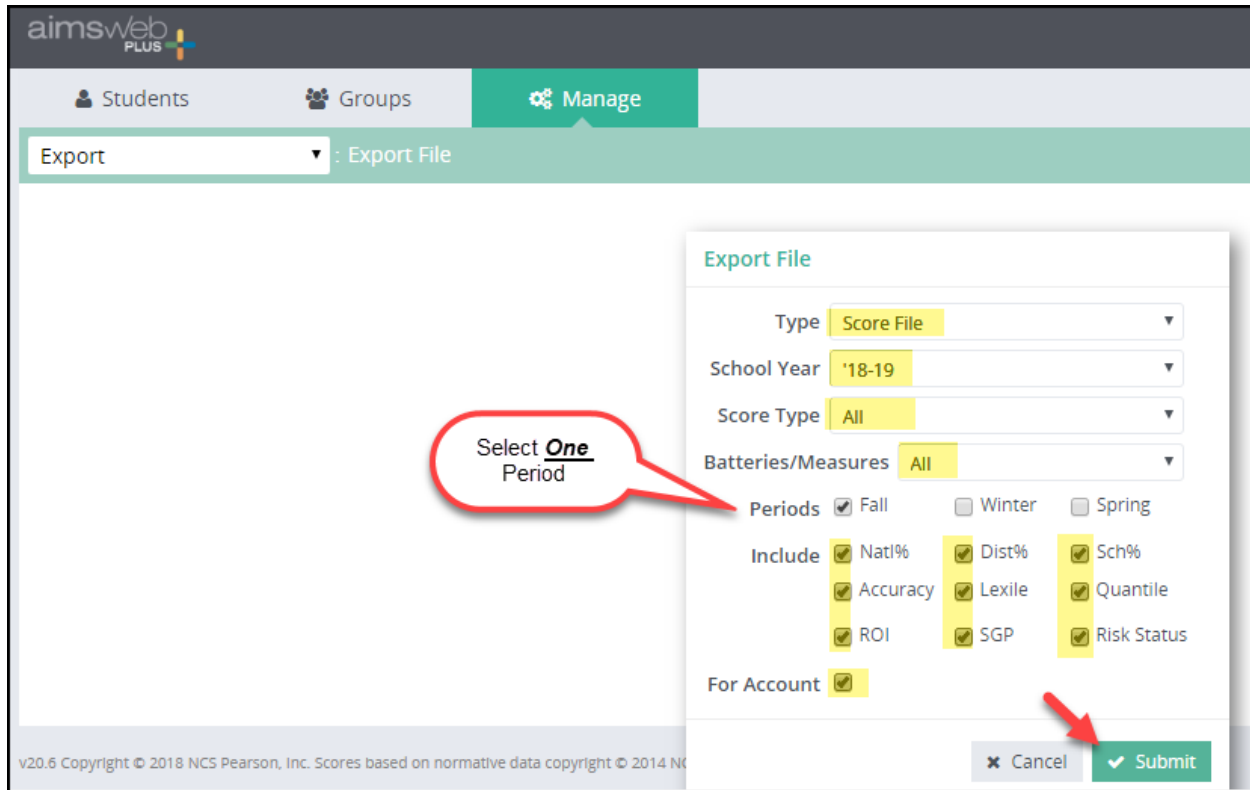
How do I create a AIMSWEB Plus Assessment File to Import to DataMap?

1. Log in to AIMSWEB Plus
 - a. <https://app.aimswebplus.com/#/login>
2. Click **Manage**
 - a. **My Student Groups**
 - i. **Export**



3. Select the following options:
 - a. Type, **Score File**
 - b. School Year, the school year of the data you are exporting
 - c. Score Type, **ALL**

- d. Battery Measure, **ALL**
- e. Period, **Select Only ONE (Fall, Winter or Spring)**
- f. Include, Select **All** Checkboxes
- g. For Account = **Click Checkbox**

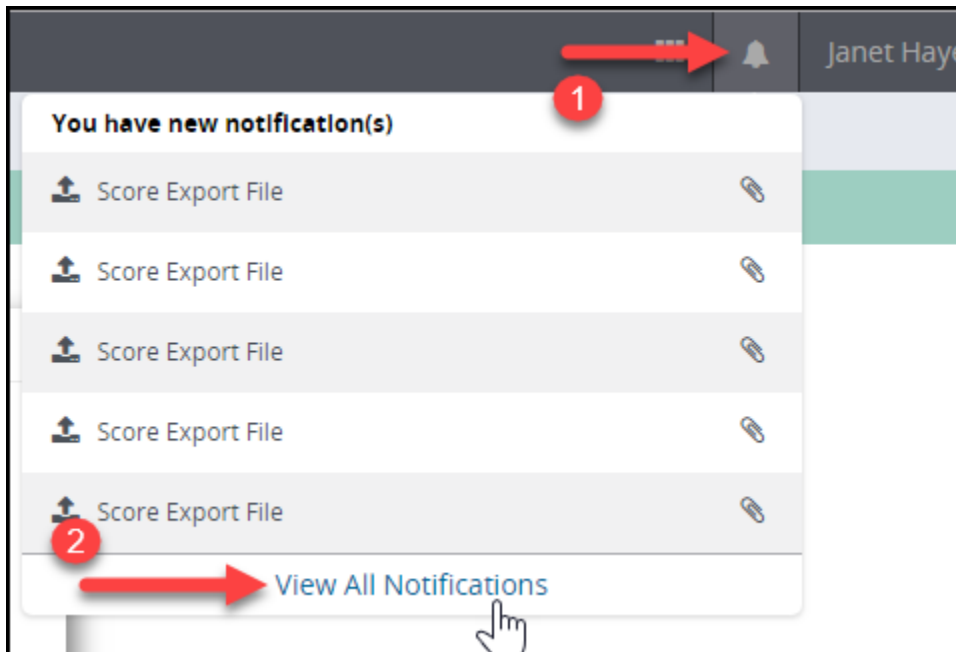


The screenshot shows the 'Export File' dialog box in the aimsweb PLUS interface. The dialog has the following fields and options:

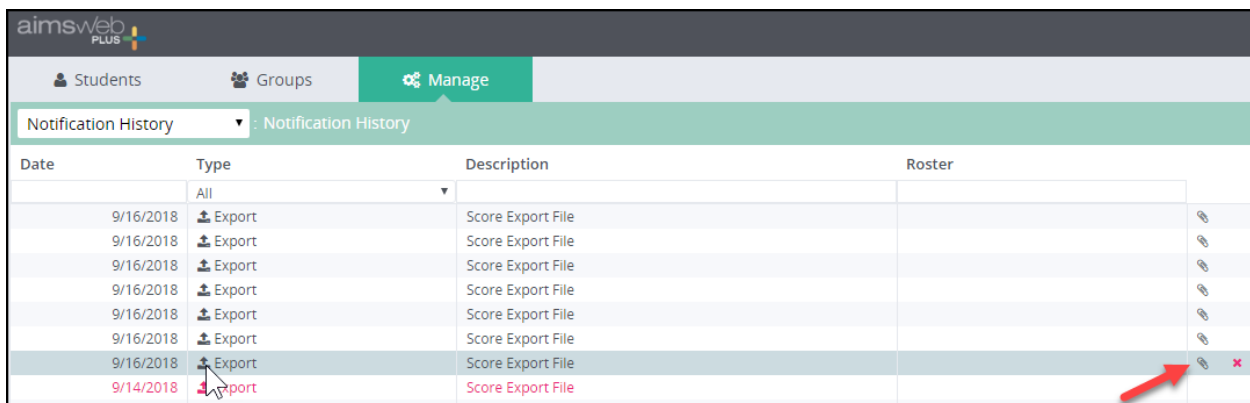
- Type: Score File
- School Year: '18-19
- Score Type: All
- Batteries/Measures: All
- Periods: Fall, Winter, Spring
- Include: Nat%, Accuracy, ROI, Dist%, Lexile, SGP, Sch%, Quantile, Risk Status
- For Account:

A red callout bubble points to the 'Periods' section with the text "Select One Period". A red arrow points to the 'Submit' button.

4. Click **Submit**
 - a. You will receive the following message: *File is being Generated.*
5. To download the file
 - a. A number in red circle in the bell (notification) will display, indicating the file is ready.
6. Click on the **Bell**
7. Click **View All Notifications**



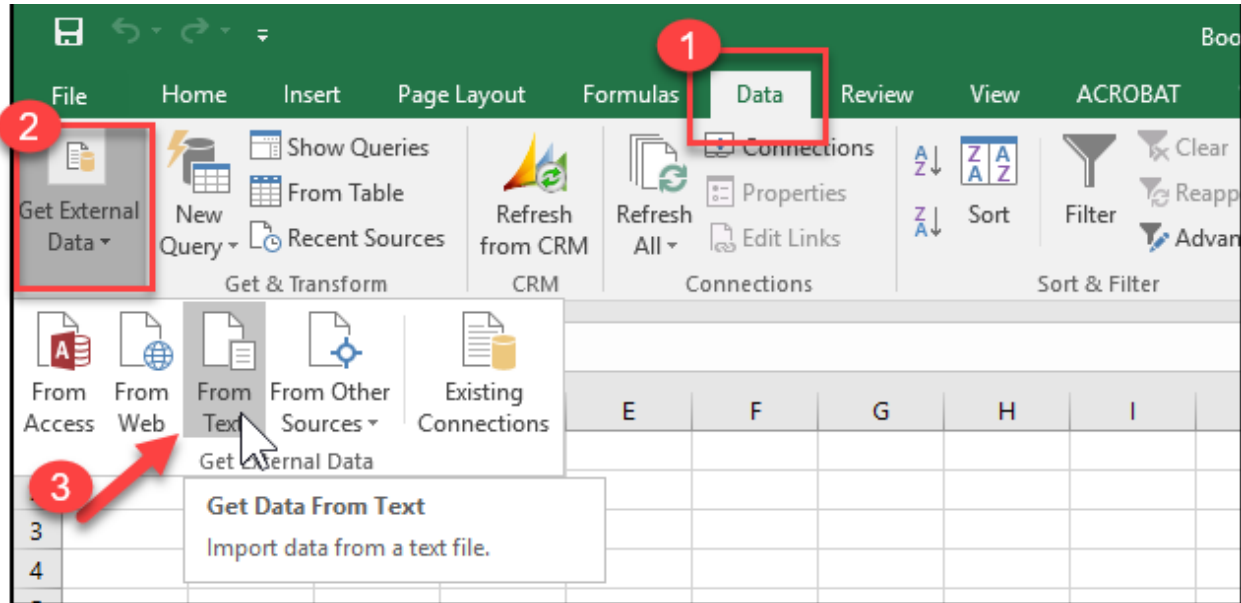
8. Click **Paperclip** icon to download and save the file to your computer



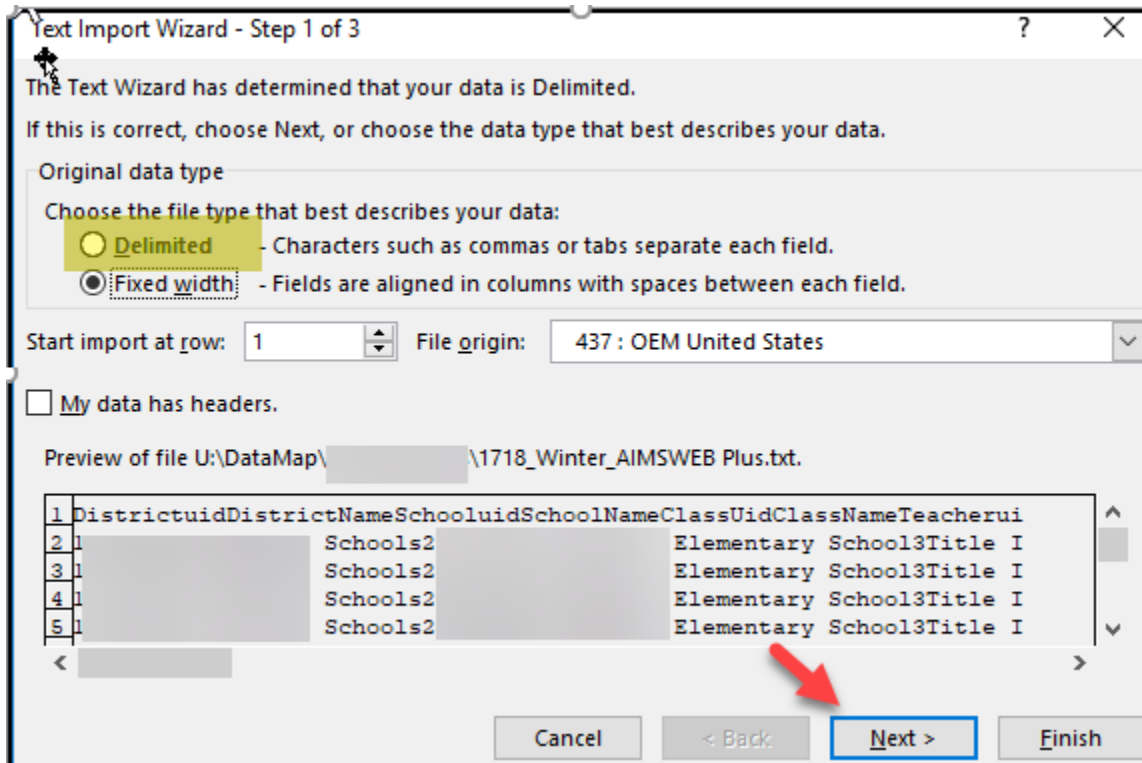
Date	Type	Description	Roster
9/16/2018	Export	Score Export File	
9/16/2018	Export	Score Export File	
9/16/2018	Export	Score Export File	
9/16/2018	Export	Score Export File	
9/16/2018	Export	Score Export File	
9/16/2018	Export	Score Export File	
9/16/2018	Export	Score Export File	
9/14/2018	Export	Score Export File	

- a. File will download as a txt file
- b. However, DataMap needs the file as a csv file

9. Open a blank/new excel sheet.
 - a. Click **Data**
 - b. Click Get **External Data**
 - c. **From Text**

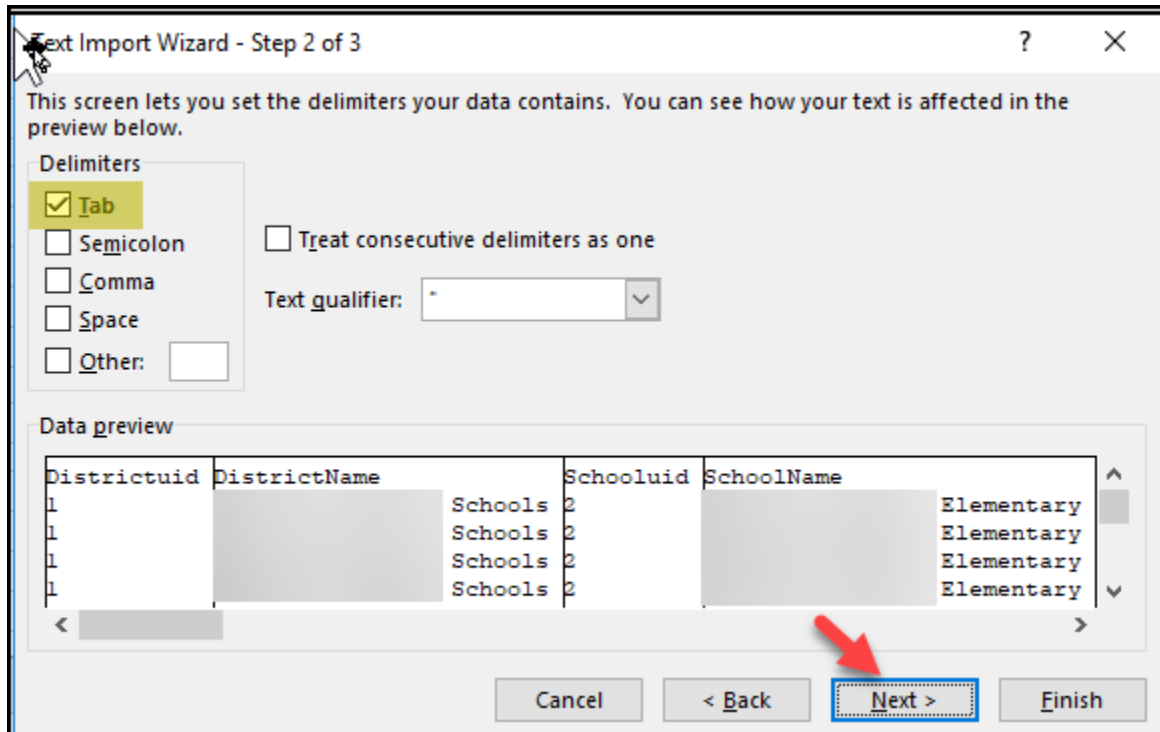


- d. Select the txt file downloaded from AIMSWEB Plus
- e. Select Delimited
 - i. Click **Next**



f. Select Tab

i. Click **Next**



ii. Click **Finish**

iii. Click **OK**

10. Rename Column: **StudentLastName** to **StudentName**

11. Insert a Column and label heading – **RiskFactor**

12. Save as a csv (Comma Delimited File)

To Load File in DataMap

1. Log in to DataMap
2. Navigate to Admin > Import Assessment Scores
3. Source = **Third Party**
4. Assessment = **AIMSWEB Plus**
5. School Year = *Testing Year for the file you are importing*
6. Period = *Testing Period for the file you are importing*



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- a. **NOTE: Please ensure the School Year and Period are correct, as DataMap at this time does not verify the options selected on this screen match the test date in the file.**
7. Choose Import Type = **File**
8. Choose File = *Browse to where you stored the AIMSWEB Plus.csv file*
9. Click **Import**