

CPR

12/18/2024 9:19 am EST

Test Results Report

Use the Tango below for steps on how to run reports for students without scores, or those that have scores.


Student Test Results-CPR Tango (<https://app.tango.us/app/workflow/Student-Test-Results-Reports-CPR-0a241afcb9b5417b81764b2fe7d9595a>)

Adding CPR Results Manually

Use the steps below to add a CPR result for an individual student.

Navigation: Menu > Student Information > General > Assessment

1. **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Assessment tool. If a student was already selected, the Assessment tool will open automatically.


 A Person is needed to use this tool.

Open Person Search

 Or

Open Student Search

Open Household Search

Open Staff Search

2. Click **New**.

New

3. Choose **CPR (CPR)** from the test dropdown.

New Test

Test - Choose the parent test then update test/strand scores

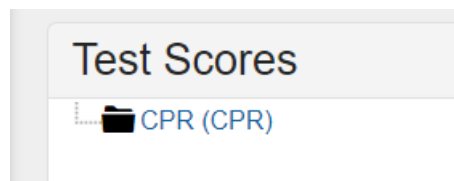
CPR (CPR)

4. Enter the **Date** in MM/DD/YYYY format.

- Choose **P: Pass** from the Result dropdown.
- Enter the **Testing School**.
- Click **Save**.

The screenshot shows a form titled 'CPR' with three fields highlighted by red boxes: 'Date' with the value '12/12/2024', 'Result' with the value 'P: Pass', and 'Testing School' with the value 'Harrison High School'.

The CPR assessment will now be listed in the Test Scores section of the Assessment tool.



Import Assessments

Use the steps below to import CPR results for a group of students. Users must have the appropriate tool rights to import assessments.

Before importing, ensure the file using for import has the appropriate fields and is saved in a **CSV** (Comma Separated Value) format.

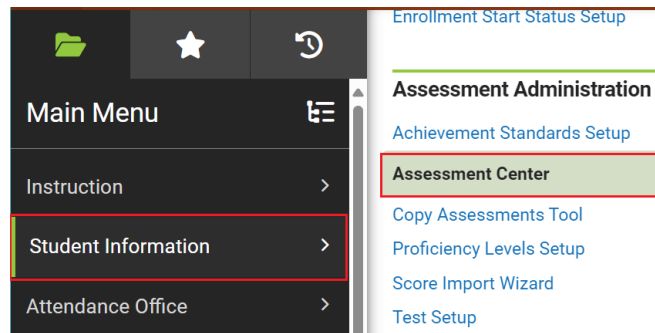
Fields that must be included:

State ID
Student Last Name
Student First Name
score.date - in MM/DD/YYYY format
score.result - P
score.schoolNumber - ##### where the first three digits are the district number, and the last three digits are the school number

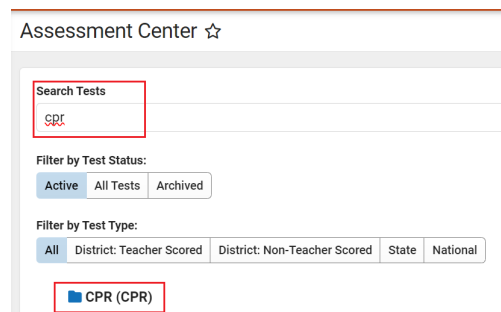
If the file has more fields than what is listed above, that is okay. The mapping process will only map the fields that are needed in

the assessment.

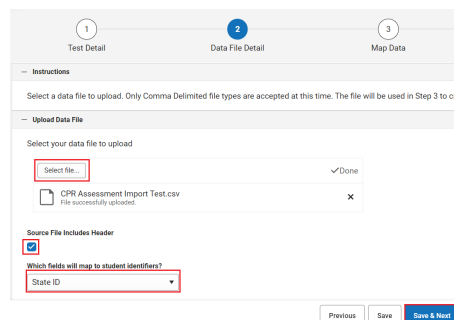
Navigation: Menu > Student Information > Assessment Administration > Assessment Center



1. Search for **CPR** in the Search Tests field.
2. Select **CPR (CPR)**.



3. Verify the information for the test detail is for the CPR assessment. (**do not change any details**), then click **Save & Next** to continue to the next step.
4. Click the **Select file** button and locate the **CSV** file with the assessment data. (see note above about required fields).
5. Check the box for **Source File Includes Header**.
6. Choose **State ID** from the dropdown for which fields will map to student identifiers.
7. Click **Save & Next** to continue to the next step.



8. Review the Data mapping details for the required fields or for any errors. If required fields are listed as missing, the format of the fields may need to be corrected in the data columns for import section.

Data Mapping Detail

Required Fields:
Student Identifiers: State ID
Score.date MISSING

Source File:
CPR Assessment Import Test.csv
Format: Comma Separated Values
Columns: 7
Rows: 5

9. The columns included in the data file will be displayed in the Data Columns for Importing section. Check that each required column is mapped to the correct database fields and in the correct format. Click **Options** to select the correct format if necessary (see images below as an example). *Note: Column Header fields may vary but must be mapped to the correct database field.* See the chart below for the correct field mapping.

Column Header Data File	Database Field Mapped
State ID	student.stateID
Last Name	student.lastName
First Name	student.firstName
Date of Test	<div> score.date (Ensure the options are MM/DD/YY or MM/DD/YYYY) </div> <div> <div> <div> X 7. </div> <div> Column Header: score.date Map to database field: Score.date Options </div> </div> <div> <div> Column Options </div> <div> <div> Action on Score.date: Import Data </div> <div> Date Format: MM/DD/YY or MM/DD/YYYY </div> </div> <div> Strip Leading Zeros </div> <div> Save Cancel </div> </div> </div>
Results	score.result
School Number	score.schoolNumber

10. A green check with a circle indicates that the fields are mapped correctly. A red X means the options for the column must be selected. Click on Options to select the correct one. Once required fields have been mapped appropriately, click **Save & Next** to continue to the next step.

Assessment Center

1 Test Detail 2 Data File Detail 3 Map Data 4 Test Mapping 5 Import Data

State Columns for Import for: CPR

Expand All Show All Hidden Apply Field Mapping Logic

Show Columns: 0

☒ Default

☐ Show Only Mapped Columns

☐ Only display Score Fields that were checked in Test Details

Display Column Identifier as: Name(s) Alpha

Column Header	Column Header	Column Header	Column Header	Column Header	Column Header	Column Header
State ID	studentID	student last name	student first name	score school number	score result	score date
Map to database field	Map to database field	Map to database field	Map to database field	Map to database field	Map to database field	Map to database field
Options	Options	Options	Options	Options	Options	Options
Student Number	State ID	Last Name	First Name	score.schoolNumber	score.result	score.date
6866747364	6866747364	Cooper	George	100308	P	08/18/2022

Previous Save **Save & Next**

11. Select **Import** for the Update Options.

Assessment Center

1 Test Detail 2 Data File Detail 3 Map Data 4 Test Mapping 5 Import Data

Instructions

Select an Update Option to test your assessment mapping.

CPR

Column Header	Column Header	Column Header	Column Header	Column Header	Column Header
State ID	Last Name	First Name	score.schoolNumber	score.result	score.date
Map to database field	Map to database field	Map to database field	Map to database field	Map to database field	Map to database field
Options	Options	Options	Options	Options	Options
State ID	Last Name	First Name	score.schoolNumber	score.result	score.date
6866747364	Cooper	George	100308	P	08/18/2022
6866747365	Cooper	Lee	100308	P	08/25/2022
6866747366	Johnson	Ellen	100308	P	10/01/2023

Update Options

☒ Import: Inserts records specified in the import file

☐ Replace: Replaces existing records and removes data not specified in the import file

Previous **Save & Test** Save & Batch Test Next

12. Select **Save & Test** to see any possible errors or warnings. If there are warnings, click the **Previous** button to review the mapping options. Correct database fields or mapping options as needed. Once the mapping options are corrected, click **Save & Next** to continue to the next step.

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.			
Test Mapping: CPR	Timestamp: Mon Nov 25 08:23:37 CST 2024	Username:	
Update Option: Import			
Test Mapping Import Results:			
Total Valid Records for: CPR		0	
Total Valid Records		0	
Error Count:		1	
Warning Count:		0	
Errors:			
Line #	Error Code	Error Message	Error Details
	2	0 Error in assigning score field '11/25/2024' to db field 'Score.date'	
Warnings:			
Line #	Warning Code	Warning Message	Warning Details

13. Click **Save & Test** again to verify there are no errors and warnings and valid records are listed.

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.			
Test Mapping: CPR	Timestamp: Mon Nov 25 08:24:03 CST 2024	Username:	
Update Option: Import			
Test Mapping Import Results:			
Total Valid Records for: CPR	1		
Total Valid Records	1		
Error Count:	0		
Warning Count:	0		
Errors:			
Line #	Error Code	Error Message	Error Details
Warnings:			
Line #	Warning Code	Warning Message	Warning Details

14. Click **Next** to continue to the next step.

15. Verify that Import is selected as the Update Option. Click **Save & Import**. For large files, click **Save & Batch Import**.

Assessment Center ☆ Student Information > Assessment Administration > Assessment Center

1 Test Detail
2 Data File Detail
3 Map Data
4 Test Mapping
5 Import Data

Instructions

Select an Update Option to import your assessment data.

CPR

Update Options

☒ **Import** - Inserts records specified in the import ⓘ

☐ **Replace** - Replaces existing records and removes data not specified in the import ⓘ

Batch Queue Results

Start Date: End Date:

Report Title	Queued Time	Status
No records available.		

0 - 0 of 0 items

[Refresh](#)


[Previous](#)
[Save & Import](#)
[Save & Batch Import](#)

16. Review the import results to ensure there were not issues with the importing of the assessments.

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.				
Test Mapping: CPR	Timestamp: Mon Nov 25 08:24:03 CST 2024	Username:		
Update Option: Import				
Test Mapping Import Results:				
Total Valid Records for: CPR			1	
Total Valid Records			1	
Error Count:			0	
Warning Count:			0	
Errors:				
Line #	Error Code	Error Message	Error Details	
Warnings:				
Line #	Warning Code	Warning Message	Warning Details	

Check a few student's assessments by searching for the student and navigating to *Student Information > General > Assessment*. The newly imported score should be listed in the Test Scores section. Click on the score to expand and see the detail for the assessment.

Test Scores

 CPR (CPR) 11/25/2024