



# Accommodations Upload Quick Guide

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Oklahoma School Testing Program & College- and Career-  
Readiness Assessments

Spring 2023



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## Extracting the eMetric Report in OK EDPlan

### 1. Log On to OK EDPlan

- Log on to: <http://www.ok.pceducation.com/> (*district name*)
- Type your username (*First name space last name*) & type in your password
- If prompted, update questions and login



**Forgotten Password Questions** Angela Kwok

EasyEDP™ enables you to request a temporary login if you should forget your password. To maintain data privacy, the system will require correct answers to your security questions in order to verify your identity for authentication. Use this page to create one or more questions and answers for the system to use in case you forget your password.

To complete this step, please enter a question and corresponding answer in the table below. Make sure to choose a question and answer that are easy for you to remember.

Examples of questions are:

- What street did you grow up on?
- What is your mother's maiden name?
- What was the name of your first pet?
- What was your high school mascot?

If you want to add only one question and corresponding answer:  
Type the question and answer and click **Update Question and Login**.

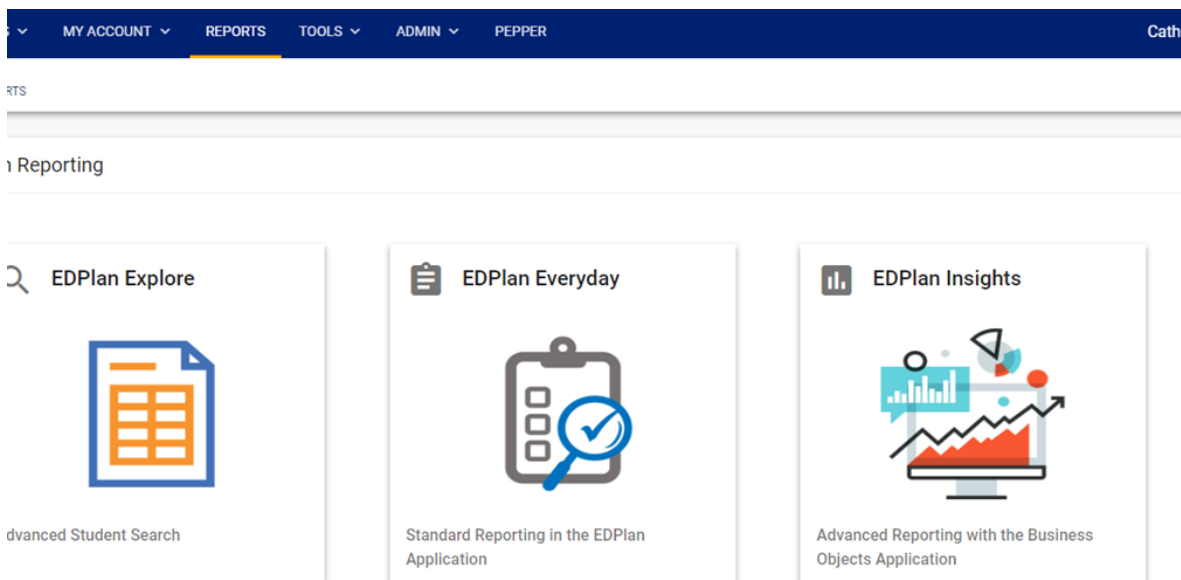
To enter more than one question and answer:  
Click **Update the database**, then add more questions and answers in the spaces provided. When you've entered all your questions and answers, click **Update Question and Login**.

The question and answer you enter will ensure that only you will have access to reset your password. The question(s) can only be seen by you and will be used only when validating your temporary login request.

Del	Question	Answer

Update Questions and Add More  
Update Questions and Login

2. On the main menu of OK EDPlan, choose **Reports** > from the options select **EDPlan Insights**. A new window will open up.




MY ACCOUNT | **REPORTS** | TOOLS | ADMIN | PEPPER Cath

REPORTS


Reporting

**EDPlan Explore**




Advanced Student Search

**EDPlan Everyday**



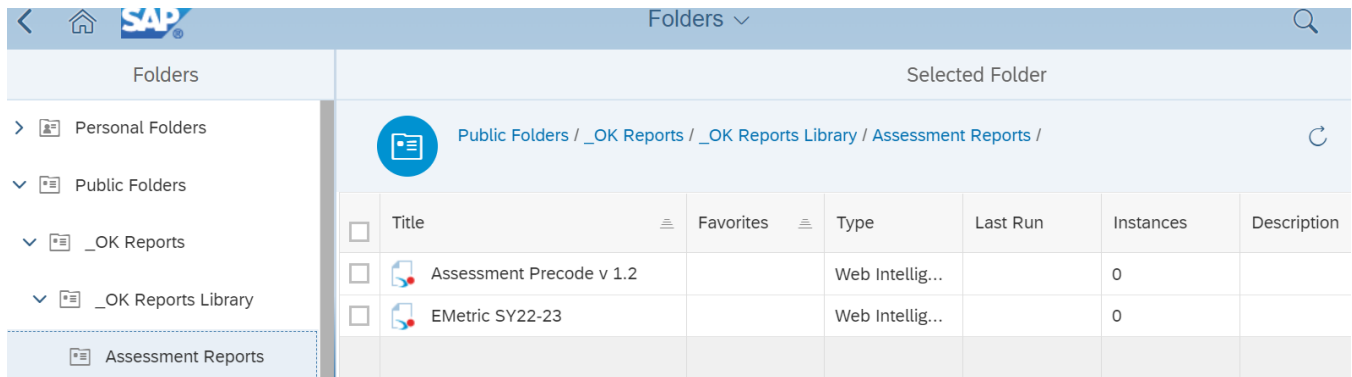
Standard Reporting in the EDPlan Application

**EDPlan Insights**



Advanced Reporting with the Business Objects Application

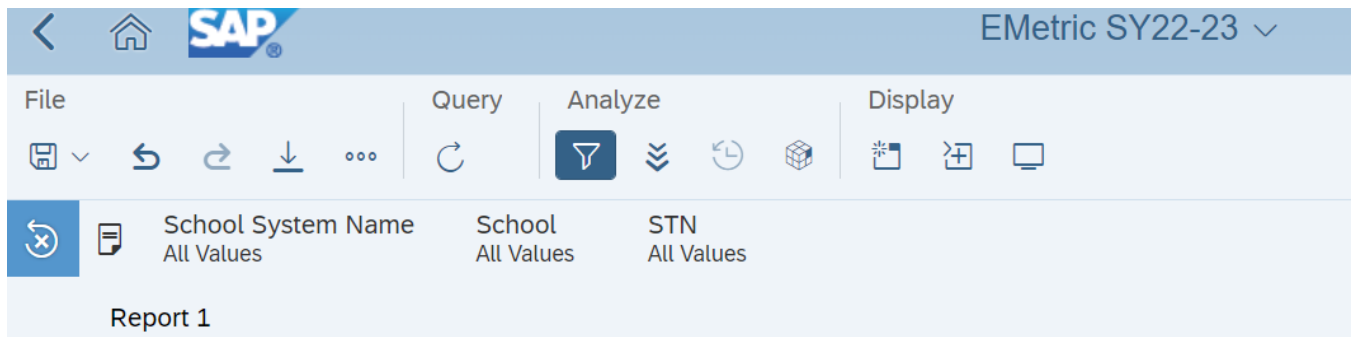
3. On the left side of the EDPlan Insights Window, click on **Public Folders** > **\_OK Reports** folder > **\_OK Reports Library** folder > **Assessment Reports** folder
  - Then select the **EMetric SY 22-23** report. The report will display in the internet browser.



The screenshot shows the SAP interface with the 'Folders' pane on the left and the 'Selected Folder' pane on the right. The 'Assessment Reports' folder is selected in the left pane. The right pane shows a table of reports:

Title	Favorites	Type	Last Run	Instances	Description
Assessment Precode v 1.2		Web Intellig...		0	
EMetric SY22-23		Web Intellig...		0	

4. Under the heading **Analyze**, select the filter icon. This will allow you to select the School System Name and the school.
  - The OSTP Portal will require you to upload one report per site.

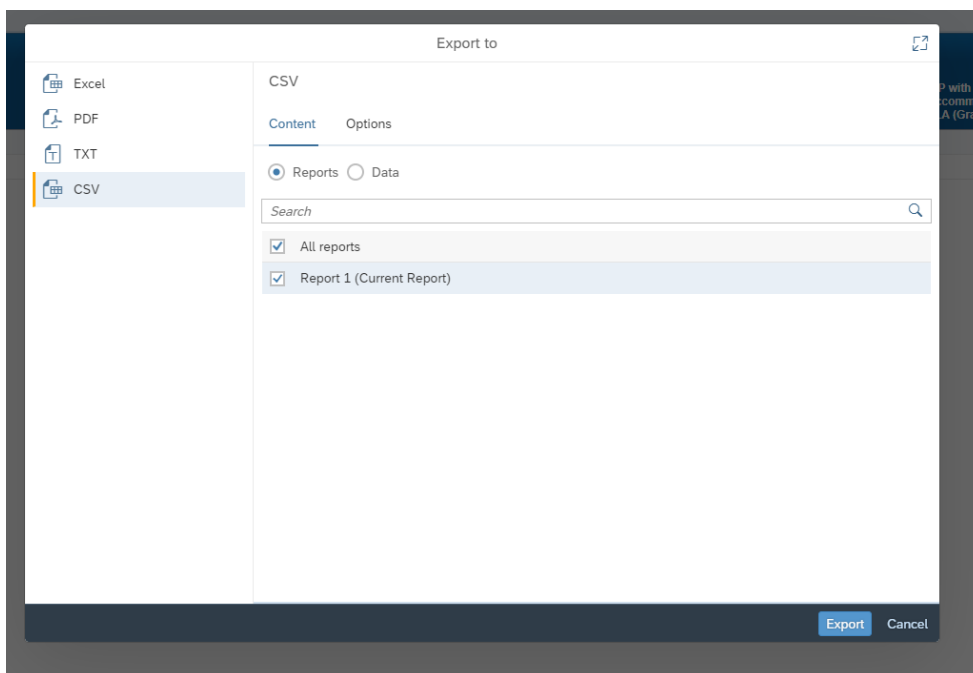
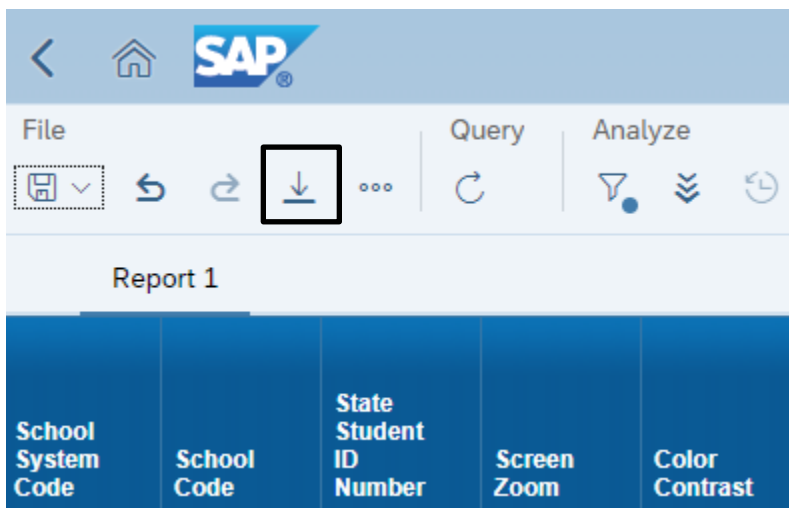


The screenshot shows the SAP interface with the 'Analyze' menu open. The 'Filter' icon is selected. The filter options are:

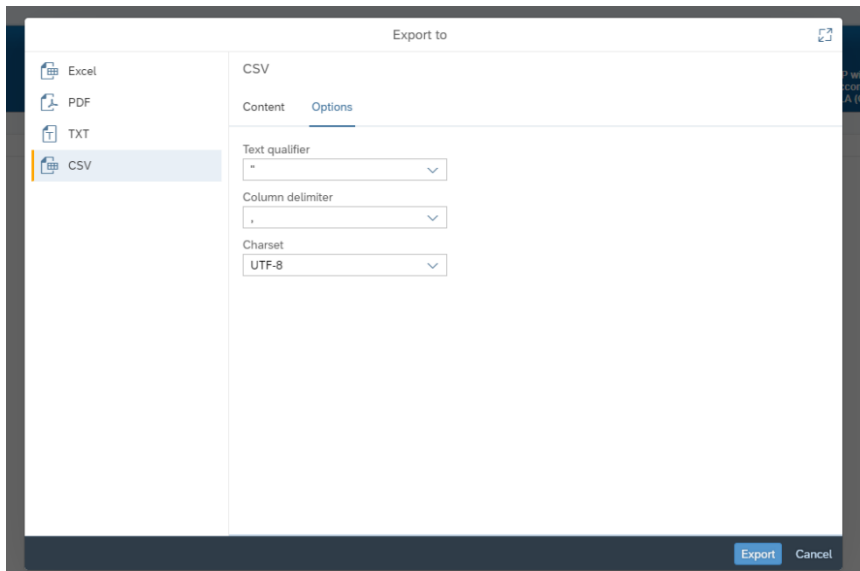
Filter	Value
School System Name	All Values
School	All Values
STN	All Values

Report 1

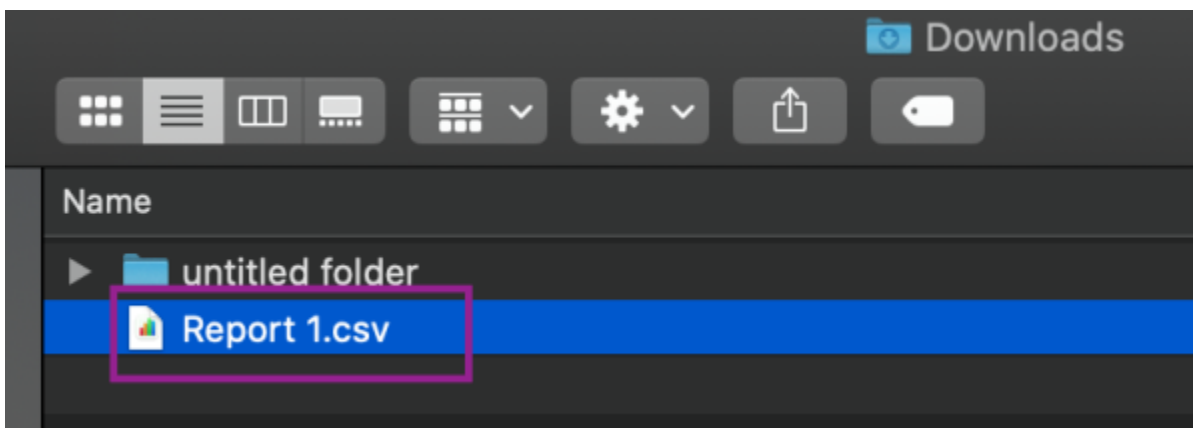
5. Review the document for accuracy.
  - **All corrections need to be done in through finalized IEPs in OK EDPlan.**
  - Updates to Advanced Reporting will take 24 hours.
  - Run the report again in Advanced Reporting to review for accuracy.
  - Repeat this process as necessary.
  
6. Choose the **Export** symbol > **Export Document As** option > **CSV Archive** option.



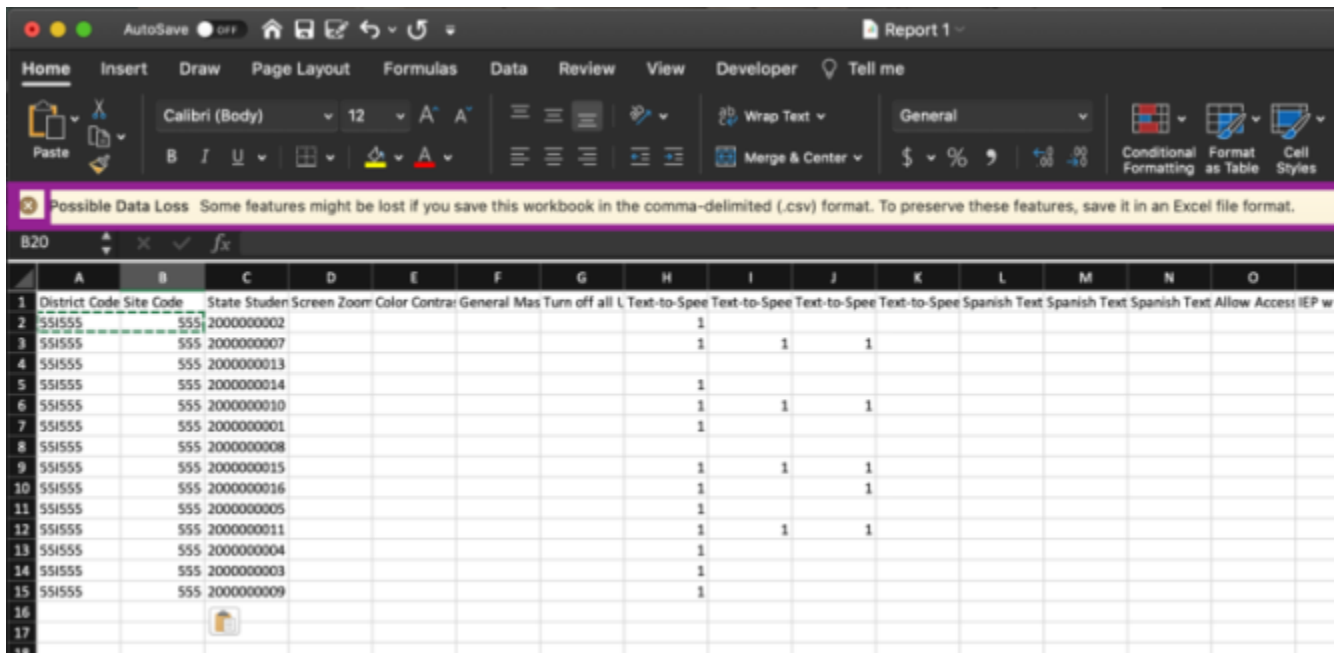
7. Choose **OK** (Default options will remain unchanged). The report will download to your Downloads folder.



8. Locate the CSV file on your computer and open it using Microsoft Excel.



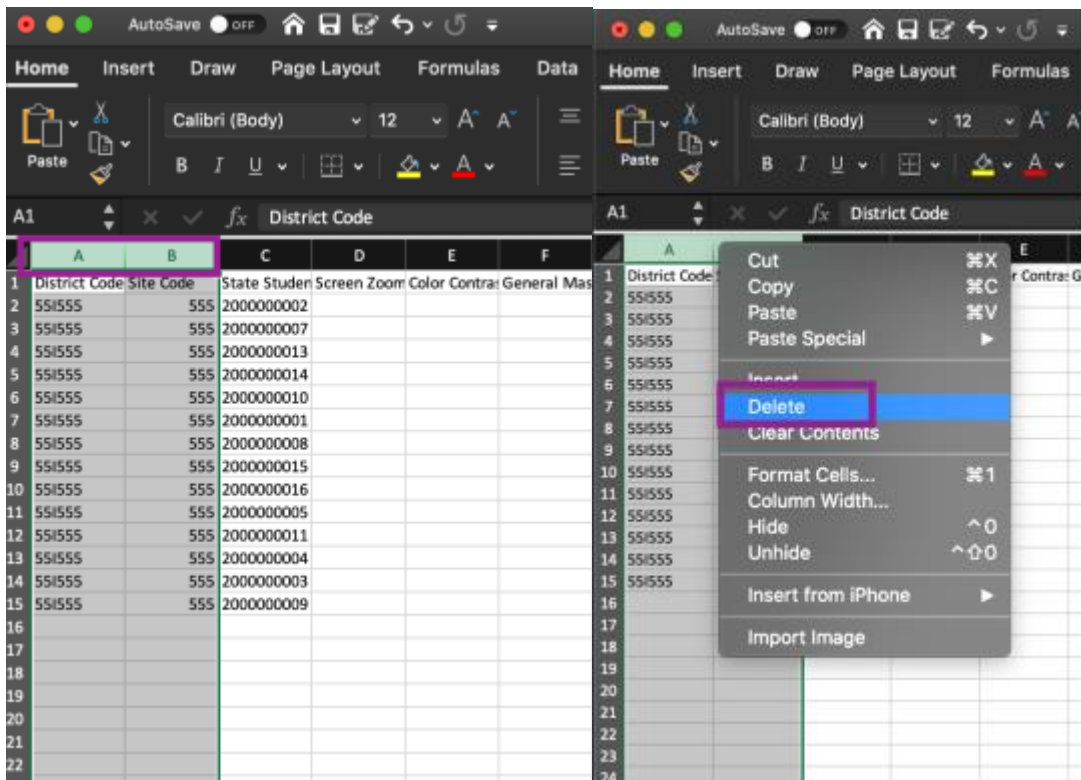
9. Microsoft Excel may give you this warning. If so, select the **X**.



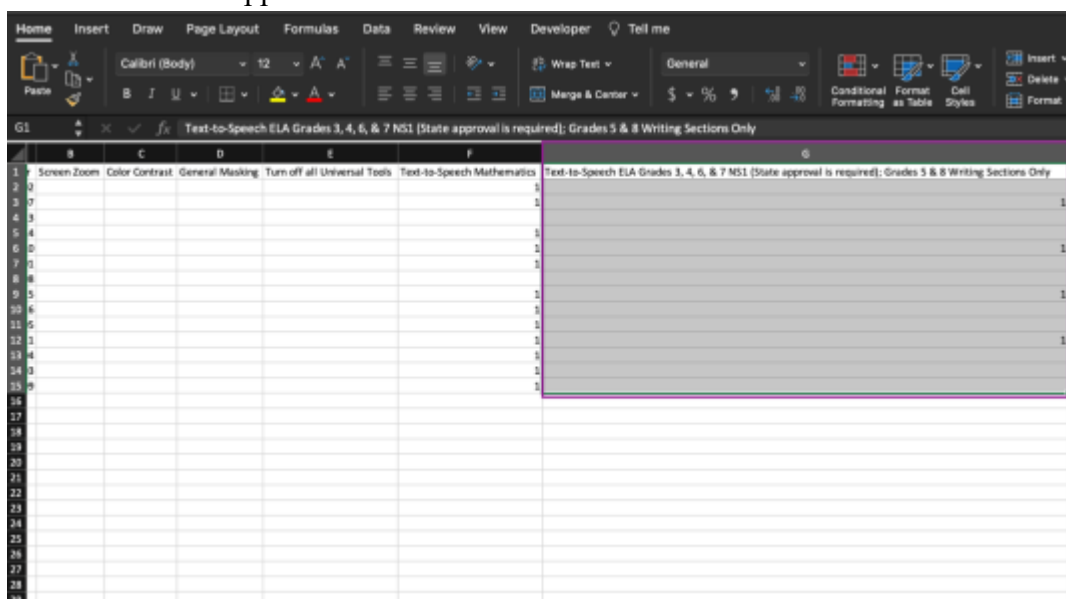
Possible Data Loss Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	District Code	Site Code	State	Studen	Screen Zoom	Color Contra	General Mas	Turn off all L	Text-to-Spee	Text-to-Spee	Text-to-Spee	Text-to-Spee	Spanish Text	Spanish Text	Spanish Text	Allow Access IEP w
2	551555	555	2000000002						1							
3	551555	555	2000000007						1	1	1					
4	551555	555	2000000013													
5	551555	555	2000000014						1							
6	551555	555	2000000010						1	1	1					
7	551555	555	2000000001						1							
8	551555	555	2000000008													
9	551555	555	2000000015						1	1	1					
10	551555	555	2000000016						1		1					
11	551555	555	2000000005						1							
12	551555	555	2000000011						1	1	1					
13	551555	555	2000000004						1							
14	551555	555	2000000003						1							
15	551555	555	2000000009						1							
16																
17																
18																

10. Highlight columns A & B, right click, and select **Delete**. If prompted, select **Shift Cells Left**.

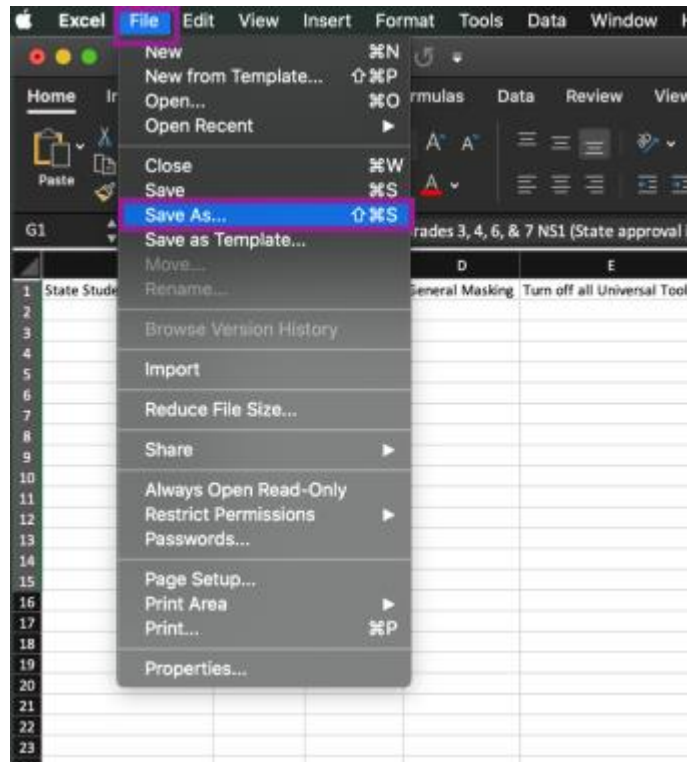


11. Scroll to column G. Ensure that only students in grades 5 & 8 or students in grades 3, 4, 6, & 7 who have received state approval have a “1” in this column.



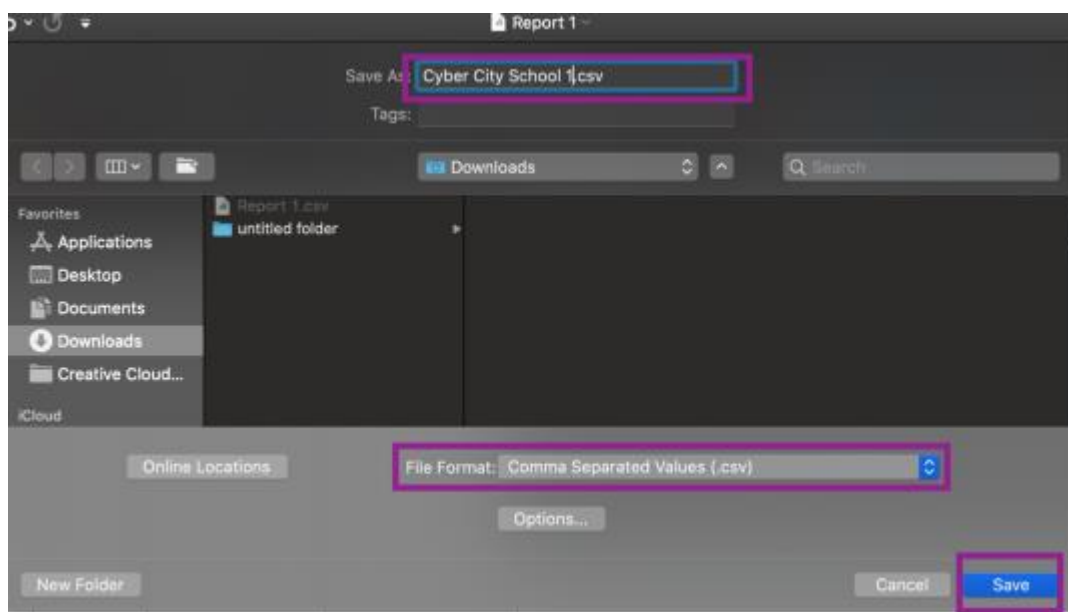


12. Select **File > Save As**



13. Rename your file to include the school name, ensure the file format is “Comma Separated Values (.csv)”, and click **Save**.

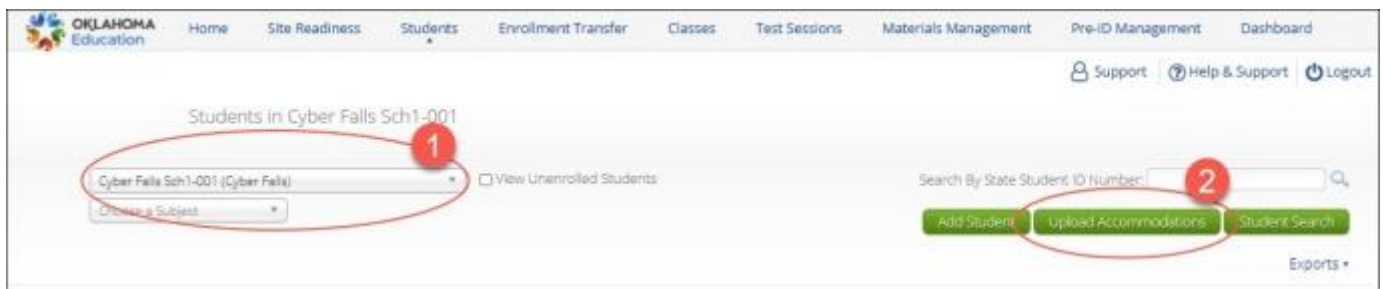
- **NOTE:** This file does not contain accommodations for EL students. Those accommodations will need to be uploaded at another time.



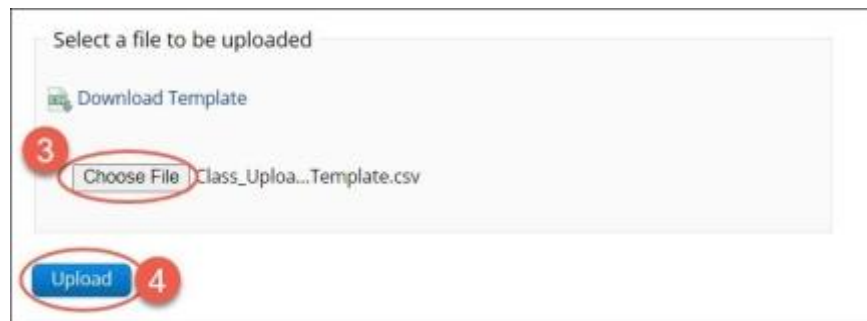
## Uploading to the OSTP Portal

After you have downloaded reports for each site you are ready to upload those CSV files to the OSTP Portal.

- Log into the OSTP Portal <https://oklahoma.cognia.org/>.
- Click on **Administration**.
- Navigate to the Students tab by clicking on **Students** tab at the top of the page.
- Select the school from the drop-down menu you are uploading accommodations for and then click **Upload Accommodations**.

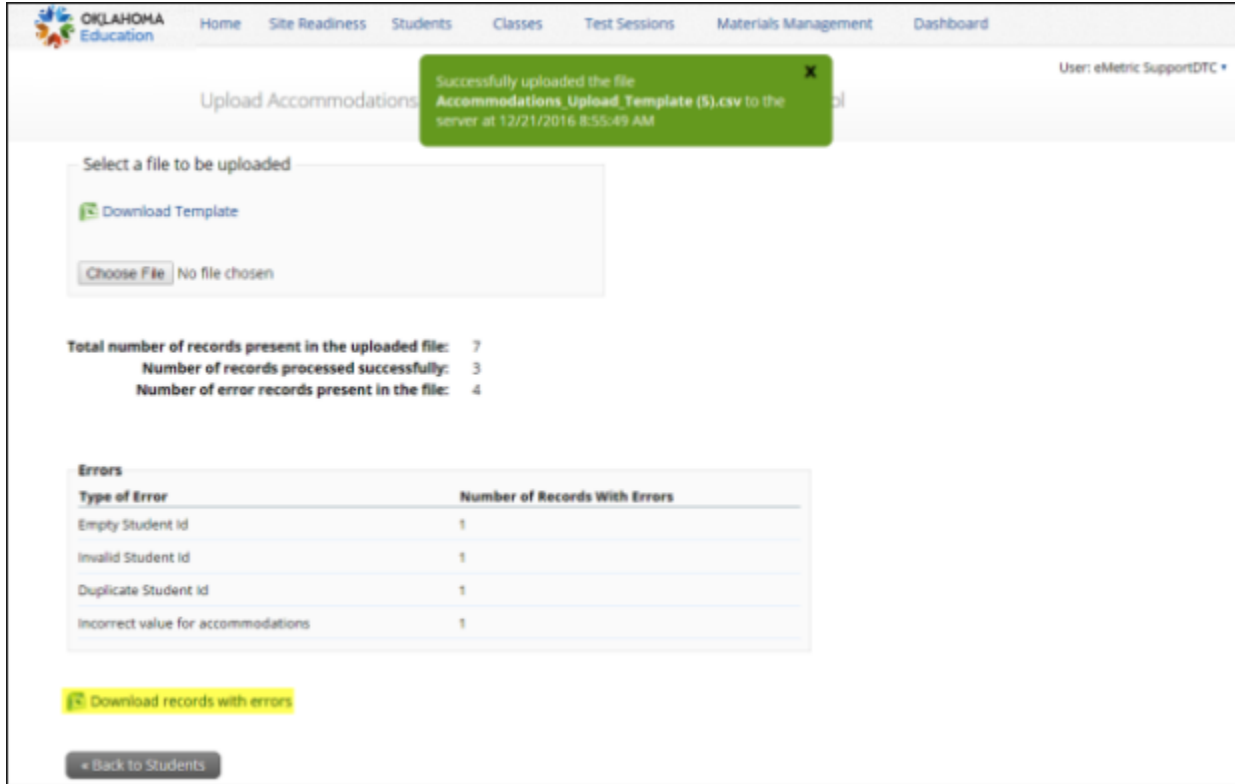


- Click **Choose File** and select the file saved on your computer and then click **Upload**.



- After uploading the accommodations file, a green confirmation message will pop-up with the date and time of the file upload. A summary of the file upload will also be provided. The summary will display the number of records that were successfully processed and the number of records that were not processed due to errors in the upload file.

Any records that were not successfully uploaded will be assigned an error message in the Type of Error section of the Error file. The records containing errors may be downloaded as a CSV file by clicking **Download records with errors** and re-uploaded back into the portal once corrected.



- You will repeat this process for all schools you are uploading accommodations for.

### Resolving Records with Errors

The following is a sample error file. The error file will contain two columns: State Student ID and Type of Error. State Student ID Number is the State Student ID Number associated with the records that are in error. Type of Error is the error associated with the record.

In this example, five records were not processed in the file upload.

	A	B
1	State Student ID Number	Type of Error
2		Empty Student Id (1)
3	95550973900	Invalid Student Id
4	956756505	Duplicate Student Id
5	957733719	Incorrect value for accommodations

The table below will provide you the next steps to resolve any errors in your accommodations upload file. Once you have resolved the records with errors in your file, you will save the file as a CSV and re-upload into the OSTP Portal.

<i>Error File Type of Error</i>	<i>Result</i>	<i>Next Steps</i>
Empty Student ID	Student ID field was left blank	Add correct Student ID.
Invalid Student ID	Student ID value does not exist.	Correct the student ID in the upload file. Save and upload the updated file.
Duplicate Student ID	Student ID value was listed multiple times	Remove rows that contain a duplicate student ID.
Incorrect Value for Accommodation	A value other than, 0, 1, or a blank was placed in one or more of the accommodations columns.	Remove or replace the invalid values with values of 0, 1, or blank. Save and upload the updated file.

## Key Information about Accommodations Upload

- Accommodation upload files must be in CSV format.
- The file upload record limit is 1000 records per file.
- The column headers in the uploaded file must match the Accommodations upload template.
- Outside of the operational testing window accommodations upload is available 24 hours a day.
- The accommodations upload is available from 7:00 PM to 7:00 AM daily during the operational testing window.
- Valid values in the accommodations fields in the accommodations upload file are blank, 0, and 1.
  - Blank = no action
  - 0 = remove accommodation
  - 1 = add accommodation