



Accommodations Upload Quick Guide

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



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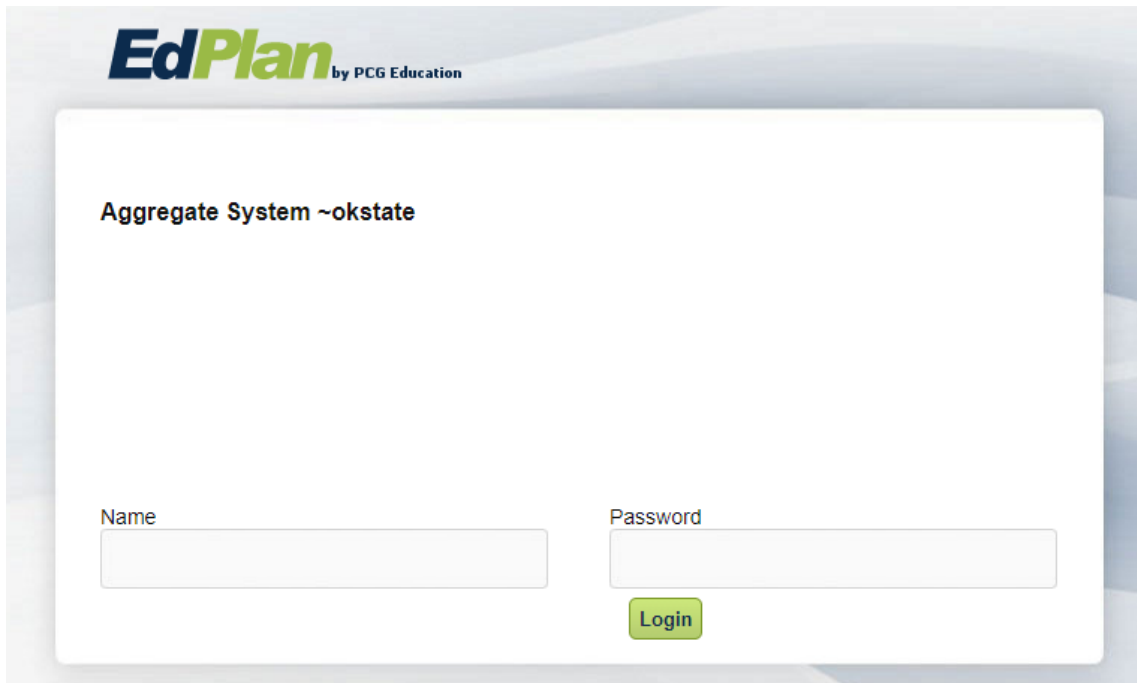
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Extracting the eMetric Report in OK EdPlan

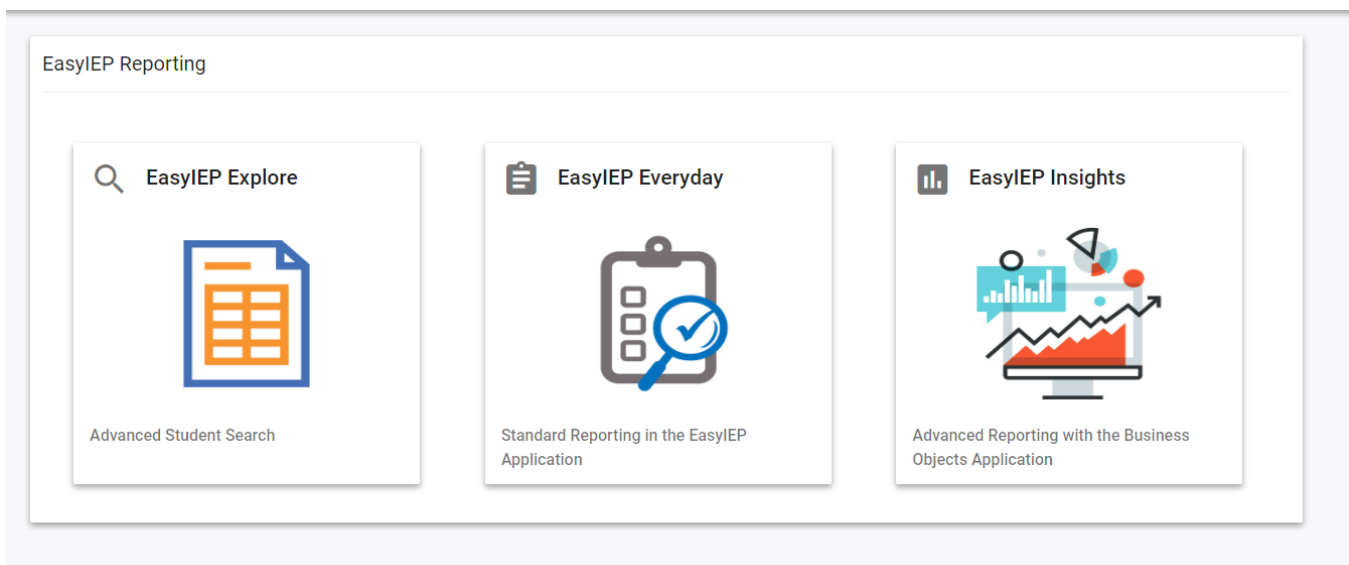
1. Log on to OK EdPlan

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



The image shows the EdPlan login interface. At the top left is the EdPlan logo with the text "by PCG Education". Below the logo, the text "Aggregate System ~okstate" is displayed. The login form consists of two input fields: "Name" and "Password". Below the "Password" field is a green "Login" button.

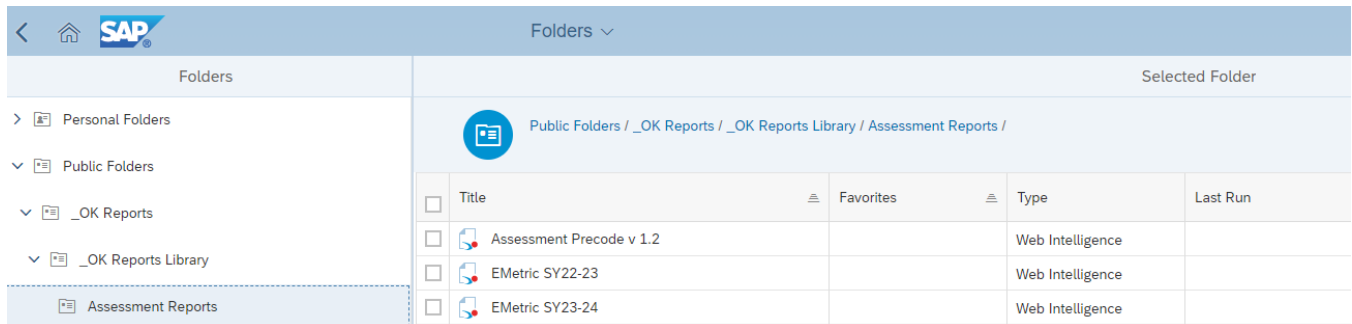
- ### 2. On the main menu of OK EdPlan, choose **Reports** then select **EasyIEP Insights**. A new window will open.



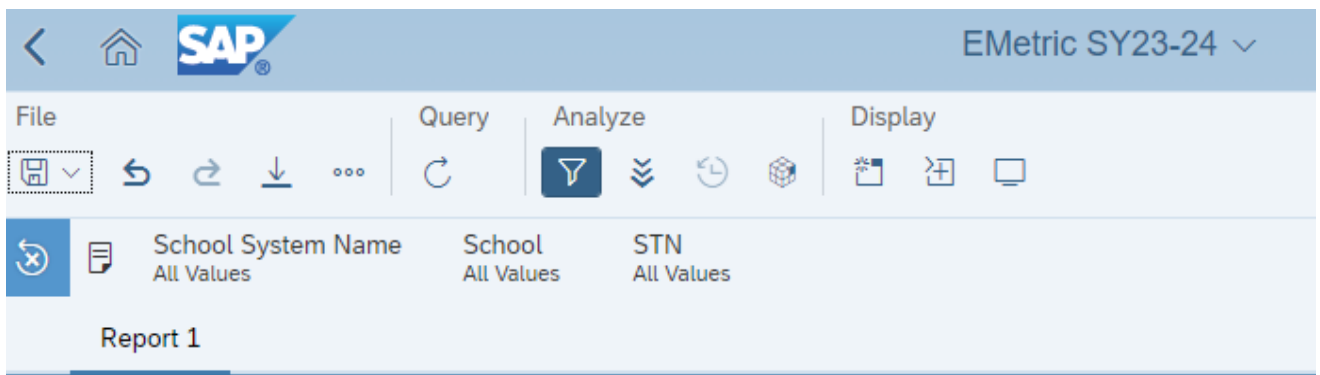
The image shows the EasyIEP Reporting menu. The title "EasyIEP Reporting" is at the top. Below the title are three menu items, each with an icon and a description:

- EasyIEP Explore**: Icon of a document with a grid. Description: "Advanced Student Search".
- EasyIEP Everyday**: Icon of a clipboard with a checkmark. Description: "Standard Reporting in the EasyIEP Application".
- EasyIEP Insights**: Icon of a computer monitor with a bar chart and a line graph. Description: "Advanced Reporting with the Business Objects Application".

3. On the left side of the Advanced Reporting Window, click **Public Folders > _OK Reports > _OK Reports Library > Assessment Reports**.
 - Then select the **EMetric SY 23-24** report. The report will display in the internet browser.

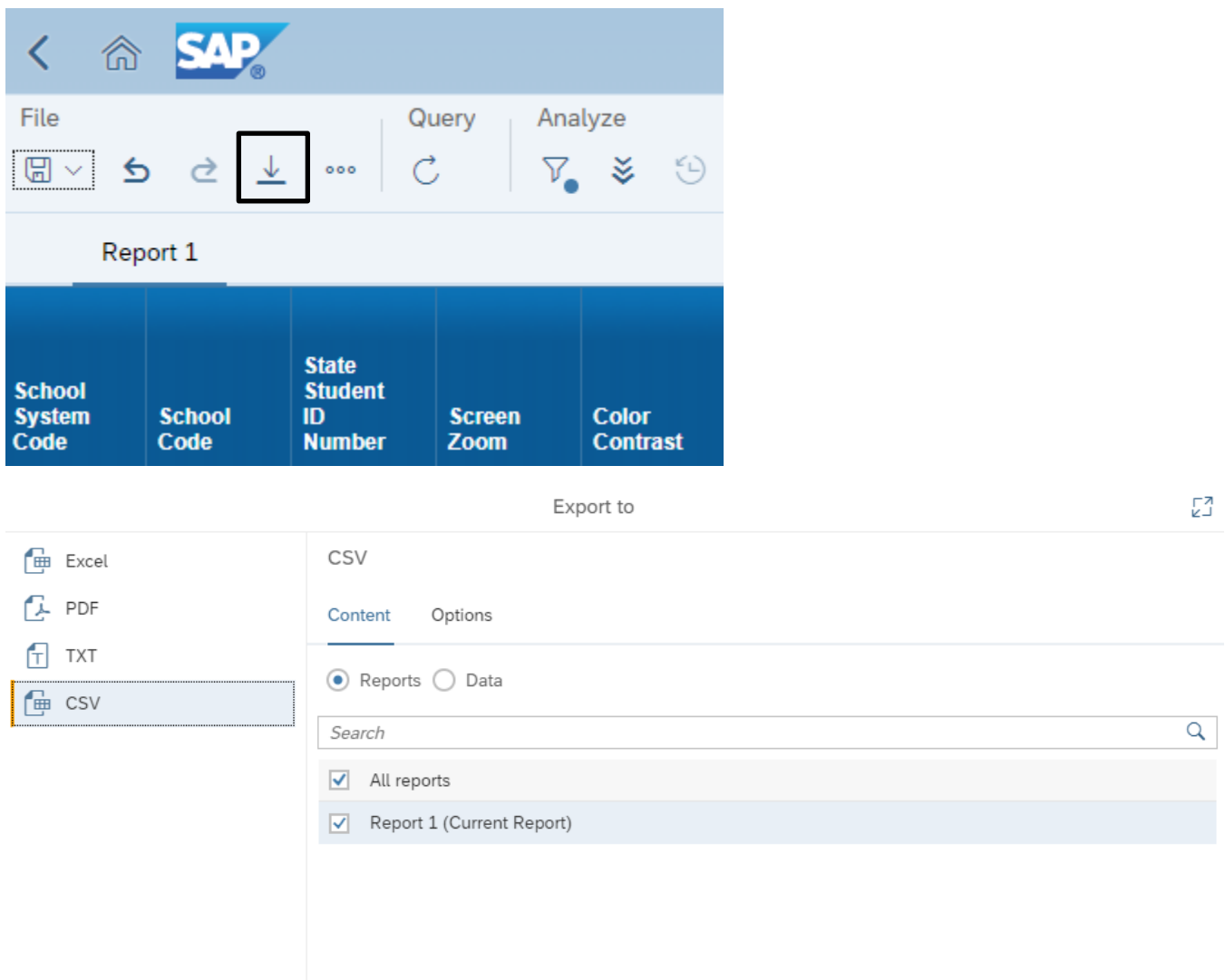


4. Under the heading **Analyze**, select the filter icon. This will allow you to select the School System Name and the school.
 - The OSTP Portal will require you to upload one report per site.



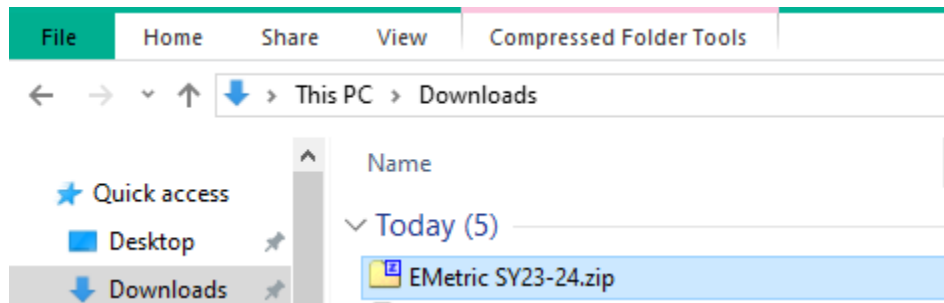
5. Review the document for accuracy.
 - **All corrections need to be done through finalized IEPs in OK EdPlan.**
 - Updates to Advanced Reporting will take 24 hours.
 - Run the report again in Advanced Reporting to review for accuracy.
 - Repeat this process as necessary.

6. Choose the **Export** symbol > **Export Document As** option > **CSV Archive** option.

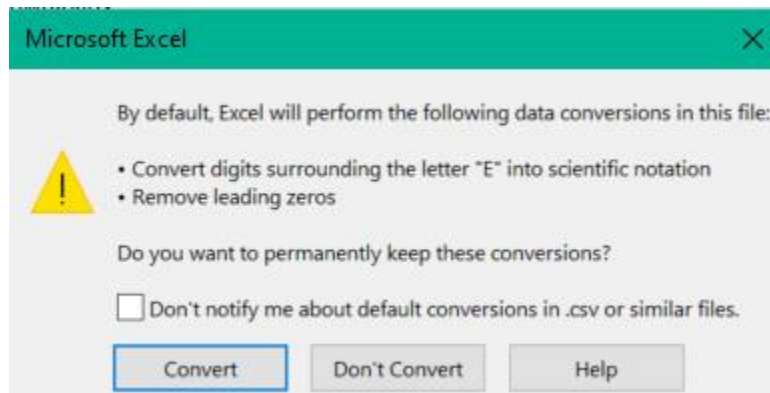


The screenshot shows the SAP interface for exporting a report. At the top, there is a navigation bar with a back arrow, a home icon, and the SAP logo. Below this is a menu bar with 'File', 'Query', and 'Analyze' options. The 'File' menu is open, showing icons for save, undo, redo, and a download icon (a square with a downward arrow) which is highlighted with a black box. Below the menu bar, the report title 'Report 1' is displayed. The main content area shows a table with the following columns: 'School System Code', 'School Code', 'State Student ID Number', 'Screen Zoom', and 'Color Contrast'. Below the table, there is an 'Export to' section with a search icon. On the left side of the 'Export to' section, there is a list of export formats: Excel, PDF, TXT, and CSV. The CSV option is highlighted with a blue border. On the right side of the 'Export to' section, there is a 'CSV' heading, followed by 'Content' and 'Options' tabs. Under the 'Options' tab, there are two radio buttons: 'Reports' (selected) and 'Data'. Below this is a search bar with the text 'Search' and a magnifying glass icon. At the bottom, there are two checked items in a list: 'All reports' and 'Report 1 (Current Report)'. The 'Report 1 (Current Report)' item is highlighted with a blue background.

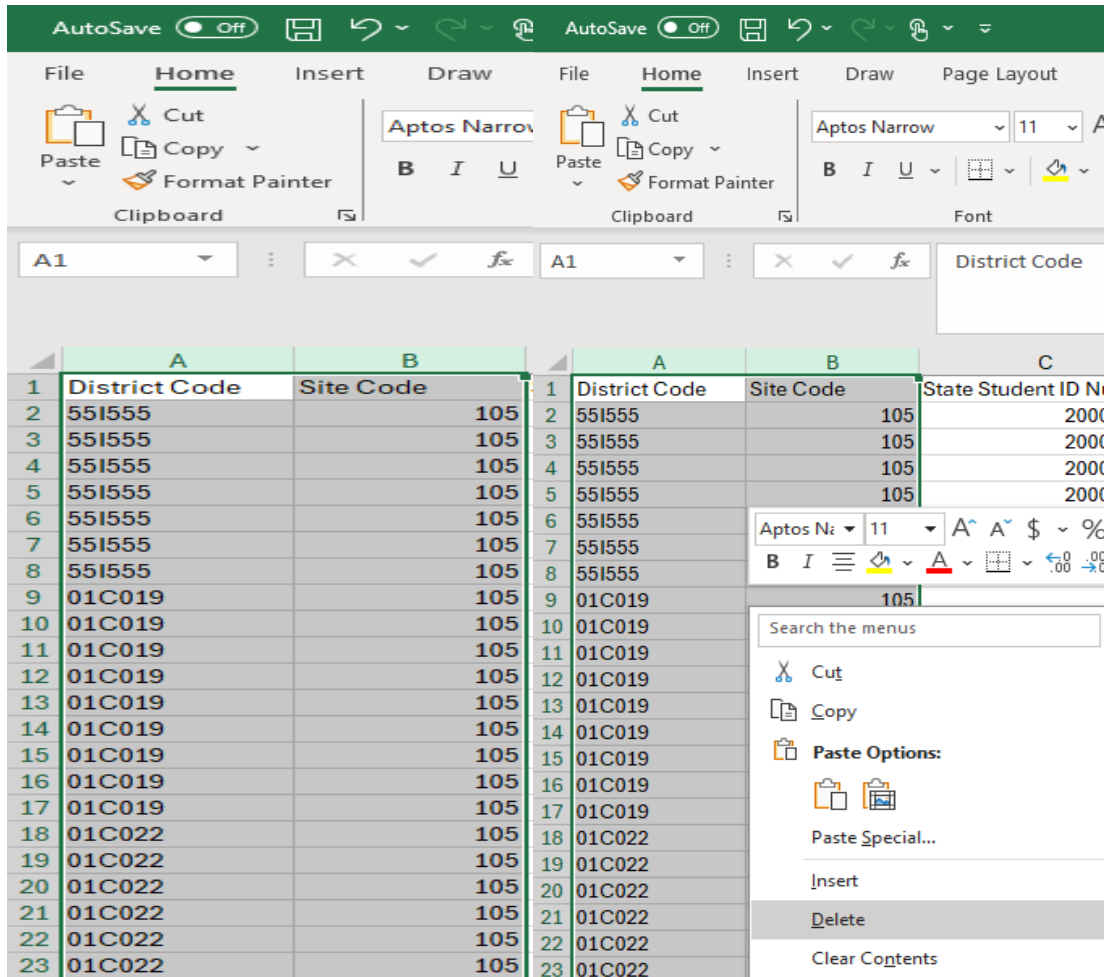
7. Choose **EXPORT** (Default options will remain unchanged). The report will download to your Downloads folder.
8. Locate the zip file in your computer's download folder and open it using Microsoft Excel.



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

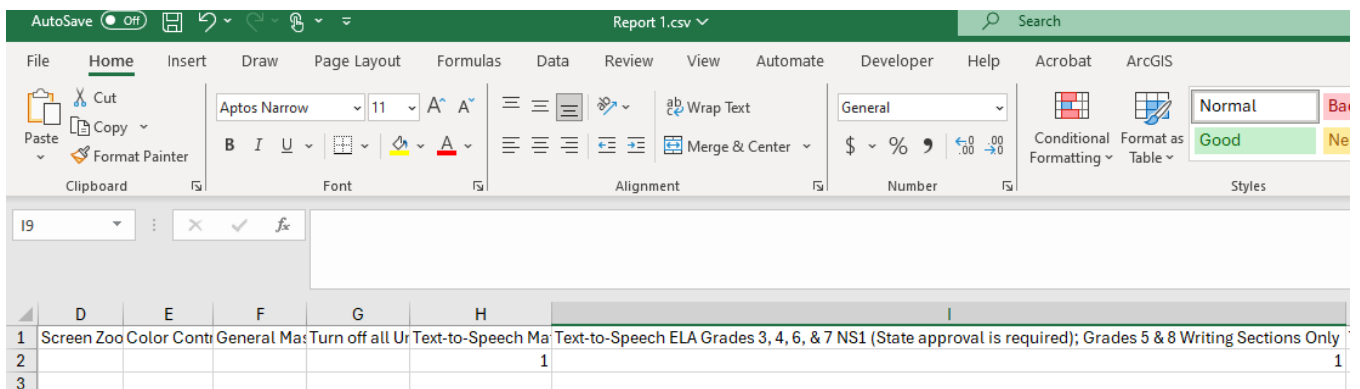


10. Highlight columns A & B, right-click and select **Delete**. If prompted, select **Shift Cells Left**.



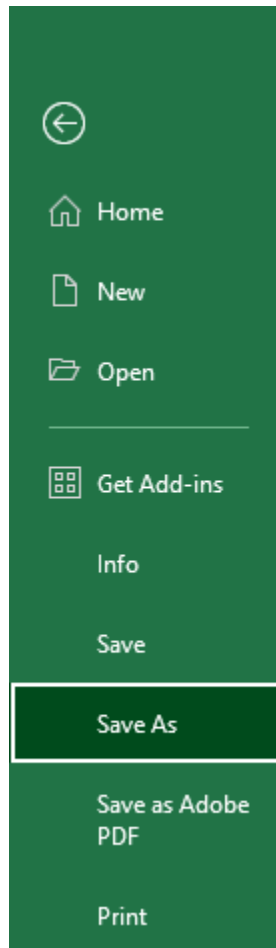
	A	B	A	B	C
1	District Code	Site Code	District Code	Site Code	State Student ID Nu
2	551555	105	551555	105	2000
3	551555	105	551555	105	2000
4	551555	105	551555	105	2000
5	551555	105	551555	105	2000
6	551555	105	551555	105	
7	551555	105	551555	105	
8	551555	105	551555	105	
9	01C019	105	01C019	105	
10	01C019	105	01C019	105	
11	01C019	105	01C019	105	
12	01C019	105	01C019	105	
13	01C019	105	01C019	105	
14	01C019	105	01C019	105	
15	01C019	105	01C019	105	
16	01C019	105	01C019	105	
17	01C019	105	01C019	105	
18	01C022	105	01C022	105	
19	01C022	105	01C022	105	
20	01C022	105	01C022	105	
21	01C022	105	01C022	105	
22	01C022	105	01C022	105	
23	01C022	105	01C022	105	

11. Scroll to column I. Ensure that only students in grades 3-8 who have received state approval have a “1” in this column.



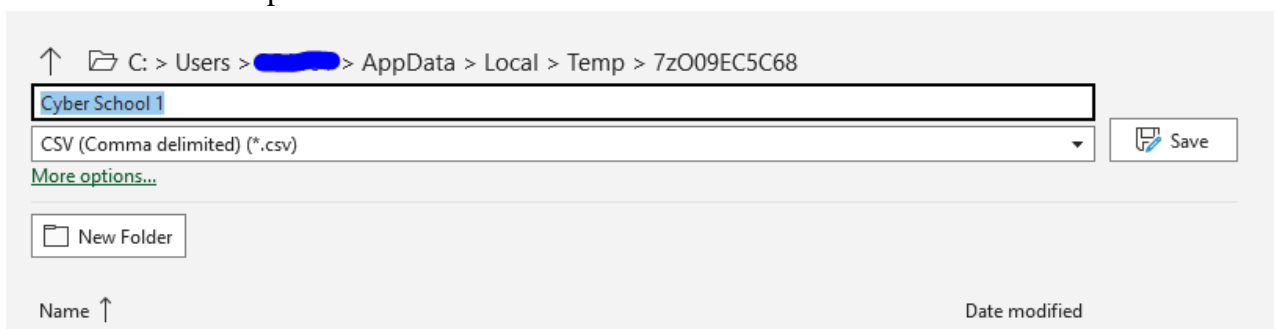
	D	E	F	G	H	I
1	Screen Zoo Color Contn General Mas	Turn off all Ur	Text-to-Speech Ma			Text-to-Speech ELA Grades 3, 4, 6, & 7 NS1 (State approval is required); Grades 5 & 8 Writing Sections Only
2					1	
3						

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**.

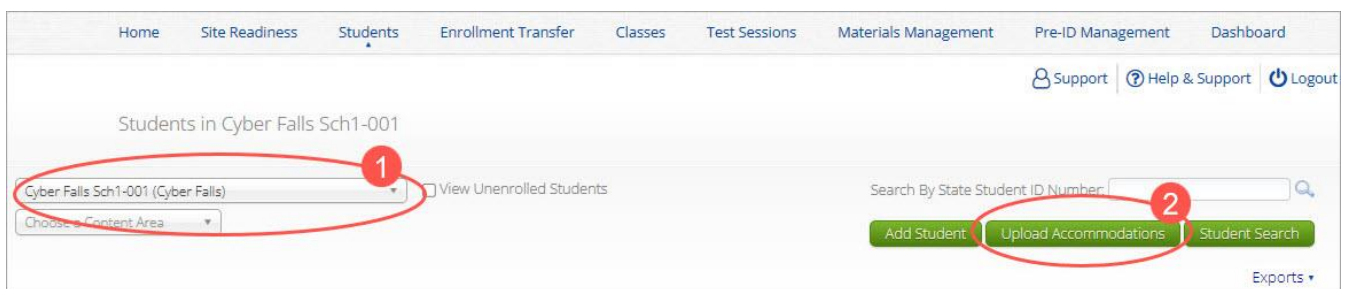
- **NOTE:** This file does not contain accommodations for EL students. Those accommodations will need to be uploaded at another time.



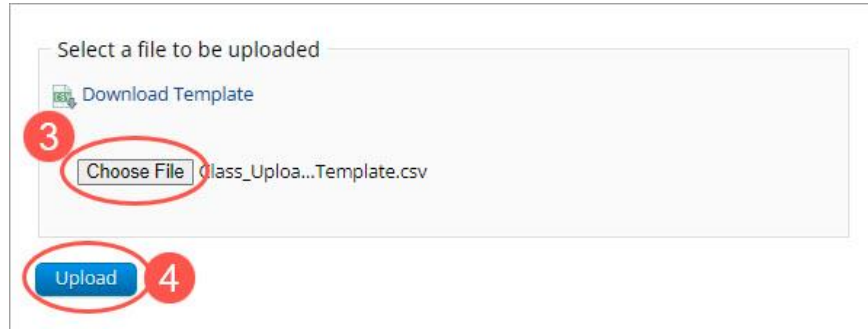
Uploading to the OSTP Portal

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 **Administration**.
- Navigate to the Students tab by clicking on the **Students** tab at the top of the page.
- Select the school from the drop-down menu for which you are uploading accommodations and then click **Upload Accommodations**.




- Click **Choose File**, 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.

 Home Site Readiness **Students** Enrollment Transfer Classes Test Sessions Materials Management

Upload Accommodations for Student

Successfully uploaded the file **Class_Upload_Accommodations_Template.csv** to the server at 1/3/2024 8:42:07 PM ✕

Select a file to be uploaded

Download Template

No file chosen

Total number of records present in the uploaded file: 7
Number of records processed successfully: 3
Number of error records present in the file: 4

Errors

Type of Error	Number of Records With Errors
Empty Student Id	1
Invalid Student Id	1
Duplicate Student Id	1
Incorrect value for accommodations	1

Download records with errors

« Back to Students

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

Resolving Records with Errors

The following is a sample error file. The error file will contain two columns: State Student ID Number 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 with 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 it 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, the 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 accommodation fields in the accommodations upload file are blank, 0, and 1.
 - Blank = no action
 - 0 = remove accommodation
 - 1 = add accommodation