



**OKLAHOMA**  
**Education**

## **Accommodations Upload Quick Guide**

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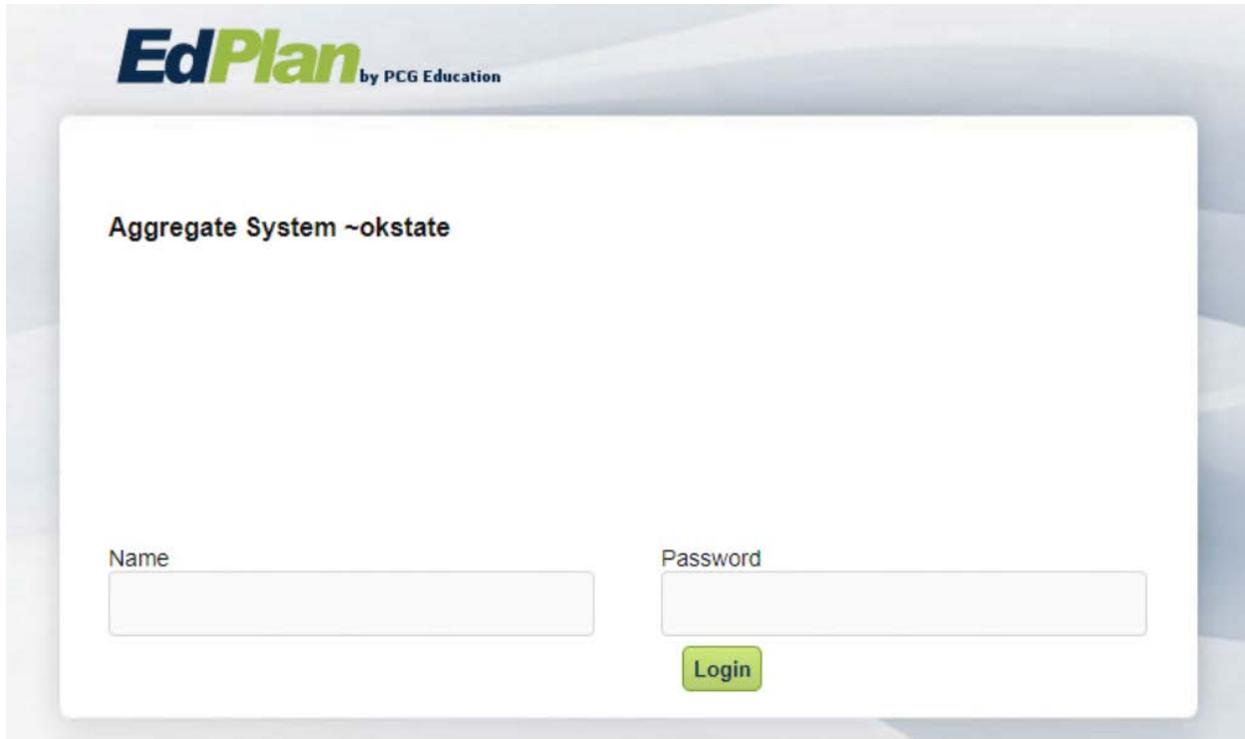
2025 – 2026 Test Administration

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## I. Extracting the eMetric Report in OK EdPlan

1. Log on to OK EdPlan.
  - o Type your username (First name space last name) & type in your password



EdPlan by PCG Education

Aggregate System ~okstate

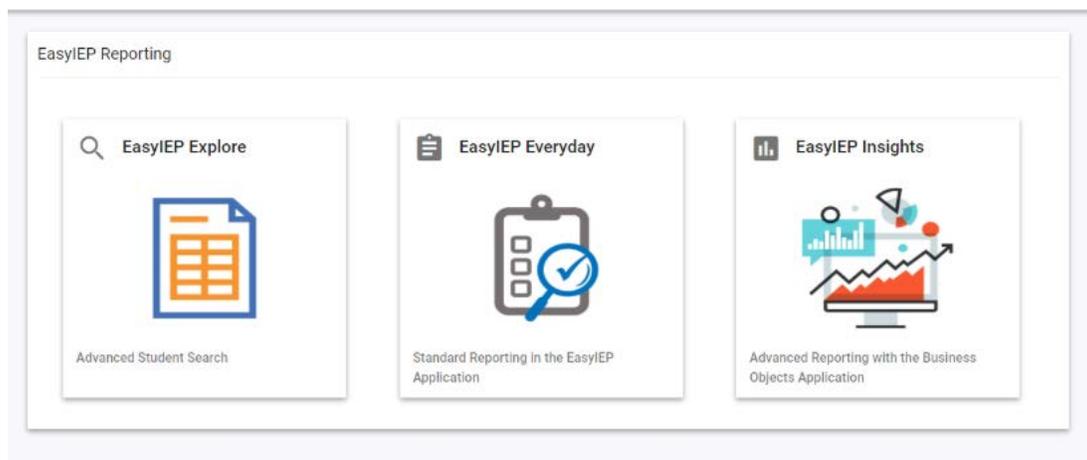
Name

Password

Login

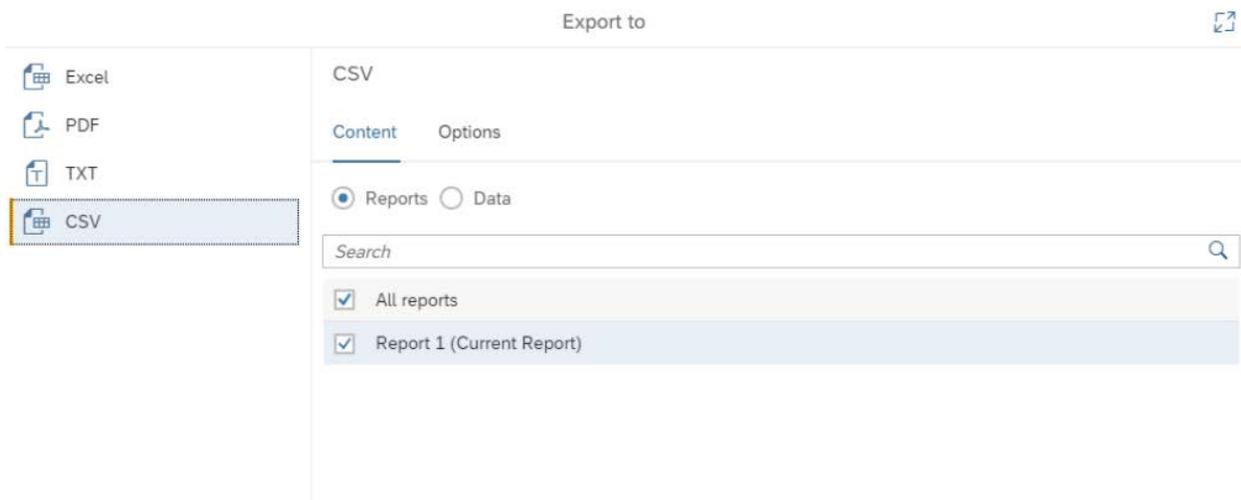
If prompted, update questions and log in

2. On the main menu of your district in OK EdPlan, choose **Reports** select **EasyIEP Insights**. A new window will open.

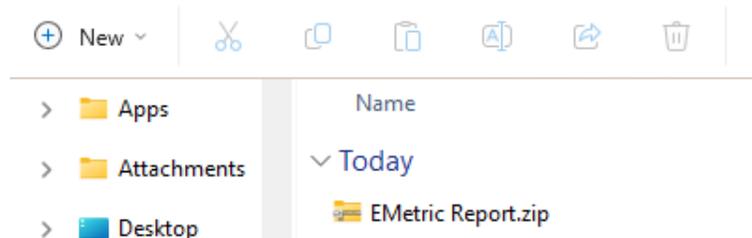


3. At the top of the EasyIEP Insights home page, select **Folders**. On the left side of the Advanced Reporting Window, click **Folders** > **Public Folders** > **\_OK Reports** > **\_OK Reports Library** > **Assessment Report**.
  - o Then select the EMetric Report. The report will be displayed in the internet browser.

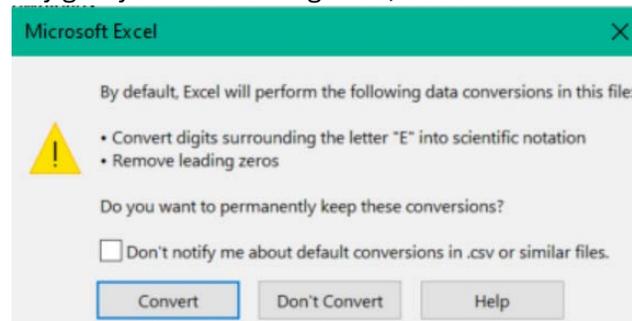




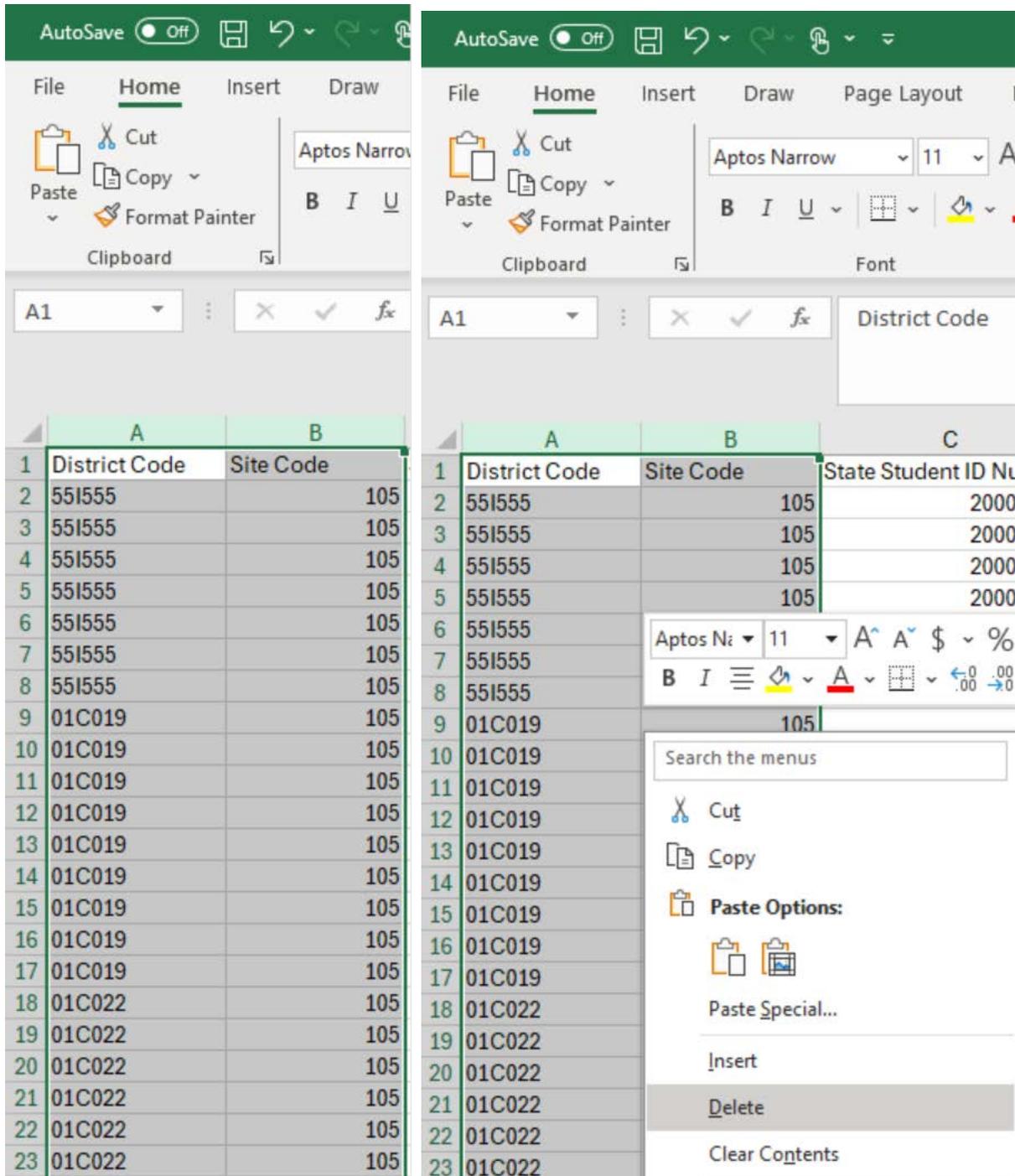
7. Choose EXPORT (Default options will remain unchanged). The report will download to your Downloads folder.[Text Wrapping Break]
8. Locate the zip file in your computer's download folder and open it using Microsoft Excel.



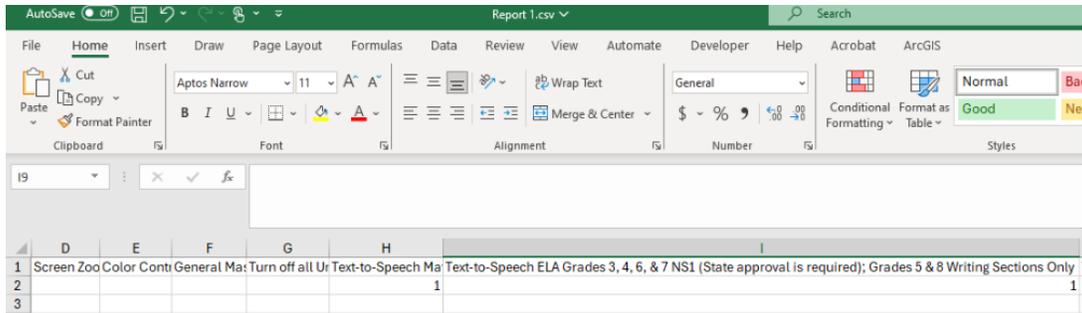
9. Microsoft Excel may give you this warning. If so, select the X.



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

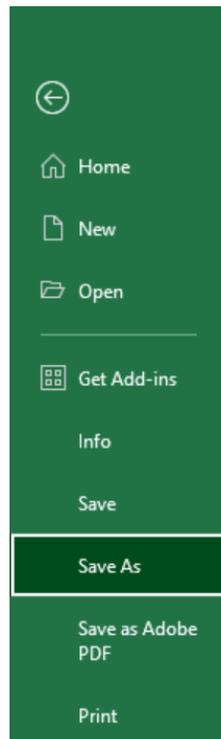


11. Insert a new column between column G and column H. Duplicate the information from column G to the new, blank column H. Your spreadsheet should now start with Column A “State Student ID Numbers” and end with column Z “EL with Accommodations US History (Grade 11)”.



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

13. Select File > Save As



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

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



## II. Uploading to the OSTP Portal

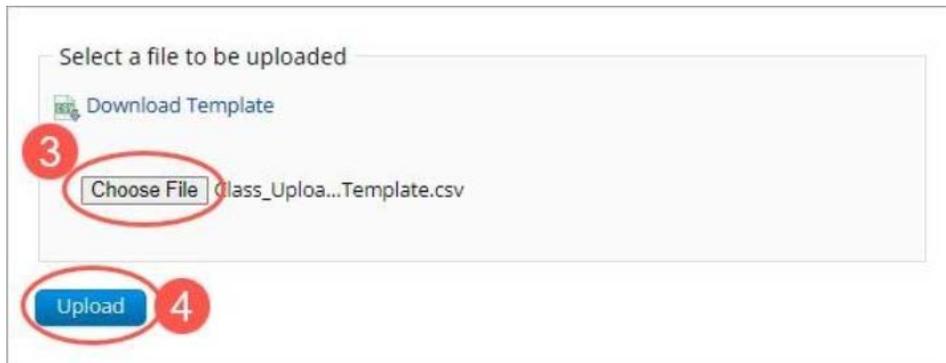
After you have downloaded reports for each site, you are ready to upload those CSV files to the OSTP Portal.

- Log into the [OSTP Portal](#).
- Click **Administration**.
- Click the **Students** tab at the top of the page.



- Select the school for which you are uploading accommodations from the drop-down menu; then click **Upload Accommodations**.

**Note:** You do not need to choose a content area.



- 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.

OKLAHOMA Education

Home Site Readiness Students Enrollment Transfer Classes Test Scheduling

Successfully uploaded the file: Cyber\_Falls\_Sch1-001\_20241204-T125728.csv to the server at 12/4/2024 6:58:21 PM

Upload Accommodations

Select a file to be uploaded

Download Template

Choose File No file chosen

Total number of records present in the uploaded file: 13  
 Number of records processed successfully: 11  
 Number of error records present in the file: 2

Type of Error	Number of Records With Errors
Empty Student Id	1
Invalid Student Id	0
Duplicate Student Id	0
Incorrect value for accommodations	1

Download records with errors

Back to Students

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

## A. 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.

Error File Type of Error	Result	Next Steps
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.

### III. 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