

Hands On ASF File Training



Sort Options



- Sort A: Building \ Student
- Sort B: Building \ Home Room \ Student
- Sort C: Building \ Test Room \ Student
- Sort D: Building \ Teacher \ Student
- Sort E: Building \ Course Section \ Student
- Sort F: Building \ Teacher \ Course Section \ Student



Assessment Sort File (ASF)

- In order to have a **SPECIFIC** teacher's name on the answer sheets and in the IDW reports we have to import an **Assessment sort File (ASF)**.
- The ASF has to be provided to us by the District.
 - You can choose which teacher's name will be used. This is **only** for sorting and IDW reports.
 - Co-Teachers can be displayed
- Adjustments can be made after processing is done.



Assessment Sort File (ASF)

T	StuID	TC	Rm\Crs\Sec	Staff Last Name	Staff First Name

Field	Required/Optional	Length	Comments
T	Required	1	T This is an identifier it must be T
StuID	Required	9	Include Leading Zeros
TC	Required	3	Test Code:
			800=Grade 3 ELA 804=Grade 6 ELA
			801=Grade 3 Math 805=Grade 6 Math
			006=Grade 4 ELA 806=Grade 7 ELA
			008=Grade 4 Math 807=Grade 7 Math
			029=Grade 4 Sci 009=Grade 8 ELA
			802=Grade 5 ELA 010=Grade 8 Math
			803=Grade 5 Math 034=Grade 8 Sci
Rm\Crs	Required	12	Alpha/Numeric. Use to indicate Test Room, Home Room or Course/Section
StaffLastName	Optional	25	Use if you want a Staff Name other than whats in SSC printed on answer sheet and on your IDW Reports. Co-teachers can be used. No commas. Dashes OK
StaffFirstName	Optional	20	


***This is a "fixed-width" file. Each column width should match the Length for that field.**

Assessment Sort File

T	Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName

1. Set Column Widths
2. Format Columns as Text

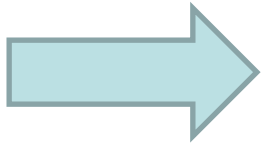
Assessment Sort File



T	Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName

Field	Required/ Optional	Length	Comments
T	Required	1`	T This is an identifier telling what the record is for.
Stu ID	Required	9	Include Leading Zeros
TC	Required	3	Test Code: 800=Grade 3 ELA 804=Grade 6 ELA 801=Grade 3 Math 805=Grade 6 Math 006=Grade 4 ELA 806=Grade 7 ELA 008=Grade 4 Math 807=Grade 7 Math 029=Grade 4 Sci 009=Grade 8 ELA 802=Grade 5 ELA 010=Grade 8 Math 803=Grade 5 Math 034=Grade 8 Sci
Rm\Crs	Required	12	Alpha/Numeric. Use to indicate Test Room or Course/Section
Staff Last Name	Optional	25	Use if you want a Staff Name other than whats in SSC printed on answer sheet and on your IDW Reports. Co- teachers can be used. No commas. Dashes OK
Staff First Name	Optional	20	

Assessment Sort File



T	Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName
T					
T					
T					
T					
T					
T					
T					
T					
T					
T					

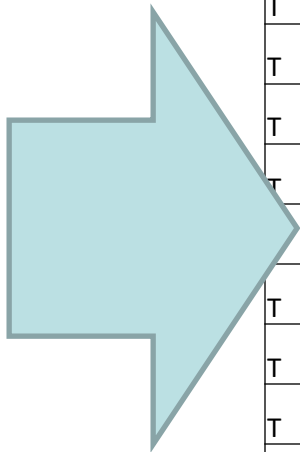
“T” for Everyone. Copy and Paste the “T” into all rows

Assessment Sort File

T	Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName

Field	Required/ Optional	Length	Comments
T	Required	1`	T
Stu ID	Required	9	Include Leading Zeros
TC	Required	3	Test Code: 800=Grade 3 ELA 804=Grade 6 ELA 801=Grade 3 Math 805=Grade 6 Math 006=Grade 4 ELA 806=Grade 7 ELA 008=Grade 4 Math 807=Grade 7 Math 029=Grade 4 Sci 009=Grade 8 ELA 802=Grade 5 ELA 010=Grade 8 Math 803=Grade 5 Math 034=Grade 8 Sci
Rm\Crs	Required	12	Alpha/Numeric. Use to indicate Test Room or Course/Section
Staff Last Name	Optional	25	Use if you want a Staff Name other than whats in SSC printed on answer sheet and on your IDW Reports. Co- teachers can be used. No commas. Dashes OK
Staff First Name	Optional	20	

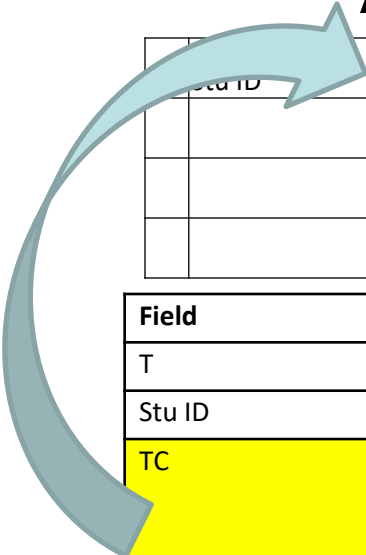
Assessment Sort File



T	Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName
T	000123456				
T	000234567				
T	000345678				
T	000456789				
T	000567891				
T	000678912				
T	000789123				
T	000891234				

Include Leading Zeros

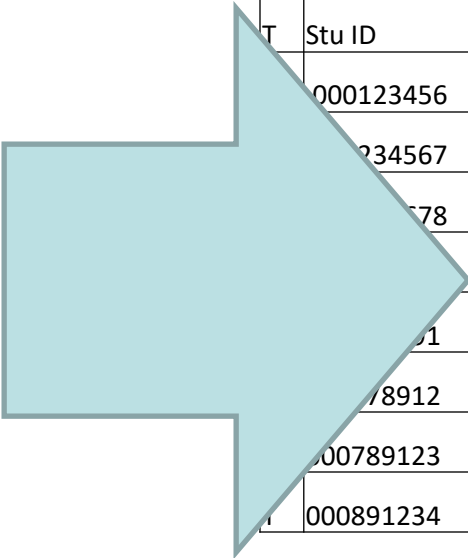
Assessment Sort File



Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName

Field	Required/ Optional	Length	Comments
T	Required	1	T
Stu ID	Required	9	Include Leading Zeros
TC	Required	3	Test Code: 800=Grade 3 ELA 804=Grade 6 ELA 801=Grade 3 Math 805=Grade 6 Math 006=Grade 4 ELA 806=Grade 7 ELA 008=Grade 4 Math 807=Grade 7 Math 029=Grade 4 Sci 009=Grade 8 ELA 802=Grade 5 ELA 010=Grade 8 Math 803=Grade 5 Math 034=Grade 8 Sci
Rm\Crs	Required	12	Alpha/Numeric. Use to indicate Test Room or Course/Section
Staff Last Name	Optional	25	Use if you want a Staff Name other than whats in SSC printed on answer sheet and on your IDW Reports. Co- teachers can be used. No commas. Dashes OK
Staff First Name	Optional	20	

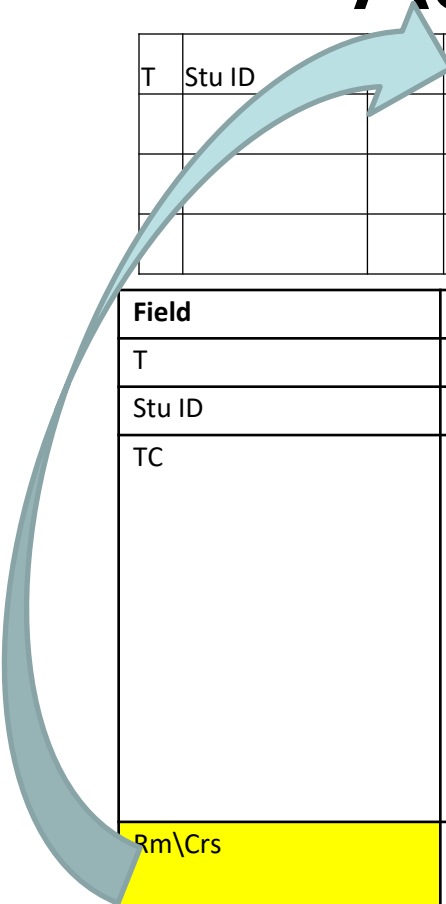
Assessment Sort File



T	Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName
	000123456	802			
	000234567	802			
	000345678	802			
	000456789	802			
	000567890	802			
	000678901	802			
	000789123	802			
	000891234	802			

Enter Appropriate Code for
Assessment and Level
(802 is Gr. 5 ELA)

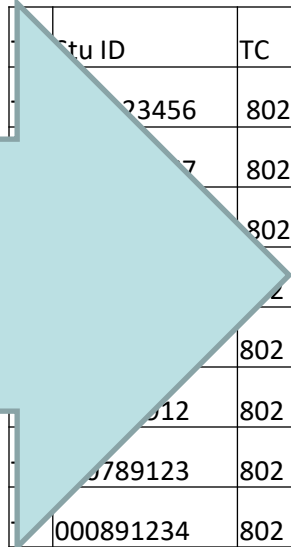
Assessment Sort File



T	Stu ID	Rm\Crs	StaffLastName	StaffFirstName

Field	Required/ Optional	Length	Comments
T	Required	1`	T
Stu ID	Required	9	Include Leading Zeros
TC	Required	3	Test Code: 800=Grade 3 ELA 804=Grade 6 ELA 801=Grade 3 Math 805=Grade 6 Math 006=Grade 4 ELA 806=Grade 7 ELA 008=Grade 4 Math 807=Grade 7 Math 029=Grade 4 Sci 009=Grade 8 ELA 802=Grade 5 ELA 010=Grade 8 Math 803=Grade 5 Math 034=Grade 8 Sci
Rm\Crs	Required	12	Alpha/Numeric. Use to indicate Test Room or Course/Section
Staff Last Name	Optional	25	Use if you want Staff Name printed on sheet and/ or sort D is chosen
Staff First Name	Optional	20	Use if you want Staff Name printed on sheet and/ or sort D is chosen

Assessment Sort File



Stu ID	TC	Rm\Crs	StaffLastName	StaffFirstName
23456	802	1020-21		
7	802	1020-21		
	802	1020-21		
		1020-21		
	802	1020-21		
12	802	1020-21		
0789123	802	1020-21		
000891234	802	1020-21		

Enter Course\Section
or
Room Number

Assessment Sort File

T	Stu ID	TC	Rm\Crs	Name	StaffFirstName

Field	Required/ Optional	Length	Comments
T	Required	1`	T
Stu ID	Required	9	Include Leading Zeros
TC	Required	3	Test Code: 800=Grade 3 ELA 804=Grade 6 ELA 801=Grade 3 Math 805=Grade 6 Math 006=Grade 4 ELA 806=Grade 7 ELA 008=Grade 4 Math 807=Grade 7 Math 029=Grade 4 Sci 009=Grade 8 ELA 802=Grade 5 ELA 010=Grade 8 Math 803=Grade 5 Math 034=Grade 8 Sci
Rm\Crs	Required	12	Alpha/Numeric. Use to indicate Test Room or Course/Section
Staff Last Name	Optional	25	Use if you want a Staff Name SSC printed on answer sheet and on your IDW Reports. Co-teachers can be used. No commas. Dashes OK
Staff First Name	Optional	20	

Assessment Sort File



T	tu ID	TC	Rm\Crs	StaffLastName	StaffFirstName
T	23456	802	1020-21S	Witt	Stephanie
T	7	802	1020-21S	Witt	Stephanie
T		802	1020-21SF	Witt	Werner
T			1020-21SF	Witt	Werner
T		802	1020-21F	Werner	Fran
T	2	802	1020-21F	Werner	Fran
T	39123	802	1020-21F	Werner	Fran
T	000891234	802	1020-21F	Werner	Fran

Enter Teacher Name Or Co-Teacher Names

****Remember****

Rm\Crs Staff Name combo must be unique

The same course cannot be assigned to different teachers

Assessment Sort File

Once completed you will:



- Confirm column Widths
- Remove the headings
- Save as a *Formatted text (space delimited) (.prn)* file.
- Name file: *ASF_DistrictName_ELA3_2022)*
- Post on the FTP site
- Notify your Boces Coordinator

Excel Workbook (*.xlsx)
Excel Macro-Enabled Workbook (*.xlsm)
Excel Binary Workbook (*.xlsb)
Excel 97-2003 Workbook (*.xls)
CSV UTF-8 (Comma delimited) (*.csv)
XML Data (*.xml)
Single File Web Page (*.mht, *.mhtml)
Web Page (*.htm, *.html)
Excel Template (*.xlt)
Excel Macro-Enabled Template (*.xltm)
Excel 97-2003 Template (*.xlt)
Text (Tab delimited) (*.txt)
Unicode Text (*.txt)
XML Spreadsheet 2003 (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)
Formatted Text (Space delimited) (*.prn)
Text (Macintosh) (*.txt)
Text (MS-DOS) (*.txt)
CSV (Macintosh) (*.csv)
CSV (MS-DOS) (*.csv)

Assessment Sort File

ASF_NassauBOCES_ELA3_2021.prn - Notepad

File	Edit	Format	View	Help
T0001234568021020-21S	Witt			Stephanie
T0001234578021020-21S	Witt			Stephanie
T0001234588021020-21SW	Witt			Werner
T0001234598021020-21SW	Witt			Werner
T0001234608021020-21F	Werner			Fran
T0001234618021020-21F	Werner			Fran
T0001234628021020-21F	Werner			Fran
T0001234638021020-21F	Werner			Fran

Congratulations!

You're Done

