


## Step 3 Importing Regents Exam Scores into Report Cards

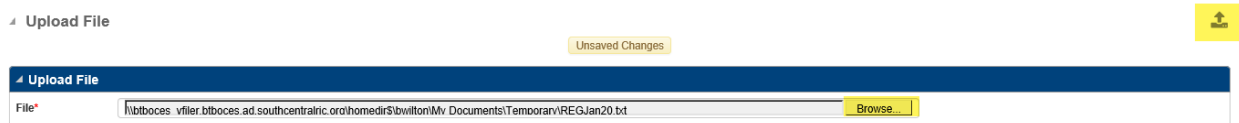
1. To obtain a score file of Regents Exam scores for importing please enter a ServiceNow Request at: <https://scric.service-now.com>. We will attach the file to the request.

2. Receive and prepare Regents Exam score file for import.

- Open the file in ServiceNow.
- If you're prompted for a location, navigate to the location where you wish to save the file. Enter a short but meaningful report name. Typically, the file name would start with REG followed by month of test (Jan, Jun) followed by the School year (for example: REGJan19, REGJun19, REGJan20, REGJun20 etc...). **Do not use underscores in file name.**
- If the file automatically goes to a Download folder, open file received with **Notepad**. **(Do not open in Excel as it will reformat the file.) The file is already in Text (tab delimited) format.** Select File/Save As. Navigate to the location where you wish to save the file. Enter a short but meaningful report name. Typically, the file name would start with REG followed by month of test (Jan, Jun) followed by the School year (for example: REGJan19, REGJun19, REGJan20, REGJun20 etc...). **Do not use underscores in file name.**
- **THE EXAMPLE WE WILL USE IN THIS DOCUMENT IS FOR A JANUARY 2020 REGENTS. ADJUST TO MATCH THE MONTH AND SCHOOL YEAR OF THE REGENTS THAT YOU ARE IMPORTING.**

3. Upload Saved Regents Score Text File to Your Home Directory in eSchoolPlus

- Log into eSchoolPlus
- In Quick Search enter **Upload File**  
**(Administration > Utilities > Download & Upload > Upload File)**
- Browse to select the extract file you saved earlier.
- Select filename and click Upload file icon 



- When upload completes, verify that the file is in your reports.

Tasks and Reports



**Reports**

Total Reports:1 Using: 106.00 b

File Name	Modified Date	Size	
REGJan20	01/03/2020 11:59:22 AM	106.00 b	<input type="checkbox"/>

Page 1 of 1

**Running Tasks**

Total Running Tasks:0

Task	Start Time	Progress

**Scheduled Tasks**

Total Scheduled Tasks:0

Task	Run Time	Status	
			<input type="checkbox"/>

Page 1 of 0

#### 4. Prepare to Import Regents Exam Scores into Report Cards

- In Quick Search enter **Upload/Download Definition**  
(Administration > Utilities > Download & Upload > Upload/Download Definition)

Upload/Download Definition Simple Advanced

**Search Criteria**

**Search Results**

Page 1 of 1 | 100 | View 1 - 21 of 21

Upload/Download	Interface ID	Description	
U - Upload	500	<a href="#">PA SecureID Upload</a>	<input type="checkbox"/>
U - Upload	5DAY	<a href="#">5 Day Letter Upload</a>	<input type="checkbox"/>
D - Download	CACDL	<a href="#">Career Cruising Download</a>	<input type="checkbox"/>
U - Upload	CACUL	<a href="#">Career Cruising Upload</a>	<input type="checkbox"/>
U - Upload	CATUP	<a href="#">ACT 16 Category Code Upload</a>	<input type="checkbox"/>
D - Download	Comp	<a href="#">Competency Mark download</a>	<input type="checkbox"/>
U - Upload	DisUp	<a href="#">State District Upload</a>	<input type="checkbox"/>
D - Download	DSEF	<a href="#">District Student Eligibility File</a>	<input type="checkbox"/>
U - Upload	EPIMS	<a href="#">EPIMS Test</a>	<input type="checkbox"/>
D - Download	EW	<a href="#">Entry Withdrawal for STA</a>	<input type="checkbox"/>
U - Upload	HAC	<a href="#">Upload HAC logins and passwords</a>	<input type="checkbox"/>
U - Upload	JAN20	<a href="#">Upload Scanned Regents to MR-JAN 2020 Setup(tab delim)</a>	<input type="checkbox"/>
U - Upload	MRTSC	<a href="#">MR to Test Score Center</a>	<input type="checkbox"/>

- Select the Interface ID that corresponds with the Regents Exam scores that you are importing by clicking on the description link. (If the Upload Definition Search screen displays, select Search to bring up list.)

**There should be an Interface ID with a matching month/school year to your file.**

- Under Interface Headers, select the Expand icon next to Score – Regents Score. Make sure that the File Name matches the name of the Regents Exam score file that you just uploaded (and named). If it doesn't match, change it. (Do not use underscores in file name.) Save your changes.

Upload/Download Definition

Interface

Interface ID\* JAN20 Description\* Upload Scanned Regents to MR-JAN 2020 Setup(tab Upload/Download Upload

Interface Headers

SCORE - Regents Score

Description\* Regents Score Additional SQL

Header Order\* 1

File Name\* RegJan20.txt

Last Run Date 1/3/2020 9:49:25 AM

Delimiter Character T

Table Affected\* mr\_stu\_marks

## 5. Backup and verify upload information

- In Quick Search enter **Run Upload**  
(Administration > Utilities > Download & Upload > Run Upload)
- Select Interface ID that corresponds with the Regents Exam scores that you are importing. (Our example is JAN20.)
- Select “Run Mode - Verify upload data without updating database”
- Select “Update Existing Records”
- Select “Only Update Blank Fields”
- Import Directory select “Users report directory”
- Do a **Backup** Before Beginning – **DO NOT SKIP THIS STEP**

Run Upload

Prompts

Interface ID\* JAN20 - Upload Scanned Regents to MR-JAN 2020 Setup(tab delim)

Run Mode\*
  Verify upload data without updating database
  Run Upload

Insert New Records

Update Existing Records

Only Update Blank Fields

Import Directory\*
  User's Report Directory
  This Directory

Backup Restore

- **After** Backup completes, Run a **Verification** of the Import File

Run Upload

Interface ID\* JAN20 - Upload Scanned Regents to MR-JAN 2020 Setup(tab delim)

Run Mode\*
 

- Verify upload data without updating database
- Run Upload

Insert New Records

Update Existing Records

Only Update Blank Fields

Import Directory\*
 

- User's Report Directory
- This Directory

- After task completes, check the Run Upload Log that it generated in your Tasks and Reports. If the file contains the error 'The file [...] could not be found', check to make sure that filename.extension in the Upload Definition matches the file that is in your reports.

## 6. Import Regents Exam scores into report cards

- In Quick Search enter **Run Upload**  
(Administration > Utilities > Download & Upload > Run Upload)
- On the Run Upload screen
  - Select "Run upload"
  - Uncheck "Insert New Records"
  - Select "Update Existing Records"
  - Select "Only Update Blank Fields"
  - Select "User's Report Directory"
  - Click the Run icon

Run Upload

Interface ID\* JAN20 - Upload Scanned Regents to MR-JAN 2020 Setup(tab delim)

Run Mode\*
 

- Verify upload data without updating database
- Run Upload

Insert New Records

Update Existing Records

Only Update Blank Fields

Import Directory\*
 

- User's Report Directory
- This Directory

## 7. Check the Run Upload Log for errors:

**Error:** 'Record x: No students match the data for this record. Record skipped.'

**Reason:** The student ID in the import file does not exist in eSchoolPlus.

- In case of errors, scores will have to be entered manually.
- To determine the student scores that you have to enter manually, open the original score file you received & locate the records in error.

- If your log contains other errors or issues, **DO NOT RESTORE the backup** - Contact your ASAP Regents scoring contact in your district.

**8. Go to Report Card Summary or Report Card by Course and verify that Regents exam scores were imported and are correct.**

For Report Card Summary, choose a student and verify that the Regents mark appears correctly in the course.

For Report Card by Course, it may be helpful to use the Regents Preprint Extract Chart that you used in Step 2 - Extracting Demographic Records for Printing. Enter the Building, RC Run and Course-Section. Then click the Load Records icon. Verify that students enrolled in the course have Regents marks.

Report Card by Course

Report Card by Course
📄 ⌂ ↻ ⌚

**Selections**

Building\* 5001 - Best High School

RC Run\* 2 (MP: M2)

Course-Section\* 3002 - 2

Periods	Description	Teacher	Secondary Staff	Cycle Days	Marking Periods
8	Algebra 1 Regents Exam	0 - Staff, Staff		M, T, W, R, F	M1, M2, M3, M4

**Students**

Student ID	Name	Marks		Comments		Absences		🗑️
		REG	Ovr	CM1	CM2	ABS		
18	Kent, Clark	79	Ovr <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Ovr <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Important Notes:**

- If a student is not in the course/section contained in the score file their score will not import and will have to be entered manually. YOU WILL NOT GET A MESSAGE INDICATING THIS.
- If a student's Regents Exam has to be re-scored, the new score will have to be updated manually in eSchoolPLUS because the import will NOT replace existing Regents scores.
- Regents scores should NOT be imported to Level 0 by the district. They will be imported to Level 1 by the Data Warehouse team. (The only exception to this is January Physics.)