

How to Create Registration Groups

When students are imported into the DRC INSIGHT Portal, they are automatically assigned a generic registration by grade within the school.

- Grade 05 Science
- Grade 08 Science
- Grade 10 Science

However, if DTCs want to group students in other ways for testing, this is possible.

As shown in the PRI (Participant and Registration Import) file layout below, there is a column for registration name. When creating the PRI file, add a registration name to column AA for the students that should be grouped together. Any letters and/or numbers can be used in this field up to 100 characters. After the PRI is loaded and accepted into the DRC INSIGHT Portal, these students will be in one registration group.

For example, if all students from Ms. Jones's 5th grade class should be grouped together in one registration, add the words 'Ms. Jones Grade 5' to column AA of the PRI file.

Participant & Registration Import File Layout - Alaska Science Assessment						
File must contain a header row						
Ref	Column Name	Max Length	Required	Acceptable Values	Description	Examples
25	Science – Accommodations	3	N	+TTS = Text to Speech +BPN = Student Provided	This identifies the Student's Science Accommodation(s)	SPN POD or TTS BPN
27	Registration Name	100	N		Whatever is entered in this field will be accepted.	Name of Registration to be used to group or sort students.
28	Special Circumstances	3	N	+MW = Medical Waiver +MED = Medical Waiver +PRF = Parental Refusal +PDR = Parental Dispute +AB = Absent +TRN = Student Transfer	Special Circumstance Code reason for Student not taking the assessment.	MED
27	Registration Name	100	N	Whatever is entered in this field will be accepted.	Name of Registration to be used to group or sort students.	Ms Jones Grade 5
28	State Defined Optional Data	1	Y	State Defined Additional Data - Defined by State Numerics no longer than one character. Zeros is not a valid input.	This is the field that Alaska districts will use for the race and ethnicity field. Please use the codes below in this field.	1 1 - Caucasian 2 - African American 3 - Hispanic 4 - American Indian 5 - Asian or Pacific Islander 7 - Two or More Races 8 - Native Hawaiian or Pacific Islander



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