How to Create Registration Groups

ALASKA SCIENCE ASSESSMENT

Quick Guide

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.

| 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 |