

## 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.

## Quick Guide

- 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 5<sup>th</sup> 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.
- File
- File
- File
- File
- To be

To be

To be

With

Ref

Column

1 District

2 School

Ref	Column Name	Max Length	Required	Acceptable Values	Description	Examples
25	Science Accommodations	5	N	• TTS = Test to Speech • SPN = Student Provided	This identifies the Student's Science Accommodations	SPN/PCD or TTS/SPN or
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	15	N	• INV - Invitation • MED - Medical Waiver • PRP - Parental Refusal • SNR - Student Refusal • ASD - Absent • TRN - Student Transfer	Special Circumstance Code reason for student not taking the assessment. • Each accommodation must be separated by a Pipe ( ) delimiter. (Pipe delimiter is created by using the shift backslash key.) • Pipe is accepted but not required for exams, single accommodations, or after the test accommodation. • No spaces between pipes ( ). • Student cannot have both TTS and PCD accommodations.	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.
28	State Defined Optional Data	1	Y	State Designated Additional Data - Defined by State Numbers no longer than one character. Zero is not a valid input.	This is the field that Alaska districts use for the race and ethnicity code. Please use the codes below in this field. 1 - Caucasian 2 - African American 3 - Hispanic 4 - Asian 5 - American Indian 6 - Alaska Native 7 - Two or More Races 8 - Native Hawaiian or Pacific Islander	Ms Jones Grade 5