

## Regents-NYSITELL ASAP Quick Reference

Login to ASAP with your Level 0 account login and password.

If you have rights to scan both Regents and NYSITELL, a selection screen will appear where you identify whether you are processing Regents or NYSITELL. There will also be a button under the big graphic on the main screen that can be clicked to "Switch to Regents" processing from NYSITELL or "Switch to NYSITELL" processing from Regents.

Click the **Teleform Imports/Scrubbing** button.

On the Test Data Import Tab, browse to C:\Regents or C:\NYSITELL and pick the .CSV file you want to process.

Click Open. Then back on the Test Data Import Tab screen, click the **Upload Data** button.

- If you upload a batch you have already processed or don't want to process for any reason, contact EduTech Test Scoring and ask to have the batch deleted.
- If an error appears on this screen, the file that was uploaded is not in the correct format. Be sure the file is the .CSV file output by the commit process in Teleform Verifier.

Next, click on the Batch Pick Tab.

You will see a list of batches that are waiting to be processed. If you have a completed cover sheet, it can be referenced to double check the batch number.

If the batch appears on the right-hand side of the screen in red, EduTech has not completed the setup of the answer key and score conversion chart in ASAP yet. Once they are ready, the batch will move to the left side of the screen and turn green.

Click on the batch to process it.

If there was more than one batch in the .CSV file you uploaded, there will be a line for each batch that displays in the list on the Batch Pick Tab. Process batches in sequential batch number order.

When uploading one NYSITELL file, several entries can appear on the Batch Pick Tab. Be sure to process all of the entries that have the batch number you scanned.

### Three steps occur during processing:

1. *The district ID and student ID are used to find the student's name, teacher name and course-section in Level 0.*
2. *The student's scanned answer sheet record is scored.*
3. *The student's responses in the scanned answer sheet record are "exploded" - a record is created for each student response.*

If any errors are identified in the first step of processing, one of these tab screens will appear:

Demographics update Tab : student is missing from Level 0 or an incorrect student ID was used

- Locate the answer sheet with the issue
- Check for the student in Level 0 to verify the student ID or if the student is missing from Level 0
- Add appropriate demographic data and if needed, fix student ID

If you need more time to research an issue, click the **Cancel Batch** button

The batch can sit and wait on the Batch Pick screen until you are ready select it and process it again.

Remove Dups Tab: an answer sheet was scanned twice or the same student ID was used for two students

- Locate the answer sheet (s)
- Click the **Response** button on the screen and check for matching responses on the answer sheet
- Click Delete next to the record when it's a true duplicate or next to the record for the student with the incorrect student ID.
- If an answer sheet had an incorrect student ID, it has to be rescanned. Black out the bar code if the bad ID was preprinted, write the correct ID, and rescan the answer sheet (it will be the only record in a new batch).

Missing CR Item Window: a blank constructed response was accidentally accepted in Teleform Verifier

The file will not load. The blank constructed response question must be bubbled and all answer sheets rescanned in a new batch.

Once processing is complete, click **Back to Main Menu**.

**DO NOT USE THE BACK BUTTON IN THE BROWSER!**

Click the **Reports** button.

For Regents:

The "Regents Score by Parts" or "Student List by Teacher" are good choices for providing an initial quick report of student scores for review.

For NYSITELL:

The "NYSITELL Student List by Test Date" is a good choice for providing an initial score report.

If you are using Internet Explorer or Edge as your Browser, you will see a printer icon in the gray bar at the top of the report to use to send the results to the printer.

If you are using Chrome or Firefox as your Browser, you will need to use the "Select a format" pull-down in the gray bar, choose PDF and click export. A PDF of the report will download. Click on the downloaded report button at the bottom of the screen and then print it using the Adobe printing tools that appear on the next tab/screen that displays the report.

If you scan in a shared location, be sure to move the scan .CSV file for the exam just processed to the C:\Regents\district folder for your district.

C:\NYSITELL\district folder for your district. The NYSITELL scan files are named as follows:

NYSITELL-II-mmddyyyy.CSV – for any Level II answer sheets scanned and

NYSITELL-III-VIII-mmddyyyy.CSV - for all Level III-VIII answer sheets scanned

Always rename the file by replacing "mmddyyyy" with the processing date.

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**For Regents: When correcting issues in ASAP requires rescanning answer sheet(s):**

Be sure to do "file maintenance" first!

In C:\Regents, there will be a CSV file labeled MMYXXXXddd.csv (where XXXX is an abbreviation of the exam name). Rename the file by changing the last "d" to a "1".

The scan of the answer sheet(s) with an issue will create a new MMYXXXXddd.CSV file to upload to ASAP. The batch will have a new batch number.