

Overview

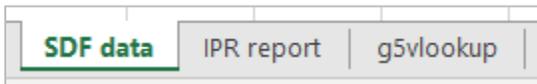
To provide a quick and easy way to link student 2023 Iowa Statewide Assessment of Student Progress (ISASP) scale scores with Iowa Percentile Ranks (IPRs), use the **2023 ISASP IPR templates**.

These templates will require accessing the **Student Data File** (SDF) posted in PearsonAccess^{next}. The filename(s) will be *ISASP District Student Data File Grade ##* or *ISASP School Student Data File Grade ##*, available by going to *Reports > Published Reports*. Ensure you are signed in under the **2022-23 administration year** in PearsonAccess^{next}. The 2023 ISASP IPR templates should only be used with spring 2023 results.

Understanding the Template Files

The templates are each designed for use with all tests in a single grade and with a single SDF.

Figure 1. Tabs for the Grade 5 Template File



At the bottom of the template, the first tab **SDF data** is where you will copy the data from your SDF into this workbook (see “How to Use a Template” section below).

The second tab **IPR report** is where you will find student data linked to their IPRs after your SDF data is pasted into the SDF data tab. Each row is populated with zeroes or N/As until student data is provided. These rows and columns **should not be edited**, except to add additional rows or delete rows as needed (see “How to Use a Template” section below).

The third tab **g##vlookup** are the IPR tables for each test for the grade in question. Data on this tab cannot be edited.

How to Use a Template

To add your SDF data to a template:

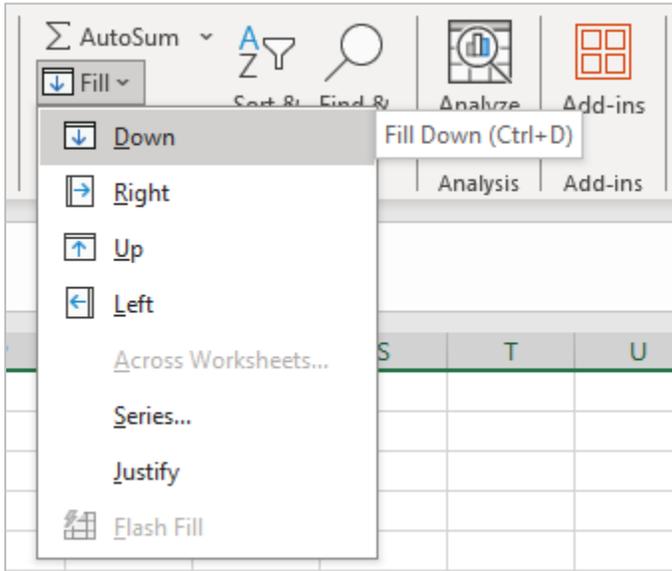
- 1) Open your SDF in Microsoft Excel or another spreadsheet program and open the template corresponding to the same grade as the SDF.
- 2) Select all the data in the SDF and <copy>.
- 3) Select cell A1 in the *SDF data* tab of the template and <paste>.
- 4) In the *IPR report* tab, you should now see your student scores matched up with their IPRs.

*Note: Each template is set up to accommodate 500 student records for IPR matching in the *IPR report* tab. If your SDF has more than 500 rows, you can add additional rows to the *IPR report* tab. See next page for steps on adding/removing rows.

To add or remove rows in the *IPR report* tab:

- 1) In the ISASP IPR template, switch to the *IPR report* tab
- 2) Scroll down and find row 501 – highlight this row.
- 3) While holding the left mouse button, drag the mouse downwards to highlight additional blank rows (as many as needed to accommodate the number of students you have).
- 4) Select the *Fill > Down* operation (Ctrl+D in Microsoft Excel/Windows or available in the menus) – this will fill in additional lookup coding to provide IPR matching for more students (see Figure 2).

Figure 2. Fill > Down Operation in Microsoft Excel

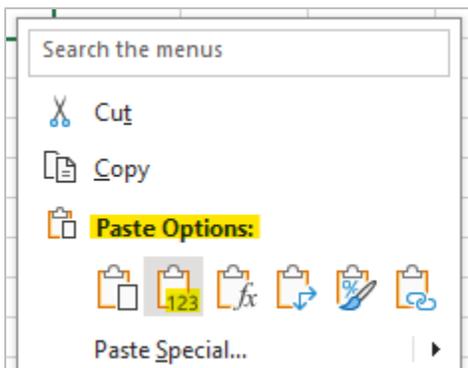


* Note: If you have fewer than 500 students and wish to delete the extra rows of zeroes and N/As instead, simply highlight those rows in the *IPR Report* tab and delete them.

Saving Your Work

When you have copied your SDF into the template and are satisfied with the output generated in the *IPR report* tab, be sure to save a copy of the new file as needed so you don't have to recreate it later. You can copy the IPR data to a different workbook by selecting all data in the *IPR report* tab and copying it. Then select cell A1 in a new workbook, right-click and choose *Paste > Values*.

Figure 3. Paste > Values Operation in Microsoft Excel



Troubleshooting

- 1) If the grade column on the *IPR report* tab has a red number in it other than zero, this indicates that the grade in the SDF you copied over and the grade the template was designed for **do not match**. Erase the data in the SDF data tab and repeat the process with an SDF whose grade matches the template or exit the edited template without saving and find the template whose grade matches the SDF and copy the SDF data into the new template.
- 2) If a student has no scale score for a test, the *IPR report* tab will show zero or N/A for that student's score and IPR.

For additional questions, please contact Iowa Testing Programs at iowa-testing-programs@uiowa.edu.