



Progress Indicators

Progress Indicators are for students in grades UTK-8 and are done four times a year. They help the school gather valuable data on a student's progress of their grade-level standards and they are NOT shared with the parents.

[PI Excel Form](#)

[PI FAQ](#)

Progress Indicator Windows

During each window it is the responsibility of each HST to determine progress indicators for all of their TK-8 students for all four core subjects and to upload them into Pathways. Please refer to the current school year Compliance Calendar for required upload dates.

Step By Step Guide

Step 1 - Get Set Up

- Download a copy of the Progress Indicator Excel Form. (The link is located at the top of this page.)
- Make a saved copy of the form for yourself. Be sure to rename it and file it some place that you can easily find it later.

Name your file based on the following conventions:

First Initial_Last Name_Progress Indicators_# (e.g. L_Von Drake_ProgressIndicators_1)

Input your TK-8 roster information.

	A	B	C	D	E	F	G
1	STUDENTID	FIRSTNAME	LASTNAME	TESTDATE	RAWSCORE	INTERPRETEDRESULTS	SUBTEST
2	9311181928	Minnie	Mouse			-	Language Arts
3	9311181928	Minnie	Mouse			-	Math
4	9311181928	Minnie	Mouse			-	Science
5	9311181928	Minnie	Mouse			-	Social Studies
6	9306071940	Daisy	Duck			-	Language Arts
7	9306071940	Daisy	Duck			-	Math
8	9306071940	Daisy	Duck			-	Science
9	9306071940	Daisy	Duck			-	Social Studies
10						-	
11						-	

Fill in your roster information for each student starting on line 2.

Note: You will need 4 entries for each student, one for each core subject.

- You can copy the information from your roster tracker or directly from your roster in Pathways.
- Make sure that you place the correct information in each column and that there are no spaces in front of the text when you input it.

Step 2 - Input Your Data

	A	B	C	D	E	F	G
1	STUDENTID	FIRSTNAME	LASTNAME	TESTDATE	RAWSCORE	INTERPRETEDRESULTS	SUBTEST
2	9311181928	Minnie	Mouse	10/23/20	4	Exceeds Expectations	Language Arts
3	9311181928	Minnie	Mouse	10/23/20	3	Meets Expectations	Math
4	9311181928	Minnie	Mouse	10/23/20	3	Meets Expectations	Science
5	9311181928	Minnie	Mouse	10/23/20	3	Meets Expectations	Social Studies
6	9306071940	Daisy	Duck	10/23/20	3	Meets Expectations	Language Arts
7	9306071940	Daisy	Duck	10/23/20	3	Meets Expectations	Math
8	9306071940	Daisy	Duck	10/23/20	4	Exceeds Expectations	Science
9	9306071940	Daisy	Duck	10/23/20	2	Below Expectations	Social Studies
10						-	
11						-	

- Input your test date.
 - This can be any date within the reporting window.
- Input your Raw Score. Use I Can Statements, test scores, work samples, and your experiences and observations with the student to determine their score.
 - Note: when you put your score into column E the form will automatically complete Column F for you.
 - If you need help with determining Raw Scores, checkout the PI FAQ (link at the top of the page.)

Step 3 - Clean up Your Spreadsheet

	A		D	E	F	G
1	STUDENTID	FIRST	TESTDATE	RAWSCORE	INTERPRETEDRESULTS	SUBTEST
2	9311181928	Minnie	10/23/20	4	Exceeds Expectations	Language Arts
3	9311181928	Minnie	10/23/20	3	Meets Expectations	Math
4	9311181928	Minnie	10/23/20	3	Meets Expectations	Science
5	9311181928	Minnie	10/23/20	3	Meets Expectations	Social Studies
6	9306071940	Daisy	10/23/20	3	Meets Expectations	Language Arts
7	9306071940	Daisy	10/23/20	3	Meets Expectations	Math
8	9306071940	Daisy	10/23/20	4	Exceeds Expectations	Science
9	9306071940	Daisy	10/23/20	2	Below Expectations	Social Studies
10					-	
11					-	
12					-	
13					-	

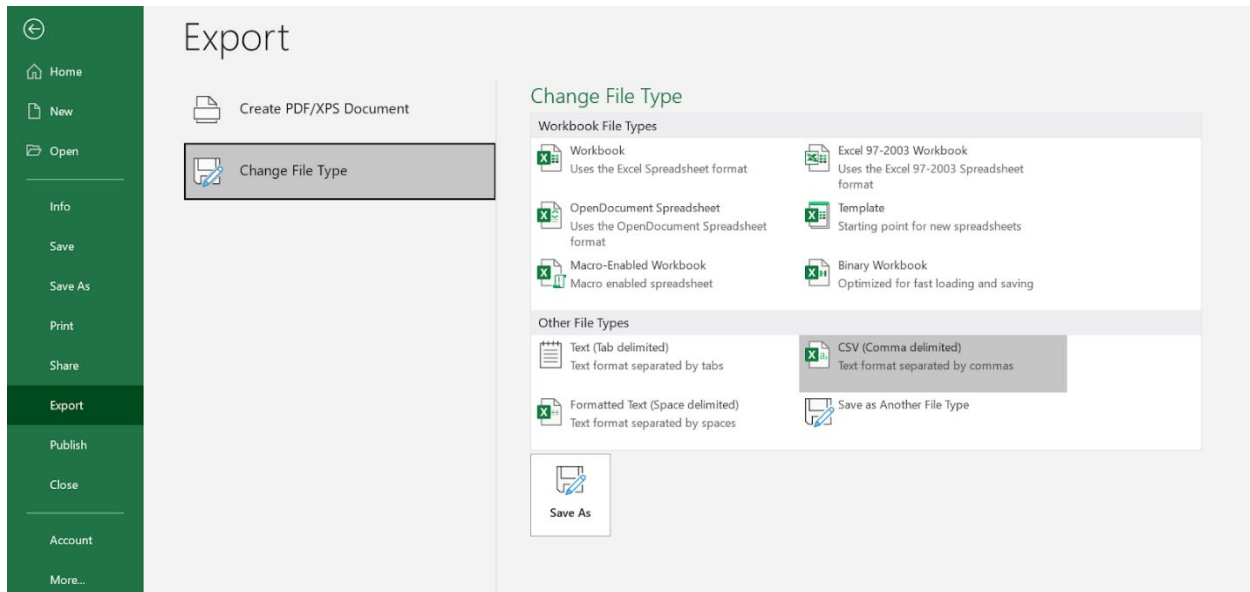
- Once you are done filling out the form you need to delete all of the blank rows that have a '-' in column F. To do this select the rows, right click, and then select 'Delete'.

Tip: If you have a large number of rows to delete you can select the first blank row and then hold down 'ctrl' and 'shift' and press the down arrow key. This will select all the rows below the row that you initially selected. Then right click and select "Delete".

Note: if you skip this step your data will not upload to Pathways correctly.

Step 4 - Export to CSV

Before your Progress Indicators can be uploaded into Pathways you must export the data as a CSV file (Comma Separated-Values file).

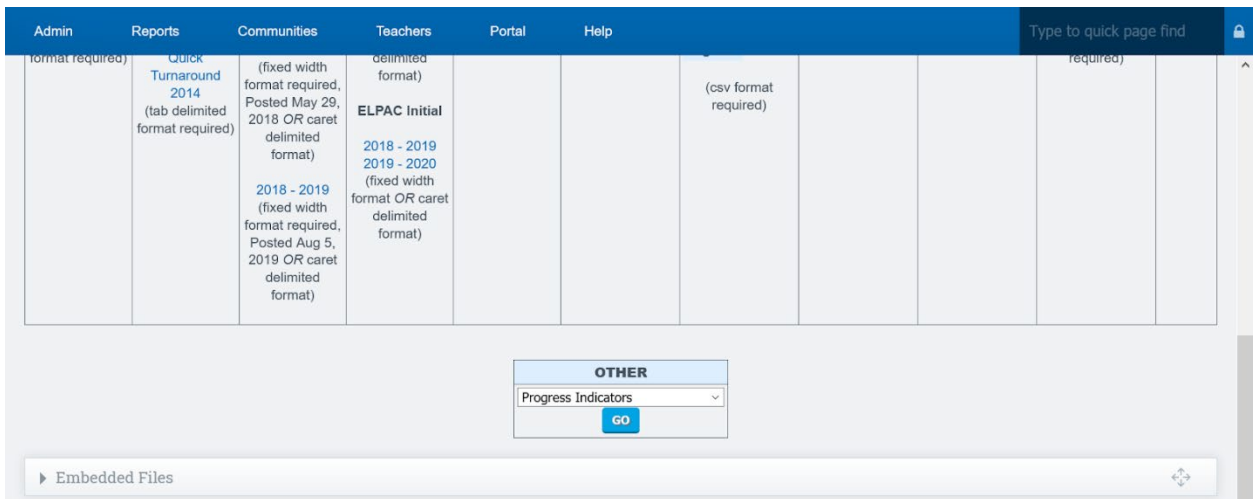


- Select 'File' from the menu. Then 'Export', then 'Change File Type', then 'CSV (Comma delimited)', and then click 'Save As'.
 - Remember to save the file using the naming conventions mentioned above and save it in a location where you can easily find it.

Step 5 - Upload to Pathways

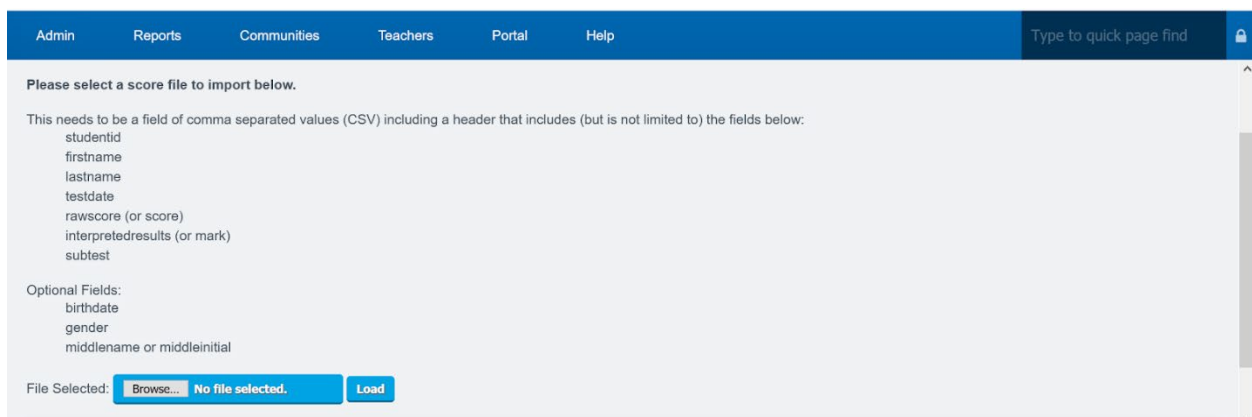
Log into your school's Pathways system and Open Scorefile Import.

After logging in navigate to: Admin > Test Module > Scorefile Import



Select 'Progress Indicators' from the Other Menu and click 'Go'.

- Upload your PI CSV file.



Click 'Browse' and locate your saved CSV file. Click 'Load' to have Pathways match your data with the system's data.

- Verify that everything was recognized by the system.

Admin Reports Communities Teachers Portal Help Type to quick page find

Progress Indicators Test Import

Return to Scorefile Import

Click the Change button to manually match a score from the file to a student in the system. Once you are satisfied with matches, scroll to the bottom of this page and click "Import Now"

Matching Scorefile to Student Records in School Pathways SIS

Student Record in Scorefile							Matching Record in SIS					
Line #	ID	Last Name	First Name	Middle	Gender	Birthdate	Last Name	First Name	Birth Date	Local ID	Match	Change
1	9311181928	Mouse	Minnie				Mouse	Minnie	11/18/2008	91827	95%: Matched SSID and initials	Change
2	9306071940	Duck	Daisy				Duck	Daisy	06/07/2009	98125	95%: Matched SSID and initials	Change
3	9311181928	Mouse	Minnie				Mouse	Minnie	11/18/2008	91827	95%: Matched SSID and initials	Change
4	9306071940	Duck	Daisy				Duck	Daisy	06/07/2009	98125	95%: Matched SSID and initials	Change
5	9311181928	Mouse	Minnie				Mouse	Minnie	11/18/2008	91827	95%: Matched SSID and initials	Change
6	9306071940	Duck	Daisy				Duck	Daisy	06/07/2009	98125	95%: Matched SSID and initials	Change
7	9311181928	Mouse	Minnie				Mouse	Minnie	11/18/2008	91827	95%: Matched SSID and initials	Change
8	9306071940	Duck	Daisy				Duck	Daisy	06/07/2009	98125	95%: Matched SSID and initials	Change

If everything can be read by Pathways and matches what is in the system your screen will look like the one above.

If something cannot be read by Pathways or if the information in the files doesn't match what is in the system then your screen will look like the one below.

Admin Reports Communities Teachers Portal Help Type to quick page find

Progress Indicators Test Import

Return to Scorefile Import

Click the Change button to manually match a score from the file to a student in the system. Once you are satisfied with matches, scroll to the bottom of this page and click "Import Now"

Matching Scorefile to Student Records in School Pathways SIS

Student Record in Scorefile							Matching Record in SIS					
Line #	ID	Last Name	First Name	Middle	Gender	Birthdate	Last Name	First Name	Birth Date	Local ID	Match	Change
1	9311181928	Mouse	Minnie						No match			Change
2	9311181928	Mouse	Minnie						No match			Change
3	9311181928	Mouse	Minnie						No match			Change
4	9311181928	Mouse	Minnie						No match			Change

Import Now*

* Records listed as 'No Match' will not be imported
 Skip Duplicate Check

- If you get a 'No match' response on all of the lines check that you chose the correct file for upload. If you picked the wrong file, return to the previous screen and select the correct file.
- If you choose the correct file the first time, or if only some of the lines say 'No match' your issue may be caused by a formatting issue or the presence of a space in front of some of the cell entries in your file. (An errant space in front of the student ID number is often responsible for a 'No match'. Correct the file and try the upload again.
- If you need further help, check the PI FAQ (link at the top of this page) or reach out to your RC Team for help.

Import Your Scores

Row	Score	Status	Action
19	95%	Matched SSID and initials	Change
20	95%	Matched SSID and initials	Change
21	95%	Matched SSID and initials	Change
22	95%	Matched SSID and initials	Change
23	95%	Matched SSID and initials	Change
24	95%	Matched SSID and initials	Change
25	95%	Matched SSID and initials	Change
26	95%	Matched SSID and initials	Change
27	95%	Matched SSID and initials	Change
28	95%	Matched SSID and initials	Change

* Records listed as 'No Match' will not be imported
 Skip Duplicate Check
(In the case of more than one score per student/test/date the last score will be used)

Embedded Files

- Once everything reads correctly in Pathways and you do not have any 'No match' lines you can complete the upload.
- To do this click 'Import Now' at the bottom of the report to start the upload process.
- On the next screen you will be given confirmation that the files were uploaded. Click 'Continue' to finalize the upload.

Tip: If you want to see the information you just uploaded you can find it on each student's dashboard under the 'Tests' tab.