



Data Import/Export and ABI Guide

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Introduction

This guide explains how to import data via Automated Batch Import (ABI), and how to import/export data using the aimswebPlus Account Management module. This guide also explains how to create the import file.

- ♦ Roster and User files may be imported; Roster, User and Score files may be exported.
- ♦ When importing data for the first time with the Account Management module, you must import the Roster file before importing the User file. When importing data with ABI, aimswebPlus automatically processes the roster file first.
- ♦ Roster Imports use existing Districts to create and update the account structure (Schools and Classes) while importing teachers and students, updating student demographics, and rostering students into classes.
- ♦ User Imports are used to import all non-teacher users for the account and all roles for a given user. Teacher users may optionally be included in the user file, but if they are represented in the roster file, they do not need to be included in the user file. Each new user (teacher or non-teacher) created by the import receives an email with a username and a link for setting up their password.
- ♦ Roster, User, and Score Exports may be saved for future use. You can update the exported Roster and User files and re-import the files to update your organizational data within the system.

This guide contains the following information:

- ♦ [Create or Update the Import File](#) explains:
 - How to enter data in the templates.
 - Changes that occur when the file is imported.
 - Data that is inactivated if not in your file.
- ♦ [Import Data using the Account Management Module](#) explains how to use the wizard from within aimswebPlus to obtain the templates and import the data files.

- ♦ [Import Data using ABI](#) explains how to use Automated Batch Import.
 - ABI enables scheduled updates in aimswebPlus for nearly all your organizational data.
 - ABI is useful for customers whose rosters change frequently, for example, nightly roster updates.
 - While ABI is enabled, data management for District and School Managers using the aimswebPlus software is limited.
- ♦ [Export Data](#) explains how to export roster, user, and score data. Roster and user export files can be updated and re-imported as needed.

Create or Update the Import File

Before You Begin

- ◆ Before creating an import file, obtain the NCES identifiers and unique identifiers, and the Roster or User template. See [Unique Identifiers and NCES Identifiers](#).
- ◆ To update an existing file, refer to this guide and the templates for the newest information and format requirements.

About Future Date Imports

When importing a Roster for future years, the following guidelines apply:

- ◆ The account must have a subscription for the school year included in the file.
- ◆ Imported roster data for future years and periods are shown on the following windows: Student Search, Student Profile, Class List, Student Roster, and Task List.

Download Templates

To download the templates, use any of these methods:

- ◆ In aimswebPlus, click Account Management and select Import. Click the Import button, select the Type, and click Get file template.
- ◆ In the aimswebPlus Help, select Training and Resources > Import Templates. Click Roster Import Template or User Import Template.
- ◆ In the aimswebPlus Help, select Getting Started > Manage Your Account > Set up your Account > Import Roster Files. Scroll to Instructions and Templates and click Roster Import Template.

The template is a read-only Excel file. To create the import file, save the template and make an editable copy. Enter data on the Template tab, using the instructions on the Layout and Conditional Req tabs (and for the User template, the RoleCode tab).

Use an Import File from a Non-Pearson Source

- ◆ Your school may have a method for creating import files.
- ◆ If this is not your initial import, you may export roster or user data, update the exported files as needed, and import the files.

Your file must be in the data format needed to import the data. Refer to this guide and the templates for the newest information and format requirements.

Enter or Update File Data

- ◆ If you use the aimswebPlus templates, enter your data on the Template tab.
- ◆ If you have a file from a non-Pearson source, ensure that your column headers match those in the Template tab. Check your data with the instructions on the other tabs.
- ◆ If you update an exported aimswebPlus file, the format will correctly match the Template tab and can be updated and used for importing. Check your updated content with the instructions on the other tabs.

File Guidelines

Templates	<ul style="list-style-type: none"> ◆ Your column headers must match the template column names EXACTLY. ◆ Do not omit any columns, even when the data in the column is optional or conditionally required.
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	<ul style="list-style-type: none"> ◆ Do not use macros or references to any external sheets or formulas. These may produce hidden characters in your exported .txt file. ◆ Ensure there are no hidden columns in your file. ◆ Ensure there are no extra or blank columns and/or rows.
Maximum file size	<p>Maximum file size is one million records:</p> <ul style="list-style-type: none"> ◆ A record is defined as a row of data, such as one student and his/her associated information. ◆ When the maximum size is exceeded: <ul style="list-style-type: none"> ➤ For an ABI import, ABI sends a notification to the Primary Contact Email Address for the account. Because the file failed initial validation, the account is set to active for the entire night and no ABI processing (Roster or User files) will be done for that account. ➤ For a manual import, a popup opens indicating the file has failed initial validation containing a link with more information. You may reduce the file size and re-submit the file.
Optional fields	<ul style="list-style-type: none"> ◆ Blank <i>optional</i> fields in your file WILL NOT overwrite pre-existing completed fields.
Roster files	<ul style="list-style-type: none"> ◆ Roster files must be done first if you are using the import feature to set up your account for the first time or preparing for a new school year. Use the Roster data file for all organizational and student data import. The User file relies on any referenced organizational units (district(s), school(s) and classes) to already exist. Roster files create the needed organizational units, therefore, at least one roster file must have been imported to set up the account. <p>Important: See Entry and Exit Dates.</p>
User files	<ul style="list-style-type: none"> ◆ Usernames, including inactive usernames, must be unique within the account.

	<ul style="list-style-type: none"> ◆ User files imported through ABI must contain all non-teacher users for the account and all roles for a given user. Any missing users (other than teachers) will be removed (ABI imports only). ◆ Teacher-only roles are not required to be included in the ABI User imports. There is no negative impact from not including the roles. However, if a teacher has non-Teacher roles, those roles MUST be in the user file.
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EntryDate and ExitDate Fields in the Roster Template

Pearson recommends that you always include the EntryDate and ExitDate in Roster files for both ABI and manual imports. These dates are important for reflecting proper results, including local norms.

- ◆ You can use the EntryDate and ExitDate to create initial enrollments, update existing enrollments, and add multiple enrollments. Ensure that the dates reflect the actual change dates for a particular student's enrollment. For example, if a student moves into your district, for EntryDate enter the date of the student's first day of school in your district.
- ◆ You may update a student's latest enrollment into a district, school, or class, unless this enrollment would orphan a Benchmark test score. A Benchmark score is orphaned when student's new enrollment date range (Entry and Exit Dates) for a district, school, or class does not overlap with the test score date. If an update would orphan a score, the update is not made and the following error is generated:

```
<Student ID> Error: New Enrollment Dates will Orphan a Score
```

- ◆ Students may not be enrolled in two districts at the same time.
- ◆ If an import file includes multiple enrollment entries for a single student, the system imports the student's grade and demographics information from the entry with the latest ExitDate.

Initial and Updated Enrollments

To create an initial enrollment:

- ◆ For EntryDate, enter the date that the enrollment will take effect.
- ◆ For ExitDate, enter the date of the last day of the school year.

To update an existing enrollment, enter the Entry and Exit dates that will replace those of the existing enrollment.

Entry/Exit Dates for Multiple Enrollments

If a student exits and re-enters a class or school, each enrollment must be in the file. To create multiple enrollments in the file, add a row for each set of Entry/Exit dates. For each enrollment, the EntryDate and ExitDate should be the first and last dates the enrollment went into effect.

The additional row(s) may be added above or below the current row. The system reads and organizes the dates correctly.

Data Changes Made with an Import

Imported items that do not exist within aimswebPlus are created by the system, including schools, teachers, classes, rosters, and students. Data within an import file becomes the new current state of the data. Unique Identifiers prevent data being lost, duplicated, or overwritten.

Note: Districts cannot be created with an import.

Data is handled as follows:

- ◆ Match criteria rules are handled independently. Thus, if a single row has an update to the district, an update to the school, an update to the class, an update to the teacher, and an update to the student, all updates are made and are independent of each other.
- ◆ Insertions: Information in the import file that does not exist in aimswebPlus is created in aimswebPlus.

- ◆ Updates: Pre-existing items are updated if imported items are matched by Unique Identifiers.
- ◆ Inactivated or removed: Districts, Schools, Students, Classes, and Rosters that do not exist in the import file will be marked inactive in aimswebPlus (ABI only). Teachers that do not exist in the import file are removed as aimswebPlus users.
- ◆ Scoring data of any kind cannot be removed through either an ABI or manual import. Such data can only be removed manually.

If a roster update triggers a grade change:

- ◆ The system ends the previous enrollment. If the update is made on the Account Management tab, the current date becomes the ExitDate.
- ◆ The grade change closes any Benchmark test assignments for the previous grade and generates new assignments for the new grade.
- ◆ When the roster file specifies an EntryDate in the past, the system automatically updates the EntryDate to the current (import) date. When the file's EntryDate is in the future, the system uses the EntryDate in the file.
- ◆ When the roster update includes a district change as well as a grade change, the EntryDate for the new district must be the import date. The ExitDate from the previous district must be earlier than the import date.

Note: You cannot use a roster update to set an EntryDate prior to the import date if a grade change is part of the update. If you make a mid-year grade change in error, contact Customer Support for help (See [Contact Us](#)).

Data Inactivated if not in your ABI Import File

If you leave the following data out of your ABI file and if the same data exists in aimswebPlus, the aimswebPlus data will be deactivated.

Note: This information does not apply when importing via the Account Management module.

Data that will be inactivated

District List	<p>If you leave out a district:</p> <ul style="list-style-type: none"> ◆ The district and its schools and school-level lists, classes and class-level lists, and students in that district are deactivated. ◆ Student enrolment dates end on the processing date. Student scores are preserved.
School List	<p>If you leave out a school:</p> <ul style="list-style-type: none"> ◆ The school and its classes and class-level lists, and all school level student lists in that school are deactivated. ◆ Student enrollment dates end on the processing date. Student scores are preserved.
Class List	<p>If you leave out a class:</p> <ul style="list-style-type: none"> ◆ The class and all class-level enrollment records are ended. Student lists associated with the class are set to inactive and student enrollments are ended. ◆ If the class teacher has no other assignments and does not have any non-teacher roles, the teacher is removed from the system. If the teacher has other assignments, he or she is removed from the class, but not removed from the system or set to inactive. ◆ Enrollment dates end on the processing date. Student scores associated with the class are preserved.
Teacher	<p>If you leave out a teacher:</p> <p>If the class teacher has no other roles and does not have any non-teacher roles, the teacher is removed from the system. If the teacher does have other roles, he or she is removed from the class only and all non-teacher roles will remain active.</p>

Roster	<p>If you leave out a student:</p> <ul style="list-style-type: none">◆ If you leave out a student, the student is deactivated. To reactivate, add the student to a subsequent roster import file and give the student the same UID.<ul style="list-style-type: none">➤ Set the Active column to 1 (TRUE).➤ Set the Entry Date to a later date than the student's previous enrollments, or set it to the original date to revert to the previous enrollment status.◆ When a student is deactivated, the student's scores are preserved.
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Save the File

The template is in Microsoft Excel format (.xlsx) and must be saved as a tab-delimited text file while you are on the Template tab.

Enter the Import Notification Email Addresses

When an import file is processed and when processing ends, the application sends an email to the email addresses entered in the Account Settings window.

1. To enter the addresses, log in to aimswebPlus and do the following:
 - Click Account Management and select Account Settings.
 - Enter the email addresses to which the initiation and completion report emails will be sent. You may use your own email address, someone else's, or an alias that points to multiple other emails. For users who log in with Google+, enter the user's **primary** Google email address.

Import Process Initiation Email	<input type="text" value="someone@domain.com"/>
Import Process Completion Email	<input type="text" value="someone2@domain.com"/>

Import Data using the Account Management Module

This chapter explains how to import data using Account Management > Import in aimswebPlus.

When the import begins and ends, notification is sent to the [Import Notification Email Addresses](#).

Notes:

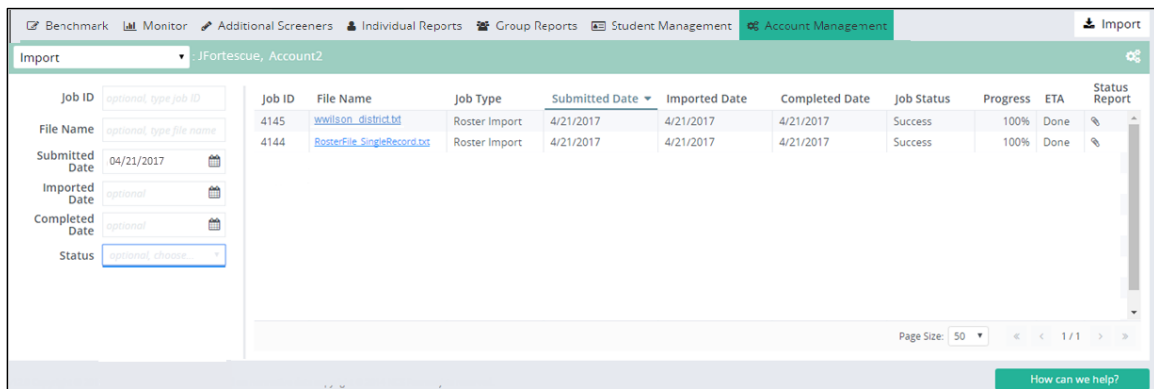
- Import the Roster file prior to the User file if you are setting up your account for the first time or preparing for a new school year.
- When ABI is enabled, District and School Managers cannot import roster data using the Account Management module. All Managers can import user data with the Account Management module.

Roles

- ◆ All aimswebPlus users can download files.
- ◆ Anyone can create files.
- ◆ Users with the 'Account Manager' role can import roster files account wide (any district, school, or class).
- ◆ Users with the 'District Manager' role can import roster files to the assigned district and its school(s) and class(es).
- ◆ Users with the 'School Manager' role can import roster files to the assigned school and its class(es).

View Imports

To view imports, click Account Management and select Import. Optionally, you can filter the display by Job ID, File Name, Date, and Status. Click View/Refresh.

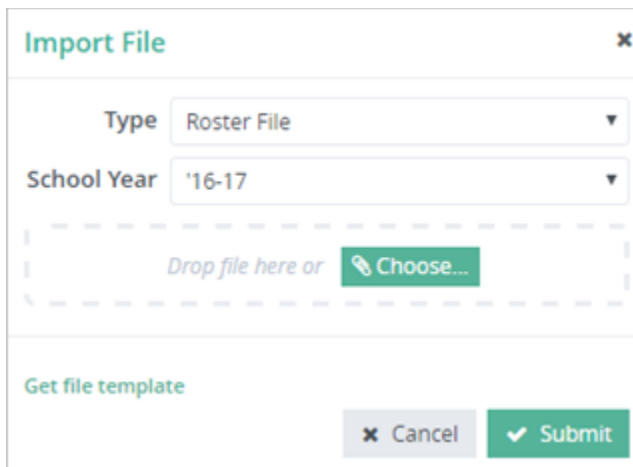


Job ID	File Name	Job Type	Submitted Date	Imported Date	Completed Date	Job Status	Progress	ETA	Status Report
4145	wwilson_district.txt	Roster Import	4/21/2017	4/21/2017	4/21/2017	Success	100%	Done	
4144	RosterFile_SingleRecord.txt	Roster Import	4/21/2017	4/21/2017	4/21/2017	Success	100%	Done	

Import a Roster or User File

In aimswebPlus, click Account Management and select Import. The Import File dialog box appears. The Roster File type is displayed by default.

If you do not have a file, click Get file template to download the template. For instructions on using the template, see [Create or Update the Import File](#).



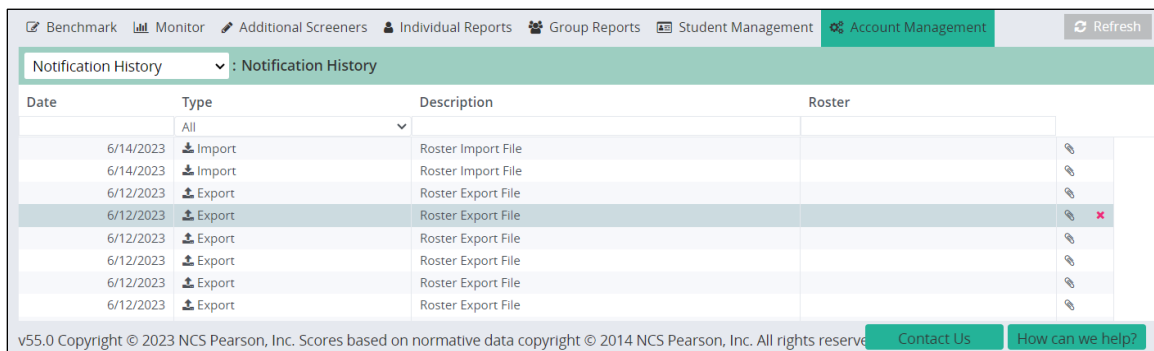
1. In the Type field, select Roster File or User File. The Roster file must be imported first if you are setting up your account for the first time or preparing for a new school year.
2. For School Year, click the drop-down to select. All options for the account are shown, including current year (default) and future subscriptions.
3. Drag your file to the *Drop file here* line or click Choose and select the file.
4. Click Submit.

View the Import Status

When the import is complete, the submitter receives a notification with an attached downloadable report.

The report also appears in the Notification History window, as illustrated in the following figure. To view a report summary, click the icon in the Type column.

For more information, see [View the Import Report](#).



Date	Type	Description	Roster
	All		
6/14/2023	Import	Roster Import File	
6/14/2023	Import	Roster Import File	
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Roster Export File	

Import Data using ABI

Automated Batch Import (ABI) is the unattended import of Roster and User data via structured text files placed on a secure, Pearson-provided, FTP server. Files are imported into aimswebPlus at the next ABI processing window after they are placed on the server.

Note: You need an import file before uploading. See [Create or Update the Import File](#) for instructions.

Preparation:

- ◆ Request Pearson to enable ABI for account.
- ◆ [Enter notification email address\(es\)](#) in Account Management > Account Settings.
- ◆ Obtain [NCES and Unique identifiers](#) and keep them available to create the import files.

When you are ready to import:

- ◆ If this is the first time your account has used ABI, export account-wide Roster and User files for use as a backup in case of problems with the import.
- ◆ Submit the ABI import file.
- ◆ When the import begins and ends, notification is sent to the [Import Notification Email Addresses](#). If the file fails initial validation, an email is sent to the Primary Account Manager.

Notes:

Each ABI import file should reflect the current state. The file is processed as a complete replacement of the current data. Do not use ABI for incremental changes.

The account remains enabled during ABI processing, and you may perform any aimswebPlus functions during this time. However, changes made during ABI processing may be overwritten.

Suspending ABI will temporarily keep any files from processing for the account. See [aimswebPlus Functions when ABI is Enabled](#).

ABI remains enabled unless the Account Manager asks Pearson to have it disabled.

Roles

- ◆ Only Account Managers may request Pearson to enable ABI for the account or authorize the enabling and suspension of ABI file processing for an account.
- ◆ All users may download the templates.
- ◆ An aimswebPlus role is NOT required to create or submit the files. The files may be submitted by anyone who has access to the SFTP server; the person does not need to log in to aimswebPlus.

Request ABI for Your Account

To have ABI enabled for your account:

- [Contact us](#) to request ABI for the account.
- Technical Support will send you several emails that include login credentials and links to the secured file transfer (SFTP) site.
- You do not need to log in to the SFTP site when you receive the email unless you want to do so. Keep the credentials.
- Before uploading files to ABI for the first time, it is suggested that you export an account-wide Roster and User file. The exported file represents the state of the account prior to the first ABI run.

- Export account-wide Roster and User files for use as a backup in case of problems with the import.

Submit the ABI Import File

You do not need to schedule the upload, but you should be aware of the transmission schedule. Pearson examines all ABI-enabled SFTP sites for new import files nightly. If a new file has been uploaded to the SFTP site, an ABI job is invoked. The uploaded file(s) are processed each night starting at 10:30 PM CST. If a file is available to process, the account could be unavailable until 5:00 AM CST the following day to allow time to have the file fully processed.

Notes:

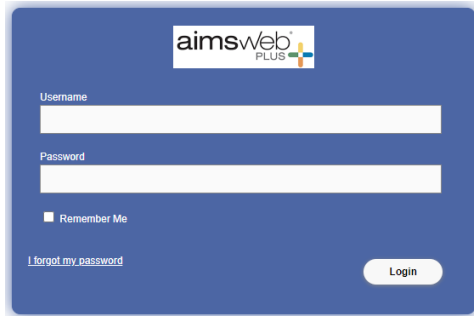
You can submit a Roster file and a User file to the SFTP server at the same time. ABI processes the Roster file first. If you place more than one file of the same type (for example, two Roster files) ABI sends a failure email to the Primary Account Manager and stops processing files. To restart processing, remove one file.

You can upload the file to the SFTP site by manual placement or automated scripting.

1. Log in to the SFTP site:
 - For US accounts, go to <https://aimswsftp.pearson.com> to log in.



- For Canadian accounts, go to <https://sftp.aimswebplus.ca/WebInterface/login.html> to log in.



The screenshot shows a login form for aimswebPLUS. At the top center is the aimswebPLUS logo. Below it are two input fields: 'Username' and 'Password'. Under the Password field is a 'Remember Me' checkbox. At the bottom left is a link that says 'I forgot my password'. At the bottom right is a white 'Login' button.

2. After you log in, the Upload dialog box appears. Browse for the file and click Upload. Upload one Roster file or one User file per night. The file is uploaded to the server and is displayed on the website, as shown below.
 - After your files are listed and before they begin processing, you can remove the file if you find you need to edit.
 - Once processing begins, the file may not be removed.

Pearson begins processing the uploaded file(s) at 10:30 PM CST, and the account is unavailable until 5:00 AM the following day. Data is imported into aimswebPlus during the ABI processing period.

Pearson sends an email to the designated Import Process Initiation Email Address for each submitted file, when processing begins. When processing ends, an email is sent to the Import Process Completion Email Address.

If the file fails initial validation, an email is sent to the Primary Account Manager.

aimswebPlus Functions when ABI is Enabled

Account Managers can perform all aimswebPlus functions regardless of ABI status. When ABI is enabled for the account, District Managers and School Managers **cannot** make the following changes:

- ◆ Account Management Module



Measure What Matters

- Import Roster files.
- Display inactive users in the User Account Management List.
- ◆ Student Management Module
 - Add, edit, or delete information for District, School, or Class lists.
 - Add or roster/de-roster selected students to the school system or delete students.
- ◆ Individual Reports Module
 - Edit the Student Profile.

Additionally, Teachers cannot edit student information when ABI is enabled.

All other aimswebPlus functions can be performed with aimswebPlus when ABI is enabled.

View the Import Report

When an import is completed, the Import Report (in .csv format) and a notification email are available. The report is available in the Import and Notification History windows. An email is sent to the Import Process Completion email address in Account Settings.

- ◆ Manual import: The email does not contain the Import Report file.
- ◆ ABI: The email does contain the Import Report file.

The Successful Import Report and the email provide the following information.

Counts	Successful Import Report	Import Process Completion Email
New count	Number of new districts, schools, classes, students, or teachers created	This count is included in the “Successfully imported records” count
	Special cases: <ul style="list-style-type: none"> ◆ When a student is repeated in the file or is already in the system and has a new enrollment, and the file is imported without errors, this counts as an update ◆ When a teacher is repeated in the file or is already in the system and has a new classroom assignment, and the file is imported without 	This count is included in the “Successfully imported records” count; the email also includes a count of any warnings

	errors, this counts as an update	
Skipped Count	Number of records skipped during the import. No data was updated for those students.	This count is not included in the email
Update Count	Number of records updated during the import	This count is included in the "Successfully imported records" count
Errors Count	Number of errors in the transmission	This count is not included in the email

The Import Failure Report provides the reasons for the failure. Any major error, including one missing required data element, will cause the ABI job to fail.

Troubleshoot an ABI Import Problem

If an Import Fails

A failure email report is sent. The following is an example:

Subject: aimswebPlus ABI Import Failure

Message: This is to inform you of a Failed import from the aimsweb SFTP server because your <ImportFileType> exceeded the maximum record size of 1 million records.

If you require further assistance, please contact Operations Support.

Thank you.

AIMSweb Operations Support

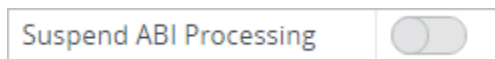
aimswebdata@pearson.com

In the US and Canada: 1-866-313-6194

How to Suspend and Resume

If a problem occurs with the data transmission, you may suspend the transmission at any time.

To suspend or resume ABI, click Account Management and select Account Settings. Move the toggle to the right to suspend processing and move the toggle to the left to resume processing.



Guidelines for Suspending, Resuming, and Recovering

- ◆ If the Account Manager suspends the transmission, the Account Manager can resume the transmission.
- ◆ If Pearson suspends the transmission, Pearson must resume the transmission.
- ◆ When ABI is resumed, processing continues for unprocessed files.



Measure What Matters

- ◆ To recover a file that does not process correctly, resubmit the last known good file or create and submit a new one.
- ◆ On suspending or resuming a transmission, aimswebPlus sends an email to the Primary Account Manager.

Export Data

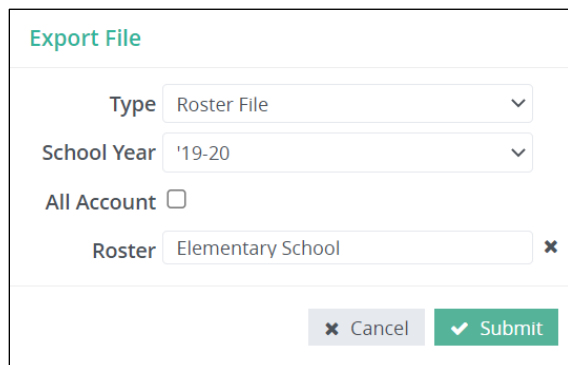
Managers may export student, teacher, class, user, monitor, and score data as well as demographic information. Exported Roster and User data includes all the data in the Roster and User templates.

Exports are useful for managing information for students who move out of the district; if they re-enrolled, the historic data is available. Roster and User export files may be updated and used to update your organizational data within the system.

A notification appears when the report is complete. To resubmit a new export using the same settings as a previous job, click the file name. Completed files are available for download for 30 days.

Export a Roster, User, or Score File

1. Click Account Management.
2. Select Export File. The Export File form is displayed.
3. Select a Type: Roster File, User File, or Score File.



Export File

Type: Roster File

School Year: '19-20

All Account

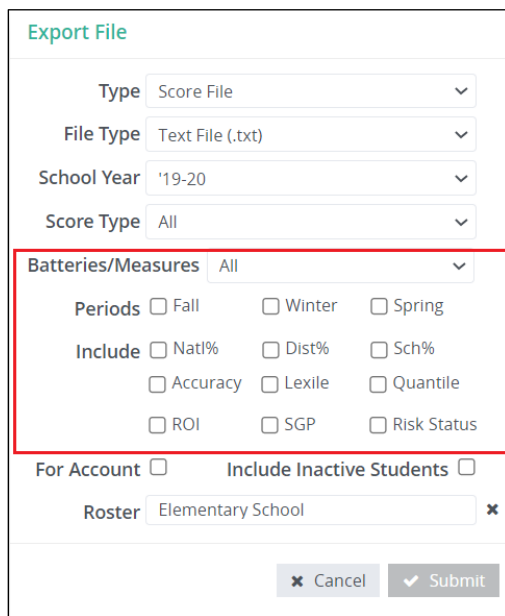
Roster: Elementary School

Cancel Submit

4. For School Year, click the drop-down to select the year.

5. For a Score File export:

- ◆ Select a Score Type: All, Benchmark, or Monitor.
- ◆ Select Batteries/Measures. The list shows batteries and measures available for the account and grade. Select the Periods and Percentile monitoring measures to include.
 - Periods: If score type is Benchmark or All, select the desired Periods and include options.
 - Include: select the options for percentile monitoring measures to include. SGP and Risk Status are available only with a Benchmark Score Type.



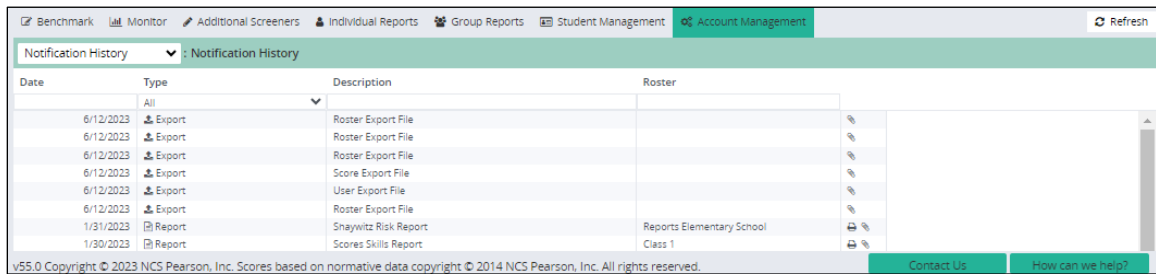
6. Check All Account to export data for the entire account. This option is available for account managers only. When selected, the Roster text field is disabled.

7. For Roster, enter a few letters of the roster name and wait briefly to view to select from the list of similarly named rosters that appears. To clear the entry, click the "X".

8. Click Submit.

View the Export Status

When the file is ready, the notification icon appears in the upper right corner. To view the file, click the icon or click Account Management > Notification History and view the report in the Notification History box. A summary indicates whether the export was successful. Successful exports can be saved for later import.



The screenshot shows the 'Notification History' section of the aimswebPlus interface. The table lists various export and report notifications with columns for Date, Type, Description, and Roster. Each row includes a notification icon in the right margin.

Date	Type	Description	Roster
	All		
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Roster Export File	
6/12/2023	Export	Score Export File	
6/12/2023	Export	User Export File	
6/12/2023	Export	Roster Export File	
1/31/2023	Report	Shaywitz Risk Report	Reports Elementary School
1/30/2023	Report	Scores Skills Report	Class 1

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Contact Us

Phone contact is available from 8:00 AM-5:00 PM Central Time.

Technical Support:

- ◆ 1-866-313-6194, option 1, then select from the following options:
 - For username or password assistance, or NCES information, press 1
 - For account management or account setup questions, press 2
 - For data issues involving Imports, Exports, Merges, TestNav, or Proctor Cache, press 3
 - For all other inquiries, press 4

Training:

- ◆ 1-866-313-6194, option 3.

Email:

- ◆ AIMSwebsupport@pearson.com for general technical support for aimswebPlus
- ◆ AIMSwebdata@pearson.com for assistance with Student roster imports, User Imports, AIMSweb TestNav support, migration, and mergers.

Appendix A Unique Identifiers and NCES Identifiers

Unique identifiers (UIDs) and NCES Identifiers allow the Import data to be added, marked as inactive, or updated accurately with each subsequent upload. UIDs districts uniquely identify schools, classes, teachers, and student groups and are required for all ABI imports, and for Account Management module Roster imports.

Unique Identifiers

UIDs are used to identify districts, schools, classes, teachers, and student groups.

- For both ABI and manual imports, a UID is required for any entity that is being supplied. For example, when adding a student to a district, Student and District UIDs are required, but District, Class, and Teacher UIDs are not. For ABI imports, if any row is missing a required UID, the entire file is rejected.
- For Account Management > Import, District UIDs are required for Roster import. Other UIDs are optional. For optional UID usage and conditions, please see the Import templates.
- Student UIDs are assigned by the Student Information System and follow the student through the school system.
- UIDs for districts, schools, classes, teachers, and student groups can most likely be created or obtained from the school system.

NCES Identifiers

The National Center for Education Statistics (NCES) developed the NCIS identification number for use with the Public School Locator and Private School Locator to uniquely identify schools. To find the NCES identification number for a school, go to <https://nces.ed.gov/globallocator/>.

- The NCES Identifier affects accounts in the United States only.
- An NCES Number is a unique identifier for each school within each state.
- Because the UID unique identifies schools in aimswebPlus, NCES Identifiers are optional.
- If used, NCES numbers should be verified annually.

The 12-digit NCES number has three parts:

- The first 2 digits indicate the state using the FIPS code.
- The next 5 digits indicate the district.
- The last 5 digits indicate the school.

Appendix B Template Reference

Template Purposes

Roster template	<p>Use the Roster template to create or update the account structure (districts, schools, and classes). Importing a Roster file imports teachers and students, updates student demographics, and rosters students into classes.</p> <p>Note: Import the Roster first if you are setting up your account for the first time or preparing for a new school year. The User file relies on organizational units such as district(s), school(s) and classes that are created when the roster file is imported.</p> <p>Demographics are assigned to the student and will apply to all scores in the file. Changing a demographic value via Roster import will not retroactively update demographics associated with scores that already exist in your account and are not included in the file to be edited by the import.</p>
User template	<p>Use this template to add new users after setting up the account. For ABI, the template can also be used to update or edit information for existing users.</p>

Font Color Meanings

The font colors indicate whether data is required, conditionally required, or optional.

Red Font	Required The information must be provided in your file.
Blue Font	Conditionally Required

The information is needed for certain conditions only (see the Description column and Conditional Req Fields tab for details). The system checks to see if the item is entered when needed and records a message if missing. The column header is always required, even if none of the individual rows require data in that column.

Black Font

Optional:

Fields labelled Not Required do not require data. The column header is always required, even if none of the individual rows contain data in that column. If data is not supplied for some of these optional fields, you cannot report on them. For example: If you want to report TeacherPhone, you must supply that information. Optional data may be added later via the interface or later imports.

Template Tabs

The tabs specify the data columns and requirements for each type of import. There are three tabs in the Roster template, and four in the User template.

- ◆ The Layout and Conditional Req Fields tabs contain guidelines and instructions.
- ◆ The Template tab contains headers only. Enter your data in this tab. You need to be viewing this tab when you save the spreadsheet as a .txt file.
- ◆ The UserRoles tab is available on the User template only. To assign a user role, enter the code that corresponds to the desired role.

Layout Tab

The Layout tab provides the date the template was last updated. Templates are updated separately from application releases, so seldom have the same date as a release. If you need to call support, it is helpful to have the template date available.

The Layout tab describes whether the data in a column is conditional, required, or not required, when the data is required, and the valid values for the data.

Column Name	Lists the columns in the order they appear on the Template tab. Note: If you create your own file without using the template, ensure that the Column names match the spelling and capitalization shown in the template, including no spaces.
Req Rule	Data for the associated column is Required, Conditionally Required or Not Required (i.e., Optional) . Each requirement rule applies to the data only. The column headers are always required in the file.
Uniqueness Rule	Specifies the organizational area in which the data must be unique. For example, a ClassUID (unique identifier) is only required to be unique within a school while a DistrictUID must be unique across the entire account. These rules are enforced within the import, and data that does not meet the conditions will result in a failed import file.
Valid Values	This shows the acceptable values for each column. The values in your file must match the values listed here. Any deviation will result in a failed import file or rejected row. Note: in most cases <blank> (a field left blank) means "do not change the existing value in the database for this record."
Notes and Code mapping	This shows any special rules about the column data or explanation for codes used. For example, in the Roster template, the demographics corresponding to each code display in this column.

Conditional Req Field Tab

Column Name	Identifies the columns on the Layout tab that are Conditionally Required.
Condition	Shows the required conditions and dependencies. For example, School UID is required if any school or class attribute is supplied.

Role Codes Tab (User Template only)

The User Roles tab is specific to the **User Template** and lists all of the available roles within aimswebPlus. Enter the User Role exactly as it displays in the template.

Valid Role Code column	Lists the role code to be used when you add users. The code is the role name in this exact format, for example: ACCOUNT_MANAGER.
Description column	Identifies the role permissions.

Template Tab

The Template tab contains the import data and will be saved as the import file. When you are ready to save you must be on the Template tab.



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Information in this document is provided to enable software use for the Pearson aimswebPlus software application.

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