

How to Register and Submit Student Information for Iowa End-of-Course Assessments

Beginning Spring 2011 the Iowa End-of-Course (IEOC) assessments are administered online only. The process of submitting your student data for bar code labels also now serves as your registration for IEOC testing.

- **Preparing your student data file for submission to Iowa Testing Programs**

Option 1: Generate a data file from your student information system

Follow the steps you would normally use to get a barcode file for the Iowa Assessments (formerly ITBS/ITED) from your student information system.

Option 2: Use the data file already validated for the Iowa Assessments through ITP Online Tools

On the ITP Online Tools web site, click “Bar Coding” in the main menu. Click the folder icon on the left side of the order summary row for a previously filled order (where the “Order Status” is “Finished” or “Shipped”). Click on the icon to View a File, then save the file to your computer. This file is in comma-separated values (CSV) format, which can be opened in Microsoft Excel.

Please Note: Column 7 in your student data file for Class Name; can be used to help assign students to classes for IEOC testing. Enter a teacher name and/or test name in that column (ex. Algebra I Smith) as it applies to each student, and when the file is imported into the testing system classes will automatically be created according to the text entered.

Please Note: Each student should have only one record in the student data file submitted for IEOC testing, regardless of how many tests the student will take. You will assign students to the appropriate tests after they have been imported to the testing system.

Open the file with Excel and add or remove students and/or grades as needed to prepare your file. Also edit the Class Name column as needed to automate the creation of class groups when the file is uploaded to the IEOC testing system.

- **Submitting your file to register and import students for IEOC testing**

1. On the ITP Online Tools web site, click “Bar Coding” in the main menu, then click “Begin new bar code order” and enter the appropriate information for each tab. Under the tab labeled “Test”, choose “Iowa End-of-Course.”
2. Complete the bar coding process as you would for Iowa Assessments (formerly ITBS/ITED) labels.

Once your student information file is validated, ITP will import the file into the IEOC testing system. From there you may log in to the testing system (<http://www.programworkshop.com/6.0.0.0/login/login.aspx?skin=iowa>) and proceed with preparing for IEOC administration- assigning students to class groups and tests, creating a test session on the day of testing, etc.