

# How to Register and Submit Student Information for the Iowa Algebra Readiness Assessment

The Iowa Algebra Readiness Assessment (IARA) is administered online only. The submittal of a student data file through the bar coding service on ITP's [Online Tools](#) website serves as your registration for IARA testing, as well as provides your student roster for testing.

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

## **Generate a student data file from your student information system**

Follow the steps you would normally use to generate a bar code file for the Iowa Assessments from your student information system. The file template is the same and ITP will validate the file in the same manner as we do for the Iowa Assessments.

Once you have the bar code file extract, save the file in a folder where you remember its location.

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

1. On the [ITP Online Tools](#) website, click "Bar Coding" in the left-hand menu, then click "Begin new bar code order" and enter the appropriate information for each tab. Under the tab labeled "Test", choose "IARA".
2. When you reach the "Save" tab and click Save at the bottom, you'll see a green SUCCESSFUL box. Click to go to the "File Management Center" and you'll be taken to the file management page in the order you created.
3. Click "Browse", locate and select your student data file and click "Open", next click "Upload" and your file should upload successfully.

Once your student information file is validated, ITP will import the file into the IARA testing system and send an email to the contacts in the order to let you know the system is ready.

ITP will be in contact throughout the process to help things go smoothly, you can feel free to contact us any time with questions or to request assistance. If you have IARA questions, feel free to contact Rob Posekany by email ([robert-posekany@uiowa.edu](mailto:robert-posekany@uiowa.edu)) or by phone 319-335-5259.