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

The Iowa End-of-Course (IEOC) assessments are 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 IEOC 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.

> ***Please Note:*** Field 7(column G in Excel) in the bar code file for "Class Name"; can be used to help auto-assign students to classes for IEOC testing. Every student record with identical text entered under Class Name will be grouped together into a class when the file is imported into the testing system.
> If you take advantage of this technique, students who will take more than 1 IEOC test should have a separate record in the bar code file for each test he/she will take. Contact ITP if you have questions. Rob @ 319-335-5259.

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 IEOC 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 "Iowa End-of-Course".

    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", click "Upload" and your file should upload successfully.

Once your student information file is validated, ITP will import the file into the IEOC 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 IEOC questions, feel free to contact: Rob Posekany by email (robert-posekany@uiowa.edu) or by phone 319-335-5259.

August 2017