

PREPARING DATA FILES: Alpha Plus Online Assessments

Welcome to Alpha Plus Online Assessments, now at <https://aplustesting.org/>! This guide is to help you prepare spreadsheets to send your administrator, teacher and student data to Alpha Plus for upload. Once complete for your district, all staff will receive a welcome email, temporary password and be ready to go!

While only Alpha Plus staff can set up or add schools and online classrooms, district and school staff can add teachers and students to the system as needed. Just give us a call us 9 a.m. to 4 p.m., Monday through Friday, or send email to admin@alphaplus.org.

Please complete three spreadsheets, which are in Excel workbooks. The bold text and borders below are for illustration purposes only; the formatting is irrelevant to the process. **To ensure Alpha Plus knows your spreadsheet is complete at the time submitted, please type your name and phone number at the bottom of each list.**

1. **District-Schools_AP-Template:** This will set up your district and school(s) in the system. Please use these codes in the “Position” column:
S = Superintendent (district leader or their designee)
SS = Superintendent Support (district staff members who need access to data for all or multiple schools)
P = Principal (school site leader or their designee);
PS = Principal Support (school staff who need access to data for all or multiple classrooms)

Here is an example of what your Alpha Plus District-Schools spreadsheet should include:

District Name*	School Name*	Address	Phone Number	Title	First Name*	Last Name*	Position*	Email*
Oklahoma		1234 N. Gulfpo	405-123-456	Superinte	John	Doe	S	jdoe@okschool.k12.ok.us
Oklahoma	Homa ES	5678 N. Oceans	405-321-765	Principal	Juan	Diego	P	jdiego@okschool.k12.ok.us
Oklahoma	Okla MS	9876 N. Oceans	405-321-765	Principal	Juan	Diego	P	jdiego@okschool.k12.ok.us
Oklahoma	Okla HS	5678 Gulfport R	405-123-456	Principal	Jane	Doe	P	jndoe@okschool.k12.ok.us
Oklahoma		1234 N. Gulfpo	405-123-456	Title I Dire	Sarah	Ferguson	SS	sferguson@okschool.k12.ok.us
Oklahoma	Homa ES	5678 N. Oceans	405-321-765	Assistant	Sam	Chase	PS	schase@okschool.k12.ok.us
Oklahoma	Okla MS	9876 N. Oceans	405-321-765	Counselor	Clay	Potts	PS	cpotts@okschool.k12.ok.us
Oklahoma	Okla HS	5678 Gulfport R	405-123-456	SPED Dire	Phil	Ferguson	PS	pferguson@okschool.k12.ok.us
CONTACT		PHONE			DATE			

*Columns with asterisk marks are REQUIRED data; the other information helps Alpha Plus serve your school better. Leave school name blank for district-level staff members. The data can be sorted in any order you like. **When complete, please “Save As” to an applicable file name (e.g., “District-OklahomaSchools_AP-080117”).**

2. **Teachers_AP-Template:** Alpha Plus must have official school email addresses and class rosters for ALL teachers starting the school year in a district before we can prepare the online system. However, you may complete spreadsheets by school or by district, just indicate that in your file name.

Here is an example of what your Alpha Plus Teachers spreadsheet should include:

School Name	Teacher Email	Teacher First Name	Teacher Last Name	Content - Grade Level	Period
Homa ES	tbaker@okschoo.k12.ok.us	Terry	Baker	Math 3	
Homa ES	tbaker@okschoo.k12.ok.us	Terry	Baker	Reading 3	
Homa ES	dmartin@okschoo.k12.ok.us	Don	Martin	Math 4	
Homa ES	dsimms@okschoo.k12.ok.us	Devante	Simms	Reading 4	
Okla MS	pgonzalez@okschoo.k12.ok.us	Pablo	George	Math 6	1
Okla MS	pgonzalez@okaschoo.k12.ok.us	Pablo	George	Math 7	5
Okla MS	jbeacham@okschoo.k12.ok.us	Jennifer	Beacham	Reading 6	5
Okla MS	jbeacham@okschoo.k12.ok.us	Jennifer	Beacham	Reading 7	6
CONTACT		PHONE		DATE	

All fields are required. When complete, please “Save As” to an applicable file name (e.g., “Teachers_OklaDistrict_AP-080117”).

3. **Students_AP-Template:** An Excel file must be completed for each SCHOOL. Here is an example of what your Alpha Plus Students spreadsheet should include:

Student ID	Last Name	First Name	Online Classroom Name	
2222343129	ADAMSON	ABBIGALE	Baker Math 3	
2222343129	ADAMSON	ABBIGALE	Baker Reading 3	
2221907057	CHANEY	MASON	Martin Math 4	
2221907057	CHANEY	MASON	Simms Reading 4	
CONTACT		PHONE		DATE

All students must be identified with a ten-digit number, preferably the Student Testing Number (STN) used by Oklahoma State Department of Education. We need the STN to connect your Alpha Plus data during the year to each student’s previous state test scores. If you provide a student ID number that is less than 10 digits, we will add a numerical prefix to ensure the number does not match another district’s student IDs. Alpha Plus team can change the number(s) for you later as needed and keep each student’s scores together in the new Student Profile.

All fields are required. When complete, please “Save As” to an applicable file name (e.g., “Students_AP-HomaES_080117”). Here is an example of a middle school or junior high spreadsheet:

Student ID	Last Name	First Name	Online Classroom Name	
1112305307	Bear	Joshua	George Math 7 - 5	
1112305307	Bear	Joshua	Beacham Reading 7 - 6	
1111953677	Billings	Harley	George Math 6 - 1	
2222042858	DABNEY	ROMAN	George Math 6 - 1	
2222042858	DABNEY	ROMAN	Beacham Reading 6 - 5	
CONTACT		PHONE		DATE

For secondary schools, please make certain to include the hour or period (dash and hour number only) in online classroom name. When complete, please “Save As” to an applicable file name (e.g., “Students_AP-OklaMS_080117”).

If you have any questions, please call (405) 842-8408 or email admin@alphaplus.org. THANKS!