Understanding the Standards TEXT File for Importing

	A	B	C	D	E
	Name	Identifier	Listparent	Level	Sortorder
1	Name	Identifier	Listparent	Level	Sortorder
2	Grade 1	1		1	1
3	**English Language Arts**	ELA.1.06	1	2	1
4	Reads fluently at grade level	ELA.1.06.1	ELA.1.06	3	1
5	Uses letter sound knowledge to decode (phonics)	ELA.1.06.2	ELA.1.06	3	2
6	Makes reasonable predictions	ELA.1.06.3	ELA.1.06	3	3
7	Retells a story	ELA.1.06.4	ELA.1.06	3	4
8	Asks and answers questions about text	ELA.1.06.5	ELA.1.06	3	5
9	Writes with focus, organization and detail	ELA.1.06.6	ELA.1.06	3	6
10	Uses correct standard English conventions	ELA.1.06.7	ELA.1.06	3	7
11	Makes connections	ELA.1.06.8	ELA.1.06	3	8
12	Uses evidence from the text to visualize poetry	ELA.1.06.9	ELA.1.06	3	9
13	Uses NF text features to gather information	ELA.1.06.10	ELA.1.06	3	10
14	Gives oral presentations using criteria from a rubric	ELA.1.06.11	ELA.1.06	3	11
15	Grade 1 Comment	ELA.1.06.12	ELA.1.06	3	12

Look at the example .xls file provided. Create your .xls file with the understanding that it must be saved as a .txt file prior to importing.

1. **Name of Standard.** This is what it implies the NAME of the standard. **Please note there is a 65 character limit to the length** of the names of standards. This can be edited later, but will not display properly on object reports and unless text field- standard names does not have a wrap around feature.
2. **Identifier** – Must be **UNIQUE** and should be easily understood. Each piece of the example listed above INFORMS PS Admins. ELA- Subject Area – 1 – Grade Level 06 THE YEAR (as you are likely to change them) and 1-12 the number of standards in that content area
3. **List Parent** – this helps establish the hierarchy of ownership. English Language Arts reports to Grade 1, all ELA standards report to the heading called English Language Arts
4. Level – related to hierarchy. When you look at the standards at the district level, each step down is a sub-category. There are only 4 levels. If you had major categories under English Language Arts, those would be 3 and standards under each of those would then be level 4.
5. **Sort Order**- Relates to house the standards will be seen on the server. Teachers would see them in this order.

Course	Type	Allowassignments	Includecomme	Conversionscale
95801,95701,95601,95501,95401	School	FALSE	FALSE	399
95801,95701,95601,95501,95401	School	FALSE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	TRUE	FALSE	399
95801,95701,95601,95501,95401	School	FALSE	TRUE	

6. **Course** – These are the UNIQUE course #'s that this standard applies too.   In Shrewsbury, all standards in K-4, report to homeroom. We have 5 schools that teach Grade 1- thus 5 #'s.

    Three Cautions

    (1) make sure if you FILL DOWN, Excel down add one to the last course #

    (2) if you have multiple courses in this field, each has to separated by a comma

    (3) lastly.. this field should be a text column, sometimes depending upon how you save this, the comma's merge and you loose the individual course #'s

7. **Type** – there are four types of standards- PS only understands SCHOOL STANDARDS

8. **Allowassignments** – FALSE indicated that a teacher will not be able to assign a grade to this item, TRUE- Gradable!

9. **Includecomment** – FALSE on all standards except the COMMENT STANDARD. TRUE – provides teachers a text box for entering a narrative comment area. PLEASE NOTE- cutting and pasting comments can cause problems creating funky symbols when using certain characters. At this time, PS doesn't offer SPELL CHECK. Certain browsers do.

10. **Conversion Scale-** These refer to the CHOICES teachers have in the drop down menu's for each standards. You must create the conversions scales first. Then you *SEARCH the GEN TABLE in DDE* to find the internal code for each conversion scale.