Testing Files

To 'grab' your testing files from the: http://success.ode.state.oh.us   site:

Click on the Educator's Workroom area:

Enter your district username and password here

You should then get the following screen:
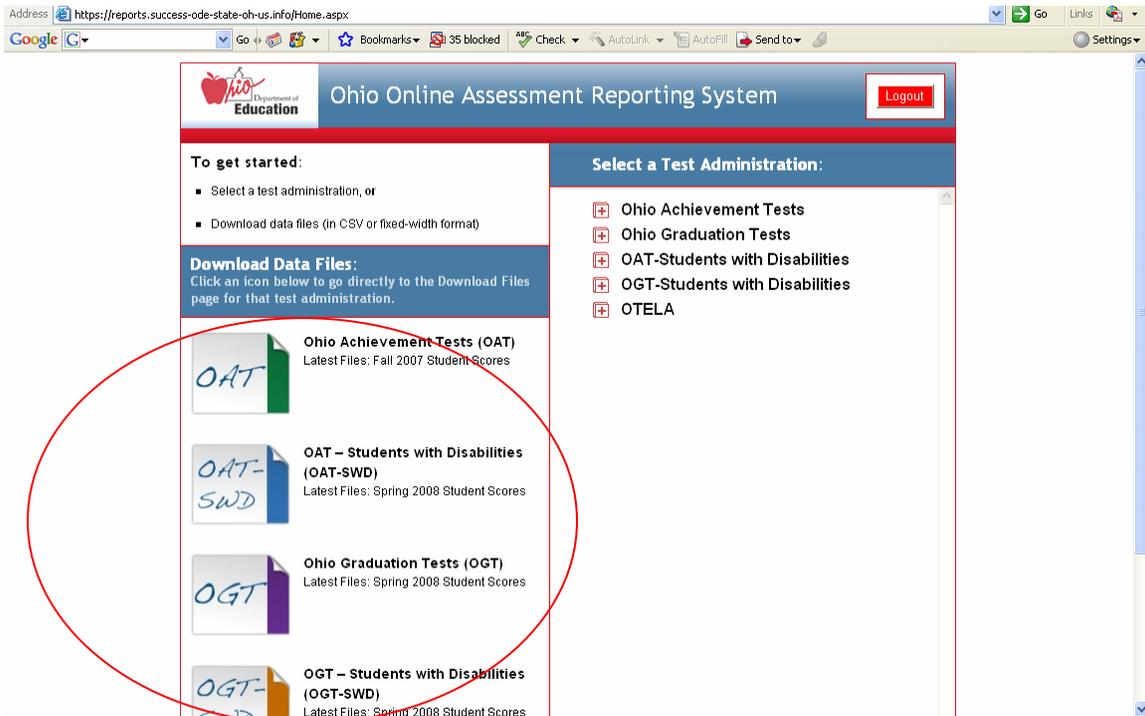
Depending on which test you are getting the results for, you will click on that over in the Download Data Files: area, and you should see something like this:
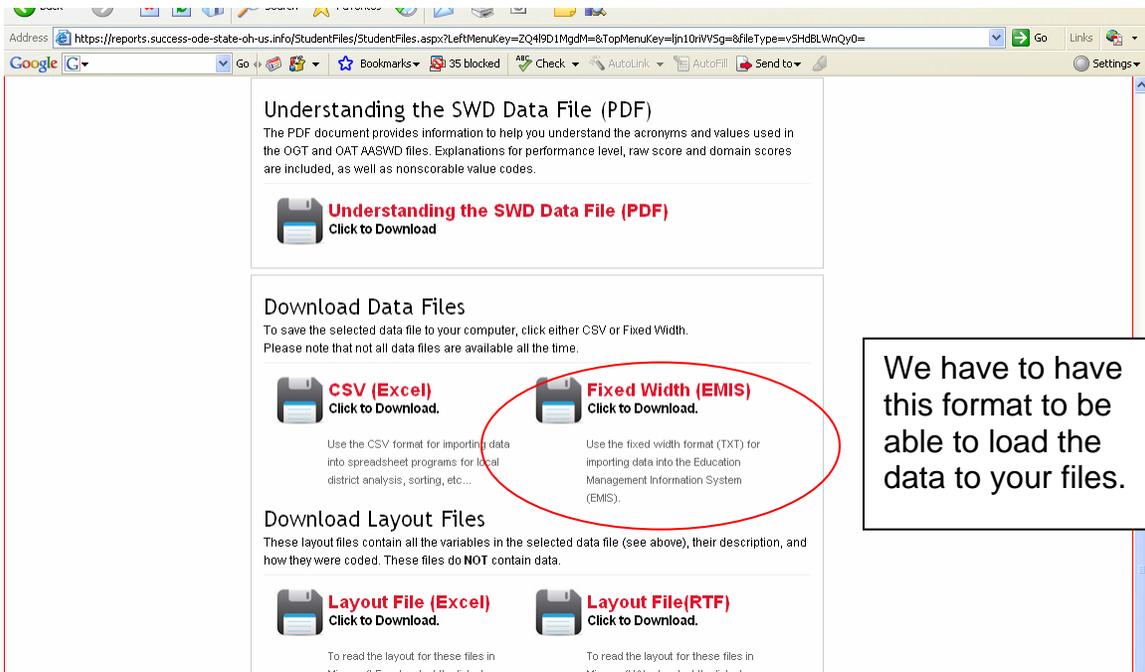
When you click on this 'Fixed Width (EMIS)" area, it will prompt you to open or save, save to your desktop.

Then we need you to create a helpdesk ticket – and let us know which test it is, and attach the file to the ticket, with your district code first, and then the test type you are attaching to the ticket.
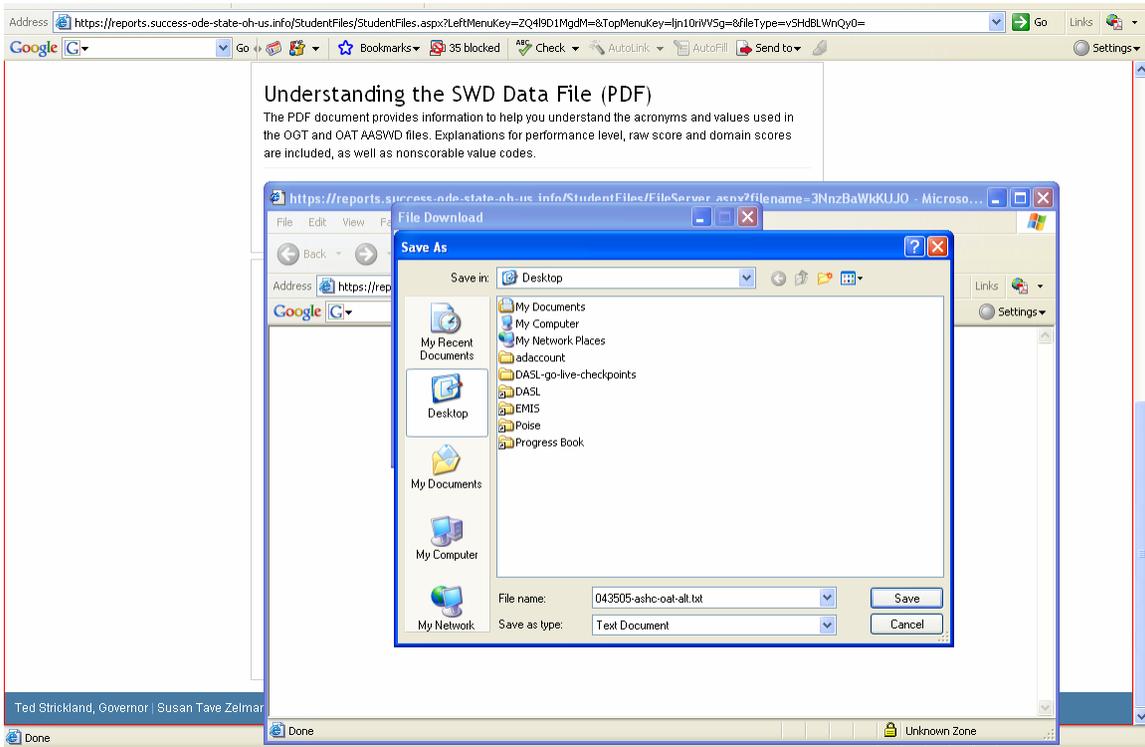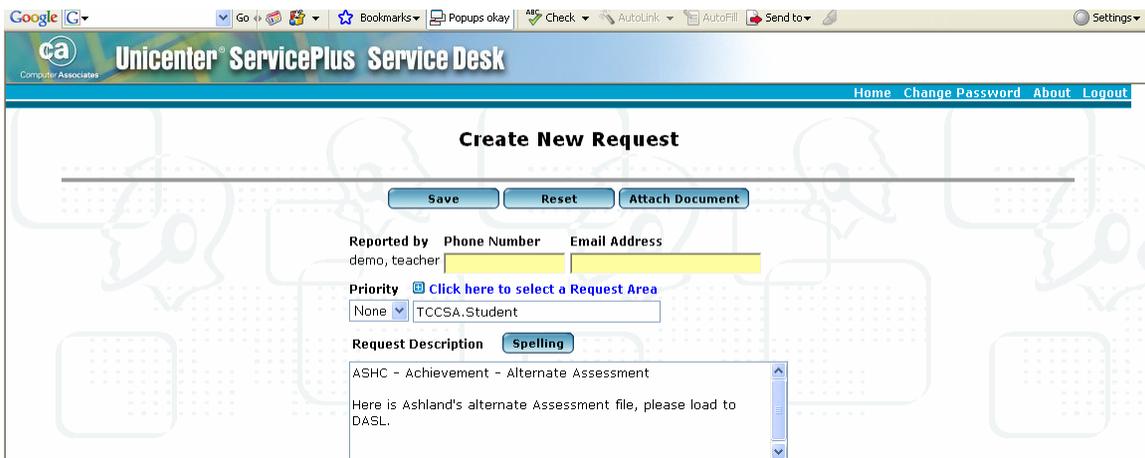

Please enter your data similar to the above example. You can click on the Attach Document here to attach the file – then hit the Save button.

Once you save it, you should see something like this on your screen, notice the attached file listed – this way you can double check that your attachment really is there, if not, you have the option here to Attach Document.

Once we receive the helpdesk ticket, there is a two step process. You will notice it goes to Sherry Williams first, and if we have the programs available, she will load the file to DASL, and once it is there, she gives the ticket back to Jim Franks, and he loads the data into DSL (which is used for some of the EZ-Query searches, and returns the ticket back to you as closed.

Once this occurs, you will want to do the following, or have the testing coordinator help, in DASL the data it could match up went to the appropriate student assessment area, if there was a problem with a match, you will want to check the following screen at the district level and/or building level:

Home » SIS » Assessment » Assessment Import Management