

Rollover Guide for Louisiana Department of Education Grade 3

This guide is for District Test Coordinators (DTCs) and School Test Coordinators (STCs) for districts that have purchased mCLASS Grade 4 and above and are using the program in district-level accounts. DTCs and STCs in these districts are responsible for managing the assessment data for Grade 3 students who will be promoted to Grade 4 for the 2025–2026 school year.

Rollover for Grade 3 Students

Once rollover is completed, Grade 3 students will be promoted to Grade 4. The former Grade 3 students in the state account will be promoted to Grade 4, and once Amplify runs the All-In-One-Replace enrollment update, these students will be deleted from the state account and become unavailable for state-level assessment administration. Assessment data collected as part of the statewide K–3 implementation in the state account will not carry over to the student records in the district-level account. After rollover is complete, teachers will no longer be able to access their student data for the school year 2024–2025 via classroom reporting.

Administrators who have access to the state account will continue to be able to access the data in mCLASS Admin Reporting in the new school year, and can disseminate the student data to educators supporting the Grade 4 students, as needed.

Enrollment Information

This section outlines important information to take into account when enrolling students who are being promoted to Grade 4.

- Districts are responsible for enrolling the promoted Grade 4 students in the district-level account. In other words, districts and schools will need to add their rising 4th graders to the district enrollment feed, which will generate a new Amplify account for them (separate from the state account). Students must have a new Amplify account separate from the state account.



If the district-level account has Boost Reading licensed, and the rising Grade 4 students are already using Boost Reading with the district-level account, there is no need to create separate enrollment records for mCLASS Grade 4. Students should be enrolled using their existing district-level Boost Reading account information.

- Enrollment must be done using the district's choice of enrollment method.
- Teachers and students should use their regular email address (not the custom email appended with ".ldoe" that was created for the state account) to enroll in the district-level account.



It is essential that the state-level email addresses (ending with “.ldoe”) are not used for these students’ new district-level enrollment records to avoid linking to the records in the state account.



For more information or assistance with enrollment, please reach out to your Amplify enrollment contact.

Saving Classroom Reporting Data

Amplify recommends that educators save a copy of the data from classroom reporting prior to rollover for use in the next school year. This section outlines the different methods for saving classroom reporting data.



Perform this step before rollover. The classroom reporting data will not be available after rollover to the new school year.

Printing Classroom Reports

Print any report page view with the Print icon  in the Report Navigation bar.

1. Navigate to the report page to print and click .
2. Select **Current Page**.

Change the print orientation/layout option as necessary: Portrait shows more students; Landscape shows more data.

3. Click **Print**.

Class Summary PDF

Generate a printer-friendly file of the Class Summary report: the class summary for the selected class or group is generated as a PDF, sorted alphabetically by students’ last names, and organized in ascending order by grade for multi-grade classes or groups.

- The Class Summary PDF report displays the District, School, and Class or Group the student is enrolled in at the top of the report along with the name of the official teacher of the class or creator of the group.
- The report header displays the student’s name, the student’s grade, and the current time of year (TOY).
- Students are listed alphabetically by last name in the first column of the report, followed by their composite score for the current TOY.
- The report is divided into columns, labeled at the top with each skill assessed. The corresponding measure abbreviation displays under the skill name.
- The benchmark goal for the grade and current TOY displays at the top of each measure column and the composite score column.
- Each student’s measure results, benchmark score, and results interpretation display in rows under the corresponding measure column.

Generate the Class Summary

Generate a PDF of the Class Summary for a selected class or group:

1. Make sure the class to print is selected in the Class/Group list.

From any report page, in the Report Navigation bar, click  **Print**.

2. From the Print list, select **Class Summary**.

A message displays while the PDF is generating and downloading.

3. The downloaded PDF displays in the Downloads area of the browser.

- Chrome: The downloaded PDF displays at the bottom of the browser window. Click the **PDF** icon to open the report in the browser and print the file directly from the browser, or click  to open the Downloads menu. Click **Show in folder** to open the file download location.
- Safari for Mac OS X: The downloaded PDF displays at the top of the browser window. Click  to open the Downloads menu and double-click the **PDF** icon to open the file with the PDF viewer, or click  to open the file download location in the Finder.

4. Keep the PDF of the Class Summary for future reference, or print it. When printing reports, please be sure to follow LDOE policy for securing student data.

Student Summary PDF

Generate a printer-friendly file of the Student Summary benchmark history: all student summaries for the selected class or group are generated as a PDF with one student's file per page, sorted alphabetically by students' last names, and organized in ascending order by grade for multi-grade classes or groups.

- The Student Summary PDF report displays the District, School, and Class or Group the student is enrolled in at the top of the report along with the name of the official teacher of the class or creator of the group.
- The report header displays the student's name, the student's grade, and the current time of year.
- The report is divided into columns for three years of data, with the first being the current school year, followed by the previous two school years when the student was enrolled in the institution. Each school year column is divided into TOY columns.
- The composite score displays at the top of each TOY column, along with the benchmark goal and the interpretation of the students' score.
- Each measure/skill displays in rows, with the results displayed for each TOY along with the benchmark goal and results interpretation.

Generate the Student Summary

Generate a PDF of all Student Summaries for a selected class or group at once.

1. From any report page, in the Report Navigation bar, click  **Print**.

2. From the Print list, select **All Student Summaries**.

A message displays while your PDF is generating and downloading.

3. The downloaded PDF displays in the Downloads area of your browser.
 - Chrome: The downloaded PDF displays at the bottom of the browser window. Click the **PDF** icon to open the report in your browser and print the file directly from the browser, or click  to open the Downloads menu. Click **Show in folder** to open the file download location.
 - Safari for Mac OS X: The downloaded PDF displays at the top of the browser window. Click  to open the Downloads menu and double-click the **PDF** icon to open the file with the PDF viewer, or click  to open the file download location in the Finder.
4. Keep the PDFs of the Student Summaries for future reference, or print them. When printing reports, please be sure to follow LDOE policy for securing student data.

Progress Monitoring Graphs

1. From any report page, in the Report Navigation bar, click  **Print**.
2. From the Print list, select **All PM Graphs**.

A message displays while your PDF is generating and downloading.

3. The downloaded PDF displays in the Downloads area of your browser.
 - Chrome: The downloaded PDF displays at the bottom of the browser window. Click the **PDF** icon to open the report in your browser and print the file directly from the browser, or click  to open the Downloads menu. Click **Show in folder** to open the file download location.
 - Safari for Mac OS X: The downloaded PDF displays at the top of the browser window. Click  to open the Downloads menu and double-click the **PDF** icon to open the file with the PDF viewer, or click  to open the file download location in the Finder.
4. Keep the PDFs of the PM Graphs for future reference, or print them. When printing reports, please be sure to follow LDOE policy for securing student data.

Saving Assessment Data

Districts can use Amplify's Assessment Importer tool to import the assessment data for the rising Grade 3 students from the state account to the district-level account. After students are enrolled as 4th graders with their new enrollment information, DTCs or STCs download assessment data from the state account (using RAS Download Your Data (DYD)) and then upload this data to the district account using the Assessment Importer.



mCLASS RAS will be retired for Back to School 2025. After retirement, administrators will use the new mCLASS Admin Reports for all administrator reporting.



- DTCs or STCs must fill in the assessment data import file template carefully using the student identifiers (required field), teacher identifiers (required field), and teacher email addresses (optional field) in the enrollment records in the district-level account so that the data matches the enrollment records.
- Districts must make sure that the teacher and student identifiers that are used for enrollment in the district-level accounts are the same ones that they use in populating the Assessment Importer data template, so that the data matches.

Assessment Data Import Guide

This section describes how to import rising Grade 3 students' assessment data from the state account into school accounts after they are enrolled in their new accounts as Grade 4 students.

Import State-Level DIBELS 8th Edition Data

To import assessment data from state-level DIBELS 8th edition assessments, Test Coordinators need to prepare a properly formatted spreadsheet. Download a template from the Import Assessment Data page and enter the results data into it, then save the spreadsheet as a CSV file. Then upload the spreadsheet to Amplify using the Assessment Importer tool.

The results are immediately available in the mCLASS classroom reports and available in RAS the next time the data is refreshed.

Assessment Results

Due to differences in how data is stored, the Amplify item importer only loads overall results from previous assessments, and does not provide item-level detail.

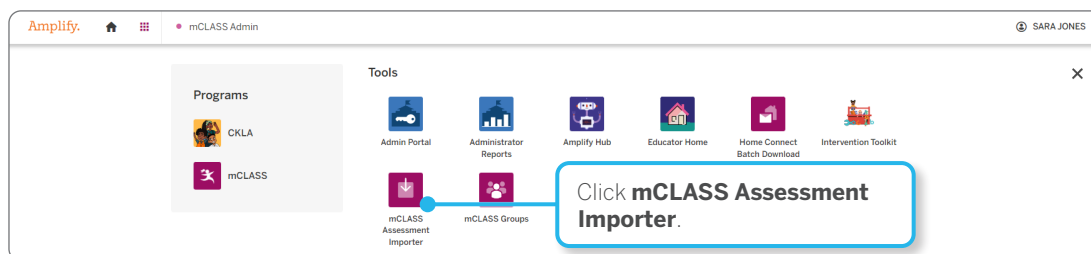
Navigating to the Import Assessment Data Page



The Import Assessment Data page is available for DTCs and STCs with System-level or Full access only.

To access the Import Assessment Data page:

1. Navigate to <https://my.amplify.com/login/louisiana>. Educator Home displays. From Educator Home, click **Programs & Apps** in the Amplify navigation.
2. In **Programs & Apps**, go to Tools and click **mCLASS Assessment Importer**.



The mCLASS Import Assessment Data page displays.

The Import Assessment Data Page

The Import Assessment Data page includes the Assessment Importer tool, links to download help guides, and a link to download a template for entering assessment data. The page also includes a history of results data imports.

The screenshot shows the 'Import Assessment Data' interface. At the top, there's a section for uploading data with a 'Choose a file' button, an 'Assessment Type' dropdown, a 'Format' dropdown, and 'Import' and 'Cancel' buttons. Below this is a 'Previous Imports' section displaying a table of past uploads. To the right, there are three links to download guides and templates. Callouts provide detailed instructions for each feature.

Use the Assessment Importer tool to upload your results data to Amplify.

Click the link to download the guide for importing D8 data to mCLASS (this guide) .

Click the link to download the guide for exporting DDS data and importing it to mCLASS .

Click the link to download a formatted template in CSV format to enter your paper-pencil results data.

The Previous Imports section displays information about your past imports.

FILE NAME	UPLOAD DATE	TYPE	SEQUENCE	STATUS	PUBLISHED	EXCLUDED	ANALYSIS
mclass_dibels_8th_edition_template_(1).csv	12-15-2022 04:19:21 PM	DIBELS 8	mCLASS	Complete	18	10	ANALYSIS

DIBELS 8th Edition Assessment Import Guide
A guide to preparing and importing your DIBELS 8th Edition assessment data into Amplify.

DIBELS 8th Edition and DIBELS Data System Assessment Import Guide
A guide to exporting your assessment data from DDS and preparing and importing the data file into Amplify.

DIBELS 8th Edition Data Template (CSV)
A properly formatted template file for DIBELS 8th Edition data.

Data Upload Requirements and Recommendations

This section includes important information to successfully upload assessment data. Read this section carefully before beginning.

Best Practices Checklist

Before starting an Assessment Importer upload, refer to the following checklist to avoid any errors:

- ☐ The students must be enrolled in Amplify in order to upload results. Make sure that all Grade 4 students are enrolled with email addresses that are different from their state email addresses (automatically generated with the ".ldoe" ending).
- ☐ Verify that all information in the spreadsheet is correct before uploading it; if incorrect scores are entered for a student, the incorrect scores cannot be replaced by uploading a new file.
- ☐ Refer to the DIBELS 8th Edition Spreadsheet Values table to make sure the necessary data is included and that the formatting of the spreadsheet is correct:
 - ☐ Make sure the columns in the spreadsheet match the Column Header values in the DIBELS 8th Edition Spreadsheet Values table.
 - ☐ Include all of the information specified as required in the DIBELS 8th Edition Spreadsheet Values table.
 - ☐ Make sure the formatting of the information in the spreadsheet matches the specifications in the DIBELS 8th Edition Spreadsheet Values table.

- ❑ Double check the enrollment information for the students whose results are being uploaded.
- ❑ We recommend uploading only one school year of results data at a time. Create a separate spreadsheet for each school year to import.
- ❑ Make sure that each file uploaded contains 10,000 student records or fewer to avoid errors when processing the data.

Student Enrollment Requirements

Before importing assessment results, all students with results data must be enrolled in Amplify.

Because the Assessment Importer tool uses students' current enrollment data in Amplify when uploading and validating assessment results data, the spreadsheet must contain a student's currently enrolled school information, even if the student was assessed at a different school. In other words, students who were enrolled in the state account when they were assessed during school year 2023–2024 must now be enrolled in a district or school account with a different email address (i.e., use their regular email address, not the automatically generated state email address appended with ".ldoe") so that the assessment data is associated with their new account.

School Year Recommendations and Requirements

The importer loads one full year of data, including all grades and benchmark periods. If the spreadsheets contain more than 10,000 student records, divide them into multiple files containing 10,000 or fewer records for best results.



- The school year is identified by the year the academic calendar begins in, and should appear in a four-digit (YYYY) format.
- For example, the correct value for the 2023–2024 school year is 2023.

Download the DIBELS 8th Edition Data Template

1. Navigate to the Import Assessment Data page.

Import Assessment Data

Choose a file

Assessment Type

Format

Import

Cancel

You Have No Previous Imports

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DIBELS 8th Edition and DIBELS Data System Assessment Import Guide
A guide to exporting your assessment data from DDS and preparing and importing the data file into Amplify.

DIBELS 8th Edition Data Template (CSV)
A properly formatted template file for DIBELS 8th Edition data. (mCLASS sequence.)

2. Click **DIBELS 8th Edition Data Template (CSV)** to download a properly formatted template where you can enter your results data.
3. Save this file where it can be located easily.



The spreadsheet template includes properly formatted column headers that Amplify needs to analyze and store the data. Do not change any of the column headers in the downloaded template.

Important Information About Entering Results Data

Before entering results data, review this section carefully. This section contains information about composite scores, Maze adjusted scores, and the DIBELS 8th Edition Spreadsheet Values table, which contains information to refer to when formatting the spreadsheet.

Composite Scores

The DIBELS 8th Edition Assessment Importer tool calculates the composite scores based on the measure results included in the spreadsheet. Include results for all required measures to receive a composite score.

Maze Adjusted Score

The DIBELS 8th Edition Assessment Importer tool calculates the Maze adjusted score based on the values for MAZE_CORRECT and MAZE_INCORRECT included in the spreadsheet. Make sure to enter values for both MAZE_CORRECT and MAZE_INCORRECT to receive a Maze adjusted score.

DIBELS 8th Edition Spreadsheet Values

The table in this section describes the formatting to use for entering the values in the results spreadsheet.

- Make sure that the values entered in your spreadsheet conform to the format described in the Values column of the table. Values such as DISTRICT_NAME, SCHOOL_NAME, and GRADE must match the values in Amplify's enrollment system.
- At least one full measure result is required to successfully submit results.
- The Maze and Oral Reading Fluency measures require values for both Correct and Incorrect responses.

Column Header	Values	Required	Description
DISTRICT_NAME	Alphanumeric	No	District name
SCHOOL_NAME	Alphanumeric	Yes	The name of the school
TEACHER_ID	Alphanumeric	Yes	The teacher's primary Amplify ID (e.g., Staff ID (District ID))
TEACHER_NAME	Alphanumeric	No	The teacher's name, in the format: <teacher first name> <teacher last name> (Although this information is not required by the system, we recommend including the teacher's name.)
TEACHER_EMAIL	Alphanumeric	No	The teacher's Amplify email address
STUDENT_ID	Alphanumeric	Yes	Student's Amplify Primary ID (e.g., Student ID (District ID))

Column Header	Values	Required	Description
STUDENT_LNAME	Alphanumeric	No	Student's last name (Although this information is not required by the system, we recommend including the student's last name.)
STUDENT_FNAME	Alphanumeric	No	Student's first name (Although this information is not required by the system, we recommend including the student's first name.)
GRADE	K, 1, 2, 3, 4, 5, 6	Yes	The student's grade ("K" must be capitalized; files may contain results for multiple grades.)
SCHOOL_YEAR	YYYY Format	Yes	School year (The correct value for the 2021–2022 school year is 2021.)
ASSESSMENT_DATE	YYYY-MM-DD, DD/MM/YYYY	No	The date of the assessment. Only one date can be uploaded. We recommend you use the date of the first Benchmark assessed. If left blank, the date of the upload will be listed as the assessment date.
ASSESS_WINDOW	BOY or Beginning MOY or Middle EOY or End	Yes	The assessment period. Files may contain results for more than one period.
LNF	Numeric	*	Letter Naming Fluency score
PSF	Numeric	*	Phoneme Segmentation Fluency score
NWF_CLS	Numeric	*	Nonsense Word Fluency – Correct Letter Sounds score
NWF_WRC	Numeric	*	Nonsense Word Fluency – Words Recoded Correctly score
WRF	Numeric	*	Word Reading Fluency score
ORF_WORDS_CORRECT	Numeric	**	Oral Reading Fluency Words Correct score
ORF_WORDS_INCORRECT	Numeric	**	Number of incorrect Oral Reading Fluency items
MAZE_CORRECT	Numeric	**	Number of correct Maze items
MAZE_INCORRECT	Numeric	**	Number of incorrect Maze items
* At least one results column is required. ** Both Incorrect and Correct results columns are required.			

Prepare the Spreadsheet

1. Open the downloaded spreadsheet template with a spreadsheet program.
2. Enter results data into the template using the information in the DIBELS 8th Edition Spreadsheet Values table as a guide. Make sure the column headers in the spreadsheet match the headers in the table.
3. After entering the results data, save the file in the CSV format.

Upload the Spreadsheet

1. On the Import Assessment Data page, click **Choose a file** and select the saved file.
2. Click **Assessment Type** and select **DIBELS 8th Edition**, then click **Format** and select **mCLASS**.

Import Assessment Data

Choose a file mclass_dibels_8th_edition_template (1).csv DIBELS 8th Edition mCLASS

Import Cancel

Previous Imports

mclass_dibels_8th_edition_template_(1).csv						ANALYSIS
UPLOAD DATE	TYPE	SEQUENCE	STATUS	PUBLISHED	EXCLUDED	
12-15-2022 04:19:21 PM	DIBELS 8	mCLASS	Complete	18	10	

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3. Click **Import**. Click **OK** on the confirmation pop-up that displays. The results data is loaded to Amplify.

When the import is complete, it displays in the Previous Imports section of the Import Assessment Data page.

View Import Status

The Previous Imports section of the page displays a list of recently completed imports, along with status information for each import and a downloadable Analysis File.

Previous Imports

The title of the uploaded spreadsheet displays at the top of the table that includes information about the import:

Previous Imports						
mclass_dibels_8th_edition_template_(1).csv						
UPLOAD DATE	TYPE	SEQUENCE	STATUS	PUBLISHED	EXCLUDED	
12-15-2022 04:19:21 PM	DIBELS 8	mCLASS	Complete	18	10	ANALYSIS

- Upload Date: Displays the date and time the upload was completed.
- Type: Displays the assessment type selected from the Assessment Type list.
- Sequence: Displays mCLASS, the only option available in the Format list.
- Status: Displays a status of In Progress, Failed, or Complete.

- **Published:** Displays the number of results records published to mCLASS from the spreadsheet. If no records were published, a dash displays.
- **Excluded:** Displays the number of records excluded from the upload (if any errors occurred). If no errors occurred, a dash displays.

Click **Analysis** in the row for an import job to download the associated Analysis file. This file is a spreadsheet containing all of the information from the file you uploaded, as well as the following additional columns:

- **Action:** This column displays the status for each result in the spreadsheet. “Published” displays for results that were successfully imported into the Amplify system. “Excluded” displays for results containing errors that were not imported into the Amplify system.
- **Error:** This column displays the error types that prevented results from being imported into the Amplify system. Review these errors carefully and fix them according to the instructions in the next section.

Fix Errors in the Import

To fix the results from the spreadsheet that were excluded from the import due to errors:

1. Create a new spreadsheet (using the DIBELS 8th Edition template) containing only the records that were excluded from the import (this will prevent any further errors that might be caused by possible duplicate records).
2. Review the errors listed in the Analysis File and fix all of the errors accordingly in the new spreadsheet.
3. Save the spreadsheet as a CSV file, and then follow the steps in [Upload the Spreadsheet](#) to upload the results.

Review the status of the upload in the Previous Imports table.

Support Materials

[Online Help](#): A context-sensitive online help system that provides detailed instructions and screenshots for using the mCLASS application. Context-sensitive means that help links embedded in most pages of the mCLASS application point to specific Help topics describing the functionality of the specific page.

[Professional Development \(PD\) Library](#) (login required): The PD Library is a space for accessing tools and resources to deepen the implementation of the Louisiana K–3 Literacy Screener. Training videos, documents, and professional development resources to support program implementation are located in the PD Library.

Additional Information

To learn more about mCLASS:

- Click the **Help** icon ⓘ that displays in mCLASS to open the help for assessments and view specific information about assessing the students and interpreting their results.
- Access [professional learning resources and student materials](#) for mCLASS assessments, including administration instructions translated into Arabic, Spanish, Vietnamese, French, Urdu, and Simplified and Traditional Chinese by clicking the **Programs & Apps** icon 📱 in the Amplify navigation and clicking the **PD Library** icon 📖.

- Access mCLASS resources by clicking the **Programs & Apps** icon  in the Amplify navigation bar and clicking the **mCLASS Resources** icon .
- Access Amplify resources for the Louisiana Department of Education (LDOE) on the [Louisiana mCLASS website](#).

Contact Us

Our Amplify Customer Care and Support representatives are standing by Monday through Friday, 6 a.m. to 6 p.m. CT, to assist with questions that haven't been answered by this guide.

By Chat

Click the **Amplify chat** icon  to open Amplify Chat and initiate a live chat with an Amplify Customer Care and Support representative. When prompted, choose **State Administered K–3 Literacy Screener**.

By Phone

Call our technical support representatives at (888) 802-2548. When prompted, choose **State Administered K–3 Literacy Screener**.

By Email

Email our support representatives at help@amplify.com if there is an issue or concern that doesn't require an immediate response. Please include "LDOE" in the subject so we can direct the message to the appropriate representative, and be sure to include as much detail as possible, including screenshots, error codes, and any other information that provides the context necessary to help us resolve the issue.