



## Overview

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### In this Section

In this section, you'll find information on the following topics:

- purpose of the Student Data Upload (SDU) file
- student records in PearsonAccess<sup>next</sup><sup>TM</sup>
- SDU file process overview
- providing updated SDU files
- purpose of using demographic overlay
- demographic overlay process overview

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### Purpose of the File

The SDU file is mandatory and identifies examinees eligible to test at participating schools. A unique identifying number is assigned to the student record upon the creation of their record in PearsonAccess<sup>next</sup>. This is known as the student code and is used for matching purposes for reporting, accommodations, and testing. Multiple files can be loaded into the system to update demographic information and add new examinees.

*Note: Demographic information only pertains to the ACT<sup>®</sup> test. ACT WorkKeys<sup>®</sup> will continue to take information from the barcode label and answer document.*

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### Important! Student Records in PearsonAccess<sup>next</sup>

A student record must reside within PearsonAccess<sup>next</sup> for **all** examinees who are testing:

- the ACT<sup>®</sup> taken on paper
- ACT<sup>®</sup> WorkKeys<sup>®</sup> taken on paper

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### SDU File Process Overview

The process for the SDU file load (and barcode labels) is shown below.

Stage	Who	Does What
1	Client	Creates and loads the SDU file for both ACT and ACT WorkKeys into PearsonAccess <sup>next</sup> .  <i>Note: If you have new students to add after the initial file, you can create a file to load only those students up until the deadline for uploading student data listed in your program's Schedule of Events.</i>
2	ACT	Uses the information in the SDU file for internal processes related to accommodations and data quality assurance.
3	ACT	Uses the SDU file to print barcode labels and distributes to each test site in the initial shipment, if SDU file is provided by the deadline.
4	Schools	Testing staff affix labels to answer documents (for paper testing) as part of the process to collect non-test information.
5	Schools	After testing, test coordinator returns answer documents to ACT.
6	ACT	Sends answer documents to scoring. The student code, whether on the barcode label or gridded, is extracted when scanned and used to populate information in the score record.
7	ACT	Provides ACT Student Data Level file to the client.

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### Providing Updated SDU Files

If your program chooses to provide an updated SDU file, the following information may be important to you:

1. Providing an updated SDU file *does not* affect the TAA PIN associated with a student's record, if one is already assigned in PearsonAccess<sup>next</sup>.

2. If no student code is provided in the updated SDU file, ACT will match student records using this criteria:
  - a. Organization code, first name, first five characters of last name, and date of birth.
  - b. If no match is made with those criteria, a new student record will be created.

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### **Purpose of Using Demographic Overlay**

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The demographic overlay process allows certain optional data to be inserted into the student record. Doing this allows student records to be more complete when the output is generated for your use.

If you choose, you have three choices for providing the data:

1. When generating the SDU file, provide demographic information within the file at the same time. Only one file is loaded.
2. Load the SDU file, but provide the demographic information in an updated file later. This requires an export from PearsonAccess<sup>next</sup>, which includes the student code. Then modify the file with new or updated demographic information and reload the file.
3. Modify an individual student record within PearsonAccess<sup>next</sup>.

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### **Demographic Overlay Process Overview (using the SDU file)**

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The table below shows the process for loading the demographic overlay information.

*Note: This is optional for those programs that choose to use demographic overlay. It is not required.*

<b>Stage</b>	<b>Who</b>	<b>Does What</b>
1	Client	If you wish to update demographic information after the initial SDU load for the ACT, export a file from PearsonAccess <sup>next</sup> to capture each student code. See the "How to Export the SDU File" section in this document.
2	Client	Modifies the exported SDU file, which still contains the student code, and includes new or updated demographic information for each student.  <i>Note: You may add new students to this file at this time, but leave the student code blank.</i>
3	Client	Loads the updated SDU file with demographic information into PearsonAccess <sup>next</sup> .

# Creating the SDU File

## In this Section

In this section, you'll find information on the following topics:

- file requirements
- file layout and data specifications for Excel/CSV file
- how to create the SDU file
- how to load the SDU file
- how to export data to create an updated SDU file

## File Requirements

The file should meet the following upload requirements:

- Include all fields in the specified order as listed in the File Layout and Data Specifications section below.
- Comply with all Data Specifications listed in the table below, including all required fields.
- Submit the file in comma-delimited (.csv) format.

## File Layout and Data Specifications—Excel/CSV File

Use the table below to identify the fields and data specifications needed to generate the file. Please note the fields that are required.

*Note: For Data Type, A = Alpha character; N = Numeric digit; and AN = Alphanumeric characters/digits, a combination of both.*

Field	Required?	Length	Data Type	Data Specifications	Can overlay student record?
Student Code	N/A	10	N	Blank; Generated at time of initial file load. <i>Note: This is a unique identifier assigned when the file is loaded.</i>	
Organization Code	<b>Yes</b>	6	AN	Valid characters are A–Z, a–z, 0–9, and space. <i>Note: Use the ACT high school code where the student is enrolled to take the test.</i>	
Last Name	<b>Yes</b>	16	A	Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Yes*
First Name	<b>Yes</b>	12	A	Valid characters are A–Z, a–z, dash (-), apostrophe ('), and space.	Yes*
Middle Initial	No	1	A	Valid characters are A–Z or a–z.	Yes*
Grade	<b>Yes</b>	2	N	Valid values are 10, 11, or 12. <i>Note: The actual grade of the student.</i>	Yes**
Date of Birth	<b>Yes</b>	10	Date	Must be provided in MM/DD/YYYY format and date must be valid.	Yes*
State Student ID	<b>Yes</b>	20	AN	Valid characters are A–Z, a–z, 0–9, and space.	Yes**
Test Code	<b>Yes</b>	2	A	Valid values are MC or mc = The ACT, MW or mw = The ACT with writing, WK or wk = WorkKeys.	
Delivery Format	<b>Yes</b>	1	A	Valid values are P or p = paper	
Local Student ID	No	20	AN	Valid characters are A–Z, a–z, 0–9, and space.	Yes**
Gender	No	1	A	Valid values are M, m, F, or f.	Yes*

Field	Required?	Length	Data Type	Data Specifications	Can overlay student record?
Address	No	25	AN	Valid characters are A–Z, a–z, 0–9, forward slash (/), and space.	Yes*
City	No	15	A	Valid characters are A–Z, a–z, and space.	Yes*
State	No	2	A	State abbreviation. Valid characters are A–Z or a–z.	Yes*
Zip Code	No	5	N	Valid characters are 0–9.	Yes*
State Use Question 1	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 2	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 3	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 4	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 5	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 6	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 7	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 8	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 9	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 10	N/A	1	A	Reserved for ACT use.	
State Use Question 11	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 12	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 13	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 14	No	1	A	Valid characters are A–L, a–l.	Yes**
State Use Question 15	No	1	A	Valid characters are A–L, a–l.	Yes**
WorkKeys State Use Question 16	No	1	A	For ACT WorkKeys only; Valid characters are A–L, a–l.	
WorkKeys State Use Question 17	No	1	A	For ACT WorkKeys only; Valid characters are A–L, a–l.	
WorkKeys State Use Question 18	No	1	A	For ACT WorkKeys only; Valid characters are A–L, a–l.	
WorkKeys State Use Question 19	No	1	A	For ACT WorkKeys only; Valid characters are A–L, a–l.	
WorkKeys State Use Question 20	No	1	A	For ACT WorkKeys only; Valid characters are A–L, a–l.	

Field	Required?	Length	Data Type	Data Specifications	Can overlay student record?
Reporting High School Code	No	6	N	Blank. Only applies to online testing.	
Student Test Code Key (UUID)	N/A	36	AN	Blank. Reserved for ACT use.	
Contract-ID-Enterprise	N/A	20	AN	Blank. Reserved for ACT use.	
Contract Code	N/A	5	N	Blank. Reserved for ACT use.	

Notes for the ACT test only:

\*Overlay will **only** occur if responses from the student are blank.

\*\*Overlay will **always** occur as long as data is provided in the file, even if the student provides different information. If the provided response is preferred instead, then those positions must be blank in the file. The fields that this condition applies to are shaded in the table.

### How to Create the SDU File

You must use the Excel file template to create the file; then change the file format from Excel to CSV.

*Note: ACT recommends that you work with your technical coordinator to make sure you properly meet the file requirements. This also eliminates issues you may have during the loading process.*

### Using the Excel File Template

Create the SDU file by using the Excel column headings template along with the file layout and data specifications above. The format of all columns should be in text format.

1. Enter your student records.
2. Initially save the file as an **Excel** document (.xls or .xlsx).
3. Then save the file as a **comma-delimited** document (.csv) with a similar filename, to a location on your computer to later load to PearsonAccess<sup>next</sup>.

*Note: If you experience errors on a record during the loading process, you may go back to the Excel file (.xls or .xlsx) to edit and resave as both an Excel document and then comma-delimited document before reloading.*

### How to Load the SDU File

Take the following steps to load the SDU file in PearsonAccess<sup>next</sup>.

1. Go to PearsonAccess<sup>next</sup> at <https://testadmin.act.org>.
2. Select the **Sign In** button near the right side of the screen.
3. Enter your username and password, and then select the **Login** button.
4. From the top right of the screen in your administration options, select either the ACT or the WorkKeys administration from the dropdown list.

**Important!** If you are testing both ACT and ACT WorkKeys, you will need to import your SDU file in both administrations. The files can contain different student records as appropriate.

5. Select the **Setup** icon, and then choose **Import/Export Data**.

Home Setup Support

## Import / Export Data

Tasks 0 Selected

Select Tasks Start

Find Files

Name starts with Search

Filters

Status

Select one or more

Type

Select one or more

5 Results

Name	Type
Student Registration Export 20...	Student Registration Export
SDUAttempt.csv	Student Registration Import

The *Import/Export Data* screen appears.

6. Select the dropdown list next to the **Start** button, and then select the **Import/Export Data** option.

Start

All Tasks

Import / Export Data

View File Details

The *Tasks for Importing and Exporting* screen appears.

7. From the **Type** field, select the **Student Registration Import** option from the dropdown list.

Tasks for Importing and Exporting

Import / Export Data

Type\*

Student Registration Delete

Student Registration Export

Student Registration Import

8. Select the **Choose File** button and navigate to the folder on your computer where you placed the SDU file. Then select the file and select the **Open** button.

**Important! IGNORE** "Don't modify student tests." For ACT Use Only.

Note: If this box is checked, **no** information will be loaded for a student.

Type\*

Student Registration Import

☒ Don't modify student tests **IGNORE. For ACT Use Only**

Note: This import modifies students, student registrations and student tests. If you don't want student tests modified, check the box above.

Source File

Choose File No file chosen

Additional e-mails

Enter a valid e-mail address

Process Reset

9. As the importer, you will automatically receive an email when the file finishes processing indicating the status of the upload. To send a notification to another person, enter any *additional* email addresses in the **Additional E-mails** field.
10. Select the **Process** button. The *View File Details* screen appears.
11. Select the *Refresh Arrow* next to **Details** until you see the status of your upload.

The example below shows a file that is *Complete* (meaning students were successfully loaded).

The screenshot shows the 'Tasks for Importing and Exporting' interface. The 'View File Details' tab is active. On the left, under 'FILES (1)', 'SDU Upload.csv' is listed. The main area shows 'DETAILS' for a 'Complete' status. A message states: 'Saved information for all records in the file.' Below this is the 'File Information' section with the following details:

<b>Type</b> Student Registration Import	<b>Organization</b> ACT (ACT)
<b>Name</b> SDU Upload.csv	<b>User</b> ADMCDowdell
<b>Request Date</b> 08/09/2016 10:10:08 AM	<b>Download File</b> ⓘ
<b>Total Records</b> 0	<b>Download Students Created</b> ⓘ
<b>Successful Records</b> 0	
<b>Error Records</b> 0	

Below the file information is the 'Steps' section, which contains a table with one row:

Step	Message
Format Verification	Complete

The example below shows a file that is *Complete with Issues* (meaning there were errors in the file). You can view the errors and what lines in the file the errors occurred under **Steps** at the bottom of the screen. Lines without errors have been loaded.

The screenshot shows the 'Tasks for Importing and Exporting' interface. The 'View File Details' tab is active. On the left, under 'FILES (2)', 'SDU Upload.csv' and 'StudentLoad.csv' are listed. The main area shows 'DETAILS' for a 'Complete with Issues' status. A message states: 'Some records were not saved, see the error list for details.' Below this is the 'File Information' section with the following details:

<b>Type</b> Student Registration Import	<b>Organization</b> ACT (ACT)
<b>Name</b> StudentLoad.csv	<b>User</b> ADMCDowdell
<b>Request Date</b> 07/11/2016 11:54:36 AM	<b>Download File</b> ⓘ
<b>Total Records</b> 0	
<b>Successful Records</b> 0	
<b>Error Records</b> 0	

Below the file information is the 'Steps' section, which contains a table with one row:

Step	Message
Format Verification	338 of 338 records did not match the expected format

Below the steps is the 'Errors' section, which contains a table with three rows of errors:

Record Number	Message
2	Incorrect number of tokens found on line 2, expected: 35 actual: 30
3	Incorrect number of tokens found on line 3, expected: 35 actual: 30
4	Incorrect number of tokens found on line 4, expected: 35 actual: 30

12. If you had errors in the file, you will need to fix the errors listed on the *View File Details* screen. Refer to the *SDU Troubleshooting Guide*.

*Note: Use the .xls or .xlsx format you saved when creating the file to make the edits. Then resave as a .csv file.*

13. Once all errors are fixed, repeat steps 4–11.

## How to Export Data to Create an Updated SDU File

Take the following steps to export a file from PearsonAccess<sup>next</sup>, if you wish to submit an updated SDU file.

1. From the top right of the screen in your administration options, select either the ACT or the WorkKeys administration from the dropdown list.
2. Select the **Setup** icon, and then choose **Import/Export Data** option.

**Import / Export Data**

Tasks 0 Selected

Select Tasks Start

Find Files

Name starts with Search

Filters

Status Select one or more

Type Select one or more

5 Results

Name	Type
Student Registration Export 20...	Student Registration Export
SDUAttempt.csv	Student Registration Import

The *Import/Export Data* screen appears.

3. Select the dropdown list next to the **Start** button, and then select **Import/Export Data**.

Start

All Tasks

Import / Export Data

View File Details

The *Tasks for Importing and Exporting* screen appears.

4. From the **Type** field, select the **Student Registration Export** option from the dropdown list.

**Tasks for Importing and Exporting**

Import / Export Data

Type

Student Registration Delete

Student Registration Export

Student Registration Import

5. Select the **Process** button. Do not select the box next to **Include tests with Do Not Report**.
6. Select the *Refresh Arrow* next to **Details** until you see the status of your export file.



FILES (1)

Student Registration Export 2016-10-21T02:25:48.137+0000.csv

DETAILS ↻

#### Complete

File is ready for download

#### File Information

**Type**  
Student Registration Export  
**Request Date**  
10/20/2016 09:25:48 PM  
**Total Records**  
20  
**Successful Records**  
20  
**Error Records**  
0

**Organization**  
ACT (ACT)  
**User**  
ImportBrannaman

**Download File** ⓘ

#### Steps

Step	Message
Export	Complete

7. Select the option to **Download File** from your screen to save the file on your computer.
8. **Open** the downloaded file.
9. Make any necessary updates.
10. First **Save** the file as an **Excel** document (.xls or .xlsx).
11. Then **Save** the file as a **comma-delimited** document (.csv) with a similar filename.
12. Follow the steps under “How to Load the SDU File” to load the updated file.