



## SEVENTH-DAY ADVENTIST 2019 CHECKLIST FOR ORDERING BARCODE LABELS

### Materials needed:

- ☐ Barcode Order Form
- ☐ Barcode Template
- ☐ Barcode Ordering Guide (optional)

- All can be found at <https://riversideinsights.com/solutions/group-assessments-scoring-reporting-services?tab=2>
- Scroll down to:
  - For the *Iowa Assessments™ Forms E, F, & G, CogAT® Forms 7 & 8, and Logramos® TERCERA EDICIÓN*
- Click on each file name then download and save to your computer

### Create Barcode File:

- ☐ Using the Barcode Template enter your student information in the appropriate fields
  - Data can be exported from the Adventist Education Toolkit Data Rollup window as soon as your schools have their students entered in the Student Information System. Directions can be found at <http://conference.datarollup.info/>
- ☐ Leave any fields not needed blank, do not alter the barcode template

## Complete Barcode Order Form:

Be sure to save this form to your computer first, then complete the required sections, and save again to avoid uploading a blank form

- ☐ Section 1 complete order and shipping information
- ☐ Section 2 select "Labels created from customer-provided data file and applied by HMMH Assessments"
- ☐ Section 3 select either "Same as data file" or "School/Grade (alphabetical)"
- ☐ Section 4 only enter the number of students you have in each grade that you are ordering barcode labels for (e.g. testing). For grades 3-12 you only need 1 barcode label per student. For grades K-2 you need 1 barcode label if only administering the Iowa; you need 2 barcode labels if administering the Iowa and CogAT.
- ☐ Section 5 place a check by clicking in the "Data" column to the right of (if not already checked):
  - Student name
  - Data of Birth
  - Gender
  - Grade
  - School/Building Name
  - And any additional fields you have included in your barcode file and wish to be taken from your barcode file instead of bubbling the answer document

## Submitting Barcode File and Barcode Form:

- ☐ Upload your **completed barcode file** and **barcode form** to your **secure FTP site**
  - Your secure FTP site login and password remain the same
  - If you don't know your secure FTP site login contact Naomi Gaul-Treanor via e-mail at [naomi.gaul-treanor@riversideinsights.com](mailto:naomi.gaul-treanor@riversideinsights.com)
    - Be sure to include your conference name and conference address
- ☐ Barcode Template and Barcode Order Form should be uploaded into the barcode folder on your sFTP site as soon as possible.
  - It takes about 10 business days from a good file to generate the barcode labels. These are then sent via UPS ground so plan accordingly to allow enough time to distribute the barcode labels.