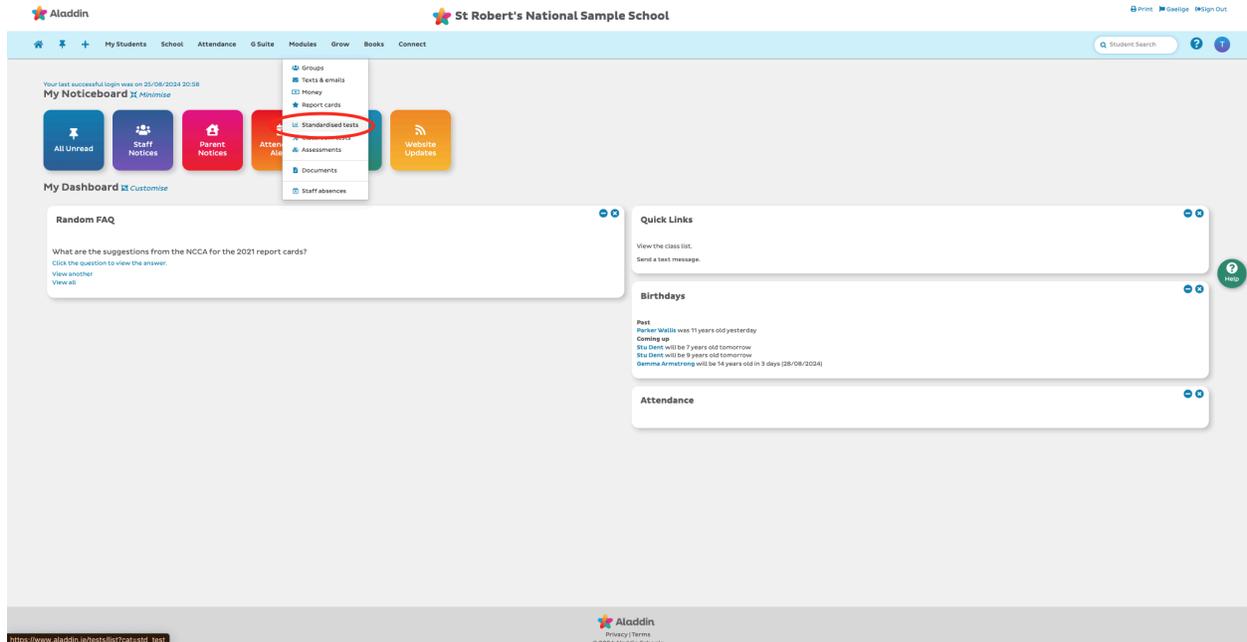


# How to Import ALPACA Results into Aladdin and Map Unmapped Students

Simple Step-by-Step Guide for Teachers with Screenshots

## Step 1



Go to the menu and click on "**Standardised tests.**"

# Step 2

**Tests**  
setup

Standardised tests Gallery

View frequently asked questions View the tutorial video. View the user manual. DOTS upload user guide.

New test results **Import results** Generate reports / find results Analyse & graph results OLCS 2nd 4th and 6th Report Show averages View combined Delete

Test: ALPACA Assessment ~JNR End of year Class Sequence: All

Year / Season: 2023 / 2024 or Date from: to: Go

<input type="checkbox"/>	Date	Parent visible via Connect	Exclude from Report Cards?	Class or Note	Class Sequence	Result Count	Reading Score	Raw Score
2023 / 2024								
<input type="checkbox"/>	09/01/2024	No		Junior Infants A, Valerie123 Admin Michael		2		
<input type="checkbox"/>	09/01/2024	No		Junior Infants A, Valerie123 Admin Michael				
<input type="checkbox"/>	14/05/2024	No		Junior Infants A, Valerie123 Admin	2023	3		
<input type="checkbox"/>	23/05/2024	No		Junior Infants A, Valerie123 Admin Sanket		3		
<input type="checkbox"/>	23/05/2024	No		Junior Infants A, Valerie123 Admin Sanket				
<input type="checkbox"/>	03/06/2024	No		TESTING FOR ALPACA JADE		3		
<input type="checkbox"/>	01/07/2024	No		Junior Infants A, Valerie123 Admin SU				
<input type="checkbox"/>	01/07/2024	No		Junior Infants A, Valerie123 Admin SU				
<input type="checkbox"/>	07/07/2024	No		Junior Infants A, Valerie123 Admin Cathal		3		
<input type="checkbox"/>	07/07/2024	No		Junior Infants A, Valerie123 Admin Cathal				
<input type="checkbox"/>	30/07/2024	No		Junior Infants A, Valerie123 Admin Sanket U		3		
<input type="checkbox"/>	30/07/2024	No		Junior Infants A, Valerie123 Admin Sanket U				
<input type="checkbox"/>	30/07/2024	No		Junior Infants A, Valerie123 Admin Mr. Sanket				
<input type="checkbox"/>	30/07/2024	No		Junior Infants A, Valerie123 Admin Mr. Sanket				
<input type="checkbox"/>	18/06/2024	No		Junior Infants B, Mr 007		11		
<input type="checkbox"/>	13/02/2024	No		Senior Infants A, Jenny L'Hopez, Damo Brennan	2022	7		8
<input type="checkbox"/>	10/06/2024	No		Senior Infants, peggy bop, Mr Dargan	2022	8		
<input type="checkbox"/>	23/05/2024	No		2nd Class A, Ms Flynn	2020	19		
Overall average								

The Tests page will load. Click on the **“Import results”** button as shown in the screenshot.

## Step 3

### Import Results

We can import results for you, please call us for a quote.

**Type:** \*

**Tester name:**   
If different than the class teacher

**Test date:**   
Leave blank if you are importing multiple tests even if all the tests were taken on the same date

**Notes:**

**Class:**   
If you are importing multiple classes leave this empty.

[Next >](#)

- Choose the **“Type”** of the test.
- Select the **“Tester name”** (if it's different from the class teacher).
- Enter the **“Test Date.”**
- Add any **“Notes”** if needed.
- Select the **“Class.”**
- When you're satisfied with your entries, click on the **“Next >”** button.

## Step 4

Screenshot 4.1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ClassName	TestType	DateTested	Student first	Student last	Exempt	StudentDOB	Reading Scoi	Initial Phone	Initial Phone	Deletion RS	Deletion SS	Letter Sound	Letter Sound	Word Recogni	Word Recognition ss	
2	Junior Infant	ALPACA JNR	17/06/2024	Johnny	Newbie	FALSE	30/07/2019	80	8	88	6	78	6	55	5	66	
3	Junior Infant	ALPACA JNR	17/06/2024	Matty	Newbie	FALSE	30/08/2019	80	7	88	5	78	3	60	4	50	
4	Junior Infant	ALPACA JNR	17/06/2024	Molly	Cleary	FALSE	30/06/2019	80	6	88	3	60	5	75	6	45	
5																	
6																	

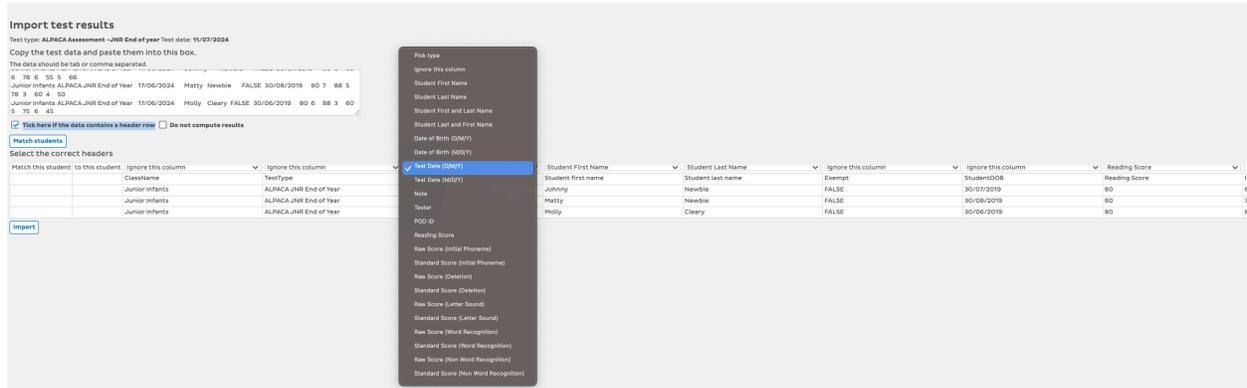
Screenshot 4.2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ClassName	TestType	DateTested	Student first	Student last	Exempt	StudentDOB	Reading Scoi	Initial Phone	Initial Phone	Deletion RS	Deletion SS	Letter Sound	Letter Sound	Word Recogni	Word Recognition ss	
2	Junior Infant	ALPACA JNR	17/06/2024	Johnny	Newbie	FALSE	30/07/2019	80	8	88	6	78	6	55	5	66	
3	Junior Infant	ALPACA JNR	17/06/2024	Matty	Newbie	FALSE	30/08/2019	80	7	88	5	78	3	60	4	50	
4	Junior Infant	ALPACA JNR	17/06/2024	Molly	Cleary	FALSE	30/06/2019	80	6	88	3	60	5	75	6	45	
5																	

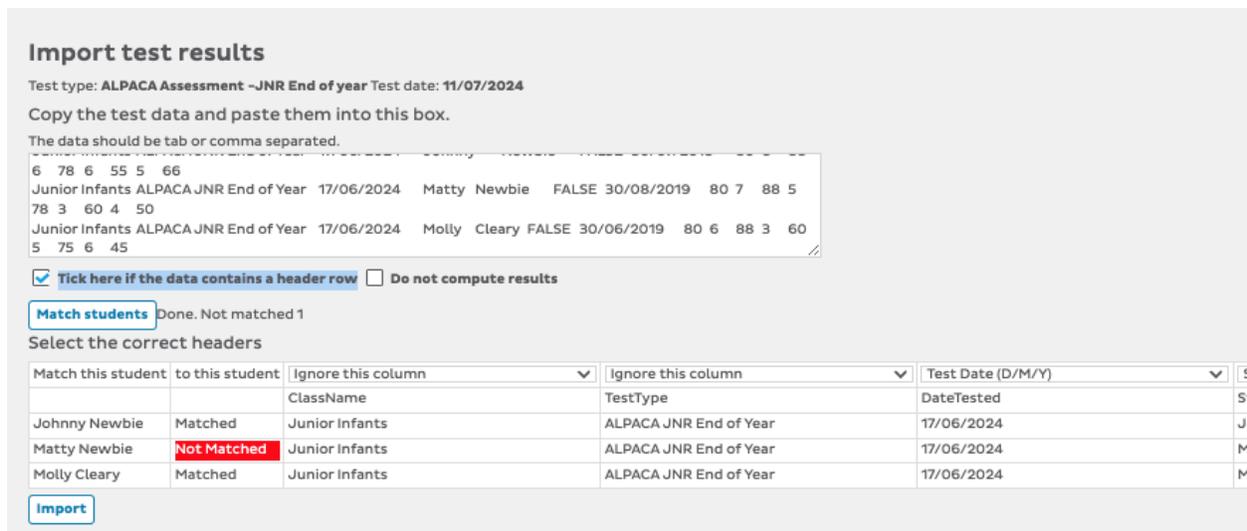
- Open the CSV/Excel file shared by ALPACA.
- Press **“Control” + “A”** to select all entries.
- **“Control” + “C”** or **“right click > copy”** the selected entries. Refer to the **“Screenshots 4.2”** for more details.

# Step 5

## Screenshot 5.1



## Screenshot 5.2



- **“Control” + “V” or “right click > paste”** the copied entries from the Excel/CSV into the text box shown in the **“Screenshot 5.1”**.
- Make sure to check the box that says **“Tick here if the data contains a header row.”**
- Match the columns from the dropdown menus above each column. If you can't find a match, select **“Ignore this column.”**
- After mapping the columns, click the **“Match students”** button above the table. Students whose names match will show **“Matched”** in the **“to this student”** column; others will show **“Not Matched”** as shown in the **“Screenshot 5.2”**.
- Don't worry about the unmatched students for now, and click the **“Import”** button.
- Once saved successfully, you'll be redirected to the tests page.

# Step 6

				Class Averages										
				Initial Phoneme		Deletion		Letter Sound		Word Recognition		Non Word Recognition		
Date	Parent visible via Connect	Exclude from Report Card	Class or Note	Class Sequence	Result Count	Reading Score	Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score
08/01/2024	No		Junior Infants A, Valerie123 Admin Michael		3			83		69			65	56
08/01/2024	No		Junior Infants A, Valerie123 Admin Michael											
14/05/2024	No		Junior Infants A, Valerie123 Admin	3023	3			88		72			63	54
23/05/2024	No		Junior Infants A, Valerie123 Admin Samket		3			88		72			63	54
23/05/2024	No		Junior Infants A, Valerie123 Admin Samket											
03/06/2024	No		1237MG FOR ALPACA JARDE		3			88		71			63	54
01/03/2024	No		Junior Infants A, Valerie123 Admin SU											
01/03/2024	No		Junior Infants A, Valerie123 Admin SU											
01/03/2024	No		Junior Infants A, Valerie123 Admin Cathal		3			88		72			63	54
01/03/2024	No		Junior Infants A, Valerie123 Admin Cathal											
11/07/2024	No		Junior Infants A, Valerie123 Admin dev											
10/07/2024	No		Junior Infants A, Valerie123 Admin dev											

- Find the test entry in the table based on the test date and class.
- Click on the date. For example, if you selected “11/07/2024” as the test date, click on that date.

# Step 7

Back to Results List

### ALPACA Assessment -JNR End of year Test Results

[Edit results](#) | [Graph results](#) | [Export to Excel](#)

Test Date: 11/07/2024    Tester: dev    Class: Junior Infants A, Valerie123 Admin    Sequence: None

Click on the top of any column to sort by that column. Click again to reverse the order.

Name*	Age	Reading Score	Initial Phoneme		Deletion		Letter Sound		Word Recognition		Non Word Recognition	
			Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score
Molly Cleary	6y 5m	80	6	88	3	60	5	75	6	45		
Johnny Newbie	4y 11m	80	8	88	6	78	6	55	5	66		
<b>Matty Newbie</b>	0y 0m	80	7	88	5	78	3	60	4	50		
Average				88		72		63		54		

- You will see the test results. If a student, like “Matty Newbie,” wasn’t matched, their name will be highlighted in yellow. To fix this, click on the “Edit results” button.

# Step 8

## Screenshot 8.1

ALPACA Assessment -JNR End of year Test Results

[Save](#) [Cancel](#) [Add student](#)

Test Date: 11/07/2024    Tester: dev    Class: Junior Infants A, Valerie123 Admin    Note:

Class Sequence:    or new sequence:    Enter the year this class started school.

Name	DOB & Age	Ex / Abs / Del	Reading Score	Raw Score	Standard Score								
Molly Cleary	01/02/2018 6y 5m		80	6	88	3	60	5	75	6	45		
Johnny Newbie	30/07/2019 4y 11m		80	8	88	6	78	6	55	5	66		
<b>Matty Newbie</b>			80	7	88	5	78	3	60	4	50		

[Save](#) [Cancel](#) [Add student](#)

[Delete this test and all its results](#)

## Screenshot 8.2

ALPACA Assessment -JNR End of year  
Test Results

Save Cancel Add student

Test Date: 11/07/2024 Tester: dev Class: Junior Infants A, Valerie123 Admin Note:

Class Sequence: or new sequence: Enter the year this class started school.

Name	DOB & Age	Ex / Abs / Del	Reading Score	Initial Phoneme		Deletion		Letter Sound		Word Recognition		Non Word Recognition	
				Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score	Raw Score	Standard Score
Molly Cleary	01/02/2018 6y 5m		60	6	88	3	60	5	75	6	45		
Johnny Newbie	30/07/2019 4y 11m		80	8	88	6	78	6	55	5	66		
Matty Newbie			80	7	88	5	78	3	60	4	50		

Save Cancel Add student

Delete this test and all its results

Select Student

Enter the student name and click the correct match:

  
Matty Newbie, Junior Infants A, Valerie123 Admin  
Matty Newbie, Junior Infants A, Valerie123 Admin

- On this individual test page, you can edit test scores by typing in the input box as highlighted in **“Screenshot 8.1”** or map unmapped students.
- To map **“Matty Newbie,”** click on the student’s name as shown in **“Screenshot 8.1”**. A pop-up will appear as shown in the **“Screenshot 8.2”**. Type or select the student’s name. The pop-up will close automatically once the name is selected.
- After making the necessary changes, click on the **“Save”** button. This will correct any mismatched student names or scores.