
WIDA Extract and File Prep for Auto Upload

Extract Data

1. Extract data from OSPI's EDS website:
2. Sign-in to your EDS account.
3. Click My Applications on the menu bar.
4. Choose Washington Assessment Management System (WAMS) from the list.
5. Choose your school district from the Organization drop down list.
6. Select File Downloads from the top menu bar.
7. From the left hand menu, select the School Year Administration you are loading to.
8. Scroll to the WIDA ACCESS and Alt-ACCESS section
9. In the Score Files Section, find the score file with the Administration name you are looking to load.
10. Click the File link to download it.
11. Open the file and "Save As" in .xlsx format with the naming convention you would like.

Auto-upload Procedure

1. Login to Homeroom Admin
2. Select Uploads>Upload Assessment Scores>Automatic Score Loader / Review Uploads
3. From the Select Loader drop-down, choose 'WA WIDA (Excel Spreadsheet (.xlsx))'
4. From the Required Parameters drop-down: Select the School Year
5. From the Select Assessment Score File(s) to Upload, navigate to the .xlsx file you saved in Step 11 and choose the file
6. Submit for validation.
7. Review validation report and click 'approve' to load the file.