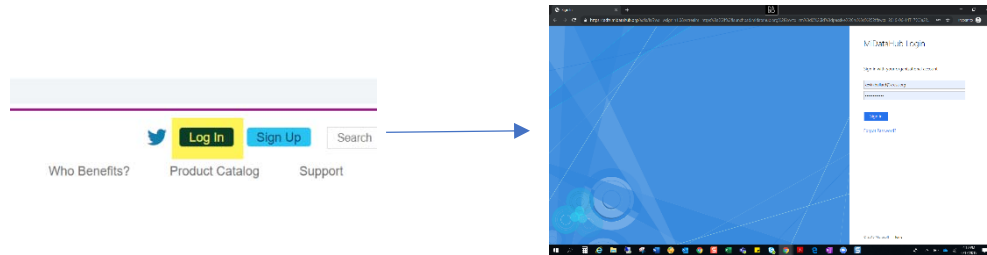# MiDataHub – How to create an Inbound Integration for loading an assortment of Assessments

1. Log into the cockpit by selecting the "LOG IN" button found at the top of the screen at www.midatahub.org or by clicking here.
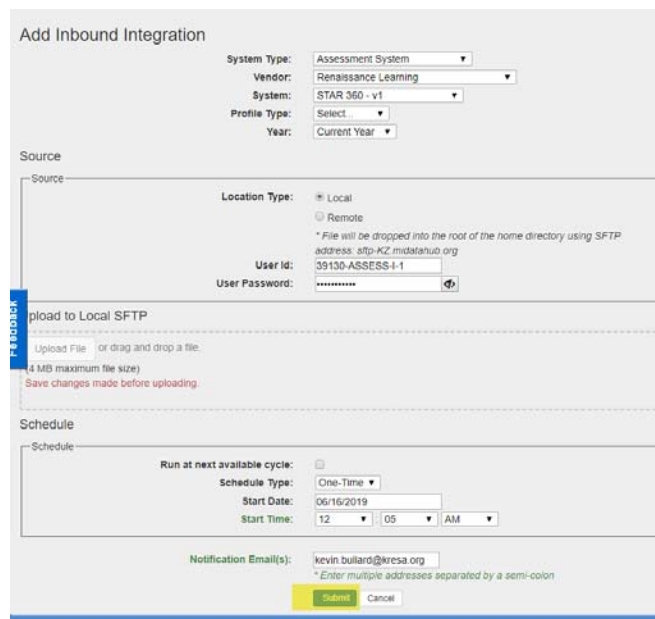

2. Navigate to your district page

3. Scroll down to the bottom of the screen and look at the Inbound Integrations to see if a suitable integration has already been created. If so, continue to the steps for importing a file.
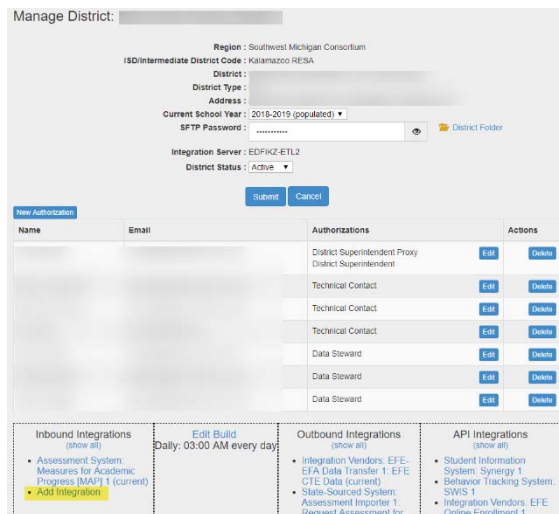
4. If not, click on the Add Integration button in the Inbound Integration box.

   a. Select Assessment System as the System Type

   b. Select the vendor

      i. Dynamic Measurement Group (DIBELS Next/Acadience)

      ii. Renaissance Learning (STAR Assessments/Accelerated)

      iii. Pearson (aimsWebPlus)

    c.   Select the appropriate system, such as Acadience Benchmark, Star Math, etc.

    d.   Select None as the Profile

    e.   Select the appropriate year of loading data. Current year/Past Year will correlate back to the school year selected in the CURRENT SCHOOL YEAR pull down menu in the Data Hub Cockpit.

5.   In the Source section, create a Local integration.

    a.   The User ID will auto populate

    b.   Enter a password of at least 10 characters. Make it random using numbers, upper case and lower case. This password doesn't really matter but needs to be secure.

6.   In the Schedule section, leave it set to One Time

    a.   Enter a start date in the past.

    b.   Set the time to anything, such as 12:05 am.

7.   Enter a notification email if desired and click submit (Email will be sent regardless of success or failure).

8.   When steps above have been completed, please click the submit button.

9.   After clicking submit in the step above, you should be back to the Data Hub Cockpit.

10. Scroll down to the Inbound Integrations area.

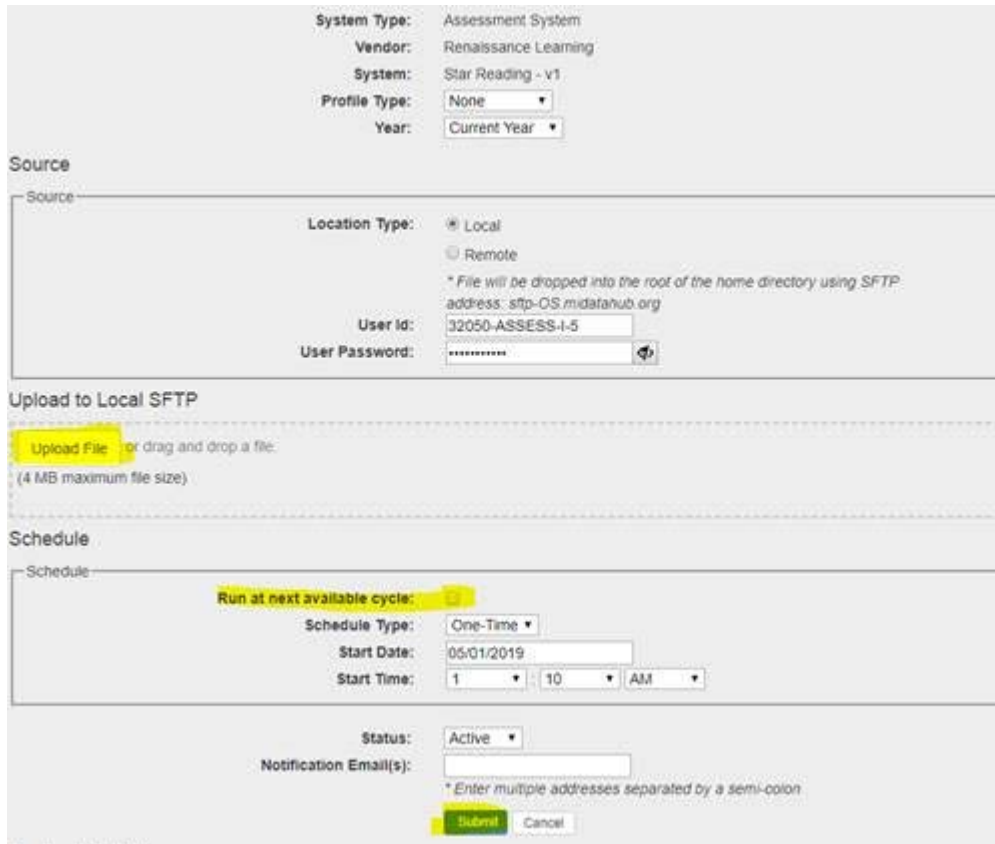a. Choose the assessment that you need to load from the list (You can only select one at a time).

Inbound Integrations
(show all)
- Assessment System: Measures for Academic Progress [MAP] 1 (current)
- Assessment System: STAR 360 1 (current)
- Assessment System: Acadience Reading Benchmark 1 (current)
- Assessment System: Acadience Reading and Progress Monitoring 1 (current)
- Assessment System: Star Reading 1 (current)
- Assessment System: Star Math 1 (current)
- Assessment System: Star Early Literacy 1 (current)
- Add Integration

11. Have the file containing the data you need to load ready. You will need it at this next step.

12. On this configuration screen, you will upload the file containing the assessment data.

13. Click the UPLOAD file button, navigate to the zip file containing the assessment data, and click the open button.

    a. Note: There should be a green progress bar that lets you know when the upload is complete.

        i. There are a few requirements for the files:

            1. The files(s) need to be in a Zip file with one type per file, since it gets uploaded to the specific subject area (Reading, Math, etc.).

            2. Usually it works ok to have multiple files in a Zip, but if it errors out, you might try a single file in a zip at a time.

            3. The files auto-delete once the process runs. If there are errors, please upload a file, but don't check the box to run at next available cycle as shown below.

14. On that same screen, In the Schedule section, click on "Run at next available cycle" checkbox so that it is selected and then click Submit at the bottom of the screen. (**Note, you can add a notification email if you want to know when it completes and if it succeeded or failed).**

15. The import should begin at the next 5-minute block (a job submitted at 1:03pm, will start processing at 1:05pm).

16. Refresh or revisit the screen to see the log information at the bottom of the screen. When the process is complete, either a green checkmark (indicating success) or a red X (indicating failure) will be displayed.

If you experience any failures with the data loading, or have any questions on this process please email the helpdesk at support@midatahub.org