

How to Order Bar Code Labels for Iowa End-of-Course Assessments

Each answer document for Iowa End-of-Course (IEOC) assessments must have a bar code label attached in order to be scored. There are several options available for ordering these bar code labels.

Option 1: Generate a data file from your student information system

Follow the steps you would normally use to get a data extract for ITBS/ITED from your student information system.

Option 2: Use the data file already validated through ITP Online Tools

On the ITP Online Tools web site, click “Bar Coding” in the main menu. Click the folder icon on the left side of the order summary row for a previously filled order (where the “Order Status” is “Finished” or “Shipped”). Click on the icon to View a File, then save the file to your computer. This file is in comma-separated values (CSV) format, which can be opened in Microsoft Excel.

Ordering the labels

1. Using the data file obtained via one of the options above, open the file in Excel on your computer and add or remove students and/or grades as needed to prepare your file. Refer to the “Obtaining multiple copies of labels” section on page 2 of this document for information regarding how to obtain multiple labels for individual students.
2. On the ITP Online Tools web site, click “Bar Coding” in the main menu, then click “Begin new order” and enter the appropriate information. Under the tab labeled “Test” choose “Iowa End-of-Course.”
 - a. After making the selection, a gold box will appear requesting the number of copies of labels you need. Refer to the “Obtaining multiple copies of labels” section on page 2 of this document for more information on this selection.
3. Complete the bar coding process as you would for ITBS/ITED labels.

Obtaining multiple copies of labels

Each answer document must have a bar code label attached, which means that a single student may need more than one label. For instance, if Mark Jones will be taking the IEOC Biology and Algebra 2 assessments, he will need two labels. There are two methods for obtaining these extra labels: printing multiple sets of all labels, and editing the data file to include individual student multiple times.

Printing multiple sets of all labels

Note: This option is the easiest method for obtaining multiple copies of labels, but it can also result in labels that aren't needed, and therefore additional cost.

1. To obtain multiple sets of labels, determine the most number of assessments that any individual student will take. For instance, Mark Jones (described above) needs two labels.
2. In Step 2a (above), choose the maximum number of labels any individual student will need. This selection will allow you to receive this many complete sets of labels. For instance, if several students in your school will be taking three IEOC assessments, you would choose "3" in the drop-down list and you would receive three complete sets of labels.

Editing the data file to include individual students multiple times

Note: This option requires proficiency in editing spreadsheets, so it is more difficult than the option above, but it will result in receiving only the labels that are needed, and therefore reduce cost.

1. Using the data file obtained in Option 1 or Option 2 (above), edit the spreadsheet in Excel. Each row in the spreadsheet represents a single label, so students who need multiple labels should have identical information in multiple rows (with one exception, explained below). For instance, Mark Jones (described above) would need his information to appear in two rows in order to receive two labels.
 - a. There is one situation in which a student who appears on multiple rows might not have identical information in each of those rows. When labels are printed they are sorted by the "Class/Teacher Name" field first. It may be beneficial to use this field to indicate which test a student is taking. For instance, the first row for Mark Jones (described above), could have "Biology" in this field, and the second row for Mark could have "Algebra 1" in this field. All other field values for Mark would be identical. Repeating this idea for all students taking the IEOC assessments will result in labels that are sorted by assessment. If more than one teacher teaches a specific course, the teacher name could also be incorporated into the value in this field. If Mr. Smith and Mrs. Baker both teach Algebra 1, for instance, the field values could be "Alg 1 – Smith" and "Alg 1 – Baker" depending on which Algebra 1 teacher a specific student had.
2. In Step 2a (above), you would choose "1" from the drop-down menu because you have edited the data file to have students listed multiple times.