

# DRP Upload Roster Information

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The first step in your online DRP test administration is to upload information for your School Districts, the Schools testing within each district, and the School Test Coordinators who will be points of contact in each of your schools. This step is required so the DRP Administrative Site can be set up to allow you to schedule tests and manage students. Access the Organizational and Pre-ID File Upload link under the Students tab in DRP.

An Excel spreadsheet titled **Organizational File** and an instruction sheet are available that will enable you to provide this information to us. If you have any questions regarding the **Organizational File**, please contact Questar Customer Service at (877) 997-0422 between the hours of 6:00 A.M. and 5:00 P.M. Central Time, and we will be happy to help you.

We have also included a second Excel spreadsheet titled Student Pre-ID File, along with an instruction sheet. Like the Organizational File, this file enables you to provide information for upload into your Administrative Site. The Student Pre-ID File, which includes Teacher and Student Pre-ID information, will greatly simplify your testing set up, especially if you have a large volume of students. Please note that you can always add students manually to the Administrative Site and may elect to enter all student and teacher information manually.

## DRP Upload Roster Information: Instructions for Saving Your Pre-ID File

All student records must be contained in data files in one of two formats:

1. Excel 2007 or newer file. An .xlsx extension must be used for the file.
2. Excel 2003 or before file. An .xls extension must be used for the file.

*(Refer to the [Pre-ID Organizational Layout](#) for more information about the required fields and format for your data file.)*



# DRP Upload Roster Information (Cont.)

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## Student records must contain:

- District and School codes that have been assigned by Questar Assessment.
- Correct data appropriate for the field(s). (Examples: Last name should be alphabetic and not numeric; Date of birth should be a valid date, MM/DD/YYYY.
- Only the following special characters in name fields will be accepted: apostrophe and hyphen.

Questar will not repair or reformat data files that do not follow or adhere to the enclosed data file layout. You may need to contact your information systems staff or database administrator for technical assistance.

## File Format:

*Excel files (.xlsx file or .xls file)*

Please refer to the Excel template on the [DRP Administration Site](#) to identify the columns that must exist. **Do not reformat the cells or columns in the file.** This file must be saved with the .xlsx or .xls extension.

- Users can key the student data directly into the provided Excel template. The spreadsheet has been formatted to only accept pre-qualified information into the template to help ensure accurate data. This does not mean that there will not be any errors after the file is loaded to [DRP Administration Site](#).
- If using the template, please keep the header row (A1-Q1) in the file when you save it.
- Save the file as a regular Excel file (.xlsx or .xls depending on your Excel version). This is the file to be used for the Pre-ID system and uploaded to the [DRP Administration Site \(<https://drponline.questarai.com/Admin/>\)](#).

**Please note: You MUST retain the header row if uploading an Excel (.xlsx or .xls) file.**

Once the file(s) are uploaded, using the [Access the Organizational and Pre-ID File Upload](#) link under the Students tab in [DRP](#), please allow up to 10 business days for the administrators, examiners, and students to appear in [DRP](#).

