

# Form Assist - Edugence EL+

Step-by-Step

## Setting up your MAP for Upload



Region 10

*The Edugence EL+ management tool was created to assist Texas school districts manage English Learners (ELs) and the entire Language Proficiency Assessment Committee (LPAC) process.*



### Step-by-Step

... assistance to prepare for setting up your MAP upload:

Edugence is built on HTML 5 and works best on the newest versions of the following browsers - Google Chrome, Fire Fox, Safari and IE 9 & higher.

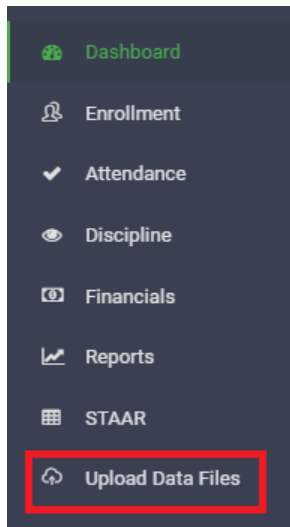
The MAP file must be the **MAP COMBINED DATA FILE** data file and must be in the original format. If the file format is manipulated in **any** way (add/deleting columns, changing header names, etc.), the file will **NOT** upload.

Only "Super Users" can upload a file. Limit the number of Super Users charged with uploading files to prevent any confusion such as the same file being uploaded multiple times.

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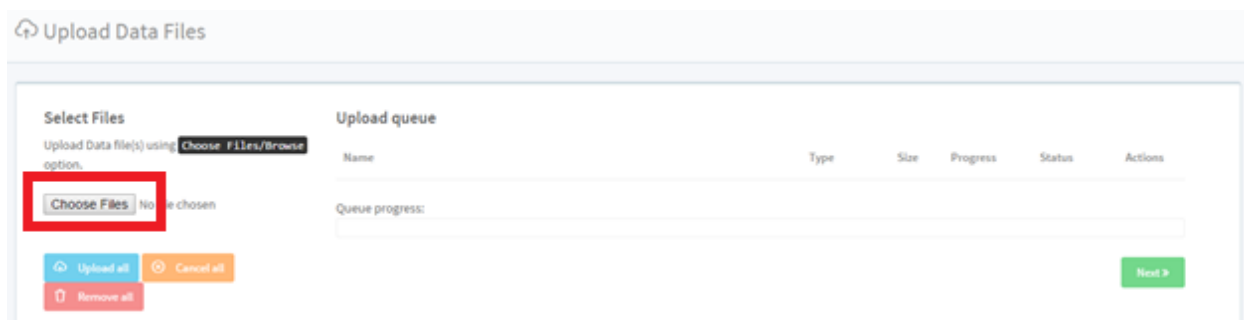
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On the left menu bar of the landing page, select “**Upload Data Files**” link.

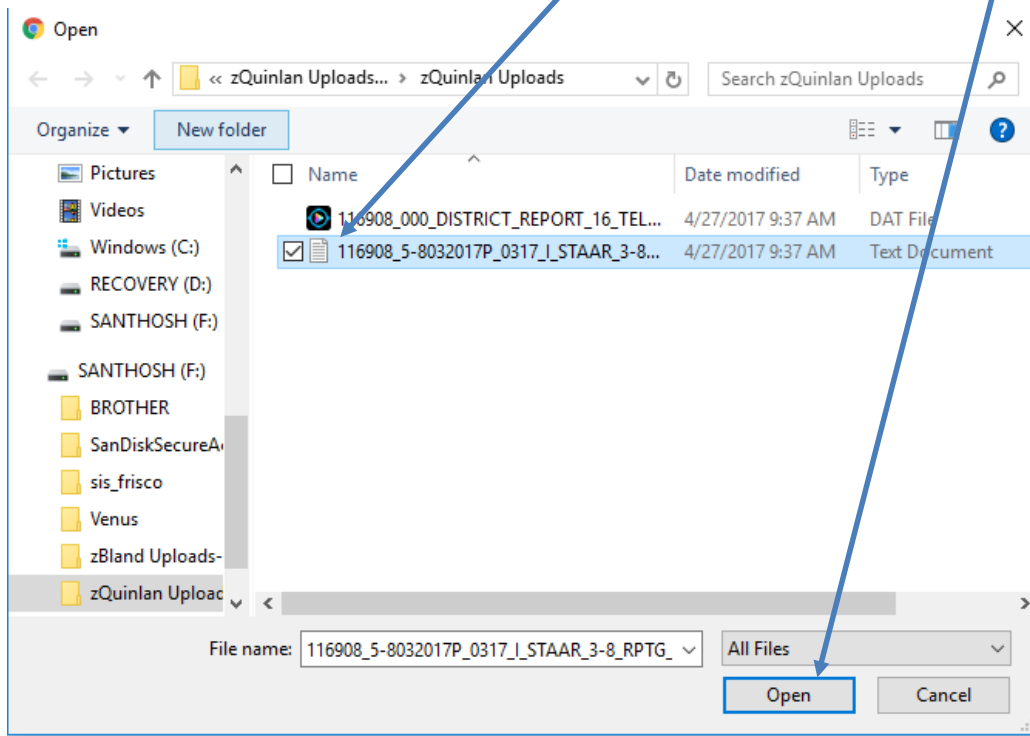


This will take you the “Upload Data Files” landing page.

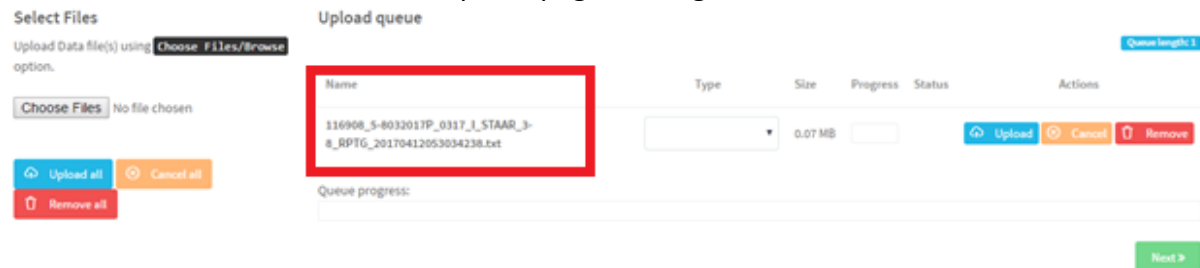
**Select the file:** Click on the “Choose Files” button.



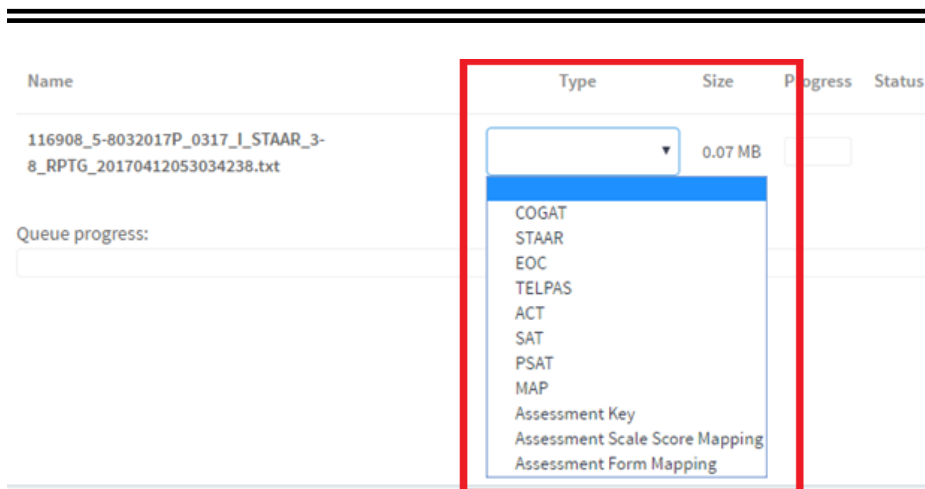
Browse to the file on your computer and select the file. Then click on the “Open” button.



The file selected will show on file upload page in Edugence.

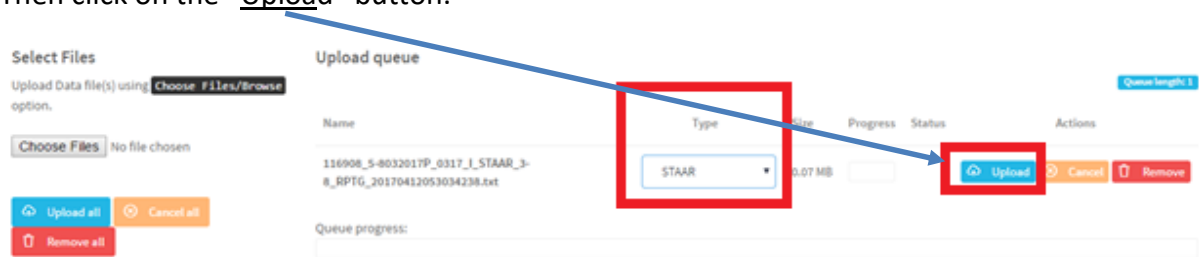


**File type:** Next select type of file you are uploading from the “Type” menu.

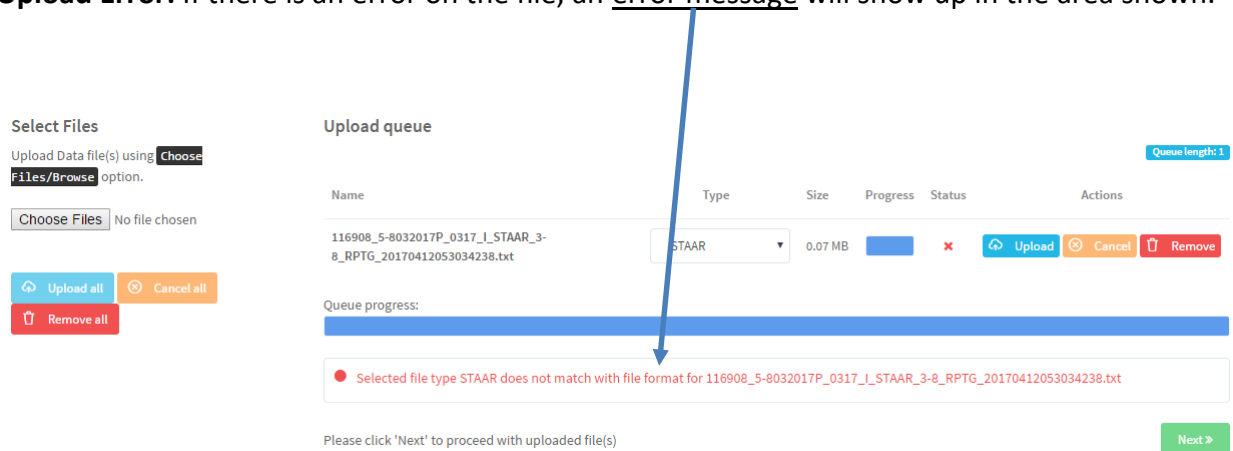


Once you select the type of file, it will show up on the “Type” menu.

Then click on the “Upload” button.



**Upload Error:** If there is an error on the file, an error message will show up in the area shown.



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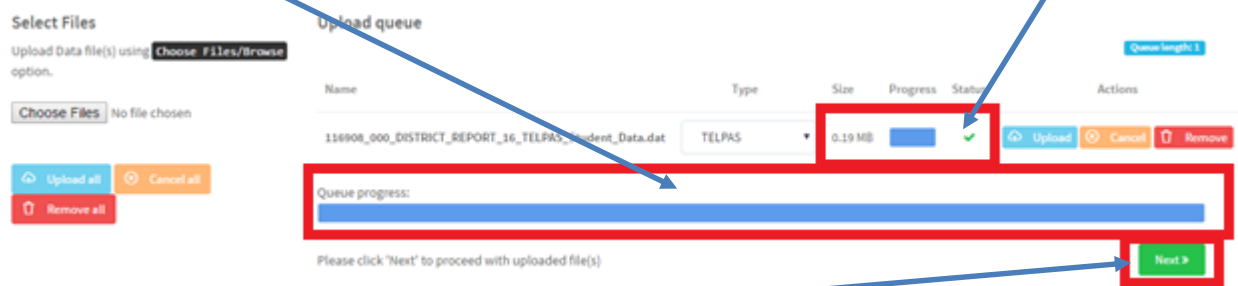
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If you get an error message you will have to go back and check the file type, format etc.

**Upload Successful:**

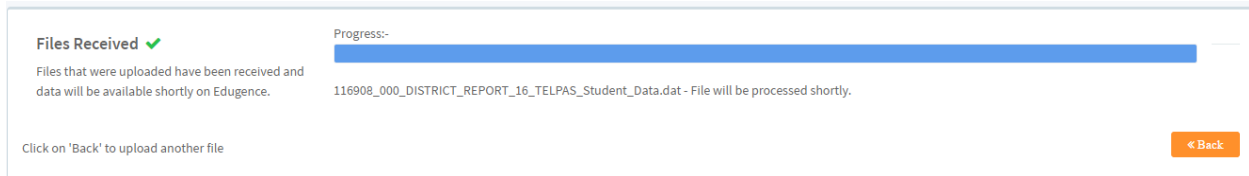
If the file type and the format are correct, then there will be a check mark next to the file name and type.

Progress bar will show at 100% to indicate the file has been fully uploaded.



Click the Next button.

Successful Message upload message will show.



You have now successfully uploaded the file to Edugence. If there are no data errors, the file will be processed, and the data should be available on the reports, within an hour.