

Importing MTAS Results (Minnesota)

Last Modified on 03/11/2024 8:44 am CDT

This article will guide you through the process of importing MTAS results into Campus. This process involves setting up a series of assessments which provide the foundation for mapping MTAS results so they can properly import into Campus.

The example layouts detailed below are based off layouts provided to us from Pearson and are intended for the Pre-ID files.

- [Step 1. Set Up Math MTAS Tests within Campus](#)
- [Step 2. Set Up Reading MTAS Tests within Campus](#)
- [Step 3. Import MTAS Results via Assessment Import Wizard](#)
 - [Using the Score Import Wizard to Import Results](#)
 - [Import MTAS Math Results](#)
 - [Import MTAS Reading Results](#)

Step 1. Set Up Math MTAS Tests within Campus

The first step to importing Math MTAS results is to create an MTAS parent test within [Test Setup](#) (Assessments > Test Setup). To create this test, click the **New Test** icon and enter the following values in the fields defined below.

MTAS Parent Test	Field	Value
	Name	MTAS
	Parent Test	No Parent
	State Test	Selected
	State Code	MTAS: MTAS

Tests Copy Test **MTAS Parent Test**

Save Delete + New Test

Field	Value

Test Detail

*Name
 MTAS ←

Parent Test
 (no parent)

**** Parent Test cannot be edited because scores exist for this test.**

Code Year

Subject

Test Grade Level

Assessment Type

Standards Type

Start Date End Date

Test Type

District Test

State Test

State Code
 MTAS: MTAS ←

National Test

National Code

Display in Portal

Display in Transcripts

Select the score fields you want to use:

Date Scale Score Raw Score Reason Code

Received Accommodation Percentile Percent Normal Curve Equivalent

Result Invalid Test Accommodations Eligible

Academic Achievement Standard

AAccommodation ADevelopmental Score AEL Code AError Band

AFinal Rating AForm AGrade Equivalent AItems Attempted

ALEXile Score ALocal Percentile ALocal Stanine AModification Comment

ANon-Participation Reason AQuartile AStanine ATesting District

ATesting Grade ATesting Modification 2 ATesting Modification 3 ATesting Modification

ATesting Modification 5 ATesting School Performance Level Points Earned

Points Possible

Select the custom fields you want to use:

ACustom Score 1 ACustom Score 2 ACustom Score 3 ACustom Score 4

NCLB Alternative Test: Invalidation Codes

SPED Teacher Did Not Administer Assessment No Supporting Evidence Submitted

Now that a parent MTAS test has been created, we need to now create the MTAS Math parent test below the MTAS parent test. To create this test, click the **New Test** icon and enter the following values in the fields defined below.

MTAS Math Parent Test	Field	Value
	Name	MTAS Math
	Parent Test	MTAS
	Subject	Math
	State Test	Selected
	State Code	MTAS: MTAS
	Date	Checked
	Scale Score	Checked
	Result	Checked
	ATesting Grade	Checked
	Points Earned	Checked
	Points Possible	Checked

Now that the MTAS Math parent test has been created, we now need to create four extended Standard tests. To create this Standard test 1, click the **New Test** icon and enter the following values in the fields defined below.

MTAS Math Extended Standard 1		Field	Value
	Name	Math Extended Standard 1	
	Parent Test	MTAS Math	
	State Test	Selected	
	State Code	MTAS: MTAS	
	Points Earned	Checked	
	Points Possible	Checked	

Standard test 2 now needs to be created. To create this test, click the **New Test** icon and enter the following values in the fields defined below.

MTAS Math Extended Standard 2	Field	Value
	Name	Math Extended Standard 2
	Parent Test	MTAS Math
	State Test	Selected
	State Code	MTAS: MTAS
	Points Earned	Checked
	Points Possible	Checked

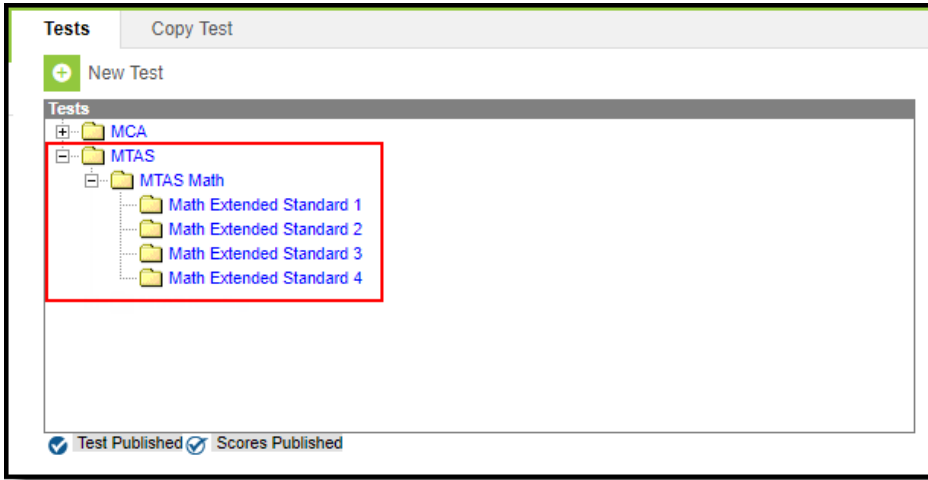
Now create Standard test 3. Click the **New Test** icon and enter the following values in the fields defined below.

MTAS Math Extended Standard 3		Field	Value
	Name	Math Extended Standard 3	
	Parent Test	MTAS Math	
	State Test	Selected	
	State Code	MTAS: MTAS	
	Points Earned	Checked	
	Points Possible	Checked	

And finally, create Standard test 4. Click the **New Test** icon and enter the following values in the fields defined below.

MTAS Math Extended Standard 4		Field	Value
	Name	Math Extended Standard 4	
	Parent Test	MTAS Math	
	State Test	Selected	
	State Code	MTAS: MTAS	
	Points Earned	Checked	
	Points Possible	Checked	

Once all MTAS math tests have been created, they should appear like the image below. Move onto Step 2.



Step 2. Set Up Reading MTAS Tests within Campus

Just as we set up MTAS Math tests, MTAS Reading tests now need to be created in Campus. Create the MTAS Reading Parent Test by clicking the **New Test** icon and entering the following values in the fields defined below.

MTAS Reading Parent Test	Field	Value
	Name	MTAS Reading
	Parent Test	MTAS
	Subject	Reading
	State Test	Selected
	State Code	MTAS: MTAS
	Date	Checked
	Scale Score	Checked
	Result	Checked
	ATesting Grade	Checked
	Points Earned	Checked
	Points Possible	Checked

Field	Value
Test Detail	MTAS Reading Parent Test
*Name	MTAS Reading
Parent Test	-MTAS
** Parent Test cannot be edited because scores exist for this test.	
Code	
Year	
Subject	Reading
Test Grade Level	
Assessment Type	
Standards Type	
Start Date	
End Date	
Test Type	<input type="radio"/> District Test <input checked="" type="radio"/> State Test <input type="radio"/> National Test
State Code	MTAS: MTAS
National Code	
<input type="checkbox"/> Display in Portal <input type="checkbox"/> Display in Transcripts	
Select the score fields you want to use:	
<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Scale Score
<input type="checkbox"/> Received Accommodation	<input type="checkbox"/> Percentile
<input checked="" type="checkbox"/> Result	<input type="checkbox"/> Invalid
<input type="checkbox"/> Academic Achievement Standard	<input type="checkbox"/> Raw Score
<input type="checkbox"/> AAccommodation	<input type="checkbox"/> ADevelopmental Score
<input type="checkbox"/> AFinal Rating	<input type="checkbox"/> AForm
<input type="checkbox"/> ALexile Score	<input type="checkbox"/> ALocal Percentile
<input type="checkbox"/> ANon-Participation Reason	<input type="checkbox"/> AQuartile
<input checked="" type="checkbox"/> ATesting Grade	<input type="checkbox"/> ATesting Modification 2
<input type="checkbox"/> ATesting Modification 5	<input type="checkbox"/> ATesting School
<input checked="" type="checkbox"/> Points Possible	<input type="checkbox"/> Performance Level
	<input checked="" type="checkbox"/> Points Earned
Select the custom fields you want to use:	
<input type="checkbox"/> ACustom Score 1	<input type="checkbox"/> ACustom Score 2
<input type="checkbox"/> ACustom Score 3	<input type="checkbox"/> ACustom Score 4
NCLB Alternative Test: Invalidation Codes	
<input type="checkbox"/> SPED Teacher Did Not Administer Assessment	<input type="checkbox"/> No Supporting Evidence Submitted

Once the parent MTAS Reading test has been created, we now need to create Reading Extended Standard 1. Click the **New Test** icon and enter the following values in the fields defined below.

MTAS Reading Extended Standard 1	Field	Value
	Name	Reading Extended Standard 1
	Parent Test	MTAS Reading
	State Test	Selected
	State Code	MTAS: MTAS
	Points Earned	Checked
	Points Possible	Checked

Create Reading Extended Standard 2. Click the **New Test** icon and enter the following values in the fields defined below.

MTAS Reading Extended Standard 2	Field	Value
	Name	Reading Extended Standard 2
	Parent Test	MTAS Reading
	State Test	Selected
	State Code	MTAS: MTAS
	Points Earned	Checked
	Points Possible	Checked

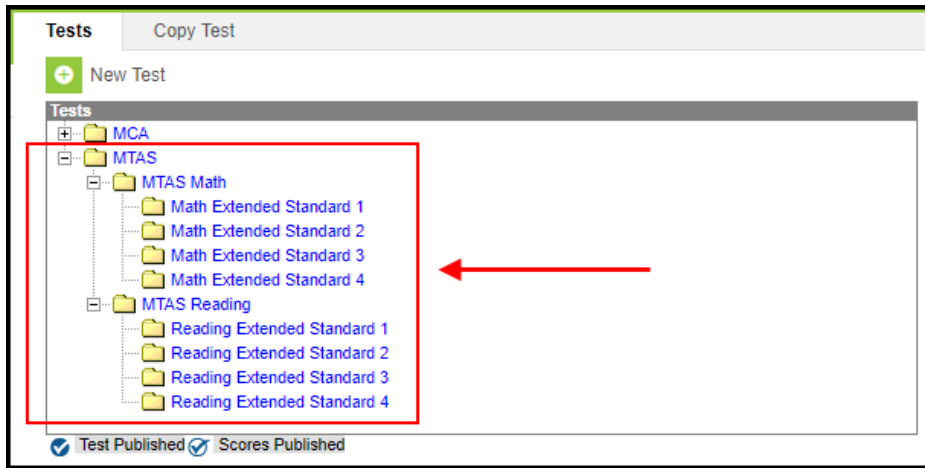
Create Reading Extended Standard 3. Click the **New Test** icon and enter the following values in the fields defined below.

MTAS Reading Extended Standard 3	Field	Value
	Name	Reading Extended Standard 3
	Parent Test	MTAS Reading
	State Test	Selected
	State Code	MTAS: MTAS
	Points Earned	Checked
	Points Possible	Checked

And finally, create Reading Extended Standard 4. Click the **New Test** icon and enter the following values in the fields defined below.

MTAS Reading Extended Standard 4	Field	Value
	Name	Reading Extended Standard 4
	Parent Test	MTAS Reading
	State Test	Selected
	State Code	MTAS: MTAS
	Points Earned	Checked
	Points Possible	Checked

Once all MTAS reading tests have been created, they should appear like the image below. Move onto Step 3.



Step 3. Import MTAS Results via Assessment Import Wizard

Now that MTAS assessments are entered into Campus, you are now ready to map MTAS results to these tests and import the data into Campus.

See the following sections below for step-by-step instructions on importing MTAS math and reading results:

- [Using the Score Import Wizard to Import Results](#)
- [Import MTAS Math Results](#)
- [Import MTAS Reading Results](#)

Using the Score Import Wizard to Import Results

In order to import your MTAS results into Campus, you need to map the data from the MTAS file to the assessments created in Steps 1 and 2 above. This process is done in the [Score Import Wizard](#). The information below will walk you through the general process for using this tool to map and import the data, with the assumption that you then apply this process to the information described in the [Import MTAS Math Results](#) and [Import MTAS Reading Results](#) sections below.

To begin:

1. Navigate to the [Score Import Wizard](#) (Assessment > Score Import Wizard)
2. Click **New Import Mapping**.
3. Enter the **Name** of the import (MTAS Math or MTAS Reading, depending on which one you are doing).
4. Set the remaining fields to match the values described in the image below.
5. Select **Choose File**, locate and select the MTAS data file on your local hard drive or network.
6. Once the file is uploaded, select **Upload & Continue**.

You should see the data file loaded into the Raw Data File Sample window on the right-hand side of the screen (see example in the image below). You know need to map each field from the raw data file to the assessment. To begin this process, click the **New** icon.

Score Import Wizard

Define Columns that contain meaningful data. Meaningful data are items that are used to match a record to a student such as lastName, studentNumber, birthdate, or items that will be imported into the TestScore table as a representation of the raw data file. The lower left frame contains the meaningful data that you have selected using the column selection criteria on the right. Use Batch Test or Batch Import for files with more than 3000 records.

Name: MTAS Math Sample File: c:\campusDocStore\batchQueue\BRI-SIS-125942iemn\1\2019-06-19-13-34-14\MTAS Math.csv Format: Comma Separated Values

Column Count: 24 Row Count: 2

Raw Data File Sample:

1	2	3	4	5
DISTRICT	SCH_CODE	SCHOOL	TEST_NAME	TEST_I
	40	plymouth Middle school	MTAS	9/3/20

Selected Data:

Buttons: Save, Delete, New

Fields to map:

- Name
- Seq in data file
- Map to data field
- Action performed on this field
- Strip leading zeros
- Number Format

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

- Replace existing record and remove data not specified in the import
- Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: Test Import

Output Format: HTML Comma Separated Values (CSV) - Test Only

Buttons: Test, Batch Test, Finished

Once **New** is selected, several fields will appear which need to be defined so that raw data from the file will be inserted into the proper fields on the assessment. Follow the tables described in the [Import MTAS Math Results](#) and [Import MTAS Reading Results](#) sections for a breakdown of how you need to create and map each field per assessment.

For each field that needs to be mapped, click the **New** icon, enter the proper values for each field and click **Save**. Repeat this process for every row in the tables found in the [Import MTAS Math Results](#) and [Import MTAS Reading Results](#) sections. Please keep in mind each table in these sections is its own assessment import. Once all fields for a single table are mapped, you are ready to import the data. Do not create and add mappings for more than one table at the time.

Name: MTAS Math Sample File: c:\campusDocStore\batchQueue\BRI-SIS-125942iemn\1\2019-06-19-13-34-14\MTAS Math.csv

Buttons: Save, Delete, New

Achievement Level

- Math Extended Strand 1 points Earned
- Math Extended Strand 1 Points Possible
- Scale Score
- School Number
- Student ID
- Test Date
- Total Points Earned

Fields to map:

- Name: Achievement Level
- Seq in data file: 14
- Map to data field: MTAS Math result
- Action performed on this field: Import Data
- Strip leading zeros
- Number Format: No decimal or use as is

Callout Box:

Click the New button and enter data from each column in the tables described below.

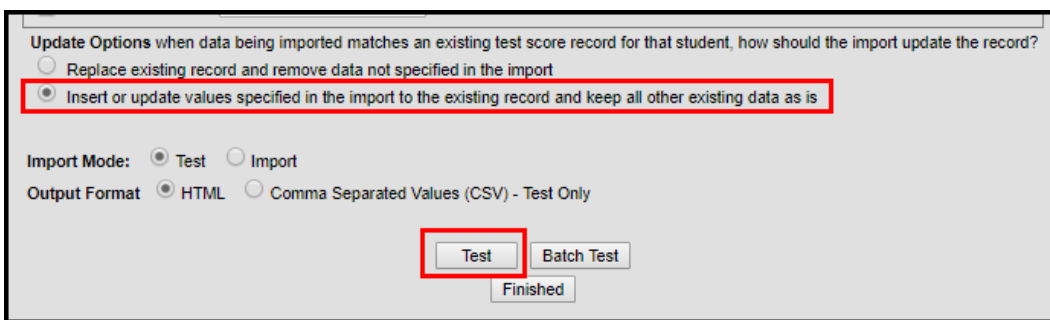
Repeat this process for each row in each table, per import.

Once all data is mapped:

1. Click the **Insert or update values specified in the import to the existing record and keep all other existing data as is** radio button.
2. Select an **Import Mode** of 'Test'.
3. Select an **Output Format**.
4. Select **Test**.

Review the import test results to ensure its accuracy and correct any identified issues.

If you have already gone through this process and are importing this data for a second (or third, or fourth, etc) time, click the **Replace existing record and remove data not specified in the import** radio button.



Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import

Insert or update values specified in the import to the existing record and keep all other existing data as is

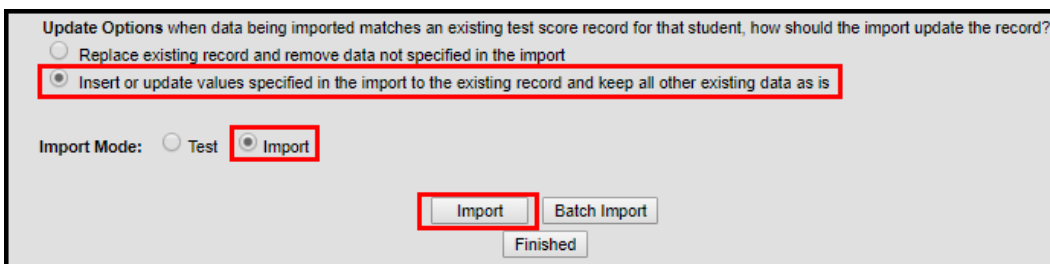
Import Mode: Test Import

Output Format HTML Comma Separated Values (CSV) - Test Only

Once you have reviewed the data and are ready to import:

1. Click the **Insert or update values specified in the import to the existing record and keep all other existing data as is** radio button.
2. Select an **Import Mode** of 'Import'.
3. Select the **Import** button.

MTAS data has now been properly imported into Campus. Repeat this process for each Math and Reading Standard until all raw data has been imported into Campus.



Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import

Insert or update values specified in the import to the existing record and keep all other existing data as is

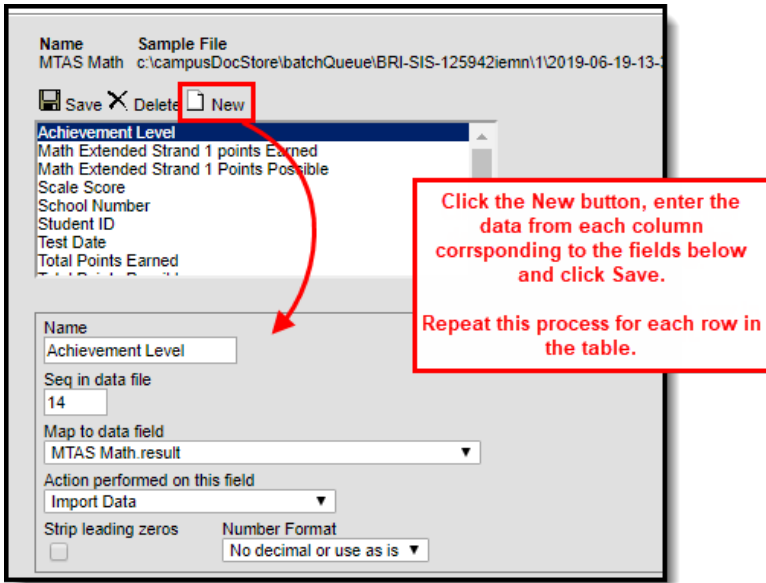
Import Mode: Test Import

Import MTAS Math Results

The section below describe the field values required when mapping raw file data to assessments created in Steps 1 and 2. Once all fields for a single table are mapped, you are ready to import the data. Do not create and add mappings for more than one table or section at the time.

To begin mapping data for Math results:

1. Click the **New** icon.
2. Start with row 1 in the table below and enter field values as they are defined in the table.
3. Once all values for a row are entered into the Campus fields. Click the **Save** icon.
4. Click **New** and begin this process again, starting with the next row in the table.



Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Achievement Level	14	MTAS Math.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Extended Standard 1 Points Earned	15	Math Extended Standard 1.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Extended Standard 1 Points Possible	16	Math Extended Standard 1.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Extended Standard 2 Points Earned	17	Math Extended Standard 2.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Math Extended Standard 2 Points Possible	18	Math Extended Standard 2.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Extended Standard 3 Points Earned	19	Math Extended Standard 3.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Extended Standard 3 Points Possible	20	Math Extended Standard 3.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Extended Standard 4 Points Earned	21	Math Extended Standard 4.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Extended Standard 4 Points Possible	22	Math Extended Standard 4.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Scale Score	13	MTAS Math.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
School Number	2	Score.schoolID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Student ID	8	student.stateID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Test Date	5	MTAS Math.date	MM/DD/YY or MM/DD/YYYY	Import Data	Unchecked	No decimal or use as is
Total Points Earned	23	MTAS Math.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Total Points Possible	24	MTAS Math.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

Once all data is mapped:

1. Click the **Insert or update values specified in the import to the existing record and keep all other existing data as is** radio button.
2. Select an **Import Mode** of 'Test'.
3. Select an **Output Format**.
4. Select **Test**.

Review the import test results to ensure its accuracy and correct any identified issues.

If you have already gone through this process and are importing this data for a second (or third, or fourth, etc) time, click the **Replace existing record and remove data not specified in the import** radio button.

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import

Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: Test Import

Output Format HTML Comma Separated Values (CSV) - Test Only

Once you have reviewed the data and are ready to import:

1. Click the **Insert or update values specified in the import to the existing record and keep all other existing data as is** radio button.
2. Select an **Import Mode** of 'Import'.

3. Select the **Import** button.

MTAS Math data has now been properly imported into Campus. Move onto the [Import MTAS Reading Results](#) section.

Import MTAS Reading Results

Now that MTAS Math assessments are entered into Campus, you are now ready to map MTAS Reading results to these tests and import the data into Campus.

To begin mapping data for Reading Extended Standard 1:

1. Click the **New** icon.
2. Start with row 1 in the table below and enter field values as they are defined in the table.
3. Once all values for a row are entered into the Campus fields. Click the **Save** icon.
4. Click **New** and begin this process again, starting with the next row in the table.

Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Achievement Level	14	MTAS Math.result		Import Data	<input type="checkbox"/>	No decimal or use as is

Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Achievement Level	14	MTAS Reading.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Extended Standard 1 Points Earned	15	Reading Extended Standard 1.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Extended Standard 1 Points Possible	16	Reading Extended Standard 1.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Extended Standard 2 Points Earned	17	Reading Extended Standard 2.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Extended Standard 2 Points Possible	18	Reading Extended Standard 2.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use
Reading Extended Standard 3 Points Earned	19	Reading Extended Standard 3.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Extended Standard 3 Points Possible	20	Reading Extended Standard 3.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use
Reading Extended Standard 4 Points Earned	21	Reading Extended Standard 4.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Reading Extended Standard 4 Points Possible	22	Reading Extended Standard 4.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use
Scale Score	13	MTAS Reading.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
School Number	2	Score.schoolID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Student ID	8	student.stateID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Test Date	5	MTAS Reading.date	MM/DD/YY or MM/DD/YYYY	Import Data	Unchecked	No decimal or use as is
Total Points Earned	23	MTAS Reading.pointsEarned	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Total Points Possible	24	MTAS Reading.pointsPossible	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

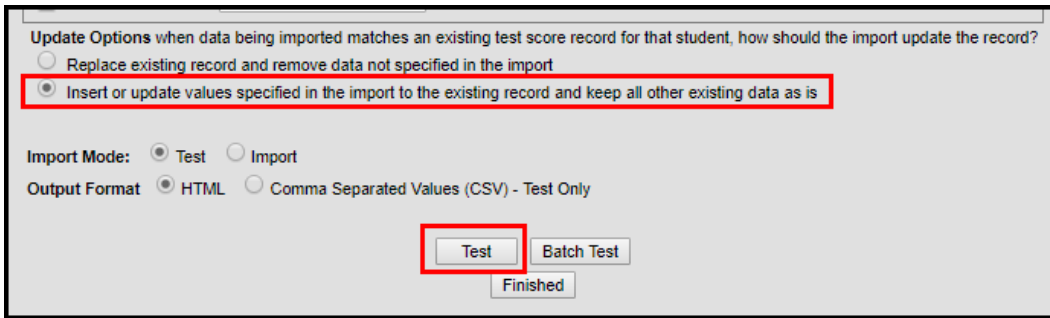
Once all data is mapped:

1. Click the **Insert or update values specified in the import to the existing record and keep all other existing data as is** radio button.
2. Select an **Import Mode** of 'Test'.
3. Select an **Output Format**.
4. Select **Test**.

Review the import test results to ensure its accuracy and correct any identified issues.

If you have already gone through this process and are importing this data for a second (or third, or

fourth, etc) time, click the **Replace existing record and remove data not specified in the import** radio button.



Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import

Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: Test Import

Output Format HTML Comma Separated Values (CSV) - Test Only

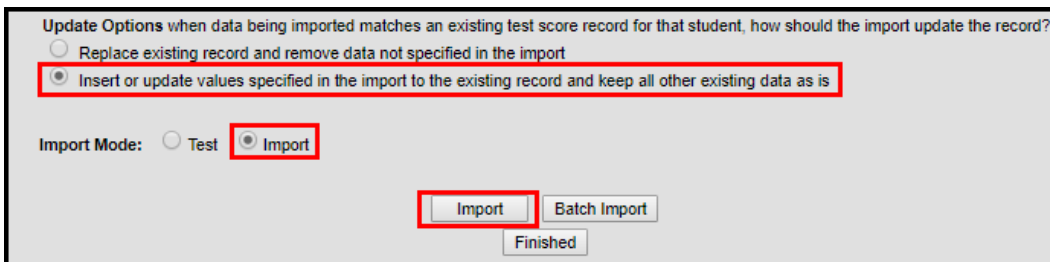
Test Batch Test

Finished

Once you have reviewed the data and are ready to import:

1. Click the **Insert or update values specified in the import to the existing record and keep all other existing data as is** radio button.
2. Select an **Import Mode** of 'Import'.
3. Select the **Import** button.

MTAS data has now been properly imported into Campus. Move onto the next Standard.



Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import

Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode: Test Import

Import Batch Import

Finished

That's it! You have successfully imported all MTAS data into Campus.