

Importing MTAS Results (Minnesota)

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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](#)

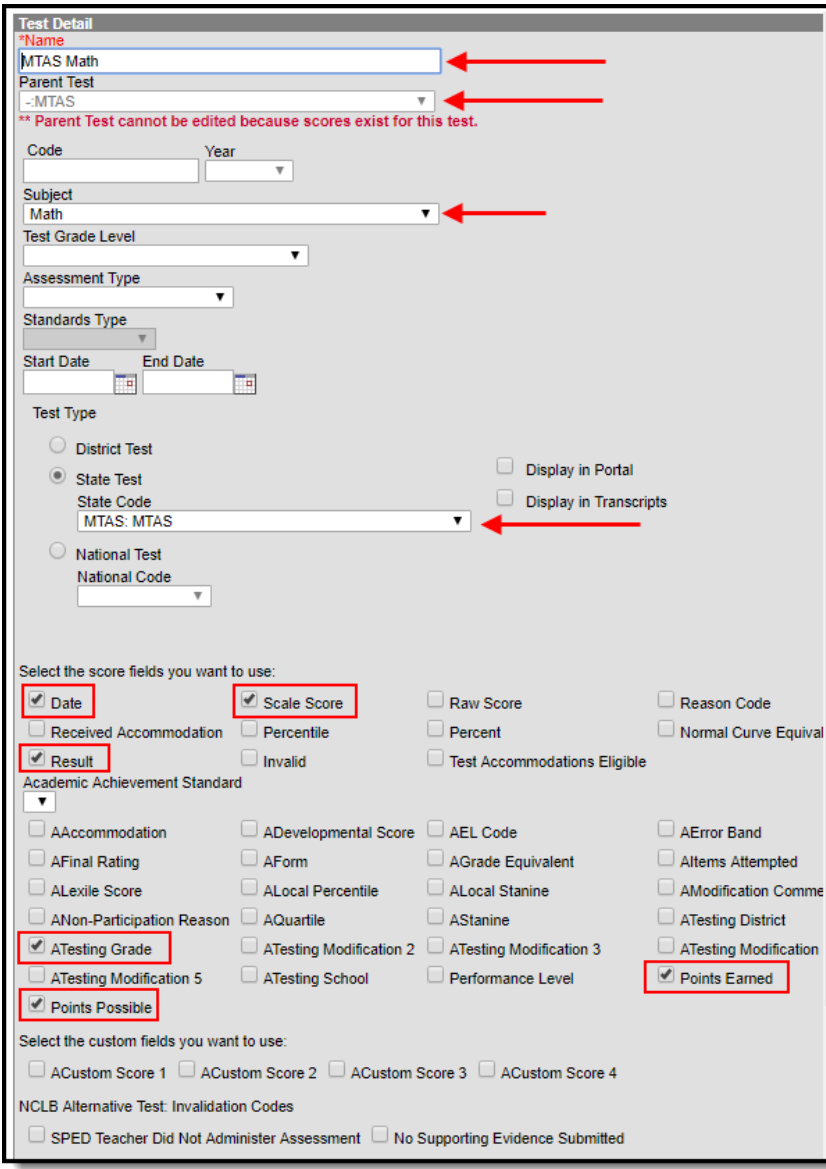
Step 1. Set Up Math MTAS Tests within Campus

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.

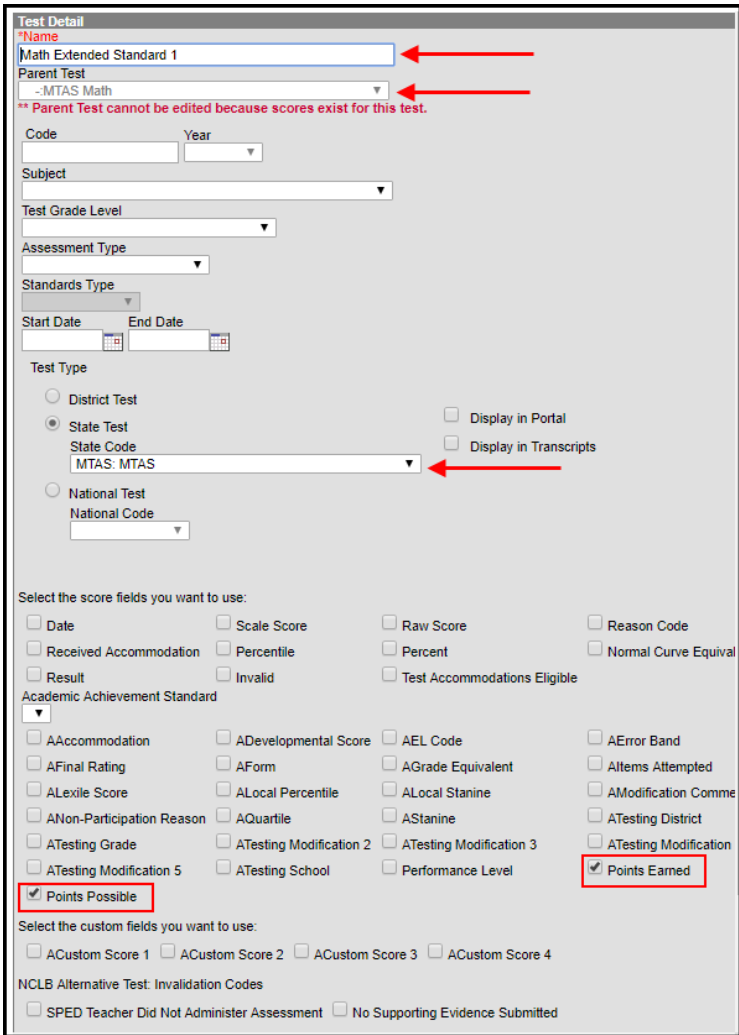
| MTAS Parent Test | Field | Value |
|------------------|--------------------|---------------|
| | Name | MTAS |
| | Parent Test | No Parent |
| | State Test | Selected |
| | State Code | MTAS: MTAS |
| | | |

| Tests | Copy Test | MTAS Parent Test | Field | Value |
|---|-----------|---|-------|-------|
| <div> <div>Save</div> <div>Delete</div> <div>New Test</div> </div> <div> <div>Test Published</div> <div>Scores Published</div> </div> | | <div> <div>Test Detail</div> <div> <div>*Name</div> <div>MTAS</div> <div>Parent Test</div> <div>(no parent)</div> </div> <div> <div>** Parent Test cannot be edited because scores exist for this test.</div> </div> <div> <div>Code</div> <div>Year</div> </div> <div> <div>Subject</div> </div> <div> <div>Test Grade Level</div> </div> <div> <div>Assessment Type</div> </div> <div> <div>Standards Type</div> </div> <div> <div>Start Date</div> <div>End Date</div> </div> <div> <div>Test Type</div> <div> <div>District Test</div> <div>State Test</div> <div>National Test</div> </div> <div> <div>State Code</div> <div>MTAS: MTAS</div> <div>National Code</div> </div> </div> <div> <div>Select the score fields you want to use:</div> <div> <div>Date</div> <div>Scale Score</div> <div>Raw Score</div> <div>Reason Code</div> <div>Received Accommodation</div> <div>Percentile</div> <div>Percent</div> <div>Normal Curve Equivalent</div> <div>Result</div> <div>Invalid</div> <div>Test Accommodations Eligible</div> </div> </div> <div> <div>Academic Achievement Standard</div> <div> <div>AAccommodation</div> <div>ADevelopmental Score</div> <div>AEL Code</div> <div>AError Band</div> <div>AFinal Rating</div> <div>AForm</div> <div>AGrade Equivalent</div> <div>Attempts Attempted</div> <div>ALexile Score</div> <div>ALocal Percentile</div> <div>ALocal Stanine</div> <div>AModification Comment</div> <div>ANon-Participation Reason</div> <div>AQuartile</div> <div>AStanine</div> <div>ATesting District</div> <div>ATesting Grade</div> <div>ATesting Modification 2</div> <div>ATesting Modification 3</div> <div>ATesting Modification</div> <div>ATesting Modification 5</div> <div>ATesting School</div> <div>Performance Level</div> <div>Points Earned</div> <div>Points Possible</div> </div> </div> <div> <div>Select the custom fields you want to use:</div> <div> <div>ACustom Score 1</div> <div>ACustom Score 2</div> <div>ACustom Score 3</div> <div>ACustom Score 4</div> </div> </div> <div> <div>NCLB Alternative Test: Invalidation Codes</div> <div> <div>SPED Teacher Did Not Administer Assessment</div> <div>No Supporting Evidence Submitted</div> </div> </div> </div> | | |

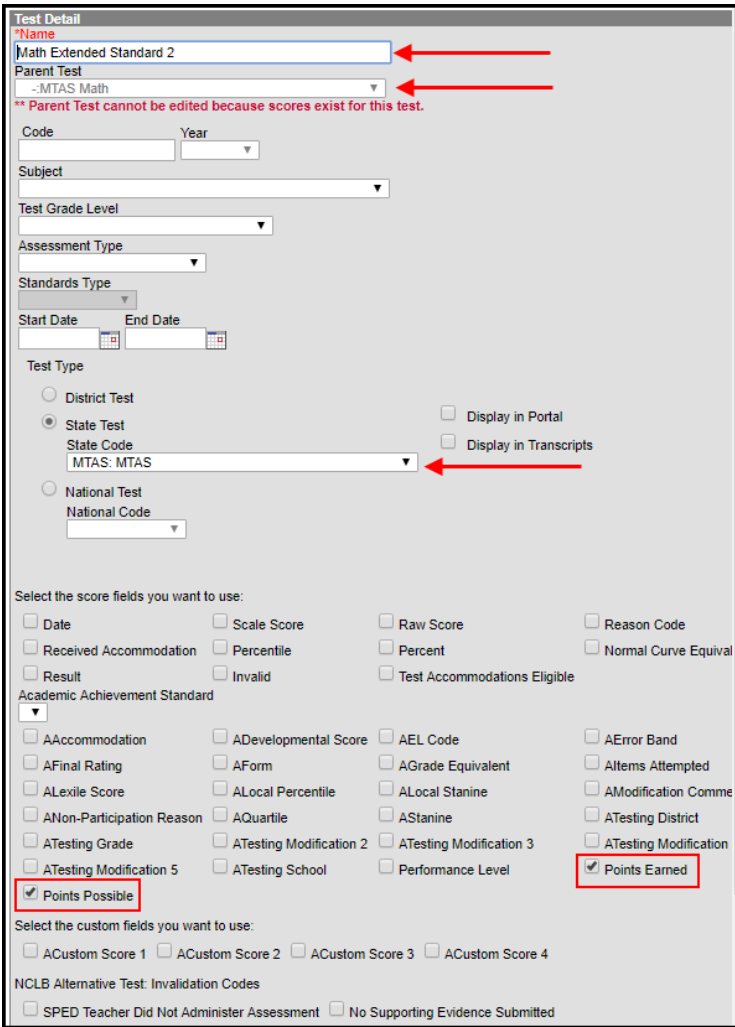
Now that a parent MTAS test has been created, we need to now create the MTAS Math parent test below the MTAS parent test. To create this test, click the **New Test** icon and enter the following values in the fields defined below.

| 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 |

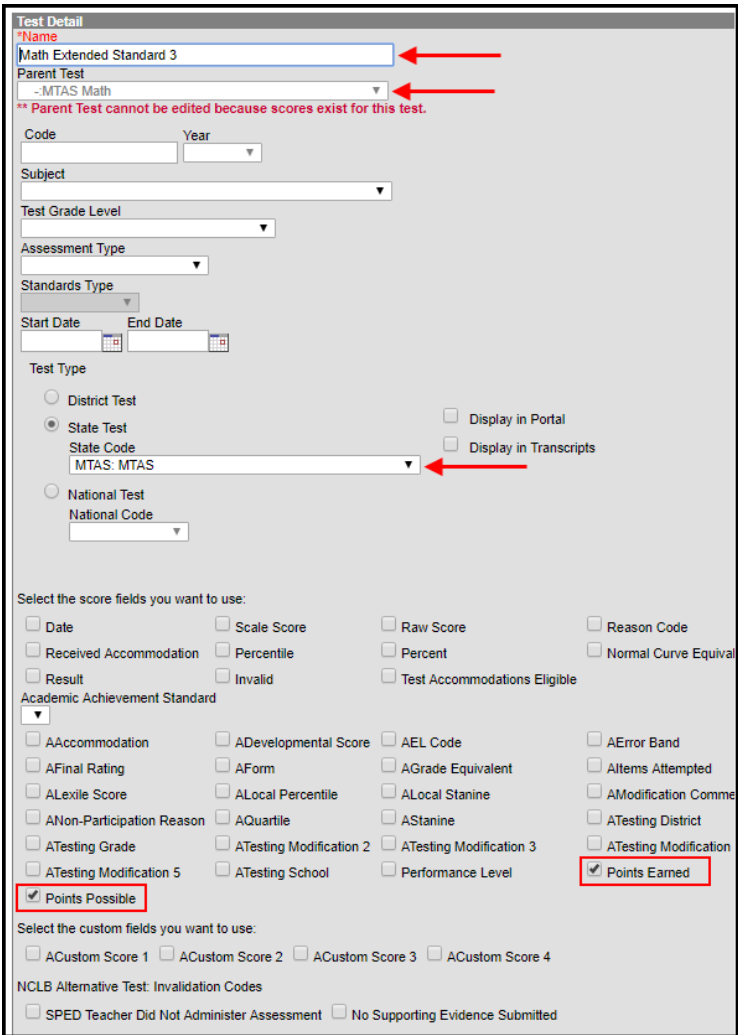
Now that the MTAS Math parent test has been created, we now need to create four extended Standard tests. To create this Standard test 1, click the **New Test** icon and enter the following values in the fields defined below.

| 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 |

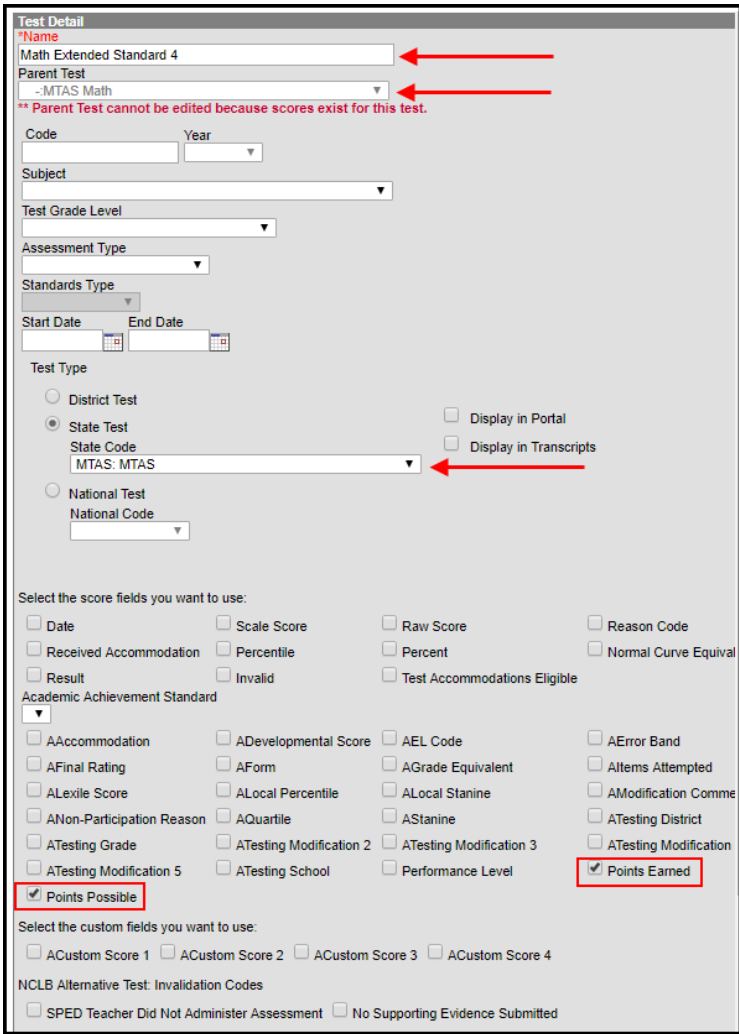
Standard test 2 now needs to be created. To create this test, click the **New Test** icon and enter the following values in the fields defined below.

| 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 |

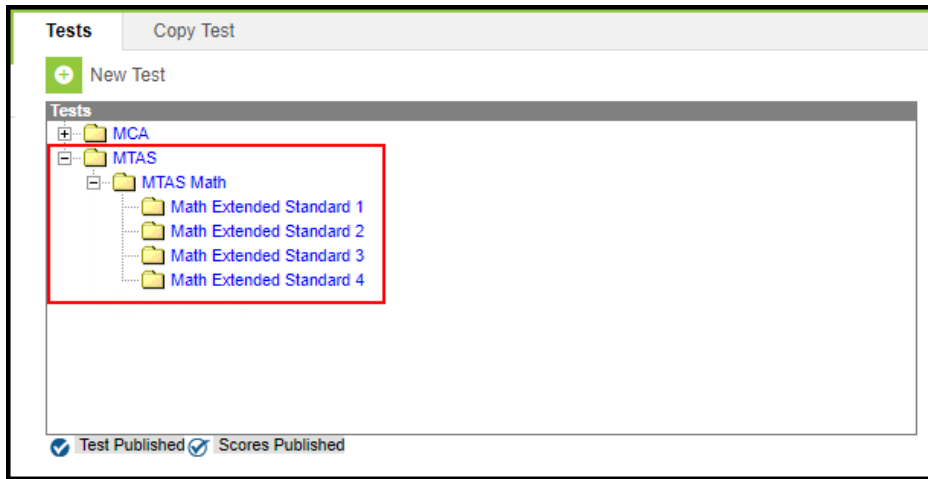
Now create Standard test 3. Click the **New Test** icon and enter the following values in the fields defined below.

| 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.



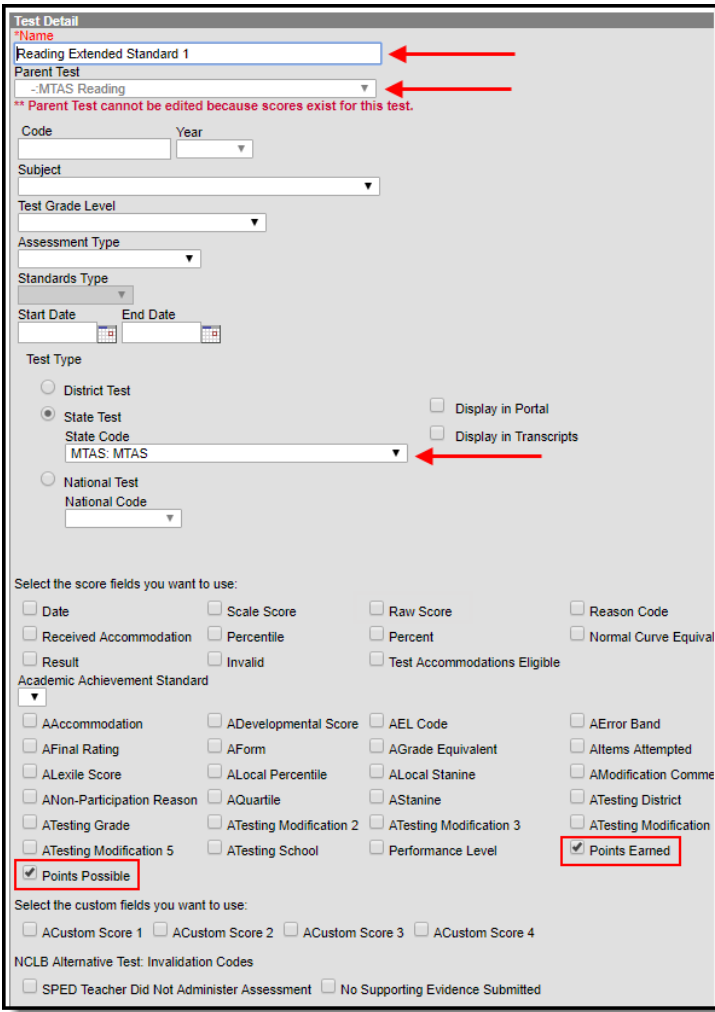
Step 2. Set Up Reading MTAS Tests within Campus

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.

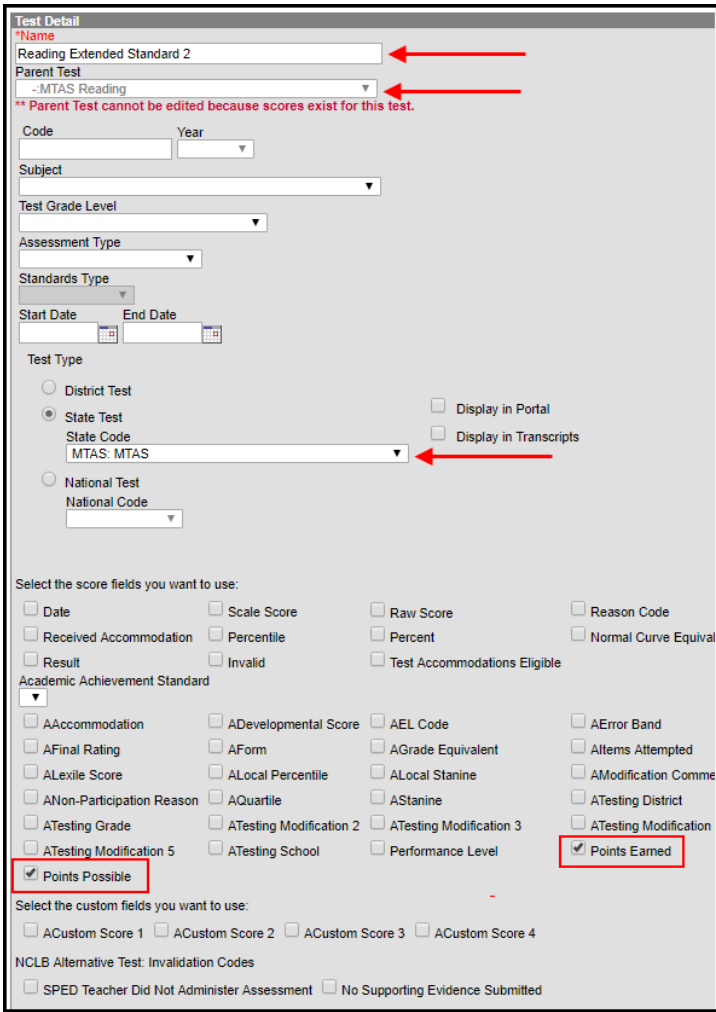
| MTAS Reading Parent Test | Field | Value |
|--------------------------|------------------------|--------------|
| | Name | MTAS Reading |
| | Parent Test | MTAS |
| | Subject | Reading |
| | State Test | Selected |
| | State Code | MTAS: MTAS |
| | Date | Checked |
| | Scale Score | Checked |
| | Result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

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

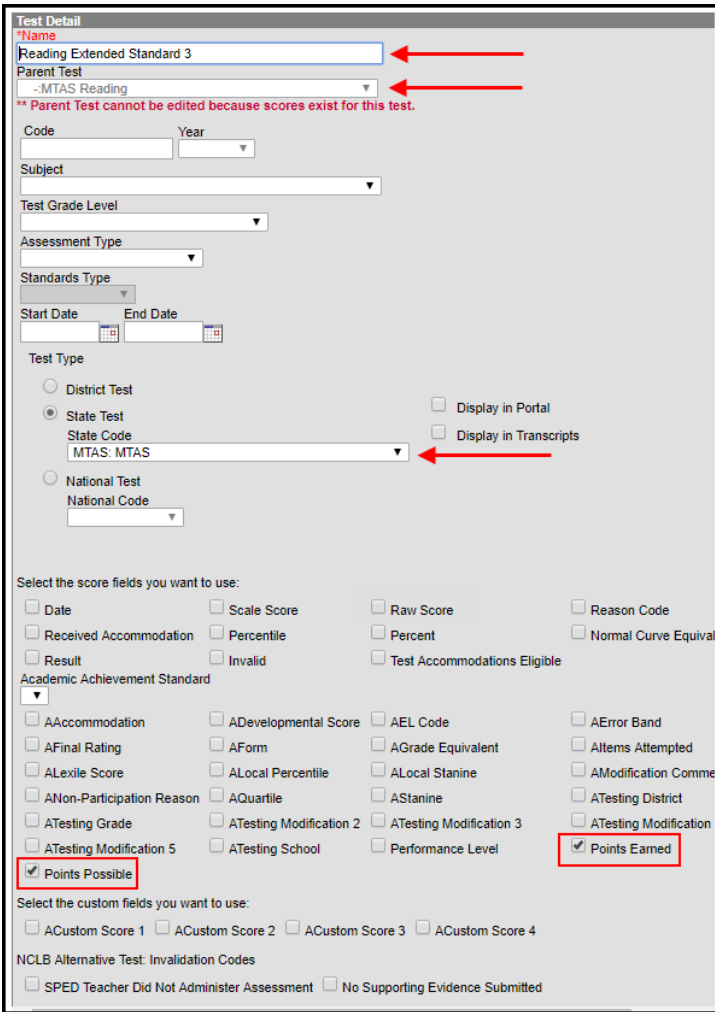
Once the parent MTAS Reading test has been created, we now need to create Reading Extended Standard 1. Click the **New Test** icon and enter the following values in the fields defined below.

| 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 |

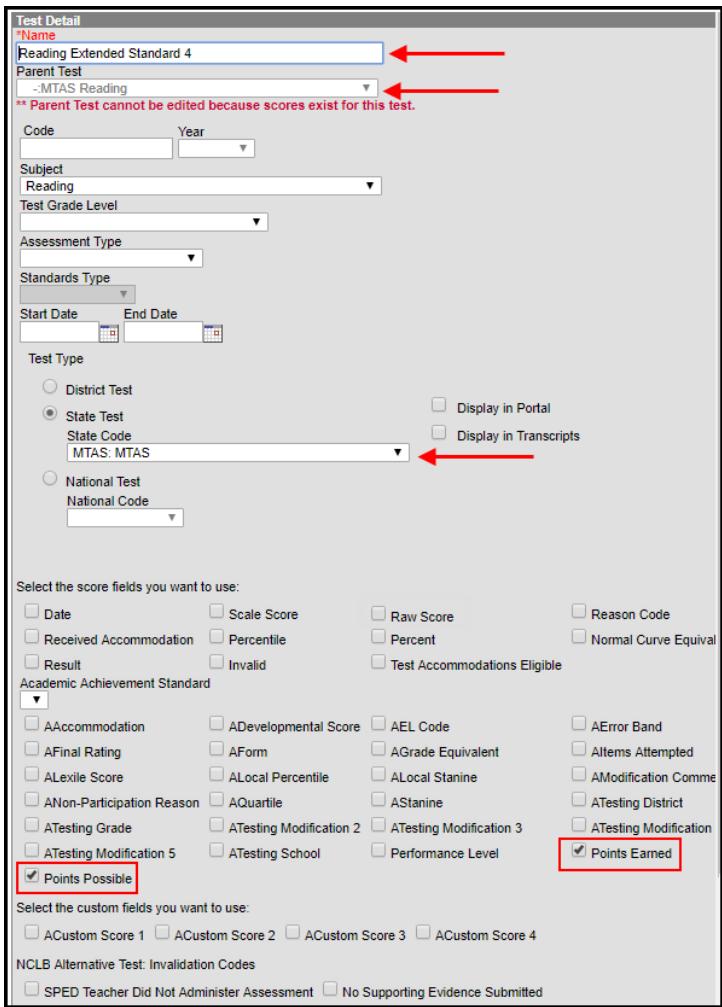
Create Reading Extended Standard 2. Click the **New Test** icon and enter the following values in the fields defined below.

| 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 |

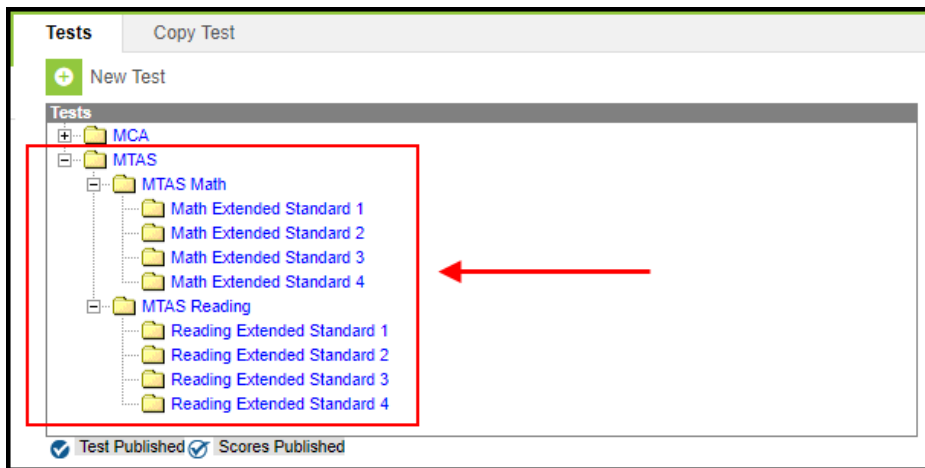
Create Reading Extended Standard 3. Click the **New Test** icon and enter the following values in the fields defined below.

| 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 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**.

Score Import Wizard

This wizard will walk you through the definition of a score file format mapping and the importation of that data into the database.

Saved Import Mappings

- MCA Reading
- Math MCA
- MTAS Math

Run an Import

Choose File No file chosen Upload & Continue

New Import Mapping

Score Import Wizard

Give the import a unique name, and upload a sample score file to help define the column import mapping.

Name

MTAS Math

What is the file type?

Comma Delimited

Which test format will this map to?

MTAS ()

Which fields in the data file will map to student identifiers?

State ID

Does the source file have a header row?

Source File Includes Header: ☒

Please select the scope of the source file:

One District, Multiple Schools

Upload a sample file

Choose File No file chosen 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_DATE |
| 40 | | plymouth Middle school | MTAS | 9/3/2019 |

Selected Data:

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

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

Save X 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

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

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

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. 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 Batch Import

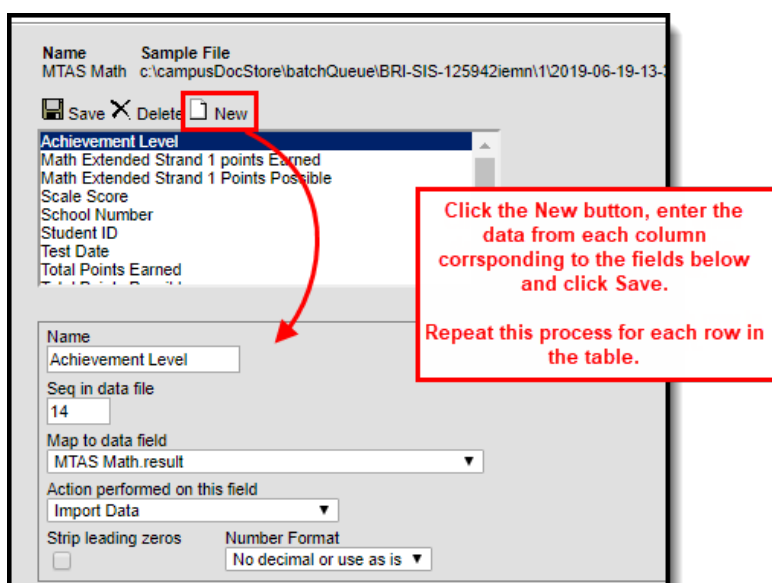
Finished

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.



The screenshot shows the Infinite Campus interface. At the top, there's a header with 'Name' and 'Sample File'. Below that, there's a list of fields: 'Achievement Level', 'Math Extended Strand 1 points Earned', 'Math Extended Strand 1 Points Possible', 'Scale Score', 'School Number', 'Student ID', 'Test Date', and 'Total Points Earned'. A red box highlights the 'New' button in the top right corner. A red arrow points from the 'New' button to the 'Name' field. A red callout box contains the text: 'Click the New button, enter the data from each column corresponding to the fields below and click Save. Repeat this process for each 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 |

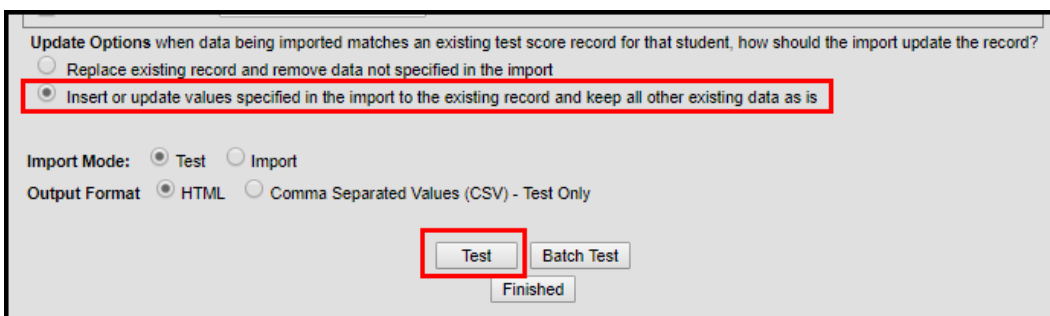
| Name | Seq in Data File | Map to Data Field | Date Format | Action Performed on this Field | Strip Leading Zeros | Number Format |
|-----------------------|------------------|--------------------------|---------------------------------|--------------------------------|---------------------|-------------------------|
| 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.



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 |
|------|------------------|-------------------|-------------|--------------------------------|---------------------|---------------|
| | | | | | | |

| 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.