

Importing MCA Results (Minnesota)

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This article will guide you through the process of importing MCA results into Campus. This process involves setting up a series of assessments which provide the foundation for mapping MCA 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 MCA Math Tests within Campus](#)
- [Step 2. Set Up MCA Reading Tests within Campus](#)
- [Step 3. Set Up MCA Science Tests within Campus](#)
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 - [Using the Score Import Wizard to Import Results](#)
 - [Import MCA Math Results](#)
 - [Import MCA Reading Results](#)
 - [Import MCA Science Results](#)

Step 1. Set Up MCA Math Tests within Campus

The first step to importing MCA Math results is to create an MCA 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.

MCA Parent Test	Field	Value
	Name	MCA
	Parent Test	No Parent
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment

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

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

fields defined below.

MCA Math Parent Test	Field	Value
	Name	MCA Math
	Parent Test	MCA
	Subject	Math
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Date	Checked
	Scale Score	Checked
	Result	Checked
	ATesting Grade	Checked Note: This field is unlocked and thus may be named differently by your district.

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

MCA Math Reporting Strand 1	Field	Value	
	Name	MCA Math Reporting Strand 1	
	Parent Test	MCA Math	
	Subject	Math	
	State Test	Selected	
	State Code	MCA: MN Comprehensive Assessment	
	Scale Score	Checked	
	Result	Checked	
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.	

Strand 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.

MCA Math Reporting Strand 2	Field	Value	
	Name	MCA Math Reporting Strand 2	
	Parent Test	MCA Math	
	Subject	Math	
	State Test	Selected	
	State Code	MCA: MN Comprehensive Assessment	
	Scale Score	Checked	
	Result	Checked	
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.	

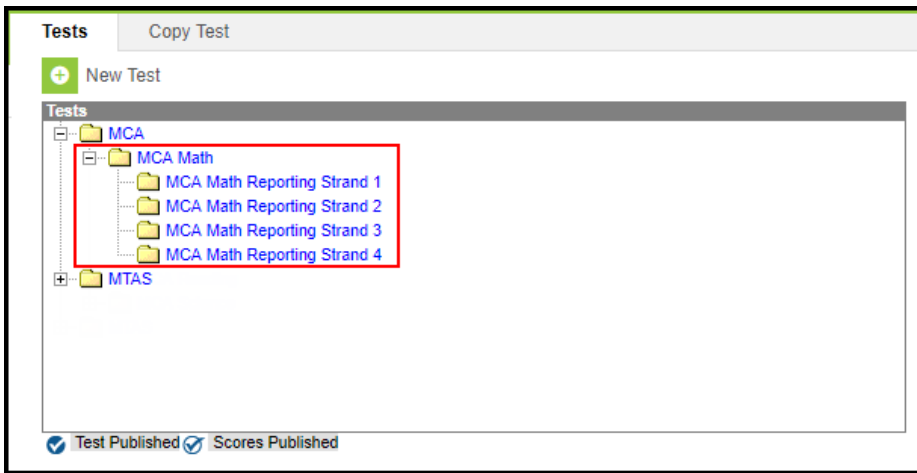
Now create Strand test 3. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Math Reporting Strand 3	Field	Value
	Name	MCA Math Reporting Strand 3
	Parent Test	MCA Math
	Subject	Math
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

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

MCA Math Reporting Strand 4	Field	Value	
	Name	MCA Math Reporting Strand 4	
	Parent Test	MTAS Math	
	Subject	Math	
	State Test	Selected	
	State Code	MCA: MN Comprehensive Assessment	
	Scale Score	Checked	
	Result	Checked	
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.	

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



Step 2. Set Up MCA Reading Tests within Campus

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

defined below.

MCA Reading Parent Test	Field	Value
	Name	MCA Reading
	Parent Test	MCA
	Subject	Reading
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Date	Checked
	Scale Score	Checked
	Result	Checked
	ATesting Grade	Checked Note: This field is unlocked and thus may be named differently by your district.
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

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

MCA Reading Reporting Strand 1	Field	Value
	Name	MCA Reading Reporting Strand 1
	Parent Test	MCA Reading
	Subject	Reading
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

Create MCA Reading Reporting Strand 2. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Reading Reporting Strand 2	Field	Value
	Name	MCA Reading Reporting Strand 2
	Parent Test	MCA Reading
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Result	Checked
	Scale Score	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

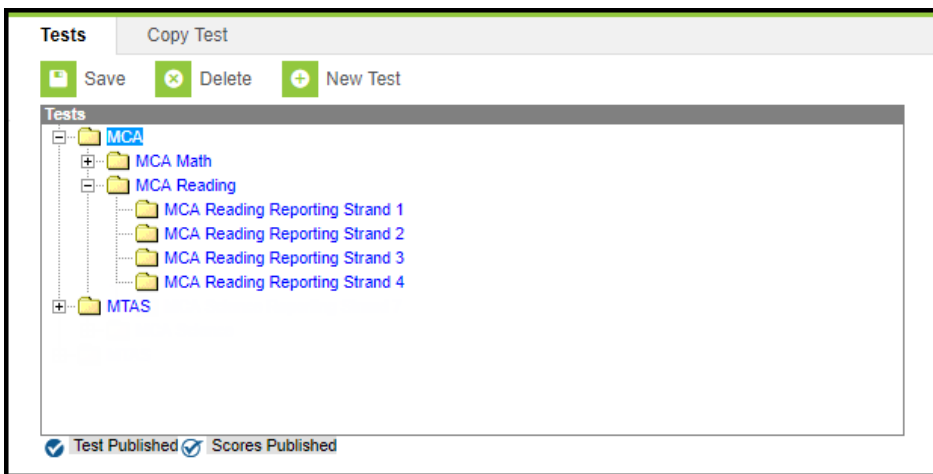
Create MCA Reading Reporting Strand 3. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Reading Reporting Strand 3	Field	Value
	Name	MCA Reading Reporting Strand 3
	Parent Test	MCA Reading
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result Statuses	Checked
	Result Statuses	<p>See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.</p>

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

MCA Reading Reporting Strand 4	Field	Value	
	Name	MCA Reading Reporting Strand 4	
	Parent Test	MCA Reading	
	Subject	Reading	
	State Test	Selected	
	State Code	MCA: MN Comprehensive Assessment	
	Scale Score	Checked	
	Result	Checked	
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.	

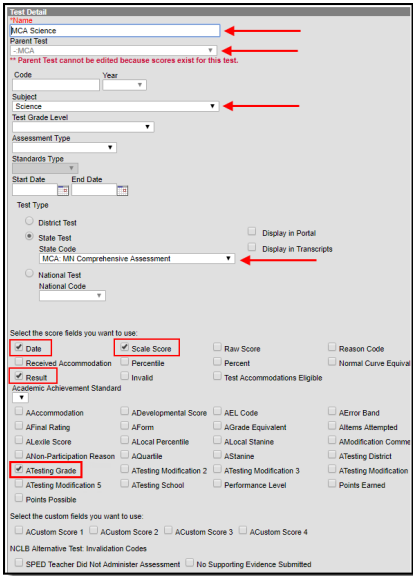
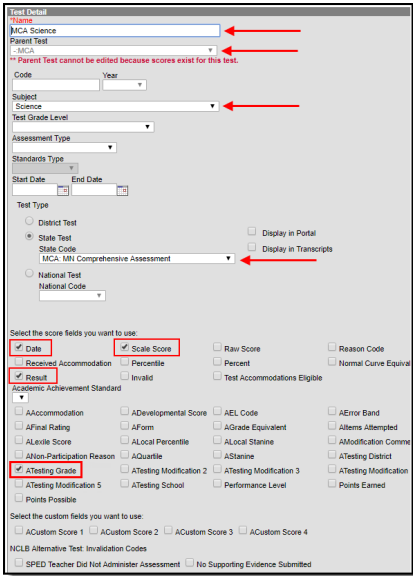
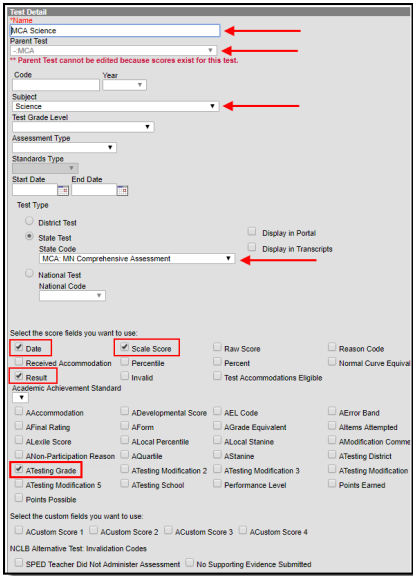
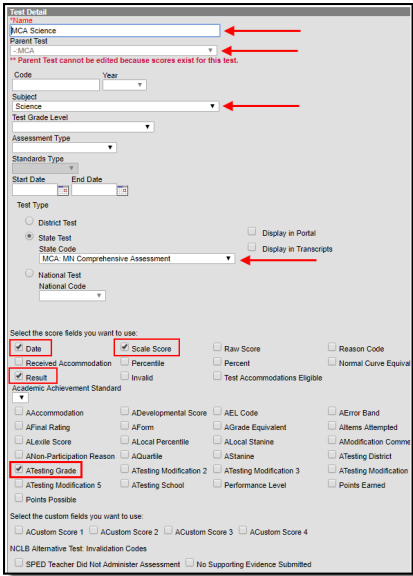
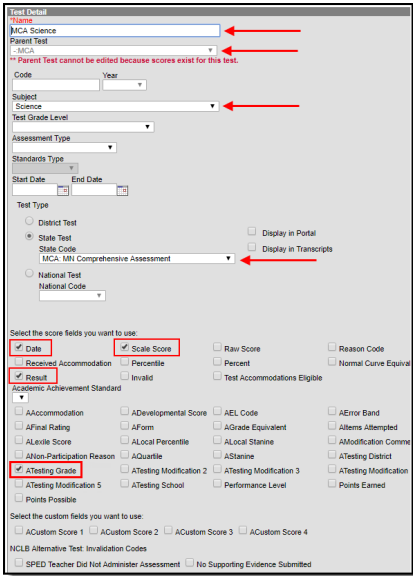
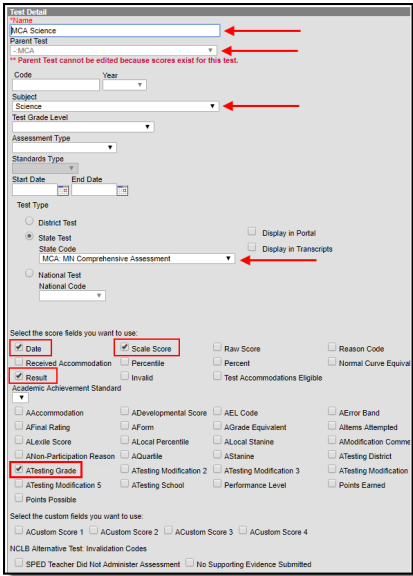
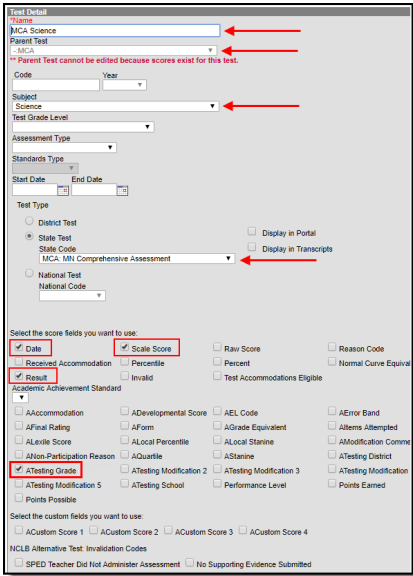
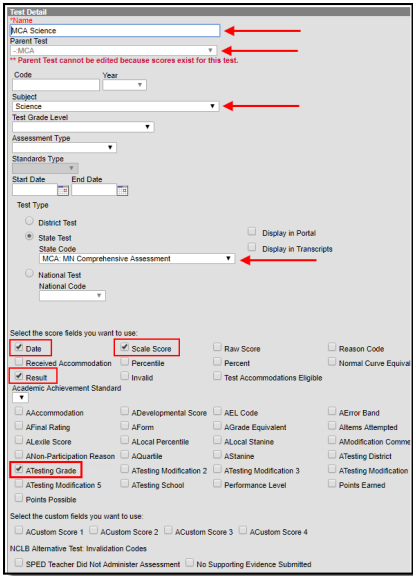
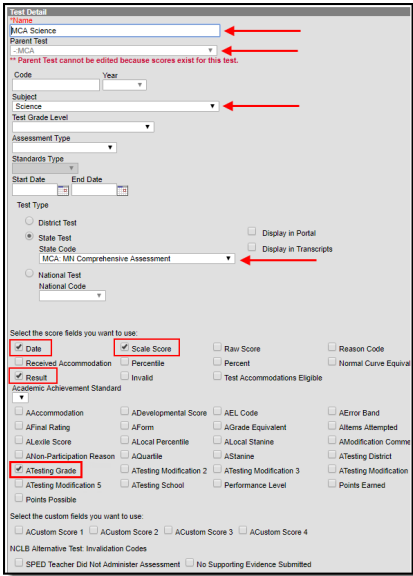
Once all MCA reading tests have been created, they should appear like the image below. Move onto Step 3.



Step 3. Set Up MCA Science Tests within Campus

Just as we set up MCA Math and Reading tests, MCA Science tests now need to be created in Campus.

Create the MCA Science Parent Test by clicking the **New Test** icon and entering the following values in the fields defined below.

MCA Science Parent Test	Field	Value
	Name	MCA Science
	Parent Test	MCA
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Date	Checked
	Scale Score	Checked
	Result	Checked
	ATesting Grade Checked Note: This field is unlocked and thus may be named differently by your district.	

Once the parent MCA Science test has been created, we now need to create MCA Science Reporting Strand 1. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 1	Field	Value
	Name	MCA Science Reporting Strand 1
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

Create MCA Science Reporting Strand 2. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 2	Field	Value
	Name	MCA Science Reporting Strand 2
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

Create MCA Science Reporting Strand 3. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 3	Field	Value
	Name	MCA Science Reporting Strand 3
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked

MCA Science Reporting Strand 3	Field	Value
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

Create MCA Science Reporting Strand 4. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 4	Field	Value	
	Name	MCA Science Reporting Strand 4	
	Parent Test	MCA Science	
	Subject	Science	
	State Test	Selected	
	State Code	MCA: MN Comprehensive Assessment	
	Scale Score	Checked	
	Result	Checked	
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.	

Create MCA Science Reporting Strand 5. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 5	Field	Value
	Name	MCA Science Reporting Strand 5
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

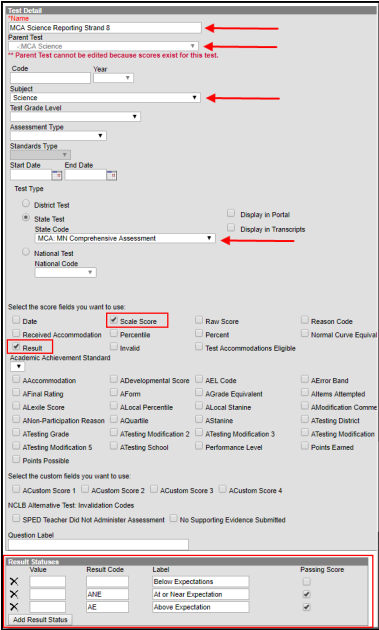

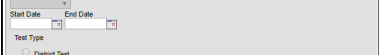

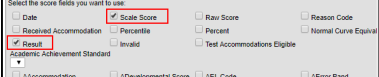
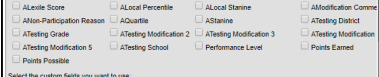
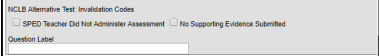
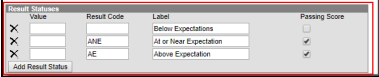
Create MCA Science Reporting Strand 6. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 6	Field	Value
	Name	MCA Science Reporting Strand 6
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	<p>See image to the left for an example of values.</p> <p>Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.</p>

Create MCA Science Reporting Strand 7. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 7	Field	Value
	Name	MCA Science Reporting Strand 7
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

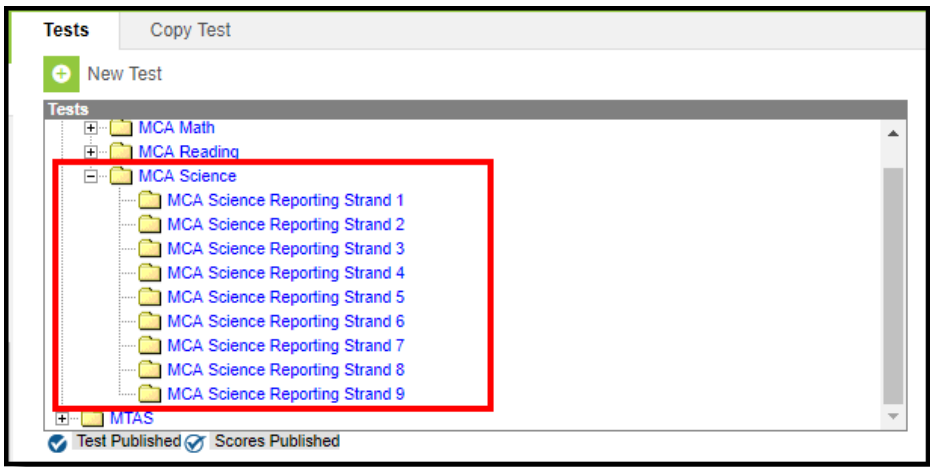
Create MCA Science Reporting Strand 8. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 8	Field	Value
	Name	MCA Science Reporting Strand 8
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

And finally, create MCA Science Reporting Strand 9. Click the **New Test** icon and enter the following values in the fields defined below.

MCA Science Reporting Strand 9	Field	Value
	Name	MCA Science Reporting Strand 9
	Parent Test	MCA Science
	Subject	Science
	State Test	Selected
	State Code	MCA: MN Comprehensive Assessment
	Scale Score	Checked
	Result	Checked
	Result Statuses	See image to the left for an example of values. Note: This is merely an example. You will need to fill in the expected values that are on the import you receive from the state.

Once all MCA Science tests have been created, they should appear like the image below. Move onto Step 4.



Step 4. Import MCA Results via

Assessment Import Wizard

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

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

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

Using the Score Import Wizard to Import Results

In order import your MCA results into Campus, you need to map the data from the MCA 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 MCA Math Results](#), [Import MCA Reading Results](#), and [Import MCA Science 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 (MCA Math, MCA Reading, or MCA Science 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 MCA data file on your local hard drive or network.
6. Once the file is uploaded, select **Upload & Continue**.

The screenshot displays the 'Score Import Wizard' interface. On the left, a navigation menu lists various tools, with 'Score Import Wizard' highlighted in red. The main area shows 'Saved Import Mappings' with a list of existing mappings: 'MCA Reading', 'Math MCA', and 'MTAS Math'. Below this list are 'Edit' and 'Delete' buttons. To the right, the 'Run an Import' section contains a 'Choose File' button, the text 'No file chosen', and an 'Upload & Continue' button. A 'New Import Mapping' button is highlighted with a red box. A red arrow points from this button to a detailed view of the wizard. This detailed view prompts the user to 'Give the import a unique name, and upload a sample score file to help define the column import mapping.' It includes the following fields and options:

- Name:** MCA Reading
- What is the file type?:** Comma Delimited
- Which test format will this map to?:** MCA ()
- 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 (highlighted), No file chosen, Upload & Continue (highlighted)

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 now 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: MCA Reading Sample File: c:\campusDocStore\batchQueue\BRI-SIS-125942iemn\1\2019-06-27-13-23-57\mca READING.csv Format: Comma Separated Values Column Count: 35 Row Count: 4

Raw Data File Sample:

1	2	3	4	5
ADMINISTRATION	DIST_CODE	DISTRICT	SCH_CODE	SCHOC
mmca18	1234	IC DISTRICT	5555-01-2011	EX SCHC
mmca18	1234	IC DISTRICT	017	EX SCHC
mmca18	1234	IC DISTRICT	5555-01-203	EX SCHC

Selected Data:

Name: _____
Seq in data file: _____
Map to data field: _____
Action performed on this field: _____
Strip leading zeros: Number Format: No decimal or use as is

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 **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 MCA Math Results, Import MCA Reading Results, and Import MCA Science 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 the Import MCA Math Results, Import MCA Reading Results, and Import MCA Science 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: MCA Reading Sample File: c:\campusDocStore\batchQueue\BRI-SIS-125942iemn\1\2019-06-27-13-23-57\mca READING.csv

Reading Achievement Level

Reading Scale Score
Reporting Strand 1 PL
Reporting Strand 1 Scale Score
School Number
state ID
Test Date
Test Grade

Name: Reading Achievement Lev
Seq in data file: 16
Map to data field: MCA Reading.result
Action performed on this field: Import Data
Strip leading zeros: Number Format: No decimal or use as is

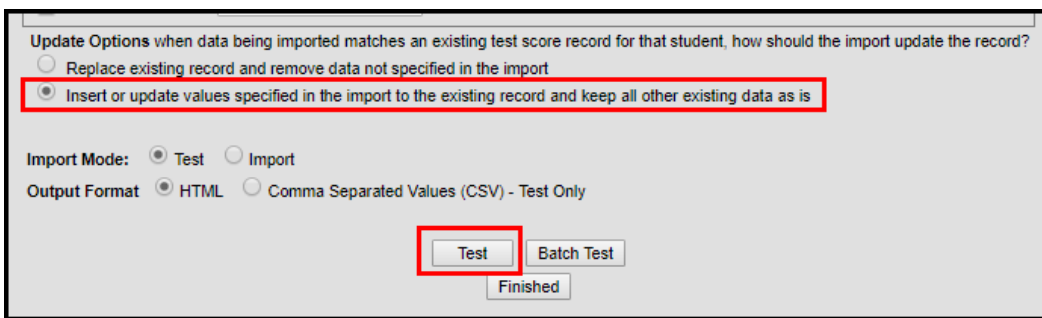
Click the **New** button and enter data from each column in the tables described below.
Repeat this process for each row in each table, per import.

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

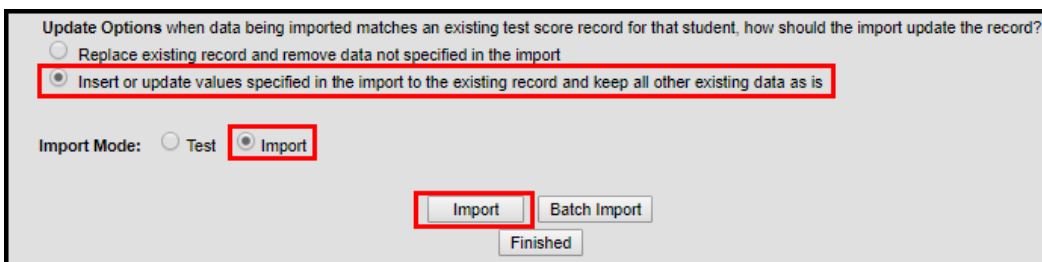
Test Batch Test

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.

MCA data has now been properly imported into Campus. Repeat this process for each Math, Reading, and Science Strand 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

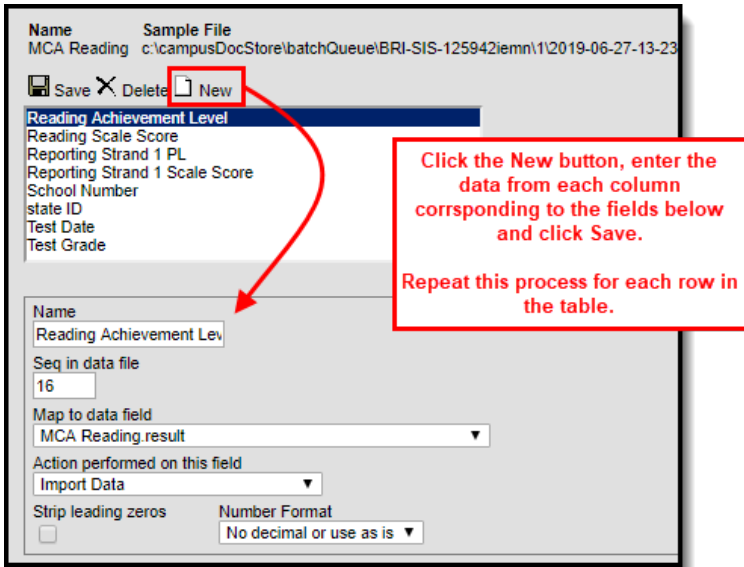
Import MCA Math Results

The sections 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 MCA 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
Extended Strand 1 Result	19	MCA Math Reporting Strand 1.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Extended Strand 1 Scale Score	18	MCA Math Reporting Strand 1.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Extended Strand 2 Result	21	MCA Math Reporting Strand 2.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Extended Strand 2 Scale Score	20	MCA Math Reporting Strand 2.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Extended Strand 3 Result	23	MCA Math Reporting Strand 3.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Extended Strand 3 Scale Score	22	MCA Math Reporting Strand 3.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

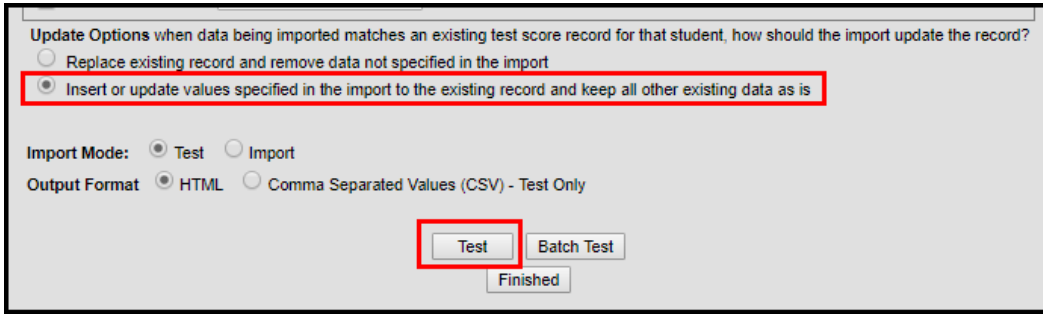
Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Extended Strand 4 Result	25	MCA Math Reporting Strand 4.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Extended Strand 4 Scale Score	24	MCA Math Reporting Strand 4.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Result	16	MCA Math.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Math Scale Score	15	MCA Math.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
School Number	4	Score.schoolID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
state ID	10	student.stateID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Test Date	7	MCA Math.date	MM/DD/YY or MM/DD/YYYY	Import Data	Unchecked	No decimal or use as is
Test Grade	9	MCA Math.testingGrade	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

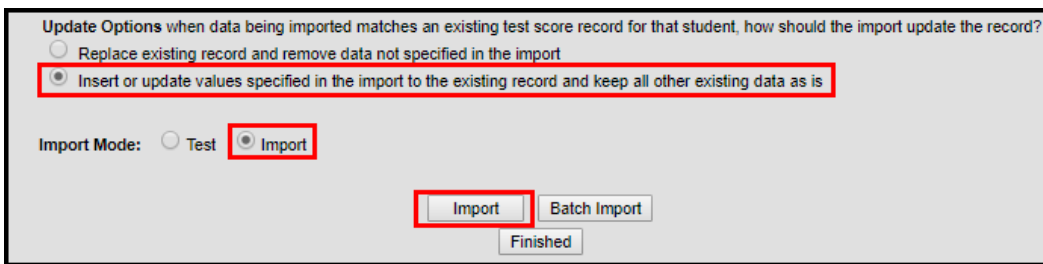
Output Format HTML Comma Separated Values (CSV) - Test Only

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.



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

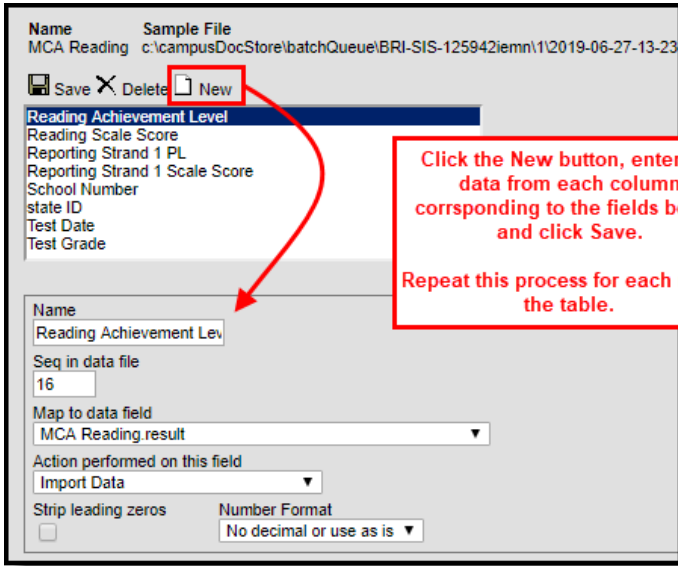
MCA math data has now been properly imported into Campus. Move onto importing MCA reading results.

Import MCA Reading Results

The sections 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 MCA Reading 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.



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
Reading Achievement Level	16	MCA Reading.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Scale Score	15	MCA Reading.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Strand 1PL	19	MCA Reading Reporting Strand1.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reporting Strand 1 Scale Score	18	MCA Reading Reporting Strand 1.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Strand 2PL	21	MCA Reading Reporting Strand2.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reporting Strand 2 Scale Score	20	MCA Reading Reporting Strand 2.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

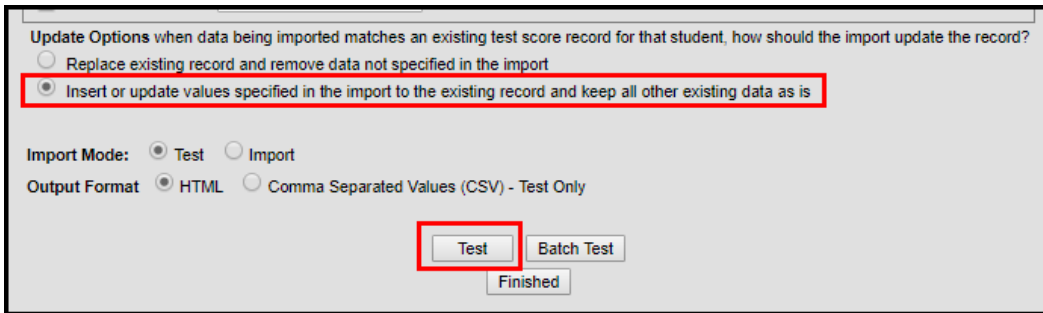
Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Reading Strand 3PL	23	MCA Reading Reporting Strand3.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reporting Strand 3 Scale Score	22	MCA Reading Reporting Strand 3.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reading Strand 4PL	25	MCA Reading Reporting Strand4.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Reporting Strand 4 Scale Score	24	MCA Reading Reporting Strand 4.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
School Number	4	Score.schoolID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
state ID	10	student.stateID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Test Date	7	MCA Reading.date	MM/DD/YY or MM/DD/YYYY	Import Data	Unchecked	No decimal or use as is
Test Grade	9	MCA Reading.testingGrade	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

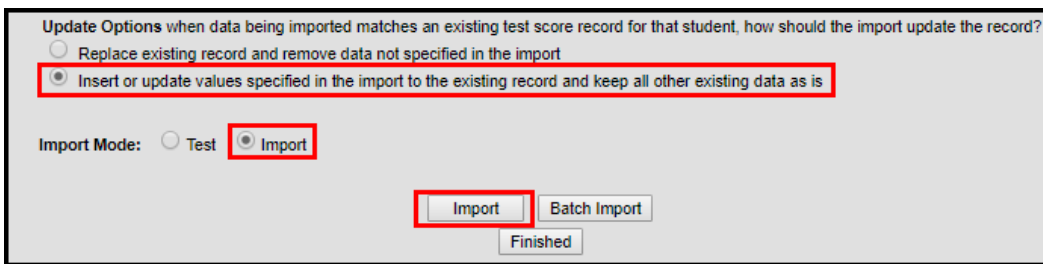
Output Format HTML Comma Separated Values (CSV) - Test Only

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.



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

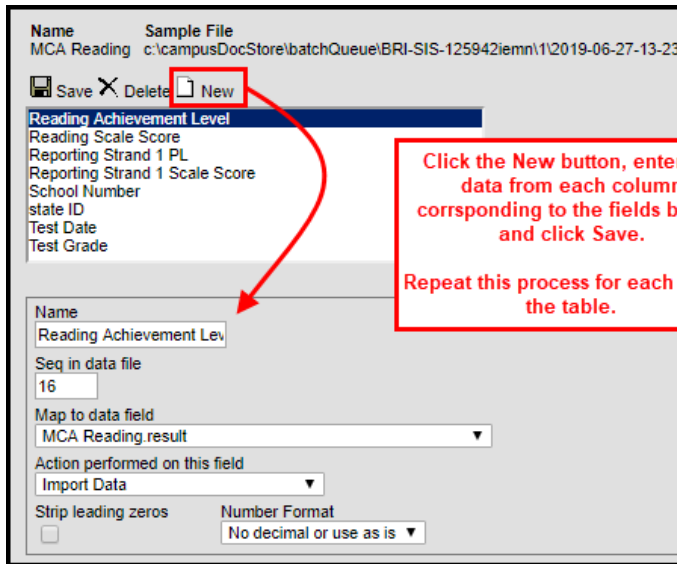
MCA reading data has now been properly imported into Campus. Move onto importing MCS science results.

Import MCA Science Results

The sections 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 MCA Science 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
Science Achievement Level	16	MCA Science.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Scale Score	15	MCA Science.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 1PL	19	MCA Science Reporting Strand1.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 1 Scale Score	18	MCA Science Reporting Strand 1.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 2PL	21	MCA Science Reporting Strand2.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 2 Scale Score	20	MCA Science Reporting Strand 2.scaleScore	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
Science Strand 3PL	23	MCA Science Reporting Strand3.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 3 Scale Score	22	MCA Science Reporting Strand 3.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 4PL	25	MCA Science Reporting Strand4.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 4 Scale Score	24	MCA Science Reporting Strand 4.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 5PL	27	MCA Science Reporting Strand5.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 5 Scale Score	26	MCA Science Reporting Strand 5.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 6PL	29	MCA Science Reporting Strand6.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 6 Scale Score	28	MCA Science Reporting Strand 6.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 7PL	31	MCA Science Reporting Strand7.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 7 Scale Score	30	MCA Science Reporting Strand 7.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is

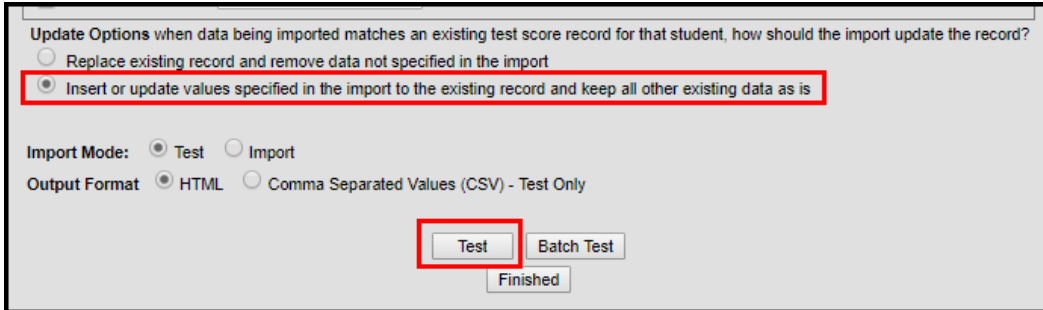
Name	Seq in Data File	Map to Data Field	Date Format	Action Performed on this Field	Strip Leading Zeros	Number Format
Science Strand 8PL	33	MCA Science Reporting Strand8.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 8 Scale Score	32	MCA Science Reporting Strand 8.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 9PL	35	MCA Science Reporting Strand9.result	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Science Strand 9 Scale Score	34	MCA Science Reporting Strand 9.scaleScore	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
School Number	4	Score.schoolID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
state ID	10	student.stateID	Ignore - not a selectable field	Import Data	Unchecked	No decimal or use as is
Test Date	7	MCA Science.date	MM/DD/YY or MM/DD/YYYY	Import Data	Unchecked	No decimal or use as is
Test Grade	9	MCA Science.testingGrade	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

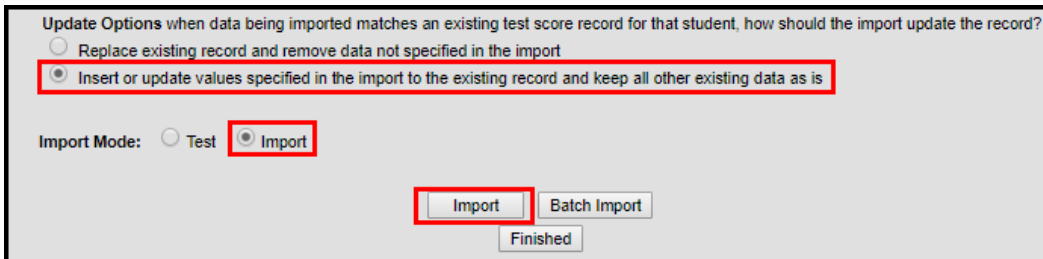
Test Batch Test

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.

MCA data has now been properly imported into Campus. Move onto the next Strand.



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 MCA assessment data into Campus!