

Score Import Wizard

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The Assessment Center allows schools to import local / district student test scores and assessment results from external testing agencies into Infinite Campus. The Score Import Wizard tool described below will be deprecated in a future release.

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The Score Import Wizard allows districts to import student test scores from external testing agencies into Campus. It also allows districts to import state assessment results. When scores are imported, they are displayed on the student's Assessment tool. Scores may also be displayed on the student's transcript. Before using the Score Import Wizard, the appropriate Test Structure needs to be created first.

≡	Infinite Campus	٩	Search for a tool or student	
	e Import Wizard 🖍		izard	
	ort Wizard izard will walk you through the def	inition of a score file for	mat mapping and the importation of tha	t data into the database.
Saved Im	port Mappings		Run an Import	
Cog mca	F18 S18 W19 S:19 SP:19 AT mt	•	Choose File No file chosen	Upload & Continue
				New Import Mapping
		Score	Import Wizard	

The following import file types are supported:

Format Definition	
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Format	Definition
Fixed-Width	This format is usually in the form of a file that has an alotted amount of space for each item. Column widths are static and characters may be padded to meet the formatting restrictions, Data is also left- or right-aligned. The file is often in a TextPad or NotePad document.
Comma Delimited	This format separates the data by commas. These files can often be opened in spreadsheet form, causing each comma separation to be a new column.
TAB Delimited	This format separates the data by using tabs.

After a test structure is created within the Test tool, student test scores may be imported through the Score Import Wizard or entered manually on the student's Assessment tool.

Before importing any test data through the Score Import Wizard, an assessment structure defining the parameters of the test must have been created through the Tests tool. Refer to the previous sections for more information.

If scores are to be imported into the system, the system administrator must set up the test structure ahead of time, or the scores will not have an assessment format to populate.

Score Import Mapping



This section provides information on mapping imported test scores to the database and fields on a student's Assessment tool. Before creating a new import mapping, verify the following:

- The test results file exists in one of the accepted file formats (fixed-width, comma-delimited or tab-delimited).
- Parent and child test structures being imported to are already created on the Tests tool and include the options for appropriate score display fields (Scale Score, Raw Score, Percentile, etc). If the option is not selected on the test structure, the option will not be imported.

The test structure can contain more than four total levels, however sub-levels that are nested beyond the third child level cannot be imported through this tool.

The Scope of the source file depends on the inclusion of a school number. This is the number entered in the State School Number on the School Detail editor. The name varies based on the sate.

School Information ☆ School & District Settings 》 Schools 》 Sc	chool Information	
🕒 Save School 🛛 😣 Delete School	New School	
historically. By creating a new School History,	Detail and School History. School History records contain information r the new information is tracked as of a specific date while the previous School History and click the New School History button. This will creat fied as needed and saved.	s values are preserved. To create a
School Editor Elementary School Elementary School Elementary School Control Control Control Control Control Cont	School Detail Name Elementary School NCES School Number 2916190 -02288 Standard Code (SIF StatePrid) Course Catalog - Master List Elementary Course Catalog 'Phone (713)555 -9832 x856 Fax Email URL URL	*State School Number 4025 *School Number Elem: Elem CEEB Number External LMS Exclude External LMS Exclude Dual Enrollment

I. Create a New Import

- 1. Click the **New Import Mapping** button.
- 2. Enter the **Name** of the import file.
- 3. Select the **File Type** of the file being imported (fixed-width, comma-delimited, tab-delimited). See definitions of file types above.
- 4. Match the import file to a test structure in the **Which test format will this map to?** dropdown field. This field will list existing parent test structures from the Tests tool (child test scores can still be imported within the wizard).
- 5. Select the type of identifier to be used in linking test scores to students in the Which fields in the data file will map to student identifiers? dropdown list. Options include identifying test information by state ID, student number, person ID, SSN, OtherID or a combination of first/last name and birthday. The identifier set in this field must exist as a column within the import file.



- If the file contains a header row for identification purposes, flag the Source File Includes
 Header checkbox. If selected, the wizard will ignore the first row of the file when importing.
- 7. Select the way that contents are organized within the source file from the **Please Select the scope of the source file** dropdown list:
 - **One District, One School** If the file contains the assessment results from ONLY one school, select this option. The file would include a school number (located on the School editor, may be called State School Number of Local Number, etc.).
 - **One District, Multiple Schools** If the file contains the assessment results from more than one school, select this option. The file would include multiple school numbers (located on the School editor, may be called State School Number of Local Number, etc.).
 - **One District, No School Scope** This option is used when a field that identifies the school is not contained (no school number) in the source file. Test scores for multiple schools within the district may still be mapped.
 - A school number needs to be identified even if one is not provided in the import file. If no school number is included in the import file, the school number is based on the school number tied to the student's enrollment record.
- 8. If the **One District, One School** option was selected from Step 7, also select the applicable schools from the **School tested** dropdown list.
- 9. Locate the **Sample File** by selecting the **Browse** button.
- 10. When found, click the **Upload and Continue** button.

Score Import Wizard This wizard will walk you through the de	finition of a score file format mapping and the importation of	that data into the database.
Saved Import Mappings 2010HSScienceMCA ACT:F10 ACT:S10 ACT:S10 ACT:W10 ACT:W11 Applesaus2 Applesause3 DWAGr4	Run an Import	Browse_ Upload & Continue
Lat Delete	New Import Mapping (Step	New Import Mapping

Name Parent SME		
What is the file type?		
Comma Delimited 🐱		
Which test format will this map	to?	
Parent test ()	▼	
Which fields in the data file will	map to student identifiers?	
Does the source file have a hea		
Source File Includes Header:		
Please select the scope of the	source file:	
One District, One School	source me.	
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Infinite Campus

II. Map Import Data Columns to Database Fields

The **Raw Data File Sample** frame will display columns from the import file. Users will need to map the fields in the raw data file sample (the file that was uploaded) to appropriate fields in the user interface. Meaningful data items should be chosen here - last name, first name, student identifiers, etc., including the score fields.

A bold number will appear at the top of each column, for identification purposes. This number should be entered in the **Seq in Data File** field when the data from that column is mapped to Campus.

efine Columns that contain meaningful data. Meaningful data are ite estScore table such as the score, percentile, strand scores, result								- 1	
ontains the meaningful data that you have selected using the colum		pright frame contai	na a representat	on or the	aw uata nie.		it frame	- 1	
me Sample File ent SME C:\temp\System1-Administrator1-2010-04-13-11-24-47\SI	Format	Column Count	Row Count						
Save X Delete T New	vv_sweimporturiesv comma separated values		Raw Data File S	ample					
			6	7	8	9	10	11	
t name			testDate n		mainPercentile				
sonD			3 10/16/2009	1186	7774	2	1196	2	
le score			92 10/16/2009	1136	7181	2	1146	2	
dentNo 📃			13 10/16/2009	1003	4873	2	1093	2	
× 10			92 10/16/2009	950	3621	1	999	1	
			3 10/16/2009	1450	9854	4	1469	4	
me			2 10/16/2009	1003	4873	2	1093	2	
stDate			<					>	
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p to data field			o last name	first name	birth date		scale n score re		
core.date			Student	Mary	01/14/1993		1186	2	
te Format			Student	Mary	11/21/1992			2	
			Student	Mary	03/22/1998	10/16/2009	1003	2	
tion performed on this field			Student	Mary	12/11/1992	10/16/2009	950	1	
port Data			Student	Mary	05/07/1993	10/16/2009	1450	4	
pleading zeroes Number Format			Student	Mary	01/05/1992	10/16/2009	1003	2	
No decimal or use as is 💙					0710414000		1000	A	

Note the maximum field lengths of the fields being added to the import. If a value exceeds that maximum length, an error is returned and the import does not complete.

Refer to the Assessment Schema available on the Community. Field lengths are included in the gray text to the right side of the table.

- Select the New button from the left-hand side of the screen. This will display a place to enter data fields.
- Enter a Name for the field. This name should be based on the Raw Data File Sample on the right. It does not have to be an exact match of the data sample (if the file sample reads "bdate", the name can be "birth date").
- 3. Enter a **Sequence in data file** number. If the birth date field in the sample is 3, enter a 3 in this field.
- 4. Select from the **Map to data field** dropdown list the field to which to map the data. This option is used as a matching tool when the file is imported. This list of options is based on entered student data and the test structure chosen on the first screen of this wizard. See the table below for definitions.
- 5. If the field is a date field, select the appropriate **Date Format** from the dropdown list.
- 6. Select the appropriate **Action to perform on this field**. Depending on the data field chosen in Step 4, the options here will vary. See the table below for definitions of available options and when to choose which option.
- 7. If the field is numeric (*e.g.*, scores, results, percents), determine if leading zeros should be stripped from the import. If yes, mark the **Strip leading zeros** checkbox.
- 8. Select the **Number Format** to use for the field.
- 9. Click the **Save** button after entering data for each field.

Repeat these steps for each column that needs to be mapped.

When a column from the data file has been mapped to a Campus database field, it will appear in



the Selected Data frame.

Map Student Identifiers

The student identifier field is the link that allows importing test scores to student records. Correctly importing/linking the student identifier is vital to the success of the import.

The student identifier specified on the previous wizard screen must be the same identifier that is actually mapped on this import screen.

Name Sample File Format Record Size Row Count Applesause3 C/templSystem-Administrator-2012-01-24-13-36-09/ID Export Test.xlsx Fixed-width 1304 163						
Save 🗙 Delete 🗋 New	Raw Data File 9	Sample:				
Composite Result	1	2	3	4	5	
Composite Score	StudentNumbe				ut ReadingScore	Rea
Date Student Number	118461	3012009		s	36	-
	118464	3012009		s	36	\vdash
	118481	3012009		S	36	-
	118526	3012009		s	36	\vdash
	118533	3012009 3012009		E	36	\vdash
Name Student Number		13012009	32		32	
	<					>
Start Postition Characters long	Selected Data:					
Map to data field	Student Number	Dar		mposite Score	Composite Result	
Action performed on this field	118461	03/01	/2009	36	S	
Match to student data -	118464	03/01	/2009	36	S	
Strip leading zeros Number Format	118481	03/01		36	S	
No decimal or use as is 👻	118526	03/01		36	S	
	118533	03/01		36	s	_
Update Options when data being imported matches an existing test score record for that student, how should the import update the	118550	03/01		32	E	-11
record?	118563	03/01	/2009	32	E	
Replace existing record and remove data not specified in the import	1					
\odot 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						
Output ronnat O nink O comma Separated values (CSV) - rest only						
Test Batch Test						
Finished						
		_	_	_	_	
Man Chudant Idantifiana						
Map Student Identifiers						
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Types of student identifiers are as follows:

- State ID
- Student Number
- Person ID
- Last Name, First Name, Birth Date
- SSN
- Other ID (often used for NASIS ID)

III. Update Options

Import formats are automatically saved for future use. The test file can be uploaded again after additions, corrections, or adjustments are made. When the data from the Raw Data File Sample has been mapped to the selected data fields, the information can now be imported. The data entered can replace existing data or the data can be inserted and update existing information.

core 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, stuu TestScore table such as the score, percentile, strand scores, result codes, etc. All other columns can be ignored. The top right frame conta contains the meaningful data that you have selected using the column selection criteria on the right.						
Name Sample File Format Column Count Parent SME C:ItemplSystem1-Administrator1-2010-04-13-11-24-47(SW_SMEImport01.csv Comma Separated Values 11	t Row Cou 17	unt				
New	Raw Data	File Samp	le:			
birth date	1	2	3	4	5	6
first name last name		studentNo	Iname	fname	bdate	testDate n
last name	18617	714760				10/16/2009
personD		816849	Abdennabi			10/16/2009
scale score	14144		Abercrombie	Levi		10/16/2009
Istidentin	110689		Adams	Holly		10/16/2009
pdate Options when data being imported matches an existing test score record for that student, how should the import update the record?	18578	719754	Addo	Willard		10/16/2009
Replace existing record and remove data not specified in the import	-	812746	Adkins	Abe	1/5/1992	10/16/2009
\odot Insert or update values specified in the import to the existing record and keep all other existing data as is	<					>
	Selected	Data:				
nport Mode: Test Import		_		firs	t birt	h A
utput Format HTML Comma Separated Values (CSV) - Test Only	person	Dstudent	tNo last nan	ne nam		
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	1200096	6 81684	9 Abdenn	abi Umay	ah 11/21/1	1992 10/16
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	110689					1992 10/16
Finished	18578	71975				1993 10/16
	108288	81274		Abe		1992 10/16
	<	1 20000				>

- 1. Determine the proper **Update Option**:
 - Replace existing record and remove data not specified in the import This is the default option which replaces existing records and removes data not specified in the import.
 - **Insert or update values specified in the import to the existing record and keep all other data as is** - This option will insert or update values specified in the import for existing records and keep all other existing data within Campus as is.
- 2. Determine the appropriate option and select an **Import Mode**:
 - **TEST** the import prior to importing to review any errors or warnings that may occur. This option will not write any data to the database.
 - **IMPORT** the file without reviewing any errors or warnings. This will write data to the database.
- 3. Before modifying or adding data it is important to perform a **Batch Test** or **Batch** Import(depending on the Import Mode selected). This process is recommended when testing or importing large files, such as files of over 3000 scores. If a file is larger than 3000 scores, a warning message will appear requesting that the import be run in batch mode. When the process is complete, a message will appear in the user's Process Alerts.
 - When the **Import Mode** of *Test* is selected, users also have the option of selecting the **Output Format** of *HTML* or *CSV*. This selection is the way in which the test information will generate for review. No Output Format is needed when importing files.

It is recommended that a TEST be run on the import prior to the actual importing of data. This will reduce the amount of cleanup action needed after the assessment data has been imported.

When testing, a report will display listing the potential issues. An import may be run more than once; however, a new record may be added to the student's Assessment tool each time the import is run.

Users should always verify that assessment info has imported by navigating to the Assessment tool



of a student (whose data should have imported).

Types of Errors

Most issues will fit into one of the following categories:

- **Ambiguity** Multiple student matches found or multiple records in the source file for one student.
- **Discrepancy** No match or partial match found.
- **Exception** Invalid value or format of data to be imported. Will also occur if there is a student found who does not match the selected school(s) of the import. For these exceptions, error messages will be returned indicating an invalid value for a specific field was found and will instruct the user on the appropriate format.

Test Sco O			ts: records.	
Warnii Error (
		-		
Error Det				
District			Error Type	Error Message
005	020	2	discrepancy	ERROR 1001 - State ID '1222222' not found Data File:
				1222222 Mouse Mickey 04/12/2009 350 6
005	020	3	discrepancy	ERROR 1001 - State ID '1333333' not found
				Data File:
				1333333 Mouse Minnie 04/12/2009 550 4
005	020	4	discrepancy	ERROR 1002 - Cannot match student last name (Duck) to stateID '1944961810'
Warning			г т	
District			Error Type	Error Message
005	020	4	discrepancy	WARNING 1001 - Cannot match student first name (Donald) to stateID '1944961810'
_		_		
				Inaport Erroro
				Import Errors

Reasons for Import Failures

An import will immediately fail if any of the following are true:

- Import is missing the data file to be imported.
- Import is missing a reference to the school number when import has been set to "One District, Multiple Schools" in the **Please select the scope of the source file** field.
- Import is missing mapping elements (*e.g.*, the Which fields in the data file will map to student identifiers or Which test format will this map to field). At least one student identifier must be included in an import. A warning message will appear if one is not selected. User is attempting to run an old import without adjusting for current use (missing scope setting).
- User is attempting to map a districtID/schoolName when not applicable to type of import.
- Import encounters unexpected errors (details will be listed in the error details).



- A test (parent or child) will not import unless at least one of the following fields contains a value (is not NULL):
 - Scale Score
 - Raw Score
 - Percentile
 - Percent
 - Normal Curve Equivalent
 - Result
 - Invalid
 - Academic Achievement Standard
 - custom1
 - custom2
 - custom3
 - custom4
- Length of field has been exceeded. This may be in an error message such as *String or binary data would be truncated.* Review the maximum field lengths for imported fields. See the Assessment Schema for information on the maximum lengths.

Data Matching Errors

Data from the file being imported must exactly match the student to which it will be mapped. Matching is based on the student identifier selected for matching/mapping when the import is created (*i.e.*, if stateID is set as the identifier on which to match/map data, then stateID is the student identifier).

The import will produce an error if any of the following applies to the attempted match:

- Student identifier could not be found.
- First name does not match student identifier.
- Last name does not match student identifier.
- Date of birth does not match student identifier.

The following fields now allow for imported data to not match exactly (case-sensitive issues, not incorrect data):

- Student Number
- State ID
- Person ID
- First Name
- Last Name
- Birth Date
- Social Security Number
- Other ID

IV. Finalize the Import

After the errors have been reviewed by testing the import and the import has been imported, navigate to the student's Assessment tool to verify the data was indeed imported. The test name that was chosen for the import, along with the mapped fields, should appear in Test name order.



Score Import Wizard Field Definitions and Notes

Column Field	Definition	Notes
Name	User-defined name for the column.	This has no impact on the mapping process and is only displayed in the Score Import Wizard for user reference.
Seq in data file	Bolded column number that identifies the column that will be imported.	From Raw Data File Sample frame.
Map to data field	The key Campus field to which column data will be imported.	Available fields will vary, depending on the test selected. Mapping fields will include student and test score elements.
Date Format <i>*does not</i> <i>always</i> <i>appear</i>	The format of the date. This field tells the system how to interpret the date from the source file. The following date formats are allowed: • MMDDYY or MMDDYYYY • MM-DD-YY or MM-DD-YYYY • MM-DD-YY or MM-DD-YYYY • DDMMYY or DDMMYYYY • DD-MM-YY or DD-MM-YYYY • DD/MM/YY or DD/MM/YYYY • YYMMDD • YYYMMDD • YYYMMDD • YYYMMDD or YYYY-MM-DD • YY/MM/DD or YYYY/MM/DD • MMYYYY • MMYY • YYYMM • YYMM • YYMM	This field only displays when the Map to Data field has a date element selected.



Column Field	Definition	Notes
Action performed on this field	Manner in which Campus should process the import. The following options will only appear when applicable to the type of data selected in the Map to data field field.	N/A
	Import Data	Standard setting for score fields. This will import the column's data to the mapped Campus field.
	Match to student data	This will look for a match of the column's data. If an exact match is not found, a suggested match will be displayed on the Test report.
		The column used as the student identifier (<i>e.g.</i> , person ID, student number, state ID) must be set to <i>Match to Student</i> .
	Match to first _ characters in name	This option will only display when the Map to Data Field field has the <i>student.lastName, student.firstName</i> or <i>student.middleName</i> selected.
		It prompta the Number of Characters to Match On field , where the user can specify how many characters are required for the system to consider a name on the import file to be a match to a name in the system.
		See the Number of Characters to Match On entry in this document.



Column Field	Definition	Notes
	Calculate value using grading scale	This calculatea the grading scale as defined by the user in the Result Statuses editor of the Test tool specifically created for this test. If the Score.rawScore is selected in the <i>Map to data field</i> dropdown list and this option is chosen as the action, the import wizard will populate the Assessment tool Result field based on calculated values specified in the <i>Result Statuses</i> editor of the Test tool. If the data is mapped to the <i>Score.acctProfLevelItemID</i> element, the system will calculate proficiency levels based on levels set within the Academic Achievement Standards tool. Refer to the Calculating Proficiency Levels in Imports section following this table for more information.
	Enter date for all students	This option will only display when the Map to Data Field field has a date element selected. When this option is selected, the user can enter the same date for all students in the Score Date field.
Number of characters to Match On *does not always appear	The number of characters required for the system to assume a name match, starting from the the first character of the specified name field.	This option allows all student test results to be imported – even when the vendor import file inadvertently cut off part of a student's name (<i>e.g.</i> , name exceeded maximum allowed field length). If this field is set to match on 8 characters, it would consider the 8 characters of "Alexandri" (from the import file) a match for "Alexandria" (existing student in Campus).



Column Field	Definition	Notes
Score Date	The date the test was scored, as entered by the district. The date entered in this field is mass-assigned to all students of the import, in lieu of importing individual dates.	This field will only display when the the <i>Enter Date for all students</i> option is selected from the Action performed on this field field. The Seq in data file field cannot contain data if the Score Date field is used.
Strip Leading Zeros	If selected, checkbox indicates that upon import, Campus will remove all zeros preceding the column's value.	EXAMPLE: A column value of 0.45 will import to Campus as .45 and a value of 0003849 will import as 3849.
Number Format	Format for importing column decimal values. Primary suggested use for this element: to change column values existing as percentages to decimal values.	N/A
	No decimal or use as is	This imports the number as it exists, regardless of whether there is a decimal or not. No rounding will occur. (<i>E.g.</i> , 18.9 imports as 18.9)
	Implied decimal 0.0	This imports the numeric value as two numbers, rounding to the first decimal place. (<i>E.g.</i> , 18.9 imports as 1.9)
	Implied decimal 0.00	This imports the numeric value as three numbers, rounding to the second decimal place. (<i>E.g.</i> , 18.9 imports as .19)
	Implied decimal 0.000	This imports the numeric value as four numbers, rounding to the third decimal place. (<i>E.g.</i> , 18.9 imports as .019)
	Implied decimal 0.0000	This imports the numeric value as five numbers, rounding to the fourth decimal place. (<i>E.g.</i> , 18.9 imports as .0019)

Calculate Proficiency Levels in Imports

The Score Import Wizard allows proficiency levels to be calculated from import data, according to academic achievement standards that have been aligned with the test.



- 1. Enter the appropriate data in the Name and Seq in data file fields.
- 2. Select the *Score.acctProfLevelItemID* element from the Map to data field field.
- In the Action performed on this field field, select the Calculate value using grading scale option. The data from the import will be calculated and imported according to existing levels on the Academic Achievement Standards tool that have been mapped to the test.

Academic Ac *Name Prof Level Gro School Year 2009	bup Subject Area MAT: Mathematics	Group Detail Active I Standard Type R: Grade Level	LEP Proficiency Group Prof Level Group
Academic Ad *Low Sci 650 550 500 1 Add AcctAc	800 649 549 499	tems Detail Proficiency Level ES: Exceeds Standards MS: Meets Standards NS: Does Not Meet Standards BS: Falls Below Standards	Sequence 1 2 3 4
Add AcciAc		lemic Achievement Standards	

Levels must exist on the Academic Achievement Standards tool or the grading scale calculations will not work.

Multiple-Tiered Test Structure Imports

For a multiple-tiered test structure (grandparent, child, grandchild, etc.), existing test scores will not be overwritten with the import of a new test. A portion of the test structure can be imported or the entire test structure can be imported.

When importing a portion of the structure, only values for a designated test will be imported.

Fields for each sub-test can be found below the standard fields.

Reuse Saved Import Mappings

Every new import mapping is saved. Saved import mappings appearing in the list of imports on the Score Import Wizard main page may be reused. The user should be careful that an import mapping does not update currently existing scores, if it should not do so. The user may need to modify and re-save the test as a preventative measure.

aved Import Mappings	Run an Import
ACCES ACT Explore ACT PLAN ACT since 0708 ACT up through 0607 CASA CATS CATS Defest New CATS Layout PAS Math Grades 1-2 PAS Math Grades 3 and up Edit Delete	C:\Documents and Settings\laura.greene\Desktop\Test Browse.]

If the import does not have the same number of columns as the first import, it will error out.

Edit and Update Saved Imports

- 1. Select the saved template to reuse in the **Saved Import Mapping**s list and click the **Edit** button.
- 2. Review the entered information for the chosen file.
- 3. Determine if the file has a source file and header row, and mark the Source File Includes Header checkbox accordingly.
- 4. Select the Scope of the source file from the dropdown list. Options are *One District, One School, One District, Multiple Schools* and *One District, No School Scope.*
- If Scope option chosen was One District, One School, select the appropriate school from the School tested dropdown list. This field does not appear with other scope options.
- 6. Locate the file to be import into this template by clicking the **Browse** button in the Upload Sample file field. Once found, click the **Upload & Continue** button.
- 7. Test the import by clicking the **Upload & Test** button.
- 8. Map the column names and data as done previously.
- 9. Determine the appropriate **Update Options** to perform when the data is imported. The following options are available:
 - $\circ~$ Replace existing record and remove data not specific in the import.
 - Insert or update values specified in the import to the existing record and keep all other existing data as is.
- 10. Choose either the **Test** or **Import** buttons, depending on desired testing. It is recommended that a test of the import be done prior to the importing of assessment data, which will reduce the risk of importing errors.
- 11. Click the finished button when complete.
- 12. Verify that the import was successful by checking for expected results on several students'



Assessment tool.

The Score Import Wizard will recognize when an appropriate file already exists for editing or updating a saved import. When such a document exists, after selecting the correct **Saved Import Mapping**, the file name will appear in the **Run an Import** section. Clicking **Continue** will allow the user to bypass the Import Mapping step and move directly to Testing and Importing step.

core Import Wizard Give the import a unique	name, and upload a sample score	e file to help define the column import mapping.
Name		
ACT PLAN		
What is the file type?		
Comma Delimited 🗸		
Which test format will th	his map to?	
ACT PLAN ()		
S.	file suill man és séudant idanti	5 D
	file will map to student identi	
Student Number	×	
	_	
Source File Includes Heade		
Please select the scope	of the source file:	
One District, Multiple Scho	ols 🔽	
File already exists on th	e server	
C:\temp\System-Administra	tor-2010-01-13-11-44-15\dbp.xls	

Infinite C

Import Mapping Options

Define Columns that contain meaningful data. Meaningful data are items TestScore table such as the score, percentile, strand scores, result co contains the meaningful data that you have selected using the column s	des, etc. All other columns can			
Name Sample File ACT PLAN C:temp\System-Administrator-2010-01-13-11-44-15\dbp.xls	Format Comma Separated Values	Column Count 1	Row Count 1018	Raw Data File :
ACT PLAN Composite ACT PLAN English ACT PLAN English ACT PLAN Math ACT PLAN Reading ACT PLAN Science JCPS ID Test Date				1 ID;PWXL;N;E P;PGeneral P;P0 P;FArial;M200 P;FArial;M200;
Jpdate Options when data being imported matches an existing test score Replace existing record and remove data not specified in the import Insert or update values specified in the import to the existing record an			date the record?	P;FArial;M200 P;FArial;M200 Selected Data:
mport Mode: 🔍 Test 🔿 Import				
Dutput Format HTML Comma Separated Values (CSV) - Test O	nly			
Test Ba	atch Test			
Impo	ort Options			

