

Course Assessments

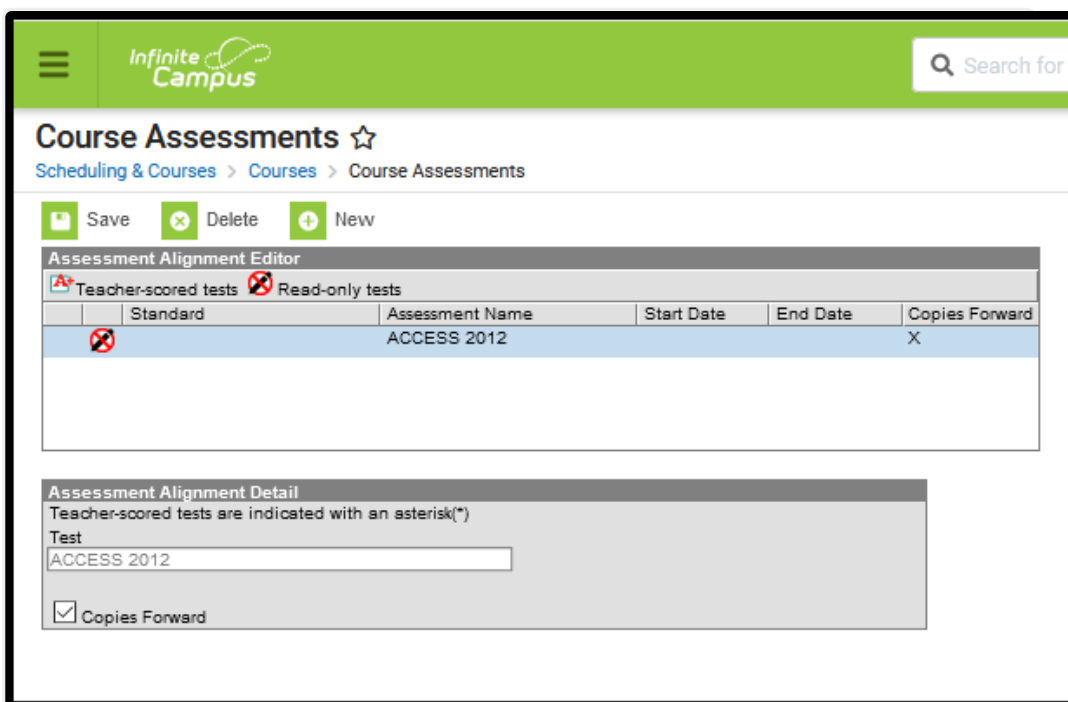
Last Modified on 12/14/2025 8:45 pm CST

[Course Assessments Options](#) | [Course Master Aligned Courses and Assessments](#) | [Add Teacher-Scored Assessments to a Course](#) | [Assign an Assessment to a Course](#) | [Assign a Standard Aligned to an Assessment to a Course](#)

Tool Search: Courses > Assessmnts

The Courses Assessments tool lists the names of the assessments that are associated with a course. These can be standard tests, district tests or tests that the teacher scores. A teacher-scored test is determined by the Test Structure.

In order to assign assessments to a course, the assessment must be created first in the [Test Setup](#) tool.

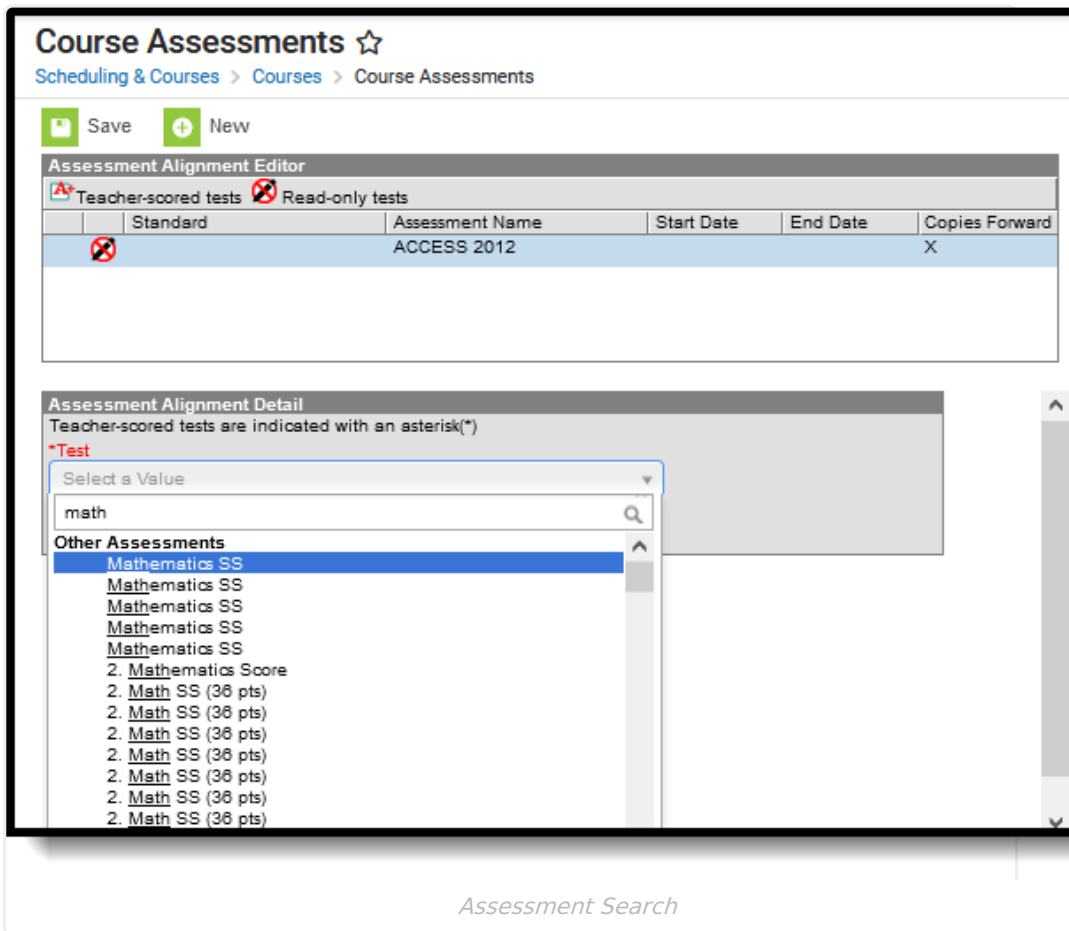


The screenshot shows the 'Course Assessments' tool interface. At the top, there is a green header with the 'Infinite Campus' logo and a search bar. Below the header, the title 'Course Assessments' is followed by a star icon and a breadcrumb trail: 'Scheduling & Courses > Courses > Course Assessments'. There are three buttons: 'Save' (with a floppy disk icon), 'Delete' (with a minus icon), and 'New' (with a plus icon). The main section is titled 'Assessment Alignment Editor' and contains a table with columns: 'Standard', 'Assessment Name', 'Start Date', 'End Date', and 'Copies Forward'. The table has two rows: one for 'Teacher-scored tests' (marked with a red asterisk icon) and one for 'Read-only tests' (marked with a red X icon). The 'Teacher-scored tests' row shows 'ACCESS 2012' in the 'Assessment Name' column and 'X' in the 'Copies Forward' column. Below the table is an 'Assessment Alignment Detail' section. It includes a note: 'Teacher-scored tests are indicated with an asterisk(*)'. There is a 'Test' dropdown menu with 'ACCESS 2012' selected. At the bottom, there is a checkbox labeled 'Copies Forward' which is checked.

Course Assessments

See the [Course Assessments Tool Rights](#) article for information about rights needed to use this tool.

There may be several assessments from which to choose. The Test dropdown list is searchable; enter a start of a test name or a part of a test name and matching results display.



The screenshot shows the 'Course Assessments' interface. At the top, there's a breadcrumb trail: 'Scheduling & Courses > Courses > Course Assessments'. Below this are 'Save' and 'New' buttons. The main section is titled 'Assessment Alignment Editor' and contains a table with columns: 'Standard', 'Assessment Name', 'Start Date', 'End Date', and 'Copies Forward'. A row is highlighted with 'ACCESS 2012' in the 'Assessment Name' column and 'X' in the 'Copies Forward' column. Below the table is the 'Assessment Alignment Detail' section, which includes a search dropdown. The dropdown is open, showing a search bar with 'math' entered and a list of 'Other Assessments' including 'Mathematics SS' and 'Math SS (36 pts)'. The text 'Assessment Search' is visible at the bottom of the interface.

Course Assessments Options

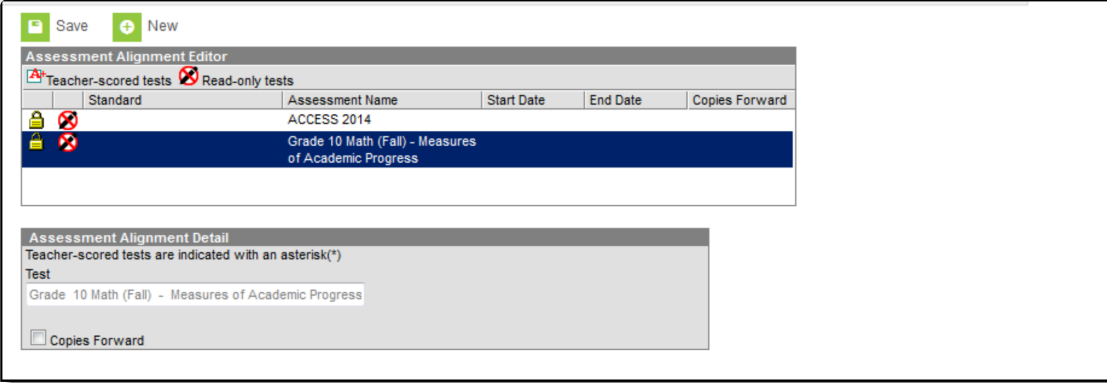
The following fields are populated when adding an assessment to a course.

Field	Description
Standard	Displays the name of the standard aligned to the selected assessment. This column is populated only when the chosen assessment has a standard aligned to it (done in the Standards Bank).
Assessment Name	Displays the name of the assessment.
Start Date	When the assessment is a teacher-scored assessment, dates are required. This column shows the start date of the selected test.
End Date	When the assessment is a teacher-scored assessment, dates are required. This column shows the end date of the selected test.

Field	Description
Copies Forward	Displays an X when the assessment is marked to copy forward into future calendars.

Course Master Aligned Courses and Assessments

If the course is linked to a Course Master, and editing of Assessments is marked as Locked on the Course Catalog, a lock button displays next to the test. Any changes to these locked tests must be done on the Course Master.



The screenshot shows the 'Assessment Alignment Editor' interface. At the top are 'Save' and 'New' buttons. Below is a table with columns: Standard, Assessment Name, Start Date, End Date, and Copies Forward. The table lists two assessments: 'ACCESS 2014' and 'Grade 10 Math (Fall) - Measures of Academic Progress'. The second assessment is highlighted in blue. Below the table is an 'Assessment Alignment Detail' section. It includes a 'Test' dropdown menu with 'Grade 10 Math (Fall) - Measures of Academic Progress' selected, and a 'Copies Forward' checkbox which is unchecked. A red lock icon is visible next to the assessment name in the table.

Locked Assessments

Add Teacher-Scored Assessments to a Course

Teacher-scored assessments are marked as Teacher-scored on the [Test Setup](#) tool and are preceded with an asterisk in the list of available tests.

1. Click the **New** button. An Assessment Alignment Detail editor displays.
2. Type in the **Test** dropdown field to find the test to assign to the course. Or, scroll through the list of tests available.
3. Enter the **Start Date** and **End Date** fields to indicate the first day and the last day of the grading window. During that time, teachers are allowed to enter test scores that will post on the student's Assessment tab. These fields will auto-fill with the start and end dates of the test as entered on the Assessment tab.
4. Click the **Save** button.

Teacher-scored assessments **cannot** be copied forward, as they require a start and end date.

Course Assessments ☆

Scheduling & Courses > Courses > Course Assessments

Assessment Alignment Editor

☒ Teacher-scored tests
 ☐ Read-only tests

	Standard	Assessment Name	Start Date	End Date	Copies Forward
<input checked="" type="checkbox"/>		46H4HQET46QET46	08/03/2020	08/28/2020	

Assessment Alignment Detail

Teacher-scored tests are indicated with an asterisk(*)

Test

*46H4HQET46QET46

*Start Date 08/03/2020

*End Date 08/28/2020

Teacher Scored Assessments Assigned to a Course

Assign an Assessment to a Course

1. Select the **New** button. An Assessment Alignment Detail editor displays.
2. Type in the **Test** dropdown field to find the test to assign to the course. Or, scroll through the list of tests available.
3. Determine if the test should follow the course as it moves forward into future calendars. If yes, mark the **Copies Forward** checkbox.
4. When finished, click the **Save** button. The test displays in the Assessment Alignment Editor.

Assign a Standard Aligned to an Assessment to a Course

The Standard column in the Assessment Alignment editor displays a standard if the test has been aligned to a standard in the Standards Bank (as part of aligning assessments with assignments).

Save
Delete
New

Assessment Alignment Editor

	Standard	Assessment Name	Start Date	End Date	Copies Forward
✖		Gr 7 Math VAAP			X
✖		LS VS National Test Math			
✖		Teacher Score Test	09/01/2013	06/01/2014	

Assessment Alignment Detail
 Teacher-scored tests are indicated with an asterisk(*)
 Test

☒ Copies Forward

Standard Assessments Assigned to a Course

These assessments display at the top of the list of assessments.

Assessment Alignment Editor

	Standard	Assessment Name	Start Date	End Date	Copies Forward
✖	1.1 Recites simple rhymes, songs, and poems	ACT Reading			

Assessment Alignment Detail
 Teacher-scored tests are indicated with an asterisk(*)
 *Test

Select a Value

Standards-Aligned Assessments
 ACT Reading

Other Assessments
 * Not Teacher Scored - starts with symbol
 **Access Test for LEP
 **LS VC Test - District teacher scored * (2014)

Standards Aligned to Assessments

1. Review the standard in the [Standards Bank](#) to see if an assessment has been aligned to the standard.
2. Verify the [standard](#) is assigned to the course.
3. Select the standard-aligned assessment from the Test dropdown list.
4. Mark the **Copies Forward** checkbox if the assessment should be copied forward into future calendars.
5. Click the Save button when finished.