

Assessments (Course Masters)

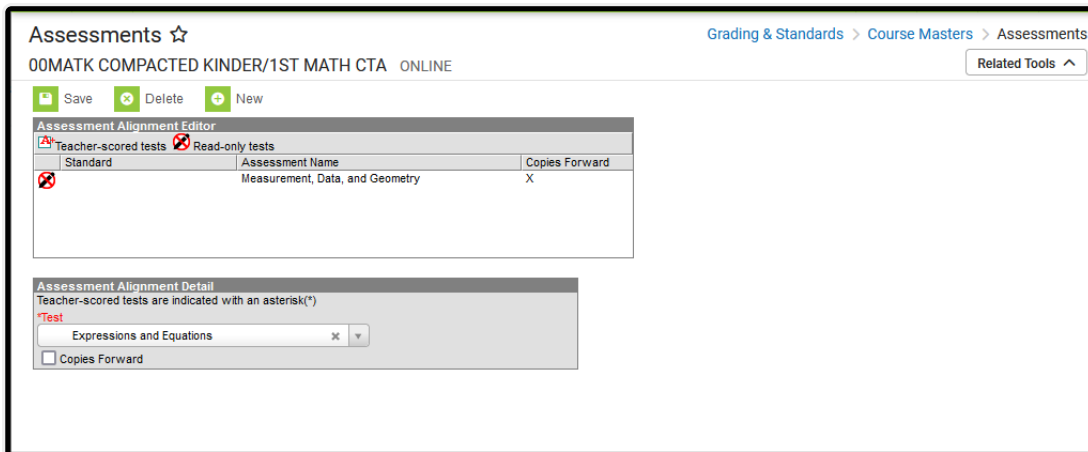
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Tool Search: Assessments

The Assessments tool allows users to assign an assessment to a Course Master. Tests display as Teacher-scored or Read-only test.

Review the [Course Masters](#) article for more information on best practices and workflow.

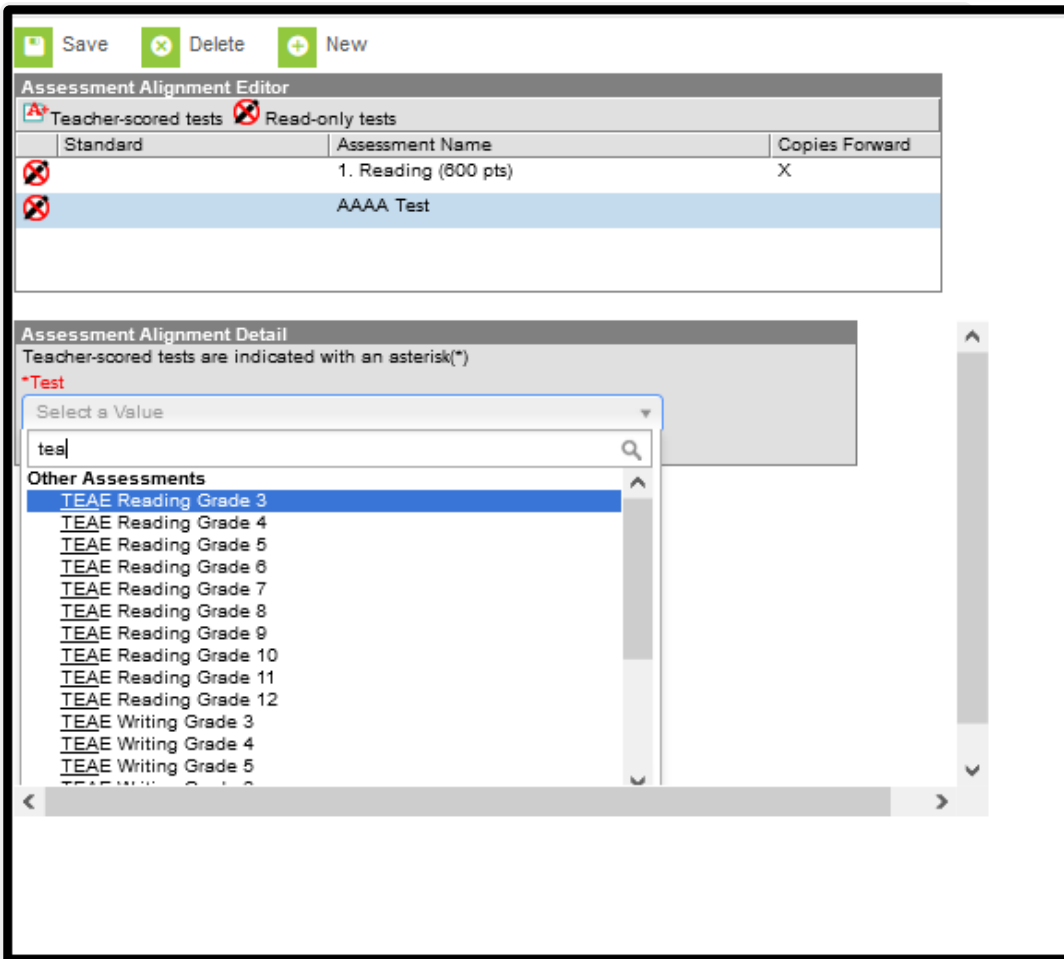
For a test to be selected and assigned to a Course Master, it must be created in the Test Setup structure.



Course Master Assessments

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

There may be several assessments to choose from. The Test dropdown list is searchable; enter the start of a test name or a part of one, and matching results are displayed.



Searchable Field for locating test

Assessments Field Descriptions

The following fields are populated when an assessment is added 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.
Copies Forward	Displays an X when the assessment is marked to copy forward into future calendars.

Course Master Aligned Courses and Assessments

When the course is linked to a Course Master and the editing of Assessments is marked as Locked in the [Course Catalog](#), a lock icon displays next to the test when viewing an [Assessment aligned to a Course](#). Any changes to these locked tests must be made on the Course Master.

The screenshot illustrates the process of managing assessments in Infinite Campus. It shows three overlapping windows:

- Course Catalog:** A window where users can select items to be locked for a course. The 'Assessments' checkbox is checked and highlighted with a red box.
- Course Master Assessments:** A window showing the 'Assessment Alignment Editor' with a table of assessments. The 'AAAA Test' is highlighted, and a red box labeled 'Course Master Assessments' is overlaid on the window.
- Course Information Assessments:** A window showing the 'Assessment Alignment Editor' with a table of assessments. The 'AAAA Test' is highlighted, and a red box labeled 'Course Information Assessments' is overlaid on the window. A lock icon is visible next to the 'AAAA Test' row.

At the bottom of the screenshot, the text *Locked Assessment on Course* is displayed.

Assign an Assessment to a Course Master

1. Select the **New** icon. 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** icon.

The test displays in the Assessment Alignment Editor.

Any changes made to the Assessment or any other Course Master tab require a push process to the courses. This option is available on the [Course Master Information](#) tool.

Assessments cannot be added more than once, but multiple assessments may be added for any Course Master. For example, a teacher-scored test named Reading - Teacher Scored is selected and added. The user cannot add the Reading - Teacher Scored test again. But any other test that hasn't been added yet can be added without error.

Assign a Teacher-Scored Assessment to a Course Master

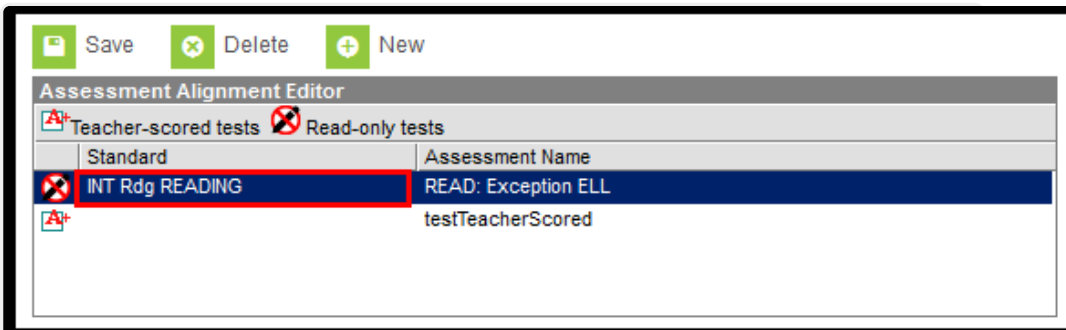
Teacher-scored assessments are preceded by an asterisk.

1. Click the **New** icon. 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. Click the **Save** icon.

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

Standards Aligned to a Course Master

The Standard column in the Assessment Alignment editor displays a standard if the test has been aligned to one in the Standards Bank (as part of aligning assessments with assignments). Only one teacher-scored test is allowed per course. Teacher-scored assessments are preceded by an asterisk.



Standards Aligned to Assessments