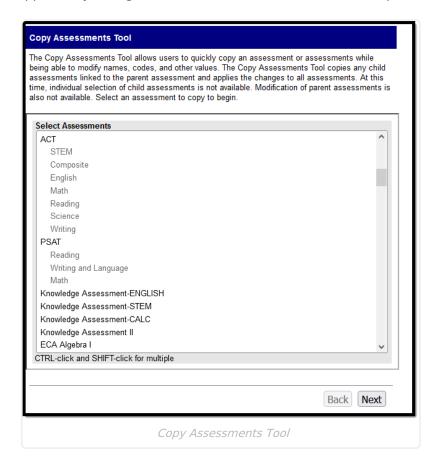# Copy Assessments Tool

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

The [Assessment Center](#) (released in Campus.2223) provides users with the ability to create, copy, and manage assessments administered to students for district, state, and national tests. The Copy Assessments tool described below will be deprecated tin a future release.

Tool Search: Copy Assessments

[Copy an Assessment](#) | [User Options in District Versus State Edition](#)

The Copy Assessments tool allows users to copy or modify assessments en masse. Once an assessment is copied, users can modify portions of the copied test of subtests, such as names, dates, and subjects. This tool copies any child assessments linked to the parent assessment and applies any changes made to all assessments under that parent.

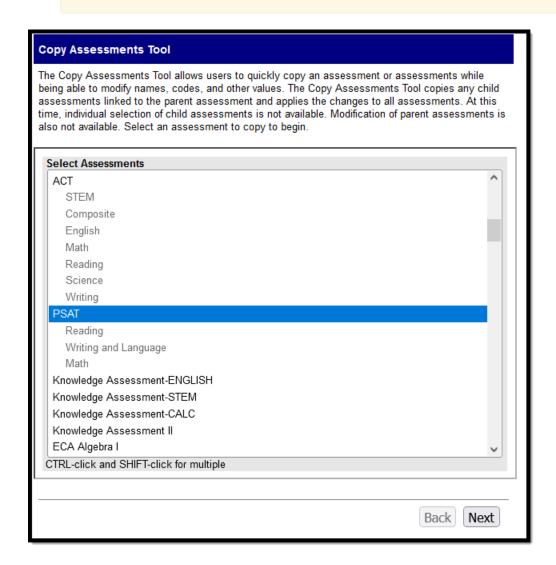*Copy Assessments Tool*

Copy an Assessment

The following steps outline the process of copying and modifying an assessment.

1. Select the **Assessment(s)** that should be copied. Multiple assessments can be selected using the CTRL and SHIFT keys. Assessments are sorted by End Year or Alphabetically, based
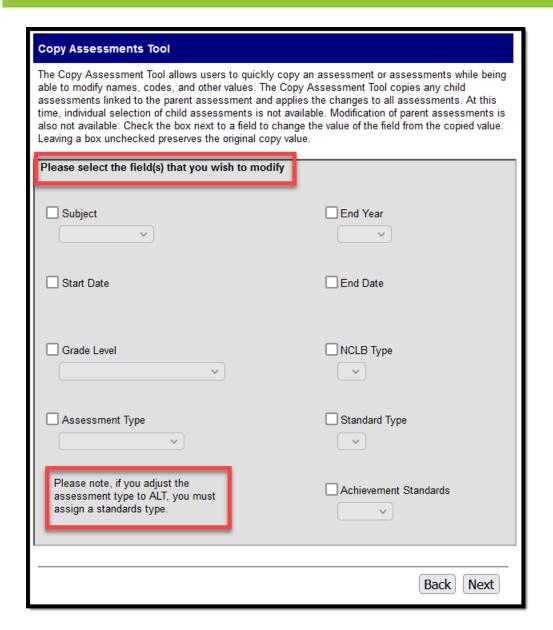
on state procedure.

> When selecting an assessment to copy, all child tests will also be copied and modified. Individual child assessments cannot be copied and will appear in grey text. Users can move between screens of the tool without saving. Selections and text entered will remain as long as the user stays within the Copy Assessments tab. Click **Back** at any point to return to the previous screen.

Copy Assessments Tool

The Copy Assessments Tool allows users to quickly copy an assessment or assessments while being able to modify names, codes, and other values. The Copy Assessments Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Select an assessment to copy to begin.

Select Assessments

ACT
    STEM
    Composite
    English
    Math
    Reading
    Science
    Writing
PSAT
    Reading
    Writing and Language
    Math
Knowledge Assessment-ENGLISH
Knowledge Assessment-STEM
Knowledge Assessment-CALC
Knowledge Assessment II
ECA Algebra I

CTRL-click and SHIFT-click for multiple

[Back] [Next]

2. Click **Next** to go to the non-field modification screen of the wizard.

Copy Assessments Tool

The Copy Assessment Tool allows users to quickly copy an assessment or assessments while being able to modify names, codes, and other values. The Copy Assessment Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Check the box next to a field to change the value of the field from the copied value. Leaving a box unchecked preserves the original copy value.

Please select the field(s) that you wish to modify

☐ Subject

☐ Start Date

☐ Grade Level

☐ Assessment Type

Please note, if you adjust the assessment type to ALT, you must assign a standards type.

☐ End Year

☐ End Date

☐ NCLB Type

☐ Standard Type
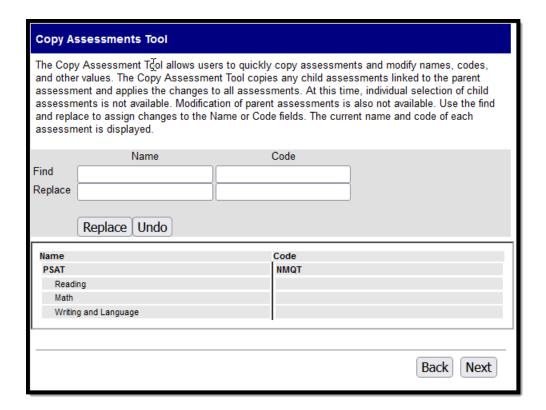
☐ Achievement Standards

Back   Next

3. Mark the checkboxes next to the fields that should be different between the original test and the copy. Marking   checkboxes will make the dropdown lists available for selection. If a checkbox is marked for a field, a value must be   selected or entered to move to the next screen.

If you adjust the Assessment Type to 'ALT', you must assign a Standard Type.

4. Click **Next** to go to the text field modification screen of the tool.

Copy Assessments Tool

The Copy Assessment Tool allows users to quickly copy assessments and modify names, codes, and other values. The Copy Assessment Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Use the find and replace to assign changes to the Name or Code fields. The current name and code of each assessment is displayed.

	Name	Code
Find		
Replace		

Replace | Undo

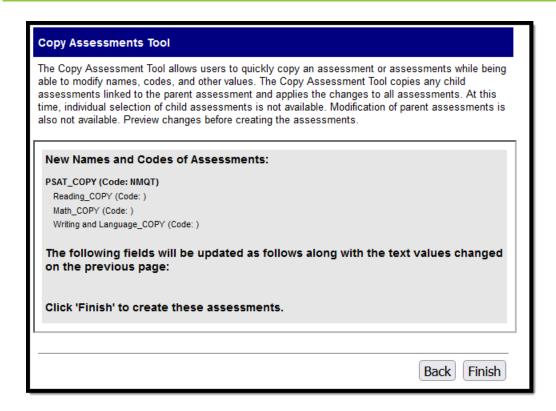| Name	Code
PSAT	**NMQT**
Reading	
Math	
Writing and Language	

Back | Next

5. Enter the full **Name** and/or **Code** or portions of each that will be replaced in the **Find** fields. Enter the new values in the **Replace** fields. Only the text entered in the Find fields will be replaced. Click **Replace** to change the Name and/or Code or **Undo** to reverse the replacement.

> If the **Name** of a test is not modified, a suffix of **_COPY** will be added following the name.

6. Click **Next** to go to the Final Review screen wizard.

Copy Assessments Tool

The Copy Assessment Tool allows users to quickly copy an assessment or assessments while being able to modify names, codes, and other values. The Copy Assessment Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Preview changes before creating the assessments.

New Names and Codes of Assessments:

PSAT_COPY (Code: NMQT)
  Reading_COPY (Code:)
  Math_COPY (Code:)
  Writing and Language_COPY (Code:)

The following fields will be updated as follows along with the text values changed on the previous page:

Click 'Finish' to create these assessments.

[Back] [Finish]

7. Review the changed information to make sure it is correct and then click **Finish** to complete the copy process. A ⬛⬛⬛⬛ message will appear indicating that the tests have been successfully copied. The copied assessments will then ⬛⬛⬛⬛ appear in the Copy Assessments list and in the Test Setup tool.

> Test Result Statuses (District or State), Proficiency Levels and Achievement Standards must be created and aligned outside of this workflow.

User Options in District Versus State Edition

The following considerations apply to users within a State Edition of Campus (Kentucky, Maine, Montana and South Dakota)

- State Edition districts cannot copy tests published by the state. If no other type of tests exists, the Test Selection screen may appear empty.
- Non-State Edition districts cannot modify tests marked as "state tests."

> BIE users will see State and State Code options since BIE schools are in many states.