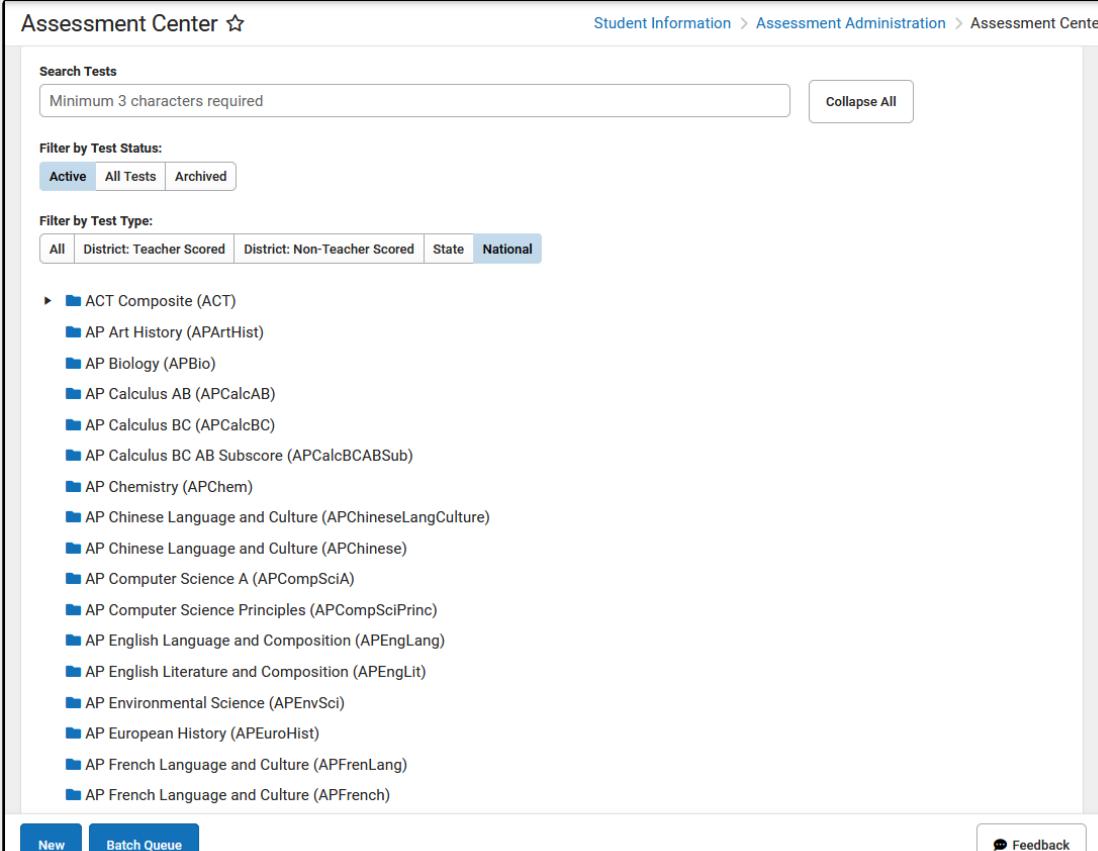


Assessment Center

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

Tool Search: Assessment Center

The Assessment Center allows schools to create and manage assessments, establish proficiency statuses, and import student test scores from external testing agencies.



The screenshot shows the 'Assessment Center' homepage. At the top, there is a search bar with the placeholder 'Minimum 3 characters required' and a 'Collapse All' button. Below the search bar are two filter sections: 'Filter by Test Status' (Active, All Tests, Archived) and 'Filter by Test Type' (All, District: Teacher Scored, District: Non-Teacher Scored, State, National). The 'Test Type' section lists various assessments with small blue square icons: ACT Composite (ACT), AP Art History (APArtHist), AP Biology (APBio), AP Calculus AB (APCalcAB), AP Calculus BC (APCalcBC), AP Calculus BC AB Subscore (APCalcBCABSub), AP Chemistry (APChem), AP Chinese Language and Culture (APChineseLangCulture), AP Chinese Language and Culture (APChinese), AP Computer Science A (APCompSciA), AP Computer Science Principles (APCompSciPrinc), AP English Language and Composition (APEngLang), AP English Literature and Composition (APEngLit), AP Environmental Science (APEnvSci), AP European History (APEuroHist), AP French Language and Culture (APFrenLang), and AP French Language and Culture (APFrench). At the bottom of the page are buttons for 'New', 'Batch Queue', and 'Feedback'.

Assessment Center Homepage

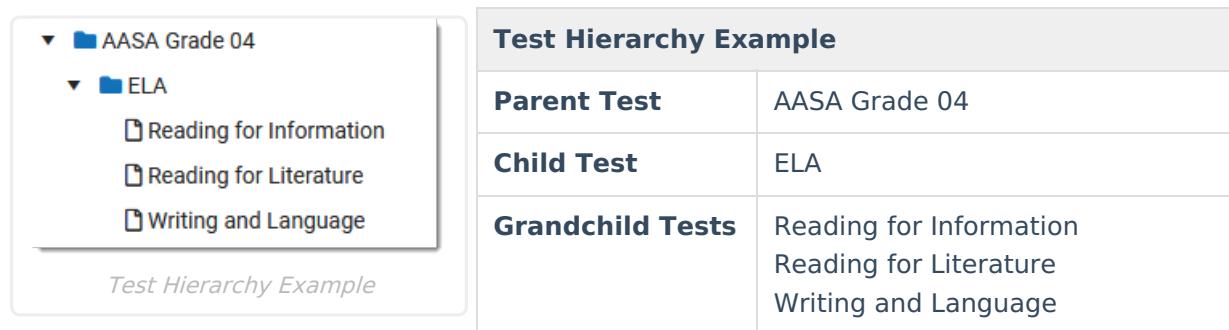
See the [Assessment Center Tool Rights](#) article for details on recommended tool rights.

Assessment Center Homepage

Users can search for saved assessments from the Assessment Center's homepage. Assessments can only be deleted when they have not been assigned to students. Instead of deleting assessments, consider archiving those no longer needed to save historical data and prevent future assignments of those assessments.

Test Structures

Assessments are displayed on the homepage using a Test Structure. Test Structures incorporate a single assessment and house the attributes needed for test results. The Test Structure also controls how test elements are displayed for students. A single test can be structured as a hierarchy, where the “parent” test can contain “child” and “grandchild” tests to house test strands. Each parent/child of an assessment can be configured individually.



The screenshot shows a tree structure on the left and a table on the right. The tree structure under 'Test Hierarchy Example' shows 'AASA Grade 04' expanded, with 'ELA' as a child, which further branches into 'Reading for Information', 'Reading for Literature', and 'Writing and Language'. The table on the right maps this structure to levels: 'Parent Test' is 'AASA Grade 04', 'Child Test' is 'ELA', and 'Grandchild Tests' are 'Reading for Information', 'Reading for Literature', and 'Writing and Language'.

Test Hierarchy Example	
Parent Test	AASA Grade 04
Child Test	ELA
Grandchild Tests	Reading for Information Reading for Literature Writing and Language

Assessment Center Homepage Fields

Field	Information
Search Tests	Input at least 3 characters to begin a search for a saved assessment.
Expand All	Expands all collapsed parent assessment folders to display associated child, grandchild, etc. assessments.
Filter by Test Status	Tests Status options: <ul style="list-style-type: none">ActiveAll TestsArchived <p>A test is archived if it is no longer available for administration to students. Archived tests can be reactivated by deselecting the Archived checkbox on the Test Detail screen and clicking Save.</p>

Filter by Test Type	<p>Test Type options:</p> <ul style="list-style-type: none"> • All • District: Teacher Scored: Teacher-scored tests local to and established by a school, district, or region. Teacher-Scored Assessments can be scored by teachers using the Standardized Test tool located in Instruction. • District: Non-Teacher Scored: Tests local to and established by a school, district, or region. • State: Tests local to a state and/or tests related to accountability tracking. State Assessments may be established by the district or Infinite Campus. • National: Federally recognized SAT, ACT, and AP tests. National Assessments may be established by the district, by Infinite Campus, or published to district users through a State Edition. 									
New	<p>Navigates to the Test Detail screen when selected. Step 1 - Test Detail allows users to create new tests and define the necessary assessment details:</p> <ul style="list-style-type: none"> • Test Information • Test Type • Display Settings • Score Fields • Result / Proficiency Statuses • Child Tests 									
Batch Queue	<p>Opens a window to display reports for all the assessments the user has generated through the 'Save & Batch Test' option in Step 4-Test Mapping and the 'Save & Batch Import' option in Step 5-Import Data.</p> <ul style="list-style-type: none"> • Results can be filtered by Start Date / End Date. • Click the blue arrow in the Queued Time field to display records in ascending or descending order. • Select the report to download/open the file when the status displays as Completed. • Use the Refresh button to update the list to the most current Status. <div data-bbox="462 1612 1406 2001"> <p>Batch Queue List</p> <table border="1"> <thead> <tr> <th>Report Title</th> <th>Queued Time</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Example Import #1</td> <td>11/20/2023 9:42:34 AM</td> <td>COMPLETED</td> </tr> <tr> <td>Example Import #2</td> <td>11/20/2023 9:41:56 AM</td> <td>COMPLETED</td> </tr> </tbody> </table> <p>1 - 2 of 2 items</p> <p>Refresh</p> </div>	Report Title	Queued Time	Status	Example Import #1	11/20/2023 9:42:34 AM	COMPLETED	Example Import #2	11/20/2023 9:41:56 AM	COMPLETED
Report Title	Queued Time	Status								
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Feedback	Directs users to a monitored Campus Community forum thread for feedback on the new assessment setup and score data import functionality.
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Assessment Center Tools

See the following for more information on the different Assessment Center tools.

- [Homepage](#): Search for and access saved assessments.
- [Test Detail](#): Create new tests and define the necessary assessment details.
- [Data File Detail](#): Select a data file to upload. The file is used in Step 3 - Map Data to create/edit the data mapping to be imported.
- [Map Data](#): Map the data from the uploaded assessment data file to the database fields for import to a student's record in Infinite Campus.
- [Test Mapping](#): Test data mappings for accuracy and make changes as needed before importing.
- [Import Data](#): Import mapped data to the Campus system after all errors and warnings from the test mapping have been resolved.
- [Publish](#): Publish test structures/test scores from the State Edition to District Edition users within the state.

State-Specific Information

Some states require the setup of specific assessments for accurate state reporting:

- [California CAASPP Test Setup](#)
- [California Assessment Setup for Pre-ID Extract](#)
- [Illinois](#)
- [Kansas](#)
- [New Mexico](#)