

# Assessment Center

Last Modified on 08/13/2025 1:14 pm CDT

## 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.

Assessment Center ☆

[Student Information](#) > [Assessment Administration](#) > Assessment Center

Search Tests

Minimum 3 characters required

Collapse All

Filter by Test Status:

Active

All Tests

Archived

Filter by Test Type:

All

District: Teacher Scored

District: Non-Teacher Scored

State

National

▶

ACT Composite (ACT)

AP Art History (APArHist)

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)

AP French Language and Culture (APFrench)

New

Batch Queue

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.

▼ AASA Grade 04

▼ ELA

📄 Reading for Information

📄 Reading for Literature

📄 Writing and Language

Test Hierarchy Example

| Test Hierarchy Example  |   |
|-------------------------|---|
| <b>Parent Test</b>      | AASA Grade 04   |
| <b>Child Test</b>       | ELA   |
| <b>Grandchild Tests</b> | Reading for Information<br>Reading for Literature<br>Writing and Language |

## Assessment Center Homepage Fields

| Field                        | Information  |
|------------------------------|--|
| <b>Search Tests</b>          | Input at least 3 characters to begin a search for a saved assessment.  |
| <b>Expand All</b>            | Expands all collapsed parent assessment folders to display associated child, grandchild, etc. assessments.   |
| <b>Filter by Test Status</b> | Tests Status options: <ul style="list-style-type: none"> <li><b>Active</b></li> <li><b>All Tests</b></li> <li><b>Archived</b></li> </ul> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;">             A test is archived if it is no longer available for administration to students. Archived tests can be reactivated by deselecting the <b>Archived</b> checkbox on the Test Detail screen and clicking Save.           </div> |

| <b>Filter by Test Type</b> | <p>Test Type options:</p> <ul style="list-style-type: none"><li>• <b>All</b></li><li>• <b>District: Teacher Scored:</b> Teacher-scored tests local to and established by a school, district, or region. Teacher-Scored Assessments can be scored by teachers using the <a href="#">Standardized Test</a> tool located in Instruction.</li><li>• <b>District: Non-Teacher Scored:</b> Tests local to and established by a school, district, or region.</li><li>• <b>State:</b> Tests local to a state and/or tests related to accountability tracking. State Assessments may be established by the district or Infinite Campus.</li><li>• <b>National:</b> 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.</li></ul>  |              |               |        |                   |                       |             |                   |                       |             |
|----------------------------|--|--------------|---------------|--------|-------------------|-----------------------|-------------|-------------------|-----------------------|-------------|
| <b>New</b>                 | <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"><li>• Test Information</li><li>• Test Type</li><li>• Display Settings</li><li>• Score Fields</li><li>• Result / Proficiency Statuses</li><li>• Child Tests</li></ul>  |              |               |        |                   |                       |             |                   |                       |             |
| <b>Batch Queue</b>         | <p>Opens a window to display reports for all the assessments the user has generated through the 'Save &amp; Batch Test' option in Step 4-Test Mapping and the 'Save &amp; Batch Import' option in Step 5-Import Data.</p> <ul style="list-style-type: none"><li>• Results can be filtered by <b>Start Date / End Date</b>.</li><li>• Click the blue arrow in the <b>Queued Time</b> field to display records in ascending or descending order.</li><li>• Select the report to download/open the file when the status displays as <b>Completed</b>.</li><li>• Use the <b>Refresh</b> button to update the list to the most current <b>Status</b>.</li></ul> <div><div>Batch Queue List</div><div><div>Start DateEnd Date</div><div>MM/DD/YYYYMM/DD/YYYY</div></div><table><tr><th>Report Title</th><th>Queued Time ↓</th><th>Status</th></tr><tr><td>Example Import #1</td><td>11/20/2023 9:42:34 AM</td><td>COMPLETED &gt;</td></tr><tr><td>Example Import #2</td><td>11/20/2023 9:41:56 AM</td><td>COMPLETED &gt;</td></tr></table><div><div>&lt;&lt;1&gt;&gt;</div><div>1 - 2 of 2 items</div></div><div>Refresh</div></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       |               |        |                   |                       |             |                   |                       |             |
| Example Import #1          | 11/20/2023 9:42:34 AM  | COMPLETED >  |               |        |                   |                       |             |                   |                       |             |
| Example Import #2          | 11/20/2023 9:41:56 AM  | COMPLETED >  |               |        |                   |                       |             |                   |                       |             |

### Feedback

Directs users to a monitored Campus Community forum thread for feedback on the new assessment setup and score data import functionality.

## 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 Links

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

- [California](#)
- [Illinois](#)
- [Kansas](#)
- [New Mexico](#)