

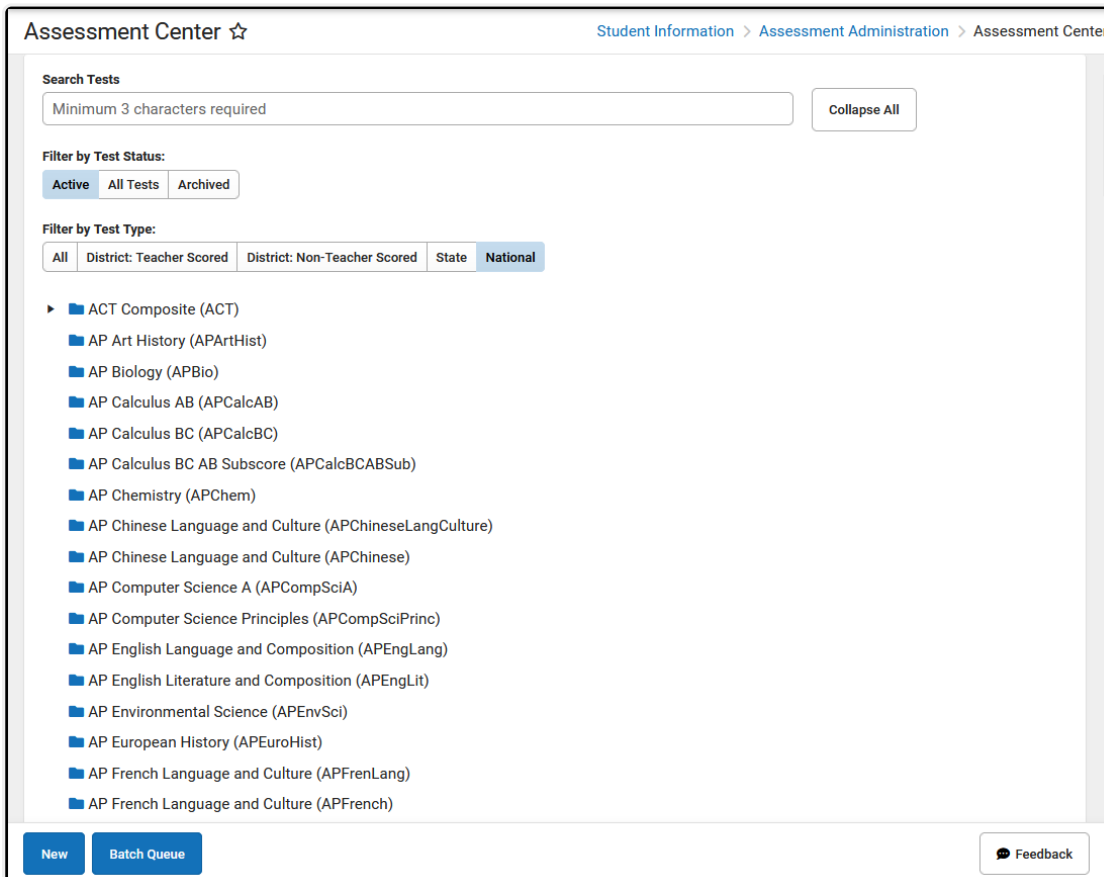
# Assessment Center

Last Modified on 10/21/2024 8:20 am CDT

Tool Search: Assessment Center

[Assessment Center Homepage](#) | [Assessment Center Tools](#)

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



The screenshot shows the Assessment Center homepage interface. At the top, there is a breadcrumb trail: "Student Information > Assessment Administration > Assessment Center". Below this is a search bar labeled "Search Tests" with a placeholder "Minimum 3 characters required" and a "Collapse All" button. There are two filter sections: "Filter by Test Status" with buttons for "Active", "All Tests", and "Archived"; and "Filter by Test Type" with buttons for "All", "District: Teacher Scored", "District: Non-Teacher Scored", "State", and "National". A list of test types is displayed, including 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 left, there are "New" and "Batch Queue" buttons. At the bottom right, there is a "Feedback" button.

*Assessment Center Homepage*

**Read** - View Assessment Center records.

**Write**- Edit existing Assessment Center records.

**Add**- Add new Assessment Center records.

**Delete** - Remove Assessment Center records.

The Assessment Center Copy sub-right is required for access to the copy functionality in the New Look of Campus. For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## Assessment Center Homepage

Users can search for saved assessments from the homepage of the Assessment Center.

## Test Structures

Assessments are displayed on the homepage using a Test Structure. Test Structures incorporate a single assessment and houses the attributes needed for test results. The Test Structure also controls how test elements display 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.

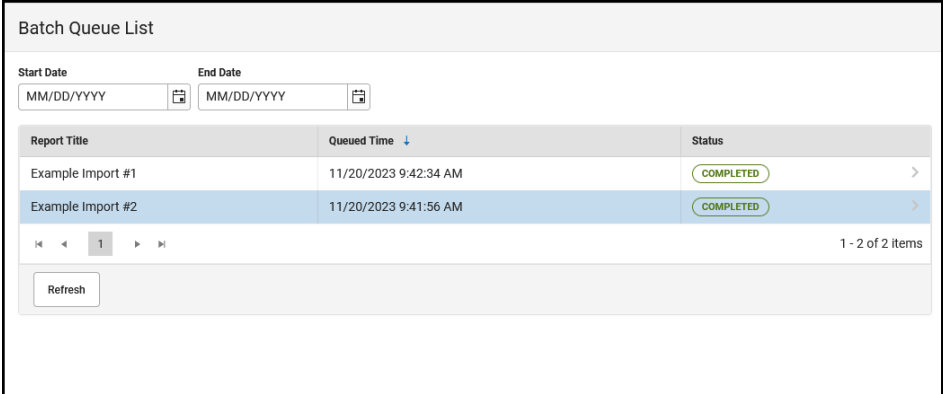
- ▼ ■ AASA Grade 04
  - ▼ ■ ELA
    - Reading for Information
    - Reading for Literature
    - Writing and Language

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 Reading for Literature 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="border: 1px solid #add8e6; padding: 10px; margin-top: 10px; color: #0070c0; font-size: small;">             A test is archived if it should no longer be available for administration to students. Archived tests can be reactivated for use by deselecting the <b>Archived</b> checkbox on the Test Detail screen and clicking Save.           </div>

<p><b>Filter by Test Type</b></p>	<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 that are 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 that are 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 tests such as the SAT, ACT, and AP. National Assessments may be established by the district, by Infinite Campus, or published to district users through a State Edition.</li> </ul>
<p><b>New</b></p>	<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 including:</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>
<p><b>Batch Queue</b></p>	<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 either ascending or descending order.</li> <li>• Select the report to download / open the file when the status display as <b>Completed</b>.</li> <li>• Use the <b>Refresh</b> button to update the list with the most current <b>Status</b>.</li> </ul> <div data-bbox="470 1585 1417 1977" data-label="Image">  <p>The screenshot shows a 'Batch Queue List' window. At the top, there are two date input fields labeled 'Start Date' and 'End Date', both with a calendar icon. Below these is a table with three columns: 'Report Title', 'Queued Time', and 'Status'. The table contains two rows: 'Example Import #1' with a queued time of '11/20/2023 9:42:34 AM' and a 'COMPLETED' status; and 'Example Import #2' with a queued time of '11/20/2023 9:41:56 AM' and a 'COMPLETED' status. Below the table is a pagination control showing '1' of 2 items and a 'Refresh' button.</p> </div>

**Feedback**

Directs users to a monitored Campus Community forum thread dedicated to 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 mapping of the data 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 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.