CAASPP Import (California) [.2239 - .2343]

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> You are viewing a previous version of this article. See CAASPP Import (California) for the most current information.

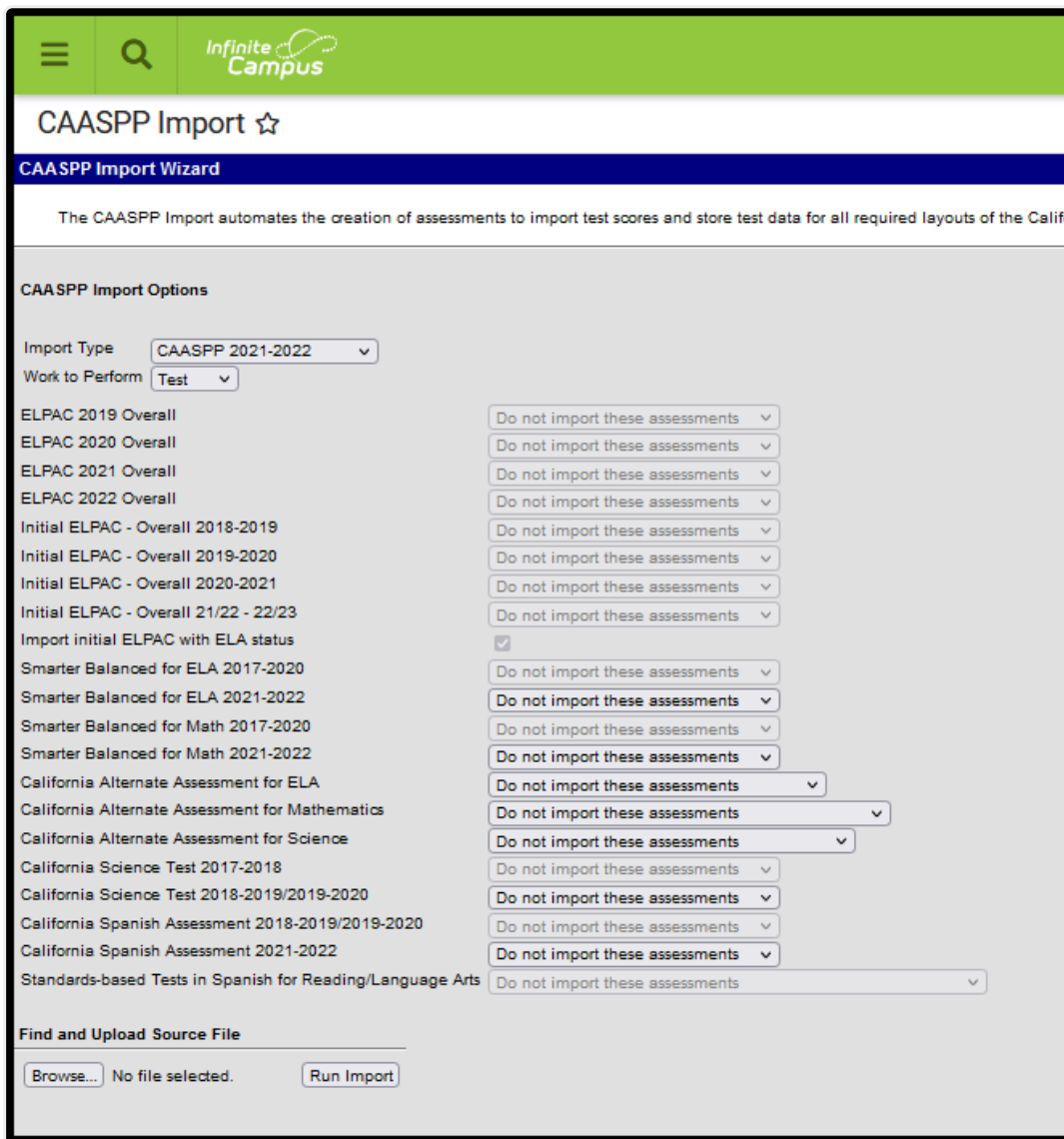CAASPP Import Workflow | Report Logic | Import Editor | Import Assessment Data | Error and Warning Descriptions

Classic View: Assessment > CAASPP Import

Search Terms: CAASPP Import

The CAASPP Import tool allows the importing of student scores for seven different assessments. Users are given the option to import results for the California Assessment of Student Performance and Progress (CAASPP) and the English Language Proficiency Assessments for California (ELPAC Summative or ELPAC Initial).

This process is not related to the CAASPP Paperless Reporting tools.

CAASPP Import

CAASPP Import Workflow

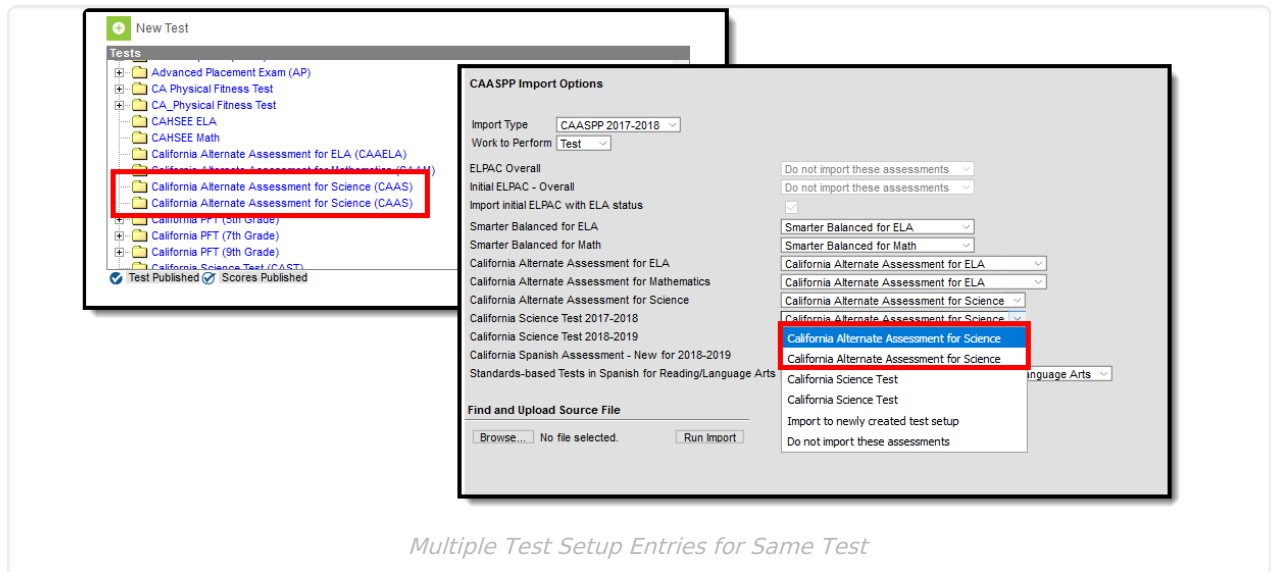| Step		Campus Location
1.	Students take assessment. *This step is performed outside of Campus.*	N/A
2.	Scores are received from ETS, usually in a caret delimited or comma delimited format. *This step is performed outside of Campus.*	N/A

Step		Campus Location
3.	Use the Import tool to import CAASPP scores (imports all seven files) or ELPAC (imports files dependent on choices made in the report editor).	Assessment > CAASPP Import
4a.	If parent tests are available in Campus, those test structures are located and scores are imported.	Assessments > Test Setup > Test
4b.	If parent tests are not available in Campus, those test structures are created. This is only a skeletal entry of the test that includes the Date, State Code and Result. Additional setup can be done AFTER scores have been imported.	
5.	When the import is complete, the scores display on the Student Assessment tool and in Campus Student and Campus Parent (if assessments are selected to display on Display Options).	Student Information > General > Assessment Campus Student Campus Parent

Report Logic

This import tool imports CAASPP assessment data for all CAASPP tests (nine different import layouts). The student's State Identification Number (SSID) is used to match data from the file to the student's record in Campus.

When a record for one of these layouts exists in the Test Setup tool, scores can be imported to that record when the name of that assessment is chosen on the Import tool. For example, when importing scores for Smarter Balanced for ELA, choose that item from the dropdown list for that assessment.

Multiple records in the Test Setup tool may exist for an assessment. Each of those records are listed on the editor when selecting an existing test setup to import results. Name your assessment in the Test Setup tool uniquely (with a date, with initials, etc.).

Multiple Test Setup Entries for Same Test

Or, if a test structure record for a particular test does NOT exist in the Test Setup, the Import tool can create a test structure in Test Setup with the required fields (date, score type, state code) and the scores are imported to that record. Once the import is complete, you can add additional items to the Test Setup record (like comments or passing score values, etc.)

See the CAASPP Test Setup article for details on what is imported when no Test Detail record exists.

ELPAC

There are four ELPAC Summative Options and four ELPAC Initial Options, one for each of the last four years - 2019 through 2022. The imported tests are the same; the only difference is the layout of the test files. Verify you are selecting the appropriate Import Type when importing these files.

The following **ELPAC** tests can be imported:

ELPAC (English Language Proficiency Assessments for California) Summative (Overall)	ELPAC (English Language Proficiency Assessments for California) Initial
- ELPAC Listening - ELPAC Oral - ELPAC Reading - ELPAC Speaking - ELPAC Writing - ELPAC Written	- ELPAC Listening - ELPAC Oral - ELPAC Reading - ELPAC Speaking - ELPAC Writing - ELPAC Written

CAASPP

The following **CAASPP** tests can be imported:

CAASPP (California Assessment of Student Performance and Progress) 2021-2122	CAASPP (California Assessment of Student Performance and Progress) 2019-2020
01 - Smarter Balanced for ELA 2021-2022 02 - Smarter Balanced for Mathematics 2021-2022 03 - CAA for ELA 04 - CAA for Mathematics 05 - CAA for Science 06 - California Science Test 2018-2019/2019-2020 07 - California Spanish Assessment 2021-2022	01 - Smarter Balanced for ELA 2017-2020 02 - Smarter Balanced for Mathematics 2017-2020 03 - CAA for ELA 04 - CAA for Mathematics 05 - California Science Test 2018-2019/2019-2020
CAASPP (California Assessment of Student Performance and Progress) 2018-2019	CAASPP (California Assessment of Student Performance and Progress) 2017-2018
01 - Smarter Balanced for ELA 2017-2020 02 - Smarter Balanced for Mathematics 2017-2020 03 - CAA for ELA 04 - CAA for Mathematics 05 - CAA for Science 06 - California Science Test 2018-2019/2019-2020 09 - California Spanish Assessment 2018-2019/2019-2020	01 - Smarter Balanced for ELA 2017-2020 02 - Smarter Balanced for Mathematics 2017-2020 03 - CAA for ELA 04 - CAA for Mathematics 05 - CAA for Science 06 - California Science Test 2017-2018 08 - Standards-based Tests in Spanish (STS) for Reading/Language Arts (RLA)

Import Editor

Option	Description
Import Type	Determines which assessment is imported: - CAASPP 2017-2018 - CAASPP 2018-2019 - CAASPP 2019-2021 - CAASPP 2021-2022 - ELPAC Summative 2019 - ELPAC Summative 2020 - ELPAC Summative 2021 - ELPAC Summative 2022 - ELPAC Initial 2018-2019 - ELPAC Initial 2019-2020 - ELPAC Initial 2020-2021 - ELPAC Initial 2021-2022 - ELPAC Initial 2022-2023

Option	Description
Work to Perform	Indicates that the process is either a Test (recommended to do this first) or an actual Import. • When **Test** is chosen, no scores are imported. This can be used to see if things import correctly and provides the opportunity to correct any errors that might occur. • When **Import** is chosen, scores are imported and can be found on the student's Assessment record.
Assessments to Import	Based on the selected Import Type, determine whether a specific test should be imported. For each test listed, select one of the following: • **Assessment Name (ELPAC Overall 2021, California Alternate Assessment for ELA, etc.)** - scores are imported to an existing Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. See the section below for details on whch assessments can be imported for each Import Type. • **Import to newly created test setup** - a new Test Detail structure record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data and scores to that record. • **Do not import these assessments** - scores are not imported.

Assessments to Import

For each of the following options, a selection of what to import (or not import) is needed.

ELPAC Assessment Layouts

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Test	Description

Test	Description
ELPAC Overall	Imports student scores for the ELPAC Overall assessment. This requires the **Import Type** field to be set to **ELPAC Summative 2019, ELPAC Summative 2020, ELPAC Summative 2021** , or **ELPAC Summative 2022.** Select one of the following options: • **ELPAC Overall 2019, ELPAC Overall 2020, ELPAC Overall 2021, or ELPAC Overall 2022** - scores are imported to an existing Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail structure record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data and scores to that record. • **Do not import these assessments** - scores are not imported.
Initial ELPAC - Overall 2018-2019	Imports student scores for the ELPAC Overall assessment. This requires the **Import Type** field to be set to **ELPAC Initial 2018-2019**. Select one of the following options: • **Initial ELPAC - Overall 2018-2019** - scores are imported to an existing Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data and scores to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
Initial ELPAC - Overall 2019-2020	Imports student scores for the ELPAC Overall assessment. This requires the **Import Type** field to be set to **ELPAC Initial 2019-2020**. Select one of the following options: • **Initial ELPAC - Overall 2019-2020** - scores are imported to an existing Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data and scores to that record. • **Do not import these assessments** - scores are not imported.
Initial ELPAC - Overall 2020-2021	Imports student scores for the ELPAC Overall assessment. This requires the **Import Type** field to be set to **ELPAC Initial 2020-2021**. Select one of the following options: • **Initial ELPAC - Overall 2020-2021** - scores are imported to an existing Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data and scores to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
Initial ELPAC - Overall 21/22-22/23	mports student scores for the ELPAC Overall assessment. This requires the **Import Type** field to be set to **ELPAC Initial 2021-2022 OR ELPAC Initial 2022-22023.** Select one of the following options: • **Initial ELPAC - Overall 21/22-22/23** - scores are imported to an existing Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data and scores to that record. • **Do not import these assessments** - scores are not imported.
Import initial ELPAC with ELA Status	This requires the **Import Type** field to be set to **ELPAC Initial 2018-2019, ELPAC Initial 2019-2020**, **ELPAC Initial 2020-2021**, or **ELPAC Initial 2021-2022** When marked, a student's English Learner (EL) status is imported in addition to the test scores when an existing English Learner status does not exist already in Campus. This status displays in the English Learner (EL) toolset. See the California English Learners (EL) article for state specific information.

CAASPP Assessment Options

▶ Click here to expand...

CAASPP 2021-2022 Assessment Options

These options require the **Import Type** field to be set to **CAASPP 2021-2022.**

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Test	Description

Test	Description
Smarter Balanced for ELA 2021-2022	Imports student scores for the **Smarter Balance for ELA** assessment. Select one of the following options: • **Smarter Balanced for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
Smarter Balanced for Math 2021-2022	Imports student scores for the **Smarter Balanced for Math** assessment. Select one of the following options: • **Smarter Balanced for Math** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
California Alternate Assessment for ELA	Imports student scores for the **California Alternate Assessment for ELA**. Select one of the following options: • **California Alternate Assessment for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
California Alternate Assessment for Mathematics	Imports student scores for the **California Alternate Assessment for Math**. Select one of the following options: • **California Alternate Assessment for Mathematics** - scores are imported to an existing structure Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
California Alternate Assessment for Science	Select one of the following options: • **California Alternate Assessment for Mathematics** - scores are imported to an existing structure Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
California Science Test 2018-2019/2019-2020	Imports student scores for the **California Science Test**. Select one of the following options: • **California Science Test** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
California Spanish Assessment 2021-2022	Imports student scores for the **California Spanish Assessment.** Select one of the following options: • **California Spanish Assessment** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

CAASPP 2019-2020 Assessment Options

These options require the **Import Type** field to be set to **CAASPP 2019-2020**.

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Test	Description
Smarter Balanced for ELA 2017-2020	Imports student scores for the **Smarter Balance for ELA** assessment. Select one of the following options: • **Smarter Balanced for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
Smarter Balanced for Math 2017-2020	Imports student scores for the **Smarter Balanced for Math** assessment. Select one of the following options: • **Smarter Balanced for Math** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
California Alternate Assessment for ELA	Imports student scores for the **California Alternate Assessment for ELA**. Select one of the following options: • **California Alternate Assessment for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
California Alternate Assessment for Mathematics	Imports student scores for the **California Alternate Assessment for Math**. Select one of the following options: • **California Alternate Assessment for Mathematics** - scores are imported to an existing structure Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
California Science Test 2018-2019/2019-2020	Imports student scores for the **California Science Test**. Select one of the following options: • **California Science Test** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

CAASPP 2018-2019 Assessment Options

These options require the **Import Type** field to be set to **CAASPP 2018-2019**.

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Test	Description
Smarter Balanced for ELA 2017-2020	Imports student scores for the **Smarter Balance for ELA** assessment. Select one of the following options: • **Smarter Balanced for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
Smarter Balanced for Math 2017-2020	Imports student scores for the **Smarter Balanced for Math** assessment. Select one of the following options: • **Smarter Balanced for Math** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
California Alternate Assessment for ELA	Imports student scores for the **California Alternate Assessment for ELA**. Select one of the following options: • **California Alternate Assessment for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
California Alternate Assessment for Mathematics	Imports student scores for the **California Alternate Assessment for Math**. Select one of the following options: • **California Alternate Assessment for Mathematics** - scores are imported to an existing structure Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
California Alternate Assessment for Science	Imports student scores for the **California Alternate Assessment for Science**. Select one of the following options: **California Alternate Assessment for Science** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. **Do not import these assessments** - scores are not imported.
California Science Test 2018-2019/2019-2020	Imports student scores for the **California Science Test**. Select one of the following options: **California Science Test** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. **Do not import these assessments** - scores are not imported.
California Spanish Assessment - New for 2018-2019/2019-2020	Imports student scores for the **California Spanish Assessment.** Select one of the following options: **California Spanish Assessment** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. **Do not import these assessments** - scores are not imported.

CAASPP 2017-2018 Assessment Options

These options require the **Import Type** field to be set to **CAASPP 2017-2018**.

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Test	Description
Smarter Balanced for ELA 2017-2020	Imports student scores for the **Smarter Balance for ELA** assessment. Select one of the following options: • **Smarter Balanced for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
Smarter Balanced for Math 2017-2020	Imports student scores for the **Smarter Balanced for Math** assessment. Select one of the following options: • **Smarter Balanced for Math** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Test	Description
California Alternate Assessment for ELA	Imports student scores for the **California Alternate Assessment for ELA**. Select one of the following options: **California Alternate Assessment for ELA** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. **Do not import these assessments** - scores are not imported.
California Alternate Assessment for Mathematics	Imports student scores for the **California Alternate Assessment for Math**. Select one of the following options: **California Alternate Assessment for Mathematics** - scores are imported to an existing structure Test Detail record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. **Do not import these assessments** - scores are not imported.
California Alternate Assessment for Science	Imports student scores for the **California Alternate Assessment for Science**. Select one of the following options: **California Alternate Assessment for Science** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. **Do not import these assessments** - scores are not imported.

Test	Description
California Science Test 2017-2018	Imports student scores for the **California Science Test**. Select one of the following options: • **California Alternate Assessment for Science -** scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **California Science Test** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.
Standards-based Tests in Spanish for Reading/Language Arts	Imports student scores for the **Standards-based Tests in Spanish for Reading/Language Arts**. Select one of the following options: • **Standards-based Tests in Spanish for Reading/Language Arts** - scores are imported to an existing Test Detail structure record in the Test Setup tool. If there is more than one existing Test Detail Record, all options are listed. • **Import to newly created test setup** - a new Test Detail record is automatically created in the Test Setup tool, with the minimal items needed to import assessment data, and scores are imported to that record. • **Do not import these assessments** - scores are not imported.

Import Assessment Data

Import Assessment Data for ELPAC Summative | Import Assessment Data for ELPAC Initial | Import Assessment Data for CAASPP

Because of the time of year the students take these tests, it is assumed this Import is used several times throughout the year to import the different assessment types. Therefore, the procedures for using the Import tool are broken into three separate sections depending on which assessment data is being imported.

Please note that Excel files cannot be imported.

It is highly recommended that you test the import before importing scores.

Import Assessment Data for ELPAC Summative

1. Select the **ELPAC Summative** option as the **Import Type**. Only the **ELPAC Overall** field is highlighted for import.
2. For the **Work to Perform** field, select **Test** or **Import**. Or, if scores should not be imported, choose **Do not import these assessments**.
3. In the **ELPAC Overall** dropdown, select either the **ELPAC Overall** option or the **Import to newly created test setup**.
4. Locate and choose the appropriate file to import. Follow the instructions on your screen for locating the file.
5. Click the **Run Import** button. After creating any new test/assessment setups, refresh the screen. This adds the newly created Test Setup to the dropdown list. The system processes the import and a Summary file of the data imported displays, and lists any warnings or errors that may have occurred (see image below).
6. Review the student's Assessment record for the newly imported scores.

1	Summary						
2							
3							
4	Assessmen	GoodCoun	Updates	Inserts	IgnoreCount		
5	ELPAC	0	0	0	0		
6							
7	Warnings						
8	Assessmen	Line	Type	Last Name	First Name	StateID	Message
9							
10	Errors						
11	Assessmen	Line	Type	Message			
12	ELPAC	2	discrepanc	ERROR 1001 - State ID '123456789' not found			
13	ELPAC	3	discrepanc	ERROR 1001 - State ID '234567890' not found			
14	ELPAC	4	discrepanc	ERROR 1001 - State ID '345678901' not found			
15	ELPAC	5	discrepanc	ERROR 1001 - State ID '456789012' not found			
16	ELPAC	6	discrepanc	ERROR 1001 - State ID '567890123' not found			
17							

ELPAC Summary Import Results

Import Assessment Data for ELPAC Initial

1. Select the appropriate ELPAC Initial options for the appropriate year as the **Import Type**.
2. For the **Work to Perform** field, select **Test** or **Import**.
3. In the **Initial ELPAC - Overall 2018-2019**, **Initial ELPAC - Overall 2019-2020**, **Initial ELPAC - Overall 2020-2021**, or **Initial ELPAC - Overall 2021-2022** dropdown (depending on which import type is selected) , select either the **Initial ELPAC - Overall** option or the **Import to newly created test setup** . Or, if scores should not be imported, choose **Do not import these assessments**.

4. If ELA Status should also be imported, mark the **Import Initial ELPAC with ELA Status** checkbox.
5. Locate and choose the appropriate file to import. Follow the instructions on your screen for locating the file.
6. Click the **Run Import** button. After creating any new test/assessment setups, refresh the screen. This adds the newly created Test Setup to the dropdown list.
7. The system processes the import and a Summary file of the data imported displays, and lists any warnings or errors that may have occurred.
8. Review the student's Assessment record for the newly imported scores.

Import Assessment Data for CAASPP

1. Select the appropriate CAASPP option for the appropriate year as the **Import Type**.
2. For the **Work to Perform** field, select **Test** or **Import**.
3. For each of the CAASPP assessments, select either the name of the assessment or the **Import to newly created test setup**. Or, if scores should not be imported, choose **Do not import these assessments**.
4. Locate and choose the appropriate file to import. Follow the instructions on your screen for locating the file.
5. Click the **Run Import** button. After creating any new test/assessment setups, refresh the screen. This adds the newly created Test Setup to the dropdown list.
6. The system processes the import and a Summary file of the data imported displays, and lists any warnings or errors that may have occurred.
7. Review the student's Assessment record for the newly imported scores.

Error and Warning Descriptions

The CAASPP Import tool follows the regular [Score Import Wizard](#) functionality for reporting errors and warnings. The following errors and/or warnings definitions apply here.

- **Ambiguity** – Multiple student matches found or multiple records in the source file for one student.
- **Discrepancy** – No match or partial match found.
- **Exception** – Invalid value or format of data to be imported OR a student is found who does not match the selected school(s) of the import. For these exceptions, error messages are returned indicating an invalid value for a specific field was found and the user is instructed on the appropriate format.

Reasons for Import Failures

An import immediately fails if any of the following are true:

- Import is missing the data file to be imported.
- Import encounters unexpected errors (details are listed in the error details).
- A test (parent or child) does not import unless at least one of the following fields contains a value:
  - Test Type
  - Scale Score

- Raw Score
- Result

Data Matching Errors

Data from the file being imported must exactly match the student to whom it is mapped. Matching is based on the student identifier selected for matching/mapping when the import is created.

The import returns an error if any of the following applies to the attempted match:

- Student identifier could not be found.
- First name does not match student identifier.
- Last name does not match student identifier.
- Date of birth does not match student identifier.