

Assessment Center- Data Mapping and Importing

Last Modified on 05/22/2025 11:55 am CDT

Tool Search: Assessment Center

[Assessment Data Mapping and Importing](#) | [Prerequisite](#) | [Data Detail File](#) | [Test Mapping](#) | [Import Data](#)

Assessment Data Mapping and Importing

The Assessment Center allows schools to import local / district student test scores and assessment results from external testing agencies into Infinite Campus. Imported scores are displayed on the Student Assessment screen. Scores may also be displayed on a student's transcript.

Assessment Center ★

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

1

2

3

4

5

Test Detail

Data File Detail

Map Data

Test Mapping

Import Data

Instructions

Define the necessary assessment details. Select Add New below to create a child assessment or select Add Existing to link an existing assessment as a child.

Test Information

Name *

☐ Archived

Parent

No Parent. Root Level Group

Code

Subject

Years

Test Grade Level

Start Date

End Date

Assessment Type

Standards Type

Academic Achievement Standard

Test Type

Display Settings

Score Fields

Result / Proficiency Statuses

Child Tests

Save

Cancel

Delete

Copy

Save & Next

Assessment Center

Prerequisite

If the assessment does not exist, it must be created under **Step 1- Test Detail**. An assessment name is required. Users can then define the necessary details for the assessment including:

- Test Information
- Test Type
- Display Settings
- Score Fields
- Result / Proficiency Statuses
- Child Tests

See the [Assessment Center - Test Detail](#) article for more information.

Data Detail File

Step 2 - Data Detail File becomes available when either the 'Save' button or the 'Save & Next' button is selected after the Test Details are documented. If the assessment was previously created, select it on the Assessment Center homepage and then select the **Data Detail File** icon at the top of the screen OR select the 'Save & Next' button at the bottom of the page to advance to the Data Detail File screen.

A **Student Identifier** and '**Score.date**' are required for **Step - 3 Map Data**. Make sure those data elements are included in the source file before uploading.

Data files are NOT saved for future use.

► [Click here to expand...](#)

Assessment Center ☆
Student Information > Assessment Administration > Assessment Center

1
Test Detail

2
Data File Detail

3
Map Data

4
Test Mapping

5
Import Data

Instructions

Select a data file to upload for this session (data files are not stored for future use). Only Comma Delimited file types are accepted at this time. The file will be used in Step 3 to create/edit the mapping of the data to be imported.

Upload Data File

Select your data file to upload

Upload

Drop file here to upload

Source File Includes Header
☐

Which fields will map to student identifiers?

Previous

Save

Save & Next

Assessment Center- Step 2 Data File Detail

Upload a Data File

Done	Task
	<p>Select a data file to upload. The file is used later in Step 3 - Map Data to create/edit the data mapping to be imported.</p> <div> Only Comma-Delimited file types are currently accepted. This file type, also known as a Comma-Separated Value (.csv), separates each value in the file with a comma. It is a standard file type easily read and understood by different data manipulation programs. </div> <p>If the wrong file is uploaded in error, select the 'X' icon on the right to remove the file.</p> <div> <div> Select your data file to upload </div> <div> <div> Select file... <div>✓ Done</div> </div> <div> <div> Assessment Data File.csv File successfully uploaded. </div> <div> X </div> </div> </div> </div>
	<p>Mark the Source File Includes Header checkbox if the data file contains a header row for identification purposes. The first row of the file is ignored when importing.</p>

	<p>Indicate the type of identifier to link test scores to students.</p> <p>Student Identifier is a required data mapping element.</p>
	Select 'Save' or 'Save & Next'.

Data File Detail Editor

Field	Information
Upload Data File	
Select Your Data File to Upload	<p>Upload options:</p> <ul style="list-style-type: none"> • Select File: Use the button to access the assessment data file from your computer to upload. • Drop File Here to Upload: Drag and drop the assessment data file to this location to upload.
Source File Includes Header	<p>Mark the checkbox if the data file contains a header row for identification purposes. The first row of the file is ignored when importing.</p> <p>'Fuzzy Matching' is applied to column names from the source file to field names in the test score table in Step-3 Map Data when this is selected.</p>
Which fields will map to student identifiers?	<p>Select the type of identifier to be used in linking test scores to students:</p> <ul style="list-style-type: none"> • State ID • Student Number • Person ID • Last Name, First Name, Birthdate • SSN • Last 4 of SSN • NASIS ID (<i>Option for BIE schools only</i>) <p>Student Identifier is a required data mapping element.</p>

Map Data

Step 3 - Map Data is an option when either the 'Save' button or 'Save & Next' button is selected after the assessment data file has been uploaded. This step allows the user to map the data from the uploaded assessment data file to the database fields for import to a student's record in Campus.

A **Student Identifier** and **'Score.date'** are required data mapping elements.

► [Click here to expand...](#)

Assessment Center ★
Student Information > Assessment Administration > Assessment Center

1 Test Detail
2 Data File Detail
3 Map Data
4 Test Mapping
5 Import Data

Instructions
Map the data from the selected source file to the database fields you want to import.
About Mapping Data



Data Mapping Detail
Required Fields:
Student Identifiers: Person ID
Score.date
Source File:
Example Assessment Feb.csv
Format: Comma Separated Values
Columns: 16
Rows: 5

Data Columns for Import for: Example Assessment
Expand All
Show All Hidden
Apply Fuzzy Matching Logic ⓘ
Show Column #
 Show
☒ Default
☐ Show Only Mapped Columns
☐ Only display Score Fields that were checked in Test Details
Display Column Identifier as:
Numeric Alpha

X 1. -	X 2. -	X 3. -	X 4. -	X 5. -	X 6. -
Column Header: PersonID	Column Header: LastName	Column Header: FirstName	Column Header: Birth Date	Column Header: Parent-Date	Column Header: Parent-ScaleScore
Map to database field: student.per... ▼	Map to database field: student.las... ▼	Map to database field: student.firs... ▼	Map to database field: student.birt... ▼	Map to database field: Score.date ▼	Map to database field: Score.scale... ▼
Options	Options	Options	Options	Options	Options

Assessment Center- Step 3 Map Data

Map to Database Field

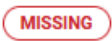
Done	Task
	Use the drop list options to map each column to a Campus database field. Type the name of the field in the search area to filter options.
	Select the Options button to confirm or modify the following: <ul style="list-style-type: none"> Action on 'field name' Date Format Strip Leading Zeroes Calculate Result or Proficiency Values
	Update / correct action items when the column is flagged with a red exclamation mark  .
	Select the 'Save' button or the 'Save & Next' button after the mapping is completed and all action items are designated with a green check mark  .

Instructions

Map the data from the selected source file to the database fields you want to import.

Button	Information
About Mapping Data	Provides in-product information pertinent to the following: <ul style="list-style-type: none"> Data Mapping Data Columns for Import For: Assessment name Grid

Data Mapping Detail Fields

Field	Information
Required Fields	These fields are required to be able to save. <ul style="list-style-type: none"> Student Identifier Score.date <p>The MISSING icon  indicates this field still needs to be mapped.</p>
Source File	Lists identifying information about the uploaded data file including: <ul style="list-style-type: none"> File Name Format Number of columns Number of rows



Data Columns for Import Fields

Field	Information
Expand All	Expands all minimized columns.
Show All Hidden	Displays all hidden columns.
Apply Fuzzy Matching Logic	<p>This only displays when the 'Source File Includes Header' checkbox is marked on Step 2 - Data File Detail.</p> <p>Fuzzy Matching applies automatically only when Step 3-Map Data has not been saved. Fuzzy Matching logic is applied to unmapped columns. The logic only looks at the column heading and compares it to all the score fields available in 'dbo.testScore'.</p>
Show Column # / Show	<p>Enter the column identifier to display a hidden column.</p> <p>Enter the identifier number/alpha of the column you want to move to that column location.</p>
Show Only Mapped Columns	Displays mapped columns when marked.
Only display Score Fields that were checked in Test Details	Shows mapped student identifier fields and score fields indicated in Step 1- Test Details.
Display Column Identifier as	<p>Display column indicators based on the selected format:</p> <ul style="list-style-type: none"> Numeric Alpha


Assessment Data Grid Fields

'Fuzzy Matching' is applied to column names from the source file to field names in the test score table when the '**Source File Includes Header**' checkbox is marked on Step 2- Data File Detail.

Field	Information
X	Select to hide the column.
Number/Alpha	Column identifier.
Column Header	Displays the column header from source file.

Map to database field	Drop list options to map the column to a database field. Type the name of the field in the search area to filter options.
Options	Column Options <ul style="list-style-type: none"> • Action on 'field name': Select the action to perform for mapped database field. • Date Format: Select the date format to be mapped for the import. • Strip Leading Zeroes: Mark the checkbox to indicate data has leading zeroes that need to be removed. • Calculate Result or Proficiency Values: Displays as an option for either Raw Score or Scale Score when Results or Proficiency Statuses is setup on Step 1. This field allows you to calculate a value for either Result or Proficiency.. • Apply to All Test Date fields Blue 'i' icon - Only displays for 'parent.date'. When checked, this field is used for all other mapped tests.
Green Check Mark 	"Action on" and all required options have been set.
Red Exclamation Mark 	Action item needs to be set.

Test Mapping

Step 4 -Test Mapping becomes available when either the 'Save' button or the 'Save & Next' button is selected after the mapping is completed with no action items designated with . This step allows the user to test data mappings for accuracy and make changes as needed before importing.

'Save & Test' or 'Save & Batch Test' must be run before advancing to Step 5-Import Data. Testing helps greatly reduce or even completely eliminate the cleanup action needed after the assessment data has been imported.

► [Click here to expand...](#)

Assessment Center
Student Information > Assessment Administration > Assessment Center

1
Test Detail
2
Data File Detail
3
Map Data
4
Test Mapping
5
Import Data

Instructions

Select an Update Option to test your assessment mapping.

Assessment Data File

1. Column Header	2. Column Header	3. Column Header	4. Column Header	5. Column Header	6. Column Header
PersonID Map to database field: student.personID	LastName Map to database field: student.lastName	FirstName Map to database field: student.firstName	Birth Date Map to database field: student.birthdate	Parent-Date Map to database field: Score.date	Parent-ScaleScore Map to database field: Score.scale Score
PersonID	LastName	FirstName	Birth Date	Parent-Date	Parent-ScaleScore
123456	Student A	Example	10/19/2005	3/1/2023	100
123457	Student B	Example	6/24/2006	3/1/2023	99
123458	Student C	Example	7/18/2006	3/1/2023	98

Update Options

☒ Import - Inserts records specified in the import
 ☐ Replace - Replaces existing records and removes data not specified in the import

Batch Queue Results

Start Date

End Date

MM/DD/YYYY

MM/DD/YYYY

Report Title	Queued Time	Status
No records available.		

0 - 0 of 0 items

Refresh

Previous

Save & Test

Save & Batch Test

Next

Assessment Center- Step 4 Test
Mapping

Test Mapping Editor Fields

Field	Information
Update Options	<ul style="list-style-type: none"> Import: Inserts records specified in the import. Creates new records if no matching records exist. Replace: Replaces existing records and removes data not specified in the import. <ul style="list-style-type: none"> Locates existing records and replaces them with new records from the imported file. The records from the imported file are inserted if records exist in the imported file but do not exist in the Campus database.

Batch Queue Results	<p>Displays a list of the batch test items including the:</p> <ul style="list-style-type: none"> • Report Title • Queued Time • Status <p>The list can be filtered by entering a date range using the Start Date / End Date fields.</p>
Save & Test / Save & Batch Test	<p>One of these options must be selected before advancing to Step 5 - Import Data. Testing helps to greatly reduce or even completely eliminate the amount of cleanup action needed after the assessment date file has been imported.</p> <p>It is recommended that you use the Save & Batch Test option if you are testing large files. The standard Save & Test process may time out because of district browser and router settings. Refer to the Batch Queue article for more information.</p>

Test Mapping Example

A report displays listing the potential issues. This is a **TEST**. No data is written to the database. All errors and warnings should be resolved before importing data to the Campus database.

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.			
Test Mapping: Assessment Date File Example	Timestamp: Mon Nov 13 11:04:34 CST 2023	Username: Admin	
Update Option: Import			
Test Mapping Import Results:			
Total Valid Records for: Assessment Date File Example	0		
Total Valid Records	0		
Error Count:	2		
Warning Count:	1		
Errors:			
Line #	Error Code	Error Message	Error Details
2		1 Error message displays here	
3		1 Error message displays here	
Warnings:			
Line #	Warning Code	Warning Message	Warning Details
1		Warning message displays here	

Test Mapping Example

Test Mapping Fields

Field	Information
Test Mapping	Name of data file.
Timestamp	Day, date, and time the test was generated.
Username	Name assigned to the user who generated the test.

Update Option	Indicates the Update Option used to test the assessment mapping. <ul style="list-style-type: none"> • Import • Replace
Test Mapping Import Results	
Total Valid Records for	Displays the name of the uploaded file and the number of valid records.
Total Valid Records	The number of valid records.
Error Count	The number of errors detected in the mapping. These should be corrected before the import.
Warning Count	The number of warnings detected in the mapping. These should be addressed before the import.
Errors / Line #	The line number where the error exists.
Error Code	The code of the error.
Error Message	Message identifying/explaining the error.
Error Details	Additional error information (if applicable).
Warnings / Line #	The line number where the warning exists.
Warning Code	The code of the warning.
Warning Message	Message identifying/explaining the warning.
Warning Details	Additional warning information (if applicable).

Import Data

Step 5 - Import Data is an option when either the 'Save & Test' button or the 'Save & Batch Test' button is selected on the Test Mapping screen. This step allows the user to import the mapped data to their Campus system after **all** errors and warnings from the test mapping have been resolved.

► [Click here to expand...](#)

Assessment Center
Student Information > Assessment Administration > Assessment Center

1
Test Detail
2
Data File Detail
3
Map Data
4
Test Mapping
5
Import Data

Instructions

Select an Update Option to import your assessment data.

Assessment Data File Example

Update Options

☒ **Import** - Inserts records specified in the import
☐ **Replace** - Replaces existing records and removes data not specified in the import

Batch Queue Results

Start Date

End Date

MM/DD/YYYY

MM/DD/YYYY

Report Title

Queued Time

Status

No records available.

0 - 0 of 0 items

Refresh

Previous

Save & Import

Save & Batch Import

Assessment Center - Step 5 Import Data

Import Data Editor

Field	Information
Update Options	<p>Select an update option to import the assessment data.</p> <ul style="list-style-type: none"> Import: Inserts records specified in the import. Creates new records if no matching records exist. Replace: Replaces existing records and removes data not specified in the import. <ul style="list-style-type: none"> Locates existing records and replaces them with new records from the imported file. The records from the imported file are inserted if records exist in the imported file but do not exist in the Campus database.

Batch Queue Results	<p>Displays a list of the batch import items including the:</p> <ul style="list-style-type: none"> • Report Title • Queued Time • Status <p>The list can be filtered by entering a date range using the Start Date / End Date fields.</p>
Save & Import / Save & Batch Import	<p>If you are importing large files, it is recommended that you use the Save & Batch Import option. The standard Save & Import process may time out because of district browser and router settings. Refer to the Batch Queue article for more information.</p>