Assessment Center- Data Mapping and Importing

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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 display on the Student Assessment screen. Scores may also be displayed on a student's transcript.

Assessment Center

Prerequisite

If the assessment does not already 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 an available option 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 <u>NOT</u> saved for future use.

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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.

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Test Mapping

Step 4 -Test Mapping becomes an available option 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 to greatly reduce or even completely eliminate the amount of cleanup action needed after the assessment data has been imported.

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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.

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