

# 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 ★
Student Information > Assessment Administration > Assessment Center

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Test Detail

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— 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

*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.

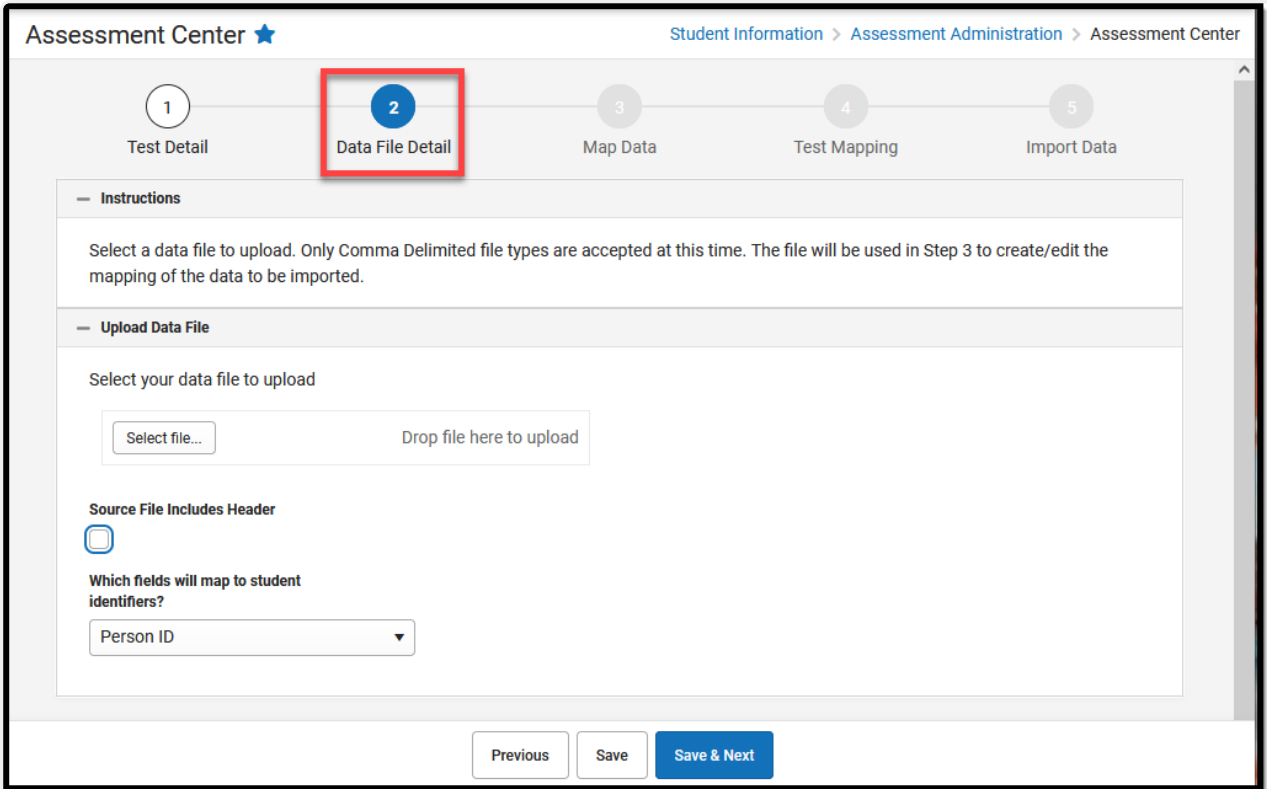
## Data Detail File

**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 NOT saved for future use.

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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 mapping of the data to be imported.</p> <p>Only <b>Comma Delimited</b> file types are accepted at this time. 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.</p> <p>If the wrong file is uploaded in error, select the 'X' icon on the right to remove the file.</p> <div data-bbox="301 1615 1406 1854" style="border: 1px solid black; padding: 5px;"> <p>Select your data file to upload</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>Select file...</span> <span style="float: right;">✓ Done</span> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">  </div> <div> <p>Assessment Data File.csv</p> <p><small>File successfully uploaded.</small></p> </div> <div style="margin-left: auto; text-align: right;"> <div style="border: 2px solid red; padding: 2px 5px;">✕</div> </div> </div> </div> </div>
	<p>Mark the <b>Source File Includes Header</b> 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 be used in linking test scores to students.</p> <p><b>Student Identifier</b> is a required data mapping element.</p>
	Select 'Save' or 'Save & Next'.

## Data File Detail Editor

Field	Information
<b>Upload Data File</b>	
<b>Select Your Data File to Upload</b>	<p>Upload options:</p> <ul style="list-style-type: none"> <li>• <b>Select File</b>: Use the button to access the assessment data file from your computer to upload.</li> <li>• <b>Drop File Here to Upload</b>: Drag and drop the assessment data file to this location to upload.</li> </ul>
<b>Source File Includes Header</b>	<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 <b>Step-3 Map Data</b> when this is selected.</p>
<b>Which fields will map to student identifiers?</b>	<p>Select the type of identifier to be used in linking test scores to students:</p> <ul style="list-style-type: none"> <li>• State ID</li> <li>• Student Number</li> <li>• Person ID</li> <li>• Last Name, First Name, Birthdate</li> <li>• SSN</li> <li>• Last 4 of SSN</li> <li>• NASIS ID (<i>Option for BIE schools only</i>)</li> </ul> <p><b>Student Identifier</b> 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.

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— 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

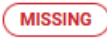
Done	Task
	Use the drop list options to map each column to a Campus database field. Type the name of the field in the search area to filter options.
	Select the Options button to confirm or modify the following: <ul style="list-style-type: none"> <li>Action on 'field name'</li> <li>Date Format</li> <li>Strip Leading Zeroes</li> <li>Calculate Result or Proficiency Values</li> </ul>
	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
<b>About Mapping Data</b>	Provides in-product information pertinent to the following: <ul style="list-style-type: none"> <li>Data Mapping</li> <li>Data Columns for Import For: Assessment name</li> <li>Grid</li> </ul>

## Data Mapping Detail Fields

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



## Data Columns for Import Fields

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


## 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
<b>X</b>	Select to hide the column.
<b>Number/Alpha</b>	Column identifier.
<b>Column Header</b>	Displays the column header from source file.
<b>Map to database field</b>	Drop list options to map the column to a database field. Type the name of the field in the search area to filter options.

<b>Options</b>	<b>Column Options</b> <ul style="list-style-type: none"> <li>• <b>Action on 'field name'</b>: Select the action to perform for mapped database field.</li> <li>• <b>Date Format</b>: Select the date format to be mapped for the import.</li> <li>• <b>Strip Leading Zeroes</b>: Mark the checkbox to indicate data has leading zeroes that need to be removed.</li> <li>• <b>Calculate Result or Proficiency Values</b>: 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..</li> <li>• <b>Apply to All Test Date fields Blue 'i' icon</b> - Only displays for 'parent.date'. When checked, this field is used for all other mapped tests.</li> </ul>
<b>Green Check Mark</b> 	"Action on" and all required options have been set.
<b>Red Exclamation Mark</b> 	Action item needs to be set.

## 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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**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
<b>PersonID</b>	<b>LastName</b>	<b>FirstName</b>	<b>Birth Date</b>	<b>Parent-Date</b>	<b>Parent-ScaleScore</b>
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: MM/DD/YYYY  End Date: MM/DD/YYYY

Report Title	Queued Time ↓	Status
No records available.		

0 - 0 of 0 items

*Assessment Center- Step 4 Test Mapping*

## Test Mapping Editor Fields

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

<b>Batch Queue Results</b>	<p>Displays a list of the batch test items including the:</p> <ul style="list-style-type: none"> <li>• Report Title</li> <li>• Queued Time</li> <li>• Status</li> </ul> <p>The list can be filtered by entering a date range using the Start Date / End Date fields.</p>
<b>Save &amp; Test / Save &amp; Batch Test</b>	<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 &amp; Batch Test option if you are testing large files. The standard Save &amp; Test process may time out because of district browser and router settings. Refer to the <a href="#">Batch Queue</a> 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.

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

*Test Mapping Example*

## Test Mapping Fields

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

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

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**Instructions**

Select an Update Option to import your assessment data.

**Assessment Data File Example**

**Update Options**

**Import** - Inserts records specified in the import i

**Replace** - Replaces existing records and removes data not specified in the import i

**Batch Queue Results**

Start Date:

End Date:

Report Title	Queued Time ↓	Status
No records available.		
<span>⏪</span> <span>⏩</span>		0 - 0 of 0 items

*Assessment Center - Step 5 Import Data*

## Import Data Editor

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

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