Assessment Center- Data Mapping and Importing

Last Modified on 02/10/2026 8:08 am CST

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Assessment Data Mapping and Importing

The Assessment Center lets schools import local or district student test scores and assessment results from external agencies into Infinite Campus. Imported scores appear on the Student Assessment screen and may also display on transcripts.

> Vertical File Score Importing functionality was added in the Campus.2607 release. Please see the Vertical File Score Import article for details about that import process, which differs slightly from the Horizontal File Score process outlined below.

Assessment Center

Prerequisite

Before importing data, ensure the assessment exists. If not, create it under Step 1- Test Detail and define details such as:
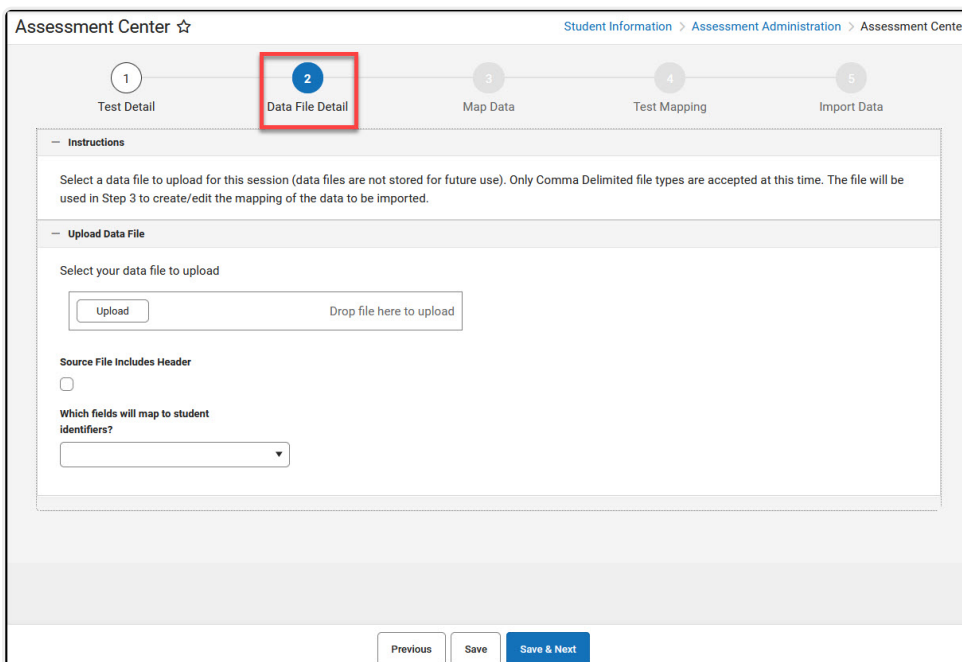
- Test Information
- Test Type
- Display Settings
- Score Fields
- Result / Proficiency Statuses
- Child Tests

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 click the **Data Detail File** icon at the top of the screen. Alternatively, select the 'Save & Next' button at the bottom of the page to proceed to the Data Detail File screen.

> A **Student Identifier** and **'Score.date'** are required for **Step-3 Map Data**. Ensure that these data elements are included in the source file before uploading.
>
> Data files are NOT saved for future use.

Assessment Center- Step 2 Data File Detail

Upload Data File

Step	Description
1	Select a comma-delimited (.csv) file to upload. The file is used later in Step 3 - Map Data to create/edit the data mapping to be imported. 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 that is easily read and understood by various data manipulation programs. If the wrong file is uploaded in error, select the 'X' icon on the right to remove the file. Select your data file to upload Select file... ✓Done Assessment Data File.csv × File successfully uploaded.
2	Mark 'Source File Includes Header' if the file contains a header row.
3	Choose the identifier type to link test scores to students (State ID, Student Number, Person ID, etc.).
4	Click 'Save' or 'Save & Next'.

Data File Detail Field Descriptions

Field	Information
Upload Data File	
Select Your Data File to Upload	Upload options: • **Select File**: Use this button to access the assessment data file on your computer and upload it. • **Drop File Here to Upload**: Drag and drop the assessment data file to this location to upload.

Source File Includes Header	Mark the checkbox if the data file contains a header row for identification purposes. The first row of the file is ignored when importing.
	'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.
Which fields will map to student identifiers?	Select the type of identifier to be used in linking test scores to students: • State ID • Student Number • Person ID • Last Name, First Name, Birthdate • SSN • Last 4 of SSN • NASIS ID (*Option for BIE schools only*) **Student Identifier** is a required data mapping element.

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.

Assessment Center- Step 3 Map Data

Map a Data File

Step	Description
1	Map each column in the uploaded file to a Campus database field using the drop-down list. • **Required fields**: Student Identifier and Score.date.
2	Select the Options button to confirm or modify the following: • Action on 'field name' • Date Format • Strip Leading Zeros • Calculate Result or Proficiency Values

3	Resolve flagged items 🛑 before saving.
4	Click the 'Save' button or the 'Save & Next' button after the mapping is completed and all action items are designated with a green check mark ✅ .

Map Data Field Descriptions

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: • Data Mapping • Data Columns for Import For: Assessment name • Grid

Data Mapping Detail Fields

Field	Information
Required Fields	These fields are required to save. • Student Identifier • Score.date The MISSING icon ⬭MISSING indicates this field still needs to be mapped.
Source File	Lists identifying information about the uploaded data file, including: • File Name • Format • Number of columns • Number of rows

Data Columns for Import Fields

Field	Information
Restore Deleted Columns	Returns previously deleted columns to the current view/dataset. Use this option to recover columns that were removed during customization or editing.

Apply Fuzzy Matching Logic	This option is only displayed when the **'Source File Includes Header'** checkbox is selected on **Step 2 - Data File Detail.** 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'.
Default	Displays all columns.
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	Display column indicators based on the selected format: • Numeric • Alpha

Assessment Data Grid Field Descriptions

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

Field	Information
Number/Alpha	Column identifier.
Column Header	Displays the column header from the 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
	• **Action on 'field name'**: Select the action to perform for the mapped database field. ◦ **Import Data** ◦ **Enter Date for All Students**: The selected date is applied to all students. • **Date Format:** Select the date format to be mapped for the import. • **Strip Leading Zeros**: Check the checkbox to indicate that the 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 are set up on Step 1. This field allows you to calculate a value for either Result or Proficiency.**.**
Green Check Mark	"Action on" and all required options have been set.
Red Exclamation Mark	Action item needs to be set.

Test Mapping

'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.

Assessment Center- Step 4 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 enables the user to verify data mappings for accuracy and make necessary adjustments before importing.

1. Run 'Save & Test' or 'Save & Batch Test' to validate mappings.
2. Resolve all errors and warnings before proceeding.

Test Mapping Field Descriptions

Field	Information

Update Options	• **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.
	  ○ 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	Displays a list of the batch test items, including the: • Report Title • Queued Time • Status The list can be filtered by entering a date range using the Start Date / End Date fields.
Save & Test / Save & Batch Test	One of these options must be selected before proceeding to Step 5: Import Data. Testing helps greatly reduce or even eliminate the need for cleanup actions after the assessment date file has been imported. It is recommended that you use the Save & Batch Test option when testing large files. The standard Save & Test process may time out because of the district's browser and router settings. Refer to the Batch Queue article for more information.

Test Mapping Example

A report displays a list of 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.

Test Mapping Example

Test Mapping Field Descriptions

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. • 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

Assessment Center - Step 5 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.

1. After successful testing, import the data using one of these options:
   - Import: Inserts new records if no match exists.
   - Replace: Updates existing records and removes unspecified data.
2. Use Batch Queue for large files to avoid timeouts. Filter results by date range if needed.

Import Data Field Descriptions

Field	Information

Update Options	Select an update option to import the assessment data.
	• **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.
	    ○ 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	Displays a list of the batch import items, including: • Report Title • Queued Time • Status The list can be filtered by entering a date range using the Start Date / End Date fields.
Save & Import / Save & Batch Import	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 the district's browser and router settings. Refer to the Batch Queue article for more information.