



Importing Assessment Scores from StudentInformation

Note: Assessment scores can be imported from StudentInformation only by users who have been assigned the DataMap - Assessment Admin role in StudentInformation.

Navigation: DataMap > Admin > Import Assessment Scores

1 On the **Import Assessment Scores** screen, in the **Source** drop-down list, select the source of the scores you want to import (you can import **State** or **Third Party** scores from StudentInformation).

2 In the **Assessment** drop-down list, select the assessment for which you want to import scores.

3 In the respective drop-down lists, select the **School Year** and **Period** for which you want to import scores.

Note: When a reporting period is not applicable for an assessment, the **Period** defaults to **Other**, and DataMap imports the scores based on the test date.

4 (Optional) Select the **Do not restrict student matching by school year** checkbox to ensure that all available assessment data is imported even if a student was not enrolled in the district and does not have history in StudentInformation for the school year in context.

5 (Conditional) In the **Choose Import Type** area, select **StudentInformation**. If the assessment scores you are importing can be imported only from StudentInformation, **StudentInformation** displays as the **Import Type**.

6 Click **Import**.

The screenshot shows the 'Import Assessment Scores' form with the following fields and callouts:

- 1** Source: Third Party
- 2** Assessment: PLAN
- 3** School Year: 2013-2014
- 4** Do not restrict student matching by school year.
- 5** Choose Import Type: File StudentInformation
- 6** Import

An **Import Status** message displays the total number of imported records.

Import Status:
All records are imported successfully!
Total number of records in the file - 350