



Importing Assessment Scores from VirtualClassroom

Note: All VirtualClassroom common assessments must be added to the VirtualClassroom District Library in order for them to be available for import into DataMap. In VirtualClassroom, on the **Settings** tab for the course containing the assessment, ensure that the **District course** checkbox is selected so that the assessment is automatically added to the VirtualClassroom District Library.

The screenshot shows the 'Course Settings' page in VirtualClassroom. The 'Name' field is 'Biology'. The 'Description' field contains the text: 'Emphasizes important biological concepts and principles common to all living organisms. Topics include the cell, genetics, physiology, evolution, and ecology.' The 'Options' section has two checkboxes: 'Hide on Dashboard' (unchecked) and 'District course' (checked). The 'Selected Color' is green. There is a row of color swatches: red, orange, yellow, green, light blue, dark blue, purple, and pink. An 'Update' button is at the bottom.

Note: Assessment scores can be imported from VirtualClassroom 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 **VirtualClassroom**.
- 2 In the **Assessment** drop-down list, select the VirtualClassroom common assessment for which you want to import scores.

The screenshot shows the 'Import Assessment Scores' screen. The 'Source' dropdown menu is set to 'VirtualClassroom'. The 'Assessment' dropdown menu is set to 'Biology Common Assessment'. Red circles with numbers 1 and 2 are next to the labels 'Source:' and 'Assessment:' respectively.

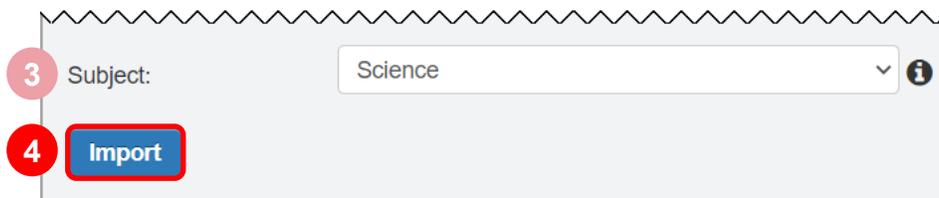
**see reverse side for more information*

3 (Conditional) If a **Subject** drop-down list displays, this means that one of the following scenarios applies to the assessment you selected in step 2:

- Some questions on the assessment are tied to multiple standards while other questions are not tied to any standards.
- Some questions on the assessment are tied to one standard while other questions are tied to a different standard.
- None of the questions on the assessment are tied to a standard.

Select a subject to which the overall questions should be linked.

4 Click **Import**.



A screenshot of a user interface form. On the left, a vertical line with a zigzag top edge separates the form from the rest of the page. A red circle with the number '3' is next to the text 'Subject:'. To the right is a dropdown menu with 'Science' selected and a downward arrow. A red circle with the number '4' is next to a blue button with the text 'Import'.

An **Import Status** message displays the total number of scores imported for the common assessment.

Import Status:

All records are imported successfully!

Total number of records in the file - 630