



DataMap Importing Assessment Scores from a File

Note: Assessment scores can be imported from a file 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**, **Third Party**, or **District** scores from a file).
- 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.

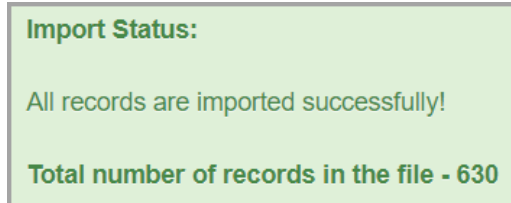
- 4 (Optional) Select the **Do not restrict student matching by school year** checkbox to ensure that all available assessment data is imported even if a student was not enrolled in the district and does not have history in StudentInformation for the school year in context.
- 5 (Conditional) If you are importing CogAT Form 7, CogAT Form 8, or IOWA Form E/F scores, select the appropriate **File Format** (**Fixed** or **Delimited**) from the drop-down list.
- 6 (Conditional) If the **Choose Import Type** area displays, select **File**.
- 7 Click **Choose File**, and locate the desired file.
- 8 Click **Import**.

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

- 1 Source: Third Party
- 2 Assessment: Iowa Form E/F
- 3 School Year: 2020-2021
- 4 Do not restrict student matching by school year. ⓘ
- 5 File Format: Delimited
- 7 Choose File No file chosen
- 8 Import

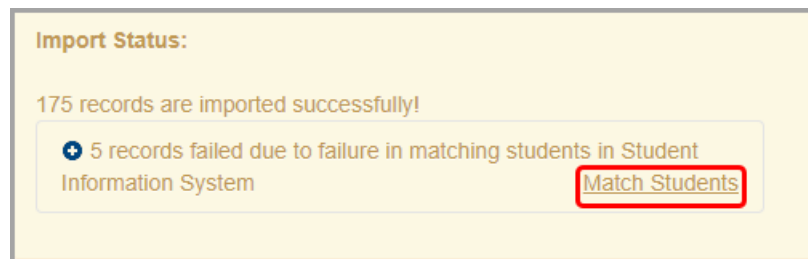
**see reverse side for more information*

The import process attempts to match students from the file to students in StudentInformation based on various criteria. If the import process is successful, an **Import Status** message displays the total number of records in the file.



Import Status:
All records are imported successfully!
Total number of records in the file - 630

Note: If DataMap cannot find a match for a student in StudentInformation when you import the scores, an **Import Status** message displays the number of records that were successfully imported and the number of unmatched students. You can click **Match Students** to attempt to match these students on the **Manage Unmatched Students** screen.



Import Status:
175 records are imported successfully!
+ 5 records failed due to failure in matching students in Student Information System [Match Students](#)