



Importing Assessment Scores from a Provider Website

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

Navigation: DataMap > Admin > Import Assessment Scores

You can import some assessments directly from the assessment provider's website. To use this import method, you need a username and password for the provider's website.

Note: Importing scores from some providers requires special instructions. In addition, the file you request may not be immediately available.

- 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 a provider website).
- 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 In the **Choose Import Type** area, select **Provider Website**.

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

- 1 Source: State
- 2 Assessment: OGT
- 3 School Year: 2020-2021
- 3 Period: Summer
- 4 Do not restrict student matching by school year. ?
- 5 Choose Import Type: File Provider Website

**see reverse side for more information*

- 6 In the appropriate fields, enter your **Customer ID Number** (AIMSweb and aimswebPlus only), **User Name**, and **Password** for the provider’s website.

Note: If you are importing Istation assessment scores, a **District Name** field and **Grade** drop-down list also display. In the **District Name** field, enter your district’s name. In the **Grade** drop-down list, select the grade level of the students whose scores you are importing.

- 7 Based on the third-party instructions for the scores you are importing, click **Request a file**, **Choose a file**, or **Import**.

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Note: If you selected **Request a file** in step 7, the file may not be immediately available. Wait the required amount of time for the third-party provider to provide the file. Then, repeat steps 1 through 7 and click **Choose a file**.

Once the file is available, the import process attempts to match students from the provider’s website 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