

**Only users with the DATAMAP – ASSESSMENT ADMIN role can edit and delete district assessments.**

## Editing District Assessments

Navigate to **DataMap > Admin > Manage District Assessments**.

- 1 In the **Assessment** drop-down list, select the district assessment you want to edit or for which you want to create a new template file for student scores.

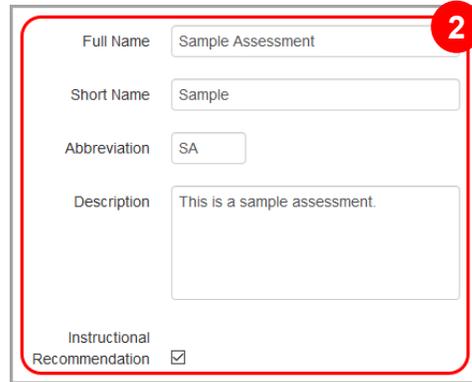
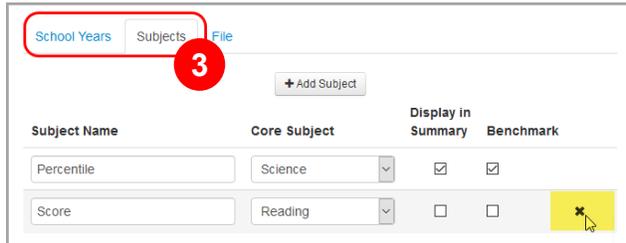
The edit version of the screen displays.

- 2 At the top of the screen, make any necessary edits to the assessment information.
- 3 On the **School Years** and **Subjects** tabs, make any edits as necessary.

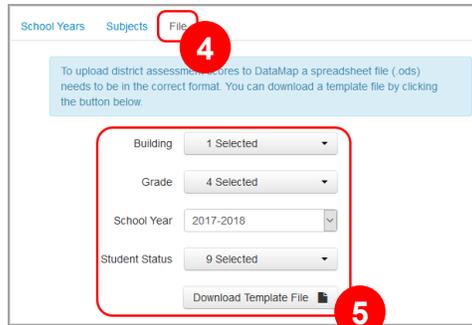
**Note:** On the **Subjects** tab, if you have not yet imported scores for this assessment, you can delete a subject by hovering your cursor over the subject name and clicking ✕.

- 4 Click the **File** tab.
- 5 Select the applicable options and click **Download Template File**. (Downloading a new template file ensures the inclusion of any students who have enrolled since the district assessment was last created or edited.)

- 6 Click **Save**.

Subject Name	Core Subject	Display in Summary	Benchmark
Percentile	Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Score	Reading	<input type="checkbox"/>	<input type="checkbox"/>



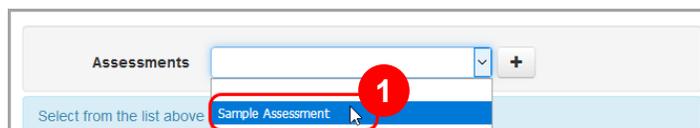
To upload district assessment scores to DataMap a spreadsheet file (.ods) needs to be in the correct format. You can download a template file by clicking the button below.

Building: 1 Selected  
 Grade: 4 Selected  
 School Year: 2017-2018  
 Student Status: 9 Selected  
 Download Template File

## Deleting District Assessments

**Note:** A district assessment can be deleted only if there are no scores associated with any of the subjects tied to the assessment.

- 1 In the **Assessment** drop-down list, select the district assessment you want to delete.



The edit version of the screen displays.

- 2 At the bottom of the screen, click **Delete**.

The screenshot shows the edit assessment interface. At the top, there are fields for 'Abbreviation' (containing 'SA') and 'Description' (containing 'This is a sample assessment.'). Below these is a checkbox for 'Instructional Recommendation' which is checked. A tabbed interface shows 'School Years', 'Subjects', and 'File' tabs. Under 'School Years', there is a table with columns 'School Year', 'Active', and 'RIMP Approved Assessment'. The table contains four rows of data for school years 2019-2020, 2018-2019, 2017-2018, and 2016-2017. At the bottom of the screen, there are three buttons: 'Delete', 'Save', and 'Cancel'. The 'Delete' button is highlighted with a red circle and a red '2' next to it.

School Year	Active	RIMP Approved Assessment
2019-2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2018-2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2017-2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016-2017	<input type="checkbox"/>	<input type="checkbox"/>

The **Delete Confirmation** window opens.

- 3 Select the **I am sure I want to delete these records** checkbox.
- 4 Click **Delete**.

The screenshot shows a 'Delete Confirmation' dialog box. The title is 'Delete Confirmation'. The main question is 'Are you sure you want to delete this assessment?'. Below this, there is a red box containing the text 'Sample Assessment' and 'Performing this delete operation will delete all associated records for the specified assessment. This action will not be recoverable by this system.' Below that is a blue box containing the text 'This assessment does not have any score for the associated subject(s)'. At the bottom, there is a checkbox labeled 'I am sure I want to delete these records.' which is checked. The 'Delete' button is highlighted with a red circle and a red '4' next to it. A red circle with a red '3' is next to the checkbox.