



## Importing Assessment Scores from StudentInformation

To import assessments into DataMap from StudentInformation, the assessments must first be imported into StudentInformation. Only users with the DATAMAP – ASSESSMENT ADMIN role can import scores from these assessments into DataMap.

You can import state or third-party assessment scores from StudentInformation into DataMap.

- State – AASCD, OST, and PARCC
- Third-Party – ACT, AP, ELA, GGG, KRA, KRA-L, OELPA, PLAN, PSAT, SAT-Reasoning, and SAT-Subject

**Note:** PLAN is not available for import after the 2013-2014 school year.

Navigate to **DataMap > Admin > Import Assessment Scores**.

- 1 Depending on the source of the assessment you want to import from StudentInformation, select either **State** or **Third Party** from the **Source** drop-down list.
- 2 Select the type of **Assessment** from the drop-down list.
- 3 From the **School Year** drop-down list, select the school year the assessment was taken.
- 4 (Optional) Select the **Do not restrict matching by school year** checkbox if you want to ensure all available assessment data is imported even if a student was not enrolled in the district and does not have a history in StudentInformation for the school year selected in step 3.
- 5 Select the testing **Period** in which the assessment was given from the drop-down list.
- 6 Click **Import**.

A confirmation message displays the number of records successfully imported into DataMap.

The screenshot shows the 'DataMap > Admin > Import Assessment Scores' form. It contains the following fields and options:

- Source:** A dropdown menu with 'State' selected. A red circle with the number '1' is next to it.
- Assessment:** A dropdown menu with 'OST' selected. A red circle with the number '2' is next to it.
- School Year:** A dropdown menu with '2018-2019' selected. A red circle with the number '3' is next to it.
- Do not restrict student matching by school year:** A checkbox that is currently unchecked. A red circle with the number '4' is next to it.
- Period:** A dropdown menu with 'Summer' selected. A red circle with the number '5' is next to it.
- Import Type:** A text field containing 'StudentInformation'.
- Import:** A blue button with white text. A red circle with the number '6' is next to it.