



Importing Assessment Scores from a File

Only users with the DATAMAP – ASSESSMENT ADMIN role can import assessment scores from a file into DataMap.

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

- 1 Select the **Source** from the drop-down list.
- 2 Select the **Assessment** type from the drop-down list.
- 3 From the **School Year** drop-down list, select the school year in which the assessment was taken.
- 4 (Optional) Select the **Do not restrict student matching by school year** checkbox if you want to ensure that all available assessment data will be imported even if a student was not enrolled in the district and does not have history in StudentInformation for the school year you selected in step 3.
- 5 Select the **Period** in which the assessment was given from the drop-down list.
- 6 (Conditional) If you are importing a file for the CogAT Form 7 or the Iowa E/F, select a **File Format** from the drop-down list. Your selection (**Delimited** or **Fixed Position**) is dependent upon which option you selected when the file was ordered/downloaded.
- 7 Click **Choose File** (or, if you are a browser other than Google Chrome, **Browse...**), and then select the appropriate file.
- 8 Click **Import**.

A success message displays.

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

- 1 Source: Third Party
- 2 Assessment: CogAT Form 7
- 3 School Year: 2018-2019
- 4 Do not restrict student matching by school year. ⓘ
- 5 Period: Other
- 6 File Format: Delimited
- 7 Choose File No file chosen
- 8 Import