

# Assessment User Guide for System Administrators

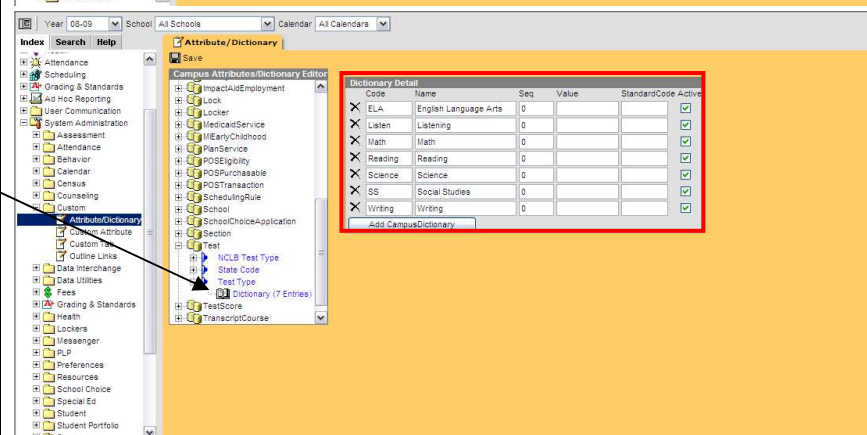
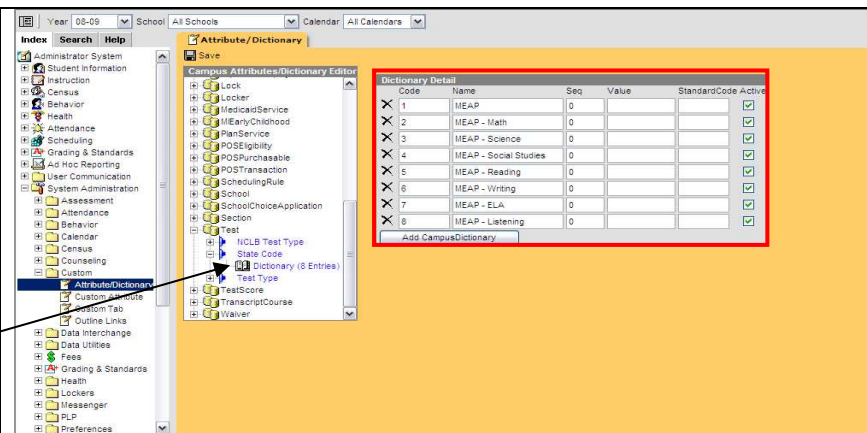
## Test Setup

### Custom Attributes

The Subject and State Code assessment fields in the Test tool are custom attributes. The System Administrator can add/modify custom elements in the Custom Attribute/Dictionary under the Test element.

1. *System Administration > Custom > Attribute Dictionary > Test>State Code > Dictionary*

2. *System Administration > Custom > Attribute Dictionary > Test>Test Type > Dictionary*

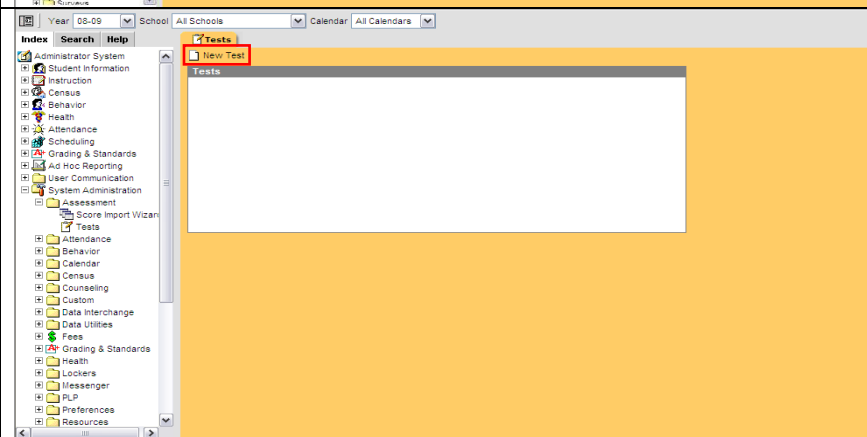


### Creating a New Test Structure

The test structure defines the way the individual test scores will display on a student's Assessment tab.

To create a new test go to *System Administration > Assessment > Tests* and click on **New Test**.

Note: Organize the test by creating a parent structure for composite score(s) if necessary and child sections for subset scores.



1. Create a new parent test.
  - a. Enter the **Name** of the test.
  - b. The **Parent Test** field needs to have (no parent) selected.
  - c. Enter the district or school defined **Code** (i.e. MME 08).
  - d. Select the school **Year** in which the test was completed.
  - e. Select the **Test Grade Level**.
  - f. Select the **Test Type** that best classifies the test. If it is a State Test then select the **State Code** defined by the state and added to the Custom Attribute/Dictionary.
  - g. Put a check in the box next to **Display in Transcripts**.
  - h. Click **Save**.

The screenshot shows a web-based application interface for creating a new parent test. The interface is divided into several sections:

- Navigation Tree (Left):** A list of system modules including Administrator System, Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Grading & Standards, Ad Hoc Reporting, User Communication, System Administration, Assessment, and Score Import Wizard. The 'Tests' module is currently selected.
- Top Bar:** Contains dropdown menus for 'Year' (set to 08-09), 'School' (set to All Schools), and 'Calendar' (set to All Calendars).
- Main Form Area (Right):** Titled 'New Test', it contains a 'Test Detail' form with the following fields:
  - Name:** MME
  - Parent Test:** (no parent)
  - Code:** MME 08
  - Subject:** (dropdown menu)
  - Year:** 07-08
  - Test Grade Level:** 11: Eleventh Grade
  - Alternate Assessment:** (dropdown menu)
  - NCLB Test Type:** (dropdown menu)
  - NCLB Test Type Other comments:** (text input field)
  - Start Date:** (calendar icon)
  - End Date:** (calendar icon)
  - Test Type:** Radio buttons for District Test, State Test (selected), and National Test.
  - State Code:** 1: MEAP
  - National Test:** Checkboxes for ACT, PSAT, SAT, and SAT2.
  - Display Options:** Checkboxes for Display in Portal, Display in Transcripts (checked), Scale Score, and Result.
  - Score Fields:** A section titled 'Select the score fields you want to use:' with checkboxes for Date, Scale Score, Raw Score, Reason Code, Received Accommodation, Percentile, Percent, Normal Curve Equivalent, Result, and Invalid.

2. Create a new subtest (child) under the parent.
  - a. Click on **New Test**.
  - b. Enter a **Name** for the test (i.e. ELA).
  - c. Select the **Parent Test** from the list that was created in step 1.
  - d. Enter the district or school defined **Code**.
  - e. Select the **Subject** in which the test should be categorized.
  - f. Select the **Test Grade Level**.
  - g. Select the **Test Type** that best classifies the test. If it is a State Test then select the **State Code** (i.e. MEAP – ELA).
  - h. Choose whether or not to display test scores on a student’s transcript and/or portal account by placing a check in the appropriate boxes.
  - i. Place a check in the **Scale Score** and **Result** checkboxes as options for scoring and displaying on the students Assessment tabs.
  
3. Repeat this process for any additional subtests (i.e. Math, Science, and etc...).

The top screenshot shows the 'New Test' dialog box. The 'Name' field is highlighted in yellow and contains 'ELA'. The 'Parent Test' dropdown is set to '-JMME 08 JMME'. The 'Code' field contains 'JMME 08' and the 'Subject' dropdown is set to 'English Language Arts'. The 'Test Grade Level' dropdown is set to '11: Eleventh Grade'. The 'Alternate Assessment' dropdown is set to 'NCLB Test Type'. The 'Start Date' and 'End Date' fields are empty. The 'Test Type' section has 'State Test' selected. The 'NCLB Test Type' section has '7: MEAP - ELA' selected. The 'Display in Portal' and 'Display in Transcripts' checkboxes are checked. The 'Scale Score' and 'Result' checkboxes are also checked.

The bottom screenshot shows the 'Test Detail' configuration page. The 'Test Type' section has 'State Test' selected. The 'NCLB Test Type' section has '7: MEAP - ELA' selected. The 'Display in Portal' and 'Display in Transcripts' checkboxes are checked. The 'Scale Score' and 'Result' checkboxes are also checked. The 'Result Statuses' table is visible at the bottom.

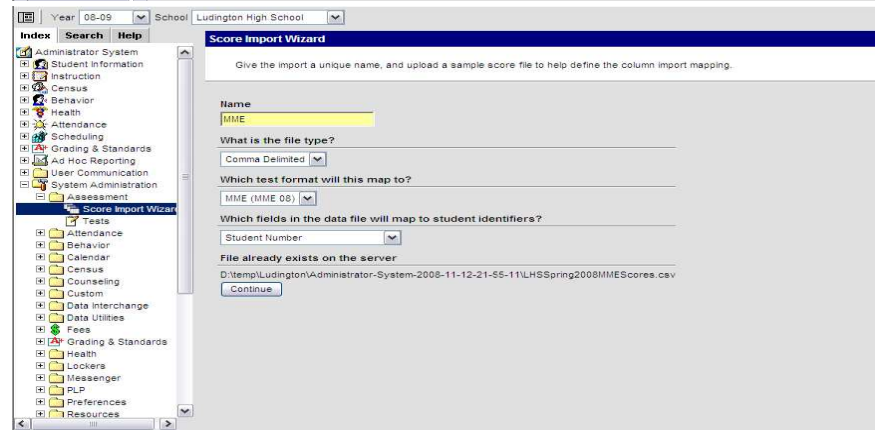
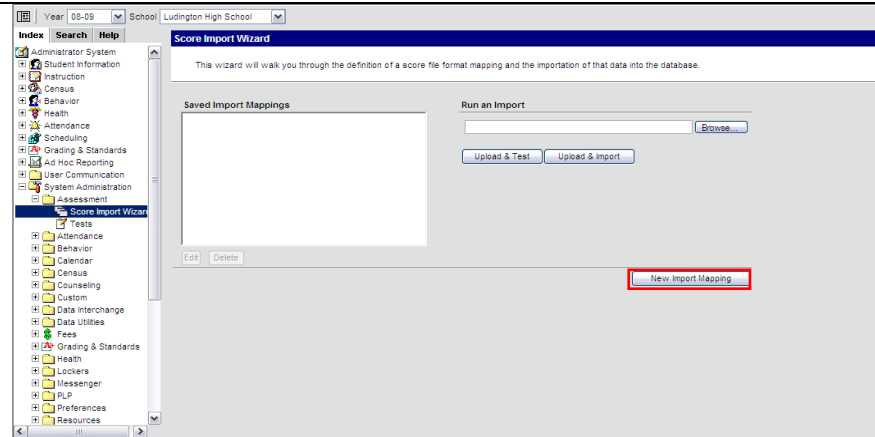
Value	Result Code	Label	Passing Score
4	4	Advanced	<input checked="" type="checkbox"/>
3	3	Proficient	<input checked="" type="checkbox"/>
2	2	Partially Proficient	<input type="checkbox"/>
1	1	Not Proficient	<input type="checkbox"/>

Note: If a spreadsheet or flat file does not have test score results defined, the user may define these by using the Result Statuses editor. For these to appear for selection on the student Assessment tab, the Result checkbox must be flagged.

## Score Import Wizard

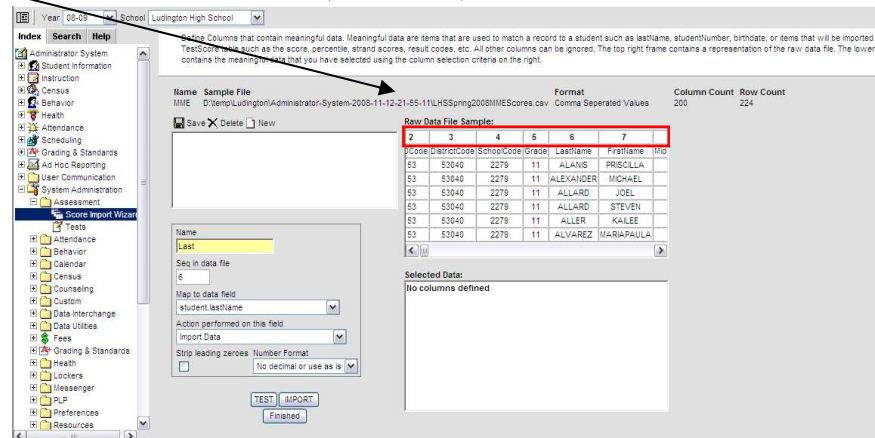
The Score Import Wizard allows districts to import student test scores from external testing agencies in Campus.

1. Navigate to the Score Import Wizard. *System Administration > Assessment > Score Import Wizard*
2. Click on **New Import Mapping**.
3. Enter the **Name** and **File Type**.
4. Map the import file to the test structure created earlier in this guide.
5. Select the identifier to be used to map test scores to students in Campus (i.e. Student Number).
6. Set the import file by clicking **Browse** and locating it.
7. Click **Upload & Continue**.
8. Click **New**.
9. Enter a **Name** for the column.
10. Locate the bolded column number from the **Raw Data File Sample** display frame that identifies the column to be mapped. Enter the column number in the **Seq in Data File** field.
11. Select the Campus field to which the column's data should be mapped from the **Map to data field** dropdown list.
12. Select the type of mapping action to be performed on this column from the **Action performed on this field** dropdown list.
13. Place a check in the **Strip leading zeroes** checkbox if the column's data imported to Campus should exclude all zeroes that precede the actual values.



Note: The student identifier (state ID, student number, person ID, etc. from step 5) must exist as a column within the import file, must be mapped to the same type of data field, and must have the **Match to student data** option selected.

The file that is being imported should be saved as a comma-separated, tab-delimited or fixed-width file (i.e. .csv, .txt).



14. Define a Number Format as necessary for decimals.
15. Click the **Save** button to save that column's record. Saved columns will appear as previews in the **Selected Data** display frame.
16. Add additional columns as necessary.
17. Review the data to be imported by clicking on the **Test** button. Potential warnings and issues will display.
18. Import the data by clicking on the **Import** button.
19. Click the **Finished** button when done.
20. Verify that assessment info has imported by navigating to *Student Information > General > Assessments* tab of a student whose data should have imported.

The screenshot shows the 'Score Import Wizard' interface. The 'Name' field is 'MME' and the 'Sample File' is 'D:\temp\Ludington\Administrator-System-2008-11-12-21-55-11\HS\Spring2008\MMEScores.csv'. The 'Format' is 'Comma Separated Values'. The 'Column Count' is 200 and the 'Row Count' is 224. Below this, there are two tables: 'Raw Data File Sample' and 'Selected Data'.

Test Cycle	1	2	3	4	5
Spring 2008 MME FY 2007	53	53040	2279	11	
Spring 2008 MME FY 2007	53	53040	2279	11	A
Spring 2008 MME FY 2007	53	53040	2279	11	
Spring 2008 MME FY 2007	53	53040	2279	11	
Spring 2008 MME FY 2007	53	53040	2279	11	
Spring 2005 MME FY 2007	53	53040	2279	11	

Last	Firat	UNC	Math_SS	MME
ALANS	PRISCELLA	0548455173	1122	
ALEXANDER	MICHAEL	4963131016	1144	
ALLARD	JOEL	530452081	1004	
ALLARD	STEVEN	214459298	1105	
ALLER	KALEE	9557810245	1118	
ALVAREZ	MARIA PAULA	8926368223	1108	

The bottom part of the screenshot shows the 'Student Information' > 'Assessments' tab for a student. It displays a list of test scores for 'MME (MME 08)'. The 'Test Score Detail' section shows the following data:

Subject	Scale Score	Result
ELA	1057	
Listening	0	
Math	1122	
Reading	1080	
Science	1102	
Social Studies	1110	
Writing		

Note: An import may be run more than once; however, a new record will be added to the student's Assessment tab each time the import is run. Repeating the same data import is not recommended within a State Edition for synchronization purposes.

### Reusing a Saved Import

When an import has been mapped and the columns have been properly defined, that import is saved. This allows districts to easily apply the format to future imports.

1. Select the saved import template to reuse.
2. Locate the import by clicking **Browse**.
3. Test the import by clicking **Upload & Test**.
4. Perform the import by clicking **Upload & Import**.

The screenshot shows the 'Run an Import' screen of the 'Score Import Wizard'. It displays a 'Saved Import Mappings' list with 'MME' selected. The 'Run an Import' section shows the file path 'L:\IC\Assessments\LHS\Spring2008\MMEScores.csv' and two buttons: 'Upload & Test' and 'Upload & Import'. There is also an 'Edit' button for the selected mapping and a 'New Import Mapping' button at the bottom right.

Note: To reuse an import format, the user should verify that the testing agency has not changed the layout of the data columns. If the columns have been changed, the format may be modified by clicking the **Edit** button.