

## Civics Test Recording in Infinite Campus

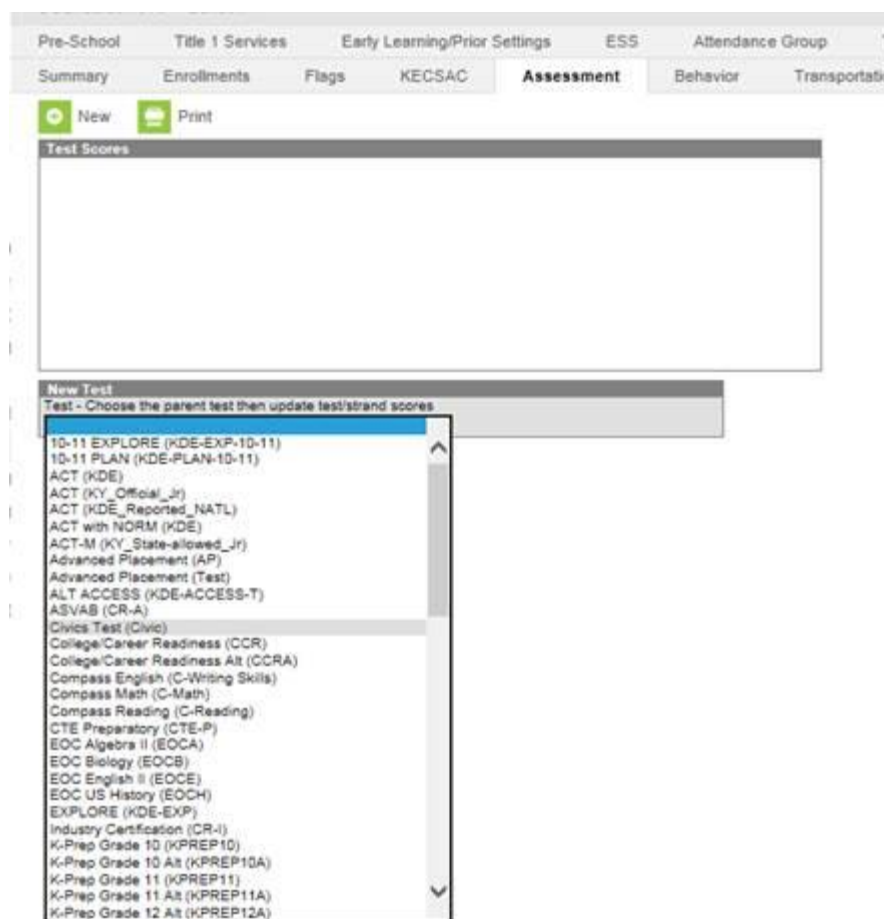
Follow the directions below to enter student results of the Civics Test in Infinite Campus manually by individual student and through batch loading. Results are recorded solely for students who have successfully met the Civics Test requirement of scoring a 60% or higher or students identified on the alternate diploma track.

### Manual Entry:

For a general overview of this process that is not specific to the Civics Test, Campus Community has [documentation](#) and a [brief video](#) for this process.

In order to manually enter the Civics Test, follow the directions below:

- Access the “Assessment Tab” in Infinite Campus under Student Information>General.
- Click on “New” and select “Civics Test” from the drop list.



- Enter the date the student passed the Civics Test.
- Disregard the drop down menu for “Proficiency Level” and leave it blank.
- Under “Result” select “Yes: Met Requirements.”
- Select the green “Save” button toward the top of the screen to save the record.

|                               |             |                  |            |                 |                         |                  |                      |                   |            |                  |
|-------------------------------|-------------|------------------|------------|-----------------|-------------------------|------------------|----------------------|-------------------|------------|------------------|
| Fees                          | Lockers     | Graduation       | Athletics  | AdHoc Letters   | Waiver                  | Records Transfer | Gifted & Talented    | FRYSC             | Pre-School | Title 1 Services |
| Early Learning/Prior Settings | ESS         | Attendance Group | TEDS       | Report Comments | Restraint and Seclusion | Contact Log      | Intervention/Vendors |                   |            |                  |
| Summary                       | Enrollments | Schedule         | Attendance | Flags           | Grades                  | Transcript       | Credit Summary       | <b>Assessment</b> | Behavior   | Transportation   |

New Save Delete Print

**Test Scores**

- EOC Biology (EOCB) 05/15/2015

**Test Score Detail**

**Civics Test**

Date: 08/24/2017

Proficiency Level:

Result: Yes: Met Requirements

Comments:

Note:

- This method allows the district or school to pull data only on students who have **passed** the Civics Test.
- For a student on track for an alternate diploma, the user would enter “Yes: Met Requirements” when manually entering the data.

This is how the test will look once it has been saved.

|               |             |                  |                   |       |            |                  |                               |                   |          |
|---------------|-------------|------------------|-------------------|-------|------------|------------------|-------------------------------|-------------------|----------|
| AdHoc Letters | Waiver      | Records Transfer | Gifted & Talented | FRYSC | Pre-School | Title 1 Services | Early Learning/Prior Settings |                   |          |
| Summary       | Enrollments | Schedule         | Attendance        | Flags | Grades     | Transcript       | Credit Summary                | <b>Assessment</b> | Behavior |

New Print

**Test Scores**

- Civics Test (Civic) 08/24/2017
- EOC Biology (EOCB) 05/15/2015

## Batch Importing Assessments:

Scores can also be entered using the Score Import Wizard in the Assessment module. For a general overview of this process that is not specific to the Civics Test, the following resources are available for this method of entering scores:

- Mapping data file fields to existing test structure [documentation](#) and [video](#)
- Import assessment score data [documentation](#) and [video](#)

## Batch Import Report Requirements

When batch loading data into Infinite Campus, the report must contain the following information in order to meet the minimum requirements needed to upload batch assessments to Infinite Campus:

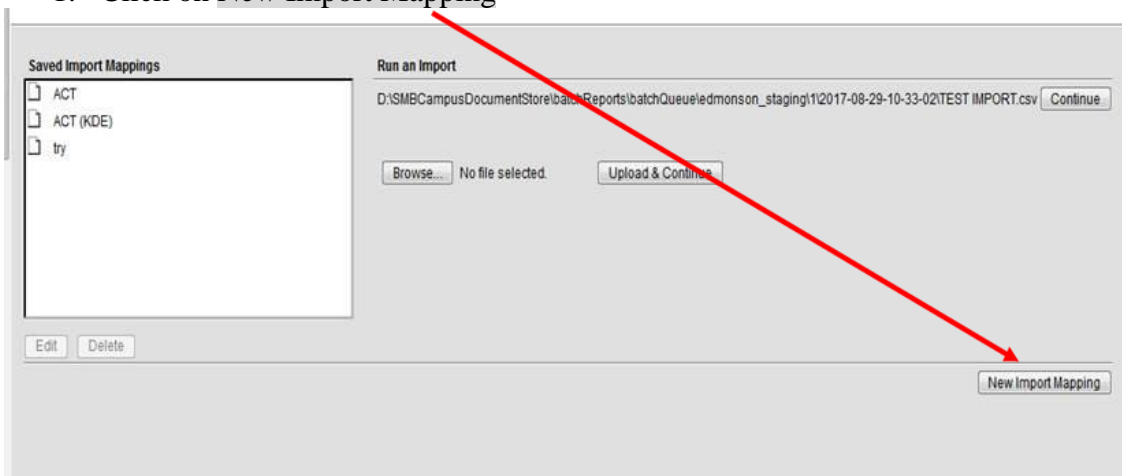
- Student Last Name
- State student ID- 10 digit number
- Test Date
  - dd/mm/yyyy
- District Number
- School ID Number
- Test Results:
  - Report must state “Yes” to indicate passage of the Civics Test.
  - The report should only contain the information for those students who have passed the test.

*Note: When batch importing data from different implementation platforms such as iDriveDigital.com, the downloadable report (i.e. “Report Export”) obtained from the site may need to be edited to include some of the required information prior to executing the batch import process.*

## Batch Import in Infinite Campus

To create a saved import mapping that will be used to load scores:

1. Click on **New Import Mapping**



## 2. Fill out the Test Import as directed below

Give the import a unique name, and upload a sample score file to help define the column import mapping.

The screenshot shows a web form for configuring a test import. It includes the following sections:

- Name:** A text input field.
- What is the file type?:** A dropdown menu with "Fixed Width" selected.
- Which test format will this map to?:** A dropdown menu.
- Which fields in the data file will map to student identifiers?:** A dropdown menu.
- Does the source file have a header row?:** A checkbox labeled "Source File Includes Header:" which is currently unchecked.
- Please select the scope of the source file:** A dropdown menu.
- Upload a sample file:** A section containing a "Browse..." button, the text "No file selected.", and an "Upload & Continue" button.

Fill out the above box as noted below.

1. Name – We suggest: **Civics Test**
2. What is the File Type? – Choose: **TAB Delimited or Comma Delimited**
3. Which test format will this Map to?: **Civics Test (Civic)**
4. Which field in the data file will map to student identifiers? Choose – **State ID**
5. Check box to include a header row in your file
6. Please select the scope of the source file:
  - a. Choose: **One District, One School** – if there is only one High School in the District
  - b. Choose: **One District, Multiple Schools** – if there are multiple High Schools in the District



This box will appear

The screenshot shows a web-based configuration interface for importing test data. At the top, there is a header with 'Name' and 'Sample File' fields. Below this is a toolbar with 'Save', 'Delete', and 'New' icons. A large empty rectangular box is present. The main configuration area includes fields for 'Name', 'Seq in data file', 'Map to data field', 'Action performed on this field', and 'Strip leading zeros'. There are also radio buttons for 'Update Options' and 'Import Mode', and a dropdown for 'Output Format'. At the bottom, there are buttons for 'Test', 'Batch Test', and 'Finished'.

The fields that are required to import into Infinite Campus are **SSID, Date, Last Name, Test Result (YES), School ID**

1. Add the appropriate Name in the Name box
2. Note the sequence of the field in the raw data file and enter it here

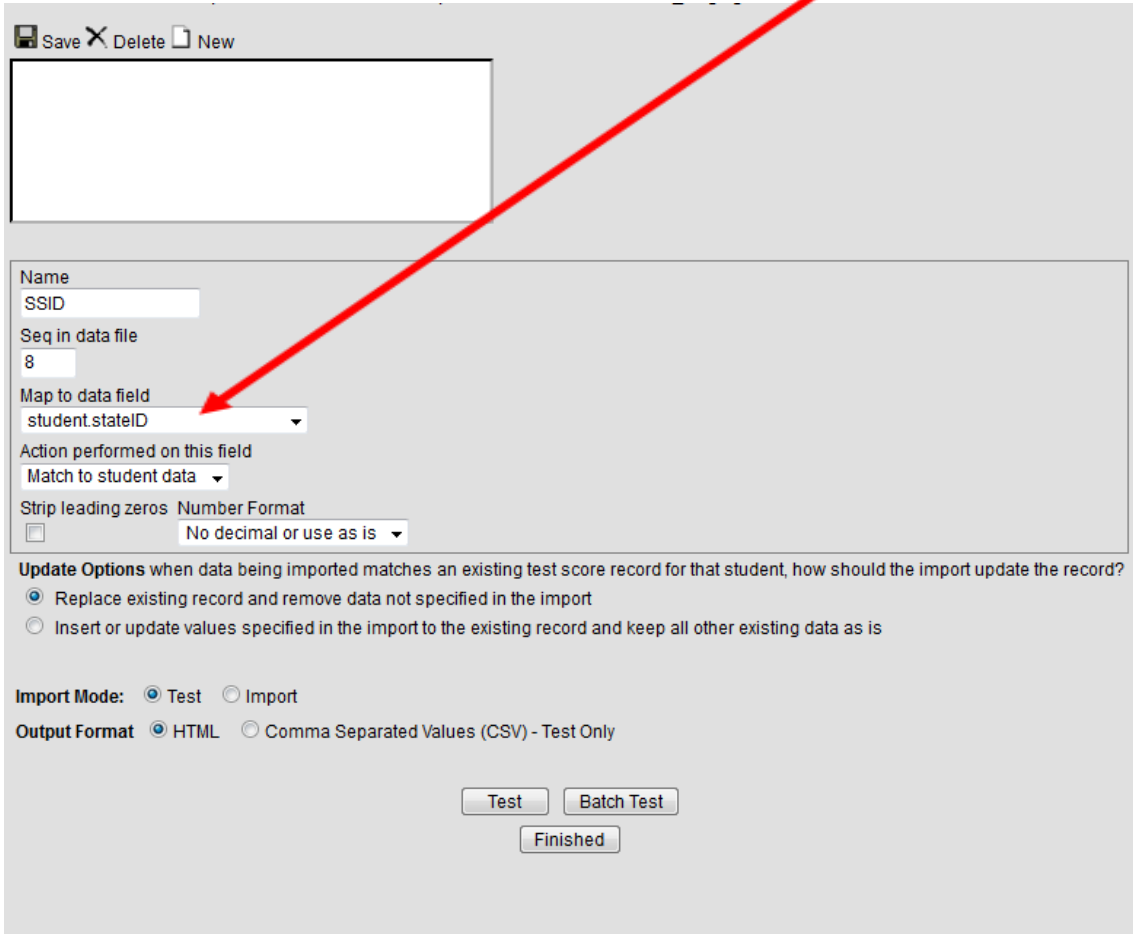
**Raw Data File Sample:**

| 7          | 8          | 9          | 10           | 11   | 12   |
|------------|------------|------------|--------------|------|------|
| award_date | SSID       | Test Date  | Test Results | Dist | schl |
| 5/10/2016  | 4057004507 | 06/10/2017 | Yes          | 454  | 000  |

3. [Continuation of step 2]
4. Map to the appropriate data field
5. Choose the date format (For the date field only)
6. Choose the action to perform on this field
7. Click **Save**

Repeat for each of the above field names. Note the specific data field where each field name is mapped to.

## Adding SSID



Save X Delete New

Name  
SSID

Seq in data file  
8

Map to data field  
student.stateID

Action performed on this field  
Match to student data

Strip leading zeros  Number Format  
No decimal or use as is

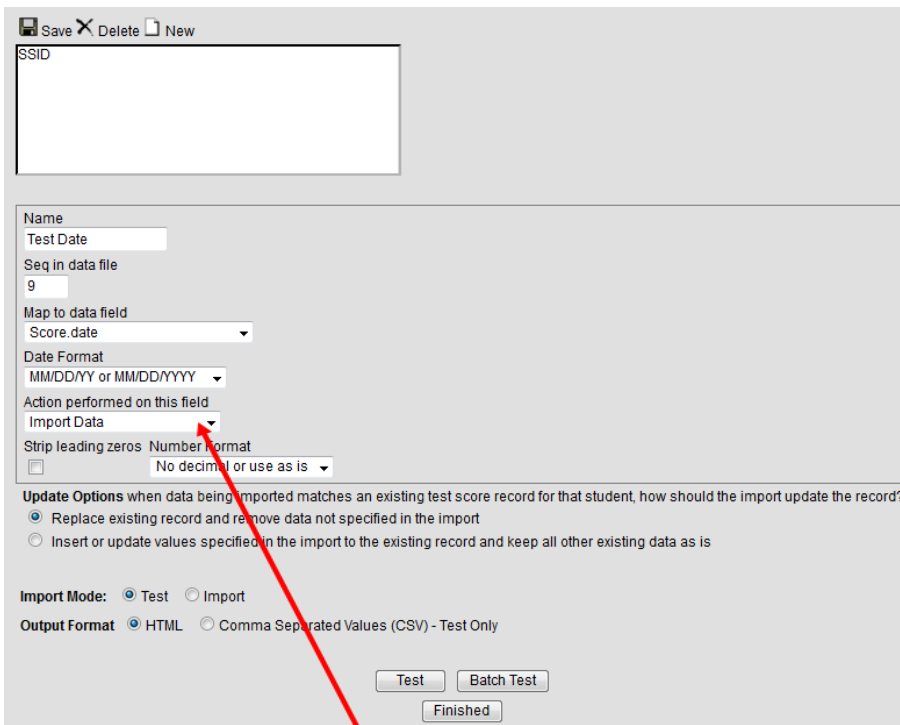
**Update Options** when data being imported matches an existing test score record for that student, how should the import update the record?  
 Replace existing record and remove data not specified in the import  
 Insert or update values specified in the import to the existing record and keep all other existing data as is

**Import Mode:**  Test  Import

**Output Format**  HTML  Comma Separated Values (CSV) - Test Only

Test Batch Test  
Finished

## Adding test Date



Save X Delete New

SSID

Name  
Test Date

Seq in data file  
9

Map to data field  
Score.date

Date Format  
MM/DD/YY or MM/DD/YYYY

Action performed on this field  
Import Data

Strip leading zeros  Number Format  
No decimal or use as is

**Update Options** when data being imported matches an existing test score record for that student, how should the import update the record?  
 Replace existing record and remove data not specified in the import  
 Insert or update values specified in the import to the existing record and keep all other existing data as is

**Import Mode:**  Test  Import

**Output Format**  HTML  Comma Separated Values (CSV) - Test Only

Test Batch Test  
Finished

If your date fields are not in the proper format you will receive this message (Note: there are multiple date format options available when you click on the drop down arrow)

**Raw Data File Sample:**

| 7          | 8          | 9          | 10               | 11   | 12   |
|------------|------------|------------|------------------|------|------|
| award_date | SSID       | Test Date  | Test Results     | Dist | schl |
| 5/12/2016  | [REDACTED] | 08/24/2017 | Yes              | 151  | 060  |
| 9/29/2016  | [REDACTED] | 08/28/2017 | Yes              | 151  | 060  |
| 5/10/2016  | [REDACTED] | 8/15/2017  |                  | 151  | 060  |
| 5/13/2016  | [REDACTED] | 8/8/2017   | Met Requirements | 151  | 060  |
| 10/23/2016 | [REDACTED] | 08/15/2017 |                  | 151  | 060  |
| 7/7/2016   | [REDACTED] | 08/15/2017 | Met Requirements | 151  | 060  |

**Selected Data:**

| SSID       | Test Date             | Last Name  | Test Results     |
|------------|-----------------------|------------|------------------|
| [REDACTED] | <invalid date format> | [REDACTED] | Yes              |
| [REDACTED] | <invalid date format> | [REDACTED] | Yes              |
| [REDACTED] | <invalid date format> | [REDACTED] |                  |
| [REDACTED] | <invalid date format> | [REDACTED] | Met Requirements |
| [REDACTED] | <invalid date format> | [REDACTED] |                  |
| [REDACTED] | <invalid date format> | [REDACTED] | Met Requirements |
| [REDACTED] | <invalid date format> | [REDACTED] |                  |

### Adding Last Name

Save X Delete New

SSID  
Test Date

---

Name  
Last Name

Seq in data file  
2

Map to data field  
student.lastName

Action performed on this field  
Match to student data

Strip leading zeros Number Format  
 No decimal or use as is

**Update Options** when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import  
 Insert or update values specified in the import to the existing record and keep all other existing data as is

**Import Mode:**  Test  Import

**Output Format**  HTML  Comma Separated Values (CSV) - Test Only

Test Batch Test  
Finished



## Adding Test Results

Save Delete New

Last Name  
SSID  
Test Date

Name  
Test Results

Seq in data file  
10

Map to data field  
Score.result

Action performed on this field  
Import Data

Strip leading zeros Number Format  
 No decimal or use as is

**Update Options** when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import  
 Insert or update values specified in the import to the existing record and keep all other existing data as is

**Import Mode:**  Test  Import

**Output Format**  HTML  Comma Separated Values (CSV) - Test Only

Test Batch Test  
Finished

## Adding School

Save Delete New

Last Name  
SSID  
Test Date  
Test Results

Name  
School

Seq in data file  
12

Map to data field  
Score.schoolID

Action performed on this field  
Import Data

Strip leading zeros Number Format  
 No decimal or use as is

**Update Options** when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import  
 Insert or update values specified in the import to the existing record and keep all other existing data as is

**Import Mode:**  Test  Import

**Output Format**  HTML  Comma Separated Values (CSV) - Test Only

Test Batch Test  
Finished

To import the file you have created:

Name      Sample File  
Civics Test    D:\SMB\CampusDocumentStore\batchReports\batchQueue\edmonson\_staging\1\2017-08-29-11-41-30\TEST IMPORT.csv

New

|              |
|--------------|
| Last Name    |
| School       |
| SSID         |
| Test Date    |
| Test Results |

Update Options when data being imported matches an existing test score record for that student, how should the import update the record?

Replace existing record and remove data not specified in the import

Insert or update values specified in the import to the existing record and keep all other existing data as is

Import Mode:     Test     Import

Import    Batch Import

Finished

1. Select Insert or update values specified ...
2. **Import Mode:** select Import
3. Then click on the **Import** button

Note:

- This method allows the district or school to pull data only on students who have **passed** the Civics Test.
- For a student on track for an alternate diploma, the user would batch upload a document that contains this information. The uploaded report is required to include SSID, Date, Last Name, Test Result (YES) and School ID.