

Copy Assessments Tool

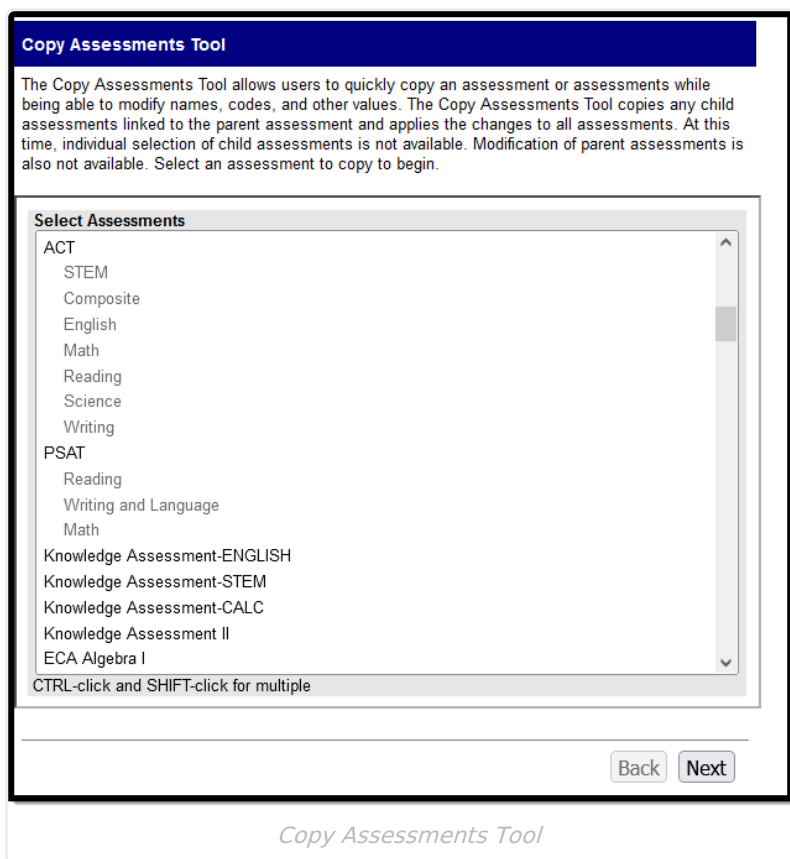
Last Modified on 10/22/2022 9:35 am CDT

[Copy an Assessment](#) | [User Options in District Versus State Edition](#)

Classic Path: [Assessment](#) > [Test Setup](#) > [Copy Assessments](#)

Search Terms: [Copy Assessments](#)

The Copy Assessments tool allows users to copy or modify assessments en masse. Once an assessment is copied, users can modify portions of the copied test or subtests, such as names, dates, and subjects. This tool copies any child assessments linked to the parent assessment and applies any changes made to all assessments under that parent.



Copy an Assessment

The following steps outline the process of copying and modifying an assessment.

1. Select the **Assessment(s)** that should be copied. Multiple assessments can be selected using the CTRL and SHIFT keys. Assessments are sorted by End Year or Alphabetically, based on state procedure.

When selecting an assessment to copy, all child tests will also be copied and modified.

Individual child assessments cannot be copied and will appear in grey text. Users can move between screens of the tool without saving. Selections and text entered will remain as long as the user stays within the Copy Assessments tab. Click **Back** at any point to return to the previous screen.

Copy Assessments Tool

The Copy Assessments Tool allows users to quickly copy an assessment or assessments while being able to modify names, codes, and other values. The Copy Assessments Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Select an assessment to copy to begin.

Select Assessments

- ACT
- STEM
- Composite
- English
- Math
- Reading
- Science
- Writing
- PSAT
- Reading
- Writing and Language
- Math
- Knowledge Assessment-ENGLISH
- Knowledge Assessment-STEM
- Knowledge Assessment-CALC
- Knowledge Assessment II
- ECA Algebra I

CTRL-click and SHIFT-click for multiple

Back
Next

2. Click **Next** to go to the non-field modification screen of the wizard.

Copy Assessments Tool

The Copy Assessment Tool allows users to quickly copy an assessment or assessments while being able to modify names, codes, and other values. The Copy Assessment Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Check the box next to a field to change the value of the field from the copied value. Leaving a box unchecked preserves the original copy value.

Please select the field(s) that you wish to modify

<input type="checkbox"/> Subject <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> End Year <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>
<input type="checkbox"/> Start Date	<input type="checkbox"/> End Date
<input type="checkbox"/> Grade Level <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> NCLB Type <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>
<input type="checkbox"/> Assessment Type <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>	<input type="checkbox"/> Standard Type <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>
<div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> Please note, if you adjust the assessment type to ALT, you must assign a standards type. </div>	<input type="checkbox"/> Achievement Standards <div style="border: 1px solid #ccc; width: 100%; height: 20px; margin-top: 5px;"></div>

3. Mark the checkboxes next to the fields that should be different between the original test and the copy. Marking checkboxes will make the dropdown lists available for selection. If a checkbox is marked for a field, a value must be selected or entered to move to the next screen.

If you adjust the Assessment Type to 'ALT', you must assign a Standard Type.

4. Click **Next** to go to the text field modification screen of the tool.

Copy Assessments Tool

The Copy Assessment Tool allows users to quickly copy assessments and modify names, codes, and other values. The Copy Assessment Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Use the find and replace to assign changes to the Name or Code fields. The current name and code of each assessment is displayed.

	Name	Code
Find	<input type="text"/>	<input type="text"/>
Replace	<input type="text"/>	<input type="text"/>

Name	Code
PSAT	NMQT
Reading	
Math	
Writing and Language	

5. Enter the full **Name** and/or **Code** or portions of each that will be replaced in the **Find** fields. Enter the new values in the **Replace** fields. Only the text entered in the Find fields will be replaced. Click **Replace** to change the Name and/or Code or **Undo** to reverse the replacement.

If the **Name** of a test is not modified, a suffix of **_COPY** will be added following the name.

6. Click **Next** to go to the Final Review screen wizard.

Copy Assessments Tool

The Copy Assessment Tool allows users to quickly copy an assessment or assessments while being able to modify names, codes, and other values. The Copy Assessment Tool copies any child assessments linked to the parent assessment and applies the changes to all assessments. At this time, individual selection of child assessments is not available. Modification of parent assessments is also not available. Preview changes before creating the assessments.

New Names and Codes of Assessments:

PSAT_COPY (Code: NMQT)
 Reading_COPY (Code:)
 Math_COPY (Code:)
 Writing and Language_COPY (Code:)

The following fields will be updated as follows along with the text values changed on the previous page:

Click 'Finish' to create these assessments.

7. Review the changed information to make sure it is correct and then click **Finish** to complete the copy process. A message will appear indicating that the tests have been successfully copied. The copied assessments will then appear in the Copy Assessments list and in the [Test Setup](#) tool.

Test Result Statuses ([District or State](#)), [Proficiency Levels](#) and [Achievement Standards](#) must be created and aligned outside of this workflow.

User Options in District Versus State Edition

The following considerations apply to users within a State Edition of Campus (Kentucky, Maine, Montana and South Dakota)

- State Edition districts cannot copy tests published by the state. If no other type of tests exists, the Test Selection screen may appear empty.
- Non-State Edition districts cannot modify tests marked as "state tests."

BIE users will see State and State Code options since BIE schools are in many states.

