

CPR

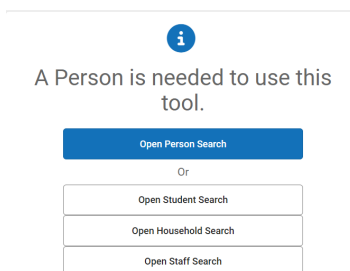
05/04/2026 3:34 pm EDT

Adding CPR Results Manually

Use the steps below to add a CPR result for an individual student.

Navigation: Menu > Student Information > General > Assessment

1. **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open Assessment tool. If a student was already selected, the Assessment tool will open automatically.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

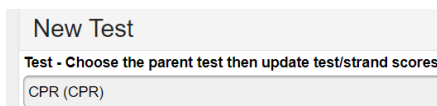
Open Household Search

Open Staff Search

2. Click **New**.



3. Choose **CPR (CPR)** from the test dropdown.



New Test

Test - Choose the parent test then update test/strand scores

CPR (CPR)

4. Enter the **Date** in MM/DD/YYYY format.
5. Choose **P: Pass** from the Result dropdown.
6. Enter the **Testing School**.
7. Click **Save**.

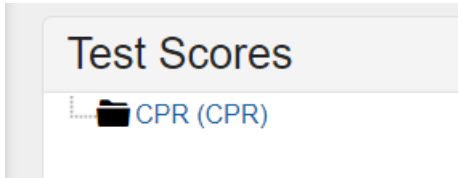
CPR

Date
12/12/2024

Result
P: Pass

Testing School
Harrison High School

The CPR assessment will now be listed in the Test Scores section of the Assessment tool.



Import Assessments

Use the steps below to import CPR results for a group of students. Users must have the appropriate tool rights to import assessments.

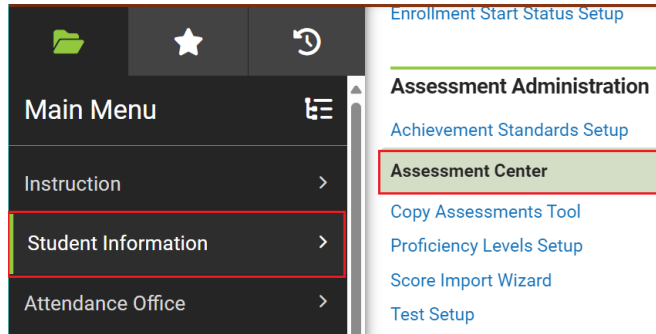
Before importing, ensure the file using for import has the appropriate fields and is saved in a **CSV** (Comma Separated Value) format.

Fields that must be included:

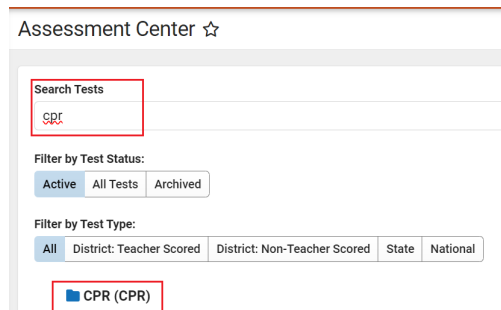
State ID
Student Last Name
Student First Name
score.date - in MM/DD/YYYY format
score.result - P
score.testing school - ##### where the first three digits are the district number, and the last three digits are the school number

If the file has more fields that what is listed above, that is okay. The mapping process will only map the fields that are needed in the assessment.

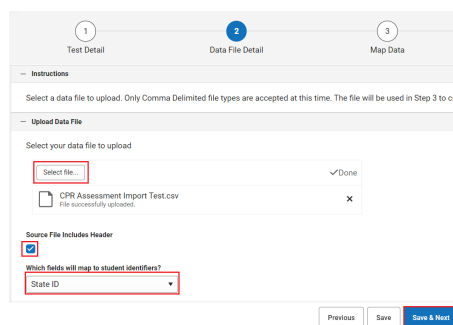
Navigation: Menu > Student Information > Assessment Administration > Assessment Center



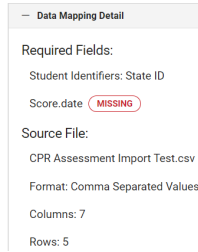
1. Search for **CPR** in the Search Tests field.
2. Select **CPR (CPR)**.



3. Verify the information for the test detail is for the CPR assessment. (**do not change any details**), then click **Save & Next** to continue to the next step.
4. Click the **Select file** button and locate the **CSV** file with the assessment data. (see note above about required fields).
5. Check the box for **Source File Includes Header**.
6. Choose **State ID** from the dropdown for which fields will map to student identifiers.
7. Select the **File Orientation** based on the data provided in the file.
8. Click **Save & Next** to continue to the next step.



9. Review the Data mapping details for the required fields or for any errors. If required fields are listed as missing, the format of the fields may need to be corrected in the data columns for import section.



10. The columns included in the data file will be displayed in the Data Columns for Importing section. Check that each required column is mapped to the correct database fields and in the correct format.
11. Click **Options** to select the correct format if necessary (see images below as an example). *Note: Column Header fields may vary but must be mapped to the correct database field.* See the chart below for the correct field mapping.

Column Header Data File	Database Field Mapped
State ID	student.stateID
Last Name	student.lastName
First Name	student.firstName
Date of Test	score.date (Ensure the options are MM/DD/YY or MM/DD/YYYY)
Results	score.result
School Number	score.testing school

12. A green check with a circle indicates that the fields are mapped correctly. A red X means the options for the column must be selected. Click on **Options** to select the correct one. Once required fields have been mapped appropriately, click **Save & Next** to continue to the next step.

Assessment Center ☆ Student Information > Assessment Administration > Assessment Center

1 Test Detail
 2 Data File Detail
 3 Map Data
 4 Test Mapping
 5 Import Data

Map the data from the selected source file to the database fields you want to import. About Mapping Data

Data Mapping Detail
Data Columns for Import for: CPR

Restore Hidden Columns Apply Fuzzy Matching Logic ⓘ

Show Column # Show

Show All Columns
 Show Only Mapped Columns
 Only display Score Fields that were checked in Test Details

Display Column Identifier as:
 Numeric Alpha

1. Hide Column Header: State ID Map to database field: student.stateID	2. Hide Column Header: Student Last name Map to database field:	3. Hide Column Header: Student First Name Map to database field:	4. Hide Column Header: Score date Map to database field: Score date	5. Hide Column Header: score result Map to database field: Score result	6. Hide Column Header: score.testingschool Map to database field: Score.testing School
State ID	Student Last name	Student First Name	Score date	score result	score.testingschool
25044	Abercrombie	Wyatt	3/12/2026	P	5

Previous
 Save
 Save & Next

13. Select **Import** for the Update Options.

Assessment Center ☆ Student Information > Assessment Administration > Assessment Center

1 Test Detail
 2 Data File Detail
 3 Map Data
 4 Test Mapping
 5 Import Data

Instructions
Select an Update Option to test your assessment mapping.

CPR

1. Column Header	2. Column Header	3. Column Header	4. Column Header
State ID Map to database field: student.stateID	Score date Map to database field: Score.date	score result Map to database field: Score.result	score.testingschool Map to database field: Score.testing School
State ID	Score date	score result	score.testingschool
25044	3/12/2026	P	5

Update Options

Import - Inserts records specified in the import ⓘ
 Replace - Replaces existing records and removes data not specified in the import ⓘ

Batch Queue Results

Start Date End Date

Report Title	Queued Time	Status
No records available.		

Previous
 Save & Test
 Save & Batch Test
 Next

14. Select **Save & Test** to see any possible errors or warnings. If there are warnings, click the **Previous** button to review the mapping options. Correct database fields or mapping options as needed. Once the mapping options are corrected, click **Save & Next** to continue to the next step.

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.			
Test Mapping: CPR	Timestamp: Mon Nov 25 08:23:37 CST 2024	Username:	
Update Option: Import			
Test Mapping Import Results:			
Total Valid Records for: CPR		0	
Total Valid Records		0	
Error Count:		1	
Warning Count:		0	
Errors:			
Line #	Error Code	Error Message	Error Details
2		0 Error in assigning score field '11/25/2024' to db field 'Score.date'	
Warnings:			
Line #	Warning Code	Warning Message	Warning Details

15. Click **Save & Test** again to verify there are no errors and warnings and valid records are listed.

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.			
Test Mapping: CPR	Timestamp: Mon Nov 25 08:24:03 CST 2024	Username:	
Update Option: Import			
Test Mapping Import Results:			
Total Valid Records for: CPR		1	
Total Valid Records		1	
Error Count:		0	
Warning Count:		0	
Errors:			
Line #	Error Code	Error Message	Error Details
Warnings:			
Line #	Warning Code	Warning Message	Warning Details

16. Click **Next** to continue to the next step.

17. Verify that Import is selected as the Update Option. Click **Save & Import**. For large files, click **Save & Batch Import**.

Assessment Center ☆ Student Information > Assessment Administration > Assessment Center

1 Test Detail
2 Data File Detail
3 Map Data
4 Test Mapping
5 Import Data

Instructions

Select an Update Option to import your assessment data.

CPR

Update Options

Import - Inserts records specified in the import ⓘ

Replace - Replaces existing records and removes data not specified in the import ⓘ

Batch Queue Results

Start Date: End Date:

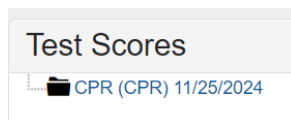
Report Title	Queued Time ↓	Status
No records available.		

0 - 0 of 0 items

18. Review the import results to ensure there were not issues with the importing of the assessments.

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.			
Test Mapping: CPR	Timestamp: Mon Nov 25 08:24:03 CST 2024	Username:	
Update Option: Import			
Test Mapping Import Results:			
Total Valid Records for: CPR			1
Total Valid Records			1
Error Count:			0
Warning Count:			0
Errors:			
Line #	Error Code	Error Message	Error Details
Warnings:			
Line #	Warning Code	Warning Message	Warning Details

Check a few student's assessments by searching for the student and navigating to [Student Information > General > Assessment](#). The newly imported score should be listed in the Test Scores section. Click on the score to expand and see the detail for the assessment.



Use the **CPR Completion Report - Not Passed - Unofficial** and the **CPR Completion Report - Passed - Unofficial** validation reports to view students status of the CPR requirement.

NCSIS Knowledgebase | Article: CPR | Last Updated: 05/04/2026 3:34 pm EDT