Resolving Unmatched Students

Note: Unmatched students can be resolved only by users who have been assigned the DataMap - Assessment Admin *role in StudentInformation.*

Navigation: DataMap > Admin > Manage Assessment Scores

When you import assessment scores from a file or from a provider's website, DataMap may not be able to match all student scores to students in StudentInformation (e.g., DataMap may not be able to match a student whose name is shortened in a file or on a provider's website due to excessive character length).

1 On the **Manage Assessment Scores** screen, in the row of the assessment score record for which you want to match students, hover your cursor until icons display. Then, click 🔀.

The **Manage Unmatched Students** screen displays a list of unmatched students for the selected assessment score record.

*Note: You can also access the **Manage Unmatched Students** screen when the **Import Status** message displays on the **Import Assessment Scores** screen.*

2 On the **Manage Unmatched Students** screen, hover your cursor in the row of the student you want to match. Then, click 🔀.

see reverse side for more information

3 (Optional) On the **Match Student** window that opens, enter or select information in any of the following fields to narrow your search results (some of these fields may autopopulate):

- **Student First Name**
- **Student Last Name**
- **Student Birth Date**
- **Student Number**
- **Student State ID**
- **EMIS ID**

4 (Optional) Select the **Do not restrict student matching by school year** checkbox to ensure that students are matched using all available assessment data even if a student was not enrolled in the district and does not have history in StudentInformation for the school year in context,

5 Click **Find**.

DataMap searches for the student in StudentInformation. The search results (if any) display at the bottom of the **Match Student** window.

6 Hover your cursor in the row of the correct student, and then click ✔.

The selected student's assessment data imports, and the student's name no longer displays on the **Manage Unmatched Students** screen.