

Entering Elementary Assessment Scores

Data Entry Options

There are 2 ways to enter elementary assessment scores. The method used depends on the personal preference of the teacher and how the data is initially recorded by the teacher.

- **By Assessment** – Best when entering the scores for multiple students for a single assessment




This is generally the quicker method to enter data. For this method to be most effective, the teacher should record the student scores for an assessment on a grid (a printed spreadsheet) with all students listed in alphabetical order.

- **By Student** – Best when entering the scores for a single student for multiple assessments

This method may be easier organizationally for the teacher who keeps student assessment scores in each student's individual folder and not in a class grid.

Entering Scores By Assessment

- In TAC, click on **View Student Test Scores** (in navigation bar on left)
- Choose the assessment from the **Test Score View** dropdown box (*be sure to choose the one for your grade level*)
- Choose the appropriate class by clicking the **Edit/Add** button for that class
(Note: It doesn't matter what class you pick as long as the students you need are listed in that class.)

Test Score View:		Fluency Grades 3,4,5					←
Filter Scores:		All Scores					
Teacher: Schlosser, Donna							
See/Hide Students	Course-Section	Description	Scheduling	Marking Periods	Cycle Days	Edit/Add	
	N/A	Primary Homeroom				<input type="button" value="Edit/Add"/>	
	03RD - 1	Reading Grade 3	5	M1, M2, M3, M4	M, T, W, R, F	<input type="button" value="Edit/Add"/>	
	03MT - 1	Mathematics Grade 3	8	M1, M2, M3, M4	M, T, W, R, F	<input type="button" value="Edit/Add"/>	

Entering Scores By Assessment (continued)

- When you first access a **Test Score Entry** screen for an assessment, the scores for all dates the assessment was taken during the current school year will be listed, as shown here.

Save View Test Scores

Test-Level-Form: Fluency_Grades_345-1-1 - Fluency Grades 345
Date Range: 7/1/2012 through 6/28/2013
Preload Test Dates with: Show Tests

Course Information

Course	Section	Description	Primary Staff	Marking Periods	Periods	Days
03RD	1	Reading Grade 3	Baker, Kimberly	M1, M2, M3, M4	5	M, T, W, R, F

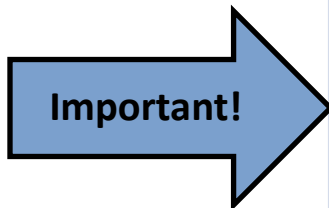
Test Scores

		Fluency_Grades_345-1-1 - Fluency Grades 345							
Student	ID	Test Date	Accuracy %	Intonation	Phrasing	Retell	WCPM	Delete	Add
Wade, Nathan/Hannah	W1201008	10/18/2012	92	2	1	4	65	<input type="checkbox"/>	<input type="checkbox"/>
Wade, Nathan/Hannah	W1201008	01/02/2013	97	2	2	3	72	<input type="checkbox"/>	<input type="checkbox"/>
Wade, Nathan/Hannah	W1201008	01/16/2013	95	2	2	1		<input type="checkbox"/>	<input type="checkbox"/>
Alexander, Andre/Henry	A1201008	10/11/2012	100	3	3	4	86	<input type="checkbox"/>	<input type="checkbox"/>
Alexander, Andre/Henry	A1201008	01/02/2013	92	2	2	3	73	<input type="checkbox"/>	<input type="checkbox"/>

- To enter scores for an assessment:
 - Set all three dates at the top of the screen to the date the test was administered.

Save View Test Scores

Test-Level-Form: Fluency_Grades_345-1-1 - Fluency Grades 345
Date Range: 2/11/2013 through 2/11/2013
Preload Test Dates with: 2/11/2013



• Be sure the date entered is the date the assessment was given, and most importantly, that it falls within the term in which the assessment was given. Once a date is saved, it can only be changed by deleting the entire line and re-entering the data.

- Click **Save**. This will clear the screen of all prior entries and pre-load the test date for all students (nothing actually gets saved at this point). **NOTE:** The prior entries can be viewed again by returning to the main screen and re-selecting this assessment, or by entering a **Date Range** that covers the school year and clicking the **Show Tests** button.

IMPORTANT: The following assessments are handled slightly differently. The previous two bullets only need to be done when the first part of these assessments are entered. Scores for subsequent parts of these assessments are entered on the same line.

- Avenues PK
- Foundational Skills – Grades K and Grade 1
- Math Units – All Grade Levels
- Oral Language Acquisition Inventory PK

See **Important Data Entry Information** at the end of this document for more details.

Entering Scores By Assessment (continued)

- Enter scores for each student (as shown in example below).
- Click the **Save** button at the top or bottom of the screen to save your data. It's a good idea to click **Save** periodically as you work.

			Fluency_Grades_345-1-1 - Fluency Grades 345						
Student	ID	Test Date	Accuracy %	Intonation Rubric 1-4	Phrasing Rubric 1-4	Retell Rubric 1-5	WCPM Score 0-999	Delete	Add
Wade, Nathan Patrick	20012100	02/13/2013	90	2	3	4	100	<input type="checkbox"/>	+
Alexander, Kristi Phoebe	20012100	02/13/2013	95	3	4	5	80	<input type="checkbox"/>	+
Wade, Nathan Patrick	20012100	2/13/2013	85	2	2	2	75	<input type="checkbox"/>	+
Carroll, Grace Ann	20012100	2/13/2013						<input type="checkbox"/>	+

- Saved data can be identified by looking at the **Test Date** field. For saved data, the date cannot be edited, although the scores can. In the example above, the first two lines of scores have been saved, and the third line has not been saved.
- **If the date needs to be changed** for any entry that has been saved, the entire line must be deleted and the data re-entered. To delete a line, check the **Delete** box for that line, and then click **Save**.
- If a student re-tests and a new line is needed for that student, click the **Add** button on the right side of the screen for that student. A new blank line will appear. Enter a test date and the scores for the re-test, and then click **Save**.
- To return to the main screen to select a different assessment, click **View Student Test Scores** (in navigation bar on left) or **View Test Scores** (at the top/ bottom of the screen).

Entering Scores By Student

- In TAC, click on **View Student List** (in navigation bar on left)
- Click the **List** button to the right of a class that contains the desired student

My Classes									
View:		Current MP		Attendance Date:		RC Run:		IPR Date:	
Period	Course	Description	Room	Cycles	Marking Periods	Actions			
Building: 1082 - Centerville Elementary School Staff: Schlosser, Donna									
	N/A	Primary Homeroom	SCHLO			List	-	-	-
5	03RD - 1	Reading Grade 3	BAKER	M, T, W, R, F	M1, M2, M3, M4	List	-	Def	Score
8	03MT - 1	Mathematics Grade 3	BAKER	M, T, W, R, F	M1, M2, M3, M4	List	-	Def	Score

Entering Scores By Student (continued)

- Select a student from the **Course Roster**. A new window will pop up for that student.
- Click the **Test Summary** button at the top of the screen.
- Check the **Show All** checkbox up top to view all assessments.

Test Summary

BirthDate: 5/29/2004 **Age:** 8 **Gender:** Female **Phone:**
Track: **House Team:** ES Third Grade **Ethnic Code:** Black or African American **Counselor:**

Show All

Concepts About Print Grade K

				Score
Test Date	Building	Age	Grade	Concepts About Print Grade K
1/5/2013	1082	8	03	3

Fluency Grades 345

Test Date	Building	Age	Grade	WCPM	Accuracy	Phrasing	Intonation	Retell
				0-999	%	Rubric 1-4	Rubric 1-4	Rubric 1-5
10/11/2012	1082	8	03	86	100	3	3	4
1/2/2013	1082	8	03	73	92	2	2	3
1/16/2013	1082	8	03	85	85	2	1	2
2/13/2013	1082	8	03	80	95	4	3	5

Global Scholar Performance Series

- To enter scores for an assessment:
 - Click the **New** button for an assessment. A **Test History** screen will appear.
 - Enter the **Test Date** and the scores. Ignore the other fields on this screen.
 - Click **Save** when done.
 - Repeat the above 3 steps to add additional assessment scores for this student.

Test History

Test-Level-Form:* Fluency_Grades_345 -1-1 - Fluency Grades 345
Test Date:* 2/14/2013

Grade on Test Date: 03 03
Age on Test Date: 8
Building on Test Date: 1082 Centerville Elementary School
Print on Transcripts:

Ignore these fields

Subtest	Scores
WCPM	0-999: 130
Accuracy	%: 98
Phrasing	Rubric 1-4: 3
Intonation	Rubric 1-4: 3
Retell	Rubric 1-5: 5

- When done with this student, click the **Close** button at the top of the screen to return to the **Course Roster**.
- Repeat the directions on this page to enter scores for another student.

Important Data Entry Information

Most assessments require the data to be entered on separate lines each time the assessment is taken. For example, for the **Fluency** data shown below, the student took the assessment once in term 1, and twice in term 2, and each entry is on a separate line.

			Fluency_Grades_345-1-1 - Fluency Grades 345						
Student	ID	Test Date	Accuracy %	Intonation	Phrasing	Retell	WCPM	Delete	Add
John, Nathan (test)	2000000	10/18/2012	92	2	1	4	65	<input type="checkbox"/>	<input type="button" value="+"/>
John, Nathan (test)	2000000	01/02/2013	97	2	2	3	72	<input type="checkbox"/>	<input type="button" value="+"/>
John, Nathan (test)	2000000	01/16/2013	95	2	2	1		<input type="checkbox"/>	<input type="button" value="+"/>

The following assessments are handled differently:

- Avenues PK
- Foundational Skills – Grades K and Grade 1
- Math Units – All Grade Levels
- Oral Language Acquisition Inventory PK

For these assessments, the data for the entire year is entered on one line, using the date that the first part of the assessment was given.

In the **Math Units** example below, the first unit was tested on 10/01/2012. The scores for all subsequent units through Q4 are entered on that same line.

			Math_Units_Grade_3-1-1 - Math Optional Units Grade 3											
Student	ID	Test Date	Qtr 1 Unit 1 Raw Score	Qtr 1 Unit 2 Raw Score	Qtr 1 Unit 3 Raw Score	Qtr 2 Unit 4 Raw Score	Qtr 2 Unit 5 Raw Score	Qtr 2 Unit 6 Raw Score	Qtr 3 Unit 7 Raw Score	Qtr 3 Unit 8 Raw Score	Qtr 4 Unit 10 Raw Score	Qtr 4 Unit 9 Raw Score	Delete	Add
John, Nathan (test)	2000000	10/01/2012	4	7	6	8	8	7	8	9	9	9	<input type="checkbox"/>	<input type="button" value="+"/>
John, Nathan (test)	2000000	10/01/2012	4	7	3	7	7	6	7	6	7	8	<input type="checkbox"/>	<input type="button" value="+"/>
John, Nathan (test)	2000000	10/01/2012	4	7	4	8	6	6	7	7	9	8	<input type="checkbox"/>	<input type="button" value="+"/>

Exception: The only time a second line would be used for a student on one of these assessments is if a unit is retested. In that case, a new line is added and the date of the retest is entered. If any other units are later tested a second time, those scores would be entered on that same second line. If any units are tested a third time, a third line would be added using the date of the third testing, and all other units tested a third time would be entered on that third line.