



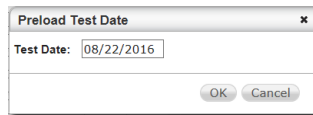
Entering World Language Benchmark Scores

- In TAC, click on **Performance** (in navigation bar across top)
- Choose the **Benchmark World Language** assessment from the **Test Score View** dropdown box.
- Click on the pencil icon  in the right-hand corner (**NOTE: The pencil icon is located above the last column. Use the scroll bar at the bottom of the page to scroll ALL the way to the last column on the right**)

Step 1 - Create a Record for Each Student:

Best practice is to create and save a record for each student, then enter scores. A student record is created when you enter a Test Date and click Save before entering any scores. This is only done the first time that you enter a score for a student. Note: A date should be entered for all new students as they are added to course.

- To preload a Test Date for all students, click on the arrow  located on the top of the Test Date column.
- Enter the first day of school as the Test Date and click OK. (The Test Date will be preloaded into all empty cells)

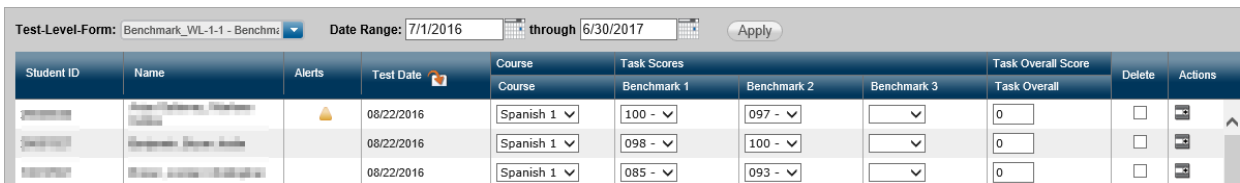


A small dialog box titled "Preload Test Date" with a close button (X) in the top right corner. It contains a text input field labeled "Test Date:" with the value "08/22/2016" entered. Below the input field are two buttons: "OK" and "Cancel".

- Click on the Save icon in the top right-hand corner to create a record for each student.


Step 2 - Enter Scores for an Assessment:

- Select the appropriate course for each student by selecting a course from the dropdown box.
- Enter scores for each student by placing the cursor in drop down box and selecting a score or typing in a score.




A screenshot of a data table in a software application. At the top, there is a filter bar with "Test-Level-Form: Benchmark_WL-1-1 - Benchm...", "Date Range: 7/1/2016 through 6/30/2017", and an "Apply" button. The table has columns for Student ID, Name, Alerts, Test Date, Course, Task Scores (Benchmark 1, Benchmark 2, Benchmark 3), Task Overall Score, Delete, and Actions. Three rows of student data are visible, each with a test date of 08/22/2016 and scores for Spanish 1.

Student ID	Name	Alerts	Test Date	Course	Task Scores			Task Overall Score	Delete	Actions
				Course	Benchmark 1	Benchmark 2	Benchmark 3	Task Overall		
			08/22/2016	Spanish 1	100	097		0	<input type="checkbox"/>	
			08/22/2016	Spanish 1	098	100		0	<input type="checkbox"/>	
			08/22/2016	Spanish 1	085	093		0	<input type="checkbox"/>	

- Click on the Save icon in the top right-hand corner. 

Adding multiple assessment scores for one student:

- Click on the add icon  to add a second line to the student record.
- Enter a test date and **Save**.
- Go to Step 2 - **Enter Scores for an Assessment**.

Additional Notes:

- Saved data can be identified by looking at the Test Date field. For saved data, the date cannot be edited, although the scores can.
- The Overall score will be calculated nightly.
- Missing scores are not calculated in the averages.