
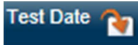


Entering CRES English Scores

- In TAC, click on **Performance** (in navigation bar across top)
- Choose the CRES English 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)

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.

- To preload a Test Date for all students, click on the arrow  located on the top of the Test Date column.

Preload Test Date ✕



Test Date:


- Enter the first day of school as the Test Date and click OK. (The Test Date will be preloaded into all empty cells)

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

To enter scores for an assessment:

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

Test Score Entry								
FOUNDATIONS OF TECH								
Test-Level-Form: CRES_English-1-1 - CRES Eng		Date Range: 7/1/2015 through 6/30/2016		Apply				
Student ID	Name	Alerts	Test Date 	Narrative Writing Task			Literary Analysis Task	
				Narr Write Dev	Narr Write Org	Narr Lang Score	Lit Read Comp	Lit Write Dev
			08/24/2015	4.0	3.0	2.5	2.0	4.0
			08/24/2015	4.0	1.5	4.0	4.0	4.0
			08/24/2015	1.0	2.0	3.0	4.0	1.0

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

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.
- Task and CRES averages will be calculated nightly.
- Missing scores are not calculated in the averages.

NWT Score	LAT Score	RST Score	CRES Score
89	90	82	87
89	100	100	96
81	0	0	81