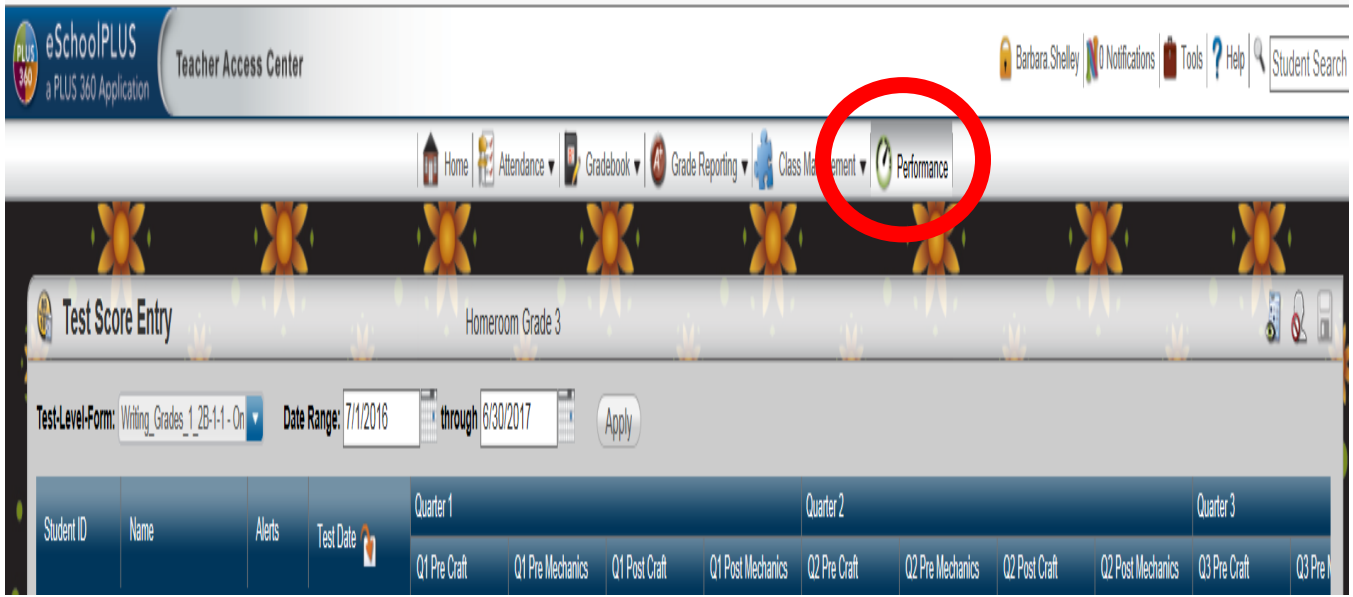


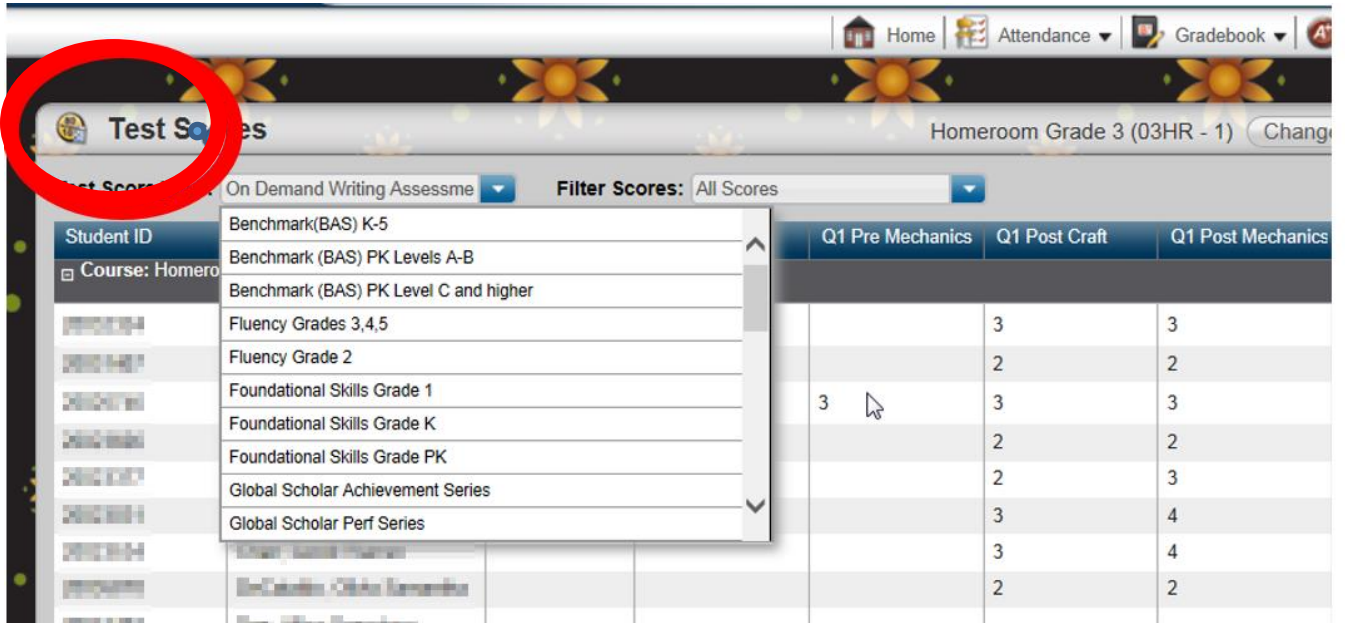
Entering Elementary Language Arts Assessment Scores

- Login to TAC
 - Go to www.fcps.org
 - Click on Teacher Access Center (TAC)

- Click on **Performance** (in navigation bar across top)




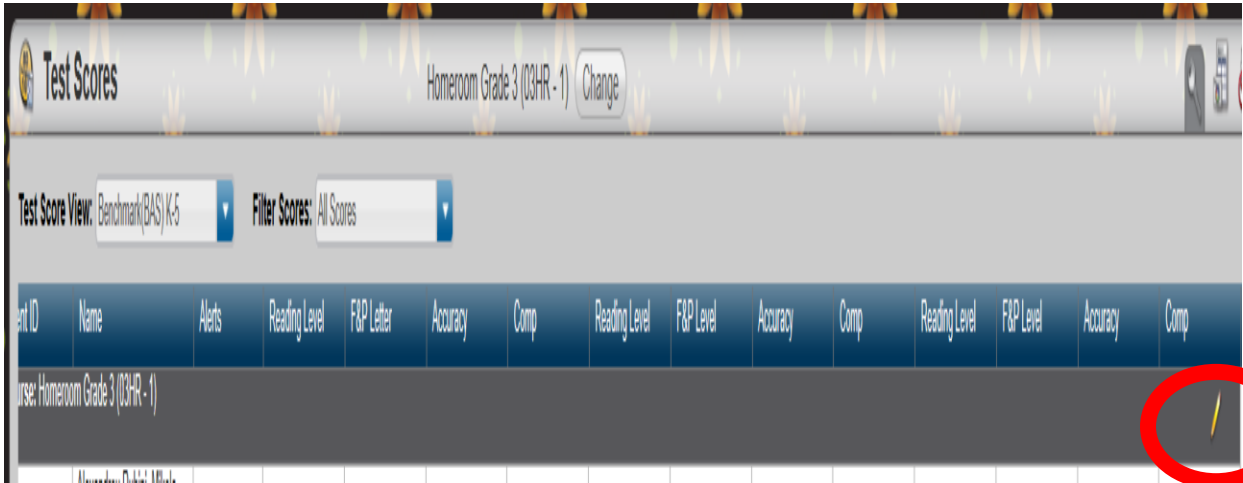
- Choose the assessment you want from the **Test Score View** dropdown box (*be sure to choose the one for your grade level*). See grade level table below to see how assessments are named. The assessments are listed Alphabetically by name of the assessment.



Grade Level Table for Assessment Names

PrK	K	1	2	3	4	5
Benchmark (BAS) Level A-B	Benchmark (BAS) K-5	Benchmark (BAS) K-5	Benchmark (BAS) K-5	Benchmark (BAS) K-5	Benchmark (BAS) K-5	Benchmark (BAS) K-5
OR						
Benchmark (BAS) Level C and higher	Foundational Skills Grade K	Foundational Skills Grade 1	Fluency Grade 2	Fluency 3,4,5	Fluency 3-,4,5	Fluency 3,4,5
	On Demand Writing Assessment K-5	On Demand Writing Assessment K-5	On Demand Writing Assessment K-5	On Demand Writing Assessment K-5	On Demand Writing Assessment K-5	On Demand Writing Assessment K-5
Foundational Skills Grade PK			Words Their Way Grade 2	Words Their Way Grade 3	Words Their Way Grade 4	Words Their Way Grade 5
Letter Recognition PK						
Oral Language Acquisition Inventory						
Writing Grade PK						

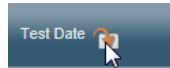
- Once the assessment loads – Scroll to the right hand side and click on the pencil icon  to open up the drop down menus for data entry. See chart below to find pencil.



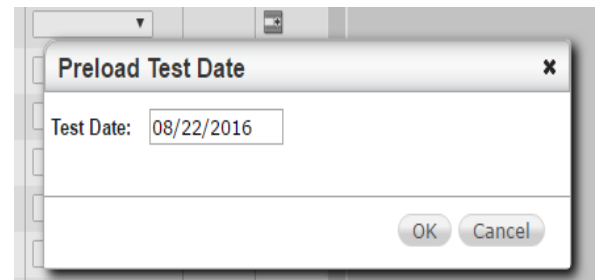
Revised September 2016

To enter scores for a Single line assessment: (A list of all Single line assessments is on next page)

- A date must be entered to create a record for the student which prepares the platform to accept data. This is done by Preloading a Test Date. This date is **not** the date of the assessment. This date allows a record for the student to be created. August 22,2016 would be fine to use as the preloaded test date. Click on the arrow to Preload Test Date.

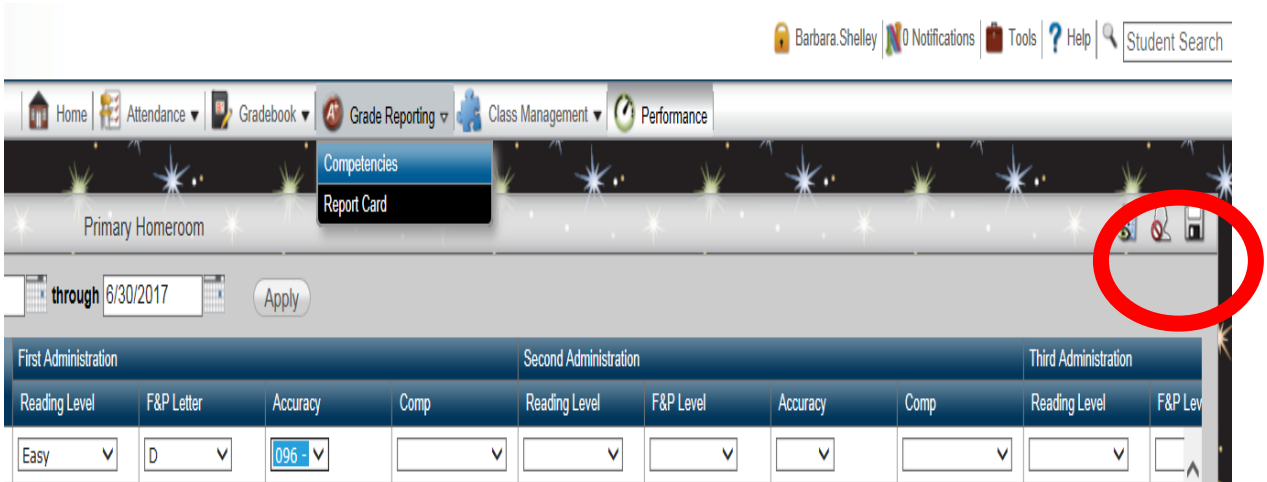


- Enter Test Date (August 22, 2016) Then click OK.

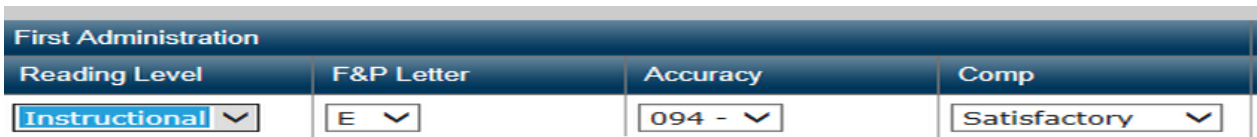


- **THEN HIT SAVE in the top right hand corner. Data will not be saved if you have not saved the TEST DATE which creates a record for the child.**



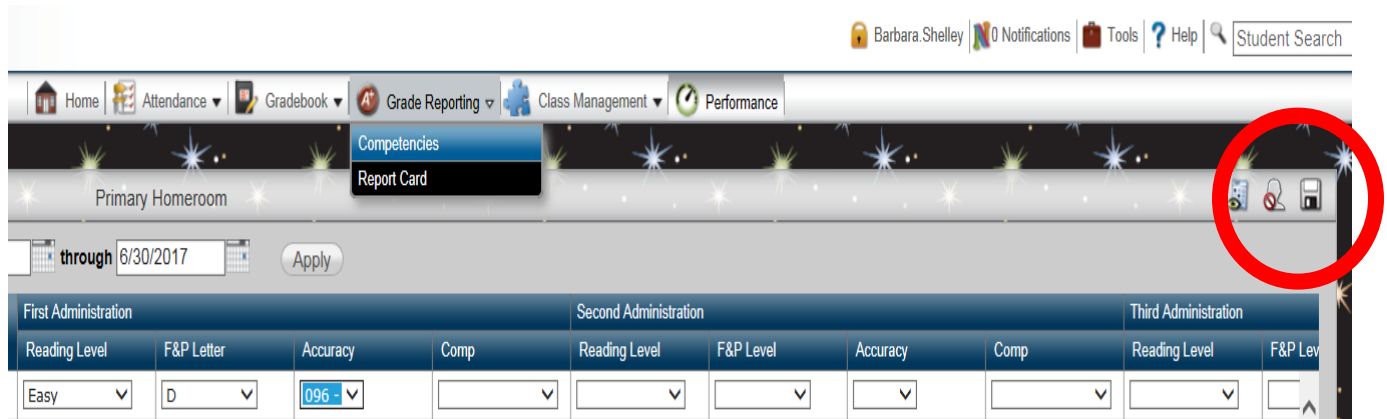


- You are now ready to enter scores for each student by placing the cursor in drop down box and selecting a score.



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





The following Language Arts assessments are entered into TAC.



Single Line Entry: Preloading the date for all students will create a record for each child and data can be added using the headings associated for each assessment.

- **Benchmark Assessment (BAS) K-5-** First Administration, Second Administration, Third Administration. [Follow this guidance sheet for proper data entry.](#) Pre-K teachers fill out **Benchmark Level A-B OR Benchmark Level C and higher.**
- **On Demand Writing Assessment K-5 -** Unit 1 – Unit 3 writing scores for Pre (if schools opt to administer Pre) and Post Craft and Mechanics. Space is available for Unit 4 Pre and Post data, if used by your school.
- **Oral Language Acquisition Inventory PK –** This assessment only requires the date for the first assessment (Repeated Sentences Q1). Teachers do not need to enter new date when they enter Q2 through Q 4 data.
- **Words Their Way Grade 2-5-** This assessment only requires a date for the first assessment entry (Quarter 1). Teachers do not need to enter new date when they enter Q4 data.

Multi-Line Entry: Preloading the date is NOT recommended. Follow the steps below to allow multiple lines to show progress monitoring for certain students.

The following assessments are multi-line assessments:

- **Fluency Grades 3-5,**
- **Foundational Skills PK, K and Grade 1**
- **Letter Recognition PK**

For each individual child, fill in the date of the assessment in the Test Date column. HIT SAVE in the upper right hand corner of the screen. You have now created a record for the child by saving the date. NOW... Enter your data for that administration. Hit SAVE to save the data. To create a new line for a student click on the  icon. This icon is found at the right hand side of the table under the Actions column. You may have to scroll to the right to see the  new line icon. For each re-administration enter the new Test Date. HIT SAVE immediately after the date has been entered. Now enter your data for this date. Hit SAVE to save the data.

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.
- **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**.
- To select a different assessment, click **Performance** (in navigation bar on top) to refresh screen, then **View Student Test Scores** drop down.
- Contact the Help Desk with Data Entry questions 301-696-6840 or 45433