

Test Scores- Entering Standardized Test Scores Please remember these important facts when working in the SIS. The SIS currently enables two menu styles, Classic and Modern. These Manuals are constructed with the Modern Menu in mind. If using Classic, the locations of certain procedures may vary. The SIS allows you to manually enter test scores for any student for any test type Part I Step 1. Go to students' dashboard and click on the Test Score History magnifying glass

Step 2. Click on Add New Test Score Step 3. Choose the test, subtest, test grade level, test date, raw score, and interpreted results (pass/fail, above or below grade level, basic, etc.) If your test type is not available in the dropdown, please refer to Part II of this manual

Step 4. Click SAVE and type CONFIRM in the prompt box

Part II If your test score is not in the TEST drop-down field (as in photo 2 above) follow the procedure described below Step 1. Go to Admin»Test Module» Scores for All Students Step 2. Click "Add Test Score" for any student you want to start a new test score type Step 3. In test dropdown, choose "Custom" Then to the far right enter the name of the Custom test type. For Example, enter the word Benchmarks

Step 4. In the subtest row (far right) enter for example ELA or Math

Step 5. Click NEXT Step 6. Enter the Test Date (in the correct format), the Raw Score, and Interpreted Result

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