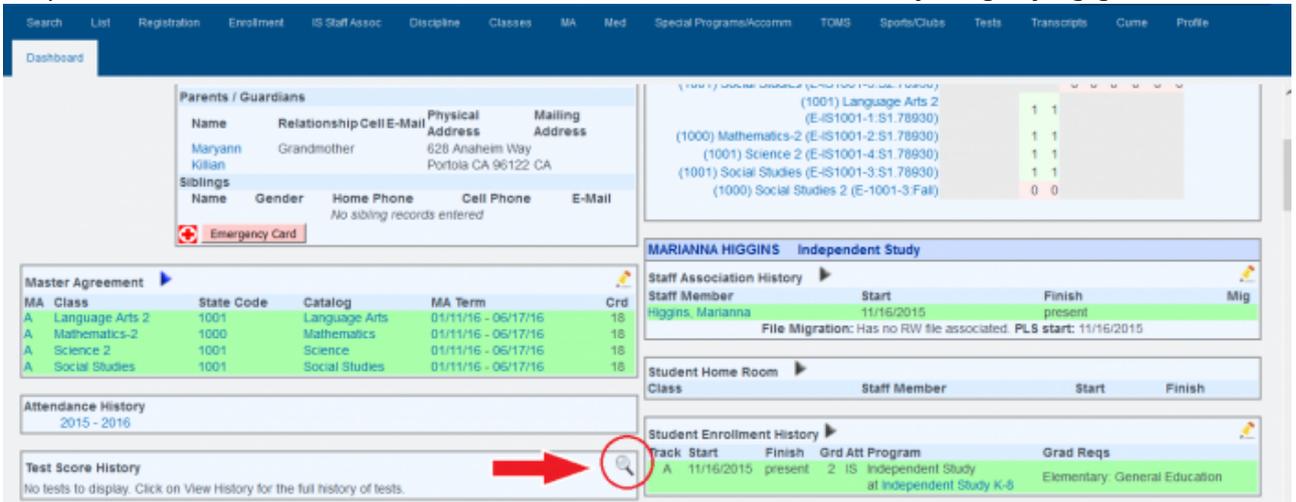


admin, testing

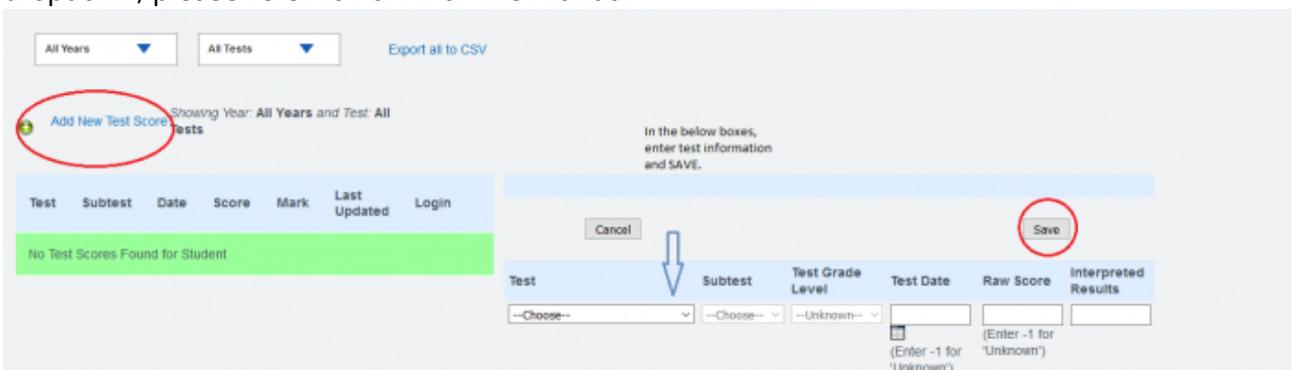
# Test Scores- Entering Standardized Test Scores

## Part I

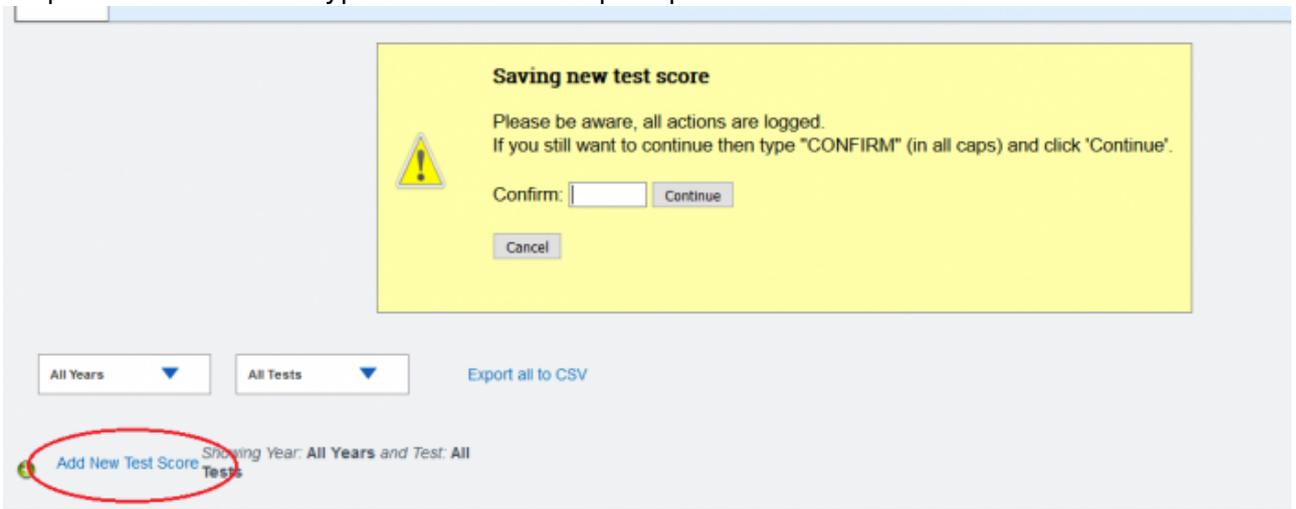
- Step 1. Go to students' dashboard and click on the Test Score History magnifying glass



- 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



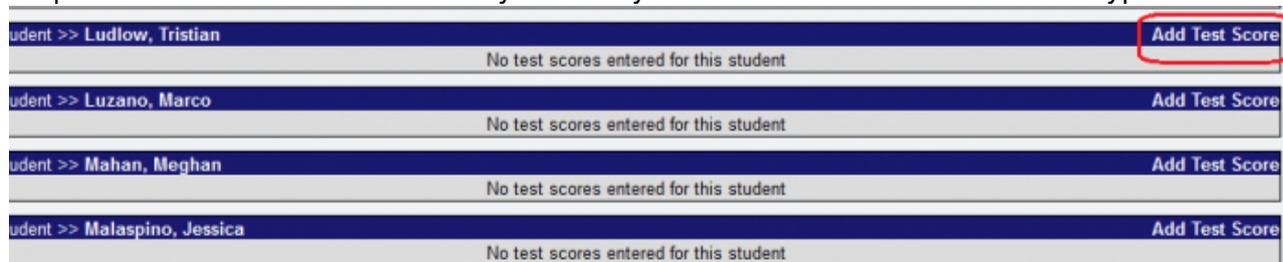
- Step 4. Click SAVE and type CONFIRM in the prompt box



## Part II

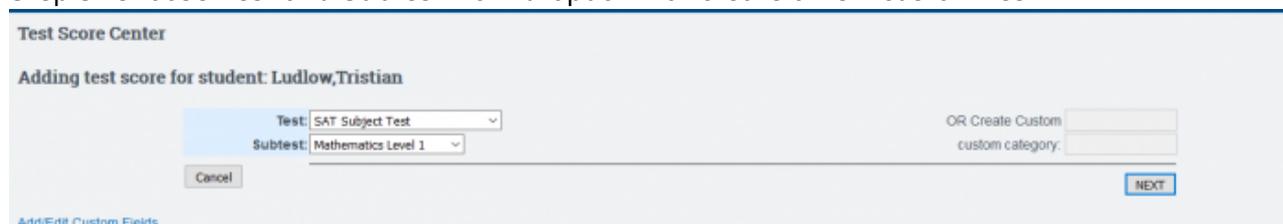
If your test score is not in the TEST drop-down field (as in photo 2 above) follow the procedure described below

- 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



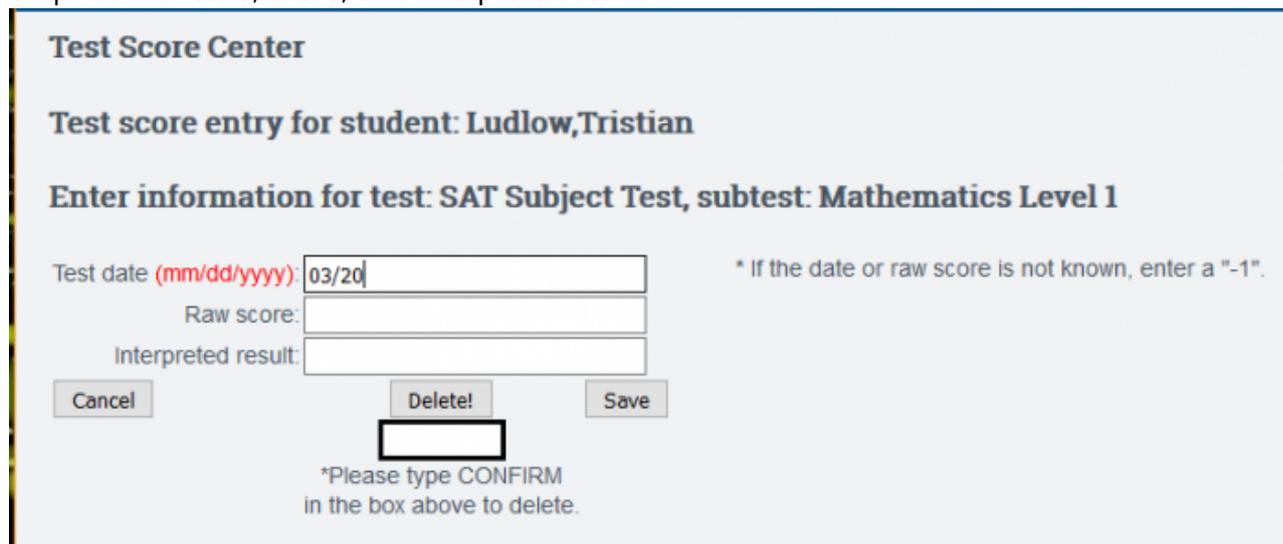
A screenshot of a web application interface showing a list of students. Each student's name is followed by the text 'No test scores entered for this student' and a blue button labeled 'Add Test Score'. The 'Add Test Score' buttons for Ludlow, Tristian; Luzano, Marco; Mahan, Meghan; and Malaspino, Jessica are highlighted with a red rectangular box.

- Step 3. Choose Test and Subtest from dropdown or create a new custom test



A screenshot of the 'Test Score Center' form. The title is 'Adding test score for student: Ludlow,Tristian'. There are two dropdown menus: 'Test:' with 'SAT Subject Test' selected and 'Subtest:' with 'Mathematics Level 1' selected. To the right, there is a section for 'OR Create Custom' with a 'custom category:' input field. There are 'Cancel' and 'NEXT' buttons.

- Step 4. Enter date, score, and interpreted result



A screenshot of the 'Test Score Center' form for entering test information for student Ludlow, Tristian. The title is 'Test score entry for student: Ludlow,Tristian'. Below that, it says 'Enter information for test: SAT Subject Test, subtest: Mathematics Level 1'. There are three input fields: 'Test date (mm/dd/yyyy):' with '03/20' entered, 'Raw score:', and 'Interpreted result:'. There are 'Cancel', 'Delete!', and 'Save' buttons. A note says '\*If the date or raw score is not known, enter a "-1".'. Below the buttons, there is a text box with the instruction '\*Please type CONFIRM in the box above to delete.'.

- Step 5. Type CONFIRM and Click SAVE

## Importing Test Scores

To import your scores for State Standardized Tests (CAASPP, CSTs, CELDT, CA PFT, Scantron, NWEA, SAT, Renaissance STAR) save the document you receive by disk or from the state website to your desktop or a file on your computer. The file must be in a txt format.

### CAHSEE is no longer in use

- Step 1. Go to Admin»Test Module»Scorefile Import

Scorefile Import allows the direct import of score file results directly into the School Pathways Test Tracker.  
 Begin by selecting the corresponding test and year of the scorefile you wish to import:

CAHSEE - California High School Exit Examination	STAR - State Testing And Reporting	CAASPP - State Testing And Reporting	GELDT - California English Language Development Test	CA PFT	Scantron	Let's Go Learn	NWEA	Renaissance STAR	SAT
All tests administered between 02/2008 and 05/2015 inclusive (tab delimited format required)	2009 2010 2011 2012 2013 2014 (fixed width format required) Quick Turnaround 2013 Quick Turnaround 2014 (tab delimited format required)	2015 (fixed width format required)	2008 - 2009 2009 - 2010 2010 - 2011 2011 - 2012 2012 - 2013 2013 - 2014 2014 - 2015 2015 - 2016 (fixed width format required)	Current Version (csv format required)	Current Version (csv format required)	DORA Current Version ADAM Current Version DOMA Current Version Pre-Algebra Version DOMA Current Version Algebra Version (csv format required)	Current Version (csv format required)	Current Version (csv format required)	SAT (Post 10/2015 fixed width format required)

**OTHER**  
 2nd Grade Benchmarks - Math  
 GO

- Step 2. Choose a file by clicking Browse and then Load

### Test Import

[Return to Scorefile Import](#)

**Please select a score file to import below.**

This needs to be a field of comma separated values (CSV) including a header that includes (but is not limited to) the fields below:

- studentid
- firstname
- lastname
- testdate
- rawscore
- interpretedresults
- subtest

Optional Fields:

- birthdate
- gender
- middlename or middleinitial

File Selected:  No file selected.

- Step 3. If you have any “no match” errors, click the CHANGE button to rematch the student file and Assign. When all students have a match, click to Import Now.

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<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:testscoreentering&rev=1485369417>

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