

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

The screenshot shows a student dashboard for MARIANNA HIGGINS. The 'Test Score History' section is highlighted with a red arrow pointing to a magnifying glass icon. The dashboard includes sections for Parents/Guardians, Siblings, Master Agreement, Attendance History, and Student Enrollment History.

Name	Relationship	Cell E-Mail	Physical Address	Mailing Address
Maryann Kilian	Grandmother		628 Anaheim Way Portola CA 96122 CA	

MA	Class	State Code	Catalog	MA Term	Crds
A	Language Arts 2	1001	Language Arts	01/11/16 - 05/17/16	18
A	Mathematics-2	1000	Mathematics	01/11/16 - 05/17/16	18
A	Science 2	1001	Science	01/11/16 - 05/17/16	18
A	Social Studies	1001	Social Studies	01/11/16 - 05/17/16	18

Track	Start	Finish	Grd Att Program	Grad Reqs
A	11/16/2015	present	2 IS Independent Study at Independent Study K-8	Elementary, General Education

- 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

The screenshot shows the 'Add New Test Score' form. The 'Add New Test Score' button is circled in red. The form includes fields for Test, Subtest, Test Grade Level, Test Date, Raw Score, and Interpreted Results. The 'Save' button is also circled in red.

Test	Subtest	Test Grade Level	Test Date	Raw Score	Interpreted Results
--Choose--	--Choose--	--Unknown--			

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

The screenshot shows the 'Saving new test score' confirmation prompt box. The box contains a warning icon and the text: 'Please be aware, all actions are logged. If you still want to continue then type "CONFIRM" (in all caps) and click "Continue".' The 'Confirm' field is empty, and the 'Continue' button is highlighted.

Confirm:

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

Student >> Ludlow, Tristian	No test scores entered for this student	Add Test Score
Student >> Luzano, Marco	No test scores entered for this student	Add Test Score
Student >> Mahan, Meghan	No test scores entered for this student	Add Test Score
Student >> Malaspino, Jessica	No test scores entered for this student	Add Test Score

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

Test Score Center

Adding test score for student: Ludlow,Tristian

Test: SAT Subject Test
Subtest: Mathematics Level 1

OR Create Custom
custom category:

Cancel NEXT

[Add/Edit Custom Fields](#)

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

Test Score Center

Test score entry for student: Ludlow,Tristian

Enter information for test: SAT Subject Test, subtest: Mathematics Level 1

Test date (mm/dd/yyyy): 03/20

Raw score:

Interpreted result:

Cancel Delete! Save

*If the date or raw score is not known, enter a "-1".

*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	CELDY - 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 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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