

Entering Local Benchmarks Assessments

1. To begin entering scores go to **Teacher Pages > Local Benchmark Assessments**



2. Select from the list of options to filter which students you would like to enter scores:

- Staff, Course, Grade Level, School Year, School Track, Range



- Note: Course tab will default to Homeroom (Oversight)



- If you teach a specific course you can select from Course drop-down and it will pull students in your specific course

3. Select the Benchmark from the drop-down that you will be entering scores: Math, English, or Writing

4. Click "Select Students" to generate roster to enter scores

5. Begin entering score information

- Test Date
- Test Grade Level – will default to current enrolled grade
 - Note: If grade level is manually changed and saved, when you go back to enter more scores it defaults to the last saved grade level

- Grade Level Assessment (Example: 9.5, 9.1, 6.1. etc.)

- Select Score/Results from drop down menu



- Comments – enter per test score, if needed

- Save Results



6. Once the results are saved a Trend line will be displayed. Hovering over the trend line will display score details



7. Use filters to filter roster by Results, Difference from Last Result, and Grade Level Assessment



8. Click on the magnifying glass to display the scores details as would be seen on the Student Dashboard.



Additionally, you can click the magnifying glass next to each test score to display details (comments and assessment)



9. Test scores can be exported into a CSV or printed as a PDF



10. On the roster screen click on the "English" tab or "Writing" tab to continue to add scores for students. Click on "Select Students" tab to pull up another student roster for a specific class or teacher.



11. Once scores have been entered for a student they will be displayed on the Student Dashboard under the Test Score History



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