admin, testing

Entering Local Benchmarks Assessments

- 1. To begin entering scores go to **Teacher Pages > Testing > 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
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 - $\circ\,$ Note: Course tab will default to Homeroom (Oversight)
 - However, If you teach a specific course you can select from Course drop-down and it will pull students in your specific course
 - Select the Benchmark from the drop-down that you will be entering scores: Math, English, or Writing
 - $\circ~$ Click "Select Students" to generate roster to enter scores
- 3. Begin entering score information
 - $\circ\,$ Notice that if the student has a SPED, EL or 504 Enrollment, you will see the icon in the first column.
 - Enter the **Test Date**
 - $\circ~$ Select Score/Results from the drop-down menu
 - Not Testing
 - 1 Does not Meet Standard
 - 2 Nearly Meets Standard
 - 3 Meets Standard
 - 4 Exceeds Standard
 - Comments enter per test score if needed
 - Save Results
- 4. Once the results are saved a Trend line will be displayed. Hovering over the trend line will display score details
- 5. Use filters to filter roster by Results, Difference from Last Result, and Grade Level Assessment

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

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

- 7. Test scores can be exported into a CSV or printed as a PDF
- 8. 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.

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9. 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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Last update: 2017/09/08 18:14