

[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



- 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
- Click "Select Students" to generate roster to enter scores

3. Begin entering score information

- 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**
- 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



6. 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)



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.



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**