# 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. By default, you will now see an expanded version of the students test results and color-coded **Trend Lines** become visible indicating progress or lack of progress.
    - To **COLLAPSE** the view for **ALL Students**, click on the SMALL magnifying glass icon
    - To **EXPAND** the view for **ALL Students**, click on the SMALL magnifying glass again.
    - Otherwise, use the LARGE Magnifying glass to see the results of an individual student



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



6. 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.



7. 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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