

[admin](#), [testing](#), [student dashboard](#), [test import](#), [test score tracker](#)

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	Crd
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 1S 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.

Showing Year: All Years and Test: All Tests

In the below boxes, enter test information and SAVE.

Test: --Choose-- Subtest: --Choose-- Test Grade Level: --Unknown-- Test Date: Test Date Raw Score: (Enter -1 for 'Unknown') Interpreted Results: (Enter -1 for 'Unknown')

Cancel Save

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

The screenshot shows the 'Saving new test score' confirmation dialog box. The dialog 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. The 'Cancel' button is also visible.

Saving new test score

Please be aware, all actions are logged.
If you still want to continue then type "CONFIRM" (in all caps) and click "Continue".

Confirm: Continue

Cancel

Showing Year: All Years and Test: All Tests

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

*Please type CONFIRM in the box above to delete.

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

- 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), see our [Test Score Import article](#).

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Permanent link:
<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:testscoreentering>

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