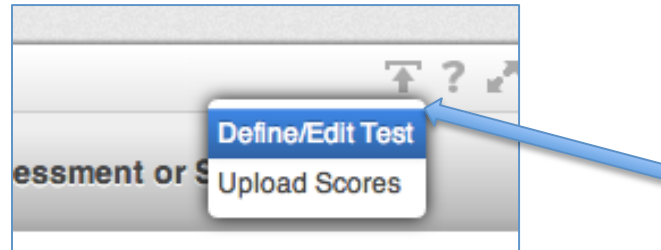




Before you begin, gather and decide the following information:

- Assessment Test Name/ Naming Conventions
- Who else will load scores for this test?
- What's the highest score a student can receive?
- Is there strand level data for this assessment? How many strands?
- What score do students need to be level 1? level 2? level 3? level 4?

Step 1: Click the **upload assessment** button, and then choose **Define/Edit Test**



Step 2: Define your Assessment

Use the form to the right to define a new test which you can later upload scores to.

If you would like to edit an existing test, select a test using the button below.

Edit Existing Test... ▼

If you would like to create a new test based on an existing test, select a test to clone using the button below.

Clone Existing Test... ▼

Define New Assessment

Test Name Label Min Score Threshold (optional) Max Score

Subject Area Parent Assessment (optional) Is Met/Not Met No

Family (optional) Scope Chronological Ordinal (optional)

Performance Levels + Add Level

Performance Level Name	Min Score	Max Score	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tips

- The Label is how the test name will display- try to match the Test Name
- Performance levels should overlap
Ex. **Level 1:** 0-10
Level 2: 10-15
Level 3: 15-20
- Include a Threshold with your min and max scores to show what score becomes passing
- Clone existing test to add strands instead of starting over each time

Step 3: Choose a student group and assessment. Download a Template for scores.

Generate Template for Upload

Use the form to the left to generate a template to upload scores for the chosen tests.

When you have completed adding scores to the template use the button below to upload the scores.

Upload Scores...

Last Name	First Name	Student ID	Stratation (op	Leading Skill	Inferences	Predictions	Fall
Amaro*	Ivyl (Tip)	17527		4	y	n	
Amaro*	Doug	17525		5	y	n	
Blankenshij	Wane	4497		2	n	n	
Boe*	Zacherey	12246		7	n	y	
Cultee*	Koty	25563		8	y	y	
Eastridge*	Isael	9310		9	n	y	
Iversen*	Kendall	8338		5	y	n	
Samuel*	Kaleb	4198		10	y	y	
Torres-Ree	Chinook	13954		9	y	y	

Step 4: Upload the template, refresh the widget



and review your scores!