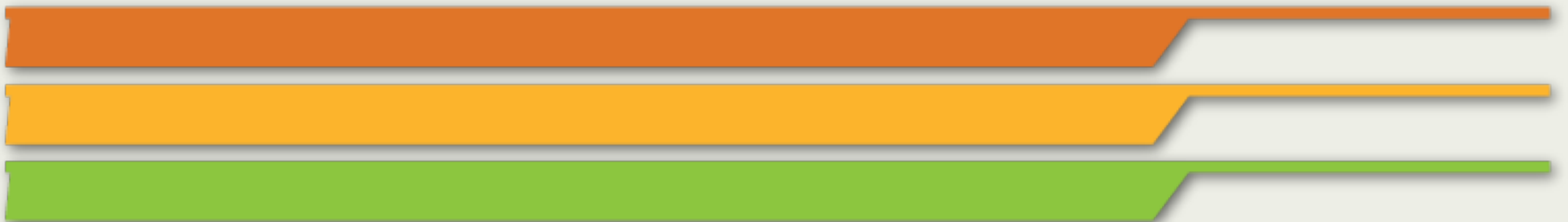




User Defined Uploads for Progress Monitoring



Understanding Definitions and Scores

- Definitions organize score files



Getting Organized

Take time before you begin uploading to organize **who** is collecting data, **how** data is being collected, and **what** the tests and levels will be called

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?

Defining the Parameters of the Assessment

- **Assessment Test Name and Label**
 - *The Test Name is what you search for to add assessments to a 'My Assessment Set'*
 - *The Label is how the assessment will show in the Assessment lists*
 - *If you choose to make these different, users will need to be able to identify the assessment by both names.*
- **Threshold Scores**
 - *Impact how test scores display in data extracts as below or above the passing line.*
 - *Use the assessment to create groups of students by met or not met in student groups*
- **Parent Assessments** – *represents the whole score on assessments with strands*
- **Test Family** – *associates your test into a series (MAP, DIBELS, AIMSweb)*
- **Scope**– *Determines who can upload scores for the assessment*
- **Chronological Ordinal** – *Places an assessment in chronological order on a student profile.*
- **Performance Levels** – *Read as 'X to less than Y'*

Adding Strands

- Strands are defined in the same way as the test itself.
 1. Name the Strand (include parent test in the name)
 2. Define the score parameters
 3. Identify the Parent Assessment
 4. Name and define the performance levels

*Use the Clone Existing Test to avoid entering the same information over and over for multiple strands with the same parameters.

Uploading Data

TIPS

- Download the spreadsheet *before* giving the assessment. Record scores in this spreadsheet to avoid duplicate entries.
- Scores outside of the parameters you set are not able to be entered.
- Name your score files by Assessment, Student Group and Date and save for reference later.
- Keep your confirmation emails

Generate Template for Upload

Assessment Tests
Select Assessment... ▼

Student Groups
Select Student Group... ▼

Cancel Download Template

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...

Verifying your Data

- After your data is uploaded, you should always verify it is displaying as you would expect by:
 1. Check the confirmation email to see if any records were unable to be loaded.
 2. Refresh and then check the scores in the assessment widget
 1. Be sure to check both whole scores and strand scores
 3. Verify individual student scores by checking the scores in a student profile.

*If you have any questions or issues, contact support@schooldata.net

Deleting Incorrect Uploads

- In the confirmation email, there is a link to remove the scores from your upload. Click the link and scores will be removed.

Your CSV 'AssessmentScoreUploadTemplate-07-10-14.csv' has finished processing!

Out of the 17 total records, we encountered 0 unsuccessful records while parsing your file.

[Click here](#) to download the original file you uploaded.

[Click here](#) to remove the successfully uploaded scores from this upload.

[Click here](#) to download just the records that were successfully processed, as a CSV.

Editing and Deleting Assessment Definitions

- Only the test creator can edit or delete an assessment definition.
- Editing a definition *changes the parameters applied to any scores already loaded* to that definition.

To Edit:

1. Click Define/ Edit Test
2. Click Edit Existing Test and choose your previously created test
3. Make your edits and Save!

Questions?