Entering Student Test Scores

These directions are for entering test scores that are not imported from state files.

1. From the **Start Page**, enter the student name in the **Search** box.

2. In the **Academics** section of the **Student** menu, click **Test Scores**.

3. On the **Test Scores** screen, choose the appropriate test from the drop-down menu in the **Enter New Test** box,

b. Click **Submit**.

Enter New Test: ACT

Submit

Date Grade Le

ACT
EOC–English
EOC–History
EOC–Math Foundations
EOC–Pysical Science
GW–Algebra
GW–Biology
GW–English
SAT
TCAP
Writing Assessment

2006 10 ...assessment required for graduation
2006 10 ...required for graduation

a. Click on the appropriate test.

4. Enter the required information for each type of test.

See descriptions for each type of test entry on the following pages.

ACT

Test	ACT
Date	4/15/06
Term	05-06 Semester 2 ▼
Grade Level	11

Score	Number	Percent	Alpha
ACT_English			
ACT_Math			
ACT_Reading			
ACT_Science			
ACT_Composite			

Delete   Submit

a. Enter the date the test was taken.

b. Choose the semester in which the test was taken.

c. Enter the grade level of the student at the time the test was taken.

d. Complete the **Number** column only in the **Score** section.

e. Click **Submit**.

SAT

Test	SAT
Date	12/10/06
Term	06-07 2006-2007 ▼
Grade Level	12

Score	Number	Percent	Alpha
SAT_Verbal			
SAT_Math			
SAT_Combined			

Delete   Submit

a. Enter the date the test was taken.

b. Choose the semester in which the test was taken.

c. Enter the grade level of the student at the time the test was taken.

d. Complete the **Number** column only in the **Score** section.

e. Click **Submit**.

End of Course

Choose the appropriate test name (EOC-subject) and then enter necessary data.

Test	EOC-English
Date	4/28/05	→ a. Enter the date the test was taken.
Term	04-05 Semester 2 ▼	← b. Choose the semester in which the test was taken.
Grade Level	10	← c. Enter the grade level of the student at the time the test was taken.

Score	Number	Percent	Alpha
EOC-English			

d. Complete the **Number** column and the **Alpha** column. (See directions below.)

Delete   **Submit** ← e. Click **Submit**.

To complete the **Alpha** column, enter an **A** for advanced, **P** for proficient, or **B** for below. Some scores are reported with 1, 2 or 3 instead of A, P, or B. 1 should be entered as A, 2 as P, and 3 as B.

Gateway

Choose the appropriate subject area and then enter necessary data.

Test	GW-Algebra
Date	4/28/2004	→ a. Enter the date the test was taken.
Term	03-04 Semester 2 ▼	← b. Choose the semester in which the test was taken.
Grade Level	9	← c. Enter the grade level of the student at the time the test was taken.

Score	Number	Percent	Alpha
GW-Algebra			

d. Complete the **Number** column and the **Alpha** column. (See directions below.)

Delete   **Submit** ← e. Click **Submit**.

To complete the **Alpha** column, enter an **A** for advanced, **P** for proficient, or **B** for below. Some scores are reported with 1, 2 or 3 instead of A, P, or B. 1 should be entered as A, 2 as P, and 3 as B.

Writing Assessment

Test	Writing Assessment
Date	5/10/2006
Term	05–06 Semester 2
Grade Level	11

Score	Number	Percent	Alpha
Writing			

Delete   Submit

a. Enter the date the test was taken.

b. Choose the semester in which the test was taken.

c. Enter the grade level of the student at the time the test was taken.

d. Complete the **Number** column only.

e. Click **Submit**.