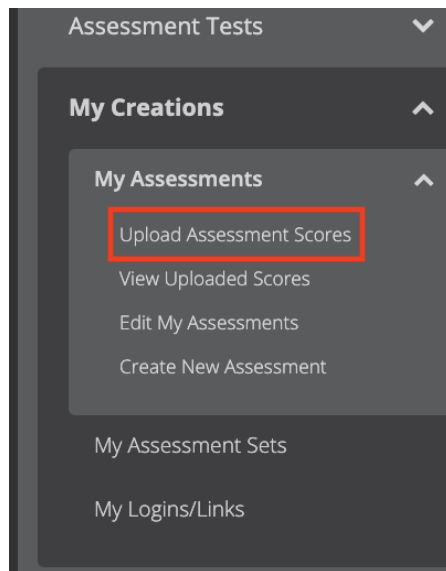


\*\*\* If assessments were previously created, begin here for uploading scores. \*\*\*

## Downloading the scores template

1. Navigate to Upload Assessment Scores located under the My Creations section of the left navigation menu.



2. On the left side, under the "1. Download" area, do the following:
  - Click **Assessment Tests**, select one or more assessments from the list. If strands are part of the assessment, they will automatically be selected after clicking **Add**.
  - Click **Student Groups**, select one or more groups of students to include.
  - **Student Identifiers**, by default SSID & Homeroom Student ID are selected.
3. Click **Download**

### Upload Scores

1. Use the form to the left to generate a template to upload scores for the chosen tests.  
2. When you have completed adding scores to the template use the form to the right to upload the scores.

1. Download

*Use this form to generate templates.*

Assessment Tests

Student Groups

Student Identifiers

2. Upload

*Use this form to upload templates.*

Choose an xlsx or csv file to upload \*

Blanks Delete Scores

4. A spreadsheet is downloaded to your computer with a generic file name.
  - We recommend renaming the file to something that will help to identify it. Using the assessment name, student group name, and/or date are good options to include.

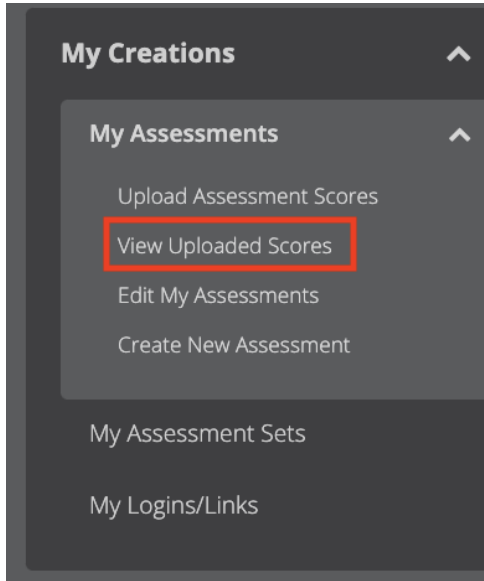
## Entering and Uploading Students' Scores

1. **Open the scores spreadsheet** generated above.
  - Student Names and IDs do not have to be entered because they are already populated.
2. OPTIONAL, add **test administration** or **test date** for reference.
  - Test Date is used in Progress Monitoring and Test Administration to create multiple displays of the same assessment that might be administered more than one time.
3. Manually **enter students' scores**.
  - The spreadsheet has been programmed so that invalid scores cannot be entered, do not edit ANY column names or other information provided in either format.
4. Save the file.
5. Navigate back to **Homeroom**
6. Click '**My Creations**', then click '**My Assessments**', and then click '**Upload Assessment Scores**'.
7. On the right side, under "**2. Upload**", click **Browse**.
8. Locate your **saved** file on your computer
9. click **Upload**.

## Viewing the Results

1. You will receive an email letting you know if the upload was successful or not.
  - If there are any errors you aren't sure about, contact [support@schooldata.net](mailto:support@schooldata.net).


2. Click **'My Creations'**, then click **'My Assessments'**, and then **'View Uploaded Scores'**



3. Click the Row Action for your newly uploaded assessment to **"View Scores"**.

MY ASSESSMENTS  
Upload History

Assessment Score File Uploads (1723 records)

File Name	Upload Date	Count of Scores	
Gr 7 030221.csv	March 2, 2021	1,649	 <b>Row Actions &amp; Options</b> View Scores
Gr 8 030221.csv	March 2, 2021	1,568	
Gr 9 030221.csv	March 2, 2021	1,561	
Gr 10 030221.csv	March 2, 2021	1,580	
Gr 11 030221.csv	March 2, 2021	1,629	
Gr 12 030221.csv	March 2, 2021	1,868	

4. You will now be presented with a data table of data you just uploaded

### Data Table ✕

Assessment Test Scores by Data File (5000 records) ⚙️

Student	Score
*_	*_
*****	0.00
*****	1.00
*****	2.00
*****	3.00
*****	5.00
*****	4.00
*****	6.00
*****	7.00

#### Quick Filter Form ✕

Level ▼

Level TOO

Level Treee

Level Won

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Met Standard ▼

No

Yes

---

School Year ▼

2018/19