



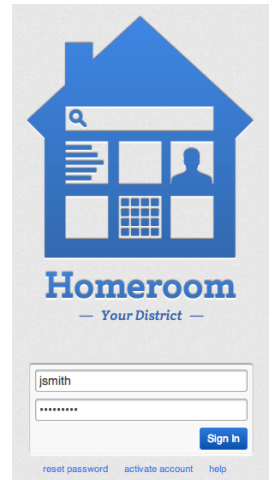
CREATING & UPLOADING student scores to an Assessment in the Homeroom Assessment Widget

Recommended Browsers

Chrome Firefox Safari

Login to Homeroom


1. Go to the homepage: *[yourdistrictname].schooldata.net*
2. Type your username and password, click **Sign In**
 - a. If you do not remember your password, select **reset password**.



Planning Your User Defined Assessment - Overview

1. What type of assessment are you entering into Homeroom?
2. Does your district have its own standards for naming conventions?
3. How is the test scored – numeric or letter score; Pass –Fail (Met – Not Met)?
4. If it is a scored assessment:
 - o What is the minimum score and maximum score?
 - o Does the assessment have performance levels?
 - i. If yes, what is the minimum passing score (threshold) and cut scores for each level?
5. Does the assessment have strands?
 - o For example: If you are administering a math assessment tied to specific standards, the standard scores could be added as strands.

Creating the Assessment

1. In the Assessment widget, click the Upload icon  and choose **Define/Edit Test**
2. In the **Define New Assessment** window that opens, enter the **Test Name** and **Label**.
 - o *Test* name should be a unique name of the test, it is only seen when creating an Assessment Set
 - o *Label* can be a shorter version of the Test Name or may be kept the same. The Label is what is displayed in most places in Homeroom.
3. Enter the **Minimum**, **Threshold** (passing score), and **Maximum Scores** for the test
4. Select the **Subject Area**
5. **Parent Assessment** (optional) - if this assessment is to be a strand, select the Parent Assessment to make this Assessment a strand. (Parent Assessment has to be created first)
6. **Is Met/Not Met** (optional) - if the test or strand is to not have a score and is pas/fail or met/not met.
7. **Family** (optional) - this helps with filtering in/out Assessments in the Assessment selector. (If there is a family you need listed, contact your district Homeroom Coordinator.)

8. **Scope** – This determines the level at which the assessment can be accessed and scores uploaded.
 - Class scope – an assessment created is only available to that user to upload scores
 - School or District scope- an assessment with either is available for any user to upload scores
 - With student access permissions the assessment scores, **no matter the scope**, is seen by others.
 - Scopes available for creation of assessments is determined by the user’s role.
 - Teachers- can only create Class scope
 - Specialists and School Administrators- can create with Class or School scope.
 - District Administrators – can create with Class, School, or District scope.
9. **Chronological Ordinal** (optional) - this is used in areas to sort assessments by grade and time of year.
10. **Start Date & End Date** (optional) – when filled in, uploading scores to this Assessment is only possible during the date range.
11. **Performance Levels** (required/optional) – If a test is setup as Met/Not Met these are not required. If there is to be a score, at least ONE Performance Level is needed.
 - Fill in the **Performance Level Name, Min Score, Max Score** and select a **Color** for each Level.
 - Click **+Add Level** to add more
 - If more than one level is added, the Max score of the levels (excluding the highest level) is like a “less than” number so the level could optionally include decimals. Example:
 - Level 1 is 0 – 4 (includes scores 0 up to 3.9999)
 - Level 2 is 4 – 7 (includes scores 4 up to 6.9999)
 - Level 3 is 7 – 10 (includes scores 7 up to 10)
12. When the setup is complete, click **Save Test**
13. The **Generate Template For Upload** pop-up box will appear for you to download your score template and upload scores. If you aren’t ready yet to load scores, click Cancel. To come back to it later, follow the **Downloading the Scores Template** steps on this sheet.

Other Assessment Creation options

Cloning: If you administer assessments more than once per year, clone the assessment saves time:

- Return to the upload tool and select **Define/Edit Test**.
- Select the **Clone Existing Test** button and choose the assessment from the list. (Only assessments created by the user themselves they can clone.)
- The Assessment **Test Name** and **Label** are blank, but all the other options are kept the same.
- After cloning, be sure to update your chronological ordinal to match your new timeframe
- Click **Save Test**

Editing: If a change needs to be made to an Assessment test, only those created by the user they can edit.

- Return to the upload tool and select **Define/Edit Test**.
- Select the **Edit Existing Test** button and choose the assessment from the list.
- The input fields will be filled with all the data from when the Assessment was created. Edit the necessary inputs.
- Click **Save Test**

Deleting: If an Assessment was created in error, then the assessment can be deleted.

- Return to the upload tool and select **Define/Edit Test**.
- Select the **Edit Existing Test** button and choose the assessment from the list. (Only assessments created by the user themselves the can edit.)
- The input fields will be filled with all the data from when the Assessment was created.
- Click **Delete**
- A prompt will appear asking “Are you sure?”, click **Yes**
- THERE IS NO UNDO and it will delete ALL data related to the Assessment, including student scores.

What you will need for the steps below:

- A computer with the ability to edit and save an Excel spreadsheet
- Student Scores for the Assessment

Downloading the Scores Template

1. If the **Generate Template For Upload** pop-up box isn't already opened, click the upload icon on the top-right side of the Assessment widget and select **Upload Scores**
2. On the left side of the pop-up box, select the necessary inputs. Note: selection windows stay open so that you can select multiple tests or groups.
 - a. Assessment Test: select the Assessment(s) that you have scores for to add in Homeroom.
 - i. This list includes those you created AND any others in the district created with a 'School' or 'District' Scope so multiple staff can load student scores to one test.
 - b. Student Group: select the pre-defined class of students or a sub-group you created.
3. Once both boxes are filled in, click the 'Download Template' button.
4. An Excel spreadsheet template is downloaded to your computer with a default name.
 - a. Depending on browser or operating system, you might be prompted to save or open the file.
 - b. The template contains student names, a Student ID, the name of the assessment, and a column for the student scores. Critical fields are locked and cannot be edited, which prevents errors.

Entering, Uploading and Viewing Students' Scores

1. With the file open, in the column with the test name enter in students' scores.
 - The file has been programmed so that scores out of range or invalid cannot be entered.
 - As you enter scores cells will change to display the performance level color.
2. After scores are all entered, save the file. (or 'Save As' to give it more of a descriptive name)
3. Navigate back to the Homeroom Assessment widget.
4. Click the **Upload Scores** button (Right side of pop-up box that the template was downloaded)
5. Click **Choose file** and locate on your computer where you saved the file, click **Open**
 - Optional: to have blank score cells in the template delete students' existing scores check the 'Blanks Delete Scores' box.
6. Click **Upload**
7. An email will be sent notifying it completed which also includes an option to delete scores, if needed.
8. **To view the results**: Refresh the widget. Then, navigate to the Assessments widget to select the student group and the assessment you uploaded scores. NOTE: if you do not see the Assessment, check your Assessment filters or be sure the upload of scores was successful.