



UPLOADING Student Scores to an Assessment in the Homeroom Assessments Widget

Recommended Browsers

Chrome Firefox Safari


Login to Homeroom

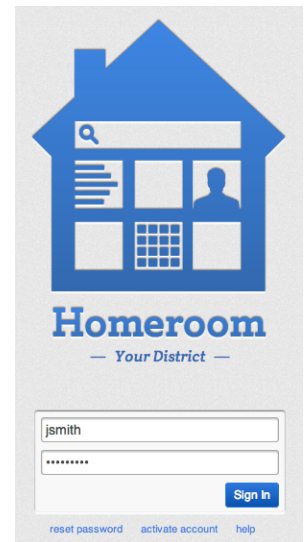
1. Go to the homepage: *[yourdistrictname].schooldata.net*
2. Type your username and password, click **Sign In**
 - If you do not remember your password, select **reset password**.

What you will need

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

Downloading the Score Template

1. Navigate to the Assessment widget
2. Click the upload icon on the top-right side of the widget 
3. Select **Upload Scores**
4. 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.
 - Assessment Test: select the Assessment(s) that you have scores for to add in Homeroom.
 - 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.
 - Student Group: select the pre-defined class of students or a sub-group you created.
5. Once both boxes are filled in, click the 'Download Template' button.
6. An Excel spreadsheet template is downloaded to your computer with a default name.
 - Depending on browser or operating system, you might be prompted to save or open the file.
 - 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.