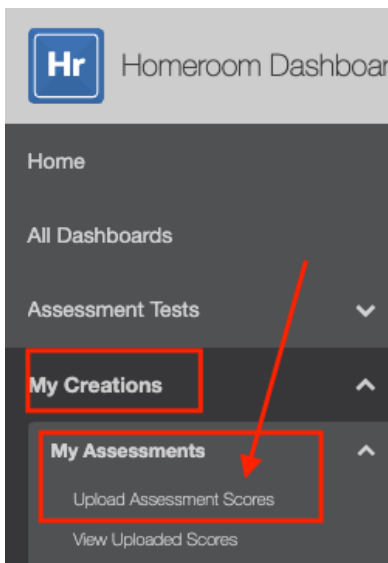


Homeroom Dashboards - Teacher Instructions for Uploading Assessment Scores

Downloading The Scores Template

Navigate to **Upload Assessment Scores** under the left navigation menu's **My Creations > My Assessments** section.



On the left side, under the “**1. Download**” area, do the following:

- Next, click **Assessment Tests**, and 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**, and select one or more groups of students to include.
- **Student Identifiers**, by default SSID & Homeroom Student ID, are selected.

1. Download

Use this form to generate templates.

Assessment Tests

Select

Student Groups

Select

Student Identifiers

Select SSID SIS ID

Download

Click **Download**. 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

Open the scores spreadsheet generated above. **Student Names and IDs** do not have to be entered because they are already populated.

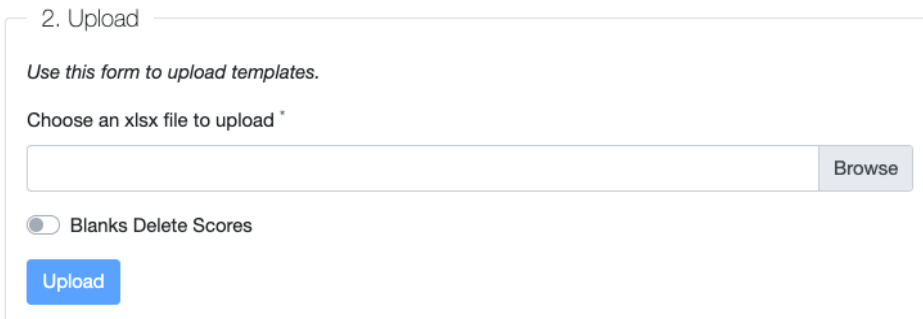
OPTIONAL, add test administration or test date for reference. **Test Date** is used in Progress Monitoring and Test Administration to create multiple displays of the same assessment that might be administered more than once.

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.**

Save the file.

Navigate back to Homeroom. Click 'My Creations,' then click 'My Assessments,' then click 'Upload. Assessment Scores.'

On the right side, under "2. Upload", click **Browse**. Next, locate your saved file on your computer and click **Upload**.



2. Upload

Use this form to upload templates.

Choose an xlsx file to upload *

Browse

Blanks Delete Scores

Upload

Viewing the results

You will receive an email letting you know whether the upload was successful. If there are any errors you aren't sure about, contact support@schooldata.net.

Navigate to a **Dashboard** and an **Assessments** container. Click **Launch Viewer**.

Select the **Student Group** whose scores were uploaded. Select the **Assessment**. Click **Launch View**.