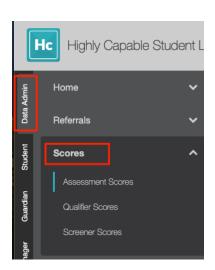


# Highly Capable Assessment/Qualifier/Screener Scores

Configure the table **Assessment Scores**, **Qualifying Scores**, and **Screener Scores** by navigating to the left navigation menu.

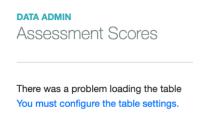




#### **Assessment Scores**

Start by choosing **Assessment Scores** in the left navigation menu.

Click You must configure the table settings if the pop-over window does not automatically appear.

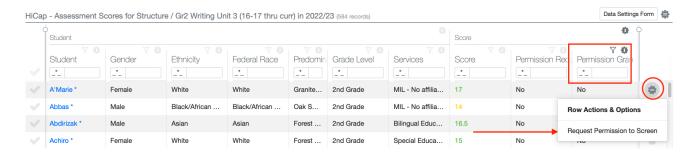


A pop-over window will appear. Select the **Assessment Test** (Required) and **School Year** (Required), then click **Set**.





Once the table of students and their assessment results is loaded, tools can be used to **sort and filter**. Select a student and click the **Row Actions & Options Gear** to select **Request Permission to Screen**.



Select one or more students by clicking the **checkmark(s)** to the left. The number will then be reflected in the button in the top right. Click the **Select Row Actions** button to choose **Refer Students**.



## **Qualifier Results**

Start by choosing Qualifier Result in the left navigation menu.

Click the **Data Settings Form** button.



A pop-over window will appear. Select the **Universal Screener** (Required) and **School Year** (Required), then click **Set**.

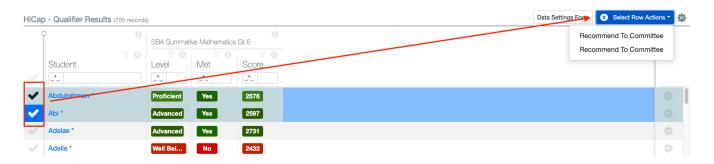




Once the table of students and their qualifier results is loaded, tools can be used to **sort and filter.** Selected row actions can move students to the Referred Students table as desired. Select a student, then click the **Row Actions & Options Gear** to select **Recommend to Committee**.



Select multiple students by clicking the **checkmarks** to the left. The number will then be reflected in the button in the top right. Click the **Select Row Actions** button and choose **Recommend to Committee**.



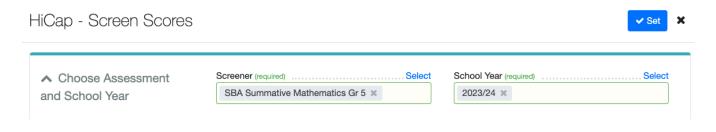
#### **Screener Scores**

Start by choosing **Screener Scores** in the left navigation menu.

Click the **Data Settings Form** button.



A pop-over window will appear. Select the Screener (Required) and School Year (Required), then click Set.





Once the table of students is loaded, tools can be used to **sort and filter**. Select the checkmark to the left of the student(s) you would like to select. The number will be reflected in the button at the top right. Click the **Select Row Actions Button** and select **Refer Students**.



### **Print Tables**

Click the **Actions gear** in the top right corner of any table and choose **Download Data** to download the data in an Excel form.

