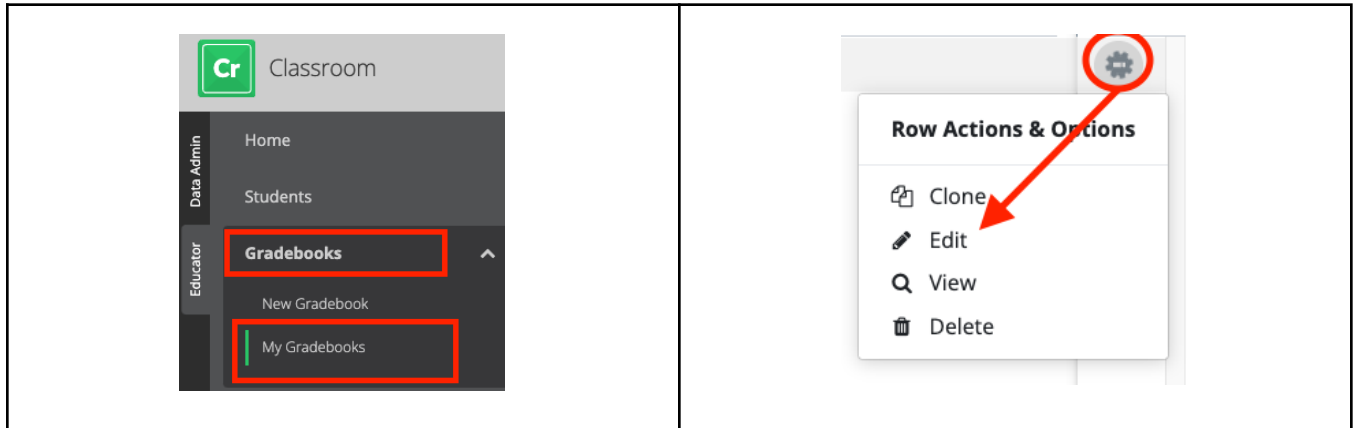


## Creating a Gradebook - Scoring Tab

1. Continue from the Details tab in the New Gradebook. See [Creating a Gradebook - Details Tab, Class Roster](#) for more information.
2. Or, start under **Gradebooks** in the left navigation menu and choose **My Gradebook**. Then, Select the **Row Actions Gear** to the far right and choose **Edit**.



3. You will see several tabs at the top for easy navigation. Click on the **Scoring Tab**.

## Scoring Tab

Once you publish an assignment with questions, students can complete it online or on paper. Only published assignments will be displayed in the scoring tab.

- **Automatically Scored:** If the assignment includes multiple choice, multiple select, or true/false questions, it will be scored automatically.
- **Manually Scored:** For assignments with scored answer questions, you will need to access the scoring tab to enter scores for student submissions. If your district uses Classroom as a repository for assessment results, this is where you will input those scores.

In the scoring tab, you will see **Students** listed on the left. **Scores** will be displayed in the body of the page. At the top, you will find the **Due Date**, **Assignment Name** (hover for description), and **Total Points**.

The **Actions Gear** allows the user to change the view of the page, giving access to further functionality.

- **Overview/Score Assignments:** This will provide overall scores for the assignment.
- **Order Newest to Oldest/Oldest to Newest:** Here, you can change the order of assignments based on their dates. This preference is saved across all your gradebooks.
- **Show/Hide Assignment Points:** Here, you can toggle the display of total points possible for the assignment. This preference is also saved.

- **Refresh:** Here, you can update the list of assignments and display real-time student submissions.
- **Filter Assignments:** This is where you can view published assignments that are Closed, Past Due, Open, Pending, or Unscheduled. Search by Assignment Name Filter.
- **Filter Students:** Here, you can select students to score, which is searchable by name or student groups.
- **Download Template:** Download an XLSX file to input the final or overall scores for each displayed assignment for later upload.
- **Upload Scores:** Here, you can upload the completed template with the final scores.

Details Settings - Assignments - Interviews **Scoring** Grading - Reports -

Reset Assignment Filters

### Score Assignments

Student	Due Date	8/3	8/10	8/10	8/26
* Ayden A.		District Gr4 Reading / Nonf... 11	District Gr4 Reading / Nonf...	District Gr4 Reading / Nonf...	Sample Interview 1 30
* Brenda Karina A.			District Gr4 Reading / Nonfiction Assessment 1 (2020-21 current) 81.8%		
* Cayleb A.					
* Eirik A.					
* Hugo A.					
* Jamedith A.					
* Kalyssa Ann A.					
* Katherin A.					

Score Assignments  
Order Newest to Oldest  
Hide Assignment Points  
Refresh  
Filter Assignments  
Filter Students  
Download Template  
Upload Scores

Data Table Options  
Download Gradebook Assignment Scores

Display Options  
Score Points Points/Symbols Percent

### Filter Assignments

✓ Ok ✕

Closed 15
  PastDue 0
  Open 0
  Pending 0
  Unscheduled 1

### Assignment Name Filter

Search

### Student Filters

✓ Ok ✕

#### Search for Students (optional)

Search

#### Student Groups

- (SFISY:92117)||Period 5 - Fund Algebra Foundations I, Semester 1 (22/23)  
 (SFISY:92725)||Periods 1, 2 - Elementary Grade 4, All Year (22/23)

### Upload

✕

Drag & Drop your file here
  Choose Files (optional)

Your district may provide additional report/download options, such as **Download Gradebook Assignment Scores**: This is a default report displaying students, their individual scores, and term scores if available.

You can enter student scores in several ways:

1. [Scoring by Individual Questions for All Students.](#)
2. [Scoring Using Score in Grid.](#)
3. [Scoring Using a Template - Download Template/Upload Scores](#) (option for all questions and students).

## Scoring by Individual Questions for All Students

1. To score an assignment for a single student, click the **Assignment Name** to open a popover window.

Due Date	8/3	8/10	8/10	8/26	8/26	12/6
Student	District Gr4 Reading / Nonf...	District Gr4 Reading / Nonf...	District Gr4 Reading / Nonf...	Sample Interview 1	Sample Interview 2	Sample Interview 3

2. Students are displayed on the left, score input boxes on the right, with each question listed in its own column.
3. Click the **Action Gear** on the far right to switch between different views, such as **Questions, Labels, Standards, or Question Text**.
4. Click on a **Question Title** to view and score that question for all students.
5. Click the **Score Box** next to each student to enter their score. Use the tab key to move to the next box, or hold shift+tab to move up.
6. If multiple students received the same score for an assignment, click the **Score All button**.
  - In the **Score All Students** box, type the score.
  - Click the **Lightning button** to apply this score to all students who haven't been scored yet.
7. Click the **Assignment button** and select from the list to view more information about the assignment.
  - Use the dropdown arrow to select **Multiple-Choice** or **True/False** questions.
  - Enter scores in the cell on the far right for **Scored Answer Questions** (e.g., essays).
8. Click the **Action Gear** for more functionalities, including truncating student submissions.
9. Click **Save & Close**.

**Assignment Scoring** (Completed) 11 Possible Points

Student	MC	Q6.0: MC	Q7.0: MC	Q8.0: MC	Q9.0: SA	Final Score	Administration Date	Status
Barry, Soulyman	----	----	----	----	----	0.87	1/11/20	Submitted Late
▲ Clark, Reese R.	----	----	----	B	----	2	1/16/20	Submitted Late

Questions  
 Labels  
 Standards  
 Question Text

SBG Assignment 1

Score All Assignment -

Student	Score
Score All Students	1

Score All Assignment -

- Details
- Settings
- Assignment Settings
- Standards
- Dates
- Questions
- Add/Edit/View
- Assignment Passages
- Points
- Color Bands
- Score Ranges
- Scoring Symbols
- Students
- Scoring

**Question 1:**

Which point on the number line represents

Apply 1 Score to Multiple Students...

**Answers**

A. Point A  
B. Point B  
 C. Point C  
 D. Point D

**Student**

AIT  
 ALI  
 AYI  
 BAI  
 BAI

Question 1.0: SA Save & Close

Question 1.0: SA

**Question Text**  
 Statement of Purpose/Focus score:  
 Opinion Writing

**Scoring Instructions**

**4**  
 The response is fully sustained and consistently and purposefully focused:

- opinion is clearly stated, focused, and strongly maintained
- opinion is communicated clearly within the context

**3**  
 The response is adequately sustained and generally focused:

- focus is clear and for the most part maintained, though some loosely

**Apply to Ungraded**

Enter Score:  Apply

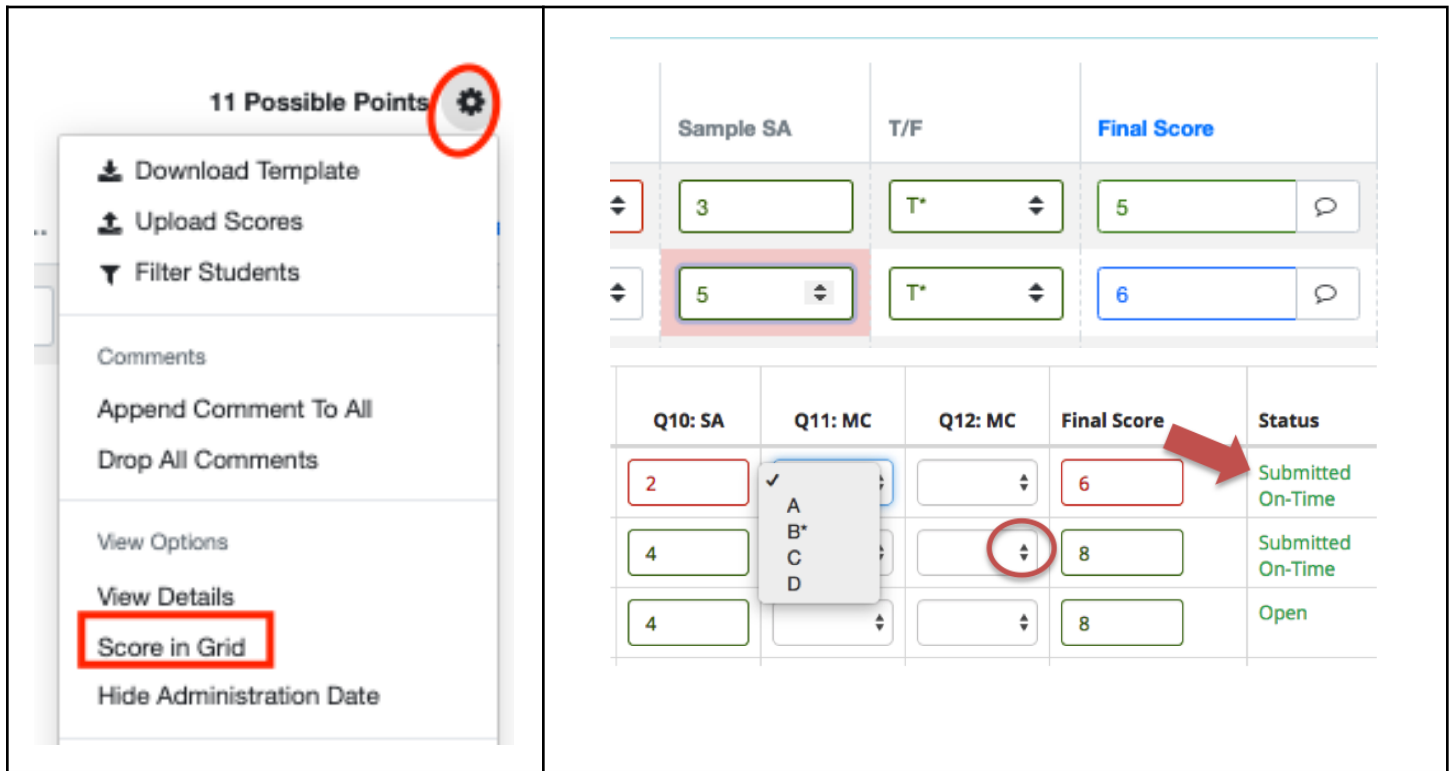
**Apply to All**

Enter Score:  Apply

## Scoring Using Score in Grid

1. Click the **Action Gear** in the upper left and select the **Score in Grid** to score assignments in bulk.

2. Students are listed on the left, with assignments at the top.
  - Move through the grid using tab and shift+tab to navigate between cells, enter and shift+enter for further navigation, arrow keys to move up and down with options, or click directly into a cell to enter a score.
  - If you enter a score outside the allowed range for that question, the cell will be highlighted with a thick red box, and you will receive a warning message. You will not be able to save scores that are out of range.
  - Use the cell's arrows to select from available options for questions using symbols (A, B, C, etc). The correct answer is indicated with an asterisk.
  - For multiple choice and true/false questions, options are also accessible via the cell's arrows or type a letter choice directly.
  - There are also visual clues on how students perform on each question as the cells will take on the **color of any performance levels**, for instance, red for not meeting and green for meeting standards.
  - Final scores are calculated once all possible scores have been entered. The submission status of each student is listed on the far right.
  
3. Click the **Actions Gear** for options like **Filter Students** and **Add Comments**. You can also adjust the appearance of the question to show **questions, labels, standards, or question text**.
  
4. Click Save & Continue in the upper right corner.



The screenshot displays the SchoolData.net interface. On the left, a sidebar contains a gear icon (Actions Gear) circled in red. Below it are options: Download Template, Upload Scores, Filter Students, Comments, Append Comment To All, Drop All Comments, View Options, View Details, Score in Grid (highlighted with a red box), and Hide Administration Date. The main area shows a grid of student scores. The top row has columns for Sample SA, T/F, and Final Score. The second row shows a score of 5 in the Sample SA column, which is highlighted with a thick red border. Below this, a table shows scores for Q10: SA, Q11: MC, Q12: MC, Final Score, and Status. A dropdown menu for Q11: MC is open, showing options A, B\*, C, and D. A red arrow points to the 'Submitted On-Time' status.

Q10: SA	Q11: MC	Q12: MC	Final Score	Status
2	A B* C D		6	Submitted On-Time
4			8	Submitted On-Time
4			8	Open

## Scoring Using a Template

1. Click the **Download Template** button to get a standard spreadsheet. This template is locked to prevent accidental changes to student names or IDs.
2. Open the template and enter scores directly into the cells. If you have results from another source, such as Scantron bubble sheets, please contact support at [support@schooldata.net](mailto:support@schooldata.net) for assistance copying and pasting scores.
3. Hover over the title of any column to view details about the question, including scoring ranges.
4. For student submissions like essays or word problems, you will find their responses in the **QN Answer columns**. Add scores to the QN Score columns.
5. Make sure to **Save** the template once you have entered all scores. Using a clear naming convention can help if you manage multiple templates.
6. Return to Classroom and click the **Upload Scores** button.
7. Once the file upload is complete, the scores will be visible in Classroom. You will receive an email notification indicating whether the upload was successful or if there were any issues.

	A	B	C	D	E
1	Student Name	Student ID	Q1 Answer	Q1 Score	Q2 Answer
2	HENRY	12345	Inductive re	6.00	
3	RODERICK	12345	It is an obse	5.00	
4	BRYNLEY	12345	Inductive re	2.00	
5	JOSHUA	12345	It is rules	0.00	
6	JEHOVANNA	12345	It is based c	6.00	

 Upload

Drag & Drop your file here

Or choose a single file Choose File

Or multiple files

Choose Files

Name	Size	Progress	Actions
CMA Tri 2 Grade 3.xlsx	7247 B	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"> <div style="width: 100%; height: 10px; background-color: #ccc; position: absolute; top: -10px; left: 50%; transform: translate(-50%, -50%);"></div> </div>	<div style="display: flex; justify-content: center; gap: 5px;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">Start</div> <div style="background-color: #6c757d; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">Cancel</div> </div>

## Classroom Assessments Visible in Homeroom

Only district-approved assessments or assignments created and scored in Classroom will be visible in the Homeroom Assessments. Your district data administrator must configure an assignment accordingly to make it visible in Homeroom. Once set up, assessment results are automatically updated each night, although manual updates can also be performed by the data administrator when necessary.

---

Classroom assessment results are like any other assessment in Homeroom. They can be viewed singly, as part of an assessment set, in any Data Extract involving assessments, or as part of Risk Indicators if configured.

1. To view the question by question, or standard by standard, results in Homeroom, first log in to Homeroom.
2. Navigate to **Assessments Tests** in the left navigation menu, choose **Launch Assessment**, then **Assessment Item Analysis**.
3. Select your **student group** and the **assessment** you want to view, then click **Launch View**.
4. The first tab will display the overall results. You can manipulate this view like any other assessment by toggling performance levels on/off, creating student groups, searching by name, or selecting the **District View** option for subgroup information.
5. If the assessment includes item analysis, you will see two options:
  - **Item Analysis by Assessment:** This option allows you to view results question-by-question and student-by-student. You will see:
    - Each student's performance on individual questions, including whether they met the standard and their score.
    - A percentage score for the entire assessment under each student's photo.
    - Question types displayed: SA (Scored Answer, TF (True/False), MC (Multiple Choice), MS (Multi-Select).
    - Summaries (by number and percentage) showing how the student group performed on each question.
    - Hovering over the information icon reveals the question text and any images.
  - **Item Analysis by Learning Target:** This view organizes results by standard. Here, you can see:
    - How many students met the standard or answered questions correctly.
    - Question type.
    - Similar statistics on student group performance by standard.
    - Expand each standard for more details, and hover over the information icon for related questions.
6. Click the Actions Gear in the top right corner to download the results as a workbook with multiple worksheets. Each analysis option (by Assessment or Learning Target) generates different workbooks, allowing you to manipulate the data in Excel. Print the entire workbook or individual worksheets from Excel.

See [Hr Creating/Editing Assessment Sets](#) for more information.

**Hr** Homeroom Dashboard

- Home
- All Dashboards
- Assessment Tests**
  - Launch Assessment
- My Creations
- Find Students
- Student Groups
- Data Admin

**Assessment Item Analysis**

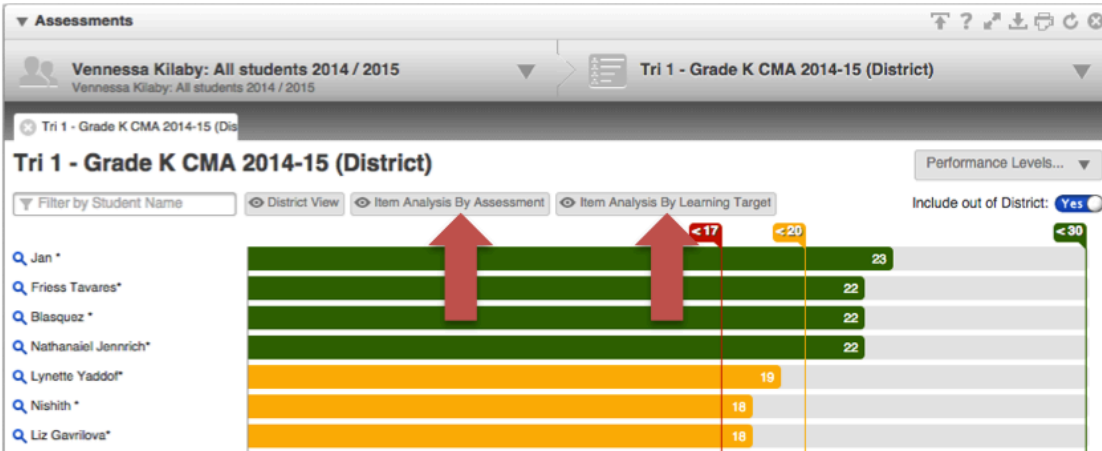
1

Student Group:  
**\*GR4 Group**  
[Change](#)

2

[Now Do This](#)  
**Select an Assessment**

[Launch View](#)




Tri 1 - Grade K CMA 2014-15 (District)


Item Analysis By Assessment

Include out of District: Yes

Item	Students	Type	45.5%	9.1%	45.5%	36.4%	18.2%	18.2%	27.3%	36.4%	45.5%	9.1%	27.3%	0%	36.4%	36.4%
Q-1 Subitizing "I am going to show you a card with dots. Show me with your finger..."	11/16 68.8%	SA	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Q-2 <b>CCSS.Math.Content.K.CC.A.1</b> Count to 100 by ones and by tens.	2/16 12.5%	SA	2	2	2	1	1	1	1	1	3	1	1	1	1	2
Q-3 <b>CCSS.Math.Content.K.CC.B.4</b> Understand the relationship between nu...	1/16 6.3%	SA	2	2	2	1	1	2	1	1	2	2	1	1	2	2
Q-4 <b>CCSS.Math.Content.K.CC.B.5</b> Count to answer "how many?" question...	8/16 50%	SA	3	2	2	3	3	3	2	3	2	2	3	1	2	2

Tri 1 - Grade K CMA 2014-15 (District)		Item Analysis By Learning Target																	
		Include out of District: <input checked="" type="checkbox"/>																	
																			
▼	Count to 100 by ones and by tens.	students	type	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	100%	
Q-2	Counting and Cardinality *Start counting out loud at _____. Count until I say s...	2/16 12.5%	SA	2	2	2	1	1	1	1	1	3	1	1	1	1	2	1	3
▶	Count forward beginning from a given number within the kn...			0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%	
▼	Write numbers from 0 to 20. Represent a number of objects v	students	type	100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	
Q-5	Counting and Cardinality *How many dots are here? Point to that number. ...	2/16 12.5%	SA	3	2	2	2	1	1	1	1	1	1	1	1	1	2	2	3
▶	Understand the relationship between numbers and quantitie			0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%	
▶	Count to answer "how many?" questions about as many as :			100%	0%	0%	100%	100%	100%	0%	100%	0%	0%	100%	0%	0%	0%	100%	100%
▶	Identify whether the number of objects in one group is great			100%	0%	100%	100%	0%	100%	100%	100%	100%	100%	0%	0%	100%	100%	100%	100%

Download

 Download as Data Table

 Download Validation Workbook