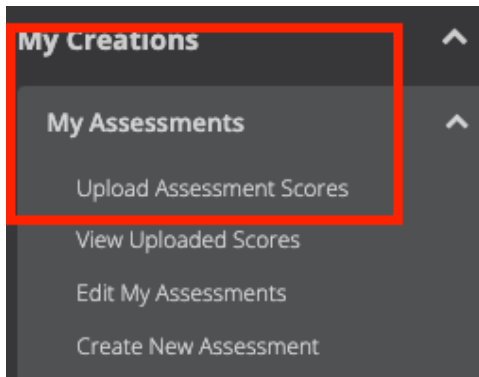
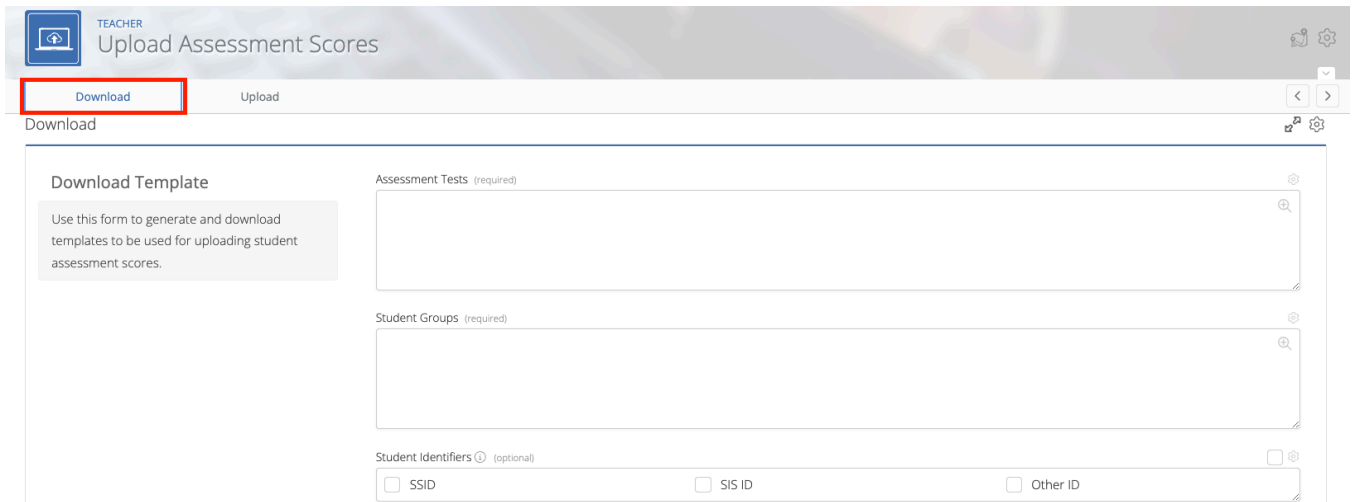


Downloading and Uploading Scores Template (Connect)

1. Start under **My Creations** in the left navigation menu, choose **My Assessments**, and then **Upload Assessment Scores**.



2. Select the **Download** tab at the top of the page. Use this form to generate and download templates to upload student assessment scores.



TEACHER Upload Assessment Scores

Download Upload

Download

Download Template

Use this form to generate and download templates to be used for uploading student assessment scores.

Assessment Tests (required)

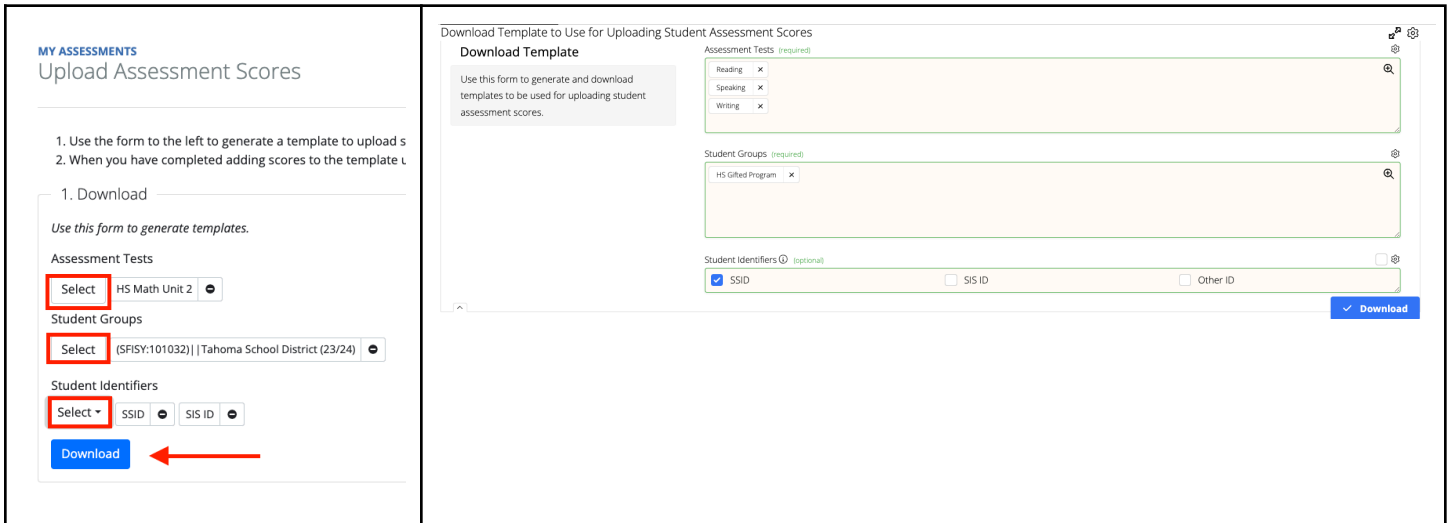
Student Groups (required)

Student Identifiers (optional)

SSID SIS ID Other ID

3. Choose one or more **Assessment Tests** by clicking the **checkmark/checkbox** to the left and then clicking **Add Assessment Tests** at the top right or **Accept** at the bottom right. If strands are part of the assessment, they will automatically be selected.
4. Next, under **Student Groups**, click **Select** and choose one or more Student Groups by clicking the “+” icon to the right and then clicking **Add Student Groups** at the top right. Note: You can filter by using the options to the left for School Year, My Groups, and Shared Groups.
5. **Connect:** Select the **SSID**, **SIS ID**, or **Other ID** checkbox.

- When finished, click **Download**. A spreadsheet with a generic file name is downloaded to your computer. 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.



MY ASSESSMENTS
Upload Assessment Scores

1. Use the form to the left to generate a template to upload s
2. When you have completed adding scores to the template t

1. Download

Use this form to generate templates.

Assessment Tests
 Select HS Math Unit 2

Student Groups
 Select (SFISY:101032) | Tahoma School District (23/24)

Student Identifiers
 Select SSID SIS ID

Download

Download Template to Use for Uploading Student Assessment Scores

Download Template

Use this form to generate and download templates to be used for uploading student assessment scores.

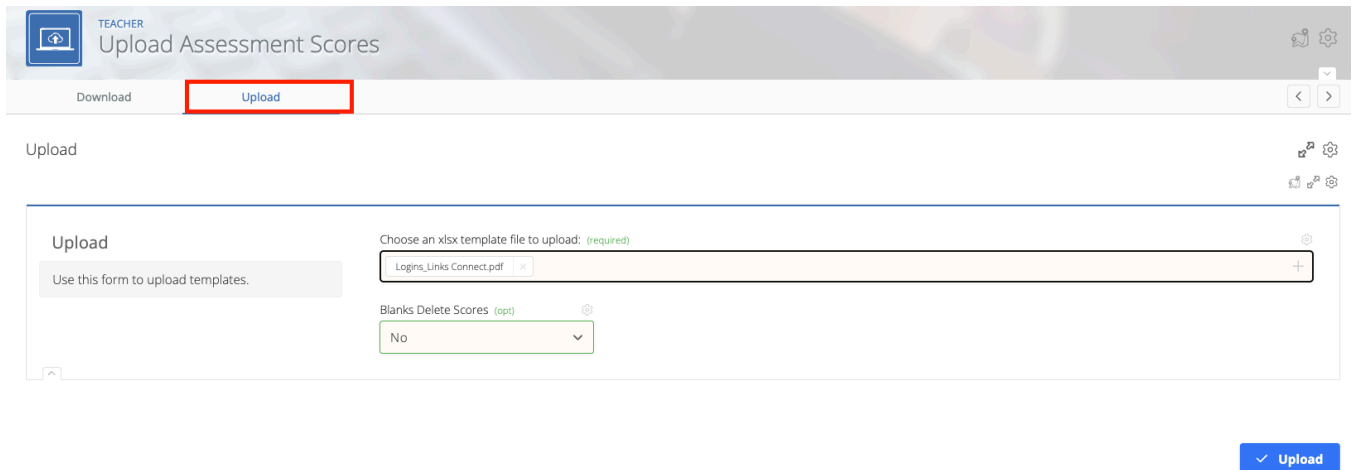
Assessment Tests (required)
 Reading x
 Speaking x
 Writing x

Student Groups (required)
 HS Gifted Program x

Student Identifiers (optional)
 SSID SIS ID Other ID

Download

- Open the scores spreadsheet generated and manually **enter the student's scores**. The spreadsheet has been programmed to prevent invalid scores from being entered. **Do not edit ANY column names or other information provided in either format.** Student Names and IDs do not have to be entered because they are already populated. **Save** the file.
- Click the **Upload tab** at the top of the page.



TEACHER Upload Assessment Scores

Download Upload

Upload

Upload

Use this form to upload templates.

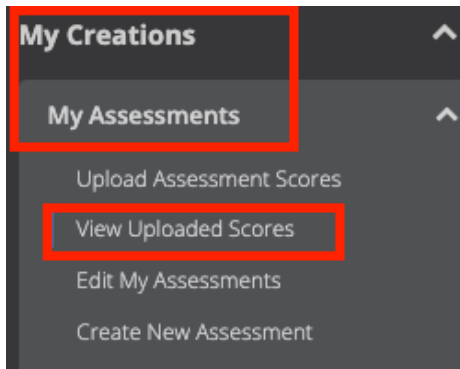
Choose an xlsx template file to upload: (required)
 Logins_Links Connect.pdf

Blanks Delete Scores (opt)
 No

Upload

- Locate your saved file.
- If you choose to **Toggle Blanks Delete Scores**, all blank scores in the uploaded file will delete existing scores for the student and test combination.
- Click **Upload**.

12. You will receive an email telling you whether the upload was successful. If you have any questions about errors, please contact support@schooldata.net.
13. Click **My Creations** in the left navigation menu, choose **My Assessments**, then **View Uploaded Scores**.



14. Click the **Row Action** to the far right and select **View Scores**.
15. You will now be presented with a data table you just uploaded.