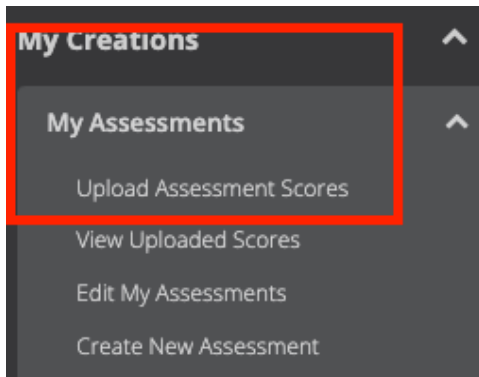


Download/Uploading Scores Template V2

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



2. On the left side, under the **1. Download (Use this form to generate templates)**,

MY ASSESSMENTS
Upload Assessment Scores

1. Use the form to the left to generate a template to upload scores for the chosen tests.
2. When you have completed adding scores to the template use the form to the right to upload the scores.

1. Download

Use this form to generate templates.

Assessment Tests
Select

Student Groups
Select

Student Identifiers
Select SSID SIS ID

Download

2. Upload

Use this form to upload templates.

Choose an xlsx file to upload *

Browse

☐ Blanks Delete Scores

Upload

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. The student identifiers are **SSID & Homeroom Student ID** by default. Click **Select** to edit.
6. 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 scores.
2. When you have completed adding scores to the template, use the form to the right to upload the template.

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

7. Open the scores spreadsheet generated and manually **enter the student's 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. Student Names and IDs do not have to be entered because they are already populated. **Save** the file.

8. On the right side, under **2. Upload (Use this form to upload templates)**.

2. Upload

Use this form to upload templates.

Choose an xlsx file to upload *

AssessmentScoreUploadTemplate-07-17-24.xlsx

Browse

☒ Blanks Delete Scores

Upload

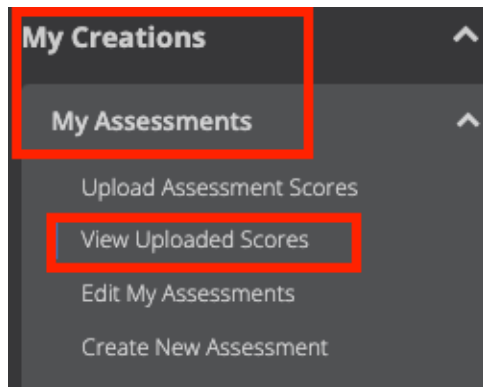
9. Locate your saved file.

10. 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.

11. Click **Upload**.

12. You will receive an email telling you whether the upload was successful. If there are any errors you aren't sure about, 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.