

Assessment User Guide for Counselors

Student Assessment Tab *Student Information > General > Assessment*

The Assessment tab is the area where student test results are displayed after they are manually entered or imported.

A Counselor may want to manually enter students test scores in situations where there is a new student who transferred from another district with prior test scores.

Adding a New Test

1. Click on **New** from the student's Assessment tab.
2. Choose the parent test from the dropdown list. A test structure must have been created prior to manually adding a new test through the *System Administration > Assessments > Test* tool.
3. Enter the **Scale Score** and select the **Result** from the dropdown list for each subtest.
4. Click **Save**.

This screenshot shows the Assessment tab for a student with ID #090022. The 'Assessment' menu item is highlighted in the top navigation bar. The 'Test Scores' section displays a list of tests with their respective scale scores and results:

Test	Scale Score	Result
MME (MME 08)		
ELA (MME 08)	1087.0	
Listening (MME 08)	0.0	
Math (MME 08)	1122.0	
Reading (MME 08)	1050.0	
Science (MME 08)	1102.0	
Social Studies (MME 08)	1110.0	
Writing (MME 08)	1094.0	

The 'Test Score Detail' section for MME is also visible, showing a table with columns for Scale Score and Result.

This screenshot shows the 'New Test' dialog box open in the Assessment tab. The 'New Test' button is highlighted in red. The dialog box contains the following text:

New Test
Test - Choose the parent test then update test/strand scores

A dropdown menu is visible below the text, and a red box highlights the 'New Test' button.

This screenshot shows the 'Test Scores' table with a red box around the 'New Test' button. The table displays the following data:

Test	Scale Score	Result
ELA	1077	3-Partially Proficient(3.000)
Listening		
Math	1043	4-Not Proficient(4.000)
Reading	1092	3-Partially Proficient(3.000)
Science	1041	4-Not Proficient(4.000)
Social Studies	1092	3-Partially Proficient(3.000)
Writing	1081	3-Partially Proficient(3.000)

This screenshot shows the 'Test Scores' table with a red box around the 'Save' button. The table displays the following data:

Test	Scale Score	Result
ELA	1077	3-Partially Proficient(3.000)
Listening		
Math	1043	4-Not Proficient(4.000)
Reading	1092	3-Partially Proficient(3.000)
Science	1041	4-Not Proficient(4.000)
Social Studies	1092	3-Partially Proficient(3.000)
Writing	1081	3-Partially Proficient(3.000)

End Result

The screenshot displays a web-based interface for a school information system. The top navigation bar includes tabs for Transportation, Fees, Lockers, Athletics, AdHoc Reports, SRSD, Waiver, Records Transfer, Early Childhood, Summary, Enrollments, Schedule, Attendance, Programs, Grades, Transcript, Credit Summary, and Assessment. The left sidebar contains a tree view of system modules such as Student Information, Counseling, Health, Special Ed, Reports, Instruction, Behavior, Attendance, Scheduling, Grading & Standards, Ad Hoc Reporting, User Communication, System Administration, and Assessment. The main content area, titled 'Grade 12 #201074 DOB:06/01/1990 Gender:M', shows a 'Test Scores' section with the following data:

Subject	Scale Score	Result
ELA (MME 08)	1077.0	3
Math (MME 08)	1043.0	4
Reading (MME 08)	1092.0	3
Science (MME 08)	1041.0	4
Social Studies (MME 08)	1092.0	3
Writing (MME 08)	1061.0	3