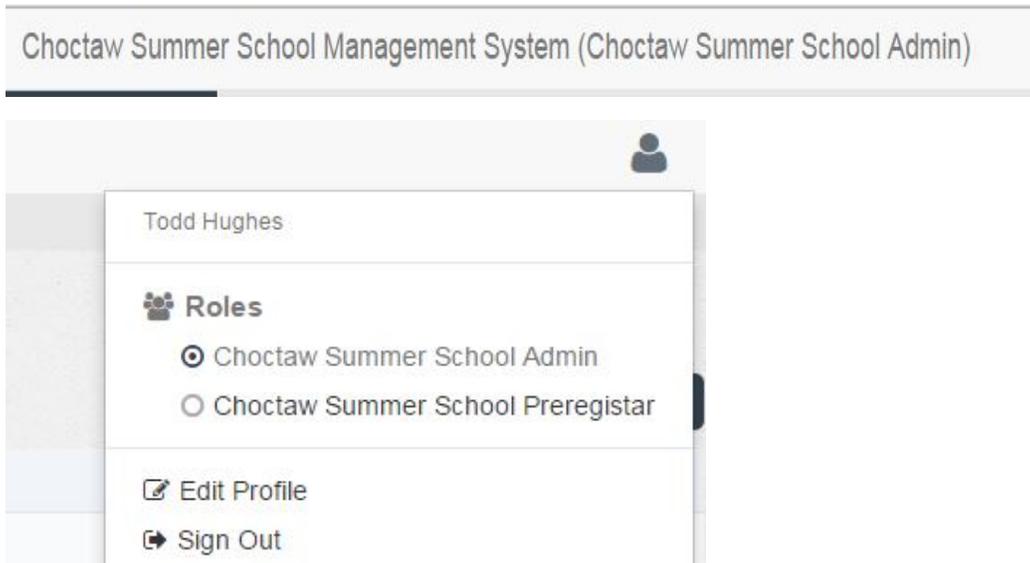
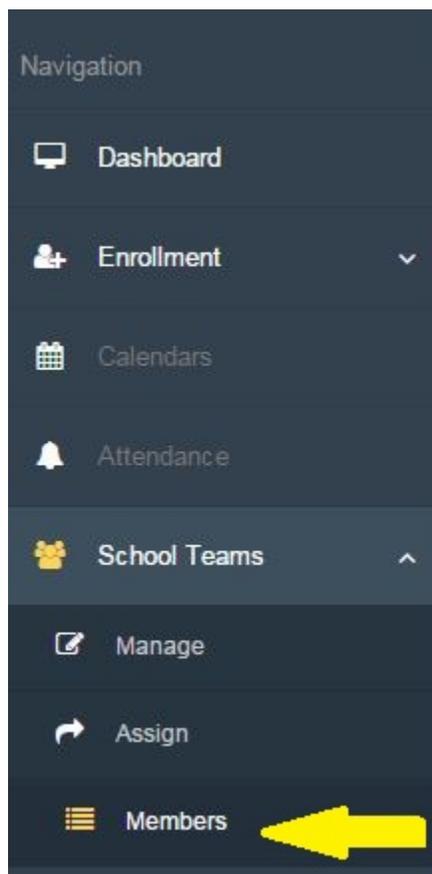


Exporting and Uploading Student Assessment

Step 1. Select the Admin role if unable to see “School Teams” in the control bar. The role is visible at the top of the page.

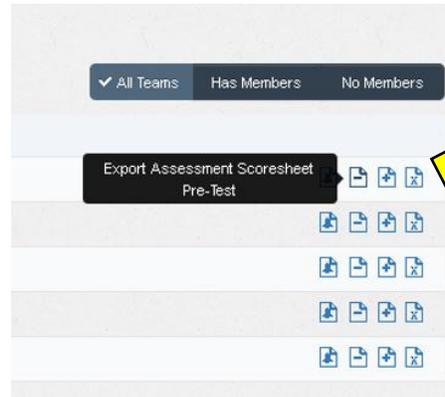


Step 2. Expand the “School Teams” option in the control bar and choose the “Members” option.



Step 3. Click the “Export Reading Assessment Scoresheet Pre-Test” icon located to the far right of the team you wish to export. This export also contains a column for the Kindergarten number recognition score. The “Export Reading Assessment Scoresheet Post-Test” icon is next to the pre-test export.

Team Code	Team Name	Team Description	Members	
01	1st Grade		14	
02	2nd Grade		17	
03	3rd Grade		17	
K5	Kindergarten		9	



Step 4. Depending on the web browser, (Internet Explorer, Firefox, Chrome, etc...) as well as the specific user settings of that browser, the behavior of choosing the export will vary. It is important to create a folder on your computer to store each of the team members excel extracts. There will be 2 extracts for each team. One to record pretest and one to record posttest. It is recommended that you create 2 folders on your PC named Pretest and Posttest to store these downloads. You may need to ask school IT personnel for help in downloading and saving these files in a known location on your PC. Alternatively, you may call Assistant Director Jackie Barr at (800) 522-6170, ext. 4128 for assistance.

Step 5. Open the spreadsheet from its saved location to update student scores. The spreadsheet will contain an alphabetical list of all students assigned to that teacher with a column for each assessment. Assessments that are pertinent to that student’s grade level will have a red background and will only accept values in that assessment’s score range. The test window will be populated SummerPre or SummerPost because assessments cannot be mixed into the same spreadsheet. If a student did not test due to absence choose **“Not Tested” as the score value on the assessment. **DO NOT mark “0” for an absent student.****

F	G	H	I	J	K	L	M	
TeamCode	GradeLevel	StudentTested	TestWindow	CapitalLetterRecognition	LowerCaseLetterRecognition	LetterSoundRecognition	NumberRecognition	Pre
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	
01	01	Yes	SummerPre	N/A	N/A	N/A	N/A	

Step 6. Once all scores have been entered, save the spreadsheet. Assessment files will be uploaded into the summer learning student management system. See “Uploading Assessment Scoresheets” instructions.